



## **VERIFICATION PLAN – ROUND PC-2014-04**

### **Personal Computers and Displays**

**November 2014**

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

This document outlines the plan for a round of investigations to be performed in accordance with EPEAT process document QP-02, rev. 1, this verification plan, and other governing documents.

#### **II. SELECTION OF CRITERIA AND PRODUCTS FOR VERIFICATION**

Verification Round PC-2014-04 will focus on packaging take-back and reuse, and investigate two optional criteria:

- 4.8.4.1 Optional – Provision of take-back program for packaging; and
- 4.8.5.1 Optional – Documentation of reusable packaging.

Prior to the beginning of this Round, EPEAT staff examined the number of investigations performed against these criteria in the last six months, and the number of Subscribers that declared the optional criteria. Twenty-five Level 1 investigations are planned for this Round, and will be chosen as follows:

- All Subscribers and products will be considered for inclusion in Round PC-2014-04, with one exception. A product will not be investigated against a particular criterion if that same criterion was verified within the previous six months.
- After this initial filtering, products will be randomly chosen with consideration of the following:
  - Only products declaring optional criteria 4.8.4.1 and/or 4.8.5.1 will be selected for investigation of 4.8.4.1 and/or 4.8.5.1.
  - All Subscribers declaring criterion 4.8.5.1 will be investigated for that criterion.
  - For any single criterion, a Subscriber will only have one investigation performed and no Subscriber will be subject to more than two investigations during this Round.

The Verification Round will proceed in accordance with the current procedures, as follows:

1. EPEAT will take a “snapshot” of the Registry. Products will be selected as per this document.
2. The Verification Round Plan will be published on epeat.net.
3. EPEAT will instruct Product Registration Entities (if applicable – see Section IV) to proceed with the investigations.
4. The Product Registration Entities will assign investigations to (a) Qualified Verifier(s), and will notify the subject Subscribers that their products are being investigated.
5. The Qualified Verifiers will perform the investigations as assigned within 30 calendar days, and prepare an Investigation Report for each investigation, recommending conformance or nonconformance.

6. Product Registration Entities will review all Investigation Reports to ensure they are clear and complete and the evidence supports the recommendation, and will forward the Report and supporting evidence to EPEAT.
7. The Product Verification Committee will review the reports and make a decision regarding conformity. The products and Subscribers will not be disclosed to the Product Verification Committee, as the Committee must be blind to the specific product and Subscriber for which they are making conformity decisions.
8. Product Registration Entities will inform the subject Subscribers of the Product Verification Committee conformity decision. For decisions of Non-Conformance, Subscribers are required to take corrective action within 14 calendar days to restore the accuracy of the EPEAT Registry.
9. EPEAT will publish a "Verification Round Outcomes Report" identifying the nonconforming products and Subscribers, as well as the action taken to restore accuracy of the Registry.

### **III. PRODUCT VERIFICATION COMMITTEE**

The following individuals are the members of the Product Verification Committee:

- Libby Chaplin, CEO, Arcadian Solutions
- Patty Dillon, Dillon Environmental Associates
- Jack Geibig, President, Ecoform
- Robert Pfahl, Pfahl Consulting L.L.C.
- Annette Roesler, Ph.D., Independent Professional Chemist

### **IV. PRODUCT REGISTRATION ENTITIES AND QUALIFIED VERIFIERS**

All investigations will be conducted through Product Registration Entities (PREs). The following PREs may be involved in investigations for this Verification Round:

- EPEAT PRE
- UL Environment PRE

### **V. VERIFICATION ROUND PLAN APPROVAL**

The Product Verification Committee approved this Verification Round Plan by discussion and e-mail on October 31, 2014.

## VI. SUMMARY OF PC-2014-04 PLANNED INVESTIGATIONS

<b>Criterion</b>	<b>Verification Selection and Process</b>	<b># Planned Investigations</b>
4.8.4.1	<ul style="list-style-type: none"><li>• Level 1 investigations only.</li><li>• Only products declaring 4.8.4.1 will be included in the selection process.</li><li>• Exclusions: Products investigated against 4.8.4.1 within the previous six months.</li></ul>	<b>5</b>
4.8.5.1	<ul style="list-style-type: none"><li>• Level 1 investigations only.</li><li>• Only products declaring 4.8.5.1 will be included in the selection process.</li><li>• All Subscribers declaring 4.8.5.1 will be investigated.</li><li>• Exclusions: Products investigated against 4.8.5.1 within the previous six months.</li></ul>	<b>20</b>
<b>Total</b>		<b>25</b>