

# Common Green Procurement Survey Tools Ver. 2.00 Operating Manual



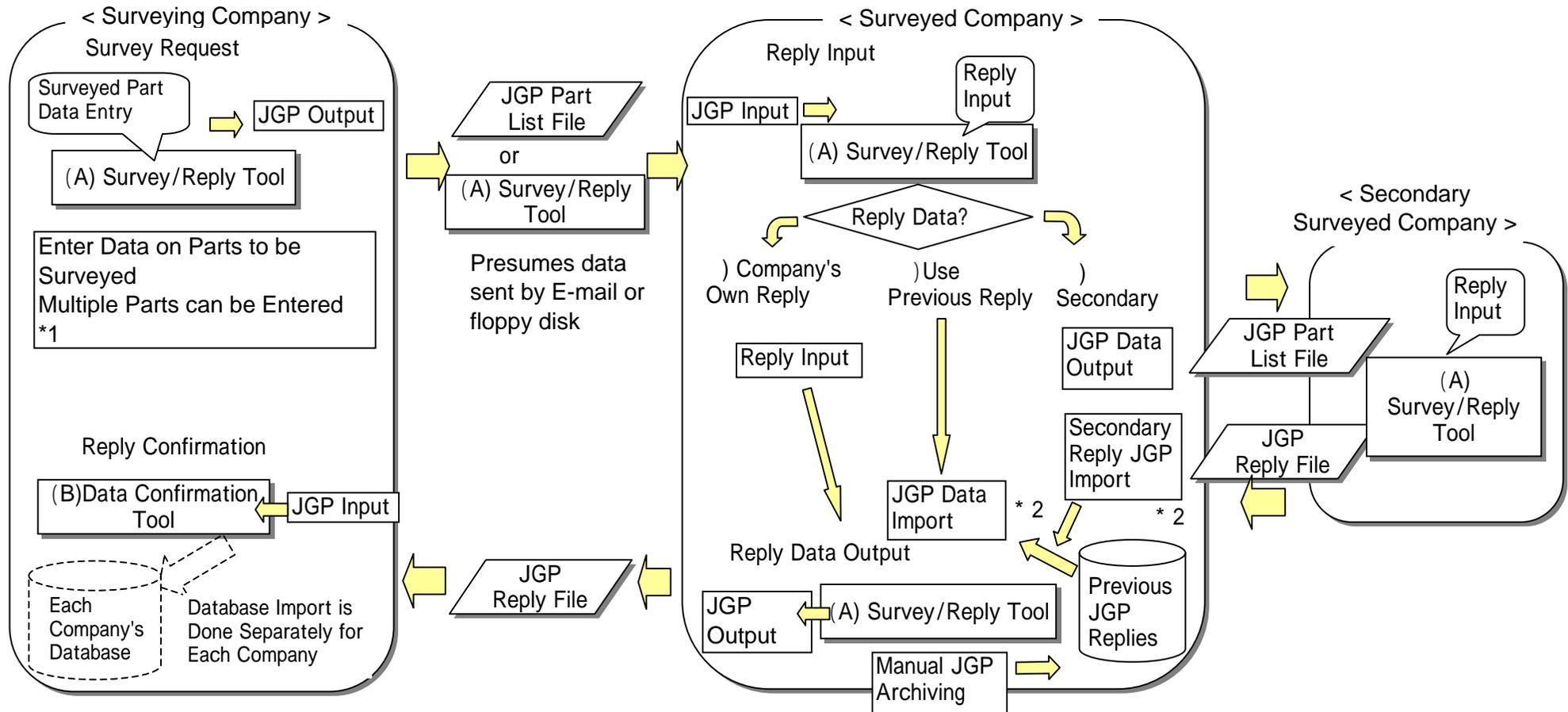
July 22, 2003

Japan Green Procurement Survey Standardization Initiative



# 1. Operation Flow Diagram: Survey/Reply Tool and Data Confirmation Tool

- (A) Survey/Reply Tool: Used for surveys and replies. Data entry and input and output of JGP files are done with this tool.
- (B) Data Confirmation Tool: Displays data for confirmation of replies JGP files



\*1 The maximum number of parts for one data record is currently presumed to be 100 items.

\*2 This tool does not provide the JGP merge function.

**Survey/Reply Tool  
(Chemical Substances)  
Window Transitions**

This indicates the transitions to other windows from the Basic Information Survey (Chemical Substances) sheet.  
Please refer to the following pages corresponding to through for detailed descriptions of each sheet.



**Basic Information Survey (Chemical Substances)**

LOAD JGP      SAVE JGP

Item Setting

Input

**Item Setting**

**Chemical Substance Survey (1)**

Input

**Chemical Substance Survey (2)**

The format of this sheet depends on the category of the substance specified in Chemical Substance Survey (1).  
 Explanations of the typical substance categories No. A01, B05, C06 and C99 are given here.  
 The corresponding sheet numbers are:  
 A01 -1  
 B05 -2  
 C06 -3  
 C99 -4

# Basic Information Survey (Chemical Substances)

Press this button to load a JGP file. The JGP file to be loaded is specified in the File Selection Window. Newly loaded data overwrites any existing data.

Press this button to save data to a JGP file. The JGP file to save to is specified in the File Selection Window. If an existing file is specified, the previous contents are overwritten with the new data.

Press this button to set headings of entries. The display will switch to the Item Setting sheet.

## Green Procurement Basic Information Survey (Chemical Substances) Ver2.00

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Reference Number		Format/Version	2.00
Date of Data Entry		YYYY/MM/DD	

Surveying Company	
Company Name	
DUNS Number	
Division Name	
Contact Name	
Telephone Number	
Fax Number	
Email Address	
Column 1	
Column 2	
Column 3	

Headings set with Item Setting are displayed here. \*1

LOAD JGP    SAVE JGP    Item Setting

Response Date    YYYY/MM/DD

Surveyed Company	
Company Name	
DUNS Number	
Address	
Division Name	
Contact Name	
Telephone Number	
Fax Number	
Email Address	
Column 4	
Column 5	
Column 6	

Headings set with Item Setting are displayed here. \*1

The Parts Mass Unit is g

**Input**  
Press one of these buttons to enter detailed data on the corresponding row's part. The display will switch to the Chemical Substance Survey (1) sheet.

**Clear**  
Press one of these buttons to delete detailed data (from Chemical Substance Survey (1) and (2)) on the corresponding row's part. Data on this sheet is not deleted.

No	Parts Number (used at surveying company)	Parts Name	Surveying Company Column 1	Surveying Company Column 2	Surveying Company Column 3	Manufacturer's Name	Parts Number (used at surveyed company)	Surveying Company Column 1	Surveying Company Column 2	Surveying Company Column 3	Data Version	Revision Date YYYY/MM/DD	Unit	Parts Mass g	Use of Ozone-depleting Substances 0:No 1:Yes	List A Substances Contained 0:No 1:Yes	Input List A substances	Copy List A substances	Clear List A substances
1																	Input	Copy	Clear
2																	Input	Copy	Clear
3																	Input	Copy	Clear
4																	Input	Copy	Clear
5																	Input	Copy	Clear
6																	Input	Copy	Clear
7																	Input	Copy	Clear
8																	Input	Copy	Clear
9																	Input	Copy	Clear
10																	Input	Copy	Clear
11																	Input	Copy	Clear
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18																	Input	Copy	Clear
19																	Input	Copy	Clear
20																	Input	Copy	Clear
21																	Input	Copy	Clear
22																	Input	Copy	Clear

Headings set with Item Setting are displayed here. \*1

Headings set with Item Setting are displayed here. \*1

The maximum number of parts is 100 items.

Part information entered by the surveying company.

Part information entered by the surveyed company.

Select the unit from list.  
piece  
kg  
cm2  
m2  
m3  
l  
g

0 or 1 is entered depending on the use of substances that deplete the ozone

0 or 1 is entered depending on the existence of substances

**Copy**  
Press one of these buttons to copy detailed data (from Chemical Substance Survey (1) and (2)) on the corresponding row's part to a part in another row. Data on this sheet is not

Input copied line number  
n : copyed line number n  
n-m : copyed line number n to m  
n- : copyed line number n to 100  
-m : copyed line number 1 to m

\*1 This information cannot be entered on this sheet.

# Chemical Substance Survey (1)

## Chemical Substance Survey (1)

Parts Number	Parts Name	Surveying 1	Surveying 2	Surveying 3
Unit	Manufacturer	Surveyed 1	Surveyed 2	Surveyed 3
mg				

Details from the Basic Information Survey sheet are displayed here. \*1

Level	Classification No.	Substance Groups	Breakdown Substances	Total Sum	Content on Group Level	Application	Purposes of Use
A	A05	Cadmium and Cadmium Compounds	Input				
	A07	Hexavalent Chromium Compounds	Input				
	A09	Lead and Lead Compounds	Input				
	A10	Mercury and Mercury Compounds	Input				
	A17	Tributyl Tin Oxide (TBTO)	Input				
	A18	Tributyl Tins & Triphenyl Tins	Input				
	B02	Polybrominated Biphenyls (PBBs)	Input				
	B03	Polybrominated Diphenyl ethers (PBDEs)	Input				
	B05	Polychlorinated Biphenyls (PCBs)	Input				
	B06	Polychloronaphthalenes (Cl=>3)	Input				
	B09	Short Chain Chlorinated Paraffins	Input				
	C01	Asbestos	Input				
	C02	Azo Colorants	Input				
	C04	Ozone Depleting Substances	Input				
C06	Radioactive Substances	Input					
B	A01	Antimony and Antimony Compounds	Input				
	A02	Arsenic and Arsenic Compounds	Input				
	A03	Beryllium and Beryllium Compounds	Input				
	A04	Bismuth and Bismuth Compounds	Input				
	A11	Nickel and Nickel Compounds	Input				
	A13	Selenium and Selenium Compounds	Input				
	A16	Magnesium	Input				
	B07	Vinyl Chloride Polymer (PVC)	Input				
	B08	Brominated Flame Retardants	Input				
	C05	Phthalates	Input				
	D01	Copper and Copper Compounds	Input				
	D02	Gold and Gold Compounds	Input				
	D03	Palladium and Palladium Compounds	Input				
	D04	Silver and Silver Compounds	Input				
C99	Other	Input					

Unit is mg.  
But Radioactive Substances unit is MBq.

For metallic compounds (AXX) and precious metals (DXX), the heavy metal content is entered.  
For halogen-type organic compounds (BXX) and other substances (CXX), the content is entered.

Input

Press this button to enter data on the levels of breakdown substances. The display will switch to the Chemical Substance Survey (2) sheet.

OK

This displays the tabulated values of the content entered for breakdown substances. \*1

CANCEL

Press this button to set entries and return to the Basic Information Survey sheet.

Press this button to cancel entries and return to the Basic Information Survey sheet. \*2 \*3

\*1 This information cannot be entered on this sheet.  
\*2 Reverts to the original values just before this sheet was displayed from the Basic Information Survey sheet.  
\*3 The breakdown substance levels also revert to the original values just before this sheet was displayed from the Basic Information Survey sheet.

# - 1 Chemical Substance Survey (2)

## Chemical Substance Survey (2)

Unit is mg.

Unit  
mg

Details from the Basic Information Survey sheet are displayed here. \*1

Parts Number	Parts Name	Surveying 1	Surveying 2	Surveying 3
Manufacturer	Parts Number	Surveyed 1	Surveyed 2	Surveyed 3

### A01.Antimony and Antimony compounds

Classification No.	Breakdown Substances	CAS No.	Conversion Factor to Metal Mass	Compound Content	Metal Content	Chemical Formula	Application(Parts)	Purposes of Use
A01001	Antimony	7440-36-0	1.000			Sb		
A01002	Antimony trichloride	10025-91-9	0.534			SbCl <sub>3</sub>		
A01003	Antimony trioxide	1309-64-4	0.835			Sb <sub>2</sub> O <sub>3</sub>		
A01004	Antimony pentoxide	1314-60-9	0.753			Sb <sub>2</sub> O <sub>5</sub>		
A01005	Sodium antimonate	15432-85-6	0.632			NaSbO <sub>2</sub>		
A01997	Other antimony compounds	-	-			-		
A01998	Other antimony compounds	-	-			-		
A01999	Other antimony compounds	-	-			-		
SUM								

When using additional substance entries, the CAS number can be entered here.

Enter the compound content here. The heavy metal content is calculated using the conversion factor. (This cannot be input manually.) However, because the heavy metal content cannot be calculated for other (non-registered) compound entries, please enter the value manually.

OK

Press this button to set entries and return to the Chemical Substance Survey (1) sheet.

\*1 This information cannot be entered on this sheet.

## - 2 Chemical Substance Survey ( 2 )

### Chemical Substance Survey ( 2 )

Unit is mg.

Unit  
mg

Details from the Basic Information Survey sheet are displayed here. \*1

Parts Number	Parts Name	Surveying 1	Surveying 2	Surveying 3
Manufacturer	Parts Number	Surveyed 1	Surveyed 2	Surveyed 3

### B05.Polychlorinated Biphenyls (PCBs)

Classification No.	Breakdown Substances	CAS No.	-	-	Metal Content	Chemical Formula	Application(Parts)	Purposes of Use
B05001	Polychlorinated biphenyls	1336-36-3	-	-		Unspecified		
B05002	Polychlorinated terphenyls	61788-33-8	-	-		Unspecified		
B05997	Other PCB/PCT		-	-		-		
B05998	Other PCB/PCT		-	-		-		
B05999	Other PCB/PCT		-	-		-		
SUM								

When using additional substance entries, the CAS number can be entered here.

Enter the content here.

OK

Press this button to set entries and return to the Chemical Substance Survey (1) sheet.

\*1 This information cannot be entered on this sheet.

# - 3 Chemical Substance Survey (2)

## Chemical Substance Survey (2)

Unit is MBq.

Unit

MBq

Details from the Basic Information Survey sheet are displayed here. \*1

Parts Number	Parts Name	Surveying 1	Surveying 2	Surveying 3
Manufacturer	Parts Number	Surveyed 1	Surveyed 2	Surveyed 3

### C06.Radioactive Substances

Classification No.	Breakdown Substances	Radio-active Isotope	-	-	Maximum Activity Level	Chemical Formula	Application(Parts)	Purposes of Use
C06001	Uranium		-	-		U		
C06002	Plutonium		-	-		Pu		
C06003	Radon		-	-		Rn		
C06004	Americium		-	-		Am		
C06005	Thorium		-	-		Th		
C06006	Cesium		-	-		Cs		
C06007	Strontium		-	-		Sr		
C06997	Other radioactive substance		-	-		-		
C06998	Other radioactive substance		-	-		-		
C06999	Other radioactive substance		-	-		-		
	SUM							

Enter the Radio-active Isotope here.

Enter the Activity Level here.

OK

Press this button to set entries and return to the Chemical Substance Survey (1) sheet.

\*1 This information cannot be entered on this sheet.

# - 4 Chemical Substance Survey ( 2 )

## Chemical Substance Survey ( 2 )

Unit  
mg

Unit is mg.

Parts Number	Parts Name	Surveying 1	Surveying 2	Surveying 3
Manufacturer	Parts Number	Surveyed 1	Surveyed 2	Surveyed 3

Details from the Basic Information Survey sheet are displayed here. \*1

C99.Other								
Classification No.	Breakdown Substances	CAS No.	Conversion Factor to Metal Mass	-	Metal Content	Chemical Formula	Application(Parts)	Purposes of Use
C99001	Other1		-	-	-	-		
C99002	Other2		-	-	-	-		
C99003	Other3		-	-	-	-		
C99004	Other4		-	-	-	-		
C99005	Other5		-	-	-	-		
C99006	Other6		-	-	-	-		
C99007	Other7		-	-	-	-		
C99008	Other8		-	-	-	-		
C99009	Other9		-	-	-	-		
C99010	Other10		-	-	-	-		
C99011	Other11		-	-	-	-		
C99012	Other12		-	-	-	-		
C99013	Other13		-	-	-	-		
C99014	Other14		-	-	-	-		
C99015	Other15		-	-	-	-		
C99016	Other16		-	-	-	-		
C99017	Other17		-	-	-	-		
C99018	Other18		-	-	-	-		
C99019	Other19		-	-	-	-		
C99020	Other20		-	-	-	-		
SUM								

Headings set with Item Setting are displayed here. \*1

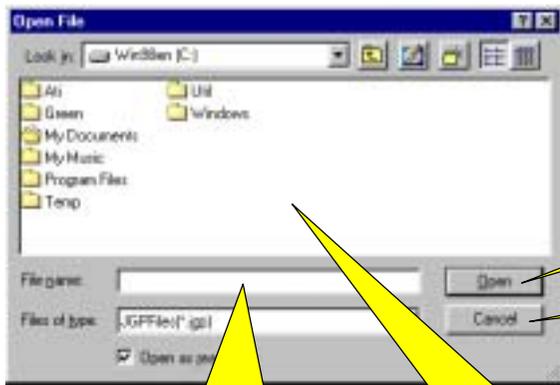
Enter the content here.

OK

Press this button to set entries and return to the Chemical Substance Survey (1) sheet.

\*1 This information cannot be entered on this sheet.

## File Selection Window (Load)



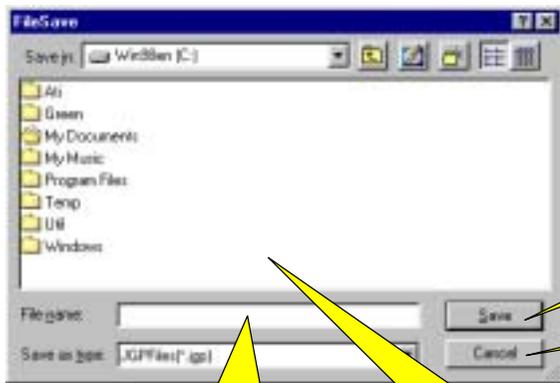
Enter the file name here.

Select the file to be loaded here.

Press this button to load the selected or entered file and close the File Selection Window.

Press this button to cancel the file selection and close the File Selection Window.

## File Selection Window (Save)



Enter the file name here.

Select the file where the data will be saved here.

Press this button to save data to the selected or entered file and close the File Selection Window. If an existing file is specified, the new data will overwrite the previous contents.

Press this button to cancel the file selection and close the File Selection Window.

# Item Setting

**Item Setting**

Basic Information

Surveying Company Column 1		Column 1	
Surveying Company Column 2		Column 2	
Surveying Company Column 3		Column 3	
Surveyed Company Column 1		Column 4	
Surveyed Company Column 2		Column 5	
Surveyed Company Column 3		Column 6	

Chemical Substances

other1		other11	
other2		other12	
other3		other13	
other4		other14	
other5		other15	
other6		other16	
other7		other17	
other8		other18	
other9		other19	
other10		other20	

OK

CANCEL

Enter headings for the Basic Information Survey sheet here.

This area is for the Chemical Substance Survey (2) C99 sheet. Enter additional substance name headings for the sheet here.

Press this button to set entries and return to the Basic Information Survey sheet.

Press this button to cancel entries (reverts to the original state just before this sheet was displayed) and return to the Basic Information Survey sheet.



