

GEC Registry Services Department	Procedure for Implementing New Standards in EPEAT	Issue 1, Rev 1
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1. Purpose

As the scheme owner of the EPEAT System, the Green Electronics Council (GEC) periodically considers new environmental performance standards for implementation in the EPEAT System. This procedure outlines the steps that GEC takes when implementing approved standards.

2. Scope

This procedure applies to new standards which have been approved by the GEC Board of Directors, as per P17 *Policy on Qualifications of Standards for the EPEAT Registry*.

3. Definitions

Activating a Product - When a CAB allows a product to appear on the EPEAT Registry.

Publication Date - Date the Standards Development Organization (SDO) publishes the standard.

Priority Criteria - The criteria in the standard that must be desk reviewed before a product can be activated to the EPEAT Registry as determined by GEC.

Provisional Registration Period - Period when the registry is available to Manufacturers but is not yet visible to the public, when Manufacturers may register products.

4. Responsibilities

- It is the responsibility of the Registry Services Department to ensure the EPEAT Registry software has the capacity to support a new standard and to implement new standards.

5. Approvals

Author: L. Fernandez-Salvador

Approval: M. Bower

6. Reference Documents

P4 EPEAT Product Registration System

P16 CAB Manual: EPEAT Conformity Assurance Requirements

P17 Policy on Qualifications of Standards for the EPEAT Registry

P19 *Guidance for Evaluation of Qualification Factors for EPEAT Registry*

GEC Priority Criteria

7. Records

Name	Owner	Access	Minimum Retention Time	Location
Implementation Plan	EPEAT Program Director	GEC Staff	3 years	GEC Server

8. Change History

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Issue	Revision	Author	Description of Change	Approved By	Date
1	0	M. Bower	Initial Release	J. Omelchuck	11/10/15
1	1	L. Fernandez	Revised approval processes to implement new standards	M. Bower	3/8/17

9. Preparation for Implementing New Standards

9.1. New standards are approved for implementation in EPEAT by GEC as per P17 *Qualifications of Standards for the EPEAT Registry*.

9.2. The sequencing of activities relating to implementing a new standard and the timeframe for implementing a new standard follow the New Standard Implementation Model (Annex A). GEC communicates the timeline for implementation of the standard that including dates and timeframes for the following:

- Registry software design and testing
- opening of the Registry to Manufacturers (see Provisional Registration, below);
- opening the Registry to the public;
- publishing Conformity Guidance
- timeframes and requirements for trainings of Conformity Assurance Bodies;
- timeframes and requirements for trainings for Manufacturers

The actual timeline for implementation for a new standard may vary from that outlined in the New Standard Implementation Model.

9.3. The Registry Services Department of GEC develops capacity in the EPEAT Registry software to support registration of products to the new standard. Testing and debugging are included as part of this.

9.4. GEC will provide training on the new standard, including changes to the conformity assurance process to CABs, Manufacturers and other identified stakeholders. For CABs, this training is a requirement for becoming qualified to offer conformity assurance services to the new standard.

9.5. Conformity Guidance will be published by GEC as part of the implementation process and continuously updated thereafter.

10. Registering Products Against the New Standard

- 10.1. On the date determined by GEC in step 9.2, the EPEAT Registry opens to Manufacturers. Manufacturers may start making declarations to the new standard through their chosen CAB.
- 10.1.1. All GEC approved CABs start out on CAB Review.

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10.1.2. All Manufacturers start On Desk Review. Manufacturers may not be taken Off Desk Review for a criterion by their CAB until their CAB is Off CAB Review for that same criterion.

10.1.3. Desk Review and CAB review are performed as per P16 CAB Manual and P4 EPEAT Product Registration System.

10.2. There is a Provisional Registration Period, during which Manufacturers may make declarations to the new standard but these claims do not appear publicly on the Registry.

10.3. Once the Provisional Registration Period has ended, the Registry opens to the public.

10.4. During the Provisional Registration Period and thereafter CABs may activate a product to the Registry without oversight from GEC if:

- They are off CAB Review for all required criteria AND
- Their client Manufacturers have demonstrated conformance to all Priority Criteria for the specified product.

10.5. CABs may not be able to activate their client Manufacturers products if they are On CAB Review for non-Priority Criteria. In these instances, GEC may activate the products on behalf of the CAB.

11. Communications Regarding New Standards

11.1. Manufacturers may refer to and market their products as EPEAT Registered subject to the terms of the “EPEAT Style Guide” once the Registry is open to the public.

11.2. GEC will inform purchasers of the availability of a new product category via a variety of channels, including website and newsletter updates. GEC will take appropriate steps to market the new product category to relevant purchasers.

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ANNEX: NEW STANDARD IMPLEMENTATION MODEL

