

## Made in Green by OEKO-TEX®

**OEKO-TEX®**  
CONFIDENCE IN TEXTILES  
**MADE IN GREEN** 



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General and special conditions for the authorisation to use the **STeP** – by **OEKO-TEX®** mark

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## 1. Introduction

### 1.1. Purpose of the Made in Green by OEKO-TEX® Standard:

**Made in Green by OEKO-TEX®** (hereinafter **MiG**) is a traceable product label, exclusively for any kind of textiles (e.g. garments and other textile goods such as yarns, pre-stages of fabrics and Non-Wovens), giving the user the assurance that the textile product is:

- made with materials tested for harmful substances,
- made in environmentally friendly facilities,
- made in safe and socially responsible workplaces.

Each **MiG** product label has a unique product ID. With a **MiG** product ID, clear evidence is provided that all textiles and non-textile parts of a product are tested for harmful substances through certification with the **OEKO-TEX® Standard 100\*** (hereinafter called **OTS 100**).

**MiG** also guarantees that these textile products have been made with sustainable processes at environmentally safe and socially responsible workplaces, which are certified according to **STeP\*\* by OEKO-TEX®** (hereinafter called **STeP**). The rules governing the processes and components necessary to be certified as a **STeP** facility are described in chapter 2.2.

\* **OTS 100** is an independent test and certification system for raw textile, intermediate, and end products at all stages of processing. Examples of articles that can be certified are yarns, fabrics, treated fabrics, manufactured articles as clothing of all kinds, domestic and household textiles, bedding, towels, soft toys and many more).

\*\* **STeP** (Sustainable Textile Production) is an independent certification system for sustainable textile production. Among other criteria, it analyses and evaluates existing production conditions with respect to the working conditions, the use of environmentally friendly technologies and products, and the facility's impact on the environment.

The unique product ID can be awarded to any type of textile product anywhere in the world, at any stage of the textile supply chain, including products sold to businesses within the supply chain (business to business transactions) and textile products that consumers buy at retail (business to consumer transactions). **MiG** labelled products can be easily traced throughout the supply chain using tools supplied by **OEKO-TEX®**, which offer the consumer as well as supply chain business partners new levels of transparency and information access.

Any company within the textile supply chain can label their products with a **MiG** product label, such as:

- Brands
- Retailers
- Traders
- Converters
- Manufacturers

**MiG** is transparent, providing the ability to identify and benchmark supply chains, showing where different product manufacturing stages took place.

Each **MiG** label can be uniquely identified through a product ID and/or a QR code and can be used as a special communication tool for companies who want to point out their responsible practices and to make information regarding more sustainable personal purchase decisions easily available to consumers.

**MiG** therefore advocates not only a willingness to attain sustainable textile production, but also demonstrates solid investments in quality, safety, and sustainability within the textile supply chain.

## 2. Made in Green by OEKO-TEX®

The **MiG standard** is presented as a normative document issued and updated regularly by the **OEKO-TEX® Association**. The standard specifies the conditions and requirements for the licensed use of the **Made in Green** label. It can be found in its latest version at [www.oeko-tex.com](http://www.oeko-tex.com).

### 2.1. Scope

The overall goal of **MiG** is to have traceable products tested for harmful substances and produced sustainably in accordance with **OEKO-TEX® Guidelines**. This includes transparency for all textile unit processes within a supply network, whether all facilities or materials used in production are **OEKO-TEX®** certified or not. By making supply chains transparent, **MiG** promotes the value of transparency and communication to all supply chain members.

However, **Made in Green** products declare that facilities/products have been verified to the following standards:

- made with materials tested for harmful substances (**OTS 100** certified)  
*For full details and the actual version of OEKO-TEX® Standard 100 standard please visit: [www.oeko-tex.com](http://www.oeko-tex.com)*
- made in environmentally friendly facilities (**STeP** certified)
- made in safe and socially responsible workplaces (**STeP** certified)  
*For full details and the current version of the STeP by OEKO-TEX® standard please visit: <http://www.oeko-tex.com>*

### 2.2. Criteria

In order to obtain a **MiG** Label for textile products, the minimum criteria are:

#### Requirements and criteria for marketing Made in Green on textile products that consumers buy at retail (B2C):

1. Any single component that equals or exceeds 5% of the total weight of the textile product must be supplied by **STeP** certified production facilities.  
At least 85% of the weight of a single piece of textile must be supplied by **STeP** certified production facilities.
2. The general rule for the above mentioned criteria is that all the making up and wet /chemical processing facilities have to be **STeP** certified.
3. The product must be **OTS 100** certified.

#### Requirements and criteria for intermediate products sold to businesses within the supply chain (B2B):

- The **MiG** label issuer must be **STeP** certified and fulfil all of the above mentioned criteria.
- Brands, retailers, converters and traders can issue a **MiG** product ID without being **STeP** certified themselves, if they do not manufacture themselves (through wet / chemical processes) the product to be issued and their suppliers fulfil the **MiG** conditions.

### 2.3. Applicability

#### B2B\* (Business to Business)

The **MiG** label can be awarded to any type of textile (incl. garments and other textile goods such as yarns, pre-stages of fabrics and Non-Wovens for example) anywhere in the world at any stage of the textile supply chain. Labelled products can be easily traced, offering business partners new levels of transparency and the opportunity to benchmark the supply chain.

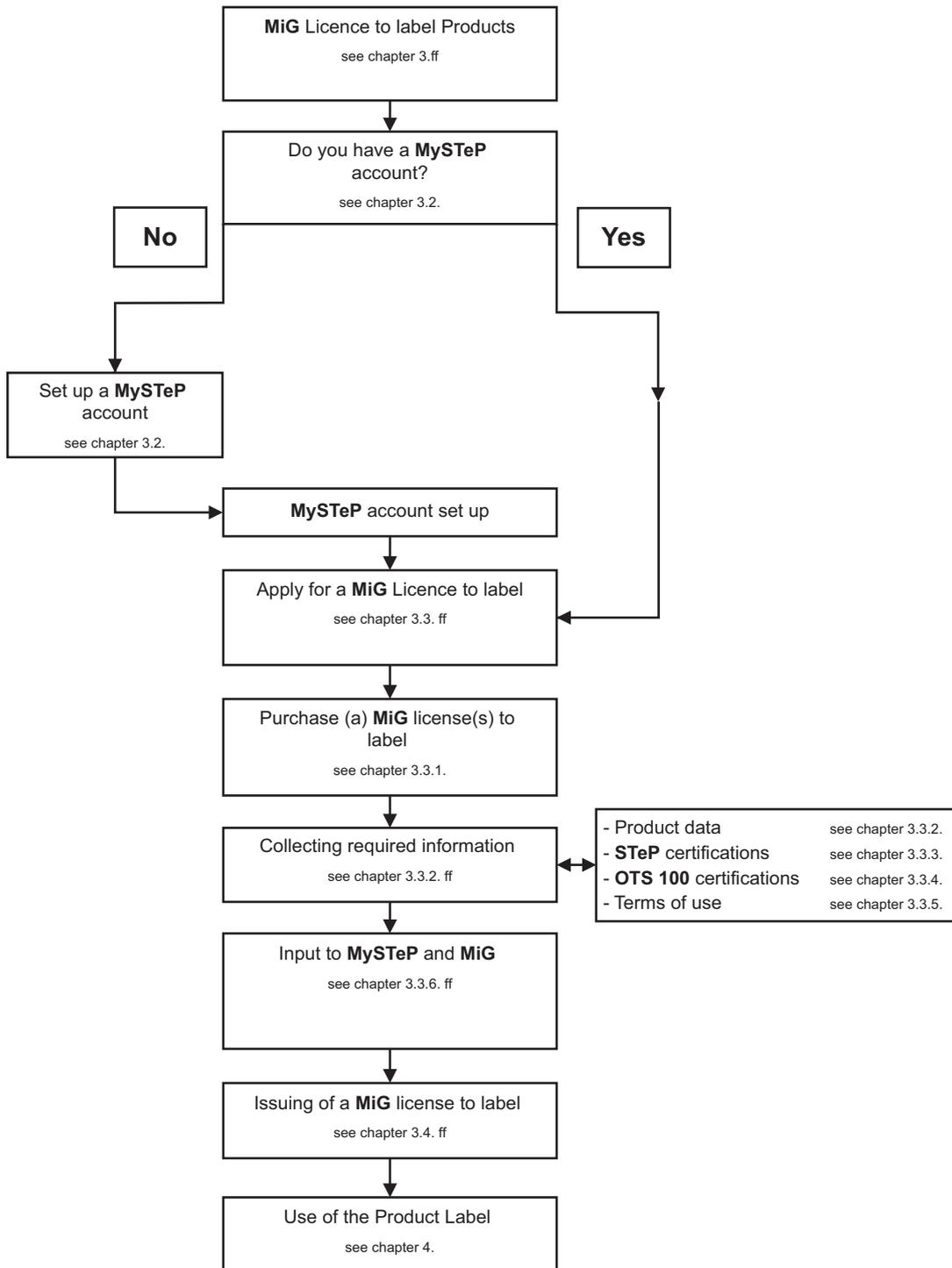
#### B2C\*\* (Business to consumer)

The **MiG** label is also a special communication tool for companies that want to market their responsible practices and for consumers who want to make more sustainable purchasing decisions. Labelled products can be easily traced, offering consumers new levels of transparency by showing exactly where it was produced. Products from classical B2B producers (such as yarns or plain woven fabrics for example) or garment manufacturers for consumers (B2C, end user) can also be labelled if they fulfil the rules of **MiG**.

### 3. Licence to label a Product

#### 3.1. General Overview

The following flow chart and the following sub-chapters will explain how to apply for a **MiG** license to issue a **MiG** label. If any assistance is needed, please contact one of the **OEKO-TEX®** member institutes (list of all institutes in Annex C).



### 3.2. MySTeP by OEKO-TEX® – A web-based materials and supply network management tool.

In order to apply for a **MiG** license to issue labels, information on supply chains must be entered into the **MySTeP by OEKO-TEX®** database system (hereinafter called **MySTeP**). This ensures high quality, transparency, and consistency within the global system of **MiG**.

The **MySTeP** database is a database to achieve this target and can be managed without paperwork.

To access the **MySTeP** database, the applier must first register with an application form at for this platform. It is possible to do this at [www.oeko-tex.com/mystep](http://www.oeko-tex.com/mystep).

- **MySTeP** serves as
  - A platform allowing you to track and manage the sustainability of the entire supply chain in accordance with the demands pertaining to the quality of processes, efficiency, environmental friendliness, and social responsibility as described in the **STeP** standard. This is based on key performance indicators (KPI) which are described in the standard and can be documented and tracked in the **MySTeP** database. The result of using **MySTeP** is the creation of supply chain network maps that connect companies to their suppliers
  - A tool making a targeted comparison and analysis of suppliers within a network possible, based on the scoring of **STeP** certified companies, KPI and sustainability factors (for example global regions, countries, company size, or the stage of production). The transparent display of the KPIs therefore serves as a yardstick that not only simplifies the comparison of suppliers, but also helps to identify and eliminate possible risks in the existing supply chain. This can allow visualisation aiding in the selection of new suppliers or the performance changes in existing suppliers.
  - A database that allows benchmarking and statistical analysis of the supply chains.
  - A database for the validation of users, providing a function for the transparent management of existing **OEKO-TEX®** certificates (**OTS 100**, **STeP**) and **MiG**, e.g. in the form of a validity check or through automatic notification when certificates expire.

**MySTeP** can be used by all interested companies in the textile industry, regardless of whether they have any **OEKO-TEX®** certification/ label or not.

Further details of the **MySTeP** platform can be found on the **MySTeP by OEKO-TEX®** homepage at [www.oeko-tex.com/mystep](http://www.oeko-tex.com/mystep) or by contacting one of the **OEKO-TEX®** member institutes.

After successfully setting up a **MySTeP** account, the user can enter **MySTeP** from now on via the **MySTeP** login and use all features they are entitled to.

### 3.3. Application for a Licence to Issue MiG Labels

When applying for a **MiG** license, the following information has to be entered into the **MySTeP** database:

#### 3.3.1. Purchasing of (a) MiG Licence(s)

Depending on the amount of product IDs, various licence packages are available for **MiG**.

Further details can be found at the **OEKO-TEX®** homepage at [www.oeko-tex.com](http://www.oeko-tex.com) or by contacting the **OEKO-TEX®** Association. Email: [info@oeko-tex.com](mailto:info@oeko-tex.com)

#### 3.3.2. Product Data

1. The name/number/ identification of the product to be labelled provided by the issuer.
2. The type and category of the product to be issued. (This information can be found in Annex A - part A1 of this standard)
3. Each product, described in a specific category, has to have its own product ID.

The general public will also be able to view the above mentioned information at [www.madeingreen.com](http://www.madeingreen.com)

### 3.3.3. STeP Certification of Involved Parties

Each product intended to be labelled according to the **MiG standard** needs (a) valid certificate(s) with the **STeP** standard for certain production steps, according to the rules of **MiG**.

#### Requirements and criteria for marketing Made in Green on textile products that consumers buy at retail (B2C):

1. Any single component that equals or exceeds 5% of the total weight of the textile product must be supplied by **STeP** certified production facilities.  
At least 85% of the weight of a single piece of textile must be supplied by **STeP** certified production facilities.
2. The general rule for the above mentioned criteria is that all the making up and wet /chemical processing facilities have to be **STeP** certified.

#### Requirements and criteria for intermediate products sold to businesses within the supply chain (B2B):

The label issuer must be **STeP** certified and fulfil all of the above mentioned criteria.

Brands, retailers, converters and traders can issue product IDs without being **STeP** certified themselves, if they do not manufacture the product to be issued themselves and if their suppliers fulfil the **MiG** conditions.

To make it easier to understand what requirements manufacturers/ facilities meet to be certified by **STeP** for a specific product/ garment/ textile, **OEKO-TEX®** created a list of example products which can be found in Annex A - part A2. The list is based on the list of article groups under point 3.3.2. resp. Annex A - part A1. If you do not find a similar product or you are not sure which article you might choose, contact one of the **OEKO-TEX®** member institutes (list of all institutes in Annex C) for further assistance.

Example: (Please also compare with Annex A - part A2)

*You want a curtain for an end-user to be certified ---> find "curtain" on the "article list" of Annex A - part A2  
You find the following list in Annex A - part A2:*

Article	Components	STeP by OEKO-TEX®	Processes
Curtain	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Other fabrics	required (d.o.w.)*	wet/chemical
	Webbing	required (d.o.w.)*	wet/chemical
	Sewing Thread	not required	-
	Plastic and metal accessories	not required	-
	Label	not required	-

*\* d.o.w. = depending on weight.*

In "components" you find the possible parts of a curtain. Choose the ones which are correct in your case and see which parts have to be produced in a **STeP** certified company.

In Annex A only examples of possible constellations are listed and the above mentioned rules to achieve a **MiG** certification have to be met in any case! Therefore, if the "sewing thread" weighs more than 5% of the whole curtain, the sewing thread also has to be produced in a **STeP** certified company.

The label issuer contacts the **STeP** certified production facilities involved in the product to be issued within the **MySTeP/ MiG** system and requests the release of their data for the **MiG** certification process. The **STeP** certified facilities decide what data is displayed to the requesting label issuer, and which data the user may use for the certification process. As a minimum, the product ID issuer can use the information that the supplier is **STeP** certified, the type of facility and the country the **STeP** certified facility produces the product to be issued.

But it can also include, for example, the complete contact data and the type of production, the validity period of the **STeP** certification and the total score and evaluation of the operation's individual company areas. On request, the **STeP** certified suppliers can also release the display of additional information such as the audit report from the test institute responsible.

For further details please visit the website of the **OEKO-TEX®** Association [www.oeko-tex.com](http://www.oeko-tex.com) or contact one of the member institutes (as given in Annex C).

### 3.3.4. OTS 100 Certification of the Product

Each product intended to be labelled according to the **MiG** standard needs a valid certificate with the **OTS 100**.

- If such a certification for the product to be issued already exists, the registration process can be started by creating the **MiG** article on the **MySTeP** platform.
- If the product is not yet certified, this has to be done first according to the guidelines at [www.oeko-tex.com](http://www.oeko-tex.com)

For full details and the actual version of OTS 100 please see <http://www.oeko-tex.com>

### 3.3.5. Terms of Use

The declaration of the terms of use (See Annex B) with the legally binding signature of the applicant has to be sent to the **OEKO-TEX®** member institute including the following information:

- Liability for the details specified in the statements
- Obligation to notify the **OEKO-TEX®** Association of any changes to the technical statements
- Consent that representatives of the **OEKO-TEX®** Association may view documents connected to the labelling at any time and take samples of each product.
- Obligation to ensure that no further labelling of the product takes place after the expiration or withdrawal of the authorization to use the product ID.

### 3.3.6. Input of Data to MySTeP and Application for MiG Licence to Issue MiG Labels

The information about the product to be labelled (as described in chapters 3.3.2. to 3.3.5.) has to be entered into the **MySTeP/MiG** database. This can be done online. For further details and the actual procedure please visit the homepage of the **OEKO-TEX®** Association [www.oeko-tex.com](http://www.oeko-tex.com)

The certification body of the **OEKO-TEX®** secretariat will immediately verify and validate the information given.

## 3.4. Issuing MiG Labels

### 3.4.1. Giving permission to issue a MiG label

If the conditions of this standard have been met for the product to be labelled, the applicant will be provided with the permission to issue a **MiG** label for the applied product by the certification body of the **OEKO-TEX®** Association. The label issuer then receives a product ID via the **MySTeP/ MiG** dashboard for the product in question.

With the conferral through this **MiG** product ID, the applicant has the right to label this product for one year and in compliance with the rules of this standard.

### 3.4.2. Product ID

The **MiG** product ID will be generated for each article by the **MySTeP/MiG** database. Each issued **MiG** product label has an individual product ID. The product ID is unique for every product.

The product ID, in the form of a verification number and/or a QR Code, shows where the product was made and that the product has been tested for harmful substances and produced sustainably in accordance with **OEKO-TEX®** Guidelines.

This information can be found by entering the **MiG** product ID number at [www.madeingreen.com](http://www.madeingreen.com) and/ or by scanning the QR code with e.g. a smartphone.)

The product can be traced back to either the country of manufacturing or the manufacturer for at least the critical stages (as defined in the criteria). The final goal is a 100% traceable supply chain.

After entering the **MiG** product ID at [www.madeingreen.com](http://www.madeingreen.com) or scanning the QR Code the following information will be displayed:

- The **MiG** labelled article
- Confirmation that this garment is produced according to the **MiG** rules
- A map of all stages involved in the supply chain
- Confirmation that this garment is made with materials tested for harmful substances
- Confirmation that this garment is made in safe and socially responsible workplaces
- Confirmation that this garment is made in environmentally friendly facilities
- Additionally, depending on the data release level granted by each member of the supply chain and the issuer, the consumer and buyer may have more information available to them.

### 3.4.3. Duration of Permission to Issue a MiG Label for a Specific Product

For the **MiG** label issuer, the validity of the permission to issue labels ends one year after receiving the individual product ID for a certain product. After one year it must be renewed. If any changes in the supply chain regarding **MiG** conditions occur during that time, a new label with a product ID must be issued.

The label issuer is responsible for the fulfilment of all **MiG** conditions during the production of the textile good.

If a mandatory certificate (**OTS 100** or **STeP** for mandatory stages) for a particular product being labelled expires within the 1 year period, the label issuer has to ensure that the certificate holder(s) renew(s) the certificate(s).

The **OEKO-TEX®** Association allows a 3 month period to renew the certificates before **OEKO-TEX®** withdraw the licence to label.

If the examination criteria alters (based on changes in **OTS 100** or **STeP by OEKO-TEX®**), the validity of the products labelled until this point will remain effective. For a transition period of 3 months (or at the latest until the expiration date of the product ID) the product may be labelled according to the previous criteria. Once this period has elapsed, the prevailing conditions must be fulfilled.

A **MiG** product label given for a specific product has an unlimited duration if the product was produced under the rules of **MiG** when the licence was valid.

A buyer of **MiG** labelled textiles will be able to trace information available for that label for 5 years.

### 3.4.4. Renewal of Licence to Label

If the conditions for labelling are still met after the license expires, the applicant can apply for an extension of the license for another year.

If any changes in the supply chain regarding **MiG** conditions occur, a new label with a new product ID must be issued.

### 3.4.5. Control Rights

The **OEKO-TEX®** Association issuing the license for **MiG** is allowed – and in case of any complaints or doubts is obliged – to perform spot checks in the offices/facilities where **MiG** labels are issued and/or where the product labels are attached to the textile goods without prior notification. Furthermore, **OEKO-TEX®** can undertake system checks to ensure that the applicant complies with the requirements in this document. Additionally, **OEKO-TEX®** has the right to also check companies (including non-producing companies) involved in the whole production process of the product labelled with **MiG**. **OEKO-TEX®** Association or **OEKO-TEX®** member institutes are allowed to collect samples at any time and to make sample tests to verify if the labelling conditions are fulfilled.

### 3.4.6. Withdrawal of the Permission to Use a MiG Label

The right for using the label with the product ID will be withdrawn by the **OEKO-TEX®** Association or by a **OEKO-TEX®** member institute, if checks on the product reveal that any provided statement is not or no longer correct or that changes in the production chain - or other means concerning the validity of the label - were not immediately announced by the label issuer.

A withdrawal of the permission to label will also result if the labelling is not performed according to the conditions of this standard.

## 4. Labelling

### 4.1. Use of the Label

The label has to be created in such a way that it is clear to which product the label refers to. On every label, the following minimum information has to be visible:

1. The product Logo:
  - **OEKO-TEX®** together with “confidence in textiles”
  - Product name: **Made in Green**
  - The **MiG** Icon
2. The **MiG** product ID with the **OEKO-TEX®** member institute
3. “Tested for harmful substances and produced sustainably in accordance with **OEKO-TEX®** Guidelines”\*
4. [www.madeingreen.com](http://www.madeingreen.com)

\* Depending on local legislation it has to be written in the local language.

In each case, the label has to show the content listed above. It is possible to create the label directly from the database, depending on the print file. The template may not be altered. It is forbidden to add content or amendments if these are not clearly and visibly marked of from the information provided by **OEKO-TEX®**.

PICTURE of Minimum Label (still to come)

Further information on how products can be labelled is available in Appendix E.

### 4.2. Application of the label by the user

After creating the product ID, the corresponding label can be created immediately. The label issuer can only use the graphical content issued by the system to create the label.

The label user can directly access the **MiG** label in its various designs in the **MiG** database

### 4.3. Application of the label by the end customer

The end-user (consumer of ready-made textiles and intermediate products) can validate the label by entering the Product ID at [www.madeingreen.com](http://www.madeingreen.com). The corresponding entry field is clearly visible on the landing page. If the **MiG** label includes a QR Code, this can be read by using a relevant app on a smartphone or tablet computer. The relevant software required to read a QR Code is available as a free download from third parties for all standard smartphones and tablets. After scanning the code, the user is forwarded to the corresponding product on [www.madeingreen.com](http://www.madeingreen.com).

### 4.4. Misuse of the Label

In addition, the following are declared as misuses

- If **MiG** labels or the statements made by **OEKO-TEX®** on such labels are displayed partly or completely incorrectly or in an improper way.
- If products are labelled incorrectly and incompletely.
- If additional information is not clearly marked of from the **OEKO-TEX®** service.

If a product continues to bear an unauthorised label after withdrawal of authorisation, the **OEKO-TEX®** Association is authorised to publish the withdrawal in a suitable form after a second warning to abstain from marking.

In any of the mentioned cases legal proceedings will be taken into account. Any disputes will be settled before a competent court in Zurich/Switzerland.

The use of existing advertising materials, displays, labels, etc. is limited to two months from the time of withdrawal. Products labelled before the withdrawal and produced under correct conditions are allowed to remain on the market. The **MiG** label issuer is responsible for the correct declaration before and after withdrawal.

## 5. References and Guidance Tools

### 5.1. Normative References

#### 5.1.1. OEKO-TEX® Standard 100

The **OTS 100** standard is an independent testing and certification system for textile raw materials, intermediate and end products at all stages of production. Examples of items eligible for certification are: yarns, fabrics, treated fabrics, manufactured articles (clothing of all kinds, domestic and household textiles, bedding, towels, textile toys and more). A detailed - but not limiting - list can be found in Annex A - part A1.

The prerequisite for textile products to be certified under the **OTS 100** is that all components of an article, comply with the required criteria without exception - so that not only the outer material, but also the sewing threads, linings, prints etc. and any non-textile accessories such as buttons, zips, rivets etc. are certified.

The tests for harmful substances cover:

- Legally banned and controlled substances
- Chemicals known to be harmful to the health (but not yet legally controlled)
- Parameters for health protection

In their entirety the requirements clearly exceed existing national legislation.

**OTS 100** testing for harmful substances always focuses on the actual use of the textile. The more intensive the skin contact of a product, the stricter the human ecological requirements to be met. Accordingly there are four product classes:

#### Product class I:

Textile items for babies and toddlers up to 3 years (clothing, toys, bed linen, terry cloth items etc.)

#### Product class II:

Textiles used close to the skin (underwear, bed linen, T-shirts etc.)

#### Product class III:

Textiles used away from the skin (jackets, coats etc.)

#### Product class IV:

Furnishing materials (curtains, table cloths, upholstery materials etc.)

For further details please visit the homepage of the **OEKO-TEX®** Association [www.madeingreen.com](http://www.madeingreen.com) or contact one of the member institutes (as given in Annex C).

#### 5.1.2. STeP by OEKO-TEX®

**STeP (Sustainable Textile Production)** is an independent certification system for sustainable textile production. Among other criteria, it analyses and evaluates existing production conditions with respect to the working conditions, the use of environmentally friendly technologies and products, and the plant's impact on the environment.

The overarching goal of the standard is to help production facilities to measure and improve sustainability, environmental performance, health and safety performance as well as social responsibility and to report this to the industry and consumers in a transparent and useful format.

#### STeP addresses facility performance across the entire textile production chain, including:

1. Dry Spinning, Twisting and related processes
2. Wet Spinning, Twisting and related processes
3. Production of textile fabrics, e.g. Weaving, Knitting, production of Non-woven and related processes
4. Dyeing, Printing, Finishing and related processes

5. Making up of products by Cutting, Sewing and related processes)
6. Manufacturing of accessories (e.g. Zippers, Buttons, Labels)
7. Textile Logistics for textiles only
8. Others (e.g. non-agricultural fibre production)

#### STeP assesses, audits and certifies the following modules of the textile production chain:

1. Chemical assessment and management
2. Environmental performance
3. Environmental management
4. Social responsibility
5. Quality management (of production)
6. Health and Safety performance and management

To qualify for certification according to **STeP**, facilities must meet the criteria in the 6 modules. Various rankings can be achieved based on the levels of performance defined within the standard, which is periodically updated.

For further details, please visit the homepage of the **OEKO-TEX®** Association [www.oeko-tex.com](http://www.oeko-tex.com) or contact one of the member institutes (as given in Annex C).

#### 5.1.3. MySTeP by OEKO-TEX®

**MySTeP** is a database offering registered users from brands, retailers, traders, converters and manufacturing companies the opportunity to analyse and manage the sustainability of their entire supply chain by means of key performance indicators (KPIs) and to issue, manage and analyse their **MiG** licences to label.

General functions:

- Web-based platform that can be accessed from anywhere in the world and operated simultaneously by multiple registered company employees in numerous workplaces. Especially suited to companies that have not yet established systems for monitoring their existing supply chains, the **MySTeP** database allows companies to manage their data centrally and monitor various components of sustainability.
- Management of existing **OEKO-TEX®** certificates (**MiG**, **STeP** and **OTS 100**). Using an automatic reminder function, registered users are proactively notified before a certificate expires. Individual certificates can be searched and followed, allowing users to effectively monitor their validity.
- Comprehensive analysis and assessment of the existing supply chain. Targeted comparisons of the range of services provided by participating suppliers can also be carried out based on their sustainability ratings in chemicals usage, environmental performance, environmental management, quality management, social responsibility and safety in the workplace.
- Statistical analysis and assessment of the company supply chain.
- Benchmarking system that allows the comparison of individual suppliers with the global average, the best regional companies or the specific key performance indicators of other operations.
- Specifically-defined target settings for the company's own supply chain based around the available KPIs. The **MySTeP** system also allows companies to communicate their sustainability targets to suppliers.
- If required, visual representations of the existing supply chains can be created in conjunction with in-depth information about the individual production facilities.
- The **MySTeP** portal provides companies that have existing **OEKO-TEX®** certifications with an incremental opportunity to present their services to companies in the global textile supply chain and develop new business relationships.

For further details please visit the homepage of the **OEKO-TEX®** Association [www.oeko-tex.com](http://www.oeko-tex.com) or contact one of the member institutes (as given in Annex C).

## Annexes

Detailed address information and the name of contact persons can be retrieved at any time and up to date from the web site of the **OEKO-TEX®** Association ([www.oeko-tex.com](http://www.oeko-tex.com)).

## Appendix A

Article Guide Line

### A1 Article groups

Category	Examples
<b>Clothing</b>	
Underwear	Panty
Nightwear	Pyjamas
Bras, Corsets	Bra
Stockings, Tights	Stockings
Socks	Socks
T-Shirts, Sweat-Shirts	T-Shirt, Polo-Shirt, Sweatshirt
Blouses, Shirts	Blouse
Sports- and Leisurewear	Ski jacket, Cycling pant
Swimsuits	Swimsuit
Pullovers, Waistcoats	Pullover
Suits, Jackets	Jacket
Trousers	Jeans, Trousers
Suits, Dresses, Skirts	Dress
Coats, Parkas, Outdoor Jackets	Soft-shell jacket
Work wear, Protective Clothing	Overall
<b>Accessories</b>	
Gloves	Knitted glove, Coated glove, Snowboard gloves
Hats and Caps	Cap
Handkerchiefs, Scarfs, Ties	Bib, Cloth, diaper, Scarf
<b>Home Textiles</b>	
Terry Towels	Terry Towel
Innerspring Mattress	mattress
Other mattress with synthetic foams	mattress
Mattress (natural or synthetic latex)	mattress
Bedding (duvet, pillow)	Pillow
Bed linen	Bed linen, Duvet cover
Table linen	Table linen
Blankets	
Decorative cushions	
Upholstery fabrics	
Curtain and furnishing fabrics	Curtain
<b>Other ready made goods</b>	
Carpets	Bathroom carpet
Toys	Teddy Bear

There is no suitable category for bibs, cloth diaper (currently under accessories), baby carrier and bag!

For the following information the term (d.o.w.) means **depending on weight**. If the component exceeds 5% of the weight of the single article, it is required to produce this component also in a **STeP by OEKO-TEX®** certified production unit.

## A2 Details and handling of needed STeP by OEKO-TEX® certifications regarding Made in Green by OEKO-TEX®

Article	Components	STeP by OEKO-TEX®	Processes
<b>Baby Carrier</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Other fabrics	required (d.o.w.)	wet/chemical
	Interlining	required (d.o.w.)	wet/chemical
	Foam	required	wet/chemical
	Labels and badges	not required	-
	Plastic buckles	not required	-
	Metal accessories	not required	-
	Webbings	required (d.o.w.)	wet/chemical
	Sewing Thread	not required	-
	Elastics	required (d.o.w.)	wet/chemical
Velcro	not required	-	
<b>Bag</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Other fabrics	required (d.o.w.)	wet/chemical
	Interlining	required (d.o.w.)	wet/chemical
	Labels	not required	-
	Prints (heat transfer etc)	required?	wet/chemical
	Plastic buckles	not required	-
	Metal buckles	not required	-
	Webbings	required (d.o.w.)	wet/chemical
	Zipper	not required	-
	Metal and plastic accessories	not required	-
	Sewing Thread	not required	-
	Velcro	not required	-
<b>Bathroom Carpets</b>	Readymade article	required	making up
	Pile yarn	required	wet/chemical
	Nonwoven	required (d.o.w.)	wet/chemical
	Backing/coating	required (d.o.w.)	wet/chemical
	Sewing thread	not required	-
	Label	not required	-
<b>Bed linen</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Buttons	not required	-
	Sewing thread	not required	-
	Label	not required	-
	Embroidery thread	not required	-

Article	Components	STeP by OEKO-TEX®	Processes
<b>Bib</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Trim	required (d.o.w.)	wet/chemical
	Foil	required (d.o.w.)	wet/chemical
	piping material (knitted fabric)	required (d.o.w.)	wet/chemical
	Velcro	required (d.o.w.)	wet/chemical
	Sewing thread	not required	-
	Embroidery thread	not required	-
<b>Blouse</b>	Readymade article	required	making up
	Main fabric (Yarn or piece dyed)	required	wet/chemical
	Interlining (non-woven)	not required	-
	Sewing Thread	not required	-
	Buttons	not required	-
	Sequins	not required	-
	Label	not required	-
<b>Bra</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Foam	required	wet/chemical
	Lace	required (d.o.w.)	wet/chemical
	Elastic tapes	required (d.o.w.)	wet/chemical
	Hooks and loops	not required	-
	Sewing thread	not required	-
	Metal or plastic bow	not required	-
<b>Cap</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Lining	required (d.o.w.)	wet/chemical
	Sewing thread	not required	-
	Cordell, stopper	not required	-
	Velcro	not required	-
	Metal parts	not required	-
	Carton	not required	-
<b>Cloth Diapers</b>	readymade article	required	making up
	Outer fabric	required	wet/chemical
	Inner fabric	required	wet/chemical
	Barrier layer	required	wet/chemical
	Sewing thread	not required	-
	Labels	not required	-
	Elastic	not required	-
	Hook and loop fastener	not required	-
	Snap fastener	not required	-

Article	Components	STeP by OEKO-TEX®	Processes
<b>Coated Gloves</b>	Readymade article	required	making up
	Palm dipped	required	wet/chemical
	Knuckle dipped	required	wet/chemical
	Full dipped	required	wet/chemical
	Gauntlet dipped	required	wet/chemical
	Sewing thread	not required	-
	Printed/woven labels	not required	-
<b>Curtain</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Other fabrics	required (d.o.w.)	wet/chemical
	Webbing	required (d.o.w.)	wet/chemical
	Sewing Thread	not required	-
	Plastic and metal accessories	not required	-
	Label	not required	-
<b>Cycling Pant</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Padding	required	wet/chemical
	Mash	required (d.o.w.)	wet/chemical
	Sewing Thread	not required	-
	Zipper	not required	-
	Buttons	not required	-
Label	not required	-	
<b>Dress</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Lining	required (d.o.w.)	wet/chemical
	Interlining (non-woven)	required (d.o.w.)	wet/chemical
	Lace	required (d.o.w.)	wet/chemical
	Sequin / glass applications	required (d.o.w.)	wet/chemical
	Elastic tapes	not required	-
	Hooks and loops	not required	-
	Buttons	not required	-
	Zipper	not required	-
	Sewing Thread	not required	-
	Labels	not required	-
	Embroidery	not required	-
	Fusible interlining	not required	-
Belt	required (d.o.w.)	wet/chemical	
<b>Duvet cover</b>	Readymade article	required	making up
	Main Fabric	required	wet/chemical
	Sewing thread	not required	-
	Velcro	not required	-
	Buttons	not required	-
	Zipper	not required	-
	Labels	not required	-

Article	Components	STeP by OEKO-TEX®	Processes
<b>Jacket</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Lining	required (d.o.w.)	wet/chemical
	Interlining (e.g. membrane, non-woven)	required (d.o.w.)	wet/chemical
	Buttons	not required	-
	Zipper	not required	-
	Sewing Thread	not required	-
	Cordell, stopper	not required	-
	Velcro	not required	-
Labels	not required	-	
<b>Jeans</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Lining	required	wet/chemical
	Metal Accessories	not required	-
	Zipper	not required	-
	Sewing Thread	not required	-
	Label	not required	-
<b>Knitted Gloves</b>	Readymade article	required	knitting/making up
	Main fabric (Yarn or piece dyed)	required	wet/chemical
	Label	not required	-
<b>Mattress</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Foam	required	wet/chemical
	Filling material	required (d.o.w.)	wet/chemical
	Interlining	required (d.o.w.)	wet/chemical
	Metal parts	not required	-
	Sewing thread	not required	-
	Label	not required	-
<b>Panty</b>	Readymade article	required	making up
	Main fabric (Yarn or piece dyed)	required	wet/chemical
	Lace	required (d.o.w.)	wet/chemical
	Elastic band	required (d.o.w.)	wet/chemical
	Sewing Thread	not required	-
	Buttons	not required	-
	Label	not required	-
<b>Pillow</b>	Readymade article	required	making up
	Main Fabric (Inlet)	required	wet/chemical
	Filling (e.g. downs, feathers, fibres)	required	wet/chemical
	Sewing thread	not required	-
	Labels	not required	-

Article	Components	STeP by OEKO-TEX®	Processes
<b>Pullover</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Sewing thread	not required	-
	Labels	not required	-
<b>Pyjamas</b>	Readymade article	required	making up
	Main material	required	wet/chemical
	Sewing Thread	not required	-
	Elastic Tapes	not required	-
	Embroidery thread	not required	-
	Interlining	not required	-
	Bow	not required	-
	Lace	not required	-
Buttons	not required	-	
<b>Scarf</b>	Readymade article	required	knitting/making up
	Main fabric (Yarn or piece dyed)	required	wet/chemical
	Label	not required	-
<b>Ski jacket</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Lining	required (d.o.w.)	wet/chemical
	Interlining (e.g. membrane, non-woven)	required (d.o.w.)	wet/chemical
	Wadding (e.g. downs, feathers, fibres)	required	wet/chemical
	Buttons	not required	-
	Zipper	not required	-
	Sewing Thread	not required	-
	Elastic band	not required	-
	Cordell, stopper	not required	-
	Velcro	not required	-
	Labels	not required	-
<b>Snowboard Gloves</b>	Readymade article	required	making up
	Main material	all required	wet/chemical
	Foam	required	wet/chemical
	Sewing thread	not required	-
	Foil	required (d.o.w.)	wet/chemical
	Isolation layer	required (d.o.w.)	wet/chemical
	Velcro	not required	-
	Border tapes	not required	-
	Plastic hooks	not required	-
	Piping fabric	not required	-
	Cord (inside piping)	not required	-
	Reflex tape	not required	-

Article	Components	STeP by OEKO-TEX®	Processes
<b>Socks</b>	Readymade article	required	knitting/making up
	Main fabric (Yarn/piece dyed, printed)	required	wet/chemical
	Label	not required	-
<b>Softshell Jacket</b>	Readymade article		making up
	each of diff. main mat.	required	wet/chemical
	Sewing thread	not required	-
	Prints	required (d.o.w.)	wet/chemical
	Hook and loop fastener	not required	-
	Metallic and plastic acc.	not required	-
	Sewing thread	not required	-
	Elastic and inelastic tapes	not required	-
	Embroidery thread	not required	-
	Interlining	required (d.o.w.)	wet/chemical
	Zipper	required (d.o.w.)	wet/chemical
Label	not required	-	
<b>Stockings</b>	Readymade article	required	knitting/making up
	Main fabric	required	wet/chemical
	Label	not required	-
<b>Swimsuit</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Plastic/metal accesories	required (d.o.w.)	wet/chemical
	Sewing thread	not required	-
	Printed/woven labels	not required	-
<b>Table linen</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Sewing/embroidery thread	not required	-
	Labels	not required	-
	Interlining	not required	-
<b>Teddy bear</b>	Readymade article	required	making up
	Main fabric	required	wet/chemical
	Other fabrics	required (d.o.w.)	wet/chemical
	Filling	required	wet/chemical
	Plastic details	not required	-
	Embroidery	not required	-
	Label	not required	-
	Details in glass	not required	-
	Sewing Thread	not required	-
	<b>Terry Towel</b>	Readymade article	required
Main fabric (yarn or piece dyed)		required	wet/chemical
Sewing thread		not required	-
Labels		not required	-
Embroidery		not required	-
Fusing		not required	-

Article	Components	STeP by OEKO-TEX®	Processes
<b>Trousers</b>	Readymade article	required	making up
	Main fabric (fibre or piece dyed)	required	wet/chemical
	Sewing thread	not required	-
	Elastic band	required (d.o.w.)	wet/chemical
	Buttons	not required	-
	Zipper	not required	-
	Metal parts	not required	-
	Label	not required	-
	Silicon bands	required (d.o.w.)	wet/chemical
	Woven reinforcement	required (d.o.w.)	wet/chemical
	Fabric in pockets	required (d.o.w.)	wet/chemical
Interlining	required (d.o.w.)	wet/chemical	
<b>T-Shirt</b> <b>Polo-Shirt</b> <b>Sweatshirt</b>	Readymade article	required	making up
	Main fabric (Yarn or piece dyed)	required	wet/chemical
	Collar	required (d.o.w.)	wet/chemical
	Trim	required (d.o.w.)	wet/chemical
	Sewing Thread	not required	-
	Zipper	not required	-
	Buttons	not required	-
	Label	not required	-
	Printed/woven labels	not required	-
	Plastisol printed	required	wet/chemical
	<b>Work wear</b> <b>Overall</b>	Readymade article	required
Main fabric		required	wet/chemical
Lining		required	wet/chemical
Snap buttons		not required	-
Rivets		not required	-
Printed/woven labels		not required	-
Padding		required (d.o.w.)	wet/chemical
Ribbon		not required	-
Buckles		not required	-
Stoppers		not required	-
Sewing thread		not required	-
Pocket lining		not required	-
Other fabrics		required (d.o.w.)	wet/chemical
Interlining		required (d.o.w.)	wet/chemical
Labels		not required	-
Webbings		required (d.o.w.)	wet/chemical
Zipper		not required	-
Metal and plastic accessories		not required	-
Sewing Thread		not required	-
ID-pocket		not required	-
Velcro		not required	-
Buttons		not required	-
Reflective tapes		required (d.o.w.)	wet/chemical
Elastics	required (d.o.w.)	wet/chemical	

## Appendix B

### B1 Terms of Use MySTeP / MiG

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These Terms of Use (hereinafter referred to as 'Terms') govern the relationship between the **OEKO-TEX®** Association, with an address at Splügenstrasse 10, P.O. Box 2156, 8027 Zurich, Switzerland (hereinafter referred to as '**OEKO-TEX®**'), and the party registering on the **MySTeP** platform for the purpose of using the supply chain management tools offered by the **OEKO-TEX® MySTeP** platform and eventually buying the labelling license/system **Made in Green by OEKO-TEX®** (hereinafter referred to as the 'User').

#### B1.1 MySTeP

**MySTeP by OEKO-TEX®** is a database strengthening your textile supply community. The database can be accessed worldwide from any location. As the central database of **OEKO-TEX®**, **MySTeP** offers a number of services to registered partners, such as:

- A customized supply chain mapping system for brands, retailers, and manufacturers in the textile chain
- The **OEKO-TEX®** certification management tool for **OEKO-TEX® Standard 100** and **STeP by OEKO-TEX®**
- Targeted analysis based on scoring of **STeP** certified companies
- Benchmarking and statistical analysis of the supply chain

After successfully setting up a **MySTeP** account, companies can contact certified and non-certified **STeP by OEKO-TEX®** production facilities within the system and request the release of their data. The certified/non-certified **STeP by OEKO-TEX®** facilities decide whether to display the data on the dashboard of the requesting User, and if so, which data the User sees. This may include, for example, the full range of contact data and the type of operation, the validity period of the **STeP by OEKO-TEX®** certification and the overall score and evaluation of the operation's individual company areas. The type of operation as defined by **OEKO-TEX®** is listed in Annex III.

On request, the **STeP by OEKO-TEX®** certified suppliers can also approve the display of additional information such as the audit report from the responsible test institute.

Based on the **STeP by OEKO-TEX®** performance data and specifically on the key performance indicators (KPI) provided in the **MySTeP** dashboard, brands, retailers, and manufacturers are able to manage their supply chain in accordance with their requirements pertaining to quality, efficiency, environmental friendliness and social responsibility, and systematically align it with the requirements of the international market. The information provided allows for a targeted comparison of suppliers based on sustainability factors, for example, global regions, countries, company size, or the stage of production. The transparent overview of KPIs thus serves as a yardstick that makes it easier to select new suppliers, but also helps to identify and eliminate possible risks in the existing supply chain. Last but not least, for registered Users, the **MySTeP** dashboard also provides functions for the transparent management of other existing **OEKO-TEX®** certificates, for example, in the form of a validity check or automatic notification when certificates expire.

B1.1.1	To access the <b>MySTeP</b> dashboard, companies must first register for the platform. <b>OEKO-TEX®</b> shall provide the User with access data for the <b>MySTeP</b> platform upon completion of the items below: <ol style="list-style-type: none"> <li>1. User registration on the <b>MySTeP</b> platform</li> <li>2. Receipt and acceptance of these Terms by the User</li> <li>3. Payment of fees (if applicable)</li> </ol>
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## B1.2 Made in Green by OEKO-TEX® (hereinafter referred to as MiG)

**MiG** is a traceable consumer label, exclusively for textiles that are:

- Made with materials tested for harmful substances
- Made in environmentally friendly facilities
- Made in safe and socially responsible workplaces

The **MiG** consumer label can be awarded to garments or home textiles anywhere in the world. Furthermore, the labelled products are easy to trace, offering the consumer new levels of transparency.

B1.2.1	Requirements and criteria for the <b>MiG</b> label  As there are two main types of <b>OEKO-TEX®</b> customers for the <b>MiG</b> label, companies that produce for the end consumer (B2C) and companies that produce for the supply chain, there are also two systems of rules:				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Requirements &amp; criteria for Garments (B2C)</th> <th style="width: 50%;">Requirements &amp; criteria for B2B</th> </tr> </thead> <tbody> <tr> <td>Each single component that equals or exceeds 5% of the total weight of the textile must be supplied by <b>STeP by OEKO-TEX®</b> certified production facilities. At least 85% of the weight of a single piece of textile has to be supplied by <b>STeP by OEKO-TEX®</b> certified production facilities  The general rule for the criteria above is: All making-up facilities and all wet/chemical processing facilities must be <b>STeP by OEKO-TEX®</b> certified The product must be <b>OEKO-TEX® Standard 100</b> certified</td> <td>Each single component that equals or exceeds 5% of the total weight of the textile must be supplied by <b>STeP by OEKO-TEX®</b> certified production facilities. At least 85% of the weight of a single piece of textile has to be supplied by <b>STeP by OEKO-TEX®</b> certified production facilities  The general rule for the criteria above is: All making-up facilities and all wet/chemical processing facilities must be <b>STeP by OEKO-TEX®</b> certified The product must be <b>OEKO-TEX® Standard 100</b> certified The Label issuer must be <b>STeP by OEKO-TEX®</b> certified</td> </tr> </tbody> </table>	Requirements & criteria for Garments (B2C)	Requirements & criteria for B2B	Each single component that equals or exceeds 5% of the total weight of the textile must be supplied by <b>STeP by OEKO-TEX®</b> certified production facilities. At least 85% of the weight of a single piece of textile has to be supplied by <b>STeP by OEKO-TEX®</b> certified production facilities  The general rule for the criteria above is: All making-up facilities and all wet/chemical processing facilities must be <b>STeP by OEKO-TEX®</b> certified The product must be <b>OEKO-TEX® Standard 100</b> certified	Each single component that equals or exceeds 5% of the total weight of the textile must be supplied by <b>STeP by OEKO-TEX®</b> certified production facilities. At least 85% of the weight of a single piece of textile has to be supplied by <b>STeP by OEKO-TEX®</b> certified production facilities  The general rule for the criteria above is: All making-up facilities and all wet/chemical processing facilities must be <b>STeP by OEKO-TEX®</b> certified The product must be <b>OEKO-TEX® Standard 100</b> certified The Label issuer must be <b>STeP by OEKO-TEX®</b> certified
Requirements & criteria for Garments (B2C)	Requirements & criteria for B2B				
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*MiG is obtainable only in combination with the MySTeP platform*

## B1.3 User obligations for the MySTeP platform and - where applicable - for MiG

B1.3.1	The User shall not use the <b>MySTeP/MiG</b> platform and <b>MiG</b> for any purpose other than those stipulated in sections 1 and 2.
B1.3.2	The User shall ensure that the <b>MySTeP/MiG</b> platform is not exposed to any computer virus.
B1.3.3	The User shall not use any device, software or routine that interferes with the proper working of the <b>MySTeP</b> platform/ <b>MiG</b> labelling system.

B1.3.4	The User shall not attempt to gain unauthorized access to, interfere with, damage or disrupt any parts of the <b>MySTeP</b> platform/ <b>MiG</b> labelling system, the server on which the <b>MySTeP</b> platform/ <b>MiG</b> labelling system is stored, or any server, computer or database connected to the <b>MySTeP</b> platform/ <b>MiG</b> labelling system.
B1.3.5	The User shall not remove, circumvent, disable, damage or otherwise interfere with any security-related features of the <b>MySTeP</b> platform/ <b>MiG</b> labelling system or features that enforce limitations on the use of the <b>MySTeP</b> platform/ <b>MiG</b> labelling system.
B1.3.6	The User acknowledges that all rights and title to and interest in the <b>MySTeP</b> platform/ <b>MiG</b> labelling system, including in particular all intellectual property rights, are and shall remain exclusively with <b>OEKO-TEX®</b> and nothing contained in these Terms shall at any time be deemed to give to the User any right, title or interest therein or thereto unless expressly specified herein.
B1.3.7	The User shall notify <b>OEKO-TEX®</b> without delay if the User becomes aware of any actual or threatened infringement or misuse of any <b>OEKO-TEX®</b> intellectual property rights. In the event of any such infringement, <b>OEKO-TEX®</b> shall have the option of bringing an action for this infringement on its own behalf and at its own expense. The User will cooperate fully with <b>OEKO-TEX®</b> in this regard.
B1.3.8	To the extent that the suit, action, proceeding or claim is attributable (in full or in part) to non-permitted use of <b>OEKO-TEX®</b> 's intellectual property rights by the User, the User shall bear all costs for the defence and shall indemnify and hold harmless <b>OEKO-TEX®</b> from any liability for damages that arises from any claim, including any expenses arising for <b>OEKO-TEX®</b> for legal fees.
B1.3.9	The User shall not share its access rights to the <b>MySTeP</b> platform/ <b>MiG</b> labelling system with any third party. Furthermore, the User shall not assign or transfer its rights and obligations under these Terms without prior written consent from <b>OEKO-TEX®</b> .
B1.3.10	The User acknowledges that the Code of Conduct, specified in Annex II, is an integral part of these Terms.

#### **B1.4 User obligations for labelling with and using MiG**

B1.4.1	When an <b>MiG</b> label is issued, all certificates need to be valid as per the labelling conditions (please see section 2.1 Requirements and criteria for labelling)
B1.4.2	The label issuer is responsible for ensuring that all <b>MiG</b> conditions are fulfilled during the production of the textile goods.
B1.4.3	A label is valid for one year. After one year, it needs to be reissued.
B1.4.4	If a mandatory certificate ( <b>OEKO-TEX® Standard 100</b> or <b>STeP by OEKO-TEX®</b> for mandatory stages) for a particular label expires within the 1 year period, the label issuer: <ul style="list-style-type: none"> <li>• Must ensure that the certificate holders renew the certificates</li> <li>• <b>OEKO-TEX®</b> allows a 3 month period to renew the certificates before <b>OEKO-TEX®</b> withdraws the label</li> </ul>
B1.4.5	It is not permitted to add labels to the textile goods if the conditions of <b>MiG</b> are not fulfilled.
B1.4.6	If the production conditions change (for example, if a new certificate number is issued because a new garment-making company was added), a new label has to be generated.
B1.4.7	An issued label will remain visible for 5 years and will then be deleted in our system. A message will be sent to any affected partners informing them that the label has expired and that a verification of the label is no longer possible.
B1.4.8	<b>OEKO-TEX®</b> is allowed to carry out spot checks in the offices/facilities where the labels for <b>MiG</b> are issued and/or where the labels are attached to the textile goods, without prior notification.
B1.4.9	The OEKO-TEX member institutes are allowed to collect samples at any time and to perform sample tests to verify that the labelling conditions are fulfilled.
B1.4.10	<b>OEKO-TEX®</b> is not responsible for the improper management of the labelling system on the part of the label issuer.
B1.4.11	Any abuse of the label will be prosecuted.

<b>B1.5 Fee</b>	
B1.5.1	<b>MySTeP</b> is FREE OF CHARGE FOR <b>OEKO-TEX®</b> CERTIFICATE HOLDERS ( <b>OEKO-TEX® Standard 100, STeP by OEKO-TEX®</b> ). For NON-CERTIFICATE HOLDERS all applicable FEES are listed in ANNEX I.
B1.5.2	<b>MiG</b> is FREE OF CHARGE for <b>STeP by OEKO-TEX®</b> CERTIFICATE HOLDERS. For NON- <b>STeP BY OEKO-TEX®</b> CERTIFICATE HOLDERS all applicable FEES are listed in ANNEX I.
B1.5.3	WHERE APPLICABLE, THE <b>MySTeP</b> AND <b>MiG</b> FEE SHALL BE PAID ANNUALLY. THE <b>MySTeP</b> LICENCE WILL BE EXTENDED AUTOMATICALLY FOR AN ADDITIONAL YEAR AFTER ONE YEAR IF IT IS NOT CANCELLED 3 MONTHS BEFORE THE END OF THE YEAR. ADDITIONAL TERMINATION OPTIONS CAN BE FOUND IN ARTICLE 10 OF THESE TERMS.
B1.5.4	THE LICENCE FEE DOES NOT INCLUDE SERVICE SUPPORT FOR CUSTOMERS. ANY FREE SERVICE SUPPORT PROVIDED BY THE SUPPORTING INSTITUTE IS ENTIRELY AT ITS OWN DISCRETION.
B1.5.5	The User shall bear all costs for any further assistance with the <b>MySTeP</b> platform and <b>MiG</b> labelling system.
B1.5.6	The User shall pay all applicable fees due to the <b>OEKO-TEX®</b> member institutes in accordance with the terms of engagement and related agreements between the User and the member institute. Otherwise, the fee shall be payable within 30 (thirty) days after the user receives the <b>OEKO-TEX®</b> invoice. In addition to any other rights it may have under these Terms, applicable law or equity, <b>OEKO-TEX®</b> has the right to charge without any prior notice interest of 10% (ten per cent) per year up to the date of full payment for any fee paid later than the 30 (thirty) days payment period.
B1.5.7	<b>OEKO-TEX®</b> may annually review and, if necessary, revise the fees and such revision shall become effective only as of the following calendar year.

<b>B1.6 Upgrade, downgrade of Made in Green Label packages and unused Made in Green labels and IDs</b>	
B1.6.1	If the licence holder so wishes, the package can be upgraded at any time. The licence holder informs the institute in charge. The institute activates the chosen upgrade. The date of the upgrade will then determine the new label validity period.
B1.6.2	If the license holder so wishes, package downgrades are possible, but only within 30 days of the acquisition date. The licence holder informs the institute in charge. The institute activates the chosen downgrade. The validity period of the previous label package will be taken over.
B1.6.3	Unused labels (licence-based and/or additionally acquired) will be transferred into the new licence period. Exception: unused labels for free-of-charge license packages (acquired by <b>STeP by OEKO-TEX®</b> certification holders) will not be transferred to the new licence period.
B1.6.4	Unused label IDs (Licence-based and/or additionally acquired bundles) will be signed over and transferred into the new licence period in the event of a seamless licence renewal. Exception: unused label IDs for free-of-charge license packages (acquired by <b>STeP/OTS</b> certification holders) will not be signed over or transferred to the new licence period.

<b>B1.7 Licence interruption and claims for renewing licences free of charge</b>	
B1.7.1	An interruption of the license will cause all unused <b>Made in Green</b> label IDs to expire, irrespective of the acquired licence type.
B1.7.2	There is no claim for a free-of-charge licence renewal.

<b>B1.8 Data</b>	
B1.8.1	Any data provided by the User belongs to the User.
B1.8.2	The decision to share/exchange data with any other User of the <b>MySTeP</b> platform/ <b>MiG</b> labelling system is made by the User. The User controls what information it reveals to whom and when. Any data provided by the User will be processed by <b>OEKO-TEX®</b> for the purpose of performing the Contract under these Terms.

B1.8.3	DATA WILL BE STORED AT INIT.AT (INFORMATIONSTECHNOLOGIE GMBH, TANN-HÄUSERPLATZ 2, 1150 VIENNA) AND AT INTERXION ÖSTERREICH GMBH (LOUIS-HÄFLIGER-GASSE 10, OBJEKT 50, 1210 VIENNA) IN AUSTRIA.
B1.8.4	Data will be stored on the servers of init.at for 10 years.
B1.8.5	<b>OEKO-TEX®</b> will generate statistics and benchmarks from the data provided to allow Users to transparently track and optimally manage the sustainability of their entire supply chain.
B1.8.6	Data in the shared statistics are anonymised.
B1.8.7	The security of the User's data is of utmost importance to <b>OEKO-TEX®</b> . Please note that certain information, statements, data and content that the User provides to the <b>MyStEP</b> platform/ <b>MiG</b> labelling system are likely to reveal the User's gender, ethnic origin, nationality, and/or other potentially sensitive personal information.
B1.8.8	The User acknowledges and agrees that the submission of any information is voluntary on its part.
B1.8.9	Furthermore, the User acknowledges and agrees that <b>OEKO-TEX®</b> and its member institutes may access, process, preserve and disclose to the authorities the User's registration information and any other information provided by the User if required to do so by law or in good faith with the belief that such access, preservation, or disclosure is reasonably necessary in our opinion.
B1.8.10	No method of transmission over the Internet or method of electronic storage is 100% secure. Although <b>OEKO-TEX®</b> has requested that init.at and Interxion Austria use the most up-to-date measures to protect and safeguard your data, <b>OEKO-TEX®</b> , init.at and Interxion Austria cannot guarantee the security of the site, the platform or the User's data. Accordingly, <b>OEKO-TEX®</b> and init.at assume no liability for any claims or liabilities arising from technology failures, disclosure of data due to errors in transmission, unauthorized and illegal third party access or other acts or omissions beyond <b>OEKO-TEX®</b> 's reasonable control.
B1.8.11	<b>OEKO-TEX®</b> strives to create a global community with consistent standards for everyone, but <b>OEKO-TEX®</b> also strives to respect local laws. The following provisions apply to Users (Dashboard users) and invited suppliers (not actively using the Dashboard) in the <b>MyStEP</b> platform/ <b>MiG</b> labelling system that are based outside of Austria: (I) YOU CONSENT TO HAVING YOUR DATA TRANSFERRED TO AND PROCESSED IN AUSTRIA AND SWITZERLAND AND OTHER COUNTRIES WHICH MAY HAVE A LOWER LEVEL OF DATA PROTECTION.

## B1.9 Cookies and tracking

B1.9.1	<p>A cookie is a data element that a website can send to your browser and store on your system. Cookies do not give us any access to your system or your personal information. When you visit our website, our web server temporarily – for system security purposes – records the domain name or the IP address of the requesting computer as well the access date, the file request of the client (file name and URL), the HTTP reply code and the website from which you visited <b>OEKO-TEX®</b> as well as the number of bytes transferred in the course of the connection. Under certain circumstances, <b>OEKO-TEX®</b> stores some information on your computer in the form of these so-called "cookies".</p> <p><b>OEKO-TEX®</b> would like to point out, however, that the standard setting of browsers allows the use of cookies. If you do not want to use cookies, you can disable them in your browser.</p> <p><b>OEKO-TEX®</b> uses cookies only to optimize your access to our website according to your preferences. Personal information such as your name, your address, your phone number or your email address will not be stored, unless this information is provided by you voluntarily, for example, within the framework of a request for information, an application/information concerning an advertised job position, and so on. <b>OEKO-TEX®</b> uses your personal information only for the purpose of the technical administration of the websites. The cookies used by <b>OEKO-TEX®</b> cause no harm to your computer.</p>
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B1.9.2	<p><b>Google Analytics</b></p> <p>This website uses Google Analytics, an advertising analysis service by Google Inc. (“Google”). Google Analytics uses so-called “cookies”, text files that are stored on your computer to allow analysis of your use of the website. The information about your use of the website (including your IP address) as generated by the cookie is transferred to a Google server in the USA and stored/processed there.</p> <p>Google will use this information to evaluate your use of the website, to compile reports about website activities for the website operator and to provide other services in connection with the use of the website and use of the internet. Google will also transfer this information to third parties if necessary, provided that this is required by law or insofar as this data is processed by third parties on behalf of Google. The use of this information may be altered by Google.</p> <p>Google is not supposed to connect your IP address to other data from Google. You can prevent the installation of cookies through a corresponding setting in your browser software. <b>OEKO-TEX®</b> points out, however, that in this case you may not be able to use all of the website functions to their full extent. By using this website you declare your consent to Google processing the data collected about you. You are aware and consent to the fact that Google may amend the purpose and extent of the processing of your data.</p> <p>You can object to the collection and use of your IP address by Google Analytics at any time with effect for the future. More information can be found at <a href="http://tools.google.com/dlpage/gaoptout?hl=de">http://tools.google.com/dlpage/gaoptout?hl=de</a>. Please note that Google Analytics was supplemented with the code “gat._anonymizeIp();” on this website to allow the anonymous collection of IP addresses. Source: data protection representative.</p>
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## B1.10 Confidentiality and non-solicitation

B1.10.1	<p>For the purpose of these Terms, the term ‘Confidential Information’ shall mean any and all information about or disclosed by <b>OEKO-TEX®</b> in oral, written, graphic, machine readable or any other tangible or intangible form, irrespective of whether it is designated or marked as ‘confidential’ or not.</p>
B1.10.2	<p>The User shall:</p> <ul style="list-style-type: none"> <li>• Treat as strictly secret and confidential all Confidential Information about <b>OEKO-TEX®</b>;</li> <li>• Implement all reasonable procedures to prohibit any disclosure of <b>OEKO-TEX®</b>’s Confidential Information;</li> <li>• Not disclose such Confidential Information to any third party without prior permission in writing by <b>OEKO-TEX®</b></li> </ul>
B1.10.3	<p>Notwithstanding the above, the User shall have no liability to the other party with regard to any Confidential Information that:</p> <ul style="list-style-type: none"> <li>• Through no fault of the User was generally known and available in the public domain at the time it was disclosed</li> <li>• Is disclosed with the prior written approval of <b>OEKO-TEX®</b></li> <li>• Is disclosed pursuant to the order or requirement of a court, administrative agency or governmental body</li> </ul> <p>The User shall bear the burden of proof if it relies on the limitations of this Clause 10.3.</p>
B1.10.4	<p>Without limitations to the foregoing sections, the User shall at minimum apply the same procedures and degree of care that it uses to prevent the disclosure of its own Confidential Information of similar importance to third parties, but shall in no event take less than reasonable care.</p>
B1.10.5	<p>Upon <b>OEKO-TEX®</b>’s request, the User shall immediately return to <b>OEKO-TEX®</b> or destroy, as per <b>OEKO-TEX®</b>’s written instructions, the Confidential Information and any and all copies, notes, records or other written, printed or tangible materials pertaining to the Confidential Information. The User’s obligation to maintain <b>OEKO-TEX®</b>’s Confidential Information that is received during the validity of these Terms as ‘confidential’ and not to disclose the same shall remain in perpetuity.</p>

## B1.11 Indemnification and limitation of liability

B1.11.1	<p>The User expressly agrees that the use of the <b>MySTeP</b> platform/<b>MiG</b> labelling system is at the User's sole risk. <b>OEKO-TEX®</b> does not warrant that the <b>MySTeP</b> platform/<b>MiG</b> labelling system shall run uninterrupted or error free, and does not make any warranty as to the results to be obtained from their use. In no event, shall</p> <ul style="list-style-type: none"> <li>• <b>OEKO-TEX®</b> be liable to the User or any third party for any damages, be it direct, indirect, special or consequential damages or lost profits</li> <li>• The User shall indemnify <b>OEKO-TEX®</b> against any and all losses, damages, claims or expenses incurred or suffered by <b>OEKO-TEX®</b> as a result of the User's breach of these Terms</li> </ul>
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## B1.12 Termination

B1.12.1	<p>These Terms come into effect for the User as of the date on which the User affixes its signatures hereto or checks the online acceptance box.</p>
B1.12.2	<p>These Terms shall lapse automatically with immediate effects and without notice in the event that:</p> <ul style="list-style-type: none"> <li>• The validity of the <b>MySTeP</b> license and/or <b>MiG</b> labelling license (if issued) expires</li> <li>• A receiver, liquidator or official manager is appointed for the User or any of its assets, or if the User enters into any composition or arrangement with its creditors, or if an order is issued for the provisional or final winding up of the User or upon the occurrence of any other bankruptcy or insolvency, whether by an voluntary or involuntary creditor.</li> </ul>
B1.12.3	<p>In addition to the above, <b>OEKO-TEX®</b> may terminate these Terms at any time by giving written notice to the User in the event that:</p> <ul style="list-style-type: none"> <li>• The User breaches any of the terms and conditions contained in these Terms (including the regulations) and such a breach is not remedied within 30 (thirty) days after the User has received notice of it from <b>OEKO-TEX®</b> or</li> <li>• The right to use <b>OEKO-TEX®</b>'s prescribed trade mark under the regulations is terminated</li> </ul> <p>The termination shall be effective immediately upon written notice to the User. This termination right is without prejudice to any other rights that <b>OEKO-TEX®</b> may have against the User under these Terms, applicable law and/or equity.</p>
B1.12.4	<p>Upon termination, <b>OEKO-TEX®</b> may:</p> <ul style="list-style-type: none"> <li>• Cease the User's access to the <b>MySTeP</b> platform/<b>MiG</b> labelling system</li> <li>• Withdraw the <b>MiG</b> label, whereby the granting of the license regarding <b>OEKO-TEX®</b>'s prescribed trade mark shall automatically expire and the User must cease its use immediately</li> </ul>
B1.12.5	<p>Termination of these Terms shall not:</p> <ul style="list-style-type: none"> <li>• Release any party from any obligation or liability which accrued for that Party prior to the date of termination</li> <li>• Relieve the User of the obligation to pay the fees (including the License Fee as per the Regulations) or any other charges due and payable. Furthermore, any fee already paid shall not be refunded</li> <li>• Limit or otherwise affect any other remedy that a Party may have arising from the event that gave rise to the right of termination</li> </ul>

### B1.13 Notice

B1.13.1	<p>All notices under these Terms shall be in writing. Notices to <b>OEKO-TEX®</b> must be delivered or sent using the details set out below. Notices to the User must be delivered and sent using the notice details provided near the signature block. Any change in the details should be communicated to the other Party within seven (7) days.</p> <p><b>To the OEKO-TEX® Association:</b>  Address: Splügenstrasse 10, P.O. Box 2156, 8002 Zürich, Switzerland  Attention: David Pircher  Fax: +41 44 206 4251  Email: info@oeko-tex.com</p>
B1.13.2	<p>Apart from the persons named above, the User shall not contact or communicate directly with any officers, employees, consultants, advisers, customers or suppliers of <b>OEKO-TEX®</b> without <b>OEKO-TEX®</b>'s prior written consent. All further contacts will be listed separately (depending on the project).</p>

### B1.14 Miscellaneous

B1.14.1	<p>The annexes to these Terms form and should be construed as an integral part thereof as is set forth in full herein. <b>OEKO-TEX®</b> may, at its own discretion, unilaterally revise these Terms. Such revised Terms shall be applicable to the User upon receipt of notification from <b>OEKO-TEX®</b>.</p>
B1.14.2	<p>If any provision of these Terms is declared invalid, illegal or unenforceable by a competent legal authority, such provision shall be severed from these Terms and all other provisions of these Terms shall remain in full force and effect. <b>OEKO-TEX®</b> shall replace the severed provision by another legally valid provision, which will reflect its original intention as closely as possible.</p>
B1.14.3	<p>No failure to exercise or delay in exercising any right or remedy under these Terms by <b>OEKO-TEX®</b> shall act as a waiver thereof. No provision of these Terms may be waived unless agreed to in writing by <b>OEKO-TEX®</b>. The waiver of a breach of any provision of these Terms shall not be deemed to constitute a waiver of any other or subsequent breach of the same or any other provision hereof.</p>
B1.14.4	<p>These Terms are governed by the laws of Switzerland. Disputes and claims arising out of or relating to these Terms shall be submitted to the exclusive jurisdiction of courts in Zurich, Switzerland.</p>

### List of Annexes:

Annex B1.I: **MySTeP & MiG** Fees

Annex B1.II: Code of conduct

Annex B1.III: Regulations for the Use of the Trade Mark of **OEKO-TEX®** Association

## Agreed and accepted by the user

### Online

By checking the box, you confirm that you are legally entitled and have signatory power to represent the User and that you have read, understood and agree fully with these Terms, including their Annexes.

### Hardcopy form

By putting its signature at the signature block below, the User confirms that it has read, understood and agrees fully with these Terms, including their Annexes.

The contact details of the User (see Clause 13 of the Terms) are as follows:

<b>Name:</b>	
<b>Address:</b>	
<b>Attention:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Email:</b>	

These Terms must be signed by two authorised representatives of the User with signatory power, one of which is a member of its board and the other of which is preferably the individual within the User's organisation who is responsible for the **MySTeP** platform and **MiG**.

These Terms of Use are hereby signed for and on behalf of the User, namely [insert full name], registered as a [insert form] under the laws of [insert country] having its registered office address at [insert registered office address]:

Date; Place:	
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\_\_\_\_\_  
 [insert name]  
 Director and authorised signatory

\_\_\_\_\_  
 [insert name]  
 [insert title] and authorised signatory

## B Annex

### B1.I MySTeP & MiG Fees

MySTeP	
For certificate holders of <b>OEKO-TEX® Standard 100, STeP by OEKO-TEX®</b>	free
For non-certificate holders	1,500.00 euro/per year

Please note that non-certificate holders receive a 100% discount on the **MySTeP** fee during the first year. After this period the fee of 1,500.00 euro applies.

MiG	
For <b>STeP</b> certificate holders	Free (including 100 Product IDs)
For non- <b>STeP</b> certificate holders	License fee: see below

What types of bundles are available and what do they cost for non-**STeP** certificate holders?

MiG Bundle S	MiG Bundle M	MiG Bundle L
Basic Bundle	Medium Bundle	Large Bundle
50 Product IDs	200 Product IDs	1000 Product IDs
5,000.00 euro	10,000.00 euro	20,000.00 euro

Naturally, additional Bundles can be purchased

Additional Bundles:

Additional Bundle S	Additional Bundle M	Additional Bundle L
100 Product IDs	300 Product IDs	1200 Product IDs
2,500.00 euro	5,000.00 euro	10,000.00 euro

### B1.II Code of Conduct for STeP by OEKO-TEX® certified facilities

**OEKO-TEX®** requests strict adherence to the respect of human rights, core labour standards and environmental protection. With our partners and clients we share the common goal of and commitment to high social, ethical and environmental standards.

Such shall be set out by this Code of Conduct:

- Equality and respectful treatment for all members of the workforce
- Businesses should support and respect the protection of international human rights by creating ethical workplace conditions for all members of the workforce
- Freedom of association and the effective recognition of the right to collective bargaining, the right to join unions or other work or industry related associations
- No child labour
- Comprehensive measures for safe and healthy workplaces and products
- Development and diffusion of environmentally friendly technologies
- Responsible waste disposal and the support of a precautionary approach to environmental challenges
- Fair business behaviour and practices by preventing bribery and any causes of corruption
- Business practices that are governed by integrity, honesty, fair dealing and full compliance with all legal requirements
- Wages that cover all of the basic needs and expenses of the workforce

In order to justify the trust placed in **OEKO-TEX®** by customers, stakeholders and employees, the integrity and transparency of processes is our top priority. For this, it is essential for us to find out about any compliance breaches, particularly violations of the stated Code of Conduct. You can reach **OEKO-TEX®** worldwide (secure, external Internet server).

Confidentiality is guaranteed in all cases.

### **B1.III Type of operation as defined by OEKO-TEX®**

Group	Type of operation	Further explanations
A	Dry spinning, twisting and related processes	Fancy yarn production, winding, assembling, etc.
B	Wet spinning, twisting and related processes	Wet spinning is the process of making fibres or yarn in the presence of water or a solvent. Some spinning processes differ - but also belong to this definition of 'wet spinning' - in that solidification is achieved through evaporation of the solvent. This is usually achieved by a stream of air or inert gas. Because there is no precipitating liquid involved, the fibre does not need to be dried and the solvent is more easily recovered. Viscose, Modal, Tencel, Acetate, Triacetate, Acrylic, Modacrylic, polybenzimidazole fibres, Spandex and vinyon are produced using this process.
C	Weaving, knitting and related processes	Tufting, embroidering, non-wovens, felting ...
D	Dyeing, printing, finishing, coating and related processes	Pre-treatment, washing, fancy garment treatment
E	Accessories (e.g. zippers, buttons, labels)	Foams, transfer papers, metal and plastic components
F	Making up of products such as garments, home textiles	Textiles for transportation, geo textiles, technical textiles ...
G	Textile Logistics	Storage, re-packing, assembling, delivery
H	Others (e.g. non-agricultural fibre production)	Whatever does not belong to group A to G

## Appendix C

### Members of OEKO-TEX® International

AR	<b>CITEVE Argentina</b> Av. Córdoba 612, 5° P. "A" - (C1054AAS), Ciudad de Buenos Aires, Argentina
AT	<b>ÖTI - Institut für Ökologie, Technik und Innovation GmbH</b> Spengergasse 20, 1050 Wien, Austria
AU	<b>TESTEX Swiss Textile-Testing Ltd.</b> Level 6, Suite 601, 1 Queens Road, VIC 3004 Melbourne, Australia
BD	<b>Hohenstein Institute Bangladesh</b> House no. 343, Road no. 25, New DOHS, Mohakhali, 1206 Dhaka, Bangladesh
BE	<b>CENTEXBEL</b> Technologiepark 7, 9052 Zwijnaarde, Belgium
BG	<b>Hohenstein Institute Bulgaria</b> FPI Business Center, 51 B Cherni Vrah blvd., 1407 Sofia, Bulgaria
BR	<b>CITEVE Brasil Prestação de Serviços Lda.</b> Parque Cultural Paulista, Av. Paulista , 37 4º andar, Paulista - São Paulo, Brazil
BY	<b>Hohenstein Institute Belarus</b> Pritytskogo str, 112-70, 220017 Minsk, Belarus
CA	<b>TESTEX Vancouver</b> #3, 15243 91 Avenue, V3R 8P8 Surrey, BC, Canada
CH	<b>TESTEX AG Schweizer Textilprüfinstitut</b> Gotthardstrasse 61, Postfach 2156, 8027 Zürich, Switzerland
CL	<b>CITEVE Chile</b> Alfredo Barros Errazuriz 1954, of 702, Providencia, Santiago, Chile
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## Appendix D

### D.1 Terms and definitions

#### D1.1 Abbreviations used in STeP by OEKO-TEX® and their explanations:

All terms and definitions according to the **STeP by OEKO-TEX®** standard are valid for this document. Please visit [www.oekotex.com](http://www.oekotex.com).

#### D1.2 Abbreviations used in OEKO-TEX® Standard 100 and their explanations:

All terms and definitions according to the **OEKO-TEX® Standard 100** are valid for this document. Please visit [www.oekotex.com](http://www.oekotex.com).

#### D1.3 Additional terms and definitions:

<b>Brand</b>	Brand is the name, term, design, symbol, or any other feature that identifies one seller's product as distinct from those of other sellers. Brands are used in business, marketing, and advertising. An example of a brand is Coca-Cola which belongs to the Coca-Cola Company. The word "brand" is often used as a metonym referring to the company that is strongly identified with a brand.
<b>Benchmarking:</b>	Benchmarking is the process of comparing one's business processes and performance metrics to industry bests or to the best practices from other companies. The <b>MySTeP</b> Dashboard lets you make several different kinds of benchmarks.
<b>B2B:</b>	Business-to-business (B2B) refers to commerce transactions between businesses, such as between a manufacturer and a wholesaler, or between a wholesaler and a retailer.
<b>B2C:</b>	Business-to-consumer (B2C) refers to the sale of goods and services from individuals or businesses to the end-user.
<b>Converter:</b>	A business that develops fabric styles and has them woven, printed, finished or otherwise treated at one or several other production facilities. Unlike the facility, the converter owns no printing or weaving or any other production equipment. In the past, the major function of a converter was to provide rapid response to fashion change, quick delivery and service, and to handle relatively small orders. Today, converters are particularly known for creating exclusive, copyrighted designs and unique fabric constructions.
<b>Dashboard:</b>	The Dashboard is "an easy to read", real-time user interface, showing several functions and information on the current status, historical information and key performance indicators.
<b>KPIs:</b>	The key performance indicator (KPI) is a type of performance measurement. KPIs evaluate the success of an organisation or of a particular activity in which it engages. Often success is simply the repeated, periodic achievement in some levels of operational goals (e.g. zero discharge, 100% customer satisfaction, etc.), and sometimes success is defined in terms of making progress towards strategic goals. KPI assessments often lead to the identification of potential improvements, so performance indicators are routinely associated with 'performance improvement' initiatives.
<b>Label:</b>	A label is any kind of tag attached to a textile product to identify the object or its content.
<b>Label Issuer:</b>	The label issuer is the party that is allowed to label the textile product according to the <b>Made in Green by OEKO-TEX®</b> rules. The label issuer holds the corresponding licences to work on the <b>Made in Green by OEKO-TEX®</b> and <b>MySTeP by OEKO-TEX®</b> platforms.
<b>Licence:</b>	A licence is an authorisation (by a licensor such as <b>OEKO-TEX®</b> ) to use the licensed material or to allow a licensed activity that would otherwise be forbidden (for the licensee company)

<b>Product ID:</b>	Each <b>Made in Green by OEKO-TEX®</b> label issued has an individual product ID. The product ID, in the form of a number and/or a QR Code, shows that the product was tested for harmful substances, produced sustainably and even shows where the product was made. This information can be found by entering the product ID number at <a href="http://www.madeingreen.com">www.madeingreen.com</a> or by scanning the QR code.
<b>QR code:</b>	A QR code (quick response code) is a type of 2D bar code that is used to provide easy access to information, especially through a smartphone.
<b>Retailer:</b>	Retailers are a part of an integrated system called the supply chain. A retailer purchases goods or products in large quantities from manufacturers either directly or through wholesale, and then sells smaller quantities to the consumer. Retailing can be done in either fixed locations like stores or markets, door-to-door or by delivery (e.g. using online websites, electronic payment, and then delivery via a courier or other services).
<b>Stakeholder:</b>	A corporate stakeholder can affect or be affected by the actions of a business as a whole. Stakeholders are defined as “those groups without whose support the organisation would cease to exist.”
<b>Trader:</b>	A trader buys and sells goods without manufacturing or making obvious changes to the product.
<b>Wet/Chemical Processes:</b>	Certain processes within textile production utilise water/chemicals as a process medium. Examples are: certain kinds of fibre forming and spinning as well as processes such as pre-treatment, dyeing, finishing, printing, coating etc. .

## Appendix E

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### E.1 Label Guide

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more details will follow soon