

**Guidelines for Green Procurement  
<Detailed Edition>**



**Revised on May 2010**

**NTT DOCOMO, INC.**

## 1. Introduction

These guidelines (Detailed Edition) are based on the "Guidelines for Green Procurement" announced by NTT Group, are further expanded in a more specific way, and are re-defined in a more easy-to-follow manner to include every detail by NTT DOCOMO, INC. (hereinafter referred to as "DOCOMO").

### (1) Environment policy

Working with the concept of "customer-driven" as the starting point, in accordance with DOCOMO Environmental Charter and environmental policies as a telecommunication business operator, DOCOMO recognizes support for the construction of a social system that aspires to environmental conservation is one of the most important management subject that should be continually addressed and in that regard is working on the creation of a recycling society by paying attention to environmental conservation in every aspect of its business activities.

### (2) Green procurement activities

In October 1999, DOCOMO established the Guidelines for Green Procurement based on the idea that in order to reduce environmental load on the whole society it is necessary to reduce the environmental load throughout the entire product lifecycle, from manufacturing, distribution, use and disposal to recycling. With this concept, DOCOMO promotes the importance of green procurement with its suppliers. DOCOMO proactively procures environmentally friendly products from environmentally friendly suppliers as part of its efforts toward global environmental conservation.

## 2. Applicable Scope

These guidelines apply to telecommunication facilities and equipment and terminal products to be procured by DOCOMO.

## 3. Definition of Terms

### (1) EMAS

An eco-management and audit scheme based on EU rules.

### (2) KES, EcoAction 21, Eco-Stage

Environmental management systems that can easily be used by small and medium-sized enterprises.

### (3) JGPSSI (Japan Green Procurement Survey Standardization Initiative)

A volunteer council made up of electrical and electronic equipment manufacturers, which is intended to discuss standardization of surveys of chemical substances contained in parts and materials.

### (4) JIG (Joint Industry Guide)

Created by the JGPSSI and EIA (Electronic Industries Alliance), this is the joint industry guide for material composition declarations related to electronic products.

### (5) JIG Annexes A and B

List of common survey target chemical substances defined by JIG.

Annex A: Chemical substances whose use is prohibited, restricted or must be reported or are subject to other restrictions under domestic and international law and regulations.

Annex B:

- a) Chemical substances that have a serious impact on the environment, human health and safety.
- b) Chemical substances that may be subject to control by toxic waste management.
- c) Chemical substances that exert a harmful influence with respect to product disposal.

(6) Prohibited substances

Chemical substances that cannot be used in products. (For details, see Attachment 1, Table 1, JIG Annex A.)

(7) Restricted substances

Chemical substances whose use in products is restricted. (For details, see Attachment 1, Table 2, JIG Annex B.)

(8) Intentional addition

Indicates substances that are added to products to achieve a certain level of performance.

(9) RoHS

Toxic substances whose use was controlled by the EU (European Union) on July 1, 2006. Use of certain hazardous substances in electrical and electronic equipment is prohibited. Six prohibited substances include lead, cadmium, hexavalent chromium, mercury, polybrominated biphenyls, and polybrominated diphenylethers.

4. Environment Conservation Activities by Suppliers

<Requirements>

(1) Establishment of an environmental management system

Suppliers shall require third party certification such as ISO14001, EMAS, KES, EcoAction 21, or Eco-Stage. Also, DOCOMO determines that the requirement is satisfied if the supplier obtains an environmental management system certification system provided by another company (such as Ricoh). When a company establishes its own system, to obtain third party certification the system must contain the following five items.

Environmental policy

Environmental purpose and target

Environmental management system and administrator

Environmental education for employees

Abide by environment-related laws and regulations

<Requests>

(1) Exercise green procurement and purchasing

Suppliers establish and implement a system that promotes green procurement and green purchasing.

(2) Information disclosure

Suppliers establish and implement a system to publicize environmental information and disclose information at the request of third parties.

(3) Reduction of environmental load related to business activities

Suppliers engage in CO<sub>2</sub> and waste reduction, recycling, energy conservation and resource conservation.

5. Reduction of environmental load related to products

<Requirements>

(1) About prohibited substances

Chemical substances in Attachment 1, Table 1, JIG Annex A (Level A) are designated as prohibited substances. For exempted items (Attachment 2), the RoHS Directive and domestic trends are taken into consideration and if the RoHS Directive shall be revised, the RoHS Directive takes priority over these guidelines. Additionally, in consideration of domestic trends, exempted items shall be revised as necessary. Note that prohibited substances in the exempted item shall be handled as restricted substances.

(2) About restricted substances

Chemical substances in Attachment 1, Table 2, JIG Annex B (Level B) are designated as restricted substances.

<Requests>

(1) Reduction of environmental load related to products

Suppliers shall perform product assessment. Major items that should be considered when performing product assessment are described below. Also, suppliers are requested to voluntarily implement designs, etc. that reduce the impact on the environment. However, requests to reduce the environmental load associated with individual products may be clearly specified as a requirement in the specification.

1) Materials

Uniformity of materials

The types of materials used in products shall be uniform to the maximum degree practicable. Particularly, types of plastic materials shall be uniform to the maximum degree practicable.

Selection of materials

When selecting materials for use in products, composite and others materials that impede recycling shall be avoided to the extent practicable; instead, any alternative materials that facilitate such recycling shall be selected.

Suppression of use of harmful materials

In principle, substances and composite materials must not be used for which specific disposal processing is required or which are designated as toxic industrial waste. When such harmful materials are used in products, suppliers shall clearly indicate the name of the harmful material(s) used and shall explain how to prevent such substances from leaking into the environment while the product is in use, how to separate out the part where such harmful substance is used, and transport, recycle and dispose of the harmful substance upon a request made by a NTT group company.

2) Fabrication processes to be avoided

On plastic materials for use in products, treatment processes such as those enumerated below shall be avoided to the extent practicable so as to facilitate their recycling.

- Painting or plating on plastic materials surfaces
- Attachment of labels, with the exception of labels made of the same plastic material as the product to be marked and attached (by fusing or other proper means) without using adhesive
- Mixing of fillers such as for reinforced glass

3) Resource conservation

Use of recycled materials

Recycled materials shall be used in products to the extent practicable.

Reduction of volume

The volume of products shall be reduced to the extent practicable.

Longer operating life

Products and replacement parts shall be made long-lived.

4) Simplicity in disassembly

To the extent practicable, products shall have a structure that makes it easy to disassemble them into recyclable parts and recyclable materials.

5) Indication

To the extent practicable, products and parts shall display necessary information such as material names by means of methods not being erased so easily in order to recycle or carry out appropriate disposal processing. To the extent possible, plastic molded items used in products and parts shall have an indication or code for material names in accordance with JIS K 6899, JIS K 6899-2 and JIS K 6999 and, in principle, labels shall not be used for indication.

6) Energy conservation

Product energy (electricity and fossil fuel) consumption shall be reduced to the extent practicable. Specific equipment specified by the Act on Rational Use of Energy shall have performance that conforms to the said act and international energy star program target products shall have performance based on the said program. Performance that factors should be suppressed shall be the average electric power consumption, heat value, and maximum electric power consumption.

Additionally, systems listed as targets in NTT group energy conservation performance guideline should, in principle, satisfy the energy conservation standard stated in the guideline.

7) Packing materials

For packing materials, the following items shall be taken into consideration to the extent practicable. In addition, to reduce the impact on the environment by packing materials, product construction (design) shall be taken into consideration as well.

Construction

Packing materials shall be constructed in a way that allows repeated use.

Materials

Recycled materials shall be used for packing materials and use of the materials shall be the minimum necessary.

Indication

Indication of the name of packing materials (including plastic materials) shall be labeled using a method that is not easily erased.

8) Disposal manageability

Products shall be designed in such a way that when products (including packing materials) are processed for final disposal, to the extent possible they do not impact the disposal site and nearby environment.

(2) Recycling and disposal methods

Suppliers shall create a procedure for product recycling and disposal methods and explain the procedure upon request by a NTT Group company. (Example: material recycling, thermal recycling, and the final disposal method)

6. About green procurement operation

(1) Submission of Environmental Activity Survey sheet

In accordance with the green procurement standard, suppliers shall submit the Environmental Activity Survey sheet defined in Attachment 3. When any item in the description is changed, suppliers shall submit a sheet each time such change is made.

(2) About identification of chemical substances contained in the product

Suppliers shall submit Attachment 4, which is a survey form based on JGPSSI with regard to identification of chemical substances contained in products.

(3) Auditing

Auditing with regard to environmental activity status may be conducted as necessary.

7. Other

These guidelines are subject to revision as required as the social situation changes or new knowledge emerges.

Supplementary provision

Enforcement date

These guidelines are applied to developments to be started on April 1, 2007 and later.

October 1999 Created

April 2007 Revised

July 2008 Revised (Adoption to new branding elements)

[Inquiries should be directed to the following address]

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Attachment 1

Table 1 JIG Annex A List of Prohibited Substances (Level A)

Material/Substance category	Threshold level
Asbestos	Intentional addition is prohibited
Certain Azocolourants and Azodyes	Intentional addition is prohibited (for application, see Directive 76/769/EEC.)
Cadmium / Cadmium Compounds <sup>3</sup>	100 ppm or intentional addition is prohibited
Hexavalent Chromium / Hexavalent Chromium Compounds <sup>3</sup>	1000 ppm or intentional addition is prohibited
Lead / Lead Compounds <sup>3</sup>	1000 ppm or intentional addition is prohibited
Mercury / Mercury Compounds <sup>3</sup>	1000 ppm or intentional addition is prohibited
Ozone Depleting Substances (such as CFCs, HCFCs, HBFCs, and carbon tetrachloride)	Class I: Intentional addition is prohibited Class II, HCFCs: 1000ppm
Polybrominated Biphenyls (PBBs)	1000ppm or intentional addition is prohibited
Polybrominated Diphenylethers (PBDEs)	1000ppm or intentional addition is prohibited
Polychlorinated Biphenyls (PCBs)	Intentional addition is prohibited
Polychlorinated Naphthalenes (more than three chlorine atoms)	Intentional addition is prohibited
Radioactive Substances	Intentional addition is prohibited
Shortchain Chlorinated Paraffins (C: 10-13)	Intentional addition is prohibited
Tributyl Tin (TBT), Triphenyl Tin (TPT)	Intentional addition is prohibited
Tributyl Tin Oxide (TBTO)	Intentional addition is prohibited

Note 1 DOCOMO-specified substances prohibited from being contained in products conform to JIG Annex A. Therefore, when JIG Annex A is revised, JIG Annex A takes priority over the above table.

Note 2 For details about substances, see JGPSSI's "JIG Detailed Chemical Lists".

Note 3 Exempt applications are as shown in Attachment 2.

Table 2 JIG Annex B Restricted substances (Level B)

Material / Substance Category	Threshold level
Antimony / Antimony Compounds	1000 ppm
Arsenic / Arsenic Compounds	1000 ppm
Beryllium / Beryllium Compounds	1000 ppm
Bismuth / Bismuth Compounds	1000 ppm
Brominated Flame Retardant (other than PBBs, PBDEs)	1000 ppm
Nickel (external use only)	1000 ppm
Certain Phthalates	1000 ppm
Selenium / Selenium Compounds	1000 ppm
Polyvinyl Chloride (PVC)	1000 ppm

Attachment 2

[Exemptions from totally prohibited substances]

Material / Substance category	Purpose of use exempted from totally prohibited substances
Polybrominated Diphenylethers (PBDEs)	◆ DecaBDE
Cadmium / Cadmium Compounds	◆ Cadmium used to surface-treat electric contacts that require high reliability. <ul style="list-style-type: none"> <li>• Cadmium used for outdoor antenna brackets where fused zinc plating is used.</li> <li>• Cadmium in polyvinyl chloride cable and brass materials for communications equipment used to configure a network infrastructure.</li> </ul>
Hexavalent Chromium / Hexavalent Chromium Compounds	◆ Hexavalent chromium as an anti-corrosion material for a carbon steel cooling system in absorption freezers.
Lead / Lead Compounds	◆ Lead in high melting type solders (with a lead weight percentage exceeding 85%). <ul style="list-style-type: none"> <li>◆ Lead in glass of cathode ray tubes, electronic components and fluorescent tubes.</li> <li>◆ Lead contained in solder for servers, storage systems, storage array systems, and communication devices used to configure network infrastructure.</li> <li>◆ Lead in ceramic parts for electronics (such as piezoelectric devices).</li> <li>◆ Lead as an alloying element in steel containing up to 0.35% lead by weight, lead as an alloying element in aluminum alloy containing up to 0.4% lead by weight, and lead as an alloying element in copper alloy containing up to 4% lead by weight.</li> <li>◆ Batteries in communication equipment used to configure network infrastructure. <ul style="list-style-type: none"> <li>• Lead in outdoor antenna brackets in which fused zinc plating is used.</li> <li>• Lead in polyvinyl chloride cable and electroless nickel plating of communication devices used to configure network infrastructure.</li> </ul> </li> </ul>
Mercury / Mercury Compounds	◆ Mercury in compact fluorescent lamps not exceeding 5 mg per lamp <ul style="list-style-type: none"> <li>◆ Mercury in straight fluorescent lamps for special purposes.</li> </ul>

Notes

- The contents are subject to revision with due consideration for domestic trends.
- When RoHS Directive is revised, priority is given to exempt items in the RoHS Directive.
- ◆ = RoHS Directive, etc.

Environmental Activity Survey Sheet

To whom it may concern

NTT DOCOMO, INC

Please answer the following questions with regard to your company's environmental activities.  
Write the number in the "Answer" column you choose from Options.

Company information

Date		Contact telephone number	
Company name		Contact fax number	
Department		Contact email address	
Name of respondent			

No.	Item	Question	Options	Answer	Remarks
<b>Required items</b>					
1	Environment management system	1 Have you established and been using an environmental management system (EMS)? (Please answer by manufacturing company and office as well: See Attachment 3-1.)	1. Implemented 2. Not implemented		Write the information below if a third party certification has been acquired. (1) Certification standard: (2) Certification authority: (3) Certification effective period: (4) Certification number: Submit a copy as well.  If a proprietary system has been established, submit the following data: (1) Environmental policy (2) Environmental purpose and target (3) Environmental management system & administrator (4) Environmental education for employees (5) Abide by environment-related laws & regulations
		2 Select the type of EMS.	1. ISO14001 2. EMAS 3. Eco-Action 21 4. KES 5. Eco-Stage 6. Other third-party certification 7. Proprietary system		
2	Response to Survey for Chemical Substances Contained in Products	Can you definitely submit Attachment 4, "Response to Survey of Chemical Substances Contained in Products"?	1. Can submit 2. Cannot submit		
<b>Requested items</b>					
1	Green procurement and purchasing system	1 Have you established and been using a green procurement and purchasing system?	1. Implemented 2. Not implemented		
		2 What is the scope of green procurement and purchasing?	1. Office supplies 2. Office supplies, production materials (such as products, parts, materials and resources)		
2	Information disclosure system	1 Have you established and been using a system that publicizes environmental information (such as environmental policies and targets) or discloses such information upon request?	1. Implemented 2. Not implemented		
		2 Which publication method is used?	1. Environmental reports 2. Website 3. Disclosure upon request 4. Other		If you selected Other, write the method below.
3	Reduction of environmental load associated with offices	Have you at least been engaging in the following activities?			
		1 CO <sub>2</sub> reduction	1. Yes 2. No		
		2 Waste reduction and recycling	1. Yes 2. No		
4	Reduction of environment load associated with products	Have you been engaging in reduction of environmental load related to the following product cycles?			
		1 Use of uniformed materials, selection of materials, and suppression of use of harmful substances	1. Yes 2. No		
		2 Fabrication processes to be avoided	1. Yes 2. No		
		3 Improving resource conservation	1. Yes 2. No		
		4 Simplicity of disassembly	1. Yes 2. No		
		5 Indication of material names	1. Yes 2. No		
		6 Improving energy conservation	1. Yes 2. No		
		7 Packing materials (recyclable structure, recycled materials, and indication method)	1. Yes 2. No		
8 Manageability with respect to disposal	1. Yes 2. No				

Thank you for your cooperation.  
Should the content in this form be changed, suppliers are required to submit this form again each time such a change is made.

Attachment 3-1

Company name	
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Environmental management system certification acquisition status by office and plant (for DOCOMO)

	Office/plant name	Production Item (for DOCOMO)	Certification acquisition status & certification details
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Entry example  
 (1) Certification standard:  
 (2) Certification organization:  
 (3) Certification effective period:  
 (4) Certification number:

Attachment 4  
Response to Survey of Chemical Substances Contained in Products

Date of data entry	
Company name	
Department name	
Address	
Name of person in charge	
Telephone number	
Fax number	
Email address	

[Product Information]

Product name	
Kana name	
Specification no.	

[Contained Chemical Substance Information - Content/Content rate]

Level A (prohibited)	Classification No.	Substance groups	Content (see note)		Content rate (mg)
			Y	N	
Level A (prohibited)	A05	Cadmium / Cadmium Compounds	Y	N	
	A07	Hexavalent Chromium Compounds	Y	N	
	A09	Lead / Lead Compounds	Y	N	
	A10	Mercury / Mercury Compounds	Y	N	
	A17	Tributyl Tin Oxide (TBTO)	Y	N	
	A18	Tributyl Tin (TBTs), Triphenyl Tin (TPTs)	Y	N	
	B02	Polybrominated Biphenyls (PBBs)	Y	N	
	B03	Polybrominated Diphenylethers (PBDEs)	Y	N	
	B05	Plychlorinated Biphenyls (PCBs)	Y	N	
	B06	Polychlorinated Naphthalenes (more than 3 chlorine atoms)	Y	N	
	B09	Shortchain Chlorinated Paraffins	Y	N	
	C01	Asbestos	Y	N	
	C02	Azocolourants / Azodyes	Y	N	
	C04	Ozone Depleting Substance	Y	N	
	C06	Radioactive Substances	Y	N	

Note: By threshold level

Level	Classification no.	Substance groups	Content (see note)		Content rate (mg)
			Y	N	
Level B (restricted)	A01	Antimony / Antimony Compounds	Y	N	
	A02	Arsenic / Arsenic Compounds	Y	N	
	A03	Beryllium / Beryllium Compounds	Y	N	
	A04	Bismuth / Bismuth Compounds	Y	N	
	A11	Nickel (external use only)	Y	N	
	A13	Selenium / Selenium Compounds	Y	N	
	B07	Polyvinyl Chloride (PVC)	Y	N	
	B08	Brominated Flame Retardant	Y	N	
	C05	Phthalates	Y	N	

About how to write each item, see the JGPSSI "Material Composition Survey and Response Manual". Note that the JGPSSI format can be used. With regard to Level B restricted substances, it is OK to respond to whether or not a product contains them but it is desirable to answer other items such as content rate in as much detail as possible.

[Contained chemical substance - Detailed information]

<Exemptions from totally prohibited substances in cases in which products contain Level A prohibited substances>

Classification No.	Purpose of use/Intended use	Application area	Maximum content rate in homogenous material (ppm)	Additional information on material composition of products
Level A (prohibited)	A05			
	A07			
	A09			
	A10			
	A17			
	A18			
	B02			
	B03			
	B05			
	B06			
	B09			
	C01			
	C02			
	C04			
	C06			

<Fill in this section in cases in which products contain Level B restricted substances>

Classification no.	Purpose of use/Intended use	Application area	Maximum content rate in homogenous material (ppm)	Additional information on material composition of products
Level B (restricted)	A01			
	A02			
	A03			
	A04			
	A11			
	A13			
	B07			
	B08			
	C05			

Please submit this sheet promptly as soon as chemical substances contained in the products can be determined. Also, please submit this sheet when a specification is created or revised and the contents of this sheet are changed.