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Green Procurement Standard

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1. Purpose

This document provides the standard by which Citizen Electronics (hereinafter CE) purchases Green Materials preferentially from Green Suppliers. Green Suppliers means suppliers who actively promote environmentally-friendly activities. Green Materials mean materials (products, parts, component, raw materials, indirect materials, packaging materials, etc.) with minimal environmental impact which comply with applicable laws and regulations.

2. Scope

This procurement standard applies to all products specified by Citizen Electronics Co., Ltd .

3. Green Procurement Standard

(1) Evaluation of materials

For the Environment-affecting substances to be controlled contained in materials, CE sets five standards according to the risk of the materials; Banned Substances, Substances to be controlled, Monitored substances, Substances banned in manufacturing processes, and Restricted substances in packaging materials.

Please manage materials according to their classifications.

If one substance is classified in two or more groups, the stricter standard will apply.

1) Banned substances (Appendix I) URL: <http://ce.citizen.co.jp/csr/environment.php#green>

2) Substances to be controlled (Appendix II)

URL: <http://ce.citizen.co.jp/csr/environment.php#green>

3) Monitored substances (Appendix III) URL: <https://chemsherpa.net/tool#declarable>

(Please refer to the latest version of "chemSHERPA Managed substances list")

4) Substances banned in manufacturing processes (Appendix IV)

URL: <http://ce.citizen.co.jp/csr/environment.php#green>

5) Restricted substances in packaging materials (Appendix II)

URL: <http://ce.citizen.co.jp/csr/environment.php#green>

(2) Confirmation of environmental management system

Regardless of whether the supplier has a certification issued by an external certification authority such as ISO14001, CE will confirm if the supplier has an environmental management system or a definite plan to establish it.

Primary suppliers are expected to take responsibility for requesting that secondary suppliers comply with the provisions of the Green Procurement Standard.

4. Request to Suppliers

(1) Confirmation of Green Materials and Document Submission

1) Environmental Activity Survey Form

To check the supplier's environmental management system and non-use of hazardous substances in process, CE's Purchasing Division will send an Environmental Activity Survey Form as needed.

2) Non-Use of environment-affecting substances to be controlled Certificate

Materials which contain Banned substances or Substances to be controlled are not allowed to be purchased. Materials, which have been manufactured in a process in which Substances banned in manufacturing processes are used, are not allowed to be purchased, either. Before commencing business with CE, please submit a Non-Use of environment-affecting substances to be controlled Certificate, which corresponds to Environment-affecting substances to be controlled. Please visit our website to obtain the submission format.

URL: <http://ce.citizen.co.jp/csr/environment.php#green>

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3) chemSHERPA-CI/AI

As a general rule, please submit data on the materials delivered to CE with the tools recommended by JAMP. In principle, components must be 100% disclosed. The tools to submit data recommended by JAMP are found at the following link.

URL: <https://chemsherpa.net/tool>

4) SDS

An information sheet listing items such as the chemical substance name, physical and chemical characteristics, hazardous properties and handling instructions , etc.

If anything is revised, please submit the latest version (which corresponds to GHS) with or without receiving a request from CE.

5) Mill sheet

Please submit an inspection certificate of steel products.

6) Data of detailed analysis (See Table 1. below)

- Please make an analysis for each homogeneous material.
- As for plating, please analyze surface treatment (plating) on the metal base material because the plated film becomes too thin to separate completely after plating. However, analysis data for the plating solution is not accepted.
- Please analyze liquid materials such as ink, paint, adhesives in a dried or hardened condition, because the density of such substances may change after drying or hardening.
- Please analyze solder wire, bar solder or solder paste by separating the alloy and the flux, because the alloy must comply with RoHS regulation and the flux must comply with RoHS and the halogen regulations.
- As for Phthalates (DEHP,BBP,DBP,DIBP) in inner packaging materials, only those in packaging materials that touch the product directly are targeted.
- CE's person responsible in the environmental survey will inform if the purpose of your packaging material is "inner" or "outer."
- X-ray Fluorescence (XRF) is not accepted as an analysis method.
- Please use a third party analysis institution accredited with ISO/IEC17025.
- Analysis data is required to be submitted in English. If it is written in multiple languages, please include English.
- The expiration date of the analysis data will be within one year of the measurement date. Please update data annually.
- In cases where CE's customers impose time limits on the validity of analysis data or require additional analysis data of substances other than specified below, suppliers may be requested to resubmit data as needed.

Example: Arsenic (only glasses), beryllium (metal and alloy), PFOS 、 PFOA (ink/paint) etc.

- Photos in analysis data must be in color.
- Modification or forgery of data is prohibited.
- Any costs incurred for the reporting of analysis are paid by suppliers.

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Table 1. Detailed analysis

Analysis method	IEC62321										EN14582	
Laws	RoHS regulations/European Parliament and Council Directive 94/62/EC of 20 December, 1994 on packaging and packaging waste										Halogen	
Target substances	Cd	Pb	Cr6+	Hg	PBB	PBDE	DEHP	BBP	DBP	DIBP	Br	Cl
Metals, ceramics Glass, plating	✓	✓	✓	✓								
Other than those above	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Inner packaging material	✓	✓	✓	✓			✓	✓	✓	✓		
Outer packaging material	✓	✓	✓	✓								

7) Submission of other documents

- Depending on a specific material or purpose, CE's person responsible for the environmental survey may request a document regarding contents which are not included in this standard. (Instructions related to format to be used, submission deadline and place of submission will be on an individual basis)
- With changes in laws and regulations, suppliers may be asked to re-submit various certificates or data sheets.

(2) Handling of data

Note that CE may forward any information provided by suppliers to its own customers.

(3) Inclusion in specifications, etc.

Please specify "This product complies with Green Procurement Standard issued by Citizen Electronics" in specifications/drawings submitted to CE.

(4) In cases where another response is required due to requirements different from those contained in Green Procurement Standard

Depending on the customer's specific requirements or national and international laws and regulations, another response may be required to satisfy the requirements different to those of these standards.

(5) In cases where any product is found not to comply with our environmental requirements

In cases where it is found that any substances banned by us are contained or substances to be controlled above the threshold level are contained in materials, please inform CE immediately.

(6) In cases where any change related to environmental issue has occurred

In cases where any change has occurred in products supplied to CE, please inform the person responsible in our Purchasing Division in advance.

(7) Request for negotiation from customers

If CE receives a request for negotiation from a customer, it will be reviewed separately.

(8) Revision of Green Procurement Standard

When the standard is revised, please submit a Certificate of Non-Use of Banned Substances and Confirmation. Information in Green Procurement Standard and its appendix is subject to change without notice.

When you use, please visit our website to obtain the latest version.

URL : <http://ce.citizen.co.jp/csr/environment.php#green>

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5. Contact for inquiries

For inquiries regarding the content of the Green Procurement Standard, please contact:

ISO System Section, Quality Assurance Division

Citizen Electronics Co., Ltd.

1-23-1, Kamikurechi, Fujiyoshida-shi, Yamanashi, 403-0001, JAPAN

E-mail : cej-kankyo@ml.citizen.co.jp (Changed since Ver.13)

6. Definition of terms

Term	Definition
Environment-affecting substances to be controlled	Among the substances contained in parts and materials or used in the manufacturing process, "environment-affecting substances to be controlled are those which CE determines have significant environmental impact (element) on both humans and the global environment. They are classified into Banned substances, Substances to be controlled, Monitored substances and Substances banned in manufacturing processes.
Banned substances	Substances of which use and manufacture are banned by national and international laws and regulations, and of which the presence in or adhesion to supplied products is also banned without conditions.
Substances to be controlled	Substances, which are target substances of national and international laws and regulations or our self-imposed regulations. A ban/threshold is set out for each application.
Monitored substances	Substances of which the consumption needs to be monitored and for which consideration of with regard to human health, safety and hygiene, adequate treatment, etc. is needed. The intentional use of these substances is not restricted, but their use and concentration should be monitored.
Substances banned in manufacturing processes	Substances of which use is banned in the production processes of parts and raw materials.
Contained	"Contained" is a situation in which a substance is added to, is blended with, fills up, or adheres to the parts or products to be present, regardless whether the situation is intentionally created or not.
Impurity	An "Impurity" is a substance that satisfies either or both of the following conditions: a) One contained in a natural material, which cannot be completely removed in a refining process by technical means; and b) One generated in a refining process or a synthetic reaction process, which cannot be completely removed by technical means.
Intentionally added	To add substances intentionally to obtain specific characteristics, appearance, nature or quality. They are not treated as "intentionally added" if not present in the part or the product. Impurities are not included.
Threshold level	A condition of which control is required, or for which a concentration limit value is set. The maximum concentration level at which the presence of a substance is permitted.
Detailed analysis	Detailed analysis is a test which uses equipment with high precision, and it may be different from a screening test which uses XRF equipment, etc. which indicates an approximate concentration of a specific substance. Specific examples of analysis equipment are AAS, ICP, IC, UV/VIS for inorganic compounds, and GC/MS for organic compounds.
Organic compound (Organic material)	General term for chemical compounds that have molecules containing atoms of carbon. Examples are plastic, rubber and ink, etc.

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Inorganic compound (Inorganic material)	General term for chemical compounds which are not the (above described) organic compounds. Examples are metal, alloy and ceramics, etc.
Homogeneous material	A material of uniform composition throughout. It is a single material that cannot be separated into different materials by mechanical means (such as screwing, cutting, pressing, crushing or grinding). Examples are plastic, ceramic, glass, metal, paper, plank, resin, and paint, etc.
Packing material	Materials which CE purchases for the purpose of packing products, etc.
Article	An object, which during production, is given a special shape, surface or design which determines its final function to a greater degree than does its chemical composition
Product	A part or finished goods which an organization delivers to a customer as the result of its activity.
Plastic	Material made from synthetic polymers. Examples are fiber, film, adhesive tape, molding product, synthetic rubber product, plastic made from plant material, and adhesive.
ISO/IEC17025 analysis institution	Analysis institution which is accredited by a third party that it complies with "ISO/IEC17025 General requirements for the competence of testing and calibration laboratories."
IEC62321	The standard of "Determination of certain substances in electrotechnical products" by IEC (International Electrotechnical Commission).
SVHC	The abbreviation for Substance of Very High Concern. Candidate list of substances of very high concern for authorization defined by Article 59 of REACH Regulation, which are selected from substances fulfilling the criteria defined in Article 57.
JAMP	The abbreviation for the Joint Article Management Promotion-consortium.
chemSHERPA AI	A data submission sheet provided by JAMP which is used for transmitting data on chemical substances contained in an article. It has information items like "Regulation name," "Existence" of substances to be controlled, "Substance name," "CAS Number" and "Concentration" and is used within a supply chain.
chemSHERPA CI	A data submission sheet provided by JAMP which is used for transmitting data on chemical substances contained in chemicals and mixture. It has information items like "Regulation name," "Existence" of substances to be controlled, "Substance name," "CAS Number" and "Concentration" and may be used with SDS to transmit information.
SDS	The abbreviation for Safety Data Sheet. Previously it was called MSDS.
GHS	The abbreviation for the Globally Harmonized System of Classification and Labelling of Chemicals. It is an internationally harmonized system to classify chemicals and provide information by labels or safety data sheets (SDS). It was reviewed at the United Nations GHS Sub-Committee, developed in 2002 as United Nations GHS document, and was adopted in 2003.
Mill sheet	A document that certifies materials of metal.
CAS No.	The abbreviation for Chemical Abstract Service registry Number. It is a unique numerical identification number for each chemical substance specified by a registration system of chemical substances managed by American Chemical Society.
Kashin-ho (Japanese)	Act on the Evaluation of Chemical Substances and Regulation of Their Manufacture, etc.

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TSCA	The United States' Toxic Substance Control Act
EU-ELV Directive	The abbreviation for EU End of Life Vehicle Directive. It aims to eliminate hazardous substances in the process of design and manufacture, which prevent recycling of vehicles. Targeted substances are lead, mercury, cadmium and hexavalent chromium.
RoHS Directive	Restriction of Hazardous Substances Directive EU legislation restricting the use of hazardous substances in electrical and electronic equipment.
REACH Regulation	EU Registration, Evaluation, Authorization and Restriction of Chemicals Regulation (EC) No 1907/2006 of the European Parliament and of the Council on the Registration, Evaluation, Authorization and Restriction of Chemicals
GADSL	The abbreviation for Global Automotive Declarable Substance List A list of substances used for vehicles of which use is restricted or undesirable, and of which disclosure of use is agreed by the chemical industry and the automotive industry. URL: http://www.gadsl.org
IEC62474	International standard for the exchange of material composition data provided by Technical Committee 111 of IEC (International Electrotechnical Commission). It is a standard for transmission of data on hazardous substances contained in electrical and electronic products.

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7. Revision history

Revision number	Date	Revised page	Description	Approved	Inspected	Prepared
12	2018/03/30	Cover P1 P2 P4 P5 Appendix	<p>One version number and one issued date in two places deleted due to duplication.</p> <p>Revised table of contents because of update in the Appendix</p> <p>3_ "Banned substances in the production process" added</p> <p>5.3_Update management of SDS added by customer's request in an audit</p> <p>10_"Inspection" added.</p> <p>All pages updated to meet customer's requirement in an audit</p> <p>Phthalates are added to the packing material</p>	H.Toyama	K.Kawamura	T.Kobayashi
13	2019/08/09	All pages P2 P3 P4 P4-P5	<p>Revised all pages according to a part of the standard of Citizen Group to achieve consistency and simplification of revising.</p> <p>Simplified description of Environment-affecting substances to be controlled.</p> <p>"Restricted substances in packaging materials" are added to Environment-affecting substances to be controlled.</p> <p>Deleted "AMP MSDS plus or AIS" because it is not necessary.</p> <p>Deleted "Application form for permission to use recycled materials" because it is not used.</p> <p>Specified detailed analysis of plating, ink, paint, adhesive and solder, etc.</p> <p>Specified detailed analysis of "inner packing" and "outer packing."</p> <p>Added the party which pays the costs of analysis reporting.</p> <p>Revised "Contact for Inquiries" according to the change of the department name.</p> <p>Specified documents to submit at the time of revision of "Green Procurement Standard"</p> <p>Added "Intentionally added," "Threshold level," and "Detailed analysis", etc. to Definition of Terms.</p>	A. Shiraishi	Y. Hirayama	T.Kobayashi