

WHERE TO FIND INFORMATION ON THE ECHA WEBPAGE

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**IISI Workshop on REACH
and related Chemicals initiatives**

2 - 3 October 2008

Ruukki Head Offices, Suolakivenkatu 1, 00811 Helsinki, Finland

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European Chemicals Agency (ECHA)

The Agency, located in Helsinki, Finland will manage the registration, evaluation, authorisation and restriction processes for chemical substances to ensure consistency across the European Union. These REACH processes are designed to provide additional information on chemicals, to ensure their safe use, and to ensure competitiveness of the European industry.

In its decision-making the Agency will take the best available scientific and technical data and socio-economic information into account. It will also provide information on chemicals and technical and scientific advice. By assessing and approving testing proposals, the Agency will minimize animal testing.

During the first 12 months the Agency is building up its organisation and recruiting personnel to be ready to accept registrations from 1 June 2008.

[More](#)

How to discover the ECHA website

The ECHA website is a single point of entry for all information on REACH. It provides access to technical guidance, frequently asked questions (FAQs), software tools and helpdesks. Here you will also find the latest updates on guidance, tools, data on chemicals and the Regulation.

[More](#)



NEWS

- **Two assistants for the inquiry process published: the inquiry dossier preliminary check tool and the inquiry Q&A document 30/09/2008.**
- ECHA board elects new chair and adopts the multi-annual work programme 2009-2012 26/09/2008.
- A new web section launched

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This section provides you with an overview of the Regulation. It lets you get started with REACH processes, chemicals covered, methods and tools used and parties involved (Actors under REACH).

[More](#)

Navigator

The Navigator is an interactive tool that lets companies answer questions on their substance and quickly find out what they need to do under REACH.

[More](#)

Guidance

REACH guidance documents provide supplementary information to the legal text. They cover all technical aspects of REACH. These documents have been produced with the assistance and endorsement of the Member States authorities, the European Commission and industry. Therefore companies should use the guidance documents as the primary source of information when they need advice on how to fulfil their REACH duties.

[More](#)

Guidance Fact Sheets

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Registration**CLASSIFICATION****PRESS AND EVENTS****ABOUT ECHA****PUBLICATIONS**

Registration - Temporary Procedure

Registration is the process by which any **manufacturer or importer** (or producer of articles), of a substance within the scope of REACH must submit certain prescribed information to ECHA.

The following instructions apply until the registration functionality is available via the REACH-IT portal. The launch of the functionality will be announced in due time on the ECHA website and communicated to interested parties.

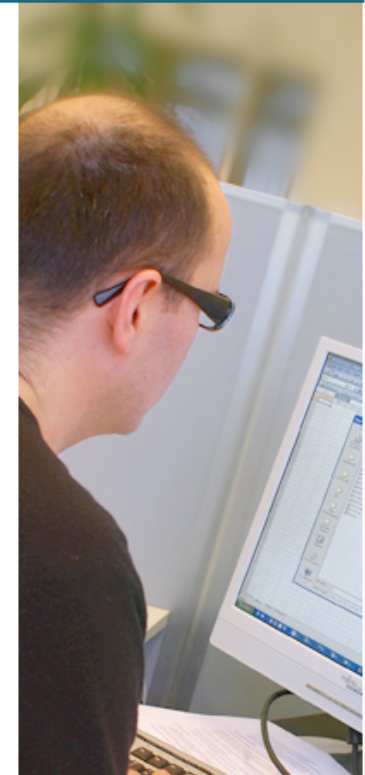
After creating your account, and **before submitting a registration**, you should **either pre-register** (via REACH-IT between 1 June - 1 December 2008) **or submit an inquiry** (to be prepared in IUCLID 5 and submitted by email or mail).

For registrations where a **Chemical Safety Report (CSR)** is required, a format is being developed as part of the Guidance for Chemical Safety Report. This format will be made available in the Formats section of the ECHA guidance web pages.


If you need to submit a **joint submission**, you should first contact ECHA by sending email to Joint-submission@echa.europa.eu (available from 1 June 2008).

What you need to do before submitting your registration to ECHA



1. **Account creation:** As a potential registrant you must sign-up in REACH-IT as explained on the account creation page of this web section. It will not be possible to send the registration dossier if you do not have a REACH-IT account and a UUID for your company.
2. **Preparation of the registration dossier:** A registration must be prepared by creating a dossier in IUCLID 5.











Further information

The information below helps you to understand the topics covered and provides access to relevant documents, tools and web pages. The  icon indicates that the linked material is currently available only in English.









Required forms

- [Submission form - version 3](#)   that must accompany all data submissions.

Critical information for registrations

- [Manual 3: How to complete the submission form](#)  .
- [Manual 4: How to submit a valid dossier to ECHA and complete the dossier header](#)  .
- [Manual 5: How to Complete a Technical Dossier for Registrations and PPORD Notifications](#)  .
- [Questions and answers for the registrants of previously notified substances](#)  .

Background information

- [Notice on use of personal data](#)   under temporary submission procedures.
- [REACH IT Portal](#)  is to be used to create a company account in REACH-IT.
- [IUCLID 5 website](#)  is the access point to download the software.
- [Guidance on registration](#)  document describes the registration and data sharing mechanisms for phase-in and non phase-in substances under REACH. The document is currently being translated. The translations are foreseen to be published in autumn 2008.
- [Guidance on data sharing](#)  document describes data sharing mechanisms for phase-in and non phase-in substances under REACH.
- [REACH helpdesk](#) pages contain information (and contact details) on how to benefit from assistance provided by the official helpdesks of the Member States REACH helpdesks and at ECHA.
- [Data Submission leaflet](#)   provides an overview on how pre-registrations, registrations and PPORD notifications can be submitted and how inquiries on substances can be made.

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ECHA Helpdesk

Information for registrants

When shall I contact the ECHA helpdesk?

The first point of contact for questions on REACH are the REACH helpdesks established in each Member State. The ECHA helpdesk is a service to companies registering a substance which provides advice and assistance concerning the REACH provisions.

What can I expect from the ECHA helpdesk?

With respect to information on REACH the ECHA helpdesk is a service which can provide information on provisions and obligations under REACH, but may not solve business-specific problems.

The ECHA helpdesk will not make recommendations on how a particular company should go about fulfilling obligations. For sector specific questions companies should consider contacting their industry association and for substances their suppliers can be the best source of information.

Do I have to pay for the service of the ECHA helpdesk?

No. The advice of the Agency is free of charge. The only cost you have to cover is that of the Internet connection.

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Can I contact the ECHA helpdesk using my national language?

The ECHA helpdesk guarantees service in English. However, support requests in other languages might be accepted on a case-by-case basis and depending on the individual language skills of the helpdesk team members.

How can I contact the ECHA helpdesk?

Please fill in the [information request form](#)

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Enquiry on REACH

Helpdesks providing information on REACH have been established in the individual EU Member States and at ECHA. Contact details are to be found on the [helpdesk](#) page.

Before sending an enquiry to a Helpdesk, please note that valuable information about REACH can be found on our website. You might find the answer you are looking for in our [FAQ](#) or [guidance](#) pages. Also the [Navigator](#) will be a useful tool.

If you are seeking further advice concerning the REACH provisions, please fill this webform. It will lead you to the most appropriate helpdesk for your question.

Please indicate where your company is located:

- Company established **in** the European Community
European Union and European Economic Area (EU 27 + Iceland, Norway or Liechtenstein)
- Company established **outside** the European Community
European Union and European Economic Area (EU 27 + Iceland, Norway or Liechtenstein)


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Enquiry on REACH

REACH applies only to legal entities established in the European Community. Therefore, companies established outside the Community that are exporting their products into the customs territory of the European Community are not bound by the obligations of REACH. The responsibility for fulfilling the requirements of REACH, such as pre-registration or registration lies with the importers established in the European Community, or with the only representative of a non-Community manufacturer established in the European Community.

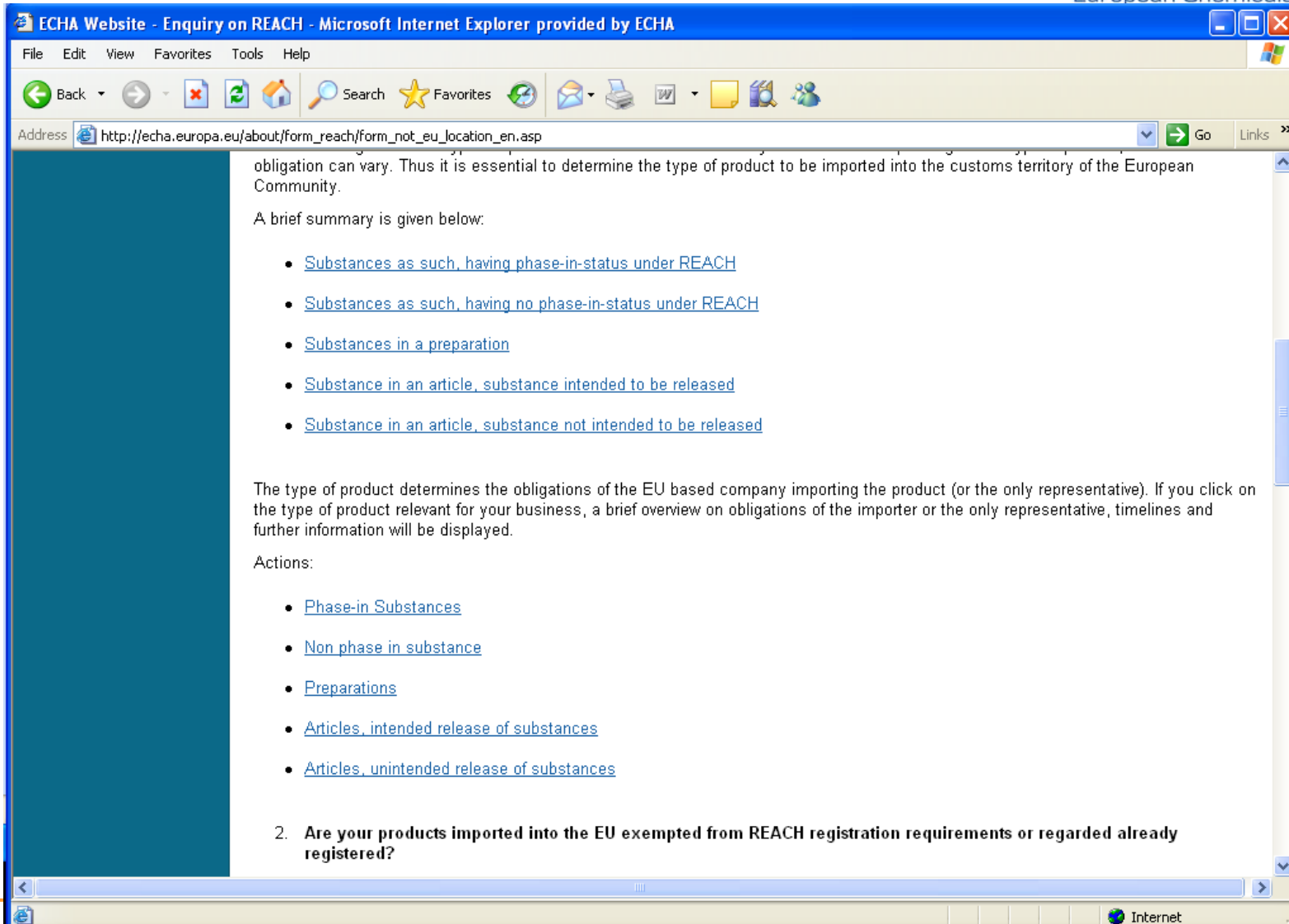
Your company may nevertheless wish to support its partners established in the European Community in order to facilitate its business activities. It is therefore advisable to make yourself aware of the relevant information in the context of REACH. This includes in particular:

- The type of product imported into the EU, since the product type determines the requirements to meet.
- Information related to the substances contained in your products, which the importers or your only representative need for pre-registration and registration. This includes the identity of substance(s), the composition of each substance, its physico-chemical, toxicological properties or ecotoxicological properties.
- Deadlines that must be complied with.

1. What kind of products does your company produce for export to the EU?

Pre-registration and registration under REACH always refers to substances. A substance is defined as a *chemical element and its compounds in the natural state or obtained by any manufacturing process, including any additive necessary to preserve its stability and any impurity deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition* (see Article 3(1) of REACH). A substance as obtained from a manufacturing process can consist of one or more constituents, impurities or additives. Manufacturing includes extraction of substances in its natural state, like for example hydrocarbon fractions from mineral oil.

Done Internet



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obligation can vary. Thus it is essential to determine the type of product to be imported into the customs territory of the European Community.

A brief summary is given below:

- [Substances as such, having phase-in-status under REACH](#)
- [Substances as such, having no phase-in-status under REACH](#)
- [Substances in a preparation](#)
- [Substance in an article, substance intended to be released](#)
- [Substance in an article, substance not intended to be released](#)

The type of product determines the obligations of the EU based company importing the product (or the only representative). If you click on the type of product relevant for your business, a brief overview on obligations of the importer or the only representative, timelines and further information will be displayed.

Actions:

- [Phase-in Substances](#)
- [Non phase in substance](#)
- [Preparations](#)
- [Articles, intended release of substances](#)
- [Articles, unintended release of substances](#)

2. **Are your products imported into the EU exempted from REACH registration requirements or regarded already registered?**

Internet

2. Are your products imported into the EU exempted from REACH registration requirements or regarded already registered?

If your product falls under one of the following categories you may wish to check in more depth whether it is exempted from all or certain REACH obligations. If you click one of the following categories, a brief overview on obligations of the importer or the only representative, timelines and further information will be displayed (in printable form).

If your company's products fall into one of the categories displayed below, the importers established in the European Community might have no registration or pre-registration obligation under REACH and thus the need for information may be more limited.

- [Substances subject to customs supervisions in the European Community](#)
- [Substances used in medicinal products](#)
- [Substances used in food and feedingstuffs, including use as a food additive in foodstuffs](#)
- [Substances listed in Annex IV of the Regulation](#)
- [Substances which occur in nature](#)
- [Other substances listed in Annex V](#)
- [Substances re-imported into the EU](#)
- [Substances in plant protection and biocide products](#)
- [Waste](#)

3. Why and how to appoint an only representative?

Each legal entity established in the European Community which imports your product into the EU will need to comply with the REACH obligations and in particular with the duties briefly outlined in section 1 above. These companies may approach you in order to seek assistance in compiling the relevant information needed for registration.

Your company may find it more convenient/efficient to get your substance(s) pre-registered and registered in the EU through an only representative (OR) according to Article 8 of the REACH Regulation. An only representative is a natural or legal person established in the EU appointed by your company via mutual agreement. This natural or legal person would fulfil, as your only representative (OR), the obligations on companies importing your substance as such, in preparations or in articles. REACH includes this option to support efficient

importers would require you to disclose any business secrets or may conflict with your existing Intellectual Property Rights.

If you wish to make use of the OR mechanism, please observe the following rules. In addition, please consult the [Registration Guidance](#) on ECHA's Guidance website in order to find more in depth explanation on requirements related to the only representative.

- The only representative must be established in one of the EU Member States or in Iceland, Liechtenstein or Norway. That EU Member State will then enforce the requirements related to your product when imported into the EU.
- It will be the task of the OR to comply with all obligations with which the importers of your products would have to comply. This includes submitting a pre-registration and a registration dossier for the substance imported into the EU to the European Chemicals Agency (ECHA) before the relevant deadlines expire. It will also be the task of the OR to keep available and update the information on i) the quantities imported and ii) the importers covered by the appointment, as well as to iii) supply the latest update of the safety data sheet.
- The OR must therefore have a sufficient background in the practical handling of substances and the information related to them.
- The OR needs to be able to document for the enforcement authorities that he has been appointed by your company and for which substance and volume the appointment applies. He may also indicate in the registration dossier by whom he was appointed.
- He needs to be able to document that your company has informed the importers who are covered and who may benefit from the OR having fulfilled the importers' obligations.
- The OR can represent more than one non-Community manufacturer for a substance. However he has to submit separate individual registrations for each of these.
- The registration by the OR can cover volumes of the substance imported into the EU from any stage in the non-EU supply chains. Thus as long as your company can keep track and document via which channels the substance or preparation is imported into the EU, the volumes can be covered by the OR.
- The non-Community manufacturer can change his OR. If the former OR agrees, the new OR can submit an update of the registration, in which the new OR replaces the old one.
- Pre-registration and registration requires the (pre)registrant to sign-in via the REACH-IT system. Only legal entities established in the customs territory of the EU, Norway, Iceland or Liechtenstein can sign-up with ECHA.

Have you appointed an only representative, or have you made particular arrangements with importers?

- No, I have not
- Yes, I have

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Send an enquiry about REACH

The ECHA Helpdesk provides advice concerning the REACH provisions to registering companies. Please note that valuable information about REACH can be found on our website. You might find the information you are looking for in our [FAQ](#) or [guidance](#) pages.

Helpdesks are available both in the individual EU Member States and at ECHA. The [helpdesk](#) page provides advice on the most appropriate helpdesk to contact with your question.

Compulsory fields are marked with an asterisk (*)

Please provide us with your contact information:

- * Title:
- * First Name:
- * Last Name:
- * Email:
- * Email verification (please rewrite it):
- * Country:
- * Name of company or organisation:

Please provide some information on your organisation:

* Please write a short description of your organisation and the background to your question, so that we can better understand your role and concerns related to REACH. This



THANK YOU

