

# 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)

Data entry support tool for the chemSHERPA-AI

File Company Language Tool

General

Issuer/Authorizer

Reference number \*

Preparation Date \* <yy

Authorization Date \* <yy

Enter

Issuer/Authorizer

Requester

Data entry support tool for the chemSHERPA-AI

Issuer/Authorizer

ToolVers

<<Issuer>> Import template Register template

Item English

Organization ID

Company ID

Company name \*

Division name \*

Title \*

Name of contact \*

Email address \*

Phone number \*

And enter authorizer

### (2) Entering date

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

File Company Language Tool

General

Issuer/Authorizer

Reference number \*

Preparation Date \* <yyyy-mm-dd>

Authorization Date \* <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	Name	Quantity	Name	Quantity	Usage	Classification symbol
	Add		Add		Select	Add
1						
2						

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12. Entering composition information  
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(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
Select	Add	
1		

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12. Entering composition information  
(P.35)

Substance search			
Filter substances			
Filter	<input type="checkbox"/> LR01	<input type="checkbox"/> LR04	<input type="checkbox"/> LR07
Cancel	<input type="checkbox"/> LR02	<input type="checkbox"/> LR05	<input type="checkbox"/> IC01
	<input type="checkbox"/> LR03	<input type="checkbox"/> LR06	<input type="checkbox"/> IC02
Search			
<input type="text"/>			
<input checked="" type="radio"/> Partial match <input type="radio"/> 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.    Select    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

Reset

Search

Text 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)-IElectrical and electronic components containing lead in a glass or ceramic other than dielectric cer...

7(c)-IILead in dielectric ceramic in capacitors for a rated voltage of 125 V AC or 250 V DC or higher

7(c)-IILead in dielectric ceramic in capacitors for a rated voltage of 125 V AC or 250 V DC or higher

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

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

Code6(c)

☐ Mercury

☐ Chromium (VI)

Select

Clear

Valid From2019-07-01

☐ Cadmium

☐ PBB

☐ DEHP

☐ DBP

Valid To2024-07-21

☒ Lead

☐ PBDE

☐ BBP

☐ DIBP

OriginalCopper alloy containing up to 4 % lead by weight

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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.

Error check

Finalize

(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	Product name	Product number	Manufacturer name
	<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 <input checked="" type="checkbox"/> Show "Y" only				Quantity of content	Unit
		<input type="button" value="Clear"/>	<input type="button" value="Batch 'N'"/>				
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		Quantity of content			Usage code		
<input checked="" type="checkbox"/> Show "Y" only		Content rate (ppm)	Quantity of content	Unit	Input: Cell double-click	Usage	Portion used
<input type="button" value="Batch 'N'"/>							
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".

Select usage code

☐ Select multiple application codes (Press the "Ctr" key and select code)

(Caution) Use this column for only inputting multiple application codes per a part.

Laws & regulations	Code	Description
RoHS	No exemption	No exemption
RoHS	Below threshold	Below threshold
RoHS	1	Lead, cadmium and mercury in detectors for ionising radiation
RoHS	1a	Lead and cadmium in ion selective electrodes including glass of pH electrodes
RoHS	1b	Lead anodes in electrochemical oxygen sensors
RoHS	1c	Lead, cadmium and mercury in infra-red light detectors
RoHS	2	Lead bearings in X-ray tubes
RoHS	3	Lead in electromagnetic radiation amplification devices: micro-channel plate and capillary plate
		Lead in glass frit of X-ray tubes and image

☒ Valid ☐ Invalid

**Select** Clear

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/Subs tance 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

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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 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.48-49)

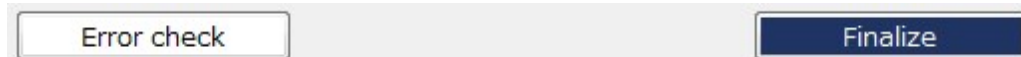
(7b-2) Double-click a "Enter the data" cell to open the "Select usage code" view.  
Click usage code and press "Select".

\* Refer to (7a-3)

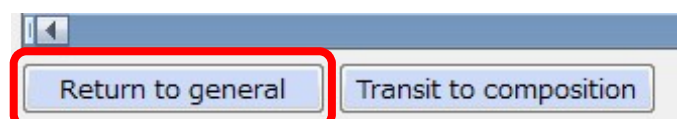
Articles\_Operation manual  
13.4. Perform error checking and  
finalize the data (P.50)

(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.



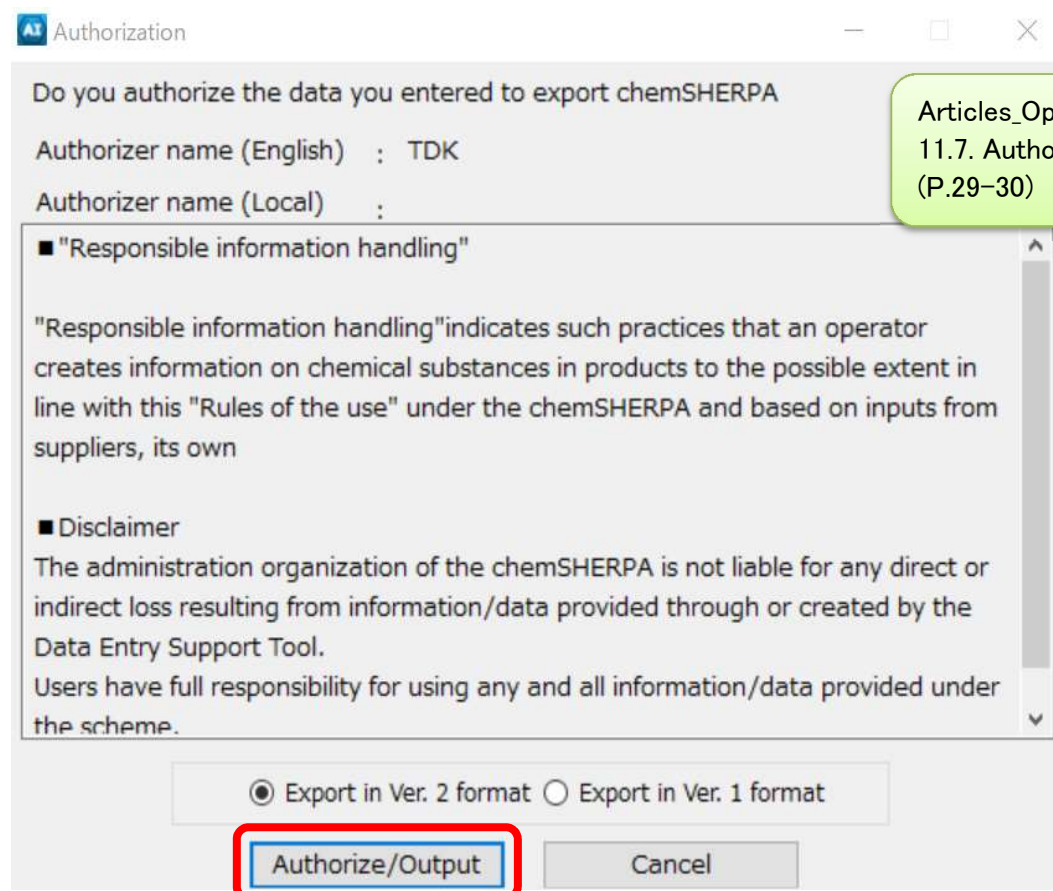
(9) Transit to General screen



(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.

The screenshot shows the 'Data entry support tool for the chemSHERPA-CI' interface. The 'Company' menu is highlighted in the top bar. Below it, the 'General' section is expanded, showing the 'Issuer/Authorizer' tab. The 'Enter' button is highlighted in the 'Issuer/Authorizer' section. The form fields for 'Reference number', 'Preparation Date', and 'Authorization Date' are visible.

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5. Entering new data (P.12)

The screenshot shows the 'Data entry support tool for the chemSHERPA-CI' interface. The 'Issuer/Authorizer' tab is selected. The form fields for 'Company name', 'Division name', 'Title', 'Name of contact', 'Email address', and 'Phone number' are highlighted with a red box. The 'Import template' and 'Register template' buttons are visible. The 'Item' field is set to 'English'. An orange button labeled 'And enter authorizer' is also present.

### (2) Entering date

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

The screenshot shows the 'Data entry support tool for the chemSHERPA-CI' interface. The 'Issuer/Authorizer' tab is selected. The form fields for 'Preparation Date' and 'Authorization Date' are highlighted with a red box. The date format is indicated as '<yyyy-mm-dd>'.

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

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

The screenshot shows the 'Data entry support tool for the chemSHERPA-CI' interface. The 'Issuer/Authorizer' tab is selected. The form fields for 'Preparation Date' and 'Authorization Date' are highlighted with a red box. The date format is indicated as '<yyyy-mm-dd>'. The 'Preparation Date' field contains '2018-1-1' and the 'Authorization Date' field contains '2018-01-01'. The 'Preparation Date' field is highlighted in yellow.



(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.

Data entry support tool for the chemSHERPA-CI      Composition      ToolVersion : chemSHERPA-C1.04.00

■ Composition      Chemical Tool

Product number    01      Finalization date   

Product name    AAA   

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.

Composition    Enlarge or Reduce: Ctrl+   

Substance name	CAS No.	Maximum content rate (%)	Remarks

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

Composition    Enlarge or Reduce: Ctrl+scroll

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11. Entering composition information (P.28)

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

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

Substance

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

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

Substance search

Filter substances

Filter Cancel

LR01 LR04 LR07  
LR02 LR05 IC01  
LR03 LR06 IC02

Search

English name  
CAS No. EC No.

Partial match  
Full match

Substance list  
Ver.1.04.00

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

The material searching recommends CAS Number.

CAS 1000597-52-3 EC No. Select Cancel

(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.

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11.2. Entering composition information (P.29)

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

Data entry support tool for the chemSHERPA-CI

Composition ToolVersion

Composition

Product number Finalization date

Product name

Content status on declarable substances \*

Composition Enlarge or Reduce: Ctrl+scroll

Update substance information

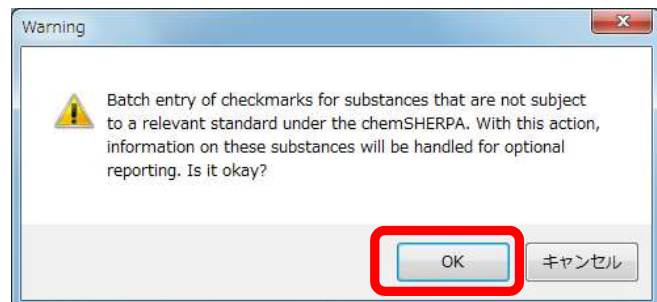
Substance

Substance name	CAS No.	Maximum content rate (%)
Select	Add	
1		
2		
3		

(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		CSCl	TSCA	ELV	RoHS	POPs	SVHC	REACH Annex XVII	MDR	GADSL	IEC62474
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											

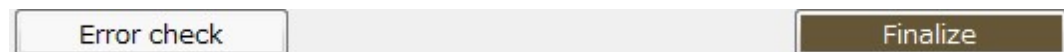
You will see the confirmation view, click "OK" button.



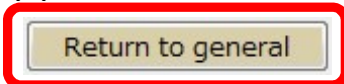
Chemicals\_Operation manual  
11.4. Perform error checking (P.30)

(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.



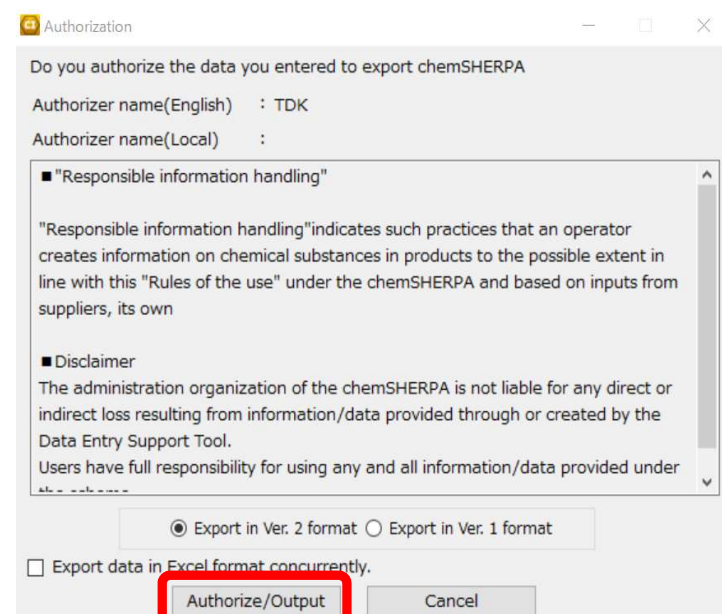
(5) Transit to General screen



(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)