

I-O DATA
Green Procurement Standards
Rev8.0

Established: July 1, 2001

Revised: August 4, 2011

I-O DATA DEVICE, INC.

Revision History for Green Procurement Standard

Version	Revision Date	Contents of Revision
Rev. 1.0	2001/07/01	Established Standards and commenced green procurement.
Rev. 2.0	2002/09/02	Partial revision: Added chemical substances for suppliers to survey.
Rev. 3.0	2004/07/01	Major revision: Made revisions to strengthen conformance with legislation and regulations outside of Japan, and by suppliers in Japan. Established standards for chemical substance content in products and use of chemical substances in manufacturing processes. Established standards to prioritize purchasing from suppliers who are capable of managing chemical substance content.
Rev. 4.0	2005/07/22	Partial revision: Updated to July 2005 version of Environmental Policy.
Rev. 5.0	2006/11/01	Major revision: Changed the issuing person, and changed the supplier survey forms and method of application. Changed the title of the Japanese version of the Standard from “Green Purchasing Standards” (Rev. 4.0 and earlier) to “Green Procurement Standards” (Rev. 5.0).
Rev. 5.1	2007/09/05	Partial revision: Changed the issuing person. Changed the standards for adoption of instruction manuals and warranty cards in Chapter 4. Added notes in the “Notices” section of the Appendix documents, and revised Appendix 1-7.
Rev. 6.0	2008/10/9	Major revision: Added the Department Manager of the Research & Development Headquarters as the issuing person. To support JIG 101a/JGPSSI Tools V3.34, added PCTs to surveyed Level A chemical substances, and changed the cadmium threshold value from 75 ppm to 100 ppm. Revised the standards for adoption of packaging materials and printed matter (Chapter 4). Also revised the <i>Declaration for Packaging Materials and Printed Matter</i> (Appendix 4-7) and added <i>Certificate of Non-Use of Ozone-Depleting Substances in Manufacturing Processes</i> (Appendix 8).
Rev. 7.0	2010/11/30	Major revision: <ul style="list-style-type: none"> • Changed the issuing person and the Environmental Policy. • For the survey method (Para. 3, Chapter 2), added Standards-related documents to the survey forms. • For the survey content for adoption of products and components (Para. 4, Chapter 2), added the requirement to submit related documents if requested by I-O Data. • For the survey and requirements for adoption of products and components (C, Para. 5, Chapter 2), changed the regulation of PFOS under the revised Act on the Evaluation of Chemical Substances and Regulation of Their Manufacture, etc. to being in effect as of April 2010 (was previously projected to go into effect in November 2009). • For the survey standards for hazardous substances (Chapter 3), changed to mandatory survey for disuse of prohibited chemical substances and disuse of ozone-depleting substances in manufacturing processes (from “as required” basis). Revised the <i>Certificate for disuse of Prohibited Chemical Substances</i> (Appendix 1) • Revised the standards for adoption of packaging materials and printed matter (Chapter 4). Also revised the <i>Declaration for Standards Concerning Adoption of Packaging Materials and Printed Matter</i> (Appendix 4) to integrate previous Appendix 5-7.
Rev. 8.0	2011/08/04	Changed the domestic and overseas laws and regulations to JIG in the Survey Standards for Hazardous Substances defined in Chapter 3. Added definitions of prohibited chemical substance and Controlled Chemical Substances. Revised Appendix 3 “Declaration of Compliance with RoHS.” Revised Appendix 4 “Declaration for Standards Concerning Adoption of Packaging Materials ” in response to a change to the standards for adoption of packaging materials and printed matter (the adoption criteria concerning the use of recycled paper or forest certification paper and environmentally friendly printing ink were changed to recommendations). Added definitions of packaging material and printed matter.

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Introduction

Based on a recognition of the importance of protecting and conserving the global environment as a global-scale issue, I-O DATA Device, Inc. has been partnering with its suppliers to engage in green procurement since July 2001, as part of our environmental initiatives.

The increasing emphasis on the environment in recent years has led to the introduction of new and stricter environmental legislation. At the same time, corporations are being looked upon to fulfill greater social responsibilities for engaging in environment initiatives. I-O DATA has sought to revise its green procurement standards in order to appropriately shoulder these growing obligations.

Green procurement enables us to verify and evaluate the certification and implementation status for environmental initiatives by our suppliers, as well as the status of chemical substance management and the framework for ensuring the non-use and exclusion of prohibited substances based on environmental initiatives. In particular, we ask our suppliers to conduct strict management and supply suitable information to limit the risk of further contamination of the six substances (including lead and cadmium) that are targeted under Europe's Restriction of Hazardous Substances (RoHS) directive.

I-O DATA is dedicated to the procurement of products and components that are safer and friendlier to the environment. Our strategy is to build products that endear our customers, so that they can feel secure in purchasing our products. We ask our suppliers to accept and cooperate with our green procurement initiatives, in order to ensure that we can pass on our precious global environment to the next generation.

August 2011

Tomomi Tsuchida,
Department Manager of Production & Purchasing Department
I-O DATA Device, Inc.

Chapter 1 Environmental Policy

Harmonious Coexistence of Business Activities and Nature

As a leading company of computer peripherals and digital home electronics, business philosophy of I-O DATA DEVICE, INC. is to contribute to the information society.

Moreover, I-O DATA comprehends that the preservation and conservation of the global environment are major worldwide issues, and I-O DATA makes every effort to reduce the environmental impact of its business activities and product life cycles to promote the achievement of sustainable societies.

Environmental Activities Guideline

1. Planning the continuous improvement of the environmental management system by the implementation of eco-audit and the activities of the environment committee to preserve the global environment and protect it from pollution.
2. Taking a progressive approach to the requirements for the environment of interested parties complying with environment-related laws and industry's self-regulation.
3. Endeavoring to contribute to society by cooperating with and supporting environmental protection and conservation activities and events by outside organizations.
4. Establishing and revising environmental goals to promote the following activities.
 - (1) Promotion of environment-responsive product design and reduction of environmental impact.
 - (2) Implementation of activities to conserve electricity, kerosene, and other energy sources used in the course of business activities.
 - (3) Recycling and proper disposal of waste products generated by business activities.
 - (4) Efficient use of production materials used in the course of business activities.
 - (5) Disclosure of information on the company's environmental efforts.
5. We will make this Environmental Policy known to all company employees and all other persons working on behalf of the company, and will disclose it to the public.

July 2009

I-O DATA DEVICE, INC.

Akio Hosono, President

Chapter 2 Green Procurement Initiatives

I-O DATA Device gives priority to the procurement of products and components that are safer and friendlier to the environment. In order to achieve this goal, we survey the implementation status of environmental initiatives that are conducted independently by our suppliers, and the non-use and reduction of substances that have an environmental impact, in the products and processes of our suppliers. We then perform evaluations to prioritize purchasing from suppliers who receive high evaluations.

1. Scope of Application for Green Procurement Standards

These Standards apply to suppliers from whom we purchase I-O DATA products or constituent components of products, and which are purchased either directly or through our subsidiaries or affiliates. The Standards also apply to the purchasing of packaging materials used for products, and items that are included with products. The Standards do not apply to the purchasing of packaging materials for product transportation, or office products such as stationery and office equipment and furnishings.

2. Priority on Purchasing from Suppliers with High Evaluations

If a supplier does not meet our Green Procurement Standards with respect to the implementation status for environmental initiatives and status of chemical substance management, then we will reconsider our purchasing and give priority to suppliers who adequately meet our Standards.

3. Survey Method

Surveys in connection with these Standards will be conducted using the following methods.

Survey Scope	Purpose	Survey Forms
Supplier	To prioritize purchasing from companies that have a lower environmental impact	<i>Check Sheet for Selection of New Suppliers</i> or <i>Survey Sheet for Suppliers</i> Green procurement documents (Appendix 1 and 8)
Adoption of products or components	To adopt products and components that meet our Standards	XML file created using the JAMP AIS input support tool (JAMP AIS data) Green procurement documents (<i>Survey Response Tool</i> , Appendix 2-4)

4. Survey Contents

The contents of the survey are as follows.

A. Implementation Status of Environmental Initiatives

(1) Has your company acquired ISO 14001 certification?

If yes, what was the certification date? If not, does your company plan to acquire certification?

(2) Has your company acquired other environmental-related certifications? If so, describe them. Does your company plan to acquire certifications (other than ISO 14001) in the future?

(3) Describe your company's environment policy, its purpose and objectives, and the status of initiatives.

(4) Enter the name and position of the person responsible for environmental management at your company.

B. Status of Chemical Substance Management

(1) Can you declare that the chemical substances we designate as prohibited chemical substances are not contained in your products and Controlled Chemical Substances are contained/are not contained, and ensure that your replies are correct? If yes, submit the *Declaration of Use/Non-use of Chemical Substances Contained in Products* (Appendix 1) and *Certificate for disuse of Ozone-Depleting Substances in Manufacturing Processes* (Appendix 8).

(2) If we request it for the adoption of products or components, submit the *XML file created using the JAMP AIS (JAMP format Article Information Sheet) input support tool*. If your company does not support the *Reference 2 and Appendix 2 "JGPSSI Format"*, please submit the *Declaration of Compliance with RoHS* (Appendix 3).

C. Status of Packaging Materials

(1) If we request it for the adoption of products or components, submit the *Declaration for Standards Concerning Adoption of Packaging Materials* (Appendix 4). We may require this document to verify the status of environmental performance and compliance with hazardous substance legislation and regulations in and outside of Japan.

5. Confidentiality

Information that we obtain will not be used for any purpose other than in relation to green procurement. We will only use the information internally, and will not disclose the information externally.

6. Contact Departments for Green Procurement Standards

- Supplier evaluations: Production & Purchasing Department
- Production and component evaluations: Research & Development Department
- General inquiries about these Standards: Quality Assurance Department

Chapter 3 Survey Standards for Hazardous Substances

1. Purpose

The purpose of the Survey Standards for Hazardous Substances is to achieve surveys in an efficient manner by investigating and evaluating the inclusion of chemical substances in all adopted products and parts based on the Joint Industry Guide (JIG) defined by Japanese, U.S. and European industrial organizations (Japan: Japan Green Procurement Survey and Standardization Initiative (JGPSSI), U.S.: Consumer Electronics Association (CEA), Europe: DIGITALEUROPE).

2. Definition

• Prohibited chemical substances

Substance whose inclusion in target products and parts is prohibited and which is designated as standard R by the JIG regulations and prohibited by domestic laws and regulations.

• Controlled Chemical Substances

Substance whose inclusion in target products and parts must be identified and which is designated as standard R by the JIG regulations and prohibited or restricted by overseas laws and regulations.

3. Chemical Substances Surveyed and Threshold Levels

The chemical substances to be surveyed conform to the substances (groups) specified in the JIG regulations. For examples of substances included in the groups and terms and their definitions, see JIG-101 Ed4.x.

《Prohibited chemical substances》

No.	対象化学物質	Substances	報告対象 Reportable Application(s)	閾値レベル(報告レベル) Threshold Level (Reporting level)
1	アスベスト類(又は石綿)	Asbestos	すべて All	意図的添加 Intentionally added
2	ポリ塩化ビフェニル(PCB)	Polychlorinated biphenyl	すべて All	意図的添加 Intentionally added
3	ポリ塩化ナフタレン(塩素数3以上のものに限る)	Polychlorinated naphthalenes (with 3 or more chlorine)	すべて All	意図的添加 Intentionally added
4	ビス(トリブチルスズ)＝オキシシド (TBTiO)	Bis (tri-n-butyltin) oxide (TBTiO)	すべて All	意図的添加、または製品の0.1重量%(1,000 ppm)
5	2-(2H-1, 2, 3-ベンゾトリアゾール-2-イル)-4, 6-ジ-tert	2-(2H-1,2,3-Benzotriazol-2-yl)-4,6-di-tert-butylphenol	すべて All	意図的添加 Intentionally added
6	ペルフルオロ(オクタン-1-スルホン酸) (別名PFOS)又はその塩	Perfluoro(octane-1-sulfonic acid) (Synonym: PFOS) or its salts	化学物質の審査および製造等の規制に関する法律(化審法)の規制除外用途除くすべて All, except exempted uses for Japan Law concerning the evaluation of chemical	意図的添加または材料中の0.1重量%(1,000ppm) Intentionally added or 0.1% by weight (1000 ppm) in material
7	オゾン層破壊物質(モントリオール議定書対象物質)	Ozone-depleting substances (Substances cited by the	すべて All	意図的添加 Intentionally added
8	放射性物質	Radioactive Substances	すべて All	意図的添加 Intentionally added

《Controlled Chemical Substances》

No.	対象化学物質	Substances	報告対象 Reportable Application(s)	閾値レベル(報告レベル) Threshold Level (Reporting level)
9	カドミウム/カドミウム化合物	Cadmium/cadmium compounds	電池とEU 指令2002/95/ECおよび2005/618/ECの規制除外用途除くすべて All, except batteries and exempted uses for EU Directive 2002/95/EC and 2005/618/EC 電池 Batteries	均質材料中のカドミウムの0.01 重量%(100 ppm) 0.01% by weight (100 ppm) of cadmium in homogeneous materials 電池中のカドミウムの0.0005 重量%(5 ppm) 0.0005% by weight (5 ppm) of cadmium in
10	鉛/鉛化合物	Lead/lead compounds	下記に示す対象以外とEU 指令2002/95/ECおよび2005/618/ECの規制除外用途除くすべて All, except as noted below and exempted uses for EU Directive 2002/95/EC and 2005/618/EC 主として12歳以下の子供向けの消費者製品 Consumer products designed or intended primarily for children 12 years of age or younger 玩具及び子供向け製品の塗料又は表面塗装 Paint and similar surface coatings of toys and other articles intended for use by children 熱硬化性樹脂または熱可塑性樹脂で被覆された電線・ケーブル又はコード Cables/cords with thermoset or thermoplastic coatings 電池 Batteries	均質材料中の鉛の0.1 重量%(1,000ppm) 0.1% by weight (1 000 ppm) of lead in homogeneous materials 子供用製品中の鉛の0.03 重量%(300ppm) 0.03% by weight (300 ppm) of lead in the children's product 表面塗装中の鉛の0.009 重量%(90ppm) 0.009% by weight (90 ppm) of lead in surface coating 表層被覆中の鉛の0.03 重量%(300ppm) 0.03% by weight (300 ppm) of lead in surface coating 電池中の鉛の0.004 重量%(40ppm) 0.004% by weight (40 ppm) of lead in battery
11	六価クロム化合物	Chromium VI compounds	EU 指令2002/95/ECおよび2005/618/ECの規制除外用途除くすべて All, except exempted uses for EU Directive 2002/95/EC and 2005/618/EC	均質材料中の六価クロムの0.1 重量%(1,000 ppm) 0.1% by weight (1000 ppm) of chromium (VI) in homogeneous materials
12	水銀/水銀化合物	Mercury/mercury compounds	電池とEU 指令2002/95/ECおよび2005/618/ECの規制除外用途除くすべて All, except batteries and exempted uses for EU Directive 2002/95/EC and 2005/618/EC 電池 Batteries	意図的添加または均質材料中の水銀の0.1 重量%(1,000 ppm) Intentionally added or 0.1% (1 000 ppm) of mercury in homogeneous material 電池中の水銀の0.0001 重量%(1ppm) 0.0001% by weight (1 ppm) of mercury in of
13	ポリ臭化ビフェニル類 (PBB類)	Polybrominated biphenyls (PBBs)	すべて All	均質材料中の0.1 重量%(1,000 ppm) 0.1% by weight (1000 ppm) in homogeneous
14	ポリ臭化ジフェニルエーテル類 (PBDE類)	Polybrominated diphenylethers (PBDEs)	すべて All	意図的添加または均質材料中の0.1 重量%(1,000ppm)
15	ポリ塩化ターフェニル類(PCT類)	Polychlorinated Terphenyls(PCTs)	すべて All	材料中の0.005 重量%(50ppm) 0.005% by weight (50 ppm) in material
16	短鎖型塩化パラフィン(炭素数10~13)	Certain Short Chain Chlorinated Paraffins (C10~13)	すべて All	製品の0.1 重量%(1,000 ppm) 0.1% by weight (1000 ppm) of the product
17	一部の芳香族アミンを生成するアゾ染料・顔料	Certain azocolorants and azodyes in textile and leather	繊維と皮革 Textiles and leather	仕上がり繊維/皮革製品の0.003 重量%(30 ppm)
18	三置換有機スズ化合物	Tri-substituted organostannic compounds	すべて All	意図的添加またはスズ元素として、材料中の0.1 重量%(1,000 ppm)
19	フッ素系温室効果ガス(PFC, SF6, HFC)	Fluorinated greenhouse gases (PFC, SF6, HFC)	すべて All	意図的添加 Intentionally added
20	過塩素酸塩	Perchlorates	すべて All	製品の0.0000006 重量%(0.006ppm) 0.0000006% by weight (0.006 ppm) of the
21	ニッケル	Nickel	長時間皮膚に接する場合はすべて All, where prolonged skin contact is expected	意図的添加 Intentionally added
22	フタル酸エステル類グループ1 (BBP/DBP/DEHP)	Selected Phthalates Group 1 (BBP, DBP, DEHP)	玩具または育児用品 Children's toy or child care article	可塑性材料中の0.1 重量%(1,000ppm) 0.1% by weight (1000 ppm) in plasticized
23	フタル酸エステル類グループ2 (DIDP/DINP/DNOP)	Selected Phthalates Group 2 (DIDP, DINP, DNOP)	子供の口に入る玩具または育児用品 Children's toy or child care article that can be placed in a child's mouth	可塑性材料中の0.1 重量%(1,000ppm) 0.1% by weight (1 000 ppm) in plasticized material
24	ジメチルフマレート(フマル酸ジメチル)	Dimethyl fumarate	すべて All	材料中の0.00001 重量%(0.1 ppm) 0.00001% by weight (0.1 ppm) in a material
25	ホルムアルデヒド	Formaldehyde	複合木材(合板、パーティクルボード、中密度ファイバーボード)製品または部品 Composite wood (plywood, particle board, medium density fiberboard) products or components 繊維 Textiles	意図的添加 Intentionally added 繊維製品の0.0075 重量%(75 ppm) 0.0075% by weight (75 ppm) of textile product
26	ジブチルスズ化合物(DBT)	Dibutyltin (DBT) compounds	すべて All	スズ元素として、材料中の0.1 重量%(1,000 ppm)
27	ジオクチルスズ化合物(DOT)	Diocetyl tin (DOT) compounds	(a) 皮膚と接触することを意図する繊維および皮革製品、 (b) 育児用品、 (c) 2液性室温硬化モールドングキット(RTV-2 シーラントモールドングキット) (a) textile and leather articles intended to come into contact with the skin, (b) childcare articles (c) two-component room temperature vulcanisation moulding kits (RTV-2 moulding kits)	スズ元素として、材料中の0.1 重量%(1,000 ppm) 0.1% by weight (1000 ppm) of tin in a material

4. Adoption criteria

The following adoption criteria apply to products and parts.

- Prohibited chemical substances shall not be contained.
- Ozone-depleting substances shall not be used in the manufacturing process.

5. Recommendations

Although recommendations are not adoption criteria, we would like you to observe the following points to reduce the environmental burdens of products and parts and because our clients require or restrict:

- Controlled Chemical Substances shall not be contained.
- To indicate that plastic materials are recyclable, display markings according to ISO 1043/11469 (JIS K 6899/K 6999). Although parts whose mass is less than 25 g are excluded from this recommendation, put markings wherever possible if they have a surface area large enough to put markings (200 mm² or over), except for cables and cable assemblies.
- We desire not to use polyvinyl chloride (PVC) wherever possible. If it can be replaced with another substance, please propose the alternative substance.

6. Documents and data that must be submitted

- Declaration of Use/Non-Use of Chemical Substances Contained in Products (Appendix 1)
- Certificate for disuse of Ozone-Depleting Substances in Manufacturing Processes (Appendix 8)
- XML file created using the JAMP AIS input support tool (JAMP AIS data)
- Green Procurement Survey Tool(Reference2, Appendix 2) or Declaration of Compliance with RoHS (Appendix 3)
(only if your company does not support JAMP AIS data above)

7. References

- JAMP
<http://www.jamp-info.com/>
- JGPSSI
<http://www.jgpssi.jp/>

Chapter 4 Standards for Adoption of Packaging Materials and Printed Matter

1. Purpose

Our purpose is to improve environmental performance (design for reduction, reuse and recycling, and exclusion of hazardous substances), by elucidating standards for the adoption of packaging materials and printed matter. These standards are also in conformance with hazardous substance legislation and regulations in and outside of Japan, including the Containers and Packaging Recycling Law, and regulations for packaging materials in Europe and the United States.

2. Definitions of packaging material and printed matter

•Packaging material

“Packaging material” means a material for packing a product or its accessories, and the items of 1) to 5) below are classified as packaging materials.

1) Gift Boxes: Packaging for containing a product and all accessories

Coated cardboard that is inserted into one side of blister packs through which the product inside is visible, and bag

2) Inner Packaging: Box for containing an individual product or accessories in a gift box

3) Dividers: Plate-like packaging material that divides the inside of a gift box into space for a product and its accessories

4) Plastics for packaging materials: Plastic cushioning material for protecting a product from damage resulting from a shock (air cap, polystyrene foam, etc.), bag for containing accessories, or blister pack through which the inside is visible

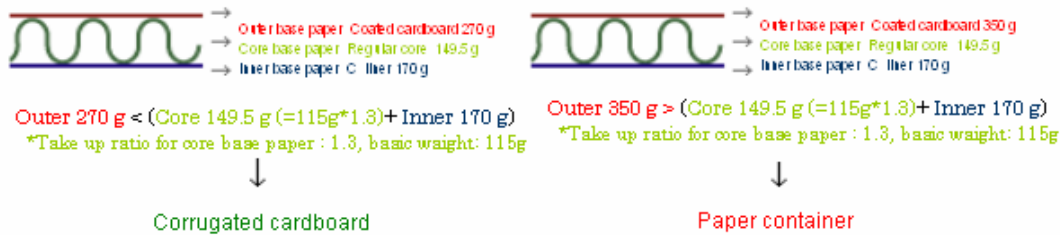
5) Seal: Seal to be attached to packaging materials

Seals to be attached to products and accessories and accessory seals are excluded.

•Composite material of paper or coated cardboard and corrugated cardboard*₁

The Containers and Packaging Recycling Law obligates manufacturers to display the materials of paper and plastic packaging materials. In the case of materials consisting only of paper or coated cardboard, mark “Paper” as the material. With regard to composite materials of paper or coated cardboard and corrugated cardboard, mark “Corrugated cardboard” when the ratio of the mass of corrugated cardboard is in excess of 50%, or “Paper” when the ratio of the mass of corrugated cardboard is 50% or below.

*1 Cross-section of composite material (corrugated cardboard and paper/coated cardboard):



• Printed matter

“Printed matter” means paper on which characters, illustrations, photos, or other images are printed, such as packaging materials of 1) to 5) listed above, operation manuals, and inserts.

3. Adoption criteria

The following adoption criteria apply to packaging materials:

- 1) The content of lead, cadmium, hexavalent chromium, or mercury shall be 100 ppm or below.
- 2) The use of organic halogen compounds shall be prohibited.
- 3) The use of polyvinyl chloride (PVC) shall be prohibited (except for PVC for paints and inks).
- 4) In the case of composite packaging materials of paper or coated cardboard and corrugated cardboard, the ratio of the mass of corrugated cardboard shall exceed 50%.
- 5) Each manufacturer shall reply to "Declaration for Standards Concerning Adoption of Packaging Materials (Appendix 4)" in connection with the adoption criteria of 1) to 4) above.

4. Recommendations

Although recommendations are not adoption criteria, we would like you to observe the following points to reduce the environmental burdens of packaging materials and printed matter.

- Adoption of recycled paper and environmentally friendly paper, such as forest certification paper
- Adoption of environmentally friendly inks, such as plant-based inks and water-based inks

5. Documents for Submission

- Declaration for Standards Concerning Adoption of Packaging Materials (Appendix 4)

Reference: Example of *Check Sheet for Selection of New Suppliers and Survey Sheet for Suppliers*

Check Sheet for Selection of New Supplier

品質保証関連	
1) 品質ISO9001	取得(取得日: 年 月) 、未取得 *予定有(予定日: 年 月)
2) 品質目標、方針を記入下さい。	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3) 品質保証体系図	有(別紙③に記入して下さい) 、 無
4) 品質保証部門は技術、製造部門から独立していますか。	はい、 いいえ
5) 御社の品質管理責任者	氏名 _____ 役職名 _____
6) 品質保証に関する認証の有無、その内容及び今後の取得予定(ISO9001を除く)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
環境保全関連	
1) 環境に関する認証の有無、その内容及び今後の取得予定	有) 認証種別名: _____ 無) 取得予定種別名: _____ 取得予定日: 年 月
2) 環境方針、目的、目標、活動計画を記入下さい。(別紙添付でも可)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3) 御社の環境管理責任者	氏名 _____ 役職名 _____
4) その他	・ 法的要求などで禁止されている化学物質を含まないことを保証できますか。 はい、 いいえ ・ 保証できる場合は別紙④「使用禁止化学物質の不使用証明書」を提出下さい。

Appendix2 Green Procurement Survey Tool (JGPSSI style Hand-written form.)

Comprehensive Energy Management Dashboard


Date: 10/20/2023

Project Information		Status	
Project Name	Project ID	Phase	Progress %
Project A	001	Phase 1	100%
Project B	002	Phase 2	80%
Project C	003	Phase 3	60%

Item ID	Description	Quantity	Unit Price	Total Price	Notes
001	Item 1 Description	100	10.00	1000.00	
002	Item 2 Description	50	20.00	1000.00	
003	Item 3 Description	200	5.00	1000.00	
004	Item 4 Description	100	10.00	1000.00	
005	Item 5 Description	50	20.00	1000.00	
006	Item 6 Description	200	5.00	1000.00	
007	Item 7 Description	100	10.00	1000.00	
008	Item 8 Description	50	20.00	1000.00	
009	Item 9 Description	200	5.00	1000.00	
010	Item 10 Description	100	10.00	1000.00	

Category	Item	Value	Percentage
Category 1	Item 1	1000	10%
	Item 2	2000	20%
	Item 3	3000	30%
	Item 4	4000	40%
	Item 5	5000	50%
	Item 6	6000	60%
	Item 7	7000	70%
	Item 8	8000	80%
	Item 9	9000	90%
	Item 10	10000	100%

Appendix 3: Green Procurement—Declaration of Compliance with RoHS



(株)アイ・オー・データ機器 行き
Attn: I-O DATA DEVICE, INC.

作成日: 年 月 日
Issued by (yyyy/mm/dd) / /

RoHS対応自己宣言書 Declaration of Compliance with RoHS

当社は、欧州RoHS指令(Directive 2002/95/EC)に対応していることを宣言します。また将来の設計変更等にも欧州RoHS指令に対応することを約束します。
なお、エビデンスとして下記書類を添付します。
We hereby declare its compliance with EU RoHS (EU Directive 2002/95/EC). And future design changes to ensure that it conforms to EU RoHS directive.
And we provide the below document(s) for the evidence.

会社名 Company name _____

責任部署及び役職 Division Name and Job title _____

責任者 Responsible person _____ 印 or Signature

連絡先(所在地) Contact information (Address) _____

(TEL) _____

(eMail) _____

対象部品
Scope)

I-O DATAの品目コード
Part Number for I-O DATA(P/N) _____

部品名
Part Name(Description) _____

添付書類
Evidence)

チェック欄 check	書類名 Documents	補足 Note
<input type="checkbox"/>	データシート/仕様書 Data sheet / Specification	型番と、その型番がRoHS指令に対応している旨記載のページを添付ください。 Attach the documents described about P/N and "Compliance with RoHS".
<input type="checkbox"/>	分析結果 Analysis report	分析結果は、自社/第三者機関(SGSなど)問わず。蛍光X線分析EDXの結果でも可。 Both self-declaration and third party (ex. SGS) is acceptable. Both ICP and EDX (ex. X-ray Fluorescence Spectrometer) is acceptable.

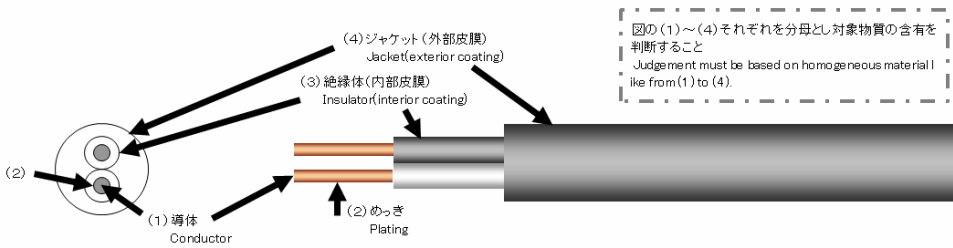
対象物質
Substances)

物質名 Substance	最大許容濃度 (割合) Max. Tolerance concentration (threshold)	閾値以上の含有の有無 Inclusion above the threshold		←「有り」の場合、使用部位と該当する除外コードを記入ください(※) ←For exempted use, please describe the portion including the substance, and its use (※)
		無し Not Included	有り <規制除外用途> Included <Exempted use>	
カドミウム及びその化合物 Cadmium and Cadmium Compounds	0.01wt% (100ppm)	○	○	
六価クロム化合物 Hexavalent Chromium Compounds	0.1wt% (1000ppm)	○	○	
鉛及びその化合物 Lead and Lead Compounds	0.1wt% (1000ppm)	○	○	
水銀及びその化合物 Mercury and Mercury Compounds	0.1wt% (1000ppm)	○	○	
ポリ臭化ビフェニル類(PBB類) Polybrominated Biphenyls (PBBs)	0.1wt% (1000ppm)	●	/	
ポリ臭化ジフェニルエーテル類(PBDE類) Polybrominated Diphenyl ethers (PBDEs)	0.1wt% (1000ppm)	●	/	

※ [Exempted use code] シート参照 記入例:コンデンサ/7(c)-1
Please refer to the sheet "Exempted use code", Example: Capacitor/7(c)-1

補足
Note)

欧州RoHS指令に則り、適用除外・閾値・含有/非含有を判断してください。参考までにケーブルの部品の構成単位となる事例を紹介します。
Judgement of exempted use, threshold of environmental substances, content/not content shall be made by EU RoHS directive.
Refer the below diagram.




(参考) アイ・オー・データ機器の「グリーン調達基準書」掲載のホームページアドレス
For reference, the following is home address for "I-O DATA DEVICE, INC. Green Procurement Standards" at WEB site.
<http://www.iodata.jp/company/environment/procurement/index.htm>

form ED107A-14-07

Appendix4 Declaration for Standards Concerning Adoption of Packaging Materials

<p>(株)アイ・オー・データ機器 行き To I-O DATA DEVICE, INC.</p>	<p>I-O DATA</p> <p>作成日: 年 月 日 Issued by (yyyy/mm/dd) / /</p>
<p>包装材の採用基準に関する自己宣言書 Declaration for Standards Concerning Adoption of Packaging Materials</p>	
<p>当社は包装材に関して最新の「I-O DATAグリーン調達基準書」を遵守し、株式会社アイ・オー・データ機器(子会社・関連会社を含む)に納入することを宣言します。</p> <p>Our company declares that we will deliver packaging materials to I-O DATA Device, Inc. (including its subsidiaries and affiliates), in conformance with the latest I-O DATA Green Procurement Standards.</p>	
<p>会社名 責任部署及び役職 責任者 連絡先(所在地)</p>	<p>Company: Department Responsible and Job Title: Person Responsible: Contact Address: (TEL) (eMail)</p>
<p>対象品目 (I-ODATA製番) Product (I-O DATA Model No.) 対象品目は、I-O DATA にて記入すること</p>	
<p>包装材 (個装箱、内装箱、仕切り、包装材用プラスチック類、シール類) ※集合梱包箱および製品本体に貼るシールは除く Packaging materials (Gift Boxes, Inner Packaging, Dividers, Packaging Plastics and Stickers) *Excluding Assembled Boxes and Stickers put on the product itself</p>	
<p>基準項目 Standards Category</p>	<p>要求事項 Requirements</p>
<p>有害物質の含有 Hazardous substance content</p>	鉛/カドミウム/六価クロム/水銀の合計が10ppm以下であること Combined lead, cadmium, hexavalent chromium and mercury content is 100 ppm or less <input type="checkbox"/> Yes (10ppm or less) <input type="checkbox"/> No (over 10ppm)
<p>有機ハロゲン化合物 Organic halogen compounds</p>	使用禁止 Use is prohibited <input type="checkbox"/> Yes (No Use) <input type="checkbox"/> No (Use)
<p>ポリ塩化ビニル(PVC) ※塗料、インク用途は除く Polyvinyl chloride (PVC) *Excluding for paint and ink applications</p>	使用禁止 Use is prohibited <input type="checkbox"/> Yes (No Use) <input type="checkbox"/> No (Use)
<p>個装箱・内装箱・仕切り Gift Boxes, Inner Packaging and Dividers</p>	
<p>基準項目 Standards Category</p>	<p>要求事項 Requirements</p>
<p>個装箱の素材 Materials for Gift boxes</p>	<p style="background-color: yellow;">指定素材は、I-O DATA にて記入すること</p> <p>個装箱は指定した素材であること Material to be the below raw material for Gift boxes 指定素材: <input type="checkbox"/> (1) ダンボール / corrugated cardboard <input type="checkbox"/> (2) 紙またはコートボール / paper/coated cardboard <input type="checkbox"/> (3) 複合材 ※1 / composite material *1</p> <p><個装箱の素材が(3)複合材の場合> 1. ダンボールの質量が50%を超える (質量:ダンボール>紙+コートボール) 2. materials for Gift boxes are (3)composite material 1. Over 50% corrugated cardboard content by weight. (Corrugated cardboard exceeds paper/coated cardboard content by weight)</p>
<p>内装箱の素材 Materials for inner packages</p>	<p style="background-color: yellow;">内装箱は指定した素材であること</p> <p>Material to be the below raw material for inner packaging 指定素材: <input type="checkbox"/> (1) ダンボール / corrugated cardboard <input type="checkbox"/> (2) 紙またはコートボール / paper/coated cardboard <input type="checkbox"/> (3) 複合材 ※1 / composite material *1</p> <p><内装箱の素材が(3)複合材の場合> 1. ダンボールの質量が50%を超える (質量:ダンボール>紙+コートボール) 2. materials for inner packages are (3)composite material 1. Over 50% corrugated cardboard content by weight. (Corrugated cardboard exceeds paper/coated cardboard content by weight)</p>
<p>仕切りの素材 Materials for dividers</p>	<p style="background-color: yellow;">仕切りは指定した素材であること</p> <p>Material to be the below raw material for dividers 指定素材: <input type="checkbox"/> (1) ダンボール / corrugated cardboard <input type="checkbox"/> (2) 紙またはコートボール / paper/coated cardboard <input type="checkbox"/> (3) 複合材 ※1 / composite material *1</p> <p><仕切りの素材が(3)複合材の場合> 1. ダンボールの質量が50%を超える (質量:ダンボール>紙+コートボール) 2. materials for dividers are (3)composite material 1. Over 50% corrugated cardboard content by weight. (Corrugated cardboard exceeds paper/coated cardboard content by weight)</p>
<p>その他確認事項 Other things to check</p>	<p>回答 Response</p>
<p>※1 「紙またはコートボールとダンボールの複合材」の断面図 *1 Cross-section of composite material (paper/coated cardboard and corrugated cardboard).</p> <p style="text-align: center;"> </p> <p>事例1: ダンボールの質量が50%を超える 表原紙 270g < (中芯原紙 140.5g (11% × 12) + 裏原紙 170g) ※中芯原紙の質量は前項12として算出</p> <p>事例2: ダンボールの質量が50%以下 表原紙 350g > (中芯原紙 140.5g (11% × 12) + 裏原紙 170g) ※中芯原紙の質量は前項12として算出</p> <p>Example 1: Over 50% corrugated cardboard content by weight. Outer base paper 270g < (Core base paper 140.5g (11% × 12) + Inner base paper 170g) *Take up ratio for core base paper : 1.3, basic weight 115g</p> <p style="text-align: center;">↓ ダンボール Corrugated cardboard</p> <p>Example 2: 50% or less by weight of corrugated cardboard Outer base paper 350g > (Core base paper 140.5g (11% × 12) + Inner base paper 170g) *Take up ratio for core base paper : 1.3, basic weight 115g</p> <p style="text-align: center;">↓ 紙製容器 Paper container</p>	

Appendix8 Certification for disuse of Ozone depleting substances in Manufacturing Processes



To I-O DATA DEVICE, INC.

Date: / /

Certification for disuse of Ozone depleting substances in Manufacturing Processes

Company name _____

Division Name and Job title _____

Responsible person (Printed name) _____ (Signature) _____

Contact information (Address) _____

(Tel) _____

(Fax) _____

(e-mail) _____

We hereby certify that disuse of the below prohibited chemical substances.
Substances such as detergents directly used in the product manufacturing process are applicable.

Prohibited Chemical Substances

No.	JGEMSI Group Number	Unconditionally banned substances	CAS No.	Reference
1	C04	Ozone-depleting substances (Substances cited by the Montreal Protocol) - CFCs - HCFCs - Methyl Bromide (Bromomethane) - Halons - HFCs - Carbon Tetrachloride (Tetrachloromethane) - 1,1,1- Trichloroethane	-	(Japan) Law Concerning the Protection of the Ozone Layer through the Control of Specified Substances and other Measures Montreal Protocol EU Directive 76/769/EEC (+94/60/EEC, +97/64/EEC)

Please check the box below, if HCFCs is an exception.

	Exception : HCFCs
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I-O DATA DEVICE, INC.

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