

HPD Version 2.2 Verification Checklist (HPD Builder Created)

Verifier	
Manufacturer	
Preparer (if applicable)	
Product Name	
HPD ID	



Note: This checklist does not support verifying an HPD created using any tool other than the HPD Builder published by HPDC. If an HPD needs to be verified that was not created using the HPD Builder, please contact HPDC Staff or the TPV TSG Co-Chairs for clarification.

HPD Section	Item	HPD 2.2 Language	Possible Variations or Notes	How to Verify	Suggested Documentation	Round 1		Round 2	
						Verified? Y/N	Verifier Comments	Verified? Y/N	Verifier Comments
General	Product Name	2.1.1.1 (Product Name) - Product brand name. The Product Name also appears in the Footer for each page of the HPD. If the HPD covers multiple brands, secondary brand names are listed in the Product Description [See 2.1.1.5]. Refer to Variations [See 3] for further guidance on how similar products and product lines are covered in a single HPD.	Multiple Products (3.1)	Verify correct product name.	Technical Data Sheet, Website.				
General	Manufacturer Name	2.1.1.2 (Manufacturer Name) Complete name of the company responsible for the final product. If this company is a subsidiary, the parent company is included in the Product Description [See 2.1.1.4].	Company is Subsidiary	Verify correct manufacturer name.	Technical Data Sheet, Website.				
General	HPD Unique Identifier	2.1.1.3 (HPD Unique Identifier) Identification code for a specific HPD, assigned by HPDC. This alphanumeric code is a unique, permanent identifier for a specific HPD that clearly and specifically identifies that document, and that supports sharing of the document in databases and libraries.		No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder	
General	Classification	2.1.1.4 (Classification) - Identifier associated with the product - The six-digit Construction Specifications Institute MasterFormat® designation is the primary and preferred identifier. If other identifiers are utilized, it should be noted in Product Description -See 2.1.1.5. In instances where no classifications apply (e.g., if the HPD is for a material that is typically used as a part of a product rather than delivered for use independently), "N/A" is indicated for Classification with an explanation in the Product Description	More than 1 classification or non-CSI classification. The CSI classification is now populated via a search function in the HPD Builder (i.e. dropdown).	Check to see if CSI MasterFormat is used. Other identifiers may be used if CSI Masterformat isn't available, though this isn't possible in the HPD Builder currently. N/A is also not possible within the HPD Builder. If this use case is needed, contact HPDC support.	CSI Masterformat websites				
General	Product Description	2.1.1.5 (Product Description) - Brief description of the product - this section is used to indicate: • If the product is part of a system or assembly and to describe what is included in this HPD • Function or use of the product, • Any special use or performance-based criteria • The parent company of a subsidiary • Additional specification references or other workflow identification numbers such as UniClass	Cross-check with content inventory and Accessories section. If a fitting is part of the description, is it reflected in the inventory? Are accessories noted?	Accurately describes product and related systems or assemblies. - Function of the product is described - Special use or performance-based criteria has been noted. - If company is subsidiary, parent company has been noted. - Additional relevant specifications have been noted. - Additional description text found in Section 5	Written description from the manufacturer, Technical Data Sheet, Website, Material Safety Data Sheet, Safety Data Sheet.				
General	HPD Tool Reference	2.1.1.6 (HPD Tool Reference) Reference to the tool used to create the HPD. Statement must read as follows: "Health Product Declaration® v2.2 created via [title of tool]." This statement also appears in the Footer of each page, along with "Page X of Y," e.g., Page 1 of 12.		No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder	
General	HPD URL	2.1.1.7 (HPD URL) Functional website link to the HPD Public Repository, the authoritative location for publication. This appears in the Footer of each page.		No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder	
Section 1	Summary								
Section 1	Content Inventory - Inventory Reporting Format	2.1.2.0 (Inventory Reporting Methods) - There are two methods for creating a content inventory: • Nested Materials Inventory Method. Lists all materials and then lists substances within each material above the reportable threshold. This method provides material level information in a useful context that aligns with other product inventory, screening, and optimization programs. Either a "Per Material" or "Per Product" threshold can be used in a Nested Inventory [see 2.1.2.1]. • Basic Inventory Method. Provides a single list of substances above the reportable threshold in the product. This method does not provide material level information. Only a "Per Product" threshold can be used on a Basic Inventory [see 2.1.2.1].		Allowable formats are: 1.) Basic Inventory, Per Product Threshold 2.) Nested Materials Inventory - can be at the Per Product or Per Material level The choice here needs to match the Verification of the Content Inventory.	Verified Content Inventory				
Section 1	Content Inventory - Threshold Disclosed Per	2.1.2.1 (Threshold) - Disclosed per product / per material. Concentration(s) above which the manufacturer or supplier itemizes substances present within the material or product as applicable: • Per Material: A threshold is defined for each material. Substances in each material are reported based on being at or above the specified threshold level within the material of which they are an ingredient. • Per Product: A threshold is defined for the entire product. Substances are reported based on being at or above the specified threshold level within the entire product, regardless of whether they are reported as an ingredient of a material or as an independent substance. A Basic Inventory has a per-product threshold; a Nested Materials Inventory can have a single per-product threshold or multiple per-material thresholds. In Section 1, Summary, a single threshold must be indicated for the Basic and the Nested Materials Inventory with a per-product threshold; multiple thresholds can be indicated for Nested Materials Inventory with material-level thresholds, based on the thresholds for each material indicated in Section 2.		Verification of Content Inventory	Verified Content Inventory				

Section 1	Content Inventory - Threshold Level	2.2.1.4 (Inventory Threshold) – Concentration at or above which substances present within the material or product are itemized by the manufacturer. Options include: • 100ppm (0.01%) • 1,000ppm (0.1%) • Per GHS SDS – Inventory of substance in a material meets the level of resolution required for SDS as prescribed by GHS. • Other – Inventory of substances in a material or product is based on a completely different protocol, or has more or less stringent thresholds than any of those described above.		Content Inventory Verification One of the following boxes should be checked for a Basic Inventory; more than one may be checked for a Nested Inventory: 1) 100 ppm 2) 1,000 ppm 3) per GHS SDS (GHS SDS Document provided) 4) - Other: Inventory of substances in a material or product is based on a completely different protocol, or has more or less stringent thresholds than any of those described above. When selected, an explanation must be provided in either the Inventory and Screening Notes or the Material Notes. Auto-filled from Section 2 in HPD Builder.	Verified Content Inventory					
Section 1	Content Inventory - Residuals/Impurities	2.1.2.2 (Residuals and Impurities Considered) For Nested Materials Inventory: Number of materials in a product that include consideration of residuals and impurities (“X”) as compared to the total number of materials (“Y”). An explanation is required and must be located in HPD Format Section 2: Residuals and Impurities Notes [See 2.2.1.6]. Refer to Residuals/Impurities [See 2.2.1.5] for guidance on the Best Practices process that must be followed for consideration of residuals and impurities. For Basic Inventory: Whether residuals and impurities were considered. An explanation is required and must be located in HPD Format Section 2: Residuals and Impurities Notes [See 2.2.1.6]. Refer to Residuals/Impurities [See 2.2.1.5] for guidance on the Best Practices process that must be followed for consideration of residuals and impurities.		No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder		
Section 1	Content Inventory - Characterized, Screened, Identified	2.1.2.3 Characterized, Screened, Identified Summary of the degree of reporting of unambiguous data in the product’s content inventory provided in Section 2. • “Yes” indicates the response is true for all substances inventoried, based on the selected Inventory Threshold. • “No” indicates the response is not true for one or more substances inventoried, based on the selected Inventory Threshold, or that one or more Special Condition did not follow Special Conditions guidance. • “Yes ex/SC” indicates all substances were characterized, screened, and/or identified as above except one or more Special Condition (SC) substances were characterized, screened, or identified according to SC guidance. See Special Conditions [See 3.2] and guidance in Emerging Best Practices for requirements [https://www.hpd-collaborative.org/emerging-best-practices/]. This summary applies to each individual substance present in each material or in the product at or above the stated Inventory Threshold [See 2.2.1.4] unless specifically allowed otherwise by the instructions in Variations, Special Conditions for Materials and Substances [See 3.2].		Double check to ensure this matches the expectations of verifier. As it is generated automatically from the HPD Builder, it should be fine.						
Section 1	Content in Descending Order of Quantity	2.1.3.1 - (Content in Descending Order of Quantity) Nested Materials Inventory: Nested summary, in the order inventoried in HPD Format Section 2, of a product’s materials, the substances in each material, each substance’s GreenScreen score, and the hazards associated with each substance. Materials are listed from highest to lowest percentage by weight – Percent (%) – in the product. Each material has a secondary bracketed list of substances ordered from highest to lowest percentage by weight in that material. Following each substance, the associated abbreviation for the GreenScreen Benchmark™ or List Translator Score and the abbreviation for each hazard type, as applicable, are indicated. Refer to “GreenScreen” and “Hazard Types” in the References [See 2.6.2.1 and 2.6.2.2] for abbreviations. For guidance on Special Conditions, see Section 3.2, Variations – Special Conditions. For clarity, each element in this summary is differentiated visually. Refer to Appendix A for the HPD Format that presents the required graphic layout for this information [https://www.hpd-collaborative.org/hpd-open-standard- appendices/]. Basic Inventory: Summary, in the order inventoried in HPD Format Section 2, of the substances in the product, each substance’s GreenScreen score, and the hazards associated with each substance. Substances are listed from highest to lowest percentage by weight – Percent (%) – in the product. Following each substance, the associated abbreviation for the GreenScreen Benchmark or List Translator Score and the abbreviation for each hazard type, as applicable, are indicated. Refer to “GreenScreen” and “Hazard Types” in the References [See 2.6.2.1 and 2.6.2.2] for abbreviations. For guidance on Special Conditions, see Section 3.2, Variations – Special Conditions. For clarity, each element in this summary is differentiated visually. Refer to Appendix A for the HPD Format that presents the required graphic layout for this		No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder		
Section 1	Number of GreenScreen BM-4/BM-3 contents	2.1.3.2 - (Number of GreenScreen BM-4/BM-3 Contents) – Number of substances in a product, if any, that have a full published for public use GreenScreen assessment with a score of either Benchmark-4 (prefer–safer chemical) or Benchmark-3 (use but still opportunity for improvement). Response must be substantiated by the information provided for each substance in HPD Format Section 2, GreenScreen [See 2.2.2.4].		No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder		
Section 1	Contents highest concern GreenScreen Benchmark or List Translator Score	2.1.3.3 (Contents Highest Concern GreenScreen BM or LT Score) – Single highest concern GreenScreen Benchmark or List Translator Score among all of the substances in a product. Response must be substantiated by the information provided for each substance in HPD Format Section 2, GreenScreen [See 2.2.2.4].		No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder		

Section 1	Nanomaterial	2.1.3.4 - (Nanomaterial) An indication of whether any substance in the product have been characterized as a nanomaterial. • If any substance is identified as a nanomaterial “One of more contents are characterized as nanomaterials • If all substances are identified not to be nanomaterials “No contents are characterized as nanomaterial” • If no substance is identified as a nanomaterial, and is unknown whether one or more substances is a nanomaterial “One or more content are characterized as unknown”		No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder	
Section 1	Inventory and Screening Notes	2.1.3.5 (Inventory and Screening Notes) – Explanation of information provided in HPD Format Section 1: Summary. Extended descriptions may be continued in HPD Format Section 5: General Notes [See 2.5: General Notes] or in the allocated Notes spaces throughout HPD Format Section 2 [See 2.2.1.7: Material or Product Notes and 2.2.2.11: Substance Notes]. Required Entries: • Explanation of each “No” answer to Characterized, Screened, and Identified [See 2.1.2.3]. • Identification of each relevant Special Condition, Notes required for that Special Condition, including notice that HPDs with Special Conditions are not disqualified from LEED v4 Material Ingredients Credit Option 1 compliance if they follow all SC guidance [see 3.2]. Language for Notes must comply with Special Conditions Best Practices. • Explanation when “Other” is indicated for Threshold entry [See 2.2.1.4], unless provided in the Material or Product Notes. Optional Entries: • To augment the summary information in Threshold [See 2.1.2.1], and Characterized, Screened, Identified [See 2.1.2.3], this section may be used to identify the percentage of a product’s materials or substances that correspond to particular aspects of disclosure. (For example: “Materials or Substances representing 95.0% of the product weight meet the 1,000 ppm Threshold and are Screened” or “For Materials or Substances representing 5.0% of the product weight, only SDS level disclosure is possible because suppliers declined to provide information.”)		For each “No” to Characterized, Screened, Identified, confirm explanation. Special conditions identified. Explanations documented for each “Other” threshold. If additional information is entered here, ensure accuracy/appropriateness.	Provide explanation for any notes required by the HPD Open Standard in regard to special issues (ie residuals...) present in the HPD under review.				
Section 1	Volatile Organic Compound (VOC) Content - Material (g/L)	2.1.4.1 (Material (g/l)) – Numerical value of Actual/Material VOC content as the product is supplied (sometimes referred to as applied VOCs)	Only required for wet-applied products	Must be completed for all wet-applied products. Verify numerical value of Actual/Material VOC content is correct.	Formulation disclosure, BOM Content, and Emissions Test Results (for wet applied materials) that are compliant with the Standard				
Section 1	Volatile Organic Compound (VOC) Content - Regulatory (g/L)	2.1.4.2 (Regulatory) – Numerical value of Regulatory VOC content, also referred to as “Coating” content. Regulatory VOC content compares regulated, or non-exempt, VOCs against non-exempt volume. Water and exempt solvents are not included. If the product is a Low Solids Coating “N/A” is indicated here.	Only required for wet-applied products	Verify by Numerical value of Regulatory VOC content, also referred to as “Coating” content. Regulatory VOC content compares regulated, or non-exempt, VOCs against non-exempt volume. Water and exempt solvents are not included. If the product is a Low Solids Coating, “N/A” is indicated here.	Formulation disclosure, BOM Content, and Emissions Test Results.				
Section 1	Volatile Organic Compound (VOC) Content - Does the product contain exempt VOCs?	2.1.4.3 (Does the product contain exempt VOCs) • “Yes” indicates the product contains VOCs that are exempted by the EPA from regulatory reporting and therefore will not be included in the VOC content totals • “No” indicates the product does not contain EPA exempt VOCs • If the product contains a substance that is an exempt VOC, “Exempt VOC” must be noted in the HPD Format Section 2 Substance Notes [See 2.2.2.11] for the corresponding substance	Only required for wet-applied products	Must be completed for all wet-applied products. If checked “Yes”, verify product has been exempted. If the product contains a substance that is an exempt VOC, “Exempt VOC” must be noted in the HPD Format Section 2 Substance Notes [§ 2.2.2.11] for the corresponding substance.	Verify against EPA VOC Exempt list				
Section 1	Volatile Organic Compound (VOC) Content -Are ultra-low VOC tints available?	2.1.4.4 (Are ultra-low VOC tints available?) • “Yes” indicates product is tintable and tints that meet the SCAQMD Super Compliant Coatings definition and/or Federal Trade Commission guidance for VOC free claims are offered by the manufacturer to distributors for this product, resulting in the addition of less than 10 g/L of VOC content for any combination of tints. The tinting system is included as an accessory in Section 4 • “No” indicates ultra-low tints are not available from distributors of this product • “N/A” indicates the product is not tintable at the point of retail sale.	Only required for wet-applied products	Indication for tintable products of whether ultra-low VOC tints may be available at the point of retail sale. For tintable products: - “Yes” indicates product is tintable and tints that meet the South Coast Air Quality Management District (SCAQMD) Super Compliant Coatings definition and/or Federal Trade Commission (FTC) guidance for VOC free claims are offered by the manufacturer to distributors for this product, resulting in the addition of less than 10 g/L of VOC content for any combination of tints. The tinting system is included as an accessory in Section 4: Accessories [§ 2.4]. The name of the tinting system and how to obtain it must be provided as an “other” Note [§ 2.4.3]. - “No” indicates ultra-low tints are not available from distributors of this	South Coast Air Quality Management District (SCAQMD) Super Compliant Coatings definition, CARB, 01350 (CREL Levles)				
Section 1	Certifications and Compliance - Certification List	2.1.5.1 (Type of Certification, Name of Certification) – Categories and Titles of the first four Certifications and Compliance entries, as indexed in HPD Format Section 3: Certifications and Compliance [See 2.3]. When applicable, certifications related to VOC Emissions and VOC Content are prioritized and must be listed first.		No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder	

Section 1	Pre-checked for consistency with other programs (optional)	2.1.5.2 (Pre-checked for consistency with other programs (optional)) – Preliminary indicator of consistency with specific requirements of third-party programs. A mechanical cross-checking of specific requirements for contribution of the HPD to programs such as LEED, and check of presence of entries for all fields required by HPD Open Standard. This pre-check does not assess data quality, compliance of the HPD with the HPD Open Standard requirements, or requirements for publication. See Best Practices Guidelines for Pre-Check for Consistency With Other Programs (https://www.hpd-collaborative.org/emerging-best-practices/) for requirements.	This is optional and is an "opt-in" option in the HPD Builder	No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder	
Section 1	Third Party Verification	2.1.6.1 - If "Yes", verification must use HPDC-approved verification firms and this must be filled in.	If verified, the TPV org needs to hit Publish on the HPD.	The manufacturer invites the verifier into their account. Verifier marks TPV yes in the HPD Builder from their account.					
Section 1	Preparer	2.1.6.2 - If prepared by the manufacturer, "Self-Prepared" is inserted; if prepared by a third party, the name of the organization is inserted.		Double check to ensure this matches the expectations of verifier. As it is generated automatically from the HPD Builder, it should be fine.					
Section 1	Third-Party Verifier	2.1.6.3 - Only HPDC-approved third party verifiers qualify and the name of the verifying organization is inserted.		Double check to ensure this matches the expectations of verifier. As it is generated automatically from the HPD Builder, it should be fine.					
Section 1	Third-Party Verification Number	2.1.6.4 - Only entered by HPDC-approved TPV Firm		No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder	
Section 1	Screening Date	2.1.6.5 - This indicates the date of the final screening for all substances listed in the HPD against the HPD Priority Hazard Lists to identify relevant Warnings reported in the HPD. If the HPD incorporates multiple screening dates, for example because the HPD relies on data screened by suppliers, the earliest of the screening dates must be reflected.		Double check to ensure this matches the expectations of verifier. As it is generated automatically from the HPD Builder, it should be fine.					
Section 1	Published Date	2.1.6.6 - This must reflect the date on which the HPD is made available by the manufacturer for free public distribution		No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder	
Section 1	Expiry Date	2.1.6.7 - (Expiry Date) – The original Expiry Date maybe modified based on one or more of the following: • An HPD must be revised within one year of a significant change in the product's contents. A significant change is defined as the addition or removal of content, a change only in % weight does not require a revision unless it impacts whether content is present at or above the selected inventory threshold. • The HPD Open Standard is updated on a regular basis, including both Major and Minor Version updates o Major Version updates – a new HPD may be published or an updated HPD republished using outdated Major Version – for up to one year following the Release Date of the subsequent Major Version of the Standard o Minor Version updates – New HPDs created after the Release Date of a Minor Version update must be created compliant with the Minor Version updated. Previously published HPDs using the current Major Version will still be valid through the expiry date. However, if such HPDs are updated, they must be updated using the current Minor Version update.		No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder	
Section 2	Content in Descending Order of Quantity								
Section 2	Material or Product Name	2.2.1.0 - (General Information on Materials and Products) – • Nested – must include every material that is part of the product as delivered. Each material must have its own line item entry, regardless of the extent of further inventory as the substance level. • Basic – must include every substance above the specified threshold that is part of the product as delivered. Each substance must have its own line item. 2.2.1.1 - (Material or Product Name) • The material's or product's specific name (brand) • A generic name of a material (category/family) • "Undisclosed" for a material – if "Undisclosed", the rationale for nondisclosure is explained in the Other Material Notes		Follow the Content Inventory Guidance below and ensure all required entries from the content inventory are included. Only one material listed per section. All materials that are part of the product should be listed. In a Nested Material inventory, each Material that is listed should be a single homogeneous material (see Glossary). Avoid listing a single substance as a Material unless it is truly the sole ingredient of that Material. Avoid combining multiple homogeneous material into one Material, e.g. the caster on a chair should be inventoried with the metal component and the plastic component listed as separate Materials. These are guidelines, not hard-and-fast rules. Sometimes for clarity or due to documentation being used, materials will be combined. Brand name or Generic name should be listed. If "Undisclosed", rationale should be explained in Material Notes.	Verified Content Inventory				

Section 2	Material Percent %	2.2.1.2 (Percent%) - Material's percentage in the final product by weight. This is a characteristic of the product rather than the material; it is assigned when the material is added to the product inventory. A fixed percentage is preferred, however, a percentage range may be provided, e.g., 3.0%–14.5%. An average or typical percentage may be included in the Other Material Notes [See 2.2.1.7] with an explanation of how the average was derived. Ranges should not exceed 20%. If a range does exceed 20%, the reason for the large range must be described in the Other Material Notes [See 2.2.1.7] for a product to be identified as "Characterized." • Ranges, variable amounts over time: If the percentage of the material varies over time due to market availability, pricing or other factors, an explanation must be provided in the Other Material Notes [See 2.2.1.7]. • Ranges, similar products: If the HPD is being used to describe several products that are generally similar in content but differ in the percentages of some materials, an explanation must be provided in the Other Material Notes [See 2.2.1.7]. Refer to Variations, Listing Multiple Products in a Single HPD [See 3.1] for further guidance. • Alternate: If the entry is for a substitute material (such as different species of wood used as a veneer), "Alternate" is indicated. As long as the primary material for which it is an alternate has a disclosed percent or percent range, "Alternate" is sufficient for disclosure of percentage for this material. Refer to Variations, Alternate Materials or Substances [See 3.2] for further guidance on alternate contents. • Undisclosed: If the percentage is withheld, "Undisclosed" must be entered with an explanation of why this information is withheld in the Other Material Notes [See 2.2.1.7]. The product cannot be identified as "Characterized" if the percentage of any material in the product is "Undisclosed."	Only applicable for Nested Inventories Multiple Products (3.1)	Follow the Content Inventory Guidance below and ensure all required entries from the content inventory are included. Material percentage is relative to the final product based on weight. Percentage range may be provided. If range provided, explanation is required in Material Notes. If HPD covers multiple products and ranges vary, explanation must be provided in Material Notes. If entry is for a substitute material listed as Alternate, then no percentage needs to be provided.	Verified Content Inventory					
Section 2	Material HPD URL	2.2.1.3 - (HPD URL) - this item only applies to NESTED MATERIALS Inventories – If a URL is provided for an HPD of the material, substance level information must still be itemized on the Product's HPD unless one of the following exceptions apply: • The material is listed on the Product HPD as an Alternate • The HPD references a Special Condition HPD for this material that the HPD Collaborative as provided for the material type. For the above exceptions, if a URL is provide, substance and hazard information is not itemized on the Product's HPD and users are directed to the Material HPD for related details.	Only applicable for Nested Inventories and is very seldom used. It is being removed from HPD v2.3.	Verify link references described material						
Section 2	Material or Product Inventory Threshold	2.2.1.4 - (Inventory Threshold)– Concentration at or above which substances present within the material or product are itemized by the manufacturer. Options include: • 100ppm (0.01%) • 1,000ppm (0.1%) • Per GHS SDS – Inventory of substance in a material meets the level of resolution required for SDS as prescribed by GHS. • Other – Inventory of substances in a material or product is based on a completely different protocol, or has more or less stringent thresholds than any of those described above. When selected, an explanation must be provided in either the Inventory and Screening Notes or the Other Material or Other Product Notes. The identified inventory threshold always applies to intentionally used substances intended to be constituents of a material or product and intended reaction products. If residuals and impurities are considered [See 2.2.1.5], the inventory threshold also applies to substances that, while not intended constituents of a material or product, are known—or have the potential—to be present at or above the selected threshold. Refer to Glossary [See 5] for definitions. In a Basic Inventory, a single "Per Product" level threshold must be indicated, which denotes that all substances present in the final product at or above the indicated threshold have been reported. In a Nested Materials Inventory, there are two reporting options: the manufacturer may indicate a threshold for reporting as either "Per Material" or "Per Product": • Option 1 – "Per Material": a threshold must be indicated for each material listed. • Option 2 – "Per Product": a single product level "Per Product" threshold is indicated. This "Per Product" threshold defines the level at which any substance that is present at or above this level in the product must be listed under each material in which it is present. o "Per product" must be indicated as the threshold for each material when a Per Product threshold is selected. An explanation is required in Substance Notes.	Although rare, it is possible that a material can be listed with no substances nested under it. This could occur if all substances in the material are below the Per Product level threshold indicated. If this arises, check that it is accurate.	Follow the Content Inventory Guidance below and ensure all required entries from the content inventory are included. For Nested Inventories reporting threshold by Material, ensure the threshold matches the verified content inventory for each material. For Nested or Basic Inventories reporting threshold by product, ensure the product level threshold matches the verified content inventory.	Verified Content Inventory					

Section 2	Residuals/Impurities	2.2.1.5 - (Residual/Impurities) – For each material or product, this must be marked "Considered", "Partially Considered", or "Not Considered" with an explanation provided. • If "Considered" is indicated: - o The manufacturer has taken steps outlined in Residuals and Impurities Best Practices guidance to consider, identify, and quantify residuals and impurities in the material or product, and reported that information in the HPD. - o Provide an explanation in the Residuals and Impurities Notes stating that the Best Practices guidance was followed, reporting the results of that process as required in the guidance, and indicating any further description of the methodology employed. - o Any identified residual or impurity that is known or has the potential to be present in the material or product above the Content Inventory Threshold must be listed in HPD Format Section 2: Content in Descending Order of Quantity as an individual line item entry. If the quantity of the Residual or Impurity is not known precisely, a range can be indicated or "UNK" for "unknown" may be entered by percentage (%). If the manufacturer can demonstrate that an identified residual is not present at or above the indicated threshold, the residual does not need to be listed as a line item in the inventory but an explanation of the rationale must be provided in the Residuals and Impurities Notes. While it is acceptable to indicate that residuals and impurities have been "Considered" when no identified residuals are listed as line items, a thorough methodological explanation in the Residuals and Impurities Notes must justify this determination. • If "Not Considered" is indicated: Provide an explanation in the Residuals and Impurities Notes for why the manufacturer has not considered residuals and impurities. • If "Partially Considered" is indicated: Follow these instructions to explain respective results for both "Considered" and "Not Considered" contents.	All answers require notes	Obtain explanation from the preparer on how residuals and impurities were considered during the Content Inventory review and double check this against the Residuals and Impurities Best Practices guidance to determine compliance. Check the notes to determine if an explanation has been provided for each answer that meets the HPD criteria.	Verified Content Inventory Residuals and impurities check from the manufacturer					
Section 2	Material Type	2.2.1.7 (Material Type) Select from a list of options the most accurate classification describing the material. Typical entries may include: • Metal • Ceramic • Polymeric Material • Glass See Best Practices Guidelines for Material and Substance Characterization [https://www.hpd-collaborative.org/emerging-best-practices/] for a complete list.	Only applicable for Nested Inventories	Using the verified content inventory, ensure the material type matches the expectations of the verifier.	Verified Content Inventory					
Section 2	Other Material or Product Notes	2.2.1.8 (Other Material or Product Notes) – Explanation of material or product characteristics. The required entries are: • Explanation or rationale for nondisclosure if Material Name is "Undisclosed" in a Nested Materials Inventory • Explanation for ranges, alternates and undisclosed material percentage as required in 2.2.2 Percent (%) in a Nested Materials Inventory • Explanation when "Other" is indicated for Inventory Threshold [See 2.2.1.4], unless provided in the Inventory and Screening Notes • Explanation when inventory data for substances within a single material are obtained at multiple threshold levels in a Nested Material Inventory or within a product in a Basic Inventory • Explanations of variations among different products listed in a single HPD, if not addressed in Substance Notes or General Notes (Section 5) Optional Entries include: • Identification of primary materials that may be replaced by alternate materials or substances • If the product varies in composition because there are multiple alternate suppliers for a single material or substance. Ranges for substances percent weight may be provided with an explanation of how the supplier chain as influenced disclosure methods. • References to reports or other published literature about exposure, risk or other qualities specific to the material in the product that may be relevant to understanding the context for its use. • Material Health Assessment Notes as methods and tools are developed and approved.	Multiple products (3.1)	Material notes should provide documentation as requested in Section 2.2.1.8. Required when there is a % range, undisclosed name, other threshold, multiple thresholds, or variations due to multiple products. Verify accuracy of other statements provided.	Review and verify any additional information provided.					
Section 2	General Information on Substances	2.2.2.0 (General Information on Substances) Each substance in a material (Nested Materials Inventory) or product (Basic Inventory) that exceeds the established threshold is included with its own line item entry. Substances should be listed in descending order of quantity within the material or product.		Follow the Content Inventory Guidance below and ensure all required entries from the content inventory are included.	Verified Content Inventory					
Section 2	Substance Name	2.2.2.1 (Substance Name) Title of the substance. Options include the substance's specific name, generic name, "Undisclosed," or "Unknown." • If the manufacturer chooses to identify the substance to a lesser degree of specificity, a generic name or chemical class may be indicated in its place. • If the manufacturer chooses not to disclose the name of the substance in any fashion, "Undisclosed" must be indicated, with explanation of the rationale for nondisclosure in the Substance Notes [See 2.2.2.11], and the product cannot be indicated as "Identified" [See 2.2.2.2]. • If the manufacturer does not know the substance name, "Unknown" must be indicated. This is possible, for example, when the supplier has passed on content characteristics to the product manufacturer for inclusion in the HPD, but has redacted certain details. Efforts undertaken to identify the substance must be explained in the Substance Notes [See 2.2.2.11], and the product cannot be indicated as "Identified" [See 2.2.2.2] unless specifically allowed by the instructions in Variations, Special Conditions for Materials and Substances [See 3.2].	If Unknown or Undisclosed, notes must indicate why.	Follow the Content Inventory Guidance below and ensure all required entries from the content inventory are included. Each substance is listed separately. Check for specific name, generic name, or "Undisclosed". If "Undisclosed", review explanation in Substance Notes. If "Undisclosed" or "Unknown", then substance cannot be marked as "Identified".	Verified Content Inventory					

Section 2	Substance Identifier	2.2.2.2 (Identifier) Chemical Abstract Service Registration Number (CAS RN) or other substance identification. Refer to Glossary [See 5] for definition. Refer to Variations, Special Conditions for Materials and Substances [See 3.2] for further guidance on identifiers other than CAS RNs. • "Undisclosed" indicates that the manufacturer knows the identifier and chooses not to disclose. The rationale for non-disclosure must be explained in the Substance Notes [See 2.2.2.11] and the product cannot be indicated as "Identified" [See 2.2.2.2] unless specifically allowed by the instructions in Variations, Special Conditions for Materials and Substances [See 3.2]. • "Unknown" indicates that the manufacturer does not know the chemical identity. An explanation of why it is unknown and manufacturer efforts to identify it must be included in the Substance Notes [See 2.2.2.11], and the product cannot be indicated as "Identified" [See 2.2.2.2] unless specifically allowed by the instructions in Variations, Special Conditions for Materials and Substances [See 3.2]. • If more than one identifier has been assigned to this substance, other relevant identifiers may be listed in the Substance Notes [See 2.2.2.11]. • "Not registered" indicates no CAS RN or other identifier has been registered for this substance; these substances might be covered by a Special Condition if they meet the criteria [See 3.2].	Special conditions Note, unless a special condition is utilized, the identifier must be listed in Pharos in order for it to be marked as screened within the HPD Builder.	Follow the Content Inventory Guidance below and ensure all required entries from the content inventory are included. If "Undisclosed", validate explanation in Substance Notes. If "Unknown", review explanation in Substance Notes. Can also be "Not registered" to indicate that there is no CAS RN for the substance (common with Special Conditions). Verify other CAS RN numbers if provided in substance notes.	Verified Content Inventory					
Section 2	Substance Percent %	2.2.2.3 - (Percent %) – Substance's percentage in the material (Basic or Nested) by weight. For the following instances, the same guidance applies for "Percent" (%) [See 2.2.1.2] in the Material or Product section above, with explanation entered in the Substance Notes [See 2.2.2.11] instead of the Other Material Product Notes [See 2.2.1.7] • Ranges, variable amounts over time • Ranges, similar products • Alternate substances • Undisclosed If "Undisclosed" is selected for any substance in the product, the product may not indicate as "Characterized"	Multiple products (3.1)	Follow the Content Inventory Guidance below and ensure all required entries from the content inventory are included. Substance percentage in the final product (basic) or material (nested) based on weight. Percentage range may be provided. If a range is provided, a note explaining why must be provided. If this substance is a residual/impurity, the amount must be provided in the HPD Builder according to the content inventory so it is ordered correctly, but the amount doesn't get disclosed.	Verified Content Inventory					
Section 2	Substance GreenScreen	2.2.2.4 - (GreenScreen) – The GreenScreen score associated with the substance is provided, as indicated below. Each substance is scored as follows: 1. If the substance has a GreenScreen assessment that is published for public use, as defined in Emerging Best Practices for Hazard Screening, the Benchmark score is indicated. The score should be accompanied by an explanation in the Substance Notes [See 2.2.2.11] describing the source of the assessment. 2. If a GreenScreen assessment is not publicly available, the substance will be screened with GreenScreen List Translator and assigned a List Translator score (LT-1, LT-P1, or LT- UNK). This indicates the substance is present on one or more GreenScreen Specified lists. 3. If neither #1 nor #2 apply, the substance is assigned a "NoGS" score by the HPD, indicating that the substance is not present on any GreenScreen Specified Lists, i.e., has received a GreenScreen List Translator score of NoGSLT, and does not have a freely and publicly available GreenScreen assessment and resulting Benchmark score.	Undisclosed requires manual verification. BM score requires source of assessment.	For substances with CAS numbers provided, the scores are automatic and do not need to be verified. For substances marked "Undisclosed", the verifier must use the CAS provided in the content inventory to manually check the GS score within the HPD Builder/Pharos. If a BM score is provided, the source of the GS assessment shall be provided in the notes. Note that this is not currently an automated function of the HPD Builder and needs to be noted by hand.	Verified Content Inventory					
Section 2	Substance RC	2.2.2.5 - (RC: Recycled Content) Indication of whether the substance was diverted from a waste stream for use in the material • For substances with recycled, "PostC" indicates postconsumer recycled content, and "PreC" indicates pre-consumer (post-industrial) recycled content. • "Both" indicates the substance includes both pre- and post-consumer recycled content. • "UNK" indicates the inclusion or recycled content is unknown For each substance with recycled content, the Substance Notes must indicate the type of product(s) from which the recycled content is obtained. Refer to Variations, Special Conditions for Materials and Substances [See 3.2] for further guidance about substances that include recycled content of mixed composition.	Special condition for Mixed Recycled Content	Recycled content must be marked "PostC", "PreC", "Unk", or "None" Source of recycled content must be provided in Substance Notes.	Certification, test results, or manufacturer letter that the substance contains or consists of recycled content.					
Section 2	Substance Nano	2.2.2.6 - (Nanomaterial) – Indication of whether the substance is a nanomaterial • "Yes" indicates the substance is a nanomaterial • "No" indicates it is not a nanomaterial • "UNK" indicates that it is unknown whether the substance is a nanomaterial or not.		Nanomaterial must be marked "Yes", "No", or "Unk".	Proof or test that content is nanomaterial or meets the definition of a nanomaterial					
Section 2	Substance Role	2.2.2.7 - (Substance Role) – Select a term that captures the substance's purpose or function for inclusion in the material (Nested Materials Inventory) or product (Basic Inventory). Examples include: binder, antimicrobial, flame retardant, catalyst, preservative, etc. See Best Practices Guidelines for Material and Substance Characterization for a complete list of potential entries. Further explanation of a particular substance can be included in the Substance Notes [See 2.2.2.11]. The role for each substance must be identified in order for the product to be indicated as "Characterized" [See 2.1.2.3].	As of HPD v2.2, this is selected via drop-down menu in the HPD Builder. "Other" is not an option. If the Builder lacks a substance role that would be accurate, contact HPDC to inquire if a new one should be added to the menu, which is based on a Best Practices guide.	Verify purpose or function of substance. If none provided then substance cannot be marked as "Characterized"	Verified Content Inventory					

Section 2	Substance Hazards, Agency(ies) with Warnings	2.2.2.8 - (Hazards, Agency(ies) with Hazards) – for each substance, the HPD must list applicable warnings, the hazard types they represent and the agencies that issued the warnings. This requires screening the substance against the Priority Hazard Lists to identify if the substance is listed with a HPD Priority List Warning. Not all Warnings identified by the HPD Priority List Sources are required. More information on the hazard lists and warnings can be found in Appendices C, D, and E.	Special conditions	For substances with CAS numbers provided, the hazard listings are automatic and do not need to be verified. For substances marked "Undisclosed", the verifier must use the CAS provided in the content inventory to manually check the hazards within the HPD Builder.	Verified Content Inventory				
Section 2	Substance Hazard Screening Method	2.2.2.9 (Hazard Screening Method) Method used to conduct hazard screening. Hazard screening must be conducted through an automated tool. For each substance, enter name of tool used, e.g., Pharos Chemical and Materials Library.	Special conditions	No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder	
Section 2	Substance Hazard Screening Method	2.2.2.10 (Screening Date) Date on which substance was screened.	Special conditions	No verification needed - generated automatically from HPD Builder.		HPD Builder		HPD Builder	
Section 2	Substance Notes	2.2.2.11 - (Substance Notes) Explanation of the substance's characteristics. Required entries: • explanation if Substance Name [See 2.2.2.1] and Identifier [See 2.2.2.2] are "Undisclosed" or "Unknown." The manufacturer must explain the rationale for nondisclosure for "Undisclosed" substances and efforts undertaken to identify "Unknown" substances. The manufacturer is encouraged to indicate if there is a time horizon for the non-disclosure, e.g., a pending patent application filing or other temporary intellectual protection or market advantage issue, and the existence of and time limits associated with a non-disclosure agreement (NDA) in place with the supplier; • additional CAS RNs, if the substance can be identified by multiple CAS RNs; • explanation if GreenScreen assessment is referenced but is not published and available for public use [see 2.2.2.4]; • explanation for ranges, alternates and undisclosed substance percentage as required in 2.2.2.3 Percent (%); • explanation of source if GreenScreen response is a Benchmark score from a full GreenScreen assessment [See 2.2.2.4]; • description of recycled content, if applicable [See 2.2.2.5]; • notation of "Exempt VOC" if the product contains a substance that is an EPA exempt VOC [See 2.1.4.3]; • explanation of variations among different products listed in a single HPD [See 3.1], if not addressed in Other Material or Product Notes [See 2.2.1.7] or General Notes [See 2.5]. Optional entries include: • other relevant identifiers, if more than one identifier has been assigned to this substance [See 2.2.2.2]; • further explanation of role of a substance [See 2.2.2.7]; • identification of primary substances that may be replaced by alternate substances [See 3.2]; • the information source for substance information, such as a Supplier HPD or an SDS; • references to reports or other published literature about exposure or risk or other qualities specific to the substance.		Verify that all substance characteristics have been noted per requirements.	Verified Content Inventory				
Section 2	Parts	2.2.3.0 (Part Inventory Display) In a Nested Materials Inventory, materials may be grouped into parts in an optional "Part Inventory Display," when this information has been provided by one or more suppliers using the Supplier HPD. This display enables the association of materials with "parts" of the product, as they might appear in a bill of materials or assembly diagram. It also allows composition data from Supplier HPDs to be represented on a Product HPD. The part inventory display does not have to represent the entire product, i.e., if the manufacturer has this level of information on only one part, the part inventory can list just that one part. Associated health information and other details about materials and substances are reported in the regular content inventory section, governed by the rules above.	Only applicable for Nested Inventories using Supplier HPD, but is optional. Note: As of Oct. 2020, this aspect of HPD v2.2 is not implemented in the HPD Builder.	Follow the Content Inventory Guidance below and ensure all required entries from the content inventory are included. Ensure the supplier HPD has been submitted correctly and contains data in all of the required fields per the guidance above. For substances that are "Undisclosed", the identity of this substance is required to be provided to the verifier in order to verify the accuracy of the GS score and hazard listings.	Verified Content Inventory and Supplier HPD connection.				
Section 3	Certifications and Compliance								
Section 3	Name of Certification or Compliance	2.3.3 (Name of Certification or Compliance) Title of the standard or certification program.		For each certification listed, verify the accuracy of the name.	Certificates				
Section 3	Certifying Party	2.3.4 - Type of party that is attesting to the claim. Options include: • Self-declared: Claim made by the manufacturer, i.e., first party. This also includes tests by an outside laboratory if a third party is not certifying the sample selection and chain of custody. • Second Party: Claim certified by a trade association or other interested party. • Third Party: Claim certified by an independent third party or audited/inspected by a government agency. A test result from an independent outside laboratory does not qualify the claim as third-party certified. For a certification program to qualify as Third Party, a third-party certifier must manage the chain of custody for sample selection and approve adherence to the standard.		For each certification listed, verify the accuracy of the claim.	Certificates				
Section 3	Issue Date	2.3.5 - Date of the certification or test. Provide the issuing date for the Second or Third Party certification or the lab test report date for the First Party declaration		For each certification listed, verify the accuracy of the claim.	Certificates				

Section 3	EXPIRY DATE	2.3.6 - Date of expiration for the certification or test. Left blank when there is no expiration date, as in for a self-declared claim.	The HPD Open Standard does not explicitly exclude the listing of expired certificates. However, as a best practice, check that expiration dates are not more than 12 months old, and are due to a pending update of a certificate, not a certificate going out of date permanently.	For each certification listed, verify the accuracy of the claim. Date may be left blank if certificate has no expiry date	Certificates				
Section 3	CERTIFIER OR LAB	2.3.7 - (Name of the certifying body or laboratory) – For a second or third party certification, the name of the certifier must be provided. For a self-declared claim using an independent laboratory, the name of the laboratory that did the testing must be provided. "None" indicates no outside testing was done to validate the manufacturer claim.		Name must be provided for second, third, or independent lab certification. None means no outside lab was used.	Certificates				
Section 3	APPLICABLE FACILITIES	2.3.8 - (Applicable Facilities) – Location(s) of specific manufacturing facilities for which the standard or certification applies, including the city, state, and county. "All" indicates that all of the manufacturer's facilities are covered by this standard or certification.		Verify all facilities where certification is applicable.	Certificates				
Section 3	CERTIFICATE URL	2.3.9 - (Certificate URL) – Functional website link to the documentation of the certification, if any. For all types of claims, the certificate must list the actual product names for which the HPD is being created. If the certificate or testing report is for a different product or manufacturing site than stated on the certificate, the claim must be documented as self-declared.		Verify URL is correct and functional	website URL				
Section 3	CERTIFICATION AND COMPLIANCE NOTES	2.3.1.0 - (Certification and Compliance Notes) - Required entries are: • Limitations of the certification • For VOC Emissions, an explanation of the building-type scenario under which the product was qualified Optional • For VOC Emissions, information about pending testing or certification results (optional)		Verify required entries are provided and that optional entries are correct.	Certificates				
Section 3	VOC Emissions	2.3.3.1 (VOC Emissions) A VOC emissions entry is required for all products. • If the product is certified to a program that complies with CDPH Standard Method, list that program with the appropriate testing scenario. • If the product has not been certified under a program that uses the CDPH Standard Method but has been tested by an independent laboratory against the CDPH Standard Method and passed, that test must be indicated along with the building type scenario applied, e.g., "CDPH Standard Method V1.1 – residential scenario." Also list any other special qualifications associated with the certification or standard compliance, such as "formaldehyde free." Note that at this time the CDPH Standard Method lists emissions scenarios only for insulation and interior products but also includes provisions for adapting the loading scenarios to certain other product categories. See Appendix F for details. Add "Adapted loading" to the Certification and Compliance Notes [See 2.3.10] if the product has been tested using applicable CDPH Standard Method provisions for adapting scenarios to other product categories. • If the product has been certified or tested against the international emissions standard AgBB [see Appendix F], that certification or standard must be indicated along with any special qualifications associated with the certification or standard compliance. • If the product has not been certified or tested against the CDPH Standard Method or AgBB: o If the current version of the CDPH Standard Method does not provide an appropriate emissions scenario for the product type, and the product type cannot be tested using applicable CDPH Standard Method provisions for adapting the scenarios, "N/A" must be indicated. Note that there is no emissions scenario for exterior products. o If the current version of the CDPH Standard Method provides an appropriate emissions scenario for the product type, or the product type can be tested using applicable CDPH Standard Method provisions for adapting the scenarios, "CDPH Standard Method – Not tested" must be indicated. o If the manufacturer is in the process of having the product tested, an explanation may be provided in the Certification and Compliance Notes [See 2.3.10] if the product has not yet been tested.	All products must contain a VOC emissions listing, even if there is no certificate or test. If no test or certification for the product, there are rules on what needs to be listed.	Ensure a VOC emissions certificate is listed. Verify all special data requirements for VOC emissions are included per the HPDC language.	VOC Emissions certificate or test report, as applicable.				
Section 3	VOC Content	2.3.3.2 (VOC Content) An entry is required for all wet applied products: A. If the product has received a certification that addresses VOC content levels, or a third-party laboratory certificate for VOC content testing, the name of that certification or test method is indicated. B. If the product is compliant with one or more of the regulatory standards applicable to the product category that limit VOC content, such as SCAQMD Rule 1168, SCAQMD Rule 1113 or the CARB 2007 Suggested Control Measure for Architectural Coatings, the name of each applicable standard with which the product complies is indicated. C. Otherwise, reference the standard that was used to determine Actual [2.1.15] and Regulatory [2.1.16] VOC content values.	Only for wet-applied products	Use publicly available information if available. Check with manufacturer to determine standards/methods that need to be listed.	SDS, TDS, LEED documentation, certificates, test reports				
Section 4	Accessories								

Section 4	Accessories	2.4.0 (Accessories Overview) The manufacturer must list additional products required for installation or by warranty, e.g., adhesives, fasteners, field coatings, diluents, and may also list products recommended but not required by the manufacturer for installation, maintenance, cleaning, or operations. A separate entry is required for each accessory product or material that is listed. An entry is required for this section; it may not be left blank.	This section is often incorrectly left blank. Use common sense as well as documentation and checking against the product description to ascertain if accessories are missing. If the product IS an accessory, e.g., an adhesive, it may not need accessories. But if it is a permanently installed product, e.g., flooring, there is a good chance it does.	Check warranty and installation instructions to determine what is required for installation and make sure there's a listing for all materials (even if it's generic, ex. Adhesive vs Acme 101 Adhesive)	Warranty documentation, installation instructions				
Section 4	ACCESSORY PRODUCT OR MATERIAL NAME	2.4.1 - (Accessory Product or Material Name) – Name of the recommended or required product. If no accessories are required, "no accessories are required for this product" must be entered		Verify correct name of accessory product. If no accessories are required, "no accessories are required for this product" must be entered.	Additional Manufacturer documentation				
Section 4	HPD URL	2.4.2 - (URL for Companion Health Product Declaration) – Functional website link to an HPD for the accessory product or material. "No HPD available" must be entered if the product does not have a published HPD.		Verify URL is correct and functional, or that no URL available. This cannot be blank if an accessory product is listed.	website URL				
Section 4	CONDITION WHEN RECOMMENDED OR REQUIRED AND/OR OTHER NOTES	2.4.3 - (Conditions When Recommended or Required and/or Other Notes) – Explanation of conditions of use: This includes, for example, "for all installations," "for exterior installations," "during routine maintenance." For listed wet applied products, such as adhesives or diluents, the typical VOC content must be indicated if there is no companion URL. Information about other relevant characteristics may also be included.		Verify condition for use is appropriate. If the accessory is wet-applied, VOC content information shall be provided.	Product specification sheets, installation instructions				
Section 5	General Notes								
Section 5	General Notes	2.5 - (General Notes Required and Optional Entries) – Required Entries are: • Explanation of how health hazard and warnings screening was done if an automated tool was not used to create the HPD. • Explanation of variations among different products listed in a single HPD, if not addressed in Material or Product Notes, or Substance Notes. • definition of the scope of the HPD when products are composed of combinations of parts Optional Entries • secondary product brand names • secondary classifications • extended product descriptions • extended descriptions of inventory and screening notes • product compliance with aspects of construction product level rating systems • explanations about variations in contents or assemblies • illustrative diagrams, such as an annotated axonometric drawing, may be inserted • references to reports or other published literature about exposure or risk specific to the product, or other issues that may be relevant to help the specifier or end user further interpret information documented in		Verify required entries are provided and that optional entries are correct. Explanation of how health hazard and warnings screening was done if an automated tool was not used to create the HPD [See 2.2.2.8]. Explanation of variations among different products listed in a single HPD [See 3.1], if not addressed in Material or Product Notes [See 2.2.1.7] or Substance Notes [See 2.2.2.11]. Definition of the scope of the HPD when products are composed of combinations of parts [See 3.4].	Documentation per other sections of the report. Verified Content Inventory				
Section 6	References								
Section 6	Manufacturer Name	2.6.1.1 (Manufacturer Name) Manufacturer Name		Verify correct company name	Company Website				
Section 6	ADDRESS	2.6.1.2 - Manufacturer's complete primary street address including Address, City, State/Province, Postal Code and Country		Verify current and valid address	Company Website				
Section 6	CONTACT NAME	2.6.1.3 - First and Last name of the manufacturer's staff person responsible for the HPD. This person is responsible for the validity of the HPD and attests that it is accurate and complete to the best of his or her knowledge	This has to be an individual and not a generic email (ex. info@ or sales@)	Verify contact is responsible for the HPD.	Manufacturer confirmation				
Section 6	TITLE	2.6.1.4 - Position of the manufacturer's staff person responsible for the HPD		Verify title of employee responsible for the HPD.	Manufacturer confirmation				
Section 6	PHONE	2.6.1.5 - Telephone number for the manufacturer's staff person responsible for the HPD		Verify employee phone number is correct.	Manufacturer confirmation				
Section 6	EMAIL	2.6.1.6 - Electronic mail address for the manufacturer's staff person responsible for the HPD		Verify employee email is correct.	Manufacturer confirmation				
Section 6	WEBSITE	2.6.1.7 - Link to manufacturer's website that includes information specific to the product. The complete URL must be included		Verify URL is correct and functional	website URL				
All	Variations								

Multiple Products (3.1)	Multiple Products in a Single HPD	3.1.0 (Multiple Products in a Single HPD) Multiple products can be listed in a single HPD subject to the following requirements. These provisions may be used to list similar products in a specific “product line” on a single HPD, and to produce HPDs for modular or customized products. Subject to these requirements, there is no limit to the number of products that can be listed. A series or category of products may be grouped together in a single HPD if all of the following apply: • the products serve a similar function; AND • the products have identical content OR the content differences between the products or product types account for 10% or less of the total mass of each product (with the exception described in 3.1.1); AND • all information provided in HPD Format Section 3: Certifications and Compliance [See 2.3] applies to each product listed, including same program or type of certification and same level of certification. The products do not need to be included on a single certification document to meet this requirement. If there are multiple certifications covering the products, multiple certifications can be included. Instructions for listing multiple products or product types in a single HPD: • Include all contents present in any of the products or product types listed at or above the selected Threshold(s) in the Content Inventory. • For all products, use the same inventory approach (Basic or Nested inventory [see 2.2.1.0]), the same type of threshold (product-level or material-level [see 2.1.2.1]), and the same actual threshold (100 ppm, 1,000 ppm, etc. [see 2.2.1.4]). A Nested inventory is strongly encouraged but only required in some instances [See 3.1.1 Multiple Products with Content Differences Greater Than 10%, and 3.1.4 Products Composed of Combinations of Parts]. • Explain all variances between the grouped products in Other Material or Product Notes [See 2.2.1.7] and/or Substance Notes [See 2.2.2.9], if possible, or in Section 5: General Notes [See 2.5].	Content Differences Greater than 10% (see below) Alternate Materials or Substances (see below) Variable Composition due to Multiple Suppliers (see below) Products Composed of Combinations of Parts (see below)	Follow the Content Inventory Guidance below first then use this information to verify the following. - Each of the products has identical content OR the content differences between the products account for 10% or less of the total mass of each product. All contents present in any of the products at or above the selected Threshold(s) must be included in the Content Inventory. All variances between the grouped products must be explained in the Material Notes [§ 2.2.1.6] and Substance Notes [§ 2.2.2.11], if possible, or in HPD Format Section 5: General Notes [§ 2.5]. Additionally, verify the following: - The products are functionally similar; - All of the information provided in Section 3: Certifications and Compliance [§ 2.3] applies to all products included;						
Multiple Products (3.1)	Multiple products with Content Differences Greater than 10%	3.1.1 (Multiple Products with Content Differences Greater than 10%) Content differences between multiple products reported on a single HPD may vary by more than 10% if: • All other requirements in 3.1.0 Multiple Products in a Single HPD are met, AND • The HPD uses a Nested inventory method [see 2.2.1.0], AND • The variation in content beyond 10% is due to varying proportions of materials and substances (typically due to the same product being available in different sizes or shapes), and not due to varying composition of the product. If these requirements are met, there is no upper limit on the percentage of variation. Examples are provided in the standard		Follow the Content Inventory Guidance below first then use this information to verify the following. -All requirements in 3.1.0 are met -HPD uses Nested Method -The variations are due to varying proportions and not varying composition	Verified Content Inventory					
Multiple Products (3.1)	Alternate Materials or Substances	3.1.2 (Alternate Materials or Substances) When different materials or substances can be used to create a product, substitute contents may be included in the Content Inventory as alternates. • Alternates must be listed immediately following the primary content for which they are a substitute. • Alternate contents and their characterizations are included in Section 2: Content in Descending Order of Quantity [See 2.2], but are not reflected in HPD Format Section 1: Summary [See 2.1.3]. • No percent weight is indicated for the alternate content, and “Alternate” is indicated for Percent (%). • If the alternate is a material, the primary material that it may replace must be indicated in Other Material Notes [See 2.2.1.7]. If the alternate is a substance, the primary substance that it may replace must be indicated in Substance Notes [See 2.2.2.9].	Note: this currently isn't possible in the HPD Builder.	As this currently isn't possible in the HPD Builder, alternative compliance can be met in the following way: alternates must be listed with a minimum of 0% and include a note in each substance/material stating what the other alternates are.	Verified Content Inventory					
Multiple Products (3.1)	Varable Composition due to Mutiple Suppliers	3.1.3 (Variable Composition Due to Multiple Suppliers) If the product varies in composition because there are multiple suppliers for a single material or substance, this variability must be described to the extent possible. At a minimum: • Use the HPD report to describe product composition as sourced from the primary supplier, as well as known composition from alternate suppliers; • Provide an explanation in Other Material or Product Notes [See 2.2.1.7] reporting that supplier variability may affect composition; • When providing ranges for percent weight, start with 0% to indicate an ingredient is not always present, to a maximum percentage, with an explanation in Other Material or Product Notes [See 2.2.1.7].		Follow the Content Inventory Guidance below first then use this information to verify the required information is presented in the HPD.	Verified Content Inventory					

Multiple Products (3.1)	Products Composed of Combinations of Parts	3.1.4 (Products Composed of Combinations of Parts) When a product is a combination of discrete or modular parts assembled to form a unitary whole, some or all of the parts may be interchangeable. Examples include items like carpet systems (where a style may be produced with different optional carpet face fibers, backings, and adhesive or other installation systems), and chairs (where different armrests or legs may be used). In such cases, the product manufacturer may define the scope of the HPD to ensure that it: • clearly indicates in the Product Description [See 2.1.1.4] the combination(s) that are included/excluded, with further explanation in Section 5: General Notes [See 2.5], as necessary; • includes all substances at/above the selected Threshold(s) [See 2.2.1.4] for at least one complete product¹⁷; • and includes all substances at or above the selected Threshold(s) for all included parts for secondary combinations according to guidelines for Alternate Materials or Substances [see 3.1.2]. The manufacturer may opt to publish: 1. A single HPD that includes the most relevant combination(s) of the product, as determined by the majority of sales or some other measure. 2. A series of HPDs, each describing complete assembled products that, together, account for most or all possible combinations. Each HPD in the series might include product options for which the variability in contents is limited and the hazard profile is similar. For example, fabrics using one set of dyes (with a distinct hazard profile) may be inventoried in one HPD, while those with another set of dyes may be inventoried in another HPD. 3. A series of Supplier HPDs which individually cover discrete parts that, together, may be used in combination with each other to inventory the complete product. A Nested inventory method [see 2.2.1.0] is required for all situations except those where the HPD covers only a discrete part. The approach taken must be clearly explained on the HPD. Cross-referencing between published HPDs in a series is recommended, as it helps HPD users understand scope and available options. A manufacturer may at any time elect to publish additional HPDs to account for new combinations or to		Follow the Content Inventory Guidance below first then use this information to verify the required information is presented in the HPD.	Verified Content Inventory					
All	Residuals and Impurities	Best Practices Guidance								
Residual and Impurities	To be written	https://www.hpd-collaborative.org/wp-content/uploads/2017/10/Doc-3-Best-Practices-Residuals_Impurities-text-guidance-final-10.02.2017.pdf								
All	Special Conditions									
Biological Materials	To be written	https://www.hpd-collaborative.org/wp-content/uploads/2018/07/SpecialCondition_BiologicalMaterial.pdf								
Electronics	To be written	https://www.hpd-collaborative.org/wp-content/uploads/2018/07/SpecialCondition_Electronics.pdf								
Form-Specific Hazards	To be written	https://www.hpd-collaborative.org/wp-content/uploads/2020/01/Form-specific-hazards-FINAL-2019-12-19.pdf								
Geological Materials	To be written	https://www.hpd-collaborative.org/wp-content/uploads/2019/12/GeoMat-v2.2-APPROVED-2019-06-20.pdf								
Metal Alloys	To be written	https://www.hpd-collaborative.org/wp-content/uploads/2020/08/Draft-Special-Conditions_Alloys_2020_08_06-APPROVED.pdf								
Minor Fasteners	To be written	https://www.hpd-collaborative.org/wp-content/uploads/2020/07/HPD-Special-Conditions-Fasteners-2020-07-16-APPROVED.pdf								
Mixed Recycled Content	To be written	https://www.hpd-collaborative.org/wp-content/uploads/2018/07/SpecialCondition_MixedRecycledContent.pdf								
All	Content Inventory (CI) Verification									
CI Verification	Manufacturer Bill of Materials (BOM)	No language from HPD Open Standard		Collect a bill of materials from the manufacturer that contains material trade names and amounts used per product. If the HPD is to cover a range, all possible products must be included either as multiple BOMs or as ranges in a single BOM, or both. Utilize outside resources to determine completeness of the BOM (product documentation, Pharos common products, etc). ex. are colorants listed for colored products? Is a binder listed for products requiring one?	Manufacturer BOM					
CI Verification	Material Documentation	No language from HPD Open Standard		For each material in the BOM, collect the background data which showcases the substance level information and amount of the substance in the material. Verify all of the required information above the stated threshold is included. Note: SDSs in isolation are not acceptable for thresholds of 100 or 1000ppm and, at a minimum, supplier confirmation is needed to ensure everything above the requested threshold is listed.	Supplier disclosures, supplier HPDs, Toxnot supplier requests					
CI Verification	Threshold	No language from HPD Open Standard		Using the BOM and material information, do the math to determine if all substances above the threshold are listed. Keep ranges whenever listed and utilize the maximum to determine compliance with the threshold.	Manufacturer spreadsheet utilized to create the HPD, Toxnot					