

CFP Communication Program

Rules on verification and operation of
emission factor data

Established on June 25, 2012

Document ID: R-05-01

Japan Environmental Management Association for Industry

Chapter 1. Overview

<Purpose of this document>

Article 1

This document prescribes the rules on operation of verification and check of emission factor data used in the CFP Communication Program (hereinafter called "the CFP Program") operated and managed by JEMAI (Japan Environmental Management Association for Industry).

<Types of emission factor data>

Article 2

- (1) "Basic secondary data" refers to the emission factor data, which is available to all applicants of verification of Carbon Footprint of Products (hereinafter called "CFP"), and which has passed such verification based on the judgment criteria on verification.
- (2) "Available secondary data" refers to the emission factor data, which has been approved for its validity based on the judgment criteria on check of available secondary data, and which complement to basic secondary data.

<Requirements for basic secondary data>

Article 3

The requirements for basic secondary data shall be prescribed in the "Requirements for basic secondary data."

<Requirements for available secondary data>

Article 4

The requirements for available secondary data shall be prescribed in the "Requirements for available secondary data."

<Judgment criteria on verification of basic secondary data>

Article 5

The judgment criteria to assess and register basic secondary data shall be prescribed in the "Judgment criteria on verification of basic secondary data."

<Judgment criteria on check of available secondary data>

Article 6

The judgment criteria to assess and register available secondary data shall be prescribed in the "Judgment criteria on check of available secondary data."

<Procedures for verification of emission factor data>

Article 7

The procedures to assess and register emission factor data shall be prescribed in the "Procedures for verification of emission factor data."

Chapter 2. Verification of basic secondary data

<Application for verification of basic secondary data>

Article 8

A business that wishes to register its basic secondary data shall submit an application for registration of CFP basic secondary data (hereinafter referred to as "application for basic secondary data") to the secretariat (in JEMAI).

<Verification of basic secondary data>

Article 9

The verifier of emission factor data shall conduct verification of basic secondary data. The review panel on emission factor shall check the result of verification made by the verifier of emission factor data, and make a final judgment on approval or not.

<Notification of verification result of basic secondary data>

Article 10

The secretariat shall notify the verification result of basic secondary data to the business that wishes to register its basic secondary data.

<Release range of information relating to basic secondary data>

Article 11

The secretariat shall release the basic secondary data that has passed the verification by the review panel on emission factor on the CFP website managed by JEMAI. Basic secondary data to be released shall include the following items:

- Type, category, name and unit of a product
- GHG emissions
- Information sources
- System boundary of emission factor
- Time period of verification

Chapter 3. Check of available secondary data

<Application for registration of available secondary data>

Article 12

A business that wishes to register its available secondary data shall submit an application for CFP available secondary data registration (hereinafter referred to as "application for available secondary data") to the secretariat, and JEMAI shall check applicable available secondary data.

<Notification of checked result of available secondary data>

Article 13

The secretariat shall notify the business that wishes to register its available secondary data of the checked result.

<Release range of information relating to available secondary data>

Article 14

(1) The secretariat shall release the available secondary data that has been checked to meet the relevant criteria on the CFP website. Available secondary data to be released shall include the following items:

- Type, category, name and unit of a product
- Information sources or name of database
- Time period of check
- System boundary of emission factor

(2) In addition to those items listed in (1) above, a business that wishes to register its available secondary data should include the following item:

- GHG emissions

Chapter 4. Operation

<Use of basic/available secondary data>

Article 15

A business that wishes to make CFP declaration can use basic/available secondary data in its CFP quantification. As for available secondary data, however, the business can use applicable available secondary data; only when all items listed in Article 14 are released; or if not released, only when the business has obtained the information of the missing items in its own way, for example, by acquiring a license to use the appropriate database.

<Time for revision of basic/available secondary data>

Article 16

With regard to emission factor data that has been checked to meet each criterion, basic secondary data shall be revised and released quarterly, and available secondary data shall be revised at anytime on revision of data and shall be released.

<Application for revision of basic/available secondary data>

Article 17

A business that registered basic/available secondary data can apply for revision of basic/available secondary data, by submitting the application for revision of basic/available secondary data to the secretariat.

<Request from JEMAI for change in emission factor data>

Article 18

(1) If JEMAI judges that it is necessary to make a change in the emission factor data, JEMAI can propose such change to a business that registered the data, and request the business to make such change in the emission factor data.

(2) If the emission factor data has been changed, such changes shall be released on the CFP website.

<Revocation of registration of emission factor data>

Article 19

If it is found that emission factor data does not appropriate in terms of the objectives of the CFP Program, JEMAI can revoke the registration of such emission factor data.

Chapter 5. The review panel on emission factor

<Establishment of the review panel on emission factor>

Article 20

JEMAI shall establish the review panel on emission factor, to delegate the following works: to develop the requirements for basic secondary data; to check the review results of the basic secondary data; and to make a final judgment on approval or not. Office works of the review panel shall follow the separately prescribed "Rules on establishment and operation of review panel on emission factor."

Article 21

JEMAI selects a verifier of emission factor data from among the committee members of the review panel on emission factor, to delegate works relating to verification of emission factor data.

Supplementary provision

This document shall come into effect on July 2, 2012.