

Poison centre notifications

A GUIDE TO DOSSIER PREPARATION AND SUBMISSION

Version 2.1 May 2020

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Getting access

This chapter describes the process how to create an ECHA Account and link the legal entity information. This allows to use the tools for the preparation and submission of notifications.

Creating an ECHA account

You must create an ECHA Account if you want to use the ECHA Cloud Services for preparing your notifications.

The ECHA Accounts Login page is located at <https://idp-industry.echa.europa.eu/idp/>

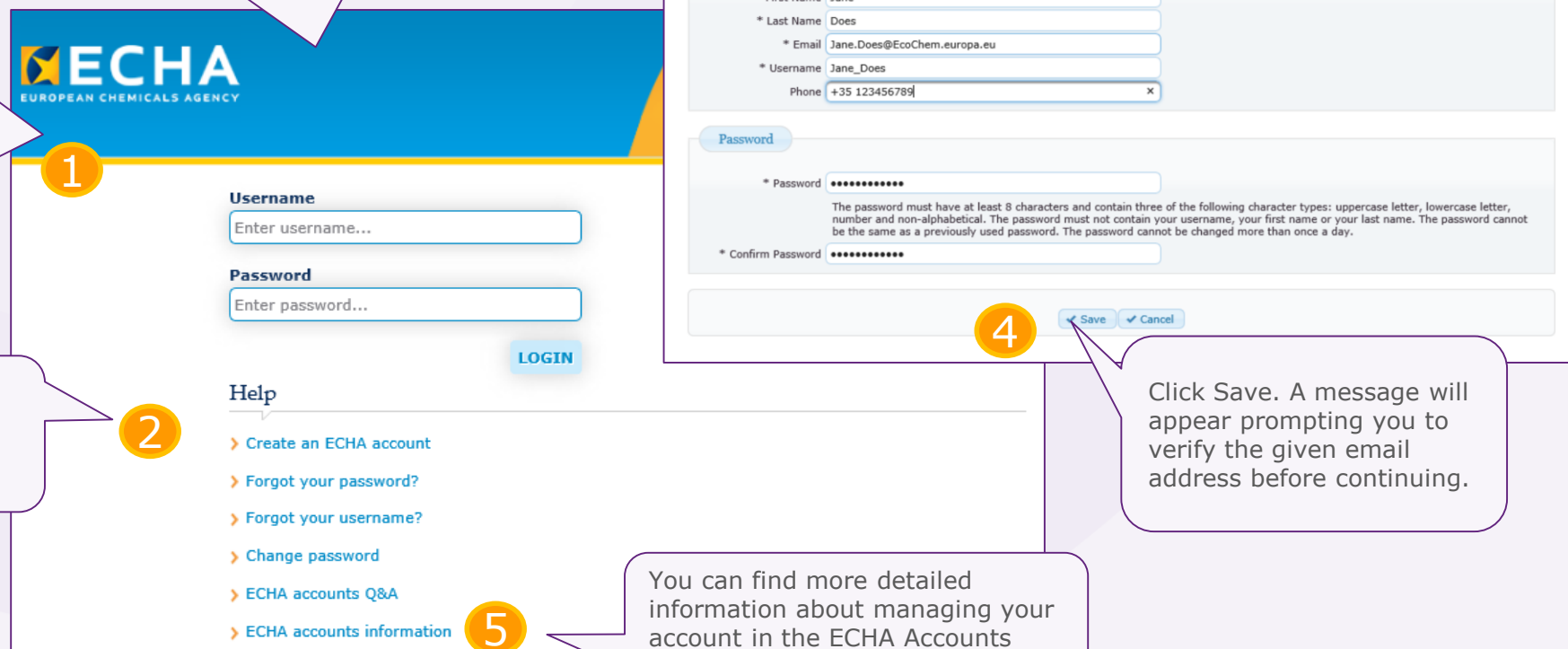
If you do not have a valid username and password, then you will need to register a legal entity by creating an account.

! Using the latest version of **Chrome, Firefox** and **Microsoft Edge** guarantees the best user experience.

Enter all the information requested for your user.

Click Save. A message will appear prompting you to verify the given email address before continuing.

You can find more detailed information about managing your account in the ECHA Accounts Manual.



The screenshot shows the ECHA Accounts Login page. At the top is the ECHA logo (European Chemicals Agency). Below it is a blue header bar. The main content area has a white background. On the left, there is a 'Username' field with the placeholder 'Enter username...' and a 'Password' field with the placeholder 'Enter password...'. Below these fields is a blue 'LOGIN' button. To the right of the login fields is a 'Help' section with a list of links: 'Create an ECHA account', 'Forgot your password?', 'Forgot your username?', 'Change password', 'ECHA accounts Q&A', and 'ECHA accounts information'. On the right side of the page, there is a 'Create Account' form. This form has two sections: 'User Information' and 'Password'. The 'User Information' section contains fields for 'First Name' (Jane), 'Last Name' (Does), 'Email' (Jane.Does@EcoChem.europa.eu), 'Username' (Jane_Does), and 'Phone' (+35 123456789). The 'Password' section contains fields for 'Password' and 'Confirm Password', both with masked characters. Below the password fields is a text box explaining the password requirements: 'The password must have at least 8 characters and contain three of the following character types: uppercase letter, lowercase letter, number and non-alphabetical. The password must not contain your username, your first name or your last name. The password cannot be the same as a previously used password. The password cannot be changed more than once a day.' At the bottom of the 'Create Account' form are 'Save' and 'Cancel' buttons.

1

2

3

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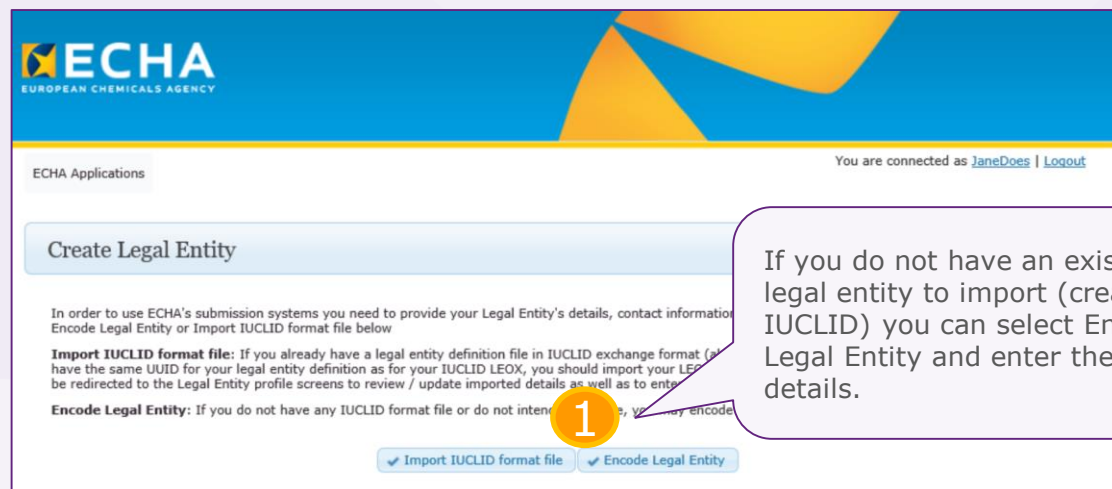
5

Assign the Legal Entity

Once you have created an ECHA Account, it needs to have a legal entity (LE) assigned to it. Then you will be able to access the ECHA IT applications.

A legal entity may represent anything between a complex business structure and a simple organised business, for example, to a corporation, a company, or a single person.

The first user associated with a legal entity is a legal entity manager.



Create Legal Entity

In order to use ECHA's submission systems you need to provide your Legal Entity's details, contact information. Encode Legal Entity or Import IUCLED format file below.

Import IUCLED format file: If you already have a legal entity definition file in IUCLED exchange format (e.g. IUCLED LEOX), you should import your LE. You will be redirected to the Legal Entity profile screens to review / update imported details as well as to enter additional details.

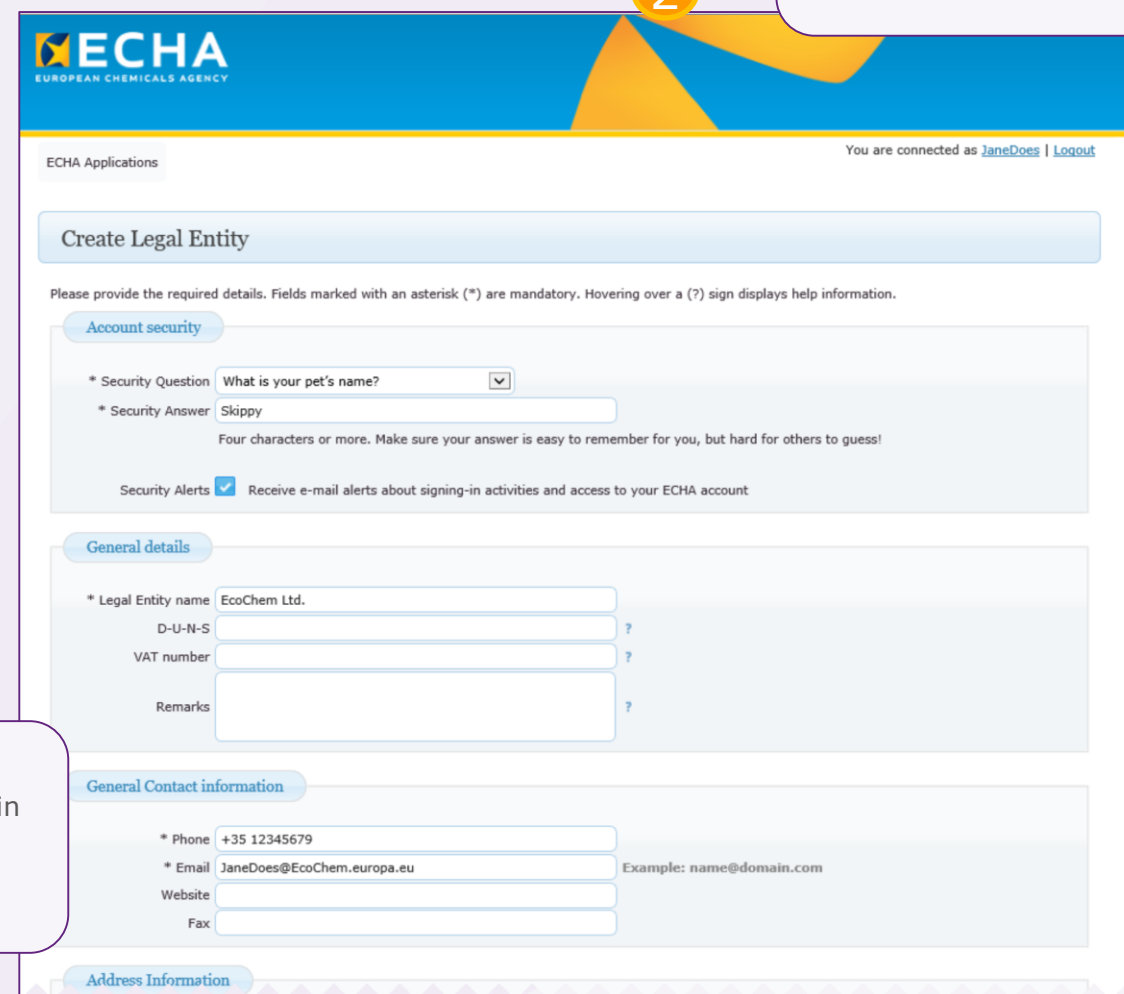
Encode Legal Entity: If you do not have any IUCLED format file or do not intend to import one, you can encode a new legal entity.

1

[Import IUCLED format file](#) [Encode Legal Entity](#)

If you do not have an existing legal entity to import (created in IUCLED) you can select Encode Legal Entity and enter the details.

Enter as much information as possible for the legal entity and press Save.



ECHA
EUROPEAN CHEMICALS AGENCY

ECHA Applications You are connected as [JaneDoe](#) | [Logout](#)

Create Legal Entity

Please provide the required details. Fields marked with an asterisk (*) are mandatory. Hovering over a (?) sign displays help information.

Account security

* Security Question: What is your pet's name?

* Security Answer: Skippy

Four characters or more. Make sure your answer is easy to remember for you, but hard for others to guess!

Security Alerts ☒ Receive e-mail alerts about signing-in activities and access to your ECHA account

General details

* Legal Entity name: EcoChem Ltd.

D-U-N-S: ?

VAT number: ?

Remarks: ?

General Contact information

* Phone: +35 12345679

* Email: JaneDoe@EcoChem.europa.eu Example: name@domain.com

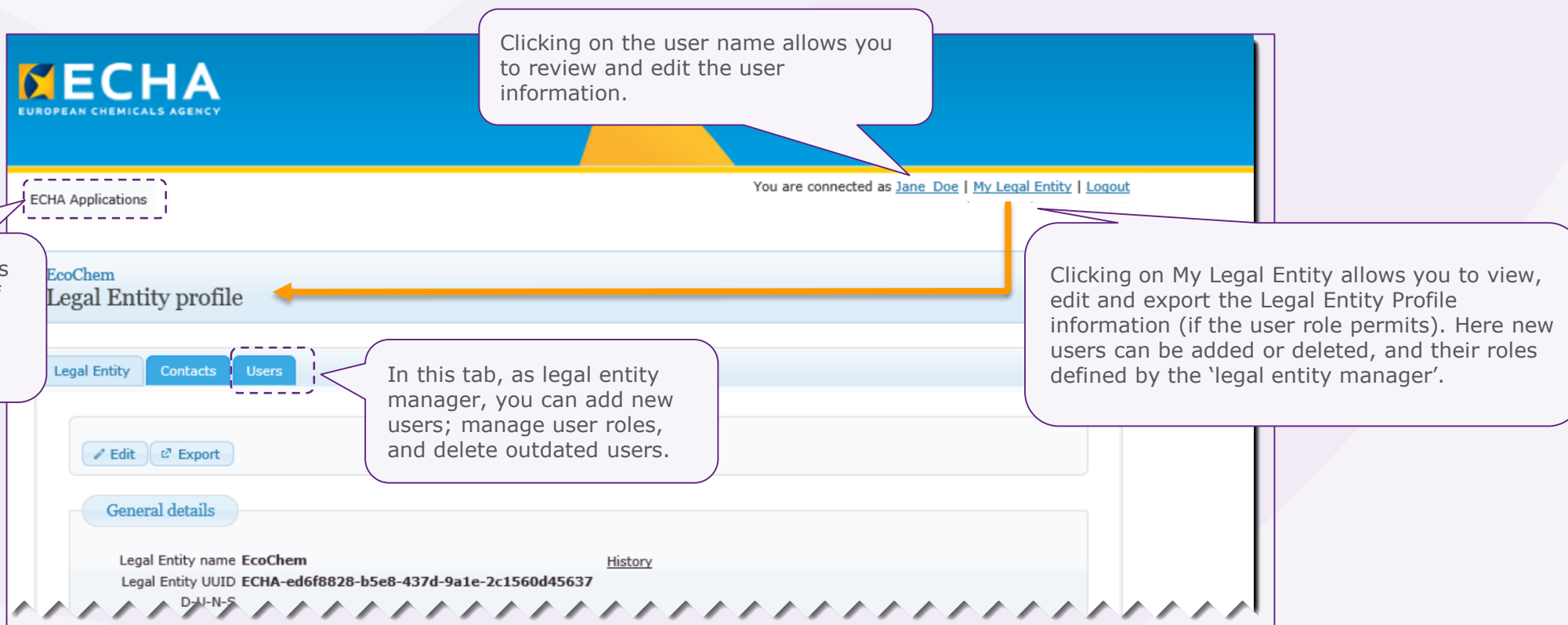
Website:

Fax:

Address Information

2

ECHA Accounts navigation



The screenshot displays the ECHA Accounts navigation interface. The top header features the ECHA logo and the text "EUROPEAN CHEMICALS AGENCY". Below the header, a navigation bar includes "ECHA Applications", "Legal Entity profile", "Legal Entity", "Contacts", and "Users". The "Legal Entity profile" section is highlighted, showing tabs for "Legal Entity", "Contacts", and "Users". The "Users" tab is selected, displaying options to "Edit" and "Export" user information. Below this, the "General details" section shows the "Legal Entity name" as "EcoChem" and the "Legal Entity UUID" as "ECHA-ed6f8828-b5e8-437d-9a1e-2c1560d45637". A "History" link is also visible.

Clicking on the user name allows you to review and edit the user information.

You are connected as [Jane Doe](#) | [My Legal Entity](#) | [Logout](#)

Clicking ECHA Applications redirects you to the list of ECHA IT applications, including the ECHA Submission Portal.

Clicking on My Legal Entity allows you to view, edit and export the Legal Entity Profile information (if the user role permits). Here new users can be added or deleted, and their roles defined by the 'legal entity manager'.

In this tab, as legal entity manager, you can add new users; manage user roles, and delete outdated users.

ECHA
EUROPEAN CHEMICALS AGENCY

EcoChem
Legal Entity profile

[Legal Entity](#) [Contacts](#) [Users](#)

[Edit](#) [Export](#)

General details

Legal Entity name **EcoChem** [History](#)
Legal Entity UUID **ECHA-ed6f8828-b5e8-437d-9a1e-2c1560d45637**
D-I-I-N-S

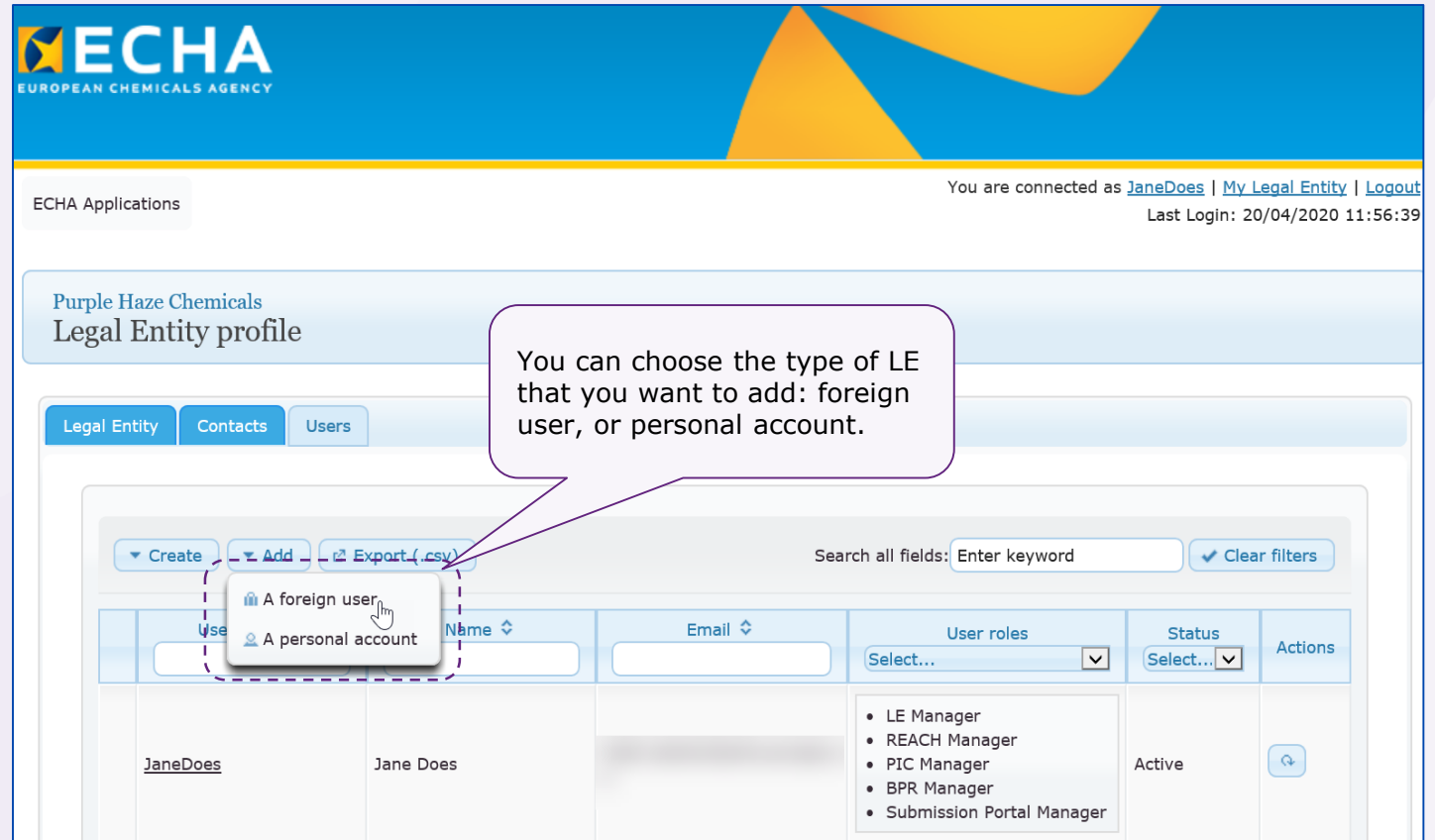
Assigning a foreign user

It is possible to add a foreign user, or a 'third party', in ECHA Accounts. This user can work on behalf a company using the IUCLID Cloud and ECHA Submission portal.

The foreign user can be, for example, a consultant or a mother company working on behalf a subsidiary.

The foreign user will also be able to see in ECHA Accounts the list of legal entities for which he works.

! If the legal entity of the submitter does not match the legal entity of the dossier (mixture level), the error BR570 will be triggered. It will appear in the validation report, and the submission will fail – you can find instructions in the **PCN: practical guide** at <https://poisoncentres.echa.europa.eu/echa-submission-portal>



ECHA
EUROPEAN CHEMICALS AGENCY

ECHA Applications

You are connected as [JaneDoes](#) | [My Legal Entity](#) | [Logout](#)
Last Login: 20/04/2020 11:56:39

Purple Haze Chemicals
Legal Entity profile

Legal Entity | Contacts | Users

Create | Add | Export (.csv)

Search all fields: Enter keyword

Use

A foreign user
A personal account

Name Email

User roles

Status

Actions

JaneDoes Jane Does

- LE Manager
- REACH Manager
- PIC Manager
- BPR Manager
- Submission Portal Manager

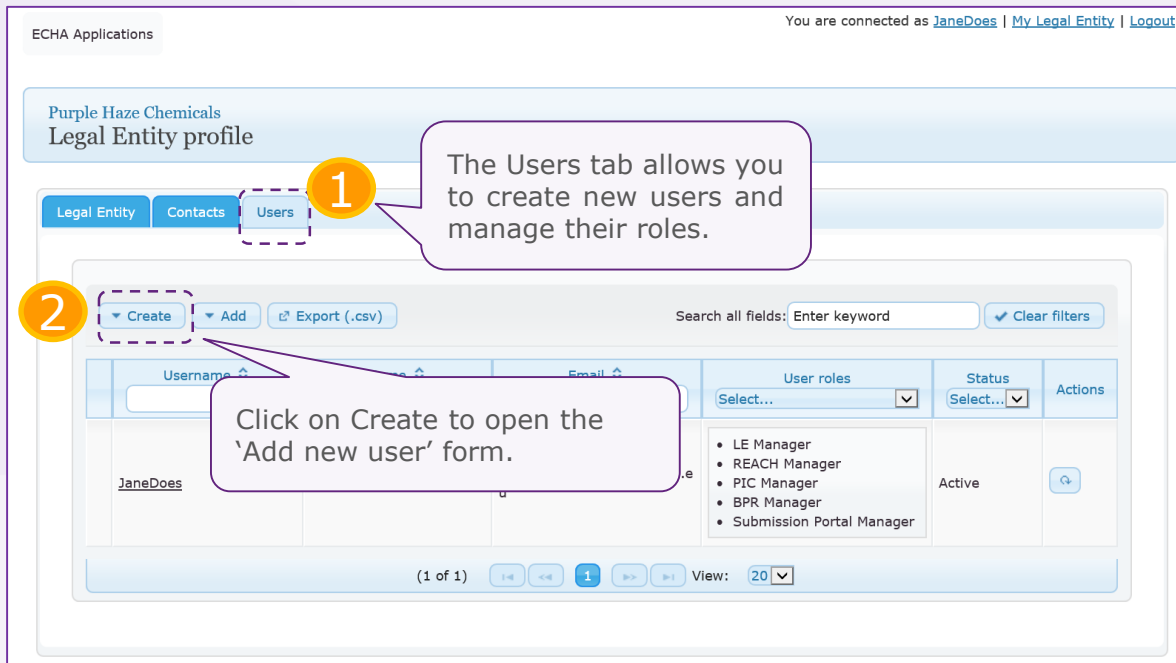
Active

You can choose the type of LE that you want to add: foreign user, or personal account.

Defining the user roles

The user roles define the user access level within the ECHA IT applications. The PCN related roles include:

- **LE manager:** 'legal entity manager', can view and edit the LE account and add, remove or edit user's data and contacts.
- **Submission portal manager:** can make submissions through ECHA Submission portal.
- **IUCLID full access:** can prepare submissions online in IUCLID Cloud.
- **IUCLID trial:** can work in the trial version of the IUCLID Cloud.
- **'Reader' and 'Read' roles** are entitled to read-only access.



ECHA Applications

You are connected as [JaneDoes](#) | [My Legal Entity](#) | [Logout](#)

Purple Haze Chemicals
Legal Entity profile

Legal Entity | Contacts | **Users**

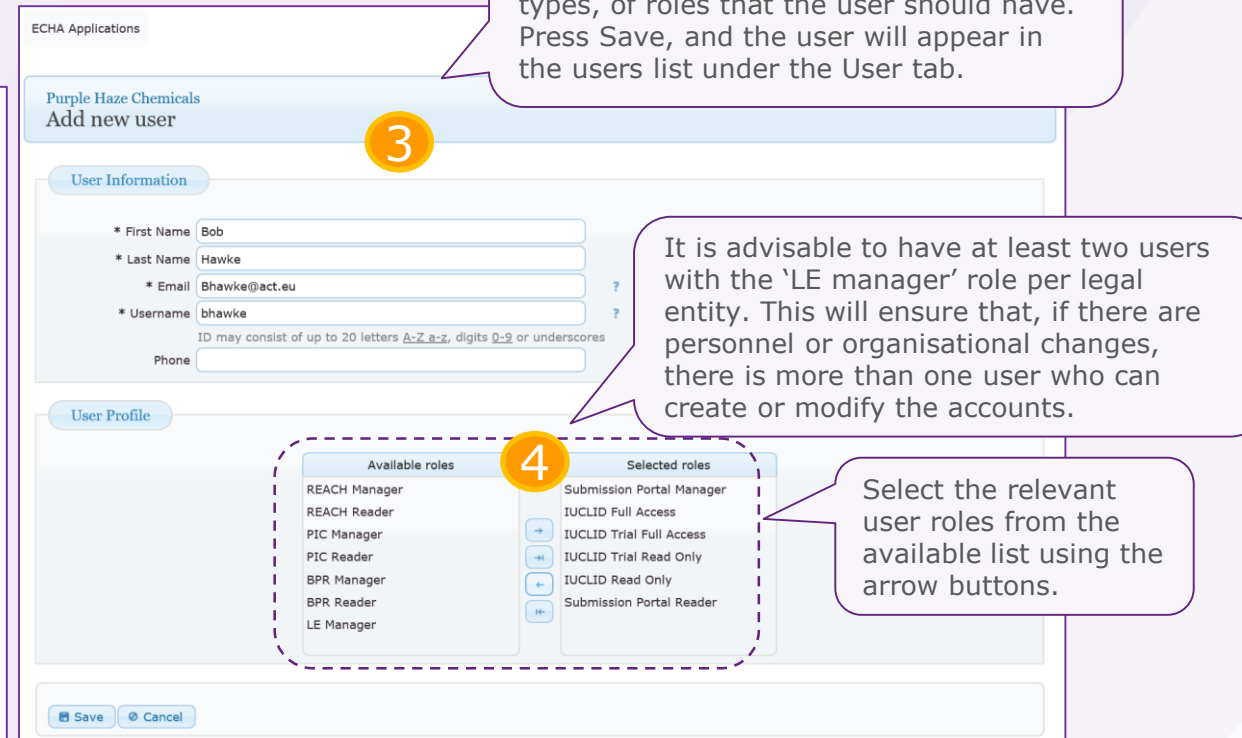
1 The Users tab allows you to create new users and manage their roles.

2 Click on Create to open the 'Add new user' form.

Search all fields: Enter keyword [Clear filters](#)

Username	User roles	Status	Actions
JaneDoes	Select... • LE Manager • REACH Manager • PIC Manager • BPR Manager • Submission Portal Manager	Active	Edit

(1 of 1) [Previous](#) [Next](#) [1](#) [Previous](#) [Next](#) View: 20



ECHA Applications

Purple Haze Chemicals
Add new user

3 Enter all the user information details for the new user and indicate the type, or types, of roles that the user should have. Press Save, and the user will appear in the users list under the User tab.

User Information

* First Name

* Last Name

* Email

* Username

ID may consist of up to 20 letters A-Z a-z, digits 0-9 or underscores

Phone

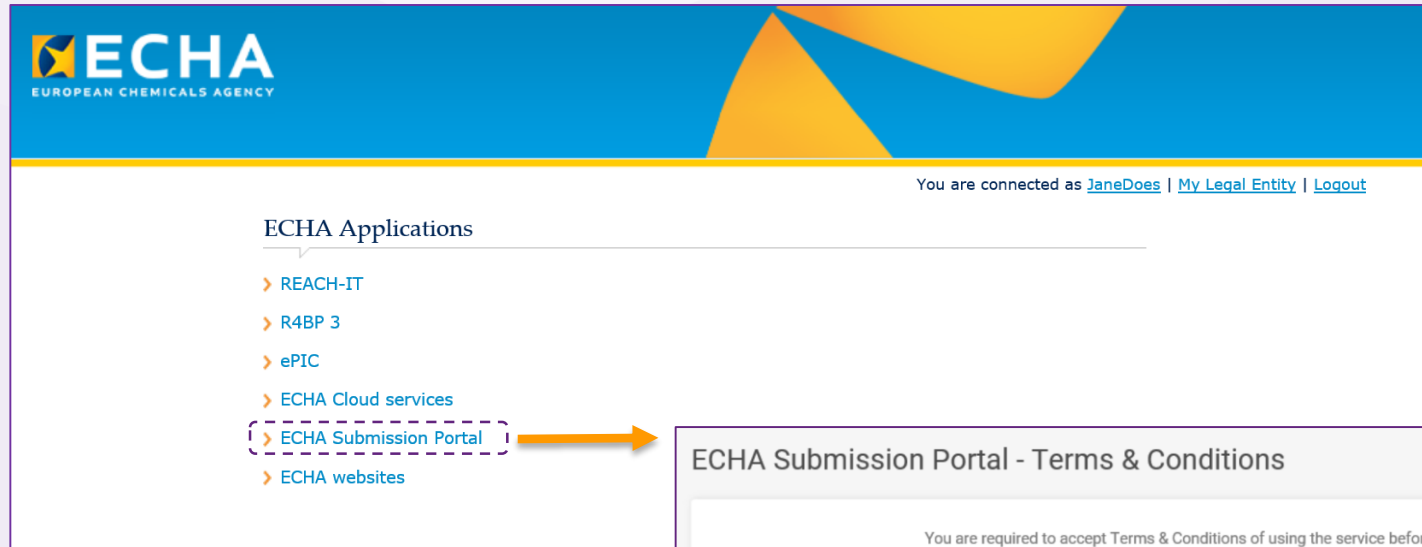
User Profile

4 Select the relevant user roles from the available list using the arrow buttons.

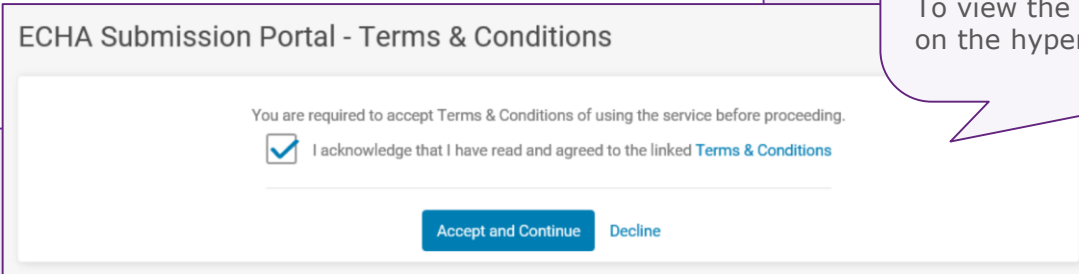
Available roles	Selected roles
REACH Manager	Submission Portal Manager
REACH Reader	IUCLID Full Access
PIC Manager	IUCLID Trial Full Access
PIC Reader	IUCLID Trial Read Only
BPR Manager	IUCLID Read Only
BPR Reader	Submission Portal Reader
LE Manager	

[Save](#) [Cancel](#)

Terms and conditions



The screenshot shows the ECHA Applications page. At the top, the ECHA logo is displayed. Below it, a navigation bar indicates the user is connected as JaneDoes, with links for My Legal Entity and Logout. The main content area is titled 'ECHA Applications' and lists several options: REACH-IT, R4BP 3, ePIC, ECHA Cloud services, ECHA Submission Portal, and ECHA websites. The 'ECHA Submission Portal' link is highlighted with a dashed orange box, and an orange arrow points from it to the right, indicating the next step in the process.



The screenshot shows the 'ECHA Submission Portal - Terms & Conditions' page. It features a heading at the top, followed by a message stating that users are required to accept the Terms & Conditions of using the service before proceeding. Below this message is a checkbox that is checked, with the text 'I acknowledge that I have read and agreed to the linked Terms & Conditions'. At the bottom of the form, there are two buttons: 'Accept and Continue' and 'Decline'.

First time users will be required to accept the terms and conditions of each application before being able to proceed.

To view the full terms and conditions, click on the hyperlink.



ECHA Submission portal for poison centre notifications

A navigational guide around the ECHA Submission portal; highlighting the three pillars of the notification process:

- dossier creation
- dossier submission
- searching for notifications

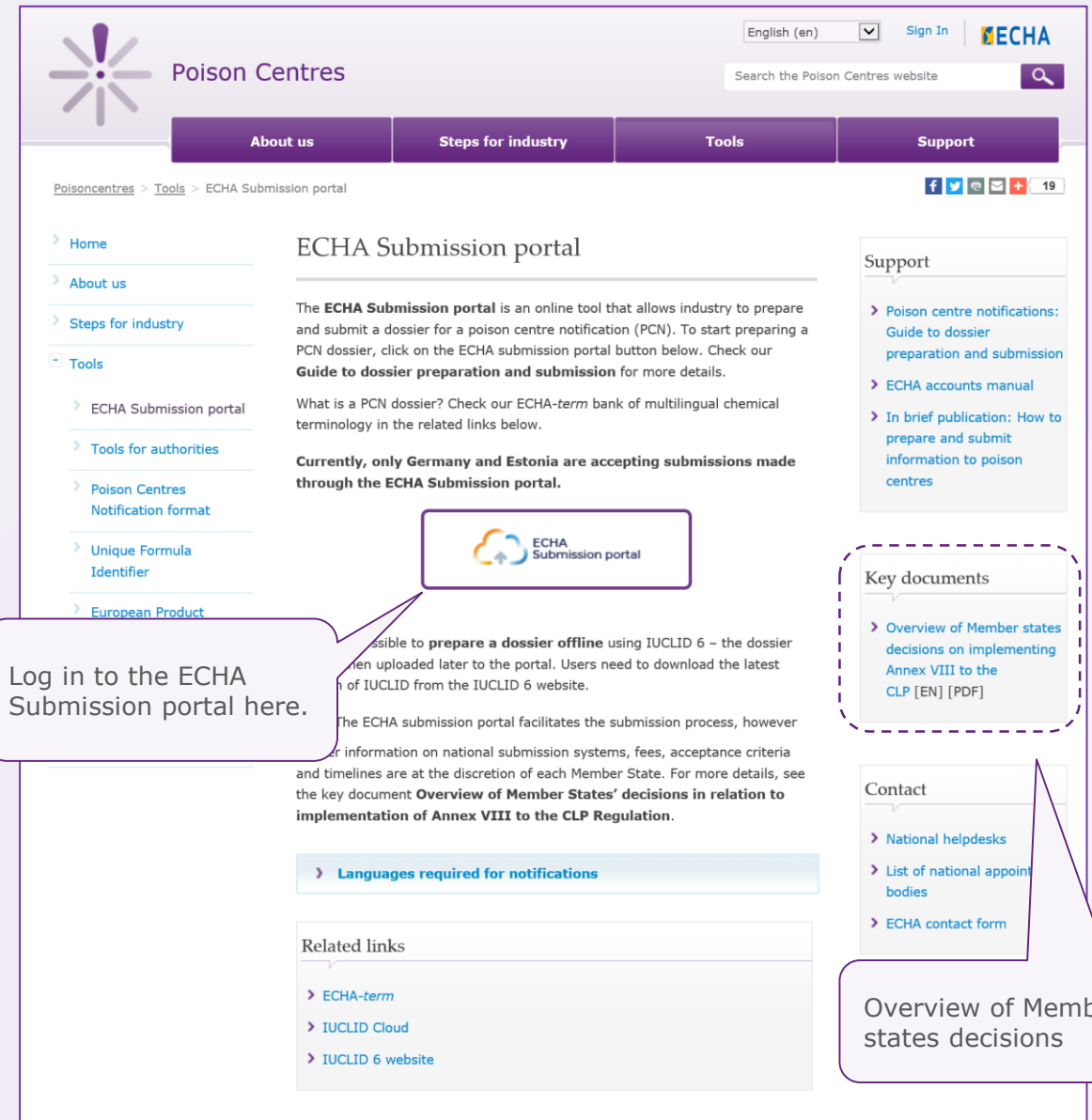
ECHA Submission portal webpage

The ECHA Submission portal webpage is available from the ECHA Poison Centre website, and directly at:

<https://poisoncentres.echa.europa.eu/echa-submission-portal>

You can find links to key documents and support on the right hand side of the page, and additional related links at the bottom.

! Refer to the **Overview of Member States decisions on implementing Annex VIII to the CLP** key document which details which Member States are ready to receive notifications submitted through the ECHA Submission portal.



The screenshot shows the ECHA Submission portal webpage. The header includes the Poison Centres logo, the text 'Poison Centres', a language dropdown set to 'English (en)', a 'Sign In' button, and the ECHA logo. A search bar is also present. The main navigation bar has four tabs: 'About us', 'Steps for industry', 'Tools', and 'Support'. Below this, a breadcrumb trail reads 'Poisoncentres > Tools > ECHA Submission portal'. The left sidebar contains a list of links: 'Home', 'About us', 'Steps for industry', 'Tools' (expanded), 'ECHA Submission portal', 'Tools for authorities', 'Poison Centres Notification format', 'Unique Formula Identifier', and 'European Product'. The main content area is titled 'ECHA Submission portal' and contains text explaining the portal's purpose, a link to the 'Guide to dossier preparation and submission', and a note that only Germany and Estonia are currently accepting submissions. A callout box points to the 'ECHA Submission portal' button in the main content area, stating 'Log in to the ECHA Submission portal here.' The right sidebar contains a 'Support' section with links to 'Poison centre notifications: Guide to dossier preparation and submission', 'ECHA accounts manual', and 'In brief publication: How to prepare and submit information to poison centres'. Below this is a 'Key documents' section with a link to 'Overview of Member states decisions on implementing Annex VIII to the CLP [EN] [PDF]'. At the bottom right, a 'Contact' section lists 'National helpdesks', 'List of national appointing bodies', and 'ECHA contact form'. A callout box points to the 'Overview of Member states decisions' link, stating 'Overview of Member states decisions'. The bottom of the page features a 'Related links' section with links to 'ECHA-term', 'IUCLID Cloud', and 'IUCLID 6 website'. A blue box highlights the 'Languages required for notifications' link in the main content area.

ECHA Submission portal landing page

The portal navigation bar directs you to the 'Upload and submit' page, or to the 'Create dossier online' page, using IUCLID Cloud.

The bell icon will alert you, for example, when new versions have been released.

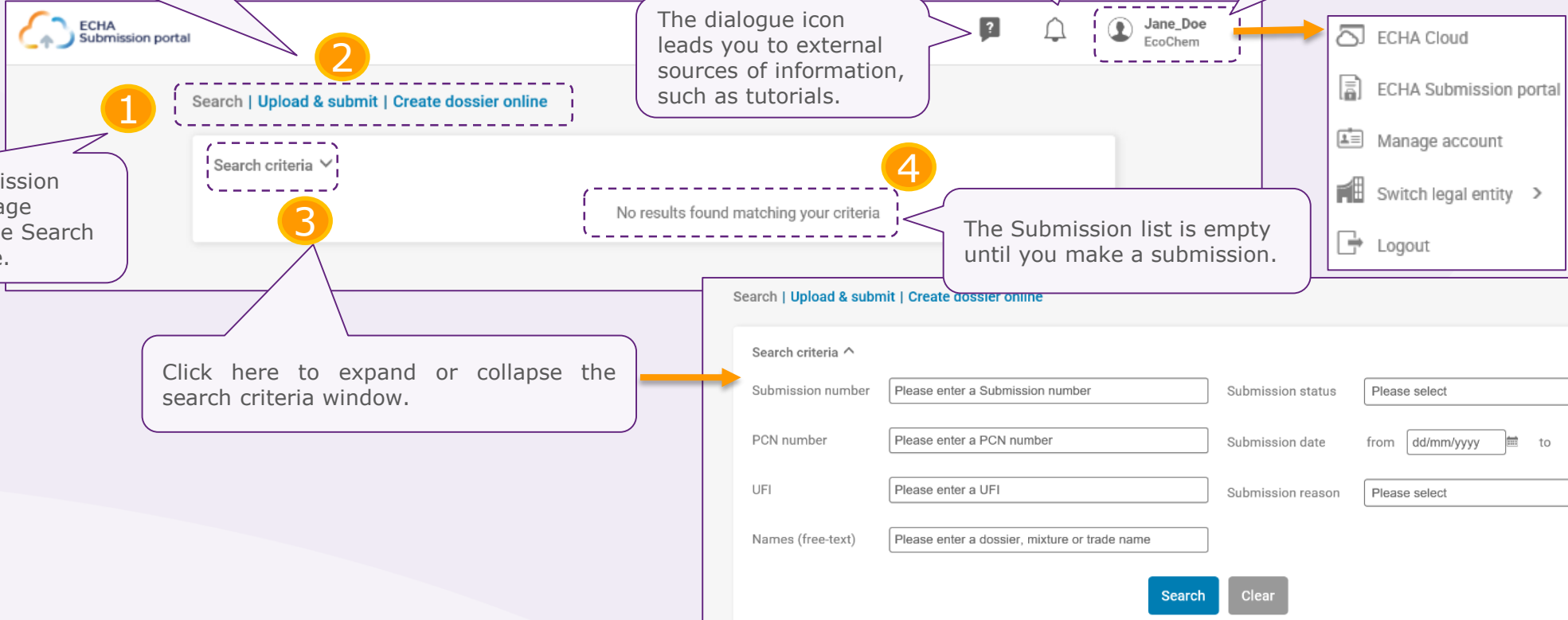
The user icon displays the name and legal entity of the user. When clicked on, opens a new window for redirection to the ECHA Cloud dashboard, accounts management and the logout functionality.

The dialogue icon leads you to external sources of information, such as tutorials.

The ECHA Submission portal landing page directs you to the Search submission page.

Click here to expand or collapse the search criteria window.

The Submission list is empty until you make a submission.



The screenshot shows the ECHA Submission portal landing page. At the top, there is a navigation bar with the ECHA Submission portal logo and links for 'Search', 'Upload & submit', and 'Create dossier online'. Below the navigation bar, there is a search section with a 'Search criteria' dropdown menu. To the right of the search section, there is a user profile icon for 'Jane.Doe EcoChem' and a bell icon. A dropdown menu is open for the user profile, showing options: 'ECHA Cloud', 'ECHA Submission portal', 'Manage account', 'Switch legal entity', and 'Logout'. Below the search section, there is a message 'No results found matching your criteria'. At the bottom, there is a detailed search form with fields for 'Submission number', 'PCN number', 'UFI', 'Names (free-text)', 'Submission status', 'Submission date', and 'Submission reason'. The form has 'Search' and 'Clear' buttons at the bottom.

1 Search | Upload & submit | Create dossier online

2 Search criteria

3 No results found matching your criteria

4

Search | Upload & submit | Create dossier online

Search criteria ^

Submission number Please enter a Submission number

Submission status Please select

PCN number Please enter a PCN number

Submission date from dd/mm/yyyy to dd/mm/yyyy

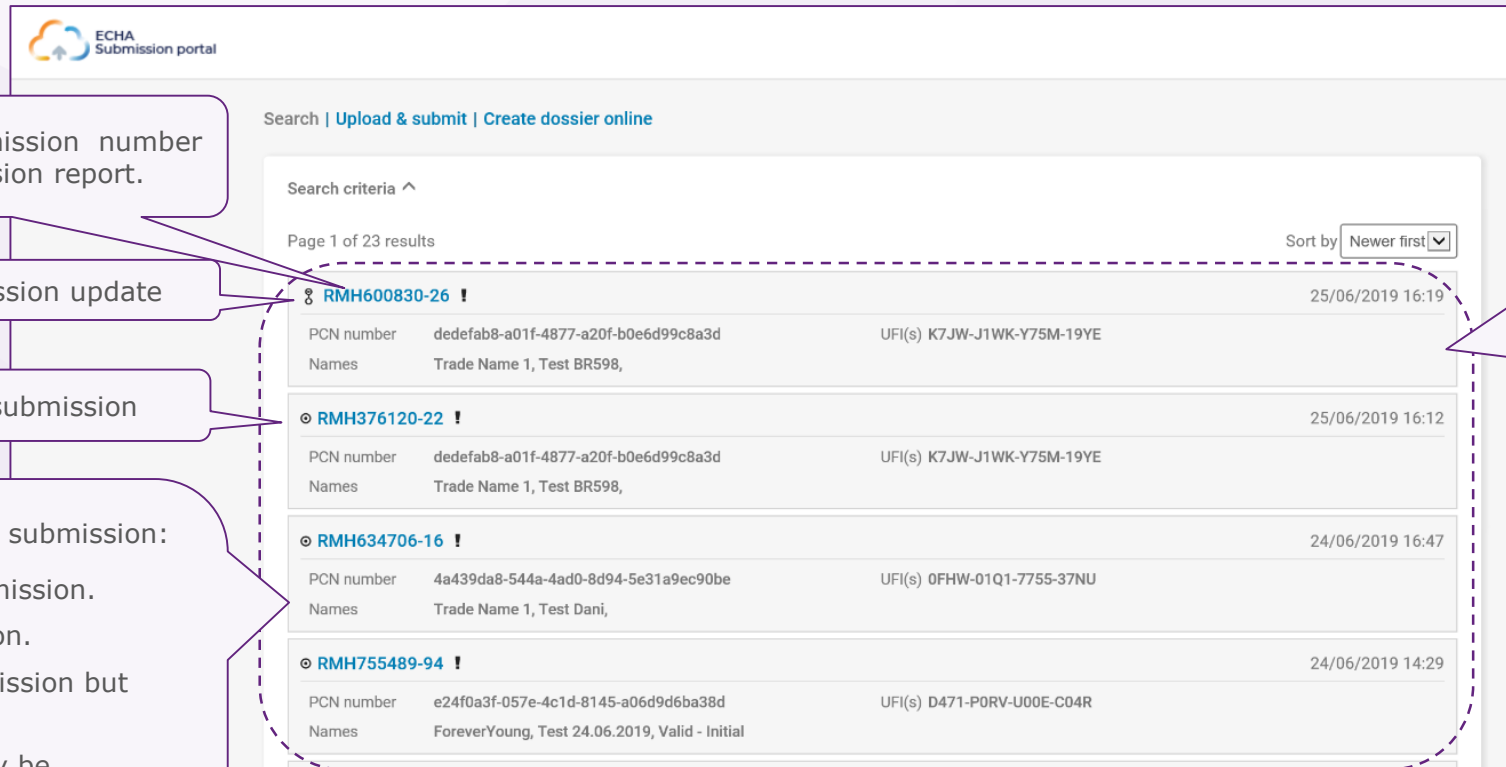
UFI Please enter a UFI

Submission reason Please select

Names (free-text) Please enter a dossier, mixture or trade name

Search Clear

ECHA Submission portal Search page



Click on the submission number to view the submission report.

Symbol for submission update

Symbol for initial submission

Indicators on the status of the submission:
 '✓' indicates a successful submission.
 'X' indicates a failed submission.
 '!' indicates a successful submission but which contains warnings.
 In some cases the system may be processing the submission and the status is pending – indicated by the circular waiting symbol.

Search | [Upload & submit](#) | [Create dossier online](#)

Search criteria ^

Page 1 of 23 results

Sort by

Submission number	PCN number	Names	UFI(s)	Timestamp
RMH600830-26 !	dedefab8-a01f-4877-a20f-b0e6d99c8a3d	Trade Name 1, Test BR598,	K7JW-J1WK-Y75M-19YE	25/06/2019 16:19
RMH376120-22 !	dedefab8-a01f-4877-a20f-b0e6d99c8a3d	Trade Name 1, Test BR598,	K7JW-J1WK-Y75M-19YE	25/06/2019 16:12
RMH634706-16 !	4a439da8-544a-4ad0-8d94-5e31a9ec90be	Trade Name 1, Test Dani,	0FHW-01Q1-7755-37NU	24/06/2019 16:47
RMH755489-94 !	e24f0a3f-057e-4c1d-8145-a06d9d6ba38d	ForeverYoung, Test 24.06.2019, Valid - Initial	D471-P0RV-U00E-C04R	24/06/2019 14:29

All the submissions made by the active legal entity will be listed here. You can use the 'Sort by' functionality or scroll through the pages at the bottom of the page.



Submission number, PCN number, UFI – which is which?

Submission number: Number automatically assigned by the ECHA Submission portal after a submission. This number can be used to track or monitor a submission if any issues arise during the submission process. For example: **RMH755489-94**

PCN number: Number assigned to an initial notification and used by poison centres to track all related notification updates. A PCN number can be generated either in the dossier preparation tools, or by you, using one of the UUID generators available online, for example, <https://www.uuidgenerator.net/>. An example of a PCN number is **5b2faca2-fc5b-4c6b-9c64-84de096ae811**

Related PCN number: A related PCN number is in essence a new PCN number required for an update notification (where the mixture composition has significantly changed). This related PCN number must refer to the previous PCN number in the updated notification.

Unique formula identifier (UFI): The UFI is a 16-character alphanumeric code with a defined format (for example: **P200-U0CW-500A-QVFJ**). The UFI is required in the notification and on the label of your products. You can generate the UFI using the UFI Generator tool available from ECHA's Poison Centre Website <https://poisoncentres.echa.europa.eu/ufi-generator>

The submission report

Validation succeeded - the submission has passed the validation checks. The dossier has been dispatched and is available to Member States for download.

Validation succeeded ! - the submission has passed the validation checks with warnings. A validation report listing potential deficiencies will be available for the submitter and the receiving Member State.

Validation failed X - the dossier has failed the validation checks and has not been forwarded to the relevant Member State(s). A validation report listing the deficiencies is available for the submitter, who will need to make a new submission .

The submission number is automatically assigned by the system.

The submission information displays all the information related to the submission, including the PCN number for the notification. The PCN number is a link displaying all the submissions related to that number.

The product information contains the trade name(s) and the UFI(s) for the mixture.

The submission history displays how submissions are related to each other such as: initial, updates, and new notifications after significant change of composition

ECHA Submission portal

[Search](#) | [Upload & submit](#) | [Create dossier online](#)

Submission status: Succeeded ▲

Dossier type:	CLP Poison centres notification	Submitted by:	Jane Does
Submission number:	RMH759618-99		Purple Haze Chemicals
Submitted IUCLID version:	6.4		ECHA-2b3f632d-4d76-47ea-84dc-562d3abd6cfb

Submission information

Mixture name	Hazardous mixture
Dossier name	Final dossier ABC123
Dossier UUID	07db343b-7547-4cfa-8efb-51e144dae1fd
File name	Update 1.i6z
Reason for submission	The submission is an update
Reason for updating	other: Fixing quality rule
Type of submission	
PCN number	6e2474e0-9d66-4b6b-8645-606697272c6e

Product information

Use type	Consumer
Name(s)	Super max
Identifier(s)	T4QV-70S1-V004-K1Y7 E7QV-R0FF-500M-7DJ9 N9QV-804U-G003-WR4C

Recipients (Member States - market placement)

Finland
Sweden

Submission events

27/04/2020 11:14	Dossier submitted
27/04/2020 11:14	Dossier passed validation checks
27/04/2020 11:15	Dossier available to MS for download

Submission history

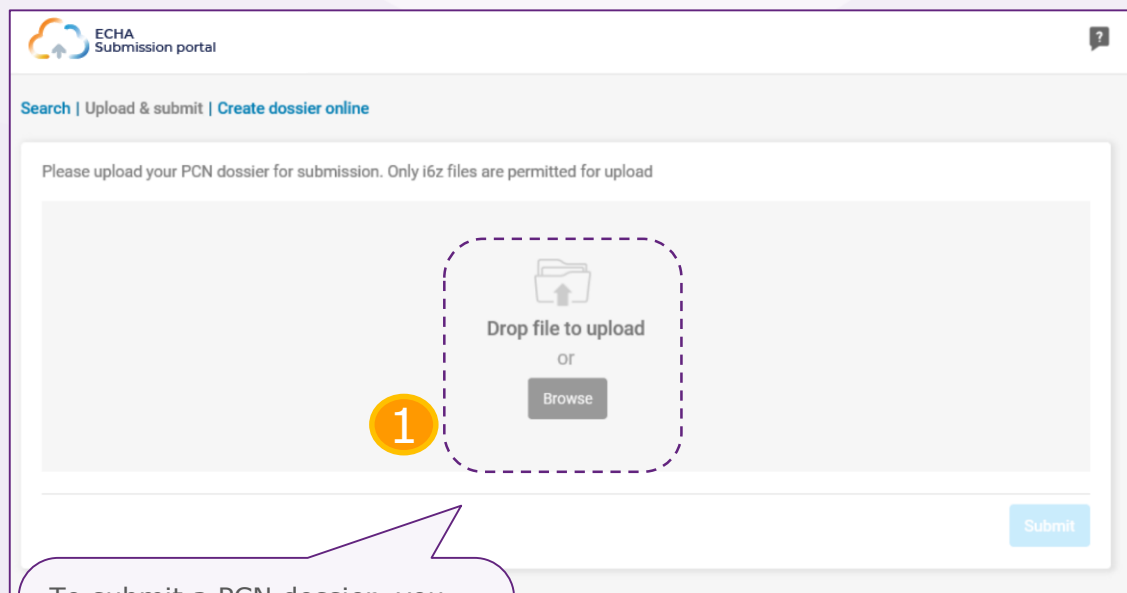
PCN number 6e2474e0-9d66-4b6b-8645-606697272c6e	
27/04/2020 11:10	RMH012288-21 ▲
27/04/2020 11:14	RMH759618-99 ▲

Submitter information and legal entity UUID.

Here are listed the receiving Member States for the notification.

The time stamped events in the submission process. The event when a dossier has been downloaded by the Member State will also be shown here.

Upload and submit



ECHA Submission portal

[Search](#) | [Upload & submit](#) | [Create dossier online](#)

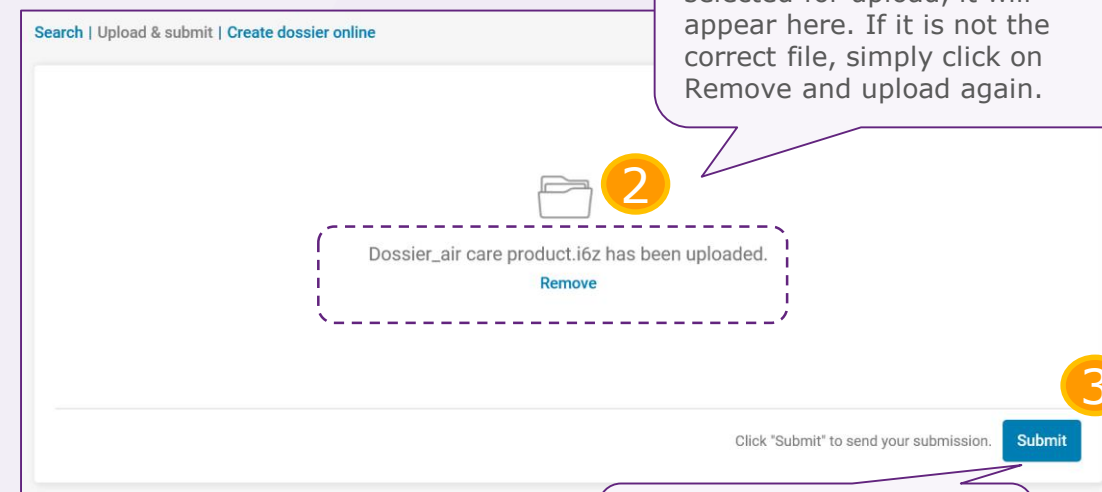
Please upload your PCN dossier for submission. Only i6z files are permitted for upload

Drop file to upload
or
[Browse](#)

[Submit](#)

1

To submit a PCN dossier, you need to first upload it here by using either selecting the relevant file using the Browse button or the 'Drag and drop' functionality.



[Search](#) | [Upload & submit](#) | [Create dossier online](#)

Dossier_air care product.i6z has been uploaded.

[Remove](#)

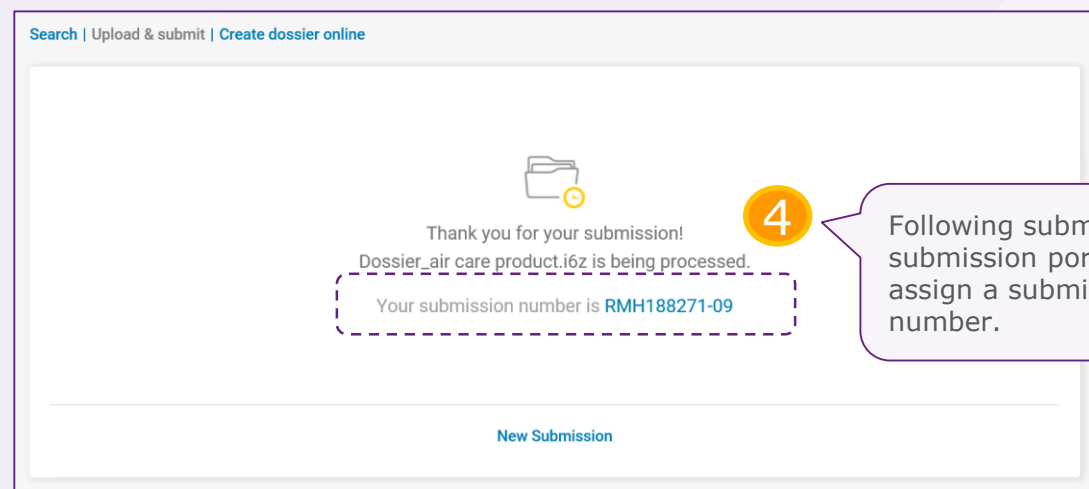
Click "Submit" to send your submission. [Submit](#)

2

3

Once the correct file has been selected for upload, it will appear here. If it is not the correct file, simply click on Remove and upload again.

When everything is ready, Submit the dossier!



[Search](#) | [Upload & submit](#) | [Create dossier online](#)

Thank you for your submission!
Dossier_air care product.i6z is being processed.

Your submission number is [RMH188271-09](#)

[New Submission](#)

4

Following submission, the submission portal will assign a submission number.

Create dossier online

ECHA Submission portal

Search | [Upload & submit](#) | [Create dossier online](#)

From here, you can navigate to IUCLID Cloud for the online preparation and creation of a dossier.

cf5-3ce3-465c-a145-588c2b6f5170
e name 1, Trade name 2


RMH985888-84 ✕	06/02/2019 15:59
PCN number	7ffc4e08-efe4-4464-90dd-75cf5675efea
Names	Leather cleaner
UFI(s)	R200-U0CW-5009-QY89

RMH844203-19 🔄	12/02/2019 10:46
PCN number	
Names	
UFI(s)	

RMH159201-24 !	08/02/2019 16:07
PCN number	f2e9f9b3-608e-409d-983d-9b8c3701c4a5
Names	BooHoo
UFI(s)	8H00-C0TV-P00S-1RPX

< 1 2 3 4 5 > Items/page 10

Cloud services

 **IUCLID Cloud**

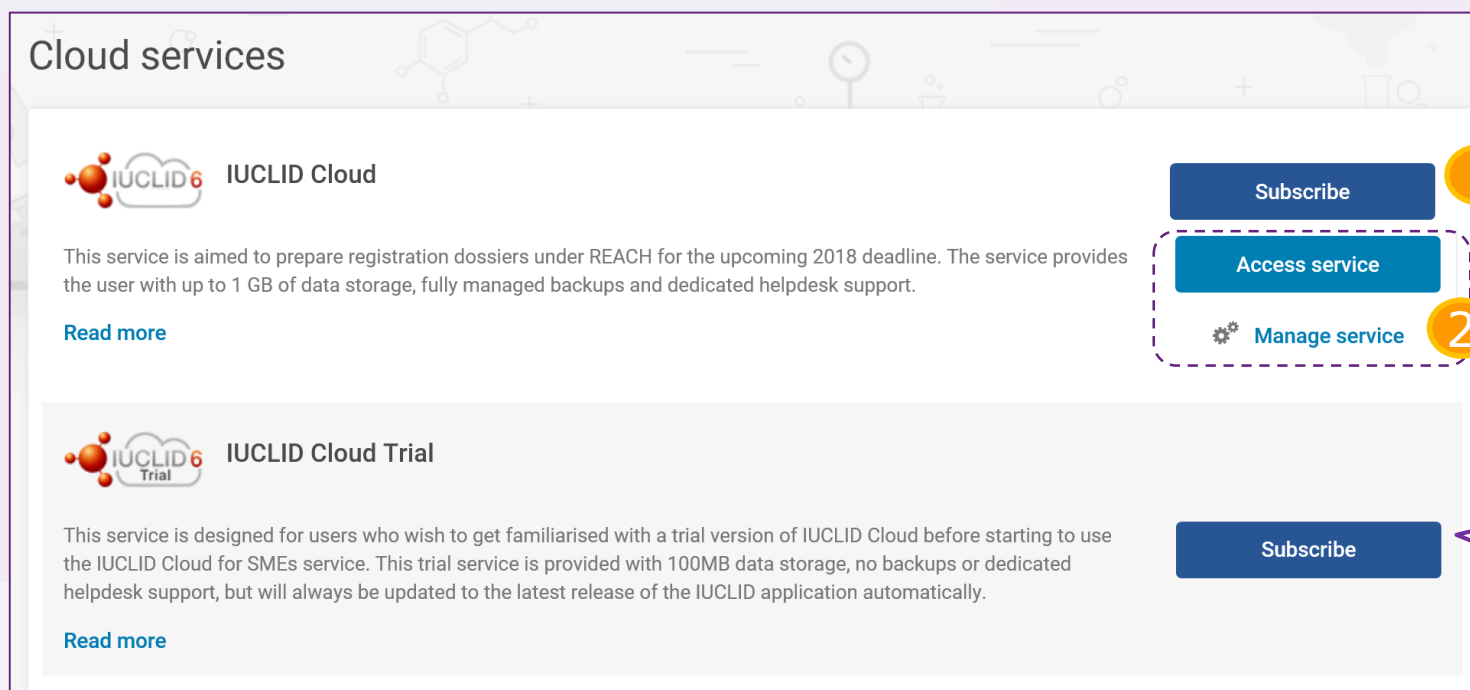
This service is aimed to prepare registration dossiers under REACH for the upcoming 2018 deadline. The service provides the user with up to 1 GB of data storage, fully managed backups and dedicated helpdesk support.

[Read more](#)


ECHA Cloud Services Dashboard

Once you have successfully logged into the system, the ECHA Cloud Services Dashboard page opens. The **IUCLID Cloud** service allows the online preparation of a dossier by a 'guided dossier preparation' wizard. The **IUCLID Cloud Trial** service, however, is used only for training purposes to get more familiar with the tool.

Only legal entity managers have the rights to subscribe to a service. For other users, this functionality will not be visible.



Cloud services


 **IUCLID Cloud**


This service is aimed to prepare registration dossiers under REACH for the upcoming 2018 deadline. The service provides the user with up to 1 GB of data storage, fully managed backups and dedicated helpdesk support.

[Read more](#)

[Subscribe](#)

[Access service](#)

 [Manage service](#)

 **IUCLID Cloud Trial**

This service is designed for users who wish to get familiarised with a trial version of IUCLID Cloud before starting to use the IUCLID Cloud for SMEs service. This trial service is provided with 100MB data storage, no backups or dedicated helpdesk support, but will always be updated to the latest release of the IUCLID application automatically.

[Read more](#)

[Subscribe](#)

You will first need to perform a one-time subscription to use the particular service.

Once subscribed, you can access and manage the service.

! Please note that the Trial service allows you to get familiar with the tool. **It is not a test version** for submissions. Any submission made within will be forwarded to the Member State selected.



Guided dossier preparation for PCN submissions

An overview of the features and functionalities in IUCLID Cloud to help you get started with the preparation, validation and creation of a PCN dossier.

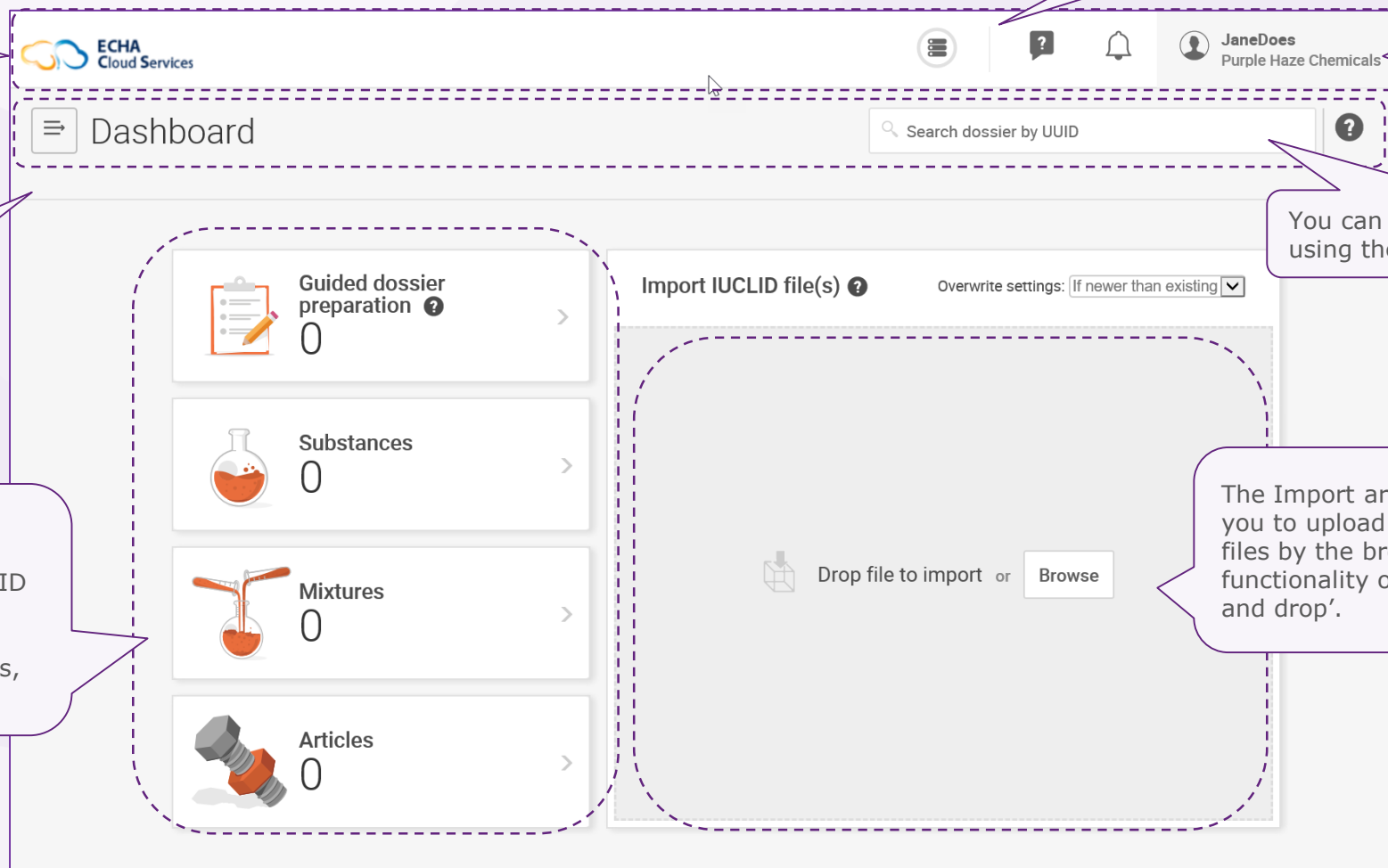
The IUCLID Dashboard for dossier preparation

The IUCLID Dashboard page is displayed after logging in and accessing the service.

You can return to the Dashboard from anywhere in the interface by clicking on the Cloud icon.

There is always a link to the main menu by the three lines icon at the left of the header.

This area is used for data entry and navigation between the various IUCLID entities: dossier under preparation; substance datasets; mixture datasets, and articles.



The screenshot shows the IUCLID Dashboard interface. At the top, there is a header bar with the ECHA Cloud Services logo on the left, a hamburger menu icon, a search bar labeled 'Search dossier by UUID', and a user profile icon labeled 'JaneDoes Purple Haze Chemicals'. Below the header, the main content area is divided into two sections. On the left, there is a sidebar with four cards: 'Guided dossier preparation' (0), 'Substances' (0), 'Mixtures' (0), and 'Articles' (0). Each card has an icon and a right-pointing arrow. On the right, there is a large area titled 'Import IUCLID file(s)' with a dropdown menu for 'Overwrite settings' set to 'If newer than existing'. Below this title is a large dashed box containing a file upload icon and the text 'Drop file to import or Browse'.

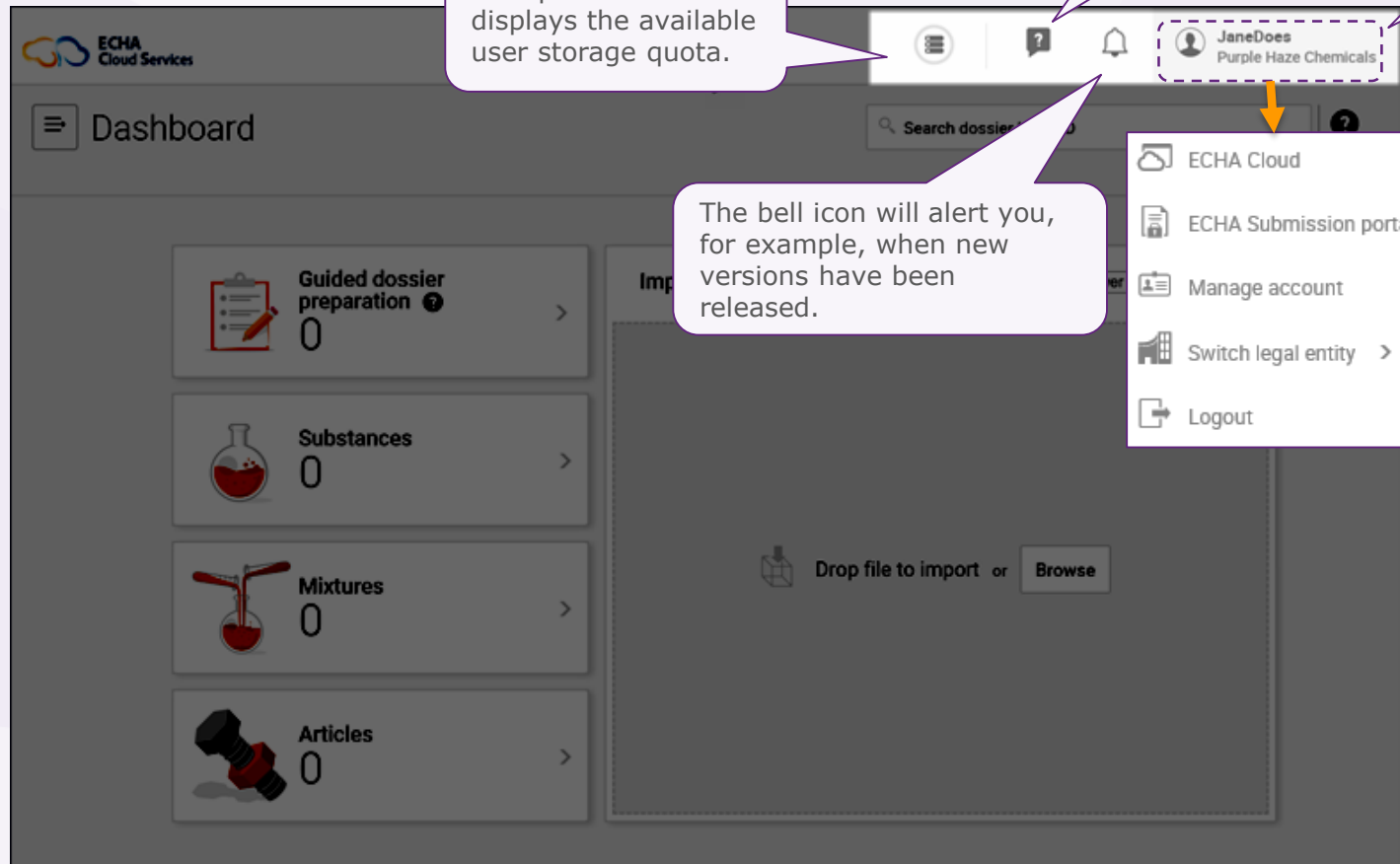
The top bar always contains the same options throughout the guided dossier preparation.

The user icon displays the name of the user and company name of the **submitting legal entity**.

You can search for dossiers using their UUID.

The Import area allows you to upload IUCLID files by the browse functionality or 'drag and drop'.

The dashboard top user bar





Initiating a guided dossier preparation

This is the Guided dossier preparation page which contains a list of all the dossiers under preparation that have been initiated. To initiate the dossier preparation for a poison centre notification, click '+New' and select 'PCN submission'.

Dashboard > Guided dossier preparations

Guided dossier preparations

1 result found

Hazardous mixture		16/03/2020 13:55	...
Legal Entity	Purple Haze Chemicals	Submission type	CLP Poison centres notification
Dossier Name		PCN	

This is the name of the **mixture** to which the Guided dossier preparation refers to. This name is created when you select a new 'PCN submission'.

Click anywhere here to **resume preparation** of a dossier previously started.

By clicking on '+New', and selecting the relevant item, you can **initiate the preparation of a new** dossier for a PCN submission.

Delete

Clicking delete will permanently delete a dossier in preparation



Establishing the submission context for a mixture – step 1

Once you initiate a dossier preparation for a PCN submission, the submission context is defined in a two-step process: Specify your mixture, and Dossier information.

Guided dossier preparation for your Poison Centres Notification

1 Specify your mixture

2 Dossier information

Specify the mixture name of your Poison Centres Notification

Please specify your mixture.

1

Select an existing mixture

+ Select

OR

Create a new mixture

0/2000

Specify the dossier name of your Poison Centres Notification

2

0/255

Specify your mixture by either:

- Selecting from your inventory of existing mixtures (this is possible for update notifications), or notifications following a significant change in composition, OR
- Entering a name for your mixture, to encode a new one.

Here you can optionally provide the name of the dossier. This may help you identifying the stage of the life cycle of the project. For example:
My hazardous mixture's name_initial submission



Dossier information

This page is called the **Dossier Header** page. It collects the information required to define the dossier so as to configure the relevant dossier fields (for example, for multilingual support), as well as determine the specific validation rules. For example, if limited submission is selected, then an emergency contact(s) must be provided.

Please consult the Guidance for Annex VIII to the CLP for full details on information requirements and submission types: <https://echa.europa.eu/guidance-documents/guidance-on-clp>

The **language** selection is required. It is used to determine the multilingual fields where you need to provide information as free text.

Guided dossier preparation for your Poison Centres Notification

✓ Specify your mixture

2 Dossier information

The information you provide in this step will determine what fields will dossier.

Define the dossier information

PCN number*

575b895b-96d4-4bfc-b245-49f823865d7c

36/255

Country (market placement)*

Finland

Sweden

Language*

Finnish

Swedish

Previous

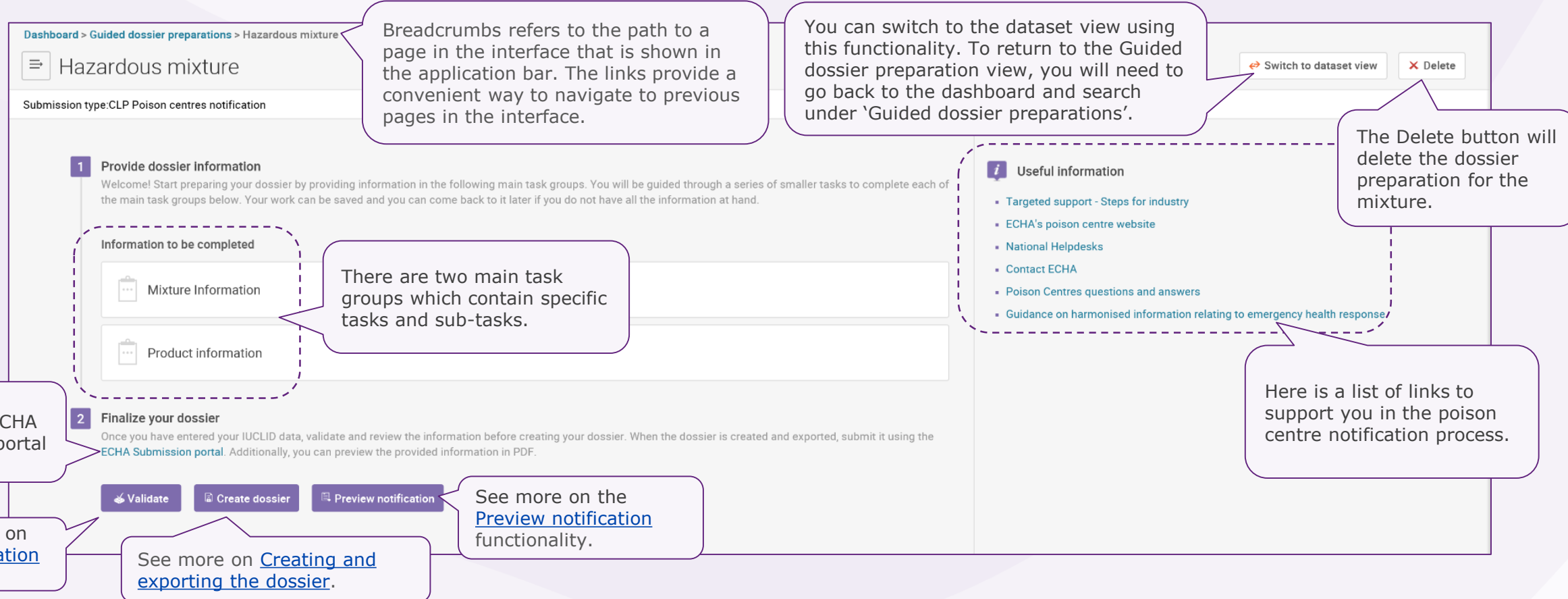
Finish

Generate and assign a **PCN number** to the initial notification by clicking on the circular arrows. This number will be used by poison centres to track all related notification updates.

Make a selection in the drop down list for every **country (market placement)** you intend to place the mixture on.

Guided dossier preparation 'navigation page'

The navigation page for the mixture allows easy movement from the main functionalities: data entry, validation and dossier creation. You need to provide data entry in two main sections: one for the mixture and one for the product. Each section is comprised of a series of tasks and sub-tasks.



Breadcrumbs refers to the path to a page in the interface that is shown in the application bar. The links provide a convenient way to navigate to previous pages in the interface.

You can switch to the dataset view using this functionality. To return to the Guided dossier preparation view, you will need to go back to the dashboard and search under 'Guided dossier preparations'.

The Delete button will delete the dossier preparation for the mixture.

There are two main task groups which contain specific tasks and sub-tasks.

Link to the ECHA Submission portal

See more on [The validation assistant](#).

See more on [Creating and exporting the dossier](#).

See more on the [Preview notification](#) functionality.

Useful information

- Targeted support - Steps for industry
- ECHA's poison centre website
- National Helpdesks
- Contact ECHA
- Poison Centres questions and answers
- Guidance on harmonised information relating to emergency health response

1 Provide dossier information
Welcome! Start preparing your dossier by providing information in the following main task groups. You will be guided through a series of smaller tasks to complete each of the main task groups below. Your work can be saved and you can come back to it later if you do not have all the information at hand.

Information to be completed

- Mixture Information
- Product information

2 Finalize your dossier
Once you have entered your IUCLID data, validate and review the information before creating your dossier. When the dossier is created and exported, submit it using the [ECHA Submission portal](#). Additionally, you can preview the provided information in PDF.

[Validate](#) [Create dossier](#) [Preview notification](#)

Switch to dataset view Delete

The task page

A specific task page exists for the Mixture information and the Product information. Here, in the Mixture information task page, is a list with the six tasks that you are required to complete for this section.








Each task requires to first [create a new record](#) (in some cases, multiple records are allowed) which acts as a page where information can be entered in specific fields. Records can also be [created from existing information](#), where it is copied from another dossier.

The information contained in a record can be viewed and updated. You can delete records if needed.

Dashboard > Guided dossier preparations > Hazardous mixture > Mixture Information

Mixture Information

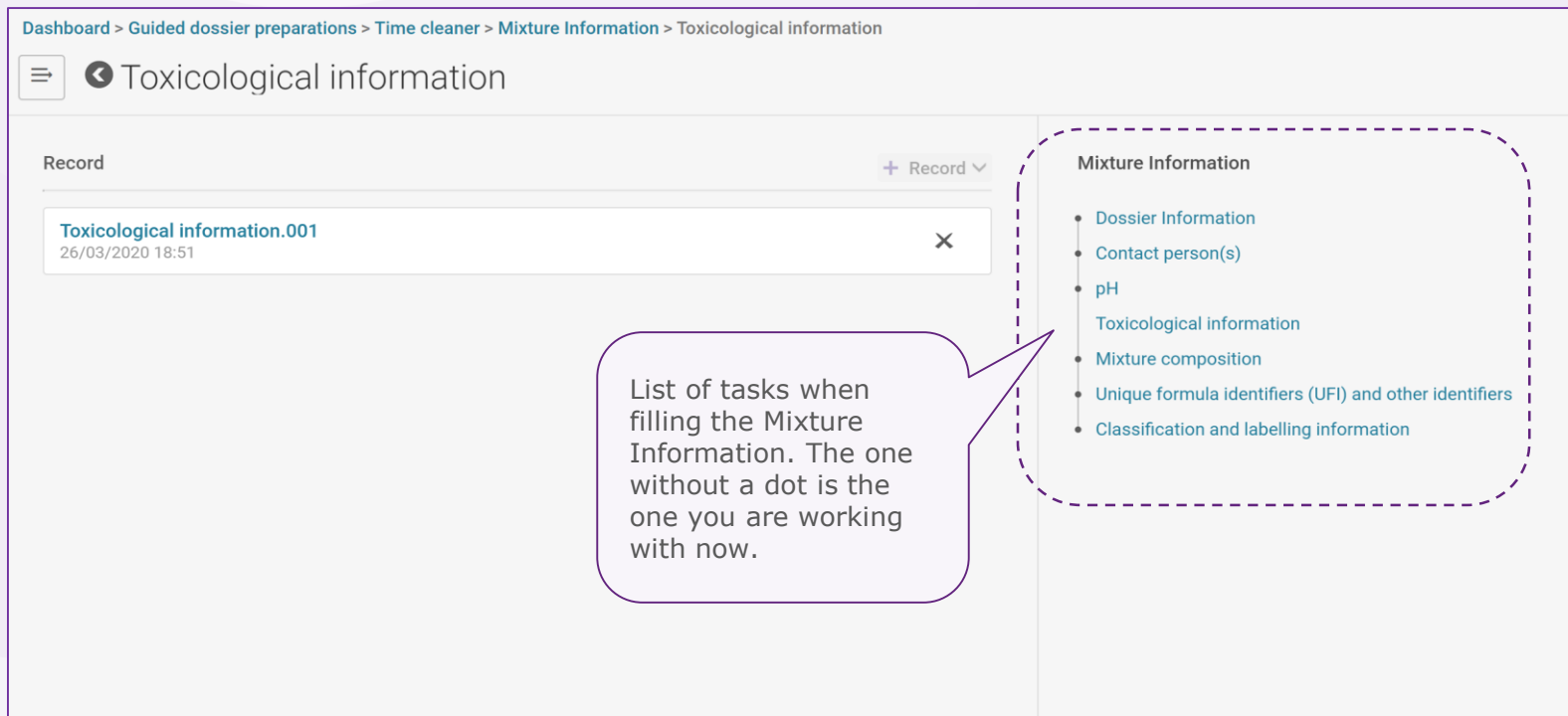
Here are the group of tasks that need to be completed to collect information about the identification of the mixture, its composition and other characteristics.

	Dossier Information 16/03/2020 14:06	1
	Contact person(s)	2
	pH	
	Toxicological information	
	Mixture composition	
	Unique formula identifiers (UFI) and other identifiers	
	Classification and labelling information	

The number indicates how many records have been created for a particular task. In some cases, for example pH, classification and labelling, and toxicological information, only allow the creation of a single record.

Moving between tasks

When finishing each task, the system will take you to the record view. Here you can add records or delete them. You can also move on to the following task, or any other, by clicking on its name on the right-hand side list of tasks.



The screenshot shows a web interface for 'Toxicological information'. At the top, a breadcrumb trail reads: Dashboard > Guided dossier preparations > Time cleaner > Mixture Information > Toxicological information. Below this is a header bar with a menu icon and the title 'Toxicological information'. The main area is divided into two panels. The left panel, titled 'Record', contains a single record card for 'Toxicological information.001' with a timestamp of '26/03/2020 18:51' and a close button. The right panel, titled 'Mixture Information', contains a list of tasks: Dossier Information, Contact person(s), pH, Toxicological information, Mixture composition, Unique formula identifiers (UFI) and other identifiers, and Classification and labelling information. A dashed purple box highlights this list. A speech bubble points to the list with the text: 'List of tasks when filling the Mixture Information. The one without a dot is the one you are working with now.'

Dashboard > Guided dossier preparations > Time cleaner > Mixture Information > Toxicological information

☰ Toxicological information

Record + Record ▾

Toxicological information.001
26/03/2020 18:51

Mixture Information

- Dossier Information
- Contact person(s)
- pH
- Toxicological information
- Mixture composition
- Unique formula identifiers (UFI) and other identifiers
- Classification and labelling information

List of tasks when filling the Mixture Information. The one without a dot is the one you are working with now.

Creating a new record

Dashboard > Guided dossier preparations > Hazardous mixture > Mixture Information

Mixture Information

Here are the group of tasks that need to be completed to collect information about the identification of the mixture, its composition and other characteristics.

- Dossier Information
16/03/2020 14:06
- Contact person(s)
- pH
- Toxicological information**
Provide information Use existing information
- Mixture composition
- Unique formula identifiers (UFI) and other identifiers
- Classification and labelling information

Hover the mouse over the relevant task, e.g. Toxicological information, and click on Provide information. The dedicated page for entering the information will open.

Toxicological information

1 SDS information (mixtures)

Information on mixtures
Safety data sheets of mixture / product

+ New item

#	Safety data sheet	Country	Language	Action
	Toxicological information (section 11 of SDS) fi Edit Format Table B I U S x ² x ₂ Paragraph A A P This field is mandatory. press Esc to close			

The record has been created and you can now enter the information. Click on Finish at the bottom of the page to ensure the entered information is saved.

Toxicological information

Record

Toxicological information.001
16/03/2020 14:37

X

Once you have saved the record, it is possible to remove it by clicking on the X. Note that the +Record button is disabled as this task can refer to only one document, meaning it is 'fixed'.



Creating a record from existing information

Dashboard > Guided dossier preparations > Hazardous mixture > Mixture Information

Mixture Information

Here are the group of tasks that need to be completed to collect information about the identification of the mixture, its composition and other characteristics.

- Dossier Information 16/03/2020 14:06
- Contact person(s)
- pH
- Toxicological information**
Provide information Use existing information
- Mixture composition
- Unique formula identifiers (UFI) and other identifiers
- Classification and labelling information

Hover the mouse over a specific task, e.g. Toxicological information, and click on Use existing information, a sliding window will appear on the left of the screen and display the records available for 'copying' existing information from.

1

Select existing information

Type at least 3 characters 1 results found

- Toxicological information.001**

A list of available records, if any, will appear. Scroll through the existing records and select the relevant record by clicking anywhere in the document bar area.

2

- pH
- Toxicological information** 16/03/2020 14:45 1
- Mixture composition

A single Toxicological information record, now created and pre/populated, is visible in the task list. The record should be opened and checked for accuracy and completeness.

3



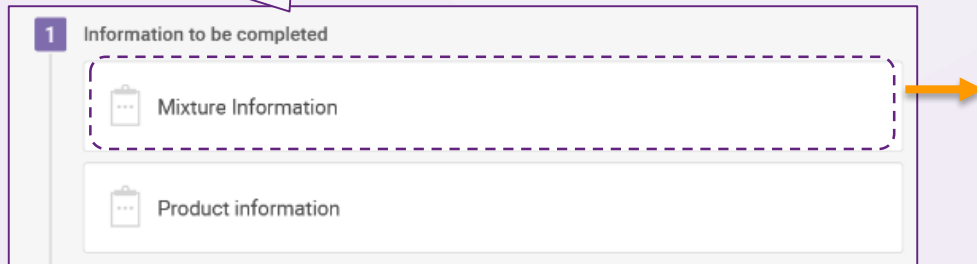
Dossier preparation: 'Mixture information'

An overview of how to use IUCLID to complete the tasks in the Mixture information section for the preparation of a PCN dossier. Full details on the information requirements can be found in the *Guidance on harmonised information relating to emergency health response* at:

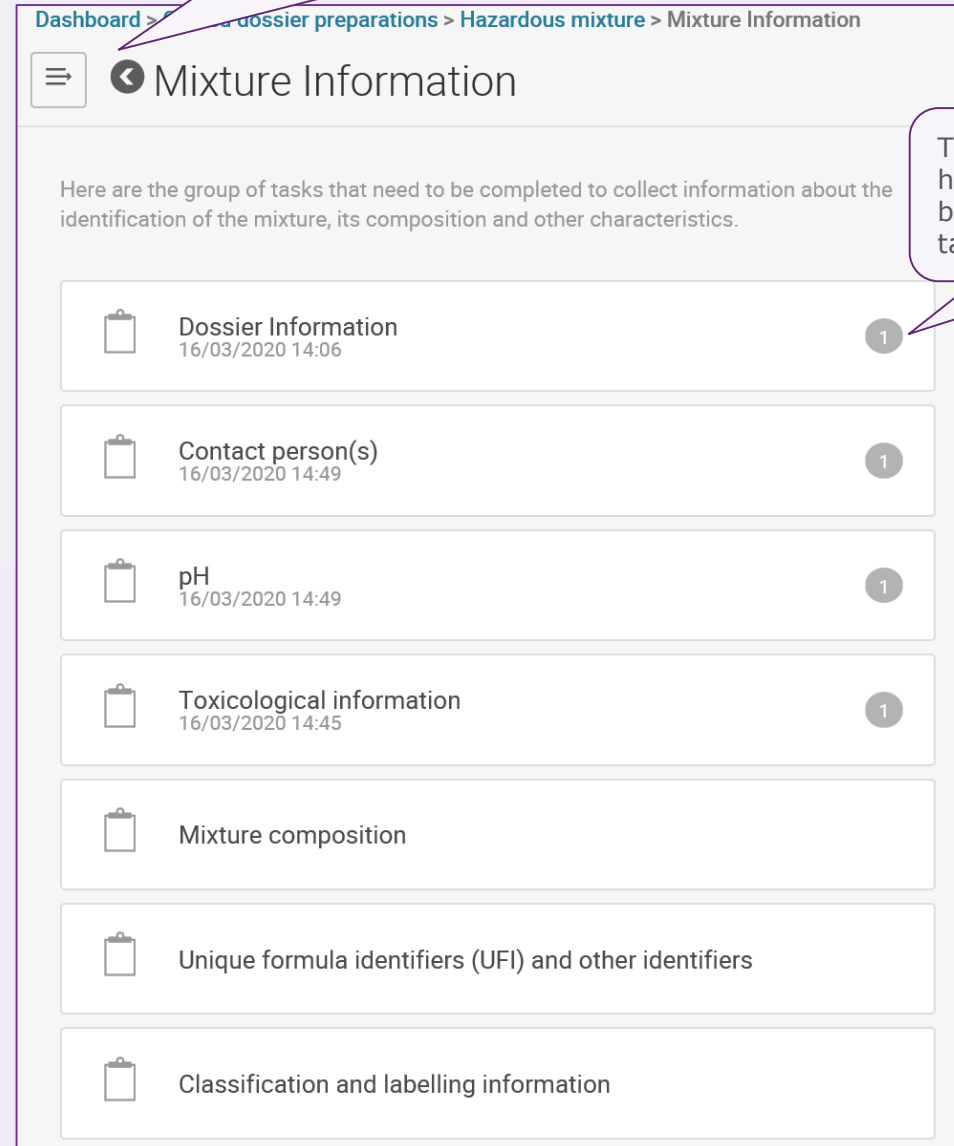
<https://poisoncentres.echa.europa.eu/guidance>

Mixture information task page

Clicking on 'Mixture information' from the dossier preparation navigation page, redirects to the Mixture information task page, listing the six tasks (some tasks contain additional sub-tasks) that are required to be completed for this section



The back button is useful to navigate back from sub-tasks and tasks.



The screenshot shows the 'Mixture Information' task page. At the top, there is a breadcrumb trail: 'Dashboard > Hazardous mixture preparations > Hazardous mixture > Mixture Information'. Below this, there is a back button and the title 'Mixture Information'. A descriptive text states: 'Here are the group of tasks that need to be completed to collect information about the identification of the mixture, its composition and other characteristics.' The main content area lists six tasks, each with a clipboard icon, a title, a timestamp, and a circular badge with the number '1' indicating the number of records created for each task.

Task	Timestamp	Records
Dossier Information	16/03/2020 14:06	1
Contact person(s)	16/03/2020 14:49	1
pH	16/03/2020 14:49	1
Toxicological information	16/03/2020 14:45	1
Mixture composition		
Unique formula identifiers (UFI) and other identifiers		
Classification and labelling information		

The number indicate how many records have been created for each task.

The 'Contact person(s)' task

A Contact person record is used to record the person's role and contact, for example, an emergency contact in the case of a limited submission.

If the Contact type picklist does not contain the correct type of contact you wish to specify, you can select 'Other' and enter the information in the free text field.

Dashboard > Guided dossier preparation > Contact person(s)

Contact person(s)

1 PCN Contact Person

Contact person

Contact type
dossier contact

First name
John

Last name*
Howard

Organisation*
EcoChemicals ACT

Phone
+CountryCode AreaCode LocalNumber

Email
name@domain.com

Country
Finland

Contact type
Please select
competent person responsible for the SDS
dossier contact
emergency contact
substance manager
toxicologist
other:

3 Finish

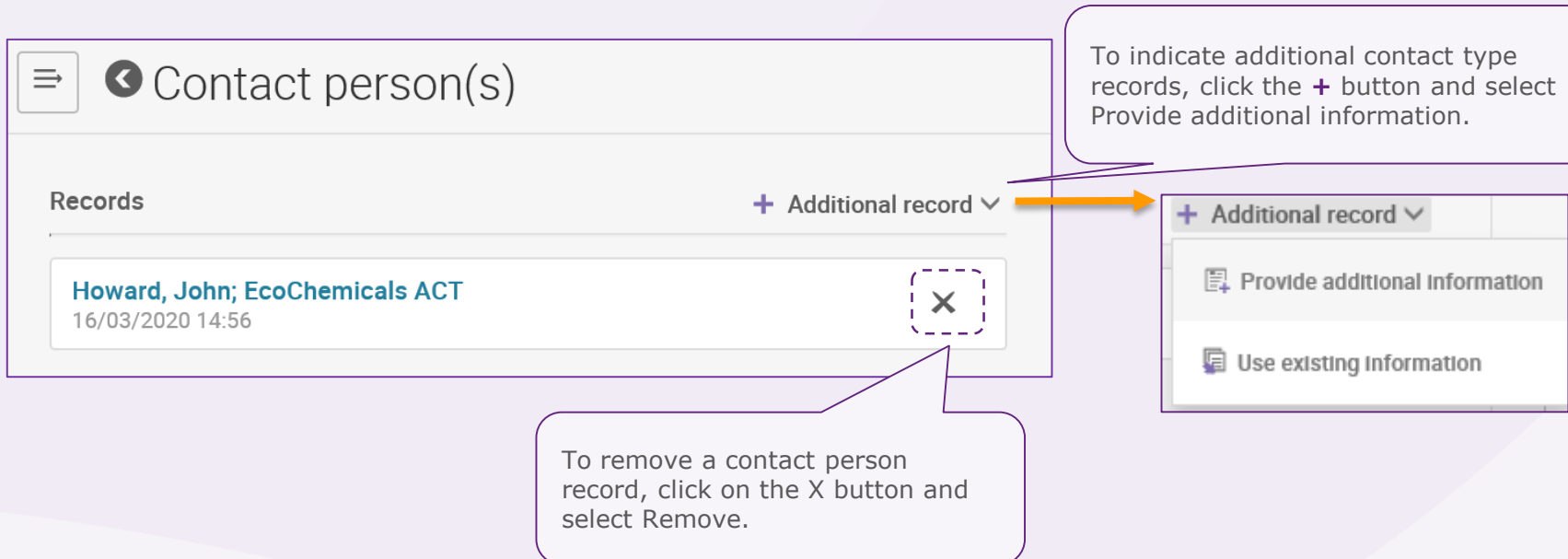
Select the contact person type from the picklist by clicking on 'Please select'. Then enter the information in as many fields as possible for the sake of completeness.

For limited submissions to multiple Member States, the 'Country' field is used to identify the relevant market area for each emergency contact – see [Providing emergency contacts](#).

Click on Finish at the bottom of the page and the information will be saved in a single record. You will have the opportunity to create additional records to indicate more contact persons.

Providing emergency contacts

! An 'Emergency contact' person is **always required for limited submissions**. If the mixture is placed on the market in a single market area, then you must provide only one emergency contact record containing this information. If the submission is for multiple market areas, then you need to provide multiple Contact person(s) records. Each record will contain the 'Emergency contact' person information for each country, specified in the 'Country' field, even if the same details are applicable for all the countries. See below how to add additional contact person records.



The screenshot shows the 'Contact person(s)' interface. It features a header with a menu icon and a back arrow. Below the header is a 'Records' section containing a single record for 'Howard, John; EcoChemicals ACT' with a timestamp of '16/03/2020 14:56'. To the right of the records is a '+ Additional record' button with a dropdown arrow. An orange arrow points from this button to a dropdown menu that is open, showing two options: 'Provide additional information' and 'Use existing information'. A dashed box with an 'X' button is overlaid on the first record, with a callout explaining how to remove a record.

To indicate additional contact type records, click the + button and select Provide additional information.

To remove a contact person record, click on the X button and select Remove.



The 'pH' task

Once you have clicked on the pH task from the task list, you are directed to the data entry page.

To indicate the exact pH value, only a single entry is required:

A screenshot of the "pH value" input field. It has a blue header "pH value". Below it is a white input area with a dropdown arrow on the left showing "7.6" and another dropdown arrow on the right.

A pH value (and operators) must be provided. You can provide an exact value or a range.

A screenshot of the "pH" task data entry page. The page has a header "pH" with a back arrow. Below it is a section "Key value for chemical safety assessment" containing a checkbox "pH is not relevant" (labeled 3), a "pH value" input field (labeled 1) with a range "> 7.6 < 8.5", and a "Solution concentration (%)" input field (labeled 2) with the value "100". A "Finish" button is at the bottom right (labeled 4). A "press Esc to close" link is also present.

If the pH cannot be measured, you must tick the 'pH is not relevant' box. You should not indicate a pH value nor a solution concentration.

When you provide the pH value, the solution concentration must be given in any case.

Click on Finish to save your entries and move to the next task.

The 'Toxicological information' task

Only one toxicological record can be created from the mixture information task. However, if the submission is for multiple markets or is a submission that requires more than one national language, then this information must be given **for each language requirement**.

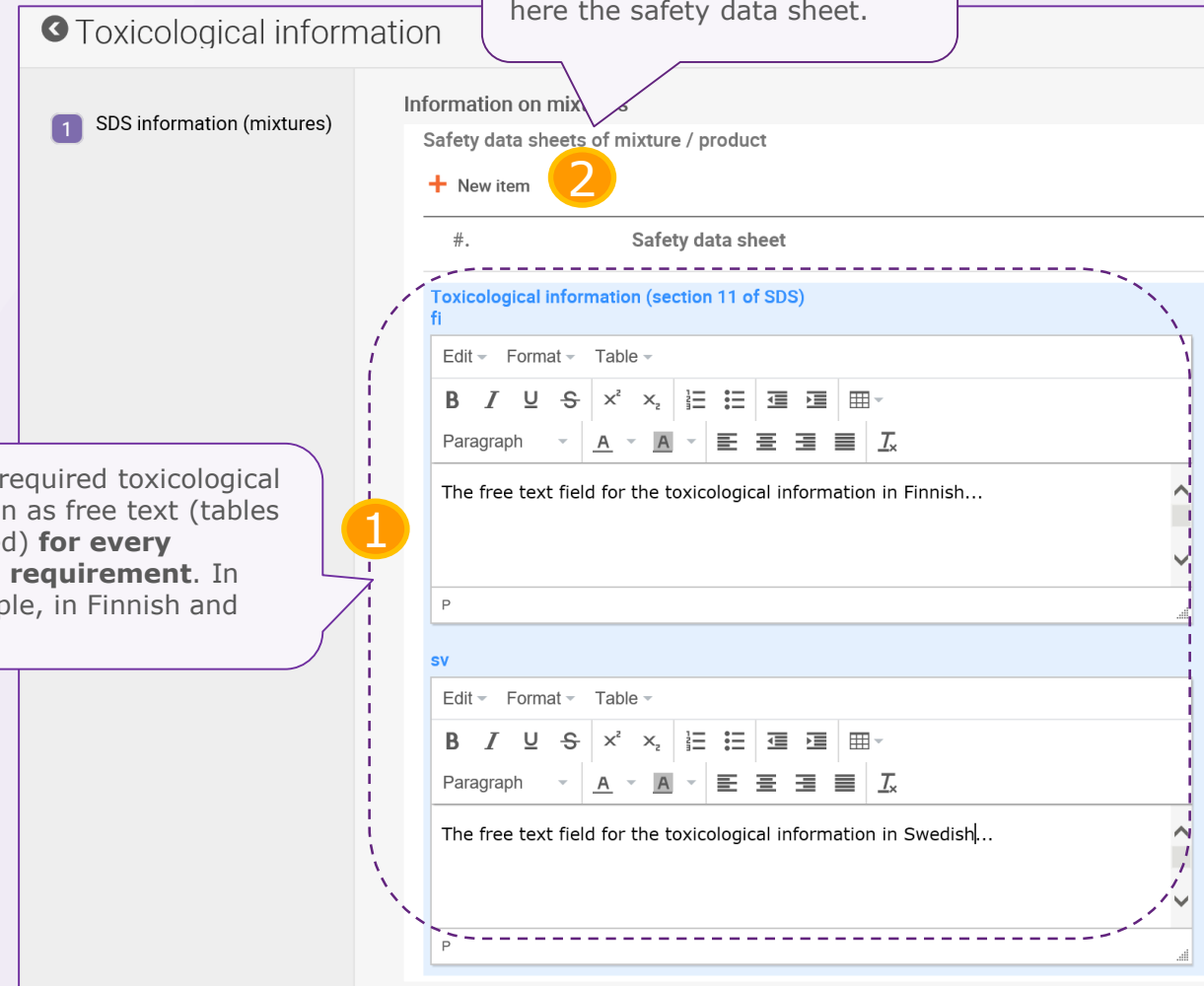
In all cases, this section must include the information on the toxicological effects of the mixture, or its components, as required in **Section 11 of the safety data sheet** for the mixture.

You must ensure that the information entered here is 'stand alone' information and does not contain, for example, cross-references to other sections of the SDS.

! If your mixture/product is related to a **multi-component** product, then all relevant information (e.g. on the mixture created upon use) should be included in the toxicological information field.

Enter the required toxicological information as free text (tables are allowed) **for every language requirement**. In this example, in Finnish and Swedish.


Although it is not mandatory information, you can upload here the safety data sheet.



The screenshot shows the 'Toxicological information' task interface. On the left, a sidebar lists '1 SDS information (mixtures)'. The main area is titled 'Toxicological information' and contains a section for 'Information on mixtures' with a sub-section 'Safety data sheets of mixture / product'. A '+ New item' button is present, with a yellow circle '2' next to it. Below this is a table with columns '#.' and 'Safety data sheet'. The table has two rows: one for Finnish ('fi') and one for Swedish ('sv'). Each row has a 'Toxicological information (section 11 of SDS)' field. A yellow circle '1' is next to the Finnish field. A dashed purple box highlights the text entry area for the Finnish field, showing a rich text editor with various formatting options (bold, italic, underline, strikethrough, bullet points, numbered lists, indentation, alignment, background color, text color, link, unlink, table) and a text area with the placeholder text 'The free text field for the toxicological information in Finnish...'. A similar structure is visible for the Swedish field.

The 'Mixture composition' task

The Mixture composition task contains additional sub-tasks to define the components of the mixture. Mixture components can be either substances, other mixtures (referred to as mixture in mixtures or **MiMs**) or generic product identifiers (**GPIs**).

 Mixture composition

Mixture components

+Mixture component

No components have been added yet.

Substance components


+Substance component

No components have been added yet.

Generic Product Identifier components

+Generic Product Identifier component

No components have been added yet.

 Mixture Information

Mixture in Mixture information

Classification and Labelling information

The sub-tasks for mixture components are further explained - see [Mixture \(in mixture\) components](#).

Substance information
17/03/2020 19:33

Classification and Labelling information

The sub-tasks for substance components are further explained - see [Substance components](#).

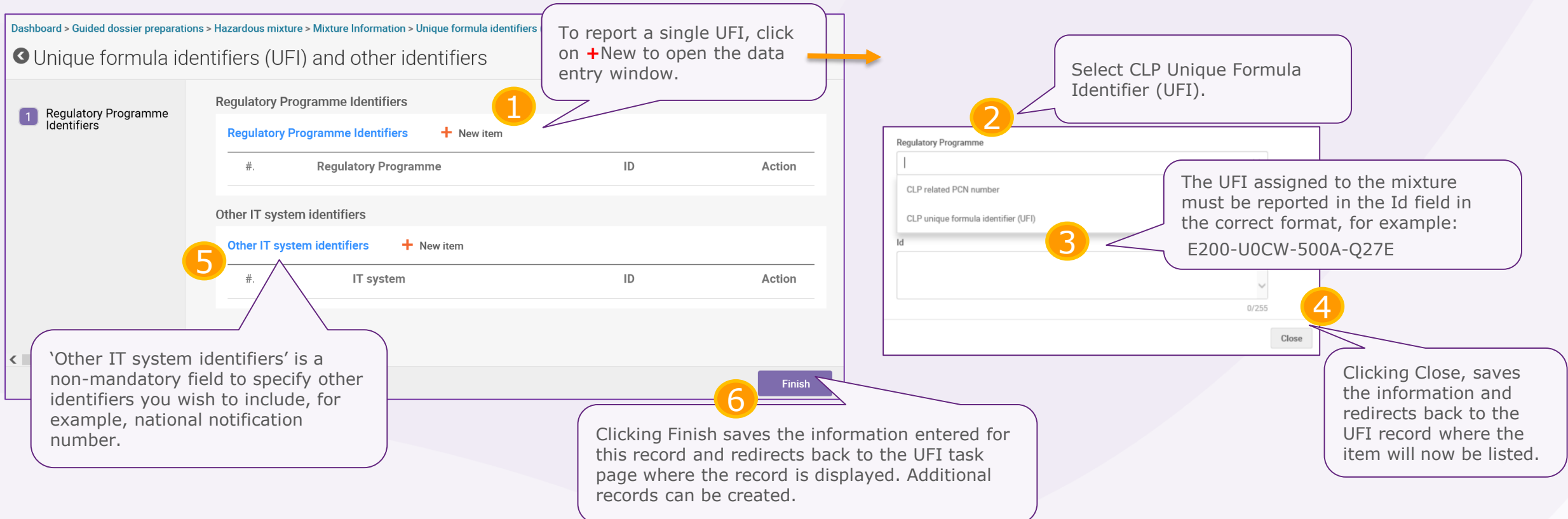
Generic product identifier information
17/03/2020 19:35

Classification and Labelling information

The sub-tasks for GPI components are further explained - see [GPI components](#).

The 'UFI and other identifiers' task

The UFI task is the repository of all the UFIs associated to a single mixture composition in the notification. The relevant UFIs can be entered here but note that they must be referenced or 'linked' to a product(s) in the [Product information](#) section. It is also possible to enter the UFIs in the Product information section. In any case, they will be visibly stored in the UFI task here.



1 Regulatory Programme Identifiers

Regulatory Programme Identifiers

[Regulatory Programme Identifiers](#) + New item

#.	Regulatory Programme	ID	Action

2 Select CLP Unique Formula Identifier (UFI).

3 The UFI assigned to the mixture must be reported in the Id field in the correct format, for example: E200-U0CW-500A-Q27E

4 Clicking Close, saves the information and redirects back to the UFI record where the item will now be listed.

5 'Other IT system identifiers' is a non-mandatory field to specify other identifiers you wish to include, for example, national notification number.

6 Clicking Finish saves the information entered for this record and redirects back to the UFI task page where the record is displayed. Additional records can be created.

Dashboard > Guided dossier preparations > Hazardous mixture > Mixture Information > Unique formula identifiers

Unique formula identifiers (UFI) and other identifiers

Regulatory Programme Identifiers

Other IT system identifiers

Other IT system identifiers + New item

IT system

ID

Action

Finish

Close

Reporting multiple UFIs for the mixture

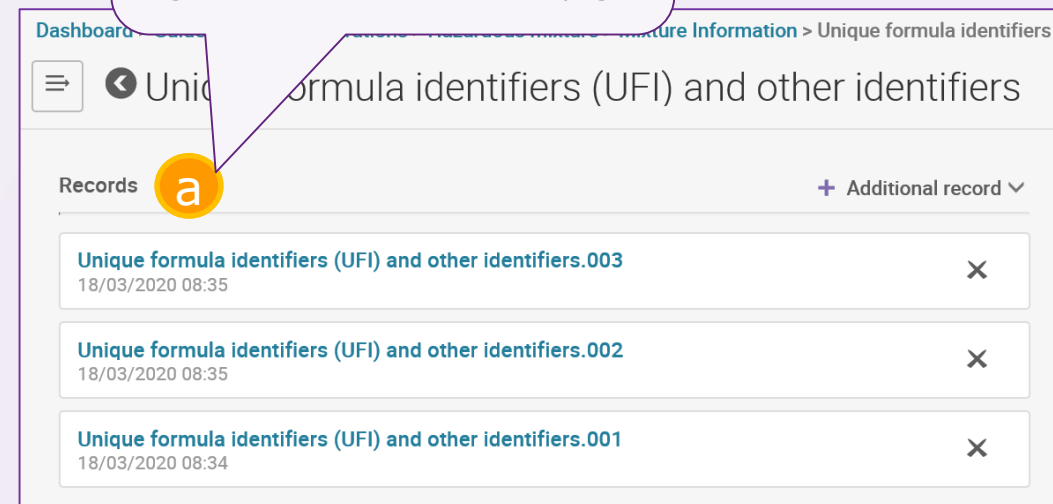
Multiple UFIs can be included in a notification in a flexible way, depending on your business needs. There are two ways to report them, either

- a) Multiple UFI records exist each containing one UFI item
- b) A single UFI record exists which contains multiple UFIs items

The way in which multiple UFIs are recorded depends on the preferred method of assigning each UFI to a specific product.

Information on assigning UFIs to individual products is covered in the [Product information](#) section of this document.

In this example, multiple records exist; each record consists of one UFI item. When you create additional records, they are listed together here, on the UFI task page.



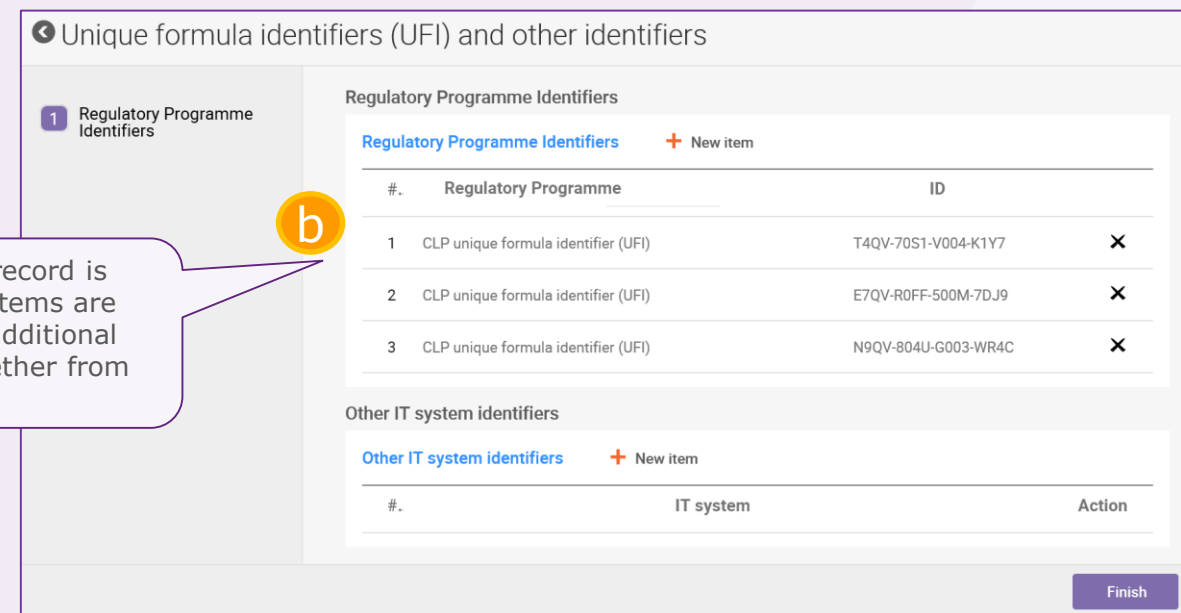
Dashboard > Structure Information > Unique formula identifiers

Unique formula identifiers (UFI) and other identifiers

Records + Additional record ▾

Unique formula identifiers (UFI) and other identifiers.003 18/03/2020 08:35	✕
Unique formula identifiers (UFI) and other identifiers.002 18/03/2020 08:35	✕
Unique formula identifiers (UFI) and other identifiers.001 18/03/2020 08:34	✕

In this example, one UFI record is created and multiple UFI items are added. When you create additional items, they are listed together from within the record.



Unique formula identifiers (UFI) and other identifiers

1 Regulatory Programme Identifiers

Regulatory Programme Identifiers + New item

#.	Regulatory Programme	ID	
1	CLP unique formula identifier (UFI)	T4QV-70S1-V004-K1Y7	✕
2	CLP unique formula identifier (UFI)	E7QV-R0FF-500M-7DJ9	✕
3	CLP unique formula identifier (UFI)	N9QV-804U-G003-WR4C	✕

Other IT system identifiers

Other IT system identifiers + New item

#.	IT system	Action

Finish



The 'Classification and labelling' task

Only a single classification and labelling record can exist for a mixture for a standard submission. The following slides will cover the classification and the labelling separately.

If your mixture is not classified for any physical, health or environmental hazards, select Not classified. This selection freezes the classification fields.

Environmental hazards may be included, but are not mandatory to indicate.

! If you are preparing a multimarket submission covering several languages, then **multilingual text** will be required to complete this section.

Dashboard > Guided dossier preparations > Hazardous mixture > Mixture Information > Classification and labelling inform... > Classification and labelling inform...

Classification and labelling information

1 PCN GHS

Classification

☐ Not classified

Hazard categories & statements

Health hazards

Specific concentration limits

+ New item

Environmental hazards

Aquatic environment

M factor

M-Factor acute

None

M-Factor chronic

None

Additional hazard classes

Additional hazard classes

None

Additional hazard statements

None

Labelling

Calculate

Signal word

None

Hazard pictogram

None

Hazard statements

+ New item

Precautionary statements

+ New item

Additional labelling requirements

Additional non-GHS hazard statements + New item

'Classification'

Enter the **classification of your mixture** by providing the Hazard category and statements, and any other relevant additional information.

Classification

☐ Not classified

Hazard categories & statements
None

Health hazards

Specific concentration limits
+ New item

Environmental hazards

Aquatic environment

M factor
M-Factor acute
None
M-Factor chronic
None

Additional hazard classes
Additional hazard classes
None
Additional hazard statements
None

Classification

☐ Not classified

Hazard categories & statements

Acut

- ☐ (Acute toxicity - oral) Acute Tox. 1-H300: Fatal if swallowed.
- ☐ (Acute toxicity - oral) Acute Tox. 2-H300: Fatal if swallowed.
- ☐ (Acute toxicity - oral) Acute Tox. 3-H301: Toxic if swallowed.
- ☐ (Acute toxicity - oral) Acute Tox. 4-H302: Harmful if swallowed.
- ☐ (Acute toxicity - dermal) Acute Tox. 1-H310: Fatal in contact with skin.
- ☐ (Acute toxicity - dermal) Acute Tox. 2-H310: Fatal in contact with skin.

Route of exposure

Classification

☐ Not classified

Hazard categories & statements

- ✓ (Acute toxicity - dermal) Acute Tox. 4-H312: Harmful in contact with skin.
- ✓ Repr. 2-H361: Suspected of damaging fertility or the unborn child <state specific effect if known> <state route of exposure if it is conclusively proven that no other routes of exposure cause the hazard>.

Health hazards

Reproductive toxicity

Reproductive toxicity

Specific effect

fi
Specific effect in Finnish
sv
Specific effect in Swedish

Route of exposure

Oral

Add remark

press Esc to close

Select the hazard category and statement for each of the hazard classes your mixture falls under, selecting from the pick list. Typing part of the hazard category name or number will filter the result list.

Some health hazards contain free text fields to include information, for example, about the effected organs or specific effects. This **information should be provided in all the relevant languages if you are preparing, for example, a multimarket dossier.**

'Labelling'

You can use the 'Calculate' functionality which will auto-fill the labelling information based on the information you entered for the classification. You will still need to enter free text field where relevant.

Alternatively, you can enter each of the **labelling information elements for your mixture** by selecting the relevant information from the drop down lists.

! Some hazard and precautionary statements may require additional text. In such cases, all free text fields must contain **information in all relevant languages**.

Dashboard > Guided dossier preparations > Hazardous mixture > Mixture Information > Classification


Classification and labelling information

1 PCN GHS

Labelling **Calculate**

Signal word
Warning

Hazard pictogram



GHS07: exclamation mark

Precautionary statements
+ New item

1 **Precautionary statement**
P264: Wash ... thoroughly after handling.

Additional text
fi
kädet
sv
händer

Additional labelling requirements
Additional non-GHS hazard statements + New item

1 **Additional non-GHS hazard statement**
EUH208: Contains <name of sensitising substance>. May produce an allergic reaction.

Additional text
fi
in Finnish
sv
in Swedish

Calculate Labelling Information

The information on the Labelling section will be auto-filled, based on the information provided in the Classification section.

Note that any existing data in the Labelling section will be overwritten.

Cancel Calculate

Finish

Reporting mixture (in mixture) components

An overview of how to use IUCLID to complete the sub-tasks for mixture (in mixture) components. Full details on the information requirements can be found from the *Guidance on harmonised information relating to emergency health response* at:

<https://poisoncentres.echa.europa.eu/guidance>



Mixture (in mixture) components

If all the substances in the mixture component are known, they need to be reported individually, as for all other substances.

Reporting multiple mixture components is allowed and should be declared in descending order of concentration.

Mixture composition

Mixture components

No components have been added yet.

+Mixture component

Substance components

No components have been added yet.

+Substance component

Generic Product Identifier components

No components have been added yet.

+Product Identifier component

1

From the Mixture composition task, Click on +Mixture component to begin the process of declaring each mixture (in mixture) component, present in the mixture.

Provide mixture in mixture (MiM) information

×

When the composition of a mixture in mixture is fully known, the substance components should be included in the mixture composition of the final mixture.

Please check the available guidance for more information on how to report mixture in mixtures in cases when the full composition of the mixture in mixture is not known

Specify your MiM component

⛔ Please specify your MiM component.

2

Select an existing mixture

+ Select

OR

Provide a mixture name

?

Continue

Specify your mixture component (MiM) by either selecting an existing mixture dataset, or by creating a new dataset, giving the MiM a name. Then press 'Continue'.

Mixture Information

3

Mixture in Mixture information

Classification and Labelling information

Once the mixture component (MiM) has been specified with a name, a number of sub-tasks will be displayed.

Refer to the [Classification](#) slide on how to complete this section.

Sub-task 'Mixture in mixture information'

You may declare the concentration of components either as a 'typical' concentration or as a concentration range, and expressed in either % (w/w) or % (v/v). Operators must be included.

Click on **+New item** to list the substance components of the MiM. Each substance requires you to enter the concentration (%(w/w) or %(v/v)) and link to a reference substance. To link to a reference substance, click on **+Select** in the sliding window, and either select a reference substance from the list or create one and provide the relevant information. See [Substance components](#) for more details.

Click on **+Select** and either make a selection from the list of available suppliers (meaning, legal entities), or, if the details are not listed, select **+Create** and fill in relevant details for the MiM supplier.

Click on **+New item** to begin the process. A sliding window will open. Upload the relevant file and select the relevant country and language. Note that multiple SDS ('items' in the system) can be added.

This is the name of the MiM as provided in the previous step. It is editable.

'Function' is not mandatory information but you may add it if you want.

colourant
complexing agent
conditioner
controlled release agent
crystal growth regulator
dehydrating agent

Mixture-in-mixture name

Name* 1
MiM 1

Function and concentration

Function 2
None

Typical concentration
None

Concentration range
None

Mixture-in-mixture composition

Components + New item

Unique formula identifier (UFI)

+ New item 5

#.	Regulatory Program	Action

Supplier

Manufacturer / Importer / Formulator
None

Safety data sheets

+ New item 7

#.	Safety data sheet	Country	Language	Action

Finish

Reporting substance components

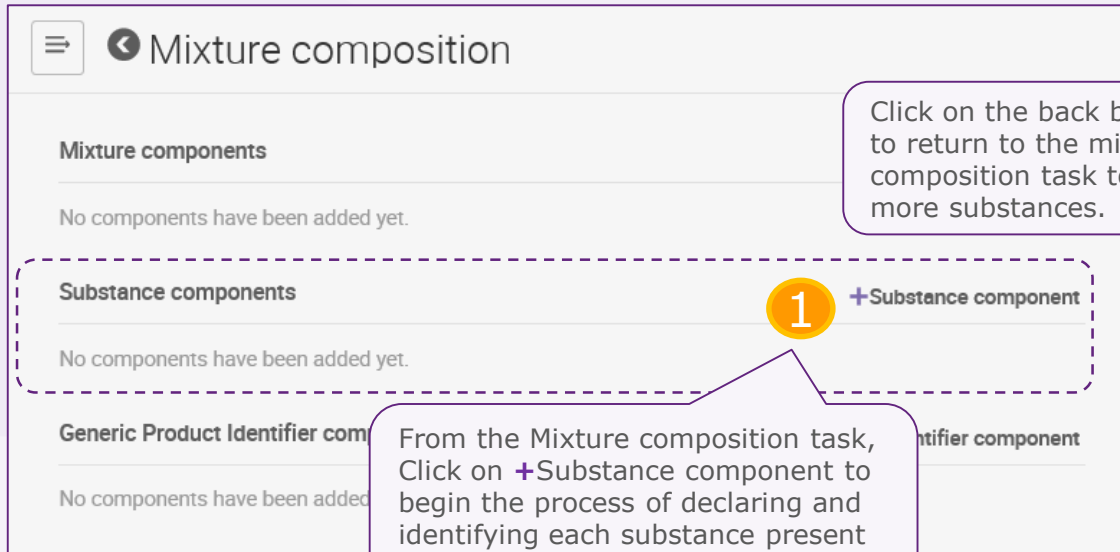
An overview of how to use IUCLID to complete the sub-tasks for substance components. Full details on the information requirements can be found from the *Guidance on harmonised information relating to emergency health response* at:

<https://poisoncentres.echa.europa.eu/guidance>

Substance components

Specifying a substance component can be done either by selecting an existing substance (option 2a, from the available inventory), or providing a name and creating a new one (option 2b).

A substance component requires a record that contains information about function and concentration, its identity and its classification. Each substance component must be linked to a [Reference Substance](#).



Mixture composition

Mixture components
No components have been added yet.

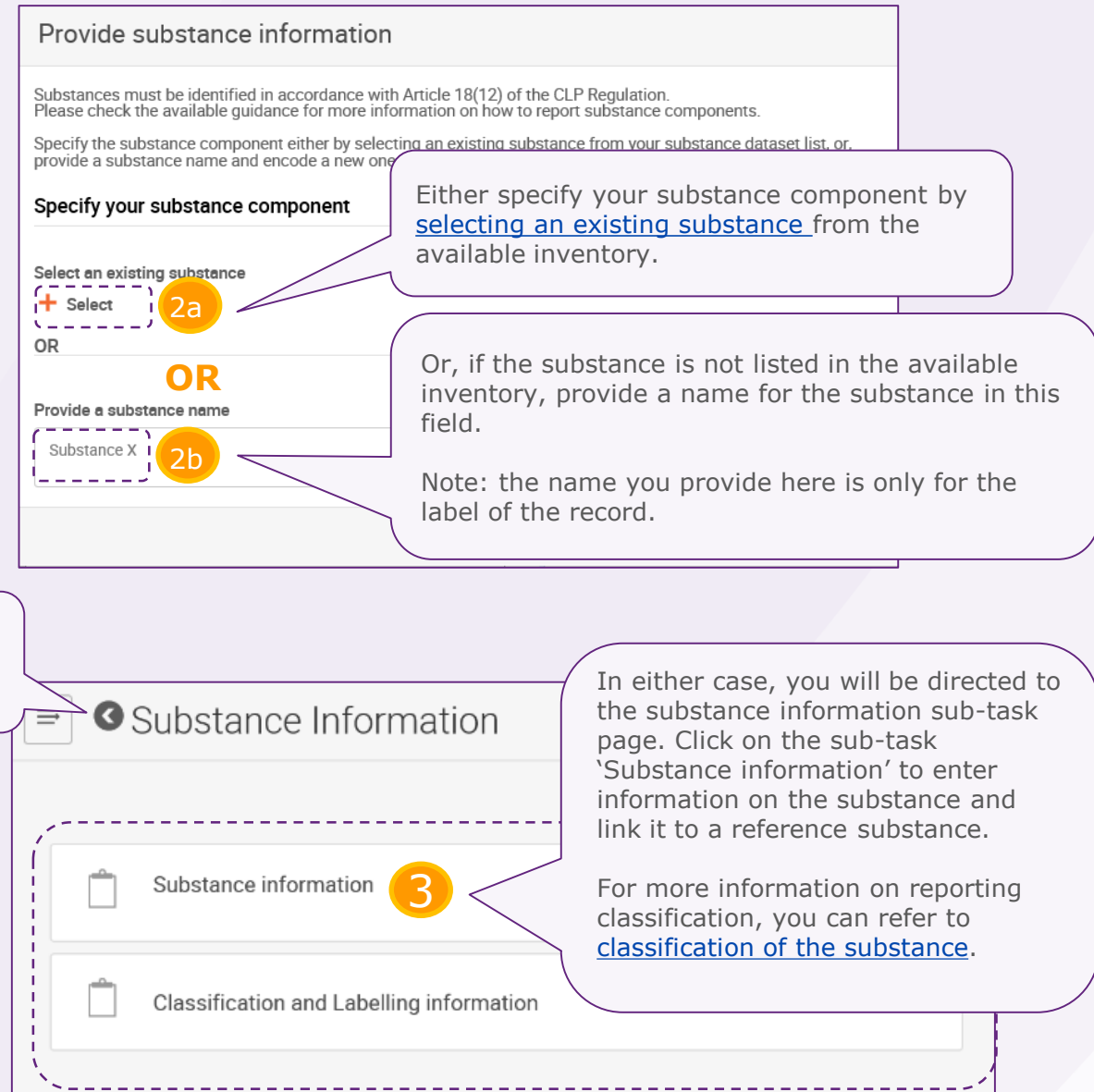
Substance components
No components have been added yet.

Generic Product Identifier component
No components have been added yet.

1 +Substance component

Click on the back button '<' to return to the mixture composition task to add more substances.

From the Mixture composition task, Click on +Substance component to begin the process of declaring and identifying each substance present in the mixture.



Provide substance information

Substances must be identified in accordance with Article 18(12) of the CLP Regulation. Please check the available guidance for more information on how to report substance components.

Specify the substance component either by selecting [an existing substance from your substance dataset list](#), or, provide a substance name and encode a new one.

Specify your substance component

Select an existing substance
+ Select 2a

OR

OR

Provide a substance name
Substance X 2b

Either specify your substance component by [selecting an existing substance](#) from the available inventory.

Or, if the substance is not listed in the available inventory, provide a name for the substance in this field.

Note: the name you provide here is only for the label of the record.

Substance Information

3 Substance information

Classification and Labelling information

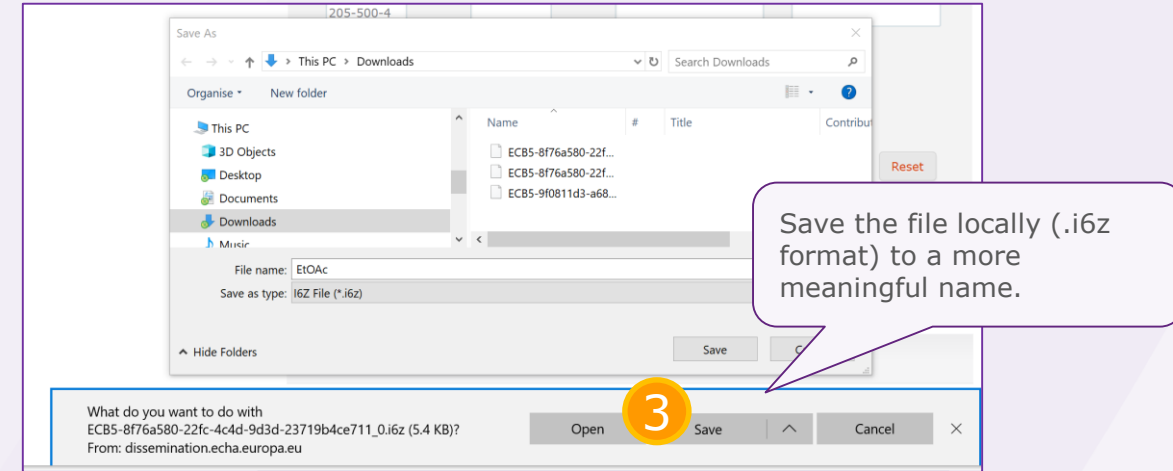
In either case, you will be directed to the substance information sub-task page. Click on the sub-task 'Substance information' to enter information on the substance and link it to a reference substance.

For more information on reporting classification, you can refer to [classification of the substance](#).

Downloading and importing a Reference substance

A reference substance is used to define the identity of a substance, in such a way that the definition may be re-used in more than one dossier if needed. You can create reference substance documents during dossier preparation. However, it is also possible and more efficient to download and import them as a ready-made set from the IUCLID web site.

<https://iuclid6.echa.europa.eu/get-reference-substances>



Search for and download Reference substances

1

EC Num 205-500-4 CAS Num EC Name IUPAC Name

Molecular Formula

Search Reset

EC Num	CAS Num	EC Name	IUPAC Name	Molecular Formula	Link to i6z file
205-500-4	141-78-6	ethyl acetate	ethyl acetate	C4H8O2	2 Download

Search for the substance using and EC or other product identifier.

From the results list, select Download.

Guided dossier preparation **1**

Substances **2**

Mixtures **2**

Articles **0**

Import IUCLID file(s) Overwrite settings: If newer than existing

5 EtOAc.i6z

4 Drop file to import or Browse

A green tick symbol indicates the file has been successfully imported and will be available in the list of reference substances.

To import the reference substance from the Cloud Dashboard, select Browse, and locate the file.

How to 'Select an existing substance'

You can specify a substance component by selecting an existing substance (from the available inventory), but only if it has been previously created.

Specify your substance component

Select an existing substance

Ethyl acetate **3**

OR

Provide a substance name

Continue

The substance record has now been created.

Specify your substance component

Please specify your substance.

Select an existing substance

+ Select **1**

OR

Provide a substance name

In step 2a 'Select an existing substance' in the [Substance components](#), you can specify a substance by searching and selecting from the inventory, if it has been added there.

Dashboard > Guided dossier preparations > Ethyl acetate > Substance Information

Substance Information

Substance information 18/03/2020 16:21 **4**

Classification and Labelling information

In the 'Substance information' task you will have two sub-tasks: 'Substance information' and 'Classification and labelling information'.

Select Substance

Type at least 3 characters

Ethyl acetate **2**

18/03/2020 15:14

Inventory number CAS number IUPAC name

Legal Entity Purple Haze Chemicals

Select the substance and press continue (not shown) to create the substance record. This example uses 'Ethyl acetate'.

The substance record has now been created.

Substance information

1 Substance information

Substance name

Name* Ethyl acetate **3**

Function and concentration

Function solvent

Typical concentration 35 % (v/v)

Concentration range None

Substance identification **4**

Reference substance

+ Select

This field is mandatory.

In the 'Substance information' sub-task you can enter the concentration of the substance (function is optional).

Create the link to the relevant reference substance by locating it from the inventory.

Establishing a link to an existing reference substance

Substance information

1 Substance information

Substance name

Name*
Ethyl acetate

Function and concentration

Function
solvent

Typical concentration
35 % (v/v)

Concentration range
None

Substance identification

Reference substance
+ Select

⊗ This field is mandatory.

Create the link to the relevant reference substance by pressing +Select.

Click on the reference substance name to view the reference substance information.

You can edit the reference substance information, if required.

Select Reference substance

at least 3 characters 1 results found

ethyl acetate 18/03/2020 14:28

CAS number 141-78-6 IUPAC name ethyl acetate

Inventory number 205-500-4

+ Create

Locate the reference substance from the inventory and click on the name.

3

Substance identification

Reference substance
ethyl acetate | ethyl acetate | 141-78-6

Edit Reference substance

This IUCLID information is a re-usable data element. Note that any modification will impact all associated data.

General information

Reference substance name*
ethyl acetate

Inventory

Inventory number
EC / 205-500-4 / ethyl acetate / 141-78-6 / C4H8O2

No inventory information available

Justification
None

Reference substance information None None

IUPAC name
ethyl acetate

Description
None

Synonyms + New item

#	Identifier	Identity	Remarks	Action
1	None	Acetic acid ethyl ester	None	✗
2	None	Acetic acid ethyl ester	None	✗
3	None	Acetic acid ethyl ester	None	✗

CAS information

CAS number
141-78-6

CAS name
None

Creating a Reference substance

Substance identification

Reference substance
+ Select
⊗ This field is mandatory.

1

To create a reference substance document, press +Select.

Select Reference substance

🔍 Type at least 3 characters 10 results found

+ Create

2

Selecting +Create, will open an empty Reference Substance document in which you can enter information about the substance identity.

The molecular and structural information is not mandatory information: you can be add it optionally. If you use existing Reference substances downloaded from the IUCLID website, the substance identifiers, molecular and structural information will be prefilled.

The reference substance name is mandatory. It may be the same as the record label but does not need to be.

3

Create Reference substance

General information

Reference substance name*
None
⊗ Reference substance name field

Inventory

Inventory number
None

No inventory information available

Justification
None

Reference substance information

IUPAC name
None

Description
None

Synonyms + New item

#	Identifier	Identity	Remarks	Action

CAS information

CAS number
None

CAS name
None

Related substances

Identifiers of related substances + New item

Group / category information
None

Molecular and structural information

Molecular formula
None

Molecular weight
None

SMILES notation
None

InChI
None

Structural formula
None

Remarks
None

Chemical structure files + New item

#	Structure file	Remarks on structure file	Action

Save

It is possible to link the reference substance to the **EC inventory** by entering the name, EC number or CAS number.

The **IUPAC name** field is also available for substances which are identified by an **alternative international chemical name**.

Note: the Synonyms field can be used to indicate if the substance is identified by **colour index** or **INCI name**.

Reporting generic product identifier components

An overview of how to use IUCLID to complete the sub-tasks for generic product identifier (GPI) components. Full details on the information requirements can be found from the *Guidance on harmonised information relating to emergency health response* at:

<https://poisoncentres.echa.europa.eu/guidance>



Generic product identifier components

The generic product identifiers include only those components (either substances or MiMs): used exclusively to add **perfume, fragrance or colour**; only if they are **not classified for any health hazard**, and the concentration of a given GPI does not exceed in total 5% for the sum of perfumes or fragrances and 25% for the sum of colouring agents.

Mixture composition

Mixture components

No components have been added yet.

Substance components

No components have been added yet.

Generic Product Identifier components

1

+Generic Product Identifier component

No components have been added yet.

From the Mixture composition task, click on **+Generic Product Identifier** component to begin the process of declaring and identifying each GPI present in the mixture.

Provide Generic Product Identifier (GPI) information

×

Under certain conditions, a generic product identifier or GPI can be used to identify substance or mixture components. Please check the available guidance for more information on how to report GPI components.

Specify the GPI component either by selecting an existing GPI or provide a new one.

Specify your GPI component

2

Specify your GPI by either selecting an existing GPI component from the inventory, or begin the creation of a new component dataset, by giving the GPI a name. Then press Continue.

×

Please specify your GPI component.

Select an existing GPI

+ Select

OR

Provide a GPI name

?

Continue

Generic product identifier information

3

Classification and Labelling information

4

The following sub-tasks are triggered for GPI information, and classification.

For more information on reporting classification, you can refer to [classification of the substance](#).

Sub-task 'Generic product identifier information' for the GPI

Generic product identifier information

1 GPI information

GPI name

Name* 1
GPI 1

The name of the GPI you entered in the previous step is displayed here, and is editable.

Function and concentration

Function 2
perfume

Function is **mandatory** information and must be added. Selections are limited to colourant or perfume.

3

Typical concentration
None

Concentration range
None

You may declare the concentration of components either as a 'typical' concentration, or a concentration range and expressed in either % (w/w) or % (v/v). Operators must be included.

press Esc to close

Finish

Dossier preparation: 'Product information'

An overview of how to use IUCLID to complete the tasks and sub-tasks in the Product information section for the preparation of a PCN dossier. Full details on the information requirements can be found from the *Guidance on harmonised information relating to emergency health response* at:

<https://poisoncentres.echa.europa.eu/guidance>



Navigating to the Product details page

Dashboard > Guided dossier preparations > Hazardous mixture 1

☰

Hazardous mixture 1

Submission type:CLP Poison centres notification

1

Provide dossier information

Welcome! Start preparing your dossier by providing information in the following main task groups. You will be guided through a series of smaller tasks to complete each of the main tasks. You will be able to return to the tasks later if you do not have all the information at hand.

Information to be completed

Mixture Information

Product information

2

Finalize your dossier

Finalise your guided dossier preparation by validating and reviewing the information before you create your dossier. Additionally, you can preview the provided information in PDF.

Validate

Create dossier

Preview notification

When you click on the 'Product information' section from the dossier preparation navigation page, the Product details task appears.

1

Dashboard > Guided dossier preparations > Hazardous mixture > Product information

☰

◀ Product information

Here is where you can enter the product details. You will need to provide information on the product identifiers and other product characteristics such as the colour, uses and packaging.

Product details

23/03/2020 11:32

3

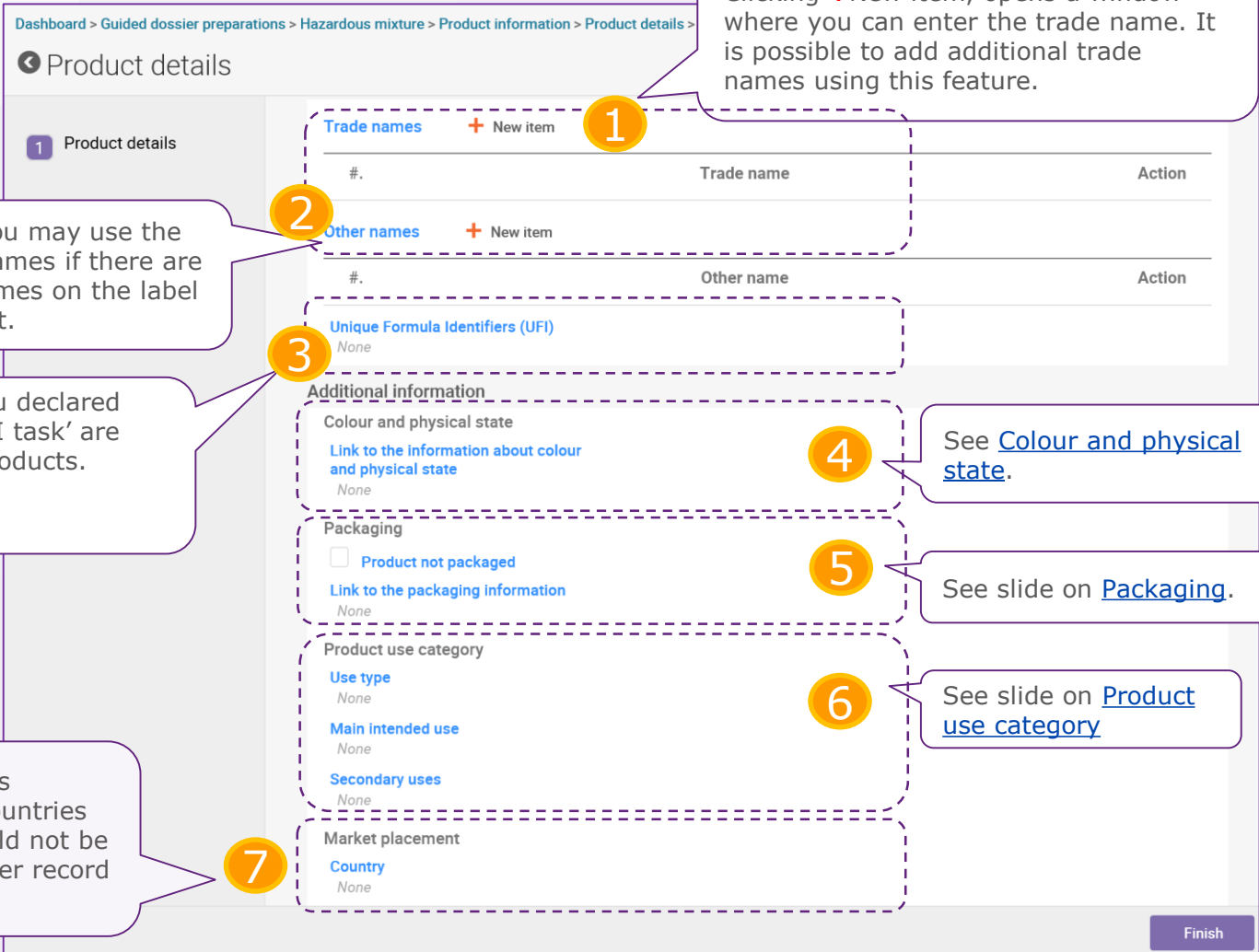
2

By clicking on the Product details task, you will be referred to all the product records

The Product details task. The number here represents the number of product 'records' created.

At least one complete Product details record must be present in the final dossier.

Product details page



Dashboard > Guided dossier preparations > Hazardous mixture > Product information > Product details >

Product details

1 Product details

1 Clicking **+ New item**, opens a window where you can enter the trade name. It is possible to add additional trade names using this feature.

#.	Trade name	Action

2 Optionally, you may use the field Other Names if there are additional names on the label of the product.

#.	Other name	Action

3 By clicking **+ Select**, the UFIs that you declared earlier in the Mixture information 'UFI task' are listed and can be linked to specific products. See [Unique formula identifiers](#).

Unique Formula Identifiers (UFI)
None

4 See [Colour and physical state](#).

Additional information

Colour and physical state
[Link to the information about colour and physical state](#)
None

5 See slide on [Packaging](#).

Packaging
☐ Product not packaged
[Link to the packaging information](#)
None

6 See slide on [Product use category](#)

Product use category

Use type
None

Main intended use
None

Secondary uses
None

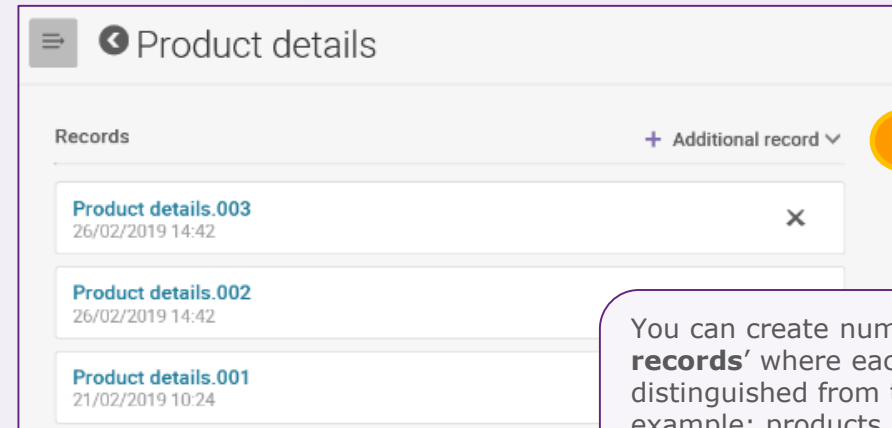
7 Select the countries where the product is intended to be placed on the market. Countries not indicated in the dossier header should not be selected. Note that multiple selections per record are allowed.

Market placement
[Country](#)
None

Finish

Product identifiers

Reporting a single product with a single trade name and UFI is the most straightforward way to include product information in a notification. This means a single Product details record referring to one product under one trade name, and one UFI.

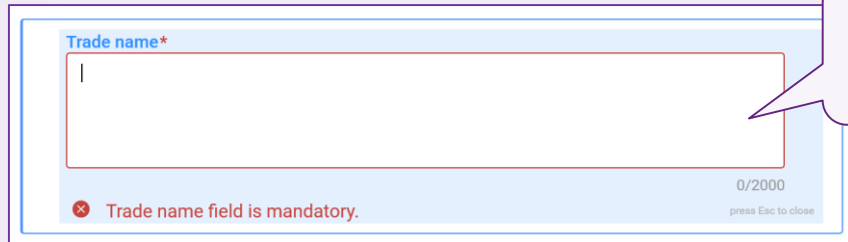


Product details

Records + Additional record

- Product details.003
26/02/2019 14:42
- Product details.002
26/02/2019 14:42
- Product details.001
21/02/2019 10:24

You can create numerous '**Product records**' where each one can be distinguished from the other. For example: products with different trade names or UFIs; market areas, or packaging types for instance.



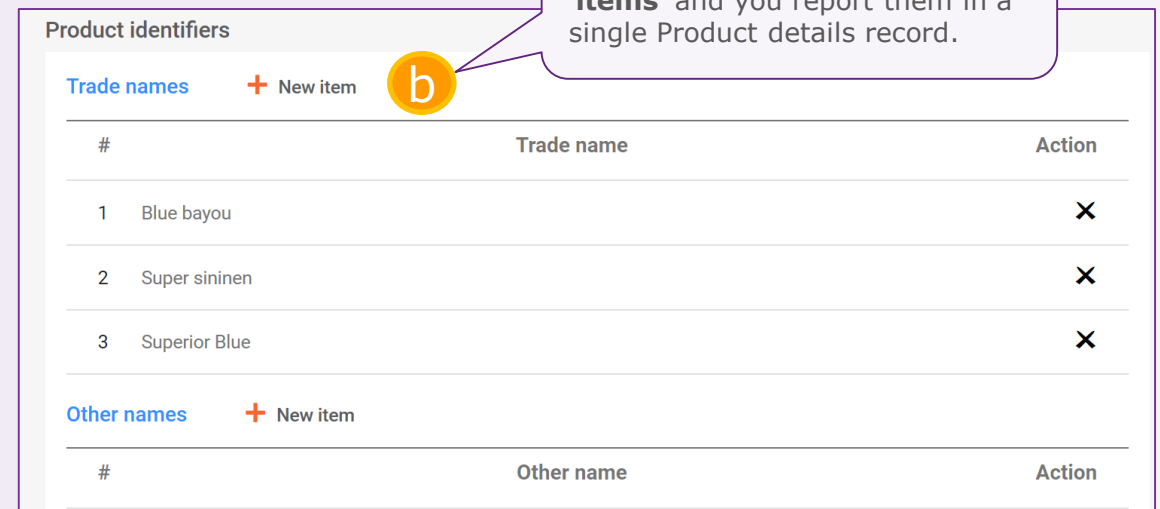
Trade name*

0/2000
press Esc to close

✖ Trade name field is mandatory.

Trade name is mandatory information.

Where multiple products are concerned, the Product details record allows a very flexible configuration. In such cases, there is the possibility to manage these in a dossier in two different ways: a) and b).



Product identifiers

Trade names + New item

#	Trade name	Action
1	Blue bayou	✖
2	Super sininen	✖
3	Superior Blue	✖

Other names + New item

#	Other name	Action
---	------------	--------

Numerous products are listed as '**items**' and you report them in a single Product details record.

'Unique formula identifier'

Product identifiers

Trade names + New item

#	Trade name	Action
1	Super sininen	✕

Other names + New item

#	Other name	Action
Unique Formula Identifiers (UFI) + Select		

1

By clicking first on the UFI link (blue text), then +Select, the UFIs that you declared earlier in the Mixture information 'UFI task' are listed and you can link them to specific products.

Note that this linking is still required even in the simplest case; where a single UFI is declared and only one product exists.

You can link the UFIs through selecting the correct UFI assigned to the mixture (included on the label of the related product), by clicking anywhere in the relevant information bar.

2

Select existing document + Create ✕

Unique formula identifiers (UFI) and other identifiers.003	18/03/2020 08:35
Mixture / Product Hazardous mixture	
Unique formula identifiers (UFI) and other identifiers.002	18/03/2020 08:35
Mixture / Product Hazardous mixture	
Unique formula identifiers (UFI) and other identifiers.001	18/03/2020 08:34
Mixture / Product Hazardous mixture	

Alternatively, if you did not indicate any UFIs in the Mixture information UFI task, then you can click +Create and enter the UFI details directly in the record.

3

New Identifiers document ✕

Regulatory Programme Identifiers

Regulatory Programme Identifiers + New item

#	Regulatory Programme	ID	Action

Save

'Colour and physical state'

Additional information

Colour and physical state

[Link to the information about colour and physical state](#)

+ Select

press Esc to close

1

To establish a link to the information about colour and physical state for the product referred to in the record, click on **+ Select**. You can reference multiple documents here.

Select existing document **+ Create** **X**

No items found

2

The system offers the option to select an existing General information document (if one exists) or create a new document.

New GeneralInformation document **X**

Key value for chemical safety assessment

Physical state at 20°C and 1013 hPa
gaseous

Form
gas under pressure: compressed gas

Colour
✓ colourless

Colour intensity
Please select

Save

3

- **If you selected +Create** in the previous step, a new General information document is created.

Here, the physical state and colour are mandatory fields, while form and colour intensity are optional.

- **If you selected an existing document**, check the information carried over to this document is available and correct.

4

Single or multiple colour selections (x 15 total) are available. Selecting multiple colours (for example, white and yellow), means that the product comes in white or yellow variations. An additional colour selection '**Mixtures containing generic product identifiers 'colouring agents'**' is available, and you must additionally select all relevant colours.

'Packaging'

If a mixture is supplied in different types and sizes of packaging, you need to include information on all the relevant types and sizes. Note that mixtures for industrial use are not required to have packaging indicated.

Selecting the check box Not packaged can not be used in conjunction with other packaging information within a single product record.

Packaging

☐ Product not packaged

[Link to the packaging information](#)

None

1

To establish a link to the related packaging information for the product referred to in the record, click on Link to the packaging information, then press +Select.

You may include here any packaging related documents such as an example label. The system accepts files such as PDF, Word or JPEG.

5

You can then either select and re-use an existing document or create a new one.

To create a new document, select +Create and enter information into a new document as shown in the screenshot below (see point 3,4, & 5).

Select existing document

2 [+ Create](#) [X](#)

Packaging 23/03/2020 13:33

Mixture / Product Hazardous mixture

New Packaging document

Packaging

Type of packaging in contact with the product (container type)

Please select

3

Please select

aerosol can ✓

airspray

atomizer

Size of packaging in contact with the product (container size)

250

4

mL
mg
L
g
kg
tonnes
cm³
m³

Packaging related attachments

#

Type of attachment

1

None

The size of the packaging and the units are indicated here. Ranges such as 50–100mL are not permitted. This means that you will need to create multiple packaging documents.

Save

From here, you can select one of 33 different packaging types. For example: aerosol can, aerospray, atomizer, bag/sack...

'Product use'

The selection of the **use type** should reflect both the mixture as placed on the market as well as for other mixtures, if it is incorporated for use further down the supply chain. For example: the use type of a mixture for industrial use will also need to reflect other use types if it is used as a mixture for further formulation in professional or consumer use products.

A single main intended use category per Product details record is allowed.

! Note: if the product may fit multiple categories and is subject to authorisation according to the **Biocidal Product Regulation** (BPR) or to the **Plant Protection Product Regulation** (PPPR), you must select the product category reflecting the intended use as a biocide or plant protection product.

More detailed information can be found at:
<https://poisoncentres.echa.europa.eu/eu-product-categorisation-system>

Dashboard > Guided dossier preparations > Hazardous mixture > Product details

Product details

1 Product details

Additional information

Product use category

Use type

- Consumer

2 Main intended use

PC-CLN-5 Drain cleaning products

3 Secondary uses

None

Market placement

Finish

You can select multiple use types for the mixture possible:
consumer, professional, industrial.

Secondary uses are not a mandatory requirement and you should not provide them in the notification if they are not intended to be used as such. The main intended use categories are, however, available to make secondary use selections if needed. The maximum number recommended is three.

Main intended use

Please select

- PC-CLN-2 All-purpose (or multi-purpose) non-abrasive cleaners
- PC-CLN-3 Bleaching products for cleaning or laundry use (excludes biocidal products)
- PC-CLN-4 Descaling products
- PC-CLN-5 Drain cleaning products



Validate information, create dossier and preview notification

An explanation of the functionalities to finalise the dossier preparation process; validate, create a dossier, and preview notification.


The validation assistant

The validation assistant carries out checks according to a set of pre-defined rules to verify that you have provided the information as expected. The rules will determine if the dossier will pass, pass with warnings or fail according to the rules in place.

The outcome of the validation is a report, which lists the rules (if any) for which the validation assistant was triggered. For a list of the rules, you may refer to the Annex available at: <https://poisoncentres.echa.europa.eu/poison-centres-notification-format>

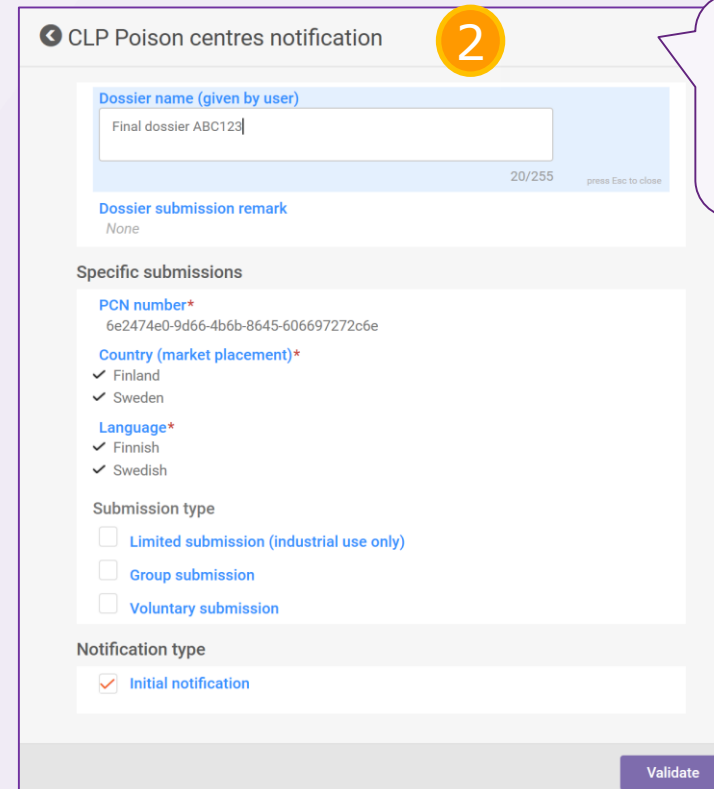
2 Finalize your dossier

Once you have entered your IUCLID data, validate and review the information before creating your dossier. When the dossier is created and exported, submit it using the [ECHA Submission portal](#). Additionally, you can preview the provided information in PDF.

 Validate Create dossier Preview notification

1

Clicking Validate will display the Dossier header page for final review.



The screenshot shows the 'CLP Poison centres notification' form. At the top, there is a header bar with a back arrow and the title 'CLP Poison centres notification'. Below this, the form is divided into sections. The first section is 'Dossier name (given by user)' with a text input field containing 'Final dossier ABC123' and a character count '20/255'. The second section is 'Dossier submission remark' with a dropdown menu set to 'None'. The third section is 'Specific submissions' which includes three sub-sections: 'PCN number*' with a text input field containing a long alphanumeric string; 'Country (market placement)*' with a list of checkboxes for 'Finland' and 'Sweden', both of which are checked; and 'Language*' with a list of checkboxes for 'Finnish' and 'Swedish', both of which are checked. Below these is the 'Submission type' section with three radio button options: 'Limited submission (Industrial use only)', 'Group submission', and 'Voluntary submission'. The final section is 'Notification type' with a single checked radio button option 'Initial notification'. At the bottom right of the form is a 'Validate' button.


2

Click on Validate again from the dossier header page and the Validation report will be displayed.




The validation report - passing


When no rules are triggered, the validation assistant will not issue a validation report. Instead, it will provide a note to highlight that additional checks are performed in the system upon submission.

 **Validation assistant report**

Validated entity: Hazardous mixture
Validation time: 23/03/2020 15:10
Validation scenario: SC0173 - Poison centres notification, Standard submission


[Re-validate](#) [Edit dossier settings](#) ✕

 Submission checks **0**

 Quality checks **0**

Business rules **0**

Completeness check rules **0**

 No business rule failures were detected by the Validation assistant. Please note that some of the business rules can be checked only at dossier level. Also note that as the Validation assistant verifies information only within the IUCLID dossier or substance dataset, it cannot perform all the business rules checks that apply when the dossier is submitted to ECHA.


The validation report - failure

When rules are triggered, the validation report will be visible listing the submission checks as failures or warnings.

It is possible to re-validate any new change.

'Edit dossier settings' redirects to the Dossier Header page.

The 'X' directs backs to the Dashboard

 Validation assistant report


Validated entity: Hazardous mixture
Validation time: 23/03/2020 14:31
Validation scenario: SC0173 - Poison centres notification, Standard submission

[Re-validate](#) [Edit dossier settings](#) [X](#)

! Submission checks 1

🔍 Quality checks 1


Business rules 1 Completeness check rules 0

1  Substance X

Substance information is incomplete. Ensure that each Substance component of your Mixture composition or Mixture-in-mixture composition is linked to a reference substance.

Business rule (BR539)

Hide



 Substance information is incomplete. Ensure that each Substance component of your Mixture composition or Mixture-in-mixture composition is linked to a reference substance.

Substance name*



Substance X

Public name


None

Legal entity*  None  None


Purple Haze Chemicals



Third party  None  None

None

Other substance identifiers  New item

#	Flags	Identifier	Identity	Country	Relation	Remarks	Action
---	-------	------------	----------	---------	----------	---------	--------

Contact persons  New item

Identification of substance  None  None

Reference substance

None


Save

Use the link, where available, to be redirected to the area that requires additional review or input.

Make any required changes where relevant and save before re-validating.



The validation report – warnings listed


A quality rule (QLT) warns or reminds you, the notifier, of common shortcomings and inconsistencies. Quality rules will not lead to the failure of the submission, but can result in further clarification requests from Member State(s) at a later stage.


 **Validation assistant report**

Validated entity: Hazardous mixture
Validation time: 23/03/2020 14:44
Validation scenario: SC0173 - Poison centres notification, Standard submission

[Re-validate](#) [Edit dossier settings](#) [X](#)

 Submission checks **0**  Quality checks **1**




 Quality concerns have been detected for this substance dataset / dossier. You are advised to revise the sections corresponding to the warning messages as they may trigger follow-up actions from ECHA. While the quality warnings have been designed to assist the user in detecting inconsistencies in the information provided, there may be special circumstances in which some of the warnings can be ignored. This version of the Validation assistant includes a limited set of quality rules. Further quality rules will be available in subsequent versions. You will receive a notification when a new Validation assistant version becomes available. The use of this tool is without prejudice to the expert assessment carried out by ECHA to establish the adequacy of the information required under Article 10, 17 and 18 of the REACH Regulation.

 **MiM 1** Quality check (QLT512)
1.1 Identification (mixture)

Mixture-in-mixture information reminder. Identifying the mixture-in-mixture through the safety data sheet can only be done in exceptional situations, if there is no possibility to obtain full compositional information or the UFI from the supplier. We remind you that for enforcement purposes, you will need to be able to demonstrate your efforts to obtain this information (e.g. written correspondence with the supplier).

Creating and submitting (or exporting) the dossier

2 Finalize your dossier
Once you have entered your IUCLID data, validate and review the information before creating your dossier. When the dossier is created and exported, submit it using the [ECHA Submission portal](#). Additionally, you can preview the provided information in PDF.

 Validate  Create dossier  Preview notification

1 Clicking 'Create dossier' will display the Dossier header page.

Flag the **submission type** if you are notifying alternatives to the standard information requirements.

Flag the **notification type**. If you select 'The submission is an **update**', then you need to provide a reason or justification for updating. See [Updating the dossier header for a submission update](#).

CLP Poison centres notification

Dossier name (given by user)
Hazardous mixture - initial March

Dossier submission remark
None

Specific submissions

PCN number*
6e2474e0-9d66-4b6b-8645-606697272c6e

Country (market placement)*
☒ Finland
☒ Sweden

Language*
☒ Finnish
☒ Swedish



Submission type
☐ Limited submission (industrial use only)
☐ Group submission
☐ Voluntary submission

Notification type
☐ Initial notification
☐ New notification after a significant change of composition
☐ The submission is an update

Create dossier ...

Create dossier ✕

✓ Dossier creation was completed successfully.

 Open dossier  Proceed to submission

If the dossier did not trigger any warnings or errors, and the creation was successful, you can proceed to the ECHA Submission portal to submit.

Note, clicking **Proceed to submission** automatically uploads the dossier to the ECHA Submission portal. However, you will still need to use the Submit functionality – see [Upload and submit](#).

Alternatively, you can export the dossier locally by clicking **Open dossier**, clicking '...' in the top left corner and selecting Export to i6z. Give the dossier a meaningful name to help you with dossier management.



Locating the dossier

Clicking on Mixtures from the IUCLID Dashboard will display all the mixture datasets and dossiers created. Mixtures that are associated with dossiers will have a lock symbol.

Dashboard

Guided dossier preparation 1

Substances 5

Mixtures 3

Articles 0

Dashboard > Mixture / Products

Mixtures / Products

+ New mixture / product

1 result found

Sort by: Newer first

Final dossier ABC123 23/03/2020 15:22

Subject name: Hazardous mixture Submission type: CLP Poison centres notification

Clicking on the name of the selected dossier, redirects to the View Dossier mode.

In View Dossier mode, the lock symbol means a dossier file.

Dashboard > Mixture / Products > Hazardous mixture

Final dossier ABC123

Table of contents

Dossier information

View complete information

Product identity

Product information

Unique formula identifiers (UFI) and other identifiers

Classification of the mixture and label elements

Mixture safety data sheets and toxicological information

Additional information

Export to i6z

Create PDF

Generate report

Clone

Preview notification

You can open or save the PCN preview report contents.


2

1. PCN Preview Report

1.1. Dossier information

 Dossier name: Final dossier ABC123	
Dossier UUID	80cde36c-efe2-4eda-b5d3-387905f21e45/0
PCN number in dossier header	6e2474e0-9d66-4b6b-8645-606697272c6e
Country (market placement)	Finland [fi] ; Sweden [se]
Language	Finnish [fi] ; Swedish [sv]
Type of submission	Initial notification
Reason for updating	

1.2. Submitter information


 Submitting legal entity	
Legal Entity name: Purple Haze Chemicals	Address 1: 15 Violet st
Phone: +358432343	Address 2:
E-mail: PHC@chemicals.eu	Postal code: 12324
	Town: Lilac
	Country: Finland [fi]

1.3. Mixture information

Mixture name: Hazardous mixture

pH	
pH is relevant	pH value: 7.6 Solution concentration (%): 100
No contact information provided	
UFI and other identifiers	
CLP unique formula identifier (UFI)	T4QV-70S1-V004-K1Y7
CLP unique formula identifier (UFI)	E7QV-R0FF-500M-7DJ9
CLP unique formula identifier (UFI)	N9QV-804U-G003-WR4C

1.4. Mixture composition

Substance components	
 Substance name: Ethyl acetate	
Identifiers:	
Reference substance name: ethyl acetate	

Hazardous mixture 1

Submission type:CLP Poison centres notification

1 Provide dossier information

Welcome! Start preparing your dossier by providing information in the form of smaller tasks to complete each of the main task groups below. Your information may not have all the information at hand.

Information to be completed

Mixture Information

Product information

2 Finalize your dossier

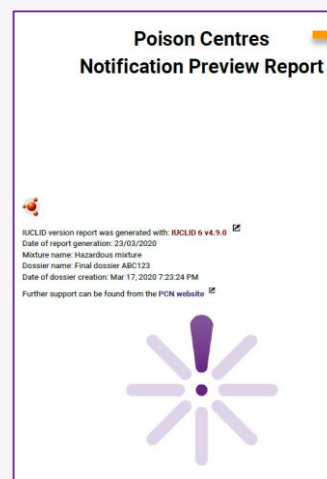
Finalise your guided dossier preparation by validating and reviewing the information. You can preview the provided information in PDF.

Validate

Create dossier

Preview notification

The Preview notification functionality here generates a PCN report in PDF format, containing all the information you entered.





Updating dossier information

An explanation on how to prepare for a dossier update.

Updating dossier information

Once you have created a dossier from a data set, it is possible to update that data and create an updated dossier.

Dashboard > Guided dossier preparations

Guided dossier preparations

2 results found

Legal Entity	EcoChem	Submission type	CLP Poison centres notification	Dossier Name
Hazardous mixture 1				
oxide / 215-222-5 / oxozinc / 1314-13-2				
REACH LE	Submission type	REACH Registration member of a joint submission - general case	Dossier Name	

1

From the guided dossier preparations list, click on the name of the mixture for which you wish to modify information in the notification.

1 **Provide dossier information**
Welcome! Start preparing your dossier of smaller tasks to complete each of them if you do not have all the information at hand.

Information to be completed

2

Mixture Information

Product information

2 **Finalize your dossier**
Finalise your guided dossier preparation by validating and reviewing the information. You can preview the provided information in PDF.

3 **Validate** **Create dossier** **Preview notification**

4

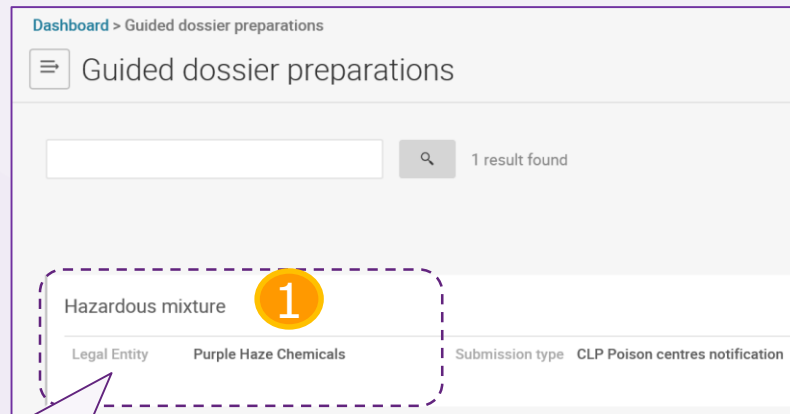
Navigate to the section where you need to make the update the Mixture or Product Information task, and make the changes.

When you have made all the necessary changes to the notification, click on Validate.
Note: some validation checks can only be performed following the submission process, particularly in the case of updates.

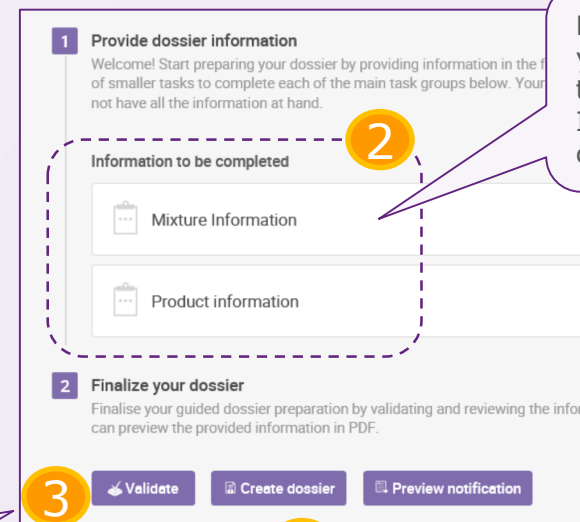
When you click on Create dossier, the dossier header page will be displayed. Note that the information can be edited where relevant. See also: [Updating the dossier header for submission update.](#)

Updating dossier information – clone a dossier

Once you have created a dossier, it is possible to update that data and create an updated dossier from the Guided dossier preparations list. You can also use the 'Clone' functionality – see [Cloning a mixture dataset](#).



From the guided dossier preparations list, click on the name of the mixture for which you wish to modify information in the notification.



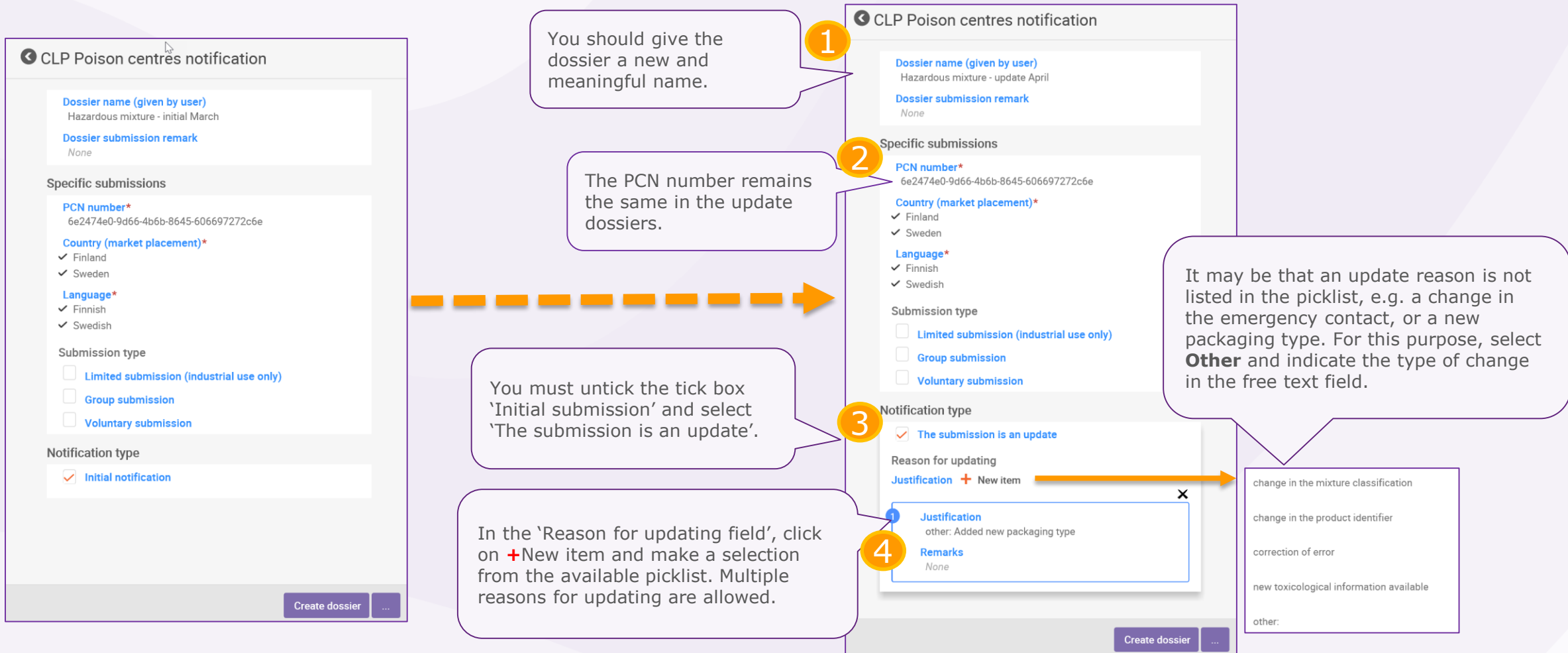
Navigate to the section where you need to make the update the Mixture or Product Information task, and make the changes.

When you have made all the necessary changes to the notification, click on Validate.

Note: that some validation checks can only be performed following the submission process, particularly in the case of updates.

Click on Create dossier to edit the dossier header page. See [Updating the dossier header for submission update](#).

Updating the dossier header for a submission update



1 You should give the dossier a new and meaningful name.

2 The PCN number remains the same in the update dossiers.

3 You must untick the tick box 'Initial submission' and select 'The submission is an update'.

4 In the 'Reason for updating field', click on +New item and make a selection from the available picklist. Multiple reasons for updating are allowed.

CLP Poison centres notification

Dossier name (given by user)
Hazardous mixture - initial March

Dossier submission remark
None

Specific submissions

PCN number*
6e2474e0-9d66-4b6b-8645-606697272c6e

Country (market placement)*
☒ Finland
☒ Sweden

Language*
☒ Finnish
☒ Swedish

Submission type
☐ Limited submission (industrial use only)
☐ Group submission
☐ Voluntary submission

Notification type
☒ Initial notification

CLP Poison centres notification

Dossier name (given by user)
Hazardous mixture - update April

Dossier submission remark
None

Specific submissions

PCN number*
6e2474e0-9d66-4b6b-8645-606697272c6e

Country (market placement)*
☒ Finland
☒ Sweden

Language*
☒ Finnish
☒ Swedish

Submission type
☐ Limited submission (industrial use only)
☐ Group submission
☐ Voluntary submission

Notification type
☒ The submission is an update

Reason for updating
 Justification + New item

Justification
 other: Added new packaging type

Remarks
 None

It may be that an update reason is not listed in the picklist, e.g. a change in the emergency contact, or a new packaging type. For this purpose, select **Other** and indicate the type of change in the free text field.

- change in the mixture classification
- change in the product identifier
- correction of error
- new toxicological information available
- other:

Create dossier

Updating the dossier header when the mixture significantly changes in composition

When the mixture composition changes beyond the allowable limits defined in Annex VIII to CLP, by default, this will lead to two chemically different 'products' on the market. In this case, you must make a notification for the new composition (containing a new PCN number), meaning a **new notification after a significant change in composition**.

In addition to this, the notification must refer to the previous PCN number as the '**related PCN number**', and you must assign a new UFI, declared in the notification and included on the product. These identifiers are included in the UFI and other identifiers section in the Mixture task

Unique formula identifiers (UFI) and other identifiers

1 Regulatory Programme Identifiers

Regulatory Programme Identifiers [Regulatory Programme Identifiers](#) + New item

#.	Regulatory Programme	ID
1	CLP unique formula identifier (UFI)	PVPV-Q0PU-X00N-K171
2	CLP related PCN number	6e2474e0-9d66-4b6b-8645-606697272c6e

Check that a new UFI is included in the notification – see [UFI and other identifiers task](#). You must also indicate the PCN number from the previous related submission – this becomes the related PCN number.

CLP Poison centres notification

2 **Dossier name (given by user)**
Hazardous mixture - update April

Dossier submission remark
None

Specific submissions

PCN number*
fb7fbadd-873a-428c-9fc7-2bb45300e575

Country (market placement)*
☒ Finland
☒ Sweden

Language*
☒ Finnish
☒ Swedish

Submission type
☐ Limited submission (industrial use only)
☐ Group submission
☐ Voluntary submission


Notification type
☐ Initial notification
☒ **New notification after a significant change of composition**
☐ The submission is an update


You must select the notification type '**New notification after a significant change of composition**'.


Cloning a mixture dataset


The 'clone' functionality is available to facilitate the preparation of update dossiers by cloning a mixture dataset and build a new dossier on that. In this way, you do not need to re-enter all the information related to the mixture, such as composition, toxicological information or product information.

The cloned mixture dataset will be saved in the dataset list.


Guided dossier preparation
1


Substances
5


Mixtures
3


Articles
0



Dashboard > Mixture / Products

Mixtures / Products

+ New mixture / product

Search: 2 results found



Sort by: Newer first

Dataset Name	Legal Entity	Last Modified	Actions
Hazardous mixture	Purple Haze Chemicals	24/03/2020 15:09	<div> <div>1</div> <div>  Delete  Clone </div> </div>

From the Mixture dataset view, locate the dataset you wish to clone. Click on '...' and select 'Clone'.

Mixtures / Products

+ New mixture / product

Dataset Name	Legal Entity	Last Modified	Actions
Hazardous mixture_CLONE	Purple Haze Chemicals	24/03/2020 15:19	<div> <div>2</div> <div>  </div> </div>
Hazardous mixture	Purple Haze Chemicals	24/03/2020 15:09	<div> <div>  </div> </div>

Dashboard > Mixture / Products > Hazardous mixture_CLONE

Hazardous mixture_CLONE

Submission Type: CLP Poison centres notification

Submission type details

Validate Create dossier

CLP Poison centres notification

Mixture information and product identity

Mixture identity and legal submitter

Hazardous mixture_CLONE

Mixture composition

Product identity

Product information

Unique formula identifiers

The information can be edited in the dataset view.

