Necessary preparation before you start

IUCLID 5 Basics training by ECHA
27 September 2011
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ECHA – Helpdesk Unit
Training objectives

• This presentation is targeted to the HelpNet-4 *hands-on training* participants.
• By the end of this presentation the participants will understand the concept of legal entity, the inventories used in IUCLID 5 and how to get started with the ‘*first steps wizard*’ in IUCLID 5.
Outline

• Legal entity
  – Creation on the IUCLID 5 website
  – Legal entity in REACH-IT
  – Differences between the legal entity in IUCLID 5/REACH-IT
  – Synchronisation of legal entities

• Inventories used in IUCLID 5
  – EC inventory
  – Reference substances inventory

• First steps wizard
  – Get started
Why do you need a legal entity object?

A Legal Entity Object (LEO), contains company identification details and a unique identifier (UUID – Universal Unique Identifier) for every company.

It is used for functionalities where it is critical to ensure uniqueness of the Legal Entity information e.g. for specifying data ownership or identify your own company/organisation.
Why do you need the inventories?

EC inventory

In your work with IUCLID 5, you will see that the system will often prompt you for 'EC inventory' information. The EC Inventory is a list of substance identities which is based on a combination of the following EU inventories: EINECS, ELINCS and NLP-list.
Why do you need the inventories?

Reference substance inventory

In your work with IUCLID 5, you will see that you will often be prompted for "Reference substance" information. A Reference substance is a "label" to be attached to each of your substances in IUCLID 5.
Why do you need to know how to get started with the ‘First steps wizard’?

When you start *IUCLID 5* for the first time, after installing it on your computer, a *First steps wizard* will be automatically launched when you log in.
Keywords

Legal entity: Company identification
EC inventory: Substance’s identity
Reference substance inventory: Substance’s ‘label’
Legal entities
How to create a Legal entity Object?

There are only two accepted methods for creating an official Legal Entity Object (LEO):

• via the official IUCLID 5 website
  (not from your IUCLID 5 stand-alone application)
• created directly in REACH-IT
IUCLID 5 website [www.iuclid.echa.europa.eu](http://www.iuclid.echa.europa.eu)

Sign up
IUCLID 5 website

Create your legal entity
Fill in the required fields
UUID number

Universal
Unique
IDentifier
Download the Legal Entity Object (LEO)

• User Info
• Your LEOs
• Download
• Save
Conclusion

Steps to create a legal entity on the IUCLID 5 website:

1) **Sign up** – Sign up in IUCLID 5 website
2) **Company information** - Provide the required information on your company
3) **Download** the LEO
REACH – IT introduction

- REACH-IT provides an online platform to submit data and dossiers (registration, C&L notifications, SiA notifications, …)

https://reach-it-main.echa.europa.eu/
Sign-up in REACH-IT

Welcome to REACH-IT

REACH-IT provides an online platform to submit data and dossiers (pre-registration, registration, C&L notification, ...). The Agency will also use REACH-IT to make non-confidential information on chemicals accessible to public on its website.

What can you do?

To login to REACH-IT you first need to sign-up and provide information on your identity and set-up an account for all your chemical substances. You can sign-up either as a company or as a third party.

- If you already have an account, you may login to the system.

If you have not created an account yet, you can do it here below.

- Sign up as a company
- Sign up as a Data Holder
- Sign up as an interested third party
- Sign up as a third party representative
Sign-up in REACH-IT

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

User information - General

- First Name: 
- Last Name: 
- E-mail: 
- User ID: 
  ID may consist of up to 20 letters [A-Z a-z], digits [0-9] or underscores
- Password: 
  The password must have at least 8 letters and contain three of the following four categories: upper-case letters, lower-case letters, digits, special characters.
Company Information

Please import your IUCLID LEOX into REACH-IT. If you do not have any LEOX or do not intend to get one, you may instead [encode your information] into RE IDENTIFIER (UUID).

If you already have a company definition file in the IUCLID format (also known as the LEOX file format), and if you want to have the same UUID for your company, you can imperatively import your LEOX, and not enter your company information directly in REACH-IT.

Please load the file in which your company information has been saved.

*Fields marked with an asterisk (*) are mandatory.*

<table>
<thead>
<tr>
<th>File name:</th>
<th>Browse...</th>
</tr>
</thead>
<tbody>
<tr>
<td>File names should not contain special characters.</td>
<td>Load file</td>
</tr>
</tbody>
</table>

< Previous
Company Information

Please provide your company information below.

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

### General information

<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company name</td>
<td><img src="image" alt="Input field" /></td>
</tr>
<tr>
<td>Company UUID</td>
<td>ECHA-edc5f833-3128-4fba-0915-ca36d8e2cd7c</td>
</tr>
<tr>
<td>D-U-N-S number</td>
<td><img src="image" alt="Example" /> Example: 12-3456-789</td>
</tr>
<tr>
<td>VAT number</td>
<td><img src="image" alt="Input field" /> Format: Country code + Number, e.g. BE-111-222-333</td>
</tr>
</tbody>
</table>

#### Remarks

- ![Input field](image)

### Company Size

- ![Declaring checkbox](image)
  - I declare the information below to be 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.

<table>
<thead>
<tr>
<th>Company size</th>
<th>Large</th>
<th>Medium</th>
<th>Small</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Input field" /></td>
<td><img src="image" alt="Input field" /></td>
<td><img src="image" alt="Input field" /></td>
<td></td>
</tr>
</tbody>
</table>
## Billing information

**Billing information**

<table>
<thead>
<tr>
<th>Billing organisation name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

**Billing address**

* Street: [Empty]
* Street 2: [Empty]
* Postal code: [Empty]
* City / Town: [Empty]
* Region / County: [Empty]
* Country: [Select a Country]

**Postal address:** [Empty]

### Billing Language

<table>
<thead>
<tr>
<th>Language:</th>
<th>English (en)</th>
</tr>
</thead>
</table>

[<< Previous] [Next >>]
<table>
<thead>
<tr>
<th>Contact information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Example: <a href="mailto:reach@domain.com">reach@domain.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organisation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation Name:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street:</td>
<td></td>
</tr>
<tr>
<td>Street 2:</td>
<td></td>
</tr>
<tr>
<td>Same as Company:</td>
<td></td>
</tr>
</tbody>
</table>
Validation

Please verify the company and user data you have entered. You may go back to make changes if necessary.

**General information**
- Company name: ECHA_TEST
- Company UUID: ECHA-edc5f833-3128-4fba-9915-ca36d8e2cd7c

**General contact information**
- Phone: 654554654
- Fax:
- Mobile phone:
- E-mail: TEST@net.de
- Company website: http://

**Company address**
- Street: Am Bach 10
- Street 2: 
- Postal code: 4542
- City / Town: Bitburg
- Region / County: 
- Country: Germany
- Postal address:
Export Legal Entity Object (LEOX)
Export Legal Entity Object (LEOX)
Conclusion

Information required:

1) **User account** - Create a REACH-IT account (User ID + password) for your company

2) **Company information** - Provide general information on your company

3) **Billing information** - Provide billing information for your company, **contact person**

4) **Validation** - Check information you have provided and modify if necessary

5) **Export** the LEOX
Differences between legal entity created on the IUCLID 5 website / REACH-IT

• Legal entity created in REACH-IT
  – UUID format: ECHA-123456…7890

• Legal entity created on IUCLID 5 website
  – UUID format: IUC5-123456…7890

• Once a REACH-IT account is created and the LEOX information -including the UUID- exists, the data in REACH-IT becomes the master data
Case 1 – legal entity first created in IUCLID 5 website

• Sign up in IUCLID 5 website and create your Legal entity
• Create your REACH-IT account
• Import the legal entity -created on the IUCLID 5 website- into REACH-IT
Case 2 – REACH-IT account first created

- Create your account in REACH-IT
- Download your LEOX
- Import the LEOX into your IUCLID 5 application
Why these two should be the same?
Why these two should be the same?

Business Rule failure!!!

mismatch !!!
What should be the same?

1. The UUID of the Legal entity in section 1.1
What should be the same?

2. The UUID of the Legal entity which ‘creates’ the dossier
What should be the same?

3. The UUID of the legal entity in REACH-IT
Legal entities synchronisation- How to?

• IUCLID 5 FAQs (http://iuclid.eu/index.php?fuseaction=home.faq)
  – Video
    (question #1 under ‘Questions related to Registration’)

• REACH-IT FAQs (http://echa.europa.eu/reachit/reachit_faq_en.asp)
  – UUID synchronisation between REACH-IT and IUCLID 5 LEOX
    (question #15 under ‘Technical aspects’)
Inventories
Two types of inventories

- EC inventory
- Reference substance inventory
EC inventory

What is it?

The EC inventory (the chemicals identifiers catalogue) contains approximately 70.000 Reference substances and is centrally managed and provided by the European Commission/ European Chemicals Agency.
EC inventory

Information contained

- EC number
- EC name
- CAS number
- Molecular formula
- Description

<table>
<thead>
<tr>
<th>EC number</th>
<th>233-162-8</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS number</td>
<td>10049-04-4</td>
</tr>
<tr>
<td>EC name</td>
<td>chlorine dioxide</td>
</tr>
<tr>
<td>Molecular formula</td>
<td>ClO2</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

ECHA European Chemicals Agency

IUCLID 5
EC inventory

Where to download it from

Get EC Inventory

In your work with IUCLID 5, you will see that the system will often prompt you for "EC inventory" information. The EC Inventory is a list of substance identities for use in combination of the following EU inventories: EINECS, ELINCS and NLP-list. It is recommended to import the complete EC inventory into your IUCLID 5 installation. Please go to the link below to download EC Inventory version 1.1 (English).

Click to download

Import:
To import the new EC inventory and/or the "list numbers" into your IUCLID installation, perform the following steps. Open IUCLID. On the 'home' page presented after login, click the word 'Import' that is shown below 'Inventory' in the 'Inventories' section. Select the file that contains the new EC inventory and import.
Reference substances inventory

What is it?

• The **Reference substance inventory** is a local inventory managed and upgraded by the users on their IUCLID installations

• A **Reference substance** is a ‘label’ to be attached to each of your substances in IUCLID
Reference substances inventory

Information contained

- Information on the Substance Identity i.e. IUPAC name and molecular and structural information (including SMILES notation, InCHI..)
- Name(s), EINECS, ELINCS, CAS, Composition… [Identity of the substance Art 10 (a) (ii) – Annex VI, section 2]
- Direct link to EC inventory (if possible)
Reference substances inventory

Where to download it from:

Download the full set of Reference substances [407Mb]
This file includes 68,679 substances listed on EINECS

Download the reduced list of Reference substances (Recommended version) [22.7Mb]
This file includes the 3,738 most commonly used substances

Select and download a Subset of Reference substances
With this option, you will be able to build your own selection of Reference substances
First steps wizard – Get started!
First steps wizard

Username: SuperUser
Password: root

Username & Password are CASE Sensitive!
First steps wizard

1. Change the SuperUser password
2. Import your Legal Entity information
3. Import the EC inventory
4. Import the Reference Substance inventory
5. Create a user account and define roles
First steps wizard

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3. Import the EC inventory
4. Import the Reference Substance inventory
5. Create a user account and define roles
Log in

- Username
- Password
More help?

• Video ‘Getting started with IUCLID 5’ under ‘training’ section of the IUCLID 5 website
  www.iuclid.echa.europa.eu

• User manuals on IUCLID 5 under ‘Documentation’ available on the IUCLID 5 website

• Frequently Asked Questions (FAQs) on IUCLID 5, available on the IUCLID 5 website
Summary
What did you learn today

• How to create a legal entity object on IUCLID 5 website/REACH-IT account and how to download it
• What is the difference between the REACH-IT and IUCLID 5 legal entities
• Where to find info on how to synchronise the legal entities between REACH-IT and IUCLID 5
• What is EC inventory, where to download it from
• What is Reference substances inventory, where to download it from
• Which are the first steps to get started
Further information

• If you need assistance on how to download and install IUCLID 5 (stand-alone application), see our video ‘IUCLID 5 standalone installation’ on the IUCLID 5 website, under section ‘training’

• If you need assistance on how to get started with IUCLID 5, see our presentation ‘Familiarise yourself with IUCLID 5’ available on the ECHA website
Thank you for your attention!

http://echa.europa.eu