Green Electronics Council

227 SW Pine Street, Suite 300 • Portland, OR 97204 • V: (503) 279-9382 • F: (503) 279-9381 • www.epeat.net

PLAN FOR VERIFICATION ROUND PC-2018-03

PCs and Displays/1680.1
April 2018

I. PURPOSE AND CONTENTS OF THIS DOCUMENT

This document outlines the plan for a Verification Round of Investigations to be performed in accordance with P15 Verification Procedure, this Verification Plan, and EPEAT scheme rules.

II. SELECTION OF CRITERIA AND PRODUCTS FOR VERIFICATION

PC-2018-03 will include 66 Level 0 and 1 investigations on 9 criteria. The selected criteria are either those that lend themselves well to Level 0 investigations or those for which demonstration of conformance is difficult. All geographies and manufacturers with products active on the EPEAT Registry are eligible for inclusion in this Round. Criteria which will be investigated during this Round include:

- 4.1.3.1- Required- Reporting on amount of mercury used in light sources
- 4.1.3.3- Optional- Elimination of intentionally added mercury used in light sources
- 4.3.1.1- Required- Identification of materials with special handling needs
- 4.4.1.1- Required- Availability of additional 3 year warranty or service agreement
- 4.5.2.1- Optional- Renewable energy accessory available
- 4.6.1.1- Required- Provision of product take back service
- 4.7.1.1- Required- Demonstration of corporate environmental policy consistent with ISO 14001
- 4.7.3.1- Required- Corporate report consistent with Performance Track or GRI
- 4.7.3.2- Optional- Corporate report based on GRI

Note: Criterion 4.5.2.2, Renewable energy accessory standard, was planned to be investigated during this round; however it was dropped from the round as no manufacturers are claiming it.

Criteria 4.4.1.1, 4.5.2.1, 4.6.1.1 and 4.7.3.2 will be investigated via Level 0 investigation. In a Level 0 investigation, an Auditor assesses Conformance to a criterion by examining publicly available information only – no products are obtained for inspection or testing, and the Manufacturer is not asked to submit documentation. If the publicly available information is inconclusive (i.e. was not available, could not be found from public sources, or did not provide enough details to determine conformance), the Auditor may be instructed to proceed with a Level 1 investigation.

Criteria 4.1.3.1, 4.1.3.3, 4.3.1.1, 4.7.1.1, and 4.7.3.1 will be investigated via Level 1 investigation after the Level 0 portion of the Verification Round has closed. In a Level 1 investigation, an Auditor assesses Conformance to a criterion by examining information submitted by a Manufacturer. The Manufacturer is required to provide detailed and accurate information in a timely manner.

Products will be selected according to the process outlined below:

	Selection Process:	*Notes:*
Step 1	A snapshot will be taken of the EPEAT registry by CA staff	*Snapshot will include all active products from all manufacturers and geographies*
Step 2	Snapshot will be sorted to include only criteria included in this round	
Step 3	Products and criteria will be randomly chosen from this shortened list until all investigations are assigned	*No manufacturer will be subject to more than 7 investigations during this round.*
Step 4	A check will be performed on the assigned products to ensure that they have not been investigated recently	*A specific criterion on a specific product may not be verified more than once every six months.*

III. VERIFICATION PROCESSS

The Verification Round will proceed in accordance with current procedures, as outlined below.
Level 0 Investigations:

The Level 0 portion of the Verification Round will proceed in accordance with current procedures, as outlined below.

1. The EPEAT Scheme will take a "snapshot" of the Registry, from which products will be selected for investigation.

2. The EPEAT Scheme will instruct Conformity Assurance Bodies (if applicable – see Section V) to proceed with the investigations.

3. Conformity Assurance Bodies will assign investigations to (an) Auditor(s). The Auditor(s) will NOT notify the subject Manufacturers that their products are being investigated at this time.

4. The Auditors will perform the investigations as assigned within the allotted time, and prepare an Investigation Report for each investigation, recommending conformance or inconclusive based on publicly available data.

5. Conformity Assurance Bodies 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 the EPEAT Scheme. At the same time, Conformity Assurance Body will forward the draft Reports (without the final Conformity Decision Panel decision) to the subject Manufacturers.

6. The Conformity Decision Panel will review the reports and make a decision regarding conformity. The identity of the products and Manufacturers will not be disclosed to the Conformity Decision Panel. The Conformity Decision Panel will be blind to the specific products and Manufacturers for which they are making conformity decisions.

7. In the case of a finding of inconclusive, the EPEAT Scheme will launch a Level 1 investigation. The Verification Process for Level 1 investigations can be seen below.

8. Conformity Assurance Bodies will inform the subject Manufacturers of the Conformity Decision Panel's conformity decision. For decisions of Non-Conformance, Manufacturers will be required to take corrective action within 14 calendar days to restore the accuracy of the declaration in the EPEAT Registry.

<u>Level 1 Investigations:</u>

9. The EPEAT Scheme will use the "snapshot" of the Registry taken for the Level 0 investigations.

10. The EPEAT Scheme will instruct Conformity Assurance Bodies (if applicable – see Section V) to proceed with the investigations.

11. Conformity Assurance Bodies will assign investigations to (an) Auditor(s), and will notify the subject Manufacturers that their products are being investigated.

12. The EPEAT Scheme will publish the Verification Round Plan on epeat.net.

13. The Auditors will perform the investigations as assigned within 60 calendar days, and prepare an Investigation Report for each investigation, recommending conformance or nonconformance.

14. Conformity Assurance Bodies 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 the EPEAT Scheme. At the same time, Conformity Assurance Body will forward the draft Reports (without the final Conformity Decision Panel decision) to the subject Manufacturers.

15. The Conformity Decision Panel will review the reports and make a decision regarding conformity. The identity of the products and Manufacturers will not be disclosed to the Conformity Decision Panel. The Conformity Decision Panel will be blind to the specific products and Manufacturers for which they are making conformity decisions.

16. Conformity Assurance Bodies will inform the subject Manufacturers of the Conformity Decision Panel's conformity decision. For decisions of Non-Conformance, Manufacturers will be required

to take corrective action within 14 calendar days to restore the accuracy of the declaration in the EPEAT Registry.

17. The EPEAT Scheme will publish a "Verification Round Outcomes Report" identifying the nonconforming products and Manufacturers, as well as the action taken to restore accuracy of the declarations in the Registry.

IV. CONFORMITY DECISION PANEL

The following individuals are the members of the Conformity Decision Panel:

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

V. CONFORMITY ASSURANCE BODIES AND AUDITORS

All investigations will be conducted through Conformity Assurance Bodies approved by the Green Electronics Council. The following Conformity Assurance Bodies may be involved in Investigations for this Verification Round:

- Green Electronics Council CAB
- UL Environment
- TUV Rheinland

VI. VERIFICATION ROUND PLAN APPROVAL

This Verification Round Plan was approved on 3/22/17.

VII. SUMMARY OF PC-2018-02 PLANNED INVESTIGATIONS

Criterion	Criterion Title	# Planned Investigations
4.1.3.1	• Reporting on amount of mercury used in light sources	**4**
4.1.3.3	• Elimination of intentionally added mercury used in light sources	**7**
4.3.1.1	• Identification of materials with special handling needs	**12**
4.4.1.1	• Availability of additional 3 year warranty or service agreement	**7**
4.5.2.1	• Renewable energy accessory available	**3**
4.6.1.1	• Provision of product take back service	**7**
4.7.1.1	• Demonstration of corporate environmental policy consistent with ISO 14001	**10**
4.7.3.1	• Corporate report consistent with Performance Track or GRI	**11**
4.7.3.2	• Corporate report based on GRI	**5**
	Total	**66**