

APPENDIX L - PROCEDURE FOR REGISTERING AND ADMITTING AN ENVIRONMENTAL DECLARATION TO THE INIES DATABASE

Appendix version	May 2023
Previous version	None (first version of the appendix)

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

This appendix reproduces the content of chapter 7.1 of the INIES programme regulations of November 2022. This is a clean-up of the version available since November 2022.

This procedure has been approved by the INIES database Technical Committee and Steering Committee.

This procedure applies to all new requests to place a FDES online from 01/11/2022.

General information

The admission procedure includes:

- a declaration phase for the FDES, punctuated by the request for the FDES to be placed online by the declarant
- a file examination phase including, if necessary, exchanges between the declarant and the database administrator
- a decision phase leading either to the FDES being put online or to a request for arbitration by the governance bodies.

Declaration of an FDES

The declaration of an FDES is made by the declarant of this FDES via the declaration interface of the INIES database accessible from www.inies.fr.

Documents are available in the documentary resources of the INIES site to help declarants submit their FDES ("[how to submit an FDES on INIES?](#)", "[Presentation of the online registration module](#)")

For any technical difficulties encountered:

- Email address: admin@base-inies.fr

Registering and opening a declarant account

In order to submit a request for the inclusion of an FDES in the INIES database, each declarant organisation (trade union, manufacturer or distributor) must first create a declaration "manager" account. There can only be one "manager" account per organisation. Each "manager" account can then, if it wishes, create "user" accounts, which will in turn be able to declare FDES. The "manager" account can create as many users as it wishes.

The "manager" account can declare FDES and has access to all the FDES declared by its "user" accounts.

"User" accounts only have access to their own declared FDES.

It is therefore important to clearly identify the person in charge of the "manager" account within the organisation.

Declaration interface

Declaring an FDES in the INIES database requires the following elements to be supplied in the "documents" tab:

- The full FDES compliant with NF EN 15804+A2 and NF EN 15804+A2/CN standards from 1 November 2022, in PDF format.
- The verification certificate
- The 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.

When declaring the FDES, the following information must be entered:

- The name of the FDES,
- The type of declaration,
- The desired classification of the product in the INIES database according to the INIES nomenclature (available on www.inies.fr), this classification may be multiple (up to 3 possible classifications) and must be consistent with the claimed fitness for use,
- Information relating to the verification of the FDES (date of verification, name of verifier).
- The background database,
- Information that enables the products covered by the FDES to be identified unambiguously. A number of solutions have already been accepted, including a list of product ranges, references to a list of certified products or declaring manufacturers. In the case of a collective FDES, it is mandatory to indicate the products covered by each manufacturer. The estimated number of products covered by the FDES must also be indicated,
- Proof of suitability for use (compliance with standards, quality trademarks, European Technical Approval, Technical Notice, Technical Assessment, professional rules, etc.),
- The functional unit, the reference flow (products making up the functional unit), the product service life (DVT or DVR), the main performance of the functional unit,
- The rate of off-cuts during installation,
- Maintenance frequency expressed in years
- Declaration of content,
- Transport distances (in A4 and C2),
- Environmental impact indicators in compliance with NF EN 15804+A2 and NF EN15804+A2/CN. It is mandatory to declare at least total production (A1-A3), total construction process (A4-A5), stages B1, B2, B3, B4, B5, B6, B7, total use (B1-B7), total end of life (C1-C4), total life cycle (A1-C4), and module D.

- Biogenic carbon storage indicators in accordance with NF EN 15804+A2 and NF EN 15804+A2/CN,
- Health and comfort sections to be completed in accordance with standard NF EN 15804+A2/CN:
 - Sanitary information
 - Sanitary quality of interior spaces
 - Sanitary quality of water
 - Comfort information
 - Hygrothermal comfort
 - Acoustic comfort
 - Visual comfort
 - Olfactory comfort
 - Regulatory label on emissions of volatile pollutants into indoor air, in accordance with the order of 19 April 2011.

In addition, the following information may be declared on an optional basis:

- The place of production
- Characteristics not contained in the functional unit,
- One or two illustrations of the product or system concerned (image or photograph in GIF or JPEG format),
- Various technical documents (product or system data sheet, ATEC, etc.).
- Other language versions of the FDES (PDF).

For all uploaded items, the maximum file size is 3 MB per file.

Request for online release, examination of the application and decision on the application

Once the declarant has entered all the information required for the product to be included in the INIES database via the declaration interface, it can request that its FDES be put online via the declaration site interface.

The declarant then undertakes to ensure that the FDES for which it is requesting online publication complies with standards NF EN 15804+A2 and NF EN 15804+A2/CN.

The database administrator then validates the online publication of the FDES or sends the declarant an e-mail stating the reasons for refusing to publish the FDES online. The points checked by the database administrator, and which may lead to a refusal to put the data online, are:

- Absence of a mandatory element of the declaration file mentioned in the declaration interface.
- Non-compliance of the summaries of sanitary and comfort information with the drafting guide provided on the declaration site.
- Absence of an environmental indicator required by standards NF EN 15804+A2 and NF EN 15804+A2/CN.

- Negative figures in inventory tables or environmental indicators.

Once a reasoned refusal has been issued, the administrator and the declarant try to find a consensual solution. If no solution can be found, the administrator and/or the declarant may request arbitration by the Steering Committee. The letter should be sent to the secretariat of the INIES programme steering committee inies@hqe gbc.org. The latter issues a detailed opinion which it sends to the declarant and the database administrator.

On-line modification and archiving of FDES

Via the declaration area, it is possible to modify FDES online in order to make one-off modifications or more extensive updates (see 5.10 of the programme rules).

In the case of a minor update, the FDES is put online directly on INIES. In the event of a major update, a new request to put the modified information online is generated. Once an update has been published, the previous version is archived.

Archiving

FDES that reach the end of their validity are automatically archived by the INIES database administrator in accordance with the Steering Committee's decisions.

An archived FDES can only be accessed by the INIES database administrator and any operator who has used this data in a building LCA project prior to the FDES being archived.

Archived FDES can also be consulted using the "LCA building review" available on the consultation site www.inies.fr.