

# BD supplier materials of concern guidance

*This document contains guidance on how to access and complete  
BD requests as well as providing details of the BD sustainability strategy  
and information on regulations and requirements.*

## BD supplier MOC guidance

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***Version 1.2***

***January 2018***

BD Supply Base Compliance  
Email: [bd\\_moc@bd.com](mailto:bd_moc@bd.com)  
[bd.com/sustainability](http://bd.com/sustainability)

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### I. SustainHub (material compliance platform)—Guidance for suppliers

Evolving global environmental regulations and increasing customer demands have made understanding the composition of all materials and products a top priority for BD. For this reason we are gathering data on substances that have or are suspected to have negative impact on human health and/or the environment and can pose risks under particular conditions. To learn more about BD Sustainability policy, please review our Sustainability Report by clicking: [BD Sustainability Report](#)

The iPoint SustainHub is a web application that is used by BD for data collection. It is also a communication tool between BD and its suppliers. Communication with suppliers is initiated by the BD Supply Base Compliance Team sending an email with an invitation to the SustainHub portal. The supplier will create an account or use the registration key to access the BD request in SustainHub. Further communication between BD and suppliers can be conducted using: [bd\\_moc@bd.com](mailto:bd_moc@bd.com).

#### Receiving the email

As a BD supplier you shall receive an email from [bd\\_moc@bd.com](mailto:bd_moc@bd.com) that will contain:

- A link to the SustainHub portal.
- Registration key—when you already have an account in SustainHub portal use the registration key to enter the portal.

After registration you will receive an additional email from [bd\\_moc@bd.com](mailto:bd_moc@bd.com) that contains:

- A list of pending product requests (product number, product name).
- Due date.
- Regulations for compliance check.

### First time login

**Step 1:** In the initial email message you will receive a link to the SustainHub. To enter the portal, click on the link.

<https://sustainhub.ipoint-systems.com>

**NOTE:** If you are not the right person to answer the request, forward the registration email to the correct person. The next steps should be performed by an appropriate person within your company.

**Step 2:** You will be asked to verify your email address and set a password. Since this is the registration, you will be asked to verify your contact information by providing details such as your first and last name, phone number, company name and country as shown in the screenshot below. Once you have it completed, click the 'Create Account' button.

**NOTE:** All fields with a red asterisk are required.

**NOTE:** In order to be able to complete BD requests, the BASIC type of license is required. A BASIC license is free of charge.

**NOTE:** If you have been forwarded invitation email please change email address in field 'Email' to yours. Do not make changes to fields: 'Invitation Key' nor 'Recipient Address of Invitation Key'. Next time you will login to SustainHub you will be able to use your email as user login.

**SH SustainHub**

Welcome to the iPoint SustainHub, home of the applications Conflict Minerals Platform, Material Compliance, and Product Chem Risk. [Read more](#)  
SustainHub is a product of [iPoint-systems gmbh](#)

### Create Your Account

#### Applications & Licenses \*

In order to create an account with the iPoint SustainHub, please select the desired application/s and license type/s. Basic licenses are free of charge and are automatically assigned to each new account.

	BASIC	PREMIUM_NEW	PREMIUMPLUS_NEW
Conflict Minerals <a href="#">ⓘ</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Material Compliance <a href="#">ⓘ</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Product Chem Risk <a href="#">ⓘ</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Login Credentials

To login to the SustainHub, please provide your email address as username and assign a password.

Email: \*

Repeat Email: \*

Password: \*

Repeat Password: \*

#### Personal Information

You will be able to change this in your user settings.

First Name: \*

Last Name: \*

Phone: \*

#### Company Information

This information is needed by your customers and will be used for your reports.

Company Name: \*

Country: \*

Company Size:

Industry:

#### Identification

This field may be pre-populated. If not, please use the invitation key that was provided in the request/invitation email from your customer.

Invitation Key:

Recipient Address of Invitation Email:

DUNS Number: \*

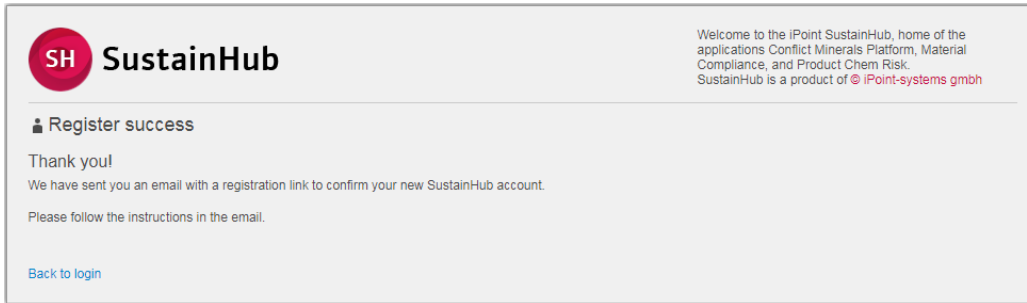
VAT Number: \*

DUNS and VAT Number unknown \*

[Back to login](#)

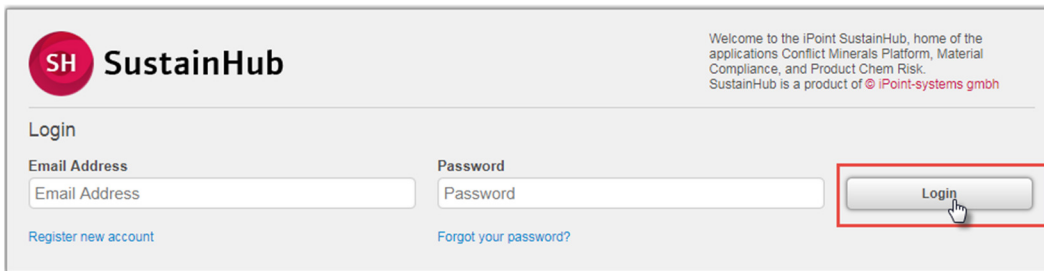
**Step 3:** After you have registered successfully, the 'Register success' window will pop up as shown in the screenshot below. Subsequently, you will receive an email confirming successful registration. In that email, click on the 'Complete registration' link to login to the SustainHub portal.

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**NOTE:** This is second step of registration. If you do not receive second email after some time please open ticket via <https://ipoint.typeform.com/to/HXORxy> with you details. iPoint specialist will help your to complete registration.

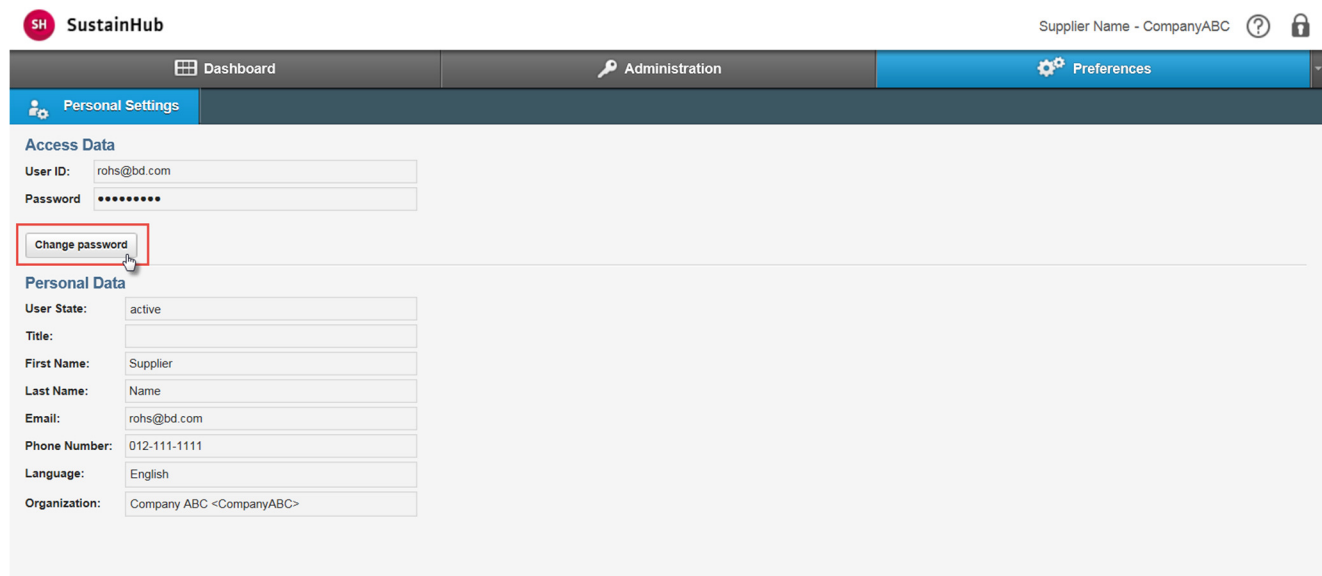
**Step 4:** On the login page you will be asked to enter your email address and newly set password. Once you have it completed, click the 'Login' button.



## Password change

**Step 1:** After logging in to the SustainHub, go to the 'Preferences' bookmark as shown in the screenshot below.

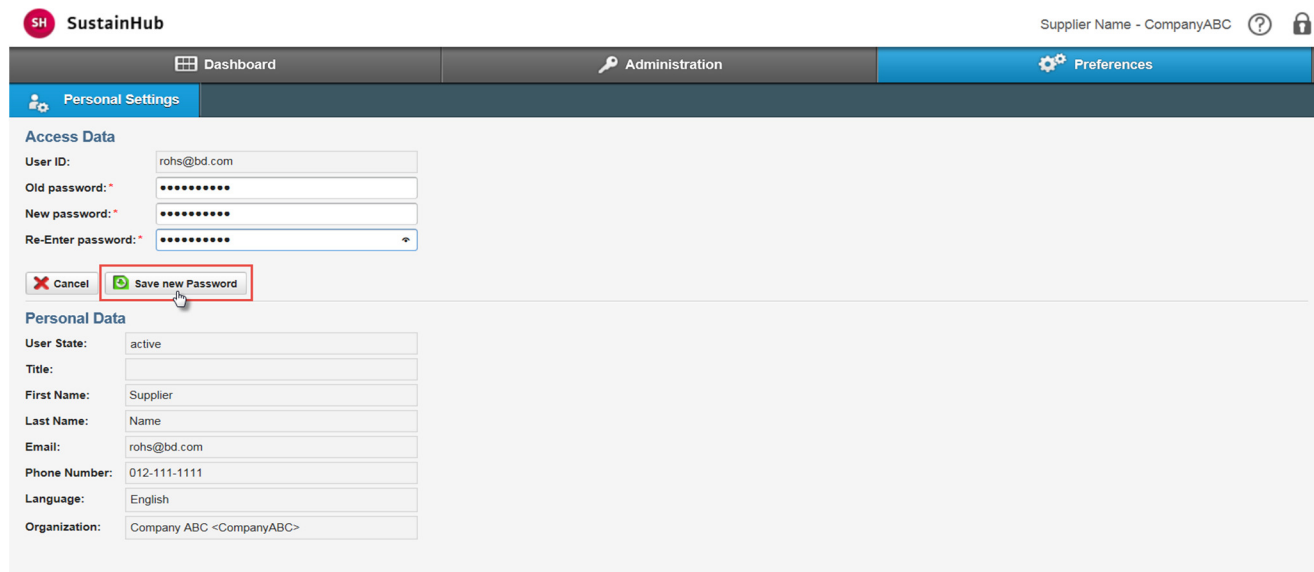
**Step 2:** Click the 'Change password' button.





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**Step 3:** You will then be asked to enter your old password and create a new one as shown in the screenshot below. After doing this click the 'Save new password' button.



The screenshot shows the SustainHub interface. At the top left is the SustainHub logo. The top right shows the user's role as 'Supplier Name - CompanyABC' with a help icon and a lock icon. Below the header is a navigation bar with 'Dashboard', 'Administration', and 'Preferences' tabs. The 'Personal Settings' page is active, showing the 'Access Data' section. This section contains four password fields: 'User ID' (filled with 'rohs@bd.com'), 'Old password:', 'New password:', and 'Re-Enter password:'. Below these fields are two buttons: 'Cancel' and 'Save new Password', with the latter being highlighted by a red box. Below the 'Access Data' section is the 'Personal Data' section, which contains various user information fields like 'User State', 'Title', 'First Name', 'Last Name', 'Email', 'Phone Number', 'Language', and 'Organization'.

### Technical support

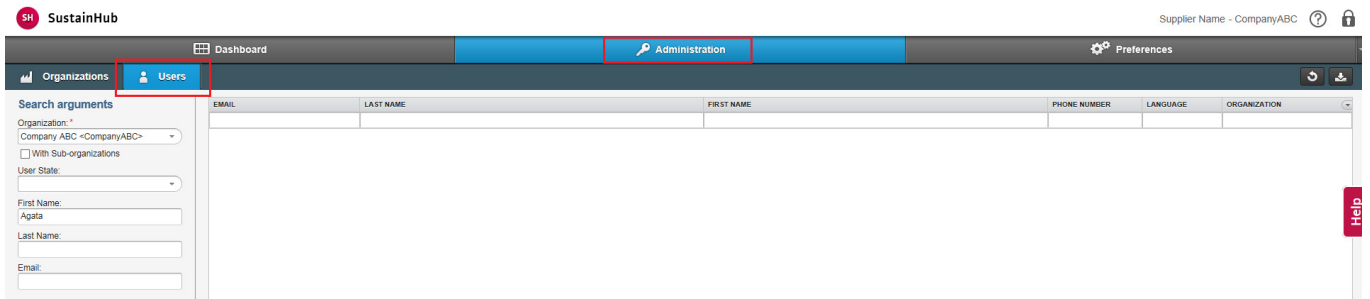
If you encounter any technical problems while using the SustainHub, please contact our Technical Support via the link below.

<https://ipoint.typeform.com/to/HXORxy>

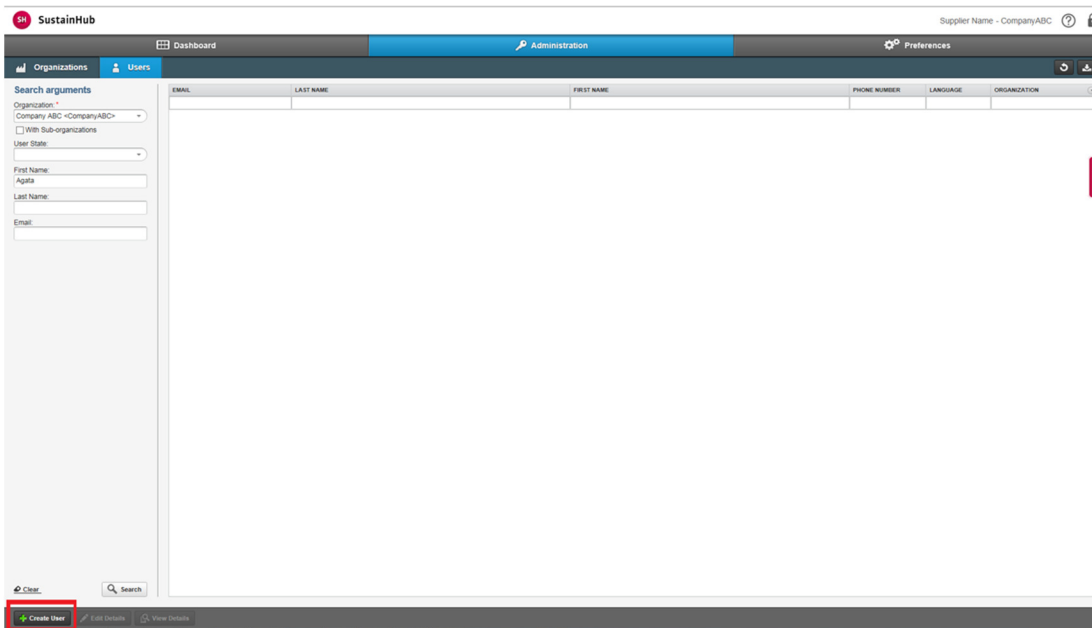
### How to assign your request to another person in your company

**Step 1:** If you are the first person who registered in your company, you will automatically receive an administrator role. You can choose another person from your company and assign the request to them. To do so, go to the 'Administration' bookmark as shown in the screenshot below. Then choose the 'Users' tab.

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Step 2: Click the 'Create User' button at the bottom of the page.



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**Step 3:** You will be asked to provide your coworker's email address, first and last name, set a password for him/her and choose the organization (only if you are an administrator for more than one organization). You should also assign system roles. For our requests, user role (ROLE\_USER) will be sufficient. Once you have it completed, click the 'Create' button.

**NOTE:** All fields with a red asterisk are required.

The screenshot shows the 'Create User' form in the SustainHub interface. The form is divided into several sections:

- User Information:** Fields for Email (\*), UID, User State (\*), Title, First Name (\*), Last Name (\*), Phone Number, Password (\*), Repeat password (\*), Language (\*), and Organization (\*).
- System roles:** Radio buttons for ROLE\_SUPERADMIN, ROLE\_SERVICE\_PARTNER, ROLE\_ADMIN, and ROLE\_USER (selected).
- Application roles:** A table with columns for APPLICATION, ROLE NAME, and ASSIGNED.

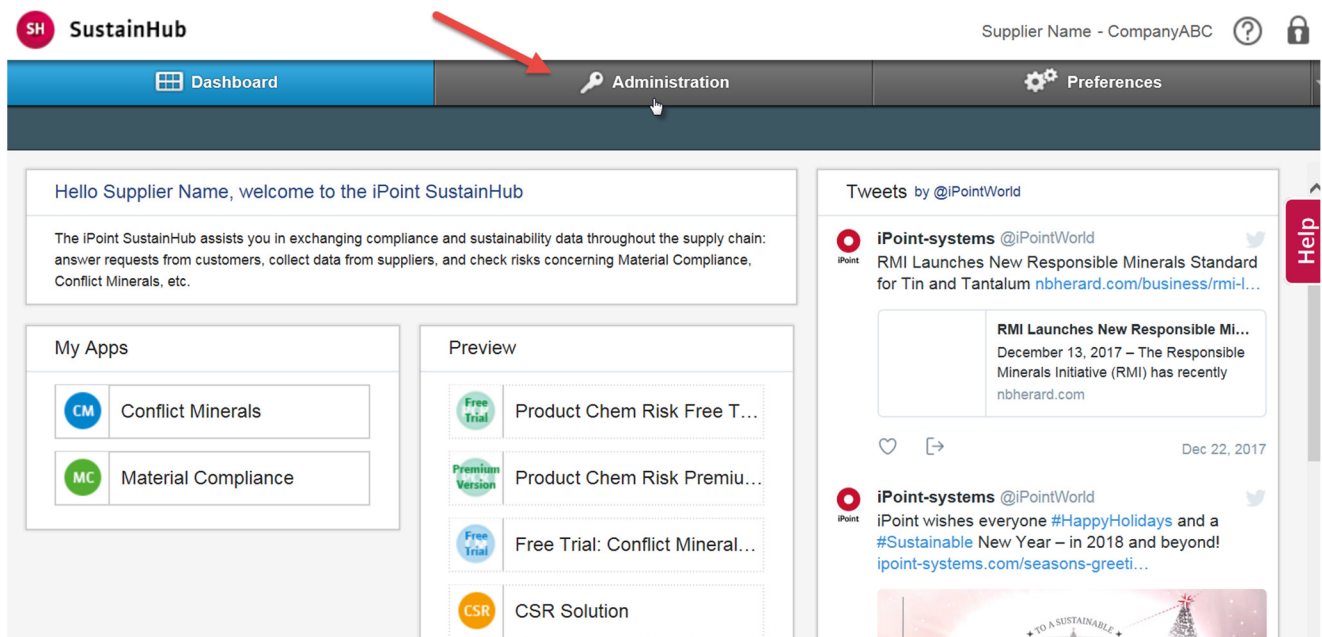
APPLICATION	ROLE NAME	ASSIGNED
Conflict Minerals	AUDITOR	<input type="checkbox"/>
Conflict Minerals	EDITOR	<input type="checkbox"/>
Conflict Minerals	ADMINISTRATOR	<input checked="" type="checkbox"/>
Material Compliance	ROLE_USER	<input checked="" type="checkbox"/>
Material Compliance	ROLE_SUPERADMIN	<input type="checkbox"/>

At the bottom right of the form, there are two buttons: 'Cancel' and 'Create'. The 'Create' button is highlighted with a red box.

### How to assign Invitation Key

There might be a situation where the BD request was initially sent to another person within your company. This request may not be visible for you once you log in to SustainHub. In this case, please perform the tasks described in this section. If you still cannot see the BD request, please contact the BD SBC team for support at [bd\\_moc@bd.com](mailto:bd_moc@bd.com).

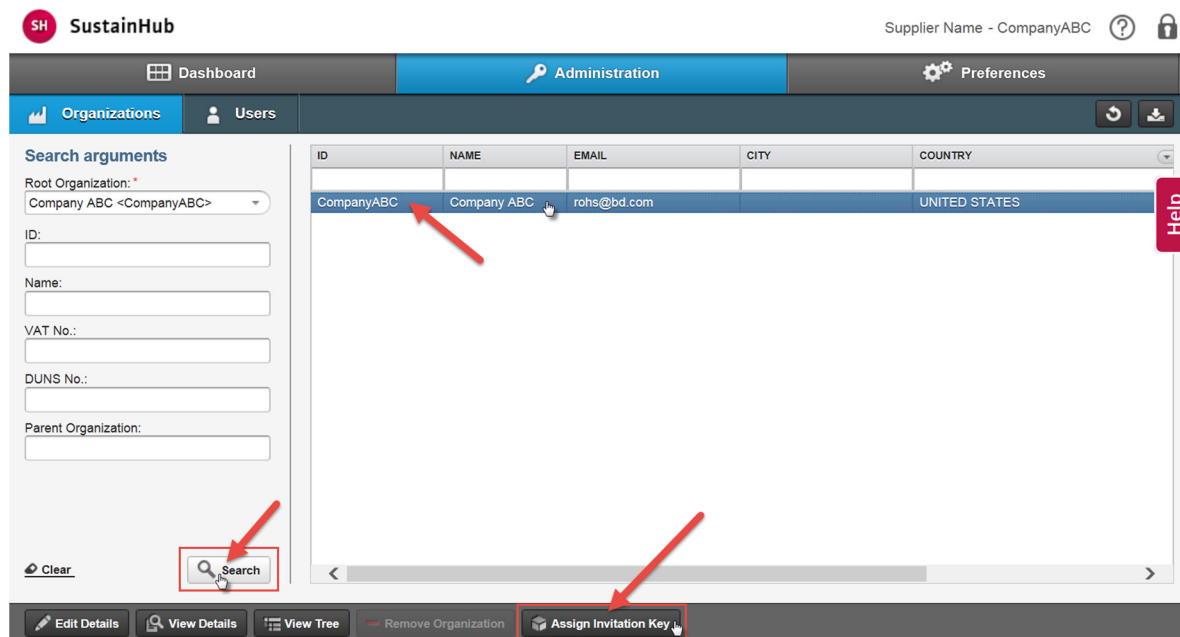
**Step 1:** Go to the 'Administration' bookmark, as shown below.



The screenshot displays the SustainHub user interface. At the top left, the SustainHub logo (SH) is visible. The top right shows the user's name, 'Supplier Name - CompanyABC', along with a help icon and a lock icon. Below the header is a navigation bar with three main sections: 'Dashboard' (with a grid icon), 'Administration' (with a key icon and a red arrow pointing to it), and 'Preferences' (with a gear icon). The main content area is divided into several sections. On the left, there is a welcome message: 'Hello Supplier Name, welcome to the iPoint SustainHub'. Below this, a brief description states: 'The iPoint SustainHub assists you in exchanging compliance and sustainability data throughout the supply chain: answer requests from customers, collect data from suppliers, and check risks concerning Material Compliance, Conflict Minerals, etc.' Underneath, there are two 'My Apps' cards: 'Conflict Minerals' (CM) and 'Material Compliance' (MC). To the right of these is a 'Preview' section with four cards: 'Product Chem Risk Free T...' (Free Trial), 'Product Chem Risk Premiu...' (Premium Version), 'Free Trial: Conflict Mineral...' (Free Trial), and 'CSR Solution' (CSR). On the far right, there is a 'Tweets by @iPointWorld' section. The first tweet is from 'iPoint-systems @iPointWorld' and reads: 'RMI Launches New Responsible Minerals Standard for Tin and Tantalum nbherard.com/business/rmi-l...'. Below the text is a card titled 'RMI Launches New Responsible Mi...' with the date 'December 13, 2017' and the text 'The Responsible Minerals Initiative (RMI) has recently nbherard.com'. The second tweet is from 'iPoint-systems @iPointWorld' and reads: 'iPoint wishes everyone #HappyHolidays and a #Sustainable New Year – in 2018 and beyond! ipoint-systems.com/seasons-greeti...'. A vertical 'Help' button is located on the right edge of the interface.

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**Step 2:** When your root organization is selected, click the 'Search' button. Then click your company name in the window on the right side and the 'Assign Invitation Key' button, as shown below.



The screenshot displays the SustainHub Administration interface. The top navigation bar includes 'Dashboard', 'Administration', and 'Preferences'. The left sidebar shows 'Organizations' and 'Users'. The main content area features a 'Search arguments' panel on the left with fields for 'Root Organization', 'ID', 'Name', 'VAT No.', 'DUNS No.', and 'Parent Organization'. A 'Search' button is highlighted with a red box and an arrow. The central table lists organizations with columns for ID, NAME, EMAIL, CITY, and COUNTRY. The first row, 'CompanyABC', is highlighted, with a red arrow pointing to its name. At the bottom, a toolbar contains buttons for 'Edit Details', 'View Details', 'View Tree', 'Remove Organization', and 'Assign Invitation Key', with the latter highlighted by a red box and an arrow.

ID	NAME	EMAIL	CITY	COUNTRY
CompanyABC	Company ABC	rohs@bd.com		UNITED STATES

**Step 3:** When new window pops up, enter the email address to which the invitation was sent and the Invitation Key that you received, as shown below. Now requests should be visible for you. You can go to the Material Compliance platform and click the 'Request' tab.

## BD supplier MOC guidance

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**+ Assign Invitation Key to Organization** [Close]

Please enter the invitation key that you have received via e-mail in order to assign it to the specified organization. After that, that organization gets all requests associated with the invitation key.

Organization:  
Company ABC <CompanyABC>

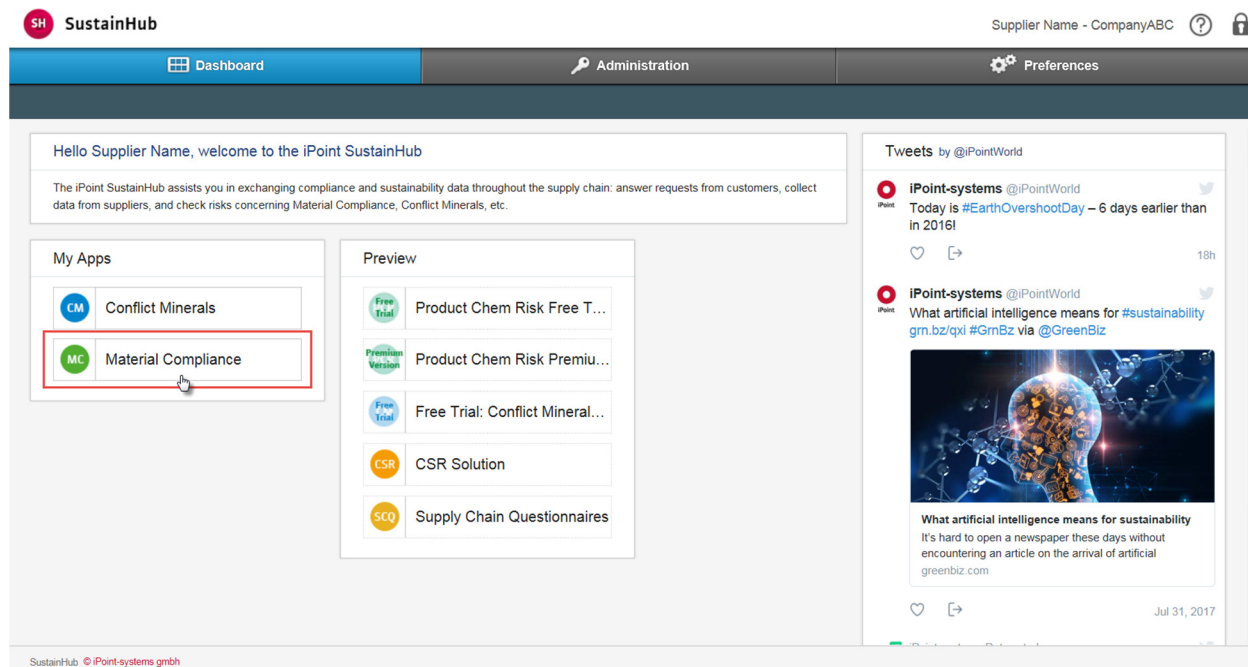
E-Mail address to which the invitation was sent: \*  
quality@abc.com

Invitation Key: \*  
84950b09-9d3f-11e7-99a4-af49e916ca0e

[Cancel] [Assign]

### How to reply to an MOC request

**Step1:** In the 'Dashboard' bookmark, click the 'Material Compliance' button as shown in the screenshot below. When you click the 'Conflict Minerals' button you will enter the CM portal. Details about this section are included in the Conflict Minerals instructions. The CM instruction can be found at: [bd.com/sustainability](http://bd.com/sustainability) -> view corporate policies and resources for suppliers -> supplier resources.



The Dashboard contains an overview of your material compliance requests. There you see three sections with different request types:

- Requests in progress
- New requests
- Rejected responses

All of these request types are editable.

**Step 2:** In the New requests section you can use the scroll option to see an origin of the request. Name of the company that sent you the request can be found in the 'Customer' column. Click an item you want to update as shown below.

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**Material Compliance** Supplier Name - CompanyABC

**Dashboard** Requests

**Hello Supplier Name**

This is Your Material Compliance Dashboard.

You have 6 requests concerning your material compliance that need your attention.

**Requests: 6**

⚠ Due date of 6 requests is already exceeded. Please answer these requests as soon as possible.

**New Requests (6)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS
LABEL BARREL 10ML SYRINGE LA DGL2549-01	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,REACH
LABEL BARREL 10ML SYRINGE LA DGL2549-01	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,REACH
FILM FLOW WRAP LATIN AMERICA DGW1514-01	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,R
RESIN POLYPROPYLENE MONTELL PD702 (DRY)	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,R
STOPPER H2-9-251 STYRENE-BUTADIENE DP466	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,R
ADHESIVE HOT MELT PHC9255	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,R

**Requests in Progress (0)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS	CUSTOMER	DUE DATE
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**Rejected Responses (0)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS	CUSTOMER	REJECT REASON
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Material Compliance © iPoint-systems gmbh

You will be redirected to the Review Request tab where you will find product and request details on the left side and a list of requested regulations on the right side. In the Declaration field you will have three response options to choose from. You can confirm compliance of your product in relation to the requested regulations by selecting the 'Confirm Compliance' radio button or report substances present in your product by selecting the 'Declare Product' radio button. There is also an option to reject the request if applicable. Please see the screenshot below.



## BD supplier MOC guidance

**Material Compliance** Supplier Name - CompanyABC

**Dashboard** **Requests**

**Review Request** Contact Data Attach Documents Verify Data

**Product Details**

Type: Mixture  
Product Name: RESIN POLYPROPYLENE MONTELL PD7  
Product Code: 00000000008006052  
Quantity:

**Request Details**

Customer: Becton Dickinson QA <BECTON  
Customer Product Name: RESIN POLYPROPYLENE MO  
Customer Product Code: N/A  
Request Type: **Partial**  
Due Date: 7/30/17

**Requested Regulations**

- Proposition 65
- REACH Annex XIV
- REACH Annex XVII
- RoHS (2011/65/EU)
- ROHS Annex III
- SVHC each level

**Declaration**

How would you like to proceed? \*

- Confirm Compliance
- Declare Product
- Reject Request

Additionally you can:  
 Reuse a Response

**NOTE:** Partial request type means that you do not have to provide BD with the entire composition of your product. By choosing the 'Confirm Compliance' option you agree to provide information on all requested regulations, otherwise the system will not let you complete the request.

### Confirm compliance

**Step 1:** If you want to confirm the compliance of your product with requested regulation instead of enclosing the product composition, click the 'Confirm Compliance' radio button and the 'Next' button to continue as shown below.

## BD supplier MOC guidance

MC Material Compliance Supplier Name - CompanyABC

Dashboard Requests

Review Request 01 Confirm Compliance 02 Contact Data 03 Attach Documents 04 Verify Data 05

**Product Details**

Type: Mixture  
Product Name: RESIN POLYPROPYLENE MONTELL PD7  
Product Code: 000000000000006052  
Quantity: [ ] [ ]

**Request Details**

Customer: Decton Dickinson QA «DECTON  
Customer Product Name: RESIN POLYPROPYLENE MOF  
Customer Product Code: N/A  
Request Type: Partial  
Due Date: 7/30/17

**Requested Regulations**

Proposition 65  
REACH Annex XIV  
REACH Annex XVII  
RoHS (2011/65/EU)  
ROHS Annex III  
SVHC each level

**Declaration**

How would you like to proceed?\*

Confirm Compliance  
 Declare Product  
 Reject Request

Additionally you can:  
 Reuse a Response

LOG DATE USER ACTION NEW STATUS COI I

LOG DATE	USER	ACTION	NEW STATUS	COI	I
2017-08-03 11:59 AM	rohs@bd.com	Request viewed	Read		
2017-08-03 06:50 AM	system	Request created	Unread		Re

+ Add Comment View Details

Save Cancel Back Next Finish

**Step 2:** Fill in all fields marked with a red asterisk and choose the correct unit of measure in the 'Defined weight' and 'Quantity' fields. At the requested regulations click the 'Compliant' or the 'Not Compliant' radio button accordingly. You can also report compliance with exemptions by selecting the 'Compliant with Exemptions' radio button and choosing the appropriate exemption. Once you have selected your answer, click the 'Next' button to continue. Please see screenshot below.

**NOTE:** BD is required to comply with a variety of regulations. As our valued supplier you may be requested to provide information on multiple regulations (MOC, California Proposition 65, RoHS etc.). All regulations relating to your product will be listed under the Confirm Compliance tab.

# BD supplier MOC guidance

**Material Compliance** Supplier Name - CompanyABC

Dashboard Requests

Review Request **Confirm Compliance** Contact Data Attach Documents Verify Data

Type: Mixture  
Product Name: RESIN POLYPROPYLENE MONTELL PD702 (DRY)  
Product Code: 0000000000000000052  
Defined Weight: 5 g  
Quantity: 1 Each

Proposition 65 **Not Compliant**  
Update September 30, 2016.State of California Environmental Protection Agency Office of EHS and Drinking Water and Toxic Enforcement Act of 1986  
 This regulation does not provide any applicable exemptions.  
 Compliant  Compliant With Exemptions  Not Compliant

REACH Annex XIV **Compliant**  
REACH Annex XIV act. EU Regulation No. 143/2011, 125/2012 and 340/2013. http://eur-lex.europa.eu/Result.do?T1=v1&T2=2013&T3=348&RechType=RECH\_naturel&Submit=search  
 This regulation does not provide any applicable exemptions.  
 Compliant  Compliant With Exemptions  Not Compliant

REACH Annex XVII **Compliant**  
Amending Regulation (EC) No 1907/2006 REACH as regards Annex XVII (last EC 129/2013)  
 Compliant  Compliant With Exemptions  Not Compliant

RoHS (2011/65/EU) **Compliant With Exemptions**  
ONLY FOR SEP ROHS Requests. ROHS exemptions listed in Commission Decision 2011/65/EU published 9 June 2011  
 Compliant  Compliant With Exemptions  Not Compliant

PHRASE CODE	DESCRIPTION
11(D)	Lead used in other than C-press compliant pin connector systems

ROHS Annex III **Compliant**  
ROHS (2011/65/EU) Annex III applications excepted from the restriction in Art. 4(1)  
 Compliant  Compliant With Exemptions  Not Compliant

SVHC each level **Compliant**  
ECHA Status January 12, 2017. Check each level of the part and articles if a substance of the ECHA Candidate List is > 0.1% w/w. Inform you about the notification deadlines

Save Cancel Back **Next** Finish

When the 'Compliant With Exemptions' radio button and appropriate exemption for RoHS is selected, remember to click the 'Apply' button as shown below.

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### Exemptions for RoHS (2011/65/EU) ✕

PHRASE CODE	DESCRIPTION
2(a)(1)	Mercury in double-capped linear fluorescent lamps for generation lighting purposes not exceeding (per lamp): Tri Lead in PZT based dielectric ceramic materials for capacitors which are part of integrated circuits or discrete ser Used spare parts for EEE : Lead used in other than C-press compliant pin connector systems Lead in counterweights -others
<b>11(b)</b>	<b>Lead used in other than C-press compliant pin connector systems</b>
2(b)(4)	Mercury in other fluorescent lamps not exceeding (per lamp): Lamps for other general lighting and special purpos
4(e)	Mercury in metal halide lamps (MH)
4(b)-I	Mercury in High Pressure Sodium (vapour) lamps for general lighting purposes not exceeding (per burner) in lan
16	Lead in linear incandescent lamps with silicate coated tubes
1(c)	Mercury in single capped (compact) fluorescent lamps not exceeding (per burner): For general lighting purposes Mercury in detectors for ionising radiation
8(b)	Cadmium and its compounds in electrical contacts
2(a)(5)	Mercury in double-capped linear fluorescent lamps for generation lighting purposes not exceeding (per lamp): Tri
8(a)	Cadmium and its compounds in one shot pellet type thermal cut-offs
3(a)	Mercury in cold cathode fluorescent lamps and external electrode fluorescent lamps (CCFL and EEFL) for speci Mercury in very high accuracy capacitance and loss measurement bridges and in high frequency RF swatches a
1(f)	Mercury in single capped (compact) fluorescent lamps not exceeding (per burner): For special purposes: 5 mg Cadmium in helium-cadmium lasers - others Lead bearings in X-ray tubes
4(c)-I	Mercury in High Pressure Sodium (vapour) lamps for general lighting purposes not exceeding (per burner): P les
2(b)(3)	Mercury in other fluorescent lamps not exceeding (per lamp): Non-linear tri-band phosphor lamps with tube diam Cadmium in infra-red light detectors

✕ Cancel ✓ Apply

**NOTE:** You can save completed information at anytime by clicking the 'Save' button. If you save, the information will be visible the next time you enter the portal. You can also go back to the previous step using the 'Back' navigation button as shown below.

**NOTE:** If the exemption you are looking for is not available in the list, please contact iPoint via their Service Desk at [ipoint-systems.com/service-desk/sustainhub/material-compliance-app/](http://ipoint-systems.com/service-desk/sustainhub/material-compliance-app/) or contact the BD Supply Base Compliance Team at [bd\\_moc@bd.com](mailto:bd_moc@bd.com).

## BD supplier MOC guidance

**Material Compliance** Supplier Name - CompanyABC

Dashboard Requests

Review Request 01 **Confirm Compliance** 02 Contact Data 03 Attach Documents 04 Verify Data 05

**Product**

Type: Mixture

Product Name: RESIN POLYPROPYLENE MONTELL PD702 (DRY)

Product Code: 00000000008006052

Defined Weight: 5 g

Quantity: 1 Each

**Proposition 65 Not Compliant**  
Update September 30, 2016 State of California Environmental Protection Agency Office of EHS and Drinking Water and Toxic Enforcement Act of 1986  
 This regulation does not provide any applicable exemptions.  
 Compliant  Compliant With Exemptions  Not Compliant

**REACH Annex XIV Compliant**  
REACH Annex XIV acc. EU Regulation No. 143/2011, 125/2012 and 340/2013. [http://eur-lex.europa.eu/Result.do?T1=V1&T2=2013&T3=348&RechType=RECH\\_naturel&Submit=search](http://eur-lex.europa.eu/Result.do?T1=V1&T2=2013&T3=348&RechType=RECH_naturel&Submit=search)  
 This regulation does not provide any applicable exemptions.  
 Compliant  Compliant With Exemptions  Not Compliant

**REACH Annex XVII Compliant**  
Amending Regulation (EC) No 1907/2006 REACH as regards Annex XVII (last EC 126/2013)  
 Compliant  Compliant With Exemptions  Not Compliant

**RoHS (2011/65/EU) Compliant With Exempti**  
ONLY FOR SEP ROHS Requests: ROHS exemptions listed in Commission Decision 2011/65/EUp published 8 June 2011  
 Compliant  Compliant With Exemptions  Not Compliant

PHRASE CODE DESCRIPTION

Save Cancel Back Next Finish

### Contact data

**Step 3:** In the 'Contact Data' tab you will be able to enter contact information for a product. An 'Authorizer' can be another person within your company who can be contacted in case of additional questions. If you are the only point of contact for compliance related inquiries, populate the Authorizer fields with your details. Click the 'Next' button to continue, as shown on the screen below.

The screenshot displays the Material Compliance (MC) system interface. At the top, there is a navigation bar with 'Material Compliance' on the left and 'Supplier Name - CompanyABC' on the right. Below this is a secondary navigation bar with 'Dashboard' and 'Requests' tabs. The main content area shows a progress bar with five steps: '01 Review Request', '02 Confirm Compliance', '03 Contact Data', '04 Attach Documents', and '05 Verify Data'. The '03 Contact Data' step is currently active and highlighted in blue. Below the progress bar, there is a form titled 'Please enter the contact information for this product'. The form is divided into two sections: 'Contact Details' and 'Authorizer Details'. Each section contains four input fields: 'First Name' (with 'Supplier' as a placeholder), 'Name', 'Email' (with 'Supplier.Name@abc.con' as a placeholder), and 'Phone Number' (with '012-111-1111' as a placeholder). At the bottom of the form, there is a 'Save' button on the left and a row of navigation buttons: 'Cancel', 'Back', 'Next', and 'Finish'. The 'Next' button is highlighted with a red box, indicating it is the next step in the process.

### Attach documents

**Step 4:** In the 'Attach Documents' tab you will be able to attach documents such as certificates, declarations, SDS etc. To do so, click the 'Upload' button as shown below.

**NOTE:** If your products are subject to RoHS providing objective evidence is mandatory.

The following documents are acceptable forms of documentation for RoHS compliance (objective evidence):

- a) Supplier declaration
- b) Contractual agreement
- c) Full material disclosure
- d) Analytical test results—Must be performed by an accredited lab, dated, include results for all relevant homogenous materials, show results and/or explicitly list exemptions

- e) Website declarations—Must include signature, identification of any exemptions, material weight
- f) IPC 1752-2 formats Classes D

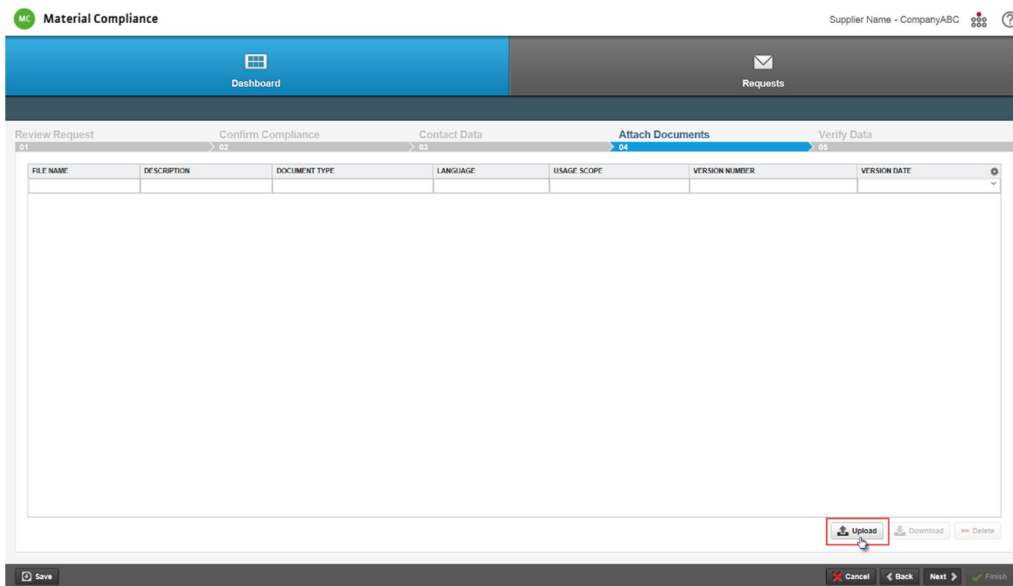
Documentation must include:

- a) Vendor name.
- b) Signature of a responsible party.
- c) Current RoHS version: 2011/65/EU including Commission Delegated Directive 2015/863, 10 RoHS substances.
- d) Exemptions must be explicitly stated along with expiration dates and actual values present.
- e) No ambiguous statements or disclaimers.
- f) Identity of material that is easily traceable to BD part numbers. In addition, if the item that BD purchases is an assembly, the certificate should cover the entire assembly.

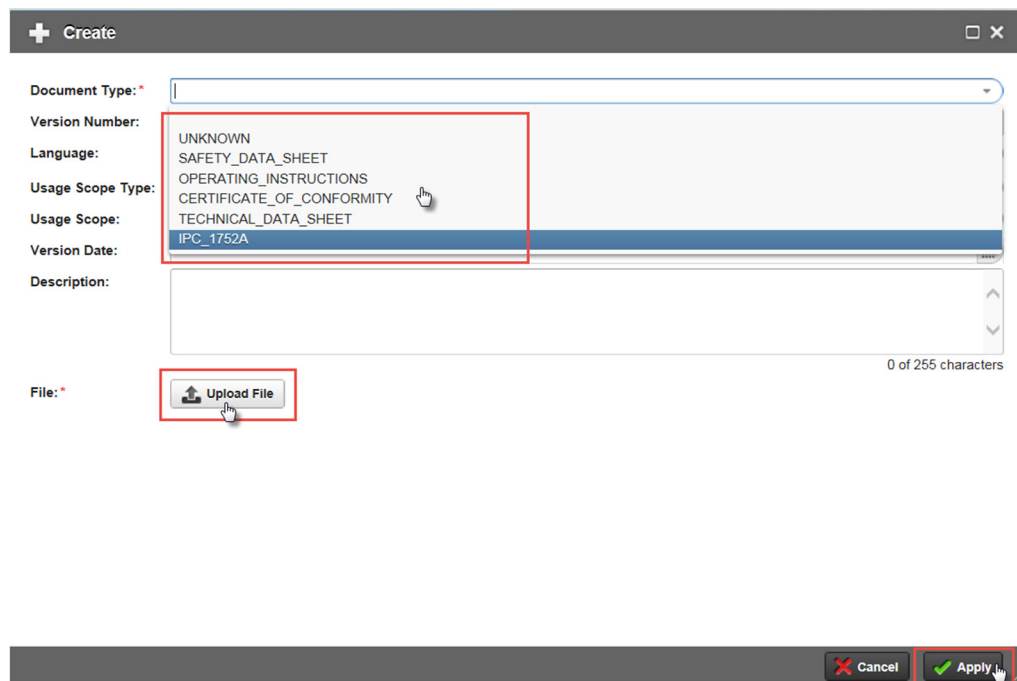
In other words, the documentation should include:

- Statement that proof of compliance is available for every material, component or part that makes up the assembly.
- RoHS Certification of manufacturing/assembly process.

## BD supplier MOC guidance



**Step 5:** In the pop-up window select the 'Document Type' from the drop-down list and attach the file by clicking the 'Upload File' button. To complete the action, click the 'Apply' button as shown below.







## BD supplier MOC guidance

that will not be visible for BD, but they can be helpful if more than one person within your company completes requests.

The screenshot displays the 'Material Compliance' interface for a supplier named 'CompanyABC'. The main navigation bar includes 'Dashboard' and 'Requests'. The current view is 'Review Request', which is part of a multi-step process: 01 Review Request, 02 Confirm Compliance, 03 Contact Data, 04 Attach Documents, and 05 Verify Data. The 'Review Request' section is divided into three main areas: Product Details, Request Details, and Requested Regulations. The 'Product Details' section includes fields for Type (Article), Product Name (STOPPER H2-9-251 STYRENE-BUTADIEN), Product Code (00000000000015945), and Quantity (3 Each). The 'Request Details' section includes Customer (Becton Dickinson QA -BECTON), Customer Product Name (STOPPER H2-9-251 STYRENE), Customer Product Code (N/A), Request Type (Partial), and Due Date (7/30/17). The 'Requested Regulations' section lists several regulations with their compliance status: Proposition 65 (Not Compliant), REACH Annex XIV (Not Compliant), REACH Annex XVII (Not Compliant), RoHS (2011/65/EU) (Not Compliant), RoHS Annex III (Not Compliant), and SVHC each level (Not Compliant). Below these sections is a 'Declaration' section with a table of actions and a 'How would you like to proceed?' section with radio buttons for 'Confirm Compliance', 'Declare Product', and 'Reject Request'. The 'Confirm Compliance' option is selected. There is also a text input field for 'Additionally you can:' with a search icon. At the bottom of the interface, there is a 'Save' button, a 'Cancel' button, and 'Back', 'Next', and 'Finish' navigation buttons. A red box highlights the 'Add Comment' button at the bottom of the 'Request Details' section.

**Material Compliance** Supplier Name - CompanyABC

**Dashboard** **Requests**

**Review Request** Confirm Compliance Contact Data Attach Documents Verify Data

**Product Details**

Type: Article  
Product Name: STOPPER H2-9-251 STYRENE-BUTADIEN  
Product Code: 00000000000015945  
Quantity: 3 Each

**Request Details**

Customer: Becton Dickinson QA -BECTON  
Customer Product Name: STOPPER H2-9-251 STYRENE  
Customer Product Code: N/A  
Request Type: Partial  
Due Date: 7/30/17

**Requested Regulations**

Proposition 65 Not Compliant  
REACH Annex XIV Not Compliant  
REACH Annex XVII Not Compliant  
RoHS (2011/65/EU) Not Compliant  
RoHS Annex III Not Compliant  
SVHC each level Not Compliant

**Declaration**

How would you like to proceed?  
 Confirm Compliance  
 Declare Product  
 Reject Request

Additionally you can:

**Protocol**

LOG DATE	USER	ACTION	NEW STATUS	COI	I	Q
2017-08-07 07:06 AM	system	Response rejected	Rejection received	inc	Ret	
2017-08-07 07:01 AM	system	Response created (acknowk			Ret	
2017-08-07 07:01 AM	system	Response created (acknowk			Ret	
2017-08-07 07:00 AM	rohs@bd.com	Declaration released	Declaration released			
2017-08-07 06:59 AM	rohs@bd.com	Request viewed	Read			
2017-08-03 08:50 AM	system	Request created	Unread		Ret	

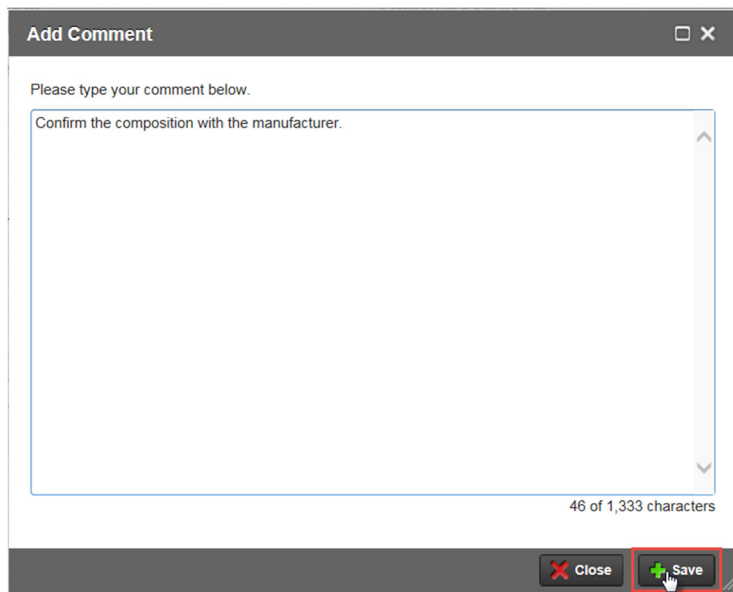
**Add Comment** **View Details**

**Save** **Cancel** **Back** **Next** **Finish**

**Step 2:** Click the 'Save' button to attach your note as shown in the screenshot below.

## BD supplier MOC guidance

---



Add Comment

Please type your comment below.

Confirm the composition with the manufacturer.

46 of 1,333 characters

Close Save

### Declare product

**Step 1:** If you want to report substances present in your product instead of confirming product compliance, go to the 'Dashboard' bookmark and click an item you want to update as shown below.

**NOTE:** The approach preferred by BD is for suppliers to provide full material disclosure (FMD). This ensures that the data collection effort is very efficient in the long term as only changes to the supplied material need to be communicated to BD.

## BD supplier MOC guidance

**Material Compliance** Supplier Name - CompanyABC

**Dashboard** **Requests**

**Hello Supplier Name**

This is Your Material Compliance Dashboard.

You have 6 requests concerning your material compliance that need your attention.

**Requests: 6**

⚠ Due date of 6 requests is already exceeded. Please answer these requests as soon as possible.

**Requests in Progress (1)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS
RESIN POLYPROPYLENE MONTELL PD702 (DRY)	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,REA

**New Requests (5)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS
LABEL BARREL 10ML SYRINGE LA DGL2549-01	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,REA
LABEL BARREL 10ML SYRINGE LA DGL2549-01	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,REA
FILM FLOW WRAP LATIN AMERICA DOW1514-01	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,REA
STOPPER HZ-9-291 STYRENE-BUTADIENE DP486	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,R
ADHESIVE HOT MELT PHC9256	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,R

**Rejected Responses (0)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS	CUSTOMER	REJECT REASON
--------------	--------------	-------------	----------	---------------

**Edit selected requests** **View table**

Material Compliance © iPoint-systems gmbh

**Step 2:** Click the 'Declare Product' radio button and the 'Next' button as shown below to continue

**NOTE:** Since this is a 'Partial' request type you do not have to provide us with the entire composition of your product. When the request type is 'Full', you must provide us with 100% composition of your product, otherwise the system will not allow you to complete the request.

MC Material Compliance Supplier Name - CompanyABC

Dashboard Requests

Review Request Declare Product Contact Data Attach Documents Verify Data

01 02 03 04 05

### Product Details

Type:   
Product Name:   
Product Code:   
Quantity:

### Request Details

Customer:   
Customer Product Name:   
Customer Product Code:   
Request Type:   
Due Date:

### Requested Regulations

Proposition 65  
REACH Annex XIV  
REACH Annex XVII  
RoHS (2011/65/EU)  
ROHS Annex III  
SVHC each level

### Declaration

How would you like to proceed?\*

Confirm Compliance  
 Declare Product  
 Reject Request

Additionally you can:  
 Reuse a Response

### Protocol

LOG DATE	USER	ACTION	NEW STATUS	COI	I	⚙
2017-08-04 10:31 AM	rohs@bd.com	Request viewed	Read			
2017-08-03 06:50 AM	system	Request created	Unread			Re

[+ Add Comment](#) [View Details](#)










**Step 3:** In the 'Declare Product' tab click the edit symbol at the top left to review and edit the product data. Almost all product-related fields are editable. To change the defined weight, click text box 'Defined Weight'. When you have finished your edits, click the 'Update' button. Please see the screenshot below.

The screenshot shows the 'Material Compliance' interface. At the top, there is a navigation bar with 'Dashboard' and 'Requests'. Below this is a progress bar with five steps: 'Review Request' (01), 'Declare Product' (02), 'Contact Data' (03), 'Attach Documents' (04), and 'Verify Data' (05). The 'Declare Product' step is active. On the left, a tree view shows a product structure with a red box around the edit icon. The main form is titled 'Edit product' and contains the following fields: 'Type' (Mixture), 'Product Name' (FILM FLOW WRAP LATIN AMERICA DGW1514-01), 'Product Code' (00000000008020487), 'Defined Weight' (0 g), and 'Quantity'. Below these is an 'Exemptions' section with a table for 'REGULATION', 'PHRASE CODE', and 'DESCRIPTION'. At the bottom of the form, there are 'Add', 'Remove', 'Update', and 'Cancel' buttons. The 'Update' button is highlighted with a red box. At the very bottom of the interface, there are 'Save', 'Cancel', 'Back', 'Next', and 'Finish' buttons.

**Step 4:** At the top left section you can create the product structure manually, including substance details or import an existing document (IPC 1752) to build up the product tree. Please find below the definitions of the icons you should use to create your product structure.

## BD supplier MOC guidance

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-  Edit the selected tree node
-  Delete the selected tree node
-  Add a new Article to the tree node
-  Add a new semi-component to the tree
-  Add a new Mixture to the tree
-  Add a new homogeneous material to the tree
-  Add a new Substance to the tree
-  Import tree
-  Validate tree

### Import IPC file

**Step 1:** To import the composition of your product, first click the 'Import tree' symbol at the top left. Then click the 'Upload File' button as shown below.

## BD supplier MOC guidance

The screenshot shows the 'Material Compliance' interface. At the top, there is a 'Material Compliance' logo on the left and 'Supplier Name - CompanyABC' on the right. Below this is a navigation bar with 'Dashboard' and 'Requests' tabs. The main content area is a multi-step process: 'Review Request' (01), 'Declare Product' (02), 'Contact Data' (03), 'Attach Documents' (04), and 'Verify Data' (05). The 'Declare Product' step is active. On the left, there is a list of products with a red box around the 'Import' icon. The main form area is titled 'Import declaration' and contains the following fields and instructions:

- Import Type:** IPC 1752A
- File Name:** No file provided
- Instructions:** Please upload a declaration for the requested product. The declaration will then be validated automatically.
- Buttons:** An 'Upload File' button (highlighted with a red box) and an 'Import declaration' button.
- Validation Results:** No file provided

At the bottom of the form, there are 'Save', 'Cancel', 'Back', 'Next', and 'Finish' buttons.

**Step 2:** If your uploaded declaration was successfully validated, a message “Your declaration is valid” will appear. Click the 'Import declaration' button as shown below.



The screenshot displays the Material Compliance (MC) system interface. At the top, there is a navigation bar with 'Material Compliance' on the left and 'Supplier Name - CompanyABC' on the right. Below this is a secondary navigation bar with 'Dashboard' and 'Requests'. The main content area shows a multi-step process: 'Review Request' (01), 'Declare Product' (02), 'Contact Data' (03), 'Attach Documents' (04), and 'Verify Data' (05). The 'Declare Product' step is currently active. On the left side of this step, there is a list of products, with '13g FILM FLOW WRAP LATIN AMERICA DGW1514-01' selected. The main area of the 'Declare Product' step is titled 'Import declaration' and contains the following information:

- Import Type:** IPC 1752A
- File Name:** IPC1752-TestFile6.xml
- A status message: 'Validation of the uploaded declaration was successful. Please proceed with import.'
- Two buttons: 'Upload File' and 'Import declaration' (the latter is highlighted with a red box).
- Validation Results:** Your declaration is valid.

At the bottom of the interface, there are navigation buttons: 'Save', 'Cancel', 'Back', 'Next', and 'Finish'.

### How to build a product structure

**Step 1:** You have the opportunity to describe the composition of your product. You can build the structure and define the substances by using the appropriate buttons in the section on the left. First you have to select the edit symbol and then go to the respective field to change the product-related data. When you have finished editing, click the 'Update' button to save the changes.

**NOTE:** An article is defined in REACH as 'an object which during production is given a special shape, surface or design that determines its function to a greater degree than its chemical composition.'

## BD supplier MOC guidance

Article 33 of the REACH regulation defines the duty of article suppliers to communicate information on SVHC (substances of very high concern) in their articles to recipients and consumers. The supplier of a product that contains(s) a candidate list substance of very high concern in a concentration above 0.1% weight by weight of that article, is required to inform the recipient and, on request, the consumer, of the presence of that substance by providing them, as a minimum, with the name of the substance in question. Refer to [REACH guidance](#) on articles for more information.

The screenshot displays the Material Compliance software interface. At the top, there is a navigation bar with 'Dashboard' and 'Requests' options. Below this is a progress bar with five steps: 'Review Request', 'Declare Product', 'Contact Data', 'Attach Documents', and 'Verify Data'. The 'Declare Product' step is currently active. On the left side, there is a tree view showing a hierarchy of products: '10g RoHS-T4 (10g declared)', '100% test (100% declared)', and '100% Lead arsenite (10g)'. The '100% test (100% declared)' item is selected. The main area is titled 'Edit product' and contains a form with the following fields: 'Parent Product' (RoHS-T4), 'Type' (Homogeneous Material), 'Product Name' (test), 'Product Code' (empty), and 'Defined Weight' (100). There are also 'Update' and 'Cancel' buttons at the bottom of the form. The bottom of the interface has a 'Save' button on the left and 'Cancel', 'Back', 'Next', and 'Finish' buttons on the right.

**Step 2:** To add a new substance to the tree, click the plus symbol (+) with the blue triangle at the top left. This will open a pop-up window where you can search for the specific substance you want to add or replace. Enter search criteria, such as name of substance, CAS No, EINECS/ELINCS or EU-Index,

## BD supplier MOC guidance

then click the 'Search' button. Select the relevant substance and click the 'Add Selected' button as shown below.

**Select Substance**

**Search arguments**

Name:

SVHC

CAS No.:

EINECS/ELINCS:

EU-Index:

NAME	SVHC	CAS NO.	EINECS/ELINCS	EU-INDEX
Inorganic compounds of mercury with the exception of mercuric sulphide	No	-	-	080-002-00-6
Mercury alkyls	No	-	-	080-007-00-3
<b>Phenylmercury Chloride</b>	No	100-56-1	202-865-1	
Phenylmercury Hydroxide	No	100-57-2	202-866-7	
Mercury bromide (HgBr)	No	10031-18-2		
Mercury dinitrate	No	10045-94-0	233-152-3	
Barium Tetraiodomercurate	No	10048-99-4	233-160-7	
Dimercury-dichloride	No	10112-91-1	233-307-5	080-003-00-1
Aminomercury Chloride	No	10124-48-8	233-335-8	
Dihydrogen [Orthoborato(3-)-O]Phenylmercurate(2-)	No	102-98-7	203-068-1	
Phenylmercury Propionate	No	103-27-5	203-094-3	
Mercury, (2-ethylhexanoato-O)(1-methoxycyclohexyl)-	No	103332-13-4		
Mercury, (1-methoxycyclohexyl)(neodecanoato-O)-	No	103369-15-9		
Phenylmercury Stearate	No	104-59-6	203-217-0	
(Oleato)Phenylmercury	No	104-60-9	203-218-6	
Mercuric nitrate (monohydrate)	No	10415-75-5	080-002-00-6	233-886-4
Mercury, (1-methoxyethyl)(9-octadecenoato-O)-,	No	104325-07-7		
Mercury, (1-methoxycyclohexyl)(9-octadecenoato-O)-,	No	104325-08-8		
Mercury, (1-methoxyethyl)(neodecanoato-O)-	No	104335-53-7		
Mercury, (2-ethylhexanoato-O)(1-methoxyethyl)	No	104339-46-0		
Phosphoric Acid, Mercury Salt	No	10451-12-4	233-939-1	

**NOTE:** If you want to report a SVHC, click the 'SVHC' checkbox in the pop-up window. Then click the 'Search' button. Substances present on the latest EU REACH regulation 'substances of very high concern' candidate list will be listed in the window where you will be able to select one of them. To complete the action, click the 'Add Selected' button as shown below.

## BD supplier MOC guidance

**NOTE:** If the CAS number you entered is not found, please contact the SustainHub Service Desk (details can be found in the FAQ section of this document).

The screenshot shows the 'Select Substance' interface. On the left, there are search arguments: Name, CAS No., EINECS/ELINCS, and EU-Index. The 'SVHC' checkbox is checked. A 'Search' button is highlighted with a red box. The main table lists substances with columns for NAME, SVHC, CAS NO., EINECS/ELINCS, and EU-INDEX. 'Lead-dinitrate' is highlighted in blue. An 'Add Selected' button is highlighted with a red box at the bottom right. A 'Close' button is at the bottom right corner.

NAME	SVHC	CAS NO.	EINECS/ELINCS	EU-INDEX
Cadmium-chloride	Yes	10108-64-2	233-296-7	048-008-00-3
Cadmium-sulphate	Yes	10124-36-4	233-331-6	048-009-00-9
Cadmium-oxide	Yes	1306-19-0	215-146-2	048-002-00-0
Cadmium-sulphide	Yes	1306-23-6	215-147-8	048-010-00-4
Cadmium sulphate	Yes	31119-53-6		
Cadmium	Yes	7440-43-9	231-152-8	
Cadmium-fluoride	Yes	7790-79-6	232-222-0	048-006-00-2
Cadmium sulfate (1:1 hydrate (3:8))	Yes	7790-84-3	-	
<b>Lead-dinitrate</b>	<b>Yes</b>	<b>10099-74-8</b>	<b>233-245-9</b>	
Silicic acid, lead salt	Yes	11120-22-2	234-363-3	
Lead oxide sulfate (Pb2O(SO4))	Yes	12036-76-9	234-853-7	
Lead-titanium-trioxide	Yes	12060-00-3	235-038-9	-
Pentalead-tetraoxide-sulphate	Yes	12065-90-6	235-067-7	-
Trilead-dioxide-phosphonate	Yes	12141-20-7	235-252-2	
Tetralead-trioxide-sulphate	Yes	12202-17-4	235-380-9	
Dioxobis(stearato)trilead	Yes	12578-12-0	235-702-8	-
Lead titanium zirconium oxide	Yes	12626-81-2	235-727-4	-
Lead chromate molybdate sulfate red	Yes	12656-85-8	235-759-9	082-010-00-5
Lead(II,IV)-oxide	Yes	1314-41-6	215-235-6	
Lead-monoxide	Yes	1317-36-8	215-267-0	
Trilead bis(carbonate) dihydroxide	Yes	1319-46-6	215-290-6	

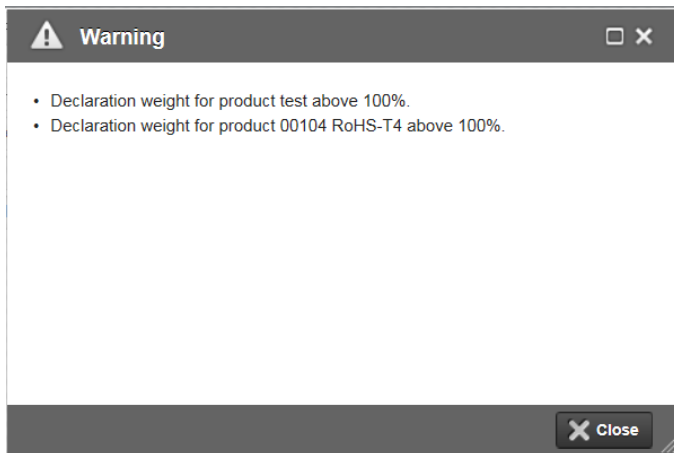
**Step 3:** In order to proceed, you need to define the substance weight and unit type (% or ppm). Click the 'Create' button to store the added substance as shown below.

**NOTE:** If you want to delete a substance added by mistake, select the substance and click the delete symbol at the top left. After deletion, the substance is no longer listed in the product declaration overview.

## BD supplier MOC guidance

The screenshot displays the 'Material Compliance' software interface. At the top, there is a navigation bar with 'Dashboard' and 'Requests' tabs. Below this is a progress bar with five steps: 'Review Request', 'Declare Product', 'Contact Data', 'Attach Documents', and 'Verify Data'. The 'Declare Product' step is currently active. On the left side, there is a tree view showing a hierarchy of products: '10g RoHS-T4 (10g declared)', '100% test (100% declared)', and '100% Lead arsenite (10g)'. The main area is titled 'Create substance' and contains a form with the following fields: 'Name' (Phenylmercury Chloride), 'CAS No.' (100-56-1), 'EINECS/ELINCS' (202-865-1), and 'EU-index'. A red box highlights the 'Weight' field, which is set to '100' with a '%' dropdown and a 'Range' checkbox. Below the weight field are two checkboxes: 'Confidential Substance' and 'SVHC'. At the bottom of the form are 'Create' and 'Cancel' buttons. A red box also highlights the 'Create' button. At the bottom of the interface, there is a 'Save' button and a row of navigation buttons: 'Cancel', 'Back', 'Next', and 'Finish'.

**Step 4:** Validate your declaration by selecting the 'validate tree' symbol at the top right above the tree as shown below. If you have any errors in the construction of your tree, a warning message will pop up. An example message is shown below. If your tree is correct you will see 'no warnings found'.



## BD supplier MOC guidance

MC Material Compliance Supplier Name - CompanyABC

Dashboard Requests

Review Request 01 Declare Product 02 Contact Data 03 Attach Documents 04 Verify Data 05

10g RoHS-T4 ( 20g declared )  
100% test ( 200% declared )  
100% Phenylmercury Chloride ( 10g )  
100% Lead arsenite ( 10g )

**Product**

Parent Product: RoHS-T4

Type: Homogeneous Material

Product Name: test

Product Code:

Defined Weight: 100 %

Save Cancel Back Next Finish

**Step 5:** Click the 'Next' button to complete the product declaration. In the next steps you will be asked to complete contact data, attach document(s) if applicable and confirm that all the information provided is accurate to the best of your knowledge. These steps were covered in the 'Confirm Compliance' section.

## BD supplier MOC guidance

### Re-use option to copy answer from other request

**Step 1:** In the SustainHub, you can copy an answer you have previously provided for another request. To do so, select an item into which you want to copy your prior answer and click the 'Edit selected requests' button, as shown below.

The screenshot displays the SustainHub Material Compliance dashboard for a supplier named 'CompanyABC'. The dashboard is divided into several sections:

- Header:** 'MC Material Compliance' on the left and 'Supplier Name - CompanyABC' with a help icon on the right.
- Navigation:** 'Dashboard' and 'Requests' tabs.
- Summary Card:** 'Hello Supplier Name' with a 'Requests: 5' donut chart and a warning: 'Due date of 4 requests is already'.
- Requests in Progress (1):** A table with one entry: 'RESIN POLYPROPYLENE MONTELL PD702 (DRY)' with 'N/A' for product code and 'ROHS Annex' for rule groups.
- New Requests (3):** A table with three entries: 'BAG GUSSETTED 13IN 10IN 30IN', 'LABEL BARREL 10ML SYRINGE LA DGL2549-01', and 'ADHESIVE HOT MELT PHC9256'. The 'Edit selected requests' button is highlighted with a red box and an arrow.
- Rejected Responses (1):** A table with one entry: 'LABEL BARREL 10ML SYRINGE LA DGL2549-01' with 'N/A' for product code and 'ROHS Annex III, RE' for rule groups.

**Step 2:** Next, click the search icon, as shown below.

## BD supplier MOC guidance

**MC Material Compliance** Supplier Name - CompanyABC

**Dashboard** **Requests**

**Review Request** 01 | Contact Data 02 | Attach Documents 03 | Verify Data 04

**Product Details**  
Type: Article  
Product Name: BAG GUSSETTED 13IN  
Product Code: 00000000008002172  
Quantity: [ ] [ ]

**Request Details**  
Customer: Becton Dicki  
Customer Product Name: BAG GUSSE  
Customer Product Code: N/A  
Request Type: Partial  
Due Date: 7/2/17

**Declaration** Show Me!  
How would you like to proceed? \*  
 Confirm Compliance  
 Declare Product  
 Reject Request  
Additionally you can:  
 Reuse a Response

**Requested Regulations**  
REACH Annex XIV Unknown  
REACH Annex XVII Unknown  
RoHS (2011/65/EU) Unknown

**Protocol**  
LOG DATE USER ACTION  
[ ] [ ] [ ]  
+ Add Comment View Details

Save Close Back Next Finish

**Step 3:** When new window pops up, select a response for reuse. Then click the 'Add Selected' button, as shown below.

Select a Response for Reuse

ID	STATUS	REQUEST TYPE	RULE GROUPS
4387	Declaration released	Article (partial declaration)	ROHS Annex III, RoHS (2011/65/EU), SVHC each level, Proposition 65, REACH Annex XIV, RE

Show Me!

+ Add Selected

Close

**Step 4:** Next to the search icon you will see the item you have selected. To proceed, click the 'Next' button, as shown below.



## BD supplier MOC guidance

**MC Material Compliance** Supplier Name - CompanyABC

Dashboard Requests

**Review Request** Confirm Compliance Contact Data Attach Documents Verify Data

01 02 03 04 05

**Product Details**

Type: Article  
Product Name: BAG GUSSETTED 13IN  
Product Code: 00000000008002172  
Quantity: [ ] [ ]

**Request Details**

Customer: Becton Dickl  
Customer Product Name: BAG GUSSE  
Customer Product Code: N/A  
Request Type: Partial  
Due Date: 7/2/17

**Declaration** Show Me!

How would you like to proceed? \*

Confirm Compliance  
 Declare Product  
 Reject Request

Additionally you can:

Reuse a Response  
STOPPER H2-9-251 ST

**Requested Regulations**

REACH Annex XIV	Unknown
REACH Annex XVII	Unknown
RoHS (2011/65/EU)	Unknown

Save Cancel Back Next Finish

**Step 5:** Your response provided for other item will be already copied. Once you have selected the correct unit of measure in the 'Defined weight' and 'Quantity' fields, click the 'Next' button to continue. Please see the screenshot below.

## BD supplier MOC guidance

**MC Material Compliance** Supplier Name - CompanyABC

Dashboard Requests

Review Request **Confirm Compliance** Contact Data Attach Documents Verify Data

01 02 03 04 05

**Product**

Type: Article

Product Name: \* BAG GUSSETTED 13IN 10IN 30IN

Product Code: \* 00000000008002172

Defined Weight: \* 1g

Quantity: \* 1 Each

**REACH Annex XIV Not Compliant** [Need more information?](#)

REACH Annex XIV acc. EU Regulation No. 143/2011, 125/2012 and 340/2013. [http://eur-lex.europa.eu/Result.do?T1=V1&T2=2013&T3=348&RechType=RECH\\_naturel&Submit=search](http://eur-lex.europa.eu/Result.do?T1=V1&T2=2013&T3=348&RechType=RECH_naturel&Submit=search)

[This regulation does not provide any applicable exemptions.](#)

Compliant  Compliant With Exemptions  Not Compliant \*

**REACH Annex XVII Not Compliant**

Amending Regulation (EC) No 1907/2006 REACH as regards Annex XVII (last EC 126/2013)

Compliant  Compliant With Exemptions  Not Compliant \*

Save Cancel Back Next Finish

**Step 6:** In the 'Contact Data' tab you will be able to enter contact information for a product. If you are the only point of contact for compliance related inquiries, populate the Authorizer fields with your details. Click the 'Next' button to continue, as shown below.

## BD supplier MOC guidance

The screenshot displays the Material Compliance (MC) system interface. At the top, the header includes the MC logo, the text 'Material Compliance', and the user information 'Supplier Name - CompanyABC'. Below the header, there are navigation tabs for 'Dashboard' and 'Requests'. The main content area shows a progress bar with five steps: '01 Review Request', '02 Confirm Compliance', '03 Contact Data', '04 Attach Documents', and '05 Verify Data'. Step 03 is currently active. Below the progress bar, there is a prompt: 'Please enter the contact information for this product'. The form is divided into two sections: 'Contact Details' and 'Authorizer Details'. Each section contains four input fields: 'First Name' (with 'Supplier' entered), 'Name' (with 'Name' entered), 'Email' (with 'SupplierName@abc.com' entered), and 'Phone Number' (with '012-111-1111' entered). A red arrow points to the 'Next' button in the bottom right corner of the form. The bottom navigation bar includes a 'Save' button, a 'Cancel' button, a 'Back' button, the 'Next' button (highlighted with a red box and a red arrow), and a 'Finish' button. A 'Help' button is visible on the right side of the form area.

**Step 7:** In the 'Attach Documents' tab you will be able to attach documents such as certificates, declarations, SDS etc. To do so, click the 'Upload' button and follow the instructions described in the 'Attach documents' chapter. If you do not need to attach any documents, please skip this step by clicking the 'Next' button, as shown below.

## BD supplier MOC guidance

The screenshot displays the Material Compliance (MC) application interface. At the top left, there is a logo with 'MC' and the text 'Material Compliance'. On the top right, it shows 'Supplier Name - CompanyABC' and a help icon. Below this is a navigation bar with 'Dashboard' and 'Requests'. The main area features a progress indicator with five steps: '01 Review Request', '02 Confirm Compliance', '03 Contact Data', '04 Attach Documents' (highlighted in blue), and '05 Verify Data'. Below the progress indicator is a table with the following columns: 'FILE NAME', 'DESCRIPTION', 'DOCUMENT TYPE', 'LANGUAGE', 'USAGE SCOPE', 'VERSION NUMBER', and 'VERSION DATE'. The table is currently empty. At the bottom right of the table area, there are three buttons: 'Upload', 'Download', and 'Delete'. A red arrow points from the 'Next' button in the bottom right corner of the interface to the 'Next' button in the bottom right corner of the table area. The bottom of the interface has a dark grey bar with buttons for 'Save', 'Cancel', 'Back', 'Next', and 'Finish'.

**Step 8:** In the 'Verify Data' tab, click 'The information is correct and complete' to confirm that the provided information is correct and complete. To complete and send the response, click the 'Finish' button. If you want to store the information for your own internal purposes, click the 'Save' button. Please see the screenshot below.

## BD supplier MOC guidance

**Material Compliance** Supplier Name - CompanyABC

Dashboard Requests

Review Request (01) Confirm Compliance (02) Contact Data (03) Attach Documents (04) **Verify Data (05)**

Proposition 65	Compliance Status
REACH Annex XIV	Compliant
REACH Annex XVII	Compliant
RoHS (2011/65/EU)	Compliant With Exempti
ROHS Annex III	Compliant
SVHC each level	Compliant

**Product Details**

Type: Mixture

Product Name: RESIN POLYPROPYLENE MONTELL PD702 (DRY)

Product Code: 00000000008006052

Quantity: 1 Each

**Request Details**

Customer: Becton Dickinson QA -BECTON DICKINSON QA-

Customer Product Name: RESIN POLYPROPYLENE MONTELL PD702 (DRY)

Customer Product Code: N/A

Request Type: Partial

Due Date: 7/30/17

**Processing Notice**

You are on the overview page of the declaration. Please check the provided information.

We hereby confirm that the information is correct and complete. If no further substances have been specified / selected from the declaration list provided, we confirm that they are not included in the product.

The information is correct and complete

Save Cancel Back Next Finish

## Reject request

**Step 1:** If you want to reject a request, go to the Dashboard at the top of the Material Compliance app and select a request from the editable section. Next, click the 'Edit selected request' button as shown below.

# BD supplier MOC guidance

**Material Compliance** Supplier Name - CompanyABC

Dashboard Requests

Hello Supplier Name  
This is Your Material Compliance Dashboard.  
You have 6 requests concerning your material compliance that need your attention.  
**Requests: 6**  
⚠ Due date of 6 requests is already exceeded. Please answer these requests as soon as possible.

**Requests in Progress (2)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS
RESIN POLYPROPYLENE MONTELL PD702 (DRY)	N/A	ROHS Annex III, REACH Annex XIV, Proposition 65, REA
FILM FLOW WRAP LATIN AMERICA DQW1514-01	N/A	ROHS Annex III, REACH Annex XIV, Proposition 65, REA

**New Requests (4)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS
LABEL BARREL 10ML SYRINGE LA DGL2549-01	N/A	ROHS Annex III, REACH Annex XIV, Proposition 65, REA
LABEL BARREL 10ML SYRINGE LA DGL2549-01	N/A	ROHS Annex III, REACH Annex XIV, Proposition 65, REA
STOPPER H2-9-281 STYRENE-BUTADIENE DP486	N/A	ROHS Annex III, REACH Annex XIV, Proposition 65, R
ADHESIVE HOT MELT PHC9295	N/A	ROHS Annex III, REACH Annex XIV, Proposition 65, R

**Rejected Responses (0)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS	CUSTOMER	REJECT REASON
--------------	--------------	-------------	----------	---------------

**Material Compliance** © IPont-systems GmbH

Step 2: Click the 'Reject Request' radio button and the 'Next' button to continue as shown below.

**Material Compliance** Supplier Name - CompanyABC

Dashboard Requests

**Review Request** 01 **Reject Request** 02

**Product Details**

Type: Article  
Product Name: LABEL BARREL 10ML SYRINGE LA DGL2  
Product Code: 00000000000018105  
Quantity:

**Request Details**

Customer: Becton Dickinson QA -BECTON  
Customer Product Name: LABEL BARREL 10ML SYRINGE  
Customer Product Code: N/A  
Request Type: Full  
Due Date: 7/30/17

**Requested Regulations**

Proposition 65  
REACH Annex XIV  
REACH Annex XVII  
RoHS (2011/65/EU)  
ROHS Annex III  
SVHC each level

**Declaration**

How would you like to proceed?\*

Confirm Compliance  
 Declare Product  
 Reject Request

Additionally you can:  
 Reuse a Response

**Protocol**

LOG DATE	USER	ACTION	NEW STATUS	COI	I	D
2017-08-03 09:01 AM	rohs@bd.com	Request viewed	Read			
2017-08-03 08:59 AM	system	Request created	Unread			Re

**Save** **Cancel** **Back** **Next** **Finish**

**Step 3:** Enter your reason for rejection into the text box and click the 'Finish' button as shown below.

**NOTE:** This is a mandatory field.

The screenshot shows a web application interface for Material Compliance. At the top left, there is a logo with 'MC' and the text 'Material Compliance'. At the top right, it says 'Supplier Name - CompanyABC' with a help icon. Below this is a navigation bar with 'Dashboard' and 'Requests' buttons. The main content area is titled 'Review Request' and 'Reject Request'. Under 'Reject Request', there is a section 'Reject Reason' with the instruction 'Please enter the reason for rejection'. A text area contains the text: 'The production of this item was discontinued in 2007, therefore we do not have reliable information.' Below the text area, it says '100 of 1,333 characters'. At the bottom of the form, there are buttons for 'Save', 'Cancel', 'Back', 'Next', and 'Finish'. The 'Finish' button is highlighted with a red box and a mouse cursor.

### Multi-edit option to answer multiple requests

**Step 1:** In the SustainHub you can select several requests to answer them as one. To do so, go to the 'Requests' bookmark, select the appropriate items and click the 'Edit Details' button, as shown below.

**NOTE:** If you want to declare product, providing us with substances that your product consist of, selected items must have the same Request Type (Article or Mixture).

MC Material Compliance Supplier Name - CompanyABC

Dashboard Requests

Search arguments

Request ID:

Customer:

Product Name:

Product Code:

Regulation:

Status Group:

Status:

Due Date: From  To

ID	STATUS	REQUEST TYPE	RULE GROUPS
4386	Read	Mixture (partial declaration)	ROHS Annex III,RoHS (2011/65/EU),SVHC each level,Proposition 65,REACH Annex XIV,REA
4390	Read	Article (full declaration)	ROHS Annex III,RoHS (2011/65/EU),SVHC each level,Proposition 65,REACH Annex XIV,REA
4655	Read	Article (partial declaration)	ROHS Annex III,RoHS (2011/65/EU),SVHC each level,REACH Annex XIV,REACH Annex XVI

Help



## BD supplier MOC guidance

**Step 2:** Select one of three options that are available (Confirm Compliance, Declare Product or Reject Request) and follow the instructions described in previous chapters for particular option.

**NOTE:** If the answer is 'Compliant with Exemption', it is not possible to declare different exemptions for each product. Products for a multiple answer should be selected based on their compliance status so they can all be handled the same, including exemptions.

**MC Material Compliance** Supplier Name - CompanyABC

Dashboard Requests

Review Request 01 Confirm Compliance 02 Contact Data 03 Attach Documents 04 Verify Data 05

**Product and Request Details**

CUSTOMER	CUSTOMER PRODUCT NAME	CUSTOMER PRODL
Becton Dickinson QA <BECTON DICKINSON QA>	BAG GUSSETTED 13IN 10IN 30IN	N/A
Becton Dickinson QA <BECTON DICKINSON QA>	LABEL BARREL 10ML SYRINGE LA DGL2549-01	N/A

+ Add Comment View Protocol

**Declaration** Show Me!

How would you like to proceed? \*

- Confirm Compliance
- Declare Product
- Reject Request

Additionally you can:

Reuse a Response

**Requested Regulations**

- ROHS Annex III
- REACH Annex XVII
- REACH Annex XIV

Save Close Back **Next** Finish

## BD supplier MOC guidance

**NOTE:** If you answer using Declare Product option, first click the edit symbol at the top left, as shown below.

The screenshot shows the 'Material Compliance' software interface. The top navigation bar includes 'MC Material Compliance' and 'Supplier Name - CompanyABC'. The main area is divided into five steps: 'Review Request', 'Declare Product' (highlighted), 'Contact Data', 'Attach Documents', and 'Verify Data'. The 'Declare Product' step contains a table with columns 'NAME', 'WEIGHT', 'CONCENTRATION', and 'CAS-NO'. A red arrow points to the edit icon (a pencil) in the top left corner of the table. The table has one row with the text 'Declared Products' and 'declared: 0g / 0g' and 'declared: 0%'. To the right, there is a 'Products' section with a table listing products from 'Becton Dickinson QA'. The bottom of the interface has a 'Save' button and 'Close', 'Back', 'Next', and 'Finish' navigation buttons.

NAME	WEIGHT	CONCENTRATION	CAS-NO
Declared Products	declared: 0g / 0g	declared: 0%	

CUSTOMER	CUSTOMER
Becton Dickinson QA <BECTON DICKINSON QA>	BAG GUSSE
Becton Dickinson QA <BECTON DICKINSON QA>	LABEL BAR

Next, define weight and quantity and click the 'Update' button, as shown below.

## BD supplier MOC guidance

MC Material Compliance Supplier Name - CompanyABC

Dashboard Requests

Review Request 01 Declare Product 02 Contact Data 03 Attach Documents 04 Verify Data 05

Legend and Help

NAME	WEIGHT	CONCENTRATION	CAS-NO
Declared Products	declared: 0g / 0g	declared: 0%	

### Edit Products

**Weight and Quantity (all Products)**  
At least one product requires a full declaration: Weight and Quantity cannot be set individually.

Defined Weight: 0 g

Quantity: \*

**Exemptions (all products)**  
Requested regulations: ROHS Annex III, Proposition 65, REACH Annex XVII, REACH Annex XIV, RoHS (2011/65/EU), SVHC complete part, SVHC each level  
[Some of the requested regulations do not provide any applicable exemptions.](#)

Update Cancel

Save Close Back Next Finish

Then three construction options will be active, as shown below. The instructions for using these options were described in 'How to build a product structure' chapter.

## BD supplier MOC guidance

The screenshot displays the Material Compliance app interface. At the top left, there is a logo with 'MC' and the text 'Material Compliance'. On the top right, it shows 'Supplier Name - CompanyABC' and a help icon. Below this is a navigation bar with 'Dashboard' and 'Requests'. The main area is divided into steps: 'Review Request' (01), 'Declare Product' (02), 'Contact Data' (03), 'Attach Documents' (04), and 'Verify Data' (05). The 'Declare Product' step is active. It features a toolbar with icons for edit, delete, add, and refresh, along with a 'Legend and Help' link. A table below the toolbar has columns for 'NAME', 'WEIGHT', 'CONCENTRATION', and 'CAS-NO'. A red arrow points to the 'add' icon in the toolbar. The table contains one row: 'Declared Products' with 'declared: 0g / 10g' and 'declared: 0%'. To the right, a 'Products' section shows a table with columns 'CUSTOMER' and 'CUSTOMER'. It lists two items: 'Becton Dickinson QA <BECTON DICKINSON QA>' with 'BAG GUSSE' and 'Becton Dickinson QA <BECTON DICKINSON QA>' with 'LABEL BAR'. A 'Help' button is on the far right. At the bottom, there are 'Save', 'Cancel', 'Back', 'Next', and 'Finish' buttons.

### Find requests

In the Material Compliance app you have two bookmarks where you can find your requests. In the Dashboard you have three sections: New requests (requests still open), Requests in progress (requests started but not yet completed) and Rejected responses (requests rejected by the BD Team.)

**Step 1:** In the Dashboard, select the item out of the three editable sections that you want to update and click the 'Edit selected request' button. To customize your view of your requests, click the setting icon and select parameters that you want to be visible as shown below.

## BD supplier MOC guidance

The screenshot displays the Material Compliance dashboard for a supplier. At the top, there is a navigation bar with 'Dashboard' and 'Requests' buttons. The main content area is divided into several sections:

- Hello Supplier Name:** A summary section with a donut chart showing 'Requests: 6'. It includes a warning: 'Due date of 4 requests is already exceeded. Please answer these requests as soon as possible.'
- Requests in Progress (2):** A table with columns: PRODUCT NAME, PRODUCT CODE, and RULE GROUPS. It lists two items: 'RESIN POLYPROPYLENE MONTELL PD702 (DRY)' and 'FILM FLOW WRAP LATIN AMERICA DGW1514-01'.
- New Requests (2):** A table with columns: PRODUCT NAME, PRODUCT CODE, and RULE GROUPS. It lists two items: 'I ARFEL BARREL 10ML SYRINGE I A DGI 2549-01' and 'ADHESIVE HOT MELT PHC9256'. A filter menu is open over this table, showing options: Product Name, Product Code, Rule Groups, Customer, and Due Date.
- Rejected Responses (2):** A table with columns: PRODUCT NAME, PRODUCT CODE, and RULE GROUPS. It lists two items: 'FR H2-9-251 STYRENE-BUTADIENE DP4' and 'BARREL 10ML SYRINGE LA DGL2549-01'.

Each table has an 'Edit selected requests' button and a 'View table' button. The footer of the dashboard reads 'Material Compliance © iPoint-systems gmbh'.

**Step 2:** When you have multiple requests go to the Requests section to search for a specific one. On the left side you have filter windows to help you search for your requests by different categories. Click the 'Search' button to find particular requests. Please see the screenshot below.

Material Compliance

Supplier Name - CompanyABC

Dashboard Requests

Search arguments

Request ID:

Customer:

Product Name:

Product Code:

Regulation:

Status Group:

Status:

Due Date: From  To

Requested Declaration Scope:

ID	STATUS	REQUEST TYPE	RULE GROUPS	DUE DATE	CUSTOMER	CUSTOMER PRODUCT NAME	CUSTOMER PRODUCT CODE	PRODUCT NAME	PRODUCT CODE	REJECT REAS
----	--------	--------------	-------------	----------	----------	-----------------------	-----------------------	--------------	--------------	-------------

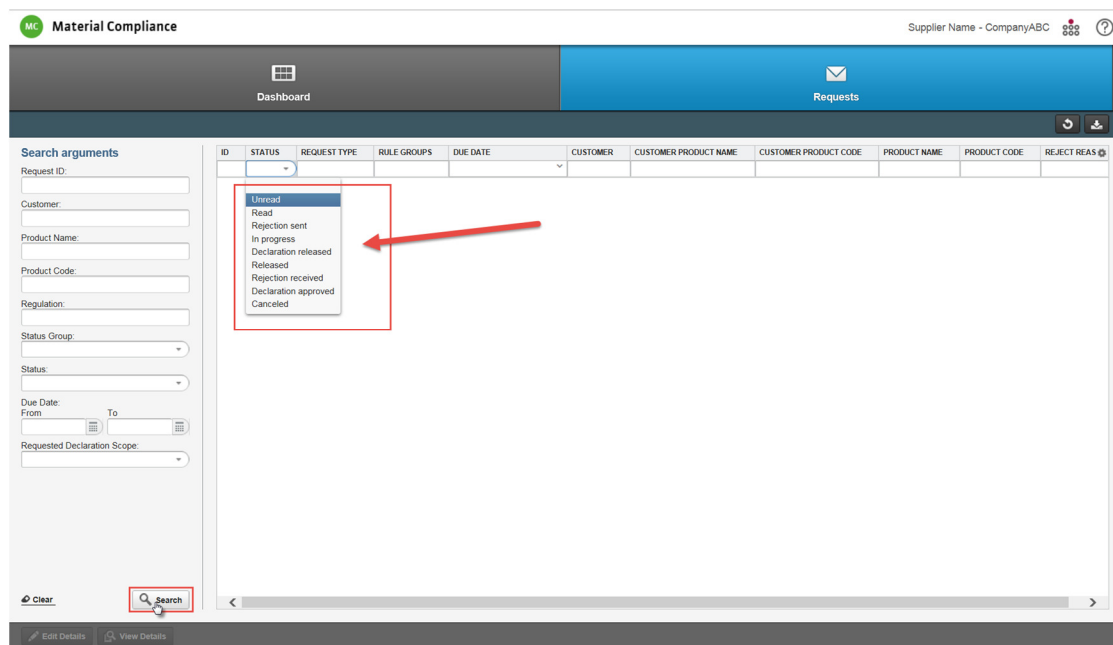
Clear Search

Edit Details View Details

**Step 3:** You can filter by requests status as shown below. Please review the following definitions of request statuses:

- **Unread**—request has been received, but you have not reviewed it yet
- **Read**—request has been received and reviewed by you
- **Rejection sent**—request has been received and you have sent rejection to BD
- **In progress**—you have started work to respond but not yet completed
- **Declaration released**—BD has accepted your response
- **Released**—you completed a response and sent to BD
- **Rejection received**—BD has rejected your response. You have to re-work the response
- **Declaration approved**—your response was accepted by system, no technical errors detected
- **Cancelled**—BD cancelled a request, no action needed from you

## BD supplier MOC guidance



### Download data from requests to Excel file

**Step 1:** You are able to download data for all requests to an Excel file. You can use this feature to share information internally with co-workers who do not have access to SustainHub. To do so, go to the Request section, select the items from which you want to export data, and click the download button as shown below.

# BD supplier MOC guidance

Material Compliance

Supplier Name - CompanyABC

Dashboard

Requests

Search arguments

ID	STATUS	REQUEST TYPE	RULE GROUPS	DUE DATE	CUSTOMER	CUSTOMER PRODUCT NAME
4386	Unread	Mixture (partial declaration)	ROHS Annex III, RoHS (2011/65/EU), SVHC each level, Proposition 65, REACH Annex XIV, REACH Annex XVII	2017-07-30	Becton Dickinson QA -BECTON DICKINSON QA-	ADHESIVE HOT MELT PHC
4387	Declaration released	Article (partial declaration)	ROHS Annex III, RoHS (2011/65/EU), SVHC each level, Proposition 65, REACH Annex XIV, REACH Annex XVII	2017-07-30	Becton Dickinson QA -BECTON DICKINSON QA-	STOPPER HQ-9-251 STYREI
4388	In progress	Mixture (partial declaration)	ROHS Annex III, RoHS (2011/65/EU), SVHC each level, Proposition 65, REACH Annex XIV, REACH Annex XVII	2017-07-30	Becton Dickinson QA -BECTON DICKINSON QA-	RESIN POLYPROPYLENE M
4390	Read	Article (full declaration)	ROHS Annex III, RoHS (2011/65/EU), SVHC each level, Proposition 65, REACH Annex XIV, REACH Annex XVII	2017-07-30	Becton Dickinson QA -BECTON DICKINSON QA-	FILM FLOW WRAP LATIN A
4391	Rejection received	Article (full declaration)	ROHS Annex III, RoHS (2011/65/EU), SVHC each level, Proposition 65, REACH Annex XIV, REACH Annex XVII	2017-07-30	Becton Dickinson QA -BECTON DICKINSON QA-	LABEL BARREL 10ML, SYRM

**Step 2:** Select data to be downloaded by clicking the relevant radio button and then click the 'Export' button, see the screen below.

Download Excel File

Select data to be downloaded

Loaded data from table

- Visible Columns
- All Columns

All data from database

- Visible Columns
- All Columns

Export

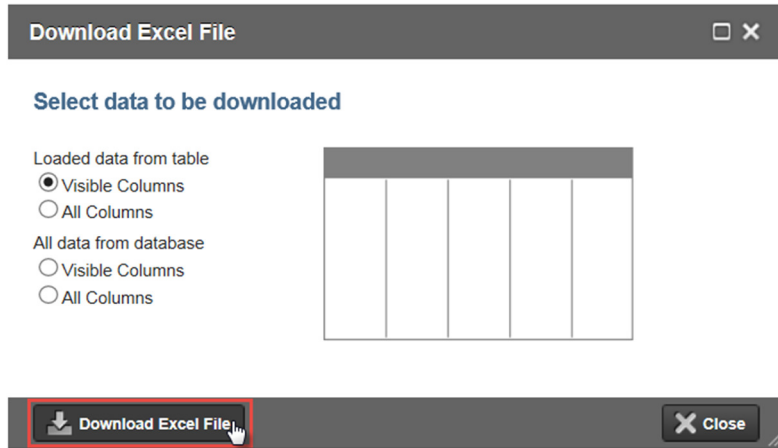
Close



## BD supplier MOC guidance

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**Step 3:** Click the 'Download Excel File' button to download file to your computer. Please see the screen below.



### Rejected responses

**Step 1:** To see more details regarding the rejected responses, select an item from the 'Rejected Responses' section and click the 'Edit selected requests' button as shown below.

# BD supplier MOC guidance

**Material Compliance** Supplier Name - CompanyABC

**Dashboard** Requests

**Hello Supplier Name**

This is Your Material Compliance Dashboard.

You have 6 requests concerning your material compliance that need your attention.

You have answered 2 requests today.

⚠ Due date of 4 requests is already exceeded. Please answer these requests as soon as possible.

Requests: 6

**Requests in Progress (2)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS
RESIN POLYPROPYLENE MONTELL PD702 (DRY)	N/A	ROHS Annex III, REACH Annex XIV, Proposition 65, REA
FILM FLOW WRAP LATIN AMERICA DGW1514-01	N/A	ROHS Annex III, REACH Annex XIV, Proposition 65, REA

**New Requests (2)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS
LABEL BARREL 10ML SYRINGE LA DGL2549-01	N/A	ROHS Annex III, REACH Annex XIV, Proposition 65, REA
ADHESIVE HOT MELT PHC9256	N/A	ROHS Annex III, REACH Annex XIV, Proposition 65, REA

**Rejected Responses (2)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS
STOPPER H2-9-251 STYRENE-BUTADIENE DP486	N/A	ROHS Annex III, REACH Annex XIV, Proposition 65, REA
LABEL BARREL 10ML SYRINGE LA DGL2549-01	N/A	ROHS Annex III, REACH Annex XIV, Proposition 65, REA

Material Compliance © iPort-systems gmbh

**Step 2:** Select 'Response rejected' in the Action column and click the 'View details' button as shown below.

# BD supplier MOC guidance

The screenshot shows the Material Compliance app interface. At the top, there is a navigation bar with 'Material Compliance' on the left and 'Supplier Name - CompanyABC' on the right. Below this is a secondary navigation bar with 'Dashboard' and 'Requests' tabs. The main content area is titled 'Review Request' and is divided into several sections: 'Product Details', 'Request Details', 'Requested Regulations', and 'Declaration'. The 'Product Details' section includes fields for Type, Product Name, Product Code, and Quantity. The 'Request Details' section includes fields for Customer, Customer Product Name, Customer Product Code, Request Type, and Due Date. The 'Requested Regulations' section lists various regulations and their compliance status. The 'Declaration' section has a question 'How would you like to proceed?' with three radio button options: 'Confirm Compliance', 'Declare Product', and 'Reject Request'. Below the 'Requested Regulations' section is a 'Declaration' box with a text input field and a search icon. At the bottom of the main content area, there are two buttons: 'Add Comment' and 'View Details'. The bottom of the screen features a dark grey footer bar with 'Save', 'Cancel', 'Back', 'Next', and 'Finish' buttons.

**Product Details**

Type: Article  
Product Name: STOPPER H2-9-251 STYRENE-BUTADIEN  
Product Code: 00000000008015845  
Quantity: 3 Each

**Request Details**

Customer: Becton Dickinson QA -BECTON  
Customer Product Name: STOPPER H2-9-251 STYRENE  
Customer Product Code: N/A  
Request Type: Partial  
Due Date: 7/30/17

**Requested Regulations**

Proposition 65 Not Compliant  
REACH Annex XIV Not Compliant  
REACH Annex XVII Not Compliant  
RoHS (2011/65/EU) Not Compliant  
ROHS Annex III Not Compliant  
SVHC each level Not Compliant

**Protocol**

LOG DATE	USER	ACTION	NEW STATUS	COI	I	D
2017-08-07 07:06 AM	system	Response rejected	Rejection received	inc	Re:	
2017-08-07 07:01 AM	system	Response created (acknowl			Re:	
2017-08-07 07:01 AM	system	Response created (acknowl			Re:	
2017-08-07 07:00 AM	rohs@bd.com	Declaration released	Declaration released			
2017-08-07 06:59 AM	rohs@bd.com	Request viewed	Read			
2017-08-03 06:50 AM	system	Request created	Unread		Re:	

**Declaration**

How would you like to proceed? \*

Confirm Compliance  
 Declare Product  
 Reject Request

Additionally you can:  
 Reuse a Response

Buttons: + Add Comment, View Details

Footer: Save, Cancel, Back, Next, Finish

**Step 3:** The 'Protocol details' window will pop up and you will see the reason for rejection in the 'Comment' window shown below. Click the 'Close' button to return to the Material Compliance app.

### Protocol Details ✕

<b>Log Date:</b>	2017-08-07 07 AM
<b>User:</b>	system
<b>Action:</b>	Response rejected
<b>New Status:</b>	Rejection received
<b>Comment:</b>	incorrect data
<b>Internal Comment:</b>	Response rejected by system '4c8fd017-04e3-11e7-802b-6550dfd31a07' with identifier '95d265ea-76a3-11e7-ab92-3f5b8af834d7'.

✕ Close

**Step 4:** To respond to rejected responses, you have to go through the same steps as previously explained. Please read the comment carefully to avoid the same error.

### Subsequent Logins

**Step 1:** Clicking the link found in the email will take you to the SustainHub portal. You will be asked to verify your email and enter your password. Click the 'Login' button to enter the portal. If you forgot your password, you can reset it by clicking 'Forgot your password?' as shown below.

**SH SustainHub**

Welcome to the iPoint SustainHub, home of the applications Conflict Minerals Platform, Material Compliance, and Product Chem Risk. SustainHub is a product of © iPoint-systems gmbh

**Login**

Email Address

Password

[Register new account](#)

[Forgot your password?](#)

**Step 2:** You will be redirected to a page where you will be able to request a key to reset your password. To do so, type your email address and click the 'Request reset key' button as shown below.

here.' Below the button is a link 'General iPoint services' and a paragraph: 'Learn more about [iPoint's Support and Maintenance Services](#).' Below the button is a link 'Back to login'."/>

**SH SustainHub**

Welcome to the iPoint SustainHub, home of the applications Conflict Minerals Platform, Material Compliance, and Product Chem Risk. SustainHub is a product of © iPoint-systems gmbh

**Request a Key to Reset Your Password**

Request a Key to Reset Your Password

Please provide the email address you registered with in case you forgot your password. You will receive an email with a link to set a new password.

Email Address

[Enter key to reset password](#)

[Need technical support?](#)

[Request help for an existing account](#)

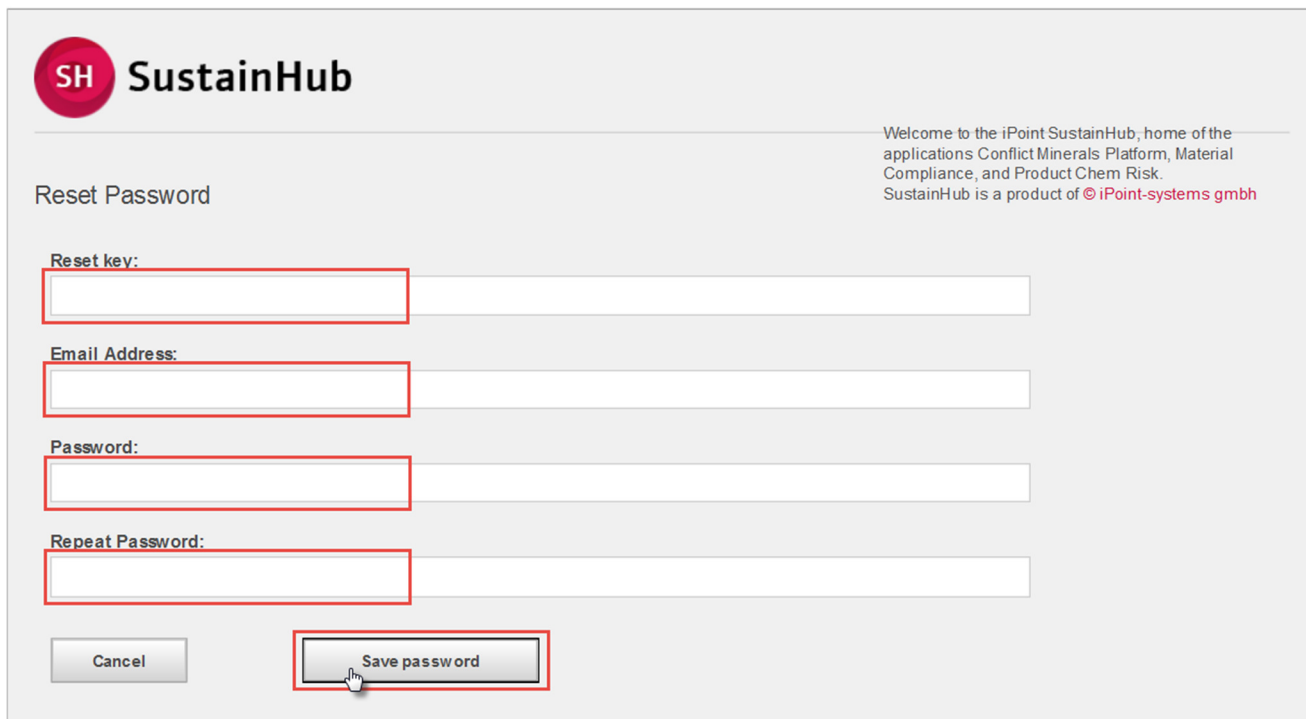
If you have any trouble accessing SustainHub or have questions concerning your login, please request support [here](#).

[General iPoint services](#)

Learn more about [iPoint's Support and Maintenance Services](#).

[Back to login](#)

**Step 3:** You will receive an email with a reset key that you will have to enter to set up a new password. To complete the action, click the 'Save password' button as shown below.



**SH SustainHub**

Welcome to the iPoint SustainHub, home of the applications Conflict Minerals Platform, Material Compliance, and Product Chem Risk.  
SustainHub is a product of © iPoint-systems gmbh

Reset Password

Reset key:

Email Address:

Password:

Repeat Password:

### Important points to remember:

- All fields with a red asterisk are mandatory and it is not possible to submit a response unless these fields are completed.
- If a substance that you would like to add is not listed, please contact the [Service Desk](#).
- Requests are always visible in the SustainHub and you can review your requests at any time.
- If you have any queries, please refer to this guidance document or contact us at [bd\\_moc@bd.com](mailto:bd_moc@bd.com) for further assistance.
- If you experience any technical issues, please contact Service Material Compliance by clicking <http://www.ipoint-systems.com/service-desk/sustainhub/material-compliance-app/> and go the

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Service Desk Material Compliance, or click the 'Question mark' within the SustainHub portal as shown below.

You can use the same credentials as you did to login to the SustainHub portal. More details are in the *Service Desk User Manual* that you can find [here](#).

**Material Compliance** Supplier Name - CompanyABC

Dashboard Requests

**Hello Supplier Name**

This is Your Material Compliance Dashboard.

You have 5 requests concerning your material compliance that need your attention.

You have answered 2 requests today.

⚠ Due date of 4 requests is already exceeded. Please answer these requests as soon as possible.

Requests: 5

**Requests in Progress (2)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS
RESIN POLYPROPYLENE MONTELL PD702 (DRY)	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,REA
FILM FLOW WRAP LATIN AMERICA DGW1514-01	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,REA

**New Requests (2)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS
LABEL BARREL 10ML SYRINGE LA DGL2549-01	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,REA
ADHESIVE HOT MELT PHC9266	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,REA

**Rejected Responses (1)**

PRODUCT NAME	PRODUCT CODE	RULE GROUPS
LABEL BARREL 10ML SYRINGE LA DGL2549-01	N/A	ROHS Annex III,REACH Annex XIV,Proposition 65,REA

Material Compliance © iPoint-systems gmbh

## MOC request

BD is committed to reducing our environmental impacts and we encourage our customers and suppliers to do the same. Evolving global environmental regulations and increasing customer demands have made understanding the full composition of all materials and products a top priority for BD. The approach preferred by BD is for suppliers to provide full material disclosure (FMD) by selecting the 'Declare Product' option and providing the entire composition of the product. This ensures very

## BD supplier MOC guidance

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efficient data collection in the long term as only the changes to the supplied material need to be communicated to BD.

If you are not able to provide FMD, you will be required to provide compliance information of products in relation to the various regulations which will be listed under 'Confirm Compliance' option.

**NOTE:** The links to the regulations or lists of regulated substances may be found in Section Definitions of this guidance document.

### Subsequent requests

New requests will be sent to you by email as regulatory and BD requirements are updated. Once you have logged into the SustainHub portal, you will see a list of requests we have sent to you.



## II. Definitions

### Material nature

**Substance**—a chemical element and its compounds in the natural state or obtained by any manufacturing process, including any additive necessary to preserve stability and any impurity deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

**Mixture**—a preparation or solution composed of two or more substances.

**Article**—object that is given a special shape, surface or design during production which determines its function to a greater degree than its chemical composition.

**Article with intended release**—objects that release substances during their use, and this release is intended as part of the main function of the article or to provide a desired other effect.

**Packaging material**—Material used to enclose or protect products for distribution, storage, sale and use, including bag, carton, top/bottom web, corrugated container, shrink film. Under the REACH regulation, packaging is considered an article and as such should be assessed independently of the object it contains.

### SustainHub

The SustainHub is a material compliance platform (MCP)—a web application that is used for data collection. It is also a communication tool between BD and its suppliers. The abbreviation for SustainHub is SuHu.

### FMD—Full material disclosure

Full material disclosure is a full and complete breakdown of the material composition to the lowest substance level (CAS) including all additives. Substances in polymers which cannot be mechanically

## BD supplier MOC guidance

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disjointed must still be reported (e.g., phthalates in PVC). Additives used in a polymerisation process but do not end up in the polymer must also be reported.

### Intentionally added substance

Substance added to a product in any amount to achieve specified properties.

### Concentration threshold

Substance concentration below which the presence of the substance is considered insignificant for specific reasons, unless the substance is intentionally added in order to achieve particular properties of the product.

### SVHC—Substances of very high concern

Some substances have hazards that have serious consequences. For example, they cause cancer (carcinogenic), or they have other harmful properties and remain in the environment for a long time (persistent) and gradually build up in animals (bioaccumulative) and these are substances of very high concern. This category also includes substances demonstrated to be of equivalent concern, such as endocrine disruptors. One of the aims of REACH is to control the use of such substances via authorisation and encourage industry to substitute these substances for safer ones. Under the REACH regulation, the European Chemical Agency (ECHA) has created the REACH candidate list of substances of very high concern (SVHC). This list is updated every six months.

### OEM—Original equipment manufacturer

OEM is a term used when one company makes a part or subsystem that is used in another company's end product. As an OEM supplier for BD you are requested to report the product and packaging separately. You can either provide FMD for the product and the packaging or respond to regulatory questions in BD MOC sections.

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### CAS#, CAS-No.—Chemical Abstract Service index number

Unique numeric identifier assigned by the Chemical Abstracts Service (CAS) to every chemical substance.

### EINECS—European Inventory of Existing Commercial Chemical Substances

The EINECS is a list of all chemical substances that were on the European community market between January 1, 1971 and September 18, 1981.

### Regulations

Below are links to regulations we reference in the BD MOC requests.

Regulation	Link
EU REACH	<a href="http://www.ec.europa.eu/environment/chemicals/reach/legislation_en.htm">www.ec.europa.eu/environment/chemicals/reach/legislation_en.htm</a>
EU REACH - SVHC	<a href="http://www.echa.europa.eu/web/guest/candidate-list-table">www.echa.europa.eu/web/guest/candidate-list-table</a>
EU Restriction of Hazardous Substances in Electrical and Electronic Equipment Directive 2011/65/EU including commission delegated directive 2015/863 (RoHS 3)	<a href="http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1470750208340&amp;uri=CELEX:32015L0863">http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1470750208340&amp;uri=CELEX:32015L0863</a>
Annex XIV of REACH (Authorization List)	<a href="https://echa.europa.eu/addressing-chemicals-of-concern/authorisation/recommendation-for-inclusion-in-the-authorisation-list/authorisation-list">https://echa.europa.eu/addressing-chemicals-of-concern/authorisation/recommendation-for-inclusion-in-the-authorisation-list/authorisation-list</a>
California Proposition 65	<a href="http://www.oehha.ca.gov/prop65/prop65_list/Newlist.html">www.oehha.ca.gov/prop65/prop65_list/Newlist.html</a>
Table 3.1 of Annex VI of the EU Classification Labelling and Packaging (CLP)	<a href="http://eur-lex.europa.eu/">eur-lex.europa.eu/</a>

<b>Annex XVII to EU REACH regulation</b>	<a href="https://echa.europa.eu/addressing-chemicals-of-concern/restrictions/substances-restricted-under-reach">https://echa.europa.eu/addressing-chemicals-of-concern/restrictions/substances-restricted-under-reach</a>
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## FAQ—Frequently asked questions

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### Q1: What happens if I do not respond to the request?

**A:** Lack of response within the given time will result in escalation to BD Global Procurement.

If a satisfactory response is not provided, BD may be forced to seek an alternative supplier. Please contact the BD SBC Team ([bd\\_moc@bd.com](mailto:bd_moc@bd.com)) to discuss or obtain further guidance.

### Q2: I am not the correct person to be contacted for environmental compliance issues. How can I indicate the correct contact in my company?

**A:** You can indicate the correct person when you receive the first email with the link to the portal and are asked to verify contact details. The whole process of adding a responder is described in the *Contact*

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*data section* in this document. When you receive emails with requests, you may respond to this message and provide BD with correct contact details.

**NOTE:** You can forward the email with the registration key to another person, although that person will have to enter the email address of the receiver (initial email to which request was sent) in order to register.

**Q3:** Why am I being asked about regulations which I am not legally obliged to comply with (e.g., I am not supplying to EU and I am asked about SVHCs from the EU REACH regulation)?

**A:** BD is a global organization and as such sells and ships its product to various countries around the world. Therefore, even if you do not sell or ship your products to BD or any other entity in Europe, they may be incorporated into BD products which are sold or shipped to other regions such as Europe. BD needs to comply with these regulations and is therefore reliant on information provided by its suppliers to meet these obligations.

**Q4:** I have already answered a request. Why am I being asked again?

**A:** Adherence to the most recent environmental and health regulations as well as the ability to provide our customers with up to date information relating to our products is a top priority for BD. To achieve this, BD tracks changes to regulations and as a result updates the BD MOC request accordingly. Updated requests are then sent to our suppliers.

**NOTE:** If you provide an FMD, then we will not have to contact you regarding the composition of your products as often.

**Q5:** What happens if I do not respond on time?

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**A:** If you are not able to provide a response within the specified timeline, please immediately contact the BD MOC team at [bd\\_moc@bd.com](mailto:bd_moc@bd.com).

**NOTE:** If you are not willing to provide BD with the necessary data within the requested timeframe, this may result in BD seeking alternative suppliers.

**Q6:** I am unable to login to the SustainHub portal. What should I do?

**A:** With any technical issues please contact Service Material Compliance by clicking <http://www.ipoint-systems.com/service-desk/sustainhub/material-compliance-app/> or click the 'Question mark' within the SustainHub portal. You can find more details in the 'Important points to remember' section in this document.

**Q7:** How should I calculate and report substances of very high concern in articles?

**A:** The EU court ruling requires SVHC concentration calculation on the lowest article component level. At this point the SVHC is no longer part of a substance/mixture, but part of an article. When considering a (very) complex object, the court ruling and the guidance require the SVHC mass ratio to be calculated on the lowest article level. This is the level where the SVHC first becomes part of an article and is no longer part of a substance/mixture. For example, if the substance or mixture used in the combining of the articles contains an SVHC, the concentration will need to be calculated over the total weight of the resulting complex object as this is the first time the SVHC becomes part of an article.

**Q8:** I do not see all materials I supply to BD listed in the MD Supplier portal. I also see products which are not supplied by my company. What should I do?

**A:** The current BD approach is to collect compliance information on the ongoing basis. Due to the broad BD portfolio you may be contacted more than once per year by the SBC team. Therefore, you may not see all your materials that you supply to BD in one request. If you notice any other discrepancies in the SustainHub portal, please immediately communicate this to the BD SBC Team by sending an email to: [bd\\_moc@bd.com](mailto:bd_moc@bd.com).

**Q9:** Why should I answer the question about product weight?

**A:** We ask you to provide the net weight of the item you supply to BD. This information together with the information about the concentration of the substances in the item is needed to calculate total weight of the substance per item. Units of measure we use are the [International System of Units \(SI\)](#) derived units to make the questionnaire unified across the globe. If you use some other units of measure, please convert them into SI derived units.





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