General Program Rules

Global GreenTag
EPD Program

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ecospecifier global
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1.0	03.06.14	S. Vaynberg, D. Baggs	Original issue version
1.1	20.10.15	D. Baggs	Updates to incorporate EN15804 and ISO 21930 references and requirements.
		D. G. Jones	Updates considering cost and benefit analysis.

CONTENTS

QUALITY STATEMENT

This Program is assessed under the Global GreenTag Quality Management System (QMS) certified to ISO 9001:2011. GreenTag management and employees are committed to providing excellent customer and stakeholder communication and services. The organisation is committed to pursuing continual improvement along with environmental and social sustainability.

ABSTRACT

Program Rules apply to administer Global GreenTag EPD Program, PCR and EPD development and verification. This is to support compilation and dissemination of product information compliant with ISO 14025:2006, Environmental labels and declarations – Type III Environmental declarations – Principles and procedures.

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REFERENCED STANDARDS

ISO 14025:2006 Environmental labels and declarations: Type III Environmental declarations: Principles and procedures equivalent to EN ISO 14025:2010.

ISO 14067:2013 Carbon footprint of products: Requirements and guidelines for quantification and communication

EN 15804:2012+A1:2013, Sustainability of construction works: Environmental product declarations: Core rules for the product category of construction products;

ISO 21930:2007 Sustainability in building construction: Environmental declaration of building products

Relevant Schemes or Bodies

TGA	Therapeutic Goods Administration
GBCA	Green Building Council of Australia
USGBC	US Green Building Council

TERMS & DEFINITIONS

For the purposes of this Guide, the relevant definitions given in ISO/IEC Guide 2 and IS0 8402 apply, together with the following definitions:

Applicant	The party that is responsible for ensuring that products meet and, if applicable, continue to meet, the requirements on which the certification is based.
Complying LCA	A Life Cycle Assessment (LCA) compliant to ISO 14040, ISO 14064 or PAS 2050 for the declared system. A compliant LCA may use data partly derived from third party audited sources, other ecolabels, LCA or life cycle inventory (LCI).
Environmental Label	A claim that indicates a product's or service's environmental aspects.
Environmental Declaration	An environmental label or declaration may take the form of a statement, symbol or graphic on a product or package label, in product literature, expert bulletins, advertising or publicity etc.
Global GreenTag	The Ecospecifier Global GreenTag product assessment program, as described by this Standard and its rules of operation operated by Global GreenTag International Pty Ltd and its various country Licensees all under Licence from Ecospecifier Pty Ltd. Described herein variously as Global GreenTag^{CertTM}, or GreenTag.

GLOBAL GREENTAG EPD PROGRAM RULES

1. Program Objectives

Global GreenTag^{CertTM} is committed to promoting increased efficiency and choice of greener, healthier products that create change in protecting people and nature across countries and markets. This is based on objective, verifiable quantified criteria relating ecological and human health impacts over the product life cycle.

This document aims to provide a framework for developing ISO 14025-compliant EPDs for providers undergoing GreenTag^{CertTM} LCARate certification.

Depending on purpose, geographic and program intent, EPD documents may be issued also under ISO 21930 and EN 15804. This is to meet BREEAM, LEED, Green Star, Green Mark etc rating specifications for particular credits.

Global GreenTag^{CertTM} encourages national and international EPD programs to adopt elements of this program as foundations for comparability of life cycle assessment (LCA) information from other EPD programs.

This program supports PCR harmonisation, Eco-EPD program objectives and mutual recognition across programs.

2. Program Organisation

This Program is administered by parties with separate responsibilities and tasks integrated across outcomes depicted in Figure 1. The four key responsibilities include:

- Program Administration,
- PCR development,
- EPD development, and
- EPD verification.

Figure 1 Global GreenTag PCR & EPD Administration, Development & Verification

Global GreenTag^{CertTM} acts as the EPD Program Operator managed by a Program Director and secretariat assisted by a National Advisory Committee (NAC) and an Expert Committee (EC).

The PCR Moderator coordinates LCA and EPD experts plus Stakeholder Consultation and develops the PCRs.

3. Program Administration

Global GreenTag^{CertTM} has overall responsibility for managing the EPD Program. According to ISO 14025, the Program Operator has mandatory obligations to fulfill program management duties. These duties are divided across the Program Director, Secretariat, NAC and the EC.

3.1 Program Director and Secretariat

The Program Director and Secretariat is responsible for the overall program management to:

- Prepare and communicate the EPD Program Rules,
- Ensure that these Program Rules are followed,
- Monitor changes in procedures and documents and modify the Program and Rules as required,
- Ensure consultations are appropriate to maintain Program credibility ,
- Facilitate participation and involvement of interested parties,
- Ensure a credible procedure to ensure consistency in data handling,
- Guide Product Category Rules (PCR) document development,
- Establish transparent procedures to define product categories,
- Establish an open Program structure and consultation process accepted for PCRs,
- Adopt consistent transparent verification procedures for PCR review, LCA and EPDs,
- Define procedures for PCR review as well as external verifiers' tasks,
- Guide procedures for selecting competent independent verifiers,
- Determine use of third-party verification for "business-to-consumer" communication,
- Determine acceptance of an EPD for publication based on a verification report,
- Make publicly available lists and records of Program PCRs and EPDS,
- Publish all Program registered PCRs and EPDs,
- Publish explanatory material, and
- Establish procedures to avoid misuse of the EPD Program and information.

3.2 National Advisory Committee

Leading and assisting the Secretariat in Program management this committee from different sectors shall:

- Support work to prepare, revise and update Program Rules,
- Appoint EC members,
- Consider new potential EPD audiences and applications,
- Follow Program market uptake and suggest activities to promote its acceptance and establishment, and
- Decide on adding activities to be carried out by the Secretariat.

3.3 Expert Committee

Assisting the NAC and Secretariat, this committee comprises at least three LCA or EPD experts to:

- Act as the PCR review panel considering and approving proposals according to Program Rules,
- Suggest further development of expertise and LCA issues within the Program framework,
- Consider applications, appoint external verifiers and suggest competency assessment measures, and
- Check that verifications comply with Program Rules.

This committee, operating procedure as separately specified, is constituted to ensure expertise covers as many product categories as possible. For additional expertise independent experts can be consulted. The EC chair is a NAC member Committee.

3.4 Mutual Recognition

The Global GreenTag® EPD system collaborates with other programs to harmonise PCR development and broaden adoption in International markets. Through mutual recognition agreements it seeks to harmonise PCRs for comparability and supply chain information while avoiding unnecessary barriers to trade.

Such mutual recognition includes organisational procedures to register EPDs in other programmes and covers:

- Scope of mutual recognition,
- Licensing fee structures,
- Procedures for PCR harmonisation and development,
- Procedures for EPD verification, registration and publication.

A procedure was established between programme operators to ensure that mutual recognition conditions remain valid continuously.

The list of current mutual recognition agreements is available at www.globalgreentag.com.

3.5 Website

The Global GreenTag EPD Program website is on http://globalgreentag.com/greentag-epd-program.

The Secretariat is responsible to keep this up-to-date with correct information about the Program and registered PCRs and EPDs.

3.6 PCR and EPD Registration and Publication

The Program Operator must list approved PCRs on the website, to make them available to all stakeholders, together with complementary information about parties involved in PCR development and the PCR moderator's contact details.

When an organisation wishes to register an EPD, the document shall be sent to the Secretariat together with necessary information.

A registration form with instructions on required information and submission address is available on the website.

The Secretariat shall register and publish approved EPDs on the website supplemented with complementary information about the organisation and overall management work, contact details of reference persons and keep this information continuously updated in a list of all registered EPDs.

EPDs remain published until the client contacts the Program Operator for its deregistration and withdrawal.

Also the Secretariat shall also keep a list of EPDs withdrawn off the official register.

Withdrawn EPDs can be made available upon request with prior acceptance by that client organisation.

3.7 Cost and Fees

This Program's fee structure includes a registration fee and an annual fee. Registration fees are to be paid for registration and certification of EPDs.

The Program Operator has the right to deregister EPDs if fee are not paid in time.

Registration and annual fees are waived for products receiving EPDs as part of Global GreenTag^{CertTM} certification for the period that products remain Global GreenTag^{CertTM} certified.

3.8 Feedback or Complaints

Any person with feedback or complaints can contact the Program Operator and register feedback or complaint if the:

- Complaint is fully and clearly described;
- Complainant is clearly identified and provides contact details;
- Clause or requirement of this document, ISO 14025, EN 15804, ISO 21930 standard or other reference that is the basis of the complaint is provided and the context clearly explained.

The complaint will be dealt with according to GreenTag QMS requirements for Complaints including potentially temporarily withdrawing the document subject to investigation and any corrective or preventative actions.

4. PCR Development

The Program Operator is responsible for PCR development complaint to requirements of ISO 14025.

Preparation of a specific PCR is managed by the PCR moderator, an expert appointed by the Program Operator. Relevant stakeholders are involved in PCR development or open consultation.

The PCR development process is as follows:

i. Commencement: Appoint Moderator, Consider PCRs, Website Post, Stakeholder Engagement;
ii. Preparation: Develop New PCR from a Master PCR template and existing PCRs;
iii. Consultation: with Expert Panel, Invited stakeholder comments, Review of stakeholder comments;
iv. Approval and Publication; and
v. Periodic Review.

4.1 PCR Development Roles

4.1.1 PCR Moderator

The PCR Moderators documentation tasks include to:

- Identify PCR codes,
- Invite LCA/PCR experts to take part in developing PCR documents,
- Submit and update the time plan for PCR development to the Secretariat,
- Inform the Secretariat of relevant industry and trade publications for announcing PCR development,
- Be responsible for overall drafting of PCR proposals,
- Help in appointing a Product Category Stakeholder Consultation Group,
- Identify stakeholders to invite to the open consultation,
- Revise PCR documents according to comments received,
- Summarise and submit all comments to the Secretariat for publishing on the Program website,
- Draft the final PCR proposal and release it for publication on the Program website,
- Alert all stakeholders about the final document publication on the GreenTag EPD Program website, and
- Remain as contact person for quality control and improvements whilst PCR documents are current.

4.1.2 LCA/PCR Experts

All interested parties can contribute PCR development including both companies and organisations. Typically LCA/EPD experts contribute in the process of the PCR development with their knowledge and expertise in business sector of relevance for the PCR category under study. This might include Expert input to the LCA-based information as well as views on the proper way of presenting the results in the EPD.

4.1.3 Stakeholder Consultation Group

This group takes part in PCR preparation. Members are selected to representatively cover knowledge and skills in different sectors both nationally and internationally relevant for PCRs under development.

4.2 PCR definition

For one or more product categories a set of rules applies for developing Type III EPDs.

4.2.1 PCR Master Document

The Global GreenTag EPD Program employs an Evah Institute master for documenting essential information to compile category specific PCRs. This master is a PCR development guideline and template. Deviations from this master are to be denoted and approved by the Expert Committee during their review of the draft PCR.

4.2.2 PCR Contents

The PCR shall define criteria for assigning products to their specific category and parameters set out to prepare EPD. Data collection, quality requirements, calculation rules and suitability shall be specified. This shall include:

- Instructions about content and format,
- Product coverage and contents to be shown,
- Definition of product category, function, performance and useful life,
- Goal and scope detailing system boundaries,
- Functional or declared units,
- Data sources and quality, units to be used and cut-off rules,
- Inventory collection, calculation procedures, flow allocation and results,
- Set parameters for reporting LCI data and LCA outcomes,
- Indicators of potential impact, their category selection and calculation rules,
- Definitions of installation, in-use, maintenance, disposition and end-of-life scenarios,
- Rules covering additional environmental information,
- Omission of any life cycle stages, and
- Terms of validity and renewal schedule.

When database choice is relevant for impact calculation the PCR should specify which ones to use in EPD preparation.

4.2.3 Other Program PCR Recognition

The Global GreenTag EPD program may recognise other PCRs developed in accordance with ISO 14025 and matching:

- Standards,
- Functional Unit,
- Scope and Boundaries,
- Attributional LCA,
- Impact Categories,
- Allocation Rules,
- Recycling Definitions,
- Cut Off Rules,
- Validity Period, and
- Stakeholder Engagement.

On the Program Director's acceptance such PCR specifications shall be published before developing dependant EPDs.

5. EPD Development

5.1 Organisations Creating EPDs

Organisations developing EPDs for registration and publication shall carry out all tasks to:

- Collect information for the EPD according to Program Rules instructions and the relevant PCR document,
- Convert input data into prescribed contexts for the EPD,
- Implement their EPD process certification or have each EPD independently verified,
- Routinely check EPD veracity, report significant variations and need to modify them to the verifier,
- Provide the Program Operator with relevant information for EPD registration and publication,
- Pay registration and annual fees in a timely manner, and
- Inform the Program Operator when an EPD is to be deregistered and withdrawn from the website.

5.2 EPD Validity

The maximum validity of an EPD is set for each product category in the PCR, but shall not exceed three years after which the declaration must necessarily be revised and reissued, and where certified by Global GreenTag, in alignment with the renewal certification dates.

The organisation can choose to let EPDs pass the date of validity and yet continue to publish them on the EPD website.

This may be because for example products are discontinued but still available on the market or are still in use.

However, in such instances, the organisation shall not use the out-of-date EPDs in any promotional or marketing context.

Exceptions however, may be granted by the program operator, e.g. if the reference PCR is in the process of being updated.

5.3 Confidentiality

Confidential data shall not be made public in any form that breaches non-disclosure agreements binding parties.

5.4 Data Presentation

Data shall be presented as required by the GreenTag Program requirements and shall be compliant with the reporting requirements of the relevant standard depending on which standard the EPD is declaring against i.e., ISO 14025, ISO 21930 or EN15804.

6. EPD verification

Verification is an important part of ensuring EPDs contain reliable information and data. In order to be published EPDs must have been successfully verified by a competent verifier. EPD verification involves bodies checking the competence requirements of verifiers, the verifiers and the organisations creating EPDs. The purpose of verification is to ensure the accuracy of LCA data and other information contained in the EPD and to ensure the process requirements of ISO 14025 and the Program Rules have been followed.

EPD Verification shall cover main issues including:

i. LCA data, collection methods and calculations and compliance with ISO 14040 and ISO 14044;
ii. Compliance of LCA calculations with PCR requirements and calculations;
iii. Environmental Performance and any additional content;
iv. Inventory analysis results and impact assessment calculations follow prescribed methods;
v. Unit process definition is as per the PCR;
vi. All relevant information is documented for each unit process, information module and PCR module, is consistent and understandable sufficient to allow independent verification;
vii. Reliability of data validity,
viii. Compliance with but not responsibility for compliance with environmental law by the applicant organisation.

It is not necessary to verify already verified background data provided they are updated and current within the period of currency of the EPD. Where a large variety or series of products are assessed, it is not necessary to have background data and assessments available for all products and a sampling method may be established.

6.1 Verifier Competency

A verifier shall be independent and competent with knowledge, experience and:

- Background industry knowledge with understanding of product issues,
- Practice implementing ISO 14040/44, ISO 14025, ISO 21930 and EN 15804,
- Experience in environmental inventory, labelling, declarations and auditing,
- Knowledge of Global GreenTag Processes and Procedures, Program Instructions and PCRs,
- Experience of general EPD regulatory frameworks,
- General competencies listed in ISO 17065, and
- Experience reviewing LCA across a range of published EPDs.

6.2 Checking Competence

Examining external verifier's competence and supervising their duty of care is vital to raise and maintain EPDs market acceptance in an environmental declaration program. This task is fulfilled by the Program Operator.

6.3 Verifier Review

Verifiers shall review EPDs from different viewpoints including:

- Underlying data used for calculations,
- How calculations comply with program rules,
- How environmental performance was presented,
- The additional information declared, and
- Documentation of the review and details of its outcomes.