

JAMP MSDSplus Input Support Tool Operating Instructions, ver. 3.00

November 17, 2008



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**JAMP MSDSplus ver.3.00 Input Support Tool
Operating Instruction Manual**

Version 3 in conformity with JAMP MSDSplus ver.3.00

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Overview

This manual provides instructions on using the MSDSplus Input Support Tool. The Input Support Tool provided by JAMP is an MS Excel-based input form that uses macros to automate input. No installation or other special procedures are required. Since the substance lists and other reference data are included in a single MS Excel file, all features are accessible with the standard version of MS Excel. The tool is in a file named “MSDSplus_input_support_Ver3xx.xls” (xx is an optional number). Please download this Excel file from the Internet, save it to the local PC before running it. The macro program may not function properly if the tool is run directly from the Internet.

■ System Requirements

Operating system: Windows XP, Windows Vista

Application: Microsoft Excel 2000 or higher

Screen resolution: 1024 x 768 or higher

■ Ownership and Copyright

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■ Distribution

This tool may be copied and distributed for the purpose of creating JAMP MSDSplus documents.

■ Disclaimer

JAMP cannot be held liable for any damages caused by the possession or use of this tool. JAMP disclaims any obligation to fix or maintain any faults in this tool. The data on substances contained in this tool is intended to support the input of such data. JAMP cannot be held liable for any substance data created as a result of using this tool to search laws and regulations or to cross-check substance names and CAS numbers. Therefore, the user incurs all responsibility for the content of MSDSplus documents created with this tool.

Contents

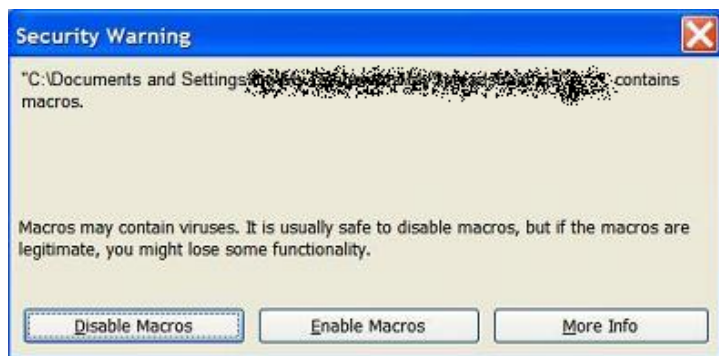
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■ Starting the tool

Enabling Macros

This tool uses macros. The warning below will appear when opening the tool. Please select the “Enable Macros” option.

This warning message may not appear with certain security level settings of Excel. If the message does not appear, please



follow the instructions below to enable macros. The use of macros may be prohibited in some companies. Please contact your system administrator if this affects you.

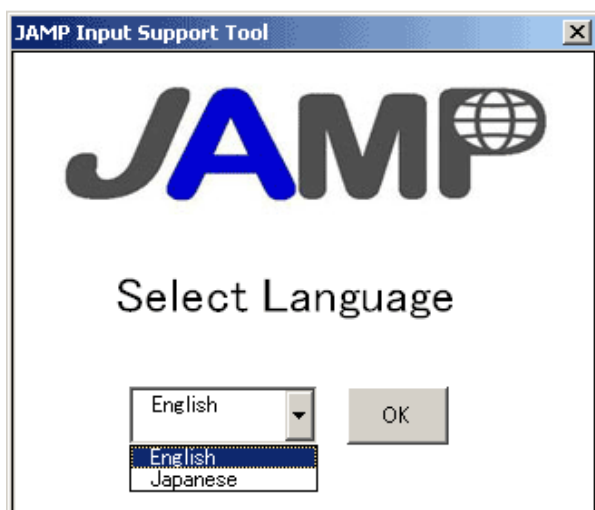
*Instructions for Excel 2002, 2003

- (1) In the menu of MS Excel, click on **Tools > Macro > Security** and select **Medium** on the **Security Level** tab.
- (2) Open the tool.
- (3) Click “Enable Macros” on the menu that appears when the file is opened.

*Instructions for Excel 2007

- (1) Once you open the tool, a security warning will appear below the menu in MS Excel (in the ribbon at the top of the screen). Click on **Options...**
- (2) Select “Enable this content” on the security options menu that appears.

Language Selection



After opening the tool and enabling Macros, a language selection window will automatically appear. The selected language will apply to the explanations, buttons, form items, selection options, and the following data:

- Declaration on relevant substances in the product
- Applicability selection for optional standards
(does cover, does not cover)

Select either “English” or “Japanese.” The language can also be selected by clicking the [Select Language] button on the “Explanation” sheet after opening the tool.

■ Sheet composition

This tool is composed of three sheets.

This tool can be used for creating JAMP MSDSplus. Though this tool has substance list inside to select, you can also fill in substance name, cas number and so on directly (if necessary). Please make sure to refer to the related documents provided by JAMP to fill in (you can download them from JAMP Web site free on charge)

About this excel book

Sheet No.	Sheet Name	Usage	Content
1	Explanation	Reading	This sheet
2	Input_sheet	input	The sheet to input information of MSDSplus. There are also functions to Import,Export XML file.
3	Requester Information	input	The sheet to input information of Requester. There are data fields to input requester item numbers and issuing company item numbers.

About XML Export/Import function

Export	When button "Export XML" of the Input_sheet is clicked and the file name is specified, the XML file in which the content of filling in is reflected is made. As a result, the content filled in can be preserved. If it is XML file, it is settled with small size of the file though this tool (Excel) can be preserved by the alias name.
Import	When "Import XML" button of Input_sheet is clicked and file name (xxxxx.xml) is specified, the content of the XML file is overwritten in the sheets. Please note that the filled data will be lost by the "Import XML".

(1) (2) (3)

The figure above shows the Explanation sheet after opening. There are no input items on the Explanation sheet.

- (1) Explanation sheet (Sheet name: Explanation)
- (2) MSDSplus creation sheet (Sheet name: Input_sheet)
- (3) Requester information sheet (Sheet name: Requester Information)

- (4) Language selection (Button name: Select language)

The language selected here will change the explanations, buttons, form items, selection options, and the following data to English or Japanese according to the selection.

- Declaration on relevant declarable substances in the product
- Applicability selection for optional standards
(does cover, does not cover)

Input sheet

The input sheet contains the form and all of the automated functions used to create an MSDSplus document.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U		
2	JAMP MSDSplus					Sheet Reference Number	Options	MS-30-2008-0123														
3						Format Version	Auto	Ver2.0														
4						Date Originally Issued [yyyy-mm-dd]	Required	2008-11-11														
5						Date of Latest Revision [yyyy-mm-dd]	Required															
6						Revision History (1, 2, 3, ..., 999)	Options	1														
7						GP Sheet ID	Options															
9	This sheet provides supplemental chemical information of our product not covered by MSDS. Please refer to this sheet associating with MSDS.																					
12	1. Product Information																					
14	Product name					Required	chemical40															
15	Item Number					Options	GH-40A															
16	Common Product Name					Required																
17	2. Company Information																					
18	Company Name					Required	xx chemical industry co., LTD.															
19	Company Organization ID					Options																
20	Company Industry ID					Options																
21	JAMP Member Company ID					Options																
22	Address					Required																
23	Issuing Department					Required																
24	Telephone Number of Issuing Department					Required																
25	FAX Number of Issuing Department					Options																
26	Email Address of Issuing Department					Options																
27	Department in Charge of Preparing MSDSplus					Options																
28	Telephone Number of Department in Charge of Preparing MSDSplus					Options																
29	Remarks					Options																
30	3. Substance Information																					
31	1. This product contains the following substance(s) listed in the relevant standard and to be notified																					
32	Add line		Delete selected line																			
33	Substance (c) To Be Notified										Relevant Standard #1								Remarks #2			
34	Substance Name			CAS Number	Max. Concentration (wt%)	JP 01	JP 02	JP 03	EU 01	EU 02	EU 03	EU 04	EU 05	EU 06	OT 01	1A 01	1A 02					
35	Select Substance			Fill in	Fill in	Auto											Fill in					
36	Hexabromocyclododecane (HBCDD)			26637-99-4														1	0	0		
37	Bis[2-ethylhexyl] phthalate			117-81-7								1	1	1				0	0	0		
38																						
39																						
40																						
41																						
42																						
43																						
44	4. Relevant Standard Information																					
45	Required Standard																					
46	Code		Relevant Standard												Issued or revised							
47			Fill in																			
48	JP01		Japanese Chemical Substances Control Law (Class I Specified Chemical Substances)												2007-10-31							
49	JP02		Industrial Safety and Health Act (Substances Prohibited of Manufacturing etc.)												2007-09-07							
50	JP03		Poisonous and Deleterious Substances Control Law (Specified Poisonous Substances)												2007-08-16							
51	EU01		RoHS Directive												2002/95/EC							
52	EU02		ELV Directive												2000/53/EC							
53	EU03		67/548/EEC [Annex I CMR-Cat1, 2]												2008/68/EC							
54	EU04		76/769/EEC [Except EU03]												2007/61/EC							
55	EU05		REACH SVHC on the Candidate List												2008-10-28							
56	Optional Standard (Recommend to report)																					
57	Code		Relevant Standard												Information Content						Issued or revised	
58			Fill in												Selection						Fill in	
59	OT01		ESIS PBT [Fulfilled] When contained, symbol is "1"												I. covers PBT						2008-10-28	
60	1A01		GADSL When contained, symbol is "P", "D" or "P/D"												I. covers GADSL scope						2008 Ver2.0 (2008-09-01)	
61	1A02		JIG JIG-A only When contained, symbol is "A"												I. covers JIG scope						JIG10A 2007	
62	x1		"1" (or symbols that mean to be contained)" is marked if a substance listed in the relevant standard and to be notified is intentionally added or known to be contained.																			
63	x2		"1" (or symbols that mean to be contained)" does not directly mean legally regulated. It depends on use and other conditions.																			
64	x3		Notified if there is additional information																			
65	x4		For more information please refer to "How to make JAMP MSDSplus".																			
66			The information herein is given in good faith, but no warranty, express or implied, is made. It is the user's responsibility and completeness of this information for his own particular use.																			

Please see below for explanations of the numbered buttons and functions in the screenshot below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T		
2	JAMP MSDSplus														Sheet Reference Number		Optional	MP-30-2008-0123				
3															Format Version		Auto	Ver.3.0				
4															Date Originally Issued(yyyy-mm-dd)		Required	2008-11-11				
5															Date of Latest Revision(yyyy-mm-dd)		Required					
6															Revision History (1,2,3,...999)		Optional	1				
7															GP Sheet ID		Optional					
9	This sheet provides supplemental chemical information of our product not covered by MSDS. Please refer to this sheet associating with MSDS.																					
12	1. Product Information																					
14	Product name														Required	chemic40						
15	Item Number														Optional	CH-40A						
16	Common Product Name														Required							
17	2. Company Information																					
18	Company Name														Required	xx chemical industry co.,LTD.						
19	Company Organization ID														Optional							
20	Company Industry ID														Optional							
21	JAMP Member Company ID														Optional							
22	Address														Required							
23	Issuing Department														Required							
24	Telephone Number of Issuing Department														Required							
25	FAX Number of Issuing Department														Optional							
26	Email Address of Issuing Department														Optional							
27	Department in Charge of Preparing MSDSplus														Optional							
28	Telephone Number of Department in Charge of Preparing MSDSplus														Optional							
29	Remarks														Optional							
30	3. Substance Information																					
31	1.This product contains the following substance(s) listed in the relevant standard and to be notified																					
32	Add line (3)										Delete selected line (4)											
33	Substance(s) To Be Notified														Relevant Standard #1						Remarks #2	
34	Substance Name				CAS Number	Max. Concentration (wt%)	JP 01	JP 02	JP 03	EU 01	EU 02	EU 03	EU 04	EU 05	OT 01	IA 01	IA 02					
35	Select Substance (5)				Fill in	Fill in	Auto														Fill in	
36	Hexabromocyclododecane (HBCDD)				25637-99-4													1	1	D	B	
37	Bis(2-ethylhexyl) phthalate (6)				117-81-7									1	1					D	B	
38																						
39																						
40																						
41																						
42																						
43																						

- Import XML:** A file selection window will appear. The content of the selected XML file will overwrite the sheet.
- Export XML:** Creates an XML file based on the sheet's content. This function, combined with (1), can be used to preserve and manage data. Refer to the last page for an explanation of XML operation.
- Add line:** Adds a blank line below the selected cell in the list of substances. Up to 50 lines can be added.
- Delete selected line:** Deletes the selected line in the list of substances. The line becomes blank (not deleted) when there are five lines left. Once a line is deleted, the content cannot be restored.
- Select Substance:** Clicking on this button while a substance's cell is selected will display the substance selection window. See the next page for details.
- Substance Information:** This table accepts manual input, as well. Additions and changes can be made if the information on the internal substance list is insufficient. Refer to the JAMP Guidelines for Controlled Substances for relevant standards on substances.

Substance Selection Window

Please see below for explanations of the numbered buttons and functions in the window that appears when you click the [Select Substance] button on the input sheet.

Search Reportable Substance

Filter Substance list

EU01 EU02 EU03 EU04 EU05 OT01 IA01 IA02

Filtering Reset

Search by: Hexabromocyclododecane

Match Match Whole

--- Sort by ---

Name Name CAS CAS

Jump to TOP

CAS	EINECS	NAME
1869-77-8		Glycine, N-ethyl-N-[(heptadecafluorooctyl)sulphonyl]-, ethyl ester(PFOS)
2991-51-7		Glycine, N-ethyl-N-[(heptadecafluorooctyl)sulphonyl]-, potassium salt(PFOS)
3871-50-9		Glycine, N-ethyl-N-[(heptadecafluorooctyl)sulphonyl]-, sodium salt(PFOS)
88608-76-8		Gold diselenide
12029-23-1		Hafnium lead trioxide
35194-78-6		Heptabromobiphenyl
68928-80-3		Heptabromodiphenylether
76-44-8		Heptachlor
28655-71-2		Heptachlorobiphenyl
135401-87-5		Heptachlorofluoropropane (CFC 211)
422-78-6		Heptachlorofluoropropane (CFC 211)
32241-08-0		Heptachloronaphthalene
63399-94-0		Heptadecanoic acid, lead(2+) salt
65335-15-1		Heptahydrogen bis[4-hydroxy-3-[(2-hydroxy-5-nitrophenyl)azo]-7-[(3-phosphonophenyl)amino]naphthalene]
21180-26-7		Heptanoic acid, lead salt
23209-26-9		Hexa(cyano-c)cobaltate(4-)
13877-20-8		Hexaaminenickel(2+) bis[tetrafluoroborate(1-)]
36355-01-8		Hexabromobiphenyl
59080-40-9		Hexabromobiphenyl
25637-99-4	247-148-4	Hexabromocyclododecane (HBCDD)

CAS 25637-99-4 EINECS 247-148-4

Name Hexabromocyclododecane (HBCDD)

Group Name Brominated flame retardant

JP01[Substances Cont. Law Class I] EU01[2002/95/EC RoHS] OT01[ESIS PBT Fullfilled]

JP02[Safety and Health Act Prohibited of Mfrg.] EU02[2000/53/EC ELV] IA01[GADSL]

JP03[Poisonous and Deleterious Law Specified Poisonous] EU03[67/548/EEC CMR 1,2] IA02[JIG]

EU04[76/769/EEC Except CMR1,2] EU05[REACH SVHC on the Candidate List]

Select Cancel

- (1) Check these options to filter the list of substances in (4). Click the Reset button to display all substances. The meanings of "EU01" and other codes are written in (6).
- (2) Enter the substance name or CAS in the text box and click the appropriate search button. Select the "Match Whole" option when you only want to display exact matches.
- (3) Use these buttons to sort the list of substances in (4). The default order is by CAS number.
- (4) The search results are displayed here. If a filter was selected in (1), only those substances are displayed.
- (5) Details on the substance selected in (4) are displayed here. (The details cannot be modified.)
- (6) Applicable laws and regulations on the substance selected in (4) are displayed here. (The details cannot be modified.)
- (7) Click [Select] to fill in the form with the selected substance. The English name of the substance will be used. Click [Cancel] to return to the previous screen without changing anything.

Substance selection options

The following screenshot shows what happens when the Substance Information cell is selected. A drop-down menu mark is displayed to the right of the cell. Click on the triangle to display the options and then select one of them. This cell cannot contain any data that is not one of the options.

Relevant Standard selection options

Code	Relevant Standard	Information Content	Issued or revised
OT01	ESIS PBT [Fulfilled] When contained, symbol is "1"	1. covers PBT	2008-10-28
IA01	GADSL When contained, symbol is "P", "D" or "P/D"	1. covers GADSL scope	008 Ver.2.0 (2008-09-01)
IA02	JIG JIG-A only When contained, symbol is "A"	0. does not cover GADSL scope 1. covers GADSL scope	JIG101A 2007

The screenshot above shows how the person issuing the sheet can select the applicability of optional standards. Refer to the JAMP Guidelines for Controlled Substances for details on relevant standards.

Requester information

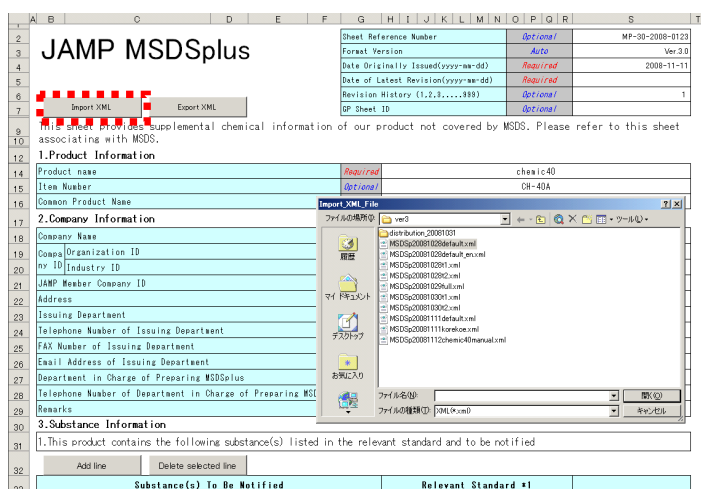
Requester information is used when the item numbers on the MSDSplus sheet must be cross-checked with the item numbers set by the customer. This information is separate from the main MSDSplus sheet and is provided for your convenience. This information can also be saved in an XML file.

	A	B	C	D	E	F	G	H
1								
2		Example						
3		Item Name	Required/Optional		data field			Example/Explanation
4								
5		Requester Information						
6		Company Name	Optional					
7		JAMP Member Company ID	Optional					
8		Company Organization ID	Optional					
9		Company Industry ID	Optional					
10		Requester Department	Optional					
11		Contact Person at Requester	Optional					
12		Address of Contact Person	Optional					
13		Telephone Number of Contact	Optional					
14		FAX Number of Contact Person	Optional					
15		Email Address of Contact Person	Optional					
16		Submission Date	Optional				2008-10-22	
17		Requester Remarks 1	Optional					
18		Requester Remarks 2	Optional					
19		Requester Remarks 3	Optional					
20		Requester Item Number 1	Optional	R1		Issuing Company Item Number 1	Optional	I1111
21		Requester Item Number 2	Optional	R2		Issuing Company Item Number 2	Optional	I22
22		Requester Item Number 3	Optional	R3		Issuing Company Item Number 3	Optional	I3
23		Requester Item Number 4	Optional	R4		Issuing Company Item Number 4	Optional	I44444415
24		Requester Item Number 5	Optional	R5		Issuing Company Item Number 5	Optional	I555
25		Requester Item Number 6	Optional	R66		Issuing Company Item Number 6	Optional	I66666666
26								
27								
28								
29								
30								

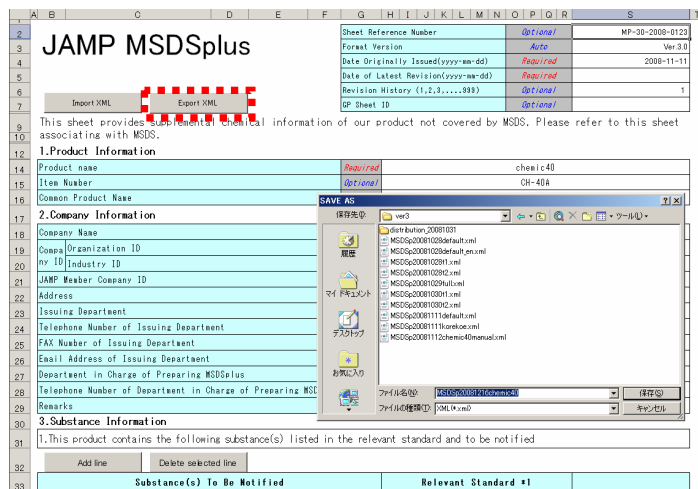
■ XML import & export

XML data can be imported and exported using the [Import XML] and [Export XML] buttons. The bottom-left screenshot shows what happens when the highlighted [Import XML] button is clicked. Select the file and click “Open” to overwrite the data in the sheet. The bottom-right screenshot shows what happens when the [Export XML] button is clicked. The file name defaults to “MSDSp + date + Number” but can be changed. Please do not change the “MSDSp” as it is needed for identification purposes.

MSDSplus data can be saved by renaming the Excel file, but the tool contains substance lists, macros, and other excess information in addition to the data. As a result, the file size is over two megabytes. The Export XML function saves only the necessary data in the XML format with a much smaller file size.



Clicking on the [Import XML] button



Clicking on the [Export XML] button

■ About XML

XML (eXtensible Markup Language) is a language used to store various kinds of information. This Internet-related technology is thoroughly documented on the Internet, so please check there for a general description. It is a text-based format made up of data surrounded by tags that define the type of data. Therefore, all data is accompanied by its meaning. XML is a relatively new technology (established in 1998) that has become widely used for a number of applications such as processing online orders for products, exchanging logistics data, and exchanging medical records. This format has become the international standard for exchanging information. JAMP provides developers with the XML schema and an environmental data dictionary for the XML in MSDSplus and AIS.

■ About printing

Please use the Excel print function when printing is required. Adobe Acrobat or other PDF creation software is required to create PDF files. Certain computers may crash when using the Excel print function to create a PDF file. If this occurs, please select “Disable Macros” when opening the tool and then print the PDF data.

End