



## **SIEF Communication Tools**

J. Tornero
ECHA Lead Registrant workshop
2nd & 3rd Feb 2012

Warning to the reader: the information provided in this presentation is not to be regarded as legal advice.



1.Overview of some useful SIEF Communication Tools

2. Focus on SIEF. space, CONCAWE's SIEF Communication platform

3. Conclusions

#### > Survey on 2013 Registrations objectives

- To confirm to CONCAWE as SFF the 2013 registration intentions for petroleum substances and sulfur of the SIEF members
- To determine who to contact for the next steps
- Link to the on-line tool: <u>Survey Website</u>



- Web-based tool for Ordering the Letter of Access to REACH **Dossiers and subscription to SIEF Services** 
  - Secure web page
  - Fill in a form for each Legal Entity registering under REACH (i.e. per UUID)
  - Link to the Web ordering Tool: Web Ordering Site



#### > Web-based tool for accepting the Lead Registrant Agreement

- Need to accept it to participate in the joint submission
- Legal document between the Lead Registrant, the co-registrant and CONCAWE in its role as the SIEF Formation Facilitator (SFF).
- Link to the LRA acceptance website to access indivual page

concawe		
SIEF Facilitation	for Petroleum Substa	nces
LRA Acceptance Site - Login		
Please enter your creden	stiple to login	
Please enter your creden	iciais to logifi.	
Your UUID:		
Your e-mail address:		
Your Internet Order Number:		
Password:		
For any question or problem, pleas	se contact	A9
us by e-mail at: Ir@super-sief.eu	20 Johnson	Logir

#### > Token website objectives

- To collect key information concerning the progress of the registration done by Lead Registrants.
- This web site is secured and can only be accessed by Lead Registrants who have signed CONCAWE Lead Registrant Agreement (LRA) for a given substance.

The Lead Registrant (LR) is requested to input the key information concerning the joint submission of each substance:

- Token
- Token expiry date
- JSO name
- -Business Rule check passed and date
- -Technical Completeness Check passed and date
- Link to the Token website to access individual page



# SIEF.space: CONCAWE's SIEF Communication Tool for Petroleum Substances What are the objectives of SIEF.space?

- •Ensure efficient communication among SIEFs for Petroleum Substances.
- Obtain information specific to users' registrations and profiles: General information, Information per category, Deadline-specific, Lead registrantspecific
- Download Dossiers and accept the LR Agreement to obtain the token for the joint submission (subject to fee payment)
- Extensive help
- •Link to the SIEF.space Communication Tool : <a href="http://www.siefspace.eu/en-us/">http://www.siefspace.eu/en-us/</a>
  What are the different profiles?
- 1. Pre-registrants wishing to be active in the SIEF without submitting (yet) a registration
- 2. Co-registrants having subscribed to the SIEF Collaboration Services (SCS) and purchased a licence to CONCAWE dossier (LoA)
- 3. Lead registrants who subscribed to the SCS, purchased a LoA and signed the Lead Registrant Agreement (LRA) for a given substance







- Information related to the user profile access on "My Account" page
- Information specific to their registrations and their own access
- Looking for substance dossier files and tokens on My SIEF Page.
- Guidance e.g. on how to prepare the dossier to ECHA on the "Files" menu
- Latest news from CONCAWE concerning Petroleum
   Substances registration under REACH on the "News" page.
- Information about CONCAWE's category approach in the "Super SIEFs" section
- List of substances corresponding to each Super SIEFs in the CONCAWE inventory of petroleum substances (CAS/EINECS references).

Note: the fee for subscribing to SIEF Services, which includes access to SIEF.space, is calculated on an annual basis as a fair share of costs incurred for running the SIEFs.



#### 1- ACTIVE PRE-REGISTRANT

# CONDITIONS

 SIEF participants who have ordered and paid the SIEF Collaboration Services subscription for a given substance and accepted the Terms & Conditions

# ACCESS

- My Account/Super SIEFs/News/Files/Help
- General information
- Information by category (e.g.: Super SIEFs/News/Files)

# TYPICAL

- How to know more about the identified uses of a substance
- How to get some general and technical information about ECHA Guidance, analytical requirements and the latest news concerning Petroleum Substances under REACH, etc.

#### 2 - CO-REGISTRANT

CONDITIONS

- SIEF participants who have ordered and paid the SIEF Collaboration Services subscription for a given substance and accepted the Terms & Conditions
- SIEF participants who have ordered, signed and paid the Licence fee (LoA) for obtaining the common parts of the registration dossier for a given substance

ACCESS

My Account/Super SIEFs/News/Files/Help

- General information
- Information by category (e.g. : Super SIEFs/News/Files)
- Information by registration deadline
- My SIEF Page : My orders/ My dossiers/ My tokens
- Lead Registrant Agreement (LRA) Acceptance website

TYPICAL QUESTIONS

- How to know more about the identified use of a substance.
- How to get some general and technical information about ECHA Guidance, analytical requirements and the latest news concerning Petroleum Substances under REACH, etc.
- How/where to get the dossier/the token
- How to know who is LR for a substance, status of the joint submission
- Has ECHA feedback been received on dossier evaluation?

# SONDITIONS ACCESS QUESTIONS **LYPICAL**

#### 3- LEAD REGISTRANT

- SIEF participants who have ordered and paid the SIEF Collaboration Services for a given substance and accepted the Terms & Conditions
- SIEF participants who have ordered, signed and paid the Licence fee (LoA) for obtaining the common part of the registration dossier for a given substance
- SIEF participants who have signed the Lead Registrant Agreement for a given substance
- My Account/Super SIEFs/News/Files/Help
- General information
- Information by category (e.g. : Super SIEFs/News/Files)
- Information by deadline
- My SIEF Page: My orders/ My dossiers/ My tokens
- Lead Registrant Agreement (LRA) Acceptance website
- Files: Information for Lead Registrants
- Token website : <a href="https://token.concawe.org">https://token.concawe.org</a>
- How to know more about the identified use of a substance
- How to get some general and technical information about ECHA Guidances, analytical requirements and the latest news concerning Petroleum substances under REACH, etc.
- How/where to get the dossier/the token
- How to know who is LR for a substance, status of the joint submission
- Has ECHA feedback been received on dossier evaluation?
- How to register as a LR/ what is the role of the LR
- When to renew a token
- What to do when receiving a notification from ECHA for a substance
- What to do if a new registrant submits an inquiry (Art.26)



#### Welcome page



igs & hest wishes for the New Year from the SIEF Team !

super SIEFs

#### Welcome to your new SIEF Communication Tool!

This "SIEF Communication Tool" is dedicated to the facilitation of exchange of information for all SIEFs formed for Petroleum Substances (including Sulfur) registered with the European Chemicals Agency (ECHA). It is also called "SIEEspace" as it is intended to be a space for all registrants to obtain valuable information from CONCAWE on the registration of petroleum substances and sulfur.

In SIEEspace, co-registrants and Lead Registrants will find guidance and information necessary for submitting their REACH registration and ensuring they are informed of latest undates related to the substances, the registrations and useful information in order to maintain them REACH-compliant.

Here are a few hints and links to key information you can find on SIEF.space:

- Looking for your substance dossier files and tokens? Click on My SIEF Page.
- Need guidance on how to fill in sections of IUCLID or submit a dossier to ECHA? Check the Files menu which contains CONCAWE guidance on topics like analytical requirements, IUCLID entry, and dossier submission.
- > Want to change your password? Visit My Account, where you can manage key information of your
- Looking for the latest news from CONCAWE concerning Petroleum Substances under REACH? Visit News for all of CONCAWE's SIEF newsletters and announcements.
- Interested in CONCAWE's category approach? Visit the Super SIEFs section, which also lists Super SIEFs that correspond to substances in the CONCAWE inventory of petroleum substances.
- ▶ Curious about CONCAWE and our role as SIEF Formation Facilitator (SFF)? Take a look at About Us.
- ▶ Need help using SIEF,space? Check out the SIEF,space user guide in the Help section, which also provides key contact email addresses for additional assistance.

More information and functions will be available in SIEF.space for all registrants who have subscribed to CONCAWE SIEF Collaboration services in the future, such as the possibility to order updated dossiers



SIEF Facilitation for Petroleum Substances

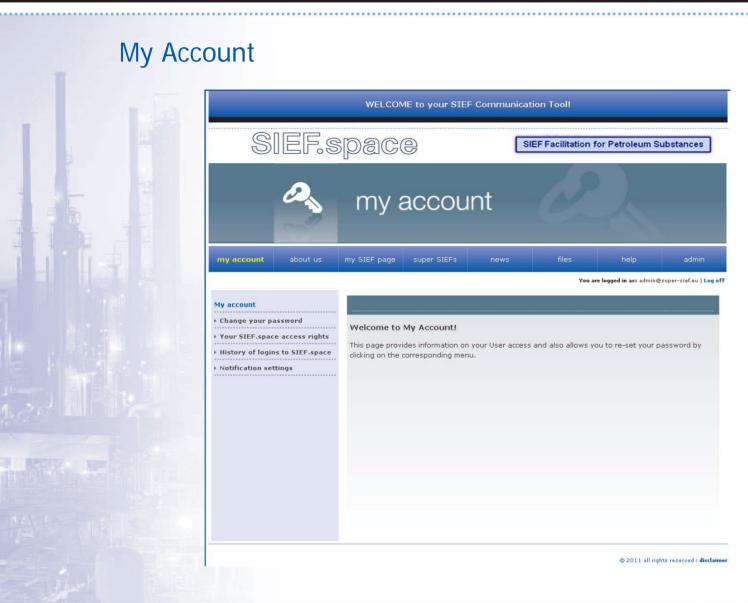
You are logged in as: admin@super-sief.eu | Log off







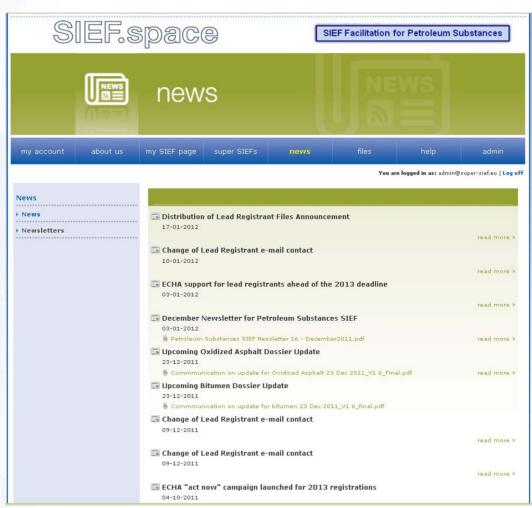




#### super SIEFs



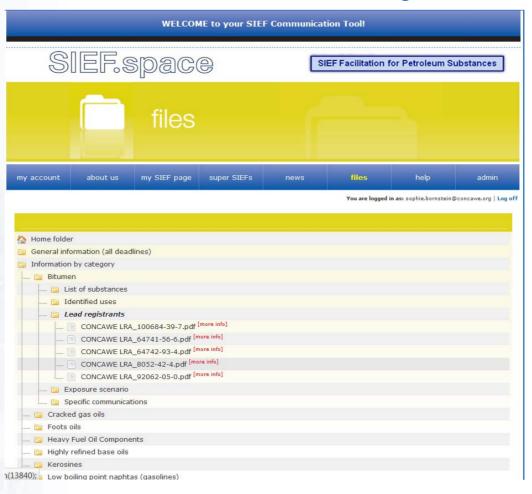




16

J. Tornero

Files > Information by category >
Bitumen (8052-42-4) > Lead Registrant name





#### My SIEF page > My dossiers







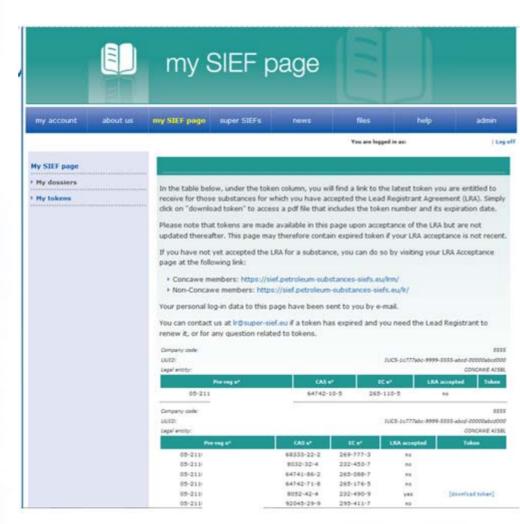








## My SIEF page > My tokens





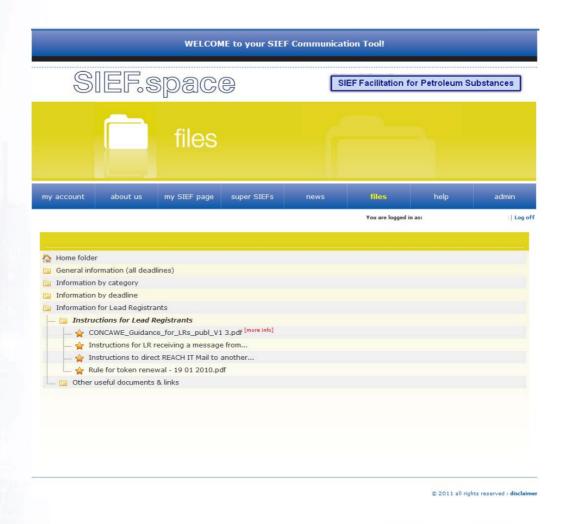


**SIEF.**space in practice

**▶**Browsing through the tool as a Lead Registrant

### Lead registrant profile

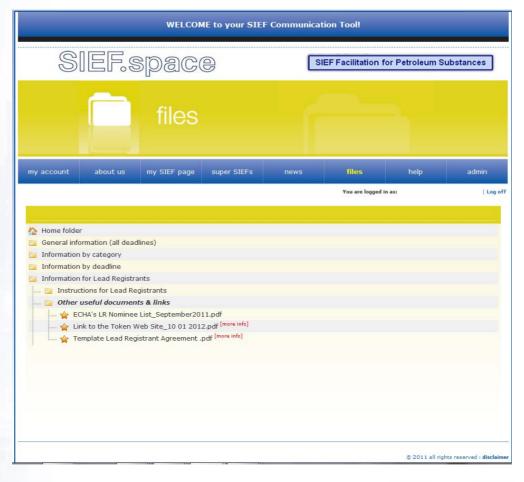
## Files > Instructions for Lead Registrants > How/When to renew the token?



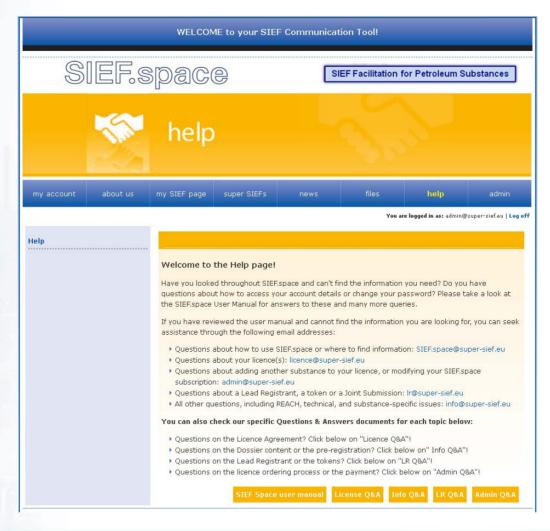
N' \*≥ ≥ = → → L

#### Lead registrant profile

Files > Instructions for Lead Registrants > Other useful documents & links > Link to token website







#### What does the SIEF Communication Tool ensure?

- > Efficiency, confidentiality and security
  - Control of access to information and of users' profiles
  - Secure web site
- >Up-to-date information on dossier submission
  - the latest information on development of the common parts of the registration dossier
  - very specific guidance for participating in the joint submission
  - answers to practical questions about REACH registration
  - find out about the identity of the LR, or volunteer to be the LR
  - status of dossier/substance evaluation, dossier update plans
- >Support for technical and administrative questions
  - Q&As answering more than 100 common questions about the REACH registration process, CONCAWE dossiers, CONCAWE licences, and the SIEF process for acquiring licences and accessing the SIEF Communication Tool
  - Personalized help, SIEF.space user manual





Thank you for your attention

25