Getting Started

Where do I get a copy of the agreement?
Members can access the agreement, exhibits, and fees are located on the member section of the BIFMA.org website.
Non-members can contact Dave Panning Technical Director for an overview of the program.

How are fees determined?
Initial fees are based on an estimate of the number of listings the participating manufacturer intends to enter in the system. Listing will be monitored quarterly and fees will be adjusted if the number of listings increases over time. A courtesy call will go out to the participating manufacturer if the listings exceed the fee category prior to any fee adjustments being made. The fee categories are an attachment to the agreement and will be established at the onset of the agreement.

How / When are fees invoiced?
For members, fees will be invoiced annually with membership June 1 of each year.
For non-members, fees will be invoiced on Sept 1 of each year.
For the initial year, fees will be 12 months plus the balance of months of the current year. The number of months > than 12 will be prorated into the 2nd year fees.
For the initial year, the fee is due with the agreement prior to receiving intake training and data collection tools.

How many of my employees will have access to the system?
A system administrator for each manufacturing participant will be identified and given security access into the system to manage their product listings. Access is limited to the data collection tools.

Can I remove product listings?
Yes you can add and remove product listings at any time.
**Product Conformance Interpretations**

Lightweight screens appear to be applicable in the Scope for ANSI/BIFMA X5.6 Panel Systems. Yet there are no applicable tests. May I claim conformance to these lightweight screen products?

- If a product is in Scope and there are no applicable tests in the ANSI/BIFMA standard, then a manufacturer cannot claim conformance for that product.

Lightweight screens appear to be applicable in the Scope for ANSI/BIFMA X5.6 Panel Systems. Yet there are no applicable tests. May I claim conformance if I conduct and pass the tests in ANSI/BIFMA X5.6?

- If a product is in Scope and there are no applicable tests in the ANSI/BIFMA standard, then a manufacturer cannot claim conformance for that product, even with testing as none of the tests are applicable.

My small and lightweight keyboard / laptop table appears to be applicable in the Scope for ANSI/BIFMA X5.5 Desk / Table Products. Yet there are no applicable tests. May I claim conformance for this table?

- If a product is in Scope and there are no applicable tests in the ANSI/BIFMA standard, then a manufacturer cannot claim conformance for that product.

I have a clothing storage unit that I tested to ANSI/BIFMA X5.9 Storage Units. Some at my company say that I cannot claim conformance to this BIFMA standard. What is the BIFMA view on this?

The Scope for X5.9 reads as follows:

> This standard is intended to provide a common basis for evaluating the safety, durability and structural performance of storage units. It provides test methods and performance requirements for freestanding, mobile, and wall-mounted storage units. Where a product may be covered by more than one ANSI/BIFMA standard, the manufacturer shall determine which standard provides most appropriate test conditions. This standard applies to products designed for use in commercial and institutional environments. Its application for other environments may not be appropriate; it is the responsibility of the user of this standard to determine its applicability to such environments.

- If your company says it is a storage unit for commercial and institutional environments and it meets all the applicable tests (and there are applicable tests), then you may claim conformance. If this product is to be in BIFMA Compliant, then BIFMA may audit your marketing literature.

**What product qualify to be in BIFMA COMPLINAT?**

BIFMA Compliant is for furniture products that align with the nine ANSI/BIFMA Standards (and their Scopes) listed in the BIFMA Compliant Program. There also must be at least one applicable test. Furniture sub-components are critical to the success of furniture meeting a standard,
however, the standards are for full products. Example - A chair qualifies for ANSI/BIFMA X5.1 General-Purpose Office Chairs; while a sub-component caster does not.

**Product Categories and Sub-Categories**

**What constitutes a listing?**
A listing is determined by a product or family of products that share the following information as presented on the registry’s product thumbnails and detail sheet:
- same manufacturer name, e.g. Acme Furniture
- identical product name, e.g. Awesome Chair
- same Category designation, e.g. Seating (Note, a listing can have multiple subcategories, see other FAQ’s for more explanation)
- same BIFMA standards apply to all items encompassed by the listing. (Note there is an opportunity for manufacturers to identify some minor exceptions)

**Can a listing include more than one product?**
Yes, a listing can be a product system. The photo image should include all components of the listing.

**Can a product be associated with more than one sub-category?**
Yes, products can be associated with up to 6 sub categories. This is especially useful for systems.

**Who determines what category and subcategory is assigned to a product listing?**
The manufacturer who has been approved to list their products makes this determination. It is included as part of the data upload process.

**Are there other means to find products other than the established categories and subcategories?**
Yes, the search feature will find any terms within the registry including the product descriptions.