EPSON

Epson Group

Explanatory Material for chemSHERPA

Rev. 4.1
Nov. 8, 2024

Seiko Epson Corporation
Global Environmental Strategy Promotion Office

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Introduction — Purpose of this document

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This document explains the process used by the Epson Group ("Epson") to gather information on chemical substances in products using chemSHERPA.

For the rules on the use of chemSHERPA and the common usage of the tools, see the explanatory materials provided on the chemSHERPA website or the manuals included with the chemSHERPA-AI Data Entry Support Tool.

This document uses abbreviation to refer to the following terms:

- Rules on the Use of Information on Chemicals in Products Under the chemSHERPA => Usage Rules
- chemSHERPA Data Entry Support Tool for Articles Operation manual => Operation manual
- chemSHERPA Data Entry Support Tool for Articles Data entry manual => Data entry manual

What is chemSHERPA?

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A scheme that facilitates sharing information on chemical substances in products

Information handling between supply-chain partners is essential for appropriate management of chemical substances in products (CiP), in order to continuously respond to expanding regulations. The chemSHERPA can be used as a common scheme for information handling across a supply chain.

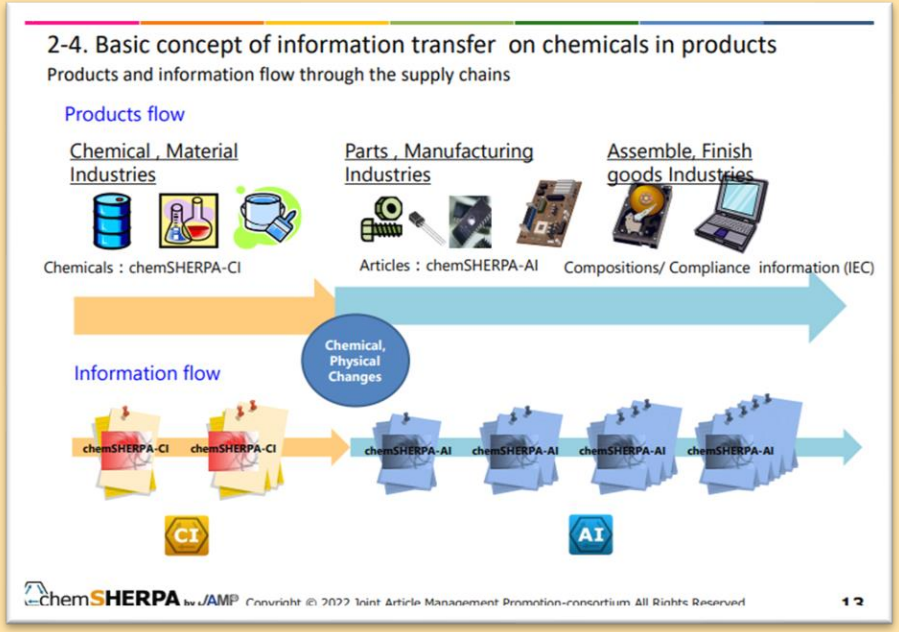
Designed for steady & efficient information handling

Applicable to various products and industries. Throughout a supply chain, from up- to down-stream, this scheme allows organizations to handle the CiP information under a shared policy.

Toward a better information handling and chemical management in a supply chain

The chemSHERPA ensures "responsible information handling" that transfers composition information based on a common substance list, as well as compliance assessment information for articles, striving for a better CiP management in the future.

Source: chemSHERPA website



Source: Getting started guide of chemSHERPA

Epson's basic guide for chemSHERPA

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- Epson uses the chemSHERPA-AI form (The same form is used for adhesives, drugs, and other chemicals).
- Use the version of chemSHERPA-AI Data entry support tool that is specified on Epson's Green Purchasing site (usually the latest version).
- Prepare an answer file based on a request file (".shai" file) that Epson provides.
- Data should be created in conformance with Usage Rules, manuals, and other documents issued by JAMP.
- chemSHERPA-AI files should be entered in Japanese or English (single-byte characters).
- Be sure to transmit compliance assessment information, composition information* and the respective SCIP info.

* Be sure to transmit the composition information so that we are able to promptly respond to rapidly changing laws and regulations and customer requirements on CiP.
Please note that "transmitting composition information" means "entering data for chemSHERPA declarable substance."
We are not asking for a full declaration using optional reporting. See page 10 for details.

Request when entering compliance assessment information and composition information data

If the composition or content rate of CiP changes in manufacturing processes for production materials delivered to Epson, enter the data for the materials at the time of delivery.

Flow for using chemSHERPA to provide information

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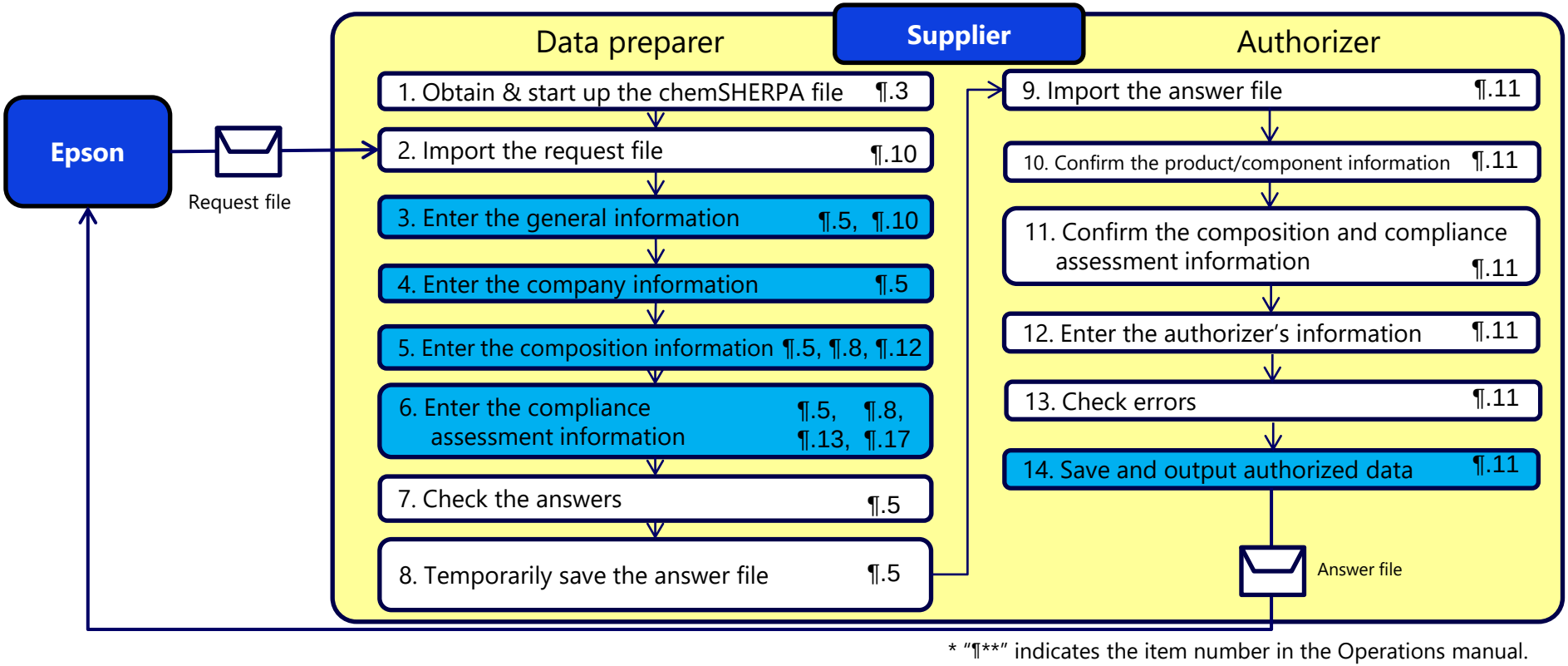
Items for which Epson has its own rules are explained on the following pages.

chemSHERPA common items are explained in the Operation manual or the Data entry manual.



* "¶**" indicates the item number in the Operations manual.

Enter the general information

★Epson's own procedure

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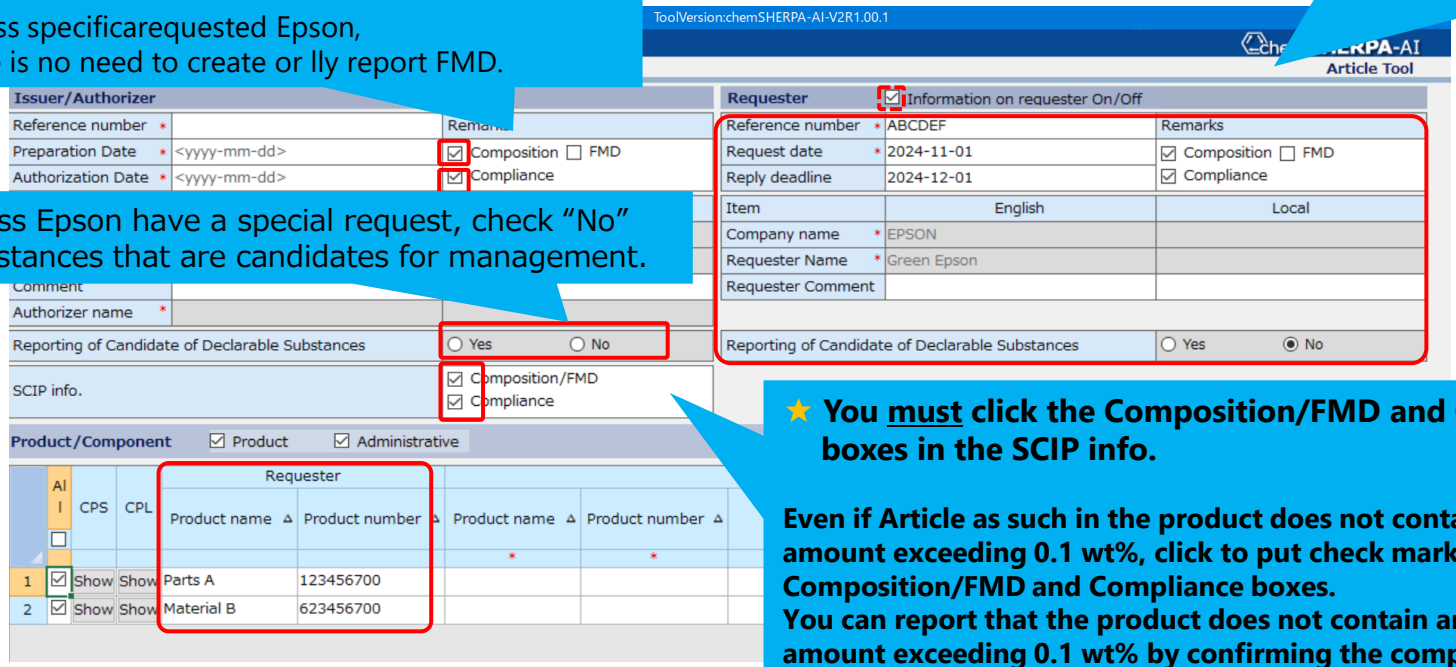
General view

★ **You must click the Composition and Compliance boxes in the Remarks.**

Unless specificarequested Epson,
there is no need to create or lly report FMD.

The Requester block will automatically appear when you import the request file from Epson.
(★ Please do not change the information already filled in the request file from Epson.)
If you uncheck "Information on requester On/Off" and the requester information and the requester product information are deleted, please open the request file again..

★ Unless Epson have a special request, check "No" for substances that are candidates for management.



★ **You must click the Composition/FMD and Compliance boxes in the SCIP info.**

Even if Article as such in the product does not contain an SVHC in an amount exceeding 0.1 wt%, click to put check marks in these Composition/FMD and Compliance boxes.
You can report that the product does not contain an SVHC in an amount exceeding 0.1 wt% by confirming the composition information and compliance assessment information here.

Enter the general information

★Epson's own procedure

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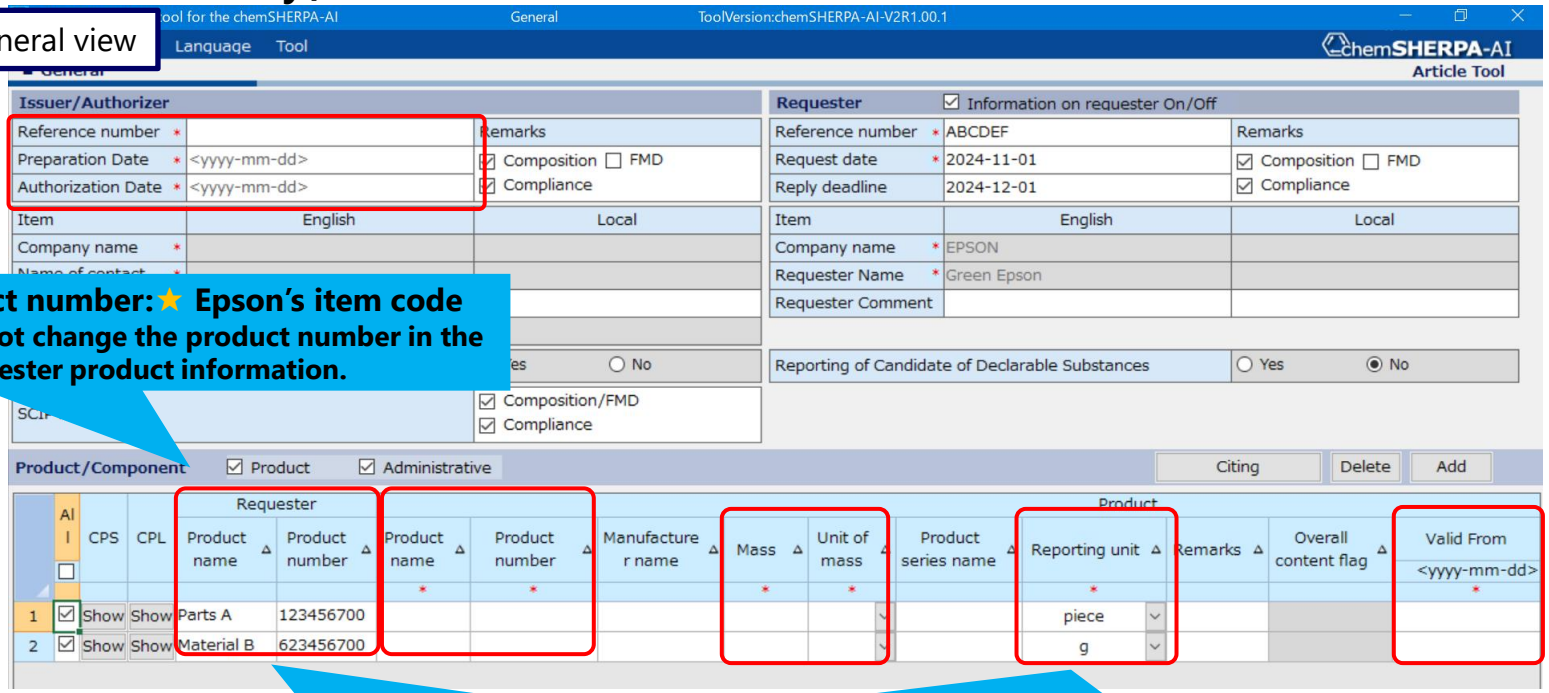
Enter the issuer's reference number, preparation date, and product information. (The fields marked by a red box are mandatory.)

General view



Product number: ★ Epson's item code
★ Do not change the product number in the requester product information.

Product name: The name of your company's product
Product number: Your company's product number
(★If your company does not have a product number, use Epson's item code.)

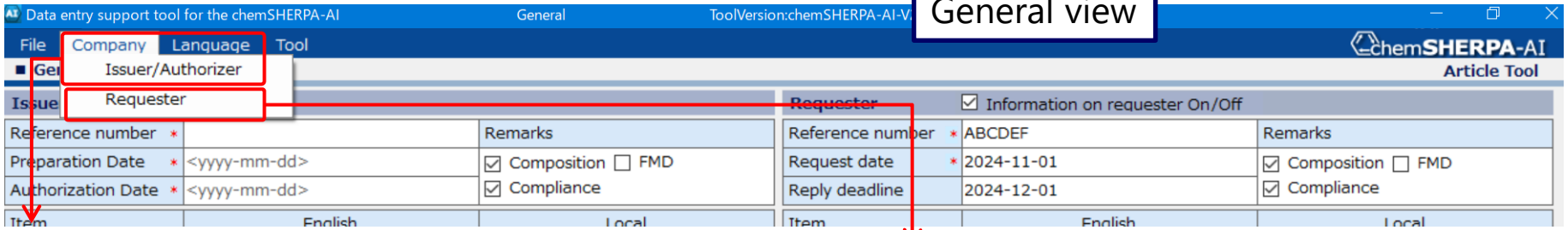
Reporting unit ★ The unit of quantity. Select "piece" if the part can be counted.
★ If the request file from Epson has already been filled out, please do not change it.

Enter the company information

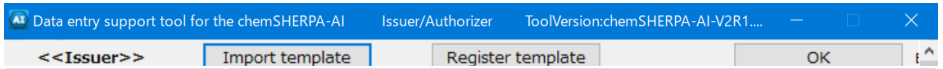
★Epson's own procedure

EPSON

Enter the issuer's information.

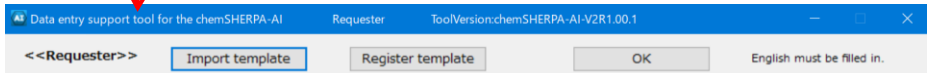


General view



Mandatory fields	Description
Company ID	The unique 6-digit code assigned by Epson (entered in the request file sent by the Epson requester)
Company name	The name of your company
Division name	The name of the department in charge at your company
Title	Your title
Name of contact	Your name or the name of the point of contact
Email address	Your E-mail address or that of the point of contact
Phone number	Your telephone number or that of the point of contact

The company ID has been entered in the request file from Epson.
★ Do not change the company ID.



Mandatory fields	Description
Company name	Name of the Epson Group company (e.g., Seiko Epson or Tohoku Epson)
Division name	Name of the Epson division from which the request was received
Title	Name of survey requester or enter "Survey requester"
Name of contact	Name of survey requester
E-mail address	E-mail address of the survey requester
Phone number	Telephone number of the survey requester

The requester information has been entered in the request file from Epson.
★ Do not change the requester information.

Enter the composition information

★Epson's own procedure

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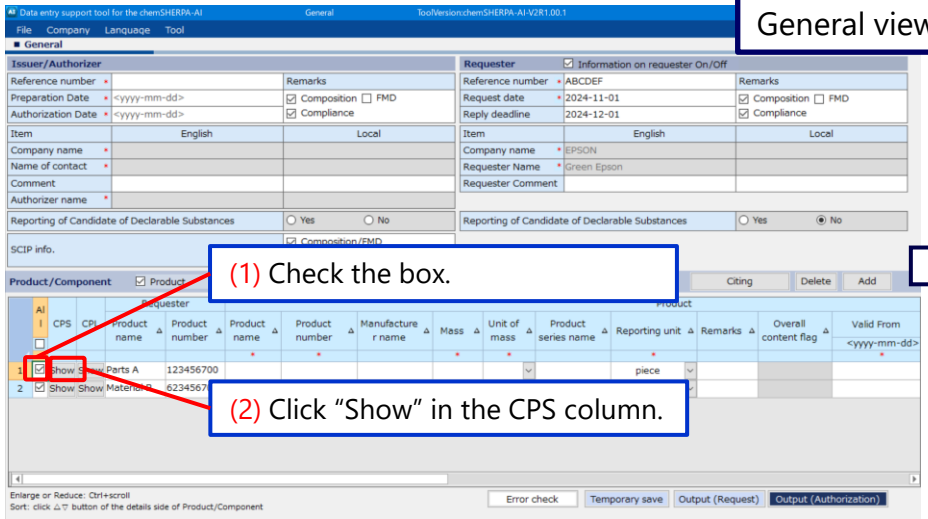
Enter the composition information data

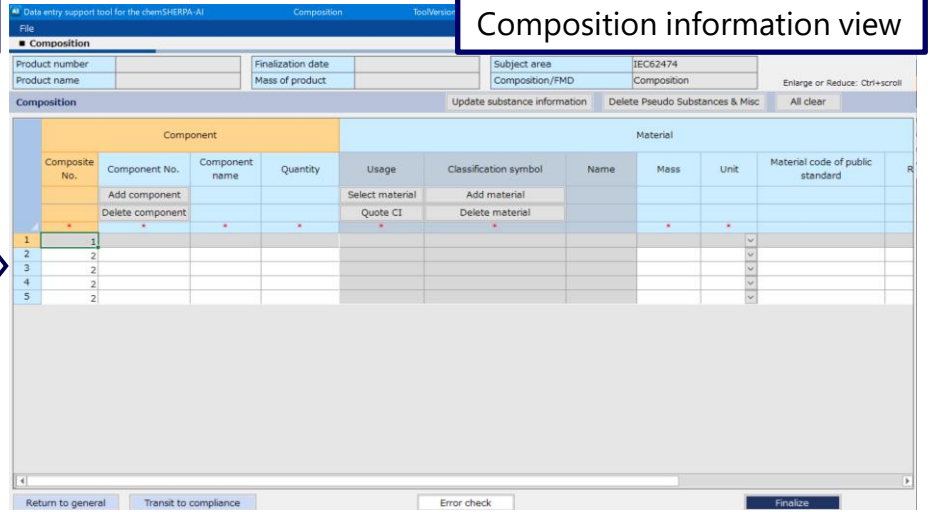
General view



(1) Check the box.

(2) Click "Show" in the CPS column.

Composition information view



(1) Check the box for the product for which you are providing answers.

(2) Click "Show" in the CPS column for the target product. The composition information view will open.

(3) Enter the information. See the Operation manual and the Data entry manual for instructions.

★ **The composition information that Epson asks you to enter is for chemSHERPA declarable substances** (and for candidate of declarable substances * that Epson requires you to enter)**. You are not required to enter information for other substances,** such as for a full declaration using optional reporting. And, **You are not required to report FMD uniformly.** Unless Epsom specifically request it due to reasons such as the product being used in automotive applications or a request from one of our customers, there is no need to report FMD**.**

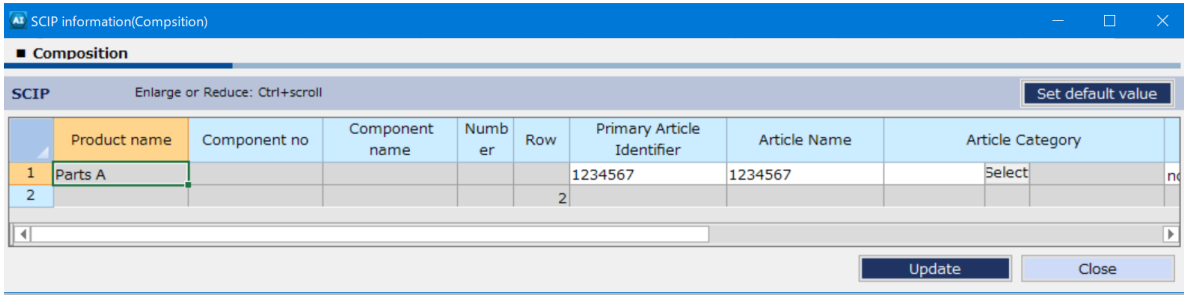
* Candidate of declarable substances: Chemical substances selected by JAMP as chemical substances for which it is recommended to investigate content information within the necessary scope of the supply chain before the chemical substances in the draft stage are added to the chemSHERPA relevant standards for chemical management that are related to laws and regulations.

Enter the composition information

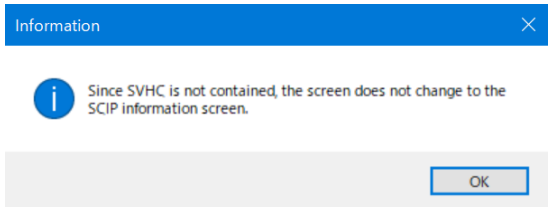
Enter the SCIP info in the composition information

(1) After entering the composition information, click the Finalize button. The SCIP information view will appear*.

(2) Enter the information. See the Operation manual and the Data entry manual for instructions.



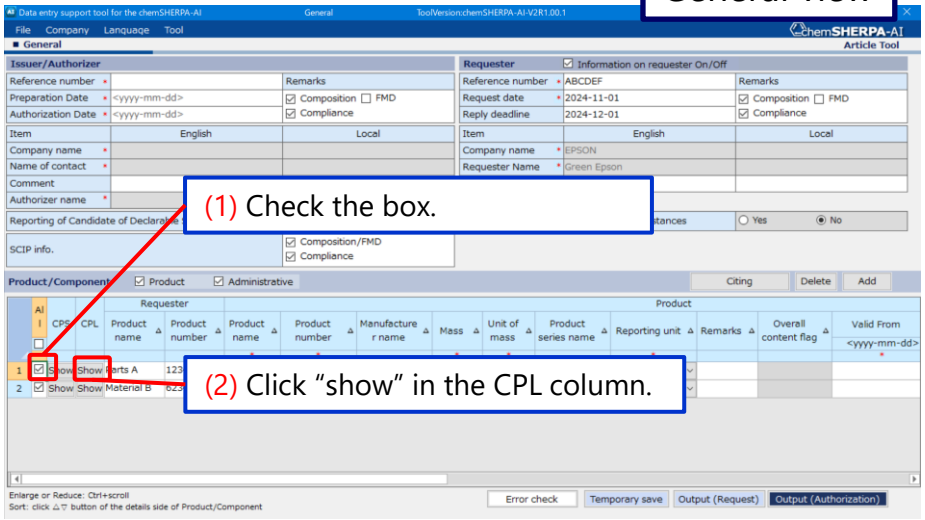
* Note that this view will not appear if there is no possibility that SCIP info will need to be registered. Instead, the following message indicating that no SVHCs are present will be displayed. Click the OK button to complete the SCIP info entry.



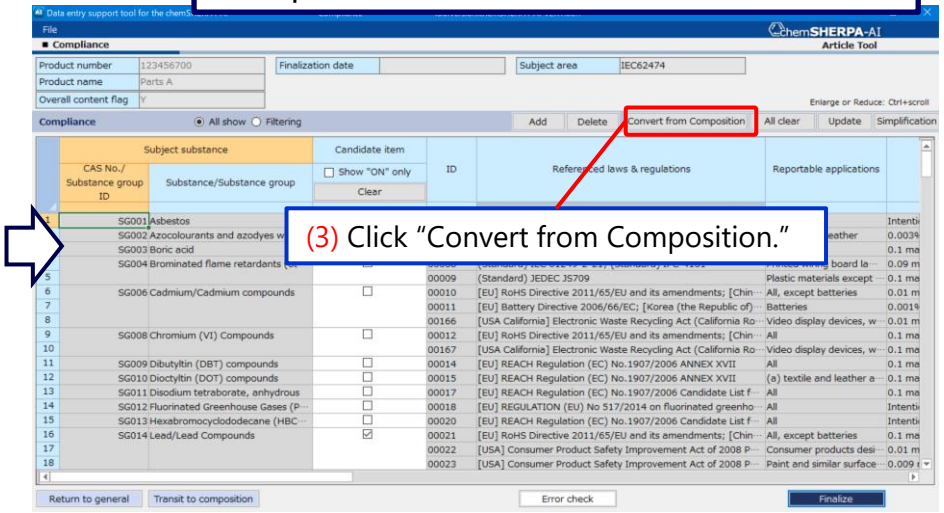
Enter the compliance assessment information

Enter the compliance assessment information data

General view



Compliance assessment information view



(1) Check the box for the product for which you are providing answers.

(2) Click “Show” in the CPL column. The compliance assessment information view will open.

(3) Click “Convert from Composition,” and the composition information will be converted to the compliance assessment information. (You can also enter it directly without using the conversion function.)

(4) Enter and revise the information. See the Operation manual and the Data entry manual for instructions.

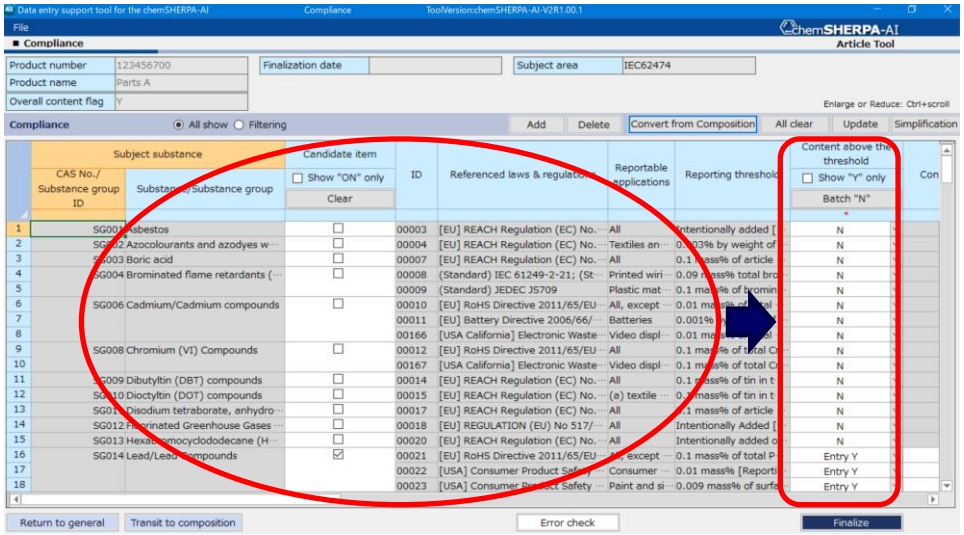
Enter the compliance assessment information

■ Notes on entering compliance assessment information: Content above the threshold

Enter either “Y” or “N” in the “Content above the threshold” column as you check the Subject substance, Reportable applications, and Reporting threshold. Otherwise, correct “Entry Y” to “Y” or “N.”

Clicking “Batch N” enters an “N” either in all cells or all blank cells.

You can enter a “Y” only where needed and then click this button to enter an “N” in all remaining cells.



Criteria for choosing “Y” or “N” for “Content above the threshold”

* Confirm that “N” is chosen for substances corresponding to Level 1 banned substances (currently banned) under the Epson Group Green Purchasing Standard for Production Materials.

Amount of substance present	Purpose of substance	Content above the threshold
“Reporting threshold” or more	Qualifies under “Reportable applications”	**Y**
	Does not qualify under “Reportable applications”	**N**
	Unknown	**Y**
Less than “Reporting threshold”	Qualifies under “Reportable applications”	**N**
	Does not qualify under “Reportable applications”	**N**
	Unknown	**N**

Enter the compliance assessment information

★Epson's own procedure

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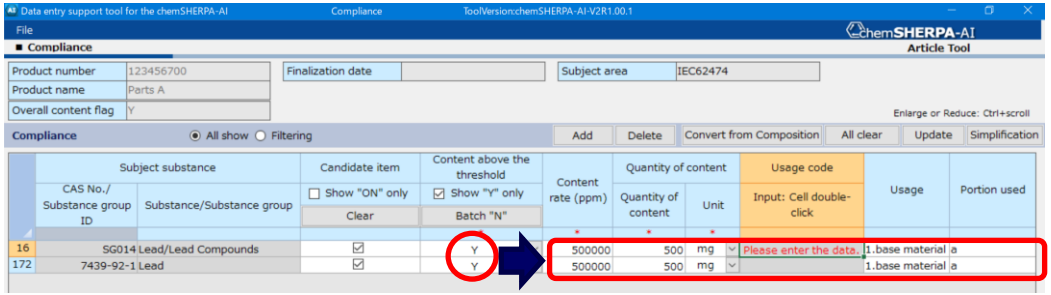
■ Notes on entering compliance assessment information: Content rate and other data

Enter the Content rate, Quantity of content, Usage, and Portion used in all rows where you entered "Y" for "Content above the threshold."

Enter the usage code if a message in the usage code column asks you to enter the data.



★ **Enter the Usage and Portion used if you answered "Y" for "Content above the threshold."**

* Enter the fields in Japanese or English (in single-byte characters).

Determining whether data must be entered

Item	Requirement
Content rate	Must be answered if you answered "Y" for "Content above the threshold"
Quantity of content	Same as above
Unit	Same as above
Usage code	Required if a message in the usage code cell asks you to enter the data.
Usage	★Must be answered if you answered "Y" for "Content above the threshold"
Portion used	★Must be answered if you answered "Y" for "Content above the threshold"

Enter the compliance assessment information

★Epson's own procedure

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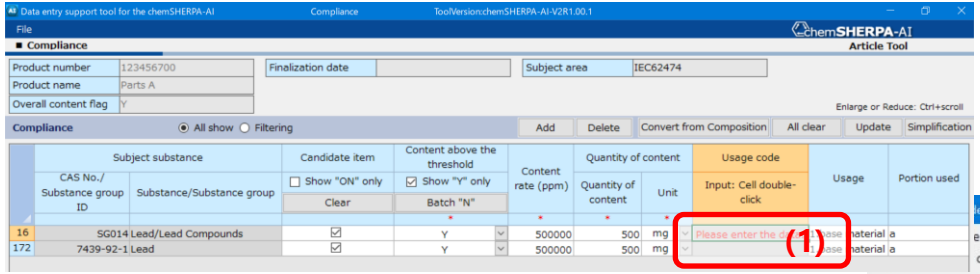
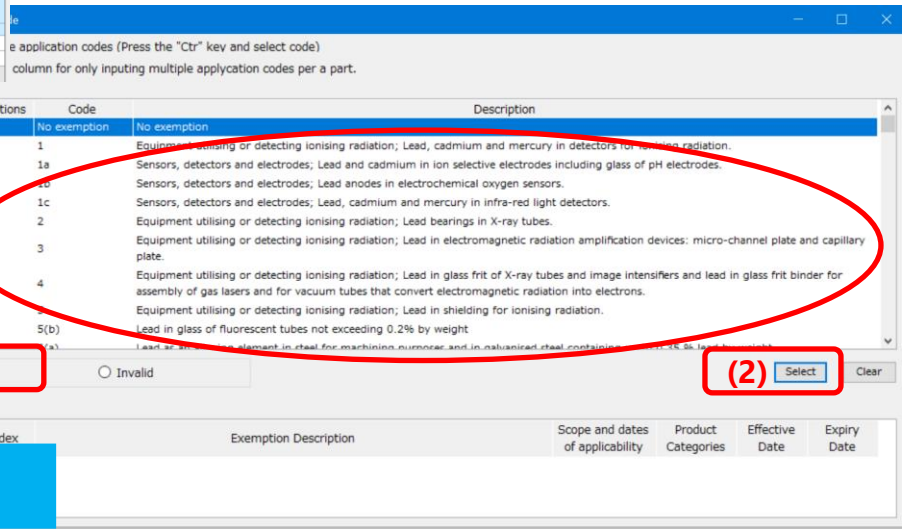
■ Notes on entering compliance assessment information: Usage code

(1) Double-click a usage code cell to open the "Select usage code" view.

(2) Click the Usage code and press "Select."





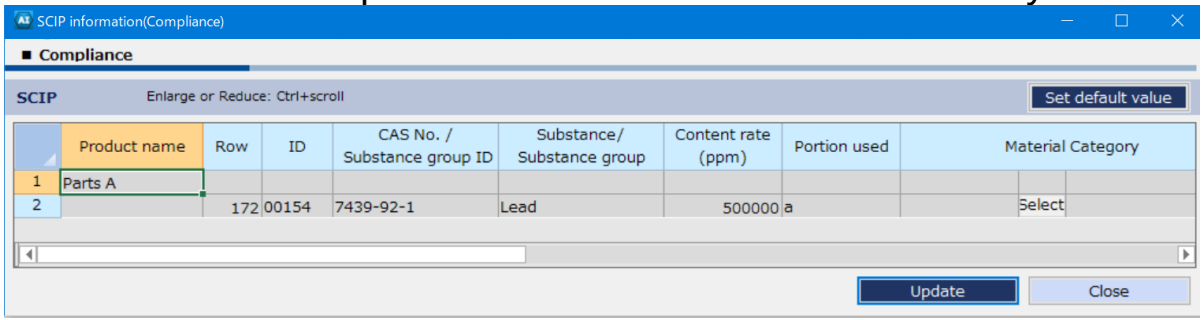
★**Be sure to select a "Valid" usage code.**

Enter the compliance assessment information

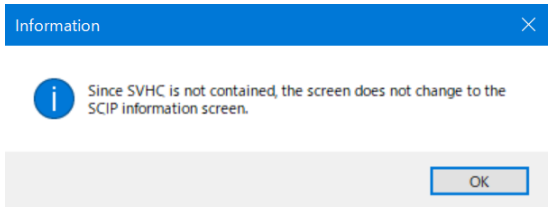
Enter SCIP info in the compliance assessment information

(1) After entering the compliance assessment information, click the Finalize button. The SCIP info view will appear*.

(2) Enter the information. See the Operations manual and the Data entry manual for instructions.



* Note that this view will not appear if there is no possibility that SCIP info will need to be registered. Instead, the following message indicating that no SVHCs are present will be displayed. Click the OK button to complete the SCIP info entry.



Save and output authorized data

★Epson's own procedure

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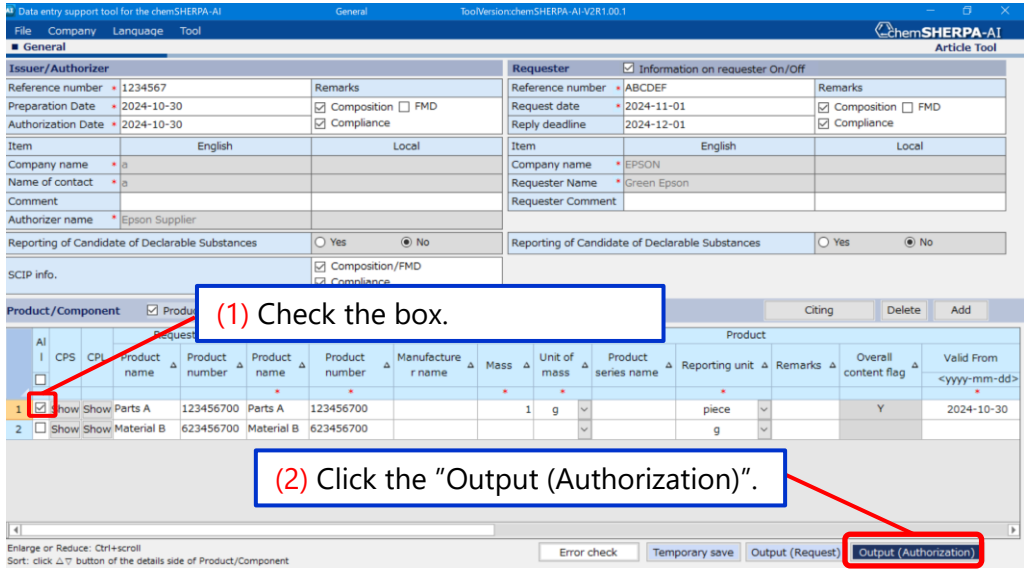
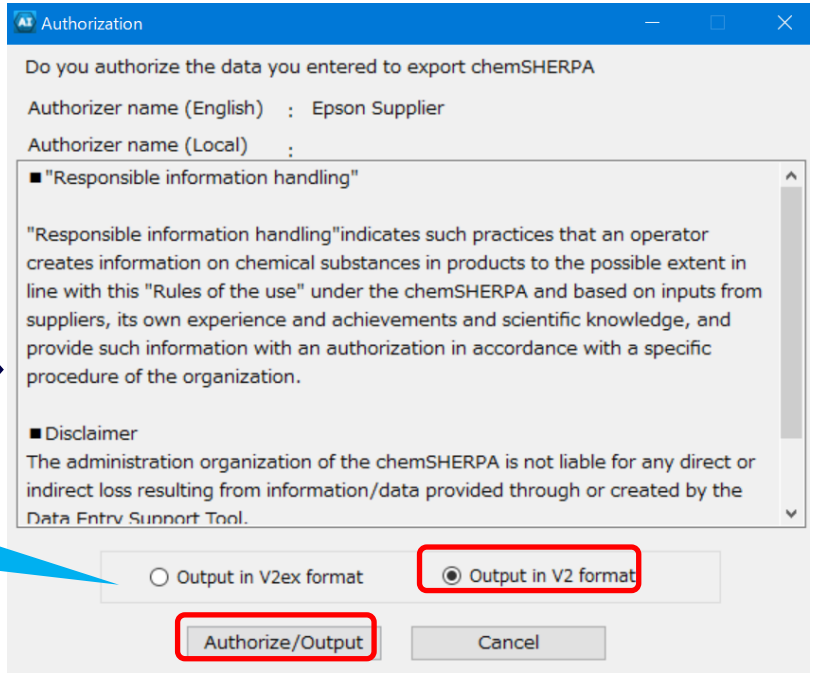
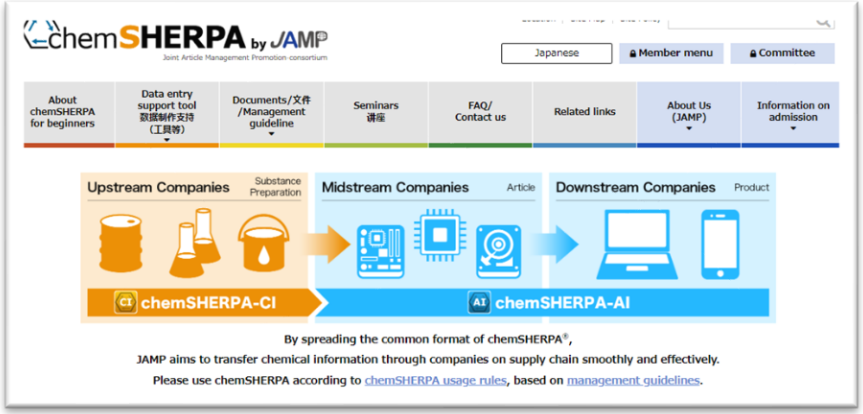
Perform error checking, and authorize and save the data of selected products.

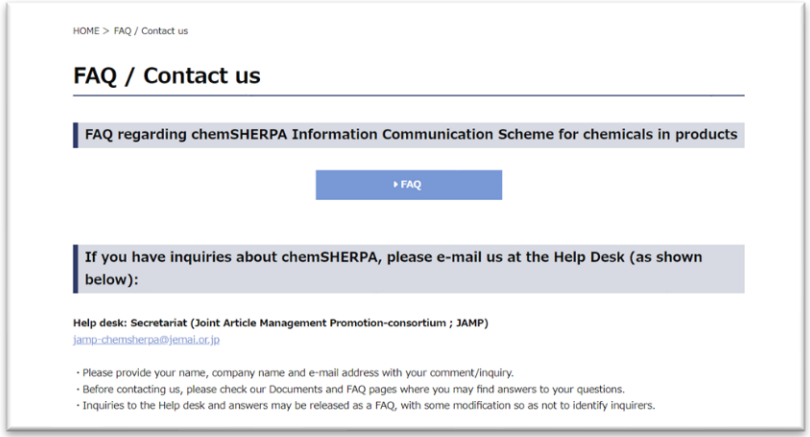




★**Select "Output in V2 format" and authorize/output.**

Guide to creating chemSHERPA data





- Explanatory materials, movies, and learning tools for chemSHERPA are available on the chemSHERPA website. Review the information on them to learn more about using chemSHERPA.

  chemSHERPA website
  https://chemsherpa.net/english

- For detailed instructions on using the chemSHERPA-AI Data entry support tool and on error handling, send your questions to chemSHERPA Help Desk.

  chemSHERPA Help Desk
  https://chemsherpa.net/english/help

Epson’s survey on chemical substances in products

We may, if necessary, ask you to complete a new survey for production materials, using the latest version of chemSHERPA-AI data entry support tool or the substances list, even if you have already completed an earlier survey. This will depend on the laws and regulations governing substances in products and the changes in the new version of chemSHERPA-AI.

If we find that surveys using chemSHERPA-AI cannot meet regulatory requirements or the requirements of Epson's customers, we may ask you to complete a survey other than chemSHERPA-AI.

Thank you for your cooperation in Epson’s survey on chemical substances in products.

Revision History

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Rev.	Date	Page	Revised Content Before => After	Reason
1.0	August 29, 2018	All	Rev. 1.0 was issued	
2.0	March 27, 2019	7	・https://chemsherpa.net/chemSHERPA/tool/ => https://chemsherpa.net/tool ・https://chemsherpa.net/chemSHERPA/english/tool/ => https://chemsherpa.net/english/tool	URL change
		34	・https://chemsherpa.net/chemSHERPA/english/ => https://chemsherpa.net/English	URL change
3.0	November 25, 2019	All	・All Ver. 1.05.00a chemSHERPA window shots were replaced with Ver. 2.00.00. ・Expressions and wording were revised and unified.	Compatibility with Ver. 2 of chemSHERPA
		4	- "Basic guide for chemSHERPA data" => changed to "Epson's basic guide for chemSHERPA data" ・Added instructions about using Ver. 2 of the shai file format for answer files. ・Added the following note: (AI is also used for adhesives, drugs, and other chemical substances.) - "Use the chemSHERPA-AI file specified by Epson" changed to "Use the version of chemSHERPA - AI that is specified on Epson's Green Purchasing site."	Clarified where it is specified

Revision History

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Rev.	Date	Page	Revised Content Before => After	Reason
3.0	November 25, 2019	7	Added “Please use the tool version that is specified on Epson’s Green Purchasing site.”	Clarified where it is specified
		9	Added a note about asking the Epson requester to send a file if requester information does not appear in the Requester fields.	Clarification
		12	Added a note about not updating the reporting unit if it has already been entered in the request file	Clarification
		14	Company ID: Changed from “Your company code” to “The unique 6-digit code assigned by Epson (entered in the request file sent by the Epson requester)”	Clarification
		18	Simplified the content, limited the description to entering content above the threshold.	Revised to facilitate understanding
		19	Simplified the content, deleting information about entering content above the threshold.	Same as above

Revision History

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Rev.	Date	Page	Revised Content Before => After	Reason
3.0	November 29, 2019	23	- Changed "Has the company code has been correctly entered in the Company ID field?" to "Confirm that the information provided in the mandatory fields (indicated by a red box) on the Issuer and Authorizer window is correct." - Added "the unique 6-digit code assigned by Epson" to the explanation about the company ID.	Same as above
		24	Added "Valid from" to the mandatory items indicated by red boxes.	Corrected errors
		28	"Click 'Compliance" changed to "Click "Show" under the Compliance (CPL) column"	Compatibility with Ver. 2 of chemSHERPA
		30	"Click Company, then Enter, and then Issuer/Authorizer" changed to "click Company > Issuer/Authorizer"	Same as above
		32	Added "(12) Click 'OK.'" Added "(13) After checking the Authorization window" (14) "Enter the filename" changed to "Change the filename as needed."	Added explanation to prevent misunderstandings
		34	Updated the chemSHERPA website window shot.	Website design changed

Revision History

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Rev.	Date	Page	Revised Content Before => After	Reason
3.1	January 15, 2021	All	- All Ver. 2.00.00 chemSHERPA window shots were replaced with Ver. 2.02.00.	Compatibility with Ver. 2.02 of chemSHERPA
		4	- Added and changed the contents below to Epson's basic guide. Addition: Data should be created in conformance to the documents issued by JAMP Addition: Be sure to check the "☐Compliance" box at "SCIP information" in the general window Change: Composition information is optional => Composition information should be transmitted to the extent possible. Added: Request when creating compliance assessment information	Clarified Basic policies Fulfilling EU compliance requirements Clarified Basic policies Communicated JAMP rules
		5	- Composition information is optional => Composition information should be transmitted to the extent possible.	Changed the Basic Policy
		6,8,10,13, 15,24,27, 29,32,34	- Added: Added ¶8 and ¶13.2 and ¶13.5 and ¶17 of the "chemSHERPA Data Entry Support Tool for Articles Operations Manual" to the column of "Enter the compliance assessment information"	Added the item numbers of operation manuals that are used for reference.
		9	- Added: Requester product information does not appear in the Requester fields.	Clarified the operation

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Rev.	Date	Page	Revised Content Before => After	Reason
3.1	January 15, 2021	11	- Click the box for Information on requester On/Off … Requester data entry enabled => the requester information and requester product information will be displayed Added: "If the request file from Epson has already been filled out, please do not update it". Added: "Be sure to check the "SCIP info ☐Compliance" box".	Action of survey requesters Clarified the operation Fulfilling EU compliance requirements
		12	- Reference No.: ...will be automatically entered... => Revised to: ...will be automatically displayed...	Changed to appropriate wording
		14	- ...will be automatically entered... => Revised to: ...will be automatically displayed...	Changed to appropriate wording
		16	- Added:First, check the registered composition... ,then click "Convert from Composition". (for a non-composite part)	Communicated JAMP rules
		17	- Added a page on: Enter the compliance assessment information using the "Integretion" function (for a composite part with a multi-level BOM)	Communicated JAMP rules
		23	- Added a page on: Entering SCIP information	Fulfilling EU compliance requirements

Revision History

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Rev.	Date	Page	Revised Content Before => After	Reason
3.1	January 15, 2021	26	- Added an explanation that users must confirm that the required fields have the box, ☑, "compliance assessment information" at SCIP Information checked.	Fulfilling EU compliance requirements
		30,31	- Subdivided the composition of chemSHERPA window	To facilitate understanding
		30	- Changed contents so that the procedures can be more easily understood	To facilitate understanding
		31	- Added SCIP information to the check items at the time of approval	Fulfilling EU compliance requirements
		35	- Changed : Confirm the "Authorization date" date are entered => "Next, confirm that the "Preparation date" and "Valid from" fields ...enter the "Authorization date"	Adjusted procedures
		36	- Added: "For the file name of the chemSHERPA data that has been submitted to us, we recommend naming the file by using the data entry support tool".	Made sure to prevent duplications
		37	- Added: "Information obtained from the upstream source should be transmitted downstream in full, without ..."	Communicated JAMP rules

Revision History

EPSON

Rev.	Date	Page	Revised Content Before => After	Reason
3.1	January 15, 2021	36	- Added: “For the file name of the chemSHERPA data that has been submitted to us, we recommend naming the file by using the data entry support tool”.	Made sure to prevent duplications
		37	- Added: “Information obtained from the upstream source should be transmitted downstream in full, without ...”	Communicated JAMP rules
4.0	March 31, 2023	All	- Revised overall in line with the mandatory entry of composition information	Changed the Basic Policy
4.1	November 8, 2024	7-16	- Modified the screen capture to the data entry support tool V2R1.	Changed in the tool
		7, 10	- Added the explanation of the candidate of declarable substances and FMD	Changed in the Rules on the Use and tool
		17	- Newly added: clarified that V2 format must be selected for authorize / output.	Changed in the tool
		19	-Modified: chemSHERPA-AI data entry support tool => chemSHERPA-AI data entry support tool or the substances list	Changed in the tool

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