



# ECHA

<http://echa.europa.eu>

## How to submit data to ECHA

(RELEASE 2)

On 1 June 2008 REACH enters into operation and companies start submitting data to the European Chemicals Agency.

This leaflet provides an overview how **pre-registrations**, **registrations** and **PPORD notifications** can be submitted and how **inquiries** on substances can be made.

### Overview

The REACH-IT portal on the ECHA website will be the main channel for companies to submit data to ECHA.

**REACH-IT** will be initially used for:

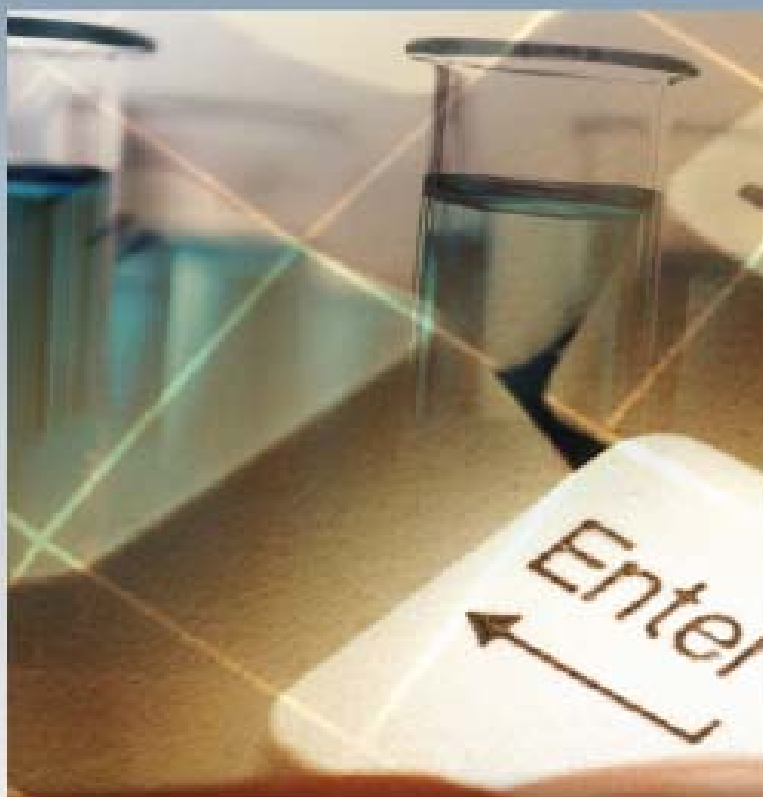
- Company sign up (Account creation)
- Online pre-registration of phase-in substances

**During the initial period after 1 June 2008 temporary submission procedures** are used for:

- PPORD notifications
- Inquiries
- Registrations

The "REACH-IT" web pages on the ECHA website provide you with the information, templates and guidance on how to perform the tasks mentioned above.

This information leaflet and the related web pages will be made available in 22 EU languages.



**For latest news and most up-to-date information please consult the ECHA website**

## REACH-IT

REACH-IT in the main menu of the ECHA website is a single point of access to information on how to submit data to ECHA.

### Company Sign-up/Account Creation

The identification of the companies (legal entity name, contact details and billing information) must be done online via the REACH-IT portal. Each company must sign-up and create an account in REACH-IT to receive a Universal Unique Identifier (UUID). This code is a pre-requisite for data submission to ECHA, including all temporary procedures described in this document. It must be entered in the submission form accompanying the submission dossier.

Company sign-up applies to pre-registration as well as the temporary procedures for PPORD notification, inquiry and registration.

### Pre-registration

Data for a pre-registration of a single substance can be entered and submitted online via the REACH-IT portal.

A pre-registration of several substances in one file (*bulk pre-registration*) will be available at a later stage.

### Further information

More details about account creation in REACH-IT and online pre-registration is available on the relevant pages in the pre-registration section of the ECHA website at:

[http://echa.europa.eu/pre-registration\\_en.asp](http://echa.europa.eu/pre-registration_en.asp)

## Temporary Submission Procedures

During the initial period after 1 June 2008, PPORD notifications, inquiries and registrations need to be submitted using means other than REACH-IT.

Information on the procedures to submit data and related legal notice is available on the PPORD, Inquiry and Registration pages in the REACH-IT section of the ECHA website.

ECHA will announce on its website when these functionalities become available in REACH-IT.

## PPORD Notification

A PPORD notification must be prepared by creating a dossier in IUCLID 5 and submitting it either by e-mail or by registered mail / courier to ECHA. The submission must be accompanied with a submission form available on the ECHA website.

### Inquiry

An inquiry must be prepared by creating a dossier in IUCLID 5 and submitting it either by e-mail or by registered mail / courier to ECHA. The submission must be accompanied by a submission form available on the ECHA website.

### Registration

A registration must be prepared by creating a dossier in IUCLID 5 and submitting it either by e-mail or by registered mail / courier to ECHA. The submission must be accompanied by a submission form available on the ECHA website.

For a joint submission of a registration dossier, please contact ECHA by e-mail for detailed instructions at:

[joint-submission@echa.europa.eu](mailto:joint-submission@echa.europa.eu)

### Further information

IUCLID 5 website at:

<http://echa.europa.eu/iuclid.eu>

provides information on **how to download** and use IUCLID 5.

**REACH-IT section** of the ECHA website at:

[http://echa.europa.eu/reachit\\_en.asp](http://echa.europa.eu/reachit_en.asp)

provides more information on how to submit a PPORD notification, an inquiry or a registration and contains the **Submission form**.

If you have questions or comments after reading this information leaflet, please send those to ECHA Helpdesk using the information request form in the ECHA helpdesk section of our website.

If you are interested in receiving news alerts from ECHA please sign up by sending your e-mail address to:

[info@echa.europa.eu](mailto:info@echa.europa.eu)

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