

RICOH

**Ricoh Group's
Green Procurement Standards**

March 2009 (Version 7.0)



Ricoh Company, Ltd.
Ricoh Group

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[Separate volumes]

Annex: Ricoh Criteria for Environmentally Sensitive Chemical Substances

Annex to Ricoh Criteria: List of chemical substances in articles subject to management [*]

Annex: Operation Manual of chemical substances in product information collection system [*]

Annex: AIS preparation guidance [*]

Annex: Environmental impact information survey manual

Annex: Environmental impact information survey input manual

Annex: Environmentally Sensitive Substance Analysis Guide

Separate volume: Ricoh Group Environmental Management System Guidelines & Annex & Annex

Separate volume: Ricoh Group CMS Guidelines & Annex & Annex

* Published to RaVender NET user suppliers

I. Introduction

A problem regarding environmental conservation is not something that can be solved by one human being, one company or even one nation. This problem will be never solved unless all of the nations, all of the companies and all of the human beings are provided with clear recognition of the problems that the Earth has today, and start taking actions.

For the future of the Earth, we must continue our growth while solving many problems for Earth environmental conservation as the same time. Ricoh Group has been promptly establishing the system following ISO 14000 series, the international standard of environmental management system, as well as working on the following three themes: Resource conservation / Recycling, Energy conservation / Anathermal prevention, and Pollution prevention.

However, most of the products of Ricoh Group are produced by the connection with many suppliers. The environmental conservation activity inside of own company is not enough in order to develop the product with little environment impact in its entire product life cycle covering the collection of material resource, production/processing, distribution/sales, consumption/usage, and disposal/recycling. We seek to reduce our environmental impact and avoid environmental risk in cooperation with our suppliers by building a new partnership with them. We would like to ask for your continued support and cooperation as well as your understanding.

Kenichi Kanemaru
Corporate Senior Vice President
Procurement Control Center
Production Business Group
Executive officer
Ricoh Company, Ltd.

II. Ricoh Group's Environmental General Plan and Green Partnership

■ Environmental General Plan

Basic Policy

Ricoh Group not only recognizes the environmental conservation as a mission for us, global citizens, to fulfill, but also considers that the sustainable environmental activity is on the same axis where the business management activity is. Ricoh Group willingly takes responsibilities, then engages ourselves in the activities among the entire group companies as well.

Action Guidelines

1. Supreme goals

Not to mention compliance with legislation, we shall set up high goals in anticipation of expectations of the society, and create economic values through realization of those goals,

2. Development of environmental technology

We shall create customer values, and promote the development of innovational environmental technology which will be widely utilized in the society.

3. Activities by participation of everyone

We shall identify environmental impact in every business activity, and engage in ongoing improvement in preventing contamination and effective use of energy and resource by the participation of everyone.

4. Product lifecycle

In providing merchandises and services, we shall exert effort in reducing environmental impact in every step from procurement, production, sale, physical distribution, use, recycling and disposal

5. Raising awareness

Each individual shall broaden his/her views of the society and raise awareness by actively educating himself/herself, and assume responsibility voluntarily to promote environmental conservation activities.

6. Social contribution

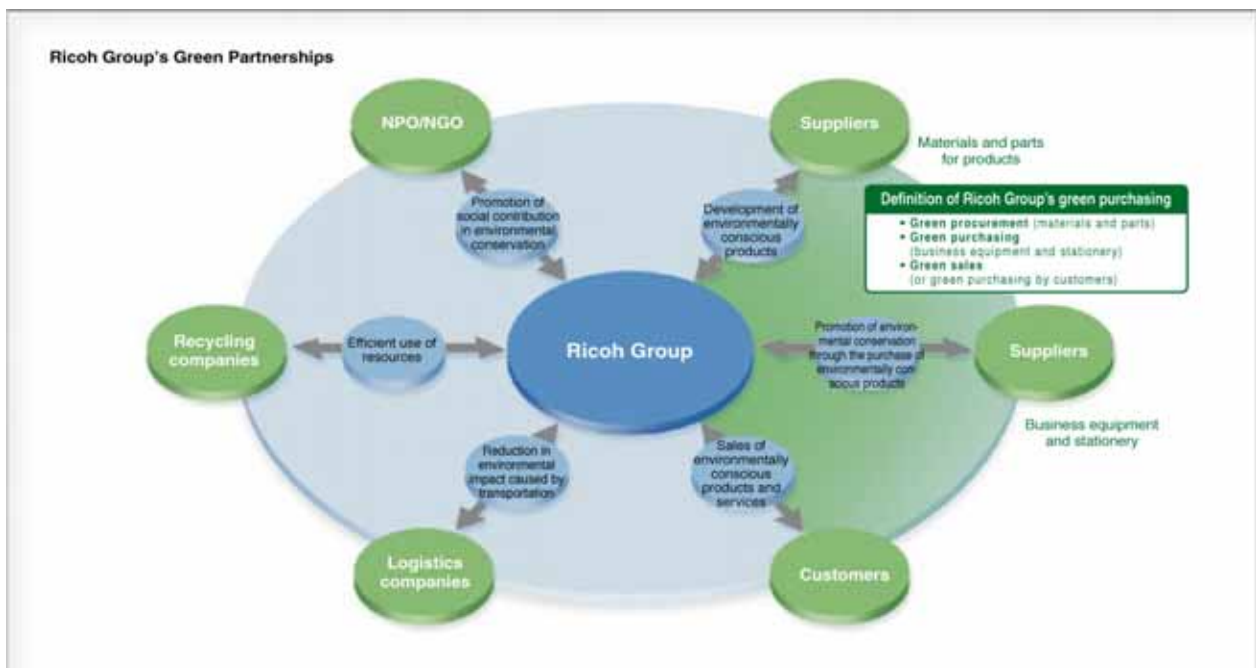
We shall contribute to the realization of sustainable society by participating in, and supporting environmental conservation activities

7. Communication

We shall develop environmental conservation activities in cooperation with stakeholders, and win confidence of the society through engaging in active communication with the society.

■ Green Partnership

To promote effective environmental conservation, it is important to make an effort in reducing the environmental impacts caused by "overall operations" through partnerships with suppliers and customers. For this purpose, it is necessary to establish, maintain, and improve partnerships that are beneficial to all parties. To contribute to the creation of a sustainable recycle-oriented society, we regard all parties involved in the operations of the Ricoh Group as green partners, and we, together with these green partners, are promoting effective environmental conservation.



III. Ricoh Group's Green Procurement Policy

The green procurement is defined as follows in Ricoh Group.

What is Green Procurement?

***Procure "products from the factory with advanced environmental conservation"**

***Procure "materials/parts/products with minimum environmental impact"**

In May 1998, Ricoh Group published "Green Procurement Guidelines (*)" and requested our suppliers to establish the environmental management system.

Ricoh Group considered that the environmental management system would become basics of everything upon promoting Green Procurement, and then has been putting the highest priority to it. Today, every supplier for Ricoh Group completed establishing their environmental management system, and it is mandatory for new suppliers to establish the system.

Also in July 2002, "Green Procurement Standard" was newly established and published in order to procure raw materials / parts / products with less environmental impact. "Green Procurement Standard" has three core activities: "Pollution prevention", "Resources conservation / Recycling" and "Energy conservation / Anathermal prevention". There is detailed procurement standard established especially for "Pollution prevention". Therefore, the delivery of raw materials / parts / products to Ricoh Group always needs to follow this standard. In addition, "Environmental Impact Information Audit (attached)" is being promoted regarding the chemical material contained with raw materials / parts / products. In addition Ricoh Group newly started "Chemical substances in products information collection" activities in January, 2009 in order to comply with EU REACH regulations.

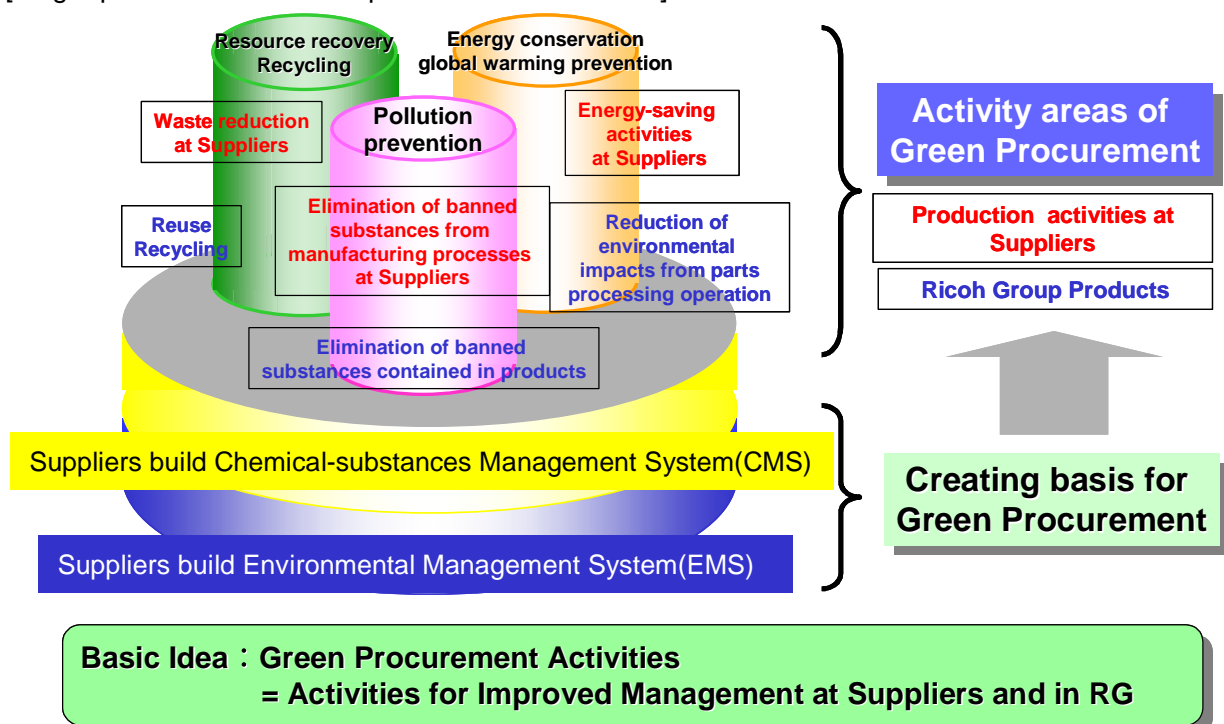
From the results of establishing the environmental management system, and pursuing the procurement of raw materials / parts / products not containing the environmental impact chemical material specified by Green Procurement Standard, Ricoh Group judged that the forming of system to control the product contained chemical covering the entire supply chain would be necessary. Then, the formation of Chemical-substances Management System has been requested to supplies in April 2004. With utilizing the advantage of this Chemical-substances Management System, it is possible to establish the system in short time and with low cost, based on the environmental management system including practical operation of chemical substances management.

As activities for Energy Conservation and Prevention of Global Warming, we will do our best to further reduce global warming gas emissions together with our suppliers.

Ricoh Group is willing to build up the "Green Partnership" with suppliers through the Green Procurements, and pursues the effective and continuous environmental conservation activities.

*The title of "Green Procurement Guidelines" was revised to "Environmental Management System Guidelines" in March, 2009.

[Target picture of Ricoh Groups' Green Procurement]



IV. Green Procurement Standards Text

IV.1. Regarding the composition and content of Green Procurement Standards Booklet

The following describes the composition and content of Green Procurement Standards Booklet.

IV.1.1. Composition and Contents of Green Procurement Standards Booklet

1) Green Procurement Standards

Requirements for suppliers in carrying out green procurement are covered. (Such as establishment of Environmental Management System, Chemical Substance Management System, etc.)

Ricoh criteria for managing environmentally sensitive chemical substances in manufacturing processes are covered.

2) Green Procurement Standards <Annex> Environmentally sensitive chemical substances / Imaging Devices and Products Volume

- With respect to parts and materials delivered to Ricoh Group, Ricoh criteria for managing environmentally sensitive chemical substances contained in them are covered.

(2.1) Ricoh Criteria for Environmentally Sensitive Chemical Substances< Annex> List of chemical substances in articles subject to management [*See P.1]

- Ricoh Group's list of chemical substances in products subject to management (hereinafter, referred to as "list of chemical substances in products subject to management"

3) Green Procurement Standards <Annex> Operation Manual of chemical substances in product information collection system [*See P.1]

- Covers the procedures for collecting information on chemical substances contained in products from making survey requests to answers (hereinafter, referred to as Operation Manual of chemical substances information collection system)

4) Green Procurement Standards <Annex> AIS preparation guidance [*See P. 1]

- Covers the procedures for preparing JAMP AIS

5) Green Procurement Standards <Annex> Environmental Impact Information Survey Manual

- The procedures, rules and so forth for conducting the survey concerning environmentally sensitive chemical substances contained in products are covered.

6) Green Procurement Standards <Annex> Environmental Impact Survey Input Manual

- The procedures and rules as to how to enter survey results of environmentally sensitive chemical substances contained in products from the website of RaVenderNET are covered.

7) Ricoh Group's Green Procurement Policy (Annex) Environmentally Sensitive Substance Analysis Guide

- Details of the method of analysis of six substances covered by the RoHS (Restriction of the Use of Certain Hazardous Substances) are covered.

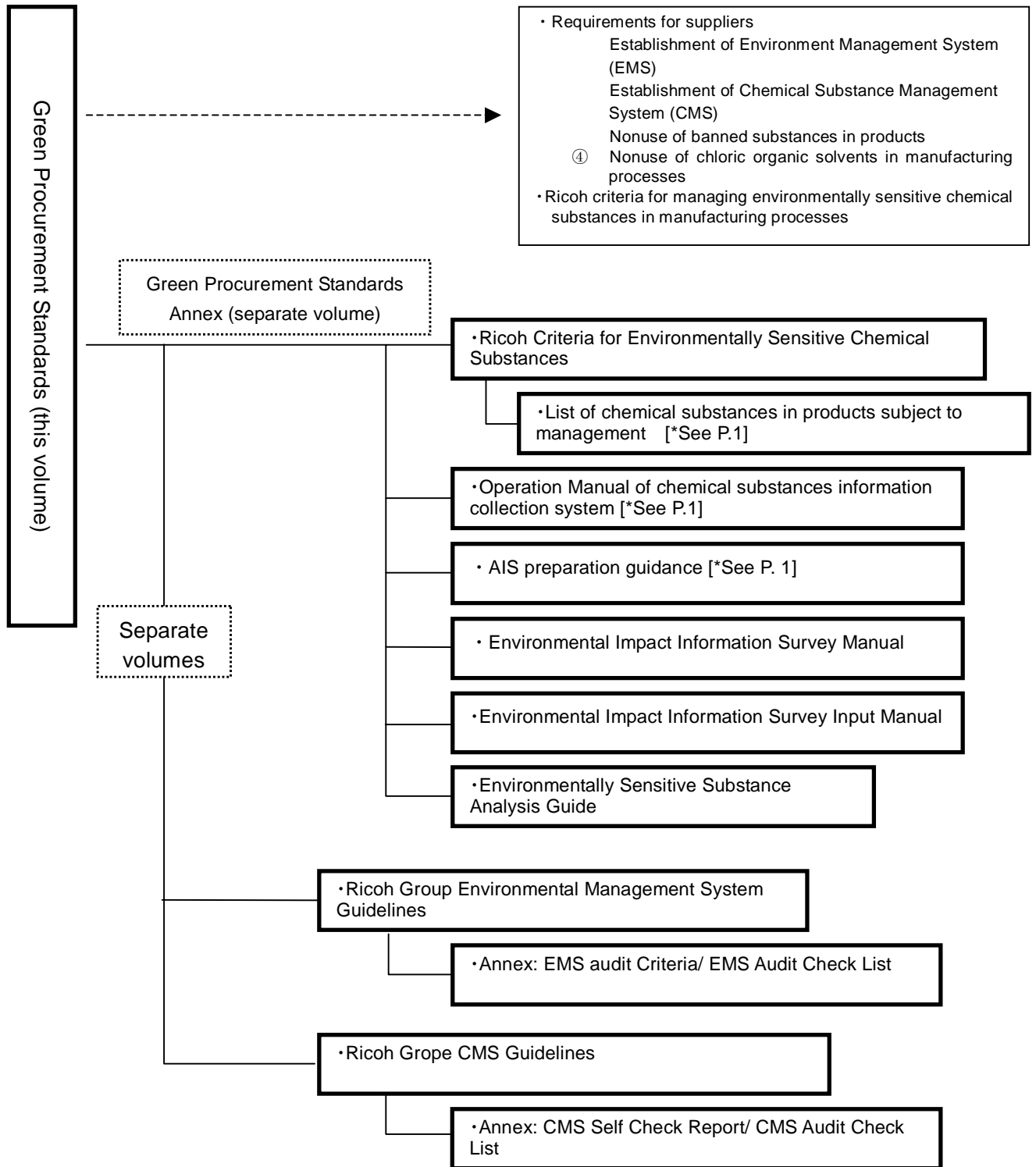
8) Green Procurement Standards <Separate volume> Ricoh Group Environmental Management System Guidelines & Annex

- Covers specific procedures for establishing Environmental Management System, etc.

9) Green Procurement Standards <Separate volume> Ricoh Group CMS Guidelines & Annex & Annex

- Covers specific procedures for establishing Chemical Substances Management System, etc.

Green Procurement Standards Booklet Composition Chart



IV.2. Requirements for suppliers

When starting business transaction with suppliers, Ricoh Group makes it a practice to check if they meet the following mandatory Green Procurement requirements.

Please submit necessary documents to each purchasing department's contact.

[Green Procurements Requirements]

- 1) Establishment of Environmental Management System (EMS*)
- 2) Establishment of Chemical-substances Management System (CMS*)
- 3) Nonuse of substances of which inclusion in products is banned

Note) With respect to ozone depleting substances, they must not be used in production processes either.

- 4) Nonuse of chloric organic solvents in manufacturing processes

[Continuous Management Over the Requirements]

Continuous management is required over these requirements.

Requirements	Operation type	First time	Continuous management
(1) Establishment of Environmental Management System	Third party EMS	<input type="radio"/>	Verify renewal status depending on operation of the authorization organization
	Ricoh EMS	<input type="radio"/>	Renewal audit (annual)
	Environmental Written Oat	<input type="radio"/>	Voluntary activities (Verify activity status as needed)
(2) Establishment of Chemical-substances Management System	Ricoh CMS	<input type="radio"/>	Renewal audit (every two years)
	Other company	<input type="radio"/>	Verify renewal status depending on operation by relevant other company
(3) Nonuse of substances of which inclusion in products is banned	Required specifications		Based on individual specification requirements by Ricoh Group
(4) Nonuse of chloric organic solvents in manufacturing processes	Voluntary activities		By voluntary activities of suppliers

The following shows the details of each requirement.

IV.2.1. Establishment of Environmental Management System

■ Establishment Conditions

Either acquiring one of the following certification systems, or engagement in an voluntary activities, is necessary to complete the establishment of Environmental Management System (hereinafter, referred to as EMS)

- (1) Acquisition of a third-party certification institution EMS certification system

- 1) ISO14001
- 2) Responsible Care (RC / Japan Responsible Care Council)
- 3) EMAS (Europe)
- 4) KES Step 2 (The Miyako Agenda 21 Forum)
- 5) Eco-Action 21 (Institute for Global Environmental Strategies, Center for Sustainability (IGES-CfS) (Eco-action 21 Central Secretariat)
- 6) Eco Stage/Above Stage 1 (Eco Stage Institute)

For Stage 1, in addition to required items for certification, certification of the following items is required:

- 6-a. Environmental aspect
- 6-b. External communications
- 6-c. Preparation for and response to an emergency situation

- 6-d. Nonconformities and corrective and preventive measures
- 7) Michinoku EMS (The Tohoku Chamber of Environment)
- (2) Acquisition of Ricoh Group Environmental Management system (Ricoh EMS) Certification system
- (3) Submittal of "Oath concerning Environmental Management Activity"

■Application Procedure

Submit "Registration to Establish the Environmental Management System" (*).
 Also if your company has not completed the establishment of EMS, the system establishment must be completed within one year after business started.
 In the case where your company chose and implement/develop EMS voluntary activities, submit an "Oath concerning Environmental Management Activity" (*) at the same time.

* For each submittal document, see separate volume "Ricoch Group Environmental Management System Guidelines" in the following Applicable Standards.

■Applicable Standards

- * Ricoh Group Environmental Management System Guidelines
- Annex: Environmental Management System Audit Criteria / Environmental Management System Audit Checklist

IV.2.2. Establishment of Chemical-Substances Management System (CMS)

■Establishment Conditions

Acquiring one of the following certification systems is necessary to complete the establishment of Chemical-substances Management System (CMS).

- (1) Ricoh Group Chemical-substances Management System (CMS) certification system
- (2) Other company's Chemical-substances Management System certification system
 (Note) At this time, Sony's Environmental Quality Approval Program for green procurement activities Green Partner and Sindo Co., Ltd. CMS certification system are only accepted.

■Application Procedure

Submit "Registration concerning CMS" (*) and "Status of Certification Systems at Business Establishments/Factories" (*).

If your company has not completed the establishment of EMS, the system establishment must be completed within one year after business started.

* For each submittal document, see separate volume "Ricoch Group Chemical Substances Management System Guidelines" in the following Applicable Standards

■Applicable Standards

- * Ricoh Group Chemical Substances Management System Guidelines
- Annex: CMS Self-check Report / CMS Audit Checklist

IV.2.3. Nonuse of substances of which use in products is banned

Implement nonuse activities of substances whose use (inclusion) in products is banned, in light of individual specification requirements by Ricoh Group.

■Applicable Standard

- * Green Procurement Standard Annex: Environmentally Sensitive Chemical Substances Management Standards
- Annex: Environmentally Sensitive Chemical Substances, XX Devices and Products Volume
- * Individual specifications/ drawings, etc.

IV.2.4. Nonuse of chloric organic solvents in manufacturing process

Implement nonuse activities of chloric organic solvents by voluntary activities of suppliers

■Applicable Standard

* Green Procurement Standard (this document, see Table 2)

IV.3. Collection of information/investigation regarding chemical substances in products

Ricoh Group implements the individual collection of information regarding contained chemical substances, and environmental impact information survey for raw materials / parts / products being supplied, as well as Green Procurement requirements.

The survey will start accordingly as soon as the necessary procedure and infrastructure establishment is completed after the business started. Your cooperation will be highly appreciated.

See the following for the summary of the survey.

IV.3.1. Collection of information regarding chemical substances in products

Ricoh Group collects information regarding chemical substances contained in articles (*) which constitute products, or substances/preparations. (Compliance with EU REACH regulations)

The following list shows main items of information collection.

- 1) Specified units (such as, part unit, mass unit, etc. specified by Ricoh Group)
- 2) Part mass
- 3) Information on materials (purpose of use, mass, etc.)
- 4) Information on contained chemical substances (CAS no., content ratio, etc.)

■Applicable Standards

- * Green Procurement Standards, Annex: Ricoh Criteria for Environmentally Sensitive Chemical Substances
- * Annex to Ricoh Criteria: List of contained chemical substances [*See P.1]
- * Green Procurement Standards, Annex: Operation Manual of chemical substances in product information collection system [*See P.1]
- * Green Procurement Standards, Annex: AIS preparation guidance [*See P.1]

- * An object of specific shape, appearance, or design provided during manufacture which determines functions in final use at a level beyond that provided by its chemical composition. In the case of machine and equipment products, assembled products, constituent parts, and consumables for products which remain in products fall under the category of articles. The portion that is intentionally released is regarded as substances/preparations, and therefore, not articles. As regards supply products, paper, ink, ribbon, thermal paper and so forth fall under the category of articles. Of these, the portion that is intentionally released is regarded as substances/preparations, and therefore, not articles.

IV.3.2.[Environmental impact information survey]

Environmental impact information will be surveyed to investigate the content of chemical substances used in raw materials, parts and products constituting of instruments and products of Ricoh Group brand, as well as the state of use of chemical substances in their manufacturing process.

The overview of Environmental impact information survey is as follows.

1. Parts and units, products
 - 1) Contained chemical substances survey
 - Substances subject to survey
 - Substances whose inclusion is banned, regulated or controlled are the targets..
 - Content
 - Purpose of use
 - Parts substances are used
 - 2) Mass of parts
 - 3) Main constituting materials

2. Raw materials (plastic, steel plate)

1) Contained chemical substance survey

Substances subject to survey

Substances whose inclusion is banned, regulated or controlled are the targets.

Content

Purpose of use

Parts substances are used

2) Property of materials

3) Incombustibility (plastic only)

■ **Applicable Standards**

* Green Procurement Policy (Annex) "Environmental impact information survey manual"

* Green Procurement Policy (Annex) "Environmental impact information survey input manual"

IV.4 Ricoh criteria for environmentally sensitive chemical substances in manufacturing process

IV.4.1 Substances whose inclusion and uses are banned

Ozone depleting substances (*) and chloric organic solvents are banned from being used in manufacturing processes. The ozone-depleting substances, listed in table 1 are banned, but they may be used in the exempt cases. The chloric organic solvents, substances listed in table 2 are banned.

* Ozone depleting substances are banned from inclusion in products as well. (See Annex: Ricoh Criteria for Environmentally Sensitive Chemical Substances, for the list of substances and management standards)

◇Table 1 Ozone depleting substances whose inclusion and use in manufacturing process are banned

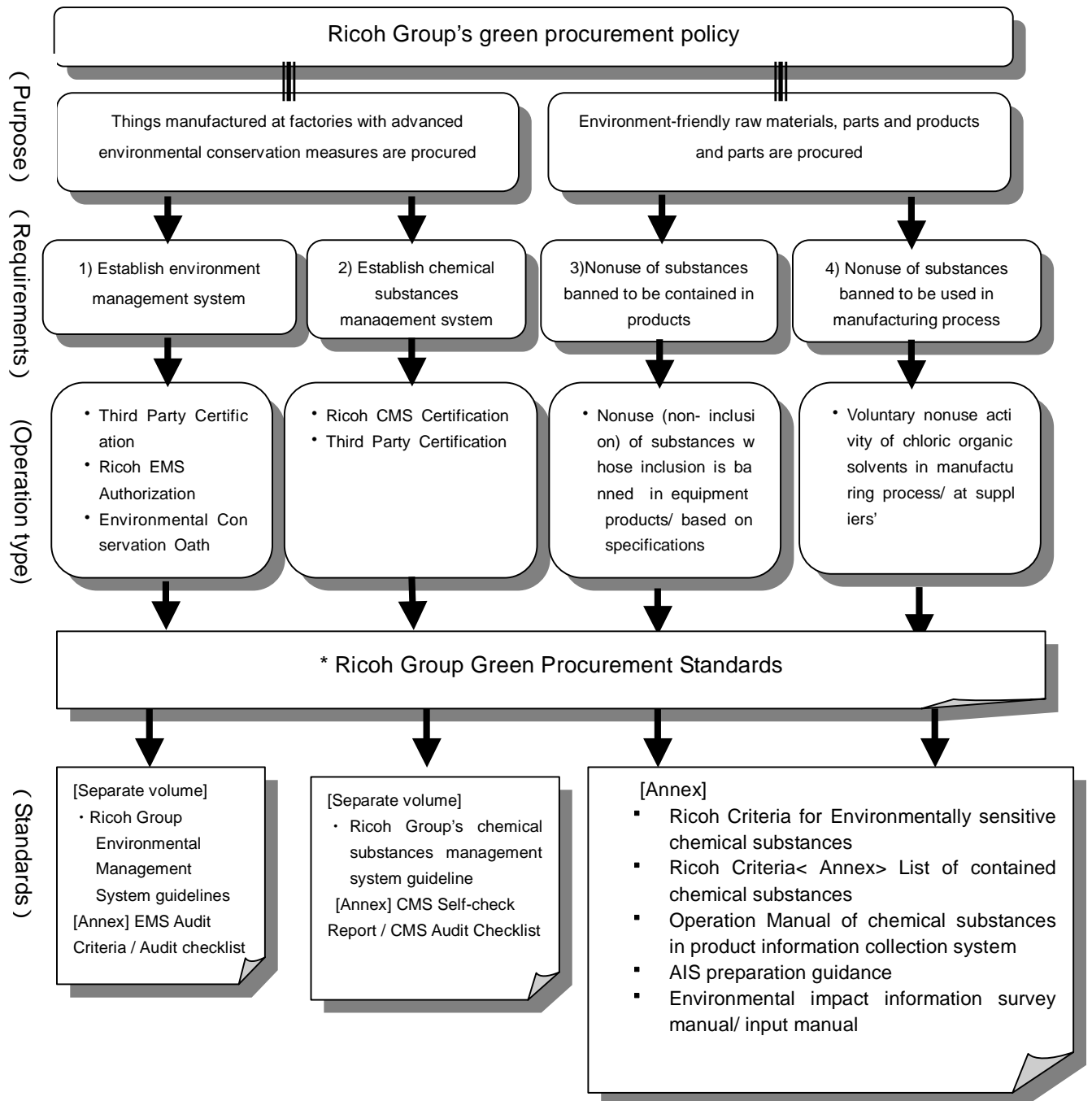
No	Name of substance	Group in Montreal Protocol	Exemption of application of ban in processes
1	Chlorofluorocarbons (CFC)	Annex A Group I	- Refrigerant within refrigeration machine and air conditioner and the like - Fire extinguish agent - Quarantine fumigation at the time of export and import
2	Halons	Annex A Group II	
3	Other chlorfluorocarbons (CFC)	Annex B Group I	
4	Carbon tetrachloride	Annex B Group II	
5	1,1,1-Trichloroethane (Methyl chloroform)	Annex B Group III	
6	HBFC	Annex C Group II	
7	Bromochloromethane	Annex C Group III	
8	Methyl bromide	Annex E Group I	
9	Hydrochlorofluorocarbons (HCFC)	Annex C Group I	- Refrigerant within air conditioner and the like - Use in manufacturing process of electronic components

◇Table 2 Chloric organic solvents whose use in manufacturing process is banned

No.	Name of substance	CAS No.
1	Trichloroethylene	79-01-6
2	Tetrachloroethylene	127-18-4
3	Dichloromethane	75-09-2
4	Carbon tetrachloride	56-23-5
5	1,2- dichloroethane	107-06-2
6	1,1- dichloroethylene	75-35-4
7	cis-1, 2-Dichloroethylene	156-59-2
8	1,1,1- trichloroethane	71-55-6
9	1,1,2- trichloroethane	79-00-5
10	1,3-dichloropropane	542-75-6

[Flowchart: Green Procurement Requirements]

See the following flowchart that systematically explains the each requirement of Green Procurement mentioned above.



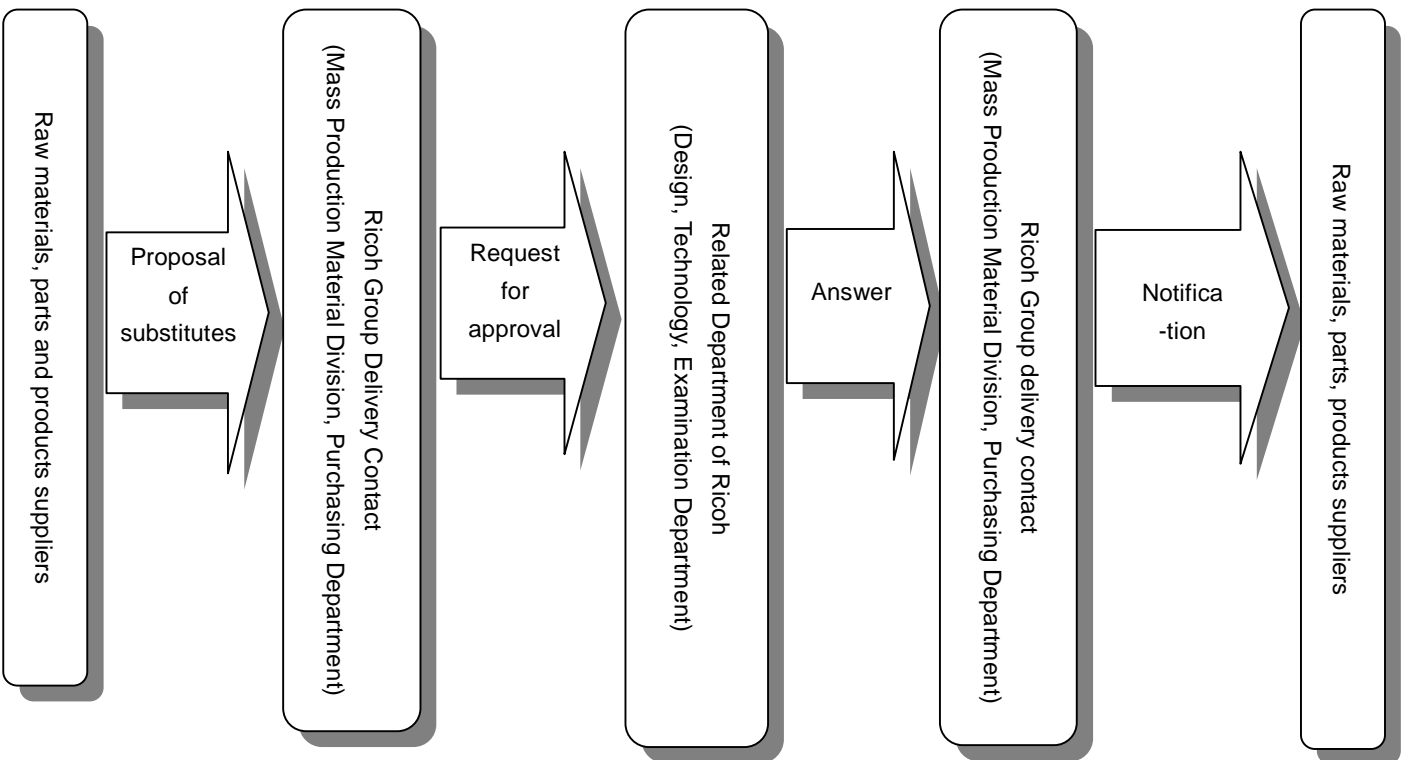
[Proposal and registration of substitutes]

When proposing substitutes for raw materials/parts/products, etc. which do not contain banned substances, suppliers are requested to submit necessary documents (e.g. letter requesting examination of parts), samples, measurement data, catalogue to Mass Production Material Department or Purchasing Department of Ricoh Group, which are the contacts for this.

Mass production materials department or Purchasing Department, following due procedure, send the document and samples to related departments of Ricoh Group, asking for their approval concerning the content of the proposal. After necessary evaluations are conducted in the related departments, notification of approval or non-approval is to be sent to the supplier from the contact departments by the delivery date of the answer.

See the following for substitute recommendation / registration flow.

■ Flow of proposal and registration of substitutes



Revision history

Revision date	Edition	Revised Contents
07.01.2002	1st edition	Initial Release (Japanese version)
10.01.2002	2nd edition	Correction in description (Japanese version) Release of English version and Chinese version
04.01.2004	3rd edition	<ol style="list-style-type: none"> 1) Expansion in the scope of application to instruments and products <ul style="list-style-type: none"> • Imaging system products sector Entire Ricoh Group brand products 2) The scope of application to parts, raw materials and units is specified. 3) Addition of banned substances in products <ul style="list-style-type: none"> • Tributyl Tin Oxide (TBTO) • Tributyl Tins (TBTs), Triphenyl Tins (TPTs) 4) Addition of permissible density (existence/content threshold) for banned substances in products 5) Specification of date to discontinue delivery of raw materials, parts and units containing banned substances in products, and specification of such substances 6) Addition and change of names of substances subject to controlled use in instruments and products <ul style="list-style-type: none"> < Added substances > <ul style="list-style-type: none"> • Tributyl Tin Oxide (TBTO) • Tributyl Tins (TBTs), Triphenyl Tins (TPTs) • Magnesium • Gold and Gold Compounds • Palladium and Palladium Compounds < Division of substances > <ul style="list-style-type: none"> • Chlorinated Paraffins Short Chain Chlorinated Paraffins, Medium Chain/ Long Chain Chlorinated Paraffins < Changed names of substances > <ul style="list-style-type: none"> • Nickel Compounds Nickel and Nickel Compounds • Fluorides Fluorine and Fluorine Compounds 7) Proposal of substitutes • Revision of registration flaw 8) Addition of “Management standards for chemical substances used in manufacturing process” 9) Addition of “Appendix: major laws and regulations/ voluntary standards at home and abroad that ban or restrict chemical substances used in products” 10) Revision of “Form1: Attestation to the nonuse of banned substances in products” 11) Addition of “Form2: Attestation to the nonuse of chloric organic solvents in manufacturing processes” 12) Addition of “Form3: Schedule to totally discontinue the use of chloric organic solvents in manufacturing process” 13) Addition of annex (separate volumes): Environmental impact information survey manual and Environmental impact information survey input manual
11.01.2004		Establishment for error in writing correction
07.15.2005	The 4th edition	<ol style="list-style-type: none"> 1) Added requirement for suppliers. 2) Added definition of terms 3) Determined the double setting of the maximum density (content threshold) for nonuse substance for machinery product•••The legal content threshold and the Ricoh content threshold 4) Determined the management level of parts / materials containing nonuse substances, and revised the delivery discontinuance schedule and the content object example 5) Table [Examples of contained substances whose intentional additions are allowed] and [Examples of contained substances with respect to

		<p>packaging materials]</p> <p>6) Added list of Ricoh Group where standard is applicable</p> <p>7) Re-edit the total document structure</p> <p>8) Added e-mail address to contact</p>
12.01.2006	The 5th edition	<p>* A part text of Green Procurement Standards (Ricoh criteria for chemical substances used in products) was extracted, and established afresh as "Annex: Environmentally Sensitive Chemical Substances, Imaging Devices and Products Volume"</p> <p>This volume of Green Procurement Standards covers requests to suppliers and Ricoh criteria for the use of chemical substances in manufacturing process, and is revised as the Fifth Edition.</p> <p>The following indicates the content of this volume of the Fifth Edition.</p> <p>1) P5: Composition and Content of Green Procurement Standards Booklet is newly added.</p> <p>2) P6: Requests to suppliers</p> <ul style="list-style-type: none"> Change in the name of mandatory requirements • Nonuse of substances banned from being contained in products Nonuse of banned substance banned from being used in products • Nonuse of banned substances in manufacturing process Nonuse of chloric organic solvents "Michinoku EMS" is added to the Third Party Certification System in the EMS establishment conditions <p>3) P17 ~ : Replaced attached sheets 1, 2, 4, 5</p> <p>4) P26: Changed phone and FAX numbers for inquiries</p>
April 2008	The 6th edition	<p>1) P4: Partially changed Ricoh Group Green Procurement Policy.</p> <p>2) P5: Added "Environmentally Sensitive Substance Analysis Guide" to the booklet composition of the Ricoh Group's Green Procurement Policy.</p> <p>3) P6: Changed the booklet composition chart of the Ricoh Group's Green Procurement Policy.</p> <p>4) P7: Added Eco Stage/Stage 1 to composition conditions for establishment of the Environmental Management System (EMS)</p> <p>5) P8: Added Sindoricoh to the Chemical substance Management System (CMS) certification system of other companies.</p> <p>6) P16: Partially revised the list of Ricoh Group companies.</p> <p>7) To avoid overlaps, the following forms were removed from this edition of Ricoh Group's Green Procurement Guidelines.</p> <ul style="list-style-type: none"> • Registration to Establish the Environmental Management System (EMS) • Attestation to the Environmental Conservation Activities • Letter of Intent to Establish the Environmental Management System (EMS) <p>8) To avoid overlaps, the following forms were removed from this edition of Ricoh Group Environmental and Chemical Safety Information System Guidelines.</p> <ul style="list-style-type: none"> • Registration to Establish the Ricoh Environmental and Chemical Safety Information System (RECSIS) • Status of Certification Systems at Business Establishments/Factories • Letter of Intent to Establish the Ricoh Environmental and Chemical Safety Information System (RECSIS) <p>9) Changed telephone number of contact.</p>

March 2009	The 7 th edition	<p>1. Reasons for the revision In accordance with the implementation of EU REACH regulations, we reviewed banned substances and contained substances subject to management, as well as EMS certification program, and revised them accordingly.</p> <p>2. Main details of the revision</p> <p>2.1 Contents and style (P.1 -)</p> <p>(1)Abolished “Attestation to the nonuse of banned substances in products of Ricoh Group” and “Attestation to the nonuse of chloric organic solvents in manufacturing processes”, because the content of the former can be realized by individual specification requirements, and the latter will be implemented as a voluntary activity of suppliers. Accordingly, revised related items, such as contents and requirements, and deleted the forms for document submittal.</p> <p>(2)Added newly established and issued Annexes: the List of Contained Chemical Substances; Operation Manual of chemical substances information collection system; and AIS Preparation Guidance. Also recorded these Annexes in the Composition of the Booklets, and Applicable Standards, etc. in the following sections.</p> <p>(3)Incorporated EMS Guidelines and CMS Guidelines into the system of this booklet, as separate volumes. Also, added these guidelines to the composition and flow chart of the booklets.</p> <p>(4)Replaced the phrase, “substances whose uses are banned, regulated or controlled” with “substances whose inclusion is banned, regulated or controlled” in the entire text, except for the description of banned substances in manufacturing process.</p> <p>2.2 II. Environmental General Plan and Green Partnership (P.3)</p> <p>(1)Revised the content in accordance with the revision of Ricoh Group Environmental Action Guidelines.</p> <p>2.3 III. As regards Ricoh Group’s Green Procurement Policy (P.4)</p> <p>(1)Added the start of “Chemical substances in products information collection” activities to comply with EU REACH regulations.</p> <p>(2)Added that the title of “Green Procurement Guidelines” was revised to “Environmental Management System Guidelines”</p> <p>2.4 IV. Green Procurement Standards Text (P. 5 -)</p> <p>(1)IV.2. Added the verification procedures in [Continuous Management Over the Requirements] to define operation types.</p> <p>(2)IV.2.1.(3)Added/indicated voluntary activities by submittal of Environmental Conservation Oath to the section IV.2.1.(3), Application Procedure, and Flowchart: Green Procurement Requirements.</p> <p>(3)In accordance with the change of Sindo Ricoh to Sindo Co., Ltd, replaced the former with the latter in the explanation of acquisition of Other Company’s CMS Certification in section IV.2.2.(2).</p> <p>(4)Clearly stated that Nonuse of banned substances in products in section IV.2.3.is an activity based on individual specification requirements by Ricoh Group, and removed the requirement of submittal of certificate.</p> <p>(5)Clearly stated that Nonuse of chloric organic solvents in manufacturing process in section IV.2.4.is a voluntary activities of suppliers, and removed the requirement of submittal of attestation of nonuse.</p> <p>(6)Added section IV.3. to cover description of Collection of information on contained chemical substances. Since ongoing environmental impact information survey will be continued, it is left as section IV.3.2.</p> <p>(7)Covered the overview of collection of information on contained chemical substances in section IV.3.1, and the issue of annex as applicable standards (issue of annex is also added to the structure and systematic flow chart of the booklets).</p> <p>(8)Changed the expression in IV.4.1. to “inclusion and uses”, since inclusion is also banned.</p> <p>(9)Moved [Flowchart: Green Procurement Requirements]and [Proposal and registration of substitutes] to the end of the text, respectively.</p> <p>(10)In the Ricoh Group Company List, deleted Ricoh Dianzhuang(Shenzhen)</p>
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		Electronics Co., Ltd from China, and added Ricoh Manufacturing (Thailand) Ltd. in Thailand. (11) Deleted Table 1, and indicated that the detailed list is covered in the Annex.
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This standard is subject to review annually based on legal trend, our company direction, etc.
When revision occurs as the result of review, the update will be notified on Green Procurement DB bulletin board of RaVenderNET, and the latest edition will be released on both Green Procurement DB and Ricoh homepage (Ricoh Environmental Management Website).

《URL Address》

* RaVenderNET: <https://nit.notes.ricoh.co.jp/rvn/greenpro.nsf>

* RICOH homepage

Japanese HP: <http://www.ricoh.co.jp/ecology/guideline/index.html>

English HP: <http://www.ricoh.com/environment/guideline/index.html>

◇Ricoh Group Company List (Scope of application of this Green Procurement Standard)

The companies are selected by the issuer among consolidated accounts companies.

Japan	Ricoh Company., Ltd.
	Ricoh Optical Industries Co., Ltd.
	Hasama Ricoh , Inc.
	Tohoku Ricoh Co., Ltd.
	Ricoh Printing Systems, Ltd.
	Ricoh Unitechno Co., Ltd.
	Ricoh Logistics System Co., Ltd.
	Ricoh San-Ai Service Inc.
	Parts Component System Inc.
	Ricoh Espoir co., Ltd.
	Yamanashi Electronics Co., Ltd.
	Ricoh Elemex Corp.
	Ricoh Microelectronics Co., Ltd.
	Ricoh Keiki Co., Ltd.
China	Ricoh Asia Industry (Shenzhen) Ltd.
	Shanghai Ricoh Digital Equipment Co., Ltd.
	Tohoku Ricoh (Fuzhon) Printing Products Co., Ltd.
	Ricoh Elemex (Shenzhen) Co., Ltd.
	Ricoh Component Asia (Shenzhen) Co., LTD.
Thailand	Ricoh Manufacturing (Thailand) Ltd.
Europe	Ricoh UK Products Ltd.
	Ricoh Industrie France S.A.S.
Americas	Ricoh Electronics, Inc.
	Ricoh Industrial Mexico, S.A. de C.V.

The list is subject to change without notice.

[Contact information]

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