

# Green Procurement Guidelines

-- Supplementary Volume --

9th Edition

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CITIZEN MACHINERY Co., Ltd.

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## 1. List of Documents to be Submitted and Method of Answering Concerning Green Parts

Please submit necessary documents and your answer according to the following table.

### 1. Submission of documents

Check the contents of documents for submission and enter necessary data. Submit the necessary documents to our Green Procurement Desk.

Documents to be submitted	Supplier's reply and method for completing the document
Chemical Substance Management Standards Rank	
Non-use Guarantee Statement for Prohibited Substances Form 1 Rank 1	- <b>Check the contents of Form 1, and submit it without fail.</b> ■ Enter the company name, supplier code, address and name of representative, and impress the company seal.
Non-inclusion Guarantee Statement for Conditionally Prohibited Substances (RoHS Directive substances) Form 2 Rank 2	- <b>Check the contents of Form 2, and submit it without fail.</b> ■ Enter the company name, supplier code, address and name of representative, and impress the company seal.

Download the Forms 1 and 2 from our web site.

### 2. Answering by means of electronic data Access to our Environmental Management System and input necessary information.

(If you input necessary information in the Environmental Management System, you do not need to submit electronic data to us.)

Answer	Supplier's method of answering
Chemical Substance Management Standards Rank	
Result of Survey on Chemical Substances Contained Rank 3	- You will receive a request for survey from us. Summarize and enter your survey results in the AIS format. Send the completed AIS format to us. ■ Download the AIS format from the web site of JAMP. JAMP web site: <a href="http://www.jamp-info.com/english/ais">http://www.jamp-info.com/english/ais</a> ■ For chemSHERPA-AI examination requests, please download from the chemSHERPA website and respond. chemSHERPA HP: <a href="https://chemsherpa.net/chemSHERPA/english/tool/">https://chemsherpa.net/chemSHERPA/english/tool/</a> ■ When you submit your answer, you may be requested to submit also some analysis data, MSDS (Product Safety Data Sheet) and mill sheet (attachment to certify materials of steel) for certain parts.

1-1 Example of Filling Out Form 1 Non-use Guarantee Statement for Prohibited Substances

Form 1

Ver. 10 16/04/01

04/01/2016 (m/d/y)

Messrs. Citizen Machinery Co., Ltd.

Enter the date when this document is submitted.

**Non-use Guarantee Statement for Prohibited Substances**

Company name:XXX Trading Co., Ltd.

Supplier code:0000A

Address: 00-0 Miyota, Kitasaku

Name of representative: John Smith

Enter the company name, supplier code, address and name of representative.

Supplier code is a 4-digit or 5-digit number which is specified by us.

Be sure to impress the company seal.

[Company seal]

We hereby guarantee that all products and parts, raw materials, packing materials (excluding those used for protection during transportation) and accessories that are delivered by this company (including our subsidiaries or affiliate companies) directly or through a third part to Citizen Machinery Co., Ltd., do not contain the chemical substances listed below (a prohibited substance is considered not to be used if the amount of substance in use is smaller than the threshold value as specified by the relevant laws and regulations).

**Chemical Substances Management Standards: Rank 1  
Prohibited Substances 42 Substance Groups**

- |   |  |
|---|--|
| 1) Aldrin   | 22) $\beta$ -Hexachlorocyclohexane               |
| 2) Endrin   | 23) $\gamma$ -Hexachlorocyclohexane (Lindane)    |
| 3) Chlordanes   | 24) Chlordecone                                  |
| 4) Dieldrin   | 25) Hexabromobiphenyl                            |
| 5) Hexchlorobenzene   | 26) Tetrabromodiphenyl ether                     |
| 6) DDT  | 27) Pentabromodiphenyl ether                     |
| 7) N,N'-ditolyl-para-phenylenediamine                         | 28) Hexabromodiphenyl ether                      |
| 8) 2, 4, 6-tri-t-butylphenol                                  | 29) Heptabromodiphenyl ether                     |
| 9) Toxaphene  | 30) Endosulfan                                   |
| 10) Mirex   | 31) Hexabromocyclododecane                       |
| 11) Bis (tributyl tin) oxide                                  | 32) Polychloronaphthalenes<br>(2 chlorine atoms) |
| 12) Tributyl tin, triphenyl tin                               | 33) Pentachlorophenol and its salts and esters   |
| 13) Polychlorinated biphenyl (PCB)                            | 34) Asbestos                                     |
| 14) Polychlorinated naphthalene (C $\geq$ 3)                  | 35) Bis (chloromethyl) ether                     |
| 15) Dicofol   | 36) 4-Aminodiphenyl                              |
| 16) Hexachlorobuta-1, 3-diene                                 | 37) 4-nitrodiphenyl and its salt                 |
| 17) 2-(2H-1, 2, 3-Benzotriazol-2-yl)-4, 6-di-tert-butylphenol | 38) Benzidine                                    |
| 18) Perfluoro (octane-1-sulfonic acid) or its salt            | 39) Beta-naphthylamine                           |
| 19) Perfluoro (octane-1-sulfonyl) fluoride                    | 40) Yellow phosphor (match)                      |
| 20) Pentachlorobenzene  | 41) Benzene gum                                  |
| 21) $\alpha$ -Hexachlorocyclohexane                           | 42) Ozone depleting substances                   |

## 1-1-1 Data concerning the green parts for Form 1

Rank 1: Substances whose inclusion is prohibited (chemical substances specified as Class I in the Act on Chemical Substances and Regulation of Their Manufacture, etc., the substances whose production is prohibited in the Industrial Safety and Health Act and the substances specified in the Act for Protection of the Ozone Layer through Regulation of Designated Substances (these are Japanese laws); excluding the Montreal Protocol, Annex C-I)

Articles that contain any of the following substance groups cannot be purchased.

	JIG (*1)	Chemical Substance	CAS No. (*6)	Major Laws and Regulations	Major Environmental Impact	Main Application
1	/	Aldrin	309-00-2	LECSRМ (*2)	Slow to decompose, strong tendency to accumulate	Insecticides
2	/	Endrin	72-20-8	LECSRМ	Slow to decompose, strong tendency to accumulate	Insecticides
3	/	Chlordanes		LECSRМ	Slow to decompose, strong tendency to accumulate	Insecticides
4	/	Dieldrin	60-57-1	LECSRМ	Slow to decompose, strong tendency to accumulate	Insecticides
5	/	Hexchlorobenzene	118-74-1	LECSRМ	Slow to decompose, strong tendency to accumulate	Insecticides
6	/	DDT	50-29-3	LECSRМ	Slow to decompose, strong tendency to accumulate	Insecticides
7	/	N,N'-ditolyl-para-phenylenediamine		LECSRМ	Slow to decompose, strong tendency to accumulate	Anti-oxidization agent
8	/	2, 4, 6-tri-t-butylphenol	732-26-3	LECSRМ	Slow to decompose, strong tendency to accumulate	Anti-oxidization agent
9	/	Toxaphene	8001-35-2	LECSRМ	Slow to decompose, strong tendency to accumulate	Insecticides
10	/	Mirex	2385-85-5	LECSRМ	Slow to decompose, strong tendency to accumulate	Fire retardants
11	A17	Bis (tributyl tin) oxide	56-35-9	LECSRМ	Slow to decompose, strong tendency to accumulate	Anti-corrosion agents, anti-mold agents, coatings
12	A18	Tributyl tin, triphenyl tin		LECSRМ	Slow to decompose	Stabilizers, anti-oxidization and anti-aging agents
13	B05	Polychlorinated biphenyl (PCB)		LECSRМ	Slow to decompose, strong tendency to accumulate	Insulating oils, lubricants, electric insulating media
14	B06	Polychlorinated naphthalene (C ≥ 3)		LECSRМ	Slow to decompose, strong tendency to accumulate	Insulating oils, coating, stabilizers
15	/	Dicofol	115-32-2	LECSRМ	Slow to decompose, strong tendency to accumulate	Insecticides
16	/	Hexachlorobuta-1, 3-diene	87-68-3	LECSRМ	Slow to decompose, strong tendency to accumulate	Solvent
17	C08	2-(2H-1,2,3-Benzotriazol-2-yl)-4,6-di-tert-butylphenol	3846-71-7	LECSRМ	Slow to decompose, strong tendency to accumulate	Ultraviolet absorber
18	B13	Perfluoro (octane-1-sulfonic acid) or its salt (*3)		LECSRМ	Slow to decompose, strong tendency to accumulate	Surface-active agent
19	/	Perfluoro (octane-1-sulfonyl) fluoride	307-35-7	LECSRМ	Slow to decompose, strong tendency to accumulate	PFOS, its salts or raw materials for substances related to PFOS
20	/	Pentachlorobenzene	608-93-5	LECSRМ	Slow to decompose, strong tendency to accumulate	Agricultural chemicals
21	/	α-Hexachlorocyclohexane	319-84-6	LECSRМ	Slow to decompose, strong tendency to accumulate	Byproducts of lindane

	JIG (*1)	Chemical Substance	CAS No. (*6)	Major Laws and Regulations	Major Environmental Impact	Main Application
22		β-Hexachlorocyclohexane	319-85-7	LECSRМ	Slow to decompose, strong tendency to accumulate	Byproducts of lindane
23		γ-Hexachlorocyclohexane (Lindane)	58-89-9	LECSRМ	Slow to decompose, strong tendency to accumulate	Agricultural chemicals
24		Chlordecone	143-50-0	LECSRМ	Slow to decompose, strong tendency to accumulate	Agricultural chemicals
25	B02	Hexabromobiphenyl	36355-01-8	LECSRМ	Slow to decompose, strong tendency to accumulate	Fire retardants
26	B03	Tetrabromodiphenyl ether		LECSRМ	Slow to decompose, strong tendency to accumulate	Fire retardants
27	B03	Pentabromodiphenyl ether		LECSRМ	Slow to decompose, strong tendency to accumulate	Fire retardants
28	B03	Hexabromodiphenyl ether		LECSRМ	Slow to decompose, strong tendency to accumulate	Fire retardants
29	B03	Heptabromodiphenyl ether		LECSRМ	Slow to decompose, strong tendency to accumulate	Fire retardants
30		Endosulfan	115-29-7	LECSRМ	Slow to decompose, strong tendency to accumulate	Agricultural chemicals
31		Hexabromocyclododecane (HBCD)	3194-55-6	LECSRМ	Slow to decompose, strong tendency to accumulate	Flame retardant treatment for textiles, flame retardant beads for EPS, flame-proofed textiles and curtains
32		Polychloronaphthalenes (2 chlorine atoms)		LECSRМ	Slow to decompose, strong tendency to accumulate	Lubricating oils, preservatives, antiseptic paints
33		Pentachlorophenol and its salts and esters		LECSRМ	Slow to decompose, strong tendency to accumulate	Wood antiseptics, insecticides and fungicides
34	C01	Asbestos		ISHL (*4)	Carcinogenicity	Insulating media, filler, insulating materials
35		Bis (chloromethyl) ether	542-88-1	ISHL	Carcinogenicity	Coatings, pigments
36		4-Aminodiphenyl	92-67-1	ISHL	Carcinogenicity	Pigments
37		4-nitrodiphenyl and its salt		ISHL	Carcinogenicity	Dye intermediates
38		Benzidine	92-87-5	ISHL	Carcinogenicity	Dyes, hardening agent
39		Beta-naphthylamine	91-59-8	ISHL	Carcinogenicity	Dyes, anti-oxidization intermediates
40		Yellow phosphor (match)		ISHL	Inflammability, acute poisoning	Matches
41		Benzene gum (with 5% or more of benzene)		ISHL	Carcinogenicity	Gum for glue
42	C04	Ozone depleting substances (*5)		Ozone Layer Protection Law	Depletion of the ozone layer	Cooling medium, foaming agent, fire extinguishing agent

(\*1) Joint Industry Guidelines for the Declaration for the Material Composition of Electronic Products (Joint Industry Guide for Material Composition Declaration for Electronic products)

(\*2) Law Concerning Examination and Regulation of Manufacture etc. of Chemical Substances (LECSRМ)

(\*3) Perfluoro (octane-1-sulfonic acid) or its salts may be used exceptionally for the following applications.

- Etching agent
- Manufacture of resist for semiconductors
- Manufacture of business-use photographic film (Details shall comply with the Act on Chemical Substances and Regulation of Their Manufacture, etc.)

(\*4) Industrial Safety and Health Law (ISHL)

(\*5) Prohibited ozone depleting substances include chlorofluorocarbon (CFC), halon, carbon tetrachloride,

1,1,1,- trichloroethane, hydrobromofluorocarbons (HBFC), bromochloromethane and methyl bromide. They are mentioned in Annexes A, B, E and C-II and C-III to the Montreal Protocol on Substances that Deplete the Ozone Layer.

- (\*6) The compound number used in the Chemical Abstracts magazine, issued by the American Chemical Society, which is a number of up to 10 digits used to identify chemical substances. (Chemical Abstracts Service registry number)

1-2 Example of Filling Out Form 2 Non-inclusion Guarantee Statement for Conditionally Contained Substances (RoHS Directive Substances)

Form 2

Ver. 11 16/12/01

12/01/2016 (m/d/y)

Messrs. Citizen Machinery Co., Ltd.

Enter the date when this document is submitted.

**Non-inclusion Guarantee Statement for Conditionally Prohibited Substances (RoHS Directive substances)**

Company name:XXX Trading Co., Ltd.

Supplier code:0000A

Address:00-0 Miyota, Kitasaku

Name of representative: John Smith

Enter the company name, supplier code, address and name of representative.  
Supplier code is a 4-digit or 5-digit number which is specified by us.

Be sure to impress the company seal.

[Company seal]

We hereby guarantee that all products and parts, raw materials, packing materials (excluding those used for protection during transportation) and accessories that are delivered by this company (including our subsidiaries or affiliate companies) directly or through a third party to Citizen Machinery Co., Ltd., do not contain the following substances, specified in the "Citizen Machinery Green Procurement Guidelines", regardless of whether the inclusion is intentional or not. (This excludes those substances that are exempt from application. Also, a prohibited substance is considered not to be used if the amount of substance in use is smaller than the threshold value. For details, refer to Item 2 of the Green Procurement Guidelines, Supplementary Volume.)

**Chemical Substance Management Standards: Rank 2**

Conditionally prohibited substances (RoHS Directive substances) 6 substances

- |            |                        |
|------------|------------------------|
| 1) Lead    | 4) Hexavalent chromium |
| 2) Mercury | 5) PBB                 |
| 3) Cadmium | 6) PBDE                |

※ 1 It is prohibited to be contained the following substances from 22 July 2019.

7) Di (2-ethylhexyl) phthalate DEHP

8) Butyl bezy phthalate BBP

9) Dibutyl phthalate DBP

10) Diisobutyl phthalate DIBP



### 1-2-1 Data concerning the green parts for Form 2

Rank 2: Conditionally prohibited substances

These substances are exempt from application or have specified threshold values.

(RoHS Directive: Substances specified by 2011/65/EC)

	JIG	Chemical Substance	Threshold value	Major Environmental Impact	Main Application
1	A09	Lead and its compounds	1000ppm (0.1 %)	Central nervous system dysfunction Carcinogenicity	Rubber hardener, pigments, solder, plating
2	A10	Mercury and its compounds	1000ppm (0.1 %)	Brain defects Mental disorders	Fluorescent materials, materials used in electrical connections
3	A05	Cadmium and its compounds	100ppm (0.01 %)	Kidney dysfunction Reproductive defects Carcinogenicity	Pigments, anti-corrosion surface treatment, batteries
4	A07	Hexavalent chromium compounds	1000ppm (0.1 %)	Carcinogenicity	Pigments, coating, ink, catalysts
5	B02	PBB	1000ppm (0.1 %)	Bioaccumulative Production of Dioxins during combustion	Fire retardants
6	B03	PBDE	1000ppm (0.1 %)	Bioaccumulative Production of Dioxins during combustion	Fire retardants
7(*2)		Di (2-ethylhexyl) phthalate DEHP	1000ppm (0.1 %)	Serious influential anxiety to environment Reproductive toxicity	Plasticizers for resin, Paints, pigments, adhesives, lubricating oil additives
8(*2)		Butyl bezy phthalate BBP	1000ppm (0.1 %)	Serious influential anxiety to environment Reproductive toxicity	Plasticizers for resin, Paints, pigments, adhesives, lubricating oil additives
9(*2)		Dibutyl phthalate DBP	1000ppm (0.1 %)	Serious influential anxiety to environment Reproductive toxicity	Plasticizers for resin, Paints, pigments, adhesives, lubricating oil additives
10(*2)		Diisobutyl phthalate DIBP	1000ppm (0.1 %)	Serious influential anxiety to environment Reproductive toxicity	Plasticizers for resin, Paints, pigments, adhesives, lubricating oil additives

(\*1) RoHS Directive: Restriction of Hazardous Substances established in the EU

- The content included intentionally or unintentionally can be reduced to levels that are less than or equivalent to the threshold values stipulated in the RoHS Directive.
- Non-applicability and other matters shall also be handled as per the RoHS Directive.
- All provisions of RoHS Directive should be interpreted based on original texts of the Directive.

(For the RoHS Directive, refer to the following URL.)

URL of RoHS Directive:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:174:0088:0110:en:PDF>

(\*2) Since it has been already certified by REACH SVHC, non-containing is preferable.

It is prohibited to be contained from 22 July 2019.

### 1-2-2 Exempt from application

Exemptions and applicability term for each use application are set in the RoHS Directive.

For the latest RoHS Directive : Refer to the exemption list of ANNEX III.

## 1-3 Survey Concerning Contained Substances

### 1-3-1 Sequence of survey

- 1) A request for survey will be sent to your registered e-mail address from our Environmental Management System.
- 2) You access to the system to check contents of the survey (parts to be surveyed).
- 3) Download the AIS (Article Information Sheet) from the web site of JAMP, or, download chemSHERPA-AI (Data entry support tool for articles) from the chemSHERPA website.\*1
- 4) You implement the survey on the parts you are requested to check and record the results on the AIS format.
- 5) You send your answer by inputting your survey results in the Environmental Management System (which means to upload the completed AIS format).

Environmental Management System: <http://portal.twx-21.hitachi.ne.jp/>

Use the user ID which we advised to you.

To be used until June 31, 2017.

For examination requests through chemSHERPA-AI, examination responses should be performed according to our company's separate instructions.

When you do not use Internet or have no e-mail environment, please contact our Green Procurement Desk.

### 1-3-2 Notes for answering your survey results

- When preparing your answer, record all materials (raw materials), substances contained in the materials and types and weights of all contained substances for each part.
- In case of a composite part (for example, a product produced by combining steel, nonferrous material, plastics, rubber, adhesive, etc.), break down the product to component parts, and record all materials (raw materials) and types and weights of all contained substances for each such component part.

\*1

- 1). The data you download from the web site of JAMP is compressed. Decompress the data and extract necessary data for use.
  - "JAMP AIS Preparation Procedure"
  - "AIS Input supporting tool operation manual"
  - "JAMP AIS (ver 4.00) Input supporting tool" (Format)JAMP web site: <http://www.jamp-info.com/english/ais>
- 2). The compressed file downloaded from "chemSHERPA-AI Data entry support tool for articles" on the chemSHERPA website contains the following files when it is expanded:
  - "chemSHERPA\_Operation manual for Articles(Ver1.2).pdf"
  - "chemSHERPA\_Data entry manual for Article(Ver1.2).pdf"
  - "IAA.zip" (expand this file in order to use it)chemSHERPA web site: <https://chemsherpa.net/chemSHERPA/english/tool/>

### 1-3-3 Data necessary for work

Refer to \*1 of 1-3-2 above.

**2. List of Documents to be Submitted and  
Method of Answering Concerning Green Suppliers**

Check the contents of documents for submission and enter the necessary data. Submit the necessary documents to our Green Procurement Desk.

Documents to be submitted	Supplier's reply and method for completing the document Chemical substance management standards
Chemical substance management standards Rank	
Survey Report on Environmental Activity through Green Procurement Form 5 Rank 4	<p>- <b>Check the contents of Form 5 and submit it without fail.</b></p> <p>■ Check <input checked="" type="checkbox"/> the applicable item among 1) to 3) in Form 5 "Survey Report on Environmental Activity through Green Procurement". Complete the document by entering the necessary information, company name, supplier code, address and name of representative and impressing the company seal.</p>

Form 5

Ver. 6 15/04/01

Enter the date when this document is submitted.

04/01/2015 (m/d/y)

Messrs. Citizen Machinery Co., Ltd.

## Survey Report on Environmental Activity through Green Procurement

We are pleased to report to you our environmental activities as follows.

Enter the company name, supplier code, address and name of representative.  
Supplier code is a 4-digit number which is specified by us.

Company name:XXX Trading Co., Ltd.  
Supplier code:0000A  
Address:00-0 Miyota, Kitasaku  
Name of representative: John Smith

Check  the applicable item(s).

Be sure to impress the company seal.

[Company seal]

### 1. Applicable controlled hazardous substances

- We are ISO14001 certified.  
Date certified \_\_\_\_\_ Certifying body \_\_\_\_\_ Certificate No. \_\_\_\_\_
- We are scheduled for ISO14001 certification.  
Date of examination \_\_\_\_\_
- We have established another environmental system.  
Date certified \_\_\_\_\_ Certifying body \_\_\_\_\_ Certificate No. \_\_\_\_\_
- We are scheduled to establish another environmental system.  
Name of scheduled system \_\_\_\_\_ Scheduled date of establishment \_\_\_\_\_
- We have completed our own system.
  - We have an environmental policy and an action plan.
  - We have a steering system.
  - Our top management is committed.
  - We abide by the laws and regulations concerning the environment.

Check  the applicable item(s).

### 2. Non-use of hazardous substances in production processes

Answer to the following questions, referring to Attachment [5. Data concerning the green supplier for Form 5].

- No ozone depleting substances or organochlorine cleaning agents are used in production processes.
- Although ozone depleting substances and organochlorine cleaning agents are used in production processes, we have a plan to abolish their use completely.  
Name of substance used \_\_\_\_\_ Date to abolish completely \_\_\_\_\_
- We are a dealer/trading company and have no production process.

### 3. Information disclosure

- We are prepared to disclose information on chemical substances contained in products.

Check  here when you can disclose the information.

## 2-1-1 Data concerning the green supplier for Form 5

Substances whose use in production processes is prohibited in Item 2 of Form 5 “Survey Report on Environmental Activity through Green Procurement”

Rank 4: Substances for which uses in manufacturing processes are to be prohibited (\*1)

	Chemical Substance	Major Laws and Regulations	Major Environmental Impact	Main Application
1	Ozone-depleting substances (*2)	Ozone Layer Protection Law	Depletion of the ozone layer	Cleansers, cooling media
2	Organic chlorine solvents (*3)	Soil Pollution Prevention Law	Soil pollution	Cleansers

(\*1) Substances that are used in sealed conditions only are excluded. (e.g. cooling medium in chillers)

(\*2) The Ozone depleting substance of which uses in manufacturing processes are to be abolished is HCFC, which is mentioned in Appendix C-I of the Montreal Protocol.

(\*3) The organic chlorine solvents for which use in manufacturing processes are to be abolished are trichloroethylene, tetrachloroethylene, dichloromethane, carbon tetrachloride, 1,2-dichloroethane, 1,1-dichloroethylene, cis-1,2-dichloroethylene, 1,1,1-trichloroethane, 1,1,2-trichloroethane and 1,3-dichloropropene.

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