

# **Green Procurement Guidelines**

**(Ver. 5)**



**June 1, 2017**

**Toshiba Home Technology Corporation**

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## **1. Foreword**

Toshiba Home Technology Corporation is vigorously promoting CSR (Corporate Social Responsibility) activities. Naturally, environmental management is central to that drive. In accordance with the Basic Policy for the Environment of Toshiba Home Technology Corporation, we are working to protect the environment by stressing the “creation of new value” and championing “symbiosis with the Earth” throughout our business processes and products.

Environmental management involves tackling various issues. We believe that we have a responsibility to perform a comprehensive assessment of the environmental impacts of our products throughout their life cycles and in every phase, from product manufacturing and usage through to recycling of end-of-life products. Toshiba Home Technology Corporation is promoting green procurement as a measure during the manufacturing phase.

Green procurement involves procuring products, parts and components and materials, etc. with minimal environmental impacts from suppliers that vigorously promote environmental protection. To promote business in a way that reduces the environmental impacts and risks of hazardous chemical substances, activities encompassing the entire supply chain are necessary, for which the cooperation of suppliers, our business partners, is essential.

With this in mind, we have revised the Green Procurement Guidelines in line with contemporary needs. In our endeavors to achieve a sustainable society, we invite our suppliers to share our environmental goals and work hand in hand with us to make green procurement a resounding success.

Toshiba Home Technology Corporation

## **2. The Basic Policy for the Environment of Toshiba Home Technology Corporation**

“Creating a better life in homes around the world”; inspired by this corporate mission, Toshiba Home Technology Corporation will continue to create a better life for people with innovative technology as a company which carries design development, production, and sale of the goods which deliver more reliable and comfortable lifestyles to people around the world and provide environment conscious products and services matching regional characteristics.

Recognizing our responsibility to maintain the health of the global environment as an irreplaceable asset for future generations, we will contribute to the development of a sustainable society by promoting environmental activities designed to achieve a world that is low carbon, recycling-based and environmentally harmonious.

### **◆ Promoting environmental management**

1. Toshiba Home Technology Corp. considers environmental stewardship to be one of management’s primary responsibilities and promotes environmental activities in harmony with economic activities.
2. Toshiba Home Technology Corp. operates globally, and hence promotes environmental activities throughout its group.
3. Toshiba Home Technology Corp. complies with all laws and regulations, the industry guidelines it has endorsed, and its own environmental standards.
4. Toshiba Home Technology Corp. assesses the impacts of its business activities, products and services on the environment, including with regard to biodiversity, and specifies objectives and targets concerning the reduction of environmental impacts and prevention of pollution.
5. Toshiba Home Technology Corp. strives to continuously improve environmental management and the environment management level through internal audits and reviews of activities.
6. Toshiba Home Technology Corp. strives to enhance the awareness of all its employees concerning the environment and requires that they make a practical contribution to the environment through their work.

### **◆ Providing environmentally-aware products and services and reducing their environmental impact through business activities**

1. Toshiba Home Technology Corp. recognizes that natural resources are finite and implements vigorous environmental measures to promote their effective and practical use, in terms of both products and business processes.
2. Toshiba Home Technology Corp. develops and provides environmentally-aware products and services, which help reduce environmental impacts throughout their life cycles by energy

conservation, resource saving, recycling material and reduction of hazardous substance according to the special quality of the product.

3. Toshiba Home Technology Corp. strives to reduce the environmental impacts of all business processes, encompassing design, manufacturing, logistics, sale, and disposal, with a particular focus on the prevention of global warming, efficient utilization of resources and control of chemical substances.

◆ **As a corporate citizen of planet Earth**

1. Toshiba Home Technology Corp. contributes to society through its environmental activities, which include the development and provision of excellent, environmentally-aware technologies and products in cooperation with society at large and local communities.

2. Toshiba Home Technology Corp. is committed to maximizing disclosure and transparency in communication with stakeholders and society at large to facilitate mutual understanding.

### **3. Objective of the Guidelines**

In accordance with the Basic Policy for the Environment of Toshiba Home Technology Corporation, we are working to protect the environment by stressing the “creation of new value” and championing “symbiosis with the Earth” throughout our business processes and products. As part of these efforts, Toshiba Home Technology Corporation develops and provides environmentally-aware products and services, which help reduce environmental impacts throughout their life cycles. Green procurement is essential for that purpose.

The Guidelines show Green Procurement Standards of Toshiba Home Technology Corporation, a basic concept of the company on green procurement, together with the specific contents of the Group’s requests to our suppliers concerning the supply of parts and components, materials, units, products, secondary materials, etc. (hereinafter collectively referred to as “supply items”).

Toshiba Home Technology Corporation is working with global environmental protection activities in cooperation with our suppliers through the procurement activities under the Green Procurement Standards described in the Guidelines.

### **4. The Green Procurement Standards of Toshiba Home Technology Corporation**

Toshiba Home Technology Corporation defines green procurement as procuring products, parts and components, materials, etc. with minimal environmental impacts from suppliers that vigorously promote environmental protection. For that purpose, Toshiba Home Technology Corporation

establishes the company's common green procurement standards and promotes the company's green procurement as described below.

#### **4.1 Construction of the Environmental Management System (EMS)**

As part of its efforts to promote environmental management, Toshiba Home Technology Corporation has been operating and constructing its environmental management system and obtaining ISO14001 certification. In procurement, suppliers positively engaged in environmental activities, including the construction of EMS, etc., are prioritized.

#### **4.2 The management of chemical substances in procurement items**

The management of chemical substances in procurement items is implemented with emphasis on the agreement in the JAMP (\*1) and in line with the Guidelines on Chemical Substances in Products” issued by the JAMP.

\*1: JAMP is an acronym for the Joint Article Management Promotion-consortium, a non-profit organization established in September 2006 to promote the construction of a mechanism for the smooth disclosure and dissemination of information on chemical substances in products in the supply chain. For details of its activities, please see the following

URL:JAMP URL: <http://www.jamp-info.com/>

### 4.3 The Environment-Related Substance List of Toshiba Home Technology Corporation

Toshiba Home Technology Corporation has established the "The Environment-Related Substance List of Toshiba Home Technology Corporation" and manages chemical substances in procurement items by classifying them into the following two categories:

Category	Definition	Materials/substances
Rank A (Prohibited materials/substances)	Materials/substances whose presence is prohibited in procurement items (including packaging) in Toshiba Home Technology Corp. Materials/substances whose use in products (including packaging) is prohibited or restricted by domestic and foreign laws and regulations.	<b>Appendix 1</b>
Rank B (Managed materials/substances)	Materials/substances whose environmental impact should be reduced, based on their actual usage, via reduction of use and substitution, or recovery and detoxification in a closed system	<b>Appendix 3</b>

## 5. Requests to Suppliers

To promote green procurement, Toshiba Home Technology Corporation requests suppliers, our business partners, to positively engage in the “promotion of environmental protection by suppliers”, “supply of products, parts and components, materials, etc. with minimal environmental impact”, “conclusion of agreements for securing environmental quality of procurement items” and “cooperation in various surveys”. We request suppliers to understand our requests and survey objectives and cooperate with us.

### 5.1 Promotion of environmental protection by suppliers

We request suppliers to vigorously engage in environmental protection (establishment of environmental policy, implementation of system, provision of training and education, regard to biodiversity etc.)

When transporting Procurement Item, please deliver by fuel-efficiency and a low-emission vehicle. Please use a car suitable for supplies. And please reduce the environmental load which occurs at supply as far as it's possible.

## **5.2 Supply of products, parts and components, materials, etc. with minimal environmental impacts**

Suppliers from which we receive items are requested to implement thorough management of chemical substances in products, including the following actions:

- (1) Establishment of a system for management of chemical substances in products.
- (2) Procurement of parts, components and materials with minimal environmental impacts (green procurement), including a reduction in the use of hazardous chemical substances.
- (3) Response to the survey of Toshiba Home Technology Corporation on the usage of environment-related substances.

## **5.3 Conclusion of agreements for assuring environmental quality of procurement items**

To ensure the environmental quality of procurement items, we request each supplier to conclude a Quality Assurance Agreement prior to transactions. In addition, we may request a supplier to submit the Statement of Mutual Agreement on Use/Non-use of Environment-related Substances as necessary.

## **5.4 Cooperation in surveys**

### **5.4.1 Survey of suppliers' environmental protection activities**

To strengthen partnerships with suppliers that are vigorously engaged in environmental protection activities, we conduct surveys of suppliers' environmental protection activities, mainly on the following items:

<Survey items>

Situations regarding the following:

- (1) Gaining of ISO 14001 certification
- (2) Green procurement activities
- (3) Environmental protection activities
  - a) Environmental policy
  - b) Organizations and plans
  - c) Environmental aspects of the business and systems
  - d) Information disclosure and training and education
- (4) Others

### **5.4.2 Surveys of suppliers' chemical substance management systems**

We conduct surveys of suppliers' chemical substance management systems with the aim of having them establish/maintain systems to manage chemical substances in products.



### **5.4.3 Surveys of chemical materials/substances in procurement items**

Prior to the approval of new procurement items and judgment as to whether existing procurement items require substitution, we conduct surveys concerning the presence of the chemical materials/substances in procurement items. The main survey items are as follows:

<Survey items>

- (1) Confirmation of the non-use of prohibited substances via the “Use/Non-use Declaration of Environment-Related Substances”
- (2) Survey on the analysis and evaluation results
- (3) Other surveys necessary to ensure the matters requested as mentioned above Survey may be conducted individually according to the types and necessity of supply items. The main survey items are as follows:
  - (4) Survey on the use/non-use and content of any substance of very high concern (SVHC,\*2) to be a candidate for authorization under the EU REACH Regulations (one of the regulations on chemical substances) (MSDS plus, AIS form,\*3)

\*2: A substance of very high concern (SVHC) is one meeting the standards in Article 57 of the EU REACH Regulations and selected as a candidate substance for authorization under the procedures in Article 59 of the Regulations.

\*3: MSDS-plus and AIS (Article Information Sheet) are basic information transmission sheets recommended by JAMP to transmit information on the chemical substances contained in products.

Attachment 1: The list of environment-related materials/substances of Toshiba Home Technology Corporation (in products)

**(Appendix 1) Rank A: Prohibited materials/substances (category)**

No.	Material/substance category	Timing of prohibition in supplies to Toshiba Home Technology Corporation	Threshold of concentration to be prohibited in supplies to Toshiba Home Technology Corporation
A01	Asbestos	Already prohibited	Prohibition of intentional addition
A02	Certain azocolourants and azodyes (only those that may release certain amines)	Already prohibited	Prohibition of intentional addition
A03	Cadmium and cadmium compounds	Already prohibited	Prohibition of intentional addition, and 100 ppm (*1, *2)
A04	Hexavalent chromium compounds	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*1, *2)
A05	Lead and lead compounds	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*1, *2, *7)
A06	Mercury and mercury compounds	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*1, *2, *7)
A07	Ozone depleting substances (CFCs, HCFCs, HBFCs, carbon tetrachloride, etc.)	Already prohibited	Prohibition of intentional addition
A08	Polybrominated biphenyls (PBBs)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*1)
A09	Polybrominated diphenylethers (PBDEs)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*1)
A10	Polychlorinated biphenyls (PCBs)	Already prohibited	Prohibition of intentional addition
A11	Polychlorinated naphthalenes (more than 3 chlorine atoms)	Already prohibited	Prohibition of intentional addition
A12	Radioactive substances	Already	Prohibition of intentional

No.	Material/substance category	Timing of prohibition in supplies to Toshiba Home Technology Corporation	Threshold of concentration to be prohibited in supplies to Toshiba Home Technology Corporation
		prohibited	addition
A13	Certain short chain chlorinated paraffins (with a carbon chain length of between 10 and 13)	Already prohibited	Prohibition of intentional addition
A14	Tributyl tin (TBT) and triphenyl tin (TPT)	Already prohibited	Prohibition of intentional addition
A15	Tributyl tin oxide (TBTO)	Already prohibited	Prohibition of intentional addition
A16	4-Aminodiphenyl and its salt	Already prohibited	Prohibition of intentional addition
A17	1,2,3,4,10,10-hexachloro-1,4,4a,5,8,8a-hexahydro-exo-1,4-endo-5,8-dimethanonaphthalene (also known as Aldrin)	Already prohibited	Prohibition of intentional addition
A18	1,2,3,4,10,10-hexachloro-6,7-epoxy-1,4,4a,5,6,7,8,8a-octahydro-endo-1,4-endo-5,8-dimethanonaphthalene (also known as Endrin)	Already prohibited	Prohibition of intentional addition
A19	Yellow phosphor (e.g. contained in match powder in some cases)	Already prohibited	Prohibition of intentional addition
A20	Mixture of 1,2,4,5,6,7,8,8-octachloro-2,3,3a,4,7,7a-hexahydro-4,7-methano-1H-indene, 1,4,5,6,7,8,8-heptachloro-3a,4,7,7a-tetrahydro-4,7-methano-1H-indene, and their analogous compounds (also known as Chlordane or Heptachlor)	Already prohibited	Prohibition of intentional addition
A21	N,N'-ditolyl-p-phenylenediamine, N-tolyl-N'-xylyl-p-phenylenediamine or N,N'-dixylyl-p-phenylenediamine	Already prohibited	Prohibition of intentional addition
A22	Dioxins	Already prohibited	Prohibition of intentional addition
A23	1,1,1-trichloro-2,2-bis(4-chlorophenyl) ethane (also known as DDT)	Already prohibited	Prohibition of intentional addition
A24	1,2,3,4,10,10-hexachloro-6,7-epoxy-1,4,4a,5,6,7,8,8	Already	Prohibition of intentional

No.	Material/substance category	Timing of prohibition in supplies to Toshiba Home Technology Corporation	Threshold of concentration to be prohibited in supplies to Toshiba Home Technology Corporation
	a-octahydro-exo-1,4-endo-5,8-dimethano naphthalene (also known as Dieldrin)	prohibited	addition
A25	Polychloro-2,2-dimethyl-3-methylidenebicyclo[2.2.1] heptane (also known as Toxaphene)	Already prohibited	Prohibition of intentional addition
A26	2,4,6-tri-tert-butylphenol	Already prohibited	Prohibition of intentional addition
A27	Beta-naphthylamine and its salt	Already prohibited	Prohibition of intentional addition
A28	4-nitrodiphenyl and its salt	Already prohibited	Prohibition of intentional addition
A29	Bis(chloromethyl) ether	Already prohibited	Prohibition of intentional addition
A30	Hexachlorobenzene	Already prohibited	Prohibition of intentional addition
A31	Benzidine and its salt	Already prohibited	Prohibition of intentional addition
A32	Benzene	Already prohibited	Prohibition of intentional addition
A33	2-(2H-1,2,3-benzotriazol-2-yl)-4,6-di-tert-butylphenol	Already prohibited	Prohibition of intentional addition
A34	Dodecachloropentacyclo [5.3.0.0(2,6).0(3,9).0(4,8)] decane (also known as Mirex)	Already prohibited	Prohibition of intentional addition
A35	2,2,2-trichloro-1,1-bis(4-chlorophenyl)ethanol (also known as Kelthane or Dicofol)	Already prohibited	Prohibition of intentional addition
A36	Hexachlorobuta-1,3-diene (also known as Hexachlorobutadiene)	Already prohibited	Prohibition of intentional addition
A37	Perfluoro(octane-1-sulfonic acid) (also known as PFOS) or its salt	Already prohibited	Prohibition of intentional addition
A38	Perfluoro(octane-1-sulfonyl) fluoride (also known as PFOSF)	Already prohibited	Prohibition of intentional addition

No.	Material/substance category	Timing of prohibition in supplies to Toshiba Home Technology Corporation	Threshold of concentration to be prohibited in supplies to Toshiba Home Technology Corporation
A39	Polychlorinated terphenyls (PCTs)	Already prohibited	Prohibition of intentional addition
A40	Tri-substituted organostannic compounds (excluding A14 and A15)	Already Prohibited	Prohibition of intentional Addition, and 1000 ppm (*5)
A41	Dimethyl fumarate (DMF)	Already prohibited	Prohibition of intentional addition
A42	Pentachlorobenzene	Already prohibited	Prohibition of intentional addition
A43	r-1,c-2,t-3,c-4,t-5,t-6-Hexachloro-cyclohexane (also known as $\alpha$ -Hexachlorocyclohexane)	Already prohibited	Prohibition of intentional addition
A44	r-1,t-2,c-3,t-4,c-5,t-6-Hexachloro-cyclohexane (also known as $\beta$ -Hexachlorocyclohexane)	Already prohibited	Prohibition of intentional addition
A45	r-1,c-2,t-3,c-4,c-5,t-6-Hexachloro-cyclohexane (also known as $\gamma$ -Hexachlorocyclohexane or Lindane)	Already prohibited	Prohibition of intentional addition
A46	Decachloropentacyclo (5.3.0.0 <sup>2,6</sup> .0 <sup>3,9</sup> .0 <sup>4,8</sup> ) decane-5-one (also known as Clordecone)	Already prohibited	Prohibition of intentional addition
A47	Dioctyltin compounds (DOT)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*5*6)
A48	Dibutyltin compounds (DBT)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*5*6)
A49	6,9-Methano-2,4, 3-benzodioxathiepin, 6,7,8,9,10,10-hexachloro-1, 5,5a,6,9,9a-hexahydro-, 3-oxide (also known as Benzoepin or Endosulfan)	Already prohibited	Prohibition of intentional addition
A50	Hexabromocyclododecane	Already	Prohibition of intentional

No.	Material/substance category	Timing of prohibition in supplies to Toshiba Home Technology Corporation	Threshold of concentration to be prohibited in supplies to Toshiba Home Technology Corporation
	(also known as HBCD)	prohibited	addition
A51	Certain polycyclic aromatic hydrocarbons (PAHs)	Already prohibited	Only parts in contact with human bodies(*8), and 1 ppm (*6)
A52	Bis (2-ethylhexyl)phthalate (DEHP)	Already prohibited (*3)	Prohibition of intentional addition, and 1000 ppm (*1)
A53	Dibutyl phthalate (DBP)	Already prohibited (*3)	Prohibition of intentional addition, and 1000 ppm (*1)
A54	Butyl benzyl phthalate (BBP)	Already prohibited (*3)	Prohibition of intentional addition, and 1000 ppm (*1)
A55	Diisobutyl Phthalate (DIBP)	Already prohibited (*3)	Prohibition of intentional addition, and 1000 ppm (*1)
A56	Red phosphorus (flame retardant application in the resin)	Already prohibited (*4)	Prohibition of intentional addition

“Intentional addition” means using chemical substances intentionally in forming supply items to bring about specific properties, appearance or quality.

(\*1) The threshold of concentration to be prohibited means no intentional addition and the rate of content of each material/substance as an impurity. The denominator when calculating a threshold value shall be for each homogeneous material. Only applications exempt from the EU RoHS Directive shall be exempt from the prohibition (including exemption applications allowed for use in the future). Batteries alone are not covered by the RoHS Directive, but the EU Battery Directive preferentially applies to them. For the substances listed in (\*7), priority is given to the content percentage specified in (\*7).

(\*2) Requirements for packaging materials

Packaging materials to be delivered to Toshiba Home Technology Corp. and packaging materials of parts, materials, units and products to be delivered by suppliers (all packaging materials to be delivered including those for assembly packaging) must not contain the substances listed in Appendix 2 in addition to the substances listed in Appendix 1. For a substance where the maximum

allowable concentration is defined, any inclusion exceeding the said concentration is prohibited. For a substance whose maximum allowable concentration is not defined, intentional inclusion of the substance is prohibited (excluding the case when demanded by a customer).

(\*3) For end products incorporating parts or materials which contain any of the materials/substances of A52-55, it is exempted from the prohibition of use if there are no regulations on the content of foregoing materials/substances in destination countries and a specific plan is prepared for substituting the materials/substances with appropriate ones before July 21, 2019.

(\*4) For end products incorporating parts or materials which contain the material/substance of A56, it is exempted from the prohibition of use if a specific plan is prepared for substituting the material/substance with an appropriate one and the data proving its safety is provided.

**(Appendix 2) Substances whose inclusion in the packaging to be supplied is prohibited**

Ref. No.	Substance	Restriction	Maximum tolerance concentration (*1)(*2)
A03-06	Lead, cadmium, mercury, hexavalent chromium and their compounds	Inclusion of cadmium, hexavalent chromium, lead, mercury and their compounds in the packaging when the accumulated concentration of these substances at any portion of the packaging exceeds the maximum tolerance concentration.	0.01wt% (100ppm)
B7	Polyvinyl chloride (PVC)	Intentional inclusion of PVC in the packaging	- (Intentional inclusion)

(\*5) The threshold of concentration to be prohibited means no intentional addition and the rate of content of each material/substance as an impurity. The numerator when calculating a threshold value shall be an equivalent for metal tin (Sn), and the denominator shall be for each molded item or its component (including mixtures only for DBT).

(\*6) The target substance groups and uses are listed in the Annex XVII of the EU REACH Regulations. However, the applications allowed for use covered by the exemptions and time limits specified in the Annex XVII of the EU REACH Regulations shall be exempt from the prohibition of use.

(\*7) [When sale is forbidden]

A06 Mercury and mercury compounds (Hg): Over 0.0005 wt% (5 ppm).

For button type cell batteries in which mercury and its compounds are included by 2 wt% (20000 ppm) or less, the related laws and regulations should be individually confirmed and dealt with separately.

In the portable type, A03 cadmium and its compounds are included by more than 0.002 wt% (20 ppm).

[When labelling is required]

A05 Lead and lead compounds: 0.004 wt% (40 ppm)

A06 Mercury and mercury compounds: 0.0005 wt% (5 ppm)

In button cells other than those whose sales are forbidden, when these substances are included by more than the respective values specified above, the related laws and regulations should be individually confirmed and labelling should be performed.

(\*8) “Parts in contact with human bodies” are applied to rubber or plastic parts which, in normal and reasonably foreseeable conditions of use, come into direct contact with the skin or in the mouth of people for a long time of time or for a short time and repeatedly. If concentration of the said substance is beyond its threshold at the time of delivery, its application and parts used must be shown in the “Use/Non-use Declaration of Environment-Related Substances”.

**(Appendix 3) Rank B: Managed materials/substances (category)**

No.	Material/substance category
B01	Antimony and its compounds
B02	Arsenic and its compounds
B03	Beryllium and its compounds
B04	Brominated flame retardants, other than PBBs (A08) and PBDEs (A09) (*9)
B05	Nickel and its compounds (only parts in contact with human bodies)
B06	Certain phthalates, other than DEHP (A52), DBP (A53), BBP (A54), and DIBP (A55) (*9)
B07	Polyvinylchloride and its compounds (PVC) (*9)
B08	Selenium and its compounds
B09	Perfluorocarbons (PFCs)
B10	Hydrofluorocarbons (HFCs)
B11	Sulfur hexafluoride (SF6)
B12	Substances of Very High Concern (SVHC) under the EU REACH Regulations (*10)



(\*9) When the concentration of the materials/substances exceeds 1000 ppm, their usage conditions shall be assessed and the results shall be reported.

(\*10) The Substances of Very High Concern (SVHC) in the candidate list pursuant to the Article 59 of the EU REACH Regulations. The denominator shall be the total mass of a supply item or each component/material.

## Revision history

Revision No.	Revision date	Description	Approved by
1	August 25, 2008	Substances to be surveyed for inclusion in a procurement item are changed from the 6 substances of the RoHS Directive to 17 substances.	Konishi
2	November 27, 2009	Review of the chemical substances according to the change in JIG-101 Ed 2.0.	Konishi
3	December 20, 2012	Overall revision: Review of the environment-related substance list and the change of the chemical substance management to JAMP.	Konishi
4	July 24, 2015	Review of the environment-related substance list.	Miyake
5	June 1, 2017	<ul style="list-style-type: none"> <li>▪ Review accompanying the reorganization of the company</li> <li>▪ Added regulatory conditions on the prohibited materials of A52-55 (phthalates) and A56 (red phosphorous).</li> <li>▪ Added description of suppliers' reporting obligation in the case that the managed materials of B04(brominated flame retardants), B06(phthalates), or B07(PVC) are contained in products.</li> </ul>	Takei

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