



GENERAL PROGRAMME INSTRUCTIONS

VERSION 1.9

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CONTENTS

1	INTRODUCTION	2
1.1	OBJECTIVE	2
1.2	SCOPE	2
1.3	NORMATIVE BASIS	2
2	ORGANISATION	3
2.1	ARTICLES	3
2.2	THE PROGRAMME OPERATOR	4
2.2.1	<i>Approvals by the Steering committee</i>	4
2.3	THE STEERING COMMITTEE	4
2.3.1	<i>Members</i>	4
2.3.2	<i>Steering committee chairman</i>	5
2.3.3	<i>Mandate</i>	5
2.4	AUTHORITATIVE DOCUMENTS	5
2.5	REVISION AND EFFECTIVE DATE	5
2.6	REGISTRATION FEES	6
2.7	WEBSITE	6
3	PROCEDURES.....	7
3.1	PCR.....	7
3.1.1	<i>General</i>	7
3.1.2	<i>Complementary PCR documents</i>	7
3.1.3	<i>Validity and revisions</i>	8
3.2	EPD	9
3.2.1	<i>General</i>	9
3.2.2	<i>Declaration types</i>	9
3.2.3	<i>EPD types as regards declared life cycle stages</i>	9
3.2.4	<i>EPD development process</i>	9
3.2.5	<i>Ownership and use</i>	10
3.2.6	<i>Language</i>	11
3.2.7	<i>Core EPD's from other Eco Platform members</i>	11
3.2.8	<i>Specific LCA calculation rules</i>	11
3.2.9	<i>Signatures</i>	11
3.3	VERIFICATION	12
3.3.1	<i>Validity</i>	12
3.3.2	<i>Verifier independence</i>	13
3.3.3	<i>Competence requirements for verifiers</i>	13
3.3.4	<i>Process</i>	13
3.3.5	<i>Complaints and disputes</i>	14
3.4	DATA AND DOCUMENTATION MANAGEMENT	15
3.4.1	<i>Basis</i>	15
3.4.2	<i>Process</i>	15
4	DEFINITIONS, TERMS AND ABBREVIATIONS.....	16

1 INTRODUCTION

1.1 OBJECTIVE

EPD Danmark develops and administers independently verified Type III Environmental Product Declarations (EPD) for construction products and building-related products.

The objective of EPD Danmark is:

- to support the development and application of verifiable environmental information on construction products in the form of Type III Environmental Products Declarations.
- to support the building industry in the documentation and declaration of the sustainability of products according to the legislation and standardisation applying at any time.
- to make it possible for manufacturers of construction products to comply with the new European legal requirements and harmonisation initiatives within sustainability of construction products.

EPD Danmark supports the harmonisation of Environmental Products Declarations for construction products in Europe through its active membership of ECO Platform¹.

1.2 SCOPE

The programme is open for all construction products and building-related products, which comprise products, materials, components, prefabricated elements, building systems and built-in furniture and textiles which are made for the construction works and for use in the building.

EPD Danmark is primarily targeted at the Danish building industry which operates nationally as well as internationally, but it has no geographical limitations. Thus, the programme is open to any manufacturer of a construction product, irrespective of nationality and no matter whether the product is marketed in another country than Denmark.

The communication format for the prepared EPDs is primarily targeted at B2B communication, but does not exclude the application as B2C.

EPDs from EPD Danmark contain no comparative assertions.

1.3 NORMATIVE BASIS

Environmental Product Declarations, developed within the framework of the EPD Danmark programme, are in accordance with the following standards:

EN 15804 + A1:2013 - "Sustainability of construction works - Environmental product declarations - Core rules for the product category of construction products"

EN ISO 14025:2010 - "Environmental labels and declarations - Type III environmental declarations - Principles and procedures"

¹ <http://www.eco-platform.org/>

EN 15942:2011 – "Sustainability of construction works - Environmental product declarations - Communication format Business-To-Business"

Environmental product declarations developed within the framework of the EPD Danmark programme must also follow the technical guidance in CEN/TR 16970, supplementing the requirements in EN 15804:

CEN/TR 16970 – "Sustainability of construction works – Guidance for the implementation of EN 15804"

In addition, reference is also made to the standards stated below for Life Cycle Assessment (LCA) and environmental product declarations:

CEN/TR 15941:2010 – "Sustainability of construction works - Environmental product declarations – Methodology for selection and use of generic data"

EN ISO 14040:2008 – "Environmental Management - Life Cycle Assessment - Principles And Framework"

EN ISO 14044:2008 – "Environmental Management - Life Cycle Assessment - Requirements And Guidelines"

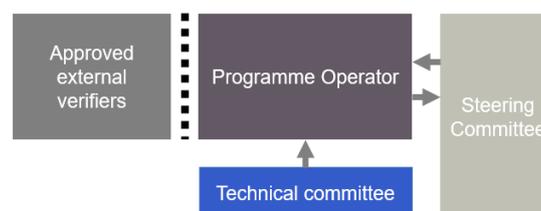
EN ISO 14020:2002 – "Environmental Labels And Declarations - General Principles"

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

2 ORGANISATION

2.1 ARTICLES

1. The name of the organisation is EPD Danmark.
2. The Danish Technological Institute is legally responsible for EPD Danmark.
3. EPD Danmark is organised into the following units which are described in sections 2.2 and 2.3.
 - a. Programme operator
 - b. Steering Committee
 - c. Technical Expert Committee
4. The object of EPD Danmark is described in section 1.1.
 - a. EPD Danmark has no commercial aim, administrative expenses are, however, covered by EPD-holder fees.
5. EPD Danmark is administered by the Programme Operator and a Steering Committee, cf. sections 2.2 and 2.3.
6. Decisions in EPD Danmark shall be approved by the Steering Committee, cf. section 2.3.
7. All documents and publications within EPD Danmark will be drawn up in either Danish, English or both.



Figur 1 Organisational chart

2.2 THE PROGRAMME OPERATOR

The Danish Technological Institute is the legal entity acting as programme operator for EPD Danmark with the overall responsibility and the obligations described in the international standard ISO 14025.

The Danish Technological Institute is an independent non-profit institution, which develops, applies and disseminates research and technology based knowledge to the Danish business sector.

The Danish Technological Institute is approved by the Danish Ministry of Science, Technology and Innovation as a GTS Institute (Approved Technological Service Institute) and has an extensive and profound knowledge of the building industry and many years' experience in accredited testing, calculations and certification of building materials. The Danish Technological Institute is also a Notified Body according to the Construction Products Regulation and offers specialist advice on e.g. CE marking of construction products.

The tasks which fall under the responsibility of the Danish Technological Institute as programme operator in connection with the development and operation of EPD Danmark are described below.

- To develop, maintain and communicate the general programme instructions
- To ensure that the Type III environmental declaration requirements are followed
- To ensure consistency of data within the programme
- To monitor changes in the normative basis as described in 1.3
- To develop and maintain the website
- To develop, maintain and administer databases
- To coordinate activities with the steering committee and the verifiers
- To manage the verification procedure for EPDs including the verification template
- To develop and maintain EPD and project report templates
- To publish verified EPDs on the website
- Manage the development of cPCRs
- To administer manufacturers' confidential information
- To manage complaints
- To organize the involvement of stakeholders in programme development
- To participate in European harmonisation work and standardisation

2.2.1 APPROVALS BY THE STEERING COMMITTEE

Changes in the general programme instructions require the approval of the Steering Committee before they are finally adopted. The programme operator may set up technical ad hoc groups to contribute with technical knowledge in connection with the task.

In addition, the programme operator is responsible for ensuring that EPD Danmark is always up to date with the latest standards and that best practice and European harmonisation initiatives within the area are implemented in the programme procedures.

2.3 THE STEERING COMMITTEE

The purpose of the Steering Committee is to ensure reliability, impartiality, consistency and transparency in the authoritative documents and procedures which form the basis of EPD Danmark. The purpose of the committee is also to promote the programme and its objectives, as stated in 1.1, and the use of EPD.

2.3.1 MEMBERS

The Steering Committee consists of permanent members appointed by the programme operator. Each member organisation appoints a representative of the organisation to handle the work in the Steering Committee.

The active members of the steering committee can be found at <http://www.epddanmark.dk>

The representatives appointed by the steering committee members must have a general and broad background knowledge of construction works, the fields mentioned in 1.2 and products and product-related environmental issues. In addition, the members must have a thorough knowledge of EPD Denmark, including the content of these general programme instructions.

2.3.2 STEERING COMMITTEE CHAIRMAN

The Steering Committee shall have a chairman who is elected from among the steering committee members for a period of 2 years. The chairman may be re-elected. The steering committee members will decide on the chairmanship by majority vote. The steering committee chairman shall ensure that EPD Denmark fulfils its overall objectives.

2.3.3 MANDATE

The steering committee has three primary tasks:

- Defining the overall direction and priorities of EPD Denmark
- Approval of authoritative documents, cf. section 2.4
- Appoint ad hoc PCR panel chairmen, cf. section 3.1

Principal issues concerning the preparation and application of environmental product declarations for construction products, standardization, needs of the industry, etc. may be taken up in the Steering Committee by the programme operator. Any decisions hereon may subsequently be entered in the authoritative documents in connection with a subsequent revision.

The authoritative documents are prepared and revised by the programme operator, and the Steering Committee is responsible for approving these documents prior to their publication and use.

The general programme instructions, including descriptions of procedures and provisions concerning the steering committee members and their mandate, shall be approved by a majority of the steering committee members.

By an approval of the general programme instructions the individual steering committee member confirms that the instructions are in accordance with ISO 14025 and the overall object of EPD Denmark stated in 1.1.

If the general programme instructions cannot be approved, a detailed written argumentation for the deviations from ISO 14025 shall be submitted to the programme operator. The general programme instructions cannot be approved and applied without a majority approval of the Steering Committee.

At least once a year a meeting will be held between the members of the Steering Committee and the programme operator. At this meeting the status and challenges of EPD Denmark will be discussed among other things, and there will be a dialogue on the development and operation of EPD Denmark in the coming year as a minimum.

2.4 AUTHORITATIVE DOCUMENTS

The following documents form the technical basis for the preparation of EPDs in EPD Denmark:

- General Programme Instructions
- DS/EN 15804 + A1:2013 - "Sustainability of construction works - Environmental product declarations - Core rules for the product category of construction products"
- Complementary PCR documents for specific product categories
- EPD template

2.5 REVISION AND EFFECTIVE DATE

These general programme instructions for EPD Denmark shall apply until the programme operator decides to make a revision.

These general programme instructions are approved by the Steering Committee and shall apply as from 15-09-2017

2.6 REGISTRATION FEES

Manufacturers who have registered one or more EPDs in EPD Danmark are submitted to a registration fee which covers the development, operation and maintenance of EPD Danmark. The programme operator sets the price structure, which will be made available at <http://www.epddanmark.dk>.

2.7 WEBSITE

The website of EPD Danmark is found at **<http://www.epddanmark.dk>**. On this website, the valid programme instructions will be available together with EPDs and PCRs developed and published by EPD Danmark. The programme operator is responsible for the content and for maintaining the website.

3 PROCEDURES

3.1 PCR

3.1.1 GENERAL

A PCR document defines the specific technical conditions, requirements and calculation rules which are to be applied when preparing an environmental product declaration for a product.

EPD Danmark includes two types of PCR documents:

- A. DS/EN 15804 + A1:2013 - "Sustainability of construction works - Environmental product declarations - Core rules for the product category of construction products"
- B. Complementary PCR documents for product categories (cPCR)

All EPD's must always comply with the requirements in EN 15804. In addition, the following types of cPCR's are accepted:

- CEN product TC's cPCR documents
- cPCR's from other programmes successfully audited by ECO Platform (<http://www.eco-platform.org/the-eco-epd-programs.html>) or programmes with whom EPD Danmark holds an agreement on mutual recognition, as long as it is clearly stated in the EPD, and as long as it does not conflict with EPD Danmark rules and procedures.

It is possible to develop and verify a EPD directly to the EN 15804 standard. If there is no cPCR available, EPD for construction products are developed only according to EN 15804. The EPD always states according to which standard the EPD was made.

The international standard ISO 14025 defines the basic procedural requirements for the development of a PCR document and the carrying out of a PCR review.

3.1.2 COMPLEMENTARY PCR DOCUMENTS

Complementary PCR documents are developed by a PCR group of relevant parties from the industry and LCA specialists.

Product subcategories are defined by EPD Danmark, and basically, they will be in accordance with the harmonised technical specifications (harmonised standards and European Assessment Documents) under the Construction Products Regulation (EU - 305/2011).

To make sure that the process of preparing a complementary PCR document is quick and operational, it should be aimed to limit the total process from the start-up and until the supplementary PCR document is available to a maximum period of 12 weeks.

The PCR group is registered and published by EPD Danmark, stating the expected dates for the open consultation procedure and publication, respectively.

Figure 2 shows an overview of the development of a supplementary PCR document.



Figure 2 Process for the development of a supplementary PCR document

The PCR Group shall prepare the first draft on the basis of the template for complementary PCR documents which is made available by EPD Denmark. This template shall always be followed, as this will ensure that all requirements applying to all product categories, based on EN 15804, and all contents requirements have been met.

Together with the preparation of the first draft, the PCR Group shall also draw up a list of the stakeholders who will be contacted directly in connection with the open consultation procedure.

In the open consultation the draft will be made available at <http://www.epddanmark.dk> for a period of 25 working days. At the same time the draft will be sent directly to the stakeholders stated on the consultation list. They, too, will have 25 working days to deliver comments and amendments to the draft. After expiry of the consultation period the PCR Group may revise the draft in accordance with the consultation replies received.

The revised draft must be reviewed and approved by an ad hoc PCR panel before they can be published and applied. The ad hoc PCR panel consists of a chairman appointed by the Steering Committee and at least two members who have not been involved in the development of the complementary PCR document. The chairman of the PCR panel shall appoint the other panel members. The panel draws up a PCR review report which must include the results of the PCR review and comments and recommendations made by the panel members.

By an approval of a complementary PCR document it is confirmed that the complementary PCR document is in accordance with EN 15804, ISO 14025 and the provisions of these general programme instructions.

20 working days at the latest after their receipt of a complementary PCR document the panel members shall return the review report.

The PCR review shall show that:

- The PCR are developed according to EN 15804, the ISO 14040 series and ISO 14025, 6.7.1
- The PCR comply with these General Programme Instructions
- The LCA based data, together with additional environmental information prescribed by the PCR, give a description of significant product-related environmental considerations.

The final PCR document is approved by the programme operator and published at <http://www.epddanmark.dk>.

3.1.3 VALITY AND REVISIONS

An approved complementary PCR document is valid for 3 years. Hereafter the PCR panel must re-evaluate the document and decide on revisions, if any, of the document. After revision and approval or new approval without revision the complementary PCR document will be valid for 3 years.

It is the programme operator's responsibility to carry out the necessary revisions of a complementary PCR document during its period of validity. The involvement of stakeholders shall follow the procedure described in 3.1.2, and the revised PCR document must be approved by the panel prior to its publication.

3.2 EPD

3.2.1 GENERAL

ISO 14025 describes the general procedure for development of Type III Environmental Product Declarations and the requirements as regards their contents. In addition, all environmental product declarations published by EPD Danmark shall comply with the provisions of EN 15804, which further specify the requirements for calculation, contents and format for the product category of construction products.

3.2.2 DECLARATION TYPES

Possible types of declaration in EPD Danmark:

1. Manufacturer declaration (one manufacturer)
 - 1.1. One specific product from one place of production
 - 1.2. One specific product as an average from several places of production
 - 1.3. Average product from one place of production
 - 1.4. Average product from several places of production
2. Group declaration (several manufacturers)
 - 2.1 One specific product from various places of production
 - 2.2 Average product from various places of production

3.2.3 EPD TYPES AS REGARDS DECLARED LIFE CYCLE STAGES

According to EN 15804 the LCA based information can be divided on three types of EPDs. The types are stated below with the relevant information modules according to EN 15804, figure 1:

- Cradle-to-gate
A1, A2, A3 (Product)
- Cradle-to-gate with options
A1, A2, A3 (Product)
In addition, one or more optional modules must be declared
- Cradle-to-grave
A1, A2, A3 (Product)
A4, A5 (Construction)
B1, B2, B3, B4, B5, B6, B7 (Use)
C1, C2, C3, C4 (End of life)
Declaration of module D is optional. (Reuse and recycling potential)

3.2.4 EPD DEVELOPMENT PROCESS

To have an EPD prepared the manufacturer must contact EPD Danmark. EPD Danmark will establish the communication between the parties involved throughout the entire project process and will, if necessary, also provide the manufacturer with know-how about data collection, calculation of LCA and preparation of the EPD and project report. The process is illustrated in Figure 3.



Figure 3. Development and verification of EPD (PR=Project report)

The programme operator will provide the manufacturer with an application form and templates for the EPD and project report.

The project report structure shall follow the corresponding template provided by EPD Denmark and shall document the LCA study, with relevant data and results, prepared for the product. The EPD is prepared on the basis of the project report and its results and in accordance with the provisions of EN 15804 and the EPD template prepared by EPD Denmark.

When the project report and the EPD have been prepared, they are sent to EPD Denmark, who will initiate the verification procedure. The appointed verifier shall draw up a standardised verification report, based on a template provided by EPD Denmark.

3.2.5 OWNERSHIP AND USE

The manufacturer will get the verified EPD in full and retain full ownership of it, and he is responsible for its information and contents.

The manufacturer is also responsible for the correctness and completeness of all data stated and applied when preparing the EPD.

EPD Denmark reserves the right to register and publish the EPD in the database of EPD Denmark.

A manufacturer, who does not want the EPD to be made public in EPD Denmark's database, must specify the reason for this to the programme operator, who will then decide on the request. If the programme operator decides to comply with the manufacturer's request not to publish the EPD, the EPD will be registered with a title in the database, but it will not be accessible in full.

The customer will not be allowed to quote from or delete passages from the EPD, so that its results, conclusions etc. get another meaning than was originally the intention.

The project report, which is prepared on the basis of the LCA study, is handed out to the manufacturer, who retains full ownership of it. The project report will also be kept confidential by EPD Denmark and will not under any circumstances be published by EPD Denmark.

The manufacturer will not be allowed to quote from or delete passages from the report, so that its results, conclusions etc. get another meaning than was originally the intention.

3.2.6 LANGUAGE

EPD Danmark accepts the use of Danish or English.

If the applicant wants the same EPD published in both languages, the verifier must approve the data given in both EPDs prior to registration.

If the applicant wants an already published EPD translated, the programme operator are responsible for preparing the EPD in the other language-template. The applicant must provide the translated EPD-text specific for the declared product.

3.2.7 CORE EPD'S FROM OTHER ECO PLATFORM MEMBERS

Mutually recognised core EPDs from other ECO Platform members can be made publicly available in a separate section on www.epddanmark.dk, if the manufacturer requests this. The EPDs will be provided with an EPD Danmark front page on which it is stated that the EPD has the status as a mutually recognised core EPD from <EPD programme> and whether or not it is representative of the Danish market.

Mutually recognised core EPDs from other ECO Platform members can be translated to e.g. Danish and published as a EPD Danmark EPD without further verification. In the EPD, the name of the verifier is replaced by the original registration number and name of programme operator.

EPD Danmark has no additional requirements added to the core EPD according to EN 15804.

3.2.8 SPECIFIC LCA CALCULATION RULES

- Green electricity certificates, e.g. RECs certificates, are checked for credibility according to the verification rules and accepted in the LCA calculation.
- EPD Danmark has no prescription of databases or data for specified regions. However, the data quality must always be ensured.
- The manufacturer is allowed to group the material constituents making up the product in the EPD, if specific recipes or ingredients is considered as sensitive information.

3.2.9 SIGNATURES

A published EPD will contain two signatures:

- The verifiers signature, which confirms that this verifier has conducted a third-party verification according to the procedures described in this document.
- The programme operators signature, which confirms that the process of developing, verifying and publishing the EPD has been done in accordance with the procedures in this document.

3.3 VERIFICATION

The verification of an EPD includes an examination of the completeness, plausibility, consistency and transparency of the calculations and information in the project report and the EPD compared to the specifications given in the PCR documents.

The independent verification of LCA, LCI data and additional environmental information must as a minimum confirm:

- Compliance with EN 15804 and supplementary PCR documents
- Compliance with ISO 14040 and ISO 14044
- Compliance with these General Programme Instructions
- That the evaluation of data comprises adequacy, accuracy, completeness, representativity, consistency, reproducibility, sources and uncertainty
- The probability, quality and accuracy of data from LCA
- The quality and accuracy of supplementary environmental information
- The quality and accuracy of supporting information

In addition, the independent verification of the Environmental Product Declaration (EPD) must confirm:

- Compliance with EN 15804 and ISO 14025
- Compliance with these General Programme Instructions
- Relevant complementary PCR documents

The verification of project reports and EPDs must follow the general procedures, which are described in ISO 14025 and performed in practice on the basis of EPD Danmark's verification report template.

The verification procedure must confirm that all information given in the EPD accurately reflects the information contained in the documents on which the declaration is based. The verification procedure must also confirm that the information is valid and scientifically well-founded. The verification does not include an audit performed by the verifier at the production site. The data delivered by the manufacturer is only checked for plausibility.

The PCR review and the independent verification of the EPD are two separate processes. The independent verification of the EPD can be performed by the PCR panel or an independent verifier who may have been a member of the PCR panel.

All EPD's must be individually verified. This means, that EPD's prepared from an EPD tool are not considered valid until verified

3.3.1 VALIDITY

A verified EPD is valid for 5 years from the date of verification. During this period the manufacturer is responsible for informing the programme operator and verifier of significant changes made to the product or the processes, which the product goes through during its life cycle and which are of importance to the product's environmental impact. In such case, the EPD must be updated one year at the latest after the coming into force of such changes.

If a manufacturer changes the production processes or the product constituents to reduce the environmental impacts of the product, the EPD can be updated immediately, disregarding the absence of average data collected for a full year's production. In such a case, the manufacturer must describe the changes in writing including the technical documentation for the expected new data, on which the updated EPD will be based. Since the new EPD will be based on assumptions, the manufacturer will be responsible for delivering the actual measured data for

confirmation. This can only be done after 6 months at the earliest and must be done after 12 months at the latest.

3.3.2 VERIFIER INDEPENDENCE

The verifier must always be an independent third party to the manufacturer as well as the LCA practitioner. This means that the verifier may not be organisationally attached to the manufacturer or the LCA practitioner.

It is the programme operator's responsibility to appoint a qualified verifier. The programme operator is in charge of the communication with the verifier and handles the documents which are relevant for the verification. The verifier must verify the EPD and project report and prepare a verification report according to the standardised procedure in the verification template not later than 20 working days after the receipt.

To avoid potential conflicts between the verifier and the manufacturer during the verification process, a contract must be agreed-upon before the verification process starts. The verifier will receive information on the product, EPD-type and sizes of the EPD and project report, and must settle a price on this basis. The contract is between manufacturer and verifier.

3.3.3 COMPETENCE REQUIREMENTS FOR VERIFIERS

It is the programme operator's responsibility to make sure that the approved verifiers are qualified and have the necessary competences as regards know-how and experience within LCA and EPD for construction products.

Qualifications and competences are important to ensure the quality of verification and thereby the quality of the finished EPD. It is the aim of EPD Denmark to have the highest quality level that can be expected at the time from the market and which can be mutually recognised by all actors.

The competence requirements of approved verifiers include:

- An education in engineering or other relevant scientific education
- Thorough knowledge of product-related environmental aspects in the building industry, substantiated by at least 4 years' professional experience in environment-related work in the building industry or other related area*
- Process and product knowledge from the lines of business covered by EPD Denmark
- LCA expertise, substantiated by at least 3 completed life cycle assessments (LCA)
- Proof of knowledge within LCA software (e.g. GaBi, Umberto, SimaPro, etc.)
- Knowledge of relevant standards for LCA (ISO 14040, ISO 14044)
- Knowledge of relevant standards for environmental labels and declarations (ISO 14025, EN 15804, ISO 21930)
- Knowledge of EPD Denmark and its rules and procedures

** This may be substantiated - for example – by having worked with development of LCA or critical review of LCA, having been involved in the international LCA/EPD standardisation work in CEN and/or ISO. The verifier must furthermore be part of the LCA / EPD 'society', e.g. through memberships of relevant organisations or committees (e.g. SETAC, LCA fora, national networks, LinkedIn groups, etc.).*

The programme operator shall undertake, at least once a year, to update approved verifiers with available knowledge and competences. This may be done through private courses or discussions/information in relevant networks.

3.3.4 PROCESS

The verification is performed by an independent third party who fulfils the competence requirements stated in 3.3.3. It is the programme operator's responsibility to approve verifiers according to these requirements as well as keep a publicly available list of the approved verifiers in EPD Denmark. The list of approved verifiers are available at www.epddanmark.dk.

The verification procedure is independent of the final approval and publication by EPD Danmark, where the verification is checked for anomalies and irregularities.

The verification report will be kept confidential by EPD Danmark.

When the EPD is approved by the verifier, the verifier must forward a completed and signed verification report to the programme operator, who will make the final approval and publication.

NOT APPROVED

If the verifier concludes that the EPD and/or project report contains errors and shortcomings to such an extent that radical changes and/or new calculations are necessary, the verifier may declare in his report that the EPD cannot be approved in its present form.

EPD Danmark furthermore reserves the right to decide, on the basis of the verification report, that the supporting data for the Environmental Product Declaration are inadequate. If this happens, the declaration cannot be issued.

The financial costs involved if an EPD is not approved, will be paid by the manufacturer. It is then the manufacturer's own responsibility to negotiate financial compensation with the LCA consultant, if such a consultant has been used.

THE MANUFACTURER'S OBLIGATIONS

A manufacturer, who has a verified EPD registered with EPD Danmark, is obliged during the entire validity period of the EPD, to notify the verifier through the programme operator of any changes in production, processes, materials, product design and any other information submitted as background information in the EPD and which will therefore have an influence on the data and results stated in the EPD, see also 3.3.1.

Such a manufacturer should therefore establish routines for an ongoing inspection and follow-up of the product, and such procedures may be connected to any existing environmental management system in the company.

The manufacturer may not publicly use an Environmental Product Declaration which has not yet been approved, registered and published by EPD Danmark. False or misleading use of the Environmental Product Declaration and EPD Danmark's logo must not take place, including the use of the Environmental Product Declaration for comparative claims or mixed up with Type I environmental labels.

VIOLATION OF THE RULES

Just like the manufacturer, the independent verifier has an obligation to report any violations of the provisions of these general programme instructions and subsequently give instructions as to which corrective measures should be taken. In cases where a verifier or EPD Danmark has repeatedly notified a manufacturer about necessary corrective measures, and the manufacturer has not taken such measures, EPD Danmark reserves the right to withdraw the verified Environmental Product Declaration and deregister it from the database. The Environmental Product Declaration will then be invalid indefinitely.

3.3.5 COMPLAINTS AND DISPUTES

Complaints about the contents of a published EPD shall be filed with the programme operator and must be substantiated in writing and supported by documentation. The programme operator is then responsible for obtaining a common statement from the LCA practitioner and the verifier. Any conflicts or disagreements shall be tried to be settled out of court between the parties involved. Disputes shall be settled according to the Rules of Arbitration and Danish legislation.

3.4 DATA AND DOCUMENTATION MANAGEMENT

Project specific data are often confidential because of competitive requirements, information protected by intellectual property rights (IPR) and similar legal restrictions.

During the development of an EPD, it will in most cases be necessary to give external experts access to confidential data, production methods, etc.

There is no requirement that such confidential data be made public. Business data identified as confidential and provided in connection with the independent verification process must be kept confidential in accordance with these General Programme Instructions.

3.4.1 BASIS

ISO 14025 defines the basic rules of data confidentiality, which together with section 3.4.2 below describe the procedures for handling of confidential information in EPD Denmark.

3.4.2 PROCESS

EXCHANGE OF CONFIDENTIAL INFORMATION

In connection with the solving of specific tasks and the provision of services, the parties involved may have to exchange confidential information.

Confidential information includes information of any kind and in any form which is not intended for free public access, including e.g. prices and rates, source codes, data, drawings, specifications, manuals, instructions, etc.

Confidential information received shall be kept, protected and handled properly with at least the same care, as the receiving party applies to his own business secrets.

The parties and their staff, sub-suppliers and consultants shall observe absolute professional secrecy as regards any confidential information received. This does not, however, apply to own internal use for the purpose.

Each party must limit the distribution of confidential information received to those staff members who actually need the information in question.

The parties are not allowed to pass on to any third party any confidential information received from the other party. This does not, however, apply to the passing on of information to the independent verifier, who is approved by the party giving the information. Approval of such verifiers cannot be refused without stating a material reason.

The parties are not allowed to use confidential information received from the other party for any other purpose than for own internal use for the original purpose, apart from any use to which the other party has granted his permission.

Each party shall be responsible for any misuse or unauthorised distribution of information on the part of the party's employees, consultants or other attached persons who gain access to any confidential information received.

4 DEFINITIONS, TERMS AND ABBREVIATIONS

The following definitions, terms and abbreviations apply in these programme instructions and in project reports, EPDs and other communication under EPD Danmark:

EPD

Abbreviation for a Type III Environmental Product Declaration. A Type III Environmental Product Declaration for a construction product is prepared on the basis of the European standard EN 15804 and/or ISO 14025.

TYPE III ENVIRONMENTAL PRODUCT DECLARATION

In everyday language "EPD" or "environmental product declaration". A Type III Environmental Product Declaration provides quantified environmental information on a product's life cycle to enable comparisons between products fulfilling the same function. Such declarations are based on independently verified LCA data and are developed by means of predetermined parameters. The predetermined parameters are defined in the product's PCR and are based on the ISO 14040 series of standards (ISO 14040 and ISO 14044).

TYPE III ENVIRONMENTAL PRODUCT DECLARATION PROGRAMME

Programme for the development and application of Type III Environmental Product Declarations, based on a set of general programme instructions.

PROGRAMME OPERATOR

Organisation which develops and conducts a Type III Environmental Product Declaration Programme.

PCR

Product Category Rules. A set of specific rules, requirements and instructions for the development of an EPD for a specific product category.

SUPPLEMENTARY PCR DOCUMENT

In EPD Danmark the PCR basis of a specific product category consists of two parts. "Part 1" is the European standard EN 15804, which defines the basic PCR rules which are common to all construction products. "Part 2" is the supplementary PCR document, which defines the PCR rules applying to the specific product category, and which thereby *supplements* the provisions in EN 15804.

PCR REVIEW

Process whereby a third party panel verifies the specific Product Category Rules (PCR) prepared for a product category.

LCA

Life Cycle Assessment. The Life Cycle Assessment is the backbone of an EPD and is performed on the basis of the international standards ISO 14040 and ISO 14044. A Life Cycle Assessment compiles and evaluates all inputs and outputs and potential environmental impacts of a product throughout its life cycle.

LCI

Life Cycle Inventory analysis. Phase of the life cycle assessment involving the compilation and quantification of inputs and outputs of elementary flows.

LCIA

Life Cycle Impact Assessment. Phase of the life cycle assessment aimed at understanding and evaluating the magnitude and significance of the potential environmental impacts of a product system.

LIFE CYCLE

Consecutive and interlinked stages of a product system, from raw material acquisition or generation from natural resources to final disposal.

EN 15804

European standard published by CEN, on a mandate from the European Commission. The standard forms the technical basis of the preparation of Type III Environmental Product Declarations for construction products (EPD).

PROJECT REPORT

Report containing all relevant data from the life cycle assessment. The project report is considered to be a LCA performed on the basis of the relevant PCR document(s). The project report forms the basis of the verification of the LCA and is not published.

VERIFICATION

Confirmation that specified requirements have been fulfilled. The verification of the LCA data as well as the EPD itself shall ensure the reliability of the work performed. The verification shall be performed by an independent party and may be done either internally as concerns the LCA developer or by an external third party.

VERIFIER

Person or body that carries out verification.

THIRD PARTY

Person or body that is recognised as being independent of the parties involved, as concerns the issues in question. The parties involved are usually the LCA developer and the customer/manufacturer.

PRODUCT CATEGORY

Group of products which can fulfil equivalent functions.

DECLARED UNIT

Quantity of a product system for use as a reference unit for a LCA/EPD. Typically used for LCA covering the life cycle phases in cradle-to-gate.

FUNCTIONAL UNIT

The quantified performance of a product system for use as a reference unit, typically for LCA covering life cycle phases describing the use of the product.

ENVIRONMENTAL IMPACT CATEGORY

Category representing environmental issues of concern in which analysis results may be classified – e.g. "stratospheric ozone layer depletion".

CHARACTERISATION FACTOR

Factor, calculated by means of a characterisation model (e.g. CML), which may be used to convert the classified analysis results into the common unit (e.g. kg CFC-11 equivalents) of the category indicator (e.g. ability to deplete stratospheric ozone).

ALLOCATION

Partitioning of flows (input and output) to and from a process or a product system between the product system under study and one or more other product systems.

RSL

Reference Service Life – the expected service life of a product under a set of given conditions for the use of the product.

B2B

Business-to-business. Communication between organisations and/or professional actors.

B2C

Business-to-consumer. Communication between an organisation or professional actor and a consumer.

to be continued...