chemSHERPA-CI Production Procedure

Sep. 1. 2023

Unicharm Corporation

About chemSHERPA-CI

 We use chemSHERPA-CI provided by JAMP as a submission document accompanying "Unicharm Group Material Safety Guidelines".
 Please use the format of chemSHERPA-CI and fill in all the content status of UC-L, not JAMP controlled substances.

UC-L

chemSHERPA-CI format

Creation Overall flow

Step 1: Check the composition of delivered material / product

Step 2: Collect information on UC controlled chemical substance contents from raw material manufacturers and recalculate on a product-by-product basis.

Step 3: Download and prepare chemSHERPA-CI Tool

Step 4: Enter company information into the chemSHERPA-CI tool

Step 5: Enter substance information into the chemSHERPA-CI tool

Step 6: Output .shci file with chemSHERPA-CI tool

Step 7: Upload .shci file to Charm Ring Systemz

Step 1

Step 1: Check the composition of delivered material / product

The target is chemical substances that are;
   intentionally added
   or unintentionally added (inclusion is clearly known)
   However, no new analysis is required.

• The values listed are measured values, or in the case of theoretical values, maximum values.

• For restricted substances, the content should be listed <u>even if </u>it is within the restricted value.

• The chemical substances contained in raw materials used in the manufacturing process should be investigated retrospectively.

• If the chemical substance is volatile and <u>does not remain </u>in the product, it is not included in the scope.

Step 2

> Step 2: Collect information on UC controlled chemical substance contents from raw material manufacturers and recalculate on a product-by-product basis.

Present the "UC-L" to your material suppliers.
Ask your material supplier to report which, if any, substances are on the UC-L and by how much.

Substances not on this list do not need to be reported.

UC-L

5

Step 3_1

Step 3: Download and prepare chemSHERPA-CI Tool

1) Download the latest version of "chemSHERPA-CI Tool.

   * It is from JAMP's website. https://chemSHERPA.net/tool

2) Decompress the compressed file.

   *The downloaded file is compressed, so please decompress it by yourself.

cS-CI(2.07.00JP) → cS-CI(2.07.00JP)

6
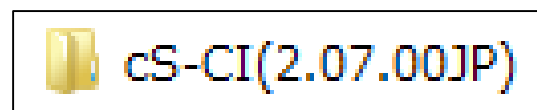
Step 3_2

3) Launch the chemSHERPA-CI (Creation Support) Tool
   The "chemSHERPA-CI (Creation Support) Tool" does not work by itself.
   Please make sure to work in the same folder.
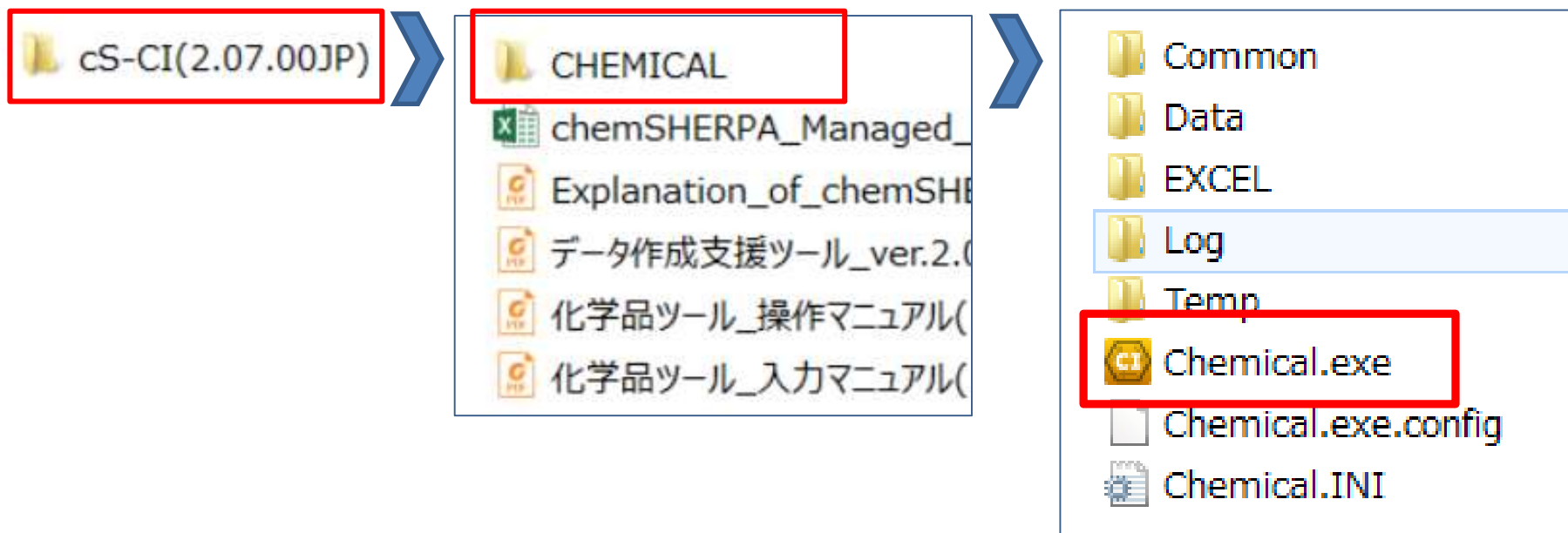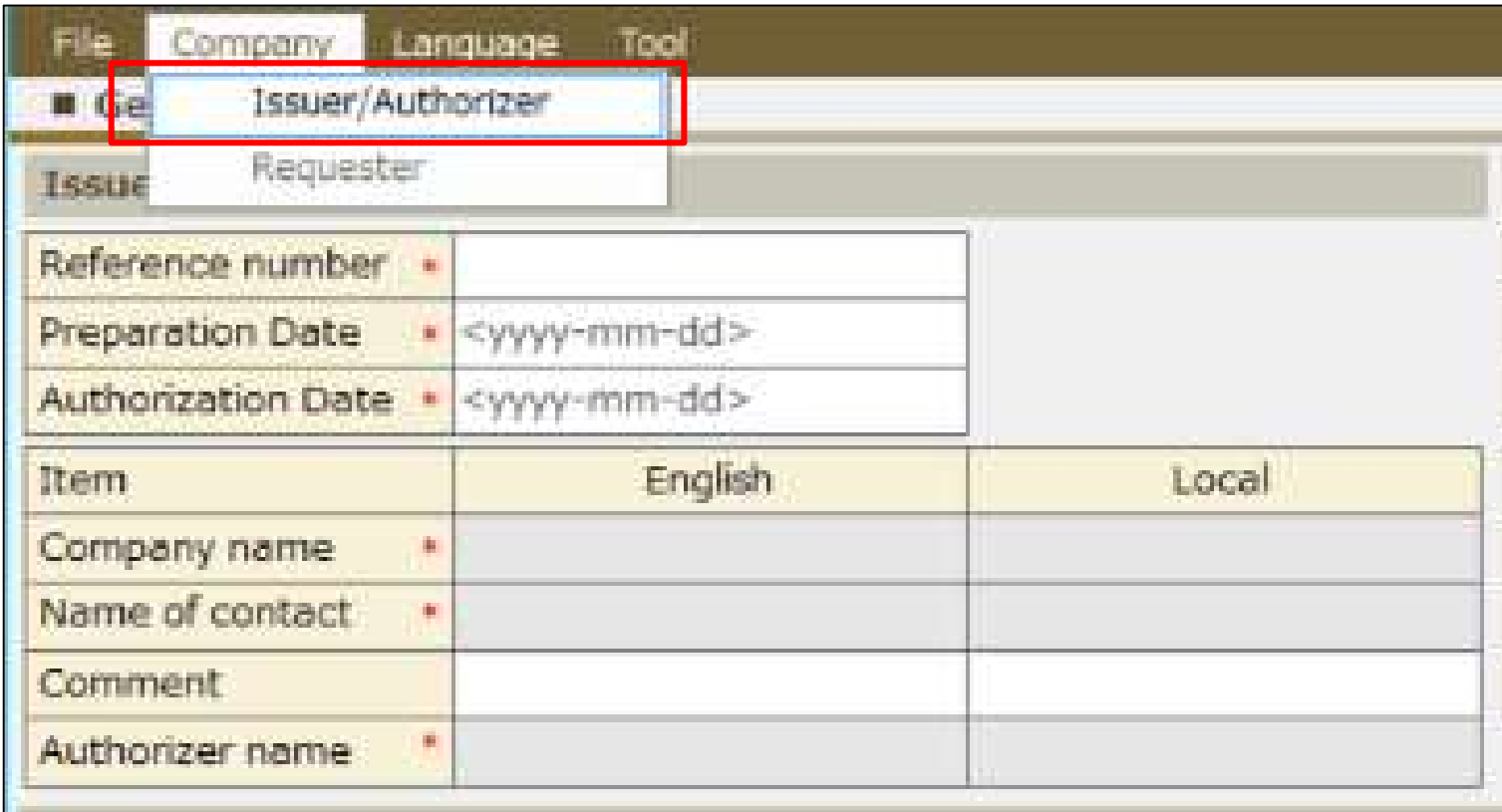
Step 4_1

Step 4: Enter company information into the chemSHERPA-CI tool

1) Open "Company" tab.
   Click " Issuer/Authorizer" .

Step 4_2

2) Enter informations
Please enter the information of the person in charge of the document.
The "*" in the English field is a required field.

Step 4_3

3) Enter approver information

Scroll down the screen to the "Approver Information" field. Enter the approver's information.

*It does not matter if the issuer and approver are the same.

The "" in the English field is a required field.

4) Confirm the information entered.

Click the "OK" button.

Step 5_1

> Step 5: Enter substance information into the chemSHERPA-CI tool

1) Enter basic information.

Please enter the following information.

① Reference number:
Transcribe the "Component Code" listed in the "List of Delivered Materials Produ

② Preparation Date:
Date of preparation by the person in charge

③ Authorization Date:
Date of approval in your company

Issuer/Authorizer	
Reference number ＊	K03-0001 ①
Preparation Date ＊	2023-08-23 ②
Authorization Date ＊	2023-08-23 ③

Item	English
Company name ＊	Unicharm Corporation
Name of contact ＊	Yuki Kan
Comment	
Authorizer name ＊	Issei Shinonaga

Step 5_2

2) Enter "Product/Componets" Information.

Enter only one line of information.
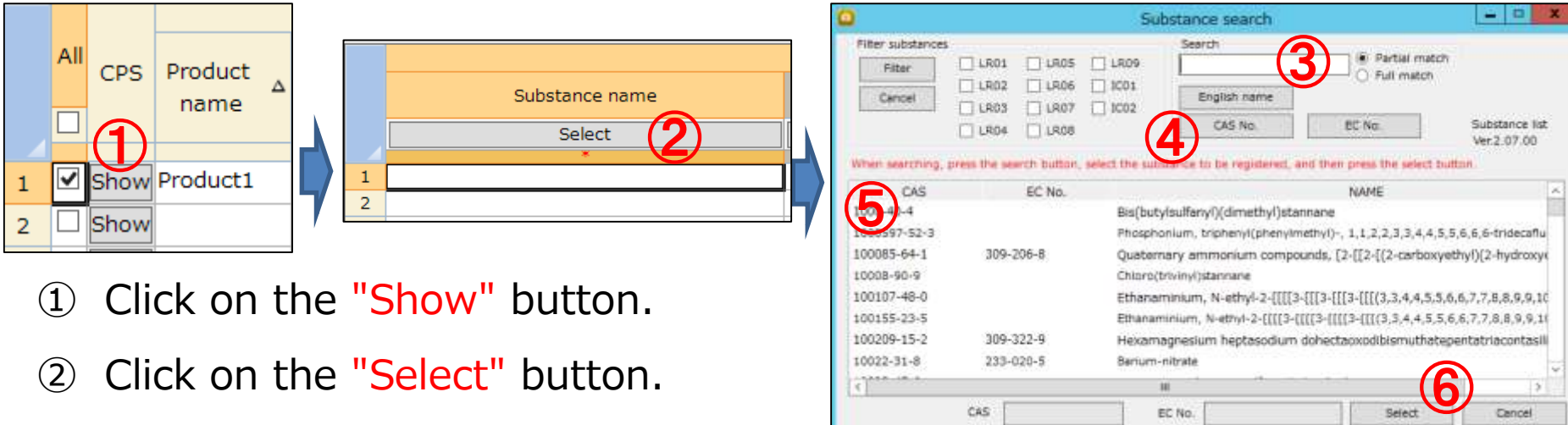
*Entering multiple lines will result in an error when uploading.

① Product name:
Transcribe the "Component Group Name" listed in the "Product List of Delivered Materials.

② Product number:
Please transcribe the "code by ingredient" listed in the "List of Delivered Materials".

③ Issued date:
Please transcribe the date indicated.

④ Product name (local):
(optional) Please fill in only when there is a material name or identification code.
If there is none, please leave it blank.

⑤ Check box:
Please check all lines where information is to be entered.
Do not check the checkboxes for lines where no information is to be entered.

Step 5_3

3) Enter the chemical substances listed in UC-L

① Click on the "Show" button.

② Click on the "Select" button.

<Substance Name Search>
③ ④ Enter the CAS number in the "Search" and press the "CAS No.".
Compounds may have multiple names even if they have the same CAS number.
(e.g.) 117-81-7 → Bis(2-ethylhexyl)phthalate, di-2-ethylhexyl phthalate, DEHP

⑤ ⑥ If the target substance is displayed in the "Search Results,"
click "Select". If the target substance is not displayed, please refer to
the next page.

Step 5_4

(If the target substance is not displayed,)

① Input "Substance Name"
   Enter the English name directly from the "UC-L".
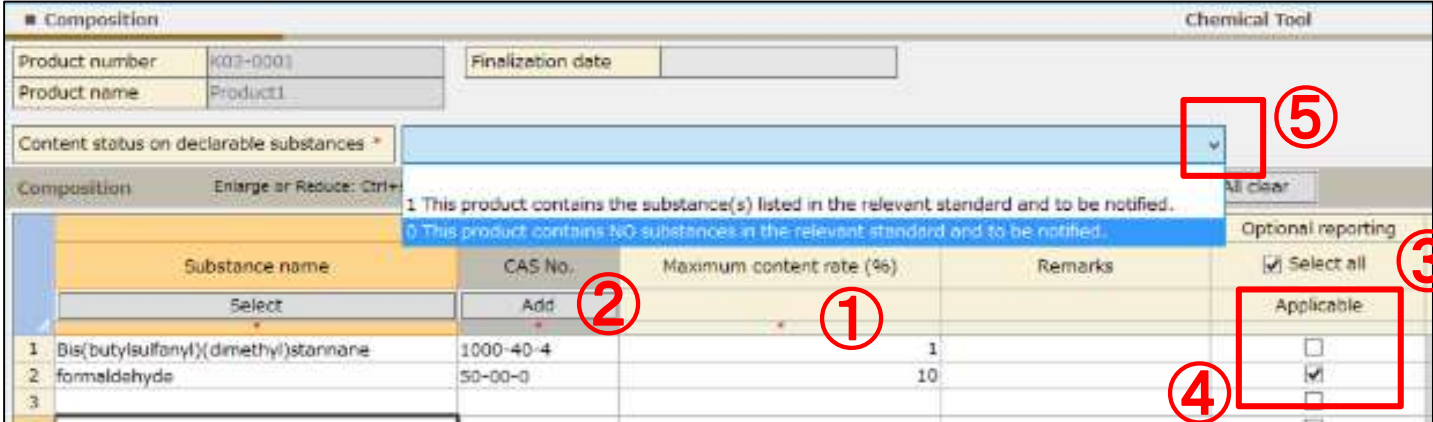
② Input of "CAS number"
   Enter the English name directly from the "UC-L".
   If there is no CAS number in the relevant list, enter "None" directly.

Step 5_5

4) Enter the UC-L listed ingredients and their content rate, as well as the presence or absence of the "Optional reporting".

① Enter the maximum content in the material.
　If there is a range of values, the maximum value to be assumed.

② If there are not enough rows to be listed, press the "Add".

③ Click the "Select all". If the substance is not listed in chemSHERPA, ✓ will be marked.

④⑤　In "Content status on declarable substances", use the "∨" pull-down to display the choices.
　Make your selection as below.
　　If there is even one row in "Applicable" that is not checked ➡ Select "1. (Contains)".
　　Otherwise ➡ Select "0.(Not contained)".
　　For details, please refer to the next page.

15

Step 5_6

Supplement: ④⑤ "Content status on declarable substances"

　UC-L includes chemical substances other than those listed in chemSHERPA If it was a chemical substance entered in that rows , a "∨" will be attached to the "Applicable" item of "Optional reporting".

In the "Applicable" of ④;
No "∨" = 　　　　　chemSHERPA listed substance
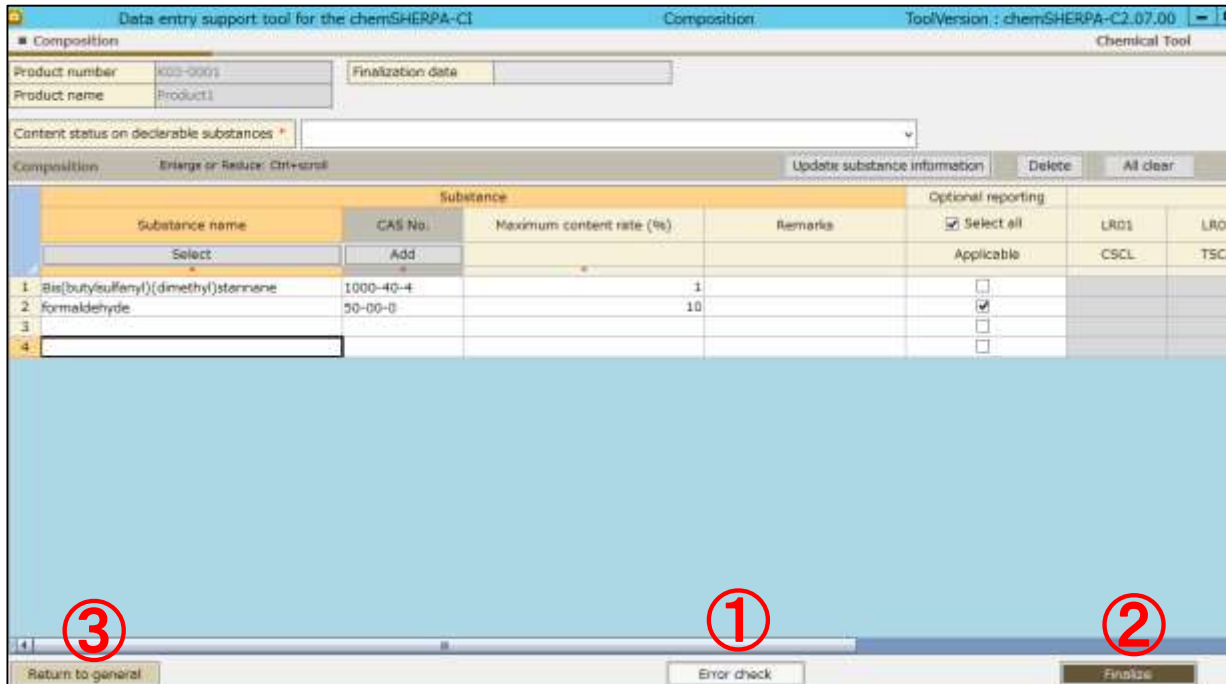"∨" = 　Not a chemSHERPA listed substance
　　　　　However, it is a "UC-L" listed substance.

Step 5_7

5) Error check and finalize

Error Check : Press the "Error Check". If an error occurs, correct it.

Finalize : Press the "Finalize" to finalize the entries.

Return to general : After all the information has been entered, press the "Return to general" to return to the general.

Step 6

Step 6: Output .shci file with chemSHERPA-CI tool

1) Output "shci." file

① Error check : Press the "Error Check" . If an error occurs, please correct it.

② Output (Authorization) : Press the "Output (Authorization)" to output the "shci file". Confirmation screen will appear, but there is no problem, so please proceed as is.

Step 7_1

> Step 7: Upload .shci file to Charm Ring Systemz

1) Start Charm Ring System and select "shci. file".
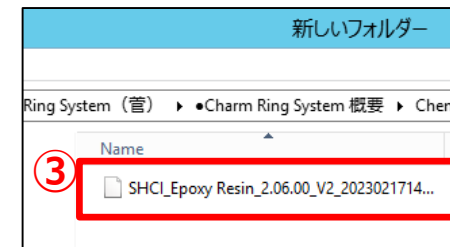
① Start Charm Ring System anew.
② Click the "Upload".
③ Click the "Select Files".
④ Select the "shci. file" stored in your folder.
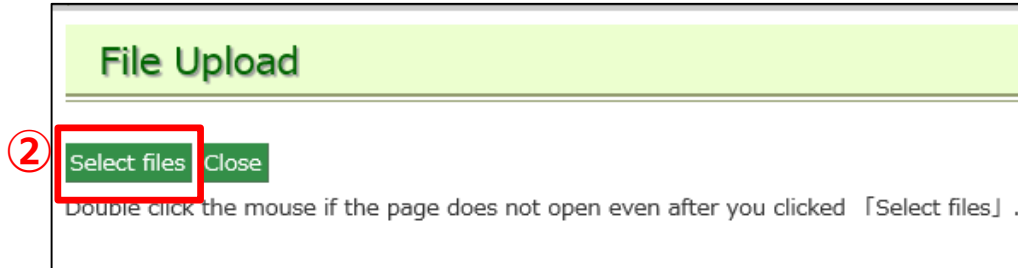
Step 7_2

2) Uploading
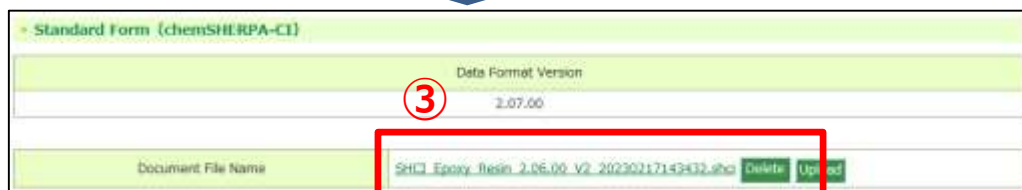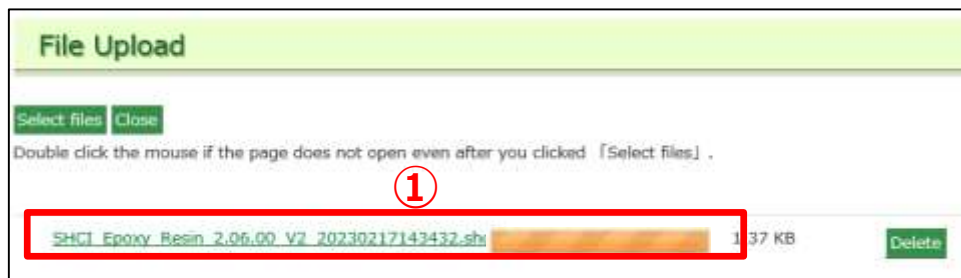
① Uploading
② Close
  ※ If you want to change the uploaded file, click "Delete".
③ Uploading is completed.

Q&A_1

Q1:There is a "✓" in "Optional reporting", so I selected "Contains" and an error occurred.

A1:
This item is for selecting the content status of chemSHERPA listed substances; some UC-L listed substances are not listed in chemSHERPA.
In such cases, a "✓" will be placed in the "Applicable" field of the " Optional reporting".

In "Applicable
No "✓" = chemSHERPA listed.
"✓" = not listed in chemSHERPA, but listed in UC-L. But it is listed in UC-L.

case ① → Select "Contained".
case ② → Select "Contained".
case ③ → Select "Not contained".

case ①

case ②

case ③

Q&A_2

Q2: I received an error message when I listed multiple different "Component group"'s for the same screen.

*chemSHERPA-CI screen with multi-component groups listed.

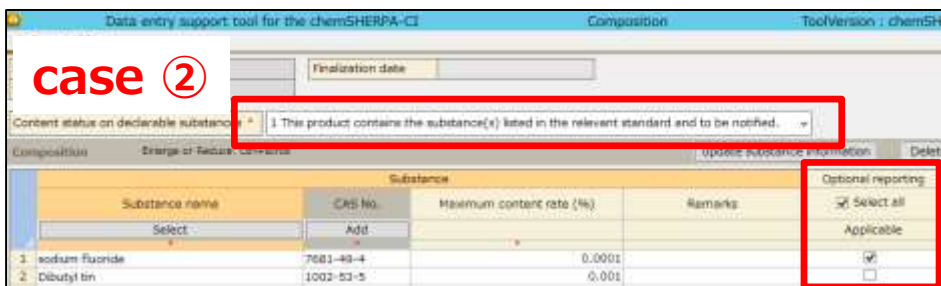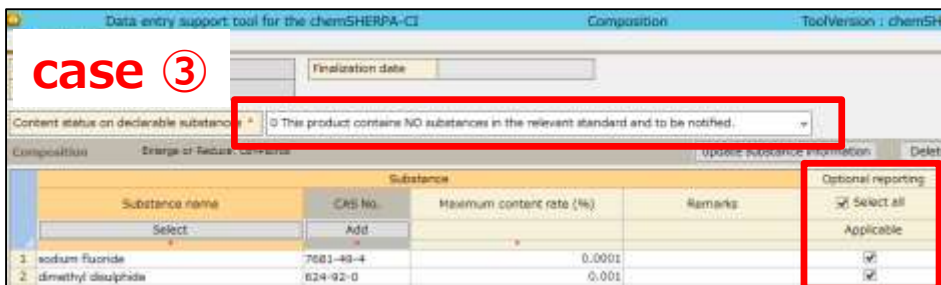|				Product			Product			
Product/Component				☑ Product		☑ Administrative				
All ☐	CPS	Product name	Product name (Local)	Product number *	Manufacturer name	Product series name	Issued date <yyyy-mm-dd> *			
1	☑ Show	Product1	A	K03-0001			2023-08-23			
2	☑ Show	Product2	B	K03-0002			2023-08-23			
3	☑ Show	Product3	C	K03-0003			2023-08-23			

*Error messages during finalization

Standard Format Document Error List

The following errors are found in the contents of the standard format document file. Correct them and upload the file again.

WFSV0536:Multiple parts exist in the chemSHERPA-CI file. A chemSHERPA-CI file must be created according to each request parts.

A2: Only a single "Component group" can be output. If more than one is listed, output to a separate "shci. file" for each "Component group". See next page for how to output separately.

Q&A_3

unicharm
NOLA&DOLA

How to output separately:

① Check only one of the rows you want to output.
② Click "Output (Authorization)".

Q&A_4

Q3: When I uploaded the temporary save file when finalizing the response, I received an error message.

Standard Format Document Error List

The following errors are found in the contents of the standard format document file. Correct them and upload the file again.

WFBT0033:The imported file is a temporary saving file. The import process is cancelled.

A3: Perhaps you are ignoring the message and creating the file as a "temporary file" because you cannot resolve the error?
 If it is normal, the file name will be Temp. If the file name has been changed, you will not know without checking the contents, so check the error message contents and fix it.

supplementary information
〜 Changes in the way the chemSHERPA list of listed substances is referenced

The "version 2.07.00" of chemSHERPA-CI that we are currently using comes with a list of listed substances in the application. Therefore, it will start normally even if there is no Internet connection at the time of startup.

In the version upgrade after September 2024, chemSHERPA-CI will separate "Data entry support tool for the chemSHERPA-CI" and "List of Target Chemical Substances". The "List of Target Chemical Substances" will refer to the latest information via the Internet each time. Therefore, please start chemSHERPA-CI with **Internet access available after September 2024**.