

## Eco Mark Product Category No.112

### “Stationery/Office Supplies Version 1.17” Certification Criteria

#### —Applicable Scope—

“Stationery, paper products, office supplies and photographic supplies” based on the “Standard Commodity Classification for Japan,” and stationery/office supplies listed in Attachment 1, provided that photograph accessories are excluded.

Out of drawing paper, etc., products sold in the form of base paper or half-finished products are included in Product Category No. 107 “Printing Paper Version 2.0” for the Eco Mark purpose. For packaging paper, packaging bags, and envelopes, etc., finished paper products are included in this Product Category, and base paper products are classified in Product Category No. 113 “Packaging Paper Version 2.0”. This Product Category shall not cover products using polymers containing halogens (including surface coating), cardboard boxes other than filing products, paperboard envelopes and products for electrical commodities.

Established: September 1, 2004  
Last updated: April 1, 2014  
Expiration date: August 31, 2016

Japan Environment Association  
Eco Mark Office

NOTE: This document is a translation of the criteria written in Japanese. In the event of dispute, the original document should be taken as authoritative.

Eco Mark Product Category No.112  
“Stationery/Office Supplies Version1.17”  
Certification Criteria

Japan Environment Association  
Eco Mark Office

### 1. Purpose of Establishing Certification Criteria

In recent years, many eco-friendly stationery/office supplies products have been launched on the market. Stationery/office supplies is closely related to the daily lives of consumers of all ages from children to adults, and thus the wide diffusion of eco-friendly stationery/office supplies has tremendous significance in environment preservation, for instance, by playing the role of a universal environmental education tool. According to the results of the studies (Eco Mark product consumer monitoring survey and recognition and reliability survey) conducted by the Eco Mark Office in 2002, stationery/office supplies ranked at the top of Eco Mark certified products with the highest purchase rate, confirming high consumer demand.

To date, the Eco Mark Program has authorized numerous eco-friendly stationery/office supplies products under product categories No.112 “Paper Stationery”, No.115 “Wooden products using Waste Wood, Thinned-Out Wood, Small-Diameter Logs, etc.”, and No.118 “Plastic Products Using Recycled Materials”. The Eco Mark Program will continue to actively deal with stationery. Based on the notion that product categories should be set by function where possible, it was decided that all criteria related to stationery/office supplies spread over the above product categories should be integrated and established as one new Product Category: “Stationery/Office Supplies”.

The current Product Category No.112 “Paper Stationery” established in 1998 has been renamed “Stationery/Office Supplies” in this review. In addition to aiming to promote the recycling of wood and plastic together with waste paper, it was decided that efforts should be made to manage chemical substances in accordance with the enforcement of the Act on Confirmation, etc. of Release Amounts of Specific Chemical Substances in the Environment and Promotion of Improvements to the Management Thereof (PRTR law), decrease the volume of packaging material and expendable portions such as ink and core, and establish criteria on eco-friendly efforts for adhesive portions such as adhesive labels..

### 2. Applicable Scope

“Stationery, paper products, office supplies and photographic supplies” based on the “Standard Commodity Classification for Japan,” and stationery/office supplies listed in Attachment 1, provided that photograph accessories are excluded.

Out of drawing paper, etc., products sold in the form of base paper or half-finished products are included in Product Category No. 107 “Printing Paper Version 2.0” for the Eco Mark purpose. For packaging paper, packaging bags, and envelopes, etc.,

finished paper products are included in this Product Category, and base paper products are classified in Product Category No. 113 “Packaging Paper Version 2.0”. This Product Category shall not cover products using polymers containing halogens (including surface coating), cardboard boxes other than filing products, paperboard envelopes and products for electrical commodities.

### 3. Terminology

Prescription constituents:	Components intentionally added with the purpose of providing specific characteristics to the product. Impurities which are inevitably mixed during the manufacturing process are excluded.
Expendable portion:	Parts that wear out in use (replaceable in certain cases)
Adhesive portion:	Side applied with pressure-sensitive adhesives such as labels, stickers, etc.
Functional office supplies	Product in which percentage of material (such as metal, etc.) other than paper/wood/plastic material is high because of its structure in order to maintain capability such as strength, etc. and that is specified in Attachment 1 (Specific Remarks).

#### Terminology related to paper

Paper:	Paper manufactured with single layer.
Paper board:	Paper manufactured with multi-layers.
Card Paper board:	Made of corrugating medium with cardboard liner spread one side or both sides of the core paper.
Waste paper:	Collected post-consumer waste paper and pre-consumer waste paper.
Post-consumer waste paper:	Used paper generated from stores, offices and households and containing those to be used as a raw material for paper by paper manufacturers (including those that are shipped as articles and returned after passing through the distribution chain).
Pre-consumer waste paper:	Paper diverted from the waste stream during the processing Paper generated from the working process following the paper making process of base paper, and used as a raw material by paper manufacturers. However, the following shall not be treated as waste paper: paper which is generated if processing is performed in a factory or workplace that uses paper as a raw material, such as paper processing factories, paper products factories, or printing and bookbinding plants of a paper manufacturer (including an associated company such as a subsidiary, affiliated company, etc. of said paper manufacturer) or if said paper manufacturer has other contractor to conduct processing through commissioning of the product before its shipment, and which is used by said paper manufacturer as a raw material for paper without being shipped as articles. (If paper leaves said paper manufacturer, etc. and is distributed by way of a third party, it shall be treated as waste paper, excluding a case in which

	waste sheet is intentionally treated as waste paper.)
Waste paper pulp:	Pulp obtained by deflaking or deflaking/deinking waste paper, paper board, or cutting scraps of paper or paper board.
Percentage of waste paper in the pulp mixture:	Weight percentage of waste paper pulp in the total pulp contained in the product. Indicated as (waste paper pulp)/(virgin pulp + waste paper pulp) x 100 (%). Pulp containing 10% moisture is used to measure the weight. In addition, waste sheets shall not be included in the denominator and numerator, respectively, of the calculating formula of waste paper pulp combination rate.
Waste sheet	Waste paper shall fall under any of the following: - Those generated in the paper making process, and directly returned to the paper making process to be used as a raw material (so-called “circulating waste sheet”. Wet broke and dry broke) - Those stored in a paper making factory or operator and used as a raw material (so-called “stocked waste sheets”) - Those stipulated by the conditional clause in the definition of the pre-consumer waste paper described above.
Paper Manufacturer	“PAPER (142)” listed in the Medium Category of the Japan Standard Industrial Classification (The Ministry of Internal Affairs and Communications Public Notice No. 175 of March 23, 2009), and “Paper (1421)”, “Paperboard (1422)”, “Machine-made Japanese style paper (1423)” and “Hand-made Japanese style paper (1424)” in the Small Category.
Subsidiary, affiliate company, and associated company	Those defined in each section of Article 8 of “Ordinance on Terminology, Forms and Preparation Methods of Financial Statements, etc.” based on the stipulation of Article 193 of the Financial Instruments and Exchange Act (Act No. 25 of 1948).
Brightness:	The degree of whiteness of pulp and paper as measured by the industry-designated Hunter or ISO method (diffuse blue reflectance factor)
Fluorescent whitening agent:	An agent that fluoresces in sunlight and visually enhances the whiteness of paper.
Prohibited materials:	Those materials defined as prohibited materials in the “Waste Paper Quality Standard” established by the Paper Recycling Promotion Center.
Base paper:	General name of paper serving as base material subject to bag-making, painting, impregnating process, etc.
Coating	Painting on base paper by coater to give properties to papers, including printing paper, packaging paper, and the others, according to utilization in various ways.

## Terminology related to wood

Reused/ Unused wood	Indicates the followings: thinned wood, waste wood, construction waste wood, and less useful wood.
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- Thinned wood : Wood produced from work activities adjusting the individual density of the objective tree type according to the congested state of forest stand.
- Waste wood : Used wood (used packaging material, etc.), remainder material generated in wood processing plants (shavings generated in

	plywood and lumber plants, etc, low quality chips not used as raw material for paper, etc.), and wood and wooden materials such as trimmed branches, bark, etc.
- Construction waste wood	Wood and wooden materials disposed as waste in construction work such as dismantling of buildings, construction of new buildings, building extensions, renovation, and construction related to other work.
- Less useful wood:	Abandoned lumber in the forest, shrubs, tree roots, wood obtained from lumber damaged by disease, pests, disasters, bent or small diameter logs, etc. Also includes bamboo cut down in bamboo groves for the purpose of maintenance and management in environment preservation. Small diameter log measuring less than 14 cm in diameter corresponding to “a” or “b” below must be certified as forests sustainably managed(*) by an independent third party. a.: Small diameter log from logs felled from natural forests. b.: Small diameter log from logs produced by clear cutting, patch logging, and strip logging in plantation forests. These should satisfy Attachment 1 requirements regarding forest certification.
	(*): Refer to Attachment 1 in No.115 “Products Using Thinned-out Wood, Reused/Unused Wood, etc. Version2.0”

- Natural forests	Strictly defined as forests which have not experienced human disturbances, but including forests which are intended for the direction to be natural forests, long after being influenced by human.
-Natural regenerated forests	Similar to natural forests, forests with natural regeneration. They are intended to supply wood and wooden products. Regeneration support activities, fostering activities, etc are provided.
- Plantation forests	Forests made by planting, breeding, nursing, etc.
- Waste plant fiber	Agricultural residue generated in harvesting and the manufacturing process such as rice hull, and used packaging material such as jute bag, etc.
- Wooden part	Actual wood (including plant fiber)
- Adhesive	Added for adhesive functions required in the manufacture of products. Includes also agents added to bond baseboard with synthetic resin sheets when implementing overlays, as well as agents to bond different materials such as fixtures and metals.
- Additives	Added to give new characteristics to products or supplement insufficient properties.

#### Terminology related to plastic materials

- Recycled plastic:	Plastic made from post- and pre-consumer materials.
- Recycling:	Material recycling. Excludes energy collection, conversion to oil, gasification, blast furnace reduction, and conversion to chemical materials in the coke oven.
- Post-consumer material:	Waste materials or products disposed after use as product.

- Pre-consumer material:	Materials or defective products generated from disposal route of manufacturing process. Excluding those recycled within the same process as the raw material (within the plant).
- Plastic:	Materials made of single or multiple polymers, additives, fillers, etc. added to give characteristics.
- Polymer:	Macromolecules which are the main components of plastic.

#### 4. Certification Criteria and Certification Procedure

“4-1-1. Common Criteria” and corresponding criteria in “4-1-2. Material Criteria A-D” shall be observed. Products with expendable or adhesive portions are subject to 4-1-1 and 4-1-2, as well as “4-1-3. Certification Criteria on Expendable Portions” and “4-1-4. Certification Criteria on Adhesive Portions” (Refer to Attachment 1 for applicable regions of expendable portions by product and criteria number.)

4-1-1	Common criteria	Applicable to all products
4-1-2	Material criteria	One selected from A to D according to product
4-1-3	Criteria on expendable portions	Applicable to products with expendable portions (including expendable portions which are the main product)
4-1-4	Criteria on adhesive portions	Applicable to products with adhesive portions (peeling paper included in adhesive portion)

To show conformance to the individual criteria item, the respective Attached Certificates shall be submitted.

In addition, if a product certified by the product category No. 118 “Plastic Products Using Recycled Materials” is subjected to reexamination under this certification criteria, “Raw Material Certificate” issued by the recycled plastic collector, which is one of certificates in 4-1-2.C (21), and methods for proving in 4-1-2.C (22) to (24) and 4-2. (36) can replace a certificate, by stating in the attached certificate that there is no change to necessary items and an already certified product.

##### 4-1-1. Common Criteria and Certification Procedure

(1) In manufacturing the applied product, related environmental laws and regulations and pollution control agreement (hereinafter referred to as the “Environmental Laws, etc.”) must be followed with respect to air pollution, water contamination, noise, offensive odor, and emission of hazardous substances in the area where the plant performing the final manufacturing process is located.

In addition, the state of compliance with the Environmental Laws, etc. for the past five years from the date of application (whether there is any violation) must be reported. If there is any violation, proper remedies and preventive measures shall have been already taken, and the related Environmental Laws, etc. must thereafter

be followed appropriately.

[Certification Procedure]

With respect to the compliance with the Environmental Laws, etc. in the area where the plant performing the final manufacturing process is located, a certificate issued by the representative of the business of manufacturing the applied product or the relevant plant manager (entry or attachment of a list of names of the Environmental Laws, etc.) must be submitted.

In addition, the applicants shall report whether there is any violation in the past five years, including a violation subject to administrative punishment or administrative guidance, and if there is, the following documents in a and b must be submitted:

- a. With respect to the fact of violation, guidance documents from administrative agencies (including order of correction and warning) and copies of written answers (including those reporting causes and results of correction) to such documents (clearly indicating a series of communication);
- b. Following materials (copies of recording documents, etc.) concerning the management system for compliance with the Environmental Laws, etc. in 1)-5):
  - 1) List of the Environmental Laws, etc. related to the area where the plant is located;
  - 2) Implementation system (organizational chart with roles, etc.);
  - 3) Bylaws stipulating retention of recording documents;
  - 4) Recurrence prevention measures (future preventive measures);
  - 5) State of implementation based on recurrence prevention measures (result of checking of the state of compliance, including the result of onsite inspection).

In addition, if the PRTR law is applicable to a plant manufacturing products and substances covered thereby (Class 1 designated chemical substance) are used more than the prescribed amount the reporting responsibility of which is defined by the law, a certificate stating the amount of emission and transfer of each substance to be issued by Manager of the plant manufacturing the product shall be submitted.

- (2) Products shall be able to be sorted by part material (paper, wood, plastic, metal, glass, etc.) after use.

[Certification Procedure]

Product specifications indicating the method for sorting different materials used shall be submitted. For each material, weight percentage shall be indicated in attached certificate. If it is a notebook, product sample shall be submitted.

If recycled plastic film is used for a window part of envelope, specifications describing on the envelope body that “the envelope is such structured that recycled plastic film of X% used in the window part can be sorted” and a product sample shall be submitted. If glassine paper is used for the window part of envelope, specifications describing on the envelope body that “glassine paper is used in the window part and can be recycled as waste paper” and a product sample shall be submitted.

- (3) Product packaging shall give consideration to energy conservation, ease of recycling, and reduced impact during incineration, etc. In addition, plastic material used for products and product packaging should not be added organic

halogen compound including halogen as prescribed constituents. Product packaging refers to the one sales unit for the final consumer.

[Certification Procedure]

Product packaging material and raw materials used shall be described specifically (Drawings and photographs can be used). It shall be indicated in attached certificate that plastic materials to be used in product and product packaging do not contain organic halogen compound including halogen as prescription constituents.

#### 4-1-2. Material Criteria and Certification Procedure

If “Paper”, “Wood”, or “Plastic”, which is a material of the product, exceeds 70% of the total product weight (50% or higher for functional office supplies defined in Attachment 1, and 60% or higher in the case that a main material is plastic material and post-consumer material is used) , one of the following, A to C, shall apply. D shall apply to other products. The weight of an expendable portion, adhesive portion, binding parts, staples of filing products, a handle of paper bag, a window part of envelope (glassine paper or film which can be sorted from an envelope body and of which recycled plastic film accounts for 40% or more of the total weight), and binding parts and resin parts such as cloth, sewing thread and ring, etc. of notebooks, etc. can be deducted from the total product weight, and in that case, material criteria is not applied.

##### A. Products made mainly of paper

(4) The weight percentage of the waste paper in the whole product shall be at least 70%.

The percentage of the waste paper pulp in the whole product shall be over 30% for packaging bags, over 40% for wrapping paper and envelopes, and over 50% for congratulation or condolence products (congratulation or condolence bags, envelopes for giving cash, etc.), album, school paper supplies (drawing paper, origami paper, etc. excluding notebooks) and functional office supplies. However, for products whose expendable portion, adhesive portion, binding part of filing product, handle of paper bag, and window part of envelope (except window part of plastic) is subject to the criteria, deduct the weight of that portion from the total product weight.

As for the products using paper board, the percentage of the waste paper pulp from paper boards for materials in the product shall be at least 90%.

As for the products using cardboard, the percentage of the waste paper pulp from cardboards for materials in the product shall be 100%.

[Certification Procedure]

A paper quality certificate issued by a paper manufacturer and indicating a percentage of waste paper pulp (a specific numeric value to be guaranteed at minimum) including the following items shall be submitted.

- 1) Thorough management at a manufacturing plant (by specifying the percentage of waste paper pulp of Eco Mark products in a written technical



standard (quality standard), etc.)

- 2) Clear indication of names of those who are in charge of manufacturing or quality control of Eco Mark products at a manufacturing plant (hereinafter referred to as a person in charge of Eco Mark products)

In addition, a material showing methods for managing/checking the percentage of waste paper pulp in a factory, such as a document related to “Checklist for Verification System of Percentage of Waste Paper Pulp” (April 2, 2008, Japan Paper Association) or result of internal audit according thereto on the percentage of waste paper pulp by a paper manufacturer shall be submitted. However, if Eco Mark certified paper is used, statement of “Product Brand Name” and “Certification No.” of the paper in an attached certificate could replace demonstration.

A total product weight, paper weight, and percentage of any material other than paper in a product (weight percentage) shall be specified, and it shall be demonstrated that the paper material accounts for 70% or higher of the total product weight.

In addition, if recycled plastic film is used in a window part of envelope, a certificate defined in the criteria items (21), (23) for C. Products Made Mainly of Plastic shall be submitted.

- (5) As for paper and paper board, coating amount shall be below 17g/m<sup>2</sup> per side, 30g/m<sup>2</sup> or less for both sides of the paper.

[Certification Procedure]

Certificates on the volume of coating shall be submitted. The certificates shall include the specific volumes of coating for single- and dual-sided specifications.

- (6) When virgin pulp (excluding virgin pulp manufactured by recycled resources such as thinned wood, lower grade timber, and mill ends, etc. generated from plywood and sawmills) is used, the timber used for material wood must be harvested in legal manner consistent with procedures in the forest laws of timber producing countries.

[Certification Procedure]

A certificate shall be submitted to prove that the timber whose legality has been verified\* in accordance with “Guideline for Verification on Legality and Sustainability of Wood and Wood Products” of Forestry Agency has been in custody to be separated by the applicant or the paper manufacturer and is supplied to the applied products. At the same time, the applicant or the paper manufacturer who issues the above certificate shall submit any of the following certificates:

- 1) Certificate that the applicant or the paper manufacturer has been assessed and authenticated by the CoC (Chain of Custody) Certification System;
- 2) Certificate of the authorized company (that guarantees the association member’s adequate way of supplying wood and wood products verified with legality, etc.); and
- 3) Code of management practice which stipulates the way of custody to manage wood and wood products verified with legality (the method in the case that the timber verified with legality only is handled. The same applies to hereunder), retention of certificates for a predetermined period, etc.

In the event that Item 2) or 3) above is chosen and the certificate is submitted, the applicant or the paper manufacturer who issues the above-mentioned certificates shall publicly announce through its Web site the code of management practice prescribed by the association concerned in the case of Item 2) and shall prescribe and publicly announce through its Web site the code of management practice concerning the scheme to assess and guarantee the system for separate management, document management for retention of certificates for a predetermined period, etc. in the case of Item 3).

\*Confirm the certificate issued by the related company closest in commercial process, which at least verifies that wood and wood products they supply are with legality and under separate custody management.

- (7) As for white notebooks using uncoated paper, graph paper and drafting paper, the brightness of the paper shall be some 70% or less.

[Certification Procedure]

Result of a whiteness test by the Hunter method to be issued by a paper manufacturer, and set by the industry or according to ISO whiteness (diffuse blue reflectance factor) and a test method shall be submitted. In addition, the test result shall describe a specific numerical value of whiteness. The standard shall also apply to white or near white paper and paper board based on JIS.

- (8) Printing ink used shall conform to “a” or “b” below.

- a. Printing ink included in Eco Mark Certification Criteria No.102 “Printing Ink Version2.0” shall meet the required criteria (not necessarily be Eco Mark certified printing ink). Printing ink certified under No.102 “Offset Printing Ink” shall be taken as meeting these criteria.
- b. Printing ink other than that described in (8)a shall meet all criteria prescribed in (1), (2) and (6) of “4-1.Environmental Criteria”, and (10) of “4-2.Environmental Criteria” in Eco Mark Certification Criteria No.102 “Printing Ink Version2.0”.

[Certification Procedure]

“5. Certification Procedure” of Eco Mark Product Category No.102 “Printing Ink Version2.0” shall be followed. However, if using Eco Mark certified printing ink, the product name and certification number of the ink used can be filled in the application form in place of certification of compliance to this criterion.

For Criteria 4-1-2-A (7) a. and b., if the brand of the printing ink used at the time of Eco Mark application is not known, (i) the list of printing ink satisfying the above requirements issued by the ink manufacturer and (ii) documents certifying that the above requirements are satisfied shall be submitted. Declaration on use of printing ink given in (i) shall also be written in the application form.

- (9) No chlorine gas shall be used in the pulp bleaching process. (However, this requirement will not be applicable until August 31, 2005.)

[Certification Procedure]

Documents issued by the paper manufacturer shall be submitted.

- (10) Azo dyes (dyes or pigments) to be used in paper coloring process which may produce one or more of the amines listed in Attachment 2 due to the reduction of one or more azo groups shall not be used. When used, any one of the amines listed in Attachment 2 shall not exceed 30 mg per 1 kg of the product.

[Certification Procedure]

Documents issued by the paper manufacturer on whether the specified substances are used shall be submitted. If used, submit one of the documents issued by the paper manufacturer that not more than one of the amines listed in Attachment 1 have been detected to exceed 30 mg per 1 kg of the product:

- 1) Documents certifying that the corresponding azo colorants are not added in amounts exceeding 30 mg per 1 kg of the product.
- 2) Documents certifying that that not more than one of the amines listed in Attachment 2 have been detected to exceed 30 mg per 1 kg of the product in all feasible cases.
- 3) Documents certifying that that not more than one of the amines listed in Attachment 2 have been detected to exceed 30 mg per 1 kg of the product according to the analysis method prescribed in the collection of public testing methods based on the German food and daily goods law Article 35.

- (11) Addition of fluorescent whitening agents as prescription constituents shall be minimized.

[Certification Procedure]

Certificates issued by the paper manufacturer indicating whether fluorescent whitening agents are used shall be submitted. If used, the amount of the agent used shall be included in the certificate

- (12) The product shall contain no prohibited materials prescribed by the Paper Recycling Promotion Center. The requirement is not applicable to cover sheet processing of filing products and albums for long-term storage.)

[Certification Procedure]

Specific details shall be described in the Application Form for Eco Mark Certification and Usage.

## B. Products made mainly of wood

- (13) The total weight of reused wood and waste plant fiber in the raw materials shall be at least 70% of the total product weight (at least 50% for the functional office supplies defined in the Attached Table 1). However, for products whose expendable portion, adhesive portion, and binding part of filing product is subject to the criteria, deduct the weight of that portion from the total product weight.

Small diameter logs among less useful woods, for forest certification in the case to be applicable to a) or b), shall be satisfied the items in Attachment 1 in Product Category No.115 “Wooden Products Using Waste Wood, Thinned-Out Wood, Small-Diameter Logs, etc. Version 2.0”.

Use of boards listed in No. 111 “Board Made of Wood or the Like Version 2.0” as raw materials shall be approved.

(Note) The weight percentage means the weight percentage of the product or each material at the air dried state\*1 or at the point of constant weight\*2 under the condition of a temperature of  $20 \pm 2^{\circ}\text{C}$  and humidity of  $65 \pm 5\%$ .

\*1: Indicates leaving in a well-ventilated room for seven days or more.

\*2: Change is less than 0.1% when weight is measured every 24 hours.

\*1 is not applicable in the case of using lumber and log. However, it is applicable in the case of using wood which is equivalent to the criteria of percentage of water content (15% and below), among the international official criteria of percentage of water content for dried wood.

[Certification Procedure]

Documents issued by applicant indicating the total product weight and the percentage (weight percentage) of attached portion including metal fittings and metals. Documents issued by the raw material vendor certifying that the raw material is reused /unused wood or waste plant fibers shall be submitted. If there are multiple vendors, a list of the vendors and list of certification of the top 10 vendors in terms of volume of material traded shall be submitted.

If using thinned wood as the material, a certificate of origin that includes information on the place of production, type of tree, and year of planting shall be submitted with photographs of the forest concerned (showing clearly that the forest stand has been thinned). The thinning percentage and how many times the forest stand has been thinned, including the most recent thinning shall also be indicated if possible.

If using less useful wood, the following information shall be submitted. At the same time, official documents stating that the forest has been certified as sustainable by a third party shall be submitted.

- Type of forest (natural or man-made, etc.), place of production, type of tree, and year of tree planting if man-made forest.
- Under what conditions was the wood produced (damaged by disease/pests, damaged by disaster, bent or narrow trees, etc.). For small diameter log, indicate logging method and tip end diameter.

If using bamboo for the raw material, a description that felling was carried out for appropriate maintenance and management in environment preservation shall be provided.

For products using the products certified under No.111 "Board Made of Wood or the Like Version2.0", the corresponding product name and certification number can be indicated in the application form instead of submitting the above certification of compliance to the corresponding criteria.

- (14) For products using lumber from dismantled buildings (wood and wooden materials disposed in dismantling), lumber subject to preservatives, termicides, and pesticides shall be differentiated and eliminated. The content of harmful substances in these products shall meet the requirements for hexavalent chromium and arsenic given in Attachment 3, which is provide by the detailed enforcement regulations (December 26, 2002, Environment Ministry Ordinance

No. 29) of the Soil Pollution Control Law.

[Certification Procedure]

Documents certifying that disassembled architectural wood is sorted in use or not used (work manual, workflow, etc.) shall be submitted. If using such waste wood from dismantled buildings, results of tests performed by a third party testing centers or public institutions shall be submitted.

- (15) In the event that the timber other than recycled timber and lower grade timber is used for wood and wood-based material, the timber used for material wood must be harvested in legal manner consistent with procedures in the forest laws of timber producing countries.

[Certification Procedure]

A certificate shall be submitted to prove that the timber whose legality has been verified\* in accordance with “Guideline for Verification on Legality and Sustainability of Wood and Wood Products” of Forestry Agency has been in custody to be separated by the applicant or the material supplier and is supplied to the applied products. At the same time, the applicant or the paper manufacturer who issues the above certificate shall submit any of the following certificates:

- 1) Certificate that the applicant or the paper manufacturer has been assessed and authenticated by the CoC (Chain of Custody) Certification System;
- 2) Certificate of the authorized company (that guarantees the association member’s adequate way of supplying wood and wood products verified with legality, etc.); and
- 3) Code of management practice which stipulates the way of custody to manage wood and wood products verified with legality (the method in the case that the timber verified with legality only is handled. The same applies to hereunder), retention of certificates for a predetermined period, etc.

In the event that Item 2) or 3) above is chosen and the certificate is submitted, the applicant or the paper manufacturer who issues the above-mentioned certificates shall publicly announce through its Web site the code of management practice prescribed by the association concerned in the case of Item 2) and shall prescribe and publicly announce through its Web site the code of management practice concerning the scheme to assess and guarantee the system for separative management, document management for retention of certificates for a predetermined period, etc. in the case of Item 3).

\*Confirm the certificate issued by the related company closest in commercial process, which at least verifies that wood and wood products they supply are with legality and under separative custody management.

- (16) Prescription constituents and weight percentage shall be reported for products using adhesives or additives and products that have decorations on them.

[Certification Procedure]

The prescription constituents and weight percentage shall be indicated in the attached certificate. A list indicating whether the concerned substances are added shall also be submitted.

- (17) Products should not use wood preserving agents (wood termicides, wood preservatives, wood pesticides, and wood fungicides) as prescription constituents.

[Certification Procedure]

A list indicating whether the concerned substances are added shall be submitted.

- (18) No emissions of toluene or xylene shall be detected at product shipment. “No emissions detected” means less than the value measured by the JIS A 1901 “Determination of the emission of volatile organic compounds and formaldehydes for building products -- Small chamber method”

[Certification Procedure]

Whether toluene or xylene is added as prescription constituents shall be indicated in the attached certificates. If added, results of tests prescribed in JIS A 1901 shall be submitted for corresponding products or used wooden materials, adhesives, and coatings. However tests are not required for materials and products not added with toluene and xylene as prescription constituents.

- (19) Coatings if used for products shall conform to criteria for heavy metals and heavy metal compounds in (1) to (4) of “4-1 Environmental Criteria” of Eco Mark Product Category No. 126 “Paints Version1.0” (chemical substances prescribed in Attachment 3 “4-1-2-B (19)).

[Certification Procedure]

The certification procedure indicated in Product Category No.126 “Paint Version1.0” shall be used. (It is applicable to be certified by using the results of the tests conducted by applicant.) However, if using Eco Mark certified printing ink, the product name and certification number of the ink used can filled in the application form in place of certification of compliance to this criterion.

- (20) For products using adhesives or coating, emissions of formaldehyde from the material or product shall meet one of the following criteria: “a”, “b”, or “c”.
- a) Equivalent to F\*\*\*\* grade in accordance with the JIS or JAS standard.
  - b) The amount of formaldehyde emissions measured by JIS A 1460 “Building boards determination of formaldehyde emission -- Desicator method” shall be below 0.3 mg/l for mean value and below 0.4 mg/l for maximum value.
  - c) The emission rate of formaldehyde measured by JIS A 1901 “Determination of the emission of volatile organic compounds and formaldehydes for building products -- Small chamber method” shall be less than  $5\mu\text{g}/(\text{m}^2\cdot\text{h})$ .

[Certification Procedure]

Whether adhesives or paint is used in the material or product shall be indicated. If used, select “a”, “b”, or “c” accordingly, and use the following certification procedure.

If corresponding to “a”, submit documents certifying that the adhesive or paint has been approved for F\*\*\*\* grade in accordance with JIS or JAS or copies of these documents. If corresponding to “b” or “c”, submit test results conducted by third party testing body or applicant certifying that the results of measurement by the method prescribed in JIS A 1460 or JIS A 1901 satisfies the specified value.

## C. Products made mainly of plastic

(21) Weight percentage of recycled plastic product in the total weight of the product shall be over 70%. However, it is also applicable for products made of post-consumer materials as the raw material polymer, the weight percentage of plastic made from post-consumer materials shall be over 60%. For OHP and other films (150 micron and below of the thickness), the weight percentage of recycled plastic shall be over 30%, for adhesive tapes (cloth tape) recycled plastic makes up at least 40% of plastic weight for the roll (excluding laminate layer). For functional office supplies in Attachment 1, the weight percentage of recycled plastic shall be over 50%.

In case the product is “cassette for tape printer, etc.”, it shall be satisfied above or (26).

## [Certification Procedure]

For the recycled material, total product weight, plastic material weight and percentage (weight percentage) of materials other than plastic shall be indicated, and it shall be certified that percentage of plastic material is 70% and over in the product. In addition, raw material certificates issued by the recycled plastic collector, certificates of weight percentage of recycled plastic issued by the applicant, and manufacturing process certificates indicating the name of manufacturer in each manufacturing process shall be submitted.

(22) HCFCs shall not be used.

## [Certification Procedure]

A self-certificate indicating no use of HCFCs issued by the manager of the factory manufacturing the product shall be submitted.

(23) Products shall not contain harmful substances such as heavy metal, prescribed in laws and voluntary criteria of the industry concerned as prescription constituents.

## [Certification Procedure]

Results of tests implemented by a third party testing centers or the applicant indicating that the products (including all additives and color materials) do not contain the corresponding harmful chemical substances shall be submitted. For harmful chemical substances, they shall correspond to the condition of harmful substances in 88/378/EEC EN71-3, etc.

If the tests on the above are carried out only for recycled materials besides the test results, plastic additives, plastic color materials and virgin materials which are newly prescribed, the certificates issued by raw material supplier and molding manufacturer indicating that they are satisfied the following conditions shall be submitted.

- (i) As plastic additives, it follows the positive lists in the voluntary standards of each industry including Sanitation Conference for polioefin, etc.
- (ii) As plastic color materials, for the amount of heavy metal content and dissolution, it is applicable to the “Criteria for color materials” of Sanitation Conference for polioefin, etc.

For all raw materials (including recycled materials), if all of the prescribed plastic additives/plastic color materials are clear, certificates are also applicable issued by raw material supplier (ascended to the virgin materials before collecting) and molding manufacturer.

- (24) Products shall not contain residual organic chemical substances listed in the United Nations Environment Program (Attachment 4: POPs) as prescription constituents

[Certification Procedure]

Self-certificate indicating not to contain the corresponding chemical substances as prescribed constituents issued by plant manager of producing shall be submitted.

- (25) Products shall be labeled to facilitate recycling. Recycling information shall be labeled at resin portions or using stickers, and the labels shall indicate the type of synthetic resin used. Use JIS K6899 or ISO 1043-1 symbols to indicate the type of synthetic resin, and attach “R-“ to the head of the symbol.

If several types are used, indicate in the following format: “R-PE, PP, PS”, etc. If using more than three types, indicate the two most used and omit the third onwards in this format: “R-PE, PP, etc.”

Basically, the above labeling method shall be followed. For products requiring labeling of materials by other laws and regulations, the designated labeling method may be used.

In case the product is “cassette for tape printer, etc.” and applicable for the criteria item (26), “R-” can be omitted in the head of the indication of the resin type.

[Certification Procedure]

Photographs or design drawings showing the labeled portion of the product shall be submitted

- (26) In case that the product is “cassette for tape printer, etc.” and not applicable for the criteria item (21), it shall meet the following requirements a) to d).

- a) The followings shall be indicated on packaging, printed matters packed with the products, or instruction manuals: the product is a printing cassette used for the tape printer, etc. and the tape portion (including ribbon) of the used “cassette for tape printer” can be refilled and the expendable portions can be replaced as needed.
- b) The product shall be able to use repeatedly at least five times in normal condition.
- c) For the product which would be refilled in the factory, the collection system of the used “cassette for tape printer, etc.” shall be established.
- d) For the product which would be refilled in the factory, the recycling ratio of the parts of the collected “cassette for tape printer, etc.” shall be 95% and over to the whole product weight (excluding ink). (Recycling ration refers to the



percentage of the part-weight which were reused, material-recycled, for which energy recovery was done, for which oilification, gasification, blast-furnace reduction or chemical materialization for coke oven were done. For the portions of “cassette for tape printer, etc.” which are not to be able to reuse or recycle, proper treatment system shall be established.

[Certification Procedure]

- a) Instruction manuals, product labels or pamphlets indicating that expendable portions can be refilled or replaced shall be submitted.
- b) A documents to explain the fact that the product has already achieved at least five times repeated usage in normal condition or it can be used repeatedly at least five times shall be submitted.
- c) A certification to indicate the collection system of “cassette for tape printer, etc.” shall be submitted.
- d) Recycling ratio, content and breakdown of recycling shall be explained.

D. Products not given in A, B, or C

Either of the following criteria, (27) or (29), shall be met for products not given in A, B, or C

- (27) The total weight of raw materials “waste paper pulp”, “reused/unused wood or waste plant fiber” and “recycled plastic” shall be over 70% of the total product weight. (In addition, the weight percentage of the recycled materials on the above for the eraser and plastic eraser in Table 1 shall be over 50%). For staplers, total weight of recycled plastic shall be over 70 % of total plastic weight of the product, and for key hooks (including hook, no doors), total weight of recycled plastic shall be over 40 % of total plastic weight of the product, Also, recycled materials including waste egg shells are approved to use for eraser and plastic eraser. Wrapping paper (sleeve) of eraser and plastic eraser shall be made of over 50 % of waste paper pulp and shall meet 4-1-2-A(6). Also, a plastic cover for a eraser and a plastic eraser shall meet 4-1-2-C(21)-(25).

Portions made of waste paper pulp shall meet Certification Criteria 4-1-2-A(5) to (12), those made of reused/unused wood, etc. shall meet 4-1-2-B (14) to (20)and those made of recycled plastic shall meet 4-1-2-C(22)to(25).

[Certification Procedure]

The total product weight, recycled material weight, and percentage of recycled material making up the product (weight percentage) shall be indicated, and it shall be certified. Certification procedure of the recycled material shall conform to corresponding items of 4-1-2-A to C. In case of using egg shells as recycled material, it shall also conform to Item (25) of 4-1-2-D.

- (28) For chalk and color chalk to use recycled materials as raw materials such as wasted egg shells, etc., weight percentage of recycled material shall be 60% and over of total product weight. For white line for ground which use recycled materials such as wasted egg shells, etc., weight percentage of recycled material shall be 70% and over of total product weight. For white line, it is limited to the

product to use in ground.

[Certification Procedure]

Wasted egg shells, etc., raw material certificates issued by raw material supplier and certificates of weight percentage of recycled materials by applicant shall be submitted. For “White line for ground”, photographs, etc., of packaging bags showing that the product is for ground use shall be submitted.

- (29) For a dust blower (main body), the product does not use material that would damage the ozone layer, or hydro-fluorocarbon (so-called CFC alternative) and highly combustible materials (materials defined in Item 1, Article 2, Chapter I of Security Regulation for General High- Pressure Gas).

[Certification Procedure]

Name of gas used in the product shall be indicated in the Attached Certificate and Material Safety Data Sheet (MSDS) of the used material shall be submitted.

#### 4-1-3. Criteria for expendable portions and certification procedure

Products with expendable portions shall meet, among the following (30) to (32) criteria, those listed in the “Applicable Criteria” column in Attachment 1 “Applicable Stationery”.

For the product of “cassette for tape printer, etc.” it shall meet the criteria item (33).

- (30) For products whose expendable portions can be refilled or exchanged, refill and replacement parts shall be made available. These products or their packages, instruction manuals, pamphlets, etc. shall indicate that they are refillable. However, it is not applicable for the products which are generally recognized as being refillable, such as lead of automatic pencil. Entirely refillable or exchangeable portions shall be included to measure the weight of expendable portions. For products that are not refillable or exchangeable, only expendable materials such as ink shall be included to measure the weight of expendable portions. (Refer to Figure 1)

[Certification Procedure]

Instruction manuals, product labels or pamphlets indicating that expendable portions can be refilled or replaced shall be submitted.

- (31) The content of hazardous substances shall meet the following restrictions: antimony below 60 mg/kg, arsenic below 25 mg/kg, barium below 1,000 mg/kg, cadmium below 75 mg/kg, chrome below 60 mg/kg, lead below 90 mg/kg, silver below 60 mg/kg, and selenium below 500 mg/kg.

[Certification Procedure]

Documents certifying results of tests implemented by a third party testing center, public institution, or the applicant shall be submitted. If tests corresponding to JIS requirements have been performed on these harmful substances, this data can be submitted in place of the previous documents. The test method shall be

88/378/EEC EN71-3 or equivalent.

- (32) Class 1 organic solvents prescribed in the organic solvent poisoning prevention regulations, “1972 Ministry of Labor Ordinance No. 36”, and other organic solvents (chlorobenzene, nitrobenzene, formaldehyde, N,N-dimethyl-formaldehyde, toluene, methanol, and ethyl acetate) shall not be used.

[Certification Procedure]

Self-certificate indicating not to use the corresponding organic solvent in the products issued by plant manager of producing shall be submitted.

- (33) For the product of “cassette for tape printer, etc.” it shall meet the requirements a) to c) regarding the tape and ink ribbon portion.
- a) For heavy metals in tapes and ink ribbons, lead, mercury, hexavalent chromium, cadmium, or their compounds shall not be added as prescribed components to the product.
- b) Azo dyes (dyes or pigments) to be used in tapes and ink ribbons which may produce one or more of the amines listed in Attachment 2 due to the reduction of one or more azo groups (prescribed in the collection of public testing methods based on the German food and daily goods law Article 35) shall not be used.
- c) For the hazardous substances in tapes and ink ribbons, the following substances in i) to iii) shall not be added as prescribed components.
- i) Substances which need to be labelled as “R” in accordance with Annex I of the EC Commission Directive 67/548/EEC, which deals with the comparison of laws, regulations and administrative rules on hazardous substances classifications, packaging, and labelling in the EU.
- \*R40 (Limited evidence of a carcinogenic effect)
  - \*R45 (May cause cancer)
  - \*R46 (May cause heritable genetic damage)
  - \*R49 (May cause cancer by inhalation)
  - \*R60 (May impair fertility)
  - \*R61 (May cause harm to the unborn child)
  - \*R62 (Possible risk of impaired fertility)
  - \*R63 (Possible risk of harm to the unborn child)
  - \*R68 (Possible risk of irreversible effects)
- ii) Substances required to be marked by a specified hazard symbol as a whole product pursuant to Annex II, in Directive 67/548/EEC on the approximation of the laws, regulations and administrative provisions relating to the classification, packaging and labeling of dangerous substances; and pursuant to Directive 1999/45/EC on the approximation of the laws, regulations and administrative provisions relating to the classification, packaging and labelling of dangerous preparations.

- iii) Substances required to be marked by R43 (May cause sensitization by skin contact) as a whole product pursuant to Annex III, in Directive 67/548/EEC on the approximation of the laws, regulations and administrative provisions relating to the classification, packaging and labeling of dangerous substances.

[Certification Procedure]

Attached Certificate (Example 13) to indicate that the applicable substances are used/added or not to the product shall be submitted.

4-1-4. Criteria for Adhesive portion and certification procedure

Any product having an adhesive portion shall satisfy items shown in “Applicable Criteria No.” of Attachment 1, “Applicable Stationery”, Adhesive Portions, among the standard items of (34) to (36) (See “Attached Fig. 2”).

- (34) An adhesive shall dissolve in water, and not inhibit the waste paper recycling. However, this item shall only apply to products whose base material is paper.

[Certification Procedure]

An attached certificate shall include a description that an all-deflaking type adhesive or soluble or water dispersible adhesive is used, which does not inhibit waste paper recycling.

- (35) The content of hazardous substances in adhesives shall meet the following restrictions: antimony below 60 mg/kg, arsenic below 25 mg/kg, barium below 1,000 mg/kg, cadmium below 75 mg/kg, chrome below 60 mg/kg, lead below 90 mg/kg, silver below 60 mg/kg, and selenium below 500 mg/kg.

[Certification Procedure]

Documents certifying results of tests implemented by a third party testing center, public institution, or the applicant shall be submitted.

- (36) Released paper shall be applicable to one of the following a), b) or c).

- a) It shall be the “recyclable released paper” prescribed by the Paper Recycling Promotion Center and The Japan Federation of Printing Industries.
- b) Weight percentage of waste paper pulp shall be 70% and over.
- c) Weight percentage of recycled plastic shall be 70% and over.

[Certification Procedure]

Follow the corresponding item from a), b) or c).

- a) Certificate of “Recyclable Released Paper” issued by paper manufacturer of producing released paper, or self-certificate issued by plant manager of producing shall be submitted.
- b) Certificate indicating that waste paper pulp content rate is 70% and over issued by paper manufacturer shall be submitted.
- c) Raw material certificate issued by raw material supplier and certificate indicating weight percentage of recycled plastic issued by applicant shall be submitted.

## 4-2. Quality Criteria and Certification Procedure

(37) The quality and safety of the product shall conform to the quality standard provisions of the Japan Industrial Standard etc

[Certification Procedure]

Test results based on quality criteria such as JIS (including size) or a copy of the document certifying that the plant is JIS-certified shall be submitted. Alternatively, test results based on in-house criteria can be submitted (Presence or absence of JIS for corresponding product is not considered).

(38) The product shall not use antimicrobial agents as far as possible. In the case of use, the product shall be certified by the SIAA Mark of Society of Industrial technology for Antimicrobial Article, etc.

[Certification Procedure]

In the case of using antibacterial agents, documents certifying SIAA Mark of Society of Industrial technology for Antimicrobial Articles, etc. shall be submitted.

5. Product Classification, Indication and Others  
Omitted.

Established: September 1, 2004 (Version 1.0)

Revised: February 23, 2005 (Version 1.1)

Revised: May 13, 2005 (Version 1.2)

Revised: July 14, 2005 (Version 1.3)

Revised: April 28, 2006 (Version1.4)

Revised: October 19, 2006 (Version1.5)

Revised: April 1, 2007 (Version1.6)

Revised: June 8, 2007 (Version1.7)

Revised: July 1, 2008 (Version1.8)

Revised: August 21, 2008 (Version1.9)

Revised: November 25, 2008 (Version1.10)

Revised: May 1, 2009 (Version1.11)

Revised: July 1, 2010 (Version1.12)

Revised: March 1, 2011 (Version1.13)

Revised: April 1, 2011 (Version1.14)

Revised: November 1, 2011 (Version1.15)

Revised: October 1, 2012 (Version1.16)

Revised: April 1, 2014 (Version1.17)

Expiration date: August 31, 2016

The Certification Criteria for the Product Category will be revised when necessary.

## Attachment 1 Applicable Stationery (1)

[ ] shows the Standard Commodity Classification for Japan No.

Item		Applicable as "Expendable portions" or "Adhesive portions"			Specific remarks		
		Applicable portions	Material	Applicable Criteria No.			
Writing instruments [931]	Fountain pens [9111]	Fountain pens	Expendable	Ink	(30)*(31)		
		Parts and accessories for fountain pens	Expendable	Ink	(30)*(31)		
	Mechanical pencil [9312]	Mechanical pencil	Expendable	Lead Eraser	(31)		
		Lead for mechanical pencil	Expendable	Lead	(31)		
	Ballpoint pens [9313]	Oil-based/water-based ballpoint pens	Expendable	Ink	(30)*(31)		
		Lead in ballpoint pens	Expendable	Ink	(31)		
	Pen-and-penholders [9314]	Pen tip	-	-	-		
		Pen shaft	-	-	-		
Pencils [9315]	Pencil/color pencils	Expendable	Lead	(31)			
Markers [9316]	Oil-based/water-based/for board/other markers	Expendable	Ink	(30)*(31)(32)	For (32), applicable only if using organic solvent		
	Cartridge	Expendable	Ink	(31)(32)			
Others [9319]	(Hybrid writing instruments)	Expendable	Ink or Lead	(30)*(31)(32)			
Related products of writing instruments [932]	Ink for pens [9321]	Blue/black/red ink/ink for other pens	Expendable	Ink	(30)*(31)		
	Chalk [9322]	Chalk/colored chalk	-	-	(31)		
	Ink stand [9323]		-	-	-		
	Others [9329]		-	-	-		
Seals, ink-pads, stamps and stamp-pads [933]	Seals [9331]	Wooden seals/plastic seals/other seals	Expendable	Ink	(30)*(31)	For expendable portion, applicable only if ink is built-in	
	Ink pad [9332]		Expendable	Ink	(30)*(31)		
	Stamps [9333]	Date stamp/address stamp/subject stamp/other stamps	Expendable	Ink	(30)*(31)	Stamps for rotary rubber stamps, etc. are considered to be "Functional Office Supplies"	
	Stamp-pads [9334]		Expendable	Ink	(30)*(31)		
Office supplies [934]	Office supplies for calculation [9341]	Slide rule/calculating board/abacus	-	-	-		
	Drawing tools [9342]	Drawing board/drawing instrument/rule/other drawing tools	-	-	-		
	General office supplies [9343]	Pencil cases/manual blotting tools/letter openers/pencil sharpeners/manual pencil sharpeners/punch and awl/grommet and small hole reinforcement tools		-	-	-	Manual pencil sharpeners are considered to be "Functional Office Supplies"
		Adhesive tape dispensers/tape dispensers/tape cutters	Adhesive	Adhesive	(33) (34)	For adhesive portion, applicable only if adhesive tape is built-in	
		Staplers	-	-	-	"Functional Office Supplies"	
		Other general office supplies	Pump-action clips/	Expendable	Clip	(30)*	
Staple removers/clip cases/round blade paper cutters/cutting mats/desk mats/card cases/name tags (for desk)/name tags (for pinning to clothing, hanging from neck)/pen stands/letter cases/trays	-		-	-	Blade paper cutters are considered to be "Functional Office Supplies"		

		Malt cases	Expendable	Sea sponge Cream	(30)*	Not applicable to natural products
		Cream to help turn over the leaves more easily	Expendable	Wet cloth	(30)* (31)	
		OA cleaners (Wet, liquid)	Expendable	Spare blades	(30)*	As the expendable portion is disposable, outside the applicable scope (only container certified).
		Cutter knives	Expendable		(30)*	

\* 4-1-3 (29) is applicable only if the expendable portion is replaceable.

## Attachment 1 Applicable Stationery (2)

[ ] shows the Standard Commodity Classification for Japan No.

Item				Applicable as "Expendable portions" or "Adhesive portions"			Individual particulars
				Applicable portions	Material	Applicable Criteria No.	
Paper stationery [935]  (Plastic products are also included in this category)	Office paper supplies [9351]	Ledgers	Accounting ledger/signature book/scrapbook/memo/day planner/address book/dairy/loose leaf for accounting/other ledgers	-	-	-	
		Slips	Slips and single invoice book/copying book/ receipts/ other slips	-	-	-	
		Envelopes	Envelopes/small paper bags	Adhesive	Adhesives Released paper	(34)(35)(36)	<ul style="list-style-type: none"> <li>Applicable only if adhesive is applied</li> <li>Plastic envelope windows are outside the scope of certified items</li> <li>Handles of paper bags are excluded from the total product weight</li> </ul>
		Office paper	Ruled paper/foolscap/ company letterhead/ calculation paper/ Statistics paper/ copy paper/ drawing paper/ other types of office paper	-	-	-	
		Office card	Paper for office machines	-	-	-	Form paper, which is the object in No.106 "Paper for communication" is excluded
		Filling products	Files/binders/holders/covers/ letterhead binders/ other filling products	-	-	-	Rings are excluded from the total product weight
		Other office paper products		-	-	-	
	School paper supplies [9352]	Notebooks	Notebooks/practice books/ loose leaf/ report pad/ other types of notebooks	-	-	-	
Drawing paper		Drawing paper (cut into various sizes) sketch books/drawing books/ dressmaking notebook	-	-	-		

		Copy paper/graph paper/work paper/ drawing board and paper scissors/ other school paper products	-	-	-		
	Daily paper supplies [9353]	Letter paper/album photo corner and photo paper board/ envelope for contribution cash for celebratory events/ wrappers and white and red envelopes/price tag/wrapping paper/ name tag board and greeting card/ other daily paper products	-	-	-	For an album for construction, rings are excluded from the total product weight	
Painting and "shodo" materials [938]	Painting materials [9381]	Brushes	-	-	-		
		Paints	Expendable	Paints	(31)		
		Crayons and pastels	Expendable	Crayons pastels	(31)		
		Poster colors	Expendable	Poster colors	(31)		
	Other painting materials		-	-	-		
	"Shodo" materials [9382]	Brush	-	-	-		
		Ink	Solid ink	-	-	-	Outside the scope of certified items
			Liquid ink	Expendable	Liquid ink	(30) * (31)	
Inkstone case, pen stands, water pitchers		-	-	-			
Calligraphy mat/paper weight/inkstone case		-	-	-	Calligraphy mat shall be subject to No. 104.		
		Shodo paper					

\* 4-1-3 (29) is applicable only if the expendable portion is replaceable.

### Attachment 1 Applicable Stationery (3)

[ ] shows the Standard Commodity Classification for Japan No.

Item				Applicable as "Expendable portions" or "Adhesive portions"			Individual particulars	
				Applicable portions	Material	Applicable Criteria No.		
Other stationery, paper products, office supplies and photographic supplies [939]	Office use gum and adhesive tapes [9391]	Office use gum	Office use gum /synthetic gum/ Solid gum/tape gum	Expendable	Gum	(30) * (31)	For tape gum, separating base material remaining in product body is considered to be expendable portion Including index and tuck seal	
		Adhesive labels	Name labels/ computer labels/ other adhesive labels	Adhesive portions	Adhesive Released paper	(34)(35)(36)		
	Eraser, plastic erasers and ink erasers [9392]	Erasers		Expendable	Erasers	(30) * (31)	4-1-2-C also applies to expendable portions which are products themselves requiring no containers For (32), applicable only if using organic solvent	
		Plastic erasers		Expendable	Erasers	(30) * (31)		
		Ink erasers		Expendable	Liquid	(30) * (31) (32)		
	Office use clips/ pin/thumb tacks [9393]	Office use clips/ pins/thumb tacks		-	-	-	Applicable including case	
	Binding strings [9394]				-	-	-	A product made fiber shall be subject to No. 104.
	Sculpting knives [9395]				-	-	-	
Engraving supplies [9396]				-	-	-		
Office use correction liquid [Liquid] [9397]			Expendable	Correction fluid	(30) * (31) (32)	For (31), applicable only if using organic solvent		



Other stationery, paper products, office supplies and photographic supplies [9399]	Office use correction supplies (Tape)	Expendable	Tape	(30)* (31)	Separating base material remaining in product body is considered to be expendable portion
	Black board erasers/white board erasers/ Magnets (ball, bar)/ Media cases/mouse pads/ OA filters/OHP films	-	-	-	A product made fiber shall be subject to No. 104.
	Cassette for tape printer	Expendable	Tape		"Functional Office Supplies" Separating base material remaining in product body is considered to be expendable portion
	Post-it	Adhesive	Adhesive	(34)(35)	
Products not included in Standard Commodity Classification for Japan "93 Stationery, paper products, office supplies and photographic supplies sub-category"					
Book stands [8324]			-	-	
On-desk calendars [92155, 92315] * Paper calendars other than on-desk calendars shall be included in No.120 "Paper Printer Matter".			-	-	
Picture frame/panel [85542]			-	-	"Functional Office Supplies"
Recycling box [8599]			-	-	
Scissors [6814]			-	-	"Functional Office Supplies"
Pressure sensitive adhesive tape [258] (Binding tape, double-side tape, etc.) * Craft tapes and paper tapes shall be included in No.114 "Paper Packaging Materials".		Adhesive	Adhesive Release paper	(34)(35)(36)	For (35), applicable only if using release paper
White line for ground		Expendable	Powder	(31)	
Key hook (no doors)			-	-	
Dust blower (main body)			-	-	

\* (29) is applicable only if the expendable portion is replaceable.

Attachment 2 Amines that should not be produced during the decomposition of azo group

Substances	CAS No.	
1	4-aminodiphenyl	92-67-1
2	Benzidine	92-87-5
3	4-chloro- <i>o</i> -toluidine	95-69-2
4	2-naphthylamine	91-59-8
5	<i>o</i> -aminoazotoluene	97-56-3
6	2-amino-4-nitrotoluene	99-55-8
7	<i>p</i> -chloroaniline	106-47-8
8	2,4-diaminoanisole	615-05-4
9	4,4'-diaminodiphenylmethane	101-77-9
10	3,3'-dichlorobenzidine	91-94-1
11	3,3'-dimethoxybenzidine	119-90-4
12	3,3'-dimethylbenzidine	119-93-7
13	3,3'-dimethyl-4,4'-diaminodiphenylmethane	838-88-0
14	<i>p</i> -cresizin	120-71-8
15	4,4'-methylen-bis-(2-chloroaniline)	101-14-4
16	4,4'-oxydianiline	101-80-4
17	4,4'-thiodianiline	139-65-1
18	<i>o</i> -toluidine	95-53-4
19	2,4-toluendiamine	95-80-7
20	2,4,5-trimethylaniline	137-17-7
21	<i>o</i> -Anisidine	90-04-0
22	4-Aminoazobenzene	60-09-3

#### Attachment 3 List of Chemicals Prescribed in 4-1-2-B(19)

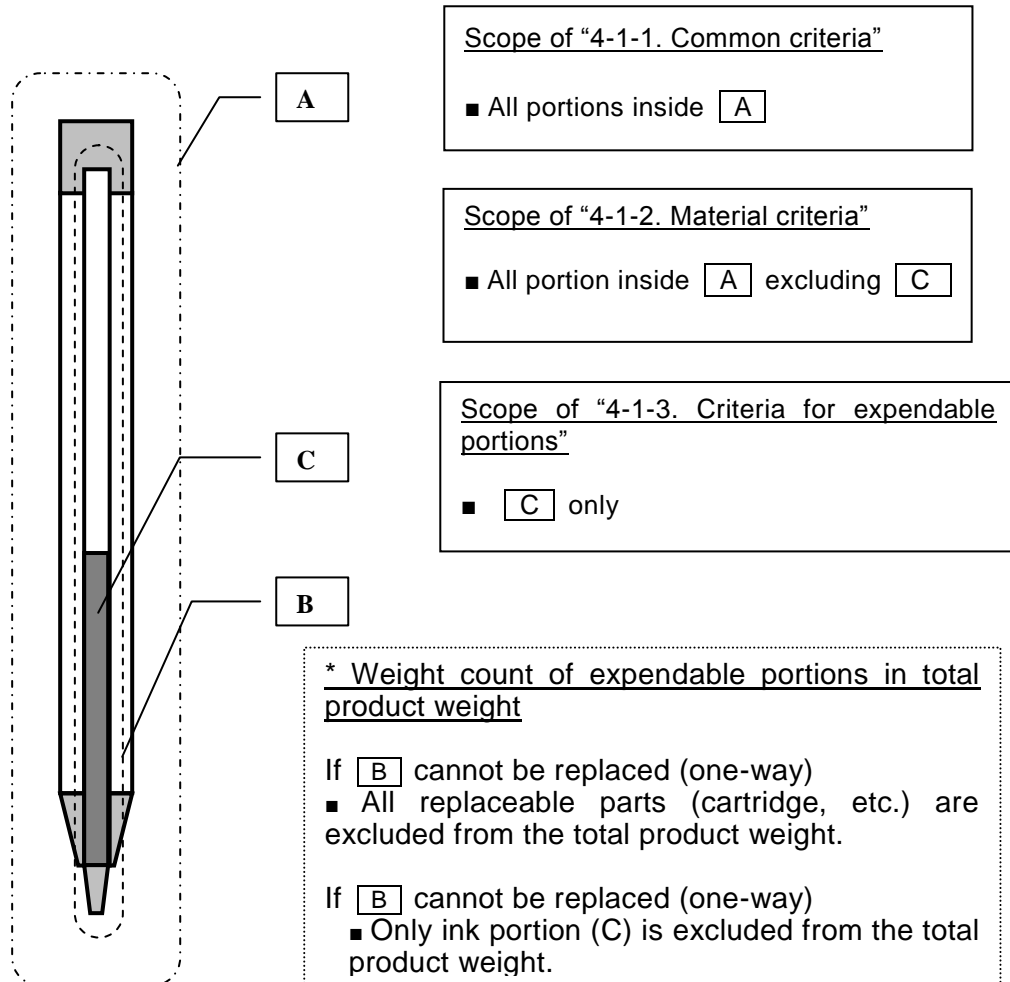
Substance	Standard level
Cadmium	Total ≤0.1%
Mercury	
Hexavalent chromium	
Lead	≤0.06%
Arsenic	Not to be added as prescription constituent
Antimony	Not to be added as prescription constituent
Tributyltin	Not to be added as prescription constituent
Triphenyltin	Not to be added as prescription constituent

#### Attachment 4 Residual Organic Chemical Substances Given in UNEP

DDT	Toxaphene	Heptachlor
Dieldrin	Dioxins	Mylex
Chlordane	Aldrin	Polychlorinated biphenyl
Hexachlorobenzene	Endrin	Furans

### Example of scope of environmental criteria(1): Ballpoint pens

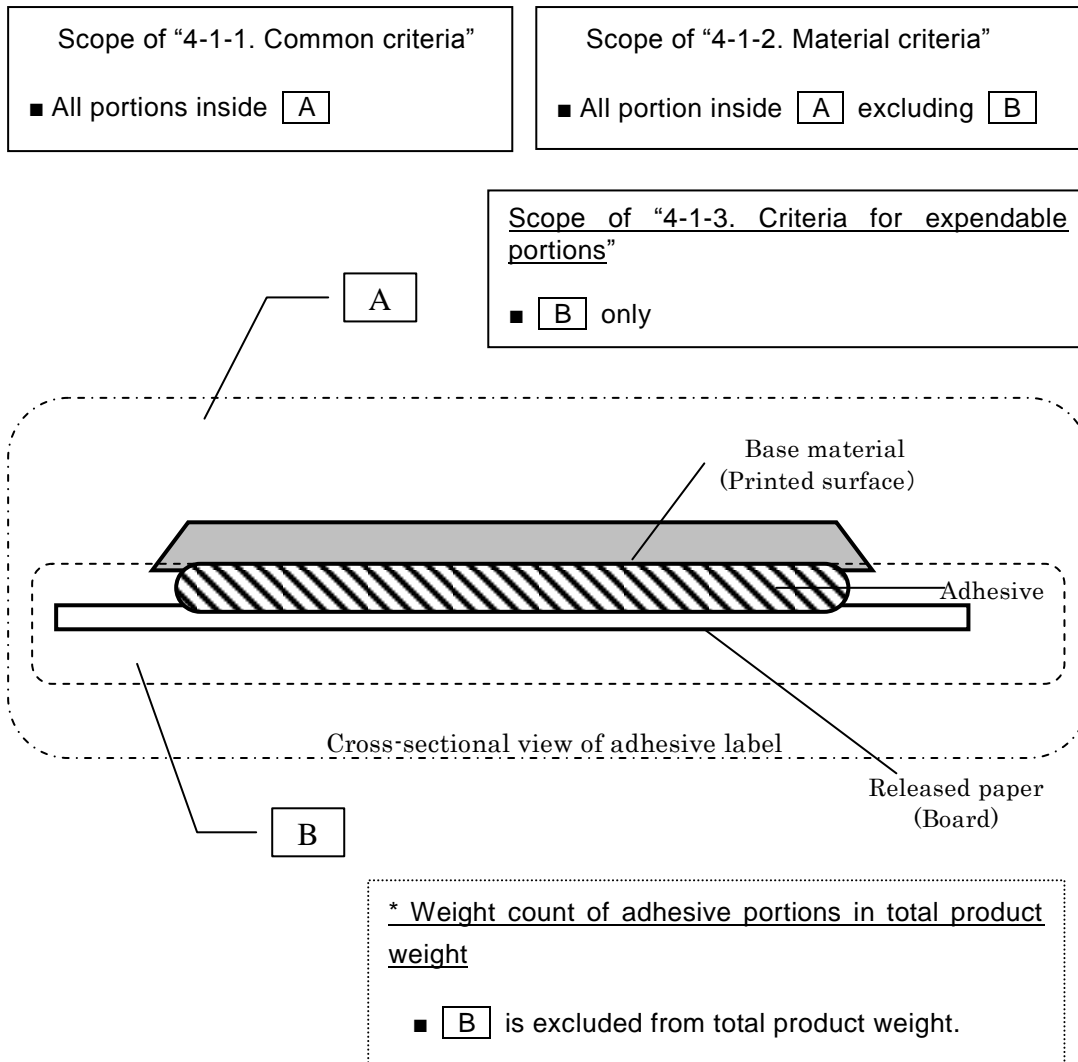
Environmental criteria “4-1-1. Common criteria”, “4-1-2. Material criteria”, and “4-1-3. Criteria for expendable portions” are applicable to ballpoint pens. (See the following drawing.)



Attached Figure 1

Example of scope of environmental criteria (2): Adhesive

Environmental criteria “4-1-1. Common criteria”, “4-1-2. Material criteria”, and “4-1-4. Criteria for adhesive portions” are applicable to adhesive labels. (See the following drawing.)



Attached Figure 2