Factsheet

REACH-IT– what you need to know

REACH-IT – what you need to know

REACH-IT plays a central role in dossier submission and communication between ECHA and industry. The new version of REACH-IT, available as of 21 June 2016, is more intuitive and user-friendly and introduces new features in line with the changes made to the REACH registration process in 2016.

IMPROVED USABILITY

Based on a new navigation structure and design, the REACH-IT homepage allows you to quickly access key functionalities and information directly from the homepage or through the revised menu.

Submitting a IUCLID dossier is now simpler due to a revamped submission wizard, which also includes checklists that give further help.

In addition, the system allows quick and easy access to post-submission information (e.g. the status of your submission) through the submission report and the reference number overview pages.

The reference number overview page gives an administrative overview for each regulatory process, and is your starting point when you update your dossier.

In addition, the search functionality has been redefined. After selecting the type of item to search, you can filter the search results by specific criteria.

ADAPTATION TO IUCLID 6

As part of the new genaration of ECHA's IT tools, REACH-IT has been upgraded to meet the requirements of the new version of IUCLID. As of 21 June, REACH-IT will only accept dossiers prepared in IUCLID 6 format.

The completeness check that ECHA performs on each incoming registration has also been adapted to the new IUCLID format and to the changes in the information requirements (e.g.

the extended one-generation reproductive toxicity study).

The IUCLID Validation Assistant has been updated so that you can check your dossiers before submitting them to ECHA through REACH-IT. The automated completeness check in REACH-IT is complemented by a manual verification performed by ECHA on elements that cannot be checked automatically.

An overview of the completeness checks performed on the submitted dossiers is available in Annex 2 of the manual on *How to prepare registration and PPORD dossiers* http://echa.europa.eu/manuals.

ONE SUBSTANCE, ONE REGISTRATION

REACH-IT now makes sure that dossiers cannot be submitted individually if a registration for the same substance and same registration type already exists (the 'one substance, one registration' principle of REACH). It features an automated system which verifies that there are no existing joint submissions for the same substance and registration type.

You should not create joint submissions if you are not mandated to do so by all members of the substance information exchange forum (SIEF). All joint submissions with no activity have been deleted by ECHA.

The above is in line with the *Implementing regulation on joint submission of data and data sharing* published by the European Commission in January 2016.

SUBSTANCE IDENTITY PROFILE

If you are a lead registrant, you need to fill in the substance identity profile (SIP) information in your IUCLID 6 dossier.

The SIP describes the collectively agreed scope of the joint submission by defining the compositions and forms of the substance that are covered by the jointly submitted data.

SIP compositions included in the lead dossier will be made visible in the joint submission in REACH-IT so that the members of your SIEF can make sure that their substance is covered by the joint registration.

LEAD REGISTRANT PUBLICATION

The visibility of lead registrants is more prominent in the new REACH-IT.

When you create a joint submission, REACH-IT will automatically display your contact details as a lead registrant, or of the assigned third party representative, to those who have registered, pre-registered or inquired for the same substance.

Additionally, if you as a lead registrant agree to have your company name published on ECHA's website, you have to indicate that in the joint submission page of REACH-IT.

All lead registrants are encouraged to allow their name to be published on ECHA's website to increase their visibility among potential registrants and reassure downstream users that the substance they are using is being registered further up in the supply chain.

SEARCH FOR JOINT SUBMISSION

The search for a joint submission gives members of a joint submission easy access to relevant information. They can, for example, see all the other members of the same joint submission.

In addition, potential registrants (i.e. companies who have pre-registered or inquired for a specific substance but have not yet joined the joint submission) are now able to see the existing joint submissions for their substance by ticking the dedicated box *Show other joint submissions* in the search.

COMPANY SIZE

REACH-IT introduces a new feature that aims to ease the work of small and medium-sized enterprises (SMEs) who need to assess their company size and provide related supporting documentation to ECHA. It includes useful information and guidance on how to determine your company size under REACH.

CONTACT MANAGEMENT

From now on, you will need to assign a specific contact point for every regulatory action performed, e.g. for submitting a dossier. ECHA will use these contacts for any communication needed outside of REACH-IT.

Contacts and third party representatives can be defined in the company management section in the new REACH-IT. This section also gives an overview of all the processes assigned to the respective contacts or third party representatives.

EMAIL NOTIFICATIONS

The email notification system has been redefined. Identified email addresses will receive a daily email with a summary of the tasks and messages received in REACH-IT within the last 24 hours.

Make sure that you have a valid email address in the email notification section under company management.

TASKS

Tasks in REACH-IT offer you a quick overview of all your pending actions and their deadlines (e.g. an invoice to be paid, an update to be submitted following a completeness check request, etc.). Tasks replace the action messages that companies used to receive in REACH-IT.

SUBSTANCE PAGE

With the new substance page, REACH-IT is moving towards a more substance-centric view. From this page, you can view all

regulatory processes associated to your specific substance(s).

Shortcuts to relevant key functionalities and information are also available on this page, and you can mark your favourite substances for easier access to them.

KEY DOCUMENTS

Key documents (e.g. decisions, invoices, etc.) for a specific substance are now easily accessible under the dedicated section in the reference number overview page.

Additionally, key documents can be retrieved from the *Search for Key documents* where multiple search criteria help you to quickly find a specific document.

ONLINE DOSSIERS

C&L notifiers and members of a joint submission can now build and submit dossiers online in REACH-IT through a simplified and more user-friendly interface.

You can, however, submit your member dossiers online only if you report standard information requirements, have only one composition and fully rely on the hazard information provided by the lead registrant. If these conditions do not apply, you need to use the standard IUCLID 6 application to prepare your dossier.

For the time being, you cannot create online inquiry dossiers in REACH-IT; inquiry dossiers should be prepared in IUCLID.

BULK C&L NOTIFICATION

The possibility to submit multiple C&L notifications at the same time (bulk C&L notification) with Excel has been discontinued due to the changes introduced in the CLP Regulation. C&L notifications can still be updated or created through REACH-IT, either through the online dossier module or by creating the dossier in IUCLID 6.

ECHA ACCOUNTS

REACH-IT is now linked to ECHA Accounts, giving you the possibility to access all of ECHA's submission tools (REACH-IT, R4BP 3 and ePIC) through a single point of entry and with the same user account.

It also allows you to work in REACH-IT on behalf of other companies. More information on the 'foreign user' functionality is available in the ECHA accounts manual:
http://echa.europa.eu/documents/10162/21721613/echa_accounts_en.pdf

LOGGING IN FOR THE FIRST TIME

When you log into the new version of REACH-IT for the first time, you will receive a task to:

- Confirm your company size
- Define the email addresses of the users who will receive email notifications.
- Take the application tour to familiarise with the new functionalities.

WHERE TO GET HELP

Targeted help is available throughout the application. To access it, click on the info icon in the upper right corner of the page.

The manuals that help you prepare your dossier in IUCLID 6 have been simplified and are available on ECHA's website:
http://echa.europa.eu/manuals

If you have additional questions or require support with the use of REACH-IT, contact your national Helpdesk or ECHA:
http://echa.europa.eu/contact

SUPPORTED BROWSERS

The technology used to build REACH-IT requires you to use a modern browser.

The new REACH-IT has been tested with:

- Google Chrome 48.0 and higher on a Microsoft Windows platform

- Internet Explorer 11.0 and higher on a Microsoft Windows platform

- Mozilla Firefox 44.0 and higher on a Microsoft Windows platform

The use of untested browsers may reduce REACH-IT functionalities and cause application errors.

Using an older version of the browsers, or a different software platform, may cause compatibility issues with REACH-IT functionalities. You are, therefore, advised to upgrade your internet browser.