# PCR development Checklist

This checklist is used to initiate a PCR development or updating process in the International EPD System, guide the PCR Moderator and PCR Committee in the process, and serve as an archived documentation of the process.

The checklist is to be submitted to the Secretariat by: (i) someone that applies to become an appointed PCR Moderator, or (ii) an already appointed PCR Moderator (normally the case for PCR updates).

By submitting this document to the Secretariat, you and any stakeholders in the list of PCR Committee members, agree that names, e-mail addresses and affiliations are stored electronically and published in relation to the PCR on [www.environdec.com](http://www.environdec.com), and to being e-mailed relevant information related to this and other PCRs.

More information on the PCR development/updating process is available on <https://www.environdec.com/product-category-rules-pcr/develop-a-pcr> and in the [General Programme Instructions](https://www.environdec.com/resources/documentation#generalprogrammeinstructions) (GPI).

Initiation

*To be filled out and sent to the Secretariat (*[*pcr@environdec.com*](mailto:pcr@environdec.com)). *If accepted, the PCR development will be announced on* [*www.environdec.com*](http://www.environdec.com) *and the preparation phase starts. The PCR Moderator shall remain the main contact person of the PCR Committee throughout the PCR development/updating process and during the validity of the PCR.*

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| Type of PCR development: | New PCR, or  Update of PCR with registration number: |
| Proposed PCR name  *The name should reflect the name of the covered product category, not imply coverage of products outside the scope of the PCR, and be of reasonable length. See Section 9.2.1 of GPI 5 for further information.* |  |
| Intended as a complementary PCR (c-PCR)? | Yes/No:  If yes, complementary to which main PCR: |
| **Proposed scope of the PCR** | |
| Product category definition and description   * What product functions or purposes are covered by the product category? * What products are included in the product category? * Any product within the product category that will not be covered by the PCR? * In which sectors are the products of the product category mainly used? * State any relevant product-specific standards that will be used in the PCR. * State any commonly used synonyms to the product category name. |  |
| UN CPC classification[[1]](#footnote-2)  *The UN CPC classification of the PCR scope should be classified at the level of three, four, or five digits.* |  |
| Geographical scope of the PCR  *The geographical scope should be global. Deviations shall be justified.* |  |
| **Potential overlap of PCRs** | |
| Have you checked that there is not already a valid PCR or similar document for this product category?  Existing PCRs available in other EPD programmes[[2]](#footnote-3), international standards and the European Commission’s Product Environmental Footprint (PEF) framework shall be considered.  *To consider existing PCRs is important before initiating a PCR development/updating process (is there a need to develop/update the PCR?) and for harmonisation purposes during the PCR development/updating process.*  *Through mutual recognition agreements (MRAs), existing PCRs in some other EPD programmes may be adopted into the PCR library of the International EPD System instead of developing a new PCR. If you are uncertain about whether this is possible or want to suggest an adoption, contact the Secretariat.* | Yes, in the PCR library on [www.environdec.com](http://www.environdec.com).  Yes, in the PCR libraries of other EPD programmes operated in accordance with ISO 14025. List of programmes checked:    Yes, among international standards, e.g., provided by ISO or CEN.  Yes, in the PEF framework (PEFCRs).  If a PCR already exists, explain why a new PCR development is necessary:    *It is mandatory check the above boxes.* |
| **PCR Moderator and PCR Committee information** | |
| Proposed PCR Moderator:  *The person coordinating the work, and the main contact person, of the PCR Committee.* | Name:  E-mail:  Organisation:  Commissioner (if applicable):  *Commissioner: state if PCR Moderator is working on behalf of or is receiving any reimbursement from another organisation for the role as PCR moderator.*  Describe relevant qualifications:   * LCA and EPD skills: * Project management skills: |
| PCR Committee:  *Organisations participating in the development and drafting of the PCR. Optionally and additionally, names and contact information of specific persons may be listed.* *This data will be stored electronically, and the organisations of the PCR Committee will be listed on* [*www.environdec.com*](http://www.environdec.com)*.*  *Any dependencies shall be listed. For example, if a member is reimbursed by another organisation for its involvement in the PCR Committee, this shall be displayed (e.g. “John Smith, Organisation A, on behalf of Organisation B”).* |  |
| Does the PCR Committee as a whole possess competence in:   * LCA, and * the key technologies and processes that contribute to the life cycle of those products that belong to the product category covered by the PCR? | Yes/No: |
| Have you read Section 9.2.4 of GPI 5?  *Section 9.2.4 of the GPI lists aspect to consider when forming a PCR Committee* | Yes/No: |
| Which categories of stakeholders are part of the proposed PCR Committee? |  |
| **Communication plan** | |
| Information about relevant stakeholders that will be informed about the initiation of the PCR development/updating process:  *According to ISO 14027, relevant stakeholders shall be informed about the initiation of a PCR development/updating process. It is the responsibility of the PCR Moderator to inform relevant stakeholders about the initiation of the PCR development/updating process and be open to new stakeholders willing to participate in the PCR Committee.* | Name of stakeholders:  Geographical representation of the stakeholders:  Describe how the stakeholders will be informed:  *Stakeholders listed here shall have a broad range in terms of stakeholder types and geographical representativeness. The geographical representation of stakeholders shall correspond to the scope of the GPI (most often global). Specifically consider the stakeholder categories listed in Section 9.2.4 of the GPI.*  *Outreach activities to stakeholders can be done through, e.g., the communication channels of industry associations, trade publications or at industry meetings/seminars.*  *Communication to stakeholders shall be documented and sent to the Secretariat within 90 days of the initiation of the PCR development/updating process. See guidance under the preparation phase below.* |
| **Time plan** | |
| Expected date to start open consultation:  *There shall be at least four weeks between announcement of the initiated PCR development process and the start of the open consultation.* |  |

Preparation

After the checklist has been accepted and the PCR development/updating process has been announced, the preparation phase starts, which for the PCR Moderator and PCR Committee includes the following tasks:

1. Announce the initiation of the development/updating process in relevant industry forums and publications, according to the communication plan described above.
2. Contact the potential stakeholders identified in the checklist above and give them opportunity to join the PCR Committee.
3. Make a list of the following and send the document to the Secretariat within 90 days of the initiation of the PCR development/updating process:
   * invited stakeholders,
   * new stakeholders that have joined the PCR Committee (at least the affiliations), including any dependencies,
   * stakeholders that have been excluded or not accepted to the PCR Committee including justifications for doing so, and
   * a description of outreach activities.
4. Develop the first draft of the PCR, using the applicable PCR template available on <https://www.environdec.com/resources/documentation#pcrtemplates>.
5. Develop the list of stakeholders to be invited to the open consultation, using the template provided by the Secretariat. Submit this together with the draft PCR to the Secretariat in due time before the planned start of the open consultation.
6. Communicate any delays to the Secretariat, with a new estimated timeline.

Further rules and guidance are available in the PCR template and in Section 9.3 of GPI 5.

Open consultation

When all steps in the preparation phase have been done, the Secretariat will check (i) the draft PCR before initiating the open consultation, to ensure that no obvious and unjustified contradictions to the GPI exist, make editorial changes and suggest other improvements for clarity; and (ii) the stakeholder list, to make sure it covers knowledge and skills in different sectors of society that are both nationally and internationally relevant for the PCR under development, and has geographical diversity related to the scope of the PCR. Before initiating the open consultation, the PCR Committee may have to improve the draft PCR and/or the stakeholder list.

Once the Secretariat has checked and approved the draft PCR and the stakeholder list, the Secretariat will initiate, announce, and invite the stakeholders to the open consultation – a transparent, open, and internet-based process that enables all interested parties to contribute to the PCR development/updating process by submitting comments on the draft PCR, which ensures credibility and acceptance of the final PCR.

The open consultation will last for at least eight weeks. During this period, the PCR Moderator shall guide stakeholders in the open consultation and collect stakeholder comments. Public meetings or webinars may be held, when relevant (see Section 9.4.2 of GPI 5).

Review, approval, and publication

Following the open consultation, the PCR Moderator and the PCR Committee shall prepare an updated draft PCR. The updated draft shall take the comments received during the open consultation into consideration and endeavour to resolve conflicting comments.

The PCR Moderator and PCR Committee shall prepare a summary of the open consultation that includes a description of the open consultation process, the parties that provided comments, the comments received and how they have been handled. In case comments were not considered or were rejected, the omission or rejection shall be justified. The PCR Moderator and PCR Committee should also reply individually to all stakeholders that have provided comments during the consultation.

The PCR Moderator shall send the updated draft PCR and the summary of the open consultation to the Secretariat. The Secretariat shall share a public version of the summary of the open consultation to any interested parties upon request. Names or contact information of a stakeholder that has provided comments shall only be disclosed in the public version of the summary in case the stakeholder has agreed to this.

After the updated draft PCR and the summary of the open consultation have been submitted to the Secretariat, the two documents will be reviewed first by the Secretariat then then by the Technical Committee (TC) of the International EPD System acting as the PCR Review Panel. The entire review process takes approximately two months. The review process is further described in Section 9.5.2 of GPI 5.

After the review process, the Secretariat submits the review report to the PCR Moderator. This includes a decision on whether or not the draft PCR is approved or not, with or without requests for further changes. The PCR may need several rounds of review by the PCR Review Panel and revision by the PCR Moderator and PCR Committee before its final approval.

If there is a need, the Secretariat may initiate another open consultation before the next round of review. The additional open consultation may be shorter in duration than the initial open consultation.

When the draft PCR has been approved by the PCR Review Panel, the Secretariat makes final editorial changes, assign a registration number, and publish the final version of the PCR on [www.environdec.com](http://www.environdec.com) together with associated information. See Section 9.5.3 of GPI 5 for further information on publication.

The PCR Moderator shall inform the PCR Committee and other stakeholders involved in the PCR development/updating process about the outcome of the work and publication of the PCR.

UPDATES

A PCR is valid for a pre-determined time period to ensure that it is updated at regular intervals. Any interested

party may comment on a published PCR during its validity. Such comments may lead to an update during the

period of validity, otherwise they should be used as input when the PCR is updated when it is about to expire.

An expired PCR shall not be used to develop and register a new EPD and shall not be used to make an update. For more on PCR updates, see Section 9.6 of GPI 5.

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1. See http://unstats.un.org and https://unstats.un.org/unsd/classifications/Econ/CPC.cshtml. [↑](#footnote-ref-2)
2. Relevant EPD programmes to check are listed on <https://www.eco-platform.org/the-eco-epd-programs.html>, but also programmes that are not members of ECO Platform should be checked. [↑](#footnote-ref-3)