

Excel instructions on recognising standards within the framework of the DGNB system

This document is regarded as supplementary information to the DGNB label recognition Excel table. It provides a step-by-step guide for standard-awarding organisations submitting a successful application for label recognition by the DGNB.

The Excel document consists of multiple spreadsheets that are outlined in detail below. All spreadsheets should be completed starting on the front. The fields that need to be filled out are shaded blue. Additionally, on every spreadsheet, you will find a note that relates to the submission of documentary evidence (in a box that is shaded green). This contains a summary of what needs to be considered when completing the respective table.

DGNB label recognition	
Organisation	NAME
Name of the label	LABEL
Address	STREET, CITY, POSTCODE, COUNTRY
Telephone number	
Person to contact	
E-mail of contact	
Date	

Notes on submission of documentary evidence:

- Please complete all the relevant fields, which are shaded light blue (according to the raw material group of the standard)
- Please mark all the pages/text passages in the document that are relevant as evidence so that they are clearly identifiable and cite the page/paragraph number of the document in the table.
- Please submit all specified documentary evidence (with markings) as supplementary PDF documents (with corresponding document names).

Fields to be filled out

Notes for completing the table

Cells that are shaded grey contain information/requirements. These fields do not have to be filled out:

1. Transparency/accessibility	
1.1	The standard clearly and explicitly conveys the objectives it promotes. Sponsorship, structure and procedures (basic principles of process and implementation management, establishment of monitoring systems) as well as the composition and operating principles of the decision-making bodies of the standard-awarding organisation are publicly and freely accessible.
1.2	Participation in the certification process in accordance with the standard is open to all.

Spreadsheet: Cover sheet

- **Basic information** regarding the applicant is entered into this spreadsheet. The blue shaded fields must be filled out:

DGNB label recognition	
Organisation	NAME
Name of the label	LABEL
Address	STREET, CITY, POSTCODE, COUNTRY
Telephone number	NUMBER
Person to contact	NAME
E-mail of contact	ADRESS
Date	XX.XX.XXXX

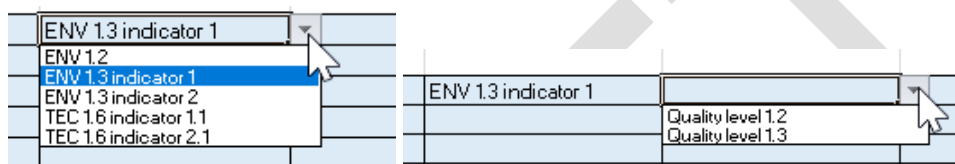
Spreadsheet: General conditions

- This spreadsheet does not need to be filled out. It is included **for informational purposes only**. Here, an explanation is provided how the terms "new label" and "establishd label" should be understood. This information is required for the completion of the following spreadsheets.

Spreadsheet: Content evidence – overview

- For every standard (label) that is to be recognised, a row must be filled out completely as per the included examples from left to right. If only one label is being submitted for recognition, only one row needs to be filled out. The allocation for the product group is made according to the criterion (e.g. wood materials/wood products = wood).
- The allocation of the DGNB criterion for which the recognition is to be made:
 - ENV 1.3 – Sustainable resource extraction
 - ENV 1.2 – Local environmental impact
 - TEC 1.6 – Ease of recovery and recycling

For columns 4 - 7, a drop-down list is provided to make the fields easier to fill out. The list of quality levels automatically adapts itself accordingly to the selected indicator. Please select the requested quality level:



Important information for applications relating to criterion ENV 1.2 – Local environmental impact:

- For this evidence, it is absolutely necessary to justify why the label is suitable and why it can be recognised as being of equivalent value. For all the standards, references, seals of approval, etc. listed in the criteria matrix (annex 1) of criterion ENV 1.2, legally valid evidence of equivalence is recognised in relation to the material or aspect of the relevant line. The evidence includes the review of equivalence of the requirements and the inspection and measuring methodology (e.g. via a comparison table regarding the fulfilment of the requirements and the method of test chamber measurement). The evidence has been presented within the framework of the DGNB label recognition. It unequivocally demonstrates the equivalence of the requirements and has been compiled by the awarding body of the quality's seal/label provider. An example of presented evidence can be found in the final spreadsheet "ENV 1.2 equivalence".
- Note: Initially an application for label recognition can only be submitted for certain lines of the criteria matrix (annex 1) of criterion "ENV 1.2 – Local environmental impact, version 2018 (New Construction – Buildings)". These include: Lines 6, 7, 8, 9, 11, 13, 20, 23, 47a, 48.
- In addition, for lines 1 and 2 of the criteria matrix (annex 2) of criterion "ENV 1.2 – Local environmental impact, version 2018 (New Construction – Interiors)".

Spreadsheet: Systemic requirements

In general:

- The general details should be automatically filled out. If this is not the case, please enter these details manually.
- Only the blue shaded fields need to be filled out.

- For every standard (label) that is to be recognised, **different evidence must be provided for the systemic requirements from 1–6. Each row must be filled out.**
- **Documentary evidence:** A link to the document alone **will not suffice for the check**. In the table, the **page and paragraph** of the corresponding text passage in the document must be cited **for every line**. The relevant **text passages** must be cited and emphasised in the document so that they can be easily located and identified (i.e. the passages should be denoted using markings, colours or similar). Additionally, the relevant text passages can also be entered directly into the table along with the respective page number. (You are also welcome to highlight the text passages with a highlighter, write in the reference to the serial number of the respective DGNB requirement by hand and scan in the document.)
- Please, submit all specified documentary evidence (with markings) as supplementary PDF documents (with corresponding document names).

Spreadsheet: Minimum requirements

- For each standard (label) that is to be recognised for **ENV1.3**, the fulfilment of the DGNB minimum requirements must be demonstrated accordingly.

Spreadsheet: ENV1.3 Evidence for social content requirements

- For each standard that is to be recognised for **ENV1.3**, evidence for the social requirements 1–7 must be presented. The stipulated requirements depend on the raw material. The respective minimum requirements can be found in the fields shaded grey.
- **Documentary evidence:** A link to the evidence document alone **will not suffice for the check**. In the table, the **page and paragraph** of the corresponding text passage in the evidence document must be cited **for every line**. The relevant **text passages** must be clearly identifiable in the evidence document (i.e. the passages should be denoted using markings, colours or similar). Alternatively, the text passages can also be entered directly into the table along with the respective page number.

Spreadsheet: ENV1.3 Evidence for environmental content requirements

- For each standard that is to be recognised for **ENV1.3**, evidence for the environmental requirements 1–11 must be presented. The stipulated requirements depend on the raw material. The respective minimum requirements can be found in the fields shaded grey.
- **Documentary evidence:** A link to the document alone **will not suffice for the check**. In the table, the **page and paragraph** of the corresponding text passage in the document must be cited **for every line**. The relevant **text passages** must be clearly identifiable in the document (i.e. the passages should be denoted using markings, colours or similar). Alternatively, the text passages can also be entered directly into the table along with the respective page number.

- Please submit all specified documentary evidence (with markings) as supplementary PDF documents (with corresponding document names).

Spreadsheet: ENV1.3 Evidence for secondary raw materials - Construction

- For each standard that is to be recognised for **ENV1.3**, evidence for the secondary raw materials (1.1 – 2.1) must be presented.
- Note: If the standard to be recognised deals with construction products, the "Proofs for construction products and finishing products" must be completed. - In the case of furniture standards, the "Evidence relating to furniture (requirements see criterion ENV1.3 DGNB certification system for interiors)" must be completed accordingly.
- **Documentary evidence:** A link to the document alone **will not suffice for the check**. In the table, the **page and paragraph** of the corresponding text passage in the document must be cited **for every line**. The relevant **text passages** must be clearly identifiable in the document (i.e. the passages should be denoted using markings, colours or similar). Alternatively, the text passages can also be entered directly into the table along with the respective page number.
- Please submit all specified documentary evidence (with markings) as supplementary PDF documents (with corresponding document names).

Spreadsheet: ENV1.3 Evidence for secondary raw materials - Furniture

- For each standard that is to be recognised for **ENV1.3 for the DGNB certification system "Interior"**, evidence for the secondary raw materials (1.1 – 2.1) must be presented - as explained for the above spreadsheet.

Spreadsheet: ENV1.2 Equivalence

- If you aim to obtain recognition in accordance with **ENV1.2**, an evidence of equivalence must be provided. In this spreadsheet you will find an example for "Evidence for emission values".
- Note: For the time being, an application for label recognition can only be submitted for certain lines of the criteria set (annex 1) of criterion ENV 1.2 – Local environmental impact, version 2018 (New Construction – Buildings). These include: Lines 6, 7, 8, 9, 11, 13, 20, 23, 47a, 48. In addition, for lines 1 and 2 of the criteria set (annex 2) of criterion ENV 1.2 – Local environmental impact, version 2018 (New Construction – Interiors).

Important information for the assessment of equivalence by the applicant:

- Text-based explanation and assessment of a specialist nature that confirms the equivalence, with reference to corresponding analytical technical literature where applicable. - Without this information, the check cannot take place.
- The evidence of equivalence has to be legally valid signed.

Spreadsheet: TEC1.6 Evidence of ease of dismantling and recycling

- For each standard that is to be recognised for TEC1.6, the evidences must be presented for either 1. “Recycling friendly building material selection” and/or 2. “Building construction designed for dismantling”.
- **Documentary evidence:** A link to the document alone **will not suffice for the check**. In the table, the **page and paragraph** of the corresponding text passage in the document must be cited **for every line**. The relevant **text passages** must be clearly identifiable in the document (i.e. the passages should be denoted using markings, colours or similar). Alternatively, the text passages can also be entered directly into the table along with the respective page number.

Spreadsheet: TEC1.6 Evidence of ease of dismantling and recycling for furniture

- It has to be documented which of the qualitative characteristics 4.1 - 4.7 are fulfilled by the standard (label).
- **Documentary evidence:** A link to the document alone **will not suffice for the check**. In the table, the **page and paragraph** of the corresponding text passage in the document must be cited **for every line**. The relevant **text passages** must be clearly identifiable in the document (i.e. the passages should be denoted using markings, colours or similar). Alternatively, the text passages can also be entered directly into the table along with the respective page number.

In case of further inquiries:

If you have any questions regarding the completion of the Excel file for recognition, please do not hesitate to get in touch with us. Your contacts at the DGNB:

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