

# Japan EPD Program by SuMPO

## Fee Rules (General Rules, Fee List, Procedures)

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Sustainable Management Promotion Organization

Version	Date	Page	Details
05	April 1, 2022	-	Modifications due to changes in the program name.
04	December 24, 2020	6 and others	Standardized notation for emission factor data assessment, clarified requirements classification.
03	October 5, 2020	5, 6	Fixed inconsistency in member discounts.
02	October 1, 2019	- 6	Modifications due to changes in the program operator. Changed name of emission factor check fee.
01	April 28, 2017	-	Document created. Newly published following integration of EcoLeaf Program and CFP Program.

These rules specify the fees associated with Japan EPD Program by SuMPO (the “Program”), operated and administered by Sustainable Management Promotion Organization (“SuMPO”).

## Section 1 General Rules

### 1.1 Fee Categories

Fee categories are as follows:

1. PCR certification fee
2. Verification fee
  - EcoLeaf verification fee
  - CFP verification fee
3. Quantification tool rental fee
4. Registration and publication fee
  - Registration and publication fee per product sales
  - Registration and publication fee (per declaration)
5. System certification audit fee
6. Registration and management fee for registered reviewers, internal verifiers, and system certification auditors
  - Examination fee
  - Training fee
  - Registration fee
7. Registration and management of certification body
8. Training seminars and individual consultation
  - Program quantification training seminar fee
  - Program individual consultation fee
9. Emission factor data assessment fee
10. Certificates and registration certificate
  - Certificate of declaration approved
  - product
  - Registration certificate

### 1.2 Prices

Prices are set forth in Section 2 “Fee List” of these rules.

### 1.3 Procedures

The procedure for the payment of fees is set forth in Section 3 “Procedure” of these rules.

## Section 2 Fee List

## 2.1 PCR Certification Fee (consumption tax not included)

Item	Basic unit price	Special cases	Details
PCR Certification fee (with preliminary review)	110,000 yen/PCR  * The certification fee is waived in cases that the PCR is developed by a PCR Development WG before application.	The unit price may be set separately in the cases that, for example, the number of man-hours becomes significantly large due to a large number of product parts.	PCR reviewer labor cost Administrative costs: expenses such as review panel operation, registration, publication, and management of certification
PCR Certification fee (without preliminary review)	30,000 yen/PCR  * The certification fee is waived in cases that the PCR is developed by a PCR Development WG before application.	For cases that the preliminary review of a revised or newly created PCR is judged unnecessary for reasons such as the differences from the existing PCR are minor.	Administrative costs: expenses such as review panel operation, registration, publication, and management of certification

- If a preliminary review is conducted at a location specified by the applicant instead of SuMPO, the applicant will be invoiced for the PCR reviewer's travel and transportation costs, in accordance with SuMPO regulations.

## 2.2 Verification Fee

There are separate verification fees for EcoLeaf and for CFP.

## 2.2.1 EcoLeaf verification fee (consumption tax not included)

Item	Basic unit price	Special cases	Details
Verification fee	170,000 yen/product	If many similar products are verified at the same time: 85,000 yen/product for up to 5 products 76,500 yen/product for 6 or more products  The unit price may be set separately in the cases that, for example, the number of man-hours becomes significantly large due to a large number of product parts.	Verification labor cost

## 2.2.2 CFP verification fee (consumption tax not included)

Item	Basic unit price	Special cases	Details
Verification fee	100,000 yen/product	<p>If many similar products are verified at the same time:  50,000 yen/product for up to 5 products  45,000 yen/product for 6 or more products</p> <p>The unit price may be set separately in the cases that, for example, the number of man-hours becomes significantly large due to a large number of product parts.</p>	Verification labor cost

## 2.2.3 Conditions for verification fee

- The fee applies to applications for verification created using quantification tool rented from this Program.
- Product similarity is determined on an individual basis, following due consultation based on the “Similar Products Check Sheet”. It is assumed that the products share a design concept, and have been produced using the same basic configuration of core parts and materials, and according to the same core processes. Those applying for verification are required at the time of data verification to submit as an attachment a document explaining their reasoning for treating multiple application products as similar products and the differences between each product.
- When verification is conducted at a location specified by the applicant, the verifier’s travel and transportation expenses and daily charge may be collected in accordance with SuMPO regulations.
- When corrections to the declaration value become necessary, the reverification fee will vary based on the content of the corrections and therefore be subject to separate discussion.
- Verification fees for series products are to be quoted separately.

## 2.3 Quantification Tool Rental Fee (consumption tax not included)

Item	Basic unit price	Details
Quantification tool rental fee	30,000 yen/3 months 40,000 yen/6 months 70,000 yen/12 months	Database usage fee

- Quantification tools are lent free of charge to purchasers of IDEA ver. 2.

## 2.4 Registration and Publication Fee

- As a rule, the initial period of the registration and publication fee starts from the 1st of the month following registration to the end of December of that same year. In principle, from the following year, the Program is renewed for the period of one year (January to December) at a time.
- The registration and publication fee includes, in addition to administrative and other expenses for registration and publication of information, costs associated with the operation of this Program such as membership fees, system development and maintenance costs, public outreach costs, emission factor management costs, any other operational and administrative costs (personnel and office processing costs), and mark licensing fees.

### 2.4.1 Registration and publication fee per product sales (consumption tax not included)

Revenue from registered products by company	Registration and publication fee (yen)/year	
	Category	Unit price
Not intended for sale	All	10,000
Less than 10 million yen	All	20,000
10 million yen or more but less than 30 million yen	All	30,000
30 million yen or more but less than 100 million yen	All	60,000
100 million yen or more but less than 300 million yen	Small and medium enterprises	130,000
	Other enterprises	140,000
300 million yen or more but less than 1 billion yen	Small and medium enterprises	260,000
	Other enterprises	330,000
1 billion yen or more but less than 3 billion yen	Small and medium enterprises	390,000
	Other enterprises	770,000
3 billion yen or more but less than 10 billion yen	Small and medium enterprises	450,000
	Other enterprises	1,100,000
10 billion yen or more but less than 30 billion yen	Small and medium enterprises	500,000
	Other enterprises	1,300,000
30 billion yen or more	Small and medium enterprises	500,000
	Other enterprises	1,500,000

- As a rule, registration and publication fees are charged to the company selling the target product, using the appropriate category described above based on all revenue from the product in one year.
- The category small and medium enterprises is based on the definition of the Small and Medium-sized Enterprise Basic Act. In principle, industrial associations shall be considered as small and medium enterprises.

## 2.4.2 Registration and publication fee per declaration (consumption tax not included)

Item	Basic unit price	Conditions
Registration and publication fee per declaration	100,000 yen/ declaration/ year	Up to 4 declarations in total

- The registration and publication fee per unit is the fee for one declaration, regardless of the type, size or revenue of the product in question.
- This does not apply in the case of one declaration that includes items that product model number is unable to be specified, or multiple product model numbers.
- Businesses registering and publishing with this Program for the first time can select the fee per declaration for up to four declarations. However, for a total number of declarations greater than four, it is necessary to transition to “2.3.1 Registration and publication fee (per product sales)” above.
- It is possible to transition from the fee per declaration to the fee per product sales even if the total number of declaration is less than four. However, the fee per declaration may no longer be selected after transitioning to the fee per product sales.
- Businesses eligible for the declaration unit fee are those that had not participated in the this program as of March 2017, as well as those that have participated in the Japan EPD Program in the past and to which “Fee Transition Measures Accompanying Integration” apply.

## 2.5 System Certification Audit Fee

Fees for system certification audits are determined individually by each certification body.

SuMPO is also a certification body, and as a rule, the fee for audits it conducts is 1.4 million yen per system (consumption tax not included).

## 2.6 Registration and Management of Registered Reviewers, Internal System Verifiers, and System Certification Auditors (consumption tax not included)

Item	Basic unit price	Special cases	Details
Examination fee	10,000 yen/exam	-	Examination fees for registered reviewers, internal system verifiers, and system certification auditors
Training fee	30,000 yen/training	Members discount 24,000 yen/training	Participation fee for training seminars for registered reviewers, internal system verifiers, and system certification auditors
Registration fee	10,000 yen/year	-	Fee for registration of registered reviewers and internal system verifiers

- The initial registration period is from the date of registration to the end of the next March. All subsequent registration renewals are for one year from April to the end of March of the following year.
- Membership discounts apply to members of Sustainable Management Promotion Organization.

## 2.7 Registration and Management of Certification Body (consumption tax not included)

Item	Basic unit price	Details
System certification body registration fee	200,000 yen/year	System certification body registration

- The initial registration period is from the date of registration to the end of the next March. All subsequent registration renewals are for one year from April to the end of March of the following year.

## 2.8 Training Seminars and Individual Consultation (consumption tax not included)

Item	Basic unit price	Special cases	Details
Program quantification training seminar fee	30,000 yen/training	Members discount 24,000 yen/training	Overview, quantification procedures, mock tests, case studies, application creation support, etc.

- Individually requested on-site training seminars and consultations shall be arranged in consultation with the organizer.
- Membership discounts apply to members of Sustainable Management Promotion Organization.

## 2.9 Emission Factor Data Assessment Fee (consumption tax not included)

Item	Basic unit price	Special cases	Details
Emission factor data assessment fee	10,000 yen/hour		Labor and administration costs based on “Requirements for Emission Factor Data - B”

- \* In the case that emission factor data for multiple products in the same product group (registered data) is being verified at the same time, and the emission factor data for the products was generated using the same method and collected into a single report, this is treated as a single data set.
- \* Man-hours shall be discussed on a case-by-case basis depending on difficulty.
- \* The fee for emission factor data assessment based on “Requirements for Emission Factor Data - A” shall be quoted for separately.
- \* When emission factor data (registered data) that has been approved for verification and registered is updated, the necessity of assessment will depend on the extent of the update. The emission factor data assessment fee is therefore to be discussed separately.

## 2.10 Certificates and Registration Certificate (consumption tax not included)

Item	Basic unit price	Details
Certificate of declaration approved product	1,000 yen/certificate Member discount: Free of charge	Issued to applicants for a fee.
Registration certificate	1,000 yen/certificate	Issued to applicants for a fee. • Registered reviewer • Internal verifier • System certification auditor • Registered system operator

### Section 3 Procedures

The roles and procedures related to matters requiring billing and payment for businesses, registered reviewers, certification bodies, and SuMPO are described below.

In accordance with the following procedure, SuMPO will issue an invoice and the payer shall transfer the fee to the bank account indicated by the date specified in the invoice.

#### 3.1 PCR Certification Fee

Payment for PCR certification in the case that an individual company drafts a PCR without using the WG shall be made according to the following procedures.

- SuMPO will quote the applicant a fee for PCR certification upon receipt of the PCR certification application.
- The unit price may be set by a separate quote in the cases that, for example, the number of man-hours becomes significantly large due to a large number of product parts.
- SuMPO will send an invoice to the applicant based on a quote finalized through the above procedures.

#### 3.2 Verification Fee

Payment of the verification fee shall be made according to the following procedures.

- SuMPO will quote the applicant a fee for verification upon receipt of the verification application.
- Even after the verification application has been received, there may be changes to SuMPO initial quote, for example, in the cases that there is an unexpectedly large increase in the number of man-hours required. In this situation, SuMPO will provide the applicant with a revised quote before beginning verification.
- SuMPO will send an invoice to the applicant based on a quote finalized through the above procedures.

#### 3.3 Quantification Tool Rental Fee

The verification fees specified in these rules are based on the assumption that the verification application is prepared using quantification tools rented from this Program, which is subject to payment of the quantification tool rental fee to SuMPO.

#### 3.4 Registration and Publication Fee

An applicant who has been approved and been notified of their temporary registration number by SuMPO shall carry out the registration and publication procedures using the “registration and publication application”, report the predicted sales of the registered product, and pay the “registration and publication fee” specified in Section 2 of these rules, within three months of the approval.

##### 3.4.1 Registration and publication fee (per product sales)

The applicant shall submit explanatory materials sufficient to estimate product sales along with their application, the contents of which will be used by SuMPO to determine the fee category.



#### 3.4.1.1 Payment procedure for initial registration and publication fee

- The registration and publication fee is calculated for the period from the 1st of the month following the date an application is made for registration and publication (month of registration) after the approval of verification, until December of the same year.
- SuMPO will invoice the applicant for the registration and publication fee for the category determined from the predicted (or actual) product sales reported in the registration and publication application.

<Example of fee calculation for the first year of registration and publication>

Example: Application for registration and publication made on June 23, 2017

- The fee quantification period for the first year of registration and publication will be from July 1 to December 31 of the same year (six months)
- The fee will apply to predicted sales during the quantification period or actual sales from the previous six months
- If, for example, sales in 3) amount to 42 million yen, the category will be “30 million yen or more but less than 100 million yen” and the registration and publication fee will be 60,000 yen.

#### 3.4.1.2 Payment procedure for renewal

- As a rule, the renewal following the initial registration and publication shall be conducted in January, for a period of one year from January to December.
- A published and registered business shall report confirmed revenue for the current year (January - December) as well as predicted revenue for the following year (January - December) when they are contacted to confirm renewal (around November - December each year).
- Following the initial registration and publication, if there is an additional registration and publication during the validity period, the registered and published business shall calculate the total revenue from each product's registration and publication quantification fee period (see 3.3.1.1), including products registered for the first time, and report it to SuMPO at the time of registration renewal.
- If the fee for the confirmed sales revenue differs from the registration and publication fee paid for the initial (or previous) product registration, the difference shall be reconciled according to “3.3.1.3” below.

#### 3.4.1.3 Reconciling difference in fees from predicted sales to actual sales

- Because the registration and publication fee is charged based on predicted sales of the relevant product, it may differ from the registration and publication fee calculated from finalized sales. As a rule, if there is a difference, the fee will be adjusted in the process of billing and payments for the registration and publication fee in the following year.

#### 3.4.2 Registration and publication fee (per declaration)

Businesses participating in this Program for the first time may choose to pay the fee for the

registration and publication per declaration, for up to four products in total.

As a rule, the registration and publication fee per declaration applies to declarations that the subject product is uniquely identified by its product number.

#### 3.4.2.1 Payment procedure for initial registration and publication fee

- The registration and publication fee is calculated for the period from the 1st of the month following the date the application is made for registration and publication (month of registration) after the approval of verification, until December of the same year. SuMPO will send an invoice to the applicant.

#### 3.4.2.2 Payment procedure for renewal

- As a rule, the renewal following the initial registration and publication shall be conducted in January, for a period of one year from January to December.
- If the total number of registered declarations exceeds 4, or if the applicant wishes to transition from the fee per declaration to the fee per product sales, businesses shall report their registered declarations for the current year (including additional declarations) along with predicted sales for the following year to SuMPO.

### 3.5 System Certification Audit Fee

System certification audit fees should essentially follow the rules of each individual certification body, including SuMPO. The breakdown of audit categories are; “new certification audit”, “maintenance audit”, and “renewal audit”. As a rule, the fees will be set according to the man-hours required for each audit. The business must pay an audit fee to the certification body which conducted the audit based on the invoice issued by them.

### 3.6 Registration and Management of Registered Reviewers, Internal System Verifiers, and System Certification Auditors

#### 3.6.1 Examination and training fees

In order to obtain certification as a registered reviewer, system internal verifier, or system certification auditor, mandatory examination and training must be completed, and fees must be paid based on the invoice from SuMPO.

#### 3.6.2 Registered Reviewer/ Internal Verifier Registration/ Renewal Fee

In order to register as a registered reviewer or internal verifier, a registration fee must be paid based on the invoice from SuMPO, with the initial registration period being from the date of registration until the end of the next March, and then subsequently in one year periods from April to the end of March of the following year. The fee for initial registration shall be paid in a monthly installment plan from the month of the date of registration until the following March.

### 3.7 Registration and Management of Certification Body

Upon satisfying the prescribed conditions such as securing auditing personnel, the certification body must pay the “System Certification Body Registration Fee” based on the invoice from SuMPO.

### 3.8 Training Seminars and Individual Consultation

#### 3.8.1 Quantification training seminars

Anyone who wishes to participate in a quantification training seminar must pay the “Program Quantification Training Seminar Fee” specified in these rules, based on the invoice from SuMPO prior to participating.

#### 3.8.2 Individual consultation fee

Anyone who wishes for an individual consultation must pay the “Program Individual Consultation Fee” specified in these rules, based on the total hours recorded in the “Program Individual Consultation Confirmation of Use Form” following the consultation.

The total hours above is counted in units of 1 hour, with periods of more than 30 minutes rounded up to 1 hour, and periods of less than 30 minutes discarded.

### 3.9 Emission Factor Data Assessment Fee

Anyone wishing to register emission factor data must pay the “Emission Factor Data Assessment Fee” specified in the invoice sent by SuMPO after evaluation based on the criteria for registered data of data submitted along with the registration application.

Labor hours for fee calculation are counted in units of 1 hour, with periods of more than 30 minutes rounded up.

### 3.10 Certificates and Registration Certificate

A business wishing for the issuance of certificates or registration certificate must pay the relevant fees required by SuMPO for each certificate or registration certificate.