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)	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 ~

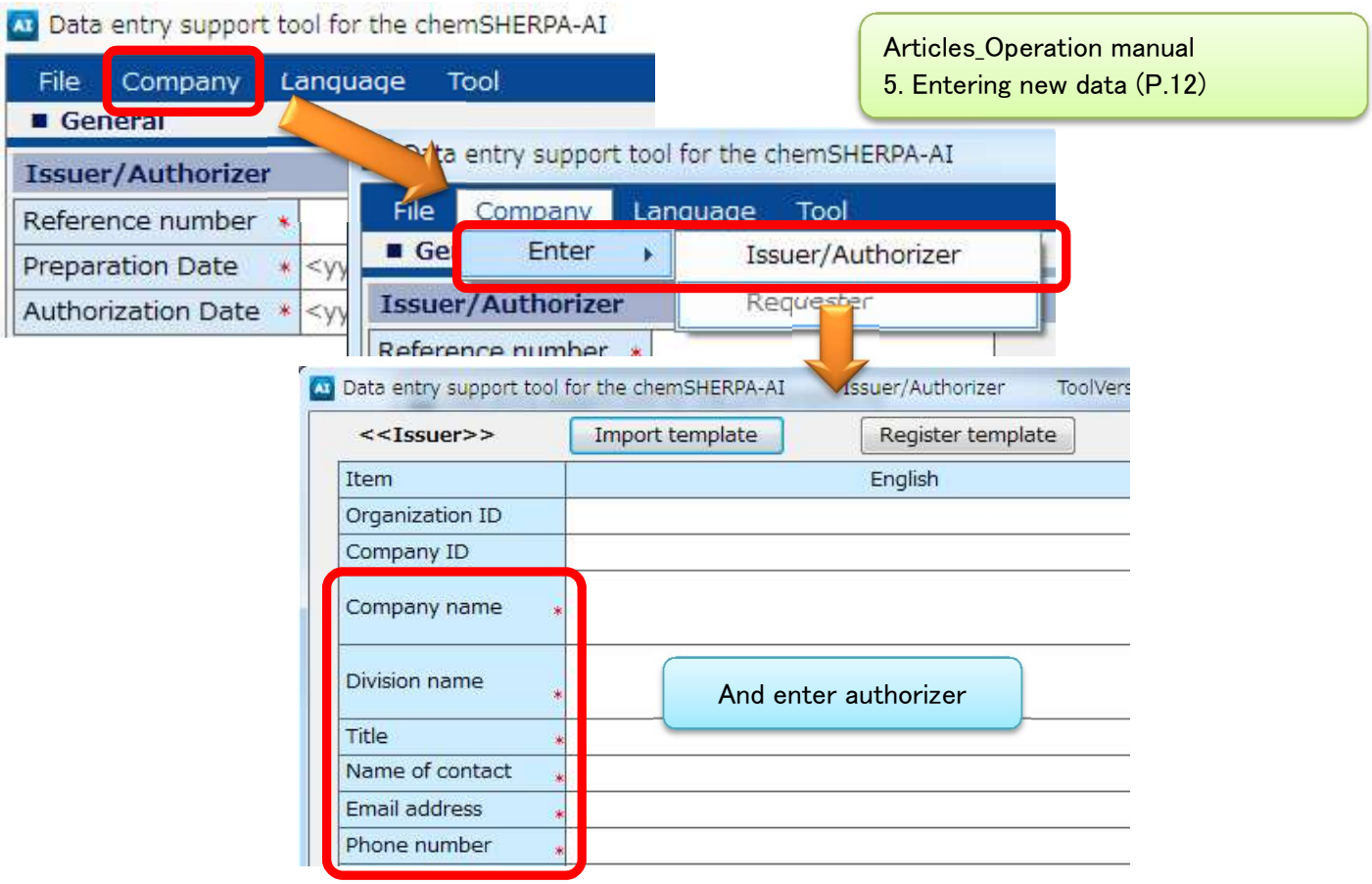
---> P.8 ~

<About entering chemSHERPA-AI>

(1) Information of Issuer/authorizer

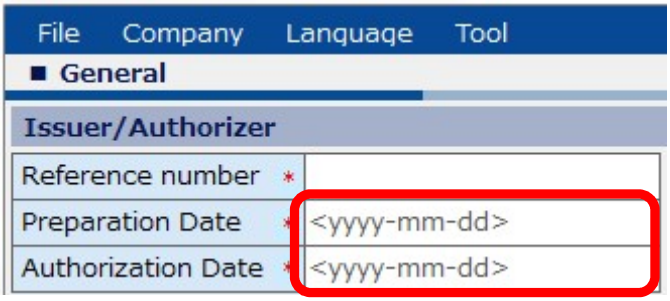
Information of Issuer/authorizer are required.

Click “Company” on the menu bar, and enter infomation.



(2) Entering date

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



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

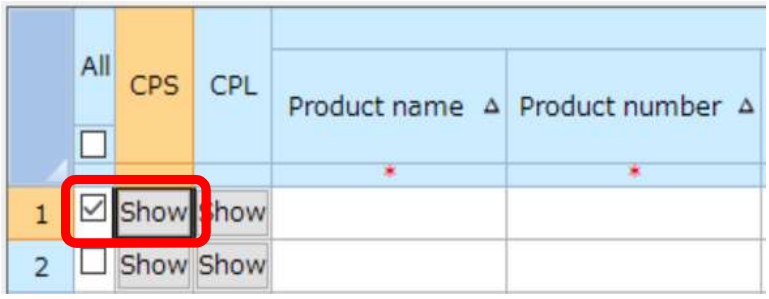
Reference number *	TEST-001
Preparation Date *	2018-1-1
Authorization Date *	2018-01-01

(3) About compliance information

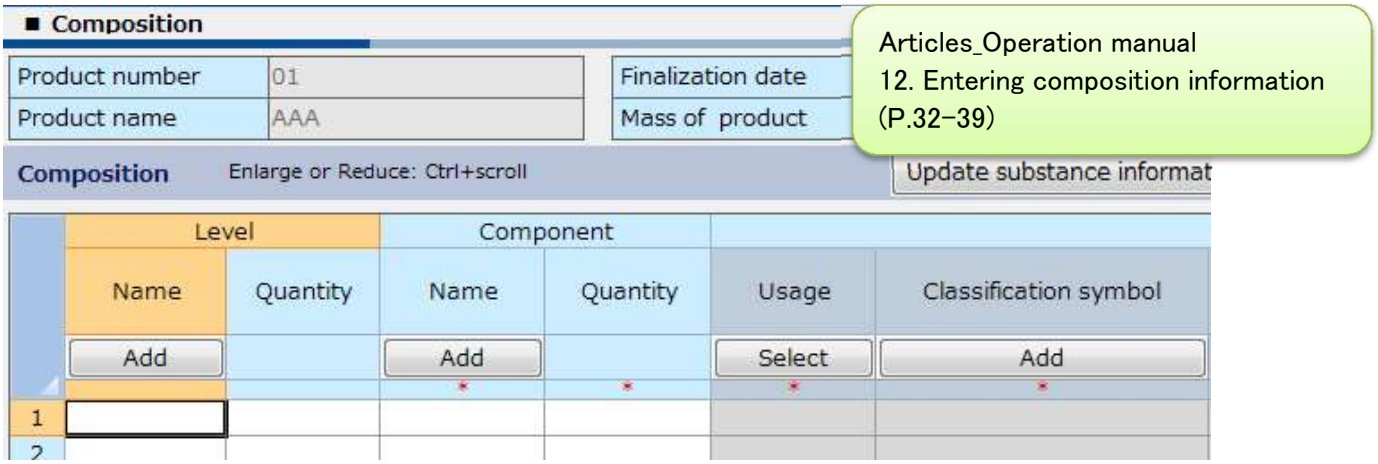
Select subject area(IEC62474) for compliance assessment information.

Item	English	Local
Company name *		
Name of contact *		
Comment		
Authorizer name *		
Area	☑ IEC62474	

(4) About composition information
Select a product and click “Show” button.

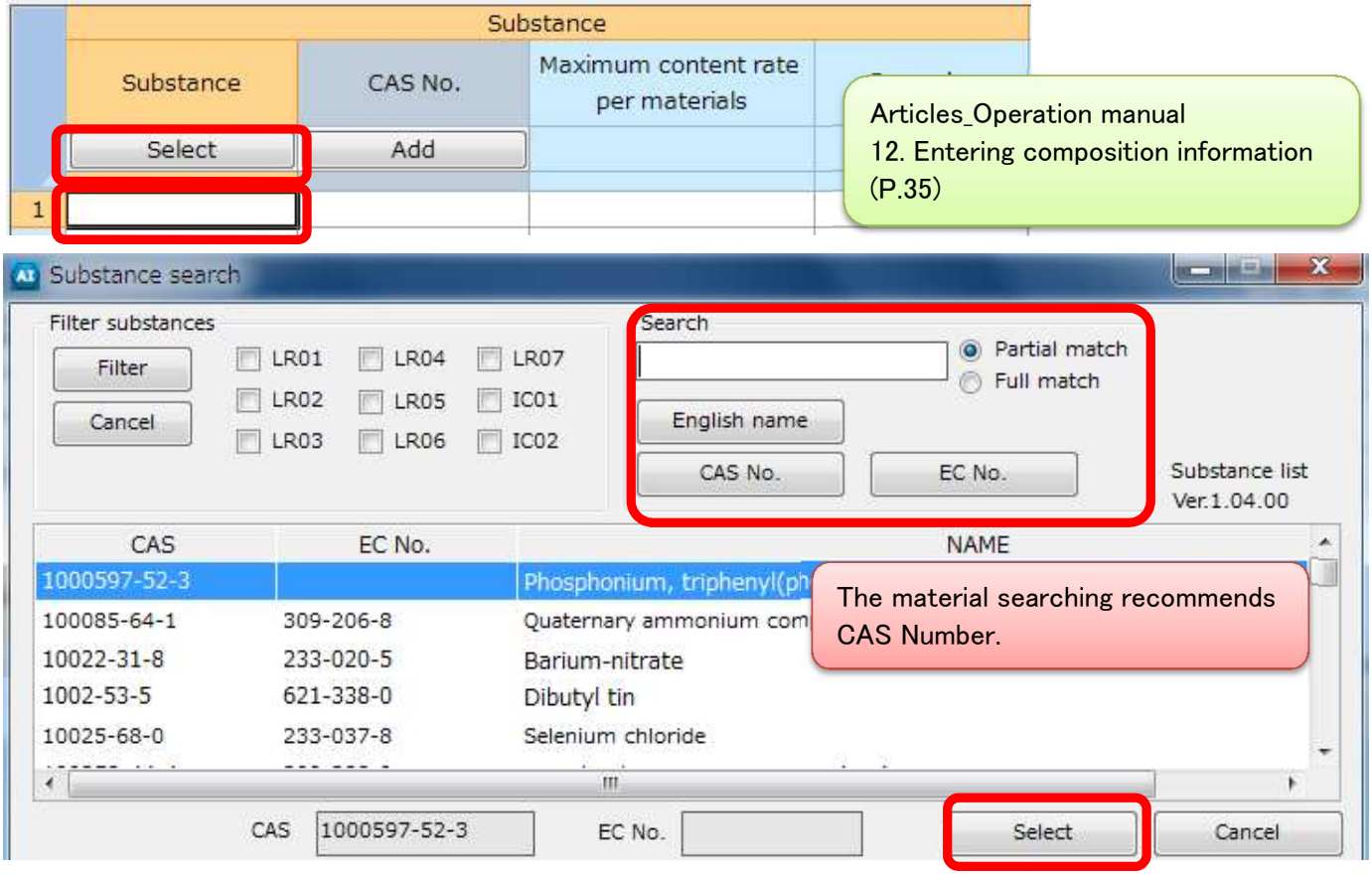


(4-1) A screen changes, enter composition information.

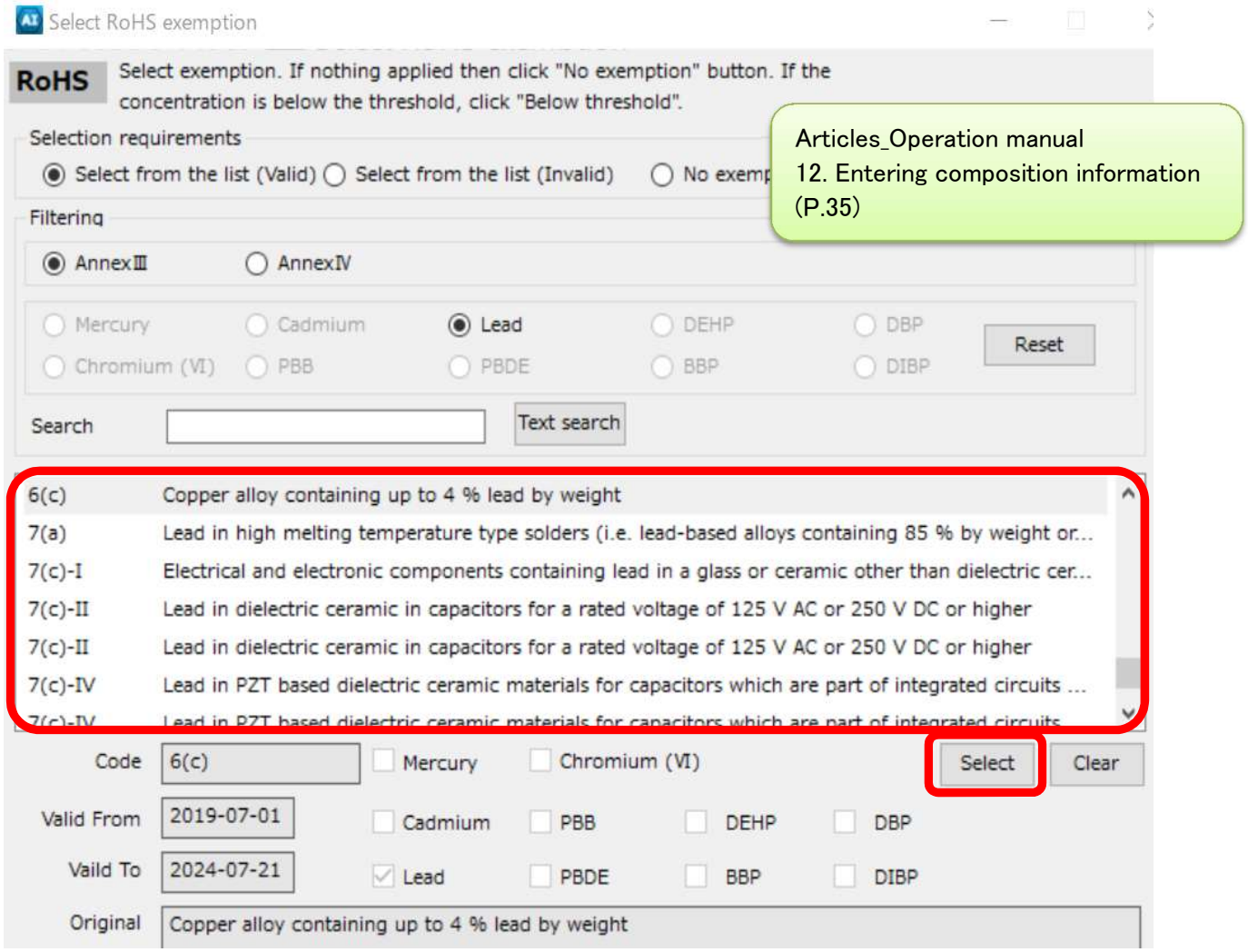


(Note) Use one-byte of alphanumeric characters for chemical substance name. (manual entry)

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

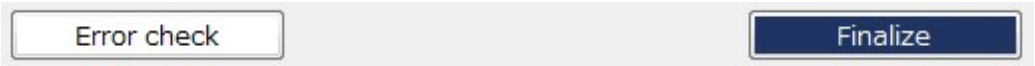


(4-3) If a substance you selected requires usage code, select and click a usage code.



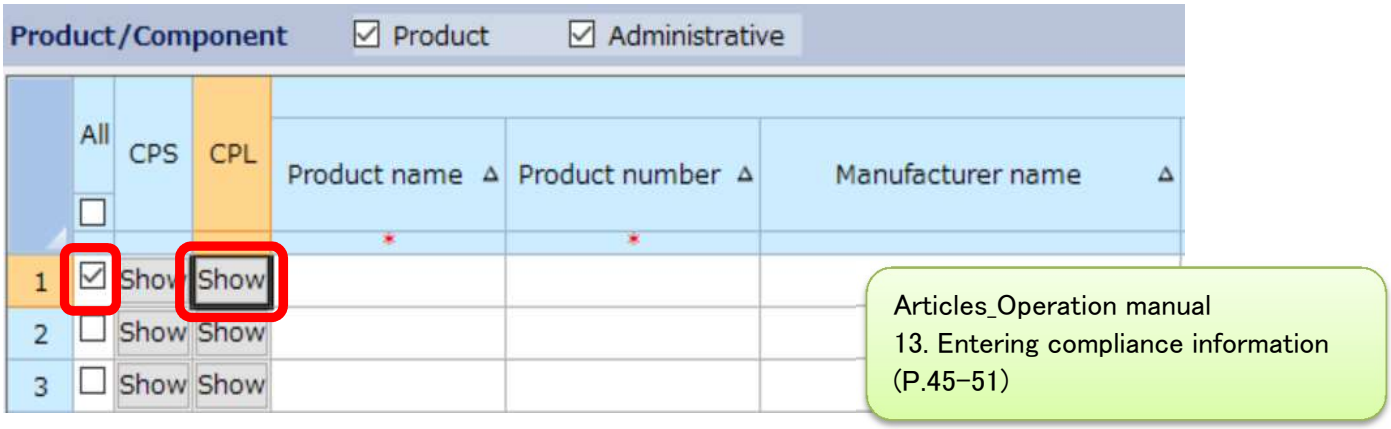
(5) Perform error checking

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”.

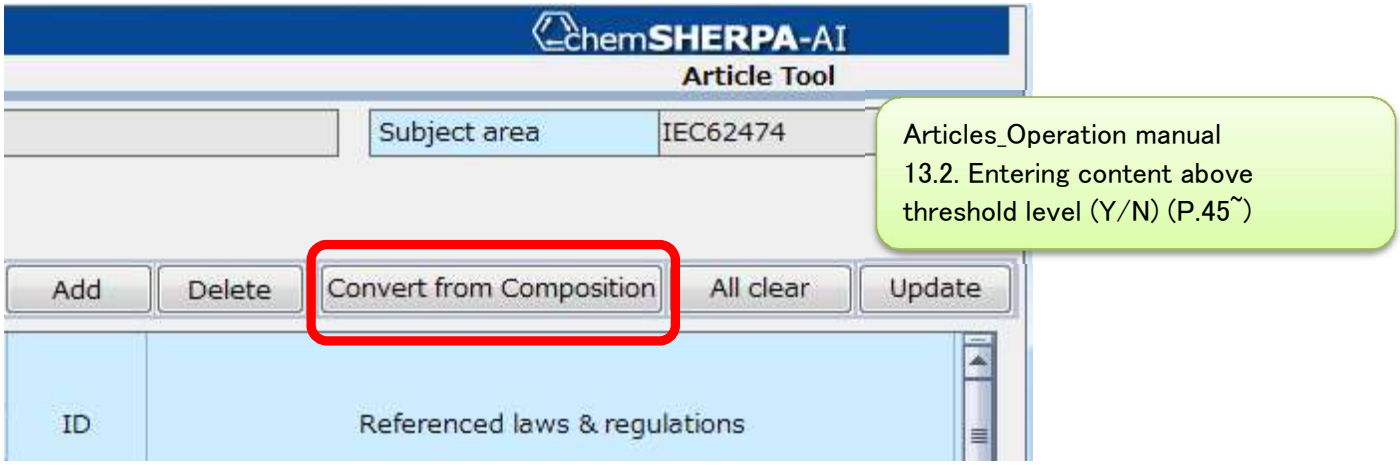


(7a) Entering content above threshold level (Y/N)

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”.

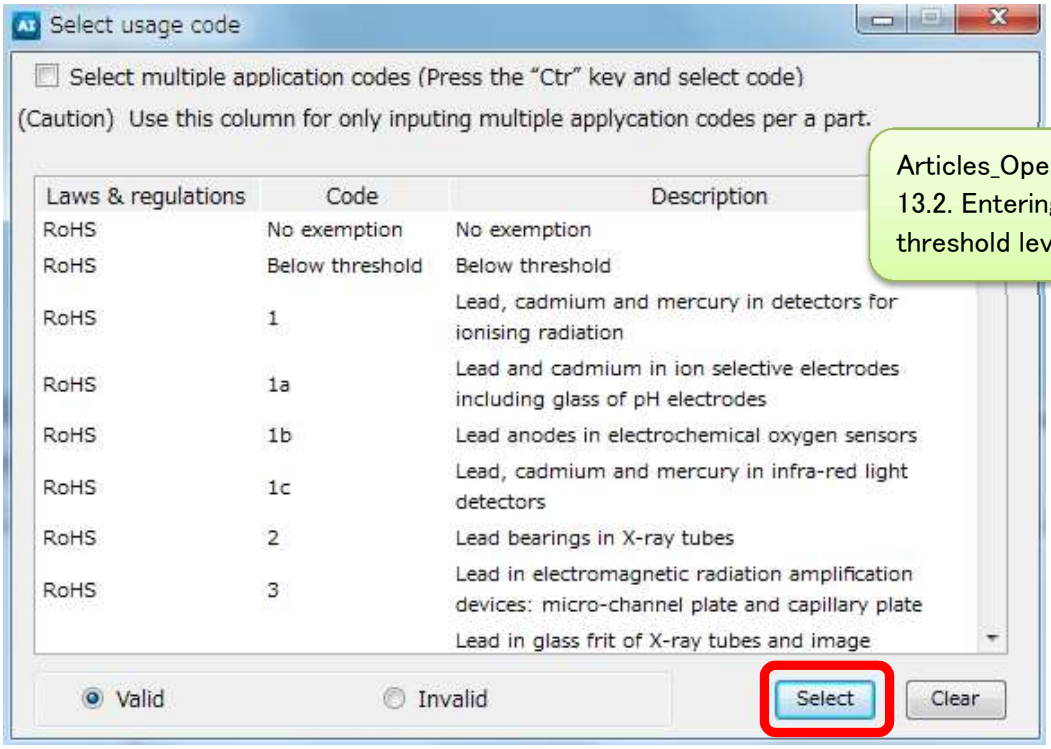
Subject substance		Candidate item	Content above the threshold	Content rate (ppm)	Quantity of content	
CAS No./ Substance group ID	Substance/Substance group	Show "ON" only / Clear	Show "Y" only / Batch "N"		Quantity of content	Unit
SG014	Lead/Lead Compounds	☑	Entry Y	950000	1.33	mg
			Entry Y	3789.2817	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	☑	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.

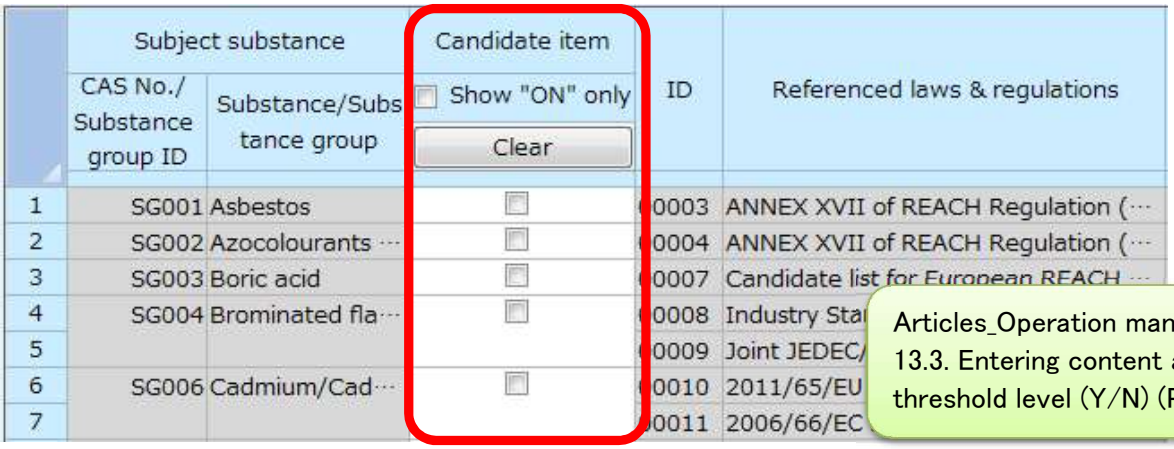
Content above the threshold	Content rate (ppm)	Quantity of content		Usage code	Usage	Portion used
Show "Y" only / Batch "N"		Quantity of content	Unit	Input: Cell double-click		
Y	950000	1.33	mg	RoHS-7(a)	1.base material	Die Attach
Y	3789.2817	1.33	mg	Please enter the data.	1.base material	Die Attach
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”.



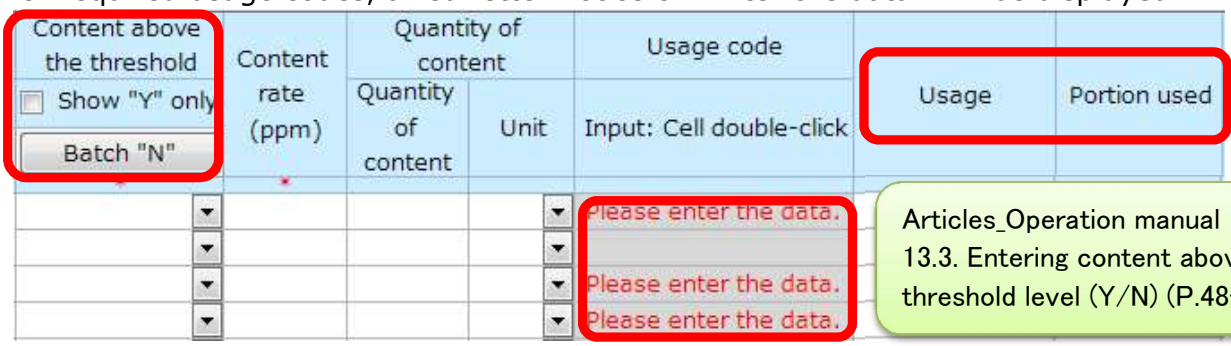
Articles_Operation manual
13.2. Entering content above threshold level (Y/N) (P.47)

(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.



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 enterd "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.

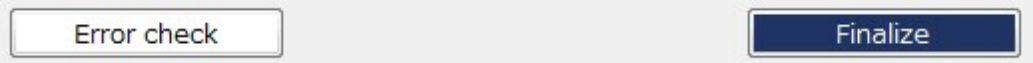


Articles_Operation manual
13.3. Entering content above threshold level (Y/N) (P.48–49)

(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)

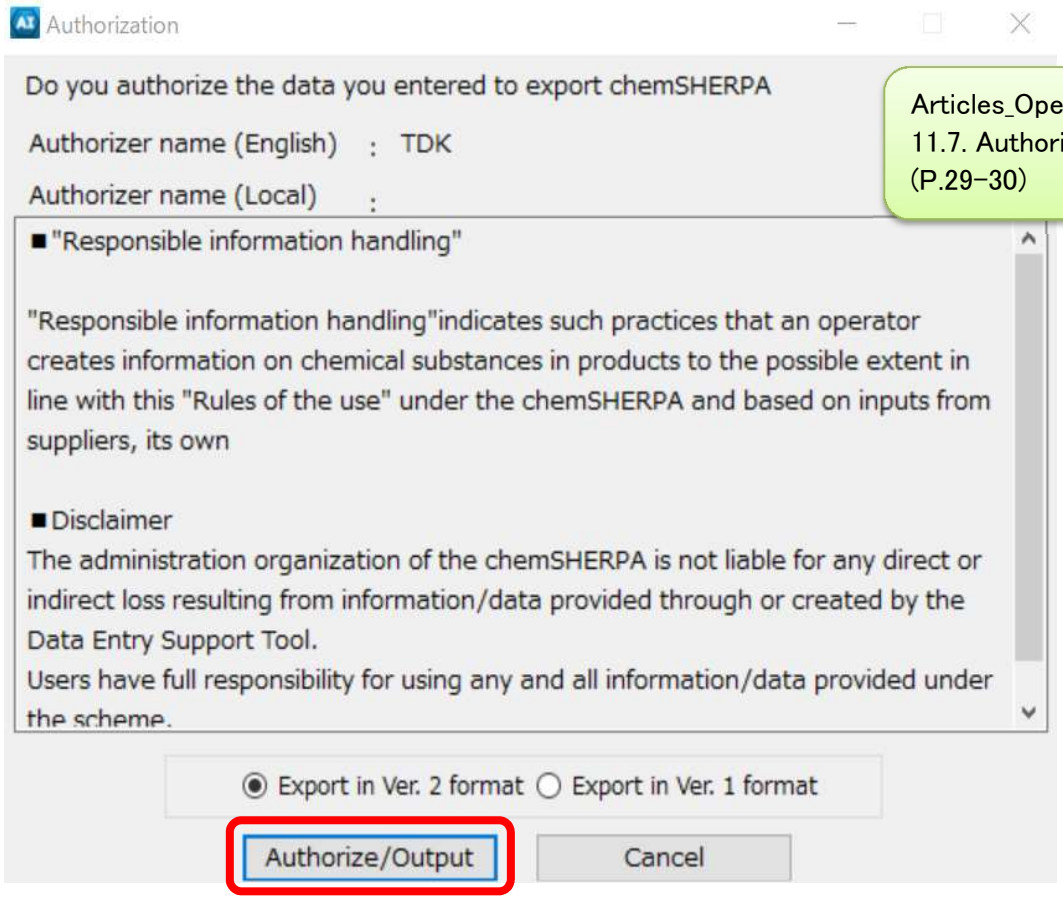
(8) Perform error checking of compliance information
When input is completed, perform error checking and finalize the data. If errors occur, you will have a list of errors. Make corrections by following error descriptions on the view.



(9) Transit to General screen

(10) Perform error checking and Authorize the data

In the “Authorization” view, click “Output (Authorization)” button.



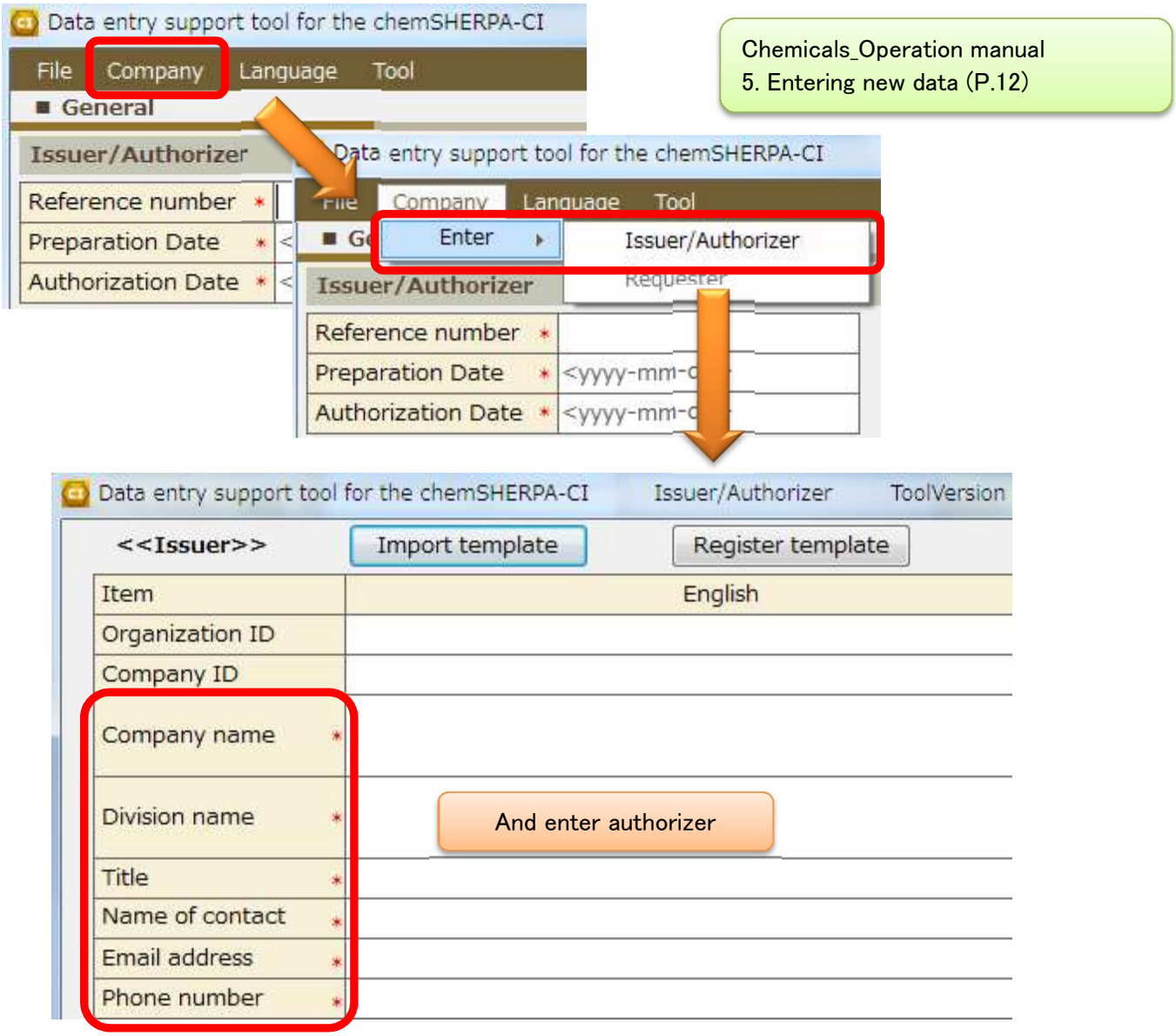
Articles_Operation manual
11.7. Authorize and save the data (P.29–30)

<About entering chemSHERPA-CI>

(1) Information of Issuer/authorizer

Information of Issuer/authorizer are required.

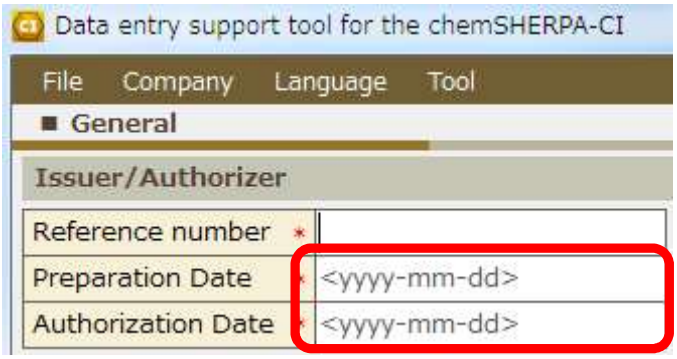
Click “Company” on the menu bar, and enter infomation.



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

(2) Entering date

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



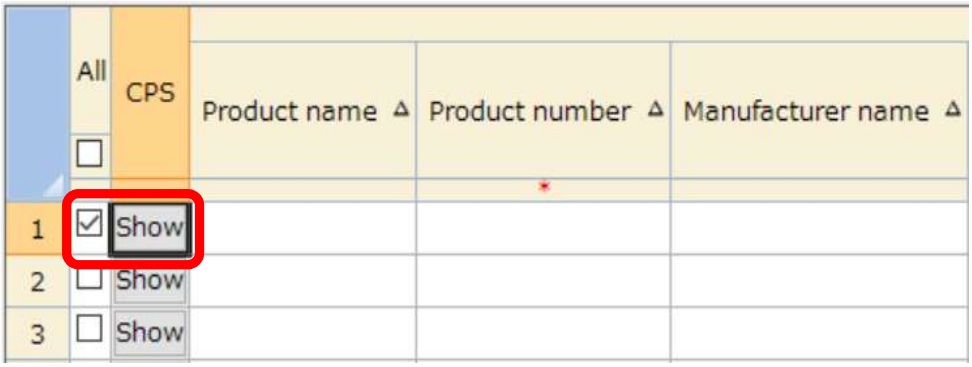
Chemicals_Operation manual
5. Entering new data (P.12)

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

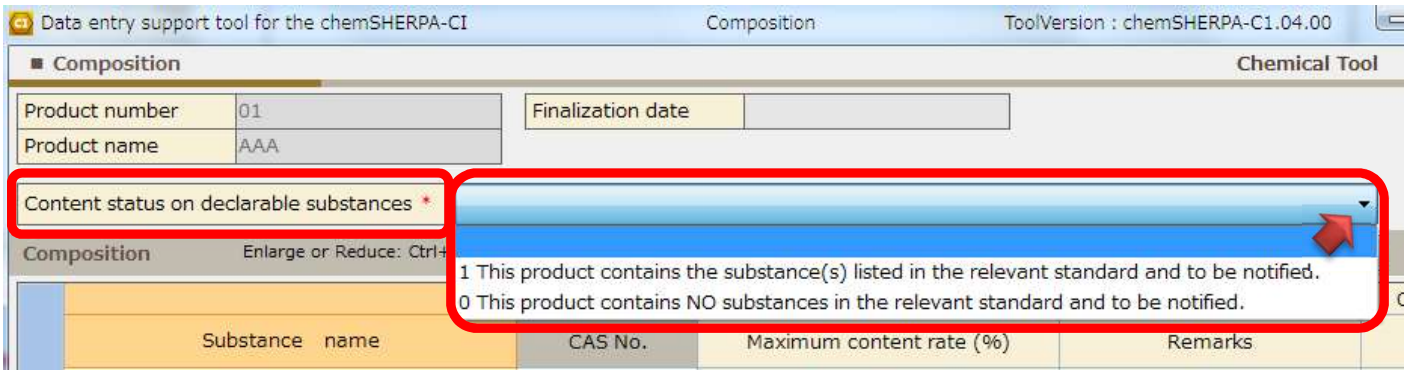
Reference number *	TEST-001
Preparation Date *	2018-1-1
Authorization Date *	2018-01-01

(3) About composition information

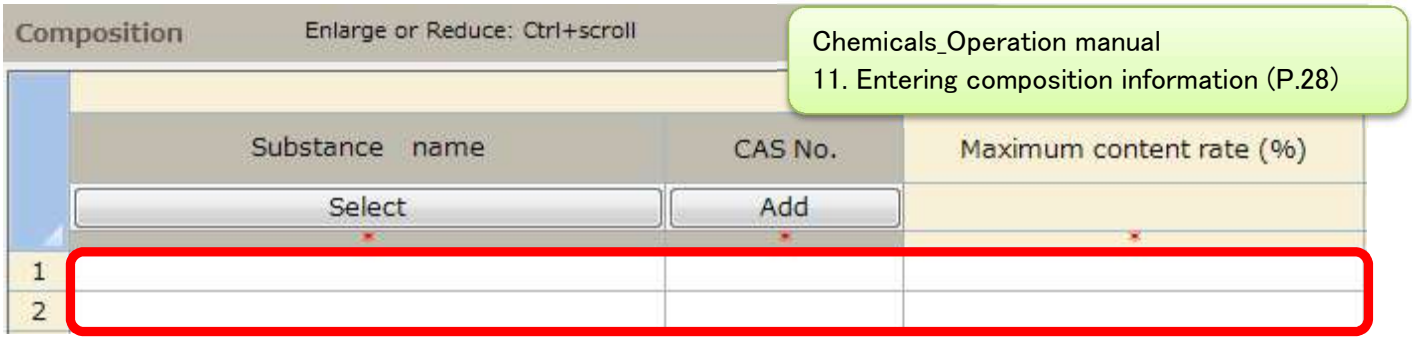
(3-1) Select a product and click “Show” button.



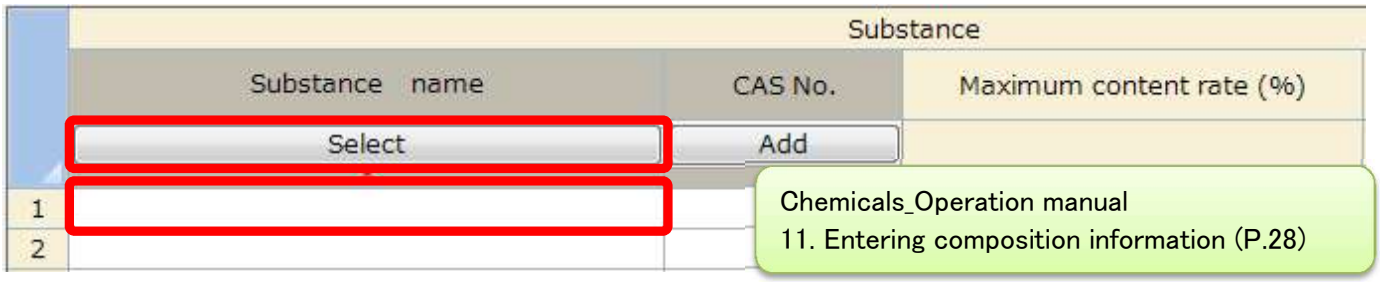
(3-2) Be sure to select either "1" or "0" of content status in Composition view.

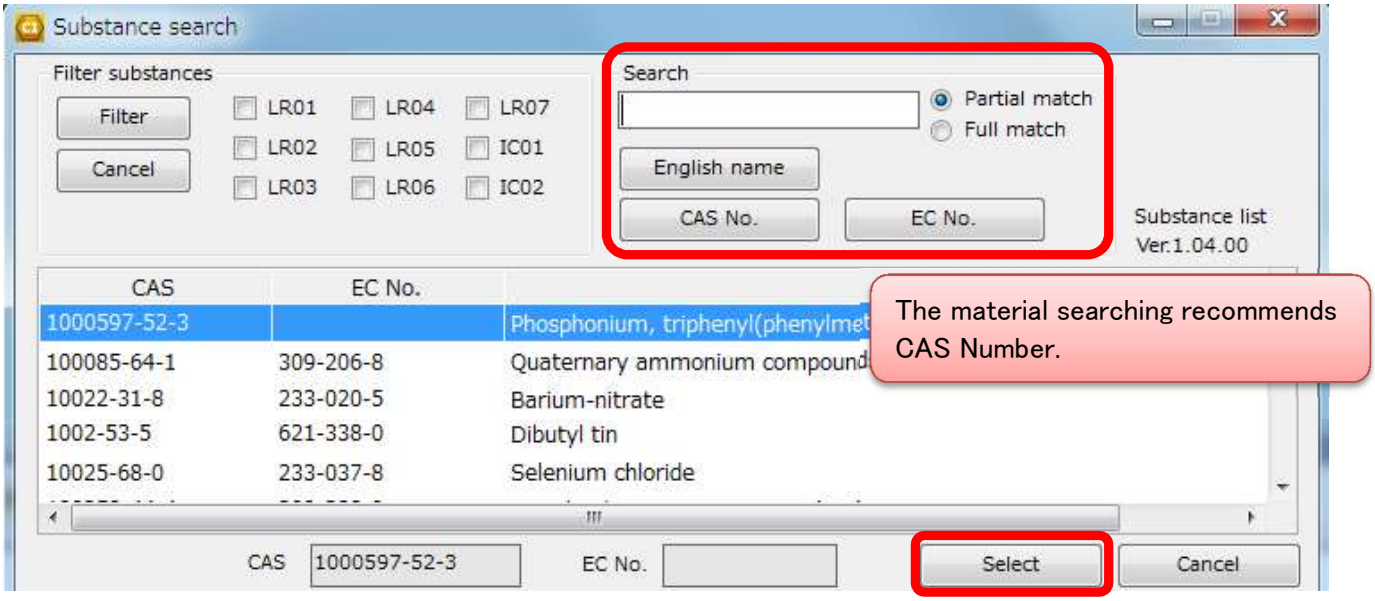


(3-3) Entering chemical substance name, CAS Number, and content rate.



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

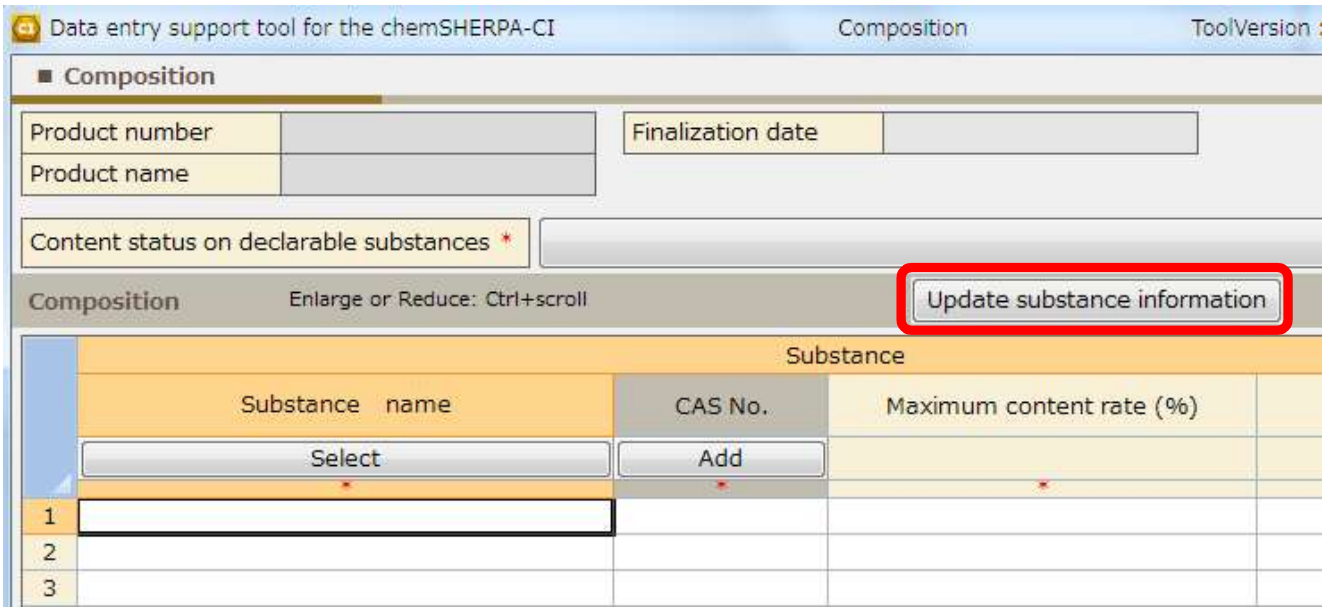




(3-5) When not a declarable substance, manually enter the name of the substance directly in English. Using standard names found in public databases is preferable.

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

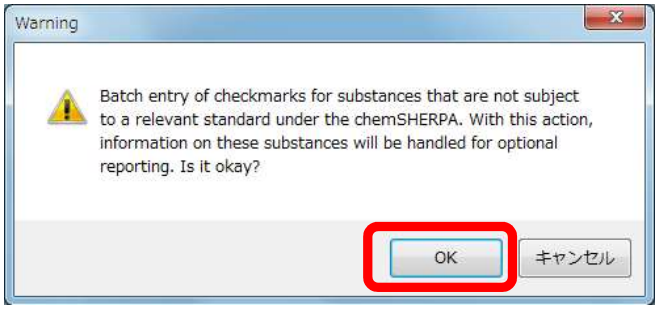
(3-6) When enter is completed of chemical substance name and “CAS No.”,
click “Update substance information”.



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

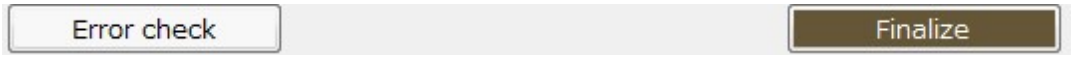
Optional reporting	Relevant standard									
☐ Select all	LR01	LR02	LR03	LR04	LR05	LR06	LR07	LR08	IC01	IC02
Applicable	CSCL	TSCA	ELV	RoHS	POPs	SVHC	REACH Annex XVII	MDR	GADSL	IEC62474
☐										
☐										
☐										

You will see the confirmation view, click “OK” button.

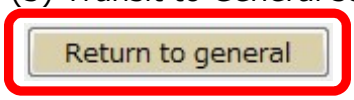


Chemicals_Operation manual
11.4. Perform error checking (P.30)

(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.

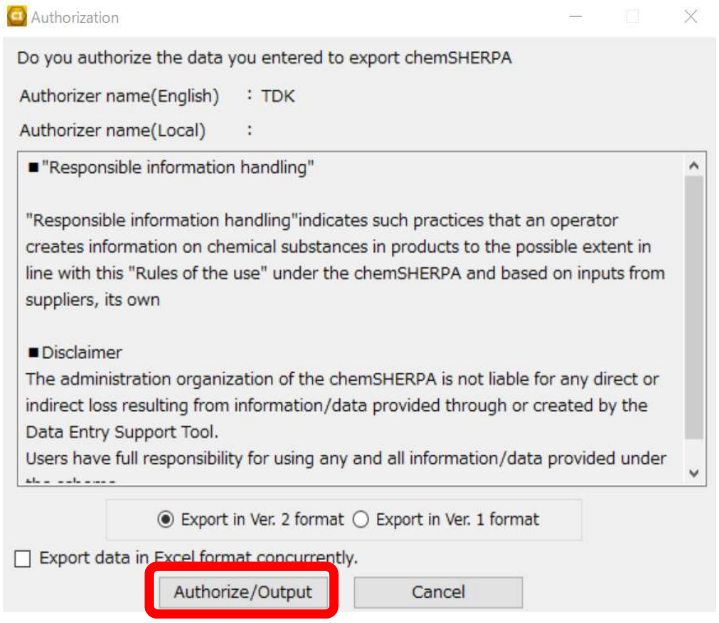


(5) Transit to General screen



(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)