ENGLISH

Overview of Steps in Certifying a Foam

The certification process generally takes 2 to 3 months from start to completion, including the laboratory emissions and analytical testing which takes about 1 month.

1. Notify the CertiPUR-US® program of your company's interest in certifying a foam. We will send you an introductory email along with preliminary screening questions that will determine whether your company's foam production meets basic qualifications to certify a foam. To review registration, laboratory and renewal fees associated with each foam family you plan to certify, see **certipur.us/fees**.

2. Review the appropriate **Technical Guidelines** at **certipur.us/technicalguidelines** (slabstock or molded) carefully to determine whether your foam is likely to meet the criteria for certification based on your current formulation — or re-formulate as needed.

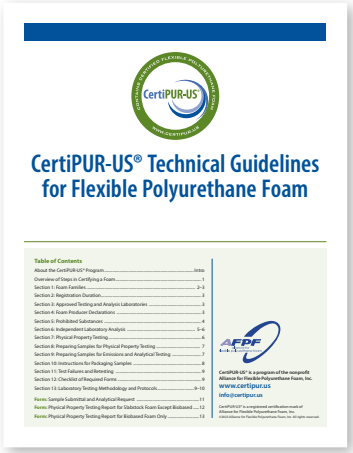
3. Determine which foam family/families your company intends to certify (see Section 1 of **Technical Guidelines**).

4. Select which of the approved laboratories (Section 3) you will use and contact them regarding costs and procedures. The analytical testing is paid directly to the lab of your choice and is not included in CertiPUR-US® registration or renewal fees. Follow the foam family sampling procedures outlined in Section 9 and submit 3 foam samples using the **Sample Submittal and Analytical Request** form. We recommend sending a foam sample to one of the approved labs before beginning the application process to assess the likelihood of meeting the certification before application fees are incurred. Once you are sure you want to test for registration, begin by cutting a block of your chosen foam and taking the photo required (see Sections 9 and 10) since this production block will be the source from which samples are taken to be tested.

5. Conduct the physical property testing of the foam to be certified. This can be done by your internal lab or by any accredited lab that can perform the ASTM testing required. Details about the physical property test are described in Sections 7 and 8. The results must be recorded on the appropriate **Physical Property Testing Report** form (see Forms section or download at **certipur.us/forms**).

6. Submit an **Application/Renewal** form online or download at **certipur.us/forms**

(continued)


CertiPUR-US® Technical Guidelines for Flexible Polyurethane Foam

All pages and sections referenced in this document can be found in our Technical Guidelines at **certipur.us/technicalguidelines**

7. To complete your application, submit the following documents:

   - ☐ **Application/Renewal** form (be sure to initial and sign as indicated)
   - ☐ **Photo of production foam block** for all test samples (see Section 10)
   - ☐ **Laboratory Report on Emissions and Analysis of Content** (provided by your chosen laboratory)
   - ☐ **Physical Property Testing Report** (see Forms section — choose appropriate form based on whether foam is slabstock, biobased slabstock or molded)
   - ☐ Take the 20-minute online **Certificate of Knowledge** course at **certipur.us/certificatecourse**. You will need the 16-digit number that appears on your course completion diploma to complete the **Terms of Use Agreement (Form B)**.
   - ☐ Sign and submit the **Terms of Use Agreement (Form B)** at **certipur.us/FormB**

8. If your completed application is approved, you will receive an invoice that must be paid before final certification is granted.

9. Once payment is received, CertiPUR-US® will send an email to welcome you to the program with a request for the following information needed to create an individual page for your company on the CertiPUR-US® website. That website page will include:

   - Company name, logo and website
   - Certificate including foam families certified, lab report I.D. and date of renewal
   - Contact information

10. Your company will receive reminder notifications 90 days, 60 days and 30 days before each foam family is due for renewal. Renewals must be completed on a timely basis for the foam family to maintain certification. If your certification lapses, permission to use the CertiPUR-US® name and logo will be rescinded.

Important Note: Your customers that purchase CertiPUR-US® certified foam from you, **do not have permission to use the CertiPUR-US® name or logo until they have registered with the program at certipur.us/register**. Registration for your customers is free. Registered companies will be listed in our online directory. Registered companies must update their listings each year to continue to have permission to be associated with the CertiPUR-US® Program.