

Welcome to EPEAT

Manufacturers will find information about the EPEAT Registry in this document. New Manufacturers will find helpful information on **How to join EPEAT**. Information of use to **Current Manufacturers** includes details on adding a product group. **Q&A** 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 four product groups:

- Personal Computer/Display
- Imaging Equipment
- Televisions
- Mobile Phones

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 productgroup
- 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
How to Join EPEAT	http://www.epeat.net/resources/for-manufacturers/	503-279-9383 rhawkins@greenelectronicscouncil.org
EPEAT Conformity Assurance (CAB) Network	http://greenelectronicscouncil.org/sustainable-solutions/assurance-services/	Melanie Bower 503-2799383 Mbower@greenelectronicscouncil.org
Manufacturer Fees	http://www.epeat.net/resources/for-manufacturers/#tabs-1=fees	Natasha MacDonald 503-279-9383 nmacdonald@greenelectronicscouncil.org Rebecca Hawkins 503-279-9383 rhawkins@greenelectronicscouncil.org

Registering Products in EPEAT	Your CAB service provider	
Promotion of the EPEAT system		Jonas Allen jallen@greenelectronicscouncil.org
Any other EPEAT matters	http://www.epeat.net/	Rebecca Hawkins 503-279-9383 rhawkins@greenelectronicscouncil.org

How to Join EPEAT

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

Manufacturers Join the Registry by:

1. Signing the [EPEAT License and Participating Manufacturer Agreement](#) with EPEAT
2. Completing a Manufacturer Information Form
3. Paying Fees for each product group declared
4. Engaging a conformity assurance provider, called a CAB , and paying the appropriate CAB fees.
More information about the role of CABs is available [here](#).

Both Participating Manufacturer Fees and CAB 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 the above steps are completed, you'll receive credentials to access the Registry. You can begin making declarations at that time.

Questions and Answers

Q – When will a new Manufacturer have access to the Registry?

A – New Manufacturer will have access to the Registry once they've signed the [EPEAT License and Participating Manufacturer Agreement](#), completed the [Manufacturer Information Form](#), engaged a CAB 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 Manufacturer with access to the Registry without regard to when products appear on the public Registry.

Information about GEC Registry Services and CABs

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

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

CAB Contracts, prices, geographic coverage and other business details are determined by each CAB. Please contact the CAB 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 or UL 110. For more information about purchasing IEEE standards, search for 1680 in the [IEEE Standards Store](#). Download the UL 110 standard [here](#).

Adding a Product Group

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

1. Completing an updated Manufacturer [Information Form](#)
2. Paying EPEAT Scheme fees for the added product group(s)
3. Engaging a CAB for the new product group(s)

Questions and Answers

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

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

Q – Do Manufacturers 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 Manufacturer 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 Manufacturer 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 Manufacturers have to pay the fee for new product groups?

A – The fee must be paid before products appear on the public Registry.

Q – May a Manufacturer engage different CABs for each product group?

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

Q – May a Manufacturer use more than one CAB for each product group?

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

How to Calculate Revenue for EPEAT Fees

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

A – Gross revenue.

Q – What revenue period is used?

A – Use calendar year 2015 revenue for subscriptions and renewals that take place before 6/30/2017. Use calendar year 2016 revenue for subscriptions and renewals that take place from 7/1/17-6/30/18.

Q – Does a Manufacturer use actual or budgeted revenue?

A – Actual revenue.

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

A – Yes. Revenue is for all sales within the product group, even if the Manufacturer 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 Manufacturer creates 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 Manufacturer creates 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 Manufacturer 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 Manufacturer that declares more than one product group receive a discount?

A – Yes for EPEAT Scheme fees. No for CAB fees. Other organizations' CAB fees are outside EPEAT's authority.

Q – How is the discount calculated?

A – For a 2nd product group, a 5% discount is applied to the smaller EPEAT Scheme fee. For a 3rd product group, a 10% discount is applied to the smallest EPEAT Scheme fee.

Example: A Manufacturer participates in three product groups with Participating Manufacturer 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.