SCIP Database Notifications

How to prepare and submit a SCIP notification

Version 2.1

24 August 2020

Version	Changes	Date
1.0	Initial version	17 Feb 2020
1.1	Typographical error	20 Feb 2020
2.0	New features on IUCLID (Advance search, new article category and mixture category selection, creation of complex object components by referencing) for the preparation of the Dossier. New features on the Submission report.	13 July 2020
2.1	New functionalities to allow to refer to SCIP data already submitted to ECHA.	24 August 2020

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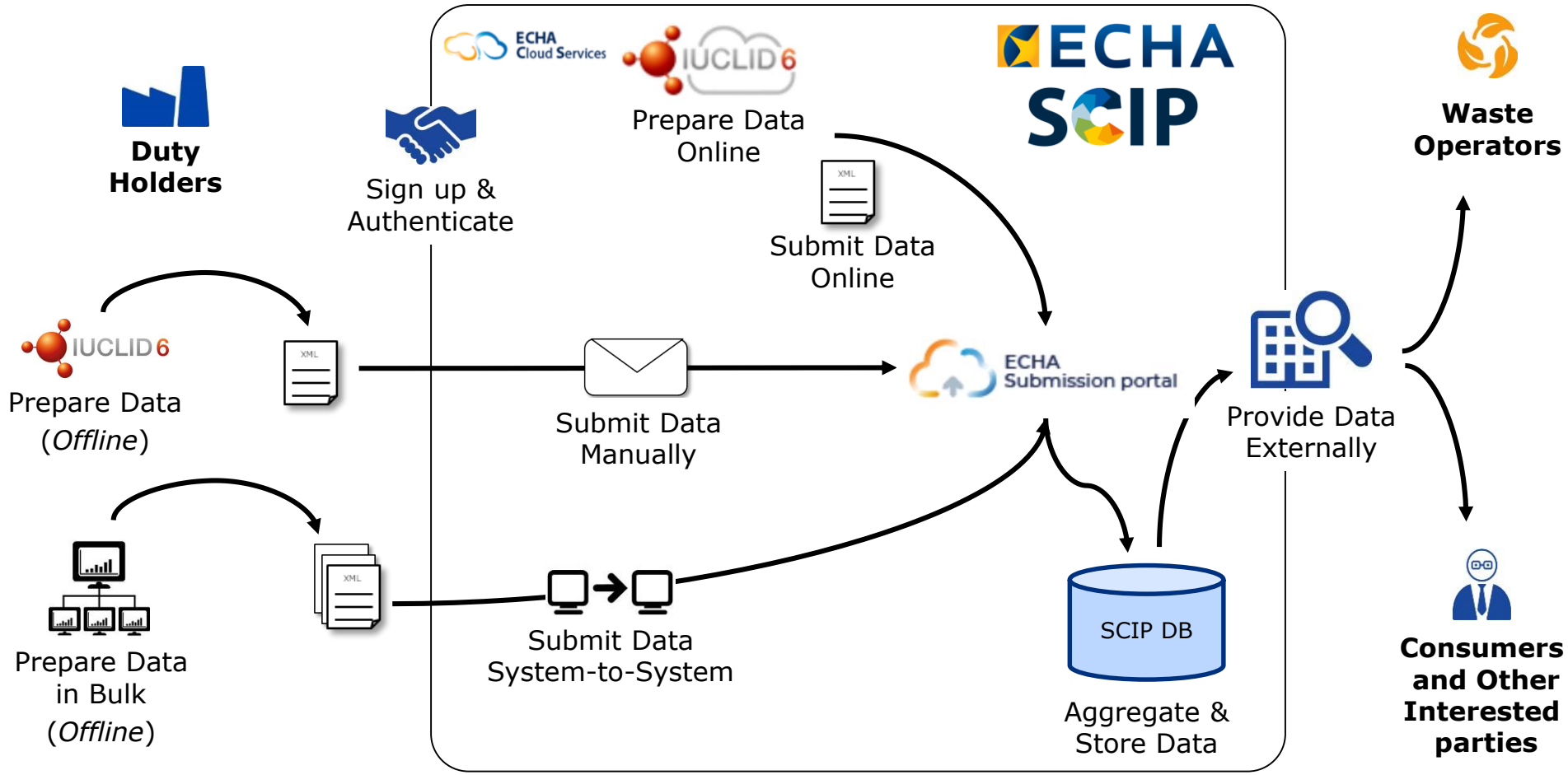
Introduction

SCIP is the database for information on **S**ubstances of **C**oncern **I**n articles as such or in complex objects (**P**roducts) established under the Waste Framework Directive (WFD).

The SCIP database ensures that the information about the presence of SVHCs is available throughout the whole life cycle of products and materials, including at the waste stage.

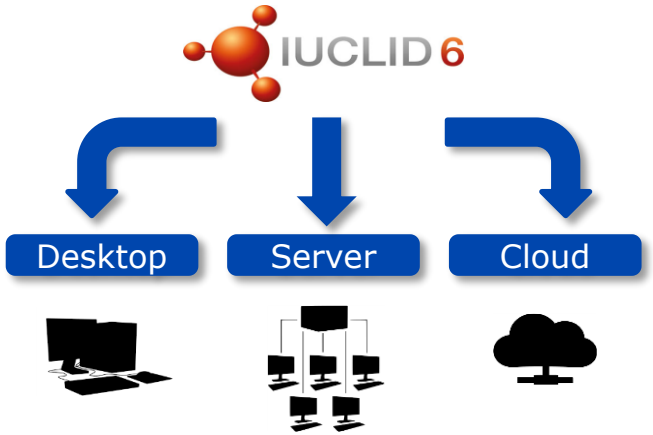
https://echa.europa.eu/scip-database

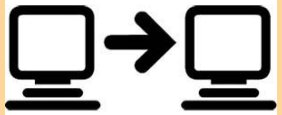
SCIP Database: Information Flow



Overview of the SCIP Notification Process

1 Dossier Preparation → 2 Dossier Submission → 3 Submission Report





System-to-System

SCIP Database: Tools

Sign up & Authenticate

In order to have access to ECHA IT tools, namely ECHA Cloud Services and ECHA Submission Portal, an ECHA Account must first be created.

Dossier Preparation

IUCLID 6

SCIP Notifications are submitted to ECHA by using IUCLID Dossiers (i6z files). IUCLID is the International Uniform Chemical Information Database maintained by ECHA and the OECD and includes a user interface to prepare and create SCIP Notifications.

Dossier Submission

ECHA Submission portal

The ECHA Submission Portal (ECHA Cloud Service) is an online tool to submit SCIP Notification dossiers according to the harmonised IUCLID format.

Dossier Preparation & Submission

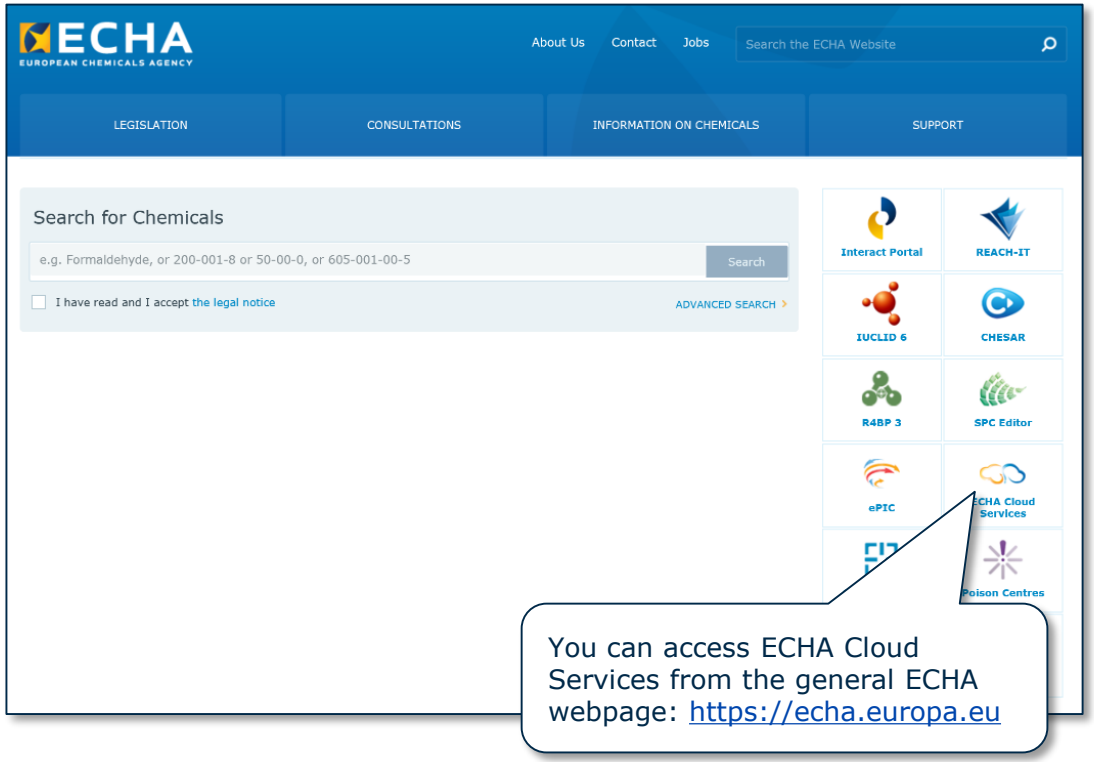
System-to-System Service

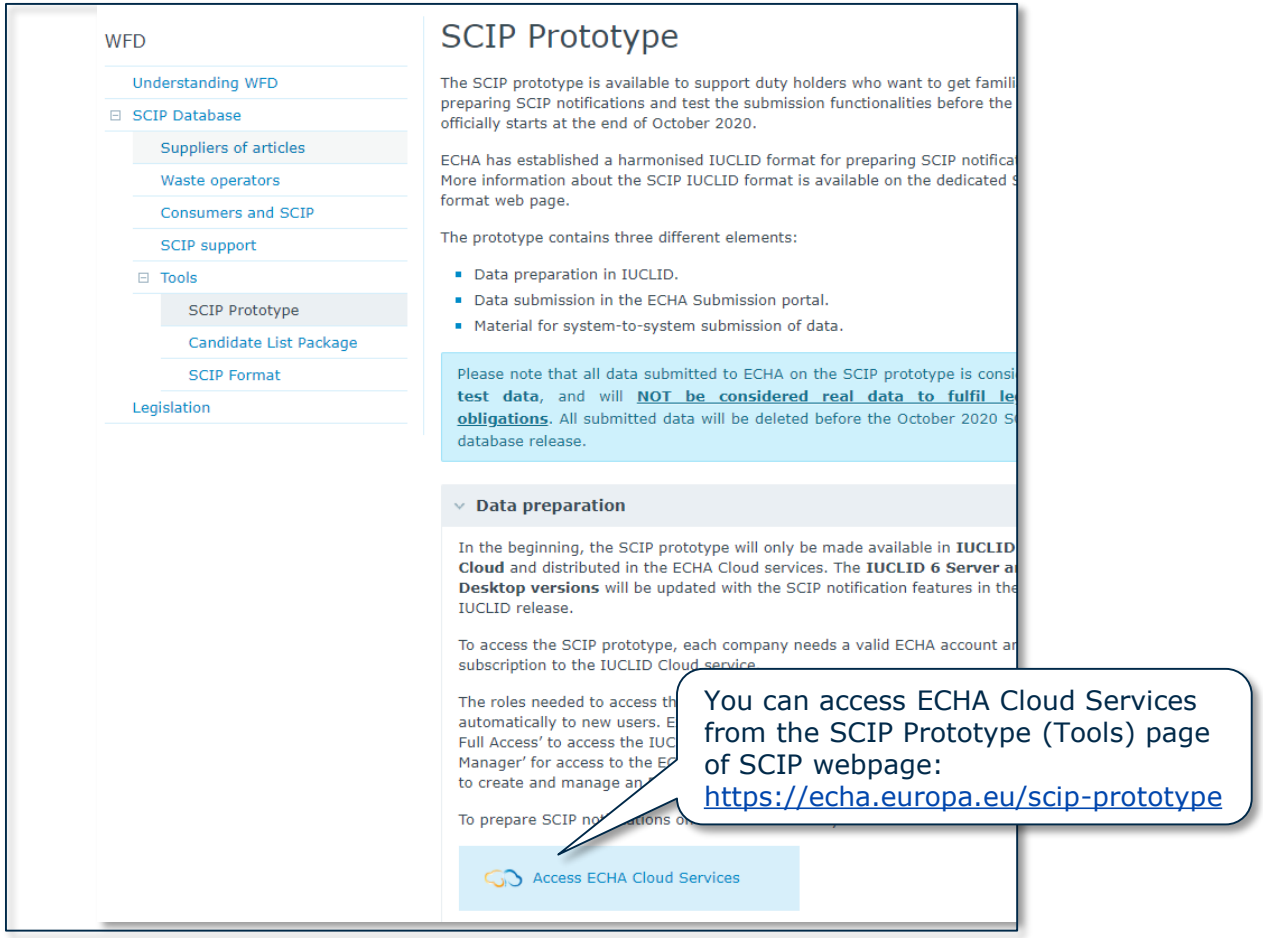
Companies can create SCIP Notification dossiers, on the harmonised format, in their own systems and submit their notifications to ECHA Submission Portal, via an automatic S2S transfer.

Getting Access

This chapter describes the process to access the ECHA Cloud Services, how to create an ECHA Account and how to link the Legal Entity Information in order to use the tools for the Preparation and Submission of Notifications.

Accessing ECHA Cloud Services



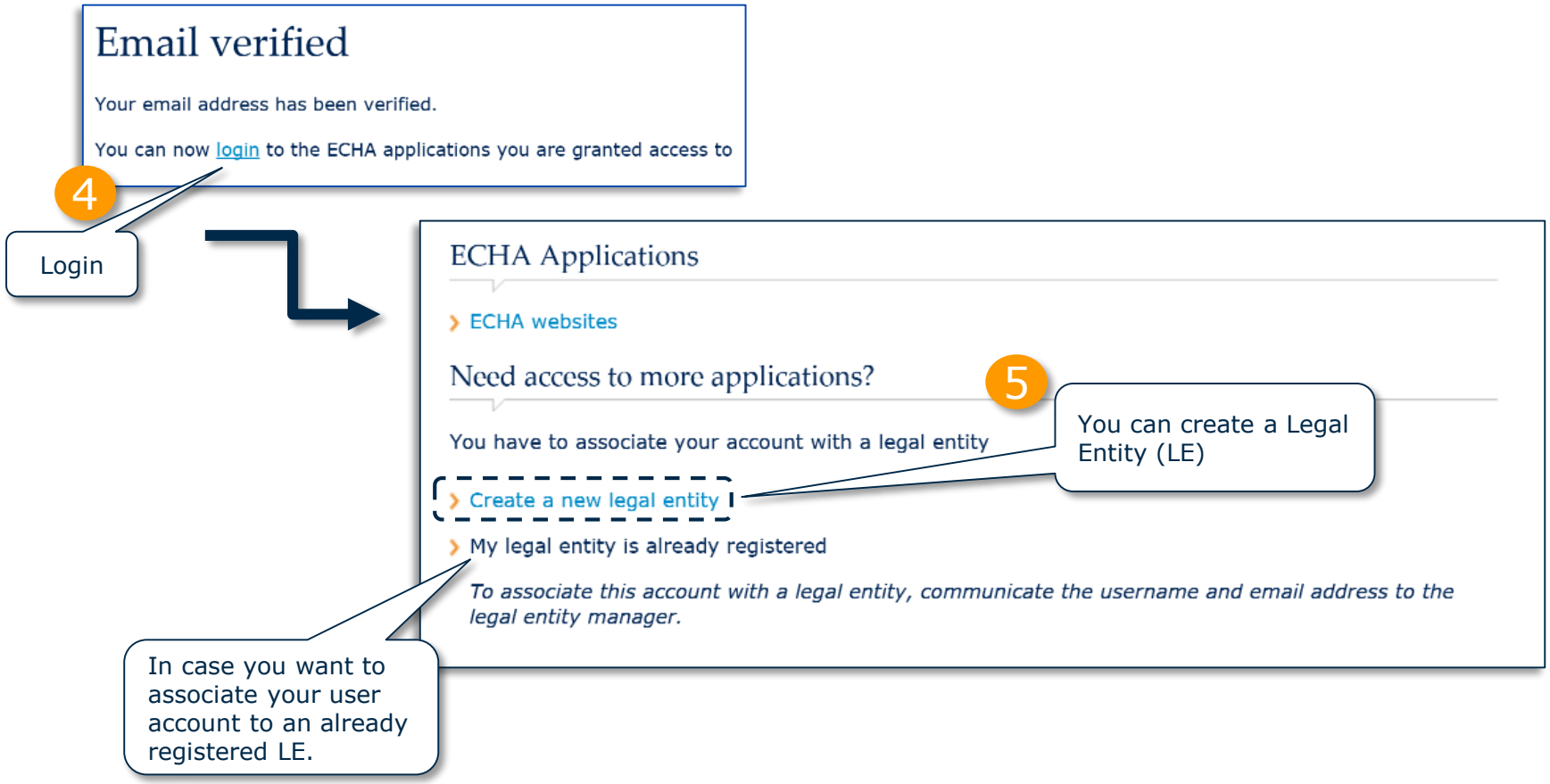


Welcome page (https://ecs.echa.europa.eu/cloud/home.html)

Go to "*Login with existing account*"

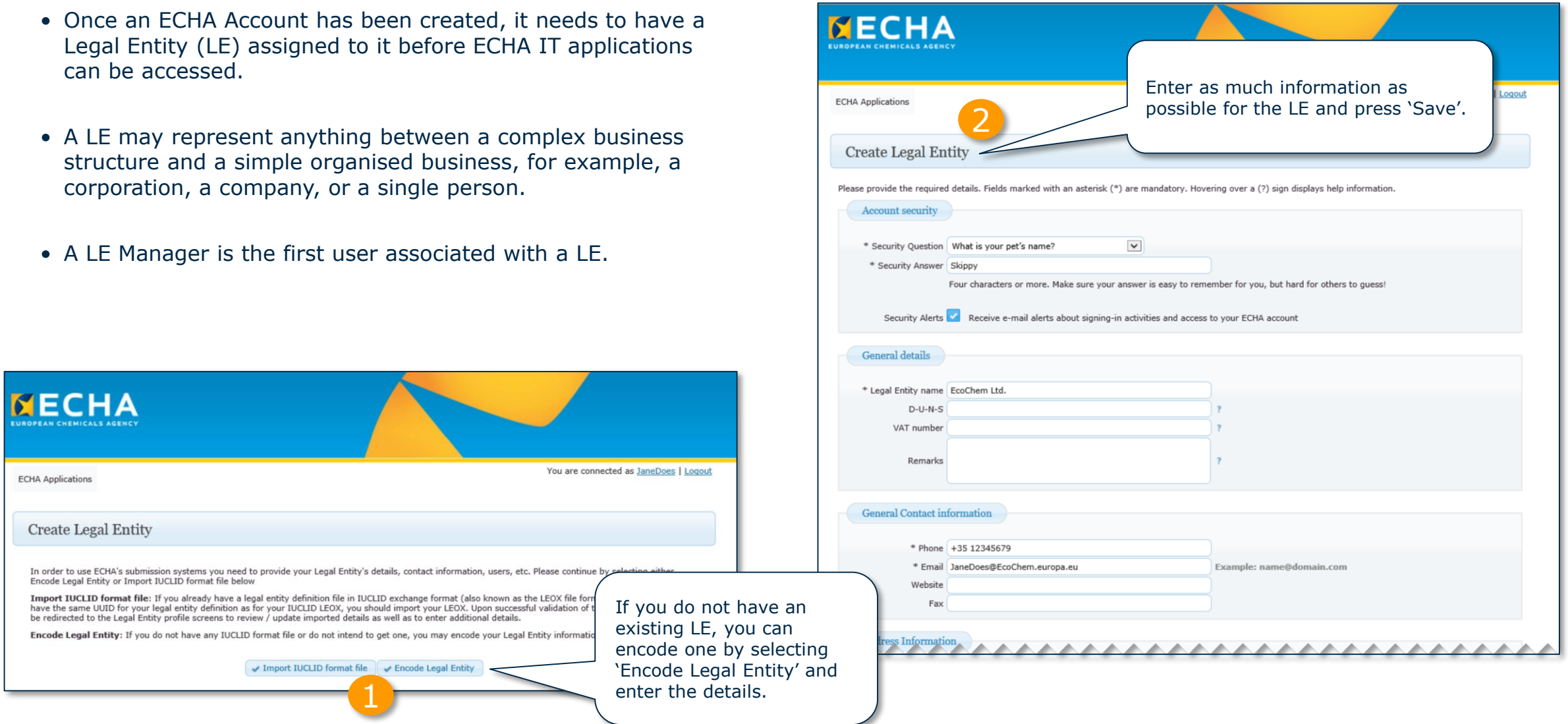
Creating an ECHA account (I)

Creating an ECHA account (II)

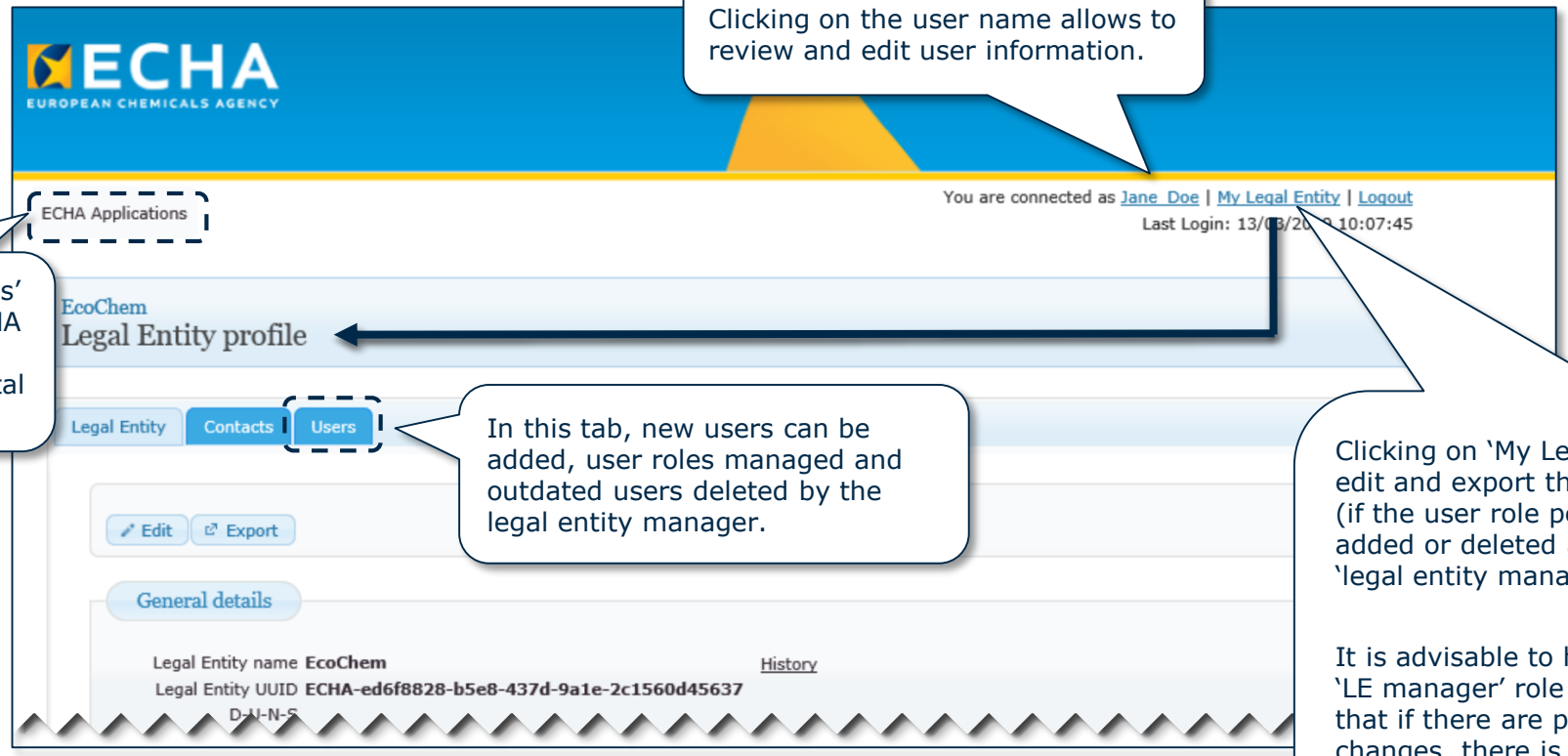


Assign the Legal Entity

- Once an ECHA Account has been created, it needs to have a Legal Entity (LE) assigned to it before ECHA IT applications can be accessed.
- A LE may represent anything between a complex business structure and a simple organised business, for example, a corporation, a company, or a single person.
- A LE Manager is the first user associated with a LE.



ECHA account navigation



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

Clicking 'ECHA Applications' redirects to the list of ECHA IT applications, including the ECHA Submission Portal and ECHA Cloud Services.

In this tab, new users can be added, user roles managed and outdated users deleted by the legal entity manager.

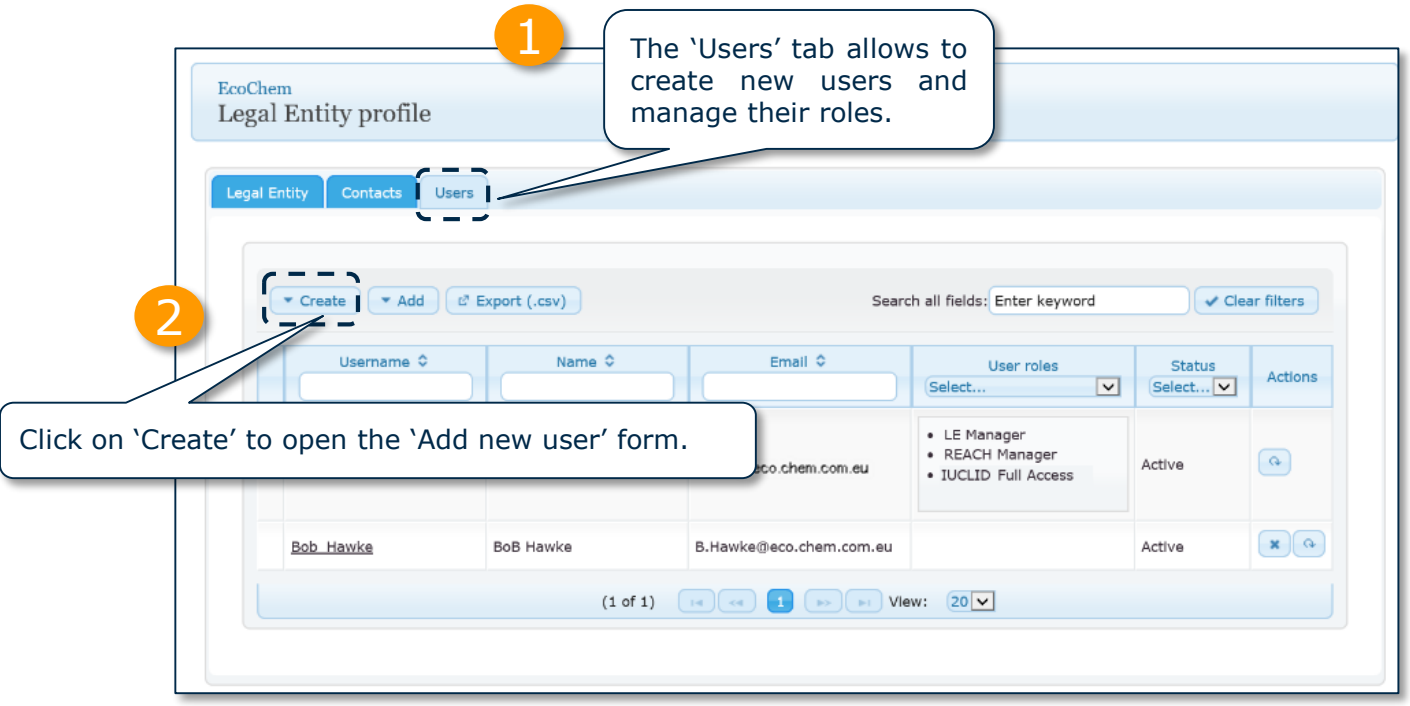
Clicking on 'My Legal Entity' allows the user to view, edit and export the Legal Entity Profile information (if the user role permits). Here, new users can be added or deleted and their roles defined by the 'legal entity manager'.

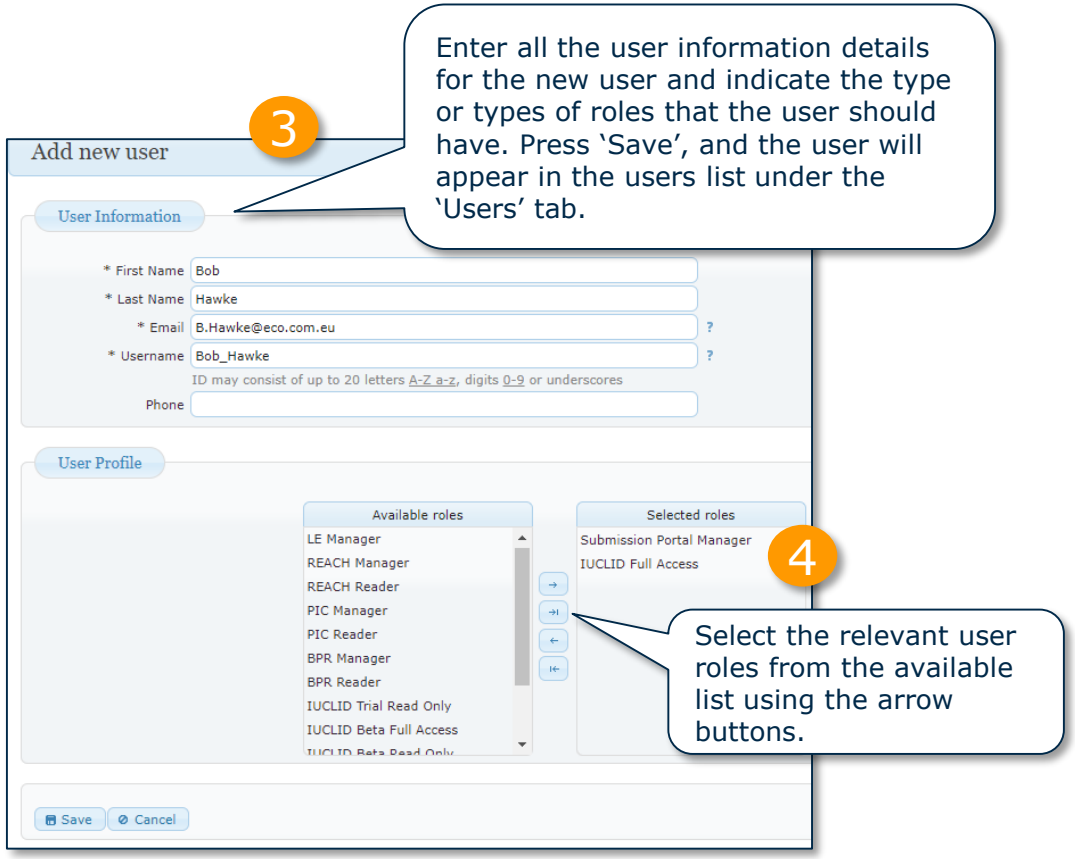
It is advisable to have at least two users with the 'LE manager' role per legal entity. This will ensure that if there are personnel or organisational changes, there is more than one user who can create or modify the accounts.

Defining the user roles

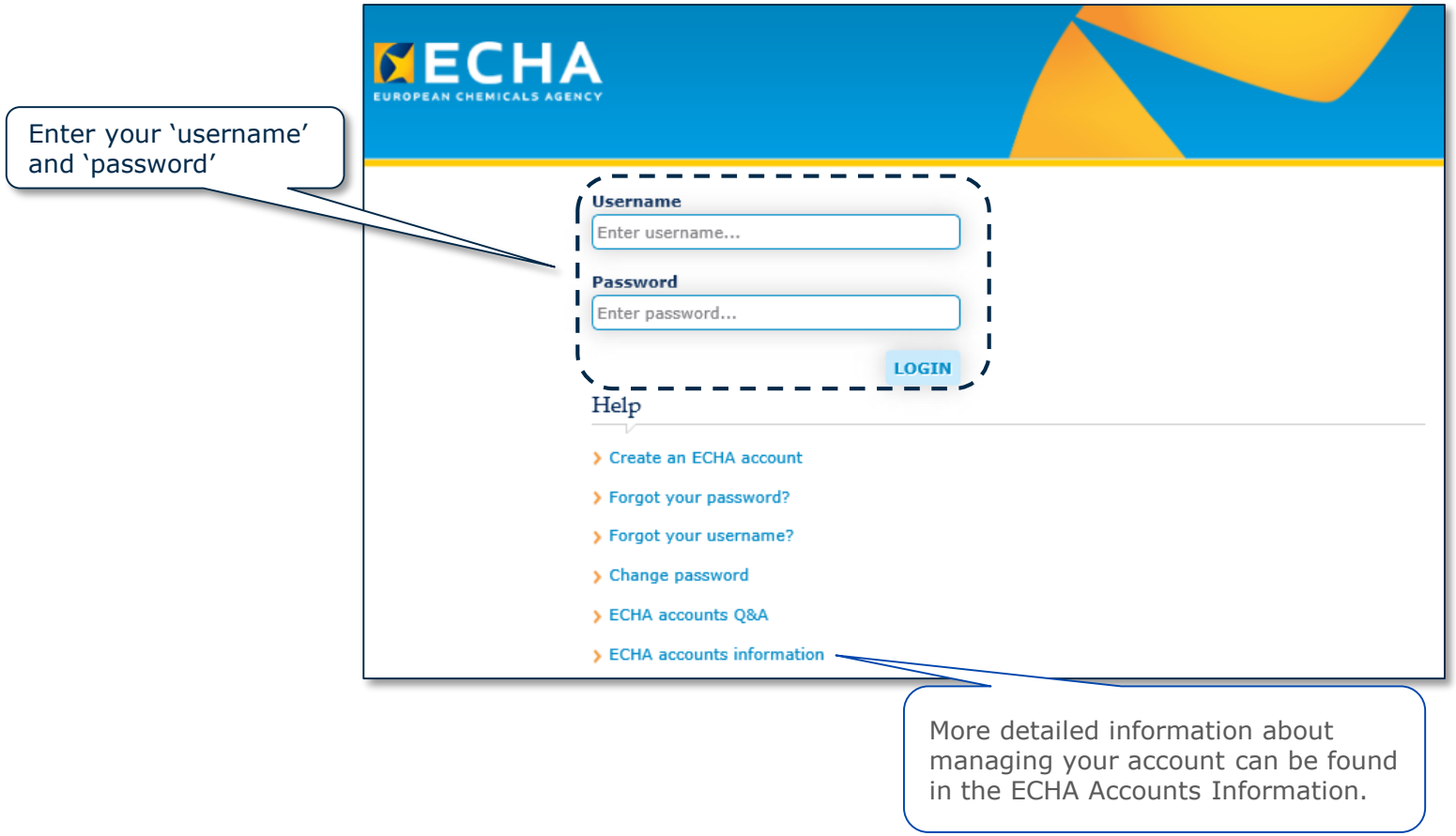
The User Roles define the user access level within the ECHA IT applications:

- **LE Manager →** can view and edit the LE Account and add, remove or edit user's data and contacts.
- **Submission Portal Manager → can submit SCIP Notifications** through ECHA Submission Portal.
- **IUCLID Full Access → can prepare SCIP Notifications online** in IUCLID Cloud.
- **'Reader' and 'Read' Roles →** these roles are entitled to 'read only' access.

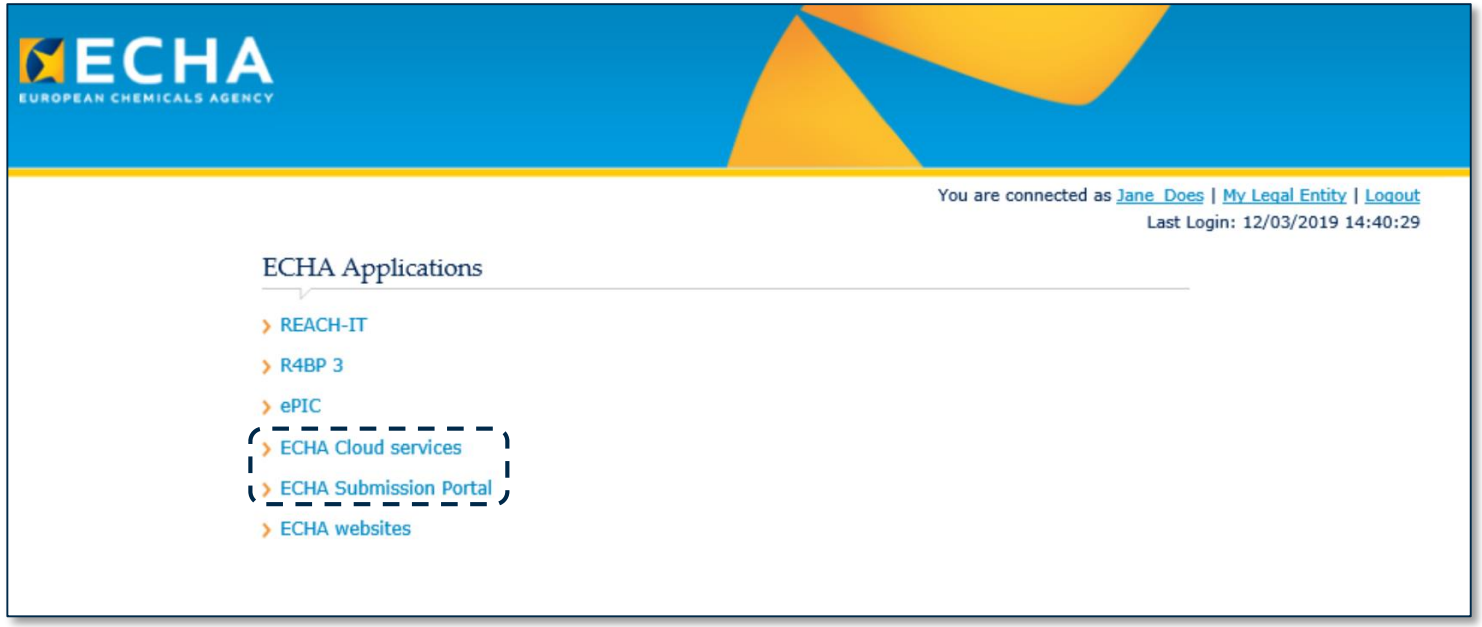




Login with existing account



Accessing ECHA Applications for the first time



First time users will be required to accept the 'Terms & Conditions' of each application before being able to proceed.

To read the full 'Terms & Conditions', click on the respective link.

Dossier preparation for SCIP notifications

This chapter describes the different ways to prepare a SCIP Notification, and explains how to start preparing a SCIP Notification dossier in IUCLID .

Ways to prepare a SCIP notification

There are three ways to prepare SCIP notifications:

1. Preparing your Notification online in **IUCLID Cloud**

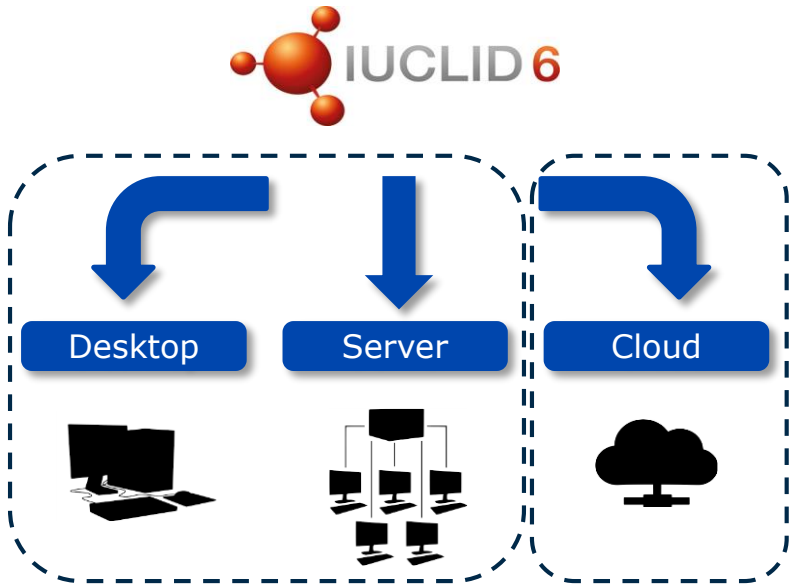
ECHA Cloud services provide a web-based access to IUCLID Cloud instance for preparing SCIP Notifications.

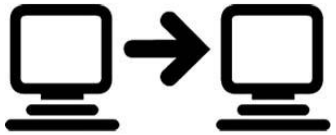
2. Preparing your Notification in **IUCLID 6 (Server & Desktop)**

The SCIP Notification can also be prepared 'offline' in the company's own IT infrastructure. You can download IUCLID and access to more information on IUCLID 6 Website.

3. Preparing your Notification for using **System-to-System** Submission

Companies can create SCIP Notification dossiers according to the harmonised format and submit them to the ECHA Submission Portal, using S2S.





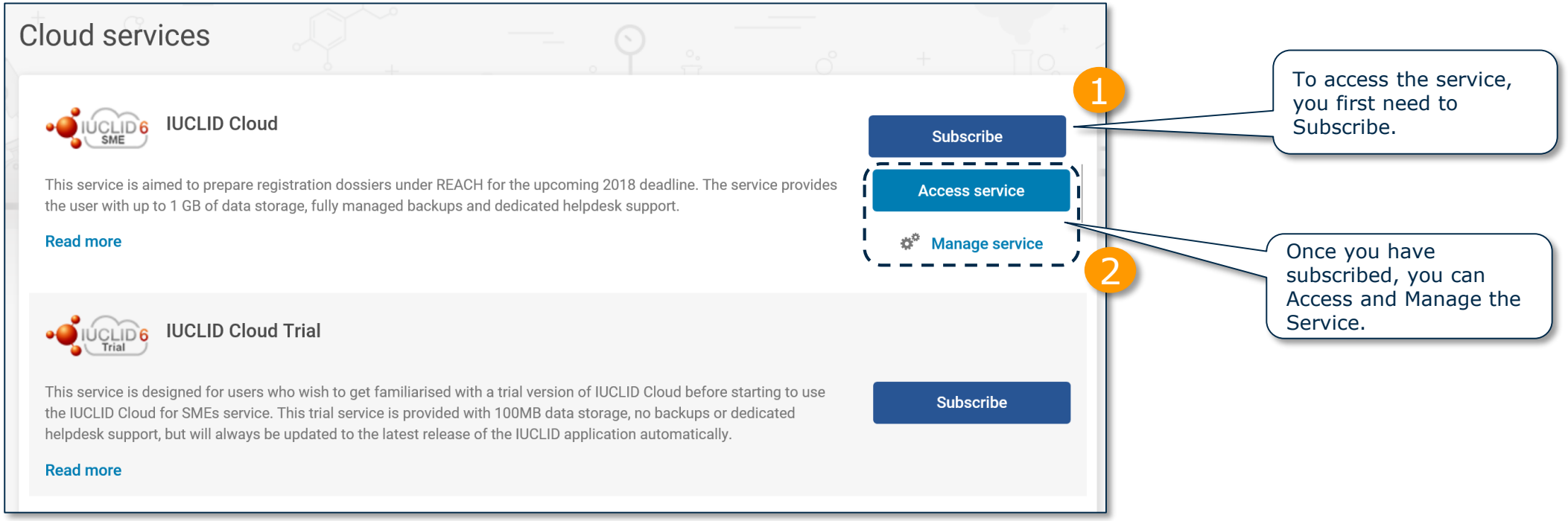
System-to-System Service

Access IUCLID Cloud – Online dossier creation

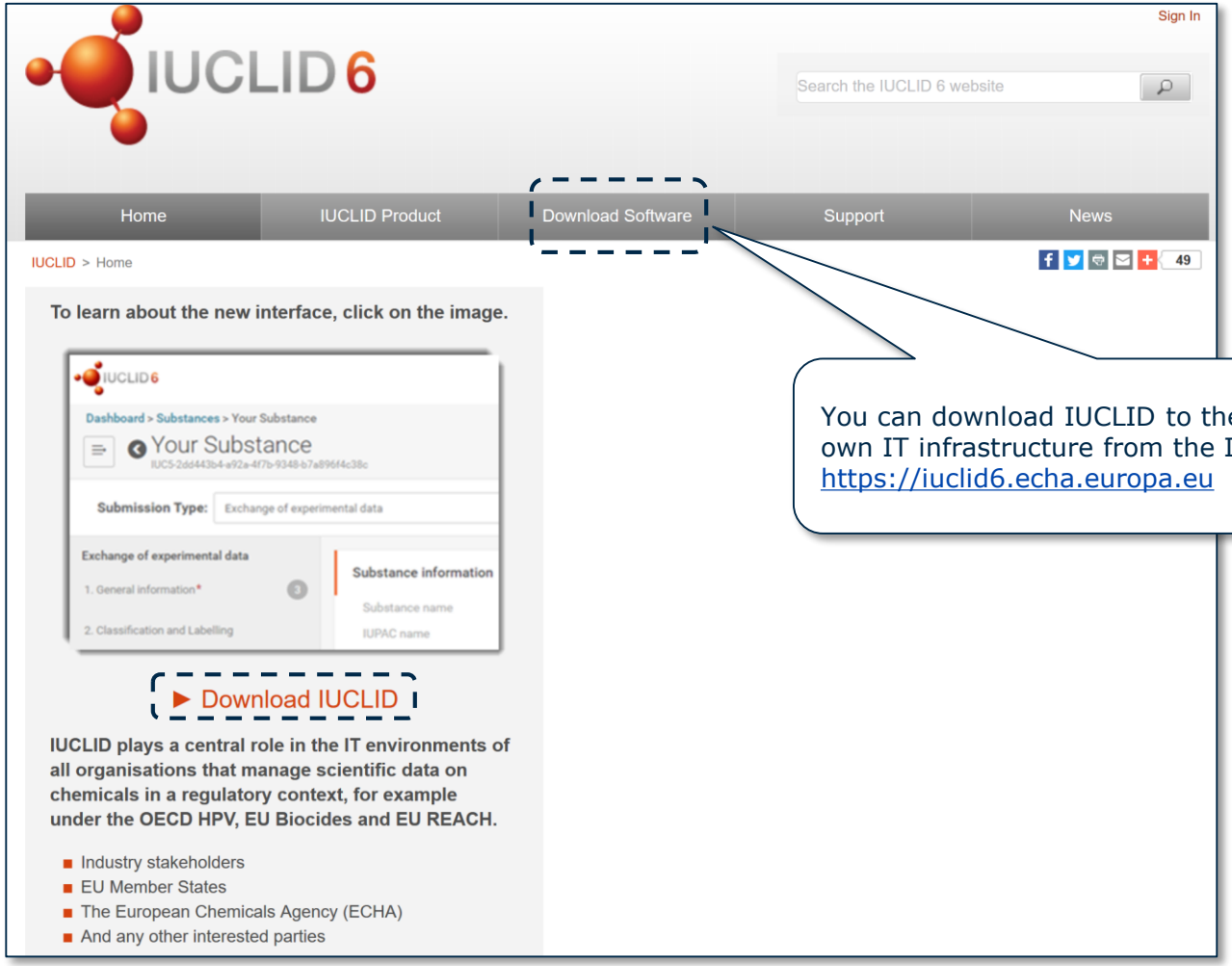
Once you have successfully logged into the system, the **ECHA Cloud Services** Dashboard page opens.

The **IUCLID Cloud** service allows for the online preparation of a SCIP Notification Dossier, while the **IUCLID Cloud Trial** service is used only for training purposes to get more familiar with the tool.

Note that only LE Managers have the rights to subscribe to a service, for other users, this functionality will not be visible.



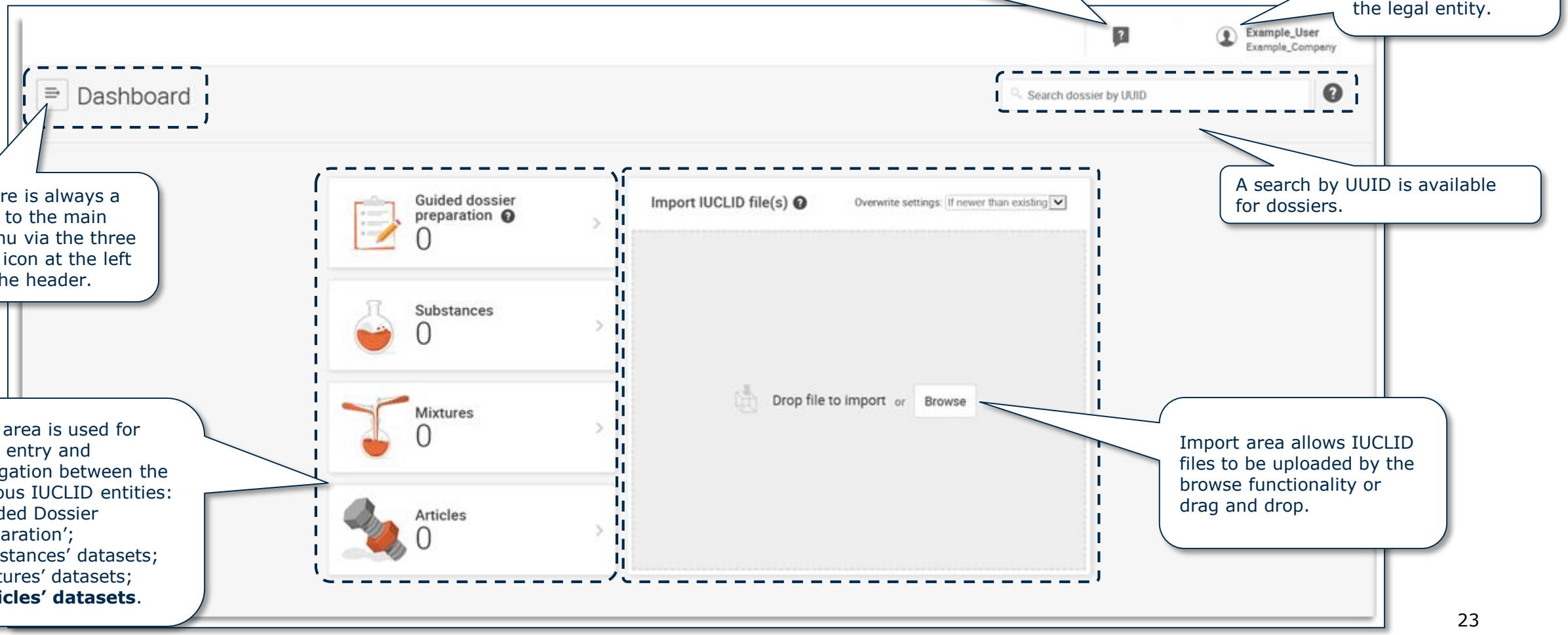
Download IUCLID 6 - 'offline' dossier creation



You can download IUCLID to the local company's own IT infrastructure from the IUCLID webpage: https://iuclid6.echa.europa.eu

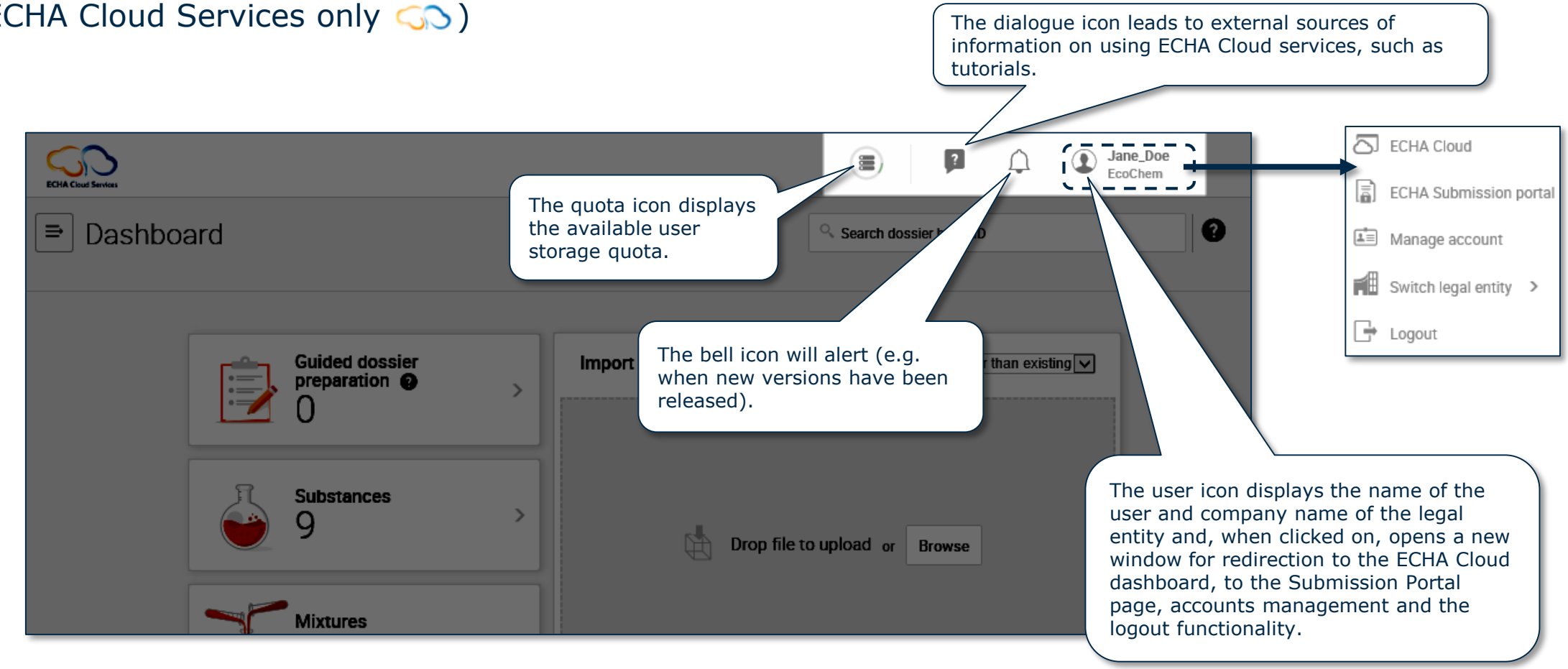
The IUCLID dashboard for dossier preparation

The IUCLID Dashboard page is displayed after opening IUCLID.

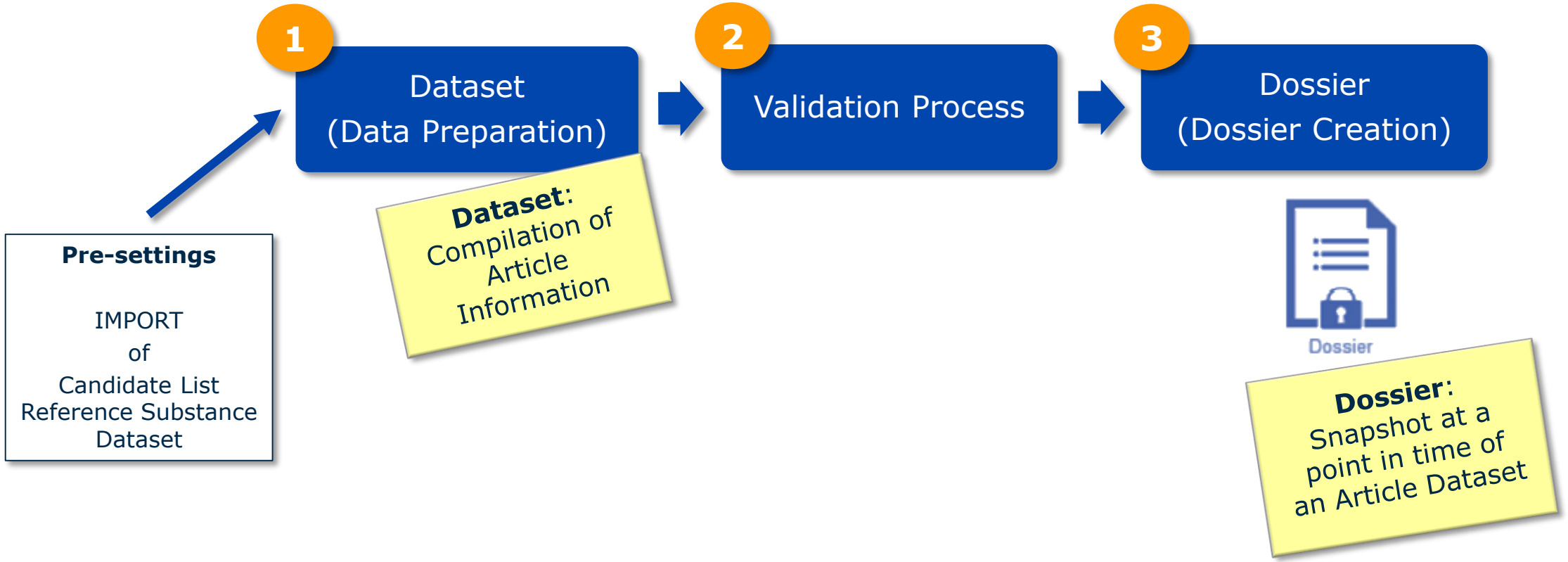


The dashboard top user bar

(ECHA Cloud Services only)



Dossier preparation overview (IUCLID)



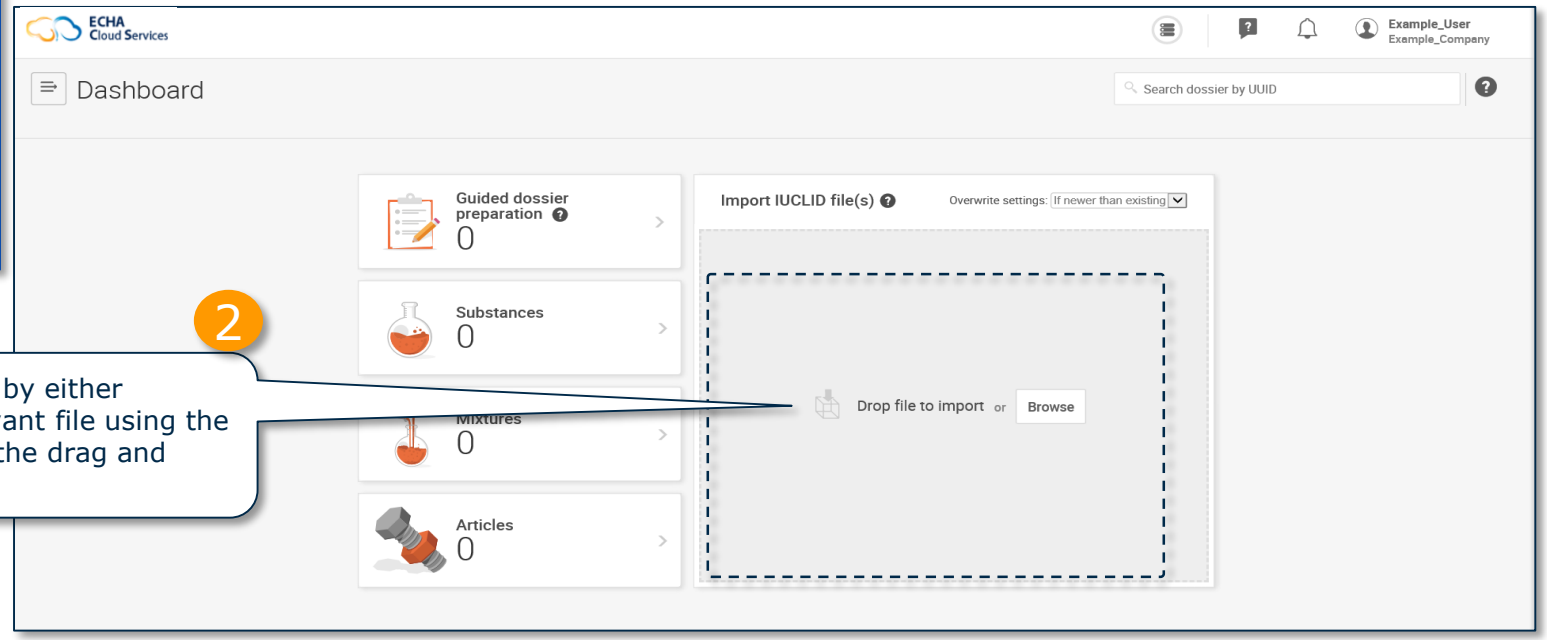
Candidate List Reference Substance IMPORT

The information on Candidate List substances is provided in SCIP Notifications by using a IUCLID reference substance entity. A reference substance can be created in IUCLID, but we recommend you, as a SCIP Notification submitter, to use the Candidate List Reference Substances Package provided by ECHA for your SCIP Notifications and to import it into your own IUCLID instances.

1

Download the **Candidate List** substance **package** available on Tools section on SCIP webpage.

https://echa.europa.eu/candidate-list-package

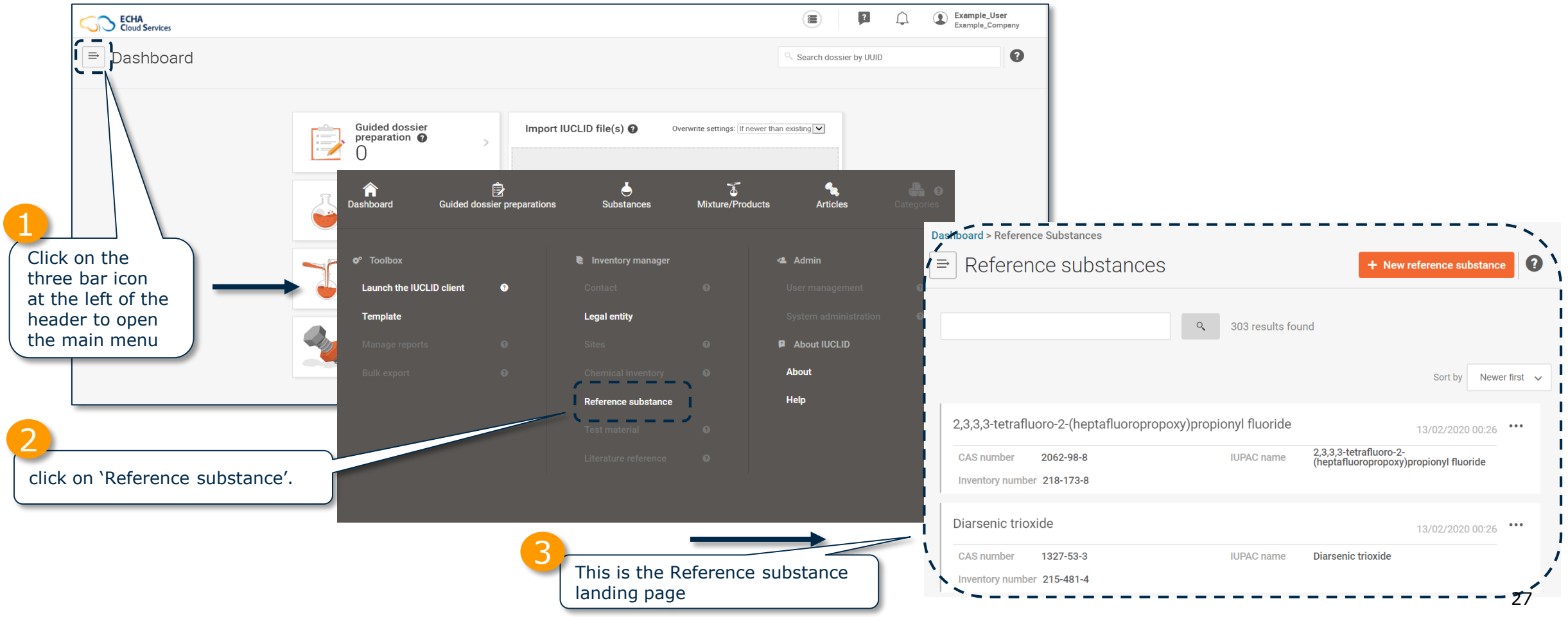


2

IMPORT files here by either selecting the relevant file using the 'Browse' or using the drag and drop functionality.

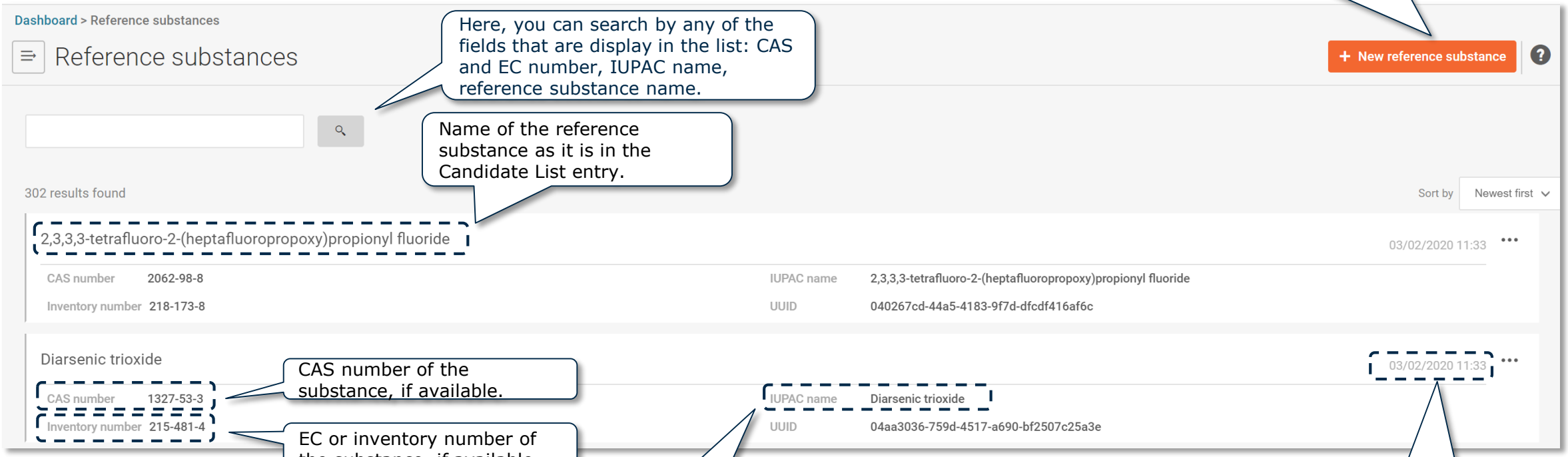
Candidate List reference substance

The reference substances included in your IUCLID instance can be reviewed following the next steps:



Reference substance landing page

Reference substance Page which contains a list of all the reference substances that have been created or imported.



Here, you can create a new reference substance. In the SCIP context we recommend to use the Candidate List reference substances package provided by ECHA.

Here, you can search by any of the fields that are display in the list: CAS and EC number, IUPAC name, reference substance name.

Name of the reference substance as it is in the Candidate List entry.

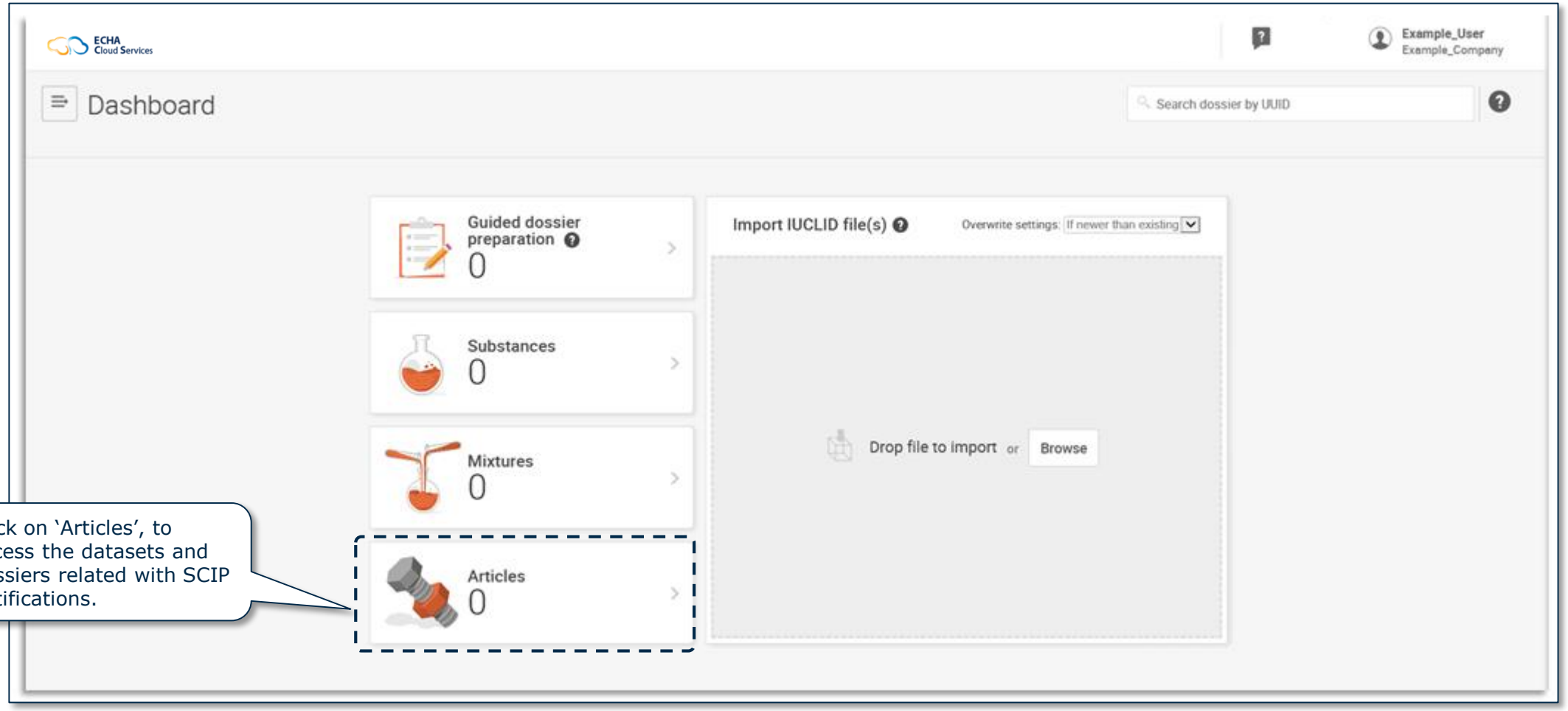
CAS number of the substance, if available.

EC or inventory number of the substance, if available.

This is the IUPAC name of the substance.

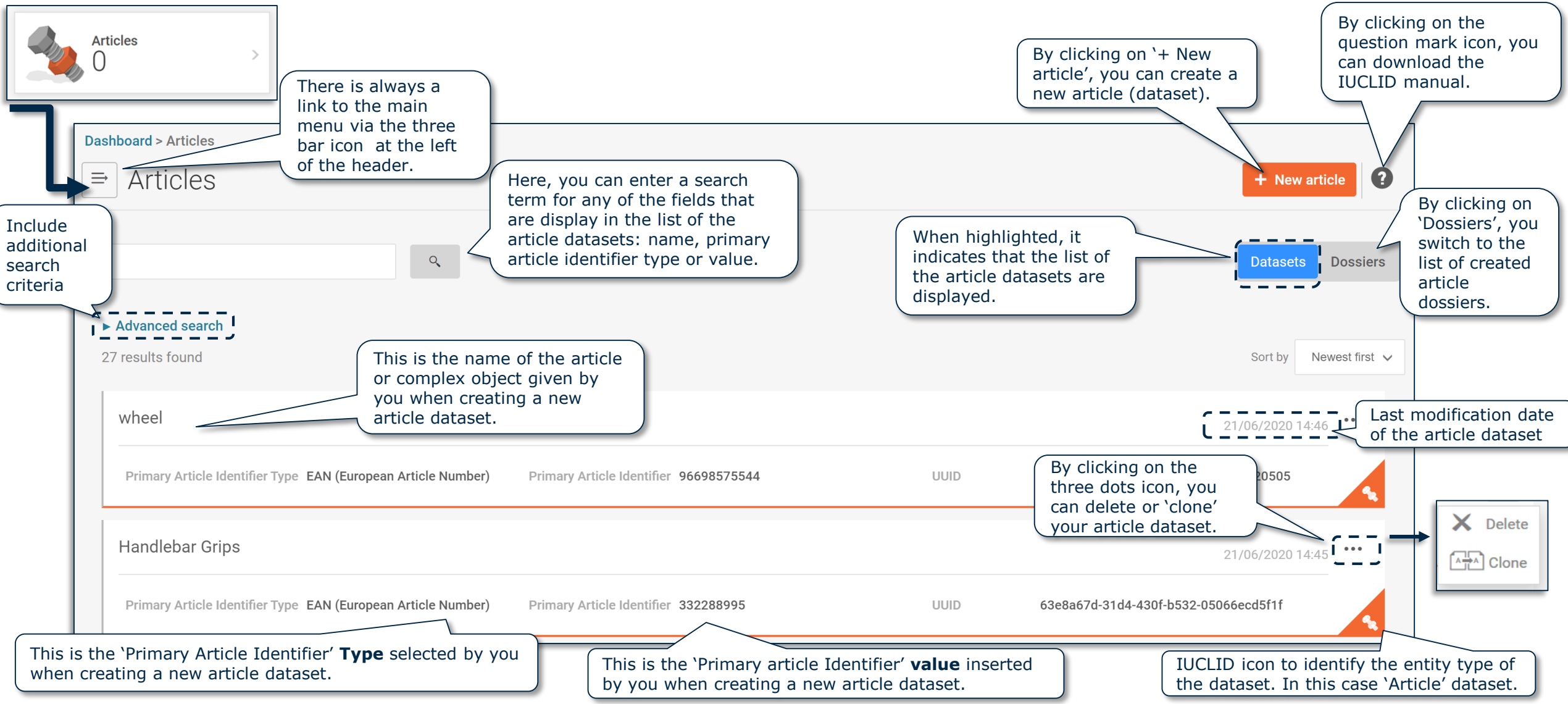
Last modification date of the reference substance.

Go to Article Landing Page



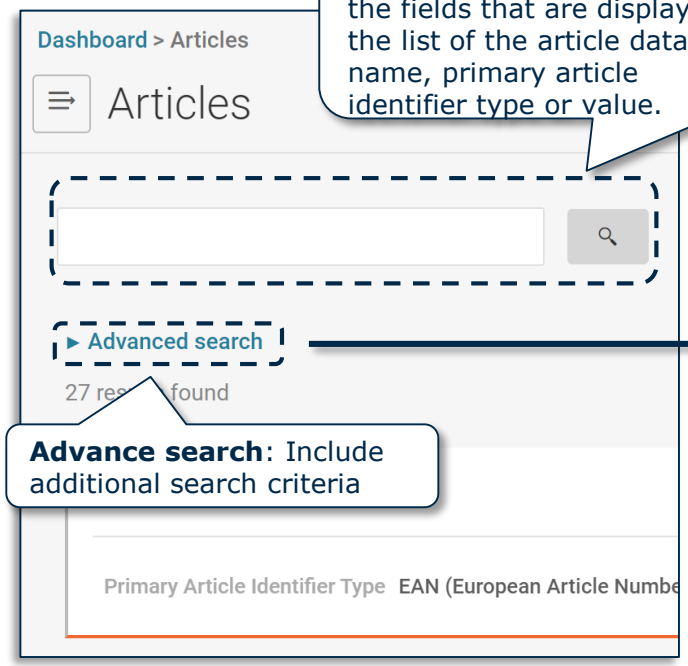
Article landing page (datasets)

This is the Articles page which contains a list of all the article datasets (dossiers under preparation) that have been created.



DATASET: Advance search (I)

Simple search: you can enter a search term for any of the fields that are display in the list of the article datasets: name, primary article identifier type or value.



Advance search: Include additional search criteria

By enabling the checkbox, articles with submission type selected in order to validate or create a dossier will be shown in the results list

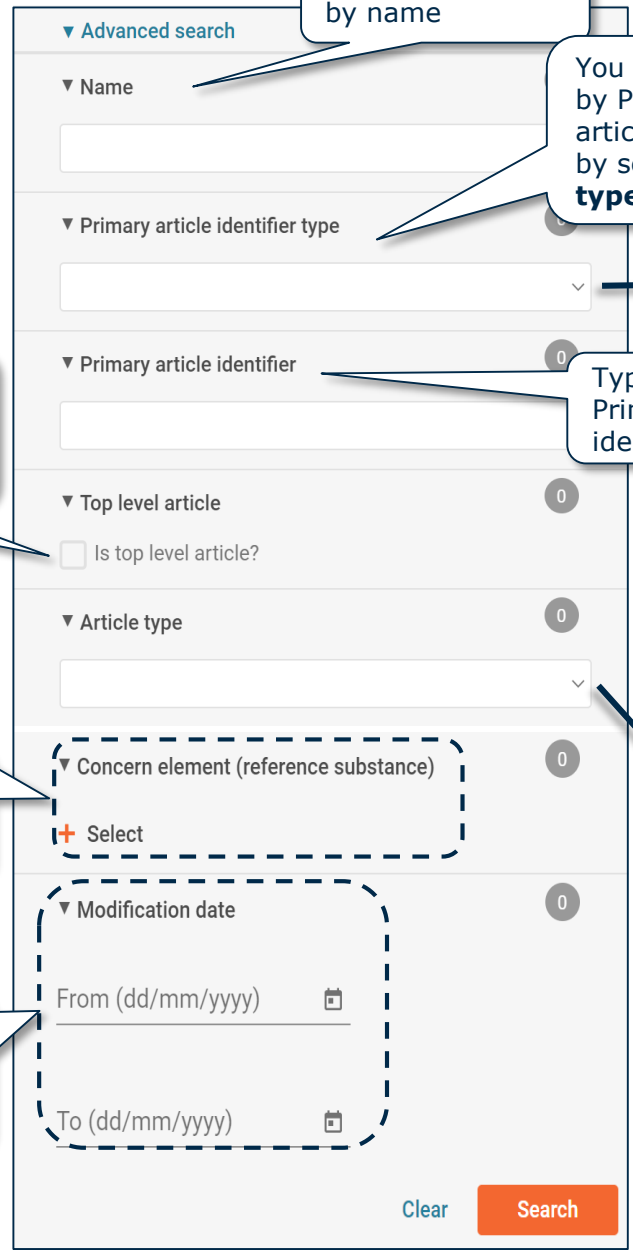
By selecting a Candidate List substance, **articles as such** containing that substance will be shown in the result list

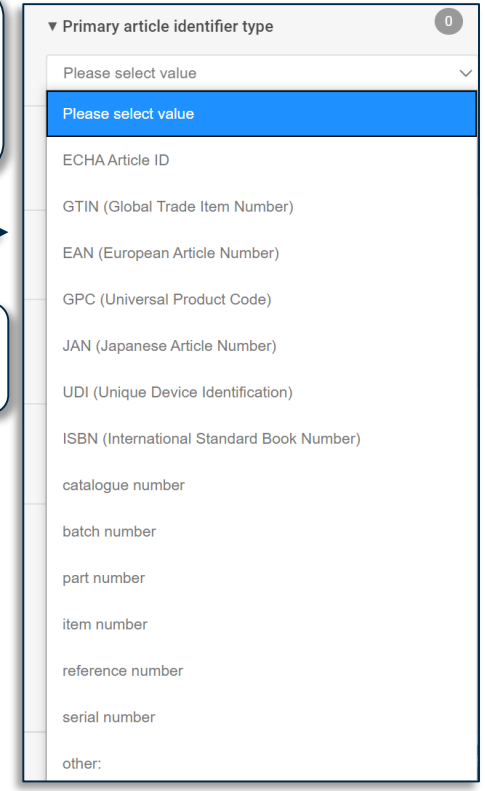
A specific date or a date range can be selected. Articles dataset modified or dossier created on that date will be shown in the result list

You can search by name

You can search by Primary article identifier by selecting a **type** and **value**

Type in the Primary article identifier **value**





By selecting an article type, articles as such or complex object will be shown in the results lists

DATASET:
Advance search (II)

Logic search: "AND"

Searching for datasets that contains X and Y.

When the user use more than one filter from different sections the system will provide datasets that match with all the criteria selected.

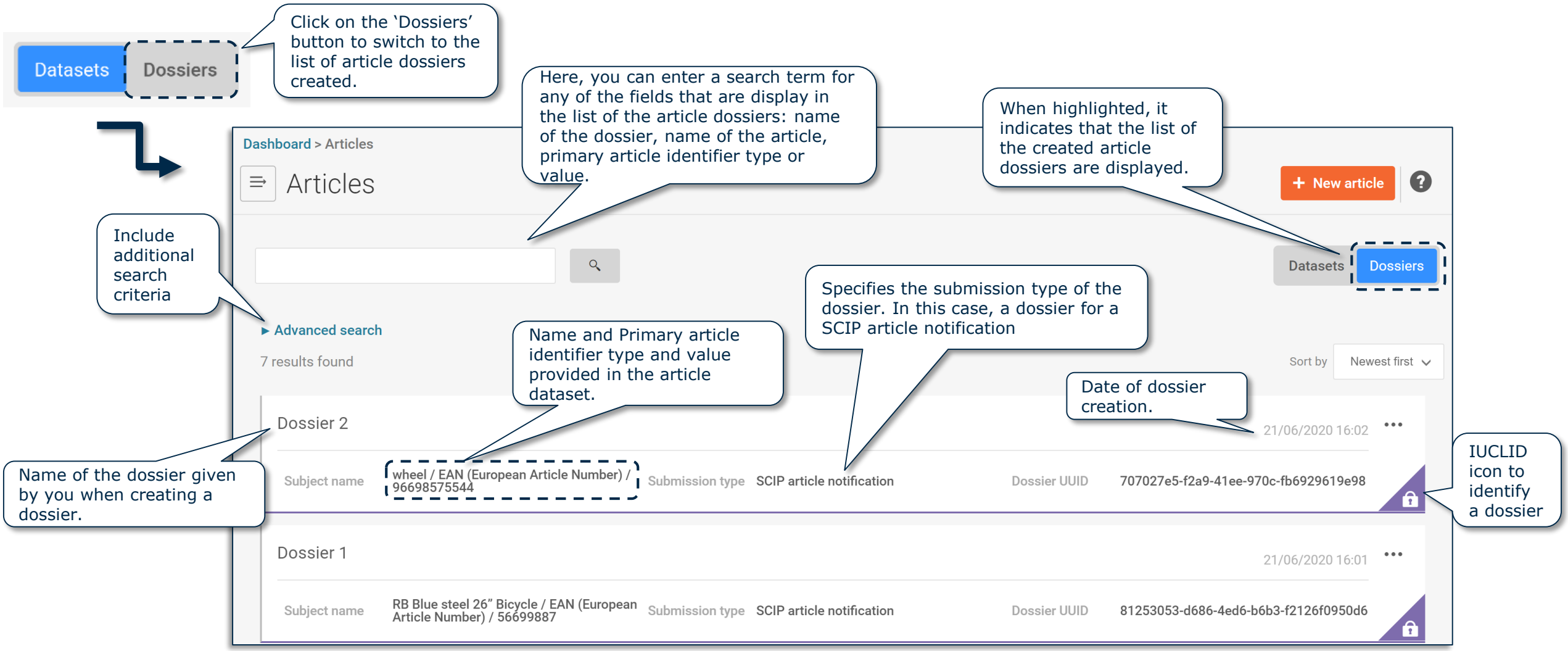
Logic search: "Or"

Searching for datasets that contains either X or Y.

When de user selects more than one substance in the concern element the system will provide all the dataset that include one substance or the other substance or both substances.

Article landing page (dossiers)

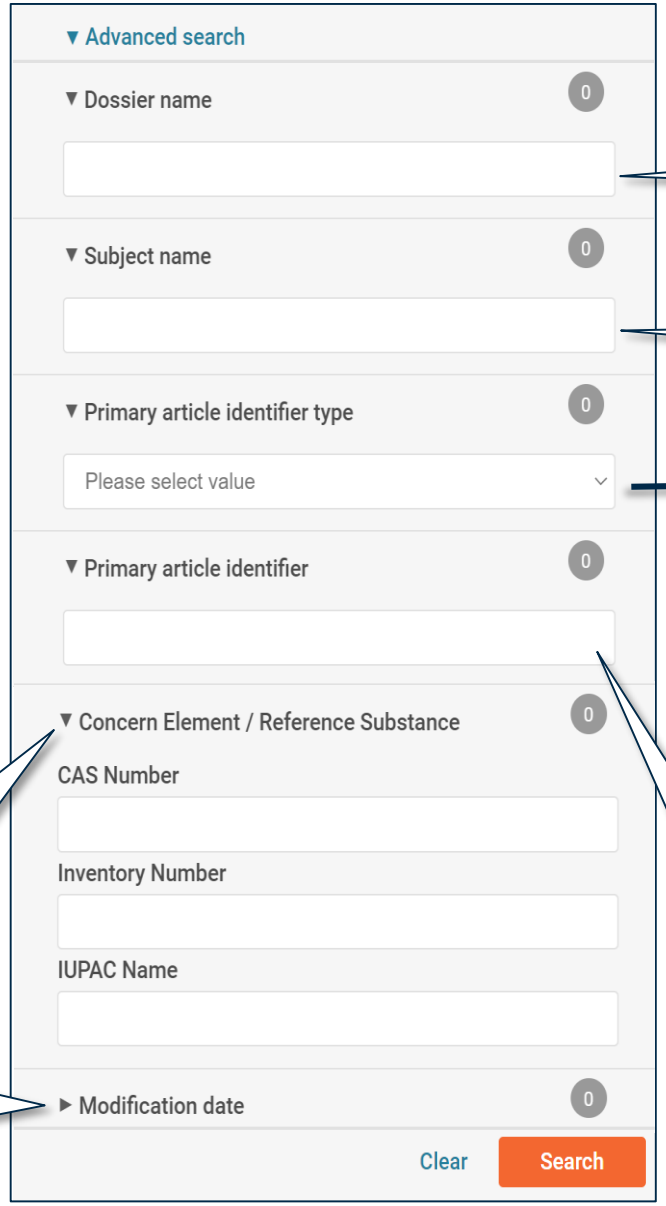
Articles page displaying the list of created article dossiers.



DOSSIER: Advance search (I)

Simple search: you can enter a search term for any of the fields that are display in the list of the article dossiers: dossier name, article name and primary article identifier type or value.

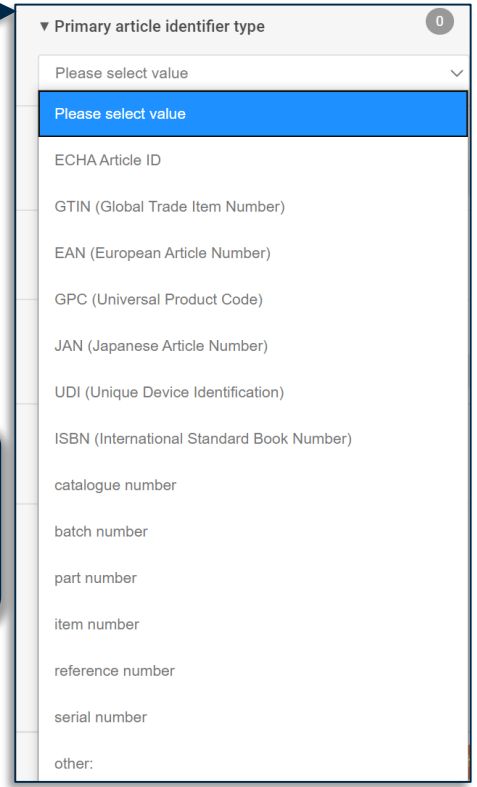
Advance search: Include additional search criteria



You can search by Dossier name

You can search by article name

You can search by Primary article identifier **type** and **value**



You can search by Candidate List substance, typing the CAS or EC number and/or the IUPAC name, dossiers of **articles as such** containing that substance will be shown in the result list

A specific date or a date range can be selected. Dossier created on that date will be shown in the result list

Type in the Primary article identifier **value**

DOSSIER:
Advance search (II)

Logic search: "AND"

Searching for dossiers that contains X and Y.

When the user use more than one filter from different sections the system will provide dossiers that match with all the criteria selected.

Logic search: "Or"

Searching for dossiers that contains either X or Y.

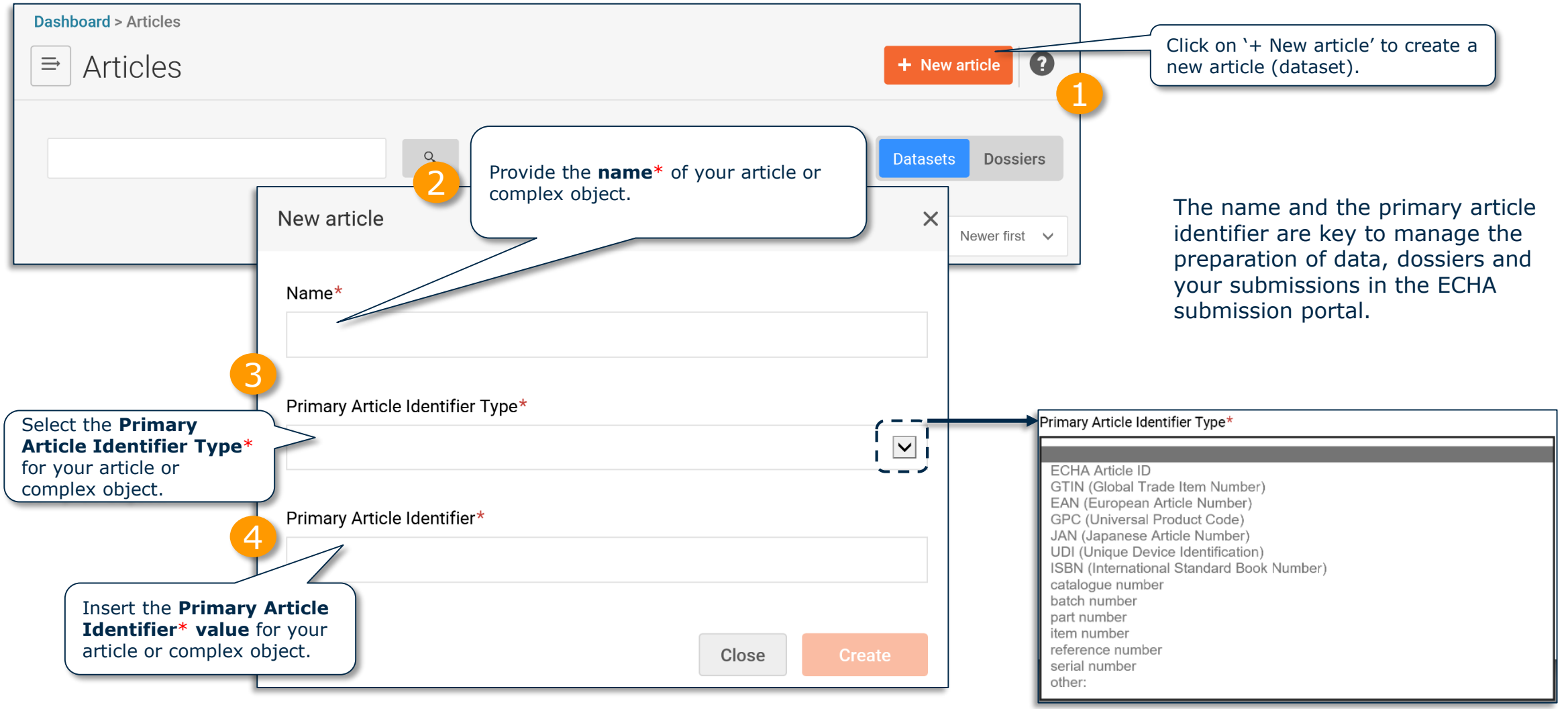
When de user selects more than one substance in the concern element the system will provide all the dossiers that include one substance or the other substance or both substances.

Dossier preparation overview (IUCLID)

Creating and article DATASET

Dossier:
Snapshot at a point in time of an Article Dataset

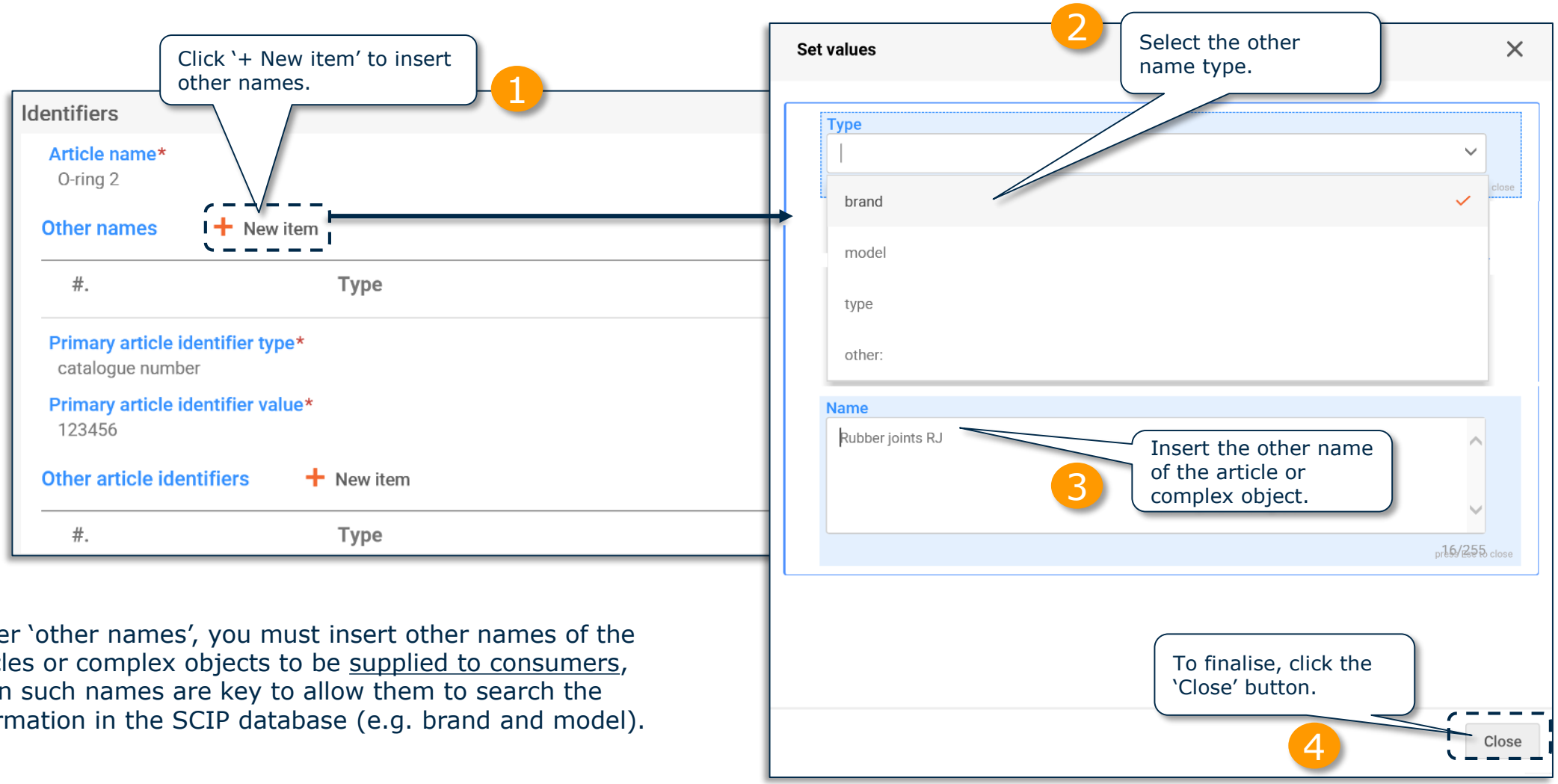
Data Preparation: creating an Article dataset



The name and the primary article identifier are key to manage the preparation of data, dossiers and your submissions in the ECHA submission portal.

Note: For further information about 'article' definition and 'complex object' concept, please consult the *Guidance on Requirements for Substance in Articles*.

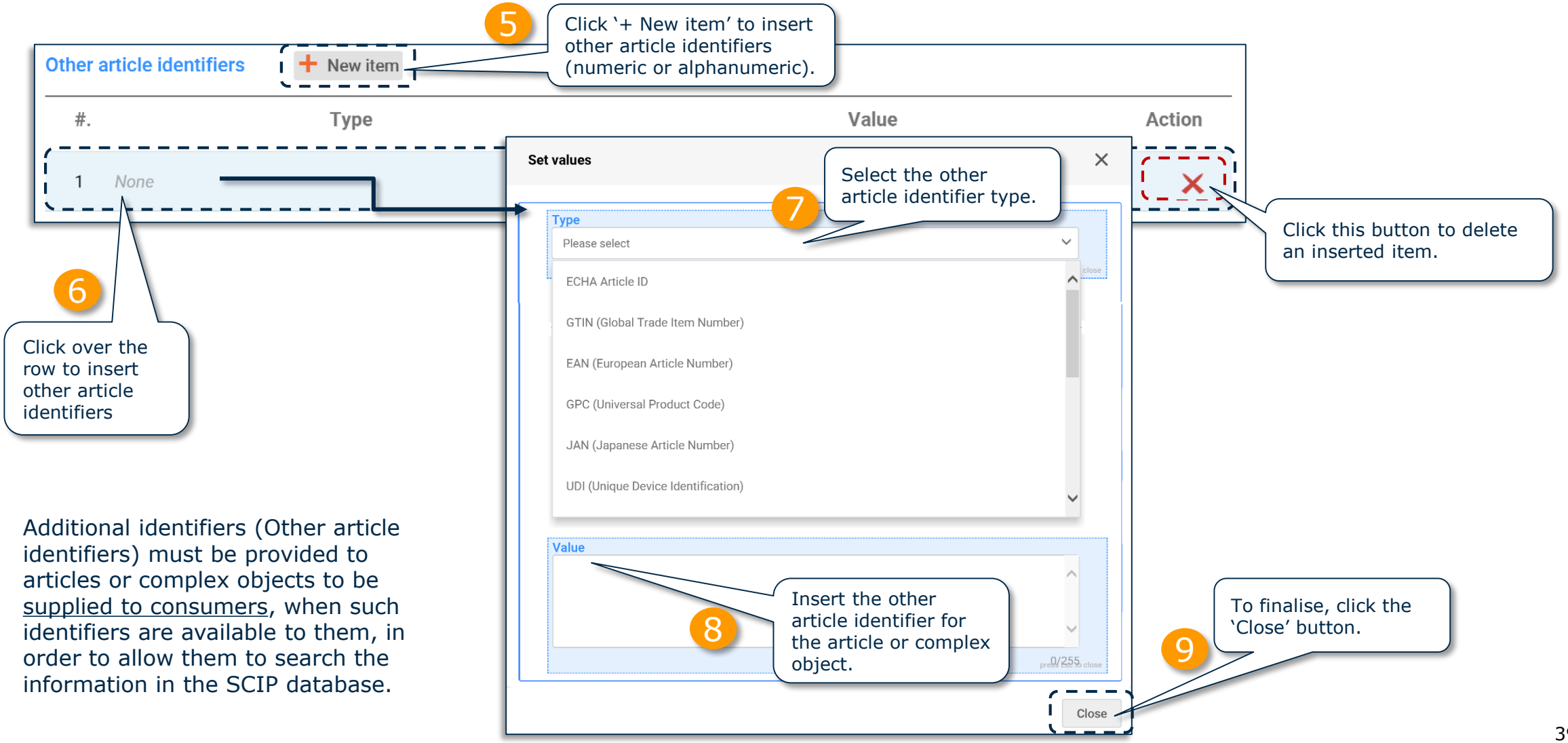
Data Preparation: Identifiers (I)



Under 'other names', you must insert other names of the articles or complex objects to be supplied to consumers, when such names are key to allow them to search the information in the SCIP database (e.g. brand and model).

Note: For further information about the information requirements, please refer to *Information Requirements for the SCIP Database* document.

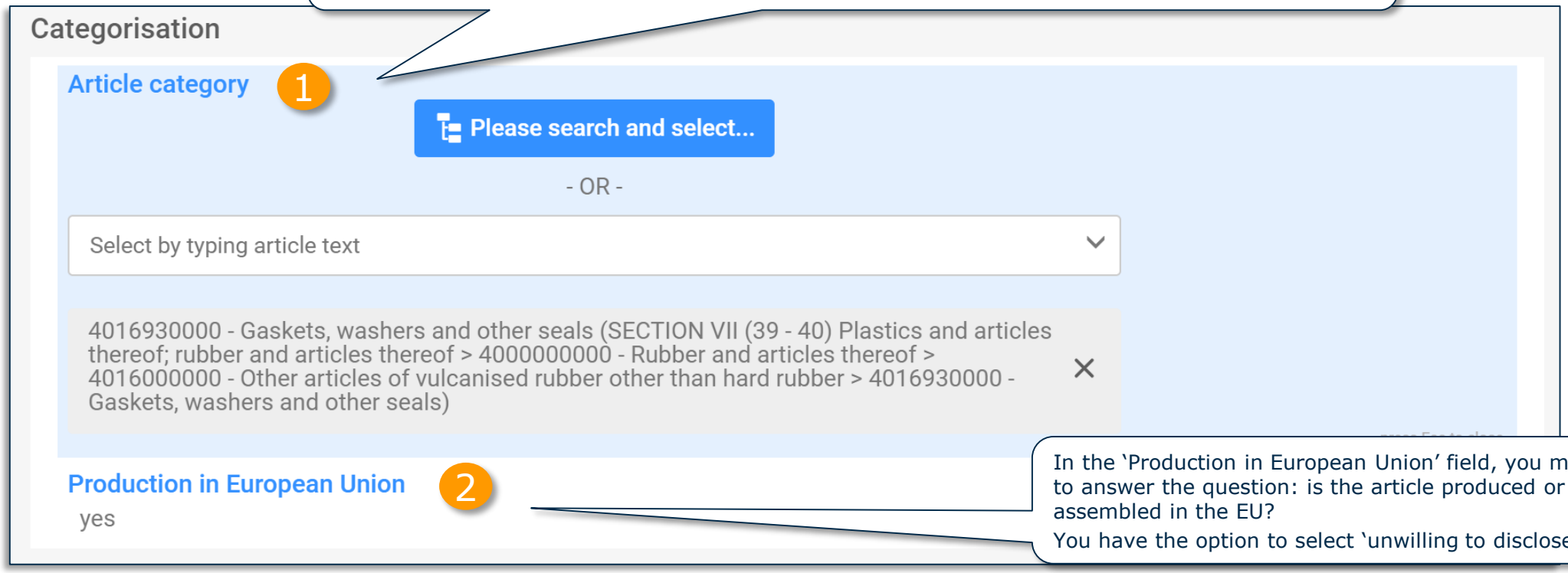
Data preparation: identifiers (II)



Additional identifiers (Other article identifiers) must be provided to articles or complex objects to be supplied to consumers, when such identifiers are available to them, in order to allow them to search the information in the SCIP database.

Data preparation: Categorisation

Select the 'Article category'* from the Combine Nomenclature (CN) or TARIC database.
It identifies the article or complex object according to its function or use (from a harmonised list). It is key to identify impacted waste streams.



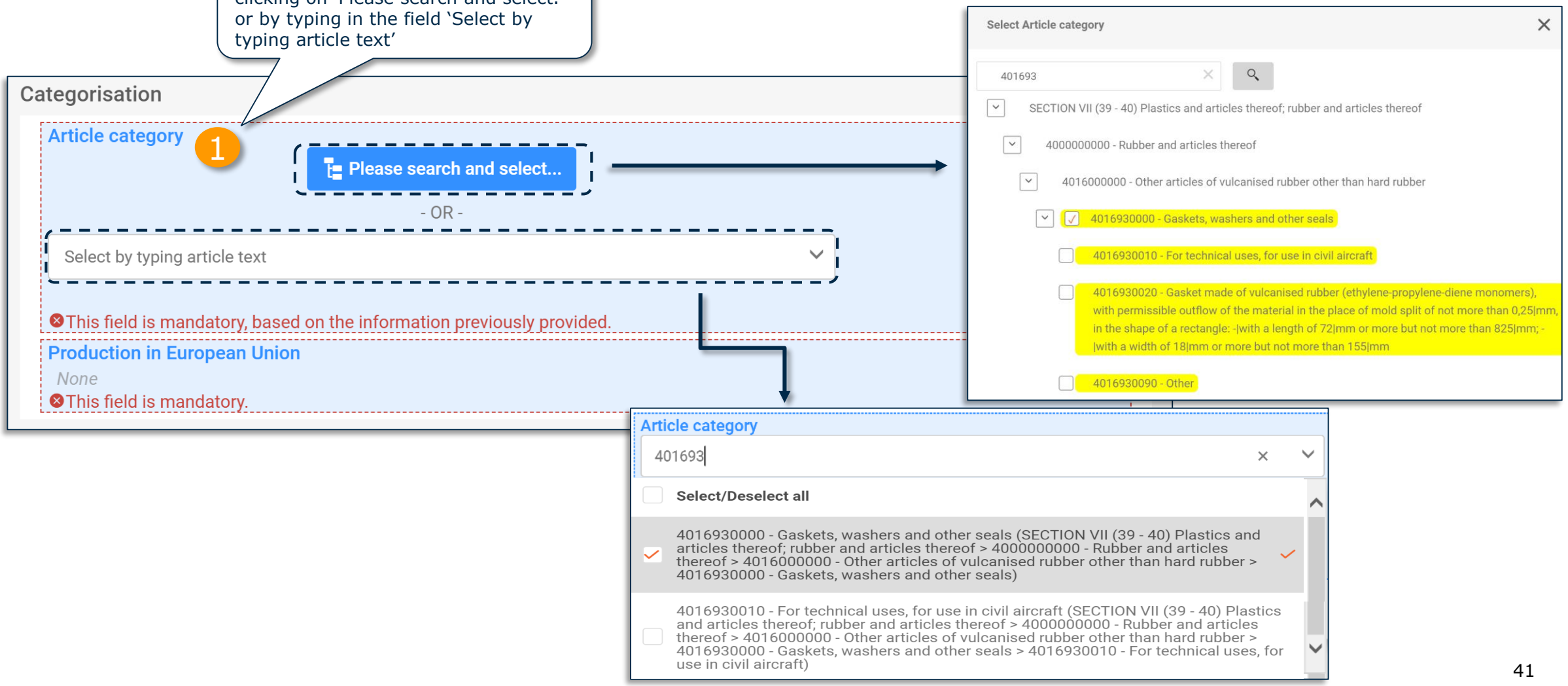
In the 'Production in European Union' field, you may wish to answer the question: is the article produced or assembled in the EU?
You have the option to select 'unwilling to disclose*'.

Note: For further information about the article category, please refer to *Information Requirements for the SCIP Database* document.

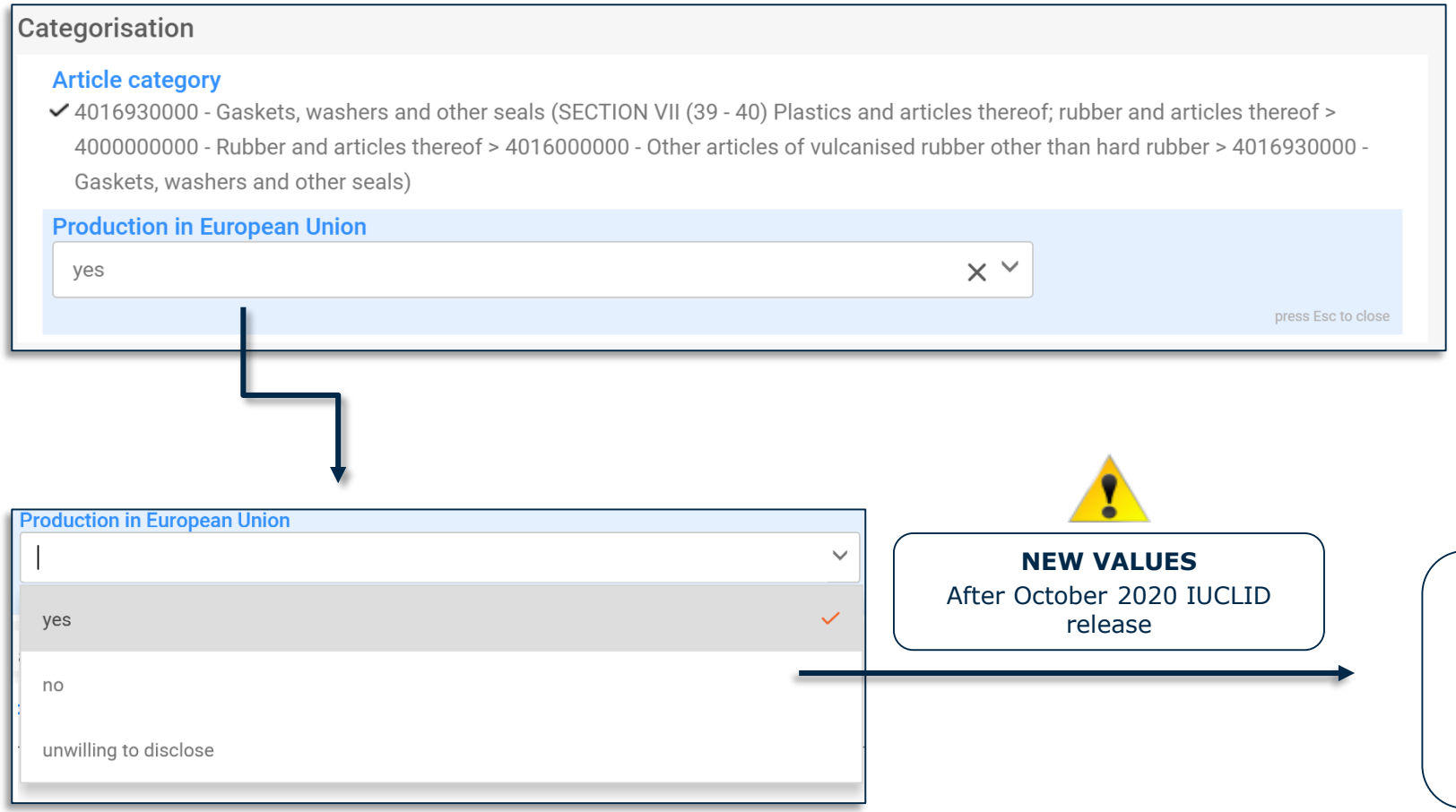
- **Combined Nomenclature (CN):** Annex I to Council Regulation (EEC) No 2658/87 on the tariff and statistical nomenclature and on the Common Customs Tariff
- **TARIC** (the integrated Tariff of the European Union) database: https://ec.europa.eu/taxation_customs/business/calculation-customs-duties/what-is-common-customs-tariff/taric_en

Article Category

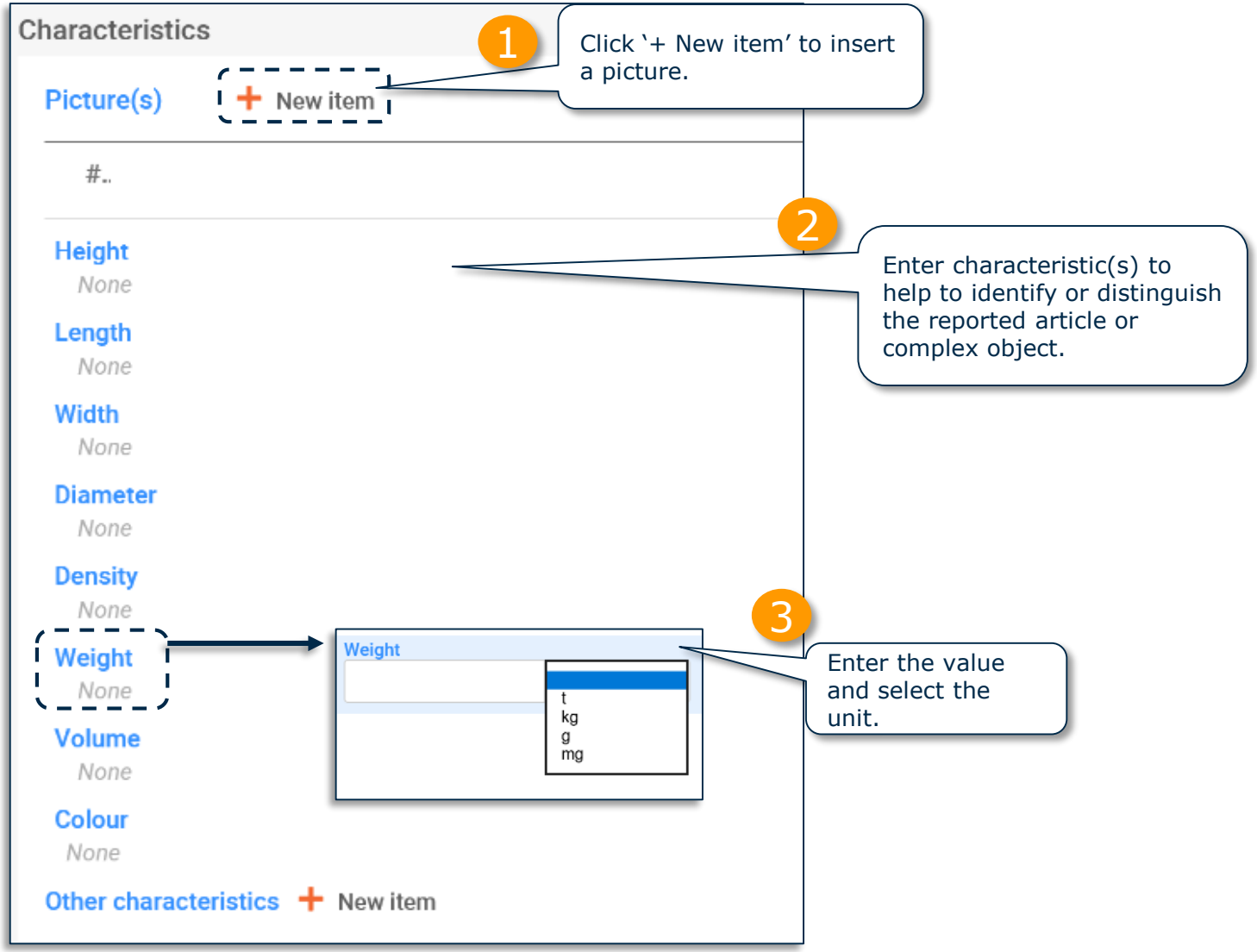
Select the 'Article category' by clicking on 'Please search and select.' or by typing in the field 'Select by typing article text'



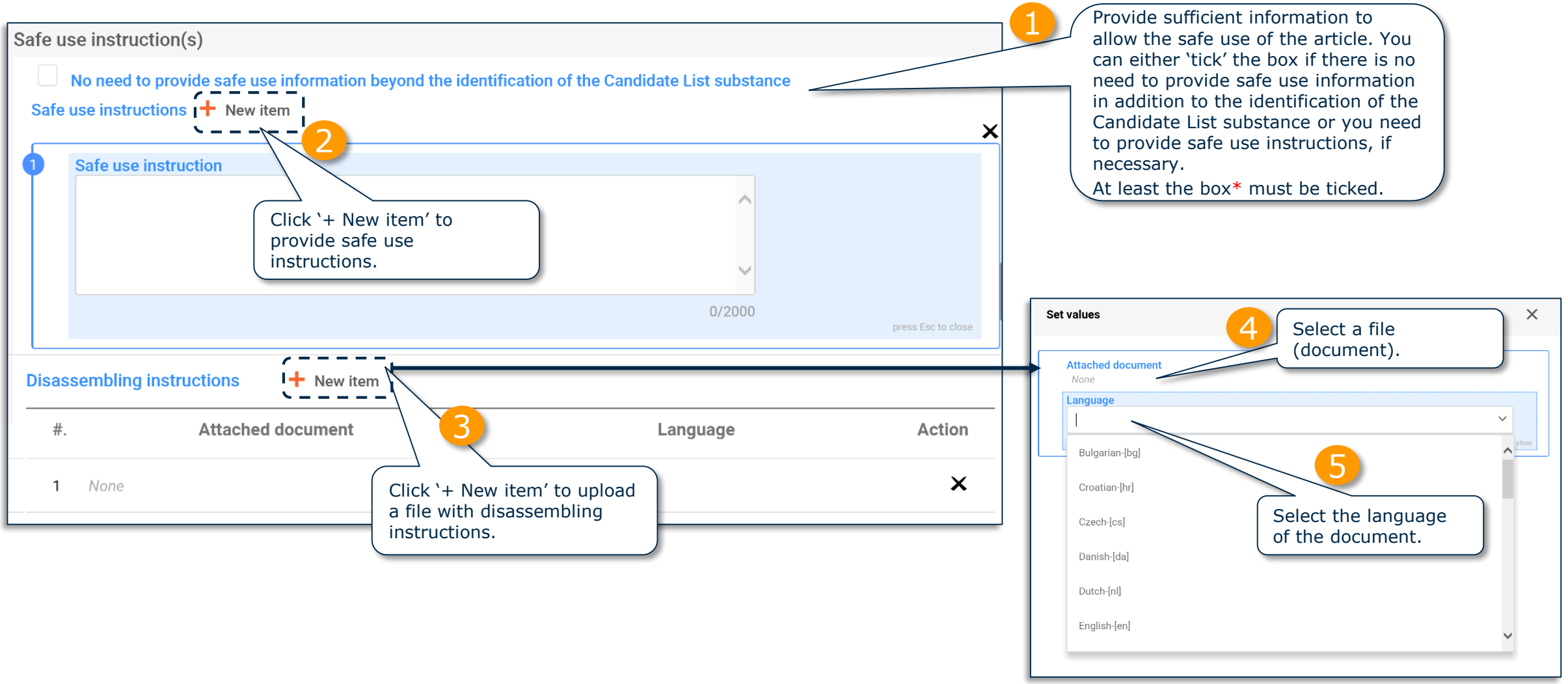
Production in EU flag



Data preparation: characteristics and pictures



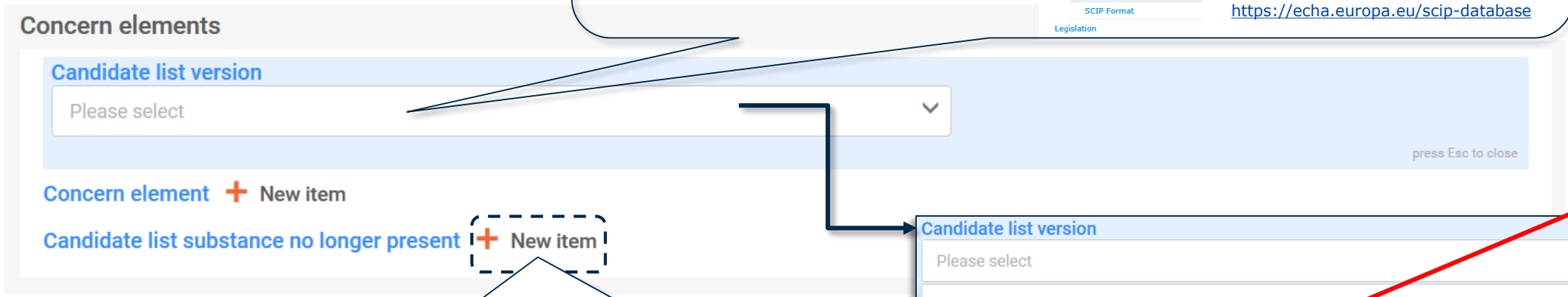
Data preparation: safe use instruction(s)



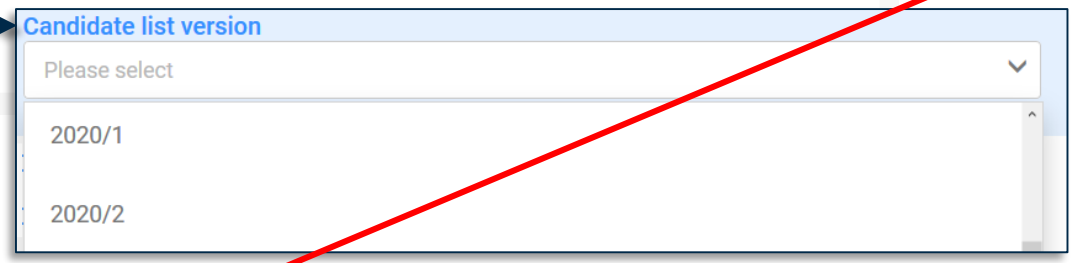
Data preparation: article and 'Concern elements' (I)

When reporting an article as such or in a complex object, you must report the information under the 'Concern elements' section.
By definition, a dataset for an article does not display the 'Complex object component(s)' section.

Under the 'Candidate list version', you must select the **Candidate List package version** used to assess the article that is being notified.*

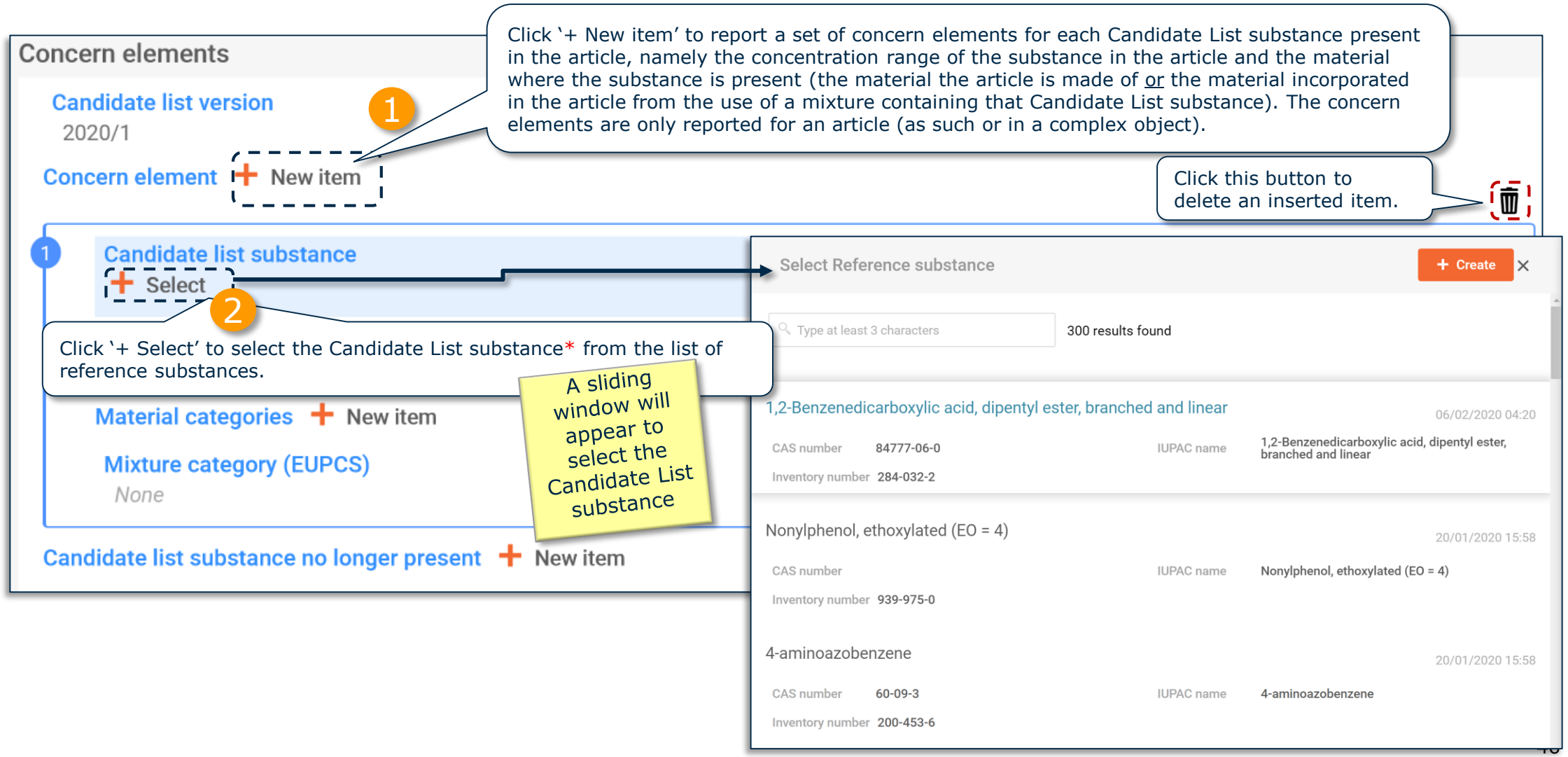


This field is relevant if you need to update your notification to declare that an already notified article used to contain a Candidate List Substance, no longer does contain this substance. This could happen due to different reasons, for instance due to substitution of the substance by a safer alternative.

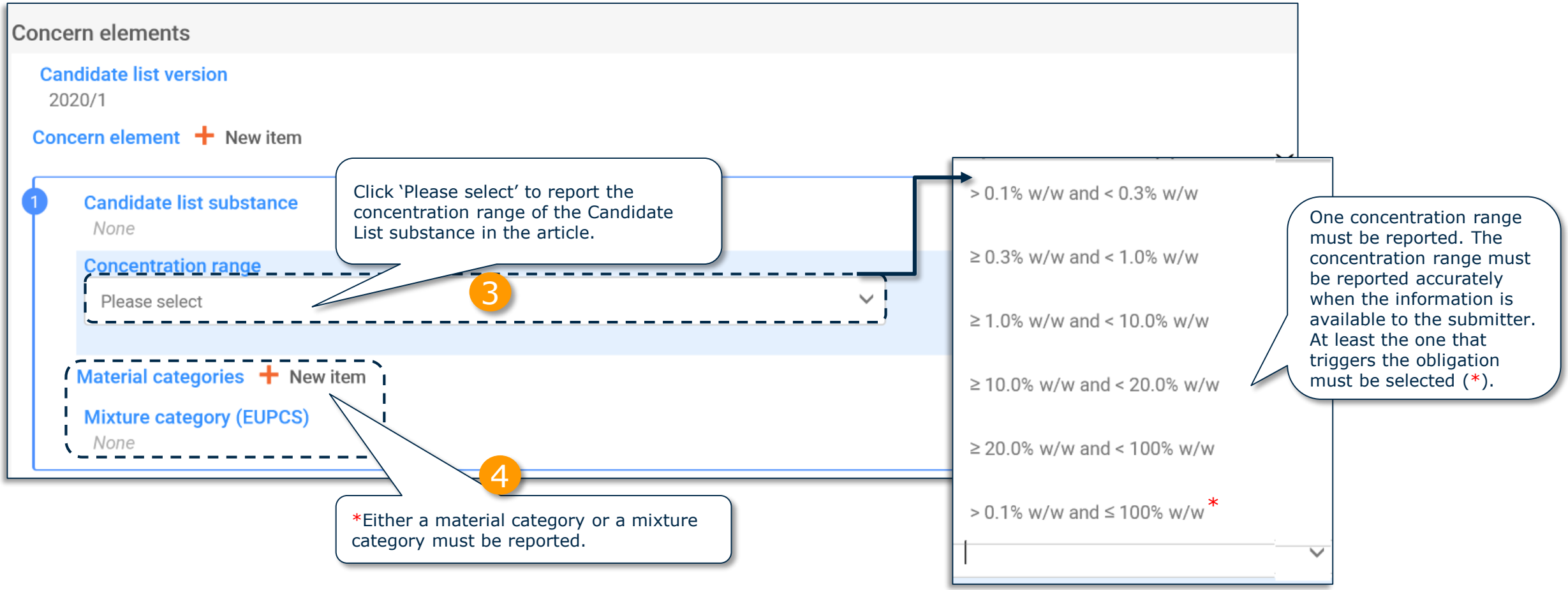


***Candidate List version field will be deleted**
After October 2020 IUCLID release

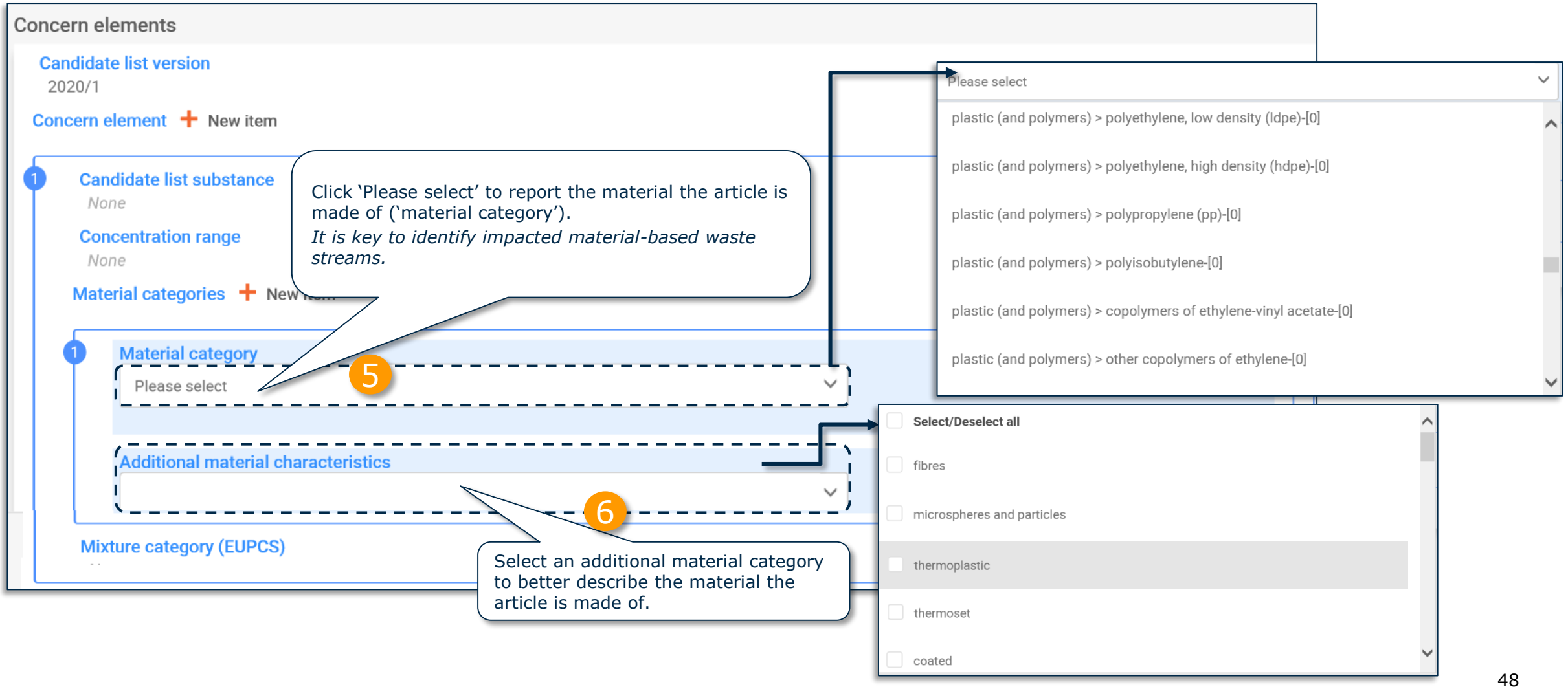
Data preparation: article and 'Concern elements' (II)



Data preparation: article and 'Concern elements' (III)



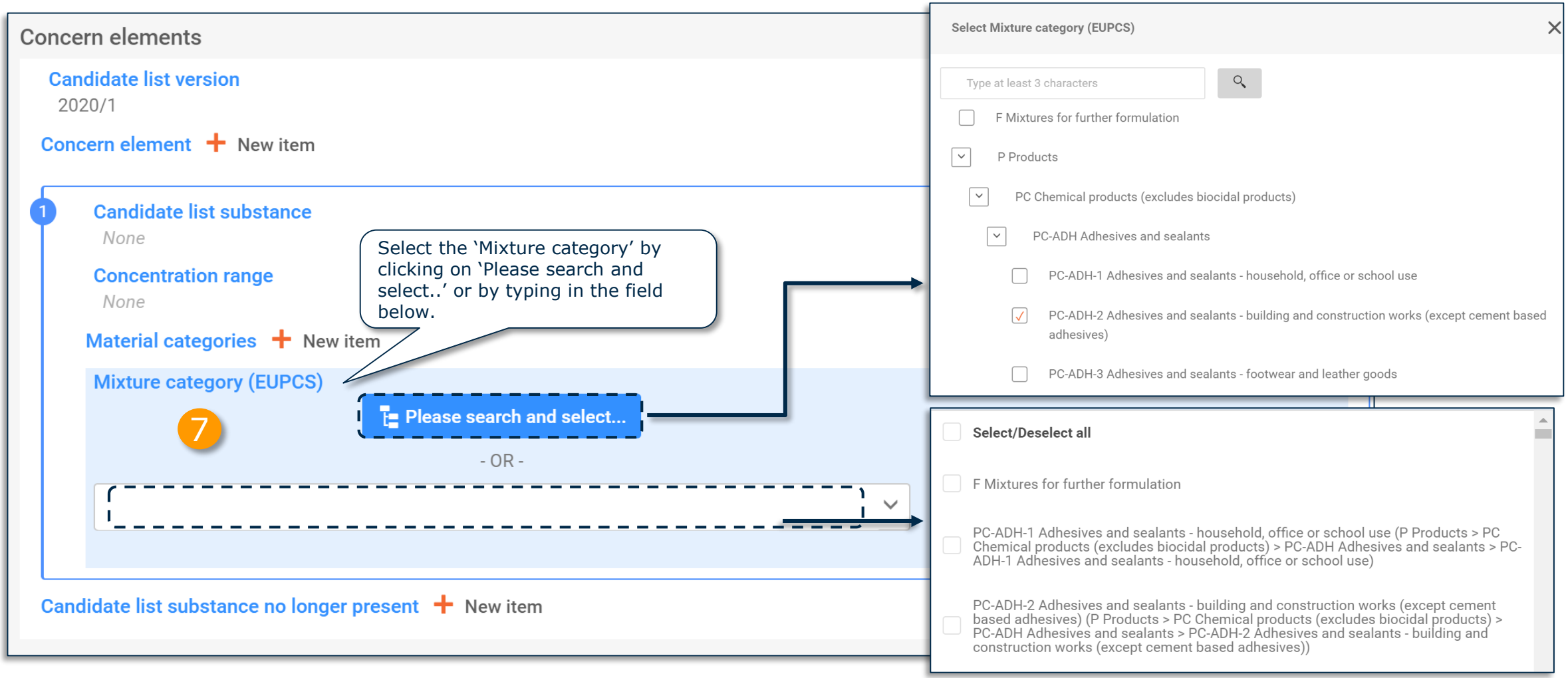
Data preparation: article and 'Concern elements' (IV)



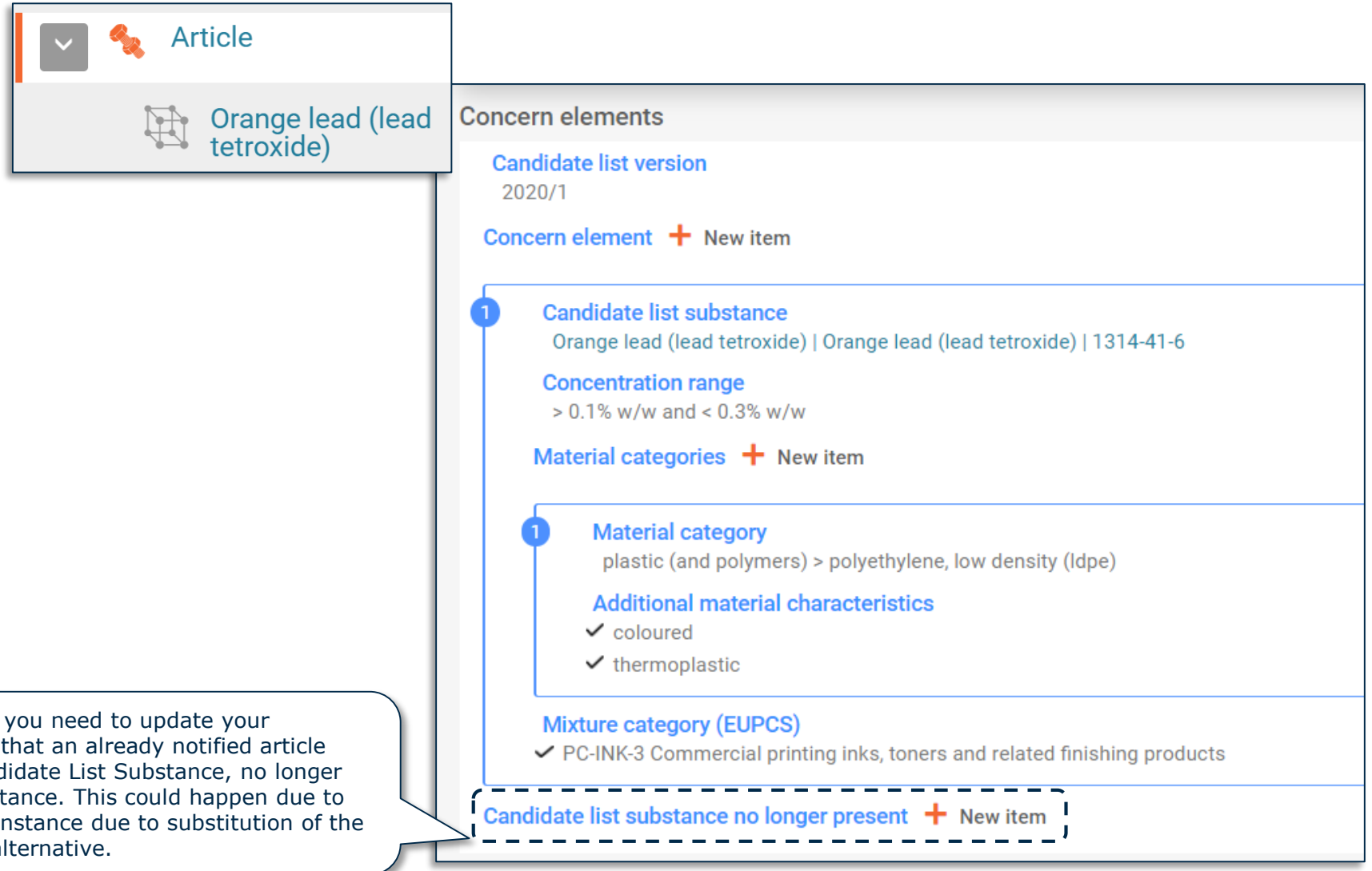
Data preparation: article and 'Concern elements' (V)

Select the mixture category from the European product categorisation system (EuPCS), which describes the mixture with the Candidate List substance incorporated in a further processing step of the article (e.g. coating, adhesive, solder).

EuPCS webpage: https://poisoncentres.echa.europa.eu/eu-product-categorisation-system



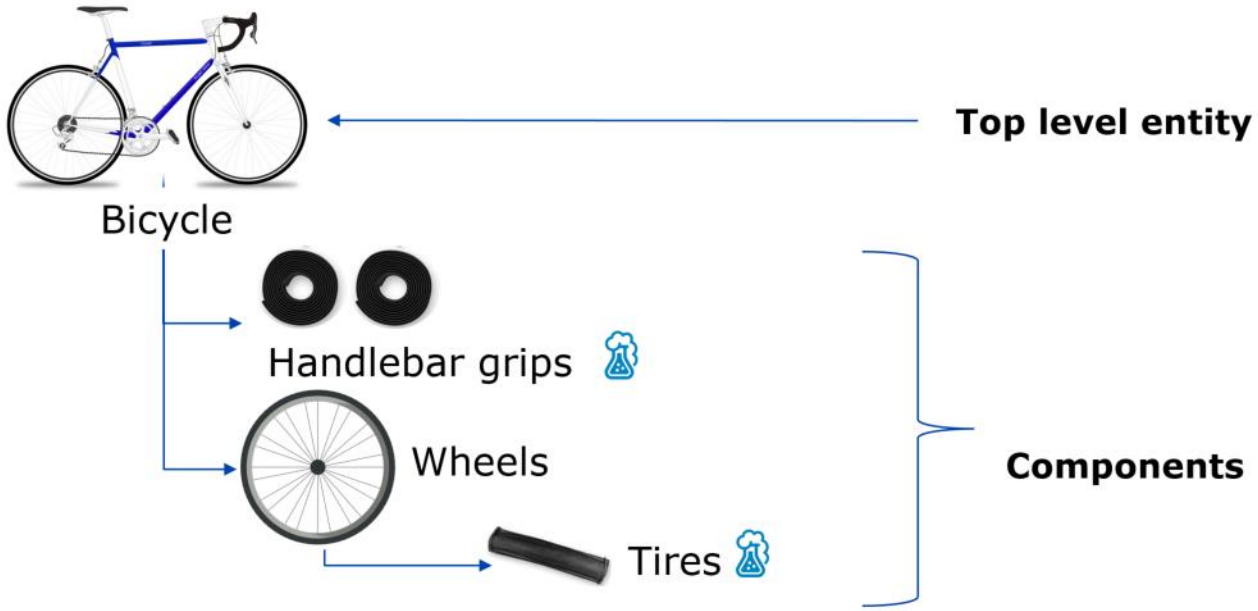
Data preparation: article and 'Concern elements' (VI)



This field is relevant if you need to update your notification to declare that an already notified article used to contain a Candidate List Substance, no longer does contain this substance. This could happen due to different reasons, for instance due to substitution of the substance by a safer alternative.

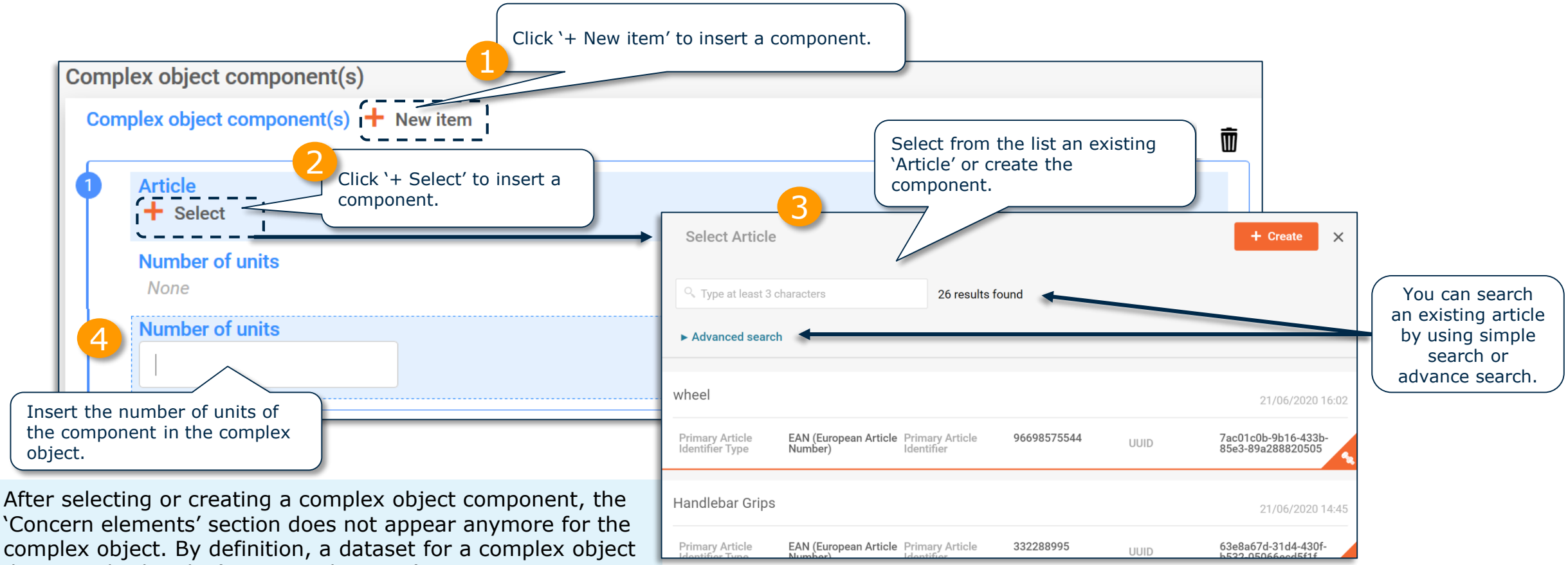
Data preparation: complex object component(s) (I)

If you are reporting a complex object, you must link the components* (either an article containing a Candidate List substance or a complex object (incorporating a component with a Candidate List substance).



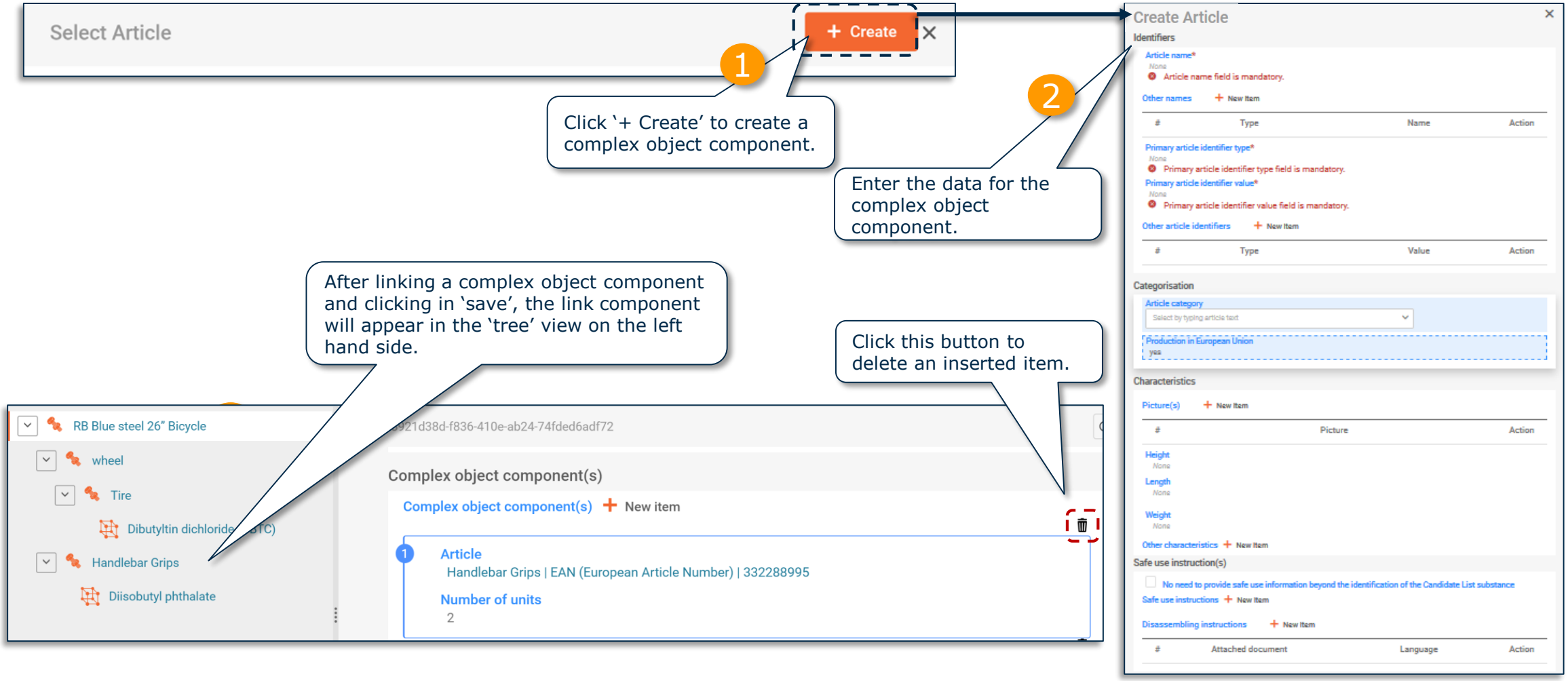
Note: For further information about 'article' definition and 'complex object' concept, please consult the *Guidance on Requirements for Substance in Articles*

Data preparation: complex object component(s) (II)



After selecting or creating a complex object component, the 'Concern elements' section does not appear anymore for the complex object. By definition, a dataset for a complex object does not display the 'Concern elements' section.

Data preparation: complex object component(s) (III)

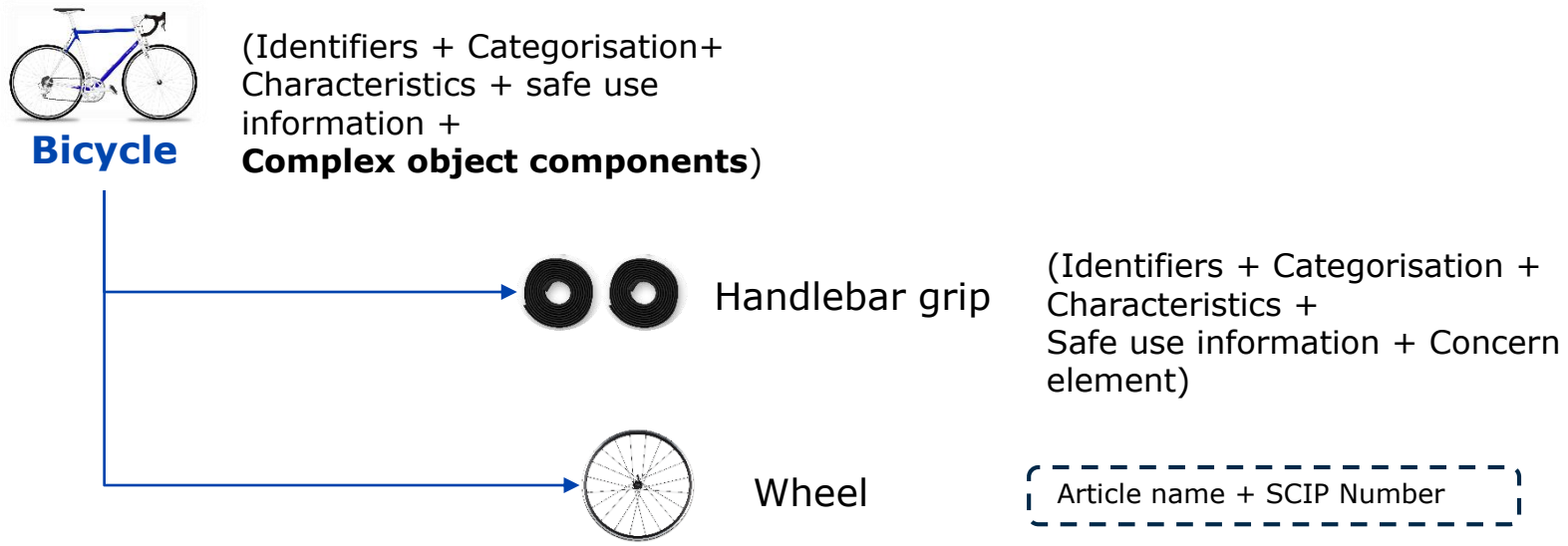


Note: For further information about 'article' definition and 'complex object' concept, please consult the *Guidance on Requirements for Substance in Articles*

‘Referencing’ in a SCIP dossier

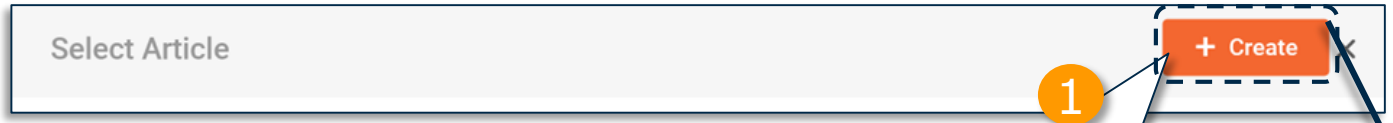
ECHA has developed a feature to allow to refer to SCIP data already submitted to ECHA. ‘Referencing’ can be used to prepare the IUCLID dataset for the creation of a SCIP dossier of a complex object and allow to introduce the information of a complex object component by reporting a SCIP number which refers to information already submitted to the SCIP database. For instance the SCIP number can be provided by the upstream supplier as an element of the information to be provided under REACH Art. 33(1).

Target users of this option may be assemblers or complex object producers.



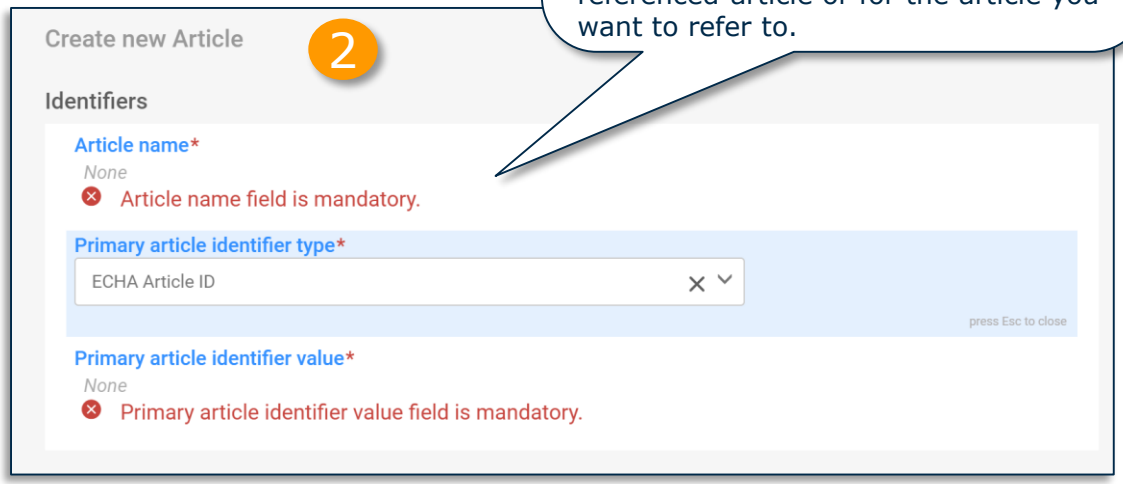
Note: For further information about ‘Referencing’, please refer to *Tools to refer to SCIP data already submitted to ECHA* available at the support section of the SCIP webpage.

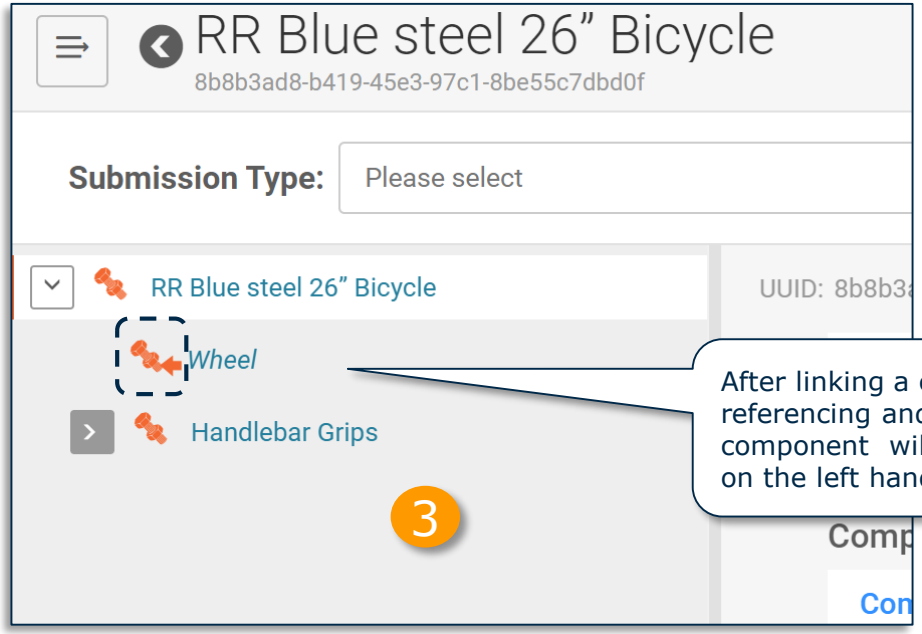
complex object component(s) & 'Referencing'



Click '+ Create' to create a complex object component referencing

The required data for the complex object component referencing is:
- Article name
- Primary article identifier type: 'ECHA Article ID'*
- Primary article identifier value: SCIP number provided by the supplier of the referenced article or for the article you want to refer to.





After linking a complex object component referencing and clicking in 'save', the link component will appear in the 'tree' view on the left hand side with an arrow icon

NEW VALUES

*After October 2020 IUCLID release, the Primary article identifier type that needs to be selected is **'SCIP number'**.

Note: For further information about 'Referencing', please refer to *Tools to refer to SCIP data already submitted to ECHA* available at the support section of the SCIP webpage.

Validate information

This chapter describes the validation assistant functionality

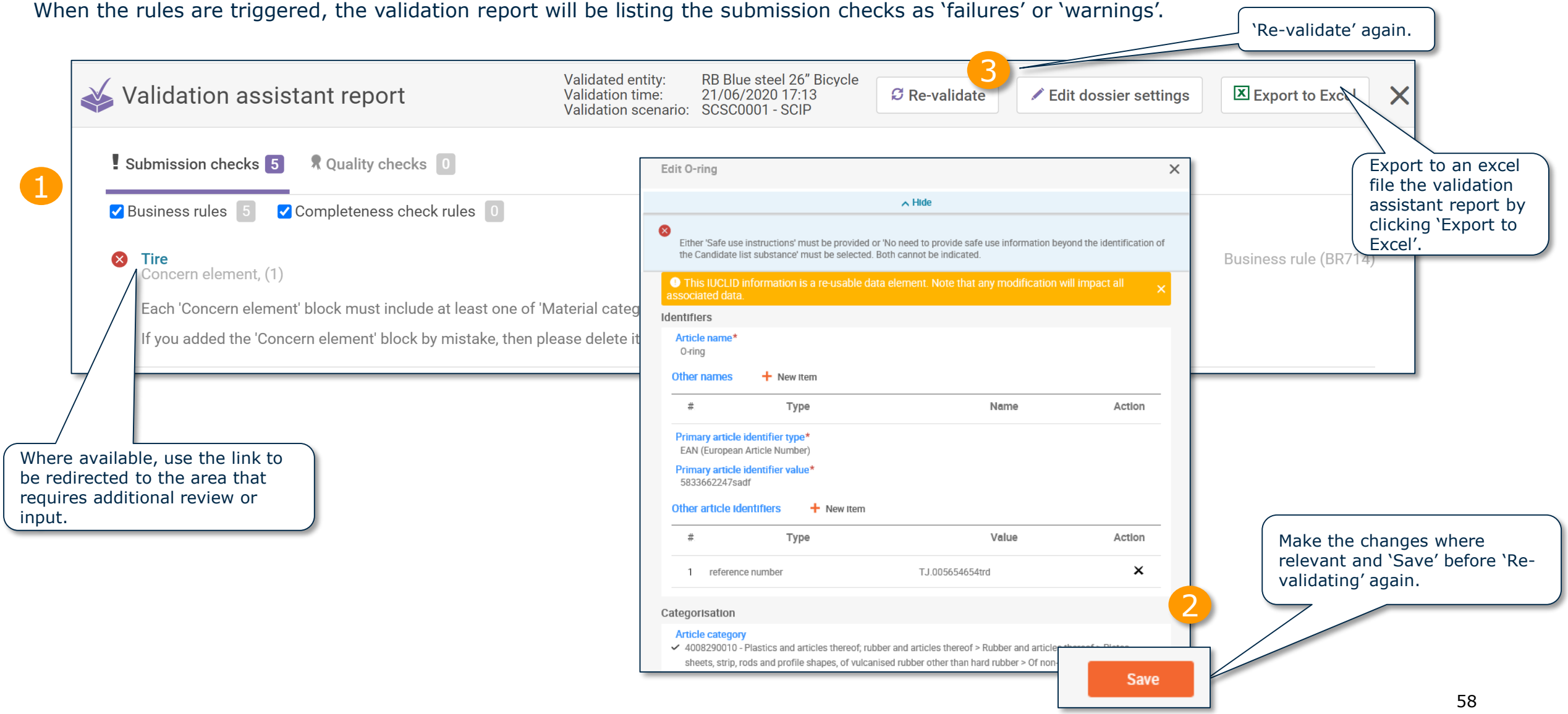
The Validation Assistant

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

The outcome of the validation is a report, which lists the rules (if any) for which the validation assistant was triggered. For a list of the validation rules, you may refer to the Validation rules for SCIP notifications document available in Support section of the SCIP webpage https://echa.europa.eu/scip-database

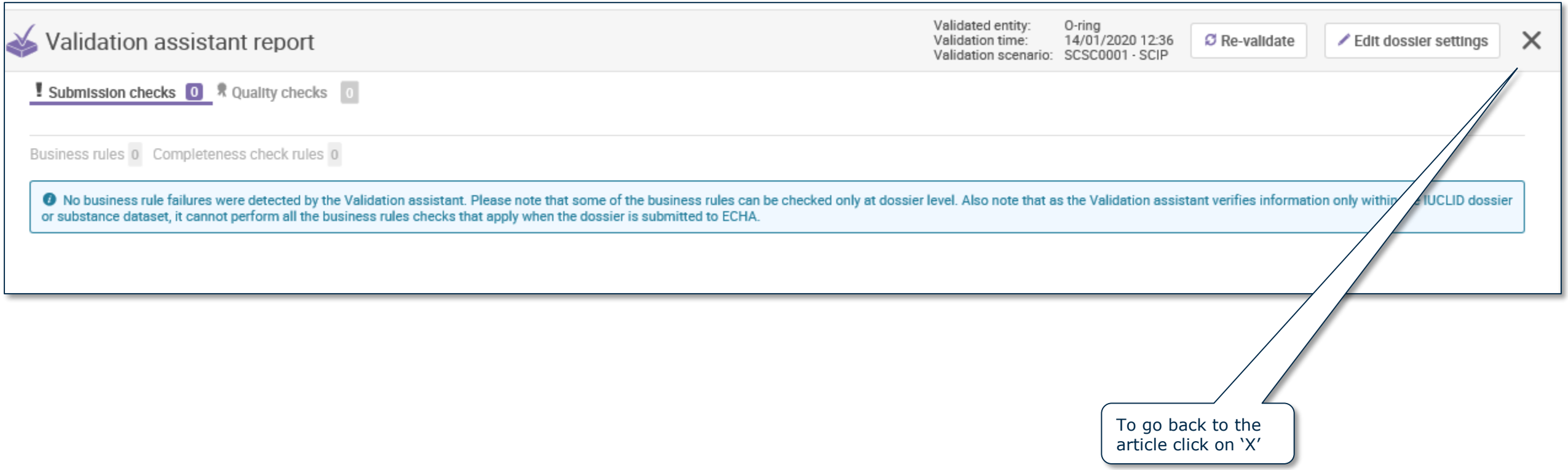
The Validation Report of a dataset

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



The Validation Report of a dataset

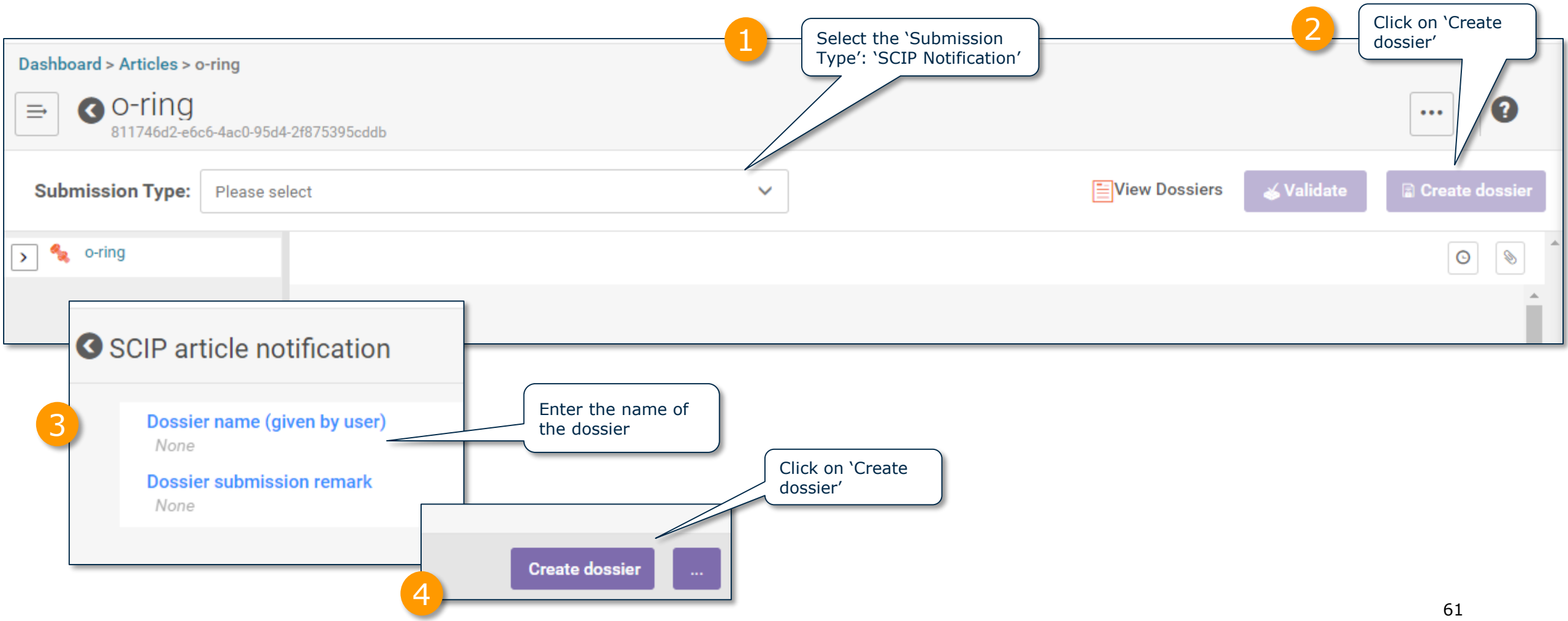
When no rules are triggered, the validation report will issue an additional note to highlight that additional checks are performed in the system upon submission.



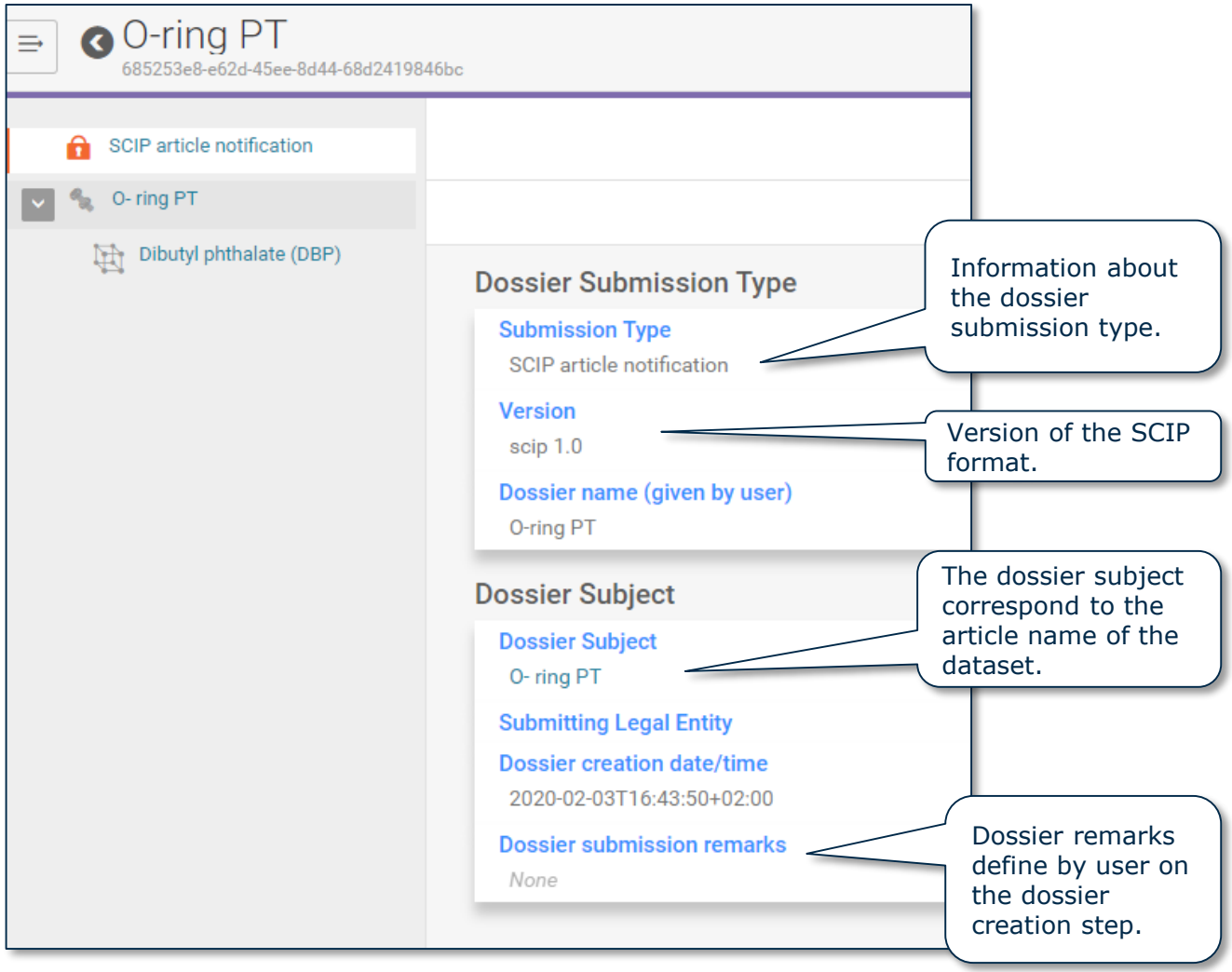
Create dossier

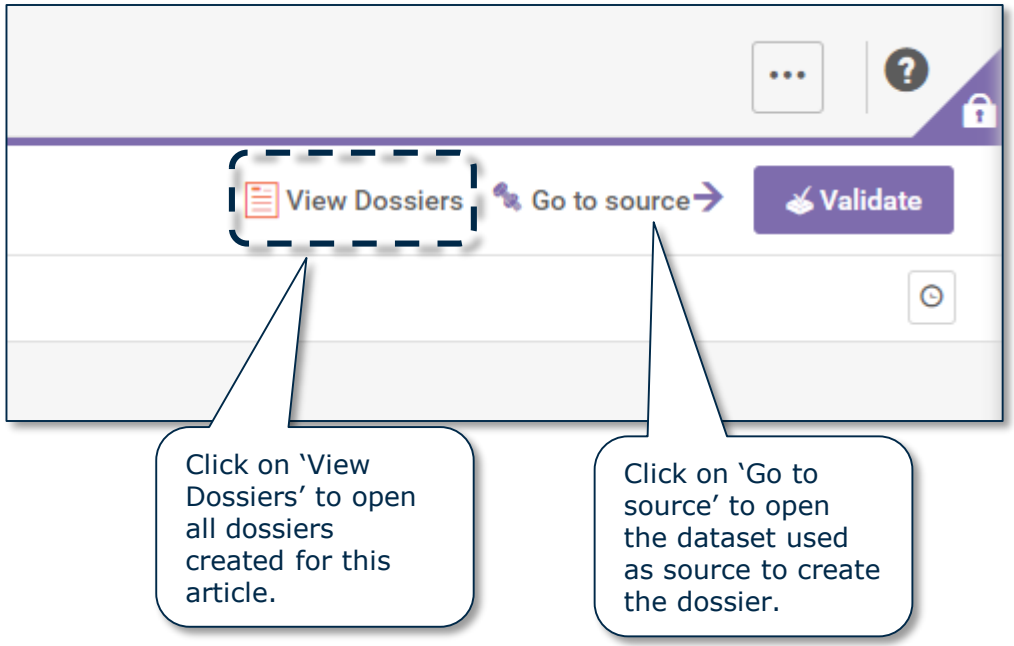
This chapter describes the functionalities to create a dossier

Create the Dossier

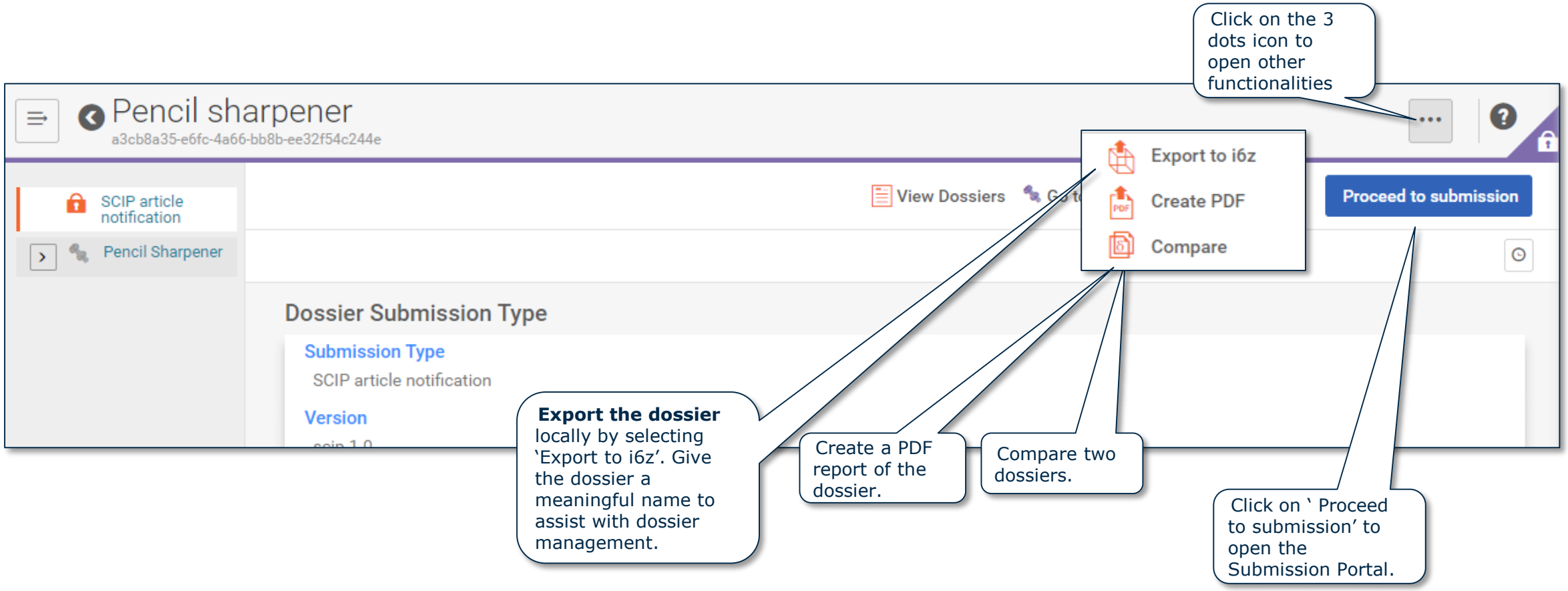


Dossier View





Export Dossiers and Other Functionalities



Submit a SCIP notification

This chapter describes how to submit a SCIP notification

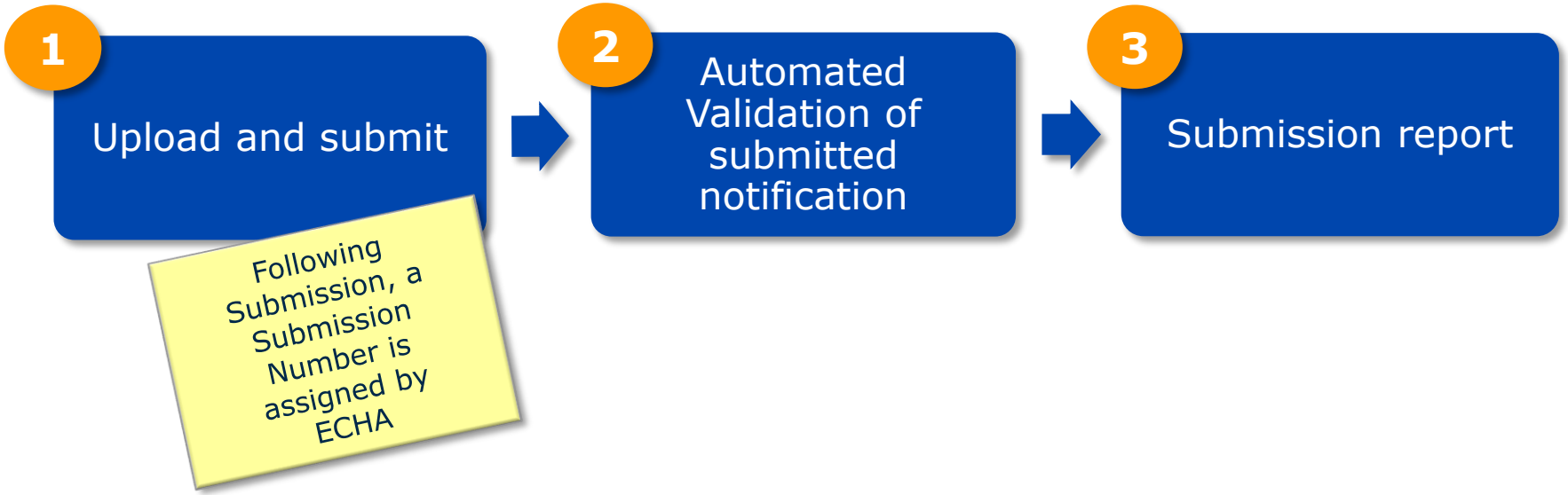
ECHA Submission Portal

- The ECHA Submission Portal is an online tool to submit information according to the harmonised format.

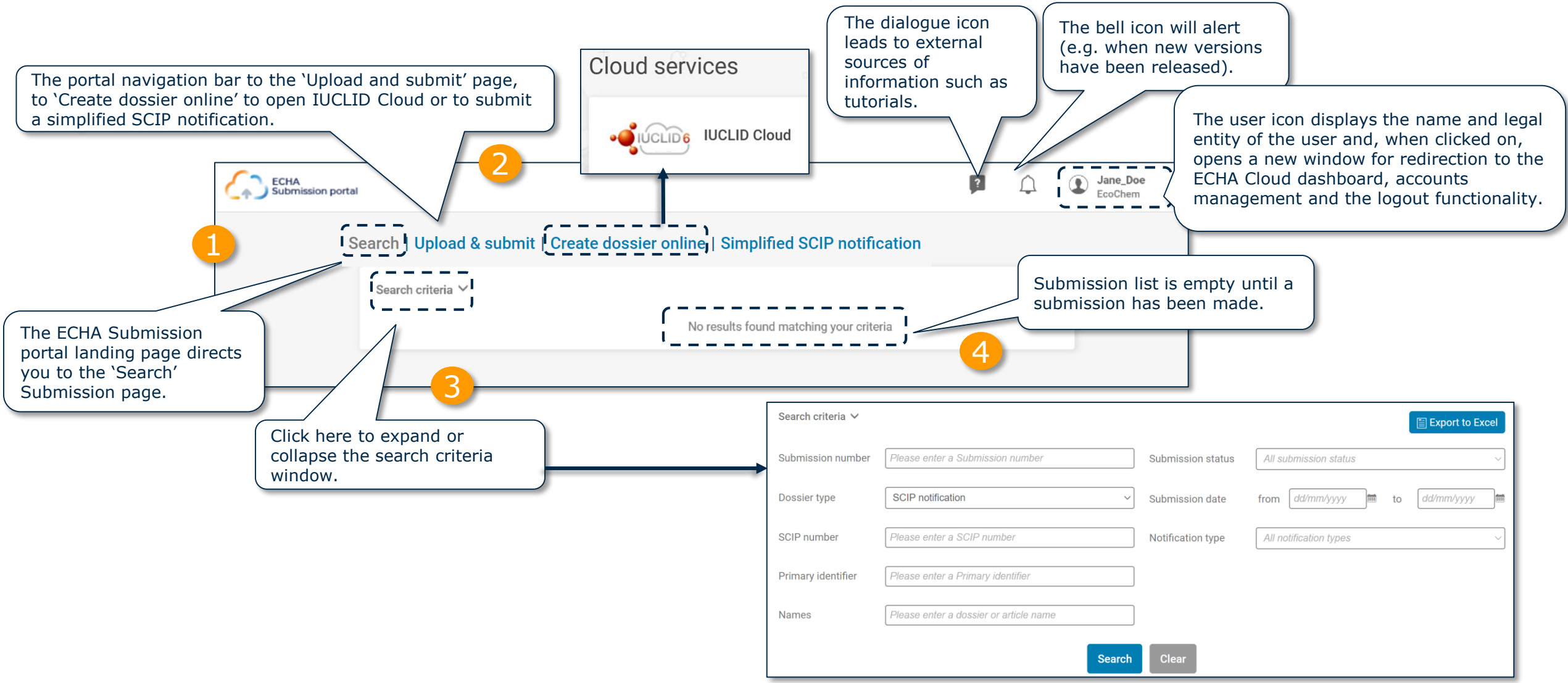
- The SCIP Database **Prototype** will use a **specific test environment Submission Portal**, it is available in the SCIP Prototype section on the SCIP webpage (https://echa.europa.eu/scip-prototype).

- All data submitted to ECHA on the SCIP Prototype is considered test data, and will NOT be considered data to fulfil legal obligations. All submitted data will be deleted before the October 2020 SCIP Database release.

SCIP notification submission process overview (Submission portal)

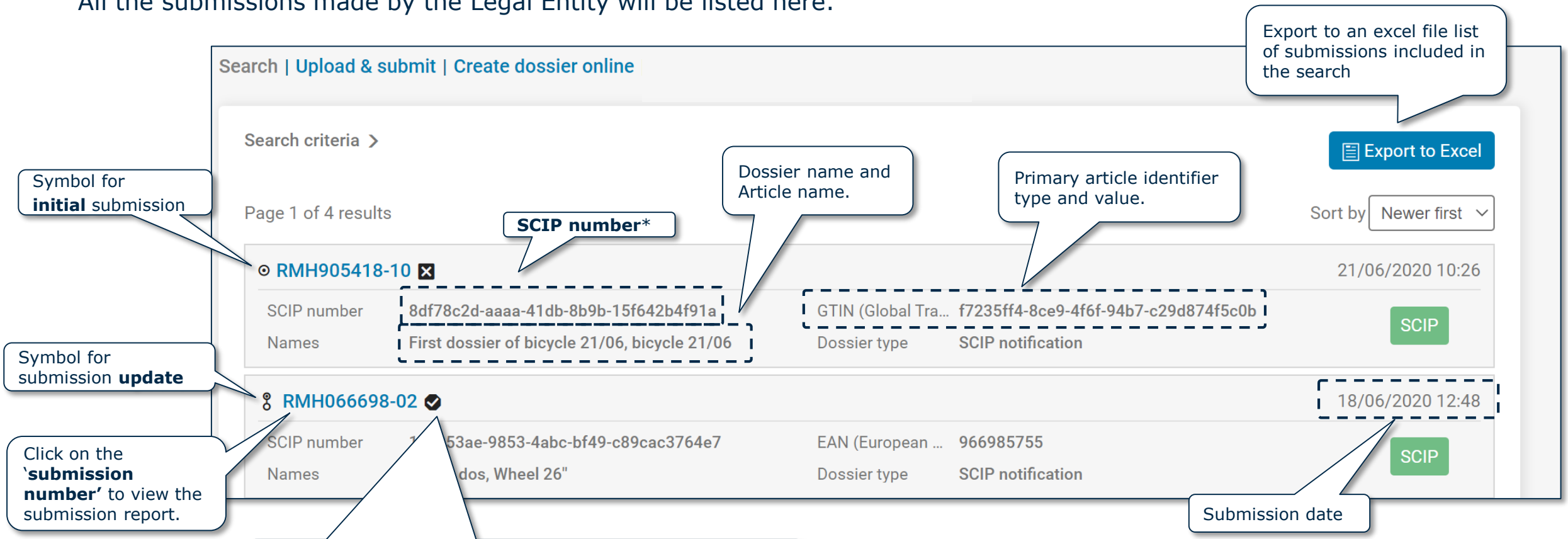


ECHA Submission Portal Landing Page



ECHA Submission Portal Search Page

All the submissions made by the Legal Entity will be listed here.



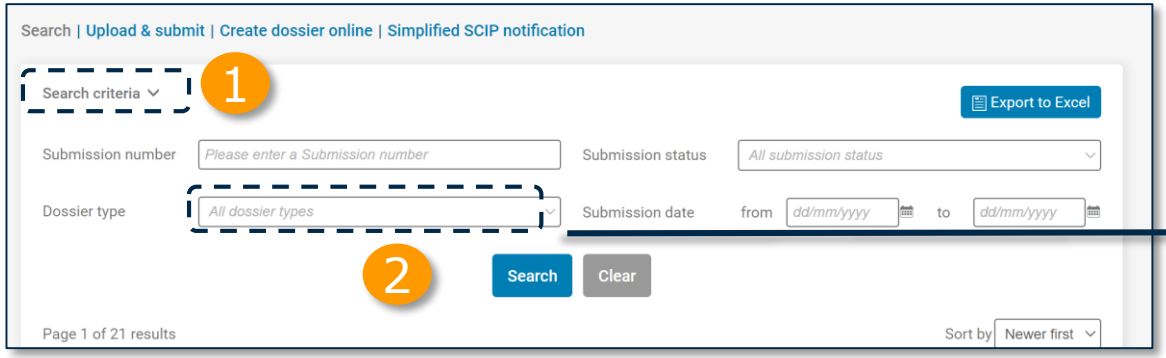
Each submission listed indicates the status of the submission:

- ' ✔ ' indicates a successful submission.
- ' ✘ ' indicates a failed submission.
- ' ⚠ ' indicates a successful submission but contains warnings.

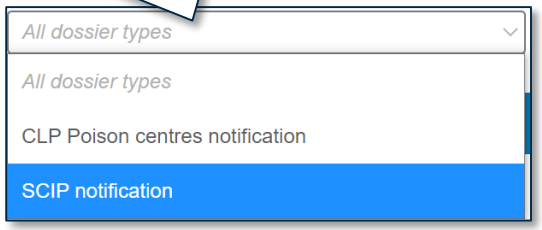
In some cases, the system may be processing the submission and the status is pending – indicated by the circular waiting symbol.

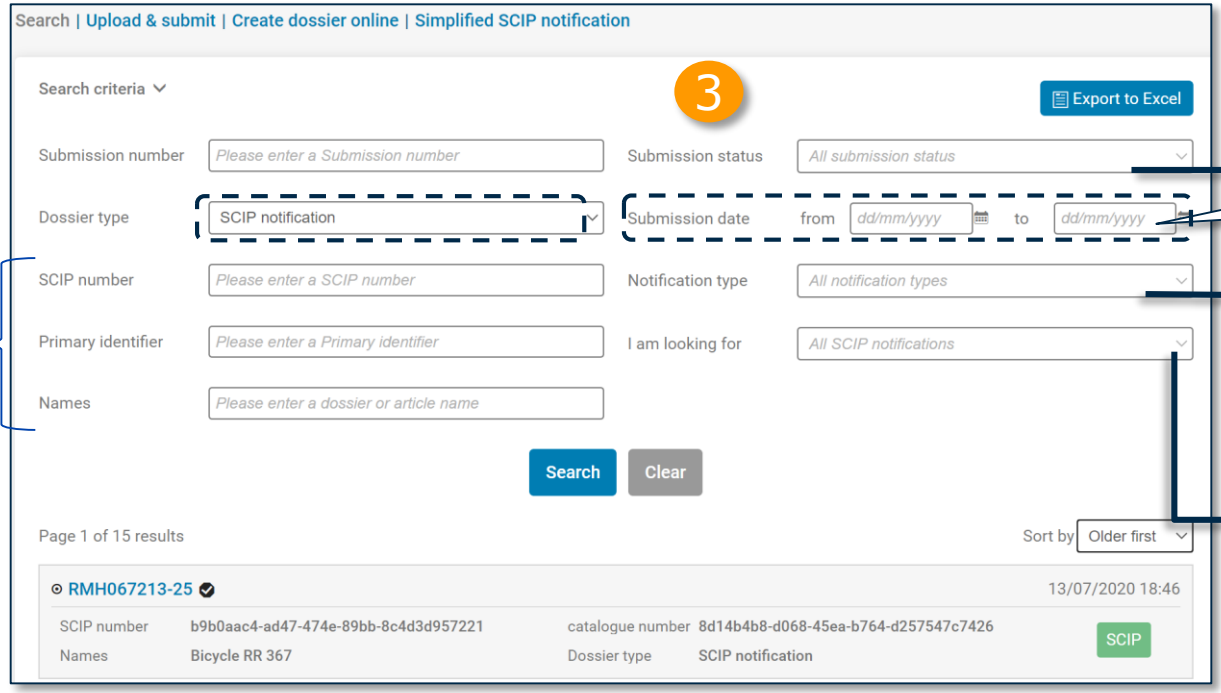
*The **SCIP number** is assigned by the system to the initial SCIP notification of an article. It is shared on all related submissions of the same article (same Legal Entity, same Primary article identifier type and value).

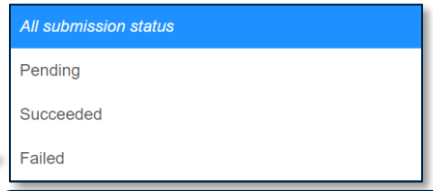
Search criteria



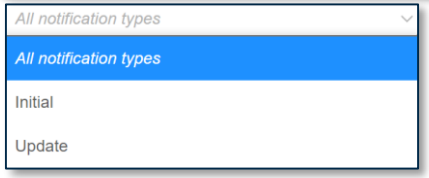
You can search by dossier type

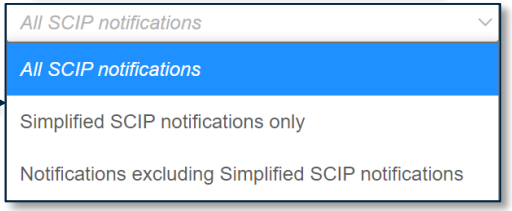






You can search by submission date, submission status and or notification types.

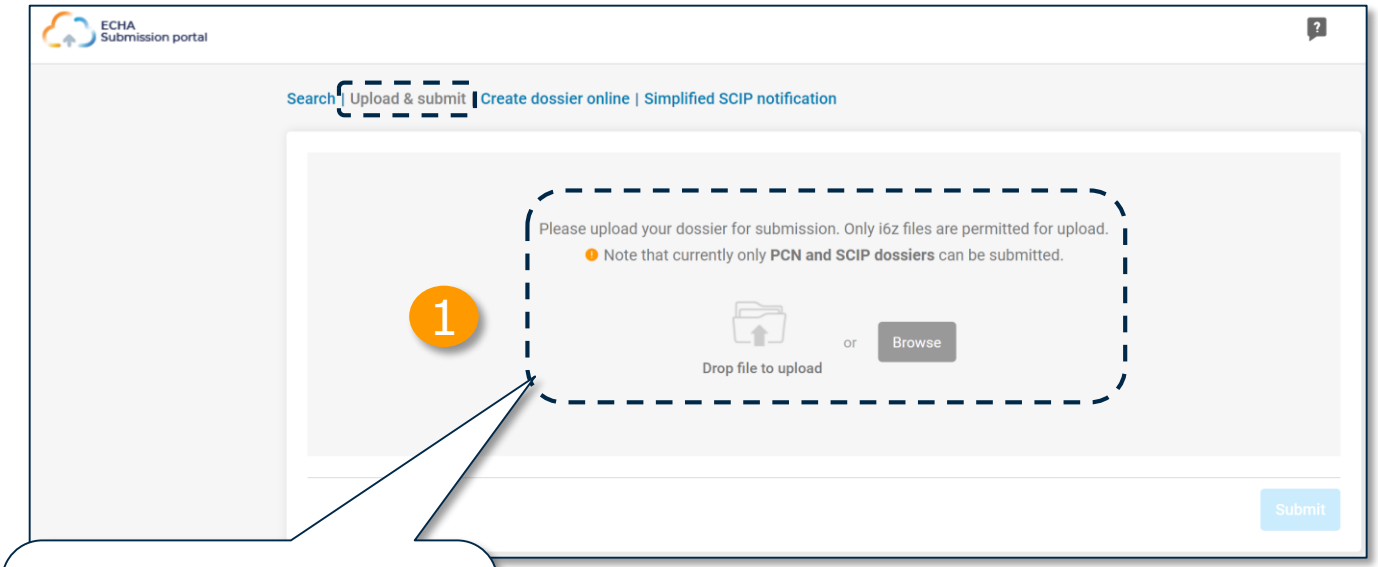




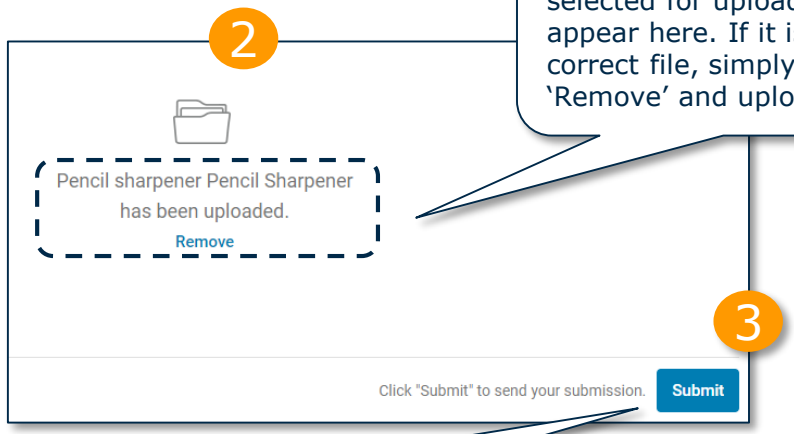
You can search by SCIP number, Primary article identifier value and name

ECHA submission portal
Upload & Submit

From this page you can upload and submit a SCIP notification.

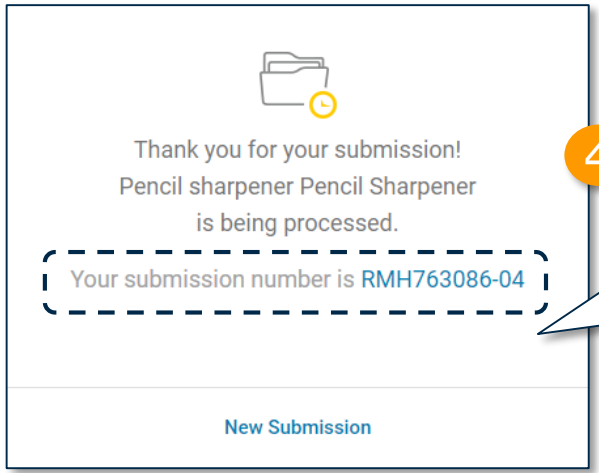


To submit a SCIP Dossier, you need to first upload it here by using either selecting the relevant file using the 'Browse' or 'Drag & Drop' functionality.



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

When everything is ready, 'Submit' the Dossier!



4

Following Submission, a Submission Number is assigned. By clicking on the submission number you can access to the Submission repot.

Submission Report (I)

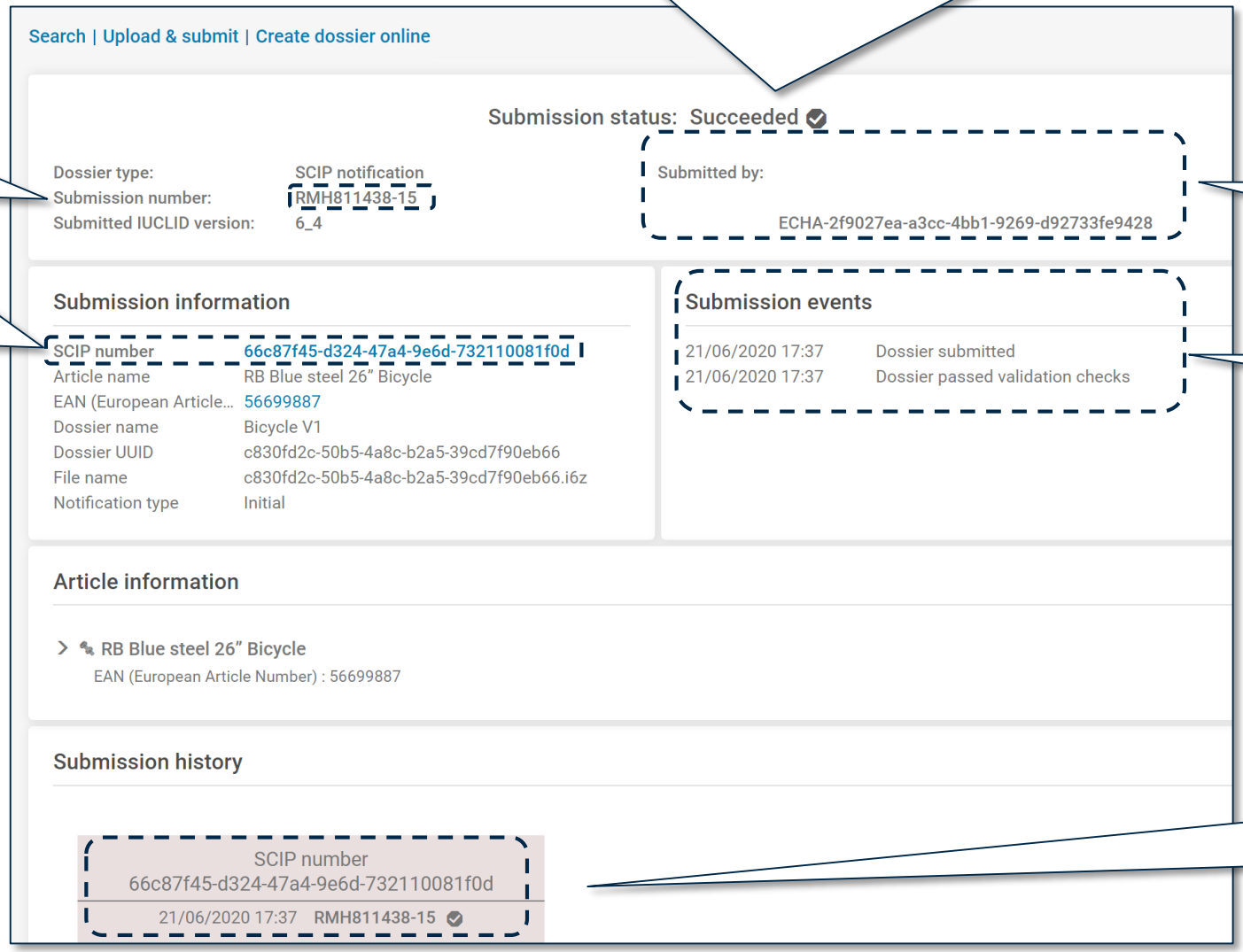
Validation succeeded - the submission has passed the validation checks and the dossier has been forward to the SCIP database.

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

Validation failed X - the dossier has failed the validation checks and has not been forwarded to the SCIP database. A validation report listing the deficiencies is available for the submitter and a new submission must be made.

The **submission number** is automatically assigned by the system to each submission.

The **SCIP number** is assigned by the system to the initial SCIP notification of an article. It is shared on all related submissions of the same article (same Legal Entity, same Primary article identifier type and value).

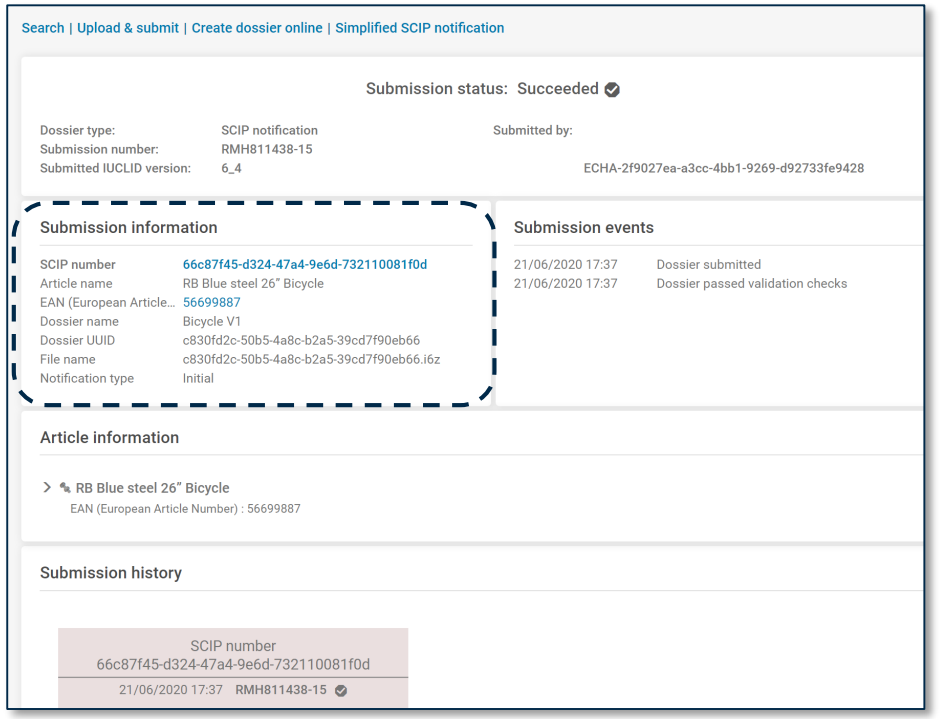


Information about the Legal Entity that submit the SCIP notification

The time stamped events in the submission process.

Contains all the submissions related with the SCIP number (all submissions of the same article submitted by the same Legal Entity).

Submission Report (II): Submission information



Submission information

SCIP number	66c87f45-d324-47a4-9e6d-732110081f0d
Article name	RB Blue steel 26" Bicycle
EAN (European Article...	56699887
Dossier name	Bicycle V1
Dossier UUID	c830fd2c-50b5-4a8c-b2a5-39cd7f90eb66
File name	c830fd2c-50b5-4a8c-b2a5-39cd7f90eb66.i6z
Notification type	Initial

The **SCIP number** is assigned by the system to the initial SCIP notification of an article. It is shared on all related submissions of the same article (same Legal Entity, same Primary article identifier type and value).

Article name of the SCIP notification submitted.

Primary article identifier type and value of the SCIP notification submitted.

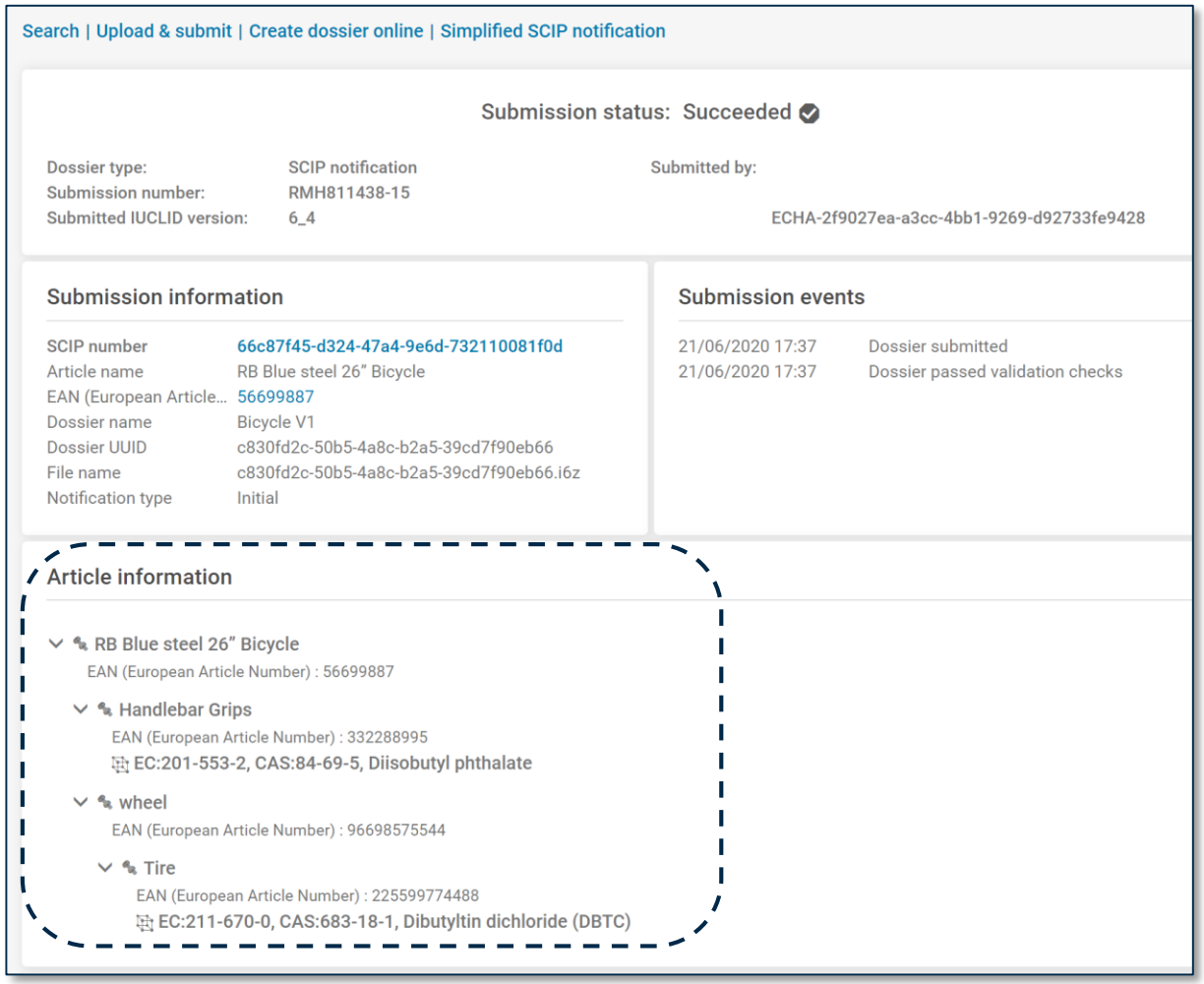
Dossier name of the SCIP notification submitted.

Dossier Universal Unique Identifier (**UUID**) of the SCIP notification submitted.

Dossier **file name** submitted.

Notification type: Initial or Update

Submission Report (III): Article information



The article information contains:

- The name of the article
- The primary article identifier type and value
- Complex object components (for complex object)
- The Candidate List substance (for article as such).

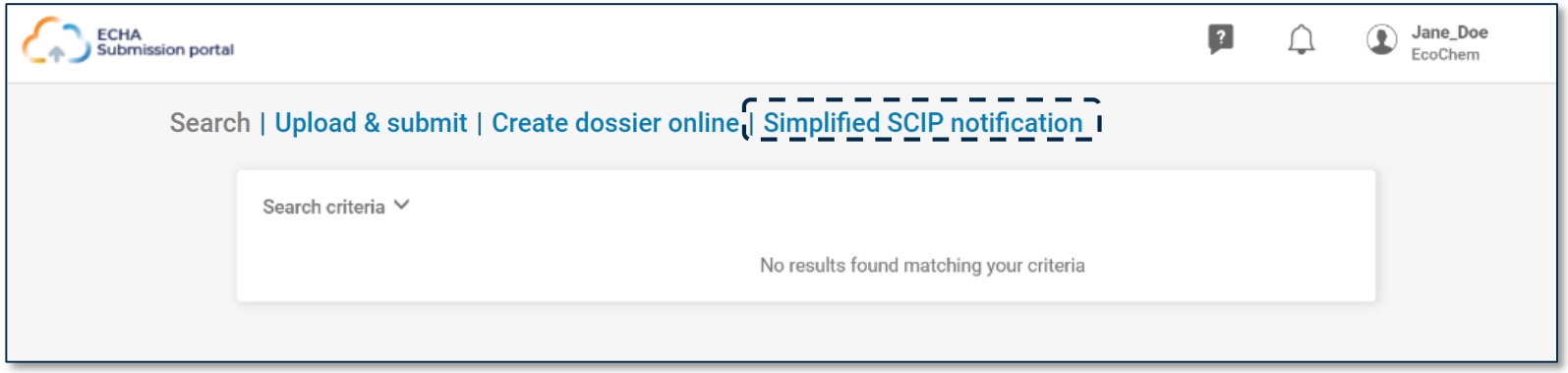
Please note that the Candidate List substance included in this report is the final information included in the SCIP database.

If you received the warning message: "The provided 'Reference substance' has conflicting identifiers." it is recommend to check that the Candidate List substance included in the submission report corresponds to the substances submitted in your SCIP notification.

Simplified SCIP notification (SSN)

Is a tool developed by ECHA to facilitate the fulfilment of the SCIP notification obligation by actors within the supply chain, for instance by distributors (who are not importers) within the same supply chain , without preparing an IUCLID dossier.

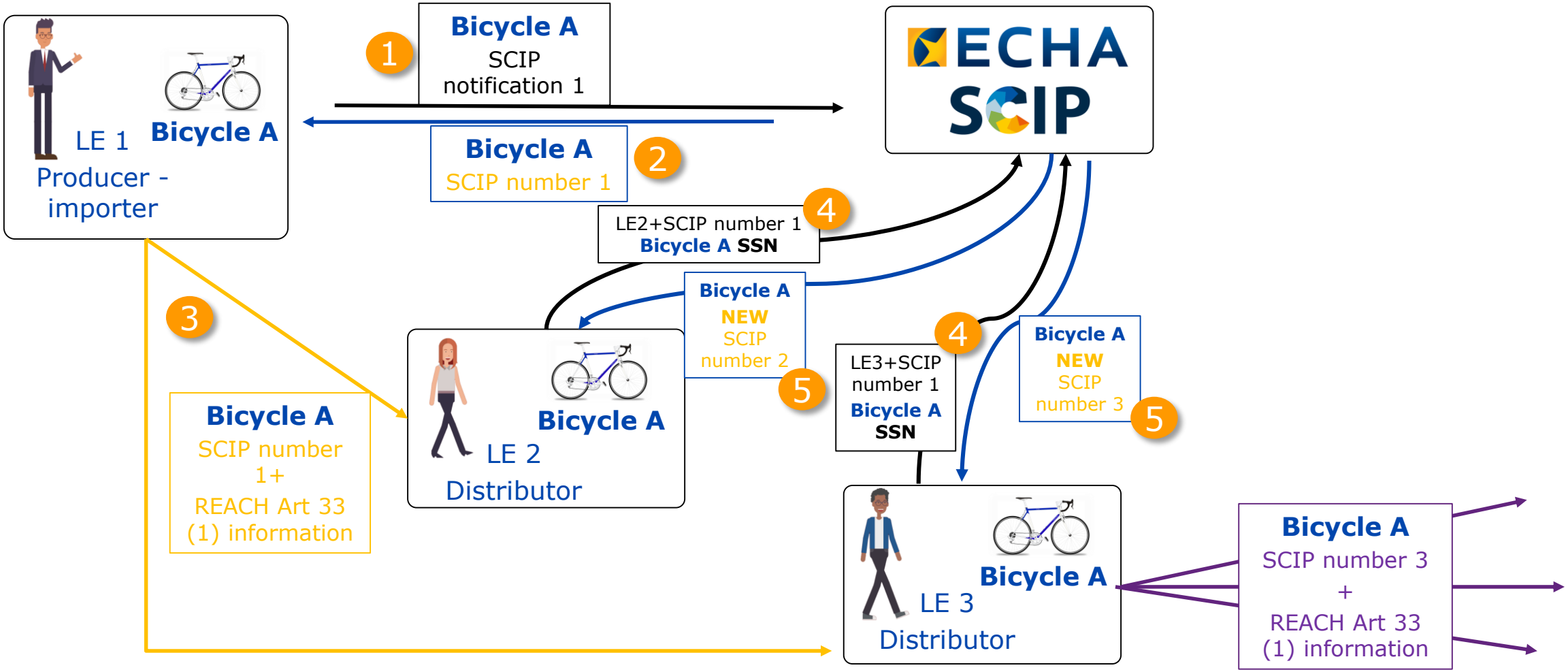
- It is only applicable if the article/complex object received is the same as the one supplied.
- The recipient of the article can refer to information already submitted to ECHA (e.g by the upstream supplier) by submitting the provided SCIP number through the ECHA Submission Portal.
- By submitting a SSN the recipient of the article is linking the SCIP notification content to the notification, and its updates, of the notification that is referring to (e.g. the SCIP notification of the upstream supplier).



Note: For further information about SSN, please refer to *Tools to refer to SCIP data already submitted to ECHA* available at the support section of the SCIP webpage.

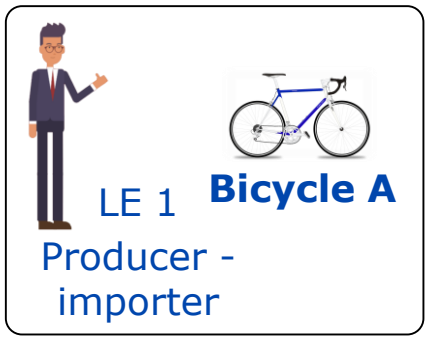
How does simplified SCIP notification works?

The necessary sequential steps are listed and explained with the support of an hypothetical example (bicycle).



Step 1 & 2

An actor in the supply chain (e.g producer, importer or assembler) of an article or complex object submits a SCIP notification dossier to ECHA

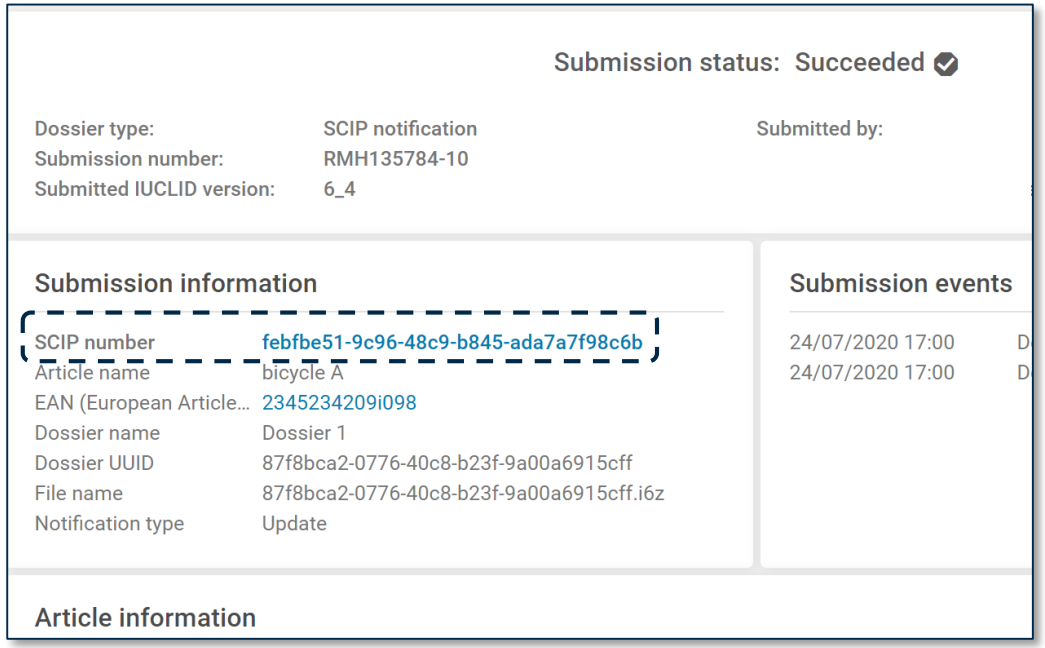


1 **Bicycle A** SCIP notification 1

Bicycle A SCIP number 1 2

As a result of a successful submission, the submitter receives from ECHA a SCIP number for the article as such or complex object.

Submission report



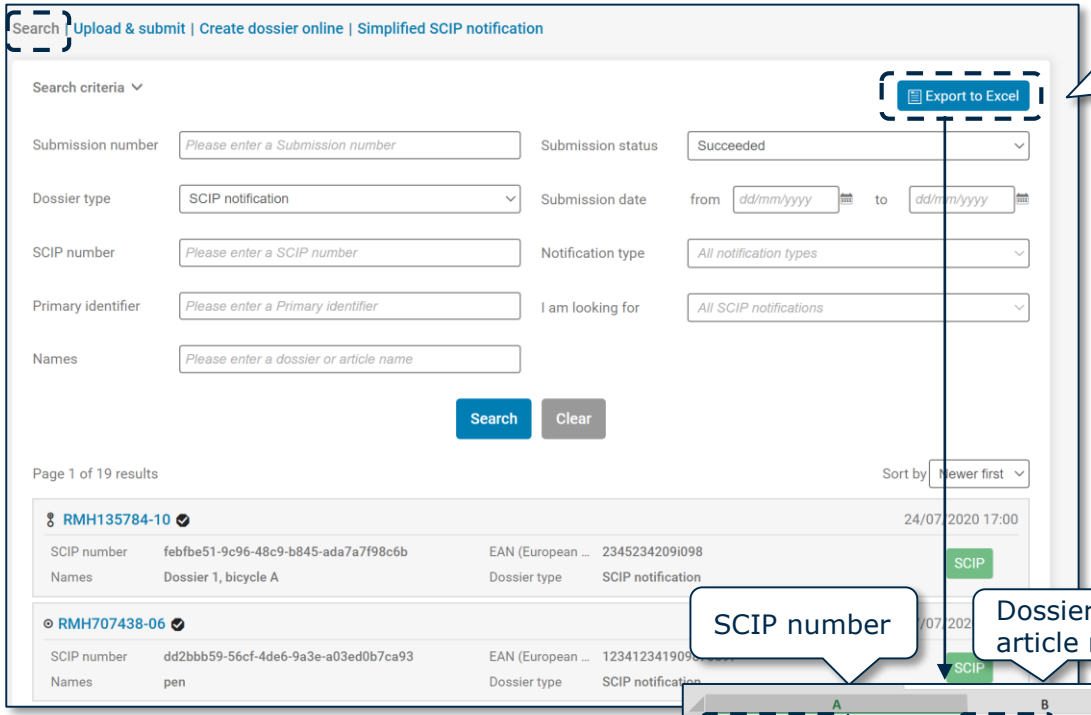
Step 3 : Share SCIP number

The supplier of an the article as such or complex object (e.g. producer, importer or assembler) provides the SCIP number received in the SCIP notification report to costumers, as part or together with the information communicated down the supply chain under REACH Art. 33(1).

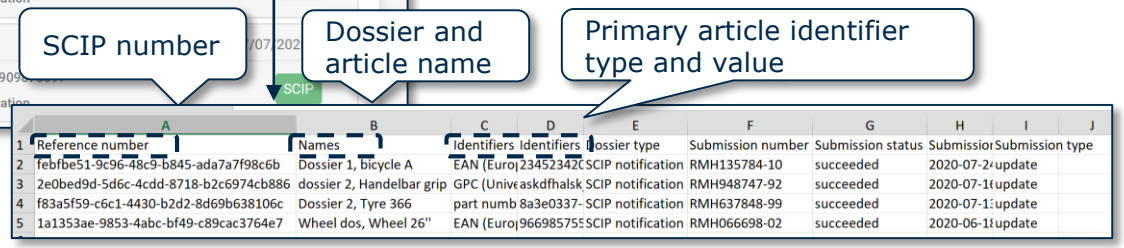
If the supplier of articles as such or complex objects has submitted multiple SCIP notifications for those articles or complex objects, this actor can export relevant submission information for one or several SCIP notifications to an excel file which can be shared with the next actor(s) (costumer(s)).

3

Bicycle A
SCIP number 1
+
REACH Art 33 (1) information

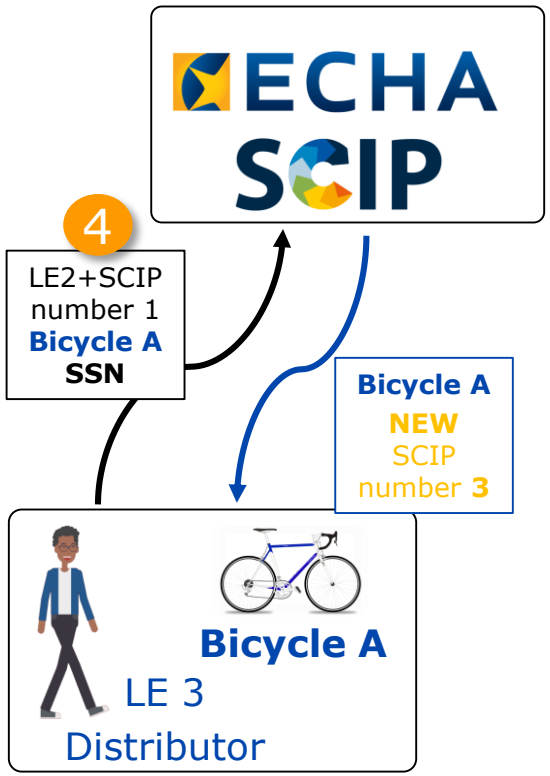


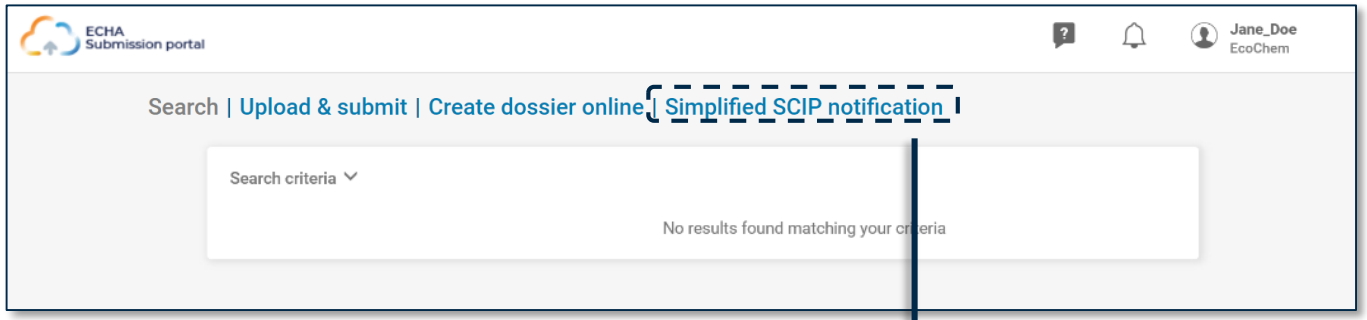
'Export to Excel' functionality allows the export of SCIP numbers of many submissions, as well as other submission information.

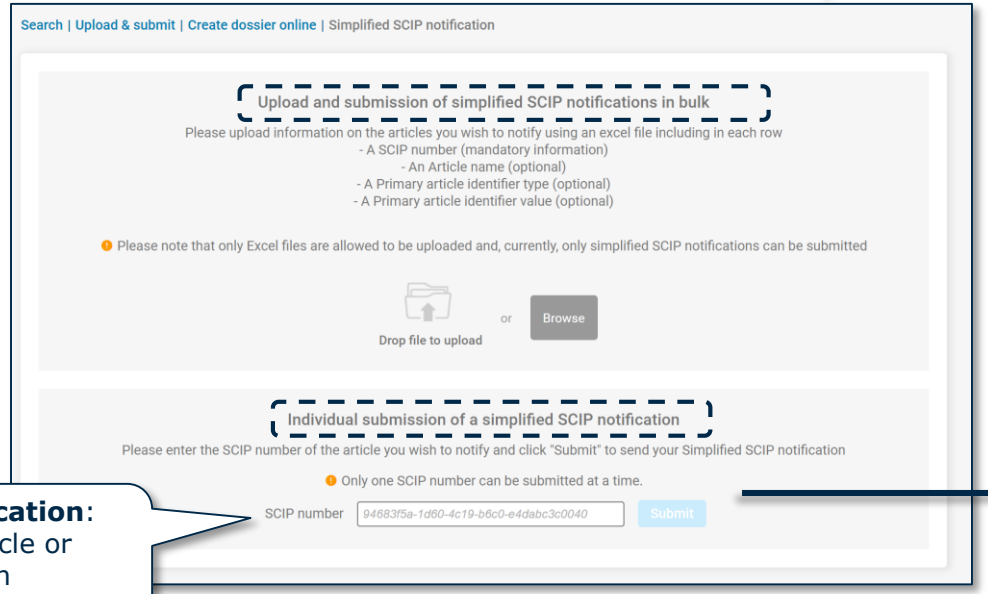


Step 4: Simplified SCIP notification

The Legal entity can either submit an **individual** simplified SCIP notification (SSN) by providing one SCIP number or can submit more than one SSN in one step **(notification in bulk)** by providing an excel file including the list of SCIP numbers to notify.

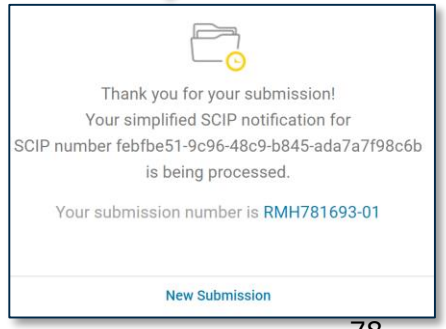






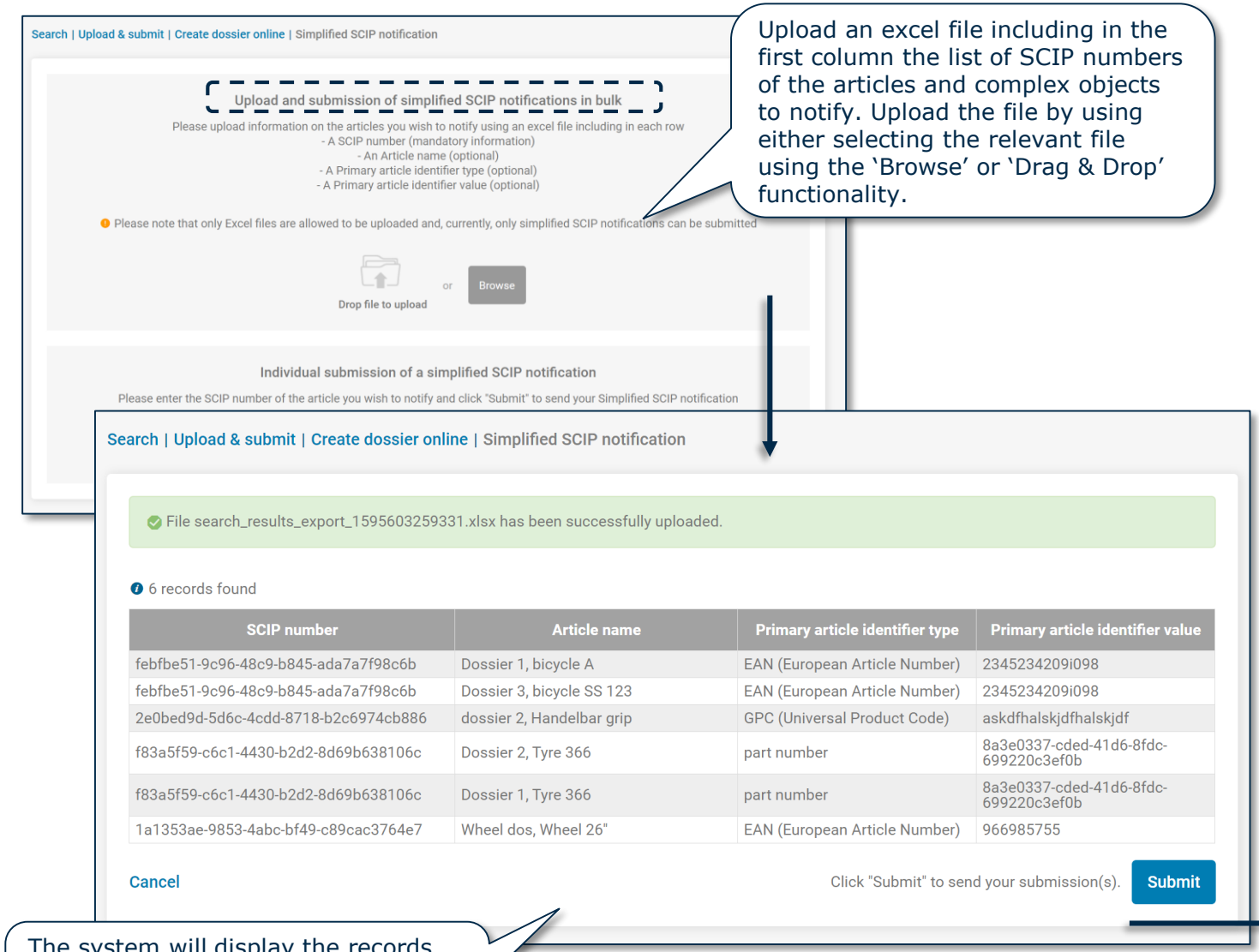
Individual simplified SCIP notification: Provide the SCIP number of the article or complex object to notify and click on 'Submit'.

Following Submission, a Submission Number is assigned. By clicking on the submission number you can access to the Submission repot.



Simplified SCIP notification in bulk

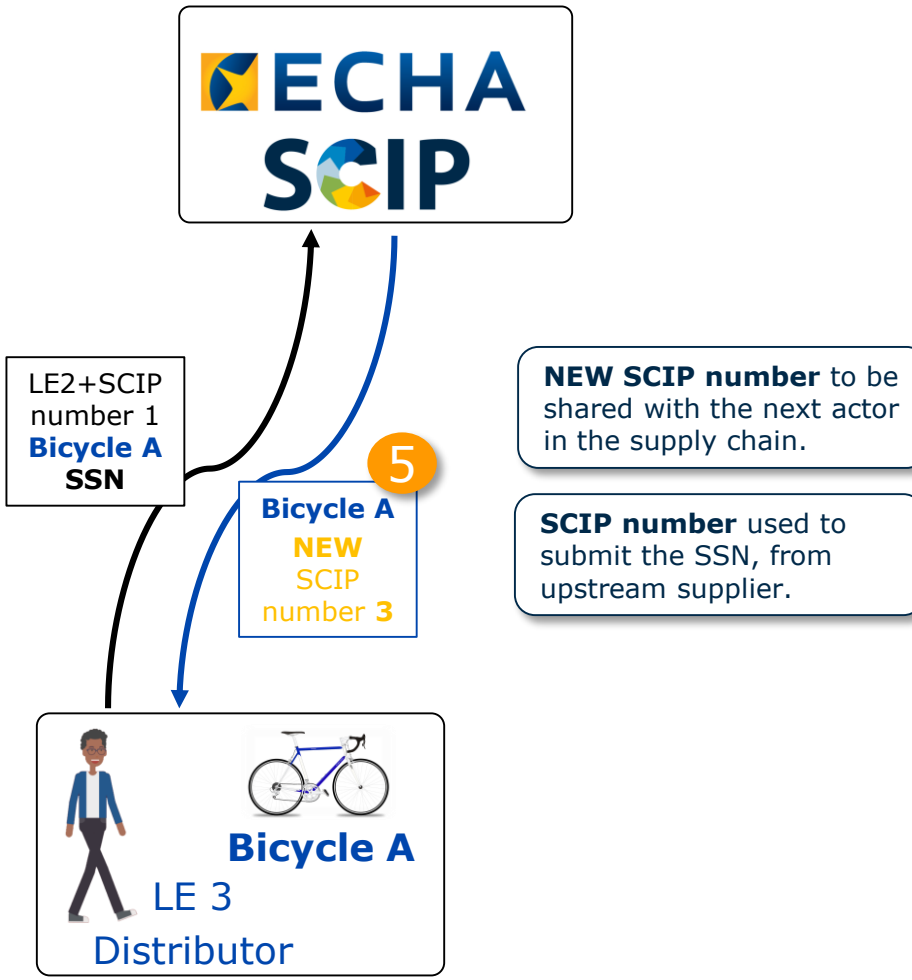
Upload an excel file including in the first column the list of SCIP numbers of the articles and complex objects to notify. Upload the file by using either selecting the relevant file using the 'Browse' or 'Drag & Drop' functionality.



Following Submission, a Submission Number is assigned. By clicking on one submission number you can access to each Submission repot.

The system will display the records uploaded from the excel file. If the list includes the correct values click on 'Submit'.

Step 5: Submission report, new SCIP number



If the submission status is succeeded the SCIP notification process has finalized.

NEW SCIP number to be shared with the next actor in the supply chain.

SCIP number used to submit the SSN, from upstream supplier.

Name, Primary article type and value from the reference article (from SCIP database)

Submission status: Succeeded

Dossier type:	SCIP notification	Submitted by:	
Submission number:	RMH781693-01		
Submitted IUCLID version:	N/A		

Submission information

SCIP number	ae33137c-6cc3-45f3-be61-830f02fb8dd7
Referenced SCIP num...	febfbe51-9c96-48c9-b845-ada7a7f98c6b
Article name	bicycle A
EAN (European Article...	2345234209i098
File name	
Notification type	Initial

Submission events

24/07/2020 18:31	Dossier submitted
24/07/2020 18:31	Dossier passed validation checks

Submission history

SCIP number
ae33137c-6cc3-45f3-be61-830f02fb8dd7

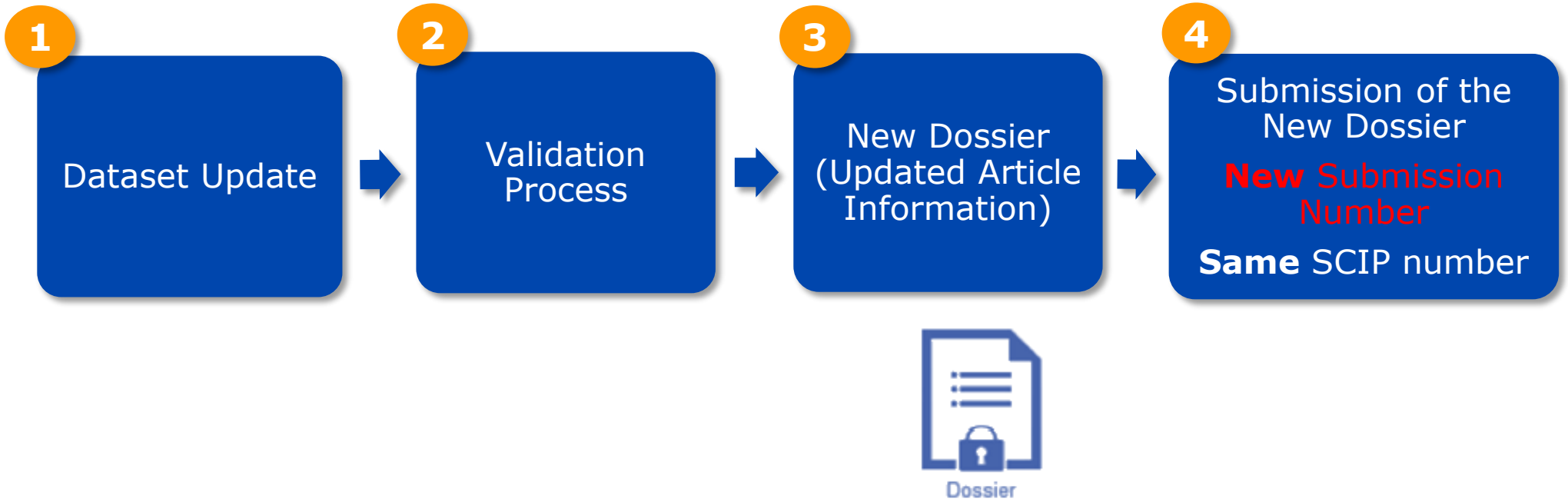
24/07/2020 18:31 RMH781693-01

Updating Information on the SCIP Database

If the SCIP information of an article needs to be updated, you can edit the information included in the dataset of the article and create an new dossier. The primary article identifier in the dossier needs to remain the same.

The submission, by the same Legal entity, of this new dossier with the same primary article identifier will be received as an **update of the SCIP notification** of this article or complex object.

SCIP Notification Update Process Overview



Important:

The new Dossier must keep the same Primary Article Identifier to create an Update of the SCIP Notification.

Disclaimer

This document aims to assist users in complying with their obligations under Article 9(1)(i) of the Waste framework Directive (WFD). However, users are reminded that the text of the WFD is the only authentic legal reference and that the information in this document does not constitute legal advice. Usage of the information remains under the sole responsibility of the user. The European Chemicals Agency does not accept any liability with regard to the use that may be made of the information contained in this document.

Version 2.1
24 Aug 2020