

GLAPS Guidance

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Global List of Automotive Process
Substances (GLAPS)

-Guidance Document-

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1 Objectives and Scope

1.1 Objectives

The Global List of Automotive Process Substance (GLAPS) is the common standard list for reporting of process substances within the automotive industry. It provides a definitive list of substances requiring reporting in specific process uses in order to minimize company-specific requirements and ensure cost-effective management of reporting practices within automotive supply chains.

The GLAPS is the outcome of a voluntary industry initiative designed to ensure integrated, responsible and sustainable use of process substances by automobile manufacturers and their supply chain. These companies share objectives of continuous improvements in quality, safety, and the reduction of human health and environmental impact throughout the vehicle life cycle, and agree that these objectives should be achieved in an efficient, cost-effective way to optimize supply chain processes and consumer value.

The main objective of the GLAPS is to help to reduce human health and environmental risks in the automotive industry, by facilitating communication on the life cycle benefits and potential risks of certain substances or groups of substances in an automotive process use at any stage of the automotive supply chain. Reporting of a substance does not mean, however, that the substance is prohibited from being used in automotive processes or is to be de-selected from use. Rather, any reporting process using the GLAPS should foster dialogue, risk-based evaluations and decisions based on robust science, and must respect the framework formulated in this preface.

A large number of process chemicals are used in the automotive manufacturing chain, and their selection and proper use can have significant impact on these objectives. Early information sharing and dialogue along the supply chain will help facilitate compliance with current and future regulations, as well as take into consideration customer requirements to ensure sustainable products.

There is no defined process for responding to a reported substance, it is up to each company to decide for themselves what actions to take if a substance is reported.

The intended benefits of the GLAPS are to help the Automotive Industry to:

- Protect human health and the environment;
- Maintain regulatory compliance;
- Avoid substances disrupting specific processes (specify substances and processes by unanimous agreement of the Steering Committee)
- Realise efficiencies in the automotive industry:
 - In participating member companies by avoiding duplication of substance regulatory monitoring work across companies;
 - In affected suppliers by harmonising customer requirements.

1.2 Scope of “Automotive Process Substances”

The GLAPS follows the lead of the Global Automotive Declarable Substance List (GADSL), but whereas the GADSL’s scope is limited to substances that are expected to be present in a material or part that remains

in the vehicle or part at point of sale, GLAPS covers substances expected to be present as such or in mixtures in chemical products as supplied to customers or recipients in the automotive supply chain, for use in automotive processes. Definitions and examples of “scope” in this Guidance refer to the process uses of substances by the recipient, not the supplier.

GLAPS is intended to operate only on a business-to-business (supplier-to-customer) level, and reporting is limited to those products that are received at the customer’s facility. It is not intended for the supplier to reveal to the customer those substances that are used at the supplier’s site but not delivered to the customer.

The GLAPS scope only covers substances in the form in which they are supplied to a site within the automotive supply chain; it therefore excludes any substances created during process use, or created as a result of storage or disposal methods.

The GLAPS is proposed to cover “Automotive Process Substances” on their own, or in mixtures, which for the purposes of GLAPS is to be understood to mean:

Chemical products supplied to the customer and used by the customer in:

- **Production parts** (i.e. ending up in the sold part/vehicle), and remaining in the same form;
- **Production parts** (i.e. ending up in the sold part/vehicle), but remaining only partly or in a different form;
- **Production equipment** (for normal operation, maintenance or repair, i.e. not touching the sold part/vehicle);
- **Treatment of production parts/vehicles** but not remaining on the finished product;
- **Prototype builds;**
- **Maintenance and repair of production parts/vehicles;**
- **Aftermarket chemical products** used on site, sold for dealer or consumer use (i.e. as a distributor only) as well as manufactured/formulated in-house;

The following uses are outside the scope of GLAPS “Automotive Process Substances”:

Chemical products supplied to the customer and used by the customer in:

- **Production equipment with contained liquids or gases** that are fully contained;
- **On-site processes by contracted services** where material does not remain on-site, no company employee exposure occurs, and there is no release to the environment;
- **Laboratory analysis;**
- **In situ creation of substances** under intended conditions of use;
- **Processes with no production part/vehicle relevance;**
- **Production or non-production articles** that use contained substances/mixtures;
- **Specifically excluded uses:**
 - Food;

- Consumer products, personal care products and office products when quantity, duration, and frequency of exposure do not exceed normal consumer use, and are unlikely to affect production processes and the environment.

GLAPS is not intended to track regional or national substance inventories. Listing of a substance on the GLAPS should not be relied on as a legal guide to a substance being able to be legally supplied in a given market.

NOTE: It remains a business-to-business (customer-to-supplier) decision as to whether GLAPS applies in these cases where on-site processes are conducted by contracted services where either:

- Material remains on-site in any form (including e.g. in building material); or
- There is potential company employee exposure; or,
- There is potential release to environment in any form (i.e. air, water or ground).

More details and examples of in-scope and out-of-scope uses of substances are provided in the Annex A.

Under the above scope, there is potential for overlapping scope between GLAPS and GADSL:

Example	GLAPS	GADSL
An adhesive is supplied to an automotive parts manufacturer for use in non-production processes (e.g. building maintenance)	x	x
An adhesive is supplied to an automotive parts manufacturer for use in production processes (e.g. as a vehicle trim adhesive)	✓	✓
A production part that contains already cured adhesive is supplied to an automotive parts manufacturer for assembly into a complex part	x	✓
A solvent in a paint used in production processes where the solvent does not remain on the final vehicle	✓	x
A solvent used in aftermarket chemicals used on site, sold for dealer or consumer use (i.e. as a distributor only) as well as manufactured/formulated in-house	✓	x

1.3 Criteria for Reportable Substances

The decision to list a substance on the GLAPS is based on the following criteria:

The substance is expected to be present as such or in mixtures as supplied to actors in the automotive supply chain, for use in automotive processes (see chapter 2 for definition of scope). Either of the following conditions should apply:

- **PRIORITY 1: Regulation**
The substance is, or is projected to be, subject to regulations that impose use restrictions or reporting requirements related to use in automotive processes, by a governmental agency or authority covering locations where the substance is potentially used; or
- **PRIORITY 2: Classification**
It is demonstrated, by testing under OECD (Organization for Economic Cooperation & Development) guidelines for testing chemicals, conducted under Good Laboratory Practice (according to the OECD Principles on Good Laboratory Practice as revised in 1997), that the substance may be associated with a significant hazard to human health and/or the environment, and its use in automotive processes may create a significant risk to human health and/or the environment. Other scientifically valid methodology, based on the weight of evidence, may also be considered.

Substances may be added to GLAPS that are disrupting specific processes at a level exceeding a certain threshold. (*When a certain threshold level is exceeded, a dossier is discussed by APSG and a consensus is obtained before criteria are established.) A statement should be made regarding their applicable uses under the Affected Use section of the GLAPS Regional Detail List.

Reportable threshold levels will be based on the lowest level required by regulation or reasonably required by scientific evaluation.

1.4 Reportable Substance Classification

A reportable substance when present as defined in chapter 1.2 will be shown on the GLAPS with a classification of "P, R, U or N", defined as follows:

P = Prohibited	A substance designated "P" is either prohibited by regulation or due to common technical reasons as defined in the respective dossier for use in certain applications or may not exceed regulated threshold limits.
R = Reportable	A substance designated "R" must be reported if it exceeds the defined threshold limits.
U = Unknown	A substance that has not been assessed by the regional team yet in the corresponding region/country.

N = Not reportable	A substance has been assessed by the regional team in the corresponding region/country and found to be not reportable.
R/P = both Reportable and Prohibited	Legislation may prohibit the use of a regulated substance in certain specific applications, but restrict its use in other applications. In this case the GLAPS classification would be R/P.

Depending on its specific application, the same substance could be classified “P” in one use, and “R” in another use. When this is the case, both classifications for the substance will be shown on the GLAPS with examples under the application column. Due to different regional/national legislation the classification for the use might also differ from region/country to region/country.

1.5 Reason Codes

Reason codes have been developed to explain why a substance has been included in the GLAPS. Each substance listed will show one of the following reason codes to facilitate dialog within the supply chain:

LR = Legally Regulated	A substance legally regulated because its use in automotive processes poses a significant risk to health and/or the environment.
FA = For Assessment	A substance projected to be regulated by government agencies, upon decision by the APSG Steering Committee.
FI = For Information	A substance tracked for information purposes only, upon decision by the APSG Steering Committee.

LR, FA and FI substances should not be construed to mean that the substance is prohibited from being used in automotive processes, or is to be de-selected from use.

2 Automotive Process Substance Group (APSG)

2.1 Organization

The Automotive Process Substance Group (APSG) is a voluntary organization open to any member of the automotive supply chain. The APSG consists of the Americas, Europe/Africa/Middle East, and Asia/Pacific regions. Regional Teams consist of representatives of the automotive OEM, automotive supplier and chemical industries. Each of the three regions nominates six members, including at least one representative each from OEMs, suppliers and chemical industry, to sit on the governing body of the APSG, called the Steering Committee (APSG-SC). The Global List of Automotive Process Substances (GLAPS) is issued and updated by the APSG-SC. The APSG-SC meets annually or more as needed to decide on the GLAPS and to provide a transparent and open process for decision making, as well as serving as a clearing house for unresolved topics among the regions. The APSG-SC makes its decisions based on unanimous

consensus. Blocking of decisions should only take place for the good of the whole group and not due to individual preferences.

The participating Associations and Companies to the APSG and other related bodies are bound by the rules of Competition laws of their respective countries/regions. As such for the Competition law, concerning the exchange of information, the entity collecting or processing data is bound by confidentiality and any data aggregated cannot be linked to specific competitors or transactions.

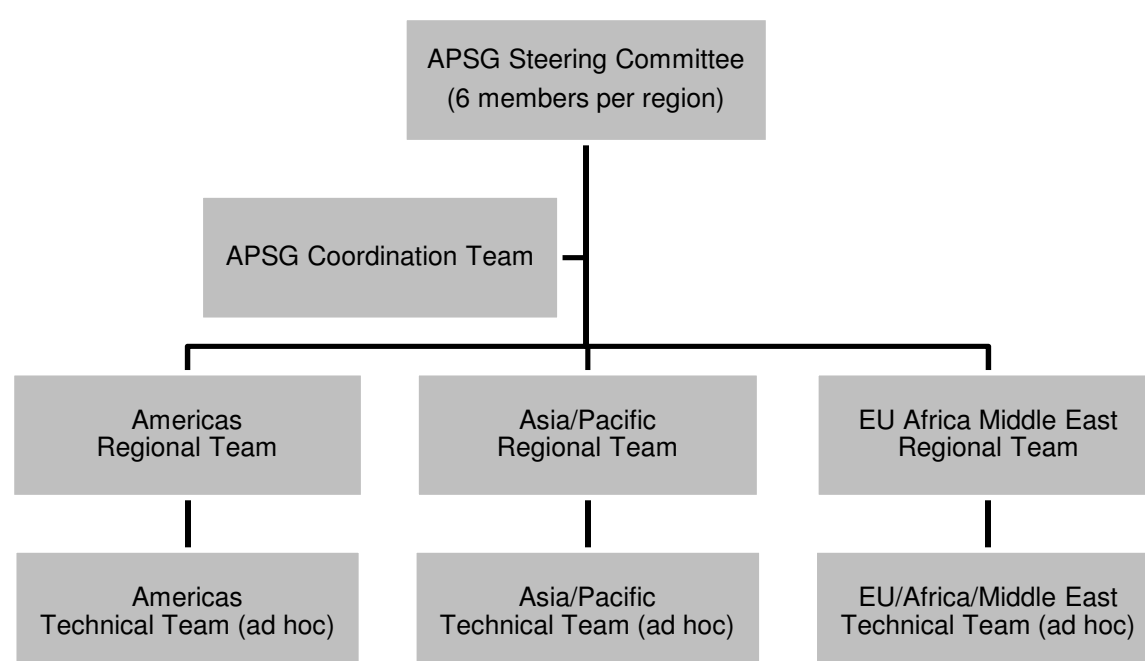
2.2 APSG Regional Teams

The proposed content for the GLAPS is prepared by the Regional Teams of each region as basis for dossier approvals by APSG-Regional Groups and global approval by APSG-SC.

Within the Regional Teams there can be “ad hoc” Technical Teams formed to work on specific issues.

2.3 APSG Coordination Team

The APSG Coordination Team consists of members selected from the regions and is responsible for ensuring the implementation of the decisions of the APSG-SC. The Coordination Team prepares all of the information that is posted on the public website. The finalized documents are reviewed by the APSG-SC prior to posting.



2.4 APSG Contact

See <http://www.acea.be/industry-topics/tag/category/glaps>

3 GLAPS Process

3.1 General remarks

Any stakeholder in the automotive supply chain can submit proposals for new entries or changes in the GLAPS, by submitting a GLAPS Dossier to the appropriate Regional contact of the Automotive Process Substance Group (APSG) prior to 15 March each year (see GLAPS contact list). Following this, the Regional Team, if they are in agreement, must submit such Dossiers by 15 June each year for assessment in the other regions through the other regional teams. The regional teams are submitting their proposal to the Automotive Process Substance Group Steering Committee (APSG-SC) until 15 September. The APSG-SC team will meet in November for a final decision on unanimous vote. The list will be published in February.

3.2 GLAPS Management

GLAPS is managed by the Automotive Process Substance Group (APSG). This Group makes decisions on substances in a transparent way in accordance with the globally agreed criteria. The GLAPS will be updated and published annually in February. At the latest, 12 months after the publication date, any reporting should be performed according to this updated version. However, in special cases (e.g. in response to a significant regulatory change) an intermediate update might be required. All changes must be documented by the submission of a dossier.

3.3 Transfer in company specific documents and databases

The GLAPS is intended to be a public document, freely available to third parties under the following conditions:

- The GLAPS has to be used in its totality (no cut and paste).
- Substance evaluations and reports have to be adjusted for the specific uses in the respective industry sector.
- The GLAPS may be duplicated or reproduced without the explicit permission of the APSG as long as the version and status are stated on the document.
- Companies and trade associations along the automotive value chain are free to communicate the latest GLAPS version
- The APSG and its members assume no liability whatsoever for the GLAPS, its content or any reliance on the GLAPS.

3.4 GLAPS Communication Process

Existing legislation in most regions requires reporting of hazardous substances on safety data sheets (SDSs). Other legislation may require certain substances to be labelled on product labels even if not legally required on the corresponding SDSs (e.g. under the European Biocidal Products Regulation).

It is recognised that GLAPS may require reporting of certain substances that would not be required by applicable SDS or labelling regulations, and therefore reporting of such substances will have to be done by other methods. The scope of GLAPS does not include any specified methods or tools for collecting

supplier SDSs or substance compositions. Therefore the methods by which suppliers report substances are left as a business-to-business issue in each case.

Similarly, it is up to individual companies to establish their own methods for communicating GLAPS requirements to their supply chain, for receiving suppliers' substance reports, and to decide on the scope of their own substances/product types to which the GLAPS is applied.

4 GLAPS Database

4.1 Application and Validity

The official GLAPS will be the current English version as posted on the GLAPS website: <http://www.acea.be/industry-topics/tag/category/glaps>. GLAPS in other languages is for informational purposes only.

The GLAPS List comprises the Reference List and the Regional Details List. The list is located on the GLAPS website.

4.2 Functionality of the GLAPS List

4.2.1 Structure of the GLAPS Reference List

Column	Content	Notes
A	GLAPS Number	Unique and fixed reference number for a substance on the GLAPS.
B	Substance Name	Where possible, this should be consistent with the name used for the same substance on the GADSL, usually the IUPAC name should be selected
C	Synonym	Abbreviations, different name
D	CAS No.	The CAS No. is the index number of Chemical Abstracts Service database. The CAS No. is a unique identifier and is preferably used instead of the chemical name
E	Other Identifier (if no CAS available)	In case no CAS number has been assigned to the substance, other widely recognised identifiers may be used.
F	Applicable GLAPS Classifications	Applicable classifications (see chapter 1.4) give overview about all national/regional classifications
G	GADSL Reference	Reference if substance is listed on GADSL where applicable
H and following	Status in Regions and countries	The region columns give an overview about the applicable classifications in the countries of that region.

4.2.2 Regional detail list

A	GLAPS number	Identical to Reference List Column A
B	Substance Name	Identical to Reference List Column B
C	Synonym	Identical to Reference List Column C
D	CAS No.	Identical to Reference List Column D
E	Other Identifier (if no CAS available)	Identical to Reference List Column E
F	Region	Specifies region to which country belongs
G	Region/Country	Specifies region/country affected
H	Specific GLAPS Classification (R, P, N, U)	Applicable Classification
I	Reason Code	Information for the reasons why a substance has been classified as R and/or P: LR: Legally regulated FA: For assessment FI: For information
J	Source (Regulations or other sources)	Reference to respective legislation, classification.
K	Effective Date	When a substance restriction (legal requirements, regulations) will come into force/be effective with Column I below.
L	Action required	
M	Affected use	Uses to which the GLAPS classification applies

N	Reporting Threshold	Reporting thresholds are defined by specific application of the substance in automotive processes. Any reportable substance below the reporting level does not have to be reported. Thresholds are set by the source regulation. If not set by source regulation (column J), thresholds are set according to the SDS declaration threshold for that substance in the applicable region. For reasons including regulatory compliance, some substances are subject to further clarification remarks on content threshold.
O	First added	Date of first entry
P	Last revised	Date of latest revision of entry

4.3 Rules for Reporting

4.3.1 Default threshold for substance content reporting

If the substance is at or above the threshold given in the regional detail list the substance needs to be reported.

4.3.2 Reporting of impurities

Unless specifically exempted, GLAPS listed substances known to be present as impurities (i.e. not intentionally added), and which exceed the GLAPS applicable content threshold, should be considered to be reportable. In some cases, specific clarifying remarks are provided where well known issues exist with impurities

5 List of Annexes

Annex A: GLAPS SCOPE – Definition of “Automotive Process Substances”

6 Disclaimer

The English version of the GLAPS, as published on the GLAPS website is the only official version. Any translations into other languages must be regarded as being for information only.

No liability claims can be derived from referencing the GLAPS. The contents of the GLAPS and its application do not relieve any of the parties involved in the automotive process chain from their obligation to comply with all the government regulations regarding hazardous materials and any resulting additional prohibitions or application limitation.

Revision Date	Revision Comment
05.12.17	First official published version of the GLAPS.