

Canon
Survey Manual for chemSHERPA Response
version 1.0

Canon Inc.
Issued on January 2017

Contents

1. Purpose of the manual P.2
2. About the survey form P.2
3. About survey response using chemSHERPA
 - 3-1. How to respond to the survey using chemSHERPA-AI P.3-10
 - 3-2. How to respond to the survey using chemSHERPA-CI P.11-14

Notes

Use Japanese or English when responding to Canon Green Procurement Survey. If responding in those languages is difficult, please contact the survey requester.

When filling out the survey form with data and information, please follow the following instructions.

Use double-byte characters for Kanji, Katakana and Hiragana and single-byte characters for alphanumeric characters. For symbols used in description in Japanese, use double-byte characters and single-byte characters for symbols used in description in English.

1. Purpose of the manual
2. About the survey form

Purpose of the manual

This is the manual under the operation of Canon group about the chemical substance survey in product used the chemSHERPA tool for. Please refer to chemSHERPA HP in the following URL for the details.

<https://chemsherpa.net/chemSHERPA/english/>

About the survey form

There are two kinds of survey form using chemSHERPA. One is “chemSHERPA A-I (used in article survey)” consisting of compliance information (the same information as in the existing JGP file) and composition information (the same information as in the existing AIS file). The other is “chemSHERPA-CI (information equivalent to existing AIS) including composition information only.

We may ask to fill in Canon Group own survey form (hereinafter referred to as Canon additional survey form) in addition to the tool stipulated by chemSHERPA, depending on parts and materials which are the survey subject items. The following three types are the forms of surveys conducted by Canon Group.

Even when we conduct the survey once, we may carry it out again if additional survey is required due to an application to change process or the trend of legal restrictions.

1. Survey using chemSHERPA only

chemSHERPA
-AI/CI

2. Survey using chemSHERPA and Canon additional survey form

chemSHERPA
-AI/CI

Canon additional
survey form

3. Survey using Canon additional survey form only

Canon additional
survey form

3. About survey response using chemSHERPA

About survey response using chemSHERPA

Data transmission through chemSHERPA consists of the following two methods.

For articles: a method using chemSHERPA-AI to transmit compliance information and composition information

For chemicals: a method using chemSHERPA-CI to transmit composition information

For the detailed information, please refer to the following website of chemSHERPA.

<https://chemsherpa.net/chemSHERPA/english/>

For rules on the use and the response method, please refer to Rules on the use of information on CiP (Chemicals in Products) under the chemSHERPA, various operation manuals, and input manuals, which are available from the above URL.

Data entry support tool for articles and operation manuals (described in the AI operation manuals)

Data entry support tool for chemicals and operation manuals (described in the CI operation manuals)

Based on the operation and input manuals, this manual supplements the response method using the data entry support tool provided by chemSHERPA.

3-1. How to respond to the survey using chemSHERPA-AI

Features of chemSHERPA-AI and its operations in Canon group

The targets for information transmission of chemSHERPA-AI are articles, and the following two types of information are transmitted.

Compliance information (the same information as in the existing JGP file)

Composition information (the same information as in the existing AIS file)

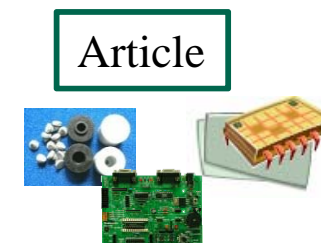
About the request of the survey using chemSHERPA-AI by Canon group, please provide the following information for the meantime.

Compliance information: Mandatory

Composition information: Optional

We may, however, ask you to submit the survey form mandating composition information depending on our customers' request.

In such a case, please provide composition information according to the request by the department in charge of the survey.



3. About survey response using chemSHERPA

1. Basic information to be included

■ Data to be given when the survey is requested

Canon group sends data containing the information to identify the targets for the survey through chemSHERPA-AI.

		Requester				
All		Product name ▲	Product number ▲	Product name ▲	Product number ▲	Manufacturer name ▲
1	<input type="checkbox"/>	Sample A	A123	*	*	Maker A
2	<input type="checkbox"/>	Sample B	B456			Maker B
3	<input type="checkbox"/>	Sample C	C789			Maker C

Names of the survey targets managed by Canon group and IDs of part numbers etc. are listed.

Product number of survey targets and Manufacturer name are listed in advance in as much detail as possible.

Do not edit the information listed in the field of Product Number.

Please modify/edit them appropriately when responding to the survey.

■ Data to be entered regarding information for Compliance

Entering the Content above the threshold and the Content rate are mandatory. For the Substance/ Substance group which “Content above the threshold” is “Y”, fill in the field of “Quantity content”, “Usage”, and “Portion used” too. Please be sure to enter information especially when the field of Usage code is “Please enter the data”.

Subject substance	Reporting threshold	Content above the threshold		Content rate (ppm)	Quantity of content		Usage code		Usage	Portion used
		<input type="checkbox"/> Show "Y" only	Batch "N"		Quantity of content	Unit	Input: Cell double-click			
Dibutyltin (DBT) compounds	0.1 mass% of tin in the part	<input type="checkbox"/>	*	*				Please enter the data.		
Diocetyl tin (DOT) compounds	0.1 mass% of tin in the part	<input type="checkbox"/>						Please enter the data.		
Disodium tetraborates	0.1 mass% of article [Report	<input type="checkbox"/>								
Fluorinated Greenhouse Gases (...)	Intentionally Added [Reporti	<input type="checkbox"/>								
Hexabromocyclododecane (HB...	Intentionally added or 0.1 m	<input type="checkbox"/>								
Lead/Lead Compounds	0.1 mass% of total Pb in ho...	<input type="checkbox"/>						Please enter the data.		

■ Composition information, Issuer/Authorizer information

When entering Composition information or Issuer/Authorize information, please refer to the operation manual and the data entry manual provided by chemSHERPA.

3. About survey response using chemSHERPA

2. If you directly enter the information for Compliance

How to create response data is the same as procedure in the survey using existing JGP file.

For the basic data entry method, please refer to the AI operation manual, “13.3 Entering content above threshold level (Y/N) (for direct entry into compliance assessment information, instead of conversion from composition information) ”

Please note the following when directly entering the information for Compliance

You may have to enter multiple intended Usage code for units consisting of more than one part. In such a case, please refer to the following example and then fill out the form.

- Example of entering more than one intended Usage code for multiple lead items exempted from EU RoHS Directive.

Example 1. Add the line “0.1 mass% of total Pb in homogenous material” and enter all exempted items. (Enter all intended Usage codes.)

Subject substance	Candidate item	Reportable applications	Reporting threshold	Content above the threshold
Substance/Substance group	<input type="checkbox"/> Show "ON" only <input type="button" value="Clear"/>			<input type="checkbox"/> Show "Y" only <input type="button" value="Batch 'N'"/>
14 Lead/Lead Compounds	<input type="checkbox"/>	All, except for batteries, cabl...	0.1 mass% of total Pb in homogenous material [...]	

Add the line and enter all exempted items.

Reporting threshold	Content above the threshold <input type="checkbox"/> Show "Y" only <input type="button" value="Batch 'N'"/>	Content rate (ppm)	Quantity of content		Usage code Input: Cell double-click	Usage	Portion used
			Quantity of content	Unit			
0.1 mass% of total Pb in homogenous material [ReportingLevel:Material]	Y	37000	100	mg	RoHS-6(c)	Copper alloy	Connector
		850000	10	mg	RoHS-7(a)	electric connection	IC
		500000	1	mg	RoHS-7(c)-I	resistor	resistor part

3. About survey response using chemSHERPA

Example 2. When the same exempted item is contained in more than one application area, enter information in any of the following ways.

◆ Example of entering information in one line

Enter the percentage of a part having the maximum content rate and describe the total value of content.

For the field of “Usage” and “Portion used”, enter information separating by a slash.

Reporting threshold	Content above the threshold		Content rate (ppm)	Quantity of content		Usage code	Usage	Portion used
	<input type="checkbox"/> Show "Y" only	Batch "N"		Quantity of content	Unit			
0.1 mass% of total Pb in homogenous material [ReportingLevel:Material]	Y		37000	100	mg	RoHS-6(c)	Copper alloy	Connector
			900000	18	mg	RoHS-7(a)	electric connection	IC-A/IC-B/IC-C
			500000	12	mg	RoHS-7(c)-I	resistor/piezoelectric ceramic	resistor part/oscillator or/clock

Enter the same content by inputting data one by one.

◆ Example of entering information in more than one line

For each part, enter information in the field of “Content rate “ , “Quantity content”, “Usage”, and “Portion used” per line.

Reporting threshold	Content above the threshold		Content rate (ppm)	Quantity of content		Usage code	Usage	Portion used
	<input type="checkbox"/> Show "Y" only	Batch "N"		Quantity of content	Unit			
0.1 mass% of total Pb in homogenous material [ReportingLevel:Material]	Y		37000	100	mg	RoHS-6(c)	Copper alloy	Connector
			900000	10	mg	RoHS-7(a)	electric connection	IC-A
			870000	5	mg	RoHS-7(a)	electric connection	IC-B
			850000	3	mg	RoHS-7(a)	electric connection	IC-C
			500000	5	mg	RoHS-7(c)-I	resistor	resistor part
			400000	4	mg	RoHS-7(c)-I	piezoelectric ceramic	oscillator
			300000	3	mg	RoHS-7(c)-I	piezoelectric ceramic	clock

3. About survey response using chemSHERPA

3. If you enter the information for compliance by conversion after entering the composition information

For the basic data entry method after entering composition information, please refer to the AI operation manual, “13.2 Enter content above threshold level (Y/N) (for entry by converting from composition information)” .

For the conversion specification, please refer to, “17. Specification of automatic conversion of compliance assessment information from composition information” .

Please note the following when enter the information for compliance by conversion after entering the composition information

You may have to enter multiple intended use codes for units consisting of more than one part.

In such a case, please refer to the following example and then fill out the form.

- Example of entering more than one intended use code for multiple lead items exempted from EU RoHS Directive. The composition information includes intended Usage of material for each material. When there are multiple intended Usage of material, as shown in the following figure, “intended Usage of material” are displayed in multiple lines by converting composition information into the compliance information. In such a case, complete the data as it is.

Reporting threshold	Content above the threshold	Content rate (ppm)	Quantity of content		Usage code	Usage	Portion used	
	<input type="checkbox"/> Show "Y" only		Quantity of content	Unit	Input: Cell double-click			
0.1 mass% of total Pb in homogenous material [ReportingLevel:Material]	Batch "N"							
	Y	*						
			465000	465	mg	▼ RoHS-7(c)-I	1.base material	resistor A
			465000	930	mg	▼ RoHS-7(c)-I	1.base material	resistor B
			465000	1.395	g	▼ RoHS-7(c)-I	1.base material	resistor C
			465000	465	mg	▼ RoHS-7(c)-I	1.base material	piezoelectric ceramic D
			465000	930	mg	▼ RoHS-7(c)-I	1.base material	piezoelectric ceramic E
		465000	1.395	g	▼ RoHS-7(c)-I	1.base material	piezoelectric ceramic F	

Usage of material by conversion

3. About survey response using chemSHERPA

4. If you output (authorization) the response data after creating it

The error is checked by creating the response data for chemSHERPA-AI and then outputting (authorizing) it.

Since **items with red asterisk (*) are information required for data preparation**, the response data cannot be output (authorized) as a valid file if there are blanks.

For example, if “Product Name” and “Product Number” fields are left blank, it will be an error and cannot be output as a valid file.

If you don't know “product name” and “product number”, as would be the case with Canon's custom parts, complete the response data by filling in the “Product Name” and “Product Number” fields of the Product Information with “product name” and “product number” shown in the Requester's product information.

	All	Requester		Product		Manufacturer name
		Product name	Product number	Product name	Product number	
	<input checked="" type="checkbox"/>			*	*	
1	<input checked="" type="checkbox"/>	Sample A	A123			Maker A
2	<input checked="" type="checkbox"/>	Sample B	B456			Maker B
3	<input checked="" type="checkbox"/>	Sample C	C789			Maker C

The screenshot shows an "Error description view" window with an "Error list" table. A red box highlights the error list, and a red arrow points from the asterisks in the table above to the error descriptions in the table below.

No	Type	General	Name of view	Row number	Name of item	Error description
1	Error	General		1	Product name	Product name is not entered.
2	Error	General		1	Product number	Product number is not entered.
3	Error	General		2	Product name	Product name is not entered.
4	Error	General		2	Product number	Product number is not entered.
5	Error	General		3	Product name	Product name is not entered.
6	Error	General		3	Product number	Product number is not entered.

A "Warning" dialog box is displayed in the foreground, containing the following text:

Warning

The data contains errors and cannot be exported in a standard file (nor be authorized). Do you want to export the data in a temporary file?

Buttons: OK, キャンセル

3. About survey response using chemSHERPA

5. If you enter the information for compliance judgement by converting data in the existing JGP file and AIS file

The chemSHERPA AI Data entry support tool can read data in the following existing AIS and JGPSSI files. The tool converts read data and creates chemSHERPA AI data, which saves you from having to input data.

If you create chemSHERPA-AI data from AIS file

For the basic operation method, please refer to the AI operation manual, “18.1. Conversion of information from AIS to chemSHERPA ” After conversion, complete the composition information file and then enter the information for compliance judgement in accordance with “ 2. If you enter the information for compliance by conversion after entering the composition information” on the previous page. When the existing data is loaded, intended usage codes which are outside the effective period may be set. Please make sure that intended usage codes are within the effective period and enter the latest information.

If you create chemSHERPA-AI data from JGP file

For the basic operation method, please refer to the AI operation manual, “18.2. Conversion of information from JGPSSI to chemSHERPA ” After conversion, enter the information for compliance in accordance with “1. If you directly enter the information for Compliance ” on the previous page. When the existing data is loaded, intended use codes which are outside the effective period may be set. Please make sure that intended usage codes are within the effective period and enter the latest information.

3. About survey response using chemSHERPA

FYI: About reportable application

Article tool (chemSHERPA-AI) : The point of inputting the information for Compliance (area IEC62474)

■ Ideas on Content above the threshold (Y/N)

Please refer to **“Rules on the use of information on CiP (Chemicals in Products) under the chemSHERPA_en”**

6.3. Criteria for transferring composition information : Table 1 Criteria for providing composition information

- Choose “Y” when a substance comes under “reportable application” and contains the declarable substance equal to or greater than “Reporting threshold”
- Choose “N” when a substance comes under “reportable application” but the content rate is below “Reporting threshold”
- Choose “N” when a substance does not come under “reportable application” though the content rate is equal to or greater than “Reporting threshold”
- Choose “Y” when a substance comes under “reportable application” or is unknown, and contains the declarable substance equal to or greater than “Reporting threshold” (judgement in terms of safety)
- Content flag is “Y” even when a substance contains the declarable substance within a range of exemption from application (It is judged by “reportable application” and “Reporting threshold”)

■ Entering data with conversion function (from the composition information to the information for compliance)

The function automatically converts the information for compliance on the basis of composition information. However, the function is “support function”, and it is necessary to confirm the conversion result.

“EntryY” indicates that there is a possibility of “Y” status. Check subject substance (on the left side of the view), law/regulation, reportable application, and reporting threshold to modify content above threshold level to “Y” or “N”.

* Be sure to modify “EntryY” to Y or N: as long as it remains, formal version of the file cannot be exported.

For some target substances, whether or not response is required depends on the “reportable application”
Please contact the survey requester if you cannot determine the intended use of the product.

3. About survey response using chemSHERPA

3-2. How to respond to the survey using chemSHERPA-CI

Features of chemSHERPA-CI

The targets subject to be transmitted by chemSHERPA-CI are chemical substances, and composition information (the same information as in the existing AIS file) is transmitted.



1. Basic information to be included

- Data to be given when the survey is requested

Canon group sends data containing the information to identify the targets for the survey using chemSHERPA-CI.

Requester		Product			
Product name	Product number	Product name	Product number	Manufacturer name	Product series name
General material/Material number	MX0001		*	Material Maker A	
Resin material/Grade No./Coloring No./Color	MY0010			Material Maker B	
Metal material/Metal Type/JIS symbols/Thickness	MZ0100			Material Maker C	

The information to identify the survey targets are listed in the field of Product name.

ID numbers managed by Canon group are listed in the field of Product number.

Do not edit the information listed in the field of Product number.

Names of manufacturers which are the targets of the survey are listed in as much detail as possible.

Please modify/edit them appropriately when responding to the survey.

3. About survey response using chemSHERPA

FYI: Declarable substances

Relevant management standards

Relevant standard ID	Laws & regulations, industrial criteria
LR01	Chemical Substances Control Law (Japan): Class I Specified Chemical Substances
LR02	Toxic Substances Control Act (TSCA) (US): Section 6
LR03	EU ELV Directive 2011/37/EU Targeted substances list
LR04	EU RoHS Directive 2011/65/EU ANNEX II Targeted substances list
LR05	EU POPs REGULATION (EC) No 850/2004 Annex I
LR06	EU REACH REGULATION (EC) No 1907/2006 The Candidate List of Substances of Very High Concern for Authorisation (SVHC), Authorisation List
LR07	EU REACH REGULATION (EC) No 1907/2006 Annex XVII Restriction substances
IC01	Global Automotive Declarable Substance List (GADSL)
IC02	IEC 62474 DB Declarable substance groups and declarable substances

3. About survey response using chemSHERPA

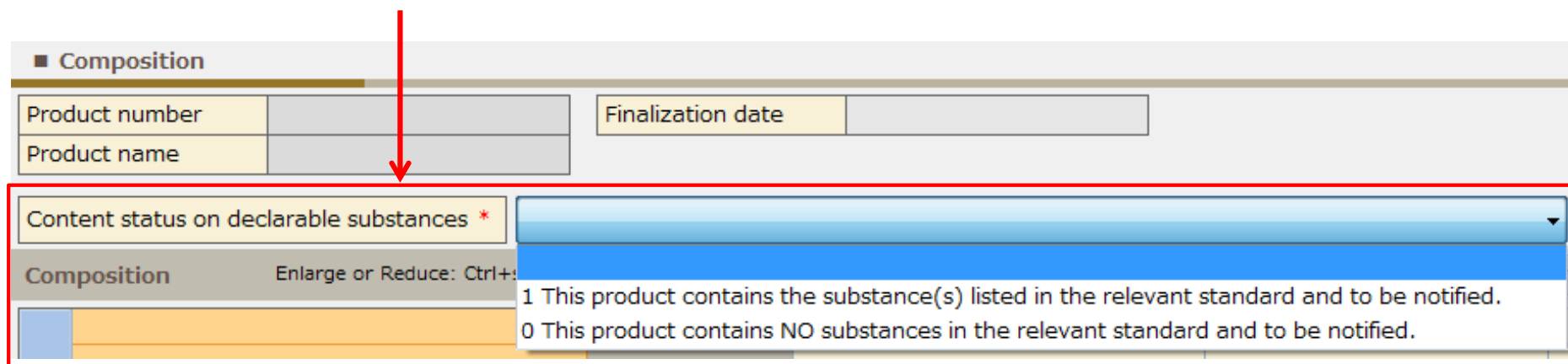
2. If you enter data by converting data in the existing MSDSplus file.

The chemSHEPRA CI can read data in the existing MSDSplus file.

The tool converts read data and creates chemSHERPA CI data, which saves you from having to input data.

For the basic operation method, please refer to CI Operation manual, “15. Specification of conversion function for MSDSplus to chemSHERPA ”
 After conversion, make sure that you press the “Update substance Information” button and compare with the substance list for search stipulated by chemSHERPA.

For substances which are not listed in the substance list for search stipulated by chemSHERPA, report them as “Optional reporting substance.”
 Be sure to select either “1” or “0” for Content status on declarable substances



■ Composition

Product number		Finalization date	
Product name			

Content status on declarable substances *

Composition Enlarge or Reduce: Ctrl+

- 1 This product contains the substance(s) listed in the relevant standard and to be notified.
- 0 This product contains NO substances in the relevant standard and to be notified.



Contact information for inquiries
Canon Inc.
Global Environment Center
Environment Promotion Division
sup-green-survey@list.canon.co.jp