

A guide to Nordic Ecolabelling's Building Product Database



Dear Building Products Manufacturer,

Welcome to the Nordic Ecolabelling Building Product Database. It is used by building producers to find products that are accepted by Nordic Ecolabelling. 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. There are no fees associated with adding products to the Building Product Database.

When all the steps for registering your product have been completed, your product(s) will receive the status “Application registered”. Contact Nordic Ecolabelling and a Nordic Ecolabel environmental officer will go through all the details and documentation of your product. If your product fulfils Nordic Ecolabel’s requirements, the product will receive the status “listed” and may be used in the construction of a Nordic Swan Ecolabelled building.

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1. Before you start – Product Matrix

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, see example below.

Small houses, apartment buildings and buildings for schools and pre-schools - Criteria Generation 3 Last updated 2022-03-15	Nordic Ecolabelling Portal
Version 3.14.4 Product	
012 Sheet materials	
01202 Veneer	
01203 Plywood	X
01205 Plywood in casting and mould	
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
01214 MDF	X
01217 - 01221 Plasterboards all types	X
Masonite (Tradename)	X

If you still have questions whether your products should be declared after consulting the Product Matrix our criteria document will help you since the information in the Product Matrix is based on the information in our criteria document. Feel free to contact Nordic Ecolabelling if you have further questions about declaring products.

2. Agreement and entering portal

Products are primarily added to the database by products' manufacturer. If wholesalers have their own GTIN and/or product names they can add the same products as the producers. However if wholesalers use the same GTIN and/or product names as the manufacturers of the products they should not add products to the portal since we want to avoid duplicates of products in the portal.

Start off by signing an [agreement](#) and send it to **one** of the following email addresses to get access to the Nordic Ecolabelling Portal:

- DK: hus@ecolabel.dk
- FI: application@ecolabel.fi
- IS: ust@ust.is
- NO: post@svanemarket.no
- SE: hus@svanen.se

Once the contract has been signed and submitted, you will receive an account with Producer access. With Producer access you will be able to log into the database to register and declare your products. The database is located here <https://portal.nordic-ecolabel.org/>. According to the agreement the manufacturer is responsible for the declared information for the product. The manufacturer shall update the declaration if it is changed while the product is still in the market.

3. Adding products to the portal

Once you're logged in, start by clicking **Listed Products** → **Add Listed Products** in the top menu. *Note! If you need to declare more than 20 products at the same time, [contact Nordic Ecolabelling](#) to receive help.*

LISTED PRODUCTS ▾

VIEW LISTED PRODUCTS
ADD LISTED PRODUCTS

Test Producent Svanen Hus AB TP ▾

Nordic Ecolabelling Portal

Before you get started with your application, please visit The Nordic Ecolabelling website to get guidance on [how to apply](#).

Please also select, and click on, your product area on the [Sets of criteria page](#).

On this web page you find the criteria for your product area and necessary guidance to the application process.

If there is a specific portal guide in your product area, please read it carefully before you start creating the application and document that you meet the requirements.

Keep the guide as a support when working with your application. 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 and marketing guidelines:

[Responsibility of the Primary Licence Contact](#)

[Regulations for the Nordic Ecolabelling of Products](#)

[Fee Regulations for Nordic Swan Ecolabel](#)

[Grafical guidelines](#)

You will enter the **Add Listed Products** view.

LISTED PRODUCTS ▾

Test Producent Svanen Hus AB TP ▾

LISTED PRODUCTS

ADD LISTED PRODUCTS

Product information

Product Name

Manufacturer Contact

Status

Request for Application

Product Category

Products in Nordic Ecolabelled Buildings

Product Group

Product Type

Product Subcategory

Valid from

Valid to

Listed Date

Listed by

General

Remarks (Reserved for Nordic Ecolabelling)

Add additional information of the product (Reserved for the Manufacturer)

Fill out the fields marked with yellow in the picture 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. The product's national Trade Name which is defined in step 4 will be visible to portal users.

Product Subcategory: This field decides which declaration(s) you will fill out in the next stage. Please check the [Product Matrix](#) to see which appendix you should use. For example a plywood board needs Appendix 6 and Appendix 12. A list of all product subcategories can be seen in [Addendum 2](#) at the end of this document.

There are a few product categories that require special instructions. If your product falls under one of the categories listed below you need to sign Appendix 6, Appendix 10 for the nano requirement and Appendix 12.

Product categories:

- Floor coverings
- Kitchen and bathroom fittings such as cabinet doors and worktops
- Exterior door and indoor staircases

However, due to limitations in the portal only Appendix 6 and Appendix 12 can be chosen from the drop-down menu. Appendix 10 can be downloaded from here: [writeable declarations](#). A signed appendix 10 can be uploaded in step 6.

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 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. See [Addendum 1](#) at the end of this document to get an overview of all available **Product Groups** and **Product Types**.

Add additional information of the product: In this field you can 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. Keep the information short and clear. This information will be visible to your potential customers inside the portal. You can also add information on different colours or sizes available.

Do you want to register an entire "product family" with multiple but very similar products? This could for example be a range of flooring in 10 different colours or gypsum boards available in 5 different sizes. Contact Nordic Ecolabelling to register multiple GTIN codes to a single product.

4. Trade Name, GTIN

Scroll down to fill out the **Trade Name** for your product and in which countries it is marketed. The trade name is the name that will be visible to portal users. It is strongly suggested that the Trade Name is as the Product Name you provided in step 3. If possible, use the same Trade Name as on your website to make it easier for your customers to find which products are listed.

If your product has a **GTIN** or several GTINs associated to the product we can register the data in our database so that our applicants can use the GTIN to find your products. If you don't have GTIN associated with your products, please contact us and we'll save the information in our database. If you do have GTIN please [download this template](#), fill it out and [send it to Nordic Ecolabelling](#).

A **GTIN** is a Global Trade Item Number which consists of 13 integers. Another name for **GTIN** is **EAN code**.

Trade Name and Sales Agent

Sweden

Marketed in SE

Yes

No

Trade Name (SE)

Finland

Marketed in FI

Yes

No

Trade Name (FI)

Norway

Marketed in NO

Yes

No

Trade Name (NO)

Iceland

Marketed in IS

Yes

No

Trade Name (IS)

Denmark

Marketed in DK

Yes

No

Trade Name (DK)

English

Trade Name (English)

SAVE

Save your work as you go along to avoid that your work might be lost. The Save button is located on the bottom of the page.

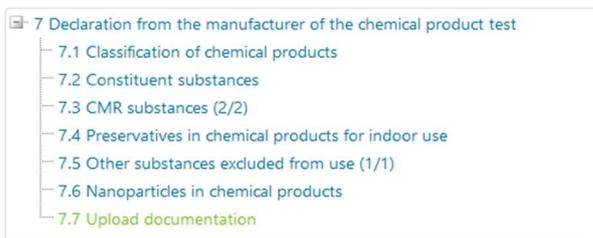


5. Declaring the product

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 3 are filled out. You must click on **Save** once before clicking on **Declare your product**.

DECLARE YOUR PRODUCT

When clicking the **Declare your product** button you will get enter a new page containing the declaration(s) chosen in step 3 (Product Subcategory). If the declaration(s) does not seem to be relevant to your product, please check that the appendix chosen in **Product Subcategory** is the same appendix as indicated in the [Product Matrix](#). Note that, as mentioned before, some product groups must be declared using more than one appendix, in that case you can print, fill out and upload the appendix manually.



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

Start filling out the declaration and be sure to click the Save button often. To navigate through pages, use the navigation menu on the left side of the screen. See example below.



6. Uploading documents

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 data sheets, test reports, additional signed appendices and safety data sheets. If you need to upload Appendix 10 you can do that here, as described in step 3.

To upload files: 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.

12.2 Upload documentation

Upload documentation

- BVD-DÖRR.pdf
- BVD+Edit+feb+2021.pdf
- RAPPORT+A2+E.pdf

Link to safety data sheet

◀
▶

v1.4.0.0

When you are finished selecting multiple documents, click **Upload**. There is an option to add a link to documents, however you should always upload the data sheets, test reports, and safety data sheets if possible. The link should be used only if it's impossible to upload.

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 in a correct manner. Do not click **Regret – Ready for Evaluation** unless you want to change the declaration.



Now you can close the declaration window. You will see the product in **Listed Products**, and its status will be **Application registered** which means that all the documents have been registered properly.

If your product has the status **Application registered** [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**) if the product fulfils the requirements. This makes it visible in the Nordic Ecolabelling Portal, and it can be used in the construction of a Nordic Swan Ecolabelled building.

If a product has the status **Request for Application** it means that the registration of the product has started but is not yet finished. If you see the status **Request for Application** when viewing your products, click on the name of the product and follow the guide from step 5.

Listed Products

VIEWS Active Listed Materials



MULTIPLE PRODUCT DECLARATION

<input type="checkbox"/>	Product Name ↑	Manufacturer	Status	Product Type
<input type="checkbox"/>	Fogmassa	Svanen Hus AB	Listed	Jointing mastic indoor
<input type="checkbox"/>	Fönsterdrev	Svanen Hus AB	Cancelled by Client	Weatherproofing systems, tape and sealing strip
<input type="checkbox"/>	Inomhusfärg	Svanen Hus AB	Application registered	Wall and ceiling paints
<input type="checkbox"/>	Lim	Svanen Hus AB	Application registered	Adhesives indoor
<input type="checkbox"/>	test	Svanen Hus AB	Request for Application	Windows and glass goods
<input type="checkbox"/>	Utvändig träpanel	Svanen Hus AB	Request for Application	Roof and wall cladding

7. Statuses for a product

A product can have one of the following statuses in the Building Products Database:

- **Listed** – The product has been accepted by Nordic Ecolabeling and is registered in the portal.
- **Listed with remarks** – The product has been accepted with certain limitations.
- **Application registered** – All documents that apply to the product have been properly registered.
- **Request for Application** – The producer still needs to complete the registration before Nordic Ecolabelling can evaluate that product.
- **Cancelled by Client** – The product has been cancelled by the client. This should usually not be used for removing the product from the portal, instead [contact Nordic Ecolabelling](#), see instructions below.
- **Cancelled by Nordic Ecolabelling** – The product has been cancelled by Nordic Ecolabelling.
- **Denied** – The product has been denied by Nordic Ecolabelling. Only you as the producer and Nordic Ecolabelling will see this status.

8. Changing material in product / Removing a product

If one or several components of a Listed product changes, for example if a material is replaced, the product needs to be updated in the portal. If you want to change a product, go to the **Listed Products** screen (see step 7 in this document). Click on the product that needs updates in the portal. Once you have entered the declaration screen click on **Regret – Ready for Evaluation** to change the documentation that needs to be replaced. When the documentation is uploaded click on **Ready for Evaluation**. Then contact Nordic Ecolabelling to make sure that your product once again can be reviewed.

If you wish to remove your product from the portal, please [contact Nordic Ecolabelling](#). Let us know the product name and the reason why you wish to remove it. By providing us with this information, we can let license holders know for example if your product is no longer available on the market and if there is a new product replacing the old one.

9. Multiple product declaration

If you have a lot of products that require the same documentation there's a feature called Multiple product declaration that can be used to declare several products at the same time. Before using Multiple product declaration make sure that you have added the products but not yet declared them. If you want to use Multiple Product Declaration you need to use the same Product Subcategory for all products.

Find the products that you have added but not yet declared, then click on the green button that says “MULTIPLE PRODUCT DECLARATION”. You will enter a new screen.

Simultaneous declaration of multiple products

Please select the products you wish to declare

Show All products Appendix 6 Appendix 7 Appendix 9 Appendix 11 Appendix 12 Appendix 6 + 12

<input type="checkbox"/>	Product name	Product subcategory
<input type="checkbox"/>	Andreas Testfönster	Appendix 9
<input type="checkbox"/>	Fönsterdrev	Appendix 9
<input checked="" type="checkbox"/>	IMPD product 1	Appendix 9
<input checked="" type="checkbox"/>	IMPD product 2	Appendix 9
<input checked="" type="checkbox"/>	IMPD product 3	Appendix 9
<input type="checkbox"/>	Test Kakel	Appendix 9
<input type="checkbox"/>	xxx	Appendix 9

Continue

In the new screen you’ll have to choose for which Appendix you want to declare to, in this example all our products will be declared according to Appendix 9. Click the button for Appendix 9, then choose which products you want to be declared and click on “Continue”. You will get a warning that all data will be deleted for the selected products. Click Ok. You’ll enter a new page where you can declare your products as you normally would while declaring just one product in step 5.

portaluat9.svanemarket.org:447 says

All data will be deleted on the selected products. Continue?

10. How to communicate about listed products

The products listed in the building products database may be described in customer communication with the following sentence: “(The product) is listed in the portal for building products that can be used in Nordic Swan Ecolabelled buildings.” The Swan logo may not be used in connection with listed products. A Listed product is not the same as a Swan Labelled product.

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

Thank you for your interest in Listing your products in the Nordic Ecolabel’s Building Product Database!

Addendum 1 – Product groups and product types

800 Chemical products in general, indoor

- Adhesives indoor
- Jointing mastic indoor
- Sealants and asphalt indoor
- Putty and fillers indoor
- Other chemical products, indoor

801 Chemical products in general, outdoor

- Adhesives outdoor
- Jointing mastic outdoor
- Other chemical products, outdoor
- Putty and fillers outdoor
- Sealants and asphalt outdoor

802 Outdoor paints and varnishes

- Primer outdoor
- House paint
- Roofing paint
- Oils and wood preservation
- Other paint outdoor
- Wood paint outdoor

803 Indoor paints and varnishes

- Wall and ceiling paints
- Wood paint indoor
- Floor paint oil, lye and soap
- Oil and wood preservation
- Other paint indoor

804 Concrete additives

900 Building materials

- Concrete (liquid form)
- Concrete (precast form)
- Sheet materials
- Insulating materials
- Weaterproofing systems, tape and sealing strip
- Roof and wall cladding
- Other building materials

901 Fit-out materials

- Ceramic goods
- Flooring articles
- Ceiling and wall systems

- Other fit-out materials

902 Interior decor and joinery articles

- Exterior doors
- Windows and glass goods
- Kitchen fixtures
- Bathroom fixtures
- Room fitting-out
- Wardrobe and shelving systems
- Other ...

903 Timber products

- Pressure-treated timber
- Timber goods
- Exterior cladding timber
- Interior wood
- Wood composites
- Other timber products

904 Structural components

- Structural components

905 Electrical goods

- Washing Machines
- Combined fridge and freezer
- Tumble dryer
- Dishwashers
- Oven
- Combined washing & dryer
- Fridges
- Freezers
- Professional equipment
- Garbage Disposer
- Other white goods
- Electrical wiring material (cables >120 V-AC or >50 V DC & conduits)

906 Heating and plumbing

- Water supply and sewage fittings

907 Ventilation

- Ducting systems
- Filters in air handling units, air terminal devices fans and ventilators
- Hoses and flex pipes
- Ventilation

908 Outdoor goods

- Furniture outdoor
- Playground equipment

909 Multiple Component Products

- Bathroom module
- Other

Addendum 2- Product Subcategories

- Appendix 6 – Declaration on emissions of formaldehyde
- Appendix 7 – Declaration from the manufacturer of the chemical product
- Appendix 9 – Declaration on substances excluded from construction products, construction goods and materials
- Appendix 10 – Declaration on nanoparticles and antibacterial additives in goods (in the portal under appendix 9)
- Appendix 11 – Windows and exterior doors
- Appendix 12 – Declaration of tree species not permitted to be used in Nordic Swan Ecolabelled buildings