ePIC User Manual for Industry

May 2018

Disclaimer

This document aims to assist users in complying with their obligations under the PIC Regulation. However, users are reminded that the text of the PIC Regulation is the only authentic legal reference and that the information in this document does not constitute legal advice. Usage of the information remains under the sole responsibility of the user. The European Chemicals Agency does not accept any liability with regard to the use that may be made of the information contained in this document.

Version	Changes	
1.7	Amended search criteria Amended declaration texts Some screenshots updated Minor editorial changes	May 2018
1.6	Template updated SDS language declarations Emergency situation declaration Creation of articles/mixtures with Annex V chemicals SDS attachment for special RIN request for mixtures List of new substances added to groups Deleted importer on Article 10 reports Some screenshots updated	November 2017
1.5	Changes to section 6.1 of the export notification form Enhanced search for chemicals SDS language Clarification on importer details Change to management of contacts Minor editorial changes Some screenshots updated	June 2017
1.4	Duplicate notification warning Resubmission of Article 10 report Revision of chapter on special RIN requests other than for research and analysis Some screenshots updated	October 2016
1.3	Revised “Manage mixtures” and “Manage	October 2015

	articles” Overall textual revision	
1.2	Remove pending notification from task list Access to “Importing country info” Specify year of export for Bulk Special RIN Submit a Special RIN request when the importing country has waived its right to receive export notifications	April 2015
1.1	Information on Article 10 reporting added. Updated information on creating export notifications for “group elements” in the form of pure substance.	January 2015
1.0	Initial release	September 2014

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Reference: ECHA-18-H-15-EN
ISBN: 978-92-9020-594-4
Cat. Number: ED-04-18-526-EN-N
DOI: 10.2823/400010
Publ.date: May 2018
Language: EN

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European Chemicals Agency

Mailing address: P.O. Box 400, FI-00121 Helsinki, Finland
Visiting address: Annankatu 18, Helsinki, Finland

Table of Contents

1. INTRODUCTION 9

1.1 Objective 9
1.2 Icons, abbreviations and terminology 9

2. GENERAL PRINCIPLES 10

2.1 What is ePIC? 10
2.2 Industry interface 10
2.3 Authority interface 10
2.4 Customs interface 10

3. INDUSTRY HOME PAGE 11

4. CREATE AND MANAGE MIXTURES / ARTICLES 12

4.1 Mixtures 12

4.1.1 Create a new mixture 12
4.1.2 Summary Tab 13
4.1.3 Chemicals 14
4.1.4 SDS tab 14
4.1.5 Save & Close, Save and Cancel buttons 16
4.1.6 Search mixtures 16
4.1.7 Edit mixture 17

4.2 Articles 18

4.2.1 Create a new article 19
4.2.2 Summary Tab 19
4.2.3 Chemicals 20
4.2.4 SDS tab 21
4.2.5 Save & Close, Save and Cancel buttons 22
4.2.6 Search for articles 22
4.2.7 Edit article 24

5. CREATE EXPORT NOTIFICATION 25

5.1 Export notification for a chemical 25

5.1.1 Section 1: Identity of the chemical subject to the export notification 25
5.1.2 Section 3: Information concerning the export 27

5.1.2.1 Encoding contact details of a trade partner in ePIC 28

5.1.3 Section 4: Information on hazards and/or risks of the chemical and precautionary measures 30
5.1.4 Section 5: Information on physico-chemical toxicological and ecotoxicological properties of the chemical 31
5.1.5 Section 6: Summary information on final regulatory action taken by the exporting country 32
5.1.6 Attachments 32
5.1.7 Save & Close, Save, Submit and Cancel buttons 33

5.2 Export notifications for mixtures / articles 33

5.2.1 Section 2: Identity of the mixture / article to be exported 34
5.2.2 Attachments 34

6. SUBMIT EXPORT NOTIFICATION 35

6.1 Draft notification without errors....36
6.2 Incomplete draft notification....36

7. RESUBMIT EXPORT NOTIFICATION....38

7.1 Accessing messages linked to an export notification....38
7.2 Resubmission of notification....39
7.3 Remove a 'pending' export notification from the task list....39

8. DUPLICATE NOTIFICATION....40

9. SPECIAL RIN....42

9.1 Create a special RIN request....42

9.1.1 Export information....42
9.1.2 Attachments....43
9.1.3 Special RINs for exports other than for research or analysis purposes....43

9.2 Bulk Special RIN Request....44

9.2.1 Export Information....44
9.2.2 Attachments....45

9.3 Emergency waiver....45

9.3.1 Section 3 – Information concerning the import....45
9.3.2 Attachments....45

10. KEEPING TRACK OF YOUR NOTIFICATIONS....47

10.1 Event history....47
10.2 Submission history....47
10.3 Alert e-mails....48

11. WAIVERS....50

11.1 Waiver request in the absence of a response to an explicit consent request (standard waiver)....50

11.1.1 Proposing a standard waiver....50

11.2 OECD waiver....51

11.2.1 Propose waiver....51

12. ARTICLE 10 REPORTING IN EPIC....52

12.1 Generating the Article 10 report....52
12.2 Verifying and completing the Article 10 report on exports....52

12.2.1 Export details....53
12.2.2 Manual Data Entry On Exports....54

12.3 Article 10 report on imports....54
12.4 Submission of Article 10 report (export/import)....55

12.4.1 Manual creation/submission of an Article 10 report after the submission deadline....55
12.4.2 Resubmission of Article 10 reports....56

12.5 Downloading a submitted Article 10 report in Excel format....56

13. SEARCH FUNCTIONALITIES IN EPIC 58

13.1 Search for Export Notifications / Special RIN Requests 58
13.2 Search chemicals 58
13.3 Search for a Mixture / Article 59
13.4 RIN statuses 59
13.5 Specific information from importing countries 60

Table of Figures

Figure 1: ePIC Industry Home Page 11
Figure 2: Create new mixture functionality 12
Figure 3: Create mixture screen 13
Figure 4: Chemicals tab 14
Figure 5: SDS tab 15
Figure 6: Manage mixtures link 16
Figure 7: Search mixture/article screen 16
Figure 8: Search results 17
Figure 9: Search by name/Chemical 17
Figure 10: Search result - mixtures 18
Figure 11: Edit mixture 18
Figure 12: Create new article functionality 19
Figure 13: Create article screen 19
Figure 14: Annex I chemicals tab 20
Figure 15: SDS tab 21
Figure 16: Manage articles link 22
Figure 17: Search Mixture/Article screen 23
Figure 18: Search results 23
Figure 19: Search by name/Annex I chemical 23
Figure 20: Search result - articles 24
Figure 21: Edit article 24
Figure 22: Duplicate notification warning 25
Figure 23: Create export notification for a chemical screen 25
Figure 24: Common area 25
Figure 25: Section 1 27
Figure 26: Select importer 28
Figure 27: Exporter details in ePIC 28
Figure 28: Manage Trade Partners 29
Figure 29: Add New Trade Partner 29
Figure 30: Encoding a New Trade Partner 30
Figure 31: Section 4 31
Figure 32: Mandatory fields in section 5 31
Figure 33: Final regulatory action 32

Figure 34: Create export notification for a mixture 33
Figure 35: Submit export notification 35
Figure 36: SDS language declaration 35
Figure 37: Emergency situation declaration 35
Figure 38: Successful submission screen 36
Figure 39: Errors displayed in an incomplete notification 37
Figure 40: Notifications pending resubmission 38
Figure 41: Actions column displaying presence of a message from the authorities 38
Figure 42: View message history option 39
Figure 43: Hide a pending export notification 39
Figure 44: Search & View export notification 40
Figure 45: View notification 40
Figure 46: Actions menu 40
Figure 47: Duplicate notification warning 41
Figure 48: Alert on exceeded quantity 42
Figure 49: Declaration regarding applicability of a Special RIN Request 44
Figure 50: Link to "Event history" 47
Figure 51: Link to "Submission history" 48
Figure 52: E-mail notification settings 48
Figure 53: Turn on e-mail notifications 49
Figure 54: Link to "Propose waiver" 50
Figure 55: Art. 10 Report - Report Summary 52
Figure 56: Art. 10 Report - Company Details 53
Figure 57: Art. 10 Report - Exports Details 53
Figure 58: Error when manually creating an Article 10 Report after the deadline 56
Figure 59: Error when submitting a Draft Article 10 Report after the deadline 56
Figure 60: Pending resubmission by company 56
Figure 61: Download Article 10 report as an excel file 57
Figure 62: Importing country info 60
Figure 63: Icon notifying the user about available country specific information 61

1. Introduction

1.1 Objective

The purpose of this manual is to provide support on how to use the ePIC IT application in order for industry users to fulfil their obligations under Regulation (EU) No. 649/2012 of the European Parliament and of the Council of 4 July 2012 concerning the export and import of hazardous chemicals, hereinafter referred to as the PIC regulation. The manual describes how to submit and follow up on export notifications (and related tasks), special RIN requests and Article 10 reports.

This manual (ePIC Submission Manual) is hereinafter referred to as ESM. All submission manuals prepared by ECHA can be accessed on the ECHA website.

1.2 Icons, abbreviations and terminology

This ESM uses various icons and specific abbreviations throughout. The icons are displayed in particular areas of the text to highlight useful or important information.

The following icons are used throughout this manual:

Useful information, guidance, assistance

Very important note

The following abbreviations are used throughout this manual:

CN code	Combined Nomenclature code
COM	European Commission – DG Environment
CUS code	European Customs Inventory of Chemical Substances code
DNA	Designated National Authority
ECHA	European Chemicals Agency
HS code	Harmonised System code
LE	Legal Entity
NEA	National Enforcement Authority
PIC	Prior Informed Consent
PIC Regulation	Regulation (EU) No. 649/2012
RIN	Reference Identification Number
SDS	Safety Data Sheet

2. General Principles

2.1 What is ePIC?

ePIC is an IT system developed and maintained by ECHA, with the aim of ensuring that the processes required under the PIC regulation are supported by an appropriate IT system. ePIC consists of three independent interfaces, one dedicated to industry users, one to authority users (currently ECHA, DNAs and COM; in the near future, also NEAs) and one for customs users. The application facilitates the secure exchange of information between industry users and authority users.

2.2 Industry interface

The ePIC industry interface ensures the secure submission of data and exchange of information with authority users. Through this interface, industry users can view and update their data and monitor their submissions. Industry users can login to ePIC and:

- submit export notifications,
- submit special RIN requests (single and bulk),
- submit their reports on actual exports and imports which took place during the previous calendar year (in accordance with Article 10 of the PIC Regulation),
- manage their mixtures and articles,
- request a waiver (if applicable),
- view the status of submitted notifications and special RIN requests,
- complete tasks assigned by authority users (e.g. re-submission requests)
- verify whether a particular export can take place or not,
- verify whether an importing (non-EU) country has provided information on the import of certain chemicals or categories of chemicals.

2.3 Authority interface

The ePIC authority interface supports the authorities' daily work in the regulatory process. Through this interface, authority users can process their tasks and forward them to ECHA/COM, as well as communicate securely with industry users.

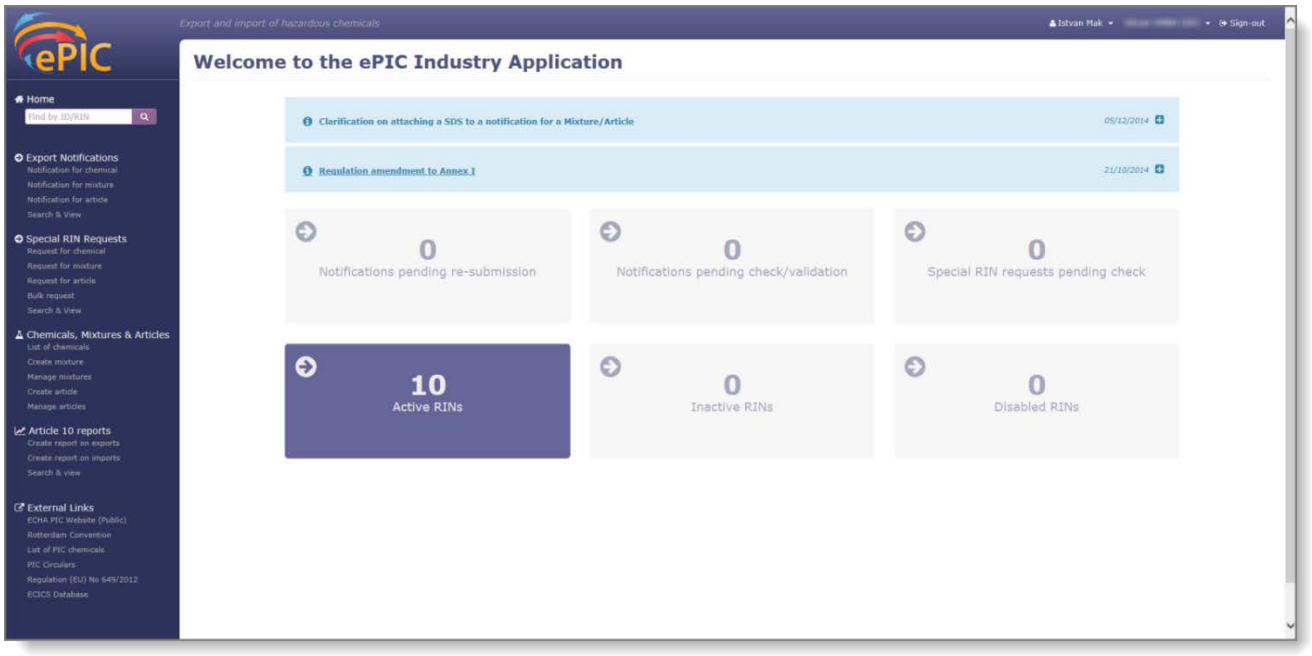
2.4 Customs interface

The ePIC customs interface is dedicated to customs officers, providing them information regarding the details and status of the export (e.g. content, destination country and whether the export is allowed or not at a given moment in time).

3. Industry Home Page

After logging into the application, the user is presented with the “Home page” (Figure 1). The home page is the starting point from which all tasks can be accessed. It also provides an overview and easy access to the pending/active/inactive RINs and to any notifications potentially pending resubmission.

Figure 1: ePIC Industry Home Page



The **Home Page** can be divided into four main parts:

- The middle section with 7 tiles which provide the number of export notifications and special RIN requests with different statuses. These tiles also function as shortcuts to reach the relevant sections of the application. Please note the seventh tile displaying the number of pending Article 10 reports is only available if the user has a draft report in the system.
- Above the tiles is the newsfeed. The newsfeed displays two types of announcement: news and alerts. Alerts are displayed in a red message box, while news is in blue. In most cases alerts are used when exporters are required to take certain actions, while news items are to provide generic information.
- The left-hand side menu (also referred to as the main menu) serves as a navigator through the application from which most functionalities of ePIC can be accessed. It also contains a “quick search” bar, where entering a RIN or an explicit consent/waiver ID will provide the relevant result.
- The top-level bar provides a link to the “ECHA Accounts” module. Once the user is redirected to ECHA Accounts, it will be possible to switch between different users (for those users who have accounts in different LEs), to view the Party details and to edit them (if the ePIC user is also an ECHA Accounts Manager). For further details on ECHA Accounts please refer to its user manual available from the ECHA website.

4. Create and Manage Mixtures / Articles

In order to notify an export of mixtures or articles a library of your mixtures or articles must be created first. Following this, the desired mixture/article can be selected directly from the export notification form. The information provided during the creation of your mixture/article will be automatically pre-filled for the relevant fields within the export notification form.

The relevant functionalities of ePIC are available in the main menu, under the “Chemicals, Mixtures & Articles” section.

4.1 Mixtures

4.1.1 Create a new mixture

To add a new mixture to your library, click on the “Create mixture” link from the main menu (Figure 2).

Figure 2: Create new mixture functionality

A new page with a header “Mixture” is opened (Figure 3). The form consists of three sections with the “Summary” tab displayed by default.

All mandatory fields are marked with an asterisk *.

Figure 3: Create mixture screen

4.1.2 Summary Tab

The first tab contains fields to enter information regarding the identification and classification of the mixture. The following fields are available and the headers with an asterisk refer to mandatory fields:

- **Name***: mixture name
- **CN code***: Combined Nomenclature code of the mixture. If you enter more than one CN code, separate them with commas
- **CUS code**: European Customs Inventory of Chemical Substances identifier of the mixture (if available)
- **HS code**: Harmonised System code of the mixture (if available)
- **Alias**: You have the possibility to provide an alternative name for your mixture. If left empty, the real name of the mixture will be published on the ECHA website
- **Hazard classification***: Hazard classification of the mixture

⚠ Providing a reference to the attached SDS is not acceptable for the “Hazard classification” field of the “Create mixture” process. Detailed information regarding the classification of the mixture should be entered in this field.

Once you have completed the above, navigate to the next tab.

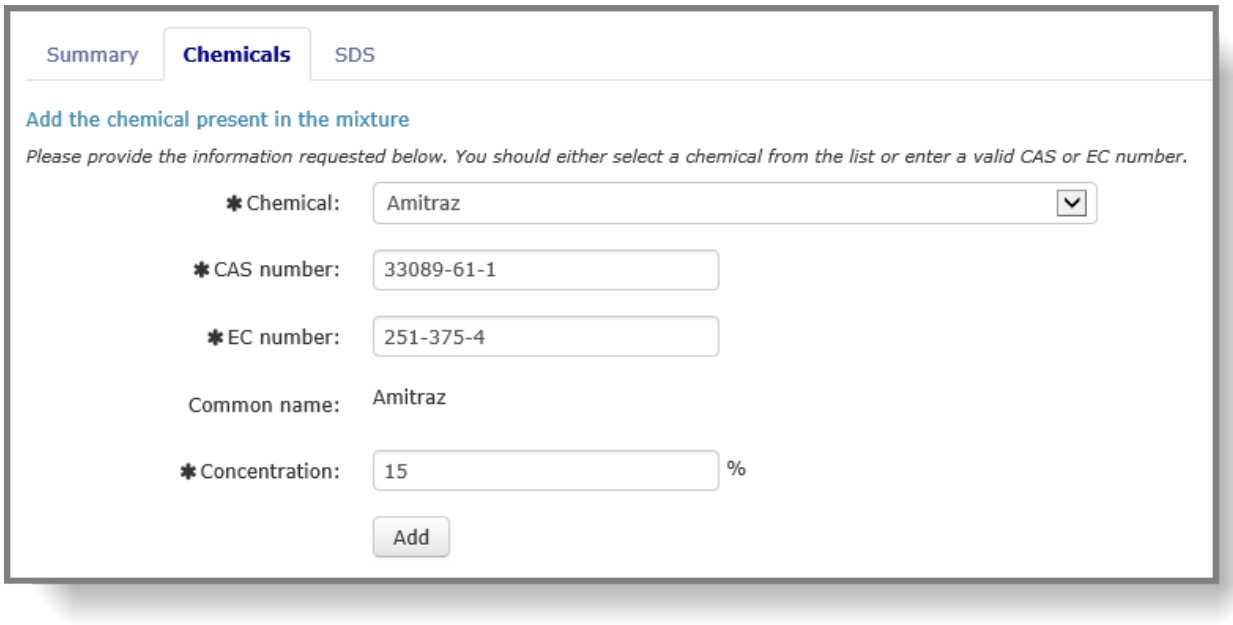
4.1.3 Chemicals

In this tab (Figure 4) you are required to select the Annex I or the Annex V[1] chemical(s) and provide their concentration within the mixture; both fields are mandatory. Click on “Add” after completing the form.

Should your mixture contain multiple chemicals, the above-mentioned steps must be repeated for each chemical.

In case you wish to create a mixture containing a group substance (e.g.arsenic bromide, CAS 64973-06-4), you should provide either the CAS number or the EC number.

Figure 4: Chemicals tab



You can edit a chemical that is part of the composition by clicking on the pencil icon.

You can delete a chemical from the composition by clicking on “X” icon (only visible if multiple Annex I chemicals are listed in the composition). A mixture must always contain at least one chemical so a new one must be added before the existing one can be deleted.

Click on “Next section” and you are directed to the “SDS” tab.

4.1.4 SDS tab

The SDS tab (Figure 5) allows you to attach one or more Safety Data Sheets to your mixture. The attached documents will be automatically included in the export

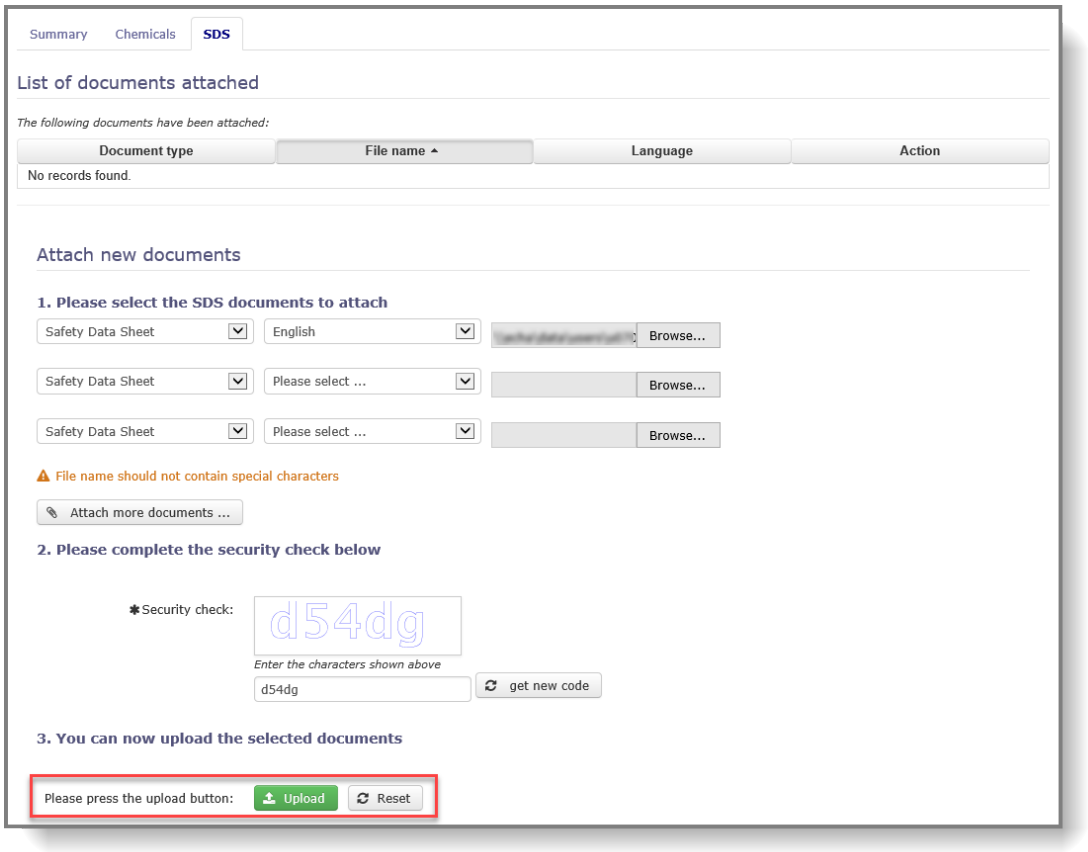
[1] Mixtures/articles containing Annex V chemicals can only be exported for research or analysis purposes in quantities not exceeding 10 kg per calendar year/importing country. For such exports, a Special RIN request should be submitted.

notification(s) prepared for this mixture.

If you do not attach a SDS to your mixture, you will not have the opportunity to do so while creating an export notification for this mixture.

In case you need to add further SDSs to your mixture at a later stage, you can do so by using the “Manage mixtures” functionality.

Figure 5: SDS tab



Select the language of the document from the drop down menu and click on “Browse”. Locate the file on your computer from the pop-up window.

You should make every reasonable effort to provide a SDS in the official language of the importing country or in one of its principal languages (e.g. English, French or Spanish, as relevant). Additionally, it is strongly recommended to upload an English SDS regardless (and if available), since it facilitates the processing of the notification by both your DNA and ECHA.

Once you have attached all the necessary safety data sheets, type the security code and click on “Upload”. If it is not easily readable, request a new code by pressing the “get new code” button. To attach the safety data sheet(s) to your mixture, click on “Upload”.

The system will overwrite any existing file in case you upload a new file in a language that was stored previously.

4.1.5 Save & Close, Save and Cancel buttons

Once you have filled in all the required information, remember to save your mixture in order to create a new record.

Save & Close	Saves the record, validates that all mandatory data are available and returns the user to view mode.
Save	Saves the record and validates that all mandatory data are available. In case of errors, incorrect fields are highlighted in red with error messages.
Cancel	Cancels the current data entries without saving and returns to home page.

4.1.6 Search mixtures

To view and edit your previously created mixtures, click on “Manage mixtures” (Figure 6) link on the main menu.

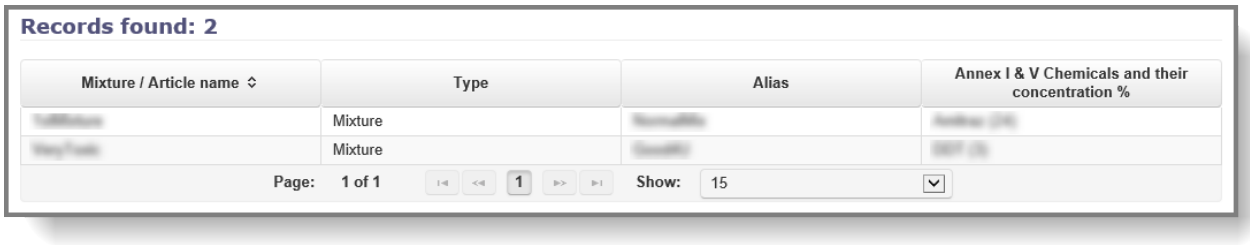
Figure 6: Manage mixtures link

To list all of your mixtures, select the check box “Mixture” and click on “Search” (Figure 7).

Figure 7: Search mixture / article screen

All the mixtures you created are listed in the search results (Figure 8).

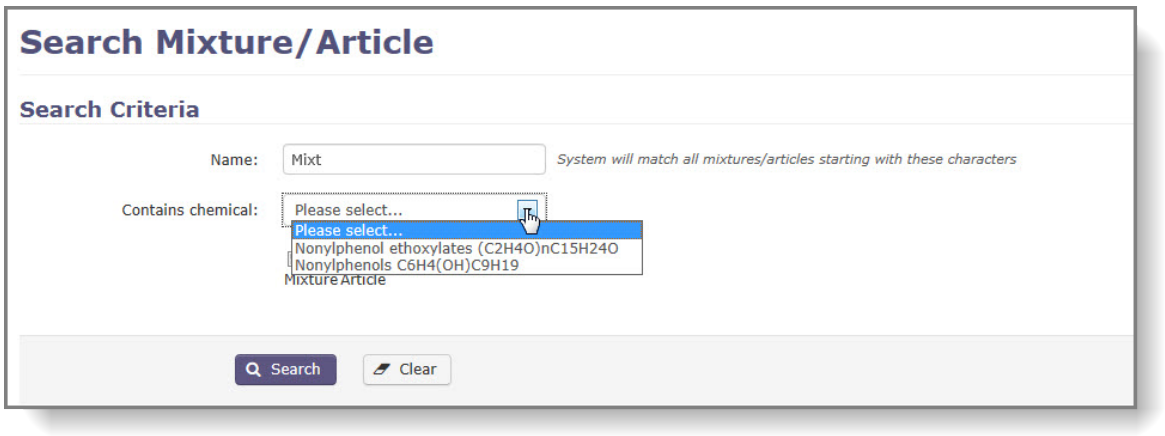
Figure 8: Search results



You can also search by mixture name or by the chemical(s) it contains. This will result in a shorter and more accurate list of results. To search by the mixture name, enter at least the first few characters of the mixture name into the “Name” field and click on “Search”.

To search for a mixture by the Annex I chemical it contains, select the chemical from the drop-down list (Figure 9).

Figure 9: Search by name/Chemical



To see the details of a mixture, click on the name of the mixture, listed in the “Mixture / Article name” column of the search results.

4.1.7 Edit mixture

If you need to update the information related to a mixture, select “Manage mixtures”. The system will alert you if there is a notification whose status is “draft” or “pending resubmission” referencing the mixture you are about to edit. Any changes applied to the mixture before submission of the export notification will automatically be reflected in the notification form itself.

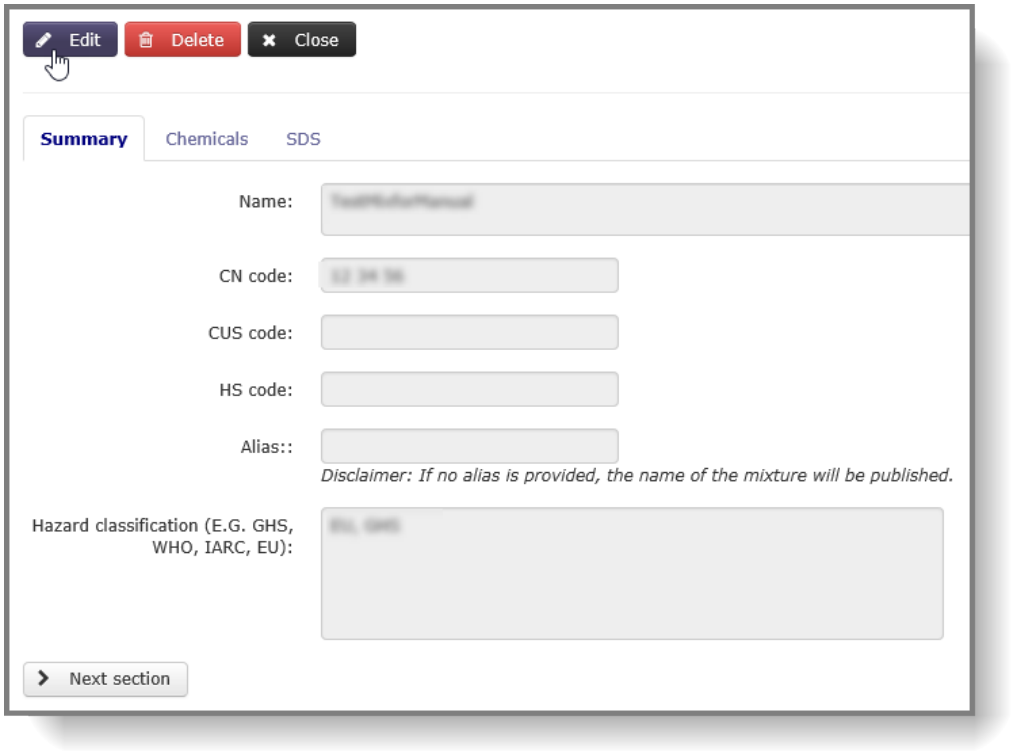
Click on the “Manage mixtures” (Figure 6) link on the main menu.

Search for the mixture you wish to edit and click on the mixture name (Figure 10). (Various ways of finding previously created mixtures are described in Chapter 4.1.6.)

Figure 10: Search result - mixtures

When you open the mixture you wish to edit, it will be in read-only mode by default. Click on "Edit" to apply changes (Figure 11).

Figure 11: Edit mixture



All data can be modified; support on how to fill in the fields can be found in Chapters 4.1.2, 4.1.3 and 4.1.4.

Remember that changes are discarded unless you click on "Save & Close" or "Save".

A mixture record can only be deleted if it has not been referenced in an export notification or special RIN request.

4.2 Articles

Notifications for articles are only required in case of chemicals listed in part 2 or part 3 of Annex I of the PIC regulation.

4.2.1 Create a new article

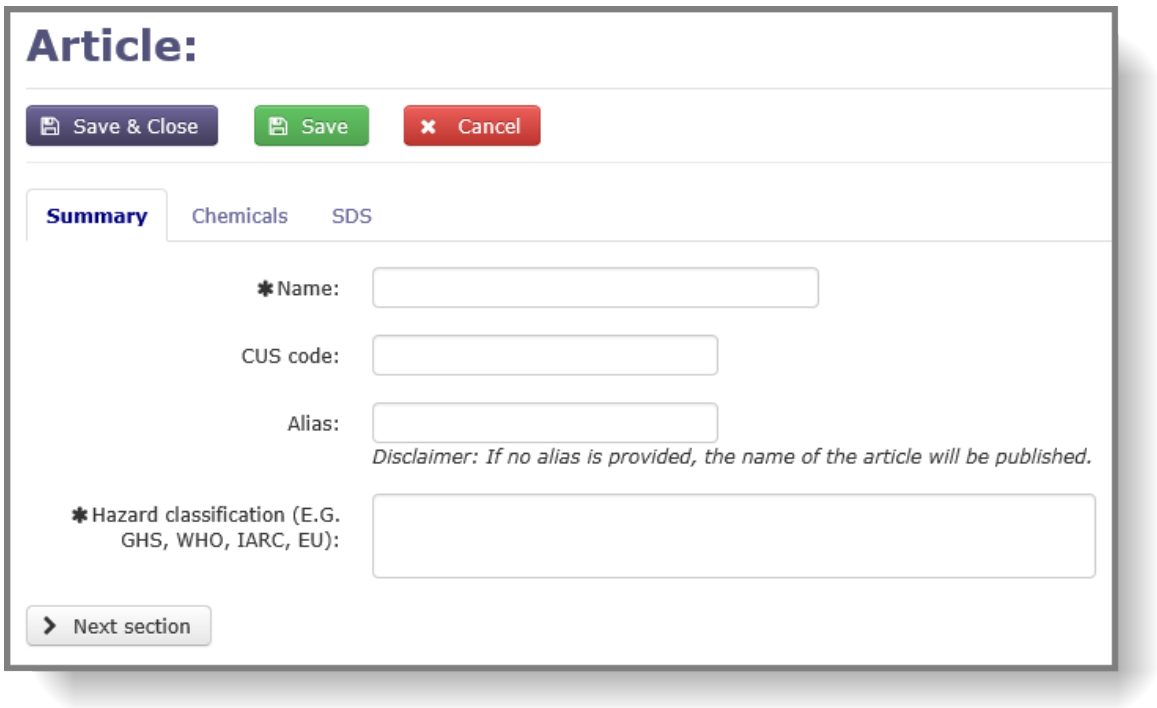
To add a new article to your library, click on “Create article” link, on the main menu (Figure 12).

Figure 12: Create new article functionality

A new page with a header “Article” is now opened (Figure 13). The form consists of three sections with “Summary” tab displayed by default.

All mandatory fields are marked with an asterisk ✱.

Figure 13: Create article screen



4.2.2 Summary Tab

The first tab (Figure 13) contains fields to enter information regarding the identification and classification of the article. The following fields are available and the mandatory information is marked with an asterisk:

- **Name***: Name of the article
- **CUS code**: European Customs Inventory of Chemical Substances identifier of the mixture (if available)
- **Alias**: You have the possibility to provide an alternative name for your article. If left empty the real name of the article will be published on the ECHA website
- **Hazard classification***: Hazard classification of the Annex I chemical used within your article

Once you have completed the above fields, navigate to the next tab.

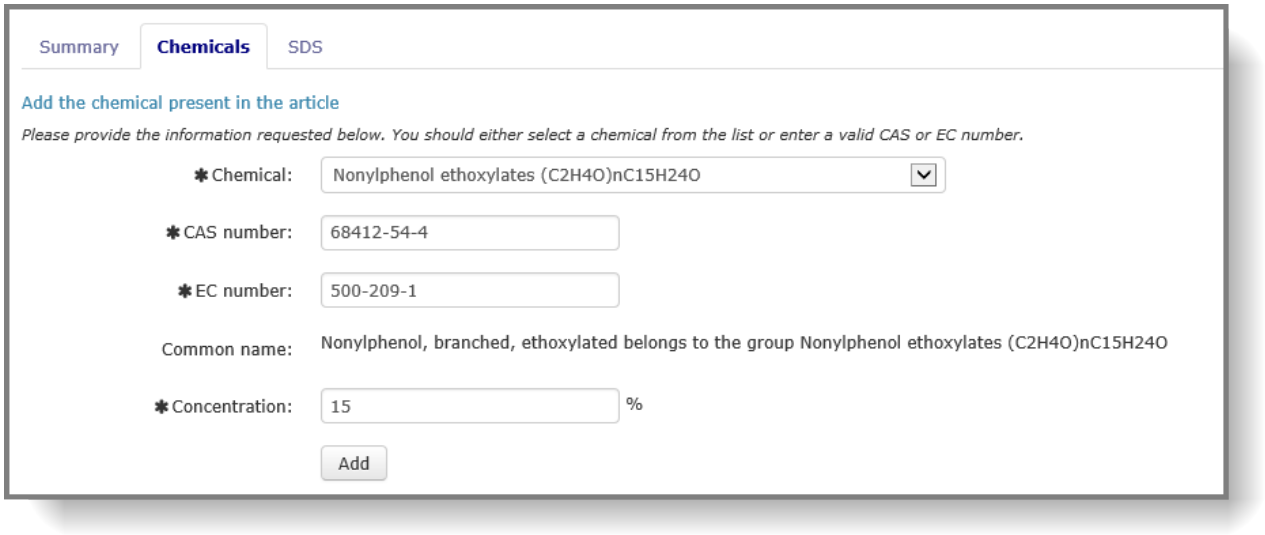
4.2.3 Chemicals

In this tab (Figure 14) you are required to select the chemical and provide its concentration within the article. Both fields are mandatory and once you have provided the required information, click on "Add".

Should your article contain multiple PIC chemicals, the above steps must be repeated for each chemical.

In case you wish to create an article containing a group substance (e.g. arsenic bromide, CAS 64973-06-4), you should provide either the CAS number or the EC number.

Figure 14: Annex I chemicals tab



You can edit the composition by clicking on the pencil icon.

You can delete a chemical from the composition by clicking on the "X" icon (only visible if multiple chemicals are listed in the composition). An article must always contain at least one chemical so a new one must be added before the existing one can be deleted.

Click on "Next section" and you are directed to the "SDS" tab.

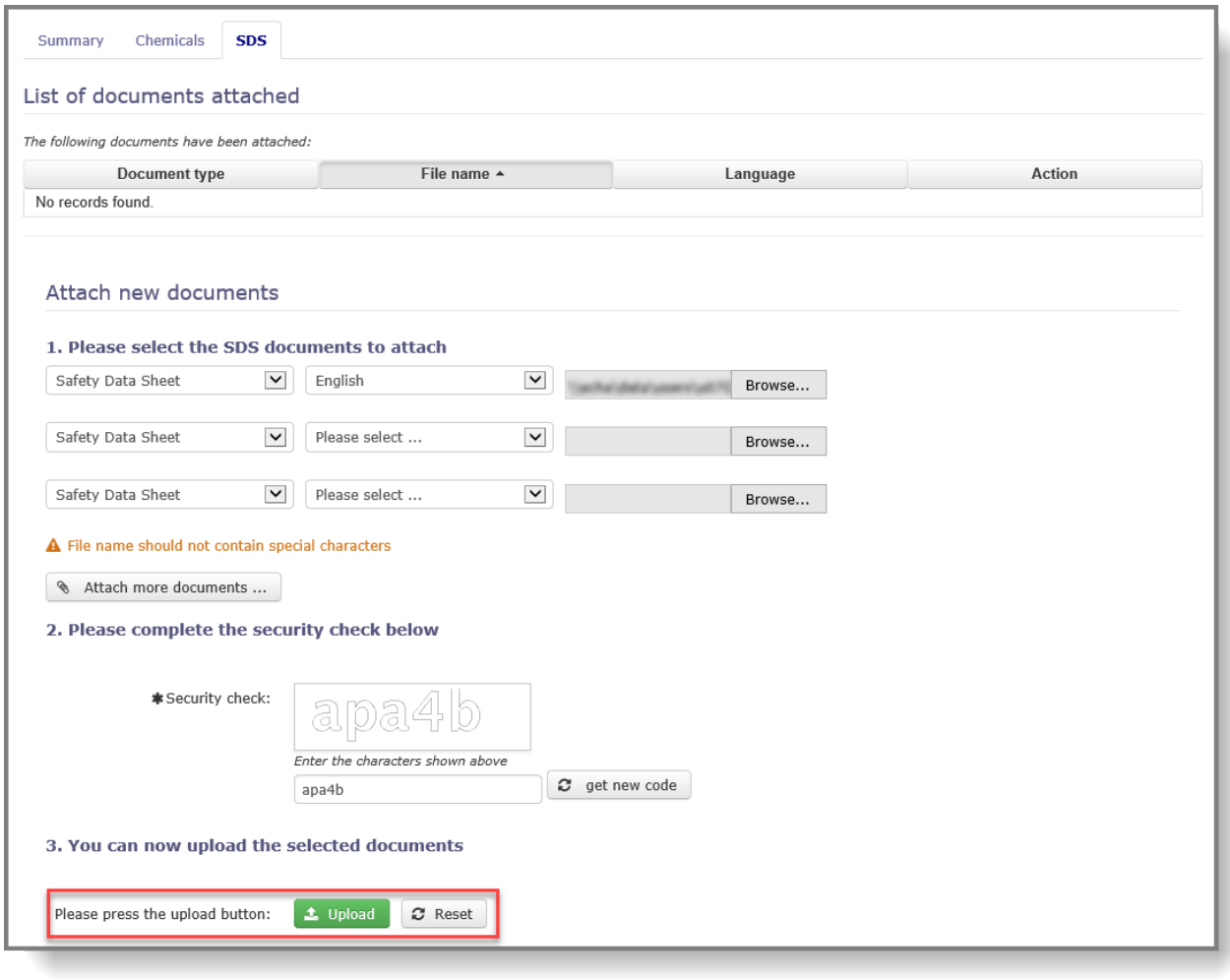
4.2.4 SDS tab

The SDS tab (Figure 15) allows you to attach a Safety Data Sheet to your article. The attached documents will be automatically included in the export notification(s) prepared for this article.

Please note that if you do not attach a SDS to your article, you will not have the opportunity to do so while creating an export notification for this article.

In case you need to add further SDSs to your article at a later stage, you can do so by using the "Manage articles" functionality.

Figure 15: SDS tab



Select the language of the document from the drop down menu and click on "Browse". Locate the file on your computer from the pop-up window.

You should make every reasonable effort to provide a SDS in the official language of the importing country or in one of its principal languages (e.g. English, French or Spanish as relevant). Additionally, it is strongly recommended to upload an English SDS, if available, since it facilitates the processing of the export notification by your

DNA and ECHA.

Once you have attached all the necessary safety data sheets, type in the security code and click on “Upload”. If it is not easily readable, request a new code by pressing the “get new code” button. To attach the safety data sheet(s) to your article, click on “Upload”.

The system will overwrite any existing file if you upload a new file in a language that was already available.

4.2.5 Save & Close, Save and Cancel buttons

Once you have provided all the required information, remember to save your article in order to create a new record.

Save & Close	Saves the record, validates that all mandatory data are available and returns the user to view mode.
Save	Saves the record and validates that all mandatory data are available. In case of errors, incorrect fields are highlighted in red with error messages.
Cancel	Cancels current data entries without saving and returns to home page.

4.2.6 Search for articles

To view and edit your previously created articles, click on the “Manage articles” (Figure 16) link on the main menu.

Figure 16: Manage articles link

To list all of your articles, select the check box “Article” and click on “Search” (Figure 17).

Figure 17: Search Mixture / Article screen

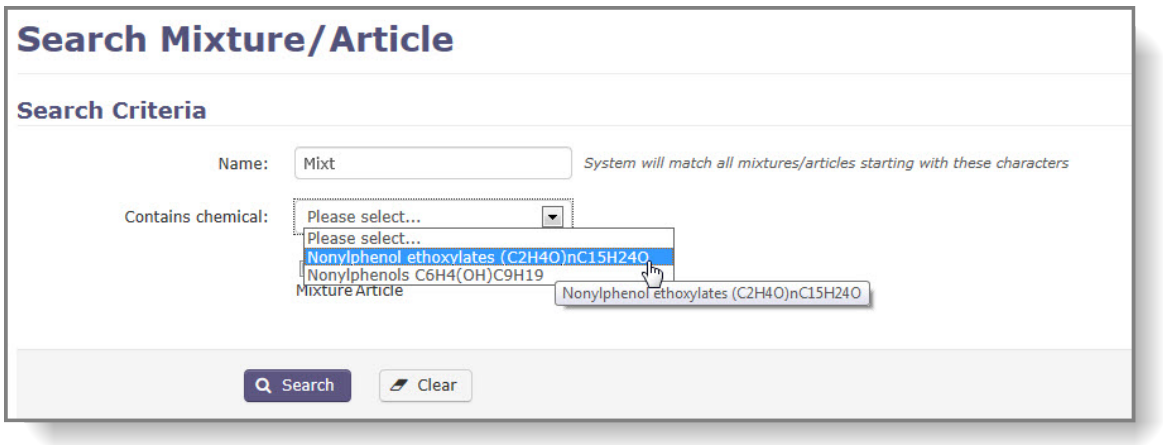
All the articles you created are listed in the search results (Figure 18).

Figure 18: Search results

You can also search by article name or by the Annex I or Annex V chemical(s) it contains. This will result in a shorter and more accurate list of results. To search by the article name, enter at least the first few characters of the article name into the “Name” field and click on “Search”.

To search for an article by the chemical it contains, select the chemical from the drop-down list and click on “Search” (Figure 19).

Figure 19: Search by name / Annex I chemical



To see the details of an article, click on the name of the article, listed in the “Mixture / Article name” column of the search results.

4.2.7 Edit article

If you need to update information on the article(s) created previously, select “Manage articles”. The system will alert you if there is a notification whose status is “draft” or “pending resubmission” referencing the article you are about to edit. Any changes applied to the article before submission of the export notification will automatically be reflected in the notification form itself.

To begin, click on the “Manage articles” (Figure 16) link on the left hand side menu.

Search for the article you wish to edit and click on the article name (Figure 20). (Various ways of finding previously created articles are available in Chapter 4.1.6.)

Figure 20: Search result - articles

When you open the article you wish to edit, it will be in read-only mode by default. Click on “Edit” to apply changes (Figure 21).

Figure 21: Edit article

All data can be modified; support on how to fill in the fields is available in Chapters 4.2.2, 4.2.3 and 4.2.4.

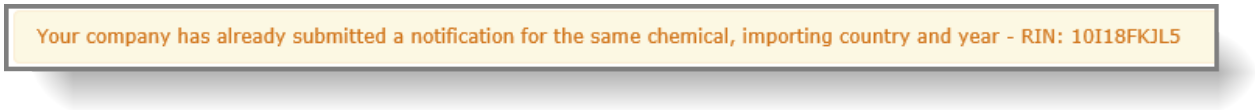
Remember that changes are discarded unless you click on “Save & Close” or “Save”.

An article record can only be deleted if it has not been referenced in an export notification or special RIN request.

5. Create export notification

Exporters are required to notify the first yearly export of PIC chemicals to each importing country. If you create a subsequent notification for the same chemical, year and importing country, the system will display a warning (Figure 22). The warning does not prevent you from submitting the notification.

Figure 22: Duplicate notification warning



5.1 Export notification for a chemical

To create an export notification for a chemical, click on the “Notification for chemical” link (Figure 23) from the main menu.

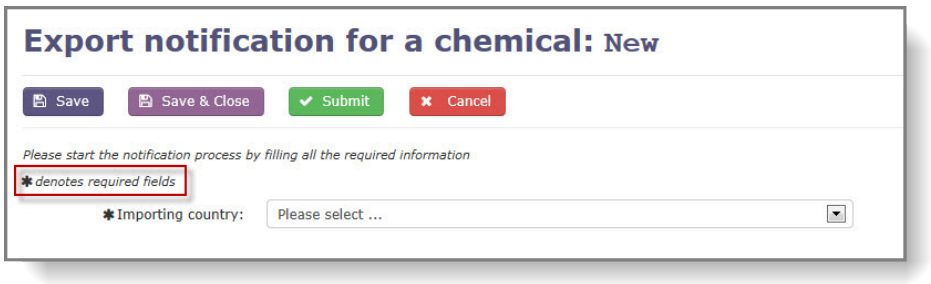
Figure 23: Create export notification for a chemical screen

A new page “Export notification for a chemical”, which consists of six tabs, is displayed. A common area at the top of the screen (Figure 24) is visible for all sections and provides the importing country details as well as the “Save”, “Submit” and “Cancel” buttons.

“Section 1” is displayed by default when the Export notification is opened.

Mandatory fields are marked with an asterisk ✱ throughout the form.

Figure 24: Common area



Select the **importing country** from the drop down list. (Figure 24)

5.1.1 Section 1: Identity of the chemical subject to the export notification

The following fields are available in “Section 1”:

Common name: Select your chemical from the drop down list which includes all Annex I chemicals. This field is mandatory unless you provide an EC or CAS number.

If the substance to be exported is included in a group entry, it is mandatory to specify either a CAS number or an EC number as opposed to the generic group entry. For example, if you wish to export arsenic bromide (included in the "Arsenic Compounds" group), you cannot identify the substance as Arsenic Compounds but must provide either the CAS number (64973-06-4) or the EC number (265-296-8).

Once the chemical has been identified, the code numbers for sections 1.3.1 – 1.3.4 will be pre-filled by the system (if available). The common area in the upper part of the form will display information regarding which part of Annex I the substance belongs to (Figure 25).

Chemical name according to internationally recognised nomenclature (e.g. IUPAC): If available, provide the name of the Annex I chemical used.

CAS number & EC number: Mandatory for exports of chemicals included in a group entry (e.g. tributyltin compounds). If the system recognises the CAS or EC number, it will pre-fill the "Common name" field.

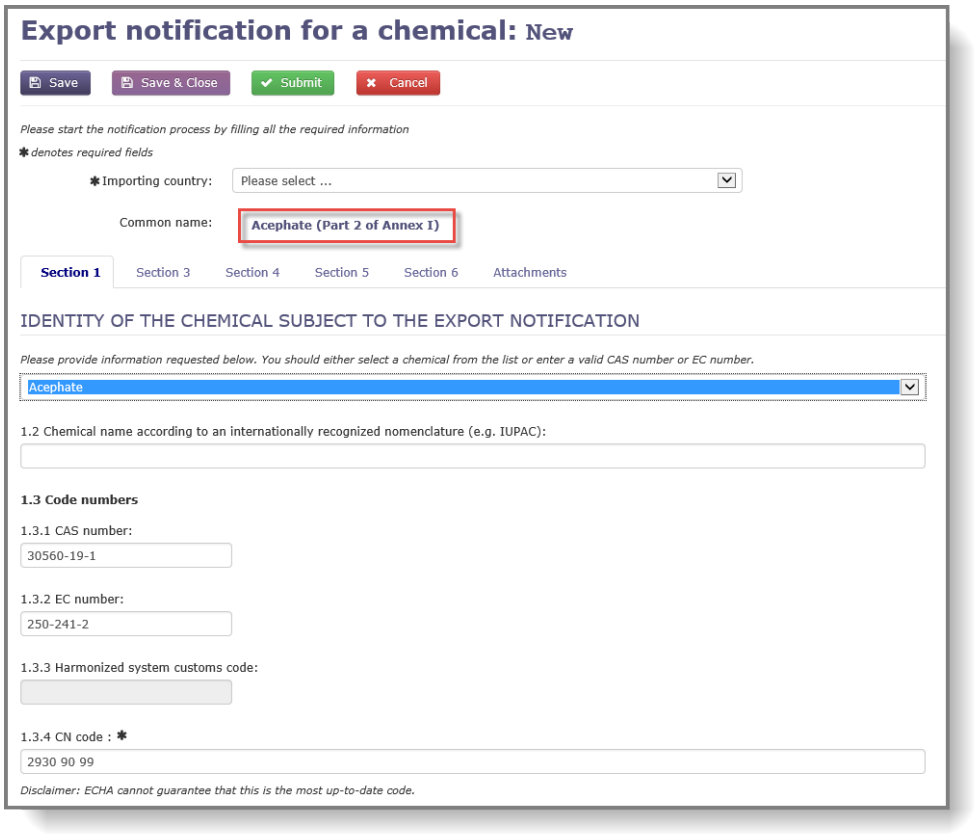
When providing a specific CAS or EC number for a substance included in a group entry, do not select the generic group from the drop-down list in the "Common name" section.

Harmonized system customs code: If the HS code for the exported chemical is available in the system, it will be pre-filled automatically. If the HS code is not pre-filled (e.g. for group substances), it should be entered manually. The HS code is mandatory for part 3 chemicals.

CN code: If a CN code for the exported chemical is available in the system, it will be pre-filled. Please note that the CN code may not always be available and ECHA cannot guarantee that the one provided is the most up-to-date. It is always the exporter's responsibility to verify this information and to amend it if necessary.

CUS code: The CUS code is mandatory for substances and mixtures to which a CUS code has been assigned. The CUS code may not always be available and ECHA cannot guarantee that the one provided is the most up-to-date. It is always the exporter's responsibility to verify this information and to amend it if necessary.

Figure 25: Section 1



Other numbers: If you wish to use additional identifiers, use the first column for the numbering system and the second for the data.

5.1.2 Section 3: Information concerning the export

Expected date of first export*: Enter the expected date of export manually or by using the calendar. The export date cannot be earlier than 35 days from the submission date of the notification.

Emergency Situation checkbox: To be selected if the export of the chemical relates to an emergency situation where any delay may endanger public health or the environment. A mandatory justification field[2] becomes available below the checkbox in order to obtain the special RIN, which is required for this kind of export.

Expected yearly amount of the substance / mixture*: Enter the expected *yearly* amount of the chemical to be exported and select the unit (Kg/L) from the drop down list. Only a dot (.) can be used as a decimal point and a maximum of three decimal places is allowed after the dot.

Foreseen category in importing country*: Indicate the foreseen use category in the importing country by selecting the relevant tick box(es). Provide the information on the foreseen

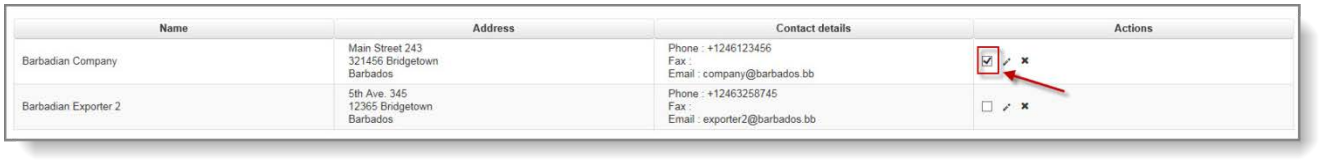
[2] An exemption from the obligation to notify at least 35 days before the expected date of export may be granted, at the reasoned request of the exporter or the importing Party or other country, where the export of the chemical relates to an emergency situation for which any delay may endanger public health or the environment in the importing Party or other country. (Article 8(5) of Regulation (EU) No 649/2012).

uses in the free text field(s).

It is recommended to be as accurate as possible in describing the intended use, especially if an explicit consent is required for the export, because this information helps the importing country DNA in their decision-making.

Importer name, address, telephone, fax and e-mail*: Click on the "+ Manage importers" button to select the importing company(ies) for this export notification. The relevant importer(s) can be selected by marking the checkbox in the "Actions" column (Figure 26). If the list of companies displayed is empty, a new company must be added. More information on how to add a new company is available in chapter 5.1.2.1. It is mandatory to provide at least one importer.

Figure 26: Select importer



"+ Manage importers" button is only available after an importing country has been selected.

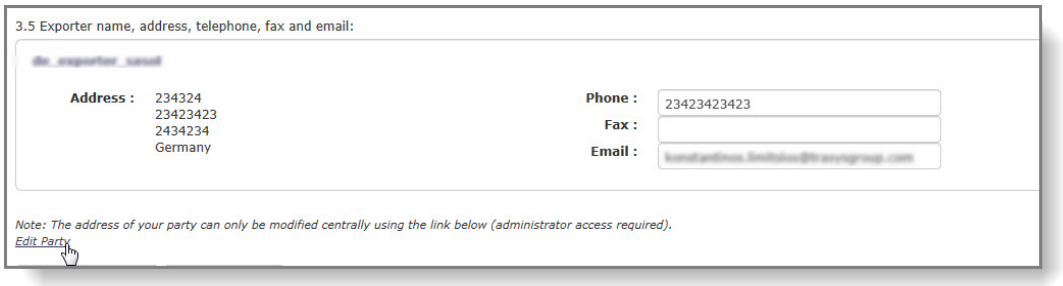
It is possible to specify more than one importer if necessary. In this case, all the relevant importers have to be added to the database and selected.

In accordance with Annex II point 4(f) of the PIC Regulation, an address needs to be provided for the importing company and therefore a P.O. box will not be accepted.

It is mandatory to provide at least one of the following: telephone, fax or email.

The exporter details are pre-filled from the ECHA Accounts module. You may edit the phone, fax and email information if you wish to refer to a specific person/contact in this export notification (Figure 27). The address of your Party can only be modified centrally (by a user who is also the ECHA Accounts manager) by using the available link.

Figure 27: Exporter details in ePIC



5.1.2.1 Encoding contact details of a trade partner in ePIC

Trading partners in ePIC are stored in a company specific database. Both exporters and importers are stored together and grouped per country.

The list of companies can be managed while creating a new export notification/special RIN or during the revision of the annual Article 10 report. The database can be accessed in different ways:

- Export notifications: exporters can be accessed by using the "Manage Importers" button

in section 3.4.

- Special RIN requests: exporters can be accessed by using the “Manage Importers” button in the “Export Information” tab.
- Article 10 report: Click on the pencil icon in the Exporters/Importers column.

Once the user is in the dedicated section of ePIC (Figure 28), the system will display the list of trade partners in the country to which the export notification/special RIN is addressed. If the list is empty or does not include the relevant trade partner, the user can add a new company record by using the “+ New company” button (Figure 29).

Figure 28: Manage Trade Partners

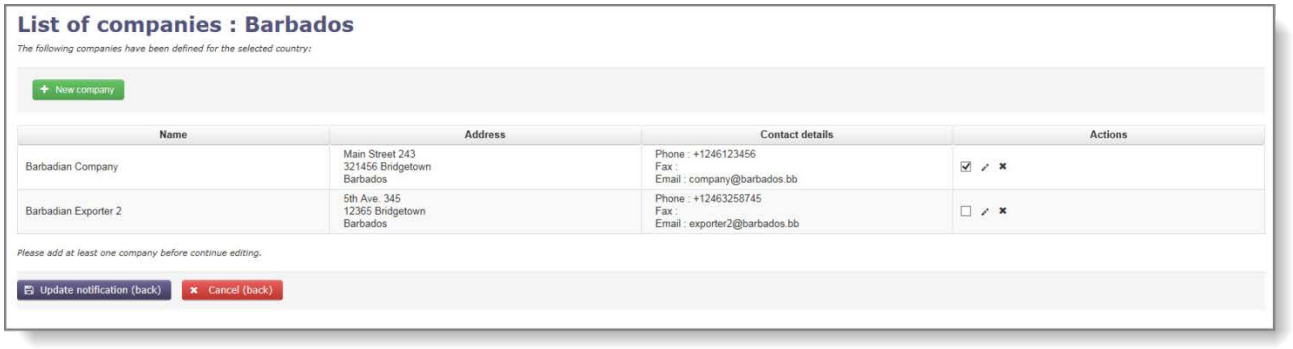
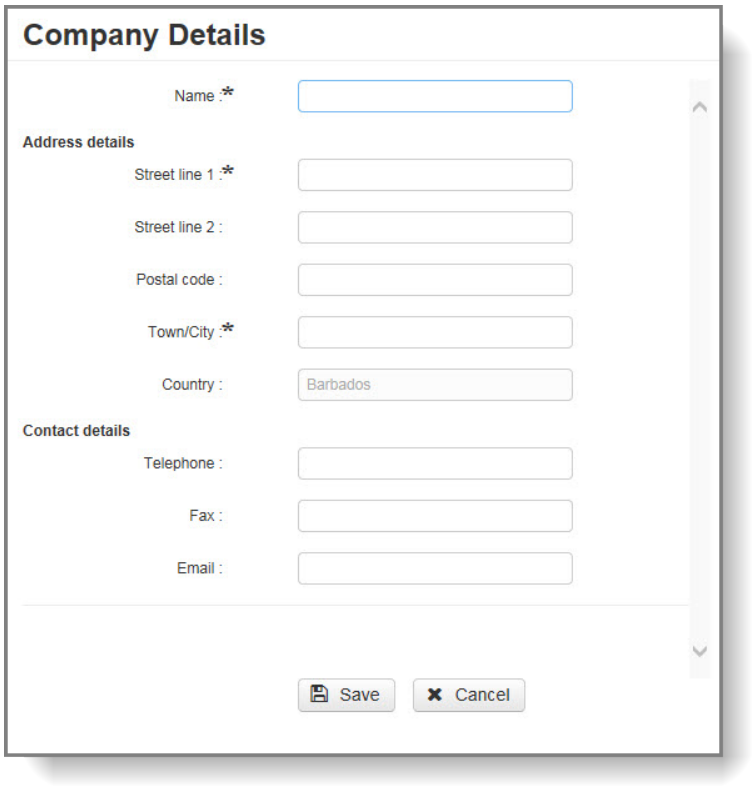


Figure 29: Add New Trade Partner

A pop-up form will be displayed, in which the contact details of the trade partner should be entered. Use the “Save” button to store the details in the database.

Figure 30: Encoding a New Trade Partner



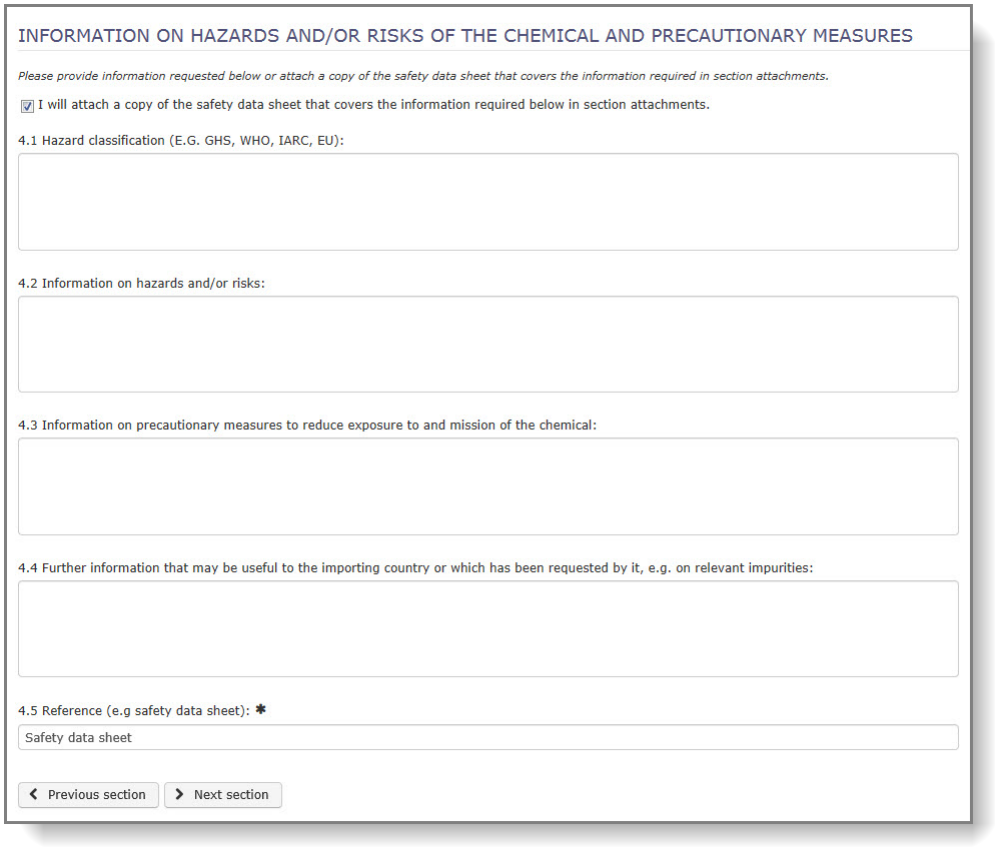
Manage the contact details by clicking on the pencil icon in the “Actions” column. To delete a contact detail, the user should click on the “X” icon in the “Actions” column. Upon confirmation of the deletion, the contact will also be deleted from all draft notifications in which it was referenced.

5.1.3 Section 4: Information on hazards and/or risks of the chemical and precautionary measures

When filling in section 4, you have two options:

- If you intend to attach a Safety Data Sheet to the export notification, filling in fields 4.1 - 4.4 is not mandatory. Mark the check box “I will attach a copy of the safety data sheet that covers the information required below in section attachments”; Section 4.5 is automatically filled with “Safety Data Sheet” and sections 4.1 - 4.4 become optional.
- If a SDS is not attached to the export notification, sections 4.1 – 4.4 are to be filled in with the relevant hazard and risk management information. (Sections 4.1 – 4.4 are mandatory fields and 4.5 is optional)

Figure 31: Section 4

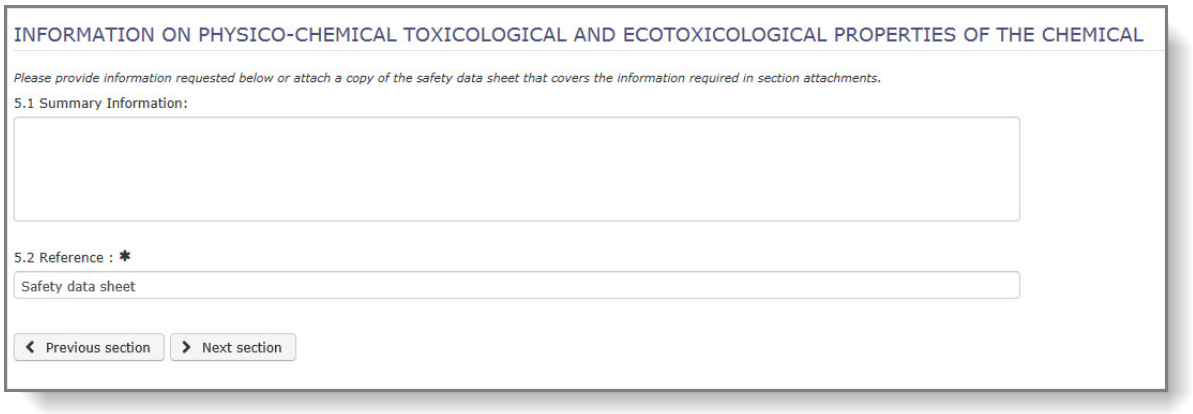


5.1.4 Section 5: Information on physico-chemical toxicological and ecotoxicological properties of the chemical

The data requirements for section 5 depend on whether you attach a SDS to your export notification (as for section 4). If you do not attach an SDS, field 5.1 becomes mandatory.

If you declared in section 4 that you would provide a SDS, field 5.2 is mandatory and pre-filled with “Safety data sheet” as the default value (Figure 32).

Figure 32: Mandatory fields in section 5



5.1.5 Section 6: Summary information on final regulatory action taken by the exporting country

Summary of and reasons for the final regulatory action and date of entry into force: ePIC pre-fills the summary of regulatory restrictions and reasons for them with the information available in its database, in accordance with the language requirement in the importing country (Figure 33). If this information is not available in ePIC yet, you should provide relevant text and you may wish to seek assistance from your DNA.

If the regulatory information is only available in English, the system fills in the text in English.

Figure 33: Final regulatory action

The final regulatory action has been taken for the category* : These checkboxes indicate whether the regulatory restriction within the EU was introduced for the industrial chemical or pesticide use category. The information is pre-filled based on the chemical selected.

Prohibited uses / Allowed uses: At least one of the free text fields must be filled in with the relevant information (maximum 500 characters).

Produced / Imported / Exported / Used: Provide an estimation, where available, of the yearly quantities for the chemical subject to the export notification.

Reference to the regulatory document: Provide a reference to any regulatory document that is relevant for the export notification.

5.1.6 Attachments

You can use “Attach new documents” for uploading the SDS or other relevant supporting documents.

Select the document type in the first column then select the language from the drop-down list and click “Browse”. You can browse the file from a pop-up window.

The system allows the possibility to upload up to three documents by default. If you require more, use the “Attach more documents…” button.

Once you have selected the document(s) you wish to upload, type in the security code and click on “Upload”. If it is not easily readable, request a new code by pressing the “get new code” button. To attach the document(s) to your notification, click on “Upload”.

You should make every reasonable effort to provide a SDS in the official language of the importing country or in one of its principal languages (e.g. English, French or Spanish as relevant). Additionally, it is strongly recommended to upload an English SDS regardless (and if available), since it facilitates the processing of the notification by your DNA and ECHA.

The system will overwrite any existing file if you upload a new file in a language that was already available.

5.1.7 Save & Close, Save, Submit and Cancel buttons

Once you have provided all the required information, the following options are available at the top of the notification.

Save	Saves the record and validates that all the mandatory fields have been filled in. In case of errors, incorrect fields are highlighted in red with error messages.
Save & Close	Saves the record, validates that all the mandatory fields have been filled in and returns the user to view mode.
Submit	Saves the record, validates all the mandatory fields and proceeds to the submit page.
Cancel	Cancels current data entries without saving and returns to home page.

5.2 Export notifications for mixtures / articles

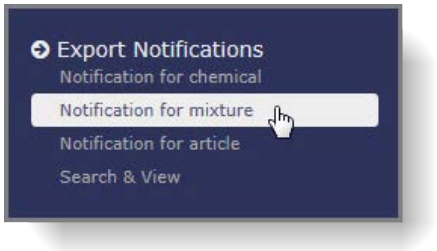
In order to create an export notification for a mixture / article, you need to create your mixture / article first. See chapter 4, *Create and Manage Mixtures/Articles.* The information provided in your mixture/article will automatically be reflected in the relevant fields of the notification form.

Creating an export notification for a mixture or an article is very similar to creating one for a chemical. In this chapter we will highlight the differences.

You cannot create an export notification for a mixture/article containing an Annex V chemical

To create a notification, select “Notification for mixture” or “Notification for article” (Figure 34) from the main menu.

Figure 34: Create export notification for a mixture



The form consists of six tabs and a common area at the top and provides the importing country details as well as the “Save”, “Submit” and “Cancel” buttons. Section 2 is displayed by default and sections 3-6 are the same as in the export notification for a chemical (see Chapter 5.1 for

details).

Mandatory fields throughout the form are marked with an asterisk *.

Start filling in your notification by selecting the **importing country** from the drop down list in the common area.

5.2.1 Section 2: Identity of the mixture / article to be exported

Select your mixture/article from the drop down list, which includes all the mixtures/articles you added to the system.

Fields 2.2 - 2.4 and the table on “Concentration and information of substance(s)” are pre-filled by the system once you have selected your mixture/article.

5.2.2 Attachments

The table (“List of documents attached”) shows all documents, including the SDS uploaded for your mixture/article, with the English one (if available) pre-selected by default. You can select additional linguistic versions of the SDS by selecting the check box(es) in the Action column.

If a linguistic version is missing, or the existing file is not up-to-date, you can add the SDS (or overwrite the existing one) by editing the mixture/article in the “Manage mixtures” or “Manage articles” sections of ePIC.

All changes must be saved before navigating away from the page

When you return to the draft export notification after updating your mixture/article, the system will automatically provide the latest data entered, including the attachments.

You can upload additional documents (other than the SDS) from the Attachments tab by selecting the document type, the language and browsing for the file to attach.

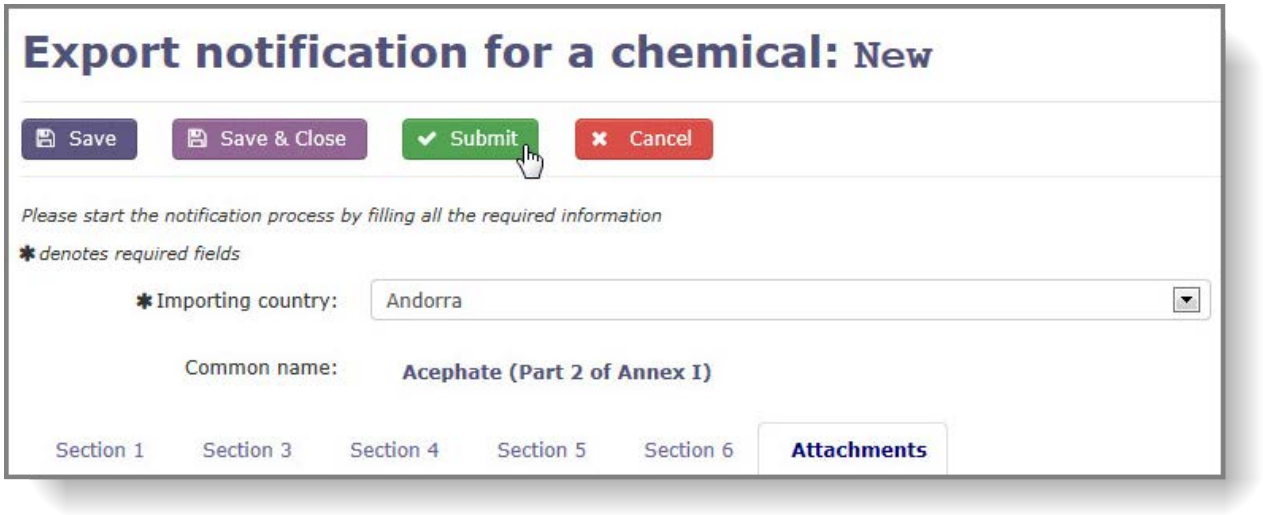
Type the security code or, if the code is not easily readable, request a new one and press the “Upload” button.

It is recommended to attach an English SDS to the mixture/article, if available.

6. Submit export notification

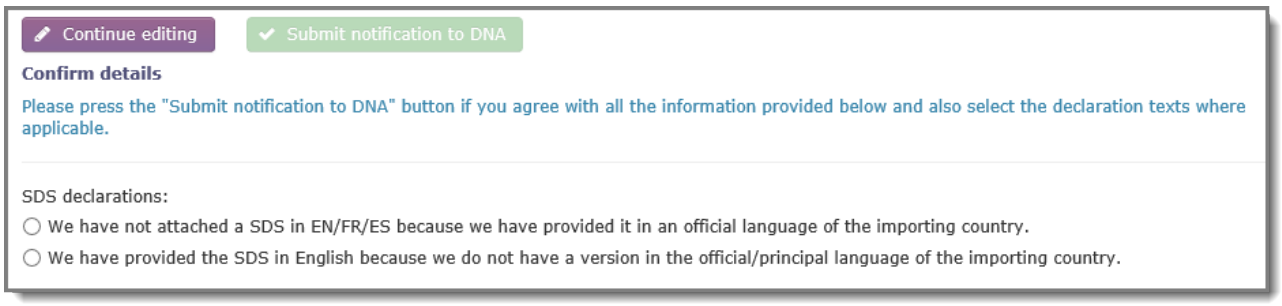
Click on the green “Submit” button in the common area at the top of the form (Figure 35).

Figure 35: Submit export notification



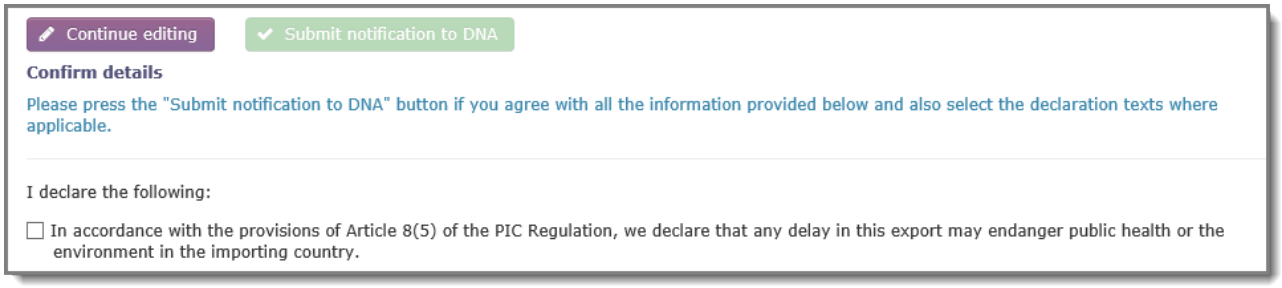
If you provide a SDS which is not in the principal language of the importing country, you cannot submit your notification unless you select one of the two declarations as relevant (Figure 36).

Figure 36: SDS language declaration



If you have selected an Emergency Situation in section 3.1, you cannot submit your notification unless you declare that your export relates to an emergency situation in accordance with the provisions of article 8(5) of the PIC Regulation by selecting the dedicated check box (Figure 37: Emergency situation declarationFigure 37).

Figure 37: Emergency situation declaration



6.1 Draft notification without errors

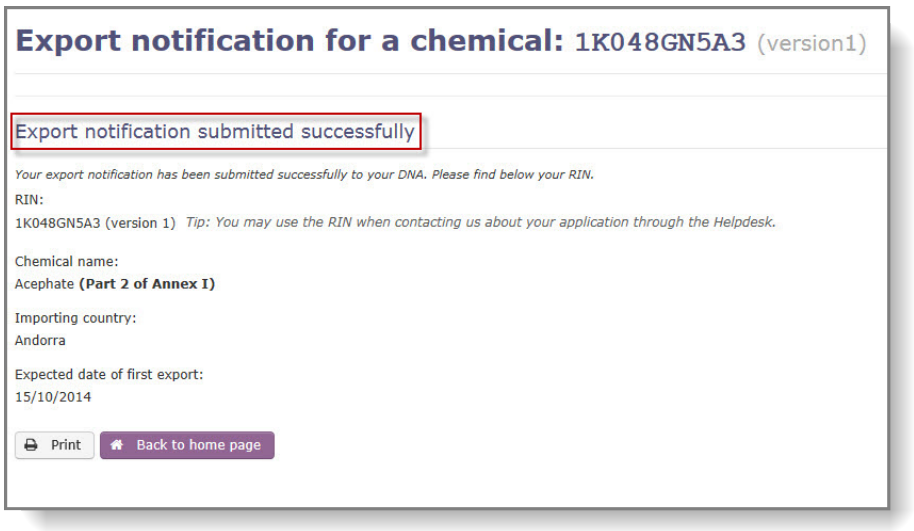
A confirmation page is displayed if there are no errors in the export notification form. It summarises all the data provided, including the attachments. The corresponding RIN and the version number of the notification are available at the top of the screen.

If you need to correct any information in your notification, click on “Continue editing” and you will return to the export notification form in edit mode. Press “Submit” and the updated confirmation page is displayed.

If you wish to send a message to your DNA concerning the notification that you are about to submit use the message box at the bottom of the summary page (maximum 500 characters).

Click on “Submit notification to DNA” to submit your notification and you will navigate to the successful submission page (Figure 38).

Figure 38: Successful submission screen

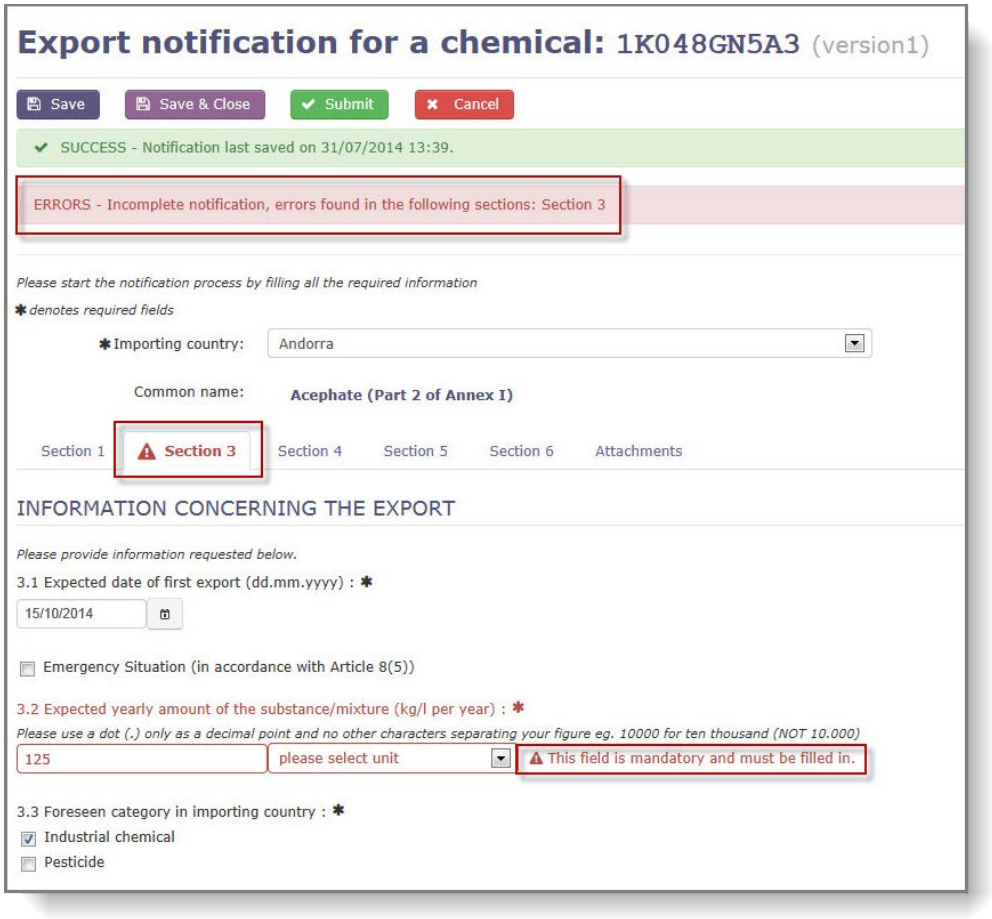


6.2 Incomplete draft notification

In case of errors in the notification form, the incorrect sections and fields are highlighted in red with specific error message(s) (Figure 39).

The fields in the export notification are not automatically checked by switching tabs. ePIC will re-check the contents of the fields when you click on “Save”, “Save & Close” or “Submit”. Any corrected field will therefore display the error message until a re-validation is triggered.

Figure 39: Errors displayed in an incomplete notification



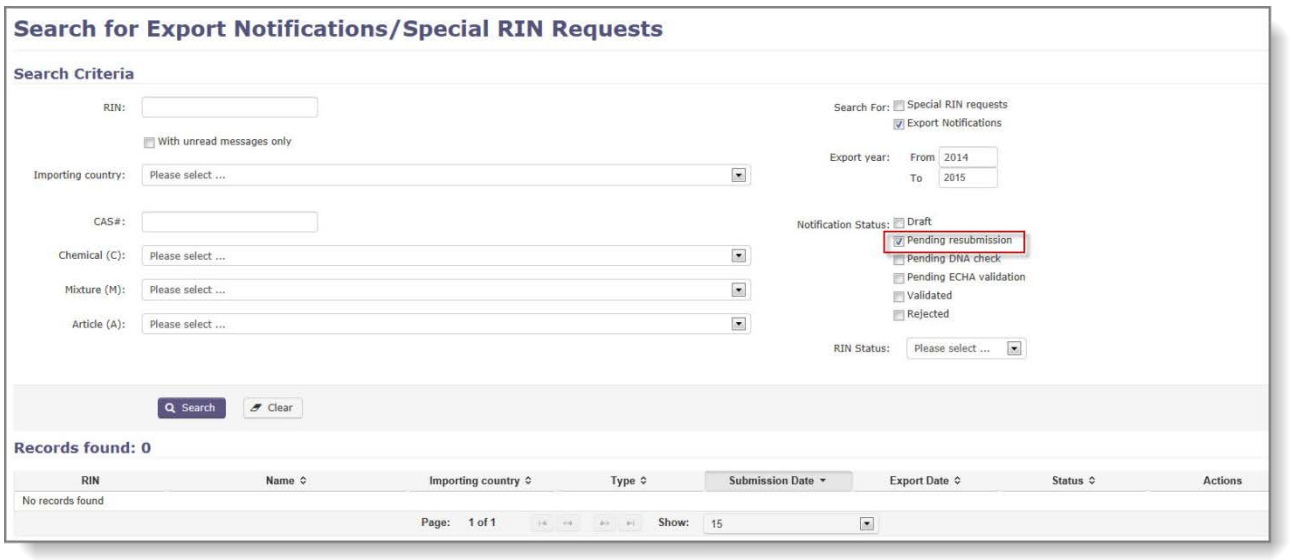
Once you have corrected the errors in the form, press “Submit” and the confirmation page is displayed (Figure 38).

7. Resubmit export notification

A submitted notification may be sent back to the exporter for corrections if the DNA or ECHA identifies incorrect/missing information or if the SDS is not the appropriate one. The status of the notification in this case will be “Pending resubmission”.

You can access these notifications from the “Search & View” menu or from the “Notifications pending resubmission” tile on the home page (Figure 40).

Figure 40: Notifications pending resubmission

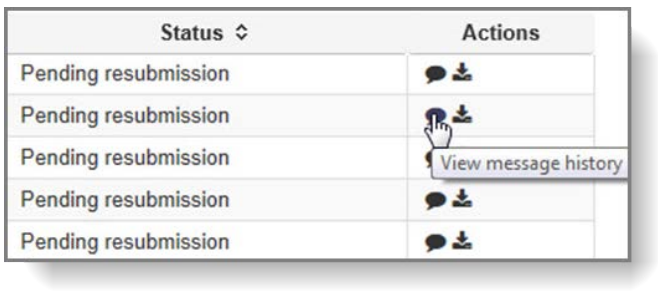


7.1 Accessing messages linked to an export notification

When an authority (DNA or ECHA) requests further modifications to the export notification they will always include a message which describes the shortcomings of the notification. You can access this message from two locations:

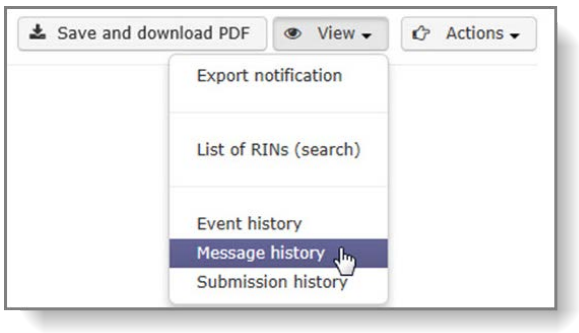
- Click on the message icon under the Action column in the Search results list (Figure 41), after filtering for notifications “Pending resubmission”.

Figure 41: Actions column displaying presence of a message from the authorities



- Open the notification and access the messages by selecting the “Message history” (Figure 42) from the “View” drop down menu.

Figure 42: View message history option



7.2 Resubmission of notification

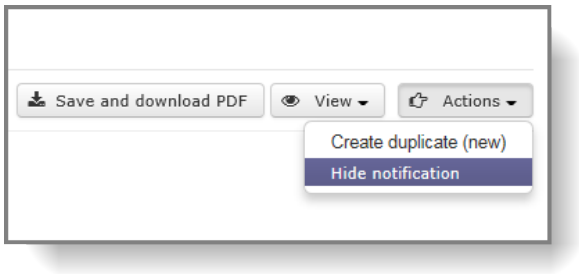
After filtering for notifications “Pending resubmission” in the “Search & View” section, click on the RIN and the notification will open in edit mode. Make the necessary corrections and resubmit as described in Chapter 5.1, “Export notification for a chemical”.

7.3 Remove a ‘pending’ export notification from the task list

Should there be a need for substantial changes to the export notification (e.g. if the referenced chemical should be changed), a new notification is required.

The original notification will therefore remain in your task list until you ‘hide’ it. To hide a notification, open it from the home page from the “Notifications pending re-submission” tile and click on its RIN. Select “Hide notification” from the “Actions” drop-down menu in the upper right corner (Figure 43).

Figure 43: Hide a pending export notification



It is not possible to “unhide” an export notification once it has been hidden.

8. Duplicate notification

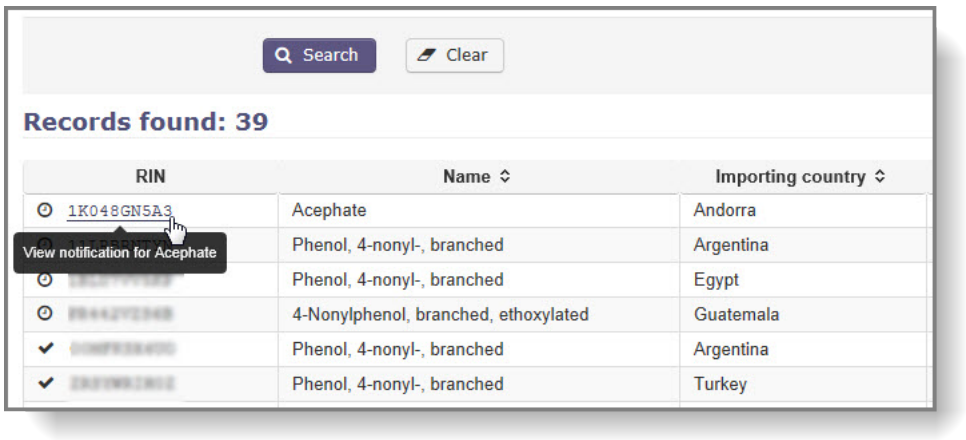
All export notifications can be duplicated (e.g. if you need to resubmit the same notification as in previous year(s)), regardless of their final status.

Search for the export notification by selecting the “Search & View” option (Figure 44) from the main menu.

Figure 44: Search & View export notification

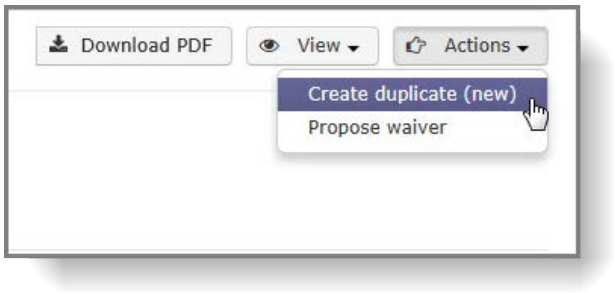
Perform your search with the relevant criteria (e.g. RIN / Chemical / Importing country) and click on the RIN of the notification you wish to duplicate (Figure 45).

Figure 45: View notification



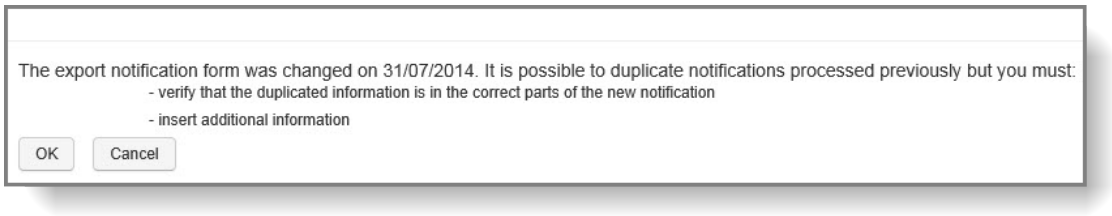
You will open the notification in a read-only view. Select “Create duplicate (new)” from the “Actions” drop down menu available in the upper right section of the page (Figure 46).

Figure 46: Actions menu



A warning will remind you to verify the data contained in the notification (Figure 47).

Figure 47: Duplicate notification warning



To proceed, you have to accept the message by clicking on “OK”.

The system creates a new export notification based on the data in the original one. However, Section 3.1 (Expected date of export) is empty and highlighted in red. This field is to be filled in manually (see Chapter 5.1.2). You should also verify that the importer details and the expected amount (which are copied from the original notification) are still applicable. If not, you can edit them. Once the required information has been provided/edited you can submit the notification by clicking on the green “Submit” button in the upper section.

Section 6.1 (Summary of and reasons for the final regulatory action and date of entry into force) will be pre-filled by ePIC in the most appropriate language chosen between English, French and Spanish. E.g. If your original notification was in English but the country of destination of the duplicate notification is French-speaking, section 6.1 will be pre-filled in French. Please note that the section remains editable however, any changes you may have made to the text in the original notification will be lost when duplicating.

9. Special RIN

9.1 Create a special RIN request

If you wish to export:

a) an Annex I or Annex V chemical for research or analysis in quantities of 10 kg or less, per year and per importing country.

b) a chemical listed in Annex I part 3 and a positive import decision is published in the latest PIC circular;

c) if the importing country has waived its right to receive an export notification for this/all chemical(s)

a special RIN is required for administrative purposes.

Once approved by your DNA, a special RIN will allow the export to proceed through customs without requiring a full export notification.

To create a special RIN request, click on “Request for chemical/mixture/article” (depending on your need) in the Special RIN Request section of the main menu.

9.1.1 Export information

All mandatory fields are marked with an asterisk (*).

Importing country*: Select the importing country from the drop-down list.

Chemical to be exported*: In case the intended export is for a single substance listed in Annex I or in Annex V, select the relevant chemical from the drop-down list. If the export is for a substance that is included in a group entry, you must specify the CAS number of the substance in the dedicated field.

If your special RIN request is for a mixture or for an article, the drop-down list will contain the mixtures/articles you have created.

CAS #: If you have selected a chemical from the drop-down list, this field is pre-filled and not editable. If the chemical is included in a group entry, you must specify its CAS number in this field. If the CAS number is recognised by ePIC the fields in the “Chemical information” section will be automatically populated. If the system does not recognise the CAS number, you should contact the ECHA Helpdesk.

CUS code: Provide the CUS code for the chemical or mixture. Completion of the CUS code is mandatory for all substances and mixtures to which a CUS code has been assigned.

Expected date of export*: Select the intended date of export from the calendar

Intended use*: Select the intended use category for the chemical in the importing country.

Intended use details: If available, provide additional details on the intended use in the importing country.

Expected amount (per year)*: Select the unit (kg/l) and enter the expected amount to be

exported.

Importer name, address, telephone, fax and email*: Provide the name, address and contact details of the importer. To enter importer contact details, click on “Add importer” button, add the information and save.

If you are exporting the same substance under the same special RIN to multiple importers within the same country, the above steps can be repeated if you wish to include all the importers in your request.

The exporter details are pre-filled from the ECHA Accounts module. You may edit the phone, fax and email information if you wish to refer to a specific person/contact for this special RIN request. Your Party’s address can only be modified centrally (by a user who is also the ECHA Accounts manager) by means of the available link.

Once you have filled in all the necessary fields click on the “Next section” button.

9.1.2 Attachments

Attach relevant supporting documents using this tab. Select the language of the document, then click on “Browse” to locate the file on your computer.

Type the security code or, if the code is not easily readable, request a new one and press “Upload”.

Once all the required fields are filled in and any relevant documents are attached, click on “Submit” to forward the request to your DNA.

If the special RIN request is for a mixture and you have provided one or more SDS in your mixture master data, the SDS file(s) will automatically be included in the Attachments section. The English version (if available) is pre-selected by default. You can select additional linguistic versions of the SDS by selecting the check-box(es) in the Action column.

9.1.3 Special RINs for exports other than for research or analysis purposes

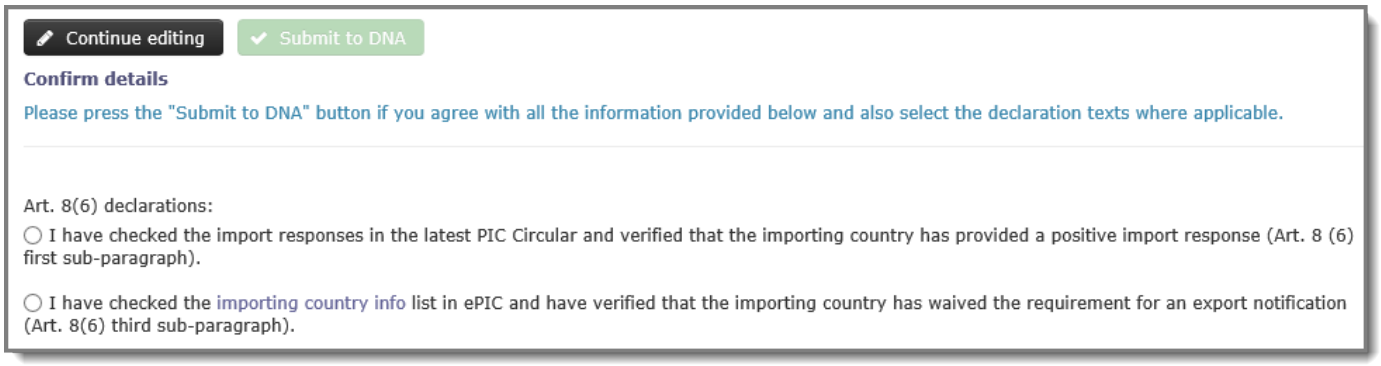
Special RIN requests are also used in the following scenarios:

- An importing country has waived its right to receive export notifications either for a specific chemical (exported as a substance or included in a mixture/article) or altogether. This information is provided to you in the “Importing country info” section of ePIC.

- The exported chemical (exported as a substance or included in a mixture/article) is listed in part 1 and part 3 of Annex I to the PIC Regulation and the importing country is a party to the Rotterdam Convention AND has provided a positive import response in the latest PIC circular.

In case the export is covered by one of the above-mentioned scenarios, upon submission (and after reviewing all entered information) you will have to make a declaration at the bottom of the confirmation page (Figure 48).

Figure 48: Declaration regarding applicability of a Special RIN Request



The declaration procedure is only applicable in case the intended use is different from “Research or Analysis”.

9.2 Bulk Special RIN Request

This extension to the special RIN request is available for the following cases:

- a bulk (large number) of chemicals is to be exported to one or several countries
- one chemical is to be exported to several countries

All the exports must individually fulfil the conditions for a special RIN request. Although you will make one submission, ePIC will split the requests and will generate one RIN for each importing country. The DNA reserves the right to reject the bulk request and ask you to submit multiple special RIN Requests instead.

This feature can be used for exports of Annex I chemicals or Annex V chemicals < 10Kg for Research or Analysis. Please note that Annex I and V chemicals cannot be submitted together – distinct submissions must be made for chemicals listed in each annex.

In case of exports of chemicals listed in Annex V part 1, a declaration checkbox must be selected upon submission to confirm that the export will take place for the purpose of research or analysis.

To begin, click on the “Bulk request” link in the “Special RIN Request” section of the main menu.

9.2.1 Export Information

Provide information on the intended year of export by selecting the correct value from a drop-down list.

Select the country(ies), you plan to export to and add them to the list of “Importing countries” by clicking on the arrow pointing to the right between the two columns.

You can select multiple countries by pressing the “Ctrl” button on your keyboard while selecting the countries.

The exporter details are pre-filled from the ECHA Accounts module. You may edit the phone, fax and email information if you wish to refer to a specific person/contact

in this export notification. Your Party details can only be modified centrally (by a user who is also the ECHA Accounts manager) by using the available link.

Once you have filled in all the necessary fields click on the “Next section” button.

9.2.2 Attachments

Upload two documents with your bulk special RIN. The first one (“Bulk Special RIN request”) is the file that contains all the relevant information on your request and the second one (“Information to Customs”) should be a subset of information from the first document excluding the confidential information.

Your DNA will use the first document while the second is available for customs officials to check your shipment.

If you wish, you can upload further supporting documents to your request.

The format of the “Bulk Special RIN Request” file to be uploaded is determined by your DNA.

Provide the security code or request a new one if it is not easily readable and press the “Upload” button.

Once all the required fields are filled in and all the necessary documents have been attached, click on “Submit” to forward the request to your DNA.

9.3 Emergency waiver

In case the export of the chemical relates to an emergency situation[3] for which any delay may endanger public health or the environment, the exporter can request to waive certain obligations (e.g. minimum 35 days advance submission of the export notification and the explicit consent provision).

Requesting a special RIN for an emergency export is very similar to creating a standard export notification. In this chapter we will highlight the differences. For all the other steps, check Chapter 5.1.

9.3.1 Section 3 – Information concerning the import

The checkbox “Emergency Situation (in accordance with Article 8(5))” must be selected. Once it is marked, the justification field below the checkbox becomes available. Providing a justification for the emergency situation is mandatory in order to obtain the special RIN which is required for this kind of export.

9.3.2 Attachments

Additionally to any safety data sheet a document with the type “Emergency Situation” must be

[3] An exemption from the obligation to notify no later than 35 days before the expected day of export may be granted, at the reasoned request of the exporter or the importing Party or other country, where the export of the chemical relates to an emergency situation in which any delay may endanger public health or the environment in the importing Party or other country. (Article 8(5) of Regulation (EU) No 649/2012)

attached. This document should provide detailed explanation on the nature of the emergency situation.

10. Keeping track of your notifications

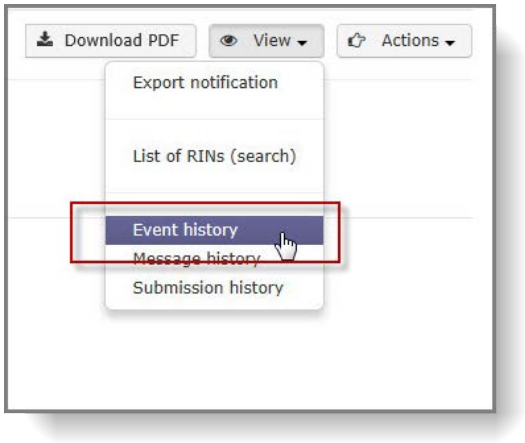
10.1 Event history

Using the event history functionality, exporters can follow the progress of the submitted export notification and related tasks. The report will display information on the events that concern the notification, such as:

- Submission
- Resubmission
- DNA Check
- ECHA Validation
- ECHA Activation
- DNA Request for Explicit Consent
- Waiver request
- DNA Record of a response to an explicit consent request

To access the event history of an export notification, search for the notification, open it and select “Event history” from the “View” drop-down menu in the upper-right corner (Figure 49).

Figure 49: Link to "Event history"



10.2 Submission history

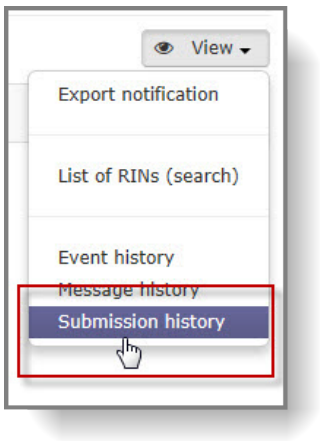
Using the “Submission history” feature, the exporter can access and compare different versions of the same export notification (if available).

Should the DNA or ECHA request further information after the notification has been submitted, the exporter has the possibility to continue working on the previously submitted notification. As soon as the exporter resubmits the notification, the new submission will be displayed in the “Submission history” together with the preliminary version(s) of the export notification and any attachment.

To access the “Submission history” of an export notification, search for the notification, open it

and select “Submission history” from the “View” drop-down menu in the upper-right corner (Figure 50).

Figure 50: Link to "Submission history"



10.3 Alert e-mails

The user has the possibility to request e-mails to be sent to a pre-defined e-mail address when specific events take place within the system. These events include, but are not limited to:

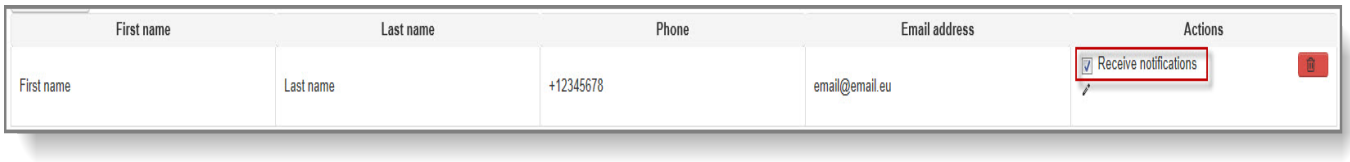
- DNA checks an export notification / special RIN request
- ECHA validates / activates an export notification
- RIN activated/disabled following an explicit consent response
- RIN status modified
- Article 10 report submission deadline is approaching

To activate the alert e-mail functionalities, the user has to open the “Manage e-mail notifications” section which can be reached by clicking on the arrow next to the user’s name, displayed in the upper right corner of the application (Figure 51).

Figure 51: E-mail notification settings

If a contact person is already defined for the organisation, the user will be able to simply turn on the e-mail notifications for selected users, by marking the checkbox(es) “Receive notifications” in the “Actions” column (Figure 52).

Figure 52: Turn on e-mail notifications



Unless a contact person is already available in the system, one needs to be provided in order to enable the alert e-mail functionality. The contacts are to be provided in "ECHA Accounts".

11. Waivers

11.1 Waiver request in the absence of a response to an explicit consent request (standard waiver)

For exporting chemicals/mixtures listed in part 2 or 3 of Annex I, a positive explicit consent is required from the importing country's DNA.

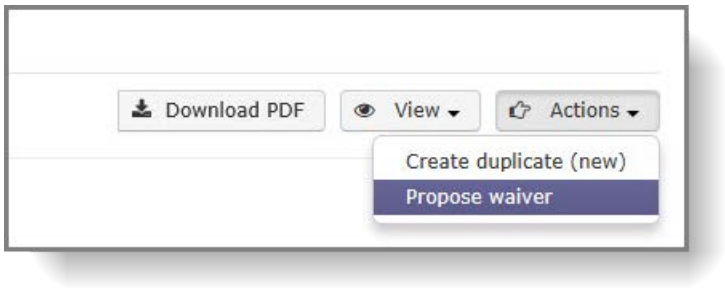
If the importing country has not responded within 60 days from the date on which the EU DNA requested an explicit consent, the exporter can propose a waiver for the explicit consent obligations. To do so, the exporter must provide documentary evidence that the substance is licensed, registered or authorised in the importing country.

11.1.1 Proposing a standard waiver

To propose a waiver, locate the export notification using the "Search & View" functionality and open it by clicking on the RIN in the first column of the search results list.

The "Propose waiver" functionality can be found in the "Action" drop-down menu in the upper-right corner of the page (Figure 53).

Figure 53: Link to "Propose waiver"



Documents supporting the request for the waiver must be uploaded to ePIC. Select the language of the document and click on brows to locate the relevant file(s) on your computer.

At least one document justifying the waiver proposal must be attached, and if it is in any language other than English, French or Spanish, a translation into one of these languages should also be provided.

Type the security code or request a new one if it is not easily readable then press the "Upload" button.

Select the appropriate legal declaration and click on "Submit".

As standard waivers can only be requested 60 days after the initial explicit consent request, verify the request dates using the "Event history" section.

If there are no errors in the waiver proposal form, a confirmation page is displayed. Review the provided information before submission.

You may optionally send a message to your DNA (maximum 500 characters).

Click on "Submit to DNA" to propose the waiver to your DNA.

11.2 OECD waiver

If the notified chemical is listed in Part 2 of Annex I and the importing country is a member of the OECD, a proposal to waive the explicit consent can be submitted immediately after submitting an export notification and obtaining a RIN. The exporter must provide documentary evidence that the chemical is licensed, registered or authorised in the OECD country concerned.

11.2.1 Propose waiver

Search for the relevant notification and click on the RIN to view it.

From the “Actions” drop down menu, select “Propose waiver” as in Figure 53.

A pre-filled form is displayed.

Select the language of the document and browse the file to upload. At least one document justifying the waiver proposal must be attached.

Type the security code or request a new one if it is not easily readable and press the “Upload” button.

Select the appropriate Legal declaration and click on “Submit”. If there are no errors in the waiver proposal form, a confirmation page is displayed to summarise the information provided, including attachments.

You may optionally send a message to your DNA (maximum 500 characters).

“Continue editing” directs you back to the waiver proposal form.

“Submit to DNA” saves the proposal and sends it to your DNA. A Successful submission page is displayed and the Waiver Request ID is generated.

The waiver proposal form cannot be saved temporarily; it has to be completed and submitted at once.

12. Article 10 Reporting in ePIC

ePIC provides industry users with a web form in order to fulfill their obligations pursuant to Article 10 of the PIC Regulation and report on exports and imports of chemicals subject to the regulation (together with the exact quantities) which took place during the previous calendar year. The report for exports is – to the extent possible – pre-filled by ePIC when the data is available in the system.

12.1 Generating the Article 10 report

The report is automatically generated for all those companies which submitted at least one export notification (including Special RINs other than those pursuant to Art.2(3)) during the reporting period in question. The automatic report generation takes place on 1 January following the reporting period (e.g. if the reporting period is the year 2015, the report is generated on 1 January 2016).

If the exporter failed to submit an export notification during the previous year or the company only had imports during the reporting period, the report will not be automatically generated, as the system will not have information concerning these exports/imports. In order to submit the Article 10 report, the user must generate it manually. The report can be generated by selecting “Create report on exports” or “Create report on imports” from the “Article 10 reports” section of the main menu.

Only one report per report type and per calendar year can be generated. If the system has already generated one automatically, the manual generation functionality is disabled.

12.2 Verifying and completing the Article 10 report on exports

Once the report has been generated, the user can access it from the “Search & View” option under the “Article 10 reports” section of the main menu. The report can be opened by clicking on the year of the report in the “Year” column of the displayed table.

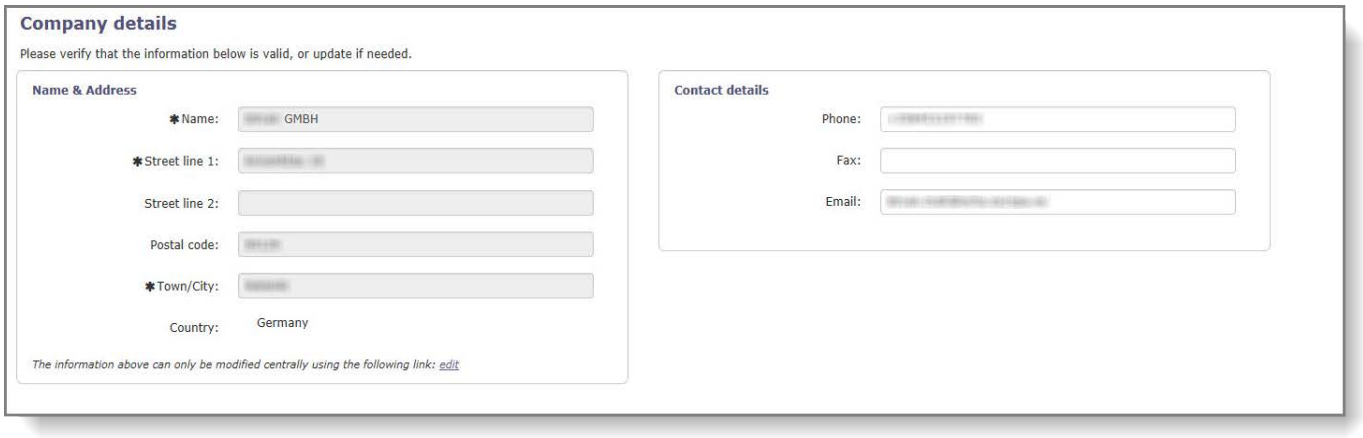
The report consists of three parts:

- The report summary (Figure 54) where the company name, type of report and the year of the report are displayed.

Figure 54: Art. 10 Report - Report Summary

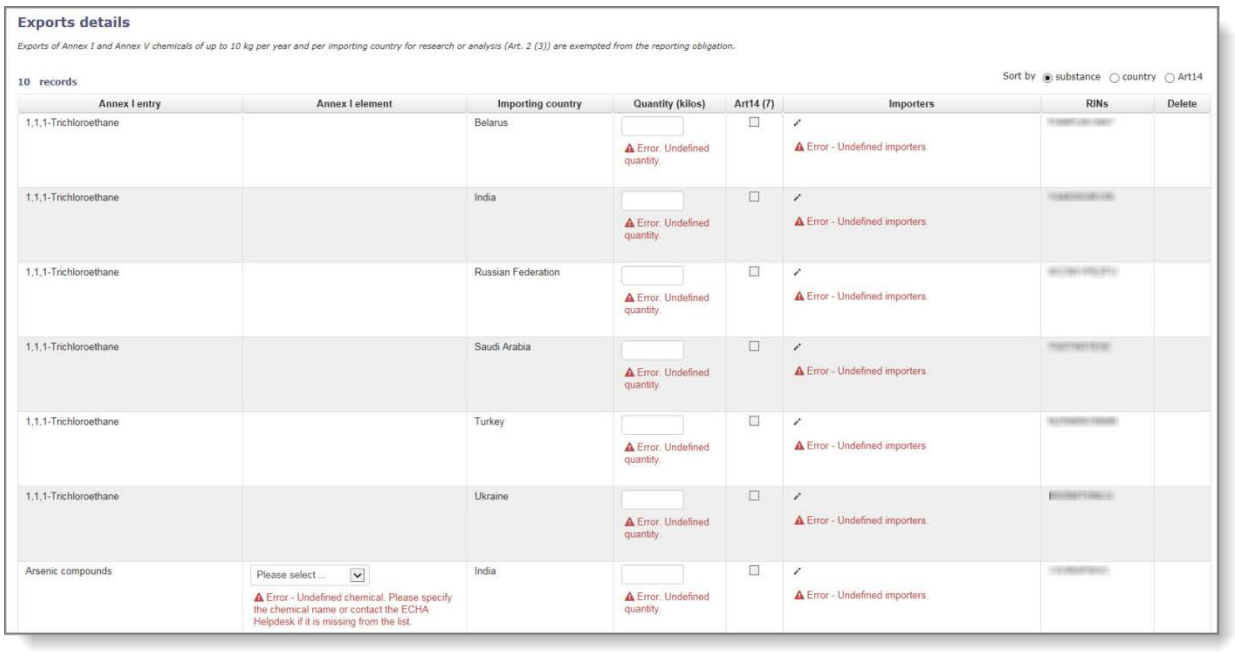
- The second section lists the company details (Figure 55). This information can only be edited through your ECHA account settings, with the exception of the contact person.

Figure 55: Art. 10 Report - Company Details



- The third part lists the detailed information on the exports that took place during the reporting period (Figure 56) – as extracted from the relevant export notification(s).

Figure 56: Art. 10 Report - Exports Details



12.2.1 Export details

The table listing the details of notified exports contains the following information:

- **Annex I entry**: name of the substance/group listed in Annex I to the Regulation. This information is pre-filled for notified exports and is non-editable.

- **Annex I element**: if the Annex I entry refers to a group of substances, the user will have to select the specific element that was exported. The user should select the appropriate substance from a drop-down list. This information is mandatory and the user must enter it manually. In case the exact chemical was already specified while creating the export notification, the information is automatically pre-filled and cannot be modified.

- **Importing country**: country to which the substance/mixture/article was exported.

This information is pre-filled and non-editable.

- **Quantity**: Quantity of the substance exported to the specific country, provided in kg. This information is mandatory and the user has to enter it manually.

Please note that in case of mixtures and articles, the quantity to be provided is of the Annex I chemical within the mixture/article and not of the mixture/article as a whole.

- **Art 14(7)**: If the exported substance is listed in Part 2 or 3 of Annex I and the export was activated based on an approved waiver, this checkbox is pre-selected and non-editable.

- **Importers**: The user must enter all the importers within the importing country to whom they have exported the given substance during the reporting period. To add the relevant importer(s), click on the pencil icon and select the correct importer(s) from those listed, by marking the checkbox(es) in the “Actions” column. Once the correct selection is made, click on “Update report (back)” to return to the Article 10 report. In case the desired importer is not included in the list, you can add a new company by following the instructions provided in chapter 5.1.2.1. An exclamation mark next to the importer name indicates that this importer has been deleted from your company database after the notification was processed.

- **RINs**: Reference Identification Number(s) of the export notification(s) for the specified substance will be listed in this column. This information is pre-filled and non-editable. If the exporter chooses to manually generate a report, it will not be possible to add RINs to it.

- **Delete**: Only manually entered export(s) can be deleted from the report by selecting the checkbox in this column and clicking on “Save”.

12.2.2 Manual Data Entry On Exports

If the exporter did not submit an export notification during the previous calendar year, they have the opportunity to manually add information on those exports to the report.

A maximum of five exports can be entered manually however, five additional rows are made available by clicking on the “Save” button.

All the fields listed in Chapter 12.2.1 are mandatory with the exception of the information on Article 14(7) waiver status and the RIN, as those are not applicable for manually encoded exports.

Please note that information on the importer can only be added after all other information has been provided in the relevant row and the user has saved the form. The pencil icon for editing the importer information then becomes active.

The report can be saved at any point in time so that the user can return to work on it at a later stage.

12.3 Article 10 report on imports

Article 10 reports on imports resemble reports on exports: they display the report summary, the company details and detailed information on imports.

Automatic generation of the report is only possible for a report on exports, as

information on imports is not associated with an exporter and is not stored in ePIC.

All information on imports is to be entered manually. Information on imports is required in the same format as on exports, with the following exceptions:

- **Exporting country**: The user has to select the country of origin of the substance/mixture/article from the available drop-down list.
- **Exporters**: The user has to provide information on the exporters. This functionality works in analogy with how information on importers is provided. For further details, please see Chapter 12.2.1.

Similarly to manual entries of Article 10 reports on exports, the information on the exporter can only be entered, once the report has been saved. The pencil icon then becomes active and the information can be edited/added.

12.4 Submission of Article 10 report (export/import)

If no validation errors are highlighted by the system, a confirmation page is displayed where the user can review the report before submission. Once a report has been finalised, the user has to click on “Submit” to send the report to their DNA.

If a user receives a validation error when trying to submit the report, the system will block the submission and will display an error message for every field where a problem has been identified.

If the user wishes to return to the report and further modify it, they should click on “Continue editing”.

12.4.1 Manual creation/submission of an Article 10 report after the submission deadline

The deadline for submitting your Article 10 report will be published in the system as a reminder. After this date, you can no longer create a manual report or submit pre-generated reports that are still in ‘Draft’ status and the system displays the error messages below (Figure 57, Figure 58). Re-submissions of previously submitted reports will still be allowed – see section 12.4.2.

Figure 57: Error when manually creating an Article 10 Report after the deadline

Figure 58: Error when submitting a Draft Article 10 Report after the deadline

12.4.2 Resubmission of Article 10 reports

Your DNA can send a submitted Article 10 report back to you if the report needs to be amended. The status of such a report becomes 'Pending resubmission by company' (Figure 59). You can make the changes to the report and resubmit to your DNA who can request resubmission multiple times if needed.

Figure 59: Pending resubmission by company

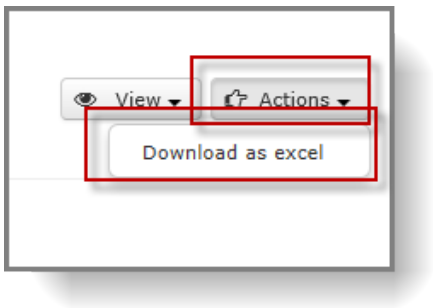
The deadline for resubmission can be beyond the deadline for submitting your initial reports. The DNA can define a date by when they would like you to resubmit by sending you a message within the system. You can view their message in the 'Messages' section when you enter the report.

12.5 Downloading a submitted Article 10 report in Excel format

ePIC enables exporters and importers to download their submitted Article 10 report in an Excel format.

To do so, open the report from the “Search & view” option of the “Article 10 reports” section in the main menu and open the report by selecting the relevant year in the “Year” column. The “Download as excel” feature is available in the upper right corner of the report in the “Actions” menu.

Figure 60: Download Article 10 report as an excel file



13. Search functionalities in ePIC

With the search function exporters can find their draft, submitted and fully-processed notifications and special RIN requests.

13.1 Search for Export Notifications / Special RIN Requests

To search for export notifications or special RIN requests, select the “Search & View” menu item in the main menu under the appropriate section. Certain filtering options are pre-defined in accordance with your access method (e.g. the notification type “Export notification” is pre-selected if accessed through the “Export Notifications” section).

Additional free-text fields, drop-down lists and checkboxes are available to refine your search criteria.

The following fields can be used for refining the searches in order to return:

- **RIN**: a specific Export Notification / Special RIN Request
- **With unread messages only**: notifications associated to an unread message from an authority user (DNA or ECHA)
- **Importing country**: country-specific search
- **CAS #**: CAS-specific search
- **Chemical**: Select the chemical from the drop-down list
- **Mixture**: Select the mixture from the list of your mixtures
- **Article**: Select the article from the list of your articles
- **Search for**: To specify whether you are searching for Special RIN Requests or Export Notifications (or both)
- **Export year**: A range can be identified by entering the starting year into the “From” field and entering the end year into the “To” field.
- **Notification Status**: Six checkboxes narrow the search to specific statuses. If none of the checkboxes is selected, the search will be performed on all submissions.
- **RIN Status**: To perform a search based on RIN status criteria (Active on / Inactive on / Disabled). For the options “Active on” and “Inactive on”, you will also have to provide a date. For more information on various RIN statuses, please see Chapter 13.4.

Once all the required criteria is entered / selected, click on the “Search” button.

From the displayed search results, the desired notification / special RIN can be opened by clicking on its RIN.

13.2 Search chemicals

To search and view details for chemicals subject to the PIC Regulation, select “List of chemicals” from the “Chemicals, Mixtures & Articles” section of the main menu.

Chemicals are searchable by chemical name, “chemical version” status (i.e. Any / In force / Not yet PIC / Removed from PIC), regulation amendment, CAS number and Annex & Part. The user can define one or more of the search criteria.

By default, the chemical version status is “In force (today)”.

If a new Regulation amendment includes a group entry, it is populated by ECHA and made available when the amendment is added to ePIC. The groups are not fully-comprehensive and can be further populated over time. The menu item “List of chemicals (latest)” provides a search on substances that ECHA has added to Annex I group entries after the group was originally introduced by an amendment.

N.B. The search lists substances which were added after 8 November 2017 when this feature was added to ePIC.

13.3 Search for a Mixture / Article

To search for a previously created mixture / article, select either the “Manage mixtures” or “Manage articles” from the “Chemicals, Mixtures & Articles” section of the main menu.

Name: Provide the name of the mixture or article

Contains chemical: searches only for mixtures/articles which contain the particular chemical.

The “Mixture” and “Article” checkboxes can limit your search either to mixtures or to articles (search is performed on both, if both checkboxes are marked).

To perform the search, click on the “Search” button.

13.4 RIN statuses

Active The status of a RIN becomes active when:

- the notification is fully processed;
- the expected date of export is reached;
- additionally, for chemicals listed in parts 2 or 3 of Annex I, a valid, positive explicit consent is available.

An active RIN provides an indication to Customs that a given export should be allowed.

Inactive A RIN is inactive when:

- the notification has not been fully processed yet;
- the expected date of export is in the future
- additionally, for chemicals listed in parts 2 or 3 of Annex I, a valid and positive explicit consent (or waiver) is not available.

Once the notification has been fully processed, until the expected date of export is reached, or – in case of Part 2 and 3 chemicals – a valid, positive explicit consent is received, whichever comes later, the status of the notification will stay “Inactive”. If only the text “Inactive” is displayed, the notification has either not been fully processed, or there is no applicable explicit consent in the system. If the status is “Inactive” followed by a time period (e.g. Export allowed: 01.01.2015 –

31.12.2015), the notification has been fully processed AND a valid explicit consent (if needed) is available, but the expected date of export has not been reached. In this particular case, the RIN will automatically become active on the day of expected date of export.

Disabled A disabled RIN implies that either a negative explicit consent is available in the system for the substance/mixture/article from the importing country or the submission was rejected by the DNA / ECHA.

Expired Export notifications are valid for a maximum of one calendar year. Once their validity has passed their status is changed to "Expired".

13.5 Specific information from importing countries

The "Importing country info" section (Figure 61) contains specific information provided by certain importing countries.

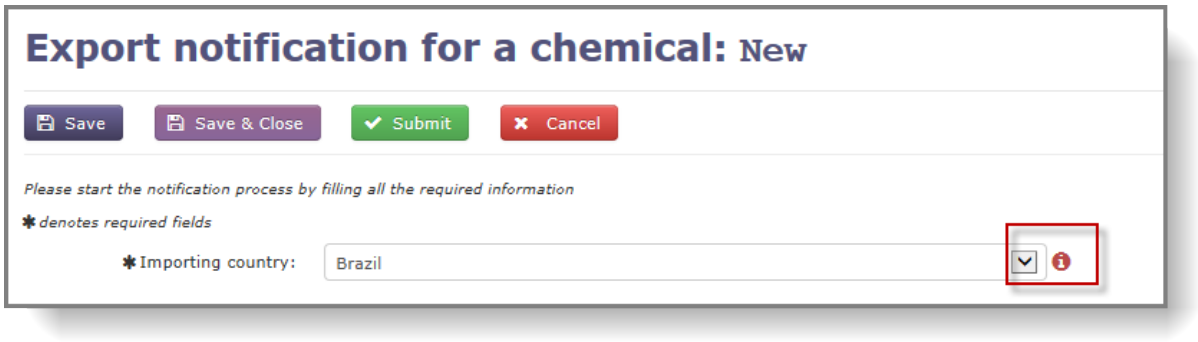
Figure 61: Importing country info

The information in this section can, for example, refer to:

- Specific requirements to be fulfilled within the export notification
- Information on banned chemicals (or categorises of chemicals, e.g. pesticides)
- Information on chemicals for which the importing country has waived the right to receive export notifications
- Country-specific legislation

The information can be accessed either from the "Importing country info" under the "Chemicals, Mixtures & Articles" section of the main menu or whilst creating an export notification. In the latter case, if information is available for the importing country in question, a red, round icon with a white "i" will be displayed next to the drop-down list (Figure 62).

Figure 62: Icon notifying the user about available country specific information



The "Importing country info" section contains data only on a selected number of countries. ECHA adds information to ePIC as it is made available to the Agency.

EUROPEAN CHEMICALS AGENCY
ANNANKATU 18, P.O. BOX 400,
FI-00121 HELSINKI, FINLAND
ECHA.EUROPA.EU