
The Canon Green Procurement Survey Survey Form Entry Manual Version 4.02

(based on JGPSSI Ver.4.11 and Green Procurement Standards Ver.8)

Issued by Canon Inc.
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This manual is a compilation of the entry procedures for Canon's original survey and the entry procedures for the Canon Group's survey that adheres to Version 4.11 of the Japan Green Procurement Survey Standardization Initiative (JGPSSI) survey format, which is based on guidelines and manuals issued by JGPSSI.

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Note

1. In general, please reply by Japanese or English for Canon Green Procurement Survey. (JGPSSI Ver.4.11 and canon additional survey) If impossible, please contact to survey requester.
2. Please observe the following points when entering data and information in survey forms.
In general, make *kanji*, *katakana*, and *hiragana* entries with double-byte characters and alphanumeric entries with single-byte characters. The exception is for symbols; enter symbols in double-byte characters when used in Japanese notation and in single-byte characters when used with alphanumeric notation.

0. Major Changes from JGPSSI Survey Response Tools Ver.4.10 P.2 **Canon**

- (1) For specific substance groups, intended use classification codes that can be selected when the product use (applicability to reporting) is unclear have been added.**

Intended use classification codes that can be selected when the intended use of the product is unclear have been established for the following 5 substance groups.

A24: Dioctyltin (DOT) compounds

B08: Brominated flame retardants (other than PBBs, PBDEs, or HBCDD) *

C02: Azocolourants and azodyes which form certain aromatic amines

C09: Selected Phthalates Group 1 (BBP, DBP, DEHP)

C10: Selected Phthalates Group 2 (DIDP, DINP, DNOP)

* In survey responses using JGPSSI Survey Response Tool Ver.4.10, if brominated flame retardants are included in materials containing plastic materials that are applicable to survey, the Canon Group had requested that responses be made based on such materials being applicable to products subject to reporting, taking into consideration that the intended product use cannot be specified by the respondent. However, in JGPSSI Survey Response Tools Ver.4.11, intended use classification codes that can be selected when the product use (applicability to reporting) is unclear were added, and thus, the item “Responses regarding brominated flame retardants in the material survey” has been deleted from “The Canon Green Procurement Survey: Survey Form Entry Manual Version 4.00.”



Goal of this Manual

This manual provides explanations of the entry items in green procurement surveys that follow JGPSSI guidelines and the “Manual for Survey of Chemical Substances Contained in Parts and Materials” as well as detailing the concepts and entry procedures for the Canon Group’s green procurement survey.

Some surveyed parts require an additional survey form separate from the JGPSSI-governed survey form. Please complete the required survey forms after confirming the survey forms sent to you and reading over related entry procedures.

The JGPSSI Web site at the URL below provides up-to-date information on the JGPSSI as well as JGPSSI guidelines, manuals, and other documents. Please visit this site for more information.

<http://www.jgpssi.jp/>

Survey Scope and Survey Forms

The Canon Group conducts a survey, using the JGPSSI survey format, of all procured parts and materials. Note, as given in the JGPSSI manual, that the following items are not included in the survey scope:

- Indirect components and secondary materials used in the manufacturing process that do not remain in the final product or part (If indirect components or secondary materials do remain in the final product or part, you may be required to report them as impurities.)

For some surveyed parts and materials, you may be required to complete a Canon Group survey form (Canon’s additional survey form) together with the JGPSSI-format survey (JGP file). Accordingly, the Canon Group conducts three types of surveys.

(1) JGP file survey only

JGP File

(2) Two surveys: JGP file survey and Canon’s additional survey form

JGP File

Canon’s Additional Survey Form

(3) Canon’s additional survey form only

Canon’s Additional Survey Form

For type (1) surveys, please complete the JGP file, for type (2) surveys please complete the JGP file and Canon’s additional survey form, and for type (3) surveys, please complete the Canon’s additional survey form.

3. Green Procurement Survey Concepts I

3-1. Basic Concepts behind the Green Procurement Survey

The Canon Group's survey has two main components:

- JGP file survey: declarations on contained substances from the substance groups listed in the JIG
- Canon's additional survey : declarations on other substance groups and environmental-related information

We ask you provide responses with **data your firm has derived scientifically and content your firm can be accountable for to the Canon Group.**

This survey does not require that you use any particular analysis or measurement methodology.

Furthermore, we ask that you provide information on the presence of chemical substances in this survey in line with the definitions, scopes, and other concepts described later.

3-2. Concepts on Contained Substances

Definitions and concepts of terms in general follow those given in the JIG and JGPSSI manuals. This section gives the Canon Group's interpretations of these definitions and more detailed explanations.

Definition and Examples of Contained Substances

A chemical substance is said to be "present" in a part or material when it is included as a constituent part, element, or ingredient in a part or material that forms a product. Elements that contain substances are either *intentionally added* or *impurities*.

Intentionally Added

Intentionally added refers to the inclusion of a chemical substance in a part or material to produce a certain functionality. In other words, the desired configuration or form of the part or material cannot be obtained without the presence of the intentionally added substance.

Impurities

Impurities refers to chemical substances that cannot be completely removed by current industrial technology in cases like the following:

- chemical substances that exist in the natural world and are contained in natural materials
- by-products generated in the synthesis of materials or chemical substances as well as raw materials or catalysts that remain as residues after synthesis;
- chemical substances used in the manufacturing processes of parts and materials but not used to produce any specific functionality in the parts or materials;
- chemical substances contained in recycled materials used in metal refining, paper composition, or other processes.



3. Green Procurement Survey Concepts II

Examples of Intentionally Added Substances and Impurities

Intentionally Added Substances

- ✓ Added PVC when flexible PVC is used in wire sheathing; also the phthalates used as plasticizing agents in flexible PVC
 - ➔ PVC is used in sheathing for its functionality, such as its high insulation and chemical resistance properties. Phthalates are added to PVC to make it more flexible.
- ✓ Lead added to free-cutting steel
 - ➔ Lead is added to steel as a functional element, in this case improving the machinability of steel.
- ✓ Inorganic compounds (such as cadmium, lead, or chromium compounds) added as colorants to plastics
 - ➔ Inorganic compounds are used as pigments to obtain certain colors in plastics.



Impurities

- Chemical substances that exist in the natural world and are contained in natural materials
 - ✓ Lead and cadmium found in zinc compounds that are added to rubber stabilizers
 - ✓ Lead contained in tin plating or lead found in tin that is included in lead-free solder
 - ✓ Cadmium contained in the zinc compounds found in brass materials
 - ➔ Lead and cadmium are metals that naturally occur in mineral ores and are unintentionally included in metal compounds produced from mineral ores. In particular, tin is known to frequently contain lead and zinc to contain lead and cadmium.
- By-products generated in the synthesis of materials or chemical substances as well as raw materials or catalysts that remain as residues after synthesis
 - ✓ Monomer components that cannot be completely removed from compound plastics, such as vinyl chloride monomers found in polyvinyl chlorides (PVC)
 - ➔ Polyvinyl chlorides are normally synthesized by suspension polymerization of vinyl chloride monomers ($\text{CHCl}=\text{CHCl}$). Since the polymer synthesis does not react 100 percent, some of the raw monomer components remain in the PVC. The PVC is purified to remove residual monomer components through reprecipitation or other processes. However, some trace amounts of unreacted monomer components are known to remain even after purification since complete removal of monomer components is scientifically difficult.
- Chemical substances used in the manufacturing processes of parts and materials but not used to produce any specific functionality in the parts or materials
 - ✓ Organic solvents used for cleaning after part assembly or material processing
 - ➔ Organic solvents are usually used to clean parts or materials of oils and debris that accumulate in the course of manufacturing or processing. These organic solvents are highly volatile and almost always disperse or disappear during processing. They are considered impurities, however, when solvent residues for some reason remain attached to parts or materials.
- Chemical substances contained in recycled materials used in metal refining, paper composition, or other processes
 - ➔ Recycled materials consist of closed-recycled materials, the composition of which is known, and open-recycled materials, where the composition is not accurately known. Open-recycled materials are particularly common in metal refining and recycled paper. When recycled, then, chemical substances that have been used in a variety of applications and configurations are present without producing any specific functionality.



3. Green Procurement Survey Concepts III

Scope and Criteria for Determining the Presence of a Substance

Regardless of the processing history of parts or materials, the substances to be reported are based on the scope given in the Canon Group's Green Procurement Standards. This **scope, which is used to decide whether a substance is present, is expressed as a threshold level**. In this context, threshold levels are **boundary values for determining the presence or non-presence of substances in parts and materials procured by the Canon Group**. These threshold levels include not only numerical composition amounts (concentrations) but also the concepts of intentionally added, impurities, and special applications.

The threshold level is set for each substance category and intended use classification. In calculating the content (concentration) as an element of threshold definition, note that it differs depending on the intended use classification, for example, when the denominator is (1) homogeneous material or (2) product or subpart weight.

Answer correctly by referring to the threshold levels in the Intended Use Classification column of the JGP Survey Response Tools.

For the judgment of content or no with JGP Survey Response Tools, follow the threshold levels in Annex A1 and A2 of "Material Composition Survey and Response Manual" issued by JGPSSI



Concepts on Substance Masses

When reporting substance masses and composition amounts, please enter scientifically based data from:

- actual measurement values (such as analyzer data)
- theoretical or calculated values (using logical methodologies with a scientific basis)
- design values (amounts of substances used to provide specific functions to parts or materials)

There are cases where substance masses vary over a manufacturing lot.

Some specific examples are as follows:

- when coating or additive amounts vary substantially in the manufacturing process (such as solder on circuit boards or plating layers in metal surfacing processes);
- when the composition ratio of a standard material ranges widely (JIS standard materials such as free-cutting steel or brass);
- when recycled materials are used;
- when the same part or material is manufactured at different sites.

In such cases, please report the maximum value, in principle, of the substance mass.

You may follow your own scientific calculation methods in cases where variances exist in substance masses. Should it be difficult to clarify the scientific background, please refer to the specific examples given in this manual.

When the types of substances present differ because the same part or material is manufactured at different sites, **please report all substances that may possibly be present.**



4. Responses for JGP Files I

4-1. How to Obtain Manuals and the Survey Response Tools

Please download the manuals published by JGPSSI and the Survey and Response Tools from the JGPSSI homepage (<http://www.jgpssi.jp/>). The manuals and survey response tools that are necessary for the survey and response on chemical substance in products as based on the Survey and Response Format Ver.4.1 1 are the three items below.

1. **Survey Response Tools Ver.4.1 1**
2. **Survey and Response Manual Ver.4.1 : 1.1 Edition**
3. **Survey Response Tools Ver.4.1 Operation Manual : 1.1 Edition**

“2. Survey and Response Manual Ver.4.1 : 1.1 Edition ” specifies the guidelines related to survey and response methods; “3. Survey Response Tools Ver.4.1 Operation Manual : 1.1 Edition ” provides explanations on the operation methods and data input methods.

4-2. Precautions

When providing responses, read through the JGPSSI manuals obtained as described in 4-1, and input responses by following the contents described in the manuals.

In addition, as the items for which particular care must be taken when providing responses are described in this section, please observe them strictly.

Precautions consist of the 4 points listed below.

Explanations of concrete details are given starting on the next page. Please make sure to read them.

- (1) Thorough error checks
- (2) When SVHCs are applicable to responses for another substance group
- (3) Limitations when loading data based on old formats
- (4) File name when saving JGP files

4. Responses for JGP Files II

(1) Thorough error checks

In the Survey Response Tools Ver.4.11, two error checks—“Error Check 1” that checks contents entered on Level 1 and Level 2, and “Error Check 2” that checks contents entered on Level 2 and Level 3—are set. Make sure to perform these 2 error checks.

Execution of Error Check 2

After entering the substance group on Level 2 and the necessary items on Level 3, click the [OK] button located at the top of the Level 2 screen.

The message “Do you want to run an error check?” is displayed. Make sure to press [Yes] and perform an error check on the data entered on Level 2 and Level 3.

[Screen image of Level 2 in the Survey Response Tools]

Basic Information about Company/ Parts/ Products/ Material

Reference Number	Data Format Ver.	Loaded Version	Respondent's date of data entry							
	4.10									
Product/subpart number of requester	Product / subpart/material name of requester	Material Grade No.	Metal Type JIS symbols	Coloring No.	Thickness(mm)	Color	Diameter(mm)	Requester's Item1	Requester's Item2	Requester's Item3

Range of the error check is for the second sheet and the third sheet.

[Screen image of Level 1 in the Survey Response Tools]

Automatically returns to the Level 1 screen.

When there is no error or warning

When there is an error or warning

One of the following screens is displayed.

A. When there is an error

B. When there is only a warning

The display for “A. When there is an error” is displayed when (1) there is an error, and (2) there is both an error and warning.

Click [OK] to display the contents of the error (and warning).

When the display for “B. When there is only a warning” is displayed, click [Yes].

The contents of the warning are displayed.

4. Responses for JGP Files III

[Screen image of Errors and Warnings]

Back

(Error No.1015) [(A05/Cd-J-99/Purpose of use/Intended use)] If [Intended use classification] is selected, please enter [Purpose of use/Intended use]. → Correction required

(Error No.1016) [(A05/Cd-J-99/Application area)] If [Intended use classification] is selected, please enter [Application area]. → Correction required

(Error No.1102) [(A05/Cd-J-99/Maximum content rate(ppm))] The value in "Maximum Content Rate in Homogeneous Material" for the selected intended use classification code is 100ppm or less. → Correction required

(Warning No.2001) [(A07)(Content (mg))] is not entered while [Content Flag by Threshold Level (Y/N)] is 'N' and [Intended use classification] is selected. → Check contents

(Error No.1100) [(A07)Content Flag (Y/N)] is not consistent with the intended use classification selected. → Correction required

(Error No.1010) [(A10)Please enter either 'Y' or 'N' in [Content Flag by Threshold Level (Y/N)]. → Correction required

(Warning No.2004) [(B08)(Content (mg))] is entered while [Content Flag by Threshold Level (Y/N)] is 'N' and [Intended use classification] is not selected. → Check contents

Check the Error contents and Warning contents, and click [Back].

Errors represent inadequate input for required items. Make sure to correct all Errors.

Warnings represent a call to attention, and if there are no mistakes in the entered contents, it is not necessary to make corrections regarding the contents of Warnings.

→ After correcting all Error contents and confirming Warning contents, click the [OK] button on the Level 2 screen once again.

On the “Do you want to run an error check?” screen that is displayed next, click [Yes].------(A)

When there is no Warning, the screen automatically returns to the Level 1 screen. When there is a Warning, “Warning(s) found. Confirm?” is asked once again, but since you have already checked the Warning contents, click [No]. The screen automatically returns to the Level 1 screen.

(Note) If the message “Error(s) found.” is displayed in (A), this means that corrections are incomplete.

Correct the data until the message “Error(s) found.” is no longer displayed in (A).

Execution of Error Check 1

After returning to Level 1, click [SAVE JGP]. As with Error Check 2, the message “Do you want to run an error check?” is displayed. Make sure to click [Yes], and perform an error check on the data entered on Level 1 and Level 2.

[Screen image of Level 1 in the Survey Response Tools]

As with Error Check 2, if an error is detected, make sure to correct the error. Correct the data until the message “Error(s) found.” is no longer displayed.

4. Responses for JGP Files IV

(2) When SVHCs are applicable to responses for another substance group

When there is content of SVHC, there may be cases where responses must be made for substance groups other than Substance Group No. J01 on Level 2 (cases where input of responses is required).

The threshold level as an SVHC is “Case where individual SVHC exceeds 0.1% by weight per survey unit,” but for the SVHCs listed in the chart below, please note that separate thresholds other than the REACH threshold are set.

Based on the state of content, there are (1) cases where reporting is required only as an SVHC, (2) cases where reporting is required as both an SVHC and a substance group other than SVHC, and (3) cases where reporting is required only as a substance group other than SVHC. Thus, provide appropriate responses in accordance with the state of content.

Applicable SVHCs	Substance groups applicable to responses based on state of content	Reporting level (threshold level)
Tributyl Tin Oxide (TBTO)	A17: TBTO	Cases containing intentionally added TBTO
	A28: Tri-substituted organostannic compounds	Cases where tin content in homogeneous material is over 0.1% by weight
Bis (2-ethylhexyl) phthalate (DEHP)	C09: Selected Phthalates Group 1 (BBP, DBP, DEHP)	Cases where the total content of BBP, DBP, and DEHP in homogeneous material is over 0.1% by weight
Dibutylphthalate (DBP)		
Butyl benzyl phthalate (BBP)		
Lead chromate	A09: Lead and Lead Compounds A07: Hexavalent Chromium Compounds	[A09: Lead and Lead Compounds] (1) Cases where lead content in homogeneous material is over 0.1% by weight However, (2) In cases of a battery, where lead content in the battery is over 0.004% by weight (3) In cases of coating on a toy or a product for children or surface coating, where lead content in the coating is over 0.009% by weight (4) In cases of a consumer product mainly for children of twelve years of age and under, where lead content in the product is over 0.03% by weight (5) In cases of an electric wire/cable or a cord insulated with thermosetting/thermoplastic resin, where lead content in the surface coating is over 0.03% by weight
Lead chromate molybdate sulfate red		
C.I.Pigment Yellow 34		[A07: Hexavalent Chromium Compounds] Cases where hexavalent chromium in homogenous material is over 0.1% by weight

4. Responses for JGP Files V

(3) Limitations when loading data based on old formats

Although it is possible to load JGP file data created in Tools Ver.4.0x using Tools Ver.4.11, please note that there are limitations on the loaded data.

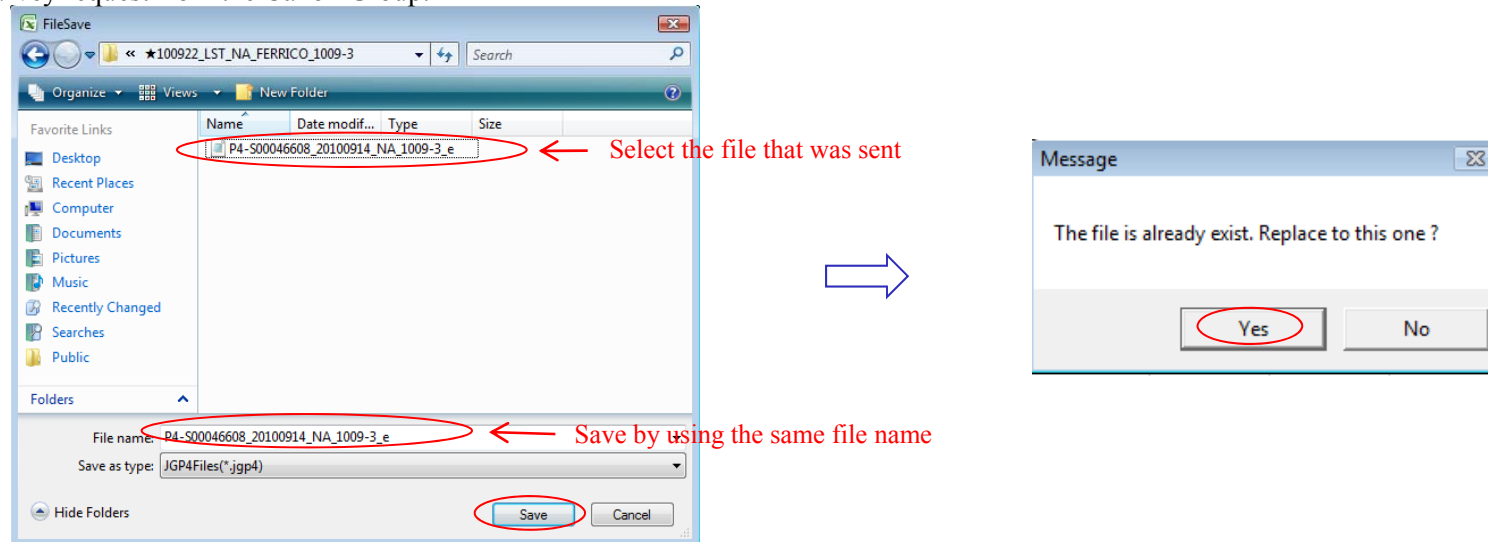
Major limitations

- * **“Overall Content Flag” on the Level 1 screen cannot be loaded.** (The field is left blank.)
 - * **Data for substance groups added in Tools Ver.4.11(substance groups not subject to survey in older versions) is left blank.**
 - * Even when there are no changes to substance groups, there may be cases where there were changes to intended use classification codes (addition, deletion).
When intended use classification codes listed in Tools Ver.4.0x also exist in Tools Ver.4.11, the intended use classification and related data (content flag by threshold level (Y/N), content (mg), purpose of use/intended use, application area, maximum content in homogeneous material (ppm) and additional information about substance contained) are loaded.
When intended use classification codes listed in Tools Ver.4.0x do not exist in Tools Ver.4.11, only the content flag by threshold level (Y/N) and content (mg) are loaded, and the data related to the intended use classification code (purpose of use/intended use, application area, maximum content in homogeneous material (ppm) and additional information about substance contained) are left blank.
Thus, please provide responses for the intended use classifications listed in Tools Ver.4.11.
- Ex.) When a response was input for **“Pb-RE-2: Lead exceeding 1000ppm in homogeneous material in electronic ceramic parts”** in data for a JGP file created using Tools Ver.4.0x:
- The intended use classification “Pb-RE-2” is not set in Tools Ver.4.11, and the contents of the response provided for “Pb-RE-2” are not loaded.
“Pb-RE-2” in Tools Ver.4.0x correspond to “Pb-RE-7,” “Pb-RE-8,” or “Pb-RE-9” in Ver.4.11.
Accordingly, when creating a response in Tools Ver.4.11 based on the response in Tools Ver.4.0x, input your response in either “Pb-RE-7,” “Pb-RE-8,” or “Pb-RE-9.”
 - **Make sure to confirm the “Comparison Chart of Old and New Intended Use Classifications” provided on the JGPSSI homepage.**

4. Responses for JGP Files VI

(4) File name when saving JGP files

When saving a file after having completed entering responses, save the JGP file by keeping the same file name as the file provided upon receiving the survey request from the Canon Group.



If it is necessary for you to change the file name due to the manner in which you manage data, etc., please add your notation before or after the file name sent by the Canon Group.

[Example of a change in the file name]

File name at the time when file was sent from the Canon Group: V4.11_M1-S00099999_201000901_NA

Examples for when you want to add “Canon” to indicate that the response is for Canon

V4.11_M1-S00099999_201000901_NA_Canon

Canon_V4.11_M1-S00099999_201000901_NA

5. Explanations of Canon's additional survey form II

Enter basic information and check the surveyed parts and materials

[Display image of Canon's Additional Survey form]

The image shows a survey form with several sections:

- Requester Information:** Fields for Company Name, DUNS Number, Division Name, Contact Name, Telephone Number, Fax Number, and Email Address.
- Respondent Information:** Fields for Company Name, DUNS Number, Address, Division Name, Contact Name, Telephone Number, Fax Number, and Email Address.
- Product/Part/Material Information:** A table with columns: Canon Part No./Material Management No., Maker Model No., Product/Part/Material Name, Maker Code, Maker Name, Material Grade No., Heat Code (JIS Code), Maker Coloring No., Plate Thickness (mm), Color, and Diameter (mm).
- Specific Information of Materials:** A table with columns F1, F2, F3, F4, F41, and F42.
 - F1: The label concentration (weight of Pt, Rh, and Co) (mass: copper per unit of homogeneous metals)
 - F2: Weight (mass: (Pt+Rh+Co) (g) / (g) (homogeneous metals))
 - F3: Coated Chrome is intentionally contained.
 - F4: The label contains substance related to REACH regulation (refer to 0 in the substance table) is contained (mass: (part) (g) per unit (g) of the weight of packaging substrate).
 - F41: 1. Relevant chemical substance
 - F42: CAS No., Chemical sub name

The fields in the red box above are filled in with the same basic information as in the JGP file. When replying, look over the product, part, and material information and fill in entries for each applicable surveyed part and material.

Information in the blue box is information on your company. These items are blank by default. Please transfer your company information from the JGP file to these items.

Enter correct information about the respondent of Canon Additional Survey if it is different from the basic information of the JGP file.

5. Explanations of Canon's additional survey form III

Categories of Survey Items

[A: Specified chemical substances]

Survey Item	Contents of Survey	Background, Reference, etc.
Antimony and Antimony Compounds	Intentionally added? (Y/N) * If "Y," provide a response for "Content rate (ppm) converted to amount of metallic elements per survey unit" as well.	To meet customer requirements *Survey on specific divisions
Beryllium and Beryllium Compounds		
Bismuth and Bismuth Compounds		
Selenium and Selenium Compounds		
Arsenic and Arsenic Compounds		

[B: Specified chemical substances - Halogen compounds]

Survey Item	Contents of Survey	Background, Reference, etc.
Substances containing halogen	Intentionally added? (Y/N) *If "Y," enter also information on chemical substances.	For environmental label
chemical substance including a halogen	Intentionally added? (Y/N) *If "Y," enter also information on specific chemical substances and the total amount.	To meet customer requirements *Survey on specific divisions

5. Explanations of Canon's additional survey form IV

[C: Material information]

Survey Item	Contents of Survey	Background, Reference, etc.
Material density (g/cm ³)	Enter the density of the object material.	For subpart weight calculation
ISO11469, ISO1043 Parts 1 to 4 Material indication	Enter the material notation based on ISO11469 and ISO1043 Parts 1 to 4.	For material indication at the recycling of plastic subparts
Halogen polymer	Intentionally added? (Y/N) *If "Y," enter also information on chemical substances.	For environmental label
Natural rubber (Latex)	Intentionally used? (Y/N) *If "Y," enter also the content of substance (mg).	To meet customer requirements *Survey on specific divisions
[Only if the objects of survey include resin materials] Weight percent of recycled resin materials (post-consumer materials) in resin materials	Enter the weight percent of recycled resin materials.	To meet customer requirements *Survey on specific divisions
[Only if the objects of survey include printed circuit boards] ISO1043-4 complying code of flame retardant used in printed circuit board (bare board)	Enter the flame retardant code of ISO1043-4.	To meet customer requirements *Survey on specific divisions



5. Explanations of Canon's additional survey form V

[D: CMR category display information]

Survey Item	Contents of Survey	Background, Reference, etc.
Carcinogenic substances*1	Intentionally added? (Y/N) *If "Y," enter also information on chemical substances.	For environmental label *1 This survey is targeted at only substances listed in (1) EU 67/548/EEC (Council directive relating to the classification, packaging, and labelling of dangerous substances Annex I (List of dangerous substances) or (2) TRGS905 of Germany Rules for Protection from Dangerous Substances (Rules on Dangerous Substances). For the lists, access the following website. (As of December, 2010)
Reproductive toxicity substances*1	Intentionally added? (Y/N) *If "Y" in the survey on specific divisions, enter also the total amount.	67/548/EEC ANNEX I: This Annex has shifted to EU regulation (EC)No.1272/2008 Annex IV but environmental label standards stay quote from 67/548/EEC Annex I. Refer to the list as below http://ecb.jrc.ec.europa.eu/sitemap/
Mutagenic substances*1	Intentionally added? (Y/N) *If "Y" in the survey on specific divisions, enter also the total amount	TRGS905: http://www.baua.de/cln_135/de/Themen-von-A-Z/Gefahrstoffe/TRGS/TRGS-905.html
Only if the objects of survey include resin materials or subparts of 25 g or more] Substances defined in 67/548/EEC (Council directive relating to the classification, packaging, and labelling of dangerous substances Annex I (List of dangerous substances) and classified as R45/46/48/50/51/52/53/60/61	Intentionally added? (Y/N) *If "Y," enter the CAS No. of the applicable substance, the content rate in homogeneous material (ppm), and the classification number of the corresponding R phrase, etc.	To meet customer requirements *Survey on specific divisions

5. Explanations of Canon's additional survey form VI

[E: Packaging material application information]

The following items are surveyed when Canon uses the objects of survey as packaging materials for products and parts.

No.: Survey Item	Contents of Survey	Background, Reference, etc.
Total weight concentration of Cd, Pb, Hg, and Cr(VI)	Is the content in homogeneous material over 100 ppm? (Y/N)	To comply with legal regulations about packaging materials
Cobalt chloride	Intentionally added? (Y/N)	Substance prohibited by Canon for use in packaging
halogen compound or halogen resin	Intentionally added? (Y/N) *If "Y," enter also information on chemical substances.	For environmental label To meet customer requirements
Percentage of recycled materials (%)	Enter the percentage of recycled materials used in packaging material (cardboard, plastics, paper, etc.).	To meet customer requirements *Survey on specific divisions
Paper and cardboard	Does the object of survey contain paper or cardboard? (Y/N) * If "Y," enter also information on substances at the bleaching process.	To meet customer requirements *Survey on specific divisions

5. Explanations of Canon's additional survey form VII

[F: Procured parts/materials/chemicals packaging information]

The following items are surveyed about packaging materials containers, and auxiliary materials to be delivered to Canon.

Survey ID. No.: Survey Item	Contents of Survey	Background, Reference, etc.
Total weight concentration of Cd, Pb, Hg, and Cr(VI)	Is the content in homogeneous material over 100 ppm? (Y/N)	To comply with legal regulations about packaging materials
Cobalt chloride	Intentionally added? (Y/N)	Substance prohibited by Canon for use in packaging
Prospective substance to be approved by REACH	Is the content beyond 0.1% per unit weight of the packaging material? (Y/N) *If "Y," enter also information on chemical substances.	To comply with REACH
halogen compound or halogen resin	Intentionally added? (Y/N) *If "Y," enter also information on chemical substances.	For environmental label To meet customer requirements
Percentage of recycled materials (%)	Enter the percentage of recycled materials used in packaging material (cardboard, plastics, paper, etc.).	To meet customer requirements *Survey on specific divisions
Paper and cardboard	Does the object of survey contain paper or cardboard? (Y/N) *If "Y," enter also information on chemical substances.	To meet customer requirements *Survey on specific divisions
Comply with the Canon Green Procurement standards	Do the containers, materials, etc. conform to standards related to prohibited substances (2A) specified in the latest Green Procurement Standards? (Y/N)	

[G: Chemicals survey information]

This item for confirm that chemical products comply with REACH & etc. Carry out this survey, when survey target is chemical products or parts include chemical products. If parts include chemical products, please reply about chemical products only.

Survey Item	Contents of Survey	Background, Reference, etc.
Candidate substances for authorization as being applicable to REACH	Is there content of over 0.1% by weight in the chemicals included in the items subject to survey? (Y/N) * If "Y," enter information on contained chemical substances.	Compliance with REACH Regulation

5. Explanations of Canon's additional survey form VIII P.20 **Canon**

[H: Battery survey information]

Survey Item	Contents of Survey	Background, Reference, etc.
Type of the battery in the parts or unit*	How many type of battery ?	laws and regulations concerning the battery
Battery type ID*	An ID number is automatically set in accordance with the number of types of batteries used in a unit component. Enter responses for each of the survey items for each of the batteries.	
Category of the battery	Select the category of the battery	
Type of the battery	Select the type of the battery[If "Other Batteries" is selected for the type of the battery, describe the detailed type.]	
Maker*	Enter the maker name of the battery.	
Model number	Enter the official model number of the battery.	
Weight of battery*	Enter the weight (g) of the battery.	
Nominal voltage or rated voltage (V) of battery*	Enter the nominal voltage or the rated voltage (V) of the battery.	
Standard capacity or rated capacity of the battery used (mAh)*	Enter the standard capacity or the rated capacity (mAh) of the battery used.	
Number of batteries in the parts or unit*	Enter the number of batteries	
Comply with the Canon Green Procurement standards	Does the battery conform to the standards in "Items for Prohibition of the Use of Heavy Metals in Batteries" in the latest Canon Green Procurement Standards? (Y/N)	
Mercury in the battery(Incl. metal compounds)	Intentionally added? (Y/N)	
Mercury contained in the battery	Enter the content (mg) of mercury contained in the battery.	
Lead in the battery(Incl. metal compounds)	Intentionally added? (Y/N)	
Lead contained in the battery	Enter the content (mg) of lead contained in the battery.	
Cadmium in the battery(Incl. metal compounds)	Intentionally added? (Y/N)	
Cadmium contained in the battery	Enter the content (mg) of cadmium contained in the battery.	

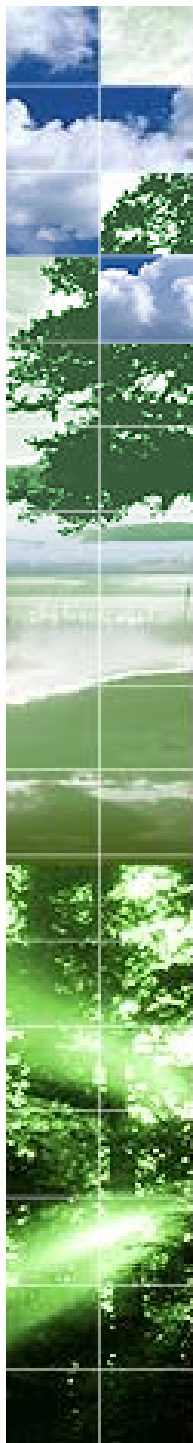
* This item for using a battery in the parts or unit

5. Explanations of Canon's additional survey form IX

[I: Information of compliance with laws when using polyvinyl chloride artificial leather]

Survey ID. No.: Survey Item	Contents of Survey	Background, Reference, etc.
Polyvinyl chloride	<p>Is polyvinyl chloride contained in artificial leather? (Y/N)</p> <p>*If the answer is "Y", also answer the question of "Are the requirements of Guo Biao: GB21550-2008 ((1) Content ratio of vinyl chloride monomer, (2) Content ratio of lead, (3) Content ratio of cadmium, and (4) Content volume of volatile components) complied with?" (Y/N)</p>	<p>Vinyl Chloride Leather Directive in China (Guo Biao: GB21550-2008)</p>

[Y: Remarks] Please enter any special notes you may have. You may leave this item blank if you have no particular comments.





6. Other

6-1. When non-compliant and compliant items are produced in parallel

Enter data on all the chemical substances used in a part/material, when the same part/material is available in types containing different chemical substances (refer to p. 12). Even when a part/material delivered to Canon does not contain any Canon prohibited substance, indicate “Present” if another type of part/material containing prohibited substances is produced in parallel. In this case, clearly indicate parallel production or other condition in the Additional Notes or Remarks column on the survey form.

Example: Both leaded solder and lead-free solder are used in parallel to solder lead wires of an electric part.

6-2. Updating Submitted Data

If after sending your reply to the Canon Group changes or revisions occur to submitted data due to specification changes or entry mistakes, please notify the requesting department of the Canon Group promptly.

If response data is judged to require corrections due to a design change by the Canon Group or process change application from your company, the survey may be conducted again. Your cooperation will be appreciated.

6-3. File Name When Saving Canon’s Additional Survey Form

After you have finished filling out the Additional Survey form, please save the file.

When sending the form, please use the same file name format as that of the file that was sent to you upon receiving the survey request from the Canon Group. If it is necessary for you to change the file name due to the manner in which you manage data, etc., please make a notation of the management information, etc. **before or after the file name** sent by the Canon Group.

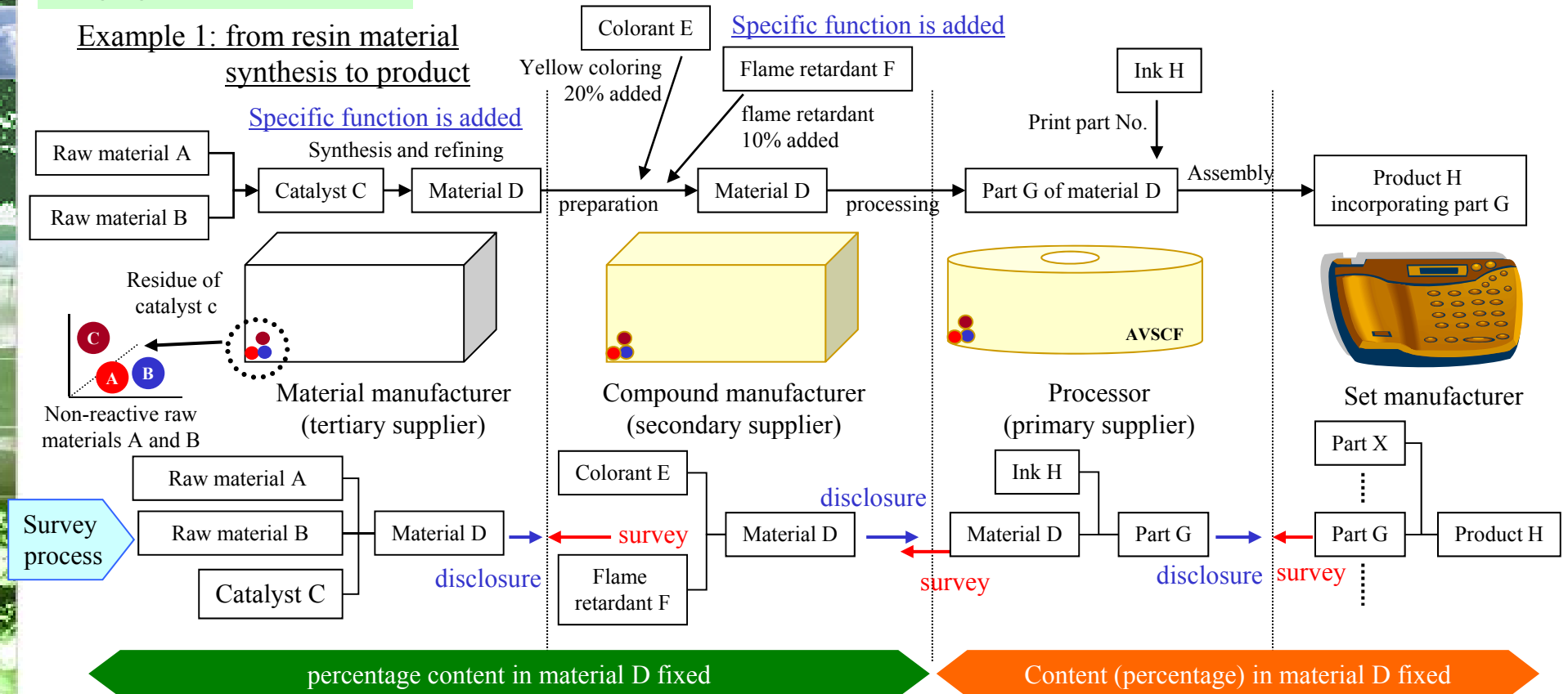
These are all the required items to be filled out on the survey forms used in the Canon Group’s green procurement survey. If you have any concerns or questions, please contact the requesting Canon Group department or the department listed on the last page of this manual. The final section provides examples illustrating the concepts underlying Canon Group items. Please use these while completing your answers.

Thank you for your cooperation.

7. References and Examples I

Judging substance inclusion

Example 1: from resin material synthesis to product



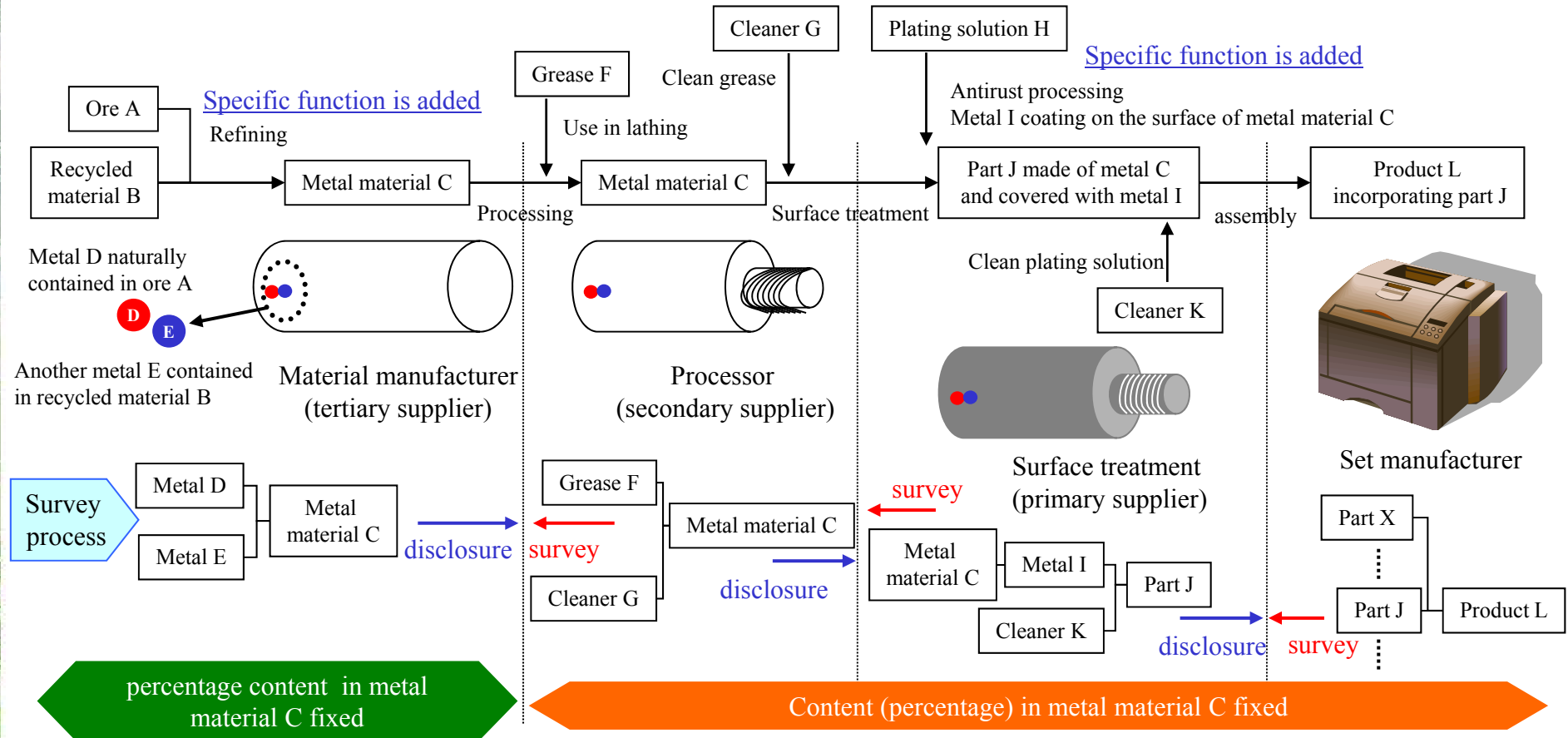
Chemical substances used in all manufacturing processes throughout the supply chain may be present in product, **regardless of process history**. When chemical substances (raw material A, raw material B, catalyst C, colorant E, flame retardant F, and ink H) used in the manufacturing processes are clearly identified as

- Intentional use (raw material D, colorant E, flame retardant F, ink H), or
- Impurities (raw material A, raw material B, catalyst C)

and found to be subject to a survey, **whether or not chemical substances are contained in product is determined by their threshold values.**

7. References and Examples II

Example 2: from refining of metal material to product



Chemical substances used in all manufacturing processes throughout the supply chain may be present in product, **regardless of process history**. When chemical substances (ore A, recycled material B, metal material C, grease F, plating solution H, metal I, cleaner K) used in the manufacturing processes are clearly identified as

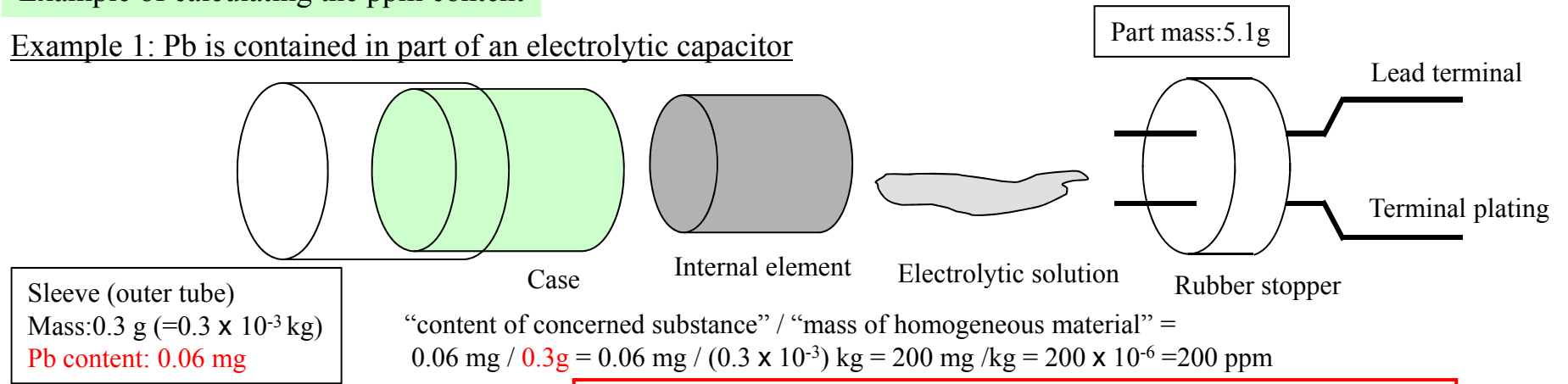
- Intentional use (metal material C and metal I), or
- Impurities (metal D, metal E, grease F, cleaner G, plating solution H, and cleaner K)

and found to be subject to a survey, **whether or not chemical substances are contained in product is determined by their threshold values**.

7. References and Examples III

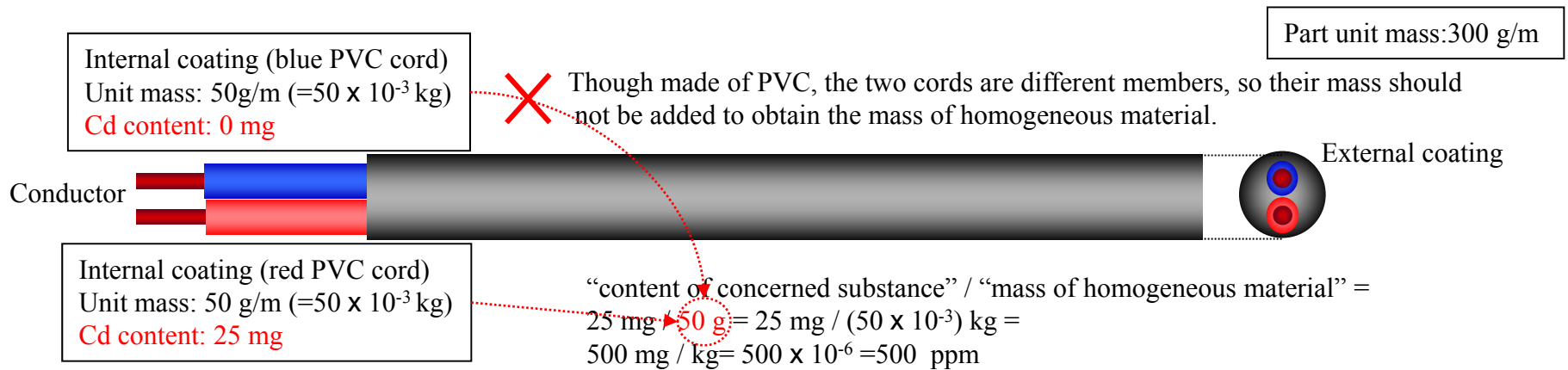
Example of calculating the ppm content

Example 1: Pb is contained in part of an electrolytic capacitor



The ppm of Pb content in the sleeve of this electrolytic capacitor = 200 ppm

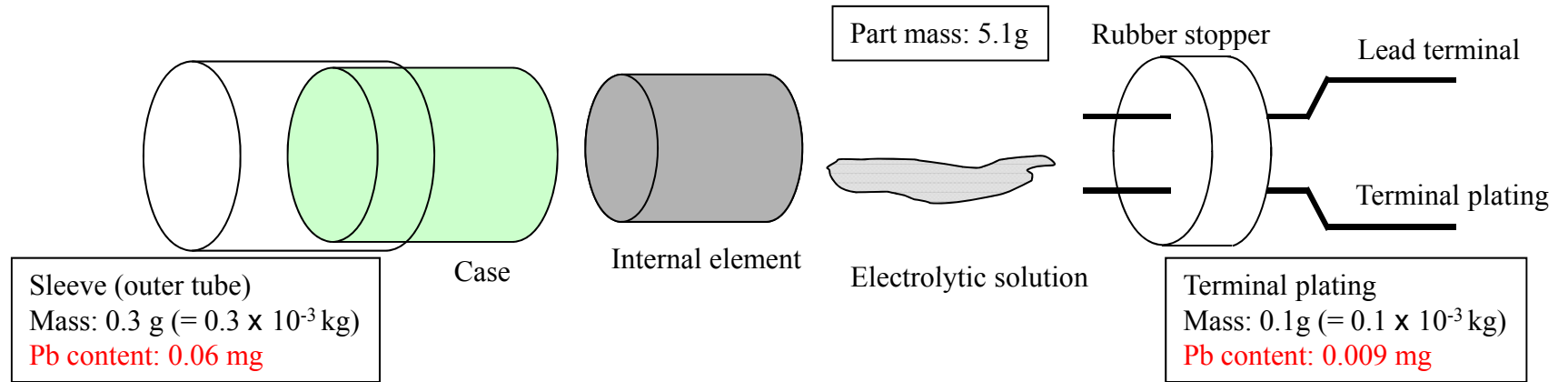
Example 2: Cd is contained in part of an electric cable (configured from multiple parts of the same material)



Percentage of Cd content in the red PVC cord of this cable is 500 ppm.

7. References and Examples IV

Example 3: Pb is contained in multiple elements of an electrolytic capacitor



“content of concerned substance” / “mass of homogeneous material” = (0.06 + 0.009) mg / (0.3 + 0.1)g = 0.069 mg / (0.4 x 10⁻³) kg = 172.5 mg /kg = 172.5 x 10⁻⁶ = ~~172.5 ppm~~ **Incorrect calculation !**

Content and mass of homogeneous material of different elements cannot be added up. Calculation must be done for each element.

Correct calculation !

<div style="display: flex; align-items: center;"> <div style="border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; width: 100px; height: 100px; margin-right: 5px;"></div> </div>	Sleeve (outer tube)	= 0.06 mg / 0.3 g = 0.06 mg / (0.3 x 10 ⁻³) kg = 200 mg /kg = 200 x 10 ⁻⁶ = 200 ppm	
	Terminal plating	= 0.009 mg / 0.1g = 0.009 mg / (0.1 x 10 ⁻³) kg = 90 mg /kg = 90 x 10 ⁻⁶ = 90 ppm	

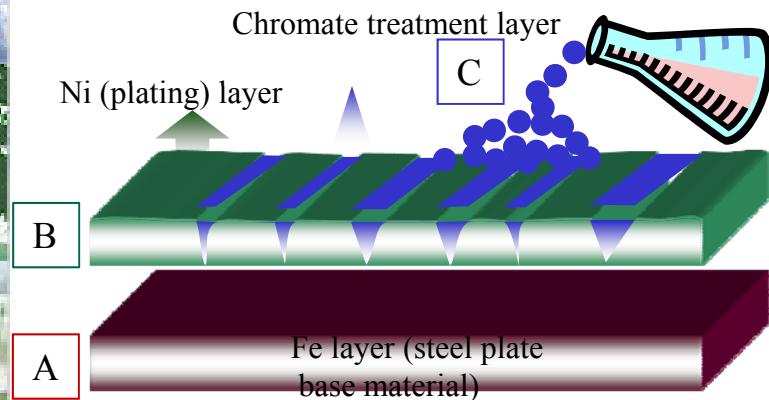
200 ppm + 90 ppm = 290ppm → percentage of Pb content: ~~290 ppm~~ (=mg/kg) **Incorrect calculation !**

Percentages of content cannot be simply added up.

The maximum percentage of Pb content in the electrolytic capacitor is 200 ppm. Breakdowns are 200 ppm in the sleeve and 90 ppm in the lead terminal.

7. References and Examples V

Example 4: Hexavalent chromium is contained in the plating layer of steel plate



Unit material mass: $(A+B+C)$ kg /m²

(Content mass of concerned chemical substance)

Content per unit area of the concerned chemical substance is the mass per unit area of chrome metal in the hexavalent chromium compound that has entered into Ni layer gaps during chromate treatment: D mg /m²

(Mass of homogeneous material of element containing the concerned chemical substance)

1. Mass per unit area of Fe layer, Ni layer, and chromate treatment layer: $(A+B+C)$ kg /m²
2. Mass per unit area of Ni layer and chromate treatment layer: $(B+C)$ kg /m²
3. Mass per unit area of chromate treatment layer: C kg /m²

Which case applies ?

Interpretations 1 to 3 are possible.

Case 1.: Since Fe and Ni layers **can be mechanically (e.g., grinding) disjointed**, they are not considered as a homogeneous material containing the concerned chemical substance.

Case 3.: Chromate treatment layer is thought as a purely homogenous material, but it is **difficult to mechanically disjoint** this layer from the Ni layer. Accordingly, it is not considered as a homogeneous material as defined for the green procurement survey.

Case 2.: Although Ni and chromate treatment layers dissolve uniformly, **chromate can be considered as an additive contained in the Ni layer** in this case. Accordingly, Ni and chromate treatment layers are an element of homogeneous material containing hexavalent chromium.

Accordingly, in this case, the percentage content can be obtained by D mg / $(B+C)$ kg.

7. References and Examples VI

Example of content calculations when the amount contained varies in a manufacturing lot




Example 1: When the amount of application/addition vary greatly in the manufacturing process

1-1: Calculating a content in solder applied to PCB
(example: metal X is contained)

Below are examples of calculating contents when the amount of solder varies greatly. Suppliers/manufacturers may use another calculation method based on scientific grounds.

The following expression can be used.

$$\text{Content of metal x} = \text{Solder mass} \times \text{Percentage of metal X content in solder}$$

Calculation based on difference in mass before and after soldering	Calculation
<p>1. Calculation using a sample PCB</p>  <p>PCB mass before soldering: x g</p> <p>PCB mass after soldering: y g</p>	<ul style="list-style-type: none"> • Solder amount around 1 through hole • Area of 1 through hole • Selection of mounting process • Mounting conditions (temp., time) •  <p>Amount of solder calculated based on above conditions or empirical rules: Z g</p>
 <p>PCB component mass before soldering: A g</p> <p>PCB component mass after soldering: B g</p> <p>2. Calculation using surveyed PCB components (pot soldering: same as flow soldering)</p>	<p>Use solder amounts (y-x) g, (B-A) g, or Z g obtained to calculate the content of metal X. At this time, it is desirable that multiple samples be measured and the maximum value be used for calculation. When a control value is set for the solder amount in consideration of cost and this value is based on adequate grounds as in these examples, the value may be used.</p>

7. References and Examples VII

Below are examples of calculating contents when the amount of solder varies greatly. Suppliers/manufacturers may use another calculation method based on scientific grounds.

The following expression may be used:

$$\boxed{\text{Content of metal X}} = \boxed{\text{Solder mass}} \times \boxed{\text{Percentage of metal X content in solder}}$$

Reflow soldering	Flow soldering
<p>As for the percentage of metal X content, use solder composition analysis data, survey data, or publicized composition table.</p> <ol style="list-style-type: none">When the same type of solder is used: Solder made by company A: percentage of X content 800 ppm When solder composition varies greatly, use its highest value.When several types of solder are used: Solder made by company A: percentage of X content 800 ppm Solder made by company B: percentage of X content 400 ppm Solder made by company C: percentage of X content 1000 ppm In this case, use the highest value of 1000 ppm should be used as the percentage content.	<p>In the flow soldering process, solder is replenished into the flow solder bath. This causes fluctuations in the concentration of metal X in the bath. Use the highest concentration data of metal X in the solder bath. That is, use the maximum value as the percentage of metal X content.</p> <p>Thus, the concept of the percentage content obtained here differs from that obtained in the reflow soldering process (where the percentage content is determined by the type of solder). However, when a control system is set up in accordance with the soldering criteria recommended by the Canon group, the solder bath is analyzed periodically, and a control value is set, the control value may be used.</p> <p><u>Note: difference between metal contained in PCB components and in the flow solder bath</u></p> <ul style="list-style-type: none">Flow solder bath contains Pb-free solder, but PCB component leads contain leadFlow solder bath contains non-bismuth solder, but PCB component leads uses bismuth solder <p>In such cases, metal not originally included in solder may be present in the flow solder bath, so care must be taken..</p>

The content of metal X can be calculated from $\boxed{\text{Solder mass}}$ and $\boxed{\text{Percentage of metal X content in solder}}$ described earlier.

Lead contained in solder

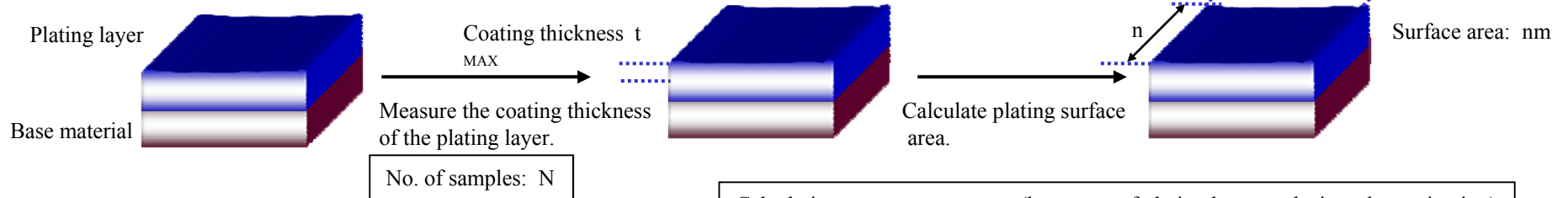
Lead is known to be mixed in lead-free solder as an impurity. The Canon group requests suppliers/manufacturers to report the percentage of lead content exceeding 1000 ppm. However, when suppliers/manufacturers have data of 1000 ppm or less for process control or other purposes, the Canon group requests them to provide the data as much as possible.

7. References and Examples VIII

1-2: Calculating content in the plating layer with metal surface treatment

Plating layer

If the coating thickness of the plating layer is specified by a process control value, use the **process control value**. If not, use the **maximum value** of measurements.



Below is a example of calculation. Suppliers/manufacturers may use other calculation methods based on other scientific grounds.

Calculate plating layer mass.

Plating layer volume: surface area x coating thickness = $nm \times t_{MAX}$

As plating layer density, use the density of the main metal component constituting the layer. In the case of an alloy, use the higher density value. When a density is obtained by measurement, use this value.

Plating layer mass: volume x density = $(nm \times t_{MAX}) \times d$

Content of chemical substances in plating layer

Mass of plating layer x percentage content:
 volume x density = $(nm \times t_{MAX}) \times d \times \text{percentage content}$

In the plating layer in a complicated shape, the substance content may be calculated by:

- Calculate surface area using drawings, CAD, etc. and measure coating thickness
- Calculate from breakdown test data
- Calculate from difference in part weight before and after the soldering process

When there is a large variation, use the maximum mass value of the plating layer.

Calculating percentage content (by means of plating layer analysis and examination)

When calculating the percentage content, be careful of the following:

percentage content in plating layer \neq percentage content in plating solution

The concentration of plating solution increases as replenishing is repeated more. Measure percentage content in the plating layer formed using solution immediately before replenishment, which has the highest concentration. Obtain percentages after several replenishments, then use the maximum value as the percentage content of each substance.

Examples:

percentage contents in layer formed by solution right before 1st replenishment

Cr⁶⁺:1000 ppm Cd: 60 ppm

Percentage contents in layer formed by solution right before 2nd replenishment

Cr⁶⁺:900 ppm Cd:90 ppm

percentage contents in layer formed by solution right before 3rd replenishment

Cr⁶⁺: 1100 ppm Cd:50 ppm

In this case, use the maximum value of each substance.

Cr⁶⁺:1100 ppm Cd:90 ppm

When only a plating solution registered by Canon is used and process control is judged to comply with the criteria specified by Canon

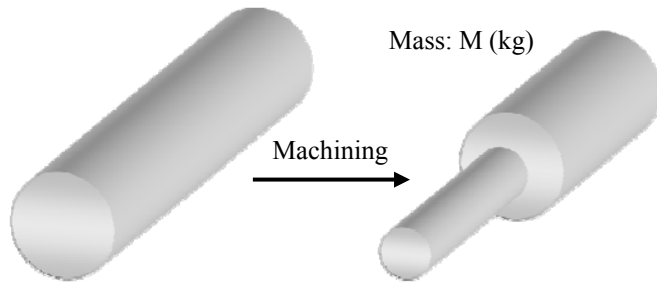
Percentage contents of Cr⁶⁺, Cd, and Pb may be judged below thresholds. Contact the Green Procurement Planning and Promotion Dev. for plating solutions registered and process control specified by Canon.

7. References and Examples IX

Example 2: Calculating content when component ratios vary greatly with standard materials

2-1: Pb contained in free-cutting steel part made of JIS standard material (example: SUM24L)

Below is an example of calculation. Suppliers/manufacturers may use other calculation methods based on other scientific grounds.



Chemical composition of SUM24L (source: JIS G 4804 Free-cutting carbon steels)

Symbol	Chemical composition %				
	C	Mn	P	S	Pb
SUM24L	0.15% or less	0.85 to 1.15	0.04 to 0.09	0.26 to 0.35	0.10 to 0.35

Calculating mass of application (part) containing SUM24L

Normally, the mass of SUM24L can be obtained by measuring the mass of the part itself. However, when mass varies greatly with part machining, measure multiple samples and use the maximum measurement value.

Calculation of percentage content (by means of standards, analysis, and examination)

The percentage content is determined by a component ratio in the standard range; however, the following percentages may be used for calculating contents:

- When a range of control values is specified for the delivery management of the material, use its maximum value as the percentage content.
Example: When Pb composition is controlled in the range 0.30 to 0.33%, use 0.33% (3,300 ppm) as the percentage content.
- When the control value is below the highest value specified for the standard composition or when no value is specified, use the highest value of the standard composition as the percentage content.
- Example: Referring to the above chemical composition table, use 0.35% (3,500 ppm) as the percentage content.

Calculation of Pb content

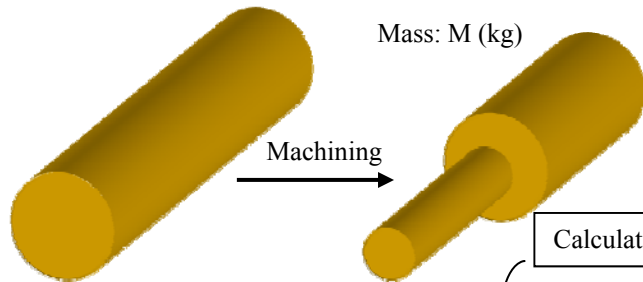
In the above examples,

- When the control value of Pb composition for delivery management is 0.30 to 0.33%, use 0.33% (3,300 ppm) as the percentage content: Content is $M \times 3,300 = 3,300 M$ (mg).
- Referring to the chemical composition table shown above, use 0.35 % (3,500 ppm) as the percentage content: Content is $M \times 3,500 = 3,500 M$ (mg).

7. References and Examples X

2-2: Pb and Cd contents in free-cutting brass bar made of JIS standard material (example: C3604)

Below is a example of calculation. Suppliers/manufacturers may use other calculation methods based on other scientific grounds.



Chemical composition of C3604 (Copper and copper alloy rods and bars)

Symbol	Chemical composition %				
	Cu	Pb	Fe	Sn	Zn
C3604	57.0 to 61.0	1.8 to 3.7	0.50 or less	Fe+Sn 1.2 or less	remainder

Calculation of percentage content and content (by means of standards, analysis, and examination)

Calculate the mass of application part containing C3604

Normally, the mass of C3604 can be obtained by measuring the mass of the part itself. When **mass varies greatly with part machining**, measure multiple samples and use the **maximum measurement value**.

Use this mass to calculate the content.

Pb The percentage of Pb content is determined by a composition ratio in the standard range, but the content may be calculated as follows:

- When a range of control values is specified for the delivery management of the material, **use its maximum value as the percentage content**.
Example: When Pb composition is controlled in the range 3.0 to 3.5%, use 3.5% (35,000 ppm) as the percentage content. Content is: $M \times 35,000 = 35,000 M$ (mg)
- When the control value is below the highest value specified for the standard composition or when no value is specified, **use the highest value of the standard composition as the percentage content**.
Example: According to the chemical composition table above, use 3.7% (37,000 ppm) as the percentage content. Content is: $M \times 37,000 = 37,000 M$ (mg).

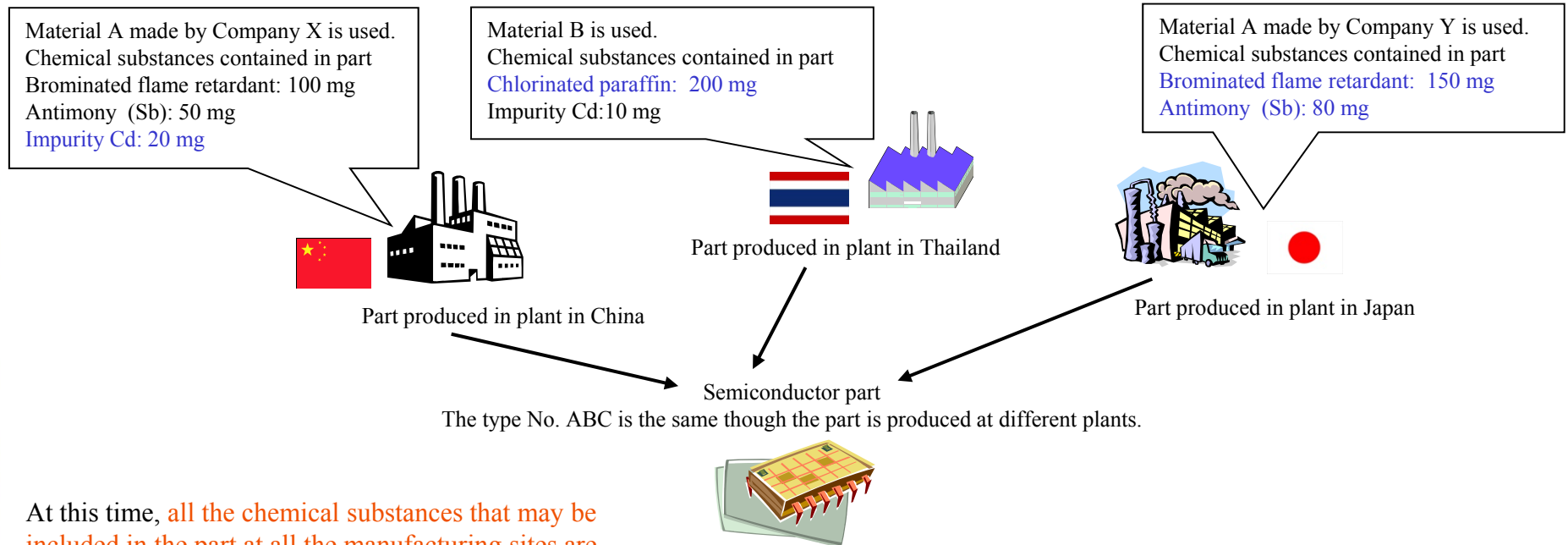
Cd General-purpose Zn refined by distillation is generally known to contain about 0.2% of Cd. The percentage of Cd content may be calculated as follows:

- When a control value is specified for the delivery management of the material, **use the value as the percentage content**.
Example: The percentage content is controlled at 70 ppm by making periodic analysis. In this case, the percentage of Cd content is 70 ppm. Content is: $M \times 70 = 70 M$ (mg).
- Multiply the **maximum percentage of Cd composition** by the highest percentage of Cd content specified by the standard for the type of Zn in use, and use the obtained value as the **maximum value**.
Example: The maximum percentage of Zn composition in the remainder is 40%, and only a regular type of zinc base metal specified by JIS H 2107 is used. The highest value of Cd composition specified by the standard is 0.01%. At this time, the percentage of Cd content is calculated as follows:
 $40\% \times 0.01 = 0.4 \times 0.0001 = 0.00004 = 0.004\% = 40$ ppm
Content is $M \times 40 = 40 M$ (mg).

7. References and Examples XI

Example 3: Calculating contents when the same part or material is made at different manufacturing sites

When a part/material with the same type No. and grade is manufactured at multiple plants, different parts and materials may be used to make the part/material. In this case, the types and contents of chemical substances contained may not be the same.



At this time, all the chemical substances that may be included in the part at all the manufacturing sites are subject to the survey. The substances concerned in the above example are:

- Brominated flame retardant
- Chlorinated paraffin
- Antimony
- Cd

Maximum content of all the manufacturing sites

- Brominated flame retardant: 150 mg
- Chlorinated paraffin: 200 mg
- Antimony: 80mg
- Cd: 20 mg

8. Revision History

- **December 2005: Created Version 1.00**
This manual puts together the concepts and entry methods for the Canon Group's new green procurement survey, which is based on JGPSSI Version 3, to be issued in January 2006.
- **January 2006: Issued revised edition Version 1.01**
This version corrects errors and revises some expressions in Version 1.00.
- **March 2006: Issued revised edition Version 1.02**
This version corrects errors and revises some expressions in Version 1.01.
- **April 2006: Issued version 1.10**
This version reviews required/optional reply items and changes rules for saving & naming survey form files.
- **April 2006: Issued version 1.20**
This version revises some expressions and changes the description of differences from JGPSSI in line with the revised Green Procurement Standards.
- **April 2008: Issued version 2.00**
This version revises the contents in line with the releases of the Green Procurement Standards Ver. 5.0 and JGPSSI Ver. 3.34.
- **May 2008: Issued version 2.10**
This version corrects errors and revises
- **October 2008: Issued version 2.11**
This version revises only a cover with the releases of the Green Procurement Standards Ver. 5.1.
- **September 2009: Issued version 3.00**
This version revises the contents in line with the releases of the Green Procurement Standards Ver. 6.0 and JGPSSI Ver. 4.00.
- **December 2009: Issued version 3.01**
Added supplementary explanation to "Scope of Report Level (Threshold Level) on Surveyed Substance Categories in JGP File" .
- **October 2010: Issued revised edition Version 4.00**
This version revises the contents in line with the release of JGPSSI Ver.4.10 and the revision of the Green Procurement Standards Ver. 7.00.
- **December 2010: Issued revised edition Version 4.01**
This version revises the contents in line with the release of JGPSSI Ver.4.11
- **June 2011: Issued revised edition Version 4.02**
This version revises only a cover with the releases of the Green Procurement Standards Ver. 8.0.

Guidelines management section and contact:
Product Environment Dept.,
Environment Promotion Center,
Environment Headquarters,
Canon Inc.
sup-green-survey@list.canon.co.jp

