Instructions for RMIF Completion

Dear Supplier,

The guidelines for filling out the RMIF are listed below. The guidelines are separated into *general and specific* (for each RMIF tab). We emphasize the importance of correct completion to avoid that the submitted form has to be corrected.

We appreciate the cooperation and are at your disposal for any clarification on filling out the form through the emails mpsoares@mmm.com (Mariana Penteado Soares), tdrocha@mmm.com (Thais Helena Rocha) and rffilho2.cw@mmm.com (Ricardo Filho).

Best Regards,

3M Brazil Ltda. - Sustainability & Product Stewardship

Site: https://www.3m.com.br/3M/pt_BR/3m-do-brasil/parceiros-e-fornecedor/

General Orientations

1. The form must be completed in English.

2. The form must be sent in the excel file (.xlsm).

3. If it is your company's policy not to fill out forms, 3M accepts sending declarations containing the information requested in RMIF (Ex: Composition, Inventory Information, Global Requirements, Chemicals of Concern, REACH, RoHS and Metal).
    a. If you are sending statements, we ask that you carefully read the RMIF and the instructions for filling it out so that the documents sent contain the requested information.

4. At the end of filling out each tab, check carefully that all items have been answered.

5. You may notice that during filling some substances are will be listed in more than one tab of the RMIF. Despite this, each tab must be filled in as each tab refers to a regulation and each regulation has a different concentration limit.

Specific Guidelines

Cover Page "HUB" tab

1. The following information must be filled in:
    a. Name of Supplier (Company that sells to 3M) - Line 5.
    b. Product Manufacturer Name - Line 6.
    c. Product Name - Line 7.

d. Name, Position, Address, Contact Phone, Fax (if any) and email of legal responsible for filling out the form - Lines 45, 46, 47, 51, 52 e 53.

e. Signature of the legal guardian for completing the document - Line 55.

f. Completion date – Line 56.

2. Line 8 must be filled in with the 3M ID Number (11-digit number sent in the request next to the product name). If this information is not known, the cell can be left blank.

3. The signature in cell A56 must be done by typing the full name of the legal responsible for filling out the document.

Composition tab

1. In this tab we request information about the final composition of the product. There are differences between the product formulation and composition:

a. Formulation: Raw materials used in the manufacture of the product.

b. Composition: All components left in the product after the entire manufacturing process.

2. It is necessary that the described composition contains all the product components with their respective CAS # and percentages (which can be a range of percentages or the typical percentage).

a. This information is requested from all suppliers as it is essential for the assessment of environmental and toxicological risks of 3M products.

b. All completed data be will treated like confidential.

c. Information about the composition is stored in a 3M corporate database and only authorized professionals in the areas of environment, health and safety will have access to the information.

3. Regarding components that are Trade Secret:

a. The option “Yes” in column B of the table must be selected.

b. CAS # must be informed, as it will only be used in the risk assessments of the 3M product.

c. A general chemical name can be entered instead of the specific product name.

d. The percentage can be described in a range.

4. Regarding components percentage:

a. If you choose to inform the %Typ of the components, the sum of the percentages must be 100%.

b. If you choose to inform the percentage range (%Min and %Max) the difference between these values cannot be greater than 10%. In addition, the total sum of %Min must be less than 100% and the total sum of %Max greater than 100%.

5. Each component described must be described as “Ingredient”, “Residual”, “By-product” or “Impurity” (Column G).

6. If a compound is mentioned in the “Global Requirements”, “EU”, “Chemicals of Concern” and “Metal Content” tabs it must also be mentioned in the “Composition” tab with the appropriate description in column G.

Chemical Control Laws Tab

1. In this tab it is necessary to inform whether the product is listed or not in the chemical inventories listed in the table. It is required that the tab is completely filled.
    a. To find out if a product is listed or not you can:
        i. Access inventory site (All links of inventories are in the "REF" tab, the last tab of the spreadsheet).
        ii. To research each of the CAS # of the product components.
            1. If all CAS # of the components are in the inventory the product is listed:
                a. Select "Yes" in the Column B.
            2. If one or more CAS # of the components is not found the product is considered unlisted.
                a. Select “No” in Column C.

2. If your product is free to be an article, check the option “Exempt" in Column F.
    a. If your product is an article, inform the specify physical form, on line 16 (Brazil), column H.

3. In the inventories referring to Canada and Europe, the raw material will be registered in only one of the options (Example: Canada (DSL or NDSL) and Europe (EINECS or ELINCS or NLP).

4. If your product is listed on the TSCA it is also necessary to answer the questions on lines 38 and 42.
    a. These questions refer to the component's status in the TSCA which can be “active” or “inactive”.

5. Inform in cell A52 whether or not the product contains long-chain perfluoroalkyl carboxylates (LCPFACs) and in cell D52 the CAS# of this component and the percentage.

6. Inform in which country the product is manufactured in line 57 and if the company is certified or registered in the ISOs mentioned in lines 59, 61 and 63.

Physical / Chemical Properties tab

1. If the requested information is in the product MSDS it is not necessary to reply.

2. For articles:
    a. Describe only the information requested in lines 10 and 11, mainly physical state (cell B10), color (cell H10) and physical form (line 11).

Global Requirements Tab

1. All questions must be answered.

2. Check all the substances listed and whether the product contains these substances.

3. If it is found that the product does not contain any of the substances listed, select “Yes. Confirmed” on line 7 and leave the rest of the tab unfilled.

a. It is also possible to leave line 7 as "Please Select" and select "No" (Column C) for each of the listed substances.

4. If it is found that the product contains any of the substances listed, select "No. Not confirmed. -> Please complete each of the questions below." on line 7 and follow the steps in the scripts below:
   a. For substances that the product contains:
      i. Mark "Yes" (Column B).
      ii. For substances that have the question "Intentionally added?" in columns B and C indicate whether the substance is intentionally added to the product or not.
      iii. Fill in the CAS # of the substance (Column D).
      iv. Fill in the percentage of the substance in the product (Column E).
   b. For substances that the product does not contain:
      i. Mark "No" (Column B).
      ii. Mark "No" in the question "Intentionally added?" for substances that are not added to the product but are not tested.

5. It is possible to have more information about RoHS and 3M policies that are covered by accessing the links available in this tab.

EU Tab

1. All questions must be answered.

2. Question 1 (line 6):
   a. Write in English in the space on line 8 the GHS classification of the product.
      i. The answer may be a reference to SDS.
   b. Select in cell B13 whether the product has been notified to the poison center in accordance with the requirements of Annex VIII of the CLP.
      i. The regulation can be consulted at the following link: https://echa.europa.eu/regulations/reach/legislation
      ii. If the product is notified, inform in question 1b (line 19) the country of notification, UFI, type of use and if the notification was also made in the non-harmonized format.

3. Question 2 (line 53):
   a. Select in cell B55 whether the product contains any substance listed in Annex XVII of Regulation (EC) No 1907/2006 ("REACH Regulation") and all its amendments.
   b. The regulation can be found at the following link: https://echa.europa.eu/regulations/reach/legislation
   c. If the product contains any of the substances listed and it has not been described in the "Composition" tab, describe in the table of line 59 the name of the substance, CAS # and% of the substance in the product.

4. Question 3 (line 67):
   a. Answer on line 69 whether your product contains any of the substances listed in the "REACH SVHC Candidate List.
      i. To see if the product contains any of the substances listed:
         1. Access the link: https://echa.europa.eu/web/guest/candidate-list-table

2. Click on “Filter the list”.
3. Add CAS # of the substance you want to search for and click on “Filter”.
4. If a substance is listed, a table will be shown with its name, EC. No, Date of Inclusion, Reason for Inclusion, Decision and IUCLID dataset.
5. Repeat the process for the remaining components of the product.

b. Answer in line 70 what is the date of inclusion of the product in the “REACH SVHC Candidate List”.
   i. This information can be found in the fourth column of the substance table that was mentioned in the previous topic.

c. Answer in line 71 if 100% of the product composition was described in the “Composition” tab of RMIF.

d. If the product contains any of the substances listed in the “REACH SVHC Candidate List” complete the table in line 77 with the name of the substance, CAS Number, EC Number and the % Max of the substance in the product.

5. Question 4 (Line 107):
   a. Answer in cell B109 if your product contains any substance defined as restricted in RoHS in a concentration above the allowed.
      i. To check if your product contains any substance restricted in RoHS, access the link on line 115.
   b. To understand more about the RoHS directive and the 3M policy regarding RoHS, access the links on lines 112 and 118, respectively.
   c. Answer in cell B126 if the product contains PBDE’s (Polybrominated diphenyl ethers).

6. Question 5:
   a. Answer in cell B131 if the product contains any biocidal substance (according to EU Regulation 528/2012).
      i. If it does, fill in the table in line 134 with the name of the substance, CAS Number, EC Number, the intensity by which the substance was added, the main group and the type of product.
         1. Information about the main groups and product types can be found in the table on line 142 and on the link on line 169.

REACH tab

1. In line 6, enter the country from which the product is supplied to customers.

2. In line 7, enter the country in which the product is manufactured.

3. Fill in the information requested in lines 9, 10 and 11 only if the person responsible for filling in this tab is different from the one described in the “Cover Page “HUB” tab.

4. Question 1 (line 13)
   a. Respond to which REACH category the product belongs to (select “Yes”).
      i. The categories are described from line 20 to line 24.
   b. Select “Yes” only for one of the categories, for the other categories select “No”.

5. Question 2 (line 25):
   a. Respond in cell B26 if the entire material qualifies as a REACH exemption.

i. If yes, select the exemption in cell E27.

6. Question 3 (line 30):
    a. Complete the table on row 35 with the product composition.
        i. Inform the Substance Name (Column B), CAS# (Column C), EC# (or index number if you do not have EC#) (Column D), %Min (Column E) and % Max (Column F).
        ii. For each component, select in column G which category defined in REACH it belongs to.
            1. The category definitions are on lines 49 to 54.
            2. If the component is exempted under REACH, select the reason for the exemption in column H.
        iii. For each component, select in column I of the table whether the described component is confidential or not.
        iv. For EU REACH registered components, fill in the registration number or the registration dossier submission date in column J.
        v. For UK REACH registered components, fill in the registration number or submission date in column K.
        vi. For TK (Turkey) REACH registered components, fill in the registration number or the registration dossier submission date in column L.
    b. If the product contains polymers, complete the table in line 56 informing the CAS# (column B), PBB CAS# (Column C), PBB EC# (or index number if you do not have EC#) (Column D), Chemical Name of PBB (Column E), %Min (Column F) and % Max (Column G).
        i. PBB: Substance that constitutes the polymer structure (Ex: monomers or other reagents such as crosslinkers, initiators, etc).
            1. Catalysts, dyes, etc., do not constitute the polymer structure. These components must be described in the table in line 35.
        ii. For each component, select in column H of the table whether the described component is confidential or not.
        iii. For components registered under EU REACH (column I), UK REACH (column J) and/or TK REACH (column K) fill in the registration number or the submission date of the registration dossier.
        iv. Select in cell D76 if the PBB information is being provided under a confidentiality agreement.
            1. If yes, fill in cell D77 the reference number of the confidentiality agreement and in cell D78 the date of execution of the agreement.

7. Question 4 (line 80)
    a. Select in cell B81 if the company has a single representative to handle all imports of its products into the EU.
    NOTE: The definition “single representative” is on line 86.
    b. Select in cell B82 if the company has a single representative to handle all imports of its products into the UK.
    c. Select in cell B83 if the company has a single representative to handle all imports of its products to TR (Turkey).
    d. On lines 91 to 96, fill in the “single representative” information. Fill in column F for EU REACH, column H for TR REACH and column J for UK REACH.
    e. Select in cell I98 if the sole representative is willing to provide coverage to 3M for any of the above jurisdictions where REACH is registered.

Tab Chemicals of Concern

1. All questions must be answered.

2. Check all the substances listed and whether the product contains these substances.

3. If it is verified that the product does not contain any of the substances listed, select "Yes. Confirmed" in line 7 and leave the rest of the tab unfilled.
    a. It is also possible to leave line 7 as "Please Select" and to mark "Does Not Contain" (Column E) for each of the listed substances.

4. If it is found that the product contains any of the substances listed, select "No. Not confirmed. -> Please complete each of the questions below" on line 7 and follow the steps below:
    a. For substances that the product contains:
        i. Mark "Does Contain" (Column C).
        ii. Describe CAS Number and the percentage of the substance in the product column D.
        iii. Mark column F if the information described was based on test data.
    b. For substances that the product does not contain:
        i. Check "Does Not Contain" (Column E).
        ii. Tick column F if the information described was based on test data.

Metal Content Tab

1. All questions must be answered.

2. Answer in the line 6 if the material has been tested for any of the listed metals.

3. Check all the metals listed and whether the product contains these metals.

4. If it is found that the product does not contain any of the substances listed, select "Yes. Confirmed" on line 7 and leave the rest of the tab unfilled.
    a. It is also possible to leave line 9 as "Please Select" and:
        i. Answer whether the presence of each metal has been tested or not (Column B or C of the question "Tested?").
            1. If yes, fill in the test method (Column D), result (Column E) and the test detection limits (Column F).
        ii. Check " No " (Column C) in question "Intentionally added?" for each of the metals.

5. If it is found that the product contains any of the metals listed, select " No Not confirmed. -> Please complete each of the questions below" on line 9 and follow the steps below:
    a. For metals that the product contains:
        i. Answer whether the presence of each metal has been tested or not (Column B or C of the question "Tested?").
        ii. Answer whether the metal was intentionally added to the product or not (Column B or C of the question "Intentionally added?").
        iii. Describe which method was used for the test (Column D).
        iv. Describe the test result, that is, the metal concentration in the product and the unit of measurement (Column E).
        v. Describe the detection limits of the test together with its unit of measurement (Column F).

b. For metals that the product does not contain:
   i. Answer whether the presence of the metal has been tested or not (Column B or C of the question “Tested?”).
      1. If yes, fill in the test method (Column D), result (Column E) and the test detection limits (Column F).
   ii. Check “No” (Column C) in the question “Intentionally added?”.

6. The information described in this tab must be in accordance with the information given in the “Global Requirements” tab.

Automotive, Health Care and Purification tabs

1. These tabs must be answered only if the product meets the regulations of the Automotive, Health Care or Purification market. Only answer the tab with the name corresponding to the market your product serves.