

Instructions to industry users to get access to their “orphan” cases and assets in R4BP 3

The final migration from R4BP2 to R4BP 3 has now taken place and all the ongoing applications for national authorisation of Biocidal products (including mutual recognitions) and all existing national authorisations of Biocidal products that were recorded in R4BP2 are now moved to R4BP 3. The relationships recorded in R4BP2 between national authorisations and related mutual recognitions have also been migrated into R4BP 3. Migrated ongoing applications are recorded as cases in R4BP 3 and migrated existing authorisations are recorded as assets.

Since 21 November 2014 R4BP2 is frozen and therefore the competent authorities and the applicants are not able any more to modify the R4BP2 data. However, for the time being, they are still able to access R4BP2 to read the information it contains.

All migrated cases and assets have been allocated to the legal entities that correspond to the LE UUID which was available in their R4BP2 record and are accessible to them.

However, despite our efforts since 2013 to communicate the need to insert in the R4BP2 records a valid LE UUID for the (future) authorisation holder, for some of the ongoing applications and existing national authorisations for Biocidal products recorded in R4BP2 the LE UUID of the (future) authorisation holder was either missing or not recognised as valid. For that reason, the case or asset has been allocated to a fictitious legal entity and is therefore currently not accessible to any real legal entity (“orphan” case or asset). Among the assets currently allocated to a fictitious legal entity, those relating to authorisations of rodenticide biocidal products containing **chlorophacinone**, **bromadiolone** or **coumatetralyl** should be considered with priority since applications for their renewal should be made by **28 December 2014** (i.e. 550 days before the expiry date of the authorisation).

What you need to do to claim access to “orphan” cases and assets

In order to gain access in R4BP 3 to an “orphan” case or asset follow the step below:

1. Ensure that you have a valid ECHA Account by logging in to R4BP 3. If you are new to R4BP 3, you need to register a company (i.e. create its account) before you log into R4BP 3. How to do this and more details on R4BP 3 user registration and management is explained in the [ECHA accounts manual](#) and in ECHA's [Q&A](#).
N.B.: If you already have a valid account created in REACH-IT and if the LE UUID of this account had been added correctly to R4BP2 records, that you should be able to access to R4BP 3 and you may not need to create a new account. However, you need to check first whether you have access to R4BP 3 by trying to login to R4BP 3.
2. Fill-in the appropriate template:
 - a. If it is a case, use the template file “*Case correction.xls*”. The application number in R4BP2 and the LE UUIDs of ECHA Accounts for both the applicant and the future authorisation holder are required. The two LE UUIDs can be identical (same legal entity being at the same time applicant and future authorisation

holder). Make sure that the LE UUIDs are valid by following the instructions in point 1.

- b. If it is an asset, use the template file "*Asset correction.xls*". The authorisation number and the LE UUID of the ECHA Account for the authorisation holder are required.
3. Send the populated template file to the responsible MSCA. They need to verify the validity of your claim and forward the file to ECHA.
4. Upon reception of the request by the MSCA, ECHA will re-allocate the cases and assets to your R4BP 3 account. Please check your R4BP 3 account regularly.