Programme operator
The Building Information Foundation RTS sr
According to the standard EN 15804

18.6.2018

The Finnish RTS EPD programme
RTS EPD Guideline

Published in March 29ᵗʰ 2018 and updated in June 18ᵗʰ 2018 by The Building Information Foundation RTS sr

Guideline and instructions of the RTS EPD Environmental Product Declaration Programme in Finland

Content

1   The Building Information Foundation RTS sr

The Building Information Foundation RTS sr is a private, non-profitmaking Foundation found in 1972. Its task is to foster both good planning and building methods and good property management practices. The Foundation and its activities are directed by a Board and an Assembly that represents the entire building and construction industry through 54 associations and organisations in cooperation with the Board of Directors.

Projects that the non-profit making Foundation develops into profitable independent businesses are transferred to its operative company, Building Information Ltd. The Foundation participates in the activities of the Group companies both on the personnel level through its representatives and by organising and financing extensive committee work. The Foundation's own contribution to research remains constant in both personnel and budgetary financing.

The General Manager of the Building Information Foundation RTS sr will nominate new members to the committees and take care of the functionality of the committees. The public acceptance to the published information shall be gathered through open statement procedure. It is ensured that the procedure is transparent, reliable, unpartial and crediable.

All the classifications and certifications are part of the programs developed in the Building Information Foundation RTS sr.

2   Objectives of the RTS EPD programme run by RTS

RTS EPDs help building contractors, constructors and planners to better understand the environmental issues related to construction products and materials. The environmental impacts of a product during its life cycle have become relevant information to assess the environmental performance of a building or other construction works.

EPDs according to the European standard EN 15804:2012+A1:2013 are voluntary, transparent and well-established way to present fundamental and verified environmental information based on life cycle assessment about the environmental impacts of a product or product group.

The indicators referred to in the standard EN 15804:2012+A1:2013 are used to describe the environmental impacts caused during the product life cycle, including:

- climate change impact, which takes account of the so-called carbon footprint
- ozone-depleting substances, which make the ozone layer thinner
- acidifying emissions to soil and water bodies, which damage ecosystems and the built environment
- depletion of non-renewable energy resources and mineral flows resulting from the exploitation of these resources.

2.1   Scope of the RTS EPD programme

RTS EPDs shall be drawn up in accordance with EN 15804:2012 + A1:2013 "Sustainability of construction works – Environmental product declarations – Core rules for the product category of construction products". The protocol (RTS PCR) shall be used together with the aforementioned standard. Product group-specific PCRs can be used if the information or requirements are not in conflict with the standard or the RTS PCR.

The protocol (RTS PCR) contains the necessary requirements and additional information along EN 15804:2012 + A1:2013. The declaration template that meets the requirements of both the standard and this PCR is available at epd.rts.fi. Declarations made for other systems can be approved if they contain the information specified in this RTS PCR. The information gathered to the EPD's must be comparable in the building context. By following the rules mentioned in the standards, RTS PCR and verifying the information can be assured that the environmental data is comparable, reliable and unpartial.

RTS EPDs can be
1. product-specific (one product, one manufacturing site or one product, several manufacturing sites)
2. product type-specific (similar products, one/several manufacturing site(s) /manufacturer(s))
3. for EPD tools and basic information (concerning calculation data) in it.

3   Programme organization

The Building Information Foundation RTS sr is a programm operator for the Finnish EPD-system. The Building Information Foundation RTS sr have multiple committees nominated by the General Manager. One of the committees is principal committee PT18 RTS EPD which develops the system and has a supervisor role to the work group handling the applications for RTS EPD. RTS EPD shall be verified by independent verifiers that have been accepted by the committee PT18 RTS EPD.

NOTE: There are no requirements or acceptance procedure for the compiler of RTS EPD.
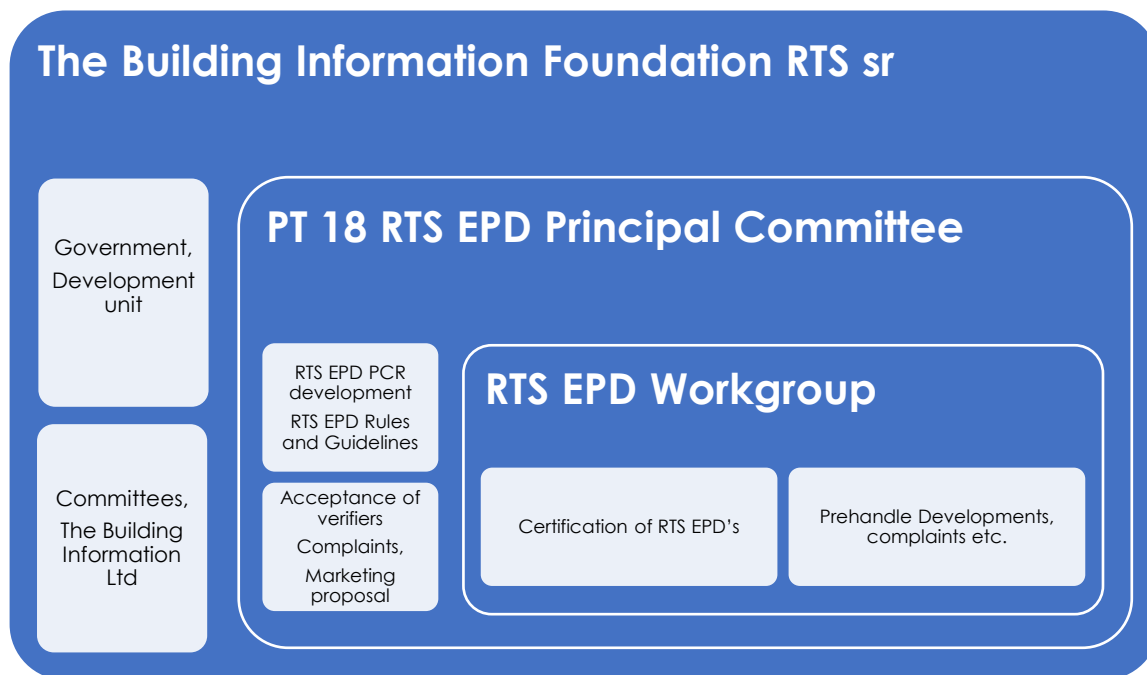
Figure 1 Organization chart of the management of an EPD system.

3.1 Administration of the Building Information Foundation RTS sr publishing RTS EPD's

The Building Information Foundation RTS sr is the programme operator for Type III environmental declarations in Finland.

As a programme operator, the Building Information Foundation RTS sr is responsible for

- preparing, maintaining, and communicating the general programme instructions called RTS EPD Guideline
- updating general instructions accepted by General Manager of the RTS
- developing, maintaining, and publishing the RTS PCR
- recording and storing the PCR and EPDs according to the ISO/EN standards.
- publishing the RTS EPD's.
- developing, maintaining, and communicating the verification procedures.
- running the commercial operations of the programme.
- ensuring that interested parties are involved in the programme.
- managing complaints and appeals.
- influencing and informing related members and about increasing the use of EPD's.

3.2 The Principal Committee PT18 RTS EPD

The PT18 consist of business organizations, non-profit organizations and representatives from manufacturers, government and academic communities. PT18 sub group (workgroup) members and secretary are members of the PT18 RTS EPD.

The PT18 is the decision-making body for the design, operation, monitoring, and auditing of the programme instructions.

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The board shall
- decide of the development of RTS PCR
- decide of the development of RTS EPD Rules and Guidelines
- decide of the acceptance of verifiers
- handle the complaints concerning the programm,
- supervise and monitor the work in RTS EPD work group accepting RTS EPD's
- give instructions for marketing operations

3.3 Secretary of the PT18 RTS EPD

The secretary of the committee PT18 RTS EPD will manage operational tasks belongin to the RTS EPD programm.

Operational tasks are
- administer the programme and promote RTS EPD's.
- facilitate and communicate programme instructions and make sure they are followed.
- publish all RTS EPD's on the web pages epd.rts.fi
- take care of the updating process of RTS PCR
- publish updated versions of RTS PCR on the web pages epd.rts.fi
- facilitate the participation and involvement of interested parties.
- provide all information related to the programme.
- facilitate the development of RTS PCR with the involvement of interested parties.
- facilitate the public consultation on RTS PCR and the programme instructions.
- ensure that there are open procedures for PCR review, LCA, and EPD verification.
- establish procedures to prevent misuse of the programme and the RTS EPD label.
- monitor changes in standards and instructions and give proposals for changes in the programme.
- to go through applications (an application, an EPD, a verification report, product information) before RTS EPD work group meetings
- to create an agenda to the RTS EPD work group meetings and prepare documentation

3.4 RTS EPD Work Group

The RTS EPD Workgroup consist of non-profit organization, academic community and secretary from RTS. The workgroup will accept or reject the applications of RTS EPD's and other principal tasks are:
- to go through information mentioned in the application form, RTS EPD declaration document, product information and verification checklist
- to accept or reject applications
- to ask more information if needed
- to prehandle complaints
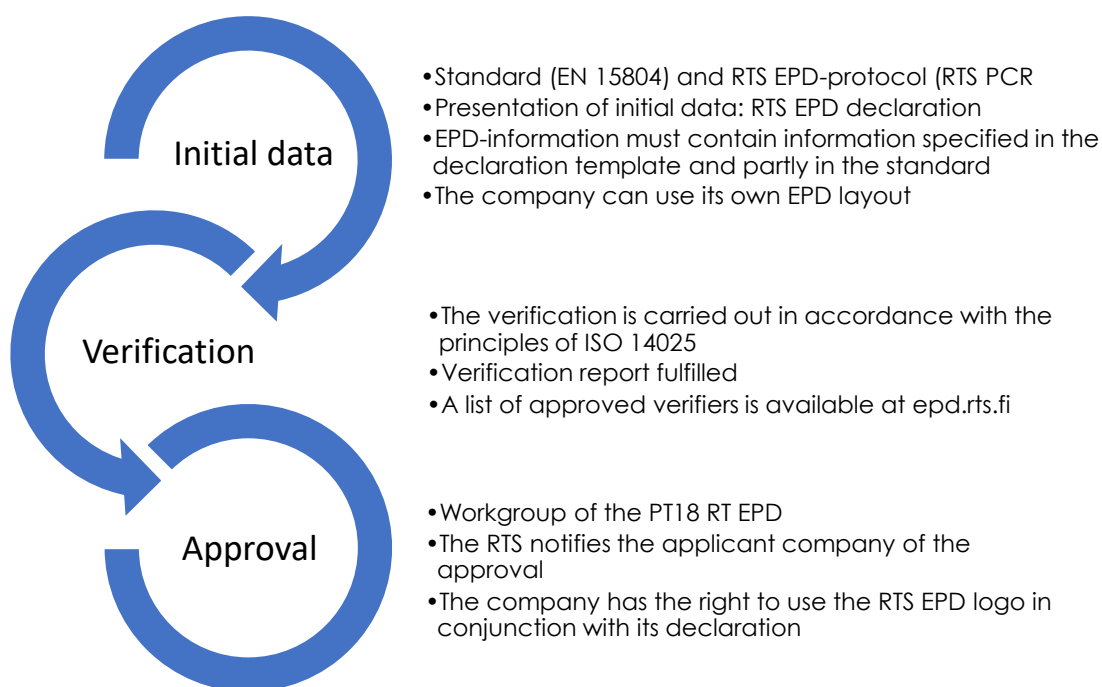- to prehandle development issues concerning PCR, RTS Guideline or other instructions

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3.5   Approval process

RTS EPD's are approved by a workgroup of the PT18 RT EPD Committee of the Building Information Foundation RTS sr. The workgroup ensures that the declaration, the verification report (checklist) and the application contain all essential information. The RTS notifies the company of the approval, after which the company has the right to use the RTS EPD logo in conjunction with the declaration. The declarations are valid for five years after verification.

All approved and valid RTS EPD's will be published on the web pages epd.rts.fi with following information:

- RTS EPD nro.
- Applicant Company
- Product name
- Product Class (Building 2000)
- Evaluating Company
- Start date - End date (validate)
- Information of standardization
- PCR Name
- Name of LCA database or equal

Approval process flow

Initial data
- Standard (EN 15804) and RTS EPD-protocol (RTS PCR
- Presentation of initial data: RTS EPD declaration
- EPD-information must contain information specified in the declaration template and partly in the standard
- The company can use its own EPD layout

Verification
- The verification is carried out in accordance with the principles of ISO 14025
- Verification report fulfilled
- A list of approved verifiers is available at epd.rts.fi

Approval
- Workgroup of the PT18 RT EPD
- The RTS notifies the applicant company of the approval
- The company has the right to use the RTS EPD logo in conjunction with its declaration

Figure 2: RTS EPD approval process

4   RTS PCR- product category rules

The protocol (RTS PCR) contains all supplementary and explanatory information required, but not included in the standard. Both documents must always be followed when preparing RTS

EPD information. The standard provides basic information on how to draw up EPDs, while the RTS PCR provides information about the following matters, which are needed for RTS EPDs.

4.1 Development of RTS PCR (RTS Product Category Rules)

In order for a company to be able to draw up an EPD itself or together with an expert, the company must acquire both EN 15804 +A1:2014 and the protocol "EPDs (EPD) published by the Building Information Foundation RTS sr: General instructions for drawing up EPDs (RTS PCR)". The standard can be easily acquired from SFS, while the RTS PCR is available as a publication of the Building Information Foundation RTS sr at epd.rts.fi.

The Building Information Foundation RTS sr has published one RTS PCR for all purposes, material depending PCR's have not been published. The protocol (RTS PCR) contains all supplementary and explanatory information required, but not included in the standard. Both documents must always be followed when preparing RTS EPD information.

The standard provides basic information on how to draw up EPDs, while the RTS PCR provides information about the following matters, which are needed for RTS EPDs:

- information modules to be declared, as well as additional modules A4, C1, C2, C3, C4 and D and the associated information
- additional information about the allocation of product, material and energy flows
- additional information about the procedure for allocating reuse, recycling and other recovery
- additional information about transport to construction site
- additional information about modules B6 (Energy use) and B7 (Water use)
- additional information about emissions of dangerous substances into indoor air
- product description

RTS PCR information is updated as needed. The PT18 RT EPD Committee appointed by the Building Information Foundation RTS sr is responsible for updating the information as well as for developing PCR and EPD operations. The updating process follows the instructions for committee work, the secretary of the PT18 RT EPD is responsible for the updating process. The public acceptance to the published information shall be gathered through open statement procedure.

4.2 Updating RTS PCR

If the market changes, standard changes or other development in the construction industry requires, the RTS PCR will be updated according to ISO 14025, 6.7d. In that case the Building Information Foundation will gather the public acceptance to the published information through open statement procedure. It is ensured that the procedure is transparent, reliable, impartial and crediable.

4.3   International harmonisation of PCR

The Building Information Foundation RTS sr will follow the changes made to other PCR's published by international program operators. The possible changes to RTS PCR might be made in line with the published PCR's by other program operators. If certain essential issues cannot be found from RTS PCR, the applicant can propose changes to the RTS PCR.

4.3.1 Recognition of PCR from other programmes

The Building Information Foundation RTS sr might accept other PCR's from other programmes if they follow the requirements of ISO 14025 or EN 15804 for building materials. In addition, the PCR's shall be uniform with following:

- Functional/declared unit
- it must cover information modules A1 … A3, A4, C1, C2, C3, C4 and D (instructions on the RTS PCR)
- Cut-off criteria
- assessment period
- system boundaries
- allocation rules
- corresponding impact categories
- rules for calculations of waste and eco-profile
- PCR updating methods

4.4   Cooperation with other program operators

The Building Information Foundation RTS sr is committed to cooperate with other program operators publishing environmental product declarations according to EN 15804. The international cooperation can be carried out by accepting verifiers from other programs or by mutual recognition. Mutual recognition is a process that takes into account harmonization with other PCR's.

The Building Information Foundation RTS sr will strive to harmonize the programme's instructions with other programme operators such that a single EPD can be registered in several programmes. By accepting verifiers from other systems RTS try to minimize verification costs when publishing EPD's in several systems.

5   RTS EPD- environmental product declarations
5.1   Gathering information to the RTS EPDs

The Building Information Foundation RTS sr publishes the RTS EPD declaration template as an attachment to the RTS PCR. The template represents an example of a declaration containing all information required for RTS EPDs. Any company wishing to draw up an EPD must ensure that the declaration contains all information presented in the

declaration template. The declaration template contains all information required by the standard, from product description to company information and signatures.

The applicant of the RTS EPD must contact LCA-expert and the accepted verifier prior contacting RTS. The author of the EPD can use the declaration to make sure that the company's declaration contains all necessary information. Unless otherwise specified, all information in the declaration template is mandatory.

The information gathered to the EPDs require expertise in that field. If the company does not have sufficient expertise, then accepted LCA-experts shall be used. The accepted verifiers/experts can be found from the web pages epd.rts.fi. Companies that like to publish RTS EPD's shall:

- send an application form fulfilled and signed
- send RTS EPD declaration document compiled according to EN 15804 and declaration template
- send product information
- send verification checklist filled up and signed
- pay fee for publishing after work group meeting to the RTS

5.2 Requirements for information presented in the RTS EPD

The declarations approved by the Building Information Foundation RTS sr contain all information required by the standard. The same information is also available in the declaration template. Product group-specific PCRs can be used if the information or requirements are not in conflict with the standard or the RTS PCR.

Their main features are as follows:

PRODUCT INFORMATION
- Product description, description of the product and its use, product standards, physical properties
- Main raw materials of products and product description (declared for products brought to the factory)
- Substances contained in the product that are covered by the candidate list of REACH SVHC (Substances of Very High Concern)

CALCULATION PRINCIPLES FOR LIFE CYCLE ASSESSMENT
- Functional/declared unit
- RTS EPDs must cover at least the product manufacturing stage, from the acquisition of raw materials to the factory's gate, i.e. information modules A1 ... A3.
- RTS EPDs must include modules A4, C1, C2, C3, C4 and D (see instructions on the RTS PCR)
- Cut-off criteria, Assessment period

LIFE CYCLE ASSESSMENT RESULTS
- Environmental impacts
- Use of resources
- Waste categories
- Other environmental indicators

- Other information to be declared (emissions to soil, emissions to surface water, indoor air emissions)
- Additional technical information (scenarios used, which help when assessing the building level)
- Potentials for reuse, recovery, recycling
- Additional information Environmental impacts
- Use of resources
- Waste categories
- Other environmental indicators
- Other information to be declared (emissions to soil, emissions to surface water, indoor air emissions)
- Additional technical information (scenarios used, which help when assessing the building level)
- Potentials for reuse, recovery, recycling
- Additional information

5.2.1 Mandatory information

RTS EPD information shall be collected, calculated and reported in a modular manner to enable comparison at the building level. The comparison shall consider the entire life cycle. Therefore, the required technical and functional properties of the products and the related requirement levels must be known for the application in question. Single pieces of information related to life cycle stages must not be used separately from other EPD information.

The separate RTS EPD declaration template specifies the information to be included in the final EPD. The protocol provides no indications regarding the RTS EPD layout. Verified RTS EPDs can be recognised from the RTS EPD sign. The declaration drawn up by the company must contain all required information. Section 6.2.1 of the protocol (RTS PCR) establishes when the following modules, which are otherwise optional, must be contained in EPDs:

- Construction process stage: Transport to construction site module A4
- End-of-life stage: Potentially mandatory modules C1, C2, C3 and C4 (De-construction, transport, waste processing, Disposal)
- Benefits and loads beyond the system boundary, module D (Reuse, recovery and recycling)
- Product description

According to the standard EN 15804 following information must be included:
1. Product information

RELEVANT INFORMATION
- Owner of the declaration: Name of the company
- Program operator: The Building Information Foundation RTS sr
- Publisher: The Building Informaton Foundation RTS sr
- Name of the product: xxxx
- Declaration number: RTSEPD-16-1

- Registration number: RTSEPD-16-1
- ECO Platform reference number:
- Issue date:
- Valid to:
- Picture of the product

2. If the verification is internal or external

Product grouping rules have been obeyed (EN 15804:2014 A1 requirements)	
Independent verification of the declaration and data, according to ISO14025:2010	
☐ Internal	☐ External
Third party verifier: < Name of the third party verifier >	

3. The modules included shown in a table

Product stage			Construction process stage		Use stage								End of life stage				Supplementary information beyond the life cycle		
A1	A2	A3	A4	A5	B1	B2	B3	B4	B5	B6	B7	C1	C2	C3	C4	D	D	D
☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☒	☒	☒	☒	☒	☒	☒
Raw material supply	Transport	Manufacturing	Transport	Construction-instsallation process	Use	Maintenance	Repair	Replacement	Refurbishment	Operational energy use	Operational water use	De-construction demolition	Transport	Waste processing	Disposal	Reuse	Recovery	Recycling

5.2.2 Additional information

The company has a right to add additional information to the RTS EPD's. The information must go through verification process like all information mentioned in the RTS EPD.

If the additional information (indicator results) mentioned in ISO 21930 is needed, the information must be shown in a separate appendix and titled appropriately.

5.2.3 Use of RTS EPD logo
The company must use RTS EPD -logo in the declaration approved by the Building Information Foundation RTS sr. The RTS EPD-logo is a registered trademark. Permission to use it can be applied only from the Building Information Foundation RTS sr.

The period of validity of the right of use of a RTS EPD label is five (5) years form the verification. Right of use of a label provides the company which has been granted certification the right to label the certified product with the label and to use the label for marketing purposes. The company must use the valid EPD symbol, which is a registered trade mark. Please see general instructions as an appendix.

Figure3: *RTS EPD logo*

5.3 Validity of RTS EPD

In accordance with EN 15804 +A1, declarations are valid for five years after verification. The application for the right to use the RTS EPD code can be submitted during the period of validity of the declaration. Declarations have a minimum validity of one year. The RTS EPD declaration fee is determined based on how many years the declaration is valid.

5.4 Verification of RTS EPD

The Building Information Foundation RTS sr approves declarations that have been checked by a third party. The Building Information Foundation RTS sr publishes information on all approved verifiers on its website. As such, companies can select the desired verifier from the list of verifiers epd.rts.fi. The principles of the verification have been clarified in the section 6.

5.5 Approval of RTS EPD's

Approval shall be carried out by a workgroup approved by the PT18 RTS EPD Committee. The workgroup will need following information that shall be sent to the secretary of work group before the work group meeting:
- application form fulfilled and with a signature
- RTS EPD declaration document compiled according to EN 15804
- product information
- verification checklist filled up
- dialog filled up

The verification data and the EPD drawn up by the company shall be checked during the approval process. All necessary information can be found from the declaration template. The declaration drawn up by the company must contain all required information.

The company/organisation can use either its own declaration layout or the RTS declaration template. The approved EPDs are published on the website of the Building Information Foundation RTS sr at http://epd.rts.fi. Companies whose declarations have been approved as RTS EPD shall undertake to comply with the general instructions on EPDs of the Building Information Foundation RTS sr ("RTS EPD, general instructions").

5.6   Publishing places and formats

All approved and valid RTS EPD's will be published on the web pages http://epd.rts.fi. The products can be searhed from the list. Furthermore, companies have the possibility to get the RTS EPD's listed in The Building Information Ltd's product information service and database including 100 000 products and detailed information (see https://www.rttuotetieto.fi/).

The Building Information Foundation has an ongoing project to develop a database system for EPD's. Upon completion of the project, it will be possible to search EPD's from the database, to compare information to generic information and to link RTS EPD information directly to the product information service (see https://www.rttuotetieto.fi/) of the Building Information Ltd.

When RTS EPD information is adequate, the Building Information Foundation RTS sr can apply for approval into the ECOPlatform system, which contains hundreds of approved EPDs. In this case, the holder of an RTS EPD declaration has the possibility to access the list of approved declarations published in the ECO Platform system and add the ECOPlatform logo to the declaration. It guarantees the approvability of the declaration within the EPD programmes operating in all European countries as these programmes are ECOPlatform members. In this case, ECOPlatform membership is also mentioned on the Building Information Foundation's website as well as on the list of approved declarations. Additional information of ECOPlatform is available on http://www.eco-platform.org/.

EPD-information must contain information specified in the declaration template and partly in the standard. The company can use declaration template or its own EPD layout. Upon completion of the database-project there will be only one possible layout specified by the Building Information Foundation RTS sr.

5.7   Costs and fees

The applicant of the RTS EPD must contact LCA-expert and the accepted verifier prior contacting RTS. All the costs caused of these operations shall be paid directly to the concerned compiler or verifier.

The fee of publishing completed and accepted RTS EPD's shall be paid to the RTS after work group meeting:
- The RTS EPD owner shall pay fee of publication of one or multiple EPD's
- If there will be more than one product mentioned in the EPD, the fee will depend on the size of the product group
- The updated price list can be found from the web pages http://epd.rts.fi
- The fee will not cover expences from publishing the EPD also in EcoPlatform, please see the price list http://epd.rts.fi

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- *There is not an annual fee* for publishing EPD's in the Building Information Foundation RTS sr

5.8 Updating the RTS EPD

After five years the RTS EPD must be updated and verified. If the changes are more than ±10%, the calculations must be renewed from the part (key parameters) that have been changed. After verification the applicant shall apply for publishing the RTS EPD as the first time.

6 The verification system and verifiers competent

The Building Information Foundation RTS sr follows the accepted principles for the verification system for Type III environmental declarations. The verification shall be carried out by an approved verifier in accordance with EN ISO 14025, 8.1 "Procedure for review and independent verification", ISO 21930:2017 and the RTS EPD programme instructions.

6.1 What is verification?

Anyone can draw up EPDs for their products, and they can put any environmental information they want in the declarations. All declarations verified by a third party have been checked and proved to be a reliable source of environmental information. Such declarations are called "verified". The verification shall be carried out by an approved verifier in accordance with EN ISO 14025 and ISO 21930:2017.

EPDs shall be verified in accordance with ISO 14025:2006: "Verification: confirm, through the provision of objective evidence, that specified requirements have been fulfilled." ISO 14025:2006, section 3.9, the EPD programme and RTS PCR and possible product specific product category rules.

The Building Information Foundation RTS sr publishes information on all approved verifiers on its website. As such, companies can select the desired verifier from the list of verifiers. Verification of the RTS EPD according to ISO 14025 is divided into the following two parts:
1. Independent verification of data according to ISO 14025, 8.1.3
2. Independent verification of Type III environmental declarations according to ISO 14025, 8.1.4

6.2 Approval of the verifiers

The PT18 RT EPD will accept verifiers by applications. All the applications shall be appointed to the secretary of the PT18. More information can be found from the "Invitation for verifiers"- document in epd.rts.fi.

6.3 Independent verifiers in Finnish system

According to the standards, the verifier will act as an independent consultant. Therefore, a verifier shall have no conflicts or interest to the applicant company. The verifier and LCA-

compiler cannot belong to the same organization. The verification is an independent process with no interest to the LCA- compiler or preparation of EPDs. Independence shall be ensured.

Independent verifiers shall examine the EPD information as
- evaluate the data used in the LCA calculations.
- assure that all the information has been calculated according to relevant standards and RTS PCR rules
- ensure that all the information mentioned in the sample declaration can be found from the RTS EPD
- reviewiev and evaluate additional information included in the RTS EPD and in the LCA report.
- EPD tool assessment

6.3.1 Qualifications required for independent verifiers

The Building Information Foundation will accept the individual verifier by an application. After acceptance the verifier can verify EPD's for the Finnish system. The verifier is one person and an independent consultant.

The Building Information Foundation is applying for membership of the ECOPlatform system. This means that independent verifiers must meet also the ECOPlatform system's requirements for verifiers (see http://www.eco-platform.org/).

1. The verifier is highly familiar with the relevant sector, product, and environmental perspectives related to the product
2. The verifier is familiar with the processes and products in the product group
3. The verifier has strong expertise in life cycle evaluations and the methodology of life cycle evaluation work
4. The verifier has extensive and up-to-date knowledge of areas related to relevant environmental declaration compiling and life cycle assessment, as well as standards (including ISO 14025, EN ISO 14044, ISO 21930, and EN 15804+A1). The verifier must be highly familiar with the requirements and guidelines in EN 15804+A1.
5. The verifier must have knowledge of the legislative framework used to draft the requirements for type III EPDs
6. The verifier must have very detailed knowledge of the type III EPD programme (EN15804) and experience of compiling EPDs (at least three compiled EPDs)
7. The verifier must be highly familiar with the Building Information Foundation protocol *"EPDs published by the Building Information Foundation RTS sr: General instructions for drawing up EPDs (RTS PCR)"* and the related methods that are not stated in the EN15804+A1 standard.
8. The verifier shall create and update documented dialog between compiler calculating EPD information and verifier. The dialog shall include detailed information of the questions and answers between bodies and interpretations of the RTS PCR. When the

dialog is completed both bodies shall accept it by signature. The dialog shall be added to the application.

9. A CV is required including compliance with the above-mentioned topics
10. The competence of the verifier will be re-estimated after three years and after change of employer. If the requirements are not fulfilled, the verifier status can be cancelled by the PT18.

6.3.2 Verifiers tasks

EPDs shall be verified in accordance with ISO 14025:2006: "Verification: confirm, through the provision of objective evidence, that specified requirements have been fulfilled." ISO 14025:2006, section 3.9.

Verification is an extremely important and challenging part of the quality assurance process for EPDs. As referred to in the standard, the aim of the verification process is to verify that all declared information is correct and that all the requirements set for the declaration have been met. The verifier inspects the content of the declaration in relation to the applicable standards, the requirements set for the product group, the protocol and a declaration template.

The verifier must use and fulfil verification chechlist during the verification process. In that process the verifier must:

*   evaluate the data used in LCA calculations
*   evaluate the information presented in the LCA report.
*   evaluate if the calculations follow the information presented in the PCR
*   evaluate how the environmental impacts are presented in the EPD.
*   to look presentation of other environmental information attentively in the EPD.
*   to fulfil verification report
*   to fulfil dialog

6.4 Verification Report- verification checklist

The verifier must complete the verification report in English or in Finnish. The document is relevant as an appendix to the RTS EPD application. The document can be found from the web pages http://epd.rts.fi.

6.5 Dialog between compiler and verifier

The verifier shall create and update documented dialog between consultant/compiler calculating EPD information and verifier. The dialog shall include detailed information of the questions and answers between bodies and interpretations of the RTS PCR. When the dialog is completed both bodies shall accept it by a signature. The document is relevant as an appendix to the RTS EPD application.

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6.6 LCA calculations in the Finnish system

The LCA calculations shall be carried out according to the standards ISO 14040 and ISO 14044 and rules issued in the RTS PCR. There is no LCA calculation template available. Relevant issues to assess and to follow have been stated in the standards and RTS PCR. The compiler is responsible for to get acquainted with the information needed. There are no requirements or acceptance procedure for the compiler of RTS EPD.

7 General instructions

Both the Building Information Foundation RTS and the owner of the declaration can give notice of terminating the declaration and the right of use three (3) months from the notice. The Building Information Foundation RTS can revoke the RTS EPD and right of use without a period of notice in cases of abuse or if it transpires that the requirements for granting RTS EPD are no longer met. If the Building Information Foundation RTS has reasonable grounds to suspect that the product no longer meets the requirements set for it, the owner of the declaration must present new verified calculation results showing that the requirements are met.

The document (general instructions) can be found from the web pages http://epd.rts.fi.

8 Complaints

The Building Information Foundation RTS sr will handle complaints concerning declarations, the work in the committees, work of verifiers or LCA-experts or work done by the secretary. All disagreements shall be solved primarily by negotiating.

1. The customer shall contact Secretary of the PT18
2. The customer shall write complain to be delivered to the work group or PT18
3. The work group or PT18 will make the decision and secretary of the PT18 will forward the message. If the customer is not satisfied with the decision, the matter will be handled again in the committee PT18.
4. If the customer is not satisfied with the decision made by PT18, the General Manager of the RTS will handle the matter. If the customer is not satisfied with the decision made by GM, the matter will be handled by advocate and solved in District Court of Helsinki, Finland.

9 Approval of the RTS EPD Guideline

These instructions describe the principles of the voluntary Finnish environmental product declaration, RTS EPD-system. RTS Guideline has been approved by the Building Information Foundation RTS Committee RT EPD (PT18) at its meeting on Juni 14th 2018.