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Procedure for transferring PEPs to the INIES database and managing presumed anomalies in PEPs in the INIES database

This document describes the procedure allowing transfers of PEP files from the PEP ecopassport® program database to the INIES database (http://www.inies.fr).
It is intended for the technical operators of PEP ecopassport® and INIES programs.

1. Requirements for data transfer

- **Language:** the PEP and any other attached files must be in French
    o Filtering is done on the PEP database side by the extension "FR" in the file name[1].
    o The English-language PEPs available in the INIES database before the effective implementation of filtering are not deleted, i.e. a total of 115 PEPs.
- **Documents to be attached:** the PEP possibly accompanied by an Excel file to apply the extrapolation rules and/or one xml file per product covered by the PEP.
- **Document format:** any format is accepted, but it is preferable to upload files in pdf format except:
    o the extrapolation rules which are given in Excel format,
    o xml files, created according to the format defined in procedure AP0024, which are automatically converted into zip format by the PEP ecopassport® program before being sent to INIES.
- **Maximum size per document:** 5 MB.
- **Special characters:** these concern the name of the transferred files and their content
    o **File names:**
        ▪ File names must not contain special characters but only letters of the alphabet without accents or numbers. The characters "-" (dash, key 6) and "_" (underscore, key 8) are allowed.
        ▪ More specifically: the characters "&", "/", "#", "%", "$", "°", "," are prohibited.
        ▪ The title of the xml file is specified in procedure AP0024.

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[1] This provision has been in place since 29 May 2020

- o **Content of files:**
  - ▪ The characters "-" (dash, key 6) and "_" (underscore, key 8) are allowed.
  - ▪ The characters "<", ">", "&", "″" "″" are prohibited.
- **Management of the "RT equipment" field:**
  - o For the information to appear in the INIES database (in the form "Yes / No"), the depositor must choose the correct level of the nomenclature which allows the information to be sent to the INIES database for display.
    NOTE: If the RT information is selected in INIES, only the "use" step or module B6 (when available) must be overwritten in the calculation of a building LCA. The other modules in step B must remain untouched.
- **Message to be displayed when transferring the PEP file to INIES:** an email for the attention of the depositor makes it possible to know if the PEP has been correctly or badly transmitted. It is accompanied by an error message if an error occurs.
- **Control routines:**
  - o Verification that the sum of the phase indicators is equal to the total life cycle indicator,
  - o Consistency and completeness of the values of the indicators filled in (e.g. absence of empty boxes).
- **Encryption:** the INIES technical operator requires encryption of communications as specified in the CSTB summary note "Secure exchange protocol between the PEP ecopassport® database and the INIES database" Version 1.2 of May 2022.
- **List of indicators that must be transferred from 1 October 2022 as defined in Appendix C of the PCR edition 4, in particular:**
  - ▪ Biogenic carbon content of the product, expressed in kg of C,
  - ▪ Net benefits and loads beyond the system boundaries stage (Module D).

2. Display of data in the INIES database

- **"Individual / collective" display in "type of declaration":**
  - o The information must be integrated into the transfer file on the PEP database side by adding a "yes / no" field in the xls file
  - o The information is displayed in the INIES database on the "Search for a product" page, under "type of declaration"

3. Management and evolution of the INIES database

- **Management of PEP updates:** procedure for modifying, deleting or archiving a PEP file in the INIES database

  o Each PEP entering the INIES database is given a unique number. The first version number is 1.1.
  o For a new version of PEP: if the PEP already exists in version 1.1, INIES checks the number, the existing PEP 1.1 is archived and the new PEP takes the version number 1.2.
  o For deletion of PEP: there is no procedure (nor on the FDES side) because the records are always archived, i.e. they are no longer visible in the database. Deletion is done manually by the CSTB upon request of a depositor, the CTIB or the CSIB.
  o For archiving:
    ▪ Archiving of a PEP is possible without it being replaced by a new version. Archiving is done via the "Archiving PEP" method of the webservice, by specifying as input of the method the "RegNumber" of the PEP to be archived.
    ▪ When a PEP is archived by the registrant via the PEP registration interface, a notification is automatically sent to INIES to archive the PEP.
    ▪ An expired PEP is automatically archived by the PEP ecopassport® program via the API. Apart from in the situations mentioned above, INIES must consult the PEP ecopassport® program before archiving a PEP.

- **Evolution of the database:** any digital evolution of the INIES database, as well as its technical content, must be transmitted officially to the PEP ecopassport® program holder (P.E.P. Association) by email to the CTIB correspondent of the P.E.P. Association. These changes must be forwarded to the P.E.P. Association within a minimum of 30 working days before their effective implementation so that the P.E.P. Association may intervene on the PEP database if necessary.

4. Management of suspected anomalies in the content of transferred data

If errors or inconsistencies are detected in the data transmitted by the PEP ecopassport® program, INIES sends a list of the PEPs concerned containing the following information:
- PEP registration number,
- Name of the PEP,
- Name of the manufacturer,
- Name of the corporate contact,
- Indicator(s) involved,
- Error or problem found,

- Level of importance,
- Date the problem was reported.

Subsequently completed by PEP ecopassport® with the following information:
- Date email sent to the manufacturer by the PEP ecopassport® program,
- Date and response from the manufacturer.

Upon receipt of the file, the PEP ecopassport® program has 30 days to respond to INIES and sends a request for corrective action(s) to the PEP registrant concerned, who has 20 days to respond.

In the absence of a response from the PEP registrant concerned, the PEP ecopassport® program reserves the right to apply procedure AP0023 on the management of complaints and applicable sanctions.