



# Icom Green Procurement Standard

## Fifth version

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**Icom Inc.**

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## Introduction

Icom Inc. (hereafter “we”) has a deep recognition that “global environmental conservation” is a major issue for mankind around the world, and will continue to be so in the future. Therefore, we have promoted environmentally-sensitive activities in every phase of our business.

In particular, international laws and regulations as well as social demands about the chemical substances contained in products have been growing increasingly severe. Examples are: the REACH regulations and Stockholm Convention, as well as the EU RoHS Directive which became effective in 2006. To fulfill our social responsibilities, we have been working on the procurement of green (environmentally-friendly) parts and materials.

As part of our efforts, we established a “Green Procurement Standard” that defines the standard for chemical substances contained in goods we purchase. We have now issued the “Icom Green Procurement Standard” (5th version), which has been revised in response to recently enacted or revised laws, regulations and social demands.

We would like to continue promoting our monozukuri (the act of creating things), in environmentally-sensitive ways, working together with our partner companies. We hope that our partner companies will understand our attitude and approach to issues concerning the environment and work to help us in these endeavors.

MARCH 2015  
Icom Incorporated

## 1. Purpose

We promote manufacturing that preserves global environment by using parts and materials having low environmental impact.

This standard is intended to define our rules for substances to be managed, which are contained in the parts and materials we procure, and shows specific requirements for our partner companies.

## 2. Scope

This standard applies to the following items that the Icom Group procures from its suppliers.

1) Parts and assemblies

Electronic parts, mechanical parts, units, etc.

2) Materials and consumables

Solder, adhesive, ink, etc.

3) Completed articles

Products that we purchase from our partner companies and ship without any additional process or machining, e.g.

speaker-microphones, AC adaptors and some kinds of cables.

4) Packaging and packing materials

Cardboard box, plastic bag, cushioning material, label, sticker, etc., used to pack our products.

This standard covers all packaging and packing materials used to store, protect, handle, carry and represent our products during delivery.

However, it does not apply to those packaging and packing materials such as plastic bags, trays, cushioning materials, cardboard boxes, returnable containers, etc. which are used to store and protect parts and materials, etc. delivered to our company, as far as it is clear that those parts and materials are disposed of by us or returned to our partner companies.

For the purpose of this standard, all items included in this scope are to be considered “parts and materials”.

### 3. Terms and definitions

For the purpose of this standard, the following definitions apply:

1) JGPSSI (Japan Green Procurement Survey Standardization Initiative)

This council aims to reduce the labor involved in conducting green procurement surveys and to improve the quality of the responses received, by standardizing the survey target list and the format for responses. This council consists of approximately 50 enterprises and organizations from electric and electronic device industries and our company used to be one of its members.

All future tasks for the revision of the list of chemical substances have been taken over by the International Standard IEC62474 issued in March 2012. And, as a result, this council was constructively dissolved at the end of May, 2012 and its website was shut down at the end of March, 2014.

2) JIG (Joint Industry Guide)

This guide aims to unify and standardize the content of the information disclosure requirements for chemical substances found in supply chains around the world. It has been formulated in cooperation with the JGPSSI and European and American industry groups (CEA and DIGITALEUROPE).

Currently, two Joint Industry Guides, JIG-101 and JIG-102, have been formulated, each defines specific scope and contains the JIG Declarable Substance List. These guides are available for download from the JGPSSI website.

▶ JIG-101

This guide applies to products and batteries that are supplied to manufacturers of electrotechnical products for incorporation into their products.

\* As of March 2015, it has been deleted and the substance has been taken over by the after-mentioned IEC62474.

▶ JIG-201

This guide applies to packaging that is used to contain, protect, handle, deliver, transfer and present electrotechnical products from a producer to customers or consumers.

\* As of March 2015, it remains in effect.

3) IEC62474

IEC (International Electrotechnical Commission) is an international organization for standardization in which electrotechnical commissions from various nations (IEC National Committee) participate.

The International Standard IEC62474 is a material declaration on electric and electronic device industries and their products (Transmission of information regarding material composition and contained substances).

#### 4) Domestic VT62474 <VT: Validation Team>

One of the sectional committees established in the National Committee of IEC/TC111 (Secretariat: JEITA Environmental Affairs Department) The main area of its activity includes consolidation of opinions, transmission of information and so on to play a role as a national review organization corresponding to the activities of the International Team (VT62474) that takes care of revisions of chemical substances list, etc. contained in the IEC62474 data base.

URL: <http://vt62474.jp/index.html>

#### 5) JGPSSI survey response tools and Quick Questionnaire

The survey response tools and Quick Questionnaire are tools which used to be published by JGPSSI to standardize the survey response method on chemical substance content.

As of March 2015, the latest version of the survey response tools can be downloaded from the domestic VT62474 website.

##### ▶ Survey response tools

Tools which used to be compatible with JIG-101

When information about any of the reportable chemical substances, e.g. content is entered into the survey response tool, an electronic file, "JGP file" can be created.

\* The latest version (Ver4.31) available from the domestic VT62474 contains more object substances than the final version of JIG-101 - Ed4.1.

##### ▶ Quick Questionnaire

This tool is compatible with JIG-201 and used to enter information about any of the reportable chemical substances contained in the product.

Clients and respondents can share information on chemical substances included in their products by exchanging "JGP files" or "Quick Questionnaire". Our partner companies provide us with information on contained chemical substances through the use of this tool.

How-to manuals, etc. of the survey response tools and this tool are also available from the domestic VT62474 website.

#### 6) JAMP (Joint Article Management Promotion-consortium)

This council aims to prepare and promote a specific mechanism that manages the information about chemical substances contained in articles appropriately and that facilitates disclosure/transfer of the information through supply chains.

URL: <http://www.jamp-info.com/>

#### 7) Packaging

All goods made of any materials of any nature to be used for the containment, protection, handling, delivery and presentation of products from a producer to customers or the consumers.

Typical examples of packaging materials used to be listed in Annex E of JIG-201.

\* If you need any information about specific examples, please do not hesitate to contact us any time.

#### 8) Homogeneous material

A material that cannot be mechanically disjointed into different materials.

- The term “homogeneous” means “of uniform composition throughout”. Examples of “homogeneous materials” are individual types of plastics, ceramics, glass, metals, alloys, paper, resins and coatings.
- The term “mechanically disjointed” means that the materials can, in principle, be separated by mechanical actions such as: unscrewing, cutting, crushing, grinding and abrasive processes.

#### 9) Intentionally added

Deliberate use in the formulation of a product where its continued presence is desired to provide a specific characteristic, appearance or quality.

#### 10) Threshold level

When the chemical substances contained in parts and materials are equal to this value or exceed the value, the concentration has reached the limit which is subject to restrictions, such as prohibitions on use and requirements to report on the conditions of the chemical substance’s use. The requirements are described in this standard.

A threshold level indicates “intentionally added” threshold and a numerically set threshold “xx % by weight (yy ppm)”. 1% by weight is converted to 10,000 ppm.

A numerically set threshold may also be given as “xx % by weight of homogeneous material” or “xx % by weight of the product”. When “xx % by weight of homogeneous material” is given, calculation is made as (mass of the relevant chemical substance) / (mass of homogeneous material); and when “xx % by weight of the product”, calculation is (mass of the relevant chemical substance) / (mass of the product). It is necessary to pay attention to the denominator used in the methods.

## 4. Substances to be managed

We are managing the chemical substances contained in products in accordance with the “Guidelines for the Management of Chemical Substances in Products Version 3” issued by multiple organizations including JGPSSI, JAMP, etc. Additionally, to clearly define the substances we need to manage, we prepare the list of substances to be managed that references the survey response tools Ver4.31 and the quick questionnaire Ver1.1.

There are two lists of substances to be managed; one for parts and one for package.

1) Appendix 1A: List of Substances to be Managed (for parts)

This list covers the items defined in Section 2. Scope: 1) Parts and assemblies, 2) Materials and consumables, and 3) Completed articles.

The list is prepared based on the survey response tools Ver4.31. However, it does not contain some of the chemical substances listed in the survey response tools Ver4.31, which is clearly not applicable to our products; declarable substances are for “consumer products designed or intended primarily for children 12 years of age or younger”; declarable substances are for “toys and other articles intended for use by children”; etc.

2) Appendix 1B: List of Substances to be Managed (for packaging)

This list covers the items defined in Section 2. Scope: 4) Packaging and packing materials. This appendix is based on the quick questionnaire Ver1.1.

When deriving substances from the JIG list which are to be added to the List of Substances to be Managed, we divide the substances into two management classifications that we have established on our own, based on the classification criteria shown below.

[Classification criteria]

▶ Banned substance

Any substances whose inclusion in parts or products is prohibited or restricted by overseas and/or domestic legal regulations.

Examples of legal regulation:

RoHS Directive

REACH Regulation: Substances listed in Annex XVII

▶ Substances to be declared

Any substances whose inclusion in parts or products is restricted to some extent or for which relevant notifications, displays, etc. are required by overseas and/or domestic legal regulations.

Example of legal regulation:

REACH Regulation: Substances shown on the Candidate List

For the substances classified as “Banned substance” and “Substance to be reported”, we provide definitions and requirements as shown in the table below.

	Management classification	Definition	Requirements
Substances to be managed	Banned substance	Substance whose concentration exceeds the threshold level, or substance whose intentional addition is prohibited	When the threshold level is a numerical value: The concentration of the substance should not exceed the threshold level. When the concentration is known, then even if it is below the threshold level, a report is required. When the threshold level is “intentionally added”: It means no intentionally added substance is allowed.
	Substance to be reported	Substance that has no limitation on use but whose use needs to be reported	When the concentration of the substance exceeds the threshold level, report is mandatory.

Even if a substance to be reported does not exceed the threshold level, when the concentration of the substance to be reported is known, we ask you to provide the related information in a Survey Report on Chemical Substance Content.

Substances specified as application exemption by the RoHS Directive are included in the Application Exemption List (Appendix 2) of this standard. Even if a substance is the banned one, limited amount of it can be used in the application specified in “Appendix 2: Application Exemption List”. However, we ask you to report status of use, by using a Survey Report on Chemical Substance Content.

When processing the List of Substances to be Managed, note the following.

In the List of Substances to be Managed, reportable application(s) and threshold level are specified for the substance/category on each line. Check the substance/category of the part/material you are delivering to us and determine whether it is a reportable application or not. When it is a reportable application, the threshold level of the substance/category is applied.

For example, cadmium and cadmium compounds in “Appendix 1A: List of Substances to be Managed (for parts)” are specified as follows. (Abstract)

Substance/Category	Reportable Application(s)	Threshold Level
Cadmium/cadmium compounds	All, except batteries	0.01% by weight (100 ppm) of cadmium in homogenous materials
Cadmium/cadmium compounds	Batteries	0.001% by weight (10 ppm) of cadmium in battery

When the delivered product is a battery, threshold level of cadmium/cadmium compounds is set to 0.001% by weight and 0.01% by weight is not applied. For delivered products other than battery, 0.01% by weight is applied and 0.001% by weight is not applied.

For the delivered product, first check the substances to be managed and threshold level.

## **5. Requirements for our partner companies**

### **5.1 Establishment of chemical substance content management system and compliance with standards/requirements**

We request that you establish your own management system for controlling chemical substance content. That is, the management system should check and control the chemical substances contained in parts and materials, you supply to us through the supply chain. The system should meet the requirements specified in “Guidelines for the Management of Chemical Substances in Products Ver. 3”.

Concerning the parts and materials you supply to us, you are required to observe the standards and requirements stated in the “Icom Green Procurement Standard” and “List of Substances to be Managed”.

Additionally, to check the function of your management system for controlling the contained chemical substances, we may visit your production sites and perform an audit. Your cooperation is greatly appreciated.

### **5.2 Submission of survey documents for chemical substance content**

To manage the information about the chemical substances contained in parts and materials we procure, you are required to submit survey documents on chemical substance content. These survey documents are (A) Declaration of Non-use of Environmentally Hazardous Substances and (B) Survey Report on Chemical Substance Content.

As mentioned earlier, substances to be managed for parts are different from those for packaging, we prepare survey documents for parts and those for packaging, separately. You will need to submit survey documents related to packaging used for our products as specified in Section 2. Scope. When you supply the following items, you are requested to submit the survey documents for packaging.

- ▶ Unitary packaging
- ▶ Packaging material we purchase

When we first adopt a part or material, you will need to submit the following survey documents (A) and (B) to us before you submit the first sample. The latest version of the “List of Substances to be Managed” also applies to existing goods. You need to resubmit the following survey documents (A) and (B) related to existing goods.

When any change in materials occurs that would cause a difference in the details (chemical substance content, mass of chemical substances, etc.) of the previously submitted survey documents, we would like you to resubmit them.

(A) Declaration of Non-use of Environmentally Hazardous Substances

As a proof of the goods you supply to us meeting the standard in the “List of Substances to be Managed”, you are required to submit the Declaration of Non-use of Environmentally Hazardous Substances.

Please download the Declaration of Non-use of Environmentally Hazardous Substances from our website; fill out, sign or seal it, and submit the original declaration to our Material Department.

(B) Survey Report on Chemical Substance Content

To manage the information about the chemical substances contained in parts and materials we procure, you are required to submit a Survey Report on Chemical Substance Content.

As described in Section 3. Terms and definitions, para. 3), we conduct survey for chemical substance content by using “Survey response tools” and “Quick Questionnaire”. Please send a Survey Report on Chemical Substance Content for parts and packaging, respectively, by following the procedure described below.

▶ Survey Report on Chemical Substance Content in Parts

Whenever possible, send a Survey Report on Chemical Substance Content to our Material Department as a “JGP electronic data file” using “Survey response tools Ver. 4.31”.

If it is not possible to submit the Survey Report in a form of “JGP file”, consult our Material Department.

▶ Survey Report on Chemical Substance Content in Packaging

Send a Survey Report on Chemical Substance Content to our Material Department by using “Quick Questionnaire Ver. 1.1”.

The “Survey response tools Ver. 4.31” and “Quick Questionnaire Ver. 1.1” can be downloaded from our website.

## 6. Inquiries about this standard

If you have any questions about this standard, please call:

TEL: +81-6-6794-7777

Administration Section, Material Department, Icom Inc.

Documents and references related to Icom Green Procurement  
are available from our website:

Global

[http://www.icom.co.jp/world/company\\_profile/green/](http://www.icom.co.jp/world/company_profile/green/)

Japanese

<http://www.icom.co.jp/corporate/procurement/green/>

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