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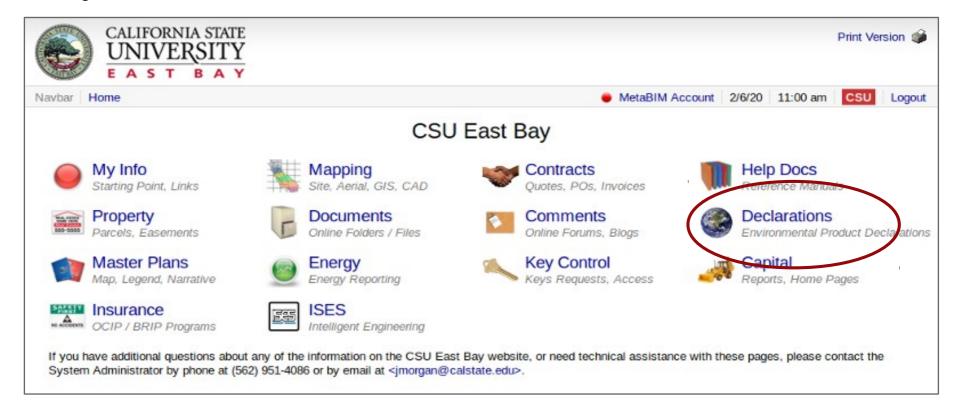
# **Environmental Product Declarations**

Database and reporting tool to demonstrate compliance with the Buy Clean California Act Assembly Bill 262.



The Declarations Module is where Projects and associated Environmental Product Declarations can be tracked on a per project basis.

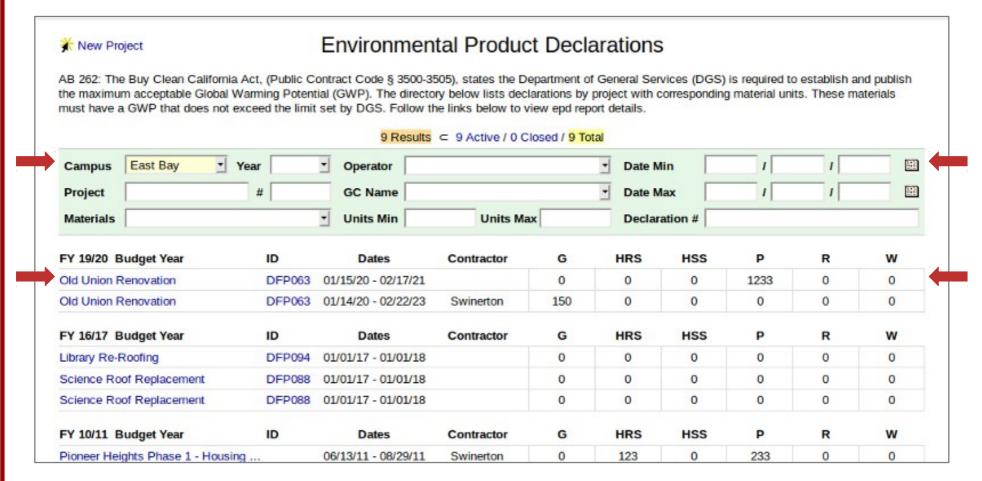
To begin click on the 'Declarations' icon.







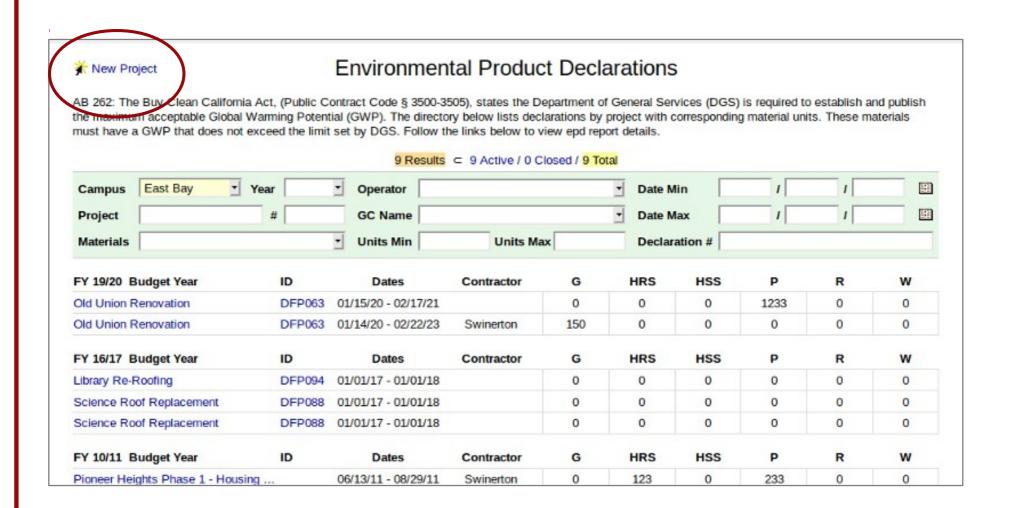
This screen shows us the entire database of projects for a given campus and high level details. Users can filter and search for project records using the search bar. The campus field will be set to the campus location that is accessing their EPDs. Organized by Budget Year we can see a summary of data per project in the listing.







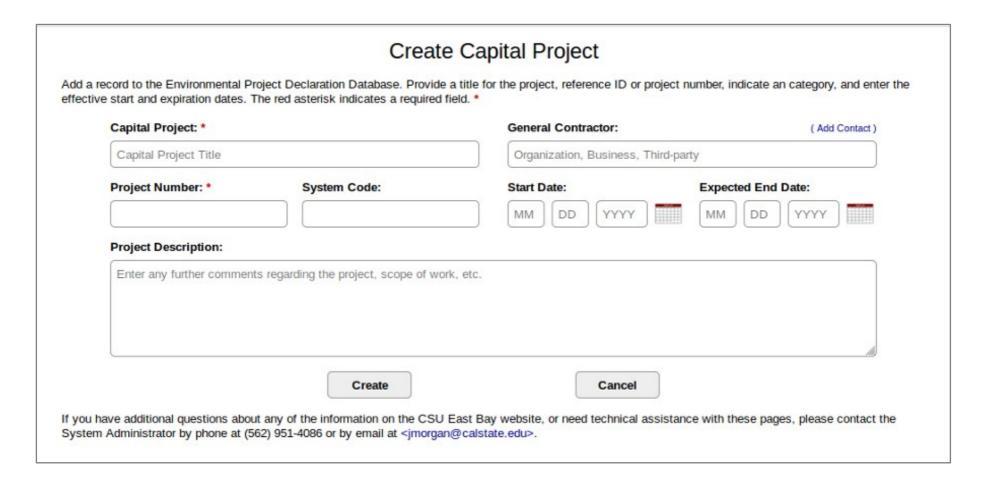
To add a new project and associated EPDs to the Database click on 'New Project'.



## Create Capital Project Record



Click into the Capital Project field and begin typing the name of the project. A drop down list of all of the existing projects in the FacilitiesLink™ Database will appear. Select one of the projects to auto-populate the remaining fields.

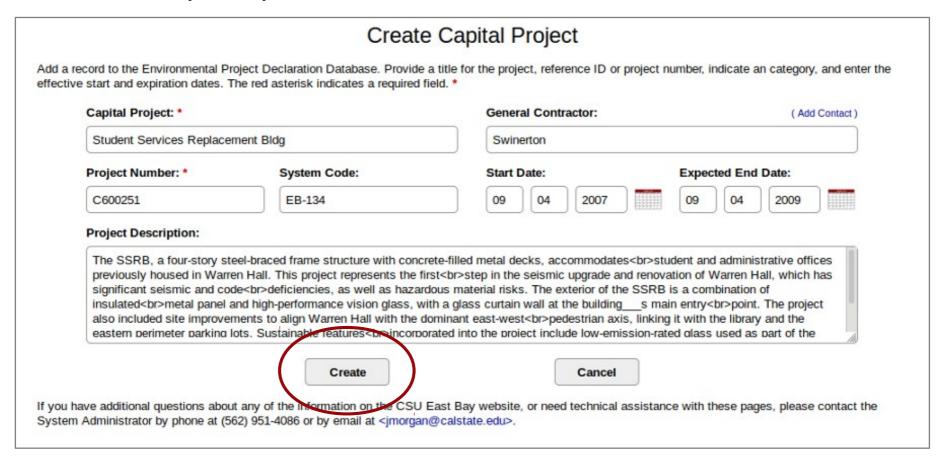


# Create Capital Project Record



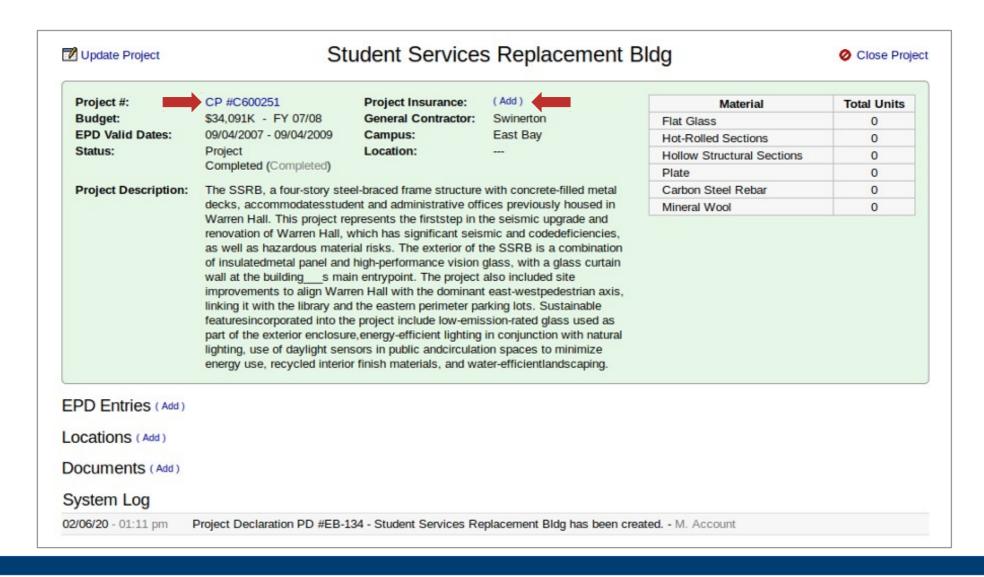
Check that the form was populated with the correct information. Missing or incorrect data can be edited in this process.

Once satisfied with your entry click 'Create'.





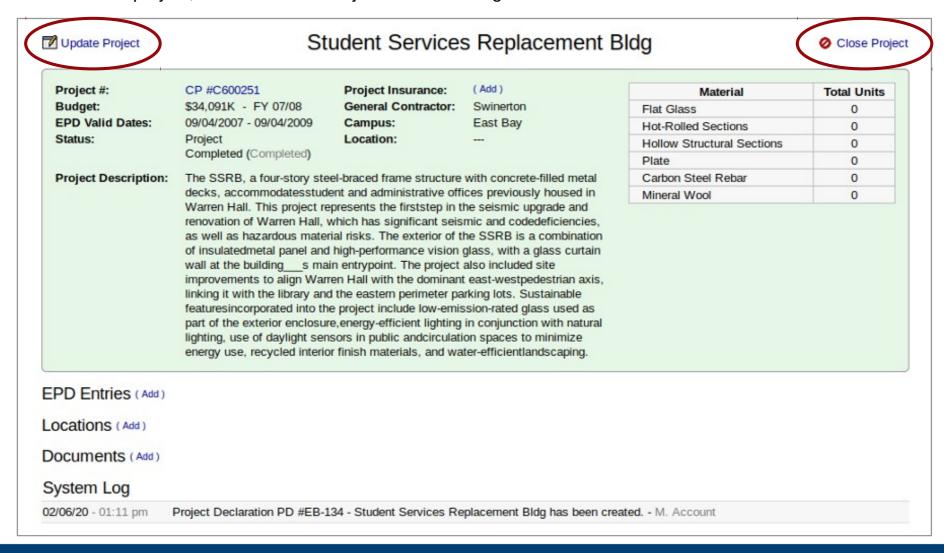
An individual project record will have the information we just entered in the green box at the top. If there is already a BRIP record for this project it will be linked in the Project Insurance Field. If your campus subscribes to full FacilitiesLink™ Platform there will be a link to the Capital Project Record.





To update or change information entered during the creation of the project record use the 'Update Project' link on the left.

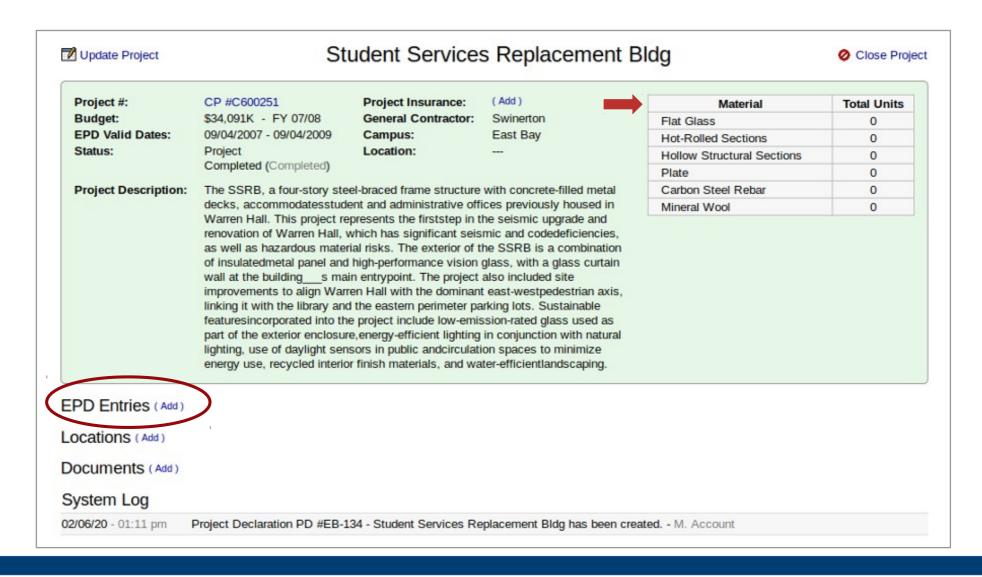
To close the project, use the 'Close Project' link on the right.





The summary box tells us how many units in total per material have been allocated to this project.

To add materials to a project use the (Add) link next the 'EPD Entries'.

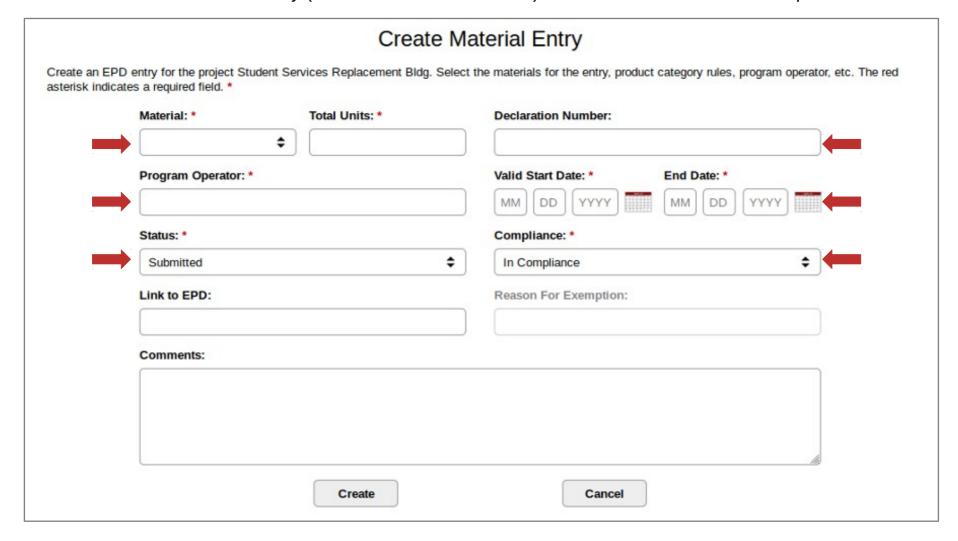


# Create Material Entry



To create a material entry select a material category and enter the units used. Next, select a Program Operator, enter the EPD declaration number and the dates of validity.

Select a status of the EPD entry (submitted or not submitted) then state if the EPD is in compliance.

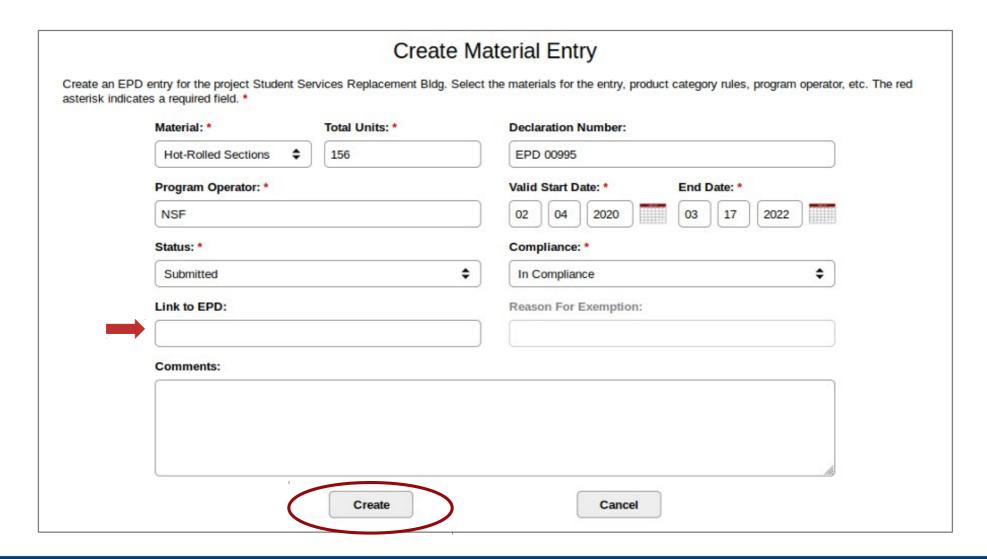


# Create Material Entry



A URL can be entered into the form that links directly to the EPD hosted by the Program Operator.

When complete click 'Create' to add the material entry to the project.

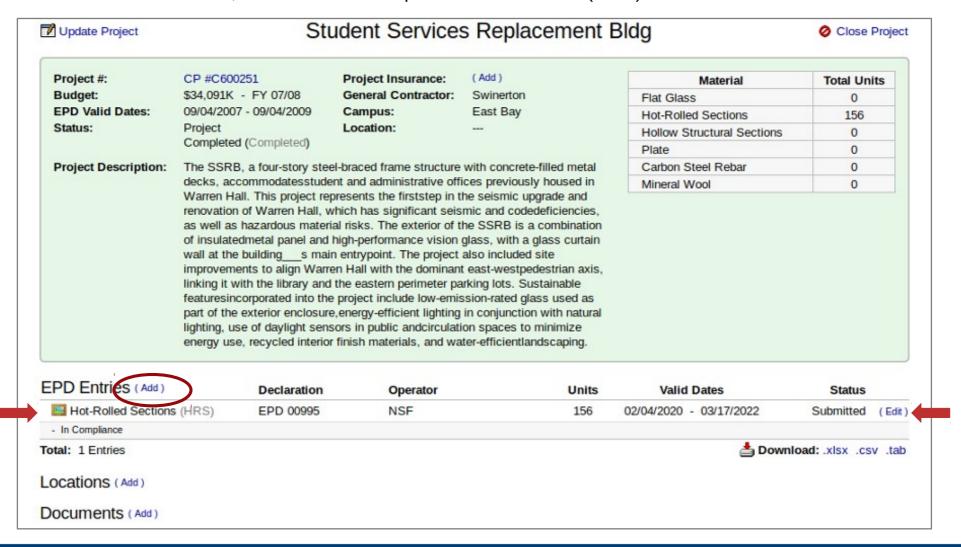


## Material Entries within Project



The material entry we entered now appears on the project page. The total units calculated at the top have adjust to reflect the new totals.

Let's add one more EPD, this time out of compliance. To start click '( Add )'

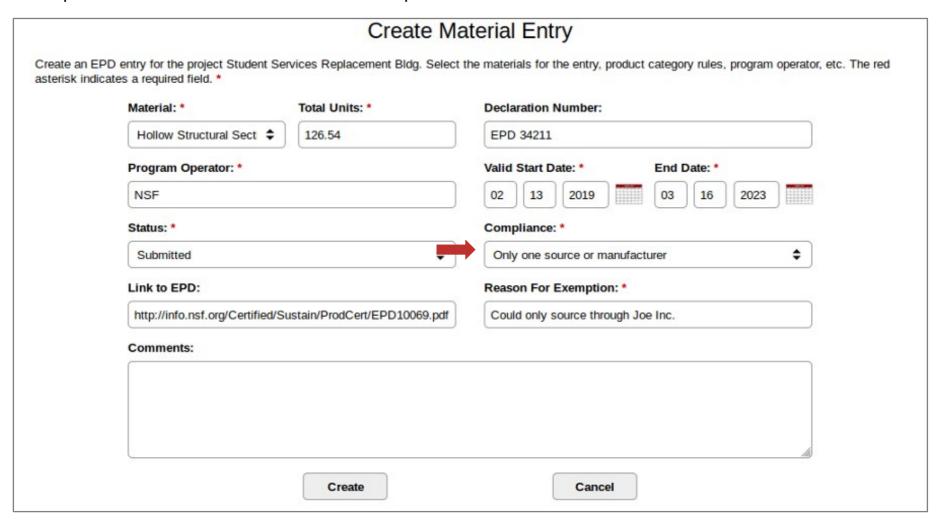


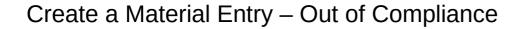




Fill out the form similarly to the previous entry.

Clicking on the 'Compliance' menu, select a choice other than in compliance. This list contains the acceptable reasons that an EPD is out of compliance

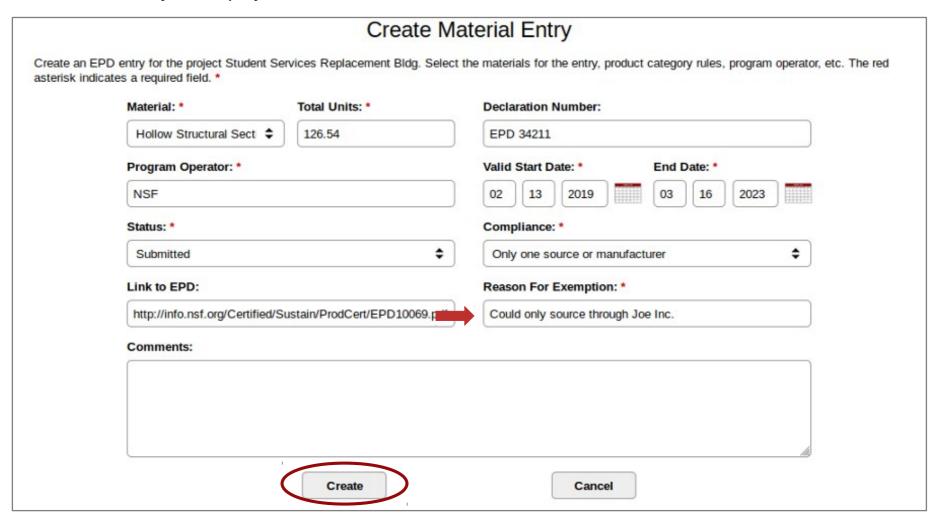






When an EPD is out of compliance an additional reason for non-compliance is required.

Click into the 'Reason for Exemption' to provide a brief explanation. When satisfied, click 'Create' to add this material entry to the project.

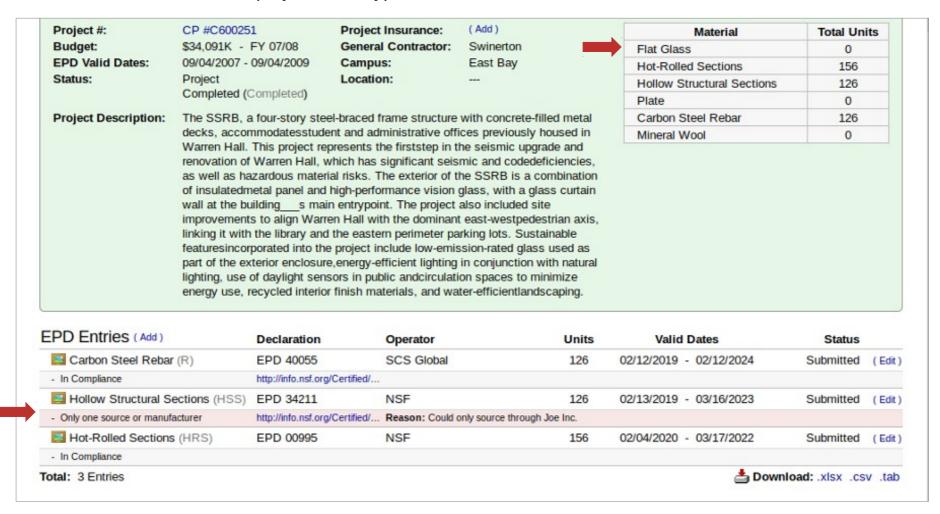


## Material Entries within Project



Material entries out of compliance will have the reason printed inline and be highlighted.

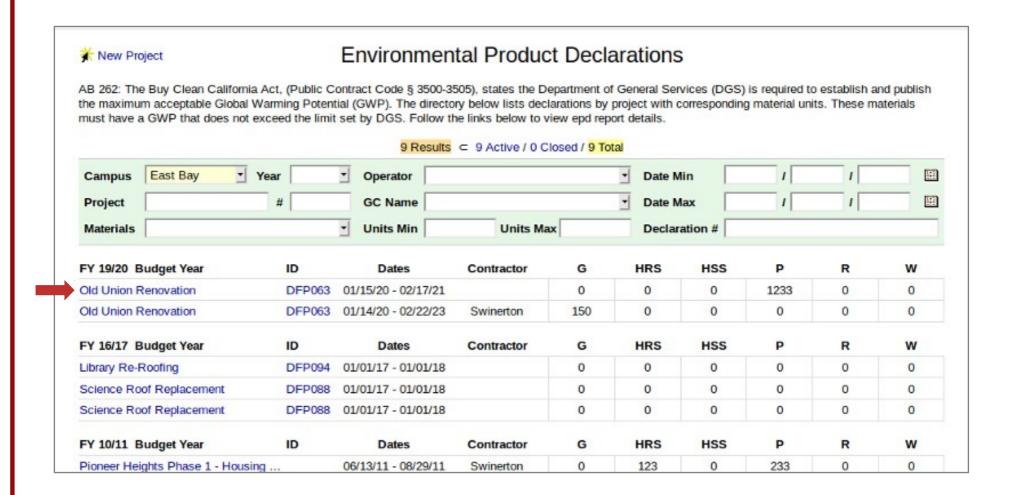
Multiple EPD entries for the same kind of material can be entered within one project. Units will continue to accrue in the totals at the top by material type.







Each row in the database represents a project and the associated EPDs that we just entered. We can see the totals of each type of material used displayed across the report.

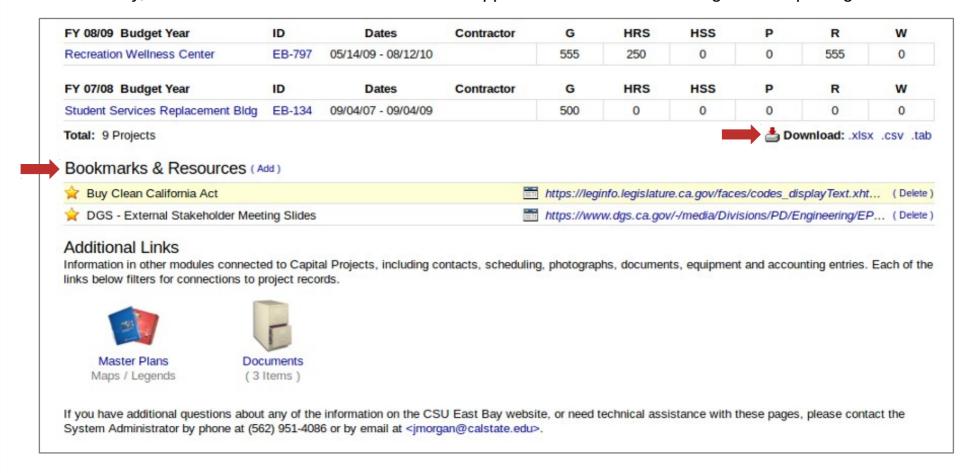


#### **Environmental Product Declarations - Database**



Scrolling down the page to the bottom of the report, there are links to export this information in the desired format.

Additionally, there are Bookmarks & Resources to supplemental materials relating to the reporting of EPDs.



For Questions about Buy Clean California Act Contact \*\*\*DGS Contact?

For Questions about Buy Clean California Act Contact \*\*\* CSUCO Contact?

For Technical Support Contact MetaBIM at support@metabim.com