



# Guidelines for Subscriber Verification Data Provided by the Product Verification Committee

## **I. PURPOSE OF THIS DOCUMENT**

In establishing verification processes, the Product Verification Committee (PVC) has reviewed the IEEE 1680 standard and provides the guidance in this document to EPEAT subscribers. This guidance relates to the Verification Requirements that are stipulated with each criterion in the standard that define what each subscriber, upon request within a verification round, is required to provide to the Qualified Verifiers in order to demonstrate conformance with the standard.

The purpose of this document is to assure that subscribers provide verification data that adequately demonstrates conformance and that is as consistent as practical amongst subscribers. In a larger sense, it is essential that the Qualified Verifiers and the PVC be provided clear and understandable verification data from which they can make a valid determination that is consistent for different subscribers. Without this the verification process has the potential to be inadequate for purchasers and unfair to other subscribers.

## **II. VERIFICATION PAPERWORK**

The subscriber shall provide the requested verification data to the Qualified Verifier upon request and within 30 days. In order to keep the verification process on track it is essential that these time requirements be adhered to. To the extent possible the Qualified Verifier will provide clarity as to what is required, while allowing appropriate flexibility for the subscriber to reflect different operational practices.

For all criteria, more than one Verification Requirement is specified for the information that subscribers must provide. All of the items must be provided, except where an “or” specifically provides a choice.

The subscriber shall provide an index or inventory of the verification data provided that identifies and explains each item and how it contributes to demonstration of conformance with the criterion in question.

## **III. DECLARATION FROM MANUFACTURER**

The Verification Requirement, “Declaration from Manufacturer”, is included with nearly every criterion. This section defines the PVC’s interpretation of the documentation that will satisfy this requirement. The Declaration provides a crucial link between the verification data provided by the subscriber and that such data provides assurance of conformance with the criterion.

The Declaration from Manufacturer is a restatement of the declaration that occurred with product registration with particular attention to the requirements of the criterion in question and the adequacy of the verification data provided by the subscriber. It will reiterate the 1680 requirement that conformance applies to all units of the product, wherever they are manufactured or sold after the date of product Registration. The Declaration must be signed by a responsible corporate authority. The Qualified Verifier will provide a standard document to the subscriber that restates the criterion and provides a signature block.

## **IV. EMPIRICAL AND ANALYTICAL DATA**

Several Verification Requirements include the provisions of evidence based on “empirical data demonstrating compliance” and/or “analytical data demonstrating compliance”. Demonstration of a quality control program by the manufacturer or its suppliers that assures conformance with the requirement of the criterion will satisfy this Verification Requirement.

The demonstration of a quality control program should include the following, or an equivalent:

- Description of program, including frequency of monitoring
- Demonstration of how the program provides assurance of conformance for all manufacturing operations and/or all suppliers as appropriate to the criterion
- A spot testing program of incoming components or raw materials with at least one sample of test results measured to a threshold sufficient to verify conformance to the applicable criterion.

## **V. GEOGRAPHIC AND TEMPORAL COVERAGE**

The IEEE 1680 standard explicitly applies to “all units sold of a product that is declared to this Standard”. Thus it is the responsibility of the subscriber, when demonstrating conformance with a criterion, to be capable of demonstrating that they have in place the relevant control or quality assurance mechanisms for the specified criterion to assure that all units manufactured at any of its facilities, or with components sourced globally, are in conformance while the product is registered.

## **VI. INCONSISTENCIES OF WORDINGS**

On rare occasion the wording in the Product Criterion section of the criterion may be inconsistent with, or contradict, the wording in a title or the Verification Requirement section of the criterion. The wording of the Product Criterion prevails over the title, Verification Requirements or the References and Details, and the title shall prevail over the References and Details.