Supplier Training – Fill Out Supplier Declaration

This Module will teach you how to fill out each section of the Supplier Declaration Form (IEC 62474).
Agenda - Fill Out Supplier Declaration

• Chapter 1: Supplier Information Section
• Chapter 2: Products Section
• Chapter 3: Material Classes Section
• Chapter 4: Product Parts Section
  • Lesson 1: General Product Parts Information
  • Lesson 2: RoHS Substance Group Tab
  • Lesson 3: JIG Substance Group (JIG-101 Ed 4.1) Tab
  • Lesson 4: JIG Substance List (JIG-101 Ed 4.1) Tab
• Chapter 5: Declaration Section
• Chapter 6: Signature Section
Chapter 1: Supplier Information Section


2. Click the arrow on the left for the Supplier Information section to open the section. This section contains your basic contact information.
Chapter 1: Supplier Information Section - Continued

3. Enter the values for each of the required (*) fields. Fields without an asterisk are optional.
4. In order to save this information to use as a template for future declarations, click the check box at the bottom left of the section.
Chapter 1: Supplier Information Section - Continued

5. If any required fields are left blank, they will be highlighted with red boxes. This information will also be included in the form’s error summary, which can be accessed with the [F1] key.

6. The form can be saved in two ways:
   - File -> Save As
   - [Ctrl] + [S]
Chapter 2: *Products Section*

1. Click the arrow on the left for the Products section to open the section. This section contains basic information about the product you are providing a declaration for. Each product requires its own IEC declaration.
Chapter 2: **Products Section - Continued**

2. Enter the values for each of the required (*) fields. Fields without an asterisk are optional.
   - **Product Family Name**: If known, please enter the product family group for this product. A product family consists of a group of products which have the same material content and compliance status.
   - **Mfr Item Number**: This is the same as the Manufacturer Part Number.
   - **Mfr Item Description**: This is a description of the product.
   - **Effective Date**: This is auto-populated to today’s date but can be changed by clicking on the calendar icon.
   - **Mass**: This is the weight of the product.
   - **UoM**: This is the unit of measure (mg, g, kg) for the product. Select from the drop-down.

**Examples below:**

<table>
<thead>
<tr>
<th>Mfr Item Number</th>
<th>Mfr Item Description</th>
<th>Effective Date</th>
<th>Mass</th>
<th>UoM</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>Thickfilm Chip Resistor</td>
<td>2012-06-29</td>
<td>0.0021</td>
<td>g</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mfr Item Number</th>
<th>Mfr Item Description</th>
<th>Effective Date</th>
<th>Mass</th>
<th>UoM</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>SATA Cable</td>
<td>2012-06-29</td>
<td>1.4770</td>
<td>g</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mfr Item Number</th>
<th>Mfr Item Description</th>
<th>Effective Date</th>
<th>Mass</th>
<th>UoM</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>Connector</td>
<td>2012-06-29</td>
<td>0.0930</td>
<td>g</td>
<td></td>
</tr>
</tbody>
</table>
Chapter 3: *Material Classes Section*

1. Click the arrow on the left for the Material Classes section to open the section. This section contains the data for your product that aligns to the IEC 62474 Material classes. The use of Material classes enables eco design and end of life recycling.

*Note: The population of this section is optional.*
### Chapter 3: Material Classes Section - Continued

2. For each Material class which applies to your product, provide either the mass or mass % in the relevant row. Please use only one of these columns; you cannot populate both the Mass and Mass % columns.

3. If you choose to populate this section, the Total % must fall between 95 and 100% of the total product mass, which was provided in the Products section of the form.

#### Material Classes Table

<table>
<thead>
<tr>
<th>Category</th>
<th>ID</th>
<th>Material Class</th>
<th>Definitions of IEC 62474 Material Classes</th>
<th>Mass</th>
<th>UoM*</th>
<th>Mass %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organic materials</td>
<td>M-012</td>
<td>PolyVinylChloride (PVC)</td>
<td>A thermoplastic material composed of polymers of vinyl chloride.</td>
<td>0.0000</td>
<td>g</td>
<td>0.0000</td>
</tr>
<tr>
<td>Plastics and rubber</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organic materials</td>
<td>M-013</td>
<td>Other Thermoplastics</td>
<td>Resin or plastic compounds that has the potential to be remelted and remolded. Poly Vinyl Chloride (PVC) is excluded from this category.</td>
<td>1.0000</td>
<td>g</td>
<td>0.0000</td>
</tr>
<tr>
<td>Plastics and rubber</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organic materials</td>
<td>M-014</td>
<td>Other Plastics and Rubber</td>
<td>All polymers and rubbers whose main matrix is other than thermoplastic are included in this Material Class. Note that even if the filler content is high, material will be grouped into this class if main matrix considered &quot;Other Plastics &amp; Rubber&quot;.</td>
<td>0.0000</td>
<td>g</td>
<td>0.0000</td>
</tr>
<tr>
<td>Plastics and rubber</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organic materials</td>
<td>M-015</td>
<td>Other Organic Materials</td>
<td>Other organic materials which are not included under M-012 through M-014.</td>
<td>0.0000</td>
<td>g</td>
<td>0.0000</td>
</tr>
<tr>
<td>Other organics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Must fall between 95 and 100% of the total product mass (from Products section).
Chapter 4: *Product Parts Section*

**Agenda**

- **Lesson 1:** General Product Parts Information
- **Lesson 2:** RoHS Substance Group Tab
- **Lesson 3:** JIG Substance Group (JIG-101 Ed. 4.1) Tab
- **Lesson 4:** JIG Substance List (JIG-101 Ed 4.1) Tab
1. Click the arrow on the left for the Product Parts section to open the section. This section contains the substance-level material content reporting details of your product.
Chapter 4: Product Parts Section - Continued

Lesson 1: General Product Parts Information

2. Enter the values for each of the required (*) fields. Fields without an asterisk are optional.

- **ID**: This is the sub-part number.
- **Description**: This is a description of the sub-part.
- **Effective Date**: This is auto-populated to today's date but can be changed by clicking on the calendar icon.
- **Quantity**: This is the quantity of this sub-part in the product.
- **% of Product Mass**: This is the percent of the product mass that this sub-part contributes.

A new tab appears for each sub-part.

Must equal 100%
1. Click on the RoHS Substance Group tab for each subpart.

2. The Above Threshold? Column is defaulted to Yes. Use the No button to toggle these values. Click OK on the pop-up. All column values must be populated for a substance that is present in the materials. (Note: Exemption value may not be applicable in all cases.)

### Table: RoHS Substance Group Tab

<table>
<thead>
<tr>
<th>Substance Group</th>
<th>Description of Use (Reportable Application)</th>
<th>Homogeneous Threshold</th>
<th>Above Threshold?</th>
<th>Substance Mass% of homogeneous material name</th>
<th>Homogeneous Material Mass% of product part</th>
<th>Exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadmium /Cadmium Compounds</td>
<td>All, except batteries</td>
<td>0.01 % by weight (100 ppm) of homogeneous materials</td>
<td>Yes</td>
<td>0.0000</td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>Chromium VI Compounds</td>
<td>All</td>
<td>0.1 % by weight (1,000 ppm) of homogeneous materials</td>
<td>Yes</td>
<td>0.0000</td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>Lead/Lead Compounds</td>
<td>All, except as noted in JIG Substance Group section</td>
<td>0.1 % by weight (1,000 ppm) of homogeneous materials</td>
<td>Yes</td>
<td>0.0000</td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>Mercury/Mercury Compounds</td>
<td>All, except batteries</td>
<td>Intentionally added or 0.1 % (1000 ppm) of homogeneous material</td>
<td>Yes</td>
<td>0.0000</td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>Polybrominated Biphenyls (PBBs)</td>
<td>All</td>
<td>0.1 % by weight (1,000 ppm) of homogeneous materials</td>
<td>Yes</td>
<td>0.0000</td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>Polybrominated Diphenyl ethers (PBDEs)</td>
<td>All</td>
<td>0.1 % by weight (1,000 ppm) of homogeneous materials</td>
<td>Yes</td>
<td>0.0000</td>
<td>0.0000</td>
<td></td>
</tr>
</tbody>
</table>
3. In order to report the presence of a substance, highlight the substance row and add in the values. If the substance mass % of homogeneous layer is above threshold, change the Above Threshold value to Yes.
Chapter 4: Product Parts Section - Continued
Lesson 2: RoHS Substance Group Tab

4. Fill out the additional fields for the substance above threshold.
   • Note: Additional guidance is included in our calculation examples training package, which can be found in Module 4 on the EC Training site.

5. Select the appropriate RoHS exemption from the drop-down menu, if applicable.

<table>
<thead>
<tr>
<th>RoHS Substance Group</th>
<th>Description of Use (Reportable Application)</th>
<th>Homogeneous Threshold</th>
<th>Above Threshold?</th>
<th>Substance Mass% of homogeneous layer</th>
<th>Homogeneous Material Mass% of product part</th>
<th>Exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadmium/Cadmium Compounds</td>
<td>All, except batteries</td>
<td>0.01 % by weight (100 ppm) of homogeneous materials</td>
<td>No</td>
<td>0.0000</td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>Chromium VI Compounds</td>
<td>All</td>
<td>0.1 % by weight (1,000 ppm) of homogeneous materials</td>
<td>No</td>
<td>0.0000</td>
<td>0.0000</td>
<td></td>
</tr>
<tr>
<td>Lead/Lead Compounds</td>
<td>All, except as noted in the JIG Substance Group section</td>
<td>0.1 % by weight (1,000 ppm) of homogeneous materials</td>
<td>Yes</td>
<td>0.5000 (bottom layer)</td>
<td>0.2000</td>
<td>6(a) Lead (Pb) as an alloying element in steel for machining purposes and in galvanized steel containing up to 0.35% lead by weight</td>
</tr>
<tr>
<td>Mercury/Mercury</td>
<td>All, except batteries</td>
<td>Intentionally added or</td>
<td>No</td>
<td>0.0000</td>
<td>0.0000</td>
<td></td>
</tr>
</tbody>
</table>

Note: Additional guidance is included in our calculation examples training package, which can be found in Module 4 on the EC Training site.
Chapter 4: Product Parts Section – Continued
Lesson 2: RoHS Substance Group Tab

6. To add a new line item, double click on the blank row at the bottom of the substance list and select the substance to be added. Complete the remaining fields as you would any other line.

7. To delete a row that you have added, highlight the row to be deleted, press the [Esc] key, and then the [Delete] key on your keyboard.
Chapter 4: Product Parts Section - Continued
Lesson 3: JIG Substance Group (JIG-101 Ed 4.1) Tab

1. **Click on the JIG Substance Group (JIG-101 Ed 4.1) tab for each sub-part.**

2. **The Above Threshold? Column is defaulted to Yes. Use the No button to change these values.** Click OK on the pop-up. The Substance Mass% of product part is required for a substance that is present in the materials.

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<table>
<thead>
<tr>
<th>RoHS Substance Group</th>
<th>JIG Substance Group (JIG-101 Ed 4.1)</th>
<th>JIG Substance List (JIG-101 Ed 4.1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JIG Substance Group</td>
<td>Description of Use (Reportable Application)</td>
<td>Article Threshold</td>
</tr>
<tr>
<td>Ozone Depleting Substances</td>
<td>All</td>
<td>Intentionally added</td>
</tr>
<tr>
<td>Brominated Flame</td>
<td>Plastic materials</td>
<td>0.1 % by weight (1000)</td>
</tr>
</tbody>
</table>
3. In order to report a substance above threshold, highlight the substance row and change the Above Threshold value to Yes.

4. Fill out the additional fields for the substance above threshold.
   - Note 1: Additional guidance is included in our calculation examples training package, which can be found in Module 4 on the EC Training site.
   - Note 2: You cannot add a line to the JIG Substance Group (JIG-101 Ed 4.1) tab.
Chapter 4: Product Parts Section - Continued

Lesson 4: JIG Substance List (JIG-101 Ed 4.1) Tab

1. Click on the RoHS Substance Group tab for each sub-part.
2. The Above Threshold? Column is defaulted to Yes. Use the No button to toggle these values. Click OK on the pop-up. You can then adjust this value for only those substances which may be above threshold.

3. In order to report a substance above threshold, highlight the substance row and change the Above Threshold value to Yes.
Chapter 4: Product Parts Section - Continued
Lesson 4: JIG Substance List (JIG-101 Ed 4.1) Tab

4. Fill out the additional fields for the substance(s) which are present in the materials.
   - Note 1: Additional guidance is included in our calculation examples training package, which can be found in Module 4 on the EC Training site.
   - Note 2: You cannot add a line to the JIG Substance List (JIG-101 Ed 4.1) tab.

5. If there are any issues with the population of the Product Parts section, they will be included in the form’s error summary, which can be accessed with the [F1] key.
Chapter 5: Declaration Section

1. Click the arrow on the left for the Declaration section to open the section. This section contains the EU RoHS and Low Halogen declarations.

2. Verify that the correct EU RoHS exemptions (if any) are listed here based on your selection(s) in the RoHS Substance Group tab in the Product Parts section.
Chapter 5: Declaration Section - Continued

3. Verify that the Low Halogen statements are accurate and consistent with the substance information that you declared in the Product Parts section.

<table>
<thead>
<tr>
<th>Low Halogen - Product*</th>
<th>Halogens are below 1,000 ppm bromine and 1,000 ppm chlorine. Low halogen applies only to halogenated flame retardants (BFR/CFR) and PVC in all electronic components except printed circuit boards (PCB) and conforms to JEDEC JS-709A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Halogen - PCB's*</td>
<td>Bromine and chlorine in the PCB base material conform to IPC-4101B/IEC 61249-2-21. Bromine is below 900ppm, chlorine is below 900ppm, and the sum of bromine and chlorine concentration is below 1500ppm.</td>
</tr>
</tbody>
</table>
Chapter 6: Signature Section

1. Click the arrow on the left for the Signature section to open the section. This is where you will digitally sign (and lock) the file.

2. In order to create a digital signature (first-time use only), navigate to Edit -> Preferences.
Chapter 6: *Signature Section - Continued*

3. **Enter a password of your choice and click Create New Certificate...**
   - Your password must be at least two characters long.

4. **Click OK on the pop-up.**
Chapter 6: Signature Section - Continued

4. Once you have created your digital signature, you can apply it to all future files.

5. To digitally sign the file, type in your password and click Digitally Sign.
   - Note 1: You must save the file prior to digitally signing.
   - Note 2: You must fix all errors in the file prior to digitally signing. (Error messages can be accessed by pressing [F1]).
   - Note 3: Once the file has been digitally signed, you can no longer make edits under that file name. A saved file can be used as a template for additional declarations, with unique file names.