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GENERAL PROGRAM INSTRUCTIONS

Versie 1.1

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INSIDE/INSIDE is een initiatief van
Dutch Green Building Council (DGBC), Nibe en Ex Interiors
Voor meer informatie: www.insideinside.nl / info@insideinside.nl

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1 Program Scope

The INSIDEINSIDE EPD Scheme (henceforth referred to as the “Program”) covers the development of Type III Environmental Product Declarations (EPD) for interior products in accordance with the requirements of ISO14025:2010 and EN15804+A1 (2013).

1.1 Product categories

The Program covers interior products as defined in Annex IV of the European Construction Products Regulation (305/2011/EU - CPR).

1.2 Service categories

The Program covers ancillary services associated with interior products. Examples of such services include maintenance, cleaning, repair and decoration.

1.3 Geographic scope

The Program is Europe in scope.

1.4 Accessibility

The Program is voluntary and is open to all interested parties covered by the scope defined above in sections 1.1 to 1.3.

1.5 EPD types

The Program covers cradle-to-gate, cradle-to-gate with options and cradle-to-grave EPD for the permutations shown in Table 1.

	Single Product	Average of multiple products
Single manufacturer, single site (cat1)	✓	✓
Single manufacturer, multiple sites (cat 1)	✓	✓
Multiple manufacturers, multiple sites (cat 2)	✓	✓

Table 1 - EPD Types covered by the Program

1.6 Data categories

There are three product information categories in the Program:

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- **Category 1:** brand data, verified by an independent, qualified third party according to the INSIDEINSIDE Verification Protocol.
For whom: manufacturers / producers, suppliers.
- **Category 2:** generic data (brand-less), verified by an independent, qualified third party according to the INSIDEINSIDE Verification Protocol, with a declaration of the representative (representing, for example, the Dutch market, an association of producers or a group of producers).
For whom: groups of manufacturers, suppliers, branches, governments, etc.

Category 3: generic data (brand-less), not verified according to the INSIDEINSIDE Verification Protocol.
For whom: Program operator.

2 Program Objectives

The objective of the Program is to encourage the use of products with improved environmental performance through the provision of verified information contained in a Type III Environmental Product Declaration (EPD).

3 Program Operator

The Program Operator is INSIDEINSIDE, an initiative of the Dutch Green Building Council - an independent, third-party approvals organization, offering certification of buildings, trainings, services and systems to the European market.

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As Program Operator, INSIDEINSIDE is responsible for:

- The preparation, maintenance and communication of the General Program Instructions (this document)
- Development, maintenance and public communication of the horizontal Product Category Rules (PCR)
- Review and approval of Product Category Rules PCR developed for specific interior design product(s) in accordance with the requirements of ISO 14025:2010 and EN 15804+A1:2013, for inclusion within the Program
- Review and approval Life Cycle Assessment (LCA) studies that has been critically reviewed to ensure compliance with the requirements of ISO 14025:2010 and EN 15804+A1:2013 for inclusion within the Program.

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- Development, maintenance and communication of procedures for the verification of EPD
- Commercial operation of the Program
- Management of competence, confidentiality, independence and impartiality of verifiers
- Ensuring the involvement of interested parties in the Program and publishing the names of organizations actually involved in the development of the Program
- Management of complaints and appeals
- Publication and public listing of EPD
- Public communication of this document, PCR documents and associated documents shall be via the INSIDEINSIDE website www.insideinside.nl

4 Intended Audience

EPD registered in the Program can either be for business to consumer communication or for business to business communication (formatted according to conditions listed in ISO 14025:2010).

5 Involvement of Interested Parties in the Program

5.1 INSIDEINSIDE Governance

The Governance structure of INSIDEINSIDE includes the Steering group, Technical Committee and Working Groups. Together these bodies ensure the involvement of interested parties in the development and maintenance of the Program.

5.2 Governing Body

INSIDEINSIDE Governing Body represents stakeholder interests by:

- Having oversight of processes and policies to ensure, as far as is reasonably practicable, that INSIDEINSIDE is:
 - acting independently and impartially;
 - consulting widely;
 - operating processes correctly;
 - balancing the needs of stakeholders;
 - treating customers fairly;

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- technically rigorous; and where appropriate, make suggestions to improve policies, processes and procedures.
- Reviewing the results of internal audits, management reviews, complaints, appeals, EPD suspensions and withdrawals in order to ensure that procedures are administered in an impartial, timely and non-discriminatory manner;
- Approving standards, schemes and publications as appropriate;
- Assuring themselves of the financial standing of INSIDEINSIDE.

The Governing Body comprises the following members:

- One participant from each of the Founding Partners.
- At least one representative of:
 - DGBC
 - Ex-Interiors
 - NIBE
- Where appropriate, representatives of other stakeholders groups such as developers, Government, financiers, academia or non-Governmental organizations may be invited.
- Government observers (no voting rights) may also be invited to attend.

Members are appointed for a term of five years, which can be renewed any number of times. The Governing Body appoints its own Chairman to help ensure independence and impartiality. INSIDEINSIDE Global does not pay remuneration to members and observers of the Governing Body except for reasonable travel and subsistence expenses where requested.

6 Procedure for Definition of Product Categories

For reasons of efficiency and consistency in the application of INSIDEINSIDE, DGBC has chosen to create a horizontal PCR document covering all basic principles for the various product categories. For each product category an individual PCR is created, which can be found at www.insideinside.nl

7 Data Confidentiality Management

Specific life cycle inventory (LCI) information supplied by or on behalf of parties seeking to register an EPD in the Program shall be treated as confidential. It shall however be made available in the LCA report to the third party verifier of the EPD who in turn shall keep this data confidential. LCIA data and additional information is published in the EPD according to the selected parameters listed in the chosen PCR document in accordance with the requirements of EN 15804+A1:2013.

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8 Procedure for development of EPD and associated LCA Background Reports

The LCA study shall be undertaken by the manufacturer, or by a party acting on behalf of the manufacturer, in accordance with the requirements of the PCR. The manufacturer (or group of manufacturers) is the sole owner, and has liability and responsibility for an EPD.

9 Procedure for Verification of EPD

9.1 Verification Process

An INSIDEINSIDE independent verifier shall verify the underlying LCA and the EPD. The verification procedure shall be transparent. The independent verifier shall generate a report documenting the verification process, while adhering to the obligations for data confidentiality. This report of the verifier shall be available to any person upon request.

The verification procedure shall confirm whether the information given in the EPD accurately reflects the information in the documents on which the declaration is based. The verification procedure shall also confirm whether this information is valid and scientifically sound.

Relevant documents are:

- INSIDEINSIDE verification protocol
- INSIDEINSIDE verification checklist
- INSIDEINSIDE recognition scheme verifiers

Recent copies of these documents can be found on www.insideinside.nl

10 Validity of EPD

After verification an EPD is valid for 5 years from the date of issue, after which it shall be reviewed and verified.

The manufacturer (or group of manufacturers) is the sole owner, and has liability and responsibility for an EPD and therefore shall ensure that INSIDEINSIDE is notified when the EPD requires recalculation and verification.

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11 Periodic Review of the General Program Instructions

INSIDEINSID shall review the General Program Instructions at least every five years and within one year of any updates to the relevant EN and ISO Standards.

12 Program Operation Fees

Information about the Program operation fees can be requested from INSDEINSIDE and shall be available the website: www.insideinside.nl