



## REGISTRATION

### REVIEWS' REGISTRATION

PERFORMED REVIEWS		
REVIEW	DATE	OBJECT OF REVISION
0	January 24 <sup>th</sup> , 2018	First issuance
1	April 4 <sup>th</sup> , 2018	Inputs from the ORP meeting of January 26 <sup>th</sup> , 2018 added
2	August 13 <sup>th</sup> , 2020	Section 4.1.2 updated
3	January 20 <sup>th</sup> , 2021	Introduction of paragraph 4.1.4 – Carbon Neutrality, minor corrections in the text
4	May 22 <sup>nd</sup> , 2023	Update on the procedure for registration
5	December 12 <sup>th</sup> , 2023	Updated logo in header and section 4.1.4 - Carbon Neutrality



**INDEX**

<b>1. GOAL</b> .....	<b>3</b>
<b>2. APPLICABILITY</b> .....	<b>3</b>
<b>3. ACRONIMS</b> .....	<b>3</b>
<b>4. REGISTRATION</b> .....	<b>3</b>
4.1 Requirements for the registration .....	3
4.1.1 Carbon Footprint of Product .....	4
4.1.2 Organisation's GHG inventory.....	4
4.1.3 Carbon reduction - Mitigation .....	4
4.1.4 Carbon Neutrality .....	4
4.2 Request for registration.....	5
4.3 Registration costs.....	5
4.4 Payment method .....	6
<b>5. DISTRIBUTION</b> .....	<b>6</b>



## **1. GOAL**

The goal of this procedure is to describe how to participate the **Carbon Footprint Italy** programme.

## **2. APPLICABILITY**

This procedure applies to all parties willing to register their products and their organisations, according to the **Carbon Footprint Italy** programme.

## **3. ACRONIMS**

CFI: Carbon Footprint Italy

SGT: Secretariat

CTS: Technical-Scientific committee

ORP: Representative Body of the Parties

## **4. REGISTRATION**

The registration to the CFI program of a product or organisation highlights information that can be referred to a specific period of time and does not necessarily require periodic updates by the responsible company.

The reference to the time frame of competence of the information pertaining to the single registration is reported in the specific data sheets of the product or organisation analysed.

### **4.1 Requirements for the registration**

In order to proceed with the registration of a product or an organisation within the CFI *Programme Operator*, it is necessary to present an independent third-party verification statement regarding the recognised standards related to the type of registration requested (e.g. UNI EN ISO 14067, UNI EN ISO 14064-1, EU ETS and PAS 2060). The complete list of recognised standards for the different types of registration is available on the website [www.carbonfootprintitaly.it/en](http://www.carbonfootprintitaly.it/en).

The registration request shall be supported by a series of additional information described in point 4.2, which will be reported in the website as background information to support the registrations.

The registration will take place after being approved by the CFI *Programme Operator* and is administered by the SGT.

The different types of registrations involve specific requirements, indicated below.



#### 4.1.1 Carbon Footprint of Product

The Carbon Footprint of Product (hereinafter "CFP") is quantified through an LCA methodology that considers the different stages of a product's life cycle.

Since this is a life cycle assessment related to a single impact category (*global warming* or, more correctly, *climate change*), it is crucial to highlight that the CFP shall not be in any way conveyed as information of environmental excellence *tout court*.

In order to provide a reliable reference framework of the CFP value, additional information shall always support the registration of a CFP, and is indicated in the form for the CFP registration request (e.g. system boundaries, functional unit, etc).

#### 4.1.2 Organisation's GHG inventory

The GHG inventory involves the evaluation of direct and significant indirect GHG emissions. The new regulatory approach, introduced by the ISO 14064-1:2018 standard, envisaged the expansion of the previous three "Scope" in six "Categories", allowing for a more accurate description of the indirect emissions. According to the requirements of voluntary standards, the organisation shall provide details on the identification process of significant indirect emissions and, if present, justify each neglected significant indirect emission.

All the requested information is indicated in the form for the "GHG Inventory" registration request (e.g. reference year, etc).

#### 4.1.3 Carbon reduction - Mitigation

The procedure for the registration of "Carbon Reduction - Mitigation" is aimed at describing the lower climate footprint of both products and organisations, achieved through the implementation of specific measures for GHG emissions reduction within the system boundaries. To support the reliability of these emission reduction values, it is also necessary to include information describing the GHG emission reduction measures implemented. All requested information is indicated in the three forms for the "Carbon Reduction - Mitigation" registration request.

#### 4.1.4 Carbon Neutrality

The type of registration "Carbon Neutrality" represents the certification that an organisation or a product has achieved "net zero" GHG emissions in a given period, through mitigation actions and the purchase of recognised carbon credits. In order to support the credibility of this registration, it is crucial to insert also the information about the achieved GHG reduction and GHG removal enhancement



targets and the kind of carbon offset purchased. All the requested information is indicated in the form for "Carbon Neutrality" registration request.

#### **4.2 Request for registration**

In order to submit a registration request, it is necessary to create an access profile as a "New user" on the website at the link <https://www.carbonfootprintitaly.it/it/account/accedi/>, then, once you have generated your credentials (email and password), you can log in. At this point it will be possible to choose from the list on the left of the screen the section of interest (Organisations, Products, Carbon neutrality or Carbon reduction) and select the "Add" button. The relative registration form will open, to be filled in in its entirety, and finally sent.

The application has to be integrated with the following documents:

- verification statement, in PDF format, and in .jpeg and .png format;
- image of the product, organisation or intervention (in case of CFP, GHG Inventory or Carbon Reduction, respectively);
- logo of the organization;
- "MOD01-1-Achieved targets" and "MOD02-0-Carbon offset" forms, just for Carbon Neutrality registrations;
- "Attestation for Carbon Neutrality" in order to certify the actions done to maintain the Carbon Neutrality status.

#### **4.3 Registration costs**

It should be highlighted that the registration of a product or organisation in the CFI *Programme Operator* represents the evaluation of GHG emissions referred to a specific time and therefore does not automatically require a periodic update.

In order to avoid the presence of excessively obsolete information, the records are considered valid and kept on the website for a period of 3 years, except for the registration of "Carbon Neutrality" which is valid for one year, after which they will be automatically removed, and the registration will be considered expired.

6 months before the registration deadline a communication will be sent to the company, in order to allow them to plan the removal of the use of the CFI mark according with the established deadline.



The registration fees are described in the "Price list" document and apply from the 1<sup>st</sup> of January 2018. The updated copy of the Price List is reported in the section "CFI Documents" on the website [www.carbonfootprintitaly.it/en](http://www.carbonfootprintitaly.it/en)

The registration of the product or organisation will take place only after the regular payment of the established tariff and the three-year registration on the CFI website will be valid from the date of upload on the website.

The organisation shall inform the SGT if the verification statements supporting the registration to the CFI *Programme Operator* are to be suspended or withdrawal by the verifier.

Companies that have products or organisations registered in the CFI can also have additional benefits, such as lower costs for participating in seminars or training courses hosted by the CFI or affiliated with it.

#### **4.4 Payment method**

The payment shall be realized after having received the billing invoice, by bank transfer using the following IBAN code IT53N0501811800000017248824 (Carbon Footprint Italy S.r.l. - Banca Popolare Etica – Filiale di Vicenza).

#### **5. DISTRIBUTION**

The present document is available in the "CFI Documents" section in the website [www.carbonfootprintitaly.it/en](http://www.carbonfootprintitaly.it/en).