Nordic Ecolabelling of

Installation and maintenance of fixed mats



Version 1.0 • 1. juni 2016 - 12. august 2016
Draft for consultation

Nordic Ecolabelling

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This document is a translation of an original in Norwegian. In case of dispute, the original document should be taken as authoritative.

Addresses

In 1989, the Nordic Council of Ministers decided to introduce a voluntary official ecolabel, the Nordic Ecolabel. These organisations/companies operate the Nordic ecolabelling system on behalf of their own country's government. For more information, see the websites:

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www.ecolabel.dk

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What is a Nordic Ecolabelled installation and maintenance of fixed mats/other forms of dirt prevention zones?

Use of fixed mats inside entrances to buildings of a certain size can significantly reduce the need for cleaning. Fully functional systems prevents a large amount of dirt and water from entering the building. This creates less of a need for cleaning, a better indoor environment, less floor wear and lower maintenance requirements. The solution reduces the need for transportation and washing of mats and in its turn to reduced consumption of fuel, of chemicals, water and energy.

What differentiates a Nordic Ecolabelled solution for fixed mats from a non-ecolabelled solution is that the Nordic Ecolabelled variant has a documented minimum effectiveness in stopping dirt and debris (surface dust level) for a long guarantee period. In addition, the solution includes reduced quantities of substances in the mats that are harmful to health and the environment, training of mat installers and training and follow-up of the cleaners who clean the mats, to ensure high performance throughout the lifetime of the mats.

Why choose the Nordic Ecolabel?

- Suppliers of the installation and maintenance of fixed mats or other forms of dirt prevention zones may use the Nordic Ecolabel trademark for marketing. The Nordic Ecolabel is a very well-known and well-reputed trademark in the Nordic region.
- The Nordic Ecolabel is a simple way of communicating environmental work and commitment to customers.
- The Nordic Ecolabel clarifies the most important environmental impacts and thus shows how a company can cut emissions, resource consumption and waste management.
- Environmentally suitable operations prepare the supplier for future environmental legislation.
- Nordic Ecolabelling can be seen as providing a business with guidance on the work of environmental improvements.
- The Nordic Ecolabel not only covers environmental issues but also quality requirements, since the environment and quality often go hand in hand. This means that a Nordic Ecolabel licence can also be seen as a mark of quality.

What can carry the Nordic Ecolabel?

Suppliers of the installation and maintenance of fixed mats or other forms of dirt prevention zones for entrances may apply for the Nordic Ecolabel.

It is required that licensees supply equipment to clean the mats and provide the necessary training to the staff who actually do the work at the customer's premises, as well as training the mat installers.

Rental of loose mats that are collected, replaced with clean mats and laundered cannot be licensed under these criteria. A licence for this type of service can be sought via Nordic Ecolabelling's Criteria for Textiles Services.

How to apply

Application and costs

For information about the application process and fees for this product group, please refer to the respective national web site. For addresses see page 2.

What is required?

The application must consist of an application form/web form and documentation showing that the requirements are fulfilled.

The criteria comprise only obligatory requirements indicated with the letter "O" followed by a number. These requirements must always be fulfilled.

The text describes how the applicant shall demonstrate fulfilment of each requirement. There are also icons in the text to make this clearer. These icons are:

✉ Enclose

🔑 The requirement checked on site.

All information submitted to Nordic Ecolabelling is treated confidentially. Suppliers can send documentation directly to Nordic Ecolabelling, and this will also be treated confidentially.

Licence validity

The ecolabel licence is valid providing the criteria are fulfilled and until the criteria expire. The validity period of the criteria may be extended or adjusted, in which case the licence is automatically extended and the licensee informed.

Revised criteria shall be published at least one year prior to the expiry of the present criteria. The licensee is then offered the opportunity to renew their licence.

On-site inspection

In connection with handling of the application, Nordic Ecolabelling normally performs an on-site inspection to ensure adherence to the requirements. For such an inspection, data used for calculations, original copies of submitted certificates, test records, purchase statistics, and similar documents that support the application must be available for examination.

In connection with the control visit Nordic Ecolabelling may ask the applicants for testing of sedimentary dust (surface dust level) three customer sites.

Queries

Please contact Nordic Ecolabelling if you have any queries or require further information. See page 2 for addresses. Further information and assistance (such as calculation sheets or electronic application help) may be available. Visit the relevant national website for further information.

1 Requirements

O1 Description of the product/service

Describe the service and how it meets the definition of what can carry the Nordic Ecolabel.

✉ Description in accordance with the above.

O2 Quantifying of sedimentary dust (surface dust level)

It must be documented that the fixed mats ensure a surface dust level[1] for the premises of:

- maximum 5.0% surface dust on difficult to reach surfaces
- maximum 1.5% surface dust on easily accessible surfaces of fixtures and fittings
- maximum 3.0% surface dust on easily accessible hard flooring
- For surfaces that are close to people (such as floors in nursery schools) the requirement level is maximum 1% surface dust on easily accessible surfaces.

Measurements are to be taken before and after installation of fixed mats, and measurements are to be taken immediately before cleaning.

In cases where the surface dust level before installing the mats is already lower than the requirements, a minimum of 0.5% improvement in surface dust levels (e.g. at a level of 2.5% surface dust before mat installation, the value must fall to a maximum of 2% surface dust). If the surface dust level is 1.5% or less, no further improvement is required. The measurements are to be conducted in what are expected to be the most heavily exposed building types (such as nurseries or schools).

The measurements are to be taken with a laser-based measuring instrument that uses the gel-tape method, for example a “BM Dust Detector" or equivalent. The measurement points must give a representative picture of the rooms in the particular premises.

The measurements are to be taken as described in Nordic industry standards for cleaning and in line with INSTA 800 version 2010.

✉ Documentation showing that the measurements have been carried out, and that the requirement is fulfilled at a minimum of five measuring points in both the rooms selected, is to be submitted at the time of application. This must include a plan showing which points were measured.

✉ The licensee’s procedures, showing that equivalent measurements are taken annually and in line with the above requirement.

🔑 In the event of an on-site inspection, Nordic Ecolabelling will want to see test results signed by the customer, showing that the requirement concerning surface

[1] INSTA 800 level 4.

dust levels and procedures has been fulfilled in a minimum of two nurseries or schools.

O3 Mat cleaning

When giving training, the licensee must instruct those carrying out the cleaning so they do not use chemicals in the daily cleaning/maintenance of the fixed mats. The mats are to be cleaned where they lie. The licensee must deliver specialist equipment for the cleaning of the mats (for example brush vacuum cleaners) to the customer's premises.

✉ Description of the system and equipment for cleaning, showing that chemicals are not used.

O4 Phtalates in mats

There must be no phthalates in the mats.

✉ Product data sheet/safety data sheet with detailed list of constituent substances.

✉ Declaration from the manufacturer of the mat stating that it does not contain any phthalates (see Appendix 1).

O5 Guaranteed period in place

It must be documented that the fixed mats will, on average, remain in place on the customer's premises for a minimum of 3 years.

✉ Copy of the contract template for customers, stating how long the mats are intended to remain in place.

O6 Disposal of used/worn mats

Metal components are to be separated from other materials and sent for recycling when the mats are taken up. This must take place before any incineration or other destruction of the mats. The other mat material must not be sent to landfill.

✉ Description of how disposal takes place and who carries it out.

✉ Declaration from the licensee that metal components are separated out and sent for recycling when the mats are taken up.

2 Quality and regulatory requirements

To ensure the fulfillment of the Swan criteria Nordic Ecolabelling demands the existence of a documented environmental management system with the following routines implemented.

If the applicant has a certified environmental management system (ISO 9001, ISO 14001 or EMAS) which covers the service that is to be ecolabelled, these requirements may be fulfilled by this system. In such a case it is sufficient for the accredited auditor to declare that the requirements are fulfilled.

O7 Training for mat installers

It must be documented that mat installers have completed a course on mat installation.

All newly employed mat installers are to be sent on a course in mat installation within 6 months of their employment, unless they have similar training from a previous job.

✉ Description of the course content

✉ Documentation from the licence applicant's quality management system showing that all mat installers have completed a course in mat installation. In addition, the quality management system must ensure that all newly employed mat installers attend such a course within 6 months of their employment, unless they have similar training from a previous job.

O8 Training for cleaners

The licensee must conduct training for the cleaners in the buildings where the mats are installed, and such training must include how the mats are to be cleaned, how the waste is to be handled and how the filters for the vacuum cleaners are replaced. Cleaners are to be given a course in how the mats are laid, before the mat installation is completed.

The licensee must have a written agreement with the customer that new cleaners in a building will also receive training in how to clean the mats before they start work.

As a minimum, the following points are to be addressed on the course:

- Correct use of the machine
- The various functions of the machine
- How to replace bags, filters and brushes
- Ergonomics, correct working position
- Demonstration of how to use the machine on the dirt prevention zone
- The function guarantee, what to do if any faults occur
- Waste handling
- Run-through of the manual that accompanies the machine

✉ Description of course content.

O9 Organisation and responsibility

An organisational chart must be drawn up. Responsibility and competence for key functions must be defined. The chart is to clearly set out who has responsibility for the Nordic Ecolabel licence, marketing, training, purchasing and finance, and who is the contact person for Nordic Ecolabelling.

✉ Copy of the organisational chart.

O10 Documentation

The licensee must retain a copy of the documentation that is submitted with the application, or maintain equivalent information in Nordic Ecolabelling's electronic system, for as long as the Nordic Ecolabel licence remains valid. All documents relating to the licence must be kept readily available by the licensee. This includes documents on internal checks and measurement reports, for example. The contact person for Nordic Ecolabelling is responsible for ensuring that the documentation is kept up to date and accessible.

🔑 Checked on site as necessary.

O11 Changes and non-comforities

Nordic Ecolabelling must be notified of and approve any planned product and marketing changes that affect the Nordic Ecolabelling requirements, before such changes are made. Unforeseen non-conformities that affect the Nordic Ecolabelling requirements must be reported to Nordic Ecolabelling.

✉ Copy of procedures in the environmental management system.

O12 Training

All employees of the licensee and mat installers/cleaners who are involved in daily operations must be familiar with the Nordic Ecolabel's requirements, in order to ensure compliance with these.

Employees of the licensee must receive ongoing orientation on general environmental issues and on the specific environmental issues associated with their field of work.

A list showing who takes part in the training is to be drawn up. Contractors are to take part in the supplier's training or show documentation that they have undergone equivalent training.

✉ Copy of procedures in the environmental management system.

O13 Customers information

Customers must be informed about the fact that they are using a Nordic Ecolabelled mat service and what that entails.

✉ Copy of procedures in the environmental management system describing how the customers are informed.

O14 Laws and regulations

The licensee must ensure compliance with the applicable legislation on the working environment, external environment, economy, hygiene and health. The company must not be subject to any form of negative ruling by the authorities that has not been corrected before the deadline given by the supervisory authority. Failure to comply with this requirement may result in Nordic Ecolabelling revoking the licence.

✉ Signed application form.

Marketing

The Nordic Ecolabel is a very well-known and well-reputed trademark in the Nordic region. The Nordic Ecolabelled service can be marketed with the Nordic Ecolabel for as long as the licence is valid.

The label must be positioned so that there is no doubt as to what the label refers to and so that it is clear that the service is ecolabelled.

More information on marketing can be found in "Regulations for the Nordic Ecolabelling of Products" dated 22 June 2011, or later versions.

Design of the Nordic Ecolabel

Design of the Nordic Ecolabel:



Each licence has a unique eight-figured licence number that must be displayed along with the label.

More information on the design of the label can be found in "Regulations for the Nordic Ecolabelling of products" 22 June 2011 or later versions.

Follow-up inspections

Nordic Ecolabelling may decide to check whether the service fulfils Nordic Ecolabel requirements during the licence period. This may involve a site visit or by requesting the submission of the latest annual report.

The licence may be revoked if it is evident that the service does not meet the requirements.

History of the criteria

Nordic Ecolabelling adopted version 1.0 of the criteria for Installation and maintenance of fixed mats on DATE MONTH YEAR. The criteria are valid until DATE MONTH YEAR.

Future criteria

When next reviewing the criteria, consideration will be given to setting new requirements/expanding the current requirements to include the following environmental aspects:

- Constituent substances in the mats
- Energy consumption of the brush vacuums
- Recycled materials in the mats
- Handling/cleaning of dirt and dust from vacuum cleaner bags

Appendix 1 Declaration concerning phtalates in mats

Producer/supplier
Product name

☐ We hereby declare that the above mentioned mats does not contain phtalates.

Producer/suppliers signature

Place and date:	Name of company/stamp:
Responsible person:	Responsible persons signature: