





# Nordic Cooperation on Green Public Procurement:

The First Set of Criteria Examples

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**Nordic Cooperation on Green Public Procurement:**  
The First Set of Criteria Examples

ANP 2009:759

© Nordic Council of Ministers, Copenhagen 2009

ISBN 978-92-893-1938-6

Print: Kailow Express ApS

Copies: 350

Printed on environmentally friendly paper

This publication can be ordered on [www.norden.org/order](http://www.norden.org/order). Other Nordic publications are available at [www.norden.org/publications](http://www.norden.org/publications)

Printed in Denmark



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**Nordic co-operation**

*Nordic cooperation* is one of the world's most extensive forms of regional collaboration, involving Denmark, Finland, Iceland, Norway, Sweden, and three autonomous areas: the Faroe Islands, Greenland, and Åland.

*Nordic cooperation* has firm traditions in politics, the economy, and culture. It plays an important role in European and international collaboration, and aims at creating a strong Nordic community in a strong Europe.

*Nordic cooperation* seeks to safeguard Nordic and regional interests and principles in the global community. Common Nordic values help the region solidify its position as one of the world's most innovative and competitive.

# Content

|  |    |
|--|----|
| Preface .....  | 7  |
| Summary .....  | 11 |
| 1. Introduction .....  | 13 |
| 2. Aim of the report .....   | 17 |
| 3. National Action plans on green public procurement in Nordic countries .....           | 19 |
| 3.1 Denmark .....  | 19 |
| 3.2 Finland .....  | 20 |
| 3.3 Sweden .....   | 22 |
| 3.4 Norway .....   | 23 |
| 4. Material and methods .....  | 25 |
| 5. Results: The Criteria Sets .....  | 27 |
| 5.1 Soap and Shampoo .....   | 27 |
| 5.2 Mattresses .....   | 32 |
| 5.3 Hotel services .....   | 43 |
| 5.4 Lightning .....  | 51 |
| 5.5 White Goods .....  | 55 |
| 5.6 Dressings .....  | 59 |
| 5.7 Office paper and envelopes .....   | 62 |
| 5.8 Toner Cartridges .....   | 68 |
| 6. Discussion and Conclusions .....  | 73 |
| References .....   | 75 |
| Sammanfattning .....   | 77 |
| Appendix 1. Developing environmental criteria for public purchase of hotel services .... | 79 |
| Appendix 2. Developing environmental criteria for public purchasing of lamps .....       | 83 |



# Preface

The Nordic Council of Ministers has long stressed the importance of Greener Public Purchasing (GPP) in the strategy for sustainable development and has initiated co-ordination efforts so that public buyers in all the Nordic countries can benefit from each other's experience<sup>1</sup>. GPP has been seen as an important way to promote the market for cleaner products, and the newly adopted Environmental Action Plan 2009–2012 sets the objective of the Nordic region being a pioneer when it comes to environmentally adapted procurement<sup>2</sup>.

The benefits that common Nordic criteria could offer were raised by some Nordic experts at the ICLEI's EcoProcura Conference in Gothenburg, Sweden, on 8–10 September 2003. Internet-based guiding systems specifically designed for public purchasers had been in use in each Nordic country since 2001. In that regard, the preparation of criteria for just some of the products and services commonly purchased by public organizations had already required considerable resources in each Nordic country, and as there was a need to cover more product groups and regularly update each criteria set, it seemed reasonable to look for Nordic co-operation in this field. It was felt that this would also help companies with their tenders as they would more often get uniform environmental requests and questions and fewer uniquely defined ones in each tender call.

Norway submitted a proposal for common Nordic criteria to the Nordic Senior Officials Committee for Environmental Issues, which passed a resolution in November 2003 to appraise the collaboration opportunities in the form of a pre-study. The goal was to investigate the opportunities for closer collaboration and, if feasible, start the development of environmental criteria that could easily be used by public purchasers in all Nordic countries.

Starting in 2004, the work was performed in three successive stages. The first project looked at the Internet-based guiding systems in each country, focusing on the organizational arrangements for criteria development work as well as the decision systems, and clarifying the resources used in each country. The second project resulted in a proposal for a common Nordic criteria format, the format being illustrated by five different product groups. This project also introduced a kind of guideline on how to define the criteria and present them using the common format.

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<sup>1</sup> Nordic Council of Ministers 2001. Sustainable development. New bearings for the Nordic countries. [www.norden.org/pub/miljo/miljo/sk/2001\\_507uk.pdf](http://www.norden.org/pub/miljo/miljo/sk/2001_507uk.pdf)

<sup>2</sup> Nordic Council of Ministers 2008. Environmental Action Plan 2009–2012. ANP 2008:736, Nordic Council of Ministers, Copenhagen. [www.norden.org/pub/miljo/miljo/uk/ANP2008736.pdf](http://www.norden.org/pub/miljo/miljo/uk/ANP2008736.pdf)

The report at hand is the result of the third stage, introducing the first set of criteria that can be regarded as good examples from the Nordic countries. The second and third stages were coordinated and done in close co-operation with “Toolkit”<sup>3</sup>, an EU project realized by ICLEI and supervised by the Commission Services (DG ENV).

The criteria sets were prepared by the organizations that had taken care of the Internet-based guiding systems and participated in the criteria development in each country. They will also publish the criteria on their Internet sites. The organizations, the persons in charge, the Internet addresses and the product groups were the following:

- Denmark SKI – National Procurement Ltd; *Rikke Dreyer*;  
<http://www.ski.dk/miljoogklima>  
 product groups “Soap and Shampoo” and “Mattresses” .
- Finland FCG-Efeko Oy; *Henna Knuutila* and later *Satu Hyrkkänen*;  
[www.hymonet.com](http://www.hymonet.com)  
 product groups “Hotel Services” and “Lightning” .
- Sweden The Swedish Environmental Management Council;  
*Peter Nohrstedt*;  
[www.msr.se](http://www.msr.se)  
 product groups “White Goods” and “Dressings” .
- Norway GRIP Foundation; *Øystein Sætrang* and later *Kjerstin Ongre*;  
 product groups “Office Paper and Envelopes” and  
 Toner Cartridges'.

*Øystein Sætrang* managed the first two projects and started this third project, and *Kjerstin Ongre* continued and wrote the first version of Chapter 5, both *Øystein* and *Kjerstin* working in the GRIP Foundation. Following the bankruptcy of GRIP in the summer of 2008, *Ari Nissinen* from the Finnish Environment Institute wrote the drafts of the Preface, Summary, Introduction, and Discussion and Conclusions, and finished the report.

The steering groups of the criteria development projects have been comprised of the following present and previous members:

- *Bente Næss* from Ministry of the Environment, Norway, the chair
- *Tomas Chicote*, *Jenny Oltner* and *Isa-Maria Bergman* from Swedish Environmental Protection Agency, and *Sven-Olof Ryding* from Swedish Environmental Management Council, Sweden
- *Ari Nissinen* from Finnish Environment Institute, Finland
- *Mette Lise Jensen* and *Søren Mørch Andersen* from Danish Environmental Protection Agency, Denmark.

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<sup>3</sup> [http://ec.europa.eu/environment/gpp/toolkit\\_en.htm](http://ec.europa.eu/environment/gpp/toolkit_en.htm)

The steering group wants to express its warm thanks to all the people and organizations involved in this work.

Finally, the steering group proposes that the EU Commission takes these criteria sets into account in the further work on the “common GPP criteria” outlined in the “Public procurement for a better environment” communication.

Stockholm, 6 February 2009, on behalf of the steering group

*Bente Næss*, chair



# Summary

The importance of Greener Public Purchasing, GPP, has been rapidly increasing in the context of sustainable development since the first years of the new Millennium. A process was initiated by the Nordic Council of Ministers in 2003 to develop common Nordic product-specific environmental criteria, to be used in public procurement, i.e. purchases by state organisations and municipalities. The newly adopted Environmental Action Plan 2009–2012 sets the objective for the Nordic region to be a pioneer when it comes to environmentally adapted procurement.

The aim of this report is to present Nordic examples of environmental criteria, presented with the common format, for eight product groups:

1. Soap and Shampoo
2. Mattresses
3. Hotel Services
4. Lightning
5. White Goods
6. Dressings
7. Office Paper and Envelopes
8. Toner Cartridges.

This is the first set of criteria that can be seen as “examples from the Nordic countries” . Although the original goal was to achieve common Nordic criteria, this was not achieved due to different processes in the development of the criteria in the countries (e.g. consultation processes). This work was coordinated and done in a close co-operation with an EU project “Toolkit” which introduced criteria for 10 product groups ([http://ec.europa.eu/environment/gpp/toolkit\\_en.htm](http://ec.europa.eu/environment/gpp/toolkit_en.htm)). As a result, the product groups of the two studies do not overlap but complete each other, and the basic formats of the criteria sets are the same.

The report also shortly reviews the National Action Plans on GPP in Denmark, Finland, Norway and Sweden.



# 1. Introduction

The importance of Greener Public Purchasing, GPP, has been rapidly increasing in the context of sustainable development since the first years of the new Millennium. In Johannesburg in 2002, the United Nations launched a 10-year action programme in which public procurement has an important role in increasing demand for ecologically better products (UN 2002). A Marrakech Task force on sustainable procurement was created with the aim of spreading sustainable (green) public procurement practices. In 2002, the OECD gave a recommendation to improve the environmental performance of public procurement. Within the EU, GPP was first recognized as one of the most important policy instruments in Integrated Product Policy (EC 2003). Now it is seen as an integral part of the new Action Plan on Sustainable Consumption and Production and Sustainable Industrial Policy (EC 2008a).

In 2001, the Nordic Council of Ministers stressed the importance of GPP in the strategy for sustainable development and started to initiate co-ordination efforts so that public buyers in all the Nordic countries could benefit from each other's experience (NCM 2001). GPP was seen as an important way to promote the market for cleaner products. The newly adopted Environmental Action Plan 2009–2012 sets the objective of the Nordic region being a pioneer when it comes to environmentally adapted procurement (NCM 2008).

A number of projects have been realized to support the Nordic goals and the co-ordination between the Nordic countries in this field, aiming to make a useful contribution to the related work in the EU and its Member States. In 2003, a new method was initiated to measure the greenness of public procurement in a more reliable way than the questionnaires used so far, and the environmental criteria the public purchasers use in the Nordic countries was published in 2005. The method was later used in a study funded by the EU Commission to measure the state of GPP in EU countries.

In 2005, two brochures for promoting environmentally friendly purchasing were published, one addressing local politicians and leaders, and the other addressing purchasing officers (NCM 2005). They were extensively distributed to public organizations in Finland, Norway and Sweden, e.g. in Finland to over 1200 leaders and purchasers in the public sector. In November 2006, the Nordic Council of Ministers, jointly with the Norwegian Ministry of the Environment and GRIP, organized the International Roundtable on Developing Public Procurement Policies for Sustainable Development and Innovation. In 2001, an Internet site was created to present the GPP tools and information sources used in the Nor-

dic countries, being updated each year. However, this material is mostly in Nordic languages.

The studies on GPP in the Nordic countries (Kippo-Edlund et al. 2005) and the EU (Bouwer et al. 2005) showed that public purchasers consider environmental aspects quite often. However, only half of the criteria in the Nordic countries were well specified in 2003, and it became clear that attention needs to be paid to the way the relevant product-specific environmental aspects are defined and the criteria formulated in tender calls. The later EU study on the situation in 2005 confirmed these results for the three Nordic countries – Denmark, Finland and Sweden – belonging to the “Green-7” of the EU countries in the field of GPP, although the purchasers quite often used too generally formulated environmental criteria. (A parallel study showed that Norway performs as well as the other Nordic countries). The EU study also stressed that the lack of product-specific environmental information and handy tools to get this kind of information easily and in a format suitable for public purchases is a serious obstacle to the further greening of public purchasing, even in the Nordic countries (Bouwer et al. 2005).

Too generally defined environmental criteria, such as the statement “environmental aspects will be taken into account in the award” , do not effectively guide eco-design and production, and may not always lead to environmentally sound choices in the purchases. It is evident that the environmental administration should be active in providing information to public purchasers about environmentally sound products and services, and the criteria for them. Indeed, Internet-based guiding systems specifically designed for public purchasers have been in use in each Nordic country since 2001. They have included product-specific criteria sets, and evidently were one reason for the three Nordic EU countries being among the “Green-7 countries” in the EU study. Nordic eco-labeling has been another important source of criteria for, e.g., paper products and cleaning chemicals, but the possibilities for proper application of these criteria in the context of public procurement legislation has not been clear for all purchasers.

In 2003, a process was initiated by the Nordic Council of Ministers to develop common Nordic product-specific environmental criteria to be used by public purchasers (NCM 2006). In the EU, it has been seen that the basic concept of GPP relies on having clear and ambitious environmental criteria for products and services (EC 2008b). As GPP increases, the criteria used by Member States should be compatible in order to avoid distortion of the single market and a reduction in EU-wide competition. Having a single set of criteria for each specific product or service would considerably reduce the administrative burden for tendering companies and public administrations implementing GPP.

In the EU, a preliminary set of common GPP criteria was established in the framework of the “Training Toolkit on Green public procurement”

project managed by ICLEI (EC 2008c). Criteria were developed for product and service groups in 10 sectors that had been identified as most suitable for implementing GPP. The criteria were based on existing European and national eco-label criteria where appropriate, as well as on information collected from stakeholders of industry and civil society. An expert group of Member State representatives cooperated closely with the Commission services and ICLEI. The EU project Toolkit developed criteria for the following “priority sectors”:

1. Construction
2. Food and catering services
3. Transport and transport services
4. Energy (including electricity, heating and cooling)
5. Office machinery and computers
6. Clothing, uniforms and other textiles
7. Paper and printing services
8. Furniture
9. Cleaning products and services
10. Equipment used in the health sector.

The report at hand is the result of the Nordic process and introduces the first set of criteria that can be seen as “examples from the Nordic countries”. Although the original goal was to achieve common Nordic criteria, this was not achieved due to different processes in the development of the criteria in the respective countries (e.g. consultation processes). This work was coordinated and done in close co-operation with the above-mentioned EU “Toolkit” project (EC 2008c). As a result, the product groups of the two studies do not overlap but complement each other, and the basic formats of the criteria sets are the same.

The report also briefly reviews the National Action Plans on GPP in Denmark, Finland, Norway and Sweden.



## 2. Aim of the report

The aim of this report is to present Nordic examples of environmental criteria, presented with the common format, for eight product groups:

1. Soap and Shampoo
2. Mattresses
3. Hotel Services
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6. Dressings
7. Office Paper and Envelopes
8. Toner Cartridges.

The report also shortly reviews the National Action Plans on GPP in Denmark, Finland, Norway and Sweden. The action plans have been published recently and they are closely related to the criteria work, both at national, Nordic and EU levels.



## 3. National Action plans on green public procurement in Nordic countries

As a part of the EU's integrated product policy (IPP), the EU Commission has encouraged all Member States to draw up national action plans describing how they intend to increase the level of environmentally sound procurement.

Each of the Nordic countries involved in this project has recently issued national action plans on green public procurement or sustainable public procurement.

### 3.1 Denmark

#### *Strengthened efforts to enhance green procurement in 2008–2009- Background*

The Danish public sector buys goods totalling DKK 140 billion every year. Under the Danish Finance Act for 2007, DKK 2 million was earmarked in each of the years 2008 and 2009 to reinforce efforts to enhance green procurement. On the basis of this, the Danish Environmental Protection Agency (The Danish EPA) has prepared a new action plan for green procurement – that includes procurement by the public sector as well as professional buyers in the private sector – for the next two years.

#### *Partnership for public green procurement, including green procurement by central government*

In December 2006 the Ministry of the Environment formed a partnership with the mayors of Copenhagen, Aarhus and Odense. This partnership will continue to define binding procurement goals, with which the participants have to comply. Other municipalities are welcome to join this partnership.

#### *Communication and awareness*

The Danish EPA has established a Panel for professional green procurement, which is a partnership between 15 organisations. An important part of the activities under the Panel for green procurement will deal with communication about green procurement.

#### *Tools for green procurement*

The Danish EPA has updated its environment guidelines, which are the official guidelines for green procurement. The updated guidelines will be communicated to public and private buyers.

#### *Enhancement of private professional procurement*

The Ministry of the Environment wants to support green procurement in the private sector, primarily within product groups similar to those procured by the public sector, the so-called operational procurement such as IT equipment, paper, office equipment and detergents.

#### *Innovation-promoting procurement*

The philosophy behind "Innovation-promoting procurement" is that buyers and producers work together to develop products or technologies which do not yet exist, but for which buyers/users of the product sense there is a demand. In this way buyers' knowledge and networks are involved as input for user-driven product innovation.

#### *Green procurement by hospitals*

The Ministry of the Environment will contribute to strengthening green procurement by the regions, which in connection with the establishment of the new regions have worded policies, several of them with particular focus on environmental requirements and sustainability.

#### *European and Nordic cooperation on green procurement*

EU efforts on green procurement have been initiated or are in the pipeline, and the Environmental Protection Agency will monitor and qualify this work. Furthermore, the Nordic Council of Ministers has initiated several projects on green procurement to which the Danish Environmental Protection Agency contributes.

## 3.2 Finland

Finland's public authorities have resolved to set an example in terms of mitigating climate change, by prioritising environmental impacts in all public sector purchases. This goal is reflected in the new national Public Sector Purchasing Action Plan, which was drafted by the Ministry of Employment and the Economy and the Ministry of the Environment, in collaboration with other ministries, expert organisations, businesses, associations, manufacturers and contractors. The newly proposed action plan will help to realise the goal set out in national legislation on public sector purchasing that environmental impacts should be considered in purchases.

The action plan aims to prevent waste and the spread of chemicals into the environment as well as greenhouse gas emissions. Public sector pur-

chases will also promote the sustainable use of natural resources, and favour environmentally friendly innovations.

Public sector purchases in Finland amount to some 22 billion euros a year, equivalent to 15% of the country's gross national product. Reports compiled for the EU Commission have indicated that sustainable public sector purchasing policies can lead to significant reductions in greenhouse gas emissions. While reducing the problems caused by unsustainable consumption patterns, prudent and sustainable purchasing choices can often improve cost-effectiveness, too.

Goals were set in five key areas of purchasing: electricity supply, service contracts, property management, electrical appliances and catering.

The goals include:

- The proportion of purchased electricity generated using renewable energy sources should be increased to 31.5% by 2010 and to at least 60% by 2015.
- The premises of public authorities and all new publicly funded buildings should be low-energy buildings.
- The need for the movement of goods and people should be reduced, and any ordinary passenger cars purchased using public funds should have carbon dioxide emissions of less than 130 g/km (75%) or even less than 120 g/km (25%).
- When purchasing services, purchasers should consider environmental impacts throughout the life cycles, and also apply the criteria used in Nordic and EU ecolabelling schemes.
- Sustainability should be more highly prioritised in the purchasing of foodstuff, with specified "sustainably produced foods" provided in the staff restaurants of public authorities at least once a month by 2010 and once a week by 2015.
- Criteria for energy use and criteria of eco-labels should be applied in the purchasing of all kinds of electrical equipment.

Regarding managerial backing for sustainable purchases, actions are proposed that will actively commit administrative managers and decision-makers to sustainable purchasing policies. Other measures are designed to increase awareness of sustainable choices, to support innovation, and to motivate purchasers through economic incentives.

In practice public sector organisations will need to have their own environmental management systems or programmes, and sustainability criteria must be integrated into their purchasing strategies and guidelines. The working group also recommends that government agencies should draw up specific plans to reduce their overall energy use and increase the proportion of energy from renewable sources, through choices related to purchases, property management and transportation.

User-friendly information systems and tools can greatly help purchasers to base their choices on accurate information about the environmental impacts and quality of alternative goods and services. There is a need for an Internet-based databank featuring the most important criteria, models for tenders, and life cycle cost calculation methods. The working group also proposes that related to environmental technologies, a help desk service should be set up to facilitate public sector purchasing choices. A funding mechanism should meanwhile be built up to help lower the threshold for public sector purchasing organisations considering costly investments in innovative environmental technology projects. The working group proposes that an additional target should be set for reductions in the quantities of carbon dioxide emitted during official trips, and those opportunities to offset emissions should be assessed.

See also: [www.ymparisto.fi/default.asp?node=22445&lan=en](http://www.ymparisto.fi/default.asp?node=22445&lan=en)

### 3.3 Sweden

The Swedish Government has endorsed a three-year National Action Plan (NAP) for Green Public Procurement (GPP) 2007–2010. The action plan sets out current status, targets for 2007–2010 and proposed measures to achieve the goals.

Targets:

- The proportion of public procurements with well-formulated environmental requirements should increase.
- The proportion of state framework agreements with well-formulated environmental agreements should increase.
- The proportion of authorities at government, municipality and county levels that regularly issue well-formulated environmental requirements should increase.
- Measures:
  - Set national targets for public consumption.
  - Tighten control of government agencies.
  - Involve local politicians and leaders.
  - Ensure the requisite skill among purchasers.
  - Offer an efficient and simple purchasing tool.

Operational responsibility for implementing the action plan rest with several authorities. The main responsible actor is the Swedish Environmental Management Council, but the Swedish Environmental Protection Agency, the Swedish National Financial Management Authority and the Swedish Competition Authority are also active in implementing the action plan.

The Swedish Environmental Management Council's role is that of an expert authority to which purchasers can turn for advice on how to issue

environmental requirements. The council should also be able to offer support to commercial purchasers, e.g training courses. The council and the Swedish Environmental Protection Agency should, under the direction of the government, participate in the work of representing Sweden in the EU, Nordic and other international collaboration on environmental requirements for public procurement.

The Swedish Environmental Protection Agency has the main responsibility for monitoring the activities and effects of the action plan.

### 3.4 Norway

In the *Norwegian Action Plan 2007 – 2010* the Government has clarified its ambitions for environmental considerations in government procurement in a separate environmental policy stipulating specific requirements for purchases of priority product groups. This policy entered into force on 1 January 2008 and shall be integrated into the environmental management systems adopted by the individual national central institutions. This environmental policy will be made applicable in subordinate agencies, for example through the annual plan and budget documents (in the same way as environmental management). This policy will set general requirements for government purchases. The government shall amongst other introduce the following policy instruments and measures:

- Adoption of a specific environmental policy for government procurement, containing specific requirements for the priority product groups. This will enter into force on 1.1.2008.
- Government institutions with a significant impact on the environment will be requested to implement a third-party certified environmental management system, such as ISO 14001 or EMAS, for all or part of their activities.
- Other ministries and subordinate agencies shall, as a minimum, have a simpler environmental management system, ref. for example the Guide to Green Government (the Green Government project) issued in 2003. This Guide will be updated in the course of 2007.
- Better statistics and reporting on the environmental impact of government procurement.

*For further information see:*

[http://www.regjeringen.no/Upload/MD/Vedlegg/Planer/T-1467\\_eng.pdf](http://www.regjeringen.no/Upload/MD/Vedlegg/Planer/T-1467_eng.pdf)

The Agency for Public Management and eGovernment has been given the responsibility at the national level for implementing the action plan. At the local level, technical support (nodes) will be established in all counties to motivate and help public enterprises to implement the action plan.



## 4. Material and methods

The environmental criteria that are presented in this report are based on existing criteria sets, modified to public purchasing and updated if needed. The main sources were the Nordic eco-label, EU eco-label, and the national Internet-based guiding systems for environmentally sound public purchasing, like [www.msr.se](http://www.msr.se) in Sweden (systems in Denmark, Finland, Norway and Sweden are described in NCM 2006, Part 1). For hotels and lightning special sources, like government framework contracts for hotels in Finland, were used and that is why the criteria development for these product groups are described in Appendices.

The principles and specific aspects that should be considered when preparing environmental criteria for public procurement have been described in NCM 2006, Part 2. They were considered also in this work.



# 5. Results: The Criteria Sets

The following criteria sets are provided here, to be used as examples of environmental criteria in public purchases. The criteria sets are also called as “GPP Product Sheets”, where GPP stands for Green Public Procurement.

- Soap and Shampoo
- Mattresses
- Hotel Services – including GPP background document
- Lightning – including GPP background document
- White Goods
- Dressing
- Office Paper and Envelopes
- Toner Cartridges

## 5.1 Soap and Shampoo

### 5.1.1 Name of product group and scope

This guideline covers hair shampoo, cream soaps/body shampoo and solid and liquid soap for professional use. Disinfectant soaps are not covered.

The set of criteria is based on the product-specific criteria of the European Eco-label (the Flower) and the Nordic Eco-label (the Swan) (see ch. 5.1.7.).

### 5.1.2 Key environmental impacts

**Table 1.**

| Impact  |   | Approach   |
|---|---|--|
| Air pollution, ozone formation (smog), bioaccumulation or food chain exposure and hazardous effects on aquatic organisms due to the use of certain chemicals within the products. | → | Avoid unnecessary use of products.   |
| Negative impact on the occupational health of employees due to the use of certain chemicals within the products.  | → | Avoid certain substances or ingredients in the products.   |
| Generation of waste through packaging.  | → | Decrease the quantity of packaging used<br>Ensure the recyclability of the packaging used<br>Increase the use of recycled packaging. |

### 5.1.3 Procurement process

There are a number of different shampoo and soaps on the market and it might be complicated to find the product with the lowest environmental impact that fulfils your needs. For example solid soaps are normally a smaller hazard to health and environmental (due to less or no preservatives) but you should choose a liquid soap in situations where there's high risk for the spread of infections.

If you choose a liquid soap we recommend that you use a dispenser system – but make sure that it can be used other liquid soaps than those recommended by the supplier of the system.

If you enter a service contract (e.g. cleaning services) that includes the delivery of soap we recommend that you include an option in the contract to change products if problems like for instance allergic reactions should occur.

### 5.1.4 Recommended criteria

#### *Subject matter*

Shampoo, conditioner, body shampoo, liquid and solid soap. Disinfected soap is excluded.

#### *Technical specifications*

All products must comply with the following requirements:

- The product must not fulfil the requirements for classification for any of the following risk phrases according to Directive 67/548/EEC:
  - N, R50/53:  $(WR50/53/25 \%) \geq 1$
  - N, R51/53:  $((WR50/53/2.5 \%) + (WR51/53/25 \%)) \geq 1$
  - R52/53:  $((WR50/53/0.25 \%) + (WR51/53/2.5 \%) + (WR52/53/25 \%)) \geq 1$ ,

where:

- WR50/53 = weight percent of ingredients that may be classified as R50/53,
  - WR51/53 = weight percent of ingredients that may be classified as R51/53,
  - WR52/53 = weight percent of ingredients that may be classified as R52/53,
  - rubbing/abrasive agents in hand cleaning agents are not included.
- Each surfactant used in the product shall be readily biodegradable.
  - The content of ingredients that are not readily biodegradable (or have not been tested for aerobic biodegradability) must not exceed the following levels:

- Shampoo, shower products and liquid soaps: 30 mg/g AC
- Solid soaps: 15 mg/g AC
- Conditioner: 50 mg/g AC,

where AC (Active Content) is defined as the weight of organic ingredients in the product. It must be calculated on the basis of the complete formulation of the product. Rubbing/abrasive agents in hand cleaning agents are not included in the calculation of AC.

All ingredients (substances or preparations) exceeding 0,010 % by weight of the final product shall be considered. This includes also each ingredient of any preparation used in the formulation exceeding 0,010 % by weight of the final product.

- The content of ingredients that are not anaerobically degradable (or have not been tested for anaerobic biodegradability) and have a lowest acute toxicity LC50 or EC50 < 100 mg/l (similar to the classification limit for R52 in Directive 67/548/EEC) must not exceed the following levels:
  - Shampoo, shower products and liquid soaps: 25 mg/g AC
  - Solid soaps: 15 mg/g AC
  - Conditioner: 50 mg/g AC
- Any ingredient added to the product as a fragrance must have been manufactured, handled and applied in accordance with the code of practice of the International Fragrance Association.
- Organic dyes or colouring agents must not be potentially bio-accumulating. In this context, a colouring agent or dye is considered to be potentially bio-accumulating if the experimentally determined BCF (Bio-Concentration Factor) is > 100. If no BCF test result is available, bioaccumulation may be demonstrated by the logP<sub>ow</sub> (log octanol/water partition coefficient). If logP<sub>ow</sub> is > 3.0, the colouring agent or dye is considered as potentially bio-accumulating.
- The product may only include biocides in order to preserve the product, and in the appropriate dosage for this purpose alone. This does not refer to surfactants which may also have biocidal properties.
- Biocides, either as part of the formulation or as part of any preparation included in the formulation, that are used to preserve the product and that fulfil the criteria for classification with R50–53 or R51–53 risk phrases, in accordance with Directive 67/548/EEC or Directive 1999/45/EC of the European Parliament and of the Council, are only permitted if they are not potentially bio-accumulating. In this context, a biocide is considered to be potentially bioaccumulating if the bio-concentration factor (BCF) is > 100 or, if no BCF-results are available, the logP<sub>ow</sub> (log octanol/water partition coefficient) is > 3.0.

- Preservatives must not release substances that are classified in accordance with the criterion 8a in the EU flower criteria document for soaps, shampoos and hair conditioners (2007/506/EC).
- The following requirements concern all ingredients (substances or preparations) exceeding 0.010 % by weight of the final product. This includes also each ingredient of any preparation used in the formulation exceeding 0.010 % by weight of the final product.
  - No constituent substance must be classified as carcinogenic (Carc), mutagenic (Mut) or toxic to reproduction (Rep) including rules for self-classification class III.
  - The following ingredients shall not be included in the product, either as part of the formulation or as part of any preparation included in the formulation:
    - Alkyl phenol ethoxylates (APEOs) and other alkyl phenol derivatives
    - NTA (nitrilo-tri-acetate)
    - Boric acid, borates and perborates
    - Nitromusks and polycyclic musks
  - Ethylenediaminetetraacetate (EDTA) and its salts and non-readily biodegradable phosphonates may only be added to solid soaps and only to a maximum content of 0.6 mg/g AC.

All packaging must comply with the following requirements:

- The Weight/Content Relationship (WCR) must be less than 0.30 g of packaging per gram of product, and is calculated as follows.

$$\text{WCR} = \sum ((W_i + N_i) / (D_i \times r))$$

where:

- $W_i$  = the weight (in grams) of packaging-component  $i$  (this applies to both primary or secondary packaging), including any labels.
- $N_i$  = the weight (in grams) of the packaging component that comes from virgin material rather than recycled sources (this applies to both primary and secondary packaging). If the packaging component does not contain recycled material then  $N_i = W_i$ .
- $D_i$  = the weight in grams of product that the packaging-component contains.
- $r$  = the Return number, i.e. the number of times the packaging-component is used for the same purpose through a system of return or refill (by default  $r = 1$  if no reuse occurs). If the packaging is reused  $r$  is set to 20 for plastics and 10 for corrugated board unless the applicant can document a higher number.

- To allow for identification of different parts of the packaging for recycling, plastic parts in the primary packaging must be marked in accordance with DIN 6120, Part 2 or the equivalent. Caps and pumps are exempted from this requirement.
- The packaging must be designed to make correct dosage easy, e.g. by ensuring that the opening at the top is not too wide.
- The packaging must contain neither additives based on Cadmium or Mercury or compounds with these elements, nor additives that do not fulfil criterion 8 of the EU flower criteria document for soaps, shampoos and hair conditioners (2007/506/EC).

#### *Selection criteria*

Not relevant.

#### *Award criteria*

Does the product comply with the following criteria?

- No constituent substance (except fragrances) are classified as sensitising, Xi, with R42 and/or R43 including rules for self-classification
- Fragrance are not added to products that are sold for use on babies/infants
- Fragrance substances classified as sensitising, Xi, with R42 and R43 (including rules for selfclassification) aren't present in the product in quantities exceeding 0.010% (100 ppm)
- Packaging (including labels) doesn't contains PVC or plastics based on other types of chlorinated materials

#### *Contract conditions*

Product safety datasheets must be delivered with the products.

#### *Verification*

Verification and documentation must be traceable back to the products procured and may be requested in conjunction with the tender or during a follow-up. Documentation can be carried out at various levels, the most reliable and most credible form of which is third-party verification. Usually, you are fully within your rights to request that the tenderer/supplier provide evidence that such verification has been completed. Documentation may be third-party verification, e.g. environmental marking in accordance with ISO 14024 or EPD in accordance with ISO 14025. Other forms of verification include second party verified or self-declared quality or control systems, supply agreements, etc., e.g. declarations compliant with ISO 14021 or equivalent forms of verification.

### *5.1.5 Cost considerations*

(No text here).

### *5.1.6 Relevant European environmental legislation*

The Commission has established a homepage on relevant European legislation concerning dangerous substances – at this homepage [http://ec.europa.eu/environment/chemicals/dansub/home\\_en.htm](http://ec.europa.eu/environment/chemicals/dansub/home_en.htm) you find detailed information on the most relevant legislation like:

- 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
- Directive 1999/45/EC of the European Parliament and of the Council of 31 May 1999 concerning the approximation of the laws, regulations and administrative provisions of the Member States relating to the classification, packaging and labelling of dangerous preparations.

### *5.1.7 Information sources*

All suggested criteria in this document are based on ecolabelling criteria from the European Ecolabel (the Flower) and/or the Nordic Ecolabel (the Swan).

#### *The Flower*

Commission decision of 21 June 2007 establishing the ecological criteria for the award of the community eco-label to soaps, shampoos and hair conditioners (notified under document number C (2007) 3127) (Text with EEA relevance) (2007/506/EC) [http://ec.europa.eu/environment/ecolabel/product/pg\\_soapsshampoos\\_en.htm](http://ec.europa.eu/environment/ecolabel/product/pg_soapsshampoos_en.htm)

#### *The Swan*

Swan labelling of Shampoo, conditioner, body shampoo, liquid and solid soap Version 3.2, 18 March 2004 – 31 March 2010. <http://www.ecolabel.dk/producenter/kriterier/kriterieliste/kriteriedetaljer?maerke=Svanen&produktgruppe=27>

## **5.2 Mattresses**

### *5.2.1 Name of product group and scope*

This guideline covers mattresses.

The set of criteria is based on the product-specific criteria of the European Eco-label (Flower) (see ch. 5.2.7.).

### 5.2.2 Key environmental impacts

**Table 2.**

| Impact  |   | Approach  |
|---|---|---|
| Air pollution, ozone formation (smog), bioaccumulation or food chain exposure and hazardous effects on aquatic organisms due to the use of certain chemicals within the products. | → | Use of materials that are produced in a more sustainable way (considering a life cycle analysis approach) |
| Negative impact on the occupational health due to potentially harmful chemicals that can off-gas.   | → | Limiting the use of eco-toxic compounds<br>Limiting the levels of toxic residues                          |
| Generation of waste through production, use and disposal of products and packaging  | → | Ensure the recyclability of the packaging used  |

### 5.2.3 Procurement process

(No text here).

### 5.2.4 Recommended criteria

#### *Subject matter*

The product group “bed mattresses” comprise:

- A product that meets the following bed mattress definition:
- Provides a surface to sleep or rest upon within a building. The product consists of a cloth cover that is filled with materials, and that can be placed on an existing supporting bed structure.
- The materials filling in the mattress, which can include: latex form, polyurethane foam and springs. A spring mattress is defined as an upholstered bed base consisting of springs, topped with fillings.
- Any wooden bed bases that support the bed mattress.

The product group includes mattresses fitted with removable and/or washable covers. Inflatable mattresses and water mattresses, as well as mattresses classified under the Medical Devices Directive are excluded as are products for outdoor use. *Consider:* Mattresses for institutions and hospitals are not automatically excluded. Only mattresses classified under the Medical Devices Directive are.

#### *Technical specifications*

The bidder must provide a breakdown of the percentage of the final weight of the product represented by the following materials:

- Latex foam
- PUR foam
- Coconut fibres

- Wooden material
- Textile

*Latex foam*

Note: The following criteria need to be met only if latex contributes to more than 5% of the total weight of the mattress.

- *Extractable heavy metals*: the concentrations shall not exceed the following values:

|                  |          |
|------------------|----------|
| Antimony         | 0.5 ppm  |
| Arsenic          | 0.5 ppm  |
| Lead             | 0.5 ppm  |
| Cadmium          | 0.1 ppm  |
| Chromium (total) | 1.0 ppm  |
| Cobalt           | 0.5 ppm  |
| Copper           | 2.0 ppm  |
| Nickel           | 1.0 ppm  |
| Mercury          | 0.02 ppm |

- *Formaldehyde*: The concentration of formaldehyde shall not exceed 20 ppm as measured with EN ISO 14184–1. Alternatively, it shall not exceed 0.005 mg/m<sup>3</sup> as measured with the chamber test
- *Volatile organic compounds (VOCs)*: The concentration of VOCs shall not exceed 0.5 mg/m<sup>3</sup>. In this context, VOCs are 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.
- *Dyes, pigments, flame retardants and auxiliary chemicals*: Any dyes, pigments, flame retardants and auxiliary chemicals used shall comply with the following criteria:
  - *Impurities in dyes – colour matter with fibre affinity (soluble or insoluble)*: The levels of ionic impurities in the dyes used shall not exceed the following: Ag 100 ppm; As 50 ppm; Ba 100 ppm; Cd 20 ppm; Co 500 ppm; Cr 100 ppm; Cu 250 ppm; Fe 2 500 ppm; Hg 4 ppm; Mn 1 000 ppm; Ni 200 ppm; Pb 100 ppm; Se 20 ppm; Sb 50 ppm; Sn 250 ppm; Zn 1 500 ppm. Any metal that is included as an integral part of the dye molecule (e.g. metal complex dyes, certain reactive dyes, etc.) shall not be considered when assessing compliance with these values, which only relate to impurities.
  - *Impurities in pigments*: Insoluble colour matter without fibre affinity: The levels of ionic impurities for pigments used shall not exceed the following: As 50 ppm; Ba 100 ppm, Cd 50 ppm; Cr 100 ppm; Hg 25 ppm; Pb 100 ppm; Se 100 ppm Sb 250 ppm; Zn 1 000 ppm.

- *Chrome mordant dyeing*: Chrome mordant dyeing is not allowed.
- *Azo dyes*: Azo dyes shall not be used that may cleave to any one of the following aromatic amines (CAS-numbers are given in parentheses):

|   |            |
|---|------------|
| 4-aminodiphenyl                           | (92-67-1)  |
| Benzidine                                 | (92-87-5)  |
| 4-chloro-o-toluidine                      | (95-69-2)  |
| 2-naphthylamine                           | (91-59-8)  |
| o-amino-azotoluene                        | (97-56-3)  |
| 2-amino-4-nitrotoluene                    | (99-55-8)  |
| p-chloroaniline                           | (106-47-8) |
| 2,4-diaminoanisol                         | (615-05-4) |
| 4,4'-diaminodiphenylmethane               | (101-77-9) |
| 3,3'-dichlorobenzidine                    | (91-94-1)  |
| 3,3'-dimethoxybenzidine                   | (119-90-4) |
| 3,3'-dimethylbenzidine                    | (119-93-7) |
| 3,3'-dimethyl-4,4'-diaminodiphenylmethane | (838-88-0) |
| p-cresidine                               | (120-71-8) |
| 4,4'-methylene-bis-(2-chloraniline)       | (101-14-4) |
| 4,4'-oxydianiline                         | (101-80-4) |
| 4,4'-thiodianiline                        | (139-65-1) |
| o-toluidine                               | (95-53-4)  |
| 2,4-diaminotoluene                        | (95-80-7)  |
| 2,4,5-trimethylaniline                    | (137-17-7) |
| 4-aminoazobenzene                         | (60-09-3)  |
| o-anisidine                               | (90-04-0)  |
| 2,4-Xylidine                              |            |
| 2,6-Xylidine                              |            |

- Dyes that are carcinogenic, mutagenic or toxic to reproduction:  
The following dyes shall not be used:

C.I. Basic Red 9  
 C.I. Disperse Blue 1  
 C.I. Acid Red 26  
 C.I. Basic Violet 14  
 C.I. Disperse Orange 11  
 C. I. Direct Black 38  
 C. I. Direct Blue 6  
 C. I. Direct Red 28  
 C. I. Disperse Yellow 3

- No use is allowed of dye substances or of dye preparations containing more than 0.1% by weight of substances that are assigned or may be assigned at the time of application any of the following risk phrases (or combinations thereof):

R40 (limited evidence of a carcinogenic effect),  
 R45 (may cause cancer),  
 R46 (may cause heritable genetic damage),  
 R49 (may cause cancer by inhalation),  
 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 the laws, regulations and administrative provisions relating to the classification, packaging and labelling of dangerous substances (1), and its subsequent amendments.

- *Potentially sensitising dyes:* The following dyes shall not be used:

|  |             |
|--|-------------|
| C.I. Disperse Blue 3   | C.I. 61 505 |
| C.I. Disperse Blue 7   | C.I. 62 500 |
| C.I. Disperse Blue 26  | C.I. 63 305 |
| C.I. Disperse Blue 35  |             |
| C.I. Disperse Blue 102                                       |             |
| C.I. Disperse Blue 106                                       |             |
| C.I. Disperse Blue 124                                       |             |
| C.I. Disperse Brown 1  |             |
| C.I. Disperse Orange 1                                       | C.I. 11 080 |
| C.I. Disperse Orange 3                                       | C.I. 11 005 |
| C.I. Disperse Orange 37                                      |             |
| C.I. Disperse Orange 76<br>(previously designated Orange 37) |             |
| C.I. Disperse Red 1  | C.I. 11 110 |
| C.I. Disperse Red 11   | C.I. 62 015 |
| C.I. Disperse Red 17   | C.I. 11 210 |
| C.I. Disperse Yellow 1                                       | C.I. 10 345 |
| C.I. Disperse Yellow 9                                       | C.I. 10 375 |
| C.I. Disperse Yellow 39                                      |             |
| C.I. Disperse Yellow 49                                      |             |

- In general, no use is allowed of dyes, pigments and any auxiliary chemicals that are assigned or may be assigned at the time of application any of the following risk phrases (or combinations thereof):

R40, R42, R 43, R45, R46, R49,R50, R51, R52, R53, R60, R61, R62, R63, R68

according to the Directive 67/548/CEE.

- *Flame retardants*: No use is allowed of flame retardant substances or of flame retardant preparations that are assigned or may be assigned at the time of application any of the following risk phrases (or combinations thereof):

R40, R42, R 43, R45, R46, R49,R50, R51, R52, R53, R60, R61, R62, R63, R68

according to the Directive 67/548/CEE.

- Halogenated or brominated flame retardants shall not be used.
- In general, only such flame retardants shall be allowed for which a registration number under the Regulation (EC) No 1907/2006 of the European Parliament and of the council of 18 December 2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) (OJ L 396 30.12.2006 p. 1) has been awarded by the European Chemicals Agency (ECHA). Until registration with ECHA becomes possible suppliers of flame retardants shall declare the availability of information required to constitute the REACH registration dossier, the quality of which matches the requirements of Annexes V and VII to X of the Regulation 1907/2006 and which contains evidence that no classification for any of the risk phrases listed above may occur. The supplier shall also commit to do REACH registration as early as possible.

- *Metal complex dyes*: Metal complex dyes based on copper, lead, chromium or nickel shall not be used.
- *Chlorophenols*: No chlorophenol (salts and esters) shall be present in concentrations exceeding 0.1 ppm, except mono- and di-chlorinated phenols (salts and esters) which shall not exceed 1 ppm.
- *Butadiene*: The concentration of butadiene shall not exceed 1 ppm.
- *Nitrosamines*: The concentration of N-nitrosamines shall not exceed 0.0005 mg/m<sup>3</sup> as measured with the chamber test.

#### *PUR Foam*

Note: The following criteria need to be met only if PUR foam contributes to more than 5% of the total weight of the mattress.

- *Extractable heavy metals*: the concentrations shall meet the corresponding requirements for the latex foam.
- *Formaldehyde*: The concentration shall meet the corresponding requirements for the latex foam.
- *Volatile organic compounds (VOCs)*: The PUR foam shall meet the corresponding requirements for the latex foam.
- *Dyes, pigments, flame retardants and auxiliary chemicals*: The PUR foam shall meet the corresponding requirements for the latex foam.
- *Metal complex dyes*: The PUR foam shall meet the corresponding requirements for the latex foam.
- *Organic tin*: Mono-organic, di-organic, or tri-organic tin compounds shall not be used.
- *Blowing agents*: CFCs, HCFCs, HFCs or methylene chloride or any halogenated organic compounds shall not be used as blowing agents or as auxiliary blowing agents.

#### *Wire and springs*

- *Degreasing*: If degreasing and/or cleaning of wire and/or springs are carried out with organic solvents, use shall be made of a closed cleaning /degreasing system.
- *Galvanisation*: The surface of springs shall not be covered with a galvanic metallic layer.

#### *Coconut fibres*

Note: The following criterion need to be met only if coconut fibres contribute to more than 5% of the total weight of the mattress.

- If the coconut fibre material is rubberised, it shall comply with the criteria applicable to latex foam.

#### *Wooden materials: Sustainable forest management*

- All virgin solid wood from forests shall originate from forests that are managed so as to implement the principles and measures aimed at ensuring good forest management.

In Europe, the principles and measures referred to above shall at least correspond to the definition of SFM that was adopted in Resolution 1 of the 2<sup>nd</sup> Ministerial Conference on the Protection of Forests in Europe (Helsinki, 16–17 June 1993), the Pan-European Operational Level Guidelines for Sustainable Forest Management, as endorsed by the 3<sup>rd</sup> Ministerial Conference on the Protection of Forests in Europe (Lisbon, 2–4 June 1998) and the Improved Pan-European Indicators for SFM, adopted at the MCPFE Expert Level Meeting of 7–8 October 2002 that were endorsed at 4<sup>th</sup> Ministerial Conference on the Protection of Forests in Europe (Vienna, 28–30 April 2003). Outside Europe they shall at least correspond to the UNCED Forest Principles

(Rio de Janeiro, June 1992) and, where applicable, to the criteria or guidelines for good forest management as adopted under the respective international and regional initiatives (ITTO, Montreal Process, Tarapoto Process, UNEP/FAO Dry-Zone Africa Initiative).

- At least 70% of the virgin solid wood from forests shall originate from sustainably managed forests which are certified by independent third party forest certification schemes based on 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.
- Wood from forests that are not certified as being sustainably managed forests shall not originate from:
  - Disputed land-rights or primary old growth forests
  - Illegal harvesting:

Illegally harvested wood: wood that is harvested, traded or transported in a way that is in breach with applicable national regulations and international treaties. (Such regulations can for example address CITES species, money laundering, corruption and bribery, and other relevant national regulations. These are the topics addressed in the Commission communication on an EU Action plan on FLEGT).

- Genetically modified trees:

Wood from genetically modified trees: which have been induced by various means to consist of genetic structural changes (for a definition of genetically modified, please refer to Directive 2001/18/EC on the deliberate release of genetically modified organisms in the environment). Please note that this does not exclude traditional tree breeding programmes, since these are not considered to be part of the techniques of genetic modification.

- Uncertified high conservation value forests: High Conservation Value Forests are forests that possess one or more of the following attributes:
  - a) forest areas containing globally, regionally or nationally significant:
    - concentrations of biodiversity values (e.g. endemism, endangered species, refugia); and/or
    - large landscape level forests, contained within, or containing the management unit, where viable populations of most if not all naturally occurring species exist in natural patterns of distribution and abundance
  - b) forest areas that are in or contain rare, threatened or endangered ecosystems
  - c) forest areas that provide basic services of nature in critical situations (e.g. watershed protection, erosion control)

- d) forest areas fundamental to meeting basic needs of local communities (e.g. subsistence, health) and/or critical to local communities' traditional cultural identity (areas of cultural, ecological, economic or religious significance identified in cooperation with such local communities).

*Wooden materials: Formaldehyde emission from untreated raw wood-based materials*

- Wood based materials “particleboard” and “fibreboard” are allowed in a piece of furniture only if they comply with the following requirements:
  - 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 312–1.
  - 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.

*Textiles (fibres and fabric)*

Textiles shall comply with the core criteria for textiles described in the Textiles Product Sheet:

- [http://ec.europa.eu/environment/gpp/toolkit\\_en.htm](http://ec.europa.eu/environment/gpp/toolkit_en.htm)

*Glues*

Glues containing organic solvents shall not be used. (This criterion does not apply to glues used for occasional repairs). In this context, VOCs are 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.

The adhesive shall not be classified under the phrases:

- Carcinogenic (R45, R49, R40)
- Harmful to the reproduction system (R46, R40)
- Genetically harmful (R60–R63)
- Toxic (R23 – R48) in accordance with regulations of classification and labeling of hazardous chemicals in any EU's classification system (1999/45/EC).

*VOC and SVOCs on the entire mattress*

The VOC emission of the entire mattress shall not exceed the following emissions values (Table X) in the test chamber by analogy with the “health risk assessment process for emissions of volatile organic compounds (VOC) from building products” developed in 2005 by the AgBB. (Available on [www.umweltbundesamt.de/building-products/agbb.htm](http://www.umweltbundesamt.de/building-products/agbb.htm))

**Table X.**

| Substance   | Final value 7 <sup>th</sup> day    | Final Value 28 <sup>th</sup> day   |
|---|------------------------------------|------------------------------------|
| Formaldehyde  | < 60 µg/m <sup>3</sup> (<0.05 ppm) | < 60 µg/m <sup>3</sup> (<0.05 ppm) |
| Other aldehydes                                     | < 60 µg/m <sup>3</sup> (<0.05 ppm) | < 60 µg/m <sup>3</sup> (<0.05 ppm) |
| Total Organic Compounds (retention range: C6–C16)   | < 500 µg/m <sup>3</sup>            | < 200 µg/m <sup>3</sup>            |
| Total Organic Compounds (retention range above C16) | < 100 µg/m <sup>3</sup>            | < 40 µg/m <sup>3</sup>             |

*Durability*

Loss of height: The loss of height shall be less than 15%.

Loss of firmness: The loss of firmness shall be less than 20%.

*Verification:*

The applicant shall provide a test report using the following test method: EN 1957. The losses of height and firmness refer to the difference between the measurements made initially (at 100 cycles) and after the completion (30 000 cycles) of the durability test.

*Packaging requirements*

The packaging used:

- Shall be technically recyclable
- Shall be marked to identify plastic type in accordance with ISO 11469.

*Verification*

The European Ecolabel will be accepted as proof of compliance, as will any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body.

Documentation must be traceable back to the products procured and may be requested in conjunction with the tender or during a follow-up. Documentation can be carried out at various levels, the most reliable and most credible form of which is third-party verification. Usually, you are fully within your rights to request that the tenderer/supplier provide evidence that such verification has been completed. Documentation may be third-party verification, e.g. environmental marking in accordance with ISO 14024 or EPD in accordance with ISO 14025. Other forms of verifi-

cation include second party verified or self-declared quality or control systems, supply agreements, etc., e.g. declarations compliant with ISO 14021 or equivalent forms of verification.

*Implementation note about product availability*

As there are currently few products on the market which carry the European Ecolabel for mattresses, the authority should carry out a market search to check prices and availability before applying these criteria in the specifications. Alternatively they could be used as award criteria.

*Selection criteria*

Not relevant.

*Award criteria*

- *Organically produced cotton:* Points will be awarded for the proportion of cotton or other natural fibres produced organically and used in the final product by weight. The tenderer should indicate the proportion of the final product by weight deriving from organically produced cotton. To be considered as such the cotton must be produced in compliance with the EU Regulation on the organic production of agricultural products 2092/91 of 24 June 1991. Points will be awarded higher proportions of organically grown cotton used in the final product by weight.

*Verification:*

The supplier must provide evidence of the origin of the cotton fibres used and the organic nature of their production, such as the EU organic logo or approved national logos for organic production.

- *Wooden material:* Points will be awarded for products if the wooden material complies with FSC or PEFC.

*Verification:*

The supplier must provide appropriate means of proof that the criteria are met such as Certificates of chain of custody for the wood certified as FSC or PEFC or other means of prove or guarantee that corresponding criteria are met.

- *Packaging:* Points will be awarded for chlorine-free packaging.

*5.2.5 Cost considerations*

(No text here).

### 5.2.6 Relevant European environmental legislation

The most relevant legislation includes:

- 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
- Directive 1999/45/EC of the European Parliament and of the Council of 31 May 1999 concerning the approximation of the laws, regulations and administrative provisions of the Member States relating to the classification, packaging and labelling of dangerous preparations.

### 5.2.7 Information sources

All criteria in this document are based on the valid eco-label criteria of the European Ecolabel (the Flower) for mattresses, as well a draft of new criteria:

COMMISSION DECISION of establishing revised ecological criteria for the award of the Community eco-label to bed mattresses and amending Decision 98/634/EC (Text with EEA relevance) (2002/740/EC). (Valid until 31 December 2009 by 2008/962/EC).

## 5.3 Hotel services

### 5.3.1 Name of product group and scope

This sheet covers procurement actions for the purchase of hotel services.

The criteria of EU Eco-label for “Tourist accommodation services” and Nordic Eco-label for “Hotels and youth hostels” were used as a basis for the hotel criteria, as well as the purchase of hotel services in spring 2007 by Hansel Ltd, which makes the framework contracts of the state of Finland. See chapter 5.3.7. and Appendix 1 of the TemaNord-report for further information.

For hotel services, two sets of criteria are presented. “Core criteria” address the most significant environmental impacts. “Comprehensive criteria” provide a criteria set, which has more details and includes some more demanding criteria than the “core criteria”.

### 5.3.2 Key environmental impacts

**Table 3.**

| Impacts  |   | Approaches  |
|--|---|---|
| Climate change impacts due to energy use   | → | Decreasing energy use for heating of the buildings and electrical appliances, favouring renewable energy sources, promoting environmental communication and education by environmental management system. |
| Climate change due to methane (i.e. greenhouse gas) emissions from food waste disposed to landfills                            | → | Reducing and better sorting/recycling/composting of food waste  |
| Shortage of non-renewable energy sources (e.g. oil, uranium)   | → | Decreasing energy use for heating of the buildings and electrical appliances, favour renewable energy sources, promote environmental communication and education by environmental management system.      |
| Shortage of non-renewable resources and environmental burden from the production of both non-renewable and renewable resources | → | Reducing the amount of waste, better sorting and recycling of waste, promoting environmental communication and education by environmental management system.  |
| Pollution of surface waters, ground waters and soil  | → | Proper waste water treatment and separate collection of hazardous waste fractions.  |

### 5.3.3 Procurement process

The environmental criteria can be integrated into the documents of the call for tender. When selecting hotels from a framework contract, the aspects shown below can be used as a basis for the selection, preferably shown in the price catalogue by the organiser of the framework contract.

### 5.3.4 Recommended criteria

#### Core criteria:

##### *Subject matter*

Environmentally friendly hotel services.

##### *Technical specifications*

No technical specifications in the core criteria.

##### *Selection criteria*

No selection criteria in the core criteria.

*Award criteria*

- Is the lighting demand-controlled in at least 80 % of the guest rooms (so that automatic systems turn the lights off when guests leave their rooms)?

Yes \_\_\_\_\_ (points: 1)

No \_\_\_\_\_ (points: 0)

Do not know \_\_\_\_\_ (points: 0)

*Verification:*

Self-declaration above.

- Are there dispensers for soap and shampoo installed in at least 90 % of guest rooms (so that disposable shampoo and soap are not needed)?

Yes \_\_\_\_\_ (points: 1)

No \_\_\_\_\_ (points: 0)

Do not know \_\_\_\_\_ (points: 0)

*Verification:*

Self-declaration above.

- Do the guests have an opportunity to recycle their waste in their rooms into at least three fractions, which are then collected and handled appropriately according to the local waste management legislation and system? Are there instructions that ask the guests to recycle and explain how to recycle?

Yes \_\_\_\_\_ (points: 1)

No \_\_\_\_\_ (points: 0)

Do not know \_\_\_\_\_ (points: 0)

*Verification:*

Self-declaration above, and also a statement below of the waste fractions that the guests can sort in the guest rooms:

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- Does the hotel fulfil the criteria of EU eco-label for tourist accommodation service or the criteria of Nordic eco-label for hotels and youth hostels (however excluding requirements about environmental management systems)?

Yes \_\_\_\_\_ (points: 5)

No \_\_\_\_\_ (points: 0)

Do not know \_\_\_\_\_ (points: 0)

Please note that the eco-label criteria concerning environmental management systems are not taken into account here. These excluded criteria are presented in chapter “Environmental management” of the criteria document of Nordic ecolabelling, and chapter “General management” of the criteria document of EU eco-label.

#### Verification:

If the answer was “Yes”, please indicate below the type of verification.

The hotel has the licence to use the eco-label \_\_\_\_\_.

The hotel does not have the licence to use the eco-label, but it fulfils the criteria, and a list of the eco-label criteria has been attached, clearly showing the fulfilment of each criterion, and supported by appropriate means of proof such as test reports and technical dossiers which are also attached. \_\_\_\_\_

Please note that this is public information. Please also note that information may be checked during the contract period and any false information must be regarded as breach of contract.

*Information about the eco-label criteria:* The criteria documents of EU eco-label and Nordic eco-label can be found in Internet.

EU eco-label: [http://ec.europa.eu/environment/ecolabel/product/pg\\_tourism\\_en.htm#criteria](http://ec.europa.eu/environment/ecolabel/product/pg_tourism_en.htm#criteria)

Nordic eco-label: [www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&menuItemID=&pgr=72](http://www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&menuItemID=&pgr=72)

#### *Contract conditions*

Within two years of the contract signature, the supplier must show that attention has been paid to increasing energy efficiency and decreasing climate change impacts of the buildings used for the accommodation. This can be performed for example by energy auditing, done by a professional energy auditor, and subsequent actions in the buildings.

#### *Verification:*

The report by a professional auditor and a report of the performed actions or other corresponding verification must be sent to the purchaser within two years of the contract signature.

## Comprehensive criteria:

### *Subject matter*

Environmentally friendly hotel services.

### *Technical specifications*

- Electricity from renewable sources: At least 22 % of the electricity shall come from renewable energy sources, as defined in Directive 2001/77/EC of the European Parliament and of the Council of 27 September 2001 on the promotion of electricity produced from renewable energy sources in the internal electricity market. This criterion only applies to tourist accommodation that has access to a market that offers energy generated from renewable energy sources.

### *Verification:*

The supplier shall supply a declaration from (or the contract with) the electricity supplier indicating the nature of the renewable energy source(s), the percentage of electricity supplied that is from a renewable source, and an indication of the maximum percentage that can be supplied. According to Directive 2001/77/EC, renewable energy sources shall mean renewable non-fossil energy sources (wind, solar, geothermal wave, tidal, hydro power, biomass, landfill gas, sewage treatment plant gas and biogases).

- Water flow from taps and showers, and water saving in the bathroom and toilets: The water flow of the taps and showers excluding bath taps shall not exceed 12 litres/minute. In the bathroom and toilets there shall be adequate information to the guest on how to help the accommodation save water.

### *Verification:*

Self-declaration and a copy of the information to guests.

- Waste water treatment and waste water plan: All waste water shall be treated. If a connection to the local wastewater system and treatment plant is not possible, the tourist accommodation shall have its own on-site wastewater treatment system that meets the requirements of relevant local, national or European legislation.

The accommodation shall ask the local administration for its waste water plan and if there is one will follow it.

### *Verification:*

Self-declaration that there is a connection to the local wastewater system and treatment plant or an on-site wastewater treatment system ,

and a copy of the letter to the authority responsible for the local wastewater management requesting the local wastewater design plan.

- **Hazardous waste:** Hazardous wastes must be collected and handled separately as listed in Commission Decision 2000/532/EC of 3 May 2000 replacing Decision 94/3/EC establishing a list of wastes pursuant to Article 1(a) of Council Directive 75/442/EEC on waste and Council Decision 94/904/EC establishing a list of hazardous waste pursuant to Article 1(4) of Council Directive 91/689/EEC on hazardous waste (1) and its subsequent amendments, and appropriate disposal shall be sought. This includes toners, inks, refrigerating equipment, batteries, and pharmaceuticals. If the local authority does not provide disposal of hazardous waste, the applicant shall provide a declaration from the local authority that there is no hazardous waste disposal system in place.

*Verification:*

Self-declaration, including a list of the hazardous wastes produced by the tourist accommodation and an indication of the means by which they are handled, separated, collected and disposed of, and including copies of relevant contracts with third parties, and when appropriate the declaration from the local authority.

- **Waste recycling and transportation:** Waste must be recycled into the categories that can be handled separately by the local or national waste management facilities. If the local administration does not offer separate waste collection and/or disposal, the accommodation shall write them expressing their willingness to recycle waste, and expressing their concern about the lack of recycling.

If the local waste management authorities do not collect waste at or near the tourist accommodation, the latter shall ensure transportation of its waste to an appropriate site, reducing transport as far as possible.

*Verification:*

Self-declaration about waste recycling, including a list of the different categories/fractions of waste accepted by the local authorities, and the procedures for collecting, recycling, handling and disposing of these waste fractions within the tourist accommodation, and/or relevant contracts with private agencies, and where appropriate the letter to the local authority.

Self-declaration about waste transport, including a list of the appropriate sites, transport arrangements and distances involved.

*Selection criteria*

The supplier must demonstrate their capacity to carry out the service in an environmentally sound manner. This must include evidence of regular training for staff on health, safety and environmental aspects of the operation of hotels, together with specific environmental management measures which are routinely applied by the suppliers in accommodation services.

*Verification:*

An environmental management system (such as EMAS, or ISO 14001) for hotel or accommodation services which covers the selection criteria will be deemed evidence of compliance, as will other appropriate documentation that the criteria are met.

*Award criteria*

- Is the lighting demand-controlled in at least 80 % of the guest rooms (so that automatic systems turn the lights off when guests leave their rooms)?

Yes \_\_\_\_\_ (points: 1)

No \_\_\_\_\_ (points: 0)

Do not know \_\_\_\_\_ (points: 0)

*Verification:*

Self-declaration above.

- Are there dispensers for soap and shampoo installed in at least 90 % of guest rooms (so that disposable shampoo and soap are not needed)?

Yes \_\_\_\_\_ (points: 1)

No \_\_\_\_\_ (points: 0)

Do not know \_\_\_\_\_ (points: 0)

*Verification:*

Self-declaration above.

- Do the guests have in the guest rooms the opportunity to sort (and clearly available information asking them to do so) their waste into at least three fractions, which are sorted and collected separately at the hotel?

- Yes \_\_\_\_\_ (points: 1)
- No \_\_\_\_\_ (points: 0)
- Do not know \_\_\_\_\_ (points: 0)

*Verification:*

Self-declaration above, and also a statement below of the waste fractions that the guests can sort in the guest rooms:

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- Does the hotel fulfil the criteria of EU eco-label for tourist accommodation service or the criteria of Nordic eco-label for hotels and youth hostels (however excluding requirements about environmental management systems)?

- Yes \_\_\_\_\_ (points: 5)
- No \_\_\_\_\_ (points: 0)
- Do not know \_\_\_\_\_ (points: 0)

Please note that the eco-label criteria about environmental management systems are not taken into account here. These excluded criteria are presented in chapter “Environmental management” of the criteria document of Nordic ecolabelling, and chapter “General management” of the criteria document of EU eco-label.

*Verification:*

If the answer was “Yes” , please indicate below the type of verification. The hotel has the licence to use the eco-label \_\_\_\_\_

The hotel has not the licence to use the eco-label, but it fulfils the criteria, and a list of the eco-label criteria has been attached, clearly showing the fulfilment of each criterion, and supported by appropriate means of proof such as test reports and technical dossiers which are also attached. \_\_\_\_\_

*Please note that this is public information. Please note also that information may be checked during the contract period and any false information must be regarded as breach of contract.*

*Information about the eco-label criteria:* The criteria documents of EU eco-label and Nordic eco-label can be found in Internet.

EU eco-label: [http://ec.europa.eu/environment/ecolabel/product/pg\\_tourism\\_en.htm#criteria](http://ec.europa.eu/environment/ecolabel/product/pg_tourism_en.htm#criteria)

Nordic eco-label: [www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&menuItemID=&pgr=72](http://www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&menuItemID=&pgr=72)

#### *Contract conditions*

The supplier must within two years of the contract signature show that attention has been paid to increasing energy efficiency and decreasing climate change impacts in the buildings used for the accommodation. This can be performed for example by energy auditing, done by a professional energy auditor, and subsequent actions in the buildings.

#### *Verification:*

The report by a professional auditor and a report of the performed actions or other corresponding verification must be sent to the purchaser within two years of the contract signature.

#### *5.3.5 Cost considerations*

(No text here).

#### *5.3.6 Relevant European legislation*

(No text here).

#### *5.3.7 Information sources*

- Nordic eco-labelling of hotels and youth hostels.  
[www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&menuItemID=&pgr=72](http://www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&menuItemID=&pgr=72)
- Commission decision of 14 April 2003 establishing the ecological criteria for the award of the Community eco-label to tourist accommodation service. [http://ec.europa.eu/environment/ecolabel/product/pg\\_tourism\\_en.htm#criteria](http://ec.europa.eu/environment/ecolabel/product/pg_tourism_en.htm#criteria)

## **5.4 Lightning**

#### *5.4.1 Name of product group and scope*

This document covers procurement actions for the purchase of indoor lightning (office, home etc.) including:

- standard/linear fluorescent lamps
- compact fluorescent lamps (CFLs)
- low voltage halogen lamps

Not included:

- incandescent lamps (i.e. light bulbs), as they can be replaced by more energy efficient lightning (e.g. CFLs)
- LEDs, because LED technology is developing very fast and it is not very common yet. However, LEDs are very energy efficient, durable and their quality of light is good.

The set of criteria is based on the product-specific criteria of the European Eco-label (Flower), some other eco-labels, and a guideline developed in the European Commission's project GreenLabelsPurchase (GLP). See chapter 5.4.7. and Appendix 2 of the TemaNord-report for further information.

For lightning products, two sets of criteria are presented. "Core criteria" address the most significant environmental impacts. "Comprehensive criteria" provide a criteria set, which has more details and includes some more demanding criteria than the "core criteria".

#### 5.4.2 Key environmental impacts

**Table 4.**

| Impacts   | Approach   |
|---|--|
| Energy use  | → more energy efficient lightning i.e. switching to more energy efficient technologies and products that "do the same job" with less energy.             |
| Mercury content (concerns fluorescent lamps only) | → limiting the mercury content of fluorescent lamps<br><br>mercury containing fluorescent lamps must be taken to hazardous waste collection and handling |
| Waste   | → choosing products with long life time. Longer life means less waste over time.   |

#### 5.4.3 Procurement process

(No text here).

#### 5.4.4 Recommended criteria

Note that the criteria are not the same for different lightning technologies.

### Core criteria:

#### *Subject matter*

Purchase of environmentally friendly lightning products.

*Technical specifications*

The products shall fulfil the specifications in Table Z:

**Table Z.**

| Specifications         | CFL's   | Linear fluorescent lamps          | Low voltage halogens        | Note   |
|------------------------|---|-----------------------------------|-----------------------------|--|
| Energy efficiency      | ≥ B   | ≥ A<br>Verification: 1            | Not available               | If the product has an EU energy label, its energy efficiency class will be indicated on the label. Energy efficiency class (according to EU energy label; directive 98/11/EC). |
| Lifetime               | ≥ 6.000 hours   | > 10.000 hours<br>Verification: 1 | > 2.000 hours               | If the product has an EU energy label, its average rated lifetime will be indicated on the label.  |
| Lumen maintenance      | CFL's: The luminous flux must be > 70% of the initial luminous flux at 10.000.<br>Verification: 1       |                                   |                             |  |
| Colour-rendering Index | CRI > 80<br>Verification: 1   | CRI > 80<br>Verification: 1       | CRI > 90<br>Verification: 1 | -  |
| Switch on / off cycle  | CFL's: The number of ignitions that the lamp can endure must not be lower than 20.000. Verification: 1. |                                   |                             |  |
| Mercury content        | -   | < 8 mg<br>Verification: 1         | Not applicable              | Fluorescent lamps contain mercury, which is toxic and bio accumulative.  |
| Packaging              | -   | -                                 | -                           | -  |

Verification refers to following sources (see also chapter 5.4.7):

1. EU Eco Label
2. EU Energy Label
3. See European CFL's Quality Charter for further details

*Selection criteria*

No selection criteria.

*Award criteria*

No award criteria.

*Contract conditions*

No contract conditions.

**Comprehensive criteria:***Subject matter*

Purchase of environmentally friendly lightning products.

*Technical specifications*

The products shall fulfil the specifications in Table Y:

**Table Y.**

| Specifications   | CFL's   | Linear fluorescent lamps  | Low voltage halogens  | Note   |
|--|---|---|---|--|
| Energy efficiency (Energy efficiency class) (according to EU energy label; directive 98/11/EC) | ≥ A<br>Verification: 1  | ≥ A<br>Verification: 1  | Not available   | If the product has an EU energy label, its energy efficiency class will be indicated on the label. |
| Lifetime   | ≥ 10.000 EU<br>Verification: 1<br>≥12.000 for "long life" products                                | a) > 12.500 h<br>b) > 20.000 h ("long life")<br>Verification: 1   | 4.000 h   | If the product has an EU energy label, its average rated lifetime will be indicated on the label   |
| Lumen maintenance  | The luminous flux must be > 70% of the initial luminous flux at 10.000<br>Verification: 1         | The luminous flux must be > 90 % of the initial luminous flux at a) 12.500 h or b) 20.000 h (long life products)<br>Verification: 1 | -   |  |
| Colour-rendering index   | CRI > 80<br>Verification: 1   | CRI > 80<br>Verification: 1   | CRI > 90<br>Verification: 1                                       |  |
| Switch on / off cycle (Ignition)   | The number of ignitions that the lamp can endure must not be lower than 20.000<br>Verification: 1 | -   | -   |  |
| Mercury content  | < 4 mg<br>Verification: 1   | < 5 mg<br>Verification: 1   | Not applicable  | Fluorescent lamps contain mercury, which is toxic and bio accumulative.                            |
| Packaging  | > 65 % recycled packaging material (by weight)<br>Verification: 1                                 | > 80 % recycled packaging material (by weight)<br>Verification: 1   | > 65 % recycled packaging material (by weight)<br>Verification: 1 |  |

Verification refers to following sources (see also chapter 5.4.7):

1. EU Eco Label
2. EU Energy Label
3. See European CFL's Quality Charter for further details

### *Selection criteria*

No selection criteria.

### *Award criteria.*

No award criteria.

### *Contract conditions*

No contract conditions.

#### 5.4.5 Cost considerations

(No text here).

#### 5.4.6 Relevant European legislation

(No text here).

#### 5.4.7 Information sources

- The European Eco-Label for Light Bulbs: [http://ec.europa.eu/environment/ecolabel/product/pg\\_lightbulbs\\_en.htm#revision](http://ec.europa.eu/environment/ecolabel/product/pg_lightbulbs_en.htm#revision)
- The EU Energy Label: <http://www.energy.eu/focus/energy-label.php>
- Energy Star: <http://www.eu-energystar.org/>
- European CFL's Quality Charter: <http://re.jrc.ec.europa.eu/energyefficiency/CFL/index.htm>
- European Quality Charter for energy efficient light bulbs: [http://ec.europa.eu/environment/ecolabel/pdf/light\\_bulbs/qualitycharter.pdf](http://ec.europa.eu/environment/ecolabel/pdf/light_bulbs/qualitycharter.pdf)
- GreenLabelsPurchase, lightning: <http://www.greenlabelspurchase.net/en-Lighting.html>

## 5.5 White Goods

### 5.5.1 Name of product group and scope

This sheet covers procurement actions for the purchase of the following product categories: Refrigerators, Freezers, Fridge freezers, Washing Machines, Tumble Dryers, Dishwashers and Cookers.

The criterion set is based on criteria from the Swedish Environmental Management Council ([www.msr.se](http://www.msr.se)).

### 5.5.2 Key environmental impacts

**Table 5.**

| Impact             |   | Approach   |
|--------------------|---|--|
| Energy consumption | → | Energy efficient goods compliant with the criteria for EU energy class |
| Noise              | → | Levels measured in accordance with Directive                           |

### 5.5.3 Procurement process

The criteria in this document were developed after broad consultation with various groups and with a unified perspective from the environmental point of view. The purpose is to assist procurement organisations in imposing relevant environmental requirements for this type of product. The document is not intended to be used as a ready-made attachment that

can be sent out together with requests for proposals. Instead, use the criterion or the criteria/levels that suit your requirements and your goals. An evaluation criterion can possibly be made into a mandatory requirement or vice versa, if this is desirable (however, be aware of the effects this can have on the market). Users must adapt the layout and text, etc. to their own formats and delete those portions of the document that are not relevant for inclusion in requests for proposals. It is also important to indicate how the bidder should respond to the criteria and what verification (certification) should be submitted (possibly your own reply form).

#### *5.5.4 Recommended criteria*

##### *Subject matter*

Environmentally sound white goods.

##### *Technical specifications*

Refrigerators and fridge freezers

Refrigerators and fridge freezers shall be compliant with the criteria for EU energy class A+ and achieve a noise rating of 40dB (A) in accordance with Directive 2003/66/EC.

##### *Upright and chest freezers*

Upright and chest freezers boxes shall be compliant with the criteria for EU energy class A+ and achieve a noise rating of 40dB(A) in accordance with Directive 2003/66/EC.

Upright and chest freezers shall be equipped with a temperature display.

##### *Domestic washing machines*

Domestic washing machines shall fulfil the criteria for EU energy class A, washing efficiency class A and spinning efficiency class B in accordance with Directive 96/60/EC.

##### *Condenser tumble dryers*

Condenser tumble dryers shall fulfil the criteria for EU energy class B in accordance with Directive 1995/13/EC.

##### *Drying cabinets*

Drying cabinets shall be equipped with a thermostatically-controlled timer.

##### *Dishwashers*

Dishwashers shall fulfil the criteria for EU energy class A and a noise level of 49 dB (A) in accordance with Directive 97/17/EC.

*Freestanding cookers*

Freestanding cookers (Oven section) shall be compliant with the criteria for EU energy class A in accordance with Directive 2002/40/EC.<sup>4</sup>

*Built-in ovens*

Built-in ovens shall be compliant with the criteria for EU energy class A in accordance with Directive 2002/40/EC.

*Selection criteria*

- **Producer responsibility for packaging:**  
The tender document shall state that the tenderer satisfies the producer responsibility for packaging requirements according to Directive 2004/12/EC.

*Verification:*

Description of custom producer responsibility system<sup>5</sup>.

- **Waste of Electrical and Electronic Equipment:**  
The tender shall state that the tenderer satisfies the Directive on Waste from electrical and electronic equipment (WEEE) 2002/96/EG.

*Verification:*

Description of custom producer responsibility system<sup>6</sup>.

- **Packaging design requirements**  
The tender document shall state that tendered products satisfy the requirements of the Packaging Directive (94/62/EC, 2004/12/EC). This also applies to the suppliers of the tenderer.

*Verification:*

Verification demonstrating compliance with standards EN 13428 – 13432 or equivalent, or certification from the packaging supplier or equivalent documentation.

*Award criteria**Refrigerators and fridge freezers*

Are refrigerators and fridge freezers compliant with the criteria for EU energy class A++ and a maximum noise rating of 40dB (A) in accordance with Directive 2003/66/EC?

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<sup>4</sup> Implementation note: During a procurement, the type of hob required (cast iron, ceramic or induction) must be defined.

<sup>5</sup> Implementation note: To assess whether a custom producer responsibility system is suitable, refer to the national body that is responsible for the implementation and assessment of this directive.

<sup>6</sup> Implementation note: To assess whether a custom producer responsibility system is suitable, refer to the national body that is responsible for the implementation and assessment of this directive.

Specify noise level (measured in accordance with Directive 2003/66/EC) (one point awarded for each full dB (A) below 40dB (A)).

Are fridge freezers equipped with a temperature display in the freezer section?

#### *Upright and chest freezers*

Are upright and chest freezers compliant with the criteria for EU energy class A++ in accordance with Directive 2003/66/EC?

Specify noise level (measured in accordance with Directive 2003/66/EC) (one point awarded for each full dB (A) below 40dB (A))

#### *Domestic washing machines*

Do domestic washing machines have an energy consumption of  $\leq 0.17$  kWh/kg laundry in accordance with EN60456 A13?

Are domestic washing machines compliant with spin efficiency class<sup>7</sup> A in accordance with Directive 96/60/EC?

#### *Condenser tumble dryers*

Are condenser tumble dryers compliant with the criteria for EU energy class A in accordance with Directive 1995/13/EC?

#### *Drying cabinets*

Are drying cabinets equipped with a humidity sensor with automatic shut-off?

#### *Dishwashers*

Specify noise level (one point awarded for each full dB (A) below 46dB (A)).

#### *Contract conditions*

No contract conditions.

#### *Verification*

Product datasheets shall be provided by the supplier containing information about the energy class and noise level of the product in question. The product is also marked with an energy label.

Verification must be traceable back to the products procured and may be requested in conjunction with the tender or during a follow-up. Verification/certification can be carried out at various levels, the most reliable and most credible form of which is third-party verification. Usually, you are fully within your rights to request that the tenderer/supplier provide evidence that such verification has been completed. Verification may be

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<sup>7</sup> Implementation note: The award criterion for spinning is only important if the laundry is to be tumble dried on a regular basis or dried in a cabinet. A higher spinning efficiency shortens the drying cycle and can thereby save energy.

third-party verification, e.g. environmental marking in accordance with ISO 14024 or EPD in accordance with ISO 14025. Other forms of verification include second party verified or self-declared quality or control systems, supply agreements, etc., e.g. declarations compliant with ISO 14021 or equivalent forms of verification.

#### *5.5.5 Cost considerations*

(No text here).

#### *5.5.6 Relevant European legislation*

(No text here).

#### *5.5.7 Information sources*

The criterion set is based on criteria from the Swedish Environmental Management Council ([www.msr.se](http://www.msr.se)).

## 5.6 Dressings

### *5.6.1 Name of product group and scope*

Products that are included are: sponges and compresses of woven or non-woven gauze, non-impregnated absorbent dressings, fasteners, tubular gauze, tapes, suture tape, adhesive tape, bandages, adhesives and polyurethane films.

The criteria also include dressings with anti-microbial additives to be used in very severe burn injuries.

The criteria were developed in Sweden after a broad consultation with various groups and with a unified perspective from the environmental point of view. The purpose is to assist procurement organisations in imposing relevant environmental requirements for this type of product.

### *5.6.2 Key environmental impacts*

**Table 6.**

| Impact                |   | Approach                     |
|-----------------------|---|------------------------------|
| Antibiotic resistance | → | Free from additives          |
| Hazardous substances  | → | Free from various substances |
| Packaging             | → | Unbleached and free from PVC |

### *5.6.3 Procurement process*

The document is not intended to be used as a ready-made attachment that can be sent out together with requests for proposals. Instead, use the criterion or the criteria/levels that suit your requirements and your goals. An evaluation criterion can possibly be made into a mandatory requirement or vice versa, if this is desirable (however, be aware of the effects this can have on the market). Users must adapt the layout and text, etc. to their own formats and delete those portions of the document that are not relevant for inclusion in requests for proposals. It is also important to indicate how the bidder should respond to the criteria and what verification (certification) should be submitted (possibly your own reply form).

### *5.6.4 Recommended criteria*

#### *Subject matter*

Environmentally sound dressings.

#### *Technical specifications*

The tender documents shall state that the bidder meets all the technical specifications.

- Antibiotics in the product: The product shall be free from additives of antibiotics. (Additive implies an intentional additive to the product).
- Other antimicrobial additives: The product shall be free from addition of triclosan CAS No. 3380-34-5.
- Silver: The product shall be free from addition of silver, both in metallic form and as a compound.
- Note: This requirement does not apply for specific needs, e.g. dressings for very severe burn injuries.
- Allergenic additives: The product shall be free from addition of natural rubber latex. However, this requirement does not presently include adhesive dressings.
- Lanolin: The product shall be free from addition of lanolin, CAS No. 8006-54-0.
- Colophony (rosin): The product shall be free from addition of colophony (rosin) (CAS Nos. 8050-09-7, 8052-10-6 or 73138-82-6) in the adhesives for dressings.
- Plastic packaging: Packaging material shall be free from PVC.
- Cellulose packaging: Paper/cardboard in transport and internal packaging shall be unbleached or bleached without chlorine, that is, by the TCF or ECF method. AOX release to the recipient may not exceed 0.25 kg/ton of pulp. Here ECF = bleached with chlorine dioxide; TCF = bleached without chlorine-containing chemicals; AOX= absorbable organic bound halogens measured in discharge from the manufacturing process.

*Selection criteria*

- **Producer responsibility for packaging:**  
The tender document shall state that the tenderer satisfies the producer responsibility for packaging requirements according to Directive 2004/12/EC.

*Award criteria*

- **Waste management :** Is information attached on recommended waste management for the product?
- **Additives in the product:** Does the product contain a total of < 1% additives/chemicals that are classified as allergenic (risk phrases R 42 and/or R 43) based on criteria for classification and label (EG's substance directive, 67/548/EEG as amended)?
- **Formaldehyde in textile dressings:** Does the dressing contain a maximum of 30 ppm free or partially hydrolysable formaldehyde?  
(The criterion for the EU flower label for textiles says that the quantity of free or partially hydrolysable formaldehyde may not exceed 30 ppm for products that come into contact with the skin).
- **Closure materials in packaging:** Does the closure material (tapes, adhesives, etc.) for the packaging contain < 1% natural rubber latex?

*Contract conditions*

No contract conditions.

*Verification*

Verification documents are often required to be submitted with the proposal, but may also be requested in a follow-up. Verification/certification can be prepared at various levels and must be traceable to the products being procured. The safest and most reliable are third-party verifications and it is possible to request such verifications from proposers/suppliers. Otherwise a self-declaration or a company certification, for example, may be sufficient.

Verification can be a third-party verification, for example, environmental labelling in conformance with ISO 14024, and certification in conformance with the ISO 14001 environmental management system or EPD in conformance with ISO 14025. Other examples of verifications are second-party verifications or self-declarations from a quality or monitoring system, supply contract, and declarations in conformity with ISO 14021.

*5.6.5 Cost considerations*

(No text here).

### 5.6.6 Relevant European legislation

(No text here).

### 5.6.7 Information sources

[www.msr.se/sv/Upphandling/Kriterier/Sjukvard-och-omsorg/](http://www.msr.se/sv/Upphandling/Kriterier/Sjukvard-och-omsorg/) (in Swedish)

## 5.7 Office paper and envelopes

### 5.7.1 Name of product group and scope

This document covers the procurement of office and computer stationery (CPV code 30190000), office paper (CPV code 21125600) and envelopes (CPV code 21232000). The product group covered by these criteria is comprised of thousands of different products.

The set of criteria is based on the product-specific criteria of the Nordic eco-label (the Swan) and EU eco-label (the Flower) (see ch. 5.7.7.).

### 5.7.2 Key environmental impacts

**Table 7.**

| Impact             |   | Approach  |
|--------------------|---|---|
| Climate impacts    | → | The CO <sub>2</sub> emissions from the production must be relatively low  |
| Chemicals          | → | Suppliers are required to have systems for monitoring use of chemicals. There are requirements for the use of glue, low concentrations of chemicals and wet strength substances in paper. |
| Emissions to water | → | There are requirements for the release of organic halogenated compounds.  |
| Waste              | → | Suppliers are required to have a return system for packaging.   |

### 5.7.3 Procurement process

(No text here).

### 5.7.4 Recommended Criteria

#### *Subject matter*

The purchase of envelopes and office paper with reduced environmental impacts.

#### *Technical specifications*

##### *Office Paper and Copy Paper*

- Recycled material and climate impacts  
All office and copy paper shall consist of 100% recycled material, or alternatively the emissions of carbon dioxide from non-renewable sources shall not exceed 1000 kg per tonne of paper produced, including emissions from the production of electricity (whether on-site or off-site). For non-integrated mills (where all pulps used are purchased market pulps) the emissions shall not exceed 1100 kg per tonne. The emissions shall be calculated as the sum of the emissions from the pulp and paper production.

#### *Verification:*

All products carrying the European Ecolabel, Nordic Swan or Blue Angel will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted. Alternatively the bidder must provide a written guarantee that this criterion will be met. For the emissions of carbon dioxide this means detailed calculations showing compliance with the criterion, together with related supporting documentation. This means that the tenderer shall provide data on the air emissions of carbon dioxide. This shall include all sources of non-renewable fuels during the production of pulp and paper, including the emissions from the production of electricity (whether on-site or off-site). The emission factors of the EU Flower criteria (2002/741/EC) shall be used in the calculation of the CO<sub>2</sub> emissions from fuels. For grid electricity, the value quoted in the corresponding table (the European average) shall be used unless the applicant presents documentation establishing the average value for their supplier(s) of electricity, in which case the applicant may use this value instead of the value quoted in the table. The period for the calculations or mass balances shall be based on the production during 12 months. In case of a new or a rebuilt production plant, the calculations shall be based on at least 45 subsequent days of

stable running of the plant. The calculations shall be representative for the respective campaign.

- Chemicals
  - Chlorine gas shall not be used for bleaching of paper.
  - De-inking substances for recycled fibres: If more than 100 grams of tensides per ton is used (as a sum of all tensids in the different de-inking products) shall each tensid be readily bio-degradable. If the sum of all tensids used is lower than 100 grams per ton, shall each tensid be readily or ultimately bio-degradable. Test methods and pass levels are found in the EU Flower criteria (2002/741/EC).
  - Biocides: Active substances in biocides, used to fight slime creating organisms in paper production, shall not have the potential to be bio-accumulable. Non-organic biocides that are not bio-accumulable are exempt from this criterion.
  - Phtalates: Colouring agents shall not contain phtalates.

*Verification:*

All products carrying the European Ecolabel, Nordic Swan or Blue Angel will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.

Alternatively the bidder must provide a written guarantee that this criterion will be met.

- Biological diversity (regarding the origin of fibres as raw material)
 

At least 10 % of virgin wood fibres from forests shall come from forests that are certified as being managed so as to implement the principles and measures aimed at ensuring sustainable forest management.

The remaining virgin wood fibres from forests shall come from forests that are managed so as to implement the principles and measures aimed at ensuring sustainable forest management.

*Verification:*

All products carrying the European Ecolabel, Nordic Swan or Blue Angel will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body or FSC- or PEFC certificate or Paper profile demonstrating that the criteria are met will also be accepted.

Alternatively the bidder must provide a written guarantee that this criterion will be met.

- Emissions to water  
Emissions of organic halogenated solvents into water shall not exceed 0.25 kg AOX/air-dried ton of mass, as a weighted sum of the total mass that is used in the paper. No individual mass used shall have emissions exceeding 0.40 kg AOX/ air-dried ton of mass.

*Verification:*

All products carrying the European Ecolabel, Nordic Swan or Blue Angel will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.

Alternatively the bidder must provide a written guarantee that this criterion will be met.

Test methods are found in the EU Flower criteria (2002/741/EC).

*Envelopes*

- Recycled material and climate impacts  
Envelope paper shall consist of 75% recycled material, or alternatively the emissions of carbon dioxide from non-renewable sources shall not exceed 1000 kg per tonne of paper produced, including emissions from the production of electricity (whether on-site or off-site). For non-integrated mills (where all pulps used are purchased market pulps) the emissions shall not exceed 1100 kg per tonne. The emissions shall be calculated as the sum of the emissions from the pulp and paper production.

*Verification:*

All products carrying the European Ecolabel, Nordic Swan or Blue Angel will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted. Alternatively the bidder must provide a written guarantee that this criterion will be met. For the emissions of carbon dioxide this means detailed calculations showing compliance with the criterion, together with related supporting documentation. This means that the tenderer shall provide data on the air emissions of carbon dioxide. This shall include all sources of non-renewable fuels during the production of pulp and paper, including the emissions from the production of electricity (whether on-site or off-site). The emission factors of the EU Flower criteria (2002/741/EC) shall be used in the calculation of the CO<sub>2</sub> emissions from fuels. For grid electricity, the value quoted in the corresponding table (the European average) shall be used unless the applicant presents documentation establishing the average value for their supplier(s) of electricity, in which case the applicant may use this value instead of the value quoted in the table. The

period for the calculations or mass balances shall be based on the production during 12 months. In case of a new or a rebuilt production plant, the calculations shall be based on at least 45 subsequent days of stable running of the plant. The calculations shall be representative for the respective campaign.

- Chemicals
  - Chlorine gas shall not be used for bleaching of paper.
  - De-inking substances for recycled fibres: If more than 100 grams of tensides per ton is used (as a sum of all tensids in the different de-inking products) shall each tensid be readily bio-degradable. If the sum of all tensids used is lower than 100 grams per ton, shall each tensid be readily or ultimately bio-degradable. Test methods and pass levels are found in the EU Flower criteria (2002/741/EC).
  - Biocides: Active substances in biocides, used to fight slime creating organisms in paper production, shall not have the potential to be bio-accumulable. Non-organic biocides that are not bio-accumulable are exempt from this criterion.
  - Phtalates: Colouring agents shall not contain phtalates.
  - Wet strength substances shall not be added to paper
  - Materials containing chlorine shall not be used in envelope windows.

*Verification:*

All products carrying the European Ecolabel, Nordic Swan or Blue Angel will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.

Alternatively the bidder must provide a written guarantee that this criterion will be met.

- Biological diversity (regarding the origin of fibres as raw material)
 

At least 10 % of virgin wood fibres from forests shall come from forests that are certified as being managed so as to implement the principles and measures aimed at ensuring sustainable forest management.

The remaining virgin wood fibres from forests shall come from forests that are managed so as to implement the principles and measures aimed at ensuring sustainable forest management.

*Verification:*

All products carrying the European Ecolabel, Nordic Swan or Blue Angel will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report

from a recognised body or FSC- or PEFC certificate or Paper profile demonstrating that the criteria are met will also be accepted.

Alternatively the bidder must provide a written guarantee that this criterion will be met.

- Emissions to water  
Emissions of organic halogenated solvents into water shall not exceed 0.25 kg AOx/air-dried ton of mass, as a weighted sum of the total mass that is used in the paper. No individual mass used shall have emissions exceeding 0.40 kg AOX/ air-dried ton of mass.

*Verification:*

All products carrying the European Ecolabel, Nordic Swan or Blue Angel will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.

Alternatively the bidder must provide a written guarantee that this criterion will be met.

Test methods are found in the EU Flower criteria (2002/741/EC).

- Waste  
Glue shall not contain substances that create problems for fibre recycling.  
Envelope window material shall not create problems for pre-handling or recycling of return fibres.

*Verification:*

All products carrying the European Ecolabel, Nordic Swan or Blue Angel will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.

Alternatively the bidder must provide a written guarantee that this criterion will be met.

*Award criteria*

No award criteria.

*Contract conditions*

- Packaging  
If the producer or importer uses packaging, documentation shall be forwarded, before the start of the contract at latest, which confirms that the producer or importer is a member of a take back system (i.e.

producer responsibility system), or has an own take back system for disposable packaging.

#### *5.7.5 Cost considerations*

(No text here).

#### *5.7.6 Relevant European legislation*

(No text here).

#### *5.7.7 Information sources*

- The Nordic Swan's Criteria for Paper Envelopes:  
<http://www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&menuItemID=7056&pgr=14>
- The Nordic Swan's Criteria for Copy and Printing Paper (module version 3): <http://www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&menuItemID=7056&pgr=44>
- The EU Flower's criteria for office paper: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32002D0741:EN:HTML>
- Swedish Criteria for Stationery: [www.msr.se](http://www.msr.se)
- Danish Criteria for Stationery:  
<http://www.miljoevejledninger.dk/index.aspx?articleid=+499+499>
- Paper Profile: [www.paperprofile.com](http://www.paperprofile.com)
- EPD: <http://www.environdec.com/>

## 5.8 Toner Cartridges

### *5.8.1 Name of product group and scope*

This document covers the procurement of toner cartridges.

The set of criteria is based on the product-specific criteria of the Nordic eco-label (Swan) (see ch. 5.8.7.).

### 5.8.2 Key environmental impacts

**Table 8.**

| Impact             |   | Approach  |
|--------------------|---|---|
| Energy/Climate     | → | Suppliers provide information on transport and delivery of products.  |
| Chemicals          | → | Suppliers are required to have systems for monitoring use of chemicals. There are requirements for the use of glue, low concentrations of chemicals and wet strength substances in paper. |
| Emissions to water | → | There are requirements for the release of organic halogenated compounds.  |
| Waste              | → | Suppliers are required to have a return system for packaging.   |

### 5.8.3 Procurement process

(No text here).

### 5.8.4 Recommended Criteria

#### *The subject matter*

The purchase of environmentally friendly toner cartridges.

#### *Technical specifications*

- Chemicals
  - powder classified as hazardous to the environment shall not be used. This includes powders with risk phrases R50, R53, R50/53, R51/53 and R59.
  - Suppliers shall provide a declaration (under EU directive 1991/155/ECC with amendments), that all substances have a CAS number. In addition suppliers shall provide information on which substances are classified as hazardous to the environment.
  - Toner powder classified as carcinogenic (R40, R45, and R49), teratogenic (R60, R61, R62 or R63), mutagenic (R46 or R68), toxic (R23, R24, R25, or R48), very toxic (R26, R27, R28 or R39), or any combination of the above, according to current Norwegian regulations, shall not be used.
  - The amount of heavy metals in toner, lead, cadmium, quicksilver, chrome (oxidization number 6) shall not exceed 100 ppm (100 mg per kilo).
  - Traces of amine shall not exceed 500 mg/kg (measured as primary unsulfonated aromatic amines dissolved in 1 M hydrochloric acid and expressed as aniline).
  - Toner shall not contain more than 10 mg/kg of Benzidine, beta Naphthylamine and 4-Amino biphenyl.

*Verification:*

All products carrying the European Ecolabel, Nordic Swan or Blue Angel will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.

Alternatively the bidder must provide a written guarantee that this criterion will be met.

*Selection Criteria*

The supplier shall have routines in place to ensure that finished products do not contain more than the legal maximum concentrations of hazardous chemicals, as regulated at the EU market.

*Verification:*

A declaration from the bidder, that describes routines which document that the requirements are met. If these routines are described in the bidder's environmental management and auditing system, according to the requirements of ISO 14001 or equivalent 3<sup>rd</sup> party verification system, it is sufficient to produce a valid certificate.

*Award criteria*

Points will be awarded if the product fulfils the following criteria:

- Replacement parts do not contain chlorinated plastics.
- Toner cassettes consist, in weight, at least 75% recycled parts (excluding toner powder).
- Packaging does not contain PVC or other halogenated types of plastic.
- The tenderer has a system for the return and reuse of toner cassettes.

*Verification:*

All products carrying the European Ecolabel, Nordic Swan or Blue Angel will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.

Alternatively the bidder must provide a written guarantee that the criteria will be met.

*Contract conditions*

- Packaging: If disposable packaging is used by the producer or importer, documentation shall be forwarded, before the start of the contract, which confirms that the producer or importer is a member of a take back system (producer responsibility system), or has an own take back system for disposable packaging.

*5.8.5 Cost considerations*

(No text here).

*5.8.6 Relevant European legislation*

(No text here).

*5.8.7 Information sources*

- The Nordic Swan's criteria for toner cartridges: <http://www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&menuItemID=7056&pgr=8>



## 6. Discussion and Conclusions

There are of course a number of aspects that require further attention in the criteria development work (see, e.g., NCM 2006, Part 2). However, in the work on these criteria, three areas were identified as most important, at least when considering the everyday applicability of these criteria in the purchasing work. The areas are: a) referring to the criteria or criteria sets instead of just copying them into the tender call documents, b) verification specifications that would guarantee exact and reliable verification that could be easily assessed by the purchaser, c) contract models that would include sanctions if the delivered products and services, and the actions of the supplier, do not fulfil the selection criteria or technical specifications or would disagree with the information given about fulfilling the award criteria.

It is recommended that the public purchasers in the Nordic countries start to widely use the criteria presented here and by the EU (Toolkit)<sup>8</sup>.

It is also proposed that the EU Commission takes these criteria sets into account in the further work on “common GPP criteria” outlined in the “Public procurement for a better environment”<sup>9</sup> communication.

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<sup>8</sup> [http://ec.europa.eu/environment/gpp/toolkit\\_en.htm](http://ec.europa.eu/environment/gpp/toolkit_en.htm)

<sup>9</sup> It is worth noticing, that the EU Commission has proposed to formalise the consultation processes, with the aim of achieving more and better GPP based on common GPP criteria and a common measurement method, based on the principles of the open method of coordination. It will invite Member States to formally endorse the already developed Toolkit-criteria, after their endorsement by the Commission services and following a final consultation round with the Member States and with stakeholders from industry and civil society, in accordance with the Minimum Standards for Consultation. EU Commission sees that the formal endorsement by Member States would imply that the common GPP criteria would be included in the national action plans and guidance on GPP.



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# Sammanfattning

Vikten av grön offentlig upphandling har ökat snabbt i sammanhanget hållbar utveckling sedan de första åren av det nya årtusendet. Nordiska Ministerrådet inledde 2003 en process för att ta fram gemensamma nordiska produktspecifika miljökriterier för offentlig upphandling, t.ex. för statliga organisationer och kommuner. Den nyligen antagna Miljöhandlingsplan 2009–2012 fastställer som mål för de nordiska länderna att de ska vara en föregångare när det gäller miljöanpassad upphandling.

Syftet med denna rapport är att presentera nordiska exempel på allmänt utformade miljökriterier för åtta produktgrupper:

1. Tvål och schampo
2. Madrasser
3. Hotelltjänster
4. Belysning
5. Vitvaror
6. Kläder
7. Kontorspapper och kuvert
8. Toner kassetter.

Detta är den första uppsättningen kriterier som kan ses som "exempel från de nordiska länderna". Även om det ursprungliga målet var att åstadkomma allmänna nordiska kriterier, uppnåddes detta inte på grund av att länderna använde olika processer för att ta fram kriterierna (t.ex. konsultationsprocesser). Detta arbete samordnades och genomfördes i nära samarbete med ett EU-program som introducerade kriterier för 10 produktgrupper ([http://ec.europa.eu/environment/gpp/toolkit\\_en.htm](http://ec.europa.eu/environment/gpp/toolkit_en.htm)). Därmed överlappar produktgrupperna i de två undersökningarna inte varandra, utan kompletterar i stället varandra och kriterierna har ett gemensamt format.

Rapporten ger även en kort översikt av de nationella handlingsplanerna för gröna offentliga upphandlingar i Danmark, Finland, Norge och Sverige.



# Appendix 1. Developing environmental criteria for public purchase of hotel services

(Author of Appendix 1: Ari Nissinen, Finnish Environment Institute)

## *GPP background document*

Nordic Council of Ministers has a project about “common criteria” for greener public purchasing in the Nordic countries. At the same time, EU Commission has a project about “GPP toolkits”. These two projects have co-operation, and work together to produce environmental criteria for 20 product or service groups.

## *Finnish framework contract as the basis for the core criteria of hotels*

This paper describes the development of “hotel criteria”. The first version of the criteria was developed in spring 2007 for the purchase of hotel services by Hansel Ltd, which makes the framework contracts of the state of Finland. The development was done in co-operation between an expert from Finnish Environment Institute and a group of three experts that takes care of the procurement of this product group in Hansel. In addition, an expert from Energy saving organization Motiva Ltd was heard. Suppliers were heard in the technical discussion.

The criteria of EU Eco-label for “Tourist accommodation services” and Nordic Eco-label for “Hotels and youth hostels” were used as a basis for the hotel criteria. The environmental and purchasing experts went them through and selected a group of criteria for further work. See last chapter for the criteria that were rewritten to the documents of the tender call.

The arguments for selecting the specific criteria from the total criteria sets of the eco-labels were:

- understanding of the criterion and its environmental importance by the purchaser group
- practical aspects of the tender call and document handling, the suitable amount of criteria was felt to be in the order of 3–10
- importance for the client when staying in the hotel room and trying to behave in an environmentally sound way
- possibility for the purchaser to verify each criterion, based on reliable documents or easily made observations by the purchaser and clients,

- market situation and response from suppliers in the technical discussion.

Notice however, that the burden of instant verification was lightened by introducing some criteria as contract clauses which do not require immediate verification. This was the case especially for conditions that are required in Finland (and also in most other countries) by law and/or authorities (like waste water treatment), and there is a high probability that the purchaser will get the information if the supplier does not follow the rules. In addition, energy auditing of hotels was considered very important, but as obligatory requirement it would have limited the number of suppliers a lot. Thus it was introduced as a contract condition, so that the awarded hotels must take care of it within two years.

The Finnish criterion set was used as the basis for the core criteria. There was one award criteria that was not included in the core criteria, dealing with monitoring the energy consumption – however this is taken into account in the contract condition that requires energy auditing.

#### *EU eco-label as the basis for the comprehensive criteria of hotels*

After producing the core criteria from the Finnish framework contract, the criteria set of EU Flower was restudied in order to produce a more comprehensive criteria set. As a result, aspects like renewable energy and waste water treatment were considered as important parts of comprehensive European criteria set (see Appendix 1). Additionally, environmental management system was also considered to be an important selection criteria, in accordance with some other coincident framework purchases in Finland and the first draft of the criteria for cleaning services in the “GPP toolkits” project funded by the EU Commission.

#### *Aims of the criteria of eco-labels “EU Flower” and “Nordic Swan”*

EU eco-label criteria for tourist accommodation service aim in particular to:

- limit energy consumption
- limit water consumption
- limit waste production
- favour the use of renewable resources and of substances which are less hazardous to the environment and
- promote environmental communication and education.

The selected “comprehensive hotel criteria” focus more specifically on:

- energy efficiency,
- share of renewable energy sources,

- decrease in the total amount and unsorted amount of waste especially in the hotel room,
- separate collection of hazardous waste,
- treatment of waste water
- environmental management systems (which promote a broad range of environmental aims).

#### *More information*

For more information about the ecological soundness of hotels and the related criteria, see the web-site of EU eco-label and the criteria documents of both EU eco-label and Nordic eco-label.

- EU eco-label: [http://ec.europa.eu/environment/ecolabel/product/pg\\_tourism\\_en.htm#criteria](http://ec.europa.eu/environment/ecolabel/product/pg_tourism_en.htm#criteria)
- Nordic eco-label: [www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&menuItemID=&pgr=72](http://www.svanen.nu/Default.aspx?tabName=CriteriaDetailEng&menuItemID=&pgr=72)

#### *Selected criteria of EU eco-label and Nordic eco-label*

The following EU eco-label criteria were used as the basis for the Finnish framework contract and the core criteria set and the comprehensive criteria set of hotels:

1. Electricity from renewable sources<sup>10</sup>
19. Waste water treatment
20. Waste water plan
23. Waste separation by guests (Finnish, core<sup>11</sup>)
24. Hazardous waste
25. Waste separation
27. Disposable products (Finnish, core)
32. Policy setting and action program
33. Staff training
35. Energy and water consumption data (Finnish)
53. Automatic switching off lights in guest rooms (Finnish, core)
80. EMAS registration or ISO certification.

In addition, the fulfilling of all the requirements of the EU eco-label (except environmental management systems) was considered as an important proof of environmental soundness.

In addition to EU eco-label criteria, also the criteria of the Nordic eco-label were studied and the ones that were parallel to the EU Flower criteria were considered for further work. They were following:

- P11. Energy analysis (Finnish, core<sup>2</sup>)

<sup>10</sup> Codes like 1, 2, etc. and P1, O19 etc. refer to the codes in each eco-label criteria document.

<sup>11</sup> The criteria that were earlier used for the Finnish framework contract are marked with "Finnish" and those used for the core criteria are marked with "core".

- P11. Water-saving taps
- P16. Dispensers for soap and shampoo (Finnish, core)
- P26. Lighting (demand-controlled in guest rooms) (Finnish, core)
- P29. Water-saving showers
- P31. Disposable items (Finnish, core)
- P32. Waste sorting (Finnish, core)
- O19. Environmentally dangerous waste
- O20. Waste sorting
- O27. Organisation and responsibility
- O28. Actions to reduce environmental impact
- O31. Guest information
- O32. Continuous measurements (Finnish)

Similarly as for the EU eco-label, the fulfilling of all the requirements of the Nordic eco-label (except environmental management systems) was considered as an important proof of environmental soundness.

## Appendix 2. Developing environmental criteria for public purchasing of lamps

This paper describes how the product sheet for lamps was developed. The lamps criteria are based on a guideline developed in the European Commission's project GreenLabelsPurchase (GLP).

The GLP guideline and criteria are primarily based on different eco-label requirement and definitions including:

- *EU energy label* – According to the European Union Directive, consumer lamps must be labelled with the EU's energy label with the exception of low voltage halogen and reflector lamps. The classification ranges from A to G, with A indicating the lowest energy consumption and G the highest. Compact fluorescent lamps (CFLs) normally fulfil class A requirements, whereas incandescent lamps normally fall to the lowest categories E-G.
- *EU Eco-label* has labelling for single ended and double ended lamps.
- *Blauer Engel* is a German eco-label. In the product group of lightning, it has labelling only for electric ballasts for fluorescent lamps.
- *Energy Star* is a program by the U.S. Environmental Protection Agency and the U.S. Department of Energy. Energy Star has labelling for CFLs and some lightning fixtures.
- *The Swan* does not have labelling for lightning.
- *European CFL's Quality Charter* has quality criteria for CFLs
- In short, most ecolabels and schemes have labelling and criteria only for (compacts) fluorescent lamps. Incandescent lamps apparently do not have labelling because in most cases they can be replaced by more energy efficient alternatives such as CFLs. There is no labelling/criteria for LED technology either even though LEDs are very energy efficient. However, LED technology is developing so fast at the moment that apparently it has not been reasonable to develop criteria for LED technology yet.

The challenge of developing procurement criteria set for lightning was the fact that there is no common, standard terminology or definitions for lightning technologies. Different manufacturers, labelling schemes etc. may use different terminology for the same technology. Because of this, the comparison of different technologies and label schemes specifications can be very difficult.

In the process of developing the criteria set, three lightning experts were asked to comment the criteria and the terminology. The original ecolabel requirements and background documents were also studied for further information and understanding of the terminology and specifications.

The GLP criterion was used as a baseline for criteria development with some exceptions:

- some criteria are essentially the same in content, but explained in more detail in the GPP paper to ensure that it will be understood correctly. Whenever this has been done, the original ecolabel or other relevant criteria has been checked.
- some individual criteria were left out because they might have been too demanding or difficult to understand and verify by most purchasers

Further information on definitions and testing methods can be found in the ecolabels requirement documents.

#### *More Information*

- EU Eco-Label: [http://ec.europa.eu/environment/ecolabel/index\\_en.htm](http://ec.europa.eu/environment/ecolabel/index_en.htm)
- EU Energy Label
- Energy Star: [www.energystar.gov](http://www.energystar.gov)
- Blue Angel
- European CFL's Quality Charter: <http://re.jrc.ec.europa.eu/energyefficiency/CFL/index.htm>
- GreenLabelsPurchase, lightning: <http://www.greenlabelspurchase.net/en-Lighting.html>