



SFI[®] Inc. Online Product Entry

Who Should Use This Manual

- Any representatives of manufacturing organizations certified to the SFI Forest Management standard, SFI Fiber Sourcing standard, and/or SFI Chain of Custody Standard.
- Any representatives of manufacturing organizations certified to PEFC Chain of Custody in the US and Canada

What This Manual Covers

- Entering Wood Building Product Information-p2
- Entering Print, Paper & Packaging Information-p4

Before You Start

The SFI program owns all right, title and interest in the foregoing marks and exercises legitimate control over the use of the SFI on-product labels. All SFI on-product labels are registered with both the U.S. Patent and Trademark Office and the Canadian Intellectual Property Office, and each label must be individually accompanied by an ® to indicate that the on-product label is associated with the SFI program. Only SFI certified organizations may use the SFI on-product label.

All projects with the SFI label must be [submitted online](#) to the SFI Office of Label Use and Licensing prior to press. The Office of Label Use and Licensing evaluates and approves applications for use of all SFI label use. Approval for use of any SFI on-product labels will become effective upon authorization issued by the Office of Label Use and Licensing, and remains in effect for one year. SFI label graphics are available to certified companies in the Members' Section of the SFI website upon certification. Please contact SFI if you require access to the artwork.

If you have not yet set up your username and password, follow the steps outlined in the SFI[®] Inc. Online Database User Administration Manual.

Refer to Annex I & II in this document for more details on Wood Building Product and Paper, Print & Packaging Product details

URL: www.sfiprogram.org/sfidatabase/login

Step 1: Enter Username and Password to log in

[Go to SFI Home Page](#) [Search SFI Database](#)

Username:

Password:

LOGIN

RachelDierolf created successfully. Please use new user to login.

Enter Subscription Code

[Request Subscription Code...](#)

This section of the SFI Certification Database should be used for the following actions:

- Submitting SFI and PEFC US logo use approvals by SFI and PEFC US certificate holders
- Updating SFI certified product information
- Entering annual progress report data by SFI Program Participants and SIC representatives
- Submitting certificate details by Certification Bodies

If you do not have a Username and Password for the SFI Certification Database, please request a subscription code and SFI will contact you within 24 hours of your email.

Please contact [Rachel Dierolf](#) at SFI if you have any questions.

Information provided is meant as a guide and companies are always asked to contact suppliers to confirm availability and applicable labels. The database also includes a line stating that certified products identified through a search may not always be available and that the availability of certified content has to be confirmed with suppliers.

Step 1: Select 'Submit SFI Certified Product Information'



SFI Company Users

Welcome to the Internal SFI Certification Database. Select one of the options below to enter or revise information in the SFI database.

- [Submit Request for SFI Logo Use](#)
- [Submit SFI Certified Product Information](#)

To request assistance or if you have any questions, please [email](#) us.

Certified Wood Product Entry

Step 2: Ensure 'Wood Building Products' tab is selected and click 'Edit' button.



Organization Details

Organization Name



Green Building Products

Category	Sub-Category	Product	Label
Exterior Products	Fencing	Low Picket Fence	SFI CoC - X% Certified Content

Category Sub-Category Product Label

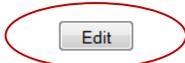
Please Note: Company certificate types and numbers do not necessarily determine the label the product carries.
Please contact the company or the SFI Office of Label Use and Licensing for label type and use questions.

Green Building Species

Category	Sub-Category
Softwood	Fir: Douglas

Category Sub-Category

Certified products identified through a search may not always be available. Please confirm the availability of certified content with the supplier.



SFI® Inc. Online Product Entry

Step 3: Use the drop-down menus to select categories and sub-categories, product and applicable label. Click the 'Add' button after each product entry.

- Refer to Annex I in this User Manual to reference available categories and corresponding sub-categories.
- Select the label that applies, even if the product is not labelled.
- Contact SFI if your product is not listed.

Step 4: Use the drop-down menus to select hardwood, softwood or species mix as well as specific tree species in the sub-category menu.

- Contact SFI if the species you carry is not listed so it can be added.

Step 5: Click the 'Save' button once all the wood building product information has been added.

Step 6: Logout.



Organization Details

Organization Name



Green Building Products

Category	Sub-Category	Product	Label	Delete
Exterior Products	Fencing	Low Picket Fence	SFI CoC - X% Certified Content	X

Category Sub-Category Product Label

Please Note: Company certificate types and numbers do not necessarily determine the label the product carries.
Please contact the company or the SFI Office of Label Use and Licensing for label type and use questions.

Green Building Species

Category	Sub-Category	Delete
Softwood	Fir: Douglas	X

Category Sub-Category

Certified products identified through a search may not always be available. Please confirm the availability of certified content with the supplier.

Paper, Print & Packaging Product Entry

Information provided is meant as a guide and companies are always asked to contact suppliers to confirm availability and applicable labels. The database also includes a line stating that certified products identified through a search may not always be available and that the availability of certified content has to be confirmed with suppliers.

Step 2: Ensure 'Paper, Print & Packaging Products' tab is selected and click 'Edit' button.

The screenshot displays the 'Organization Details' page. At the top, there is a navigation bar with links: 'Go to SFI Home Page', 'Search SFI Database', 'Organization', 'Progress Report Data', 'Admin', and a blue 'Return to Submit Data' button. Below the navigation bar, the 'Organization Details' section features a dropdown menu for 'Organization Name'. A horizontal tabbed interface is visible, with four tabs: 'Organization Contact Information', 'Wood Building Products', 'Paper, Print & Packaging Products', and 'Certificate Information'. The 'Paper, Print & Packaging Products' tab is selected and highlighted with a red oval. Below the tabs, a large text area contains the text: 'N/A' followed by 'Certified products identified through a search may not always be available. Please confirm the availability of certified content with the supplier.' At the bottom left of the page, an 'Edit' button is highlighted with a red oval.

SFI[®] Inc. Online Product Entry

Go to SFI Home Page Search SFI Database Organization Progress Report Data Admin [Return to Submit Data](#)

Organization Details

Organization Name

Organization Contact Information	Wood Building Products	Paper, Print & Packaging Products	Certificate Information
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[Add New Paper Product](#)

N/A
Certified products identified through a search may not always be available. Please confirm the availability of certified content with the supplier.

Step 3: For each product/brand name select the relevant information. Please note that more than one paper category, attribute and label can apply to one brand, if applicable. Refer to Annex II in this User Guide for more information. Enter applicable details on:

- Brand Name (or a more general description such as 'paperboard' if applicable);
- Paper category (more than one can be selected, if applicable);
- Paper Attribute(s);
- Basis weights (if there is more than one range available, click the 'Add' button to list more than one for the product);
- Recycled content (if applicable);
- Applicable label(s) for the product. Please list all that could apply to the paper. Availability of labelled material and certified content will be confirmed with suppliers.

Step 4: Save

Organization Details

Organization Name

Organization Contact Information	Wood Building Product	Paper, Print & Packaging Products	Certificate Information
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[Add New Paper Product](#)

N/A

Paper Product Details New Paper Product

* indicates required fields

Brand Name

Paper Category *

Attributes

Basis Weights From To [Add](#)

Recycled Content

Please Note: Company certificate types and numbers do not necessarily determine the label the product carries.
Please contact the company or the SFI Office of Label Use and Licensing for label type and use questions.

Label

Certified products identified through a search may not always be available. Please confirm the availability of certified content with the supplier.

[Cancel](#)

[Save](#)

Repeat steps 2 through 4 for additional product entries.

Contact SFI

Sustainable Forestry Initiative Inc.
900 17th Street, NW, Suite 700
Washington, DC 20006
Phone: 202-596-3450

Online Reporting:
www.sfiprogram.org/sfidatabase/login/
More info: www.sfiprogram.org

Office of Label Use & Licensing Staff

Jason Metnick
SFI Senior Director, Market Access and Product Labeling
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PEFC US Governing Body Secretary
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References

[SFI Requirements: Section 2— SFI 2010-2014 Standard](#)
[SFI Requirements: Section 3 - SFI Chain-of-Custody Standard](#)
[SFI Requirements: Sections 4 – Rules for Use of On-Product Labels](#)
[Requirements: Sections 5 – Rules for Use of Off-Product Marks](#)
[SFI Label ID Numbers](#)

ANNEX I: WOOD BUILDING PRODUCT CATEGORIES

Composite Products	Finished Products	Exterior Products	Services							
<p>Medium Density Fiberboard (MDF) High Density Fiberboard (HDF) Particleboard</p> <p>Construction Products Engineered Wood Products Finger-Jointed Lumber Floor Trusses Glue-Laminated Products (Glulam) I-Joists I-Beams Laminated Veneer Lumber (LVL) Parallel Strand Lumber (PSL) Roof Trusses Structural Composite Lumber Engineered Panels Other Oriented Strand Board (OSB) Plywood</p> <p>Lumber Dimension Lumber Metric Sized Lumber Oriented Strand Board (OSB) Plywood</p> <p>Timber Beams and Stringers Posts and Timbers</p> <p>Logs Whole Logs Sawlogs and veneer logs Pulpwood Chips and particles Wood residues Other industrial round-wood</p>	<p>Cabinets Bath Vanities Cabinet Doors Commercial/Fixtures Countertops</p> <p>Furniture Case Work Contract Fixtures Ergonomic Frames/Parts Gazebos/Saunas/Hot Tub Millwork Architectural Millwork Doors - Exterior Doors - Flush Doors - Garage Doors - Interior Doors - Stile and Rail Exterior Deck Railing Systems Prefabricated Housing Log Homes/Buildings-Handcrafted Log Homes/Buildings - Machined Panelized Homes/Structure Specialty Carvings and Craft Products Kitchen Ware Wood for Further Remanufacturing Clad Posts and Beams Door Stock Edge-Glued Products F/J Lumber Fence Panels Furniture Cutstock Industrial Lumber Kiln Strips Laminated and Furniture Cut Stock Laminated Stock Decorative wood</p>	<p>Home Entertainment Kitchen Cabinets Other Residential Parts/Components Hospitality Household Knockdown/RTA Office Outdoor/Garden Shelving Flooring Mouldings/Trim Paneling Railing Components Staircases Turnings Windows Pre-cut Garden Sheds Pre-cut Home Package Prefabricated Home Structures Timber Frame Structures Musical Instruments Signs Metric Components Pallet Stock Pressure-treated Lumber Specialty Lumber Stakes and Lath Survey Stakes Turning Blanks Veneer Window Stocks</p>	<p>Decking Fencing</p> <p>Fencing Poles Low Picket Fence Open Lattice Solid Board Fencing</p> <p>Poles Electric Power Lines Mining Timbers Pilings Telegraph Poles Telephone Pole</p> <p>Roofing Shakes and Shingles</p> <p>Siding Beveled Shingles Board and Batten Siding Log Siding Shiplap Siding Tongue and Groove Siding Treated Wood Products Trim Garden Furniture/Outdoor Products Garden furniture Playground equipment Fencing Decking</p>	<p>Composite Products Medium Density Fiberboard (MDF) High Density Fiberboard (HDF) Particleboard</p> <p>Construction Products Engineered Wood Products Finger-Jointed Lumber Floor Trusses Glue-Laminated Products (Glulam) I-Joists I-Beams Laminated Veneer Lumber (LVL) Parallel Strand Lumber (PSL) Roof Trusses Structural Composite Lumber Engineered Panels Other Oriented Strand Board (OSB) Plywood</p> <p>Lumber Dimension Lumber Metric Sized Lumber Oriented Strand Board (OSB) Plywood</p> <p>Timber Beams and Stringers Posts and Timbers</p> <p>Logs Whole Logs Sawlogs and veneer logs Pulpwood Chips and particles Wood residues Other industrial round-wood</p>	<p>Cabinets Bath Vanities Cabinet Doors Commercial/Fixtures Countertops</p> <p>Furniture Case Work Contract Fixtures Ergonomic Frames/Parts Gazebos/Saunas/Hot Tub Millwork Architectural Millwork Doors - Exterior Doors - Flush Doors - Garage Doors - Interior Doors - Stile and Rail Exterior Deck Railing Systems Prefabricated Housing Log Homes/Buildings-Handcrafted Log Homes/Buildings - Machined Panelized Homes/Structure Specialty Carvings and Craft Products Kitchen Ware Wood for Further Remanufacturing Clad Posts and Beams Door Stock Edge-Glued Products F/J Lumber Fence Panels Furniture Cutstock Industrial Lumber Kiln Strips Laminated and Furniture Cut Stock Laminated Stock Decorative wood</p>	<p>Home Entertainment Kitchen Cabinets Other Residential Parts/Components Hospitality Household Knockdown/RTA Office Outdoor/Garden Shelving Flooring Mouldings/Trim Paneling Railing Components Staircases Turnings Windows Pre-cut Garden Sheds Pre-cut Home Package Prefabricated Home Structures Timber Frame Structures Musical Instruments Signs Metric Components Pallet Stock Pressure-treated Lumber Specialty Lumber Stakes and Lath Survey Stakes Turning Blanks Veneer Window Stocks</p>	<p>Decking Fencing</p> <p>Fencing Poles Low Picket Fence Open Lattice Solid Board Fencing</p> <p>Poles Electric Power Lines Mining Timbers Pilings Telegraph Poles Telephone Pole</p> <p>Roofing Shakes and Shingles</p> <p>Siding Beveled Shingles Board and Batten Siding Log Siding Shiplap Siding Tongue and Groove Siding Treated Wood Products Trim Garden Furniture/Outdoor Products Garden furniture Playground equipment Fencing Decking</p>	<p>Lumber Pallets</p>	<p>Other: _____</p>	<p>Other: _____</p>

ANNEX II: SFI PAPER, PRINT & PACKAGING CATEGORIES

The following paper categories can be selected for reported paper brands. Additional information can include basis weights, recycled content and label used by paper brand.

Paper Category	Attributes
<ul style="list-style-type: none">• Bond & Writing• Coated Digital• Coated Offset• Commodity Coated Cover• Envelopes• Fine Text & Cover• Household & Sanitary Paper• Labels• Newsprint• Other• Paperboard & Packaging• Uncoated Digital• Uncoated Offset	<ul style="list-style-type: none">• Bond• Calipers• Card• Cover• Gloss & Matt• Kraft Liner• Other• Smooth• Text• Vellum