EPEAT Program
Continuous Monitoring Plan

Imaging Equipment
IE-2020-02
August 23, 2020

Background

The EPEAT Program is a comprehensive Type 1 ecolabel that helps purchasers identify sustainable electronic products with superior environmental and social performance. Central to EPEAT are conformity assurance activities that meet the technical rigor and credibility needs of the institutional purchasers who rely upon EPEAT. These conformity assurance activities include the continuous review and monitoring of product claims against EPEAT criteria.

The continuous monitoring process is conducted throughout each year in discrete Verification Rounds and uses both documentation review (Level 1 investigations) and independent laboratory evaluation of products (Level 2/3 investigations) to confirm validity of products claims against EPEAT criteria. Each Verification Round has a specific time period where the investigation and/or data collection to support product claims must be completed.

Annually EPEAT Program staff prepare a schedule and plan for the year's continuous monitoring activities. For each discrete Verification Round, EPEAT Program staff select products and criteria for investigation, prepare a plan for that Round, and assign investigations to EPEAT-approved Conformity Assurance Bodies (CABs). CABs must implement the specified activities and work directly with those companies with products in the EPEAT Registry, referred to as Participating Manufacturers.

The annual continuous monitoring schedule is published at the beginning of each year to allow resource planning by both CABs and Participating Manufacturers. Specific Verification Round details are only provided at the time when the Round occurs.

Verification Round IE-2020-02 Investigation Activities

Verification Round IE-2020-02 will use documentation review to confirm the validity of product claims in the EPEAT Registry. EPEAT Program staff assign specific products and criteria for evaluation to CABs. Participating Manufacturers have a discrete time period in which they must provide evidence that supports conformance with the selected criteria. CABs review the documentation, make recommendations on conformity based solely on the evidence provided by Participating Manufacturers, and send Investigation Reports to EPEAT Program staff, who make the final decisions on conformity.

Verification Round IE-2020-02 Criteria and Product Selection

Criteria were selected for Verification Round IE-2020-02 based on the positive sustainability impact the criteria will have when adopted and the potential to drive change in the sector. Each Participating Manufacturer selecting the criteria was assigned investigations and products were chosen randomly. Any Participating Manufacturer that received a proven nonconformance during 2019 continuous monitoring activities in the Imaging Equipment category will receive an additional investigation in Verification Round IE-2020-02. Participating Manufacturers may receive up to three investigations in this Round.

The table below identifies the criteria selected and the number of products chosen for investigation.

Overview of Criteria and Products Selected		
Product Category	Imaging Equipment	
Number of Products Selected	33	
Criteria Selected	4.3.1.1	Required product criterion Ease of disassembly of product
	4.7.2.1	Required corporate criterion Public disclosure of key environmental impacts

Verification Round IE-2020-02 Schedule

Phase of Verification Round	Date
Investigation Phase (CABs performing investigations)	
Round Launch	September 14, 2020
Investigative period begins	September 14, 2020
Investigative period ends	December 13, 2020
CABs submit investigation reports to EPEAT	January 8, 2021
Deliberation Phase (EPEAT making conformity decisions)	
Deliberation period begins	January 11, 2021
EPEAT returns final conformity decisions/reports to CABs. Notice of Corrective Action Phase.	February 8, 2021
Corrective Action Phase (Participating Manufacturers restoring accuracy of EPEAT Registry)	
Corrective action period begins	February 15, 2021
Corrective action period ends	March 17, 2021
CABs submit corrective action reports to EPEAT	March 24, 2021
EPEAT returns final investigation reports with corrective action decision to CABs	March 31, 2021
Reporting Phase	
Outcomes Report published	April 7, 2021

Process Details – Continuous Monitoring Using Documentation Review

Continuous monitoring activities that use documentation review to assess validity of product claims are conducted in accordance with current EPEAT policies and procedures identified in the EPEAT Policy Manual (P65), EPEAT Requirements of CABs and Conformity Assurance Procedures (P66) and EPEAT Program Procedures (P67).

- EPEAT Program staff download a list of all products actively listed in the EPEAT Registry, select products from the list for investigation and assign criteria to each product, as per the Verification Round Plan.
- CABs receive the list of products and criteria selected for their client Participating Manufacturers but do not yet notify the Participating Manufacturers of the imminent investigations.
- EPEAT Program staff publish the Verification Round Plan on the launch date of the Round.

- On the launch date, CABs notify the Participating Manufacturers that their products have been selected for investigation.
- Participating Manufacturers have a discrete time period in which they must provide evidence that supports conformance with the selected criteria.
- CABs review the documentation, make recommendations on conformity based solely on the evidence provided by Participating Manufacturers, and prepare an Investigation Report for each product.
- CABs submit the Investigation Reports to the EPEAT Program. At the same time, CABs forward these same Reports to the Participating Manufacturers.
- EPEAT Program staff review Investigation Reports and makes the final decisions on product conformance with the selected criteria. The EPEAT Program then sends the Investigation Reports back to the CABs.
- CABs send the Investigation Reports with the final conformity decision to the Participating Manufacturers.
- For decisions of nonconformance, Participating Manufacturers must take corrective action within 30 calendar days to restore the accuracy of the EPEAT Registry.
- The EPEAT Program publishes an Outcomes Report identifying the nonconforming products and Participating Manufacturers, as well as the actions taken to restore accuracy of the EPEAT Registry.

Document Control and Change History						
Issue	*Revision*	*Owner*	*Approver*	*Description*	*Approval Date*	*Effective Date*
1	*0*	*Sr Manager, Ecolabels and Resources*	*Director, EPEAT Program*	*Initial release*	*2020 Aug 20*	*2020 Aug 23*