

GPN-GL11 Purchasing Guidelines for

Office Furniture

Green Purchasing Network (GPN)

1. Scope

These guidelines cover important environmental issues that shall be considered when purchasing office furniture such as desks, chairs, and filing cabinets for use in offices, educational facilities, and households.

2. Guidelines

When purchasing office furniture, the following articles shall be considered to develop a sustainable society and conserve biodiversity as well as to minimize the environmental burden.

Consideration on raw materials	<ul style="list-style-type: none"> (1) Timber and pulp shall be produced in accordance with the law and the rules of the regions where the trees are logged (2) Low level of formaldehyde emission (3) Low levels of toluene and xylene emission (4) Made of recycled materials as much as possible
Consideration on maintenance	<ul style="list-style-type: none"> (5) The manufacturer provides full maintenance service in order to make long-term use feasible
Consideration on resource efficiency, reuse, and recycling	<ul style="list-style-type: none"> (for use in offices and educational facilities) (6) Designed to save energy and facilitate disassembling and recycling of component parts (7) A used product will be properly recovered, reused, and recycled

3. Information Requirements

- Parts replacement by users (for chairs)
- Use of recycled timber, unused timber, or timber and pulp produced from sustainably managed forests
- Use of specific bromine-based flame-retardants (PBB, PBDE)
- Use of cadmium, hexavalent chromium compounds, lead and mercury

*These guidelines are subject to change in accordance with new findings and changes in social conditions.

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By Green Purchasing Network (GPN)

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