

Green Procurement Standard



Table of Contents

1. Environmental Management of OKI Group	1
2. Concepts concerning Green Procurement of OKI Group	1
2.1 Purpose	1
2.2 Scope	1
2.3 Terms and Definitions	1
2.4 Management of Contained Chemical Substances	4
2.5 Description of Evaluation	4
2.5.1 Evaluation of Environmental Management Systems	5
2.5.2 Evaluation related to Chemical substances Management Systems	5
2.5.3 Evaluation of Works for Reducing Environmental Impacts	5
2.6 Concepts of "Contained" and Subject Substances	5
2.7 Determining Evaluations	7
2.8 Operation Flow	7
3. Requests for Our Suppliers	9
3.1 Documents to be submitted	9
3.2 Method for Entering Information	9
3.3 Handling of Personal Information	10
4. Contact Us	10

= Appendices =

The following appendices are included in this Green Procurement Standard. The latest version is available on the OKI Group's Green Procurement Standards website.

Green Procurement Standard: https://www.oki.com/en/eco/procurement

Chemical substance groups to be investigated

Environmental Conservation Evaluation Check Sheet (Form-A)

Confirmation Sheet of SVHC Contained Substances (Form-C)

Supplier's Check Sheet for Management System of Chemical Substances in Products (Form-D)

Green Procurement Standard

1. Environmental Management of OKI Group

The OKI Group practices environmental management and aims to reduce environmental loads and realize a recycling-based society under the environmental policy in order to achieve a better global environment and pass that down to the next generation.

OKI Group Environmental Policy

http//www.oki.com/en/eco/management/policy.html

2. Concepts concerning Green Procurement of OKI Group

2.1 Purpose

This standard describes the concepts concerning Green Procurement of the OKI Group and standards of specific requirements, as well as their operations.

If the OKI Group asks for something different than the content in this Green Procurement Standard due to laws, regulations, forms of business, customer requests, etc., that shall have priority.

2.2 Scope

This standard applies to all environmental conservation activities of suppliers and procured items in 1 to 3, below.

However, it does not apply if OKI Group and the supplier agree that shall this standard will not apply.

Also, it does not apply to OA devices, stationary goods, and office supplies used within the OKI Group.

- 1) Product parts
- 2) Packaging parts
- 3) Other-company products shipped together with OKI Group products, composing a system, or otherwise sold as part of a set. (including add-ons or replacement parts).

2.3 Terms and Definitions

Intentional addition

The intentional addition of substances intends to improve characteristics, the external appearance or performance (such as plating, flame retardants, etc.).

Impurities

Chemical substances unintentionally contained. These are substances naturally included in raw materials that cannot be adequately removed due to technical constraints during the purification processes of industrial materials or substances that emerge during synthesis reaction processes.

Contained quantity

Provide responses based on the actual measured values, logical values, calculated values or design values. If any dispersion of contained quantity exists in manufacturing, provide responses using maximum values.

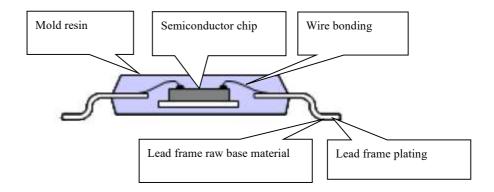
Cases such as when subject substances adhere to (come in contact with) parts or materials are also considered to be "containing."

Homogeneous material

Materials in part compositions that cannot be mechanically dismantled. Mechanical

dismantlement means screw removal, cutting, destruction, and crushing, etc. A practical example is shown below.

Example Lead frames and lead frame surface processes (plating) of semiconductors are considered to be separate sections.



Threshold

A boundary value to judge whether the relevant chemical substances are contained in product parts and packaging parts or not. The threshold is shown with ppm and mass [%] (wt%).

SVHC

It stands for Substances of Very High Concern. Substances of chemical substances having carcinogenicity, mutagenicity, reproductive toxicity, and bioaccumulation potential, etc., which are defined by European Chemicals Agency (ECHA), and are to be added in stages.

CMS

It stands for Chemical Management System. It indicates a control system for chemical substances contained in products, which is required for appropriately controlling contained chemical substances in each stage from material procurement to shipping regarding with deliverables to our company.

Referred as "CMS" hereafter in this standard.

JAMP

It stands for Joint Article Management Promotion-consortium. Cross-sectional conference that appropriately manages the information of chemical substances, etc. contained in articles (the other name of parts and molded items, etc.), and creates and diffuses a system for the smooth disclosure and communication in the supply chain.

Chemical Substance

Element substance and chemical compound, which exist naturally, or which are obtained from the production process. Including impurities arising from additive agents, or from the process of the additive usage required for ensuring the stability. However, solvents, which can be resolved without affecting the stability of an individual chemical substance or the change in composition, are not included.

e.g. Lead oxide, nickel chloride, benzene

Mixture

Substances that two kinds or more chemical substances are intentionally compounded. Also called preparation.

e.g. Solder materials, paint, ink, adhesive, metal alloy

Article

A product or merchandise item that has been formed into a specific shape or design and whose chemical composition does not change during its final use. Those that come in the form of liquid or powder are excluded.

e.g. The main unit of a personal computer, keyboard, or other molded objects

Product Parts

All items such as components, materials, finished products (including OEM and ODM products), and units, etc., to be installed or attached to products manufactured in OKI Group

OEM: Original Equipment Manufacturer ODM: Original Design Manufacturer

Packaging Parts

All items made of every kind of materials used for protection, handling and delivery of products shipped by the OKI Group and product parts procured by it. The term refers to both of the following.

Packaging parts for product parts: Packaging materials used for protection and

handling of product parts procured by the OKI

Group.

Packaging parts for shipped products: Packaging materials used when the OKI Group

ships products to customers

e.g. Cardboard, cushioning materials, bags (poly and plastic bags, etc.), adhesive tape, desiccant, pallet (made of wood or plastic), sheets for pallet wrapping (Refer to Table 1 "Examples of Packaging Parts" in Appendix "Chemical substance groups to be investigated" of this Green Procurement Standard.)

Deliverables

All of product parts and packaging parts to be delivered to the OKI Group from suppliers (including packaging materials for product parts).

SDS

Safety Data Sheet: A document providing information on the properties and handling of applicable chemical substances, etc., when products containing chemical substances suspected of being harmful are transferred or provided to another business.

GHS

The Globally Harmonized System of Classification and Labelling of Chemicals The internationally recommended system for classifying and labeling the hazards of chemicals.

Communicating information by label

The communication of information by picture label and its content as stipulated in JIS Z 7253 (Hazard Communication of Chemicals Based on GHS—Labelling and Safety Data Sheet (SDS)).

Hazard class

Wording assigned to each GHS hazard class and hazard category as established for "physical and chemical hazards," "health hazards," and "environmental hazards." The wording indicates the hazardous properties of the relevant chemicals and the degree of hazard.

Pictogram

A picture assigned to each GHS hazard class and hazard category.

SCIP information

Information required by the EU Waste Framework Directive (WFD) to be registered in the ECHA database for SVHC contained in molded products marketed in the EU.

2.4 Management of Contained Chemical Substances

Banned substances

The "Banned substances" mean chemical substances which must not be contained in product parts. As a rule, the OKI Group does not purchase any items if such substances are contained. If a banned substance is contained even though there is no report in the response, and we incur damages because of it, we may be held liable for contractual non-conformity based on the contract with our suppliers.

In circumstances when the OKI Group has permitted such content or if the OKI Group has specified a threshold on drawings or specifications, then such content or levels will be given priority. Moreover, the OKI Group permits any chemical substance contained in the deliverables if corresponding to exemptions of RoHS Directive or legal regulations. Even if the supplier is a trading company, the supplier is required to guarantee the contents of its response, including the concentration and content of substances, based on the contract.

Reportable substances

"Reportable substances" mean chemical substances whose content in product parts and packaging parts (intended use, usage area, concentration, etc.) must be reported. Substances that overlap with Banned substances will be given priority to be treated as banned substances. Chemical substances that are not reported in the survey responses from suppliers are considered to be below the thresholds. If a reportable substance is contained even though there is no report in the response, and we incur damages because of it, we may be held liable for contractual non-conformity based on the contract with our suppliers.

Reportable substances may be designated as prohibited substances in the future, so please consider alternative preparations if they are contained.

Banned Substance Group for using in the production process

Chemical substances used in the production process (cleaning, degreasing, catalyzing and dissolution, etc.) at out supplies for product parts and packaging parts procured by the OKI Group, which is regulated by laws including Law concerning the Protection of the Ozone Layer through the Control of Specified Substances and Other Measures, etc. If these substances are used, the OKI Group will request for improving the operation, and if no appropriate improvement comes out, we might reconsider business relationship to such partners.

Management of transferability of phthalates in production processes

Please manage so phthalates are not transferred to product parts and packaging parts procured by the OKI Group by contacting resin or rubber materials (conductive mat, conveyor belt mat, tape, work gloves, storage/transport pallet/box, etc.) in supplier production processes or warehouses.

2.5 Description of Evaluation

While the OKI Group continues to implement our existing selection standard for our suppliers, the OKI Group will also conduct "Evaluation of the status of establishing Environmental Management Systems", "Evaluation of the status of establishing Chemical substances Management Systems" and evaluate "Works for reducing environmental impacts" for the environmental conservation activities. All these are then put through our comprehensive evaluation, and the OKI Group procures the products from customers

generating smaller environmental impact by priority.

Evaluate using the "Environmental Conservation Evaluation Check Sheet Form-A".

2.5.1 Evaluation of Environmental Management Systems

In general, the OKI Group requires all our suppliers to obtain a certification of the environmental management systems (ISO14001). If any certification by the third-party organization has not been obtained, the OKI Group may execute our audit. According to the audit results, the OKI Group requests all our suppliers to improve their operation, and if no appropriate improvement comes out, the OKI Group might reconsider business relationship to such suppliers.

2.5.2 Evaluation related to Chemical substances Management Systems

The OKI Group has requested all our suppliers to establishment of Chemical Substances Management System (CMS) to appropriately manage the chemical substances contained in product parts and packaging parts.

Upon request from the OKI Group, please conduct a self-evaluation using our "Supplier's Check Sheet for Management System of Chemical Substances in Products (Form-D)" and enter the resulting scores.

Depending on a result, if needed, we may perform an audit. According to the audit results, we may request our suppliers to improve their operation, and if no appropriate improvement comes out, we might reconsider business relationship to such partners.

2.5.3 Evaluation of Works for Reducing Environmental Impacts

The OKI Group has requested all our suppliers to work on reducing environmental impacts such as resource recycling, global warming prevention, and biodiversity conservation, etc. Depending on a result, if needed, we will request out suppliers to improve the effort level (improve the evaluation scores).

2.6 Concepts of "Contained" and Subject Substances

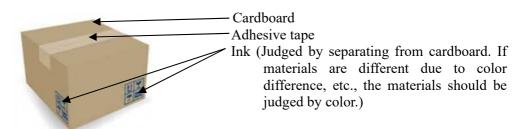
1) In terms of the criteria for contained chemical substances

The existence of chemical substances contained in product parts and packaging parts shall be judged based on the criteria shown in Table 1.

Table 1 Criteria for contained chemical substances

	Threshold	Judged as "Contained"	Judged as "Not Contained"	
	Setting by	Intentional addition	There is no intentional	
Banned	both	(regardless of size of contained	addition and the rate of	
substances	intentional	quantity)	content as impurities are	
and	addition and	There is no intentional	below threshold values	
reportable	numerical	addition but the rate of content		
substances	values	as impurities exceeds threshold		
		values		
		The rate of content = (mass of applicable chemical		
		substances) / (mass of survey unit, or mass of homogeneous		
		material with applicable chemical substance contained)		
	Setting by	If the rate of content exceeds If the rate of content is th		
	numerical	the threshold.	threshold or less	
	values only	The rate of content = (mass of applicable chemical		
		substances) / (mass of survey unit, or mass of homogeneous		
		material with applicable chemical substance contained)		
	Intentional	Intentional addition	No intentional addition	
	addition only	(regardless of size of contained		
		quantity)		

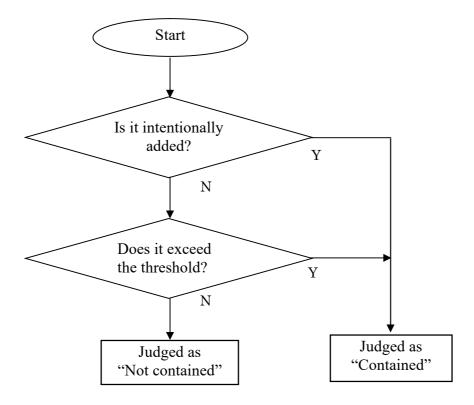
2) Judgment for the total rate of content for four types of heavy metals in packaging parts Judgment is performed by the total rage of content for four types of heavy metals (cadmium, lead, mercury, hexavalent chromium) to the mass of each packaging part. In addition, inks and paints printed or marked on packaging parts are also treated as packaging parts respectively. The example of the Judgment for Rate of Content is as follows.



Judgment for Rate of Content (Example)

Contained	Cadmium	Lead	Mercury	Hexavalent	Total	Calculation of rate	Judge
materials	(mg)	(mg)	(mg)	chromium	(mg)	of content	ment
Packaging				(mg)		(ppm)	
parts (Mass)							
Cardboard (100g)	0	0	0	0	0	0	0
Adhesive tape	0	0	0	0	0	0	0
(1g)							
Ink (80mg)	0.005×	0.001×	0	0	0.012	$0.012/80 \times 10^6 = 150$	×
	2 sides	2 sides					

3) Flowchart for the judgment of content of chemical substances in the case where two threshold that are intentional addition and a numerical value are set



4) Chemical substance groups to be investigated
Please refer to the Appendix "Chemical substance groups to be investigated" of this Green
Procurement Standard.

2. 7 Determining Evaluations

Following this standard, OKI Group suppliers use the Environmental Conservation Evaluation Check Sheet (Form-A) to self-evaluate their initiatives aimed at reducing environmental impact as well as establishing systems for environmental management and controlling chemical substances in products and then submit the results to us.

If the OKI Group makes a request for Supplier's Check Sheet for Management System of Chemical Substances in Products (Form-D), please submit the check results together with the above self-evaluation.

If the OKI Group needs to investigate the evaluation and the Check Sheet for Management System of Chemical Substances in Products, we will confirm the details of the evaluation.

In addition, where we decide that there is a large impact on the environment, we may request for improvements.

2. 8 Operation Flow

The operational procedure is shown below.

Activities	Suppliers	OKI Group
Distribution and explanation of Green Procurement Standard and response forms	Check of contents	Distribution and explanation
Submission and entry of responses	Submission	
Management of response data and documents		Storage management and data entry
Evaluation determination		Determination
Notification of evaluation results	Receipt of results	Notifying results (only when improvement is requested)

3. Requests for Our Suppliers

3.1 Documents to be submitted

(1) chemSHERPA-AI data

For product parts and packaging parts, the chemSHERPA-AI response requires both information on Composition and Compliance judgments (Including the SCIP information). If you receive a request from us for Composition information in Full Material Declaration (FMD), please provide the information in FMD.

Substances to be answered are those listed in the attached document "Chemical substance groups to be investigated" (*1) and chemSHERPA Declarable Substances (*2). Please provide information on the content of substances other than those listed above, if suppliers have any information.

- *1: The "Chemical substance groups to be investigated" also includes substances that are not listed in chemSHERPA Declarable Substance list (marked with * in the No. of the attached list). If any of these substances are included, please report them as "Except for Declarable Substances" in the Composition information. If the threshold includes "intentionally added," enter whether it is intentionally added or not in the comment field of the chemSHERPA Composition information.
- *2: For chemSHERPA Declarable Substances, please respond in accordance with the "chemSHERPA usage rules".

https://chemsherpa.net/english/aboutchemsherpa/description

*3: For packaging parts, all materials used in products shipped from the OKI Group are covered. When packaging parts for product components from suppliers are used for product shipments from the OKI Group, additional survey responses may be requested.

For mixtures/substances, chemSHERPA-CI data is acceptable if it is difficult to answer with chemSHERPA-AI.

- (2) The "Environmental Conservation Evaluation Check Sheet" (Form-A) must be submitted each production site when requested by the OKI Group.
- (3) Please submit the "Confirmation Sheet of SVHC Contained Substances" (Form-C) when requested by the OKI Group.
- (4) "Supplier's Check Sheet for Management System of Chemical Substances in Products" (Form-D) is required to confirm your CMS establishment and operation situation when newly commencing doing business, or continuing business relations. Therefore, upon request from the OKI Group, please submit the form.

Further, when any change occurs in submitted documents, or when any change occurs in materials or processes, etc. even if there is no change in the documents, please resubmit the documents.

3.2 Method for Entering Information

(1) Environmental Conservation Evaluation Check Sheet (Form-A)

Please enter date of submission or re-submission, company name, company address, name of deliverables, department in charge, name of person responsible for evaluation, contact telephone number, fax number, and email address of the person responsible for evaluation inside the bold frame "Supplier's Entries".

Please enter "1" in the corresponding yellow cell on the response column as for the evaluation for the establishment of the environmental management system in the Section1 and the establishment of the management system of chemical substances in products in the Section 2.

For the evaluation of works for reducing environmental impacts in the Section3, please enter "1" in the corresponding yellow cell on the response column (inside the bold frame). If 80% or more of evaluation contents are satisfied, "Yes" will be determined according to the judgment standard.

Depending on a result, if needed, we may perform an audit. According to the audit results, we

may request our suppliers to improve their operation, and if no appropriate improvement comes out, we might reconsider business relationship to such partners.

(2) chemSHERPA-AI (Refer to the example)

More information about how to enter data can be found in the manuals related to the information transfer scheme for chemical substances in products under the control of JAMP. As for the chemSHERPA-AI input support tool and manuals, please download the latest versions from the page at the following URL. In addition, if there is any specification for the survey response format from the OKI Group requestor, please comply with that instruction.

URL: https://chemsherpa.net/english

(3) chemSHERPA-CI (Refer to the example)

More information about how to enter data can be found in the manuals related to the information transfer scheme for chemical substances in products under the control of JAMP. As for the chemSHERPA-CI input support tool and manuals, please download the latest versions from the page at the following URL.

URL: https://chemsherpa.net/english

3.3 Handling of Personal Information

Personal information provided from suppliers based on this standard shall be shared only within the OKI Group, and be used exclusively for the purpose of the evaluation of the suppliers and deliverables.

For the handling of personal information in our company, refer to the following URL. OKI Group Privacy Policy (Japanese) URL: http://www.oki.com/jp/privacy/

4. Contact Us

Procurement Center, Production & Procurement Management Division Management System Management Department, System Center

URL: https://www.oki.com/cgi-bin/inquiryForm.cgi?p=018e

Revision Record of "OPES 2080 Appendix-01 Green Procurement Standard"

		ecord of "OPES 2080 Appendix-01 Green Procurement Standard"	,
Ver No	Establishment/ Revision Date	Reasons for revision and overview of changes	Remarks
1	2002.9.12	First issue	
2	2003.10.25	Review of substances subject to survey was conducted, due to the changes in the list of substances subject to survey, prepared by the "Japan Green Procurement Survey Standardization Initiative"	
3	2006.5.29	Review of contents due to changes of survey format from "Japan Green Procurement Survey Standardization Initiative"	
4	2006.8.23	Change of substances list due to additional substances on "Japan Green Procurement Survey Standardization Initiative". Insertion of the content due to demand for in-house improvement, and corrected the mistakes	
5	2008.3.14	Insertion of content of revision on "Japan Green Procurement Survey Standardization Initiative" and of the demand for in-house improvement, etc.	
6	2009.9.4	 Addition of management sections including containment-managed substances and voluntarily-reported substances Addition of SVHC (Substances of Very High Concern) as containment-managed substances and of new Confirmation Sheet of Containment-managed Substances (SVHC) Addition of PFOS as containment-prohibited substances Additional introduction of JAMP AIS as a report form Addition of changes due to changes within the organization, etc. 	
7	2010.4.20	 Supporting of the update version of JGPSSI Survey Response Tool Addition of SVHC (Substances for Very High Concern) 	
8	2010.8.30	 Supporting of the update version of JGPSSI Survey Response Tool Additional introduction of JAMP MSDSplus as a report format Changed "Contact Us" section information 	
9	2011.5.20	1. Change of threshold of banned substances in Table 2 in accordance with JIG-101Ed4.0 2. Changed Japanese "Contact Us" telephone numbers	
10	2011.10.31	 Addition of Form 10 Supplier's Check Sheet for Management System of Chemical Substances in Products Addition of controlled substances for packaging parts in accordance with JIG-201Ed1.0 Addition of substances under Low-Halogen JS709 (bromine-series and chlorine-series flame retardant, etc.) in accordance with JIG-101Ed4.1 Improvement of names of managed chemical substances Containment-prohibited substance => Banned substance Containment-inhibited substance => Reportable substance Containment-managed substance => Controlled substance 	
11	2012.1.31	 Response to V4.0 of the example of description for JAMP AIS/MSDSplus New addition of JGPSSI Survey Sheet of Substances Contained in Packaging Materials Change of Form 1 to 3 Others including response to JIG-101 Ed 4.1 	
12	2012.10.15	1. limination and integration of forms to Form-A, B, C, and D 2. Addition of the evaluation items of resource circulation, prevention of global warming, biodiversity conservation to the environment conservation evaluation sheet as the evaluation of	

	1	1.0.1	
		works for reducing environmental impacts.	
		3. Abolishment of Survey Sheet of Composition for Chemical	
		Substances and List of Composition for Chemical Substances	
		4. Deletion of entry examples from the forms.	
		Collected them into the list of entry examples, and Created	
		another material as the reference document of Green	
		Procurement Standard	
		1. Correct a density denominator partly for lead compound and	
13	2013.9.5	chromic compound for banned substance.	
		2. Addition of substances under Proposition 65 DIDP&DnHP	
		1. JAMP-AIS was added to investigation tools.	
		2. Investigation tools for packaging materials were changed from	
		the Former JGPSSI Survey Response tool for substances	
14	2014.4.7	contained in packaging materials to AIS.	
		3. HBCDD was added to the list of banned substances for	
		products.	
		1. Addition of chemSHERPA to the survey response formats	
		2. Deletion of Green Procurement (Former JGPSSI) Survey	
		Response Tool	
15	2016.7.1	3. Addition of BNST to the list of banned substances for product	
		parts	
		4. Reflection of the differences between the former JGPSSI and	
		IEC 62474	
		1. Four substances (DEHP, BBP, DBP, DIBP) added as substances	
		scheduled to be prohibited	
16	2017.7.22	2. Reflection of the differences from IEC 62474	
10	2017.7.22	(E.g., HBCDD reporting threshold changed from 1000 ppm to	
		100 ppm)	
		1. Four substances (DEHP, BBP, DBP, DIBP) changed to banned	
		substances	
		2. Deletion of AIS and MSDSplus from survey response format	
	2018.7.22	3. Deletion of BNST from banned substances	
17		4. Division of Non-containing Guarantee into two types, as	
1 /		follows.	
		5. B1 for product parts and for packaging parts used when	
		delivering to OKI Group	
		6. B2 for packaging materials used when the OKI Group delivers	
		to customers	
		1. With regards to packaging parts, prohibited inclusion of	
		phthalate esters is limited to resins and rubbers that come into	
18	2018.9.25	direct contact the product.	
10	2010.7.23	2. The threshold (reporting level) of banned substances is made	
		consistent with IEC62474.	
		1. Clarification of scope 2. Deletion of Environmental Vision 2020	
		2. Deletion of Environmental Vision 2020	
		3. Addition of management of transferability of phthalates in	
19	2019.1.25	supplier production processes	
19	2019.1.23	4. Correction of mis-entry on PFOS threshold (reporting level)	
		$1\mu g/m^2$ or less \rightarrow greater than $1\mu g/m^2$	
		5. DMF regulation criteria change and other legal criteria	
		revision	
		1. Addition to banned substances of perfluorooctanoic acid	
		(PFOA) and its salts, PFOA-related substances, and red	
20	2020.1.7	phosphorus. (Table 2)	
		2. Clarified that PBDEs include decaBDE.	
		3. Added DIBP to Phthalate esters Group 1 and changed the	
		reference to 4 substances, as well as changing from Table 3	
		Reportable Substances to Table 2 Banned Substances.	

		4. Changed the 4 phthalate ester substances (BBP, DBP, DEHP, DIBP) in Table 5 Packaging materials banned substance group from being banned individually to being banned both individually and in combination.	
21	2021.1.8	 Added SCIP information submission required. Deletion red phosphorus from prohibited substances. PAHs substances added to the Reportable substance group. 	
22	2022.3.31	 Separate "Chemical substance groups to be investigated" from this Green Procurement Standard as appendices. Changes in banned substances, etc. are described in the Appendix. Change of contact information 	
23	2022.12.20	 Deletion of Form-B1, Form-B2, and Table 2. Clarify the guarantee for trading companies (section 2.4) 	
24	2023.4.1	1. Change of Contact	
25	2024.1.5	 Deleted "Voluntarily reportable substances" from "2.4 Management of Contained Chemical Substances". Added notes to (1) For product parts and (2) For packaging parts in "3.1 Documents to be submitted". 	
26	2024.10.1	1. Integrated explanations of banned substances for product parts and packaging parts in "2.4 Management of Contained Chemical Substances". Reportable substances are also integrated in the same way. Integrated controlled substances into reportable substances.	

^{*}Since the 22nd edition and later, the surveyed chemical substance groups have been separated as annexes, please refer to the annexes for any changes in the target substances.