

APPLICATION PACK FOR THE ECOLABEL



PART 2:

Application form for wooden furniture

30 November 2009

Please fill out :

[Insert name of Competent Body and contact details, including address, telephone and fax numbers, e-mail address]

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1 Introduction

Attention!

This manual serves only as a guiding document. In any case the legal basis for being awarded the ecolabel is 'Regulation (EC) No 66/2010 of the European Parliament and of the Council of 25 November 2009 on the EU Ecolabel and the 'Commission Decision of 30 November 2009 on establishing the ecological criteria for the award of the Community eco-label for wooden furniture (2009/894/EC)

The content of the manual

The manual consists of three parts: An Introduction, Part A and Part B.

Introduction: is a short review of which products that can be awarded the ecolabel and how the application in order to get eco-labelled wooden furniture products shall be made. Furthermore, it is shortly described how the application procedure is carried out.

Part A: is a general application form with information to be informed, common for all product groups under the EU ecolabelling scheme.

Part B: is specific for wooden furniture applications. It consists of different forms to be filled for each criterion.

Part B is quite comprehensive in order to ease the work for the applicant and to ensure that no documentation is missing. All criteria and description of the necessary documentation as stated in the original criteria document are included in Part B.

Each part contains prefabricated declarations and forms related to the individual criterion that the applicant or the supplier can fill in and return. All filled in declarations and forms have to be signed and stamped. In some cases test reports or material safety data sheets/user manuals are requested.

The following headings exist for each criterion:

1. "Criterion" – the criterion is repeated literally in relation to the criteria document.
2. "Exceptions" – if the criterion only applies in certain cases, this is described. The text from the criteria document is repeated literally.
3. "Assessment and verification" – the necessary documentation to fulfil the individual criterion according to the criteria document is repeated literally here. Often the description can be detailed to ease the understanding.
4. "Test requirements" – the test method that according to the criteria document has to be used to fulfil the criteria is described literally as in the criteria document.
5. "The applicant must" – here is a description of what the applicant must do for each criterion.

That means it is described which declarations to be filled out by whom as well as which additional documentation material to be enclosed together with the declarations. In cases where the interpretation of a criterion is difficult, the criterion is followed by a short explanatory text. In most cases not all criteria and by that not all forms will be relevant for the application in question. However, the applicant has to consider all requirements. This is due to the circumstance that "no-use" certificates often have to be filled out even if the criterion in question is not relevant for the applied products. In order to ease the overview an index has been made where all declarations are listed so the relevant ones quickly can be found.

Purpose

The purpose of this User's Manual is to describe the requirements in form of data and documentation that the applicant has to compile in order to apply for the EU ecolabel for wooden furniture. In addition, this manual describes the requirements for demonstrating continued compliance once the label has been granted.

The basis for the manual is 'Commission Decision of 30 November 2009 on establishing the ecological criteria for the award of the Community eco-label for wooden furniture (2009/894/EC)'.

Scope of the ecolabel for furniture

The product group 'wooden furniture' shall comprise freestanding or built-in units, which are used for storing, hanging, lying, sitting, working and eating of domestic furniture, whether for indoor or outdoor use, or used indoors for business purposes. Business purposes shall include office and school furniture as well as furniture for restaurants and hotels.

The following conditions shall be fulfilled:

(a) The product shall be made of at least 90 % w/w solid wood or wood-based materials. Glass, if easily replaceable in case of damage or breakage, may be excluded from the weight calculation as may technical equipment and fittings.

(b) The weight of any individual material, other than solid wood and wood-based materials, shall not exceed 3 % of the total weight of the product. The total combined weight of such materials shall not exceed 10 % of the total weight of the product.

Who can apply for the ecolabel

Applications for the ecolabel may be submitted by manufacturers, importers, services providers, traders and retailers. Traders and retailers may submit applications in respect of products placed on the traders market under their own brand names.

- If a product originates in a single Member State the application shall be presented in this Member State.
- If a product originates in the same form in several Member States the application may be presented in one of those Member States.
- If a product originates outside the Community the application may be presented in any one of the Member States in which the product is to be or has been placed on the market.

What does an application/contract cover

At application the applicant must report the trade names and identification or reference numbers of the products in question. All chemicals used for the ecolabelled product must be reported in the application, as well. When the application has been processed by the Competent Body and when the results of the process is positive, a certificate is sending to the company referring to the company, to the range of products and to the different trade names of the products certified. In the case when there are other demands and other products certified in the same product group an extra certificate is sending. With the certificate a contract specifying the reference of the decision for product group must be signed by the company and by the competent body. In case the contract holder wants to extend his range of products the following conditions apply:

- Extension with new identification/reference commercial names, which do not affect the criteria, can be done with an information to the Competent Body. In this case a letter of prolongation is sending to the competent body with the new trademark and the name of the

product which has been certified before with the same characteristics. After validation of the new environmental labelling, a certificate with the new commercial reference is sending

- Extension with new technical characteristics (for example new material, new chemicals..) or for a new type of product (as kitchen furniture, office furniture..), as far as these are affected by the criteria, must be approved by the Competent Body prior to use. This must be done by informing the Competent Body with an extension letter and the necessary documentation for these. Besides an updated 'List of Chemicals' must be provided.
- Extension with new suppliers can be done by providing the Competent Body with documentation for the suppliers' compliance with the criteria. Besides an updated list of suppliers must be provided.

Compiling documentation

The applicant must compile documentation for all relevant criteria for the product. For this purpose the manual contains pre-made forms of declarations and test reports stating the information needed for the application. Two different levels for declarations are often used; declarations from the applicant/producer and declarations from the supplier. In case where the supplier must provide information which he wants to be held confidential to the applicant it can be sent directly to the Competent Body, which is assigned to treat information confidential.

All relevant documentation has to be sent to the Competent Body together with the application. A copy of all material must be kept at the applicant.

Choice of analytical laboratory

Analysis of chemicals and emissions shall be carried out by laboratories, which are accredited in accordance with the requirements in ISO 17025 if there are or its equivalent. The chosen laboratory or laboratories have to be accredited according to the required analysis, e.g. durability test methods etc. that is included in the ecolabel criteria. Alternatively the used laboratory has to be accepted by the Competent Body.

The applicant must give information on the laboratory used including whether the laboratory is accredited according to the above mentioned standard.

Choice of test method

The test method indicated in the criteria document and manual should in principle be used for testing. Test methods different from those reported into the criteria could be accepted only if it can be substantiated that the test method is equivalent with the required method. This includes as a minimum the same level of sensitivity of the method and that the test technically seen is carried out at the same stage in the life cycle and for exactly the same parameters as required in the criteria document.

For those criteria where no specific test method is required the applicant must give information on the principles and sensitivity of the test method used.

Criteria for which it is necessary to realize tests are :

Criterion 3e on formaldehyde emissions from untreated raw wood based materials

Criterion 5 on free formaldehyde content during the assembly of furniture

Criterion 6 on durability and safety. For this criterion there are different standards following the type of furniture (office furniture, chair, kitchen furniture, bed furniture, domestic furniture). The producer shall give the result tests in conformity with the national standards or European standards related to its product.

Every test will be required by [competent body] once on application. The applicant must send his sampling to the laboratories authorized in the frame of European ecolabel indicated in annex 5. Once the products awarded, tests can be realized by [competent body] for checking

Test periods and test frequency

For a number of criteria only one test in relation to the application is required. However, it is the responsibility of the contract holder that the products are in continuous compliance with the ecolabelling criteria. As the necessary test frequency depends on the way of production it must be explained how often samples for test are taken.

For criteria where the annual average is not allowed to pass a given threshold, the annual average should as a minimum be based on three measurements.

If more than one sample is taken during the same campaign, the average within each campaign can be used as one of the three samples that have to be taken during the year.

Continuous control – the responsibility of the applicant

As mentioned before, the applicant has the responsibility for the product performance being in continued compliance with the ecolabelling criteria.

After an Ecolabel has been granted, the applicant must keep the dossier up to date. In case where continued tests or measurements are required the contract holder or his supplier is responsible for keeping a journal on the test results and the belonging documentation. This documentation needs not to be sent to the Competent Body, but must be available at any time, if requested.

If data shows that the product during the validity period no longer complies with the criteria, this must be reported to the Competent Body immediately together with a statement for the reasons for the non-compliance. The Competent Body will in each individual case decide the consequences of the non-compliance, e.g. a demand for additional measurements, suspension of the label etc.

Control with the compliance of the criteria

The Competent Body may undertake all or any necessary investigations to monitor the on-going compliance by the holder with both the product group criteria and the terms of use and provisions of the contract. To this end, the Competent Body may request, and the holder shall provide, any relevant documentation to prove such compliance.

Further, the Competent Body may, at any reasonable time and without notice, request, and the holder shall grant, access to the premises.

Costs

The applicant must pay all expenses for tests and verifications related to the application, holding and use of the ecolabel. The Competent Body can require reasonable costs covered. Besides an application fee for each demand and an annual fee related to size of the company and to the product group must be paid. You must contact your competent body to know the fees concerning your demand.

Procedure for assessing the application

After receiving an application the Competent Body examines the documentation material including the possible material sent directly from the suppliers. The Competent Body can ask for further information, if necessary.

The case officer at the Competent Body makes a list of missing documentation, which is returned to the applicant. The applicant makes sure that the listed requirements on the list are met. In most cases it may be necessary to send more than one list of missing documentation.

After all documentation has been approved the Competent Body may carry out an on-site visit to the applicant and/or his suppliers. The Competent Body judges from case to case whom to visit.

When all requirements have been met, the Competent Body notifies the application in the European Commission who registers the contract.

2. DETAILS OF APPLICANT AND PRODUCTS

PART A : MODELS RELATED THE PRODUCER AND THE PRODUCT TO BE FULFILLED

Case of a new demand (new product):

- Application request form	- Following model 1
- Information form on the applicant	- following model A
- Application form	- following model B
- General information form	- following model C
- A product form	- following model D
- An applicant's declaration	- following model E
- A matrix for control of criteria	- following model
- Tests reports	
- A packaging model (or information form given with the product)	

Case of an extension demand (modification of the certified product):

- Extension request form	- following model 2
- A product form	- following model D
- A letter on the applicant's declaration	- following model E
- A matrix for control of criteria	- following model
- Test reports	
- A packaging model (or information form given with the product)	

Case of a prolongation demand (modification of the commercial reference of the certified product):

- Prolongation request form	- following model 3
- A packaging model (or information form given with the product)	

Case of a renewal demand following the revision of the decision

▪ A letter for a renewal demand	▪ following model 4
▪ General information form	▪ following model C
▪ A product form	▪ following model D
▪ An applicant's declaration	▪ following model E
▪ A matrix for control of criteria	▪ following model
▪ Tests reports	
▪ A packaging model (or information form given with the product)	

MODEL 1 - APPLICATION REQUEST FORM
(to be drawn up in duplicate on applicant's headed note paper)

EUROPEAN ECOLABEL WOODEN FURNITURE"

Address of the Competent Body

Purpose: **Application for the European Ecolabel "Wooden furniture"**

Dear Sir,

I have the honor to ask you the grant of the European ecolabel on "wooden furniture" for the product or the products range* following :
manufactured in the following production unit :
Commercial Reference(s) :
Commercial trade-mark :

I undertake to know and accept the European ecolabel regulation, the European decision of 30th November 2009 applicable to wooden furniture and undertake to respect it.

(1) : I furthermore empower the company
.....
represented by Mr/Mrs/Miss (legal representative).....
in quality as
to represent me for all questions relating to the use of the European ecolabel on "wooden furniture"

I hereby request that the costs for which I am liable be charged directly to him/her. He/she shall pay these costs on my behalf as my representative, on receipt of the bills, as agreed in the terms of the representation.

I undertake immediately to notify the competent body any modification on products and production process concerning product(s) designated above and of any new appointment involving the replacement of the above mentioned representative.

Yours faithfully,

Date and
signature of legal representative
of applicant

(1) :
Date and
signature of legal representative
of applicant
preceded by the hand-written legend :

"Terms of representation"

(1) :
Date and
signature of
European representative
preceded by the hand-written legend :

"Terms of representation hereby agreed to"

(1) This paragraph only concern applicants based out of the European Union

MODEL 2 - EXTENSION REQUEST FORM
(to be drawn up in duplicate on applicant's headed note paper)

EUROPEAN ECOLABEL WOODEN FURNITURE

Adress of the Competent body

Purpose : **Request for extension of the European Ecolabel wooden furniture**

Dear Sir,

In my quality of holder for the right to affix the European ecolabel for the product(s) of my fabrication identified as follow :

- designation of product/range of products:.....
-
- commercial trademark :
- commercial reference(s) :
-
- production unit :
- European ecolabel for product(s) issued on
- and bearing the number(s) :

I have the honor to ask you the right to affix the European ecolabel on the product/range of products identified as follow :

- commercial trademark :
- commercial reference(s) :

and coming from product/range of product granted by the following modifications (description of modifications) :

.....

.....

- this new product replaces the product(s) originally granted authorisation :

yes

no

I declare that the product(s) that are the subject of this application is (are), regarding their other characteristics, in complete conformity with the product(s) already admitted to the European ecolabel wooden furniture

Yours faithfully.

Date and signature of manufacturer

**MODEL 3 - REQUEST FORM FOR PROLONGATION
(CHANGE OF TRADEMARK/COMMERCIAL NAME)**

(to be drawn up in duplicate on applicant's headed note paper and to be shown to distributor)

EUROPEAN ECOLABEL WOODEN FURNITURE"

Address of the Competent body

Purpose : **Request for prolongation of right to use for the European ecolabel
"Wooden furniture"**

Dear Sir,

I have the honor to ask you a prolongation of authorisation to affix the European ecolabel on the product/range of products that differ from that (those) admitted to the label only in respect of the reference(s) and trademark affixed to them.

This request relates to :

- the identification of the product(s) awarded :

- European ecolabel for product(s) issued on :
and bearing the number(s) :

- company distributing the product(s) :
name :.....
adress :
under the brand name :

- commercial denomination ⁽¹⁾ requested :
.....

I undertake to inform the Competent body immediately of any changes made to the distribution of these products and in particular of any suspension of supply to the above mentioned Company.

Commercial stamp of manufacturer

Date

Signature

* "Commercial denomination" denotes any distinctive sign serving to identify precisely both the distributor and the product covered by the European ecolabel.

Details of applicant and product

<i>Please complete or type in black, and submit in duplicate (as a paper copy, not by e-mail) to the Competent Body</i>	<i>For official use</i>
A. The applicant	
Full name of applicant company:	
Address:	
Contact name, and function:	
Tel no, and fax no:	
E-mail:	
Web-site:	
In what capacity are you applying for the Ecolabel? (manufacturer, importer, service provider, trader or retailer)	

B. This application	
<p>Is this the first application for the EU Ecolabel for this product? (if not, when and where was the first application made, and with what outcome?)</p> <p>Is this an application to add a new product (that is, with a new furniture not covered by an existing Ecolabel that you hold) to a licence for a product range already covered by an Ecolabel? (if so, please give details of the existing Ecolabel)</p>	
<p>Please name any other environmental labelling schemes under which the product has already been registered, (as a national label):</p>	
<p>The Competent Body will invoice applicants for a non-returnable application fee on receipt of the application. If the application is successful, the Competent Body will invoice the licensee for an annual fee, as explained in paragraph 21 of Part 1 of this pack. It will apply all relevant reductions.</p> <p>1. Are you classified as an SME or a VSE*? If so, please provide proof of status.</p> <p>2. Do you wish to claim a fee reduction as an applicant in a developing country? If so, please provide proof of status.</p> <p>3. Do you wish to claim a fee reduction for EMAS registration or ISO 14 001 certification? If so, please provide proof of status.</p> <p>4. Where the product uses components for which an Ecolabel fee has already been paid, the annual fee will be based on the annual sales of the products after deduction of the cost value of the components. Do you wish to claim a reduction on these grounds? Please provide details if relevant.</p>	

* following the definition of the decision of in the joined definition

C GENERAL INFORMATION

PRODUCTION UNIT

- Corporate name :
- Firm's shape, registered capital :
- Address :
-
-
- Country :
- Telephone : - Telex : - Fax :
- SIRET n°(1) :
- Name and quality of legal representative (2) :
- Name and quality of correspondent (if different) :

MANUFACTURER (if different from production unit)

- Corporate name :
- Firm's shape, registered capital :
- Head office adress :
-
-
- Country :
- Phone number : - Telex : - Fax :
- SIRET n° (1) :
- Name and quality of legal representative (2) :
- Name and quality of correspondant (if different) :

REPRESENTATIVE (if required)

- Corporate name :
- - Firm's shape, registered capital :
- Head office adress :
-
-
- Country :
- Telephone : - Telex : - Fax :
- SIRET n° (1) :
- Name and quality of legal representative (2) :
- Name and quality of correspondant (if different) :

TURN OVER OF THE MANUFACTURER (optional) :

TURN OVER REALISED BY THE CERTIFIED PRODUCT :

(1) for France only

(2) The legal representative is the person legally responsible for the firm

D. The product	
Registered trade name(s) of product or product range (Domestic furniture including children's furniture, kitchen and bathroom furniture (excluding technical equipment and fittings), excluding mattresses; Contract furniture , limited to all furniture used indoors (i.e. used in buildings) for business purposes, e.g. office and school furniture, furniture for restaurants and hotels, ..):	
Model names (or internal reference numbers) for products to be covered by the label within the product range above:	
Name and address of manufacturing site (if different from above): Where the product is made outside the EU, please confirm that it has been or will be placed on the market in the <i>[insert name of Competent Body's country]</i>	
Other EU countries in which this product is manufactured in the same form (please give addresses of manufacturing sites):	
Other EU countries in which this product is sold (if sold under different names, please give names):	
Rough estimate of annual volume of product produced <i>[e.g. 200,000 units]</i>	

Rough estimated value of annual sales, excluding VAT, in the European Economic Area (i.e. the European Community plus Norway, Iceland and Liechtenstein) of the product at ex-factory prices (in £ sterling/ in € etc., please specify currency).	
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MODEL E- APPLICANT'S DECLARATION
(to be drawn up on applicant's headed note paper)

I the undersigned, (1), undertake formally to respect the regulations and dispositions concerning environment preservation to which the production site "*name of the company and address of the plant*" is submitted, and to make available to an inspector or auditor inspection reports

I also declare :

- That materials, other than solid wood and wood-based materials, and other than those covered by the criteria for surface treatment and for the assembly of furniture, which are exempt from compliance with 'wood and wood-based material requirements have less than 3 % of the total weight of the eco-labelled product
- The description of the product provided is correct
- There are no substances or preparations that are assigned, or may be assigned at the time of application, any of the following risk phrases (or combinations thereof) added to the wooden product:
- The product do not contain halogenated organic binding agents, azidirin and polyaziridins as well as pigments and additives based on lead, cadmium, chrome (VI), mercury and their compounds, arsenic, boron, copper and organic tin.
- If there are flame retardants I used only flame retardants that are chemically bound into the matrix/material or onto the matrix/material surface (reactive flame retardants) may be used in the product
- To be conformed to the criterion on sustainable forest management
- To be conformed to the criterion on recycled wood fibers
- That indoor furniture has not been impregnated (if applicable)
- That solid wood, after logging has not been treated with substances or preparations containing substances that are included in the list mentioned in the criterion 3cii
- To be conformed to the criteria related to the use of hazardous substances and preparations in the production of wood-based materials
- To be conformed to the criterion on formaldehyde emission from untreated raw wood-based materials
- That the product do not contain GMO wood
- That Surface treatment referring to the surface treatment process either of single parts/components of furniture or of the furniture as a whole is conform to the criterion 4
- That the ingredients linked to the gluing of components included in the assembly of furniture. i.e. adhesives is conformed to the criterion 5

- That the product is conformed to the standards related the durability, safety,
- That the product is conformed for maintenance, recycling and waste and the information brought to the consumer

I also undertake that all the data furnished by my suppliers, which confirm these requirements, are available in my office for inspection.

Done at, on

Position, signature and stamp of the applicant.

(1) *person bearing the legal responsibility*

. Applicant's undertaking (all applicants must sign and date this undertaking)

As the applicant for an EU Eco-label, I hereby declare that:

I understand and accept the provisions of Regulation EC No 1980 / 2000 on the EU Ecolabel scheme, and in particular Article 2, which states that the Ecolabel may not be awarded to goods manufactured by processes which are likely to significantly harm man and / or the environment, or which in their normal application could be harmful to the consumer;

I understand and accept the standard assessment and contract procedures proposed by the Competent Body, and accept its terms during the duration of the contract;

I undertake to ensure that the product complies with the Ecolabel criteria at all times and to notify the Competent Body immediately of any significant modification to it or to the production processes;

I take responsibility for the correct and proper use of the EU Ecolabel.

Signed:

Name in capitals:

Position in company:

Date:

PART B: APPLICATION FORM

ECOLABEL ASSESSMENT REPORT AND CERTIFICATION OF COMPLIANCE

PLEASE READ THE FOLLOWING CAREFULLY

This part of the application form is a record of the assessment of the product against the criteria for ecolabelling as laid out in EC Commission Decision 2009/894/EC

A breakdown of the actual data is not required. The applicant is advised to compile a dossier of data used to demonstrate compliance with each criterion and after application retain it for use in the event of a challenge to the decision on the award of an Ecolabel.

The Guidance Document for the Application for an Eco-Label for wooden furniture has been prepared to assist with an application. The applicant is advised to read it thoroughly along with the supplementary notes for guidance, which attached to this Application Form.

FIELD OF APPLICATION

APPLICANT'S DECLARATION

The product group 'wooden furniture' shall comprise free-standing or built-in units, which are used for storing, hanging, lying, sitting, working and eating of domestic furniture, whether for indoor or outdoor use, or used indoors for business purposes. Business purposes shall include office and school furniture as well as furniture for restaurants and hotels.

The following conditions shall be fulfilled:

- (a) The product shall be made of at least 90 % w/w solid wood or wood-based materials. Glass, if easily replaceable in case of damage or breakage, may be excluded from the weight calculation as may technical equipment and fittings.
- (b) The weight of any individual material, other than solid wood and wood-based materials, shall not exceed 3 % of the total weight of the product. The total combined weight of such materials shall not exceed 10 % of the total weight of the product.

The candidate product is a:

Consumer product

Professional (for example for tourism accommodation) Please specify:

FRAMEWORK OF THIS EUROPEAN ECOLABEL FOR FURNITURE

The aims of the criteria

These criteria aim in particular at promoting a reduction of the impact of wooden furniture on the environment and on human health throughout its life cycle.

More specifically:

- the use of materials produced in a more sustainable way;
- a reduction of the use of hazardous substances and of emissions of polluting substances;
- a product tested for durability

The specific assessment and verification requirements are indicated within each criterion. Where appropriate, test methods other than those indicated for each criterion may be used if their equivalence is accepted by the Competent Body assessing the application.

Where the applicant is required to provide documentation, analyses test reports, or other evidence to show compliance with the criteria, it is understood that these may originate from the applicant and/or his supplier(s) and/or their supplier(s), etc., as appropriate.

Conformity assessment must be performed by appropriate accredited laboratories (where possible) that meet the general requirements of EN ISO 17025.

Where appropriate, Competent Bodies may require supporting documentation and may carry out independent verifications.

The Competent Bodies are recommended to take into account the implementation of recognised environmental management schemes, such as EMAS or ISO14001, and Environmental Product Declarations when assessing applications and monitoring compliance with the criteria (note: these declarations and management schemes are not required but encouraged).

Exemptions

The following exemptions from certain of the criteria on materials shall apply:

- (i) Materials, other than solid wood and wood-based materials, and other than those covered by the criteria for surface treatment and for the assembly of furniture, which account for less than 3 % of the total weight of the eco-labelled product may be exempt from compliance with 'wood and wood-based material requirements'.
- (ii) Fixtures, such as screws and nails, and metal hardware for sliding doors and drawers are exempt from compliance with all criteria on materials.

Assessment and verification: Appropriate information shall be provided on those materials which are exempted from compliance with certain criteria. The calculation of the percentage of materials which may be exempted shall include the amount of such materials in composite materials, whatever the percentage of the composite material in the final Ecolabelled furniture. The calculation of the total weight shall not include the weight of fixtures.

CATEGORIES OF CRITERIA

The criteria are divided into the following five categories:

- **Criteria on composition:** criterion is set on the composition of the eco-labelled furniture.

- **Criteria on materials:** criteria are set for the following class of materials:

- a) Solid wood and wood based materials;
- b) Materials falling neither in item a) nor in the class of materials for surface treatments.

Adhesives, glues and binding agents, as well as the materials used in surface treatments are not comprised in this section.

- **Criteria for surface treatment :** criteria are set for the surface treatment of components/parts used in furniture as well as of the furniture as a whole. The surface treatments include: **clear finishes, paints, varnishes, lacquers, coating with plastic, laminated plastic, decorative foils, papers, and fabrics.** Materials for the preparation of surfaces like primers, dyes, stains, and fillers are also comprised in this section.

- **Criteria for the assembly of furniture:** criteria related to the use of adhesives, glues, and binding agents are set.

- **Criteria for the final eco-labelled furniture:** the following criteria are set under this section:

- Durability and safety
 - Maintenance
 - Recycling and waste
 - Consumer information
 - Packaging of the final product
 - Information on the packaging
- Information appearing on the eco-label

1) Product Description	
<p>MANUFACTURER'S DECLARATION</p> <p>I/We as Person(s) responsible for manufacture, declare that the candidate product meets the following criteria:</p> <p>A description of the product shall be provided (functional description, product name or reference code; if various types of the same product are available a description of the subtypes to which the application applies). Information shall be provided on the total weight of the product, the materials used in the product, including fixtures and fittings, and their respective weight.</p> <p>Assessment and verification: The applicant shall provide a product description to the Competent Body in which the above described information is included.</p>	
Name (Block Capitals) Signed Position	Date:
Company Stamp or Seal	

2) Hazardous Substances

MANUFACTURER'S DECLARATION

a) No substances or preparations that are assigned, or may be assigned at the time of application, any of the following risk phrases (or combinations thereof) may be added to the wooden product:

- R23: (toxic by inhalation),
- R24: (toxic in contact with skin),
- R25: (toxic if swallowed),
- R26: (very toxic by inhalation),
- R27: (very toxic in contact with skin),
- R28: (very toxic if swallowed),
- R39 (danger of very serious irreversible effects),
- R40 (limited evidence of a carcinogenic effect),
- R42 (May cause sensitisation by inhalation),
- R43 (May cause sensitisation by skin contact),
- R45 (may cause cancer),
- R46 (may cause heritable genetic damage),
- R48 (danger or serious damage to health by prolonged exposure),
- R49 (may cause cancer by inhalation),
- R50 (very toxic to aquatic organisms),
- R51 (toxic to aquatic organisms),
- R52 (harmful to aquatic organisms),
- R53 (may cause long-term adverse effects in the aquatic environment),
- R60 (may impair fertility),
- R61 (may cause harm to the unborn child),
- R62 (possible risk of impaired fertility),
- R63 (possible risk of harm to the unborn child),
- R68 (possible risk of irreversible effects),

as laid down in Council Directive 67/548/EEC of 27 June 1967 on the approximation of laws, regulations and administrative provisions relating to the classification, packaging and labelling of dangerous substances (1) (Dangerous Substances Directive) and its subsequent amendments, and considering Directive 1999/45/EC of the European Parliament and of the Council (2) (Dangerous Preparations Directive).

Alternatively, classification may be considered according to Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006 (3). In this case no substances or preparations may be added to the raw materials that are assigned, or may be assigned at the time of application, with and of the following hazard statements (or combinations thereof): H300, H301, H310, H311, H317 H330, H331, H334, H351, H350, H340, H350i, H400, H410, H411, H412, H413, H360F,

H360D, H361f, H361d H360FD, H361fd, H360Fd, H360Df, H341, H370, H372.

(b) The product must not contain halogenated organic binding agents, azidirin and polyaziridins as well as pigments and additives based on:

- lead, cadmium, chrome (VI), mercury and their compounds,
- arsenic, boron and copper,
- organic tin.

(c) Only flame retardants that are chemically bound into the matrix/material or onto the matrix/material surface (reactive flame retardants) may be used in the product. If the flame retardants used have any of the R-phrases listed below, these reactive flame retardants should, on application, change their chemical nature to no longer warrant classification under any of these R-phrases. (Less than 0,1 % of the flame retardant on the matrix/material may remain in the form as before application.)

- R40 (limited evidence of a carcinogenic effect),
- R45 (may cause cancer),
- R46 (may cause heritable genetic damage),
- R49 (may cause cancer by inhalation),
- R50 (very toxic to aquatic organisms),
- R51 (toxic to aquatic organisms),
- R52 (harmful to aquatic organisms),
- R53 (may cause long-term adverse effects in the aquatic environment),
- R60 (may impair fertility),
- R61 (may cause harm to the unborn child),
- R62 (possible risk of impaired fertility),
- R63 (possible risk of harm to the unborn child),
- R68 (possible risk of irreversible effects),

as laid down in Directive 67/548/EEC, and its subsequent amendments.

Flame retardants which are only physically mixed into the matrix/material are excluded (additive flame retardants).

Alternatively, classification may be considered according to Regulation (EC) No 1272/2008. In this case no substances or preparations may be added to the raw materials that are assigned, or may be assigned at the time of application, any of the following hazard statements (or combinations thereof): H351, H350, H340, H350i, H400, H410, H411, H412, H413, H360F, H360D, H361f, H361d H360FD, H361fd, H360Fd, H360Df, H341.

Assessment and verification: The applicant shall provide a declaration of compliance with this criterion, together with a list of ingredients and related documentation, such as Safety Data Sheets.

Name (Block Capitals)	Date:
Signed	
Position	
Company Stamp or Seal	

3) Wood and wood based material requirements

a) Sustainable forest management.

MANUFACTURER'S DECLARATION

I/We as Person(s) responsible for manufacture, declare that the candidate product meets the following criteria:

The producer shall have a policy for sustainable wood procurement and a system to trace and verify the origin of wood and tracking it from forest to the first reception point.

The origin of all wood shall be documented. The producer must ensure that all wood originate from legal sources. The wood shall not come from protected areas or areas in the official process of designation for protection, old growth forests and high conservation value forests defined in national stakeholder processes unless the purchases are clearly in line with the national conservation regulations.

— Until 30 June 2011, for wooden products placed on the market bearing the Ecolabel, at least 50 % of any solid wood and 20 % wood-based materials must originate either from sustainably managed forests which have been certified by independent third party schemes fulfilling the criteria listed in paragraph 15 of the Council Resolution of 15 December 1998 on a Forestry Strategy for the EU and further development thereof, or from recycled materials.

— From 1 July 2011, until 31 December 2012 for wooden products placed on the market bearing the Ecolabel at least 60 % of any solid wood and 30 % wood-based materials must originate either from sustainably managed forests which have been certified by independent third party schemes fulfilling the criteria listed in paragraph 15 of the Council Resolution of 15 December 1998 on a Forestry Strategy for the EU and further development thereof, or from recycled materials

— From 1 January 2013, for wooden products placed on the market bearing the Ecolabel at least 70 % of any solid wood and 40 % wood-based materials must originate either from sustainably managed forests which have been certified by independent third party schemes fulfilling the criteria listed in paragraph 15 of the Council Resolution of 15 December 1998 on a Forestry Strategy for the EU and further development thereof, or from recycled materials

Assessment and verification: For meeting these conditions, the applicant shall demonstrate that any of their wooden Ecolabelled products, when first placed on the market after the dates shown in the criterion will meet the appropriate level of certified wood. If this cannot be demonstrated the competent body will only issue the Ecolabel licence for the period for which compliance can be demonstrated. The applicant shall provide appropriate documentation from the wood supplier indicating the types, quantities and precise origins of wood used in the production of furniture. The applicant shall provide appropriate certificate(s) showing that the certification scheme correctly fulfils the requirements as laid down in paragraph 15 of the Council Resolution of 15 December 1998 on a Forestry Strategy for the EU.

Definition: Wood-based materials means material made by binding with adhesives and/or glues one or more of the following materials: wood fibres, and/or stripped or sheared wood sheets, and/or wood residues from forest, plantations, sawn-wood, residues from pulp/paper industry, and/or recycled wood.

Wood-based materials comprise:

hardboard, fibreboard, medium density fibreboard, particleboard, OSB (Oriented Strand Board), plywood, and panels in solid wood. The term 'wood-based material' also refers to composite materials made from wood-based panels coated by plastics, or laminated plastics, or metals, or other coating materials and finished/semi-finished woodbased panels.

Finished or semi-finished wood-based materials, and wood-based materials coated by plastics, or laminated plastic, or metals, or other coating materials shall also comply with the criteria for surface treatment in addition to the criteria set under this section.

Name (Block Capitals) Signed Position	Date:
Company Stamp or Seal	

b) Recycled wood fibres

MANUFACTURER'S DECLARATION

I/We as Person(s) responsible for manufacturing the furniture,
declare that the product meets the following criteria:

Post consumer wood, chips or fibres applied in the production of wood-based materials (input), shall at least comply with the provisions in the EPF Industry standard, as reported in paragraph 6 of document 'EPF Standard for delivery conditions of recycled wood' of 24 October 2002. The reference standard table is also appended in the appendix.

Assessment and verification: A declaration shall be provided that post-consumer wood is applied in the production of wood-based materials. In addition, test results shall be provided to verify compliance with limit values as laid down in appendix 1.

Name (Block Capitals)

Date:

Signed

Position

Company Stamp or Seal

c) Impregnating substances and preservatives

MANUFACTURER'S DECLARATION

I/We as Person(s) responsible for manufacturing the furniture,
declare that the product meets the following criteria:

(i) Indoor furniture shall not be impregnated.

For all other furniture, where impregnation or preservatives are used, they shall fulfil the requirements on hazardous substances (Section 2).

(ii) Solid wood, after logging, shall not be treated with substances or preparations containing substances that are included in any of the following lists:

— WHO recommended classification of pesticides by hazard classified as class 1a (extremely hazardous),

— WHO recommended classification of pesticides by hazard classified as class 1b (highly hazardous).

Moreover, the treatment of wood shall be in accordance with the provisions of Council Directive 79/117/EEC (1) and Council Directive 76/769/EEC

Assessment and verification: The applicant shall provide a declaration showing compliance to this criterion, a list of the substances which have been used and a data sheet for each of them.

Name (Block Capitals)

Date:

Signed

Position

Company Stamp or Seal

d) Use of hazardous substances and preparations in the production of wood-based materials

MANUFACTURER'S DECLARATION

I/We as Person(s) responsible for manufacturing the furniture
declare that the product meets the following criteria:

In addition to the requirements of Section 2 on hazardous substances, all substances and preparations used in the production of wood-based material shall fulfil the following:

(i) Virgin wood shall not be treated with substances or preparations containing substances that are included in any of the following lists:

— WHO recommended classification of pesticides by hazard classified as class 1a (extremely hazardous),

— WHO recommended classification of pesticides by hazard classified as class 1b (highly hazardous).

Moreover, the treatment of wood shall be in accordance with the provisions of Directive 79/117/EEC and Directive 76/769/EEC.

(ii) The content of free formaldehyde in products or preparations used in the panels shall not exceed 0,3 % (w/w). The content of free formaldehyde in binding agents, adhesives, and glues for plywood panels or laminated wood panels shall not exceed 0,5 % (w/w).

Assessment and verification: The applicant shall provide appropriate declarations verifying that the above requirements are met. For the chemical products used in the production of wood-based materials a Material Safety Data Sheet or equivalent documentation shall be presented containing information on health hazard classification.

Name (Block Capitals)	Date:
Signed	
Position	

Company Stamp or Seal

e) Formaldehyde emission from untreated raw wood-based materials

MANUFACTURER'S DECLARATION

I/We as Person(s) responsible for manufacturing the furniture
declare that the product meets the following criteria:

Wood-based materials are only allowed in a piece of furniture if they comply with the following requirements:

(i) Particleboard: the emission of formaldehyde from particle boards in their raw state, i.e. prior to machining or coating, shall not exceed 50 % of the threshold value that would allow it to be classified as E1 according to standard EN 312.

Assessment and verification: The applicant and/or his supplier shall provide evidence that the wood-based materials comply with this requirement according to the European standard EN 312-1

(ii) Fibreboard: The formaldehyde measured in any fibreboard used shall not exceed 50 % of the threshold value that would allow it to be classified as class A quality according to EN 622-1. However fibreboards classified as class A will be accepted if they do not represent more than 50 % of the total wood and wood-based materials used in the product.

Assessment and verification: The applicant and/or his supplier shall provide evidence that the wood-based materials comply with this requirement according to the European standard EN 622-1.

Name (Block Capitals)	Date:
Signed	
Position	

Company Stamp or Seal

f) Genetically modified wood

MANUFACTURER'S DECLARATION

I/We as Person(s) responsible for manufacturing the furniture,
declare that the product meets the following criteria:

The product shall not contain GMO wood.

Assessment and Verification: the applicant shall provide a declaration that no GMO wood has been used.

Name (Block Capitals)

Signed

Position

Date:

Company Stamp or Seal

4) CRITERIA FOR SURFACE TREATMENT

Surface treatment refers to the surface treatment process either of single parts/components of furniture or of the furniture as a whole

MANUFACTURER'S DECLARATION

I/We as Person(s) responsible for manufacture, declare that the surface treatment meets the following criteria

a)Surface treatment with plastic and metals

Plastics and metal shall be allowed in a percentage up to 2 % of the total weight of the piece of furniture. They must comply with the general requirements on hazardous substances stated in Section 2.

Assessment and verification: The applicant shall provide appropriate documentation to show compliance with these criteria.

Name	(Block Capitals)	Date:
Signed		
Position		

Company Stamp or Seal

b) Other surface treatments than plastics and metals

This criterion is linked to the coating of the furniture and wood materials

i) Hazardous substances and preparations (including VOC content)

All materials, substances and preparation used must comply with the requirements on hazardous substances set out in section 2.

Assessment and verification: The applicant shall provide a declaration of compliance with this criterion, together with a list of ingredients and related documentation, such as Material and Safety Data Sheets.

In addition, chemical substances classified as harmful for the environment by the chemical manufacturer/supplier in accordance with Community classification system (28th Amendment to Directive 67/548/EEC) shall comply with one of the 2 following limits:

— Chemical substances classified as harmful for the environment in accordance with Directive 1999/45/EC must not be added to substances and preparations for surface treatment. Nevertheless the products may contain up to 5 % volatile organic compounds (VOC) as defined in Council Directive 1999/13/EC (1) (VOC shall mean any organic compound having at 293,15 K a vapour pressure of 0,01 kPa or more, or having a corresponding volatility under the particular conditions of use.). If the product requires dilution, the contents of the diluted product must not exceed the aforementioned threshold values.

— The applied quantity (wet paint/varnish) of environmentally harmful substances in accordance with Directive 1999/45/EC shall not exceed 14 g/m² surface area and applied quantity (wet paint/varnish) of VOC shall not exceed 35 g/m².

Assessment and verification: The applicant shall provide a declaration of compliance with this criterion, together with documents to support this declaration, including:

- a complete recipe with designation of quantities and CAS numbers for constituent substances,
- the test method and test results for all substances present in the product, according to Directive 67/548/EEC,
- a declaration stating that all constituent substances have been disclosed,
- number of coats and quantity applied per coat per square meter of surface.

Method of application:

The following standard degrees of effectiveness are used for the purpose of calculating the consumption of surface treatment product and of the applied quantity: Spraying device without recycling 50 %, spraying device with recycling 70 %, electrostatic spraying 65 %, spraying, bell/disk 80 %, roller coating 95 %, blanket coating 95 %, vacuum coating 95 %, dipping 95 %, rinsing 95 %.

Name (Block Capitals)	Date:
Signed	
Position	

Company Stamp or Seal

c) Formaldehyde

I/We as Person(s) responsible for manufacture, declare that the formaldehyde meets the following criteria

Formaldehyde emissions from substances and preparations for surface treatment liberating formaldehyde shall be less than 0,05 ppm.

Assessment and verification: The applicant and/or his supplier shall provide a declaration that the above requirement is met, together with information on the formulation of the surface treatment (e.g. Material safety data sheets).

Name (Block Capitals)	Date:
Signed	
Position	

Company Stamp or Seal

d) *Plasticizers*

I/We as Person(s) responsible for manufacture, declare that the formaldehyde meets the following criteria

If any plasticizer substance in the manufacturing process is applied, phthalates must comply with the requirements on hazardous substances set out in section 2.

Additionally DNOP (di-n-octyl phthalate), DINP (di-isononyl phthalate), DIDP (di-isodecyl phthalate) are not permitted in the product.

Assessment and verification: The applicant shall provide a declaration of compliance with this criterion.

Name (Block Capitals)	Date:
Signed	
Position	

Company Stamp or Seal

e) Biocides

I/We as Person(s) responsible for manufacture, declare that the formaldehyde meets the following criteria

Only biocidal products containing biocidal active substances included in Annex IA to Directive 98/8/EC of the European Parliament and of the Council (2), and authorised for use in furniture, shall be allowed for use.

Assessment and verification: The applicant shall provide a declaration that the requirements of this criterion have been met along with a list of biocidal products used.

Name (Block Capitals) Signed Position	Date:
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Company Stamp or Seal

5. CRITERIA FOR THE ASSEMBLY OF FURNITURE

I/We as Person(s) responsible for manufacture, declare that the adhesives meet the following criteria

This criterion is linked to the gluing of components included in the assembly of furniture. i.e. adhesives.

a)Hazardous substances in additives and binding agents

They must comply with the requirements set out in section 2 on hazardous substances.

Assessment and verification: The applicant shall provide appropriate declarations verifying that the above requirements are met. For each chemical product used in the assembly of furniture, a Safety Data Sheet or equivalent documentation shall be presented containing information on health hazard classification. Test reports or a declaration from the supplier shall be provided for the free formaldehyde content.

b)VOC

The VOC content of adhesives used in the assembly of furniture shall not exceed 5 % (w/w). (VOC shall mean any organic compound having at 293,15 K a vapour pressure of 0,01 kPa or more, or having a corresponding volatility under the particular conditions of use).

Assessment and verification: A declaration shall be provided by the applicant indicating all adhesives used in the assembly of furniture, as well as compliance with this criterion.

Name (Block Capitals)	Date:
Signed	
Position	

Company Stamp or Seal

6) CRITERIA FOR THE FINAL PRODUCT

I/We as Person(s) responsible for manufacture, declare that the final product meet the following criteria

a) Durability and safety

The product shall fulfil the requirements on durability, strength, safety and stability in EN standards applicable to the usage of the product. If no EN standard exists, the requirements in ISO standards shall be used. If no EN or ISO standard exists, an evaluation of the product's durability, strength, safety and stability on the basis of the design and choice of materials shall be performed by an independent test institution.

The list of norms and standards which shall be used for the durability assessment is the following
To be discussed

***Assessment and verification:** The producer shall provide a declaration completed with documentation on the test methods performed by the accredited institution and the test results.*

Name (Block Capitals)

Signed

Position

Date:

Company Stamp or Seal

6) CRITERIA FOR THE FINAL PRODUCT

I/We as Person(s) responsible for manufacture, declare that the final product meet the following criteria

b) Maintenance

Maintenance of products shall be possible without organic based solvents.

The manufacturer shall guarantee the possibility of acquiring spare part (original functional items or items fulfilling equivalent functions) upon request throughout the actual period of their industrial manufacturing and for a period of 5 years as of the date when production of the relevant range is stopped.

Assessment and verification: The applicant and/or his supplier shall provide a declaration completed with documents showing that this criterion is met.

Name (Block Capitals)

Signed

Position

Date:

Company Stamp or Seal

6) CRITERIA FOR THE FINAL PRODUCT

I/We as Person(s) responsible for manufacture, declare that the final product meet the following criteria

c) Recycling and waste

The product must be easily recyclable. A detailed description of the best ways to dispose of the product (reuse, recycling, take back initiative by the applicant, energy production) shall be given to the consumer, ranking them according to their impact on the environment. For each option the precautions to be taken to limit the impact on the environment will have to be clearly stated.

Assessment and verification: The applicant and/or his supplier shall provide a sample of the information which will be supplied and a justification of the recommendations.

Name (Block Capitals)

Signed

Position

Date:

Company Stamp or Seal

6) CRITERIA FOR THE FINAL PRODUCT

I/We as Person(s) responsible for manufacture, declare that the final product meet the following criteria

d) Consumer information

The following information shall be supplied with the Ecolabelled product:

- Information on the fitness for purpose, on the basis of domestic or contract use (light or heavy, indoor or outdoor);
- Information on cleaning and care;
- Instruction for the replacement of glass (if any) upon request in case of damage or breakage from manufacturer or retailer;
- Instruction that the local authorities should be contacted on the best way to dispose of old furniture and materials;
- Instruction for assembly;
- Best use from an ergonomic point of view, where relevant;
- Name of the species of solid wood;
- Indicate any treatments or preservatives that have been used on outdoor products (chemical, biological or physical);
- Recommendation that the consumer use EU Ecolabelled products for future preservation of the furniture.

Assessment and verification: The applicant shall provide a sample of the information material supplied with the eco-labelled product.

Name (Block Capitals)	Date:
Signed	
Position	

Company Stamp or Seal

6) CRITERIA FOR THE FINAL PRODUCT

I/We as Person(s) responsible for manufacture, declare that the final product meet the following criteria

e) Packaging of the final product

Packaging must fulfil the following requirements:

(i) Made out of one of the following:

- easily recyclable material;
- materials taken from renewable resources;
- materials intended to be reusable, such as textile coverings.

(ii) All materials shall be easily separable by hand in recyclable parts consisting of one material (e.g. cardboard, paper, plastic, textiles).

Assessment and verification: A description of the product packaging shall be provided on application, together with a corresponding declaration of compliance with these criteria.

Name (Block Capitals) Signed Position	Date:
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Company Stamp or Seal

6) CRITERIA FOR THE FINAL PRODUCT

I/We as Person(s) responsible for manufacture, declare that the final product meet the following criteria

f) Information on the packaging

The following text shall appear on the packaging:

‘For more information as to why this product has been awarded the Flower, please visit the website: <http://www.ecolabel.eu>’

The following text (or equivalent text) shall also appear on the packaging and in the user manual:

‘For more information visit the European Eco-label website. Additional information can be obtained at: name/address of the consumer department of the applicant’.

Assessment and verification: The applicant shall provide a sample of the product’s packaging and user manual and of the information supplied with the product, together with a declaration of compliance with each part of this criterion.

g) Information appearing on the eco-label

Box 2 of the Eco-label shall contain the following text:

- Wood from well managed forests;
- restricted hazardous substances;
- product tested for durability.

Assessment and verification: The applicant shall provide a sample of the product packaging showing the label, together with a declaration of compliance with this criterion.

Name (Block Capitals)	Date:
Signed	
Position	

Company Stamp or Seal

3. PRODUCT MARKING - CONSUMER INFORMATION

3.1 COMPULSORY MARKINGS

Product labelling must comply with all regulations in effect.

A product with the European Ecolabel must be marked systematically with the logo on the primary packaging or on any other document going with the packaging.

In this case, it must be visible to the consumer and follow the guidelines of the ecolabel graphic chart sent with this user's manual.

3.2 CONSUMER INFORMATION

The following information may be presented on the product packaging :



All these requirements will be checked at regular intervals in conformity with the assessment procedures .

In all cases, the packaging models shall in all cases be submitted to *name of Competent Body* before notification of the award of the European ecolabel.

1.3 CONDITIONS OF ECOLABEL'S WITHDRAWAL

A suspension or a withdrawal of the right to use the European ecolabel cancels the right for the product concerned. In the same way at the end of the criteria's validity (Dec 2012), products will not make reference to the European ecolabel. At this time, revised criteria will be developed. Licence holders will have 6 months to reapply against the new decision and criteria. At this time a new contract will be signed between the competent body and the applicant after checking conformity with the new criteria. An agreement between the producer and the competent body will take into account the necessary time to sell all products with the old packaging.