



AP0020 ed1-EN
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PEP transfer to INIES database procedure

This document describes the procedure allowing transfers of PEP files from the PEP ecopassport® program database to the INIES database (<http://www.inies.fr>).

It was developed with CSTB, as INIES database administrator and with PEP ecopassport® database provider.

Note: elements mentioned between brackets are in progress

1. Requirements for data transfer

- **Language:** PEP must be in French
 - o Filtering is done on the PEP database side by the extension "FR" in the file name: *[to be implemented by DB provider upon receipt of the official request of the CTIB]*
 - o Deadline for implementation: *[to be specified]*,
 - o The current English PEPs in the INIES database are not deleted for the time being.
- **Documents to be enclosed:** the PEP file only, possibly accompanied by an Excel file to apply the extrapolation rules, the verification report and the certificate of conformity which are consultable on PEP database.
- **Format of documents:** any type of format is accepted, but it is preferable to transfer files in pdf format except the extrapolation rules which are transmitted in Excel format.
- **Maximum size of these documents:** 2Mb.
- **Special characters:** they concern the name of the transferred files and their contents
 - o **File names:**
 - File names must not contain special characters but only letters of the alphabet without accent and numbers. The characters "-" (dash of the 6 key) and "_" (underscore of the 8 key) are allowed.
 - More specifically: the characters "&", "/", "#", "%", "\$", "°", " ", " " are prohibited.



- **Content of files:**
 - The characters "-" (dash of key 6) and "_" (underscore of key 8) are allowed.
 - The characters "<", ">", "&", """, ""'" are prohibited.
- A check on both title and content of the files is applied on the PEP database side: *[to be implemented by DB provider]*.
- **Management of the "RT equipment" field:**
 - For the information to appear in the INIES database (in the form "Yes / No"), the depositor must choose the correct level of the nomenclature (4th level), the latter allows the information to be sent to the INIES database for display.
 - If the RT information is selected in INIES, only the "use" step or module B6 (while available) must be overwritten in the calculation of a building LCA. The other modules in step B must remain. Note: this point goes beyond the transfer procedure and should be mentioned to the CTIB to alert the editors of building LCA tools.
- **Maintenance phase data:** The PEP ecopassport® program confirms that this phase is not necessary up to now. This phase is now optional and appears only by clicking on "Show optional phase".
- **Introduction of the display of the PEP number in INIES (ease of management):** this request is not necessary because the search by PEP n° in INIES works.
- **Message to be displayed when transferring the PEP file to INIES:** a message to the attention of the depositor makes it possible to know if the PEP is well or badly transmitted. It is accompanied by an error message: *[to be set up by DB provider]*.
- **Control routines:** they can relate to the total life cycle (which must be equal to the sum of the phases), the values at 0, ... Controls are already in place and other routines will be added if necessary. The transfer procedure will be reviewed accordingly.
- **Encryption:** CSTB requires data encryption. However, the function is still unencrypted on the PEP database, but it must evolve in 2017. The transfer procedure will be revised accordingly.

2. Display of data on the INIES database

- **"Individual / collective" display in "type of declaration":**
 - The information must be integrated into the transfer file on the PEP database side by adding a "yes / no" field in the file xls: *[in progress]*.
 - The information is displayed in the INIES database on the "Search for a product" page, under "type of declaration" (to be implemented by the CSTB when operational on the PEP database).
 - The display is also relevant on the PEP database side: *[ongoing]*
- **Display of the different phases of the "use" step (module B):** *[in progress]*

3. Management and evolution of the INIES database

- **Management of PEP updates:** procedure to modify, delete or archive a PEP file in the INIES database
 - Each PEP entering the INIES database is numbered uniquely. The first version number is 1.1.
 - For a new version of PEP: if the PEP already exists in version 1.1, INIES checks the number, the existing PEP 1.1 is archived and the new PEP takes the version number 1.2.
 - For deletion of PEP: there is no procedure (neither on FDES side) because the records are always archived, i.e. they are no longer visible on the database. A removal is done manually by the CSTB upon request of a depositor, the CTIB or the CSIB.
 - For archiving:
 - Archiving of a PEP is possible without being replaced by a new version. Archiving is done via the "Archiving PEP" method of the webservice, by specifying as input of the method the "RegNumber" of the PEP to be archived.
 - The archiving process within the PEP database is transmitted to the CSTB for discussion and the transfer procedure reviewed accordingly. 2 cases in particular can appear on the PEP database:
 - A PEP according to PCR ed. 2.1 and a PEP according to PCR ed.3 on the same product: one must have the possibility to manually archive the vs 2.1.
 - A PEP beyond date of validity: it must be able to be archived automatically.

- **Evolution of the database:** any digital evolution of the INIES database, as well as its technical content, must be transmitted officially to the PEP ecopassport® program holder (Association P.E.P.) by email to the CTIB correspondent of the P.E.P. Association. These changes must be forwarded to the P.E.P. Association within a minimum of 5 working days before their effective implementation, so that the P.E.P. Association may intervene on the PEP database if necessary.