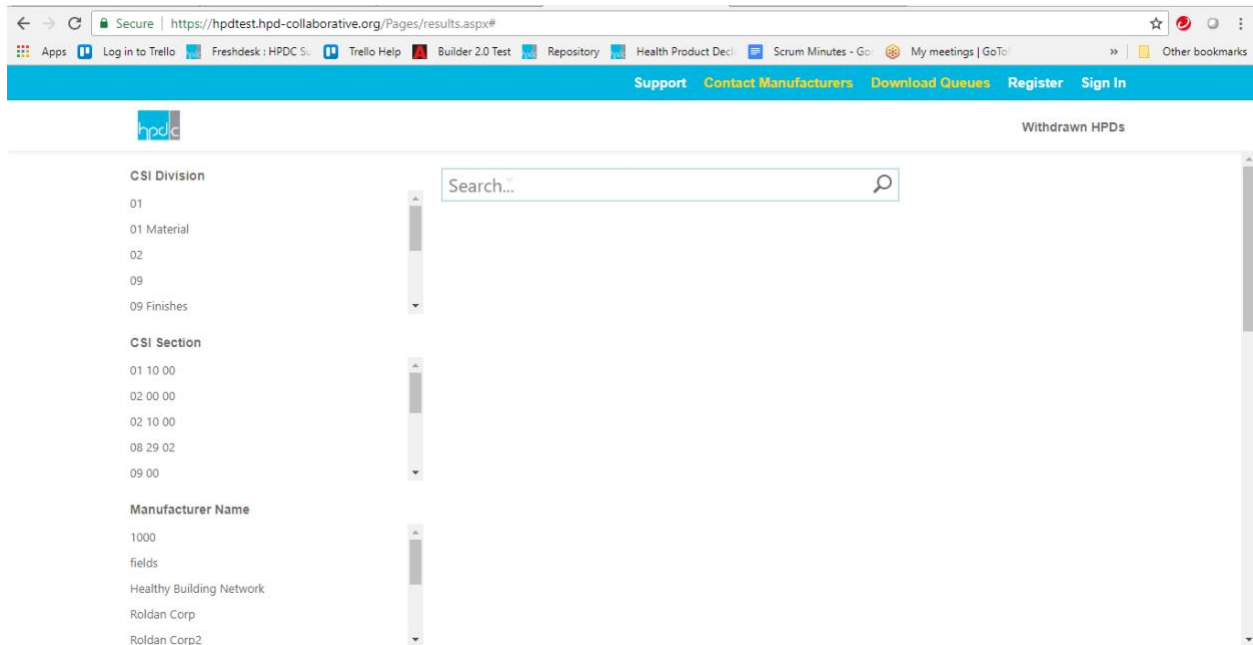


HPD Public Repository Instructions

Screen Overview

When you arrive at the site, it looks like this:



The main area of the screen provides Search Filters and a Search Entry textbox. The area below the Search Entry textbox also displays search results when they are available.

The blue menu banner includes the following options:

Support

Takes you to the HPDC Support System where you can get additional information. You can also write a support ticket to let us know that you have questions you can't find answers for, or that you are having problems with the Public Repository.

Contact Manufacturers

Advanced feature available to registered users. Allows registered users to contact manufacturers via email to request specific information such as "When do you plan to publish an HPD for product X." See "Advanced Features" in the [User Instructions](#) for a full description of this feature.

Download Queues

Advanced feature available to registered users. Allows registered users to organize and download HPDs by project rather than downloading and working with each HPD individually. See "Advanced Features" in the [User Instructions](#) for a full description of this feature.

Register

Clicking on the Register link reveals a drop-down menu for the two registrations that are available.

Publisher:

Takes you to the Registration screen so that you can register to upload HPDs that are not published directly from the HPD Builder. See “Publishing HPDs” below for a full description of this feature.

Downloader:

Takes you to the Registration screen so that you can register for advanced user functionality. This registration is free to HPDC members and will be available to non-members for a nominal monthly subscription fee. A 45-day free-trial is also available. See “Downloader Registration in the [User Instructions](#) for a full description of this feature.

Log In

If you are registered as a Publisher, you can log in to upload HPDs and manage the files you’ve already uploaded.

If you are registered as a Downloader, you can log in to use the advanced features available to you.

Withdrawn HPDs

Takes you to a search screen that allows you to search on HPDs that have been removed from the system.

[Publishing HPDs](#)

The preferred method for creating and publishing an HPD is through Builder 2.0. It is designed to HPD Open Standard requirements and utilizes the HBN Pharos Chemical Material Library (CML) to provide reliable substance and hazard information. The "Builder" is an automated system that will take you through the sections of the HPD and guide you through entering the data about your product. This is the quickest and most reliable way to create and publish an HPD that is compliant with the definitions in the Standard.

When an HPD is published in the Builder, it is automatically uploaded to the HPD Repository.

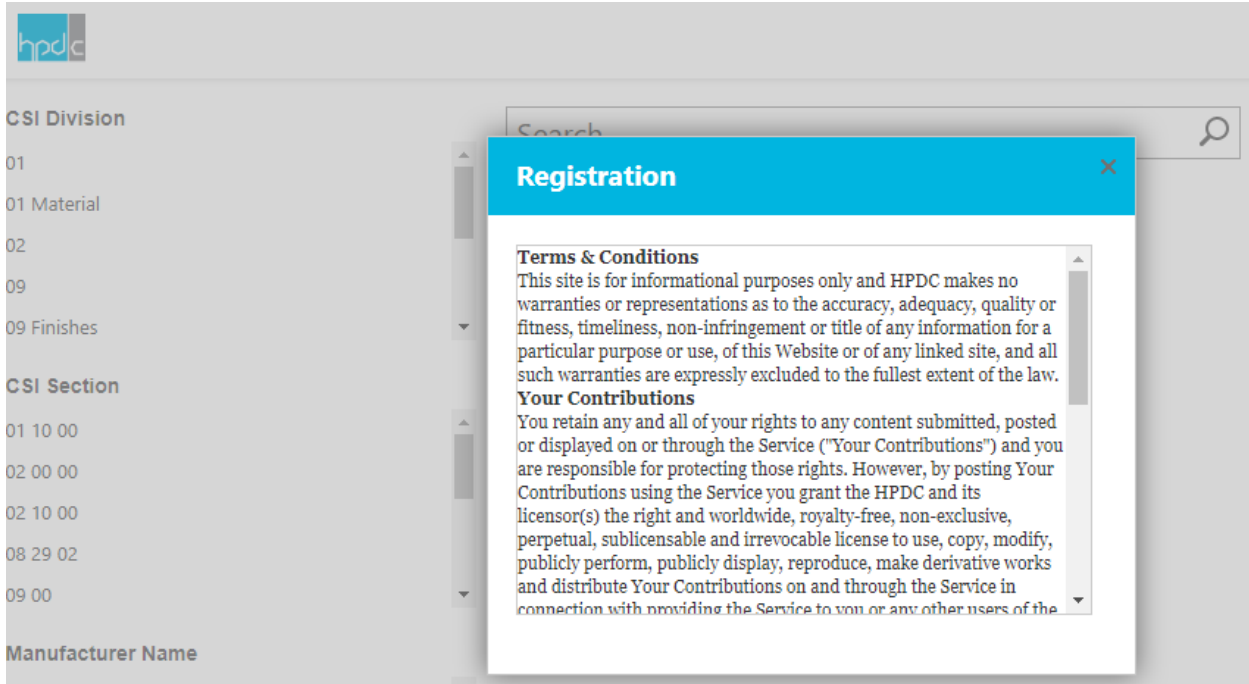
If a manufacturer wishes to remove an HPD from Published status, there is a Withdraw button available to change its status in the Builder and remove it from the Repository. Withdrawn HPDs are tracked and searchable in the Repository but are not available for downloading and are no longer considered “published” or “public”.

[Manually Uploading HPDs](#)

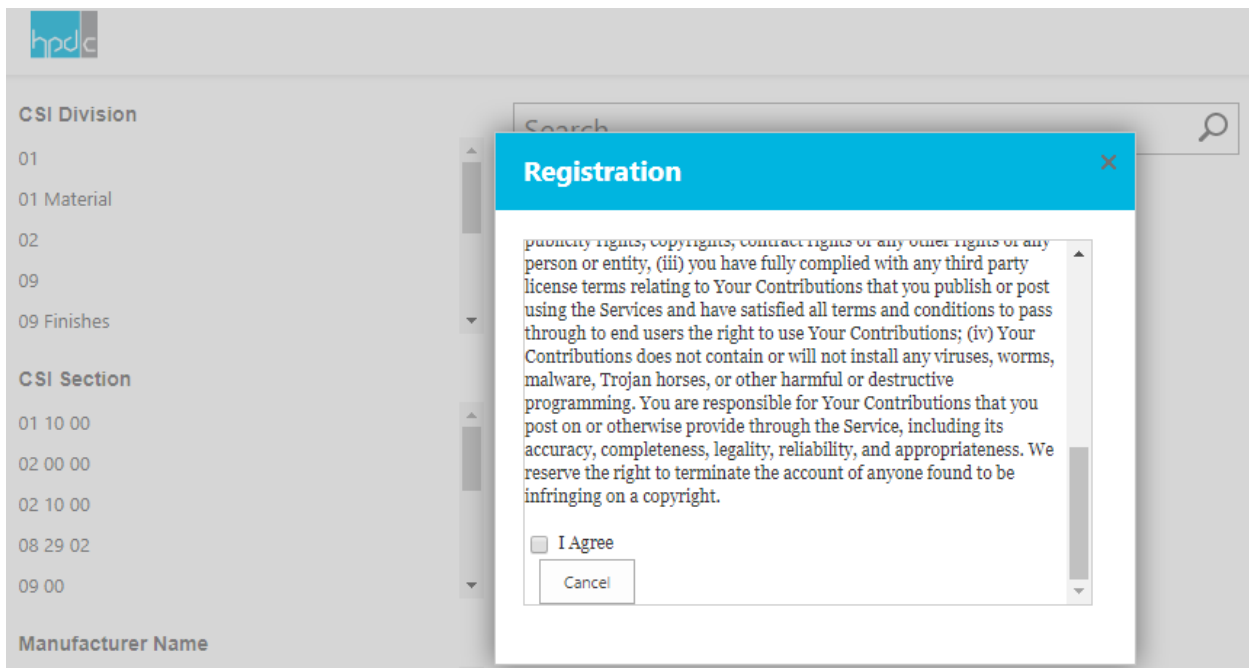
HPDs created by other means (e.g. the fillable PDF template) can be loaded to the Repository manually. The HPD must be in PDF format and you must be a registered Publisher user of the Repository.

[Registration](#)

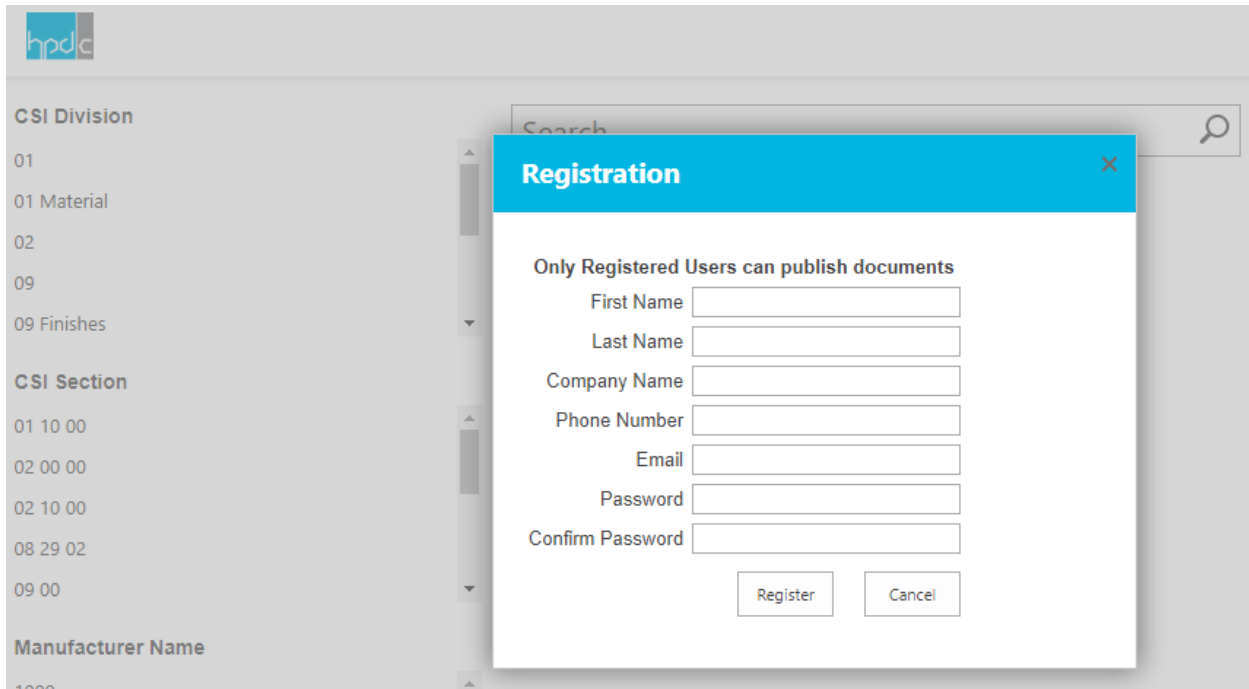
Move your cursor over the Register button in the blue menu banner and click on “Publisher” to bring up the Terms and Conditions screen:



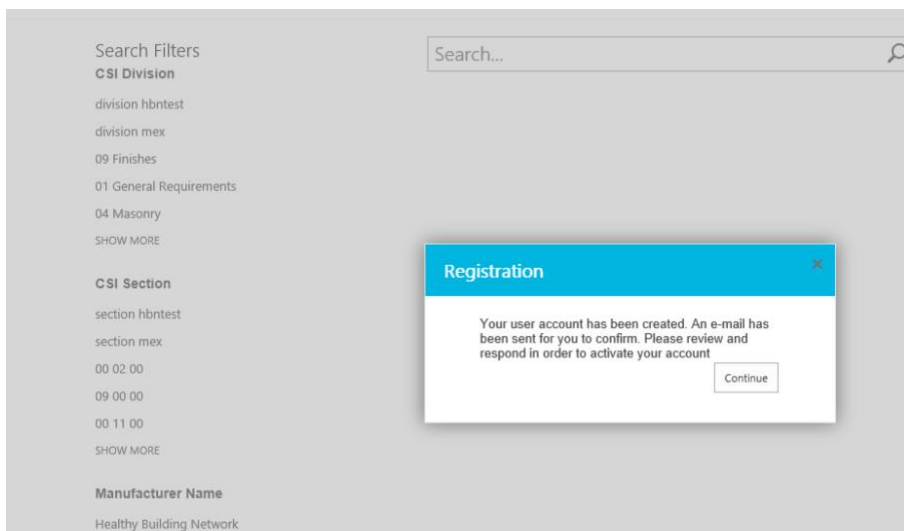
Scroll down to see the "I Agree" checkbox.



Clicking on the "I Agree" checkbox brings up the registration Screen:



Fill out the information entry boxes on the screen. All fields are required, and it is important that you use the correct Company Name because this is the name that will be used to fill in the Manufacturer Field on any Upload that you make using this account. When all fields are completed, click on the Register button and the following screen will notify you that your user account has been created.



You will also receive an email, at the email address you provided, with a confirmation message. You must click on the confirmation link so that the Repository can confirm that it is the correct email address. When you click on the confirmation link you are taken to the following screen confirming your registration:

Membership Confirmation

Hi John Geyer, Your e-mail is confirmed. You may login using this email (jegeyer@centurylink.net).
[Continue to the HPD Repository.](#)

Click on “Continue to the HPD Repository” to be taken back to the Repository.

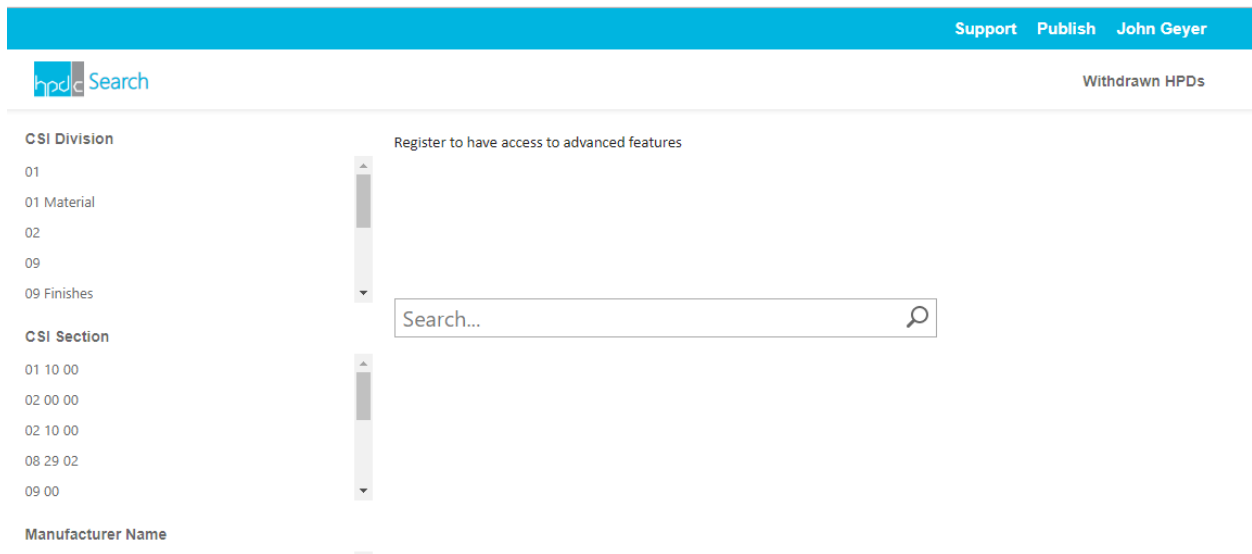
After your registration is complete, click on the Sign In button to access the Sign In screen:



The image shows a sign-in form with the following elements: a blue header with the hpdc logo and the text "Please sign in to continue"; two input fields for "E-mail" and "Password"; a checkbox labeled "Remember Me"; a "Sign In" button; and a link for "Forgot Password?" in the bottom right corner.

Fill in the email address and password and click the Sign In button to sign in. If you have forgotten your password, you can click on “Forgot Password?” in the lower right corner of the screen and the Repository will send you a temporary password that you can use to reset your password.

After you’ve signed in, the Register button goes away and the Sign In button changes to your User Name. The screen looks like this:



The image shows a user profile page with the following elements: a blue header with "Support Publish John Geyer"; the hpdc Search logo; a "Withdrawn HPDs" link; a left sidebar with a tree view of "CSI Division" (01, 01 Material, 02, 09, 09 Finishes) and "CSI Section" (01 10 00, 02 00 00, 02 10 00, 08 29 02, 09 00); a "Manufacturer Name" field; a main content area with the text "Register to have access to advanced features" and a search bar.

Uploading HPDs

Clicking on the Publish button brings up a dialogue box with the following:

Upload

A new quality control process has been implemented for HPDs published to the Public Repository. [Click here for more information](#)

Choose a file No file chosen

Title

Expiry Date

CSI Division

CSI Section

Product Name

Manufacturer Name

Manufacturer Email

LEED v4

Inventory Type Nested Basic

Screening Methodology

LEED v4 Methodology

Publication Status

Third Party Verified

***All Fields are Required**

Choose a File

Allows you to browse to the PDF file you wish to upload. Navigate to the file you want to upload and double click on it to add it to the upload.

Title

Fill in the title that will be used for searching purposes. The required format: is {Product Name}/{Manufacturer Name}/YYYY-MM-DD where the Product Name and Manufacturer Name are as they appear on the HPD and the date is the expiry date as it appears on the HPD – e.g. Cushion Tile/Sustain Carpets/2019-06-27.

Expiry Date

The expiry date is three years from the screening date of your HPD. Click on the calendar icon to the right of the entry field and select the correct date from the calendar that displays.

CSI Division

Fill in the CSI Division that will be used for searching purposes. The CSI Division should be as it appears on the HPD. As you begin entering the CSI number a dialogue box will appear with suggestions and you can just click on the correct number/title when you see it. If the CSI Division you need is not in the suggested list you can click on the icon at the end of the entry box and add the Appropriate CSI number and title. Be sure to use the correct Division Number and Title as it appears in the Construction Specifications Institute MasterFormat.

CSI Section

Fill in the CSI Section that will be used for searching purposes. The CSI Section should be as it appears on the HPD. As you begin entering the CSI number a dialogue box will appear with suggestions and you can just click on the correct number when you see it. If the CSI Section you need is not in the suggested list you can click on the icon at the end of the entry box and add the Appropriate CSI Section Number. Be sure to use the correct Section Number as it appears in the Construction Specifications Institute MasterFormat.

Product Name

Fill in the Product Name that will be used for searching purposes. The Product Name should be as it appears on the HPD.

Manufacturer Name

Manufacturer Name that will be used for searching purposes. The Manufacturer Name is a read only field and is taken from the Company Name you provided at registration.

Manufacturer Email

Email for the primary contact person responsible for the HPD. The email provided will be used to deliver messages from repository users, the email address will not be disclosed to users.

LEED v4

Select the appropriate response from the drop-down menu:

- No pre-checks completed or displayed
- Pre-Checked for LEED v4 Material Ingredients Option 1
- Pre-Checked for LEED v4 Material Ingredients Option 2
- Pre-Checked for LEED v4 Material Ingredients Option 1 and 2

If any of the pre-checked options are selected the HPD must meet all of the requirements of the current HPD Open Standard section **2.1.5.2 Pre-Checked for Consistency with Other Programs (optional)**. The HPD Builder includes this pre-check is the easiest way to meet the requirements, other methods are acceptable as long as they are consistent with the HPD Open Standard. See the QA Protocol for additional information. A link to the full Quality Control Protocol is available here: <https://www.hpd-collaborative.org/hpd-public-repository/>.

Inventory Type

Select the radio button consistent with the inventory type used in creating your HPD.

Screening Methodology

Select the appropriate response from the drop-down menu:

- HPD Builder
- Pharos
- Other

Additional screening methodologies will be provided as harmonized screening automators are identified. If Other is selected, you 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. See the QA Protocol for additional information. A link to the full Quality Control Protocol is available here: <https://www.hpd-collaborative.org/hpd-public-repository/>.

LEED v4 Methodology

Select the appropriate response from the drop-down menu:

- HPD Builder
- Other

Only required if a Pre-Check is reflected in LEED V4 above. If Other is selected, you must provide documentation of pre-check method used and validate that it is compliant with the referenced version of the HPD Open Standard. See the QA Protocol for additional information. A link to the full Quality Control Protocol is available here: <https://www.hpd-collaborative.org/hpd-public-repository/>.

Publication Status

Read only field reflecting the publication status controlled by the Public Repository. When an HPD is manually uploaded for publishing, its initial status will be set to "Provisionally Published." The status will be changed, as appropriate, during the implementation of the QA process. See the QA Protocol for

additional information. A link to the full Quality Control Protocol is available here: <https://www.hpd-collaborative.org/hpd-public-repository/>.

Third Party Verified

If your HPD has been Third Party Verified, select the checkbox next to this field so that it will be properly represented in the Search function.

Publish

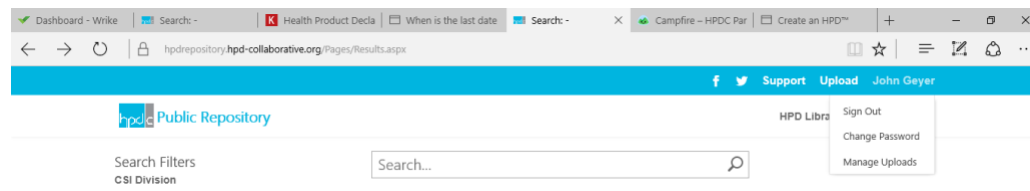
When all fields are completed, clicking the Publish button uploads the selected file and identifying information to the Repository. Due to system processing time, the file just uploaded may not be immediately available for search. If the upload is not successful, you will be notified with an error message.

QA Protocol for Manually Uploaded HPDs

To ensure the quality of Published HPDs, an “HPDC Quality Control Protocol and Procedure for Published HPDs” (Protocol) has been established. This Protocol ensures 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. A link to the full Quality Control Protocol is available here: <https://www.hpd-collaborative.org/hpd-public-repository/>

Additional Registered User Features

When signed in as a registered Publisher user, if you click on your User Name you will see a drop-down menu with the following:



Sign Out

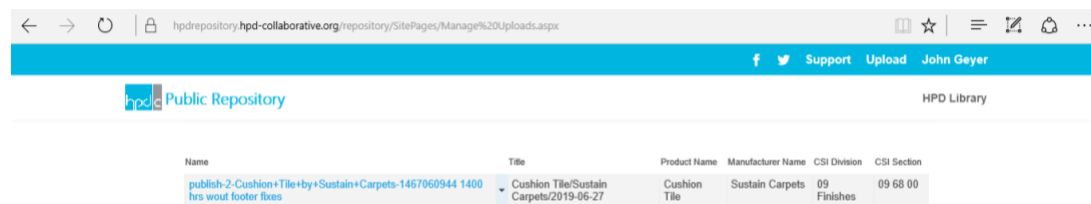
Clicking on this option signs you out and immediately closes the Repository.

Change Password

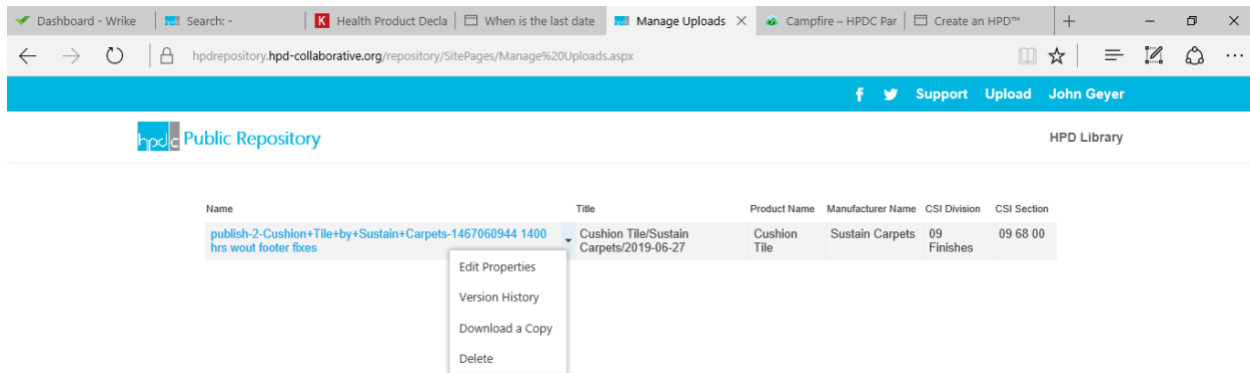
Clicking on this option brings up a dialogue box that allows you to change your password.

Manage Uploads

Clicking on this option displays any HPDs you have uploaded:



If you hover your cursor over the end of the Name display, an arrow will appear. Clicking the arrow will display another menu with the following options:



Edit Properties

Provides an editing screen that allows you to edit the properties of the selected HPD:

The screenshot shows the 'Edit Properties' form for an HPD. The form title is 'HPDs - publish_2_John_s_2_1_Test_Product_1501277821.pd...'. Below the title is a message: 'A new quality control process has been implemented for HPDs published to the Public Repository. [Click here for more information](#)'. The form contains the following fields:

- Title: 2.1 Test Product/HPD-Collaborative/2017/0
- Expiry Date: 7/26/2020
- CSI Division: 09 Finishes
- CSI Section: 09 00 00 test
- Product Name: 2.1 Test Product
- Manufacturer Name: HPD-Collaborative
- Manufacturer Email: jegeyer@centurylink.net
- LEED v4: Pre-checked for LEED v4 Material Ingrid
- Inventory Type: Nested Basic
- Screening Methodology: HPD Builder
- LEED v4 Methodology: HPD Builder

At the bottom of the form are three buttons: Submit, Cancel, and Withdraw. A red asterisk indicates that all fields are required.

With the buttons at the bottom of the screen you can submit your changes, cancel, or withdraw the HPD.

Revision History

Provides a Version History screen that lists any versions of the selected HPD that have been uploaded. If you have uploaded multiple versions of the same PDF file or edited its properties, each version is listed here with its identifying information and the date and time it was uploaded/modified.

Version History

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	8/14/2018 11:16 PM	<input type="checkbox"/> John Geyer	79.7 KB	
	Title	2.1 Test Product/HPD-Collaborative/2017/07/26		
	Product Name	2.1 Test Product		
	Manufacturer Name	HPD-Collaborative		
	HPD Version	2.1		
	CSI Division	09 Finishes		
	CSI Section	09 00 00 test		
	LEED v4	Pre-checked for LEED v4 Material Ingredients Option 1 and Option 2		
	Expiry Date	7/26/2020		
	Inventory Type	Nested		
	Publication Status	Provisionally published		
	Screening Methodology	HPD Builder		
	LEED v4 Methodology	HPD Builder		
	Manufacturer Email	jegeyer@centurylink.net		
	Third Party Verified	No		
	HasEmail	Yes		
	(more...)			

Version History

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	8/14/2018 11:16 PM	<input type="checkbox"/> John Geyer	79.7 KB	
	View	est Product/HPD-Collaborative/2017/07/26		
	Restore	est Product -Collaborative		
	Name			
	HPD Version	2.1		
	CSI Division	09 Finishes		
	CSI Section	09 00 00 test		
	LEED v4	Pre-checked for LEED v4 Material Ingredients Option 1 and Option 2		
	Expiry Date	7/26/2020		
	Inventory Type	Nested		
	Publication	Provisionally published		

By clicking on the arrow at the right of the Date/Time box, you are given two options:

- To view the HPD or,
- To restore that version as the one currently available for Searching and Downloading in the Repository.

Download a Copy

Downloads a copy of the selected HPD. The PDF file is downloaded and opens on your computer, where you can print or save the file.