**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 |  |  |
| *Documents that demonstrates compliance with the criterion* | 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 an 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 |  |  |
| *Supporting information:* | 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 |  |  |
| *Documents to be submitted from supplier(s) (Annex I – Declaration 2.1 – 2.6)* | 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 (*mandatory declaration to be attached to Declarations 2.3 – 2.5*) |  |  |
| * 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; |  |  |
| *Supporting information:* | Included | Does not apply |
| * A list of process and functional chemicals needs to be supported by safety data sheet and/or a declaration from the chemical supplier. |  |  |
| * 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:  1. The substance’s CAS, EC or list number; 2. The physical form and state in which the substance is used; 3. Harmonised CLP hazard classifications; 4. Self-classification entries in ECHA’s REACH registered substance database. |  |  |
| * 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 |  |  |
| *Documents to be submitted from supplier(s) (Annex I – Declaration 3.1, 3.2., and 3.3.)* | Included | Does not apply |
| * Declaration 3.1. - Removability of non-paper parts |  |  |
| * Declaration 3.3. - Adhesives removability |  |  |
| * Declaration 3.4. - Deinkability |  |  |
| *Supporting information:* | Included | Does not apply |
| * A list of non-paper materials used in a product |  |  |
| * The result(s) of test report(s) according to the PTS method PTS-RH 021, the ATICELCA 501 evaluation system or equivalent standard; |  |  |
| * The result(s) of the adhesives removability test according to INGEDE Method 12 or equivalent; |  |  |
| * Safety data sheet of adhesive used that demonstrates that the adhesive is water-based; |  |  |
| * 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” |  |  |
| * The Result(s) of deinking test according to INGEDE Method 11, or equivalent; |  |  |
| * 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 |  |  |
| * 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 |  |  |
| *Documents to be submitted from supplier(s) (Annex I – Declaration 4)* | Included | Does not apply |
| * Declaration of VOCs content in, inks, washing agents, damping solutions or other corresponding chemical products |  |  |
| *Supporting information:* | 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 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:** | Included | Does not apply |
| * Part C-D: Assessment and verification form (sheet declaration criterion 5) – applicant |  |  |
| *Documents to be submitted from supplier(s) (Annex I – Declaration 4 Part A and/or Part B)* | 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 |  |  |
| *Supporting information from applicant and an external sub-contractor if the waste management is outsourced:* | 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:** | Included | Does not apply |
| * Part C-D: Assessment and verification form (sheet declaration criterion 6) – applicant |  |  |
| *Supporting information* | 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 |  |  |
| *Supporting information:* | 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 |  |  |
| *Supporting information:* | 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 |  |  |
| *Supporting information:* | 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 with the label |  |  |