



BASTA

Guidelines for the registration in the BASTA system

FOR SUPPLIERS, MANUFACTURERS AND IMPORTERS

The purpose of the BASTA system is to phase out the use of substances with particularly hazardous properties from construction products. Construction products that meet maximum acceptable concentrations for specified environmental and health properties, and where the supplier meets the requirements of the BASTA-system may be registered in the database of the system.

These guidelines describe the procedures to be followed by suppliers in registering their products in the BASTA system



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Introduction: Why BASTA?

The purpose of the BASTA system is to phase out the use of substances with particularly hazardous properties from construction products. Construction products that meet maximum acceptable concentrations for specified environmental and health properties, and where the supplier meets the requirements of the BASTA-system may be registered in the database of the system.

The BASTA system has four corner-stones:

- Assessment of the **properties of chemical substances** instead of comparison with phase-out lists of substances
- **Qualification of products by the supplier** instead of their disqualification by the purchaser
- **Quality-assured self-declaration** instead of third party assessment of products
- **Freely available database** containing qualified construction products

In addition to the properties criteria which apply to construction products, the BASTA system requires evidence of the supplier's competence to prove that his products in fact satisfy the requirements of the properties criteria.

Products which do not satisfy the requirements of the properties criteria, and/or for which the supplier cannot convincingly demonstrate such satisfaction, cannot be registered in the system.

These guidelines describe how you, as a supplier, register your products in the BASTA system. Further information and answers to the most frequently asked questions are given via the BASTA home page www.bastaonline.se. The key terms used within the BASTA system are explained in detail there – under *Definitions of key terms* – and at the end of this document.

The BASTA-system is a Swedish initiative and developed for use on the Swedish market. The database is for the time being available only in Swedish and all references to the database in these guidelines refer to the Swedish sites.

1. Registration of Supplier's information

To be authorized to register materials in the system database, you must first enter into an Agreement with the BASTA organization. All the instructions for entering into such an agreement are available at www.bastaonline.se via **Teckna avtal**. Information about the four steps for registration is given in the following. Proceed as follows to become authorized:

Step 1. Study the terms and conditions

- Read through the *Co-operation Agreement*, the *Terms of Agreement*, the *Properties criteria* and the *Definitions* appendix.
- When you accept the conditions, continue to Step 2.

Step 2. Enter information about your company

- State if you are a manufacturer, importer or name-changer. Multiple entries are possible.
- Fill in other basic data about your company.
- Fill in the name and address etc. of the person whom the BASTA organization is to contact with respect to auditing etc.
- If you wish to add further names of persons involved in registration of your products, click at **Lägg till fler ...** and register these.
- Finally, confirm that you have the organization, competence and documentation specified in the *Terms of agreement* as required for registration of products in the system.
- When all the information has been entered, click at **Registrera uppgifter**.

Step 3. Sign the document and send to the BASTA organisation

- Print 2 copies of the *Co-operation agreement* and have it signed by a person authorized to sign on behalf of the company.
- Send these to the BASTA organization together with an official verification for the authority of the signatory. (The address of the BASTA organization is given in the Cooperation agreement form)

Step 4. Authority to register materials.

When we have received the 2 copies of the agreement we will sign them and return one copy to your main contact person, together with the login information necessary for you to begin registering products which satisfy the requirements of the properties criteria.

Updates

It is important that you ensure that your company data which is registered in the system is kept up to date.

After logging in with your user name and password, you select **Mina uppgifter**. You can now adjust your information, add the name of a further contact person, or remove the names of those no longer relevant.

You can also choose to change password.

To confirm registration of new information, you must click at the button **Uppdatera uppgifter** before concluding with **Logga ut**.

Instruction for reading

Documents formatted as *Terms and Conditions* refer to links at www.bastaonline.se.

Manufacturer

You are the manufacturer of the product

Importer

You import the product, but the trade name is kept

Name changer

You import the product, and change the trade name to your own

COMPETENCE REQUIREMENTS

The competence required assessing the effects on health and environment of a substance may be distributed over several different persons in a company. One may have knowledge of the raw materials in a product, another of its manufacture and of any additives and a third may know how to assess the hazard to health and the environment of a substance.

The competence may be internal or external to the company. As a supplier, you may know the constituents of a product but not be able to assess the properties of these substances. It may then be advisable to engage external competence. Ensure, however, that this consultancy is consistent with the competence requirements of the *Terms of Agreement*.

2. Terms of Qualification

GENERAL

The terms of qualification of the BASTA system are in two main sections;

- Required of the **supplier**
- Qualification conditions for each individual **product**.

Both of these sections are described in the *Terms of Agreement*.

As a supplier, you must meet the terms of qualification to have the authority to register products in the database. You are required to be and to remain aware of the current *Terms of Agreement*.

The terms of qualification for each individual product consist in turn of properties criteria which are the basis on which construction products can be registered in the BASTA system.

The BASTA organisation is required to give you six months notice of any change in properties criteria or Terms of Agreement. It is within this time that you are to review the registration of your products to ensure that they remain eligible to remain in the database.

DECLARATION OF COMPOSITION

To enable you to assess the contents of your products, you must, to begin with, have knowledge of the complete chemical composition of the product.

Prepare a Declaration of composition with the following information:

- Substance name with any synonyms
- CAS-number or corresponding
- Proportion by weight of the substance at the building site, excluding any packaging.

If you under certain conditions have not been informed of the chemical constituents of certain subcomponents of a product, you can, by virtue of a *Sub-supplier declaration*, satisfy the requirement that the entire chemical content of the product is documented. See further under the heading "Assurance"

Experts and external consultants

It is not necessary that you have your own experts to assess your products. You can enlist the help of, for instance, external consultants to perform the assessment.

If you let experts from a different area of your organization (for instance at your plant abroad) make the assessment, we consider this to be an external expert.

Stay informed

regarding current properties criteria in BASTA. We recommend you to reviewed them annually, when the agreement is renewed.

Naturally occurring raw materials such as wood, minerals or similar, need no CAS number in the Declaration of composition. A clear motive explaining why such raw materials are exempted and not considered relevant for assessment according to the BASTA properties criteria must though be presented.

Remember to include all substances which exceed current concentration limits of the criteria document. It can therefore be advisable to contact the sub-supplier for information regarding, for example, the contents of different components or additives. The entire content of the product is to be investigated.

Composite products

In the case of products consisting of several parts, the chemical contents of each separate part must be determined. It is not normally of importance to determine the exact chemical composition of very small parts which are only a very small proportion by weight of the entire product as the constituents of the part itself do not exceed most content limits in the property criteria. If, however, the product consists of a large number of similar small parts, the substance content of each and every part must be aggregated.

When the contents of the different chemical substances are to be assessed, these are to be stated in relation to the total weight of the product.

ASSESSMENT OF SUBSTANCE PROPERTIES AND DOCUMENTATION

A BASTA registration is a self-declaration, by the supplier, of its risk to health and the environment in accordance with the *Properties criteria* of the BASTA system. It is the supplier's data which is to demonstrate that the product contains no chemical substances with properties indicating that the product is dangerous to health or the environment in accordance with the accepted criteria.

BASTA-registered products may not contain chemical substances which are classified or labelled in accordance with the risk phrases in the BASTA system criteria documentation.

Check that the substances are not officially classified in EU documentation. (see Council Directive 67/548/EEC).

For other substances which:

- cannot be approved directly by assessment by a competent person, or...
- cannot be excluded because of contents in the total product below the specified criteria limits...

... a document summarizing any hazard to health or the environment must be prepared.

We have summarized the most important points in the following. These have been taken from earlier general recommendations 1991:2 from the Swedish Chemicals Inspectorate which contain further recommendations. An evaluation of this summary should be performed by a person with competence in accordance with the *Terms of agreement*.

The following data should be checked for substances included:

- Data from tests on animals, acute toxicity, e.g. allergenous properties, toxicity with repeated intake, genetic toxicity, etc.

Important information which should be present in a declaration of composition is:

- Substance designation
- Percentage by weight
- CAS #
- Synonyms
- Known contaminants
- Important additives and stabilizers

- Data from effects on humans, e.g. accidents or exposure at the workplace, epidemiology, measurements with respect to biological effects etc.
- Distribution and conversion in the environment e.g. conversion and decomposition in the environment, biological decomposition, biotransformation etc.
- Effects on the environment, e.g. toxicity for fish, animal plankton, plant plankton etc.

Persistence, Bioaccumulability and Toxicity

At the present, BASTA does not apply the criteria for *potentially* persistent bioaccumulatable and toxic, so-called Potential PBT or potential vPvB substances. We recommend, however, the use of the guidelines of the priority guide PRIO for this type of substance, to determine if or not a substance is PBT. See further at www.kemi.se.

Self inspection document

We have prepared an example of a *Self inspection document* included as an annex to these guidelines.

The self inspection document should be supported by background documentation in the form of appendixes. One such appendix can be, for example, a safety data sheet relating to a constituent raw material or other substance. It can also give the results of tests performed on the substance concerned.

Assessment overview

An assessment overview contains the information on which the safety data sheet is based. The types of information to be checked in particular for each individual substance are given under the heading information (above) for health and environmental hazard.

If the information is inadequate for the performance of an assessment, the product cannot be registered.

Assurance

If it is not evident from the Supplier's self inspection document or the assessment overview, a separate assurance that the contents are in accordance with the criteria 9, 10 and 11 may be required, if appropriate. Such an assurance can be requested from a sub-supplier of raw materials and we have prepared an example of such a document, *Amendment to Safety Data Sheet with Assessment overview for registration in the BASTA-system* included as an annex to these guidelines.

For raw materials or components for which, for reasons of company secrecy, it is not possible to obtain a declaration of composition and a self inspection document, you can instead request your manufacturing supplier to provide an assurance that the relevant raw materials or components are in accordance with all the properties criteria of the BASTA system. We have prepared a sample of such a *Sub supplier declaration*, included as an annex to these guidelines.

BASTA-registered sub-components

If a product consists of an assembly of parts which are individually registered in the BASTA system, it is sufficient for the supplier of the assembly to refer to such registration of the sub-components.

Property criteria 9, 10, 11

- 9: Very persistent and very bio accumulating organic compounds
- 10: Persistent, bio accumulating and toxic organic compounds
- 11: Lead (Pb), cadmium (Cd) and mercury (Hg)

SUMMARY OF INFORMATION FOR HAZARD TO HEALTH AND THE ENVIRONMENT TO BE ASSESSED:

Data from tests on animals, acute toxicity

Data from effects on humans

Distribution, behaviour and transformation in the environment.

Effects on the environment

3. Registration of construction products

Construction products can be registered individually. It is also possible to register a complete range through an excel file imported into the BASTA system database.

After logging in with your user name and password, you select *Ny byggvara* or *Importera byggvara*. Irrespective of the registration method, the following information must be registered.

Product group (*obligatory information*)

Choose the main group, sub-group and part group appropriate to your product. We have chosen to follow the product grouping, BK04, of the Building Materials Suppliers Organisation.

Article number (*obligatory information*)

Fill in your own article number for the product. If there are different versions of the same product (size, colour etc) with different article numbers, each version must be registered individually.

Article designation (*obligatory information*)

Fill in your own designation of the material. The same material can have the same name but different article numbers for different versions.

Trade mark

If the product is marketed under a trade mark other than the company name of the supplier, this can be specified here. (maximum 50 characters)

Delivery version

This can be specified here to be able to distinguish different versions of the same product (e.g. size, colour etc.)

EAN-code (*Optional information*)

The 13 character EAN code can be given here.

You finally click in the boxes to indicate the type of documentation on which the assessment of the product is based. You can click one or more of the following fields.

Documentation:

- Declaration of composition with accompanying self inspection document
- Safety data sheet with accompanying assessment overview for chemical products
- Assurance relating to criteria 9, 10 and 11, where applicable
- Sub-supplier declaration, if this is necessary due to confidentiality

Do not register the product if you do not have proper information!

Remember that:

A product can exist as several different versions (for instance, different sizes, colours etc.), and will then have the same *article name* but different *article number*. By registering each article separately, whoever searches for the product will get *one matching element* in the search result, but by clicking the product, they can see the different articles.

- Safety data sheet with associated assessment overview
- Declaration of composition and self inspection document
- Assurance from supplier with respect to criteria 9,10 and 11 in the criteria document
- BASTA-registered component
- Separate sub-supplier declaration

Note that no documentation is to be sent in but shall be available for inspection at the supplier's premises in Sweden.

Downloading via an Excel file

Select **Importera byggvara** and then **Ladda hem excel-mall**. Then save the file where convenient in your computer.

You fill in all the information about your products in exactly the same way as above except that for product group, you specify the 5-digit code you find on a separate spread sheet in the Excel file.

When all the information is filled in in the Excel file, you click **Importera produkt** och go to the relevant file via the **Browse** button.

If you select **Addera nya byggvaror till befintliga** all the products registered in the excel file which have not been registered previously will be added to the registered products. If however you select **Ersätt alla befintliga varor**, the system will first erase all your previous registrations and all the new products will be registered.

4. Validation

The BASTA-system is a self-assessment system in which you as a supplier, are responsible for the correctness of the information on which the BASTA registration is based.

To ensure that the different suppliers interpret the conditions uniformly, and to obtain an appropriate degree of quality of the system, annual audition campaigns by external auditors are carried out.

As a supplier, you are required to assist the auditors in their work. This means that you are to make available all the relevant documents and information for inspection by the auditor. The documents are to be available in Sweden. This can mean that certain information must be requested from sub-suppliers or manufacturers. If your supplier considers that information is sensitive, this can be supplied to the external auditor who is obliged to observe secrecy in his duties.

If the auditor observes any non-conformances to the *Terms of agreement*, you are required to correct such non-conformances within three months of your being notified by the auditor.

If any non-conformance is of such a nature that a return visit by the auditor is necessary to ensure that the Terms of agreement are met, the supplier is required to defray the costs of the return visit.

5. Presentation of BASTA registration

You are entitled to refer to the BASTA-system in the following terms:

"Designation of the construction product" is BASTA registered

You are also entitled to use the BASTA symbol. According to the instructions available at www.bastaonline.se

The following explanatory text is to accompany the BASTA symbol or the above formulation:

"The BASTA-registration means that we can confirm that this construction product is in accordance with the properties criteria agreed upon with respect to health- or environmental properties. See www.bastaonline.se"

You *cannot* claim that the product is "environmentally friendly", as the BASTA system does not take into account other environmental aspects.

Definitions of key terms

PHASE-OUT OF PARTICULARLY HAZARDOUS SUBSTANCES – BASTA

Assessment overview	<i>A self inspection document for chemical products as defined in Council Directive 67/548/EEC</i>
Audit object	The <i>supplier</i> organisation to be audited, as well as <i>construction products</i> registered by it
BASTA audit	A check on the <i>supplier's</i> capacity and ability to satisfy the <i>Terms of qualification</i>
BASTA auditor	Individual who, by agreement with the <i>BASTA organisation</i> , is commissioned to conduct a <i>BASTA audit</i> on an <i>audit object</i>
BASTA organisation	The owner of the <i>BASTA system</i> and the party with which the <i>supplier</i> signs a <i>Co-operation agreement</i> for registration of <i>construction products</i> in the <i>IT-system</i>
BASTA qualification	A method for assessing a <i>construction product</i> in relation to the <i>Terms of qualification</i>
BASTA registration	Registration of a <i>construction product</i> meeting the <i>Terms of qualification</i> in the <i>IT system</i>
BASTA system	A method with associated <i>IT system</i> for identifying <i>construction products</i> that meet the <i>Properties criteria</i>
Chemical product	<i>Construction product</i> covered Council Directive 67/548/EEC
Construction product	All articles used in the erection of building structures
Co-operation agreement	Agreement signed between the <i>supplier</i> and the <i>BASTA organisation</i> that governs the parties' obligations
IT system	A web-based database of <i>BASTA-qualified articles</i> and their <i>suppliers</i>
Material user	Enterprise or individual who in a building process makes a selection of <i>construction products</i>
Product identity	The <i>supplier's</i> unique ID for each individual <i>construction product</i> registered in the <i>IT system</i>
Properties criteria	A list of maximum permitted concentrations of substances with particularly hazardous properties in a <i>construction product</i> for it to be allowed to be registered in the <i>IT system</i>
Self inspection document	A detailed presentation of how the health and environmental assessment of each substance of the <i>construction product</i> has been made in relation to the <i>properties criteria</i>
Supplier	Enterprise placing a <i>construction product</i> on the Swedish market e.g. manufacturer, importer or name-changer
Terms and conditions	The general terms of the <i>Co-operation agreement</i>
Terms of qualification	All conditions that a <i>supplier</i> must meet to have a <i>construction product</i> registered in the <i>IT-system</i> . Comprising <i>Property criteria</i> and <i>Terms and conditions</i>
Validation	A method for ensuring the credibility of the <i>BASTA system</i> by auditing a participating <i>supplier's</i> capacity and ability to meet the <i>Terms of qualification</i>

Example of supplier's self inspection document of constituent substances and basis for assessment in accordance with BASTA criteria

PRODUCT DESIGNATION										
Material	Content (% of total weight of the product)	Supplier	Chemical specification	Part content (%)	Content (% of total weight of the product)	CASno	Assessment (satisfies the criteria or not)	Basis for assessment in accordance with the BASTA criteria	Appendix	
A	50		AA	33	16,5	Xxx	OK	Own assessment in accordance with appendix	1&2	
			AB	33	16,5	Xxx	OK	Own assessment in accordance with appendix	3	
			AC	34	17	Xxx	OK		4&5	
B	49		BA	70	35	Xxx	OK		6	
			BB	30	15	Xxx	OK		7	
C	1		CA	99	1	Xxx	OK		8	
			CB	1	0,0		OK	Less than 0,0	8	

Amendment to Safety Data Sheet with Assessment overview for registration in the BASTA-system

The BASTA system is self-declaration systems with the aim of phasing out hazardous substances of very high concern from construction products. Construction products that meet maximum acceptable concentrations for specified environmental and health properties and where the supplier meets a number of terms of qualification can be registered in the BASTA database.

A BASTA-registration may be based on a safety data sheet with corresponding assessment overview according to Council Directive 67/548/EEC with the following amendment, if not shown in those documents.

We are manufacturing chemical products and/or parts thereof for registration in the BASTA database. We have studied the terms of agreement and properties criteria of the BASTA-system and confirm that the products listed below meet the properties criteria of the BASTA-system. This statement is based on safety data sheets with assessment overviews where it is clearly shown that the products meet properties criteria 1-8 and 12-15.

We further confirm that:

- ✓ in the case that the products incorporate organic substances, which are very persistent and very bio accumulative according to **criteria no 9** they are not deliberately added to the products and they may only occur in possible impurities of concentrations less than 0,01 percent by weight
- ✓ in the case that the products incorporate organic substances, which are persistent, bio accumulative and toxic according to **criteria no 10** they are not deliberately added to the products and they may only occur in possible impurities of concentrations less than 0,01 percent by weight
- ✓ in the case that the products incorporate pure **lead (Pb)** or compounds of lead they are not deliberately added to the products and they may only occur in possible impurities of concentrations less than 0,1 percent by weight
- ✓ in the case that the products incorporate pure **mercury (Hg)** or compounds of mercury they are not deliberately added to the products and they may only occur in possible impurities of concentrations less than 0,1 percent by weight
- ✓ in the case that the products incorporate pure **cadmium (Cd)** or compounds of cadmium they are not deliberately added to the products and they may only occur in possible impurities of concentrations less than 0,01 percent by weight

.....
Place and date

.....
Company

.....
Signature

.....
Name

This confirmation is based on BASTA properties criteria version

This confirmation is based on BASTA terms of agreement version

This confirmation is valid for our chemical products



Sub-supplier declaration for the BASTA-system

The BASTA system is self-declaration systems with the aim of phasing out hazardous substances of very high concern from construction products. Construction products that meet maximum acceptable concentrations for specified environmental and health properties and where the supplier meets a number of terms of qualification can be registered in the BASTA database.

The following declaration may serve as a confirmation that those construction products and/or parts thereof that are not manufactured by the supplier itself, meet the properties criteria of the BASTA-system.

Our company is manufacturing construction products and/or parts thereof to a customer who in turn is marketing the product or an assembled product for registration in the BASTA database.

We have studied the terms of agreement and properties criteria of the BASTA-system and confirm that:

- our company meets the terms of qualification for **declaration of composition** concerning the listed products/parts as stated in § 4 of the terms of agreement.
- our company meets the terms of qualification for **assessment of substance properties** concerning the listed products/parts as stated in § 4 of the terms of agreement.
- our company meets the terms of qualification for **competence requirements** as stated in § 4 of the terms of agreement.
- we will support our customer upon a BASTA-audit by giving the auditor access to the underlying **documentation** upon which this sub-supplier declaration is based.
- the listed products/parts meet the **properties criteria** of the BASTA-system.
 - Our products are or will form parts of a chemical product covered by Council Directive 67/548/EEC, and our assessment is based on the properties criteria for **chemical products** of the BASTA-system.
 - Our products are or will form parts of a non-chemical product and our assessment is based on the properties criteria for **non-chemical products** of the BASTA-system.
- we will give our customer immediate notice in the case that we make changes to the chemical composition of the products/parts that may affect the registration of the construction product in the BASTA database.

.....
Place and date

.....
Company

.....
Signature

.....
Name

This confirmation is based on BASTA properties criteria version

This confirmation is based on BASTA terms of agreement version

This confirmation is valid for our products

This confirmation is valid for our parts in construction products:



Step-by-step procedure for BASTA-registration

