

# Inquiries and registrations: State of play and next steps

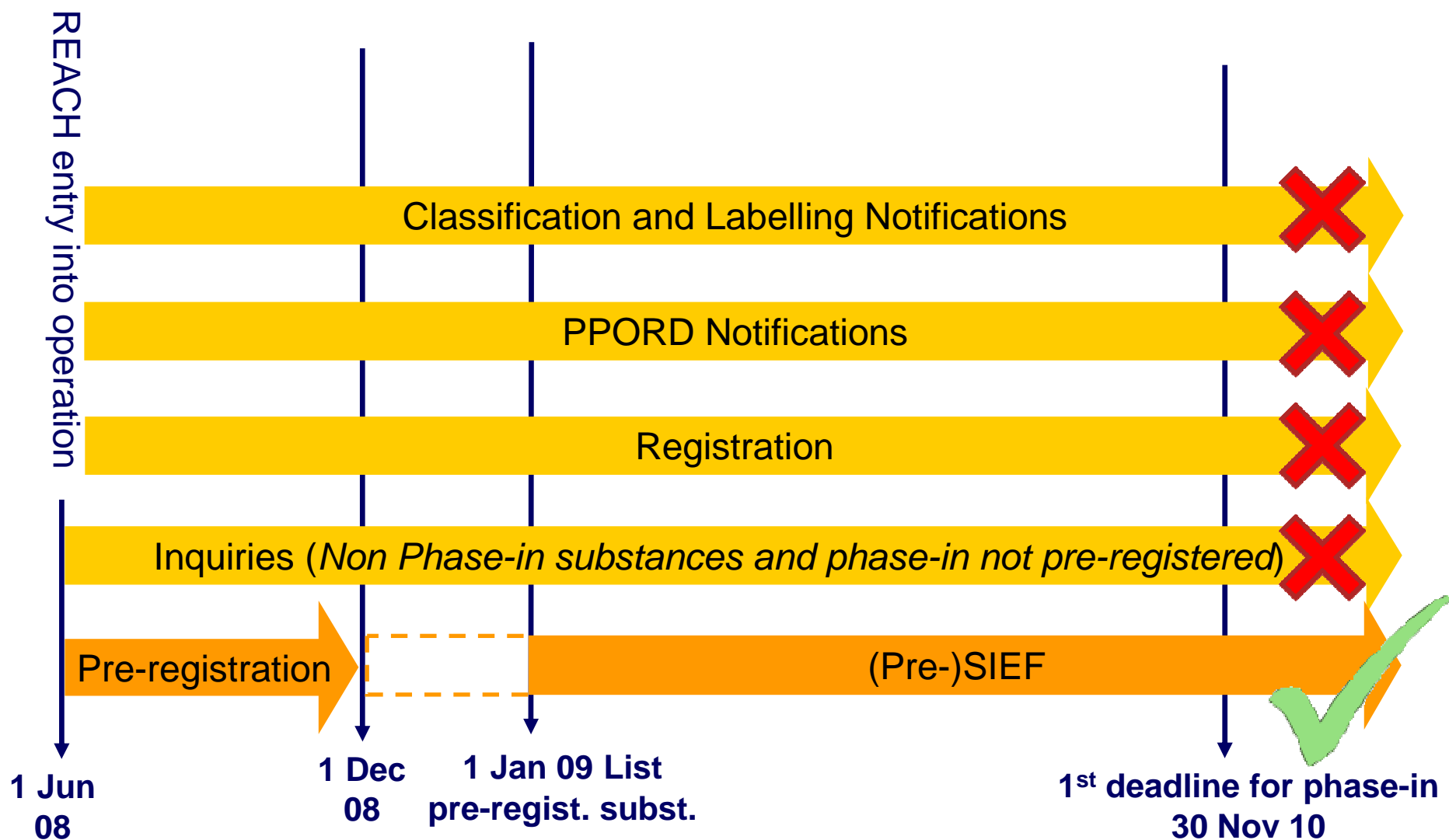
Kevin Pollard, ECHA

ECHA's First Stakeholders' Day  
10 October 2008, Helsinki

# Inquiry and Registration

- **Current position**
  - Industry dossier submission
  - Dossier statistics and main reasons for dossier rejection (including PPORD)
  - Summary information on registrations
  - Summary information on Inquiries
- Transition to REACH-IT
- Submission manuals

# Industry dossier submission



# Industry dossier submission



- Sign-up in REACH-IT
- IUCLID 5 to prepare the “dossier”
  - Inquiry
  - PPORD
  - Registration
- Download on ECHA web site a “submission form”
- Submit dossier plus form via email or registered mail/courier

The image shows a screenshot of the ECHA Submission Form. The form is titled "SUBMISSION FORM" and includes the ECHA logo. It contains several sections for data entry:

- Substance information:** Fields for EC number, Substance name, CAS number, and UUID dossier number.
- Submission type:** A dropdown menu.
- Company information:** Fields for Company name, City, Country, UUID of your Legal Entity, Company size, and Contact person.
- REACH-IT signing up information:** Radio buttons for "registered mail", "e-mail", and "other".
- Additional information to be provided in case of submission of REGISTRATION:** A section for Tonnage band with radio buttons for "Phase-in substance" and "Non phase-in substance".
- For registration or PPORD notification submission only:** A checkbox for "I acknowledge that the substance for which I want to submit a dossier is not subject to any restrictions in existing legislations or any exemptions under REACH".
- Invoicing information (when applicable):** A field for Purchase order number.
- Section to be filled in ONLY by ECHA staff:** Fields for Submission date and Submission number.

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## Dossier statistics: 1 October 2008

	<b>Submissions</b>	<b>Accepted for processing</b>	<b>Passing the TCC</b>	<b>Complete dossiers</b>
Inquiry	331	255	-	84
PPORD notification	368	250	154	141
Intermediates (on site)	31	20	9	9
Intermediates (transported)	39	26	12	12
Registration	21	7	3	3
<b>Total</b>	<b>833</b>	<b>582</b>	<b>181</b>	<b>249</b>

- Accepted for processing: number of dossiers containing the necessary information for processing them e.g. the submission form filled in correctly.
- TCC: Technical Completeness Check

## Dossier statistics: Not accepted for processing



- **Dossier UUID** mentioned in the submission form is not consistent with the UUID of the submitted IUCLID 5 dossier - most common reason for dossier failure.
- The **company UUID** indicated in the submission form is not present in REACH-IT system (the company did not previously sign-up in REACH-IT).
- The **electronic version of submission form** and IUCLID 5 dossier was not provided (the submitting company only sent printed documents).
- The submitted dossier does not conform to the **XML format**.
- The **compulsory declaration** box at the bottom of the submission form has not been ticked – the submission form is not filled in

- 24 'complete' registrations
  - 3 Registrations, all 1-10 tonnes
  - 9 On-site intermediate
  - 12 transported intermediate
- So far, all for non-phase in substances

## Summary information on inquiries

- 331 inquiries submitted
- 255 inquiries accepted for processing
- 183 inquiries failed TCC
- 84 inquiries were completed
- >10 inquiries were for already registered substances

## Inquiry main issues

- Wrong company UUID
- Wrong format
- No reference substance
- No substance compositions
- No or incomplete spectral data
- No chromatogram
- No analytical information
- No information requirements indicated

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# Transition to REACH-IT



For inquiry and registration, next release brings:

- Online submission for registration and PPORD dossiers
- Manual procedures continue for inquiry due to problems with online dossier creation

# Transition to REACH-IT



## **‘Roadmap’ to going live with version 1.2:**

- **Latest version received today**
- **Testing**
- **‘Go live’ announcement mid-late October**
- **Simultaneous publication of associated webpages and manuals**
- **‘Go live’ late October**

# Dossier submission in REACH-IT

## Step 1: Dossier Upload – Select dossier



**1. Select the dossier type to submit**

Registration (regular) → Submit a regular registration dossier

Registration (S.I.A) → Submit a substance-in-article registration dossier

Registration (O.s.I.I.) → Submit an on-site registration dossier

Registration (T.O.s.I.I.) → Submit a transport-related registration dossier

Pre-registration (bulk) → Pre-register a phase of a substance


Inquiry → Submit an inquiry dossier

C&L notification → Submit a C&L notification dossier

DU report → Submit a downstream use report dossier

DU notification → Submit a downstream use notification dossier

PPORD notification → Submit a PPORD notification dossier



**2. Browse to the file to submit**

Registration dossier submission

Please select your registration dossier to submit.

File name:  **Browse...**

Note:

If you like to submit files bigger than this limit, please request a one time access code [here](#).

The Agency will check your request and may grant your upload by sending this one time access code to your personal inbox. This might last max. 24 hours.

Please consult your [inbox](#) for the decision.

One time access code

If you have an access code for large dossier, please enter it here

Access code

**3** **Submit dossier**

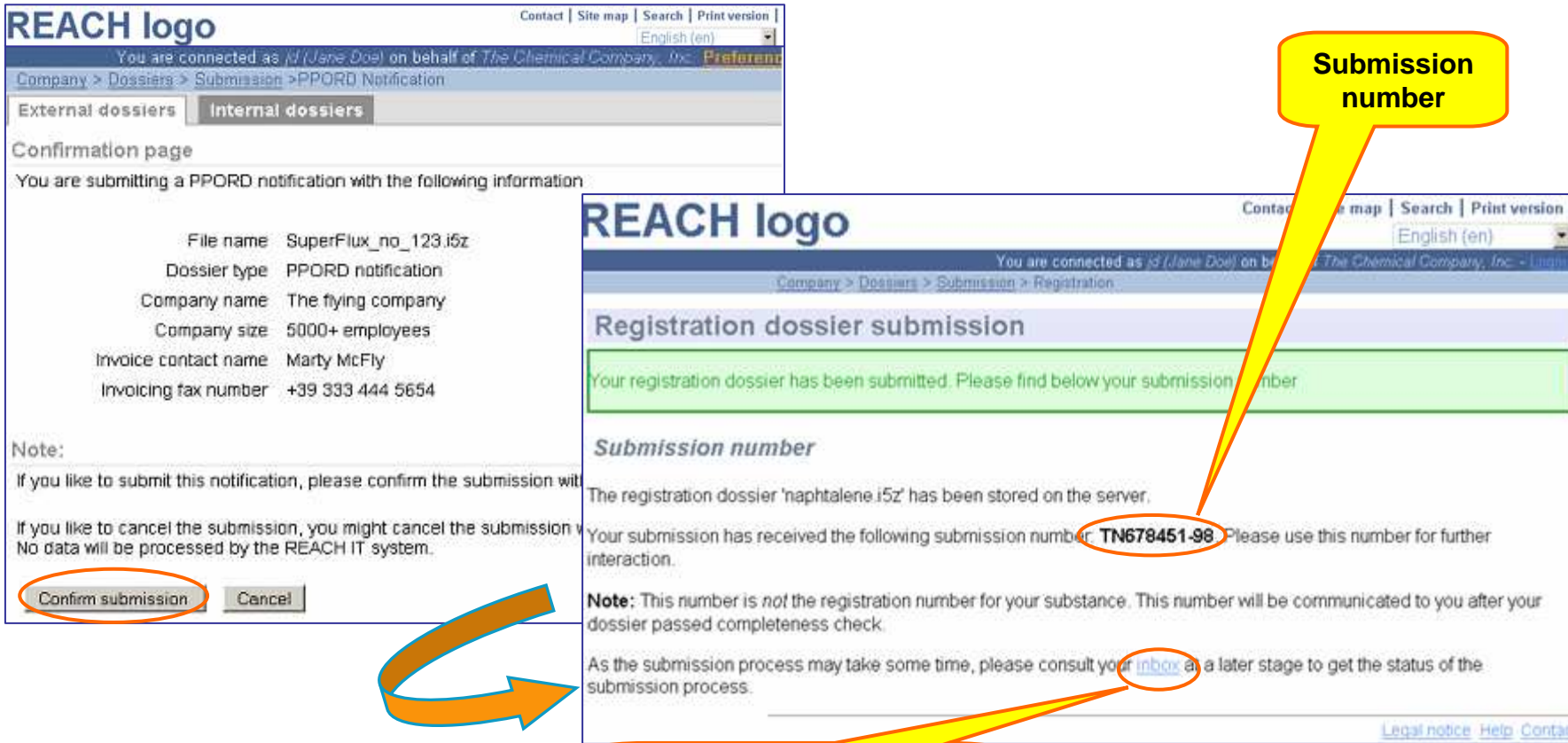
<http://ecna.europa.eu>

Legal notice Help Contact

An access code is required to upload large files

# Dossier submission in REACH-IT

## Step 2: Dossier Upload – Confirm submission & obtain submission number



The image shows two screenshots from the REACH-IT system. The left screenshot is a 'Confirmation page' for a PPORD notification submission. It displays submission details such as 'File name: SuperFlux\_no\_123.i5z', 'Dossier type: PPORD notification', 'Company name: The flying company', 'Company size: 5000+ employees', 'Invoice contact name: Marty McFly', and 'Invoicing fax number: +39 333 444 5654'. At the bottom, there are two buttons: 'Confirm submission' (circled in orange) and 'Cancel'. The right screenshot is a 'Registration dossier submission' confirmation page. It states 'Your registration dossier has been submitted. Please find below your submission number' and displays the submission number 'TN678451-98' (circled in orange). A note explains that this is not the registration number for the substance. A link to the 'inbox' is also circled in orange. A yellow callout box points to the submission number, and another yellow callout box points to the 'inbox' link. A large orange arrow points from the 'Confirm submission' button in the first screenshot to the second screenshot.

**Submission number**

**Link to the inbox to consult the submission report**

<http://ecna.europa.eu>

## Step 3-A: Submission Report – Display submission

### report

- Access via:
  - the inbox link, Or the doss

Details	Submission Report	Accounting	Annotations
<b>Dossier</b>			
Dossier type:	Classification and Labelling (C&L) notif		
<b>Submission</b>			
Submission Number:	NM120228-36		
Submission Date:	31/03/2008		
Is the submission an update?	No		
Is it a joint submission?	No		
Status of the dossier:	Complete		
<b>Substance</b>			
Reference Number:	02-2114101-85-0000		
Substance Name:	Paraffin waxes (petroleum), clay-treate		
<a href="#">Download submitted file</a>			

Submission Report - DA120274-73	
<b>Submission report</b>	
Submission number:	DA120274-73
Submission date:	17/01/08
Current state:	Suspended
<b>Dossier content</b>	
<b>Dossier information</b>	
Dossier UUID :	IUC5-203493c1-7d81-462f-be3d-f0b6632b7e0f
Author:	-
<b>Dossier subject</b>	
Name:	Generic update to Scenario 1 (SUB_PPD_UC04_BR10: Check PPORD notification number - PPORD number is not valid for this PPORD notification)
Submission legal entity:	TechniData AG
<b>Type of submission</b>	
<b>Submission Update</b>	
Is the submission an update?:	Yes
Last submission number:	VB120268-46
<b>Reason for updating</b>	
Further to a request/decision from regulatory body:	No
Spontaneous Update:	Yes
<b>Fee calculation information</b>	
Joint submission:	No
Invoice fax number:	+49 (7544) 970 - 110

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## REACH-IT

**A new page with Frequently Asked Questions on REACH-IT is available [here](#).**

### Portal

The REACH-IT portal on this website is the main channel for companies to submit data to ECHA.

It currently supports the creation of company accounts in REACH-IT. It also supports online entry and submission of pre-registrations for single substances.

[More](#)

### Company Sign-up / Account Creation - REACH-IT

Before submitting data to ECHA you must sign-up and create an account for your company in REACH-IT via the REACH-IT portal. This is the starting point for any data submission to ECHA. It applies both to pre-registration via the REACH-IT portal and to submissions carried out using the temporary procedures for PPORD notifications, inquiries and registrations described in this web section.

[More](#)

# Manuals -1

A first set of documents (Data Submission Manuals - DSM) covers the various stages of data submissions, describing in detail steps to be undertaken, to support industry's data submissions:

- DSM 1: How to prepare and submit a PPORD notification
- DSM 2: How to prepare and submit an inquiry dossier
- DSM 3: How to complete the submission form (only for submitting an inquiry)
- DSM 4: How to submit a valid dossier to ECHA and complete the dossier header
- DSM 5: How to complete a technical dossier for registrations and PPORD notifications
- DSM 6: How to submit bulk pre-registrations

## Manuals -2

A second set of documents (REACH-IT Industry User Manual- IUM) describes the step-by-step procedures to be used for the updated functionalities of REACH-IT v1.2.x.

–IUM contains different parts to be used/ read independently from one another, with the exception of Part 1 which presents all concepts of the REACH-IT application, and which helps the user to understand better how to optimally use it.

- IUM - Part 1: Getting started with REACH-IT
- IUM - Part 2: Sign-up and account management
- IUM - Part 3: Login and Message Box
- IUM - Part 4: Pre-Registration
- IUM - Part 5: Search
- IUM - Part 6: Pre-SIEF
- IUM - Part 7: Invoicing
- IUM - Part 8: Joint Submission
- IUM - Part 9: Dossier submission
- IUM - Part 10: Bulk upload
- IUM - Part 11: Notified Substances

**Thank you**  
**for your attention**