

A guide to Nordic Ecolabel's Building Materials Database



Dear Building Materials Manufacturer,

Welcome to Nordic Ecolabel's Building Materials Database. By following the steps below, your product(s) will be visible to all Nordic Ecolabel licence holders and companies which currently are in the process of constructing a Nordic Swan Ecolabelled building.

When all the steps below have been completed, your product(s) will receive the status "Application registered". A Nordic Ecolabel environmental officer will go through all the details and documentation of your product. Once this is done, provided that your product fulfills Nordic Ecolabel's requirements, your product will receive that status "listed" and may be used in the construction of a Nordic Swan Ecolabelled building.

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Before you start , please consult the [Product Matrix](#) in order to see whether or not your product should be listed in the Nordic Ecolabelling Portal. Only product types marked in **green** and with an X in the column *Nordic Ecolabelling Portal* should be registered and declared.

	Nordic Ecolabelling Portal
Small houses, apartment buildings and buildings for schools and pre-schools - Criteria Generation 3 Last updated 2021-02-02	
Version 3.10.1	
Product	
012 Sheet materials	
01202 Veneer	
01203 Plywood	X
01205 Shuttering plywood	
01207 Built-up boards & glued joints	X
01208 Chipboard	X
01209 OSB sheets	X
01211 Laminated plastic sheet	X
01212 Gypsum wall boards	X
01213 Cement-based boards	X

Do you want to register an entire "product family" with multiple but very similar products? This could be a range of flooring in 10 different colours or gypsum boards available in 5 different sizes. Then you can register the "family" as one product and specify which colours/dimensions/etc. are part of the family in the field "Add additional information of the product" (see step 2 below).

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Start off by signing the agreement to get access to the Nordic Ecolabelling Portal. Scan and email the signed agreement to hus@svanen.se.

Once the contract has been signed and submitted, you will receive an account and will be able to log into the database to register and declare your products.

Start by clicking **Listed Products** → **Add Listed Products** in the top menu.

The screenshot shows the Nordic Ecolabelling Customer Portal. At the top, there is a navigation bar with the following items: LISTED PRODUCTS (with a dropdown arrow), ADDRESSES (with a dropdown arrow), CASES (with a dropdown arrow), LICENCES (with a dropdown arrow), and COLLECTIONS (with a dropdown arrow). On the right side of the navigation bar, it says "Sofia Korpar Malmström Nordic Ecolabelling" and "SK" with a dropdown arrow. Below the navigation bar, there is a sidebar on the left with the following items: LISTED PRODUCTS, ADDRESSES, CASES, LICENCES, and COLLECTIONS. The main content area has a header that says "Welcome to Nordic Ecolabelling Customer Portal" and "Nordic Ecolabelling" with a logo. Below the header, there is a section titled "Guides and Instructions" with a hamburger menu icon. Under this section, there are two items: "Grocery stores: How to open the guide" dated 21-10-2016 12:31:40, and "Information for building companies" dated 29-09-2016 14:48:33. Each item has a "Read More" link. At the bottom of the section, there is a "View All News..." link.

You will now see this view.

The screenshot shows a web application interface for managing products. The top navigation bar includes 'LISTED PRODUCTS', 'ADDRESSES', 'CASES', 'LICENCES', and 'COLLECTIONS'. The main content area is titled 'Product information' and contains several form fields. The fields 'Product Name *', 'Product Subcategory', 'Manufacturer Contact', 'Product Group', and 'Product Type' are highlighted with pink circles. Other fields include 'Status' (Request for Application), 'Product Category' (Products in Nordic Ecolabelled Buildings), 'Valid from', 'Listed Date', 'Valid to', and 'Listed by'. The 'General' section has a large text area for 'Remarks (Reserved for Nordic Ecolabelling)' and a smaller one for 'Add additional information of the product (Reserved for the Manufacturer)'. The left sidebar contains 'LISTED PRODUCTS' and 'ADD LISTED PRODUCTS'.

Fill out the fields marked above:

Product name : This will be used to identify the product by you and by Nordic Ecolabelling. It will not be visible to portal users who are searching for products.

Product Subcategory : This field decides which declaration you will fill out in the next stage. Please check the [Product Matrix](#) to see which appendix you should use.

Manufacturer contact : Choose a name from the list. This is the person Nordic Ecolabelling will contact if needed.

Product Group : Choose a category from the dropdown menu. This will open up the field **Product Type**. If you can't find a good match in Product Type, try another Product Group to get more options for Product Type.

Add additional information of the product : Here you have the opportunity to further describe and market your product, as a service to the buyer. Please state details such as area of use (what type of surface your product should be used on, whether it's a product best suited for use outdoors or indoors etc.) and other unique selling points for your product, but keep the information short and clear. This information will be visible to your potential customers inside the portal. Here, you can also add information on different colours or sizes available.

Scroll down to fill out **Trade Name**s for your product, and in which countries it is marketed. The trade name is the name that will be visible to portal users. The trade name can be the same as the Product Name you provided in step 2. If possible, use the same product name as in your website to make it easier for your customer to understand which product is listed. By default, only products which are sold in the country where the portal user is located are shown. However, the portal user has the possibility to search for products sold in other countries.

Trade Name and Sales Agent

Sweden

Marketed In SE

Yes
 No

Trade Name (SE)

GTIN (SE)

ID number (SE)

Finland

Marketed In FI

Yes
 No

Trade Name (FI)

GTIN (FI)

ID number (FI)

Norway

Marketed In NO

Yes
 No

Trade Name (NO)

GTIN (NO)

ID number (NO)

Iceland

Marketed In IS

Yes
 No

Trade Name (IS)

GTIN (IS)

ID number (IS)

Denmark

Marketed In DK

Yes
 No

Trade Name (DK)

GTIN (DK)

ID number (DK)

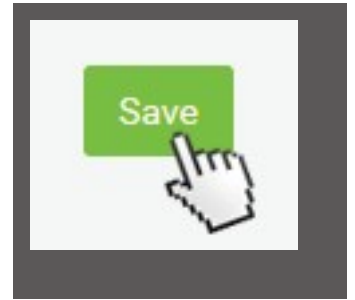
English

Trade Name (English)

SAVE



Save your work as you go along to avoid that your work might be lost.



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Once your progress has been successfully saved, the button **Declare your product** will appear. If it does not appear, check that all fields described in step 2 are filled out.

When clicking the **Declare your product** button you will get a pop-up window containing the declaration chosen in step 2 (Product Subcategory). If the declaration does not seem to be relevant to your product, please check that the appendix chosen in Product Subcategory in step 2 is the same appendix as indicated in the [Product Matrix](#). Note that some product groups must be declared using more than one appendix, in that case you can print, fill out and upload declarations at the end of the first declaration.

- 7 Declaration from the manufacturer of the chemical product test
 - 7.1 Classification of chemical products
 - 7.2 Constituent substances
 - 7.3 CMR substances (2/2)
 - 7.4 Preservatives in chemical products for indoor use
 - 7.5 Other substances excluded from use (1/1)
 - 7.6 Nanoparticles in chemical products
 - 7.7 Upload documentation

Declaration 7 Declaration from the manufacturer of the chemical product test

This declaration applies to all chemical products used in construction work at the building site or by manufacturers of prefabricated construction elements. Chemical products used to construct any supplementary buildings, fences, decking, outdoor furniture, playground equipment and similar items are also included.

This declaration is completed and submitted by the manufacturer of the chemical product based to the best of his/her knowledge at the time of the declaration, also based on tests and/or declarations from raw material manufacturers, recipe and available knowledge of the

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Start filling out the declaration and be sure to click the Save button often. To navigate through pages, use the arrows at the bottom of the page.

Declaration from the manufacturer of the chemical product test

7.1 Classification of chemical products

Is the chemical product classified according to the table below? No Yes

If yes, which classification?

Classification under CLP Regulation 1272/2008	
Hazard class and category	Hazard phrases
Toxic to aquatic organisms Category acute 1	H400* **, H410, H411 ***



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When you reach the end of the declaration, you will have the possibility to upload the required documents specified in the [Product Matrix](#). This will typically be product specification sheets, test reports, additional signed declarations and safety data sheets.

Click Select to browse for the necessary file. If you need to upload more than one file, please click select again, after you have chosen the first file.

● Safety Data Sheet.pdf Upload

Remove

Select

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When you are finished selecting documents, please click **Upload**. It is also possible to add a link to e.g. a safety data sheet or the product description page on your website (remember to click Done).

Declaration from the manufacturer of the chemical product test

7.7 Upload documentation

Concerning chemical products, the following document must be uploaded:

Safety data sheet in accordance with the statutory requirement in the country of application, e.g. Annex II to REACH (Council Regulation (EC) no. 1907/2006) for the chemical products.

- Safety Data Sheet.pdf
- Remove
- Signed appendix 12.pdf
- Product specification.docx
-

Link to safety data sheet

Declaration from the manufacturer of the chemical product test

7.7 Upload documentation

Concerning chemical products, the following document must be uploaded:

Safety data sheet in accordance with the statutory requirement in the country of application, e.g. Annex II to REACH (Council Regulation (EC) no. 1907/2006) for the chemical products.

Select	Upload
Safety Data Sheet.pdf	02-02-2021 14:24 <input type="button" value="Delete"/>
Signed appendix 12.pdf	02-02-2021 14:27 <input type="button" value="Delete"/>
Product specification.docx	02-02-2021 14:27 <input type="button" value="Delete"/>

Link to safety data sheet

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When all files are uploaded, click **Save**, and then **Ready for Evaluation**. The button will then change to Regret – Ready for Evaluation. This means that the declaration is submitted and awaiting evaluation by Nordic Ecolabelling. Do not click the Regret button unless you want to change the declaration. Now you can close the declaration window. You will see the product in your product list, and its status will be **Application registered**. Remember to click Save again, at the bottom of the page where you filled out trade names.

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Remind your customer, who asked you to list the product, to contact Nordic Ecolabelling about evaluating the product. When the product has been evaluated, its status will change to **Listed**, or in some cases **Listed with remarks**. This makes it visible in the Nordic Ecolabelling Portal, and it can be used in the construction of a Nordic Swan Ecolabelled building.



Please note: Should your product not fulfill Nordic Ecolabel's requirements for building products used in a Nordic Swan Ecolabelled building, it will get the status **Denied**. You will be notified about this in an e-mail and your product will not be shown in the database. Only Nordic Ecolabelling and you as the producer will see the Denied product.

Do not hesitate to contact us if you should encounter any problems!

Thank you for your interest in showing your products on Nordic Ecolabel's Building Materials Database!