

# HPDC Quality Control Protocol and Procedure for Published HPDs

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## Introduction

In order to ensure the quality of Published HPDs, an “HPDC Quality Control Protocol and Procedure for Published HPDs” (Protocol) is being established. This Protocol will assist us in ensuring that HPDs published to the HPD Public Repository (the authoritative method for publishing HPDs) meet the requirements for compliance, as stated in the HPD Open Standard.

## Protocol and Implementation Policy

### Protocol for Quality Control of Published HPDs

1. Applies to all version 2.1 HPDs and HPDs published with subsequent versions of the HPD Open Standard. In the case of version 2.1 HPDs, both already and newly published, will be reviewed using the Protocol.
2. Each published HPD will be reviewed on the following points, to ensure that it is in compliance with the requirements of the version of the HPD Open Standard that is current at the time the HPD is published (“the referenced version”):
  - a. **Physical format compliance** - the physical representation of the HPD Open Standard Format must be the same as the Format included in the referenced version of the HPD Open Standard, Appendix A, plus any amendments or corrections defined in addenda or errata issued by HPDC.
  - b. **Data completeness** - data reported is consistent with the requirements as summarized in the referenced version of the HPD Open Standard Checklist for Completeness and defined more fully in the referenced version of the HPD Open Standard Instructions.

- c. **Hazard screening method used** - method that is fully compliant with the requirements of the referenced version of the HPD Open Standard and any applicable HPDC Emerging Best Practices must be indicated. If the automated tool used to create the HPD clearly specifies the Hazard screening method used and provides this information so that it can be referenced to the Screening date specified on the completed HPD, this is sufficient documentation. Otherwise, such documentation must be provided via the Repository upload process or provided to HPDC Staff.
  - d. **LEED Pre-Check Indicator method used** - method that is fully compliant with the requirements of the referenced version of the HPDC Open Standard and any applicable HPDC Emerging Best Practices must be indicated. If the automated tool used to create the HPD clearly specifies and makes available to HPDC Staff documentation of the method for the LEED pre-check indicator method used, this is sufficient documentation. Otherwise, such documentation must be provided via the Repository upload process, or provided to HPDC Staff.
  - e. **Expiry Date** - the expiry date must be calculated to be compliant with the method specified in the referenced version of the HPD Open Standard.
3. For HPDs published via the HPD Builder, all above checks are performed automatically.
4. For HPDs published manually, the compliance checks will be performed as follows:
- a. Physical format compliance – visual review by HPDC staff for compliance
  - b. Data completeness - visual review by HPDC staff for the presence of required responses.
  - c. Hazard screening method used – submitter/manufacturer to provide documentation of the screening method used (HPD Builder, Pharos, or Other). If Other, must demonstrate that the method used is compliant with the referenced version of the HPD Open Standard (version used in HPD, including Emerging Best Practices) for both GreenScreen® List Translator score calculation and HPD Priority Hazard List warning statements. The submitted information will be reviewed for compliance by HPDC staff.
  - d. LEED Pre-Check Indicator method used (if present) – submitter/manufacturer to provide documentation of pre-check method used and validate that it is compliant with the referenced version of the HPD Open Standard. The submitted documentation will be reviewed by HPDC staff. Additionally, HPDC staff will spot-check the following items to verify that they are correct based on the reported status of the Indicator:
    - 1. Threshold Level
    - 2. Residuals and Impurities Notes
    - 3. Characterized
    - 4. Screened
    - 5. Identified
  - e. Expiry Date - visual review by HPDC staff for proper date calculation.

### HPD Publishing Review Protocol Implementation Policy

Effective December 11, 2017, all HPDs (version 2.1 and subsequent versions) that have been, or are newly submitted for publishing in the HPD Public Repository will be reviewed, using the above Protocol. This compliance review does not constitute a “verification” of the data contents of the HPD. This review is intended to ensure that all published HPDs have consistency in meeting compliance requirements of the HPD Open Standard.

The review specified above will be conducted following the guidelines provided in: **Protocol for Quality Control of Published HPDs.**

- For HPDs published in the HPD Public Repository via the HPD Builder, the review is conducted according to the Protocol in an automated fashion by the HPD Builder, when the “Publish” option is selected by the manufacturer in their HPD Builder account.
  - In the event of any non-compliance found, the creator of the HPD is notified, through the HPD Builder tool, of areas needing attention, and is able to make the needed corrections through the use of the HPD Builder tool.
  - Only if and when the required corrections are made, can the HPD be published to the HPD Public Repository.
- For HPDs that are manually-uploaded to the HPD Public Repository, the review will be conducted according to the Protocol, by HPDC Staff, using the following procedure.
  - When an HPD is manually uploaded for publishing, its initial status will be set to “Provisionally Published.” The HPD will be fully searchable and downloadable while in the Provisionally Published status. An explanation will be provided for users of the Repository indicating that the HPD is under a normal review for compliance, and the timeframe for the review will be indicated (one business week from publish date).
  - Within one business week, HPDC staff will review the HPD for compliance, as specified in the Protocol.
    - If no non-compliances are found, the status of the HPD will be changed to “Published,” and the publisher and/or creator of the HPD will be notified of the successful completion of the review.
    - If one or more non-compliance(s) is found, the status of the HPD will be changed to “Pending,” and the publisher and/or creator of the HPD will be notified that action is required to bring the HPD into compliance with the reference version of the HPD Open Standard. The HPD will be fully searchable while in the Pending status. An explanation will be provided for users of the Repository indicating that the HPD has been determined to have one or more non-compliances with the HPD Open Standard, and publication is pending corrective action. The dates of the corrective action period will be noted. The HPD will not be downloadable from the Repository. Repository users will be prompted to contact the manufacturer for additional information.
      - The publisher/creator of the HPD will have 30 days to correct any non-compliances found, and submit the corrected HPD for review.
      - In the event that the non-compliances have been successfully corrected, the status of the HPD will be changed to Published, and the publisher/creator will be so notified.
      - In the event that the non-compliances have not been successfully corrected, the status of the HPD will be changed to Withdrawn, and the publisher/creator will be so notified. In the Withdrawn status, the HPD will be searchable, but cannot be downloaded from the Repository. Repository users are prompted to contact the manufacturer for additional information.
  - HPDC will endeavor to provide information about the review conducted to assist publishers/creators in correcting any non-compliances found. However, it is the sole responsibility of the creator of the HPD to supply the expertise and effort necessary to make corrective actions.
- PLEASE NOTE: It is the responsibility of 3<sup>rd</sup> parties who are providing HPD preparation services and/or automated tools to ensure that their procedures meet the requirements of the current version of the HPD Open Standard Format and Instructions, including any published addenda

and Emerging Best Practices. Compliance with the requirements of the HPD Open Standard includes a full implementation of the HPD Open Standard Checklist for Completeness, in any manual or automated preparation tool. If 3<sup>rd</sup> party preparers and tool developers have questions about compliance requirements, they should submit them to HPDC staff via the HPDC Support Portal <https://hpd.freshdesk.com/support/home> .

## Notification Letter Templates

### Notification Letter – Provisionally Published

Dear [HPD Publisher and/or Creator],

The HPD that you have submitted for [product name] has been received, and has been Provisionally Published in the HPD Open Repository. HPDC Staff will conduct a review, to be completed within one business week of this letter, to ensure that the HPD is fully compliant with the requirements of the referenced version of the HPD Open Standard Format and Instructions. The HPD will be fully searchable and downloadable while in the Provisionally Published status. An explanation will be provided for users of the Repository indicating that the HPD is under a normal review for compliance.

- If no non-compliances are found, the status of the HPD will be changed by HPDC Staff to “Published,” and you will be notified of the successful completion of the review. No further action will be required.
- If one or more non-compliance is found, the status of the HPD will be changed to “Pending,” and the publisher and/or creator of the HPD will be notified that action is required to bring the HPD into compliance with the referenced version of the HPD Open Standard. The HPD will be fully searchable while in the Pending status. An explanation will be provided for users of the Repository indicating that the HPD has been determined to have one or more non-compliances with the HPD Open Standard, and publication is pending corrective action. The dates of the corrective action period will be noted. The HPD will not be downloadable from the Repository. Repository users will be prompted to contact the manufacturer for additional information.
  - The publisher/creator of the HPD will have 30 days to correct any non-compliances found, and submit the corrected HPD for review.
  - In the event that the non-compliances have been successfully corrected, the status of the HPD will be changed to Published, and the publisher/creator will be so notified.
  - In the event that the non-compliances have not been successfully corrected, the status of the HPD will be changed to Withdrawn, and the publisher/creator will be so notified. In the Withdrawn status, the HPD will be searchable, but cannot be downloaded from the Repository. Repository users are prompted to contact the manufacturer for additional information.

HPDC will endeavor to provide information about the review conducted to assist publishers/creators in correcting any non-compliances found. However, it is the sole responsibility of the creator of the HPD to supply the expertise and effort necessary to make corrective actions. HPDC encourages 3<sup>rd</sup> parties who are providing HPD preparation services and tools to ensure that their procedures meet the requirements of the HPD Open Standard Format and Instructions, including a full implementation of the HPD Open Standard checklist in any manual or automated preparation tool.

If you have any questions about the publishing and review process, please contact us at [support@hpd-collaborative.org](mailto:support@hpd-collaborative.org), or at [phone number].

## Notification Letter – Pending

Dear [HPD Publisher and/or Creator],

The HPD that you have submitted for [product name] has been reviewed, and has been found to have one or more non-compliances with the requirements of the referenced version of the HPD Open Standard Format and Instructions. The status of the HPD has been changed to “Pending.” The HPD will be fully searchable while in the Pending status. An explanation will be provided for users of the Repository indicating that the HPD has been determined to have one or more non-compliances with the HPD Open Standard, and publication is pending corrective action. The dates of the corrective action period will be noted. The HPD will not be downloadable from the Repository. Repository users will be prompted to contact the manufacturer for additional information.

- You will have 30 days to correct any non-compliances found, and submit the corrected HPD for review.
- In the event that the non-compliances have been successfully corrected, the status of the HPD will be changed to Published, and you will be so notified.
- In the event that the non-compliances have not been successfully corrected, the status of the HPD will be changed to Withdrawn, and you will be so notified. In the Withdrawn status, the HPD will be searchable, but cannot be downloaded from the Repository. Repository users are prompted to contact the manufacturer for additional information.

HPDC will endeavor to provide information about the review conducted to you in correcting any non-compliances found. However, it is the sole responsibility of the creator of the HPD to supply the expertise and effort necessary to make corrective actions. HPDC encourages 3<sup>rd</sup> parties who are providing HPD preparation services and tools to ensure that their procedures meet the requirements of the HPD Open Standard Format and Instructions, including a full implementation of the HPD Open Standard checklist in any manual or automated preparation tool.

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## Notification Letter – Withdrawn

Dear [HPD Publisher and/or Creator],

The HPD that you have re-submitted for [product name] has been re-reviewed, and has been found to have one or more non-compliances with the requirements of the referenced version of the HPD Open Standard Format and Instructions. The status of the HPD has been changed to “Withdrawn.” The HPD will be fully searchable while in the Withdrawn status. The HPD will not be downloadable from the Repository. Repository users will be prompted to contact the manufacturer for additional information.

- If you are able to address the non-compliances found, you may again submit the HPD for publication in the HPD Public Repository. In this event, it will be treated as a new submission, and will undergo the review process for newly-submitted HPDs.

HPDC will endeavor to provide information about the review conducted to assist you in correcting any non-compliances found. However, it is the sole responsibility of the creator of the HPD to supply the expertise and effort necessary to make corrective actions. HPDC encourages 3<sup>rd</sup> parties who are providing HPD preparation services and tools to ensure that their procedures meet the requirements of the HPD Open Standard Format and Instructions, including a full implementation of the HPD Open Standard checklist in any manual or automated preparation tool.

If you have any questions about the publishing and review process, please contact us at [support@hpd-collaborative.org](mailto:support@hpd-collaborative.org), or at [phone number].

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