



## ES-SO Data Submission and Peer Review Procedures (May 2017)

### 1. Administrative Procedures

#### 1.1. Data Submission

- The data submitter (material manufacturer or manufacturer of the finished product) has a web tool available on <http://www.es-so-database.com/> and uses the button "REGISTER" to request a LOGIN to submit his data.
- All optical properties data for submission by the **data submitter** (material manufacturer or manufacturer of the finished product) shall be supplied to ES-SO (the Coordinator - [coordinator@es-so-database.com](mailto:coordinator@es-so-database.com)).

Data shall be prepared in accordance with the **ESSDA- European Solar Shading Properties Database Product Data File Submission Procedure** [see document 1]. The information in the compulsory fields in the file header should be given in full as indicated on the submission web tool.

- It is entirely the data submitter's decision to supply information for the fields that are optional. No information is required about proprietary designs of coatings or formulation of bulk materials.
- All optical properties data files shall be uploaded in a txt file on the web tool. In parallel for each product a **Data Submission Form** – see *Appendix 1* conforming to the format prescribed in [1], providing some basic information about the tests and calculations that were performed **together with one sample of each product in the prescribe format** will be sent to ES-SO, Vilvoordelaan 126, 1930 Zaventem, Belgium.

**NOTE: in case of deliveries by DHL or other Vilvoordelaan 170, 1930 Zaventem ( ES-SO)**

- A you tube demo is available on the web tool to explain step by step the process for submitting at an accredited lab <http://www.es-so-database.com/index.php>

#### 1.2. Technical Review

##### Step one

The technical review shall involve the following:

- An initial review of format and content for compliance with [1] will be performed for each new file.
- Data will be checked for conspicuous errors such as: discontinuity, excessive variation, non-physical values, incorrect wavelength intervals and completeness of the file.

- The initial review shall normally occur within 2 weeks following notification of submission. If problems are discovered, the technical review stage will be extended until the problems are resolved.

### **Step two**

Upon completion of the technical review ES-SO (via the web tool) will:

- Pre-calculate integrated visible and solar optical properties to CEN standards according to EN13363-1 (becomes ISO 52022) and prepare spectral curves using the calculation programme.

### **Step three**

- Distribute the data files, a table of pre-calculated values and the respective spectral curves for review by the appointed members of the ES-SO Peer Review Committee and for information to all members of this Committee. If needed for additional check a sample piece of the product will be provided to the Peer Reviewers.

- For data measured by the data submitter or by a non - accredited test laboratory, in addition to the test results report a random samples up to 5% of the range of products submitted will be selected by the Coordinator for test by an accredited independent lab, with a minimum of samples for 3 products. These reports will be sent by email to the Peer Reviewers via the Coordinator. In case accredited lab results are differentiating with lab results from manufacturer the products will be rejected.

### **Dossier**

- Data file delivered by the data submitter
- Table pre-calculated values and spectral curves
- One sample of the product:

### **1.3. Peer Review**

- **Two members** of the ES-SO Peer Review Committee will be appointed to act as **Principal Peer Reviewers** for each data set supplied from a data submitter.

- The responsibility for appointment of the Principal Peer Reviewers will rest with the Coordinator.

- The Principal Peer Reviewers have primary responsibility for examining the data set. Each Principal Peer Reviewer must respond to the Coordinator within the required time period to either accept or question the data. The data is sent to all of the review Committee as an additional check. The other members of the Peer Review Committee may also respond to the Coordinator within the required time period but this is not compulsory.

### **Step one**

All members of the Peer Review Committee are invited in turn to act as Principal Peer Reviewers.

### **Step two**

- The peer review shall involve the review of format and content for compliance with the ES-SDA-database data.

- Data will be checked for conspicuous errors such as discontinuities, excessive variation, non-physical values, incorrect wavelength intervals, integrated luminous, solar and where possible thermal optical properties and completeness of the file.

Where the data submitter's random sample - required for data submitters tested data - has been submitted for an accredited independent test, the results of that test will be conveyed to the Peer Review Committee, via email to the coordinator.

#### **Time period/deadline**

The peer-review phase shall last for 4 weeks. If a response has not been received from the principal reviewers, the Coordinator will send notification that the data will automatically pass if a response is not received within 5 working days after expiring the deadline. If no questions are raised during this time, then the data automatically pass.

For data tested by the data submitter the peer-review phase period may be extended by the Coordinator if the independent laboratory test results have not been received for up to two additional weeks from the date of receipt of those results.

### **1.3.1. Resolving matters arising from the peer review - procedure**

The ES-SO Secretariat ("the Coordinator"), or its appointed deputy, acts as Chair to facilitate resolution of any matters arising from the Peer Review.

If a question is raised during the review period by any member of the Peer Review Committee, the questioner must provide the following information in writing:

#### **Step one – problem description**

The name of the product and data file in question.

A clear statement of the suspected problem.

Any supporting evidence for the question. This evidence might include purely technical data, such as a measurement on a similar sample, or it might be non-technical such as a reference to contradictory product literature.

#### **Step two – submission of the question**

- The question is submitted to the Coordinator by the questioner and copied to the ES-SO Principal Peer Reviewers for comment before formulating the question to the data submitter.

- The data submitter will be given the opportunity to resolve a misunderstanding or otherwise demonstrate that the question is not valid. If the agreement is not reached, the data submitter may choose to either withdraw the data from consideration or resubmit the data.

### **1.3.2. Finalising the review**

- After successful review, the Coordinator will confirm the suitability of data and submit the data-set(s) for inclusion in the ESSDA- Database.

- The Coordinator will maintain a separate database recording the history of all data submitted for review and transferred to the ES-SO database.

- One of each submitted sample will be retained as a control sample and marked by the coordinator with a unique reference number and date.

#### **1.4. Inclusion of data in the Database**

The ES-SO Coordinator will include the data in the database as soon as the data are accepted by the Peer Reviewers. The Coordinator notifies the completion of the procedure for the presented product data files to the data submitter and all reviewers by e-mail.

#### **1.5. Procedure for materials that have already been peer reviewed.**

This can happen when the finished product manufacturer re-brands and the data is available from the submission of the material manufacturer. Any changes by the material manufacturer will also be updated on the finished product manufacturer entries. This will need confirmation from the material manufacturer with the submission. *See Appendix 2* application data file form.

#### **1.6. Deletion of data from the Database**

At annual subscription the data submitter will confirm that the current data is correct. When at that time or any other the data submitter wishes to withdraw the data previously published in the ESSDA- Database, the procedure is as follows:

##### **Step one**

A request from the data submitter with a list of files for deletion from the Database shall be supplied to ES-SO (the Coordinator).

##### **Step two**

The Coordinator will submit the request to the Database Manager for deletion of the files from the ESSDA- Database and record the history.

##### **Step three**

The Database Manager undertakes the following steps:

- Deletes the data from the ES-SDA - Database.
- Prepares a database update and posts it on the ES-SDA database website.
- Notifies the Coordinator who will inform the data submitter.

#### **2. List of accredited labs**

ES-SO will make available a list of accredited external labs on the ES-SDA website.

#### **3. Inter Laboratory Comparisons**

- Periodically inter-laboratory comparisons of spectral transmittance and reflectance at solar and thermal wavelengths will be organised to check the accuracy of measurements made by laboratories submitting data.
- ES-SO will coordinate the selection and distribution of representative products for use in round-robin inter-comparisons.
- ES-SDA Data submitters will be invited to participate together with independent research laboratories specialising in optical properties measurements. Precise details of the methodology to be used will be described at the time of the inter-laboratory comparison.

- ES-SO will aim to undertake such activities with a frequency of no less than once in every 5 years.

#### **4. Legal issues**

##### **4.1. Data submitter**

- The company submitting data for inclusion in the ES-SDA database remains the proprietor of all data communicated to that database.

- The data submitter retains the right to supplement, modify and delete data relating to its products. ES-SO shall not supplement, modify or delete data relating to data submitter's products without prior written approval from the data submitter.

- ES-SO shall not license access to data communicated by the data submitter or transmit data communicated by the data submitter to other database managers, other than in connection with the ES-SO shading database project, without prior written approval from the data submitter.

##### **4.2. Disclaimer**

Neither ES-SO nor the other members of the ES-SO Peer Review Committee makes any warranty, expressed or implied, or assumes any legal direct or indirect liability or responsibility for the accuracy, completeness, or usefulness of any information obtained from the ESSDA-database and associated software.

##### **4.3. Confidentiality**

ES-SO (the Coordinator, Database manager) and the Peer Review Committee Members will perform their tasks as prescribed in this Procedures Document in a strict confidential way. Any information, data, documents distributed in the Procedures will only be used as according to the procedures prescriptions and shall under no circumstances - in particular - by the Peer Review Committee members neither be used for personal interests neither be passed on to third parties which are not involved in the procedures. The Peer Review Committee Member who has trespassed these Procedures as mentioned above will take up the sole and full responsibility for their actions.

ES-SO will in no way assume direct or indirect liability for allegations against a member of the Peer Review Committee.

#### **5. Verification Procedure for submitting data to the ESSDA- European Solar Shading Products Database**

- The ESSDA Database is a database on solar protection devices containing optical properties and other information on shading and products. The maintenance of the Database is undertaken by ES-SO.

- Data submission is made directly to ES-SO.

- It is the responsibility of the data submitter to put the data into the proper format for review and subsequent merging into the ESSDA database. The required format of the data and examples are specified in detail in the latest ES-SDA- Submission Product Data File Procedures published in the **ESSDA European Solar Shading Products Properties Database [document 1]**.

### **5.1. Technical and Peer Review Committee**

- The ES-SO Shading Products Peer Review Committee will be appointed by the ES-SO Board. Its membership will comprise representatives from the ES-SO membership, the companies submitting data for inclusion in the ES-SDA Database and independent experts.
- The ES-SO Shading Product Peer Review Committee shall be chaired by an individual appointed by the ES-SO board.
- Membership of the ES-SO Shading Product Peer Review Committee will be reviewed annually by the ES-SO board.
- The ES-SO Shading Product Peer Review Committee will meet formally twice per annum.
- The Chair of the Committee is initially appointed for a period of 12 months and can be reappointed for two further 12 month periods in any five years. If alternative candidates come forward for the role of Chair a vote of all members of the ES-SO Shading Product Peer Review Committee will be held with each member having a single vote. The candidate with the most votes will be appointed. In the case of all candidates receiving the same number of votes, the voting process will be repeated until there is an outright winner.
- The Project Coordinator shall be appointed by the ES-SO Board. There is no time limit on this post but the ES-SO Board can choose to appoint a new Project Coordinator by giving the incumbent a month's notice in writing.
- The members of the Technical and Peer Review Committee with the acceptance of their appointment will at the same time undersign an agreement to follow strictly the Procedures as outlined in this document.

### **6. Audit of performance**

Yearly an auditor will be appointed by the ES-SO Board with the following tasks:

- Have all of the participants supplied material confirmed as up to date within the past 12 months;
- Have any required inter-lab comparisons been carried out;
- Is the website up to date and reviewed for content within the past 12 months;
- Is the Peer review process functioning correctly;
- Have the Procedures been processed within the correct timescale;
- Any other observations.