

## Stakeholders' Day 30 January 2018

### REACH-IT Online member exercise

#### Outline

1. Legend – who are you?
2. Join a joint submission in REACH-IT
3. Create a member dossier in REACH-IT
4. Submit your dossier to REACH-IT

#### 1. Legend

You are REACH manager in a medium-sized company in an EU country. Your company is **manufacturing** the substance **2-methoxy-1-methylethyl acetate** at **10-100 tonnes/year**. This substance has been pre-registered in 2008 and now you are about to create and submit the registration dossier for it. You have had successful negotiations within the SIEF and will join the joint submission (JS) as a **member**. The lead of the joint submission has provided you with the token to join the joint submission.

You have decided to create your dossier using REACH-IT online member tool because it is the simplest way to prepare a member registration dossier. You are able to use the tool because you have only one substance composition to be reported and you do not need to opt out from any information provided by the lead registrant.

#### 2. Join a joint submission in REACH-IT

**STEP 1:** Open the REACH-IT Training environment and log-in with the username and password you have been provided: <https://edu-reach-it.echa.europa.eu/reach/>

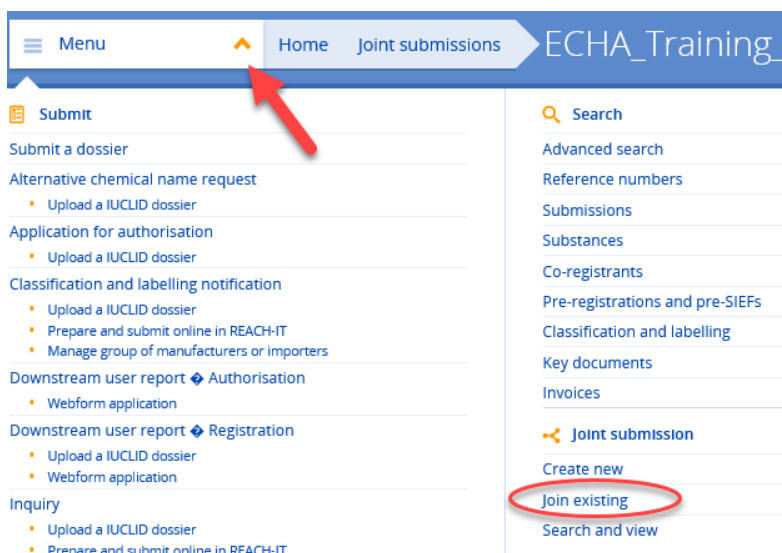
At any point you need help, click on the integrated help button in the upper right corner.



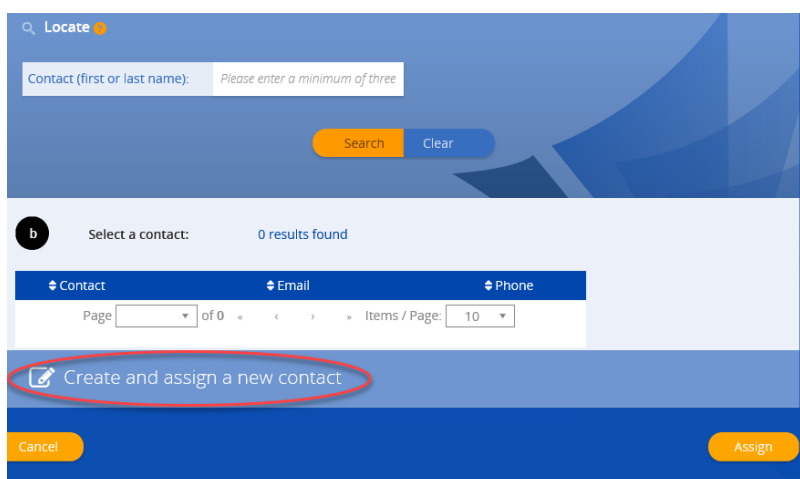
**STEP 2:** Join the joint submission using the JS name and the token combination.

JS name: **SHD\_IT\_tools\_training**

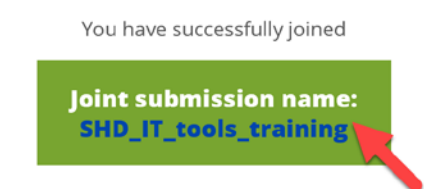
Token: **b04-0a9-64ca-1553138095**



**STEP 3:** Assign a contact person to the joint submission. If there is no a contact already created, you can create one.



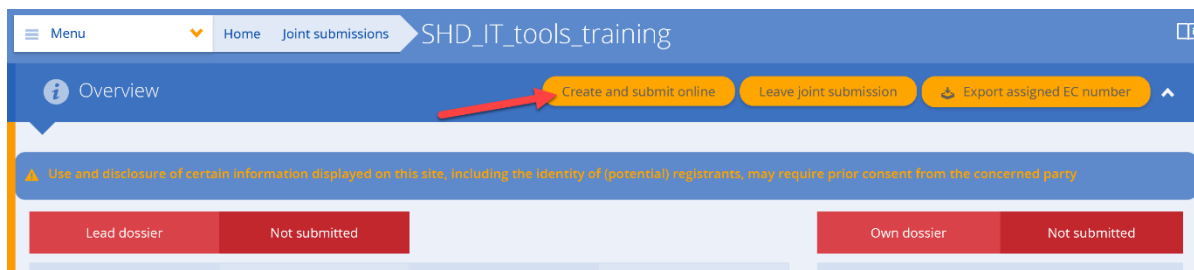
**STEP 4:** Fill the required information and confirm your membership. Click on the joint submission name on the confirmation page to see the details.



You have now joined the joint submission of your substance.

### 3. Create a member dossier in REACH-IT

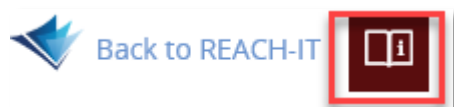
**STEP 1:** Launch the wizard from the joint submission page, clicking on the 'Create and Submit online' button (The system will invite you to start creating your substance in the IUCLID environment).



**Step 2:** Provide your dossier information by following the steps in the online dossier tool.

#### Tips:

Use the help by clicking on the help icon or raise your hand for help.



When filling in the data, use the available buttons to edit a record, delete a record, expand a record or add a new record



Use the 'Save' button



- a) **Main constituents:** the substance is a well-defined substance. It is a monoconstituent. Fill in the reference substance details:
- Structural formula: You can download the file from the IUCLID 6 website and attach it.
  - Molecular formula: **C6 H12 O3**
  - Molecular weight: **132.16**

b) **Substance identification:** Review the pre-filled information.

c) **Trade name and other identifiers / Analytical information:**

You do not need to report a trade name or other identifiers.

You have **quantified** and **identified** your substance with the help of a gas chromatography (GC). In both cases you will provide the results of your test by attaching the file that can be downloaded from the IUCLID6 website ('Analytical results for training').

d) **Substance composition:** You are registering liquid 2-methoxy-1-methylethyl acetate with a degree of purity 98-100%. Since the registered substance is a monoconstituent, the main constituent is the same substance as the registered substance, with a concentration range of 98-100% (w/w). You can report water as impurity, 0-2% (w/w).

e) **Supply chain:** You are a manufacturer. You need to provide the details of a manufacturing site.

f) **Administrative information:** your phase-in substance will be registered for a tonnage band between 10 to 100 tonnes/year.

g) **C&L inventory:** Although members can always indicate their own C&L in this case **you agree** with the C&L provided by the lead.

Members that do not agree with the C&L provided by the lead need to provide a justification for opting-out and provide their own information on the classification and labelling.

h) **Uses:**

You are a manufacturer of the substance and you will need to fill in at least one Manufacturing use.

- At least one contributing activity / technique for the environment and one contributing activity / technique for workers must be provided.
- Each contributing activity must be described with the appropriate 'Environmental release category' and 'Process category' codes, or an 'other:' category must be filled in.
- The manufacture uses identified are indicated in the table below.

Field name	Input	Help
Manufacture name	Manufacture	
Contributing activity/technique for the environment		Provide first the name, and then search for the most relevant ERC (Environment Release Category). In this case ERC1

Name of activity / technique	Manufacture in contained system, no water involved	
Environmental release category (ERC)	ERC1	
Contributing activity/technique for workers 1		Provide first the name, and then search for the most relevant PROC (Process Category)
Name of activity / technique	Closed manufacturing process	
Process category (PROC)	PROC1	
Contributing activity/technique for workers 2		Provide first the name, and then search for the most relevant PROC (Process Category)
Name of activity / technique	Transfer of substance from the vessel into smaller containers (dedicated facility)	
Process category (PROC)	PROC8b	
Contributing activity/technique for workers 3		Provide first the name, and then search for the most relevant PROC (Process Category)
Name of activity / technique	Equipment cleaning and maintenance	
Process category (PROC)	PROC28	
Sites	Select the manufacturing site created earlier in the online wizard	

Additionally, as you can read on the page, at least one use other than manufacture should be provided or a justification for no uses should be specified. In this case you will be filling the field of the **uses at industrial site**.

- The fields 'Technical function of the substance during use' and 'Subsequent service life relevant to this use' must be filled in.
- In addition, at least one contributing activity / technique for the environment and one contributing activity / technique for workers must be provided.
- Each contributing activity must be described with the appropriate 'Environmental release category' and 'Process category' codes, or an 'other:' category must be filled in.
- The uses at industrial site identified are indicated in the table below.

Field name	Input	Help
Use name	Use of vehicle cleaning product	
Further description of use	Spraying and rinsing of cleaning product at car manufacturing lines (largely automated process – mainly open – ambient temperature)	
Contributing activity / technique for the environment		Provide first the name, and then search for the most relevant ERC (Environment Release Category)
Name of activity / technique	Automated water based washing of large articles – Indoor use	
Environmental release category (ERC)	ERC4	
Contributing activity / technique for workers 1		Provide first the name, and then search for the most relevant PROC (Process Category)
Name of activity / technique	Transfer of products with manual coupling/decoupling	
Process category (PROC)	PROC8b	
Contributing activity / technique for workers 2		Provide first the name, and then search for the most relevant PROC (Process Category)

Name of activity / technique	Spraying and rinsing of a diluted cleaning product (automated process; open systems)	
Process category (PROC)	PROC7	
Product category	PC35	
Sector of end use	SU17	
Technical function of the substance during use	Surfactant	You can start typing to easily find the technical function
Subsequent service life relevant for this use	No	

'Chapter R.12: Use description' of the Guidance on Information Requirements and Chemical Safety Assessment will help you to fill your uses in the future:  
[http://echa.europa.eu/documents/10162/13632/information\\_requirements\\_r12\\_en.pdf](http://echa.europa.eu/documents/10162/13632/information_requirements_r12_en.pdf)

i) **Uses advised against:** Not provided

j) **Use information:**

It is advisable to provide the estimated quantities of all the available years, but at least the information of the last three years should be provided for phase-in substances.

Year 2015: 15 tonnes manufactured

Year 2016: 70 tonnes manufactured

Year 2017: 90 tonnes manufactured

k) **Assessment reports:** You agreed that the Chemical safety report (CSR) and the Guidance on safe use would be provided by the lead registrant and therefore you do not have to add them in this step.

l) **Confidentiality claims:** This time you do not claim any data confidential.

In case you would claim confidential certain parts of your dossier you need to provide a proper justification that will be then assessed by ECHA. An

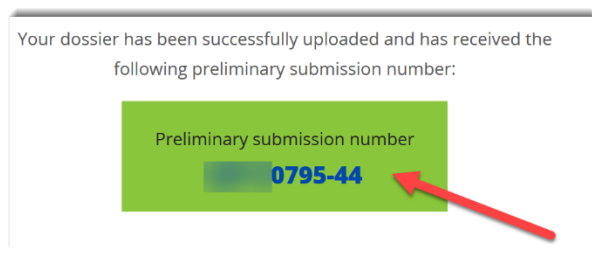
additional fee will be issued when claiming certain parts of your dossier confidential.

m) **Dossier preview:** Review the information that you have provided

#### 4. Submit your dossier to REACH-IT

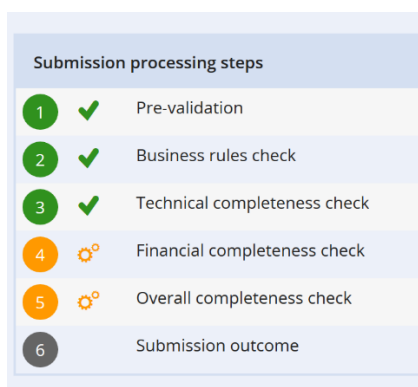
**STEP 1:** You can submit the dossier in REACH-IT after the lead registrant has submitted and passed the business rules check. Click on 'Submission to REACH-IT' and you will be directed to the submission wizard in REACH-IT.

- Assign a contact person to your submission.
- Confirm the submission.
- Click on the preliminary submission number to see the submission page.



**STEP 2:** Follow up the progress of your dossier in REACH-IT:

- Check that your dossier passes business rules and technical completeness check.
- Find the invoice in your REACH-IT task box.
- When the submission is complete, find your registration decision on the submission page, under Key documents.





The screenshot shows a task notification window with a blue header bar containing 'Status' and 'Subject' dropdown menus. Below the header, there is a green 'New' button, an envelope icon, and the text 'Open Verify and pay your invoice - [redacted]'. The main content area is split into two columns. The left column contains the following text: 'An invoice has been issued.', 'Please pay the invoice before the deadline.', and 'You can access the invoice at any moment in REACH-IT from the [invoice search page](#)'. The right column is titled 'Task information' and contains a table with two rows: 'Invoice number: 10000034' and 'Submission number: [redacted]'.

The screenshot shows a 'Key documents' section with a blue header bar. Below the header, there is a date badge for '26 Jan 2018'. The main content area contains the following text: 'Final submission result', 'Outcome: Accept', 'Annotation number: SUB-D-2114082543-49-01/F', 'Submission number: [redacted]', and 'Legislative status: Final'. On the right side, there is a document icon with a red box around it, labeled 'REGISTRATI...pdf', and a yellow circular icon with a white arrow pointing to the right.

**Congratulations! Your substance is being successfully registered.**