

Part E. Checklist

Applicant's Checklist		
This checklist summarises the documentation to be provided for each Criterion. This checklist must be completed by the applicant.		
	Mark when done	
PRODUCT DESCRIPTION		
Documents to be submitted to the Competent Body:	Included	Does not apply
 Part C-D: Assessment and verification form (sheet declaration: Product description.) – applicant		
CRITERION 1 - SUBSTRATE		
Documents to be submitted to the Competent Body:	Included	Does not apply
 Part C-D: Assessment and verification form (sheet declaration criterion 1.) – applicant		
<i>Documents that demonstrates compliance with the criterion</i>	Included	Does not apply
 Valid EU Ecolabel certificate for “Graphic paper” in accordance with Annex I to Commission Decision (EU) 2019/70 for each paper substrate used in a EU Ecolabel certified product;		
 Acknowledgement delivered by a Competent Body that a given substrate is EU Ecolabel certified		
 Competent body contract appendix with EU Ecolabel license number and paper trade name		
<i>Supporting information:</i>	Included	Does not apply
○ Description of the paper substrate(s) used in a product including the trade names and amounts of paper used as well as the name of the supplier: Part C-D: verification form (sheet declaration criterion 1.)		
CRITERION 2 – RESTRICTED SUBSTANCES		
Documents to be submitted to the Competent Body	Included	Does not apply
 Part C-D: Assessment and verification form (sheet declaration - Restricted substances list, and criterion 2.1-2.7) – applicant		
<i>Documents to be submitted from supplier(s) (Annex I – Declaration 2.1 – 2.6)</i>	Included	Does not apply
 Declaration 2.1 -2.2 (SVHCs) of the non-presence of SVHCs above 0,10% and chemical lists and CLP classification (<i>mandatory declaration to be attached to Declarations 2.3 – 2.5</i>)		
 Declaration 2.3. - Biocidal products and biocidal active substances and Declaration 2.1-2.2;		
 Declaration 2.4. - Cleaning agents and Declaration 2.1-2.2;;		
 Declaration 2.5. - Alkyl phenol ethoxylates, halogenated solvents and phthalates and Declaration 2.1-2.2;;		
 Declaration 2.6. - Restrictions applying to printing inks, toners and varnishes and Declaration 2.1-2.2;		

<i>Supporting information:</i>	Included	Does not apply
<ul style="list-style-type: none"> ○ A list of process and functional chemicals needs to be supported by safety data sheet and/or a declaration from the chemical supplier. 		
<ul style="list-style-type: none"> ○ SDS supporting hazard classification or non-classification. The following information shall be provided to support declarations of the hazard classification or non-classification for each substance identified as being used: <ul style="list-style-type: none"> i. The substance's CAS, EC or list number; ii. The physical form and state in which the substance is used; iii. Harmonised CLP hazard classifications; iv. Self-classification entries in ECHA's REACH registered substance database . 		
<ul style="list-style-type: none"> ○ A proof of compliance with the relevant derogation condition is added. 		
CRITERION 3 – RECYCLABILITY		
Documents to be submitted to the Competent Body	Included	Does not apply
 Part C-D: Assessment and verification form (sheet declaration criterion 3.) – applicant		
<i>Documents to be submitted from supplier(s) (Annex I – Declaration 3.1, 3.2., and 3.3.)</i>	Included	Does not apply
 Declaration 3.1. - Removability of non-paper parts		
 Declaration 3.3. - Adhesives removability		
 Declaration 3.4. - Deinkability		
<i>Supporting information:</i>	Included	Does not apply
<ul style="list-style-type: none"> ○ A list of non-paper materials used in a product 		
<ul style="list-style-type: none"> ○ The result(s) of test report(s) according to the PTS method PTS-RH 021, the ATICELCA 501 evaluation system or equivalent standard; 		
<ul style="list-style-type: none"> ○ The result(s) of the adhesives removability test according to INGEDE Method 12 or equivalent; 		
<ul style="list-style-type: none"> ○ Safety data sheet of adhesive used that demonstrates that the adhesive is water-based; 		
<ul style="list-style-type: none"> ○ Document that demonstrates that adhesive applications used are listed in the Annex of the “Assessment of Printed Product Recyclability, Scorecard for the Removability of Adhesive Applications” 		
<ul style="list-style-type: none"> ○ The Result(s) of deinking test according to INGEDE Method 11, or equivalent; 		
<ul style="list-style-type: none"> ○ For envelopes with inner printing - specifications of the weight/m² of the paper used according to UNE-EN ISO 536 or opacity according to ISO 2471 		
<ul style="list-style-type: none"> ○ Document that demonstrates that printing technologies and material combinations are listed in the Annex of the “Assessment of Printed Product Recyclability, Deinkability Score” 		
CRITERION 4 - EMISSIONS		
Documents to be submitted to the Competent Body	Included	Does not apply
 Part C-D: Assessment and verification form (sheet declaration criterion 4) – applicant		
 VOCs Mass Balance Form - applicant		

<i>Documents to be submitted from supplier(s) (Annex I – Declaration 4)</i>	Included	Does not apply
 Declaration of VOCs content in, inks, washing agents, damping solutions or other corresponding chemical products		
<i>Supporting information:</i>	Included	Does not apply
○ Results of the analytical test EN ISO 11885 for Cr and Cu content at the point of discharge		
○ A description of the abatement system in place		
○ Documentation related to the control and the monitoring of Cr(VI) emissions and test results related to the reduction of Cr(VI) emissions to the air (Criterion 4.2(a))		
○ A declaration of the VOC content in, inks, washing agents, damping solutions or other corresponding chemical products		
○ The solvent mass balance is performed on yearly basis. A written evaluation is upon request available to the competent body. (Criterion 4.2.)		
○ The measurement data of waste gas is registered and available upon request for the competent body (Criterion 4.2)		
CRITERION 5 - WASTE		
Documents to be submitted to the Competent Body		
 Part C-D: Assessment and verification form (sheet declaration criterion 5) – applicant	Included	Does not apply
<i>Documents to be submitted from supplier(s) (Annex I – Declaration 4 Part and/or Part B)</i>	Included	Does not apply
 Declaration 5 Part A. – Waste management when waste management is sub-contracted		
 Declaration 5 Part B. – Waste management when the finishing process is outsourced		
<i>Supporting information from applicant and an external sub-contractor if the waste management is outsourced:</i>	Included	Does not apply
○ A description of the procedures adopted for waste management for each site considered;		
○ Registration with EU Eco-Management and Audit Scheme (EMAS);		
○ ISO 14001 certification.		
○ The annual amount of waste paper produced during the finishing processes		
CRITERION 6 – ENERGY MANAGEMENT		
Documents to be submitted to the Competent Body		
 Part C-D: Assessment and verification form (sheet declaration criterion 6) – applicant	Included	Does not apply
<i>Supporting information</i>	Included	Does not apply
○ A description of the procedures adopted for energy management system;		
○ Documentation that demonstrates that a site is certified according to ISO 50001, EN 16247, or equivalent;		
○ Registration with EU Eco-Management and Audit Scheme (EMAS)		
○ ISO 14001 certification;		

CRITERION 7 - TRAINING		
Documents to be submitted to the Competent Body:	Included	Does not apply
 Part C-D: Assessment and verification form (sheet declaration criterion 7) – applicant		
<u>Supporting information:</u>	Included	Does not apply
○ A description of the training programme, its content, and an indication of which staff have received what training and when.		
○ A sample of training material.		
CRITERION 8— FITNESS FOR USE		
Documents to be submitted to the Competent Body:	Included	Does not apply
 Part C-D: Assessment and verification form (sheet declaration criterion 8) – applicant		
<u>Supporting information:</u>	Included	Does not apply
○ A letter/document/statements issued by clients for a specific product, assuring that the product met their specifications and performs well in its intended application;		
○ A detailed description of procedure of handling consumer complaints;		
○ A documentation demonstrating the quality certification, in accordance with the standard ISO 9001, or equivalent;		
○ A documentation demonstrating the paper quality, in accordance with the standard EN ISO/IEC 17050-1.		
CRITERION 9 and 10 — INFORMATION ON THE PRODUCT AND INFORMATION APPEARING ON THE EU ECOLABEL		
Documents to be submitted to the Competent Body:	Included	Does not apply
 Part C-D: Assessment and verification form (sheet declaration criterion 9 and 10) – applicant		
<u>Supporting information:</u>	Included	Does not apply
○ An image/artwork of the product packaging (or product) that clearly shows the label, the registration/licence number and, where relevant, the statements that can be displayed together be displayed together with the label		