Acing the Test Report: Test Report Standardization and Transparency
Agenda

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Introduction & Today’s Speakers

Doug Woodard
North American Furniture Leader
UL (Founder, Advanced Furniture Testing)

Stevie Crum
Commodity Service Specialist
General Services Administration Federal Acquisition Service, Integrated Workplace Acquisition Center (IWACenter)

Dave Panning
Director of Technical Services
Business and Institutional Furniture Manufacturers Association (BIFMA)
Who are We?
About BIFMA

• Founded in 1973
• Nearly 300 members are producers, suppliers, and other service providers of office and institutional furniture
• Develops voluntary product and industry standards (Accredited ANSI Standards Developer)
• Advocates for legislation and government regulation of the industry
• Publishes key industry statistics
About GSA

- Established July 1, 1949 by President Harry Truman to streamline administrative work of the Federal Government

- GSA consolidated National Archives Establishment, the Federal Works Agency, the Public Buildings Administration, the Bureau of Federal Supply, the Office of Contract Settlement, and the War Assets Administration into one Federal Agency tasked with administering supplies and providing workplaces for Federal Employees.

- GSA’s original mission was to dispose of war surplus goods, manage and store government records, handle emergency preparedness, and stockpile strategic supplies for wartime. GSA also regulated the sale of various office supplies to federal agencies and managed some unusual operations, such as hemp plantations in South America.

- Today, through its two largest offices – the Public Building Service (PBS) and the Federal Acquisition Service (FAS) – and various staff offices, GSA provides workspace to more than 1 million federal civilian workers, oversees the preservation of more than 480 historic buildings, and facilitates the federal government’s purchase of high-quality, low-cost goods and services from quality commercial vendors.

- I work for FAS, IWACenter as a Commodity Service Specialist mainly supporting Schedule 71 - Furniture.

- IWACenter supports **Schedule 36** - The Office, Imaging, and Document Solutions, **Schedule 56** - Buildings and Building Materials, Industrial Services & Supplies, **Schedule 71** - Furniture, **Schedule 72** – Furnishings and Floor Coverings, and **Schedule 78** - Sports, Promotional, Outdoor, Recreation, Trophies & Signs.
About UL

• With the mission of working for a safer world, UL’s goal is to help get safer products into the marketplace.

• UL’s origins begin with the 1893 World’s Fair at the Columbian Exposition in Chicago, in a building called the Palace of Electricity.

• The Palace of Electricity consisted of a frightening crisscross of untried electrical hook-ups in close proximity to a massive flammable facade. Before the fair opened, fires continuously broke out and damaged the expo buildings.

• Insurance companies were reluctant to risk the great losses predicted, and those deep concerns almost stopped the fair.

• To address the concerns being raised, the insurers hired a respected young electrician from Boston to review the extensive electrical wiring and exhibits. This young electrician’s name was William Henry Merrill, the founder of Underwriters Laboratories.

• Merrill incorporated best practices throughout the Palace of Electricity and stopped the fires. The fair and demonstrations of electricity were a huge success … and the market for electricity was ready to take off.

• Underwriters Laboratories started shortly after the fair, and focuses more broadly on the safety of products.
Why are we Here?
We Here to Discuss

• Importance of BIFMA Standards

• Report Acceptance and Product Test Conformance Criteria
  ➢ Conformity to Tests Defined in the Technical Requirements Document of Schedule 71 and at www.gsa.gov/furniture
  ➢ Test to the Worst Case Scenario
  ➢ Utilize an Accredited Lab to Perform Required Product Testing (ISO 17025)

• Report Format Conformance Changes in Collaboration with Industry
  ➢ Develop Uniform Overall Test Report Summary Sheet
Importance of BIFMA Standards
Importance of BIFMA Standards

Furniture Comfort, Safety, Sustainability, and Durability Standards

Americans can take the comfort, safety, and durability of their workplace furniture for granted in large part because of the voluntary standards adopted by the business and institutional furniture industry. Chairs that support us securely day after day, casters that roll smoothly year after year, drawers that retain their shape even when jam-packed — these are some of the foundation stones of a safe and civilized workplace. BIFMA sponsors the development and maintenance of the standards behind these quiet achievements.

BIFMA standards are instrumental in the testing and evaluation of the safety and performance requirements of a wide variety of furniture products for commercial use. These include: seating products, desks, tables, panel systems, and storage units. In addition, there are standards for product emissions, sustainability, ergonomics, and other aspects of the commercial furniture environment.
Suggested Test Report for BIFMA Standards

1. Title
2. Name and address of the laboratory
3. ID for the report (on each page)
4. Name and address of the client
5. Identification of the item tested
6. Condition of the test item
7. Date of receipt of the test item
8. Date(s) of the performance of the test
9. Identification of the test method used
10. Any additions to, deviations from, or exclusions from the test method
11. Name(s), function(s), and signatures of the person(s) authorizing the test report
12. A statement to the effect that the results relate only to the items tested
13. Date of issue of the report
14. A statement of compliance / non-compliance with requirements and/or specifications
15. A statement that the report shall not be reproduced, except in full, without the written approval of the laboratory
Worse Case Scenario
Worst Case Scenario
Accredited Labs
Accredited Labs

The majority of larger, experienced, laboratory service providers are accredited to ISO 17025. ISO 17025 accreditation helps to validate that a lab has the following:

- An ISO quality system with real requirements
- Up to date calibration for test devices
- A system of continuous improvement
- The lab understands how to properly set-up the required tests

GSA Requires ISO 17025 accreditation for labs
Report Format
GSA is looking for a one or two page summary sheet itemizing the test results.

As part of the test results GSA would like to work with Industry to include a standardized cover sheet, which defines the following:

• Laboratory Name:
• Lab address
  • Name of Technician Conducting Test:
  • Test Standard: may be more than one on a report
  • Requesting Company:
  • Model No Tested:
  • Additional Products Covered Under Tested Model:
  • Date Test Performed/Completed:
  • Summary of Results:
To Really Ace the Test Report…

Follow BIFMA recommendations for test reports:

1. Title
2. Name and address of the laboratory
3. ID for the report (on each page)
4. Name and address of the client
5. Identification of the item tested
6. Condition of the test item
7. Date of receipt of the test item
8. Date(s) of the performance of the test
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Conformance - What is Self Certification?

Only a manufacturer can certify or make claims of conformance to BIFMA standards.

Only the manufacturer can decide on which products represent the “worst case scenario” and which products are “covered” under this scenario. Test labs, consultants, BIFMA, and GSA may help the manufacturer decide this, but it is ultimately their responsibility.

For GSA, the manufacturer can self-certify by showing that testing was completed by their own accredited lab, or by a third party accredited lab.

The manufacturer may chose to make a declaration of conformance such as, “Product XYZ meets or exceeds the minimum requirements of ANSI/BIFMA (name and revision year of standard).”

Use of the BIFMA logo is only with permission and should never be on a product to infer compliance. (The BIFMA member logo may be used by members for marketing collateral materials).
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Questions?