



Environmental Certification Services: Certification Manual for Green SquaredSM - Tile and Installation Material Sustainability

Thank you for your interest in Scientific Certification Systems' **Green SquaredSM** - Tile and Installation Material Sustainability certification services. SCS is an accredited ISO/IEC Guide 65 certification body and is recognized by the Tile Council of North America, Inc. as a third-party certification body. SCS offers exceptional transparency and credibility, conformance with major green building specifications, competitive rates, attentive service, and value for your money. We have a dedicated team of professionals ready to assist you with all your **Green SquaredSM** certification needs.

The first step in pursuing certification is to complete a **Green SquaredSM** Application, which can be found on the SCS website at www.scscertified.com/. When we receive your Application, we will review the assessment scope requested by your company and provide you with our project specific proposal.

Green SquaredSM is a tile and related installation material product certification program developed by the Tile Council of North America (TCNA) as part of its ongoing initiative to support the efforts of producers, purchasers and policy makers to improve the environmental and social sustainability of products and services related to ceramic tile installation. **Green SquaredSM** is based on established scientific principles, practices, materials and standards. It is a companion to the ANSI A138.1 American National Standard Specifications for Sustainable Ceramic Tiles, Glass Tiles and Tile Installation Materials. The standard includes relevant criteria across product life cycle from raw material extraction through manufacturing, use, and end-of-life management.

The **Green SquaredSM** Certification Program is intended to:

- Create and communicate a framework for product evaluation and certification in accordance with the principles of ISO Type 1 (ISO 14024) environmental labeling and declaration requirements.
- Establish the criteria to evaluate conformance to ANSI A138.1 American National Standard Specifications for Sustainable Ceramic Tiles, Glass Tiles and Tile Installation Materials.
- Engender confidence among the various stakeholders (manufacturers, suppliers, regulators and consumers) that products labeled with the **Green SquaredSM** Certification Mark meet the requirements of this program.
- Serve as guidance to manufacturers seeking a better understanding of common criteria interpretation and general principles to follow when self-declaring conformance to ANSI A138.1. Note: Companies self-declaring their product(s) as in conformance with ANSI A138.1 are not authorized to use the **Green SquaredSM** Certification Mark.

References and Resources

There are several resources available for your reference to begin your path towards **Green SquaredSM** certification. We recommend that you first review the **Green SquaredSM** program certification requirements publically available for download at <http://www.tileusa.com/>:

The ANSI A138.1 - Tile and Installation Material Sustainability is available for purchase at <http://www.tileusa.com/>. This standard is an open, consensus-based method to evaluate the social and environmental attributes of Tile and Installation Material products.

About the Certification Requirements

The ANSI A138.1 standard is divided into five sections that encompass mandatory requirements and elective options. Conformance is achieved by satisfying all mandatory requirements and a certain number of elective credit units (CUs) within each product assessment category, as defined in Section 8.0 of the standard. The sections of ANSI A138.1 are as follows:

- Environmental Product Characteristics
- Environmental Product Manufacturing and Raw Material Extraction
- End of Product Life Management
- Progressive Corporate Governance
- Innovation

Initial Certification Assessment

First year certification assessment usually takes three to five months, depending on the complexity of the assessment. Timing also depends on communication with your assigned auditor regarding:

- Submission of a completed Data Request Form;
- Preparation of written procedures for auditor review;
- Complete product and material information;
- Quality Management System policies for Process and Quality Control;
- Complete data and supporting records/documentation;
- Coordination of an onsite audit date.

Certification Maintenance Requirements

Certification Maintenance is required to meet the **Green SquaredSM** Program Guidelines. Surveillance audits are required to verify the applicant continues to operate in a manner that will maintain a product's conformance with the standard and initial certification. An applicant is evaluated for the current performance period. Baseline periods established the initial year and are valid for three years and shall be re-evaluated during the Renewal audit. A Renewal audit is required on the third year of certification. Facilities require a renewal onsite audit every three years.

Surveillance and Renewal audits usually take from two to five months, depending on the complexity of the assessment and submission of complete data and coordination with the Auditor.

Certification Scope Expansions

Certification scope expansions can be submitted at any time to an Account Manager. Scope expansions may include any of the following changes:

- Adding a Facility/Facilities;
- Adding a Product Category, Product Line or Product Grouping;
- Adding Specific Organization, Facility, or Product Points.

Any changes to the certification scope will require the submission of a Notice of Change Form and appropriate fees will be applied. An Account Manager will confirm the Scope Expansion with a Work Order.

Certification Assessment Fees

There is a base fee for an SCS **Green Squared**SM certification assessment, with additional fees determined on the basis of the scope of work and the complexity of the audit. These include but not limited to the number of product categories, facilities, additional ANSI A138.1 credits to be evaluated, and additional certificates involved.

Modification to Certification Requirements

In the event that an update or modification is made to the standard or certification requirements, SCS will inform clients within 30-days of the approved changes. Changes include, but are not limited to, ANSI approved credit interpretations, TCNA changes to certification requirements, or SCS changes to certification requirements.

Upon notification of standard clarifications or revisions to the ANSI A138.1 Standard, clients have a 12-month period from the date of notification to transition to the new requirements, unless otherwise directed by TCNA **Green Squared**SM certification program guidance. If applicants are in the midst of an assessment during a standard update, clients will be issued an Opportunity for Improvement (OFI) as a means of notification that they must comply with the new standard at the next Surveillance/Renewal assessment.

For more information about the certification process, or if you have any other questions, please contact us:

Scientific Certification Systems
Environmental Certification Services
Phone: 510.452.8000
Email: MaterialContent@SCScertified.com

SCS Green SquaredSM Certification Process Flow Diagram

I. APPLICATION AND PROJECT SCOPING

APPLICATION

Applicant submits completed Green SquaredSM Application and Sr. Account Executive provides Proposal, including quote, for Applicant's approval.

PROPOSAL

Upon approval, SCS issues a Work Order for Applicant's signature.

WORK ORDER

Upon receipt of signed Work Order, Account Manager invoices first half of assessment fees.

CONFIRMATION OF PROJECT SCOPE

Sr. Account Executive, Account Manager, & Technical Coordinator participate in an initial meeting with the Applicant to provide overview of assessment process and next steps.

II. INITIAL CERTIFICATION ASSESSMENT *(Approximately 3-5 Months Process.)*

DATA COLLECTION

Applicant receives Data Request Form (DRF). Technical Coordinator provides guidance and support to client in order to complete necessary forms. After the data and documentation have been submitted and is complete, an Auditor is assigned.

PRE-ASSESSMENT

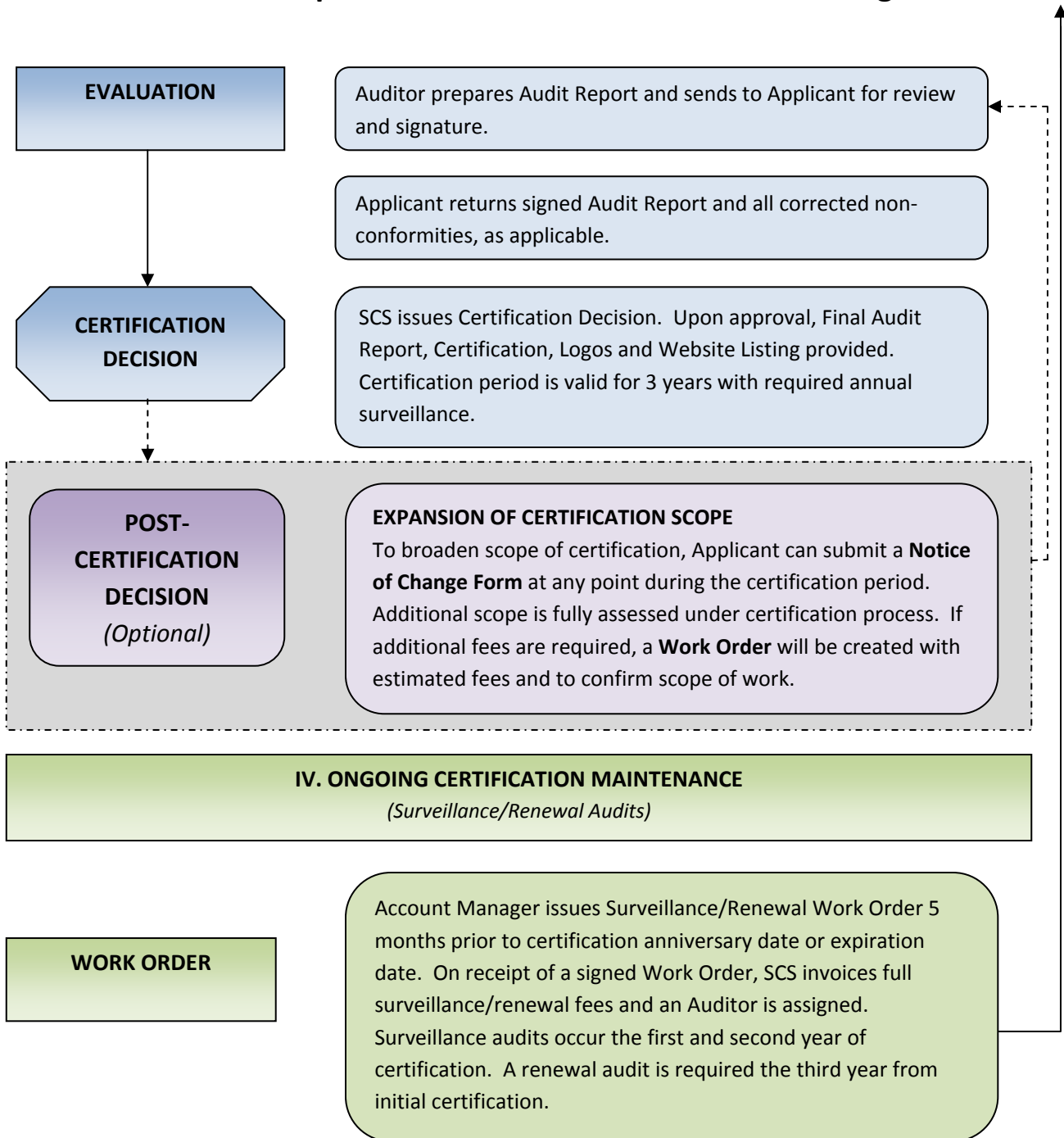
Applicant is introduced to its Auditor. The Auditor will contact the Applicant directly to verify the Project Scope, Review Data, Schedule an Onsite Audit(s), and provide an Audit Plan for the manufacturing facility/facilities.

ONSITE AUDIT

During the Onsite Audit the Auditor tours the facility with the Applicant, gathers evidence, conducts interviews and reviews documentation and data.

Account Manager invoices second half of assessment fees (includes travel expenses for the onsite audit).

SCS Green SquaredSM Certification Process Flow Diagram



Key Terms & Resources

Certification Assessment: The process of determining whether a client complies with the requirements of a Standard. The determination is made by SCS staff based upon review of the Audit Report, client documentation, and evidence.

Corrective Action Plan (CAP): Plan prepared by the Client detailing corrective actions to resolve the nonconformities and preventive actions to ensure the problem will not reoccur.

Data Request Form (DRF): Required form to indicate the reference documentation used to meet the requirements of the Green SquaredSM certification assessment, which includes quality control documentation, pre-requisites, organization, facility and product information.

Nonconformity: A case where the Client is not in conformance with the requirements of the Standard. Nonconformities must be addressed within the timeframe specified by the Auditor and corrected before initial certification can be awarded.

Notice of Change Form: Form utilized to indicate certification scope; also utilized to inform program of any process, material, formulation or other changes that could affect the ongoing conformance of the product certification.

Opportunity for Improvement (OFI): An OFI is current circumstances observed during an audit that, if addressed, would enhance conformity to the standard. A corrective action or response to an OFI is not required prior to issuing a certification decision.

Performance Period: A consecutive 12-month period preceding the anniversary date of initial certification, this may include the calendar year preceding the anniversary date or other SCS approved certification period.

Renewal Audit: A full assessment that is required every third year from the initial certification.

Standard: The written requirements that a distributor or manufacturer must meet in order to qualify for citing specific claims about certified products sold in the marketplace.

Surveillance Audit: An annual review of a sampling of certified products to ensure ongoing conformance to the ANSI A138.1 Standard for the current performance period. The review includes ongoing conformance to all Pre-requisite requirements, at a minimum. Surveillance occurs the first and second years from initial certification.

Rights & Responsibilities

SCS Clients have a right to non-discriminatory policies and procedures. Procedures shall not be used to impede or inhibit access to applicants. SCS shall make its services available to all applicants whose activities fall within our declared field of operation. Access shall not be conditional upon the size of the Client's operations, nor shall certification be conditional upon the number of certificates already issued. The criteria against which the products of a Client are evaluated shall be those outlined in specified Standards. Green SquaredSM certificates are valid for three (3) years subject to annual surveillance audits. SCS shall confine requirements, evaluation and decision on certification to matters specifically related to the scope of the certification scheme(s) being considered. SCS reserves the right to suspend, withdraw or terminate certificates as an accredited body. Reasons for suspension, withdrawal and termination include, but are not limited to: unwillingness or inability to correct nonconformities, unwillingness or inability to meet financial or contractual arrangements; misusing or damaging the integrity of the SCS or relevant governing body trademarks; intentional violation of requirements; or association with fraud. For additional information concerning SCS Client rights and responsibilities, please visit: <http://www.SCScertified.com/aboutSCS/>.

Website: www.SCScertified.com