

chemSHERPA Operation manual

Version 1.0

<Purpose of this manual>

This is the manual in the operational point of TDK group for creating chemSHERPA about the chemical substance survey.

Please refer to chemSHERPA web site for the details.

Language	URL:
ENGLISH / 中国語(Chinese)	https://chemsherpa.net/chemSHERPA/english/
日本語(Japanese)	https://chemsherpa.net/chemSHERPA/

<About the format>

There are two kinds of formats in chemSHERPA.

Please select the format by the following purchase item classification.

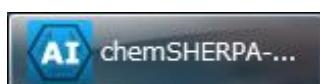
Please refer to chemSHERPA web site for the details.

Purchase item	Format	The targets for information transmission
Chemicals	chemSHERPA-CI	Contained chemical substances
Articles	chemSHERPA-AI	Contained chemical substances and compliance

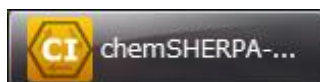
(Note)

In chemSHERPA-AI(Articles), compliance information is required answer.

And please use Japanese or English.



---> P.2 ~



---> P.8 ~

CHECK!!



<Operation Instructions Video>

This Operation Instructions Video is simple and easy to understand. (about 30 minutes)

Language	URL
ENGLISH	http://www.meti.go.jp/policy/chemical_management/other/douga_sousa_EN.mp4
中国語(Chinese)	http://www.meti.go.jp/policy/chemical_management/other/douga_sousa_CN.mp4
日本語	http://www.meti.go.jp/policy/chemical_management/other/douga_sousa.mp4

<About entering chemSHERPA-AI>

(1) Information of Issuer/authorizer

Information of Issuer/authorizer are required.

Click "Company" on the menu bar, and enter information.

Articles_Operation manual
5. Entering new data (P.12)

(2) Entering date

The date must connect with "-" like "YYYY-MM-DD".

(Example) Yellow is error.
January will enter 2 digits as 01.

(3) About compliance information

Select subject area(IEC62474) for compliance assessment information.

Item	English	Local
Company name *		
Name of contact *		
Comment		
Authorizer name *		
Area	<input checked="" type="checkbox"/> IEC62474	

(4) About composition information

Select a product and click "Composition" button.

	Product name	Product number	Manufacturer name	Mass	Unit of r
1	AAA	01			
2	BBB	02			

(4-1) A screen changes, enter composition information.

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12. Entering composition information
(P.31-38)

Level	Component	Usage	Classification symbol
Name	Name		
Quantity	Quantity		
Add	Add	Select	Add
1			
2			

(Note) Use one-byte of alphanumeric characters for chemical substance name. (manual entry)

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12. Entering composition information
(P.33)

Substance	CAS No.	Maximum content rate per materials
Select	Add	
1		

(4-2) Select "Substance" cell and click "Select" button. You will see the substance search view.

Substance search

Filter substances

Search

English name

CAS No.

EC No.

Substance list Ver.1.04.00

CAS	EC No.	NAME
1000597-52-3		Phosphonium, triphenyl(pl
100085-64-1	309-206-8	Quaternary ammonium com
10022-31-8	233-020-5	Barium-nitrate
1002-53-5	621-338-0	Dibutyl tin
10025-68-0	233-037-8	Selenium chloride

CAS 1000597-52-3 EC No. Select Cancel

The material searching recommends CAS Number.

(4-3) If a substance you selected requires usage code, select and click a usage code.

RoHS Select exemption. If nothing applied then click "No exemption" button. If the concentration is below the threshold, click "Below threshold".

Selection requirements
 Select from the list No exemption Below threshold

Filtering
 All category except categories 8 and 9
 Categories 8 and 9 (medical devices and monitoring and control instruments)

Mercury Cadmium Lead DEHP DBP
 Chromium (VI) PBB PBDE BBP DIBP

Valid Invalid

Search

6(c) Copper alloy containing up to 4 % lead by weight
 7(a) Lead in high melting temperature type solders (i.e. lead- based alloys containing 85 % by weight o...
 7(c)-I Electrical and electronic components containing lead in a glass or ceramic other than dielectric cer...
 7(c)-II Lead in dielectric ceramic in capacitors for a rated voltage of 125 V AC or 250 V DC or higher
 7(c)-III Lead in dielectric ceramic in capacitors for a rated voltage of less than 125 V AC or 250 V DC may ...
 7(c)-IV Lead in PZT based dielectric ceramic materials for capacitors being part of integrated circuits or di...
 9(h) Lead in hearing shells and bushes for refrigerant-containing compressors for heating ventilation a

Code Mercury Chromium (VI)

Valid From Cadmium PBB DEHP DBP
 Valid To Lead PBDE BBP DIBP
 Original

Articles_Operation manual
 12. Entering composition information
 (P.34)

(5) Perform error checking

When enter is completed, perform error checking and finalize the data. If errors occur, you will have a list of errors. Make corrections by following error descriptions on the view.

(6) About compliance information

Select one product from the screen and click "Compliance".

Product/Component Product Administrative

	All	Product name ▲	Product number ▲	Manufacturer name ▲	Mass ▲	Unit of
1	<input checked="" type="checkbox"/>	AAA	01			
2	<input type="checkbox"/>	BBB	02			
3	<input type="checkbox"/>	CCC	03			
4	<input type="checkbox"/>	DDD	04			

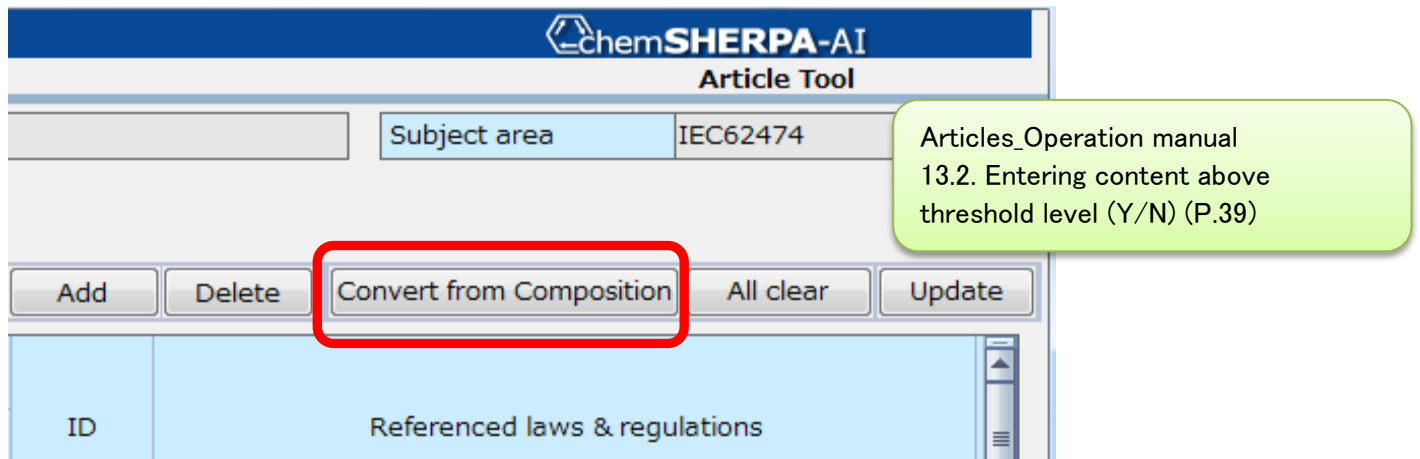
Articles_Operation manual
 13. Entering compliance information
 (P.39-45)

(7a) Entering content above threshold level (Y/N)

Note: when entering data by Converting from Composition

Use this function only after finalizing the composition information.

Clicking "Convert from Composition" will automatically generate the compliance information from the composition information.



(7a-1) "Entry Y" indicates that there is a possibility of "Y" status.

Click "Show 'Y' only" checkbox to narrow down the items.

Check subject substance, law/regulation, reportable application, and reporting threshold to modify content above threshold level to "Y" or "N".

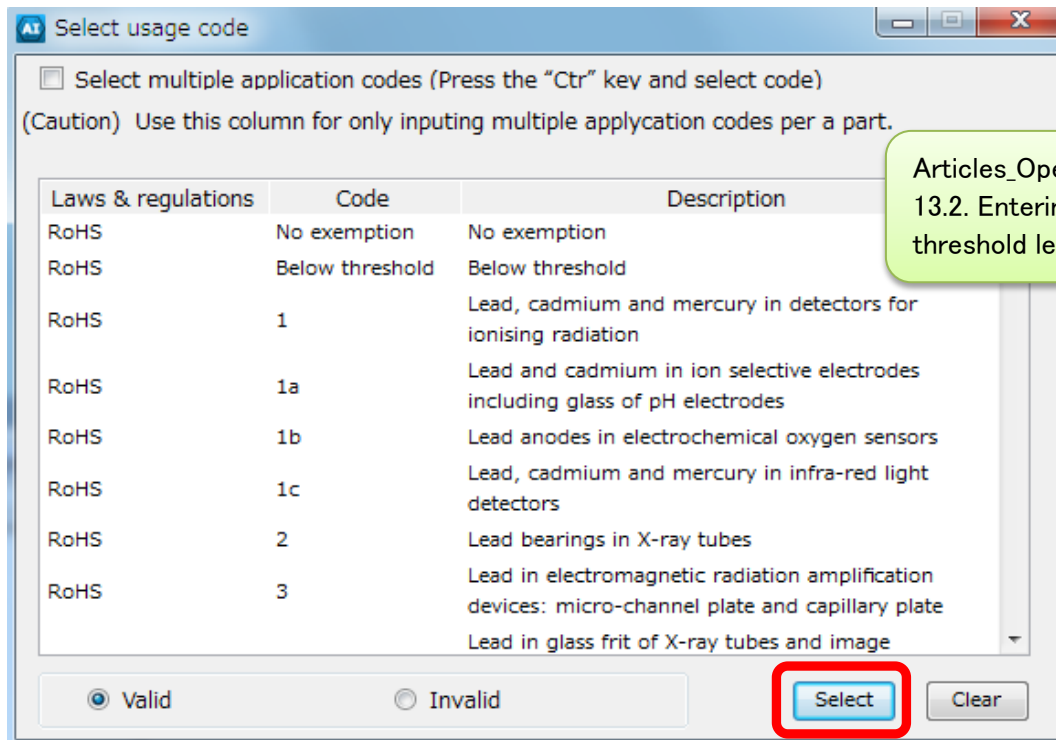
Subject substance		Candidate item	Content above the threshold	Content rate (ppm)	Quantity of content	
CAS No./ Substance group ID	Substance/Substance group	<input type="checkbox"/> Show "ON" only Clear	<input checked="" type="checkbox"/> Show "Y" only Batch "N"		Quantity of content	Unit
SG014	Lead/Lead Compounds	<input checked="" type="checkbox"/>	Entry Y	950000	1.33	mg
			Entry Y	3789.2817	1.33	mg
			Entry Y	950000	1.33	mg
			Entry Y	950000	1.33	mg
			Entry Y	950000	1.33	mg
7440-02-0	Nickel	<input checked="" type="checkbox"/>	Entry Y	1223.0548	0.4293	mg

(7a-2) In fields where "Y" is entered for Content above the threshold, enter and correct the corresponding Content rate, Usage, and Portion used, etc.

For required usage codes, a red-letter notice of "Enter the data" will be displayed.

Content above the threshold	Content rate (ppm)	Quantity of content		Usage code	Usage	Portion used
<input checked="" type="checkbox"/> Show "Y" only Batch "N"		Quantity of content	Unit	Input: Cell double-click		
Y	950000	1.33	mg	RoHS-7(a)	1.base material	Die Attach
Y	3789.2817	1.33	mg	Please enter the data.	1.base material	Die Attach
Y	950000	1.33	mg	Please enter the data.	1.base material	Die Attach
Y	950000	1.33	mg		1.base material	Die Attach
Y	950000	1.33	mg		1.base material	Die Attach
Y	1223.0548	0.4293	mg	Please enter the data.	1.base material	Lead Frame

(7a-3) Double-click a "Enter the data" cell to open the "Select usage code" view. Click usage code and press "Select".



(7b) Entering content above threshold level (Y/N)

Note:for direct entry into compliance assessment information

When you have a lot of lists, you can narrow down items by filtering "Candidate item", in order to reduce your burden.

	Subject substance		Candidate item	ID	Referenced laws & regulations
	CAS No./ Substance group ID	Substance/Substance group	<input type="checkbox"/> Show "ON" only Clear		
1	SG001	Asbestos	<input type="checkbox"/>	00003	ANNEX XVII of REACH Regulation (...)
2	SG002	Azocolourants ...	<input type="checkbox"/>	00004	ANNEX XVII of REACH Regulation (...)
3	SG003	Boric acid	<input type="checkbox"/>	00007	Candidate list for European REACH ...
4	SG004	Brominated fla...	<input type="checkbox"/>	00008	Industry Sta
5				00009	Joint JEDEC
6	SG006	Cadmium/Cad...	<input type="checkbox"/>	00010	2011/65/EU
7				00011	2006/66/EC

Articles_Operation manual 13.3. Entering content above threshold level (Y/N) (P.42)

(7b-1) Check a chemical substance, law/regulation and etc, enter "Y" or "N".

If you entered "Y", enter the corresponding Content rate, Usage, and Portion used, etc.

For required usage codes, a red-letter notice of "Enter the data" will be displayed.

Content above the threshold <input type="checkbox"/> Show "Y" only Batch "N"	Content rate (ppm)	Quantity of content		Usage code Input: Cell double-click	Usage	Portion used
		Quantity of content	Unit			
				Please enter the data.		
				Please enter the data.		
				Please enter the data.		

Articles_Operation manual 13.3. Entering content above threshold level (Y/N) (P.43)

(7b-2) Double-click a "Enter the data" cell to open the "Select usage code" view.

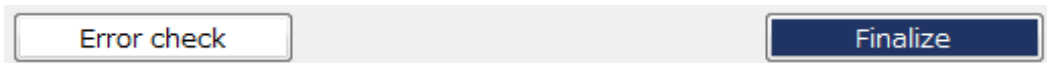
Click usage code and press "Select".

* Refer to (7a-3)

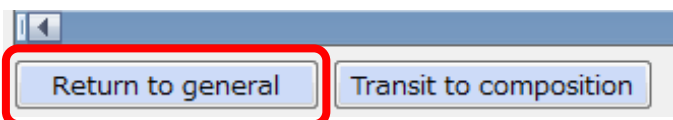
Articles_Operation manual
13.4. Perform error checking and
finalize the data (P.45)

(8) Perform error checking of compliance information

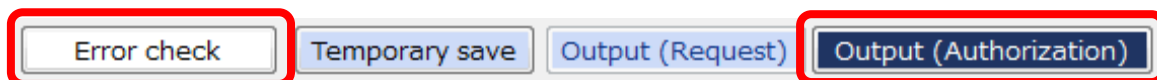
When input is completed, perform error checking and finalize the data. If errors occur, you will have a list of errors. Make corrections by following error descriptions on the view.



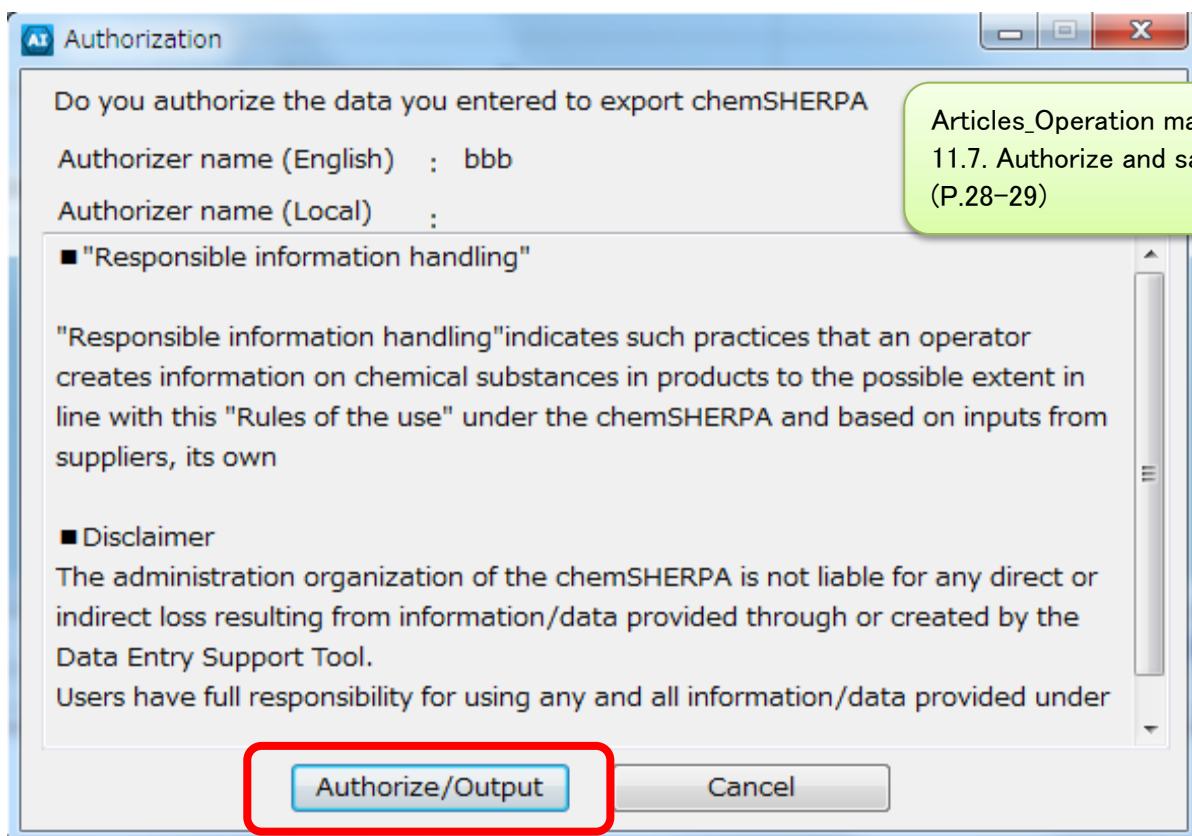
(9) Transit to General screen



(10) Perform error checking and Authorize the data



In the "Authorization" view, click "Output (Authorization)" button.



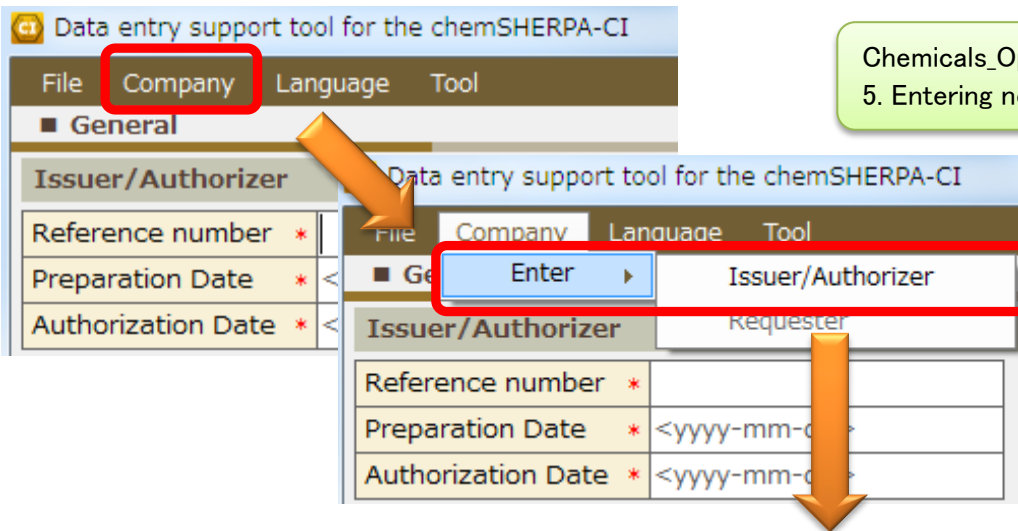
Articles_Operation manual
11.7. Authorize and save the data
(P.28-29)

<About entering chemSHERPA-CI>

(1) Information of Issuer/authorizer

Information of Issuer/authorizer are required.

Click "Company" on the menu bar, and enter information.



Chemicals_Operation manual
5. Entering new data (P.12)

The screenshot shows the 'Issuer/Authorizer' form with fields for Company name, Division name, Title, Name of contact, Email address, and Phone number. The 'Company name' field is highlighted in red. An orange button labeled 'And enter authorizer' is positioned to the right of the form.

(2) Entering date

The date must connect with "-" like "YYYY-MM-DD".

The screenshot shows the 'Issuer/Authorizer' form with the date format <yyyy-mm-dd> highlighted in red. The fields for Reference number, Preparation Date, and Authorization Date are visible.

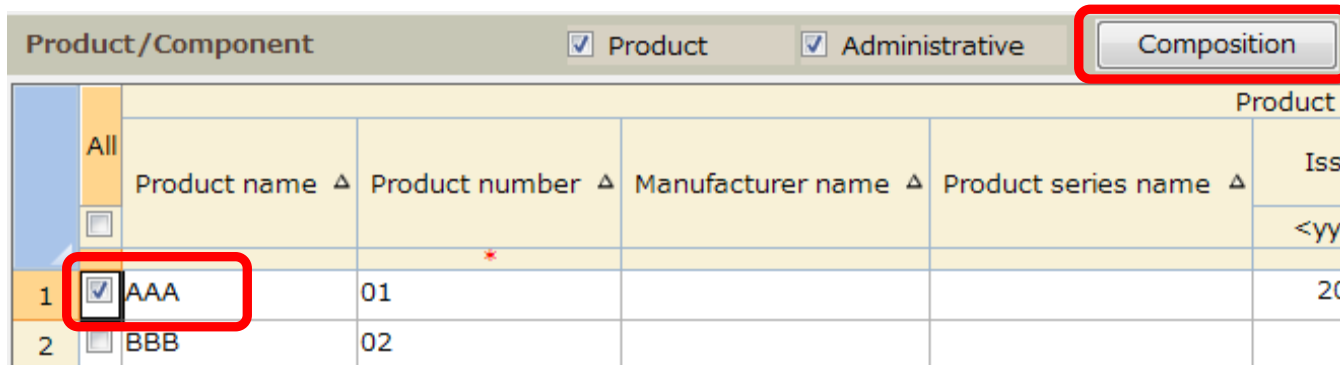
Chemicals_Operation manual
5. Entering new data (P.12)

(Example) Yellow is error.
January will enter 2 digits as 01.

Reference number *	TEST-001
Preparation Date *	2018-1-1
Authorization Date *	2018-01-01

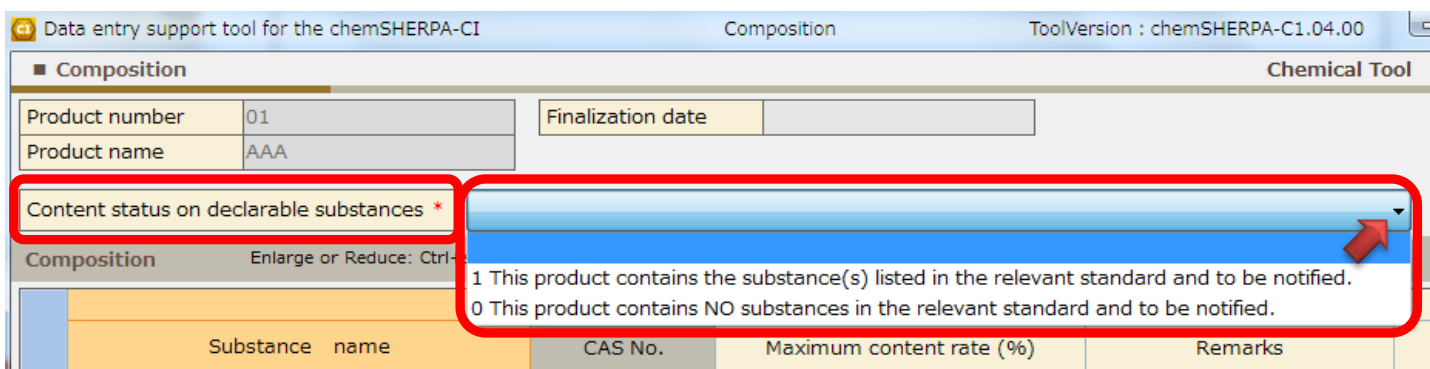
(3) About composition information

(3-1) Select a product and click "Composition" button.



(3-2) Be sure to select either "1" or "0" of content status in Composition view.

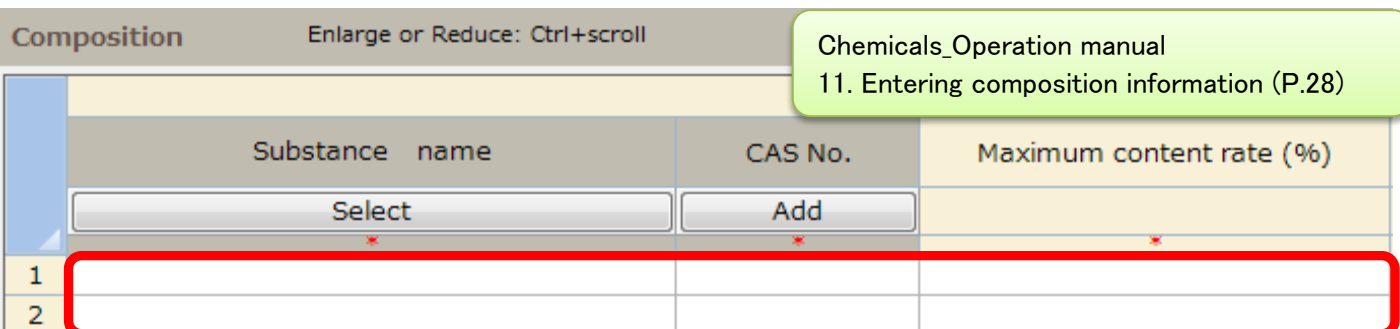
Regulations and industrial standards are the following list.



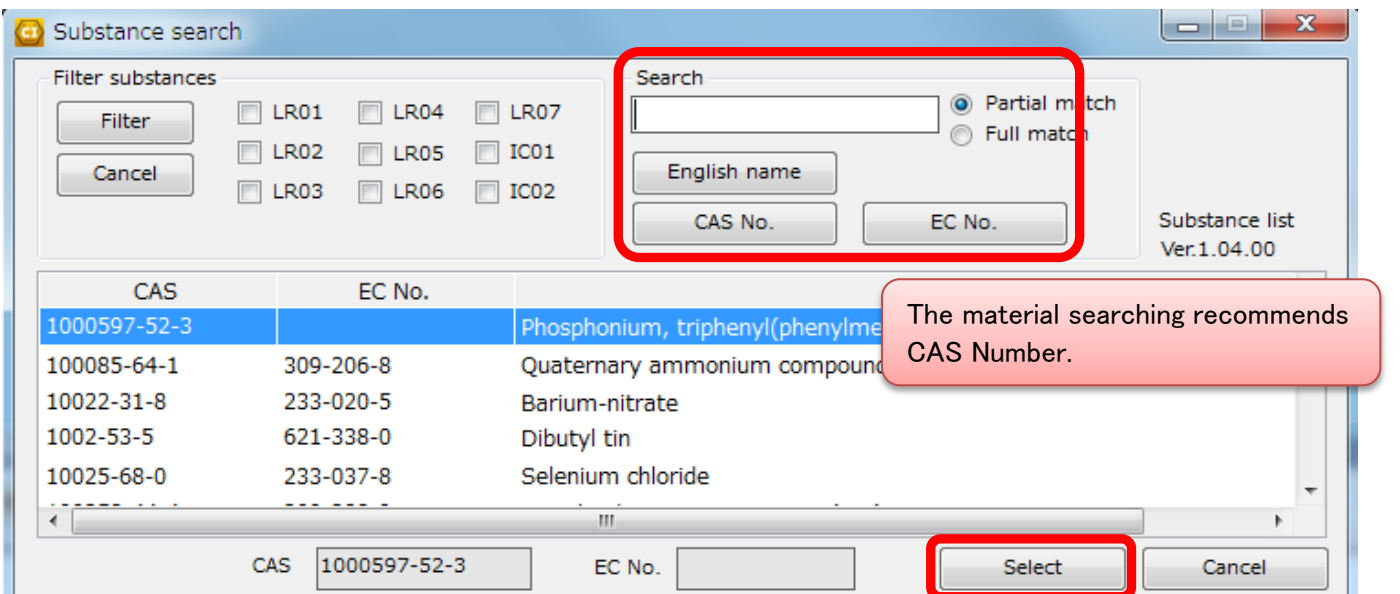
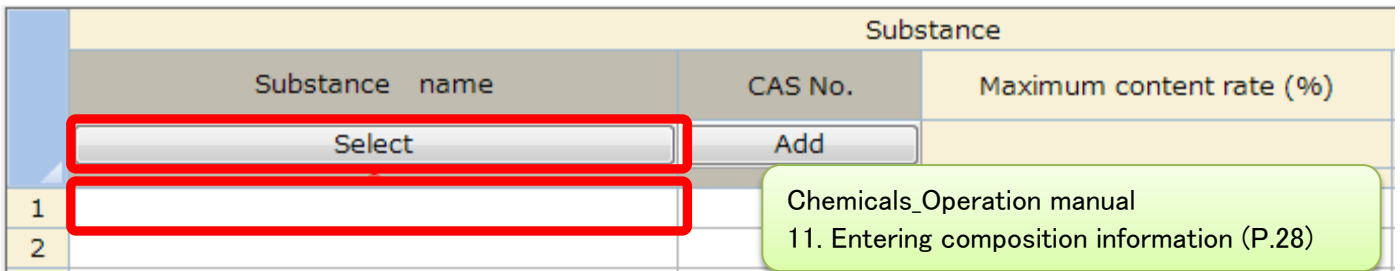
Regulations and industrial standards list.

ID	法規制および業界標準 / Regulations and industry standards
LR01	化審法 (第一種特定化学物質) / Chemical Substances Control Law
LR02	米国有害物質規制法 (Toxic Substances Control Act : TSCA)
LR03	ELV
LR04	RoHS ANNEX II
LR05	POPs Annex I
LR06	REACH ANNEX XIV (SVHC)
LR07	REACH ANNEX XVII (制限対象物質)
IC01	GADSL
IC02	IEC 62474

(3-3) Entering chemical substance name, CAS Number, and content rate.



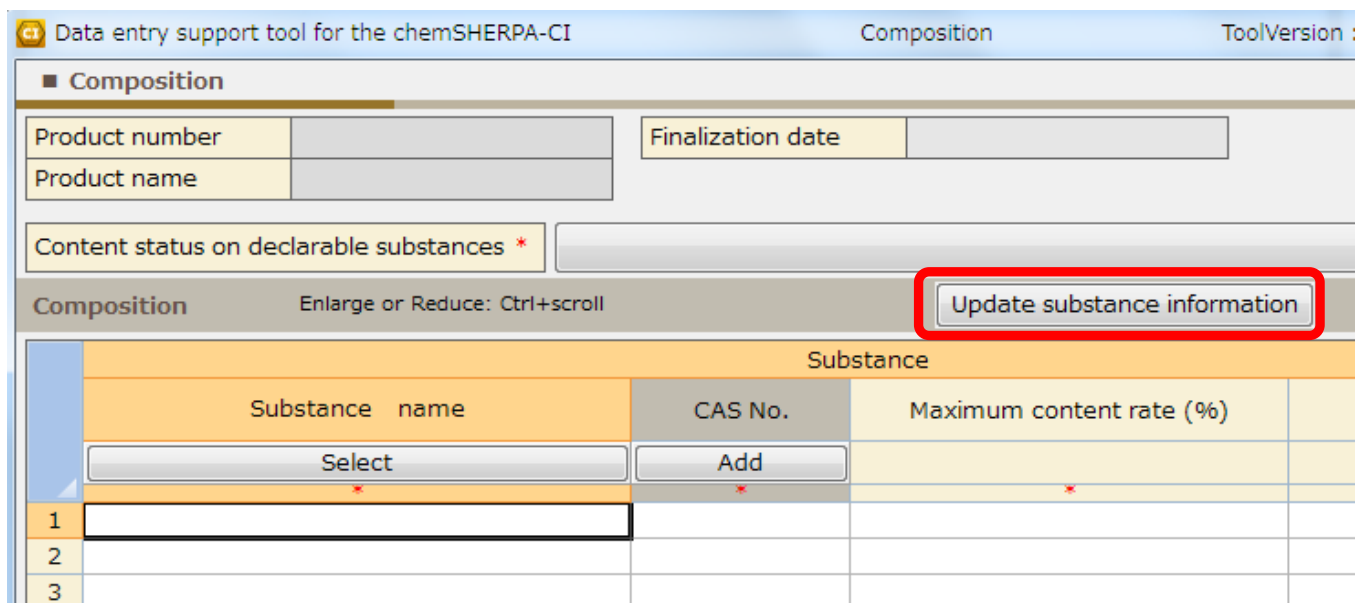
(3-4) Select "Substance" cell you are going to enter information.
Click "Select" button, and you will see the substance search view.



(3-5) When not a declarable substance, manually enter the name of the substance directly in English. Using standard names found in public databases is preferable.

Chemicals_Operation manual
11.2. Entering composition information (P.29)

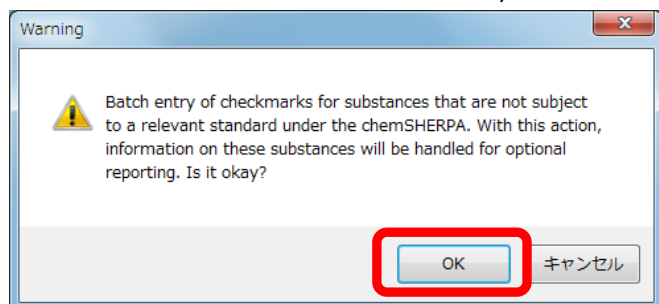
(3-6) When enter is completed of chemical substance name and "CAS No.", click "Update substance information".



(3-7) After entering of all composition information is completed, check "Select all".

Optional reporting	Relevant standard								
<input type="checkbox"/> Select all	LR01	LR02	LR03	LR04	LR05	LR06	LR07	IC01	IC02
Applicable	CSSL	TSCA	ELV	RoHS	POPs	SVHC	REACH Annex XVII	GADSL	IEC62474
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

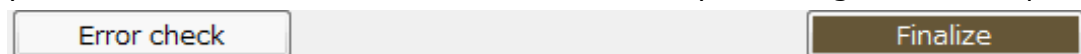
You will see the confirmation view, click "OK" button.



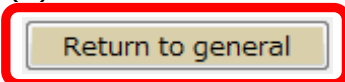
Chemicals_Operation manual
11.4. Perform error checking (P.30)

(4) Perform error checking of composition information.

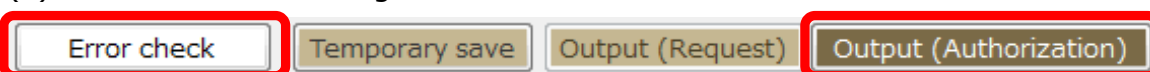
When input is completed, perform error checking and finalize the data. If errors occur, you will have a list of errors. Make corrections by following error descriptions on the view.



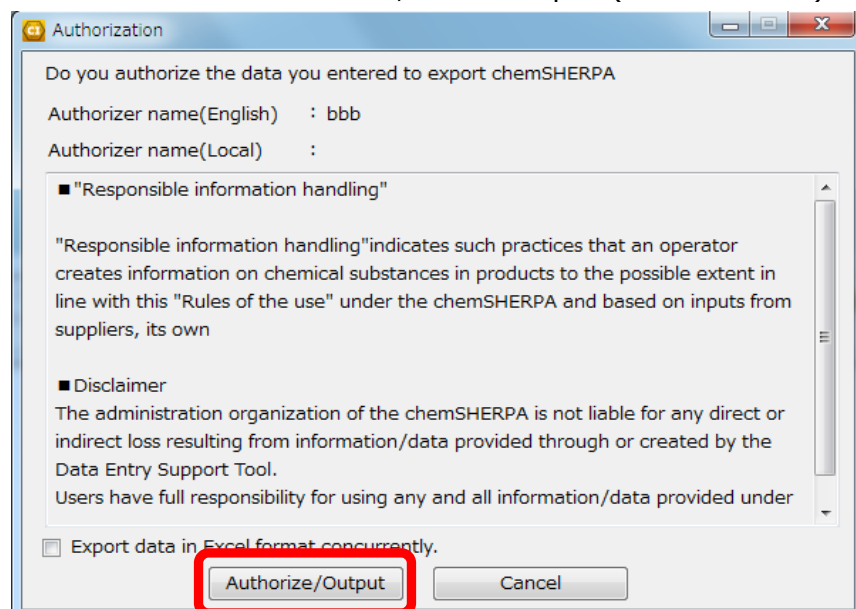
(5) Transit to General screen



(6) Perform error checking and Authorize the data



In the "Authorization" view, click "Output (Authorization)" button.



Chemicals_Operation manual
10.6. Authorize and save the data
(P.25-26)