



**Swan labelling of
Restaurants**

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Nordic Ecolabelling

In November 1989, the Nordic Council of Ministers adopted a measure to implement an official voluntary ecolabelling scheme, the Swan. The organizations/companies listed below administer the Swan ecolabelling schemes on assignment from their national governments.

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Swan labelling of Restaurants

Draft for comment

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What is a Swan-labelled restaurant?

A Swan-labelled restaurant has taken measures to ensure all aspects of the restaurant are environmentally friendly. It fulfils strict requirements on which raw materials are purchased and used. The greater the proportion of organic and local produce the better. A Swan-labelled restaurant also fulfils requirements regarding chemical products, energy consumption and waste management. Further, the restaurant must have a clear environmental management system. This means that the restaurant has rules and procedures for which products may be purchased, has established goals to continually improve environmental performance, and makes sure members of staff are involved in the environmental measures.

These Swan criteria provide guidelines that help the restaurant contribute to sustainable development.

Why choose the Swan label?

- The restaurant may use the Swan trademark for marketing. The Swan label is a very well-known and well-reputed trademark in the Nordic region.
- The Swan label is a cost-effective and simple way of communicating environmental work and commitment to customers and suppliers.
- Reducing environmental impact often creates scope for lowering costs, such as by cutting the consumption of energy and reducing amounts of packaging and waste.
- Environmentally suitable operations prepare the restaurant for future environmental legislation.
- Environmental issues are complex. It can take a long time and extensive resources to gain an understanding of a specific area. Swan labelling can be seen as an aid in this work.
- The Swan label not only covers environmental issues but also quality requirements, since the environment and quality often go hand in hand. This means that a Swan licence can also be seen as a mark of quality.

What can carry the Swan label?

All types of restaurants can be Swan labelled. The term restaurant includes all businesses that serve ready-prepared food that is to be consumed on the premises. This includes restaurants, institutional kitchens, canteens, street kitchens, and cafés, as well as canteens in schools, hospitals and similar. Catering operations and take-away restaurants can also be Swan labelled. The primary function of the restaurant shall be to prepare and serve food. A restaurant chain can say it is Swan labelled if all restaurants in the chain are individually Swan labelled.

How to apply

The criteria for restaurants and institutional kitchens comprise a combination of obligatory requirements and point score requirements. The letter "O" and a number indicate obligatory requirements. These requirements must be fulfilled.

The letter "P" and a number distinguish point score requirements. Each requirement of this type gives a point score. These scores are then totalled. To be Swan labelled, the restaurant must achieve a minimum total score. The point score requirements enable the restaurant to select the actions that are most appropriate for that particular establishment. The higher the score, the better for the environment.

Words and terms that are complicated or may be ambiguous are explained in the text the first time they are used. They are also defined in the "Glossary" at the end of this document.

Icons in the text

The text describes how the applicant shall demonstrate fulfilment of each requirement. There are also icons in the text to make this clearer. These icons are:



Enclose.



Requirement checked on site.



Submit procedure from environmental management system.

Application

The application shall be sent to Nordic Ecolabelling in the country in which the restaurant is located. See the inside jacket for addresses. The documents required for application are an application form and documentation demonstrating fulfilment of the requirements (specified after each requirement).

Further information and assistance may be available. Visit the website of the national ecolabelling body for more information (see inside jacket of folder for addresses).

On-site inspection

During the application process, Nordic Ecolabelling performs an on-site inspection to ensure adherence to the requirements. For this inspection, data used for calculations, original copies of submitted certificates, test records, purchase statistics, and similar documents that support the application must be available for examination.

Costs

An application fee is charged to companies applying for a licence. There is an additional annual fee (*to be decided*) based on the revenues produced by the restaurant/institutional kitchen carrying the Swan label.

Enquiries

Please contact Nordic Ecolabelling if you have any queries or require further information. See the inside jacket for addresses.

What are the requirements of Swan labelling?

All requirements stipulated for restaurants apply to all types of institutional kitchens, canteens and catering operations. To be awarded a Swan licence:

- All obligatory requirements must be fulfilled.
- The restaurant must achieve minimum scores in the following areas: Food, Chemical Products and Materials, Energy and Water, Waste and Transport, and Environmental Management. The minimum required score is roughly 60% of the total, i.e.:
 - at least 9 points from Food, see Section 2
 - Swedish and Danish restaurants must score at least 3 points from requirement P2 (organic foodstuffs and beverages). Finnish, Norwegian and Icelandic restaurants must gain at least 1 point from P1.
 - at least 7 points from Chemical Products and Materials, see Section 3
 - at least 10 points from Energy and Water, see Section 4
 - at least 6 points from Waste and Transport, see Section 5
 - at least 6 points from Environmental Management, see Section 6
 - lower limits may apply for Icelandic restaurants, see each section for details
- Table 1 can be used to collate scores, see Section 7
- Nordic Ecolabelling must inspect the restaurant on-site.

1 General requirements

01 Description of the restaurant

Specify the following details about the restaurant:

- Restaurant's name and address
- Whether the application is for a chain (each restaurant must be documented individually)
- Number of employees (full time and part time), number of guests and servings per day or month.
- Whether the restaurant is seasonal (e.g. only open in summer)
- Size of restaurant (m², kitchen and dining areas separately)
- Turnover
- Primary activities and type of restaurant. Does the restaurant provide fast-food, catering or take-aways? What proportion (%) of turnover do these activities account for?

Description as specified above.

2 Food

Obligatory requirements on food

O2 Origin of main ingredients

The restaurant must know the country of origin of main ingredients in the prepared dishes so that customers, if they so wish, can ask for this information.

Main ingredients include ingredients such as potatoes, pasta, meat, fish and beans. Herbs, spices and other seasonings are not main ingredients.

Prepared dish refers to a cooked or prepared hot or cold dish.

- Description of how information about the origin of the food is provided to customers.

O3 Banned ingredients

A Swan-labelled restaurant is not allowed to serve dishes containing genetically modified (GMO) ingredients or tiger prawns.

Cold-water shrimps are not subject to this requirement.

GMO: Genetically modified organism.

Tiger prawns: Tropical shrimps that in shops and on restaurant menus are often called tiger prawns, king prawns, Thai prawns, jumbo shrimps or scampi. These shrimps are significantly larger than prawns from North Atlantic waters, and can grow to over 30 cm long.

- Menu. Requirement also checked on site.

Point score requirements for food

A product that is both organic and locally/regionally produced can be awarded points under both P1 and P2.

P1 Organic foodstuffs and beverages

National legislation regarding organic produce must be observed.

Organic foodstuff refers to a food and/or beverage that, if nothing else is specified, is labelled with the KRAV, Finnfood LUOMU, Debio, Statskontrollerat ekologiskt (Ø-märket), Tún-lífrænt or other IFOAM-accredited ecolabel.

Proportion of organic foodstuffs/beverages of annual total (SEK or EUR)	Alternative for Finnish, Norwegian and Icelandic restaurants: Number of organic foodstuffs/beverages	Score
20% or more	More than 30	7
10-19%	21-30	5
5-9%	11-20	4
3-4%	5-10	3
1-2%	1-4	1

Due to the variation in availability of organic goods in the different Nordic countries, the requirement is differentiated:

Restaurants in Sweden and Denmark shall specify the quantity as a proportion of the annual purchasing value and must score at least 3 points.

Restaurants in Norway, Finland and Iceland may also substantiate the requirement with the number of different foodstuffs/beverages that are served and must achieve at least 1 point.

☒ List of organic foodstuffs and beverages. Appendix 1 can be used.

In Finland, restaurants that are affiliated to the Portaat Luomuun system are awarded points as follows: "Step 1" gives 1 point and "Step 2" 3 points. The Portaat Luomuun diploma must in this case be appended. Portaat Luomuun is described in more detail in the glossary.

P2 Local and regional foodstuffs and beverages

Proportion of local foodstuffs/beverages of annual total (SEK or EUR)	Score
10% or more	2
1-9%	1

Local foodstuffs: Foodstuffs for which the producer is known and production and consumption occur in a limited geographical area. Local foodstuffs include game and wild-caught fish.

Swan labelling approves food as local if the product's origin (farm), supply chain and transported distance (km) are known. Local products may be transported a maximum of 100 km from farm to restaurant.

If the product is processed at a plant or delivered via a wholesaler, traceability to the farm must be documented.

Proportion of regional foodstuffs/beverages of annual total (SEK or EUR)	Score
60% or more	3
40 – 59%	2
20- 39%	1

Swan labelling approves food as regional if the product's origin (farm), supply chain and transported distance (km) are known. Regional products may be transported a maximum of 250 km from farm to restaurant.

If the product is processed at a plant or delivered via a wholesaler, traceability to the farm must be documented.

Local and regional products must be seasonal.

Seasonal refers to food production that follows a natural cycle and is governed by the seasons. This means that fresh produce is more readily available at certain times of the year. Fresh food is seldom treated with additives and avoids the need for storage.

Vegetables that are grown in greenhouses during the winter are only point scoring if the energy used to run the greenhouse is renewable (see Glossary).

A single product cannot be classified as both local and regional.

☒ Summary of purchased local and regional products. Appendix 1 can be used.

P3 Vegetarian food

At least three vegetarian dishes are always served or at least 1/3 of dishes on the buffet are vegetarian: 2p

There is always at least one vegetarian dish on the menu/buffet: 1p

Vegetarian food refers to prepared dishes and excludes simple salads, raw vegetables and starters/side orders.

Description or copy of menu.

P4 Fairtrade products (Rättvisemärkt/Max Havelaar)

The restaurant always has at least one Fairtrade product: 1 p

Fairtrade is equivalent to Swedish "Rättvisemärkt" and Norwegian/Danish "Max Havelaar". Fairtrade is an ethical and social labelling that focuses on human rights. See also www.fairtrade.net

Description/summary of Fairtrade products.

Total score - Food

The maximum score for Food is 15 points.

All restaurants must score at least 9 points in total for Food.

In addition, restaurants in:

- Sweden and Denmark must score at least 3 points under P1.
- Norway, Finland and Iceland must score at least 1 point under P1.

3 Chemical products and materials

Obligatory requirement on chemical products and materials

O4 Chemical products for dishwashing and cleaning

90% (in SEK or EUR) of all chemical products for dishwashing and cleaning must be ecolabelled. If ecolabelled chemical products are not available or cannot be used, the supplier must certify that the requirement in Appendix 2 is fulfilled.

Exemptions are made if so required by regulatory authorities. This requirement does not apply to oven cleaning or other special cleaning.

Summary of which chemical products are used for cleaning and dishwashing and what ecolabel they carry. Please use Appendix 3A. Use Appendix 3B if cleaning is contracted to a third party.

O5 Reactive chlorine compounds

Reactive chlorine compounds (such as domestic chlorine) must not be used with the exception of where recommended by regulatory authorities for disinfection purposes.



Description/copy of procedures in the environmental management system.

O6 Kitchen roll, kitchen paper and toilet tissue

90% of the volume (in EUR or SEK) of kitchen roll, kitchen paper and toilet tissue must be ecolabelled, provided that ecolabelled products are available.

- Summary of which ecolabelled tissues are used and which ecolabels they carry.

O7 Disposable items

Disposable items (such as disposable plates, mugs and cutlery) must not be used.

Single-servings and small packs are not permitted on buffets (with the exception of napkins, toothpicks, sweeteners and teabags).

Exemptions are made for take-away, catering and/or fast-food restaurants if disposable items are made of at least 2/3 renewable raw materials. The products must also, if possible, be ecolabelled and the restaurant must have a plan for reducing the use of disposable items. The plan must be updated annually.

Renewable raw material refers to organic material produced from non-fossil raw materials. A natural ecocycle shall ensure there is a constant net gain to secure continued availability within a foreseeable future.

This requirement does not apply to goods sold in disposable packaging (e.g. soft drinks, sweets and chocolate).

Other exceptions may be made for hygiene reasons and in exceptional cases (e.g. if the dishwasher is temporarily out of order or there is an exceptionally large number of guests.) The use of disposable items must in this case be justified.

- Description of how the requirement is fulfilled. Plans to reduce the use of disposable items used by take-away, catering and/or fast-food restaurants can be documented in Appendix 7a.

Point score requirements for chemical products and materials

P5 Actions to reduce consumption of chemical products

Actions to reduce consumption of chemical products	Score
Automatic dosage on all large dishwashers and maintenance of the dosage system at least biannually.	1
At least half of all cleaning products are concentrated (to be diluted).	1
Cleaning agents are dispensed accurately by an automating dispenser or dosage pump.	1
Other actions taken to reduce the consumption of chemical products.	1

- Summary of the economy actions. Submit a description of how dishwasher chemicals are dispensed in the dishwasher and describe the maintenance performed on the automatic dosage system.
- If actions other than those listed above are taken to reduce the use of chemical products, enclose a description and documentation that demonstrate how the consumption of chemical products has been reduced.

Appendix 2 can be used to document the water content of concentrated products.

P6 Actions to reduce consumption of materials

Actions to reduce consumption of materials	Score
90% of beer, soft drinks and mineral water are transported in returnable/reusable containers such as bottles, kegs or tanks.	1
The kitchen is equipped with automatic dispensers that dispense a single unfolded sheet of tissue or fabric hand towel rolls.	1
Other actions that reduce the use of materials.	1

- Summary of the economy actions.
- If actions other than those listed above are taken to reduce the use of materials, enclose a description and documentation that demonstrate how consumption has been reduced.

P7 Purchase of ecolabelled products and services

One point is awarded for each purchased ecolabelled product or service that covers more than half of the total requirement. Restaurants can be awarded a maximum of 5 points.

If nothing else is specified, ecolabelled refers to a product labelled with the Swan, EU Flower or Good Environmental Choice label.

Products covered by O4 and O6 are not point scoring. Durable goods are not awarded points here but are covered by P16.

The following ecolabelled products and services have been purchased:

Product/service	Brand	Used in	Score
Soap			1
Floor treatment (excl. cleaning agents)			1
Napkins			1
Coffee filters			1
Baking paper			1
Stationery			1
Cleaning services			1
Laundry services			1
Fabric hand towel rolls			1
Textiles			1
Other:			1

- Invoice or product description demonstrating that at least half of the requirement is purchased.

Total score – Chemical products and materials

The maximum score for Chemical Products and Materials is 12 points.

The restaurant must score at least 7 points.

The availability of ecolabelled products and services to restaurants on Iceland is more limited than in the rest of the Nordic region. Icelandic restaurants must score at least 4 points.

4 Energy and water

Obligatory requirements on energy and water

O8 Electricity and gas metering

Restaurants must have an electricity and gas meter to enable the monitoring of energy consumption. The restaurant must regularly record energy consumption (at least 4 times a year) and investigate the cause of any abnormally high consumption.

The electricity meter must at a minimum monitor electricity consumption in the kitchen but can also include other areas such as dining areas. In exceptional cases, separate meters for the dishwasher and stove may be approved. The gas meter must at a minimum monitor the stove's gas consumption.

Exceptions:

Nordic Ecolabelling can, in exceptional cases and if installing a meter involves unreasonably high costs, approve that the restaurant instead performs an assessment of energy use and establishes a plan for reducing energy consumption. The assessment shall cover machines, appliances and equipment in the kitchen, and the possibility of reducing energy consumption must be investigated. The restaurant must have a plan with clear goals and actions for reducing energy consumption in the kitchen. This plan shall be updated yearly.

It is not required to install a gas meter for individual gas cylinders, such as used for grilling.

- Summary of which meters are installed, which areas and appliances these cover, and meter readings. Appendix 4 can be used to record meter readings. Requirement also checked on site.

Alternatively, an assessment of energy use and a plan to reduce energy consumption should be submitted.

O9 Refrigerants

The use of CFC refrigerants is prohibited. Legislation on refrigerants must be observed.

- Enclose a summary of all refrigeration and freezer units, and which refrigerants these use. Alternatively, a refrigerant report can be submitted.

If documentation exists that the refrigerator/freezer was manufacture in 2000 or later, other documentation demonstrating the unit is CFC-free is unnecessary.

Point score requirements on energy and water

P8 Water metering

The restaurant has a separate meter for monitoring water consumption: 1p

To be awarded the point, the meter reading must be recorded at least 4 times a year and the reason behind any abnormally high consumption be investigated.

- Summary or meter readings. Requirement also checked on site. Appendix 4 can be used for readings.

P9 Energy-saving actions

Energy-saving actions	Score
An assessment of energy use has been performed by a competent external party within the last 5 years.	2
Waste heat from the restaurants ventilation, refrigerators/freezers or waste water is used for heating.	1
Ventilation is time controlled or demand controlled (including fan speed).	1
The dishwasher has a heat recovery system.	1
The kitchen has an induction hob or stove that uses biogas or biofuel.	1
Other energy-saving actions that reduce the restaurant's energy consumption have been introduced.	1

- Summary of the actions. If applicable, enclose a copy of the energy use assessment.

To be awarded a point for a gas stove, a delivery note from the biogas supplier must be enclosed. For energy-saving actions other than those listed above, enclose a description and documentation that demonstrate that energy consumption has been reduced.

P10 Water-saving actions

Energy-saving actions	Score
An assessment of water use has been performed by a competent external party within the last 5 years.	2
All rinsing taps in the kitchen have a dead-man handle (turn off when the handle is released).	2
Rinsing water is reused for prewashing.	1
Other water-saving actions that reduce the restaurant's water consumption have been introduced.	1

- Summary of the actions. If applicable, enclose a copy of the water use assessment.

For water-saving actions other than those listed above, enclose a description and documentation that demonstrate that water consumption has been reduced.

P11 Renewable energy

The restaurant can gain points from the use of electricity and/or heating produced from a renewable energy source.

Proportion of electricity and/or purchased heating from renewable energy sources	Score
At least 50% is green electricity, or at least 50% of electricity/heating comes from renewable sources	2
10-49%	1

- Calculations showing the annual proportion of electricity or purchased heating that is produced from renewable energy sources. Enclose an itemised invoice or other relevant documentation from the supplier. Heat consumption refers to the energy used to heat the restaurant. The proportion of green electricity in the supplier's general mix is sufficient documentation, provided any green electricity sold separately by the supplier has been detracted.

P12 Refrigerants

More than 50% of the refrigerants in refrigerator and freezer units are hydrocarbons (methane, propane, butane, etc.), ammoniac (NH₃) or carbon dioxide (CO₂): 2p

More than 90% of the refrigerants are HFC: 1p

HCFCs score 0 p. CFCs are banned (see O9).

- Refrigerant reports or a summary of the refrigerants used in the restaurant's refrigerators and freezers.

Total score – Energy and water

The maximum score for Energy and Water is 17 points.

The restaurant must score at least 10 points.

The possibility for restaurants on Iceland to score points in this section are limited compared to the rest of the Nordic region. Accordingly, Icelandic restaurants must score at least 7 points.

5 Waste and transport

Obligatory requirements on waste and transport

O10 Waste sorting

Waste must be sorted into the fractions stipulated by the municipality, but at a minimum 4 fractions. Fractions include: glass, china, paper, cardboard, waterproof board, waterproof cardboard, plastic, metal, organic waste, fat, combustibles and non-combustibles, and environmentally hazardous waste.

Description and specification of fractions. Requirement also checked on site.

O11 Transport assessment

This requirement applies only to those restaurants that operate catering or other activities that require delivery and that account for more than 30% of the restaurant's turnover.

Restaurants that perform deliveries shall log these (journey distance in km and fuel consumption).

The restaurant must investigate the cause of abnormally high fuel consumption if this should occur. Records must be compiled at least 4 times a year.

The restaurant must have a plan with clear goals and actions for reducing the transport requirement. This plan shall be updated yearly.

A list of vehicles, a plan to reduce transport requirements, and a report of deliveries (Appendix 5 can be used). Requirement also checked on site.

Point score requirements on waste and transport

P13 Further waste sorting

The restaurant can score points for sorting waste into more than 4 fractions (see O10 for examples of fractions).

Further waste sorting	Score
6 fractions in total	2
5 fractions in total	1

Description and specification of fractions. Requirement also checked on site.

P14 Waste reduction

Actions implemented by the restaurant to reduce waste score points. Legislation in force must always be observed.

Action to reduce waste	Score
The restaurant follows up on an annual basis the total quantity of waste or mixed waste sent to landfill/incineration, and has a waste-reduction plan.	2
Organic waste is composted or used in biogas production, or waste food is used as animal feed.	2
Cooking fat is sent for energy recovery or other recycling.	1
At least 90% of packaging used to deliver goods (milk, bread, fish, meat, vegetables and fruit) is returnable.	1
Other actions that reduce waste.	1

- Documentation describing the actions. The annual follow-up of waste must be documented with measurable results, or reports from the waste contractor enclosed. The handling of organic waste shall be described.

For waste-reduction actions other than those listed above, enclose a description and documentation that demonstrate that the quantities of waste have been reduced.

P15 Eco-friendly transport

Restaurants can be awarded points for actions that reduce the need for transport using the restaurant's own vehicles (for delivery of food to customers) and for deliveries to and from the restaurant performed by external carriers (e.g. by co-ordinating transport). Other actions include ecodriving training for drivers and route planning.

Eco-friendly transport	Score
Transport requirements have been assessed and a plan established to reduce transport requirements.	1
Other actions that reduce transport requirements and fuel consumption.	1

- See O11 for a description of what the transport assessment and plan should include. Enclose a list of all regular deliveries to and from the restaurant, and other relevant documents.

For actions other than those listed above, enclose a description and documentation that demonstrate that the transport requirement or fuel consumption has been reduced.

Total score - Waste and transport

The maximum score for Waste and Transport is 11 points.

The restaurant must score at least 6 points.

The opportunities for sorting waste and eco-friendly transport are more limited for restaurants on Iceland than in the rest of the Nordic region. Icelandic restaurants must therefore score at least 3 points.

6 Environmental Management System

To ensure that Swan requirements are fulfilled, the company must have a documented environmental management system with the following procedures implemented.

If the restaurant's environmental management system is certified to ISO 14 001 or EMAS, where the following procedures are applied, it is sufficient that an accredited auditor certifies that the requirements O12 to O19 and P16 to P19 are implemented.

Obligatory requirements on environmental management

O12 Organisation and responsibility

Describe the restaurants organisation. Individuals shall be appointed responsibility for the following environmental areas:

Area of responsibility	Name	Position
Swan licence		
Marketing of Swan licence		
Observance of legislation		
Training		
Appliances, dishwasher, cleaning and maintenance		
Purchasing		



Name the individuals responsible in the table above. The person responsible for the marketing of the Swan licence must also sign Appendix 6. If there is a change of staff, the restaurant must notify Nordic Ecolabelling.

O13 Legislation and regulatory requirements

The restaurant shall ensure the observance of legislation in force including legislation on the working environment, external environment, hygiene, quality and health. The restaurant must not have any shortfalls that are not rectified within the time specified by the regulatory authority.



The restaurant must have a well-functioning self-inspection programme that complies with regulatory requirements. Nordic Ecolabelling may revoke the licence if this requirement is not fulfilled. Signed application form.

O14 Documentation of Swan requirements

All documents that are associated with the Swan licence shall be collected in one place. Metering reports, training registers, service agreements and similar must be easily accessible.



Checked on site.

O15 Handling of chemical products

Clear and comprehensible instructions for staff must be established on the dosage and handling of chemical products. A written list of products must be kept. This list shall be updated at least once a year.

Data safety sheets for all chemical products that are used shall be kept on premises.



Current list of all chemical products that are used in the restaurant and instructions on their handling. If necessary, a copy of the self-inspection program that clarifies how products are handled shall be enclosed.

Appendix 2 and 3 can be used. Requirement also checked on site.

O16 Information about the Swan for staff

All employees shall be informed of what is required for the restaurant to fulfil Swan requirements. New employees shall receive this introduction within 14 days of starting work. Employees shall be informed on a yearly basis about environmental efforts, including the restaurant's action plan for continual improvement and the results of monitoring and follow-up for the Swan licence.

The aim of the requirement is to make personnel aware of the environmental impact their work can cause and the environmental benefits they themselves and Swan-labelling can achieve.



List of who has participated in training and when this was held. Requirement also checked on site.

O17 Customer information

The restaurant shall provide clear customer information informing that the restaurant is Swan labelled and what this entails regarding the environment.



Description of the information on Swan labelling.

O18 No-smoking dining area

The restaurant's dining area must be no-smoking.



Requirement checked on site.

O19 Annual follow-up

A follow-up shall be performed annually. Each year, Nordic Ecolabelling sends a questionnaire. The questionnaire shall be completed and signed by the person responsible for the Swan licence.

Point score requirements on environmental management

P16 Action plan for continual environmental improvement

Points are awarded if the restaurant's action plan to reduce environmental impact includes the following areas:

Area	Score
Food	1
Energy and water	1
Chemical products	1
Materials	1
Waste management	1
Transport	1

The action plan must include the following:

- measurable goals that lead to concrete environmental improvements
- the actions that specify how the goals will be achieved
- dates for the fulfilment of the goals

The action plan shall be updated annually and be implemented by members of staff.

An example of an action plan is given in Appendix 7b.



Summary or Appendix 7a. Requirement also checked on site.

P17 Training

The restaurant provides further staff training in environmental issues at least once a year: 1 p

The restaurant offers training in environmental issues to contractors/suppliers: 1 p

Training may for example include the following: general environmental issues, organic cooking, and health and environmental issues associated with restaurants.



List of who has participated in training and when this was held. Requirement also checked on site.

P18 Customer awareness

The restaurant notifies customers, for example with information on the menu, about how the restaurant observes Swan requirements or how customers can sort crockery and leftover food. The restaurant may also organize theme days about the environment or hold courses in organic cooking: 1 p



Applicable description, such as a copy of customer information or programme. Requirement also checked on site.

P19 List of excluded foodstuffs

The restaurant maintains of list of foodstuffs that are not used. Exclusion must be justified on environmental grounds: 1 p



List of excluded foodstuffs and justifications. Requirement also checked on site.

Total score – Environmental management

The maximum score for Environmental Management is 10 points.

The restaurant must score at least 6 points.

7 Summary of points

The restaurants must gain a set number of points to be awarded a Swan licence. In addition, all obligatory requirements must be fulfilled.

Complete the table below with the points that the restaurant is awarded under each point score requirement (correspond to the requirements in the document). Different limits may apply to Icelandic restaurants than those given below.

Table 1 Summary of points

Point score requirements	Restaurant's score	Minimum requirement	Maximum available points
Food (points from P1-P4)		9	15
Organic food, Sweden and Denmark (points from P1)		3	7
Organic food, Finland, Norway and Iceland (points from P1)		1	7
Chemical products and materials (points from P5-P7)		7	12
Energy and water (points from P8-P12)		10	17
Waste and transport (points from P13-P15)		6	11
Environmental management (points from P16-P19)		6	10

Is the minimum score achieved?

Yes ___ No ___

Marketing

The Swan label is a very well-known and well-reputed trademark in the Nordic region. Swan-labelled restaurants may be marketed using the Swan label so long as the associated licence is valid.

The label must be positioned so that there is no doubt as to what the label refers and so that it is clear that the restaurant is ecolabelled.

More information on marketing can be found in "Regulations for Nordic Ecolabelling" of 12 December 2001 or later version.

Design of the Swan label

Design of the Swan label:



Licence number

Each restaurant is issued a unique, six-digit licence number that must accompany the label.

More information on the design of the label can be found in "Regulations for Nordic Ecolabelling" of 12 December 2001 or later version.

Follow-up inspections

Nordic Ecolabelling may decide to check whether the restaurant fulfils Swan requirements during the licence period. This may involve a site visit, random sampling or similar test.

The licence may be revoked if it is evident that the restaurant does not meet the requirements.

How long is a licence valid?

Nordic Ecolabelling adopted the criteria for XX on DAY MONTH YEAR. The criteria are valid until DAY MONTH YEAR.

An ecolabel licence is valid providing the criteria are fulfilled and until the criteria expire. The validity period of the criteria may be extended or adjusted, in which case the licence is automatically extended and the licensee informed.

Revised criteria shall be published at least one year prior to the expiry of the present criteria. The licensee is then offered the opportunity to renew their licence.

Glossary

Co-ordinated transport	Goods from several suppliers are delivered to the restaurant using the same vehicle.
Cleaning	Cleaning refers to the regular cleaning of surfaces on equipment, floors and walls. Special cleaning tasks, such as cleaning ovens and windows, are not included.
Concentrated product	Product containing less than 40% water. Applies to chemical products.
Ecodriving	Training course in fuel-efficient driving, see www.ecodriving.se
Ecolabelled product	A product labelled with the Swan, EU Flower or Good Environmental Choice label, if nothing else is specified.
Fairtrade	Fairtrade has equivalents in Swedish "Rättvisemärkt" and Norwegian/Danish "Max Havelaar". Fairtrade is an ethical and social labelling that focuses on human rights. See also www.fairtrade.net/
GMO	Abbreviation for genetically modified organism. Plants, animals and bacteria that have been genetically modified are known as GMOs.
Green electricity	Electricity that is ecolabelled in accordance with an independent, life-cycled-based ecolabelling system (e.g. Norppa or Good Environmental Choice).
Local foodstuffs	Foodstuffs for which the producer is known and production and consumption occur in a limited geographical area. Local foodstuffs include game and wild-caught fish. Swan labelling approves food as local if the product's origin (farm), supply chain and transported distance (km) are known. Local products may be transported a maximum of 100 km from farm to restaurant.
Main ingredient	Main ingredients include ingredients such as potatoes, pasta, meat and fish. Herbs, spices and other seasonings are not main ingredients.
Max Havelaar	See Fairtrade
Organic foodstuff	Organic foodstuff refers to food and/or beverages that are labelled with the KRAV, Finnfood LUOMU, Debio, Statskontrollerat ekologiskt (Ø-märket), Tún-lífrænt or other IFOAM-accredited ecolabel, if nothing else is specified.
Portaat Luomuun	"Organic, step by step" is a Finnish program for professional kitchens that aims to raise the range of organic food offered. The program provides progressive guidelines starting with the use of a few organic ingredients to organic dishes and ultimately full organic assessment. Participating kitchens may notify customer that the kitchen uses organic ingredients. They also receive a diploma which clearly displays how far the kitchen has progressed in the programme. Finnfood Luomu and Ekokeittiökeskus are responsible for the programme.
Prepared dish	Prepared dish refers to a cooked or prepared hot or cold dish.
Raw material	Raw material refers to a foodstuff that on delivery to the restaurant is not cooked, fried or prepared in any other way.
Refrigerant	Refrigerants are used in refrigerators, freezers and cold stores. The most hazardous refrigerants, such as CFCs (Freon) deplete the ozone layer that surrounds the earth and protects it from the sun's harmful UV radiation. The most

	<p>hazardous CFCs have been replaced by less hazardous HCFC, which is not as harmful to the ozone layer, and HFC, which does not affect the ozone layer but is a greenhouse gas. Natural refrigerants, such as methane, propane, carbon dioxide (CO₂) and ammoniac (NH₃), are the best environmental alternatives.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Refrigerant</th> <th>Example</th> </tr> </thead> <tbody> <tr> <td>CFC</td> <td>R12, R500, R502</td> </tr> <tr> <td>HCFC</td> <td>R22, R401, R402</td> </tr> <tr> <td>HFC</td> <td>R134, R404, R407</td> </tr> <tr> <td>CO₂ (carbon dioxide)</td> <td>R744</td> </tr> </tbody> </table>	Refrigerant	Example	CFC	R12, R500, R502	HCFC	R22, R401, R402	HFC	R134, R404, R407	CO ₂ (carbon dioxide)	R744
Refrigerant	Example										
CFC	R12, R500, R502										
HCFC	R22, R401, R402										
HFC	R134, R404, R407										
CO ₂ (carbon dioxide)	R744										
Regional foodstuffs	Swan labelling approves food as regional if the product's origin (farm), supply chain and transported distance (km) are known. Regional products may be transported a maximum of 250 km from farm to restaurant.										
Rejäl handel	See Fairtrade										
Renewable energy	Renewable energy is electricity or heat that is produced from a renewable energy source: wind power, solar energy, geothermal energy, wave and tidal energy, hydro-electric power, biofuel, landfill gas, gas from sewage works and biogas. Biofuel is the biodegradable fraction of products, waste and residual products from agriculture (arable and livestock), forestry and similar industries, as well as the biodegradable fraction from industrial and municipal waste. Nuclear energy is not considered a renewable energy source. Peat is not a biofuel.										
Renewable raw material	Renewable raw material refers to organic material produced from non-fossil raw materials. A natural ecocycle shall ensure there is a constant net gain to secure continued availability within a foreseeable future.										
Rättvisemärkt	See Fairtrade										
Seasonal foodstuffs	Food production that follows a natural cycle and is governed by the seasons. This means that fresh produce is more readily available at certain times of the year. Fresh food is seldom treated with additives and avoids the need for storage.										
Tiger prawns	Tropical shrimps that in shops and on restaurant menus are often called tiger prawns, king prawns, Thai prawns, jumbo shrimps or scampi. All these prawns are included by the term "tiger prawn". These shrimps are significantly larger than prawns from North Atlantic waters, and can grow to over 30 cm long.										

Appendix 1 List of organic and local/regional foodstuffs use in the restaurant

Organic foodstuffs (documentation for P1)

Organic foodstuff/beverage	Labelling and code number	SEK/EUR per year
Restaurant's total turnover:		
Proportion of organic foodstuffs of total:		%

Local foodstuffs (documentation for P2)

Local foodstuffs	Producer and place	Total distance from farm to restaurant (km)	SEK/EUR per year
Restaurant's total turnover:			
Proportion of local foodstuffs of total:			%

Local foodstuffs may be transported a maximum of 100 km from farm to restaurant.

Regional foodstuffs (documentation for P2)

Regional foodstuffs	Producer and place	Total distance from farm to restaurant (km)	SEK/EUR per year
Restaurant's total turnover:			
Proportion of regional foodstuffs of total:			%

Regional foodstuffs may be transported a maximum of 250 km from farm to restaurant.

Appendix 2 Form for suppliers of chemical products

We supply the following products to restaurant: _____

Declaration for the year: _____

Fill in the chemical products that are supplied.

Product name	Area of use	Delivered quantity (active substance, kg)	Water content %	Ecolabelled (Swan/Good Environmental Choice/EU Flower)

If the product is not ecolabelled, the supplier/producer must certify that:

- the product is not classed as environmentally dangerous (according to EU Directive 99/45/EG)
- the product does not contain the following substances:
 - Alkylphenoethoxylates (APEO) and alkylphenol derivatives (APD)
 - Linear alkylbenzene sulphonates (LAS)
 - Reactive chlorine compounds
- all active laundry surfactants are readily biodegradable and anaerobically biodegradable

The results of biodegradability tests according to OECD guidelines 301 A-F for aerobic ready biodegradability and ISO 11734, ECETOC no. 28, June 1988, for anaerobic biodegradability, if the surfactants are not on the DID list (see Detergents Ingredients Database version 30 June 2004. Part A and Part B).

Manufacturer's/supplier's signature

Date:	Company name:
Responsible (name, printed):	Telephone
Responsible (signature):	

Appendix 3 a Chemical products for cleaning and dishwashing – declaration for restaurant

Use Appendix 3b if the restaurant is cleaned by a contracted cleaning firm.

The following chemicals are used for day-to-day cleaning of surfaces in the restaurant:

Product name	Supplier	Ecolabel or MSDS/certificate	Volume (EUR or SEK)	Area of use

The following chemicals are used for washing up in the restaurant:

Product name	Supplier	Ecolabel or MSDS/certificate	Volume (EUR or SEK)	Area of use

The following special cleaning agents are used:

Product name	Supplier	Ecolabel or MSDS/certificate	Volume (EUR or SEK)	Area of use

Document for:

Date:	Location:
Restaurant name:	Telephone
Responsible (name, printed):	Responsible (signature):

Appendix 3 b Chemical products for cleaning and dishwashing – declaration for cleaning contractor

Use Appendix 3a if the restaurant is not cleaned by a contracted cleaning firm.

Information about the cleaning firm:

Company name: _____
Company address: _____
Telephone/fax: _____
E-mail: _____

Declaration applies to following restaurant:

Restaurant name: _____

Address: _____

Cleaning of areas of the restaurant, including the kitchen: Yes No

Dishwashing: Yes No

Following areas are not included: _____

All cleaning chemicals and/or dishwasher chemicals are ecolabelled. Exceptions: specific cleaning agents for areas as stipulated by the authorities. If ecolabelled products are not available, products that fulfil the requirements of Appendix 2 to the criteria for the Swan labelling of restaurants must be used. List all products used: Yes No

Product name	Supplier	Ecolabel or MSDS/certificate	Volume (EUR or SEK)	Area of use

Reactive chlorine compounds (such as "Klorin") must not be used. Cleaning agents stipulated by regulatory authorities for disinfection of specific areas are exempt. Yes No

We certify that all details given above are complete and true and that we will inform Nordic Ecolabelling of any changes regarding the restaurant in question.

Location and date: _____

Signature: _____

Name (printed): _____

Appendix 4 Assessment of energy and water consumption

Year: _____

Documentation for O8 (electricity/gas) and P8 (water)

Records must be compiled at least 4 times a year.

Month	Date	Electricity (kWh)		Gas (m ³)		Water (m ³)	
		Meter reading	Difference	Meter reading	Difference	Meter reading	Difference
Jan			0		0		0
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Annual total							

Investigation of abnormal consumption

Electricity

High electricity consumption during period: _____

Probable cause: _____

Corrective action: _____

Gas

High gas consumption during period: _____

Probable cause: _____

Corrective action: _____

Water

High water consumption during period: _____

Probable cause: _____

Corrective action: _____

Restaurant name: _____

Appendix 5 Transport assessment

Year: _____

Documentation for O11 for restaurants performing deliveries/catering and P15

Records must be compiled at least 4 times a year.

		Vehicle 1: Fuel: Nominal fuel consumption (litre/100 km)*:		Vehicle 2: Fuel: Nominal fuel consumption (litre/100 km)*:	
Month	Date	Mileage	Difference (km)	Mileage	Difference (km)
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total (km)					
Total annual fuel consumption:		Vehicle 1: Nominal fuel consumption x total km: Purchased fuel**: Purchased fuel x total km:		Vehicle 2: Nominal fuel consumption x total km: Purchased fuel**: Purchased fuel x total km:	

*) Nominal fuel consumption according to manufacturer's specifications.

***) Save receipts from fuel purchases.

Investigation of abnormal consumption

High fuel consumption during period: _____

Probable cause of high consumption (specify whether fuel consumption or mileage is abnormally high): _____

Corrective action: _____

Appendix 6 Marketing of Swan-labelled restaurants

We hereby certify that we are well acquainted with the regulations governing the use of the Swan ecolabel, as detailed in "Regulations for Nordic Ecolabelling" of 12 December 2001 or later version. We agree to follow these regulations when marketing the Swan-labelled restaurant.

Further, we confirm that we are familiar with the criteria document regarding the Swan labelling of restaurants and institutional kitchens.

We undertake to advise those individuals within the company involved in marketing the Swan-labelled restaurant of the criteria for the Swan labelling of restaurants and "Regulations for Nordic Ecolabelling" of 12 December 2001 or later version.

Location and date

Company

Signature, contact person

Clarification of signature

Phone

Signature, marketing manager

Clarification of signature

Phone

In case of a change in personnel, a new declaration must be submitted to Nordic Ecolabelling.

Appendix 7 a Action plan for continual environmental improvement

Documentation for P16. The action plan must be updated annually.

For examples of goals and actions, see Appendix 7b.

Year: _____

Area	Goal	Action	Time period	Result
Food				
Energy and water				
Chemical products				
Materials				
Waste management				
Transport				

Action plan for reducing the use of disposable items

Documentation for O7 for take-away, catering and/or fast-food restaurants. The action plan must be updated annually.

Area	Goal	Action	Time period	Result
Disposable item				

GOAL refers to measurable goals that lead to concrete environmental improvements.

ACTION refers to actions that specify how the goals will be achieved.

TIME PERIOD specifies dates for the fulfilment of the goals.

RESULT specifies whether the goal has been achieved within the time period.

Review of action plan's results (compiled at year-end)

Goals achieved: _____

Goals not achieved: _____

Corrective actions: _____

Appendix 7 b Example of goals and actions for environmental improvement

NB! This is only an example. Establish goals and actions specific to your restaurant!

Area	Goal	Action	Time period	Result
Food	Increase proportion of organic food from 3 to 5%	Purchase of organic milk and eggs	Accomplished by (date)	Proportion 5%
Energy and water	Reduce annual fuel consumption 5%	Instructions regarding lighting, replace cast iron cookware, oven preheating instructions	Accomplished by (date)	Electricity consumption reduced 2%
Chemical products	Reduce annual quantity of purchased chemical products 50 kg	Switch to concentrated products	Accomplished by (date)	Chemical products reduced 70 kg
Materials	Use ecofriendly products during renovation of restaurant	Only ecolabelled tables and chairs	Accomplished by (date)	All tables and chairs are Swan labelled
Waste management	Reduce quantity of waste for landfill by 1000 kg per year	Better waste sorting and clearer instructions to staff	Accomplished by (date)	Waste reduced 1,200 kg
Transport	Reduce number of deliveries to the restaurant from 10 to 5 per week.	Discussions with carriers about co-ordinating deliveries	Accomplished by (date)	4 deliveries per week
Disposable items	Reduce consumption 20%	Stop using lids and straws, switch to reusable glass bottles where possible	Accomplished by (date)	Disposables reduced 30%

Review of action plan's results (compiled at year-end)

Goals achieved:

All except energy savings.

Goals not achieved:

Electricity consumption has only been cut 2%.

Corrective actions:

Clearer instructions to staff, training regarding energy and water saving for dishwashing and food preparation.