

Practical tips for SMEs

11 June 2012

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- How to get started
- Building the dossier in IUCLID
- Important steps in REACH-IT
- Key ideas

How to get started



Registration deadlines



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

Query results | Section tree

REACH Registration above 1000 tonnes

- + 0 Related Information
- + 1 General Information
- + 2 Classification and Labelling
- + 3 Manufacture, use and exposure
- + 4 Physical and chemical properties
- + 5 Environmental fate and pathways
- + 6 Ecotoxicological Information
- + 7 Toxicological information
- + 8 Analytical methods
- + 11 Guidance on safe use
- + 12 Literature search
- + 13 Assessment Reports

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

Member

Query results | Section tree

REACH Registration member of a joint sub

- + 0 Related Information
- + 1 General Information
- + 2 Classification and Labelling
- + 3 Manufacture, use and exposure
- + 4 Physical and chemical properties
- + 5 Environmental fate and pathways
- + 6 Ecotoxicological Information
- + 7 Toxicological information
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- + 13 Assessment Reports

Building the dossier in IUCLID

The screenshot shows the IUCLID software interface. The left navigation pane has a tree view with '1.1 Identification' circled in red. The main window displays the 'Substance identification' section with fields for Chemical name (Benzene), Public name (Benzene), Legal entity flags, Legal entity (European Chemicals Agency / Helsinki / Finland), Third party flags, and Third party. Below this is the 'Role in the supply chain' section with Role flags and a role selection area where 'Manufacturer' is checked. The 'Reference substance' section is circled in red and contains a table with the following data:

EC number	EC name
200-753-7	benzene
CAS number	CAS name
71-43-2	benzene
IUPAC name	benzene

Below the reference substance table is the 'Type of substance' section with dropdown menus for Composition (mono constituent substance) and Origin (organic).

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



Building the dossier in IUCLID

Substance: Benzene / Benzene / benzene / benzene / 71-43-2 / European Chemicals Agency / Helsinki / Finland

Substance composition

Name: Benzene

Brief description: Mono constituent

Composition ID: L-c3431c64-95ba-4f9e-b1fc-1cf24d2ee19e

Degree of purity: 99.8 % (w/w)

Constituents: > 99.8 % (w/w)

- Composition and Analytical Data are company specific

Substance: Benzene / Benzene / benzene / benzene / 71-43-2 / European Chemicals Agency / Helsinki / Finland

Analytical information

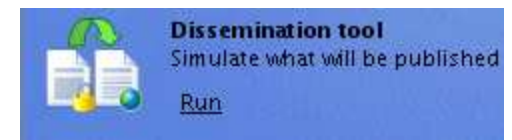
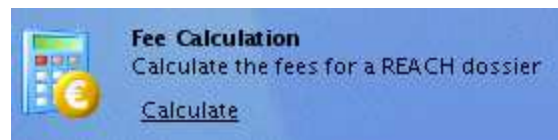
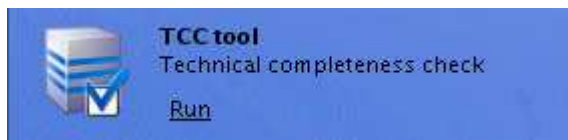
Analytical methods and spectral data: Description of analytical methods is provided in the attachment.

Optical activity: Analytical_methods.doc / 32.5 KB

Results of analysis: GC

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

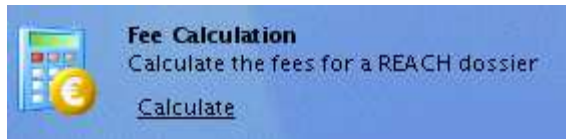


TCC plug-in



- 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



- You will be able to:
 - Simulate the fee applicable for your submission
 - Find potential mistakes in your dossier:
 - Unintended 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

Home > Organization Information

Company Information | Billing information | Contacts | Third party representatives

General information

Party Name	San Pelayo S.A.
UUID	IUC5-585e45bf-01e9-4809-ab47-f54f7837d1c2
D-U-N-S number:	
VAT number:	ES-000-000-000
Remarks:	

Company size

Company size:	Large
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General contact information

Phone:	12345678
Fax:	
E-mail:	
Company web site:	

Company address

Street:	San Pelayo
Street 2:	
Postal code:	00000
City / Town:	Labastida
Region / County:	
Country:	Spain
Postal address:	

Name change history

Party name	Update date	Document supporting change
No Records Found		

Update | Back to home

Check that your VAT number is correct

- In REACH-IT:
Home
→ Company
→ View

Home > Organization Information

Company Information | Billing information | Contacts | Third party representatives

General information

Party Name	San Pelayo S.A.
UUID	IUC5-585e45bf-01e9-4809-ab47-f54f7837d1c2
D-U-N-S number:	
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Company size:	Large
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General contact information

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Street:	San Pelayo
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Postal code:	00000
City / Town:	Labastida
Region / County:	
Country:	Spain
Postal address:	

Name change history

Party name	Update date	Document supporting change
<i>No Records Found</i>		

Update | Back to home

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

- In REACH-IT:
 - Home
 - Company
 - View
 - Billing Information

Home > Billing Information

Company Information | **Billing information** | Contacts | Third party representatives

Billing information

Billing organisation name: San Pelayo S.A.

Fax:

Billing address

Street: San Pelayo

Street 2:

Postal code: 00000

City / Town: Labastida

Region / County:

Country: Spain

Postal address:

Language

Language: English (en)



Keep updated your contacts information

Company Information | **Billing information** | Contacts | Third party representatives

Your data has been saved

[Add new contact](#)

Select	First Name	Last Name	Phone	Email	Contact Type(s)
<input type="radio"/>	Alexis	Quintana-Sáinz	1234567	alexis.quintana-sainz@echa.europa.eu	Joint Submission

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



> Find out your role



> Key documents



> IT-Tools



> SME support

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

Thank You!

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