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EUROPEAN COMMISSION

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Draft

COMMISSION DECISION

of [...]

on establishing the ecological criteria for the award of the EU Ecolabel for office buildings

(Text with EEA relevance)

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COMMISSION DECISION

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(Text with EEA relevance)

THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation (EC) No 66/2010 of the European Parliament and of the Council of 25 November 2009 on the EU Ecolabel¹, and in particular Article 8(2) thereof,

After consulting the European Union Eco-labelling Board,

Whereas:

- (1) Under Regulation (EC) No 66/2010, the EU Ecolabel may be awarded to those products with a reduced environmental impact during their entire life cycle.
- (2) Regulation (EC) No 66/2010 provides that specific EU Ecolabel criteria are to be established according to product groups.
- (3) The criteria, as well as the related assessment and verification requirements, should indicate the year it is awarded without possibility of renovation.
- (4) The measures provided for in this Decision are in accordance with the opinion of the Committee established by Article 16 of Regulation (EC) No 66/2010,

HAS ADOPTED THIS DECISION:

Article 1

The product group “Office Building” shall comprise: Office buildings typically used for administrative, bureaucracy and clerk activities. .

The products covered by the scope of this Decision are defined as follows:

Office Building: A building which contains administrative, financial, technical and bureaucratic activities as core representative activities. The office area must make up a vast majority of the total buildings gross area dedicated to purpose providing a service to other companies or to individuals. Therefore, it could have associated other type of spaces, like meeting rooms, training classes, staff facilities, technical rooms, etc. Excluded from this definition are parking areas that are not counted in this total

¹ OJ L 27, 30.1.2010, p. 1-19

buildings gross area.

Article 2

The criteria for the product group "Office buildings", as well as the related assessment and verification requirements, shall indicate the date of adoption of this Decision.

Article 3

For administrative purposes the code number assigned to the product group 'Office Building' shall be 'x'.

ANNEX FRAMEWORK

The aims of the criteria

The criteria aim, in particular, at promoting environmental friendly office buildings, which have lower impacts on energy consumption for heating, cooling, lighting and heating sanitary water, lower water consumption, better waste management, etc

The criteria furthermore aim at supporting buildings constructed by means of environmental friendlier materials and technologies and proved to be safe for consumers. The promotion of a high comfort of the end-users is also considered in these criteria

CRITERIA

Criteria are set for each of the following aspects:

1. Energy consumption
2. Materials
3. Indoor air quality
4. Waste management
5. Water management
6. Facilities
7. Corporate criteria

Assessment and verification

Requirements

The specific assessment and verification requirements are indicated within each criterion.

Where the applicant is required to provide declarations, documentation, analyses test reports, or other evidence to show compliance with the criteria, it is understood that these may originate from the applicant and/or his supplier(s) and/or their supplier(s), etc, as appropriate.

Where possible, the testing should be performed by laboratories that meet the general requirements of EN ISO 17025 or equivalent.

Where appropriate, test methods other than those indicated for each criterion may be used if the competent body assessing the application accepts their equivalence.

Where appropriate, competent bodies may require supporting documentation and may carry out independent verifications.

EU ECOLABEL CRITERIA

Environmental criteria area: ENERGY CONSUMPTION

Criterion 1 – Overall energy consumption (alternative options A or B)

Option a)

The overall energy consumption of the office building shall be comprised into the best energy performing new and major renovated office buildings of the member state where it is located.

a) If Member State where the office building is located developed an energy rating A-G, the building shall meet the energy performance rated with class A or better on the respective national calculation methods

b) If no energy ratings were developed, the energy performance of the office building shall be comprised into the 20% best energy performing new and major renovated office buildings of the Member State where it is located.

Assessment and verification:

1) In the design phase, the designers shall provide information about:

- the overall energy performance of the building according to the national method where the building is going to be built up

- comparison of the energy performance of the building and the national ratings ensuring that the office building to be awarded will have a top energy performance (20% of the best energy performing office buildings of the country).

2) After delivery, third party testing according to testing requirements set out in Appendix I needs to be carried out.

Option b)

The maximum overall energy consumption shall be equally or less than 53 kWh/m²year. The overall energy consumption of the office building is reported as yearly final energy consumption divided by the floor area. The floor area referred as conditioned floor area that should not include areas such as parking car places, unfinished basements, storage space, stair cases, lounges.

The overall final energy consumption includes lighting, heating, cooling, DHW and auxiliary energy partial consumptions of the building. All kinds of fuels and all energy carriers should be included (electricity, natural gas, oil fuel, PV, solar thermal, etc.).

Assessment and verification:

1) In the design phase, energy consumption estimates shall be calculated by using Energyplus and the same inputs as in this methodology. In case of other tool being used, it should be

demonstrated that the tool used is able to perform an equivalent calculation. Such demonstration could for example be done by a software manufacturer through a procedure like BESTEST2.

2) After delivery, third party testing according to testing requirements set out in Appendix I needs to be carried out.

Criterion 2 – Use of less polluting energy sources

The calculated CO₂eq emissions during the use phase of the office building should be lower than 20 kg CO₂eq /m²a. The CO₂eq corresponds to the conversion factors shown in the database of ECLD and CML2002 method and the floor area is calculated as conditioned floor area.

The overall CO₂eq emission of the office building is reported as yearly CO₂eq emissions divided by the floor area. The floor area referred as conditioned floor area that should not include areas such as parking car places, unfinished basements, storage space, stair cases, lounges.

Assessment and verification:

1) In the design phase, the applicant shall provide the information of the estimated CO₂eq emissions applying the emission factors resulting from a combination of the European Life Cycle Database (ELCD)² life cycle datasets and the characterization factors of the CML 2002 method⁴. The energy consumption of heating and cooling, hot water, lighting as well as the auxiliary equipments (ventilation, lifts, etc) should be considered. Renewable energy systems installed in the building are considered to not have CO₂eq emissions during its use.

Table 1. CO₂eq emission factors of the energy carriers (ELCD and CML 2002)

	CO ₂ eq (kg/kWh)
Electricity	0,59
Natural gas	0,23
Oil Fuel	0,31

2) After delivery, third party testing according to testing requirements set out in Appendix I needs to be carried out.

Criterion 3 – Energy monitoring system

The office building shall be provided with an energy monitoring system that is able to report the overall energy consumption of the building. An energy monitoring system able to report separately the energy consumption of at least heating, cooling, lighting and domestic hot water shall be installed. This system shall allow the identification of the possible mismatches and improvement potentials during the use phase of the office building.

² <http://lca.jrc.ec.europa.eu/lcainfohub/datasetArea.vm>

A user's information system shall be established ensuring that the information regarded to energy consumption is distributed to at least the maintenance staff.

Assessment and verification:

The applicant shall provide graphical documents providing that the energy monitoring system and the user's information system are installed. The applicant shall demonstrate that the information will be displayed or reported to at least the maintenance staff of the office building.

Environmental criteria area: MATERIAL SELECTION

Criterion 4 – Use of low environmental impact construction products

At least 80% in cost of the major building elements³ shall be low environmental impact building products. At least one of the following criteria shall be complied with the construction products with low environmental impact in the following order:

- 1) Ecolabelled products (labels Type I or Type III in accordance to ISO 14024 or ISO 14025 respectively) shall be selected
- 2) If point 1 is not possible, materials with LCA information in accordance with ISO 14024 demonstrating low environmental impact shall be selected

Assessment and verification:

The applicant shall provide a list of all:

- 1) the Ecolabelled products used in the building, including their name, the name of their manufacturer and the Ecolabel they have been awarded with, as well as a description of their common function at building level (i.e. description of the product category).

Moreover, the applicant shall provide copies of certificates corresponding to the Ecolabel awarding of all these products.

- 2) The LCA assessment of the materials along with the name of the manufacturer and the description of the function shall be provided.

Criterion 5 – Material recovery potential of the building materials

The preparing for re-use, recycling and other material recovery, including backfilling operations using waste to substitute other materials, of non-hazardous construction and demolition waste excluding naturally occurring material defined in category 17 05 04 in the

³ Building element is considered as those which in their totality constitute the office building. These are: external and internal walls, roofs, upper floor slabs, windows and doors and floor finishes (including coverings, etc)

list of waste of the Directive 2008/98/EC on waste⁴ shall be increased to a minimum of 80% by weight.

Assessment and verification:

The applicant shall provide a detailed description of the methodology to calculate the estimated material recovery potential of the demolition waste, once the building will complete its service life. Material recovery potentials should not be hypothetical but based on existing technologies, economic viability and applicable industry standards⁵. In the description the applicant shall:

- identify the potentially recyclable or reusable materials,
- explain how these materials could be identified and collected during the demolition processes, and
- foresee which will be the most probable and appropriate recycling process.

Finally, the applicant shall calculate the percentage in weight that the recovered materials represents in relation to the total amount of materials and products used in the building.

Criterion 6 – Recycled and reuse content in the building materials

At least 50% in cost of the building components installed in the building, excluding the structure, will be formed by products containing at least 30% of recycled or reused materials.

Assessment and verification:

The applicant shall provide a list of all the products used in the building which contain recycled materials, including their name, the name of their manufacturer and the percentage and origins of the recycled content, as well as a description of their common function at building level (i.e. description of the product category). Moreover, the applicant shall provide copies of the certificates corresponding to the recycled content of products.

Criterion 7 - Hazardous substances and materials in the building components

The following formulation is proposed:

In accordance with Article 6.6 of Regulation (EC) No 66/2010, the office building or any building element⁶ of it shall not contain substances referred to in Article 57 of Regulation

(EC) No 1907/2006 nor substances or mixtures meeting the criteria for classification in the following hazard classes or categories in accordance with Regulation (EC) No 1272/2008 of the European Parliament and of the Council⁷.

⁴ Directive 2008/98/EC of the European Parliament and of the Council of 18 November 2008 on waste and repealing certain Directives

⁵ Stakeholder's feedback to the first AHWG meeting on Ecolabel criteria for Office buildings

⁶ Building element is considered as those which in their totality constitute the office building. These are: external and internal walls, roofs, upper floor slabs, windows and doors and floor finishes (including coverings, etc)

Table 2. List of hazard statements and risk phrases:

Hazard statement ⁸	Risk Phrase ⁹
H300 Fatal if swallowed	R28
H301 Toxic if swallowed	R25
H304 May be fatal if swallowed and enters airways	R65
H310 Fatal in contact with skin	R27
H311 Toxic in contact with skin	R24
H330 Fatal if inhaled	R23/26
H331 Toxic if inhaled	R23
H340 May cause genetic defects	R46
H341 Suspected of causing genetic defects	R68
H350 May cause cancer	R45
H350i May cause cancer by inhalation	R49
H351 Suspected of causing cancer	R40
H360F May damage fertility	R60
H360D May damage the unborn child	R61
H360FD May damage fertility. May damage the unborn child	R60/61/60-61
H360Fd May damage fertility. Suspected of damaging the unborn child	R60/63
H360Df May damage the unborn child. Suspected of damaging fertility	R61/62
H361f Suspected of damaging fertility	R62
H361d Suspected of damaging the unborn child	R63
H361fd May damage fertility. May damage the unborn child	R62-63
H362 May cause harm to breast fed children	R64
H370 Causes damage to organs	R39/23/24/25/26/27/28
H371 May cause damage to organs	R68/20/21/22
H372 Causes damage to organs	R48/25/24/23
H373 May cause damage to organs	R48/20/21/22
H400 Very toxic to aquatic life	R50/50-53
H410 Very toxic to aquatic life with long-lasting effects	R50-53
H411 Toxic to aquatic life with long-lasting effects	R51-53
H412 Harmful to aquatic life with long-lasting effects	R52-53
H413 May cause long-lasting effects to aquatic life	R53
EUH059 Hazardous to the ozone layer	R59
EUH029 Contact with water liberates toxic gas	R29
EUH031 Contact with acids liberates toxic gas	R31

⁷ OJ L 353, 31.12.2008, p. 1.

⁸ As provided for in Regulation (EC) No 1272/2008.

⁹ As provided for in Council Directive 67/548/EEC (OJ 196, 16.8.1967, p. 1).

EUH032 Contact with acids liberates very toxic gas	R32
EUH070 Toxic by eye contact	R39-41

The use of substances or mixtures in the final product which upon processing change their properties in a way that the identified hazard no longer applies is exempted from the above requirement.

Concentration limits for substances or mixtures meeting the criterion for classification in the hazard classes or categories listed in the table above, and for substances meeting the criterion of Article 57 (a), (b) or (c) of Regulation (EC) No 1907/2006, shall not exceed the generic or specific concentration limits determined in accordance with the Article 10 of Regulation (EC) No 1272/2008. Where specific concentration limits are determined, they shall prevail against the generic ones.

Concentration limits for substances meeting criteria of Article 57 (d), (e) or (f) of Regulation (EC) No 1907/2006 shall not exceed 0.1 % weight by weight.

Assessment and verification:

The applicant shall provide a declaration of compliance with this criterion, together with related documentation, such as declarations of compliance signed by the suppliers of substances and copies of relevant Safety Data sheets in accordance with Annex II to Regulation (EC) No 1907/2006 for substances or mixtures. Concentration limits shall be specified in the Safety Data Sheets in accordance with Article 31 of Regulation (EC) No 1907/2006 for substances and mixtures.

Criterion 8 - Substances listed in accordance with Article 59(1) of Regulation (EC) No 1907/2006

No derogation from the exclusion in article 6(6) may be given concerning substances identified as substances of very high concern and included in the list foreseen in article 59 of Regulation (EC) No 1907/2006, present in mixtures, in a building element or in any homogenous part¹⁰ of a complex building element in concentrations higher than 0.1%. Specific concentrations limits determined in accordance with Article 10 of Regulation (EC) No 1272/2008 shall apply in case it is lower than 0.1%.

Assessment and verification:

The list of substances identified as substances of very high concern and included in the candidate list on accordance with Article 59 of Regulation (EC) No 1907/2006 can be found here:

http://echa.europa.eu/chem_data/authorisation_process/candidate_list_table_en.asp

Reference to the list shall be made on the date of application.

¹⁰ A homogenous part should not be less than 5% in weight of the complex building element it takes part in.

The applicant shall provide a declaration of compliance with this criterion, together with related documentation, such as declarations of compliance signed by the suppliers of substances and copies of relevant Safety Data Sheets in accordance with Annex II to Regulation (EC) No 1907/2006 for substances or mixtures. Concentration limits shall be specified in the Safety Data Sheets in accordance with Article 31 of Regulation (EC) No 1907/2006 for substances and mixtures.

A homogenous part is considered as those building elements which in their totality constitute the office building. These are: external walls, roof, slabs, internal walls, windows and doors and floors (including coverings, etc)

Criterion 9- Responsible sourcing of wood and wood-based materials

At least 80% of the wood and wood-based materials shall be responsibly sourced materials.

Assessment and verification:

The applicant shall provide appropriate documentation demonstrating that the material products are legality and responsible sourcing materials. Certification schemes that can certify this requirement are Forest Stewardship Council (FSC)¹¹, Programme for the Endorsement of Forestry Certification (PEFC)¹², Sustainable Forestry Initiative (SFI)¹³, Canadian Standards Association (CSA)¹⁴, Verified (SmartWood)¹⁵, SGS¹⁶, Technology for Timber (TFT)¹⁷, BES 6001:200818 or those accepted by the respective competent body after evaluation of the scheme proposed by the applicant.

Environmental criteria area: INDOOR AIR QUALITY

Criterion 10 - IAQ in office buildings (Alternative options A or B)

Option A

The IAQ pollutants should be tested according to the standards summarized in the following table. Their concentrations shall be lower than those summarized in table 3.

¹¹ <http://www.fsc.org/>

¹² <http://www.pefc.org/>

¹³ <http://www.sfiprogram.org/>

¹⁴ <http://www.csa.ca/cm/ca/en/home>

¹⁵ <http://www.ra-smartwood.org/>

¹⁶ <http://www.sgs.com/>

¹⁷ <http://www.woodexperts.com/>

¹⁸ <http://www.bsigroup.co.uk/en/Assessment-and-Certification-services/Management-systems/Standards-and-Schemes/BES-6001/>

Table 3. Benchmarks and standards proposed to evaluate the indoor air quality of the office buildings

Sampling & test specimen	EN 13419-3
Chamber operation and type	EN 13419-1/2
TVOC definition	ISO 16000-6
TVOC	3 days: 5000 µg/m ³ 28 days: 200 µg/m ³
TSVOC (28 days)	100µg/m ³
Aldehydes, (28 days) additional requirements	ISO 16000-3 120 µg/m ³
Restricted emission of other emitted compounds	100 µg/m ³
Restriction of carcinogenic VOC	3 days: C1+C2: 10 µg/m ³ 28 days: C1+C2: 1 µg/m ³
Odour test	CLIMPAQ

Note:

ISO 16000: sum of all signals between n-hexane and n-hexadecane (C₆–C₁₆), calculated as toluene equivalent

AgBB –TVOC: sum of all signals > 5 µg/m³ (C₆-C₁₆), all VOC with NIK value calculated with their respective factors, all other VOC as toluene equivalent

AgBB –TSVOC: sum of all signals > 5 µg/m³ (>C₁₆-C₂₂), calculated as toluene equivalent

Assessment and verification:

The applicant shall provide the relevant documentation demonstrating the IAQ pollutant concentrations following the standards of the previous table. An independent third party certification shall be provided following appendix I.

Option B

Not to be considered any IAQ criteria in the EU Ecolabel

Criterion 11 Visual comfort

Visual comfort based on balanced illumination without appreciable interferences and sufficient illumination levels shall be guaranteed in the permanent workplaces. The following checklist shall be considered following the respective national best practice daylighting guides

11.1- Availability of daylighting:

The availability of daylight through the building's entire usable area shall be equal or higher than 2% (DF), excluding service areas, staircase, parking, storage.

All regularly used office workspaces and occupied areas must be provided with adequate daylight, depending of the task to be carried out.

Assessment and verification:

1) In the design phase the applicant shall provide the results of a daylight simulation by using a suitable software (AGi32, Ecotect) of the essential areas of the building, taking into account room geometry, shading (e.g. of neighbouring buildings) window placement, light transmission, and reflection characteristic of internal surfaces.

DF is defined as the ratio, at the point on a plane (85cm above floor finish) of the illuminance that results from the light received directly or indirectly from a sky of assumed or known luminance distribution to the illuminance on a horizontal plane that results from an unobstructed hemisphere of this sky (cloudy unique sky). The contribution of direct sunlight to both illuminances is excluded.

2) After delivery of the buildings, the criterion will be evaluated by the competent body or delegate onsite

11.2.-Views to the outside

Each permanent workplace shall be provided with a view to the outside.

Assessment and verification:

1) In the design phase, the applicant should provide graphical information of the line of sight and view to the outside from each permanent workplace.

2) After the delivery of the building, the applicant should provide photographs providing the evidence of line of sight for permanently use workplace and occupied areas and evidence of view to the outside with closed blinds and sun shades. In addition, the photographs shall provide that the contours, colours and brightness gradients in the surrounding outside areas are clearly recognizable by looking through.

11.3. Glare prevention in daylight

Workplace shall be provided in absence of glaring from daylight. Windows shall be equipped with a sufficiently adjustable shading mechanism which allows the intensity of the daylight reaching the workstation with display to be reduced.

Assessment and verification:

1) In the design phase, the applicant shall provide information on light directing, sun shade and anti-glare systems. The applicant shall provide information on the type, quantity and installed location on the building for light reflection, sun shade and/or anti-glare system, including the names of the manufactures and products

2) After the delivery of the office building, the criterion will be evaluated by the competent body or delegate onsite

11.4. Preventing glare in artificial light

Preventing glare in artificial light shall be achieved in each permanent workstations.

Assessment and verification:

In the design phase the applicant shall provide evidence of glare limitation in accordance with EN 12464, part 1

11.5. Light distribution in artificial lighting conditions

Workplaces shall be provided with illuminance and uniformity of artificial lighting.

Assessment and verification:

The applicant shall provide the information pertaining to direct and indirect lighting and individual desk lighting. This information shall comply with EN 12464-1 for illuminance and uniformity of artificial lighting. The applicant shall provide the information on manufactures and products for the office workstation lighting

11.6. Colour rendering

Colour rendering and light colour in daylight and artificial light conditions shall have a colour rendering index of Ra equal or higher than 80 for artificial lighting in regularly used areas.

Assessment and verification:

The applicant shall provide information of the colour rendering values and a list of the product used with manufactures colour rendering specifications for artificial light, glazing and sun shades/antiglare systems.

Criterion 12 – Separate room for printers and office equipment

The building shall have apposite service rooms for placing imaging and office equipment generating dust and/or noise (such as printers, copy machines, plotters).

Assessment and verification:

In the design phase, the applicant shall provide graphical documentation showing compliance with the criterion

After delivery, visual check through a competent body or delegate shall be carried out.

Environmental criteria area: WASTE MANAGEMENT

Criterion 13 – Recycling facilities and waste management plan

Dedicated storage space to cater for recyclable materials generated during the use phase shall be constructed. The waste collection area provided with the different containers shall be clearly labelled for recycling and adequately dimensioned according to the building operation. A waste management plan shall be developed containing information on how to collect the waste generated, the monitoring of the waste streams and giving instructions on how to dispose of the separated waste streams.

Assessment and verification:

- 1) In the design phase the applicant shall provide graphical documents proving that a common space has been set aside for waste sorting and collection in all building's floors. The waste management plan shall be provided to the competent body
- 2) After delivery of the building, the criteria will be evaluated by visual check by the competent body or delegate onsite

Criterion 14 – Construction and demolition waste management plan

A waste management plan shall be developed by the constructor and applied for the construction and demolition phases. The waste management plan shall include:

- an analysis of the project with the analysis of the type, amount and timing of the construction waste
- a plan for the project: statement of the objectives of the waste management plan which contains the strategies and methods for disposing the waste of the construction projects. The waste management plan shall be developed by the constructor and clearly understood by the person/company in charge of the demolition and construction waste management. The waste management plan shall be submitted to the developer/owner, municipality and the regulatory agency. A person shall be appointed to implement and monitor the plan.
- an implementation plan and track record system: the waste management plan shall be flexible, recognizing changes and emerging technologies and methods. Issues to be recorded are the description of the materials, disposal alternatives, landfill, recycling, amount of waste, date when the C&D waste is removed from job site, tipping fees and mileage paid for the generated waste.
- a cost tracking/control shall be regarded as long as the waste management plan runs.
- post project evaluation: a final report indicating to which extent the goals were met with the project shall be reported (only for the construction waste).

Assessment and verification:

- 1) In the design phase, the applicant shall provide the relevant documentation on the waste management plan and graphical information of the facilities needed to carry it out. The waste management plan related to demolition phase should be included in the user's manual
- 2) In the moment of building delivery, the post-project evaluation indicating to which extent the goals have been met for the construction phase shall be provided to the competent body or the delegate.

Environmental criteria area: WATER CONSUMPTION AND MANAGEMENT

Criterion 15 – Maximum water consumption

The estimated maximum water consumption shall be equal or less than 20 liter/person/day, where person refers to equivalent of a full-time employee in the office building.

Assessment and verification:

The applicant shall provide documentation with the calculated estimate of the daily water consumption per employee and day. This estimate will be based on the functional characteristics of the bathroom fittings (WC and basin taps), assuming a minimum daily consumption of 1.5l of drinking water, and three uses of the WC (calculated as average flush) and the basin per employee and day. When doing these calculations, only potable water will

be taken into account, leaving out rainwater or grey water used within the building. Showers are excluded from the estimation.

Average flush is defined as:

- female average WC flush = $(2 \cdot \text{reduced WC flush} + 1 \cdot \text{full WC flush}) / 3$

- male average WC flush = $(2 \cdot \text{urinal flush} + 1 \cdot \text{full WC flush}) / 3$

Criterion 16 – Water saving management system

A water saving management system shall be developed consisting of:

a) A water saving management plan which stipulates the recommended schedule, methods and assessments for the inspection of the water facilities

b) A water monitoring system able to report the overall water consumption of the building and separately the water consumption of at least toilets, basins, showers, kitchen taps, white appliances, water for irrigation and cooling towers (if existing).

The monitoring system shall allow the identification of the possible mismatches between the estimated and actual water consumption and the improvement potentials during the use phase of the office building

c) A user's information system shall be established ensuring that the information regarded to water consumption is distributed to at least the maintenance staff

Assessment and verification:

1) In the design phase the applicant shall provide graphical documents indicating the planned water monitoring systems. The applicant shall provide a detail description of the best practice that shall be communicated at least to the maintenance staff with precise information on how to inform the end users

2) After delivery of the building, the water saving management system as well as the information/communication system will be evaluated by the competent body or delegate.

Environmental criteria area: FACILITIES

Criterion 17 - Promotion of bicycles

Dry bicycle storage space with slots shall be available for at least 15% of the building users.

The cycle storages shall be safe, secure and accessible.

Showers, changing rooms and lockers shall be set up in sufficient quantify according to the number of bicycle storage space

Assessment and verification:

a) In the design phase the applicant shall provide a description and graphical documents proving that a number of bicycles could be safely stored in the building. Moreover, the applicant shall provide an estimate of the number of people working in the office building, ensuring that at least 15% of them will be able to commute using their bikes.

The applicant shall provide graphical documents proving that facilities, showers, changing rooms and storage cabinets are available in sufficient quantify

b) After delivery of the building, the criteria will be evaluated by the competent body or delegate onsite

Environmental criteria area: CORPORATE CRITERIA

Criterion 18 - User information

The office building shall be supplied with relevant user information which provides advice on the building's proper and environmentally friendliest use, as well as its maintenance. It shall bear the following information on the most appropriate way to communicate relevant information to end-users and/or on documentation accompanying the building:

- Information concerning the buildings proper environmental use as well as information that the main environmental impacts are related to the use phase of the building shall be provided by the designer/developer to the owner
- The proper maintenance of the office building in electronic or printed form (user's manual) shall include the energy saving management plan, the waste management plan and the water saving management plan
- Information shall be provided that the building has been awarded the EU Ecolabel together with a brief specific explanation of the relevant criteria.
- Recommendations on the proper maintenance of the building and the proper management of the C&D waste shall be provided.
- This information shall contain all relevant instructions, particularly referring to the maintenance and use of the building.

Assessment and verification:

The applicant shall declare the building's compliance with the requirement and provide a sample(s) of the user information to the awarding competent body as part of the application.

Criterion 19 – Information appearing on the EU Ecolabel

The logo should be visible and readable. The use of the EU Ecolabel logo is protected in primary EU legislation. The EU Ecolabel registration/license number must appear on the visible part of the building, it must be readable and clearly visible.

The optional label with text box shall contain the following text:

- improved energy efficiency
- improved water efficiency
- reduced GHG emissions
- ... (to be discussed further during the meeting, if additional information shall be placed on the label)

The guidelines for the use of the optional label with label with text box can be found in the "Guidelines for the use of the Ecolabel logo" on the website:

http://ec.europa.eu/environment/Ecolabel/promo/logos_en.htm

Assessment and verification:

The applicant shall declare the building's compliance with the requirement and provide a copy of the label as it will appear on the walls and/or other visible parts of the building to the awarding competent body as part of the application

APPENDIX I

Laboratory test

The specific assessment and verification requirements are indicated within each criterion; nevertheless several general issues regarding this process are indicated below:

- Where the applicant is required to provide declarations, documentation, analyses test reports, or other evidence to show compliance with the criteria, it is understood that these may originate from the applicant and/or his supplier(s) and/or their supplier(s), et cetera, as appropriate.
- Testing shall be performed by laboratories that meet the general requirements of EN ISO 17025:2005 or equivalent.
- Where appropriate, test methods other than those indicated for each criterion may be used if the competent body assessing the application accepts their equivalence.
- Where appropriate, competent bodies may require supporting documentation and may carry out independent verifications.

The national competent body or ecolabelling board will consider the applications individually taking into account the following approach and making a decision according to the concrete situation without prejudice to the credibility of the European ecolabelling scheme.

1) Laboratory test shall be performed by laboratories that are accredited for the specified test method according to ISO 17025 or GLP, where possible. The Competent Bodies accept accredited laboratories in all Member States in the EU/EEA and in countries that have assigned the mutual recognition agreement according to ILAC, the international accreditation organisation. If in the Member State where the applicant submits its dossier or where the company or the concerned production plant or service is based, one or more laboratories are accredited according to ISO 17025 or GLP, applicants shall use such a laboratory, either in that Member State or another.

2) Laboratories with an accreditation for other tests than those required by the criteria can be accepted if they submit a declaration that the tests are done following the same quality management procedure as the tests for which they obtained an accreditation. In the case of doubt, the competent body or national board shall inspect the lab that carries out the tests or shall select an accredited auditor who will be charged to do so.

3) If neither point 1 or 2 is possible, applicants should call on a non-accredited independent laboratory certified or approved by a Government Department or other public body in a Member State. In case of doubt, the competent body or national board shall inspect the lab that carries out the tests or shall select an accredited auditor who will be charged to do so.

4) If none of points 1-3 are possible, applicants may have the tests performed by an independent laboratory that is neither accredited nor approved by authorities according to point 3. Laboratories with a quality management system shall be preferred. A laboratory

¹⁹ ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories.

situated in an organisation holding an ISO 9001- certificate, may be accepted if the scope of the certification includes the laboratory.

The competent body or national board shall verify the competence of the laboratory that carries out the tests or shall select an accredited auditor who will be charged to do so

5) If none of the above mentioned points can be fulfilled, the applicant may have the tests carried out in a company laboratory (that is not accredited ISO 17025 or GLP, as this would be covered by point 1). The competent body or national board shall ensure that the tests are properly carried out or shall select an accredited auditor who will be charged to do so.

In this case, the laboratory shall have a quality management system. A laboratory within an organization holding ISO 9001- certified, is accepted as being under appropriate quality management, if the scope of the certification includes the laboratory.

This option may also be used for continuous monitoring of the production, including discharges and emissions, and for testing fitness for use when no standards test methods exists.