Pravila za pripravo Okoljske deklaracije proizvoda (EPD) / Rules for preparation of Environmental Performance Declaration (EPD)

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Avtorji: Janja Pevec dipl. inž. fiz.
mag. Franc Capuder univ. dipl. inž. grad.

Odobritve: mag. Franc Capuder univ. dipl. inž. grad.
Janja Pevec dipl. inž. fiz.
Sabina Koporec dipl. upr. org.
Tinkara Kopar univ. dipl. inž. kem. inž.
doc. dr. Aleš Žnidarič univ. dipl. inž. grad.

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A. Uvod

Ta dokument določa postopek priprave, izdaje in vzdrževanja Okoljske deklaracije proizvoda (EPD) za nek gradbeni proizvod. Postopek se izvaja v okviru Službe za tehnične ocene in soglasja (Služba). Določene so tudi naloge in obveznosti Službe in vložnika zahteve za EPD v postopku priprave EPD. Zato služi kot **priloga k pogodbi** (dokument se vložniku vedno priloži k obvestilu o prejemu zahteve in je na voljo na spletnih straneh ZAG) o pripravi EPD za določeni gradbeni proizvod. Dokument je namenjen vložniku, ki namerava pridobiti Okoljsko deklaracijo proizvoda (EPD) pri Službi.

Popolnejšo informacijo o postopku pridobitve EPD so dostopne na spletnih straneh ZAG, na naslovu http://www.zag.si/certifikati-soglasja/sluzba-za-tehnicne-ocene-in-soglasja.

Informativni sestanek je namenjen seznanitvi zainteresiranega proizvajalca s postopkom pridobitve in vsebino EPD, preden vloži formalno zahtevo za izdajo EPD. V okviru tega sestanka mu Služba oziroma njegov pooblaščeni predstavnik, bolj podrobno razloži:

- kako poteka izračun LCA in katere podatke je potrebno pripraviti (na primerih),
- zahtevo za izdajo EPD,
- Sporazum o varovanju poslovnih skrivnosti, ki se ga pripravi na zahtevo vložnika,
- dokumenta **Podatki o proizvodu za izdelavo Okoljske deklaracije tipa III (EPD) – Splošni opis proizvoda** in **Podatki o proizvodu za izdelavo Okoljske deklaracije tipa III (EPD) – Podrobnejši podatki za izdelavo LCA** (v nadaljevanju: Podatki o proizvodu), ki ju mora vložnik predložiti Službi najkasneje do začetka analize LCA,
- oceno stroškov in predvideno trajanje postopka priprave in izdaje EPD.

Vložnik vodilnemu strokovnjaku predstavi proizvod ali skupino proizvodov in osnovne informacije o proizvodnji. Na podlagi zbranih informacij vodilni

A. Introduction

This document lays down the process of preparing, issuing and extension of validity of the Environmental product declaration (EPD) for the product. The procedure is carried out under the Service for Technical Assessments and Approvals (Service). Also are set out the tasks and duties of Service of the applicant for the EPD in the process of preparing the EPD. Therefore this document serves as an **annex to the contract** (the document is always attached to the notice of receipt application and it is also available on the ZAG website) about preparation of EPD for a specific construction product. The document is intended for the applicant who intends to obtain Environmental product declaration (EPD) in the Service.
More complete information on the process of obtaining the EPD can be found on the ZAG website, at https://www.zag.si/en/certificates-and-approvals/service-for-technical-assessment-and-approvals/

Purpose of *informative meeting* is to informed an interested manufacturer with the procedure of issuing and the contents of the EPD, before submitting a formal application for the EPD in which leading expert explain in more detail:

- how the LCA is calculated and what data needs to be prepared (on examples),
- application for the EPD,
- non-disclosure agreement which is prepared at the request of the applicant,
- documents **Product details for the production of Type III environmental declarations (EPD) - General description of the product** and **Product Data for the production of Type III environmental declarations (EPD) - Detailed data for LCA** (hereinafter: Data about the product) that the applicant must submit to the Service no later than the beginning of the of LCA analyse,
- an estimate of the costs and the estimated duration of the process of preparing and issuing the EPD.

The applicant shall present the product or group of

strokovnjak oceni obseg dela in s tem ceno v ponudbi.

products and basic production information to the lead expert. Based on the collected information, the leading expert evaluates the scope of work and thus the price in the offer.

B. Izrazi in označbe

EPD program ZAG (ZAG EPD) je namenjen izdelavi EPD.

Vložnik zahteve je proizvajalec proizvoda za katerega želi pridobiti Okoljsko deklaracijo proizvoda (EPD).

Služba za tehnične ocene in soglasja (Služba) je služba, ki izdaja EPD.

Tehnična mapa je tehnična dokumentacija vložnika, ki jo le-ta dostavi Službi za tehnične ocene in soglasja.

Okoljska deklaracija proizvoda (EPD) je deklaracija o vplivih proizvoda na okolje.

Ocenjevanje življenjskega cikla (LCA) je zbiranje in ovrednotenje vhodov, izhodov in morebitnih vplivov na okolje proizvodnega sistema v celotnem življenjskem ciklu proizvoda.

Pravila za kategorije proizvodov (PCR) so pravila, po katerih se za določeni izdelek izvede analiza LCA in pripravi EPD. V primeru, da PCR še ne obstaja, ga pripravi vodilni strokovnjak.

B. Terms and abbreviations

EPD program ZAG (ZAG EPD) is intended for the preparation of EPD.

Applicant is the manufacturer of the product for which he wishes to obtain Environmental Product Declaration (EPD).

Service for Technical Assessments and Approvals *(Service)* is a service which issues EPD.

Technical file is the technical documentation of the applicant which was delivered to the Service for technical assessments and approval.

Environmental Product Declaration (EPD) is a declaration on the environmental impact of the product.

Life Cycle Assessment (LCA) is a compilation and evaluation of the inputs, outputs and the potential environmental impacts of a product system throughout its life cycle.

Product category rules (PCR) are the rules under which a LCA is carried out for a particular product and EPD is prepared. In the case that the PCR does not exist it is prepared by the leading expert.

C. Prejem in obdelava zahteve za izdajo EPD

C.1 Vložitev zahteve

Proizvajalec mora zahtevo za izdajo (spremembo) EPD vložiti na obrazcu, ki mu je bil posredovan na informativnem sestanku oz. je na voljo na spletnih straneh Službe. Zahteva je veljavna le, če je izpolnjena z vsemi potrebnimi podatki, vključno s podpisom pooblaščene osebe in žigom vložnika (v kolikor ga le-ta uporablja). S tem postane proizvajalec vložnik zahteve za EPD. V kolikor postopek za vložnika vodi pooblaščena oseba, mora le-ta od vložnika imeti **pooblastilo za zastopanje**, s kontaktnimi podatki o pooblaščeni osebi.

C. Receipt and handling of applications for EPD`s

C.1 Submitting an application

The manufacturer must submit an application for the issue (change) of the EPD on the form that was given to him at the information meeting or it is available on the Service's website. The application is valid only if it is fulfilled with all the necessary information, including the signature of the authorized person and the stamp of the applicant (if he uses it). This makes the manufacturer the applicant for the EPD. If the procedure for the applicant is conducted by an authorized person, the applicant must have a power of attorney from the applicant, with contact details of the authorized person.

C.2 Preverjanje ustreznosti zahteve

Predstavnik Službe ugotovi ali je vložene zahteve vsebinsko popolna.

V nadaljevanju vodilni strokovnjak v dostopnih podatkovnih bazah preveri ali obstaja PCR za proizvod, ki je predmet vloge, za katerega je bila vložena zahteva. V kolikor za proizvod, ki je predmet vloge ne obstaja ustrezen PCR, se pred analizo LCA pripravi PCR namenjen izključno za tovrstni proizvod.

C.2 Verification of the adequacy of application

Representative of the Service assess the adequacy of the submitted application.

Leading expert then checks whether there is an existing PCR for product that is the subject of the assessment. In the case that there is no suitable PCR for product which is the subject of the application, PCR is developed.

C.3 Odgovor vložniku

Če so podatki zadostni in popolni, predstavnik Službe obvesti vložnika o prejemu zahteve, kjer so vložniku posredovani tudi kontaktni podatki vodilnega strokovnjaka, ki bo vodil zahtevo za izdajo EPD. Vodilni strokovnjak in vložnik se dogovorita o potrebnih podatkih za pripravo dokumentov. Po uskladitvi se vložniku posreduje dokument Podatki o proizvodu, ki ju je vodilni strokovnjak predhodno ustrezno prilagodil (funkcionalna enota, sistemske meje, …). Dokumenta Podatki o proizvodu se zainteresiranemu vložniku lahko pošlje tudi preje (glede na zaključke morebitnega informativnega sestanka).

V primeru, da vložnik (v kolikor je to potrebno) v zahtevanem roku ne dopolni podatkov v zahtevi za podelitev EPD in se ne odziva na dopise in pozive, mu predstavnik Službe pošlje obvestilo o prekinitvi postopka.

C.3 Response to applicant

Service representative informs the applicant about receiving the application after sufficient and complete data has been submitted. The applicant is informed of the contact information of the leading expert who will lead the application for an EPD at this point. A leading expert and the applicant shall agree on the necessary data for the preparation of documents. After the alignment is sent to the applicant document Data about the product, which leading expert previously completed according to the received application (functional unit, system boundary ...). Document Data about the product may also be sent to the interested applicant earlier (in the light of the conclusions of a possible informative meeting).

In the case that the applicant (if necessary) does not complete the information in the application for the issue of EPD within the required time and does not respond to letters and invitations, the representative of the Service shall send him a notice of termination of the procedure.

D. Aktivnosti pred pripravo EPD

D.1 Aktivnosti pred pripravo EPD

Vodilni strokovnjak bo v kontaktih z vložnikom pridobil vse potrebne podatke in dokumentacijo, ki bo zadovoljivo opisala proizvod in proces proizvodnje.

D.2 Analiza dostavljenih Podatkov o proizvodu

Analizo dokumentov **Podatkov o proizvodu** opravi vodilni strokovnjak. Z analizo preveri zlasti:

- ali je dokument zadostno izpolnjen in ali je

D. Activities before issuing the EPD

D.1 Activities before issuing the EPD

Leading expert will, in contact with the applicant, obtain all necessary information and documentation that will satisfactorily describe the product and its manufacturing process.

D.2 Analysis of document Data about the product

Analysis of **Data about the product** is performed by a leading expert. The analysis shall examine in particular:

usklajen s podatki, posredovanimi ob vložitvi zahteve (na primer ali gre za isti proizvod ali obseg skupine proizvodov),

- ali vsebuje dovolj podatkov o proizvodu in procesu proizvodnje.

Po opravljeni analizi dokumenta Podatki o proizvodu se vodilni strokovnjak odloči:

- ali prejeti podatki zadostujejo,
- ali je potrebno od vložnika zahtevati dopolnitve; v obvestilu vložniku vodilni strokovnjak določi rok, do katerega je potrebno predložiti dopolnitve.

D.3 Izdelava ponudbe za pripravo EPD

Ko se vodilni strokovnjak odloči, da ima dovolj podatkov o proizvodu, pripravi ponudbo. V ponudbi je finančno in časovno ovrednoten proces priprave in izdaje EPD.

Podlaga za določitev cene je cenik ZAG-a in podlagi predvidene porabe časa za pripravo in izdajo EPD.

E. Priprava EPD

E.1 Sklenitev pogodbe o pripravi in izdaji EPD

Ko vložnik sprejme ponudbo iz tč. D.3, Služba na osnovi ponudbe pripravi pogodbo, kjer so navedeni stroški in rok priprave, ocenitve in izdaje EPD. Pogodbo nepodpisano v predpisanem številu izvodov skupaj z dopisom pošlje vložniku. Predmet pogodbe o izdaji EPD je lahko več proizvodov, za katere je vložena zahteva za pripravo EPD.

Usklajeno in s strani vložnika podpisano pogodbo podpiše direktor ZAG.

V kolikor vložnik v roku 15 dni na ZAG ne vrne podpisane pogodbe, Služba obvesti vložnika, da prekinja postopek izdaje EPD.

Po podpisu pogodbe se vložniku posreduje **Obvestilo o začetku postopka priprave EPD**.

- whether the document is sufficiently completed and whether it is consistent with the information provided at the time of application (for example, whether it is the same product or the range of a product group),
- whether it contains sufficient information about the product and the production process.

After analysing the document Data about the product leading expert decide:

- whether the data received is sufficient,
- additional information is required from the applicant; leading expert sends a notice to the applicant and a deadline is set by which additional information should be submitted.

D.3 Preparation of the offer for the issuing of EPD

When the leading expert decides that he has enough information about the product, he/she prepares an offer. The offer includes a financially and time-evaluated process of preparation and issuance of the EPD.

The basis for determining the offer price is price list of ZAG, on the basis of estimated consumption of time to prepare and issue the EPD.

E. Preparation of EPD

E.1 Conclusion of the contract about issuing of EPD

When the applicant accepts the offer from the point D.3, than the Service, based on the offer prepares a contract where the costs and time for the preparation, verification and issuance of the EPD are specified. Contract is send to the applicant by the prescribed number of unsigned copies together by the accompanying letter. Objects of the contract for the issuing of EPD may be several products for which the application submitted the application for the issuing of the EPD.

Coordinated and signed contract by the applicant is signed by the Director of ZAG.

If the applicant within the 15 days of the ZAG does not return the signed contract, Service shall inform the applicant that interrupts the process of issuing the EPD.

After signing the contract **the notice of initiation of the process of preparing the EPD** is send to the applicant.

E.2 Analiza LCA

Analizo LCA opravi LCA operater, ki je v postopku priprave dokumentacije sodeloval z vodilnim strokovnjakom. Analiza LCA se izvaja na podlagi izbranega ali posebej za ta proizvod pripravljenega PCR-ja ali z neposredno uporabo standarda SIST EN 15804. V analizi se uporabijo podatki, ki jih je naročnik posredoval na izpolnjenem dokumentu **Podatki o proizvodu** in ostali relevantni podatki, ki so bili zbrani (običajno jih zbere LCA operater). Podatki proizvajalca o proizvodu in proizvodnem procesu ne smejo biti starejši od 5 let in morajo temeljiti na enoletnem povprečju, običajno se zahtevajo podatki za preteklo koledarsko leto.

Postopki in rezultati analize LCA se zapišejo in ovrednotijo v Poročilu o okoljski analizi proizvoda.

E.2 LCA analyss

The LCA analysis is performed by an LCA operator who has collaborated with a leading expert in the documentation preparation process. The LCA analysis is performed on the basis of selected or specially prepared PCR for this product or with the direct application of the standard SIST EN 15804. The analysis uses the data provided by the applicant on the completed document **Data about the product** and other relevant data that have been collected (usually collected by the LCA operator). The manufacturer's data on the product and the production process should not be older than 5 years and shall be based on a one-year average, data for the previous calendar year are usually required.

The process and results of the LCA analysis are described in the Report about the Life Cycle Assessment of the product

F. Izdaja EPD

F.1 Vsebina EPD

EPD pripravi vodilni strokovnjak. EPD ima predpisano obliko in vsebino z naslednjimi glavnimi deli:

- splošni podatki
- opis proizvoda
- LCA: Pravila za izračun
- LCA: Scenariji in dodatne tehnične informacije
- LCA: Rezultati
- interpretacija rezultatov
- reference

F.2 Priprava osnutka EPD in ocenitev EPD

Na podlagi Poročila o okoljski analizi proizvoda vodilni strokovnjak pripravi osnutek EPD. Poročilo o okoljski analizi proizvoda in pripravljeni osnutek EPD oceni zunanji ali notranji **Ocenjevalec**. Ocenjevalec mora biti v obeh primerih oseba, ki ni sodelovala pri LCA analizi predmetnega proizvoda.

Zunanjega ocenjevalca izbere vložnik, iz seznama ocenjevalcev, ki jih je potrdil Svet za EPD, ki mu ga je predlagal vodilni strokovnjak. Notranji ocenjevalec, se prav tako izbere iz seznama ocenjevalcev. Izbere ga vodilni strokovnjak Izbranega zunanjega / notranjega ocenjevalca potrdi vodja Službe. Ko je ocenjevalec izbran, mu vodilni strokovnjak posreduje v pregled Poročilo o okoljski analizi proizvoda in osnutek EPD ter obrazec za Poročilo o cenitvi, ki ga mora izpolniti.

F. Issuing of EPD

F.1 Contents of EPD

The leading expert prepares EPD. EPD has a prescribed form and content of the following main components:

- General information
- Product
- LCA: Calculation rules
- LCA: Scenarios and additional technical information
- LCA: Results
- Interpretation of results
- references

F.2 Preparation of the draft EPD and verification of the EPD

On the basis of the Report about Environmental Product Analysis, the lead expert prepares a draft EPD. The Report about Environmental Product Analysis and the draft EPD is verified by an internal or external **verifier**. Verifier should be in both cases the person who did not participate in the LCA analysis of the product.

The external verifier is selected by the applicant, from a list of verifier approved by the EPD Council proposed by the lead expert. The internal verifier is also selected from a list of verifiers. Verifier is selected by the leading expert, selected external / internal verifier is confirmed by the Head of the Service. Once the verifier has been selected, the lead expert submits to him for review the Report about Environmental Product Analysis and the draft

Ocenjevalec po pregledu Poročila o okoljski analizi proizvoda in osnutka EPD pripravi **Poročilo o ocenitvi EPD** v slovenskem jeziku oziroma v angleškem jeziku **Report on verification**, ki ga posreduje Službi.

F.3 Izdaja EPD

Na podlagi Poročila o okoljski analizi proizvoda vodilni strokovnjak pripravi osnutek EPD. Osnutek EPD oceni notranji ali zunanji ocenjevalec. Na podlagi poročila o ocenitvi EPD Služba izda EPD za dobo 5 let in ga je možno spremeniti. Na spletni strani ZAG se objavi izdani EPD v celoti.

F.4 Obveznosti imetnika EPD

Z izdajo EPD postane vložnik zahteve imetnik EPD in mora:

- v obdobju veljavnosti EPD zagotavljati trajno skladnost proizvoda in proizvodnega procesa z izdanim EPD,
- pravočasno obveščati Službo o načrtovanih spremembah proizvoda, proizvodnje in podatkov o imetniku EPD.

F.5 Sprememba EPD

Imetnik EPD lahko v času veljavnosti oz. pred iztekom veljavnosti EPD zaprosi Službo za spremembo EPD.

Sprememba EPD je potrebna:

- če se proizvod spremeni zaradi postopka proizvodnje, vhodnih materialov ali sestavin proizvoda,
- če se spremeni proces proizvodnje,
- če bi lastnik EPD rad deklariral drugačen obseg modulov življenjskega cikla,
- v primeru spremembe lokacije proizvodnega obrata,
- ko EPD-ju poteče veljavnost.

Postopek spremembe EPD je enak izdaji EPD. Zahtevi na standardnem obrazcu je potrebno priložiti nove Podatke o proizvodu po navodilu vodilnega strokovnjaka.

V skladu z določili tega dokumenta izvede vodilni strokovnjak potrebne postopke za novo analizo LCA in spremembo EPD v obsegu, ki ga narekujejo načrtovane spremembe. Na tej podlagi Služba izda EPD z novo številko in novim datumom veljavnosti.

EPD, as well as the form for the Report on verification, which he must complete.

After verifying the Report about Environmental Product Analysis and the draft EPD, the verifier prepares a **Report on verification of the EPD** in Slovene or in English, which is submitted to the Service.

F.3 Issuing EPD

On the basis of the Report about Environmental Product Analysis, the lead expert prepares a draft EPD. The draft EPD is verified by an internal or external verifier. Based on the Report on verification of the EPD, the Service issues an EPD for a period of 5 years and it can be change. The issued EPD is published in full on the ZAG website.

F.4 Obligations of the holder of EPD

By issuing an EPD the applicant becomes the holder of the EPD and should:

- ensure continuous compliance of product and manufacturing process with the issued EPD during the period of EPD validity,
- inform the Service of the planned changes to the product, production process and data of the holder of EPD in due time.

F.5 Change of EPD

The holder of the EPD may, during the period of validity or before the expiry of the EPD, request the Service for change of EPD.

Change of the EPD is required:

- if the product changes due to the manufacturing process, input materials or components of the product,
- if the production process changes,
- if the EPD owner would like to declare a different range of life cycle modules,
- in the event of a change in the location of the production plant,
- when the EPD expires.

The procedure for changing of the EPD is the same as issuing the EPD. The application on the standard form must be accompanied by new Data about product as instructed by a leading expert.

In accordance with the provisions of this document, the lead expert shall perform the necessary procedures for the new LCA analysis and the change of the EPD to the extent dictated by the planned changes. On this basis, the Service issues

V kolikor pred iztekom veljavnosti EPD pride do sprememb vezanih na spremembo osnovnih podatkov o lastniku EPD-ja se sprememba izvede brez spremembe številke EPD in z novim datumom izdaje.

an EPD with a new number and a new validity date.

If before the expiry of the EPD there are changes related to the change of basic data on the owner of the EPD, the change is made without changing the number of the EPD and with a new date of issue.