

Request for “Self-Surveys” Concerning the Management of Chemical Substances Contained in Supplied Items”

To Our Business Associates:

May we take this opportunity to extend our best wishes for the increasing prosperity of your company and thank you for your continuing cooperation in our company’s procurement operations.

The Fujifilm Group is striving toward the achievement of a circular society that effectively utilizes global resources and toward a comprehensive awareness and reduction of chemical substances that have an impact on the environment. As one component of these efforts, we have set forth “Guidelines for the Management of Chemical Content”<sup>(Note 1)</sup> in order to provide our customers with products that pose less and less environmental burdens. In this regard, we ask for your understanding and cooperation with efforts to manage chemical content in conformance with these Guidelines and with the “Self-Surveys” that we are now implementing and we request that you return your responses by the date indicated below.

May we also request that you keep the following points in mind when you prepare your responses.

- 1) Your responses will be used in our company as the foundation for the management of chemical substances contained in products. Please refrain from responses that are not based on actual conditions and from false responses.
- 2) For this survey, please respond with regard to the materials, parts and products that you supply to our company.
- 3) When the processes subject to this survey are more than one (within each division, within each factory, within each commissioned company, etc.), please conduct a Self-Survey for each process.  
--When the responses are then consolidated into one, please give your answer as one response.  
--When the responses are not consolidated into one, please consult with the “Supervisor of Inquiries” noted in the e-mail request for this Self-Survey.
- 4) For this Self-Survey, please complete “The Applicable Scheme from Schemes 1 to 6” and the common format “Scheme 7”.
- 5) In some cases we will confirm the details of your responses and, when judged necessary at our company, make visits for the purpose of “Inquiries” or “Implemented Surveys”.

\* Survey Response Deadline

Please submit your responses by the “Response Deadline” noted in the e-mail request for this Self-Survey.

\* Destination for Inquiries

Please direct your inquiries to the “Supervisor of Inquiries (e-mail address and telephone number)” noted in the e-mail request for this Self-Survey.

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(Note 1)

Beginning with the RoHS Directive in Europe and continuing with similar regulations in China and similar state-by-state regulations in the USA, regulations and laws controlling harmful chemicals (in particular, cadmium, lead, mercury, hexavalent chromium, PBB and PBDE) contained in products are becoming more strict. At our company, we will promote “the management of chemical content” throughout the entire flow of the supply chain and its constituent raw materials, materials, parts and products. The way in which we will advance this promotion has been summarized as “**Guidelines for the Management of Chemical Content**”. In this Guideline document, with regard to “The Management of Chemical Content”, there are descriptions pertaining to the questions: 1) How does one assign priorities to the points requiring management? and 2) Concretely, what kind of management is necessary?

We should like to request that you take the time to conduct a “Self-Survey” of the conditions of the management of chemical content at your company by responding to the questions, formulated in accordance with the Guidelines, presented in the following pages. (Please print this page, have the responsible person(s) affix his/her seal(s) and send it to the Fujifilm Company.)

## Return Form for Self-Survey Results

Name of Your Company	
Name of Factory, Name of Business Site, Name of Process, etc. * Please enter the scope of the Self-Survey target organization.	
Name of Person(s) Recording the Self-Survey Responses (and to Whom Inquiries Should Be Directed) Position Name	
Contact Information Address (Business Site Name and Internal Organization Name) Telephone Number E-mail Address	
Comments (Optional)	

There are no errors in the details set forth in the following Self-Survey responses.

Name of Person(s) Responsible for Self-Survey (General Manager of Quality Assurance Division, etc.)	Seal
Position Name	

Self-Survey Response Document Number
(This number will be automatically displayed on the web response screen.) XXXXXXXXXX

\*Please be sure to enter this “Self-Survey Response Document Number” on all specification sheets, chemical content information, etc. directed to our company.

<p>Please enter the representative names of products that are supplied to our company and handled in processes that are survey targets.</p> <ul style="list-style-type: none"> <li>• Product Name (Representative Name):</li> </ul>
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### [Confirmation of Applicable Schemes]

Please select the applicable scheme(s) for your company in conformance with the following questions.

- Scheme 1 Purchasing Raw Materials and Chemicals
- Scheme 2 Manufacturing Raw Materials and Chemicals
- Scheme 3 Marketing Raw Materials and Chemicals
- Scheme 4 Purchasing Articles (Original Parts or Parts)
- Scheme 5 Manufacturing Articles (Original Parts or Parts)
- Scheme 6 Marketing Articles (Original Parts or Parts)
- Scheme 7 When at Least One of the Schemes from 1 to 6 Is Applicable

### [Scheme 1] (Purchasing Raw Materials and Chemicals)

Q0-1 : Do you purchase raw material chemical substances?

(Chemicals used as raw materials, resin pellets, ink, paint, solder, etc. are target items.)

(Even those materials known as “secondary materials” are target materials if they remain in the product.

Oil, wax, grease, lubricants, etc. may also fall under this category.

Materials such as cleansers and polishes, which do not remain in the product, are not target materials.)

- No
- Yes We purchase them in order to use them as a manufacturing company. **(Scheme 1 applies.)**
- Yes We purchase them for use as a manufacturing company and as a marketing company or marketing agent. **(Scheme 1 applies.)**
- Yes We purchase them as a marketing company or marketing agent. **(Scheme 1 applies.)**

Q0-2 : Do you manufacture raw materials or original parts?

- Yes **(Scheme 2 applies.)**
- No

Q0-3 : Do you market raw material chemical substances?

- No
- Yes We market them as a marketing company or marketing agency. **(Scheme 3 applies.)**
- Yes We market them as a manufacturing company as well as a marketing company or marketing agency. **(Scheme 3 applies.)**

Q0-4 : Do you engage in the purchasing of original parts or parts?

(The purchasing of parts other than machinery parts, for example stencil paper rolls for printing, is also applicable.)

- No
- Yes We purchase them in order to use them as a manufacturing company. **(Scheme 4 applies.)**
- Yes We purchase them for use as a manufacturing company and as a marketing company or marketing agent. **(Scheme 4 applies.)**
- Yes We purchase them as a marketing company or marketing agent. **(Scheme 4 applies.)**

Q0-5 : Do you engage in assembly/manufacturing using original parts or parts?

- Yes **(Scheme 5 applies.)**
- No

Q0-6 : Do you engage in the marketing of original parts, parts, or products?

- No
- Yes We market them as a marketing company or marketing agency. **(Scheme 6 applies.)**
- Yes We market them as a manufacturing company as well as a marketing company or marketing agency. **(Scheme 6 applies.)**
- Yes We market them as a manufacturing company. **(Scheme 6 applies.)**

Q0-7 : Did you mark “Yes” for any of the questions from Q01 to Q06, thereby having any of the Schemes from 1 to 6 apply?

- Yes **(Scheme 7 applies.)**
- No

(The only situations that have absolutely no applicability from Q01 to Q07 are jobs such as manual writing, translating, conducting surveys, etc., which have no relation to commodity articles.)

Q0-8 : Please mark a check again for the applicable scheme numbers resulting from the above questions.

(Multiple checkmarks as necessary.)

- Scheme 1 and Scheme 7**
- Scheme 2 and Scheme 7**
- Scheme 3 and Scheme 7**
- Scheme 4 and Scheme 7**
- Scheme 5 and Scheme 7**
- Scheme 6 and Scheme 7**
- No applicable schemes

**Please answer the following questions pertaining to the applicable schemes.**

**[Scheme 1] (Purchasing Raw Materials and Chemicals)**

**Q1-1:** When you purchase raw material chemical substances, do you enter into “transaction agreements” with your suppliers concerning the management of chemical content?

- “No” or “Only in Some Cases”, and we have no future plans to change this.
- “No” or “Only in Some Cases”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_.
- We enter into transaction agreements for all higher risk raw materials.
- We enter into transaction agreements for all raw material chemical substances.

**Q1-2:** Are “clauses pertaining to the management of chemical content” included in these agreements?

- “No” or “Only in Some Agreements”, and we have no future plans to change this.
- “No” or “Only in Some Agreements”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_.
- Applicable clauses are included in transaction agreements for all higher risk raw materials.
- Applicable clauses are included in transaction agreements for the purchase of all raw materials.

**Q1-3:** When you purchase raw material chemical substances, do you exchange “specifications documents” concerning the management of chemical content?

- “No” or “Only in Some Cases”, and we have no future plans to change this.
- “No” or “Only in Some Cases”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- We exchange specifications documents for all higher risk raw materials.
- We exchange specifications documents for all raw materials.

**Q1-4 :** When you purchase raw material chemical substances, do you obtain MSDSplus and MSDS, or by means of other similar methods, obtain chemical content information? (With regard to chemical content, we recommend obtaining information from the MSDSplus. As MSDS provide limited information, it is not sufficient to obtain only the MSDS as your information source.)

- “No” or “Only in Some Cases”, and we have no future plans to change this.
- “No” or “Only in Some Cases”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- We obtain MSDSplus and MSDS, or, by means of other similar methods, obtain chemical content information for higher risk raw material chemical substances.
- We obtain MSDSplus and MSDS, or, by means of other similar methods, obtain chemical content information for all raw material chemical substances.

**Q1-5 :** With regard to the MSDS that you obtain and use for your determinations of risk level (Multiple checkmarks if necessary):

- The MSDS includes an English version (for use in the USA and Europe)
- The Japanese version of the MSDS is not a version that corresponds to the PRTR Law, the Poisons and Deleterious Substances Law and the Occupational Health and Safety Law.
- The Japanese version of the MSDS is a version published in or after 2001 that does correspond to the PRTR Law, the Poisons and Deleterious Substances Law and the Occupational Health and Safety Law.

\* In 2001, the target chemical substances for the PRTR Law, the Poisons and Deleterious Substances Law and the Occupational Health and Safety Law were clearly indicated.

**Q1-6:** Do you have records of your determinations regarding whether or not raw materials fall under the “higher risk raw material” category?

- “No” or “Only in Some Cases”, and we have no future plans to change this.
- “No” or “Only in Some Cases”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- We have determination records, based on MSDSplus information (or similar information pertaining to chemical content), for all raw material chemical substances.

**Q1-7:** Do you have materials that fall under the “higher risk raw material” category?

(If your response to **Q1-6** is that you have records, and your response to **Q1-7** is “No”, please please skip ahead to **Q1-9**.)

- No
- Yes

**Q1-8:** With regard to “higher risk raw materials”, have you confirmed at least once that the chemical content information (types of chemical substances contained and guaranteed content amount) based on analysis, etc. is correct?

- No
- We trust the information from the manufacturer.
- We have confirmed the manufacturer’s information with the manufacturer and have judged that this is a credible confirmation.
- We have confirmed the manufacturer’s information with the manufacturer, judged that this is a credible confirmation and, just to be certain, conducted analyses of some of the higher risk raw materials.  
Raw material(s) analyzed: \_\_\_\_\_
- We have, at least once, analyzed all higher risk raw materials.

**Q1-9:** Do you purchase recycled materials or minerals? (Choose multiple responses if appropriate.)

- No
- We purchase closed recycled materials (recycled materials whose identity [history] is known).
- We purchase minerals.
- We purchase closed recycled materials and minerals.
- We purchase open recycled materials (recycled materials whose identity [history] is not known).
- We purchase open recycled materials and minerals.

**Q1-10:** How do you confirm and manage the amounts of chemical substances contained in the recycled materials and minerals that you purchase?

- We do not carry out any confirmation in particular.
- We trust the chemical content information from the manufacturer.
- We have confirmed the chemical content information with the manufacturer and have judged that this is a credible confirmation.
- We have confirmed the manufacturer’s information with the manufacturer, judged that this is a credible confirmation and, just to be certain, conducted analyses of some of the chemical content.
- We have, at least once, analyzed the chemical content.
- We have analyzed every lot that we have received.

--When the responses to Q1-8 and Q1-10 indicate that analyses have been conducted--

**Q1-11:** How was the analysis conducted? (Multiple selections if appropriate)

- Analysis by means of in-house measuring instruments (XRF)  
(XRF: Fluorescent X-ray spectroscopy analysis equipment)
- Analysis by means of in-house measuring instruments  
(ICP: Induction coupling plasma analysis equipment)
- Analysis by means of in-house measuring instruments (FTIR)  
(FTIR: Fourier transform/infrared spectroscopy analysis equipment)
- Analysis by means of in-house measuring instruments (MS)  
(MS: Mass analysis equipment)
- Analysis by means of in-house measuring instruments (other methods)
- Analysis by an organization outside of our company

**Q1-12:** How was the analysis conducted?

- Analysis by means of in-house measuring instruments However, we have no analysis standards documents.
- Analysis by means of in-house measuring instruments We have analysis standards documents.
- Analysis by means of in-house measuring instruments We have analysis standards documents and we periodically revise them using standard samples.
- Analysis by an organization outside of our company

**Q1-13:** Do you have “Receiving Inspections Standards Documents”?

Are inspection criteria for chemical content included in these documents?

- We have no receiving inspections standards documents.
- We have some receiving inspections standards documents, but the criteria for chemical content are insufficient.
- We have receiving inspections standards documents for “higher risk raw material chemical substances”, and chemical content criteria are included in these documents.
- We have receiving inspections standards documents for all of the raw material chemical substances that we receive, and chemical content criteria are included in these documents.

## **[Scheme 2] (Manufacturing Raw Materials and Chemicals)**

**Q2-1:** Do you make determinations regarding whether or not the materials and chemicals that you manufacture fall under the “higher risk raw materials/materials” category?

- No
- We make determinations based on MSDSplus and MSDS or on information from the manufacturer in accordance with these data sheets.
- We make determinations based on MSDSplus and MSDS or on information from the manufacturer in accordance with these data sheets and we have records of these determinations.

**Q2-2:** Do you have “higher risk raw materials/materials”? [If your response is “We have no such materials”, please skip ahead to **Q2-6**.]

- We have no such materials.
- We have such materials.

**Q2-3:** Do you specify “higher risk processes”?

- No
- We specify them.
- We specify them and we have records of those determinations.

**Q2-4:** Do you have “process management reference documents” pertaining to “higher risk processes”?

- No
- Yes, we have reference documents.
- Yes, we have reference documents and we manage and utilize them in the context of management systems such as ISO 14001 and ISO 9001.

**Q2-5:** For your products, do you have “shipment inspection reference documents” pertaining to “higher risk raw materials/materials” and “higher risk processes”?

- No
- Yes, we have reference documents.
- Yes, we have reference documents and we manage and utilize them in the context of management systems such as ISO 14001 and ISO 9001.

**Q2-6:** Do you store your shipment inspection data?

- No
- Yes We store the data for \_\_\_\_\_ years.
- Yes We store the data for 10 years.

\* Storage as electronic files is acceptable.

**Q2-7:** Do you have records of changes in factors pertaining to the raw materials that you use, manufacturing conditions, etc. and do you store these records?

- No
- Yes We store the records for \_\_\_\_\_ years.
- Yes We store the records for 10 years.

\* Storage as electronic files is acceptable.

### **[Scheme 3] (Marketing Raw Materials and Chemicals)**

**Q3-1:** With regard to the manufacturing information for raw material chemical substances that you have shipped, do you have systems or transaction agreements with your customers for communicating shipment inspection information, chemical content information, information concerning changes in relevant factors, etc.?

In the case of marketing companies or marketing agents, do you have systems for obtaining information from manufacturers and communicating it to your customers?

- “No” or “Only in Some Cases”, and we have no future plans to change this.
- “No” or “Only in Some Cases”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- We have transaction agreements or in-house regulations for all higher risk raw materials.
- We have transaction agreements or in-house regulations for all raw materials.

**Q3-2:** Are “clauses pertaining to the management of chemical content” included in these agreements?

- “No” or “Only in Some Agreements”, and we have no future plans to change this.
- “No” or “Only in Some Agreements”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- Applicable clauses are included in transaction agreements for all higher risk raw materials.
- Applicable clauses are included in transaction agreements for the purchase of all raw materials.

**Q3-3:** When you market raw material chemical substances, do you exchange Green Specs or “specifications documents” concerning the management of chemical content?

- “No” or “Only in Some Cases”, and we have no future plans to change this.
- “No” or “Only in Some Cases”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- We exchange specifications documents for all higher risk raw materials.
- We exchange specifications documents for all raw materials.

**Q3-4:** How do you carry out the provision of information concerning the amounts of chemical substances contained in your products?

- No, we don't provide any information.
- We provide the information when there has been a request from a customer.
- We provide the information when there has been a request from a customer, and, in the case of some products, we provide the information before or when the product is delivered or we post it on our web site.
- For all products, we provide the information before or when the product is delivered or we post it on our web site.

**Q3-5:** What type of information do you provide concerning the amounts of chemical substances contained in your products?

- We provide MSDS.
- We provide MSDS and, in response to requests from the other party, we provide chemical content information.
- We provide MSDSplus and MSDS.

**Q3-6:** Do the MSDS that you provide conform to JIS Z7250 and the Japan Chemical Industry Association's "Guidelines for the Creation of Product Safety Data Sheets" (Revised Version) (2001 Version)?

- Yes
- No

**Q3-7:** Do you market recycled materials or minerals? (Multiple responses if appropriate.)

- We market open recycled materials (recycled materials whose identity [history] is not known) and minerals.
- We market open recycled materials.
- We market closed recycled materials (recycled materials whose identity [history] is known) and minerals.
- We market closed recycled materials.
- No.

**Q3-8:** Do you market higher risk raw materials?

- Yes
- No

**Q3-9:** What are the higher risk materials that you market?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Q3-10:** What do you do about countermeasures to prevent mistaking higher risk raw materials for other raw materials and measures against contamination?

(Examples might include labels, storage precautions, product life cycle monitoring from raw materials to product to disposal stages and management of defective lots.)

- We do not carry out any countermeasures or measures, and there is no future plan to improve this.
- We do not carry out any countermeasures or measures, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_.
- We carry out material identity management by using labels that enable clear differentiation.
- We carry out material identity management and isolation management so that contamination incidents will not occur.
- We have in-house standards for material identity management, isolation management and disposal methods, and all management is conducted in accordance with those standards.

**Q3-11:** When you provide higher risk raw materials do you provide inspection data?

- No
- We provide inspection data resulting from representative sample measurements for 6 substances (lead, cadmium, mercury, hexavalent chromium, PBB and PBDE).
- We provide inspection data resulting from measurements for every lot for 6 substances (lead, cadmium, mercury, hexavalent chromium, PBB and PBDE).
- We provide theoretical data, from specifications and designs, for the content of 6 substances (lead, cadmium, mercury, hexavalent chromium, PBB and PBDE).

#### **[Scheme 4] (Purchasing Articles [Original Parts or Parts])**

**Q4-1:** Do you enter into “transaction agreements” with your supplying manufacturers?

- “No” or “Only with Some Supplying Manufacturers”, and we have no future plans to change this.
- “No” or “Only with Some Supplying Manufacturers”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_.
- We enter into transaction agreements for all original parts or parts.

**Q4-2:** Are “clauses pertaining to the management of chemical content” included in these agreements?

- “No” or “Only in Some Agreements”, and we have no future plans to change this.
- “No” or “Only in Some Agreements”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- Applicable clauses are included in transaction agreements for all original parts.
- Applicable clauses are included in transaction agreements for all original parts or parts.

**Q4-3:** When you purchase original parts and parts, do you indicate Green Specs or “specifications” concerning the management of chemical content?

- “No” or “Only in Some Cases”, and we have no future plans to change this.
- “No” or “Only in Some Cases”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- We indicate specifications for all higher risk raw materials.
- We indicate specifications for all original parts or parts.

**Q4-4:** When you purchase original parts or parts, do you obtain chemical content information by means of JGP files or other similar methods?

- “No” or “Only in Some Cases”, and we have no future plans to change this.
- “No” or “Only in Some Cases”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- We obtain chemical content information by means of JGP files or other similar methods for all original parts or parts.

**Q4-5:** Do you have records of your determinations regarding whether or not original parts or parts fall under the “higher risk raw material and parts” category?

- “No” or “Only in Some Cases”, and we have no future plans to change this.
- “No” or “Only in Some Cases”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- We have determination records for all original parts or parts.

**Q4-6:** Do you have materials that fall under the “higher risk raw materials and parts” category?

(If your response to **Q4-5** is that you have records, and your response to **Q4-6** is “No”, please please skip ahead to **Q4-8**.)

- No
- Yes

**Q4-7:** With regard to “higher risk raw materials and parts”, have you confirmed at least once that the chemical content information (types of chemical substances contained and guaranteed content amount) based on analysis, etc. is correct?

- No
- We trust the information from the manufacturer.
- We have confirmed the manufacturer’s information with the manufacturer and have judged that this is a credible confirmation.
- We have confirmed the manufacturer’s information with the manufacturer, judged that this is a credible confirmation and, just to be certain, conducted analyses of some of the higher risk raw materials and parts.  
Raw material(s) and parts analyzed: \_\_\_\_\_
- We have, at least once, analyzed all higher risk raw materials and parts.

**Q4-8:** Do you purchase recycled materials? (Choose multiple responses if appropriate.)

- No
- We purchase closed recycled materials (recycled materials whose identity [history] is known).
- We purchase open recycled materials (recycled materials whose identity [history] is not known).

**Q4-9:** How do you confirm and manage the amounts of chemical substances contained in the recycled materials that you purchase?

- We do not carry out any confirmation in particular.
- We trust the chemical content information from the manufacturer.
- We have confirmed the chemical content information with the manufacturer and have judged that this is a credible confirmation.
- We have confirmed the manufacturer's information with the manufacturer, judged that this is a credible confirmation and, just to be certain, conducted analyses of some of the chemical content.
- We have analyzed every lot that we have received.

--When the responses to Q4-7 and Q4-9 indicate that analyses have been conducted--

**Q4-10:** How was the analysis conducted?

- Analysis by means of in-house measuring instruments (XRF)
- Analysis by means of in-house measuring instruments (ICP)
- Analysis by means of in-house measuring instruments (FTIR)
- Analysis by means of in-house measuring instruments (MS)
- Analysis by means of in-house measuring instruments (other methods)
- Analysis by an organization outside of our company

**Q4-11:** How was the analysis conducted?

- Analysis by means of in-house measuring instruments However, we have no analysis standards documents.
- Analysis by means of in-house measuring instruments We have analysis standards documents.
- Analysis by means of in-house measuring instruments We have analysis standards documents and we periodically revise them using standard samples.
- Analysis by an organization outside of our company

**Q4-12:** Do you have "Receiving Inspections Standards Documents" for your original parts or parts?

Are inspection criteria for chemical content included in these documents?

- We have no receiving inspections standards documents.
- We have some receiving inspections standards documents, but the criteria for chemical content are insufficient.
- We have receiving inspections standards documents for "higher risk raw materials", and chemical content criteria are included in these documents.
- We have receiving inspections standards documents for all of the raw material chemical substances that we receive, and chemical content criteria are included in these documents.

**Q4-13:** Do you have a comprehensive awareness of the conditions of the "management of chemical content" at the companies with whom you do business and, when necessary, do you provide guidance?

- No
- We have a comprehensive awareness of the conditions. There are problems, but we cannot provide guidance.
- We have a comprehensive awareness of the conditions. There are no problems.
- We have a comprehensive awareness and pay the necessary attention to the management of chemical content, and there are no problems with the condition of this management.

**[Scheme 5] (Manufacturing Articles [Original Parts and Parts])**

**Q5-1:** Do you make determinations regarding whether or not the original parts and parts that you manufacture fall under the “higher risk materials/parts” category?

- No
- We make determinations based on JGP files or on information from the manufacturer in accordance with these files.
- We make determinations based on JGP files or on information from the manufacturer in accordance with these files and we have records of these determinations.

**Q5-2:** Do you have materials that fall under the “higher risk materials/parts” category?

- No
- Yes

**Q5-3:** Do you specify “higher risk processes”?

- No
- We specify them.
- We specify them and we have records of those determinations.

**Q5-4:** Do you have “process management reference documents” pertaining to “higher risk processes”?

- No
- Yes, we have reference documents.
- Yes, we have reference documents and we manage and utilize them in the context of management systems such as ISO 14001 and ISO 9001.

**Q5-5:** For your products, do you have “shipment inspection reference documents” pertaining to “higher risk materials” and “higher risk processes”?

- No
- Yes, we have reference documents.
- Yes, we have reference documents and we manage and utilize them in the context of management systems such as ISO 14001 and ISO 9001.

**Q5-6:** Do you store your shipment inspection data?

- No
- Yes We store the data for \_\_\_\_\_ years.
- Yes We store the data for 10 years.

\* Storage as electronic files is acceptable.

**Q5-7:** Do you have records of changes in factors pertaining to the raw materials that you use, manufacturing conditions, etc. and do you store these records?

- No
- Yes We store the records for \_\_\_\_\_ years.
- Yes We store the records for 10 years.

\* Storage as electronic files is acceptable.

## [Scheme 6] (Marketing Articles [Original Parts or Parts])

**Q6-1:** With regard to the manufacturing information for the original parts, parts or products that you have shipped, do you have systems or transaction agreements with your customers for communicating shipment inspection information, chemical content information, information concerning changes in relevant factors, etc.?

In the case of marketing companies or marketing agents, do you have systems for obtaining information from manufacturers and communicating it to your customers?

- “No” or “Only in Some Cases”, and we have no future plans to change this.
- “No” or “Only in Some Cases”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- We have transaction agreements or in-house regulations for all higher risk materials.
- We have transaction agreements or in-house regulations for all original parts, parts or products.

**Q6-2:** Are “clauses pertaining to the management of chemical content” included in these agreements?

- “No” or “Only in Some Agreements”, and we have no future plans to change this.
- “No” or “Only in Some Agreements”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- Applicable clauses are included in transaction agreements for all higher risk materials.
- Applicable clauses are included in transaction agreements for all original parts, parts or products.

**Q6-3:** When you market original parts, parts or products, do you exchange Green Specs or “specifications documents” concerning the management of the amounts of chemical substances contained ?

- “No” or “Only in Some Cases”, and we have no future plans to change this.
- “No” or “Only in Some Cases”, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- We exchange specifications documents for all higher risk materials.
- We exchange specifications documents for all original parts, parts or products.

**Q6-4:** How do you carry out the provision of information concerning the amounts of chemical substances contained in your products?

- No, we don’t provide any information. We have no future plans to improve this.
- We don’t provide any information, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_
- We provide the information when there has been a request from a customer.
- We provide the information when there has been a request from a customer, and, in the case of some products, we provide the information before or when the product is delivered.
- For all products, we provide the information before or when the product is delivered.

**Q6-5:** What type of information do you provide concerning the amounts of chemical substances contained in your products?

- We provide JGP files.
- We provide JGP files and, in response to requests from the other party, we provide chemical content information.

**Q6-6:** Do you market higher risk parts?

- Yes
- No

**Q6-7:** What are the higher risk parts that you market?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Q6-8:** What do you do about countermeasures to prevent mistaking higher risk parts for other parts and measures against contamination?

(Examples might include labels, storage precautions, product life cycle monitoring from raw materials to product to disposal stages and management of defective lots.)

- We do not carry out any countermeasures or measures, and there is no future plan to improve this.
- We do not carry out any countermeasures or measures, but we will improve this.  
By \_\_\_\_\_ we will \_\_\_\_\_.
- We carry out parts identity management by using labels that enable clear differentiation.
- We carry out parts identity management and isolation management so that contamination incidents will not occur.
- We have in-house standards for parts identity management, isolation management and disposal methods, and all management is conducted in accordance with those standards.

**Q6-9:** When you provide higher risk parts, do you provide inspection data?

- No
- We provide inspection data resulting from representative sample measurements for 6 substances (lead, cadmium, mercury, hexavalent chromium, PBB and PBDE).
- We provide inspection data resulting from measurements for every lot for 6 substances (lead, cadmium, mercury, hexavalent chromium, PBB and PBDE).
- We provide theoretical data, from specifications and designs, for the content of 6 substances (lead, cadmium, mercury, hexavalent chromium, PBB and PBDE).

**[Scheme 7] (Questions Common to All Schemes)**

--Prevention of Contamination--

**Q7-1:** With regard to higher risk raw materials, materials and parts, do you carry out management so that they will not be used together with other raw materials or contaminate other raw materials?

- No
- We do not isolate them but we do manage them.
- We isolate them and manage them.

--Regulations and Procedural Documents--

**Q7-2:** Have you acquired ISO 9001 or a Quality Management System based on ISO 9001?

- We have acquired such a system. Type of QMS \_\_\_\_\_  
Date of Acquisition \_\_\_\_\_  
Certification Authority \_\_\_\_\_  
Certification Number \_\_\_\_\_
- Acquisition is scheduled. Type of QMS \_\_\_\_\_  
Scheduled Date of Acquisition \_\_\_\_\_  
Scheduled Certification Authority \_\_\_\_\_
- We have not acquired such a system and do not have a schedule to do so.  
(Reason \_\_\_\_\_)

**Q7-3:** Have you acquired ISO 14001 or an Environmental Management System (e.g., EcoStage or EcoAction 21) based on ISO 14001?

- We have acquired such a system. Type of EMS \_\_\_\_\_  
Date of Acquisition \_\_\_\_\_  
Certification Authority \_\_\_\_\_  
Certification Number \_\_\_\_\_
- Acquisition is scheduled. Type of QMS \_\_\_\_\_  
Scheduled Date of Acquisition \_\_\_\_\_  
Scheduled Certification Authority \_\_\_\_\_
- We have not acquired such a system and do not have a schedule to do so.  
(Reason \_\_\_\_\_)

**Q7-4:** Do you have regulations and procedural documents concerning the management of chemical content information?

- No
- Yes We have regulations and procedural documents concerning this type of management.
- Yes We have regulations and procedural documents and we carry out management utilizing these regulation and documents in the context of management systems such as ISO 9001 and ISO 14001.

--Abnormal Situations (Situations in Which Defective Lots Have Occurred)--

**Q7-5:** Do you have “action standards documents for abnormal situations” concerning the management of chemical content?

- No
- Yes We have such standards documents..
- Yes We have such standards documents and we carry out management utilizing these documents in the context of management systems such as ISO 9001 and ISO 14001.

**Q7-6:** Have you defined the measures for isolation, disposal, etc. when abnormal items appear?

- No
- Yes
- Yes We have documents for such measures.
- Yes We have such standards documents and we carry out management utilizing these documents in the context of management systems such as ISO 9001 and ISO 14001.

**Q7-7:** Have you defined the measures for contacting the appropriate parties with whom you do business when defective lots have been detected?

- Yes
- Yes We have documents for such measures.
- Yes We have documents for such measures and we carry out management utilizing these documents in the context of management systems such as ISO 9001 and ISO 14001.

--Changes in Factors--

**Q7-8:** Do you have standards documents for contacting the appropriate parties with whom you do business when changes in factors pertaining to the raw materials that you use, manufacturing conditions, etc. have occurred?

- No
- No We contact all parties with whom we do business.
- Yes We have such standards documents and we contact the appropriate parties with whom we do business in accordance with these documents.

**Q7-9:** Have you clearly indicated the scope of the factor changes that must be communicated to customers?

- No
- We make the appropriate decisions when necessary.
- We have in-house standards documents and we carry out our communications based on these documents.

**Q7-10:** Do you have records of the factor changes that you have communicated to customers?

- No
- Yes We store the records for \_\_\_\_\_ years.
- Yes We store the records for 10 years.

\* Storage as electronic files is acceptable.

--Communication of Chemical Content Information--

**Q7-11:** Do you carry out management, storage and communication to the next process (or to customers) of the chemical content information for the products that you manufacture?

- No
- Yes For each product type we carry out management, storage and communication to the next process (or to customers) of the chemical content information based on the initial design.
- Yes For each product type we carry out management, storage and communication to the next process (or to customers) of the chemical content information based on the manufacturing management values.
- Yes For each lot we carry out management, storage and communication to the next process (or to customers) of the chemical content information based on the manufacturing management values.

**Q7-12:** When there are important changes in the chemical content information that you provide, do you carry out revisions and notifications to parties with whom you do business?

- No
- We revise the MSDSplus and MSDS, or the JGP file or the chemical content information.
- We revise the MSDSplus and MSDS, or the JGP file or the chemical content information and we send the revised version(s) to the parties with whom we do business.

--Development and Design--

**Q7-13:** Do you consider chemical content in carrying out product “development and design”?

- No, we do not consider chemical content.
- We do not have development and design.
- Yes, the person(s) in charge carry out development and design while considering chemical content.
- Yes, we have set forth in-house regulations for this and we carry out development and design that has taken chemical content into consideration.

--Education--

**Q7-14:** With regard to the management of chemical content, do you carry out the necessary education for the necessary persons?

- No
- Yes, those persons who are knowledgeable about the details carry out this education for the necessary persons.
- Yes, the essential points have been consolidated into work standards documents, and we carry out education using the information in these documents.

--Management at Secondary Suppliers—

**Q7-15:** Do you have a comprehensive awareness of the conditions of the “management of chemical content” at the companies with whom you do business and, when necessary, do you provide guidance?

- No
- We have a comprehensive awareness of the conditions. There are problems, but we cannot provide guidance.
- We have a comprehensive awareness of the conditions. There are no problems.
- We have a comprehensive awareness and pay the necessary attention to the management of chemical content, and there are no problems with the condition of this management.

--Management at Commissioned Companies—

**Q7-16:** Do you have a comprehensive awareness of the conditions of the “management of chemical content” at the companies that you have commissioned for manufacturing and, when necessary, do you provide guidance?

- No
- We have a comprehensive awareness of the conditions. There are problems, but we cannot provide guidance.
- We have a comprehensive awareness of the conditions. There are no problems.
- We have a comprehensive awareness and pay the necessary attention to the management of chemical content, and there are no problems with the condition of this management.

**[Explanation of Terms]**

**scheme** --- Matters to be implemented in each unit process in order to manage chemical content.

**article** --- Also called “item having form”, “commodity” and “product”

The new substances notification requirements under TSCA define an article as follows:

- (1) They are formed into a specific shape or design during manufacturing.
- (2) They have a final application function that depends on their shapes or designs when finally used.
- (3) Their chemical composition is not changed when finally used, or, even if that composition is changed, they have no other commercial purpose.

However, no products in the form of liquid or granules are regarded as articles irrespective of their shapes or designs. In the U.S.A. OSHA HCS and the Toxic Chemical Substances Notification Report (40CFRPart372), the above condition (3) has been altered to read: “Articles shall be such that no dangerous or hazardous chemicals are exposed or released under normal use and processing conditions.” A term that contrasts with “article” is “chemical substance”.

**raw material chemical substance** --- This term refers to chemical substances that are the raw materials for the manufacturing of parts and components or chemical substances that are used in the manufacturing processes (for example, solvents, additives, resin pellets, etc.) or their admixtures (for example, polymers blended into ink, etc.). (From: *The Practice of Green Procurement*, published in 2003 by Maruzen)

**Green Specs** --- A specifications document form that is exchanged with regard to chemical content (Fuji Photofilm format) It is used for:

- (1) managing the content values of 29 substances specified by the JGPSSI (Japan Green Procurement Survey Standards Initiative)
- (2) confirming that no substances whose manufacture, etc. is prohibited in Japan are used

**MSDSplus** --- MSDSplus is a format established by the Japan Chemical Industry Association to supplement MSDS and be used when providing information on the content of specific hazardous substances and additional information concerning minute quantities of substances such as cadmium. This format is used in combination with MSDS. Please refer to the web site of the Japan Chemical Industry Association: [http://www.nikkakyo.org/library/dioxin\\_lib\\_doc.php3?issueid=32](http://www.nikkakyo.org/library/dioxin_lib_doc.php3?issueid=32)

**MSDS** --- This is a safety data sheet for chemical substances and products. The term is an abbreviation of the expression “Material Safety Data Sheet.” In Europe, a similar data sheet is called SDS (Safety Data Sheet) while in the ISO standards it is called Safety Data Sheet for Chemical Products (ISO 11014-4). This document is produced and provided in order to allow businesses that handle chemical substances to take the necessary measures for protection of the environment and health as well as occupational safety. In Japan, the provision of MSDS is mandated under the Industrial Safety and Health Law, Pollutant Release and Transfer Register Law (PRTR Law), and Poisonous and Deleterious Substances Control Law. The MSDS format is stipulated by ISO 11014-4 (the corresponding JIS standard is JIS Z 7250), and guidelines for creating MSDS have been published by the Japan Chemical Industry Association. (From: *The Practice of Green Procurement*, published in 2003 by Maruzen)

**higher risk raw material** --- a raw material that has a high possibility of containing any of the six substances (lead, mercury, cadmium, hexavalent chromium, PBB, PBDE) that are prohibited from being contained in products under the RoHS Directive.

**higher risk material/parts** --- materials and parts that have a high possibility of containing any of the six substances (lead, mercury, cadmium, hexavalent chromium, PBB, PBDE) that are prohibited from being contained in products under the RoHS Directive.

**higher risk process** --- a process in which there is the possibility of the occurrence of contamination by any of the six substances (lead, mercury, cadmium, hexavalent chromium, PBB, PBDE) that are prohibited from being contained in products under the RoHS Directive; or a process in which there is the possibility that parts or products containing any of these six substances may be mistakenly involved.

**original part** --- This term refers to a part that is manufactured through processes (such as molding, drying, heating or coating) in which the amount of chemical substance content is fixed. The amount of chemical substances contained in an original part is determined according to the chemical substances that are mixed, the changes (chemical changes) in the composition and the chemical substances during the manufacturing process, and the effects of contamination during the manufacturing process. (From: *The Practice of Green Procurement*, published in 2003 by Maruzen)

**JGP file** --- This term refers to the electronic file that is used by the JGPSSI (Japan Green Procurement Survey Standards Initiative) for survey responses. It is a highly versatile format that can be used with Excel as well as other software. The extension to the file name is “.jpgp”. This file type can be outputted by using the “SAVE JGP” button in the survey response tool. Various data related to the survey response are stored in this file in JGP format. (From: *The Practice of Green Procurement*, published in 2003 by Maruzen)

Refer to the JEITA web site: <http://home.jeita.or.jp/009.html>

**mineral** --- This term refers to natural mineral raw materials such as the ore of copper and tin and the clay of kaolin, mica and smectite, etc. Based on differences in the areas in which they occur and in their deposits, these minerals can contain large quantities of impurities such as cadmium, mercury and lead.