

Stewardship Programme on Indoor Air Emissions from Air Fresheners (2016)

PSP COMPLIANCE QUESTIONNAIRE

Identification

Organisation name:

Contact person

Name:

Email:

Phone number:

1. Preamble

a. PSP (2016)

This Product Stewardship Programme (PSP) is an initiative of A.I.S.E. in the domain of indoor emissions from air fresheners. It is a voluntary effort from industry that builds on a series of other initiatives already undertaken by A.I.S.E. in the domain of safety assessment and sustainability. In particular, this PSP (2016) builds on the previous Air Fresheners PSP implemented since November 2007 (PSP 2007). The aim of this PSP (2016) is to promote best practices throughout industry across Europe, concerning responsible manufacturing, communication and use of Air Fresheners, allowing consumers to make the best informed choices about safe use of products.

b. Who should answer the questionnaire

To monitor the progresses of the programme and to assess penetration and efficacy of the measures that are introduced with the PSP, a series of KPIs has to be reported every year by the signatories. Besides that, to ensure reliability of the reporting process and, therefore, give credibility to the entire programme, the annual reporting of the KPIs is coupled with a compliance check carried out by an independent third party auditor. The check is done by asking (some of) the signatories to answer a questionnaire where explanations on the KPI data collection methods and additional questions on the implementation of the PSP requirements that are not directly subject to KPI reporting.

If your organisation has received this questionnaire it means that for the current year it has been identified as (one of) the sample company(ies) to be verified.



The questionnaire should be answered by a competent person. In case different people need to cooperate to answer the questionnaire, a single contact point has to be provided because the auditor might need to contact the organisation in case additional information or clarifications are needed.

In case the signatory of the PSP is a retailer, the retailer should liaise with its supplier to fill in this questionnaire. The auditor doesn't need to be directly in contact with the supplier and the contact details indicated in the present form can be those of the retailer. However, the retailer should have proof in the form of a written communication that its supplier ensures compliance to the PSP requirements that are not under the direct control of the retailer itself.

c. Data handling

The information that will be provided by the organisation by answering the questionnaire will be treated by the third party auditor under strict confidentiality and it will be used for monitoring purposes. It won't be further distributed as such nor to A.I.S.E. neither to its members. (Add GDPR reference) Data handling will also be compliant with A.I.S.E.'s privacy policy concerning the processing and use of personal data.

d. What will be the use of the questionnaire outcome

The information that will be provided by the different organisations verified under the compliance check by answering the questionnaire will be used by the third party auditor to derive figures and statistics as well as to identify weaknesses and strengths in the PSP requirements' implementation. These general figures will be publicly used for communication and advocacy purposes.

2. Questions on PSP requirements

Question 1: How many types of combustible air fresheners does your organisation produces/places on the market?

Please provide a numerical answer to this question. With "type of combustible air fresheners" it is meant combustible air fresheners with a different formulation. Air fresheners with different shape but same formulation are considered as being the same type.

Example of a possible answer:

15

Question 2: In how many "families" can these types of combustible air fresheners be grouped and based on which criteria?

Please provide an explanation on the way your organisation has divided the combustible air fresheners' formulations in different families. If the decision was supported the opinion of an expert, please make sure this person can be contacted in case of questions.

Example of a possible answer:

The combustible air fresheners produced by the organisation can be divided in four families. Two different fragrances are used in the formulations, which allow splitting the candles in two groups. For the two groups, two different wicks are used in

different shapes given to the candles. Therefore, each group can be split into two sub groups.

No further differentiation is needed based on the formulation because two different vegetable waxes can be used but they do have the same hazard profile and identical burning point.

Question 3: How many design tests have been performed?

Please note that sampling test results should be formally recorded. The test report should be written according to scientific best practice and should be self-contained with a description of the method used, the results, the interpretation of the results and the conclusion (for both good laboratory practice and in order to allow for easy auditing as necessary, according to both the PSP and to present to regulatory or other external bodies as required). The format of the report should follow good scientific practice. Where read-across from one set of products and test data to another set has been used then this should be documented.

Please provide an explanation of the design tests performed and the rationale to justify that the tests performed do cover the group of combustible air fresheners. If your organisation hasn't tested all the groups identified under question 2, please explain why. If the decision was supported by the opinion of an expert, please make sure this person can be contacted in case of questions. If the decision was supported by a study, please reference it.

Example of a possible answer:

The organisation performed six design tests. A test has been performed per each sub-group of combustible air fresheners identified. The type of combustible air freshener with the highest concentration of fragrance in each sub-group has been tested. Per each group also one type with a lower concentration of the fragrance has been tested to make sure that the emissions follow a dose-response pattern and, therefore, the assumption of testing the highest concentration is the most conservative.

Question 4: Which data has been used to define consumer habits in case of testing on combustible air fresheners other than scented candles?

Please provide here an explanation of the source of data used in the assessment of data coming from the test results in case of 'other combustible air fresheners' as referred to in the standard EN 16739:2015 under section 4.1.2.2. In case company consumer data or other studies have been considered, please indicate them here.

Example of a possible answer:

The organisation had commissioned two years ago for marketing research purposes a study on the consumer habits related to incense sticks. These data have been used as a reference.

Question 5: Has the organisation had any external control?

Please report if your organisation had any control on its products that was not directly related to the organisation internal process of verification. For instance, report here if your organisations' products have been tested in the context of NGOs campaigns or if consumers' organisations/occupational safety/labour inspectors have ever requested information that is part of the PSP commitment. Please comment on the

outcome of these controls. The feedback should be qualitative to respect confidentiality.

The answer to this question is optional but it would help monitoring on going initiatives and alignment of the PSP with them; therefore, its efficacy and adequacy.

Example of a possible answer:

One product type manufactured by the organisation was subject to a control on the pictograms on the label in the context of a national governmental campaign on consumers' information. The outcome of such control was positive.

3. Questions on KPIs reporting

Question 6: How does your organisation ensure that the KPI reporting is done in compliance with the PSP requirements?

Please provide an explanation on the way the organisation has organised the collection of the data for the KPI reporting and ensures that they are reliable and representative.

Example of a possible answer:

The organisation has appointed a person who is responsible for gathering and ensuring consistency of the data used for the KPI reporting. This person collects twice a year data from the different manufacturing sites of the companies related to the numbers of air fresheners produced and/or placed on the market. Also, the managers of the QA departments of the different manufacturing sites have been trained on the requirements of the PSP.

In case for a certain site the numbers differ significantly from one check to the other, a request is sent to the manufacturing site to investigate.

A record of such periodic checks is kept by the responsible person and it can be provided upon request to a third party auditor to ensure compliance with PSP requirements.