# **EPD**® **Registration form**

This is the registration form for Environmental Product Declarations (EPD) in the International EPD® System via its programme operator EPD International AB. Please check that you are using the latest version of this form, available here: <http://environdec.com/en/Creating-EPD/Registration-and-publication/>.

Information about costs and fees, and information about the additional options is available in the appendix.

## Information about the company/organisation

|  |  |
| --- | --- |
| Name of the organisation: |  |
| VAT number: | *For European companies: please validate the VAT number here:* [*http://ec.europa.eu/taxation\_customs/vies/vieshome.do*](http://ec.europa.eu/taxation_customs/vies/vieshome.do) |
| Size (number of employees): | 1-10, Micro company (not applicable to industry associations)  11-250, Small and medium-sized (SME) company/organisation  >250, Large company/organisation |
| Address: |  |
| Invoice address (if other): |  |
| Website: |  |
| Contact (name and e-mail): |  |

Information about the product and verifier

Type of registration:  EPD®, or  Pre-certified EPD® (PCR under development)

Sector EPD (*EPD for several manufacturers*):  Yes  No

|  |  |  |
| --- | --- | --- |
| Reference PCR(s) (registration number, name and version): | |  |
| Accredited certification body, approved individual verifier or EPD® Process Certification: | |  |
|  | |  |
| EPD(s) (registration number and name):  *Use one row per EPD* |  | |

### Additional options for EPD registration:

* Create and publish a Climate Declaration based on the EPDs:  (*Additional fee: €0 per EPD*)

For EN 15804-compliant EPDs for construction products:

* Dual registration the EPDs in the IBU EPD programme:  (*Additional fee: €500 per EPD*)
* Dual registration the EPDs in the AENOR EPD programme:  (*Additional fee: €500 per EPD*)
* Use the ECO Platform logo/registration number in the EPD:  (*Additional fee: €100 per EPD and year*)

Documentation

The following documents shall accompany this registration form:

* **Final version of the EPD**® after verification (in Word or PDF format). The EPD may be provided in one or multiple languages. If the EPD® is not available in English the document shall contain a summary in English with the main content of the EPD;
* **Verification report** in English as provided by the verifier, or certificate of EPD Process Certification. For construction product EPDs the verification report template available at <http://environdec.com/en/Creating-EPD/Registration-and-publication/> shall be used;
* Short **product description** in English to be used at [www.environdec.com](http://www.environdec.com), The description may also contain a brand logotype if different from the company logotype;
* High-resolution **picture** of the declared product or service to be used at [www.environdec.com](http://www.environdec.com);
* **Company** **logotype** (only needed in the case of first EPD registration).

SIGNATURE

As an authorized signatory of my organisation, I herewith apply to register an EPD® in the International EPD® System and confirm the accuracy of the attached documentation.

The total registration fee including any additional options is: **€**

I understand that EPDs may be de-registered by the programme operator if invoices are not paid in time, and that EPDs will remain registered and published until de-registration is requested by contacting the Secretariat.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clarification of signature:

Place and date:

# **Appendix**

COSTS AND FEES

There is a fee structure connected to the registration and publication of EPDs within the framework of the International EPD® System including a registration fee (a one-time cost) and an annual fee.

The prices below are specified without VAT. International transactions are exempt from VAT if the VAT number of the organisation has been provided in the registration form.

Payments are due 30 days from the date of the invoice from EPD International AB. The programme operator will deregister EPDs if the registration fee or annual fee is not paid in time.

### Registration fees (from January 1st 2015)

The registration fee is a single payment, with lower prices per EPD if many declarations are registered simultaneously. The registration fee is normally invoiced the calendar month after the EPD registration.

|  |  |  |
| --- | --- | --- |
| **NUMBER OF EPDS** | **REGISTRATION FEE** | ***CORRESPONDING FEE PER EPD*** |
| 1 | €1 500 | *€1 500* |
| 2 | €2 600 | *€1 300* |
| 3 | €3 300 | *€1 100* |
| 4 | €3 600 | *€900* |
| 5 | €4 000 | *€800* |
| 6 | €4 200 | *€700* |
| 7 | €4 550 | *€650* |
| 8 | €4 800 | *€600* |
| 9 | €4 950 | *€550* |
| ≥10 | *€500 per EPD* | *€500* |

### Annual fee

The annual fee is to be paid per organisation while its EPDs remains published and registered. The annual fee is independent of the number of EPDs registered by the organisation, and only depends on the size of the organisation. The size of the organisation is provided in the registration form of the EPD.

|  |  |  |
| --- | --- | --- |
| **NUMBER OF EMPLOYEES** | **SIZE** | **PRICE PER YEAR** |
| 1-10 | Micro company | € 500 |
| 11-250 | Small and medium-sized (SME) company/organisation | € 1 000 |
| >250 | Large company/organisation | € 2 500 |

*Please note that the micro size tier is not applicable to industry associations that register a Sector EPD on behalf of their members. For such an industry association with 1-250 employees, the annual fee is thus €1000.*

With the first EPD registration of an organisation, the share of the annual fee of the current calendar year will be invoiced together with the registration fee. The annual fee is thereafter invoiced at the beginning of the calendar year.

The organisation shall inform the programme operator when the EPDs are to be deregistered and no longer published. If the last EPD of a company is de-registered, an invoice will be then be sent with the share of the annual fee of the elapsed part of the year.

### Fees for additional options for EPD registration

|  |  |
| --- | --- |
| **OPTION** | **PRICE** |
| Create and publish a Climate Declaration based on the EPDs | € 0 per EPD |
| Dual registration the EPDs in the IBU EPD system: | € 500 per EPD |
| Dual registration the EPDs in the AENOR EPD system: | € 500 per EPD |
| Use the ECO Platform logo in the EPD: | €100 per EPD and year |

additional options during EPD registration

### Climate declaration

Choosing this option means that the Secretariat prepares single-page Climate Declarations based on the EPDs. A Climate Declaration is intended to be used as complements to the EPD and will refer back to the EPD for information about other environmental impacts. The Climate Declaration is published alongside the EPD at [www.environdec.com](http://www.environdec.com).

### Dual registration of EPD with the IBU EPD system

This option is only applicable to EN 15804-compatible EPDs for construction products in English or German. The dual registration is made possible via a mutual recognition agreement between the International EPD® System and Institut Bauen und Umwelt e.V.

Choosing this option means that the EPDs:

* will be completed by a new cover page of the EPD will be created by IBU.
* may carry the logotypes of both programme,
* will receive one registration number for each programme,
* will be published on the web sites of both programmes.

Incorporation of the EPD into national databases, such as the Ökobau.dat in Germany may have additional requirements on the EPD. The dual registration does not entitle the declaration owner to use the logo/s of IBU beyond the EPD without the consent of the Institut Bauen und Umwelt e.V.

The additional fee of registration with IBU will be invoiced by IBU directly to the company/organisation. It is a one-time fee for the validity of the EPD.

### Dual registration of EPD with the AENOR EPD system

The dual registration is made possible via a mutual recognition agreement between the International EPD® System and AENOR

Choosing this option means that the EPDs:

* may carry the logotypes of both programme,
* will receive one registration number for each programme,
* will be published on the web sites of both programmes.

The additional fee of registration with IBU will be invoiced by AENOR directly to the company/organisation. It is a one-time fee for the validity of the EPD.

### Use of the ECO Platform logotype in EPD

This option is only applicable to EN 15804-compatible EPD for construction products. The correct verification report template must have been used (dated 2014-10-30 or later).

Choosing this option means that the EPDs:

* will have the right to carry the ECO Platform logotype,
* will receive an ECO Platform registration number,
* will be published in the list of EPDs at <http://www.eco-platform.org/list-of-all-eco-epds.html>

The additional fee of using the ECO Platform logotype will be invoiced by the International EPD® System, which in turn pays the fee to the ECO Platform.