

## Eco Mark Product Category No.112

### “Stationery/Office Supplies Version2.1” Certification Criteria

#### —Applicable Scope—

Stationery/office supplies listed in Attachment 1.

Out of drawing paper, etc., products sold in the form of base paper or half-finished products are included in Eco Mark Product Category No. 107 “Printing Paper Version 3”, etc. For packaging paper, packaging bags, and envelopes, finished paper products are included in this Product Category, and base paper products are classified in Product Category No. 113 “Packaging Paper Version 3”.

This Product Category shall not cover products using polymers containing halogens (including surface coating) and products for electrical commodities.

Established: June 1, 2015  
Last revised: April 1, 2017  
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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 Version 2.1”  
Certification Criteria

Japan Environment Association  
Eco Mark Office

### 1. Purpose of Establishing Certification Criteria

Omitted.

### 2. Applicable Scope

Stationery/office supplies listed in Attachment 1.

Out of drawing paper, etc., products sold in the form of base paper or half-finished products are included in Eco Mark Product Category No. 107 “Printing Paper Version 3”, etc. For packaging paper, packaging bags, and envelopes, finished paper products are included in this Product Category, and base paper products are classified in Product Category No. 113 “Packaging Paper Version 3”.

This Product Category shall not cover products using polymers containing halogens (including surface coating) and products for electrical commodities.

### 3. Terminology

Omitted.

### 4. Certification Criteria and Certification Procedure

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

##### 4-1-1 Resource saving and resource recycling

(1) Main materials shall meet a base percentage of recycled materials defined in the Attachment 1. Recycled materials refer to waste paper pulp, reused/unused wood, recycled plastic, and other recycled materials (wasted egg shells/seashells/gypsum plaster boards and products discarded after being used as a product).

Note that the cassette for tape printer, etc. may meet the criteria item (2) instead of this item (1), and the fountain pen may meet the criteria item (3) instead of this item (1).

Of the media case, OA filter (framed), OHP film, and clear folder (file), products using plant-based plastic shall meet the criteria item (4) instead of this item (1). For the envelopes with window (paper product) that uses plant-based plastic in the window section, not only the envelopes shall meet this item (1), but also the window section shall meet the criteria item (4).

The dust blower shall meet the criteria item (10) instead of this item (1).

Any products that use forest-certified wood shall meet the criteria item (27) instead of this item (1).

## [Certification Procedure]

## &lt;For waste paper pulp&gt;

Certificates of a percentage (mass percentage) of waste paper in the pulp mixture and manufacturing process/management certificates indicating the name of manufacturers in each manufacturing process shall be submitted.

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.), conducting internal audit on “Checklist for Verification System of Percentage of Waste Paper Pulp” (April 2, 2008, Japan Paper Association) or according thereto the percentage of waste paper pulp by a paper manufacturer
- 2) Clear indication of names of those who are in charge of manufacturing or quality control of Eco Mark products at a manufacturing plant

However, if Eco Mark certified paper is used, statement of “Product Brand Name” and “Certification No.” of the paper in an attached certificate may replace the certificate.

## &lt;For reused/unused wood&gt;

Certificates of a percentage (mass percentage) of reused/unused wood and a manufacturing process/management certificates indicating the name of manufacturers in each manufacturing process shall be submitted. A certificate issued by a raw material vendor, certifying that the raw material is reused/unused wood shall also 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”, 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.

In the calculation of weight percentage, 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±2°C and humidity of 65±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.

<For recycled plastic>

Certificates of mass percentage of recycled plastic and manufacturing process /management certificates indicating the name of manufacturers in each manufacturing process shall be submitted. In addition, raw material certificates issued by the recycled material collector shall be submitted.

<For other recycled materials>

Certificates of mass percentage of recycled material and manufacturing process /management certificates indicating the name of manufacturers in each manufacturing process shall be submitted. In addition, raw material certificates issued by the recycled material collector of wasted egg shells/seashells/gypsum plaster boards and products discarded after being used as a product shall be submitted.

(2) For the “cassette for tape printer, etc.” which is not applicable for the criteria item (1), it shall meet the following all 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 mass (excluding ink). (Recycling ratio refers to the percentage of the part-mass 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. Any parts of collected “cassettes for tape printer, etc.” that cannot be reused or recycled shall undergo weight reduction, and then be appropriately disposed of, and shall not be simply buried.

[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 method of processing/disposal of parts that cannot

be recycled shall be explained.

- (3) If the fountain pen does not fall under the criteria item (1), recycled materials shall be mixed in 50% or higher in the main material, and refilling of ink directly into the product body rather than by a cartridge shall be possible. In addition, even if production of said product is stopped, repairing by the manufacturer shall be available for at least subsequent ten years.

[Certification Procedure]

To certify the recycled material, documents similar to the Certification Criteria 4-1-1(1) shall be submitted. In addition, an instruction manual, etc. stating that refilling of ink directly into the product body rather than by a cartridge shall be possible and that even if production of said product is stopped, repairing by the manufacturer shall be available for at least subsequent ten years shall be submitted.

- (4) The media case, OA filter (with a frame), OHP film, clear folder (file), and envelope with a window (paper product) that uses plant-based plastic in the window section shall meet all requirements in the following a) to c):
- a) The content of biobased synthetic polymer in the product shall be equal to or higher than 25%;
  - b) The Applicant shall have the understanding of the supply chain from cultivation of plant materials to manufacturing of plant-based plastic (raw resin). Each process shall conform to the checklist in the Attachment 2; and
  - c) The Applicant shall have confirmed by the life cycle assessment (LCA) that for the plant-based plastic (raw resin), greenhouse gas emissions (CO<sub>2</sub> conversion) from raw material procurement to discarding/recycling does not increase, when compared with conventional resin that is to be replaced. Note that if any increase in the emissions is offset by the reliable carbon offset (such as purchasing clean electric power, etc.), the applied product shall also conform to this item.

[Certification Procedure]

a) Certificates indicating the calculated content of biobased synthetic polymers in the product shall be submitted. For the plant-based plastic (raw resin) thereof, measurement results of the biobased synthetic polymer content calculated with the method specified in ISO 16620-3, using measurement results of the biobased carbon content and element composition by the 14C method specified in ISO 16620-2 or ASTM D6866 shall be mentioned. Should there be any deviation of 10% or higher between the measurement results and the content of biobased synthetic polymer in the standard, a description of a reason(s) therefor shall also be included. The measurement results of the biobased carbon content shall be submitted as an attached document.

In addition, for appropriate maintenance of the content of biobased synthetic polymer after certification, any of the following certificates issued by a raw resin supplier (including a dealer) shall be submitted.

- An explanatory document stating that measurements of the content of biobased carbon will be regularly carried out, and that measurement results can be disclosed as per a request of the Eco Mark Office; and
- A certificate that the Applicant has been audited or certified by a third party for

management of the content of the biobased synthetic polymer.

b) Certificates issued by a raw resin supplier (including a dealer) indicating the supply chain (flow diagram, etc. and including purification, fermentation, etc.) from the cultivation area (country, state, city, etc.) to manufacturing of plant-based plastic (raw resin), and status of conformance to the Attachment 2 shall be submitted.

c) Results of the LCA assessment of the plant-based plastic (raw resin) shall be submitted (reference to the existing paper, etc. is acceptable). If carbon offset is adopted, data describing content of the carbon offset and reliability shall be submitted together.

- (5) The ballpoint pen, ink pad, vermilion, seal set, and OA cleaner (wet type and liquid type) shall have a replacement/refill of expandable portions. For the ballpoint pen, ink pad, vermilion, seal set, OA cleaner (wet type and liquid type), and any other products having a replacement/refill for the expendable portions shall indicate in their products or packages, instruction manuals, pamphlets, etc. that they are replaceable/refillable. (This item does not cover the products which are generally recognized as being refillable, such as lead of automatic pencil.)

[Certification Procedure]

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

- (6) Products shall be able to be sorted by part material (paper, wood, plastic, metal, glass, etc.) after use. However, in consideration of safety, any part required to be not easily sortable shall be excluded.

[Certification Procedure]

Product specifications indicating the method for sorting different materials used shall be submitted. If the applying product is a notebook, product sample shall be submitted. If there is any part required to be not easily sortable in consideration of safety, a description thereof shall be provided.

If recycled plastic film or plant-based plastic is used for a window part of envelope, specifications indicating the envelope body that “the envelope is such structured that recycled plastic film or plant-based plastic 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 indicating 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.

- (7) The product whose main material is paper shall contain no prohibited materials. However, this item shall not apply to a processed cover item intended for long-term storage, and a released paper.

[Certification Procedure]

Specific details shall be described in the Attached Certificate. In addition, if the file intended for long-term storage is subjected to processing of the front cover, results of a durability test on the assumption of ten-year storage shall be submitted.

- (8) Products whose main material is plastic shall be labeled the type of plastic on the product body to facilitate recycling. The indication of plastic type shall use symbols in JIS K6899 or ISO 1043-1. The plastic type of the part at least having the highest mass percentage shall be indicated. Note that only products which have already been certified may carry the same old plastic type indication. Basically, the above labeling method shall be followed, but for products requiring labeling of materials by other laws and regulations, the designated labeling method may be used. This item shall not apply to a binding tool, expendable portions, etc. of a file having a small indication space.

[Certification Procedure]

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

- (9) For the adhesive portion, 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 excluding a gummed paper tape.

[Certification Procedure]

A certificate indicating that an all-deflaking type adhesive or soluble or water dispersible adhesive is used, which does not inhibit waste paper recycling shall be submitted.

#### 4-1-2 Prevention of Global Warming

- (10) For a dust blower (main body), the product does not use fluorocarbons (substances defined in Section 1, Article 2 of the Act on Rational Use and Proper Management of Fluorocarbons) 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 Safety Data Sheet (SDS) of the used material shall be submitted.

#### 4-1-3 Restriction and Control of Hazardous Substances

<Common>

- (11) 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).

- (12) 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.

- (13) 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]

The Applicant shall indicate in the attached certificate whether or not antibacterial agents are used. In the case of using antibacterial agents, documents certifying SIAA Mark of Society of Industrial technology for Antimicrobial Articles, etc. shall be submitted.

- (14) Printing ink used shall conform to the standards concerning the elution of heavy metals listed in the attachment 3.



## [Certification Procedure]

The Applicant shall indicate In the attached certificate that the standard value of heavy metals is met by the method conforming to ISO 8124-3:2010. However, if an Eco Mark certified printing ink is used, stating the product brand name and certification number of the ink used in the attached certificate may replace the said certification.

## &lt;Products made mainly of paper&gt;

- (15) As for graph paper, drafting paper and notebooks using coated paper, coating amount shall be 17g/m<sup>2</sup> or less per side, 30g/m<sup>2</sup> or less for both sides of the paper.

## [Certification Procedure]

Certificates on the volume of coating issued by the paper manufacture shall be submitted. The certificates shall include the control standard value of coating for single- and dual-sided specifications.

- (16) As for graph paper, drafting paper and notebooks using uncoated paper, the control standard value on brightness of the paper shall be 70% or less. However, up to the control standard value +3% shall be accepted as an allowable error in the control of manufacturing process.

## [Certification Procedure]

A certificate of the paper brightness issued by the paper manufacturer shall be submitted. In addition, the Applicant shall indicate the control standard value according to ISO whiteness (diffuse blue reflectance factor) defined in JIS P8148 in the attached certificate.

- (17) The paper used for the product shall meet all the following items a) to c).

- a) No chlorine gas shall be used in the pulp bleaching process.
- b) Azo dyes (dyes or pigments) to be used in paper coloring process which may produce one or more of the amines listed in Attachment 4 due to the reduction of one or more azo groups shall not be used. When used, any one of the amines listed in Attachment 4 shall not exceed 30 mg per 1kg of the product.
- c) Addition of fluorescent whitening agents as prescription constituents shall be minimized.

## [Certification Procedure]

a) Certificates issued by the paper manufacturer shall be submitted.

b) Certificates issued by the paper manufacturer on whether the specified substances are used shall be submitted. If used, submit one of the following documents 1)-3) issued by the paper manufacturer that not more than one of the amines listed in Attachment 4 have been detected to exceed 30 mg per 1 kg of the product:

- 1) A certificate certifying that the corresponding azo colorants are not added in amounts exceeding 30 mg per 1 kg of the product.
- 2) A certificate certifying that that not more than one of the amines listed in Attachment 4 have been detected to exceed 30 mg per 1 kg of the product in all feasible cases.

3) A certificate certifying that that not more than one of the amines listed in Attachment 4 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.

c) 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 certificates.

<Products made mainly of wood>

(18) Products should not use wood preserving agents (wood termicides, wood preservatives, wood pesticides, and wood fungicides) as prescription constituents. In addition, for products using lumber from dismantled buildings (wood and wooden material that become wastes in building dismantling work) as a raw material, wood from which lumber subjected to preservatives/termicides/insecticides are differentiated and eliminated shall be used.

[Certification Procedure]

A list indicating whether the concerned substances are added shall be submitted. In addition, certificates (operation manuals, process flow, etc.) certifying that the wood using the concerned substances are differentiated/eliminated when using the lumber from dismantled buildings or that no lumber from dismantled buildings is used shall be submitted.

(19) Prescription constituents shall be reported for products that have decorations on them.

[Certification Procedure]

A list indicating prescription constituents shall be submitted.

(20) Paint used on the product shall conform to the standards concerning the elution of heavy metals listed in the attachment 3.

[Certification Procedure]

The Applicant shall indicate in the attached certificate that the standard value of heavy metals is met by the method conforming to ISO 8124-3:2010. However, if the Eco Mark certified paint is used, stating the product brand name and certification number of the paint used in the attached certificate may replace the certification.

(21) Adhesives and paint used in the product shall not contain toluene, xylene, ethylbenzene or styrene as prescription constituents. Or, no emissions of toluene, xylene, ethylbenzene and styrene 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, xylene, ethylbenzene or styrene is added as prescription constituents shall be indicated in the attached certificates. If toluene, xylene, ethylbenzene or styrene is added as prescription constituents, results of tests

prescribed in JIS A 1901 shall be submitted for corresponding products or used wooden materials, adhesives, and paint. Tests are not required for materials and products not added with toluene, xylene, ethylbenzene or styrene as prescription constituents. A list indicating prescription constituents of the adhesives or paint shall be submitted.

(22) Regarding emissions of formaldehyde, adhesives or paint used in the product shall meet one of the following criteria a) to 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 in the Attached Certificate. If used, certify with one of the following procedures a) - c) accordingly.

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 a third-party testing body or the applicant certifying that the results of measurement by the method prescribed in JIS A 1460 or JIS A 1901 satisfies the specified value.

<Products made mainly of plastic>

(23)The product shall conform to the standards on heavy metals listed in the attachment 3.

[Certification Procedure]

A document describing a control method to meet the standard values of heavy metals shall be submitted.

In addition, test results implemented by a third party testing center, public institution or the Applicant company, indicating that the product meets the standard values of heavy metals shall be submitted. The test method shall conform to ISO 8124-3:2010. The Applicant shall indicate in the attached certificate that the product meets the standard values of heavy metals according to the method conforming to ISO 8124-3:2010.

<Expendable portions, adhesive portions, etc.>

(24) Chalk, white line for ground and expendable portions and adhesive portions listed in the attachment 3 shall conform to the standards concerning the elution of heavy metals listed in the attachment 3. In addition, if gypsum plaster boards are used in recycled materials, any products that are found to contain asbestos, arsenic, and cadmium shall be differentiated and eliminated.

[Certification Procedure]

For the corresponding materials, test results implemented by a third party testing center, public institution, or the applicant that certifies the conformity of the standard values of heavy metals shall be submitted.

If tests corresponding to JIS requirements have been performed on these harmful substances, the quality standard certificate can be submitted in place of the previous documents. The test method shall be according to ISO8124-3:2010.

If the product that is found to contain asbestos, arsenic, and cadmium is differentiated and eliminated, a specific method of differentiation and elimination shall be reported.

- (25) For expendable portions listed in the attachment 1, 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 added as prescription constituents. In addition, a gummed paper tape, adhesive tape (fabric adhesion), double-faced adhesive paper tape, and bookbinding tape shall use a non-solvent adhesive.

[Certification Procedure]

A list indicating prescription constituents of solvent used in the product and self-certificate indicating not to add the corresponding organic solvents as prescription constituents in the products issued by the plant manager of the manufacturing plant shall be submitted. For the gummed paper tape, adhesive tape (fabric adhesion), double-faced adhesive paper tape, and bookbinding tape a certificate issued by the plant manager of the manufacturing plant indicating that a non-solvent adhesive is used shall be submitted.

#### 4-1-4 Conservation of Biodiversity

- (26) In products using paper material and wood material, if wood other than virgin pulp or reused/unused wood is used as a raw material, raw wood used as the raw material shall have its legality verified in light of the laws and regulations concerning forests in the country where the raw wood was logged and produced.

[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.

- (27) For the product using any wood other than reused/unused wood, the mass percentage of forest-certified wood, which has been certified by a third party, in the total product mass (excluding any metal, expendable portions, or adhesive portions) shall be equal to or higher than 70%. Note that the mass percentage may be the certification method according to the credit method.

[Certification Procedure]

The certificate of the mass percentage of the forest-certified wood and the certificate that the product has been forest-certified by the third party shall be submitted.

#### 4-2. Quality Criteria and Certification Procedure

- (28) 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 document certifying that have acquired JIS-Mark certification shall be submitted. Alternatively, test results based on in-house criteria can be submitted (Presence or absence of JIS for the corresponding product is not considered). In addition, for "white line for ground", a photograph of package bag, etc. indicating that the product is intended for use in ground shall be submitted.

#### 5. Considerations

- (1) The system for long-term use, such as part replacement or repair, shall be developed and information thereon shall be provided.
- (2) The product package (one sales unit to the end consumer) shall give consideration to the resource saving and resource circulation and conform to the following items:
- a. The paper material shall have the percentage of waste paper in the pulp mixture of 70% or higher; and
  - b. The plastic material shall have the mass percentage of recycled plastic of 50% or higher.
- (3) The cutting mat shall be such designed that both faces can be used.

- (4) The mechanical pencil shall be such designed that there is as little remaining lead as possible.
- (5) The marking pen, correction tape, glue (liquid), glue (starch paste), glue (solid), and glue (tape) shall have a replacement/refill for the expendable portions. In addition, these products or their packages, instruction manuals, pamphlets, etc. shall indicate that they are replaceable/refillable.
- (6) The released paper shall contain no prohibited materials.
- (7) For the gummed paper tape, an adhesive shall dissolve in water and not inhibit the waste paper recycling.

6. Product Classification, Indication and Others  
Omitted.

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June 1, 2015:	Established: Version2
April 1, 2017:	Revised (Terminology, Attachment 1, Version2.1)
May 31, 2022:	Expiration date

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

## Attachment 1 Applicable Stationery/Office Supplies

\*1 For recycled plastics made from post-consumer materials, the base percentage of recycled material shall have 60% or higher of post-consumer materials

Item name	Metal, and expendable portions and adhesive portions specified below shall be excluded from the product mass. In addition, any replacement part that meets the Certification Criteria 4-1-1(5) shall be excluded from the product mass.			Remarks In addition to what is listed to the left, a denominator in the calculation of recycled material percentage or parts to be deducted from the product mass shall be specified.
	Base percentage of recycled materials in the main material*1	Expendable portions	Adhesive portions	
Mechanical pencil	70% *1	Lead Eraser		
Lead for mechanical pencil	70% *1	Lead		
Ballpoint pen	70% *1	Ink		
Marker	70% *1	Ink		
Pencil	70% *1	Lead Erase		
Ink pad	70% *1	Ink		
Vermillion	70% *1	Ink		
Seal set	70% *1	Ink		
Box for stamps/seals	70% *1			
Official seal	70% *1			
Rubber stamp	70% *1	Ink		
Rotary rubber stamp	70% *1	Ink		
Ruler	70% *1			
Tray	70% *1			
Eraser	70% *1	Eraser material.		The subject is a (plastic) case.
	70% 50%	Eraser material.		The subject is a sleeve (rolled paper), and an eraser material.

Item name	Metal, and expendable portions and adhesive portions specified below shall be excluded from the product mass. In addition, any replacement part that meets the Certification Criteria 4-1-1(5) shall be excluded from the product mass.			Remarks In addition to what is listed to the left, a denominator in the calculation of recycled material percentage or parts to be deducted from the product mass shall be specified.
	Base percentage of recycled materials in the main material*1	Expendable portions	Adhesive portions	
Stapler (general purpose type)	70%			
Stapler (other than general purpose type) Type not using staples (excluding paper staples)	70% *1 50%			
Staple remover	70% *1			
Pump-action clip (main body)	70% *1			
Office use correction supplies (tape)	70% *1	Ink / glue (tape)		
Office use correction supplies (liquid)	70% *1	correction liquid		
Gummed paper tape	40% 100%		adhesive	The subject is a tape base material, and a winding core (excluding the outside paper/inside paper).
Adhesive tape (fabric adhesion)	40% 100%		adhesive	The subject is a tape base material (excluding the laminated layer), and a winding core (excluding the outside paper/inside paper).
Double-faced adhesive paper tape	70%		adhesive	The subject is a tape base material
Bookbinding tape	70% *1		adhesive	The subject is a tape base material
Bookstand	70% *1			
Pen stand	70% *1			
Clip case	70% *1			



Item name	Metal, and expendable portions and adhesive portions specified below shall be excluded from the product mass. In addition, any replacement part that meets the Certification Criteria 4-1-1(5) shall be excluded from the product mass.			Remarks In addition to what is listed to the left, a denominator in the calculation of recycled material percentage or parts to be deducted from the product mass shall be specified.
	Base percentage of recycled materials in the main material*1	Expendable portions	Adhesive portions	
Scissors	70% *1			
Magnet (ball)	70% *1			
Magnet (bar)	70% *1			
Tape cutter	70% *1		adhesive	
Punch (manual)	70% *1			
Malt cases (sponge case to help turn over leaves)	70% *1			
Cream to help turn over the leaves more easily	70% *1	cream		
Pencil sharpener (manual)	70% *1			
OA cleaner (wet)	70% *1	wet		
OA cleaner (liquid)	70% *1	liquid		
Dust blower	Certification criteria 4-1-2(10)applies			
Letter case	70% *1			
Media case	70% *1			
Mousepad	70% *1			
OA filter (framed)	70% *1			
Round blade paper cutter	70% *1			
Cutter knife	70% *1			
Cutting mat	70% *1			
Desk mat	70% *1			

Item name	Metal, and expendable portions and adhesive portions specified below shall be excluded from the product mass. In addition, any replacement part that meets the Certification Criteria 4-1-1(5) shall be excluded from the product mass.			Remarks In addition to what is listed to the left, a denominator in the calculation of recycled material percentage or parts to be deducted from the product mass shall be specified.
	Base percentage of recycled materials in the main material*1	Expendable portions	Adhesive portions	
OHP film	30%			
Brush	70% *1			
Paint	70% *1	Paints		
Ink for shodo	70% *1	Ink for shodo		
Glue (liquid) (including refills)	70% *1	Glue		
Glue (starch paste) (including refills)	70% *1	Glue		
Glue (solid) (including refills)	70% *1	Glue		
Glue (tape)	70% *1	Glue (tape)		
File	70% *1			
Binder	70% *1			
Filling products	70% *1			
Album (including mounts)	70% *1			
Binding cord	70% *1			
Card case	70% *1			
Business envelop (paper product)	40%		adhesive(sealing paste)	The released paper shall be excluded from the product mass.
Envelope with windows (paper product)	40%		adhesive(sealing paste)	The window section/released paper shall be excluded from the product mass, and the subject is the plastic window section *The Certification Criteria 4-1-1(6) shall also be met.

Item name	Metal, and expendable portions and adhesive portions specified below shall be excluded from the product mass. In addition, any replacement part that meets the Certification Criteria 4-1-1(5) shall be excluded from the product mass.			Remarks In addition to what is listed to the left, a denominator in the calculation of recycled material percentage or parts to be deducted from the product mass shall be specified.
	Base percentage of recycled materials in the main material*1	Expendable portions	Adhesive portions	
Ruled paper	70%			The cloth shall be excluded from the product mass.
Drafting paper	70%			The cloth shall be excluded from the product mass.
Notebook	70%			The cloth shall be excluded from the product mass.
Punch label	70% *1		adhesive	The released paper shall be excluded from the product mass.
Tack label	70% *1		adhesive	The released paper shall be excluded from the product mass.
Index	70% *1		adhesive	The released paper shall be excluded from the product mass.
Sticky note	70%		adhesive	
Sticky film	70% *1		adhesive	
Black board eraser	70% *1			
White board eraser	70% *1			
Picture frame	70% *1			
Trash box	70% *1			
Recycling box	70% *1			
Can/bottle crusher (manual)	70% *1			
Name tags (for desk)	70% *1			
Name tag (for pinning to clothing, hanging from neck)	70% *1			
Key hook (including hook)	70% *1			
Chalk	40%			The subject is the entire product.

Item name	Metal, and expendable portions and adhesive portions specified below shall be excluded from the product mass. In addition, any replacement part that meets the Certification Criteria 4-1-1(5) shall be excluded from the product mass.			Remarks In addition to what is listed to the left, a denominator in the calculation of recycled material percentage or parts to be deducted from the product mass shall be specified.
	Base percentage of recycled materials in the main material*1	Expendable portions	Adhesive portions	
Field line for ground	70%			The subject is the entire product.
Packing band	100%(paper) 25%(plastics)			Plastic is limited to the post-consumer material from which waste PET bottles have been eliminated.
Fountain pens	70% *1	Ink		
Ballpoint pen refill	70% *1	Ink		
Marker cartridge	70% *1	Ink		
Ink refill container	70% *1	Ink		
Correction tape cartridge	70% *1	Ink, glue (tape)		
Glue (tape) cartridge	70% *1	Glue (tape)		
Coin counter	70% *1			
Case (for passbook, namecard)	70% *1			
Clip, clipstand	70% *1			
Day planner	70%			The cloth shall be excluded from the product mass.
Diary	70%			The cloth shall be excluded from the product mass.
Household account book	70%			The cloth shall be excluded from the product mass.
Time card	70%			
Rolled paper for register	70%			
On-desk calendar	70%			

Item name	Metal, and expendable portions and adhesive portions specified below shall be excluded from the product mass. In addition, any replacement part that meets the Certification Criteria 4-1-1(5) shall be excluded from the product mass.			Remarks In addition to what is listed to the left, a denominator in the calculation of recycled material percentage or parts to be deducted from the product mass shall be specified.
	Base percentage of recycled materials in the main material*1	Expendable portions	Adhesive portions	
Palette, case for painting material	70% *1			
Crimped postcard	70%		adhesive	
Pen case	70% *1			
Chalk case	70% *1			
Sheet placed under writing paper	70% *1			
Filing supplement	70% *1			
Paper tube	70%			
Memo stand	70% *1			
Case for stamp	70% *1			
Business card	70% *1			
Greeting card	70% *1			
Gift wrapping paper	50%			
Envelope for contribution cash for celebratory events	50%		adhesive(sealing paste)	The released paper shall be excluded from the product mass.
Shodo paper	50%			
Origami	50%			
Work paper	50%			
Simili paper	50%			
Drawing paper	50%			The cloth shall be excluded from the product mass.
Sketch book	50%			The cloth shall be excluded from the product mass.

Item name	Metal, and expendable portions and adhesive portions specified below shall be excluded from the product mass. In addition, any replacement part that meets the Certification Criteria 4-1-1(5) shall be excluded from the product mass.			Remarks In addition to what is listed to the left, a denominator in the calculation of recycled material percentage or parts to be deducted from the product mass shall be specified.
	Base percentage of recycled materials in the main material*1	Expendable portions	Adhesive portions	
Graph paper	50%			
Wrapping paper	40%			
Shopping bag	30%			The handle shall be excluded from the product mass.
Paper bag	30%		adhesive(sealing paste)	The released paper shall be excluded from the product mass.
Panel	70%*1			
Cassette for tape printer	50%	Ink (tape)	adhesive	
Other adhesive tape	40%		adhesive	The subject is a tape base material
Other product (by item)	70% *1	Ink, etc.	adhesive	

## Attachment 2 Checklist of Traceability of Plant-based Plastic (Raw Resin)

No	Purpose	Request (Item that must be realized)	Subject	Realized	Implementation Method (Check off all relevant items.)
1	Prevention of global warming, conservation of the natural ecosystem	Hasn't the farm land where plants are cultivated been converted from forests in the recent ten years?	Farm land	<input type="checkbox"/> Yes/ <input type="checkbox"/> No	<input type="checkbox"/> Confirmed the laws and regulations concerning the land conversion for the site. <input type="checkbox"/> Gained the understanding of the actual condition of the site through on-site investigation or hearings. <input type="checkbox"/> Defined and released the guideline for procurement of plants. Alternatively, conforming to the guideline of an independent third party. - Name of the guideline: - Location of release: <input type="checkbox"/> Also using the certification system of an independent third party, regarding the procurement of plants. -Name of certification system: <input type="checkbox"/> Others (Describe specifically.):
2	Conservation of the ecosystem	If the Applicant uses the genetically engineered crop as a raw material, has the Applicant assessed ensuring of safety?	Farm land	<input type="checkbox"/> Yes/ <input type="checkbox"/> No/ <input type="checkbox"/> Not applicable (Not used)	<input type="checkbox"/> Confirmed the laws and regulations concerning genetically engineered crop on the site. <input type="checkbox"/> Gained the understanding of the actual condition of the site through on-site investigation or hearings. <input type="checkbox"/> Defined and released the guideline for procurement of plants. Alternatively, conforming to the guideline of an independent third party. - Name of the guideline: - Location of release: <input type="checkbox"/> Also using the certification system of an independent third party, regarding the procurement of plants. -Name of certification system: <input type="checkbox"/> Others (Describe specifically.):
3	Prevention of land acidification/nutrient enrichment/water contamination	Has the Applicant gained the understanding of usage conditions of fertilizers/agricultural chemicals in the main cultivation area of plants?	Farm land	<input type="checkbox"/> Yes/ <input type="checkbox"/> No	<input type="checkbox"/> Confirmed the laws and regulations concerning fertilizers/agricultural chemicals on the site <input type="checkbox"/> Gained the understanding of the actual condition of the site through on-site investigation or hearings.





No	Purpose	Request (Item that must be realized)	Subject	Realized	Implementation Method (Check off all relevant items.)
6	Prevention of global warming	Has the Applicant gained the understanding of the processing status of methane having a high global warming potential that is generated by fermentation in the main manufacturing plant for the crude raw material?	Crude raw material manufacturing plant	<input type="checkbox"/> Yes/ <input type="checkbox"/> No <input type="checkbox"/> Not applicable (Not relevant)	<input type="checkbox"/> Gained the understanding of the actual condition of the site through on-site investigation or hearings. <input type="checkbox"/> Others (Describe specifically.) [ ]
7	Utilization of non-fossil energy sources and renewable energy sources	If a plant is newly set up in the course of cultivation to raw resin manufacturing, did the Applicant utilize as many non-fossil energy sources (for example, bagasse or biogas) or renewable energy sources as possible?	Manufacturing plant	<input type="checkbox"/> Yes/ <input type="checkbox"/> No	Energy name and method of utilization [ ]
8	Legal compliance	Is discharged water in the plant controlled in accordance with the laws and regulations of the region, etc., where the plant for manufacturing the plant-based plastic (raw resin) is located?	Resin manufacturing plant	<input type="checkbox"/> Yes/ <input type="checkbox"/> No	Attach data describing the control of discharged water of the plant

## Attachment 3 List of Heavy metals Prescribed in 4-1-3(14)(20)(23)(24)

Substance	Standard level
Cadmium	75mg/kg or less
Mercury	60 mg/kg or less
Chromium	60 mg/kg or less
Lead	90 mg/kg or less
Arsenic	25 mg/kg or less
Antimony	60 mg/kg or less
Barium	1,000 mg/kg or less
Selenium	500 mg/kg or less

## Attachment 4 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