



Declaration guide

How to help your customers to obtain a Nordic Swan Ecolabel licence

Introduction

Thank you for helping your customers finding your items*, in connection with an application to obtain a Nordic Swan Ecolabel licence.

Nordic Ecolabelling uses your information when evaluating a licence application.

If specific properties need to be shared with your customers, it is stated in the requirements. Everything else is treated confidentially by Nordic Ecolabelling.

You can also state, in the portal, which customers should be able to find and select your items.

- Please read the guide carefully before you start declaring your items.
- Use the guide when working with your declaration.
- When Nordic Ecolabelling introduces new features, this guide may be updated. Check that you have the latest version on our website.

Contents

The process to declare item* properties.

Step 1: Sign in and change your password.

Step 2: Create your declaration request.

Step 3: Add items and declare their properties.

Step 4: Submit your declaration.

Step 5: Add more items, submit your declaration.

* Item is a general term for various goods and materials. For example chemicals, laminates, glass and fabrics.

The declaration process

How to help your customers meet the requirements to obtain a Nordic Swan Ecolabel licence.

1.
Sign in and
change your
password.

2.
“Activate” your
declaration
request.

3.
Add items and
declare their
properties.

4.
Submit your
declaration.

5.
Add more
items,
submit your
declaration.

1. Sign in and change your password.

SIGN IN

Supply Chain Declaration portal

Username

Password

[Forgot password?](#) **SIGN IN**

Nordic Ecolabelling ©
Trouble logging in? Please check your username and password.
If you need help, please contact the administrator in the country
where your account was created.
[Click here to contact us.](#)

4.3.0.1

Please use Microsoft Edge or Google Chrome as web browser.



Please sign in here:

[Supply Chain Declaration Portal](#)

The Portal Terms & Conditions appear the first time you log in.

1. Sign in and change your password.

Terms & Conditions

By using the site, I accept the following terms and conditions of Nordic Ecolabelling's Supply Chain Declaration portal:

- The login credentials are personal and must not be given to another person.
- I understand that I am responsible to ensure that all the information I provide in the portal are correct and truthful.
- I am aware that Nordic Ecolabelling may change my password to avoid misuse, and that I will be informed of this immediately.
- Nordic Ecolabelling may withdraw my login credentials if I, or anyone else assigned by my company to use the portal, in any way breach these portal terms and conditions or the Nordic Ecolabelling terms and conditions for declarations.

Accept

Reject

Please note!

Never use the browsers functionality "Translate page"

You need to accept the Terms & Conditions to proceed

1. Sign in and change your password.

NORDIC ECOLABELLING Declaration Declared Items Contacts Jane Hanson Clariwood Inc JH

Welcome to Nordic Ecolabelling Supply Chain Declaration Portal

Thank you for declaring the items your customers intend to use when applying for a Nordic Swan Ecolabel licence. Before you get started with your declaration, please visit The Nordic Ecolabelling website to get guidance on [how to declare](#) items. Please download the guide to the portal you find on this web page and read it carefully before you start with your declaration. Keep the guide as a support when working with your declaration. You can either open it on a second screen, on your mobile, or print it on paper. If you need help, you are always welcome to contact us.

Terms and conditions:
[Terms and conditions for declarations](#)

Visit our websites for more information:

[Ecolabel.dk](#) [Svanemerket.no](#) [Nordic-Ecolabel.org](#) [Joutsenmerkki.fi](#) [Svanen.se](#) [Svanurinn.is](#)

[Portal terms and conditions](#)

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4.3.0.1

Once you have signed in, you will see this view.

Here you find your company's declaration cases in progress under **Declaration**.

Items with a correct declaration, visible to license applicants, will be found under **Declared Items**.

You will also find and edit information about contacts registered on your company account, see **Contacts**.

The declaration process

How to help your customers meet the requirements to obtain a Nordic Swan Ecolabel licence

1. Sign in and change your password.
2. “Activate” your declaration request.
3. Add items and declare their properties.
4. Submit your declaration and.
5. Add more items, submit your declaration.

2. Create your declaration request.

NORDIC ECOLABELLING Declaration Declared Items Contacts Jane Hanson Clarivood Inc JH

View Declarations Add Declaration

Declaration Declared Items Contacts

Welcome to Nordic Ecolabelling Supply Chain Declaration Portal

Declaration

View Declarations Add Declaration

Terms and conditions for declarations

Visit our websites for more information:

[Ecolabel.dk](#) [Svanemerket.no](#) [Nordic-Ecolabel.org](#) [Joutsenmerkkifi](#) [Svanen.se](#) [Svanurinn.is](#)

[Portal terms and conditions](#)

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4.3.01

Please, click **Declaration** and **Add Declaration** to create your declaration request.

2. Create your declaration request.

NORDIC ECOLABELLING Declaration Declared Items Contacts Jane Hansson Clariwood Inc. JH

Declarations Add Declaration

Save Sign & Create Declaration

Declaration Information

Declarant Clariwood Inc.

Declarant's Naming of Declaration Spruce Boards B till F, 12 - 30 mm

Declaration Type * Required

Please note here the company name/your customer who is asking you to declare *

Declarant Clariwood Inc.

Declarant's Naming of Declaration Spruce Boards B till F, 12 - 30 mm

Declaration Type * Required

Ecolabelling by Creating this Declaration Request

Save Sign & Create Declaration

Please, ensure that you give your declaration a suitable name for your own company.

Click the arrows in the **Declaration Type** drop-down list and select:

1. **New** to start a declaration.
2. **Extension** to add an item to a declaration.
3. **Change** to update item properties in a declaration.

2. Create your declaration request.

NORDIC ECOLABELLING Declaration Declared Items Contacts Jane Hansson Clarifwood Inc. JH

Declarations Add Declaration

Save Sign & Create Declaration

Declaration Information

Declarant
Clarifwood Inc.

Declarant's Naming of Declaration
Spruce Boards B till F, 12 - 30 mm

Declaration Type *
New
New
Extension
Change

Category
Area of Declaration *
Area of Declaration and Generation *

Please note here the company name/your customer who is asking you to declare *

Declaration Type *
New
New
Extension
Change

labelling by Creating this Declaration Request

Nordic Ecolabelling Terms and conditions accepted [terms-and-conditions-for-declarations.pdf \(nordic-ecolabel.org\)](#)

Save Sign & Create Declaration

When you select **New** in the **Declaration Type** drop-down box, a new set of drop-down boxes appears. Select the area you want to declare within.

Please note!

You must not select **Declaration Type New** if your company already have declared an Item in a **Category** and in an **Area of Declaration** (i.e AI0012...)

Instead, please select **Extension**, and add new items to your existing declaration.

2. Create your declaration request.

NORDIC ECOLABELLING Declaration Declared Items Contacts Jane Hansson Valcore Byggefirma A/S JH

Declarations Add Declaration

Save Sign & Create Declaration

Declaration Information

Declarant Valcore Byggefirma A/S

Declarant's Naming of Declaration Spruce Boards B till F, 12 - 30 mm

Declaration Type * New

Product Group Category Furniture Indoor and Outdoor, Declarations

Please note here the company name/your customer who is asking you to declare *

Area of Declaration *

AI0015 Wood-based Panels for Nordic Swan Ecolab...

AI0011 WPC for Nordic Swan Ecolabelled outdoor furniture, playground and park equipment (073)

AI0012 Chemicals for Nordic Swan Ecolabelled Indoor (031) and Outdoor (073) Furniture

AI0013 Plastic, rubber & silicone for Nordic Swan Ecolabelled Indoor(031) & Outdoor(073) Furniture

AI0014 Laminates for Nordic Swan Ecolabelled Indoor (031) & Outdoor (073) Furniture

AI0015 Wood-based Panels for Nordic Swan Ecolabelled Indoor (031) and Outdoor (073) Furniture

AI0016 Glass for Nordic Swan Ecolabelled Furniture and fitments (031)

AI0018 Steel for Nordic Swan Ecolabelled Indoor (031) and Outdoor (073) Furniture

Area of Declaration *

AI0015 Wood-based Panels for Nordic Swan Ecolab...

AI0011 WPC for Nordic Swan Ecolabelled outdoor furniture, playground and park equipment (073)

AI0012 Chemicals for Nordic Swan Ecolabelled Indoor (031) and Outdoor (073) Furniture

AI0013 Plastic, rubber & silicone for Nordic Swan Ecolabelled Indoor(031) & Outdoor(073) Furniture

AI0014 Laminates for Nordic Swan Ecolabelled Indoor (031) & Outdoor (073) Furniture

AI0015 Wood-based Panels for Nordic Swan Ecolabelled Indoor (031) and Outdoor (073) Furniture

AI0016 Glass for Nordic Swan Ecolabelled Furniture and fitments (031)

We Undertake the Terms and Conditions for Declarations of Nordic Ecolabelling by Creating this Declaration Request

Nordic Ecolabelling Terms and conditions accepted [terms-and-conditions-for-declarations.pdf \(nordic-ecolabel.org\)](#)

Please, select **Product Group Category** for your declaration (i.e. New buildings)

Then select **Area of Declaration** (i.e. AI0034 ...)

2. Create your declaration request.

NORDIC ECOLABELLING Declaration Declared Items Contacts Bella Hansson Clariwood Inc. BH

Declarations

Add Declaration

Save Sign & Create Declaration

Declaration Information

Declarant: Clariwood Inc.

Declarant's Naming of Declaration:

Declaration Type: New

Registration:

Product Group Category:

Area of Declaration: AI0034 Chemical products for Nordic Swan Ecolabe

Area of Declaration and Generation: AI0034 Chemical products for Nordic Swan Ecolabe

ID Number: 31019

Declaration Status: Not declared

Please note here the company name/your customer who is asking you to declare *

N/A

Please note here the company name/your customer who is asking you to declare *

N/A

Declarant's Name: Chemical_1 Adhesive In progress AI0034 Chemical products for Nordic Swan Ecolabelled buildings (089)

Trade Name (DK) Trade Name (FI) Trade Name (IS) Trade Name (OTN)

Contact Persons in your Company

Primary Declaration Contact:

Primary contact for declared items: Bella Hansson

If you don't know what company will be using your item, please, fill in "N/A" instead.

2. Create your declaration request.

Declarant's Naming of Declaration

Declaration Type *

Registration

Area of Declaration *

AI0034 Chemical products for Nordic Swan Ecolabe

Area of Declaration and Generation *

AI0034 Chemical products for Nordic Swan Ecolabe

Declaration Status

Not declared

Please note here the company name/your customer who is asking you to declare *

Building company yyy in NordicCountry xxx

Declaration Items

Declaration Items

Name	Type	Item status	Group/Area	Trade Name (SE)	Trade Name (NO)	Trade Name (DK)	Trade Name (FI)	Trade Name (IS)	Trade Name (OtN)
Chemical1	Adhesive	In progress	AI0034 Chemical products for Nordic Swan Ecolabelled buildings (089)						

Contact Persons in your Company

Primary Declaration Contact *

Bella Hansson

Primary contact for declared items *

Jane Hansson

Primary Declaration Contact *

Bella Hansson

Primary contact for declared items *

Jane Hansson

Save Sign & Create Declaration

Please, select a **Primary declaration contact** who has been assigned responsibility for this specific declaration.

Then select a **Primary contact for declared Items**. It can be the same individual or someone else who is responsible for all the declared items on your company's portal account.

If a contact in your company is missing from the list, please select **Contacts** in the top menu and then select **Add contacts**.

2. Create your declaration request.

Declarant's Naming of Declaration

Declaration Type *

Registration

Area of Declaration *

AI0034 Chemical products for Nordic Swan Ecolabel

Area of Declaration and Generation *

AI0034 Chemical products for Nordic Swan Ecolabel

Declaration Status

Not declared

Please note here the company name/your customer who is asking you to declare *

Building company yyy in Nordic Country xxx

Declaration Items

Declaration Items

Name	Type	Item status	Group/Area	Trade Name (SE)	Trade Name (NO)	Trade Name (DK)	Trade Name (FI)	Trade Name (IS)	Trade Name (OTN)
Chemical 1	Adhesive	In progress	AI0034 Chemical products for Nordic Swan Ecolabelled buildings (089)						

Contact Persons in your Company

Primary Declaration Contact *

Bella Hansson

Primary contact for declared items *

Jane Hansson

We Undertake the Regulations by Creating this Declaration Request

Nordic Ecolabelling regulations accepted [terms-and-conditions-for-declarations.pdf \(nordic-ecolabel.org\)](#)

Save Sign & Create Declaration

Please read the **Terms and Conditions for Declarations** carefully.

Then tick the box to confirm that your company accepts, and complies, with the **Terms & conditions**.

The **Sign & Create Declaration** button becomes dark violet and activated when the box is ticked.

Click **Sign & create Declaration** to continue.

2. Create your declaration request.

NORDIC ECOLABELLING Declaration Declared Items Contacts Jane Hansson Valcore Byggefirma A/S JH

Record created successfully.

Continue Declaration Save

Continue Declaration Save

Product Group Category

Declarant's Naming of Declaration

Declaration Type *
New

Registration

Area of Declaration *
AI0034 Chemical products for Nordic Swan Ecolabe

Area of Declaration and Generation *
AI0034 Ch

ID Number
31019

Declaration Status
Not declared

Please note here the company name/your customer who is asking you to

ID Number
31019

Declaration Status
Not declared

Add

Name	Type	Item status	Group/Area	Trade Name (SE)	Trade Name (NO)	Trade Name (DK)	Trade Name (FI)	Trade Name (IS)	Trade Name (OtN)
Chemical1	Adhesive	In progress	AI0034 Chemical products for Nordic Swan Ecolabelled buildings (089)						

Declaration Items

Contact persons in your company

Primary Declaration Contact *
Bella Hansson

Primary contact for declared items *
Jane Hansson

Your declaration request is created, a **Declaration ID Number** and a **Declaration Status** are there to identify unique declarations and the progression status.

Click **Continue declaration** to proceed and add (chose) items to declare.

The declaration process

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5.
Add more
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submit your
declaration.

3. Add items and declare their properties.

The screenshot displays the 'NORDIC ECOLABELLING' web application. The top navigation bar includes 'ITEMS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson Clariwood Inc' with a profile icon. The left sidebar shows 'DECLARATION INFORMATION' with fields for ID Number (39296), Company Name (Clariwood Inc), Name (Spruce Boards B till F, 12 - 30 mm), Type (New), Status (New), Declaration Area & Generation (AI0015 Wood-based Panels for Nordic Swan Ecolabelled Indoor (031) and Outdoor (073) Furniture 1), Declaration Date, Last Updated (26-Jan-2022), and Description (Big Bedds inc. Application ID nr: 54123). The main content area features a purple 'ADD ITEM' button and a message: 'Please click ADD ITEM to state the name of the item and start declaring the properties of the item.' A red box highlights this button and message. Below it, a larger red box highlights a second 'ADD ITEM' button and a message: 'Please click ADD ITEM to state the name of the item and start declaring the properties of the item.' with a downward arrow below the text.

Click the **Add item** button, and add only the item(s) you intend to submit right now.

Declare the specific properties of each item, submit the declaration, and notify your customer.

When your items can be found under **Declared Items** (slide 6), you can proceed to step 5 and add more items to your declaration.

3. Add items and declare their properties.

NORDIC ECOLABELLING ITEMS DOCUMENT LIBRARY MESSAGES Jane Hansson Clarifwood Inc. JH

DECLARATION INFORMATION

NAVIGATE CONTENT

- Wood-based panels
 - Introduction
 - Areas subject to declaration for wood-based panels
 - Information about the panel
 - Prohibited and restricted tree species
 - Traceability and certification of wood raw materials
 - Chemicals used in the production of wood-based panels
 - Emission of formaldehyde
 - Chemicals in recycled materials
 - Energy consumption
 - Areas subject to declaration for surface treatments of wood-based panels
 - Chemicals used for surface treatment
 - Antibacterial substances
 - UV-curing surface treatment system
 - Quantity of applied VOC

ITEMS > DECLARATION AREA CLOSE SAVE SAVE & CLOSE

Wood-based panels

Introduction

This declaration is used by suppliers of **wood-based panels** for use in Nordic Swan Ecolabelled Furniture and fitments and for Outdoor furniture, playground and park equipment. This declaration also applies for panels made of bamboo.

Note that item name and distributor/supplier will be published for furniture companies. Either all of them if no confidentiality restriction is chosen, or only companies with special permission if confidentiality restriction is chosen.

Small details such as wedges, spacers and so on are exempted from the areas subject to declaration in this declaration.

For background information regarding each specific area of declaration, please see the background document for Furniture and fitments, v. 5 and/or Outdoor furniture, playground and park equipment, v. 4 on Nordic Ecolabelling's website.

Areas subject to declaration for wood-based panels

Information about the panel In progress by declarant

Please state the trade name of the item:
Spruce Board B, 12mm 2440 mm x 1220 mm

Please select the panel's area of use:

- Both
- Furniture and fitments
- Outdoor furniture, playground and park equipment

The **Navigate content** section gives you an overview when declaring the properties of each item.

When you start declaring a property, a status icon appears in the navigation bar.

By clicking on a heading in the navigation bar, you will come to that section. You can also scroll through the text in all the sections.

By clicking on the arrows you can show and hide sections.

3. Add items and declare their properties.

NORDIC ECOLABELLING ITEMS DOCUMENT LIBRARY MESSAGES Jane Hansson Clarifwood Inc JH

DECLARATION INFORMATION NAVIGATE CONTENT

- Wood-based panels
 - Introduction
 - Areas subject to declaration for wood-based panels
 - Information about the panel
 - Prohibited and restricted tree species
 - Traceability and certification of wood raw materials
 - Chemicals used in the production of wood-based panels
 - Emission of formaldehyde
 - Chemicals in recycled materials
 - Energy consumption
 - Areas subject to declaration for surface treatments of wood-based panels
 - Chemicals used for surface treatment
 - Antibacterial substances
 - UV-curing surface treatment system
 - Quantity of applied VOC

ITEMS > DECLARATION AREA

CLOSE SAVE SAVE & CLOSE

Wood-based panels

Introduction

This declaration is used by suppliers of **wood-based panels** for use in Nordic Swan Ecolabelled Furniture and fitments and for Outdoor furniture, playground and park equipment. This declaration also applies for panels made of bamboo.

Note that item name and distributor/supplier will be published for furniture companies. Either all of them if no confidentiality restriction is chosen, or only companies with special permission if confidentiality restriction is chosen.

Small details such as wedges, spacers and so on are exempted from the areas subject to declaration in this declaration.

For background information regarding each specific area of declaration, please see the background document for Furniture and fitments, v. 5 and/or Outdoor furniture, playground and park equipment, v. 4 on Nordic Ecolabelling's website.

Areas subject to declaration for wood-based panels

Information about the panel

In progress by declarant

Please state the trade name of the item:
Spruce Board B, 12mm 2440 mm x 1220 mm

Please select the panel's area of use:

- Both
- Furniture and fitments
- Outdoor furniture, playground and park equipment

Please, remember to use **Save**.

Only use the **Close** button if you don't want to save any changes.

Use **Save & close** to get back to the product overview.

The first property section is where you describe and state the trade name of the item.

3. Add items and declare their properties.

The screenshot shows the 'Traceability and certification of wood raw materials' section in the Nordic Ecolabelling software. The interface includes a sidebar with navigation options, a main content area with text and form fields, and a dropdown menu for status selection. Red boxes highlight the status dropdown, a form field with radio buttons, and an 'ADD DOCUMENT REFERENCE(S)' button.

Traceability and certification of wood raw materials | In progress by declarant

The manufacturer/supplier of the panel must have Chain of Custody certification under the FSC/PEFC schemes.

This does not apply to manufacturers that only use **recycled materials** which is not covered by FSC/PEFC CoC certification.

Is your company Chain of Custody certified by the FSC/PEFC scheme? No Yes

Does the Chain of Custody certification cover all the raw material used in the production of the panel? No Yes

Please upload a valid Chain of Custody certificate under the FSC or PEFC schemes. [MyCertificate.pdf](#)

ADD DOCUMENT REFERENCE(S)

Alternatively, please write the URL address for the valid CoC certificate via either [FSC's webpage](#) or [PEFC's webpage](#).

Please note that the manufacturer of the Furniture and fitments or Outdoor furniture, playground and park equipment where the panel is used must document that the panel they use fulfills the following requirement on certification:

A minimum of **70%** by weight of all wood raw materials (virgin/recycled material) in the panel must origin from forest managed according to sustainable forestry management principles that meet the requirements set out by FSC or PEFC Chain of Custody schemes and/or originate from recycled material (not FSC/PEFC certified).

The remaining proportion of wood raw material must be covered by the FSC/PEFC control schemes or be recycled material (not FSC/PEFC certified).

Is your wood-based panel available to buy FSC/PEFC certified? No Yes

Declare the properties of your items by answering the questions in each section.

When a document is requested, click **Add document reference** and connect relevant files from your **Document Library** to the section. Or upload and connect a new file.

When you are done, click the drop-down list next to the heading and change the status description from **In progress by declarant** to **Ready from declarant**.

Proceed to the next section.

3. Add items and declare their properties – Lookup items

The screenshot shows the 'NORDIC ECOLABELLING' software interface. The top navigation bar includes 'NORDIC ECOLABELLING', 'ITEMS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is logged in as 'Jane Hansson Clarifwood Inc.' with a 'JH' profile icon. The left sidebar shows a tree view under 'DECLARATION INFORMATION' and 'NAVIGATE CONTENT', with 'Wood-based panels' selected. The main content area is titled 'ITEMS - DECLARATION AREA' and contains two sections: 'Chemicals used in the production of wood-based panels' and 'Energy consumption'. The 'Chemicals' section is marked 'Not started' and contains a list of requirements: Classification of the chemical products, CMR substances, Prohibited substances, Preservatives, Nanomaterials, and VOC in adhesives. A red box highlights a text prompt: 'Please select the chemical products used in the production of the wood-based panel:' followed by a 'LOOKUP' button with a magnifying glass icon. Below this is a 'NEW MESSAGE' button. The 'Energy consumption' section is also marked 'Not started' and states that energy consumption must not exceed 11 MJ/kg per panel.

If requirement has a **"Lookup"**

Select items from your manufacturers via the **Lookup**.

If you can't find a proper item, please do the following:

- Ask the manufacturer in your supply chain to declare the item for you.
- Provide them with your company name and your **Declaration ID Number**.

3. Add items and declare their properties – Lookup select

The screenshot shows a web application interface for managing declaration information. The top navigation bar includes 'NORDIC ECOLABELLING', 'ITEMS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson Clariwood Inc.' with a profile icon 'JH'. The main content area is titled 'DECLARATION INFORMATION' and contains a section for 'Chemicals used in the production of wood-based panels'. Below this title, there is a search bar and a 'GO' button. A table lists two chemical products, each with a checkbox for selection. The 'ADD' and 'CANCEL' buttons are highlighted with a red box. The table has columns for 'Name', 'Company', and 'Type'. The first row is 'Kestokol D 4600' from 'Kiilto Oy', and the second row is 'PIM TEST 031 chemical' from 'Clariwood Inc'. Both are 'Adhesive for production of wood-based panels'. At the bottom, there is a pagination control showing '10 rows per page' and 'Page 1 of 1'.

Name	Company	Type
<input type="checkbox"/> Kestokol D 4600	Kiilto Oy	Adhesive for production of wood-based panels
<input type="checkbox"/> PIM TEST 031 chemical	Clariwood Inc	Adhesive for production of wood-based panels

In the **Lookup** library:

Tick the box to select which items from your manufacturers to use/connect to the item you declare and confirm your selection with the **Add** button.

3. Add items and declare their properties – Message & Change status

The screenshot shows the 'NORDIC ECOLABELLING' web application. The top navigation bar includes 'ITEMS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is logged in as 'Jane Hansson Clarifwood Inc'. The main content area is titled 'ITEMS > DECLARATION AREA' and contains two sections: 'Chemicals used in the production of wood-based panels' (status: 'Ready from declarant') and 'Energy consumption' (status: 'Not started').

The 'Chemicals used in the production of wood-based panels' section includes a list of requirements: Classification of the chemical products, CMR substances, Prohibited substances, Preservatives, Nanomaterials, and VOC in adhesives. It also states that these requirements must be documented by the producer in a separate declaration.

Below the requirements, there is a prompt: 'Please select the chemical products used in the production of the wood-based panel:' followed by a 'LOOKUP' button. A table below this prompt shows the selected chemical product:

Name	Company	Type
Kestokol D 4600	Kiilto Oy	Adhesive for production of wood-bas...

Below the table is a 'NEW MESSAGE' button. The 'SAVE & CLOSE' button at the top right of the main content area is highlighted with a red box.

Your selected items from the **Lookup** function is now connected to a requirement in your declaration.

Use the **New message** button if you need to add a comment to a declared item property.

When you have changed the status to **Ready from declarant** for all the sections, please click **Save & Close**.

3. Add items and declare their properties

The screenshot shows the 'NORDIC ECOLABELLING' system interface. On the left, there is a 'DECLARATION INFORMATION' sidebar with fields for ID Number (39302), Company Name (Clariwood Inc), Name (Spruce Boards B till F, 12 - 30 mm), Type (New), Status, Declaration Area & Generation (AI0015 Wood-based Panels for Nordic Swan Ecolabelled Indoor (031) and Outdoor (073) Furniture 1), Declaration Date, Last Updated (26-Jan-2022), and Description (Big Bedds Inc. Application ID nr: 45123). The main area is titled 'Items' and contains a table with columns: Name, Type, Date Modified, and Status. The table lists several items, including multiple 'Copy' entries and one 'Spruce Board B, 12mm 2440 mm x 122...'. A 'PLEASE CANCEL' button and a 'DECLARATION READY' button are at the top right. A search bar with a 'GO' button is also present. A red box highlights the 'Open and Edit' button for the 'Spruce Board B, 12mm 2440 mm x 122...' item. Another red box highlights a set of icons (pen, copy, and cancel) for the same item, with labels 'Open and Edit' and 'Cancel Item' below them.

Name	Type	Date Modified	Status
Copy - Copy - Copy - Copy - Co...	Plywood	26/1/2022 20:28	New
Copy - Copy - Copy - Copy - Sp...	Plywood	26/1/2022 20:28	New
Copy - Copy - Copy - Spruce B...	Plywood	26/1/2022 20:28	New
Copy - Copy - Copy - Spruce Board B...	Plywood	26/1/2022 20:28	New
Copy - Copy - Spruce Board B, 12mm 2...	Plywood	26/1/2022 20:28	New
Copy - Spruce Board B, 12mm 2440...	Plywood	26/1/2022 20:28	New
Spruce Board B, 12mm 2440 mm x 122...	Plywood	26/1/2022 20:28	In progress by declarant

If you declare more than one item, and they have similar properties, you can save time by first declaring the properties of one item. Then click the copy icon to create a copy with all your documentation included.

Then click the pen icon to open each copy and change the item name and the properties that differ between the items.

3. Add your items and declare their properties.

The screenshot displays the 'Information about the panel' section of the Nordic Ecolabelling application. The status is set to 'Ready from declarant'. The item name is 'Copy - Spruce Board B, 12mm, 2440mm x 1220 mm'. The area of use is 'Both'. The type is 'Chipboard'. The status dropdown menu is shown with 'In progress by declarant' highlighted.

Information about the panel

Please state the name of the item (so that it is easily identified by the ecolabel applicant - e.g. the trade name from the product information sheet).

Copy - Spruce Board B, 12mm, 2440mm x 1220 mm

Please select the panel's area of use:

Both
 Furniture and fitments
 Outdoor furniture, playground and park equipment

Please select type of item below.

Type:

Chipboard
 Other wood-based panel
 High Density Fibreboard (HDF)
 Medium Density Fibreboard (MDF)
 Oriented Strand Board (OSB)
 Plywood
 Solid wood panel

Does your company wish to declare the item for parts that make up to 5%, more than 5% or more than 10% by weight of the Nordic Swan Ecolabelled product?

Please state the name of all tree species used (in Latin and a Nordic or English language):

Is any **recycled materials used in the panel**?

No
 Yes

Does your company perform any surface treatment of the panel?

No
 Yes

By surface treatment is meant e.g. antibacterial treatment, primer, sealants, varnishing, painting, waxing and oil treatment

When make changes to a copy, you first need to set the status description in the section you want to change to

In progress by declarant.

Make the changes and then set the status description for the section to **Ready from declarant.**

When you have declared all properties and changed the status in all sections to **Ready from declarant**, please click **Save & Close.**

3. Declare item properties – More options

The screenshot shows the 'Items' page in the Nordic Ecolabelling system. The left sidebar contains 'DECLARATION INFORMATION' with details for ID Number 31020, Company Name Clariwood Inc., Name Spruce Boards B till F, 12 - 30 mm, Type New, Status In progress by declarant, Declaration Area & Generation AI0015 Wood-based Panels for Nordic Swan Ecolabelled Indoor (031) and Outdoor (073) Furniture 1, Declaration Date, Last Updated 28-Feb-2023, and Description Comany yyy in Nordic Country xxx. The main content area has a header with 'PLEASE CANCEL' and 'DECLARATION READY' buttons, a language dropdown set to 'English', and a search bar. Below the header, there are buttons for 'ADD ITEM' and 'More options' (highlighted with a red box), and radio buttons for 'Multi edit' (highlighted with a red box) and 'Multi status change'. A toggle switch for 'Include inactive products' is also present. The main area contains a table with columns: Name, Type, Status, State, Date Modified, and Filters. The table lists nine items, each labeled as 'Panel X' (Panel 1 to Panel 9), with a status of 'In progress by declarant' and a state of 'Active'. The 'Date Modified' column shows times ranging from 12:52 to 12:58 on 28/2/2023. At the bottom, there is a pagination control showing '10 rows per page', '1 - 9 of 9', and 'Page 1 of 1'.

It is also possible to declare several similar items at once under **More options** and **Multi edit**.

Description of **Multi Edit** functionality is in a separate guide, look under the ? (*top of page*).

The declaration process

How to help your customers meet the requirements to obtain a Nordic Swan Ecolabel licence.

1. Sign in and change your password.
2. Create your declaration request.
3. Add items and declare their properties.
4. Submit your declaration.
5. Add more items, submit your declaration.

4. Submit your declaration – Declaration Ready

The screenshot displays the 'NORDIC ECOLABELLING' system interface. On the left, a sidebar shows 'DECLARATION INFORMATION' for ID Number 39302, Company Name Clariwood Inc, and Name Spruce Boards B till F, 12 - 30 mm. The main area is titled 'Items' and contains a table with columns: Name, Type, Date Modified, and Status. The table lists several spruce board items, all with a status of 'Ready from declarant'. A 'PLEASE CANCEL' button and a 'DECLARATION READY' button are visible at the top right. A status dropdown menu is open, showing options: 'Ready from declarant', 'In progress by declarant', and 'Ready from declarant'. A red box highlights the 'DECLARATION READY' button and the status dropdown menu.

Name	Type	Date Modified	Status
Spruce Board D, 25mm 2440 mm x 610...	Plywood	26/1/2022 20:41	Ready from declarant
Spruce Board C, 25mm 2400 mm x...	Plywood	26/1/2022 20:40	Ready from declarant
Spruce Board C, 18mm 2400 mm x...	Plywood	26/1/2022 20:39	Ready from declarant
Spruce Board C, 12mm 2400 mm x...	Plywood	26/1/2022 20:39	Ready from declarant
Spruce Board B, 25mm 2440 mm x 122...	Plywood	26/1/2022 20:36	Ready from declarant
Spruce Board B, 18mm 2440 mm x 122...	Plywood	26/1/2022 20:35	Ready from declarant
Spruce Board B, 12mm 2440 mm x 12...	Plywood	26/1/2022 20:28	Ready from declarant

Declare item properties for each created items.

When ready, please change the status of each item from **In progress by declarant** to **Ready from declarant**.

Submit your declaration by clicking the **Declaration ready** button.

The declaration process

How to help your customers meet the requirements to obtain a Nordic Swan Ecolabel licence.

1. Sign in and change your password.
2. Create your declaration request.
3. Add items and declare their properties.
4. Submit your declaration.
5. Add more items, submit your declaration.

5. Add more items, submit your declaration.

The screenshot shows the 'Declaration Information' form in the Nordic Ecolabelling system. The user is Jane Hansson at Valcore Byggefirma A/S. The form includes the following fields:

- Declarant:** Valcore Byggefirma A/S
- Declarant's Naming of Declaration:** Project X
- Declaration Type *:** Extension (highlighted with a red box)
- Registration *:** AI0010 0024, 1, Testkonto (Valcore), AI0010 Producti... (highlighted with a red box)
- Notes:** A text area containing 'Please note here the company name/your customer who is asking you to declare *' and 'Building company yyy in NordicCountry xxx' (highlighted with a red box).
- Declaration *:** A dropdown menu with the selected item 'AI0012 0002, 1, Clariwood Inc., AI0012 Chemicals for Nordic Swan Ecolabelled Indoor (031) and Outdoor (073) Furniture' (highlighted with a red box).

Buttons for 'Save' and 'Sign & Create Declaration' are visible at the top. A sidebar on the left contains 'Declarations' and 'Add Declaration'.

Please, select **Declaration Type Extension** to add more items to an existing declaration.

Then select the declaration you will add more items to (i.e. AI0034 ...)

5. Add more items, submit your declaration

The screenshot shows the 'NORDIC ECOLABELLING' system interface. The top navigation bar includes 'ITEMS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as 'Jane Hansson Clarivood Inc' with a profile icon 'JH' and a close button 'x'. The left sidebar displays 'DECLARATION INFORMATION' with the following details:

ID Number	39296
Company Name	Clariwood Inc
Name	Spruce Boards B till F, 12 - 30 mm
Type	New
Status	New
Declaration Area & Generation	A10015 Wood-based Panels for Nordic Swan Ecolabelled Indoor (031) and Outdoor (073) Furniture 1
Declaration Date	
Last Updated	26-Jan-2022
Description	Big Bedds inc. Application ID nr: 54123

The main content area features two identical panels, each highlighted with a red border. Each panel contains two buttons: 'ADD NEW ITEM' and 'COPY EXISTING ITEMS'. Below the buttons, the text reads: 'Please click ADD NEW ITEM for adding a new product or click COPY EXISTING ITEM to copy from the list of your existing items'. At the bottom of each panel is a language dropdown menu showing 'English' with a flag icon and a downward arrow.

Click **Add New Item** or **Copy Existing Items** to add more items to a declaration.

5. Add more items, submit your declaration

NORDIC ECOLABELLING ITEMS DOCUMENT LIBRARY MESSAGES Jane Hansson Clarivood Inc (JH) x

DECLARATION INFORMATION

ID Number	39296
Company Name	Clariwood Inc
Name	Spruce Boards B till F, 12 - 30 mm
Type	New
Status	New
Declaration Area & Generation	AI0015 Wood-based Panels for Nordic Swan Ecolabelled Indoor (031) and Outdoor (073) Furniture 1
Declaration Date	
Last Updated	26-Jan-2022
Description	Big Bedds inc. Application ID nr: 54123

INFORMATION

SELECT ITEMS

Please click **SELECT ITEMS** to choose which items to change

English ▾

SELECT ITEMS

Please click **SELECT ITEMS** to choose which items to change

English ▾

If you want to make changes,
Click **Select Items**
to implement the changes.

5. Add more items, submit your declaration

The screenshot shows the 'NORDIC ECOLABELLING' system interface. On the left, there is a 'DECLARATION INFORMATION' sidebar with details for ID Number 39302, Company Name Clariwood Inc, and Declaration Area & Generation AI0015 Wood-based Panels for Nordic Swan Ecolabelled Indoor (031) and Outdoor (073) Furniture 1. The main area is titled 'Items' and contains a table with columns for Name, Type, Date Modified, and Status. A 'PLEASE CANCEL' button and a 'DECLARATION READY' button are visible at the top right. A search bar and 'GO' button are also present. A status dropdown menu is open, showing options: 'Ready from declarant', 'In progress by declarant', and 'Ready from declarant'. A red box highlights the 'DECLARATION READY' button and the status dropdown menu.

Name	Type	Date Modified	Status
Spruce Board D, 25mm 2440 mm x 610...	Plywood	26/1/2022 20:41	Ready from declarant
Spruce Board C, 25mm 2400 mm x...	Plywood	26/1/2022 20:40	Ready from declarant
Spruce Board C, 18mm 2400 mm x...	Plywood	26/1/2022 20:39	Ready from declarant
Spruce Board C, 12mm 2400 mm x...	Plywood	26/1/2022 20:39	Ready from declarant
Spruce Board B, 25mm 2440 mm x 122...	Plywood	26/1/2022 20:36	Ready from declarant
Spruce Board B, 18mm 2440 mm x 122...	Plywood	26/1/2022 20:35	Ready from declarant
Spruce Board B, 12mm 2440 mm x 12...	Plywood	26/1/2022 20:28	Ready from declarant

When the properties of all your items are declared, please change the status of each item from **In progress by declarant** to **Ready from declarant**.

Please submit your declaration by clicking the **Declaration ready** button.

Please inform your customer that you have declared your items for them.



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Box 38114

SE-100 64 Stockholm

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