Practical tips for SMEs

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Alexis Quintana-Sáinz

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How to get started

Registration deadlines

Pre-registration

Set-up of European Chemicals Agency

1 June 2007 Entry into force

1 June 2008 Entry into operation

1 December 2008

30 November 2010

31 May 2013

31 May 2018

Registration of :
≥1 tonne/year CMRs
≥100 tonnes/year very toxic to the aquatic environment
≥1000 tonnes/year

≥100 tonnes/year

≥1 tonne/year

New substances

INTERNAL

6/11/2012

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Getting started

- Is your substance already registered?

  Already registered: contact the lead registrant to verify substance sameness, make the SIEF agreement and to obtain your REACH-IT member token

  Not already registered: contact (pre)SIEF to establish sameness and agree on a lead registrant

- Consult the list of Lead Registrants on the ECHA Website. The list provides information on:

  - Whether a lead registrant has made himself known to ECHA

  - Whether a registration has been submitted by the same lead or by another company

  - Whether a registration has been submitted by the lead of the joint submission.

Building the dossier in IUCLID

Overview

Data Sharing

Joint Submission

Lead dossier → REACH-IT

Member dossiers → REACH-IT

Building the dossier in IUCLID

- Substance identifiers must be exactly the same

- Preparation of draft basic dataset in IUCLID for members

- Highlight information which needs to be filled in by each member
  - Composition, analytical data
  - Tonnage, uses

Building the dossier in IUCLID

Lead

Member

Private data submitted by the LEAD and the MEMBER

Data submitted only by the LEAD (if not opted-out)

Data submitted either by the LEAD or individually

Building the dossier in IUCLID

- Substance identifiers are same as the ones provided by the lead

Building the dossier in IUCLID

- Composition and Analytical Data are company specific

Building the dossier in IUCLID

- Finally, remember to use these key tools:

  - TCC tool - checks completeness of dossier

  - Fee calculation plug-in - estimates fee to be paid

 - Dissemination tool - simulates information to be published
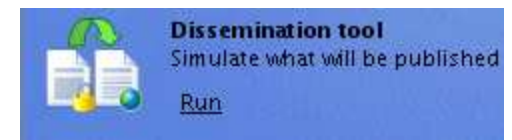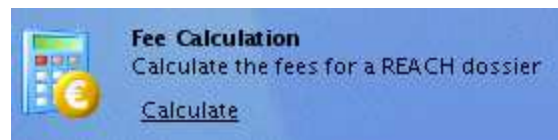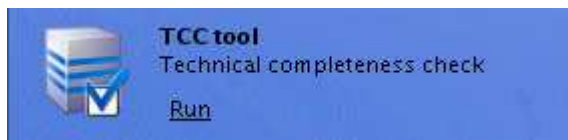
TCC plug-in

- Will allow you to check the completeness of your dossier before submitting it in REACH-IT:
  - Pass Business Rules step
  - Pass Technical Completeness Check step

- Your dossier will be ready and will be processed faster

Fee Calculation Plug-in

Fee Calculation
Calculate the fees for a REACH dossier
Calculate
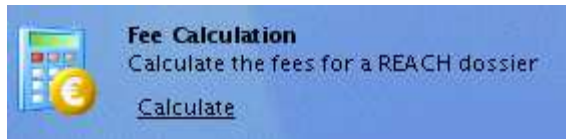
- You will be able to:
  - Simulate the fee applicable for your submission
  - Find potential mistakes in your dossier:
    - Unintented confidentiality claims
    - Wrong tonnage band

The fee from the invoice that will be issued by ECHA for your submission is considered to be the only valid one

Important steps in REACH-IT

Important steps in REACH-IT

- Joining the joint submission in REACH-IT
  - Lead needs to provide to the Members the name of the joint submission and the security token

- Submission of member dossiers
  - After lead dossier accepted in REACH-IT
  - Before 31 May 2013!

- Recommended - Lead dossier submitted latest Q1 2013

Important steps in REACH-IT

- Keeping track of key steps in REACH-IT

    - Dossier accepted
    - Invoice opened
    - Result of completeness check
    - Registration number issued

Check that your company size is correctly indicated

- ### In REACH-IT:
  Home
  → Company
  → View

- ### Make sure your company size is correct in REACH-IT: ECHA will verify it

Check that your VAT number is correct

- In REACH-IT:
Home
→ Company
→ View

Check that your 'Billing organisation name' & 'Billing address' are correct

- ## In REACH-IT:

  Home

  → Company

  → View

  → Billing Information

⚠️ Keep updated your contacts information

Key ideas

Key ideas

- Check if your substance is already registered

- Build your IUCLID dossier well in advance

- Use the tools provided by ECHA

- Co-ordinate with the Lead registrant

- Check the ECHA 2013 dedicated page:
  http://www.echa.eu/web/guest/reach-2013

> General tips to prepare your registration

> Key documents

> SME support

> Find out your role

> IT-Tools

5 minute check before submitting your dossier:

- Tonnage Band DOSSIER
- TCC tool DOSSIER
- Fee calculation plug-in DOSSIER
- Company size REACH-IT
- VAT number REACH-IT
- Billing address REACH-IT

ECHA
EUROPEAN CHEMICALS AGENCY

Thank You!

Alexis Quintana-Sáinz
alexis.quintana-sainz@echa.europa.eu