

GCCA EPD TOOL · GUIDE 6 OF 7

From background report to published EPD

Writing the EPD document, what independent verification involves, who does what, and how to register and publish without wasted rounds.

The tool takes you to a self-declaration and a background report. Those are draft outputs. An **EPD** is a declaration that has been written in the programme operator's format, independently verified against the standard and the PCR, and registered by the programme operator. This guide covers the distance between the two.

Language discipline. Until verification and registration are complete, call the output a self-declaration or an Environmental Data Sheet. Calling it an EPD in customer-facing material is a claim you cannot yet support, and it is the fastest way to lose credibility with a specifier.

Who does what

Party	Role
You, the producer	Own the data, the declaration and the claims made from it. Write the EPD document, provide evidence and answer questions during verification.
GCCA EPD Tool	Provides the pre-verified LCA model, background data, calculation and reports. Listed by the International EPD® System as a pre-verified tool, which entitles EPDs made with it to the simplified verification report and narrows the verifier's scope to your data.
Independent verifier	An approved third party who checks your data, assumptions and PCR compliance. Must be independent of your organisation and accepted by the programme operator.
Programme operator	Runs the EPD programme, sets or adopts the PCR, approves verifiers, registers and publishes the EPD. The International version of the tool is verified under the International EPD® System.

The route, step by step

1 Finish and freeze the EPD in the tool

Complete every section, check the balance indicators, replace defaults with primary data, and write your assumptions into the comment fields. Export the background report, the self-declaration and the ILCD+EPD file, and keep them together with the evidence pack from Guide 3. Note the tool version and the date; the model is versioned and the verifier will record it.

2 Choose the programme and the PCR

The International version follows PCR 2019:14 Construction products (EN 15804+A2) with c-PCR-001 Cement and building limes and c-PCR-003 Concrete and concrete elements, under the International EPD® System's General Programme Instructions. The North American version follows the relevant NSF PCRs. Pick the programme your customers recognise in the market you sell into, and confirm the PCR edition is current before you commission verification.

3 Write the EPD document

The programme operator publishes an **EPD template** for its construction-products PCR (linked from the tool's welcome screen). It is a Word document; the background report and self-declaration give you almost everything to fill it. Its sections:

Section	Source
Product and organisation details	Product description in the tool; your own company information.
Verification and programme operator information	Filled with the verifier and programme operator once appointed.
LCA information: declared unit, system boundary, cut-off, allocation, data quality, time representativeness	The LCA model report and the background report; the tool's documentation already describes the methodology.
Product content (material composition)	Materials section of the background report.
EPD results: all indicator groups per module	EPD results in the tool and the background report.
Data quality assessment and references	Your evidence pack; the tool's reference documents.

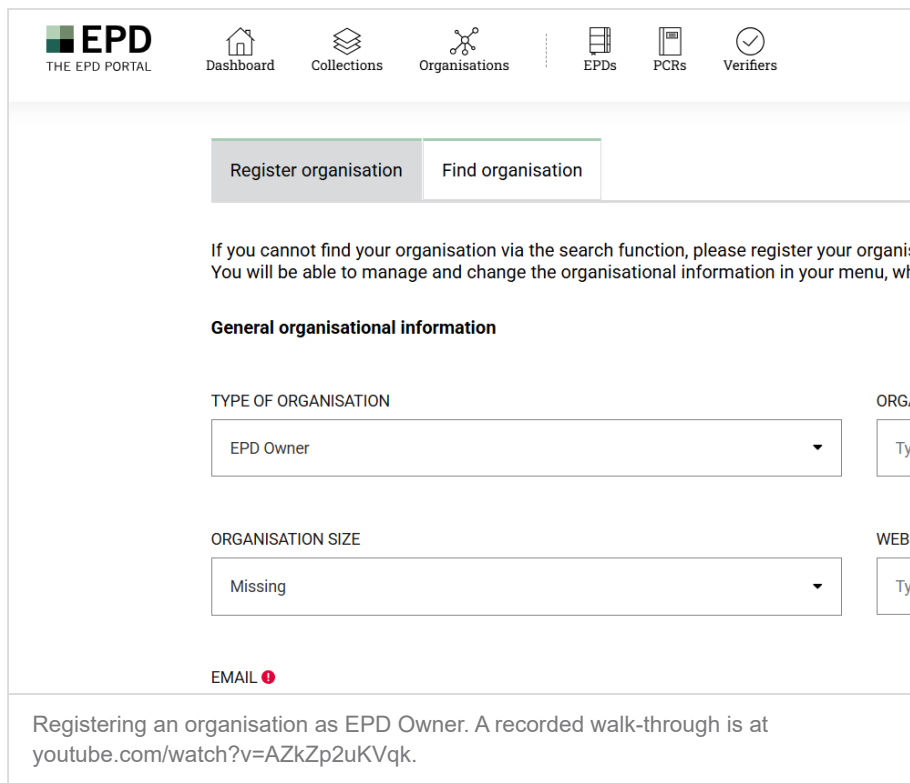
4

Set the EPD up on the programme operator's portal

For the International EPD® System this is the EPD Portal at **portal.environdec.com**. Its top bar is the whole workflow: **Dashboard, Organisations, Collections, Resources**. Do this before you commission the verifier: the portal is where the verifier approves the EPD, and where the pre-verified tool is declared.

1. **Create an account** at **portal.environdec.com/register/user**. Confirm the email and log in.
2. **Register or find your organisation** from the Dashboard. Use **Find organisation** first; if it is not listed, use **Register organisation** with type of organisation **EPD Owner**, organisation size, contact email and website.
3. **Create a new EPD** with your organisation as owner. The wizard has four sections: **1. EPD Definition, 2. EPD Product Information, 3. EPD Verification, 4. EPD Publication**.
4. **1. EPD Definition**. Title, contact person, LCA practitioner. Set **Pre-verified tool** to **GCCA Tool for Concrete** (or the cement or clinker entry) and **Tool version** to **Version 6.0**; the **Tool verifier** fills itself. This is what entitles the EPD to the simplified verification report.
5. **2. EPD Product Information**. Product, PCR (2019:14 and the relevant c-PCR), declared unit, geographic scope, validity, and the uploads: the EPD document from step 3 and the ILCD+EPD file from the tool.

EPD Portal, 1. EPD Definition: pre-verified tool set to GCCA Tool for Concrete, tool version 6.0, tool verifier filled automatically. The four wizard sections sit on the left.



EPD
THE EPD PORTAL

Dashboard Collections Organisations EPDs PCRs Verifiers

Register organisation Find organisation

If you cannot find your organisation via the search function, please register your organisation. You will be able to manage and change the organisational information in your menu, when you are logged in.

General organisational information

TYPE OF ORGANISATION
EPD Owner

ORGANISATION SIZE
Missing

EMAIL ❗

Registering an organisation as EPD Owner. A recorded walk-through is at youtube.com/watch?v=AZkZp2uKVqk.

Other programme operators follow a similar sequence with their own portals.

Before you request verification, check:

- Every mandatory field is complete and the balance indicators make sense.
- The electricity mix is specific or residual, with evidence; the regional default is gone.
- Other defaults are either replaced with primary data or justified in a comment.
- The data period is stated and consistent across energy, materials and production.
- Evidence exists for every claimed figure, especially electricity and fuels.
- The declared unit, scope and indicator set match the PCR for your product category.
- A single named person owns the response to verifier questions.

5 Commission the independent verifier

Appoint a verifier approved by your programme operator, or use the GCCA route below. Send the verification pack and name one contact who can answer data questions quickly.

Verification is iterative; most delay comes from slow answers, not from disagreement.

The simplified verification route. Because the EPD is declared as calculated with a pre-verified tool (step 4), the verifier must use the **Simplified Verification Report for products calculated with the GCCA EPD-tool** (currently version 2.0.1, aligned with GPI 5.0.1 and PCR 2019:14 v2.0.1; the latest copy is on concrete-epd-tool.org). Its checklist has a **Pre-verified via GCCA EPD-tool** column: every methodological item the tool fixes (system boundaries, allocation of energy carriers, module coverage, biogenic carbon in packaging, indicator set, characterisation factors) is already ticked. The verifier checks only the items left open: your company-specific data, its plausibility and consistency, the presentation of results and the text of the declaration. That is where the saving of up to half the verification effort comes from.

The verification pack:

- ☐ The draft EPD document, in the programme operator's template.
- ☐ The background report from the tool (Excel).
- ☐ The self-declaration report from the tool.
- ☐ Electricity origin certificate or residual-mix statement, if a specific mix was claimed.
- ☐ Other evidence: fuel analyses, invoices, delivery records, supplier EPDs, waste returns.
- ☐ The Simplified Verification Report template, with the EPD information section pre-filled by you; the verifier completes and signs the rest.

Expect questions on: data period and representativeness, primary versus default data, the electricity mix and its evidence, transport distances, waste routes, allocation of co-products, biogenic fractions of secondary fuels, and the treatment of biogenic carbon and recarbonation.

When the verifier is satisfied, they sign the simplified verification report and approve the EPD in the portal's **3. EPD Verification** section. Upload the signed report there; the Secretariat requires it as part of publication.

6 Publish

In **4. EPD Publication**, submit the EPD to the programme operator. The Secretariat reviews the submission and publishes the EPD in its library with a registration number and publication date. Publication is what makes the EPD usable in procurement, green building ratings and customers' LCA models. Ask for the machine-readable ILCD+EPD file to be published alongside the PDF; increasingly that is what specifiers' software consumes.

7 Maintain it

An EPD has a validity period, typically five years, and must be revised sooner if your product, process or supply chain changes materially. Diarise the review, keep the tool record so the next revision starts from the last one, and treat the annual data cycle as routine rather than a project.

The GCCA verification and publication route

GCCA works with **Labeling Sustainability**, an approved programme operator, to give tool users a defined path from background report to published EPD. Because the tool's LCA model is already independently verified, the verifier's scope narrows to your data, which is where the cost saving of up to half comes from.

Details, current fees and how to start are on the verification page at gccaeprd.org/labeling-sustainability-epd-verification. You are free to use any other approved verifier and programme operator; the tool's outputs are not tied to one route.

How long it takes

Stage	Typical duration	What drives it
Data collection	1 to 4 weeks	How centralised your plant data already is.
Modelling in the tool	1 to 3 days per product	Product complexity; the first one takes longest.
Writing the EPD document and portal set-up	2 to 5 days	Mostly transcription from the background report.
Verification	2 to 6 weeks	Verifier availability and how fast you answer questions.
Publication	1 to 3 weeks	The programme operator's queue.

Plan on roughly two to three months for a first published EPD, and considerably less for the ones that follow.

One methodology, comparable results. A verifier is checking your data against a model they already accept. That is why using one pre-verified sector model across your plants is worth more than a marginally lower headline number: the differences between your products become real differences, not methodological noise.