



Sustainable Minds®

SM Transparency Report™ / EPD Framework

Part A

LCA calculation rules and report requirements

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Sustainable Minds Transparency Report™ / EPD Framework

Part A: LCA calculation rules and report requirements

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1. Introduction

This document was created by Joep Meijer, Naji Kasem, and Kim Lewis and is managed and maintained by the Sustainable Minds and Program Operator Consortium (POC) Technical Advisory Board (TAB) as outlined in ISO 14025:2006.

This document is part of a series of documents comprising the Sustainable Minds Transparency Report™ / EPD Framework:

- Governance document
- Part A: LCA calculation rules and report requirements (*this document*)
- Part B: Product group definition

The most recent version of these documents as well as all explanatory materials can be found at www.sustainableminds.com ensuring the transparency and accessibility of the program as outlined in ISO 14025:2006 Clause 5.9, Clause 6.8.1, and Clause 9.2.3. Part A, Part B, and the governance document are conformant with the Guidance for Product Category Rule Development version 1.0.

1.1 General

This document is based on public standards and life cycle assessment (LCA) best practice. It conforms to ISO 14040:2006, 14044:2006, ISO 14020:2000, and ISO 14025:2006, and it builds on a vast experience in and expertise of life cycle assessment (LCA) and environmental product declaration (EPD) programs around the world, particularly regarding the application of EN 15804:2012+A1:2013. This is a living document with the intention of continuous improvement. The main driver for this process is the growth in products that have Transparency Reports™ (TRs) or environmental product declarations.

The intended application of this document is to provide a common structural set of general rules, requirements, and guidelines applicable to any product in order to ensure that all Type III environmental declarations based on the Sustainable Minds Transparency Report™ / EPD Framework are derived, verified, and presented in a harmonized and consistent manner.

A TR/EPD presents the summary of the LCA background report which includes quantified environmental information on the life cycle of a product in information modules. It is created by applying the general rules of this document together with the specific rules of Part B. A verified TR/EPD is an ISO 14025:2006 conformant Type III environmental declaration which communicates verifiable, accurate, and non-misleading environmental information for products and their applications. The creation, development, and use of TRs/EPDs are voluntary (in conformance with ISO 14025:2006 Clause 5.2). Modularity in these TRs/EPDs allows for a consistent and structured organization and communication of data and results throughout the life cycle of a product (in conformance with ISO 14025:2006 Clause 5.3).

1.2 Scope

This document provides the general rules that apply to any product and is used in the development of a TR/EPD in conjunction with Part B. It specifies the standards of LCA calculation rules as a prerequisite of TRs/EPDs as well as the requirements of the LCA background report. It prescribes inventory data categories and impact category indicators that must be and can be used for all TRs/EPDs. The assessment of social and economic performance at the product level is not covered in this framework (social performance measures social issues such as human rights, working conditions, and cultural heritage; economic performance measures the materials and energy resources required for, and the environmental emissions resulting from, activities in our economy). Parts A and B establish the principles

and specify the procedures for developing a TR/EPD. They further establish the use of the ISO 14040:2006 and ISO 14044:2006 standards as well as EN 15804:2012+A1:2013 in the development of TRs/EPDs.

1.3 Objectives

Consistent with ISO 14025:2006 Clause 4, the overall goal of the framework is to encourage the demand for, and supply of, those products that cause less stress on the environment, through communication of verifiable and accurate information that is not misleading using a consistent, efficient, harmonized, and user-friendly framework. The goal is to stimulate the potential for market-driven continuous environmental improvement using scientifically-based fair choices. The objectives of TRs/EPDs are to:

- a) Provide LCA-based information and additional information on the environmental aspects of products
- b) Provide information for assessing the potential environmental impacts of products over the life cycle within their system boundaries (see Table 2 for system boundary options)
- c) Allow manufacturers to tell their side of the story on their efforts to decrease the stresses on the environment caused by their products
- d) Assist purchasers and users to make informed comparisons between products of the same group for cradle-to-grave declarations (these declarations are not comparative assertions)
- e) Encourage improvement of potential environmental performance
- f) Facilitate manufacturers' transitions and progress towards transparency and sustainability

1.4 Principles

The Sustainable Minds Transparency Report™ / EPD Framework is administered by the Technical Advisory Board (TAB) (see the governance document) which oversees the conformance of the framework to the principles outlined in ISO 14025:2006 Clause 5. The TAB acts as an independent third party to organizations and manufacturers and checks the proposed decisions of Part Bs and the framework and makes changes. As a neutral body, it intervenes when conflicts of interest arise.

An overview of changes to this document is available as Appendix B to this document.

The development and use of TRs/EPDs is voluntary. The Sustainable Minds Transparency Report™ / EPD Framework provides requirements for an organization choosing to develop and use a TR/EPD.

2. References

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Bare, J., Gloria, T. and Norris, G. 2006. Development of the Method and U.S. Normalization Database for Life Cycle Impact Assessment and Sustainability Metrics, Environmental Science and Technology, / VOL. 40, NO. 16, 2006

Bare, J. 2014. Tool for the Reduction and Assessment of Chemical and Other Environmental Impacts (TRACI) TRACI version 2.1 User's Guide. US EPA Office of Research and Development, Washington, DC, EPA/600/R-12/554, <http://nepis.epa.gov/Adobe/PDF/P100HN53.pdf>

EN 15804:2012+A1:2013, Sustainability of construction works — Environmental Product Declarations — Core rules for the construction products, October 2013

Gloria, T. P., B. C. Lippiatt & J. Cooper (2007). 'Life cycle impact assessment weights to support environmentally preferable purchasing in the United States.' Environmental Science & Technology, 41(21), 7551-7557

ISO 14020:2000, Environmental labels and declarations — General Principles

ISO 14021:1999, Environmental labels and declarations — Self-declared environmental claims (Type II environmental labelling)

ISO 14025:2006, Environmental labels and declarations- Type III environmental declarations - Principles and procedures

ISO 14040:2006, Environmental management — Life cycle assessment — Principles and framework

ISO 14044:2006, Environmental Management — Life Cycle Assessment — Requirements and Instructions

ISO 14067:2013, Carbon footprint of products — Requirements and guidelines for quantification and communication

Ryberg, M., Vieira, M.D.M., Zgola, M. et al. (2014). 'Updated US and Canadian normalization factors for TRACI 2.1.' Clean Technologies and Environmental Policy 16: 329. doi:10.1007/s10098-013-0629-z

3. Terms, definitions and abbreviations

3.1 Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

NOTE: Terms are not defined where they retain their normal dictionary definition.

- **Additional technical information** - information that forms part of the EPD by providing a basis for the development of scenarios [EN 15804:2012+A1:2013]
- **Ancillary input** - input material or product that is used by the unit process producing the product, but which does not constitute part of the product (adapted from [ISO 14040:2006] and [EN 15804:2012+A1:2013] to combine separate definitions into one)
- **Comparative assertion** - environmental claim regarding the superiority or equivalence of one product versus a competing product that performs the same function [ISO 14044:2006]
- **Consumer** - individual member of the general public purchasing or using goods, property or services for private purposes [ISO 14025:2006]
- **Co-product** - any of two or more marketable materials, products or fuels coming from the same unit process, but which is not the object of the assessment [EN 15804:2012+A1:2013]

NOTE: Co-product, by-product (not intentionally produced) and product have the same status and are used for identification of several distinguished flows of products from the same unit process. From co-product, by-product and product, waste is the only output to be distinguished as a non-product. (Adapted from [EN 15804:2012+A1:2013] to clarify definition of by-product)

- **Declared unit** - quantity of a product for use as a reference unit in an EPD based on one or more information modules [EN 15804:2012+A1:2013]

EXAMPLE: 1,000 kg (mass), 1 m³ (volume), 10 m² (area) (adapted from [EN 15804:2012+A1:2013] to include quantity and area)
- **End-of-waste state** - the state after waste processing of any primary materials and fuels, and before waste processing of any secondary materials and fuels (adapted from [EN 15804:2012+A1:2013] Clause 6.3.4.5 and Annex B] to combine separate definitions into one)
- **Environmental aspect** - element of an organization's activities, products or services that can interact with the environment [ISO 14040:2006]
- **Environmental declaration** - claim which indicates the environmental aspects of a product or service [ISO 14025:2006]

NOTE: An environmental label or declaration may take the form of a statement, symbol or graphic on a product or package label, in product literature, in technical bulletins, in advertising or in publicity, amongst other things. [ISO 14025:2006]
- **Functional unit** - quantified performance of a product system for use as a reference unit [ISO 14040:2006]
- **Information module** - compilation of data to be used as a basis for Type III environmental declaration, covering a unit process or a combination of unit processes that are part of the life cycle of a product [ISO 14025:2006]
- **Life cycle** - consecutive and interlinked stages of a product system, from raw material acquisition or

generation from natural resources to final disposal [ISO 14040:2006]

- **Life cycle assessment (LCA)** - compilation and evaluation of the inputs, outputs and the potential environmental impacts of a product system throughout its life cycle [ISO 14044:2006]
- **Life cycle inventory analysis** - phase of life cycle assessment involving the compilation and quantification of inputs and outputs for a product throughout its life cycle [ISO 14040:2006]
- **Life cycle impact assessment** - phase of life cycle assessment aimed at understanding and evaluating the magnitude and significance of the potential environmental impacts for a product system throughout the life cycle of the product [ISO 14040:2006]
- **Non-renewable energy** - energy from sources which are not defined as renewable energy sources [EN 15804:2012+A1:2013]
- **Non-renewable resource** - resource that exists in a finite amount that cannot be replenished on a human time scale [EN 15804:2012+A1:2013]
- **Performance** - expression relating to the magnitude of a particular aspect of the object of consideration relative to specified requirements, objectives or targets [EN 15804:2012+A1:2013]
- **Potential environmental impact** - possible environmental impact based on the data and assumptions underlying the life cycle inventory and the life cycle impact assessment methodology used in an LCA study [ISO 14040, section 4.3]

NOTE: LCA addresses potential environmental impacts; LCA does not predict absolute or precise environmental impacts due to

- the relative expression of potential environmental impacts to a reference unit,
- the integration of environmental data over space and time,
- the inherent uncertainty in modelling of environmental impacts, and
- the fact that some possible environmental impacts are clearly future impacts [ISO 14040, section 4.3]
- **Potential environmental performance** - performance related to potential environmental impacts and environmental aspects (adapted from [EN 15804:2012+A1:2013] to reflect potential impacts)
- **Post-consumer recycled content** - material generated by households or by commercial, industrial and institutional facilities in their role as end-users of the product which can no longer be used for its intended purpose. This includes returns of material from the distribution chain. [ISO 14021:1999]
- **Pre-consumer recycled content** - material diverted from the waste stream during a manufacturing process. Excluded is reutilization of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it. [ISO 14021:1999]
- **Product** - any good or item manufactured or processed, or any service or activity that supports processes (adapted from [EN 15804:2012+A1:2013])
- **Product category** - group of products that can fulfill equivalent functions [ISO 14025:2006]
- **Product category rules (PCR)** - set of specific rules, requirements and guidelines for developing Type III environmental declarations for one or more product categories [ISO 14025:2006]
- **Product system** - collection of unit processes with elementary and product flows, performing one or more defined functions, and which models the life cycle of product [ISO 14040:2006]
- **Program operator** - body or bodies that conduct a Type III environmental declaration program [ISO 14025:2006]

NOTE: A program operator can be a company or a group of companies, industrial sector or trade association, public authorities or agencies, or an independent scientific body or other

organization. [ISO 14025:2006]

- **Reference service life (RSL)** - service life of a product which is known to be expected under a particular set, i.e., a reference set, of in-use conditions and which may form the basis of estimating the service life under other in-use conditions (adapted from [EN 15804:2012+A1:2013] to broaden definition from construction products to all products)
- **Renewable energy** - energy from renewable non-fossil sources [EN 15804:2012+A1:2013]
EXAMPLES: wind, solar, aerothermal, geothermal, hydrothermal and ocean energy, hydropower, biomass, landfill gas, sewage treatment plant gas and biogases [EN 15804:2012+A1:2013]
- **Renewable resource** - resource that is grown, naturally replenished or naturally cleansed, on a human time scale [EN 15804:2012+A1:2013]
NOTE: A renewable resource is capable of being exhausted, but may last indefinitely with proper stewardship. Examples include: trees in forests, grasses in grassland, fertile soil [EN 15804:2012+A1:2013]
- **Secondary fuel** - fuel recovered from previous use or from waste which substitutes primary fuels [EN 15804:2012+A1:2013]
NOTE 1: Processes providing a secondary fuel are considered from the point where the secondary fuel enters the system from the previous system. [EN 15804:2012+A1:2013]
NOTE 2: Any combustible material recovered from previous use or from waste from the previous product system and used as fuel in a following system is a secondary fuel. [EN 15804:2012+A1:2013]
NOTE 3: Examples for primary fuels are: coal, natural gas, biomass, etc. [EN 15804:2012+A1:2013]
NOTE 4: Examples for secondary fuels recovered from previous use or as waste are: solvents, wood, tires, oil, and animal fats. [EN 15804:2012+A1:2013]
- **Secondary material** - material recovered from previous use or from waste which substitutes primary materials [EN 15804:2012+A1:2013]
NOTE 1: Secondary material is measured at the point where the secondary material enters the system from another system. [EN 15804:2012+A1:2013]
NOTE 2: Materials recovered from previous use or from waste from one product system and used as an input in another product system are secondary materials. [EN 15804:2012+A1:2013]
NOTE 3: Examples for secondary materials (to be measured at the system boundary) are recycled scrap metal, crushed concrete, glass cullet, recycled wood chips and recycled plastic. [EN 15804:2012+A1:2013]
- **Scenario** - collection of assumptions and information concerning an expected sequence of possible future events [EN 15804:2012+A1:2013]
- **Specific data** - data representative of a product, product group or service, provided by the supplier (e.g. the declaring the organization) (adapted from [EN 15804:2012+A1:2013] to broaden definition from construction products to all products and to specify the supplier as the declaring organization)
- **Third party** - person or body that is recognized as being independent of the parties involved, as concerns the issues in question [ISO 14025:2006]
NOTE: "Parties involved" are usually supplier ("first party") and purchaser ("second party") interests [ISO 14025:2006]

- **Type III environmental declaration** - environmental declaration providing quantified environmental data using predetermined parameters and, where relevant, additional environmental information [ISO 14025:2006]
 - NOTE 1: Predetermined parameters are based on the ISO 14040 series of standards, which are comprised of ISO 14040 and ISO 14044. [ISO 14025:2006]
 - NOTE 2: The additional environmental information may be quantitative or qualitative. [ISO 14025:2006]
- **Type III environmental declaration program** - voluntary program for the development and use of Type III environmental declarations, based on a set of operating rules [ISO 14025:2006]
- **Unit process** - the smallest element considered in the life cycle inventory analysis for which input and output data are quantified [ISO 14040:2006]
- **Upstream, downstream process** - process(s) that either precedes (upstream) or follows (downstream) a given life cycle stage [EN 15804:2012+A1:2013]
- **Verification** - confirmation, through the provision of objective evidence, that specified requirements have been fulfilled [ISO 14025:2006]
- **Verifier** - person or body that carries out verification [ISO 14025:2006]
- **Water use** - use of water by human activity [ISO 14046:2014]
 - NOTE 1: Use includes, but is not limited to, any water withdrawal, water release or other human activities within the drainage basin impacting water flows and/or quality, including in-stream uses such as fishing, recreation, transportation [ISO 14046:2014]
 - NOTE 2: The term “water consumption” is often used to describe water removed from, but not returned to, the same drainage basin. Water consumptions can be because of evaporation, transpiration, integration into a product, or release into a different drainage basin or the sea. Change in evaporation caused by land-use change is considered water consumption (e.g. reservoir). The temporal and geographical coverage of the water footprint assessment should be defined in the goal and scope. [ISO 14046:2014]
- **Waste** - substances or objects which the holder intends or is required to dispose of [ISO 14040:2006]

3.2 Abbreviations

CFC	Chlorofluorocarbon
CML	Centrum voor Milieuwetenschappen Leiden
CO ₂	Carbon dioxide
CSI	Construction Specifications Institute
CTU	Comparative toxicity unit
EN	European standard maintained by CEN (European Committee for Standardization)
EPA	Environmental Protection Agency
EPD	Environmental product declaration
ft ²	Square foot (also square feet)
ISO	International Organization for Standardization
kg	Kilogram
km	Kilometer
lb	Pound
LCA	Life cycle assessment
LCI	Life cycle inventory
LCIA	Life cycle impact assessment
LEED	Leadership in Energy and Environmental Design
m ²	Square meter
m ³	Cubic meter
mm	Millimeter
MJ	Megajoule
MND	Module not declared
N	Nitrogen
NIST	National Institute of Standards and Technology
O ₃	Ozone
PCR	Product category rule (also product category rules)
PM	Particulate matter
POC	Program Operator Consortium
RSL	Reference service life
sq ft or sf	Square foot (also square feet)
SO ₂	Sulfur dioxide
TR	Transparency Report™
TRACI	Tool for the Reduction and Assessment of Chemical and other environmental Impacts
UNCPC	United Nations Central Product Code

Modules are identified by terms as follows:

A1 to A3	Product stage modules
A4 to A5	Construction stage modules
B1 to B7	Use stage modules
C1 to C4	End of life stage modules
D	Benefits and loads beyond the system boundary

4. LCA background reports & TRs/EPDs

When creating a TR/EPD, an LCA background report must be submitted. This document specifies the standards of LCA calculation rules as a prerequisite of TRs/EPDs as well as the requirements of the LCA background report (in conformance with ISO 14025:2006 Clause 6.7.1).

4.1 Content, structure, and accessibility of the background report

The background report:

- Represents the systematic and comprehensive summary of project documentation with the objective of supporting the examination of a TR/EPD. The background report must document that the information on which the LCA is based as well as the additional information contained in a TR/EPD conforms to the requirements of this document.
- Must contain all of the data and information of importance for the details published in the TR/EPD and required in this set of rules, including how the reference service life (RSL) was established.
- Must be accessible by the verifier under the conditions of confidentiality (see ISO 14025:2006 Clause 8.3).

The background report is not a component of public communication, but a redacted version will be made available upon request (see Section 4.3 herein).

4.2 General information

The background report must contain the following general information:

- The client commissioning the LCA, the name(s) and affiliation(s) of the life cycle assessment practitioner(s), and a company contact
- The report date
- A statement that the LCA was performed in agreement with the requirements of this document

4.3 Publication

The full background report shall be made available to the reviewer and the verifying party. Furthermore, a third-party report stripped of confidential information shall be provided to the program operator upon request (see [ISO 14044, section 5.2] for guidance on creating third-party reports). The redacted background report will be made available to third parties by the program operator upon request.

4.4 Goal of the LCA study

The goal of the LCA study must be outlined in the background report and include:

- Reasons for performing the study
- Intended use
- Target audience (i.e. whether the information and data is intended for business-to-business and/or business-to-consumer communication)

4.5 Scope of the study

The scope of the study shall be detailed in the background report.

4.5.1 Declared/functional unit

The LCA must be calculated for a declared/functional unit of the product as outlined in Section 7.1 'Declared/functional unit' herein.

4.6 Declaration of product groups

The following nomenclature applies in TRs/EPDs:

4.6.1 Manufacturer declaration can be either a declaration of:

- a) A specific product from a manufacturer's plant;
- b) A specific product as an average from several of the manufacturer's plants;
- c) An average product from a manufacturer's plant; or
- d) An average product as an average from several of the manufacturer's plants

The represented site(s)/plant(s) shall be documented in the background report as well the TR/EPD.

4.6.2 Manufacturers' group declaration can be either a declaration of:

- a) A specific product as an average from several manufacturers' plants; or
- b) An average product as an average from several manufacturers' plants

Examples of manufacturers' groups are industry groups, industry group representatives, or manufacturing collectives.

A reference product that describes a specific (usually typical or standard) product can also be declared.

Unless otherwise specified in Part B, classification and consequently the declared/functional unit of one or several products can take one of the following forms:

- The values of the LCA can be derived from the declared product for any product in a range via rules to be documented (e.g. for comparable products of varying density)
- An "average" or "representative" product is declared
- The product with the largest potential environmental impact is declared as representative for a range

Calculation rules for averaging data

The calculation rules for forming averages in the TR/EPD based on averaged data shall be documented in the background report using one of the following:

- A group of similar products from various manufacturers (the names of the represented manufacturers shall be listed in the TR/EPD)
- The same product from various production locations
- A representative average of the product or a group of comparable products

4.7 Product definition

The product to be assessed must be described in terms of its technical and functional specifications, which include:

- Product identification (company logo and product logo and photo(s))
- Product name ID as it is known in the market
- UNCPD (United Nations Central Product Code) classification or CSI (Construction Specifications Institute) MasterFormat® classification

- The appropriate product specification from ASTM, ANSI, or other relevant organization, including pertinent physical properties and technical information or any other market identification

Additional attributes can be included as long as they uniquely identify either the product or its potential environmental performance.

EXAMPLE: Product certifications such as GREENGUARD

The product shall be defined by including the following:

- A list of products and other materials that fall within the defined scope of the TR/EPD (in conformance with ISO 14025:2006 Clause 6.7.1)
- Material content: a list of contents larger than 1% by weight (i.e. most dominant), while describing the remainder in aggregate. Materials that exist in the product that are considered proprietary by the manufacturer may be described with a generic descriptor which includes role and/or function. Additionally, where necessary, materials may be reported with a corresponding reasonable range of mass percentages for which they exist in the product or product range.

NOTE 1: Material content aims at material characterization on the level of material types, such concrete, ABS, and brass, but not on the level of chemical content.

NOTE 2: The presence of any hazardous substances showing one or more properties as listed in existing applicable legislation (e.g. the United States Resource Conservation and Recovery Act) shall be reported.

- The following list of specifications per material of the (averaged or most dominant) contents (an example material definition template is shown in Table 1):
 - o Origin (extraction location, if known, or at least supplier's location)
 - o Supply distance (distance to extraction location in addition to distance to supplier's location, or at least distance to supplier's location)
 - o The percentage of recycled content – pre-consumer (optional)
 - o The percentage of recycled content – post-consumer (optional)
 - o The percentage of renewable resource (optional)

NOTE: Confidential information does not need to be disclosed on the TR/EPD; in such cases, a notation that the information is confidential will be made along with a description of the function of the compound.

Table 1. Example material definition template

Component	Material	Mass %	Availability				Origin of raw materials	Supply distance (km or miles)
			Renewable	Non-renewable	Recycled pre-consumer	Recycled post-consumer		
Component 1	Material 1	X%	yes/no	yes/no	%	%	USA	a
	Material 2	Y%	yes/no	yes/no	%	%	China	b
Component 2	Material 3	Z%	yes/no	yes/no	%	%	Germany	c

4.8 Use and/or area of application of the product

- The Part B of the declared product includes nationally accepted standards describing functional performance and can be used to describe the use and/or area of application of the product.

- The use and/or area of application of the declared product must be described in a cradle-to-gate TR/EPD, including functional parameters that are measurable and codified or specified in a commonly accepted national standard.

4.9 Depicting the allocation processes in the background report

Uniform application of the allocation rules must be documented in the background report; the following must be described (where relevant):

- Allocations in the use of secondary materials as raw materials
- Allocations in the plant (delineation from other products manufactured in the plant)
- Allocation of multi-input processes (if performed during modeling)
- Allocation of reuse, recycling, and energy recovery

The allocation processes selected must be justified. The allocation factors must be plausible and follow LCA best practice.

4.10 Depicting the unit processes in the background report

The background report must document modeling of the unit processes in a transparent manner, taking into consideration the ISO 14025:2006 data confidentiality provisions. This can be in tabular form or as flow charts (e.g. screenshots from LCA software), whereby the following must be obvious:

- Attribution of company data to data sets from LCA software
- Allocation of process data to the stages of the product's life cycle in the LCA

If several products (different versions of the same product) are declared in a single TR/EPD, or if a product is manufactured at several locations, modeling must be depicted for each product and/or location, and the significance of data records shall be documented. In this case, it is not required to document every data point; reporting averages and/or ranges is sufficient.

If only a part of the results is presented (for reasons including but not limited to confidentiality or data volume), the following overview shall be presented:

- List of all the unit processes with names and quantities per the declared/functional unit

4.11 TRs/EPDs

TRs/EPDs are intended to display environmental attributes of products over a cradle-to-gate system boundary and facilitate comparison of the environmental attributes of products that meet equivalent functional requirements over a cradle-to-grave system boundary; these declarations are not comparative assertions. Quantitative data is reported in appropriate and consistent units of measurement as prescribed by Parts A and B of the framework. Qualitative data, where provided, shall be comparable. The same methods or systems should be used to produce the qualitative information, and these methods and systems shall be identified. Details of Part B and the overall Sustainable Minds Transparency Report™ / EPD Framework are publicly available on the Sustainable Minds website and can be forwarded to the purchaser or user of the product upon request (see ISO 14025:2006 Clause 7.1).

The TR/EPD content requirements can be found in Appendix C of this document (in conformance with ISO 14025:2006 Clause 7.2).

5. General aspects

5.1 System boundaries

The system boundaries follow a modular structure (in line with EN 15804:2012+A1:2013 and in conformance with ISO 14025:2006 Clause 5.4 and Clause 7.2.5). The environmental information of a TR/EPD covering all life cycle stages (cradle to grave) shall be subdivided into the information module groups defined as A1-A3, A4-A5, B1-B5, B6-B7, C1-C4 and optionally D (Table 2). Information modules include impacts and aspects related to losses in the module in which the losses occur (i.e. production, transport, and waste processing and disposal of the lost waste products and materials).

When a specific individual module (e.g. B2) and/or a specific group module (e.g. B6-B7) are decided not to be declared, their corresponding fields in the table (Table 2) must be marked as 'MND' which stands for module not declared.

A graphical depiction or a flow diagram illustrating main production processes pursuant to the defined scope of the LCA is considered to be a part of the background report, which is not accessible to the public.

There are three options for the scope of the TR/EPD as illustrated in Table 2 (in conformance with ISO 14025:2006 Clause 5.8):

- Cradle-to-gate: only includes the A1-A3 module;
- Cradle-to-grave: includes all of the product stage modules, A1 through C4, where module D may be included; or
- Cradle-to-gate with options: includes the A1-A3 module in addition to any of the remaining product stage modules, where module D may be included.

5.2 Comparability limitations

TRs/EPDs are not comparative assertions; that is, no claim of environmental superiority can be inferred or implied. TRs/EPDs enable purchasers and users to compare the potential environmental performance of products on a life cycle basis. They are designed to present information transparently to make the limitations of comparability more understandable. TRs/EPDs of products that conform to the same product group definition (Part B) and include the same life cycle stages, but are made by different manufacturers, may not sufficiently align to support direct comparisons. They therefore cannot be used as comparative assertions unless the conditions defined in ISO 14025:2006 Clause 6.7.2. 'Requirements for comparability' are satisfied.

Table 2. System boundary options (only one row to be filled: X = a declared module; MND = module not declared)

Product assessment information																	
Product life cycle information																Supplementary information (benefits and loads) beyond the product life cycle	
TR/EPD aggregated modules	Production			Construction/ installation		Use							End of life				Recovery
	A1	A2	A3	A4	A5	B1	B2	B3	B4	B5	B6	B7	C1	C2	C3	C4	D
TR/EPD system boundary	Raw Materials	Transport	Manufacturing	Transport	Construction / installation stage	Use	Maintenance	Repair	Replacement	Refurbishment	Operational energy use	Operational water use	De-construction demolition	Transport	Waste processing	Disposal	Reuse- Recovery- Recycling- potential
<u>Cradle-to-gate</u> Declared unit	X	X	X	MND	MND	MND	MND	MND	MND	MND	MND	MND	MND	MND	MND	MND	MND
<u>Cradle-to-gate with options</u> Declared / functional unit	X	X	X	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
<u>Cradle-to-grave</u> Functional unit	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Optional

5.3 Updating the TR/EPD

The TR/EPD verification is valid for five years. An organization may need to correct or amend information included in TRs/EPDs. TRs/EPDs shall be reassessed and updated as necessary to reflect changes in technology or other circumstances when they cause a change in the results by $\pm 10\%$ or alter the content and accuracy of the declaration. When updating a TR/EPD, the same reviewers should do re-verification. The organization making the TR/EPD is responsible for notifying the program operator of the requested changes in the TR/EPD and supplying the program operator with a document from the verifier confirming conformance with relevant requirements. The program operator shall publish the updated declaration.

6. Life cycle stages

This section describes the information modules for each life cycle stage. Information modules include impacts and aspects related to losses in the module in which the losses occur (i.e. production, transport, and waste processing and disposal of the lost waste products and materials). Information modules are communicated depending on the system boundary, as explained in section 5.1.

This document applies to all product categories; however, the examples shown in this section are specific to building products.

6.1 A1-A3: Product stage

The product stage is an information module that is always included in the TR/EPD. The system boundary shall include all processes that provide material and energy inputs into the system and the following manufacturing and transport processes of products up to the factory gate, as well as the processing of any waste arising from those processes up to the end-of-waste state or disposal of final residues during the product stage.

The product stage includes the following information modules:

- A1: Raw material extraction and processing, processing of secondary material input (e.g. recycling processes)
- A2: Transport to the manufacturer
- A3: Manufacturing

Modules A1, A2, and A3 may be declared as an aggregated Module A1-A3.

The product stage includes, where relevant, information modules for:

- A1: Extraction and processing of raw materials (e.g. mining processes) and biomass production and processing (e.g. agricultural or forestry operations)
- A1: Reuse of products or materials from a previous product system
- A1: Processing of secondary materials used as input for manufacturing the product, but not including those processes that are part of the waste processing in the previous product system
- A1: Generation of electricity, steam, and heat from primary energy resources, including extraction, refining, and transport thereof
- A1: Energy recovery and other recovery processes from secondary fuels, but not including those processes that are part of waste processing in the previous product system
- A2: Transportation up to the factory gate in addition to internal transport
- A3: Production of ancillary materials or pre-products
- A3: Manufacturing of packaging
- A1-A3: Processing up to the end-of-waste state or disposal of final residues including any packaging not leaving the factory gate with the product

The flows reaching the system at the A1-A3 boundary are determined as follows:

- Production waste whose materials are *internally recycled* can be considered as recycled within Modules A1-A3 to the maximum volume used in production. A co-product allocation is necessary for production waste exceeding the volumes (of on-site closed-loop recycling) used in Modules A1-A3.
- Co-product allocation is necessary for production waste whose materials are *reused* (i.e. open-loop recycling).
- Heat and power from energy recovery of production waste in Modules A1-A3 can be considered closed-loop within Module A1-A3 if they are used at the same quality within Modules A1-A3 and only to the maximum amount in MJ as is required of the respective energy quality in MJ during production (assumption: overall manufacturing, A1-A3, considered as a module). A co-product allocation is necessary for energy surpluses exceeding the volumes considered closed-loop.

The following allocation rules shall apply:

1. Regardless of the geographical coverage of a product system, the rules for defining the end-of-waste state of this document apply.
2. The output of waste during the A1-A3 life cycle stage may reach the end-of-waste state. They are then allocated as co-products as described in Section 8.3.
3. In the case of input of secondary materials or energy recovered from secondary fuels, the system boundary between the system under study and the previous system (providing the secondary materials) is set where outputs of the previous system (e.g. materials, products, or energy or building elements) reach the end-of-waste state.
4. If an allocation procedure different from co-product allocation is chosen for flows that reach the system at the boundary A1-A3 or data sets are chosen where allocation procedures are unknown, this procedure has to be justified and documented. Data sets with clear allocation procedures are preferred to be the first choice. The resulting material and energy flows and their amounts/volumes within Module A1-A3 are to be described transparently in the background report.
5. Loads and benefits from allocated co-products shall not be declared in the optional Module D (EN 15804:2012+A1:2013 Section 6.3.4.6). If such a co-product allocation is not possible, other methods may be chosen and shall be justified and documented. Therefore, as a general rule, potential loads or benefits from A1-A3 will not appear in Module D.

6.2 A4-A5: Construction/Installation stage

The construction and/or installation stage information module shall include all processes that provide materials, products, and energy, as well as waste processing up to the end-of-waste state or disposal of final residues during this stage. These information modules also include all impacts and aspects related to any losses during this construction and/or installation process stage (i.e. production, transport, and waste processing and disposal of the waste-losses of products and materials).

The construction and/or installation process stage includes the following information modules:

- A4: Transport/Delivery to the site where the product is installed, used, and/or constructed
- A5: Construction/Installation

The construction and/or installation stage shall include, where relevant, information modules for:

- A4-A5: Storage of products, including the provision of heating, cooling, humidity control, etc.
- A4-A5: Waste of products (additional production processes required to compensate for the loss of waste of products)

- A4-A5: Waste processing of the waste from product packaging and product waste during the construction and/or installation process up to the end-of-waste state or disposal of final residues

In the case of a product sold as a system, then:

1. The production of all materials and components needed in A5 are to be declared in A1-A3 (e.g. packaging).
2. The transport of the system to the construction/installation site is to be declared in A4. The installation, waste treatment inclusive, shall be declared in A5.

The following applies to information module A5:

1. In case energy recovery is chosen as a part of a scenario:
 - o If no specific information for the recovery efficiency of the incineration plant is available, it shall be assumed for North American standards (with proper documentation and justification) that packaging material (and eventual product waste from the installation process) is treated thermally in a plant with less than 60% recovery (EN 15804:2012+A1:2013). Thus, the combustion process (loads) for the packaging is to be declared in module A5, while the resulting benefits are to be optionally declared in module D.
2. The information module A5 shall include manufacturing and transportation of ancillary materials in addition to any energy or water required for either the product installation (including any on-site operations to the product) or operation of the construction/installation site, or both.

6.3 B1-B5: Use stage information modules

The use stage information modules include all processes and transportation of all materials, products, and related energy or water use, as well as waste processing up to the end-of waste state or disposal of final residues during the use stage. These information modules also include all impacts and aspects related to the losses during the use stage (i.e. production, transport, and waste processing and disposal of the lost products and materials).

The use stage information modules include the information modules covering the period from the sale / procurement or handover of the product, building, or construction and/or installation work until it is uninstalled, dismantled, deconstructed, or demolished (see example below). The use stage information modules also include the use of products, equipment, and services in their proper function in addition to their use (see example below). Moreover, the use stage information modules include individual modules that cover maintenance (including cleaning), repair, replacement, and refurbishment.

NOTE: The duration of the use stage of construction products may not be the same as the reference service life of a building.

EXAMPLE: For a building this would include protecting, conserving, moderating, or controlling a building (e.g. modules describing the building operation through services such as heating, cooling, lighting, water supply, and internal transport such as lifts and escalators).

While it is recognized that it may be difficult to separate all use stage processes and the associated aspects and impacts into these individual modules, any deviation from the categorization of aspects and impacts into Modules B1-B5 and B6-B7 shall be transparently reported and justified.

The use stage includes the following information modules:

- B1: Normal (i.e. anticipated) use the product
- B2: Maintenance

- B3: Repair
- B4: Replacement
- B5: Refurbishment

6.3.1 B1: Normal (i.e. anticipated) use of the product

Module B1 'Normal (i.e. anticipated) use the product' covers environmental aspects and impacts arising from activities throughout the normal anticipated use of the product.

Information Module B1 covers any emissions to the environment that are not covered by B6 & B7 information modules (e.g. release of substances from the façade, roof, floor covering, and other interior or exterior surfaces to indoor air, soil, or water).

NOTE: The LCA background report and consequently the TR/EPD do not need to include this information (i.e. emissions to indoor air, soil, and water during the use stage) if standards on measurement of release of regulated dangerous substances from products using harmonized test methods according to North American or European product standards are not available.

6.3.2 B2: Maintenance

Module B2 'Maintenance' covers all planned technical services (e.g. work done on the product to replace worn, damaged, or degraded parts) and associated administrative operations during the reference service life to maintain the product installed in a state in which it can perform its required functional and technical performance, as well as preserve its aesthetic qualities. This includes any and all preventative and regular maintenance activities such as cleaning and the planned technical service, replacement of worn, damaged, or degraded parts. Water and energy usage required for cleaning shall be included in this module.

EXAMPLE: Painting work on window frames, doors, etc. as well as the annual inspection and maintenance of the (oil or gas) boiler and replacement of filters in the heat recovery or air conditioning system

The boundary of Module B2 shall also include the following:

- The production and transportation of any component and ancillary products used for maintenance, including cleaning
- Transport of any waste from maintenance processes or from maintenance-related processes
- The end-of-life processes of any waste from transportation and the maintenance processes, including the removal of any part of the component and ancillary materials

NOTE: Module B2 would not cover maintenance, repair, and/or replacement of a whole section of the building where the product is installed if these activities are part of a complete measure of the building. The same would be considered refurbishment and shall be included in Module B5.

6.3.3 B3: Repair

If known or relevant, module B3 'Repair' covers all technical services (e.g. construction and/or installation work) and associated administrative operations during the reference service life in the form of corrective,

responsive, or reactive actions of a product or its parts installed in order to return it to an acceptable condition in which it can perform its required functional and technical performance as well as preserve its aesthetical qualities.

Replacement of a broken component or a part due to damage should be assigned to 'repair', whereas replacement of a whole product due to damage should be assigned to Module B4.

The boundary of Module B3 shall also include the following, if known or relevant:

- Repair processes including:
 - o the production of the repaired part of a component and of related used ancillary materials
 - o energy and water usage during the repair process
 - o the production and transport aspects and impacts of any material's waste during the repair processes
- The transportation of the repaired components and of used ancillary materials, including production aspects and impacts of any damaged materials during transportation
- The end of life processes of any losses suffered during transportation and the repair process, including the removal of the repaired parts of the component as well as ancillary materials

EXAMPLE: For a window with damaged rubbers, this includes the production and transportation of new rubber as well as packaging, in addition to all impacts due to the repair process and the end-of-life stage of the rubber waste and packaging.

6.3.4 B4: Replacement

If known or relevant, module B4 'Replacement' covers all technical services and associated administrative operations during the reference service life associated with replacing a whole product in order to return product to a condition in which it can perform its required functional or technical performance.

The replacement of a broken component or part due to damage is considered repair and should be included in individual module B3, as fully discussed above. However, the replacement of a whole product due to damage should be considered replacement and should be included in individual module B4. On the other side, the replacement of a whole element as part of a concerted replacement program in the building is considered refurbishment and should be included in individual module B5.

The boundary of Module B4 shall also include the following, if known or relevant:

- Replacement processes including:
 - o the production of the replaced components and of related used ancillary materials
 - o energy and water usage during the replacement process
 - o the production and transport aspects and impacts of any material's waste during the replacement processes
- The transportation of the replaced components and of used ancillary materials, including production aspects and impacts of any damaged materials during transportation
- The end-of-life processes of any losses suffered during transportation and the replacement process, including the removal of replaced components as well as ancillary materials

EXAMPLE: A module B4 of a carpet being replaced at the end of its service life would include:

1. The production and transportation of the new carpet as well as packaging
2. All impacts due to the installation process (adhesive, vacuum cleaning, etc.)

3. Any waste from the installation of the replacement carpet, packaging waste, and adhesive
4. The end of life stage of the original carpet

6.3.5 B5: Refurbishment

Module B5 'Refurbishment' covers all technical services and associated administrative operations during the service life of a product associated with the return of the products or its parts to a condition in which the products can perform its required functions. These activities cover a concerted program of maintenance, repair, and/or replacement activity, across a significant part or a whole section of the building where the product is installed. All similar restoration activities should be included within module B5.

The boundary of Module B5 shall also include the following:

- Refurbishment processes including:
 - o The production of the components and of related used ancillary materials
 - o Energy and water usage during the refurbishment process
 - o The production and transport aspects and impacts of any material's waste during the refurbishment processes
- The transportation of the refurbished components and of used ancillary materials, including production aspects and impacts of any damaged materials during transportation
- The end of life processes of any losses suffered during transportation and the refurbishment process, including the removal of components as well as ancillary materials

6.4 B6-B7: Operational energy and water use

The use stage related to the operation of the product includes:

- B6: Operational energy use
- B7: Operational water use

These information modules include provision and transport of all materials, products, as well as energy and water provisions, waste processing up to the end-of-waste state, or disposal of final residues during this part of the use stage which enable the accounted operational energy and water use.

EXAMPLE: Aspects related to the production, transportation, and installation of technical equipment (such as building automation and control systems) required for supply energy and water to the building shall be assigned to Modules A1-A5. Energy and water use during maintenance, repair, and replacement or refurbishment activities shall be assigned to Modules B2-B5. Aspects related to the waste processing and final disposal of materials shall be assigned to Modules C1-C4.

NOTE: Building automation and control systems are centralized, interlinked networks of hardware and software which manage various building systems while ensuring optimal operational performance of mechanical, electrical, and plumbing systems such as HVAC systems, power monitoring, plumbing and water monitoring, security, closed-circuit television, fire alarm system, elevators and escalators, etc.

6.4.1 B6: Operational energy use

The boundary of module B6 'Operational energy use' includes energy use during the operation of the product and its associated environmental aspects and potential impacts, including processing and transportation of any waste generated on site due to the use of energy. The foregoing can be measured using building automation and control systems.

NOTE 1: For TRs/EPDs aimed to North American market: guidance on the selection of standards for calculating operational energy use of technical building systems can be obtained from ASHRAE Level I – III Procedures for Commercial Building Energy Audits (PCBEA), Second Edition.

NOTE 2: For TRs/EPDs aimed to European market: guidance on the selection of standards for calculating operational energy use of technical building systems can be obtained from CEN/TR 15615, Explanation of the general relationship between various European standards and the Energy Performance of Buildings Directive (EPBD) – Umbrella Document.

6.4.2 B7: Operational water use

Module B7 'Operational water use' includes water use during the operation of the product and its associated environmental aspects and potential impacts considering the life cycle of water, which includes production, transportation, and wastewater treatment. The foregoing can be measured using building automation and control systems.

6.5 C1-C4: End-of-life stage information modules

The end-of-life stage of the product starts when it is replaced (see B4), dismantled, or deconstructed from the building or construction and/or installation works and does not provide its initial functionality, including provision and transport of all materials and associated energy and water use. However, the boundary of Modules C1-C4 to Module D is set where outputs (i.e. secondary materials or fuels) have reached the end-of-waste state.

Loads (e.g. emissions) from waste disposal in Module C4 are considered part of the product system under study, according to the "polluter pays principle." If, however, this process generates energy such as heat and power from waste incineration or landfill, the potential benefits from utilization of such energy in the next product system may optionally be included and assigned to Module D and are calculated using current average substitution processes.

The end-of-life stage includes:

- C1: Un-installation, deconstruction and demolition
- C2: Transport to waste processing
- C3: Waste processing for reuse, recovery and/or recycling
- C4: Disposal

The end-of-life stage may also include optional information modules, where applicable, for:

- C1: Deconstruction which includes the dismantling or the demolition of the product from the building as well as the initial on-site sorting of the materials, if applicable

- C2: Transportation of the discarded product to waste processing either to a recycling site or to final disposal
- C3: Waste processing of material flows intended for reuse, recycling, and/or energy recovery (e.g. collection of waste fractions from deconstruction and their processing). Waste processing shall be modeled and the elementary flows shall be included in the inventory. In the case of energy recovery option only for materials that have reached the end-of-waste state, energy recovery materials considered are only those with energy recovery efficiency rate higher than 60% (without prejudice to existing legislations).
- C4: Waste disposal which includes physical pre-treatment and management of the disposal site

During the end-of-life stage of the product and its application (or the building), all output from the following are, at first, considered as waste:

- uninstallation, dismantling, deconstruction, or demolition of the product (and/or building)
- maintenance (see B2), repair (see B3), replacement (see B4), or refurbishing (see B5) processes
- products, debris, materials, or elements, etc.

This output, however, reaches the end-of-waste state only when it conforms to all of the following criteria:

1. the recovered material, product or construction element is commonly used for specific purposes such as the function of a certain product as well as the assignment of a material as an input to the production process of another product or energy generation process
2. a market or demand, identified by a positive economic value, exists for such a recovered material, product, or construction element
3. the recovered material, product, or construction element fulfils the technical requirements for the specific purposes and meets the existing legislations and standards applicable to products
4. the use of the recovered material, product, or construction element will not lead to overall adverse environmental or human health impacts

The criterion for “*overall adverse environmental or human health impacts*” shall refer to the limit values for pollutants set by regulations in place at the time of assessment and where necessary shall take into account adverse environmental effects. The presence of any hazardous substances exceeding these limits in the waste or showing one or more properties as listed in existing applicable legislation (e.g. the United States Resource Conservation and Recovery Act) prevents the waste from reaching the end-of-waste state (see ISO 14025:2006 Clause 6.7.1).

In principle, waste processing is part of the product system under study. In the case of materials leaving the system as secondary materials or fuels, processes such as collection and transport before the end-of-waste state are, as a rule, part of the waste processing of the product system under study (see C3). However, after having reached the end-of-waste state, further processing may also be necessary in order to replace primary materials or fuel input in another product system. Such processes are considered to be beyond the system boundaries and may be assigned to the optional module D. Secondary materials having left the system may be optionally declared as substituting primary production in module D, only if they have reached the functional equivalence of the substituted primary materials.

6.6 D: Benefits and loads beyond the system boundary information module

Reporting module D is optional. Module D aims at transparently reporting and declaring the environmental benefits or loads resulting from net flows of reusable products, recyclable materials, and/or useful energy carriers leaving a product system (e.g. as secondary materials or fuels) only if they have not been allocated as co-products and have also passed the end-of-waste state. Avoided impacts from allocated co-products shall not be included in module D.

The net impacts are calculated as follows (Section 6.4.3.3 of EN 15804:2012+A1:2013):

- By adding all output flows of a secondary material or fuel and subtracting all input flows of this secondary material or fuel from each sub-module first (e.g. B1-B5, C1-C4, etc.), then from the modules (e.g. B, C), and finally from the total product system thus arriving at net output flows of secondary material or fuel from the product system
- By adding the impacts connected to the recycling or recovery processes from beyond the system boundary (after the end-of-waste state) up to the point of functional equivalence where the secondary material or energy substitutes primary production and subtracting the impacts resulting from the substituted production of the product or substituted generation of energy from primary sources
- By applying a justified value-correction factor to reflect the difference in functional equivalence where the output flow does not reach the functional equivalence of the substituting process

Module D includes reuse, recovery, and/or recycling potentials of products and materials expressed as net impacts and benefits. The information in Module D may also contain technical information, parameters describing potential environmental impact and resource use, and other environmental information describing different waste categories and output flows (adapted from Section 7 of EN 15804:2012+A1:2013).

7. Calculation rules for the LCA

7.1 Declared/functional unit

The results of the LCA must be calculated per a declared/functional unit of the product as specified in Part B.

Usually, the declared unit refers to a product with a cradle-to-gate scope. If a system sold by a manufacturer is declared, the declared unit may also refer to the product "as installed" (also see Section 6.2 "A4-A5: Construction/Installation Stage" herein).

The functional unit is used when the scope is cradle-to-grave (i.e. A1-C4; optionally module D). When the entire life cycle is declared, the reference service life (RSL) shall be indicated (see Section 7.2 herein).

The declared or functional unit shall be reported in its entirety (i.e. no percentages are allowed) as specified in Part B. Standard units can be declared (e.g. 1 m² of a defined thickness and density), whereby conversion to the declared or functional unit is clear. In this case, a statement must be included in the LCA background report detailing the conversion.

The mass of the declared unit shall be indicated.

7.2 Documentation for calculating the Reference Service Life (RSL)

Unless the entire life cycle of the product is declared (i.e. A1-C4; optionally module D), declaring a reference service life (RSL) is optional. Information on the product's RSL requires specification of compatible scenarios for the product stage, construction and/or installation process stage, and use stage. The RSL is dependent on the properties of the product and the reference in-use conditions. These conditions shall be declared together with the RSL, and it shall be stated that the RSL applies for the referenced in-use conditions only.

RSL information declared in a TR/EPD covering the use stage shall be provided by the manufacturer. The RSL shall refer to the declared technical and functional performance of the product. It shall be established in accordance with any specific rules given in the specific regional product standards.

7.3 Description of the system boundary in the background report

The description of the system boundary in the background report includes the following elements:

1. Description of an analysis period for each of the modules considered in the LCA; presenting the same using a flow chart is preferred
2. List of omissions of life cycle phases, processes, or data needs
3. Assumptions in regards to power generation, including reference to studied year or period
4. Assumptions in regards to other relevant background data (see also section 7.5 "Selecting data / background data" below) impacting the description of the system boundary

7.4 Criteria for the exclusion of inputs and outputs (cut-off rules)

Criteria for the exclusion of inputs and outputs (i.e. cut-off rules) in the LCA and information modules, as well as the exclusion of any additional information, are intended to support an efficient calculation procedure and are in no way, shape, or form intended to hide data. Therefore, any such exclusion shall

be transparently documented in the background report including a description of the assumptions and application of the cut-off criteria, as well as a list of processes not taken into consideration (in conformance with ISO 14025:2006 Clause 9.2.1). A statement on any omissions shall be included in the background report.

The following procedure shall be followed for the exclusion of inputs and outputs:

- All inputs and outputs to a unit process whose data is available shall be included in the calculations. Data gaps may be filled by conservative assumptions using either average or generic data. Any assumptions justifying either choice shall be documented.
- In the case of a unit process with insufficient input data or data gaps, the cut-off criteria shall be 1% of renewable and non-renewable primary energy usage and 1% of the total mass of that unit process. The total neglected input flows per module group, (i.e. A1-A3, A4-A5, B1-B5, B6-B7, C1-C4 and D) shall be a maximum of 5% of the total mass and energy usage. Conservative assumptions combined with plausibility considerations and expert judgment can be used to demonstrate conformance with these criteria and the same shall be documented.
- Particular care should be given to including material and energy flows known to have the potential to cause significant impacts to the environmental indicators of this document. Conservative assumptions combined with plausibility considerations and expert judgment can be used to demonstrate conformance with these criteria and shall be documented.

7.5 Selecting data / background data

The following rules shall apply for data selection:

1. As a general rule, either specific data or average data derived from specific production processes shall be the first choice of data used in the calculations of a TR/EPD.
2. A TR/EPD describing an average product shall be calculated using representative average data of the products declared.
3. A TR/EPD describing a specific product shall be calculated using specific data of at least the processes on which the producer of the product has control over. Generic data may be used for the processes which the producer does not control, often referred to as upstream data (e.g. processes dealing with the production of input commodities such as raw material extraction or electricity generation).
4. A specific TR/EPD covering all life cycle stages (i.e. cradle to grave) may be calculated using generic data for some downstream processes (e.g. waste incineration). For the sake of comparability, the calculation of the use stage shall be based on the same additional technical information as required in this document.
5. The additional technical information for the development of scenarios shall be specific or average (when an average product is declared).
6. Documentation of technological, geographical, and time related representativeness for generic data shall be provided in the background report.

NOTE: Publically available generic data, which may be average or specific, describe “upstream” and “downstream” processes.

7.6 Data / Background data quality requirements

In conformance with ISO 14025:2006 Clause 6.7.1, this document contains the list of the requirements of data/background data quality which includes coverage, precision, completeness, representativeness,

consistency, reproducibility, sources, and uncertainty. The quality of the data used to calculate the TR/EPD shall be addressed in the background report (see ISO 14044:2006, 4.2.3.6). In addition, the following specific requirements shall apply for products (EN 15804:2012+A1:2013 section 6.3.7):

- Generic data sets used for calculations shall have been updated within the last 10 years (the inventory shall have been updated, not necessarily the underlying reference data). Producer-specific data sets shall have been updated within the last 5 years. Deviations shall be justified.
- Data sets shall be based on 1 year of averaged data; deviations shall be justified. The base year needs to be reported in both the background report and the TR/EPD. If future production conditions are to be incorporated at the time of generating the TR/EPD, the following shall apply:
 - o Processes which do not have an influence on the manufacturing process (e.g. procurement of green electricity) can be integrated in the results. For green electricity, this means that the TR/EPD may not be issued until such a time as procurement takes place and is verified by the presence of a contract.
 - o For processes which have an influence on the manufacturing process (e.g. new furnace), data must be available over a certain period of time which provides a representative set of data for the new process (a period of 3-4 months often suffice in such cases).
- The time period over which inputs to and outputs from the system shall be accounted for is 100 years from the year for which the data set is deemed representative. A longer time period shall be used if relevant as indicated in Part B.
- The technological coverage shall reflect the physical reality of the declared product or product group.
- Generic data shall be checked for plausibility.
- Data sets shall be complete according to the system boundaries and criteria for the exclusion of inputs and outputs as outlined in this document.

Until pre-verified generic data sets are available nationally or internationally and referenced to in the background report, the following rules shall apply for selecting the background database:

- As a general rule, consistent background data must be used to ensure comparability of results.
- The choices must be plausible.

EXAMPLE: GaBi databases as well as US-ecoinvent and the USLCI databases are examples of generally accepted databases in the North American market.

The background report must:

- Indicate the data sets used in addition to their sources (e.g. name of database, literary source), including the year for which the data set is representative, as well as the percent contribution from each data set
- Document the representativeness of data sets used
- Document the treatment of missing data (as outlined in this document)
- Evaluate the data quality (in general or using a pedigree matrix or similar)

7.7 Power mix

The following applies in regards to selecting the power mix:

- At production facilities in the United States and Canada, regionally specific grid mix data from EPA's eGrid shall be used for electricity when the product is manufactured at a small number of facilities

(less than five). Preference should be given to subnational consumption mixes that account for power trade between the regions. National averages may be used when the product is manufactured at a large number of facilities across the country, or when the scope of the TR/EPD includes the use stage and the use location is unknown. National averages are also allowed for group averages or associations; however, the sensitivity of the results shall be checked using combined weights by production volumes. If such regional data are not available, production mixes of the three continental interconnections (East, West, Texas) as well as those of Hawaii and Alaska may be used instead of the national average in cases where the national average is not representative.

- At production facilities outside the United States, applicable country-specific power mixes shall be assessed; otherwise, comparable country-specific processes shall be used.
- At production facilities in several countries, applicable country-specific power mixes shall be assessed; otherwise, combined weighted by production volumes in the respective countries shall be used.
- If a specific power mix can be chosen and a contract is signed, the contract must be available for at least three years including the year of the LCI that is declared and the two preceding or following years. The incorporation into the LCA calculations shall be documented on the TR/EPD.

7.8 Developing product level scenarios

With the exception of the required Modules A1 to A3, which describe the manufacturing stage of a product and are therefore already known, specific primary data for modules B and C are not commonly available. Where specific or average data is not available to use in modules B and C, scenarios shall support the calculations of information modules covering processes related to the environmental assessment of the remaining life cycle stage(s) of the product and shall support the potential environmental performance assessment of a building in its life cycle stages (construction and/or installation, use stage and end life). Where reasonable scenarios for the specific stages can be modeled, those stages shall not be excluded. Assumptions made to create the scenarios are documented in Part B (see ISO 14025:2006 Clause 9.2.1).

Scenarios assist in the derivation of predetermined parameters of the TR/EPD following the calculation rules outlined in this document. Consequently, a scenario shall be realistic, shall be based on the relevant technical information defined in this document (see Section 7.5 “Selecting data / background data section” above), and shall be chosen to be the most probable representative of alternatives which shall be declared. Processes and procedures that are not in current use or have not been demonstrated to be practical shall not be included in a scenario.

Declared optional modules shall be calculated for specified scenarios, and the relevant technical information (e.g. derived parameters) shall be documented in the background report together with the literary source (e.g. recycling rates).

EXAMPLE: A recycling system is not practical if it includes a reference to a return system for which the logistics have not been established.

EXAMPLE: Energy recovery not based on existing technology and current practice is not plausible.

8. Life cycle inventory analysis

8.1 Collecting data and calculation procedures

Data collection and corresponding calculation procedures shall consistently follow ISO 14044:2006 throughout the study, and they shall be documented in the background report. When transforming the inputs and outputs of combustible material into inputs and outputs of energy, the lower caloric value specific to the material shall be applied based on scientifically accepted values.

8.2 Allocations

Most industrial processes produce more than the intended product¹. Normally, more than one input flow is needed to produce one product, and sometimes products are co-produced with other products. As a rule, the material flows between them are not distributed in a simple way. Intermediate and discarded products can be recycled to become inputs for other processes. When dealing with systems involving multiple products and recycling processes, allocation should be avoided as far as possible. Where unavoidable, allocation should be considered carefully and should be justified.

The use of upstream data which do not respect the allocation principles described in this document in line with ISO 14044:2006 allocation rules shall be clearly stated, and their usage shall be justified in the background report.

The principle of modularity shall be maintained (as described in ISO 14025:2006 Clause 5.4). Where processes influence the product's potential environmental performance during its life cycle, they shall be assigned to the module in the life cycle where they occur. In other words, all environmental aspects and potential impacts are declared in the life cycle stage where they appear.

The sum of the allocated inputs and outputs of a unit process shall be equal to the inputs and outputs of the unit process before allocation. This means that no double counting or omissions of inputs or outputs through allocation are permitted or justified.

8.3 Co-product allocation

Allocation shall be avoided as far as possible by dividing the unit processes to be allocated into different sub-processes that can be allocated to the co-products, and by collecting the input and output data related to those sub-processes. If a process can be sub-divided but the respective data is not available, the inputs and outputs of the system under study should be partitioned between its different products or functions in a way which reflects the underlying physical relationships between them. In other words, the physical relationships shall reflect the way in which the inputs and outputs are influenced by the quantitative changes of the products or functions (i.e. the outputs and/or services provided by the process, having a positive economic value) delivered by the system.

For plant data (such as energy carriers or ancillary materials and consumables) which cannot be allocated to a specific product on the basis of the processes or via a recipe, allocation by mass shall be

¹In industrial processes, there may be a wide variety of different types of materials produced in conjunction with the intended product. In business vocabulary, these may be identified as by-products, co-products, intermediate products, non-core products or sub-products. In this document, these terms are treated as being equivalent. However, for the allocation of environmental aspects and impacts a distinction between co-products and products is made in this document.

followed. In the case of joint co-production where the processes cannot be sub-divided, allocation shall respect the main purpose of the processes studied while allocating all relevant products and functions appropriately. The purpose of a plant and therefore of the related processes is generally declared in its permit and should be taken into account. Processes generating a very low contribution to the overall revenue may be neglected. Contributions to the overall revenue of the order of 1% or less are regarded as very low. A difference in revenue of more than 20% is regarded as high. Joint co-product allocation shall be allocated as follows:

- Allocation shall be based on physical properties (e.g. mass, volume) when the difference in revenue from the co-products is low
- In all other cases, allocation shall be based on economic values
- Material flows carrying specific inherent properties (e.g. energy content, elementary composition (e.g. biogenic carbon content)) shall always be allocated in a way reflecting the physical flows, irrespective of the chosen allocation for the processes

NOTE 1: A common position on the definition of the most appropriate allocation rule needs to be defined together with other relevant sectors as allocations rules are inherently sector-specific.

NOTE 2: Allocation of plant data affecting the declared products must be documented. See section 7.4: Criteria for the exclusion of inputs and outputs (cut-off rules).

8.4 Allocation of multi-input processes

Multi-input processes refer to situations where various products are processed together within an individual process (e.g. a waste incineration plant, a bio-power station, or a landfill site). In such case, allocation is performed on the basis of physical classification of the material flows. If necessary, the potential environmental impacts linked with the inputs are distributed depending on how they influence the subsequent production processes.

8.5 Allocation procedure for reuse, recycling and recovery

The end-of-life system boundary of the product system is set where outputs of the system under study (e.g. materials, products, or construction elements) have reached the end-of-waste state. Therefore, waste processing of the material flows (e.g. undergoing recovery or recycling processes) within any module of the product system (e.g. during the production stage, use stage, or end-of-life stage) are included in the system boundary of the respective module as defined in this document.

The amount of secondary material output, which is for all practical purposes able to replace one to one the input of secondary material as a closed loop is allocated to the product system under study, and not to Module D. Where relevant, the optional Module D declares potential loads and benefits of secondary materials, secondary fuel, or recovered energy leaving the product system. Module D recognizes the “design for reuse, recycling, and recovery” concept for buildings by indicating the potential benefits of avoided future use of primary materials and fuels while taking into account the loads associated with the recycling and recovery processes beyond the system boundary.

Where a secondary material or fuel crosses the system boundary (e.g. at the end-of-waste state), and it substitutes another material or fuel in the following product system, the potential benefits or avoided loads can be calculated based on a specified scenario which is consistent with any other scenario for waste processing and is based on current average technology or practice. If today’s average is not available for the quantification of potential benefits or avoided loads, a conservative approach shall be used.

In the optional Module D, the impacts of net flows are calculated by doing the following:

- adding all output flows of a secondary material or fuel and subtracting all input flows of this secondary material or fuel from each sub-module first (e.g. B1-B5, C1- C4 etc.), then from the modules (e.g. B, C), and finally from the total product system thus arriving at net output flows of secondary material or fuel from the product system
- adding the impacts connected to the recycling or recovery processes from beyond the system boundary (i.e. after the end-of-waste state) up to the point of functional equivalence where the secondary material or fuel substitutes primary production and subtracting the impacts resulting from the substituted production of the product or substituted generation of energy from primary sources
- applying a justified value-correction factor to reflect the difference in functional equivalence where the output flow does not reach the functional equivalence of the substitution process (in Module D, substitution effects are only calculated from the resulting net output flow)

When selecting the substituted processes for energetic utilization of the product, the appropriate national or regional processes should be selected where significant market shares are held.

9. Life cycle inventory analysis and estimated impacts

The framework follows the Option A methodology in the development of TRs/EPDs as outlined in ISO 14025:2006 Clause 6.8.2. The results of the LCA must be depicted in the background report in tabular form for all included modules similar to that of Table 2.

9.1 Life cycle impact assessment (LCIA)

The Life Cycle Impact Assessment (LCIA) results must be calculated using the latest TRACI impact assessment methodology developed by the EPA, as it is a well-respected and widely-used impact assessment methodology in North America. The impact indicators are derived by using the 100 year time horizon² factors, where relevant, as defined by TRACI 2.1 (Bare, 2014) classification and characterization.

NOTE: It is required to include a statement in the background report that LCIA results are relative and do not necessarily predict impacts on each respective category's end points, thresholds' exceedance, safety, and health risks.

Results are **required** to be presented in the TR/EPD for the impact categories shown in Table 3, using the latest TRACI impact assessment methodology.

Table 3. Required impact categories and units

Impact category	Unit
Acidification	kg SO ₂ eq
Eutrophication	kg N eq
Global warming	kg CO ₂ eq
Ozone depletion	kg CFC-11 eq
Smog	kg O ₃ eq

Additional results may **optionally** be presented in the TR/EPD for the impact categories shown in Table 4, using the latest TRACI impact assessment methodology.

Table 4. Optional impact categories and units

Impact category	Unit
Carcinogenics	CTUh
Non-carcinogenics	CTUh
Respiratory effects	kg PM2.5 eq

NOTE: LCIA results for ecotoxicity (CTUe) and fossil fuel depletion (MJ surplus) may optionally be reported in the TR/EPD as additional environmental information.

As part of the results, the following overviews must be presented in the background report:

- A list of substances in the LCI not recognized by impact assessment method and thus do not contribute to the impact categories (e.g. substances and flows provided by the manufacturer from the

²The 100 year period relates to the period in which the potential environmental impacts are modeled. This is different from the time period of the functional unit. The two periods are related as follows: all potential environmental impacts that are created in the period of the functional unit are modeled through life cycle impact assessment using a 100 year time horizon to understand the impacts that take place.

foreground system which are not characterized by any of the chosen LCIA methods in this framework)

- A comprehensive list of the substances in the LCI with names and quantities exported from the model in the LCA program without any cut-off³

The LCIA indicators must be declared, and the estimated impacts must also be reported.

Case of average products:

A deviation greater than 10% in the LCIA results is considered significant. The background report and the TR/EPD shall, if applicable, include:

- A statement declaring whether variations greater than 10% in any of the LCIA results exist.
EXAMPLE: "Deviations greater than 10% exist. They are caused by ____, ____, and ____."
- A statement specifying the LCIA results that make deviations higher than 20% must be included.
EXAMPLE: "Deviations greater than 20% exist. They are caused by ____, ____, and ____."

For products being exported to Europe, results may also be reported using CML (CML-IA v4.1, October 2012, Institute of Environmental Sciences Faculty of Science University of Leiden, Netherlands) classification and characterization for the impact categories presented in EN 15804:2012+A1:2013.

Reporting of the water footprint and carbon footprint is optional.

Water may be reported by following either EN 15804, ISO 14046:2016, or the GHG Protocol. The carbon footprint may be reported using either the GHG Protocol or ISO 14067:2013. The methodology name and version number should be presented on the TR/EPD together with the results, either as a reference or in the name of the impact category.

9.2 Normalization and weighting

The Sustainable Minds millipoints along with the normalized LCA results prior to weighting may be reported. Normalization (Ryberg, 2014) and weighting (Gloria, 2007) is applied using the following table:

Table 5. Sustainable Minds normalization and weighting factors

Impact category	Normalization	Unit	Weighting (%)
Acidification	90.9	kg SO ₂ eq /year /capita	3.6
Ecotoxicity	11000	CTUe /year /capita	8.4
Eutrophication	21.6	kg N eq /year /capita	7.2
Global warming	24200	kg CO ₂ eq /year /capita	34.9
Ozone depletion	0.161	kg CFC-11 eq /year /capita	2.4
Carcinogenics	5.07E-05	CTUh /year /capita	9.6
Non-carcinogenics	1.05E-03	CTUh /year /capita	6.0
Respiratory effects	24.3	kg PM2.5 eq /year /capita	10.8
Smog	1390	kg O ₃ eq /year /capita	4.8
Fossil fuel depletion	17300	MJ surplus /year /capita	12.1

NOTE: Weighting cannot be used for comparative assertions intended to be disclosed to the public. Using the same weighting for all industries and regions may lead to

³ The reason no cut-off is allowed is because this is a calculated table and does not contain the original manufacturer's data.

disproportionate spikes that can dominate the assessment by several orders of magnitude for certain product types.

Long-term emissions (> 100 years) are not taken into consideration in the impact estimate.

Apart from the results of the impact estimate, the following must also be indicated in the background report:

- Reference to all characterization models, characterization factors, and methods used, as defined in this document
- A statement that the impact estimate results are relative expressions and do not predict impacts on category endpoints, the exceeding of thresholds, safety margins, or risks

9.3 Life cycle interpretation

Interpretation of the LCA results in the background report should at least discuss the parameters describing the potential environmental impact with reference to the declared unit and major specifications influencing the results. Interpretation shall also include the following:

1. Interpretation of the results based on a dominance analysis of selected indicators for the relevant modules. All processes or materials that have a contribution of 20% or more in any of the LCA results (= relevant impacts) must be identified (overall and in each life cycle stage). Materials or processes that are considered proprietary by the manufacturer may be described with a generic descriptor which includes role and/or function.
2. The relationship between the Life Cycle Inventory Analysis results and the results of the potential environmental impacts
3. A sensitivity analysis using the highest and lowest values for the most important choices and assumptions must be performed to check the robustness of the results of the LCA (disregarding outliers is appropriate). Identifying which choices or assumption influence the results in any environmental parameter by more than 20% shall be reported. Additionally, the chosen approach for the following parameters must also be reported:
 - The impact of the geographical and technological variation on various production locations
 - The variation due to using average composition
 - The variation due to using a group average
 - Allocation of recycling processes
 - Allocation of multi-input and multi-output processes.
4. Data quality assessment
5. Full transparency in terms of values-choices, rationales, and expert judgments

10. Documentation of additional information

Any additional information shall be documented in the background report including the following:

- Factual statements supported by appropriate internal and verified external documentation that relevant programs and plans to improve the potential environmental performance of the product are implemented or being implemented. The essence is providing a description about what the company is doing about the relevant impacts and efforts made to minimize them.
- Self-declared content about programs, strategies, and successes, as long as they are relevant to the potential environmental performance of the product

Additional environmental information related to the product's overall potential environmental performance is used where relevant, whether LCA-based or not. This information is presented to ensure that all relevant environmental aspects of the product are covered in the TRs/EPDs.

10.1 Relevant additional data related to potential environmental performance

All declared data and/or certifications require reference(s) and must conform to the applicable standards for the region declared.

This must include:

- Statements that relate to the scope of the TR/EPD
- Additional environmental statements which are mandatory through legislation, even for excluded stages (i.e. outside the scope)

This can include:

- Certificate's logo, certificate numbers, and/or other relevant references
- Statements about potential environmental performance
- For European market TRs/EPDs: Declare substances that are regulated. For example, under the European REACH program in case the product is available on the European market, declare the following: 'the product contains no substances from the REACH Candidate list' or 'the product contains substances that are less than 0.1% by weight on the REACH Candidate list' or 'the product contains substances from the REACH Candidate list'. When the last category is relevant, list the substances.

For cradle-to-gate TRs/EPDs, the following may be qualitatively reported as additional environmental information if known:

- Other products not included in assessment needed for product to serve intended function
- Anticipated replacement cycle of product
- Intended use
- Potential waste treatment scenarios

10.2 Laboratory results and scenario-related information

The background report shall include any documentation on additional environmental information declared in the TR/EPD. The purpose of this documentation is to provide the verifier with details regarding any statements made in the TR/EPD. Such documentation (e.g. copies or references) may include:

- laboratory results/measurements related to the content's declaration
- laboratory results/measurements related to the functional/technical performance

- documentation on declared technical information on life cycle stages that have not been considered in the LCA of the product but will be used for the assessment of buildings (e.g. transport distances, energy consumption during use, cleaning cycles, etc.)
- laboratory results/measurements related to declarations of emissions to indoor air, soil, and water during the product's use stage

10.3 CO₂ certificates

CO₂ certificates such as Carbon Offsets cannot be utilized in the LCA study in that they cannot be used to reduce the total quantity of carbon dioxide equivalents reported in the study. However, they can be included / specified in the TR/EPD as outlined in Appendix C section 6. The manufacturer must provide documentation showing ownership of the environmental benefit of such certificates for the entire duration of the validity of the TR/EPD.

11. Company-specific TR/EPD benchmarking guidance

When a company-specific TR/EPD is benchmarked against an existing company-specific TR/EPD from the same manufacturer, any claim of environmental improvement shall be the result of measures, actions, or decisions implemented or taken by the company to reduce its environmental impact at the manufacturing plant, in its supply chain, or elsewhere in the life cycle of its products. The impact of measures, actions, or decisions shall be quantifiable, and their link to the environmental improvement claim shall be explicitly stated and explained in the TR/EPD. In addition, the following requirements shall be met:

- Comparisons may only be made between TRs/EPDs with a cradle-to-grave system boundary. A change in the results greater than 10% is considered significant.
- Data sources as specified in Part B shall be consistent as it pertains to:
 - o Priority of primary and secondary data sources
 - o Application of background Life Cycle Inventory data sets and version; if LCI data set method updates occur between the publication of the benchmark TR/EPD and updated TR/EPD, the benchmark TR/EPD results shall be recalculated using the most recent LCI data sets and used for benchmarking with the updated TR/EPD
 - o Application of specific secondary, non-Life Cycle Inventory (LCI) data
- Cut-off criteria for inclusion of mass and energy flows shall be consistently applied.
- Product-specific use phase calculations in the background report shall be consistently applied as outlined in Part B.
- End-of-life assumptions in module C shall be consistently applied as specified in Part B.
- Software and version of LCA modeling software used shall be consistent. If LCA software updates occur between the publication of the benchmark TR/EPD and updated TR/EPD, the benchmark TR/EPD results may optionally be recalculated using the most recent software version and used for benchmarking with the updated TR/EPD.
- The LCIA method and version shall be consistent between the benchmark and updated TRs/EPDs. If LCIA method updates occur between the publication of the benchmark TR/EPD and updated TR/EPD, the benchmark TR/EPD results should be recalculated using the most recent LCIA method and used for benchmarking with the updated TR/EPD.
- Sources of deviation from the benchmark TR/EPD shall be documented and quantified, including but not limited to:
 - o Number of manufacturing locations considered
 - o Sourcing changes
 - o Product design changes implemented
 - o Process changes implemented
 - o Processing waste treatment changes
 - o End of life pathway changes

Appendix A: Impact assessment methodology

The impact assessment is based on the TRACI methodology (Bare, 2014).

TRACI 2.1 (the Tool for the Reduction and Assessment of Chemical and other environmental Impacts) has been developed for sustainability metrics, life cycle impact assessment, industrial ecology, and process design impact assessment for developing increasingly sustainable products, processes, facilities, companies, and communities.

TRACI 2.1 allows an expanded quantification of stressors that have potential effects, including ozone depletion, global warming, acidification, eutrophication, photochemical smog formation, human health particulate effects, human health cancer, human health noncancer, ecotoxicity, and fossil fuel depletion effects. Research is ongoing to quantify the use of land and water in a future version of TRACI. The original version of TRACI was released in August 2002 (Bare et al. 2003) followed by a release of TRACI 2.0 in 2011.

Appendix B: Overview of changes to this document

Date:	
Sustainable Minds Transparency Report™ / EPD Framework	Version:

#	Clause No./ Subclause No./ Annex (e.g. 3.1)	Paragraph/ figure/table/note (e.g. Table 1)	Comment Justification for change/ question	Proposed change	Decisions on each comment submitted	Decision date
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Appendix C: TR/EPD content requirements

Content list	What must be communicated to be useful & be an ISO 14025 Type III environmental declaration
1. Company & product Identification	
Brand identification – company logo, product logo	
Company contact info	Name, corporate address, URL
Product photo(s)	As it looks when delivered
Product name(s)/ID(s)	That the market recognizes
Product(s) description	Description of what it does for the end-user, standards followed (e.g. EN 13310:2003, Kitchen sinks – Functional requirements and test methods), dimensions of the product(s), the use and/or area of application, material type, sub-category, the represented site(s)/plant(s), and other pertinent physical properties and technical information
Product identification (e.g. model number)	
Part B / PCR identification	Reference the Part B / PCR used to create the TR/EPD. Include who the Part B / PCR review was conducted by. (e.g. Part B review conducted by the Sustainable Minds TAB, tab@sustainableminds.com)
Performance Dashboard	Functional performance
	User inserts product category-specific attribute list with scores. Required to be on the market or industry-accepted attributes.
	Potential environmental performance
	- Declared product unit
	- Single figure scores by Sustainable Minds impact scores and life cycle stage (optional)
Attributes	Functional performance
	Additional attributes that describe product performance, but not required to satisfy a minimum legal standard.
	Potential environmental performance
	Attributes that are relevant to the LCA results and have shown to reduce the footprint by more than 10% in any environmental parameter.
Certifications	Functional performance
	Mandatory and optional
	Potential environmental performance
	Mandatory and optional
2. Issuing party and verification information	
Issuing party information	Name, program name, address, logo, website
Third-party verifier information (when relevant)	Name, postal address, phone number, website, email address
Release date, valid until (5 years after release date, or as specified by the PCR)	
Reference to full LCA report	Include title, release date, and software type and version used
Non-comparability statement	Include the following statement: “Transparency Reports™ / environmental product declarations enable purchasers and users to compare the potential environmental performance of products on a life cycle basis. They are designed to present information transparently to make the limitations of comparability more understandable. TRs/EPDs of products that conform to the same PCR and include the same life cycle stages, but are made by different manufacturers, may not sufficiently align to support direct comparisons. They therefore, cannot be used as comparative assertions unless the conditions defined in ISO 14025 Section 6.7.2. ‘Requirements for Comparability’ are satisfied.”
Verification level	Choose one of the following:
	<input type="checkbox"/> Verified report and LCA results <input type="checkbox"/> Self-declared report with ISO 14044 3 rd party reviewed LCA results

	<input type="checkbox"/> Self-declared report with self-declared LCA results
Verification statement	Include statement of verification (e.g. The LCA and background report are independently verified to the Sustainable Minds Transparency Report™ / EPD Framework and ISO 14025.)
Scope	Choose one of the following
	<input type="checkbox"/> Cradle-to-grave (max)
	<input type="checkbox"/> Cradle-to-gate with options
	<input type="checkbox"/> Cradle-to-gate (min)
Time coverage	Indicate the year for which primary data have been collected.

3. LCA results

Functional unit quantified performance of a product system for use as a reference unit (for cradle-to-grave)	In the functional unit description, include: Quantity, performance, application, reference service life (RSL)
Declared unit (for cradle-gate or cradle-to-gate with options)	In the declared unit description, include: Quantity, performance, application
Material composition	<p>What's in the product – list contents larger than 1% by weight, describe remainder in aggregate. Include the product and other materials that are within the scope of this report. Create a table declaring the product composition information. Materials that exist in the product that are considered proprietary by the manufacturer may be described with a generic descriptor which includes role and/or function. Additionally, where necessary, materials may be reported with a corresponding reasonable range of mass percentages for which they exist in the product or product range. Table headers: Component Material % by weight</p> <p>Additionally, specify materials and substances that can adversely affect human health and/or the environment, in all stages of the life cycle.</p>
Numeric LCA results (defined by TRACI, needed for LEED, millipoints), broken down in cradle-to-gate, use phase and end-of-life; info-graphics	<p>Inclusion of [A1], [A2], [A3] are a mandatory minimum and for 'cradle-to-gate'. 'Cradle-to-grave' studies must include all life cycle stages [A1-C4], where module D is optional. All other studies are referred to as 'cradle-to-gate with options'.</p> <p>List the inclusions & exclusions for the following and add explicit details about exclusions. Indicate the impact assessment version used.</p>

Life cycle stages	Production	Construction/ Installation	Use	End of life	Recovery
Bold the information levels modules included: Include photos to illustrate life stages. Actual manufacturer's photos preferred vs. stock.					
Information modules	A1 Supply chain	A4 Delivery	B1 Use	C1 Demolition	D Reuse, recovery and/or recycling
Included/Excluded	A2 Transportation	A5 Installation	B2 Maintenance	C2 Transportation	
	A3 Manufacturing		B3 Repair	C3 Waste processing	
			B4 Replacements	C4 Disposal	
			B5 Refurbishments		
			B6 Energy		
			B7 Water		

SM2013 mPts (optional)	Production	Construction	Use	End of life	Recovery
Indicate total impacts by life cycle stages [mPts/functional unit] Caption explaining materials or processes contributing >20% to total impacts in each life cycle stage					

Impact category	Unit	Production	Construction	Use	End of life	Recovery
Ecological indicators						
Acidification	kg SO ₂ eq					
Eutrophication	kg N eq (nitrogen)					

Global warming	kg CO₂ eq (carbon dioxide)					
Ozone depletion	kg CFC-11 eq					
Human health indicators						
<i>Carcinogenics (optional)</i>	<i>CTUh</i>					
<i>Non-carcinogenics (optional)</i>	<i>CTUh</i>					
<i>Respiratory effects (optional)</i>	<i>kg PM2.5 eq</i>					
Smog	kg O₃ eq (ozone)					
Additional environmental information						
<i>Ecotoxicity (optional)</i>	<i>CTUe</i>					
<i>Fossil fuel depletion (optional)</i>	<i>MJ surplus</i>					

4. Variations that drive performance

Important parameters within the LCA, what are the major contributions

What things have range or variations, and the relevance

Results Interpretation

Report:

- All processes or materials that have a contribution of 20% or more in any of the LCA results (= relevant impacts)
- A sensitivity analysis for the most important choices and assumptions must be performed to check the robustness of the results of the LCA. Indicate which influence the results in any environmental parameter by more than 20%. State the chosen approach for these parameters.

Topics include:

- The impact of the geographical & technological variation over the different production locations.
- The variation due to variation in the average composition.
- The variation due to averaging for drawing up a 'group-average'.
- For above, use the highest and lowest values in the sensitivity analysis. Outliers can be disregarded.
- Allocation of recycling processes.
- Allocation of multi- input and multi-output processes.

What's causing the greatest impacts, in which life cycle stages, and what is the company doing about them?

5. Relevant additional environmental data related to potential environmental performance

All declared data and/or certifications require reference and must conform to the applicable standards for the region declared in the functional unit. This can include:

- Certificate logos, certificate numbers, and/or other references. Use logos when possible, linked to the organization's web site.
- For cradle-to-gate TRs/EPDs, the following may be qualitatively reported if known:
 - Other products not included in assessment needed for product to serve intended function
 - Anticipated replacement cycle of product
 - Intended use
 - Potential waste treatment scenarios
- Statements that relate to the scope of the TR/EPD
- Additional environmental statements which are mandatory through legislation, even for stages of the life cycle that are not part of the scope

6. Relevant product manufacturing/strategy about environmental ambition/programs

- Relevant to LCA results
- Content about programs, strategies, and successes relevant to the potential environmental performance of the product. Detailed stories and images about potential environmental performance improvement methods and techniques such as: closed-loop recycling, up-cycling, renewable energy, sustainable supply chain efforts, etc.

See the document ‘Part A: PCR compatibility appendices’ for optional additional content requirements.

These compatibility appendices give users the ability to create a TR/EPD conformant with PCRs created in other programs (not the Sustainable Minds Transparency Report™ / EPD Framework) by adding a Page 4 which clearly presents the additional content required by those PCRs.