

EL106. Paper Products for Office Use

[EL106-2006/1/2006-210]



1. Scope

The criteria shall apply to notebooks, memo paper, letter paper, report paper, and drafting paper which are manufactured by cutting and bonding base paper.

2. Definition

2.1

“Waste Paper” refers to both post-consumer waste paper and pre-consumer waste paper.

2.2

“Post-consumer waste paper” refers to paper drained after serving its intended end use through the distribution channel.

2.3

“Pre-consumer waste paper” refers to paper not used as a complete product and occurs in the form of scrap during the subsequent processing after stencil paper is produced. However, exception should be made to papers occurring during the manufacturing process of stencil paper and then putting it again in the same manufacturing process.

2.4

“Waste Paper input rate” refers to the mass percentage of waste paper over the total raw material for products. As calculated on mass percentage, the raw material of pulp is applicable to the weight with 10 % of water contents, while waste paper is applicable to the weight when it becomes naturally dried.

3. Certification Criteria

3.1 Environmental Criteria

3.1.1

With respect to the consumption of resources during the manufacturing stage, the product shall satisfy the following requirements.

3.1.1.1

The base paper of main paper used in the product shall use paper that attained certification of Eco-label of 'Print Paper(EL101)' or 'Office Paper(EL102)' among certification criteria by products for environmental mark, and shall satisfy the requirements for usage rate of waste paper concerning 'Print Paper(EL101)' or 'Office Paper(EL102)' among certification criteria by products with environmental mark for each type of base paper.

3.1.1.2

The product shall be produced in the size and shape that can reduce the occurrence of scrap paper when cutting.

3.1.2

With respect to the occurrence of waste during the usage stage, the synthetic resin constituting the product package shall satisfy the following requirements.

3.1.2.1

It shall not use halogenated synthetic resin including PVC.

3.1.2.2

Its thickness shall be not more than 1 mm.

3.1.2.3

In case that its weight is not less than 25g and the square measure of the flat surface is not less than 200 mm², material classification shall be indicated on the relevant part to enable easy separation and collection upon disposal.

3.1.3

In case the product is relevant in respect to the recyclability of the product in the recycling or disposal stage during the manufacturing process, the product shall satisfy the following requirements.

3.1.3.1

As for cover paper and ground paper of paper products for office, the product shall not use synthetic resin film or sheet, synthetic fabrics & non-woven fabrics, and non-water-soluble laminated film & coating.

3.1.3.2

Paper products for office which print forms shall not use metal printing such as gold foil or silver foil, foaming ink, and UV ink when printing.

3.1.3.3

Paper products for office bound with bonding agents shall not use hot melt bonding agents other than improved EVA hot melt bonding agents, polyurethane hot melt bonding agents, and water-soluble hot melt bonding agents which are not scattered.

3.1.3.4

In the case of paper product for office which is applied with adhesives on a part of the product, the product shall not use adhesives using organic solvents.

3.1.3.5

The product shall not use thermal paper, pressure sensitive paper, and laminated paper.

3.2 Quality Criteria

3.2.1

If Korean Industrial Standards are available as a national standard of the product in question, it should satisfy the quality or performance criteria of the standard in question. However, items related to “3.1 Environmental Criteria” are excluded.

3.2.2

If no Korean Industrial Standards are available as a national standard of the product in question, it should satisfy the quality and performance criteria according to the following sequence. However, the items related to “3.1 Environmental Criteria” are excluded. Also, if the E-Mark Certification Criteria Setting Committee determines that the applying criteria are not reasonable considering the characteristic of the product, it should satisfy the standards that were modified by the committee (test item, test method, standards, etc.).

3.2.2.1

National standards other than Korean Industrial Standards.

3.2.2.2

Overseas national standards or international standards regarding the product quality in question.

3.2.2.3

Standards of the organizations at home and abroad that are referred by the current E-mark target product and certification standard.

3.2.2.4

A private standard that is recognized as higher than the national standard in the industry of the product in question.

3.3. Information for Consumers

Indication on the items that the product contributes to the reasons for certification (Resource-saving, less pollutants, readily recyclable, use of recycled materials) during its consumption stage

4. Test Methods

4.1 General Matters

Certification Criteria	Test and Verification Methods
Environmental Criteria	Verification of submitted documents
Quality Criteria	Test report by the relevant accredited testing laboratory or certificate of standards equivalent or higher.
Consumer Information	Verification of submitted documents

4.1.1

One test sample shall be required for each applied product. Only if more than one test sample is needed, the former requirement may not be met.

4.1.2.

Test samples shall be collected at random by a certification institute from products in market or those in storage at the production site.

4.1.3

Test result shall be numerically set according to KS Q 5002 (Statistical interpretation method of the data – Part 1: Statistical description of the data).

5. Reasons for Certification

“Resource-saving, less pollutants, readily recyclable, use of recycled materials (confined to applicable products)”

Common Criteria, Notice No. 2012-36, the Ministry of Environment

1. Eco-label products must follow the following provisions with regard to the proper treatment of environmental pollution substances, such as air and water wastes and noxious chemical substances emitted in the process of manufacturing or service operation.

A. When first applying for certification, the product manufacturer should observe the environment related laws and agreements pertaining to the region where the production factory or the place of service operation is located for a period of one year prior to the date of application. Any case of violation of the penalty clause will be verified by confirming documents involved during a period of one year to the date of application. Regarding any violation not related to the penalty clause, confirmation will be made on the completion of appropriate measures.

B. A person who has received a certification of eco-labeling shall observe the environment related laws and agreements pertaining to the region where the production factory or the place of service operation is located during the period of certification. However, regarding any violation besides a penalty, confirmation will be made on the completion of appropriate measures.

2. As a general rule, information for consumers shall be indicated on the surface of the product in such a way not to be easily erased. However, in case that indication on the surface of the product is impossible or undesirable, it can be indicated on the appropriate part such as product packaging, product guidebook and user's manual that consumers can recognize. However, the service information should be indicated inside and outside of the place of service operation. In case that indication inside and outside of the place of service operation is impossible or undesirable, it can be indicated on the appropriate part such as an agreement, letter of delivery, letter of guarantee, and PR materials that consumers can recognize.

3. In order to establish fair trade and to protect consumer, the applicant for eco-label and the holder of eco-label license shall observe the Act on the Fairness of

Indication and Advertisement with respect to the environmental aspects of the product.

4. For Various standards referred in the certification criteria by target product, the latest revised edition applies at the date of application, if not specified otherwise.

5. In applying the quality related criteria for each target product, if no standard is available that can be applied as the quality criteria, the president of Korea Environmental Industry & Technology Institute (KEITI) (hereafter referred to as "president of KEITI") may establish and operate the quality criteria for the product involved after review by a competent committee.