Guide to electronic application

Ecolabelling Denmark now uses electronic filing, so henceforth we wish to receive all material electronically. This applies to both new applications, renewals, extensions and to registrations. All electronically received applications will be administered more quickly than applications in paper.

Like before, this will ease the administration process, provided that the applications are structured in a known and tested fashion and that the files are named in a recognizable way. The following information will help all you applicants in crafting an electronic application, so that we at Ecolabelling Denmark can handle it with more ease.

In order to ease the application procedure, the following material will be accessible and can be downloaded via www.ecolabel.dk:

- Attentive guidance
- The individual criteria document
- The DID list and the chemicals list. Simply look in the criteria document to see which list to use.
- To some product groups spreadsheets will be available to calculate criteria demands.
- For the EU Flower, in certain cases, a User's Manual and/or declaration will be available to assist the applicant. These tools of assistance can all be acquired by contacting Ecolabelling Denmark or just downloaded from our website (www.ecolabel.dk).
- The Project Managers of Ecolabelling Denmark are always available if you have any questions, before, after or during the eco-label application process.

Always contact a Project Manager from Ecolabelling Denmark before using time and resources on constructing an application, in order to ensure that your product fits a criteria document. Maybe set up a meeting and receive guidance on how to get started.

1. The application process at Ecolabelling Denmark

After the application has been received, an invoice is forwarded for the standard application fee. The Project Manager will then go over the forwarded material and typically a correspondence will begin in which certain topics from the application will be handled. The correspondence between applicant and Project Manager is usually updated over a period of time, as the Manager asks for extra material, elaborate questions, or explanations for the submitted application and the applicant provides documentation and forwards it to Ecolabelling Denmark. The duration of this correspondence depends upon how complete the forwarded application material is.

An on-site visit at the production site is conducted at an advanced stage in the application process, in which any deficiencies are discussed and uncertainties resolved. The company demonstrates its relations of production and Ecolabelling Denmark hands out various materials about Nordic Ecolabelling, marketing possibilities as well as legislation on the ecolabel. After this on-site visit it might be necessary to forward additional material to the Project Manager.

After the application is finalized by the Project Manager, it is turned over to an internal control (also termed technical re-assessment) in Ecolabelling Denmark, where another Project Manager confirms that the application is processed properly. As a result of this control there may be requests for further information. When the case has gone through the procedure and technical re-assessment, the application will undergo final control. Thereafter the licence is signed and forwarded to the applicant, who can then produce and sell ecolabelled products according to the licence agreement. Under the Flower a contract is forwarded after either final control or earlier in the application process to be signed. The applicant signs both copies of the contract and returns these to Ecolabelling Denmark. After final control, Ecolabelling Denmark sends a signed and valid contract to the applicant, allowing that company to produce or render services, labelled with the Flower.

2. Several product names on the same contract/ licence

Under the European Flower all product names are placed under the same product group in one contract. If the licence holder has more products within several product groups a contract for each product group is drawn up.

The licence number for a contract can for instance look like this: DK/6/28. The first part is the land code, the second a code for the product group (in this case, laundry detergents) and the last is a serial number.

Under the Nordic Ecolabel, the licence holder can have more licences within the same product group. The licence number for the Nordic Ecolabel is 6-figured, e.g. 506-205, where the first number is a land code, 5 being Denmark, and the next digits are the product group (in this case, laundry detergents), and the last three digits are the serial number.

3. The structure of the application

The application is preferably forwarded electronically if possible. As in past cases, the cases' documentation will be divided into files – only now it is in electronic files. It will not be your assignment, as applicant, to fill out all the sub-files. It is only those where you need to send in materials that are considered below.

Application: a completed and signed application form is forwarded (only the Nordic Ecolabel) and declarations, e.g. marketing statement (look at the criteria document). It would be an advantage if the documents are named Application form, Appendix 1, Appendix 2 etc. The Flower does not use a standardised application form, but there is usually a form in User Manual, which can be used as an application form. You just need to emphasize in the accompanying slip for the application that it is an application for the Flower regarding a certain product. The accompanying slip must state who is the contact person and responsible for the application.

Formulation: For all products applied for a formulation is to be forwarded. A complete formulation is declared – state the content of each ingredient with and without water and the ingredient's function in the product. The ingredients' number on the DID List or Chemicals List must be stated if it exists on either lists. The individual criteria document usually indicates, which information should be stated with the

formulation. The formulations should be named according to the formular name and/or product group on the product.

Safety datasheets: Safety datasheets of all ingredients in all products must be submitted (unless the information is sent in earlier, e.g. in connection with another application, then it is not necessary to submit one again. You simply refer to the case in which the information is sent to).
Furthermore, if the product has other information dossiers, these are to be submitted as well. It would be best if the documents are named after the product name of the ingredient/product.

Chemical calculations: Some of the criteria documents have demands to be determined through calculations. As written in paragraph 1 it is usually a blank spread sheet, which can help control whether or not the product meets these determination demands. Documentation proving fulfilment of these demands must be enclosed. It is preferable if the document is named “Calculation” and product name, or something similar.

Packaging: Information about packaging must be submitted and in some criteria documents that require certain calculations regarding the packaging. A statement of the primary packaging, considering material, weight, amount reclaimed material and returns is filled out in the table at the end of this guide. Note that returns stand for the number of times that cardboard or plastic is recycled by the company. If there is no recycling, the returns number is 1. In addition, you need a declaration from the packaging producer about any share of recycled material and a description of any return or refill system. The packaging information can also be declared as shown on the last page of the guide. It is best if the documents are named “Packaging” or similarly.

Efficiency: Documentation regarding the efficiency of the product must be forwarded. The level of documentation varies from one criteria document to another. Still, no matter which product it concerns, some kind of documentation submitting is required. It would be helpful if it is clear from the documentation, which formulation is tested and the date on which the test was performed. The documentation should be named “Efficiency” and a product or a formulation name.

Label and marketing materiel: For all the product names, which are applied for there must be forwarded labels or drafts for labels. Any marketing materiel may also be submitted. The labels should be named “Label” and a product name.

Environment and quality control: According to the criteria document a description of the environmental- and quality system must be forwarded. This is unnecessary if the description was forwarded in connection with an earlier case. The document should be named “Quality control” or “Routine xx” or similar.

Some criteria documents inquire for packing samples. Speak with Ecolabelling Denmark on how to proceed.

4. Supplementary information

If any ingredients do not appear on the DID list or the Chemicals list you need to procure data for these calculations to document that all requirements have been met. Note that if the documentation is unattainable, a "worst case" assumption is employed meaning that the worst possible situation (if for instance, there is no information on the substance's anaerobic decomposition, then this substance is presumed to be anaerobic non-degradable).

Decomposition can be documented by copying a test report or data from literature. The test method must always appear in the documentation. Toxicity is documented by LC_{50}-, IC_{50}-, EC_{50}-values (the Chemicals list), NOEC and LC-values (the DID-list). Sometimes these will appear from the safety datasheets and at other times from the literature data. The test report is always usable documentation.

The following values are regarded as worst case:
LC_{50}-, IC_{50}-, EC_{50} = 1 mg/l
SF = 10,000
TF_{acute} = 0.0001; TF_{cronic} = 0.0001
DF = 1
aNBO = P
anNBO = N

5. Good advice on how to get the application well started

It is difficult to say how long it takes to complete an application and how long it takes to work up the application before a license may be awarded. Much advice on the applicant's expectations on good procedures may be given. If applying for an ecolabel is met with many complications, or it seems very time- and resource consuming, expectations are not met:

- The first thing you have to do when you build up your application is to check whether you have the information on used substances' environmental- and health damaging conditions. You should also contact your suppliers and clarify whether they are prepared to provide the necessary information. In cases where the substance can be placed according to the DID list or the Chemical list, you usually have the necessary requirements.
- You should wait with the laboratory test or user test until the formulation meets the chemical requirements in the criteria document.
- Please send in an application as complete as possible – this will shorten the administration process. If some documentation takes time to procure (e.g. packaging) send in the application anyhow. In some cases this may shorten the amount of time it takes to get a license, because Ecolabelling Denmark will be able to work on your application, while you wait for or obtain the last documentation.
- When the application process is in progress please always contact Ecolabelling Denmark if you are in doubt of how to obtain documentation, or by any matter of dispute.

Now there is only one thing left to say – we at Ecolabelling Denmark look forward to receiving you application.

Packaging table							
No	**Trade name**	**Formulation name**	**Packaging type**	**Packaging weight**	**Packaging material**	**Packaging pattern**	**% regained material**

Contact Ecolabelling Denmark to find out if it is necessary to send in packaging examples. If the criteria document requires it the packaging should be labelled according to DIN 6120 part 2 or ISO 11 469.