Procedure for EPD-development

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| --- | --- | --- |
| **Company name:** |  | // add company logo// |
| **Developed by:** |  |
| **Approved by:** |  |
| **Date:** |  |

# 1. Purpose and scope

The procedure must ensure the correct preparation of EPD documentation, through the collection of the necessary background data.

# 2. Definitions

EPD = Environmental Product Declaration based on life cycle analyses.

PCR = Product Category Rules.

# 3. Area of responsibility for the EPD process

Approved users in the EPD generator for company:

|  |  |  |
| --- | --- | --- |
| Name Surname | E-mail | Course date |
| Ola Normann | Ola.normann@firma.no | dd/mm/yy |
|  |  |  |
|  |  |  |

**EPD Developer:***(Adapt the text so that it describes the company's procedure for EPD development and internal verification)*Obtains data from relevant departments for a defined period (normally; last calendar year):

* Production volume of the declared product.
* Purchased materials for the declared product.
* Transport distance for purchased materials.
* Energy use for production (electricity, diesel, fuel oil) from the machines and workstations through which the product passes.
* Produced amount of waste broken down by waste type.
* Other consumables during production that do not come with the product.
* Checks whether one has enough / suitable data for the input of raw materials.
* Checks whether there have been production deviations that have led to production errors, where there have been production volumes that either go back into production or end up as waste. Samples shall also be accounted.
* Collected data must be distributed to the unit declared in the EPD.
* Enters text, images and data into the EPD Generator.
* Sends the EPD to another approved user in the company via the system for internal verification.

**EPD Responsible:**   
Verify the data that has been entered in connection with the preparation of the EPD according to the checklist developed by EPD Norway.  
*Checks/verifies in EPD generator:*

* Text and images in the EPD.
* Modules and system boundaries.
* Background data for input of raw material, transport, and energy consumption in all declared modules.
* The results in the EPD have been assessed.
* Internal verification and publication

*Checking the EPD document (Print PDF):*

* Text and images in the EPD.
* Name of EPD developer and EPD responsible.
* Company information.
* Modules and system boundaries.

*Documentation that is prepared and checked:*

* The checklist, unique per EPD.
* Responsibility for ensuring that this procedure description is updated.
* Course certificate
* Registration with EPD Norway (Sent by EPD Norway after first publication)

## 3.1 Internal procedure for obtaining documentation and data for EPD header and values for EPD data

*Description of internal procedures for obtaining documentation for EPD header and values for EPD data in the generator.*

Are the values and necessary documentation collected and stored in specific areas?

Document folder internally or in the EPD generator.

*EPD header:*

Where is the documentation for completing the text parts of the EPD obtained from?

(Product descriptions, technical specifications, etc.).

*EPD data:*

Where are the raw material input values taken from? (A1)

Where are the values for the transport of raw material obtained from (distances and type of transport)? (A2)

How are the production values obtained (energy, waste, accessories) and from where? (A3)

This can be electricity bills, waste treatment contracts, receipts for the purchase of accessory products, etc.)

# 4. Description

The preparation of the EPD follows the guidelines for "General Program Instructions (GPI)" from EPD-Norway.

For companies, the following PCR is used; EN15804+A2, and PCR part B for name.(Page 2 of the EPD)

The EPD generator used was developed by LCA.no AS. Information used in preparation of the EPD is registered in the cloud-based application – [www.lca.tools](http://www.lca.tools).

Verification of basic data for the material list in the generator is verified by an external verifier named:

add the name of the verifier and/or institution, (EPD, page 2, bottom left).

The EPDs will be published at [www.epd-norge.no](http://www.epd-norge.no)

# 6. Quality requirements

Persons mentioned in section 3 must have completed and passed relevant training in the use of the generator and general principles for data collection and assessment.

During the validation period of the EPD, the values/data used in the development of the EPD shall be checked. EPD validity is a maximum of 5 years.

In case of major changes, the external verifier must be informed.

If one or more environmental impact categories change by more than 10% during the validation period, the EPD must be updated.

If the adjustments are required in the registered EPD, the verifier must send a verification report to EPD-Norge with the correct EPD attached. Such cases do not require a full LCA.

# 7. Documented information/ References

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| --- | --- |
| *Type* | *Internal* |
| Production data for each EPD | Continuous |
| Maintenance agreement LCA.no AS |  |
| *External reference* |  |
| *ISO 14025* |  |
| *ISO 14040* |  |
| *ISO 14044* |  |
| *EN 15804* |  |
| *ISO/TS 14027* |  |
| *ISO/TS 14067* |  |
| *ISO 14046* |  |
| «General Programme Instructions» from EPD-Norway. |  |
| NPCR number + name |  |