

Introduction: Guide for Attendees

Webinar "How and when downstream users need to report to ECHA"

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Risk Management Unit
ECHA

08 April, 2013
11:00 - 12:30 Helsinki Time (GMT +2)

Webinar guide for attendees

- Programme
- Audio Broadcast
- Questions and answers
- Recordings and presentations

Webinar programme

Presentations 11:00-12:15

**Questions & Answers Panel: Questions 11:00-12:45 /
Answers: 11:00-13:45**

Introduction

Speaker: Bridget Ginnity

Session 1: When to report to ECHA

Speaker: Bridget Ginnity

- Legal obligations regarding reporting to ECHA

Session 2: Reporting to ECHA using the webform

Speaker: Bridget Ginnity

- A step-by-step description of how to complete the downstream user webform

Webinar programme

Session 3: Update on Reporting to ECHA using via REACH-IT

Speaker: Laura Walin

- Completing the template on “conditions of use”
- Amending a report previously submitted by REACH-IT
- Reporting when classification is different to that of your supplier

Session 4: What ECHA does with the information in the reports

Speaker: Laura Walin

Closing

Speaker: Laura Walin



Audio Broadcast

- Audio for each event will be available directly through the event center tool
- As attendees join the event, they will be connected to the audio broadcast. The audio broadcasting panel, where attendees can control audio volume opens automatically
- Make sure the sounds are enabled on your computer
- Turn on your computer speakers or plug in headphones
- Two way audio is disabled so you will not be able to orally communicate with panelists or participants during the event
- Communication with panelists takes place through the questions and answers panel (see next slide)

Questions and Answers

Personnel from the ECHA Helpdesk and specialists within ECHA form the Question and Answer Panel.

The panellists are prepared to answer to questions within the scope of this webinar, namely how and when downstream users should report to ECHA.

- **Submit your question** between **11:00 and 12:45**, Helsinki time
- The **ECHA** Helpdesk and experts **respond** to your questions directly via the Q&A panel **until 13:45**.
- Monitor the Q&A panel for our response & remain logged-into the webinar until then.
- The Q&A panel can also be used if you have any **technical difficulties** during the webinar

Submitting Questions to the Panel

Participants **Q&A**

Participants

Name	Tools
Panelists: 1	
Rasmus Johansen (Host)	
Attendees:	
Ian Newbury	

Q&A

All (0)

Ask: All Panelists

Select a participant in the ask menu first and type your question here. There is a 256 character

Send

Panelists and Presenters will be listed here.

If you have a question, type it here:

Use the drop-down list and select "All panelists" before you send your question

Click Send

Await your answer.

Other Questions and Answers

Questions **outside** of the **scope of this webinar** will be directed to the **ECHA Helpdesk** or the **national helpdesk**

- **National REACH and CLP helpdesks** are the **first point of contact for regulatory advice**
- The **ECHA Helpdesk** provides **support on ECHA's IT tools, submissions** to ECHA and advice on REACH and CLP, should this be required following the reply of a national helpdesk.
- Contact the ECHA helpdesk via the form (any time – we answer within 15 working days): <http://echa.europa.eu/contact>

Webinar recordings and presentations

Published within 10 days on the ECHA webinar webpage:

echa.europa.eu/en/support/training-material/webinars