

# EcoLogo<sup>M</sup> Program

## Primary Application Instructions



To begin the verification process required for participation in the EcoLogo<sup>M</sup> Program, the Applicant Company must provide the information listed below.

### Submit the following for Each Facility manufacturing the products to be certified:

1. Sign and return the application along with both verification and annual fee. \*Please note Travel costs incurred by the Auditor will be calculated and invoiced separately.
2. Completed EcoLogo<sup>M</sup> Listing of the products to be certified that are manufactured at that particular facility (see exhibit A).
3. Completed "Declaration of Compliance" (see exhibit B).
4. The following information describing the assembly facility: number of employees, facility size (ft<sup>2</sup>, m<sup>2</sup>, etc.), and capacity (production volume per specific period).
5. Organization chart that indicates at a minimum: key departments that exist, how they are connected, and which department is responsible for purchasing, production, quality control, environmental and safety controls, marketing, and sales.

*If the company manufacturing the product is different than the Applicant Company (i.e. the Applicant Company is a distributor), this information must be provided for both.*

6. Schematic or flowchart that indicates the main stages of assembly and integral equipment used in each stage. Note that a general overall schematic along with more detailed schematics of individual stages is acceptable.
7. A description of the types of air emissions, effluents, solid wastes and hazardous wastes produced by the manufacturing facility.
8. Copies of regulatory permits or licenses for the manufacturing facility.
9. If the facility has valid ISO 9001 registration, a copy of the valid registration certificate.
10. If the facility does not have valid ISO 9001 registration, copies of the following:
  - an overall set of operational procedures;
  - the procedure used to incorporate EcoLogo<sup>M</sup> requirements (e.g. for disallowed materials, restricted materials, etc.) into purchasing specifications;
  - the procedure used to identify finished product (i.e. batch/lot numbering, product coding, etc.);
  - evidence that quality and/or production records are kept on file for a minimum of 2 years, OR if kept on file for less time, an explanation of why; and
  - the procedure used for recall of product that has already been shipped.

It is up to the Applicant to provide information that indicates compliance with specific EcoLogo<sup>M</sup> criteria. Please check the Product Specific Requirements of the applicable criteria document. Note that the EcoLogo<sup>M</sup> Program can provide a more directed list of the specific requirements for each Applicant.

**Submit the following for Each Individual Product to be certified:**

1. The product label or literature that illustrates how the EcoLogo<sup>M</sup> mark and accompanying criteria statement will be used.

*Note that a "criteria statement" is intended to clarify why certification was awarded and to indicate any constraints on the certification. This is to ensure no ambiguity over, or misrepresentation of, the reason(s) for certification. A criteria statement can be as simple as the CCD number or the title of the criteria document. See the "Conditions for EcoLogo<sup>M</sup> Use" section of the criteria document.*

2. A brief description of how the EcoLogo<sup>M</sup> will be used (i.e. product packaging or labelling, signs or signboards, point-of-purchase displays, commercial vehicles, corporate literature or advertising, etc.).
3. Product Listing completed as per attached 'Sample Product Listing'. (see Exhibit A)

Each Applicant must also provide information that indicates compliance with the criteria specific to the product or service itself, as identified in the applicable certification criteria document. Because this is a generic list, absolute specific requirements for each product or service are not provided.

In most cases, compliance to EcoLogo<sup>M</sup> criteria can be proven through submission of documentation including *inter alia*:

- manufacturing or process records,
- formulary information,
- material safety data sheets (MSDSs),
- purchasing documents,
- test data, for aquatic toxicity, biodegradability etc...
- laboratory reports,
- certificates of compliance, and/or
- others as applicable.

# EcoLogo<sup>M</sup> Program

Product Listing - *Exhibit A Sample*



Please complete this sheet for all products under each CCD to be certified by the EcoLogo<sup>M</sup> Program – Use as many sheets as necessary.

CCD Name & Number: \_\_\_\_\_

Product Type	Brand Name	Product Name	Product Sku	Description	Manufacturing Code	Consumer Product (Yes or No)

*Note this information is for verification purpose only and will not appear on the website.*

# EcoLogo<sup>M</sup> Program

## Declaration of Compliance - Exhibit B Sample



*This form should be replicated on the Applicant Company's letterhead and signed by the CEO or equivalent signing officer.*

### DECLARATION OF COMPLIANCE with the EcoLogo<sup>CM</sup> Program Requirements

The \_\_\_\_\_ **[Applicant Company Name]'s** \_\_\_\_\_ products that are manufactured at \_\_\_\_\_ **[Manufacturing facility name and address]** \_\_\_\_\_ and successfully complete EcoLogo<sup>M</sup> Program certification under the \_\_\_\_\_ **CCD number, CCD Title**)\* certification criteria document shall be generated and/or provided in such a manner that all steps of the process including the disposal of waste products arising therefrom will meet the requirements of:

- (i) all applicable governmental acts, by-laws and regulations, and
- (ii) the applicable criteria contained within the certification criteria document.

For: \_\_\_\_\_ **[Applicant Company Name]** \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\* If applying concurrently for multiple categories, a signed form for each CCD is required.