

GreenFEST

Green Festivals and Events through Sustainable Tenders



LIFE 16 GIE/IT/000748

GUIDELINES FOR THE IMPLEMENTATION OF GPP IN THE FIELD OF
CULTURAL EVENTS (FESTIVALS AND CULTURAL EVENTS - MUSICAL EVENTS)



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Action B.2 Definition of environmental criteria for the cultural sector

Sub-Action B.2.4 Guidelines for the implementation of GPP in the cultural sector

Guidelines for the implementation of GPP in the field of cultural events (Festivals and cultural events - Musical events)



This document contains the Guidelines for the application of the Minimum Environmental Criteria elaborated within the GreenFEST Project - the Green Festivals and Events through Sustainable Tenders - for the assignment of the services of organization and management of a cultural event, which may include, in whole or in part, the following phases of the life cycle of a cultural event:

- a) organization;
- b) promotion and communication;
- c) realization;
- d) post-event activities.

These Guidelines have the objective of facilitating the integration of the Minimum Environmental Criteria in calls for tender.

The Environmental Criteria for "the organization and management of cultural events" includes the following event categories:

- Festivals
- Cultural events
- Musical events

As foreseen by the project, the Guidelines will be an operational tool for local authorities and public structures that have the intention of:

- applying green contracts when promoting, financing or managing cultural activities;
- improving the overall environmental performance of the cultural sector on their territory;
- reduce the operating costs of cultural events;
- to disseminate the green culture among all their stakeholders.

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1. PREMISE

This document contains the Guidelines for the application of Environmental Criteria for a Minimum are developed in the framework of the **Project GreenFEST - Green Festivals and Events through Sustainable Tenders** for the entrusting of services for the organisation and management of a cultural event, which may include, in whole or in part, the following phases of the life cycle of a cultural event:

- a) Organisation;
- b) promotion and communication;
- c) implementation;
- d) post-event Activities.

The criteria are divided into "basic" and "rewarding" environmental criteria. These guidelines aim to facilitate the integration of minimum environmental criteria into calls for tenders.

CAMS for "organization and management of cultural events" include the following categories of events:

- Festivals and cultural events
- Musical events

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As foreseen by the project, the guidelines will be an operational tool for local authorities and public structures that intend to:

- apply green procurement when promoting, financing or managing cultural activities;
- improve the overall environmental performance of the cultural sector on their territory;
- reduce the operational costs of cultural events;
- divulge green culture among all their stakeholders.

These Guidelines will be presented to the Ministry of the Environment and to the regions that are part of the "management Committee for the implementation of the NAP GPP" to include the "organization of events" as a category of the PAN GPP and to use the content of the guidelines as a basis for defining a set of environmental criteria to a minimum.



2. HOW TO CARRY OUT A GREEN TENDER IN THE ORGANIZATION AND MANAGEMENT OF CULTURAL EVENTS

The CAM for the organization and management of the cultural events, in particular for the festivals, cultural exhibitions and musical events in numbers:

- 9 technical specifications
 1. Reducing the consumption of natural resources
 2. Selecting the location based on the safeguard of biodiversity
 3. Supply chain
 4. Management of the transport to reach the event and the transport of materials
 5. Energy consumptions
 6. Waste management
 7. Accessibility and equality
 8. Training for staff
 9. Information to the public

- 11 Rewarding technical specifications
 1. Calculation of consumption and CO2 equivalent of the event
 2. Management of the risk due to climate change
 3. Destination of not administered food
 4. Sustainable mobility
 5. Health and safety
 6. Territorial enhancement
 7. Promotion and communication
 8. Sponsoring of cultural activities
 9. Paper and fabric products
 10. Cleaning products
 11. Packaging

- 2 Implementation conditions (contractual clauses)
 1. Reduction and management of waste
 2. Modularity

3 REDUCTION OF AN EVENT'S ENVIRONMENTAL IMPACT

Organizing a sustainable event represents a concrete commitment to reduce the environmental, social and economic impact of its activities. This approach offers the opportunity to demonstrate and share how the sustainability themes have been applied inside the organization with its stakeholders.

Generally, the main impacts of an event can be found in the production of waste, in the consumption of energy and water resources, in the excessive consumption of resources and raw materials not deriving from recycled or eco compatible materials, in the CO2 emissions both concerning the means of transport and the event in general. In addition, the organization and conduct of an event have a strong impact both on the surrounding communities, and on the territory where it takes place.

One of the aims of this project is to allow the tenderer to create an integrated environmental management system oriented towards the sustainability of the event and to the reduction of its impact in the environmental and social field, favouring the implementation of the minimum environmental criteria through the guide lines of this document.

This approach can be developed through a dissemination within the organization of the principles and good practices of environmental and social sustainability to increase greater knowledge and attention to the topic of sustainability.

One of the fundamental components is the creation of collaborations and synergies with subjects and bodies specialized in the field of sustainability.

The training of the staff operating inside the event and the divulgation to public of information related to the environmental and social impact of the event are also important; as well as the methods used to reduce such impact during its organization and development, also providing for actions to restore the location where the event takes place in case of damage.

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SOCIAL ASPECTS

In order to follow up social demands in the context of sustainable events, consideration should be given to possible problems related to supply chains, sometimes consisting of complex and fragmented supply chains involving countries where the risk of damage to fundamental human rights and the right to “decent work” is high. Therefore, it is recommended where possible to apply the guidelines adopted with Ministerial Decree 6 June 2012 “Guide for the integration of social aspects in public procurement”, aimed at fostering compliance with internationally recognized social standards.



4. THE SUBJECT OF THE CONTRACT

Event organization and management service..... (festivals and cultural events and / or musical events) with low environmental impact.

5. SELECTION OF CANDIDATES

In order to select tenderers, the contracting authority shall require the tenderer to be able to adopt an environmental management system or a sustainable event management system in accordance with European or international standards as a technical-professional capacity requirement (ISO 14001, EMAS, ISO 20121). The tenderer alternatively presents:

- a) an EMAS Registration (Regulation No 1221/2009 on voluntary membership of organisations in a community eco-management and audit scheme), which is currently in force;
- b) certification according to ISO 14001;
- c) an equivalent certificate in this field, issued by bodies established in other member states;
- d) other evidence of equivalent measures in the field of environmental management, produced by the tenderers as a detailed description of the environmental management system implemented by the bidder (environmental policy, initial environmental review, program improvement, implementation of the environmental management system, measurements and assessments, definition of responsibilities, documentation system).

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Or in the case of sustainable events certification:

- a) a certification according to the ISO 20121 regulation;
- b) an equivalent certificate in this field, issued by bodies established in other member states;
- c) Other evidence related to equivalent measures on the events management produced by the tenderer, like a detailed description of the environmental management system carried out by him (environmental policy, involvement of the stakeholders, improvement program, realization of the events management system, measurements and evaluations, definition of the responsibilities, documentation system).



6. THE BASIC TECHNICAL SPECIFICATIONS FOR A SUSTAINABLE EVENT

REDUCING THE USE OF PAPER AND PRINTS ON ECO-FRIENDLY MATERIALS

To meet this criterion, the tenderer may perform several actions:

1. Reduce the use of paper developed through the digitization aimed at each type of document. Such action can be implemented through the provision of an electronic ticket with QR code or through the receipt of purchase of the ticket sent by email and then shown with the smartphone.
2. Predict the digitization of information material such as brochures or digital maps on smartphones / tablets.
3. Predict the communication and promotion of the event through internet site, social and virtual channels, avoiding the use of paper advertising.
4. Pre-set the printer to "double-sided printing" mode and prefer printing multiple pages per sheet.
5. Choose a typography, selecting those that are environmentally friendly, that use sustainable paper and inks, machines and equipment with low consumption, and that possibly also certify their service.
6. Use recycled or certified paper (ECOLABEL, FSC/PFSC or equivalent) to minimise environmental impacts (see **annex A**).

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VERIFICATIONS REQUESTED TO THE TENDERERS

In the application of criteria from 1 to 4 the tenderer has to present a detailed report, signed by the legal representative, in which the digitalization modes that he intends to apply in the event have to be described; with regard to the point 5 he must provide the documentation for the low environmental impact typography related to the use of certified paper and sustainable inks.

With regard to point 6, the paper bought/used has to comply with the verifications established by the Ministerial Decree *"Purchase of copying paper and graphic paper"* approved with the Ministerial Decree of the 4th of April 2013 (see **Annex A**).

SET UP MADE WITH RECYCLED AND REUSABLE MATERIALS AND SUSTAINABLE FURNITURE

For the set up of the event, the tenderer has to use materials deriving from recycle and possibly reusable in other events and/or in different ways from the original function. In purchasing these materials, the tenderer has to keep in consideration the technical



specifications established in the document "*Supply and rental service of furniture for interiors*", approved with the Ministerial Decree of the 11th of January 2017 (see **Annex B**).

VERIFICATIONS REQUESTED TO THE TENDERERS

To guarantee that the supply of fittings comes from recycled and reusable materials, the tenderer has to provide a detailed report on the materials used, including possible certifications and relative documentation; for the use of fittings in paper and cardboard, he has to present a sustainability declaration from the supplier. For all the other products, the tenderer will have to comply with the CAM verifications "*Supply and rental service of furniture for interiors*" approved with the Ministerial Decree of the 11th of January 2017 (see **Annex B**).

LOW ENVIRONMENTAL IMPACT GADGETS

For the supply of gadgets distributable during the event, the tenderer has to:

1. Provide only reusable gadgets and not disposable ones (eg. canteens, kinetic energy battery rechargers, etc.)
2. Provide gadgets deriving from recycled, reused or biodegradable material
3. Buy gadgets from community service activities (eg. coming from reception centers, prisons, etc.)
4. Ensure that the packagings of these gadgets are made of recycled material that they allow the preservation of the content as required by the *Legislative Decree. no. 152/2006* (see **Annex C**).

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VERIFICATIONS REQUESTED TO THE TENDERERS

The offerer must provide technical data sheets for each gadget used, in which the materials of which it is made of and the origin, the brand, the model and the producer code are listed.

SELECTING THE LOCATION BASED ON THE SAFEGUARD OF BIODIVERSITY

The tenderer has to ensure to safeguard the territory, particularly when the events take place in ZPS and SIC protected areas, as established in the Presidential Decree of the 8th of September 1997 no. 357 of the Natura 2000 network, through some preventive measures like:

1. predisposing a preventive plan in order to correct the possible damages that will be caused by the organization and the development of the event
2. Planning the redevelopment of the place in which the event will be held



3. Making the event's date and time known to the public, especially to the communities near the location, in order to inform the population.

VERIFICATIONS REQUESTED TO THE TENDERERS

The tenderer will have to provide documentation related to the place where he intends to carry out the event, attesting if possible the interference and distance from areas with high biodiversity or protected areas. In particular, he will have to specify the possible criticalities which can be found concerning environmental and social impact, and the measures established to limit these impacts.

LOW ENVIRONMENTAL IMPACT FOOD AND CATERING SERVICES

To supply food products and/or for the catering service, the tenderer has to refer to the *CAM for collective catering in paragraphs 5.3.1 and 6.3.1 (see annex D).*

VERIFICATIONS REQUESTED OF TENDERERS

The tenderer must comply with the verifications provided for in *the CAM for collective catering* in paragraphs 5.3.1 and 6.3.1 (see **Annex D**).

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TRANSPORT TO REACH THE EVENT

In the management of transport, to reduce the use of private transport, the tenderer can:

5. select a location accessible with public transport as a possible solution to reduce the use of private transport, promoting a sustainable mobility;
6. promote sustainable mobility through possible agreements with accommodation facilities located in points which are easily reached with public transport. Moreover, it is possible to activate collaborations and sponsorships with the public transport company, in order to promote the sustainable mobility of the event's participants, through, for example, a reduction of the entrance price by presenting a public transport ticket;
7. Sustainable mobility can be promoted and incentivized also through informative material provided by the same organizers of the event on the website. Here, in addition to the best routes to reach the event with public transport, also other forms of sustainable mobility present on the territory can be promoted, like bike sharing and car sharing, and the related access methods to use such services. Also the possibility of making a shuttle service available can be considered, with at least Euro 4 emission



standard vehicles, electric or hybrid, departing from the main train/bus station to the event;

8. further measures to reduce the use private transport can be taken through agreements with the companies that manage public transport, scheduling the times of the means of transport based on the beginning and end of the event, facilitating their use for participants;
9. provide information material that allows visitors to know the possible cycling and pedestrian paths of the area that are connected to the event, promoting pedestrian and bicycle mobility
10. In the case of purchase of vehicles comply with the CAM Acquisition of vehicles used for Road Transport", approved with the Ministerial Decree of the 8th of May 2012 (see **Annex E**).

VERIFICATIONS REQUESTED TO THE TENDERERS

In order to reduce the use of private transport and to demonstrate his commitment to promoting sustainable mobility, the tenderer must prepare a detailed report listing and describing all the actions he intends to promote and take to apply points from 1 to 5.

With regard to the verifications of point 6, the tenderer must comply with the verifications of the CAM *Acquisition of the vehicles used for transport on road*", approved with the Ministerial Decree of the 8th of May 2012 (see **Annex E**).

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TRANSPORT OF MATERIAL

The tenderer must ensure that the transport of the material is carried out with low environmental impact means, preferring rail or road transport with at least Euro 4 emission standard vehicles.

VERIFICATIONS REQUESTED TO THE TENDERERS

In order to ensure the transport of the low environmental impact material for the event, the tenderer must supply technical data sheets for each vehicle used, in which the characteristics of each vehicle and the respective vehicle registration certificates are indicated.

ENERGY CONSUMPTION FOR THE ORGANIZATION OF THE EVENT

The tenderer must:

1. program the *stand-by* function on all the electrical and electronic equipment;



2. turn off the printer, fax and photocopier when these devices are not used;
3. turn off the computer monitor also during inactivity periods (lunch breaks, phone calls, meetings, etc.);
4. turn off the computer if it is not used for more than an hour and always remember to turn it off at the end of the day;
5. the purchase of energy-efficient electronic office devices must comply with the CAM *"Supply of Electrical and electronic office equipment"* approved with the Ministerial Decree of the 13th of December 2013 (see **annex F**).

VERIFICATIONS REQUESTED OF TENDERERS

In order to manage energy consumption better and reduce it during the organization of the event, the tenderer must provide all the staff hired for the event with informative reports concerning the points from 1 to 4. Here all the good practices and actions to be carried out and the things to which pay attention before, after and during the event to reduce consumption are listed.

With regard to the verifications in point 5, the tenderer must comply with the CAM verifications *"Supply of Electrical and electronic office equipment"* approved with the Ministerial Decree of the 13th of December 2013 (see **annex F**).

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ENERGY CONSUMPTION DURING THE EVENT

During a low environmental impact event, energy consumption can be reduced through the implementation of measures to limit the waste of energy, in particular the consumption of energy from non-renewable sources. This can be also applied in a life cycle perspective, in addition to the requirements of the law. Therefore, during the event, the tenderer will have to reduce the use of energy consumption through some possible actions, such as:

1. An automated system to manage the systems (turning on, control, turning off) in order to achieve, in compliance with the performances requested, a reduction in energy consumption.
2. An automated system to monitor the systems, including equipment for the measurement of thermal energy (divisional meters) and for the acquisition, processing and storage of data that enable the assessment of the systems' performance.
3. Provide, where missing, for the installation of meters for the system environments / sections that exceed a fixed annual consumption threshold, which has to be indicated in the tender documents.
4. Choose a location well lit by natural light.
5. Use of low energy consumption lamps or LED lamps.



6. Temperature regulation within closed spaces.
7. Use of energy from renewable energy sources through the stipulation of a contract with suppliers that produce energy from renewable energy sources; for example by installing photovoltaic panels, solar panels, thermodynamic panels for the production of hot water, etc.
8. Provide the users with information on the behaviour to adopt during the use to reduce energy consumption.

VERIFICATIONS REQUESTED TO THE TENDERERS

To ensure the reduction of consumption during the event, the tenderer must produce a detailed report in which he describes and lists the various ways and actions he intends to take to reduce energy consumption, signed by the legal representative.

WASTE MANAGEMENT

With the purpose of minimizing the production of waste for the event, it is possible to:

1. Reduce the non-recyclable fraction of waste produced during the event, for example through the use of biodegradable or washable dishes, etc.; incentive the separate collection through the drawing of footprints on the floor that address towards the separate collection areas by dividing the colours for the types of waste bins to use (Nudge, gentle push).¹
2. Reduce the use of plastic, for example, through drinking water dispensers, distribution of biodegradable bottles, glasses to be given back, ban of disposable plastic (straws, cutlery, plates, glasses, etc.); provide a special area used for packed lunch, reducing the use and purchase of plastic and cutlery sold inside the event.

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In every event, the presence of a person in charge of waste management that helps to do the separate collection correctly during the event is also fundamental:

- works as a reference point for all employees;
- Adequately educating those who have an active role in the event: for example, preparing the whole system without informing those who clear the tables about waste separation makes any effort useless;
- Creating a group of people who help to divide the waste in turns;

¹ For more information see <http://www.nudgeitalia.it/nudging/>



- Choosing and organizing an easily accessible and identifiable area where waste can be sorted;
- Providing a control service that ensures the correct way of placing waste in the appropriate containers;
- Limiting waste already in the buying choices: prefer dispensed beverages or glass to plastic bottles.

VERIFICATIONS REQUESTED TO THE TENDERERS

The tenderer must demonstrate that he has obtained the authorizations required by the municipal authority for the disposal of waste produced during the event, and he must describe in a report, signed by the legal representative, the further measures planned to reduce the production of waste and to facilitate reuse and recycling. The contracting authority will carry out checks under execution of the contract on the correct implementation of the practices listed in the report.

ACCESSIBILITY AND EQUALITY²

To favour a greater level of accessibility and equality, it is possible to:

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² The user of the event must be considered in its widest and most complete acceptance, in favour of an inclusive approach that can take into account the different specific needs of all people: families with children, very old people, people with pets etc. people with difficulties or with disabilities (physical, motor, sensorial-perceptive, communicative, relational, intellectual, cognitive, psychic), people with complex disabilities, people with allergies and intolerances, people with dietary needs etc. It is necessary to guarantee to everyone, regardless of the particular needs and difficulties, the possibility to realize, also through specific devices and services, pleasant and satisfying experiences, including active participation if it is planned in the event. The inclusive ability of the event is largely achieved through the contextual and balanced presence of hospitality and communication which are careful to the practice of inclusion, architectural and perceptive accessibility and access to experience. To achieve a full usability of the event the relational aspects of reception, conviviality and attention to the different needs, are fundamental in the services and in the accompanying, entertainment and educational activities. The willingness to modify / modulate their consolidated hospitality practices to accommodate specific and differentiated needs and expectations is extremely important. It is necessary to realize a wide accessibility to the spaces, intended as the possibility for everyone to access, orient themselves, recognize, move autonomously and use, in an equal and non-discriminatory or marginalizing way the spaces and places where the event's activities take place. The structural accessibility has to be achieved through planning, technologic and management interventions and through environmental communicability solutions. The access to the experience is obtained giving everyone the possibility to participate, enjoy and live the proposed event in the best way. It is important to promote activities and paths based on different development modes, that make use of multi-sensoriality, interactivity, assistance and technological supports. Inclusive, effective and exhaustive strategies have to be used based on a corrective and diversified use of the language (spoken, written, marked) and on appropriate communication tools, useful to prevent any form of discrimination. Also the elements linked to accessibility have to be communicated through different informative channels. The information on accessibility has to be complete and precise and has to refer to different needs, in order to allow everyone to know it and autonomously evaluate it to make conscious decisions. To make the designed and realized event known to everyone is a way to contribute to reduce and prevent exclusion and risk factors, environmental malaise, inequality, marginalization by accessing and making use of a sustainable, responsible event, accessible to everyone.

1. Promote disabled people's accessibility through inclusion, for example through removable ramps to allow the accessibility to the whole event or the arrangement of special lifts if the event takes place on more floors. Moreover, it is fundamental to adapt the toilets to the needs of disabled people to guarantee their access, for example, to public services, public buildings and public transport.
2. Promote the opportunity for youth employment, for long-term unemployed people, for people belonging to disadvantaged groups (for example migrant workers, ethnic minorities, etc.), people with disabilities etc.;
3. Guarantee the access equality to tenders, to companies whose owners or employees belong to ethnic or minority groups, for example cooperatives, social enterprises and non-profit organizations.
4. Promote "decent work" intended as the right to a productive and freely chosen work, to fundamental work principles and rights, to a decent salary, to social protection and dialogue. Also the achievement of equal opportunities has to be promoted, employing an approximately similar number of men and women in the event.
5. Favouring equity and improvement of workers' lives, favouring their employment growth.

VERIFICATIONS REQUESTED TO THE TENDERERS

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The tenderer will have to provide a detailed report in which he describes and lists the various ways and actions that he intends to perform to guarantee accessibility and equality, having it signed by the legal representative.

TRAINING FOR STAFF

To guarantee an adequate respect of the environmental management level inside the event, it is fundamental to provide the staff with a specific training. This path can be developed:

1. through a suitable training with experts of the sector, establishing an analyses and explanation of all the regulations and needs concerning sustainability and environmentalism principles;
2. Inside the organization through a "*Conduct code*" containing ethical, environmental and social principles on which the event is based.

VERIFICATIONS REQUESTED TO THE TENDERERS

To check the training fulfilment established for the staff hired for the event, a training program has to be presented in which the topics of the training days and how they will be



dealt with will be reported, as well as the scheduled dates and places where the training will be held.

INFORMATION TO THE PUBLIC

1. To favour a greater information to the public, the tenderer can insert the event's sustainability certification mark on the event's website, promoting its visibility.
2. The tenderer also has to promote the correct separate collection and inform the participants about it by supplying informative material.
3. Distribute to the event's participants an informative report on the correct ways to reduce water and energy consumption during the event and outside it.
4. Provide for the list of suppliers and stake holders involved in the project, promoting their approach to environmentalist criteria and sustainability.

VERIFICATIONS REQUESTED TO THE TENDERERS

In order to favour a greater diffusion among the public of information on the sustainability of the event and on the good practices to adopt, the tenderer has to draw up an action plan that lists and explains in detail the modes in which he intends to communicate to the public the actions that he will carry out during the event for this promotion. The modes, times and information tools that are intended to be used to promote these good practices have to be listed.



7. REWARDING CRITERIA

CALCULATION OF CONSUMPTION AND CO2 EQUIVALENT OF THE EVENT

The tenderers that present a monitoring plan for consumption (energy, water, waste) and the calculation of emitted CO2 in the event will receive a rewarding technical score. In particular they will have to calculate at least:

1. Energy consumption and quantity of CO2 linked to the stakeholder's transport (organizers, visitors, suppliers). The consumptions can be calculated based on the distances travelled and on the types of means of transport used by the stakeholders to reach the event, establishing a participation form that collects this information, that will be needed for monitoring. The calculation of CO2 related to energy consumption can be done using the GHG – greenhouse gas protocol spreadsheets (link: <http://ghgprotocol.org/calculation-tools>) or an equivalent tool;
2. Energy and water consumption of the event and the calculation of CO2. Consumptions can be simply detected by energy and water consumption meters. For the calculation of CO2 you can always refer to the protocol spreadsheets of the GHG – greenhouse gas (link: <http://ghgprotocol.org/calculation-tools>) or an equivalent instrument;
3. The quantity of waste produced divided by typology (paper, plastic, glass etc.). With regard to this calculation agreements have to be made with the waste disposal service, asking for information on the quantity of bags by type that can be disposed of at the end of the event and the liters/kilograms that a bag can contain. It is better to agree before the beginning of the manifestation.
4. Finally, the tenderer will have to present an improvement plan for the reduction of consumptions and of the produced CO2. This will allow to compare from a year to another the criticalities and the results of the actions proposed in the plan.

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VERIFICATIONS REQUESTED TO THE TENDERERS

For the requirements from point 1 to point 4, the tenderer shall develop a chart illustrating, for each year, the monitored aspects (waste management, climate change, natural resources) with key indicators (eg Kg produced per type of waste, kg CO2 for transport and electric consumption of the event etc.), the actions to perform for the monitoring (dislocating the appropriate containers for separate collection, looking at the meters before and after the event, etc.), the measurement modes (questionnaires at the entrance, CO2 calculation tools), the calculation of the results and improvement actions. See the chart proposed in **Annex G**.



Alternatively, to comply with the criterion, the tenderer can demonstrate to own a certification issued in accordance with the ISO 20121 regulation or equivalent, with particular reference to the points indicated in the criterion.

MANAGEMENT OF THE RISK DUE TO CLIMATE CHANGE

In the management of the risk due to climate change, the tenderer has to establish a plan aimed at analyzing and preventing the possibility of the occurrence of one of the following calamities: floods, rain, wind, hail, lightning, temperature and landslides. The tenderer can take into consideration the Derris project "*The climate is changing. Let's reduce the risks*". (LIFE 14 CCA/IT/000650), and the related tool called CRAMM that allows to analyze which are the risks that the tenderer is exposed to in case of extreme weather-climate events and which could be the relative solutions and preventive measures (see <http://www.derris.eu/en/>).

VERIFICATIONS REQUESTED TO THE TENDERERS

The tenderer will have to draw up a risk prevention and management plan to reduce the risks linked to climate change. This plan will have to report the modes and actions that the tenderer intends to carry out in case of extreme weather or climate events and the prevention measures to be implemented. The document will have to be signed by the legal representative. This assessment and prevention plan can be carried out through the CRAMM tool developed in the field of the project DERRIS, with equivalent methods that ascertain the truthfulness of the results obtained.

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DESTINATION OF NOT ADMINISTERED FOOD

To manage non administered food in a sustainable way, there is the possibility to assign points to the tenderer that activates in socially useful ways to distribute this food to non lucrative and socially useful structures and organizations. In this case, a preventive agreement before the beginning of the event should be drawn up and the correct transport and maintenance of food through specialized firms should be guaranteed.

VERIFICATIONS REQUESTED TO THE TENDERERS

The tenderer must draw up a document, signed by the legal representative, in which he shows the agreements taken with the non-lucrative organizations for the distribution and preservation modes of the food, establishing an appropriate protocol that has to be drawn up and signed by the Supplier and the Organizer of the non lucrative organization, to which the non administered food will be destined. (*Paragraph 5.4.3 of the Ministerial Decree of the 25th of June 2011*) (see **Attachment H**).



SUSTAINABLE MOBILITY

To increment and promote sustainable mobility, the following rewarding scores will be attributed to the tenderer who:

1. Advertises shared means of transport to move and sponsorizes bike-sharing, car-sharing etc.
2. Provides for organizing the event to arrange the timing of beginning and end of the event compatibly with the departing times of public transport, incentivizing its use through information concerning the best routes to reach and leave the event.
3. Predispose a shuttle service with at least Euro 4 emission standard vehicles, electric or hybrid, for the participants, from the main train or bus station, supplying the departure times on the website, to allow the visitors to know them;
4. Concerning the transport activity of materials, establish collective solutions for transport, thanks to the modularization of materials, allowing the reduction of the number of travels and consequently the reduction of CO2 emissions;
5. With regard to the activation of initiatives aimed at compensating the emissions of greenhouse gas produced during the event through the compensation of the emitted CO2, it is possible to establish the planting of trees, the local reforestation through realities recognized and accredited through the purchase of carbon credits.

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VERIFICATIONS REQUESTED TO THE TENDERERS

With regard to the first three points, the tenderer will have to provide a report, signed by the legal representative, with a list of actions and modes with which the tenderer intends to promote a sustainable mobility during the event, and the consequent reduction of the use of private means of transport by the users. With regard to the point 4 the tenderer will have to provide a suitable documentation attesting the participation in a centralized management system of deposit and transport of materials, with the name of the potential firm that he turned to or the possible property of a deposit, supplying also photos and maps, a description and an explanation on how the materials are intended to be preserved inside it. In addition, a documentation will have to be supplied, through a protocol signed by the supplier, on the system of centralized management of the transport and deposit of goods and their consequent conservation. With regard to point 5 he will have to provide for certificates that he signed and that attest the compensation of the CO2 produced in the event (eg. carbon offset, zeroing CO2, etc.)



HEALTH AND SAFETY

To improve the health of the event's participants, the tenderer, in addition to setting up special areas for smokers, will have to guarantee that these areas are located at a suitable distance from the possibly most crowded areas of the event.

VERIFICATIONS REQUESTED TO THE TENDERERS

The organizer will have to provide for a documentation signed by the legal representative, with a description of the places where smoking areas will be located during the event and ensuring an adequate distance from the most crowded areas of the event. Moreover he will have to supply documentation on cigarettes collection.

TERRITORIAL ENHANCEMENT

In order to enhance the territory where the event will take place more, the tenderer can:

Promote agreements with public and private subjects to widen the knowledge of the territory and its possible attractions in order to enrich and enhance the visitors' experience organizing trips and guided visits that allow people to know more about the place where the event was organized.

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VERIFICATIONS REQUESTED TO THE TENDERERS

The tenderer will have to provide a description of the modes and activities that are intended to be carry out to put in place this enhancement, for example providing a list of recommended facilities with which collaboration agreements can be stipulated.

PROMOTION AND COMMUNICATION

In the organization, development and conclusion of the event it is fundamental to communicate to the stakeholders the commitment to comply with environmental criteria faced by the tenderer and supply an adequate communication on the various environmental principles adoptable.

This can be done through:

1. The elaboration of a stakeholders involvement plan, where they are divided per type, interest in the event etc in order to carry out ad hoc actions for each category (local bodies, organizations, schools, etc.)



2. The preparation of special areas in the event for the public, where it is possible to get informed and where the presence of educational and interactive games can be arranged to promote the information related to sustainability, such as games to educate on recycling, the application of the principles of Nudge (gentle push), etc..
3. Drawing up, next to the separate collection, a documentation that describes the various stages of the material recycling, to inform people on their composition and on the benefit of such a collection, improving the awareness and information of the public participating in the event; (e.g. having competent staff that can assist people in this area, able to answer the visitors' questions and doubts).

VERIFICATIONS REQUESTED TO THE TENDERERS

To ensure an adequate level of promotion and communication the tenderer must, with regard to point 1) provide for a plan for the involvement of stakeholders in which a list of activities to do is shown and described, the goals set for the promotion and the communication and the activities that it is planned to be implemented during the course of the event, with the relative description, per type of stakeholder. For the verification of the points 2 and 3, the tenderer will have to draw up a list of the activities that will be carried out, signed by the legal representative, and individuate the staff that will be made available in the separate collection area, guaranteeing the relative competences on the topic, to be able to answer to the public and inform it in the best way.

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SPONSORING CULTURAL ACTIVITIES

The tenderer must create collaborations and synergies with sponsors that implement and promote the principles of environmental and social sustainability. These sponsors are identified as those who, in their product category adopt minimum environmental criteria promoting an approach to circular economy through, for example, the presence of internationally recognized certifications (ISO 20121, EMAS etc.) or through the promotion of socially useful activities, like support and/or donations to non profit organizations.

VERIFICATIONS REQUESTED TO THE TENDERERS

To comply with aforementioned criterion, the tenderer has to prepare a form for each of the sponsors present at the event, with the list of the environmental management systems (ISO 20121, EMAS), the energy management systems, the standards for social quality and any potential initiatives implemented by the sponsor in the socially useful field and the relative evaluations of the social impact of these actions, the systems of environmental reporting and sustainability, the ecological labels product (Ecolabel or equivalent) that the sponsor uses in providing its product category, and the related application of the minimum environmental



criteria, the ecological footprints of the product and of the organization, awareness-raising campaigns and the best practices implemented in the environmental and social field.

PAPER AND FABRIC PRODUCTS

The paper and fabric products used in the event shall comply with the ecological criteria established in Article 2 and its annex of the European Commission's Decision of the 9th July 2009 (2009/568/EC) (**see Annex I**); For example they have to:

- Come from recycled material
- The origin of all virgin fibres used must be documented. Paper producers must ensure that wood and fibres come from legal sources.
- Wood and fibres mustn't come from protected areas in which the official classification as protected areas is undergo, from ancient and high conservation value forests, as defined in national stakeholder consultation procedures; unless the purchase clearly complies with national conservation regulations.

VERIFICATIONS REQUESTED TO THE TENDERERS

In using paper and fabric products during the event, the tenderer has to comply with article 2 and the relative annex of the decision of the Commission of the 9th of July 2009 (2009/568/CE) (See Annex I). The products that have the label Eu-Ecolabel 2009/568 are considered compliant.

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CLEANING PRODUCTS

For the supply of cleaning products and the for the cleaning service, the tenderer has to comply with the minimum environmental criteria for the "*Entrustment of the cleaning service and for the supply of hygiene products*" approved with the Ministerial Decree of the 24th of May 2012 (See **Annex L**). The tenderer must rely on a company which supplies cleaning services that meet the minimum environmental criteria.

VERIFICATIONS REQUESTED TO THE TENDERERS

In the choice and use of cleaning products, the tenderer has to comply with the CAM related to the "Entrustment of the cleaning service and for the supply of hygiene products", approved with the Ministerial Decree of the 24th of May 2012 (See Annex L).



PACKAGING

The packaging (primary, secondary and tertiary) must be made of materials easily separable by hand if they consist of only one material (eg. cardboard, paper, plastic, etc.) recyclable and/or consisting of recovered or recycled material. The plastic packaging have to be identified in accordance with the CR 14311 regulation “Packaging – Marking and material identification system”. The packaging has to be made of at least 80% in weight of recycled material if it's made of paper or cardboard, and at least 60% in weight if it's made of plastic.

VERIFICATIONS REQUESTED TO THE TENDERERS

The tenderer must ensure that the packaging to be used is described, reporting the type of material or materials of which it is composed, with the relative percentages of each material used for its composition, the measures taken to reduce the volume of the packaging to the minimum, through, for example, the modularization. Moreover, in the context of its composition he must provide a description on how the assembly of different materials that make up the packaging was obtained, and how it is possible to separate them in order to perform a separate collection of the different materials once the packaging is no longer reusable, etc. It is also necessary to declare the content of recycled material, in compliance with the UNI EN ISO 14021 or to the UNI EN ISO 14024 regulation or with a labelling system certified by a third party.

8. IMPLEMENTATION CONDITIONS (CONTRACTUAL CLAUSES)

REDUCTION AND MANAGEMENT OF WASTE

The tenderer must avoid using disposable plastic tools, and ensure the use of recycled, biodegradable or reusable products (e.g. through the use of biodegradable or washable dishes, etc.). The company who won the tender must provide product certificates that attest the compliance with UNI EN 13432: 2002 regulation³.

MODULARITY

The tenderer must use fittings built on standardized and modular models, which ensure their disassembly in a simple way, a possible reuse for another event and / or implement policies for the repair or replacement of broken modules without having to buy the entire object again.

³ According to the norm, a material can be called "compostable" if it has the following peculiarities:

- Degradability of at least 90% within six months in the presence of a carbon dioxide-rich environment. The value shall be verified according to the ISO 14855 method.
- If put into contact with organic material for three months, the mass of the material has to be made of at least 90% of fragments of less than 2 mm in size, to verify the ISO 14045 standard.
- The material should not have adverse effects on the low concentration composting process of heavy metals added to the material.
- The PH values, saline content, volatile solids concentrations, nitrogen, phosphorus, magnesium and potassium must remain below the established limits.

See <http://www.demi.it/news-riferimenti-normative/leggi/1/Direttiva-UNI-EN-13432--2002>



ATTACHMENT A_ENVIRONMENTAL CRITERIA FOR PAPER PURCHASE

4.1 ACQUISTO DI CARTA PER COPIA E GRAFICA RICICLATA⁴

4.2.1 FIBRE REQUIREMENTS

The paper has to consist of recycled cellulose fibres, with a minimum quantity of at least 70% of the weight. Virgin fibres used for the paper production must come from responsibly managed forests or controlled sources.

VERIFICATION:

The tenderer must indicate the producer and the trade name of the paper he intends to offer. The complying products have the following requirements:

I.The ecologic European Ecolabel with percentage of recycled fiber equal or superior than 70%

The ecological label Der Blaue Engel

I.“FCS® Recycled” (or “FCS® recycled”) or “PEFC® Recycled”(or " PEFC® recycled”),

II.A self-declared ISO 14021 environmental claim stating the presence of a percentage of recycled fibre of at least 70%, and the origin of fibres from responsibly managed forests or controlled sources, validated by a recognised organisation. Such claim is accepted by the contracting authority.

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III.Other third party certifications

For products not in possession of such marks or certifications, the tenderer must provide a declaration that the criterion is met and commit to accept an inspection by a recognised authority to verify that the criterion is met, signed by the legal representative of the paper factory. For products which information is provided by means of a self-declared non-validated environmental statement, the producer's declaration is not required. In cases of non-validated environmental declarations/assertions, validation/ certification by a recognised authority may be required, taking into account the value of the tender. Where it is not possible to obtain such certifications on time, the company who won the tender shall also accept other means of proof, such as technical documentation from the producer, with supporting evidence.

⁴ Purchase of copy paper and graphic paper approved with Ministerial Decree 4 April 2013, in the Official Gazette no. 102 of May 3, 2013



4.2.2 DANGEROUS SUBSTANCES: LIMITS AND EXCLUSIONS

Gaseous chlorine should not be used as a bleaching agent;

Alkylphenoethoxylates and other alkylphenol derivatives should not be added to cleaning or de-inking chemicals, defoaming agents, dispersants.

VERIFICATION:

The tenderer must indicate the brand and trade name of the product which he undertakes to provide and indicate any third party certification attesting compliance with the aforementioned criterion. With regard to the paper not in the possession of the European Ecolabel, or not in the possession of other equivalent environmental ISO type I labels that comply with the criterion, presumed to be compliant, or certifications by specific third-parties, the tenderer must acquire the technical sheets of the paper or a declaration signed by the legal representative of the paper factory certifying the conformity to the criterion indicated above.

ENVIRONMENTAL CRITERIA FOR THE PURCHASE OF MIXED OR VIRGIN PAPERS

5.2.1 FIBRE REQUIREMENTS

The raw fibre of the paper may consist entirely of Virgin cellulose fibres or 'mixed' cellulose fibres (i.e. Virgin and recycled fibres with a recycled cellulose content of less than 70% of the total weight). Virgin fibres used for paper production must come from responsibly managed forests or controlled sources

VERIFICATION:

The tenderer must indicate the producer and trade name of the paper he intends to offer. The products considered to be compliant have:

- the European Ecolabel or the Nordic Swan label;

5 [Purchase of copy paper and graphic paper](#) approved with the [ministerial decree of the 4th of April 2013](#), in Official Journal no. 102 of the 3rd of May 2013



- the certification issued by independent third-party bodies guaranteeing the "chain of custody" in relation to the origin from forests managed in a responsible or controlled manner, of the cellulose used such as that of the pure, mixed or equivalent FSC or PEFC;
- a self-declared environmental claim in accordance with ISO 14021 regulation, stating the origin of the fibres from forests managed responsibly from controlled sources and/or the presence of a percentage of recycled fibre of less than 70%, validated by a recognised organisation
- other ISO type 1 environmental labels equivalent to this criterion.

For products not in possession of such marks or certifications, the tenderer must provide a declaration that the criterion is met and commit to accept an inspection by a recognised body to verify that the criterion is met, signed by the legal representative of the paper factory. For products whose information is provided by means of a self-declared non-validated environmental statement, it is not necessary to present the producer's declaration.

In cases of non-validated declarations/attestations, validation/certification by a recognised organisation may be required, taking into account the value of the tender. Where it is not possible to obtain such certifications on time, the contracting authority shall also accept other means of proof, such as a technical documentation from the producer, with relevant supporting evidence.

5.2.2 DANGEROUS SUBSTANCES: LIMITS AND EXCLUSIONS

Gaseous chlorine should not be used as a bleaching agent;

Alkylphenoethoxylates and other alkylphenol derivatives should not be added to cleaning or de-inking chemicals, defoaming agents, dispersants.

VERIFICATION:

The tenderer must indicate the brand and trade name of the product which he undertakes to provide and indicate any third party certification attesting compliance with the aforementioned criterion.

With regard to the paper not in the possession of the European Ecolabel, or not in the possession of other equivalent environmental ISO type I labels that comply with the criterion, presumed to be compliant, or certifications by specific third-parties, the tenderer must acquire the technical sheets of the paper or a declaration signed by the legal representative of the paper factory certifying the conformity to the criterion indicated above.



ATTACHMENT B_ SUPPLY AND RENTAL SERVICE OF FURNITURE FOR INTERIORS

PURCHASE OF NEW FURNITURE WITH REDUCED ENVIRONMENTAL IMPACT⁶

3.2 TECHNICAL SPECIFICATIONS

3.2.1 DANGEROUS SUBSTANCES

In the components, parts or materials used the following elements must not be present:

1. additives based on cadmium, lead, chromium VI, mercury, arsenic and selenium in a concentration exceeding 0.010% by weight.
2. voluntarily added phthalates meeting the criteria of Article 57 (f) of Regulation (EC) no 1907/2006 (REACH)
3. substances identified as 'extremely worrying' (SVHCs) pursuant to Article 59 of the Regulation (EC) no 1907/2006, at a concentration greater than 0,10% of the weight / weight.
4. substances and mixtures classified pursuant to Regulation (EC) no 1272/2008 (CLP):
 - as carcinogenic, mutagenic or toxic for reproduction of category 1A, 1B or 2 (H340, H350, H350i, H360, H360F, H360D, H360FD, H360Fd, H360Df, H341, H351, H361f, H361d, H361fd, H362);
 - for acute oral, dermal, inhalation toxicity, in Category 1, 2 or 3 (H300, H310, H317, H330, H334) 32
 - as dangerous to the aquatic environment of category 1, 2, 3 and 4 (H400, H410, H411, H412, H413)
 - as having specific target organ toxicity of Category 1 and 2 (H370, H372).

In addition, metal parts which may come into direct and prolonged contact with the skin must meet the following requirements:

5. they must have a nickel release rate of less than 0.5 µg / cm² / week according to EN 1811.
6. they must not be plated with cadmium, nickel and hexavalent chromium.

VERIFICATION: the tenderer must submit a statement from the legal representative showing compliance with points 3, 4 and 6. This declaration shall include a report drawn up on the basis of the safety data sheets made available by the suppliers. With regard to points 1, 2 and 5, test reports issued by conformity assessment bodies have to be submitted.

⁶ Supply and rental service of indoor furniture approved with the Ministerial Decree of the 11th of January 2017, in the Official Journal no. 23 of the 28th of January 2017

3.2.2 FORMALDEHYDE EMISSIONS FROM PANELS

If wood-based panels containing formaldehyde-based resins are used, the formaldehyde emissions from the panels used in the finished product have to be less than 0.080 mg / m³, i.e. less than 65% of the value expected to be classified as E1 according to EN 13986 Annex B.

VERIFICATION: the tenderer shall provide a test report relating to one of the methods set out in Annex B of EN 13986 regulation issued by a conformity assessment body for the purpose of accreditation of the test technical standards verifying the content or emission of formaldehyde.

The CARB Phase II certified products, according to ATCM 93120 and Class F****, according to JIS A 1460 (2001)7 and any other certifications that result in emissions lower than those provided for in the requirement, are presumed to comply.

3.2.3 CONTAMINANTS IN RECYCLED WOOD PANELS

Recycled wood-based panels, which constitute the finished product, mustn't contain the substances listed hereinafter in larger quantities than those specified (source: European Panel Federation, EPF).

Element / compound	mg / kg recycled wood panel
Arsenic	25
Cadmium	50
Chrome	25
Copper	40
Lead	90
Mercury	25
Chlorine	1000
Fluorine	100
Pentachlorophenol	5
Creosote	0.5

VERIFICATION: the tenderer must submit the technical documentation of the producer of the wood-based panels or produced by the contractor, based on test reports issued by a conformity assessment body.

The products equipped with the EU Ecolabel or equivalent or with a type III environmental declaration certified by a third body and registered at a program compliant with ISO 14025, that allows to prove the compliance with the criterion, are considered compliant.

3.2.4 CONTENT OF VOLATILE ORGANIC COMPOUNDS



The content of VOCs in the paint products used shall not exceed 5% weight/weight measured in accordance with the ISO 11890-2 regulation.

VERIFICATION: for VOC content in paint products, the tenderer has to provide the relevant test reports carried out in accordance with the ISO 11890-2 regulation issued by a commissioned conformity assessment body, by the tenderers or their material suppliers. In case the contracting authority inserts the award criterion "*3.4.1 Emission of volatile organic compounds*" in the tender terms of contract, its fulfilment would result in a presumption of conformity with this criterion.

3.2.5 CHEMICAL RESIDUES FOR TEXTILES PRODUCTS AND LEATHER

The materials used for upholstering have to comply with the following limits related to dyes containing arylamines, to extractable heavy metals and free formaldehyde emissions as indicated below.

For textile products:

- arylamines ≤ 30 mg / kg (limit applied to each Amine) in accordance with ENISO 14362-1 and 14362-3 regulation;
- free or partially hydrolysable formaldehyde ≤ 75 mg / kg according to the EN ISO14184-1 regulation;
- for school furniture, free or partially hydrolyzable formaldehyde ≤ 20 mg / kg according to EN ISO 14184-1 regulation;
- the amount of heavy metals, extractable in accordance with the UNI EN 16711-2 less than the following limits (in mg/kg): antimony ≤ 30.0 ; arsenic ≤ 1.0 ; cadmium ≤ 0.1 ; chromium ≤ 2.0 ; cobalt ≤ 4.0 ; copper ≤ 50.0 ; lead ≤ 1.0 ; mercury ≤ 0.02 and nickel ≤ 1.0 .

For leather

- arylamine ≤ 30 mg / kg (limit applied to each amine) according to the EN ISO 17234-1 regulation;
- chromium VI not detectable within 3 mg / kg according to EN ISO 17075;
- free or partially hydrolysable formaldehyde ≤ 75 mg / kg according to the EN ISO14184-1 regulation;
- free or partially hydrolyzable formaldehyde ≤ 20 mg/kg (for children's furniture) according to EN ISO 17226-1;
- the amount of heavy metals removable according to EN ISO 17072-1 less than the following limits (in mg/kg): antimony ≤ 30.0 ; arsenic ≤ 1.0 ; cadmium ≤ 0.1 ; chromium ≤ 2.0 ; cobalt ≤ 4.0 ; copper ≤ 50.0 ; lead ≤ 1.0 ; mercury ≤ 0.02 and nickel ≤ 1.0 .

VERIFICATION: the tenderer has to present the test reports contained in the criterion issued by the conformity assessment bodies commissioned or by the tenderers or their suppliers of material.



3.2.6 WOOD SUSTAINABILITY AND LEGALITY

For articles made of wood or wood-based material, or containing elements of woody origin, the wood has to come from sustainably/responsibly managed forests/forests or be made from recycled wood.

VERIFICATION: the tenderer has to prove the compliance with the criterion as indicated below:

- for proof of sustainable/responsible origin, a product certification is necessary, issued by conformity assessment bodies, which ensures the control of the “chain of custody” in relation to the legal origin of the raw material wood, and from sustainably managed forests/responsible, such as that of the Forest Stewardship Council® (FSC®) or Programme for the Endorsement of Forest Certification schemes™ (PEFC™), or other equivalent;
- for the recycled wood, a product certification is necessary: “FSC®Recycled” or “FSC®Recycled”)8, FSC® mixed or FSC® mixed or “Recycled PEFC™ (or PEFC Recycled™) or certification of a product issued by a conformity assessment body certifying the content of the recycled product (e.g. ReMade in Italy®, or equivalent) or a type II environmental self-declaration in accordance with the ISO 14021 regulation, verified by a conformity assessment body, proving the compliance with the criterion.

3.2.7 RECYCLED PLASTIC

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If the total plastic content (excluding thermosetting plastics) exceeds 20% of the total weight of the product, the average recycled content of the plastic parts (excluding packaging) has to be at least 50% W/W.

VERIFICATION: products with a product certification issued by a conformity assessment body certifying the content of recycled products are considered compliant (eg. ReMade in Italy®, Second Life Plastic or equivalent) or a type II environmental self-declaration in accordance with the ISO 14021 regulation, verified by a conformity assessment body, proving the compliance with the criterion.

3.2.8 UPHOLSTERY

The textile parts must be replaceable to allow to extend the average life of the furniture.

The materials used for upholstery are divided into:

- fabrics (p.es cotton, wool, polyester)
- PVC
- polyurethane (synthetic leather)
- genuine leather

they must meet the requirements referred to in Appendix I.



VERIFICATION: the tenderer must supply instructions for the replacement of textile parts and information provided by the producers of the individual materials used, showing that the upholstery used meets the necessary physical quality requirements. Compliance with physical requirements is supported by the relevant test reports specified in charts 1, 2 and 3 of Appendix I, which are issued by a conformity assessment body.

3.2.9 PADDING MATERIALS

The polyurethane foams contained in the products supplied have to comply with the criteria set out in Appendix II.

VERIFICATION: the tenderer must demonstrate compliance with the criterion through the verifications set out in Appendix II.

3.2.10 FINAL PRODUCT REQUIREMENTS

The products must comply with the latest versions of the relevant UNI standards for durability, size, safety and sturdiness.

VERIFICATION: the tenderer must provide proof reports of the products supplied certifying compliance with the technical standards. In particular, with regard to office chairs, compliance with UNI/TR 11653:2016 regulation is required and for office desks and tables, furniture, containers and office screens, compliance with the UNI/TR 11654:2016 regulation is required. School furniture must comply with UNI EN 1729 regulation (for desks and chairs), UNI 4856 regulation (for teacher's desks) and UNI EN 14434 regulation (for whiteboards). These proof reports shall be issued (according to the cases to the final producer or suppliers of the individual components) by a conformity assessment body.

3.2.11 DISASSEMBLY

The product has to be designed in order to be able to disassemble it at the end of its service life so that its parts and components, such as aluminium, steel, glass, wood and plastic and excluding film coatings or laminates, can be reused, recycled or recovered.

VERIFICATION: the tenderer must supply an explanatory statement or a disassembly diagram showing the disassembly process which allows the manual separability of elements made of different materials.

3.2.12 PACKAGING



The packaging (primary, secondary and tertiary) must be made of materials easily separable by hand consisting of only one recyclable material (eg. cardboard, paper, plastic, etc.) and / or consisting of recovered or recycled material. The plastic packagings have to be identified in accordance with the CR 14311 regulation “Packaging – Marking and material identification system”. The packaging has to be made of at least 80% in weight of recycled material if it's made of paper or cardboard, and at least 60% in weight if it's made of plastic.

VERIFICATION: the tenderer must describe the packaging that he will use, indicating the type of material or materials of which it is made, the amount used, and the measures taken to reduce the volume of the packaging to the minimum, how the assembly of different materials is made and how they can be separated, and communicate the content of the recycled product.

The products equipped with a “FSC® Recycled” or PEFC Recycled™ label with relative licence code attributable to the packaging producer or a product certification issued by a conformity assessment body certifying the content of the recycled product are considered compliant (e.g. ReMade in Italy®, Second Life Plastic or equivalent) or a type II environmental self-declaration in accordance with the ISO 14021 regulation, verified by a conformity assessment body, proving the compliance with the criterion.

3.3 IMPLEMENTATION CONDITIONS (CONTRACTUAL CLAUSES)

3.3.1 WARRANTY

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The warranty of the products must last at least 5 years from the purchase and the manufacturer must guarantee the availability of spare parts for at least 5 years. If spare parts are available at no cost, this must be stated in the purchase documents, otherwise their cost must be established before the purchase and must be related to the value of the product that it replaces.

VERIFICATION: A written warranty that clearly indicates the warranty period of at least 5 years from the date of purchase and the commitment to guarantee the availability of spare parts for at least 5 years, with contact information on spare parts and their cost must be provided.



RENTAL SERVICE WITH REDUCED ENVIRONMENTAL IMPACT OF FURNITURE FOR INTERIORS⁷.

4.2 TECHNICAL SPECIFICATIONS

The supplied products must comply with the specifications contained in this document's paragraph Technical Specifications relating to the Purchase of new furniture with a low environmental impact: all types of interior furniture, intended for all uses, object of public purchase (for example: office furniture, school furniture, furniture for sale spaces and reading rooms), produced with materials and production processes with a reduced environmental impact.

4.3 CONTRACTUAL CLAUSES

4.3.1 REPLACEMENT/REPAIR/RECONDITIONING ACTIVITIES

Replacement/repair/reconditioning of damaged or deteriorated furniture must be guaranteed for the entire duration of the contract .

VERIFICATION: the tenderer must submit a technical report specifying in detail the methods and frequency of the furnishings monitoring and the methods of replacement, repair and reconditioning of the same.

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APPENDIX I

Durable upholstery materials:

The requirements for the good condition of the furnishings upholstery materials are defined in charts 1, 2 and 3 below:

CHART 1. PHYSICAL REQUIREMENTS FOR LEATHER USED IN FURNITURE (CHARTS 1 AND 2 OF TECHNICAL REGULATION EN13336)

	Test method	Recommended values
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⁷ Supply and rental service of indoor furniture approved with the Ministerial Decree of the 11th of January 2017, in the Official Journal no. 23 of the 28th of January 2017

Main characteristics			Nubuck, suede and aniline leather*	Semi-aniline leather *	Coated, pigmented leather and more*
pH and ΔpH	EN ISO 4045 Leather - Chemical tests - PH determination		≥ 3.5 (if pH is ≤4.0, ΔpH should be ≤ 0.7)		
Tear load, medium value	EN ISO 3377-1:2012; Leather - determination of tear load - Part 1: single tear		> 20 N		
Color fastness to dry and wet rubbing and to alkaline perspiration	EN ISO 11640 leather - color fastness tests to rubbing under the weight of 1000g	Aspects to consider	Leather color alteration and color discharge on the felt pad	Leather color alteration and color discharge on the felt pad, no damage to the finish	
		using damp felt	50 cycles, ≥ 3 grayscale	500 cycles ≥ 4 standard grayscale	
	Alkaline perspiration solution as defined in EN ISO11641 - Leather - EN ISO Color fastness tests - Fastness	using damp felt	20 cycles, ≥ 3 grayscale	80 cycles, ≥ 3/4 grayscale	250 cycles, ≥ 3/4 grayscale
		using damp felt with artificial sweat	20 cycles, ≥ 3 grayscale	50 cycles, ≥ 3/4 grayscale	80 cycles, ≥ 3/4 grayscale

Colour fastness to artificial light	EN ISO 105-B02 Textiles - Colour fastness tests - Part B02: Colour fastness to artificial light: Xenon arc lamp test (Method 3)	≥ 3 scale of blue	≥ 4 scale of blue	≥ 5 scale of blue
Dry finish adhesion	EN ISO 11644 Leather - Finish adhesion test	--	≥2N/10 mm	
Dry tensile strength	EN ISO 5402-1 Leather - Determination of flexural strength - Part 1: Method with flexometer	For aniline leather with only non-pigmented finish, 20000 cycles (no break in the finish)	50 000 cycles (no breaking of the finish)	50 000 cycles (no breaking of the finish)
Water drop colour fastness	EN ISO 15700 Leather - Colour fastness test - Water drop colour fastness	≥ 3 grayscale (no permanent swelling)		
Determination of the cold crack temperature of the finish	EN ISO 17233 Leather - Physical and mechanical tests - Determination of the cold crack temperature of the finish	--	15°C (no breaking of finish)	
Fire resistance	EN 1021 Furniture - Verification of the ignitability of upholstered furniture or relevant international standards			
* Definitions of these leather types are in accordance with EN 15987				

CHART 2. PHYSICAL REQUIREMENTS FOR FABRIC UPHOLSTERY MATERIALS IN FURNITURE UPHOLSTERING

Subject of the test	Test method	Removable and washable upholstery	Non-removable and washable upholstery
Dimensional variations	<p>ISO 6330 Textiles - Domestic washing and drying procedures for textile testing + EN</p> <p>ISO 5077 Textiles - determination of the dimensional change in washing or drying (three washes at the temperature indicated in the product with drying after every washing cycle)</p> <p>Professional washing: ISO 15797 Textiles - Industrial washing and finishing procedures for evaluating work clothes +</p> <p>EN ISO 5077 (at least 75°C)</p>	<p>+/- 3.0% for fabrics</p> <p>+/- 6.0% for non-woven fabrics</p>	N/A (Not applicable)
Color fastness to washing	<p>Domestic washing: ISO 105-C06 Textiles - Colour fastness tests - Part C06: Colour fastness to domestic and commercial washing</p>	<p>≥ level 3-4 for colour degradation</p> <p>≥ level 3-4 for color discharge</p>	N/A (Not applicable)

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	Modified Martindale method		
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* does not apply to white garments and garments which are neither coloured nor printed

** A level of 4 is however allowed when the upholstery fabrics of the furnishings are both light in colour (standard depth 1/12) containing more than 20 % wool or other keratin fibres or more than 20 % linen or other bast fibres

CHART 3. PHYSICAL REQUIREMENTS FOR COATED FABRICS USED AS UPHOLSTERY IN UPHOLSTERED FURNITURE

Properties	Test method	Requirement
Strength and elongation at break of rubberised fabrics or plastic coated fabrics.	ISO 1421 Rubber-coated or Plastics-coated Fabrics - Determination of tensile strength and elongation at break	Ch \geq 35daN and TR \geq 20daN
Plastic film and canvas tear resistance - single tear method	ISO 13937/2 Textiles - Fabrics tear properties - Determination of tear force of trouser-shaped specimens (Single tear method)	Ch \geq 2.5 daN and TR \geq 2daN
Color fastness to artificial weathering with xenon arc lamp	EN ISO 105-B02 Textiles - Colour fastness tests - B02 part: colour fastness to artificial light: test with xenon arc lamp	Indoor use \geq 6; outdoor use \geq 7
Abrasion resistance with the Martindale method	ISO 5470/2 Rubber- or plastics-coated fabrics - Determination of abrasion resistance - Part 2: test with Martindale abrader	- Method 1 (direct) > 60,000; - Method 2 (inverse) > 200,000.
Determination of the abrasion of the rubber or plastic-coated fabrics	EN 2411 Rubber or plastic-coated fabrics - Determination of coating adhesion	Ch \geq 1.5 daN and TR \geq 1.5 daN

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Where: daN = deca Newtons, CH = distortion / deformation and TR = texture

APPENDIX II

Polyurethane foam padding: Substances subject to restrictions and related verification criteria

II.1 - Biocides not authorized by EU Regulation/528/2012 and subsequent amendments.

VERIFICATION: self-declaration by the contractor, accompanied by a declaration by the foam producers, confirming that unauthorized biocidal substances have not been used intentionally in the production of the foam.

11.2 - Heavy metals

Substances	limit concentration (ppm = mg / kg foam)
Antimony (Sb)	0.5
Arsenic (As)	0.2
Cadmium (Cd)	0.1
Cobalt (Co)	0.5
Total chromium (Cr)	1.0
Chromium VI (Cr VI))	0.01
Mercury (Hg)	0.02
Nickel (Ni)	1.0
Lead (Pb)	0.2
Copper (Cu))	2.0
Selenium (If)	0.5

VERIFICATION: self-declaration by the contractor, accompanied by a declaration by the foam producers and analyses carried out, confirming that the listed substances have not been intentionally added to the foam formula and that in any case they are below the thresholds indicated.

II.3-plasticizers

Substances	Limit value
Sum of 7 phthalates	$\leq 0.1\%$ weight
Butylbenzylphthalate (BBP – CAS# 85-68-7)	
Dibutylphthalate (DBP – CAS# 84-74-2)	
Di (2-Ethylhexyl)phthalate (DEHP – CAS# 117-81-7)	
Di-n-hexylphthalate (DEP – CAS# 84-75-3)	
Di-iso-decylphthalate (DIDP – CAS# 26761-40-0)	
Di-iso-nonylphthalate (DINP – CAS# 28553-12-0)	
Di-n-octylphthalate (DNOP – CAS# 117-84-0)	

VERIFICATION: self-declaration by the contractor, accompanied by a declaration by the foam⁴⁶ producers and analyses carried out, confirming that the listed substances have not been intentionally added to the foam formula and that in any case they are below the thresholds indicated. Test method: the specimen consists of six pieces taken from the inside of each face of the sample (up to a maximum of 2 cm from the surface). The extraction is carried out by dichloromethane using a validated method and followed by an analysis in gas chromatography - mass spectrometry (GC / MS) or in high performance liquid chromatography (HPLC / UV).

II.4-TDA or MDA (for TDI-based foams, respectively MDI)

Substances	limit concentration (ppm = mg / kg foam)
2,4 Toluenediamine (2,4-TDA, CAS# 95-80-7)	≤ 5.0
4,4'-Diaminodiphenyl methane (4,4'-MDA, CAS# 101-77-9)	≤ 5.0

VERIFICATION: a report presenting the results of the following test procedure

Test method: extraction with aqueous solution of acetic acid and analysis. The specimen consists of six pieces taken from the inside of each face of the sample (up to a maximum of 2 cm from the surface). The extraction of the substance is carried out by means of an aqueous solution of 1% acetic acid. 4 repeated extraction of the same foam sample shall be carried out, maintaining the weight of the sample at a volume ratio of 1:5 in each occurrence. Extracts are combined, reduced to a known volume, filtered and analysed by high-performance liquid chromatography coupled with UV spectroscopy (HPLC/UV) or mass spectrometry (HPLC/MS). If a HPLC / UV is carried out and interferences are suspected a new analysis shall be carried out by means of high — performance liquid chromatography-mass spectrometry (HPLC/MS). Method LOQ: 0.5 ppm for TDA and 0.5 ppm for MDA.

II.5 - Organic tin compounds

Substances	limit limit in the foam (ppb)
Tributyltin (TBT)	< 50
Dibutyltin (DBT)	<100
Monobutyltin (MBT)	<100
Tetrabutyltin (TeBT)	
Monooctyltin (MOT)	
Dioctyltin (DOT)	
Tricyclohexyltin (Tc yT)	
Triphenyltin (TPhT)	
Sum	< 500

VERIFICATION: a report presenting the results of the following test procedure.

Test method: solvent extraction, derivatization and analysis of extracted substances. The specimen consists of six pieces taken from the inside of each face of the sample (up to a maximum of 2 cm

from the surface). The specimen is cut and subjected to extraction, carried out for 1 hour in an ultrasonic bath at room temperature. The extraction agent is a mixture composed as follows: 1 750 ml methanol + 300 ml acetic acid + 250 ml buffer solution (ph 4.5). The buffer solution is a solution of 164 g of sodium acetate in 1 200 ml of water and 165 ml of acetic acid, to be diluted in water up to a volume of 2 000 ml. After extraction, tin alkyl species are derived by adding a solution of sodium tetraethylborate to Tetrahydrofuran (THF). The derivative is extracted by n-hexane and the sample is subjected to a second extraction procedure.

Both hexane extracts are combined and furtherly used to determine organic compounds of tin by SIM-mode selective mass detection gas chromatography. Method LOQ: 50 ppb.

II.6-emissions of volatile organic compounds (VOCs)

Substances	Limit conc. ($\mu\text{g} / \text{m}^3$)
Formaldehyde (CAS# 50-00-0)	10
Toluene (CAS# 108-88-3)	100
Styrene (CAS# 100-42-5)	5
Each Class 1a and 1b CMR substance (*)	5
Sum of all CMR substances of Class 1° and 1b (**)	40
Aromatic hydrocarbons	500
Total VOCs	500

VERIFICATION: a report presenting the results of the following test procedure.

Test method: The sample of foam is placed on the bottom of a test chamber of the issue and is conditioned for 3 days at 23 °C and 50 % relative humidity, applying a rate of airflow $n = 0.5/\text{h}$ and a load L of the chamber, equal to $0.4 \text{ m}^2/\text{m}^3$ (= total surface area exposed in the sample in relation to the size of the room seal the sides and the rear) in accordance with ISO 16000-9 and ISO 16000-11. Sampling shall be carried out 72 ± 2 hours after loading of the chamber, adsorbing for 1 hour with Tenax TA and DNPH cartridges for VOC and formaldehyde analysis, respectively. VOC emissions are captured on Tenax TA adsorbing tubes and then analysed by thermodesorption followed by GC-MS analysis in accordance with ISO 16000-6. The results are expressed semiquantitatively as toluene equivalents. Each specified component is indicated from a concentration limit of $0.1 \text{ g} / \text{m}^3$. The

total value of VOCs is the sum of all components having a concentration of $\geq 1 \mu\text{g}/\text{m}^3$, eluted within the retention time between those of n-hexane (C6) and n-hexadecane (C16). The sum of all CMR compounds of Classes 1a and 1b within the meaning of Regulation (EC) no 1272/2008 is the sum of all these substances having a concentration of $\geq 1 \mu\text{g}/\text{m}^3$. If the test results exceed the limits of the standard, the quantification of the specific substance has to be carried out. Formaldehyde may be determined by collecting the sampled air on a DNPH cartridge and by performing an HPLC/UV analysis in accordance with ISO 16000-3.

Note:

Test chamber Volume: 0.5 or 1 m³

In a test chamber of 0.5 m³, 1 sample (25 cm × 20 cm × 15 cm) shall be placed vertically on one of the sides measuring 20 cm × 15 cm.

in a test chamber of 1 m³, 2 samples (25 cm × 20 cm × 15 cm) are placed vertically on one side measuring 20 cm × 15 cm; in this case the samples shall be placed in the test chamber at a distance of 15 cm from each other.

II.7- Dyes

Substances	Legislative references
Dyes divisible in aromatic amines	Directive 2002/61 / EC and subsequent amendments
Dyes classified as carcinogenic	EC 1896/2000 Regulations and subsequent amendments
Dyes classified as allergens	EC 1907/2006 Regulation and subsequent amendments

VERIFICATION: self-declaration by the contractor, accompanied by a declaration by the foam producers, confirming that unauthorized biocidal substances have not been used intentionally in the production of the foam.

II.8 - Total chlorine content of isocyanates.

Isocyanates used for the production of polyurethane foam may not have a total chlorine content exceeding 0.07% by weight.

Verification: self-declaration by the contractor, accompanied by a declaration by the foam producers, confirming that the isocyanates used comply with this limit.

II.9 - Expanding agents



In the production of polyurethane foams, under the EEC/3093/1994 Regulation and subsequent amendments, the use of ozone-depleting substances such as Chlorofluoroalkanes (CFCs), Hydrochlorofluoroalkanes (HCFCs) and Halons is not allowed.

Verification: self-declaration by the contractor, accompanied by a declaration by the foam producers, confirming that these substances have not been used.

II.10-substances with certain H-phrases

No raw materials may be used in the production of polyurethane foams to which, according to the relevant Safety Data Sheets (SDS), the Hazard statements (H-phrases) given in the chart apply.

H Phrases (EC/1272/2008 Regulation)
H340 (may cause genetic changes)
H350 (may cause cancer)
H360 (may damage fertility or the fetus)
H370 (causes organ damage)

VERIFICATION: self-declaration by the contractor, accompanied by a declaration by the foam producers, confirming that these substances have not been used.

II.11- Other prohibited substances

In the production of polyurethane foams, the raw materials shown in the chart must not be used

Substances
Chlorinated or brominated dioxins or furans
Chlorinated hydrocarbons (1,1,2,2-Tetrachloroethane, Pentachloroethane, 1,1,2-Trichloroethane, 1,1-Dichloroethylene)
Chlorinated phenols (PCP, TeCP, CAS# 87-86-5)
Hexachlorocyclohexane (CAS# 58-89-9)
Monomethyldibromo-diphenylmethane (CAS# 99688-47-8)
Monomethyldicloro-diphenylmethane (CAS# 81161-70-8)

Nitrites
Polybrominated biphenyls (PBB, CAS# 59536-65-1)
Pentabromodiphenyl ether (PeBDE, CAS# 32534-81-9)
Octabromodiphenyl ether (PeBDE, CAS# 32536-52-0)
Polychlorinated biphenyls (PBB, CAS# 1336-36-3)
Polychlorinated terphenyls (PCT, CAS# 61788-33-8)
Tris (2,3-dibromopropyl) phosphate (TRIS, CAS# 126-72-7)
Trimethylphosphate (CAS# 512-56-1)
Tris-(aziridinyl)-phosphin oxide (TEPA, CAS# 545-55-1)
Tris (2-chloroethyl) - phosphate (TCEP, CAS # 115-96-8)
Dimethyl methylphosphonate (DMMP, CAS# 756-79-6)

VERIFICATION: self-declaration by the contractor, accompanied by a declaration by the foam producers, confirming that these substances have not been used.

ANNEX C_ TITLE II OF THE LEGISLATIVE DECREE 152/2006 ⁸

PACKAGING MANAGEMENT

217. APPLICATION FIELD

1. This title regulates the management of packaging and packaging waste, both to prevent and reduce its impact on the environment and to ensure a high level of environmental protection; to guarantee the functioning of the market, to avoid discrimination in with respect to imported products, to prevent the emergence of obstacles to trade, distortions of competition and to ensure the maximum possible yield of packaging and packaging waste, in accordance with Directive 94/62/EC of the European Parliament and of the Council of 20 December 1994 , as integrated and modified by Directive 2004/12/EC of the European Parliament and of the Council, of which the fourth part of this decree constitutes transposition into internal law. The management systems should be open to the participation of the economic operators concerned.

2. The discipline referred to in paragraph 1 concerns the management of all packaging that enters the European Union market and of all packaging waste deriving from its use, used or produced by industries, businesses, offices, shops, services, households or any other entity that produces or uses packaging or packaging waste, whatever the materials that compose them. The operators of the respective packaging supply chains as a whole guarantee, according to the principles of "shared responsibility", that the environmental impact of packaging and packaging waste is reduced to the minimum possible throughout the life cycle. *(paragraph amended by art. 23, paragraph 1, Law no. 115 of 2015)*

3. The current requirements regarding the quality of packaging remain unchanged, such as those relating to the safety, health protection and hygiene of the packaged products, as well as the current provisions on transport and hazardous waste.

3-bis. In the implementation of article 18 of Directive 94/62/EC and without prejudice to the hypothesis of derogation from this provision provided for by the same directive or other provisions of the European system, the placing of packaging compliant with the provisions of this title and any other regulatory provision adopted in compliance with the provisions of Directive 94/62/EC on the national market is guaranteed. *(paragraph added by art. 23, paragraph 1, Law no. 115 of 2015)*

⁸ <http://www.parlamento.it/parlam/leggi/deleghe/06152dl5.htm>



218.DEFINITIONS

1. For the purposes of applying this title, the following definitions apply:

- a) packaging: the product, made up of materials of any nature, used to contain certain goods, from raw materials to finished products, aimed to protect them, to allow their handling and their delivery from the producer to the consumer or user, to ensure their presentation, as well as disposable items used for the same purpose;
- b) sales packaging or primary packaging: packaging designed to constitute, at the point of sale, a sales unit for the end user or for the consumer;
- c) multiple packaging or secondary packaging: packaging designed to constitute, in the point of sale, the grouping of a certain number of sales units, regardless of whether it is sold as such to the end user or to the consumer, or that only serves to facilitate the supply of shelves at the point of sale. It can be removed from the product without altering its characteristics;
- d) transport packaging or tertiary packaging: packaging designed to facilitate the handling and transport of goods, from raw materials to finished products, of a certain number of sales units or of multiple packings to avoid their handling and damage connected with transport, excluding containers for road, rail, sea and air transport;
- e) reusable packaging: packaging or packaging component that was conceived and designed to withstand during the its life cycle a minimum number of trips or rotations within a reuse circuit.
- f) waste packaging: any packaging or packaging material, falling within the definition of waste referred to in Article 183, paragraph 1, letter a), excluding production residues;
- g) management of packaging waste: management activities referred to in Article 183, paragraph 1, letter d);
- h) prevention: reduction, in particular through the development of non-polluting products and technologies, in the quantity and harmfulness to the environment of both the materials and substances used in the packaging and in packaging waste, both packaging and packaging waste in the production process phase, as well as in the marketing, distribution, use and post-consumer management;
- i) re-use: any operation in which the packaging conceived and designed to be able to perform, during its life cycle, a minimum number of displacements or rotations; it is refilled or reused for an identical use to that for which was conceived, with or without the support of auxiliary products on the market that allow the filling of the packaging itself; such reused packaging becomes packaging waste when it ceases to be reused;
- l) recycling: reprocessing in a production process of packaging waste for its original function or for other purposes, including organic recycling and excluding energy recovery;
- m) recovery of packaging waste: operations that use packaging waste to generate secondary raw materials, products or fuels, through mechanical, thermal, chemical or biological

treatments, including sorting, and, in particular, the operations provided in the Annex C to the fourth part of this decree;

n) energy recovery: the use of combustible packaging waste as a means of producing energy through waste-to-energy with or without other waste but with heat recovery;

o) organic recycling: aerobic treatment (composting) or anaerobic (biomethanation), by microorganisms and under controlled conditions, of the biodegradable parts of packaging waste, with the production of organic stabilizing residues or methane, with the exception of landfilling, which cannot be considered a form of organic recycling;
(letter thus modified by art. 23, paragraph 1, Law no. 115 of 2015)

p) disposal: any operation aimed at definitively removing a packaging or packaging waste from the economic and/or collection circuit and, in particular, the operations provided for in Annex B to the fourth part of this decree;

q) economic operators: producers, users, recoverers, recyclers, end users, public administrations and managers;

r) producers: suppliers of packaging materials, manufacturers, processors and importers of empty packaging and materials of packaging;

s) users: traders, distributors, filling workers, users of packaging and importers of full packaging;

t) public administrations and managers: the subjects and entities that organize, control and manage the urban waste collection, transport, recovery and disposal service in the forms referred to in the fourth part of this decree or their dealers;

u) end user: the person who in the exercise of his professional activity buys, as capital goods, packaged goods or goods;

v) consumer: the person who, outside the pursuit of a professional activity, buys or imports for his own use packagings, items or packaged goods;

z) voluntary agreement: agreement formally concluded between the competent public administrations and the economic sectors concerned, open to all subjects, which governs the means, tools and actions to achieve the objectives referred to in Article 220;
(letter thus amended by art. 23, paragraph 1, Law no. 115 of 2015)

aa) supply chain: economic and productive organization that carries out its activity, from the beginning of the processing cycle to the finished packaging product, as well as carries out recovery and recycling activities at the end of life of the packaging itself;

bb) collection: the recovery operation of primary packaging waste or in any case transferred to the public service, as well as special assimilated waste, managed by operators of urban hygiene services or the like;

cc) recovery: the return operation of used secondary and tertiary packaging from the user or end user, excluding the consumer, to the supplier of the goods or distributor and, backwards, along the supply chain to the manufacturer of the packaging itself;

dd) used packaging: secondary or tertiary packaging already used and intended to be withdrawn or resumed.

2. The definition of packaging referred to in letters a) to e) of paragraph 1 is also based on the interpretative criteria indicated in Article 3 of Directive 94/62/EEC, as amended by Directive 2004/12/EC and on illustrative examples shown in Annex E to the fourth part of this decree.

219. INFORMATIVE CRITERIA OF THE PACKAGING WASTE MANAGEMENT ACTIVITY

1. The information on the management of packaging and packaging waste is provided for by the following general principles:

- a) stimulating and promoting the prevention at the source of quantity and danger in the manufacture of packaging and packaging waste, above all through initiatives, also of an economic nature in accordance with the principles of Community law, aimed at promoting the development of clean technologies and reduce upstream the production and use of packaging, as well as to favour the production of reusable packaging and their concrete reuse;
- b) incentives for recycling and recovery of raw materials, development of separate collection of packaging waste and promotion of opportunities market to encourage the use of materials obtained from recycled and recovered packaging;
- c) reduction of the flow of packaging waste destined for final disposal through other forms of recovery;
- d) application of prevention measures consisting of national programs or similar actions to be adopted after the consultation of the economic operators concerned.

2. In order to ensure the accountability of economic operators in accordance with the 'who pollutes pays' principle and their cooperation in accordance with the principles of 'shared responsibility', the packaging waste management activity shall also be guided by the following principles:

- a) identification of the obligations of each economic operator, ensuring that the cost of separate collection, valorisation and elimination of packaging waste is borne by producers and users in proportion to the quantities of packaging placed on the national market and that the public administration organize separate waste collection;
- b) promotion of forms of cooperation between public and private entities;
- c) information to users of packaging and in particular to consumers according to the provisions of Legislative Decree 19 August 2005, no. 195, implementing Directive 2003/4/EC on public access to environmental information;
- d) incentives for the return of used packaging and the disposal of packaging waste in separate collection by the consumer.

3. In particular the information referred to in Point (C) of subparagraph 2 concerns:

- a) the return, collection and recovery systems available;
- b) the role of packaging users and consumers in the process of reuse, recovery and recycling of packaging and packaging waste;
- c) the meaning of the brands affixed on the packaging as they appear on the market;
- d) the significant elements of the management programs for packaging and packaging waste, referred to in Article 225, paragraph 1, and the significant elements of the specific provisions contained in the regional plans pursuant to Article 225, paragraph 6.

4. In accordance with the decisions taken by the Commission of the European Union, by decree of the Minister for the Environment and for the Protection of the Territory and the Sea in consultation with the Minister of Productive Activities, the technical measures necessary for the application of the provisions are adopted of this title, with particular reference to hazardous packaging, including domestic packaging, as well as to primary packaging of medical equipment and pharmaceutical products, to small packaging and to luxury packaging. Where health aspects are involved, the aforementioned decree shall be adopted in agreement with the Minister for health.

5. All packaging must be properly labelled according to the methods established by decree of the Minister of the Environment and of the Protection of the Territory and the Sea in consultation with the Minister of Productive Activities in accordance with the determinations adopted by the Commission of the European Union, to facilitate the collection, reuse, recovery and recycling of packaging, as well as to give consumers correct information on the final destinations of the packaging. The aforementioned decree must also prescribe the obligation to indicate, for the purposes of the identification and classification of the packaging by the industry concerned, the nature of the packaging materials used, on the basis of Commission Decision 97/129/EC.

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219-BIS. SYSTEM OF RETURN OF SPECIFIC TYPES OF PACKAGING INTENDED FOR FOOD USE
(article introduced by art. 39, paragraph 1, Law no. 221 of 2015)

1. In order to prevent the production of packaging waste and to encourage the reuse of used packaging, within six months from the date of entry into force of this provision, the system of the returnable deposit on packaging containing beer or mineral water served to the public by hotels and holiday residences, restaurants, bars and other points of consumption was introduced, in an experimental manner and based on the will of the single practitioner.

2. The experimentation referred to in Paragraph 1 lasts for twelve months.



3. For the purposes of Paragraph 1, at the time of purchase of the full packaging, the user shall pay a deposit with the right to repeat the same at the time of return of the used packaging.

4. By regulation adopted pursuant to Article 17, paragraph 3 of Law 23rd of August 1988 no. 400, with the decree of the Ministry of the environment and protection of land and sea, in collaboration with the Minister of economic development, within ninety days from the date of entry into force of this provision, the methods of testing referred to in this article are regulated. The same regulation shall determine the forms of incentive and the detailed rules for its application and the cautional values for each type of packaging referred to in this article. At the end of the experimental phase, on the basis of the results of the trial and after hearing the affected categories, it will be decided if the deposit system will be confirmed and extended to other types of products or types of consumption.

220. RECOVERY AND RECYCLING TARGETS

1. In order to comply with the principles set out in Article 219, producers and users must achieve the final recycling and recovery targets for packaging waste in accordance with the community guidelines set out in the Annex E and part four of this decree.

2. To ensure the monitoring of the achievement of the objectives of recycling and recovery, the national Consortium of packaging referred to in article 224 acquires all the subjects that operate in the sector of packaging and packaging waste data relating to waste recycling and recovery of the same, and shall report annually to the national Section of the Cadastre of waste, using the unique model of declaration referred to in article 1 of the Law 25 January 1994, no. 70, the data relating to the previous calendar year, related to the quantity of packaging for each material and type of packaging placed on the market, as well as, for each material, the quantity of the packaging and reuse of packaging waste recycled and recovered from the national market. The aforementioned communications can be submitted by the subjects referred to in Article 221, paragraph 3, letters a) and c), for those who have joined the management systems provided for therein and sent them simultaneously to the National packaging Consortium.

Packaging waste exported from the community shall be taken into account for the purpose of fulfilling the obligations and achieving the objectives referred to in Paragraph 1 only if there is sufficient evidence that the recovery and/or recycling operation has been carried out in a manner equivalent to that provided for in the community legislation. The Authority referred to in article 207, within one hundred and twenty days from its establishment, draws up a list of non-eu Countries in which the operations of recovering and/or recycling are considered as equivalent to those laid down by the community legislation, taking account of any decisions and guidelines of the European Union on the subject.

(paragraph amended by art. 2, paragraph 30-bis, Legislative Decree no. 4 of 2008, then art. 5, Paragraph 2-bis, Law no. 13 of 2009)

4. Public administrations and operators shall encourage, where appropriate, the use of materials obtained from recycled packaging waste for the manufacture of packaging and other products by means of:

- a) the improvement of market conditions for these materials;
- b) the revision of the existing rules that prevent the use of such materials.

5. Without prejudice to the provisions of article 224, paragraph 3, letter e), if the overall objectives of recycling and recovery of packaging waste as set out in paragraph 1 are not achieved at the scheduled deadline, by decree of the President of the Council of Ministers, subject to the resolution of the Council of Ministers, on the proposal of the Minister for the Environment and the Protection of the Territory and the Sea and the Minister of Productive Activities, economic measures are applied to the various types of packaging materials, proportionate to the failure to achieve individual objectives. The income of this is paid at the entrance of the state budget to be reassigned by decree of the Minister of Economy and Finance to a specific chapter of the Ministry of the Environment and the Protection of the Territory and the Sea. These sums will be used to promote the prevention, separate collection, recycling and recovery of packaging waste.

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6. The objectives referred to in paragraph 1 are referred to the packaging waste generated in the national territory, as well as all the systems for the recycling and recovery net waste and are to be adopted and updated in accordance with the community legislation with the decree of the Minister of the environment and protection of land and sea in collaboration with the Minister of productive activities.

7. The Minister of the environment and protection of territory and sea and the Ministry of productive activities shall notify to the Commission of the European Union, pursuant to and in accordance with the procedures referred to in articles 12, 16 and 17 of directive 94/62/EC of the European Parliament and of the Council of 20 December 1994, the report on the implementation of the provisions of this title accompanied by the data acquired pursuant to paragraph 2, and the projects of the measures they intend to adopt in the context of the title itself.

8. The Minister for the Environment, Land and Sea Protection and the Minister for production activities shall periodically provide the European Union and the other member states with



data on packaging and packaging waste in accordance with the tables and schemes adopted by the Commission of the European Union by decision 2005/270/EC of 22 March 2005.

221. OBLIGATIONS OF PRODUCERS AND USERS

1. Producers and users are responsible for the proper and effective environmental management of packaging and packaging waste generated by the consumption of their products.

2. In the context of the objectives referred to in articles 205 and 220 and of the Programme referred to in article 225, the producers and the users, on the request of the manager of the service and in accordance with the agreement of the programme referred to in article 224, paragraph 5, shall fulfil the obligation to collect primary packaging waste or otherwise conferred on the public service of the same nature, and collected in a differentiated way. To this end, to ensure the necessary connection with the activity of selective waste collection organized by public administrations and for the other purposes indicated in article 224, the producers and the users participate in the national packaging Consortium, except in the case where it is adopted one of the systems referred to in paragraph 3, letters a) and c) of this article.

3. To fulfil the recycling and recovery obligations as well as the obligations for the recovery of used packaging and the collection of secondary and tertiary packaging waste on private surfaces, and with reference to the obligation to collect, on indication of the National Packaging Consortium of which in article 224, of packaging waste delivered by the public service, producers can alternatively:

a) organize independently, also in collective form, the management of their packaging waste throughout the national territory;

(letter amended by art. 26, paragraph 1, letter a), number 1), Law no. 27 of 2012)

b) join one of the consortia referred to in article 223;

c) certify under its responsibility that a system of return of its packaging has been put in place, through appropriate documentation demonstrating the self-sufficiency of the system, in compliance with the criteria and procedures set out in paragraphs 5 and 6.

4. For the purposes referred to in paragraph 3, users are required to deliver used secondary and tertiary packaging and secondary and tertiary packaging waste to a place of collection organized by the producers and agreed with them. However, users may provide the public service with such packaging and packaging waste within the limits of the criteria determined pursuant to Article 195, paragraph 2, letter e).
(paragraph amended by art. 2, paragraph 30-ter, Legislative Decree. no. 4 of 2008)



5. Producers who do not intend to join the National Packagings Consortium and a Consortium referred to in Article 223 must submit the project of the system referred to in paragraph 3, letter a) or c) to the National Waste Observatory requesting the recognition on the basis of appropriate documentation.

The project must be submitted within ninety days from the assumption of the qualification of producer in accordance with Article 218, paragraph 1, letter r) or before the withdrawal from one of the aforementioned Consortia. The withdrawal will be, in any case, effective only from the moment when, once the recognition intervened, the Observatory ascertains the operation of the system and communicates it to the Consortium. The obligation to pay the environmental contribution referred to in article 224, paragraph 3, letter h), is suspended as a result of the intervened recognition of the project on the basis of appropriate documentation and up to the final decision that determines the operation or non-operation of the system and may give a notice to the Consortium.

To get the recognition, the producers must demonstrate that they have organized the system according to the criteria of efficiency, effectiveness and economy, that the system is effectively and autonomously running and that is able to achieve, within the framework of the activities carried out, the objectives of recovery and recycling referred to in article 220. Producers must also ensure that users and end-users of packaging are informed of the modes of the system adopted.

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The observatory, once acquired the necessary elements of assessment provided by ISPRA, will express itself within ninety days from the request. In case of failure to reply within the period indicated above, the interested party asks the Ministry of the Environment and protection of the territory and the sea to adopt the relative substitutive measures to be emanated within the next sixty days. The observatory will be required to submit an annual summary report covering all the investigations carried out, without prejudice to the awards already granted under the previous legislation. The provisions relating to private activities covered by Articles 19 and 20 of Law No.241 of the 7th of August 1990 shall apply to the applications covered by this paragraph, as they are compatible. Provided that the conditions, technical standards and specific prescriptions adopted pursuant to this article are respected, the activities referred to in paragraph 3 letters a) and c) may be undertaken 90 days after the expiry of the term for the exercise of powers replacement by the Minister of the Environment and the protection of the territory and the sea as indicated in this standard. *(paragraph amended by art. 2, paragraph 30-ter, Legislative Decree. no. 4 of 2008, then art. 5, paragraph 2-ter, Law no. 13 of 2009, then art. 26, paragraph 1, letter a), number 2), Law no. 27 of 2012, then art. 1, paragraph 120, Law no. 124 of 2017)*



6. The producers referred to in paragraph 5 shall draw up and transmit to the National packaging Consortium referred to in Article 224 their own specific prevention programme which forms the basis for the preparation of the general programme referred to in Article 225.

7. By 30 September of each year, the producers referred to in paragraph 5 shall present to the Authority provided for in article 207 and to the national packaging Consortium a specific plan for the prevention and management of the following calendar year, that will be included in the general programme of prevention and management referred to in article 225.

8. By the 31st of May of each year, the producers referred to in paragraph 5 are also required to submit to the Authority provided for in article 207 and to the national packaging Consortium a report on the management relating to the preceding calendar year, including the indication of names of the users that, up to the consumption, participate in the system referred to in paragraph 3, letters a) or c) of the specific programme and the results achieved in the recovery and recycling of packaging waste; in the same report the problems inherent to the achievement of institutional goals can be highlighted and possible proposals for adaptation of the legislation can be made.

9. The lack of recognition of the system, pursuant to paragraph 5, or the revocation arranged by the Authority, with prior notice to the person concerned, if the results obtained are insufficient to achieve the objectives referred to in article 220 that have been violated the obligations imposed by paragraphs 6 and 7, involve for the producers the obligation to participate in one of the consortia referred to in article 223 and, with its users of every level down to the consumer, in the consortium provided for in article 224. The measures taken by the authority shall be communicated to the producers concerned and to the National packaging Consortium. The compulsory membership of the consortia pursuant to this paragraph shall have retroactive effect only for the purpose of payment of the environmental contribution provided for in Article 224, paragraph 3, letter h), and the related default interest. Producers and users who, within ninety days of receipt of the authority's communication, do not join the consortia and pay the sums due shall be subject to the penalties provided for in Article 261.

10. The following elements are borne by producers and users:

(paragraph as amended by art. 2, paragraph 30-ter, Legislative Decree. no. 4 of 2008)

- a) the costs for the collection of used packaging and the collection of secondary and tertiary packaging waste;
- b) the fee for the higher charges relating to the separate collection of packaging waste sent to the public service for which the Area Authority requests the National Packaging



Consortium or for it the subjects referred to in paragraph 3 to proceed with the collection;
c) the costs for the reuse of used packaging;
d) the costs for the recycling and recovery of packaging waste;
e) the costs for the disposal of secondary and tertiary packaging waste.

11. The return of used packaging or packaging waste, including the provision of waste in separate collection, must not entail economic costs for the consumer.



ANNEX D_ RESTAURANT SERVICE WITH REDUCED ENVIRONMENTAL IMPACT ⁹

5.3 BASIC TECHNICAL SPECIFICATIONS

5.3.1 FOOD AND DRINK PRODUCTION

- *Fruits, vegetables, legumes, cereals, bread and bakery products, pasta, rice, flour, potatoes, polenta, tomatoes and processed products, cheese, UHT milk, yogurt, eggs, extra virgin olive oil* must have the following characteristics:

- at least 40% expressed as a percentage by weight of the total, must come from organic production in accordance with regulations (EC) 834/2007/EC and related implementing regulations;
- for at least 20% expressed as a percentage by weight on the total, from "integrated production systems" (with reference to the UNI 11233: 2009 standard), from PGI PDO and STG products - as reported in the List of Italian names, registered in the Register of protected designations of origin, protected geographical indications and traditional specialties guaranteed (EC Regulation No. 1898/2006 of the Commission of 14 December 2006 laying down detailed rules for the application of Regulation (EC) no 510/2006 of the Council of 20 March 2006 on the protection of Geographical Indications and designations of origin for agricultural and food products and Regulation (EC) no 509/2006) and typical and traditional products, included in the national, regional and provincial lists provided for in articles 2 and 3 of the Decree of the Minister for Agricultural Policies 8 September 1999, n. 350.

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In the case of eggs, the quota not coming from organic holdings must come from Open-Air Holdings referred to in Code 1 of Regulation no 589/2008 of the European Commission pursuant to Regulation no 1234/2007 on the marketing and labelling of eggs.

Fruit and vegetables must be seasonal, respecting the "seasonality calendars" defined by each individual contracting station³. Seasonal products are products grown in the open field.

- The *meat* must come from,
 - at least 15% by weight of the total, from organic production in accordance with Regulations (EC) no 834/07 and its Implementing Regulations and, - at least 25% by weight of the total, by IGP and DOP products - as listed in the List of Italian names, entered in the Register of protected designations of origin and Protected Geographical Indications (EC Regulation No no 1898/2006 of Commission of 14 December 2006 laying down detailed rules for the application of Regulation (EC) no 510/2006 of the Council of the 20th of March 2006 on the protection of geographical indications and designations of origin for agricultural products and foodstuffs) – and typical and traditional products, including in the lists of national, regional and provincial levels provided for in articles 2 and 3 of the Decree of the Minister of Agricultural Policy, September 8, 1999, no. 350.

⁹ Catering service and food supply approved with the ministerial Decree of the 25th of July 2011, in the Official Journal no. 220 of the 21st of September 2011



- The *fish* must come from,
 - at least 20% by weight of the total from organic production in accordance with Regulations (EC) no 834/07 and related implementing regulations (including Regulation no 710/2009 on the introduction of implementing rules for the production of animals and seaweed from organic aquaculture) or sustainable fishing (complying with the MSC - *Marine Stewardship Council* or equivalent certification criteria)⁴.

The fish administered in canteens, in any case, if frozen, must not be obtained from reassembled products. This is without prejudice to the laws in force, which establish more restrictive criteria than those set out in this paragraph.

The use of packaged water and drinks must not be envisaged except for specific and documented technical (logistical and hygienic-sanitary) needs. The most suitable solution must therefore be identified based on the user and the context, providing for the use of water and bulk drinks: distribution of water from the water network, distribution of microfiltered water and dispensed natural and fizzy beverages (from concentrate).

The company that carries out the service of microfiltration and distribution of drinks must comply with certified procedures and with the current legislation on the subject and must use equipment that meets the energy efficiency standards provided for in this document. The company will also have to declare in the tender the solution it undertakes to adopt in order to avoid packaging.

VERIFICATION: all organic products must come from suppliers who must operate within the control and certification scheme provided for in Regulations (EC) no 834/2007 and (EC) no 889/2008 of the Commission and must therefore be subject to one of the inspection and certification bodies recognised by the Ministry of Agriculture and Forestry Policies.

For sustainable fishing, you must have MSC (Marine Stewardship Council) or equivalent chain of custody certificates.

All products from Integrated Production must come from suppliers that operate compulsorily within the control and certification regime provided for by UNI 11233:2009.

All the DOP IGP and STG products must come from suppliers who must operate within the control and certification scheme provided for in Regulations (EC) no 510/2006, (EC) no 1898/2006 and (EC) no 509/2006, with subsequent modifications and must therefore be subject to one of the control and certification bodies recognized by the Ministry of Agricultural and Forestry Policies.

All products from traditional agri-food production must come from suppliers of products registered in the *National list of traditional agri-food products* established at the Ministry for agricultural policies provided for in articles 2 and 3 of the Decree of the Minister for Agricultural Policies 8 September 1999, n. 350.

Supplier means any company which delivers the food directly or via carrier to the refectory centres, the name of which is present in the transport document accompanying the goods.

The contracting authority must demand from its suppliers the certificates of subjection which will be kept in original in its offices and in copy in the refectory centres.



The products must be certified by certification bodies which comply with Article 2 of Regulation (EC) no 882/2004 and European standard EN 45011 or ISO/CEI guide 65 (general requirements for bodies managing product certification systems) and accredited in accordance with them.

PURCHASE OF FOOD DERIVATIVES RESULTING FROM REDUCED ENVIRONMENTAL IMPACT PRODUCTION PROCESSES.¹⁰

6.3 TECHNICAL SPECIFICATIONS

6.3.1 FOOD AND DRINK PRODUCTION

Fruits, vegetables, legumes, cereals, bread and bakery products, pasta, rice, flour, potatoes, polenta, tomatoes and processed products, cheese, UHT milk, yogurt, eggs, extra virgin olive oil must have the following characteristics:

- for at least 40% expressed as a percentage by weight of the total, from organic production in accordance with regulations (EC) 834/2007 / EC and related implementing regulations and, - for at least 20% expressed as a percentage by weight of the total, from "integrated production systems" (with reference to UNI 11233: 2009), from IGP DOP and STG products - as reported in the List of Italian denominations, registered in the Register of protected designations of origin, protected geographical indications and specialties traditional guaranteed (Commission Regulation (EC) no 1898/2006 of 14 December 2006 laying down detailed rules for the application of Council Regulation (EC) no 510/2006 of 20 March 2006 on the protection of Geographical Indications and designations of origin for agricultural and food products and Regulation (EC) no 509/2006) and typical and traditional products, included in the national, regional and provincial lists provided for in articles 2 and 3 of the Decree of the Minister for Agricultural Policies 8 September 1999, n. 350. In the case of eggs, the quota not coming from organic holdings must come from Open-Air breeding farms referred to in Code 1 of Regulation 589/2008 of the European Commission pursuant to Regulation 1234/2007 on the marketing and labelling of eggs.

Fruit and vegetables must be seasonal, respecting the "seasonality calendars" defined by each individual contracting station¹¹. Seasonal products are products grown in the open field.

- The *meat* must come from,
 - at least 15% by weight of the total, from organic production in accordance with regulations (EC) no 834/07 and implementing regulations; and,
 - at least 25% by weight of the total, from IGP and DOP products - as listed in the list of Italian names, entered in the Register of protected designations of origin and Protected Geographical

¹⁰ Catering service and food supply approved with the Ministerial Decree 25th of July 2011, in the Official Journal no. 220 of the 21st of September 2011

Indications (Commission Regulation (EC) no 1898/2006 of 14 December 2006 laying down detailed rules for the application of Council Regulation (EC) no 510/2006 of the 20th of March 2006 on the protection of geographical indications and designations of origin for agricultural products and foodstuffs) – and typical and traditional products, including in the lists of national, regional and provincial levels provided for in articles 2 and 3 of the Decree of the Minister of Agricultural Policy, September 8, 1999, no. 350.

- The *fish* must come from,
 - at least 20% by weight of the total from organic production in accordance with regulations (EC) no 834/07 and related implementing regulations (including Regulation 710/2009 on the introduction of implementing rules for the production of animals and seaweed from organic aquaculture) or sustainable fishing (complying with the MSC - *Marine Stewardship Council* or equivalent certification criteria)¹².

Fish fed in canteens, in any case, if frozen, should not be obtained from reassembled products. Without prejudice to existing legislative provisions which lay down more restrictive criteria than those laid down in this paragraph.

VERIFICATION: all organic products must come from suppliers who must operate within the control and certification scheme provided for in Regulations (EC) no 834/2007 and Commission Regulation (EC) no 889/2008 and must therefore be subject to one of the inspection and certification bodies recognised by the Ministry of Agriculture and Forestry Policies.

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For sustainable fishing, you must have MSC (Marine Stewardship Council) or equivalent chain of custody certificates.

All products from Integrated Production must come from suppliers that operate compulsorily within the control and certification regime provided for by UNI 11233:2009.

All the DOP IGP and STG products must come from suppliers who must operate within the control and certification scheme provided for in Regulations (EC) no 510/2006 and (EC) no 1898/2006 and (EC) no 509/2006, with subsequent modifications and must therefore be subject to one of the control and certification bodies recognized by the Ministry of Agricultural and Forestry Policies.

All products from traditional agri-food production must come from suppliers of products registered in the *National list of traditional agri-food products* established at the Ministry for agricultural policies provided for in articles 2 and 3 of the Decree of the Minister for Agricultural Policies of the 8 September 1999, n. 350.

Supplier means any company which delivers the food directly or via carrier to the refectory centres, the name of which is present in the transport document accompanying the goods.

The contracting authority must demand from its suppliers the certificates of subjection which will be kept in original in its offices and in copy in the refectory centres.

The products must be certified by certification bodies which comply with Article 2 of Regulation (EC) no 882/2004 and European standard EN 45011 or ISO/CEI guide 65 (general requirements for bodies managing product certification systems) and accredited in accordance with them.



ANNEX E_VEHICLES

PURCHASE / LEASING / RENTAL OF CARS AND LIGHT COMMERCIAL VEHICLES WITH REDUCED ENVIRONMENTAL IMPACT AND LOW ENERGY CONSUMPTION. 11

6.2 TECHNICAL SPECIFICATIONS

6.2.1 POLLUTANT EMISSION LIMITS

Purchase, rental and leasing: The maximum levels of pollutant emissions are those set in chart 1 of Annex I to Regulation (EC) No. 715/2007 (and subsequent amendments) in force for the purpose of registration. On the date on which the emission levels set out in chart 2 of Annex I to that regulation enter into force for registration, the vehicles offered shall comply with those emission levels as maximum limits.

Purchase of second-hand passenger cars and light commercial vehicles: the maximum levels of pollutant emissions are those related to directive 98/69B (Euro 4). On the date on which the emission levels of pollutants in chart 2 of Annex I to Regulation (EC) no 715/2007 will enter into force for registration, the vehicles offered shall comply with the emission levels set out in chart 1 of Annex I of the Regulation (EC) no 715/2007 (Euro 5).

VERIFICATION: the legal representative of the offering company must sign a declaration to certify compliance with the criterion. In relation to the purchase of second-hand passenger cars and light commercial vehicles, copies of the vehicle registration cards offered must be submitted.

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6.2.2 CARBON DIOXIDE EMISSION LIMITS (CO2)

Purchase, rental and leasing: the CO2 emissions of the vehicles offered must not exceed the following limits:

¹¹ Acquisition of vehicles used for Road Transport approved by the Ministerial Decree of the 8th of May 2012, in the Official Journal no. 129 of the 5th of June 2012



Vehicle category	CO ₂ g / km
Off-road vehicle	175
Vans (N1, class I)	150
Other categories	130
Light commercial vehicles with a mass less than 3,5 tonnes (N1, Class II and III)	225

VERIFICATION: the tenderer shall indicate the level of CO₂ emissions for each type/variant/version of the vehicle offered, measured under certification. For dual-fuel vehicles, both CO₂ emission data related to the two fuel types shall be provided, as the CO₂ emission level considered shall be equal to the corresponding arithmetic mean.

The provisional successful tenderer shall provide technical documentation to verify the truthfulness of the declared data or, in the case of registered vehicles, submit a copy of the vehicle registration card of each type/variant/version offered

6.4 CONTRACTUAL CLAUSES

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6.4.1 LUBRICATING OILS

Rental: Low-viscosity engine lubricating oils (corresponding to an SAE grade of 0W30 or 5W30 or equivalent), regenerated lubricating oils or that comply with the ecological criteria for the award of the ecological quality mark of the European Union for Lubricants (EU Ecolabel) of Decision 2011/381/EU of 24 June 2011 must be used in the vehicles' maintenance.

VERIFICATION: Declaration of the legal representative. Every six months, the successful tenderer shall provide a complete list of the lubricants used, including the manufacturer and trade name and type of product and the possible possession of the Ecolabel. For products not in possession of the Ecolabel but complying with the characteristics of the Ecolabel, the manufacturer's technical documentation shall be attached. For regenerated or low viscosity lubricants, the label of the lubricants used or the data sheet showing the characteristics specified in the criterion must be used.



PURCHASE / LEASING / RENTAL OF VEHICLES FOR THE TRANSPORT OF GOODS¹⁰ (CATEGORIES N2 AND N3) WITH REDUCED ENVIRONMENTAL IMPACT AND LOW ENERGY CONSUMPTION. ¹²

8.2 TECHNICAL SPECIFICATIONS

8.2.1 POLLUTANT EMISSION LIMITS

Purchase, leasing of new vehicles (N3): the levels of pollutant emissions of the vehicles offered must be lower or at most equal to those defined in Annex I to Regulation No 595/2009 concerning the type-approval of motor vehicles and heavy-duty vehicle engines (Euro VI), when that Regulation enters into force for registration purposes . *Purchase of second-hand vehicles (N3)* : The levels of emissions of polluting gas vehicles (category M3) offered must be less than or at most equal to the ones defined in the table 1, letter B1 or table 2 letter B1) of Directive 1999/96 of 19 December 1999 on the approximation of the laws of the member States relating to the measures to be taken against the emission of gaseous and particulate pollutants, calculated with the test cycles referred to in them.

VERIFICATION: the legal representative of the offering company must sign a declaration to certify compliance with the criterion. In connection with the purchase of second-hand vehicles, copies of the vehicle registration certificates of the vehicles offered must be submitted.

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8.2.2 CONSUMPTION INDICATOR

Purchase, leasing: The vehicles offered, except those powered by compressed natural gas (CNG), shall be equipped with a fuel consumption indicator, an indicator that reports the consumption of fuel.

VERIFICATION: the tenderer must submit the technical documentation of the vehicle showing the presence of the required device.

¹² Acquisition of vehicles used for Road Transport approved by the Ministerial Decree of the 8th of May 2012, in the Official Journal no. 129 of the 5th of June 2012

ANNEX F_OFFICE COMPUTER EQUIPMENT

4.2 BASIC TECHNICAL SPECIFICATIONS FOR THE PURCHASE, RENTAL AND LEASING OF PERSONAL LAPTOPS¹³

4.2.1 ENERGY CONSUMPTION

Once supplied, the equipment must comply with the energy efficiency requirements of the energy star guidelines version 5.0 available on the site <http://www.euenergystar.com>.

Verification

The tenderer offers equipment fitted with labels or logos as a means of presumption of conformity (eg. Energy star logo or an iso Type I Environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the producers' self-certifications shall also be accepted in relation to the most recent models on the market, which shall be issued on the basis of the test procedures set out in the relevant energy star guideline.

4.2.2 UPDATE OF THE COMPONENTS

The equipment must allow the access, update and/or upgrade of the main components (at least ram memory, mass memory (hard disk, ssd etc.), where the player/burner is present).

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, nordic ecolabel label, or any other iso Type I Environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case it must indicate on offer the products that still comply with the criterion through a declaration of the company that assembled the product, through the documentation accompanying the product intended for the user (eg. disassembly report, user manual, other product documents) containing an indication on how to access, update and upgrade the components indicated, or by which a technical documentation from the manufacturer or a test report from a recognised organisation

¹³ Supply of Electrical and electronic office equipment (laptops, desk PCs, printers, photocopiers, multifunction equipment, for office) approved by the Ministerial Decree of the 13th of December 2013, Official Journal no. 13 of the 17th of January 2014

4.2.3 MERCURY CONTENT IN MONITORS

In LCD screens (Liquid Crystal Display), the lamps of the backlight system shall not contain mercury.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, nordic ecolabel, der blaue engel label or any other iso Type i Environmental label equivalent to the criterion, or accompanied by a test report of a recognised organisation carried out in accordance with iec 62321 and 1.0.). In this case, the products which still comply with the criterion shall be offered by means of technical documentation from the producer.

4.2.4 SOUND EMISSION

The equipment supplied must have a sound Power level emitted (LwAd):

- a) $L_{wAd} \leq 40 \text{ db (A)}$, in active hard disk Mode or access to a hard disk
- a) $L_{wAd} \leq 35 \text{ db (A)}$ in idle phase.

Verification: the tenderer shall attach to the tender a test report prepared by a test laboratory accredited according to EN ISO 17025, stating that the noise levels, both in the “idle” phase and in active hard disk Mode, have been measured in accordance with EN ISO 7779:2001 and declared in accordance with ISO 9296. In addition, two cases may occur:

- a) the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, nordic ecolabel label, der blaue engel label or any other iso type i environmental label equivalent to the criterion).
- a) the tenderer offers products without labels as a means of presumption of conformity. In this case, the products which still comply with the criterion shall be offered by means of technical documentation from the manufacturer.

4.2.5 RECYCLABILITY

The equipment must be designed for disassembly, also for the purpose of starting recycling. Plastic parts weighing more than 25 g must have a permanent marking identifying their material, in accordance with ISO 11469 or equivalent and must be composed of a single polymer or polymers compatible with recycling.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. Nordic eco-label, der blaue engel label or any other ISO type I environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the products which still comply with the criterion must be offered by means of a technical and manual disassembly documentation.

4.2.6 INSTRUCTION MANUAL

The equipment offered must be provided with an instruction manual or other documentation accompanying the product, in Italian or, if not available, in English, that informs about the correct use of the equipment that includes:

- information on the options that can be activated to reduce energy consumption;
- information on the correct use of the equipment.

The instruction manual, containing the above information, must be provided in electronic format and/or be made available on the manufacturer's website. A document containing at least the necessary instructions must be provided in paper format:

- when the equipment is switched on, when it connects and to solve the most common problems linked to switching on;
- to access the site where the instruction manual is contained, if not available in other form.

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Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, nordic ecolabel label, der blaue engel label or any other iso type i environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case the tenderer must submit an appropriate declaration. At the time of delivery of the goods, a copy of the instruction manual and an extract in electronic form shall be provided.

4.2.7 PRODUCT INFORMATION

In order to simplify the use of the equipment and its optional functions, the tenderer must provide prompt instructions to users to provide information:

- a) on power consumption and maximum power consumption for each operating mode;
- a) on how to use the energy saving modes of the device;
- b) on the methods of RAEE withdrawal and treatment ;
- c) on assistance and maintenance service.



Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, nordic ecolabel label, der blaue engel label or any other ISO type i environmental label equivalent to the criterion).

The tenderer offers products without labels as a MEANS OF PRESUMPTION OF CONFORMITY. In this case, the tenderer MUST PROVIDE a copy of this information material containing the product information or indicate the website where the product can be consulted.

4.2.8 PACKING REQUIREMENT

Primary packaging:

- a) Must meet the requirements of the Annex F, Part IV "Waste" of Legislative Decree 152/2006 and subsequent amendments;
- a) consist, if in paper or cardboard of at least 80% by weight of recycled material, if in plastic, of at least 60%.

Verification: the tenderer must declare compliance with the reference legislation. The declaration will have to possibly contain information on the separation of the different materials.

For the minimum recycled content (criterion b), the packaging with the minimum recycled content indication provided in accordance with UNI EN ISO 14021 "Self-declared environmental assertions" (e.g. the Mobius cycle symbol) shall be presumed to comply.

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4.4 THE CONTRACTUAL CLAUSES FOR THE PURCHASE, RENTAL AND LEASING OF PORTABLE PERSONAL COMPUTERS

4.4.1 WARRANTY ON THE AVAILABILITY OF THE SPARE PARTS

The guarantee on the availability of spare parts must be ensured by the supplier from the date of delivery of the supply for a minimum period of 5 years. Compliance with the requirement is presumed to possess, for products still in production, an ISO Type I environmental eco-label which requires compliance with the aforementioned specifications.

Verification: the tenderer must attach an appropriate declaration signed by the legal representative of the tenderer undertaking specifying compliance with the clause.

4.4.2 MANAGEMENT OF ELECTRICAL AND ELECTRONIC WASTE

The supplier shall ensure the collection and treatment of waste from electrical and electronic equipment (WEEE) in accordance with the indications contained in Legislative Decree 151/2005 and in Legislative Decree 152/2006. At the request of the contracting Station, the



supplier must be available to provide an offer for the additional service of withdrawal of historical WEEE in excess of what is established by art. 12 paragraph 2 and 3 of the Legislative Decree No. 151/2005.

Verification: the tenderer must attach an appropriate declaration signed by the legal representative of the tenderer specifying compliance with the clause.

5.2 THE BASIC TECHNICAL SPECIFICATIONS FOR THE PURCHASE, RENTAL AND LEASING OF PERSONAL DESKTOPS

5.2.1 ENERGY CONSUMPTION

The equipment at the time of supply must comply with the energy efficiency requirements of the ENERGY STAR guidelines version 5.0.

Verification: the tenderer offers equipment fitted with labels or logos as a means of presumption of conformity (eg. Energy star logo or an iso Type I Environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the producers' self-certifications shall also be accepted in relation to the most recent models on the market, which shall be issued on the basis of the test procedures set out in the relevant energy star guideline.

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5.2.2 UPGRADABILITY OF COMPONENTS

The equipment must allow the access, update and/or upgrade of the main components (at least RAM memory, mass memory (hard disk, ssd etc.), where the player/burner is present).

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, nordic ecolabel label, or any other iso Type I Environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case it must indicate on offer the products that still comply with the criterion through a declaration of the company that assembled the product, through the documentation accompanying the product intended for the user (eg. disassembly report, user manual, other product documents) containing an indication on how to access, update and upgrade the components indicated, or by which a technical documentation from the manufacturer or a test report from a recognised organisation is provided for.



5.2.3 MONITOR POWER CONSUMPTION

The monitors must comply with the energy efficiency requirements of the ENERGY STAR guidelines version 5.0.

Verification: the tenderer offers equipment fitted with labels or logos as a means of presumption of conformity (eg. Energy star logo or an iso Type I Environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the producers' self-certifications shall also be accepted in relation to the most recent models on the market, which shall be issued on the basis of the test procedures set out in the relevant energy star guideline.

4.2.3 MERCURY CONTENT IN LCD MONITORS

The lamps of the LCD screen backlight system must not contain mercury.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, der blaue engel label or any other iso Type I Environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the products which still comply with the criterion shall be offered by means of a manufacturer's technical documentation or a test report of a recognised organisation carried out in accordance with IEC 62321 and 1.0.

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5.2.5 SOUND EMISSIONS

Equipment must have an LWAd sound power within the following limits:

- a) $L_{wAd} \leq 45$ db (A) in active hard disk Mode or access to a hard disk (measured in accordance with EN ISO 7779: 2001);
- a) $L_{wAd} \leq 35$ db (A) in idle phase.

Verification: the tenderer shall attach to the tender a test report prepared by a test laboratory accredited according to EN ISO 17025, stating that the noise levels, both in the "idle" phase and in active hard disk Mode, have been measured in accordance with EN ISO 7779:2001 and declared in accordance with ISO 9296. Moreover the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, nordic ecolabel label, or any other iso Type I Environmental label equivalent to the criterion).



5.2.6 RECYCLABILITY

The equipment must be designed for disassembly, including for recycling purposes. Plastic parts weighing more than 25 g must have a permanent marking identifying their material, in accordance with ISO 11469 or equivalent and must be composed of a single polymer or polymers compatible with recycling.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. Nordic eco-label, der blaue engel label or any other ISO type I environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. in this case, the products which still comply with the criterion must be offered by means of a technical and manual disassembly documentation.

5.2.7 INSTRUCTION MANUAL

The equipment offered must be provided with an instruction manual or other documentation accompanying the product, in Italian or, if not available, in English, that informs about the correct use of the equipment that includes:

- information on the options that can be activated to reduce energy consumption;
- information on the correct use of the equipment.

The instruction manual, containing the above information, must be provided in electronic format and / or be made available on the manufacturer's website. A document containing at least the necessary instructions must be provided in paper format:

- when the equipment is switched on, when it connects and to solve the most common problems linked to switching on;
- to access the site where the instruction manual is contained.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, nordic ecolabel label, der blaue engel label or any other iso type i environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case the tenderer must submit an appropriate declaration. At the time of delivery of the goods, a copy of the instruction manual and an extract in electronic form shall be provided.

5.2.8 PRODUCT INFORMATION

In order to simplify the use of the equipment and its optional functions, the tenderer must provide prompt instructions to users to provide information:



- a) on power consumption and maximum power consumption for each operating mode;
- a) on how to use the energy saving modes of the device;
- b) on the methods of RAEE withdrawal and treatment ;
- c) on assistance and maintenance service.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, nordic ecolabel label, der blaue engel label or any other iso type i environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the tenderer must provide a copy of this information material containing the product information or indicate the website where the product can be consulted.

5.2.9 PACKING REQUIREMENTS

Primary packaging:

- a) Must meet the requirements of the Annex F, Part IV "Waste" of Legislative Decree 152/2006 and subsequent amendments;
- a) consist, if in paper or cardboard of at least 80% by weight of recycled material, if in plastic, of at least 60%.

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Verification: the tenderer must declare compliance with the requirement, through the declaration of the legal representative of the tenderer enterprise.

The successful tenderer shall demonstrate compliance with the requirement set out in lett b) by a "Self-declared environmental statement" in accordance with UNI EN ISO 14021, or by a declaration, a symbol or diagram showing at least that minimum indication of recycled content (eg. symbol of the Mobius cycle).

5.4 THE CONTRACTUAL CLAUSES FOR THE PURCHASE, RENTAL AND LEASING OF PORTABLE PERSONAL DESKTOPS

5.4.1 WARRANTY ON THE AVAILABILITY OF THE SPARE PARTS

The guarantee on the availability of spare parts must be ensured by the supplier from the date of delivery of the supply for a minimum period of 5 years.



Verification: the tenderer offers, for products still in production, the possession of ISO Type I labels which provides for compliance with the above specifications as a means of presumption of conformity.

The tenderer, for the other products without such labels as a means of presumption of conformity, must attach a declaration signed by the legal representative of the tenderer, specifying compliance with these specifications.

5.4.2 MANAGEMENT OF ELECTRICAL AND ELECTRONIC WASTE

The supplier shall ensure the collection and treatment of waste from electrical and electronic equipment (WEEE) in accordance with the indications contained in Legislative Decree 151/2005 and in Legislative Decree 152/2006. At the request of the contracting Station, the supplier must be available to provide an offer for the additional service of withdrawal of historical WEEE in excess of what is established by art. 12 paragraph 2 and 3 of the Legislative Decree No. 151/2005.

Verification: The tenderer must attach an appropriate declaration signed by the legal representative of the offering company.

The administration will verify that the supplier ensures the collection and treatment of waste from electrical and electronic equipment (RAEE).

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6.2 THE BASIC TECHNICAL SPECIFICATIONS FOR THE PURCHASE, RENTAL AND LEASING OF PRINTERS

6.2.1 ENERGY CONSUMPTION

The equipment at the time of supply must comply with the energy efficiency requirements of the ENERGY STAR guidelines version 1.2.

Verification: The tenderer offers equipment equipped with labels or logos as means of presumption of conformity (e.g. Energy star logo or an iso Type I Environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the producers' self-certifications shall also be accepted in relation to the most recent models on the market, which shall be issued on the basis of the test procedures set out in the relevant energy star guideline.

6.2.2 PAPER

The printer must support the use of 100% recycled paper that complies with the performance requirements indicated in point 3.4 of the Annex of the Ministerial Decree of 4



April 2013 containing Minimum Environmental Criteria for the purchase of copy and graphic paper - update 2013, also in case of automatic two-sided printing / copying.

Verification: The tenderer must attach to the offer a manufacturer's declaration or accompanying product documentation intended for the user (user manual, other product documents) indicating the indication required by the specifications in order to prove compliance with the requirement.

6.2.3 TWO SIDED PRINTING FUNCTION

The presence of the duplex unit must be guaranteed which ensures the two-sided printing functionality.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, nordic ecolabel label, or any other iso Type I Environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case compliance with the requirement is evidenced by a declaration from the manufacturer; the accompanying documentation for the product intended for the user (User Manual, other product documents) containing explicit indication of how to set up the duplex printing/copying functionality.

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6.2.4 USE OF REMANUFACTURED TONER AND INK CARTRIDGES

The products must allow the use of remanufactured toner or ink cartridges. Devices and practices that prevent the use of remanufactured cartridges (eg. practices or devices that inhibit or restrict the use of regenerated products) must not be present or applied.

Verification: The tenderer offers products equipped with ISO Type I environmental labels equivalent to the criterion as a means of presumption of conformity.

The tenderer offers products without labels as a means of presumption of conformity. In this case, compliance with the requirement is evidenced by a technical dossier certifying the possession of the requirement, the declaration of compatibility with the use of regenerated products contained in the user manual.

6.2.5 TONERS AND INKS, HAZARDOUS SUBSTANCES AND HEAVY METALS: LIMITS AND EXCLUSIONS

The toner cartridge should not release dust into the environment.

Toner powders or cartridge inks:



- a) must not contain azo dyes that may release aromatic amines listed in the Annex 17 of the EC Regulation no 1907/2006 (REACH);
- b) they must not contain mercury, cadmium, lead, hexavalent chromium. Heavy metals can only be present in the form of contamination derived from the production process and can not exceed 100ppm;
- c) they must not contain substances classified with the following risk phrases or hazard statements: H351/R40; H350/R45; H350i/R49; H340/R46; H341/R68; H360F/R60; H360D/R61; H361f/R62; H601d/R63; H331 H330/R23; H311/R24; H301/R25; H372 H373/R48; H330/R26; H310/R27; H300/R28; H370/R39; H334/R42; H362/R64; H317/R43;
- d) They must not be classified with the following risk phrases or hazard statements: R50/H400; H413/R53; H400 H410/R50/53; H412/R52/53; H411/R51-53; EUH059/R59.

Verification: the bidder must attach to the offer the safety data sheets of powders and inks in toners and cartridges remanufactured, consistent with the EC Regulation 1907/2006;

If requested by the contracting authority during the provisional award, the successful tenderer must submit the elements making up the criterion to certification by a recognized body to certify compliance with the same criterion, by means of verifications carried out using the methodologies indicated in the sector technical standards (eg. if not already indicated in the safety data sheet, the AMES test for the verification of mutagenic and carcinogenic properties or the LGA test for the verification of any harmfulness to humans).

6.2.6 INSTRUCTION MANUAL

The equipment offered must be provided with an instruction manual or other documentation accompanying the product, in Italian or, if not available, in English, that informs about the correct use of the equipment that includes:

- the procedures for solving the most frequent problems (paper jam etc.), for duplex printing (with the use of the duplex unit if provided), for printing in two page format per sheet, for printing in format reduced etc .;
- daily operational management (paper loading, replacement of consumables in particular on the recovery and recycling of toners, etc.)
- the correct positioning of the apparatus in the working rooms in order to reduce the staff's exposure to harmful emissions;
- information on the options that can be activated to reduce energy consumption;

The instruction manual, containing the above information, must be provided in electronic format and / or be made available on the manufacturer's website. A document containing at least the necessary instructions must be provided in paper format:



- when the equipment is switched on, when it connects and to solve the most common problems linked to switching on;
- to access the site where the instruction manual is contained.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. Nordic eco-label, der blaue engel label or any other ISO type I environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case the tenderer must submit an appropriate declaration. At the time of delivery of the goods, a copy of the instruction manual and an extract in electronic form shall be provided.

5.2.8 PRODUCT INFORMATION

In order to simplify the use of the equipment and its optional functions, the tenderer must provide prompt instructions to users to provide information:

- a) the maximum power consumption associated with the different operating modes;
- a) on the RAEE withdrawal and treatment service;
- b) on assistance and maintenance service.

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Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. Nordic eco-label, der blaue engel label or any other ISO type I environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the tenderer must provide a copy of the informative material containing the product information that will be included with the products or available on the manufacturer's website.

6.2.8 RECYCLABILITY

The equipment must be designed for disassembly, also in order to facilitate the recycling of materials. Plastic parts weighing more than 25 g must have a permanent marking identifying their material, in accordance with ISO 11469 or equivalent and must be composed of a single polymer or polymers compatible with recycling.

Verification: the tenderer offers products with environmental labels such as (EG. Nordic eco-label, der blaue engel label or any other ISO type I environmental label equivalent to the criterion).



The tenderer offers products without labels as a means of presumption of conformity. In this case, the products which still comply with the criterion must be offered by means of a technical and manual disassembly documentation.

5.2.9 PACKING REQUIREMENTS

Primary packaging:

- a) Must meet the requirements of the Annex F, Part IV "Waste" of Legislative Decree 152/2006 and subsequent amendments;
- a) consist, if in paper or cardboard of at least 80% by weight of recycled material, if in plastic, of at least 60%.

Verification: the tenderer must declare compliance with the requirement, through the declaration of the legal representative of the offering enterprise.

The successful tenderer shall demonstrate compliance with the requirement set out in lett b) by a "Self-declared environmental statement" in accordance with UNI EN ISO 14021, or by a declaration, a symbol or diagram showing at least that minimum indication of recycled content (eg. symbol of the Mobius cycle).

6.4 THE CONTRACTUAL CLAUSES FOR THE PURCHASE, RENTAL AND LEASING OF PRINTERS

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6.4.1 WARRANTY ON THE AVAILABILITY OF THE SPARE PARTS

The guarantee on the availability of spare parts must be ensured by the supplier from the date of delivery of the supply for a minimum period of 5 years.

Verification: The tenderer offers, for products still in production, possession of ISO Type I labels which requires compliance with the aforementioned specifications as a means of presumption of conformity.

The tenderer, for the other products without such labels as a means of presumption of conformity, must attach a declaration signed by the legal representative of the tenderer, specifying compliance with these specifications.

6.4.2 MANAGEMENT OF ELECTRICAL AND ELECTRONIC WASTE

The supplier shall ensure the collection and treatment of waste from electrical and electronic equipment (WEEE) in accordance with the indications contained in Legislative Decree 151/2005 and in Legislative Decree 152/2006. At the request of the Public Administration, the supplier must be available to provide an offer for the additional service of withdrawal of



historical RAEE in excess compared to what is established by art. 12 paragraph 2 and 3 of the Legislative Decree No. 151/2005.

Verification: The tenderer must attach an appropriate declaration signed by the legal representative of the offering company.

7.2 THE BASIC TECHNICAL SPECIFICATIONS FOR THE PURCHASE, RENTAL AND LEASING OF MULTI-FUNCTIONING DEVICES

7.2.1 ENERGY CONSUMPTION

The equipment at the time of supply must comply with the energy efficiency requirements of the ENERGY STAR guidelines version 1.2.

Verification: the tenderer offers equipment equipped with labels or logos as means of presumption of conformity (e.g. Energy star logo or an iso Type I Environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the producers' self-certifications shall also be accepted in relation to the most recent models on the market, which shall be issued on the basis of the test procedures set out in the relevant energy star guideline.

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7.2.2 PAPER

The printer must support the use of 100% recycled paper that complies with the performance requirements indicated in point 3.4 of the Annex of the Ministerial Decree of 4 April 2013 containing Minimum Environmental Criteria for the purchase of copy and graphic paper - update 2013, also in case of automatic two-sided printing / copying.

Verification: the tenderer must attach to the offer a manufacturer's declaration and accompanying documentation for the product intended for the user (User Manual, other product documents) indicating the possibility of using 100% recycled paper even in case of printing/copying in duplex mode.

6.2.3 TWO SIDED PRINTING FUNCTION

The presence of the duplex unit must be guaranteed, which ensures the two-sided printing functionality.



Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, nordic ecolabel label, or any other iso Type I Environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, compliance with the requirement is demonstrated by a manufacturer's declaration and accompanying product documentation intended for the user (user manual, other product documents) containing an explicit indication of how to set the print / copy front -back functionality.

7.2.4 USING REMANUFACTURED TONER CARTRIDGES

The products must allow the use of remanufactured toner or ink cartridges. Devices and practices that prevent the use of remanufactured cartridges (eg. practices or devices that inhibit or restrict the use of regenerated products) must not be present or applied.

Verification: The tenderer offers products equipped with ISO Type I environmental labels equivalent to the criterion as a means of presumption of conformity.

The tenderer offers products without labels as a means of presumption of conformity. In this case, compliance with the requirement is evidenced by a technical dossier certifying the possession of the requirement, the declaration of compatibility with the use of regenerated products contained in the user manual.

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7.2.5 TONERS AND INKS, HAZARDOUS SUBSTANCES AND HEAVY METALS: LIMITS AND EXCLUSIONS

The toner cartridge should not release dust into the environment.

Toner powders or cartridge inks:

- a) must not contain azo dyes that may release aromatic amines listed in the Annex 17 of the EC Regulation no 1907/2006 (REACH);
- b) they must not contain mercury, cadmium, lead, hexavalent chromium. Heavy metals can only be present in the form of contamination derived from the production process and can not exceed 100ppm;
- c) they must not contain substances classified with the following risk phrases or hazard statements: H351/R40; H350/R45; H350i/R49; H340/R46; H341/R68; H360F/R60; H360D/R61; H361f/R62; H601d/R63; H331 H330/R23; H311/R24; H301/R25; H372 H373/R48; H330/R26; H310/R27; H300/R28; H370/R39; H334/R42; H362/R64; H317/R43;



d) They must not be classified with the following risk phrases or hazard statements: R50/H400; H413/R53; H400 H410/R50/53; H412/R52/53; H411/R51-53; EUH059/R59.

Verification: the bidder must attach to the offer the safety data sheets of powders and inks in toners and cartridges remanufactured, consistent with the EC Regulation 1907/2006.

If requested by the contracting authority during the provisional award, the successful tenderer will have to submit the elements making up the criterion, to certification by a recognized body to certify compliance with the same criterion, by means of verifications carried out with the methodologies indicated in the sector technical standards (eg. if not already indicated in the safety data sheet, the AMES test for the verification of mutagenic and carcinogenic properties or the LGA test for the verification of any harmfulness to humans).

7.2.6 RECYCLABILITY

The equipment must be designed for disassembly, also in order to facilitate the recycling of the materials of which it is composed. Plastic parts weighing more than 25 g must have a permanent marking identifying their material, in accordance with ISO 11469 or equivalent and must be composed of a single polymer or polymers compatible with recycling.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. Nordic eco-label, der blaue engel label or any other ISO type I environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. in this case, the products which still comply with the criterion must be offered by means of a technical and manual disassembly documentation.

7.2.7 INSTRUCTION MANUAL

The equipment offered must be provided with an instruction manual or other documentation accompanying the product, in Italian or, if not available, in English, that informs about the correct use of the equipment that includes:

- the procedures for solving the most frequent problems (paper jam etc.), for duplex printing (with the use of the duplex unit if provided), for printing in two page format per sheet, for printing in format reduced etc .;
- daily operational management (paper loading, replacement of consumables in particular on the recovery and recycling of toners, etc.)

- the correct positioning of the apparatus in the working rooms in order to reduce the staff's exposure to harmful emissions;
- information on the options that can be activated to reduce energy consumption;

The instruction manual, containing the above information, must be provided in electronic format and / or be made available on the manufacturer's website. A document containing at least the necessary instructions must be provided in paper format:

- when the equipment is switched on, when it connects and to solve the most common problems linked to switching on;
- to access the site where the instruction manual is contained.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. Nordic eco-label, der blaue engel label or any other ISO type I environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case the tenderer must submit an appropriate declaration. at the time of delivery of the goods, a copy of the instruction manual and an extract in electronic form shall be provided.

7.2.8 PRODUCT INFORMATION

In order to simplify the use of the equipment and its optional functions, the tenderer must provide prompt instructions to users to provide information:

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- a) the maximum power consumption associated with the different operating modes;
- a) on the RAEE withdrawal and treatment service;
- b) on assistance and maintenance service.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. Nordic eco-label, der blaue engel label or any other ISO type I environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the tenderer must provide a copy of the informative material containing the product information that will be included with the products or available on the manufacturer's website.



7.2.9 PACKING REQUIREMENTS

Primary packaging:

- a) Must meet the requirements of the Annex F, Part IV "Waste" of Legislative Decree 152/2006 and subsequent amendments;
- a) consist, if in paper or cardboard of at least 80% by weight of recycled material, if in plastic, of at least 60%.

Verification: the tenderer must declare compliance with the requirement, through the declaration of the legal representative of the offering enterprise.

The successful tenderer shall demonstrate compliance with the requirement set out in let b) by a "Self-declared environmental statement" in accordance with UNI EN ISO 14021, or by a declaration, a symbol or diagram showing at least that minimum indication of recycled content (eg. symbol of the Mobius cycle).

7.4 THE CONTRACTUAL CLAUSES FOR THE PURCHASE, RENTAL AND LEASING OF MULTI-FUNCTIONING DEVICES

7.4.1 WARRANTY ON THE AVAILABILITY OF THE SPARE PARTS

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The guarantee on the availability of spare parts must be ensured by the supplier from the date of delivery of the supply for a minimum period of 5 years.

Verification: The tenderer offers, for products still in production, possession of ISO Type I labels which requires compliance with the aforementioned specifications as a means of presumption of conformity. The tenderer, for the other products without such labels as a means of presumption of conformity, must attach a declaration signed by the legal representative of the tenderer, specifying compliance with these specifications.

7.4.2 MANAGEMENT OF ELECTRICAL AND ELECTRONIC WASTE

The supplier shall ensure the collection and treatment of waste from electrical and electronic equipment (WEEE) in accordance with the indications contained in Legislative Decree 151/2005 and in Legislative Decree 152/2006. At the request of the Public Administration, the supplier must be available to provide an offer for the additional service of withdrawal of historical RAEE in excess compared to what is established by art. 12 paragraph 2 and 3 of the Legislative Decree No. 151/2005.

Verification: The tenderer must attach an appropriate declaration signed by the legal representative of the offering company.



8.2 THE BASIC TECHNICAL SPECIFICATIONS FOR THE PURCHASE, RENTAL AND LEASING OF COPY MACHINES

8.2.1 ENERGY CONSUMPTION

The equipment at the time of supply must comply with the energy efficiency requirements of the ENERGY STAR guidelines version 1.2.

Verification: the tenderer offers equipment fitted with labels or logos as a means of presumption of conformity (eg. Energy star logo or an iso Type I Environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the producers' self-certifications shall also be accepted in relation to the most recent models on the market, which shall be issued on the basis of the test procedures set out in the relevant ENERGY STAR guideline.

8.2.2 PAPER

The copy machine must support the use of 100% recycled paper that complies with the performance requirements indicated in point 3.4 of the Annex of the Ministerial Decree of 4th of April 2013 containing Minimum Environmental Criteria for the purchase of copy paper and graphic paper - 2013 update, also in case of automatic two-sided copying.

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Verification: The tenderer must attach to the offer a manufacturer's declaration and accompanying documentation for the product intended for the user (user manual, other product documents).

8.2.3 TWO SIDED PRINTING FUNCTION

The presence of the duplex unit must be guaranteed, which ensures the two-sided printing functionality.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. eu eco label, nordic ecolabel label, or any other iso Type I Environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, compliance with the requirement is demonstrated by a manufacturer's declaration and accompanying product documentation intended for the user (user manual, other product documents) containing an explicit indication of how to set the print / copy front -back functionality.



8.2.4 USE OF REMANUFACTURED TONER CARTRIDGES

The products must allow the use of remanufactured ink or toner cartridges. Devices and practices that prevent the use of remanufactured cartridges (eg. practices or devices that inhibit or restrict the use of regenerated products) must not be present or applied.

Verification: the tenderer must attach to the tender a technical dossier certifying that the requirement has been met and a declaration of compatibility with the use of regenerated products contained in the user manual.

8.2.5 TONERS AND INKS, HAZARDOUS SUBSTANCES AND HEAVY METALS: LIMITS AND EXCLUSIONS

The toner cartridge should not release dust into the environment.

Toner powders or cartridge inks:

- a) must not contain azo dyes that may release aromatic amines listed in the Annex 17 of the EC Regulation no 1907/2006 (REACH);
- b) they must not contain mercury, cadmium, lead, hexavalent chromium. Heavy metals can only be present in the form of contamination derived from the production process and can not exceed 100ppm;
- c) they must not contain substances classified with the following risk phrases or hazard statements: H351/R40; H350/R45; H350i/R49; H340/R46; H341/R68; H360F/R60; H360D/R61; H361f/R62; H601d/R63; H331 H330/R23; H311/R24; H301/R25; H372 H373/R48; H330/R26; H310/R27; H300/R28; H370/R39; H334/R42; H362/R64; H317/R43;
- d) They must not be classified with the following risk phrases or hazard statements: R50/H400; H413/R53; H400 H410/R50/53; H412/R52/53; H411/R51-53; EUH059/R59.

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Verification: The tenderer must attach to the offer the safety data sheets of the powders and inks present in the toners and in the regenerated cartridges, conforming to EC Regulation 1907/2006.

If requested by the contracting authority during the provisional award, the successful tenderer will have to submit the elements making up the criterion, to certification by a recognized body to certify compliance with the same criterion, by means of verifications carried out with the methodologies indicated in the sector technical standards (eg. if not already indicated in the safety data sheet, the AMES test for the verification of mutagenic and carcinogenic properties or the LGA test for the verification of any harmfulness to humans).



8.2.6 RECYCLABILITY

The equipment must be designed for disassembly, also in order to facilitate the recycling of the materials of which it is composed. Plastic parts weighing more than 25 g must have a permanent marking identifying their material, in accordance with ISO 11469 or equivalent and must be composed of a single polymer or polymers compatible with recycling.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. Nordic eco-label, der blaue engel label or any other ISO type I environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the products which still comply with the criterion must be offered by means of a technical and manual disassembly documentation.

8.2.7 INSTRUCTION MANUAL

The equipment offered must be provided with an instruction manual or other documentation accompanying the product, in Italian or, if not available, in English, that informs about the correct use of the equipment that includes:

- the procedures for solving the most frequent problems (paper jam, etc.), for two-sided printing, for printing on two pages per sheet, for printing on a reduced size, etc.;
- daily operational management (paper loading, replacement of consumables in particular on the recovery and recycling of toners, etc.)
- the correct positioning of the apparatus in the working rooms in order to reduce the staff's exposure to harmful emissions;
- information on the options that can be activated to reduce energy consumption;

The instruction manual, containing the above information, must be provided in electronic format and / or be made available on the manufacturer's website. A document containing at least the necessary instructions must be provided in paper format:

- when the equipment is switched on, when it connects and to solve the most common problems linked to switching on;
- to access the site where the instruction manual is contained.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. Nordic eco-label, der blaue engel label or any other ISO type I environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case the tenderer must submit an appropriate declaration. At the time of delivery of the goods, a copy of the instruction manual and an extract in electronic form shall be provided.

8.2.8 PACKING REQUIREMENTS

Primary packaging:

- a) Must meet the requirements of the Annex F, Part IV "Waste" of Legislative Decree 152/2006 and subsequent amendments;
- a) consist, if in paper or cardboard of at least 80% by weight of recycled material, if in plastic, of at least 60%.

Verification: the tenderer must declare compliance with the requirement, through the declaration of the legal representative of the offering enterprise.

The successful tenderer shall demonstrate compliance with the requirement set out in let b) by a "Self-declared environmental statement" in accordance with UNI EN ISO 14021, or by a declaration, a symbol or diagram showing at least that minimum indication of recycled content (eg. symbol of the Mobius cycle).

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8.2.9 PRODUCT INFORMATION

In order to simplify the use of the equipment and its optional functions, the tenderer must provide prompt instructions to users to provide information:

- a) the maximum power consumption associated with the different operating modes;
- a) on the RAEE withdrawal and treatment service;
- b) on assistance and maintenance service.

Verification: the tenderer offers products with environmental labels as a means of presumption of conformity (eg. Nordic eco-label, der blaue engel label or any other ISO type I environmental label equivalent to the criterion).

The tenderer offers products without labels as a means of presumption of conformity. In this case, the tenderer must provide a copy of the informative material containing the product information that will be included with the products or available on the manufacturer's website.



8.4 THE CONTRACTUAL CLAUSES FOR THE PURCHASE, RENTAL AND LEASING OF COPY MACHINES

8.4.1 WARRANTY ON THE AVAILABILITY OF THE SPARE PARTS

The guarantee on the availability of spare parts must be ensured by the supplier from the date of delivery of the supply for a minimum period of 5 years.

Verification: The tenderer offers, for products still in production, possession of ISO Type I labels which requires compliance with the aforementioned specifications as a means of presumption of conformity.

The tenderer, for the other products without such labels as a means of presumption of conformity, must attach a declaration signed by the legal representative of the tenderer, specifying compliance with these specifications.

8.4.2 MANAGEMENT OF ELECTRICAL AND ELECTRONIC WASTE

The supplier shall ensure the collection and treatment of waste from electrical and electronic equipment (WEEE) in accordance with the indications contained in Legislative Decree 151/2005 and in Legislative Decree 152/2006. At the request of the Public Administration, the supplier must be available to provide an offer for the additional service of withdrawal of historical RAEE in excess compared to what is established by art. 12 paragraph 2 and 3 of the Legislative Decree No. 151/2005.

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Verification: The tenderer must attach an appropriate declaration signed by the legal representative of the offering company.



ANNEX G _ MONITORING MATRIX

Example of matrix monitoring environmental aspects of the event

CATEGORY	CHARACTERIZING ASPECTS	OBJECTIVE	KEY INDICATORS (KPIs)	ACTIONS	RESPONSIBILITY (person or entity dealing with it)	MEASUREMENT OF RESULTS	METHODOLOGY	Year	Result obtained Data %		Notes
WASTE MANAGEMENT	paper and cardboard	differentiation	Kg	dislocate appropriate containers for separate collection, etc.		Recycled or reused Kg / total kg	Separate collection				
	plastic / aluminum	differentiation	Kg	dislocate appropriate containers for separate collection, etc.		Recycled or reused Kg / total kg	Separate collection				
	glass	differentiation	Kg	dislocate appropriate containers for separate collection, etc.		Recycled or reused Kg / total kg	Separate collection				
	undifferentiated	differentiation	Kg	dislocate appropriate containers for		Total Kg / kg	Separate collection				



				separate collection, etc.								
	organic		differentiation	kg (organic waste)	dislocate appropriate containers for separate collection, etc.		(Total Kg / m2) / no. participants	Separate collection				
CLIMATE CHANGE	ENER GY USE	Elec- trici- ty	Promote the use of natural light when possible, the possibility of not turning on all lights and turning them off where they are not needed; sensitize exhibitors / visitors / staff to reduce energy consumption	no. initiatives taken	Look at the counters before and after the event and then detect the consumption of the event.		KWATT-hours consumed					
	TRAN SPOR T USE	bus	increase shuttle service	number	Increase information on the possibility of buses available for visitors		No. people by shuttle service / no. total visitors					

		ma- chine	reduce car use	number of people arriving by car	Encourage the use of public transport with low environmental impact by increasing the information of available means (trains, buses, etc.)		No. people by car / no. total visitors	Entry question- naire				
				no. people arriving by train			No. people by train / no. total visitors	Entry question- naire				
		air- plane	reduce airplane use	no. people arriving by airplane			No. people by airplane / no. total visitors	Entry question- naire				
	TO- TAL CO2 EMIS- SIONS	CO ₂ emiss ions	reduce emissions by promoting low- impact transport	Kg CO2	Encouraging the use of environmentally friendly means		Calculation of CO2	CO2 CALCULA- TION INSTRU- MENTS				
NATURAL RESOUR-CES	Paper	Pro- mo- tional use	100% recycled and/or FSC certified paper	%	Purchase and produce communication materials (brochures, leaflets, folders, etc.) in recycled and/or		no. green products / n. tot. supplies	verification of the contracts				

					certified paper. Prefer electronic formats where possible, print with the double-sided function.							
	Wa- ter	Sani- tary use	Incentive water reduction	No. of visitors	Sensitize everyone, through means of communication (posters, suggestions, directions) to the reduction of water and to a more intelligent use without waste.		No. of visitors * parameter					
	Pa- nels	Fitti- ngs	Reuse of materials	number	Reuse panels for installation		n. reused panels / N. total panels	panel provenan- ce verifica- tion				

ANNEX H_COLLECTIVE CATERING

5.4.3 DESTINATION OF NOT ADMINISTERED FOOD ¹⁴

The possibility of assigning scores to the tenderer who undertakes to recover the food not administered and to allocate it to non-profit organizations of social utility that carry out, for charity purposes, free distribution to the poor of food products, in line with the ratio of Law 155/2003 on "Discipline of the distribution of food products for social solidarity purposes".

Verification: declaration by the legal representative which certifies, according to the provisions of Law 155/2003, the destination of the food that is not administered to non-profit organizations of social utility that carry out, for charity purposes, free distribution to the most deprived of food products, accompanied by a specific protocol signed between the Supplier and the Non-Profit Organization of Social Utility that distribute the food products free of charge to the most deprived with which this commitment is confirmed.

¹⁴ Catering service and food supply approved with the Ministerial Decree 25th Of July 2011, in the Official Journal no. 220 of the 21st of September 2011, paragraph 5.4.3



ANNEX I_ DECISION OF THE COMMISSION OF THE 9TH OF JULY 2009 (2009/568/CE)¹⁵

Article 1: The "fabric-paper" product group includes sheets or rolls of tissue-paper suitable for use for personal hygiene, absorption of liquids and/or surface cleaning. Fabric-paper products consist of ruched or embossed paper in one or more layers. The fibre content is of at least 90 %. The product group in question does not include the following products:

- a) moistened handkerchiefs and sanitary products;
- b) fabric products laminated with materials other than paper fabric;
- c) the products referred to in directive 76/768/EEC.

Article 2: to obtain the award of the community eco-label pursuant to Regulation (EC) no 1980/2000, the products covered by the product group "fabric-paper" meet the criteria set out in the annex to this decision.

Article 3: the ecological criteria for the "fabric-paper" product group and the respective assessment and verification requirements shall be valid for four years from the date of adoption of this decision.

Article 4: the code number assigned to this product group for administrative purposes is '004'.

Article 5: decision 2001/405/EC is abrogated.

Article 6:

1. Applications for the Community eco-label for the "fabric-paper" product group submitted by the date of adoption of this Decision are assessed on the basis of the criteria established by Decision 2001/405/EC
2. Applications relating to the Community eco-label for products falling within the "fabric-paper" product group submitted after the date of adoption of this Decision but by the 4th of January 2010 may be based on the criteria established by Decision 2001/405/EC or on the criteria established by this decision. Such applications shall be assessed in accordance with the criteria on which they are based. If the Community eco-label is awarded on the basis of an application

¹⁵ See <https://publications.europa.eu/en/publication-detail/-/publication/996305d5-2dd4-4108-bd5d-3c5ffa340f14/language-it>

assessed according to the criteria established by Decision 2001/405/EC, this eco-label can be used for twelve months after the date of adoption of this decision.

Article 7 The Member States are recipients of this decision.



ANNEX L_CLEANING FOR BUILDINGS

ENTRUSTMENT OF A CLEANING SERVICE WITH REDUCED ENVIRONMENTAL IMPACT¹⁶

5.3 TECHNICAL SPECIFICATIONS

5.3.1 HYGIENE PRODUCTS (MULTIPURPOSE CLEANERS, WINDOW CLEANERS AND SANITARY CLEANERS)

Hygiene products such as multipurpose cleaners for cleaning indoor environments, window cleaners and cleaners for sanitary services used by the contracting company for ordinary cleaning, must comply with the Minimum environmental criteria identified in the chapter Technical specifications.

Verification: the tenderer must provide a complete list of detergents which he undertakes to use by indicating the producer, trade name of each product and the possible possession of the European Eco-label. For products not in possession of the European Ecolabel, presumed compliant, the legal representative of the offering company, on the basis of the data acquired by the detergent manufacturers and/or reported on the labels, in the technical or safety data sheets of the products, is required to sign the declaration referred to in Annex A, which certifies that the cleaning products comply with the minimum environmental criteria.

The provisional successful tenderer, for products not in possession of the Ecolabel ecological label, must present a test report drawn up by an ISO 17025 accredited laboratory, which guarantees compliance of the cleaning products with the minimum environmental criteria.

5.3.2 DISINFECTANT PRODUCTS

The disinfectant products used must be authorised by the Ministry of Health: a) as medical-surgical devices, pursuant to Presidential Decree no. 392/1998; in this case they must report the following entries on the label : .Medical-surgical device. and .Registration of the Ministry of health no., b) as biocide products, according to the Legislative Decree no. 174/2000; in this case the following entries must be entered on the label: .Biocide product. and .Authorization/Registration of the Ministry of health no..... The disinfectants must also comply with the .Minimum environmental criteria. identified in paragraph Technical specifications for disinfectants, products for specific uses and superconcentrated detergents.

Verification: The legal representative of the offering company must provide a complete list of the disinfectant products that it undertakes to use, reporting the manufacturer, the commercial name of each product, the registration / authorization number and, on the basis of the data acquired by

¹⁶ Entrustment of the cleaning service and for the supply of hygiene products approved by the Ministerial Decree of 24 May 2012, in the Official Journal no. 142 of the 20th of June 2012

the manufacturers of the detergents and / or shown on the labels, in the technical or safety data sheets of the products. The company must certify the compliance of these products with the relative minimum environmental criteria, by signing the declaration in Annex B.

The provisional contractor shall certify that the products meet the minimum environmental criteria. referred to in point "Technical specifications of disinfectants", products for specific uses and superconcentrated detergents; he will have to provide labels, technical data sheets and product safety data sheets. The contracting authority may also request the provisional successful tenderer to submit a test report by an ISO 17025 accredited laboratory in order to verify that one of the listed products meets the environmental criteria set out in the Technical specifications (minimum environmental criteria) for disinfectants, products for specific uses (waxes, decers, pickers, stain removers, etc.) and multi-purpose superconcentrated detergents, superconcentrated detergents for sanitary services, superconcentrated detergents for the window cleaning of this document.

5.3.3 OTHER PRODUCTS

Products other than those referred to in the points "hygiene products" and "disinfectants" are those used for periodic or extraordinary cleaning such as, for example, waxes, strippers, pickling agents, solvent removers, metallized waxes, stain removers, markers, graffiti, as well as products classified as super concentrated.

Superconcentrated products are those products intended for indoor cleaning of buildings, including window cleaners and sanitary cleaners, with a high concentration of active substance, at least 30% for those to be diluted and at least 15% for those ready for use.

Superconcentrated detergents should only be used with dosing systems or equipment (e.g. water-soluble sachets and capsules, dosing bottles with fixed dosing trays or automatic dilution devices) that avoid dilution being conducted arbitrarily by service personnel.

These categories of products must comply with Regulation EC 648/2004 of the European Parliament and of the council and the Minimum environmental criteria. identified in paragraph Technical specifications for disinfectants, products for specific uses and superconcentrated detergents.

Verification: The legal representative of the offering company should provide a comprehensive list of the products that the company commits to use reporting the producer, the trade name of each product, the feature use, and, on the basis of the data acquired from manufacturers and/or reported in the labels, specification sheets or safety of the products. He must certify the compliance of these products with the minimum relevant environmental criteria, signing the declaration referred to in Annex B. With regard to superconcentrated products, photographic documentation on the dosing and dilution systems intended to be used for the control of correct dilutions should also be attached when submitting the offer.

The provisional contractor shall certify that the products comply with the Minimum environmental criteria referred to in point Technical specifications (minimum environmental criteria) for



disinfectants, products for specific uses (waxes, decers, pickers, stain removers, etc.) and multi-purpose superconcentrated detergents, superconcentrated detergents for sanitary services, superconcentrated detergents for cleaning windows. He will have to provide labels, data sheets and safety data sheets of the products.

The contracting authority may also request the provisional contractor to submit a test report by an ISO 17025 accredited laboratory, to verify the compliance of one or more of the products listed with the environmental criteria indicated in the Technical specifications of disinfectants paragraph, of products for specific uses and super-concentrated detergents.

5.3.4 AUXILIARY PRODUCTS: CHARACTERISTICS OF PAPER AND FABRIC PRODUCTS

The paper or fabric products provided (toilet paper, towel rolls, disposable wipes etc.) must comply with the ecological quality criteria set out in Decision 2009/568/EC of 9 July 2009 establishing the ecological criteria for the award of the community eco-label European Ecolabel.

Verifications The tenderer must provide a complete list of paper and fabric products that he undertakes to provide, including manufacturer and trade name of the product. The provisional successful tenderer, in the case of paper and fabric products not in possession of the European Ecolabel, presumed to comply, shall provide the contracting authority with proof of conformity issued by verifiers accredited in accordance with the relevant technical standards, in order to demonstrate that the product complies with those ecological criteria.

5.5 IMPLEMENTATION CONDITIONS (CONTRACTUAL CLAUSES)

5.5.1 PROHIBITION OF THE USE OF CERTAIN PRODUCTS

The company who won the tender cannot use products with an exclusively deodorant/perfuming function.

5.5.2 AUXILIARY PRODUCTS: WORK EQUIPMENT

It is forbidden to use wood sawdust and down jackets of animal origin (except for the exclusive use of dry dusting of artistic works and in any case on specific request of the contracting station).

5.5.3 TRAINING OF THE CLEANING STAFF OF THE CONTRACTING STATION

The contractor will have to ensure that all the personnel involved in the contract have been adequately trained in accordance with the provisions of Legislative Decree. 81/08, and that, in the initiatives of training implemented under the aforementioned Legislative decree, the following topics are also covered:

- Correct method of use in relation to the dosage of cleaning products



- Precautions for use (Prohibition of mixing, how to handle the product, how to intervene in case of spills or accidental contacts, how to read safety data sheets)
- Differences between disinfection and washing
- Methods of storage of products
- Characteristics of cleaning products with lower environmental impacts and ecological auxiliary products., labels, including eco-labels, of cleaning and disinfecting products for cleaning.

The contracting company, within 60 days from the start of the service, must present its own staff training program, the hours of training carried out, the course teachers with the relative curricular profile, the setting of the checks with which the learning of the participants is evaluated, the dates and locations of the organized courses, the data of the participants and the sheet of attendance signatures, the verification tests carried out and the results achieved. It remains understood that the contracting company will be able to verify the training contents given to the staff already operating in the previous management in order to adapt its training interventions. For personnel hired during the contractual execution for the job, similar documentation must be submitted within 60 days of being placed on the service.

5.5.4 WASTE MANAGEMENT

If the structure has not provided them already, the purchaser shall provide suitable containers for the separate collection of waste produced in the building, so that the same are divided in a manner corresponding to the mode of collection adopted by the municipality. The purchaser shall provide for the proper provision of the fractions of municipal waste produced in building according to the system of local collection of such waste. These containers will remain in the customer's possession at the contractual deadline.

5.5.5 REPORT ON THE PLAN OF RATIONALIZATION OF THE CONSUMPTION OF PRODUCTS

The successful tenderer shall produce an annual report on the products consumed for the needs of sanitization and detergent (and for other purposes, e.g. surface waxing) during the reference period, indicating for each product, the producer, trade name of the product and the quantity of product used. The report shall be accompanied by appropriate documentary evidence at the request of the contracting authority.



MINIMUM ENVIRONMENTAL CRITERIA FOR HYGIENE PRODUCTS ¹⁷

6.1 TECHNICAL SPECIFICATIONS (MINIMUM ENVIRONMENTAL CRITERIA) FOR MULTIPURPOSE DETERGENTS, SANITARY CLEANERS, WINDOW CLEANERS.

6.1.1 CLASSIFICATIONS NOT ALLOWED

Hygiene products used must not be classified or contain ingredients classified with the risk phrases or hazard statements in the following chart:

Classification Directive 67/548	Classification Regulation 1272/2008 CLP
T+ R26 (gas)	Acute tox 2 H330
T+ R26 (vapors)	Acute tox 1 H330
T+ R26 (dust / fog)	Acute tox 2 H330
T + R27	Acute tox 1 H310
T + R28	Acute tox 2 H300
T R23 (gas)	Acute tox 3 H331
T R23 (dust/fog) China manufacturer)	Acute tox 3 H311
T R24	Acute tox 3 H331
T R25	Acute tox 3 H301

6.1.2 BIODEGRADABILITY OF SURFACTANTS

Quick biodegradability (aerobic reaction):

All surfactants used in the product shall be readily biodegradable with a biodegradability (mineralisation) level of at least 60% within 28 days.

¹⁷ Entrustment of the cleaning service and for the supply of hygiene products approved by the Ministerial Decree of 24 May 2012, in the Official Journal no. 142 of the 20th of June 2012

Test methods: if the surfactant is not included in Part A of the DID list (see Appendix I Decision 2011/383/EU) and is not classified in the biodegradability column., the tests to be used for this assessment are those indicated in the Appendix I to Decision 2011/383/EU Documentation on rapid biodegradability.

6.1.3 SUBSTANCES AND MIXTURES NOT PERMITTED OR RESTRICTED.

(a) Specific substances excluded

The product must not contain the following substances, either as components of the formulation, or as components of any mixture included in the formulation:

alkylphenoethoxylates (APEO) and their derivatives
EDTA (ethylenediaminetetracetate) and its salts
NTA (nitrilotricetate)
mosses, nitrogen and musks and polycyclic, including for example: musk xylene: 5-tert-butyl-2,4,6-trinitro-m-xylene; musk ambrette: 4-tert-butyl-3-methoxy-2,6-dinitrotoluene; moskene: 1,1,3,3,5-pentamethyl-4,6-dinitroindano; moss any cadmium as alloying metal: 1-ter-butyl-3,4,5-trimethyl-2,6-dinitrobenzene; musk ketone: 4-tert-butyl-2,6-dimethyl-3,5-dinitroacetafenone
HHCB (1,3,4,6,7,8-hexahydro-4,6,6,7,8,8-hexamethylcyclopenta (g) - 2-benzopyrane)
AHTN (6-acetyl-1,1,2,4,4,7-hexamethyltetraline)
2-Bromo-2-nitropropane-1,3-diol*
Diazolidinylurea*
Formaldehyde
Sodium n - (hydroxymethyl) glycinate HHCB*

* substances eligible until June 2013; all substances listed in the table should be excluded from this date.

(B) Dangerous substances and mixtures

The product must not contain substances (in any form, including nano-forms) that meet the criteria for classification in the hazard statements or risk phrases specified below in accordance with Regulation (EC) no.1272/2008 or directive 67/548/EEC of the Council nor substances related to art. 57 of the REACH regulation 1907/2006. The following risk phrases generally refer to substances.

However, for mixtures of enzymes and fragrances for which information on substances is not obtainable, the rules for the classification of mixtures shall apply.

List of hazard statements and risk phrases:

H300 Fatal if swallowed*	R28 Very toxic by ingestion*
H301 Toxic if swallowed*	R25 Toxic by ingestion*
H304 Can be fatal if swallowed and penetration into the respiratory tract*	R65 Harmful: may cause lung damage if swallowed*
H310 Lethal in contact with skin*	R27 Very toxic in contact with skin*
H311 Toxic in contact with skin*	R24 Toxic in contact with skin*
H330 Lethal if inhaled*	R23 Toxic by inhalation (vapours) R26 Very toxic by inhalation*
H331 Toxic if inhaled*	R23 Toxic by inhalation (gas; dust / mist)*
H340 May cause genetic alterations (indicate route of exposure if it is established that no other route of exposure carries the same hazard)	R46 May cause hereditary genetic changes
H341 Suspected of causing genetic alterations (indicate route of exposure if it is established that no other route of exposure it carries the same danger)	R68 Possibility of irreversible effects
H350 May cause cancer (indicate route of exposure if it is established that no other route of it carries the same danger)	R45 May cause cancer
H350i may cause cancer if inhaled	R49 May cause cancer by inhalation*
H351 Suspected of causing cancer (indicate route of exposure if it is established that no other route of exposure carries the same danger)	R40 Possibility of carcinogenic effects - insufficient evidence
H360F May impair fertility	R60 Can reduce fertility
H360D May harm the unborn child	R61 Can harm unborn children

H360FD May impair fertility. It can harm the fetus.*	R60 Can reduce fertility* R61 Can harm unborn children* R60-R61 May reduce fertility. Can harm unborn children*
H360FD May impair fertility. Suspected of damaging the unborn child*	R60 Can reduce fertility* R63 Possible risk of harm to unborn children*
H360Df May harm the unborn child. Suspected of damaging fertility*	R61 Can harm unborn children* R62 Possible risk of reduced fertility*
H361f Suspected of damaging fertility	R62 Possible risk of reduced fertility
H361d Suspected of damaging the unborn child	R63 Possible risk of harm to unborn children
H361fd Suspected of damaging fertility Suspected of damaging the foetus*.	R62 Possible risk of reduced fertility* R63 Possible risk of harm to unborn children*
H362 May cause harm to breast-fed infants children	R64 Possible risk for breastfed children
H370 Causes organ damage (or indicate all affected organs, if known) (indicate route of exposure if it is established that no other route of exposure carries the same hazard)*	R39/23 Toxic: danger of very serious irreversible effects by inhalation* R39/24 Toxic: danger of very serious irreversible effects in contact with the skin*. R39/25 Toxic: danger of very serious irreversible effects by inhalation* R39/26 Very toxic: danger of very serious irreversible effects by inhalation* R39/27 Very toxic: danger of very serious irreversible effects in contact with the skin*

	R39/28 Very toxic: danger of very serious irreversible effects by inhalation*
H371 May cause organ damage (or indicate all affected organs, if known) (indicate route of exposure if it is established that no other route of exposure carries the same hazard)*	R68/20 Harmful: possibility of irreversible effects by inhalation*. R68/21 Harmful: possibility of irreversible effects in contact with the skin* R68/22 Harmful: possibility of irreversible effects by ingestion*
H372 Causes organ damage (or indicate all affected organs, if known) in case of prolonged or repeated exposure (indicate route of exposure if it is established that no other route of exposure carries the same danger)*	R48/23 Toxic: danger of serious damage to health in case of prolonged exposure by inhalation. R48/24 Toxic: danger of serious damage to health in case of prolonged exposure in contact with the skin*. R48/25 Toxic: danger of serious damage to health in case of prolonged exposure by inhalation.
H373 Causes organ damage (or indicate all affected organs, if known) (indicate route of exposure if it is established that no other route of exposure carries the same hazard)*	R33 Danger of cumulative effects R48/20 Harmful: danger of serious damage to health in case of prolonged exposure by inhalation. R48/21 Harmful: danger of serious damage to health in case of prolonged exposure in contact with the skin*. R48/22 Harmful: danger of serious damage to health in case of prolonged exposure by inhalation.
H400 Very toxic to aquatic organisms*	R50 Highly toxic to aquatic organisms* R50/53 Highly toxic to aquatic organisms, may cause long-term adverse effects on the aquatic environment*.

H410 Very toxic to aquatic organisms with long lasting effects	R50/53 Highly toxic to aquatic organisms, may cause long-term adverse effects on the aquatic environment*.
H411 Toxic to aquatic organisms with long lasting effects	R51/53 Toxic to aquatic organisms, may cause long-term adverse effects on the aquatic environment
H412 Harmful to aquatic organisms with long-lasting effects*	R52/53 Harmful to aquatic organisms, may cause long-term adverse effects on the aquatic environment*
H413 Can be harmful to aquatic organisms with long lasting effects	R53 May cause long-term adverse effects on the aquatic environment*
EUH059 Hazardous to the ozone layer	R59 Hazardous to the ozone layer
EUH029 In contact with water releases a toxic gas	R29 In contact with water releases toxic gas
EUH031 In contact with acids releases a toxic gas	R31 In contact with acid releases toxic gas
EUH32 In contact with acids releases a highly toxic gas	R32 In contact with acids releases very toxic gas
EUH070 Toxic by eye contact*	R39 Danger of very serious irreversible effects* R41 Risk of serious eye injury*
H334 May cause allergic or asthmatic symptoms or difficulty breathing if inhaled*	R42 May cause sensitisation by inhalation*
H317 May cause an allergic skin reaction*	R43 May cause sensitisation by skin contact*

* ingredients eligible until June 2013; from that date all ingredients belonging to the risk phrases or hazard statements indicated in the table should be excluded.

The above requirements shall apply to each ingredient (substance or preparation) exceeding 0.01% by weight of the final product, and to each ingredient of any preparation used in the formulation in quantities exceeding 0.01% by weight of the final product, including nanoforms. Substances or mixtures whose properties change during treatment (e.g. become no longer bioavailable or undergo

chemical modification) which the identified Hazard no longer applies shall be exempt from the above requirement.

Derogations: the following substances or mixtures are specifically exempted from this requirement.

Surfactants in a concentration of less than 25% in the product	H400 Very toxic to aquatic organisms	R 50 or r 50/53
Fragrance	H412 Harmful to aquatic organisms with long-lasting effects	R52-53
Enzyme*	H334 May cause allergic or asthmatic symptoms or difficulty breathing if inhaled	R42
Enzyme*	H317: May cause a reaction allergic skin	R43
NTA as impurities in MGDA and GLDA**	H350 May cause cancer (indicate route of exposure if it is established that no other route of exposure carries the same danger).	R40

* Including stabilizers and other auxiliary substances in preparations.

** In concentrations below 1.0% in the raw material provided that the total concentration in the finished product is less than 0.10%.

c. Substances listed in accordance with art. 59, paragraph 1 of (EC) Regulation no 1907/2006, i.e. substances identified as extremely problematic. These substances are those included in the candidate list, available at the following address http://echa.europa.eu/chem_data/authorisation_process/candidate_list_table_en.asp9.

6.1.4 BIOCIDAL SUBSTANCES IN DETERGENTS

The detergent product may contain only biocides which have a preservative action and at an appropriate dose for that purpose. This does not apply to surfactants which also have biocide properties.

The biocide used to preserve the product, both as components of the formulation or as part of any mixture included in the formulation, which are classified H410/ R50-53 or H411/R51-53 in accordance with directive 67/548/EEC, directive 1999/45/EC or Regulation (EC) no.1272/2008 are permitted but only on the condition that the respective potential of bioaccumulation have a log Pow (partition coefficient n-octanol/water) < 3,0 or a bioconcentration factor (BCF) determined in experimental way .

6.1.5 FRAGRANCES

The product must not contain perfumes based on nitrogen mosses or polycyclic mosses.

Fragrances subject to the declaration obligation provided for in Regulation (EC) no 648/2004 (Annex VII) and have not already been excluded under the environmental criterion .Substances or preparations not allowed. and the other fragrances classified H317/R43 (may cause an allergic reaction to the skin) and/or H334/R42 (may cause allergic or asthmatic symptoms or breathing difficulties if inhaled) may not be present in quantities greater than 0.01% (<100ppm) per substance . All ingredients added to the product as fragrances must be manufactured and / or used in accordance with the code of practice of the International Fragrance Association. The code can be found on the website <http://www.ifraorg.org>.

6.1.6 PHOSPHORUS

A total quantity of elemental phosphorus (total phosphorus content) contained in the product is permitted

- Within the maximum limit of 0.02 g. in the producer's recommended dose per liter of water in case of multi-purpose detergents that are diluted in water before use ;
 - Within the maximum limit of 0.2 g. per 100g of product in the case of multi-purpose detergents used without dilution in water before use;
 - Up to 1.0. gram. per 100 g of product in the case of sanitary service detergents to be calculated taking into account all ingredients containing phosphorus (e.g. phosphates and phosphonates).
- Substances used in window cleaners should not contain phosphorus.

6.1.7 CONCENTRATION OF VOLATILE ORGANIC COMPOUNDS

The ready-to-use product shall not contain more than 10% by weight of volatile organic compounds with a boiling point of less than 150 C° or more than 20% if the product is intended for floor cleaning.



6.1.8 PACKING REQUIREMENTS

The packaging must meet the requirements of the All. F, Part IV Waste of the Legislative Decree 152/2006 and subsequent amendments, as more specifically described in the relevant technical standards.

The plastic parts used for the primary packaging must be marked according to directive 94/62/EC of the European Parliament and of the Council of 20 December 1994 on packaging and packaging waste, or DIN 6120 parts 1 and 2, in combination with DIN 7728, part 1, and any wording affixed to the primary packaging in order to declare that the latter is composed of recycled material must comply with the standard ISO 14021 "Labels and environmental declarations. Self-declared environmental claims (type II environmental labelling)".

In addition, the packaging shall bear clear instructions on the exact recommended dose, in characters and format of reasonably sufficient size and prominently in relation to a visible background, or rendered through a pictogram.

6.1.9 MINIMUM ENVIRONMENTAL CRITERIA FOR DETERGENTS FOR ORDINARY CLEANING: COMPLIANCE CHECKS.

The tenderer should submit the list of cleaning products that he will provide (in the case of a contract of sale) or agrees to use in the execution of the cleaning (in the case of the contract of the cleaning service), indicating the manufacturer, trade name of each product and the possible possession of the environmental label European Eco-label or other environmental labels ISO Type I (ISO 14024) whose requirements comply with the minimum environmental criteria. For products not in the possession of the European Ecolabel or environmental label ISO Type I requirements meet the minimum environmental criteria, the legal representative of the tenderer, on the basis of the data acquired by the manufacturers of detergents and/or shown in the label, in the technical data sheets or product safety, is required to sign the declaration referred to in Annex A, confirming that the cleaning products are compliant with the minimum environmental criteria, shown in sections 6.1.1 to 6.1.8.

For products which do not have the European Ecolabel or other environmental labels as specified above, the provisional successful tenderer shall submit a test report drawn up by an ISO 17025 accredited laboratory, ensuring that the detergent products meet the minimum environmental criteria.10



6.2 TECHNICAL SPECIFICATIONS OF DISINFECTANTS, PRODUCTS FOR SPECIFIC USES (WAXES, PICKERS, STAIN REMOVERS, ETC.) AND MULTI-PURPOSE SUPERCONCENTRATED DETERGENTS, SUPERCONCENTRATED DETERGENTS FOR SANITARY SERVICES, SUPERCONCENTRATED DETERGENTS FOR WINDOW CLEANING.¹⁸

The criteria referred to in the paragraph Technical specifications (minimum environmental criteria) of disinfectants, products for specific uses (waxes, strippers, pickling agents, stain removers, etc.) and multipurpose super-concentrated detergents, super-concentrated detergents for sanitary services, super-concentrated detergents for cleaning of windows refer to all the products listed in the title, unless otherwise specified in the individual points.

6.2.1 NOT ALLOWED CLASSIFICATIONS

Hygiene products used shall not be classified or contain ingredients classified with the risk phrases or hazard statements in the following table:

Classification Directive 67/548	Classification Regulation 1272/2008 CLP
T+ R26 (gas)	Acute tox 2 H330
T+ R26 (vapors)	Acute tox 1 H330
T+ R26 (dust / fog)	Acute tox 2 H330
T + R27	Acute tox 1 H310
T + R28	Acute tox 2 H300
T R23 (gas)	Acute tox 3 H331
T R23 (dust/fog)	Acute tox 3 H311
T R24	Acute tox 3 H331
T R25	Acute tox 3 H301

6.1.2 BIODEGRADABILITY OF SURFACTANTS

Quick biodegradability (aerobic reaction):

¹⁸ Entrustment of the cleaning service and for the supply of hygiene products approved by the Ministerial Decree of 24 May 2012, in the Official Journal no. 142 of the 20th of June 2012

All surfactants used in the product shall be readily biodegradable with a biodegradability (mineralisation) level of at least 60% within 28 days.

Test methods: if the surfactant is not included in Part A of the DID list (see Appendix I Decision 2011/383/EU) and is not classified .R. in the column .biodegradability., the test tests to be used for this assessment are those set out in Appendix I to Decision 2011/383/EU documentation of rapid biodegradability.

6.2.3 SUBSTANCES AND MIXTURES NOT PERMITTED OR RESTRICTED.

(a) Specific substances excluded

The product must not contain the following substances, either as components of the formulation, or as components of any mixture included in the formulation:

alkylphenoethoxylates (APEO) and their derivatives
EDTA (ethylenediaminetetracetate) and its salts greater than 3%
NTA (nitrilotricetate) to a greater extent than 3%
mosses, nitrogen and musks and polycyclic, including for example: musk xylene: 5-tert-butyl-2,4,6-trinitro-m-xylene; musk ambrette: 4-tert-butyl-3-methoxy-2,6-dinitrotoluene; moskene: 1,1,3,3,5-pentamethyl-4,6-dinitroindano; moss any cadmium as alloying metal: 1-ter-butyl-3,4,5-trimethyl-2,6-dinitrobenzene; musk ketone: 4-tert-butyl-2,6-dimethyl-3,5-dinitroacetafenone
HHCB (1,3,4,6,7,8-hexahydro-4,6,6,7,8,8-hexamethylcyclopenta (g) - 2-benzopyrane)
AHTN (6-acetyl-1,1,2,4,4,7-hexamethyltetraline)
2-Bromo-2-nitropropane-1,3-diol*
Diazolidinylurea*
Formaldehyde
Sodium n - (hydroxymethyl) glycinate HHCB*

* substances eligible until June 2013; all substances listed in the table should be excluded from this date.

b) Dangerous substances and mixtures



The product must not contain substances (in any form, including nano-forms) that meet the criteria for classification in the hazard statements or risk phrases specified below in accordance with Regulation (EC) no.1272/2008 or directive 67/548/EEC of the Council nor substances related to art. 57 of the REACH regulation 1907/2006. The following risk phrases generally refer to substances. However, for mixtures of enzymes and fragrances for which information on substances is not obtainable, the rules for the classification of mixtures shall apply.

List of hazard statements and risk phrases:

* ingredients eligible until June 2013; from that date all ingredients belonging to the risk phrases or hazard statements indicated in the table should be excluded.

The above requirements shall apply to each ingredient (substance or preparation) exceeding 0.01% by weight of the final product, and to each ingredient of any preparation used in the formulation in quantities exceeding 0.01% by weight of the final product, including nanoforms. Substances or mixtures whose properties change during treatment (e.g. become no longer bioavailable or undergo chemical modification) which the identified Hazard no longer applies shall be exempt from the above requirement.

Derogations: the following substances or mixtures are specifically exempted from this requirement.

H300 Fatal if swallowed*	R28 Very toxic by ingestion*
H301 Toxic if swallowed*	R25 Toxic by ingestion*
H304 Can be fatal if swallowed and penetration into the respiratory tract* The exclusion shall not apply to disinfectants, pickles, waxes, dewatering and paint strippers.	R65 Harmful: may cause lung damage if swallowed* The exclusion shall not apply to disinfectants, pickles, waxes, dewatering and paint strippers.
H310 Lethal in contact with skin*	R27 Very toxic in contact with skin*
H311 Toxic in contact with skin*	R24 Toxic in contact with skin*
H330 Lethal if inhaled*	R23 Toxic by inhalation (vapours) R26 Very toxic by inhalation*
H331 Toxic if inhaled*	R23 Toxic by inhalation (gas; dust / mist)*
H340 May cause genetic alterations (indicate route of exposure if it is established that no other route of exposure carries the same hazard)	R46 may cause hereditary genetic changes

H341 Suspected of causing genetic alterations (indicate route of exposure if it is established that no other route of exposure carries the same hazard)	R68 Possibility of irreversible effects
H350 May cause genetic alterations (indicate route of exposure if it is established that no other route of exposure carries the same hazard)	R45 May cause cancer
H350i May cause cancer if inhaled	R49 May cause cancer by inhalation
H351 Suspected of causing cancer (indicate route of exposure if it is established that no other route of exposure carries the same danger)	R40 Possibility of carcinogenic effects-insufficient evidence
H360F May impair fertility	R60 Can reduce fertility
H360D May harm the unborn child	R61 Can harm unborn children
H360FD May impair fertility. May harm the unborn child*	R60 Can reduce fertility* R61 Can harm unborn children* R60-R61 May reduce fertility. Can harm unborn children*
H360FD May impair fertility. Suspected of damaging the unborn child*	R60 Can reduce fertility* R63 Possible risk of harm to unborn children*
H360Df May harm the unborn child. Suspected of damaging fertility*	R61 Can harm unborn children* R62 Possible risk of reduced fertility*
H361f Suspected of damaging fertility	R62 Possible risk of reduced fertility
H361d Suspected of damaging the unborn child	R63 Possible risk of harm to unborn children
H361fd Suspected of damaging fertility Suspected of damaging the foetus*.	R62 Possible risk of reduced fertility R63 Possible risk of harm to unborn children
H362 May cause harm to breastfed infants	R64 Possible risk for breastfed children

<p>H370 Causes organ damage (or indicate all affected organs, if known) (indicate route of exposure if it is established that no other route of exposure carries the same hazard)*</p>	<p>R39/23 Toxic: danger of very serious irreversible effects by inhalation*</p> <p>R39/24 Toxic: danger of very serious irreversible effects in contact with the skin*.</p> <p>R39/25 Toxic: danger of very serious irreversible effects by inhalation*</p> <p>R39/26 Very toxic: danger of very serious irreversible effects by inhalation*</p> <p>R39/27 Very toxic: danger of very serious irreversible effects in contact with the skin*</p> <p>R39/23 Very toxic: danger of very serious irreversible effects by inhalation*</p>
<p>H371 May cause damage to organs (or indicate all organs concerned, if known) (indicate route of exposure if it is established that no other route of exposure carries the same danger)*</p>	<p>R68/20 Harmful: possibility of irreversible effects by inhalation*</p> <p>R68/21 Harmful: possibility of irreversible effects in contact with the skin*</p> <p>R68/22 Harmful: possibility of irreversible effects by ingestion*</p>
<p>H372 Causes organ damage (or indicate all affected organs, if known) in case of prolonged or repeated exposure (indicate route of exposure if it is established that no other route of exposure carries the same danger)*</p>	<p>R48/23 Toxic: danger of serious damage to health if exposure is prolonged by inhalation*.</p> <p>R48/24 Toxic: danger of serious damage to health in case of prolonged exposure in contact with the skin*.</p> <p>R48/25 Toxic: danger of serious damage to health in case of prolonged exposure by inhalation.</p>
<p>H370 May cause organ damage (or indicate all affected organs, if known) in case of prolonged or repeated exposure (indicate route of exposure if it is established that no other route of exposure carries the same hazard)*</p>	<p>R33 Danger of cumulative effects</p> <p>R48/20 Harmful: danger of serious harm to health in the event of prolonged exposure by inhalation</p>

	<p>R48/21 Harmful: danger of serious damage to health in case of prolonged exposure in contact with the skin.</p> <p>R48/22 Harmful: danger of serious damage to health in the event of prolonged exposure by ingestion.</p>
<p>H400 Very toxic to aquatic organisms*</p> <p>The exclusion shall not apply to disinfectants, pickles, waxes, dewatering and paint strippers.</p>	<p>R50 Highly toxic to aquatic organisms*</p> <p>R50/53 Highly toxic to aquatic organisms, may cause long-term adverse effects on the aquatic environment*.</p> <p>The exclusion shall not apply to disinfectants, pickles, waxes, dewatering and paint strippers.</p>
<p>H410 Very toxic to aquatic organisms with long lasting effects</p> <p>The exclusion shall not apply to disinfectants, pickles, waxes, dewatering and paint strippers.</p>	<p>R50/53 Highly toxic to aquatic organisms, may cause long-term adverse effects on the aquatic environment*.</p> <p>The exclusion shall not apply to disinfectants, pickles, waxes, dewatering and paint strippers.</p>
<p>H411 Toxic to aquatic organisms with long lasting effects</p> <p>The exclusion shall not apply to disinfectants, pickles, waxes, dewatering and paint strippers.</p>	<p>R51/53 Toxic to aquatic organisms, may cause long-term adverse effects on the aquatic environment</p> <p>The exclusion shall not apply to disinfectants, pickles, waxes, dewatering and paint strippers.</p>
EUH059 Hazardous to the ozone layer	R59 Hazardous to the ozone layer
EUH029 In contact with water releases a toxic gas	R29 In contact with water releases toxic gas
<p>EUH031 In contact with acids releases a toxic gas</p> <p>The exclusion shall not apply to disinfectants, pickles, waxes, dewatering and paint strippers.</p>	R31 In contact with acids releases toxic gas
EUH32 In contact with acids releases a highly toxic gas	R32 In contact with acids releases very toxic gas
EUH070 Toxic by eye contact*	<p>R39 Danger of very serious irreversible effects*</p> <p>R41 Risk of serious eye injury*</p>

H334 May cause allergic or asthmatic symptoms or difficulty breathing if inhaled*	R42 May cause sensitisation by inhalation*
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* Including stabilizers and other auxiliary substances in preparations.

** In concentrations below 1.0% in the raw material provided that the total concentration in the finished product is less than 0.10%.

c. Substances listed in accordance with art. 59, paragraph 1 of Regulation no 1907/2006, i.e. substances identified as extremely problematic. These substances are those included in the candidate list, available at the following address

http://echa.europa.eu/chem_data/authorisation_process/candidate_list_table_en.asp11.

6.2.4 SUPERCONCENTRATED DETERGENTS AND PRODUCTS FOR SPECIFIC USES: BIOCIDAL SUBSTANCES

Superconcentrated cleaning products and products for specific uses may contain only biocidal products which have a preservative effect and at an appropriate dose for that purpose. This does not apply to surfactants which also have biocide properties.

The biocide used to preserve the product, both as components of the formulation or as part of any mixture included in the formulation, which are classified H410/ R50-53 or H411/R51-53 in accordance with directive 67/548/EEC, directive 1999/45/EC or Regulation (EC) no.1272/2008 are permitted but only on the condition that the respective potentials of accumulation are low (partition coefficient n-octanol/water) < 3,0 or a bioconcentration factor (BCF) determined in experimental way.

6.2.5 DISINFECTANTS: BIOCIDAL SUBSTANCES

Disinfectant products used must be authorized by the Ministry of Health:

a) as medical-surgical devices within the meaning of Presidential Decree no 392/1998; in this case they must bear the following indications on the label: Medical-Surgical presidium and Registration of the Ministry of health no.,

b) as biocide products, in accordance with Legislative Decree no. 174/2000; in this case the following entries must be entered on the label : .Biocide product. and .Authorization/Registration of the Ministry of health no.....



6.2.6 FRAGRANCE

The product must not contain perfumes based on nitrogen mosses or polycyclic mosses.

Fragrances subject to the declaration obligation provided for in Regulation (EC) no 648/2004 (annex VII) and which have not already been excluded under the policy, environmental Substances or preparations are not allowed, and other fragrances classified as H317/R43 (may cause an allergic skin reaction) and/or H334/R42 (may cause allergy or asthma symptoms or breathing difficulties if inhaled) may not be present in quantities exceeding 0.01% (<100ppm) for the substance .

All ingredients added to the product as fragrances must be manufactured and / or used in accordance with the code of practice of the International Fragrance Association. The code can be found on the website <http://www.ifraorg.org>.

6.2.7 PHOSPHORUS

A total quantity of elemental phosphorus (phosphorus content .P. total) is allowed, contained in the product

- Within the maximum limit of 0.06 g. in the manufacturer's recommended dose per litre of water in case of multipurpose detergents that are diluted in water before use ,
- Within the maximum limit of 0.6 g. per 100g of product in the case of multipurpose detergents used without dilution in water before use,
- Within the maximum limit of 1.0. gram. per 100 g of product in the case of sanitary service detergents to be calculated taking into account all ingredients containing phosphorus (e.g. phosphates and phosphonates).

Substances used in window cleaners should not contain phosphorus.

6.2.8 SUPERCONCENTRATED DETERGENTS AND PRODUCTS FOR SPECIFIC USES CONCENTRATION OF VOLATILE ORGANIC COMPOUNDS

The ready-to-use product shall not contain more than 20% by weight of volatile organic compounds with a boiling point of less than 150 C°.

6.2.9 PACKING REQUIREMENTS

The packaging must meet the requirements of the All. F, Part IV .Waste. of the Legislative Decree 152/2006 and and subsequent amendments, as more specifically described in the relevant technical standards.

The plastic parts used for the primary packaging must be marked in accordance with directive 94/62/EC of the European Parliament and of the Council of 20 December 1994 on packaging and packaging waste, or DIN 6120 standard, parts 1 and 2, in combination with DIN 7728, part 1. Any words on the primary packaging stating that the primary packaging is made of recycled material shall comply with ISO 14021 " Environmental labels and declarations. Self-declared environmental



claims (type II environmental labelling)". In addition, the packaging shall bear clear instructions on the exact recommended dose, in characters and format of reasonably sufficient size and prominently in relation to a visible background, or rendered through a pictogram.

6.2.10 MINIMUM ENVIRONMENTAL CRITERIA FOR DISINFECTANTS, SUPERCONCENTRATED DETERGENTS AND PRODUCTS FOR SPECIFIC USES FOR PERIODIC OR EXTRAORDINARY CLEANING: CONFORMITY CHECKS.

The legal representative of the firm tenderer will have to submit the list of superconcentrated products, disinfectants or products for specific uses that he will provide (in the case of a contract of sale) or agrees to use in the execution of the periodic cleaning operations or extraordinary (in case of the contract of the cleaning service) indicating the producer, trade name of each product, their function, number of registration/authorisation of the Ministry of Health for the disinfectants, the percentage of active substance to the superconcentrated products. In addition, in relation to each product, he shall sign, on the basis of the data made by the producers or reported in the labels, technical and safety data sheets of the products themselves, the declaration set out in Annex B to attest the compliance of these products with the relevant minimum environmental criteria. For waxes and decerating products complying with the ISO Type I label allocation criteria equivalent to the environmental criteria from point 1 to point 8 listed above, it is sufficient for the legal representative of the tenderer to present a copy of the label use licence instead of the declaration set out in Annex B. With regard to superconcentrated products, photographic documentation on the dosing and dilution systems intended to be used for checking the correct dilutions should also be attached when submitting the offer.

In order to certify that these products meet the minimum environmental criteria set out in points 6.2.1 to 6.2.8, the provisional successful tenderer shall provide labels, technical data sheets and safety data sheets and other documentary sources on the basis of which he has completed the declaration set out in Annex B.

The contracting authority shall also require the provisional successful tenderer for one or more of the listed products to submit a test report by an ISO 17025 accredited laboratory which ensures compliance with the minimum environmental criteria.





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