



## Becoming an EPEAT Subscriber

EPEAT participating manufacturers (Subscribers) will find information about how to become an EPEAT Subscriber in this document. New Subscribers will find helpful information on **How to join EPEAT (page 2)**. Information of use to **Current Subscribers (page 4)** includes details on adding a product group. **Q&A (page 5-6 and throughout)** on several topics are presented. A table showing where to go for more information appears below. We also welcome your calls or messages.

The Registry includes products from three product groups:

- Personal Computer/Display
- Imaging Equipment
- Televisions

EPEAT publishes fee schedules for each product group. The schedules have certain things in common:

- Payment of the fee allows an unlimited number of product registrations in a product group
- Payment of the fee allows registrations in all countries on the Registry
- Fees are based on a Subscriber's revenue from the product group
- Revenue includes sales of all products in the product group, regardless of whether they meet environmental requirements or whether a Subscriber chooses to register them with EPEAT
- Fees are paid annually at time of sign-up and on that anniversary date each year

### Where To Go For Information About:

	Resources	For More Information Contact
<b>How to Join EPEAT</b>	<a href="http://www.epeat.net/resources/for-manufacturers/">http://www.epeat.net/resources/for-manufacturers/</a> Page 2 of this document	Julia Bulfin 503-279-9383 <a href="mailto:jbulfin@greenelectronicscouncil.org">jbulfin@greenelectronicscouncil.org</a>
<b>EPEAT Conformity Assurance (PRE) Network</b>	<a href="http://www.epeat.net/participants/pres/">http://www.epeat.net/participants/pres/</a> Page 3 of this document	Jeff Omelchuck 503-279-9383 <a href="mailto:jeff.omelchuck@greenelectronicscouncil.org">jeff.omelchuck@greenelectronicscouncil.org</a>
<b>Subscriber Fees</b>	<a href="http://www.epeat.net/resources/for-manufacturers/">http://www.epeat.net/resources/for-manufacturers/</a>	Scott Davis 503-279-9383 <a href="mailto:sdavis@greenelectronicscouncil.org">sdavis@greenelectronicscouncil.org</a>  Julia Bulfin 503-279-9383 <a href="mailto:jbulfin@greenelectronicscouncil.org">jbulfin@greenelectronicscouncil.org</a>
<b>Registering Products in EPEAT</b>	Your PRE service provider	Erin Gately 503-279-9383 <a href="mailto:erin.gately@greenelectronicscouncil.org">erin.gately@greenelectronicscouncil.org</a>
<b>Promotion of the EPEAT system</b>		Jonas Allen <a href="mailto:jallen@greenelectronicscouncil.org">jallen@greenelectronicscouncil.org</a>
<b>Any other EPEAT matters</b>	<a href="http://www.epeat.net/">http://www.epeat.net/</a>	Julia Bulfin 503-279-9383 <a href="mailto:jbulfin@greenelectronicscouncil.org">jbulfin@greenelectronicscouncil.org</a>  Scott Davis 503-279-9383 <a href="mailto:sdavis@greenelectronicscouncil.org">sdavis@greenelectronicscouncil.org</a>

## How to Join EPEAT

EPEAT provides information to Manufacturers at <http://www.epeat.net/resources/manufacturer/>

Manufacturers become Subscribers by:

1. Signing the [MSE License and Subscriber Agreement](#) with EPEAT
2. Completing a [Subscriber Information Form](#)
3. Paying MSE fees for product groups they join
4. Engaging a conformity assurance provider, called a PRE, and paying the appropriate PRE fees. More information about the role of PREs is available [here](#).

Both MSE and PRE steps are required before products will appear on the EPEAT Registry.

You may find the orientation to EPEAT [here](#) useful in understanding the system and how it works.

Once you become a Subscriber, you'll receive credentials to access the Registry. You can begin making declarations at that time.

### Questions and Answers

#### **Q – When will a new Subscriber have access to the Registry?**

A – New Subscribers will have access to the Registry once they've signed the [MSE License and Subscriber Agreement](#), completed the [Subscriber Information Form](#), engaged a PRE and paid the appropriate EPEAT Fees or provided evidence that fee payment is forthcoming, such as by purchase order. The fee must be paid before products appear on the public Registry.

#### **Q – When will renewal payments be due in the future?**

A – Annually on the date EPEAT provides the Subscriber with access to the Registry without regard to when products appear on the public Registry.

### Information about MSE and PREs

The EPEAT MSE maintains the EPEAT web Registry, oversees quality assurance across the EPEAT system, and partners with Subscribers to educate buyers and sellers of electronics, governments and the general public about the value of EPEAT registration. EPEAT PREs are organizations that review and qualify product declarations and audit registrations to assure their accuracy.

Manufacturers may use one or multiple PREs. Each PRE is responsible for ongoing verification investigation of those products registered through their service. These audits are undertaken in coordination with the MSE and the other PREs.

PRE Contracts, prices, geographic coverage and other business details are determined by each PRE. Please contact the PRE directly to obtain this information.

### EPEAT Environmental Criteria

EPEAT®-registered electronic products meet environmental measures referred to as [criteria](#). All of the criteria used in EPEAT are based on ANSI-approved public standards, which provide technical details for every criterion. If you are a manufacturer looking to register a product in EPEAT, you need to purchase the appropriate standards for the product group. This may include IEEE 1680, 1680.1, 1680.2, and 1680.3. For more information about purchasing IEEE standards, search for 1680 in the [IEEE Standards Store](#).

## Adding a Product Group

Subscribers may add product groups at any time. They do so by:

1. Completing an updated [Subscriber Information Form](#)
2. Paying MSE fees for the added product group(s)
3. Engaging a PRE for the new product group(s)

### Questions and Answers

**Q – Do Subscribers have to wait until the annual renewal date to add a product group?**

A – No. Subscribers may add a product group at any time.

**Q – Do Subscribers pay a full year fee for a new group if it's added before the existing annual renewal date?**

A – No. The first year fee for a new product group is pro-rated to the existing annual renewal date.

**Example:** A current Subscriber has an annual renewal date of July 15. It adds a new product group March 15. The new product group fee is pro-rated to 1/3 the normal amount for the period March 15 – July 15.

**Q – Does signing up for a new product group change the existing annual renewal date?**

A – No. The existing annual renewal date is unchanged by addition of a new product group.

**Example:** A current Subscriber has an annual renewal date of July 15. It adds a new product group March 15. Future renewals for all product groups will continue to take place on July 15.

**Q – Will future renewals be for a full year fee for all product groups?**

A – Yes. After the first short year pro-rate, future renewals will be for a full year's fee for each product group.

**Q – When do Subscribers have to pay the fee for new product groups?**

A – The fee must be paid before products appear on the public Registry. EPEAT will, however, grant existing Subscribers access to the Registry as soon as they update their [Subscriber Information Form](#).

**Q – May a Subscriber engage different PREs for each product group?**

A – Yes. Subscribers may engage as many or few PREs as they choose. They may use different PREs for each product group.

**Q – May a Subscriber use more than one PRE for each product group?**

A – Yes, Subscribers may use more than one PRE within a product group. The only limit is that each product declared may have only one PRE assigned for each country of declaration. Otherwise, Subscribers are free to manage their PRE relationships as they choose.

## How to Calculate Revenue for EPEAT Fees

**Q – When calculating revenue for determining EPEAT fees, does a Subscriber use gross or net revenue?**

A – Gross revenue.

**Q – What revenue period is used?**

A – Use calendar year 2013 revenue for subscriptions and renewals that take place before 6/30/2015. Use calendar year 2014 revenue for subscriptions and renewals that take place from 7/1/15-6/30/16.

**Q – Does a Subscriber use actual or budgeted revenue?**

A – Actual revenue.

**Q – Does revenue include sales from products the Subscriber chooses not to list on the Registry?**

A – Yes. Revenue is for all sales within the product group, even if the Subscriber chooses not to list some products on the EPEAT Registry.

**Q – Does revenue include sales from products that don't meet one or more of EPEAT's environmental criteria due to design or manufacture attributes?**

A – Yes. Revenue includes sales from all products within the product group, including those that don't meet one or more environmental criteria.

**Example:** A Subscriber manufactures large plasma screen televisions. Due to screen technology and size, the product doesn't meet the energy conservation requirement. Sales from the product are still included when determining EPEAT fees.

**Q – Does revenue include sales from products outside the scope of a required ENERGY STAR standard?**

A – No. If a product is outside the scope of a required ENERGY STAR standard, revenue from its sale is not included when determining EPEAT fees.

**Example:** A Subscriber manufactures industrial printers that operate on three-phase power. Revenue from sales of these printers is not included when determining EPEAT fees since the ENERGY STAR Imaging Equipment standard specifically excludes three-phase power products from its scope.

**Q – Does revenue include sales from all companies in an affiliated group?**

A – Yes. Revenue includes sales from all companies in an affiliated group even if only one or some of those companies plan to list products on the registry.

**Example:** A brand sells products through four separate companies owned or controlled by a common parent. These companies have territories: Americas, Europe, Asia and Middle East. The Americas company plans to list products on the EPEAT registry. The other companies do not. Revenue from all companies is included when determining fees.

**Q – Does revenue include sales of supplies, consumables, service plans and financing?**

A – No. Revenue includes only sales of the equipment.

**Q – Does revenue include sales from all countries or only those a Subscriber uses on the EPEAT Registry?**

A – All countries, including those that aren't on the EPEAT Registry.

**Q – Does revenue include all sales or only those sales to purchasers who require EPEAT?**

A – All sales.

## EPEAT Fee Discounts

**Q – Does a Subscriber to more than one product group receive a discount?**

A – Yes for MSE fees. No for EPEAT PRE fees. Other organizations' PRE fees are outside EPEAT's authority.

**Q – How is the discount calculated?**

A – For a 2<sup>nd</sup> product group, a 5% discount is applied to the smaller MSE fee. For a 3<sup>rd</sup> product group, a 10% discount is applied to the smallest MSE fee.

**Example:** A Subscriber participates in three product groups with MSE fees of \$100X, \$150X and \$200X. A 5% discount is applied to the \$150X fee and a 10% discount is applied to the \$100X fee.