

Practical User Guide for the Anthesis Compliance Data Collection Form (ACDC)



Overview

RoHS Ready understands the need for manufacturers to effectively and efficiently get their product material data into a usable format for their customers. At the low end on the supplier chain this often means that the manufacturers will not have access to the support tools commonly used by the OEMs. There is an opposition of two needs here: the data needs to be gathered and generated, but the manufacturer has very few support mechanisms and practical knowledge that will help you accomplish this task. Only by enabling the first level manufacturers will the OEM obtain access to the data that they so desperately require.

The Anthesis Compliance Data Collection (ACDC) excel form is a tool that can be used by the first level manufacturers to report declarations for their products. This tool is Excel based, which is a desktop application most people understand. Behind this Excel are macros that at the press of a button, generate the IPC-1752A HTML output file that the OEMs will use to import this data into their support tools. This output file is what needs to be attached to an email and delivered to the customer's material compliance team or imported into one of the material declaration sharing tools.

Customers of the first level manufacturers are interested in receiving a Full Material Declaration since this provides the data to support most declarations and is the least likely to require update when a regulation changes. For more information on this please go to; www.rohsready.org/training.html.

Where are these available

The Anthesis Compliance Data Collection (ACDC) excel form latest version is available at; www.AnthesisCDC.com

A Practical User Guide for Anthesis Compliance Data Collection (ACDC) is available at; www.rohsready.org/training.html. We recommend that you review this before starting to use the form.

Full Material Declaration / IPC-1752A Class D

This practical user guidance focusses on the generation of the full material declaration (FMD), called the IPC-1752 Class D. The FMD is the declaration data format you will add to the form that indicates all of the substances in the part, while the IPC-1752A Class D is the computer readable output of the FMD data that you entered.

Setup the Form for use

Review the Anthesis Compliance Data Collection (ACDC) User Instructions before starting.

The ACDC form is very versatile and utilize macros. It can be adjusted by you to make any variation of the IPC-1752A classes and IEC html outputs. Understanding this, it will be important for you to set the parameters that you will use on the form BEFORE entering any data since there are data fields that are not used for Class D (FMD reporting) that are required for Class C (Specific MD reporting). Data fields will be eliminated or entries erased when changes to settings are made.

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Before attempting to use the ACDC Form open *Excel > File > Options > Add-Ins >* and *enable Analysis ToolPak – VBA*. Click *OK* to save this selection. This will enable the macros to execute when the buttons on the *Product* TAB are clicked. These are very desirable features.

Obtain a clean new copy of the form. If this is difficult, go to the *Business Info* TAB and click the *Reset* button. Determine which of the settings indicated below that you will use to make your first quick start form. This quick start form is the one that you will use to make the declarations requested by your supplier or for publishing in any of the support tools. You will need to name the quick start form so that you know which Class of form you are starting with for your new declaration, (i.e. *ClassDdistribution*, *Class C*)

Settings needed are:

On the *Setup* TAB

- *Export Signing Certificate Path* – this is the location of the signing certificate that can be embedded into the form if you have a certificate. If you have none, then leave this blank.
- *Substance Concentration Unit* – you can select either *Concentration* or *Mass*. This means that when working on the substances the form will be expecting you to be entering the distribution of them as the either the % concentration of each substance in the material or as the actual mass of each substance in the material. This is important since if you are making your declarations calculating the grams of the substances you will need the setting as *Mass* and if the form is set for *Concentration* the fields will not work for you. See Training Module #208 for guidance.

On the *Business Info* TAB

- *Template Settings Check Boxes* – Check the boxes for *Distribution Form* and *Class D (or Class C if applicable)*. The distribution form check will indicate that the Customer data will NOT be entered on this form. This is data that is not required to generate a usable declaration and is not used by your customer, since they know who they are.
- *Format(*)* – Verify that *IPC 1752A* is indicated. If not, check in the box and select it from the pull down.
- *Language* – Verify that *English* is indicated. If not, check in the box and select it from the pull down.
- *Sign Exported XML* – If you indicated the *Export Signing Certificate Path* earlier than check this box, otherwise it should not be checked.
- *Legal Statement* – If your legal department has text they want you to use, click the *Type (*)* box and select *Custom*, then paste in your text. Otherwise the standard text is used.
- *Supplier Acceptance(*)* - Verify that *Accepted* is indicated. If not, check in the box and select it from the pull down.
- Supplier information – Enter you data for the *Company Name(*)*, *Authorized Rep(*)*, *Email(*)*, *Phone(*)*. *Response Date* and *Document ID* will be entered later and ID may not be used if you desire.

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- *Field Lock* – This box is not used, no check mark.
- *Contact Name(*), Contact Email(*), Contact Phone(*)* may be entered now if these will mostly remain the same for all declarations to customers.

This completes your setup of your first quick start form. Save this form using a descriptive name so that you know which one you are using. Some people may only use 1 form (i.e. ClassD form). If you need variations of this form you can later open this ClassD form and save it to another name and make changes to the Setup above. Remember to make the file name significant.

Entering Your Data

ACDC Form Structure

The ACDC form has a tab oriented structure for the data entries. There is an example file available that will make the description below more understandable. Go to www.RoHSReady.org/training.html to get the ACDC Example file. (shown in Class D).

The product data entry starts with the *Products* TAB, which obviously is where the product level data is entered. Then next to the *Products* TAB you will notice the *SubProducts* TAB. The piece parts of your product are entered on the *Subproducts* TAB. These would be the fasteners, bracket, covers, labels, cables and such.

Then next to the *SubProducts* TAB you will notice the *Homogeneous Materials* TAB. The materials of the piece parts of you product are entered on the *Homogeneous Materials* TAB. These would be the base metals, finishes, paints, laminates, and such. On the *Homogeneous Materials* TAB you will notice the first column on the Left is labeled *SubProducts*. If you click on Left cell in the row 5 you will see a pull down box that shows all of the *SubProducts* that were indicated.

This is the method used by this form to link the *Homogeneous Materials* to the correct *SubProducts*. You will notice that for each material indicated there has a link back to the *SubProducts*. This same concept is used for the *Substances* TAB. On the *Substances* TAB you will notice the first column on the Left is labeled *Homogeneous Materials*. If you click on Left cell in the row 5 you will see a pull down box that shows all of the *Homogeneous Materials* that were indicated. This is the method used by this form to link the *Substances* to the correct *Homogeneous Materials*. You will notice that for each substance indicated there has a link back to the *Homogeneous Materials*. If the links are missing then when the XML is generated there will be items missed in the output. See Training Module #207 for helpful guidance on this structuring.

You need to start work on a new declaration

If you need to make a new declaration, find the best of your quick start templates to begin. Open the template and save it appending the part number to the file name.

Start with the *Products* TAB, which obviously is where the product level data is entered. The fields that require data are:

- *Requester Item Number*

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- *Requester Item Name*
- *Unit(*)*, this can be Each, cm, cm2, cm3, Liter, Meter, m2, m3
- *Effective Date*, this is the date you made this declaration effective or approved
- *Mfr Site*, which if you sites made the part
- *Mfr Item Number(*)*, your part number
- *Mfr Item Name*, you name of the part
- *Mass(*)*, weight of the total part, not added packaging
- *UoM(*)*, select either g, kg, mg

Don't forget to save the file as you work on it, by the part number, and declaration class if needed.

You have existing declarations to import

If you have existing declarations in IPC 1752-2 v1.1, IPC 1752A or IEC62474 files these can be imported. Open the ACDC template and save it appending the part number to the file name. On the *Business Info TAB* there are several Rectangular Buttons. Click the *Import* button to launch the process of loading an existing file in the XML format. This is a great method to utilize the work that you completed earlier and now needs an update. Remember to complete the updates that are needed for the old format declaration. Check to make sure the data needed is all complete. Don't forget to save the file as you work on it, by the part number, and declaration class if needed.

Generating the declaration to deliver to your Customer

You have several options for generating the declaration to deliver to your customer.

1. Send the excel ACDC temple with your information completed. This will get the data to you customer in a human readable format. Then your customer can Export the HTML file and move it to their archive.
2. Send the exported HTML file. This gets the computer readable file to your customer in the smallest size file. Unless your customer has a tool like ACDC they will most often not be able to edit your file.

Storing the completed forms for later use and update

As indicated earlier, in several sections, we recommend that you name the files with the part number and if you use several class declarations use that also. This allows you to find the declaration and either send it to another customer or made the needed updates without starting over.

You can store the files as the excel template or as the HTML, since ACDC will import the HTML if needed.

Labor Saving Methods

Fill in the Header than Save for later use

The section above "Setup the Form for Use" is step one of the process. You save these templates. Then later when you need to complete a declaration go to the best match template and start "Entering Your Data".

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Fill in the Level(*) before Substance Name(*) and CAS Number

On the *Substance* TAB, when you change the Level(*) from the pull down box, the data in Substance Name(*) and CAS Number are erased. Enter the Level(*) first to avoid rework. If this is not possible, there is a work-around. Before updating the Level(*) copy the data in the Substance Name (*)and CAS Number from your spreadsheet into Notepad then paste the data back into the cells after updating the Level(*) cell information. To copy the data to Notepad, select the data in the Substance Name(*)and CAS Number cells that you need to save, and Copy in Excel. Open Notepad and Paste the data into Notepad. Confirm that you have copied the needed data before starting the Level(*) cells effort. After the Level(*) cells update, go into Notepad and select all of the data there, Copy the selected data. Go into Excel and move your cell selected to the top cell in Substance Name(*), then Paste into the cells. Confirm that you have pasted all of the needed data into the correct cells and have not overwritten or missed any. Save your updated file.

Copy a part declaration to reuse the data for a similar part

If you have families of parts that are the same declaration then you can format the file name as 123-456-xxx or 123-456-(100-300) so that you know with parts are included in this one declaration.

Some parts are used by your customer by the length, area, or volume can use the Unit(*) field on the Product TAB. Your customer would then indicate if they use 27 cm, 2.7 m², or 0.0002 L for your product.