

# chemSHERPA Operation manual

Version 2.0

## <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)	<a href="https://chemsherpa.net/chemSHERPA/english/">https://chemsherpa.net/chemSHERPA/english/</a>
日本語(Japanese)	<a href="https://chemsherpa.net/chemSHERPA/">https://chemsherpa.net/chemSHERPA/</a>

## <About the format>

There are two kinds of formats in chemSHERPA.

Please select the format by the following purchase item classification.

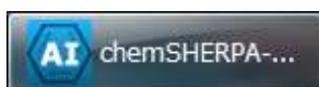
Please refer to chemSHERPA web site for the details.

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 ~

### <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)

And enter authorizer

#### (2) Entering date

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

(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 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 "Show" button.

	All	CPS	CPL	Product name ▲	Product number ▲
1	<input checked="" type="checkbox"/>	Show	Show	*	*
2	<input type="checkbox"/>	Show	Show		

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

■ Composition			
Product number	01	Finalization date	
Product name	AAA	Mass of product	

Composition    Enlarge or Reduce: Ctrl+scroll    Update substance informat

	Level		Component		Usage	Classification symbol
	Name	Quantity	Name	Quantity		
1	<input type="text"/>		<input type="text"/>			
2						

Articles\_Operation manual  
12. Entering composition information  
(P.32-39)

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

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

Substance		
Substance	CAS No.	Maximum content rate per materials
<input type="text"/>	<input type="text"/>	

Articles\_Operation manual  
12. Entering composition information  
(P.35)

Substance search

Filter substances

Filter     LR01     LR04     LR07  
 LR02     LR05     IC01  
Cancel     LR03     LR06     IC02

Search

    Partial match  
 Full match

English name    CAS No.    EC No.

Substance list Ver.1.04.00

CAS	EC No.	NAME
1000597-52-3		Phosphonium, triphenyl(ph
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.            Cancel

The material searching recommends  
CAS Number.

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

Select RoHS exemption

**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 (Valid)  Select from the list (Invalid)  No exemption

Filtering  
 Annex III  Annex IV

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

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 or...

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)-II Lead in dielectric ceramic in capacitors for a rated voltage of 125 V AC or 250 V DC or higher

7(c)-IV Lead in PZT based dielectric ceramic materials for capacitors which are part of integrated circuits ...

7(c)-IV Lead in PZT based dielectric ceramic materials for capacitors which are part of integrated circuits

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.35)

(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		<input checked="" type="checkbox"/> Product	<input checked="" type="checkbox"/> Administrative
	All	CPS	CPL
	<input type="checkbox"/>		
1	<input checked="" type="checkbox"/>	Show	Show
2	<input type="checkbox"/>	Show	Show
3	<input type="checkbox"/>	Show	Show

Articles\_Operation manual  
 13. Entering compliance information  
 (P.45-51)

(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"](#).

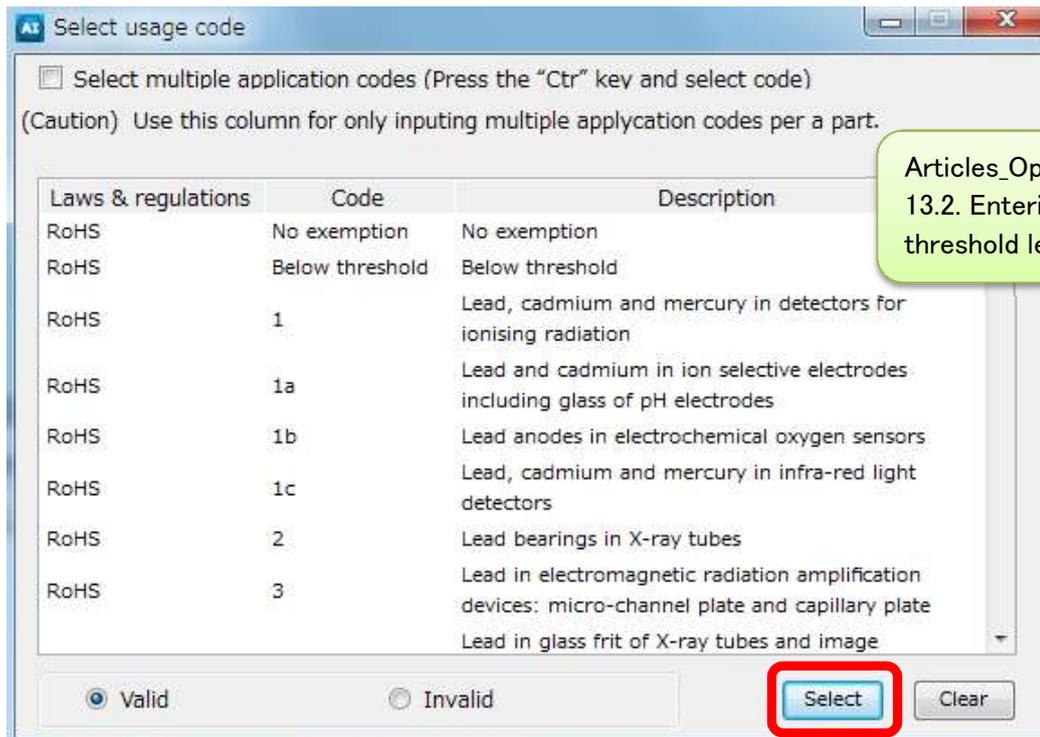
Subject substance		Candidate item	Content above the threshold	Content rate (ppm)	Quantity of content	
CAS No./ Substance group ID	Substance/Substance group	<input type="checkbox"/> Show "ON" only Clear	<input checked="" type="checkbox"/> Show "Y" only Batch "N"		Quantity of content	Unit
SG014	Lead/Lead 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".



Articles\_Operation manual  
13.2. Entering content above  
threshold level (Y/N) (P.47)

(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"/>	0003	ANNEX XVII of REACH Regulation (...)
2	SG002	Azocolourants ...	<input type="checkbox"/>	0004	ANNEX XVII of REACH Regulation (...)
3	SG003	Boric acid	<input type="checkbox"/>	0007	Candidate list for European REACH ...
4	SG004	Brominated fla...	<input type="checkbox"/>	0008	Industry Sta...
5			<input type="checkbox"/>	0009	Joint JEDEC/...
6	SG006	Cadmium/Cad...	<input type="checkbox"/>	0010	2011/65/EU
7			<input type="checkbox"/>	0011	2006/66/EC

Articles\_Operation manual  
13.3. Entering content above  
threshold level (Y/N) (P.48)

(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		
		Quantity of content	Unit	Input: Cell double-click	Usage	Portion used
				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.48-49)

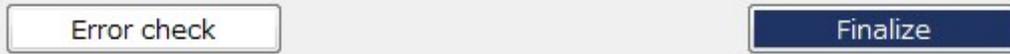
(7b-2) Double-click a "Enter the data" cell to open the "Select usage code" view.  
Click usage code and press "Select".

\* Refer to (7a-3)

Articles\_Operation manual  
13.4. Perform error checking and  
finalize the data (P.50)

(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.



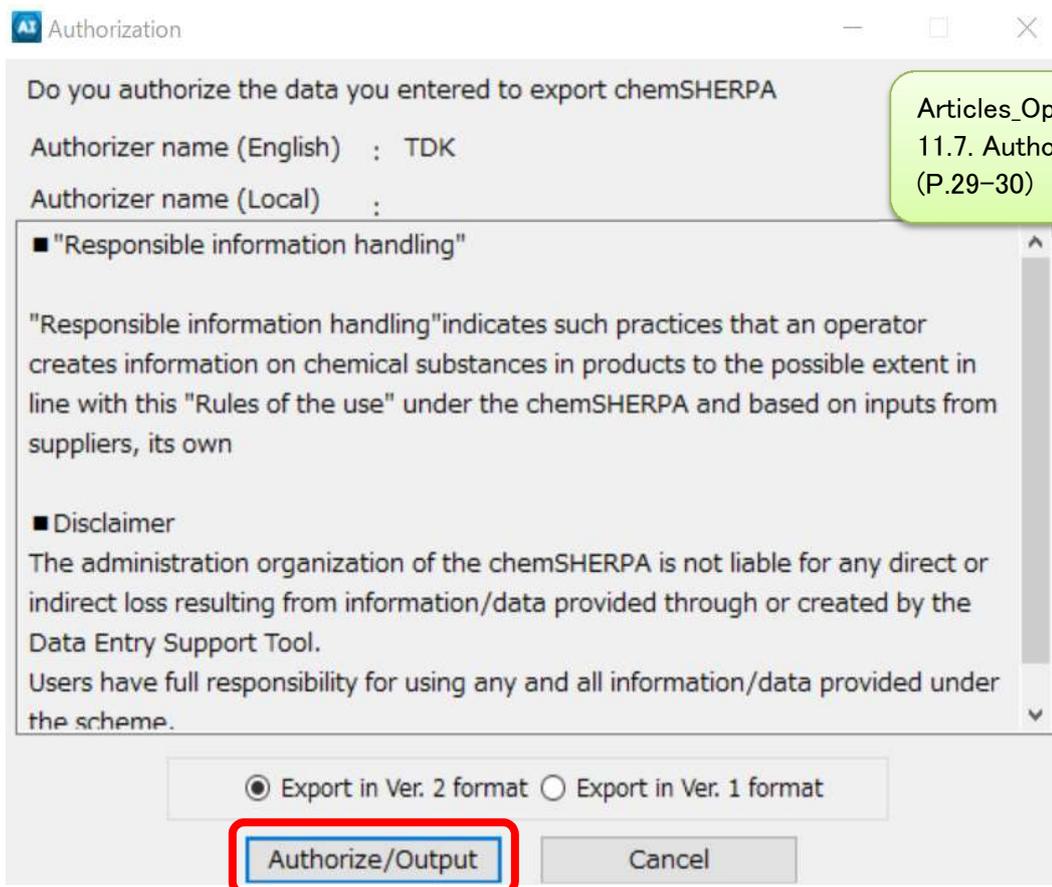
(9) Transit to General screen



(10) Perform error checking and Authorize the data



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



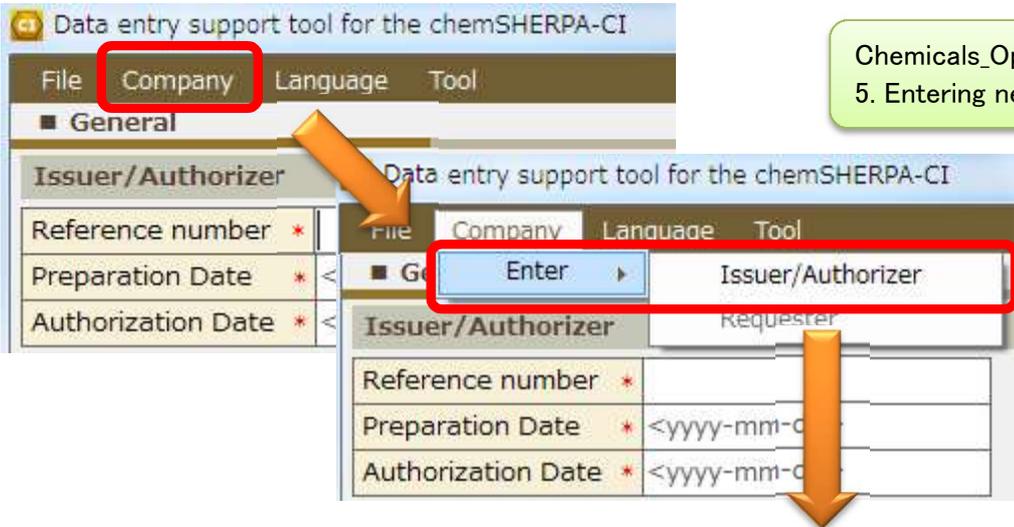
Articles\_Operation manual  
11.7. Authorize and save the data  
(P.29-30)

<About entering chemSHERPA-CI>

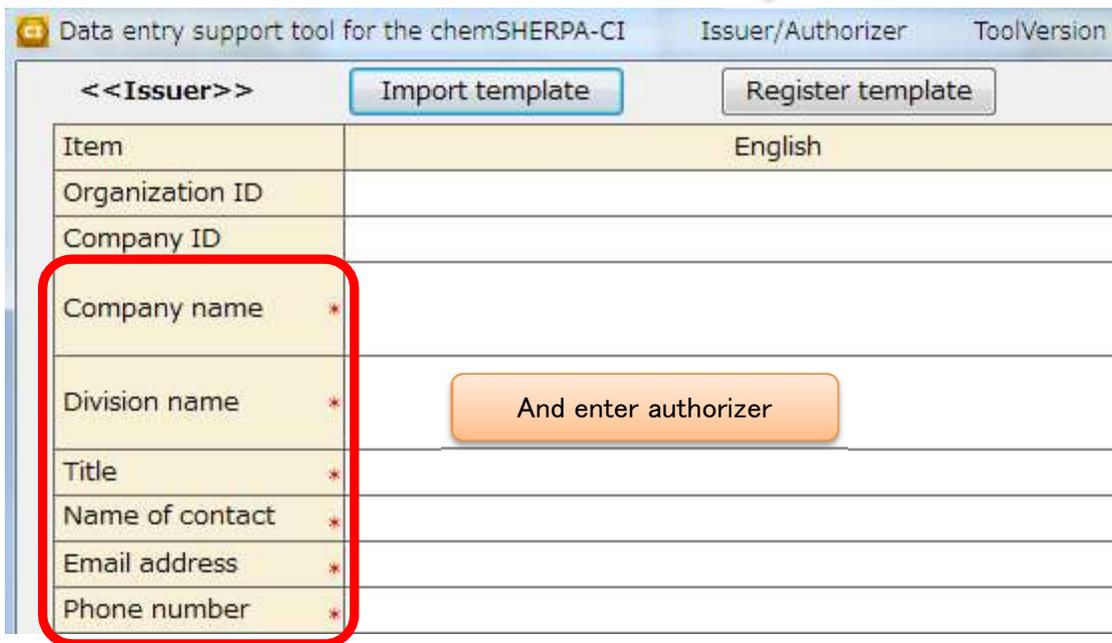
(1) Information of Issuer/authorizer

Information of Issuer/authorizer are required.

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



Chemicals\_Operation manual  
5. Entering new data (P.12)

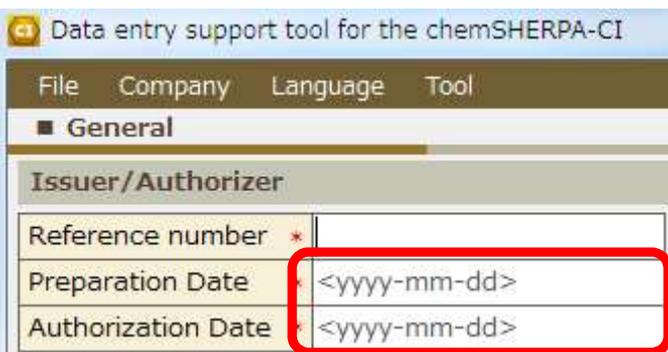


(2) Entering date

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

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 "Show" button.

	All	CPS	Product name ▲	Product number ▲	Manufacturer name ▲
	<input type="checkbox"/>			*	
1	<input checked="" type="checkbox"/>	Show			
2	<input type="checkbox"/>	Show			
3	<input type="checkbox"/>	Show			

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

Content status on declarable substances \*

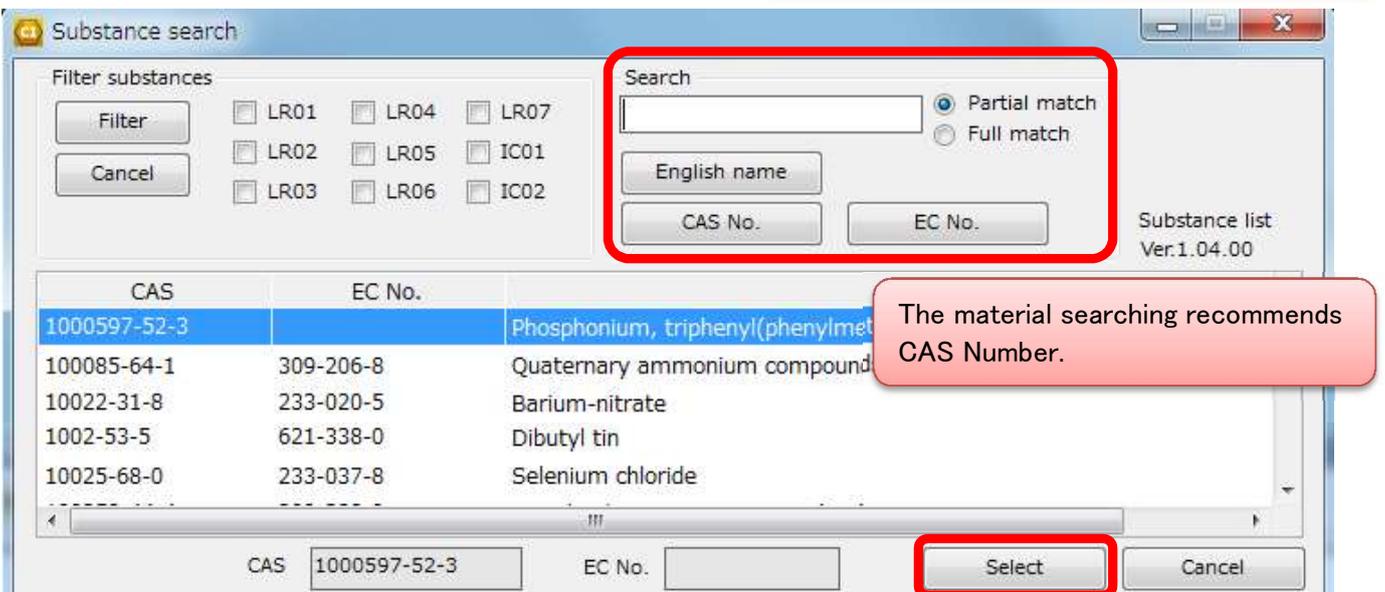
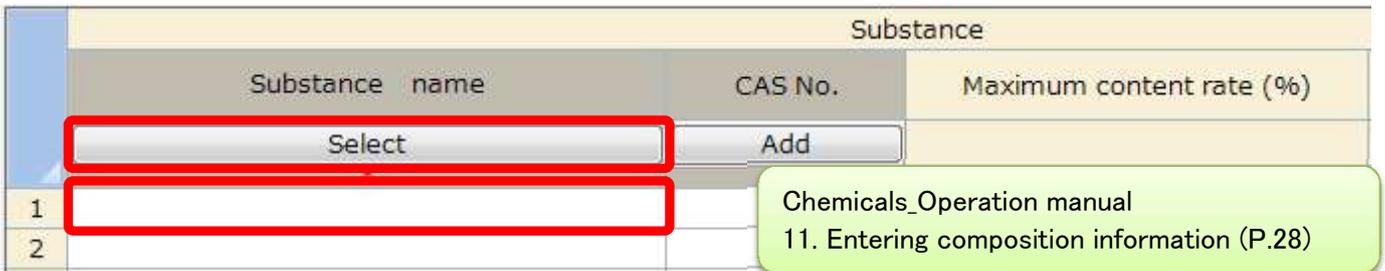
- 1 This product contains the substance(s) listed in the relevant standard and to be notified.
- 0 This product contains NO substances in the relevant standard and to be notified.

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

Chemicals\_Operation manual  
11. Entering composition information (P.28)

	Substance name	CAS No.	Maximum content rate (%)
1	Select	Add	
2			

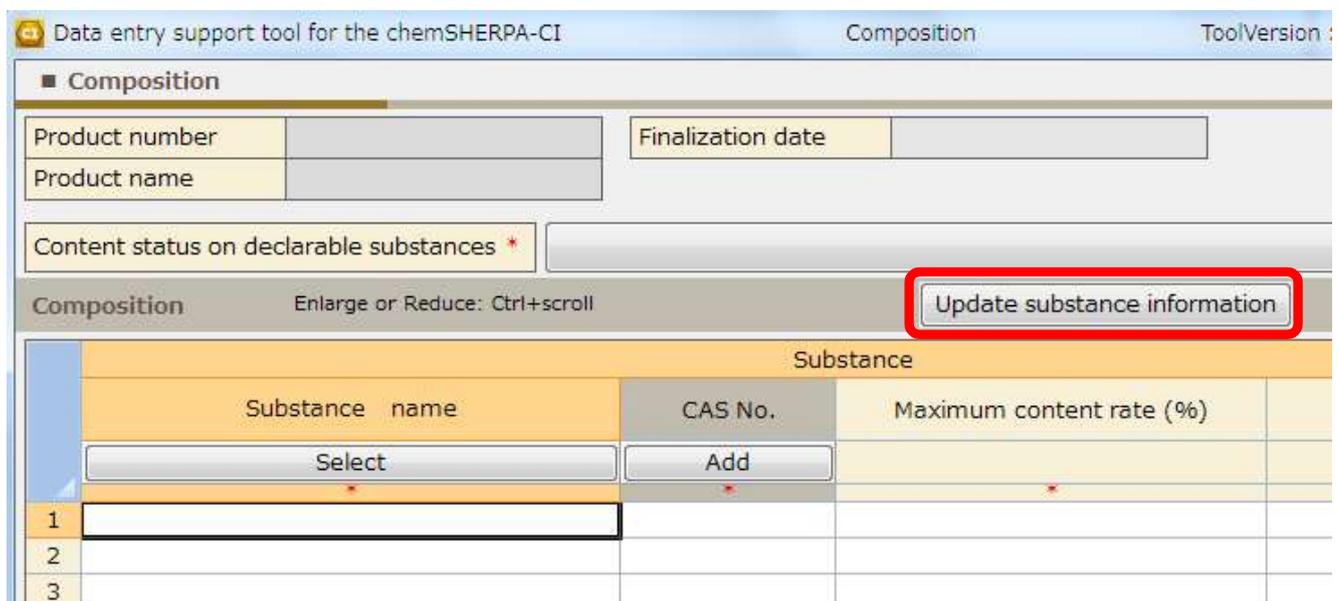
(3-4) Select "Substance" cell you are going to enter information.  
Click "Select" button, and you will see the substance search view.



(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)

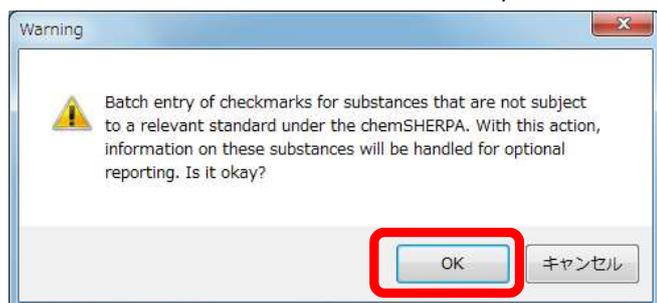
(3-6) When enter is completed of chemical substance name and "CAS No.", click "Update substance information".



(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	LR08	IC01	IC02	
Applicable	CSCSL	TSCA	ELV	RoHS	POPs	SVHC	REACH Annex XVII	MDR	GADSL	IEC62474	
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											

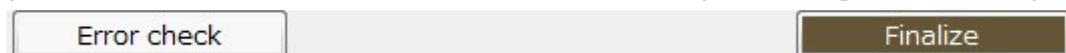
You will see the confirmation view, click "OK" button.



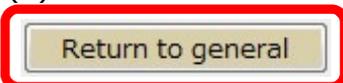
Chemicals\_Operation manual  
11.4. Perform error checking (P.30)

(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.



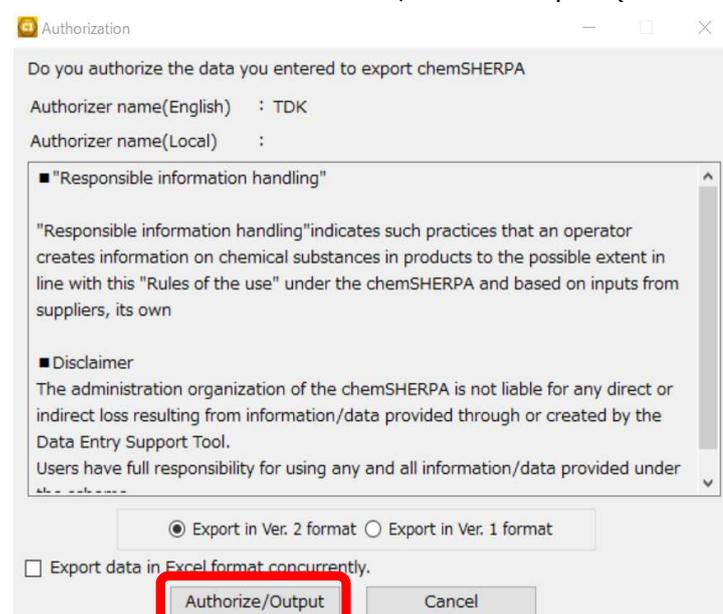
(5) Transit to General screen



(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)