

# chemSHERPA–CI Quick Manual

v5.1 edition

Tool Version: V2R1.01.0 or later

(External list Version: 2.11.00 or later)

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Joint Article Management Promotion-  
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- \* This is a manual that describes the main points of tool operation from data input to answer data creation with chemSHERPA-CI.
- \* Please use this as reference information when creating data directly using chemSHERPA-CI Data Entry Support Tool.
- \* We hope it will be helpful in understanding chemSHERPA-CI.

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# Obtaining and Starting the Tool / Data Creation

For detailed instruction, refer to the latest "Operation manual" for Articles.



3.4. "Execution of the program"  
5. "Entering new data"

## 1 Download and extract the tool package

Download the compressed files of Tool for chemicals cS-CI(V2R1.xx.x) (Zip file) from the chemSHERPA website, and extract it to a folder on your PC.

The tool package can be downloaded from the following

URL: <https://chemsherpa.net/english/tool>

- \* Access the download page from the Data entry support tool tab to obtain the package.
- \* In order to download the package, you will need to enter a representative name, company name, and email address.
- \* After extracting the package, do not change, move, or delete the structures or names of the files and folders.

## 2 Execution of the tool

Click Chemical.exe in the ARTICLE folder among the extracted files to start it.

- \* After a certain amount of time has passed, the tool's time limit function may stop the tool from starting.

## 3 Create data on the general information view

Enter information related to the Issuer / Authorizer and product/part on the general information view.

Items marked with \* must be entered

Product/Component		<input checked="" type="checkbox"/> Product	<input checked="" type="checkbox"/> Administrative				
AI	CPS	Product name	Product name (Local)	Product number	Manufacturer name	Product series name	Iss
<input type="checkbox"/>							<y
1	<input type="checkbox"/>	Show Cream Solder	クリーム半田	H-001			2
2	<input type="checkbox"/>	Show					
3	<input type="checkbox"/>	Show					

## 4 Enter composition data

On the general information view,

(1) select a product

(2) click Show button of CPS.

The application switches to the Composition view so that you can enter required information.

Items marked with \* must be entered.

Click Error check button, confirm that there are no errors, and then press

Finalize

## 5 Confirm information, and then output the file

Click Error check button, confirm that there are no errors, and then press Output (Authorization)

# Request Data Creation

For detailed instruction, refer to the latest "Operation manual" for Articles.



9. Create requester data

1 start the chemSHERPA-CI (creation assistance) tool

2 Enter requester information

Check requester information entry

chemSHERPA-CI Chemical Tool

Requester ☒ Information on requester On/Off

Remarks

☒ Composition  
☐ FMD

Reference number \*  
Request date \* <yyyy-mm-dd>  
Reply deadline \* <yyyy-mm-dd>

Item English

Company name \*  
Requester Name \*  
Requester Comment

Items marked with \* must be entered

☐ Yes ☐ No

Reporting of Candidate of Declarable Substances ☐ Yes ☐ No

To enter company/requester information, click [Company], and then click [Requester]

File **Company** Language Tool

Ge Issuer/Authorizer

Issue **Requester**

Requester ☒ Information on requester On/Off

Reference number \*  
Preparation Date \* <yyyy-mm-dd>  
Authorization Date \* <yyyy-mm-dd>

Item English

Company name \*  
Name of contact \*  
Comment  
Authorizer name \*

Reporting of Candidate of Declarable Substances ☐

3 Enter product/component information

Product/Component ☒ Product ☒ Administrative

Citing Delete Add

AI	CPS	Product name	Product name (Local)	Product number	Product name	Product name (Local)	Product number	Manufacturer name	Product series name	Issued date	Revision date	Revision history
1	<input checked="" type="checkbox"/>									<yyyy-mm-dd>	<yyyy-mm-dd>	
2	<input type="checkbox"/>											
3	<input type="checkbox"/>											
4	<input type="checkbox"/>											
5	<input type="checkbox"/>											

Enlarge or Reduce: Ctrl+scroll  
Sort: click ▲▼ button of the details side of Product/Component

Error check Temporary save **Output (Request)** Output (Authorization)

(1) Enter the product name/ product number, (2) check the product to request, and then (3) click [Output (Request)]



## 1 Composition View layout

■ Composition Chemical Tool

Product number	Finalization date	Requester Comment	
Product name	Composition/FMD	Composition/FMD (Requester)	Composition

Content status on declarable substances \* Declaration of inclusion/exclusion of declarable substances

Composition Enlarge or Reduce: Ctrl+scroll Update substance information Delete Delete Pseudo Substances & Misc All clear

Substance					Except for Declarable Substances (including candidates)
Substance name	CAS No.	Maximum content rate (%)	Conversion chemical	Remarks	<input type="checkbox"/> Select all
Select	Add		Select		Applicable
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

**Declarable substances**

## 2 Enter declarable substances

- a. If substances selected by chemSHERPA management standards are contained, they must be reported.
- b. The right table provides an overview of report evaluation criteria for declarable substances.

<Note> "Threshold under Regulations" in this right table indicates allowable concentration of declarable substances under a relevant standard selected from Regulations. If there is more than one value, the most stringent shall be used in principle.



Rules on the use of information on CiP under the chemSHERPA(Ver1.5) (English)[pdf]

Threshold under Regulations	Concentration of declarable substance	Whether to transfer composition information
Clarified as reportable application, or application unknown	Equal to or greater than allowable concentration under Regulations	Requires providing composition information, including declarable substances.
	Equal to or greater than 0.1wt% of chemSHERPA's voluntary criteria and below allowable concentration under Regulations	Provide composition information including declarable substances, in line with voluntary criteria under chemSHERPA.
	Below 0.1wt% of	Not required to provide
Prescribed threshold is equal to or below 0.1wt%	chemSHERPA's voluntary criteria	composition information on declarable substances. Optional reporting.
	Equal to or greater than allowable concentration under Regulations	Requires providing composition information of declarable substances in products.
	Below allowable concentration under Regulations	Not required to provide composition information of declarable substances in products. Optional reporting.
Clarified as other than reportable application	Equal to or greater than 0.1wt% of chemSHERPA's voluntary criteria	Provide composition information including declarable substances, in line with voluntary criteria under chemSHERPA.
	Below 0.1wt% of chemSHERPA's voluntary criteria	Not required to provide composition information of declarable substances in products. Optional reporting.

- c. If you want to report substances not covered by chemSHERPA management standards, they can be entered as optional reporting substances.  
In this case, place a check in "Except for Declarable Substances" field.

d. You can use the search function (substance selection dialog) when entering declarable substances.

(1) Select the cell of the "Substances" or "CAS No." in the ingredient information page, and then press **Select**.

- To search by CAS No. -

(2) Enter the CAS No. in the Search field.

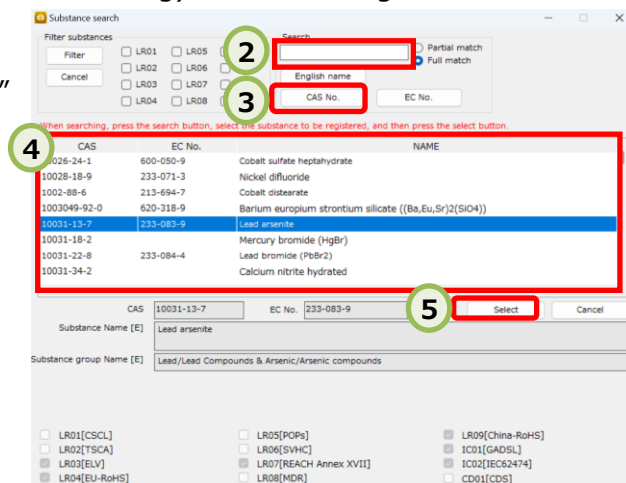
- You can also search "English Name," or "EC No."

(3) Click **CAS No.** button.

You can press it again to switch between choices.

(4) Confirm the substance for which you searched.

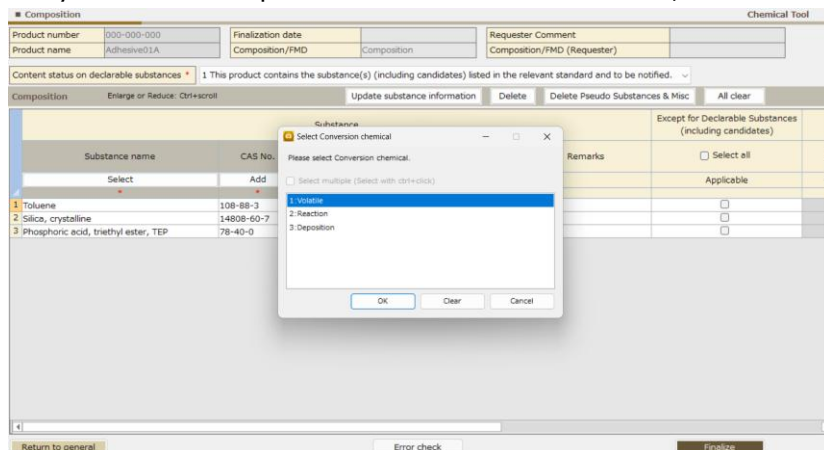
(5) Click **Select** button.



e. Enter the content percentage.

Record the content percentage of the declarable substance with the mass of each material (homogeneous material) as the denominator. (You can enter either the maximum percentage.)

f. If you want to report as a Conversion chemical, select it from the pull-down menu.



g. Select the declaration of inclusion/exclusion of substances to be managed

When there is no substance to be controlled :

0 This product contains NO substances (including candidates) listed in the relevant standard and to be notified. ▾

Substances to be controlled :

1 This product contains the substance(s) (including candidates) listed in the relevant standard and to be notified. ▾

## 3 Check errors and confirm

Click **Error check** button at the bottom of the view, check errors, and then confirm with the **Finalize** button.

\*The composition information of chemSHERPA-CI can be imported into AI.

# Confirming Obtained or Entered Data

## Check first

- ✓ Can the shai file be imported without error?
- ✓ Have all required items been entered?
- ✓ Are there any entry mistakes, such as typos or omitted characters?

## 1 Check general information

Data entry support tool for the chemSHERPA-Cl General ToolVersion

File Company Language Tool

### General

Issuer/Authorizer	
Reference number *	Remarks
Preparation Date * <yyyy-mm-dd>	<input checked="" type="checkbox"/> Composition
Authorization Date * <yyyy-mm-dd>	<input type="checkbox"/> FMD
Item	English Local
Company name *	
Name of contact *	
Comment	
Authorizer name *	

Check version number/date information

- (1) Is the reference number correct?
- (2) Are the creation and approval date correct?

Check issuer/approver information  
(1) Are the company name, representative name, and approver name correct?

Check version number/date information  
(1) Is the reference number correct?  
(2) Are the Request date and Reply deadline correct?

Check requester information  
(1) Are the company name, representative name, and requester name correct?

ChemSHERPA-Cl Chemical Tool	
Requester	<input checked="" type="checkbox"/> Information on requester On/Off
Reference number *	Remarks
Request date * <yyyy-mm-dd>	<input checked="" type="checkbox"/> Composition
Reply deadline <yyyy-mm-dd>	<input type="checkbox"/> FMD
Item	English Local
Company name *	
Requester Name *	
Requester Comment	

Product/Component ☒ Product ☒ Administrative

Requester		Product		Administrative		Citing		Delete		Add	
AI	I	Product name	Product name (Local)	Product number	Product name	Product name (Local)	Product number	Manufacturer name	Product series name	Issued date	Revision date
										<yyyy-mm-dd>	<yyyy-mm-dd>
1	<input type="checkbox"/>	Show									
2	<input type="checkbox"/>	Show									
3	<input type="checkbox"/>	Show									
4	<input type="checkbox"/>	Show									
5	<input type="checkbox"/>	Show									

Check product information  
(1) Is the product name correct?  
(2) Are the product stock number and manufacturer name correct?

For series responses  
(1) Is the series product name correct?  
(2) Is the report unit correct?

Check other information  
(1) Was the date of issue entered?

## 2 Check the information of composition

■ Composition Chemical Tool

Product number		Finalization date		Requester Comment	
Product name		Composition/FMD	Composition	Composition/FMD (Requester)	Composition

Content status on declarable substances \* ▼

Although "(including candidates)" is listed in the options for "Content status on declarable substances", if "Not selected" or "No" is selected in the "Reporting of Candidate of Declarable Substances" options on the General screen, candidates are not included.

Substance					Except for Declarable Substance (including candidates)
Substance name	CAS No.	Maximum content rate (%)	Conversion chemical	Remarks	<input type="checkbox"/> Select all <input type="checkbox"/> Applicable <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Select *	Add *	*	Select		

Declarable substances
Regulations, etc.

LR01	LR02	LR03
CSCL	TSCA	ELV

### Declarable substances

- (1) Check that there are no duplicate substance names
- (2) Is the content percentage correct?
- (3) If there are any voluntary declarable substances, is the "Voluntary Report" field checked?

### Regulations, etc.

- (1) Is the relevant law flagged?



# Creating data for answering the request file

For operation details, refer to Data entry support tool for Articles Operation manual



6. Entering existing data in chemSHERPA

1 start the chemSHERPA-CI tool

2 Import the request file

Entering existing data in chemSHERPA

Issuer/Authorizer			Requester		
Reference number *		Remarks	Reference number *	1234	Remarks
Preparation Date *	<yyyy-mm-dd>	<input checked="" type="checkbox"/> Composition	Request date *	2024-09-02	<input checked="" type="checkbox"/> Composition
Authorization Date *	<yyyy-mm-dd>	<input type="checkbox"/> FMD	Reply deadline	2024-09-13	<input type="checkbox"/> FMD
Item	English	Local	Item	English	Local
Company name *			Company name *	BOUEKI CORPORATION	
Name of contact *			Requester Name *	TANTOU YUSHUTSU	
Comment			Requester Comment		
Authorizer name *					
Reporting of Candidate of Declarable Substances <input type="radio"/> Yes <input checked="" type="radio"/> No			Reporting of Candidate of Declarable Substances <input type="radio"/> Yes <input checked="" type="radio"/> No		

Requester			Product						
Product name	Product name (Local)	Product number	Product name	Product name (Local)	Product number	Manufacturer name	Product series name	Issued date	Revision
1	✓ Show	Cream solder	クリーム半田	H-001					
2	✓ Show	Pb Free splder	鉛フリーはんだ (巻き)	F-001					

3 Cite created data for each surveyed product

① Check the product in the requester product.

② Click **Citing** button

③ Select the created data (.shai file) from the dialog box.

File selection window

The created data is reflected

4 Confirm the information and output the file

Click **Error check** button, after confirming that there are no errors,  
Click **Output (Authorization)** button.



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