

Official Guidelines and Regulations for Establishing and Revising Product Category and Certification Criteria

September 1, 2020 revised
Japan Environment Association

[Objectives of the guidelines and regulations]

For transparent and fair administration of the program, these guidelines, etc., shall define guidelines and procedure/provisions for matters to be handled by each committee in establishment, revision, etc. of Eco Mark product categories/certification criteria.

These Guidelines are the written documents of procedures that have hitherto been executed for the Eco Mark Program, supplementing the requirements for ISO Type I Environmental Labelling Standards (ISO14024, corresponding standard: JIS Q14024) and the necessary requirements for "World Trade Organization / Agreement on Technical Barriers to Trade (WTO/TBT Agreement).

If these guidelines and regulations are revised or abolished, based on a proposal of the Planning and Strategy Committee, Criteria Deliberation Committee, and Product Category-based Criteria Development Committees (hereinafter referred to as "Criteria Development Committees") or Eco Mark Office, the Director General of Japan Environment Association shall establish or enact with the consent of a majority of members in the Steering Committee.

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Guidelines

I. Selecting product category

I-1. Policies for Selecting Product Category

The selection of a new category by Planning and Strategy Committee is based on the following policies.

1. Policy for selecting product category

The product category adopted shall be totally evaluated by following policies and selected.

- 1) The Eco Mark Certification Criteria shall have big effect on society.
- 2) The environmental load can be greatly reduced by selecting/use of the certified products.
- 3) The established certification criteria can change/lead more business enterprises to realize sustainable society.
- 4) The dissemination of certified products can change/lead more consumers to realize sustainable society.

2. Items to be considered for selecting Product Category

The following items are desirable to be considered for selecting a new product category.

- 1) Presence or absence of effect for reduction of environmental load through the whole life cycle of the product (resource extraction, manufacturing, distribution, use/consumption, disposal and recycling stages)
- 2) Possibility to establish objective certification criteria based on scientific methods
Note) It shall be in conformity with ISO 14020 "Principle 3", item 4.4.2.
- 3) Clarity of main items for environmental load to be improved for the product category selected
- 4) Market size, market share and possibility of dissemination, characteristics of the product's field, etc.
- 5) Request from business enterprises/consumers toward selecting of a product category
- 6) Possibility to handle within the existing product category
- 7) Products coming under a selected product type are considered appropriate from an environmental ethics perspective when any of the conditions (1) through (3) apply to them.
 - (1) They are not products that bring about unnecessary consumption from an environmental perspective, like disposable products (products that are not durable for repeated use)
 - (2) Products that aim to essentially solve environmental issues or prevent the worsening of the environment.
 - (3) Other products that do not invite misunderstanding of consumers when they are trying to understand the significance of the Eco Mark.
- 8) Presence or absence of social aspects, including economic aspects, that is closely related with the selected product category and desirable to be worked with.

3. Concept of product category (Applicable Scope)

- 1) Product category should be established for different functions as far as possible.
- 2) The applicable scope adopted in the Product Category shall be set within the range of purpose/concept of the criteria.

Note 1) Examples of functional categories based on the provisions in “3.3 Selection of Product Function Characteristics” in “ISO14024”: “Paper products”- “Paper for communication”, “Printer paper”, “Wrapping paper”, etc.

Note 2) Examples of applicable scope: “Paints not containing aromatic hydrocarbons”→ “Paints”, “Offset printing ink”→ “Printing ink” , etc.

** Use the middle classification of the Japan Standard Commodity Classification as a guide.*

Guidelines

I. Selecting Product Category

I-2. Procedures for Selecting Product Category

1. Product category selection

The Planning and Strategy Committee shall review and select a new product category that matches “I-1. Policies for Selecting Product Category”.

2. Accept proposal of product category

The Eco Mark product category proposal shall be made as following two ways.

A. Category selection based on suggestions from the Eco Mark Office

B. Category selection based on suggestions from suppliers, consumers, or third parties*

*The terms "suppliers, consumers and third parties" are based on the same classifications made in Section 3.7 of the ISO14024.

- 1) New proposals of the Eco Mark product category (hereinafter referred to as “proposals for a new category”) are accepted from suppliers, consumers, or third parties.
- 2) The Eco Mark Office shall accept application of proposals for a new category by means of the website, etc. at least once a year during the certain period of time set.

3. Product Category selection procedures

The procedures for selecting product category basically follow the procedures in Chapter 6 "Section 6.3 Selection of Product Categories" in the ISO14024.

The procedures for selecting product category shall follow the items below, in accordance with the “I-1. Policy for selecting product category” while Planning and Strategy Committee considers the proposals for new categories made by suppliers, consumers, or third parties.

- 1) Review by the Planning and Strategy Committee

The Planning and Strategy Committee shall consider a candidate for a new product category on the basis of social trends such as environmental problems to be stressed, consumption patterns, etc.

- 2) Information collection by Planning and Strategy Committee

Planning and Strategy Committee conducts information collection on proposal and hearings to proposers as needed.

- 3) Holding of Hearings

It shall be possible to hold hearings under the direction of the Planning and Strategy Committee. A person who hears opinions shall be a member of the Planning and Strategy Committee, and an opinion presenter shall be a person to be summoned among opinion submitters as it is determined necessary to directly hear his/her opinion or a person to be designated by the Planning and

Strategy Committee.

4) Selection by Planning and Strategy Committee

The Planning and Strategy Committee shall go through steps 1) to 3) above and narrow down product category candidates for which establishment of the Criteria Development Committee is considered. When it becomes possible to establish the Criteria Development Committee, a candidate shall be selected/announced as a new product category.

5) Announce/Notice of the result of selection

The result of selection by Planning and Strategy Committee would be announced as follows.

(1) Selected as a new product category

- The name of the product category and the reasons of selection would be announced on the Eco Mark web site.
- The office will notify proponents of the purport of the selection.
- Following the "Agreement on Technical Barriers to Trade (TBT)" of the World Trade Organization (WTO), the said new product category shall be published on the web site as a work programme in both Japanese and English at least once every 6 months. The existence of the work programme shall be notified to the ISO/IEC Information Centre by way of Japanese Standards Association.
- Then, the office conducts the procedures for establishing certification criteria in accordance with "II-2. Procedures for Establishing Certification Criteria".

(2) Not selected as a new product category

- The Eco Mark Office would notice the result, "not selected" to a proponent.

Guidelines

II. Development of Certification Criteria

II-1. Policies for Developing Certification Criteria

Certification criteria shall be developed under the following policies.

1. Policy for developing certification criteria

Procedures described in '6.4 Selection and development of product environmental criteria' and '6.5 Selection of Product Function Characteristics' laid down in ISO14024 shall be adhered to when developing certification criteria and 'General Rules 5.2 - 5.8, 5.10, 5.12, 5.14 and 5.17' shall be satisfied. Also, in order to develop the certification criteria, the following 1) to 3) shall be satisfied.

- 1) Use the Guidelines for the Eco Mark Program Implementation, Table 1 "Chart for Selecting Environmental Evaluation Items at Product Life Stages", and consider the impacts on the environment through the life cycle of the product as a whole. Then develop the certification criteria to satisfy the following levels; i) the impact on the environment caused by resource extraction, manufacturing, distribution, use/consumption, disposal and recycling is relatively small compared to other similar products; or ii) the environmental loads caused by the other causes of the product usage can be reduced. In addition, trade-off of environmental impact shall be considered.
- 2) For achieving the purpose of the product category, select high-priority items among the options of Certification Criteria items.
- 3) Develop Certification Criteria to change/lead more business enterprises and consumers toward realizing sustainable society.

2. Specific points to note for developing certification criteria

- 1) The scope for discussing certification criteria shall be as the following (1) to (3).
 - (1) The criteria item focused on contributing to a decrease in environmental loads shall be set in principle in accordance with the definition of ISO14024 "Type I environmental label"
 - (2) Any criteria item including social aspects that is closely related with the applicable product category and desired to be worked with shall be considered. Furthermore, economic aspects such as contribution to the circular economy shall be taken into account in the course of setting these criteria items.
 - (3) The quality criteria shall be set for each product category as needed.
- 2) For tests, etc. required by certification criteria, cost and/or duration of time, etc. required for tests shall be examined to be reasonable for applicants in order to accept as many participations as possible.
- 3) To conduct objective inspection, criteria for quantitative evaluation shall be set, and qualitative criteria (report) shall be avoided as much as possible.
- 4) Criteria regarding domestic laws and regulations which must be naturally observed by applicants shall be avoided as much as possible.

- 5) Among items not selected as certification criteria, desirable items and/or items which should be considered for the next revision can be set as “consideration items”.
- 6) Table 1 “Chart for Selecting Environmental Evaluation Items at Product Life Stages” may be changed in accordance with the characteristics of the product category.

3. Validity period of Certification Criteria

Regarding the validity period of Certification Criteria shall be for five years in principle, and can be seven years as maximum length. As described in III-1. 1. 3), the validity period can be extended. In some cases, the validity period can be extended as needed through the approval of Planning and Strategy Committee.

Table 1 "Chart for Selecting Environmental Evaluation Items at Product Life Stages"

Environmental evaluation items	Product Life Stages					
	A. Resource extraction	B. Manufacture	C. Distribution	D. Use, Consumption	E. Recycle	F. Disposal
1. Resource saving and recycling						
2. Prevention of global warming						
3. Restriction and control of Hazardous Substances						
4. Conservation of biodiversity						

Guideline

II. Development of Certification Criteria

II-2. Procedure for Developing Certificate Criteria

1. Establishing Criteria Development Committee

Criteria Development Committee would be established for each new product category selected in accordance with “I-2. Policies for Selecting Product Category”, and for the product category which was judged that “total revision” is necessary in accordance with “III-1. Policies for Reviewing Product Category”. With the advance approval of the Criteria Deliberation Committee, the Eco Mark Office will be able to develop a draft of certification criteria, instead of establishing the Criteria Development Committee.

2. Committee members selection procedure

- 1) The Eco Mark Office shall make the list for candidates of Criteria Development Committee members as follows.
 - Accept recommendation of members from enterprises/organizations widely by means of the website, etc.
 - Receive recommendation and introduction from business-related organizations and consumer-related organizations (consumer organization, environment NGO, etc.).
 - The Eco Mark Office recommends experts and knowledgeable persons (i.e. university professors and researchers) in neutral organizations
- 2) The Director General of the Japan Environment Association shall select and delegate the members for management of Criteria Development Committee based on the list on the above 1). The members shall be three or more persons, consisting of those from suppliers, consumers, experts and knowledge persons in neutral organizations related to the product category. Name of committee members involving in preparing proposals for certification criteria shall not be open to public.

3. Development of draft of certification criteria

Draft of certification criteria shall be developed by Criteria Development Committee in accordance with ‘II-1. Policies for Developing Certification Criteria’.

- 1) The Eco Mark Office shall accept opinions through the website, etc. and listen to the opinions from consumer-related organizations, etc. regarding policy of developing the draft of the certification criteria and major environmental evaluation items, etc., before developing the draft of Certification Criteria for the new product category.
- 2) The Criteria Development Committee shall fully consider the result of 1) for developing the draft of the certification criteria.
- 3) When the Eco Mark Office develops a draft of certification criteria with the approval of the Criteria Deliberation Committee, the Eco Mark Office shall collect opinions and information widely through

interviewing concerned persons and researches.

4. Procedure for announcement of draft of certification criteria/acceptance of opinions

4.1 Procedure for announcing the draft of certification criteria

- 1) The Criteria Development Committee shall consult the Criteria Deliberation Committee the draft certification criteria it developed.
- 2) The Criteria Deliberation Committee shall discuss the draft certification criteria from a technical standpoint. The draft of certification criteria shall be announced after going through the discussion of the Criteria Deliberation Committee. Then, the Criteria Deliberation Committee can request the Criteria Development Committee to reexamine the draft certification criteria.
- 3) It should be possible for the Criteria Development Committee members involved in developing the relevant draft of certification criteria to attend the Criteria Deliberation Committee and express opinions on proposals for certification criteria.
- 4) If a reexamination of the draft certification criteria is requested in 2) above, the corresponding proposals for certification criteria shall be announced after being reexamined by the Criteria Development Committee.
- 5) The procedures 1)-4) above shall be followed even when the Eco Mark Office develops a draft certification criteria with the approval of the Criteria Deliberation Committee,

4.2 Announcement of draft of certification criteria by the Eco Mark Office

- 1) The draft of certification criteria is published by the Eco Mark Office in accordance with the deliberation results of Criteria Deliberation Committee and Criteria Development Committee on Eco Mark web site in both Japanese and English.
- 2) Following the "Agreement on Technical Barriers to Trade (TBT)" of the World Trade Organization (WTO), prior to 1) above, the product category name, outline of the draft certification criteria, period for commenting and deviation from relevant international standards shall be announced on the website in both Japanese and English.

4.3 Acceptance of opinions

- 1) Written opinions concerning the above 4.2 1) announcement of the draft certification criteria is accepted within the specified period (retained for 30 days) by post, facsimile, or suchlike.

Only written opinions including the following requirements are accepted. Also, all submitted opinions must be written in Japanese.

- Name
- Address
- Telephone number
- Facsimile number
- E-mail address

- Occupation
 - Eco Mark products category on which opinions are being made
 - Opinions on the above draft certification criteria
- 2) Concerning the above 4.2 2) announcement of the draft certification criteria, opinions from WTO member countries are accepted (retained for 60 days).

5. Modification of the announced draft based on submitted opinions

- 1) A modified draft of the certification criteria and replies to opinions shall be prepared by Criteria Development Committee which has been involved in developing the concerned draft of certification criteria and the Eco Mark office in accordance with opinions submitted.
- 2) It should be possible to hold a meeting to hear opinions under the instruction of Criteria Development Committee, etc. Opinions shall be collected by members of Criteria Development Committee and presented by selected persons who have submitted opinions so that their opinions may be heard directly as well as any others specified by Criteria Development Committee.

6. Establishment of Certification Criteria

- 1) Certification criteria shall be established by the Japan Environment Association after deliberation by Criteria Development Committee. Note, however, that if the established criteria has been substantially changed from the announced draft, it shall go through re-deliberation of the Criteria Deliberation Committee.
- 2) Announcements concerning the establishment of certification criteria are carried out by the Eco Mark office as follows.
 1. Establishment of the new product category certification criteria shall be announced on the Eco Mark website. The established certification criteria is published on the website in both Japanese and English.
 2. An outline of the opinions submitted and the replies shall be presented (names of people who submitted opinions shall not be specified) in the Eco Mark News and on the Eco Mark website in accordance with the results of Criteria Development Committee deliberations.
 3. The established certification criteria shall be published on the web site as a work programme in both Japanese and English at least once every 6 months. The existence of the work programme shall be notified to the ISO/IEC Information Centre by way of Japanese Standards Association.

Guidelines

II. Development of Certification Criteria

II-3. Description Areas and the Format of Certification Criteria

1) Format of certification criteria

The following 'Contents of the Certification Criteria Format' shall be followed.

2) Details of each item described in the certification criteria

The attached 'description details of each item in the certification criteria format' shall be followed.

[Contents of the Certification Criteria Format]

• Certification criteria

A front cover shall be affixed to each written certification criteria. The front cover shall carry the following information:

- Product category number • Product category name • List of applicable products
- Establishment date and latest revision date • Expiration date
- Name of establisher (Japan Environment Association, Eco Mark Office)

Product category numbers, product category name

Name of establisher (Japan Environment Association, Eco Mark Office)

1. Purpose of Establishing Certification Criteria
2. Applicable Scope
3. Terminology
4. Certification criteria
 - 4-1. Environmental criteria and certification procedure
 - 4-2. Quality criteria and certification procedure
5. Product Classification, Indication and Others
 - Establishment date
 - (Revision date, revised part and version number)
 - Expiration date
6. Appendix, exhibit, etc., defined in the certification criteria
7. Attached certificates

• Interpretation

The word Interpretation is given at the top left of the front page.

Supplementary explanations for each item (only required items)

1. Background of establishment of product categories
2. Supplementary explanations on the scope and definition of terms (only required items)
3. Process of developing certification criteria

4. Other supplementary explanations (only required items)

Attached Sheet [Description details of each item in the certification criteria format]

• **Certification criteria**

Product category number

Sets from 101 in the establishment date order.

Product category name

A general term for applicable products of the product category is desirable.

Name of establisher

‘Japan Environment Association, Eco Mark Office’ which is the main organization implementing the Eco Mark Program shall be the name of the establisher in accordance with the Guidelines for Eco Mark Program Implementation. The name of the establisher shall be clearly described in the right corner below the name of the product category on the written certification criteria of product categories.

1. Purpose of establishing certification criteria

The reason for setting the product category concerned and the relationship between the said category and the environment are described.

2. Applicable Scope

The product range in which the product category concerned is handled is clearly described.

3. Terminology

Terms used in the product category concerned are clearly defined.

4. Certification criteria

This comprises the following two items.

4-1. Environmental criteria and Certification procedure

Criteria related to the environment are regulated to certify applicable products of the concerned product category as Eco Mark products and certification procedure for conforming certification criteria.

There are the following environmental criteria.

- 1) Conformity with laws
- 2) Absolute criteria (Whether acceptable or not. Example: Must not contain prohibited substances, etc.)
- 3) Numeric criteria (Numeric criteria is used to specify whether acceptable or not. Example: Restrictions on quantity contained)
- 4) Quantitative criteria (Numeric data is submitted and may not be accepted depending on the case. Example: Excessive quantity must not be used.)

- 5) Reporting criteria (Reports are simply required but no judgment is made on the reported details. Example: package status, quantity of fluorescent whitening agents used, energy expended, etc.)

Method for Certifying Conformity with the Criteria

The priority order of methods for evaluating conformity stated in ISO14024 "5.10 Compliance and Verification" shall be followed:

- 1) ISO and IEC standards
- 2) Other internationally accepted standards
- 3) Regional and national standards
- 4) Other techniques that can be repeatedly implemented and reproducible, according to the principle accepted by excellent testing laboratories
- 5) Evidentiary material of a manufacturer

There are the following types of certificates:

- 1) Certificate by a third-party institution
- 2) Evidentiary material of a manufacturer (e.g., having a collection system, each material being separatable when a product is discarded, etc.)
- 3) Evidentiary material of an applicant

* A certificate by a third-party institution shall refer to a certificate issued by a public testing laboratory or an institution (excluding any institution of one's own company or affiliated company) that is recognized to have a test capability.

4-2. Quality criteria and certification criteria

Criteria concerning product function characteristics are regulated to certify the applicable products of the concerned product category as Eco Mark products.

As a general rule, existing quality standards shall be adopted as the criteria in this section rather than being specified independently by the Japan Environment Association. It should be confirmed, however, that there are no environmental preservation problems with the quality criteria.

Written evidence shall be submitted by manufacturers for products without existing quality standards if required, and results of self-conducted tests should be included.

Consideration shall be given to what kind of quality standards shall be applied for any such quality standards other than those established by ISO, IEC and the government to prevent discrepancies being generated between areas or test organizations.

Method for Certifying Conformity with the Criteria

Same as 4-1 above

5. Product Classification, Indication and Others

Product category indicates the product range that can be defined as the same application. Generally, each product brand name is treated as one product category.

Letters indicating environmental preservation-related information and effects of the product category concerned must be indicated below the mark.

Establishment date (Revision date)

A date within 30 days of the issuance date of the Eco Mark News announcing the establishment or revision shall be specified as the establishment date and revision date. A date of revision shall also conform to this.

Expiration date

Written certification criteria of this product category shall revise the written certification criteria or abolish a product category, as needed.

6. Appendix, exhibit, etc. defined in the certification criteria

7. Attached Certificates

This is a collection of forms for certifying conformity in accordance with certification criteria. It shall consist of the following 2 types of forms:

- (1) A certificate that an applicant submits to the Eco Mark Office to show conformity with the certification criteria, in Eco Mark product certification examination (In principle, submission of the certificate shall be obligatory. However, a certificate separately prepared by an applicant may replace if necessary items can be checked.
- (2) Entry example regarding a certificate form to be issued by an applicant, etc.

• Interpretation

Interpretations are described to present details of discussions conducted by Criteria Development Committee and to maintain their transparency, and comprised of the following supplementary items.

- Environmental background (Purpose for establishment of the corresponding product category, relation of the product category with the environment, etc.)
- Supplementary explanations concerning definition of terms, scope of applicable products and environmental background
- Process for selecting items as certification criteria and background summary
- Other supplementary explanations concerning certification criteria

Guidelines

III. Review of Product Category

III-1. Policies for Reviewing Product Category

1. Policy for Reviewing Product Category

The product category in about two years before the end of the expiration of criteria shall be judged their future handling, such as total revision, discontinuance at the current expiration date, or extension of the validity period, in accordance with the following 1) to 3).

- 1) The product category which falls on the following items shall be revised totally.
 - (1) Raising the level of criteria such as increased standard values would greatly contribute to realize sustainable society.
 - (2) Criteria items which have not been covered in the existing product category shall be included because the new environmental issues which should be solved have arisen due to improvement of scientific knowledge and change of social circumstance.
 - (3) Purpose and concept for establishing the product category shall be drastically reviewed.
 - (4) There are requests for drastic revision from suppliers, consumers, experts and knowledgeable persons in neutral organizations.
- 2) The following product category shall be discontinued at the end of the current expiration date.
 - (1) It is judged by related parties that the criteria are not appropriate any more.
 - (2) There is no significance to be covered by Eco Mark product category.
- 3) The product category which is considered to be worth for maintaining the current certification criteria and further dissemination and promotion, would be extended the expiration date. The maximum extension is five-year length of time. The expiration date may be re-extended.

Guidelines

III. Review of Product Category

III-2. Procedures for Reviewing Product Category and Partial Revision of Certification Criteria

1. Procedures for Reviewing Product Category

Product categories are reviewed in line with the following procedure.

- 1) For the Product Categories in about two years before the end of the expiration of the criteria, opinions are widely accepted through the website, etc.
- 2) Based on the opinions collected by the 1), Planning and Strategy Committee shall discuss and approve the handling of product categories, such as total revision, discontinuance at the current expiration date, or extension of the expiration date.
- 3) The name of applicable product categories and the outline of review in 2) shall be announced on the Eco Mark website. In accordance with the "Agreement on Technical Barriers to Trade (TBT)" of the World Trade Organization (WTO), they shall be published on the web site as a work programme in both Japanese and English at least once every 6 months. The existence of the work programme shall be notified to the ISO/IEC Information Centre by way of Japanese Standards Association.
- 4) The product categories which need to be totally revised shall conduct procedures for revision in accordance with "II-2. Procedures for Developing Certificate Criteria". In this process, Criteria Development Committee shall fully consider the opinions collected by 1) on the above.

2. Partial revision of certification criteria

In the event that minor and partial revisions of the certification criteria are required, revisions can be carried out in accordance with the following procedure separately from 1.

- 1) The Eco Mark office shall prepare the draft for certification criteria after hearing opinions of the Criteria Development Committee members who developed the corresponding certification criteria or interested parties.
- 2) Revised draft of certification criteria is deliberated by Criteria Deliberation Committee..
- 3) Certification criteria are revised and announced by the Japan Environment Association in accordance with the deliberation results of Criteria Deliberation Committee. The name of applicable product categories and the outline of revision 1) shall be announced on the Eco Mark web site. The revised certification criteria shall be published on the website in both Japanese and English.

I. Regulations of Planning and Strategy Committee

The establishment of Planning and Strategy Committee shall comply with Chapters 1-3 of the Guidelines for Eco Mark Program Implementation

(Management issues)

Article 1.

The following issues shall be managed by Planning and Strategy Committee.

- (1) Planning of dissemination and promotional strategy of Eco Mark
- (2) Selection, review and discontinuance of Eco Mark product categories
- (3) Other related matters

(Configuration and entrustment of committee members)

Article 2.

Planning and Strategy Committee shall comprise of 10 or less members who are entrusted by the Director General of the Japan Environment Association from Eco Mark Office and the following experts.

- (1) Experts in environmental preservation, environmental education, environmental economics, green purchasing, etc.
- (2) Intellectuals in the administrative organs concerned, the consumer affairs, etc.

(Term of the committee members)

Article 3.

The term of the committee members shall be for one year. However, members may be reappointed.

(Committee chairperson)

Article 4.

- 1) The chairperson shall be appointed in Planning and Strategy Committee.
- 2) The chairperson shall supervise Planning and Strategy Committee
- 3) In the event that the chairperson is unavoidably absent, an acting chairperson previously designated by the chairperson shall take the role.

(Holding of Planning and Strategy Committee)

Article 5.

- 1) Planning and Strategy Committee shall be convened and chaired by the chairperson of the committee.
- 2) The Committee shall not be open to the public.

(Quorum and numbers required for decision-making at the meeting)

Article 6.

- 1) Proceedings can be held and decisions made only when more than half of the committee members attend the meeting. However, members who submit prior written notification of their intentions and decisions regarding the concerned proceedings shall be defined as attendants.
- 2) Decisions shall be made when more than half of those attending agree. If voting is evenly split, the chairperson shall cast the deciding vote.
- 3) In the event that a committee member is unavoidably absent, a proxy who has previously been designated by that member shall be able to attend and vote on his/her behalf.

(Rider)

- 1) Established / in effect from 1st April, 2010

II. Regulations of Criteria Deliberation Committee

The establishment of Criteria Deliberation Committee shall comply with Chapters 1-3 of the General Procedures for the Eco Mark Program.

(Management issues)

Article 1.

The following issues shall be managed by Criteria Deliberation Committee.

- (1) Scrutiny and verification of draft certification criteria from a technical standpoint
- (2) Scrutiny and verification of a minor revision of the certification criteria from a technical standpoint
- (3) Other matters

(Configuration and entrustment of committee members)

Article 2.

Criteria Deliberation Committee shall comprise of 10 or less members who are entrusted by the Director General of the Japan Environment Association from the following experts.

- (1) Experts in environmental preservation, LCA, resource recycling, chemical substances, biological diversity, etc.
- (2) Intellectuals in the administrative organs concerned, the consumer affairs, etc.

(Term of committee members)

Article 3.

The term of the committee members shall be for one year. However, members may be reappointed.

(Committee chairperson)

Article 4.

- 1) The chairperson shall be appointed in Criteria Deliberation Committee.
- 2) The chairperson shall supervise Criteria Deliberation Committee
- 3) In the event that the chairperson is unavoidably absent, an acting chairperson previously designated by the chairperson shall take the role.

(Holding of Criteria Deliberation Committee)

Article 5.

Criteria Deliberation Committee shall be convened and chaired by the chairperson of the committee.

(Quorum and numbers required for decision-making at the meeting)

Article 6.

- 1) Proceedings can be held and decisions made only when more than half of the committee members attend the meeting. However, members who submit prior written notification of their intentions and decisions regarding the concerned proceedings shall be defined as attendants.
- 2) Decisions shall be made when more than half of those attending agree. If voting is evenly split, the chairperson shall cast the deciding vote.
- 3) In the event that a committee member is unavoidably absent, a proxy who has previously been designated by that member shall be able to attend and vote on his/her behalf.

(Rider)

- 1) Established / in effect from 1st April, 2010

III. Regulations of Product Category-based Criteria Development Committees

The establishment of product Category-based Criteria Development Committees (hereinafter referred to as “Criteria Development Committee”) shall comply with Chapters 1-3 of the General Procedures for the Eco Mark Program.

(Management issues)

Article 1.

The following issues shall be managed by Criteria Development Committee.

- (1) Preparation of draft of certification criteria
- (2) Technical interpretation concerning the certification criteria

(Configuration and entrustment of committee members)

Article 2.

Criteria Development Committee shall comprise of 3 or more members. The Director General of the Japan Environment Association shall select and delegate the members from suppliers, consumers, experts and intellectuals in neutral organizations, regarding with the product category for Criteria Development Committee management.

(Term of committee members)

Article 3.

The term of the members shall be until the establishment of the certification criteria for the corresponding Eco Mark product category.

(Committee chairperson)

Article 4.

- 1) The chairperson shall be appointed in Criteria Development Committee. The chairperson shall be selected from the experts or knowledgeable persons in neutral organizations in principle.
- 2) The chairperson shall supervise Criteria Development Committee

(Holding of Criteria Development Committee)

Article 5.

- 1) Criteria Development Committee shall be convened and chaired by the chairperson of the committee.
- 2) The committee would be held once in one to two months, and three to five times a year in total.
- 3) The committee shall not be open to the public. However, the person approved by the chairperson can attend the committee as an observer. Observers do not have the right of vote.

(Quorum and numbers required for decision-making at the meeting)

Article 6.

- 1) Proceedings can be held and decisions made only when more than half of the committee members attend the meeting. However, members who submit prior written notification of their intentions and decisions regarding the concerned proceedings shall be defined as attendants.
- 2) Decisions shall be made when more than half of those attending agree. If voting is evenly split, the chairperson shall cast the deciding vote.
- 3) In the event that a committee member is unavoidably absent, a proxy who has previously been designated by that member shall be able to attend and vote on his/her behalf.

(Rider)

- 1) Established / in effect from 1st April, 2010