

Guidance on registration

Version 1.6

January 2011

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This document contains guidance on REACH explaining the REACH obligations and how to fulfil them. However, users are reminded that the text of the REACH regulation is the only authentic legal reference and that the information in this document does not constitute legal advice. The European Chemicals Agency does not accept any liability with regard to the contents of this document.

Guidance on Registration

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PREFACE

This Guidance Document describes when and how to register a substance under REACH. It consists of two parts: one on Registration tasks and obligations and the other on the preparation of the Registration Dossier. It is part of a series of guidance documents that are aimed to help all stakeholders with their preparation for fulfilling their obligations under the REACH regulation. These documents cover detailed guidance for a range of essential REACH processes as well as for some specific scientific and/or technical methods that industry or authorities need to make use of under REACH.

The guidance documents were drafted and discussed within the REACH Implementation Projects (RIPs) led by the European Commission services, involving all stakeholders: Member States, industry and non-governmental organisations. These guidance documents can be obtained via the website of the European Chemicals Agency (http://echa.europa.eu/reach_en.asp). Further guidance documents will be published on this website when they are finalised or updated

This document relates to the REACH Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006¹.

¹ Corrigendum to Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amending Directive 1999/45/EC and repealing Council Regulation (EEC) No 793/93 and Commission Regulation (EC) No 1488/94 as well as Council Directive 76/769/EEC and Commission Directives 91/155/EEC, 93/67/EEC, 93/105/EC and 2000/21/EC (OJ L 396, 30.12.2006); amended by Council Regulation (EC) No 1354/2007 of 15 November 2007 adapting Regulation (EC) No 1907/2006 of the European Parliament and of the Council on the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), by reason of the accession of Bulgaria and Romania (OJ L 304, 22.11.2007, p. 1).

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PART I: “REGISTRATION” UNDER REACH

1 GENERAL INTRODUCTION

1.1 AIM OF THIS GUIDANCE

The aim of this guidance is to assist industry in determining which tasks and obligations have to be complied with to fulfil their registration requirements under REACH.

This document guides potential registrants to answer the following questions:

- Who has registration obligations?
- Which substances are within the scope of REACH in general and registration in particular?
- When to pre-register and when to submit an inquiry?
- What is the registration dossier?
- How to prepare the registration dossier and submit it to the Agency?
- When does a registration dossier have to be submitted to the Agency?
- What does it mean to submit jointly with other registrants of the same substance?
- What are registrants' obligations regarding data sharing?
- When and how to update the registration dossier?
- What is the registration fee?
- What are the duties of the Agency once the registration dossier is submitted?

The guidance is based on descriptions of obligations supplemented by explanations and practical advice, which whenever possible are illustrated by examples. Throughout the text explanations of the REACH process are offered, providing references to relevant guidance documents and other useful tools.

All of the references to the relevant Articles, Annexes or legal text quotation from the REACH Regulation are always indicated in italics (i.e. *Article 23*).

Whenever in the text of this document "the Agency" is mentioned it is meant The European Chemicals Agency in Helsinki (ECHA).

Whenever in the text of this guidance "legal entity" is mentioned what is meant is a natural or legal person established in the European Economic Area (EEA).²

Whenever in the text of this guidance an "Annex" is mentioned it is meant an Annex of the REACH Regulation.

The first part of the document is addressed to all potential registrants with and without an expert knowledge in the fields of chemicals and chemicals assessment. It explains what the registration requirements are, who is responsible for them and how and when they must be fulfilled.

The second part of the document provides detailed guidance on how to prepare and update a registration dossier.

Figure 1 guides the reader within this document, through different steps helping him identifying his registration obligations.

² The European Economic Area is composed of Iceland, Liechtenstein, Norway and the 27 EU Member States.

A tool, called the Navigator, has been developed by the Commission services to help the users identifying their obligations under REACH. It can be found on http://echa.europa.eu/reach_en.asp.

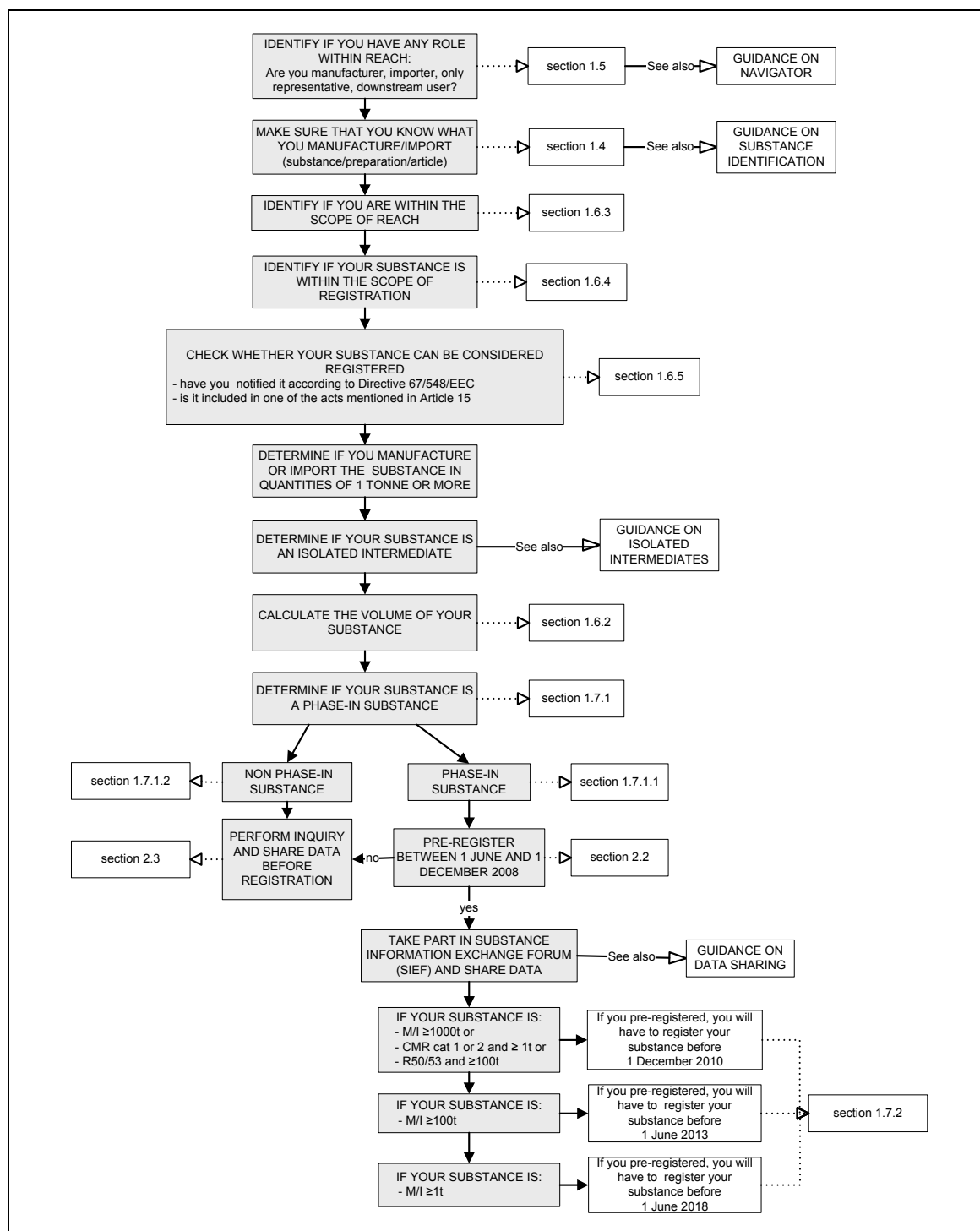


Figure 1 Steps within the registration process and link to the structure of this document

1.2 AIM OF REGISTRATION

In REACH the responsibility for the management of the risks of substances lies with the natural or legal persons that manufacture, import, place on the market or use these substances in the context of their professional activities. Therefore, the registration provisions require manufacturers and importers to generate data on the substances they manufacture or import, to use these data to assess

the risks related to these substances and to develop and recommend appropriate risk management measures. To ensure that they actually meet these obligations, as well as for transparency reasons, the registration provisions require them to submit a Registration Dossier containing information in accordance with *Article 10* to the Agency. Registered substances should be allowed to circulate on the internal market (*see Recitals 18 and 19*).”

Unless the regulation indicates otherwise, registration obligations apply to substances manufactured or imported in quantities of 1 tonne or more per year. Normally, the registration must be done before a substance can be manufactured, imported or placed on the market. However, for most substances that are already being manufactured or imported (so called “phase-in substances”, see section 1.7.1.1 for the definition of phase-in substances) a special transitional regime applies which allows their manufacture or import to continue (see section 1.7.2 – Deadlines for Phase-in substances).

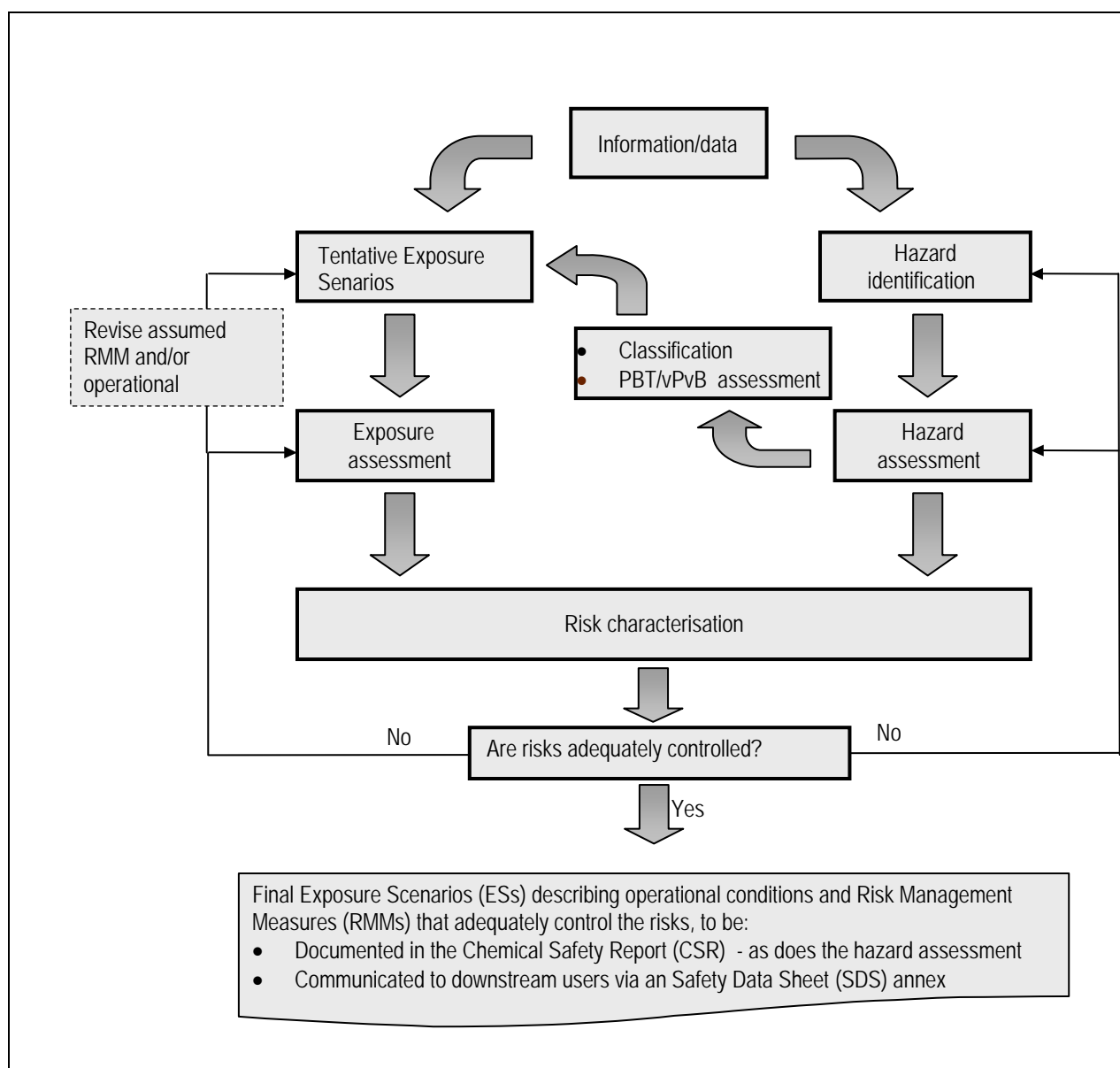
1.3 APPROACH IN CHEMICALS ASSESSMENT

REACH is based on the principle that industry should manufacture, import or use substances or place them on the market in a way that, under reasonably foreseeable conditions, human health and the environment are not adversely affected.

In order to ensure this, manufacturers and importers need to collect or generate data on the substances and assess how risks to human health and the environment can be controlled by applying suitable risk management measures. The responsibility for the management of these risks lies with the natural or legal persons that manufacture, import, place on the market or use these substances in the context of their professional activities.

The identification of measures required to manage risks is an integrated part of the safety assessment concept. In general this is the result of an iterative process where the aim is to demonstrate how risks identified for the manufacturing or use processes can be adequately controlled by suitable risk management measures. This process includes an assessment of all available relevant information on the hazardous properties of a substance and on the conditions under which it is used. For all substances that are manufactured or imported in volumes greater than 10 tonnes per year, a more formal Chemical Safety Assessment needs to be carried out and documented in a Chemical Safety Report.

The principles of the safety assessment concept are summarised in Figure 2. More detailed explanations on the conditions under which the Chemical Safety Assessment needs to be carried out as well as details on the contents of the individual steps are provided in Section II of this guidance document.



PBT – Persistent, Bioaccumulative, Toxic substances; vPvB – very Persistent and very Bioaccumulative substances

Figure 2 Principles of the Chemical safety Assessment (CSA)

1.4 SUBSTANCES, MIXTURES AND ARTICLES

REACH lays down obligations which apply to the manufacture, import, placing on the market and use of substances on their own, in mixtures or in articles. Before continuing to explain which substances require registration it is important to have a clear understanding of these terms and how mixtures and articles are dealt with.

- **Substance** means a chemical element and its compounds. The term substance includes both substances obtained by a chemical manufacturing process (for example formaldehyde or methanol) and substances in their natural state. The term substance also includes its additives and impurities where these are part of its manufacturing process, but excludes any solvent which can be separated without affecting the stability of the substance or changing its composition. Detailed guidance on substances and substance identity can be found in the Guidance on substance identification where the distinction is made between the three following

types of substances: mono-constituent substances, multi-constituent substances and UVCB substances.

- A mono-constituent substance is a substance, defined by its quantitative composition, in which one main constituent is present to at least 80% (w/w).

For example, o-xylene is considered in both following examples (available in the Guidance on substance identification) as a mono-constituent substance as its typical content is more than 80%.

Subst.	Main constituent	Upper content (%)	Typical content (%)	Lower content (%)	Impurity	Upper content (%)	Typical content (%)	Lower content (%)	Substance identity
1	o-xylene	90	85	65	m-xylene	35	15	10	o-xylene
2	o-xylene m-xylene	90 35	85 15	65 10	p-xylene	5	4	1	o-xylene

- A multi-constituent substance is a substance, defined by its quantitative composition, in which more than one main constituent is present in a concentration $\geq 10\%$ (w/w) and $< 80\%$ (w/w). A multi-constituent substance is the result of a chemical reaction in a manufacturing process. A multi-constituent substance is named as a reaction mass of two or more main constituents.

In the following example (available in the Guidance on substance identification) the substance is a multi-constituent substance called the “reaction mass of aniline and naphthalene”, as both aniline and naphthalene have a typical content between 10 and 80%.

Example								
Main constituent	Upper content (%)	Typical content (%)	Lower content (%)	Impurity	Upper content (%)	Typical content (%)	Lower content (%)	Substance identity
aniline	90	75	65	phenanthrene	5	4	1	Reaction mass of aniline and naphthalene
naphthalene	35	20	10					

- A UVCB substance (substances of **U**nknown or **V**ariable composition, **C**omplex reaction products or **B**iological materials) cannot be sufficiently identified by its chemical composition, because: the number of constituents is relatively large and/or the composition is, to a significant part, unknown and/or the variability of composition is relatively large or poorly predictable. As a consequence, UVCB substances require other types of information for their identification, in addition to what is known about their chemical composition.

The following example is a UVCB as a residue of a specific reaction:

EC number	EC Name
293-693-6	Soybean meal, protein extn. Residue
	EC description
	By-product, containing primarily carbohydrates, produced by an ethanolic extraction of defatted soybean.

- **Mixture** means a mixture or solution composed of two or more substances (Article 3(2))³. Typical examples of mixtures include paints, varnishes and inks. Mixtures can contain several substances. Mixtures are not the same as multi-constituents substances. The difference between mixture and multi-constituent substance is that a mixture is gained by blending of two or more substances without any chemical reaction occurring, whereas a multi-constituent substance is the result of a chemical reaction. REACH obligations apply individually to each of those substances depending on whether the individual substances are within the scope of REACH.
- An **article** is the term for any object that has been given a specific shape, surface or design which determines its function to a greater degree than does its chemical composition (e.g. manufactured goods such as textiles, electronic chips, furniture, books, toys, kitchen equipment). The same requirements apply to new and used imported articles. Detailed guidance on articles and how they are dealt with under REACH can be found in the Guidance for articles.

As stated above, only substances have to be registered, mixtures or articles do not.

When contained in a mixture, each individual substance needs to be registered, either by the substance manufacturer or the importer of the substance or mixture when reaching the threshold of 1 tonne per year. On the other hand, substances that have been registered by the manufacturer or the importer and that are being mixed into a mixture by a downstream user, do not need to be registered again by the downstream user.

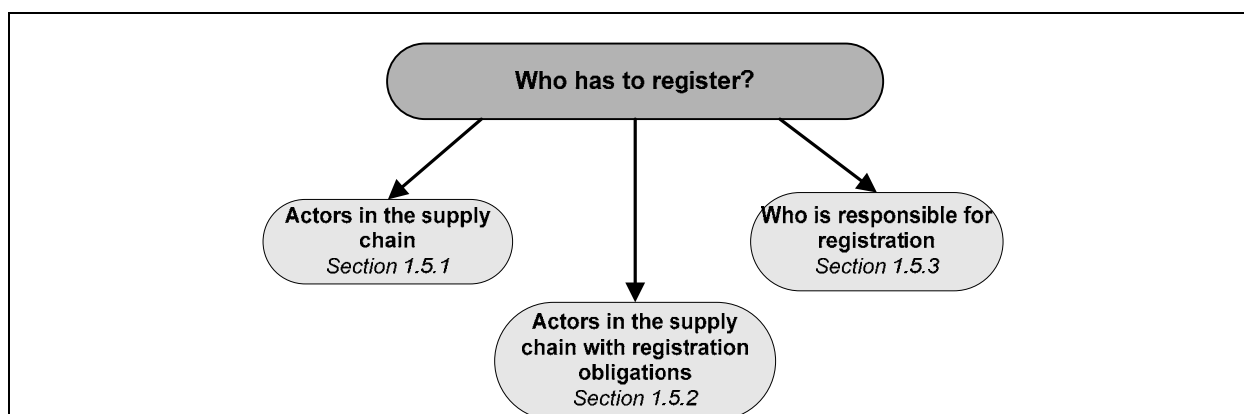
Individual substances in articles are also potentially subject to registration under certain circumstances as detailed in the Guidance for articles.

This document therefore focuses on the registration of **substances** alone or in mixtures, and to substances in articles under certain conditions.

1.5 WHO HAS TO REGISTER?

Aim: The aim of this chapter is to explain which actors in the supply chain have registration obligations and responsibilities.

Structure: The structure of this chapter is as follows:



³ The term “preparation” has been replaced by “mixture” in the REACH Regulation, with the entry into force on 20 January 2009 of the CLP Regulation (Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures).

1.5.1 Actors in the supply chain

The obligation to register a substance applies only to certain actors in the EU. Before explaining the obligations of registrants under REACH, it is important to have a clear understanding of each of the 'actors in the supply chain' and their various roles and responsibilities.

One legal entity (see section 1.5.3.1) may have various roles depending on its activities, even for the same substance (e.g. manufacturer and importer or manufacturer and downstream user). Therefore, it is very important that companies correctly identify their role or roles in the supply chain for each substance they handle, because this will be a decisive factor in determining their registration obligations.

Therefore, for each substance a company has to define its role or roles under REACH

Manufacturer: means any natural or legal person established within the Community who manufactures a substance within the Community (Article 3(9)).

Manufacturing: means production or extraction of substances in the natural state (Article 3(8)). It is a case by case decision to establish which steps of the synthesis of the end product lead to substances which need to be registered (e.g. different purification or distillation steps).

Importer: means any natural or legal person established within the Community who is responsible for import (Article 3(11)).

Import: means the physical introduction into the customs territory of the Community (Article 3(10)). According to the legal definition of "placing on the market" (Article 3(12)), import is considered to be placing on the market.

Downstream user: means any natural or legal person established within the Community, other than the manufacturer or the importer, who uses a substance, either on its own or in a mixture, in the course of his industrial or professional activities (Article 3(13)).

Use means any processing, formulation, consumption, storage, keeping, treatment, filling into containers, transfer from one container to another, mixing, production of an article or any other utilisation (Article 3(24)).

An important point to bear in mind is that the terms used in REACH to describe the various actors in the supply chain have very specific definitions and meanings which do not always correspond with how they might be interpreted in other fora.

Example:

A company purchasing registered substances **from within the EU** and then formulating these into mixtures (e.g. paints) would be regarded as a downstream user. In layman's terms this company might be considered to be a *manufacturer* of paints. However, within the context of REACH the company would not be a *manufacturer of a substance* and so would have no registration obligations for these substances.

Customs boundaries for Manufacture and Import:

Iceland, Liechtenstein and Norway entered into the Agreement with the EU on the **European Economic Area** (EEA) in 1992, which entered into force in 1994. Therefore, the EEA is composed of Iceland, Liechtenstein, Norway and the 27 EU Member States.

REACH applies to EU Member States and once it has been incorporated into the EEA Agreement it applies to EEA States. This, for example, means that imports from Norway, Iceland and Liechtenstein are considered as intra-Community trade for the purposes of REACH. After the incorporation of REACH into the EEA Agreement, the terms 'EU' or 'Community' used in this Guidance cover the EEA States.

Therefore, an importer of a substance from an EEA country is not required to register the substance under REACH and is simply regarded as a distributor or downstream user. However, his supplier established in an EEA State has to register the substance as a manufacturer under REACH and is subject to the same obligations as all EU manufacturers.

Importers of a substance from Switzerland (a non-EU country belonging to the European Free Trade Agreement (EFTA) but not to EEA) will have the same obligations under REACH as any other importers.

Examples:

A formulator purchasing his substances in Germany or Iceland will be considered as a Downstream User.

A formulator purchasing his substances in Switzerland or Japan will be considered as an Importer.

1.5.2 Actors in the supply chain with registration obligations

1.5.2.1 Who has registration obligations?

The only actors in the supply chain with registration obligations are:

- EU **manufacturers and importers of substances on their own or in mixtures.**
- EU **producers and importers of articles** meeting the criteria explained in the Guidance for articles.
- **“Only representatives”** established in the EU and appointed by a manufacturer, formulator or article producer established outside the EU to fulfil the registration obligations of importers (see section 1.5.3.4).

Although polymers are exempted from registration, manufacturers or importers of polymers have, in certain circumstances, registration obligations (see the Guidance for polymers for further information)

Please note that after implementation of REACH by the EEA-EFTA States, the actors of those countries will have the same obligations as the EU actors.

Example of when registration is needed:

- A manufacturer of a substance who uses the manufactured substance himself is a manufacturer and a downstream user. He has a duty to register each substance manufactured in quantities of 1 tonne or more per year, unless exemptions apply, and will have to include information on his own use(s) and any identified uses of his customers in his registration.
- An importer of a mixture has to register those substances which are present in the imported mixture in quantities of 1 tonne or more per year, unless exemptions apply. He will have to include information in his registration on the identified use(s) of the substance(s) in the mixture. There is no obligation for importers of mixtures to register the mixtures themselves; indeed mixtures cannot be registered.

Example of when registration is NOT needed:

- Any person, who is using substances which he has not manufactured or imported, is a downstream user and has no obligation to register these substances.
- An importer of a substance, a mixture or an article, who is importing from a non-EU

company who has appointed an “only representative” will be considered as a downstream user and therefore does not need to register.

- A manufacturer or importer of a substance which is exempted from Title II of REACH has no obligation to register that substance.

1.5.3 Who is responsible for registration

It should be noted that only a natural or legal person established in the EU can be a registrant and it is defined by the national laws of each EU Member State:

- A “natural person” is a concept applied in many legal systems to refer to human beings who are capable and have the right to engage into contracts or commercial transactions. These are usually people who have reached the age of legal maturity and are in full possession of their rights (meaning that these rights have not been taken away from them, for example due to a criminal conviction).
- A “legal person” is a similar concept, applied in many legal systems to refer to companies who have been endowed with legal personality by the legal system applicable to them (the law of the Member State where they are established) and therefore are capable of carrying rights and obligations, independently of the people or other companies behind them (in the case of a “société anonyme” or “limited company”, their shareholders). In other words, the company usually has its own existence and its assets do not coincide with those of its owners. One legal person can work on different sites. It can also open so-called “branch offices” (in French “succursales”) which do not have separate legal personality from the main or head office. In such a case, it is the head office that has the legal personality and that has to be established in the EU to respect the provisions of REACH. On the other hand, a legal person can also open “daughter companies” or “subsidiaries” in the EU (in French “filiales”) in which it holds shares or another type of ownership. Such EU daughters have a different legal personality and therefore qualify as a “legal person established in the Community” for the purposes of REACH. They are to be considered as different manufacturers and importers who each may be obliged to register for the respective quantities they manufacture or import. Often operators do not use the terms “branch” and “office” in this technical-legal sense and therefore it should be ascertained in detail whether the entity being referred to has legal personality or not.

In REACH guidance documents as well as in IUCLID, the term ‘legal entity’ refers to such a natural or legal person having rights and obligations under REACH.

1.5.3.1 Legal entity

Each legal entity established within the Community manufacturing or importing a substance is required to submit its own registration.

In the case of a company group which is composed of several legal entities (e.g. a parent company and its subsidiaries), each of those legal entities must submit its own registrations. However, they need to submit parts of the dossier jointly, as outlined in the section on Joint submission of data by multiple registrants (see section 1.8.4). On the other hand, if one legal entity has two or more production plants which are not separate legal entities, then only one registration covering the different sites needs to be submitted by the legal entity.

Example of situation:

International companies sometimes have several daughters in the EU acting as importers, often spread over several Member States. Each of those daughters, if it has legal personality, is a legal person within the meaning of REACH. Depending on the distribution of work within the group, each of them can be an “importer” responsible for import. It is for the group or the individual companies to assign the tasks and the responsibilities to companies in the group.

1.5.3.2 Consequences of changes in legal entities

Article 22 (1)(a) of REACH requires a registrant to inform the Agency without delay of any change in his identity, such as a change of name or address. Further duties may arise in cases where a change in identity involves a change in the legal personality of the company. This might be the case when a merger, takeover or split takes place or in case a company sells its assets related to a registration. It also applies to the appointment of a new only representative by a “non-Community manufacturer” as a replacement for a previous one.

As a general rule, a registration may be transferred from one legal entity to another legal entity following a change of legal personality. It is important to note that one registration cannot be owned by more than one legal entity. The change of legal entity is subject to a fee pursuant to Commission Regulation (EC) No 340/2008 (Fee Regulation).

In the case of a merger or takeover where the individual legal entities have previously registered the same substance, attention has to be paid to the total tonnage of the manufactured/imported substance after the merger or takeover. If the total tonnage reaches a higher tonnage band, then the registration dossier has to be updated accordingly.

1.5.3.3 Who is responsible for the registration in case of import?

In case of import (see definition in section 1.5.1), the registration should be made by the legal entity established in the EU who is responsible for the import. The responsibility for import depends on many factors such as who orders, who pays, who is dealing with the customs formalities, but this might not be conclusive on its own.

For example, in the case of a “sales agency” established in the EU but only acting as a kind of facilitator, a letter-box transmitting an order from a buyer to a non-EU supplier (and being paid for that service) but taking no responsibility whatsoever on the goods or the payment for the goods and not having their ownership at any stage, then, the sales agency is not to be considered as the “importer” for purposes of REACH. The sales agency is not responsible for the physical introduction of the goods.

The “non-Community manufacturer” or supplier who is exporting a substance or mixture has no responsibilities under REACH. The shipping company that is transporting the substance or mixture normally has no obligations under REACH (according to *Art. 2(1)(d)* see section 1.6.3.6). Exceptions may occur under specific contractual arrangements if the shipping company is established in the EU and if it is responsible for the introduction of the substance in the EU. As far as applicable, the current practice for any other product related requirements should be followed to

assess such borderline cases. For more guidance, the National Customs Authorities should be contacted.

In case an “only representative” has been appointed the only representative is responsible for the registration (see next section).

1.5.3.4 Only representatives of “non-Community manufacturer”

Registration of substances imported into the EU on their own, in mixtures or in articles will have to be submitted by the EU importers. This implies that each individual importer needs to register the substance(s) he imports. **Natural or legal persons that manufacture substances, formulate mixtures or produce articles outside the EU cannot themselves register a substance(s).** However, they can appoint an **only representative** established within the EU to carry out the required registration of the substance that is imported into the EU (*Article 8(1)*). This will relieve the EU importers within the same supply chain from their registration obligations, as they will be regarded as downstream users.

Who can appoint an only representative?

According to *Article 8(1)* a “non-Community manufacturer” being a natural or legal person that is manufacturing a substance, formulating a mixture or producing an article that is imported into the Community, can appoint an only representative to fulfil the registration obligations of the importers. Distributors are not mentioned in *Article 8(1)* and can therefore not appoint an only representative. An only representative must be able to document who he is representing and is advised to attach a document from the “non-Community manufacturer” appointing him as only representative in section 1.7 of IUCLID. It is not mandatory to include this information in the registration dossier, but it needs to be presented to the enforcement authorities upon request.

Who can be an only representative?

An “only representative” is a legal entity established in the EU which has sufficient background in the practical handling of substances and the information related to them to be able to fulfil the obligations of importers.

It should be noted that an “only representative” is not the same as a “third party representative” referred to in *Article 4*. A third party representative can be appointed by a manufacturer, importer or where relevant downstream user to allow this potential registrant to remain anonymous vis-à-vis other stakeholders in the data sharing process. It is neither necessary nor advisable for an only representative to appoint a third party representative because an only representative is not obliged to disclose to the other participants in the data sharing process the identity of the “*non-Community manufacturer*” he is representing (for more guidance on this see the Guidance on data sharing).

What shall a “non-Community manufacturer” do when appointing an only representative?

When appointing an only representative, it is necessary that the “*non-Community manufacturer*” provides his only representative with up-to-date information on the list of EU importers which should be covered by the registration of the only representative and the quantities imported into the EU.

The “*non-Community manufacturer*” has to inform all the EU importers in the same supply chain that he has appointed an only representative to conduct the registration thus eventually relieving the importers from their registration obligations. A “*non-Community manufacturer*” can only appoint

one only representative per substance. The only representative's registration should clearly specify which quantity of the imported substance it covers – be it the entire import into the Community from a given “non-Community manufacturer”, or only specified quantities within that total. In cases where an importer is also importing quantities of the same substance directly, then both the only representative and the importer must be able to clearly document to enforcement authorities which imports are covered by the registration of the only representative; and which are covered by the importer; otherwise, the importer remains responsible for all his imports. In other words, an importer has to submit a registration for the quantity of a substance he imports, but does not have to cover the volume of the substance that is covered by the registration of the only representative.

What are the consequences for the EU importers?

When an importer receives information from a “non-Community manufacturer” in his supply chain that an only representative has been appointed to cover the registration obligations, this importer will be regarded as a downstream user of the only representative for the tonnage covered by the registration of the only representative. This change of status from importer to downstream user only pertains to the same supply chain, i.e. to the tonnage imported from the “non-Community manufacturer” having appointed the only representative. If this importer also imports the substance from other non-EU suppliers, he still has to register the tonnage imported from this or these non-EU suppliers unless the latter has/have appointed an only representative(s) to cover the respective imports.

Although the importer will receive confirmation from his “non-Community manufacturer” on the appointment of the only representative, he should preferably also obtain confirmation in writing from the only representative that his imported tonnage and use is indeed covered by the registration submitted by the only representative. This would not only provide the importer with the contact point to whom he, acting as a downstream user, can make his use known, but would also give the importer a clear documentation that the imports are indeed covered by the registration of the only representative, as otherwise he remains responsible for the imports.

In case the importer does not want to disclose all information on his use to the only representative, he can, as any downstream user, report to the Agency according to Article 38 and prepare a Chemical Safety Report in accordance with Annex XII (see the Guidance for Downstream Users).

What are the tasks of the only representative?

An only representative is fully liable for fulfilling all obligations of importers for the substances he is responsible for as a registrant. These do not only pertain to registration but also all other relevant obligations such as pre-registration, notification of substances of very high concern (SVHC) and any obligations resulting from authorisations or restrictions. (see Art. 8(2)).

The only representative registers the imported quantities depending on the contractual arrangements between the “non-Community manufacturer” and the only representative.

REACH does not distinguish between direct and indirect imports into the EU and therefore such terms are not used in this guidance. It is essential that there is a clear identification of:

- who in the supply chain of a substance is the manufacturer, formulator or producer of an article;
- who has appointed the only representative;
- which imports the only representative has responsibility for.

As long as the above conditions are met, **it does not matter what the steps or supply chain are outside the EU between the manufacturer, formulator or producer of an article and the importer into the EU.**

It should, however, be pointed out that the use of the only representative facility creates the need for exact documentation on which imported quantities of the substance are covered by the only representative registration and which imported quantities are not. The only representative will need this information to fulfil his obligation under Article 8(2) to keep available and up-to-date information on quantities imported and customers sold to. Moreover, the importer will also need to know what quantity of the substance in a mixture is covered by an only representative registration, as he would otherwise be subject to a registration requirement himself. This documentation will need to be presented to the enforcement authorities upon request.

The registration dossier of the only representative should comprise all uses of the importers (now downstream users) covered by the registration. The only representative shall keep an up-to-date list of EU customers (importers) within the same supply chain of the “*non-Community manufacturer*” and the tonnage covered for each of these customers, as well as information on the supply of the latest update of the safety data sheet.

For phase-in substances the only representative will have to pre-register the substance in order to benefit from the extended registration deadlines and will subsequently become participant of the Substance Information Exchange Forum (SIEF) (see Guidance on data sharing) An only representative appointed after 1 December 2008 can pre-register the substance in accordance with Article 28(6) until 12 months before the relevant registration deadline, provided that the substance originating from the non-EU manufacturer was not placed on the market previously in a quantity at or above 1 tonne/year after 1 June 2008. If a non-Community manufacturer decides to change his only representative and the previous only representative had pre-registered the substance originating from the non-EU manufacturer, then the successor should communicate the change of only representative to the Agency in order to continue to benefit from the phase-in deadlines for registration of that substance.

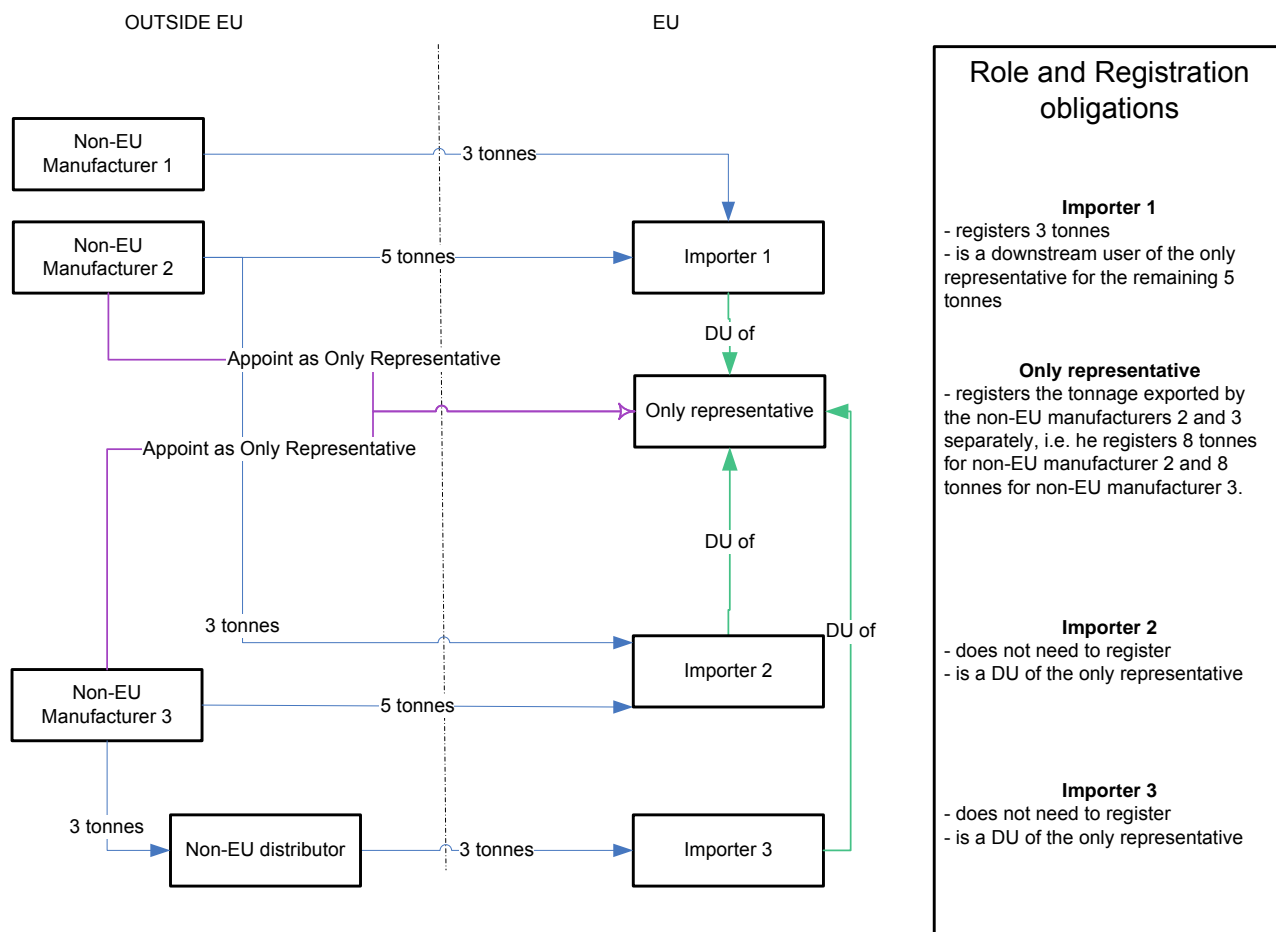
Although the only representative is legally responsible for the registration, it can be anticipated that in many cases, it will be the “*non-Community manufacturer*” that will provide him with all necessary data for his registration dossier. If a “*non-Community manufacturer*” decides to change his only representative, the successor will have to update the information related to the legal entity provided to the Agency and submit evidence of his appointment and of the agreement of the earlier only representative to this change. A change of only representative constitutes a change of legal personality and the same obligations as described in section 1.5.3.2 of the present guidance apply.. In order to prevent disputes, it is recommended to include clauses on the eventuality of a later change of the only representative in the contracts between the “*non-Community manufacturer*” and the only representative.

In the absence of an agreement by the earlier only representative, the successor will have to submit a new registration dossier. In this latter instance, it is nevertheless possible that the former only representative agrees to make available the data and dossier for reuse for the new only representative to prepare his registration dossier.

The only representative can represent one or several “*non-Community manufacturers*”. If he acts on behalf of several “*non-Community manufacturers*” he must submit a separate registration for each of these substance manufacturers. The tonnage of the substance to be registered in each registration is the total of the tonnages of the substance covered by the contractual agreements with the only representative and the specific “*non-Community manufacturer*” represented by him. The

information requirement for the registration dossier shall be determined according to this tonnage. By making separate submissions, the confidential business information of the “*non-Community manufacturer*” can be preserved and equal treatment with EU manufacturers can be ensured (EU manufacturers must submit separate registration dossiers for each legal entity).

Example: Role and registration obligations of different actors when an only representative is appointed



Guidance in case of import of a mixture

An importer of mixtures is obliged to register the substances in the mixtures he imports. For that he needs to know the identity and the concentration of the ingredients in the imported mixtures, unless the exporting “*non-Community manufacturer*” appoints an only representative who carries out the registration instead of the importers. In that case, the “*non-Community manufacturer*” shall inform the importers that an only representative has been appointed. If the “*non-Community manufacturer*” appoints separate only representatives for the different substances in the mixture or only appoints only representatives for some of the substances in the mixture, this shall be communicated clearly to the importer, so he is aware of which obligations he is relieved of. In any case, the importer of the mixture and the corresponding only representative(s) must be able to document that the specific substance volume imported in the mixture(s) is covered by the registration dossier of the appointed only representative(s) of the “*non-Community manufacturer*” and if not, by the registration dossier of the importer himself.

1.5.3.5 Role of Industry associations and other types of service providers

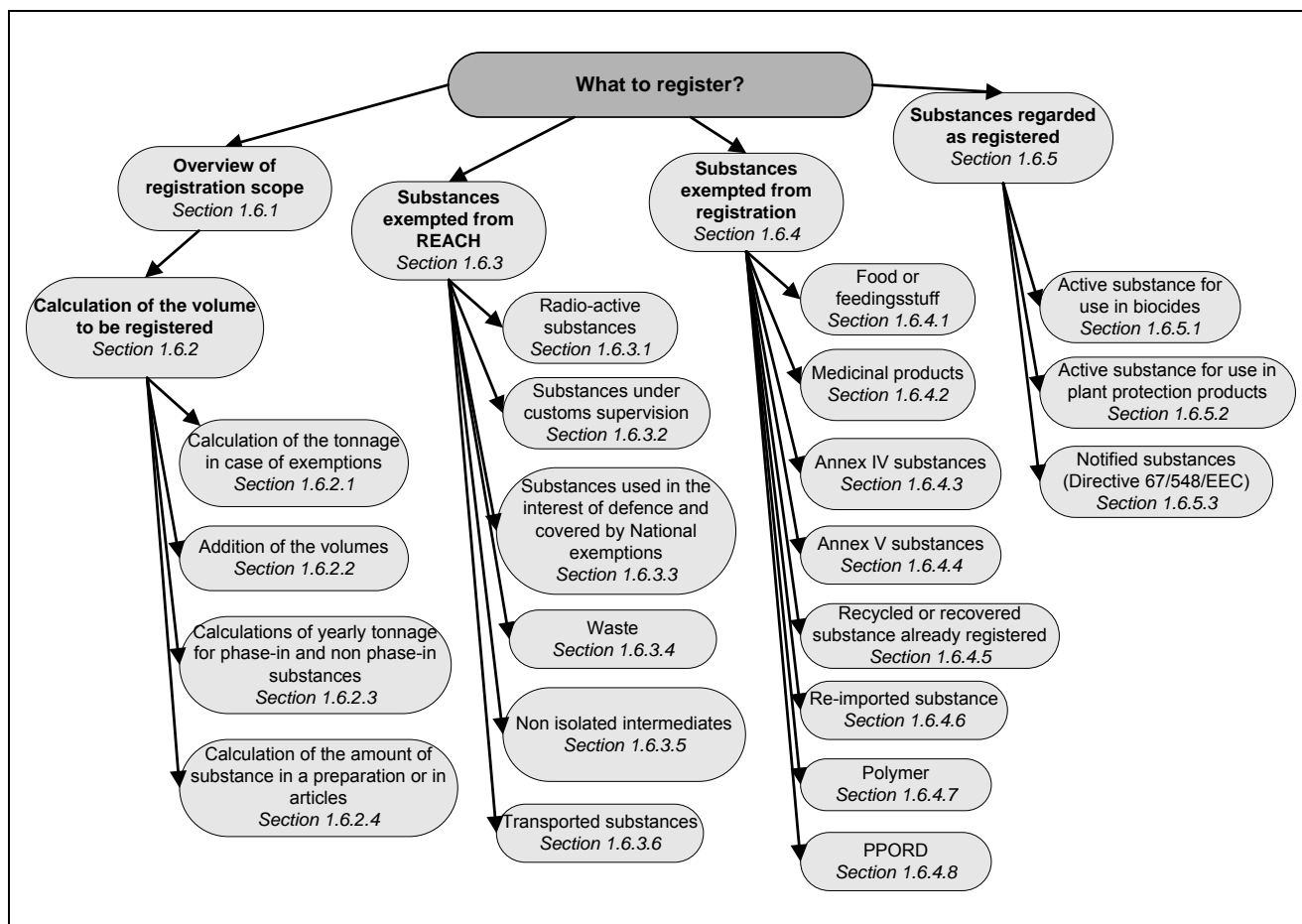
The actual registration can only be done by the manufacturer, importer or producer of an article or only representative and cannot be done by any third party including industry associations, unless they act as the only representative for one or more non-EU companies.

However, industry associations can provide very valuable assistance to registrants for the preparation of registration dossiers, and can help co-ordinating the process. In addition they may have valuable data on the substance that could be submitted to the SIEF (see Guidance on data sharing). They could also be appointed to represent a registrant in discussions with other registrants regarding preparation of the joint submission of hazard data and act as third party representative. They can include non-EU enterprises as members, who, even though having no direct registration obligations, can provide information and assistance through these associations.

1.6 WHAT TO REGISTER?

Aim: This chapter provides an outline of which substances are subject to registration requirements and a detailed explanation of the circumstances under which the various exemptions from registration are applicable. Because the tonnage of manufacture or import of each substance is critical in determining whether and how to register, this chapter also outlines methods for calculating the volume to be registered.

Structure: The structure of this chapter is as follows:



It should be highlighted that registration applies to substances on their own, substances in mixtures and substances in articles when they are intended to be released under normally or reasonably foreseeable conditions of use (more guidance on substances in articles can be found in the Guidance for articles).

1.6.1 Overview of registration scope

The basic definition of a substance is a very broad one which includes not only potentially hazardous industrial chemicals, but every type of chemical substance manufactured in or imported into the EU. It therefore includes substances which are already closely regulated by other legislation such as medicines, biocides, pesticides, cosmetics or radioactive substances. Because of this, there are some complete or partial exemptions from REACH requirements.

Registration is required for all substances manufactured or imported in quantities of 1 tonne or more per year unless they are explicitly exempted from the scope of registration. This requirement applies irrespective of whether the substances are classified as hazardous or not. A technical dossier shall be prepared for all registrations and a chemical safety report (CSR) is required if the quantity manufactured or imported reaches or exceeds the 10 tonnes per year threshold. For substances manufactured or imported in quantities between 1 tonne per year and 10 tonnes per year some specific exposure information will have to be provided as part of the information in the technical dossier.

Completely excluded from REACH are radioactive substances; substances under customs supervision and non-isolated intermediates. Waste is specifically exempted. A number of other substances are exempted from parts of the REACH provisions, where other equivalent legislation applies (for example substances used in medicinal products). In addition, polymers are exempted from registration, substances used for process and product oriented research and development only require a notification, non-isolated intermediates are excluded from REACH (but a special regime applies for the registration of isolated intermediates).

In addition, certain identified substances and substances from certain identified processes which are considered as causing minimum risk to human health and the environment or for which registration is deemed inappropriate or unnecessary for the purpose of REACH, are exempt from registration. These substances are typically of natural origin and the list of exempted substances includes, for example, water and nitrogen. *Annex IV* and *V* describe these substances and more guidance is given in sections 1.6.4.3 and 1.6.4.4.

1.6.2 Calculation of the volume to be registered

There are different rules to be applied on how to calculate a yearly tonnage for the registration dossier for phase-in and non phase-in substances (see *Article 3(30)*). The paragraphs below describe how to calculate the volume (tonnage value) to be used in order to decide whether a registration must be submitted for a substance (the threshold being 1 tonne per year), what are the information requirements that have to be fulfilled (in accordance with the different annexes) as well as, in the case of phase-in substances, to identify when the registration of the substance is due.

1.6.2.1 Calculation of the tonnage in case of exemptions

In principle a potential registrant needs to calculate the total volume of the substance he manufactures or imports and based on that decide whether a registration must be submitted and

within which tonnage band. However if certain **exemptions to registration** apply to the specific substance, the potential registrant does not need to include those quantities in his calculation to determine the volume he has to register.

- Some substances or specific uses of some substances are exempted from registration. These exemptions from registration can be found in section 1.6.4.

Example 1: When a use is exempted from registration

If a company manufactures a substance to be used in a medicinal product, it does not need to register the substance for that use. However, this company or its customers may at the same time make other uses of the same substance. To determine its registration obligation under REACH, it must count the quantities for the other uses. E.g., company A is a manufacturer manufacturing 120 tonnes of magnesium hydroxide in year X. 70 tonnes are used in medicinal products and 50 tonnes are used for the formulation of a mixture. The 50 tonnes used for the formulation of the mixture will be subject to the provisions of the REACH Regulation, while the 70 tonnes used in medicinal products are exempted from registration under REACH Regulation. As the total tonnage to be counted for registration purposes is 50 tonnes, the company must register in the 10-100 tonnes band.

- Substances manufactured or imported for the purpose of **Product and Process Orientated Research and Development (PPORD)** can also be exempted from registration under certain conditions (see Guidance for PPORD) as long as a PPORD notification is submitted to the European Chemicals Agency and any conditions set by the Agency are fulfilled (see *Article 9*).

Example 2: Tonnage to consider for the registration dossier in case of PPORD use

If a company manufactures 11 t/a of a substance, of which 2.0 t/a are for PPORD, the registration obligation is defined by the 9.0 t/a, i.e. the information requirements in *Annex VII* apply.

- Manufacturers or importers of **isolated intermediates** can, under certain conditions (see Guidance for intermediates) submit a registration dossier containing a limited set of information (see *Article 17* and *18*).

When a substance is manufactured or imported for several of these uses (for PPORD, as intermediate and for other uses) the registrant has the possibility to submit:

- one notification dossier for the use under PPORD
- one registration dossier covering both the use as isolated intermediate and the other uses. If the manufacture or use(s) as intermediate are not under strictly controlled conditions, then the manufacturer or importer needs to submit a “standard” registration dossier according to *Article 10*. If part of the tonnage manufactured or imported is for uses as intermediate under strictly controlled conditions, this tonnage will not need to be taken into account for the information requirement of the registration dossier. Nevertheless the

use as intermediate should be documented in the dossier, including the tonnage manufactured or imported for this purpose.

Example 3 Tonnage to consider for the registration dossier

A company manufactures 2300 tonnes of substance A, of which 1700 tonnes are used as intermediate in strictly controlled conditions. This company will submit a registration dossier for substance A, where the volume of the remaining 600 tonnes not used as intermediate is used to determine the information requirements. This means that the information requirements for 100-1000t substances will be used as a basis for this dossier. The fact that the substance is also used as an intermediate should be indicated in the dossier and the volume of 1700 tonnes used as intermediates will also need to be documented in the dossier.

When a manufacturer or importer of a substance on its own or in one or more mixtures also imports a substance in articles and that substance in the article is intended to be released under normal or reasonably foreseeable conditions of use (see the Guidance for articles), there is no need to aggregate the tonnages between the tonnage for the substance on its own or in (a) mixture(s) on the one hand and the tonnage for the substance in articles with an intended release on the other hand for the purpose of registration. In case the tonnage of the substance in the imported articles is below one tonne per year, there is no need to make a registration for this tonnage nor to take it into account in the registration for the substance on its own or in (a) mixture(s). If the tonnage of the substance in the imported articles is above one tonne per year the registrant is not obliged to submit another registration dossier for the substance in the article on the condition that the registration of the substance on its own and in mixtures covers the use of that substance in the article. Additional information is available in the guidance of substances in articles.

1.6.2.2 Calculation of the total tonnage

In any case, it will be necessary to sum up all the tonnage of the substance that are intended to be manufactured and imported by the given registrant and that are not exempted from registration. This means, for example, that if a substance is imported in several mixtures, the tonnage of the substance in each mixture (calculated using the amount of the substance present in these mixtures) will have to be added.

In the case that the same registrant manufactures and/or imports the same substance at different sites which belong to the same legal entity, then the tonnage of the substance to be registered is the total tonnage of the substance manufactured and/or imported at the different sites, because the sites are not separate legal entities.

Moreover, if a substance is imported in several articles from which it is intended to be released, the potential registrant needs to sum up all tonnages of the substance present in those articles. For this purpose, he needs to count only those articles from which the substance is intended to be released. Whenever a substance is intended to be released from an article, the whole amount present in that article needs to be counted and not only the amount intended to be released.

Example:

If a company X imports three articles A, B, and C with 60 tonnes of the substance present in each but:

- in article A, the substance is not intended to be released
- in article B, the substance is intended to be released and 40 out of 60 tonnes are released under normal conditions
- in article C, the substance is intended to be released and 10 out of 60 tonnes are released under normal conditions

the company X will need to register the total tonnage of the substance in article B and C: 120 tonnes, i.e. in the 100-1000 tonnes band.

1.6.2.3 Calculations of yearly tonnage for phase-in and non phase-in substances

Tonnage for non phase-in substances in the registration dossier

The tonnage of a non-phase-in substance to be reported in a registration dossier is the estimated quantity that is expected to be manufactured and/or imported in the calendar year (1 January – 31 December) of registration (see *Article 3(30)*). In case manufacturing starts only later in a particular calendar year, registration dossiers could cover the expected tonnage for a full calendar year rather than the remaining months of the first calendar year, in order to avoid the need for a very quick update of the registration dossier for the second year.

The definition of non phase-in substances can be found in section 1.7.1.2.

Calculation of the tonnage for the registration of phase in-substances that have been pre-registered

The definition of **phase-in substance** can be found in section 1.7.1.1.

In the case of a phase-in substance that has been imported or manufactured for at least three consecutive years, the quantities “per year” shall be calculated on the basis of the average tonnage manufactured or imported in the three preceding calendar years (see *Article 3(30)*). If the substance has not been manufactured or imported for 3 consecutive years then the calendar year tonnage should be used (see example 4). This provision has been put in place to avoid situations where a sudden increase in demand would lead to the impossibility to comply with the registration obligations.

This tonnage manufactured or imported “per year” is to be used for the identification of the information requirements for registration. The highest tonnage “per year” manufactured or imported after 1 June 2007 determines the deadline for registration (as stated in *Article 23*). As a consequence, the tonnage reported in the registration dossier does not necessarily correspond to the tonnage range for which registration is foreseen, for example if there is an important decrease of the manufactured or imported volume. To know more about registration deadlines for phase-in substances see section 1.7.2.

Example 1:

A company, based on its manufacture previsions, has determined that it should register a phase-in substance by the 1st June 2013 (as its manufacture volume is expected to be in the 100-1000 tonnes range).

Each year the company needs to calculate its yearly tonnage as the average over the three preceding years, e.g. in 2007 it is the average over 2004-2006.

The deadline for registration according to *Article 23* is based on the highest tonnage calculated starting in 2007.

In case this tonnage reaches 1000 tonnes, the registration is then due before the 1st December 2010. If this happens in 2011 or 2012 the registration is due without delay. As the yearly tonnage is based on a three year average it should be easier for companies to anticipate any increase of yearly tonnage.

If the tonnage stays in the 100-1000 tonnage band, then the registration should be submitted by the first of June 2013 and the tonnage for 2013 (calculated as the average over 2010-2012) has to be reported in the registration dossier.

Example 2:

If the volume manufactured by Company Z is 120 tonnes (calculated as 3 years average) in 2009 and decreases to less than 100 tonnes after that, Company Z will still have to register ultimately by 31 May 2013, as the substance has been manufactured at least once at 100 tonnes or more after 1st June 2007. The tonnage to take into account in the registration dossier will be the 2013 tonnage calculated as the average over 2010-2012.

Example 3:

The volume manufactured by Company V is 600 tonnes in 2007, 900 tonnes in 2008, 1400 tonnes in 2009 and 2000 tonnes in 2010. The "3 year-average" tonnage in 2010 is 966 tonnes/year, but the "3 year-average" tonnage in 2011 is 1433 tonnes/year. In this case company V will have to register the substance as soon as possible in 2011 as the registration deadline for the substances on 1000 tonnes or more per year has passed on 30 November 2010.

Example 4:

The volume manufactured by Company V is 900 tonnes in 2007, 0 tonnes in 2008, 1000 tonnes in 2009. As the substance has not been manufactured during three consecutive years then the calendar year tonnage should be used. In this case the 1000 tonnes threshold has been reached in 2010, meaning that a registration is due on 30 November 2010 at the latest and the information requirement should be based on a 1000 tonne manufacture.

1.6.2.4 Calculation of the amount of substance in a mixture or in articles

Specific situations may occur for substances present in mixtures or in articles:

Amount of a substance in a mixture

In order to be able to calculate the amount of a substance in a mixture, the total tonnage of the mixture is multiplied by the fraction of the constituent substance. This value can for example be obtained from the safety datasheet of the mixture. When only a range of concentrations of a substance in a mixture is available, then the maximum tonnage of the substance is calculated using the highest possible content of that substance in the mixture. Without more precise information on the composition, this tonnage should be used for the purpose of registration.

Amount of a substance in an article

In the case of articles which contain a substance that is intended to be released under normal or reasonably foreseeable conditions of use, then:

- If the weight by weight content of that substance is known, then this value is multiplied by the total mass of the produced and/or imported article; or
- If the weight of substance per unit article is known then this value is multiplied by the total number of imported articles.

More detailed guidance can be found in the Guidance for articles.

1.6.3 Substances exempted from the REACH Regulation

1.6.3.1 Radio-active substances

Radio-active substances are substances that contain one or more radionuclides of which the activity or concentration cannot be disregarded as far as radiation protection is concerned. In other words, they are substances which give off such a degree of radiation that there is a need to protect people and the environment against that radiation.

Radio-active substances were already exempted from notification under Directive 67/548/EEC on classification, packaging and labelling of dangerous substances, and the REACH Regulation exempts them from its application altogether. The reason for this exemption is that there is specific legislation applicable to them, so that there is no need to apply the REACH Regulation in addition.

Legal reference: Article 2 (1) (a)

1.6.3.2 Substances under customs supervision

If substances (on their own, in a mixture or in an article) in temporary storage, in transit, in a free zone or in a free warehouse on the EU territory are only transiting through the EU and remain under customs supervision while waiting to leave the EU, they are not subject to the provisions of the REACH Regulation.

Importers of substances meant to leave the EU again, who wish to rely on the exemption from REACH are therefore advised to ensure that the substances, while on the EU territory, meet all the following conditions:

- the substances are put in a free zone or free warehouse as defined under customs legislation or placed under another relevant customs procedure (transit procedure, temporary storage),
- the substances are kept under supervision of the customs authorities, and
- the substances do not undergo any form of treatment or processing during their stay in the EU. For that purpose a free zone or a free warehouse on the EU territory is regarded as being part of the EU.⁴

In the case of doubt, it is recommended to contact the customs authorities, who can provide more detailed clarification on the possible customs regimes established by Regulation (EEC) No 2913/92 on the community customs code which may be applied to substances merely passing through the EU.

Legal reference: Article 2 (1) (b)

1.6.3.3 Substances used in the interest of defence and covered by National exemptions

The REACH Regulation allows individual Member States to exempt certain substances (on their own, in a mixture or in an article) from the application of REACH, in the interests of defence.

It should be noted that this exemption will only apply once a Member State has taken a formal measure, in accordance with its national legal system, to exempt certain specific substances from REACH. The exemption will, naturally, only apply within the territory of the Member State having fixed the exemption.

It can be expected that Member States who decide on such an exemption will inform the suppliers concerned; however, if in doubt, manufacturers, importers and producers of mixtures or articles which are used by Member State military forces or authorities in a defence context, are advised to contact those forces or authorities to check if an exemption was granted which may cover their substance, mixture or article.

Legal reference: Article 2 (3)

1.6.3.4 Waste

The definition of waste as defined in the Waste Framework Directive 2006/12/EC also applies to REACH. Waste is any substance or object which the holder discards, or intends or is required to discard. This may be waste from households (e.g. newspapers or clothes, food, cans or bottles) or from professionals or industry (e.g. tires, slag, window frames that are discarded).

The REACH Regulation does not exempt waste from its provisions, but clarifies that waste is not a substance, a mixture or an article within the meaning of REACH. This is because when the holder discards, intends to or is required to discard something, it loses its status as a substance, mixture or article. Note that when a Chemical Safety Assessment is required for a (manufactured or imported) substance, this must include the whole lifecycle of the substance including the waste stage (cf. *Annex I, 0.7 and 5.1.1*). If necessary to manage risks from chemical substances, recommended

waste management measures have to be communicated through the supply chain via SDSs (heading 13). However, waste treatment is not a downstream use under REACH and waste treatment operators will not receive SDSs on how to handle the substance during the waste phase. As long as residues from waste treatment operations are waste, i.e. that they are disposed of (e.g., landfilled), they do not fall under REACH. Residues which are recovered as any other substances or mixtures fall under REACH.

It is important to note that once waste is recovered and in this recovery process another substance, mixture or article is produced, the REACH rules will in principle apply again, as they would to any other substance, mixture or article manufactured, produced or imported in the EU. In specific cases, where a recovered substance is the same as a substance which has already been registered, an exemption from the registration obligation may apply. More guidance on recovery is available in section 1.6.4.5.

Legal reference: Article 2 (2)

1.6.3.5 Non isolated intermediates

A non-isolated intermediate is an intermediate that during synthesis is not intentionally removed (except for sampling) from the equipment in which the synthesis takes place. Such equipment includes the reaction vessel, its ancillary equipment, and any equipment through which the substance(s) pass(es) during a continuous flow or batch process as well as the pipe work for transfer from one vessel to another for the purpose of the next reaction step, but it excludes tanks or other vessels in which the substance(s) are stored after the manufacture.

Non-isolated intermediates falling within the above definition are not covered by REACH.

Note however that quantities of the same substance may be used in other operations or under other conditions, which implies that those quantities cannot be regarded as “non-isolated intermediate”. Only the quantities of the substance used under the conditions qualifying it as a “non-isolated intermediate” are exempted from REACH. For the remaining quantities, the relevant requirements under REACH must be fulfilled.

Legal references: Article 2 (1) (c), Article 3 (15) (a)

1.6.3.6 Transported substances

The REACH Regulation exempts from its provisions the carriage of dangerous substances and dangerous substances in dangerous mixtures by rail, road, inland waterway, sea or air. Please note that for all activities (manufacture, import, use) related to the concerned substances other than the transport, the REACH requirements apply (unless covered by another exemption).

EU transport legislation (for example, Directive 2008/68/EC on the inland transport of dangerous goods) already regulates the safety conditions of transport of dangerous substances by various means of transport and thus such transport is exempted from the provisions of the REACH Regulation.

Legal reference: Article 2 (1) (d)

1.6.4 Substances exempted from registration

The Regulation exempts certain substances that are adequately regulated under other legislation, like medicinal products, or that generally present such low risks as not to require registration, like water, oxygen, certain noble gases, and specific types of cellulose pulp. In other cases substances occurring in nature such as minerals, ores and ore concentrates, cement clinker etc are not required to be registered as long as they are not chemically modified. Although polymers are exempted as well from the requirement to register, since they usually are not very hazardous, it is required to register monomer substances contained in the final polymer in $\geq 2\%$ as monomer units, which have not already been registered and provided that those monomers make up ≥ 1 tonne/year.

The substances exempted from registration are described in detail below.

1.6.4.1 Food or feedingstuffs

When a substance is used in food for humans or feedingstuffs for animals in accordance with the Food Safety Regulation (EC) No 178/2002, the substance does not have to be registered.

The Food Safety Regulation already requires that food for humans cannot be placed on the market unless it is safe, i.e. not injurious to human health and fit for human consumption. Similarly, feed for animals is not to be placed on the market or fed to food-producing animals unless it is safe, i.e. not having an adverse effect on human or animal health and not making the food derived from food-producing animals unsafe for humans. Moreover, for food additives, food flavourings, feedingstuffs additives and animal nutrition, specific pieces of Community legislation already create a system for authorisation of substances for those particular uses. Therefore, registration under REACH would have little added value.

Accordingly, it is in the interest of manufacturers and importers of substances which may be put to food or feedingstuffs related uses to be aware if their own legal entity or their clients actually use the substance in food or feedingstuffs in accordance with the Food Safety Regulation, since in that case they will not have to register this use or obtain authorisations, at least for the quantities of the substance which are used in this way. Thus, if a downstream user makes such a use known to his supplier in accordance with *Article 37(2)*, he should be advised to consult the Food Safety Regulation.

Note however that quantities of the same substance may be used for other uses than food and feedingstuffs, so those quantities are not exempted. Only the quantities of the substance used in food and feedingstuffs are exempted from the registration obligation under REACH.

Example:

A manufacturer manufactures 100 tonnes of sulphuric acid in year X. 50 tonnes are used in foodstuffs in accordance with the Food Safety Regulation, 50 tonnes are used for the formulation of a non-food mixture. The 50 tonnes used for the formulation of the non-food mixture will be subject to the registration provisions of the REACH Regulation and can, if their properties warrant so, be made subject to authorisation, while the 50 tonnes used in foodstuffs are exempted from registration, evaluation and authorisation.

Legal references: Article 2 (5) (b), Article 2 (6) (d)

1.6.4.2 Medicinal products

When a substance is used in a medicinal product within the scope of :

- either Regulation (EC) No 726/2004 on Community procedures for the authorisation and supervision of medicinal products for human and veterinary use and establishing a European Medicines Agency
- or Directive 2001/82/EC on the Community code relating to veterinary medicinal products
- or Directive 2001/83/EC on the Community code for medicinal products for human use

the substance does not have to be registered under the REACH Regulation for that use.

Accordingly, it is important for manufacturers and importers of substances which may be put to pharmaceutical related uses to be aware if their own legal entity or their clients actually use the substance in medicinal products covered by the pharmaceuticals legislation referred to above since in that case they will not have to register or obtain authorisations under REACH to the extent the substance is used for such medicinal products.

The exemption does not distinguish between active or non-active ingredients as it applies to any substance “used in medicinal products”. Excipients used in medicinal products are therefore also exempted from registration.

Note, however, that quantities of the same substance may be used for other uses than pharmaceuticals, so those quantities are not exempted. Only the quantities of the substance used in medicinal products are exempted from the registration obligation and REACH authorisation.

Example:

A manufacturer manufactures 100 tonnes of salicylic acid in year X. 50 tonnes are used in medicinal products within the scope of Directive 2001/83/EC on the Community code relating to medicinal products for human use, 50 tonnes are used for the formulation of a non-medicinal mixture. The 50 tonnes used for the formulation of the non-medicinal mixture will be subject to the registration provisions and can, if their properties warrant so, be made subject to authorisation, while the 50 tonnes used in medicinal products are exempted from registration, evaluation and authorisation.

Legal references: Article 2 (5) (a), Article 2 (6) (a)

1.6.4.3 Substances included in Annex IV of the REACH Regulation

*Annex IV*⁵ lists a number of substances for which it is understood that sufficient information is available to consider them as causing minimum risk to human health and the environment. These substances are typically of natural origin and the list of exempted substances includes, for example, water and nitrogen (N₂). Substances included in *Annex IV* are exempted from the registration provisions.

The list is largely based on the exemptions from Regulation (EC) No 793/93 on risk evaluation of existing substances, but more substances were added. The registration exemption applies to the substance as such, not to a particular use.

⁵ Annex IV has been revised and amended by Commission Regulation EC No 987/2008 of 8 October 2008.

1.6.4.4 Substances covered by Annex V of the REACH Regulation

*Annex V*⁶ lists thirteen broad categories of substances for which registration is deemed inappropriate or unnecessary. They are exempted from the registration provisions, but not necessarily from authorisation or restrictions. The full list is shown below. More detailed information on the different categories of substances included in the list can be found on the Guidance for Annex V.

The registration exemption applies to the substances as such, provided however that they meet the conditions for the exemption which are given in the particular category of *Annex V*. For example, for hydrates or hydrated ions, copper (II) sulphate pentahydrate formed by association of copper (II) sulphate with water, will not require registration by its manufacturer provided the copper (II) sulphate was registered (or exempted from registration).

⁶ Annex V has been revised and amended by Commission Regulation EC No 987/2008 of 8 October 2008.

ANNEX V**EXEMPTIONS FROM THE OBLIGATION TO REGISTER
IN ACCORDANCE WITH ARTICLE 2(7)(b)**

1. *Substances which result from a chemical reaction that occurs incidental to exposure of another substance or article to environmental factors such as air, moisture, microbial organisms or sunlight.*
2. *Substances which result from a chemical reaction that occurs incidental to storage of another substance, mixture or article.*
3. *Substances which result from a chemical reaction occurring upon end use of other substances, mixtures or articles and which are not themselves manufactured, imported or placed on the market.*
4. *Substances which are not themselves manufactured, imported or placed on the market and which result from a chemical reaction that occurs when:*
 - (a) *a stabiliser, colorant, flavouring agent, antioxidant, filler, solvent, carrier, surfactant, plasticiser, corrosion inhibitor, antifoamer or defoamer, dispersant, precipitation inhibitor, desiccant, binder, emulsifier, de-emulsifier, dewatering agent, agglomerating agent, adhesion promoter, flow modifier, pH neutraliser, sequesterant, coagulant, flocculant, fire retardant, lubricant, chelating agent, or quality control reagent functions as intended; or*
 - (b) *a substance solely intended to provide a specific physicochemical characteristic functions as intended.*
5. *By-products, unless they are imported or placed on the market themselves.*
6. *Hydrates of a substance or hydrated ions, formed by association of a substance with water, provided that the substance has been registered by the manufacturer or importer using this exemption.*
7. *The following substances which occur in nature, if they are not chemically modified:*

Minerals, ores, ore concentrates, raw and processed natural gas, crude oil, coal.
8. *Substances which occur in nature other than those listed under paragraph 7, if they are not chemically modified unless they meet the criteria for classification as dangerous according to Directive 67/548/EEC or unless they are persistent, bioaccumulative and toxic or very persistent and very bioaccumulative in accordance with the criteria set out in Annex XIII or unless they were identified in accordance with Article 59(1) at least two years previously as substances giving rise to an equivalent level of concern as set out in Article 57(f).*
9. *The following substances obtained from natural sources, if they are not chemically modified, unless they meet the criteria for classification as dangerous according to Directive 67/548/EEC with the exception of those only classified as flammable [R10], as a skin irritant [R38] or as an eye irritant [R36] or unless they are persistent, bioaccumulative and toxic or very persistent and very bioaccumulative*

in accordance with the criteria set out in Annex XIII or unless they were identified in accordance with Article 59(1) at least two years previously as substances giving rise to an equivalent level of concern as set out in Article 57(f):

Vegetable fats, vegetable oils, vegetable waxes; animal fats, animal oils, animal waxes; fatty acids from C6 to C24 and their potassium, sodium, calcium and magnesium salts; glycerol.

10. The following substances if they are not chemically modified:

Liquefied petroleum gas, natural gas condensate, process gases and components thereof, coke, cement clinker, magnesia.

11. The following substances unless they meet the criteria for classification as dangerous according to Directive 67/548/EEC and provided that they do not contain constituents meeting the criteria as dangerous in accordance with Directive 67/548/EEC present in concentrations above the lowest of the applicable concentration limits set out in Directive 1999/45/EC or concentration limits set out in Annex I to Directive 67/548/EEC, unless conclusive scientific experimental data show that these constituents are not available throughout the lifecycle of the substance and those data have been ascertained to be adequate and reliable:

Glass, ceramic frits.

12. Compost and biogas.

13. Hydrogen and oxygen.

1.6.4.5 Recycled or recovered substance already registered

The REACH Regulation exempts from registration substances which are recovered in the Community, provided a number of conditions are met. Recycling is a form of recovery and therefore covered by this exemption.

‘Recovery’ is currently defined in EU law as any of the recovery operations provided in Annex II of the Waste Framework Directive 2008/98/EC. This non-exhaustive list covers the following operations:

- R1 Use principally as a fuel or other means to generate energy
- R2 Solvent reclamation/regeneration
- R3 Recycling/reclamation of organic substances which are not used as solvents (including composting and other biological transformation processes)
- R4 Recycling/reclamation of metals and metal compounds
- R5 Recycling/reclamation of other inorganic materials
- R6 Regeneration of acids or bases
- R7 Recovery of components used for pollution abatement
- R8 Recovery of components from catalysts

- R9 Oil re-refining or other reuses of oil
- R10 Land treatment resulting in benefit to agriculture or ecological improvement
- R11 Use of waste obtained from any of the operations numbered R1 to R10
- R12 Exchange of waste for submission to any of the operations numbered R1 to R11
- R13 Storage of waste pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)

Criteria for defining when waste is no longer considered to be waste (so-called end of waste criteria) after recycling are currently under development in relation to the Waste Framework Directive. Such a decision shall be taken within the legislative framework of the Waste Framework Directive. A recovered material will only fall within the scope of the REACH Regulation when a decision has been taken, in accordance with the provisions of the Waste Framework Directive, that the waste it is originated from meets the end of waste criteria and as such is no longer waste.

The REACH Regulation sets the following conditions which have to be respected in order to benefit from the exemption from registration:

- (1) The same substance must have been registered. This means that if, for some reason, the same substance has not been registered at manufacturing or import stage, the recovered substance has to be registered following the recovery operation before being put to a new use.

The legal entity performing the recovery should check whether a registration exemption applies to the recovered substance. If this is the case, then that exemption can of course be invoked.

- (2) The substance must be the same i.e. have the same chemical identity and properties, as the substance already registered. For example, if the substance itself was modified in the recovery and the modified substance has not been registered, then the recovered substance has to be registered.

It should be noted that the sameness of the substance must be assessed according to the Guidance on substance identification..

- (3) The legal entity that did the recovery must ensure that information on the registered substance is available to it, and that information must comply with the rules on information provision in the supply chain.

This means that the legal entity who undertook the recovery must have obtained one of the following:

- a safety data sheet, as required by *Article 31 (1) or (3)*, on the registered substance,
- other information sufficient to enable users to take protection measures, as required by *Article 31 (4)*, for the registered substance, or
- the registration number, if available, the status of the substance under the authorisation part of REACH, details of any applicable restrictions under REACH and information necessary to allow appropriate risk management measures to be identified and applied, as required in accordance with *Article 32 (1)*.

Companies undertaking recovery operations and wishing to avail themselves from this exemption are advised to ensure as much as possible that the information on the registered substance which was put together to comply with the REACH Regulation, is available to them as well, as otherwise they may have to register the recovered substance.

It is worth noting that this exemption does not require that the substance has been registered by an actor in the same supply chain. Therefore, it is sufficient that a registration was filed for the substance, either by a registrant in the same supply chain or by a registrant in another supply chain.

Note that if the recycled substance is a phase-in substance, it is recommended that the recycler pre-registers that substance in order to benefit from the transitional provisions laid down in Article 23 and eventually be later on exempted from the registration requirements if another pre-registrant registers the substance.

More detailed information can be found in the Guidance on waste and recovered substances.

Legal reference: Article 2 (7) (d)

1.6.4.6 Re-imported substance

The registration obligation of *Article 6* applies to manufacturers and importers of a substance, on its own or included in a mixture. However, in cases where a substance is first manufactured in the EU, then exported – for example, to be formulated into a mixture – and then brought back into the EU again – for example, to be marketed or for further processing – this could lead to a double registration obligation if it happens within the same supply chain: first at the stage of original manufacture, by the original manufacturer, and a second time at the stage of import back into the Community, by a re-importer down in the same supply chain (who may or may not be the original manufacturer). Therefore, substances which have been registered, exported and then re-imported are exempted from registration and evaluation under certain conditions.

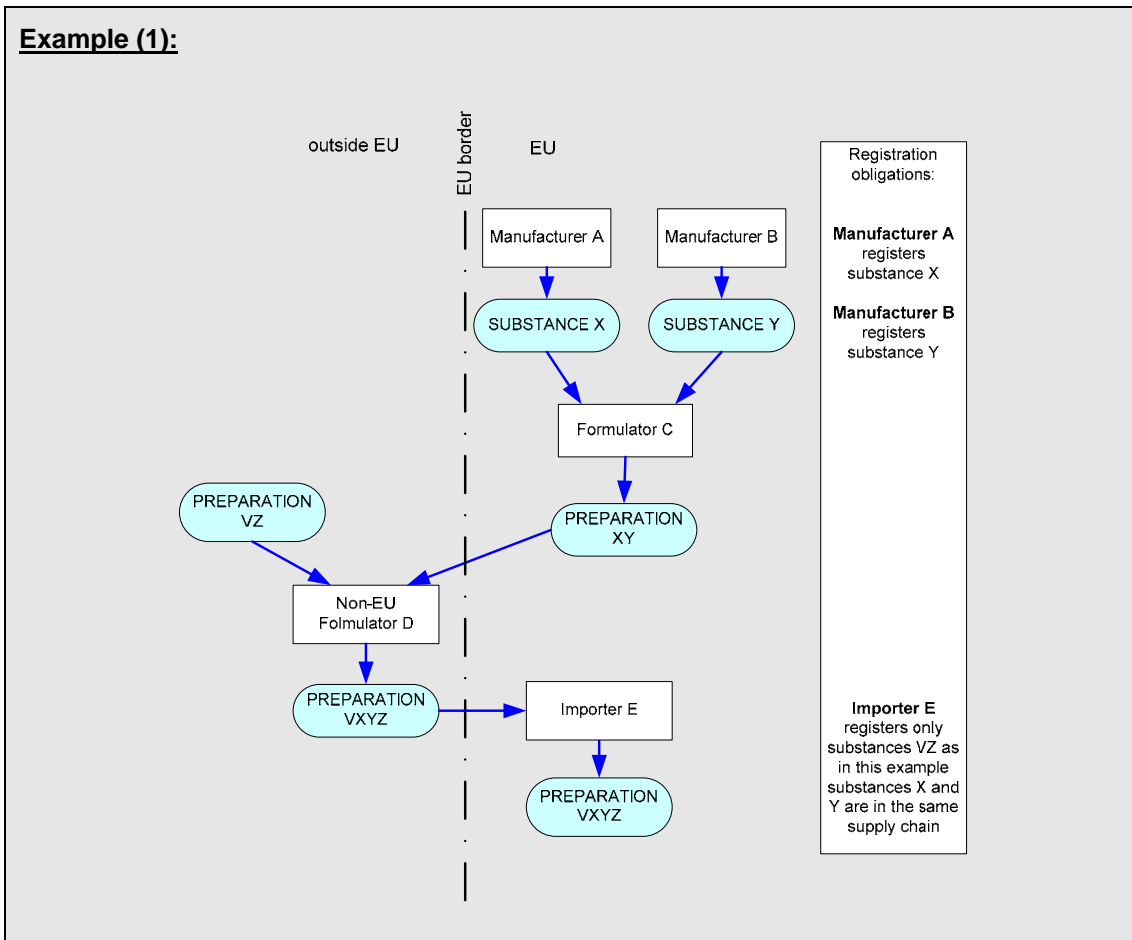
The following conditions must be fulfilled to benefit from this exemption:

- (1) The substance must have been registered before it was exported from the Community. This means that if, for some reason, the substance was not registered at the manufacturing stage, the substance has to be registered upon re-import.
- (2) The substance already registered and exported must be the same, i.e. have the same chemical identity and properties, as the substance being re-imported, on its own or in a mixture. For example, if the exported substance itself was modified outside the EU and therefore it is not the same substance which is now being re-imported, the re-imported substance has to be registered.

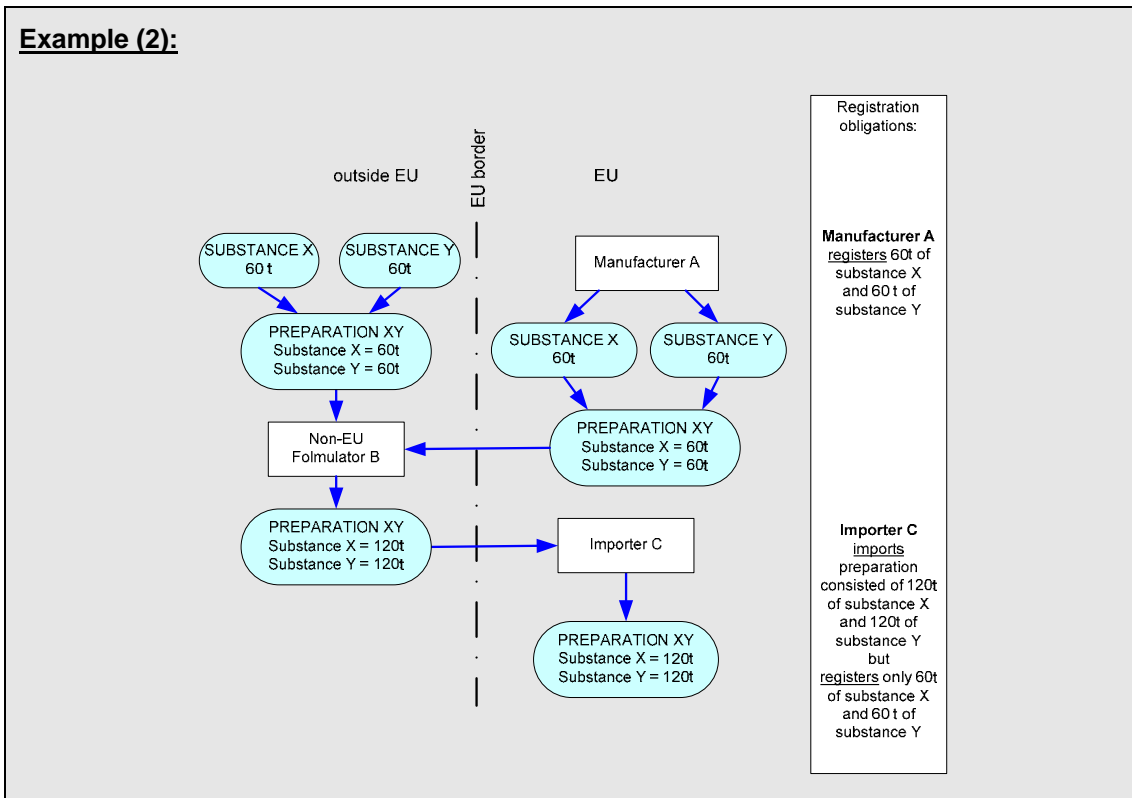
Again, the reason is clear: if the substance does not have the same chemical identity, it has not yet been registered (the registration information will be different), and therefore there will not be duplication of registrations. Note that the re-importer has to be able to prove that the substance is still the same. For more details on substance identification see the Guidance on substance identification.

- (3) The substance must not only be the same, i.e. have the same chemical identity and properties, but it must actually be the same batches of the substance which are exported from and re-imported back to the Community (whether or not processed). This is meant by the requirement that the re-importer is “in the same supply chain”.

Example (1):



Example (2):



- (4) The re-importer must have been provided with information on the exported substance, and that information must comply with the rules of REACH on information provision in the supply chain.

This means that the re-importer must have been supplied with one of the following:

- a **safety data sheet**, as required by *Article 31 (1) or (3)*,
- other information sufficient to enable users to take protection measures, as required by *Article 31 (4)*, or
- the registration number, if available, the status of the substance under the authorisation part of REACH, details of any applicable restrictions under REACH and information necessary to allow appropriate risk management measures to be identified and applied, as required in accordance with *Article 32 (1)*.

Note that the re-importer has to be able to prove that he was provided with one of these pieces of information.

If the re-importer can avail himself of the exemption, he will be considered as a downstream user. Therefore, he is advised to check what downstream user obligations are applicable to him.

Note that the re-import exemption is not available if the substance is being re-imported in articles.

Legal reference: Article 2 (7) (c)

1.6.4.7 Polymer

Owing to the especially extensive number of different polymer substances on the market, and since polymer molecules are generally regarded as representing a low concern in relation to their high molecular weight, this group of substances is exempted from registration. Manufacturers and importers of polymers may nevertheless be required to proceed with the registration of the monomers or other substances used for the manufacture of the polymers. Specific guidance is available for polymers. See i.e. Guidance for polymers.

1.6.4.8 Substances use for purpose of product and process oriented research and development (PPORD)

To support industry's capacity for innovation, one of the objectives of REACH is to promote research and development. This results in a number of exemptions from the obligations under REACH.

Scientific research and development under REACH means any scientific experimentation, analysis or chemical research carried out under controlled conditions in a volume below 1 tonne per year (Article 3 (23)). A substance being used solely for such research and development is exempted from registration.

Product and process orientated research and development: means any scientific development related to product development or the further development of a substance, on its own, in mixtures or in articles in the course of which pilot plant or production trials are used to develop the production process and/or to test the fields of application of the substance (Article 3 (22)).

Substances used for product and process orientated research and development (PPORD) will receive exemption from **registration** if they are notified to the Agency. The notifier must pay a fee to the Agency when applying for this.

This exemption can be for up to 5 years and applies only to the quantity of substance being used for PPORD by the manufacturer or importer himself or in cooperation with a limited number of listed **customers**. The Agency may extend the exemption period for up to a further 5 years (or 10 years in the case of medicinal products or substances not put on the market) upon request, as long as this can be justified by the programme of research and development presented by the applicant.

The Agency will check the completeness of the information supplied by the notifier.

The Agency could decide to impose conditions to ensure that the substance will be handled only by staff of listed customers in reasonably controlled conditions and will not be made available to the general public and that remaining quantities will be re-collected for disposal after the exemption period.

For any detailed or specific issues on research and development see Guidance for PPORD.

1.6.5 Substances regarded as registered

Certain substances or uses of substances are regarded as being registered, and so no registration will be required for these substances for these uses.

This applies to:

- active substances in biocidal products as described below,
- active substances in plant protection products as described below ,
- substances already notified in accordance with Directive 67/548/EEC (NONS).

1.6.5.1 Active substance for use in biocides

Active substances for use in biocidal products are regarded as registered as biocidal active substances and biocidal products and are covered by Directive 98/8/EC (Biocidal Products Directive). To benefit from the exemption, several conditions have to be fulfilled:

(1) The substance must be an active substance for use in a biocidal product.

An active substance in the context of biocides is a substance or micro-organism including a virus or a fungus having general or specific action on or against harmful organisms. A biocidal product may be composed of only one active substance, without co-formulants, or it may be a mixture including one or more active substances.

(2) The substance must be included in one of the following:

- Annex I to Directive 98/8/EC – this is the list of active substances which are authorised for use in biocidal products; it is regularly updated and manufacturers and importers are advised to check the latest version.
- Annex IA to Directive 98/8/EC – this is the list of active substances which are authorised for use in low-risk biocidal products; it is regularly updated and manufacturers and importers are advised to check the latest version.

- Annex IB to Directive 98/8/EC – this is the list of basic substances which are authorised for use as biocidal products; it is regularly updated and manufacturers and importers are advised to check the latest version. Basic substances are substances which only have a minor use as a biocide and which are not directly marketed for that biocidal use.
- Regulation (EC) No 2032/2003 – this regulation lists active substances which were already on the market on 14 May 2000 and for which information was submitted with a view to including them in the Commission’s review programme of active substances for use in biocidal products. However, once a decision is taken for one of the active substances on the lists of Regulation (EC) No 2032/2003 not to include it into Annex I, IA or IB, the active substance loses the exemption and must be registered, since its manufacturer will not have submitted the required information to allow full assessment under Directive 98/8/EC. Decisions not to include active substances, which are on the lists of Regulation (EC) 2032/2003, into Annex I, IA or IB of Directive 98/8/EC will be published in the Official Journal of the European Union and may take the form of a Commission Decision or a Commission Regulation.

Note however that only the quantities of the active substance for use in biocidal products are exempted from the registration obligation. If they are used in another non-biocidal product, they are not exempted. It means that in the case when a manufacturer who manufactures only for the purpose of biocides puts the same substance on the market but for other purposes (not exempted from registration) he has to prepare a full registration dossier, including all relevant information including, if fulfilling conditions, the Chemical Safety Report (CSR).

Note that **only active substances can qualify for the exemption** and that other substances used for producing the biocidal product are not exempted from registration.

Example:

A manufacturer manufactured 100 tonnes of quaternary ammonium compounds in year X. 50 tonnes are used as active substances in biocides (e.g. wood preservatives) and the active substance is included in one of the acts mentioned under (2) above, the other 50 tonnes are used as surfactants in cleaning products. The latter use is within the scope of REACH and has to be registered; the former use is exempted from registration.

The Agency has been charged with including the information submitted in the framework of Directive 98/8/EC, which is equivalent to registration dossier data, into its databases. This is to ensure that this data can be valorised where appropriate.

Legal references: Article 15 (2), Article 16, Article 56 (4) (b)

1.6.5.2 Active substance for use in plant protection products

Active substances and co-formulants for use in plant protection products (pesticides) are regarded as registered as the plant protection products and their active ingredients and co-formulants are covered by Directive 91/414/EEC (Directive on plant protection products) and in principle undergo a thorough assessment, on the basis of already submitted substantial information, before they can be placed on the market. To benefit from the exemption, several conditions have to be fulfilled:

- (1) The substance must be either an active substance or a co-formulant for use in a plant protection product.

An active substance in the context of plant protection products is a substance or micro-organism, including a virus, having general or specific action against harmful organisms or on plants, parts of plants or plant products. A plant protection product may be composed of only one active substance, without co-formulants, or it may be a mixture including one or more active substances.

A co-formulant in the context of plant protection products is a non-active substance in a plant protection product which is a mixture.

(2) The substance must be included in one of the following:

- Annex I to Directive 91/414 – this is the list of active substances which are authorised for use in plant protection products; it is regularly updated and manufacturers and importers are advised to check the latest version.
- Regulation (EEC) No 3600/92 – this regulation lists 90 active substances which were already on the market on 26 July 1993 and which were the first ones to be identified for assessment with a view to being authorised and included into Annex I to Directive 91/414/EEC.
- Regulation (EC) No 703/2001 – this regulation lists a further 63 active substances which were already on the market on 26 July 1993 and for which their producers wished to secure inclusion into Annex I of Directive 91/414/EEC and which were thus identified for assessment.
- Regulation (EC) No 1490/2002 - this regulation lists a further 161 active substances which were already on the market on 26 July 1993 and for which their producers wished to secure inclusion into Annex I of Directive 91/414/EEC and which were thus identified for assessment.
- Decision 2003/565/EC – this decision lists further active substances and micro-organisms already on the market on 26 July 1993 for which the assessment period was extended.
- a Commission decision on the completeness of the dossier submitted pursuant to Article 6 (3) of Directive 91/414/EEC – such decisions are taken in respect of active substances which were not yet on the market on 26 July 1993 but for which an application for inclusion into Annex I of Directive 91/414/EEC was submitted and deemed admissible. They concern the admissibility of applications filed by individual legal entities and are therefore not published in the Official Journal, but notified to the legal entities concerned. Accordingly, relevant operators will be aware of decisions of interest to them.

Note however that quantities of the same active substance may be used for other uses than plant protection products, so those quantities are not exempted. Only the quantities of the active substance for use in plant protection products are exempted from the registration obligation. If they are used in another product, they are not exempted. It means that in the case when a manufacturer who manufactures only for the purpose of plant protection products puts the same substance on the market but for other purposes (not exempted from registration) he has to prepare a full registration dossier, including all relevant information including, if fulfilling conditions, the Chemical Safety Report (CSR).

Note that since only active substances can meet condition (2) above, **only active substances can qualify for the exemption** and that other substances used for producing the plant protection product are not exempted from registration.

Example:

A manufacturer manufactured 100 tonnes of copper sulphate in year X. 50 tonnes are used as active substances in pesticides and the active substance is included in one of the acts mentioned under (2) above, the other 50 tonnes are used for another use. The latter use is within the scope of REACH and has to be registered; the former use is exempted from registration.

The Agency has been charged with including the information submitted in the framework of Directive 91/414/EEC, which is equivalent to registration dossier data, into its databases. This is to ensure that this data can be valorised where appropriate.

Legal references: Article 15 (1), Article 16, Article 56 (4) (a)

1.6.5.3 Notified substances according to Directive 67/548/EEC

Directive 67/548/EEC introduced a notification requirement for so-called new substances, which were substances not appearing on the European Inventory of Existing Commercial Chemical Substances (EINECS). The EINECS list contains, in principle, all substances on the Community market on 18 September 1981.

Notifications made in accordance with Directive 67/548/EEC contain a lot of the technical dossier information which the REACH Regulation aims to have assembled by registrants through the registration requirement. This is the reason why such notifications are regarded as registrations. The Agency has assigned registration numbers to notifications by 1 December 2008. Owners of notifications made under Directive 67/548/EC can request their registration number using the “Claim Notified Substances” module available on the Agency’s website.

Manufacturers or importers of polymers which were notified according to Directive 67/548/EEC are advised to read the (Guidance for polymers).

Legal entities are therefore advised to check whether they submitted a notification for their substance to a Member State competent authority in accordance with the national legislation implementing Directive 67/548/EEC. If this is the case, they have an official notification number on file which was allocated by the Member State competent authority. The substance will in that case also appear on the European List of Notified Chemical Substances (ELINCS).

Notification under Directive 67/548/EEC was only required if a substance was placed on the EU market or imported into the EU. If a substance was merely manufactured in the EU, but not placed on the market, a notification would not have been made. These substances will have to be registered under REACH. Moreover in case when the manufacture/import volume of the notified substance reaches the next tonnage threshold as defined in *Article 12*, an update of the registration for that substance will have to be submitted to the Agency. For more details on registration update go to section 4 and 9 of this guidance document..

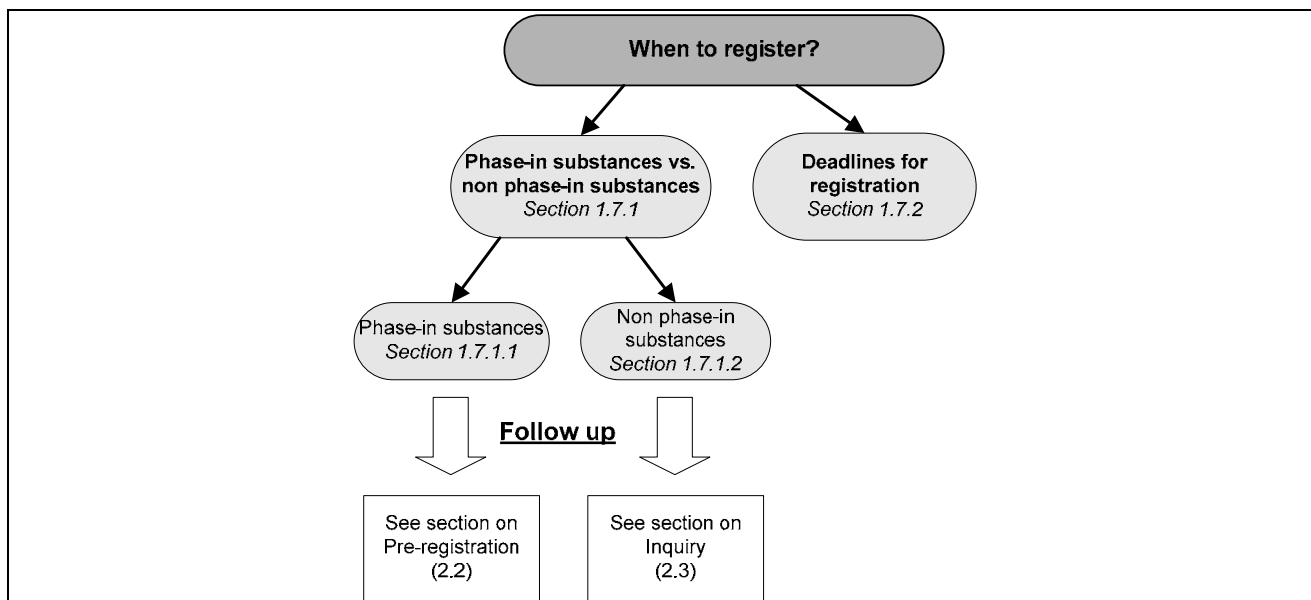
Please note that a notification under Directive 67/548/EEC is nominal so that only the notifier benefits from being considered registered; any other parties manufacturing or importing the substance but who have not notified it, must register, unless there is another exemption that applies to them.

Legal reference: Article 24

1.7 WHEN TO REGISTER?

Aim: The aim of this chapter is to inform potential registrants when they should submit their registrations to ECHA. It explains in detail what are phase-in and not phase-in substances and what the deadlines for registration are.

Structure: The structure of this chapter is as follows:



1.7.1 Phase-in substances vs. non phase-in substances

1.7.1.1 Phase-in substances

The REACH Regulation creates a special transition regime for substances which, under certain conditions, were already being manufactured or placed on the market before the entry into force of the REACH Regulation on 1st June 2007 and were not notified according to Directive 67/548/EEC. For these substances, the registration can be submitted within deadlines foreseen by the REACH Regulation and described in section 1.7.2.

Such substances are called “**phase-in substances**”, because they are being subjected to the registration system in different phases over time, rather than immediately in one go.

A precondition to benefit from the transitional regime for registration is that the phase-in substance has been pre-registered between the 1st June 2008 and the 1st December 2008. Phase-in substance which are manufactured or imported for the first time after 1st December 2008 can benefit from a later pre-registration under special conditions. Further information on pre-registration of phase-in substances is included in section 2.2.

Phase-in substances are substances which fall under at least one of the following criteria:

- *The substance is listed in the European Inventory of Existing Commercial Chemical Substances (EINECS) (Article 3 (20)(a)).* The EINECS list contains, in principle, all substances on the Community market on 18 September 1981. These are the so-called “existing substances”. The full and exhaustive list is accessible [at http://ecb.jrc.it/esis/](http://ecb.jrc.it/esis/). Note that the list has been “frozen” and no more substances can be added to it or removed from it.

- The substance was manufactured in any of the current Member States of the EU, at least once after 31 May 1992, without being placed on the EU market by the manufacturer or importer, provided that the manufacturer or importer has documentary evidence of this. Such documentary evidence can be, for example, order sheets, stock lists, or any other documents which can be undoubtedly traced back to a date after 31 May 1992. If the substance was placed on the market, it would normally have been notified under Directive 67/548/EEC and in that case it will be considered as registered.
- The substance was placed on the market in any of the current Member States of the EU before 1 June 2007 by the manufacturer or importer, and is a so-called “no-longer polymer”. A NLP is a substance which was placed on the EU market between 18 September 1981 and 31 October 1993 inclusive, was considered as notified under Article 8 (1) of the 6th amendment of Directive 67/548/EEC (and hence did not have to be notified under that Directive), but which does not meet the REACH definition of a polymer (which is the same as the polymer definition introduced by the 7th amendment of Directive 67/548/EEC). Also in this case, the manufacturer or importer must have documentary evidence that he placed the substance on the market in the relevant territory and that it was considered as NLP (and as such considered as notified under Article 8 (1) of the 6th amendment). Such documentary evidence can be, for example, order sheets, stock lists, labels, safety data sheets, or any other documents which can be undoubtedly traced back to a date between 18 September 1981 and 31 October 1993 inclusive. A non-exhaustive list of NLPs is accessible at <http://ecb.jrc.it/esis>; note that it only serves information purposes.

Please note that the transitional regime for phase-in substances also applies to on-site and transported isolated intermediates as well as to substances in articles which need to be registered.

Note also that manufacturers and importers of phase-in substances who do not pre-register on time, will not be able to benefit from the transitional regime provided for in Article 23. In this case, they should have registered their substance as of 1st June 2008 before continuing their manufacture or import as for any non phase-in substances (see section 1.7.1.2).

Legal references: Article 3 (20)

1.7.1.2 Non phase-in substance

All substances that are not fulfilling any of the criteria for phase-in substances as presented in section 1.7.1.1 are considered as **non phase-in substances**. Non phase-in substances do not benefit from the transitional regime provided for phase-in substances and need to be registered before they can be manufactured, imported or placed on the market in the EU, unless they have already been notified under Directive 67/548/EEC (see section 1.6.5.3).

It is important to stress that registration of non phase-in substances will first require the submission of an **inquiry dossier** to determine whether a registration or another inquiry has already been submitted for the same substance so that data sharing mechanisms can apply. For more information on Inquiry and data sharing processes see section 2.3.

1.7.2 Deadlines for Registration

Substances falling under the scope of the REACH Regulation and not exempted from the registration obligation must be registered before they can be manufactured or placed on the market (including import) in the EU. The substances, which have long been on the EU market (phase-in substances), and the non-phase-in substances have **different timelines** for registration.

Substances which have not previously been placed on the EU market (non phase-in substances), and phase-in substances which have not been pre-registered, must be registered before manufacture or import starting 12 months after entry into force of the legislation, i.e. by 1 June 2008.

For phase-in substances, which are manufactured or imported in a quantity of 1 tonne or more per year and which have been pre-registered between 1 June 2008 and 1 December 2008 (inclusive), the registration provisions are applied in a stepwise way to facilitate the transition to REACH.

The transitional arrangements introduce different deadlines for registration, without the need to interrupt the manufacture or import of these substances.

The deadlines set for the registration of phase-in substances have been based on the tonnage manufactured or imported per manufacturer or importer or producer of articles. This follows from the assumption that chemicals manufactured in high volumes will in many cases be more likely to present a greater risk to humans and the environment. A greater priority has also been given to substances of higher concern, such as carcinogenic, mutagenic and reprotoxic substances (CMR) and substances which are very toxic to aquatic organisms and may cause long-term effects in the aquatic environment (classified as R50/53).

The '**phase-in**' deadlines after entry into force of the Regulation are presented in the following Table (applicable only if the substance has been pre-registered).

Deadline to submit registration dossier to ECHA	Criteria for substances
30 November 2010 (at the latest)	Phase-in substances manufactured in the Community or imported in quantities of 1000 tonnes or more per year per manufacturer or per importer, at least once after 1 June 2007;
30 November 2010 (at the latest)	Phase-in substances classified as carcinogenic, mutagenic or toxic to reproduction, category 1 or 2, in accordance with Directive 67/548/EEC and manufactured in the Community or imported in quantities reaching 1 tonne or more per year per manufacturer or per importer, at least once after 1 June 2007;
30 November 2010 (at the latest)	Phase-in substances classified as very toxic to aquatic organisms which may cause long-term adverse effects in the aquatic environment (R50/53) in accordance with Directive 67/548/EEC and manufactured in the Community or imported in quantities reaching 100 tonne or more per year per manufacturer or per importer at least once after 1 June 2007;
31 May 2013 (at the latest)	Phase-in substances manufactured or imported in quantities of 100 tonnes or more per year per manufacturer in the Community or per importer at least once after 1 June 2007;
31 May 2018 (at the latest)	Phase-in substances manufactured in the Community or imported in quantities of 1 tonne or more per year per manufacturer or per importer at least once after 1 June 2007.

Figure 3 presents the registration deadlines graphically.

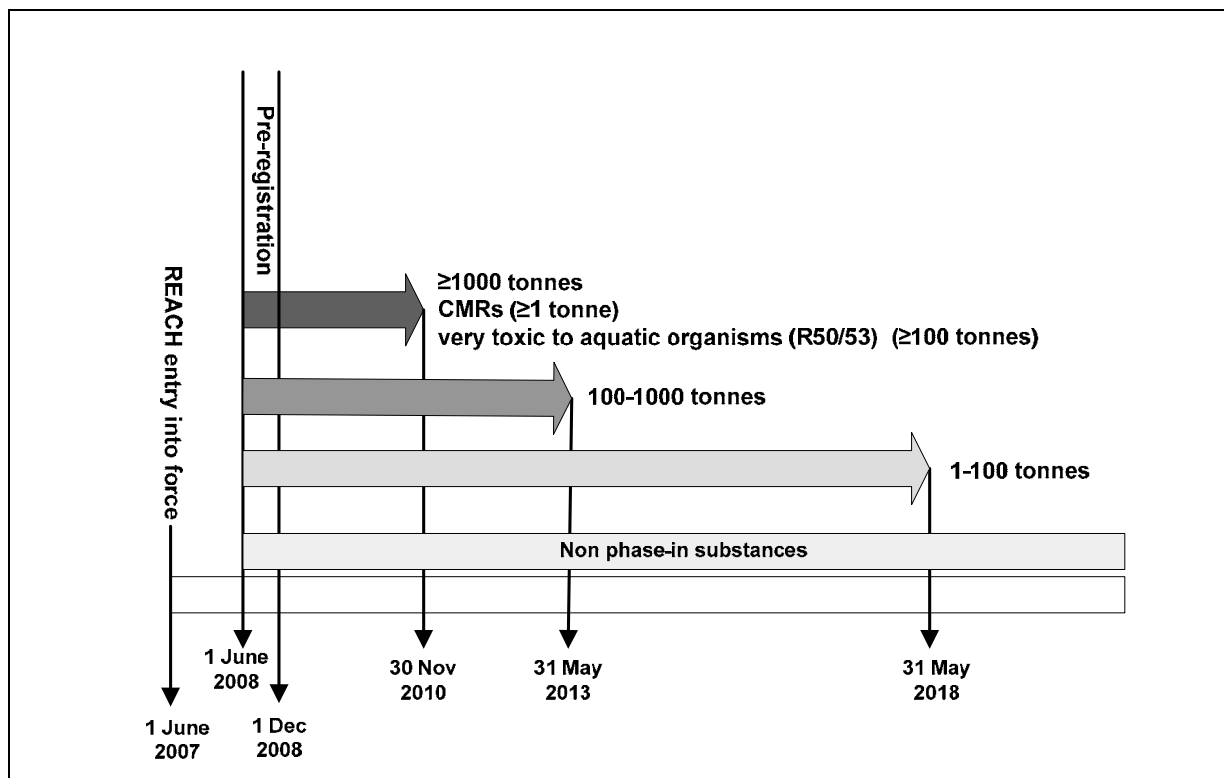


Figure 3 Registration deadlines

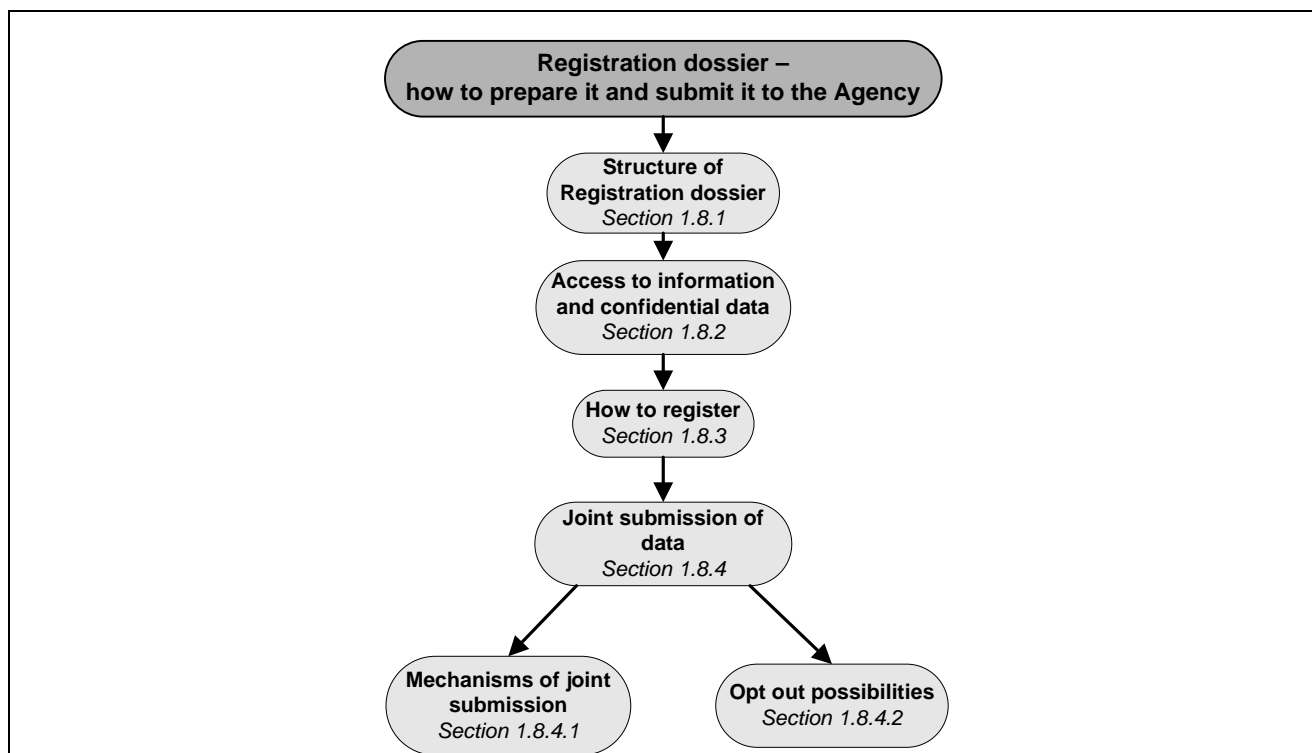
Therefore, if you are a manufacturer or importer of a phase-in substance, your registration deadline will depend on the above tonnage criteria.

Legal references: Article 23

1.8 THE REGISTRATION DOSSIER

Aim: The aim of this chapter is to present the structure of the registration dossier and to explain briefly how to prepare it. It also explains what a joint submission of registration data is and how to submit jointly the registration information to the Agency.

Structure: The structure of this chapter is as follows:



1.8.1 Structure of Registration dossier

The 'registration dossier' is the set of information submitted electronically by a registrant for a particular substance. It consists of two main components:

- (i) a **technical dossier**, always required for all substances subject to the registration obligations,
- (ii) a **chemical safety report**, required if the registrant manufactures or imports a substance in quantities of 10 tonnes or more per year

The **technical dossier** contains a set of information about:

- the identity of the manufacturer/importer;
- the identity of the substance and information on the manufacture and use of the substance;
- the classification and labelling of the substance;
- guidance on its safe use;
- (robust) study summaries of the information on the intrinsic properties of the substance derived from applying *Annexes VII to XI*;
- An indication as to whether the information on manufacture and use, the classification and labelling, the (robust) study summaries and/or, if relevant, the chemical safety report has been reviewed by an assessor;
- proposals for further testing, if relevant;
- for substances registered in quantities between 1 and 10 tonnes, the technical dossier shall also contain exposure related information for the substance (main use categories, type of uses, significant routes of exposure).

The information required to determine the properties of the substances varies according to the tonnage in which the substance is manufactured or imported. The higher the tonnage the more information on the intrinsic properties of the substance is required. The information requirements

are set out in the Annexes VI to XI of the Regulation. REACH foresees data sharing between registrants to gather the required information.

Article 111 requires that the format of the technical dossier shall be IUCLID (International Uniform Chemical Information Database). This means that also other IT tools could be used to prepare the dossiers as long as they produce the exact same format. In this document only the preparation of the registration dossier using IUCLID is described. The last version of this software is IUCLID 5 which will be used as the reference in this document and for which a specific guidance is available (Guidance on IUCLID). The IUCLID 5 software is downloadable from the IUCLID website at <http://iuclid.eu> for free by all parties, if used for non-commercial purposes.

The **chemical safety report (CSR)** is the documentation of the registrant's chemical safety assessment (CSA) for his substance (or of relevant substances if the chemical safety report has been developed for a category of substances having similar properties). Annex I reports general provisions for assessing substances and preparing CSR. This chemical safety report contains a detailed summary of information on the environmental and human health hazard properties of the substance, together with an assessment of exposure and risk where such an assessment is required. **Figure 2** describes the principles of a chemical safety assessment.

Information/ data

The starting point for the chemical safety assessment is the collection of all available data on the hazard of the substance, and human and environmental exposure occurring in relation to the conditions under which the substance is used as well as information on the manufacture and uses.

Hazard identification, Hazard assessment, classification, PBT and vPvB assessment.

Based on the available data, the hazard of the substance is identified and assessed including determination of its classification in accordance with the CLP Regulation, establishment of *Derived No Effect Levels* (DNELs) for relevant routes of human exposure and *Predicted No Effect Concentrations* (PNECs) for environmental targets. In addition, an assessment of the persistency, bio-accumulative and toxic properties of the substance is performed to conclude whether or not the substance fulfils the criteria set out in *Annex XIII* of REACH (PBT, vPvB assessment).

Exposure assessment

If the substance fulfils the criteria for any of the hazard classes set out in Article 58 (1) of the CLP Regulation or is assessed to be a PBT or vPvB, an exposure assessment and risk characterisation shall be performed and included in the CSR to demonstrate that the risks are adequately controlled. This exposure assessment is done using exposure scenarios for each use of the substance. Even when not legally required, the collection and assessment of use and exposure information will also be useful for the registrant to identify whether he falls under any specific regime for registration (e.g. intermediates) or whether this information can be used to waive any information required. Hence, even for substances that are not (yet) classified, the registrant may decide to focus first on gathering and assessing his use and exposure information. If a given test is waived according to the principles set out in REACH *Annex XI.3*, an exposure assessment is also required.

The exposure assessment consists of two steps: the generation of exposure scenario(s) (ESs) and estimation of exposure for each ES developed (see section 8.2.3.2). Exposure scenarios are sets of conditions that describe how substances are manufactured or used during their life-cycle and how

the manufacturer or importer controls, or recommends downstream users to control, exposures of humans and the environment.

The exposure estimation is based on the ES, which provides a set of parameters that are the main drivers of exposure. The ES is a placeholder of these parameters and contains specifications of the conditions of the use. The conditions of use cover Operational Conditions (OC) (e.g. the applied amount of substance, duration of use, process temperature, pH etc.) and Risk Management Measures (RMM) (e.g. exhaust ventilation, waste water treatment plant, personal protective equipment), which the registrant has implemented or, where relevant, recommends the Downstream User(s) to implement. The first 'tentative' ES will normally reflect the current practice (current OCs and RMMs).

The exposure assessment needs to consider all life-cycle stages of the substance resulting from the manufacture and identified uses and covers each human population and environmental compartment known to be, or supposed to be, exposed.

Risk Characterisation

In the risk characterisation the exposure of each human population and environmental compartment being exposed is compared with the appropriate DNEL or PNEC. Concern is indicated if the estimated exposure is higher than the appropriate DNEL or PNEC. If the first estimate indicates risks, the registrant has the choice of either:

- refining the hazard assessment by obtaining more data; or
- refining the exposure assessment by ensuring that the exposure estimation is realistic and reflects the use conditions defined in the initial Exposure Scenario (ES). Models or monitoring data can be used to this end; or
- refining the ES by introducing more stringent RMM or changing the OC in the ES.

This is an iterative process that continues until it can be demonstrated that risks are adequately controlled.

It should be noted that for some substances, it is not possible to derive a DNEL or PNEC. This may be due to lack of data or due to specific properties of the substance (including so-called non-threshold effects like some types of carcinogenicity as well as substances with PBT/vPvB properties). In these situations, the same basic steps as set out above have to be followed in deriving appropriate ES, but the risk characterisation will be more qualitative and/or semi-quantitative.

Further guidance on the iterative nature of the chemical safety assessment process is available in the Guidance on information requirements and chemical safety assessment.

Final exposure scenario and communication in SDS

The final output of this process is an ES that specifies the conditions of use (RMMs and OCs) where risks are adequately controlled for the manufacturing and use processes covered by this ES. This is, if required, summarised and communicated in an exposure scenario attached to the Safety Data Sheet that is provided to the user in the supply chain of the substance (see section 8.2.3.2).

More detailed information on when and how to conduct a CSA and to report it to the Agency can be found in the Guidance on information requirements and chemical safety assessment.

When is a CSR not needed?

A CSR need not be performed for a substance present in a mixture if the concentration of the substance in the mixture is less than the lowest of the values defined in Article 14(2).⁷

For uses in food contact materials and cosmetics, the CSR need not address human health aspects because these are addressed under other legislation.

Substances manufactured or imported in quantities of less than 10 tonnes per year do not require a CSR, but do require the submission of basic information on exposure.

Legal references: Article 10, Article 14, Annex VI to XI, Annex XIII and Annex I

1.8.2 Access to information and confidential data

Although the REACH Regulation requires information to be provided to the Agency, and potentially exchanged with the other manufacturers and importers, some provisions (*Articles 118 and 119*) to protect commercially sensitive information are foreseen.

The general provisions on access to information are as follow:

- Information that is listed in *Article 119 (1)* and submitted in the registration dossier will be made publicly available on the Agency website.
- A registrant may identify certain information in his registration as commercially sensitive in accordance with *Article 10(a)(xi)*. If the justification with regard to information listed in *Article 119(2)* is accepted as valid by the Agency, such information will not be published on the Agency website.
- Access to such pieces of information and other pieces of information may be granted by the Agency on request on a case-by-case basis whenever this is foreseen in Regulation (EC) No 1049/2001. This Regulation defines cases in which public access to documents, whatever its medium, has to be denied, for instance for reasons related to commercial interests. Where it is not clear whether a document may or may not be disclosed, the regulation requires the Agency to consult the owner of the document with a view to assessing whether it should or should not be disclosed.

According to *Article 119(2)* the following pieces of information can be claimed confidential for reasons relating to commercial interests, if justified:

- *If essential to classification and labelling, the degree of purity of the substance and the identity of impurities and/or additives which are known to be dangerous;*
- *the total tonnage band (i.e. 1-10 tonnes, 10-100 tonnes, 100-1000 tonnes or over 1000 tonnes) within which a particular substance has been registered;*
- the study summaries or robust study summaries of the information on physicochemical data concerning the substance, on pathways and environmental fate as well as on toxicological and ecotoxicological studies;
- certain information contained in the safety data sheet as defined in *Article 119(2)*;
- *the trade name(s) of the substance;*

⁷ Article 14 (2) was amended by the entry into force of the CLP Regulation on 20 January 2009.

- *the name in the IUPAC Nomenclature for non-phase-in substances which fulfil the criteria for any of the hazard classes set out in Article 58 (1) of Reg (EC) No 1272/2008⁸ for a period of six years;*
- *the name in the IUPAC Nomenclature for substances which fulfil the criteria for any of the hazard classes set out in Article 58 (1) of the CLP Regulation¹¹ that are only used as one or more of the following:*
 - (i) as an intermediate;*
 - (ii) in scientific research and development;*
 - (iii) in product and process orientated research and development.*

Disclosure of the following information shall normally be deemed to undermine the protection of the commercial interests of the concerned person, and therefore according to *Article 118* this information must not be published on the Agency website or disclosed otherwise, with an exception when urgent action is essential to protect human health, safety or the environment:

- *details of the full composition of a mixture;*
- *without prejudice to Article 7(6) and Article 64(2), the precise use, function or application of a substance or mixture, including information about its precise use as an intermediate;*
- *the precise tonnage of the substance or mixture manufactured or placed on the market;*
- *the links between a manufacturer or importer and his distributors or downstream users.*

In contrast, the following information submitted in the registration dossier and held by the Agency on substances whether on their own, in mixtures or in articles, shall be made publicly available, free of charge on the Agency website:

- *the name in the IUPAC Nomenclature, for substances which fulfil the criteria for any of the hazard classes set out in Article 58 (1) of the CLP Regulation¹¹, without prejudice to paragraph 2(f) and (g);*
- *if applicable, the name of the substance as given in EINECS;*
- *the classification and labelling of the substance;*
- *physicochemical data concerning the substance and on pathways and environmental fate;*
- *the result of each toxicological and ecotoxicological study;*
- *any derived no-effect level (DNEL) or predicted no-effect concentration (PNEC) established in accordance with Annex I;*
- *the guidance on safe use provided in accordance with section 4 and 5 of Annex VI;*
- *the analytical methods if requested in accordance with Annexes IX or X which make it possible to detect a dangerous substance when discharged into the environment as well as to determine the direct exposure of humans.*

⁸ The criteria for the dissemination of the IUPAC name of substances have been amended by the CLP Regulation from 1 December 2010.

1.8.3 How to register

Registration is the process by which any manufacturer or importer of a substance or producer of an article within the scope of REACH, must submit a set of information prescribed to the Agency. The basic steps necessary for submitting an individual registration dossier are described briefly below:

(1) Before preparing a dossier - Manuals on data submission

Before creating a registration dossier, it is important to read carefully the Data Submission Manuals developed by the Agency. Special attention should be given to Data Submission Manual 4: How to Pass Business Rule Verification ("Enforce Rules") and the Industry User Manual - Part 6: Dossier Submission, which provide step-by-step instructions guiding the registrant in the process.

Relevant information is also available in the Data Submission Manual 5: How to complete a Technical Dossier for Registrations and PPOD Notifications. Data Submission Manual 18 provides technical assistance on how to report and structure the substance identity information in the registration dossier.

(2) Preparation of the registration dossier

The registration dossier must be prepared in IUCLID 5. Supporting documents, including the "Getting started" and "End-user" manuals, can be found on the IUCLID website at <http://iuclid.eu>. Detailed information on how to prepare a registration dossier is also provided in Part II of this document.

(3) Inclusion of a CSR into the registration dossier (if relevant)

In case a CSR is needed, the registrant is referred to the Agency website for the CSR Template and to the IUCLID 5 website for the CSR plug-in. In addition, the Agency has developed the Chesar tool with the aim of helping companies to carry out their CSA and to prepare their CSR.

(4) Technical Completeness Check (TCC) plug-in

Before submitting a registration dossier, the registrant is recommended to apply the IUCLID 5 TCC plug-in to verify the completeness of his registration dossier. The tool can be downloaded free of charge from the IUCLID website at <http://iuclid.eu>.

(5) Dissemination plug-in

Additionally, the registrant is recommended to apply the IUCLID 5 Dissemination plug-in to see what information from his dossier will be published by the Agency. This tool is also available for any party at the IUCLID website.

(6) Submission to the Agency

The registration dossier must be submitted through the REACH-IT portal of the Agency website. Detailed instructions on how to submit a registration dossier can be found in the Industry User Manual - Part 6: Dossier Submission.

All Data Submission Manuals and REACH-IT Industry User Manuals are publicly available on the Agency website at http://echa.europa.eu/reachit_en.asp.

1.8.4 Joint submission of data by multiple registrants

Each manufacturer, importer or only representative is individually obliged to submit a registration for each of his substances. However in cases where a substance is manufactured or imported by

more than one company, they are required to submit certain information together (see the Guidance on data sharing for more information). This is called the joint submission of data. Registrants are required to jointly submit information on the intrinsic properties of the substance and its classification and labelling and a testing proposal (if any), and can, if they agree, also jointly submit the chemical safety report and guidance on safe use (*Article 11*). The intention is that registrants will save money by co-operating on the preparation of the dossier and to reduce the need for testing, in particular on vertebrate animals. For more practical information on how to gather and share existing information see also section 8.1.3.1.

It is important to stress that an only representative shall also be part of a joint submission when other manufacturers, importers or representatives exist for the same substance.

Any manufacturer, importer, or where relevant, downstream user, may, whilst retaining full responsibility for complying with his obligations under this Regulation, appoint a third party representative for all “joint submission of data” proceedings involving discussions with other manufacturers, importers, only representatives and where relevant downstream users. In these cases, the identity of a manufacturer or importer or downstream user who has appointed a third party representative shall not normally be disclosed by the Agency to other manufacturers, importers, or, where relevant, downstream users. It is nevertheless up to the manufacturer or importer of the substance to submit the registration, as a third party cannot register a substance for the company he represents in the data sharing discussions.

1.8.4.1 Mechanisms of joint submission

The information that needs to be submitted jointly is submitted by one lead registrant on behalf of the others. Other information needs to be submitted by all registrants individually. The lead registrant of a joint submission could, for example, be the largest producer (i.e. one producer in the higher tonnage range), as he in any case will have to register the entire data set by the first deadline. However, this is not obligatory: the joint submission registrants have the possibility to appoint a lead registrant with a lower tonnage (for instance, if they have to prepare joint submissions for more substances and decide to share the workload of managing the joint submissions). If they arrange their joint submission like that, a lead registrant in a lower tonnage band has to provide a complete dossier anyway (i.e. with studies for the higher tonnage) meeting the first deadline applying to any of the registrants. For more guidance on how the registrants of a joint registration should prepare and submit their dossier, please read section 8.2.4. Further information on the joint submission of data is provided in the REACH-IT Industry User Manual - Part 7: Joint Submission. It is important to stress that the lead registrant will always pay the fee corresponding only to his own tonnage band.

In terms of chronology, the lead registrant will submit the lead dossier for the joint submission first. Members covered by the joint submission can be identified (optional) in the lead dossier. Only once the lead dossier for the joint submission is accepted for processing, in other words, has passed the business rules check step, may members submit their member dossiers. The joint submission page in REACH –IT will indicate to members when the lead dossier has passed the business rules check and that they may now begin submitting their respective member dossiers.

In case the lead registrant ceases manufacture the other registrants will have to consider the need to appoint a new lead registrant.

The registration fees, set by Commission Regulation (EC) No 340/2008 of 16 April 2008, take into account whether the submission is joint or separate.

Legal references: Article 11

1.8.4.2 Opt-out possibilities

A manufacturer or importer may submit common parts of the registration dossier separately (opt-out of joint submission) in case when at least one of the reasons listed in *Article 11(3)*, or for substances in intermediates respectively in *Article 19(2)*, applies:

- (a) *it would be disproportionately costly for him to submit this information jointly, or*
- (b) *submitting the information jointly would lead to disclosure of information which he considers to be commercially sensitive and is likely to cause him substantial commercial detriment; or*
- (c) *he disagrees with the lead registrant on the selection of the information submitted in the lead registration.*

In this case the registrant has to submit along with his dossier an explanation as to why the costs would be disproportionate, why disclosure of information was likely to lead to substantial commercial detriment or the nature of the disagreement, as the case may be. More detailed guidance on the opting out possibilities and mechanisms can be found in the Guidance on data sharing.

2 DATA SHARING PROCEDURES

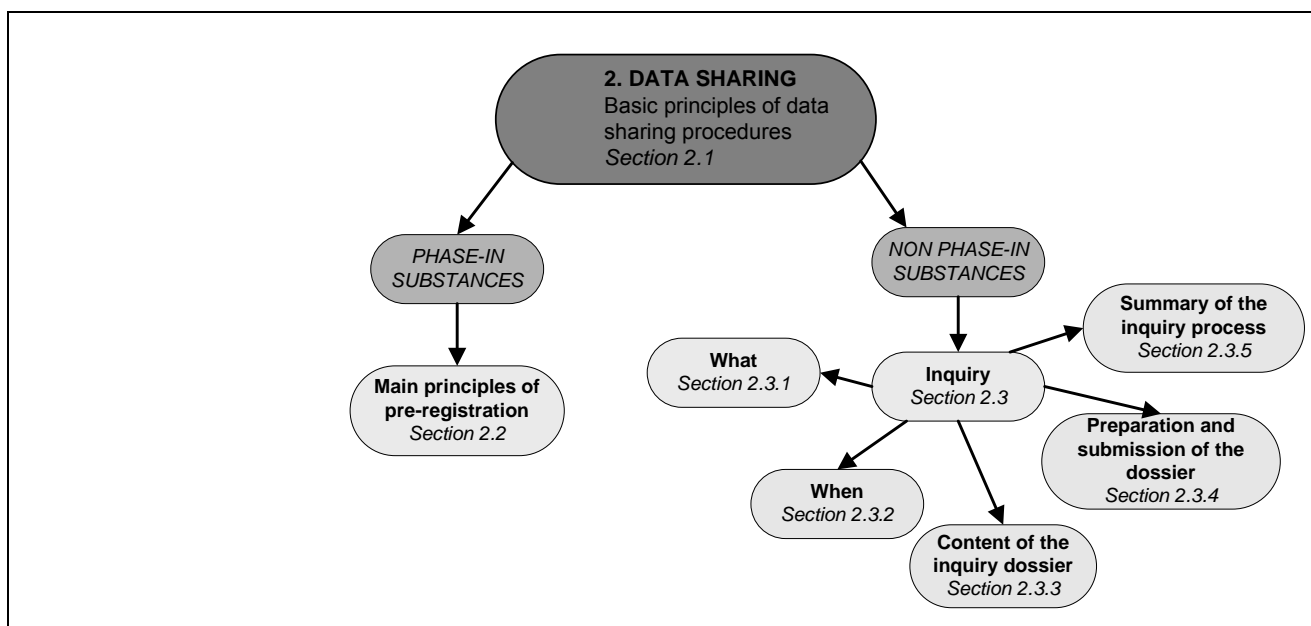
Aim: REACH has several provisions to facilitate the sharing of data between registrants. This reduces testing on vertebrate animals and costs to industry. For both phase-in and non-phase-in substances, data collected through vertebrate animal testing must be shared, in exchange for payment.

The main communication mechanism for phase-in substances is the establishment of the Substance Information Exchange Forum (SIEF) following pre-registration. For non-phase in substances the mechanism is the inquiry process. The difference between phase-in and non-phase in substances is outlined in Section 1.7.1.

Detailed guidance is provided in the Guidance on data sharing. Therefore in this chapter:

- the main principles of data sharing are described;
- the main principles of pre-registration are described for phase-in substances;
- the inquiry process is described in detail: when and how to prepare and submit an inquiry dossier.

Structure: The structure of this chapter is as follows:



2.1 BASIC PRINCIPLES OF DATA SHARING PROCEDURES

In order to facilitate data sharing, the REACH Regulation requires that, prior to registration, all substances must either be **pre-registered** or an **inquiry** must be submitted. In general, pre-registration is relevant for phase-in substances and the inquiry for non-phase-in and phase-in substances that have not been pre-registered.

This applies to all potential registrants, including those who have a full set of data covering their information requirements and those that have to make a testing proposal to the Agency in accordance with *Article 12(1) (d) and (e)*.

One of the objectives of REACH is to avoid unnecessary testing, especially animal vertebrate testing, as far as possible, while balancing this with the generation of necessary information to identify the hazard of substances and manage the resulting risks. Duplicate animal testing has to be avoided and tests on vertebrate animals shall only be undertaken as a last resort (*Article 25*). To meet this objective, data sharing mechanisms have been developed and incorporated in the legislation (*Title III: Data sharing and avoidance of unnecessary testing*).

With respect to data sharing, data **must** be shared for the same substance in the case of information involving tests on vertebrate animals. Before testing is carried out on vertebrate animals, a potential registrant must request it either in the SIEF or through the inquiry process from the previous registrant. Information not involving tests on vertebrate animals must be shared if requested by a potential registrant of the same substance. The data sharing mechanisms aim to ensure that sharing of studies which are already available and of their related costs is agreed amongst potential registrants in a fair, transparent and non-discriminatory way. Importantly, in the case of lacking data, the aim of the sharing mechanism is for potential registrants of the same substance to agree who will undertake the necessary data collection to ensure that the test is carried out only once.

In accordance with REACH, ECHA has set up procedures to assist in the resolution of data sharing disputes. Data sharing dispute procedures must be initiated **as a last resort**, i.e. only after all the possible efforts and arguments have been exhausted.

2.2 MAIN PRINCIPLES OF PRE-REGISTRATION OF PHASE-IN SUBSTANCES

Each potential registrant of a phase-in substance manufactured or imported in quantities of 1 tonne or more per year must take part in the pre-registration process in order to benefit from the later registration deadlines outlined in section 1.7.2.

In order to be able to maintain manufacture, import and marketing of a phase-in substance during the transitional period, pre-registration is a one time process that has to take place in the period from 1 June 2008 to 1 December 2008. All manufacturers and importers of phase-in substances who wish to take advantage of the transitional registration deadlines will need to submit their pre-registration dossier during this period. This will allow companies to continue manufacturing and importing their phase-in substances for several years until the registration deadline is reached. Moreover, it will allow manufacturers and importers of the same substance(s) to initiate data sharing processes.

Manufacturers or importers not submitting a pre-registration dossier will have to register their substance before being allowed to continue manufacture or import. They will have to submit an inquiry dossier to the Agency, following the rules for non phase-in and non-pre-registered phase-in substances as described in section 2.3 and then restart manufacture or import of their substance once a registration is completed. Thus, failing to register a phase-in substance within the pre-registration period means that the manufacturer/importer cannot benefit from the later deadlines under the transitional regime.

In addition to this main pre-registration period, there is also a facility for potential registrants who **for the first time** manufacture or import a phase-in substance in a quantity of 1 t/y or more after the pre-registration deadline (later than 1 December 2008) to benefit from the transitional regime and the phase-in deadlines for registration. In order to achieve this, the potential registrant would have to submit to the Agency a pre-registration dossier within six months of first manufacturing or importing or using the substance and no later than 12 months before the relevant registration deadline, i.e. the deadline given in *Article 23* for his tonnage band.

Guidance on pre-registration is available in the Guidance on data sharing and the REACH-IT Industry User Manual Part 4 - Online Pre-Registration.

2.3 INQUIRY FOR NON PHASE-IN AND NON-PRE-REGISTERED PHASE-IN SUBSTANCES

This section outlines the Inquiry process. More information is provided in the Guidance on data sharing.

Legal references: Article 26 and 27

2.3.1 For which substances an inquiry has to be submitted

Inquiry is the process by which every potential registrant must inquire from the Agency whether a registration has already been submitted for the same substance. This is to ensure that data are shared by the relevant parties. The duty to inquire applies to **non phase-in substances**. It also applies to **phase-in substances** that have not been pre-registered.

2.3.2 When to inquire

An inquiry must be submitted before proceeding with substance registration, even in cases where the potential registrant possesses a full set of data for meeting the information requirements, and in cases where the potential registrant has to make a testing proposal to the Agency in accordance with *Article 12(1) (d) and (e)*.

Therefore, in cases where the potential registrant desires rapid access to the market it will be in his interest to submit an inquiry as early as possible.

2.3.3 Content of the inquiry dossier

When submitting an inquiry, potential registrants are required to submit contact details, information on substance identity and on relevant information requirements (*Article 26 and Annex VI, Sections 1 and 2*).

2.3.3.1 Identity of the inquirer

This will include contact details and the location of the inquirer's production site, where relevant for the purposes of data sharing.

Pre-registration, inquiry and data-sharing procedures enable, for confidentiality purposes, to appoint a third party representative for all activities related to the data sharing processes except for contacts with the Agency. Any manufacturer, importer or where relevant downstream user who has used this opportunity of being represented by the third party representative, retains full responsibility for complying with his obligations under REACH but their identity should not normally be disclosed by the Agency to other actors of REACH. It is nevertheless up to the manufacturer or importer of the substance to register it, as a third party cannot register the substance for the company he represents in the data sharing discussions.

Legal reference: Article 4

2.3.3.2 Substances identity

For each substance, the information shall be sufficient to enable the substance to be identified. The information required for substance identity is identical to that required in the technical dossier for registration, and is outlined in the Guidance on substance identification.

It should be noted that providing thorough and accurate information on substance identity, taking full account of the current guidance in this area will be essential to enable the Agency to identify previous and potential registrants and so to minimise the burden on the registrant to generate new data.

2.3.3.3 List of information requirements and of new studies which may be required

The information requirements for a specific substance will depend on the intended **tonnage band** to be manufactured or imported. The potential registrant needs to identify the list of information requirements for their particular substance in order to facilitate the subsequent data sharing stage.

The potential registrant shall identify in the inquiry dossier the list of information requirements which would require new studies.

Guidance on the information needed for general registration purposes, including information requirements under the various tonnage bands can be found in Part II of this document and in the Guidance on information requirements and chemical safety assessment.

2.3.4 Preparation and submission of the inquiry dossier

The inquiry dossier can be prepared on line using the REACH-IT web application or in IUCLID 5 and subsequently submitted via REACH-IT to the Agency.

The REACH-IT Industry User Manual Part 11: Online dossier creation and submission for inquiries and the Data Submission Manual 2: How to prepare and submit an inquiry dossier provide detailed information on how to proceed via REACH-IT and IUCLID 5 respectively.

2.3.5 Summary of the inquiry process

Upon receipt of the inquiry dossier:

- The Agency will perform a substance identification check in order to identify previous registrants or potential registrants.
- After performing the substance identification check, if the Agency concludes that the same substance has previously not been registered or if the information required is not available (for instance, if the previous registration referred to a lower tonnage band), the Agency shall inform the potential registrant accordingly and he may proceed with their registration.
- If the same substance has been previously registered less than 12 years earlier, the Agency shall inform the potential registrant of the names and addresses of the previous registrant(s), and of the availability of the relevant **study summaries** or **robust study summaries** already submitted by them. The Agency must simultaneously inform the previous registrant(s) of the name and address of the potential registrant and his registration requirements. Therefore the data sharing process can be initiated. Further details on data sharing including cost sharing can be found in Guidance on data sharing.

- Any study summaries or robust study summaries submitted in the framework of a registration under this Regulation at least 12 years previously can be used for the purposes of registration by another manufacturer or importer. In the case of an update of the registration because a higher tonnage band is reached and information on additional studies for this higher tonnage band is submitted, a period of 12 years starts for the new information when it is submitted (*Article 25(3)*). In addition, for data that has already been submitted within a notification dossier under Directive 67/548/EEC, these data will be available for the purpose of registration, starting 12 years after the notification date. Data submitted at least 12 years previously may be requested as part of the inquiry process to ECHA.
- If several potential registrants have made an inquiry with respect to the same substance, the Agency shall inform all potential registrants without delay of the names and addresses of the other potential registrants. If more than one registrant subsequently decides to proceed with their registration then they will need to submit this as part of a joint submission as outlined in section 1.8.4.
- If the Agency concludes that the substance is in fact a phase-in substance for which the pre-registration deadline has passed, the inquirer should verify whether the conditions for late pre-registration outlined in the Guidance on data sharing are met. If they are, they can submit the relevant information to the Agency, participate in the data sharing mechanisms facilitated by the Substance Information Exchange Forum (SIEF) and register in accordance with the relevant extended registration deadlines of *Article 23*. However, if the conditions for late pre-registration are not met, registration must take place before the substance is manufactured, imported or marketed in the EU.

3 OTHER DUTIES OF REGISTRANTS

3.1 REGISTRANTS DUTY OF COMMUNICATION

In order to prepare his registration dossier it is important that the registrant communicates with his downstream users. In particular he will need information about their uses and the risk management measures they have already put in place. Tentative Exposure Scenarios (ES) could be used for the communication with the downstream users in order to refine the ES.

3.1.1 Provide a Safety Data Sheet (SDS) to customers

When supplying a substance or a mixture to another party or parties, the supplier has to provide a SDS to all the downstream users and distributors he supplies to as of 1st June 2007 as soon as the substance on its own or in a mixture falls within one of the following categories:

- it meets the criteria for **classification as hazardous in accordance with the CLP Regulation⁹ or the mixture containing the substance is classified as dangerous under Directive 1999/45/EC**,
- it is **persistent, bioaccumulative and toxic (PBT) or very persistent and very bioaccumulative (vPvB)** in accordance with Annex XIII of the REACH Regulation,
- it is included in the **candidate list of substances** which may be subjected to authorisation, established according to *Article 59(1)*.

In addition a supplier of a substance could be requested at any time by his customer to provide him with a SDS for any mixture which does not meet the criteria for classification as dangerous but which contains (*Article 31(3)*):

- $\geq 1\%$ (by weight) for non-gaseous mixtures (or $\geq 0.2\%$ by volume for a gaseous mixture) of a substance posing human health or environmental hazard, or
- for non gaseous mixtures, $\geq 0.1\%$ (by weight) of a persistent, bioaccumulative and toxic (PBT) or very persistent and very bioaccumulative (vPvB) in accordance with Annex XIII of the REACH Regulation or has been included in the candidate list of substances which may be subjected to authorisation, established according to *Article 59(1)*, or
- a substance for which there are Community workplace limits.

It is therefore highly recommended that each supplier of such substances prepares a SDS for those mixtures.

When supplying a substance on its own, the SDS has to be prepared for the substance itself. When supplying a substance in a mixture, the SDS has to be prepared for the mixture.

The SDS need not be supplied where substances that are hazardous in accordance with the CLP Regulation or mixtures that are dangerous in accordance with Directive 1999/45/EC, offered or sold to the general public, are provided with sufficient information to enable safe use of the substance, unless this is requested by a downstream user or a distributor.

Annex II of the REACH Regulation defines the requirements for SDSs.¹⁰ The SDS will identify the hazards the substance or mixture present to man and the environment and the classification of the

⁹ Amended by the CLP Regulation from 1 December 2010.

¹⁰ Annex II has been revised and amended by Commission Regulation No 453/2010 of 20 May 2010.

substance or mixture which arises from application of the classification rules in Directive 67/548/EEC and Regulation (EC) 1272/2010 or in Directive 1999/45/EC. The relevant exposure limit values will be also identified in the SDS.

The final ES developed for identified uses as part of the CSA has to be communicated to the registrant's customers as an annex to the SDS, as this provides instructions of risk management measures that should be in place in order to ensure adequate control of risks.

The SDS will have to be updated with the new information required by REACH for the first supply of the substance or mixture as soon as this information is required by the different title of REACH.

Please, note that with the entry into force of the CLP Regulation on 20 January 2009, the following **transition periods apply regarding the classification of substances to be included in the SDS:**

- From 1 December 2010 until 1 June 2015, the SDS for substances shall contain the classification according to both Directive 67/548/EEC and the CLP Regulation.
- From 1 June 2015 onwards, the transition period ends and the SDS shall contain exclusively the classification according to the CLP Regulation.

The **following transition periods apply to the classification of mixtures in the SDS:**

- From the entry into force of the CLP Regulation on 20 January 2009 until 1 June 2015, the classification of a mixture in accordance to the CLP Regulation may be added on a voluntary basis together with the classification in accordance to Directive 1999/45/EC in the SDS. However, where a mixture is both classified and labelled according to the CLP Regulation, that classification shall be provided in the SDS together with the classification for the mixture and its constituents in accordance to Directive 1999/45/EC and Directive 67/548/EEC respectively.
- From 1 June 2015 onwards, the transition period ends and mixtures and its constituents will be classified exclusively according to the CLP Regulation.

The Agency is developing additional guidance on the compilation of SDS. For further information on the development of the guidance, the registrant is referred to ECHA guidance webpage at: http://guidance.echa.europa.eu/guidance4_en.htm.

3.1.2 Provide other information to customers

When supplying a substance or a mixture for which a SDS is not required (see section above), the supplier still has to provide to all downstream users and distributors he supplies the following information (*Article 32*):

- if the substance is subject to authorisation and the details of the granted authorisation or appropriate information if authorisation has been denied
- the details of any restriction imposed
- any available and relevant information about the substance that is necessary to enable appropriate risk management
- the registration number if available for any substances for which information is communicated under the points above.

This information shall be communicated at the latest at the time of the first delivery of the substance on its own or in a mixture after 1 June 2007.

3.2 CLASSIFICATION AND LABELLING NOTIFICATION

If the substance is subject to registration, but has not yet been registered, or if the substance is within the scope of the CLP Regulation, meets the criteria for classification as hazardous and is placed on the market either on its own or contained in a hazardous mixture above specified concentration limits, the registrant must notify to the Agency the information related to its classification and labelling.

This has to be done within one month after placing the substance on the market or after 1 December 2010 for substances already on the market at that date.

For substances registered before 1 December 2010 the classification and labelling will be reported in the registration dossier and no separate notification is required. Please note that the obligation to classify and label a substance according to the CLP Regulation applies from 1 December 2010. This means that in cases where a registration was submitted earlier than 1 December 2010 the registration dossier may contain only the classification and labelling information according to Directive 67/548/EEC. In this case the registrant needs to update his registration dossier without undue delay by including the new classification and labelling according to the CLP Regulation. Further information on how to update a registration dossier is provided in section 4 and in Part II of this guidance.

The classification and labelling notification can be prepared by any of the following tools:

- **IUCLID 5:** a classification and notification dossier can be created in IUCLID, in a similar way to a registration dossier. This is the only option if confidentiality of the IUPAC name of the substance is to be claimed.
- **Bulk:** this option allows the notifier to submit notifications for several substances defined by their EC or CAS number in a single file.
- **Online:** the information can be entered manually in REACH-IT. This can be the preferred option if only a few substances are to be notified and the notifier is not currently using IUCLID 5.

Submission of the classification and labelling notification must be done electronically via the REACH –IT portal on the ECHA website.

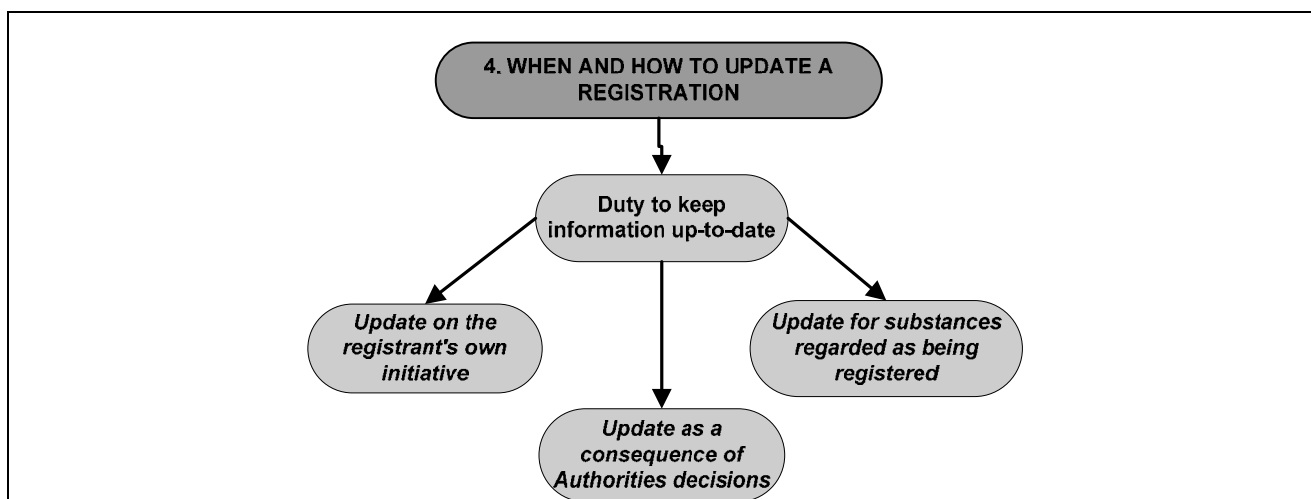
The Agency will collate all the information on classification and labelling into a classification and labelling inventory. Most of this inventory will be publicly accessible (in particular the classification and labelling of the substance); other parts will only be accessible to notifiers and registrants who have submitted information on the same substance. This inventory will indicate the relevant registration number(s) (if available) and whether the classifications submitted for the same substance by different registrants or notifiers differ. In the latter case, the registrants and notifiers are required to make every effort to come to an agreed classification, and update their registrations/notifications as appropriate.

Additional information is provided in the Introductory Guidance on the CLP Regulation, the Guidance on the application of the CLP criteria and the Practical Guide 7: How to notify substances in the Classification and Labelling Inventory.

4 WHEN AND HOW TO UPDATE A REGISTRATION

Aim: The aim of this chapter is to explain when and how to update a registration. It explains all reasons why the registrant should update the registration on his own initiative and when the authorities can request the registrant to update the registration dossier. It also describes what the updating duties for substances regarded as registered are.

Structure: The structure of this chapter is as follows:



The information submitted to the Agency for registration purposes will have to be kept up-to-date. It is the responsibility of the registrants to update the information regarding their registration when needed. If the information to be updated is part of jointly submitted information, it is recommended that the lead registrant updates his registration.

There are basically three types of situations where a registrant needs to update his registration and re-submit it to the Agency:

(1) Update on the registrant's own initiative

Registrants are required to inform the Agency about new relevant available information on the registered substance or on their registration dossier including changes in the tonnage band and cessation of manufacture or import (*Article 22(1)*). Any new information has to be submitted electronically without undue delay to the Agency.

(2) Update as a result of an incomplete initial submission

The registrant will have to submit an update if the registration was considered as incomplete by the Agency during the completeness check. This update is meant to fulfil the request for further information made by the Agency within a set deadline in compliance with *Article 20 (2)*.

(3) Update as a consequence of a decision made by the Agency or the Commission

The registrant has to update his registration as a consequence of the Agency or Commission decision under the evaluation procedure. These updates have to be performed within the deadline specified by the Agency/Commission in the decision. The registrant should also consider updating his registration taking into account any decision made in accordance with *Article 60 (Granting of authorisation)* and *Article 73 (Commission decision on Restrictions)*. For more information see section 9.1.4.

Moreover, according to *Article 20(6)* whenever additional information for a particular substance is submitted to the Agency by a new registrant, the Agency is responsible to notify the existing registrants that this information is available on the database. As a consequence the registrant has to take this information into account and if relevant update his registration.

For substances regarded as registered because a notification according to Directive 67/548/EEC has been submitted, updating of the registration information is also necessary when one of the situations mentioned in (1) or (2) above occurs, including updates following decisions taken according to Directive 67/548/EEC and now regarded as Agency decisions adopted in accordance with either Article 51 or Article 52 (*Article 135 of REACH*). There is no requirement to update a registration (*Article 16(2)*) for substances in plant protection and biocidal products (*Article 15*). For more information on the update of a registration for substances regarded as being registered under REACH see section 9.1.5.

An update shall be accompanied by the relevant part of the fee required in accordance with *Title IX Fees and charges*.

For more detailed information on how to update a registration refer to Part II, section 9 of this document.

Legal references: Article 20, Article 22

5 APPEAL PROCEDURES

In case when registrant or potential registrants or registrants disagree with the Agency decisions, they can appeal against those decisions to the Agency's Board of Appeal.

The body to revise and take decisions on the appeals brought up against Agency decisions will be the Board of Appeal.

Related to the registration process, an appeal may be brought against Agency decisions in 5 cases:

- 1) in the completeness check - decision of the Agency to reject a registration if the registrant failed to complete his registration within the deadline set by the Agency (see section 7.3 on rejection of the registration dossier and *Article 20 (5)*).
- 2) in the inquiry process – the decision of the Agency to give permission to the potential registrant to refer to the information submitted by the previous registrant in his registration dossier (*Article 27(6)*).
- 3) in the data sharing for phase-in substances - decision of the Agency to appoint a registrant or downstream user to carry out the test on behalf of other registrants in a case where this test is not available within the SIEF (*Article 30(2)*).
- 4) in the data sharing for phase-in substances - decision of the Agency to give permission to all relevant registrants to refer to the information submitted by the registrant who during the data sharing procedures refused to provide either proof of the cost of the study or the study itself (*Article 30 (3)*).
- 5) in updating procedures – the decision of the Agency or the Commission requesting the submission of additional information as a consequence of the evaluation procedure as referred to in section 4.

All appeals must contain a statement of the grounds on which the appeal is based.

As underlined in *Article 92*, the appeal may be filed in writing by the registrant himself to the Agency, at the latest 3 months after the notification of the decision (to reject the registration, to give permission to information submitted by another registrant, to appoint a registrant to carry out a test, to request submission of additional information) to the person concerned by the decision.

The appeal may also be filed in writing by a person other than the registrant if the decision is of direct and individual concern to this other person. The appeal must be submitted at the latest 3 months after the date at which the decision became known to the person. For fees on the appeal, please consult Commission Regulation (EC) No 340/2008 of 16 April 2008 on the fees and charges payable to the European Chemicals Agency.

The appeal is examined in the Agency. If, after consultation with the Chairman of the Board of Appeal, the Executive Director of the Agency considers the appeal to be admissible and well founded he may rectify the decision within 30 days of the appeal being filed. Otherwise the Chairman of the Board of Appeal examines if the appeal is admissible within 30 days of the appeal being filed. If yes, he remits the appeal to the Board of Appeal for examination of the grounds. The Board of Appeal may exercise any power which lies within the competence of the Agency or remit the case to the competent body of the Agency for further action.

If the result is still not to the liking of the party concerned, an action may be brought before the Court of First Instance or the Court of Justice, contesting the decision taken by the Board of Appeal or, in cases where no right of appeal lies before the Board, by the Agency.

Legal references: Article 90, Article 91, Article 92 and Article 94.

6 FEES

Title IX of the REACH Regulation describes the general principles regarding the payment of fees and charges in relation to REACH. More specifically, the Fee Regulation (Commission Regulation (EC) No 340/2008 of 16 April 2008) stipulates the payment terms for ECHA's invoices. The amount and deadlines for payment depend on the type of submission under consideration.

6.1 APPLICABLE FEES AND CALCULATION OF FEES

A registrant is obliged to pay a fee for his registration as a contribution to covering the costs imposed on the Agency and competent authorities (see *Article 74 (3)*). In order for the Agency to be able to establish an invoice, the registrant is asked to submit his billing information on-line either before the first registration is made or during the first registration process.

The system to be applied for the computation of the applicable fee shall be the following:

Once the registrant has uploaded a registration dossier to the REACH-IT system through the web-portal of the Agency and it has been accepted for processing, the REACH-IT system automatically computes the applicable fee for the dossier submitted.

When calculating the fee, the following points will be taken into consideration:

- The scale of fees fixed for the different tonnage ranges;
- An SME reduction if applicable; for this purpose the registrant will be asked to make a declaration on-line on the web portal of the Agency;
- A reduction for joint submission, if applicable;
- The items flagged according to (the provisions on required restrictions to electronic public access to information listed under) *Article 119 (2)*.

As soon as possible after the registration dossier has been accepted for processing, normally in the course of the next working day, the Agency will issue an invoice for the registration dossier(s) submitted. Upon receipt of the invoice, the registrant shall carry out the payment as indicated in the invoice.

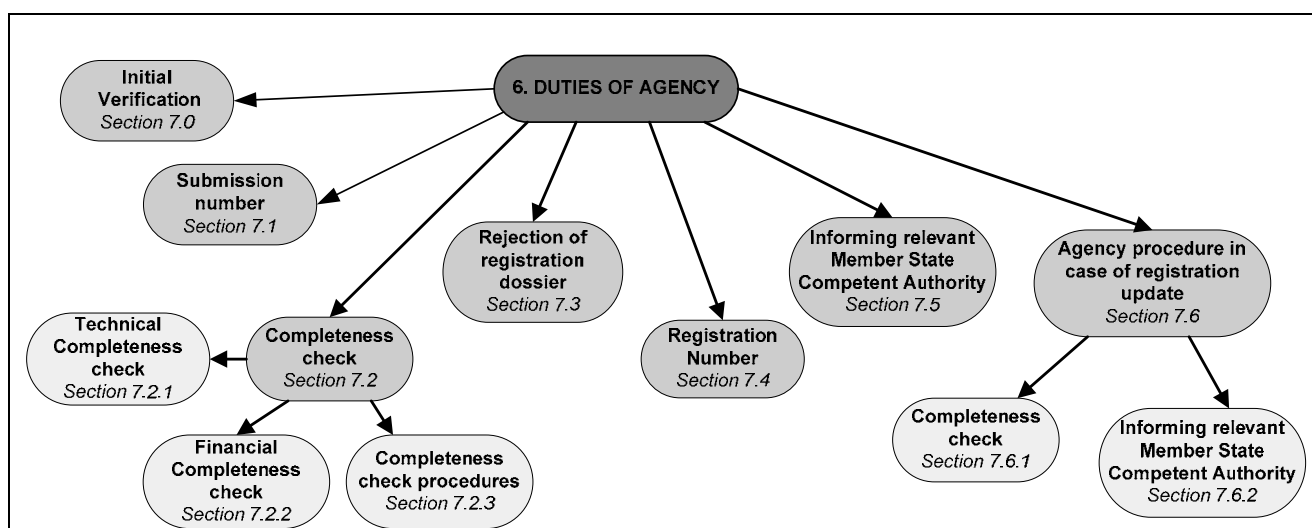
6.2 FEE FOR UPDATING OF A REGISTRATION DOSSIER

An update shall be accompanied by the relevant part of the fee as indicated in *Article 22 (5)* of the REACH Regulation. As with a first time registration, the registrant has to submit the updated dossier through the web-portal of the Agency and the REACH-IT system will automatically compute the applicable fee for the update and send the relevant invoice to the registrant.

7 DUTIES OF THE AGENCY

Aim: The aim of this chapter is to explain, for reasons of transparency, what are the duties of the Agency after the submission of the registration dossier. It explains what kind of initial verifications are required, how the submission number and date are assigned, what is the completeness check, what is the registration number and how and when the relevant Member State Competent Authorities will be informed about registrations. For more detailed information on the different submission steps, the registrant is referred to the REACH-IT Industry User manual Part 6-Dossier Submission.

Structure: The structure of this chapter is as follows:



7.0 INITIAL VERIFICATION

All dossiers submitted to the Agency undergo a number of initial technical and administrative checks in order to ensure that they can be handled properly and that the required regulatory processes can be successfully carried out. The different initial checks are described below in the chronological order in which they take place.

7.0.1 Virus Scan

The submitted dossier is scanned for known viruses. Only virus-free dossier files will proceed to the next step.

7.0.2 File format validation

The file format validation checks that the submitted dossier file is of the appropriate format (.isz file format) and is compliant with the XML schema used by IUCLID 5.

7.0.3. Internal structure validation

This verification ensures that the submitted dossier file does not contain attachments for which the format is not supported or recognised by REACH-IT.

7.0.4. Business rule validation

The **business** rules are a set of pre-requisites that must be fulfilled before ECHA can establish that the dossier can be accepted for processing. They are checked using the REACH-IT software. Detailed information on the business rules validation step can be found in the REACH-IT Data Submission Manual Part 4-How to pass Business Rule Verification.

A dossier can be accepted for processing only if all of the relevant business rules are satisfied. After that, the submission can proceed to the next steps (technical completeness check and invoicing). If the dossier submission fails at the business rule level, the dossier cannot be accepted for processing and **a new submission is required** before any regulatory processes can be initiated.

7.1 ASSIGNING SUBMISSION NUMBER

The REACH-IT system automatically assigns a **submission number and submission date** to any submission which is accepted for processing after successful business rule validation. The REACH-IT system without delay communicates this submission number and date to the concerned registrant. The submission number is to be used for all correspondence regarding the relevant dossier type (e.g. pre-registration, registration or PPOD notification). In the case of registration (including registration of on-site isolated intermediates and transported isolated intermediates) and PPOD notification the submission number is to be used until the registration/notification is deemed to be complete (*Article 20 (1)*). It will then be replaced by the registration/notification number.

7.2 COMPLETENESS CHECK AND INVOICING PROCEDURES

The completeness check process comprises two distinct sub-processes:

- Technical completeness check
- Financial completeness check

According to the REACH legislation the technical completeness check should be performed for the following dossier types: registration dossier (including intermediates), updated registration and PPOD notification. The Financial completeness check should be performed for those dossier types for which a fee is required.

7.2.1 Technical completeness check

This process is aimed at checking the technical completeness of the dossier. The main purpose of this check is to make sure that depending on the tonnage range all elements as required in the legislation, in particular in *Articles 10, 12 and the relevant Annexes* have been provided.

After being accepted for processing, each received dossier is screened for the technical completeness using a specially created algorithm that is specific for each dossier type depending on the legal requirements. The system checks if all required fields are filled and that all testing proposals, derogation statements, waving statements etc. are included. In the case of a negative result, the Agency will verify the outcome of the completeness check to make sure that the decision is fully correct.

Registrants are strongly encouraged to verify the technical completeness of their dossiers before submission by applying the IUCLID Technical Completeness Check (TCC) plugin developed by

the Agency. The TCC plugin also includes business rules checks for registration dossiers and for PPORD, inquiry and classification and labelling notifications.

7.2.2 Financial completeness check

The Agency will monitor the payment of the fee as specified in the invoice. If a registrant fails to pay the full amount by the deadline indicated on the invoice, the Agency shall set a second reasonable deadline. If the registrant fails to meet the second deadline, the registration dossier shall be rejected. There could be circumstances, such as internal procedures or periods of limited service within a company, under which timely payment could be problematic. In that case it is recommended to prepare the payment of the fee due before submitting the dossier so that the Agency will receive the proof of payment in time before finalising the completeness check after submission of the dossier.

7.2.3 Completeness check procedures

The Agency shall undertake the completeness check of a registration dossier within three weeks of the submission date, or within three months of the relevant deadline of *Article 23*, as regards registrations of phase-in substances submitted in the course of the two-month period immediately preceding that deadline (*Article 20(2)*).

If the registration dossier is incomplete and/or the fee payment is missing, the Agency shall inform the registrant, before expiry of the given period, as to what further information is required in order for the registration to be complete (*Article 20(2)*).

The negative decision on the outcome of the completeness check will be notified to the registrant in the form of a report indicating the points that are missing, while setting a reasonable deadline for providing the necessary information. This decision can be challenged through the appeal procedure.

The registrant must complete his registration accordingly and submit it once more to the Agency within the deadline set. The Agency will confirm the submission date of the further information to the registrant and will perform a further completeness check, considering the further information submitted.

A registrant may start or continue the manufacture or import of a substance or production or import of an article, if there is no indication to the contrary from the Agency within 3 weeks after the submission date (*Article 21(1)*).

7.3 REJECTION OF THE REGISTRATION DOSSIER

In case the registrant fails to complete his registration for the second time within the deadline set, the Agency will reject his registration. This decision can be challenged through the appeal procedure. The registration fee will not be reimbursed and the company will not be allowed to manufacture or import this substance within the EU (*Article 20(2)*).

7.4 ASSIGNING A REGISTRATION NUMBER

Once the registration is complete the REACH IT system at the Agency automatically assigns a registration number to the registrant for the substance concerned and a registration date that will be the same as the submission date. The Agency without delay communicates the registration number

and date to the concerned registrant. From that moment on the registrant shall use the registration number for the subsequent correspondence regarding registration procedures (*Articles 20 (3)*). Moreover, the registration number will have to be incorporated in the SDSs for any supply after reception of that registration number.

For a given substance, distinct dossier types may apply. For example, a substance initially notified as a PPORD may require the submission of a registration dossier at the end of the exemption period if the PPORD leads to a commercial use of the substance. Also, a substance for which initially a notification of the classification and labelling was submitted may later lead to the submission of a registration dossier. In those cases, the substance will hold an identification number of each kind, a PPORD number and a registration number in the first above example, and a C&L number and a registration number in the second above example. All those numbers are called “reference numbers”. The reference number is unique for every dossier type, substance and company and is issued only once at the end of the initial and successful submission process.

7.5 INFORMING THE RELEVANT MEMBER STATE COMPETENT AUTHORITY

According to *Article 20(4)* within 30 days of the submission date, the Agency has to notify the Competent Authority of the Member State within which the manufacture takes place or the importer is established, that the registration has been submitted and that the registration dossier together with the submission or registration number and date as well as the result of the completeness check is available in the Agency database.

If the manufacturer has production sites in more than one Member State, all relevant Member States will be notified.

The Agency should also notify about any request for further information including deadlines set and when any further information submitted by the registrant is available on the Agency database.

7.6 AGENCY PROCEDURE IN THE CASE OF A REGISTRATION UPDATE

Whenever a new registrant submits to the Agency additional information for a particular already registered substance, the Agency shall notify the existing registrants that this information is available in the database (*Article 20(6)*). As a consequence, this may lead to the update of the existing registrations (see section 4 and 9).

7.6.1 Completeness check of a registration update

The completeness check of an updated dossier will include a comparison with the previously submitted version of the dossier.

7.6.2 Informing relevant Member State Competent Authority about an update

As soon as the updated dossier(s) is complete the Agency shall inform the relevant Member State Competent Authority about an update (*Articles 22(1), 22(2)*).

PART II: DETAILED GUIDANCE ON HOW TO PREPARE A REGISTRATION DOSSIER

8 PREPARATION OF THE REGISTRATION DOSSIER

This part of the guidance describes how to prepare a registration dossier. It does not take into consideration whether the dossier is prepared as part of a joint submission or not. Joint submission processes are described in section 1.8.4. In addition the Guidance on data sharing can also be consulted.

8.1 FULFILLING THE INFORMATION REQUIREMENTS

8.1.1 Introduction

In this section, guidance is provided on the obligations that apply to registrants regarding the information to be submitted in the registration dossier according to *Article 10*. Most of the information to be submitted, particularly in the technical dossier relates to the intrinsic properties of the substance even if registrants have also to gather information on uses and exposure. Therefore this document provides mainly guidance on registrants' obligations regarding the general process of submission of information in particular related to intrinsic properties. Further detailed guidance is provided in the Guidance on information requirements and chemical safety assessment.

It is recognized that in the case of import of a mixture, it can be difficult to obtain information on the composition of the mixture from the non EU supplier. However, also under existing Community legislation (e.g. for classification and labelling of mixtures) importers need to know which substances are present in the mixtures being imported to be sure they are complying with the law. It will be up to companies to improve the communication through their supply chain to ensure their compliance with REACH. In case disclosure of the composition of the mixture may have consequences, the non EU exporter has the possibility to appoint an only representative, as explained in section 1.5.3.4.

Manufacturers and importers have to collect all available existing information on the intrinsic properties of a substance regardless of tonnage manufactured or imported as well as on its manufacture and uses. This information has in turn to be compared with the standard information requirements, which depend on the quantity of the given substance for each manufacturer or importer. As indicated in *Annex VI* this is done following a four step process which will be further described in the following sections.

Annexes VII to X specify the standard information requirements according to four tonnage bands from 1 tonne per year to ≥ 1000 tonnes per year (cf. *Article 12*). For the lowest tonnage level, the standard requirements are in *Annex VII*, and when a new tonnage level is reached, the requirements of the corresponding Annex have to be added. The Annexes thus need to be considered as a whole and in conjunction with the overall requirements of registration, evaluation and the duty of care as detailed in Table 1. These standard requirements may, however, be adapted (waived or increased) when appropriately justified (*Annexes III and VI to XI*). Accordingly, for each substance the precise information requirements may differ, according to the available information on inherent properties as well as to tonnage, use and exposure.

Table 1 Annexes requirements depending on tonnage bands

Tonnage bands	Annex VI	Annex VII	Annex VIII	Annex IX	Annex X	Annex XI
1 – 10 t/y	X	x (+ Annex III)				x
10 – 100 t/y	X	x	x			x
100 – 1000 t/y	X	x	x	x		x
≥1000 t/y	X	x	x	x	X	x

It has to be stressed that where possible the registrant is obliged to share or generate data with other registrants of the same substance, instead of generating data by himself if this would involve animal experiments (see Guidance on data sharing).

Information on intrinsic properties of substances may be generated by using sources of information other than *in vivo* testing, provided that the conditions set out in *Annex XI* are met. The registrant may use a variety of alternative methods such as (Q)SARs ((Quantitative) Structure Activity Relationships), *in vitro* tests and grouping of substances / category approach and read across approach.

All these different sources of information can be used also in a weight of evidence approach.

Where tests on substances are required to generate information on intrinsic properties of substances, they must be conducted in accordance with the test methods laid down in Commission Regulation (EC) No 440/2008 and its amendments or in accordance with other international test methods recognised by the Commission or the Agency. Ecotoxicological and toxicological tests and analyses must be carried out in compliance with the principles of good laboratory practice (GLP) or other international standards recognised as being equivalent by the Agency or the Commission and with the provisions of Directive 86/609/EEC.

A key feature of REACH is the close parallel and iterative relationship between the Chemical Safety Assessment (CSA), the Risk Management Measures and the process of gathering and/or generating information on the properties of a substance as explained in section 1.3. Each of these must inform and feed-back to the others. Accordingly, the registrant should provide appropriate information on the intrinsic properties of substances that is useful for performing the Classification and Labelling (C&L) and the Chemical Safety Assessment (CSA) as required by *Article 12* and *section 0.5 of Annex I*. The results of the CSA may indicate that in the next iteration further information needs to be generated. Extensive guidance on the Chemical Safety Assessment is available in the Guidance on information requirements and chemical safety assessment.

8.1.2 Use of information from other assessments

As stated under Annex I Section 0.5, "*Available information from assessments carried out under other international and national programmes shall be included.....Deviations from such assessments shall be justified*". Therefore registrants need to take into account and to use these already available assessments to prepare their registration dossier. This includes in particular assessments carried out under other Community programmes such as the Existing Substances Risk Assessment Programme, assessments of active substances under the Biocidal Products Directive or the Plant Protection Products Directive when such substances are covered by REACH.

Another important source is the OECD HPV (Organisation for Economic Co-operation and Development High Production Volume) chemicals programme where a lot of similarities exist with

REACH. Therefore in order to avoid duplicative efforts and to save resources coordination between this programme and the REACH regulation is clearly needed.

In Annex I of chapter 1 of the "OECD Manual for Investigation of HPV Chemicals" (http://www.oecd.org/document/7/0,2340,en_2649_34379_1947463_1_1_1_1,00.html), a document has been developed highlighting the synergies between REACH and the OECD HPV Chemicals Programme. From this document it is clear that the output of the OECD HPV Chemicals Programme can contribute to REACH implementation in specific REACH processes and particularly for the formation of Substance Information Exchange Fora (SIEFs) as well as for registration. Many of the requirements to manufacturers/importers when preparing a registration dossier in the framework of REACH are similar or identical to the requirements of the OECD HPV Chemicals Programme such as:

- All substance related information will be reported in IUCLID 5: the templates of IUCLID 5 have been harmonised with OECD and as such key study data are reported in the OECD Robust Study Summaries format.
- Consistent guidance is applied when waiving information requirements using the chemical category approach or (Q)SARs.
- New information is generated using the OECD Test Guidelines, when available.
- When writing the CSR, formats and the content requirements for the hazard assessment part are fully compatible with those of the OECD SIDS Initial Assessment Report (SIAR).

The technical similarities between REACH and the OECD HPV Programme are listed in the OECD document.

As a consequence, OECD SIDS Dossier and SIDS Initial Assessment Report (SIAR) can be used to prepare a REACH registration dossier, though for the purposes of REACH that dossier will necessarily need to contain additional information. This also means that parts of a SIDS Dossier and SIAR can be directly extracted from a REACH registration dossier.

The technical similarities between the two programmes allow for writing the hazard assessment part of a CSA (CSR) for registration under REACH using and moderately modifying a SIAR. Similarly a SIAR can be written using the hazard assessment part of the CSR, with deletions and minor modifications.

The OECD document also proposes a way forward on how to use the SIDS documents/REACH registration dossiers for the preparation of respectively REACH registration dossiers/SIDS documents and three cases have been differentiated depending on the registration deadline for REACH and therefore the presence or absence of a SIDS dossier.

In conclusion, in order to avoid duplicative efforts of both registrants and Agency/Member States, similarities between the REACH regulation and the OECD HPV Chemicals Programme should be taken into account when preparing or evaluating registration dossier where an OECD SIDS/SIAR is available.

8.1.3 The process of fulfilling information requirements

Annex VI describes a general scheme on the process and four steps to be followed by the registrant to fulfil the information requirements for a given substance:

Step 1: Gather and share existing information

Step 2: Consider information needs

Step 3: Identify information gaps

Step 4: Generate new information or propose a testing strategy

A comprehensive guidance document on information requirements under REACH has been developed. It contains a general guidance on these four steps. A General Decision Making Framework (GDMF) has been developed and describes in more detail the four steps listed above. In addition it includes endpoint specific guidance including endpoint specific Integrated Testing Strategies (ITS) (e.g. for aquatic toxicity, mutagenicity). It is recommended to consult this guidance before compiling a registration dossier and in particular before performing any testing, or in case of tests included in Annex IX or X before submitting a testing proposal.

The Guidance on information requirements and chemical safety assessment has been developed to assist registrants meet the information requirements for their substance by considering all types of information and their potential sources. Advice is given on identification of information sources and how to ensure the reliability of the information used as well as its adequacy and fitness for purpose. It also explains when and how to use *in vitro* and non-test information, approaches for grouping substances in categories and the use of "read across" of information between substances.

The Guidance on information requirements and chemical safety assessment provides assistance in developing a reasoned justification for applying adaptations (i.e. derogations/waiving) from the standard testing regime, and, in some cases also identifies the need for additional testing (which may be triggered by available data showing hazardous effects at a lower information level). For each of the endpoints, the requirements of the relevant Annexes are explained and an interpretation of the different descriptors for exposure considerations used in these annexes is provided.

In the present document, only the obligations and main processes to be followed according to the four steps procedure of *Annex VI* will be addressed. For more information the Guidance on information requirements and chemical safety assessment should be consulted.

In case of joint submission, communication between the registrants within a SIEF is required before going into these different steps (see section 1.8.4 on joint submission).

8.1.3.1 Step 1: Gather and share existing information

The registrant has to gather all existing available information on the substance, both from in-house files and from any other sources, which may be useful to inform on the properties of that substance. Detailed information on the obligation to collect all available and relevant information on the substance can be found in the Practical Guide 4. *Articles 11 or 19* require that, when several legal entities need to register the same substance, registrations are submitted jointly enabling test data to be shared. In case of joint submission information on intrinsic properties of the substance should be shared as far as possible and submitted by the lead registrant on behalf of the others. More guidance on this issue can be found in the Guidance on data sharing.

The information to be gathered refers to:

- Testing data: i.e. all *in vivo* or *in vitro* testing data.
- Non-testing data: from computational tools i.e. data obtained with (Q)SAR models, or obtained by grouping of substances or read across etc. Further information on the use of these non-testing methods is available in Chapter R.6 of the Guidance on information requirements and chemical safety assessment and in the Practical guides 1 to 6 developed by the Agency.
- Information on manufacture, uses and risk management measures and resulting exposures.

The registrant must perform a thorough, reliable and well documented information gathering.

Information generated from (Q)SAR or by the application of a read across from one chemical to another should be treated like any other information when gathering information. The process on how to fill and submit a registration dossier will not be different when such information is provided. However, registrants who want to submit a registration dossier for a substance as part of a **chemical category** need to consult the specific guidance developed in Chapter R.6 of the Guidance on information requirements and chemical safety assessment where a stepwise approach for developing chemical categories is proposed (see also the text box below). Additional information can also be found in the Practical guide 6 on How to report read-across and categories.

Information required when grouping of substances/category approach is applied

Registrants have to submit a registration dossier for each substance that they need to register, regardless of whether the substance is part of a category or not. Nevertheless, all available and relevant necessary information on all members of the category, including those not intended to be registered, need to be gathered in the registration dossier, as this information is the basis to justify the relevancy and adequacy of the data reported on the properties of the registered substance.

IUCLID 5 offers special features to facilitate the work of the registrant in developing categories (see section D.6. in the Guidance on IUCLID).

The building of a chemical category may involve one or several registrants depending on the given situation:

- The registrant builds a chemical category for his own substances
- The registrant builds a chemical category for his own substances but with input from other registrants with similar substances.
- The registrant builds a joint category together with registrants of other substances for a number of substances that can be used by all registrants.

The data for each substance being part of a category should be shared with other registrants. The registrants of the different substances that can form a category can decide to prepare together the data set for the full category, which could be used for the registration of all individual substances. In case there are disagreements between registrants, there is a possibility for one or more registrant to opt out from the joint registration and build its own category. For details, see the Guidance on data sharing.

For each available piece of information the registrant must evaluate its adequacy, relevance and reliability. Thus the registrant must for each endpoint assess whether the available information gathered:

- is relevant and of sufficient quality,
- fulfils the specific requirements triggered by tonnage as described in *Annex VII to X*, and
- is appropriate for hazard classification, identification of Persistent Bioaccumulative and Toxic substances (PBT) or very Persistent and very Bioaccumulative substances (vPvB) as well as for risk assessment.

The outcome of this assessment should allow the registrant to determine which studies can be used in the hazard assessment, whether a specific study should be used as a key study (see text box below) for an endpoint or as supporting information and which studies can be used as part of a weight of evidence approach (more guidance on weight of evidence approaches can be found in the Guidance on information requirements and chemical safety assessment and in the Practical guide 2 on How to report weight of evidence).

Determination of the key study or key studies

A key study is the study that has been identified as the most suitable to describe an endpoint from the perspective of quality, completeness and representativity of data¹¹. When several results are available for a given endpoint there can be several key studies.

For substances with more than one study available for an endpoint, the study or studies giving rise to the highest concern, taking into account quality, adequacy (reliability and relevance) and a weight of evidence approach should normally be used as the key study or studies for the assessment of the substance. In case another study is used as key study this should be fully justified in the technical dossier for the study being used as well as for all studies demonstrating a higher concern.

All the relevant available information should then be documented in the form of a study summary or a robust study summary in IUCLID format. More guidance on when to provide a robust study summary or a study summary is available in section 8.2.2.6.

8.1.3.2 Step 2: Consider information needs

The registrant must identify precisely what the information requirements for the substance are. REACH requires the submission of information on:

- Substance identity
- Physicochemical properties
- Mammalian toxicity
- Ecotoxicity
- Environmental fate, including abiotic and biotic degradation.
- Information on manufacture and use(s) as well as risk management measures.

Regardless of tonnage, the registrant must always provide all relevant physicochemical, toxicological and ecotoxicological information that is available to him even if not required (e.g. information he holds himself or that he can obtain from other information sources). He has to fulfil the standard information requirements on intrinsic properties as laid down in column 1 of *Annexes VII to X* for substances manufactured or imported in a certain tonnage band, and when a new tonnage level is attained, the information requirements of the corresponding Annex must be added. In addition he needs to submit information on manufacture and use(s) as laid down in *Article 10* and *Annex VI*.

In each of the *Annexes VII to X*, column 2 lists specific criteria, e.g. exposure or hazard characteristics, according to which the standard information requirements for individual endpoints may be modified (adapted), i.e. specifying possibilities for waiving the requirements for certain information or in certain cases defining the need for additional information. When waiving information, i.e. not providing the information requested in one of the Annexes, based on the condition in column 2 of the relevant Annex, the registrant must provide adequate justification and include this in the registration dossier.

In addition to these specific rules, the registrant may adapt the required standard information requirements according to the general rules contained in *Annex XI* which refers to situations where:

¹¹ OECD (2006) Manual for investigation of HPV Chemicals. Chapter 2: SIDS, the SIDS plan and the SIDS Dossier.

- (1) testing does not appear scientifically necessary. This can be the case when appropriate information can be obtained using existing data, non-testing methods ((Q)SARs, on read-across or a grouping approach), and *in vitro* methods;
- (2) testing is technically not possible;
- (3) testing may be omitted based on exposure scenarios developed as a part of a CSA (note that this only applies to information requirements in *Annex IX-X* and in *sections 8.6* and *8.7* in *Annex VIII*).

In all cases, adequate justification and documentation shall be provided. The justification shall be based on a thorough and rigorous exposure assessment in accordance with *section 5 of Annex I* and be consistent with one of the criteria *a) to c) of section 3.2 of Annex XI*.¹²

Detailed information on exposure based adaptations is available in Chapter R.5 of the Guidance on information requirements and chemical safety assessment.

It should be noted that a registrant of a substance for which the information requirement based on the tonnage band is in *Annexes VII* or *VIII* might have to prepare a testing proposal for higher tier tests of *Annexes IX* or *X*, if he considers this necessary, in order to gain more information on the hazardous properties of its substance, as in the following examples:

- The available information on an endpoint is inconclusive on the hazard.
- Further testing is triggered by structural alerts.
- The chemicals safety assessment (CSA) indicates that there is a risk and the registrant decides to refine the DNELs/ PNECs or the PECs (requesting further environmental fate information) instead of applying RMM.
- There is a need to identify or refine the assessment of a certain hazardous property and this could have an impact on the classification and labelling of the substance.
- There is a need to improve the PBT/vPvB assessment (e.g. when the PBT assessment is based only on screening test results like log Kow, ready biodegradability test results).

Considerations for phase-in substances manufactured or imported between 1 to 10 tonnes per year.

In case of phase-in substances between 1 to 10 tonnes, the information requirements in *Annex VII* (except for physico/chemical properties) can be waived if none of the criteria laid down in *Annex III* are met. More guidance is available in Guidance on information requirements and chemical safety assessment. It should be borne in mind, however, that the requirement to submit all available information applies also in these cases.

8.1.3.3 Step 3: Identify information gaps

In this step the registrant has to compare the information requirements identified in step 2 with the information gathered in step 1 and identify where there are information gaps and consider how missing information can be generated. The registrant has therefore first to assess the information gathered by using usually a weight of evidence approach in order to determine whether the information requirements are already met or if this not the case.

If at the end of the assessment process the information is considered insufficient, then the registrant should go to step 4.

¹² Annex XI has been revised and amended by Commission Regulation (EC) No 134/2009 of 16 February 2009.

Registrants have also the flexibility to provide data beyond their obligations as listed in *Annexes VII to X*, when they consider it necessary to fulfil their obligations to ensure safe handling and use of their chemicals. It should be noted, however, that when these tests concern the tests listed in *Annexes IX-X* a testing proposal has to be submitted prior to performing any test and a scientific justification for the need of these test should be included. This testing proposal has to be evaluated by the Agency.

8.1.3.4 Step 4: Generate new information or propose a testing strategy.

When there is an information gap which cannot be filled by any of the non-testing methods mentioned in step 2, the registrant has to take action depending on the missing test/information identified in step 3:

- when *Annexes VII* or *VIII* apply the registrant has to **generate** new information according to the guidance given in the Guidance on information requirements and chemical safety assessment (note that this does not apply to tests on vertebrate animals in *sections 8.6 and 8.7 in Annex VIII*);
- when *Annexes IX* or *X* apply the registrant has to prepare a **testing proposal** in any case and submit this as part of his registration dossier to the Agency for its consideration (note that this also applies to non-vertebrate animal tests listed in *Annexes IX and X*). The choice of the relevant test to be performed should be made based on the application of so-called Integrated Testing Strategies (ITS) developed for each endpoint. For further guidance on ITS Chapter R.7 of the Guidance on information requirements and chemical safety assessment should be consulted. In this case, the registrant has to implement and/or recommend to downstream users interim risk management measures while awaiting the outcome of the Agency decision regarding the test proposal and the subsequent conduction of the test proposed.

When new testing is carried out, procedures in accordance with Good Laboratory Practice (GLP) must be followed for environmental (including ecotoxicity and fate) or toxicological tests (*Article 13(4)*) and the test methods used must be *in accordance with the tests methods laid down in a Commission Regulation or in accordance with other international test methods recognised by the Commission or the Agency as being appropriate (Article 13(3))*. Other methods may also be used provided that the conditions set out, in *Annex XI* and exemplified in the Guidance on information requirements and chemical safety assessment, are met, in particular:

- they are adequate for the purpose of classification and labelling and/or risk assessment;
- sufficient documentation is provided to assess the adequacy of the study;

It is important to stress that testing on animals should be seen as the last resort. Testing on animals should only be proposed when the registrant considers it necessary to obtain additional information for assessing and documenting that risks are adequately controlled.

All the above conditions should be considered, not only to design fit-for-purpose *in vivo* tests, but also for providing a justification for not performing *in vivo* testing under certain circumstances.

When preparing a testing proposal, the registrant must provide a justification that:

- the testing is necessary:
 - for the purpose of bringing the registration dossier into compliance (i.e. the testing proposal is needed to fulfil the REACH information requirements);

- as the results will increase the knowledge on the dangerous properties of the substance in order to protect human health or the environment. This is particularly important when additional testing for endpoints beyond the standard information requirements are proposed (see more information in the Guidance on evaluation);
- the testing proposal is adequate, i.e. reliable and relevant (as defined in the Guidance on information requirements and chemical safety assessment).

Following the examination by the Agency of the testing proposal, the registrant receives a formal decision and has to take appropriate action within the deadlines set by the Agency (unless he decides to appeal against the decision of the Agency). For more details see the Guidance on evaluation.

8.2 GENERATION OF THE REGISTRATION DOSSIER

All relevant and available information has to be documented in both the technical dossier and for substances manufactured or imported in quantities of 10 tonnes or more per year per registrant in the chemical safety report (CSR). At least all the information required under *Article 10(a)* for the technical dossier and under *Article 10(b)* for the CSR needs to be documented in the recommended reporting formats which must be, for the technical dossier, IUCLID (*Article 111*).

Tasks to be undertaken:

- Document the technical dossier with all relevant and available information according to *Article 10* and *Annexes VI to XI* in IUCLID (see section 8.2.2).
- Carry out the Chemical Safety Assessment (CSA) for substances manufactured or imported in quantities of 10 tonnes or more per year per registrant (see section 8.2.3):
 - Carry out the hazard assessments (human health, environment, physico-chemical properties) and the PBT/vPvB assessment
 - If the substance fulfils the criteria for any of the hazard classes set out in *Article 58 (1)* of the CLP Regulation or is assessed to be a PBT or vPvB, document:
 - Define and carry out the exposure assessment(s) (including exposure scenario(s)).
 - Carry out the risk characterisation.
- Record the results of the CSA in the CSR format.

Once generated the registration dossier is submitted to the Agency using REACH IT as described in Figure 4.

Documents to be consulted:

The Agency has developed a number of documents, i.e. Data Submission Manuals and Practical Guides, that provide detailed and practical information on how to generate a registration dossier. Registrants are advised to consult these documents, together with the present Guidance, before the preparation of a registration dossier. All the documents are available on ECHA webpage at: http://echa.europa.eu/reachit_en.asp.

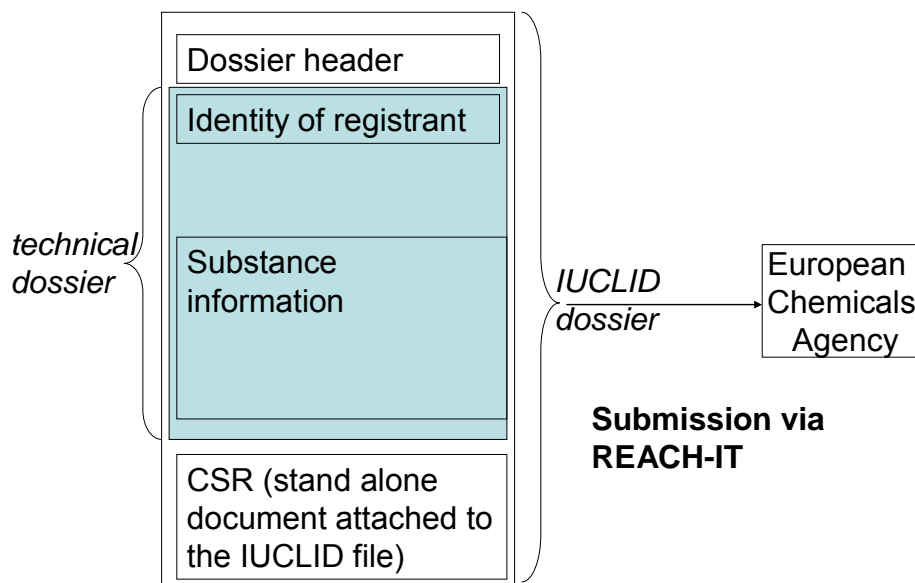


Figure 4 Structure and format of the registration dossier prepared using IUCLID

8.2.1 IUCLID

This part of the document gives more detailed guidance on how to use IUCLID 5 for the preparation of the registration dossier. IUCLID 5 software can be downloaded from the IUCLID website [<http://iuclid.eu>] for free by all parties, if used for non-commercial purposes.

IUCLID 5 was developed for entering, storing and disseminating information on the properties and uses of substances. In particular, for each endpoint, harmonised data templates¹³ have been developed in cooperation with the OECD so that IUCLID 5 can be used in different chemical assessment programmes, like the OECD HPV Chemicals Programme, US HPV Challenge Programme, Japan Challenge Programme, EU Biocides Directive as well as the EU REACH regulation. More information, such as information on exposure can also be stored in less structured but specific fields.

IUCLID 5 can also be used for preparing parts of the assessment reports. In particular, there are endpoint summary sections which allow the user to report the justification and summary of the assessment at each endpoint level that could be used for the equivalent section in the Chemical Safety Report (CSR). Some of these endpoint summary sections also exist at (eco)toxicological properties level, to report DNELs and PNECs.

All available and relevant information has to be reported in IUCLID. The decision of what is relevant is up to the registrant but some issues need to be taken into consideration as detailed in section 8.2.2.

¹³ An OECD harmonised template is a standard format for reporting a summary of the results of a test on a chemical to determine its properties or effects on human health and the environment (e.g. hydrolysis, skin irritation, repeat dose toxicity, etc.). These templates can be used for reporting summary results for testing on any type of a chemical (e.g. pesticides, biocides, industrial chemicals).

8.2.2 Generation of the technical dossier

8.2.2.1 Level of detail of information to be reported in the technical dossier

It is recommended to report all available data, whether valid or not, so that all the work of gathering data is documented. The level of detail when reporting those data may vary considerably depending on the data as discussed further in this section. This might be in particular important when the registrant is confronted with several tests with conflicting results.

The registrant should make every effort to report original data rather than results obtained from literature reviews. This, in particular, to avoid reporting the same results several times.

The **level of detail** needed to be reported in IUCLID depends on each situation. For key studies, it is important that as many details as necessary to describe the test protocol and justify the validity of the result are reported. For information that has been judged as of insufficient quality by the registrant, a justification should be given, in particular, for all studies potentially demonstrating a higher concern than in the retained information. For data that are judged of insufficient quality and which would demonstrate a lower concern, only a minimum level of detail can be reported such as the reference of method and the result.

Guidance on assessing the reliability of the studies is available in Chapter R.4 of the Guidance on information requirements and chemical safety assessment. In particular, a scoring system developed by Klimisch *et al* (1997) to assess the reliability of data, particularly from toxicological and ecotoxicological studies, that may be extended to physico-chemical and environmental fate and behaviour studies is described. This system distinguishes 4 levels of reliability which can be reported in IUCLID:

1: reliable without restrictions; 2: reliable with restrictions; 3: not reliable; 4: not assignable

All information needs to be reported in an endpoint study record in IUCLID 5. When there are several sources of information on a given endpoint several study records can be reported. In addition it is recommended to also provide information in the endpoint summary on the different information gathered on a particular endpoint (e.g. acute toxicity to fish) or a more general assessment (e.g. ecotoxicological information). Definitions of endpoint study record and endpoint summary are detailed in the box below and more information is available in section B 4.2.2 of the IUCLID 5 End User Manual.

Endpoint study record

An endpoint study record as defined in IUCLID 5 provides a standard format for reporting the results of a test on a chemical, with predefined fields and free text prompts which helps the user to summarise a study. The information is entered and stored in the fields provided on the data entry window of IUCLID.

Endpoint summary

An endpoint summary includes the summary of the evaluation made of all relevant study summaries or robust study summaries compiled in a specific IUCLID section. On the endpoint level (e.g. short-term toxicity to fish), an endpoint summary should focus on the most important information, i.e., most critical results and conclusions, and justify the use of certain studies for this hazard identification. This information can come directly from a key study, but it can also be derived from a weigh of evidence

approach or any other means.

The purpose of endpoint summaries is to describe and summarise the result of the evaluation made on all available information for a specific endpoint and conclude on the assessment for that endpoint. "Endpoint summaries" are also available at a higher level of the IUCLID hierarchy, such as "ecotoxicological information", and their purpose is to document information that is needed for the chemical safety assessment, such as PNECs or DNELs.

8.2.2.2 IUCLID templates

The registrant needs to report in the technical dossier all relevant and available information on the substance. As the standard information requirements depend on the tonnage manufactured or imported, the registrants can select the appropriate template depending on the tonnage level of registered substance. In these dossier templates all relevant sections to be filled for fulfilling the requirements under *Article 10(a)* are highlighted. The different templates for the technical dossier available in IUCLID 5 are reported in Table 2.

As REACH requires that all relevant available information shall be gathered in the technical dossier, the registrant should document all the studies he has and not only those required by a specific tonnage band. As a consequence the registrant should not rely only on the highlighted fields in the selected IUCLID 5 template to be sure to comply with REACH and should anyway document all relevant available information gathered. The REACH template in IUCLID 5 should be used only as a starting point in the preparation of the technical dossier but, as it is only based on the tonnage, the registrant should still check if he is in compliance with the REACH requirements, that is, if he does not need to provide additional information as explained in section 8.1.3.4.

Table 2 IUCLID 5 templates for the registration dossier

IUCLID 5 registration dossiers	Comments
REACH registration 1 – 10 tonnes, physico-chemical requirements	Used in case of stand alone registration or by lead registrant in case of joint registration (see section 8.2.4.1)
REACH registration 1 – 10 tonnes, standard requirements	
REACH registration 10 – 100 tonnes	
REACH registration 100 – 1000 tonnes	
REACH registration above 1000 tonnes	
REACH registration member of a joint submission – general case	Used by members of a joint submission (not the lead registrant) (see section 8.2.4.2)
REACH registration member of a joint submission – intermediates	
REACH registration on-site isolated intermediates above 1 tonne	Used in case of stand alone registration or by lead registrant in case of joint registration (see section 8.2.4.1)
REACH registration transported isolated intermediates 1 – 1000 tonnes	
REACH registration transported isolated intermediates above 1000 tonnes	

The registrant must then fill IUCLID 5 fields by using the information gathered earlier in the process. The way to fill the different fields as well as the level of details needed is described in the following sections. In order to facilitate the work of the registrant this guidance for preparing the technical dossier has been developed in following the structure of IUCLID 5 but with clear links to the information requirements described in *Article 10* and *Annex VI*. Furthermore a summary of the information listed in *Article 10* and the corresponding sections in *Annex VI* and IUCLID 5 file is provided in Table 3.

When filling the technical dossier (using IUCLID 5) the registrant has to remember that this is closely linked to the assessment of the substance and that some parts (e.g. hazard assessments) of the chemical safety assessment might have been performed even for substances below 10 tonnes per year (see also section 1.3)

Table 3 Relation between information required under Article 10 and the corresponding sections in Annex VI and IUCLID 5 file

Article 10	Annex VI	IUCLID 5
(a) technical dossier		
(i) identity of the manufacturer or importer	Section 1: General registrant information	Legal entity & Section 1.1
(ii) identity of the substance	Section 2: Identification of the substance	Sections 1.1, 1.2, 1.4
(iii) manufacture and use(s) of the substance and if relevant use and exposure categories	Section 3: Information on manufacture and use(s) of the substance(s)	Section 3
(iv) classification and labelling	Section 4: Classification and labelling	Section 2
(v) guidance on safe use	Section 5: Guidance on safe use	Section 11
(vi) study summaries of information derived from the application of Annexes VII to XI		Sections 4, 5, 6 and 7
(vii) robust study summaries of the information derived from the application of Annexes VII to XI if required under Annex I		Sections 4, 5, 6 and 7
(viii) indication regarding the review by an assessor of information submitted under (iii), (iv), (vi), (vii) and (b)		Dossier header ¹⁴
(ix) proposals for testing		Sections 4, 5, 6, 7 and dossier header
(x) exposure information for substances in quantities of 1 to 10 tonnes	Section 6: Information on exposure for substances registered in quantities between 1 and 10 tonnes per year per manufacturer or importer	Section 3.5
(xi) request as to which information in Article 119(2) should not be made available on the Internet		All relevant sub sections
(b) Chemical safety report		Attachment in section 13

8.2.2.3 General information on the registrant and on the registered substance

General information consists mainly of:

- Registrant(s) identification information.
- Substance identification information.

Information regarding registrant identification as specified in *Article 10(a)(i)* and *Annex VI* (section 1) must be reported in the technical dossier under section 1.1 of the IUCLID 5 file. Guidance on how to document legal entity in IUCLID is available in section D.9 of the IUCLID 5 End User

¹⁴ The dossier header consists of information which is going to be used for administrative purposes and it is completed by the applicant when preparing his dossier from the substance data sets.

Manual. As far as possible all fields and all information specified in *section 1 of Annex VI* have to be documented in IUCLID 5 for the technical dossier to be complete. It includes: registrant's name, address, telephone number, fax number and e-mail address, the details about the contact person and when appropriate the information about location of registrant's production and own use site(s). If the registrant has appointed a third party representative, the identity and the contact details of this representative should also be included under this section of the technical dossier.

The registrant also needs to submit under this section of IUCLID 5 all the information required in the technical dossier dealing with the identification of the substance as referred to in *Article 10(a)(ii)* and *section 2 of Annex VI*.

A substance is identified by its chemical identity, molecular and structural formula, chemical composition and content of each constituent in the substance. Required information listed in *section 2 of Annex VI* shall be documented as far as possible including the information on the substance, its composition, degree of purity, nature of impurities and information on the analytical methods.

The identification step is an essential part for REACH registration and the registrant should consult the Guidance on substance identification in order to clearly identify and name their substance appropriately. The step of gathering information on the identity of the substance should be done early in the registration process at the level of the pre-registration or inquiry steps. Therefore the registrant should have all the information required in the technical dossier and should be able to fill all the required fields in IUCLID 5. Guidance is given in the Guidance on substance identification and the Data Submission Manual 18.

In section 1.3 of IUCLID 5 the inquiry or pre-registration number should be filled in the regulatory programme identifiers fields.

In case of a joint submission, the lead registrant can identify the members of the joint submission in section 1.5 of the IUCLID 5 file. The same applies to the other registrants who can identify the lead registrant that submits the technical information on their behalf. However, this information has only an administrative value in IUCLID 5. The identification of a joint submission and its members has to be carried out in REACH-IT for the purpose of registration. Detailed information on how to create a joint submission in REACH-IT is available in the REACH-IT User Manual Part 07-Joint Submission.

8.2.2.4 Classification and labelling

The registrant has to determine the classification and labelling of his substance with respect to physico-chemical properties, environment and human health.

The final classification and labelling decision should be documented within section 2 of IUCLID 5 as well as the rationale for non classification when this is the case. The rationale for the decision for a classification can be clearly documented in each of the relevant endpoint summary sections. For example the classification for the environment should be justified under the endpoint summary for ecotoxicological information, the classification for physico-chemical properties and human health should be justified under the relevant endpoint summary (e.g. under acute toxicity, flammability, etc.). For more guidance on where information on classification and labelling should be provided the Data Submission Manual 5 should be consulted.

Registration dossiers submitted from 1 December 2010 onwards must include the information on the classification and labelling of the substance according to the CLP criteria. This is achieved by filling in section 2.1 of the IUCLID 5 dossier. Before 1 December 2010, the classification and

labelling information required in the registration dossier had to be developed in accordance with the criteria in Directive 67/458/EEC and presented in section 2.2. of IUCLID 5.

All registration dossiers submitted to the Agency before 1 December 2010 will have to be updated without undue delay regarding the information on the classification and labelling, unless this information was already provided according to the CLP Regulation criteria.

To ensure that the classification and labelling of hazardous substances are available to all stakeholders and the general public, the Agency will record the classification and labelling proposed in the registration dossier within the classification and labelling inventory established and maintained by the Agency. The classification and labelling inventory will contain the classification of all substances subject to registration as well as of all substances within the scope of the CLP Regulation which meet the criteria for classification as hazardous and are placed on the market.

It is recommended that registrants, before classifying their substance consult Annex VI of the CLP Regulation (where all harmonised classification and labelling of hazardous substances have been listed) as well as the classification and labelling inventory if available in order to check if their substance is already listed. If already listed in the CLP Regulation (and therefore harmonised at Community level) they should follow this harmonised classification. If already listed in the inventory but not in Annex VI of the CLP Regulation, they should make every effort to harmonise their classification with other registrants, potential registrants having pre-registered and other notifiers of the classification and labelling of the same substance.

8.2.2.5 Manufacture, use and exposure

Information on the manufacture and use(s) of the substance as mentioned under *Article 10 (a)(iii)* and specified under *section 3 of Annex VI* shall be documented in section 3 of IUCLID 5.

The registrant has the possibility to record substantial amounts of information in IUCLID 5 file regarding manufacture, use and exposure (e.g. technological processes, estimated quantities, exposure and uses categories, wastes). It is up to the registrant to decide on the level of detail to report, however all fields required under *section 3 of Annex VI* have to be filled.

How to report the tonnage in IUCLID 5?

Reporting appropriately the tonnage in IUCLID 5 is very important as this will, among other things, be used for checking the completeness of the dossier and the fee calculation.

In section “3.2 Estimated quantities” of IUCLID 5 the following fields will have to be completed:

- *Year*: calendar year for which the tonnage is reported (see 1.6.2.3). In order to capture the wish of a registrant to register its substance for a higher tonnage band than what he is actually supposed to register (e.g. to anticipate an increase of tonnage or for the case of non-phase in substances) it is requested to report the tonnage of the dossier (which can be higher than the expected manufactured or imported tonnage) for the year of submission of the dossier.
- *Tonnage*: total tonnage manufactured or imported in the form of substance on its own or in mixtures, including “intermediate” uses reported (see below). It should NOT include the tonnage of the substance imported in articles. The information requirements will be based on the “*Tonnage- Intermediates (on-site) – Intermediates (transported)*”.

- *Own use*: tonnage which is used by the registrant. This should include both uses as an intermediate and as a non- intermediate.
- *Intermediate (on-site)*: tonnage of the substance manufactured for use as on-site intermediate under strictly controlled conditions (see the Guidance for intermediates).
- *Intermediate (transported)*: tonnage of the substance manufactured or imported and used as intermediate under strictly controlled conditions.

Warning:

- if part of the tonnage is used for the purpose of PPORD, if it is covered by a PPORD notification it should not be included here. If it is not covered by a PPORD notification it should be included here and included in the tonnage used for the determination of the information requirement.

For the tonnage of the substance imported in articles, the information should be reported in “3.4 Form in the supply chain”. The tonnage to be reported here should only take into account the tonnage of the substance in articles where the substance is intended to be released (for more guidance, see Guidance for articles). If the substance is intended to be released and is not already registered for that use, then it should be registered. If the substance is also manufactured or imported on its own or in a mixture by the registrant, the registrant should cover the use(s) of the substance in article(s) in his registration dossier. If the registrant only imports the substance in article where it is intended to be released, and has not been able to find a registration by other registrants covering his use(s), the information requirement will be based on the tonnage of the substance imported in articles where it is intended to be released (reported in section 3.4 of IUCLID 5).

Other manufacture and use information

The exposure scenario(s) will be attached to the IUCLID 5 file as an integral part of the CSR, if the CSR is required. However, the exposure scenario(s) could also be attached to the IUCLID 5 file under section 3 dealing with manufacture, use and exposure.

In addition for substances manufactured or imported between 1 and 10 tonnes for which no chemical safety report is required, registrants need to provide the information described in section 6 of *Annex VI* such as main use category, specification for industrial and professional use, significant routes of human and environmental exposure as well as the pattern of exposure. This information needs to be documented in section 3.5 of IUCLID (Identified uses and exposure scenarios).

8.2.2.6 Information requirements on inherent properties (*Annexes VII to X*)

All relevant available information on physicochemical, environmental fate and pathways, ecotoxicological and toxicological properties as specified under *Annexes VII to XI* have to be provided in IUCLID 5 in the endpoint study record of their respective fields in the form of study summaries and robust study summaries (*Article 10(a)(vi) and (vii)*).

Figure 5 summarises the different steps to follow when filling endpoint study records and endpoint summaries in IUCLID 5 with the relevant information on the inherent properties of the substance.

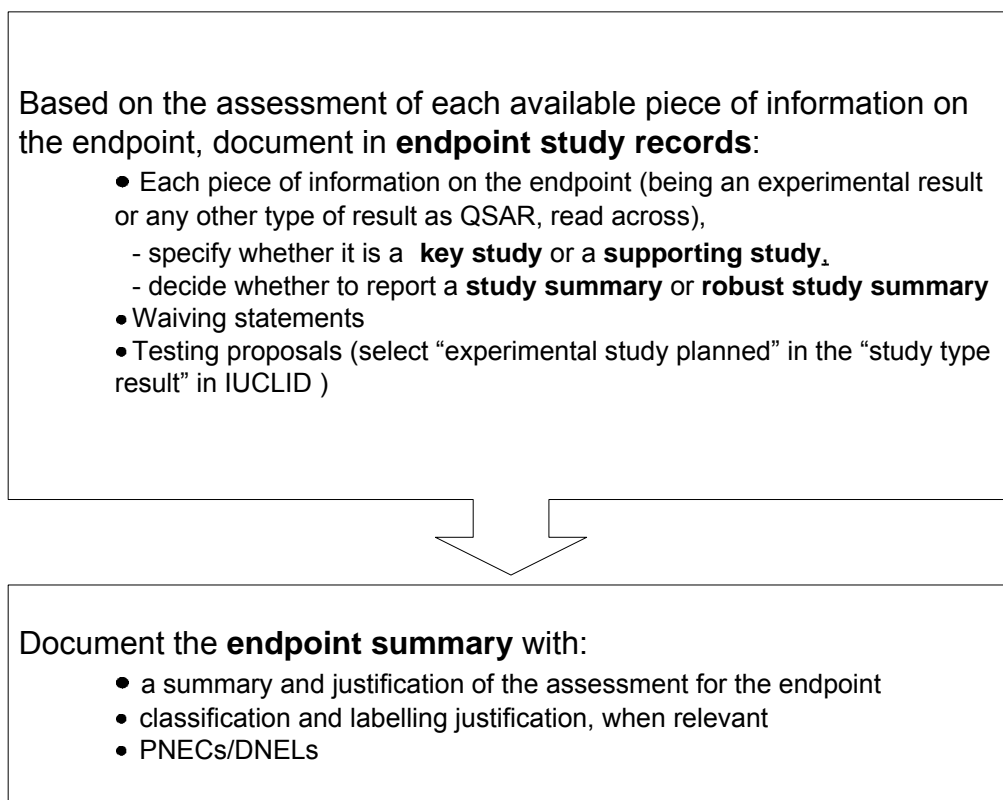


Figure 5 Documentation of endpoint study records and the endpoint summaries

More guidance on the required level of detail and on when it is recommended to provide a complete robust study summary or just a study summary is described below.

8.2.2.6.1 Guidance on when to provide a robust study summary or a study summary when filling the technical dossier with information on each specific endpoint

A **robust study summary** should reflect the objectives, methods, results and conclusions of a full study report. The information included must be provided in sufficient detail to allow a technically qualified person to make an independent assessment of its reliability and completeness – minimising the need to go back to the full study report. Furthermore, it should contain sufficient information to determine whether the right key study(ies) has been chosen for an endpoint.

It is required to provide robust study summaries only for information derived from the application of *Annexes VII to XI* if required under *Annex I* in the technical dossier (*Article 10 (a)(vii)*). Robust study summaries need to be provided in the technical dossier only when a chemical safety report is required, therefore only for substances above 10 tonnes per year, and only for key studies (*Article 10 (a)(vii)*). However, it is recommended to provide robust study summaries in the technical dossier for all key studies including for substances manufactured and produced at less than 10 tonnes per year as this would facilitate the evaluation work made by the Agency and eventually Member States in the frame of substances evaluation and may eventually avoid them to request further information.

In addition there might be cases where it could be useful to provide robust study summaries for non key studies. For example, in case the key study is not the one giving rise to the highest concern it might be useful to prepare a robust study summary for this study as well as for all the studies demonstrating a higher concern, or at least to report sufficient information to justify the disregard of these results so that the choice of the key study is better justified.

For all other available studies, used as supporting information in the assessment of the substance, only a **study summary** needs to be provided in the technical dossier as for these studies less details are necessary. It is nevertheless very important that the reasons why the study has not been selected as a key study are reported, especially in case of higher concern.

Substances may have more than one study available for an endpoint and among these studies more than one might be adequate. The registrant might therefore encounter one or more of the situations described in the following Figure 6.

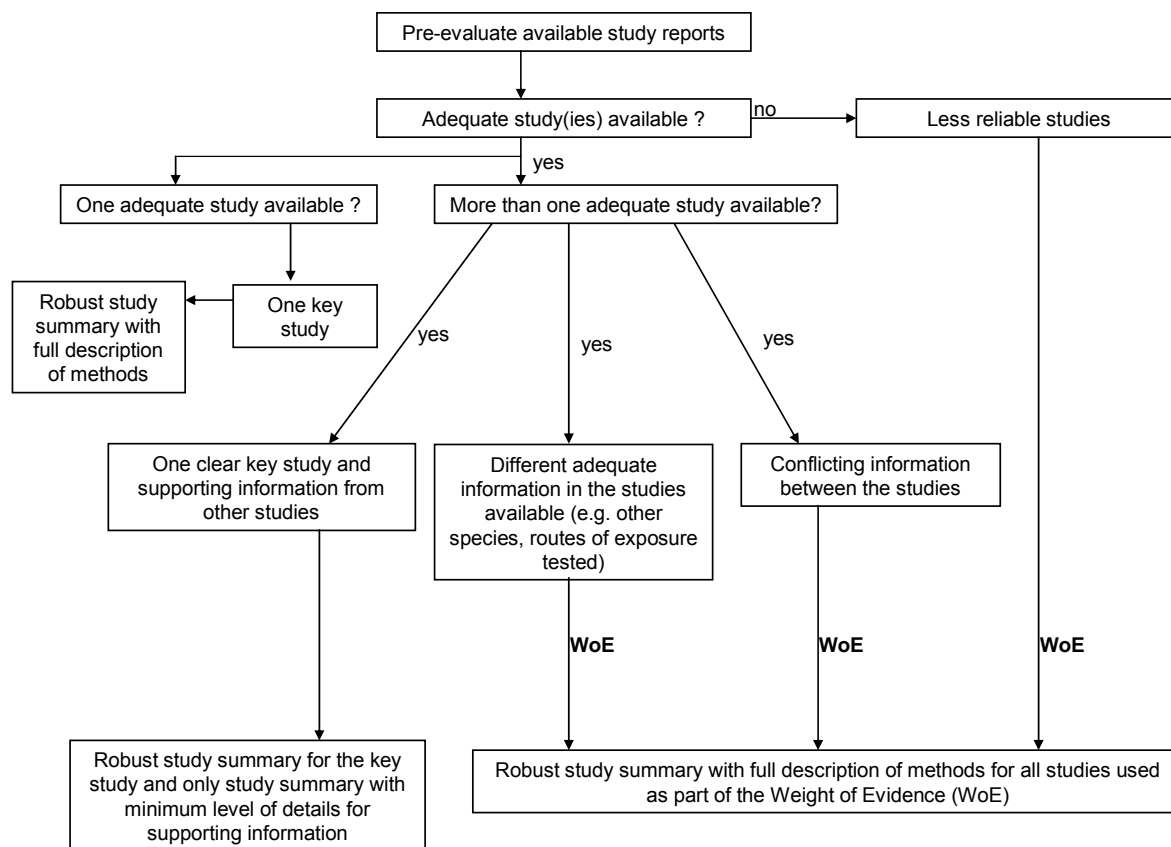


Figure 6 Decision tree on when to document a study with a robust study summary or a study summary

It is reasonable to expect that there will be cases where several *inadequate or less adequate* data on a given REACH endpoint may exist.

It has to be underlined that when using a weight of evidence approach there might be cases where several less adequate/reliable studies on a given endpoint may exist (tests not performed in accordance with the test methods referred to in *Article 13(3)* for example). If a rationale can be presented to show that such tests adequately describe the endpoint of concern, a further test for that particular endpoint may not be necessary. For example there may be several repeated dose studies available on a chemical, none of which would be acceptable by itself due to some deficiency (e.g. small group sizes, insufficient number of dose groups, insufficient parameters, etc). Collectively, however, the different studies show effects in the same target organ at approximately the same dose and time.

- Only one adequate (reliable and relevant) study is available on the endpoint assessed.

When only one adequate study is available this is the key study and a robust study summary

should be provided. The studies considered as less adequate (e.g. studies for which the reliability is considered as lower than the reliability of the key study but which is nevertheless a valid study) should nevertheless be documented as supporting information or as part of the available information but for these the registrant only needs to provide less detailed study summaries.

- More than one adequate study is available on the endpoint assessed.

When several adequate studies are available there might be more than one key study. The studies available can be used as part of a weight of evidence approach (see also the Guidance on information requirements and chemical safety assessment - Chapter R.5 for general information and Chapter R.7 for information on specific endpoints). The use of a weight of evidence approach is common practice when more than one study is available on an endpoint. This might be particularly useful in the following cases:

- There is more than one adequate study but with conflicting information available as well as other less adequate studies.

In that case it is highly recommended to prepare robust study summaries for all studies used as part of the weight of evidence approach even for those less adequate studies.

- There is more than one adequate study in which different species were tested or different exposure routes were used.

In this case more than one study can be considered as key study to be used in the assessment. In this case it is very useful to prepare a robust study summary for each of these studies to facilitate the understanding of the choices made in the evaluation.

- Only studies considered as less adequate/reliable are available.

In case where the available information is individually considered as not completely adequate, the registrant might nevertheless consider that by using a weight of evidence approach the information is sufficient for the intended purpose. In that particular situation a robust study summary should be prepared for each study used as part of the weight of evidence approach.

8.2.2.6.2 Further recommendation on when to provide robust study summaries for non key studies

As stated in section 8.2.2.1 the level of detail needed to be reported in IUCLID depends on each situation. In the two situations described below it is recommended to report information on the study with a significant amount of detail.

- When the study is performed according to non-standard protocols.

For studies not performed according to standard protocols it is recommended to provide a robust study summary to allow the evaluation of the specific conditions used during testing. The summary should in particular give enough information and highlight points that justify the choice of this protocol rather than a standard protocol as well as sufficient information regarding the adaptations made due to the intrinsic properties of the substance. This is particularly relevant for substances requiring special considerations during testing (see Guidance on information requirements and chemical safety assessment, Chapter R.5) that often need specific adaptation of testing protocols.

- When the study gives ambiguous results.

Sometimes tests performed according to accepted guidelines might give ambiguous results for which more explanations might be needed (e.g. tests without clear dose-response relationship). In such cases it is recommended to give the necessary information particularly if this study is to be used in the hazard assessment of the substance.

For each endpoint the registrant has to fill the endpoint study record. Moreover it is strongly recommended that when available the registrant should also fill the endpoint summary in IUCLID 5 as detailed below.

8.2.2.6.3 How to document the endpoint study record

When filling IUCLID 5, in order to fulfil his requirements, the registrant could be in the following situations:

- Information is available in the form of the results of a study report. The type of information can be *in vivo* tests results but also results from any alternative methods (QSARs, *in vitro* methods, read across).
- There is no information on the endpoint available, but information is available to justify the possibility for waiving (e.g. information cannot be provided because it cannot be technically obtained or information does not need to be provided because lack of exposure can be demonstrated).
- Information is not available and is necessary, and as this information is listed under *Annexes IX* and *X* a testing proposal has to be submitted.

How to document the endpoint study record with available information (study reports and alternatives methods)

IUCLID 5 allows the user to highlight if only a study summary is provided on an endpoint or a full robust study summary. However it is up to the registrant to decide which field to fill and the level of detail of information to give. In case of a robust study summary the detail level 'all fields' should be used. It is recommended to provide at least the type and amount of information in the respective fields that is relevant for the assessment of the reliability and completeness of the study report (e.g. depending on the type of test performed, physico-chemical properties of the substance).

Furthermore it should be specified in IUCLID 5 for each study if it is used as a key study, as a supporting study or as part of a weight of evidence approach¹⁵. This is a way to document the evaluation that has been made by the registrant and might be useful for IT tools developed for the preparation of the CSR (e.g. in order to report the main results in the CSR) and may also facilitate the evaluation by the Agency.

In case of use of alternative methods the registrant has also to fill the endpoint study record with sufficient information to allow proper evaluation. Particularly in case of use of QSARs it is recommended to fill as much information as possible in the IUCLID 5 structured fields but also to attach in the endpoint study record the completed report format to be found in the Guidance on information requirements and chemical safety assessment, Chapter R.6, for QSARs.

¹⁵ In IUCLID the user can select in the "Purpose flag" field in the section on "Administrative data", whether it is a key study, a supporting study, a weight of evidence approach or a disregarded study. If it is neither of those, nothing should be selected for this field.

The rationale for using read across from another substance needs to be well documented and justified in the endpoint study record.

How to document the endpoint study record with waiving statements

If the registrant waives the data this should be also recorded in the endpoint study record. A clear justification for waiving shall be given.

How to document a testing proposal

The registrant shall document the testing proposal in the endpoint study record. Since no test results are available the registrant has just to fill the "study result type" field explaining that an "experimental study is planned". When submitting a testing proposal, the registrant need to submit sufficient information to the Agency so that the Agency can take a decision as whether to accept the testing proposal as such or not. Most of the information that needs to be submitted concerns the testing protocol, i.e. the materials and methods part of the study record. In order to avoid subsequent work it is possible for the registrant to already submit all this information in the structured fields of IUCLID so that part of the endpoint study record is already filled when the registrant will update his dossier with the result of the test.

8.2.2.6.4 How to document the endpoint summary

The registrant needs also to fill the endpoint summary in order to summarise what the conclusions are of the overall assessment of an endpoint (e.g. aquatic toxicity, repeated dose toxicity) or of a more general section such as ecotoxicological information or toxicological information.

In order to be able to fill the endpoint summaries the registrant has to assess the information reported in the different endpoint study records. Depending on the situation, the registrant may be in possession of only one study on an endpoint or may have several studies.

If only one study is reported on an endpoint:

The registrant has to use the information available in the robust study summary for that study and to conclude on the endpoint in the endpoint summary. If the endpoint study record has been documented sufficiently the registrant would only need to use information already summarised in the endpoint study record.

If more than one study is available on an endpoint:

The registrant has to use all available relevant information reported in the different endpoint study records in order to conclude on the endpoint. Usually the first information to be used should be the robust study summary(ies) of the key study(ies) documented in the endpoint study record(s). The other information should be used only as supporting evidence. However there might be cases where there will be more than one key study on a specific endpoint or no key study as developed before. In these situations the assessment should be done by using all available information in a weight of evidence approach. In such situations the endpoint summary should be well documented and all studies discussed to justify the final conclusion.

The three following types of information can be reported in the endpoint summary:

- A summary of the data available on a specific endpoint as well as a conclusion regarding the assessment of a specific endpoint of the substance (e.g. reprotoxicity, acute toxicity to fish, biodegradation).

- The classification and labelling of the substance (for human health, environment and physico-chemical properties) as well as the justification for this classification.
- PNECs and DNELs values as well as the justification of the reported values.

Guidance on how to technically fill the endpoint summaries is given in section E of the IUCLID 5 End User Manual, under “endpoint summary record” guidance specific for each endpoint. It should be noted that information included in the endpoint summaries in IUCLID 5 can be automated extracted to generate specific sections of the chemical safety report.

8.2.2.7 Guidance on safe use

The registrant has to report information required under *section 5 of Annex VI* in section 11 of IUCLID 5 file and this information must be consistent with the information in the Safety Data Sheet (SDS), where an SDS is required. More information on the level of information needed in the SDS and therefore in this section is available under *Annex II (Guide to the compilation of Safety Data Sheets)*. Furthermore it is recommended to follow in-house current practices or guidance to make SDS when filling this section of the technical dossier.

In case the CSR contains exposure scenarios (ES) the latter need to be annexed to the SDS. The information on safe use in the ES, in the technical dossier and in the SDS has to be consistent. The same applies to the summary of the physico-chemical properties hazard assessment, the summary of the environmental hazard assessment, environmental fate as well as the calculated PNECs, the summary of the human health hazard assessment as well as the calculated DNELs, and, if the substance is considered PBT/vPvB to the report on PBT/vPvB properties as required under *Article 31* in the SDS.

8.2.2.8 Others

Review by an assessor

Further information shall also be provided in the technical dossier as referred to in *Article 10*. This relates particularly to the need to highlight in the technical dossier if the information submitted under (iii), (iv), (vi), (vii) or subparagraph (b) has been reviewed by an assessor chosen by the manufacturer or importer and having appropriate experience as referred to in *Article 10 (viii)*. This must be recorded in the dossier header in IUCLID 5.

Confidential information

The registrant has the possibility in IUCLID 5 to flag as confidential all sections or endpoint study records or any other information mentioned in *Article 119 (2)* (containing the list of information that would normally be made publicly available by the Agency over the Internet). This should be done by filling the “Confidentiality and regulatory purpose flags” in the “Administrative data” section of each study record concerned. The user has three options if he wants to keep the data confidential:

1. CBI (confidential business information): the data must not be provided to other companies or disseminated to the public.
2. IP (intellectual property): the data should only be provided to other companies when they are trusted (e.g. consortia or with letter of access); the data must not be disseminated to the public.

3. no PA (not public available): the data can be provided to other companies, but must not be disseminated to the public.

However, a clear justification must be provided to allow the Agency to accept this information as confidential and this should be described in the available “justification” field in the “Confidentiality and regulatory purpose flags”. It should be clear however that this applies only to information listed under *Article 119(2)* and that all information mentioned in *Article 119 (1)* shall be made publicly available in any case. For information not mentioned in *Article 119*, *Article 118* as well as the rules on access to documents (Regulation (EC) No 1049/2001) applies.

Registrants are entitled to claim confidentiality for information not to be disclosed on the Agency’s website pursuant to *Article 119 (2)* against fee payment (*Article 74 (3)*). As this claiming of confidentiality is part of compiling a registration dossier, IUCLID 5 is build in such a way that industry can flag all 7 items (a – g) listed in *Article 119 (2)* (see also section 1.8.2).

Detailed practical information on the IUCLID fields that will be disseminated and on how to claim information as confidential is available in the Data Submission Manual 15: How to determine what will be published on the ECHA website from the registration dossier and in the Data Submission Manual 16: Confidentiality claims.

8.2.3 Chemical safety report

For substances manufactured or imported at 10 tonnes or more per year, the registrant needs to submit as part of his registration dossier a Chemical Safety Report (CSR), as described in section 1.8.1. The CSR is a stand alone document which will be attached in section 13 of IUCLID “Assessment reports” to the registration dossier and will contain partly information that should already have been reported in the technical dossier. A format for the reporting of the CSR is available in *Annex I* of the REACH Regulation.

The CSR is the document reporting the Chemical Safety Assessment (CSA). Therefore, to prepare this CSR the registrant has to perform a CSA and for this:

- Perform and document hazard assessments in the relevant reporting format
 - the human health hazard assessment
 - the physicochemical hazard assessment
 - the environmental hazard assessment
 - the PBT/vPvB assessment

If the substance fulfils the criteria for any of the hazard classes set out in Article 58 (1) of the CLP Regulation or is assessed to be a PBT or vPvB, in accordance with the criteria in *Annex XIII* then the registrant has to:

- Perform and document the exposure assessment including exposure scenarios
- Perform and document the risk characterisation

A specific guidance on how to do a chemical safety assessment is available in the Guidance on information requirements and chemical safety assessment and should be consulted by registrants.

Several tools have been developed by the Agency to help registrants perform a CSA and generate a CSR:

- (1) The CSR IUCLID plugin has been designed to assist registrants in preparing a CSR. It generates the complete structure of the CSR report including all main and subsections and, in particular, pre-fills the sections for which information can be captured from IUCLID 5, i.e., mainly the CSR sections comprising the hazard assessment. The plugin generates a CSR document in text format, which can be edited and further updated as appropriate using any text processing program. The tool can be downloaded from the IUCLID website at [<http://iuclid.eu>] for free.
- (2) Chesar has been designed to help companies carry out their CSA and prepare their CSR. For this purpose the principles relating to chemical safety assessments as described in the Guidance on information requirements and chemical safety assessment have been converted into an IT application. The Chesar tool works as a plugin to IUCLID 5 and can also be downloaded from the IUCLID website [<http://iuclid.eu>] for free.

The different steps of the CSA are explained below although the assessment should have been done earlier in the process, while preparing the technical dossier.

8.2.3.1 Hazard assessment

The assessment starts with the assessment of physicochemical, human health and environmental hazard. In addition, the registrant has also to assess if the substance is persistent, bioaccumulative and toxic (PBT) or very persistent and very bioaccumulative (vPvB).

As mentioned previously the hazard assessments should be performed on the basis of all available and relevant information which should be reported in the technical dossier. The registrant should rely particularly on the key studies identified in the technical dossier for the relevant endpoints. In addition to these key studies, information available in other studies could also be used by the registrant as supporting information or as part of a weight of evidence approach as described before in the guidance.

8.2.3.1.1 Human health hazard assessment

The objective of the human health hazard assessment for the registrant is to classify and label their substance and to determine a derived no-effect level(s) (DNEL) for workers and the general population. The DNEL is regarded as an exposure level (internal or external) below which an adverse effect will not occur. The DNEL is derived from toxicity test results using appropriate assessment factors. These toxicity results should be reported in the technical dossier in the different endpoint study records and the result of the assessment should be reported in the endpoint summary once the assessment is finalised as well as the DNELs values calculated. The guidance on how to derive a DNEL is available in Chapter R.8 of the Guidance on information requirements and chemical safety assessment.

The classification and labelling of the substance should be performed on the basis of information available in the endpoint study records as detailed in section 8.2.2.4.

In conclusion, the main task of the registrant is to first document the human health assessment of the relevant endpoints in the endpoint summaries in IUCLID 5 and then to use this information as a basis for section 5 of the CSR.

8.2.3.1.2 Physicochemical hazard assessment

The objective of the physicochemical hazard assessment is for the registrant to determine the classification and labelling of their substance and to assess, as a minimum, the potential effects to human health for explosivity, flammability and oxidising potential. Guidance on how to assess physico-chemical properties can be consulted in Chapter R.7 of the Guidance on information requirements and chemical safety assessment.

The classification and labelling of the substance should be performed on the basis of information available in the endpoint study records as detailed in section 8.2.2.4.

A summary of the different effect and at least the explosivity, flammability and oxidising potential shall be reported in section 6 of the CSR on the basis of the information available in the technical dossier under the relevant IUCLID 5 endpoint study records.

8.2.3.1.3 Environmental hazard assessment

The objective of the environmental hazard assessment for the registrant is to classify and label their substance and to determine a predicted no effect concentration (PNEC) below which adverse environmental effects in the environmental compartments are not expected to occur. The guidance on how to derive a PNEC is available in Chapter R.9 of the Guidance on information requirements and chemical safety assessment.

The classification and labelling of the substance should be performed on the basis of information available in the endpoint study records as detailed in section 8.2.2.4.

A summary of the different effects on the environmental targeted compartments (aquatic, terrestrial, atmospheric and micro-organisms of the sewage treatments systems) shall be reported in section 7 of the CSR on the basis of the information available in the technical dossier under the relevant IUCLID 5 endpoint study record. The result of the assessment, once finalised, should also be reported under the relevant endpoint summaries in IUCLID 5 as well as the calculated PNECs values.

In addition to information on potential effects on the environment, the registrant has also to document the environmental fate (e.g. degradation, bioaccumulation) of the substance under section 4 of the CSR as this information is used, for example, when determining the classification and labelling of the substance or for exposure assessment.

8.2.3.1.4 Persistent bioaccumulative and toxic (PBT)/ very persistent and very bioaccumulative (vPvB) assessment

The objective of the PBT/vPvB assessment is to determine if the substance fulfils the criteria given in *Annex XIII* and if so, to characterise the potential emissions of the substance. Guidance on how to perform a PBT/vPvB assessment is available in Chapter R.11 of the Guidance on information requirements and chemical safety assessment.

Relevant information regarding the Persistent, Bioaccumulative and Toxic (PBT) properties of the substance should be already available in the CSR under respectively sections 4 for Persistence and Bioaccumulation and 5 and 7 for Toxicity. The registrant should then be consistent with what is

written under these sections when performing the PBT/vPvB assessment. In addition further information, like monitoring data might also be useful (as described in the Guidance on information requirements and chemical safety assessment).

The conclusion of the PBT, vPvB assessment should be reported in section 8 of the CSR. If at the end of the assessment the substance is assessed to be PBT/vPvB, an emission characterisation shall be performed and reported as well under section 8 of the CSR.

8.2.3.2 Exposure assessment

When the result of the hazard assessments indicates that the substance fulfils the criteria for any of the hazard classes set out in Article 58 (1) of the CLP Regulation or is assessed to be a PBT or vPvB, in accordance with the criteria in *Annex XII* the registrant shall perform an exposure assessment.

The exposure assessment consists of determining quantitatively or qualitatively the dose/concentrations of the substance to which humans and the environment are or may be exposed. The exposure assessment includes two steps:

- 1) Generation of exposure scenario(s)
- 2) Exposure estimation

An exposure scenario is a set of conditions that describe how a substance (as such, in a mixture or in an article) is manufactured or used during its life-cycle and how the manufacturer or importer or downstream user controls or recommends controlling exposure of humans and the environment. It must include the appropriate risk management measures and operational conditions that, when properly implemented, ensure that the risks from the uses of the substance are adequately controlled.

These exposure scenarios are the output of the iterative CSA. For more guidance how to develop exposure scenarios and perform exposure estimation please consult the Guidance on information requirements and chemical safety assessment. (Section D and Chapters R.14-R.18).

The exposure assessment has to be reported in section 9 of the CSR.

8.2.3.3 Risk characterisation

The risk characterisation is the final step in the chemical safety assessment where it should be determined whether risks arising from manufacture/import and uses of the substance are adequately controlled. The registrant shall compare no effect levels (DNELs) and predicted no effect concentrations (PNECs) with calculated exposure concentrations to human and the environment respectively. The risk characterisation consists also of the assessment of the likelihood and severity of an event occurring due to physico-chemical properties of the substance and a qualitative or quantitative estimation/description on the uncertainties related to the risk assessment. Guidance on how to characterise risk is available in Section E of the Guidance on information requirements and chemical safety assessment.

This step shall be carried out for each exposure scenarios for both the human health and the environment and the results and discussion reported in section 10 of the CSR. As the purpose is to prove that the risks are adequately controlled it is expected that the results of the risk characterisation should not indicate a risk in the CSR.

8.2.4 Preparation of a registration dossier in case of joint registration

In case the registration dossier is created as being part of a joint submission the content of the dossier of the lead registrant will differ from that of the other registrant(s). The dossier should nevertheless be prepared in the same way following the guidance given in section 8.2 of this document.

Detailed and practical information on how to prepare a registration dossier in IUCLID as part of a joint submission and submit it through REACH-IT is available on ECHA's webpage at http://echa.europa.eu/reachit_en.asp. The registrant may find the following documents particularly useful:

- Data Submission Manual 5: How to Complete a Technical Dossier for Registrations and PPORD Notifications.
- Data Submission Manual 19: How to submit a Chemical safety report as part of a joint submission.
- REACH-IT Industry User Manual - Part 7: Joint Submission.

8.2.4.1 Preparation of the dossier of the lead registrant

As explained in section 1.8.4.1 the lead registrant should include in his registration dossier all the information that should be shared with all other registrants as well as of the information that he needs to submit personally. This means that his registration dossier should contain:

- all study records which are relevant to any of the registration dossiers of the other registrants and which have been agreed on, as well as
- the study records which should be included in the lead registrant's dossier and which are not already included in point 1.

To prepare his dossier the lead registrant should select the regular template in IUCLID (based on the tonnage band, see Table 2).

8.2.4.2 Preparation of the dossier of other registrants

All other registrants' part of the joint registration should include in their registration dossier the information:

- that they have to submit separately or that they choose to submit separately (this pertains to information on the identity of each legal entity, the substance identity, information on the manufacture and on the use(s) of the substance including tonnage as well as some exposure information for substances registered in quantities of 1 to 10 tonnes, see the Guidance on data sharing for the details)
- for which they have opted out from the joint registration. More guidance on opting-out is available in the Guidance on data sharing.

To prepare their registration dossier, the members of a joint submission have to select the specific template in IUCLID for members of a joint submission (see Table 2).. By doing so all the endpoint study records included in the substance data set will, by default, not be included in the dossier. In case of opt out, the registrant will have to specifically indicate which study records he wants to include in his dossier. Inclusion of a study record in the registration dossier of a member of a joint submission is automatically interpreted as an opt-out from the joint registration. When creating the dossier in IUCLID the registrant should also provide a justification for the information for which they have opted out.

9 WHEN AND HOW TO UPDATE A REGISTRATION

9.1.1 Duty to keep information up-to-date

The information submitted to the Agency will have to be kept up-to-date. It is the responsibility of the registrant to update his registration information when needed. There are basically three types of situations where a registrant needs to update the information concerning his registration and re-submit it to the Agency:

– update on the registrant's own initiative

Registrants are required to inform, without undue delay, the Agency about new relevant available information (e.g. new tonnage band) on the registered substance or on his registration dossier (*Article 22(1)*).

Where the changes relate exclusively to the general registrant information, such as the identity of the registrants or the composition of the group of registrants in a joint submission, the updated information will be directly reported in REACH-IT.

Any other change in already submitted information should be reported to the Agency in an update of the registration dossier

– update as a result of an incomplete initial submission

The registrant will have to submit an update if the registration was considered as incomplete by the Agency during the completeness check. This update is meant to fulfil the request for further information made by the Agency within a set deadline in compliance with *Article 20 (2)*.

– update as a consequence of a decision made by the Agency or the Commission

The registrant has to update his registration as a consequence of the Agency or Commission decision under the evaluation procedure but also, when relevant, following any decision made in accordance with *Article 60 (Granting of authorisation)* and *Article 73 (Commission decision on Restrictions)*. These updates have to be performed within the deadline specified by the Agency/Commission in the decision.

Moreover, according to *Article 20(6)* whenever additional information for a particular substance is submitted to the Agency by a new registrant, the Agency is responsible to notify the existing registrants that this information is available on the database. As a consequence the registrant has to take this information into account and if relevant update his registration dossier.

For substances regarded as registered because a notification according to Directive 67/548/EEC has been submitted, registrants need to submit updates of their dossier when any of the situations mentioned above occurs, including updates following decisions taken according to Directive 67/548/EEC and now regarded as Agency decisions under Article 51 or 52 (*Article 135*). However, the update does not have to meet the full information requirements under REACH corresponding to the respective tonnage band, unless the quantity manufactured/ imported of the notified substance by the registrant reaches the next tonnage threshold as defined in *Article 12 (cf. Article 24)*.

There is no requirement to update a registration dossier (*Article 16(2)*) for substances in plant protection and biocidal products (*Article 15*).

An update shall be accompanied by the relevant part of the fee required in accordance with the Commission Regulation on fees and charges payable to the European Chemicals Agency, as required by *Title IX* Fees and charges.

9.1.2 Brief overview of the updating process

New relevant information prepared either on the registrant's own initiative or in response to a request by the authorities has to be communicated to the Agency without undue delay. If the changes trigger an update of the registration dossier, the updated dossier has to undergo a completeness check within three weeks of being accepted for processing at the Agency. For more details on completeness check process see section 7.2.

As soon as the updated registration dossier is available in the Agency data base, the Agency should inform the relevant Member State Competent Authority about the update (*Articles 22(1), 22(2)*).

Manufacture/import may continue if there is no indication to the contrary from the Agency within 3 weeks after the updated registration dossier has been accepted for processing (*Article 21(1)*).

9.1.3 Required update on the registrant's own initiative

A registrant is responsible on his own initiative for updating his registration without undue delay with relevant new information and resubmitting it to the Agency. The following cases are identified in *Article 22(1)*. Further interpretation and guidance is given below for each case when appropriate.

a) *Any change in his status, such as being a manufacturer or an importer or a producer of articles, or in his identity, such as his name or address*

The registrant must inform the Agency of any change in his identity and contact details. These changes can be done directly in REACH-IT without resubmitting the registration dossier. Special attention needs to be paid in cases where the change involves a change of legal entity such as when a merger or takeover takes place or when an only representative is replaced by a new one. Detailed information on how to report changes in the identity of legal entities can be found in the Practical guide 8 and in the REACH-IT Industry User Manual Part 17.

Additionally, any change in the role of the registrant regarding the registered substance will have to be reported to the Agency through an update of the registration dossier.

b) *Any change in the composition of the substance as given in section 2 of Annex VI*

Section 2 of Annex VI addresses what information is useful to identify each substance. *Section 2.3* specifies the information on the composition of the substance. If the composition of the substance changes, e.g. due to a change of process, this should be reported to the Agency by resubmitting the updated registration dossier. It is important that the registrant evaluates whether the change on the composition of its substance has some influence on its properties (being, physico-chemical properties or fate or hazard properties).

Further guidance on when a change in for example the degree of purity would trigger an update is available in Guidance on substance identification.

c) *Changes in the annual or total quantities manufactured or imported by the registrant or in the quantities of substances present in articles produced or imported by the registrant, if these result in a change of tonnage band, including cessation of manufacture or import*

As soon as the volume of a registered substance is reaching a higher tonnage band, the information requirements of the registration dossier change, i.e. at 10, at 100 and at 1000 tonnes per year. Before submitting an update of the registration dossier the registrant has to inform the Agency of the additional information that he would require to comply with the information requirements for the new tonnage level (*Article 12(2)*). This is achieved by submitting an inquiry dossier to the Agency. The Agency will then inform the registrant of the names and addresses of the previous registrants (and any potential registrants) and of any relevant study summaries already submitted by them in order to share existing data and ensure that studies on vertebrate animals are not unnecessarily repeated.

If a registrant has ceased the manufacture or import of the substance, or the production or import of an article, he shall inform the Agency of this fact with the consequence that the registered volume in his registration, if appropriate, shall be put to zero (*Article 50(2)*). He should keep the relevant information for 10 years after last manufacture or import and make it available on request (*Article 36(1)*). In the case where he restarts the manufacture or import of the substance or he restarts the production or import of the article he has to notify the Agency accordingly.

d) *New identified uses and new uses advised against for which the substance is manufactured or imported*

If a downstream user informs the registrant about a new use of the substance, not identified in the registration dossier, there might be two situations:

- If the registrant has registered in a tonnage band starting at 10 tonnes per year and therefore is required to make a chemical safety report (CSR), he can assess the chemical safety for this use, and include that use in his chemical safety report if the results of the chemical safety assessment indicates that risks to human health and the environment from that use are adequately controlled. He will then, when relevant, provide the downstream user with a revised SDS, including the new use as well as the exposure scenarios describing the operational conditions for which the substance can be used safely. If on the basis of the chemical safety assessment he is unable to include that new identified use for reasons of human health or environmental protection, he shall provide without delay the Agency and the downstream user(s) in writing with the reason for this decision. The registrant shall not supply the downstream user(s) with the substance without updating the SDS by indicating the use(s) advised against.
- If the registrant has registered in a tonnage band less than 10 tonnes per year, he has no obligation to perform a chemical safety assessment. However he may decide to include or not the new use(s) in the SDS.

In both situations the registrant needs to update his registration to take into account the new identified use or the new use advised against.

It can also be the case that the registrant has to take into account a new own use or that he himself decides to identify a new use that his downstream user(s) are or may be interested in.

Therefore, if the 'new' use is covered by an ES that is already included in the registrant's CSR (and annexed to a SDS) the registrant does not need to update his registration even if the 'brief general description of use' in accordance with *section 3.5 of Annex VI* does not exactly correspond to that use.

e) *New knowledge of the risks of the substance to human health and/or the environment of which the registrant may reasonably be expected to have become aware which leads to changes in the safety data sheet or the chemical safety report*

If the registrant becomes aware of information that could lead to other or different risks for the human health or the environment caused by the substance he manufacture or import, such as monitoring data in the environment or epidemiological studies, he needs to take those data into account and evaluate the appropriateness of the risk management measures put in place or recommended down the supply chain.

New information triggering a revision of the chemical safety assessment or the safety data sheet could also be international review such as IPCS review or OECD SIDS, or any kind of publication dealing with the release and exposure or hazard of the substance.

Even if the initial registration has been completed accurately there will be an on-going need to update CSA/CSR or SDS. There are various triggers for the need to update the CSA or SDS and thus the Registration Dossier such as:

- Ongoing obligation: regularly screen data bases for new substance information that would change the results of the CSA.
- New or additional study reports become available that would change hazards or have identified new hazards.

For example where a substance has been identified as a substance of a very high concern and included in the candidate list for eventual inclusion in *Annex XIV*, the registrants of such substance may need to consider update their registration dossier to take this fact into account if they did not previously do so.

f) *Any change in the classification and labelling of the substance*

Any registrant is required to submit to the Agency classifications for all substances subject to registration.

In cases, where a harmonised classification and labelling has been adopted in accordance with *Article 37 of the CLP Regulation*, the registration dossier needs to be updated accordingly.

Furthermore, any manufacturer, producer of articles or importer who places a substance on the market must (independent of the quantity for classified substances) notify to the Agency information on identity of the substance and information on the hazard classification of the substance, including labelling and specific concentration limits. The Agency will collate all this information on classification and labelling into a publicly available classification and labelling inventory. This inventory will indicate the relevant registration number(s) and whether the classifications submitted by different registrants or notifiers differ. In the latter case, the registrants and notifiers are required to make every effort to come to an agreed classification, and update their registrations/notifications as appropriate (see the Guidance on Classification, Packaging and Labelling).

Moreover each registrant also has an obligation to update his registration dossier in light of any other new data relevant to the classification.

g) *Any update or amendment of the chemical safety report or section 5 of Annex VI (Guidance on safe use concerning)*

Apart from the reasons mentioned in the previous points there may be a need to update CSA/CSR due to:

- Innovation in the supply chain.
- New products and applications.
- New equipment and processes (conditions of use) at the DU.

Moreover an update of the CSR may be triggered by an increase of the production and/or import.

Above mentioned needs for updating CSA/CSR should be identified internally by the manufacturer or importer, by the downstream user or Agency/MS. Although the need for updating CSA/CSR may result from the information from down the supply chain, the M/I has the choice whether to support any reported revisions to the CSR:

- If the changes are supported the CSR and any existing SDS (and/or other downstream information) are revised and if necessary the registration dossier is updated.
- If the manufacturer or importer decides not to support the revisions, the original source of the information should be informed so they can take appropriate action and the reasons for advising against that unsupported conditions of use should be specified in section 16 of the SDS and the Agency must be informed in writing of those reasons. Moreover, the registration must be updated by including the non supported use under the heading uses advised against (*Article 37(3)*).

h) The registrant identifies the need to perform a test listed in Annex IX or Annex X, in which cases a testing proposal shall be developed

In case when the higher level studies are not required by the legislation due to i.e. lower tonnage band, in some cases such studies still might be necessary in the opinion of the registrant in order to adequately control the risks arising from the manufacture and use(s) of the substance.

In case when the registrant identifies the need to perform the higher level study listed in *Annexes IX and X*, he will have to submit to the Agency an update of registration dossier including the testing proposal for this test.

i) Any change in the access granted to information in the registration

Encouraging registrants to share data in order to save resources and avoid unnecessary repetition of the animal tests it is very important to keep up-to-date information about ownership and permission to use of the relevant data.

This point is especially relevant in light of the joint submission of information. In joint submission of information the lead registrant should submit the full set of data on behalf of the whole group of registrants who are all registering the same substance while all the others should in their own separate registrations submit only a limited set of information, while referring to the lead registration for the rest of the information.

The information regarding the composition of the group of registrants covered by the joint submission will have to be updated directly in REACH-IT by the registrants. However, any change in confidentiality claims made either by the lead or the members of the joint submission will require an update of the registration dossier and a new submission to the Agency.

9.1.4 Update as a consequence of Agency or Commission decisions

The registrant has to update his registration as a consequence of the Agency or Commission decision under the Evaluation Title, or to take into account decisions made in accordance with *Article 60 (Granting of authorisation) and Article 73 (Commission decision on Restrictions)*. This task has to be performed within the deadline specify by the Agency/Commission in the decision.

a) *Evaluation procedures*

There are two main types of evaluation procedures, a substance evaluation and a dossier evaluation. The latter is further subdivided into an examination of any testing proposal and a compliance check of the registration dossier. The decisions taken under the provision of this Title that can have an impact on the updating obligations of registrants will be analysed below.

In the examination of testing proposals, all proposals for tests specified in *Annexes IX and X* submitted as part of registrations **have to** be examined by the Agency within certain timelines. The examination of testing proposal by the Agency could trigger the need for the registrant to update the registration dossier when a decision requesting one or several tests to be carried out is taken by the Agency or the Commission. For more details see the Guidance on evaluation.

All tests carried out based on a decision of the Agency under *Article 40 (Examination of testing proposals)* have to be submitted in the form of a study summary, or a robust study summary if required by *Annex I*, in an updated registration dossier. Moreover, depending on the outcome of the new test conducted, the registrant may have to update the hazard profile of the substance and/or the CSR including the ES.

In the compliance check, the Agency may examine any registration dossier in order to check whether the registrant has met his obligations and the registration dossier complies with the provisions of REACH, (for details on compliance check see the Guidance on evaluation).

As the outcome of the compliance check the Agency or the Commission can require the registrant to submit, within a given time limit, any information needed to bring this registration into compliance with the relevant information requirements. In response the registrant should update his registration dossier, including the chemical safety report, with any additional information requested.

The substance evaluation aims to clarify a concern that a given substance constitutes a risk to human health or the environment.

Substance evaluation provides a mechanism for authorities to require industry to obtain and submit additional information in case of suspicion of a risk to human health or the environment. When the competent authority considers that additional information is necessary for clarifying the suspicion, the draft decision stating the reasons for this request will have to be prepared by it.

When a decision is taken by the Agency or the Commission, the registrant has to submit the requested information by way of an update of his registration dossier to the Agency by the deadline set. In the case of multiple registrants, they have to agree who is going to carry out testing on behalf of all other registrants and to share the costs of testing equally.

b) *Authorisation/Restrictions*

If a substance is authorised through a Commission decision, the conditions for the authorisation should be reflected in the registration dossier. As a consequence, the registration dossier will have to be updated if it does not take into account these conditions already.

For a substance subjected to restriction, the registration dossier should reflect the relevant uses that are exempted from restriction or the relevant conditions for use that are included in the restriction.

9.1.5 Update of registration dossier for substances regarded as being registered under REACH

Substances notified in accordance with Directive 67/548/EEC

A distinction must be made between updates of notification dossiers made due to a change of tonnage and updates of notification dossiers for other reasons.

Tonnage update

Under the REACH Regulation, the substances notified in accordance with Directive 67/548/EEC are regarded as registered by the manufacturer or importer who submitted the notification. Nevertheless the REACH registration dossier for those substances which are regarded as registered should be updated as soon as the manufactured/imported quantity reaches the next tonnage threshold under *Article 12* (10, 100 or 1000 tonnes). Moreover, an update is required for notified substances notified in the tonnage range below 1 tonne under Directive 67/548/EEC, when reaching the 1 tonne threshold. The update should not only contain the information required by REACH which corresponds to that higher tonnage threshold, but also any information which corresponds to lower tonnage thresholds but which was not yet submitted.

However in order to avoid unnecessary testing on vertebrate animals the registrant first has to inform the Agency of the additional information that he would require to comply with the information requirements for the new tonnage level. Upon receipt of this information, the Agency should act as in an inquiry process (*Article 12(2) and Article 26(3)*) and should inform the registrant of the names and addresses of the previous registrants and of any relevant study summaries already submitted by them in order to share existing data and to ensure that studies on vertebrate animals are not unnecessarily repeated. For more information on Inquiry see section 2.3 and the Guidance on data sharing. More detailed information on making an inquiry for a tonnage band update is included in the document “Questions and Answers on Inquiry”.

When making a tonnage update, registrants of notified substances will also have to comply with all other REACH requirements and provisions (*Article 24(2)*). For example, when submitting their update they will have to prepare a Chemical Safety Report and to prepare Exposure Scenarios to attach to their Safety Data Sheet when relevant.

Updates other than tonnage update

Apart from the update required when reaching the next tonnage threshold, the updates described under sections 9.1.3 and 9.1.4 above must also be submitted if and when relevant. This includes updates following a decision made according to *Article 16(1), 16(2) or 7(2)* of Directive 67/548/EEC, now regarded as Agency decisions under *Article 51 or 52 (Article 135)*.

For such updates, not all information according to REACH must be provided, as *Article 24(2)* requires only such information to be submitted when the next tonnage threshold is reached. Therefore, when submitting a NONS update not involving a tonnage band increase, derogation statements may be used stating that for such an update in accordance with *Article 22*, additional REACH data is not necessary and the information requirement is waived until the next tonnage threshold update. More detailed information on derogation statements and how to use them is provided in “Questions and Answers for the previously notified substances”.

In these cases the notifier does not normally need to submit a chemical safety report (CSR), nor to provide Exposure Scenarios and Extended Safety Data Sheets for uses and information covered in the original notification, as the risks have been assessed and the necessary measures taken based on the risk assessment of the relevant Member State Competent Authority.

The registrant is only required to submit a CSR in the following cases:

- *Article 22(1)(d)* - a CSR shall be submitted only for the new identified uses, though submitting a CSR for **all** identified uses is encouraged.
- *Article 22(1)(e)* - a CSR shall be submitted when new knowledge arises with regard to the risks of the substance to human health and/or the environment which would lead to changes in the safety data sheet.
- *Article 22(1)(f)* - a CSR shall be submitted because of the change in the classification and labelling of the substance if this leads to changes in the safety data sheet resulting in a stricter classification.

However, the notifier is **strongly encouraged** to submit a CSR as defined under REACH in order i) to confirm that the exposure scenarios developed by the regulatory authority are still appropriate and ii) to describe risk management measures (and subsequent advice to downstream users) at the earliest opportunity.

The notifier should, where this is required under REACH, submit robust study summaries for any new study, such as the studies requested following decisions made according to Article 16(1), 16(2) or 7(2) of Directive 67/548/EEC (now regarded as Agency decisions made in accordance with Article 51 or 52) or according to *Article 41*. For data which was originally submitted as part of the notification and which have already been evaluated by the Member State Competent Authority, the robust study summaries need not to be prepared, unless required due to the generation of the CSR.

More detailed information on how to complete the IUCLID dossier and pass the technical completeness check for each update scenario is available in the Data Submission Manual 5:How to complete a technical dossier for registrations and PPORD notifications and in the “Questions and Answers for the previously notified substances”.

Substances in Biocidal products and in Plant Protection Products

For uses of substances regarded as registered under the Biocides Directive or Plant Protection Products Directive (see *Article 15*) updating requirements in *Article 22* do not apply (*Article 16(2)*).

APPENDIX 1 : ACRONYMS

C&L	Classification and Labelling
CBI	Confidential Business Information
Chesar	Chemical Safety Assessment and Reporting tool
CMR	Carcinogenic, Mutagenic and Reprotoxic substance
CSA	Chemical Safety Assessment
CSR	Chemical Safety Report
CWG	Commission Working Group
DNELs	Derived No Effect Levels
DU	Downstream User
ECHA	European Chemicals Agency
EEA	European Economic Area
EFTA	European Free Trade Agreement
EINECS	European Inventory of Existing Commercial Chemical Substances
ELINCS	European List of Notified Chemical Substances
ES	Exposure Scenario
EU	European Union
GDMF	General Decision Making Framework
GHS	Globally Harmonised System for classification and labelling
GLP	Good Laboratory Practice
IP	Intellectual Property
IPCS	International Programme on Chemical Safety
ITS	Integrated Testing Strategies
IUCLID	International Uniform Chemical Information Database
IUPAC	International Union of Pure and Applied Chemistry
NGO	Non-Governmental Organisation
NLP	No-Longer Polymer
OC	Operational Conditions
OECD HPV	Organisation for Economic Co-operation and Development High Production Volume
OECD SIDS	OECD Screening Information Data Set
OECD SIDS SIAR	OECD SIDS Initial Assessment Report
PA	Publicly Available
PBT	Persistent, Bioaccumulative, Toxic substances
PNECs	Predicted No Effect Concentrations
PPORD	Product and Process Orientated Research and Development
QSARs	Quantitative structure-activity relationships
REACH	Registration, Evaluation, Authorisation and Restriction of Chemicals
RIPs	REACH Implementation Projects
RMM	Risk Management Measures
SDS	Safety Data Sheet
SIEF	Substance Information Exchange Forum
SME	Small and Medium Sized Enterprise
SVHC	Substances of Very High Concern
UVCB substance	substances of Unknown or Variable Composition, Complex reaction products or Biological materials
vPvB	vPvB – very Persistent and very Bioaccumulative substances

APPENDIX 2: ROLES AND DUTIES OF THE MAIN STAKEHOLDERS OF REACH

I. Industry

(1) Manufacturers and importers of substances in quantities of less than 1 tonne per year need to:

- Classify and label substances and mixtures that are placed on the market.
- Notify classification of dangerous substances to the Agency for the classification and labelling inventory for all substances placed on the market.
- Prepare and supply SDS sheets for substances and mixtures as required by *Article 31* and Annex II to downstream users and distributors.
- Prepare and supply information on non-classified substances as required by *Article 32* to direct customers.
- Conduct risk assessments and reduce risks for any chemical agent occurring at the workplace (Directive 98/24/EC on chemical agents at work).
- Comply with any restrictions on manufacture, placing on the market and use of substances and mixtures as set out in *Annex XVII*.
- Apply or decide not to apply for authorisation for use(s) of substances listed in *Annex XIV*.
- In the case of having relevant data act as data holder in Substance Information Exchange Fora (SIEF).

(2) Manufacturers of substances in quantities of 1 tonne or more per year need to:

- If you wish to secure the phase-in status of your substance, pre-register it to the Agency.
- In case your substance is a non phase-in substance send an inquiry to the Agency whether the registration has already been submitted for the same substance.
- Collect and share existing, and generate and propose to generate new, information on properties and use conditions of substances.
- Prepare a technical dossier (note that special provisions apply for isolated intermediates).
- Prepare CSA and CSR (for each chemical ≥ 10 tonnes/y per manufacturer).
- Prepare CSA and CSR including exposure scenarios and risk characterisation (for each chemical ≥ 10 tonnes per year per manufacturer, which are dangerous or fulfil the criteria as a PBT or vPvB).
- Implement appropriate RMMs for own manufacture and use.
- Submit registration for substances (≥ 1 tonne/y per manufacturer).
- Keep the information submitted in the registration up-to-date and submit updates to the Agency.
- Classify and label substances and mixtures that are placed on the market.
- Notify/register classification of dangerous substances with the Agency for the C&L inventory for all substances placed on the market.
- Prepare and supply safety data sheets for substances and mixtures as required by *Article 31* and *Annex II* to downstream users and distributors.
- Recommend appropriate RMMs in SDS.
- Communicate ESs developed in CSA as Annex to the SDS (≥ 10 tonnes per year per manufacturer).

- Prepare and supply information on non-classified substances as required by *Article 32* to downstream users and distributors.
- Conduct risk assessments and reduce risks for any chemical agent occurring at the workplace (Directive 98/24/EC on chemical agents at work).
- Respond to any decision requiring further information as a result of the evaluation process.
- Comply with any restrictions on manufacture, placing on the market and use of substances and mixtures as set out in *Annex XVII*.
- Apply for authorisation for use(s) of substances listed in *Annex XIV*.

(3) Importers of substances and mixtures in quantities of 1 tonne or more per year:

- If you wish to secure the phase-in status of your substance, pre-register it to the Agency.
- In case your substance is a non phase-in substance send an inquiry to the Agency whether the registration has already been submitted for the same substance.
- Collect and share existing, and generate and propose to generate new, information on properties and use conditions of substances.
- Prepare a technical dossier (note that special provisions apply for isolated intermediates).
- Prepare CSA and CSR including exposure scenarios and risk characterisation (for each chemical ≥ 10 tonnes per year per manufacturer, which are dangerous or fulfil the criteria as a PBT or vPvB).
- Implement appropriate RMMs for own use.
- Submit registration for substances, on their own or in mixtures (≥ 1 tonne/y per importer).
- Keep the information submitted in the registration up-to-date and submit updates to the Agency.
- Classify and label substances and mixtures that are placed on the market.
- Notify/register classification of dangerous substances with the Agency for the C&L inventory for all substances placed on the market.
- Prepare and supply safety data sheets for substances and mixtures as required by *Article 31* and *Annex II* to downstream users and distributors.
- Recommend appropriate RMMs in SDS.
- Communicate ESs developed in CSA as Annex to SDS (≥ 10 tonnes/y per importer).
- Prepare and supply information on non classified substances as required by *Article 32* to downstream users and distributors.
- Respond to any decision requiring further information as a result of the evaluation process.
- Comply with any restrictions on manufacture, placing on the market and use of substances and mixtures as set out in *Annex XVII*.
- Apply for authorisation for use(s) of substances listed in *Annex XIV*.

(4) Producers of articles:

- Under some circumstances register substances in articles (tonnage trigger > 1 tonne/y per producer). Comply with C&L, pre-registration and inquiry obligations if relevant.
- Keep the information submitted in the registration up-to-date.
- Under some circumstances notify substances in articles (tonnage trigger > 1 tonne/y per producer).

- When receiving SDS with ESs annexed for dangerous substances and mixtures to be incorporated into the articles:
 - If the use is covered by the ES, implement RMMs as set out in ES, or
 - If the use is not covered by the SDS annex, inform supplier of the use (i.e. make use known with the aim to make it an identified use) and await new SDS with updated ES(s) or conduct own chemical safety assessment and (if DU tonnage \geq 1 tonne/y) notify the Agency.
- Implement those RMMs as set out in SDS for dangerous substances and mixtures which are applicable when incorporated into the articles.
- Conduct risk assessments and reduce risks for any chemical agent occurring at the workplace (Directive 98/24/EC on chemical agents at work).
- Respond to any decision requiring further information as a result of the evaluation process (only relevant for registered substances).
- Comply with any restrictions on manufacture, placing on the market and use of substances and mixtures as set out in *Annex XVII*.
- Use substances authorised for incorporation into the articles as set out in the authorisation or apply for authorisation for use(s) of substances listed in *Annex XIV*.

(5) Importers of articles:

- Under some circumstances register substances in articles (tonnage trigger > 1 tonne/y per producer). Comply with C&L, pre-registration and inquiry obligations if relevant.
- Keep the information submitted in the registration up-to-date.
- Under some circumstances notify substances in articles (tonnage trigger > 1 tonne/y per importer).
- Respond to any decision requiring further information as a result of the evaluation process (only relevant for registered substances).
- Comply with any restrictions on manufacture, placing on the market and use of substances and mixtures as set out in *Annex XVII*.
- Apply for authorisation for use(s) of substances listed in *Annex XIV*.

(6) Downstream Users:

- Check if the substance is placed on the list of pre-registered substances published by the Agency. If not, and considered relevant, ask the Agency to add the substance to the list.
- In the case of having relevant data act as data holder in Substance Information Exchange Fora (SIEF).
- Implement RMMs as set out in SDS.
- When receiving SDS with ESs annexed:
 - If DU use is covered by the ES, implement RMMs as set out in ES annexes to SDS; or
 - If DU use is not covered by the SDS annex, inform supplier of the use (i.e. make use known with the aim to make it an identified use) and await new SDS with updated ES(s) or conduct own chemical safety assessment and (if DU tonnage \geq 1 tonne/y) notify the Agency.
- Prepare and supply SDS(s) and recommend appropriate RMMs in them and annex ES(s) for further downstream use.

- Prepare and supply information on non-classified substances as required by *Article 32* to further downstream users and distributors.
- Pass on new information directly to their suppliers on the hazard of the substance and information that might call into question the RMM identified in the SDS for identified uses.
- Conduct risk assessments and reduce risks for any chemical agent occurring at the workplace (Directive 98/24/EC on chemical agents at work).
- Respond to any decision requiring further information as a result of the evaluation of testing proposals in downstream user reports.
- Comply with any restrictions on manufacture, placing on the market and use of substances and mixtures as set out in *Annex XVII*.
- Use authorised substances as set out in the authorisation (this info should be found in the suppliers' SDS) or apply for authorisation for use(s) of substances listed in *Annex XIV*.
- Notify about using an authorised substance to the Agency.

II. Member States:

- Provide advice to manufacturers, importers, downstream users and other interested parties on their respective responsibilities and obligations under REACH and CLP (competent authorities' help desks).
- Conduct substance evaluation of prioritised substances listed in the Community Rolling Action Plan. Prepare draft decisions.
- Suggest harmonised C&L for CMRs and respiratory sensitizers.
- Identify substances of very high concern for authorisation.
- Suggest restrictions.
- Nominate candidates to membership of Agency committees on risk assessment and socio-economic analysis.
- Appoint member for “member state committee” to resolve divergences of opinion on decisions following evaluation, consider proposals for harmonised classification and labelling, and identify substances for authorisation.
- Provide adequate scientific and technical resources to the members of the Committees that they have nominated.
- Appoint member to the “forum” and meet to discuss enforcement matters.
- Enforce REACH and CLP.

III. Agency:

- Provide technical and scientific guidance and tools for the operation of REACH and CLP in particular to assist the development of chemical safety reports by industry and especially by Small and Medium Sized Enterprises (SMEs).
- Provide technical and scientific guidance on the operation of REACH and CLP for Member State competent authorities and provide support to the competent authorities' helpdesks.
- Receive and check requests for research and development (PPORD) exemptions.
- Pre-registration:
 - Receive information and grant access to all manufacturers and importers who have submitted information on one substance. When foreseen decide about conflicting issues.
 - Publish a list of pre-registered substance on the Agency website. Update the list on the request of downstream users.

- Operate the rules on data-sharing for non-phase-in substances.
- Registration: check completeness, require completion of registration and reject incomplete registrations.
- Evaluation:
 - Ensure a harmonised approach. Set priorities and take decisions.
 - Conduct dossier evaluation of registrations including testing proposals and other selected registrations.
 - Substance evaluation: Propose draft Community rolling action plans, coordinate the substance evaluation process.
 - Take decisions on testing proposals.
- Substances in articles: take decisions on notifications.
- Authorisation/restrictions: manage the process and provide opinions. Suggest priorities.
- Secretariat for forum and committees.
- Take decisions on access to submitted data.
- Publish certain specified data on a publicly accessible database.
- Deal with complaints and appeals - registration, R&D, evaluation, confidentiality, etc.

IV. Commission:

- Take decisions on further information needs under the evaluation process where there is no unanimous agreement by Member States.
- Include substances into the authorisation system.
- Take decisions on granting or rejecting authorisations.
- Take decisions on restrictions.
- If decision making fails at the Agency, take decisions on testing proposals.

V. All stakeholders including trade or industry associations, NGOs, and the public:

Note: The following are possibilities/options for stakeholders:

- Access to non-confidential information via the Agency website.
- Request access to information.
- Evaluation: submit scientifically valid, relevant information and studies addressed by the testing proposal published on the Agency website.
- Authorisation:
 - Provide comments on substances which the Agency has proposed to be prioritised and on uses which are to be exempted from the authorisation requirement.
 - Provide information on possible alternatives.
 - Restrictions:
 - Provide comments on restriction proposals.
 - Provide socio-economic analysis for suggested restrictions, or information to contribute to one.
 - Provide comments on draft opinions from Agency's committee for risk assessment and Committee for socio-economic analysis.

APPENDIX 3: UPDATE OF THE DOCUMENT

All the changes introduced to the document are listed in the tables below except minor changes like correction of typos, slight changes of a sentence for better English or addition of link to another guidance document.

I. Update of the June 2007 version

Section	Change made
1.3	Second part of this section detailing the Chemical Safety Assessment has been moved to section 1.8.1.
1.4	Examples of mono-constituent, multi constituent substances and UVCBs have been added.
1.4	Example of substance in its natural state deleted to avoid confusion (although exact).
1.5.1	A sentence has been added to the definition of the import to further clarify that.
1.5.1	Text has been modified for further clarity on the custom boundaries for manufacture and import.
1.5.2	Text has been modified for further clarity on only representatives and moved to section 1.5.3.4.
1.5.3	Clarification that the terminology “legal entity” is used in IUCLID.
1.5.3.2	Example added.
1.5.3.3	Text has been modified for further clarity on the responsibility of the “shipping company” transporting substance to the EU.
1.5.3.4	New section on Only representative has been added.
1.6	Addition of a short introduction.
1.6.2.1	Text has been modified for further clarity on the requirements for manufacturer/importer of substance on its own or in preparation also importing the substance in article where it is intended to be released.
1.6.2.3	Text has been modified for further clarity on the tonnage to register for a non phase-in substance as well as on the determination of the registration deadline for phase-in substances. The use of the 3-years average tonnage for the purpose of pre-registration has been deleted and example 4 has been introduced.
1.6.3.4	Definition of waste in REACH added as well as some modification for further clarity.
1.6.4.1	Correction of the example.
1.6.4.2	Correction of the example and wording of 2 nd paragraph modified.
1.6.4.5	Text has been modified for further clarity.
1.6.4.6	At point (4) the wording of the 3 rd bullet point has been modified for clarity.
1.6.5.1	The wording of the 1 st paragraph has been slightly modified for clarity. An additional sentence has been added to clarify that only the active substances used for the biocidal products are exempted from registration.
1.6.5.2	The paragraph which refers to the exemption of the active substances used for plant protection products from registration has been moved within the section and has also been reworded for clarity.

Section	Change made
1.6.5.3	A reference to the guidance for polymers has been added.
1.7.1.1	In the 2 nd bullet point referring to the phase-in substances the exception with regard to Bulgaria and Romania has been deleted. Clarification of the last paragraph.
1.7.2	The last sentence of the 4 th paragraph has been modified for clarity. Correction of last sentence of 5 th paragraph.
1.8.1	Modification of the text including most of previous “1.3”.
1.8.2	Text of the 3 rd bullet point has been modified for further clarity.
1.8.4	In the 1 st paragraph the link to the data sharing guidance has been added. The intention of the joint submission by adding also the reference to reduce vertebrate animal testing has been further specified.
1.8.4.1	Link to guidance now developed in 8.2.4.
2.2	It has been added to the 3 rd paragraph that the inquiry process also refers to non-pre-registered phase-in substances. Link and more information to guidance on the pre-registration has been added at the end of the section.
2.3	The title of the section has been made more precise and a link to the data sharing guidance has been added.
3.1.1	A new paragraph has been added with clarification of the text based on the discussion at the CWG meeting.
3.2	Clarification that “classification and labelling information” are not confidential.
5	Corrections on the appeal procedure text.
0	Text has been modified for further clarity on the submission number.
7.2.2	Additional guidance given for the financial completeness check.
7.4	Additional information given on the registration number.
8	The links to IUCLID guidance have been revised and are now given with more details.
8.2.2.1	In the example box the wording of the “Endpoint study record” has been slightly modified.
8.2.2.2	Additional column in Table 2 Slight additions in) Table 3 (on the proposals for testing).
8.2.2.5	Additional guidance developed on how to report the tonnage in IUCLID.
8.2.2.6.2	A paragraph has been added at the beginning of the section.
8.2.2.6.4	In the last paragraph the reference to IUCLID has been further specified.
8.2.2.8	Additional guidance developed on confidentiality flagging in IUCLID.
8.2.3	Clarification where to attach the CSR in IUCLID.
8.2.4	New section on the preparation of a registration dossier in case of joint submission.
9.1.1	Completion of paragraph for “update under the registrant’s own initiative”.
Appendix 1	List of acronyms added.
Appendix 2	Correction: reference to article type deleted + adding the dealing with complaints by the Agency.
Appendix 3	List of changes made during update added.

II. Update in April 2008

Section	Change made
1.5.3.4	A warning with regard to the recent change in the interpretation of the section on “only representative” has been added.
1.6.3.2	The interpretation of processing has been deleted.

III. Update in May 2008

Section	Change made
1.5.3.4	Implementation of the revised interpretation of the role of the only representative.
7.4	The structure of the registration number has been corrected.

IV. Update in September 2008

Section	Change made
1.5.3.4	Further clarifications on the only representative have been added with regard to “direct” and “indirect” imports and the change of the only representative.

V. Update in November 2008

Section	Change made
1.5.3.4	Further clarifications on the only representative have been added with regard to the appointment of the third party representative; the volume of the import to be covered by the OR; and the conditions at which the OR can benefit from Article 28(6).

VI. Update in November 2009

Section	Change made
1.6.5.3	Clarification added on how to request the registration number assigned to

Section	Change made
	notifications made in accordance with Directive 67/548/EEC.
4	Further clarification added on update of registration dossiers.
9.1.1	Further clarification added on how to update a registration dossier.
9.1.5	Section extended to explain how to update the registration dossiers for substances notified in accordance with Directive 67/548/EEC.

VII. Update in January 2011

Section	Change made
General	The term preparation has been changed to mixture throughout the document following the amendment to REACH by the CLP Regulation (Regulation (EC) No 1272/2008 of 16 December 2008).
General	References to the Data Submission Manuals, REACH-IT Industry User Manuals and Practical Guides have been included throughout the text as appropriate.
1.1, 1.5.1	The text has been updated regarding the ratification of REACH under the EEA Agreement.
1.4	The definition of a preparation has been amended following the CLP Regulation.
1.5.3.2	The text has been updated following the change of policy regarding the treatment of assets sales by ECHA. This new policy was already published in the Practical Guide 8 of 15/04/2010.
1.5.3.4	Minor corrections in the text regarding the duties of only representatives.
1.6.1 1.6.4.3 1.6.4.4	The text has been updated following the amendments to Annex IV and Annex V of REACH introduced by Commission Regulation (EC) No 987/2008 of 8 October 2008.
1.7.1.1	Minor clarification regarding the option of late pre-registration for phase-in substances.
1.8.1	The text has been updated regarding (i) the requirement to provide the classification and labelling according to the CLP Regulation, and (ii) the hazard criteria that trigger the need for an exposure assessment. These changes have entered into force on December 1 2010 following the transition period defined in the CLP Regulation.
1.8.2	Minor correction regarding how to make a confidentiality claim. The text has been also updated in relation to the changes in the dissemination of the information introduced by the CLP Regulation on December 1 2010.
1.8.3.	This new section describes the basic steps on how to submit a registration dossier through REACH-IT.
1.8.4.1	The text has been updated regarding the requirement to identify the members of a joint submission in the lead registrant dossier. The option that the lead registrant continues in his role once he ceases manufacture has been also included. These changes were already covered in REACH-IT Industry User Manual Part 6 &7 published in May 2010.

Section	Change made
2.2.5	Correction regarding the data protection period applicable for information submitted under other legislation.
2.3.4	The option to prepare an inquiry dossier in IUCLID 5 has been included.
2.3.5	Correction of the data protection period for data submitted in the framework of a registration under REACH. The need to request the data to ECHA as part of the inquiry process is also defined.
3.1.1	The section is updated with the amendments introduced to REACH by the CLP Regulation. The transition periods that apply to the classification of substances and mixtures in the SDS are explained in detail.
3.1.2	The section has been revised to clarify the content.
3.2	The classification and labelling notification process has been included as defined in the Practical Guide 7 published on 9/09/2010.
4	The text has been updated to include the need to update a registration dossier when the initial submission is considered incomplete by the Agency, as defined in the Data Submission Manual 4.
7	The description of the submission process followed by ECHA has been updated with the introduction of the initial verification step. The process was already fully defined in the REACH-IT Industry User Manual Part 06.
7.2.1	Registrants are encouraged to use the TCC plugin to ensure the completeness of their dossiers before submitting them to the Agency.
8.1.3.2	Reference to the amendment of Annex XI by Commission Regulation (EC) No 134/2009 of 16 February 2009 is included.
8.2.2.3	The requirement to identify the lead resistant and the members of a joint submission in REACH-IT, as described in the REACH-IT User Manual 7, has been included.
8.2.2.4	The text has been updated including the requirement to provide the classification and labelling information according to the CLP Regulation.
8.2.3	Reference to the Chesar tool has been included.
9.1.1, 9.1.3	The text has been corrected to include the option to update the registrant's general information exclusively in REACH-IT, as defined in the Practical Guide 8 and the REACH-IT Industry User Manual Part 17.
9.1.1	The requirement to update the registration dossier if the registration was considered as incomplete by the Agency during the completeness check has been included. This requirement was already defined in the REACH-IT Data Submission Manual Part 4.
9.1.2	Additional text added to clarify the process of updating a dossier in case a higher tonnage band is reached.
9.1.3	The text has been corrected regarding the need to update the registration dossier in case of a new use advised against is identified.
9.1.3	Clarification on how to update the information regarding the access granted to the registration data.
Appendix 1	List of acronyms has been updated.
Appendix 2	The duties before the entry into force of REACH have been deleted.

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