

## APPENDIX O - PROCEDURE FOR REGISTERING AN ICV IN THE INIES DATABASE

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**This document is a translation of the French version of INIES programme rules. Only the original French version is authentic and official.**

### Preamble

This procedure applies to all new requests to place a life cycle information (LCI) module (ICV) online in the INIES database from 01/12/2023. ICVs already published must be brought into line with this procedure within 3 months.

### 1. GENERAL INFORMATION

The procedure for admitting an ICV to the INIES database includes:

- a declarant registration phase (see Appendix M)
- a phase in which the ICV declarant transmits information to the INIES programme operator;
- a file examination phase including, if necessary, exchanges between the declarant and the INIES programme operator;
- a decision phase leading either to the ICV being put online or to a request for arbitration by the governance bodies.

### 2. TRANSMISSION OF ICV INFORMATION

The following information must be sent to the INIES database administrator ([inies@hqegbc.org](mailto:inies@hqegbc.org))

- The ICV excel file, a template of which is available on the INIES website (ICV section) with the following name: "ICV - Name of product - Name of declarant - Year of publication" (mandatory)
- The ICV in PDF format using the template in Appendix B2 of the INIES programme rules (mandatory)
- The verification certificate (using the template in appendix F) and the ICV verification report (this document is confidential and will not be published on INIES. It will only be accessible to the INIES database administrator and the INIES programme operator), in PDF format (mandatory)
- Justification of the existence of an FDES using the ICV (if necessary, see §3.3 of the general programme instructions)
- Declaration on honour that the product is not covered by the regulations on environmental declarations for construction and decoration products cited in §1 1 of the general programme instructions (if necessary, see §3.3 of the general programme instructions)
- Declaration on honour that the product makes no publicly available environmental claims (if necessary, see §3.3 of the general programme instructions)

For any technical difficulties encountered [inies@hqegbc.org](mailto:inies@hqegbc.org)

### 3. EXAMINATION OF THE APPLICATION AND DECISION

Examination of the application includes:

- Once the application has been verified for completeness (see elements to be sent in paragraph 2), the INIES programme operator will notify receipt and decide on the completeness of the application
- Validation of the documents and supporting evidence received by the INIES programme operator

Processing may involve exchanges between the declarant and the INIES programme operator to ensure that the file is complete or validated.

If necessary, the INIES programme operator may submit the file to the Technical Committee (CTIB) for approval or refusal at one of its meetings (1 CTIB/quarter).

When all the documents in the file have been validated, the INIES programme operator notifies the declarant that the application has been accepted.

If the declarant refuses to complete the application or if the documents provided do not comply, the INIES programme operator may reject the application and justify its decision.

### 4. REFUSAL OF ADMISSION - APPEAL

Once a reasoned refusal has been issued, the INIES programme operator and the declarant try to find a consensual solution. If no solution can be found, the INIES programme operator and/or the declarant may request arbitration by the Steering Committee (COPIL) of the INIES programme. The letter should be sent to the secretariat of the Steering Committee of the INIES programme [inies@hgegbc.org](mailto:inies@hgegbc.org). The latter issues a detailed opinion which it sends to the declarant and INIES programme operator.

### 5. MODIFYING AND ARCHIVING ICV ONLINE

Any request to modify or update an LCI should be sent to [inies@hgegbc.org](mailto:inies@hgegbc.org).

As long as the INIES programme operator has not validated this request, the ICV to be replaced remains online. After validation, the updated ICV is published and the previous version is archived.

An archived ICV can only be accessed by the INIES database administrator and the INIES programme operator.

When the ICV reaches the end of its validity, the INIES database administrator will archive the data.