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How to submit a joint application for authorisation in REACH-IT

Cat. Number: ED-01-19-852-EN-N
DOI: 10.2823/871501
Publ.date: December 2019
Language: EN

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1. Joint applications and IUCLID

As of 16 December 2019, creation of joint application for authorisation has taken place entirely in REACH-IT, and the previously used webforms have been decommissioned.

The way to create the IUCLID dossier for a joint application for authorisation has not changed; the only difference is that the submitting applicant will not anymore attach the joint application form pdf in section 13.

1.1 Report substances and use names only in IUCLID

As the joint application form pdf is not needed anymore, the submitting applicant of the joint application will report the substances and use names only in the IUCLID dossier.

Please make sure to enter the full use name in IUCLID section 3.10, in the field ‘Use concerned by the request’. The content of this text field will appear in the REACH-IT joint application.

1.2 Multi-substance applications

Note that at the time of writing these instructions, multi-substance dossiers are still created in the classic IUCLID view, until the IUCLID web interface is fully developed. When creating a multi-substance application, make sure to include all the information from each dataset in the dossier.

To include all the information from each dataset, open the tab ‘Use related categories’ in the dossier creation wizard. Select the option ‘Same content for all category members’.
2. Joint applications and REACH-IT for the submitting applicant

2.1 Submitting applicant submits joint application dossier

The submitting applicant of the joint application must login to REACH-IT and submit the IUCLID dossier. Start by clicking the link ‘Upload a IUCLID dossier’ in the menu under Submit > Application for authorisation.

In the third step of the submission wizard, ‘Additional details’, it is important to select ‘Yes’ in the section ‘Related to a joint application’.
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After the submitting applicant has confirmed the submission, a submission report page will be created. The page has a section reserved for the joint application.
REACH-IT will create the joint application page only after the IUCLID dossier submission has reached the business rules check step. Until then the submission report page will remain with limited information.

It may take up to several minutes for the submission to reach the business rules step.

### 2.2 Joint application creation based on information in the dossier

When the submission has reached the business rules check step, REACH-IT will automatically create the joint application in REACH-IT based on the uses and substances reported in the IUCLID dossier.
At this point, the submitting applicant also receives a **message** in their REACH-IT message box. The message contains a **link to the joint application page**, and information concerning the application.
2.3 Submitting applicant provides company specific information

Submitting applicant needs to provide company specific information, in similar manner as the co-applicants, upon first entry to the joint application page. Follow the link in the message to enter the wizard.

On the wizard page, open the help text by clicking the book symbol in the upper left corner of the page. Note that currently the help on this page is only available in English.
2.3.1 Contact details

First information to provide is the contact person. For the submitting applicant, the contact person is by default the same contact person as for the IUCLID dossier submission. Change the contact person if needed, by clicking the 'Assign' button. Note that this contact information is shown to the other applicants in the joint application.
2.3.2 Uses and sites

In the step ‘Uses and sites’, the applicant must select all the uses that apply to their company.

For each selected use, the applicant must indicate whether the use covers their own site, or downstream user sites, or both.

Regardless of the site coverage selections, the applicant must provide the total number of sites covered by the particular use. Please enter either exact number of the sites, or estimation.

If the use covers applicant’s own sites, the applicant must provide address details. Site address and country are required.
2.3.3 Role in the supply chain

In the step ‘Role in the supply chain’ the applicant must select at least one role. It is possible to select multiple roles.

Note that for multi-substance applications, applicant is prompted to select the roles per substance.
2.3.4 Language of the decision of the European Commission

In the step ‘Language’, indicate the language for the decision from the European Commission. The options are the language of the application, or the official language of your country.
2.3.5 Confirmation
In the final step 'Confirmation', please review the provided information, and edit when necessary. Note that the provided information cannot be edited after confirmation.

Click the confirmation button when all information is correct.

After successful confirmation, click the joint application name to view the joint application page.
At this point, the submitting applicant also receives a message in their REACH-IT message box. The message contains a link to the joint application page, and information concerning the application.

The submitting applicant will receive a similar message every time a co-applicant has successfully joined the joint application.
2.4 Send security token and name of the application to co-applicants

Send to the co-applicants the security token, along with the name of the joint application. The co-applicants can join the joint application immediately after receiving the information from the submitting applicant.

If submitting applicant wishes, he can create a new security token, and set an expiry date. A new security token can be created on the joint application page.

2.5 Joint application page – submitting applicant

On the joint application page, open the help text by clicking the book symbol in the upper left corner of the page. Note that currently help on this page is only available in English.
2.5.1 Overview section

Submitting applicant has slightly different view of the joint application page as compared to the co-applicant view. Submitting applicant has the following action buttons that are not available to the co-applicants:

- Confirm scope of joint application
- Edit (Supplementary information)
- Create new token

Additionally submitting applicant, and co-applicants, have the following actions buttons available:

- Edit (Joint application contact)
- Download applicant details

2.5.1.1 Confirm scope of joint application

This button will remain disabled until at least one co-applicant has joined the joint application.

When all the co-applicants have joined the joint application, the submitting applicant is required to review the information on the joint application page, and then confirm the scope.
Note that once the scope has been confirmed, any new applicants cannot join the application.

After confirmation, the scope status will change and the status bar changes colour to green.
All the applicants in the joint application will receive a message about the confirmation of the scope.

ECHA will continue processing the application only after the scope has been confirmed.

2.5.1.2 Edit (Supplementary information)
In the joint application information section, leave a message to the applicants of the joint application by clicking the button 'Edit' under 'Supplementary information'. The text is visible to all the applicants of the joint application.

2.5.1.3 Create new token
Create a new security token to the joint application by clicking the button 'Create new token'. If needed, set an expiry date for the token. Note that the old token will be invalid after creation of a new token.
2.5.2 Scope of the joint application for authorisation

Below the overview section is the ‘Scope of the joint application for authorisation’ section. This sections lists all the

- Substances
- Uses
- Applicants

that concern this joint application.
2.5.3 Uses applied for authorisation

The last section on the page is "Uses applied for authorisation". This section maps each use per substance per applicant combination, as selected by each applicant. The use reference number is based on the reference number that will be available once ECHA has received the application fee.

Each applicant can view their own scale of use under each use, by clicking open the use.

In order to confirm the full scope of the application, submitting applicant can view the co-applicants’ scale of use information. However the co-applicants cannot view other applicants’ scale of use information.
2.6 Send security token to the co-applicants

Send to the co-applicants the **security token**, along with the **name of the joint application**. The co-applicants can join the joint application immediately after receiving the information from the submitting applicant.

If submitting applicant wishes, he can create a new security token, and set an expiry date. A new security token can be created on the **joint application page**.

3. Joint application and REACH-IT for the co-applicant

3.1 Co-applicant joins the joint application

The co-applicant will receive the **name of the joint application** and the **security token** from the submitting applicant. After receiving this information, login to REACH-IT and open the menu. Click ‘**Join existing**’ under ‘Joint application for authorisation’.
On the wizard page, open the help text by clicking the book symbol in the upper left corner of the page. Note that currently the help on this page is only available in English.
An overview of the information to be provided can be seen as a stepwise metro-line illustration in the upper section of the page.

3.1.1 Name and token
First, provide the joint application name and the security token.

3.1.2 Contact details
In the next step, provide the contact person details. Note that this contact information is shown to the other applicants in the joint application.
3.1.3 Uses and sites

In the step ‘Uses and sites’, the applicant must select all the uses that apply to their company.

For each selected use, the applicant must indicate whether the use covers their own site, or downstream user sites, or both.

Regardless of the site coverage selections, the applicant must provide the total number of sites covered by the particular use. Please enter either exact number of the sites, or estimation.

If the use covers applicant’s own sites, the applicant must provide address details. Site address and country are required.
3.1.4 Role in the supply chain
In the step 'Role in the supply chain' the applicant must select at least one role. It is possible to select multiple roles.

Note that for multi-substance applications, the applicant is prompted to select the roles per substance.
3.1.5 Language of the decision of the European Commission

In the step ‘Language’, indicate the language for the decision from the European Commission. The options are the language of the application, or the official language of your country.

3.1.6 Confirmation

In the final step ‘Confirmation’, please review the provided information, and edit when necessary. Note that the provided information cannot be edited after confirmation.
Click the confirmation button when all information is correct.

After successful confirmation, click the joint application name to view the joint application page.
At this point, the co-applicant also receives a **message** in their REACH-IT message box. The message contains a [link to the joint application page](#), and information concerning the application.

The submitting applicant will receive a copy of this message at the same time.
3.2 Joint application page – co-applicant

On the joint application page, open the help text by clicking the book symbol in the upper left corner of the page. Note that currently help on this page is only available in English.
3.2.1 Overview section
The co-applicant has slightly different view of the joint application page as compared to the submitting applicant view.

Co-applicant has the following actions buttons available:

- Edit (Joint application contact)
- Download applicant details

3.2.2 Scope of the joint application for authorisation
Below the overview section is the ‘Scope of the joint application for authorisation’ section. This sections lists all the

- Substances
- Uses
- Applicants

that concern this joint application.
3.2.3 Uses applied for authorisation

The last section on the page is 'Uses applied for authorisation'. This section maps each use per substance per applicant combination, as selected by each applicant. The use reference number is based on the reference number that will be available once ECHA has received the application fee.

Each applicant can view their own scale of use under each use, by clicking open the use.

In order to confirm the full scope of the application, submitting applicant can view the co-applicants’ scale of use information. However the co-applicants cannot view other applicants’ scale of use information.
4. Search joint applications

The REACH-IT menu features a separate section for joint application for authorisation.

At any point after providing the company specific information, it is possible to use search to view the joint applications.

Open the menu and click ‘Search and view’ under ‘Joint application for authorisation’.

Use the available search criteria and filters. Sort the results, and download them as csv file.
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1. Go to the Advanced search page.
2. Enter the joint application name in the search field.
3. Select the role as Submitting applicant.
4. Search for the application.
5. View the results.

Results: 4 results found

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<th>Substance name</th>
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<td>2-Methyl-3-hexanone</td>
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<td></td>
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<td>Submitting applicant</td>
<td>Manufacturer/Importer</td>
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