

Japan EPD Program by SuMPO

Regulations for Registration and Publication of Declarations, and Usage of Marks (General Rules and Procedures)

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Sustainable Management Promotion Organization

Revision history

Ver.	Date	Pages	Details
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03	October 1, 2019	-	Modifications due to changes in the program operator.
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These Regulations specify the registration and publication of declarations, and usage of EcoLeaf and CFP marks (hereinafter “Marks”) of Japan EPD Program by SuMPO (hereinafter “Program”), operated and administered by the Sustainable Management Promotion Organization (hereinafter “SuMPO”).

“Declaration” refers to information published on the Program website, based on PCR and calculation results. When companies release content containing a declaration, it should be accompanied by an EcoLeaf mark (Trademark No. 4646115) or a CFP mark (Trademark No. 5513064).

Section 1: General Rules

1.1 Authorization Requirements for Registration and Publication of Declarations, and Usage of Marks

Companies which have passed Program verification must perform declaration registration and publication procedures according to Regulations. Following proper procedure will publish the declaration on the Program website.

If companies use Marks, they must consent to an agreement to prevent unauthorized use of Marks. Completing these procedures grants permission for usage of Marks.

It is not permitted to transfer authorized Mark data or to let others reuse it.

Procedures for registration and publication of declarations must be performed for each product, and companies must consent to the Mark Terms of Use on a whole-company level the first time they use Marks.

1.2 Procedures for Registration and Publication of Declarations and Usage of Marks

Procedures for registration and publication of declarations and usage of marks are specified in Regulations Section 2: “Procedures for Registration and Publication of Declarations.”

1.3 Display of Marks

Methods of displaying marks are specified in Regulations Annex: “Display of Marks.”

1.4 Responses to Inquiries about Declarations

In principle, companies should directly answer all inquiries concerning declarations.

1.5 Expiration and Renewal of Registration and Publication of Declarations and Usage of Marks

In principle, the effective period of each declaration’s registration, publication, and usage of marks is from the initial registration date until the end of the year (1 year maximum until December 31st), and will be renewed on a yearly basis if extended.

1.6 Changes in Declarations

If any changes to declarations are required, registered companies must create a modification proposal, including the reason for the change, and submit it to SuMPO regardless of registration expiration date.

The effective period of registration and publication of the revised declaration will be the same as before revision.

1.7 Withdrawal of Registration and Publication of Declarations

Registered companies that wish to withdraw the registration and publication of a declaration must submit a request, including the reason, to SuMPO. Withdrawal is possible regardless of registration renewal period, but the minimum period of publication (period subject to fees) is 3 months.

1.8 Requests for Changes from SuMPO

If SuMPO judges that changes to declarations are required, it will prepare a proposal and issue a request for changes to the registered company.

Any changes to declarations will be published on the Program website.

1.9 Cancellation of Registration and Publication

SuMPO may cancel the registration and publication of declarations and authorization for mark usage for any of the following reasons.

- (1) When the applicant requests the withdrawal of registration and publication.
- (2) When any declaration content is judged to be unsuitable according to the objectives of this Program.

Examples:

- (I) Lack of conformity with regulations
 - (II) Significant violation of "Requirements for EcoLeaf/CFP Calculation and Declaration" or "Display of Marks"
 - (III) Use of confusing expressions or displays which may cause readers to misunderstand
 - (IV) Use of marks for unauthorized products
- (3) If fees for registration and publication are unpaid, and remain unpaid for more than 3 months after the invoice was reissued.

If violations and follow-up response are significantly inappropriate, SuMPO may conduct a site visit to confirm the situation and/or publish the name of violators.

1.10 Submission of an Objection

To submit an objection regarding requests for changes or cancellation of registration and publication as described in 1.8 and 1.9, companies must follow Program rules specified in "Objection/Complaint/Dispute Management Regulations."

1.11 Measures after Cancellation

Registered companies whose registration and publication of declarations was canceled according to 1.9 cannot use the declaration or mark after cancellation has been confirmed.

Companies must take appropriate measures including recalling products with canceled marks. In addition, if usage of marks is confirmed after cancellation, registration fees will be charged.

Section 2: Procedures for Registration and Publication of Declarations

2.1 Procedures for Registration and Publication of Declarations and Usage of Marks

2.1-1 Procedures for Registration and Publication of Declarations and Usage of Marks by Registered Companies

- (1) Companies who wish to complete registration and publication of declarations must submit Application for Registration and Publication of Declaration to SuMPO including information for fee calculation, the date of passing verification, and the desired date of registration and publication.
- (2) Application for Registration and Publication of Declaration must be submitted within 3 months of receiving the verification number notification.
- (3) The desired date of registration and publication must be at least 3 business days after the application submission date. (For System Certification, it must be at least 5 business days after the submission of application).
- (4) SuMPO will confirm the application and publish the registered declaration on the SuMPO-managed Program website.
- (5) It must apply using the Mark Use Application Form, if a registered company has not yet submitted the application to SuMPO.
- (6) After SuMPO confirms the Mark Use Application Form, it will send mark data to the company.
- (7) Registered companies must display marks according to Regulations Annex: "Display of Marks."

2.1-2 Procedures for Usage of Marks by Unregistered Companies

- (1) Unregistered companies who wish to use marks must submit an application using the Mark Use Application Form. The following situations are possible cases for usage of marks by unregistered companies.
 - A) Explaining or mentioning the Program, declarations, or marks per se
 - B) When clients or sales partners are explaining or mentioning products with declarations

2.2 Expiration and Renewal of Registration and Publication of Declarations and Usage of Marks

- (1) In principle, the effective period of each company's registration, publication, and usage of marks is from the initial registration date until the end of the year (1 year maximum until December 31st), and may be renewed on a yearly basis if extended.
- (2) Registered companies must submit Application for Renewing Registration and Publication of Declaration for renewal following SuMPO guidelines and complete renewal procedures.
- (3) The period for usage of marks, and extension by renewal, is the same as the period for registration and publication of declarations.
- (4) Extension of registration and publication must be performed within the verification validity period. If renewal is not completed, the declaration verification will expire.

2.3 Application for Changes in Declarations

- (1) Registered companies that wish to change a declaration must prepare a proposal for changes, including the reason, and submit it to SuMPO.
- (2) SuMPO will confirm the application details, perform required steps including re-verification, and complete revisions. Categories of changes are listed below.
 - 1) Changes that don't require re-verification

- A) No data updates required (Example: Change of company name)
 - B) Correction of obvious errors (When no reconfirmation is required regarding data calculation or procedures)
- 2) Changes that require re-verification
- Data updates required which involve re-verification
(Minor changes / Multiple changes / Major changes)
- (3) Registration numbers of revised declarations will be the original number plus a hyphen and one alphabetic letter.
- (4) SuMPO will publish revised declarations, including date and content of changes, after changes are complete.

2.4 Withdrawal of Registration and Publication of Declarations

- (1) Registered companies that wish to withdraw the registration and publication of a declaration must submit a request, including the reason, to SuMPO. The SuMPO office will perform necessary procedures.

Annex: Display of Marks

1 About Usage of Marks

The EcoLeaf mark (Trademark No. 4646115) and CFP mark (Trademark No. 5513064) are registered trademarks, and usage requires permission from SuMPO. Unauthorized usage of these marks is prohibited as an act of infringement of trademark and copyright. Companies who wish to use Marks must follow display guidelines of this annex after submitting Mark Use Application Form and obtaining permission in advance.

Registered companies that complete registration and publication of declarations and apply for usage of Marks can use these Marks on products, packaging, product information pamphlets, websites, and promotional displays. Display methods include branding, tags, stickers, engraving, business cards, and other printed materials.

Please ensure legibility of the text when reducing the size of Marks.

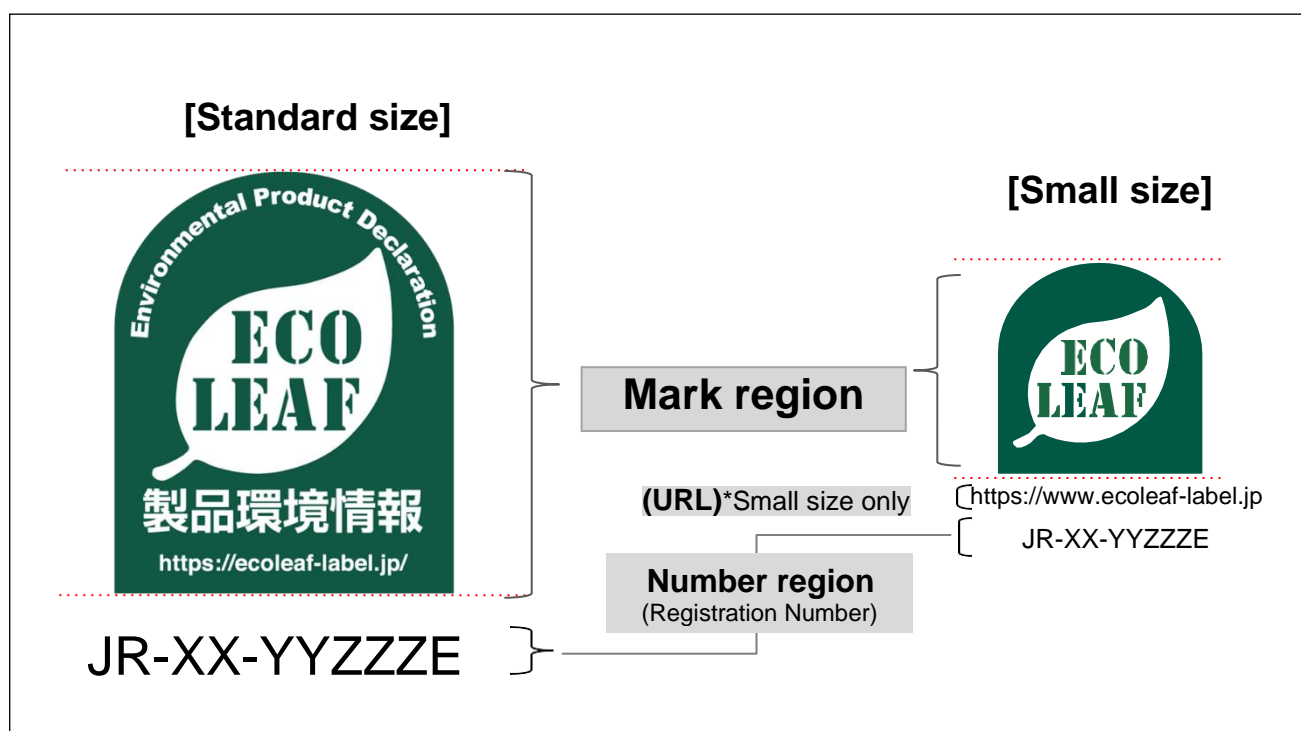
2 Display of EcoLeaf Marks

2.1 Mark Composition and Specifications

(1) Basic composition

EcoLeaf marks are composed of (1) a Mark region and (2) a number region.

EcoLeaf marks are available in standard and small sizes.



(2) How to use small size marks

The following situations are possible cases for usage of small size EcoLeaf marks.

- If the URL, EcoLeaf registration number, or system certification number is illegible due to printing issues
- If it will be used outside of Japan

However, the Program URL and registration number must be included near the small size mark to properly identify the declaration.



[Examples of small size mark layout]

2.2 Conditions of Usage

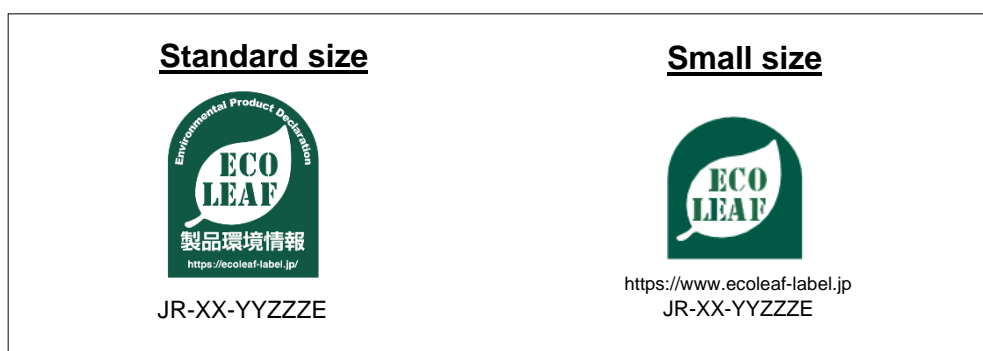
(1) Explaining or mentioning EcoLeaf and/or the Program

(There are no limits regarding registered Mark users)

Marks can also be displayed without including the registration number.

(2) Displaying the declaration of the product

Display examples are shown below. If one company has multiple products registered and published, they can list multiple numbers near a single mark.



*Display examples of multiple products (Registration numbers can be positioned anywhere near the mark)



(3) Display examples for System Certification

(Only for use by companies with registered system certifications)

System Certification numbers should be included under Marks. Again, if one company has multiple system certifications, they can list multiple numbers near a single mark.



* Display examples of multiple system certifications (Registration numbers can be positioned anywhere near the mark)



2.3 Display Specifications

(1) Standard (Specified) Colors

White text on a green background (DIC 389) is recommended as the standard color scheme. Specifications for the standard color (DIC 389) are described below.

(DIC Color Guide Search <https://www.dic-graphics.co.jp/color/search.html>)

- CMYK values: C: 98%, M: 62%, Y: 95%, K: 0%
- RGB values: R 0, G 89, B 69
- HTML code: #005945

* Please contact SuMPO if you want to use a non-standard color.

(2) Registration Number Font

- Use Arial for numbers.
(However, if the number line is wider than the mark, Arial Narrow is also acceptable)
- For System Certification registrations, please use a gothic font for “System Certification” and use Arial for numbers.

2.3 EcoLeaf Reference Materials

(1) Origin of the EcoLeaf name

EcoLeaf was named based on the following concepts.

1. 'Pages' of product environmental data

Unlike Type I and II labels, Type III labels, including EcoLeaf, are multi-page in order to include a wide range of quantitative data. The word "leaf" refers to both leaves of plants and pages of books. We combined "Eco" (environmental) and "Leaf" (pages) to create EcoLeaf.

2. Symbol of growth in the green market

Type III labels indicate products with genuine environmentally-friendly qualities, which are anticipated to contribute to development of a green supply/purchasing market. This is symbolized by a young leaf with potential for growth.

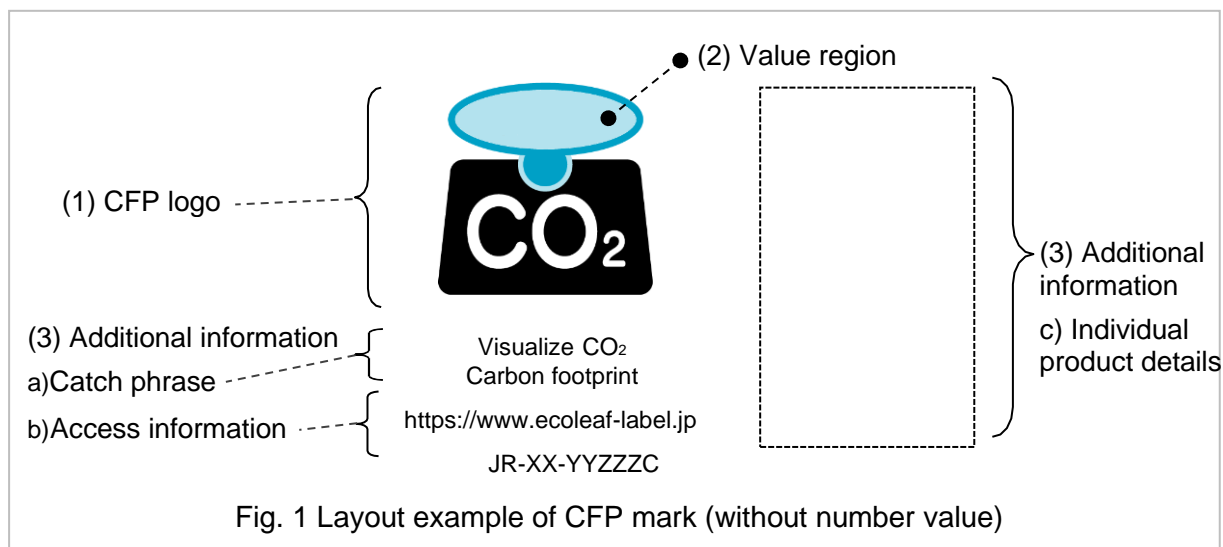
3. Easy to use in English-speaking markets

We chose the words Eco and Leaf because they are easily understood by both Japanese speakers and English speakers in the contexts of items 1 and 2.

3 Display of CFP Marks

3.1 CFP Marks

In this Annex, items (1) to (3) are collectively referred to as CFP marks. Figure 1 shows an example of CFP mark display layout.



(1) CFP logo

This refers to the graphic mark region shown in Figure 1 item (1). There are two versions of CFP marks: one without a calculated number value, and one with a calculated number value inside the value region.

The version without a number value can be used to explain or mention CFP marks or the Program, or to indicate products with registration and publication of CFP declarations, or System Certifications.

The version with a number value can only be used on specific products with registration and publication of CFP declarations.

(2) Number value

This refers to the CFP calculation results that have passed Program verification. It is displayed in the value region of CFP marks (versions with a number value) as shown in Figure 1 item (2), and can be used in combination with CFP marks. Requirements for displaying number values are specified starting in 3.2.

(3) Additional information

Additional information includes product catch phrases, access information, individual product details, and number value unit info.

a) Catch phrase

The catch phrase should be “Visualize CO₂ Carbon Footprint” or “Reduce CO₂ Carbon Footprint” if the reduction rate is displayed. It is preferable to include a catch phrase when displaying CFP marks.

b) Additional information

This consists of the Program website URL and declaration registration number. It must be displayed on the registered company’s website and materials like product pamphlets. In principle, access information must be displayed near the CFP mark as an indication and

explanation of products with registration and publication of CFP declarations.

c) Individual product details

This indicates verified content as specified in each declaration's "Additional information regarding calculation results" which is classified as required, recommended, or displayable information.

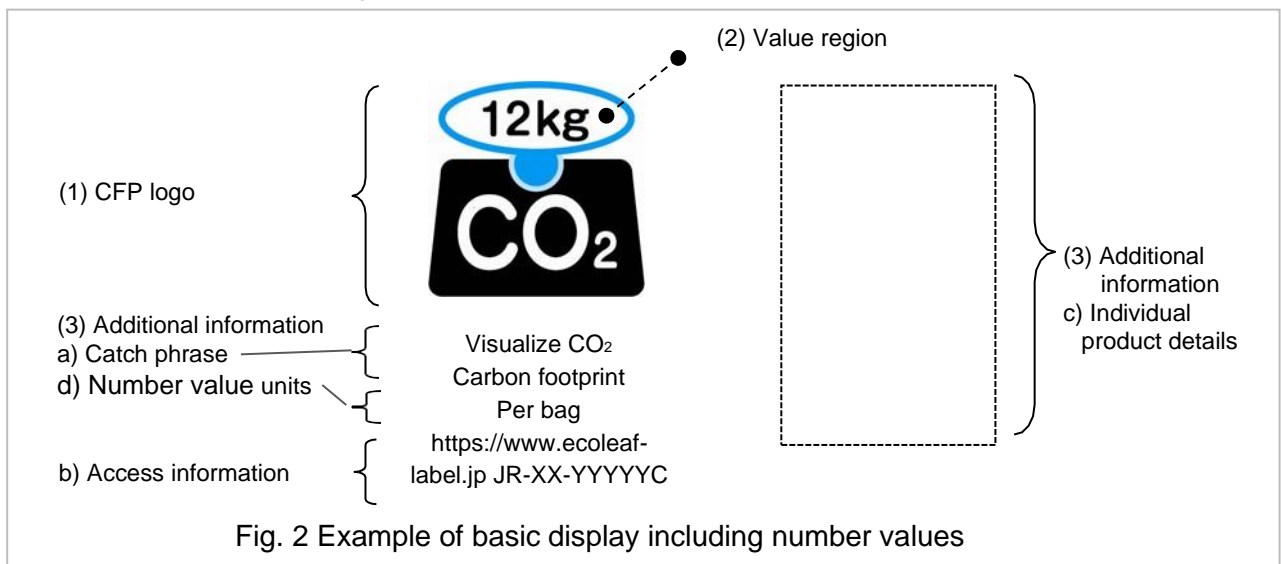
d) Number value units

This indicates the display units of CFP calculation results as specified in Sheet 2 item (1) of the CFP declaration (number of units including sales units, volume or repetition times, or functions).

3.2 Display of CFP Marks with Number Values

CFP marks with number values must be displayed as described below.

3.2.1 Basic display including number values



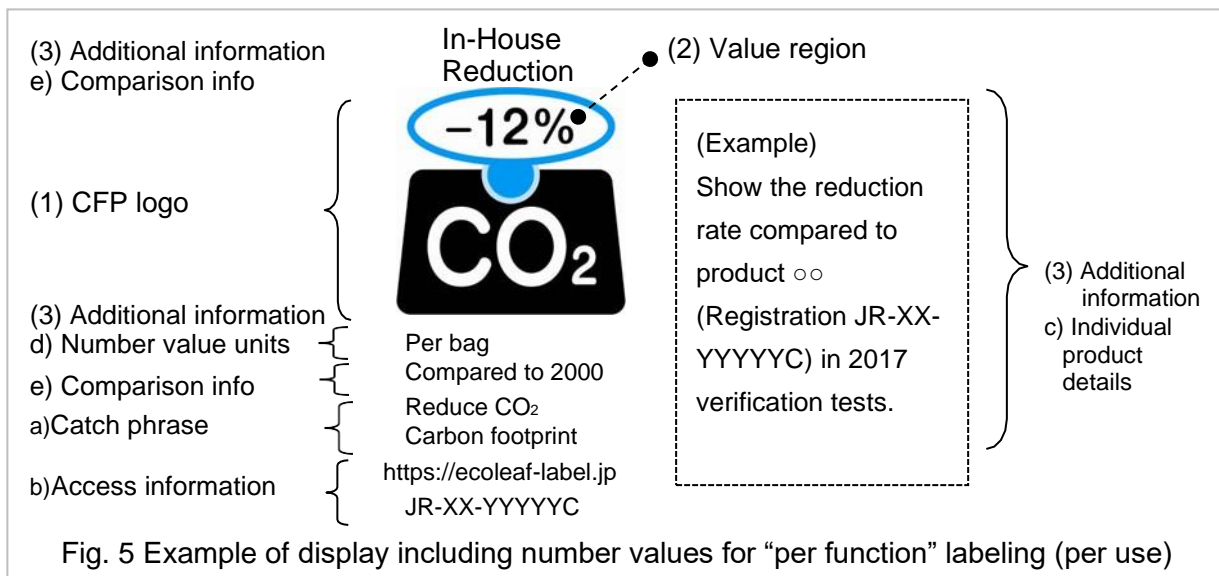
(3) Additional information

b) Access information must be shown.

d) Number value units must be shown.

c) Individual product details include any information that is required to be displayed for all verified content according to "Requirements for EcoLeaf/CFP Calculation and Declaration" (2.2.3(5)) or "Additional information regarding calculation results" for certified PCR.

3.2.2 Display including reduction ratios



(2) Show the equivalent CO₂ reduction ratio in the value region.

(3) Additional information

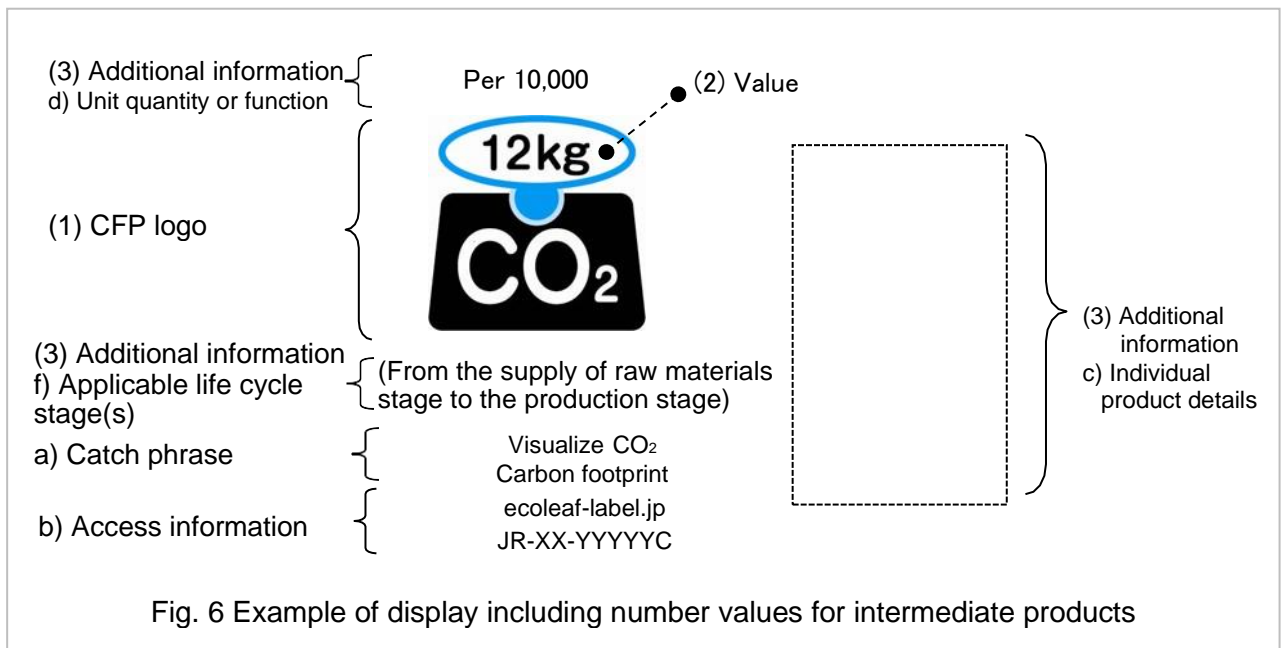
b) Access information must be shown.

d) Number value units must be shown.

c) Individual product details include any information that is required to be displayed for all verified content according to “Requirements for EcoLeaf/CFP Calculation and Declaration” (2.2.3(5)) or “Additional information regarding calculation results” for certified PCR. In addition, please show as much identifying information of the comparison product (model, etc.) as possible in the additional information region. (Identifying information of the comparison product (model, etc.) must always be included in declarations.)

e) Comparison information must always include “Compared to our company’s products” and the year that the comparison product was verified. If the comparison product was released in the same year, then please explain the difference in manufacturing method or other factors (Example: Compared to XX processing).

3.2.3 Display including number values for intermediate products



(3) Additional information

b) Access information must be shown.

d) Number value units must be shown.

c) Individual product details include any information that is required to be displayed for all verified content according to “Requirements for EcoLeaf/CFP Calculation and Declaration” (2.2.3(5)) or “Additional information regarding calculation results” in certified PCR.

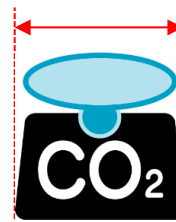
f) Applicable life cycle stages must be the life cycle stages that are subject to calculation.

3.3 Display Specifications

3.3.1 Display size

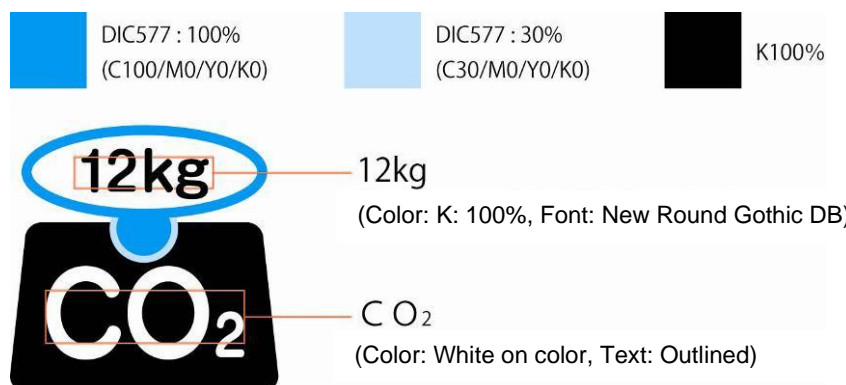
- The minimum size of CFP marks is 7 mm in width.

7 mm or more



3.3.2 CFP mark colors

- (1) The standard colors of CFP marks are described below.
- (2) If no number values are displayed in the value region, then the value region should be a single color if color is used.



Note: If you do not own New Round Gothic DB, please use HG Round Gothic M-PRO or MSP Gothic.

- (3) If single colors are used, please use following 4 colors. However, if it is not possible to use these 4 colors due to printing restrictions, then this limitation does not apply.

If a single color is used, then the colors may also be inverted.

Black and white monochrome: K: 100%, K: 60% K: 30%	Blue: DIC2585 (C85/M20/Y5/K0) DIC2585: 60% (C51/M12/Y3/K0) DIC2585: 30% (C25.5/M6/Y1.5/K0)
Green: DIC2554 (C80/M14/Y100/K0) DIC2554: 60% (C48/M8.4/Y60/K0) DIC2554: 30% (C24/M4.2/Y30/K0)	Brown: DIC347 (C78/M80/Y100/K10) DIC347: 60% (C46.8/M48/Y60/K6) DIC347: 30% (C23.4/M24/Y30/K3)

4 Sample Paragraphs

1. Program Introduction

General use



Japan EPD Program by SuMPO is an environmental labeling system (EcoLeaf is Type III) operated by the Sustainable Management Promotion Organization (SuMPO). It performs verification and publication of quantitative environmental impact data based on LCA (life cycle assessment = environmental impact assessment of a product's full lifecycle from collection of raw materials to disposal or recycling).

2. Declaration/Mark Introduction

General use



EcoLeaf declarations (marks) / CFP declarations (marks) are communication tools that express the environmental impact of a product's full lifecycle (from supply of raw materials and production to distribution, usage, and disposal/recycling) converted into quantified data following proper procedures based on LCA (life cycle assessment) methods.

3. Explaining Registration and Publication of Declarations

For use by registered companies

(1)



JR-XX-YYYYYE



<https://www.ecoleaf-label.jp>

JR-XX-YYYYYC

Company XYZ registered and published this EcoLeaf declaration / CFP declaration to express the environmental impact / CO₂ emissions of this product's full lifecycle (from supply of raw materials to disposal/recycling) using LCA (life cycle assessment) methods.

Explaining Registration and Publication of Declarations (2)



JR-XX-YYYYYE



<https://www.ecoleaf-label.jp>

JR-XX-YYYYYC

Japan EPD Program by SuMPO is an environmental labeling system (Type III) operated by the Sustainable Management Promotion Organization (SuMPO), which publishes quantitative environmental data / CO₂ emissions of products based on LCA methods.

Environmental data for ○○ (product name) has been registered and published following third-party verification.

4. Explaining System Certification (1)

For use by companies with System Certification



System
Certification
JSNYY001X

○○ (PCR name) received System Certification (JSNYY001) for the EcoLeaf environmental label operated by Sustainable Management Promotion Organization (SuMPO).

Explaining System Certification (2)



System Certification
JSNYY001

Japan EPD Program by SuMPO is an environmental labeling system (Type III) operated by Sustainable Management Promotion Organization (SuMPO), which publishes quantitative environmental data / CO₂ emissions of products based on LCA methods.

Company B of Business Group A received system certification (JSNYY001) which allows us to perform internal environmental data verification and to register and publish EcoLeaf declarations / CFP declarations.