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SANTE PUBLIQUE,
SECURITE DE LA CHAINE ALIMENTAIRE
ET ENVIRONNEMENT

federale overheidsdienst
VOLKSGEZONDHEID,
VEILIGHEID VAN DE VOEDSELKETEN
EN LEEFMILIEU

# B-EPD

## GENERAL PRINCIPLES

*General instructions in accordance with NBN EN ISO 14025 for the Belgian EPD programme of the FPS Public Health*

THIS VERSION IS OUTDATED. PLEASE USE VERSION 1.1 of 12.10.2017, CURRENTLY ONLY AVAILABLE IN DUTCH AND FRENCH. WE ARE WORKING ON THE TRANSLATION.

v. 1.0 _ 7.12.2016
epd@environment.belgium.be

# 1 GENERAL

## 1.1 BACKGROUND AND INTRODUCTION

EPD stands for "*Environmental Product Declaration*" and is a written declaration with quantified information regarding a specific set of environmental impact indicators, as well as additional information based on a life cycle assessment in accordance with the NBN EN ISO 14044 standard: Environmental management — Life cycle assessment — Requirements and guidelines;

The Royal Decree (RD) EPD[1] provides for the establishment of a federal EPD[2] database and specifies various rules which are specific to an EPD programme.
This reference document intends to put into practice the requirements of the RD EPD.
To this end, acting in its capacity as Programme Operator, the FPS Public Health will use NBN EN ISO 14025 as the basis[3].
The programme of the FPS Public Health is entitled "Belgian EPD Programme", abbreviated to **B-EPD**.

## 1.2 OBJECTIVE OF THE B-EPD

**The main objective of the Belgian EPD programme is to provide a framework for interested organisations to develop and make available EPDs, in accordance with the RD EPD**.

The principal motivations for an organisation to draw up an Environmental Product Declaration within the B-EPD are the legal requirement to substantiate environmental messages, and the voluntary provision of standardised environmental information which can be used when assessing the environmental impact of building work by the regions[4].

The B-EPD will primarily focus on openness, transparency, credibility and independence.

NBN EN 15804 is the central element.

[1] Royal Decree of 22 May 2014 setting the minimum requirements for applying environmental messages to building products and for registering environmental product declarations in the federal database (publication date B.O.J. 14/7/2014)
[2] An Environmental Product Declaration (EPD) is a written declaration with quantified information regarding a specific set of environmental impact categories, as well as additional information based on a life cycle assessment in accordance with the NBN EN ISO 14044 standard.
[3] Environmental labels and declarations - Type III environmental declarations - Principles and procedures
[4] Currently in development by the three regions. They will use the data from the B-EPD database.

As Programme Operator, a government not only needs to take account of the interests of the owners of an EPD, but also the interests of society in general and the environment.
That is why the FPS Public Health has committed itself to the following objectives:

- Aiming for a level playing field for the various manufacturers of building materials and products
- Being ambitious in the area of environmental protection
- Taking the interests of society, such as health, to heart, and making comprehensible, accurate and complete information available
- Coordinating with the regions in the context of assessing the environmental impact of building materials and products at the level of buildings

To achieve this, the FPS Public Health will actively monitor the various regulatory developments with regards to the environmental impact of building products, and will inform all stakeholders accordingly.

The publication of Environmental Product Declarations under this B-EPD programme will not be via physical documents, but on an online database which was developed and managed by the FPS Public Health: www.environmentalproductdeclarations.eu .

## 1.3 SCOPE

The B-EPD programme is accessible for building products which are traded or marketed in Belgium, or which can be used in building works within Belgian territory.

*Please note: The database structure made available by the FPS Public Health is also accessible for verified EPDs from other EPD programmes. See below.*

## 1.4 RESPONSIBLE ORGANISATION

The competent authority for preparing, maintaining and communicating the programme instructions is the "Product Policy" department of the Federal Public Service (FPS) Public Health.
This body carries out tasks that are allocated to a Programme Operator in the NBN EN ISO 14025.

Federal Public Service (FPS) Public Health, Food Chain Safety and Environment
Eurostation II
Product Policy Department
Victor Hortaplein 40 bus 10
1060 Brussels
Contact Center: +32 (0)2 524.97.97
Email: environmentalproductdeclarations @environment.belgium.be
or
epd@environment.belgium.be

Overview of the most important structures: see annex.

## 1.5 TARGET AUDIENCE

The EPD programme is designed for both *business-to-consumer* (B2C) and *business-to-business* (B2B) EPDs.

*Remark. An EPD drawn up within the B-EPD programme in the context of art. 3 of the RD EPD must obligatorily be made available to consumers and as such is business-to-consumer (B2C). The aim here is transparency and insight into the environmental impact, not a product comparison.*
*An EPD drawn up in the context of art. 5 of the RD EPD can be both B2C and B2B. The owner of the EPD will decide whether or not to authorise making the EPD available to the public.*

# 2 CONSULTATION

At the least, the FPS Public Health will actively involve the following parties in the B-EPD programme:

(1) governments
(2) building material manufacturers,
(3) contractors, architects
(4) knowledge institutions
(5) others (certification bodies, standardisation, etc.)

To this end, they will incorporate two consultative groups: a limited **Steering group** and a broad **Advisory group**. For technical expertise, they can rely on the support of a **Committee of Experts**.

The **Steering group** is the first point of contact of the FPS and mainly assists in setting out the strategic guidelines. As such, the Programme Operator can rely on a small group who are attuned to the market, who are aware of the needs of the various users, and who have thorough knowledge of CEN TC 350 and EPD. This objective determines the composition of the group, along with availability and commitment. It consists primarily of governments, manufacturers' representatives and knowledge institutions who participate as experts and not as representatives of their company or federation.
The aim is to maintain around 15 members to ensure smooth workability. The FPS can evaluate the grouping on an annual basis.
The FPS can call on the Steering group to produce draft documents.

The Steering group assists the FPS with regards to:

- supporting the programme
- strategic decisions
- assistance drawing up programme documents
- identifying the market needs to the Programme Operator
- making recommendations for adjusting the programme
- technical knowledge

Among other things, it can provide advice with regards to:

- approving general documents and amending them (the general principles in this document, etc.)
- validating PCR documents based on the advice of the Committee of Experts

The **Advisory group** has a broader composition than the Steering group. It is more technical in substance and serves as a sounding board.

The **Committee of Experts** assists the Programme Operator with scientific advice with regards to LCA and building products. Among other things, the Committee serves as a PCR review committee and advises on the validation of PCR documents.

Decisions

The FPS makes autonomous decisions in consultation with the Steering group. The Steering group convenes in person at least once a year. The FPS also involves the Advisory group and encourages it to provide written feedback.

Conditions

Given that NBN EN 15804 forms the basis of the B-EPD programme, the members of both consultation groups must also be members of the corresponding committee NBN E350.
Active membership of the NBN E350 is required for the Steering group, whereas passive membership is sufficient for the Advisory group.

The composition of the various groups can be found in annex. The FPS Public Health decides on the composition of the various groups.

# 3 SUPERVISION

The FPS Public Health takes the following measures to ensure that EPDs comply with the RD and additional instructions:

- A framework for verification
- Market supervision from the government
- Administrative audit of the database

# 4 DATA CONFIDENTIALITY MANAGEMENT

**See also NBN EN ISO 14025 § 8.3**

The FPS Public Health takes the necessary measures to ensure the confidentiality of information which was indicated as such by the owner of the EPD.

These include at the least:

- The identification of the production sites
- The Project report

In a separate document, there is an overview of the information which must be registered, including the public disclosure of the information.

# 5 DOCUMENTS

The programme instructions and supporting documents are administrative documents from the FPS Public Health and are made available via the website www.environmentalproductdeclarations.eu.

Examples of supporting documents:

- Criteria for verifying persons
- Checklist for verification
- PCR documents (unless these are standardised documents, then they need to be purchased from a standardisation institution)
- A list of verifying persons
- A list of validated PCR documents

# 6 PCR DOCUMENTS

## 6.1 GENERAL

The general requirements for an EPD in the context of the B-EPD programme are specified in the RD EPD. The RD allows for additional specific rules to be drawn up by the FPS.

These are *Product Category Rules (PCR)*

In this regard, the FPS will rely on standardised documents as much as possible. The Belgian PCR take account of the principles of the NBN EN ISO 14025 standards and the standardised developments in CEN TC350.

At the European level, EN 15804 is the PCR for the product group 'building products'.
At the CEN level, these horizontal PCR are supplemented with vertical PCR for more specific product groups.

Within the Belgian EPD programme, it is sometimes necessary to supplement the CEN documents with more specific rules.

We distinguish between the following types of PCR documents within the B-EPD programme:

1. Horizontal European PCR: EN 15804
2. Horizontal Belgian PCR:
   Basic Belgian rules for the total group "building products" for making environmental product declarations in the context of sustainable building works. This document is in accordance with EN 15804 but lays down additional requirements which are necessary to be able to use the EPDs in the Belgian context of building evaluation.
3. Vertical, product group-specific European PCR: European standards in accordance with EN 15804.
4. Vertical, product group-specific Belgian PCR:
   Basic Belgian rules for the specific building product groups, for making environmental product declarations in the context of sustainable building works. These documents are in accordance with EN 15804 and the Belgian horizontal PCR document, and as the case may be, with the European vertical PCR. The Belgian PCR document lays down - if necessary - additional requirements which are necessary to be able to use the EPDs in the Belgian context of building evaluation.

In the event that a vertical CEN-PCR exists, this needs to be validated within the B-EPD programme. As such, it will be transparent whether this EN-PCR is sufficient or whether a Belgian supplement is required.

Only PCR documents validated by the FPS are applicable within the B-EPD programme.

Through its website, the FPS Public Health publishes a list of the valid and validated PCR documents within the B-EPD programme.

## 6.2 PROCEDURE FOR DEFINING PRODUCT CATEGORIES

Ideally, the product categories will follow the classification of the European product TCs.
The programme operator can deviate from this, following consultation with the Steering group and the Committee of Experts.

If products have a similar function or application, the basis for assigning a product group to a product category will be such that the same functional unit can be applied.

*Example:*
*If a manufacturer of thermal insulation material made out of wool would like to draw up an EPD and it is decided that a PCR document first needs to be drawn up. A PCR document for thermal insulation material will*

*therefore first need to be drawn up, and then one for the sub-group wool. The Belgian PCR document for thermal insulation material must be in accordance with the PCR document of CEN. This can either be because the B-EPD programme endorsed the EN PCR document as being sufficient, or by specifying additional complementary provisions (e.g. with regards to EOL and electricity mix).*
*Both PCR documents must be in accordance with EN 15804 and with the horizontal Belgian PCR document.*

## 6.3 PROCEDURE FOR DRAWING UP, VALIDATING AND MANAGING PCR DOCUMENTS

**See also NBN EN ISO 14025 § 6.7**

Only PCR documents validated by the FPS can be used within the B-EPD programme.

The horizontal B-PCR document was prepared by the FPS Public Health in consultation with NBN E350.

Ideally, the vertical B-PCR documents are developed by vertical product committees within NBN.
If no vertical standards commission exists for the relevant product group, or it cannot be active for the subject of the relevant product group, an ad-hoc group can also carry out the preparatory work, on condition that this ad-hoc group can demonstrate that its composition is representative for the specific product group.

The validation request for the PCR document can be sent electronically to the FPS (epd@environment.Belgium.be), together with at least the following documents, drafted in Dutch, French or English:
- the (draft) PCR document
- the remarks of NBN E350
- the remarks of the relevant NBN product committee(s) - in the case of vertical PCR documents
- a description and proof of how the sector was involved in drawing up the PCR document

If one or more of these documents is missing, the FPS can declare the request as inadmissible.
In the event of innovative, non-standard products, the (draft) PCR document will be a non-standard document, and the request for remarks to NBN E350 should take place via the FPS.

Subsequently, the FPS will request non-binding reasoned advice from the independent Committee of Experts, and will consult with the Steering group. Finally, the FPS will make a reasoned decision regarding the validation.

The Committee of Experts takes appropriate account of the feedback of NBN E350 and the relevant NBN product committee(s).

*Example:*
*A manufacturer draws up a draft PCR document for cement and EPS-based insulation material.*
*The manufacturer observes that there is no relevant Belgian or European standards commission for its product.*
*It then requests remarks (via the FPS) from NBN E350.*
*It requests remarks from the NBN E88 (insulation products).*
*It requests remarks from the NBN E051 (cement products).*
*The draft document together with the 3 feedback documents are sent to the FPS who transfer them to the Committee of Experts.*
*If the remarks are missing, the request is not admissible.*

Criteria for PCR documents
B-PCR documents must meet the following criteria:

- the PCR document must be in accordance with EN 15804, the horizontal Belgian PCR document and the relevant vertical CEN PCR documents.
- The PCR document must try to follow the CEN Guidance Document regarding EN 15804 as much as possible. Deviations must be reasoned by the author.
- The structure of the PCR document must follow that of the EN 15804. Deviations must be clarified using a clear crosstab.
- As little text as possible from the EN 15804 or from the horizontal Belgian PCR document should be repeated.
- The PCR document must result in uniform rules across the product groups.
- The PCR document must enable use at the level of buildings, as well as interaction with other product groups and PCR documents
- The PCR document must be current
- The PCR document needs to treat the environmental impact with credibility: it is not permitted to include one-sided positive aspects. If in doubt, a conservative approach is appropriate.
- In the event of supplements, amendments or interpretations with regards to the horizontal PCR documents, the new provision must be reasoned and substantiated.
- Drawn up in Dutch, French or English.
- In accordance with the RD EPD, with the requirements for PCR documents in the NBN EN ISO 14025 and with these general programme instructions.
- The environmental impact of an EPD, specified according to the PCR, must cover all significant environmental aspects of the product, via the LCA impact categories and the additional environmental information.

The Programme Operator reserves the right not to validate (standard or otherwise) documents if they do not meet the aforementioned requirements.

The Programme Operator will also involve the Advisory group.

See the flowchart in annex.

Amendments to a B-PCR document.
Interim amendments or adjustments to B-PCR documents follow the same procedure.
Remark. The FPS will always retain its authority from the RD to establish product-specific criteria itself. Where appropriate, it will do this in consultation with the Steering group and the Committee of Experts

## 6.4 PCR REVIEW COMMITTEE

**See also NBN EN ISO 14025 § 8.1.2**

The PCR Review Committee ensures horizontal coordination across the product groups, reports to the Programme Operator if a general horizontal decision is required (e.g. impact categories, certain aspects which are relevant for multiple product groups) and verifies conformity with the criteria specified in 6.3.

The Programme Operator establishes the composition of the **Committee of Experts** which serves as the PCR Review Committee in accordance with NBN EN ISO 14025.

The Committee of Experts is not remunerated and functions independently. It appoints a chairperson.

The members who were involved in drawing up the PCR document abstain from any voting or consensus building.

*Remark: In practice, the PCR Review Committees can be organised back-to-back with the NBN E350 meetings. The amount of meetings is estimated at 4 days per year.*

The Review Committee provides non-binding advice to the FPS Public Health which then decides autonomously whether or not to accept the PCR document. If the advice is not followed, the FPS Public Health will provide justification to the Review Committee.

The Committee of Experts can also propose making adjustments. Following consultation with the Steering group and Advisory group, these can be published by the Programme Operator as Annex to the PCR document.

Given that thorough knowledge of the EN 15804 and the CEN TR Guidance Document is required, we ask that members of the PCR Review Committee are active members of NBN E350.

## 6.5 COMPETENCE OF THE PCR REVIEW COMMITTEE

The PCR Review Committee must be composed in such a way that it at least has the competencies referred to in NBN EN ISO 14025 §8.2.3.

## 6.6 PERIODIC INSPECTION OF PCR DOCUMENTS

The PCR documents are periodically assessed by the Committee of Experts, and following consultation with the Advisory group, endorsed again or cancelled by the FPS. If adjustments are necessary, this will ideally be done using the same method as the previous version.

Through its website, the FPS Public Health publishes a list of the valid and validated PCR documents within the B-EPD programme.

# 7 PROCEDURE FOR USING THE LCA METHODOLOGY

**See also NBN EN ISO 14025 § 6.8**

Prior to drawing up the LCA/EPD, the owner of the EPD will contact the Programme Operator. The Programme Operator, in consultation with the Steering group and the Committee of Experts, will decide which existing PCR document needs to be used, and whether or not an additional PCR document needs to be developed.

The LCA which forms the basis of the drafting of the EPD must be in accordance with the provisions in

- RD EPD
- NBN EN 15804
- TR Guidance Document
- The set of NBN EN ISO 14040 standards
- The available PCR documents within the B-EPD programme (PCR documents)

The most important provisions of the RD EPD are:

- The dates and scenarios must be representative for the Belgian market
- The typical lifespan must be reasoned
- Obligatory calculation
    - of the environmental impact related to transport to the site in Belgium (A4 module within the NBN EN 15804 standard). In the absence of a specific scenario, the scenario in which the site is located in "Brussels", must be used;
    - of the environmental impact related to the end-of-life phase
    - of the advantages and effects which fall outside the boundaries of the system, module D;
- Obligatory calculation of additional impact categories related to]:
    - Toxicity (environment and people)
    - Particulate matter
    - Impact related to land use (SOM, biodiversity)
    - Water depletion

    The determination method will be established on the basis of the CEN TR 17005 and the results of the Product Environmental Footprint.

*Remark: there are exceptions for raw materials and semi-finished goods.*

There is also the possibility of **collective EPDs** within the B-EPD programme. This is an Environmental Product Declaration for similar products which are traded by various market participants.
In the event of reference to a collective Environmental Product Declaration, the following conditions must also be met:

- The market participants must be clearly identified.
- The collective Environmental Product Declaration must be representative for the products of each of the individual participating market participants.

# 8 VERIFICATION

## 8.1 GENERAL

An EPD according to the B-EPD programme must be obligatorily verified by a third party: "the registered verifying person".

The owner of the EPD will choose a verifying person from the list of registered verifying persons drawn up by the FPS Public Health.
The FPS Public Health has a procedure to ensure that the verifying persons on the list meet the requirements of the RD EPD.

The verifying person will invoice directly to the owner of the EPD, without the intervention of the Programme Operator.

## 8.2 CONTENT OF THE VERIFICATION

The verification should be in accordance with articles 7 and 9 of the RD EPD.
The verification concerns both the inspection of the LCA study and (see also NBN EN ISO 14025 § 8.1.3) and 4) and checking the EPD format (see NBN EN 15804).
A checklist for the verification is available and must be completed and appended to every registration request for an EPD within the B-EPD programme.

## 8.3 COMPETENCE OF VERIFYING PERSONS

Only persons in accordance with art. 8 of the RD EPD can verify Environmental Product Declarations in the context of the B-EPD programme.
The procedure and requirements are stated in the separate document "Reference Document for Verifying Persons".

## 8.4 CERTIFICATE OF VERIFICATION

When the EPD data are submitted in the database, an EPD with all details in PDF format must also be uploaded. This document must contain all fields of the database and comply with the provisions of the EN 15804, NBN EN ISO 14025 and national PCR documents. This document, which was the object of the verification, must clearly be able to be identified as such.

During the registration request for an EPD in the B-EPD programme, this needs to be accompanied with a **certificate of verification**.
Via the certificate of verification, the verifying person confirms the conformity of the EPD with the B-EPD programme.

The certificate will contain the following elements:

The name and full contact details of:

- the owner of the EPD
- the person who conducted the LCA study
- the person who drew up the EPD document
- the person who conducted the review[5] of the LCA study (where appropriate)
- the verifying person of the EPD

The identification of the EPD

- the date of the EPD
- the reference of the LCA study
- the reference of the EPD

The identification and description of the product

The declared modules.

The identification (date, title, reference) of the PCR document and of the checklist used.

The text "The EPD in annex is in accordance with

- NBN EN 15804
- the provisions of the B-EPD programme of the FPS Public Health and
- the provisions of the Royal Decree of 22 May 2014 establishing the minimum requirements for applying environmental messages to building products and for registering environmental product declarations in the federal database (publication date Belgian Official Journal 14/7/2014)
- the relevant PCR documents".

The date of verification by the registered verifying person.
The signature of the verifying person

The following declarations by the verifying person:

- He or she has knowledge and experience of the production processes for the environmental aspects of the specific product He or she can acquire this knowledge during the course of the verification assignment.
- He or she is not involved in the execution of the life-cycle assessment for the relevant building product, or in the creation of the Environmental Product Declaration for the relevant building product

[5] The LCA study does not necessarily need to be reviewed. As part of the verification of the EPD, the verifying person needs to be in possession of the *project report* which contains all the elements of the LCA study. A reviewed LCA simplifies the work of the EPD verification.

- There is no relevant relationship with the organisation that is the commissioning party for the LCA and EPD for the building product, for which the verification must be carried out; independent of the organisation that has financed, drafted or had an influence on the results of the LCA/EPD. Relevant relationship means: financial, legal or similar that would result in a conflict of interests.

In annex to the certificate of verification:

- The EPD
- Completed checklist
- The *project report* (cf. NBN EN 15804 §8)
- The *verification report* in which the verifying person reports the findings of his or her verification.

*Remark 1: a template which must obligatorily be used is in development.*

*Remark 2: The Programme Operator is working on an electronic version of this procedure, which will make the certificate of verification redundant.*

# 9 PUBLICATION OF THE EPD

## 9.1 GENERAL

We publish the Environmental Product Declarations in a database which can be consulted via the following website: www.environmentalproductdeclarations.eu.

The owner of the EPD decides him or herself whether or not the details of the EPD can be seen by everyone. Only in the event of obligatory registration in the database due to an environmental message on the product, does the complete Environmental Product Declaration need to be permanently accessible by the public.

The information registered in the database is considered as the sole reference. That is why the FPS has not specified a template for a physical EPD document, and also why no logo is available.

It is permitted to distribute physical documents with the information from the database. For the time being, only the following specific guidelines apply for the drafting of the document:
- These physical documents must contain all the elements of the registration (with the exception of the identification of the production sites and the project report).
- The physical document must not contain any statement which could be interpreted as stating that the relevant document was verified by the government.
- the physical document must include a clear reference to the database, including the website address. "This document is a private publication. The official EPD according to the B-EPD programme can be consulted via www.environmentalproductdeclarations.eu"

## 9.2 DATABASE

The FPS Public Health provides a web interface and a database structure for the registration of Environmental Product Declarations.

This database is the property of the FPS Public Health and is also managed by this government department.

An overview of all information which is requested during registration is available in the separate document "Checklist of data to be provided".

The database provided by the FPS Public Health may also contain EPDs which are not drawn up in accordance with the B-EPD programme, provided that the EPD is in accordance with EN 15804 and was verified by a third party (see below).

The EPD and accompanying documents (project report, verification report, etc.) should be drafted in Dutch, French or English.

## 9.3 WHO CAN REGISTER AN EPD?

The owner of an EPD can submit his or her EPD data to the database.
This can be both a representative of an individual manufacturer and a group of two or more manufacturers, or a federation. These can be either Belgian, European or international companies or organisations.
The Federal Government may also submit data to the database.

The representative of the company (or grouping of manufacturers) who opens a database account is the *declarant*.

The declarant must be an employee with a valid email address of the owner of the EPD.

Within his or her database account, the declarant can delegate the submission of the EPD data to third parties, such as Programme Operators, LCA consultants or certification institutions. The account owner (the manufacturer or federation) remains responsible.

The declarant is free to choose who will draw up the LCA/EPD.

## 9.4 OVERVIEW OF WHICH EPDS ARE PERMITTED IN THE DATABASE

The content of the database is not limited to EPDs according to the B-EPD programme.

A B-EPD must obligatorily be verified by a registered verifying party, in accordance with the RD EPD and §8.3. of the programme instructions. A B-EPD is in compliance with the KB EPD and these general principles.

In addition to B-EPDs, they may also contain EPDs from the following foreign Programme Operators, on condition that they were verified in compliance with EN 15804.

EPDs are also temporarily permitted in the database which were not verified by a registered verifying person and which were not drawn up within one of the foreign Programme Operators indicated above. The verifying persons do need to comply with the requirements of art. 8 of the RD EPD, but in this case, do not need to register in advance.

The EPDs in the database are classified as follows:

- Level of conformity with the horizontal B-PCR document, declaration of A4, C2-3-4 and D modules and additional indicators.
- Level of representativeness for the Belgian market
- Conformity with the programme and the RD EPD by a registered verifying person

See details in annex.

It is up to the user of the database to decide how to handle the various levels of completeness and conformity in the database.

## 9.5 PROCEDURE FOR REGISTRATION IN THE DATABASE AND LEAD TIME

*See the flowchart in annex.*

1. The owner of the EPD (declarant) will register with the Programme Operator in advance via the email address epd@environment.belgium.be .

   During registration, he or she will add the following information:

   - Name and complete contact details of the declarant, including VAT number

   - The identification and description of the product, including the intended use.

- existing EPDs from other Programme Operators for his or her product, where appropriate.

- The modules and impact categories which he or she wishes to declare.

- The functional or declared unit.

- The reference of the PCR documents which he or she wishes to use. In the event of PCR documents from foreign Programme Operators, a copy of these.

The request must be made in Dutch, French or English.

2. The Programme Operator will confirm whether or not the request is admissible, and will provide information regarding the PCR documents to be used (cf. see previously) and classification of the product (BB-SfB).

3. The manufacturer (or federation) will conduct an LCA study, or commission one.

4. On the basis of this LCA, he will draw up an EPD. He will ensure that the LCA/EPD is in accordance with the agreed reference documents.
5. This EPD must be verified by a (registered) verifying person. He can find a list of these at the website of the FPS and in the selection list of the web interface.
6. The manufacturer will request an account with the FPS Public Health via the web interface.
7. The manufacturer or a person appointed by it will submit the results of the EPD via a web interface. As such, he will append various supporting documents (the EPD itself, the 'project report', the verification report, the certificate of verification, etc.).
8. The FPS Public Health will conduct an administrative check (e.g. to ensure no typing errors have occurred when submitting the values, in other words that the details correspond with the verified EPD), and will give approval or not.
9. An invoice will be drawn up. This invoice only pertains to the registration in the database. Drafting the LCA study and the verification fall outside of this. Invoices will automatically be sent at regular intervals, taking into account previous invoices.

*Remark. These intervals make it possible to calculate discount tariffs, given that the fee depends on the number of registered EPDs and not the number of EPDs being processed.*

10. Approved EPDs are registered and published in the database upon receipt of payment.

The total lead time can therefore last several weeks or months, depending on the number and quality of EPDs for which a registration request was submitted, and on the invoicing.

### 9.6 VALIDITY OF THE EPD

The validity of the EPD is established in the RD EPD via article 12 and the reference to the NBN EN 15804: maximum validity five years from the date the EPD was drawn up.

In the event that the registered Environmental Product Declaration contains environmental impact indicators which were registered at different times, a maximum validity of five years also applies from the date when the first environmental impact indicators were registered, and this for all environmental impact indicators.

## 10 REFERENCES TO THE B-EPD PROGRAMME OR RD EPD

It is permitted to refer to the B-EPD programme and registration in the database: "This EPD was drawn up and verified in accordance with the B-EPD programme".
Misleading references to the B-EPD programme or the RD, as well as similar logos or symbols, are not permitted and may result in the EPD being removed from the database.

*Example of unauthorised misleading references: "[RD/FPS] [approved/verified] [product/EPD]" given that this can be interpreted as meaning that FPS has made a qualitative pronouncement about the product, which is not the case;*

## 11 PERIODICAL REVIEW OF THIS DOCUMENT

After the first year, an analysis will be carried out to improve and supplement the document where necessary. The intention is then to make an assessment every 3 years.

## 12 RESPONSIBILITIES

The manager of the account in the database is responsible for the content of the registration of the EPD via the web interface.
The verifying person is responsible for the verification and cannot be held liable if the owner of the EPD or a manufacturer has provided false information, consciously or otherwise.
Neither the FPS Public Health nor the verifying person can be held liable for the content of the EPD or the registration and publication on the website.

In cases of identified irregularities, the EPD will be removed from the database, and no further reference to the B-EPD programme will be permitted.

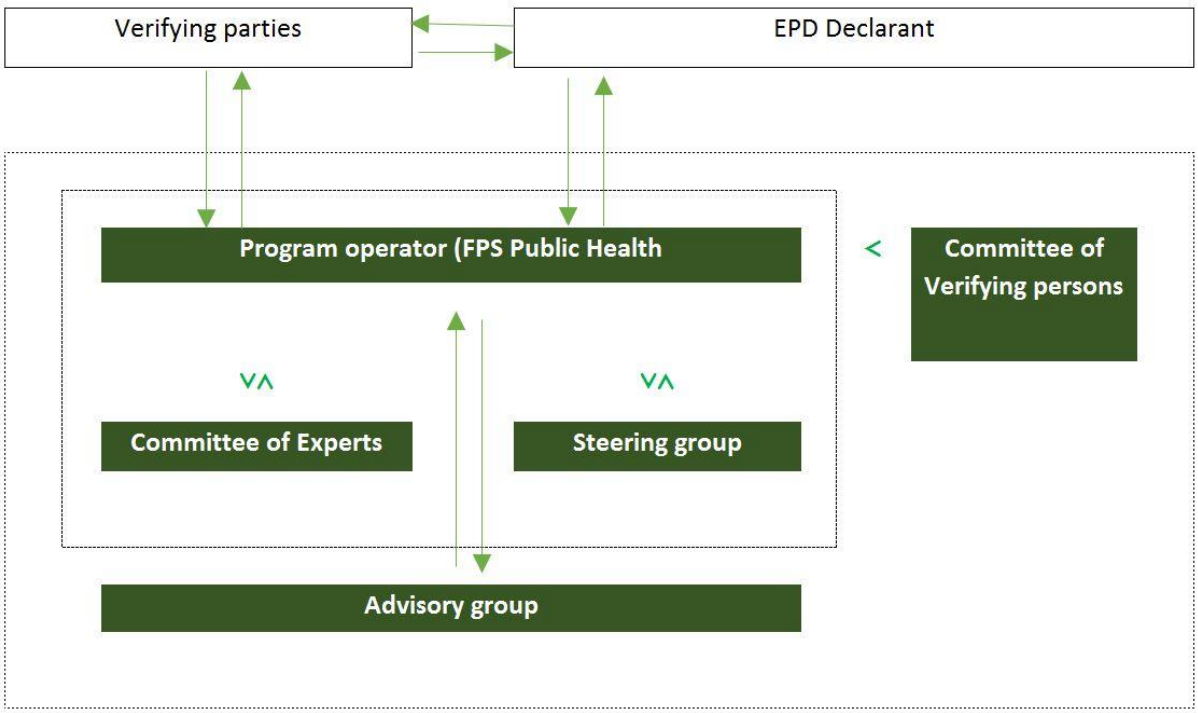
## 13 COSTS

A fee is payable for registering an EPD in the database. You can find the relevant information in the annex.

# ANNEXES (EN)

## ANNEX 1: OVERVIEW OF THE STRUCTURE

| | |
|---|---|
| *Programme Operator, secretariat, management, final decisions* | *FPS Public Health, Product policy department. The coordinator is Mr Dieter De Lathauwer.* |
| *Steering group* | *A small group which functions as the first line consultative body and helps to set out guidelines. Members must be active members of NBN E350.* |
| *Advisory group* | *Broader consultation group, based on both the active and passive members of NBN E350. They may provide written remarks at consultation meetings.* |
| *Committee of Experts* | *Scientific committee which provides non-binding advice to the FPS Public Health with regards to PCR documents.* |
| *Committee of Verifying Persons* | *Independent committee which advises the FPS Public Health during the evaluation of individual verifying persons.* |
| *Individual verifying persons* | *Via registration procedure. Decision by FPS Public Health based on the advice of the Committee of Verifying Persons. To this end, the conformity of the verifying persons with the RD is systematically checked.* |



## ANNEX 2: COMPOSITION OF CONSULTATIVE GROUPS

The composition of the **Steering group**

| Steering group | |
|---|---|
| Name | Employer |
| Roos Servaes | *OVAM (Flemish Public Waste Company)* |
| Natacha Zuinen | *SPW (Walloon Public Service)* |
| Sophie Bronchart | *Brussels Environment* |
| Philippe Callewaert | *BMP* |
| Pieter Van Laere | *BMP / Saint-Gobain* |
| Piet Vitse | *BMP / Foamglas* |
| Laurie Dufourni | *BBF* |
| Anita Ory | *BBF / Wienerberger* |
| Koen Michielsen | *Infosteel* |
| Karen Allacker | *KU Leuven* |
| Carolin Spirinckx | *VITO* |
| Lisa Wastiels | *WTCB* |
| Petri Ven | *Essenscia* |
| Luc Dumont | *VGI* |
| Eddy Dano | *Febe* |
| Jos Devloo | *BCCA* |
| Johan Horckmans | *Probeton* |

The composition of the **Advisory group**

This is based on the active and passive members of NBN E350.

The composition of the **Committee of Experts**

| Committee of Experts |
|---|
| Name |
| Roos Servaes |
| Magali Deproost |
| Sophie Bronchart |
| Pieter Van Laere |
| Anita Ory |
| Laurie Dufourni |
| Karen Allacker |
| Carolin Spirinckx |
| Wim Debacker |
| Lisa Wastiels |
| Els Vande Moortel |
| Lieven De Boever |
| Shpresa Kotaji |

*If a conflict of interest could occur for a given subject, this person should voluntarily abstain;*

## ANNEX 3: FLOW PCR REVIEW

## ANNEX 4: PROCEDURE EPD AFTER ADMISSIBILITY

## ANNEX 5: PERMITTED EPD - SCHEMATIC PROPOSAL

The EPD will be classified in the database based on the following parameters.

**A) Origin of the EPD in the database**

A-1. A complete new LCA/EPD, without the intervention of another Programme Operator.

A-2. An existing EPD via one of the following foreign Programme Operators HQE FDES, IBU, BRE EPD, AENOR, EPD International, MRPI, Eco-platform EPD

**B) B-EPD Verification: conformity with the RD and the B-EPD programme**

- B-1. Yes. Verified in accordance with RD EPD (only possible if at least one horizontal B-PCR exists, if there are B-verifiers and if the verification checklist is ready) *, or
- B-2. No. No registered verifying person.

** only these are EPDs in accordance with the Belgian EPD programme. This is currently not possible.*

Every EPD must be verified by an independent third party.

The following combinations are possible:

**{A-1;B-1}**

The verifying person is registered in advance and provides a **certificate of verification** in accordance with §8. This is the procedure for a B-EPD.

**{A-2;B-1}**

The applicant has the EPD verified by a foreign Programme Operator, in accordance with the B-EPD programme.

**{A-1;B-2}**

The verifying person provides a **certificate of verification**. Via the certificate of verification, the verifying person confirms the conformity of the EPD with the selected option within C). During a transition period which needs to be determined, this EPD can be included in the database but its conformity with the RD and the B-EPD has not been proven. The verifying person is not registered in advance: the FPS has not ascertained his or her conformity with the RD.

The certificate will contain the following elements:

The name and full contact details of:

- the owner of the EPD
- the person who conducted the LCA study
- the person who drew up the EPD document
- the person who conducted the review[6] of the LCA study (where appropriate)
- the verifying person of the EPD

The identification of the EPD

- the date of the EPD
- the reference of the LCA study
- the reference of the EPD

The identification and description of the product

The declared modules.

[6] The LCA study does not necessarily need to be reviewed. As part of the verification of the EPD, the verifying person needs to be in possession of the *project report* which contains all the elements of the LCA study. It goes without saying that a reviewed LCA simplifies the work of the EPD verification.

The identification (date, title, reference) of the PCR document and of the checklist used.
The text "The EPD in annex is in accordance with

- NBN EN 15804
- [insert one of the options of C) here]
- the relevant PCR documents".

The date of verification by the registered verifying person.
The signature of the verifying person

The following declarations by the verifying person:

- He or she has knowledge and experience of the production processes for the environmental aspects of the specific product. He or she can acquire this knowledge during the course of the verification assignment.
- He or she is not involved in the execution of the life-cycle assessment for the relevant building product, or in the creation of the Environmental Product Declaration for the relevant building product
- There is no relevant relationship with the organisation that is the commissioning party for the LCA and EPD for the building product, for which the verification must be carried out; independent of the organisation that has financed, drafted or had an influence on the results of the LCA/EPD. Relevant relationship means: financial, legal or similar that would result in a conflict of interest.

In annex to the certificate of verification:

- The EPD
- The *project report* (cf. NBN EN 15804 §8)
- The *verification report* in which the verifying person reports the findings of his or her verification.

**{A-2;B-2}**
During a transition period which needs to be determined, EPDs from certain other foreign Programme Operators can also be included in the database. The EPD must be verified by an independent party in accordance with the rules of the relevant EPD programme. The verifying person must fulfil criteria 1 to 7 of art. 8 in the RD EPD. The verification must be in accordance with art.9 of the RD EPD.

We combine these four possibilities mentioned above with **methodological scores** in the database.

**C) B-PCR conformity**
*-> Score from 1 to 5*
1. full conformity with EN 15804 and B-PCR (including modules A4, C2-3-4, D and additional indicators)
2. full conformity with EN 15804 and B-PCR, including modules A4, C2-3-4, D, but without any additional indicators)
3. full conformity with EN 15804; conformity with B-PCR not verified, including modules A4, C2-3-4, D, additional indicators and art. 9 2° and 3° of the RD
4. full conformity with EN 15804, conformity with B-PCR not verified, including modules A4, C2-3-4, D, but without additional indicators and without art. 9 2° and 3° of the RD
5. Conformity with EN 15804.

**exceptions possible for raw materials and semi-finished products*

**Representativeness for the Belgian market**
*-> Score from 1 to 5*

# ANNEX 6: COSTS OF EPD REGISTRATION

## 13.1 BACKGROUND

The fee was set out in article 8 of the Royal Decree of 4 August 2014 modifying the Royal Decree of 13 November 2011 establishing fees and contributions payable to the Budget fund for raw materials and products.

## 13.2 GENERAL

A fee must be paid for registering an Environmental Product Declaration in the database. This fee is transferred to a fund which is managed together with industry, the Budget fund for raw materials and products (abbreviation *Raw materials fund*). This fee is an administrative contribution for inclusion in the database.
The amounts are degressive, the more Environmental Product Declarations are registered.
The costs for drafting the LCA and/or the EPD are borne by the declarant, as are the costs of verification.

## 13.3 INVOICING

After the FPS has approved the registration of the EPD, the declarant will receive an invoice.
The EPD will only be published if payment of the invoice has been received.

## 13.4 AMOUNTS

Every person who wants to register an Environmental Product Declaration in the federal database must pay a **one-off fee** of 150 EUR.
For each registration request, a fee per product description and environmental profile is also payable. An EPD actually consists of a product description section and an environmental profile section. It is possible to link multiple product descriptions to a single environmental profile[7].

| | |
|---|---|
| One-off cost for creating an account | 150 euros |

| | |
|---|---|
| Amount per product description | 50 euros |

| Amount per environmental profile | (for 5 year period of validity) |
|---|---|
| for the first five registered environmental profiles | 150 euros |
| for the sixth until the tenth registered environmental profile | 125 euros |

[7] for example, you have an EPD for marbles, but you would like architects to be able to search specifically for red marbles. You can then register the EPD for marbles including a product description for marbles and then make and link an extra product description for 'red marbles'.

| | |
|---|---|
| for the eleventh until the fiftieth registered environmental profile | 100 euros |
| from the fifty-first registered environmental profile | 50 euros |

For each extension or amendment request for a registered environmental profile with, for example, additional or updated indicators, scenarios or modified indicators, the fee per environmental profile is set as follows:

| Amount per modified environmental profile | |
|---|---|
| for the first five registered environmental profiles | 100 euros |
| for the sixth until the tenth registered environmental profile | 75 euros |
| for the eleventh until the fiftieth registered environmental profile | 60 euros |
| from the fifty-first registered environmental profile | 40 euros |

In these cases, the validity of the environmental profile remains unchanged.

For each request to extend the validity of a registered environmental profile **without any modification** to the product description, environmental profile, indicators or the scenario descriptions, the fee amounts to 75 EUR per environmental profile. In this case, the validity is extended to 5 years.

All the above-mentioned fees are also applicable to:
1° groupings of manufacturers for requests to publish a collective environmental profile;
2° manufacturers for requests to publish an environmental profile which makes use of a collective environmental profile.