

MANUAL

C&L Platform

User Manual



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1. Introduction

The C&L Platform is a web-based discussion forum which allows registrants and notifiers of the same substance to come together and agree on a common classification and labelling for their substances. Many substances have been notified differently to ECHA, resulting in different entries on the C&L Inventory. Article 41 of the CLP Regulation stipulates that *“where the notifications of classification and labelling to the C&L Inventory result in different entries for the same substance, the notifiers and registrants shall make every effort to come to an agreed entry to be included in the inventory. The notifiers shall inform the Agency accordingly”*.

The C&L Platform represent an easy and safe way for different notifiers to come together and discuss their substances. The Platform is a series of discussion rooms, each linked to a specific substance on the C&L Inventory. Once agreement is reached on a classification, notifiers and registrants should notify the Agency accordingly by updating their notifications in REACH-IT so that adequate changes are reflected in the internal REACH-IT database and, subsequently, in the public C&L Inventory on the ECHA website.

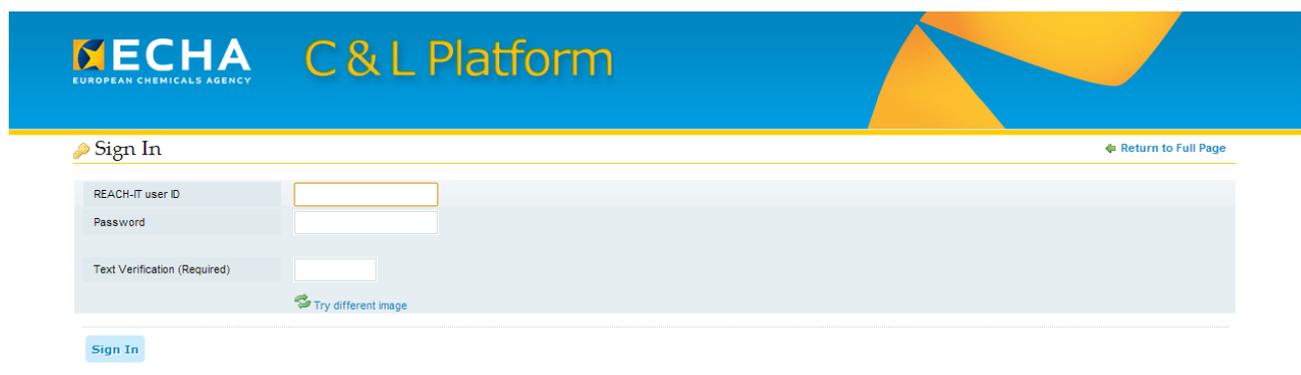
2. Users & accessibility to the C&L Platform

Who can access the C&L Platform

The C&L Platform is available to notifiers and registrants of substances through the public C&L Inventory. When two or more notifiers submit a different classification and labelling for the same substance, a “Discuss” button appears on the summary page of that substance in the C&L Inventory. Notifiers and registrants with valid REACH-IT credentials may access it by clicking on the Discuss button of a substance that they have notified or registered. They will then be redirected to the discussion room of the selected substance. Only notifiers and registrants of the particular substance will be able to access the discussion room. If participants desire to access a different discussion room (e.g. of Substance Y) they have to log out and then log in by clicking the Discuss button of the Substance Y.

How to access the C&L Platform

Notifiers and registrants should use their REACH-IT credentials (REACH-IT User ID and password) in order to access a particular discussion room and provide a valid captcha. Captcha image can be refreshed if it is not clear. Only notifiers and registrants of that particular substance can access the respective discussion room. Authentication will not be successful if the user is not related to the substance. To be considered related to the substance, the user account needs to be associated with a legal entity that has either submitted a notification or REACH registration dossier for that substance, is a member of a joint submission through the REACH registration process or is a member of a group of manufacturers or importers who have submitted a notification for the substance. The REACH-IT company UUID has to be included in the group description.

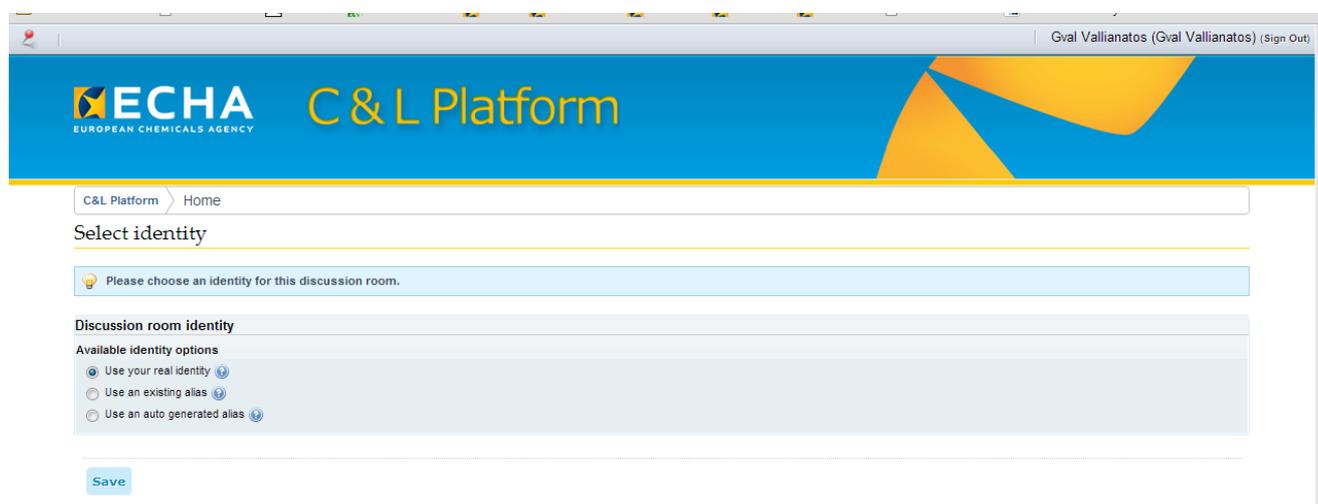


The screenshot shows the 'Sign In' page of the C&L Platform. At the top left is the ECHA logo (European Chemicals Agency) and the text 'C & L Platform'. Below this is a 'Sign In' button with a key icon. To the right is a 'Return to Full Page' link. The main content area contains three input fields: 'REACH-IT user ID', 'Password', and 'Text Verification (Required)'. Below the text verification field is a 'Try different image' link. At the bottom left of the form is a 'Sign In' button.

Figure 1: Sign in page for participants

Upon successful log in, the user is redirected to the terms of use page (only on the very first time that they access the C&L Platform).

Then the successfully authenticated user is requested to select one of the identity options.



The screenshot shows the 'Select identity' page of the C&L Platform. At the top left is the ECHA logo and the text 'C & L Platform'. Below this is a breadcrumb 'C&L Platform > Home'. The main heading is 'Select identity'. Below the heading is a message: 'Please choose an identity for this discussion room.' Underneath is a section titled 'Discussion room identity' with the sub-heading 'Available identity options'. There are three radio button options: 'Use your real identity', 'Use an existing alias', and 'Use an auto generated alias'. At the bottom left is a 'Save' button.

Figure 2: Select identity

When entering a particular discussion room for the first time, users have two options:

- Use their real identity (the name and surname as supplied in REACH-IT will be used in the discussion room)
- Use an auto-generated alias (the system will generate a random alias)

If users already participate in other discussion room(s), there will be one more option:

- 'Select an existing alias'. The users are then able to select one of the aliases that they already use in another discussion room(s).

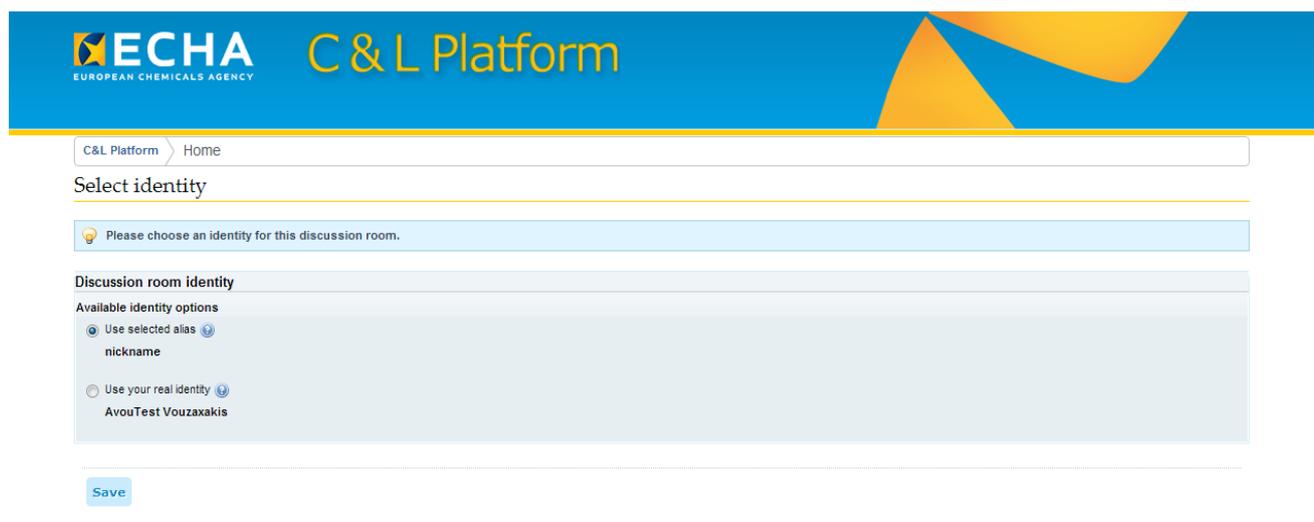


Figure 3: User re-enters a discussion room and selects either their existing alias or their real identity

If a user has selected to post under one particular alias in a discussion room, they will not be able to change to another one. They will however be given the option of using their real identity whenever they re-enter the discussion room. If the user selects to use their real identity while previously they have used an alias, all the messages posted by them will be displayed as posted by their real identity. Once selected to post under the real identity, the participant will not be offered the option to post using an alias in the same discussion room. After the selection of the alias, the user is redirected to the discussion room. The alias or the real identity that the user is using can be seen at the top right corner of the page.

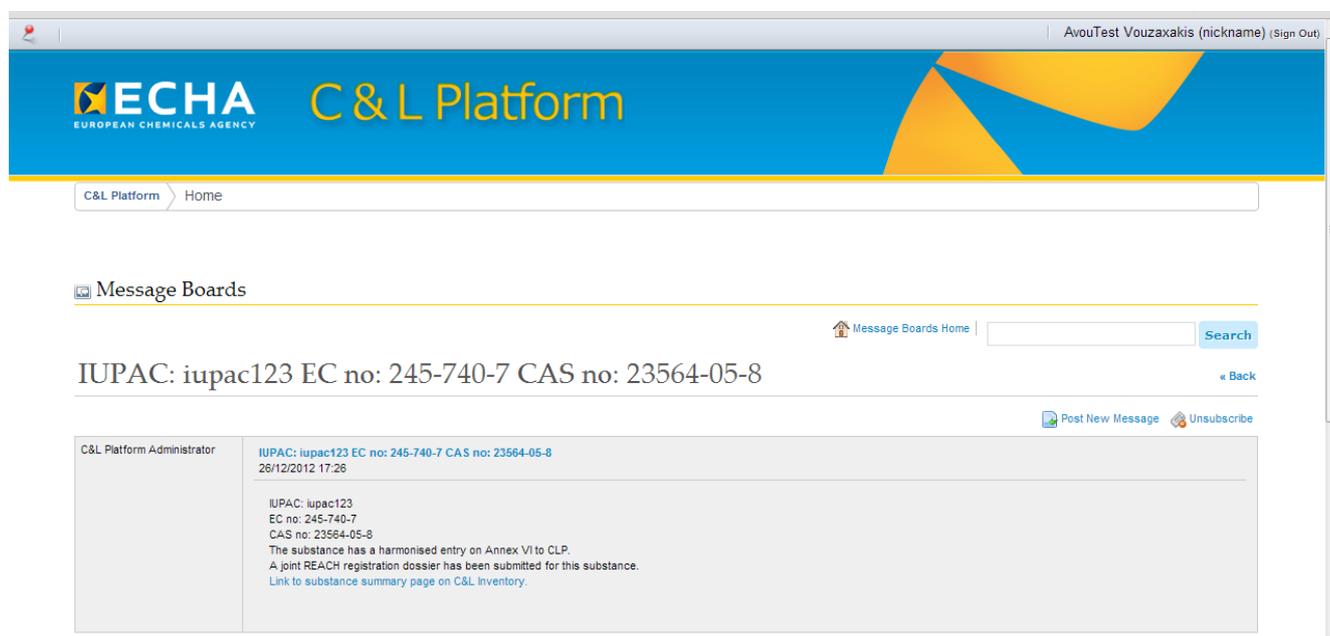


Figure 4: Main discussion room page

3. Participant's action

Users can perform the following actions:

- Search

- Post new message
- Reply with Quote to already posted messages
- Go to 'Message Boards Home' page
- Unsubscribe – Subscribe to mail notifications
- Report abuse
- Sign out

Search

Users can search inside the discussion room that they have accessed using the dedicated search field.

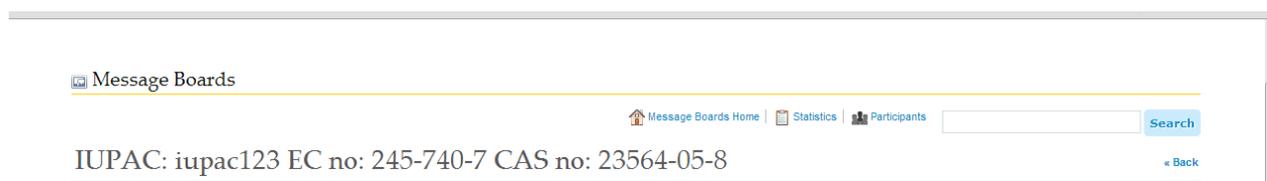


Figure 5: Search facility

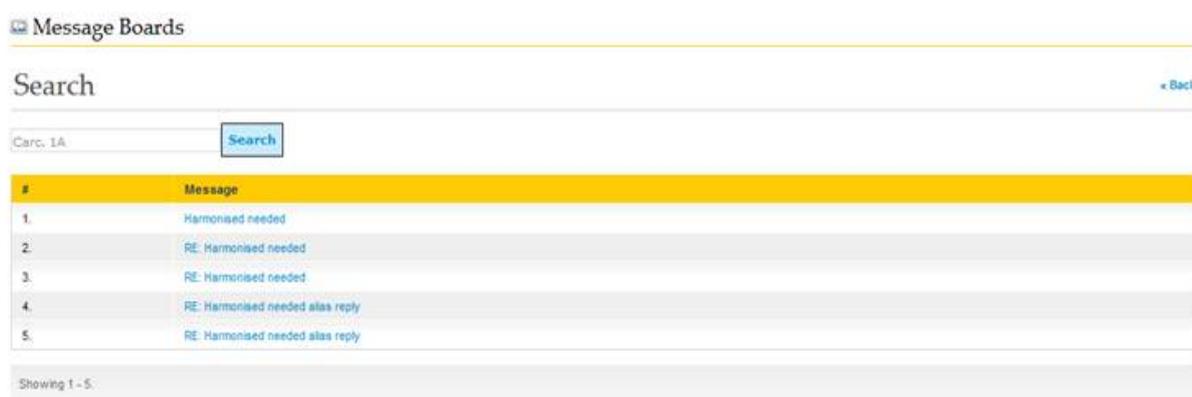


Figure 6: Search results

Users may search using a keyword. The results are displayed using the paging facility and list every post in the discussion room that contains the keyword (Figure 6).

Post new message

The first post of each discussion is automatically generated. It contains the substance identity as displayed in the C&L Inventory. The IUPAC name listed is the first IUPAC name available in the drop-down list on the summary page. EC and CAS numbers are also displayed if available. The post also indicates whether there is a harmonised classification for this substance and whether a jointly submitted REACH registration dossier has been submitted. There is also a link to the substance summary page on the C&L Inventory.

The user can post a new message by clicking on the "Post New Message" link (available at the top or at the bottom of the discussion room). The user has to provide a Subject and a Body for the message. Both of them are mandatory and a validation error will appear if the user does not provide one or both of them. In the main body, the rich editor can be used. BBCode is also supported.

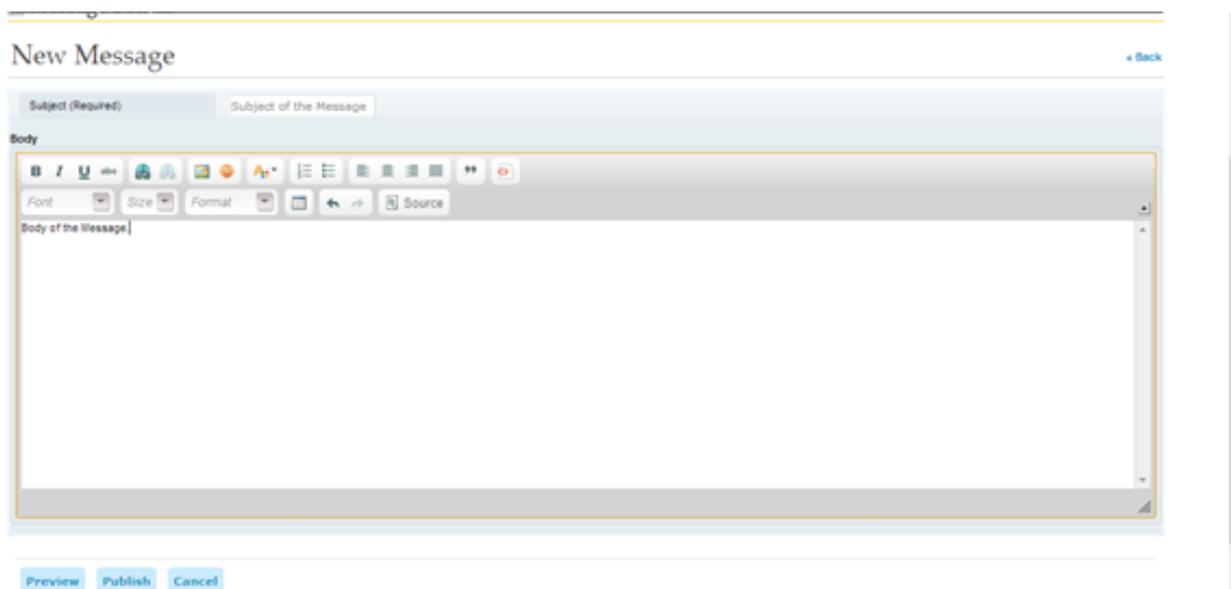


Figure 7: Post new message page

The user can Preview, Publish or Cancel the message by clicking on the respective button. Upon Publishing, the message will appear as a posted message in the last page, if any, of the discussion room.

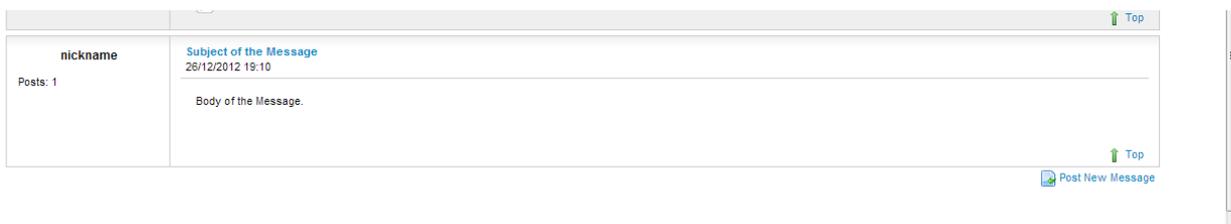


Figure 8: Posted message

The alias/real identity of the user is displayed as well as the time of publication. The Subject and the Body of the message are also presented.

Reply with Quote to already posted messages

The user can reply to an already posted message (by another user) by using the 'Reply with Quote' link. The user cannot 'Reply with Quote' to their own messages or the first, automatically generated message. The 'Reply with Quote' screen is similar to the 'Post New Message' page, however, it also includes the originally posted message by the other participant. The subject of the message is prefilled ('Re: Initial Subject') but the participant can modify it. In the main body, the rich editor can be used. BBCode is also supported. Preview can be used to 'preview' the message. Cancel button will redirect the user back to the discussion room. Publishing the message will post the message to the discussion room.

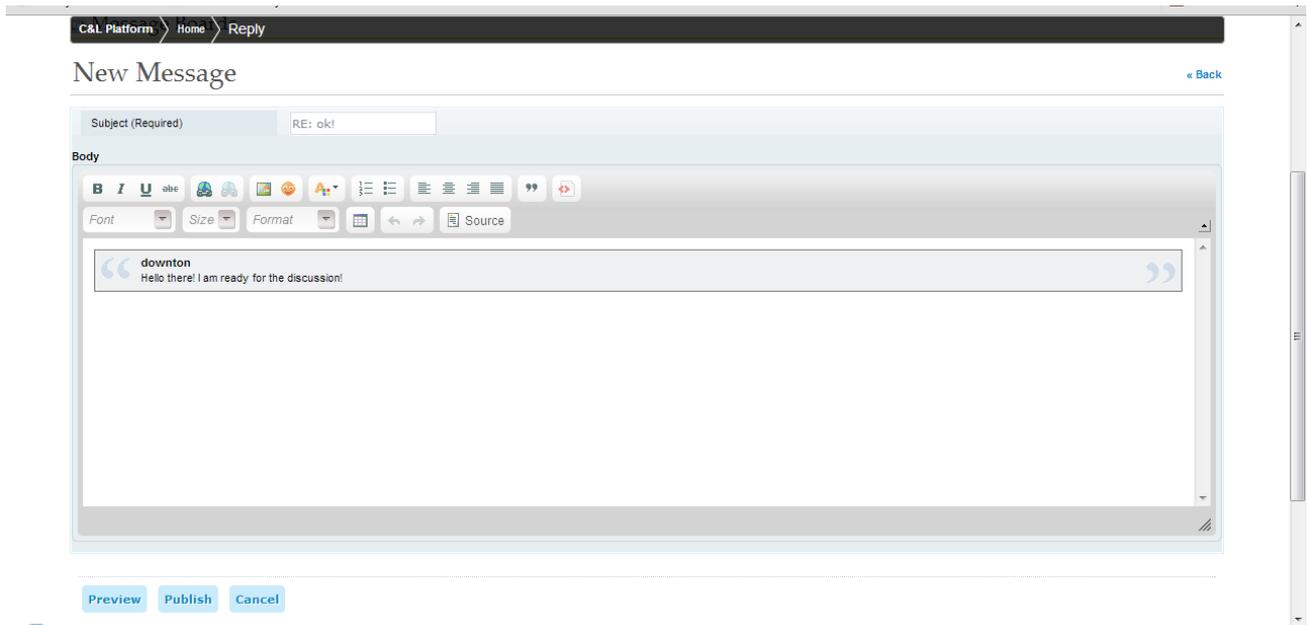


Figure 9: Reply with Quote



Figure 10: Reply with Quote posted message

Go to 'Message Boards Home' page

The participant can click on the 'Message Boards Home' link to view general information about the discussion room.

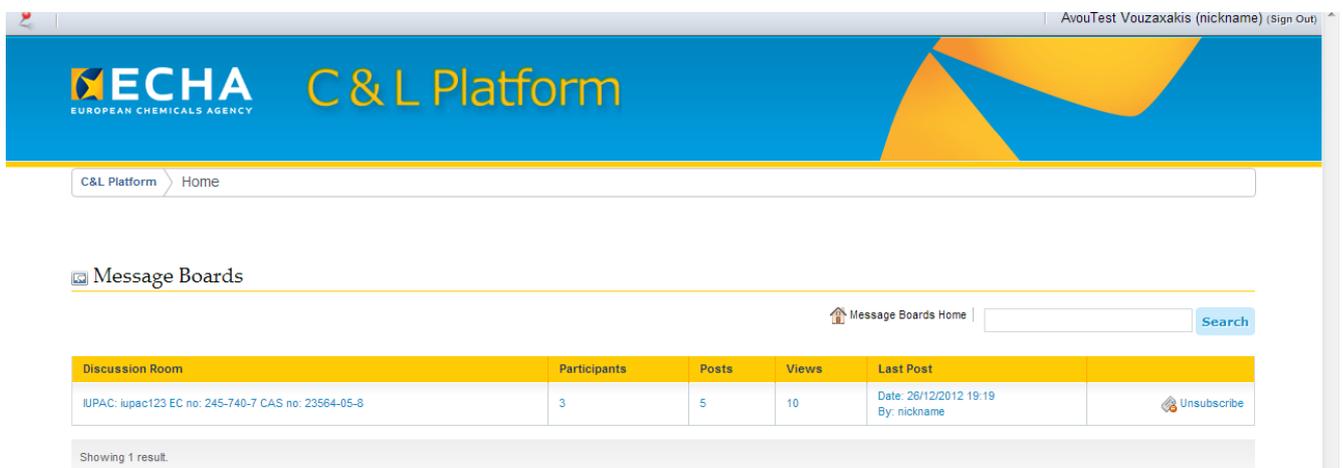


Figure 11: Message board

- Discussion room title

- Number of participants participating in the discussion room
- Number of posts
- Number of views
- Last post (date and participant)
- Subscribe/Unsubscribe option

Unsubscribe - Subscribe to mail notifications

Each user entering a discussion room is subscribed by default to the notifications exchanged by the C&L Platform. That means that whenever a message is posted the user will retrieve a notification to their email address (declared in REACH-IT). UserS will not receive notifications for their posts.

The user can unsubscribe by clicking on the 'Unsubscribe' option available on the top of the discussion room or in the 'Message Boards Home' page. Whenever a user posts a message the option to subscribe to the notifications is available ('Subscribe me', unchecked by default).

Report abuse

A user can report an abuse if they think that a posted message by another participant violates the terms of use. In that case, the user can click on the 'Report Abuse' option available underneath each posted message (this option is not available for their messages).

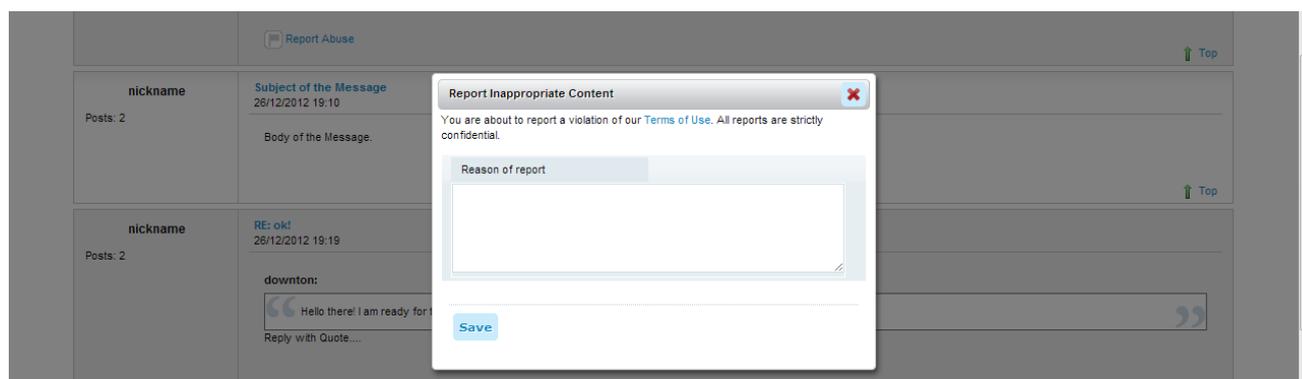


Figure 12: Report abuse

In the appearing popup, the user can write the reasons for the report. The user clicks on 'Save' and the report is sent to the Forum Administrator. Then, the Forum Administrator can evaluate the report and take further actions (e.g. ban the reported user).

Sign out

The user can click on the top right link (Sign out) to sign out from the C&L Platform application. If there is no action for 30 minutes the user is signed out automatically by the system for security reasons.

4. Banned participants

The Forum Administrator (a member of ECHA staff) can ban users of the platform (e.g. if they violate the terms of use). The banning works in different ways, depending on whether a user

has been posting under their real identity or an alias. When a user that uses an alias has been banned from a particular discussion room they are allowed to continue to access the discussion room only if they agree to use their real identity. If they choose to do so, all previous posts will be associated with the real identity. If a user has already been using their real identity, they cannot continue to view or post in the discussion room.

If the Forum Administrator bans a participant, the participant will receive a respective email. The ban can be revoked by the Forum Administrator. Appeals for revoking a ban will be assessed on a case-by-case basis. All banning is limited to the discussion room in question and does not affect the user's activity in other discussion rooms.

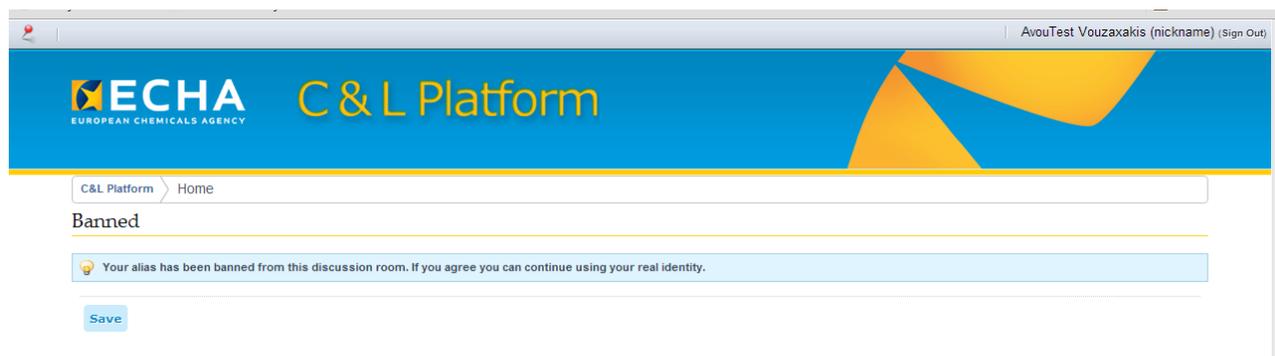


Figure 13: Banned participants cannot access the discussion room that they have been banned from unless they use their real identity

5. Locked discussion room

If a discussion room is locked by the Forum Administrator, none of the participants can post new messages in that discussion room unless the Forum Administrator unlocks it.

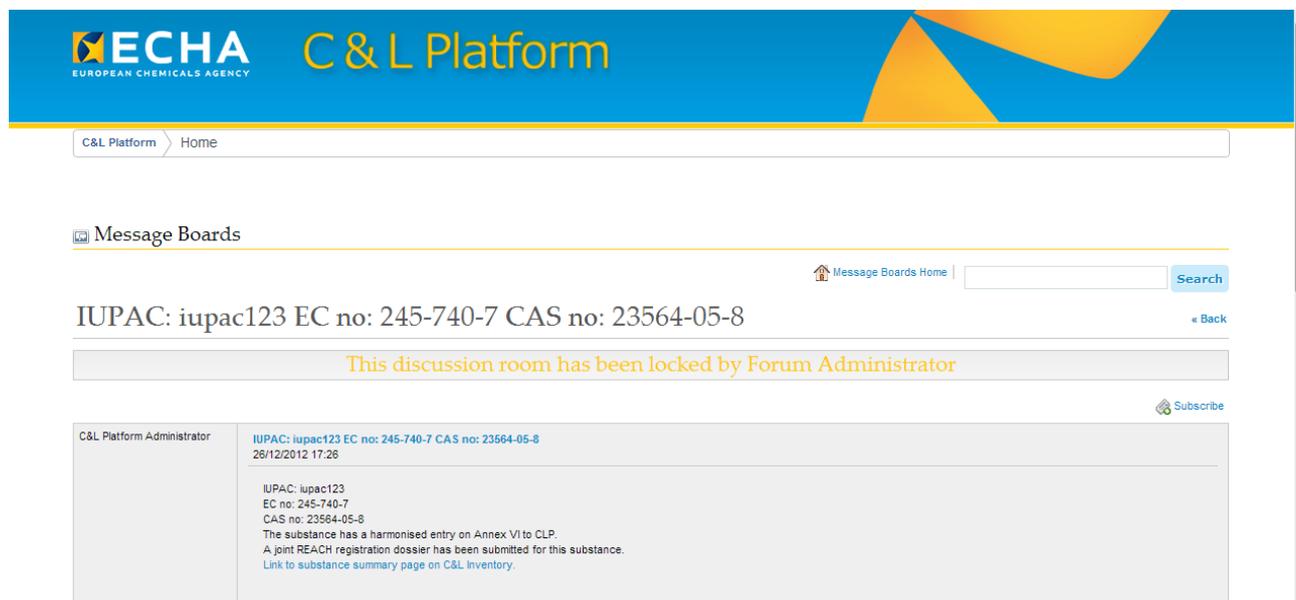


Figure 14: Discussion room is locked

An informative message appears on the top of the discussion room when the discussion room is locked ("This discussion room has been locked by the Forum Administrator").

6. Reaching an agreement on the classification and labelling of a substance

The discussions in the C&L Platform are not actively monitored by ECHA. When the participants in a discussion room have reached an agreement on a classification, they will need to update their respective notifications accordingly in REACH-IT. When a notification is updated as a result of a discussion in the platform, the notifiers are requested to indicate this by ticking the appropriate tick-box when stating the reason for the update. The updated notification will then be included in the public C&L Inventory with the next data refresh.