

AusLCI

The Australian Life Cycle Inventory Database Initiative



Procedure for AusLCI Compliance Review

Database committee
9 MAY 2013



1 Introduction

This document describes the procedure for undertaking an AusLCI compliance review. It is principally intended for compliance reviewers of AusLCI data. It provides detail on how datasets are to be reviewed, how reviewers are to be selected, and how the reviews are to be costed.

This is the 3rd in a suite of documents providing advice to organisations preparing data to submit to the Australian and Life Cycle Inventory Database (AusLCI). The other documents are the:

- Requirements for the development of AusLCI Data sets
- Compliance Review Procedure for Validating and Approving Data Sets for AusLCI
- Guidelines for Technical Review of AusLCI datasets.

The Requirements for Data Development for an Australian Life Cycle Inventory Database contains all the methodological and procedural requirements for AusLCI data and is principally aimed at data developers. The Guidelines for technical review is a short guidance document to assist data developers and technical reviewers of LCA data sets destined for AusLCI. The stages of AusLCI data submission process are shown in Figure 1.

AusLCI Data Collection & Publication Process

1. It is expected that organisations and companies (Data owners) will have engaged a suitably qualified practitioner to collect and assemble their life cycle inventory data (see *List of Practitioners* <http://www.alcas.asn.au/resources/practitioners>).
2. It is expected that organisations and companies will also engage a suitably qualified practitioner to undertake an independent technical review of data. Note: this cannot be the same company that undertakes the initial LCI data collection.

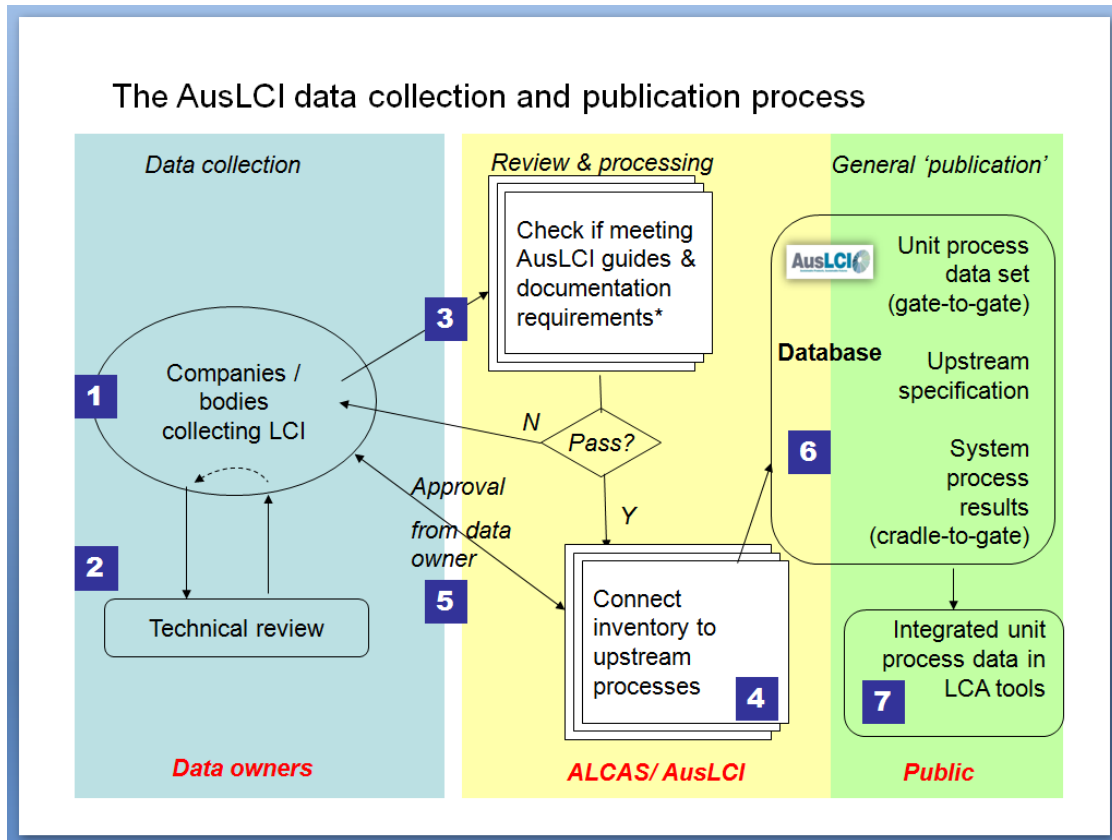


Figure 1: Summary Process/Flowchart for AusLCI Data Publication

3. Data can then be submitted to ALCAS AusLCI Database Committee for consideration for inclusion in the AusLCI Database (see requirements for submission on previous page). Information provided will then be checked against the ALCAS document “Requirements for the Development of AusLCI Data sets”. If the information provided does not meet the requirements the data supplier will be advised of the identified concerns.
4. If the data does meet the requirements, the ALCAS AusLCI Database Committee will then work with the supplier to connect their data to any relevant Australian upstream processes required (and where relevant to determine average industry data for that sector).
5. The ALCAS AusLCI Database Committee will then formally seek approval from the Data owner for publishing.
6. The data will then be published in the AusLCI national database.
7. It is expected that software suppliers will integrate AusLCI data into their tools providing integrated unit process view of the data.

2 The ALCAS Review Sub-Committee

ALCAS has constituted a “Review Sub-Committee” (RSC) to develop and administer the “Compliance Review” process. The RSC is responsible for:

- Developing and refining the “AusLCI compliance review” process and documentation
- Receiving compliance review reports and recommendations and determining whether to release datasets into the AusLCI database
- Acting as a first line appeal body for organizations dissatisfied with the outcome of a AusLCI compliance review

3 AusLCI Compliance Review Procedure

The procedure for conducting compliance review is outlined in the schematic Figure 1 and consists of the following sequential steps:

1. Dataset producers submit a completed LCI in an approved format (currently ecospold or ILCD) and the completed AusLCI Data Submission Template and if necessary links to supporting reports and documents. Documents need to be submitted one month prior to the RSC meeting to be considered at that meeting.
2. The compliance review is undertaken by the database manager who reviews the data set and the AusLCI data submission template, checking against the compliance requirements, and commenting and completing the compliance reviewer section in the template.
3. The reviewer will send the completed review to the data submitter if there are non-compliance issues or clarifications required.
4. The data provider should respond to the review within 60 days. This process can continue until the data is compliant however additional review fee may be required if more than one review iteration is required.
5. Once agreement is reached between the data submitter and the reviewer the review form is sent to the RSC with a recommendation as to whether to accept or reject the dataset for publication in AusLCI.
6. If dataset producers are not satisfied with the findings of the AusLCI compliance reviewer, they may appeal to the RSC.(see appeals process)
7. Once a data set is accepted its passed to the database manager who creates a linking specification for the upstream processes, creates the necessary upstream processes in the shadow database and connect the unit process data to these processes to produce a fully calculated cradle to gate result for the unit process(s). The fully calculated process and the linking specification are sent to the data provider for approval.
8. Once approved by the data producer the unit process and it’s calculated system process is uploaded to the AusLCI website.

4 Appeals

ALCAS provides for data submitters/owners to appeal in the event that they are not satisfied with the outcome of an AusLCI compliance review. It is hoped and anticipated that this is a rare event, the AusLCI compliance reviewer liaising with the dataset submitter/owner throughout the review and refining the documentation so that it can be accepted for publication without modification. This is the outcome that the AusLCI compliance reviewer should aim to facilitate in the first instance.

If a dataset provider/owner wishes to appeal an AusLCI compliance review then this would be to the RSC in the first instance. The appeal should take the form of an email with attachments describing the basis of their appeal addressed to the Chair of the RSC. The RSC will consider this appeal at their next meeting. The RSC may at its sole discretion invite the appellant to present the appeal in person or they may consider the appeal just on the basis of the submitted information. The RSC will notify the appellant of its decision within 14 days of its meeting.

If dataset producers remain dissatisfied with the findings of the AusLCI compliance review and appeal, then they may appeal to the ALCAS Committee of Management, by email addressed to the President of ALCAS (copied to the Secretary of ALCAS) with any relevant attachments. The ALCAS COM will consider the appeal at the next meeting after the appeal is submitted (provided that meeting is more than 2 weeks away, giving ALCAS COM members time to consider the appeal documents). ALCAS COM reserves the right to determine on a case-by-case basis how best to hear and respond to such appeals.