

# TOYOTA



Toyota Motor Engineering & Manufacturing North America, Inc.

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GREEN SUPPLIER GUIDELINES

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MARCH 2013

## DEAR TOYOTA SUPPLIERS,

Toyota continues to evaluate our processes, raw materials, and components to determine how we can improve our environmental performance. We are committed to our customers and the communities in which we conduct business to move towards a more sustainable environment. We ask you to help all of us to be the leaders in this effort.

Toyota's management, philosophy, values, and methods have been passed down from generation to generation since the company was founded in 1937.

The management philosophy was summarized in 1992 and became known as the "Guiding Principles of Toyota." These principles include commitments such as: "honoring the language and spirit of the law of every nation," and "dedicating ourselves to providing clean and safe products and enhancing the quality of life everywhere through all our activities," just to name a few.

The Guiding Principles were created with the expectation that all Toyota suppliers and business partners would understand and adopt the same principles and contribute to society by referring to these principles. We believe that the spirit of these principles has been demonstrated globally throughout Toyota companies, as well as our suppliers and business partners throughout the world.

As business operations become more global, society's expectation of a company's contribution towards sustainable development increases in scope. As a result, in January 2005, Toyota created a pamphlet titled "Contribution towards Sustainable Development." The central focus of the pamphlet is Toyota's relationship with its stakeholders. Toyota expects its subsidiaries, suppliers, and business partners around the world to support this initiative and fully comply with all laws, regulations, societal norms, and to practice management with "respect for people."

Based on Toyota's global direction, Toyota Motor Engineering & Manufacturing North America, Inc. (TEMA) requests that you incorporate the revised guidelines into your environmental programs and engage in initiatives that are in accordance with Toyota environmental activities. Toyota strives to become a global leader in environmental protection and needs your full support and commitment to make it happen. The following pages detail the revised Green Supplier Guidelines. Please note, these revised guidelines and other important supplier information can be found on [ToyotaSupplier.com](http://ToyotaSupplier.com).

Thank you for your support,



Nobuhisa Tanaka  
Senior Vice President  
TEMA Purchasing



Robert Young  
Vice President  
TEMA Purchasing



Kevin Butt  
General Manager  
Regional Environmental Director

These Guidelines are not intended as legal advice and do not release our suppliers and business partners from the responsibility of complying with applicable law. Toyota Motor Engineering & Manufacturing North America Inc. (TEMA) expects its suppliers to have the relevant expertise and to identify and comply with all applicable legal and regulatory requirements, including any new or more current versions of existing laws and regulations, and to comply with all contractual obligations to TEMA.

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## I. INTRODUCTION

The following are the “Guiding Principles at Toyota” and “Contribution towards Sustainable Development” sections which define our management philosophy and pledge towards sustainable development.

### Guiding Principles at Toyota

1. Honor the language and spirit of the law of every nation and undertake open and fair corporate activities to be a good corporate citizen of the world
2. Respect the culture and customs of every nation and contribute to economic and social development through corporate activities in the community
3. Dedicate ourselves to providing clean and safe products and to enhancing the quality of life everywhere through all our activities
4. Create and develop advanced technologies and provide outstanding products and services that fulfill the needs of customers worldwide
5. Foster a corporate culture that enhances individual creativity and teamwork value, while honoring mutual trust and respect between labor and management
6. Pursue growth in harmony with the global community through innovative management
7. Work with business partners in research and creation to achieve stable, long-term growth and mutual benefits, while keeping ourselves open to new partnerships

### Contribution towards Sustainable Development

We, TOYOTA MOTOR CORPORATION and our subsidiaries, take initiative to contribute to harmonious and sustainable development of society and the earth, based on our Guiding Principles.

We comply with local, national and international laws and regulations, as well as, the spirit thereof and we conduct our business operations with honesty and integrity.

In order to contribute to sustainable development, we believe that management interacting with its stakeholders as described below is of considerable importance, and we will endeavor to build and maintain sound relationships with our stakeholders through open and fair communication.

### Customers

- > Based on our philosophy of “Customer First,” we develop and provide innovative, safe and outstanding high quality products and services that meet a wide variety of customers’ demands to enrich the lives of people around the world. (Guiding Principles 3 and 4)
- > We will endeavor to protect the personal information of customers in accordance with the letter and spirit of each country’s privacy laws. (Guiding Principles 1)

### Employees

- > We respect our employees and believe that the success of our business is led by each individual’s creativity and good teamwork. We stimulate personal growth for our employees. (Guiding Principles 5)
- > We support equal employment opportunities, diversity and inclusion for our employees and do not discriminate against them. (Guiding Principles 5)
- > We strive to provide fair working conditions and to maintain a safe and healthy working environment for all our employees. (Guiding Principles 5)
- > We respect and honor the human rights of people involved in our business and, in particular, do not use or tolerate any form of forced or child labor. (Guiding Principles 5)
- > Through communication and dialogue with our employees, we build and share the value “Mutual Trust and Mutual Responsibility” and work together for the success of our employees and the company. (Guiding Principles 5)
- > Management of each company takes leadership in fostering a corporate culture, and implementing policies that promote ethical behavior. (Guiding Principles 1 and 5)



## Business Partners

- > We respect our business partners, such as suppliers and dealers and work with them through long-term relationships to realize mutual growth based on mutual trust. (Guiding Principles 7)
- > Whenever we seek a new business partner, we are open to any and all candidates, regardless of nationality or size, and evaluate them based on their overall strengths. (Guiding Principles 7)
- > We maintain fair and free competition in accordance with the letter and spirit of each country's competition laws. (Guiding Principles 1 and 7)

## Shareholders

- > We strive to enhance corporate value while achieving a stable and long-term growth for the benefit of our shareholders. (Guiding Principles 6)
- > We provide our shareholders and investors with timely and fair disclosure on our operating results and financial condition. (Guiding Principles 1 and 6)

## Global Society / Local Communities

### Environment

- > We aim for growth that is in harmony with the environment throughout all areas of business activities. We strive to develop, establish and promote technologies enabling the environment and economy to coexist harmoniously and to build close and cooperative relationships with a wide spectrum of individuals and organizations involved in environmental preservation. (Guiding Principles 3)

### Community

- > We implement our philosophy of "respect for people" by honoring the culture, customs, history and laws of each country. (Guiding Principles 2)
- > We constantly search for safer, cleaner and superior technology to develop products that satisfy the evolving needs of Society for sustainable mobility. (Guiding Principles 3 and 4)
- > We do not tolerate bribery of or by any business partner, government agency or public authority and maintain honest and fair relationships with government agencies and public authorities. (Guiding Principles 1)

### Philanthropy

- > Wherever we do business, we actively promote and engage, both individually and with partners, in philanthropic activities that help strengthen communities and contribute to the enrichment of Society. (Guiding Principles 2)

## II. ENHANCING & REINFORCING ENVIRONMENTAL MANAGEMENT

Toyota expects its suppliers to ensure “long-term and stable procurement of the best products at the lowest price in the most speedy and timely manner,” based on thorough compliance with all applicable laws, regulations, and social norms and consideration for the environment. We ask that you always engage in the development and manufacture of products from the perspective of the customers who purchase Toyota products. We further request that you undertake environmental activities such as those described in the matrix below. Specific requests will vary based on supplier type, so please refer to the matrix below. For some activities, Toyota will track the status of implementation through surveys or document collection.

**Requirements:** ○ : Previous requests ◎ : New requests ( ◎ ) Requests to some suppliers

	Environmental Activity		T-1 Supplier Type			
			*Direct			
			*Parts & Components	*Raw Materials	*Indirect	*Logistics
A	<b>*ISO 14001 or * Responsible Care 14001</b>					
	1.) New supplier or plant -Acquire certification 2 yrs. after SOP		○	○	( ◎ )	( ◎ )
	2.) Maintenance of certification (re-certify every 3 yrs.)		○	○	( ◎ )	( ◎ )
B	<b>Substances of Concern (SOCs)</b>					
	1) Parts & Components	1.) Four SOCs (Lead, Cadmium, Mercury & Hexavalent Chromium - found in TSZ0001G)	○	○		
		2.) Ten SOCs (Lead, Cadmium, Mercury & Hexavalent Chromium, Asbestos, PBB, PBDE, Deca BDE, HBCD, PFOS - found in TSZ0001G)	◎	◎		
	2) Materials used at Toyota Plants	1) Chemical Ban List (TMRSA0126n)		○	○	
C	<b>Environmental Compliance</b>					
	1.) Compliance with ENV. laws & regulations		◎	◎	◎	◎
	2.) Enhance environmental performance		◎	◎	◎	◎
D	<b>Reduction of CO2 Emissions</b>					
	1.) Maintain tracking of fuel consumption, distance traveled, fuel efficiency, etc.					( ◎ )
E	<b>Reduction of Packaging &amp; Wrapping Materials</b>					
	1.) Improve efforts to reduce usage of package & wrapping materials		○	○	○	○

\*Note: Terms marked with an asterisk (\*) are included in the Glossary

## Ila. ISO 14001 / RESPONSIBLE CARE 14001 CERTIFICATION

Toyota undertakes systematic management of environmental preservation activities and works to continuously improve these activities. Toyota requests that all suppliers also create the systems necessary to carry out environmental preservation activities and to improve them. To do this, suppliers are requested to acquire, maintain, and submit ISO 14001 or Responsible Care 14001 certification. In addition, PE Environmental could offer supplier ISO 14001 training throughout the year.

**Requirements:** ○ : Previous requests   ◎ : New requests   ( ◎ ) Requests to some suppliers

	Environmental Activity	T-1 Supplier Type			
		*Direct			
		*Parts & Components	*Raw Materials	*Indirect	*Logistics
	*ISO 14001 or * Responsible Care 14001				
A	1.) New supplier or plant -Acquire certification 2 yrs. after SOP	O	O	( ⊙ )	( ⊙ )
	2.) Maintenance of certification (re-certify every 3 yrs.)	O	O	( ⊙ )	( ⊙ )

### Documents to Submit:

Documents to submit to TEMA	When to submit	Who to submit to
ISO 14001 / Responsible Care 14001 Survey Form & Certificate if applicable	Upon request	TEMA Procured - TEMA Purchasing NAMC Procured - NAMC ENV or NAMC Purchasing

### Contact:

TEMA Procured - TEMA Purchasing  
NAMC Procured - NAMC ENV / NAMC Purchasing

### FAQs: ISO 14001 & Responsible Care 14001

#### Q1. What is ISO 14001?

- A. ISO 14001 is an international standard for establishing and implementing an Environmental Management System (EMS).

#### Q2. What is Responsible Care 14001?

- A. Responsible Care 14001 is based on the ISO 14001 EMS and expanded to address the Responsible Care Principles (environment, health, & safety)

#### Q3. What is the difference between ISO 14001 and Responsible Care 14001?

- A. There are a number of differences, beginning with the expanded scope of the audit. Responsible Care 14001 follows ISO 14001's outline in its entirety, however replacing the word "environment" with "Responsible Care health, safety and security" to the scope of the activity. For those Suppliers using Responsible Care the environmental policy now becomes an environmental, health, safety, and security policy.

#### Q4. How long does it take to implement an EMS that conforms to ISO / Responsible Care standard?

- A. The time varies, but typically the implementation, development, and certification process takes 1 – 1.5 years from start to finish.

#### Q5. Can suppliers self-declare compliance to ISO 14001 / Responsible Care 14001 or is 3rd party certification required?

- A. To maintain the credibility, objectivity, and consistency of certification, Toyota is requiring third-party certification from suppliers.

\*Note: Terms marked with an asterisk (\*) are included in the Glossary

## I Ib. SUBSTANCES OF CONCERN (SOC)

### 1. Chemicals and Materials Used in Vehicles

(including Parts & Components, Raw Materials, Indirect, and Service / Accessory Parts)

Toyota continues to promote initiatives to demonstrate global environmental role model leadership. A key aspect of this is our recently enhanced activity in the area of managing use of various chemicals and materials, sometimes referred to as Substances of Concern (or SOC's), in our products and in our operations.

Toyota recognizes that, despite having important functionality, certain chemicals and materials traditionally employed by the auto industry have been identified as having environmental or human health impact. So, we have established standards to govern use of these chemicals, and we entrust our suppliers to follow these standards carefully.

**Suppliers** delivering parts and components, raw materials, or indirect materials **must ensure they comply with all applicable laws and regulations and Toyota standards**, as summarized below.

In addition, numerous countries around the world have regulations that specifically mandate these chemicals be declared, restricted or prohibited. Our standards are aligned with these global regulations, and with industry-endorsed and managed lists, including the **GADSL** (Global Automotive Declarable Substance List).

**Toyota's suppliers are now required to submit chemical data into the International Material Data System, or IMDS**, according to Toyota's IMDS rules and following IMDS Recommendation 001. Currently, this submission will be based on vehicle-by-vehicle parts list requests issued by Toyota to suppliers. In the future (~ beginning of 2014), we will revise our IMDS requirement for suppliers, and request that they provide IMDS data at the timing of each individual new part approval. More details on this plan and procedure will be forthcoming.

In cooperation with us, applicable suppliers must also work to **identify and/or develop alternative chemicals** for any parts containing restricted or prohibited chemicals. Detailed lists of these chemicals may be found in Toyota Engineering Standard **TSZ0001G** (which can be accessed through **ToyotaSupplier.com/My Applications/ TSONline**.)

Additionally, suppliers are requested to **conduct periodic audits** to ensure that their management of chemicals and materials is thorough. Toyota will carry out its own supplier audits as needed, to verify the overall condition of the chemical management system.

**Requirements:** ○ : Previous requests   ◎ : New requests   ( ◎ ) Requests to some suppliers

	Environmental Activity		T-1 Supplier Type			
			*Direct			
			*Parts & Components	*Raw Materials	*Indirect	*Logistics
B	<b>*Chemical Management (Substances of Concern)</b>					
	1) Parts & Components	1.) Management of chemicals and materials in compliance with TSZ0001G	○	○		
		2.) Submission on IMDS Data	◎			

#### Documents to Submit:

Documents to submit to TEMA	When to submit	Who to submit to
IMDS Data	By Toyota's requested deadline	Into the IMDS system (managed by TEMA TTC Vehicle Regulation & Certification Engineering)

#### Contact:

TEMA TTC Vehicle Regulation & Certification Engineering (VRCE)

imds.master@tema.toyota.com

\*Note: Terms marked with an asterisk (\*) are included in the Glossary



**Requirements:** O : Previous requests    ◎ : New requests    ( ◎ ) Requests to some suppliers

Manufacturing Quality						
	Environmental Activity		T-1 Supplier Type			
			*Direct			
			*Parts & Components	*Raw Materials	*Indirect	*Logistics
B	<b>*Substances of Concern (SOCs)</b>					
	1) Parts & Components	1.) Four SOCs (Lead, Cadmium, Mercury & Hexavalent Chromium found in TSZ0001G)	O	O		
		2.) Ten SOCs (Lead, Cadmium, Mercury & Hexavalent Chromium, Asbestos, PBB, PBDE, Deca BDE, HBCD, PFOS - found in TSZ0001G)	◎	◎		

**Documents to Submit:**

Documents to submit to TEMA	When to submit	Who to submit to
Please refer to "NA Quality Assurance Policy for SOC" (see Attachment 1 on ToyotaSupplier.com)		
Continue to utilize the Evidence Summary Sheet (ESS) as indicated in SQAM		

**Contact:**

TEMA Quality Division: Quality Control Management

## 2) Materials used at Toyota Plants

### Chemical Ban List

In addition to SOCs as they pertain to materials used on vehicles / units, Toyota has banned some raw materials and indirect materials used at Toyota plants and in production processes. A list of these banned substances can be found in the "Chemical Ban List," TMRAS0126n (see Attachment 2 on ToyotaSupplier.com). These materials may not be delivered or brought to Toyota (examples include: oil contained in equipment, agrochemicals, and other chemicals.) When shipping materials to a \*Toyota plant, applicable suppliers must submit the following documents: Environmental Data Sheet (EDS), (see Attachment 3 on ToyotaSupplier.com,) and/ or a Material Data Sheet (MSDS), (see Attachment 4 on ToyotaSupplier.com.) Note: Prior to June 1, 2015, applicable supplier must submit a Safety Data Sheet (SDS) conforming to the new requirements under the Globally Harmonized System (GHS) and the U.S. OSHA Hazard Communication Standard.

**Requirements:** O : Previous requests    ◎ : New requests    ( ◎ ) Requests to some suppliers

	Environmental Activity		T-1 Supplier Type			
			*Direct			
			*Parts & Components	*Raw Materials	*Indirect	*Logistics
B	<b>*Substances of Concern (SOCs)</b>					
	2) Materials used at Toyota Plants	1) Chemical Ban List (TMRAS0126n)		O	O	

**Documents to Submit:**

Documents to submit to TEMA	When to submit	Who to submit to
Environmental Data Sheet (EDS) Material Safety Data Sheet (MSDS)	Must be approved prior to shipping material to a Toyota plant	TEMA PE Environmental or NAMC Environmental (see matrix below)

Supplier Type	Documents Required		Who to submit to
	EDS	MSDS	
Direct	O	O	TEMA PE ENV
Indirect	** (◎)	O	NAMC ENV

**Contact:**

TEMA PE Environmental or NAMC Environmental

\*Note: Terms marked with an asterisk (\*) are included in the Glossary \*\*Note: Some Indirect suppliers are required to submit both EDS & MSDS. Please contact TEMA ENV with questions.

## FAQs: SOC's

### Q1. Are there exemptions to SOC compliance?

- A. Yes. The European Union End of Life Vehicle requirements have exemptions. Toyota follows these exemptions. 0.1 mass % or less cadmium per homogeneous material and 0.1 mass % or less lead, mercury, and hexavalent chromium per homogeneous material are excluded from prohibition. Other specific exemptions (not comprehensive) include: lead as an alloying element in steel, aluminum, and copper, lead in solder for electric applications, and mercury in discharge lamps and IP displays.

## IIc. ENVIRONMENTAL COMPLIANCE / PERFORMANCE

In regards to environmental compliance, Toyota expects its business partners to support and fully comply with laws and regulations as they pertain to the environment. As previously mentioned, the 21st century will be a period when all business activities and all people throughout the world must work in concert to resolve global environmental issues such as those related to energy, climate change, and management of chemical substances.

Consequently, Toyota requests even greater environmental initiatives of suppliers by asking them to improve environmental performance on the following:

- > Reduction of \*Greenhouse Gas (GHG) emissions
- > Reduction of \*VOC emissions
- > Reduction of the volume of waste generated
- > Reduction of energy use

Requirements: ○ : Previous requests ◎ : New requests ( ◎ ) Requests to some suppliers

	Environmental Activity	T-1 Supplier Type			
		*Direct			
		*Parts & Components	*Raw Materials	*Indirect	*Logistics
C	<b>Environmental Compliance</b>				
	1.) Compliance with ENV. laws & regulations	○	○	○	○
	2.) Enhance environmental performance	○	○	○	○

### Documents to Submit:

Documents to submit to TEMA	When to submit	Who to submit to
There are no documents to submit at this time		
Toyota will confirm improvement activities/ compliance as needed		

\*Note: Terms marked with an asterisk (\*) are included in the Glossary

## IId. REDUCTION OF CO2 EMISSIONS IN LOGISTICS

Toyota undertakes active measures to reduce CO2 emissions (energy consumption) in logistics. In accordance, logistic providers are also requested to implement environmental measures in their logistics activities. Suppliers who are contracted by Toyota to carry out logistics to a Toyota facility or cross dock must fully understand Toyota's initiatives to reduce CO2 emissions. Some logistics providers are further requested to work with Toyota and cooperate with Toyota's efforts to implement these measures.

In order to make steady improvements, suppliers are requested to maintain data on fuel consumption, distance traveled, fuel efficiency, and other items that indicate monthly performance and CO2.

**Requirements:** ○ : Previous requests   ● : New requests   ( ● ) Requests to some suppliers

	Environmental Activity	T-1 Supplier Type			
		*Direct			
		*Parts & Components	*Raw Materials	*Indirect	*Logistics
D	<b>Reduction of CO2 Emissions</b>				
	1.) Maintain tracking of fuel consumption, distance traveled, fuel efficiency, etc.				( ● )

### Documents to Submit:

Documents to submit to TEMA	When to submit	Who to submit to
CO2 Emissions Report	Beginning of each month (for the previous month)	TEMA Logistics Control

### Contact:

TEMA Logistics Control

## Ile. REDUCTION OF PACKAGING & WRAPPING MATERIALS

Toyota is also working to reduce usage of packaging and wrapping materials. We ask that all tier 1 suppliers initiate a reduction plan in line with Toyota. **All in-bound packaging must be shipped in containers approved by Toyota.**

**Requirements:** ○ : Previous requests   ● : New requests   ( ● ) Requests to some suppliers

	Environmental Activity	T-1 Supplier Type			
		*Direct			
		*Parts & Components	*Raw Materials	*Indirect	*Logistics
E	<b>Reduction of Packaging &amp; Wrapping Materials</b>				
	1.) Improve efforts to reduce usage of package & wrapping materials	○	○	○	○

### Documents to Submit:

Documents to submit to TEMA	When to submit	Who to submit to
There are no documents to submit at this time Toyota will confirm improvement activities/ compliance as needed		

\*Note: Terms marked with an asterisk (\*) are included in the Glossary

### III. CONCLUSION

The previous pages are the newly revised Green Supplier Guidelines. These environmental guidelines represent Toyota's commitment in protecting the environment and we ask that you incorporate these guidelines into your environmental programs and join in our commitment. Thank you for your attention and support. If you have additional questions, please contact the group listed under each activity.

### IV. GLOSSARY

**Accessories-** Toyota parts that are equipped at Toyota dealers (for example: floor mats, side visors, navigation systems, etc).

**Direct-** A supplier who provides parts, components, or raw materials that go directly on the vehicle or unit, and are procured by TEMA Purchasing.

**EDS- Environmental Data Sheet**

A Toyota document that requests suppliers to provide the full disclosure of ingredient information prior to shipping materials to a Toyota plant (see Attachment 3.)

**ELV- End of Life Vehicle**

The European Commission enacted the End of Life Vehicle Directive to address pollution, resulting from vehicles that have reached the end of their useful life, also known as End of Life Vehicle. (ELV). The goal is to decrease more than 8 tons of waste generated by approximately 12 million vehicles/year. The legislation identifies requirements for 15 Member States to set legislation to encourage re-use, recycling, or other forms of recovery of ELVs and their components. (Approximately 25% of each ELV currently goes to landfills. The goal is to reduce this by 5% by 2015.)

**EMS- Environmental Management System**

A set of processes and practices that help an organization reduce its environmental impact and increase its operating efficiency.

**Greenhouse Gases (GHG)** - GHGs are the six gases listed in the Kyoto Protocol: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (NO<sub>2</sub>), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride (SF<sub>6</sub>).

**Indirect-** A supplier who provides goods, services, or raw materials that are used in Toyota facilities producing Toyota vehicles / units (for example: construction, equipment, machinery, and cleaning suppliers).

**ISO 14001-** International Organization for Standardization (ISO) 14001

An international standard for establishing and implementing an environmental management system (EMS).

**Logistics-** A provider who manages freight movement and is procured by TEMA Purchasing.

**MSDS- Material Safety Data Sheet**

A MSDS is a form containing data regarding the properties of a particular chemical substance. It is intended to inform industrial purchasers and users of hazardous chemicals on procedures for handling or working with a chemical substance in a safe manner. The MSDS includes information such as physical data, storage, disposal, protective equipment, and spill handling procedures. The MSDS is also required to state the chemical's risks and impact on the environment (see Attachment 4 for MSDS example.) Note: Prior to June 1, 2015, applicable supplier must submit a Safety Data Sheet (SDS) conforming to the new requirements under the Globally Harmonized System (GHS) and the U.S. OSHA Hazard Communication Standard, rather than the old Format MSDS.

**NAMC- North American Manufacturing Center**

## IV. GLOSSARY (CONTINUED)

**Parts & Components-** A supplier who provides parts and components that go directly on Toyota vehicles / units that are procured by TEMA Purchasing.

**Raw Materials-** Materials that are used at Toyota plants to produce Toyota vehicles / units that are procured by TEMA Purchasing (examples include: steel, coating, adhesives, and oil coolants.)

**RC 14001- Responsible Care 14001**

The International organization for standardization specifies requirements for Responsible Care 14001. RC 14001 is based on ISO 14001, but is expanded to address the responsible care principles including: environment, health, and safety.

**SDS- Sample Data Sheet**

See SQAM manual (ToyotaSupplier.com) for more information.

**SOCS- Substances of Concern**

See Toyota Engineering Standard TSZ0001G for a complete list of substances.

**TEMA- Toyota Motor Engineering & Manufacturing North America, Inc.**

**Toyota Plant-** Toyota plant refers to the following facilities where vehicles / units are produced: TMMC, TMMWV, TMMK, TMMAL, BODINE, TMMI, SIA, TMMTX, TMMBC, TABC, TMMMS and CAPTIN.

**VOC- Volatile Organic Compounds**