



MOTOROLA

**Material Disclosure:
IPC 1752**

User Guide

Rev. 1.0
Nov. 1, 2007

Motorola Controlled and Reportable Materials Disclosure – IPC 1752 User Guide

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Overview

IPC1752 is a standard for electronic data exchange for Environmental Data developed by IPC with participation from major OEMs, Contract Manufacturers, Component Manufacturers and Material suppliers. The “-1” nomenclature in IPC1752-1 represents a specific form number developed under this standard which supports “Yes/No” declaration of RoHS control substances; Joint Industrial Guide (JIG101) Annex A & B substances; and additional Manufacturing Related information.

This User Guide describes the proper completion of IPC 1752 reporting form (version 1.02). On an exception basis only, Motorola may allow the use of the IPC1752-1, Declaration Class “3” or better, in specific limited applications for the disclosure of material content information. It is not intended to be a replacement for the AIAG Compliance Connect™ and is limited to third party branded product and selected components at Motorola business unit discretion under very strict guidelines. The supplier must receive prior authorization from the in-business product compliance organization, with the concurrence of Environmental Health and Safety (EHS), to report using any format other than the eW18. Note that the Mobile Devices Business will only allow use of Compliance Connect™ reporting form for eW18 Material Disclosure.

All authorized IPC forms shall be generated and provided by Motorola. Supplier shall not download the IPC 1752-1 directly from the IPC website.

Software Requirements

Adobe reader 7.05 and above must be used to populate this form. It can be downloaded at: <http://www.adobe.com/products/acrobat/readstep2.html>

Technical Support

For questions and assistance in completing the IPC form, please contact Motorola via the appropriate email address listed at Motorola’s Material Disclosure Process [website](#).

In addition to technical support questions, please notify your Motorola contact to update contact information, address questions regarding part status, or inform that you may not meet the established deadline. Communication is crucial to the data collection process.

Reporting Part, Material, and Substance Information

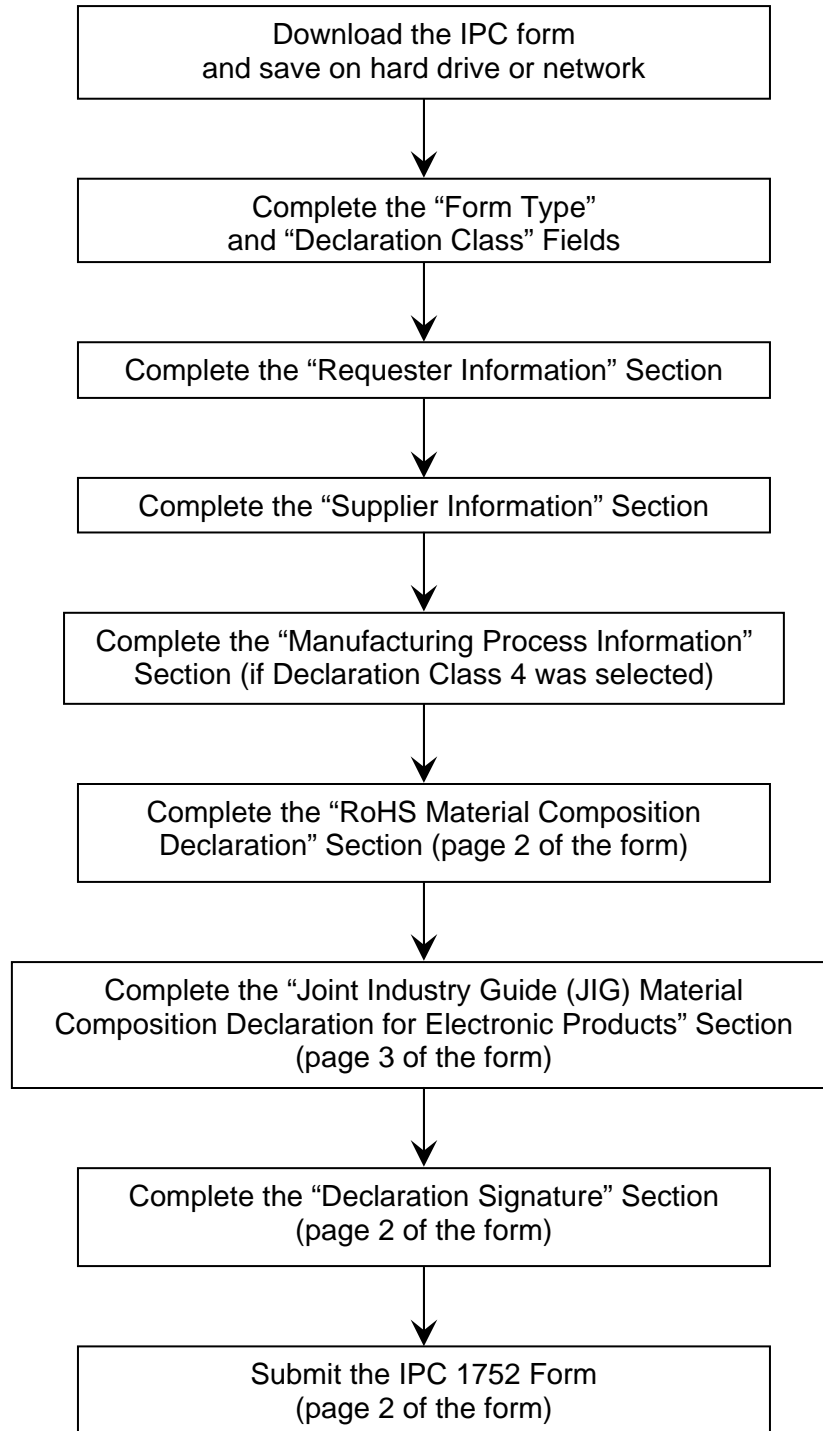
IPC1752-1 is an industry standard Material Composition Declaration form. Material level referenced in the document is defined as follows:

Homogeneous Material - A material, as defined by the European Union Technical Adaptation Committee, that cannot be mechanically disjointed into different materials; homogenous materials are materials “of uniform composition throughout.” Ceramics, glass, metals, alloys, paper, board, resins, coatings are provided as examples. The term “mechanically disjointed” would mean “that the materials can be, in principle, separated by mechanical actions such as for example: unscrewing, cutting, crushing, grinding and abrasive processes.”

A plated lead frame has two materials, the plating material and the lead frame, that must be independently evaluated for controlled materials. (More examples can be found in the definition section of Motorola’s 12G02897W18 specification).

Process Flow Diagram

The part content reporting process using the IPC form is summarized in the following diagram:



Step 1: Download the IPC form

The IPC form is available for download from the Motorola Materials Disclosure Process [website](#). Download the file and save it on your computer hard drive or network.

You are now ready to begin reporting.

Step 2: Complete the “Form Type” and “Declaration Class” Fields *(this section must be filled out by the requestor prior to sending to the supplier for completion and submission.)*

Form Type	Select “Request/Reply”
Declaration Class	Select “Class 4 – RoHS Yes/No, JIG Format Substances, Mfg Info” (for components), or “Class 3 - RoHS Yes/No, JIG Format Substances” (for systems). Note: Page 3 (JIG) will appear after either Class 3 or Class 4 is selected.

Step 3: Complete the “Requester Information” Section *(this section must be filled out by the requestor prior to sending to the supplier for completion and submission.)*

Company Name:	Motorola_BU. BU=Business Unit, i.e. MD, Enterprise Mobility, Govt & Public Safety, or Home & Networks Mobility
Request Date:	Date request was made
Request Document ID:	Manufacturer Request Tracker (MRT)
Respond By Date	Date of form submission
Contact Name:	Motorola contact name
Contact Phone:	Motorola contact phone
Contact Email:	Motorola contact email
Requester Comments	Enter “Complete “JIG level A” substances only”
My supplier ID:	Supplier (ePIMS) ID
File Type:	Select “XDP”
Destination – URL or Email Address:	mailto:W18submittal@motorola.com
Item Number:	Motorola Item Number (MIN)
Item Name:	Motorola Item Description
Mfr. Item Number:	Manufacturer Part Number (MPN)
Manufacturing Site	Enter “Worst Case”

Click “Lock Request Fields” to lock the form and prevent anyone from editing the Requester Information section.

Step 4: Complete the “Supplier Information” Section

Company Name:	Manufacturer Name
Response Date:	Date Form is sent to Motorola
Contact Name:	Manufacturer Contact Name
Phone – Contact:	Manufacturer Contact Phone
Email – Contact:	Manufacturer Contact Email
Authorized Representative:	Manufacturer Representative Contact Name (if any, otherwise same as Contact Name)
Phone – Representative:	Manufacturer Representative Contact Phone (if any, otherwise same as Phone - Contact)
Email – Representative:	Manufacturer Representative Contact Email (if any, otherwise same as Email - Contact)
Weight:	Part Weight (required for WEEE purposes)
UOM:	Select either “mg”, “g”, or “kg”.
Unit Type:	Select “Each”

Step 5: Complete the “Manufacturing Process Information” Section (if Declaration Class 4 was selected)

Manufacturers/Suppliers of surface mounted components are required to provide additional information for the following fields:

- Terminal Plating / Grid Array Material
- Terminal Base Alloy
- J-STD-020 MSL Rating
- Peak Process Body Temperature (°C)
- Maximum Time at Peak Temperature (sec)
- Number of Reflow Cycles

Step 6: Complete the “RoHS Material Composition Declaration” Section (page 2 of the form)

Declaration Type:	Choose “Detailed”
RoHS Declaration:	Select from the six (6) options.
Supplier Acceptance:	Supplier MUST choose “Accepted” from the pull-down menu.
Exemptions:	Select an exemption from the drop-down menu (if, applicable).

Step 7: Complete the “Joint Industry Guide (JIG) Material Composition Declaration for Electronic Products” Section (page 3 of the form)

- If the requested item does not contain any controlled substances, supplier may click on the “JIG A autofill – No” button.
- If the requested item does contain controlled substances, the supplier must enter the worst case PPM level of the substance as well as a description of its use. If the PPM level reported is below the threshold limit, then select “No” in the “Above threshold Level? Column.
- After completing Page 3, return to Page 2.

Step 8: Complete the “Declaration Signature” Section (page 2 of the form)

To create a digital signature, follow the following steps:

1. Click on the Supplier Signature field indicated by the RED arrow.
2. Click on “Continue Signing ...”
3. When creating a digital signature for the first time, click on “Add Digital ID”
4. Choose “Create a Self-Signed Digital ID”, then “Next”
5. Click “Next” to continue
6. Choose “New PKCS#12 Digital ID File”, then “Next”
7. Fill in your Name, Organizational Unit, Organizational Name and Email Address, then click “Next”
8. Enter a file location and password for your new Digital ID file, then click “Finish”
9. Choose the Digital ID that you just created, then click “OK”
10. Confirm password; then for “Reason for Signing Document” select “I attest to the accuracy of this document”. Click “Sign and Save” or “Sign and Save As...” to edit the filename.
11. Click “OK”. When you have successfully signed the document, your name will appear in the Digital Signature field with a green check mark over it. (Any amendment to the form after signing with a digital signature will invalidate the signature and turn it into a question mark. The supplier needs to reapply the digital signature before submission.)

Step 9: Submit the IPC 1752 Form (page 2 of the form)

1. Click "Submit Form"
2. Choose "Desktop Email Application" if you are using Microsoft Outlook, Outlook Express, Eudora, etc. and click "OK". If you are using Internet Email, choose the second option, click "OK", then skip to step #6.
3. Click "Send Data File". An email message will automatically open addressed to the email address in the "Destination" field of the IPC form. The IPC form will be attached in XDP format.
4. Click "Send" to send the email.
5. An Email Confirmation dialog box will open. Click "Close". You have now submitted the IPC form in XDP format.
6. For Internet Email (from step #2), click "Save Data File"
7. An "Export Form Data As" dialog box comes up and in the "Save as type" drop-down menu, select "XML Data Package Files (*.xdp)".
8. Save the data file where you can find it easily. You will then be returned to the previous window.
9. Open an email message in your internet email account and send the file using the internet.
10. Click "Close".

You have now submitted the IPC form in XDP format.