

Overview of Dossier Creation and Submission

How to Prepare and Submit
Member Dossier Webinar
5th March 2013

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ECHA



Agenda

Overview of the dossier creation & submission

- Information requirements
- Dossier creation (wizard)
- Verifying the dossier before submission (plug-ins)
- Confirming membership in REACH-IT
- Submitting the member dossier
- Latest IUCLID version

Preparing and submitting dossiers

- Webinars:
 - General principles of dossier preparation and submission

http://echa.europa.eu/web/guest/view-article/-/journal_content/2dff7a95-55f4-440d-82b6-a7b615d2b7af

- Manuals:
 - Industry User Manual 6. Dossier Submission

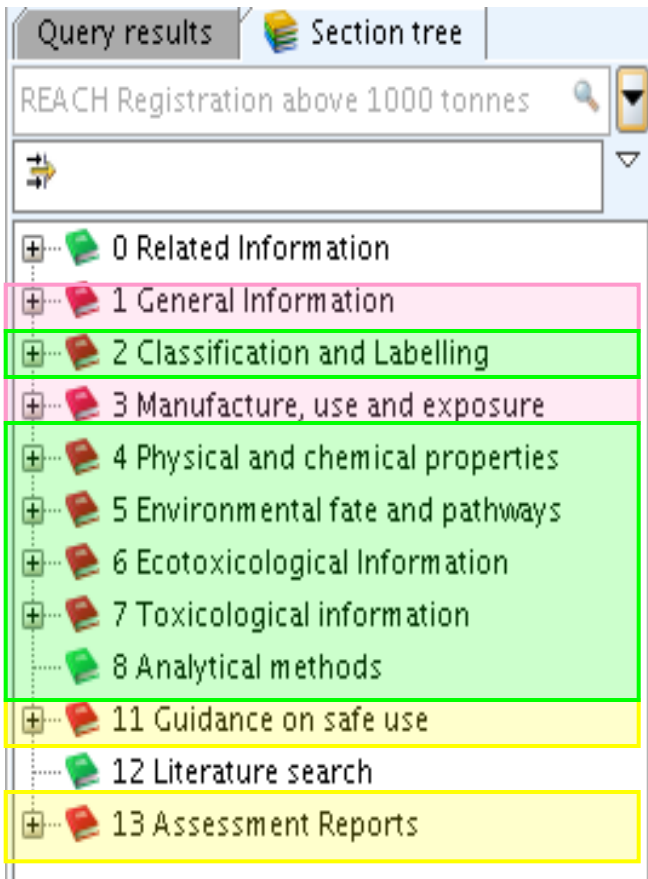
http://echa.europa.eu/documents/10162/13654/ium6_dossier_submission_en.pdf

Information Requirements



Information Requirements

Lead



Query results | Section tree

REACH Registration above 1000 tonnes

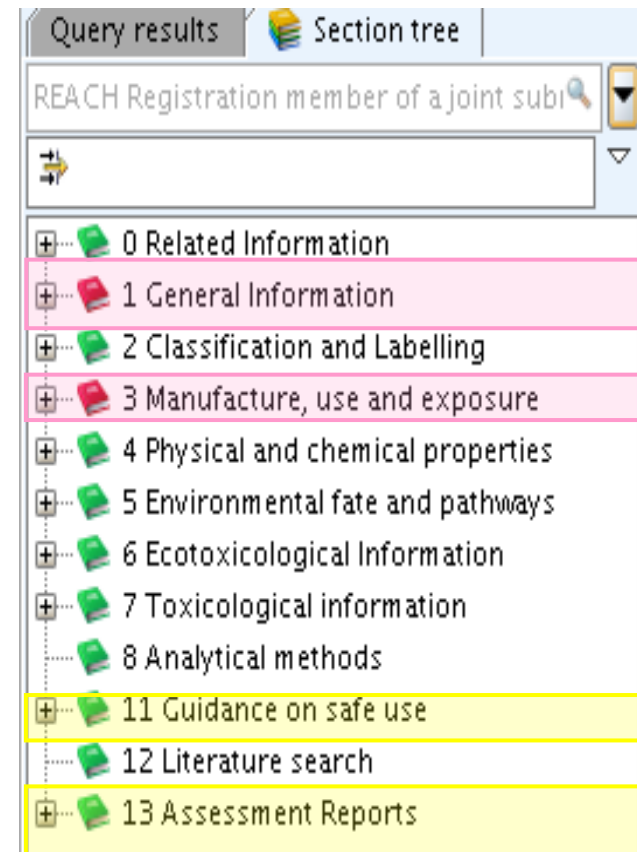
- + 0 Related Information
- + 1 General Information
- + 2 Classification and Labelling
- + 3 Manufacture, use and exposure
- + 4 Physical and chemical properties
- + 5 Environmental fate and pathways
- + 6 Ecotoxicological Information
- + 7 Toxicological information
- + 8 Analytical methods
- + 11 Guidance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

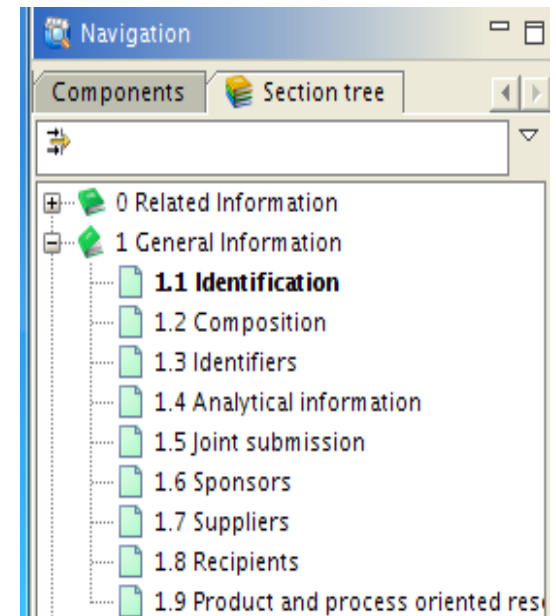
REACH Registration member of a joint sub

- + 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
- + 8 Analytical methods
- + 11 Guidance on safe use
- + 12 Literature search
- + 13 Assessment Reports

What is needed in a Member Registration Dossier

Section 1 – General Information

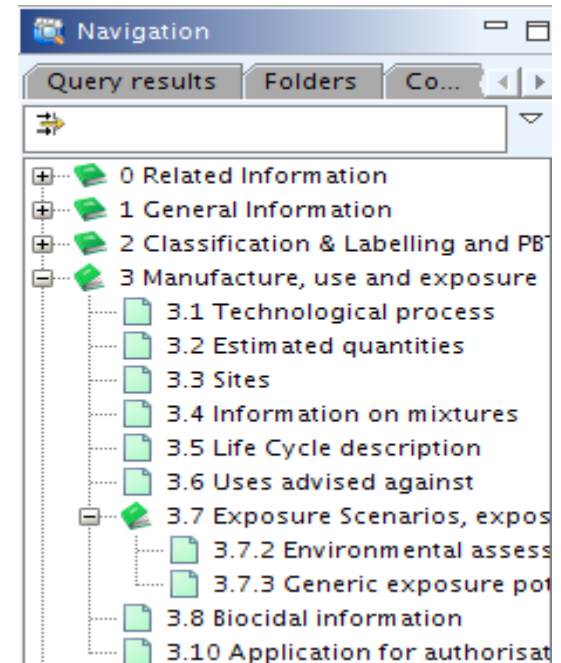
- 1.1 – Identification
- 1.2 – Composition
- 1.3 - Identifiers
- 1.4 – Analytical information
- 1.7 – Suppliers (solely for only reps)



What is needed in a Member Registration Dossier

Section 3 – Manufacture, Use, and Exposure

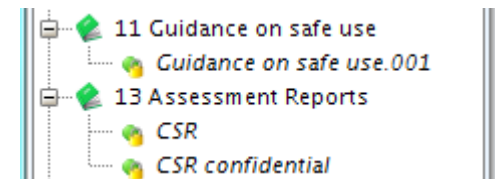
- 3.1 – Technological Process
- 3.2 – Estimated quantity to register
- 3.3 – Sites
- 3.4 – Information on Mixtures
- 3.5 – Life Cycle Description
- 3.6 – Uses Advised against
- 3.7 – Exposure Scenarios



What is needed in a Member Registration Dossier

Section 11 – Guidance on Safe Use

- Yes – If Lead not providing
- No – If provided by Lead



Section 13 – Chemical Safety Report

- Yes – If Lead not providing
- No – If provided by Lead



Dossier Creation Wizard



Dossier creation

Raw data-base
Enter/edit data



The screenshot displays the IUCLID 5 Test version 5.2.1.C-C software interface. The main window is titled "Substance: (Z)-11-Tetradecenal / (Z)-tetradec-11-enal / Z-Tetradec-11-enal / 11-Tetradecenal, (11Z)- / 35237-...". The interface is divided into several sections:

- Substance identification:** Fields for Chemical name (Z)-11-Tetradecenal, Public name, Legal entity flags, Legal entity (European Chemicals Agency), Third party flags, and Third party.
- Role in the supply chain:** Role flags and Role (checked: Manufacturer, unchecked: Importer, unchecked: Only representative).
- Reference substance:** Fields for EC number (252-455-1), EC name (Z)-tetradec-11-enal, CAS number (35237-64-0), CAS name (11-Tetradecenal, (11Z)-), IUPAC name, and Z-Tetradec-11-enal.
- Information:** Fields for Type (Substance), UUID (IUCS-6fc741af-ab3b-41db-b766-d9fa854cc7df), and Dossier UUID (0). There are also checkboxes for Sealed, Copy protected, and Subset of original.

A context menu is open over the "Create dossier..." option in the left-hand "Query results" list. The menu items are:

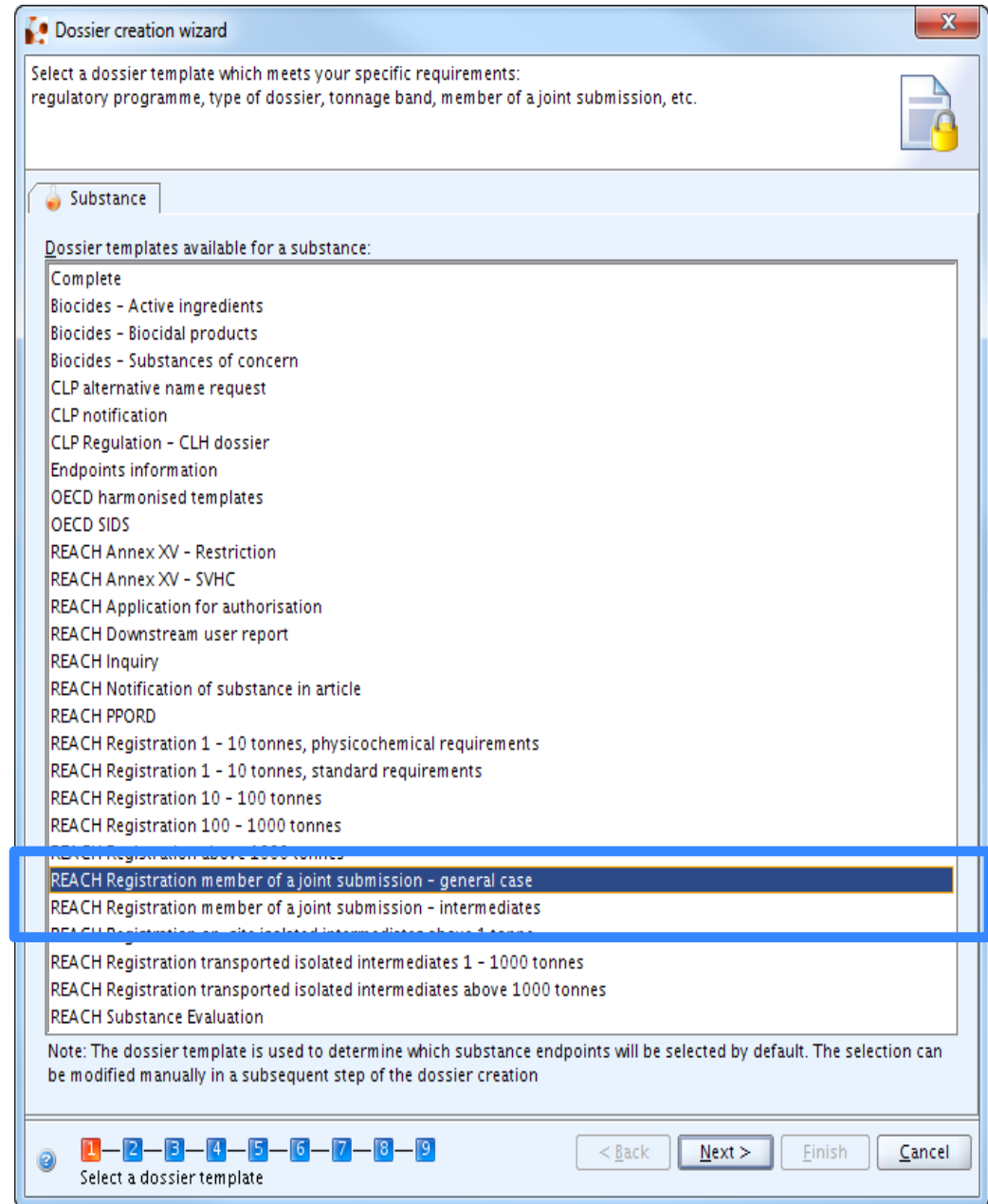
- Open (Enter)
- Print...
- Export...
- Create dossier...**
- Generate CSR
- Run TCC...
- Delete... (Delete)

Dossier creation wizard

Step 1.

Select: member of a joint submission template

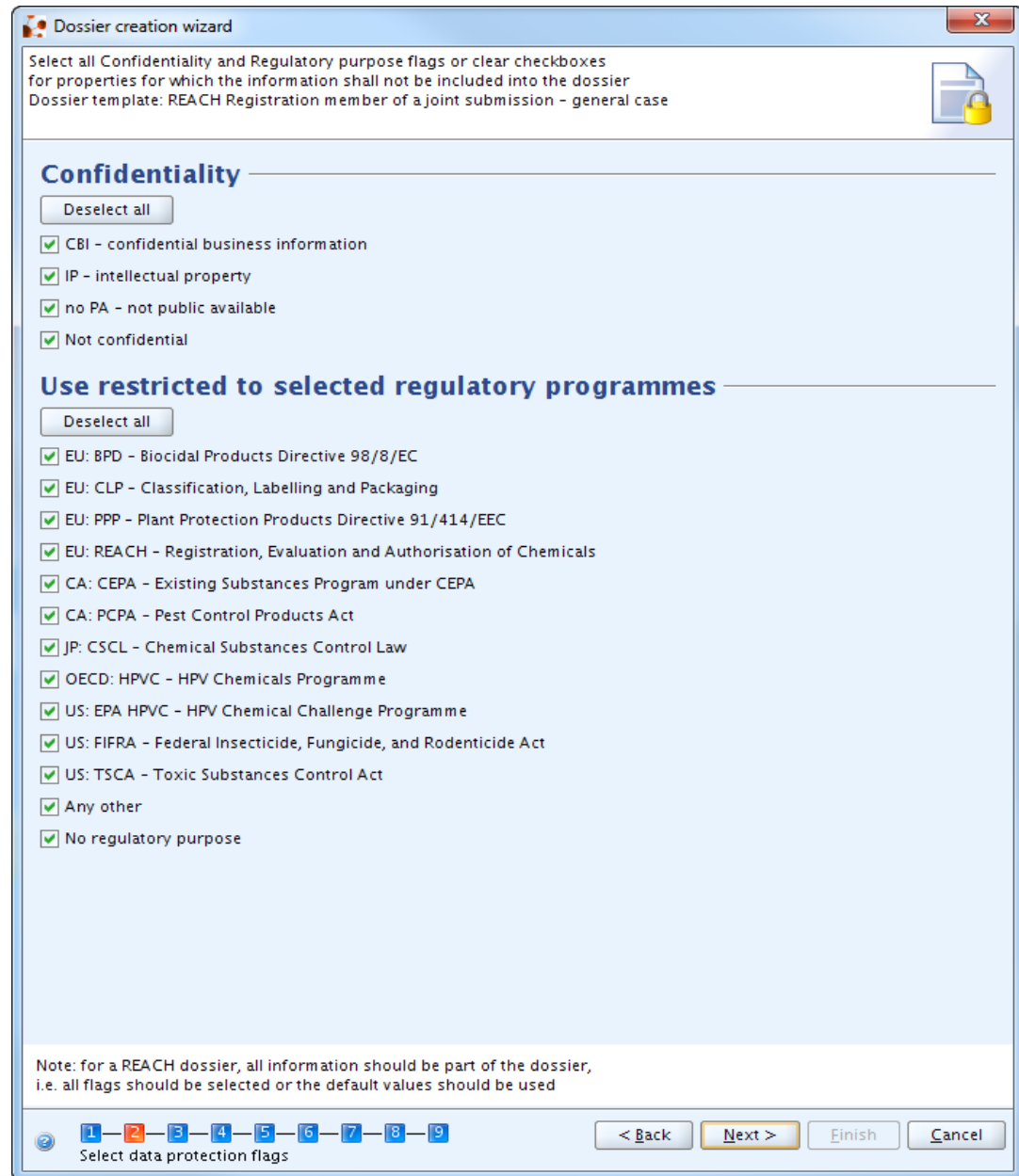
- general case
- intermediates



Dossier creation wizard

Step 2.

We suggest that you select all the flags



Dossier creation wizard

Select all Confidentiality and Regulatory purpose flags or clear checkboxes for properties for which the information shall not be included into the dossier
Dossier template: REACH Registration member of a joint submission - general case

Confidentiality

Deselect all

- CBI - confidential business information
- IP - intellectual property
- no PA - not public available
- Not confidential

Use restricted to selected regulatory programmes

Deselect all

- EU: BPD - Biocidal Products Directive 98/8/EC
- EU: CLP - Classification, Labelling and Packaging
- EU: PPP - Plant Protection Products Directive 91/414/EEC
- EU: REACH - Registration, Evaluation and Authorisation of Chemicals
- CA: CEPA - Existing Substances Program under CEPA
- CA: PCPA - Pest Control Products Act
- JP: CSCL - Chemical Substances Control Law
- OECD: HPVC - HPV Chemicals Programme
- US: EPA HPVC - HPV Chemical Challenge Programme
- US: FIFRA - Federal Insecticide, Fungicide, and Rodenticide Act
- US: TSCA - Toxic Substances Control Act
- Any other
- No regulatory purpose

Note: for a REACH dossier, all information should be part of the dossier, i.e. all flags should be selected or the default values should be used

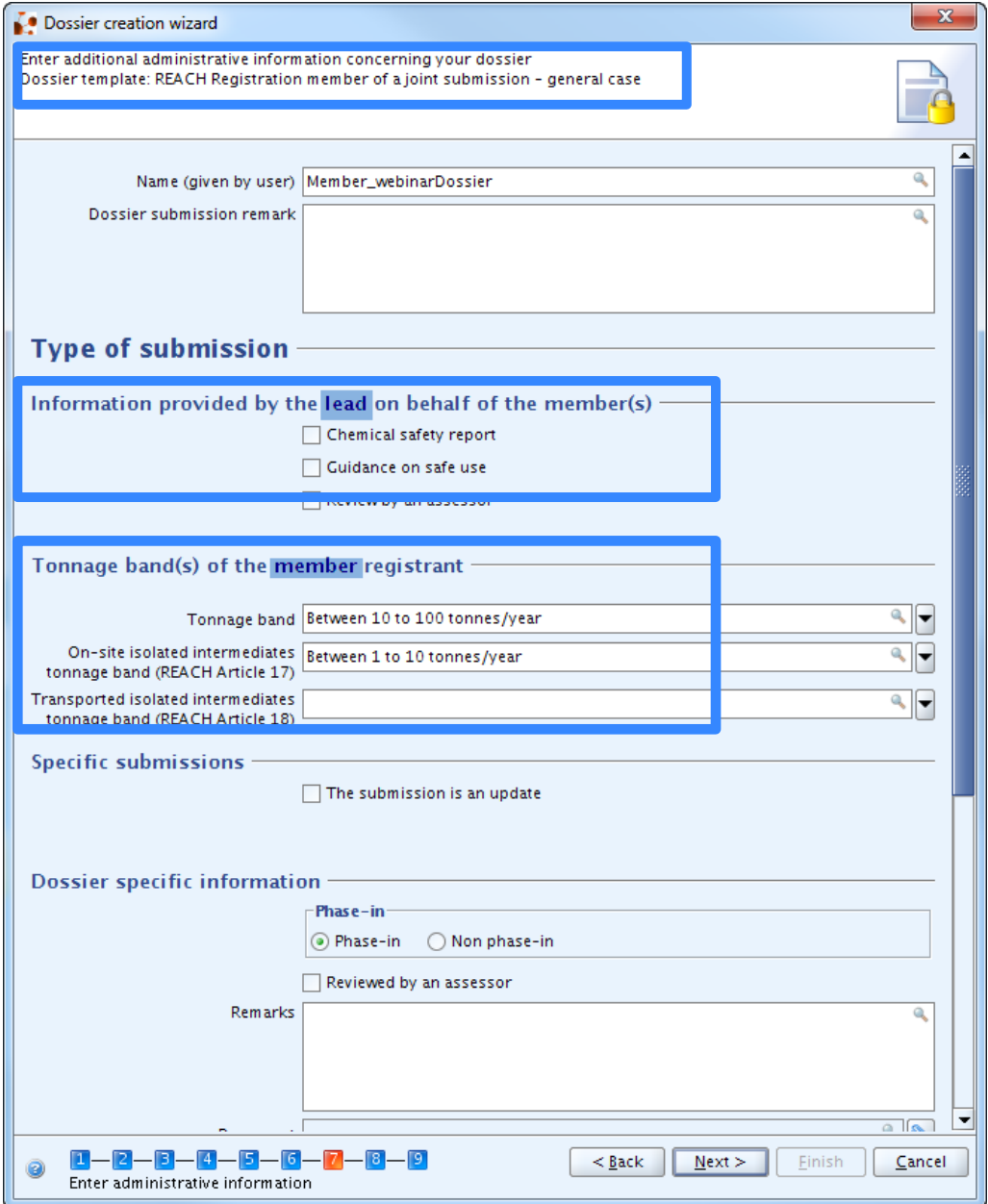
1 2 3 4 5 6 7 8 9
Select data protection flags

< Back Next > Finish Cancel

Dossier creation wizard

Step 7.

Select the Dossier Header information and define your tonnage band



Dossier creation wizard

Enter additional administrative information concerning your dossier
Dossier template: REACH Registration member of a joint submission - general case

Name (given by user) Member_webinarDossier

Dossier submission remark

Type of submission

Information provided by the **lead** on behalf of the member(s)

- Chemical safety report
- Guidance on safe use
- Review by an assessor

Tonnage band(s) of the member registrant

Tonnage band Between 10 to 100 tonnes/year

On-site isolated intermediates tonnage band (REACH Article 17) Between 1 to 10 tonnes/year

Transported isolated intermediates tonnage band (REACH Article 18)

Specific submissions

- The submission is an update

Dossier specific information

Phase-in

Phase-in Non phase-in

- Reviewed by an assessor

Remarks

1 2 3 4 5 6 7 8 9
Enter administrative information

< Back Next > Finish Cancel

Verifying dossier before submission



Verifying the Dossier Before Submission

Plug-ins to use:



TCC plug-in



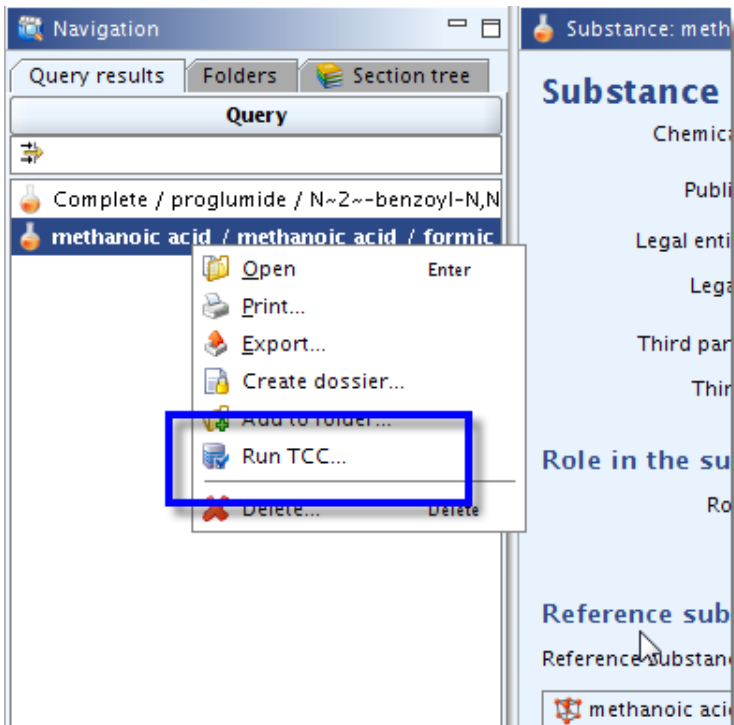
Dissemination plug-in



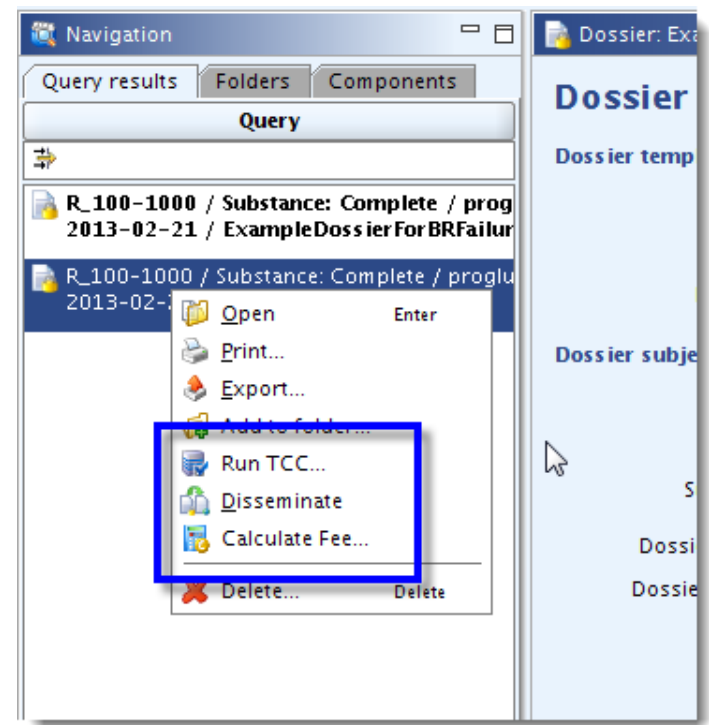
Fee Calculator

- Available for free from the IUCLID5 website
- Use the latest version

How to run the plug-ins: substance dataset



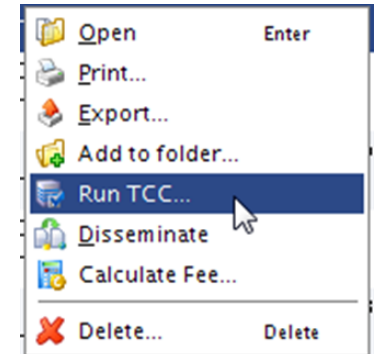
final dossier



- Right click on the substance/dossier and select the plug-in

The TCC plug-in

- Checks most of the Business Rules
- Simulates the Technical Completeness Check
- Verifies if minimum requirements are fulfilled
 - Checks relevant sections and endpoints based on tonnage band
- Two different results
 - Warning
 - Failure
- Can be run on the substance dataset or on dossier



Run the TCC plug-in: Check that you have the latest version



Run the TCC plug-in: Filter rules

Technical completeness check

Please ensure that you use the plug-in on the final dossier and correct all reported Technical Completeness Check and Business Rules failures before submitting your information to ECHA. Using the tool on the final dossier is vital for you to avoid failures.

Business Rules (2) Dossier Quality Assistant (10)

Technical Completeness Check (17)

Filter: Show all with type failure, warning

Section number	Section name	Document name	Failure description	Type
Section 2.1	GHS		Section 2.1 is invalid or missing	TCC failure
Section 2.1	GHS, (2), Specific target organ toxicity - single (1)		Neither a 'Hazard category' and a 'Hazard statement' nor a 'Reason for no classification' is given for 'Specific target organ toxicity - single' in section GHS. If a classification is given, the 'Affected organs' must be indicated.	TCC failure
Section 2.1	GHS, (3), Specific target organ toxicity - single (1)		Neither a 'Hazard category' and a 'Hazard statement' nor a 'Reason for no classification' is given for 'Specific target organ toxicity - single' in section GHS. If a classification is given, the 'Affected organs' must be indicated.	TCC failure
Section 2.1	GHS, (4), Specific target organ toxicity - single (1)		Neither a 'Hazard category' and a 'Hazard statement' nor a 'Reason for no classification' is given for 'Specific target organ toxicity - single' in section GHS. If a classification is given, the 'Affected organs' must be indicated.	TCC failure

TCC engine version: 7.00 Business rules version: 2.2.10 Completeness rules version: 2.2.8

1—2—3 Results

< Back Next > Finish Cancel

Run the TCC plug-in: When no failures are found

When no TCC or BR failures are found in the dossier or on the substance dataset, this is reported by the following disclaimer messages:

The screenshot shows the 'Technical completeness check' window. At the top, it says 'Please ensure that you use the plug-in on the final dossier and correct all reported Technical Completeness Check and Business Rules failures before submitting your information to ECHA. Using the tool on the final dossier is vital for you to avoid failures.' Below this, there's a 'Business Rules' section with a 'Technical Completeness Check' button and a 'Dossier Quality Assistant (16)' indicator. A filter dropdown is set to 'Show all' and a 'with type' dropdown is set to 'failure, warning'. The main area contains a table with two rows, both circled in blue. The first row is a 'TCC disclaimer' and the second is a 'BR disclaimer'. At the bottom, version information is shown: 'TCC engine version: 7.00', 'Business rules version: 2.2.10', and 'Completeness rules version: 2.2.8'. Navigation buttons include '< Back', 'Next >', 'Finish', and 'Cancel'.

Section number	Section name	Document name	Failure description	Type
Rules for lead registration dossier between 100 and 1000 tonnes			Your dossier/substance dataset is considered as complete for the indicated tonnage band. However, please note that the completeness check performed by ECHA might include additional checks as for instance the relationship with other dossiers (e.g. lead versus member). These additional checks could potentially lead to different conclusions from those indicated by this tool. The use of the TCC tool is without prejudice to the obligation to submit a dossier that fulfils all relevant legal requirements.	TCC disclaimer
			No BR failures were detected by the plug-in. Please note that some of the business rules can only be checked at dossier level. Also note that due to technical reasons, the BR check performed by the plug-in does not cover all business rules checked at ECHA.	BR disclaimer

Run the TCC plug-in:

New feature: Dossier Quality Assistant

Technical completeness check

The Dossier Quality Assistant helps registrants to detect technical inconsistencies in the information provided in their dossiers. These inconsistencies are reported as Quality rules and Substance Identity rules. Please note that this tool does not carry out a full assessment of the adequacy of the information provided.

Business Rules
Technical Completeness Check

Dossier Quality Assistant (16)

Filter: Show all with type failure, warning

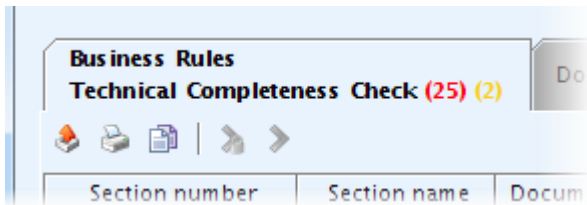
Section number	Section name	Document name	Failure description	Type
			Quality concerns have been detected for this substance dataset / dossier. You are advised to revise the sections corresponding to the warning messages as they may trigger follow-up actions from ECHA.	Dossier Quality disclaimer
Section 1.4	Analytical information		Warning in Substance Identity Rule SID024	Substance Identity warning
Section 1.4	Analytical information		Section 1.4: For each substance, the analytical information must be sufficient to enable each substance to be identified and quantified.	Substance Identity warning

Dossier Quality rules version: 1.0.0 Substance identity rules version: 1.2.2

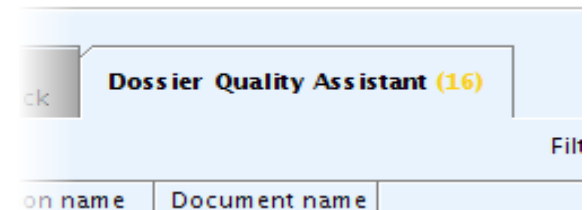
1-2-3 Results

< Back Next > Finish Cancel

The TCC plug-in



- **BR and TCC failure** → Dossier fails BR and TCC in REACH-IT
- **BR and TCC warning** is not an indication of that your dossier will fail the Business Rules and Technical Completeness Check, but it suggests that some information that should normally be in your registration dossier is missing.
- **BR and TCC disclaimer** no BR and TCC failures found



- **Dossier Quality warnings** are recommendations on how to improve the consistency of the selected information
- **Substance Identity warnings** are recommendations on how to improve the consistency of the reported substance identity information

Run the Fee Calculation plug-in

Fee Calculation Assistant

Dossier Template: REACH Registration member of a joint submission - general case
Dossier Subject: Complete / p-(1,1-dimethylheptyl)phenol / 4-(1,1-dimethylheptyl)phenol / 30784-30-6 / Alfa / Alfa / Austria

Selected Values

Company Size: SME-Medium
Update info: N/A
Dangerous Substance: N/A

Fee Amounts Description (Joint Submission)









No	Fee Description	Fee Amount	Select
1	Fee for registration of substances in the range 10 to 100 tonnes	€2,258.00	<input checked="" type="checkbox"/>
2	Fee for registration of on-site intermediates	€840.00	<input checked="" type="checkbox"/>

Total Amount: €3,098.00

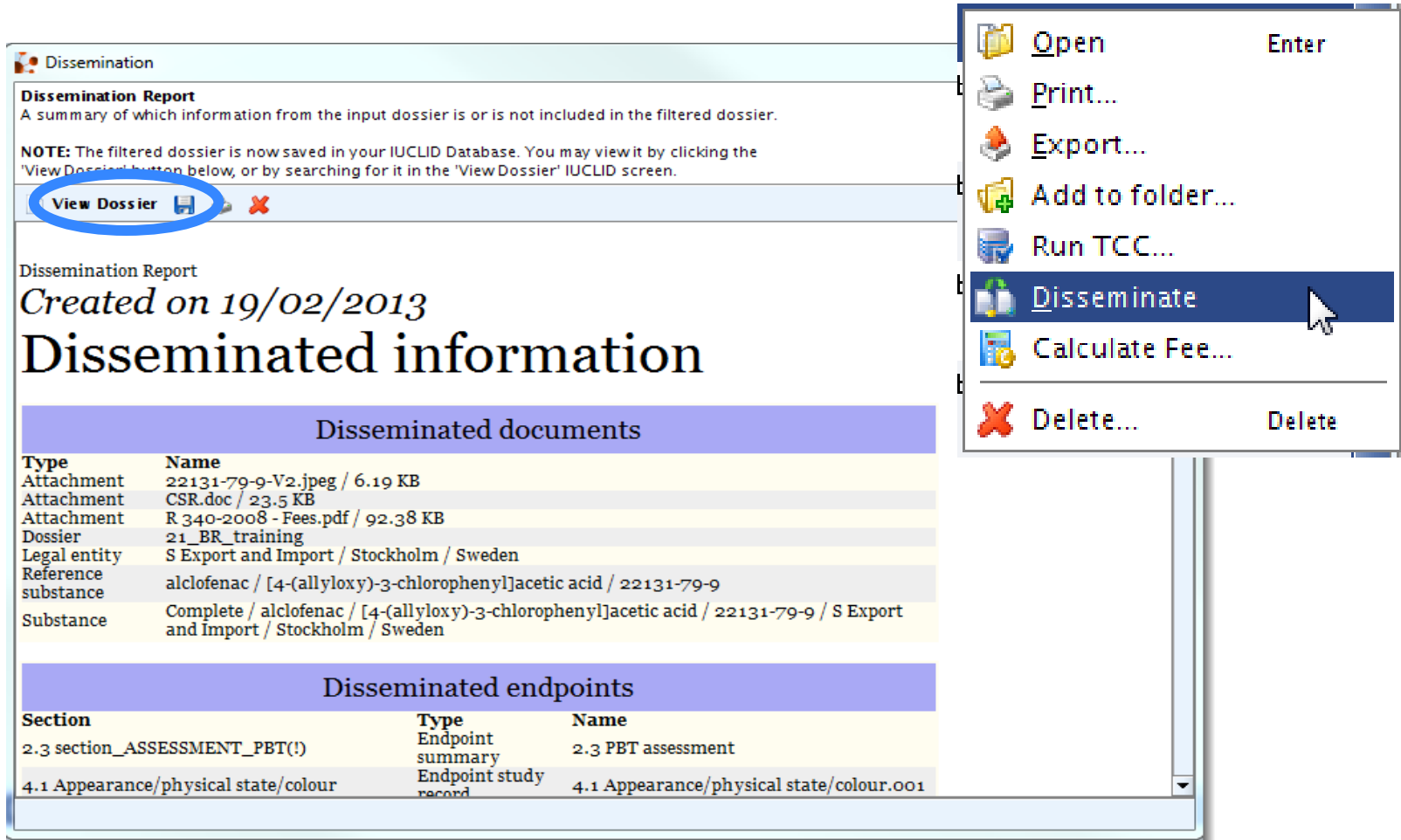
Disclaimer: Please note that this plug-in provides only preliminary estimates of the amounts charged in connection with registrations and PPORD notifications according to Article 74 of Regulation (EC) No 1907/2006 and Regulation (EC) No 340/2008. The amount estimated by this plug-in takes into account only the fees specified in Section 1 of the plug-in User Manual as they were laid down at the time of the publication of this plug-in. ECHA shall not be held liable for any differences between the estimated amount and the amount charged in the actual invoice.

1 — 2 — 3 — 4
Fee Amounts

< Back Next > Finish Cancel

-  **O**pen Enter
-  **P**rint...
-  **E**xport...
-  **A**dd to folder...
-  **R**un TCC...
-  **D**isseminate
-  **C**alculate Fee...
-  **D**elete... Delete

Run the Dissemination plug-in



Dissemination Report
A summary of which information from the input dossier is or is not included in the filtered dossier.

NOTE: The filtered dossier is now saved in your IUCLID Database. You may view it by clicking the 'View Dossier' button below, or by searching for it in the 'View Dossier' IUCLID screen.

View Dossier [Icon] [Close]

Dissemination Report
Created on 19/02/2013

Disseminated information

Disseminated documents

Type	Name
Attachment	22131-79-9-V2.jpeg / 6.19 KB
Attachment	CSR.doc / 23.5 KB
Attachment	R_340-2008 - Fees.pdf / 92.38 KB
Dossier	21_BR_training
Legal entity	S Export and Import / Stockholm / Sweden
Reference substance	alclofenac / [4-(allyloxy)-3-chlorophenyl]acetic acid / 22131-79-9
Substance	Complete / alclofenac / [4-(allyloxy)-3-chlorophenyl]acetic acid / 22131-79-9 / S Export and Import / Stockholm / Sweden

Disseminated endpoints

Section	Type	Name
2.3 section_ASSESSMENT_PBT(!)	Endpoint summary	2.3 PBT assessment
4.1 Appearance/physical state/colour	Endpoint study record	4.1 Appearance/physical state/colour.001

Context Menu:

- Open (Enter)
- Print...
- Export...
- Add to folder...
- Run TCC...
- Disseminate** (highlighted)
- Calculate Fee...
- Delete... (Delete)

Dossier export

Dossier database
Snapshot

The screenshot displays the IUCLID 5 Test version 5.2.1.C software interface. The main window is titled "Dossier: Training1" and shows a "Dossier header" section with fields for Name, Version, Name (given by user), Dossier subject, Public name, Submitting legal entity, Dossier creation date/time, and Dossier submission remark. Below this is the "Type of submission" section with checkboxes for "used in category" and "Joint submission". The "Information" section at the bottom shows fields for Type, UUID, and Dossier UUID, along with checkboxes for "Sealed", "Copy protected", and "Subset of original".

A context menu is overlaid on the interface, listing the following actions:

- Open (Enter)
- Print...
- Export...
- Generate CSR
- Run TCC...
- Disseminate
- Delete... (Delete)

Confirming membership in REACH-IT

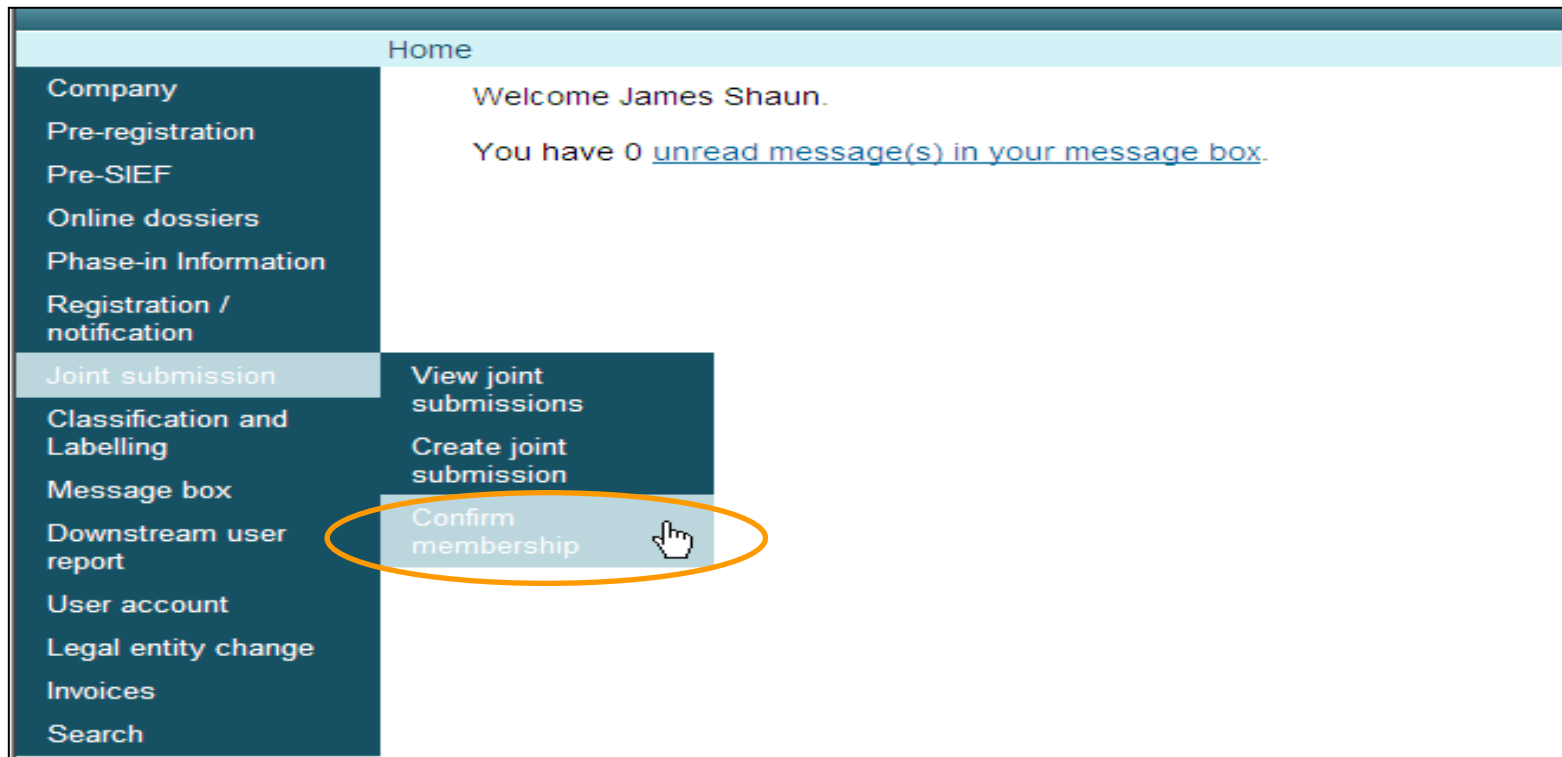


Confirming membership of the Joint Submission

- As a member registrant you need to confirm your membership in the Joint Submission in REACH-IT
- In order to join a Joint Submission you need the exact name of the joint submission and the security token (access code). This information needs to be provided to you by the Lead registrant of the Joint Submission

Confirming membership of the Joint Submission

Step 1: Select confirm membership



Confirming membership of the Joint Submission

Step 2: Provide exact name and token of the JS

Home > Confirm Membership > Security Token

Token Contacts Representative Validation

Please enter the name and the security token of the joint submission for which you wish to confirm membership

Fields marked with an asterisk (*) are mandatory. Hovering over a (?) sign displays help information.

* Name JS_Substance ?

* Token dbe-9af-8887-2314995840

Back to home

The most common error made is entering an incorrect joint submission name or token string. In order to avoid that, copy-paste the information provided by the lead registrant

Tokens have an expiry date of 30 days after they are issued. If you did not join during this time then ask the Lead for a new token

Confirming membership of the Joint Submission

Step 3: Select a contact name

Home > Confirm Membership > Select Contact

You are connected as [username] in detail of member | [Preferences](#)

Company **Token** Contacts **Representative** Validation

Pre-registration

Pre-SIEF [create a new contact information](#)

Online dossiers

Select	First Name	Last Name	Phone	Fax	Email	Contact Type(s)
<input type="radio"/>	James	Shaun	+44125896325		james.shaun@member1.com	Dossier Supervision

Registration / notification

Joint submission [Next >](#)

Classification and Labelling

Message box

Downstream user report

User account

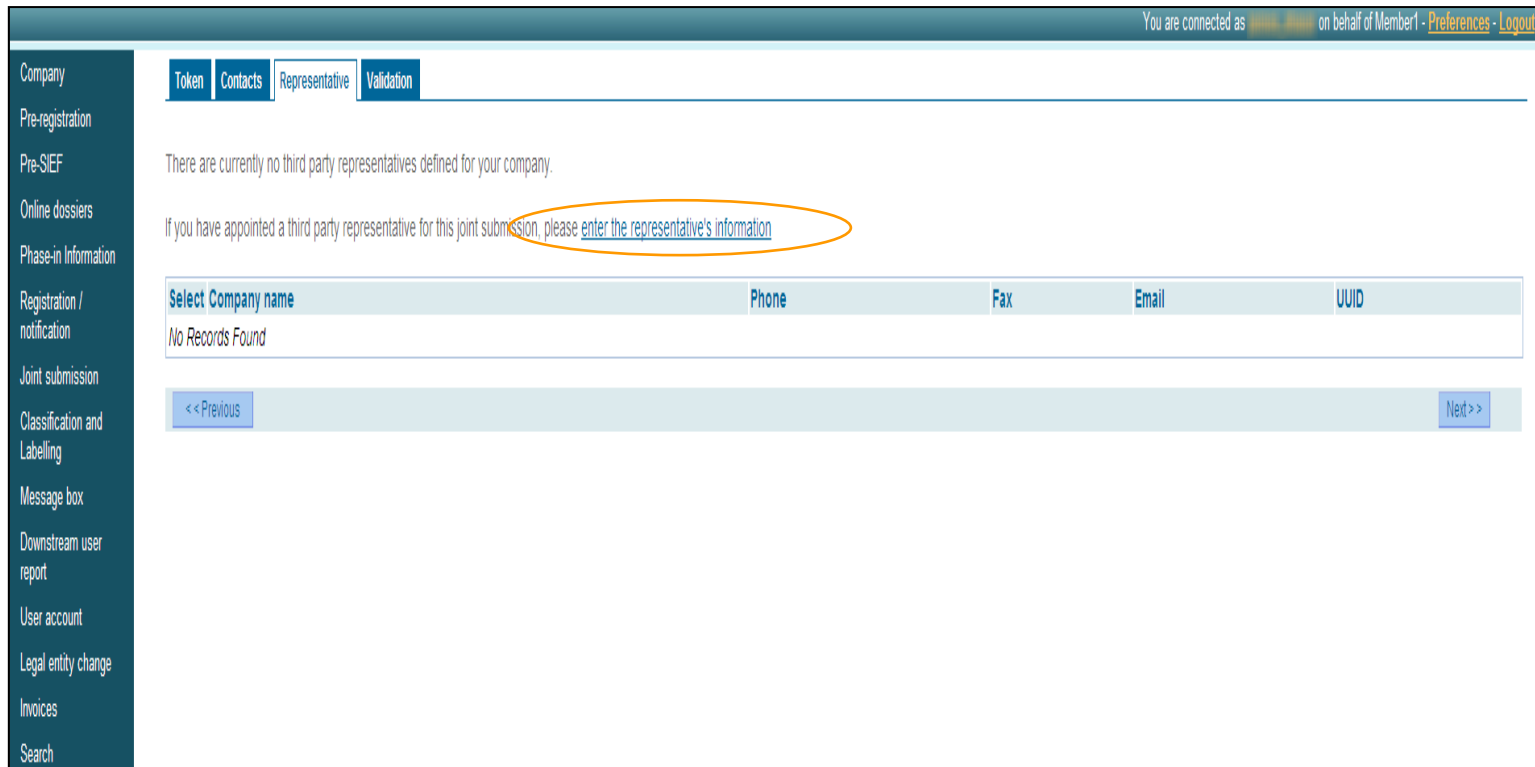
Legal entity change

Invoices

Search

Confirming membership of the Joint Submission

Step 4: Select third party representative (if any)



You are connected as [\[User Name\]](#) on behalf of Member1 - [Preferences](#) - [Logout](#)

Token **Contacts** **Representative** **Validation**

Company
Pre-registration
Pre-SIEF
Online dossiers
Phase-in Information
Registration / notification
Joint submission
Classification and Labelling
Message box
Downstream user report
User account
Legal entity change
Invoices
Search

There are currently no third party representatives defined for your company.

If you have appointed a third party representative for this joint submission, please [enter the representative's information](#)

Select Company name	Phone	Fax	Email	UUID
No Records Found				

<< Previous Next >>

Confirming membership of the Joint Submission

Step 5: Review entered information and confirm membership

Joint submission

Joint submission information

Name: JS_203-628-5

Description:

Expiry Date: 28/10/2013

Information requirements covered by the lead dossier for the Joint Submission

Tonnage band: Between 1 and 10 tonnes/year

Guidance on safe use (Section 11) provided by lead: No

Chemical safety report (Section 13) provided by lead: No

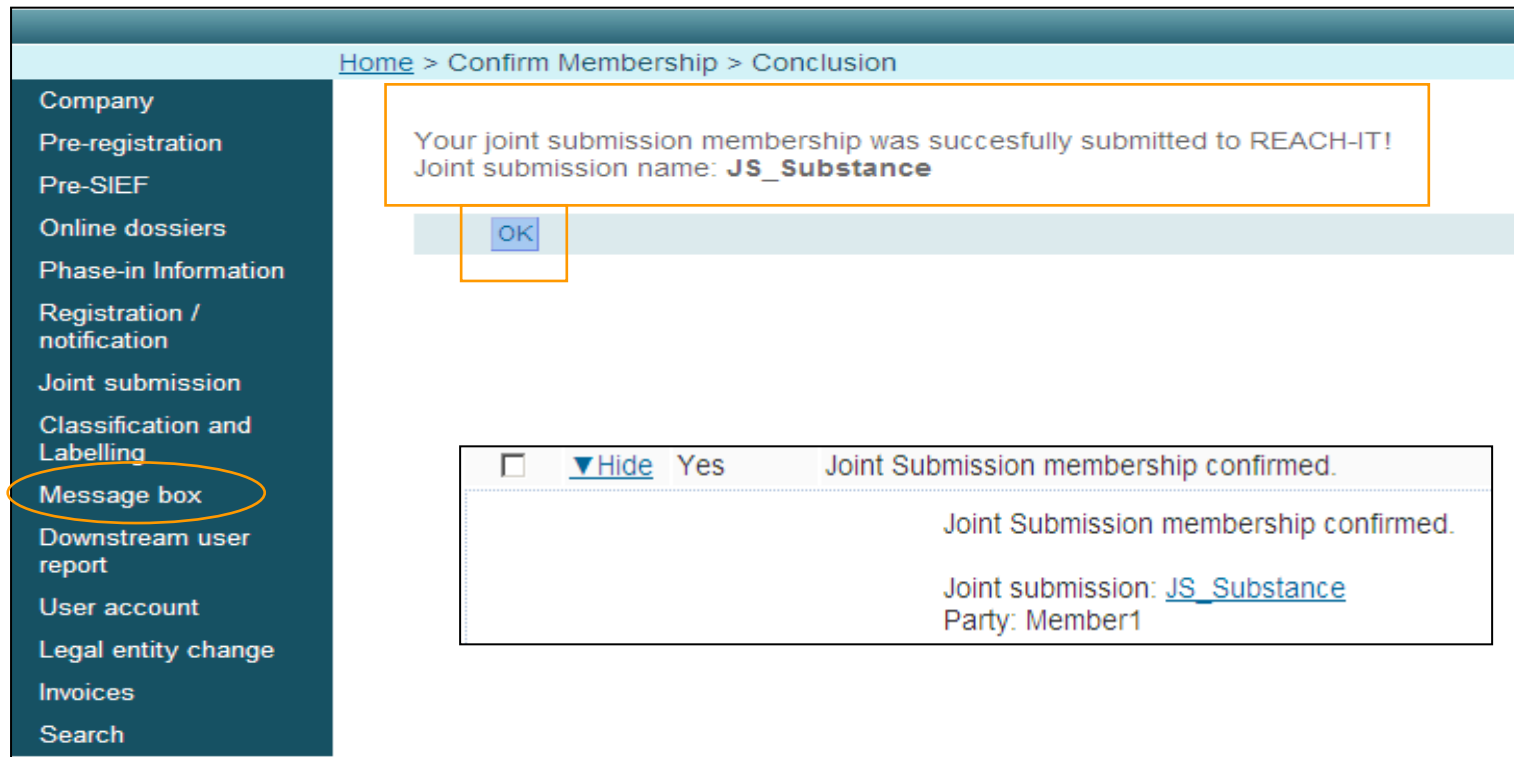
Lead Dossier information

Lead Dossier submitted:

Lead dossier has been submitted

Confirming membership of the Joint Submission

You have successfully confirmed your membership!



The screenshot shows the ECHA REACH-IT user interface. At the top, a breadcrumb trail reads "Home > Confirm Membership > Conclusion". On the left, a dark blue navigation menu lists various options: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Classification and Labelling, Message box (circled in orange), Downstream user report, User account, Legal entity change, Invoices, and Search. The main content area features a light blue banner with the text: "Your joint submission membership was successfully submitted to REACH-IT! Joint submission name: **JS_Substance**". Below this banner is a blue "OK" button. At the bottom of the main area, there is a message box with a close button, a "Hide" dropdown, and the text: "Yes Joint Submission membership confirmed. Joint Submission membership confirmed. Joint submission: [JS_Substance](#) Party: Member1".

Confirming membership of the Joint Submission

Joint Submission details

Home > View Joint Submissions > Joint Submission Details

Company
Pre-registration
Pre-SIEF
Online dossiers
Phase-in Information
Registration / notification
Joint submission
Classification and Labelling
Message box
Downstream user report
User account
Legal entity change
Invoices

[Substance identification](#) [Joint submission](#) [Contact](#) [Third party representative](#)

Substance identification

[210-032-9] triphenylarsine

EC Number	CAS Number	Name
210-032-9	603-32-7	triphenylarsine

Joint submission

Joint submission information

Name: JS_Substance
Description: Joint submission of triphenylarsine.

Third party representative

Modify Leave Cancel

Submitting dossier in REACH-IT



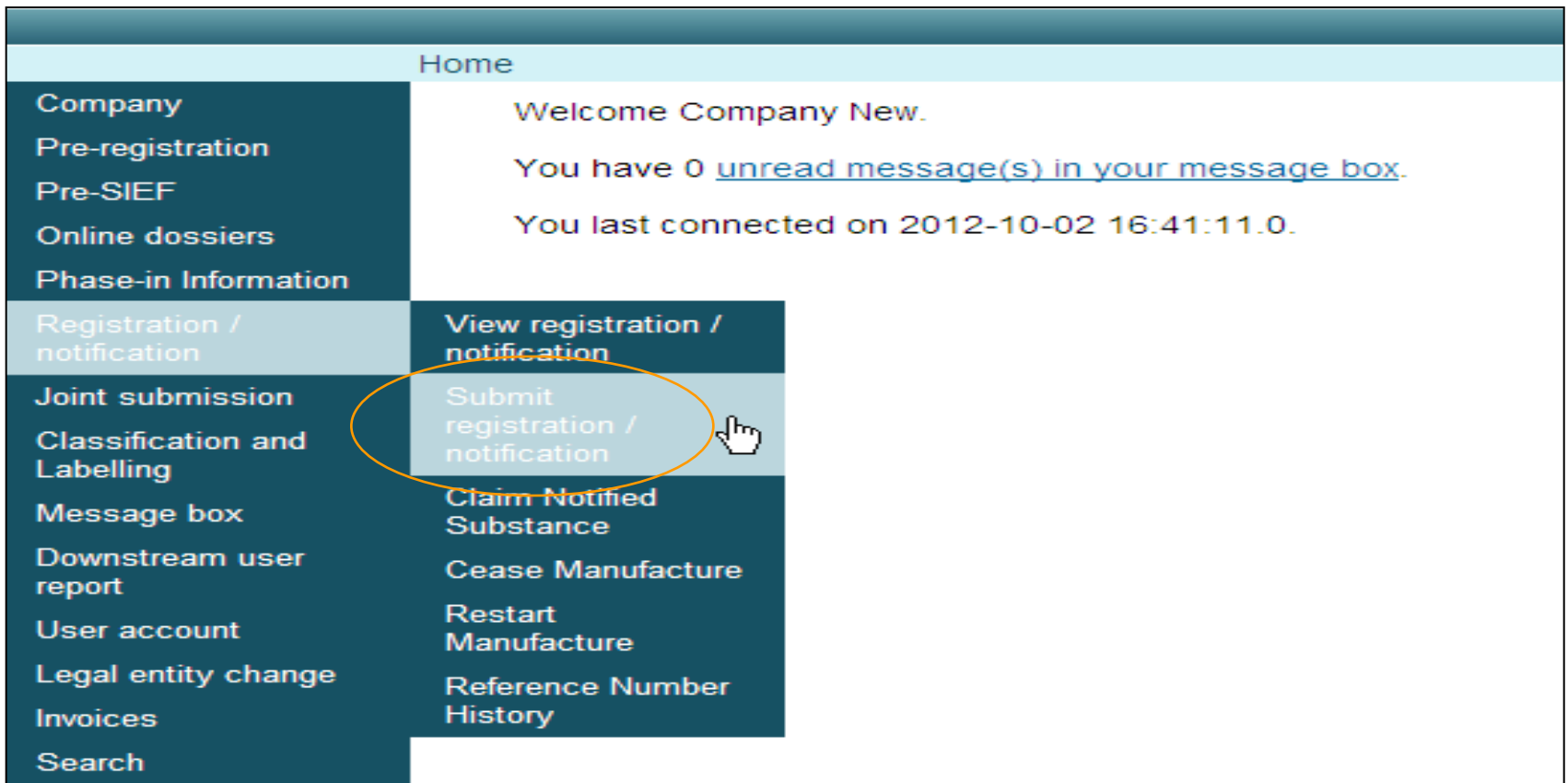
Submitting the dossier

A member may submit the member dossier:

- Only once the joint submission has been created,
- membership has been confirmed and
- the Lead has submitted the Lead dossier

Submitting the dossier

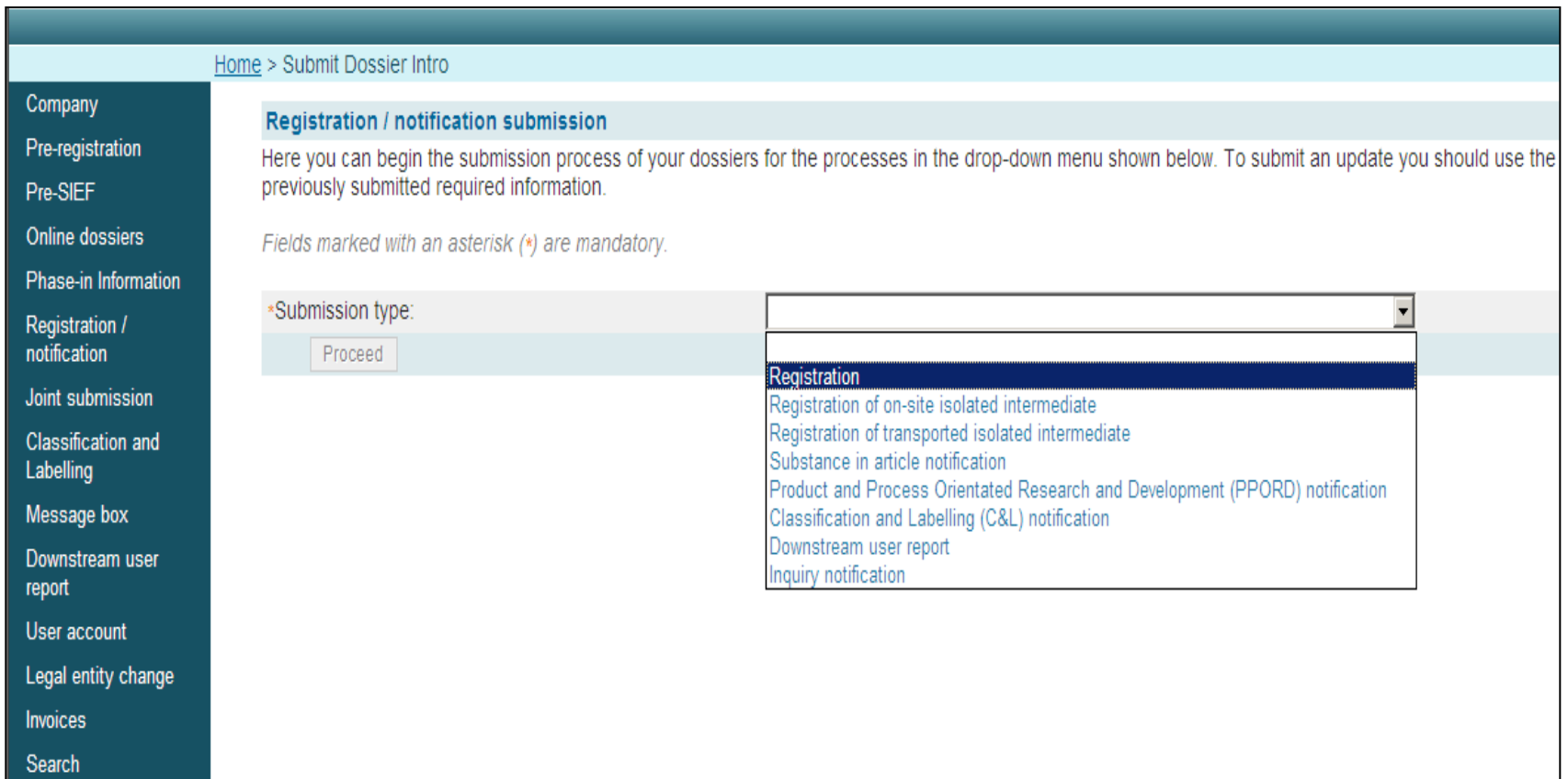
Step 1: Select Submit registration/notification



The screenshot displays the ECHA user interface. On the left is a dark teal navigation menu with the following items: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Classification and Labelling, Message box, Downstream user report, User account, Legal entity change, Invoices, and Search. The 'Registration / notification' item is highlighted in a lighter teal. To the right of the menu is the main content area, which is titled 'Home'. It contains the following text: 'Welcome Company New.', 'You have 0 [unread message\(s\) in your message box.](#)', and 'You last connected on 2012-10-02 16:41:11.0.'. Below the navigation menu, a sub-menu is visible with the following items: 'View registration / notification', 'Submit registration / notification', 'Claim Notified Substance', 'Cease Manufacture', 'Restart Manufacture', and 'Reference Number History'. The 'Submit registration / notification' item is circled in yellow and has a mouse cursor pointing to it.

Submitting the dossier

Step 2: Select the correct type of registration



The screenshot shows the ECHA registration submission interface. The breadcrumb trail is "Home > Submit Dossier Intro". The left sidebar contains a menu with the following items: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification (highlighted), Joint submission, Classification and Labelling, Message box, Downstream user report, User account, Legal entity change, Invoices, and Search. The main content area is titled "Registration / notification submission" and contains the text: "Here you can begin the submission process of your dossiers for the processes in the drop-down menu shown below. To submit an update you should use the previously submitted required information." Below this is a note: "Fields marked with an asterisk (*) are mandatory." The "Submission type:" field is a dropdown menu with a "Proceed" button next to it. The dropdown menu is open, showing the following options: Registration (highlighted), Registration of on-site isolated intermediate, Registration of transported isolated intermediate, Substance in article notification, Product and Process Orientated Research and Development (PPORD) notification, Classification and Labelling (C&L) notification, Downstream user report, and Inquiry notification.

Submitting the dossier

Step 3: Carefully read declaration and enter joint submission name

Home > Submit Dossier Intro

Registration / notification submission

Here you can begin the submission process of your dossiers for the processes in the drop-down menu shown below. To submit an update you previously submitted required information.

Fields marked with an asterisk () are mandatory.*

*Submission type:	Registration
Purchase order:	
*Declaration:	<input checked="" type="checkbox"/> The submitting party declares the information above is correct and the company size to be calculated according to Annex to Commission Recommendation 2003/361/EC concerning the definition of micro, small and medium-sized enterprises. The submitting party also declares that, following careful verification, the substance subject of the present registration/ notification is appropriate for registration/ notification under Regulation (EC) No 1907/2006
Please be aware that, in accordance with Article 119 of the REACH Regulation, certain information from the registration dossier will be disseminated to the public. A Dissem plugin (available from http://iuclid.echa.europa.eu) to preview which information will be published.	
Joint submission	
Related to a joint submission:	<input checked="" type="checkbox"/>
*Joint submission name:	JS_Substance
<input type="button" value="Proceed"/>	

Submitting the dossier

Step 4: Upload file and submit dossier

Home > [Submit Dossier Intro](#) > Submit External Dossier

Registration


Please pick here using the "Browse" button the file which contains your dossier (your file should have been created using IUCLID 5 and have the extension ".i5z")

* File name:

File names should not contain special characters.

* Enter the text shown:

Can't read the text below? [Try another](#)



Access code for large files

For the submission of a file larger than 20 MB, please [request a large file access code](#) before submission.

If you have an access code for a large dossier, please, enter it here

Large file access code:

Submitting the dossier

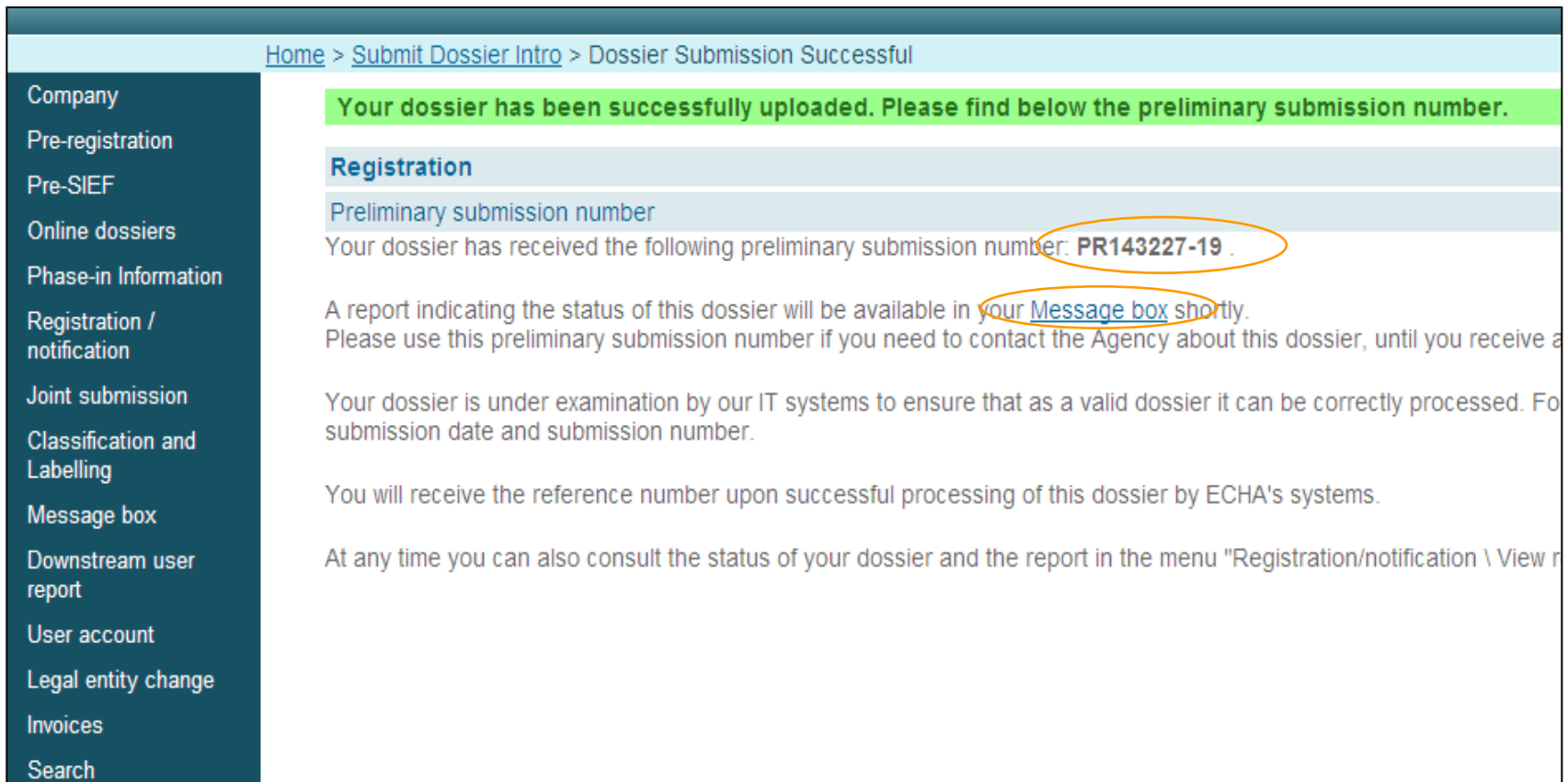
Step 5: Confirm submission

[Home](#) > [Submit Dossier Intro](#) > Confirm Dossier Submission

Company	Confirm Dossier Submission
Pre-registration	Dossier type: Registration
Pre-SIEF	Dossier file name: triphenylarsine.i5z
Online dossiers	Organisation Name: [REDACTED]
Phase-in Information	Company size: Large
Registration / notification	Invoice Contact Name: Henry Smith
Joint submission	Joint submission
Classification and Labelling	Related to a joint submission: Yes
Message box	Joint submission name: JS_Substance
Downstream user report	<input type="button" value="Confirm submission"/> <input type="button" value="Cancel submission"/>
User account	
Legal entity change	
Invoices	
Search	

Submitting the dossier

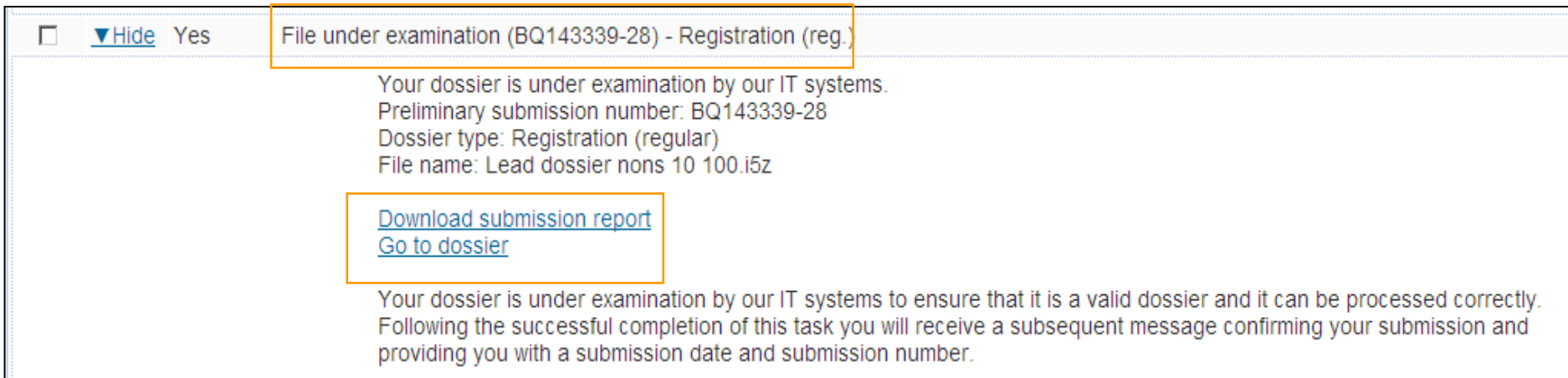
You have successfully uploaded your dossier !



The screenshot shows a web interface with a dark blue sidebar on the left containing navigation links: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Classification and Labelling, Message box, Downstream user report, User account, Legal entity change, Invoices, and Search. The main content area has a breadcrumb trail: Home > Submit Dossier Intro > Dossier Submission Successful. A green banner at the top of the main content area reads: "Your dossier has been successfully uploaded. Please find below the preliminary submission number." Below this is a section titled "Registration" with a sub-section "Preliminary submission number". The text states: "Your dossier has received the following preliminary submission number: PR143227-19." The number "PR143227-19" is circled in orange. Further text says: "A report indicating the status of this dossier will be available in your Message box shortly." The phrase "your Message box" is also circled in orange. The page concludes with: "You will receive the reference number upon successful processing of this dossier by ECHA's systems." and "At any time you can also consult the status of your dossier and the report in the menu 'Registration/notification \ View r

Submitting the dossier

Check messages in your REACH-IT account



[Hide](#) Yes

File under examination (BQ143339-28) - Registration (reg.)

Your dossier is under examination by our IT systems.
Preliminary submission number: BQ143339-28
Dossier type: Registration (regular)
File name: Lead dossier nons 10 100.i5z

[Download submission report](#)
[Go to dossier](#)

Your dossier is under examination by our IT systems to ensure that it is a valid dossier and it can be processed correctly. Following the successful completion of this task you will receive a subsequent message confirming your submission and providing you with a submission date and submission number.

Is my IUCLID version up to date?



Which version of IUCLID do you have?

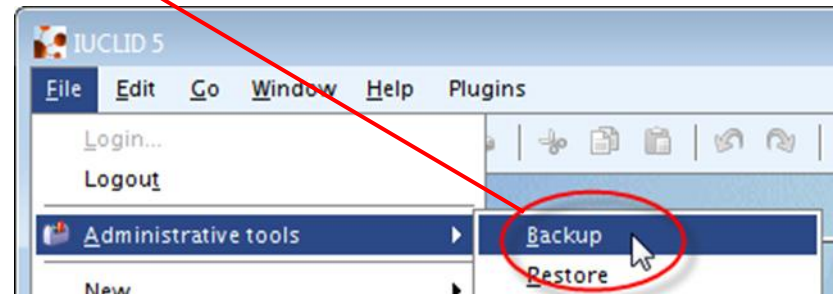
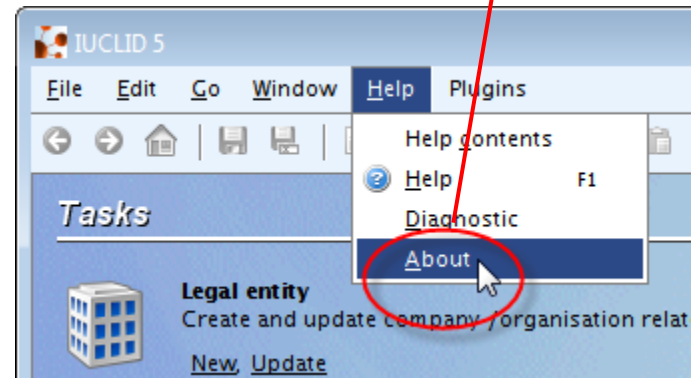
To see the version of IUCLID from the interface, go to Help / About.

If the version is 5.4.1, it can be used to create a dossier. If not, read on.

ECHA strongly recommends that you do the following, as soon as possible:

- 1) Back-up your IUCLID data
- 2) Install Java 7
- 3) Upgrade IUCLID to 5.4.1

ECHA recommends this because versions of IUCLID prior to 5.4.1 work only with Java 6, and soon updates to Java 6 will no longer be made. This is a security issue.



How do I upgrade to IUCLID 5.4.1?

In all cases, the installer for Microsoft Windows can be used.

For IUCLID 5.4.0 or 5.3.x, use the upgrade option of the installer.

Upgrade from IUCLID 5.4.0 to 5.4.1

or

Upgrade from IUCLID 5.3.x to 5.4.1

For IUCLID 5.2.x or earlier, use the installer to make a new installation of 5.4.1, and then use the restore function to transfer the data from your backup into the installation of 5.4.1.

Make a fresh installation of IUCLID 5.4.1

When performing the fresh installation, on page 3 of the installer, change the database name from the default value to **iuclid541**, as shown below.

Database name: * iuclid541

Database user name: * iuclid5

Be careful to launch IUCLID 5.4.1 using the newly created icon.



Key Messages

- Run the TCC plug-in both on the substance dataset AND on the dossier
- Make sure you have the latest software (IUCLID, plug-ins, Java)
- Confirm membership of joint submission
- Members can only submit their dossiers after Lead has passed business rules
- Contact ECHA Helpdesk

Thank you!

