

# Substance identity issues covered in the screening campaign

Submitting the update

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Nagendra Singh  
European Chemicals Agency



## Submitting the updated dossier

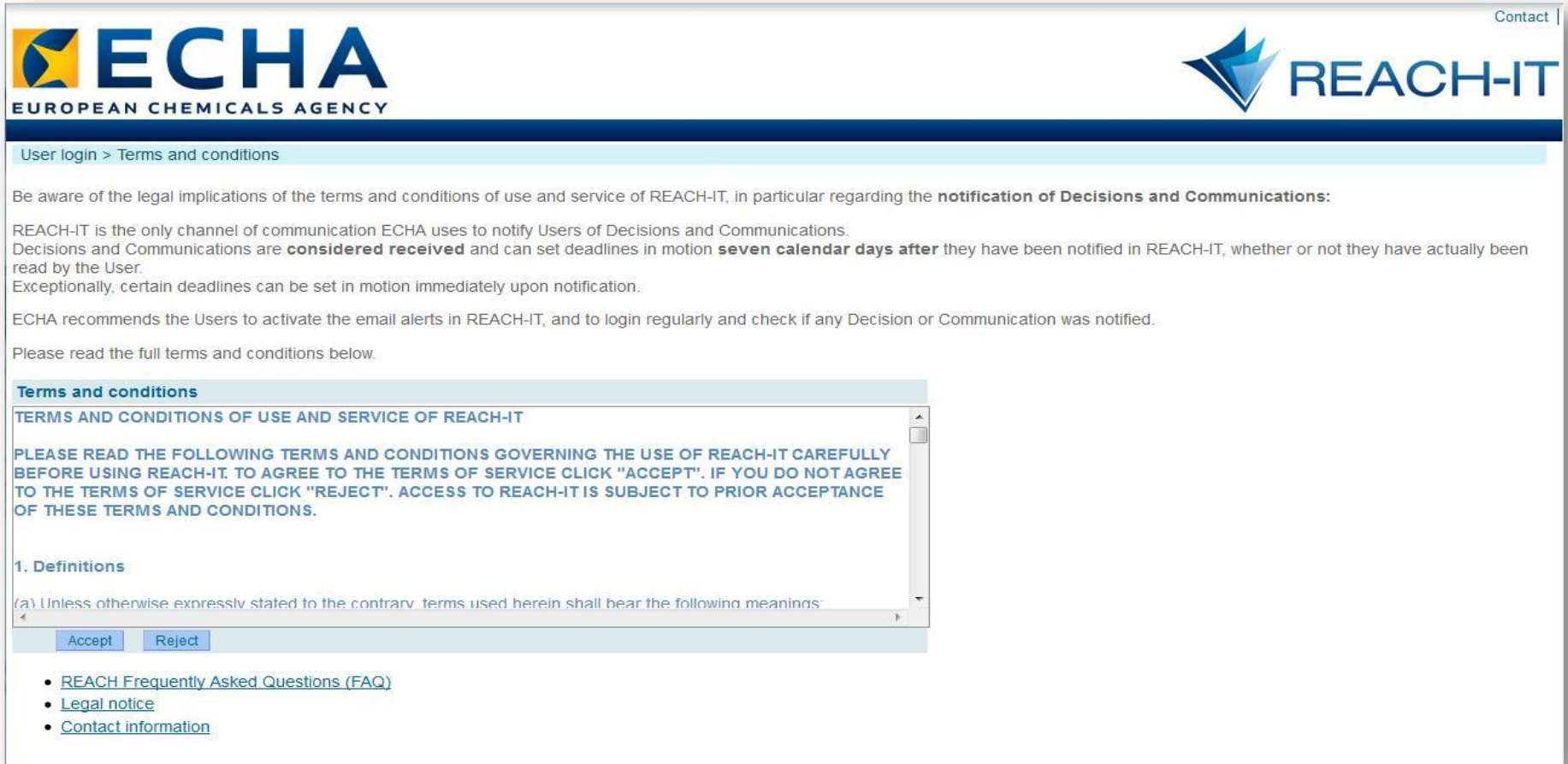
After updating/correcting the information indicated in the letter, you should submit your updated dossier:

- Submit to ECHA through REACH-IT as a new IUCLID 5 dossier

*→ You will be asked to accept the new REACH-IT Terms and Conditions before the company account can be accessed*

- As a spontaneous update

# New Terms and Conditions



The screenshot shows the REACH-IT user interface. At the top left is the ECHA logo. At the top right is the REACH-IT logo and a 'Contact' link. Below the logos is a navigation bar with 'User login > Terms and conditions'. The main content area contains several paragraphs of text regarding the legal implications of using REACH-IT, including a seven-day deadline for decisions and communications. A scrollable box contains the full terms and conditions, starting with 'PLEASE READ THE FOLLOWING TERMS AND CONDITIONS GOVERNING THE USE OF REACH-IT CAREFULLY...'. Below the scrollable box are 'Accept' and 'Reject' buttons. At the bottom left, there are links for 'REACH Frequently Asked Questions (FAQ)', 'Legal notice', and 'Contact information'.

Contact |

**ECHA**  
EUROPEAN CHEMICALS AGENCY

**REACH-IT**

User login > Terms and conditions

Be aware of the legal implications of the terms and conditions of use and service of REACH-IT, in particular regarding the **notification of Decisions and Communications**:

REACH-IT is the only channel of communication ECHA uses to notify Users of Decisions and Communications.  
Decisions and Communications are **considered received** and can set deadlines in motion **seven calendar days after** they have been notified in REACH-IT, whether or not they have actually been read by the User.  
Exceptionally, certain deadlines can be set in motion immediately upon notification.

ECHA recommends the Users to activate the email alerts in REACH-IT, and to login regularly and check if any Decision or Communication was notified.

Please read the full terms and conditions below.

**Terms and conditions**

**TERMS AND CONDITIONS OF USE AND SERVICE OF REACH-IT**

**PLEASE READ THE FOLLOWING TERMS AND CONDITIONS GOVERNING THE USE OF REACH-IT CAREFULLY BEFORE USING REACH-IT. TO AGREE TO THE TERMS OF SERVICE CLICK "ACCEPT". IF YOU DO NOT AGREE TO THE TERMS OF SERVICE CLICK "REJECT". ACCESS TO REACH-IT IS SUBJECT TO PRIOR ACCEPTANCE OF THESE TERMS AND CONDITIONS.**

**1. Definitions**

(a) Unless otherwise expressly stated to the contrary, terms used herein shall bear the following meanings:

Accept Reject

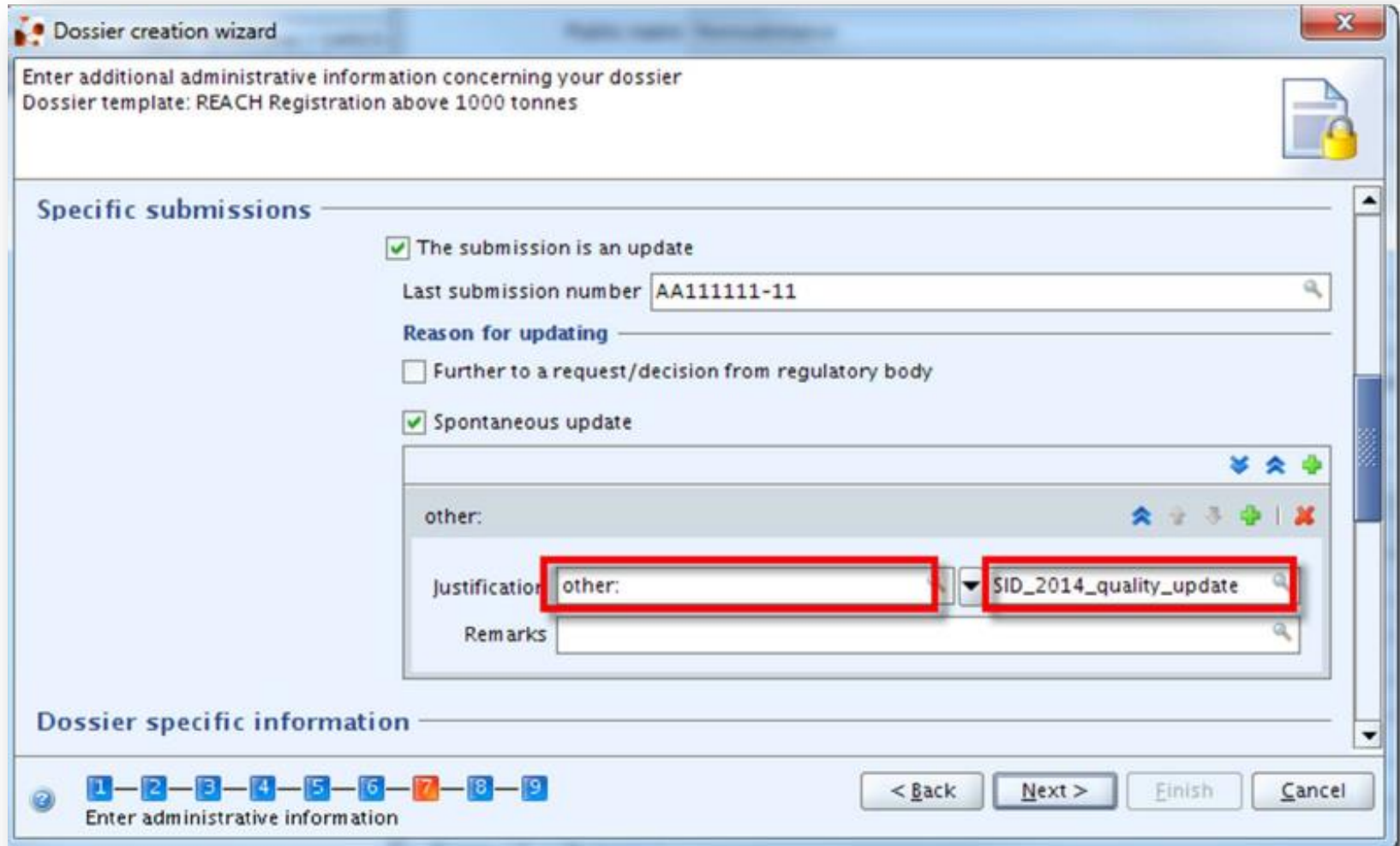
- [REACH Frequently Asked Questions \(FAQ\)](#)
- [Legal notice](#)
- [Contact information](#)

## Submitting the updated dossier (cont.)

When filling in the administrative information during dossier creation:

- Dossier header = **“The submission is an update”**
- Enter the last **submission number** (the one quoted in the header of the letter)
- Indicate that the dossier is a **“Spontaneous update”**
- Provide a **“Justification”** for updating. Please select **“other:”** from the dropdown list and include **“SID\_2014\_quality\_update”** in the unlabelled field right next to the dropdown list

# Example of how to fill in administrative information



The screenshot shows a software window titled "Dossier creation wizard" with a close button (X) in the top right corner. The main content area is titled "Enter additional administrative information concerning your dossier" and "Dossier template: REACH Registration above 1000 tonnes".

**Specific submissions**

- The submission is an update
- Last submission number:
- Reason for updating**
- Further to a request/decision from regulatory body
- Spontaneous update

Below the "Spontaneous update" option, there is a list of reasons for updating. The "other:" category is expanded, showing a list of options. Two items are highlighted with red boxes:

- Justification:
- Remarks:

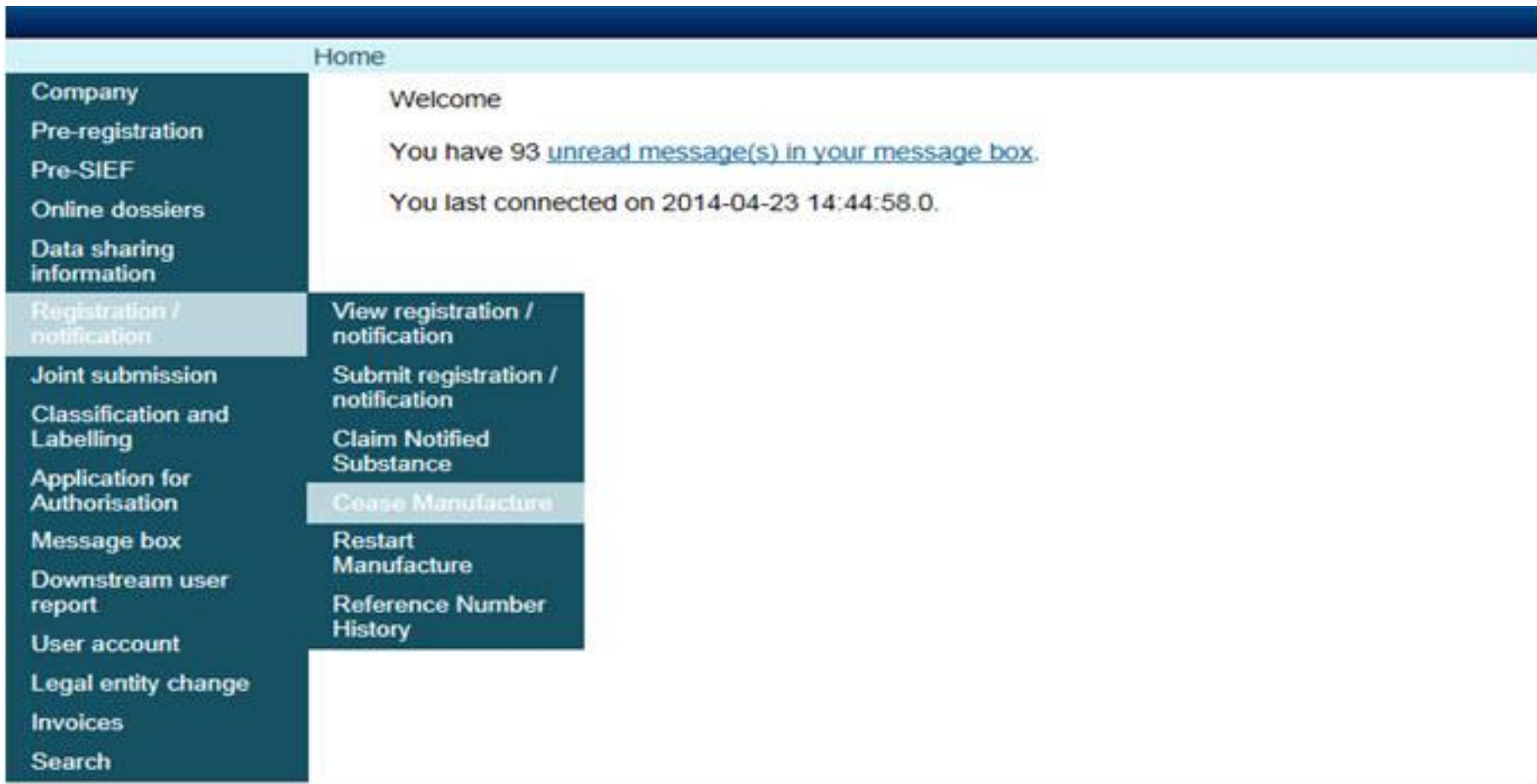
**Dossier specific information**

At the bottom of the window, there is a progress bar with steps 1 through 9. Step 7 is highlighted in red. Below the progress bar, the text "Enter administrative information" is displayed. To the right of the progress bar are four buttons: "< Back", "Next >", "Finish", and "Cancel".

# My company has ceased manufacturing...

- If your company does not currently import or manufacture the substance, you can make use of the opportunity provided by Article 50(2) of REACH
- REACH-IT provides a functionality to inform ECHA of cease and restart manufacture.
- For detailed step-by-step instructions on how to inform ECHA of cease and restart manufacture, please see the REACH-IT Industry User Manual Part 6 – Dossier submission available at:  
[echa.europa.eu/support/dossier-submissiontools/reach-it](http://echa.europa.eu/support/dossier-submissiontools/reach-it)

# Cease/Restart anufacture



The screenshot displays the ECHA user interface. On the left is a dark blue navigation menu with white text. The 'Registration / notification' menu item is highlighted in a lighter blue. To the right of the menu, a white panel shows the 'Home' page content, including a welcome message, a notification about 93 unread messages, and the last connection time.

Home	
Company	Welcome
Pre-registration	You have 93 <a href="#">unread message(s) in your message box.</a>
Pre-SIEF	You last connected on 2014-04-23 14:44:58.0.
Online dossiers	
Data sharing information	
Registration / notification	View registration / notification
Joint submission	Submit registration / notification
Classification and Labelling	Claim Notified Substance
Application for Authorisation	<b>Cease Manufacture</b>
Message box	Restart Manufacture
Downstream user report	Reference Number History
User account	
Legal entity change	
Invoices	
Search	

## For further questions

- Contact ECHA helpdesk at [echa.europa.eu/contact/helpdesk-contact-form](https://echa.europa.eu/contact/helpdesk-contact-form)
- Select 'I have a question related to a REACH/CLP submission'
- Indicate in the subject of your question: '**SID2014**' to facilitate the processing of your question



# Thank you

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