



#200

Material Declaration Training

Reporting a Part

*This 'Quick Start' guidance can be used by you, colleagues and suppliers to quickly understand the basics of creating a **Material Declaration (MD)** for a part / item*

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Material Declaration Training

100 Series: Material Regulations

Regulation Overviews
RoHS
REACH
Conflict Minerals
CA Prop 65
Canada DSL

200 Series: Reporting Parts

You
Are
Here

Workflow & Examples
Reporting Options
Report Training & Templates
Supplier Data Requirement
Letter Templates
Supporting Details

300 Series: Project Management

Assessment
Planning
Execution
Simplified Reporting
Advanced Techniques
Additional Resources

Training materials may be found on the web page:
<http://rohsready.org/training.html>



Roster of Training – 200 Series

Reporting Material Declarations

#200 - Reporting a Part (Item)

You are Here

#201 - Selecting a Reporting Option

#202 - Reporting in FMD Format

#203 - Reporting in Specific MD Format

#204 - Template for FMD Format

#205 - Template for Specific MD Formats

#206 - Supplier Requirement Letter Template

#207 - Decomposition of BoMs for Items & Building an 'MD BoM'

#208 - Material and Substance Identification & Weights

#209 - RoHS Exemptions

#210 - Substance Not Specifically Reportable

#211 - Reviewing MD inputs from suppliers

#212 - Applicability and Exceptions

#213 - Units Conversion Guide

Definitions



1. **MD – Material Declaration** - Supplier report of material and substances for a part, including those from sub-tier supply chain
2. **IPC-1752 A** – Standard for Material Declaration reporting, released in November 2011 – defines classes of reporting per below
3. **FMD – Full Material Declaration (Class D)** is an MD which gives all details of material and substances in a part
also may be called: Full Material Disclosure or
FSD – Full Substance Disclosure
4. **Specific Material Declarations (Class C)** provides a Yes/No (and if Yes, how much) input for material declarations for only the restricted and/or reportable materials and/or substances in the regulation(s)/requirements of interest
5. **SDoC – Supplier Declaration of Conformance (Class A)** - Simple Yes/No MD without any material / substance detail – does not always meet customer reporting requirements

#200



Reporting a Part

Table of Contents

Introduction

Basic Workflow

Workflow Details

Appendix

Reporting details

Reporting references

Note - #2XX annotations indicate training module for further details

#2XX



Reporting a Part - Overview

This guidance will help you quickly understand
Material Declaration (MD) reporting
required by your Customers

- Often, you do not need to be an expert in the product material regulations if you follow the reporting instructions from your Customer and/or the guidance outlined within
(see modules #100 & #101 for regulation overviews, if needed)
- Report on the parts and materials within the item(s) you and your sub-tier suppliers provide* to your Customer, to the best of your knowledge

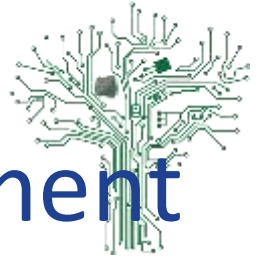
**This includes all levels down to the raw materials at the lowest levels of your supply chain*



Basic Workflow

for
Material Declaration (MD) Reporting





Receive/Review Customer Requirement

a) Customer Sends Requirement

- Sent to Material Declaration Contact at Supplier
- Suppliers set e-mail / server to accept from domain or group mail address of Customer

b) Delivery of Requirement to Suppliers

- Sent in requirements e-mail (or tool delivery):
 - Requirement letter w/ list of parts (#206)
 - Instructions and documentation link

c) Potential Attributes of Requirement

- Can contain 1 or many parts
- Might arrive at different timing
- Can originate from different business locations / products of Customer

(continued)



Receive/Review Customer Requirement

d) Supplier Review Requirement Letter - Confirm Part(s)

- Confirm accurate identification: Customer Part ID, Supplier Part ID
- Check for Applicability – See #212
- Email any issues to Customer - provide all details possible

e) Supplier Review Requirement - Reporting Format

- Instructions attached or found at web link
- Review and save Customer reporting template
- Typical required format is FMD or Regulation MD

f) Supplier Asks Clarification Questions

- Scope of Reporting: RoHS, REACH, others...
- Confirm or correct part numbers
- Confirm or request alternate reporting format



Typical Customer MD Requirement

#206

Dear Supplier, International regulations for materials in products, require us to obtain data from you to support our mutual compliance to these regulations.

For each part number(s) (list included or attached) you provide to us, please provide a **Full Material Declaration (FMD)** in the IPC-1752A, Class D format within xx days (or by *date*). This is required by drawing (or Spec, contract or P.O.)

You can find further reporting requirement details, training and support information, plus reporting templates at *weblink*

Please send (or post) your data to address.com or *weblink*.

Please contact us:

- If you are not the correct contact person for this data for your company
- With any questions or issue
- If you do not recognize a part # referred in this letter
- If you cannot report in the FMD format – to discuss alternatives

Contact information

Email.com and Phone

Sample



Review Bills of Material (BoMs)

a) Gather All Levels of BOMs

- **Suppliers are responsible for collecting all sub-tier supplier material information**
- Require material and substance information from sub-tier suppliers (#300)

b) Structure in Indented BOM Outline

- Explode BoM for each part required
- Integrate Sub-tier Supplier BoM information
- See example views in #207

c) Build 'MD BoM'

- Build 'MD BoM' to homogeneous material level and substance level (#207)
- RoHS Ready offers optional worksheet file to help - suppliers can tailor

(continued)



Review Bills of Material (BoMs)

d) Review 'MD BoM' for Final Part / Assembly Content

- Review 'MD BoM' content and edit to remove: tooling, manufacturing, and process materials, or any other items, materials, or substances not present in the final delivered article

e) Determine if Packaging Material Reporting Required

- Packaging material reporting required only if the packaging materials are delivered to and remain with your Customers' End-User Customer
- If yes, include packaging in part data reporting

f) Collect Material Data from Sub-Tier Suppliers

- Follow-up notices to collect material and substance data from sub-tier suppliers
- See training module #300



Identify Materials & Substances

a) Configure Information for Substance ID Collection

- Re-arrange MD BoM structure for report input (#207)
- Confirm arrangement of Homogeneous Materials and Substances

b) Collect Information for Substances

- Utilize existing drawings, material specs, material test, standards, or certifications (#208)
- Best of your knowledge basis – including all sub-tier supplier parts, materials, substances

c) Determine CAS #s for Substances

- Reference web sites for CAS numbers*: (#208)
- www.chemexper.com/
- www.chemnet.com/dict/

(continued)

*Contact your sub-tier suppliers / raw material providers first if you need help to determine a CAS #.



Identify Materials & Substances

d) Record CAS #s for Substances

- Record CAS# for each Substance in worksheet or similar reporting input
- Assist sub-tier suppliers with CAS# identification

e) Determine where content is Not Specifically Reported

- See #210 for rules and details on this condition
- Record 'custom CAS#' per special cases

f) Review Substances for RoHS & Exemptions

- Review substances for any RoHS substance presence > allowed thresholds (#211)
- Review for any Exemption conditions (#209)



Collect Material & Substance Weights

#208

a) Collect Weight Information

- Top level part / assembly
- Homogeneous Materials
- Substances

#208

b) Weight Information Requirements

- Report 99.99% of the weight content of the part provided to Customer
- Exclude substances not present in final part, (#208) e.g. process related material, cleaning solvents, plating chemical bath, etc

(continued)



Collect Material & Substance Weights

#208

c) Weight Reporting Methods

- For reporting of weights, use the following methods in preferred order:
- Actual weight measurement data and/or material content analysis
- Nominal (avg.)* weight / material content per design / specification
- *If the material contains a RoHS substance, use the maximum weight / material content per design / specification for this substance and re-portion content of remaining substances



Enter Data in Reporting Format

a) Finalize Method for Reporting Material Declaration

- FMD or Regulation MD (#202 & #203)
- Material Declaration Tools (check with Customer for compatibility)

b) Enter Supplier and Part information

- Provide part and supplier information
- Do not change Customer provided pre-populated part # and supplier name fields (needed for exact match to their database)

c) Enter Declaration Statement

- Enter or select declaration statement on form or tool (#202 & #203)
- See instructions provided by Customer or tool provider

(continued)



Enter Data in Reporting Format

d) Enter Material and Substance Information

- FMD or Specific MD (#202 & #203)
- Material Declaration Tools (check with Customer for compatibility)

e) Check Sums of Weights

- Check that Substance weights sum to equal Homogeneous material weights – no rounding
- Check that Homogeneous material weights sum to Part weight – no rounding (#202 & #203)

f) Finalize and Approve Material Declaration

- Review and sign (if app'l) MD submission
- Prepare to submit per Customer instructions



Review and Submit

#202 & #203

a) Review and Approve Material Declaration (MD)

- Proper Class of MD reporting form is submitted
- Required fields are populated
- Weights are provided for part, all homogeneous materials, all substances
- Includes Declaration and Signed (if app'l)

b) Provide Additional Information when Required / Applicable

- Conflict Minerals Survey
- Korea Form 1
- Battery form
- SDS (aka MSDS)

c) Submit to Customer

- Send submission to Customer
- Copy submission to your data team
- Note if it is your first data submission

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Review and Submit

#211

d) Review by Customer

- Proper format is submitted
- Required fields are populated
- Weights are provided for part, all homogeneous materials, all substances
- Includes Declaration (and Signed if app'l)

e) Customer Uploads to Materials database

- Customer may have materials database
- Customer checks for error-free upload
- Customer contacts supplier to correct issues

f) Review and Approval by Customer Compliance Manager

- Material Declaration content reviewed in detail
- Risk assessment of not fully defined materials
- Reviewed for compliance status