NTT Group

Green Procurement Standards

1.0

February 2022

Revision history

Revision	Date	Description
1.0	February, 2022	Initial release

Introduction

The NTT Group Global Sustainability Charter was established by the NTT Group in pursuit of achieving a sustainable society while promoting company growth and the resolution of social issues.

Meanwhile, the NTT Group's supply chain is becoming more complex and globalized in recent years, making it extremely important that we focus on global problems like disaster, pandemic, the environment, human rights, and security. Amidst these issues, climate change and other environmental problems are worsening every year and causing massive socioeconomic impact due to more severe natural disasters on a global scale. Initiatives addressing these issues are required throughout the supply chain.

These Standards serve to supplement the environmental content of the NTT Group Guidelines for Sustainability in Supply Chain, a separate document of requirements for suppliers. The Standards contain an overview of the NTT Group's environmental activities; laws, ordinances, and other matters that should be considered, referred to, and worked on by suppliers; and points by which suppliers and products are evaluated in the procurement process.

Should an NTT Group company establish their own standards in addition to these Standards, and should the text thereof differ from these Standards due to the laws of the country in which an NTT Group company is located, local municipal government ordinances and regulations, or customer demands, the company's own standards take precedence.

We ask our suppliers to develop an understanding of the NTT Group's environmental activities and supply chain initiatives in addition to using these Standards.

February 2022
Nippon Telegraph and Telephone Corporation
Technology Planning Department

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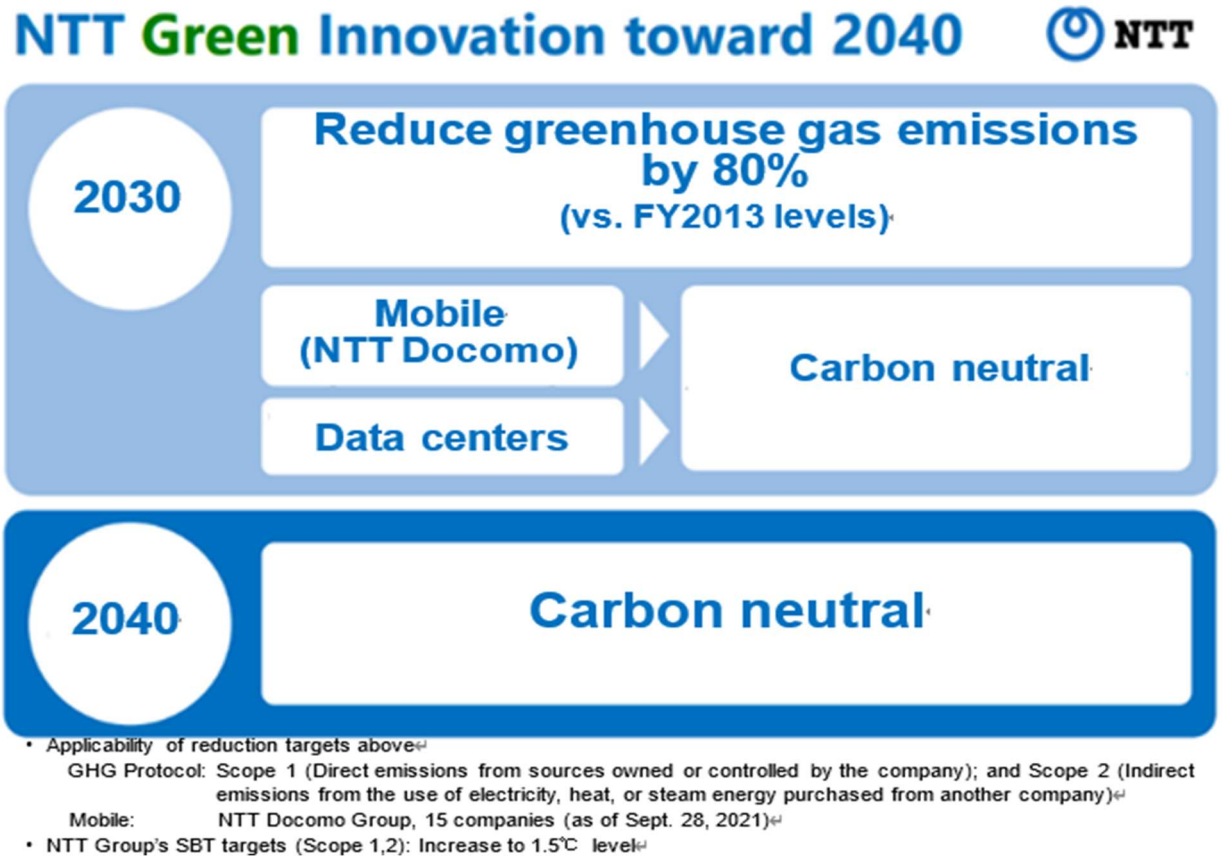
Chapter 1. NTT Group Environment and Energy Vision

The NTT Group established the Environment and Energy Vision in May 2020 and declared that we would increase our own renewable energy usage rate to over 30% by 2030.

In September 2021, we established a new Environment and Energy Vision titled "NTT Green Innovation toward 2040" that aimed to simultaneously achieve economic growth with zero environmental burden by reducing the environmental burden of business activities and achieving innovations that break through limitations. Based on this vision, the NTT Group aimed to achieve carbon neutrality by FY2040.



Primary Carbon Neutrality Initiatives

The NTT Group implements the following initiatives in our pursuit of carbon neutrality.

(1) Expand usage of renewable energy and reduce greenhouse gases by 45%
(2) Implement IOWN to reduce energy consumption and reduce greenhouse gases by 45%

Additionally, by expanding IOWN out of the telecommunications sector and into various sectors, providing new services, and strengthening development of renewable energy and expanding its utilization, the NTT Group is working to expand our own carbon neutrality initiatives to society itself and to achieve the Japanese government's 2050 Carbon Neutrality Declaration.

Participation in International Initiatives

Participation in SBT

In the Environment and Energy Vision aimed at eliminating our environmental burden, released May 2020, the NTT Group declared that we would participate in the Science Based Targets (SBT) international climate change initiative, as well as that in October 2020, NTT Group efforts were recognized by the SBT Initiative as being at the "Well Below 2℃" level. We also raised the NTT Group's FY2030 greenhouse gas emissions reduction targets and received recognition for being at the "1.5℃ level" in November 2021.

In pursuit of the goal of eliminating our environmental burden, the NTT Group is steadily advancing renewable energy usage and other initiatives based on the SBT to contribute to lowering the environmental burden of our customers, companies, and society as a whole.

NTT Group Targets for Greenhouse Gas Emission Reductions

- Scope1+2: Reduce by 80% relative to FY2018 levels by FY2030 (1.5℃ level)
- Scope3: Reduce by 15% relative to FY2018 levels by FY2030

Participation in EP100 and EV100

The NTT Group has established specific quantitative targets for improving power efficiency and electromobility, and is participating in the Climate Group's EP100 and EV100 international initiatives focused on improving energy efficiency.

Specifically, the NTT Group has established the following quantitative targets.

- EP100: Doubling energy efficiency of telecommunications relative to FY2017 levels by FY2025
- EV100: Converting 50% of NTT Group's ordinary vehicles into electric vehicles by 2025, and 100% by 2030

Endorsement of TCFD

As part of our initiatives to “promote ESG-oriented management,” a pillar of our medium-term business strategy, we announced our endorsement of the TCFD in May 2020. In line with this, moving forward, we will be disclosing climate change-related information based on the TCFD recommendations.

Chapter 2. Supplier Initiatives

Working towards the achievement of the environmental policies and targets described in Chapter 1, the NTT Group is promoting environmentally conscious procurement activities (green procurement) throughout our entire supply chain. Suppliers are requested to adhere to the requirements of the NTT Group Guidelines for Sustainability in Supply Chain (hereinafter "Sustainability Guidelines"), which are published elsewhere.

2.1. Management System

Refer to the Sustainability Guidelines (Common-1)

2.2. Environmental Permits and Reports to the Authorities

Refer to the Sustainability Guidelines (III-1)

2.3. Management of Chemical Substances in Products

Refer to the Sustainability Guidelines (III-2)
Management targets and content are listed in Item 2.7.

2.4. Management of Chemical Substances

Refer to the Sustainability Guidelines (III-3)

2.5. Minimization of Environmental Impact (Wastewater, sludge, exhaust, noise, vibrations, etc.)

Refer to the Sustainability Guidelines (III-4)

2.6. Energy Consumption and Greenhouse Gas Emissions Reductions

Refer to the Sustainability Guidelines (III-5)
In procurement activities, the NTT Group will give precedence to suppliers working to reduce greenhouse gases.

2.7. Reducing Environmental Burden through Product Assessments

Refer to the Sustainability Guidelines (III-6)
The following matters should be taken into account in product assessments.
In addition to the items below, we also ask that you independently pursue product designs that reduce your impact on the environment.

2.7.1. Materials

(1) Standardization of Materials

Please standardize the types of materials used in products as much as possible.

(2) Selection of Materials

When selecting materials for use in products, avoid composites and other difficult-to-recycle materials as much as possible. Instead, select easily recyclable materials. We also ask that products themselves be made from recycled materials as much as possible.

[Selection of Plastic Materials]

When using plastic in your products, select from the following four types of materials as much as possible in the interest of recyclability.

- Polyethylene
- Polypropylene
- Polystyrene
- Polyester

Avoid using plastic in products and other items provided to customers as much as possible. If you do use plastic, use the minimum amount possible, and try to use recycled materials and biomass plastic as much as possible.

(3) Reduction and Management of the Use of Hazardous Materials

As a general rule, do not use hazardous materials or materials that require special disposal methods under the law or other regulations. If using such materials, we ask that suppliers provide the names of the hazardous materials and clearly state the amount used. Upon the request of the NTT Group, suppliers are asked to explain the techniques they use to prevent leaks during usage, to keep such materials separate from other products, in shipping and transport, for recycling, and for disposal.

The NTT Group categorizes hazardous materials in products into three levels for management and control purposes.

- Prohibited substances:
  Substances that are prohibited from use in products. These products are clearly hazardous to the environment and human health. Their production is banned

under law and regulations, and the NTT Group specifies them to be prohibited.

- Restricted substances:
  Substances that should be subject to restrictions regarding their use in products. These products are clearly hazardous to the environment and human health. The NTT Group specifies them to be restricted because they are regulated by laws and regulations (including foreign laws and regulations), or otherwise in light of social circumstances or technological trends.

- Controlled substances:
  Substances that should be subject to controls for their use in products. These products are clearly hazardous to the environment and human health. Their use is required to be controlled under laws and regulations, and the NTT Group specifies them to be controlled.

(1) Designation of hazardous materials
Hazardous materials are designated as follows.

- Refer to Table 1 for materials procured for the purpose of use within Japan.
- For materials procured for the purpose of use in countries or regions outside of Japan, the local laws and regulations of each country will be respected. The list of restricted substances will include materials in Table 1 specified by NTT.
- The list of hazardous materials can be acquired from chemSHERPA's "Information on Controlled Substances", which is administered by the Joint Article Management Promotion-consortium (JAMP).
  [chemSHERPA Website] https://chemsherpa.net/

Please check the latest versions of all quoted laws and regulations.
Even if a substance is excluded from Table 1, endeavor to avoid using obvious hazardous substances (e.g. due to chronic toxicity via inhalation or oral consumption, carcinogenicity, reproductive toxicity).

Table 1

Prohibited substances	Class I Specified Chemical Substances as per Article 2, paragraph (2) of the Act on the Regulation of Manufacture and Evaluation of Chemical Substances.	Chemical Substances Regulation Act
	Substances banned from manufacturing as per Article	Industrial Safety and

	55 of the Industrial Safety and Health Act	Health Act
	Hazardous substances as per Article 14-3 of the Water Pollution Prevention Act that are required to have a cleanup standard value of “not detected” in Annexed Table 2 of the Enforcement Regulations of the Water Pollution Prevention Act.	Water Pollution Prevention Act
	Specified substances as per Article 2 of the Act on the Protection of the Ozone Layer Through the Control of Specified Substances and Other Measures that are also specified in the Annexed Table of the Enforcement Order of that Act. However, Group I in Annex C is excluded.	Ozone Layer Protection Act
	Substances as per Article 2, paragraph (1) of the Act on Special Measures against Dioxins.	Dioxins Act
	Substances as per Article 1 of the Act on Special Measures for the Promotion of Proper Treatment of Polychlorinated Biphenyl Wastes.	PCB Special Measures Act
Restricted substances (If these overlap with prohibited substances, classification will depend on the designation thereof.)	Metals, chemical substances, etc. that are requirements for Specific Hazardous Industrial Wastes as per Article 2-4, paragraph (5) of the Enforcement Order for the Waste Management and Public Cleansing Act, that are also listed in Annexed Table 2 of the Enforcement Regulations of the Act.	Waste Management and Public Cleansing Act
	Substances as per Article 2, paragraph (3) of the Act on Promotion of Global Warming Countermeasures, and Article 1 and 2 of the Enforcement Order of that Act, that fall under Article 2, paragraph (5) of the Act.	Global Warming Act
	Hazardous substances as per Article 14-3 of the Water Pollution Prevention Act, but excluding those required to have a cleanup standard value of “not detected” in Annexed Table 2 of the Enforcement Regulations of the Water Pollution Prevention Act.	Water Pollution Prevention Act
	Specified substances as per Article 2 of the Act on the Protection of the Ozone Layer Through the Control of Specified Substances and Other Measures that are specified as Group I in Annex C of the Annexed Table of	Ozone Layer Protection Act

	the Enforcement Order of that Act.	
	Specified hazardous substances as per Article 2 ofthe Soil Contamination Countermeasures Act that are specified in Article 1 of the Enforcement Order of that Act.	Soil Contamination Countermeasures Act
	Foreign regulations specified by the NTT Group. (Substances specified in the RoHS Directive or REACH Regulations)	RoHS Directive REACH Regulations
	“Conflict minerals” are specified by the NTT Group in light of social circumstances and technological trends. *Companies listed in the United States are required to disclose their usage, etc., of conflict minerals in products. (“Conflict minerals” are tantalum, tin, gold, tungsten, and other minerals designated by the U.S. Secretary of State)	-
Controlled substances (If these overlap with prohibited substances or restricted substances, classification will depend on the designation thereof.)	Type 1 and Type 2 substances in Annexed Table 3 of the Enforcement Order for the Industrial Safety and Health Act	Industrial Safety and Health Act
	Substances as per Article 2, paragraph (2) of the Act on Confirmation, etc. of Release Amounts of Specific Chemical Substances in the Environment and Promotion of Improvements to the Management Thereof that fall under the substances in Article 5 (excluding items (iii) and (iv)) of the Enforcement Order of that Act; as well as substances as per Article 2, paragraph (2) of the Act that fall under Article 6 (excluding items (iii) and (iv)) of the Enforcement Order of that Act.	PRTR Act

(2) Management of Hazardous Materials in Products

Suppliers are asked to manage and keep track of any prohibited substances, restricted substances, and controlled substances contained in their products. Additionally, provide information on that management to NTT Group companies on their request.

As a general rule, the information on management that should be presented includes the information in Table 2.

- Basic information: Information that should be managed on prohibited substances, restricted substances, and controlled substances
- Additional information: Information that should be maintained on restricted substances and controlled substances

Table 2

	Managed information	Prohibited substances	Restricted substances	Controlled substances
Basic information	・ Presence of hazardous materials	Yes	Yes	Yes
Additional information	・ Concentration of hazardous substances ・ Amount of hazardous materials used (contained) per product (or unit) ・ Purpose of use and location of use of hazardous materials ・ Possibility of leakage of hazardous materials into the environment during use (operation) or during disposal of the product ・ Method of separating the places where hazardous materials are used ・ Recycling and disposal methods ・ Methods of restricting the use of hazardous substances (availability of alternative substances), etc.		Yes	Yes

(4) Biodiversity

If materials are of biological origin, we ask that consideration be taken of biodiversity.

(5) Exhaustible resources and scarce resources

Endeavor to procure sustainable raw materials and reduce the use of exhaustible resources and scarce resources as much as possible. If using such materials, we ask that suppliers provide the names of the materials and clearly state the amount used. Upon the request of the NTT, suppliers are asked to explain the techniques they use to prevent leaks during usage, to keep such materials separate from other products, in shipping and transport, for recycling, and for disposal.

2.7.2. Product Designs

(1) Energy Conservation

Design product energy (electric power and fossil fuels) consumption to be as small as possible.

(1) Specified devices in the Act on the Rationalization of Energy Use shall have performance in accordance with that Act.

Additionally, the following standard target products shall have performance in accordance with this as well.

- International Energy Star Program

(2) Restricted performance

- Average power consumption: Average amount of electrical power used under the presented conditions
- Calorific value: Amount of heat generated inside a device under the presented conditions
- Maximum power consumption

(3) Development and procurement of ICT devices newly procured by the NTT Group

<Approach to ICT Device Development and Procurement>

ICT devices newly developed or procured by NTT Group companies are to be developed or procured at the highest rank (number of stars) possible, based on the reference values in the Ecology Guidelines for the ICT Industry established by the Council on Ecology Guidelines for the ICT Industry. Additionally, we focus on not only the energy conservation performance of devices themselves, but also the development and procurement of devices with functionality that leads to energy conservation in telecommunication equipment rooms and all data centers. Additionally, in ICT device development and procurement, we make comprehensive determinations that consider air conditioning, power supply, and other operating

costs; environmental added value; and other factors in addition to functionality, performance, and product price. “Added value” here refers to value that can be used as carbon offsets, Green Electricity Certificates, and similar.

<Device-specific Group Target Values>
Devices specified in the Ecology Guidelines for the ICT Industry have “reference values” as established in those Guidelines. However, this does not apply to items preceding the “approximate timing of the implementation of reference values.”

<Energy Conservation Functionality Requirements>
ICT devices have interfaces that enable the collection of hardware information (e.g. intake air temperature, power consumption) and the control of device power states (on / off) for energy management purposes at telecommunication equipment rooms and data centers. For specific requirements, refer to ITU-T L.1300 Annex D and Appendix V.
Air intake and exhaust for ICT devices face to the front and back in order to improve cooling efficiency across telecommunication equipment rooms and data centers as a whole. If, due to restrictions pertaining to ICT device implementation, a left-right or up-down air intake and exhaust is used, or any other such air intake and exhaust that is not front-back facing, install an airflow control plate to change the air intake and exhaust air flow into the front-back direction. For specific requirements, refer to ITU-T L.1300 Annex C and Appendix IV.

(2) Weight reduction
Make products as lightweight as possible.

(3) Long service life
Give products as long a service life as possible.

(4) Ease of disassembly
Give products a structure that enables easy disassembly into recyclable components or reusable materials as much as possible.

(5) Processing methods to avoid, etc.
Avoid, as much as possible, using the following types of processing on plastic materials used in products. If such types of processing are necessary, provide such

information to the NTT Group as requested.

- Painting and plating of plastic surfaces
- Affixing labels, etc. (However, this does not apply to cases in which the label material is of the same type as the plastic material, and where the label is affixed [e.g. via welding] without using adhesive.)
- Adding tempered glass or other filler

2.7.3. Labeling

Clearly label products and components with the names of materials used and other information required for recycling and implementing the most appropriate type of waste disposal. For this purpose, use a labeling method that creates labels that do not easily come off or fade.

(1) Display the name of the plastic material

① Citation standards

- JIS K 6899-1 (ISO 1043-1)
  "Plastics - Symbols and abbreviated terms - Part 1: Basic polymers and their special characteristics"
- JIS K 6899-2 (ISO 1043-2)
  "Plastics - Symbols and abbreviated terms - Part 2: Fillers and Reinforcing Materials"
- JIS K 6999 (ISO 11469)
  "Plastics - Generic Identification and Marking of Plastics Products"

② Identification symbols for materials

Display identification symbols for materials for molded products made of plastic materials used in products and parts in accordance with JIS K 6899-1, JIS K 6899-2, and JIS K 6999, as much as possible.

③ Labeling method

As a general rule, do not use labels sticker for labeling. ・ However, this does not apply to cases in which the label material is of the same type as the plastic material and where the label is affixed [e.g. via welding] without using adhesive.

(Examples)

- Etching the symbol into the mold and using the mold for labeling

・ Embossing
・ Melt imprint

④ Label location
Put the label in a place that can be easily seen during disposal and disassembly.

(2) Hazardous substance labeling
For labeling pertaining to hazardous substances, include information in accordance with J-Moss.
J-Moss: JIS C 0950, “The marking for presence of the specific chemical substances for electrical and electronic equipment”

2.7.4. Packaging materials
For packaging materials, consider the following items as much as possible. Also consider the product’s structure (design) in endeavoring to lower the environmental impact of packaging.
(1) Structure
Ensure that packaging materials are given a structure that enables them to be reused.

(2) Materials
Avoid using plastic in packaging materials as much as possible and try to reduce the amount of resources used. Also use recycled materials and renewable resources (e.g. paper, biomass plastic).

(3) Labeling
Label the name of materials used in packaging materials in such a way as the labels do not easily come off or fade.

(4) Requirements regarding plastic packaging materials
If using plastic in packaging materials, label the name of the material in accordance with 2.7.3(1).

2.7.5. Ease of disposal
Design products such that, when products (including packaging materials) undergo interim processing and final disposal, they have as little impact as possible on the

processing facility and the environment surrounding the facility.

2.7.6. Recycling and disposal methods

Suppliers should create procedural documents for product recycling and disposal methods, and explain those procedures to the NTT Group at NTT's request. As much as possible, plastic should be recycled via material recycling.

2.8. Effective Resources Use and Waste Management

Refer to the Sustainability Guidelines (III-7)

2.9. Conserving Biodiversity

Refer to the Sustainability Guidelines (III-8)

2.10. Publication and Disclosure of Environmental Conservation Initiatives

Refer to the Sustainability Guidelines (Common-3)

Please cooperate with questionnaires (SAQ) and on-site inspections when requested by the NTT Group.

2.11. Promotion of Supply Chain Initiatives

Please promote the environmental conservation activities described in 2.1 through 2.10 above among upstream suppliers.

Chapter 3. Supplier Evaluation

Chapter 3.1. Supplier Evaluation

The NTT Group evaluates supplier environmental conservation activities and procured products via “company evaluations” and “product evaluations.”

- Company evaluation: Evaluates environmental initiatives.
- Product evaluation: Evaluates a product’s environmental friendliness.

3.2. Evaluation Criteria

Evaluation criteria for each evaluated item are as follows.

- Company evaluation: Company Evaluation Criteria List (Table 3)
- Product evaluation: Product Evaluation Criteria List (Table 4)

Table 3. Company Evaluations

Guideline item	Question	Evaluation
2.3.1. Building and operating an environmental management system	Have you built and do you operate an environmental management system?	1. We have received ISO14001 or another external certification and are operating an environmental management system 2. We have built and operate an environmental management system based on ISO14001, etc. 3. We have not built an environmental management system
	If you responded 1 above, please provide your registered information.	Name of standard/certification Certification Body Certification Number Expiration Date
	If you responded 1 or 2 above, what is the scope of application?	1. Entire company 2. Only part of the organization Scope of Application: (　　)
	If you responded 3 above, do you plant to build such a system in the future?	By what date do you plan to build that system? Plan to build by (　　)

	Does your company have a system for managing environment-related laws, regulations, and rules?	1. Yes 2. No
	Do you have targets for the design and manufacture of environmentally friendly products?	1. Yes 2. No
	Do you have an action plan for achieving your environmental targets?	1. Yes 2. No
	Are there clear roles and responsibilities for the operation of your environmental management system?	1. Yes 2. No
	Do you provide education and training for employees regarding the operation of the environmental management system?	1. Yes 2. No
	Do you publicize information on your company's environmental conservation activities?	1. Yes 2. No
	Have you established clear requirements for the environmental management system?	1. Yes 2. No
	Do you have systems for responding to accidents and disasters?	1. Yes 2. No
	Do you regularly monitor and measure important aspects of environmental management (e.g. water	1. Yes 2. No

	quality, exhaust, chemical substances, waste)?	
	Do you take steps to rectify non-compliant items and prevent recurrence?	1. Yes 2. No
	Are environmental management records created and stored?	1. Yes 2. No
	Does the company have a system for internal environmental audits and is it being implemented?	1. Yes 2. No
2.3.2. Initiatives to reduce environmental burden (1) Reduction of greenhouse gases	Do you know the volume of greenhouse gas emissions from your company activities and the supply chain as a whole?	1. Yes, we do monitor volumes of greenhouse gas emissions 2. We plan to monitor volumes of greenhouse gas emissions 3. Yes, we do monitor volumes of greenhouse gas emissions
	Are you implementing initiatives to reduce greenhouse gas emissions from your company activities and the supply chain as a whole?	1. Yes, we are implementing initiatives to reduce greenhouse gases 2. We plan to implement initiatives to reduce greenhouse gas emissions 3. No, we are not implementing initiatives to reduce greenhouse gases
	Do you publicize information on greenhouse gas emissions outside of the company?	1. Yes, we do publicize that information 2. We plan to publicize that information 3. No, we do not publicize that information
(2) Resource recycling initiatives	Do you monitor the amount of waste generated by your business activities and reduce it as much as possible, while also implementing reuse and recycling, as well as monitoring disposal methods in use (e.g. material	1. Yes, we do monitor the amount of waste generated, disposal methods, and recycling rates, and we work to improve emissions reductions and recycling rates 2. We plan to monitor the amount of waste generated, disposal methods, and recycling rates 3. No, we do not monitor the amount of waste generated or disposal methods

	recycling, waste-to-energy, final disposal techniques) and recycling rates?	
(3) Biodiversity conservation initiatives	Do you work to raise awareness among employees about biodiversity conservation, and work with stakeholders (e.g. employees, municipalities, NGO experts) on activities to conserve rare plants, animals, and ecosystems both within and outside the supplier offices?	1. Yes, we do work with NGOs and other external organizations on biodiversity conservation initiatives 2. We plan to work on biodiversity conservation initiatives 3. We do not work on biodiversity conservation initiatives
(4) Disclosure of information related to environmental conservation	Do you publicize information on suppliers' environmental conservation activities, including (1) through (3) above?	1. Yes, we do publicize that information through environmental reports, etc. 2. We plan to publicize that information 3. No, we do not publicize that information
(5) Promotion of supply chain initiatives	Do you promote the environmental conservation activities in 2.3.1 and (1) through (4) above among the rest of your (suppliers') upstream supply chain?	1. Yes, we do promote that among the rest of the upstream supply chain through the Green Procurement Guidelines, etc. 2. We plan to promote that among the upstream supply chain 3. We do not promote that among the upstream supply chain

Table 4. Product Evaluations

Guideline item	Question	Evaluation
2.4.1. Materials (1) Standardization of materials	Do you standardize the types of materials used in products as much as possible?	1. Yes, we do 2. No, we do not
(2) Selection of materials	When selecting materials for use in products, do you avoid composites and other difficult-to-recycle	1. Yes, we do 2. No, we do not

	materials as much as possible, and instead select easily recyclable materials?	
	Do you use recycled materials as much as possible in products?	1. Yes, we do 2. No, we do not
	Do you use the recommended plastic materials for molded products made of plastic?	1. Yes, we do 2. No, we do not
	Do you avoid using plastic in products and other items provided to customers as much as possible, and if you do use plastic, do use the minimum amount possible?	1. Yes, we do 2. No, we do not
	Do you use recycled materials and biomass plastic as much as possible in products and other items provided to customers?	1. Yes, we do 2. No, we do not
(3) Reduction of the use of hazardous materials	Do you ensure that you do not use hazardous materials in accordance with the laws and regulations of the country or region in which your NTT Group company is located, including materials and compounds that require special methods of disposal?	1. Yes, we do 2. No, we do not
	Do you manage prohibited substances (NTT-specified) and provide information on the management thereof?	1. Yes, we do provide that 2. No, we do not provide that
	Do you use prohibited substances (NTT-specified)?	1. Yes, we do 2. No, we do not
	Do you manage restricted substances (NTT-specified) and provide information on the management thereof?	1. Yes, we do provide that 2. No, we do not provide that

	Do you use restricted substances (NTT-specified)?	1. Yes, we do 2. No, we do not
	Are you reducing the products that use restricted substances?	1. Yes, we are reducing those 2. No, we are not reducing those
	Do you manage controlled substances (NTT-specified) and provide information on the management thereof?	1. Yes, we do provide that 2. No, we do not provide that
(4) Biodiversity	If the materials used are of biological origin, do you take steps to take biodiversity into consideration?	1. Yes, we do 2. No, we do not
(5) Exhaustible resources and scarce resources	Do you endeavor to procure sustainable raw materials and reduce your use of exhaustible resources and scarce resources as much as possible?	1. Yes, we do 2. No, we do not
2.4.2. Product design (1) Energy conservation	Do you have electrical power performance that adheres to and is based on laws, regulations, etc. (Act on the Rationalization of Energy Use; International Energy Star Program; NTT Group Energy Conservation Performance Guidelines)?	1. Yes 2. No
	Do you restrict the energy consumption (power consumption) of products in use?	1. Yes, we do 2. No, we do not
(2) Weight reduction	Do your products' designs attempt to be as lightweight and compact as possible?	1. Yes, they do 2. No, they do not
(3) Long service life	Do your products' designs attempt to achieve as long a service life as possible?	1. Yes, they do 2. No, they do not

(4) Ease of disassembly	Do you give your products a structure that enables easy disassembly into recyclable components or reusable materials as much as possible?	1. Yes, they do 2. No, they do not
(5) Processing methods to avoid, etc.	Do you strive to avoid the “Processing methods to avoid, etc.” designated by NTT?	1. Yes, they do 2. No, they do not
	If you are implementing “processing methods to avoid, etc.,” are you able to provide information on that?	1. Yes, we can provide that 2. No, we cannot provide that
(6) Ease of disposal	Do you design products such that when products (including packaging materials) undergo interim processing and final disposal, they have as little impact as possible on the processing facility and the environment surrounding that facility?	1. Yes, they do 2. No, they do not
(7) Recycling and disposal methods	Do you create procedural documents for product recycling and disposal methods, and explain those procedures at the request of the NTT Group?	1. Yes, we can explain that 2. No, we cannot explain that
	Do you recycle plastic via material recycling as much as possible?	1. Yes, we do 2. No, we do not
2.4.3. Labeling (1) Labeling names of plastic materials	Do you use identification symbols for materials in accordance with JIS for molded products made of plastic?	1. Yes, we do 2. No, we do not
	Do you endeavor to generally avoid using label stickers for the labeling of the names of plastic materials?	1. Yes, we do 2. No, we do not

	Do you put labels for plastic material names in places that can be easily seen during disposal and disassembly?	1. Yes, we put the labels somewhere easily seen 2. No, we do not put the labels somewhere easily seen
(2) Labeling hazardous materials	For labeling pertaining to hazardous substances, do you include information in accordance with J-Moss?	1. Yes, we do 2. No, we do not
2.4.4. Packaging materials	Do you use packaging materials that have a structure that enables them to be reused?	1. Yes, we do 2. No, we do not
	Do you use recycled materials and biomass plastic as much as possible in packaging materials?	1. Yes, we do 2. No, we do not
	Are you reducing the amount of packaging materials you use that contain plastic materials, as much as possible?	1. Yes, we are reducing those 2. No, we are not reducing those
	Do you include labeling for identification symbols for materials on packaging materials that use plastic?	1. Yes, we do 2. No, we do not

Chapter 4. Other

4.1. FAQ

<All>

No.	Question	Example response
1	Are the revised Green Procurement Standards requirements for procurement?	The Green Procurement Guidelines present the NTT Group's basic approach to green procurement and cover the general matters thereof. Prohibited substances, etc., are prohibited by law and regulations, and compliance with those stipulations is mandatory.
2	What is the scope of application of the Green Procurement Standards?	The Standards apply to the NTT Group. However, should an NTT Group company establish their own standards (guidebook, specifications, blueprints, etc.) in addition to these Standards, and should the text thereof differ from these Standards due to the laws of the country in which an NTT Group company is located, local municipal government ordinances and regulations, or customer demands, the company's own standards take precedence.

<Individual items>

No.	Question	Example response
1	Why did you select the recommended materials that you did?	・ Ease of recycling (material recycling and waste-to-energy) ・ Impact on the environment of burial ・ Impact on the environment of manufacturing ・ Social trends The above four factors were taken into consideration in deciding on these materials.
2	ABS and PC are considered recommended materials according to our company's standards. Should we not use them?	Please use the recommended materials as long as there is no functionality-related reason not to use those materials. ・ In the case of ABS, it has the problem that it may produce cyanide gas if used in a waste-to-energy

	Why are these materials not considered recommended materials? Both are easy to recycle and dispose of.	process. ・ In the case of PC, phosgene and other hazardous substances are a necessary part of the manufacturing process. Additionally, the amount of electrical power needed for the manufacturing process is larger than the amount needed for the recommended materials. These are not materials to avoid, but they are also not recommended materials.
3	PVC has an established recycling method in place, so I do not see a problem.	PVC cannot be recycled in perpetuity. Eventually, it may be sent to a waste-to-energy process. In such a case, it is not impossible that dioxins could be produced. Even if high-temperature incinerators are installed throughout Japan, enabling the complete degradation of dioxins, hydrogen chloride gas would damage the incinerator and there would be a need to neutralize the gas, and these factors mean that this is not a material that places a low burden on the environment.
4	Prohibited substances should not be included even in trace amounts?	・ Do not add such substances intentionally ・ According to current scientific standards, the two key points are not to use a manufacturing method that is clearly known to involve such materials as by-products, and not to use materials manufactured using such a method.
5	Are extremely trace amounts of heavy metals contained in metal plating, etc., also subject to controls?	Yes, they are. ・ If they are added intentionally ・ According to current scientific standards, a manufacturing method that is clearly known to involve such materials as by-products is used, or materials manufactured using such a method are used In the above two cases, the metals are subject to controls.
6	Why did you add dioxins to the list of prohibited substances?	Dioxins were added because they were found to be clearly harmful to the human body and the Act on Special Measures against Dioxins was enacted.

7	How many grams of a plastic material need to be present for it to be necessary to identify the material with a label?	In the January 1998 detailed guidelines, molded products of at least 25g required labeling, but after the August 1999 revision, as much labeling as possible is required.

4.2. Revisions to these Standards

This standard is a revised version of the “NTT Guidelines for Green Procurement” established in December 2013.
This Standards shall be revised as necessary based on changes in social conditions and as new discoveries are made, etc.

4.3. Inquiries

Technology Planning Department, Procurement Strategy,
Research Planning Department, Environmental Protection Office,
Nippon Telegraph and Telephone Corporation,
Email: green-procurement@ntt.com

*Procurement-related inquiries for NTT Group companies should be directed to the procurement contact desk at each respective company.