

concaawe



SIEF Communication Tools

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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: [Survey Website](#)

Survey of SIEF members on REACH registration intentions



SIEF Facilitation for Petroleum Substances

Dear SIEF member,

Please fill in the survey below by indicating if you intend to register any of the substances below and completing the questions asked. Your input is key to help CONCAWE as SIEF Facilitation Facilitator to assess the effective registration intentions of pre-registrants, and thus contribute to an efficient planning and organization of future SIEF activities. We kindly ask you to submit the survey even if you DO NOT intend to register any of the substances below.

Thank you on behalf of all SIEF members for your cooperation.

Legal entity	EC n°	CAS n°	Pre-reg n°	Register ¹	Tonnage band ²	Deadline ³	Seriousness check ⁴
	278-012-2	74869-22-0	05-2117344641-48-0000	Please select...	Please select...	Please select...	Please select...
	265-110-5	64742-10-5	05-2117343955-34-0000	Please select...	Please select...	Please select...	Please select...
	265-103-7	64742-04-7	05-2114288742-39-0000	Please select...	Please select...	Please select...	Please select...

I no longer wish to receive any communication from the SIEF Facilitator concerning the registration of substances listed here

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➤ 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*](#)

SIEF Facilitation for Petroleum Substances

For any question or problem, please contact us by e-mail at: admin@super-sief.eu

Substance information

Please fill in carefully the information below and verify that it is accurate and complete BEFORE submitting your order. CONCAWE will prepare your Licence Agreement on the basis of this information and under the assumption that it is correct. Should you request to change any information recorded in this form after you have submitted your order, an admin handling fee of 250 € will be charged. Thank you for your understanding.

Legend

1. My legal entity intends to register the substance
2. My legal entity intends to register in the following tonnage band
3. My legal entity intends to register by the following registration deadline
4. My legal entity wishes to purchase a licence at 15000 EUR per substance
5. My legal entity subscribes to the SIEF Collaboration Services for 2012. I have read the Terms and Conditions and in particular the 3-months notice period for terminating my subscription. I agree to be invoiced an amount of 100 € per substance to cover the cost of the annual subscription (200 €) and the dossier update fee (100 €) for the migration of RALCD to version 5.4.

You may only place an order if you are sure that the substance(s) listed below fulfill(s) the sameness criteria for refinery streams (see our earlier communications to SIEF participants on the subject).

Legal entity	EC no.	CAS no.	Pre-reg. no.	Register	Tonnage band	Deadline	Purchase license	Subscriber to TIC
	278-012-2	74869-22-0	06-0000020677	Yes	≥ 1000 t/a	2010	Yes	Yes
	265-166-0	68606-11-1	06-0000020675	Yes	≥ 1000 t/a	2010	Yes	Yes
							0 €	0 €
E-mail contact for the order:							0 €	

I accept the SIEF Service Terms and Conditions



➤ **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 individual page

The screenshot shows a web interface for logging into the LRA Acceptance Site. At the top, the 'concaawe' logo is displayed next to a box containing the text 'SIEF Facilitation for Petroleum Substances'. Below this is a section titled 'LRA Acceptance Site - Login'. It contains a key icon and the instruction 'Please enter your credentials to login.'. There are four input fields: 'Your UUID:', 'Your e-mail address:', 'Your Internet Order Number:', and 'Password:'. At the bottom left, there is contact information: 'For any question or problem, please contact us by e-mail at: lr@super-sief.eu'. At the bottom right, there is a key icon and the text 'Login'.



➤ 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 Token App - Login

CONCAWE

SIEF Facilitation for Petroleum Substances

Please enter your credentials to login.

Your e-mail address:

Your username:

Your password:

Automation detection:

For any question or problem, please contact us by e-mail at: lr@super-sief.eu

Login



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 registrant-specific
- 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 : <http://www.siefspace.eu/en-us/>

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



What kind of information can be consulted in SIEF.space?

- 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 QUESTIONS

- 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?**



3- LEAD REGISTRANT

CONDITIONS

- 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**

ACCESS

- 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 : <https://token.concawe.org>**

TYPICAL QUESTIONS

- 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)**



SIEF.space in practice

- **Browsing through the tool as a co-registrant**



Welcome page

SIEF.space SIEF Facilitation for Petroleum Substances

my account about us my SIEF page super SIEFs news files help admin

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

Latest news

- ECHA support for lead registrants ahead of the 2013 deadline
03-01-2012 [read more >](#)
- December Newsletter for Petroleum Substances SIEF
03-01-2012 [read more >](#)
- ECHA "act now" campaign launched for 2013 registrations
04-10-2011 [read more >](#)
- Important message on Dossiers Evaluation
26-09-2011 [read more >](#)
- SDS Guidance published by ECHA - Sept 2011
12-09-2011 [read more >](#)
- Summary of CONCAWE guidance for Dossiers preparation
25-04-2011 [read more >](#)

ings & best wishes for the New Year from the SIEF Team !

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 "SIEF.space" 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 SIEF.space, co-registrants and Lead Registrants will find guidance and information necessary for submitting their REACH registration and ensuring they are informed of latest updates 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 SIEF.space access.
- 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 and accept LRA directly from this site!



My Account

WELCOME to your SIEF Communication Tool!

SIEF.space
SIEF Facilitation for Petroleum Substances

my account

my account
about us
my SIEF page
super SIEFs
news
files
help
admin

You are logged in as: admin@super-sief.eu | [Log off](#)

My account

- ▶ [Change your password](#)
- ▶ [Your SIEF.space access rights](#)
- ▶ [History of logins to SIEF.space](#)
- ▶ [Notification settings](#)

Welcome to My Account!

This page provides information on your User access and also allows you to re-set your password by clicking on the corresponding menu.

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super SIEFs

super SIEFs

my account about us my SIEF page **super SIEFs** news files help admin

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

Super SIEFs

Welcome to Super SIEFs

This section provides an overview of CONCAWE's category approach and a listing of the substances in each Super SIEF (which are based on categories).

Based on CONCAWE's extensive history of working with categories of petroleum substances for classification, and on the acceptance by the European Commission of the use of grouping, or categories, for the purposes of risk assessment, CONCAWE has adopted a category approach for the preparation of dossiers for REACH registration.

The use of categories is a pragmatic approach in which substances are allocated to categories according to their refining process history and similarities in their physicochemical, toxicity and eco-toxicity properties.

Preparing REACH dossiers on the basis of these categories has provided scientific and technical benefits and cost savings, in terms of using read-across to fill data gaps rather than generating new data on a substance level. This led to efficiencies derived from sharing data across the CAS numbers and producing dossiers at the category rather than substance level.

You can read our Category Justification document below (1) for more information.

If you are looking for information on CONCAWE substances within each of the super-SIEFs (or categories), you can consult our Inventory of Petroleum substances below ^[1].

If you have any question on a super-SIEF, please contact us at the category-specific e-mail addresses provided below:

Petroleum Gases	SIEF.manager.gases@loa-reach.com
Low Boiling Point Naphthas (Gasolines)	gasoline-naphtha@super-sief.eu
Kerosine (Super-SIEF), MK1 Diesel Fuel (SIEF)	kerosine@super-sief.eu
Straight-run Gas Oils	straight-run-gas-oil@super-sief.eu



News

SIEF.space
SIEF Facilitation for Petroleum Substances

news

my account
about us
my SIEF page
super SIEFs
news
files
help
admin

You are logged in as: admin@super-sief.eu | [Log off](#)

News

▶ News

▶ Newsletters

- Distribution of Lead Registrant Files Announcement**

17-01-2012

[read more >](#)
- Change of Lead Registrant e-mail contact**

10-01-2012

[read more >](#)
- ECHA support for lead registrants ahead of the 2013 deadline**

03-01-2012

[read more >](#)
- December Newsletter for Petroleum Substances SIEF**

03-01-2012

[Petroleum Substances SIEF Newsletter 16 - December2011.pdf](#)

[read more >](#)
- Upcoming Oxidized Asphalt Dossier Update**

23-12-2011

[Communication on update for Oxidized Asphalt 23 Dec 2011_V1_6_Final.pdf](#)

[read more >](#)
- Upcoming Bitumen Dossier Update**

23-12-2011

[Communication on update for bitumen 23 Dec 2011_V1_6_final.pdf](#)

[read more >](#)
- Change of Lead Registrant e-mail contact**

09-12-2011

[read more >](#)
- Change of Lead Registrant e-mail contact**

09-12-2011

[read more >](#)
- ECHA "act now" campaign launched for 2013 registrations**

04-10-2011

[read more >](#)



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

WELCOME to your SIEF Communication Tool!

SIEF.space SIEF Facilitation for Petroleum Substances

files

my account about us my SIEF page super SIEFs news **files** help admin

You are logged in as: sophie.bornstein@concaawe.org | Log off

- Home folder
- General information (all deadlines)
- Information by category
 - Bitumen
 - List of substances
 - Identified uses
 - Lead registrants**
 - CONCAWE LRA_100684-39-7.pdf [\[more info\]](#)
 - CONCAWE LRA_64741-56-6.pdf [\[more info\]](#)
 - CONCAWE LRA_64742-93-4.pdf [\[more info\]](#)
 - CONCAWE LRA_8052-42-4.pdf [\[more info\]](#)
 - CONCAWE LRA_92062-05-0.pdf [\[more info\]](#)
 - Exposure scenario
 - Specific communications
 - Cracked gas oils
 - Foots oils
 - Heavy Fuel Oil Components
 - Highly refined base oils
 - Kerosines

1(13840); Low boiling point naphas (gasolines)



My SIEF page > My dossiers

SIEF.space SIEF Facilitation for Petroleum Substances

my SIEF page

my account | about us | **my SIEF page** | super SIEFs | news | files | help | admin

You are logged in as [username] [logout]

My SIEF page

- > My dossiers
- > My tokens

Listed below are the substances for which you have an active licence. You can access the latest available version of the IUCLID files which your licence entitles you to receive. To do so, please click on the version number and select "download". **Do not select "open" directly from your web-browser as this may cause loss of file integrity**; dossiers files should be used as such **only** for import into IUCLIDS.

Please note that the file provided for 2010 registration was version 1.0 and that version 1.1 was released in April 2011 to adjust to the requirements of IUCLID 5.3 upgrade.

Company code: *EEEE*
 CAZD: *JUCS-1c777ab0-9999-EEEE-abcd-0000abcd0000*
 legal entity: *CONCAWE AD/SLC*

Pre-reg n°	CAS n°	EE n°	Version
05-211000000-07-0000	64742-10-5	245-110-5	1.1

Company code: *EEEE*
 CAZD: *JUCS-1c777ab0-9999-EEEE-abcd-0000abcd0000*
 legal entity: *CONCAWE AD/SLC*

Pre-reg n°	CAS n°	EE n°	Version
05-2110000	64742-71-0	245-176-5	1.1
05-2110000	8092-42-4	232-490-9	1.1
05-2110000	92043-29-9	295-411-7	1.1
05-2110000	68333-22-2	269-777-3	1.1
05-2110000	8032-32-4	232-453-7	1.1
05-2110000	64741-86-2	245-088-7	1.1

[<] [4] [Page 1 of 1] [>] [P]

Displaying 1 - 7 of 7



My SIEF page > My tokens

my SIEF page

my account | about us | **my SIEF page** | super SIEFs | news | files | help | admin

You are logged in as: | Log off

My SIEF page

- My dossiers
- My tokens**

In the table below, under the token column, you will find a link to the latest token you are entitled to receive for those substances for which you have accepted the Lead Registrant Agreement (LRA). Simply click on "download token" to access a pdf file that includes the token number and its expiration date.

Please note that tokens are made available in this page upon acceptance of the LRA but are not updated thereafter. This page may therefore contain expired token if your LRA acceptance is not recent.

If you have not yet accepted the LRA for a substance, you can do so by visiting your LRA Acceptance page at the following link:

- Concaawe members: <https://sief.petroleum-substances-siefs.eu/lr/m/>
- Non-Concaawe members: <https://sief.petroleum-substances-siefs.eu/r/>

Your personal log-in data to this page have been sent to you by e-mail.

You can contact us at lr@super-sief.eu if a token has expired and you need the Lead Registrant to renew it, or for any question related to tokens.

Company code: 5555
 LAUD: IUCS-1c777abc-9999-5555-abc0-0000abc000
 Legal entity: CONCAWE AISBL

Pre-reg n°	CAS n°	EC n°	LRA accepted	Token
05-211	64742-10-9	265-110-9	no	

Company code: 5555
 LAUD: IUCS-1c777abc-9999-5555-abc0-0000abc000
 Legal entity: CONCAWE AISBL

Pre-reg n°	CAS n°	EC n°	LRA accepted	Token
05-211i	68333-22-2	269-777-3	no	
05-211i	8032-32-4	232-453-7	no	
05-211i	64741-86-2	265-088-7	no	
05-211i	64742-71-8	265-176-5	no	
05-211i	8052-42-4	232-490-9	yes	[download token]
05-211i	92045-29-9	295-411-7	no	



SIEF.space in practice

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



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

The screenshot shows the SIEF.space web application interface. At the top, a blue banner reads "WELCOME to your SIEF Communication Tool!". Below this, the "SIEF.space" logo is displayed on the left, and a button labeled "SIEF Facilitation for Petroleum Substances" is on the right. A yellow banner below the logo features a folder icon and the word "files". A navigation menu contains links for "my account", "about us", "my SIEF page", "super SIEFs", "news", "files" (highlighted), "help", and "admin". Below the menu, it states "You are logged in as:" followed by a user icon and a "Log off" link.

The main content area shows a file directory structure:

- Home folder
 - General information (all deadlines)
 - Information by category
 - Information by deadline
 - Information for Lead Registrants
 - Instructions for Lead Registrants**
 - ★ CONCAWE_Guidance_for_LRs_publ_V1 3.pdf [\[more info\]](#)
 - ★ Instructions for LR receiving a message from...
 - ★ Instructions to direct REACH IT Mail to another...
 - ★ Rule for token renewal - 19 01 2010.pdf
 - Other useful documents & links

At the bottom right of the page, a small copyright notice reads: "© 2011 all rights reserved : disclaimer".



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

The screenshot shows the SIEF.space website interface. At the top, a blue banner reads "WELCOME to your SIEF Communication Tool!". Below this, the "SIEF.space" logo is displayed on the left, and a button labeled "SIEF Facilitation for Petroleum Substances" is on the right. A large yellow banner with a folder icon and the word "files" is prominent. Below the banner is a navigation menu with items: "my account", "about us", "my SIEF page", "super SIEFs", "news", "files" (highlighted), "help", and "admin". A status bar indicates "You are logged in as:" followed by a "Log off" link. The main content area shows a file directory structure:

- Home folder
 - General information (all deadlines)
 - Information by category
 - Information by deadline
 - Information for Lead Registrants
 - Instructions for Lead Registrants
 - Other useful documents & links**
 - ★ ECHA's LR Nominee List_September2011.pdf
 - ★ Link to the Token Web Site_10 01 2012.pdf [\[more info\]](#)
 - ★ Template Lead Registrant Agreement .pdf [\[more info\]](#)

At the bottom right of the page, a small copyright notice reads: "© 2011 all rights reserved : disclaimer".



Help

WELCOME to your SIEF Communication Tool!

SIEF.space

SIEF Facilitation for Petroleum Substances

help

my account
about us
my SIEF page
super SIEFs
news
files
help
admin

You are logged in as: [admin@super-sief.eu](#) | [Log off](#)

Help

Welcome to the Help page!

Have you looked throughout SIEF.space and can't find the information you need? Do you have questions about how to access your account details or change your password? Please take a look at the SIEF.space User Manual for answers to these and many more queries.

If you have reviewed the user manual and cannot find the information you are looking for, you can seek assistance through the following email addresses:

- ▶ Questions about how to use SIEF.space or where to find information: SIEF.space@super-sief.eu
- ▶ Questions about your licence(s): licence@super-sief.eu
- ▶ Questions about adding another substance to your licence, or modifying your SIEF.space subscription: admin@super-sief.eu
- ▶ Questions about a Lead Registrant, a token or a Joint Submission: lr@super-sief.eu
- ▶ All other questions, including REACH, technical, and substance-specific issues: info@super-sief.eu

You can also check our specific Questions & Answers documents for each topic below:

- ▶ Questions on the Licence Agreement? Click below on "Licence Q&A"!
- ▶ Questions on the Dossier content or the pre-registration? Click below on "Info Q&A"!
- ▶ Questions on the Lead Registrant or the tokens? Click below on "LR Q&A"!
- ▶ Questions on the licence ordering process or the payment? Click below on "Admin Q&A"!

SIEF Space user manual
License Q&A
Info Q&A
LR Q&A
Admin Q&A



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

