NTT FACILITIES

NTT FACILITIES Guidelines for Green Procurement

Revised March 2014

Document Revision Chronology

Date/Year	Revision Specifics
March 2014	Integrated NTT Group Procurement Guidelines and NTT-F Guidelines for Green Procurement <Complementary Edition>, for the establishment of NTT-F Guidelines for Green Procurement

<Main Part>

1. Overview

NTT FACILITIES, Inc. (hereinafter referred to as NTT-F) shall procure products taking into account their impact on the environment (green procurement). The Main Part represents NTT-F's basic stance toward green procurement and a general approach to environmental issues for NTT-F and its suppliers to work toward on a continuing basis. Specific requirements and green procurement-related evaluations will be presented in the Detail Part.

2. Scope

This guideline is applicable to products procured by NTT-F (excluding office supplies).

3. Definitions

3.1 Terms

Definitions of terms used in this guideline are either given below or taken from JIS Q-14001 and/or ISO-14001.

- Procurement assessment: As used in this document, process implemented to reduce the environmental impact of a product through assessments of its impact on the environment during the following product implementation phases: parts and materials procurement, production, distribution, consumption, recycling, and disposal; and to modify design of the product if necessary.

4. Guidelines

4.1 For the Suppliers

4.1.1 Environmental Policy

The supplier shall draft an environmental policy.

4.1.2 Environmental Management System

The supplier shall establish an environmental management system, and shall consult JIS Q-14001 and ISO 14001 for the establishment of this environmental management system.

4.2 Performance of Product Assessment

The supplier shall perform a product assessment. The main issues to be considered in the performance of the product assessment are presented below. In addition to the issues outlined in this section, the supplier shall also perform design and other processes deemed to reduce product impact on the environment.

4.2.1 Materials

(1) Uniformity of materials

To the extent possible, the supplier shall standardize the material types used in the product.

(2) Selection of materials

When selecting materials to be used in the product, to the extent possible, the supplier shall avoid compounds and materials similarly difficult to recycle, and instead select easy-to-recycle products.

(3) Restriction of use of harmful materials

In principle, the supplier shall not use substances or compounds that require special disposal processes, such as industrial waste materials specifically designed as harmful. If used, the supplier shall clarify the name and amount of the harmful material utilized and, at the request of NTT-F, explain methods of leakage prevention during use, separation from the product, transportation, recycling and disposal.

4.2.2 Conservation of Resources

(1) Use of recycled materials

To the extent possible, the supplier shall utilize recycled materials in the product.

(2) Weight reduction

To the extent possible, the product shall incorporate weight reduction measures.

(3) Increased longevity

The supplier shall increase the longevity of its products and replacement parts.

4.2.3 Easy Disassembly

To the extent possible, the product shall have the structure that can easily be disassembled into re-usable parts and materials.

4.2.4 Marking

To the extent possible, the product and its components parts shall be marked with information required to perform recycling and appropriate waste disposal using a relatively non-disappearing method.

4.2.5 Energy conservation

The product shall consume as little energy as possible.

4.2.6 Packaging materials

To the extent possible, the following items shall be considered in the packaging process. To reduce the environmental impact of packaging, the supplier shall also take into account product structure (design).

(1) Structure

Packaging materials shall consist of a repeatable and reusable structure.

(2) Materials

Packaging materials shall utilize recycled materials, and shall be of as lightweight as possible.

(3) Marking

Packaging materials shall be marked with the name of the material using a relatively long-lasting method.

4.2.7 Ease of Disposal

To the extent possible, the supplier shall design the product not to impact the disposal facilities nor the environment surrounding such facilities during intermediate and final disposal of the product, including its packaging.

4.3 Recycling/Disposal Method

The supplier shall devise a recycling and disposal method for the product and, at the request of NTT-F, explain that procedure.

5. Supplementary Information

These guidelines are subject to revision as required according to change in the social conditions, new information, or other factors.

[Inquiries]

NTT FACILITIES, Inc.

Procurement Division

TEL (03)5444-5217 FAX (03)5444-5218

NTT FACILITIES

<Detail Part I>

Guideline for Uniformity/Selection of Plastic Materials

1. Scope of Application

This guideline sets forth regulations about equipment for telecommunications to be procured by NTT FACILITIES, Inc. (hereinafter referred to as NTT-F).

2. Guideline for the Uniformity/Selection of Plastic Materials

(Related to “Uniformity of materials” under Paragraph 4.2.1 (1) and “Selection of materials” under Paragraph 4.2.1 (2) of “Main Part”)

Suppliers shall select plastic material in accordance with this Detail Part of the guideline if the product satisfies the technical specifications proposed by NTT-F.

2.1 Recommended plastic materials

Plastic materials to be used for products shall be selected from the following as long as possible.

- Polyethylene
- Polypropylene
- Polystyrene
- Polyester

2.2 Fabrication processes to be avoided

Fabrication processes such as described below shall not be applied to plastic materials to be used to the products so long as possible. If, however, any of such processes shall be used, information related to the use shall be reported to NTT-F upon its request.

- Painting or plating on the surface of plastic materials
- Attachment of labels with the exception of labels made of the same plastic material as the product to be marked and is to be attached (by melting together) without using any adhesive
- Mixing of fillers such as for reinforced glass

3. Others

This guideline is subject to revision as required, according to changes in social conditions, new information, or other factors.

NTT FACILITIES

<Detail Part II>

Guideline for Restriction of Use of Harmful Materials

1. Scope of Application

This guideline sets forth regulations about harmful materials contained within equipment for telecommunications to be procured by NTT FACILITIES, Inc. (hereinafter referred to as NTT-F). It does not govern the harmful materials utilized in the manufacturing process.

2. Terms

- Harmful materials: Chemical substances that are hard to decompose and that could directly or indirectly have adverse effects on people's health.
- Pollutant Release and Transfer Register (PRTR):

  OECD defines PRTR as a "database or inventory of hazardous chemical substances and pollutants released to air, water and soil, and transferred off-site for treatment or disposal." With the intention of reducing the environmental influences of hazardous chemical substances, PRTRs require companies who release various hazardous chemicals to the environment to report their releases and transfers to governments, who collect the information and make it publicly available.

3. Guideline for Restriction of Use of Harmful Materials

(Related to "Restriction of use of harmful materials" under Paragraph 4.2.1 (3) of "Main Part")

NTT-F maintains control on harmful materials included in products by classifying them into 3 levels.

- Prohibited substances: Substances prohibited from being contained in products. Substances that are obviously harmful to the environment and human health and the content or other use of which in any products is prohibited by law and, furthermore, are designated as such by NTT-F.
- Restricted substances: Substances restricted from being contained in products. Substances that are obviously harmful to the environment and human health and subject to control by law and, furthermore, are designated as such by NTT-F, taking into consideration societal factors and technological trends.
- Controlled substances: Substances controlled from being contained in products. Substances that are obviously harmful to the environment and human health and subject to control by law regarding control over use in products and other respects, and furthermore, are designated as such by NTT-F.

3.1 Designation of harmful materials

The designation of harmful materials and the related laws and regulations are summarized in Table 1 below. Table 2 presents a list of prohibited substances. Table 3 presents a list of restricted substances. Table 4 presents a list of controlled substances.

Furthermore, the supplier shall avoid using any substances that are obviously harmful (substances chronically harmful when inhaled or taken orally, carcinogenic or harmful to the reproductive health, etc.) even if excluded from the lists.

Table 1 The Designation of Harmful Materials and The Related Laws and Regulations

Prohibited substance	Class I Specified chemical substances stipulated under Paragraph 2, article 2 of Law concerning the Examination and Regulation of Manufacture, etc. of Chemical Substances	Law concerning the Examination and Regulation of Manufacture, etc. of Chemical Substances
	Substances prohibited from manufacturing under Article 55 of the Industrial Safety and Health Law	Industrial Safety and Health Law
	Substances that are specified “not to be detected” according to the water quality standards value of harmful substances as stipulated in the separate table 2 of the enforcement rules under Article 14-3	Water Pollution Control Law
	Specified substances as designated in Article 2 of the Law Concerning the Protection of the Ozone Layer through the Control of Specified Substances and Other Measures, and at the same time designated in the separate table of the enforcement order of the Law, excluding those substances specified as Group I of Annex C to the Protocol	Law Concerning the Protection of the Ozone Layer through the Control of Specified Substances and Other Measures
	Substances stipulated under Paragraph 1, Article 2 of the Law Concerning Special Measures against Dioxins	Law Concerning Special Measures against Dioxins
	Substances stipulated under Article 1 of the Law Concerning Special Measure against PCB waste	Law Concerning Special Measure against PCB waste

Restricted substance (Regulations under “prohibited substance” shall prevail if any duplicated regulations are found under this “Restricted substance”).	Metals and substances contained in specific harmful industrial wastes as designated in the first item in the separate table of the enforcement rules in Article 2-4-5	Waste Management and Public Cleansing Law
	Substances stipulated under Paragraph 3, Article 2 of the Law Concerning the Promotion of the Measures to Cope with Global Warming and Articles 1 and 2 of the enforcement ordinance of the Law and at the same time fall under Paragraph 5, Article 2 of the Law	Law Concerning the Promotion of the Measures to Cope with Global Warming
	Substances that are stipulated under Article 14-3 of Water Pollution Control Law, excluding those specified “not to be detected” according to the water quality standards value of harmful substances in the separate table 2 of the regulations for enforcement of the Law	Water Pollution Control Law
	Specific substances as designated in Article 2 of the Law Concerning the Protection of the Ozone Layer through the Control of Specified Substances and Other Measures and at the same time specified as Group I of Annex C to the Protocol in the separate table of the enforcement order of the Law	Law Concerning the Protection of the Ozone Layer through the Control of Specified Substances and Other Measures
	Specific harmful substances specified under Article 2 of Soil Contamination Countermeasures Law and at the same time specified under Article 1 of the regulations for enforcement of the Law	Soil Contamination Countermeasures Law
	Substances designated by NTT-F as “plastic materials contain halides” taking into consideration societal factors and technological trends	
Controlled substance (Regulations under either “prohibited substance” or “restricted substance” shall prevail if any duplicated regulations are found under this “controlled substance”).	Substances that fall under the Class 1 substances and the class 2 substances of separate table 3 of the Industrial Safety and Health Law	Industrial Safety and Health Law
	Substances stipulated under Article 2.2 of the Law Concerning Reporting etc. of Releases to the Environment of Specific Chemical Substances and Promoting Improvements in their Management and at the same time fall under Article 5 of the regulations for enforcement of the Law (excluding paragraphs 3 and 4), and substances stipulated under Article 2.3 of the said law and at the same time fall under Article 6 of the regulations for enforcement of the Law (excluding paragraphs 3 and 4).	PRTR Law

Table 2 List of Prohibited Substances

(As of March 2014)

	Substance	Source
A-1	Polychlorinated biphenyl or BCB	Law concerning the Examination and Regulation of Manufacture, etc. of Chemical Substances, Water Pollution Control Law, and Law Concerning Special Measure Against PCB Waste
A-2	Polychlorinated naphthalene (more than 3 chlorides)	Law concerning the Examination and Regulation of Manufacture, etc. of Chemical Substances
A-3	Hexachlorobenzene	
A-4	Aldrin	
A-5	Dieldrin	
A-6	Endrin	
A-7	DDT	
A-8	Chlordane	
A-9	Bis (tributyltin) = Oxide	
A-10	N,N'-ditolyl-p-phenylenediamine, N-tolyl-N'-xylyl-p-phenylenediamine, and N,N'-dixylyl-p-phenylenediamine	
A-11	2,4,6-tri-tert-butylphenol	
A-12	Toxaphene	
A-13	Mirex	
A-14	Yellow phosphorus match	Industrial Safety and Health Law
A-15	Benzidine and its base	
A-16	4-aminodiphenyl and its base	
A-17	4-nitrobiphenyl and its base	
A-18	Bis (chloromethyl) ether	
A-19	β-naphthylamine	
A-20	Benzene glue (containing 5% or more benzene)	
A-21	Asbestos	
A-22	Cyanide	Water Pollution Control Law
A-23	Organophosphorus compounds (limited to Parathion, Methyl parathion, Methyl demeton, and EPN)	
A-24	Alkyl mercury compounds	
A-25	CFC	The Law Concerning the Protection of the Ozone Layer through the Control of Specified Substances and Other Measures
A-26	Halon	
A-27	Carbon tetrachloride	
A-28	Trichloroethane	
A-29	HBFC	
A-30	Bromochloromethane	
A-31	Methyl bromide	
A-32	Polychlorinated dibenzofurans	Law Concerning Special Measures against Dioxins
A-33	Polychlorinated dibenzo-p-dioxin	
A-34	Coplanar Polychlorinated Biphenyl	
A-35	Dicofol or Kelthane	Law concerning the Examination and Regulation of Manufacture, etc. of Chemical Substances
A-36	Hexachlorobuta-1,3-diene	
A-37	2-(2H-1,2,3-benzotriazole-2-yl)-4,6-di-tertbutylphenol	

Table 2 List of Prohibited Substances

(As of March 2014)

A-38	PFOS or its salts	Law concerning the Examination and Regulation of Manufacture, etc. of Chemical Substances
A-39	PFOSF	
A-40	Pentachlorobenzene	
A-41	α-hexachlorocyclohexane	
A-42	β-hexachlorocyclohexane	
A-43	γ-hexachlorocyclohexane	
A-44	Chlordecone	
A-45	Hexabromobiphenyl	
A-46	Tetrabromodiphenyl ether	
A-47	Pentabromodiphenyl ether	
A-48	Hexabromodiphenyl ether	
A-49	Heptabromodiphenyl ether	

Table 3 List of Restricted Substances

(As of March 2014)

	Substance	Source
B-1	Mercury or its compounds	Waste Management and Public Cleansing Law, Water Pollution Control Law, and Soil Contamination Countermeasures Law
B-2	Cadmium or its compounds	
B-3	Lead or its compounds	
B-4	Organophosphorus compounds (excluding prohibited substances)	Waste Management and Public Cleansing Law, and Soil Contamination Countermeasures Law
B-5	Chromium hexavalent compounds	Waste Management and Public Cleansing Law, Water Pollution Control Law, and Soil Contamination Countermeasures Law
B-6	Arsenic or its compounds	
B-7	Trichloroethylene	
B-8	Tetrachloroethylene	
B-9	Dichloromethane	
B-10	Dichloroethane	
B-11	Dichloroethylene	
B-12	Dichloropropane	
B-13	Thiuram (Thiram)	
B-14	Simazine	
B-15	Thiobencarb	
B-16	Benzene	
B-17	Selenium or its compounds	
B-18	Carbon dioxide (limited to that related to total emission volume evaluation)	Law Concerning the Promotion of Measures to Cope with Global Warming
B-19	Methane	
B-20	Dinitrogen monoxide	
B-21	Hydrofluorocarbon as a greenhouse gas	
B-22	Perfluorocarbon as a greenhouse gas	
B-23	Sulfur hexafluoride	
B-24	Boron and its compounds	Water Pollution Control Law, and Soil Contamination Countermeasures Law
B-25	Ammonia, ammonia compounds, nitrous acid compounds, and nitric acid compounds	Water Pollution Control Law
B-26	HCFC	The Law Concerning the Protection of the Ozone Layer through the Control of Specified Substances and Other Measures
B-27	Plastic materials containing halide	Substances designated by the NTT-F
B-28	Fluorine and its compounds	Water Pollution Control Law
B-29	Vinyl chloride monomer	
B-30	1,4-dioxane	

Table 4 List of Controlled Substances

(As of March 2014)

	Substance	Source
C-1	Dichlorobenzidine and its salts	Industrial Safety and Health Law
C-2	Alpha-naphthylamine and its salts	
C-3	O-tolidine and its salts	
C-4	Dianisidine and its salts	
C-5	Beryllium and its compounds	
C-6	Benzotrichloride	
C-7	Acrylamide	
C-8	Acrylonitrile	
C-9	(unused)	
C-10	Ethyleneimine	
C-11	(unused)	
C-12	Chlorine	
C-13	Auramine	
C-14	Ortho-phtalogi-nitrile	
C-15	Chloromethyl methyl ether	
C-16	Vanadium pentoxide	
C-17	Coal tar	
C-18	3.3'-dichloro-4.4'-diaminodiphenyl-metane	
C-19	Tolylene diisocyanate	
C-20	Nickel carbonyl	
C-21	Nitroglycol	
C-22	Para-dimethyl-aminoazobenzene	
C-23	Para-nitro-chloro-benzene	
C-24	(unused)	
C-25	Beta-propiolactone	
C-26	Pentachlorophenol (or PCP) and its sodium	
C-27	Magenta	
C-28	Manganese and its compounds (excluding basic manganese)	
C-29	Methyl iodide	
C-30	Hydrogen sulfide	
C-31	Dimethyl sulfate	
C-32	462 substances, such as Zinc soluble compounds	PRTR Law (Class 1 chemical substances)
C-33	100 substances, such as Acetamide	PRTR Law (Class 2 chemical substances)
C-34	Ethylene oxide	Industrial Safety and Health Law
C-35	Nickel compounds (excluding Nickel carbonyl, and limited to the substances in a powdery state)	
C-36	Formaldehyde	
C-37	Indium compounds	
C-38	Ethylbenzene	
C-39	Cobalt and inorganic cobalt compounds	

3.2 Controlled Content of Harmful Material

Suppliers shall keep track of the actual content of prohibited, restricted and controlled substances within their products and submit information on their performance upon request from NTT-F.

Table 5 describes the information to be managed in principle.

- Basic information: Information to be managed concerning prohibited, restricted and controlled substances.
- Additional information: information to be managed concerning restricted and controlled substances.

Table 5 Information to Be Managed in Principle

	Control Information	Prohibited substances	Restricted substances	Controlled substances
Basic information	・Whether or not any harmful substances are contained	○	○	○
Additional information	・Concentration of the contained harmful substances ・Quantity of any harmful substances used (contained) in one unit of product ・Purpose of use and the part where such substances are used in the products ・Possibility of any harmful substances leaking into the environment while the product is in use (operation) or at disposal ・How to separate the part where such harmful substance is used from the product ・Method of recycling and disposal ・How to restrain the use of harmful substances (availability of any substitute), etc.		○	○

4. Others

This guideline is subject to revision as required, according to changes in social conditions, new information, or other factors.

NTT FACILITIES

<Detail Part III>

Guideline for Marking Names of Plastic Materials

1. Scope of Application

This guideline sets forth regulations about equipment for telecommunications to be procured by NTT FACILITIES, Inc. (hereinafter referred to as NTT-F).

2. Reference Standards

- JIS K 6899-1 (ISO 1043-1)

  Plastics – Symbols and abbreviated terms – Part 1: Basic polymers and their special characteristics

- JIS K 6899-2 (ISO 1043-2)

  Plastics – Symbols – Part 2: Fillers and reinforcing materials

- JIS K 6999 (ISO 11469)

  Plastics – Generic identification and marking of plastic products

3. Guideline for Marking Names of Plastic Materials

(Related to “Marking” under Paragraph 4.2.4 and “(3) Marking” of “Packaging Materials” under Paragraph 4.2.6 of “Main Part”)

3.1 Marking of the name of materials

Formed products made of plastic materials, that are used for products and parts, shall be, to the extent possible, marked with the symbol of materials in accordance with JIS K 6899-1, JIS K 6899-2, or JIS K 6999.

3.2 Marking Method

No labels shall, in principle, be used for marking with the exception of labels made of the same plastic material as the product to be marked and is to be attached (by melting together and other means) without using any adhesive.

(e.g.)

- By molding on the product by a mold engraved with the symbol
- By embossing
- By the melt-in printing process

3.3 Position of the Marking

It shall be marked in a position to make it readily visible when the product is disposed or disassembled.

4. Packaging Materials

When plastic materials are used for packaging purposes, the name of the materials shall be marked as designated in item 3 above.

5. Others

This guideline is subject to revision as required, according to changes in social conditions, new information, or other factors.

NTT FACILITIES

<Detail Part IV>
Guideline for Energy Conservation

1. Scope of Application

This guideline sets forth regulations about energy to be consumed by equipment for telecommunications to be procured by NTT FACILITIES, Inc. (hereinafter referred to as NTT-F). It does not govern energy to be consumed in the manufacturing processes.

2. Guideline for energy conservation

(Related to 4.2.5 “Energy Conservation” of “Main Part”)

2.1 Legal performance characteristics

Products designated in the Act on the Rational Use of Energy shall achieve the performance characteristics conforming to relevant laws. Products designated for the following standard or guideline shall achieve similar performance characteristics.

- International Energy Star Program
- NTT Group Guidelines for Energy Conservation Performance

2.2 Performance characteristics to be restrained

- Average power consumption (average power consumption achieved under NTT-provided operating conditions)
- Heat generated (quantity of heat generated inside a specific device under NTT-provided operating conditions)
- Maximum power consumption

3. Other

This guideline is subject to revision as required, according to changes in social conditions, new information, or other factors.

NTT FACILITIES

<Detail Part V>
Guideline for Supplier Evaluation

1. Scope of Application

This guideline sets forth regulations about the evaluation of suppliers (hereinafter referred to as Supplier Evaluation) for telecommunications equipment to be procured by NTT FACILITIES, Inc. (hereinafter referred to as NTT-F).

2. Definitions

Definitions of terms used herein are either given below or taken from JIS Q 14001/ISO 14001

- Supplier Evaluation: As used in this document, “Supplier Evaluation” means conduct of comprehensive evaluation through “corporate system evaluation” focusing on the supplier’s efforts toward the environmental preservation made at the manufacturing site, or organization, of the product to be procured by NTT-F and “product evaluation” focusing on the level of environment consciousness of the product itself.

3. Guideline concerning Supplier Evaluation

(Related to 4.1 “For the Supplier”, 4.2 “Performance of Product Assessment,” and 4.3 “Recycling/Disposal Method” of “Main Part”).

3.1 Supplier Evaluation

NTT-F will conduct its Supplier Evaluation through the “corporate system evaluation” and the “product evaluation” for the product to be procured.

- Corporate system evaluation: efforts for the environmental preservation under way at the manufacturing site of the product will be evaluated in terms of the two items of the “drafting of Environmental Policy” and the “establishment of Environmental Management System” based on the requirements specified in 4.1 “For the Supplier” (Environmental Policy and Environmental Management System) of “Main Part.”
- Product evaluation: the environment consciousness level of the product will be evaluated in terms of the nine items of the “Uniformity/Selection of plastic materials,” “Restriction of use of harmful materials” and others based on the requirements specified in 4.2 “Performance of Product Assessment” and 4.3 “Recycling/Disposal Method” (Conservation of Resources/Energy, Marking of materials names, Recycling and others) of “Main Part.”

3.2 Evaluation Criteria

The following evaluation criteria shall be applied to each item.

- Corporate system evaluation: list of corporate system evaluation criteria (Table 1) shall apply.
- Product evaluation: list of product evaluation criteria (Table 2) shall apply.

4. Others

This guideline is subject to revision as required, according to changes in social conditions, new information, or other factors.

(Table 1) List of Corporate System Evaluating Criteria

Item	Evaluation criteria (details)		Key index	Related items in Guidelines for Green Procurement, etc.
Drafting of Environmental Policy	1	Does the supplier have established corporate philosophies with respect to the environmental preservation in its environmental policy?	Yes/No	4.1.1 Environmental Policy
	2	Does the supplier have established policies with respect to the environmental preservation that state the specifics about the continued improvement efforts and prevention of the contamination?	Yes/No	
	3	Does the supplier have established provisions, in its environmental policy, stating those requirements set forth under the environment preservation laws, rules and regulations as well as those set forth externally?	Yes/No	
	4	Does the supplier have established documentation of its environmental policy, which is to be brought to the common knowledge of all employees and also to be made publicly open or available to all parties concerned internally and externally?	Yes/No	
Establishment of Environmental Management System	5	Does the supplier have established mechanisms to administrate relevant environment-related laws, rules, and regulations?	Yes/No	4.1.2 Environmental Management System
	6	Does the supplier have established goals and objectives in relation to the design and manufacture of its environment-conscious products?	Yes/No	
	7	Does the supplier have established action plan to meet its environment goals and objectives?	Yes/No	

	8	Does the supplier have established statements of roles and responsibilities internally in the operation of its environment management system?	Yes/No	
	9	Does the supplier carry out education and training for its employees in relation to the operation of its environment management system?	Yes/No	
	10	Is the supplier making its internal environmental preservation information publicly open?	Yes/No	
	11	Does the supplier have established documentation stating the requirements for its environmental management system?	Yes/No	
	12	Does the supplier have established mechanisms to cope with accidents and disasters?	Yes/No	
	13	Does the supplier monitor and take measurements of its environmental characteristics routinely?	Yes/No	
	14	Is the supplier taking any corrective actions and preventive measures for any non-conforming events and/or matters?	Yes/No	
	15	Does the supplier maintain records related to its environmental preservation activities?	Yes/No	
	16	Does the supplier have established and working internal mechanism to audit its environmental preservation activities?	Yes/No	

(Table 2) List of Product Evaluation Criteria

Item	Evaluation criteria (details)		Key index	Related items in Guidelines for Green Procurement, etc.
Uniformity/ Selection of plastic materials	1	Does the supplier use recommended plastic materials for its plastic formed components?	Percentage of recommended plastic materials used	4.2.1 Materials and Detail Part I
	2	Does the supplier use uniform types of recommended plastic materials for its plastic formed components?	Uniformity percentage of recommended plastic materials used	
	3	Does the supplier use any processing methods, etc. that should be avoided (specified by NTT-F) for its plastic formed components?	Percentage of non-usage of processing methods to be avoided	
	4	In case the supplier uses such “should-be-avoided processing methods,” is it possible to make information on these processing methods available to NTT-F?	Information available/Not available	
Restriction of use of harmful materials	5	Is the supplier able to implement the management of the prohibited substances (specified by NTT-F) and make information on the management available to NTT-F?	Management in place/Not in place	4.2.1 Materials and Detail Part II
	6	Does the supplier use any prohibited substances (specified by NTT-F)?	Prohibited substances used/Not used	
	7	Is the supplier able to implement the management of the restricted substances (specified by NTT-F) and make information on the management available to NTT-F?	Management in place/Not in place	
	8	Does the supplier use any restricted substances (specified by NTT-F)?	Number of restricted substances used	
	9	Is the supplier reducing its components that use restricted substances?	Percentage of components not containing restricted substances	
	10	Is the supplier able to implement the management of the controlled substances (specified by NTT-F) and make information on the management available to NTT-F?	Management in place/Not in place	
Conservation of resources	11	Does the supplier use recycled materials in those materials (plastic materials) for the product?	Percentage of recycled materials used	4.2.2 Conservation of Resources
	12	Is the supplier conducting design for smaller product size and weight reduction, etc.?	Percentage weight reduction	
	13	Is the supplier conducting design for increased longevity?	Percentage of MTBF improvement	

Easy disassembly	14	Does the product have a structure to allow ready disassembly/separation into reusable and recyclable parts and materials?	Percentage of product compatibility	4.2.3 Easy Disassembly
Marking of plastic materials	15	Are plastic-formed components marked with symbols of materials in accordance with JIS?	Weight of materials on which specified marking is made	4.2.4 Marking and Detail Part III
	16	Does the product use labels (prohibited in principle) for marking any plastic material names?	Conformance (No) /Non-conformance (Yes)	
	17	As regard the position of markings for plastic materials, are these markings made in a position to make it readily visible when the product is disposed or disassembled?	Conformance/ Non-conformance	
Energy conservation	18	Does the product have electric performance characteristics complying with and in conformance to related laws or standards (including those related to the Act on the Rational Use of Energy, the International Energy Star Program and NTT-F Guidelines for Energy Conservation Performance)?	Conformance/ Non-conformance	4.2.5 Energy Conservation and Detail Part IV
	19	Does the product restrain its energy (power) consumption when it is used?	Percentage reduction of consumption power	
Packaging materials	20	Are packaging materials of a repeatable and reusable structure used for product?	Used/Not used	4.2.6 Packaging materials and Detail Part III
	21	Are recycled materials used for plastic packaging materials?	Percentage of recycled materials used	
	22	Has the amount of plastic packaging materials been reduced?	Percentage reduction of materials used in quantity	
	23	Are plastic packaging materials marked with symbols of their materials?	Percentage of symbols marked	
Ease of disposal	24	Does the product have a design which takes account of reduction of environmental impact at the time of disposal, including the intermediate processing and the final disposal?	Design in place/Not in place	4.2.7 Ease of disposal
	25	Do the packaging materials use any harmful materials that may produce dioxin, etc. when they are disposed?	Used/Not used	
Recycling/disposal methods	26	Does the supplier have established procedures and mechanisms in place in relation to the recycling of the product?	Procedures/mechanisms in place/Not in place	4.3 Recycling/Disposal Method

-- Guidelines for Green Procurement Q&A --

<General>

No.	Question	Answer (Example)
1	Do the revised Guides for Green Procurement outline the requirements for procurement?	NTT FACILITIES Guidelines for Green Procurement represents the NTT FACILITIES' basic stance toward green procurement and includes only general items. Specific requirements and green procurement-related evaluations are presented in the Detail Parts.
2	To whom do the Guidelines for Green Procurement apply?	The guidelines apply to products (excluding office supplies) to be procured by NTT FACILITIES.

<Detail Part I> Guideline for Uniformity/Selection of Plastic Materials

No.	Question	Answer (Example)
1	How did you select the recommended materials?	The following factors are considered in selecting recommended materials: ▪ Ease of recyclability (material and thermal recycling methods) ▪ Influences on the environment when the materials are thrown into a landfill ▪ Influence on environment when the materials are used during the production process ▪ Social trends
2	We adopt ABS and PC as recommended materials based on our own selection standards. Can't we use them for our products? Why aren't they included in your list of recommended materials? They are both easy to recycle and dispose.	If it does not cause functional problems, we encourage you to use our list of recommended materials because: ▪ ABS poses issues of cyanide gas generation when undergoing thermal recycling. ▪ PC requires harmful substances, such as phosgene, during the production process. In addition, it needs greater electric power for production than the recommended materials. For those reasons, although we do not designate ABS and PC as materials to avoid, we do not include them in our list of recommended material either.
3	The recycling method for PVC is established. Is it, therefore, safe to use?	PVC cannot be recycled forever. It may be subjected to thermal recycling or other methods sooner or later. Under thermal recycling, PVC may generate dioxin. Even if high-temperature incinerators are introduced nationwide and dioxin is completely decomposed, the generated hydrochloric gas can damage the incinerators so the gas must be neutralized. For these reasons, we do not believe that the environmental impact of PVC is small.

<Detail Part II> Guideline for Restriction of Use of Harmful Materials

No.	Question	Answer (Example)
1	Can't a product contain even a very small quantity of a prohibited substance?	▪ Manufacturers must not intentionally add any prohibited substance to their products. ▪ Manufacturers must not adopt a production method and the materials produced with such method that are clearly known to contain prohibited substance(s) as byproduct(s), based on the current scientific practices. The aforementioned two rules must be observed.
2	Are minute quantities of heavy metal(s) contained in the plating, etc. subject to control?	Yes. The following cases are subject to control: ▪ Where such heavy metal(s) are intentionally added ▪ When using a production method and the materials produced with such method that are clearly known to contain heavy metal(s) as byproduct(s), based on the current scientific practices.
3	Why did you add "Plastic materials containing halide" to the list of "Restricted Substances"?	"Plastic materials containing halide" was designated as one of the "Plastic materials to be avoided" in the Detail Part issued in March 1998. They were added to the list of "Restricted Substances" because they are not suitable for recycling. Also, they damage incinerators and generate dioxin when burned.
4	You designate "Plastic materials containing halide" as one of the "Restricted substances." Does this mean that we must also avoid using PVC?	Yes, it does. "Plastic materials containing halide" are plastic materials that contain compounds of fluorine, chlorine, bromine and iodine. Specifically, they are plastic materials, etc., containing polyvinyl chloride, polyvinylidene chloride, Teflon, and bromine flame retardant.
5	As certain cables, etc., need to be flameproof, the use of PVC or bromine flame retardant is unavoidable. In such cases, should we still avoid using these substances?	Priority should be given to satisfying technical specifications. However, manufacturers are required to keep a record of their use of such substances. NTT FACILITIES will ask manufacturers to present such information.
6	Why did you add dioxin to the list of "Prohibited substances"?	Dioxin was added to the list because it has been shown to be very harmful to the human body and because the Law Concerning Special Measures against Dioxin has been enacted.

<Detail Part III> Guideline for Marking Names of Plastic Materials

No.	Question	Answer (Example)
1	What is the minimum weight for components that must be marked with the names of their constituent plastic materials?	The Complementary Edition issued in January 1998 stipulated that molded components weighing 25g or more had to bear the names of their constituent plastic materials. After the Detail Part issued in August 1999 was enacted, however, components of any weight have to be marked to every extent possible.