

# REACH-IT

## Key concepts

***Important note:*** This presentation has been developed in April 2008 for training purposes. It covers the complete scope of REACH-IT.

***For latest information*** on REACH-IT and availability of its different functionalities, please consult the REACH-IT section on the ECHA website.

## Content

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## 1. Party

- A party represents a participant to REACH-IT
- Parties are categorised in two main families
  - Authorities
  - Industry or other parties
- A user has different credentials and access rights to REACH-IT depending upon the party it belongs to
  - Authority users generally have a view over all data
  - Industry users may only see and manipulate their own data

## 1. Party

- Authorities
  - ECHA is a unique party that represents the Agency
  - MSCA models the Member State Competent Authorities
- Industry or other parties
  - Company represents the Manufacturers, Importers, Downstream Users and Only Representatives
  - Third Party Representative participates to data sharing activities on behalf of a Company [REACH, Article 4]
  - Data Holder is a party submitting information on pre-registered substances [REACH, Article 29(7)]
  - Interested Third Party participates to certain processes by providing comments

## 1. Party

- A party has to be registered into the system before being allowed to perform any operation.
  - This operation is called “**sign-up**”
- A party either represents a complex or a simple business participant
  - Company, MSCA, ECHA and Third Party Representative are complex multi-user parties
  - Data Holder and Interested Third Parties are simple single-user parties

## 1. Party

- Parties have to sign up into the REACH-IT system in order to get appropriate credentials and be allowed to use the system
  - There are two methods to sign up
    - Import the party information with a LEOX file created on the IUCLID 5 web site (<http://ecbwbiu5.jrc.it/>) (Only possible for Company and Third Party Representative)
- or
- Enter directly the party information into REACH-IT

## 1. Party

- It is allowed for the same legal entity to sign up as different parties into the system but these parties are completely separate and their users are not shared
- For instance, a chemical company may sign up as
  - Company for the substance it manufactures and has to register
  - Data Holder for substances it manufactures in quantities of less than 1 tonne per year

## 2. Users & Roles

- A user of the REACH-IT system always belongs to a single party, but a person may be associated to different users to obtain an access to different parties
- Users of Industry or other parties are authenticated by a username and a password
- Parties are responsible for their own user management
- The first user account is always created at party sign-up

## 2. Users & Roles

- Roles represent capabilities given to users
- For single-user parties, the first user has a unique role that models all rights and capabilities given to that party
  - Data Holder role
    - Is allowed to provide information about a phase-in substance
  - Third Party Representative role
    - Is allowed to access pre-SIEFs where a Company appointed it
  - Interested Third Party role
    - Is allowed to provide comments

## 2. Users & Roles

- For multi-user parties, several roles are available
- Industry roles are
  - Reader role
    - Is only allowed to read data
    - Is not allowed to submit dossier
  - Normal role
    - Is allowed to perform all operations except those related to the party management
  - Organisation Manager role
    - Has the Normal role
    - Is allowed to update the party information
    - Is allowed to manage the party users

### 3. Dossier & Dossier Types

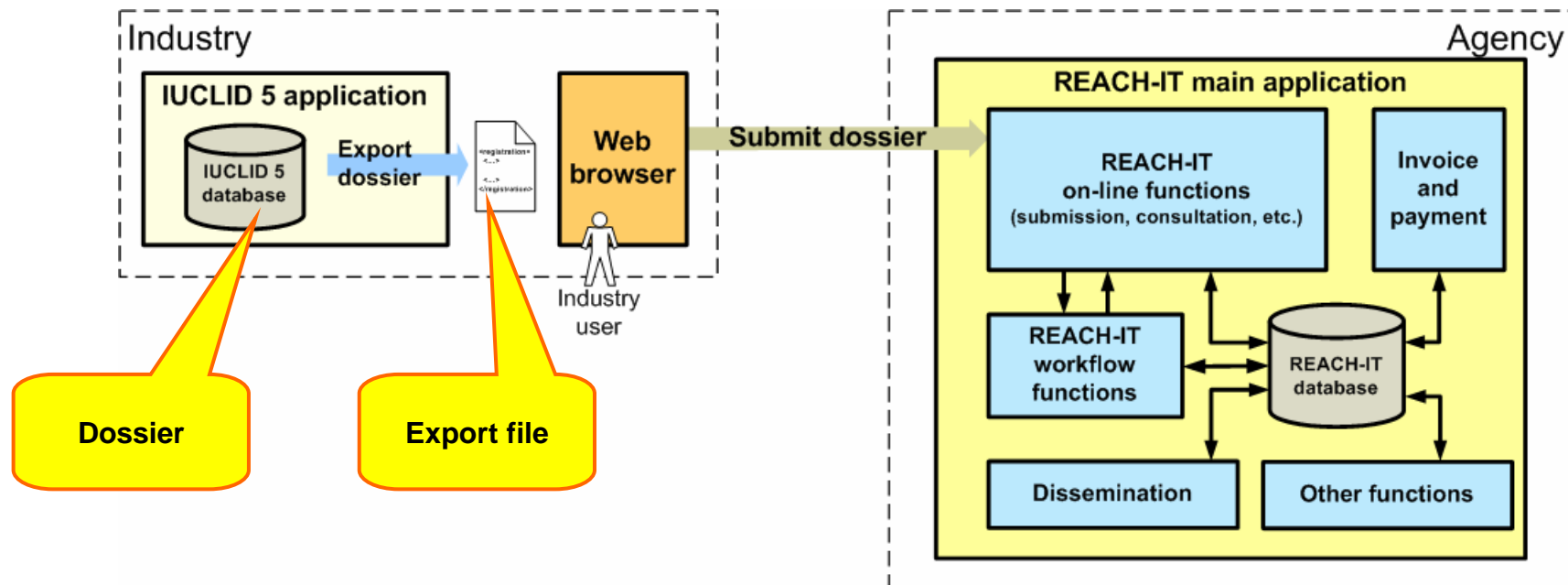
- A dossier is a compilation of information on chemical substances submitted by a party to ECHA
- There are different types of dossiers
  - Dossier submitted by Industry parties, e.g.
    - Registration dossier
    - Classification and Labelling notification
    - PPORD notification
    - Inquiry
    - Pre-registration
    - Downstream user notification
  - Dossier submitted by Authority parties
    - Annex XV dossier

### 3. Dossier & Dossier Types

- Depending on its type, a dossier can be prepared
  - In IUCLID 5
  - and / or
  - In REACH-IT
- Depending on its type, a dossier has to be made available to REACH-IT in a specific format
  - The IUCLID 5 i5z file format
  - or
  - A REACH-IT-specific format
    - XML format for pre-registration (available on IUCLID 5 web site)
    - ZIP format, close to i5z format, for Inquiry

## 4. Dossier Submission

- Dossiers are submitted to the REACH-IT application via a standard HTTP upload
- Dossier submission is not an automated, system-to-system operation; it is a manual operation requiring a user to be connected to REACH-IT



## 4. Dossier Submission

| Submission number   | Reference Number  |
|---|---|
| A unique number generated per submission - as mentioned in Article 20 of the REACH Regulation | A unique number generated per substance and per company (e.g. Registration number)  |
| Issued at every submission  | Issued only once at the end of the initial successful submission of a registration, pre-registration, PPORD notification, inquiry,... |
| Format: "FD120238-61"   | Format: "01-2114085-66-0000"  |

## 5. Joint Submission

- Joint submission applies to substances intended to be manufactured or imported by more than one company
- The Lead Registrant is responsible for giving information on the joint submission in REACH-IT, in particular the substance concerned
  - The Lead receives a unique number (“token”) to be distributed to the other members of the joint submission
- The Lead Registrant first successfully submits the registration dossier
  - The Lead submits his own confidential business information and the information shared with the Members (e.g. study summaries, classification and labelling)

## 5. Joint Submission

- The Member Registrants are responsible for confirming their membership to the joint submission in REACH-IT by using the “token”
- The Member Registrants then submit their own registration dossier containing the information they need to submit individually:
  - Legal entity identity
  - Substance identity
  - Information on the manufacture and use of the substance

## 6. Internal Messages

- The Internal Messages are different from e-mails:
  - They are automatically generated by the system and delivered to the user's inbox *inside* REACH-IT
  - Their content is business-related
- The aim of Internal messages is to inform, request for actions or provide feedback to the user
- Recipient may be:
  - User: the message is intended to one user only
  - Role: the message is intended to a set of users, having the same role - a copy of the message is sent to each member.
  - Party: the message is intended to all members of a party - a copy of the message is sent to each member.

## 6. Internal Messages

- Any user has his own message box with a fixed folder structure allowing him to move the messages
- E-mail alerts can be customised (in “Preferences”) to:
  - Inform the user of an incoming message in his REACH-IT box
  - Warn the user of an upcoming deadline
- Message might have an expiration date, after which the content is not relevant anymore

## 7. Search

- Offered in different sections:
  - Pre-registration
  - Pre-SIEF
  - Registration/Notification
- Search for **company's own dossiers only**
- Links in the results pane offer navigation to individual details

Home > Submitted Dossiers

**Search** Internal

**Search Dossiers Submitted by your Organisation**

Dossier type:

Substance Name:

Dossier name:

Submission Number:

Submission Date: From:  [dd/mm/yyyy] To:  [dd/mm/yyyy]

Reference Number:

Is it an Update?

Is it a Joint Submission?

Status of the Dossier:

[Advanced Search...](#)

**Search** In case you want to display the whole list of dossiers submitted by your organisation, click search without entering any search criterion above.

Home > View Pre-SIEF Memberships

**Pre-SIEF memberships**

The results of your criteria are listed below

EC number: 202\*

CAS number:

Chemical name:

**Change criteria**

**Pre-SIEF for substance**

[cumene](#)

[6-phenyl-1,3,5-triazine-2,4-diyldiamine](#)

Home > View provided information

Provided information

EC number:

CAS Number:

Chemical name:

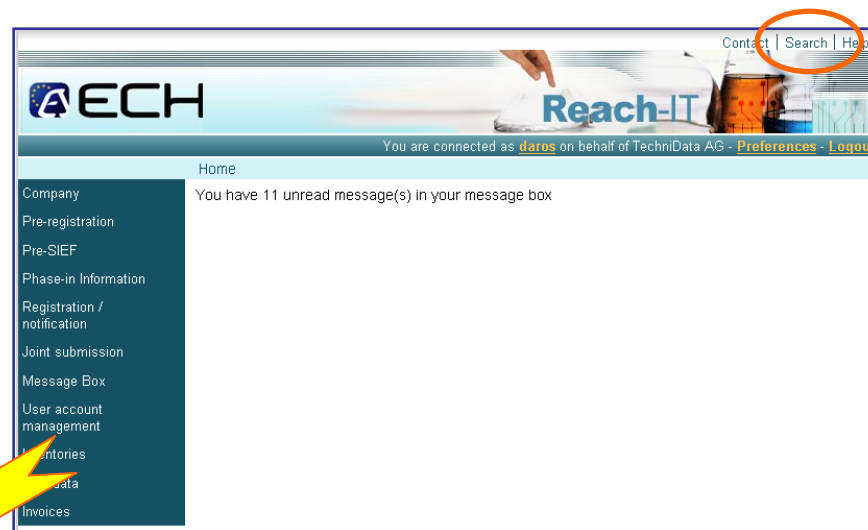
**Search**

| Name  | Submission Number | Data holder notification number    | Status    |
|---|-------------------|------------------------------------|-----------|
| ethyl 2-[(dimethylamino)methyl]thiazole-4-carboxylate | KC120300-75       | <a href="#">05-2114192-66-0000</a> | Completed |
| 6-phenyl-1,3,5-triazine-2,4-diyldiamine               | FU120353-33       | <a href="#">05-2114274-67-0000</a> | Completed |

**Provide information**

## 7. Search

- Global search features are available via the *General search* link and offer:
  - Additional query features to information domains
  - Query store and export features for daily work queries



**Search**

**Search Domain**

Search Domain: [ Select type ]

Select query: [ Select type ]

- Dossier
- Substance
- Company
- Pre-SIEF
- Pre-Registration
- C&L Inventories
- Annotations

**Search**

**Search Domain**

Search Domain: Dossier

Select query: [ Select query ]

- [ Select query ]
- Find by submission
- Find by substance
- Find by organisation

## 7. Search

- Standard features of result tables

Link to individual details  
(only if offered)

Navigation in result lists  
(including displaying  
calculated overall result)

Dynamic sorting of columns

Search results

| <a href="#">Submission number</a> | <a href="#">Substance name</a>                                   | <a href="#">Type</a>                            | <a href="#">Submission date ▲</a> | <a href="#">Reference number</a> | <a href="#">Update?</a> | <a href="#">Joint submission?</a> | <a href="#">Dossier status</a> |
|-----------------------------------|--|---|-----------------------------------|----------------------------------|-------------------------|-----------------------------------|--------------------------------|
| <a href="#">DM120276-45</a>       | SUB_REG_UC03_TC30_SC04   | Registration                                    | 28/03/2008                        |                                  | No                      | No                                | Failed                         |
| <a href="#">PZ120286-07</a>       | Test_Substance_41  | Registration                                    | 28/03/2008                        |                                  | No                      | No                                | Pending                        |
| <a href="#">AA120288-17</a>       | SUB_REG_UC03_TC30_SC05   | Registration                                    | 28/03/2008                        |                                  | No                      | No                                | Pending                        |
| <a href="#">AK120289-45</a>       | Olivine-group minerals (IUC4 DSN 685)                            | Registration                                    | 28/03/2008                        |                                  | No                      | No                                | Pending                        |
| <a href="#">TB120290-61</a>       | Waste solids, copper electrolyte purifn. cathodes (IUC4 DSN 466) | Registration                                    | 28/03/2008                        |                                  | No                      | No                                | Pending                        |
| <a href="#">EE120291-68</a>       |  | Registration                                    | 28/03/2008                        |                                  | -                       | No                                | Pending                        |
| <a href="#">QA120297-52</a>       |  | Registration                                    | 28/03/2008                        |                                  | -                       | No                                | Pending                        |
| <a href="#">LD120317-57</a>       | Test_Substance_42  | Registration                                    | 30/03/2008                        | 01-2114224-77-0000               | No                      | No                                | Complete                       |
| <a href="#">KR120318-28</a>       |  | Classification and Labelling (C&L) notification | 30/03/2008                        |                                  | -                       | No                                | Pending                        |
| <a href="#">TF120319-41</a>       |  | Registration                                    | 30/03/2008                        |                                  | No                      | No                                | Failed                         |

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