CFP Communication Program

Procedures for registration and release of CFP declaration

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Japan Environmental Management Association for Industry

This document prescribes procedures for the registering and releasing a declaration of Carbon Footprint of Products (hereinafter called "CFP"), and for making an agreement of a CFP mark license under the CFP Communication Program (hereinafter called "the CFP Program") operated and managed by JEMAI (Japan Environmental Management Association for Industry).

1. Procedures for registering and releasing a CFP declaration and for making an agreement of a CFP mark license
   (1) The businesses that will make a CFP declaration shall submit the application for registration and release of a CFP declaration to the secretariat of the CFP Program (in JEMAI). The application shall include: the information on the fee for CFP registration and release, the date of the CFP verification passed, and the preferred date of registration and release of the CFP declaration.
   (2) The businesses shall apply for registration and release of the CFP declaration within 3 months after receiving a notification of passing CFP verification.
   (3) The preferred date of registration and release shall be after the 5th business day from the date of submission of the application.
   (4) The secretariat checks the application contents, and notifies a registration number to the applicant.
   (5) JEMAI releases the information on the registered product on the CFP website managed by JEMAI.
   (6) The businesses and JEMAI shall make an agreement of the CFP mark license, if they have not done it.
   (7) After completion of making the CFP mark license agreement, JEMAI sends the CFP mark data to the business.

2. Renewal of registration and release of the CFP declaration, and of license agreement of the CFP mark
   (1) The valid period of registration and release of the CFP declaration as well as the license agreement of the CFP mark shall be from its initial registration to the end of the same year (the maximum period is up to 1 year by the end of the December). When the businesses wish to extend the period, they shall renew it every year.
   (2) The businesses making a CFP declaration shall submit the application for renewal of registration and release by following the instructions by the secretariat, and shall conduct applicable procedures for renewal.
   (3) The renewal of the CFP mark license and extension of its period shall be conducted in the same way as the case of renewal of the registration and release described above.
   (4) The extension of the valid period of registration and release of the CFP declaration shall be conducted only within a valid period of the CFP verification. When the period is not extended, the existing verification result of applicable CFP becomes invalid.

3. Application for change to the CFP declaration

   (1) The businesses that wish to make changes to their CFP declaration shall develop a new draft for the change, and shall submit it including its reasons to the secretariat.

   (2) The secretariat checks the application contents, conducts necessary procedures such as re-verification, and applies the changes.

   (3) The number of registration and release for the revised CFP declaration shall be a combination of the initial registration number and a letter/number connected by a hyphen.

   (4) The secretariat informs the applicant of the new registration number.

   (5) The secretariat releases the renewed registration information including "the date of change," and changes the applicable published information on the CFP website.

4. Discontinuation of registration and release of the CFP declaration

   (1) If the businesses wish to discontinue registration and release of their CFP declaration, they shall submit the applicable application including its reasons to the secretariat. The secretariat then conducts the necessary procedures.

Supplementary provision

This document shall come to effect as from May 1, 2012.