

SCIP Database Notifications

How to prepare and submit a SCIP notification

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

Table of Contents

- Introduction
- Getting Access
- Dossier Preparation for SCIP Notifications
 - Dossier Preparation for a SCIP notification using 'Referencing'
- Validate Information
- Create Dossier
- Submit a SCIP notification
 - Submit a simplified SCIP notification
- Updating Information on the SCIP Database

Introduction

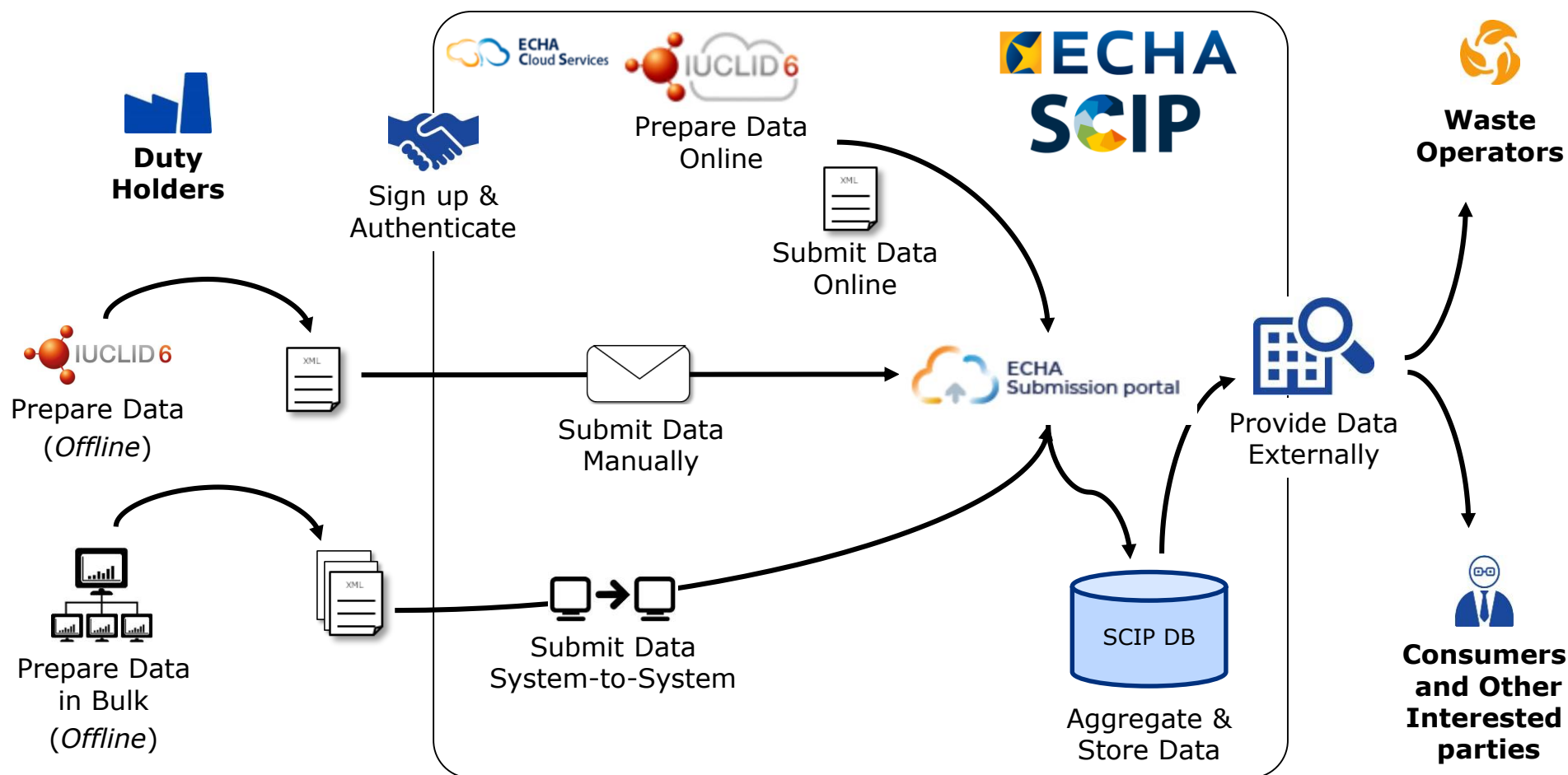


SCIP is the database for information on **S**ubstances of **C**oncern **I**n articles as such or in complex objects (**P**roducts) established under the Waste Framework Directive (WFD).

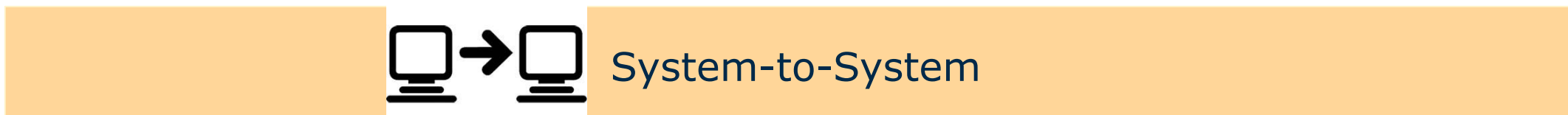
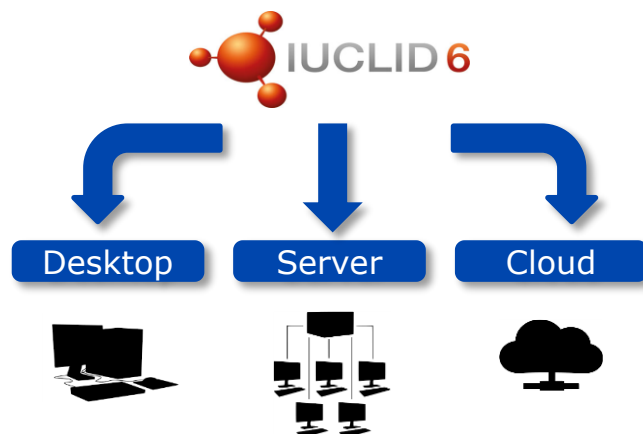
The SCIP database ensures that the information about the presence of SVHCs is available throughout the whole life cycle of products and materials, including at the waste stage.

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

SCIP Database: Information Flow



Overview of the SCIP Notification Process



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



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



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

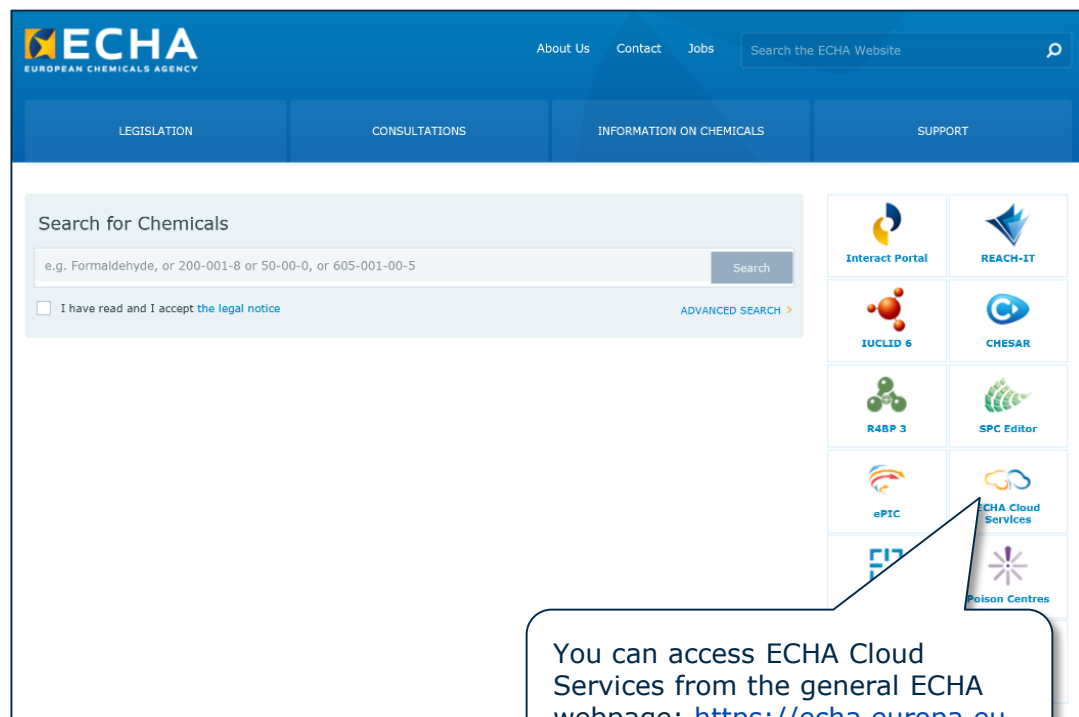
**System-to-System
Service**

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

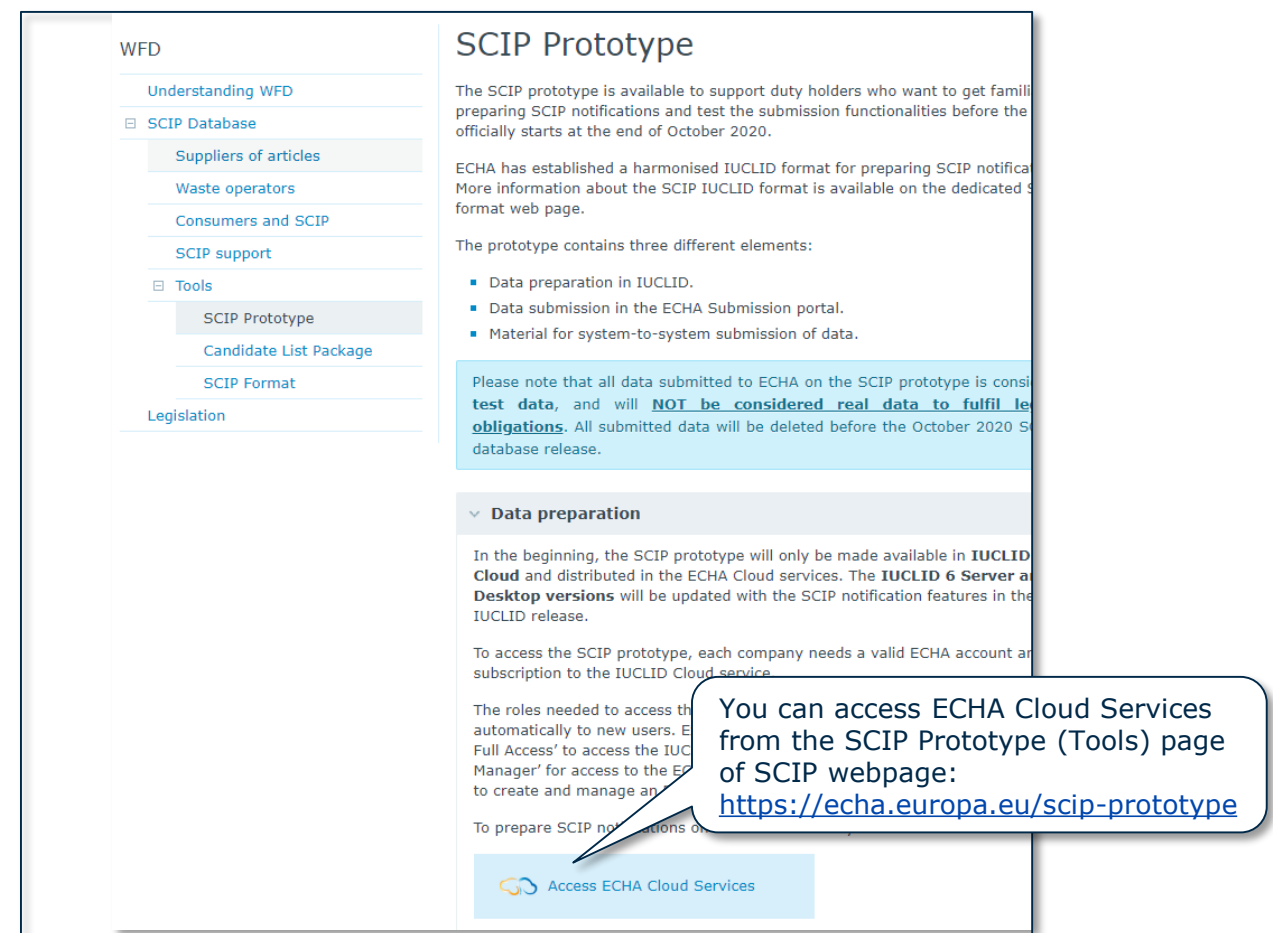
This chapter describes the process to access the ECHA Cloud Services, how to create an ECHA Account and how to link the Legal Entity Information in order to use the tools for the Preparation and Submission of Notifications.

Accessing ECHA Cloud Services



The screenshot shows the ECHA website homepage. At the top, there is a blue header with the ECHA logo and navigation links: About Us, Contact, Jobs, and a search bar. Below the header, there are four main categories: LEGISLATION, CONSULTATIONS, INFORMATION ON CHEMICALS, and SUPPORT. A large search bar for chemicals is prominent, with a search button and a checkbox for accepting legal notices. On the right side, there is a grid of icons for various services: Interact Portal, REACH-IT, IUCLID 6, CHESAR, R4BP 3, SPC Editor, ePTC, and ECHA Cloud Services. A callout box points to the ECHA Cloud Services icon.


You can access ECHA Cloud Services from the general ECHA webpage: <https://echa.europa.eu>



The screenshot shows the SCIP Prototype page. On the left, there is a sidebar with a menu: WFD, Understanding WFD, SCIP Database, Suppliers of articles, Waste operators, Consumers and SCIP, SCIP support, Tools, SCIP Prototype, Candidate List Package, SCIP Format, and Legislation. The main content area is titled 'SCIP Prototype' and contains text about the prototype's availability and purpose. A callout box points to the 'Access ECHA Cloud Services' button at the bottom of the page.

You can access ECHA Cloud Services from the SCIP Prototype (Tools) page of SCIP webpage: <https://echa.europa.eu/scip-prototype>

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



ECHA Cloud Services

Welcome to ECHA Cloud Services

Login

If you already have an ECHA Account, for example to access REACH-IT, please log in here.

Log in

Register

If you do not have an ECHA Account, you can create one and then assign a legal entity to it.

For more information please see the [Q&A](#).

Register

If you **have** an ECHA Account, click 'Login'.

If you **do not have** an ECHA Account, click 'register'

Go to "Login with existing account"

Creating an ECHA account (I)

Create Account

1 Enter all the information requested.

User Information

* First Name

* Last Name

* Email

* Username

Phone

Password

* Password

The password must have at least 8 characters and contain three of the following character types: uppercase letter, lowercase letter, number and non-alphabetical. The password must not contain your username, your first name or your last name. The password cannot be the same as a previously used password. The password cannot be changed more than once a day.

* Confirm Password

2 Click 'Save'.

3 **Verify your email address**

A confirmation email has been sent to **Jane.Does@EcoChem.europa.eu**. Please click on the verification link in order to verify your email address.

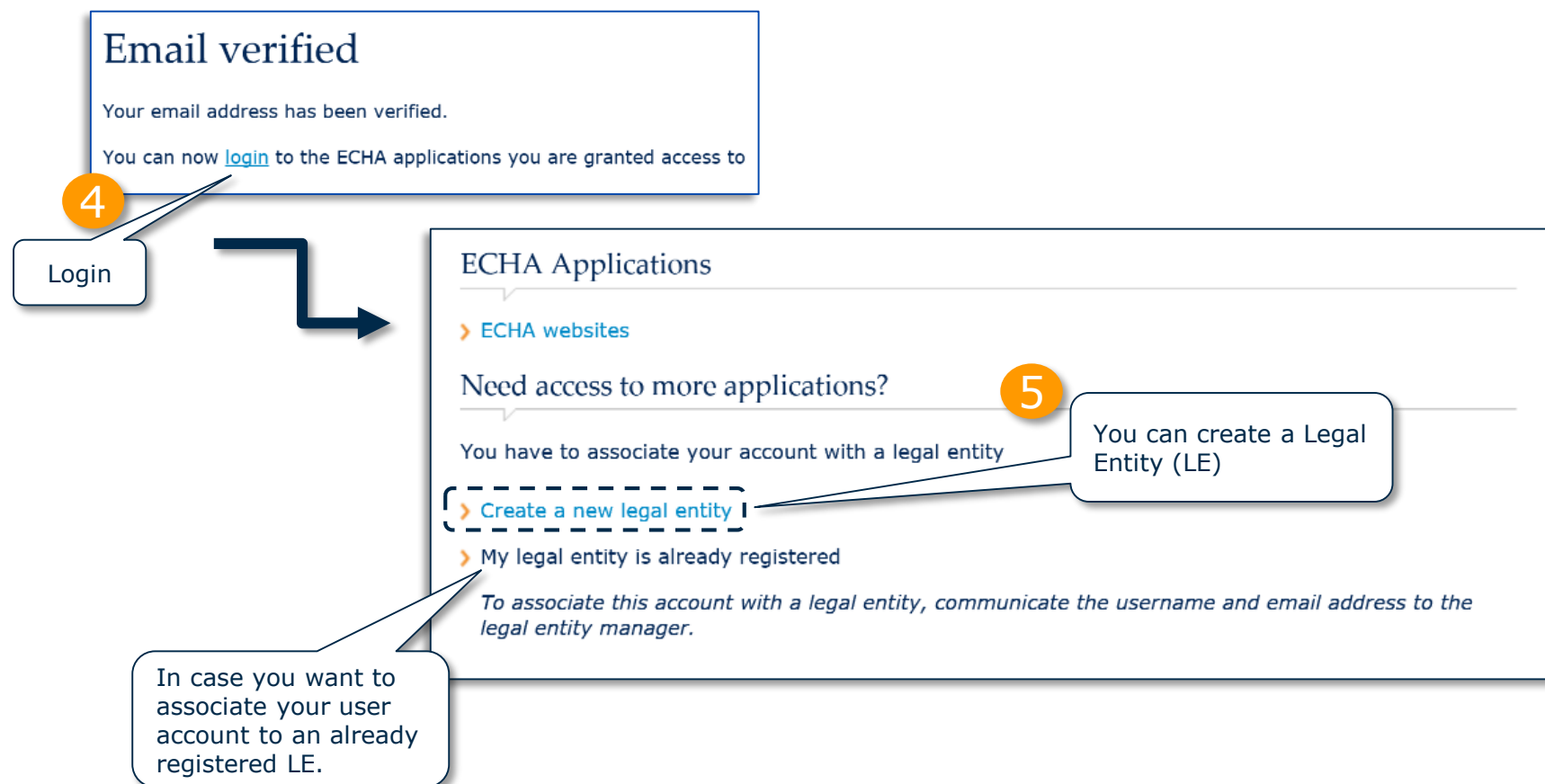
4 **Email verified**

Login

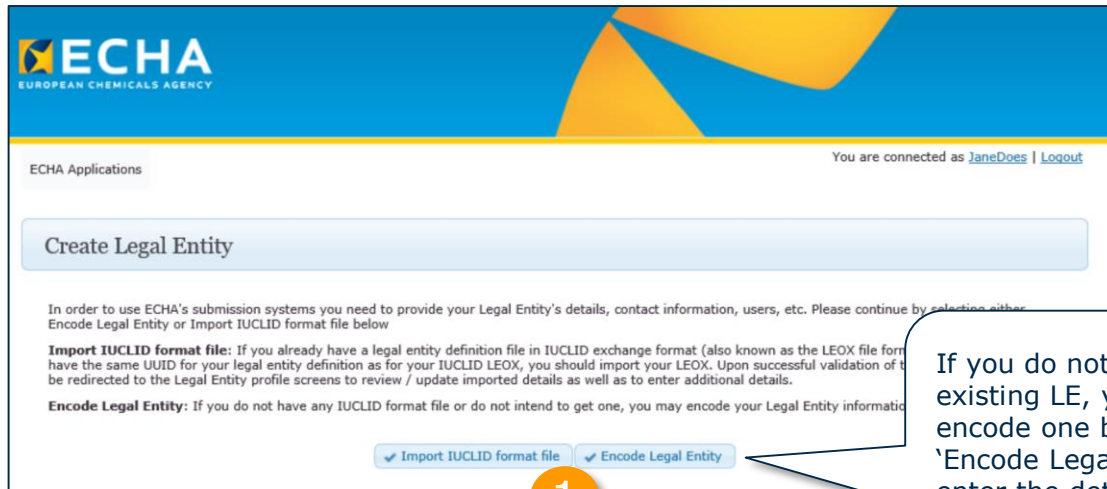
Your email address has been verified.

You can now [login](#) to the ECHA applications you are granted access to

Creating an ECHA account (II)



- 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.



Create Legal Entity

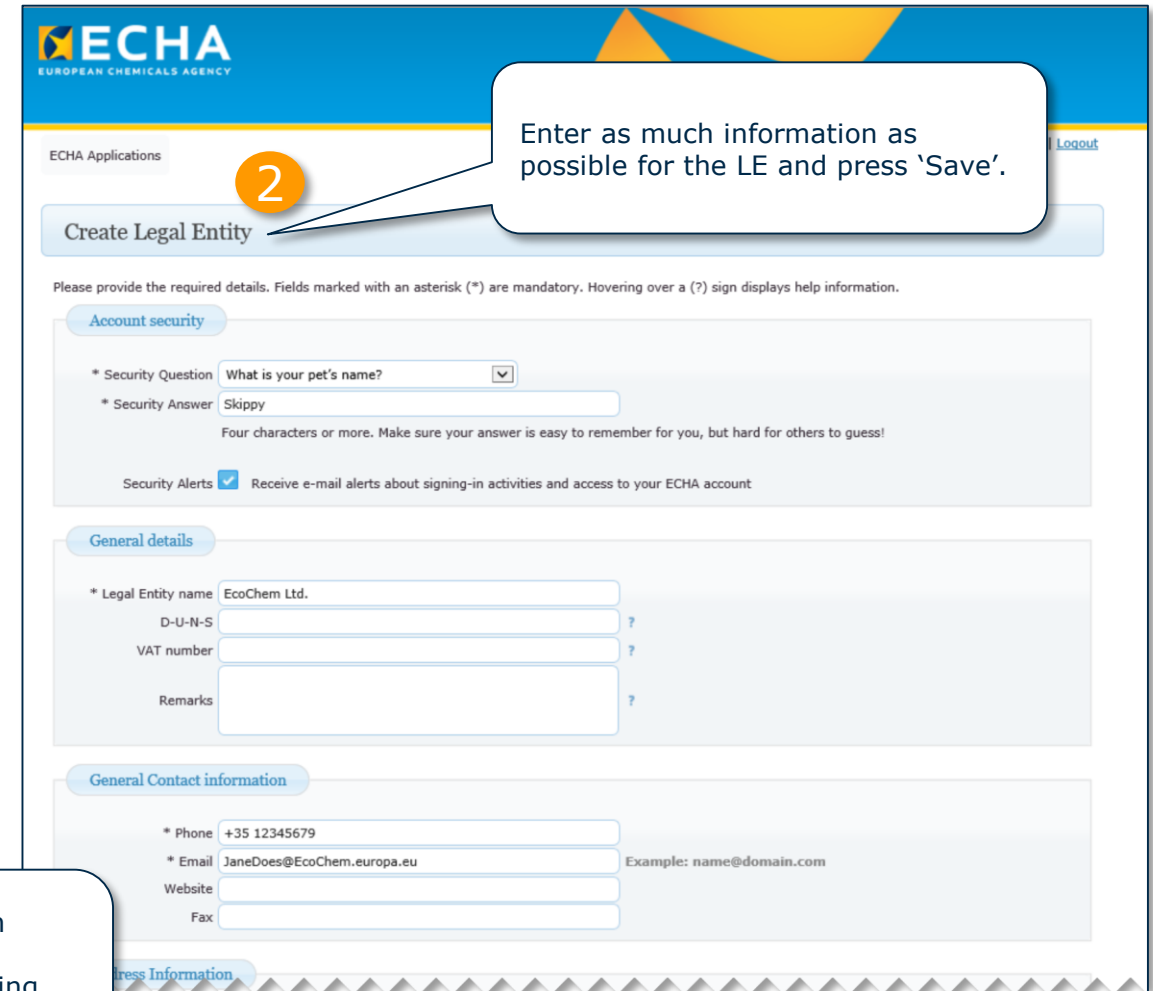
In order to use ECHA's submission systems you need to provide your Legal Entity's details, contact information, users, etc. Please continue by selecting either **Encode Legal Entity** or **Import IUCLID format file** below.

Import IUCLID format file: If you already have a legal entity definition file in IUCLID exchange format (also known as the LEOX file format), you should import your LEOX. Upon successful validation of the file, you will be redirected to the Legal Entity profile screens to review / update imported details as well as to enter additional details.

Encode Legal Entity: If you do not have any IUCLID format file or do not intend to get one, you may encode your Legal Entity information.

[Import IUCLID format file](#) [Encode Legal Entity](#)

If you do not have an existing LE, you can encode one by selecting 'Encode Legal Entity' and enter the details.



Create Legal Entity

Please provide the required details. Fields marked with an asterisk (*) are mandatory. Hovering over a (?) sign displays help information.

Account security

* Security Question: What is your pet's name?

* Security Answer: Skippy

Four characters or more. Make sure your answer is easy to remember for you, but hard for others to guess!

Security Alerts ☒ Receive e-mail alerts about signing-in activities and access to your ECHA account

General details

* Legal Entity name: EcoChem Ltd.

D-U-N-S: ?

VAT number: ?

Remarks: ?

General Contact information

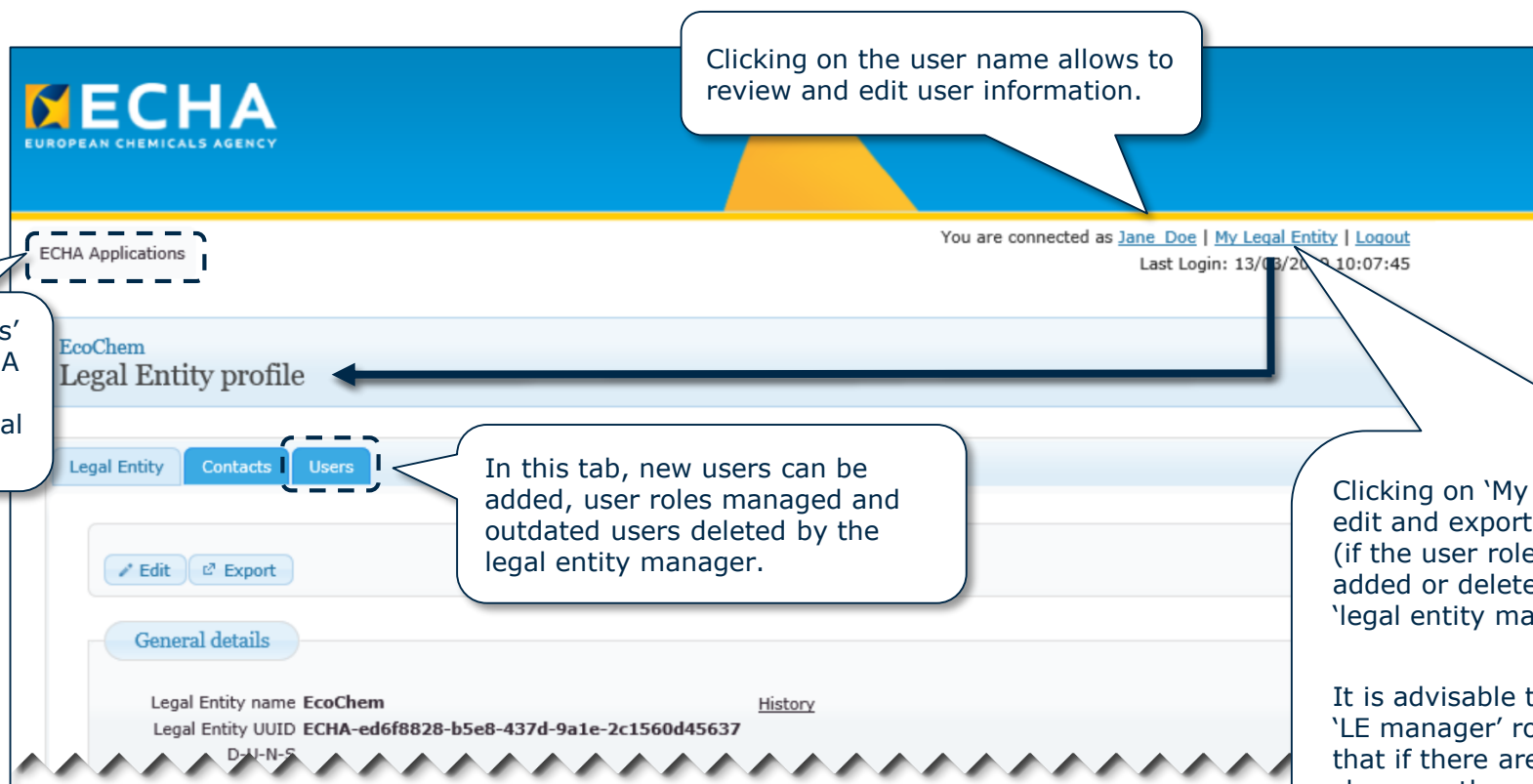
* Phone: +35 12345679

* Email: JaneDoes@EcoChem.europa.eu Example: name@domain.com

Website: ?

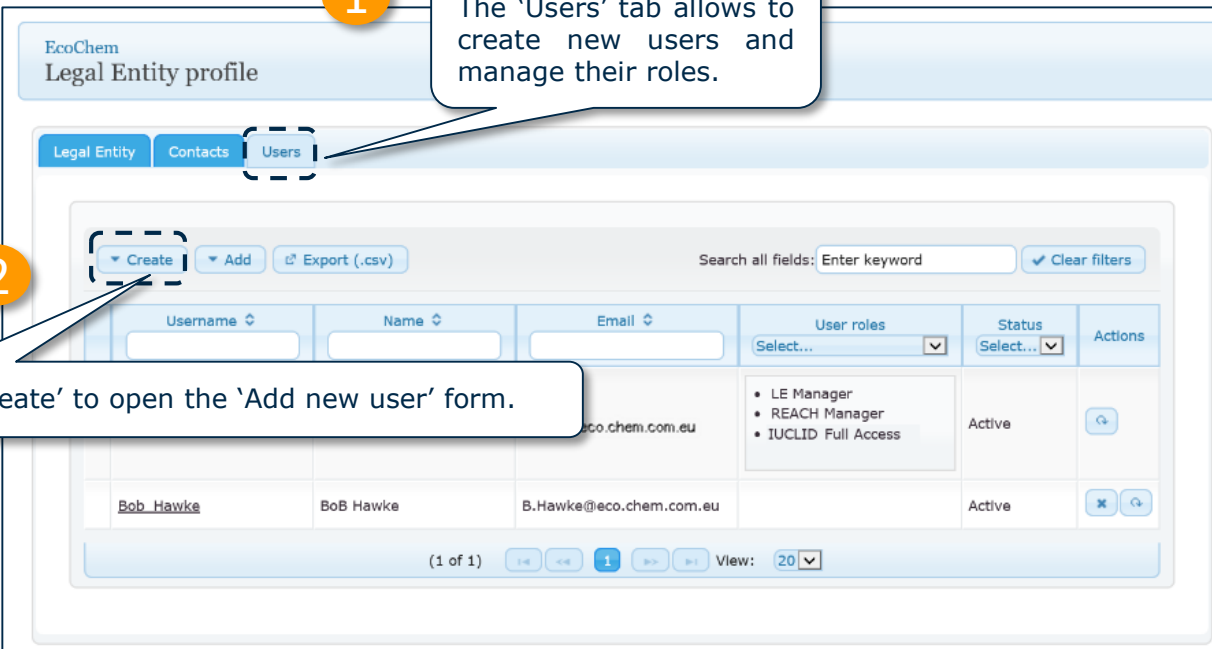
Fax: ?

ECHA account navigation



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

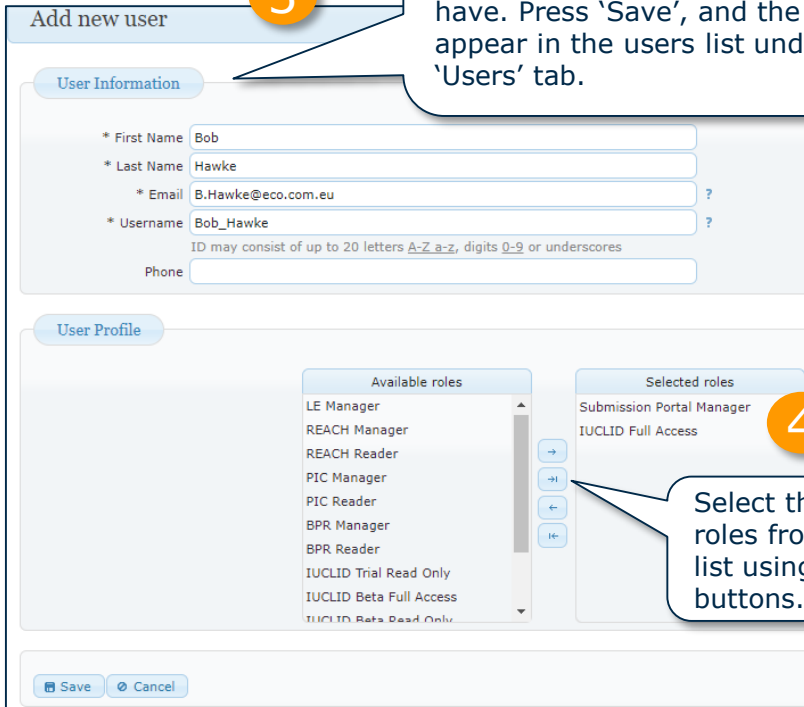
- **LE Manager** → can view and edit the LE Account and add, remove or edit user's data and contacts.
- **Submission Portal Manager** → can submit **SCIP Notifications** through ECHA Submission Portal.
- **IUCLID Full Access** → can prepare **SCIP Notifications online** in IUCLID Cloud.
- **'Reader'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



1 The 'Users' tab allows to create new users and manage their roles.

2 Click on 'Create' to open the 'Add new user' form.

Username	Name	Email	User roles	Status	Actions
Bob_Hawke	Bob Hawke	B.Hawke@eco.chem.com.eu	<ul style="list-style-type: none"> LE Manager REACH Manager IUCLID Full Access 	Active	



3 Enter all the user information details for the new user and indicate the type or types of roles that the user should have. Press 'Save', and the user will appear in the users list under the 'Users' tab.

4 Select the relevant user roles from the available list using the arrow buttons.

Add new user

User Information

* First Name: Bob
 * Last Name: Hawke
 * Email: B.Hawke@eco.com.eu
 * Username: Bob_Hawke
 ID may consist of up to 20 letters A-Z a-z, digits 0-9 or underscores
 Phone:

User Profile

Available roles

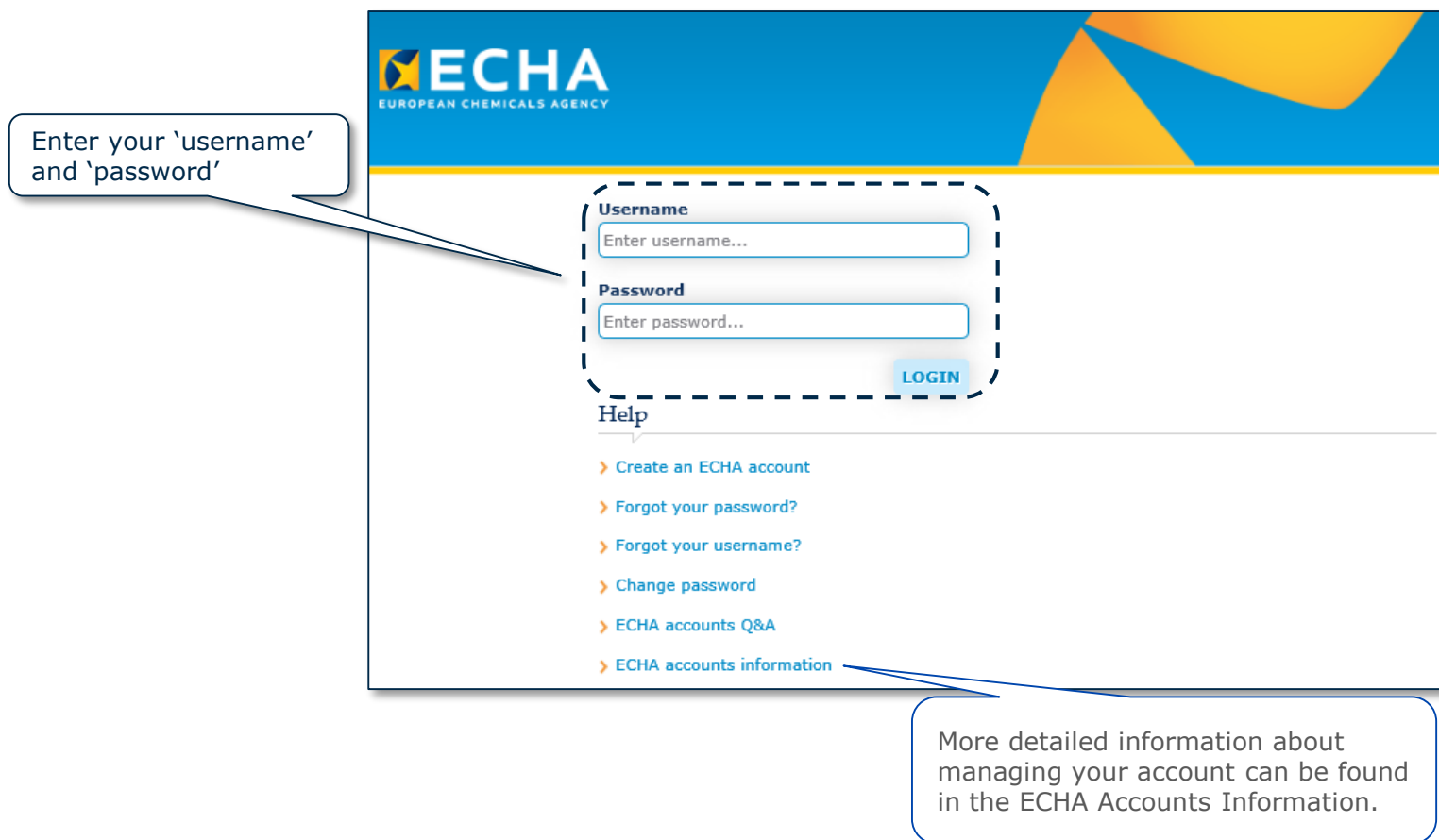
- LE Manager
- REACH Manager
- REACH Reader
- PIC Manager
- PIC Reader
- BPR Manager
- BPR Reader
- IUCLID Trial Read Only
- IUCLID Beta Full Access
- IUCLID Beta Read Only

Selected roles

- Submission Portal Manager
- IUCLID Full Access

Save Cancel

Login with existing account



The screenshot shows the ECHA login interface. A blue header bar at the top contains the ECHA logo and the text 'EUROPEAN CHEMICALS AGENCY'. Below the header, the login form is centered. It includes a 'Username' field with the placeholder text 'Enter username...', a 'Password' field with the placeholder text 'Enter password...', and a blue 'LOGIN' button. A dashed-line box encloses the username and password fields. A callout bubble points to this box with the text 'Enter your `username` and `password`'. Below the login fields, there is a 'Help' section with a list of links: 'Create an ECHA account', 'Forgot your password?', 'Forgot your username?', 'Change password', 'ECHA accounts Q&A', and 'ECHA accounts information'. A callout bubble points to the 'ECHA accounts information' link with the text 'More detailed information about managing your account can be found in the ECHA Accounts Information.'

Enter your `username` and `password`

ECHA
EUROPEAN CHEMICALS AGENCY

Username
Enter username...

Password
Enter password...

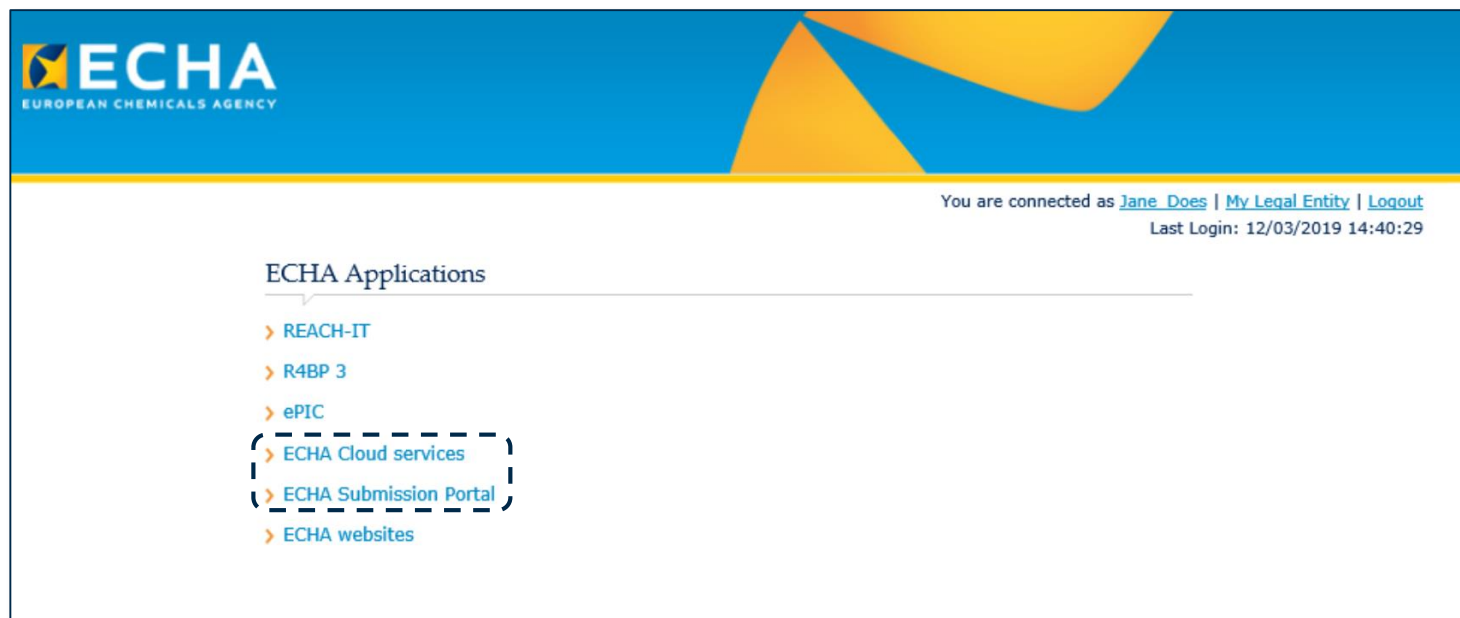
LOGIN

Help

- > Create an ECHA account
- > Forgot your password?
- > Forgot your username?
- > Change password
- > ECHA accounts Q&A
- > ECHA accounts information

More detailed information about managing your account can be found in the ECHA Accounts Information.

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**

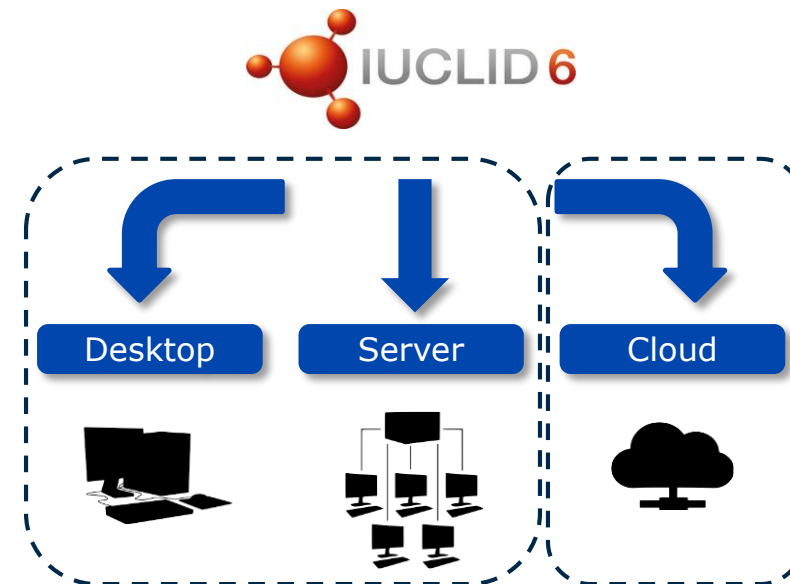
ECHA Cloud services provide a web-based access to IUCLID Cloud instance for preparing SCIP Notifications.

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.



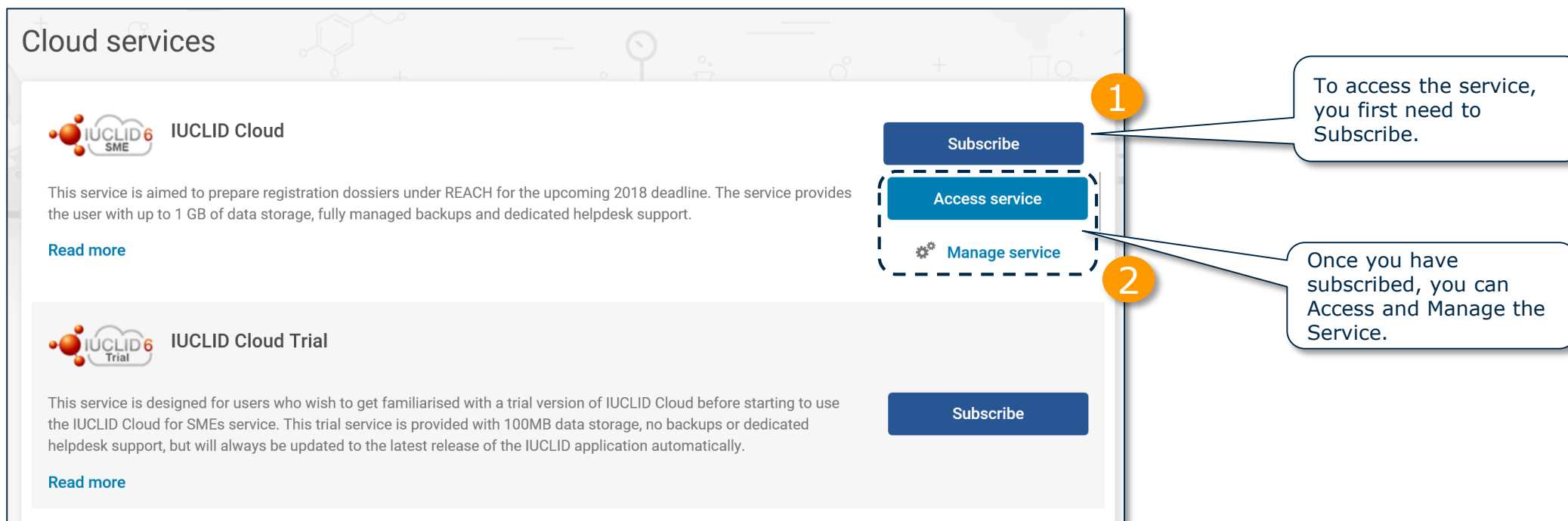
**System-to-System
Service**

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.



The screenshot displays the 'Cloud services' dashboard. It features two main service cards: 'IUCLID Cloud' and 'IUCLID Cloud Trial'. To the right of these cards is a vertical menu with three buttons: 'Subscribe', 'Access service', and 'Manage service'. The 'Access service' and 'Manage service' buttons are grouped within a dashed box. Two callouts are present: Callout 1 points to the 'Subscribe' button, stating 'To access the service, you first need to Subscribe.' Callout 2 points to the 'Access service' and 'Manage service' buttons, stating 'Once you have subscribed, you can Access and Manage the Service.'

Cloud services

IUCLID Cloud

This service is aimed to prepare registration dossiers under REACH for the upcoming 2018 deadline. The service provides the user with up to 1 GB of data storage, fully managed backups and dedicated helpdesk support.

[Read more](#)

IUCLID Cloud Trial

This service is designed for users who wish to get familiarised with a trial version of IUCLID Cloud before starting to use the IUCLID Cloud for SMEs service. This trial service is provided with 100MB data storage, no backups or dedicated helpdesk support, but will always be updated to the latest release of the IUCLID application automatically.

[Read more](#)

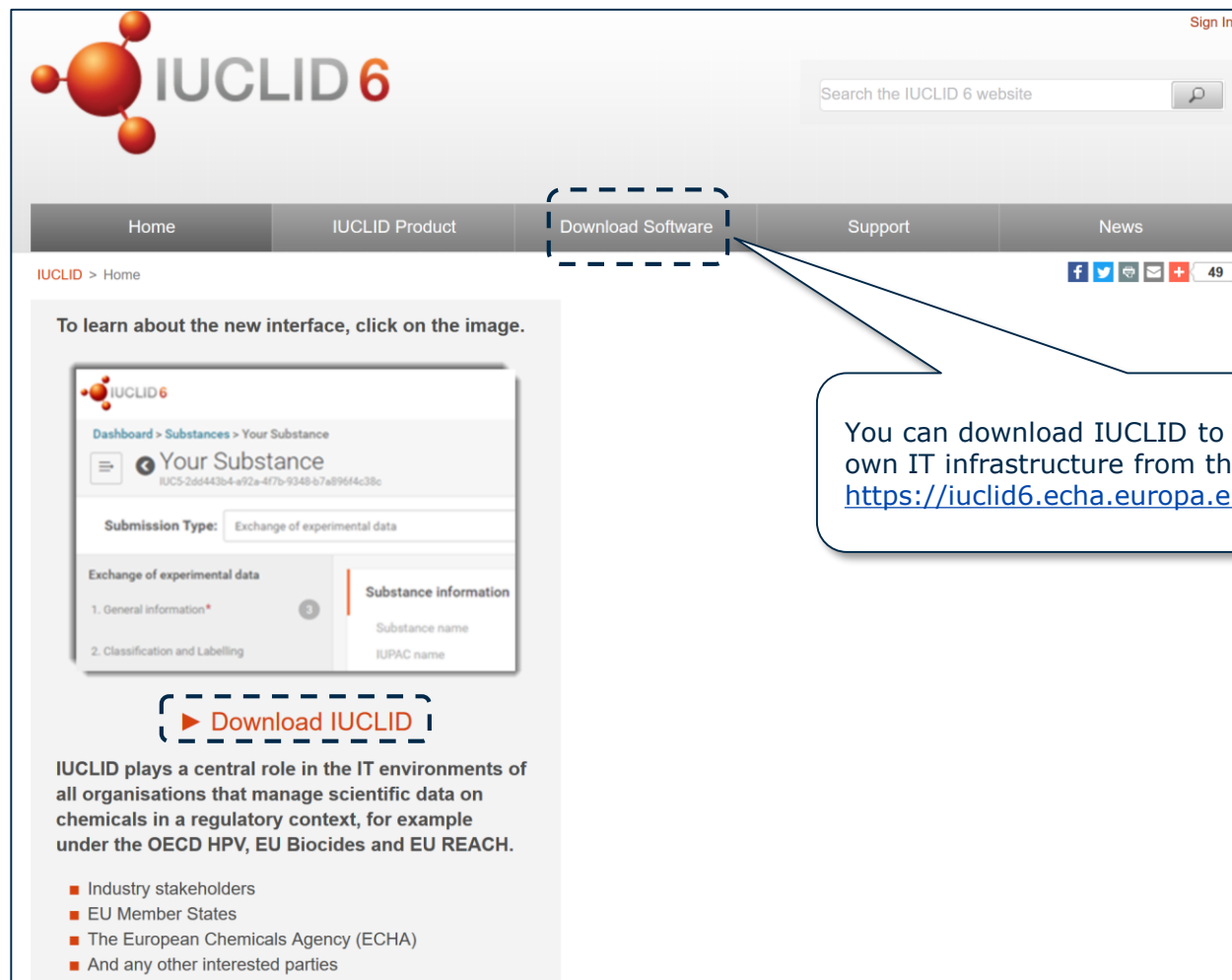
Service Actions:

- Subscribe
- Access service
- Manage service
- Subscribe

Callout 1: To access the service, you first need to Subscribe.

Callout 2: Once you have subscribed, you can Access and Manage the Service.

Download IUCLID 6 - 'offline' dossier creation



The screenshot shows the IUCLID 6 website interface. At the top, there is a search bar and a 'Sign In' link. Below the navigation bar, the 'Download Software' button is highlighted with a dashed blue box. A callout box points to this button with the text: 'You can download IUCLID to the local company's own IT infrastructure from the IUCLID webpage: <https://iuclid6.echa.europa.eu>'. Below the navigation bar, there is a section titled 'IUCLID > Home' with a sub-header 'To learn about the new interface, click on the image.' This section contains a thumbnail image of the IUCLID 6 software interface, which also has a 'Download IUCLID' button highlighted with a dashed blue box. Below the thumbnail, there is a paragraph explaining the role of IUCLID in IT environments and a list of stakeholders.

IUCLID 6

Search the IUCLID 6 website

Home IUCLID Product **Download Software** Support News

IUCLID > Home

To learn about the new interface, click on the image.

IUCLID 6

Dashboard > Substances > Your Substance

Your Substance

IUCS-2d6443b4-e92a-4f7b-9348-b7a9964c38c

Submission Type: Exchange of experimental data

Exchange of experimental data

1. General information*

2. Classification and Labelling

Substance information

Substance name

IUPAC name

Download IUCLID

IUCLID plays a central role in the IT environments of all organisations that manage scientific data on chemicals in a regulatory context, for example under the OECD HPV, EU Biocides and EU REACH.

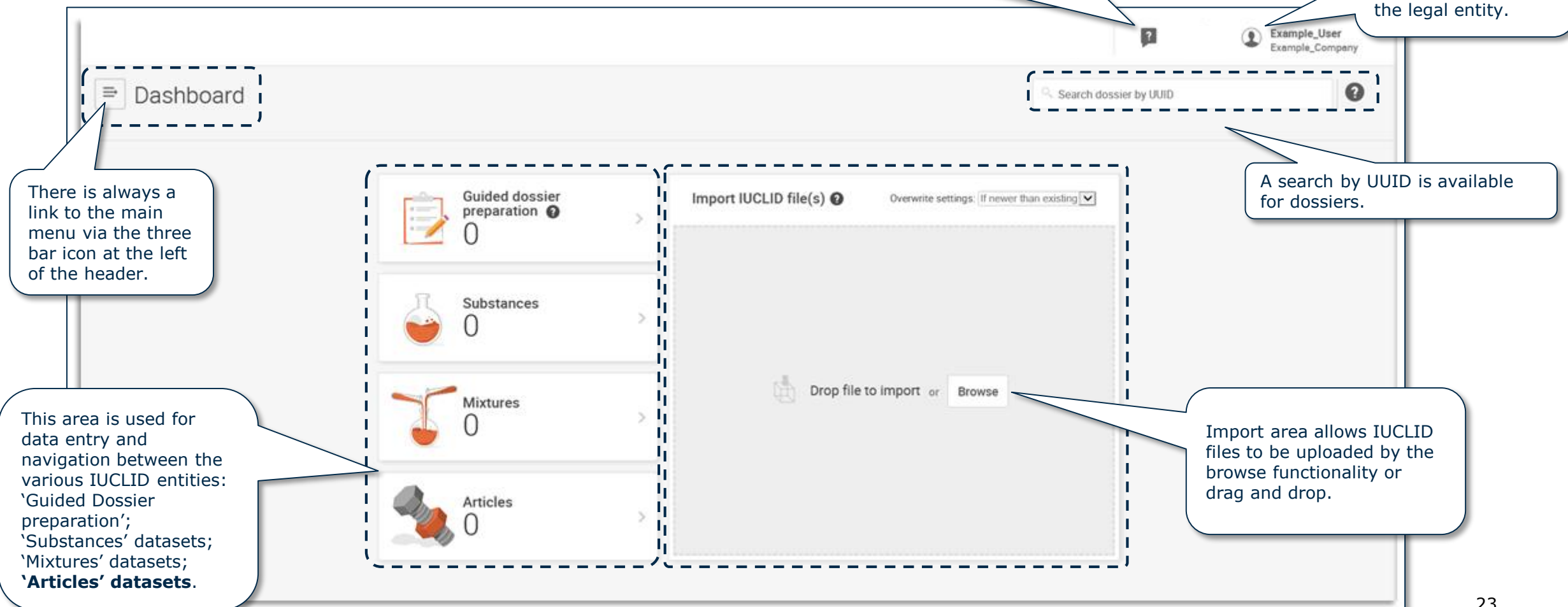
- Industry stakeholders
- EU Member States
- The European Chemicals Agency (ECHA)
- And any other interested parties

The IUCLID dashboard for dossier preparation

The IUCLID Dashboard page is displayed after opening IUCLID.

The dialogue icon leads to external sources of information such as Q&A, additional information and tutorials.

The user icon displays the name of the user and company name of the legal entity.



The screenshot shows the IUCLID Dashboard interface. At the top left, a 'Dashboard' link is highlighted with a dashed box. To its right is a search bar labeled 'Search dossier by UUID' with a dialogue icon. In the top right corner, a user icon displays 'Example_User' and 'Example_Company'. The main content area is divided into two sections. On the left, a vertical sidebar contains four entities: 'Guided dossier preparation' (0), 'Substances' (0), 'Mixtures' (0), and 'Articles' (0), each with a corresponding icon and a right-pointing arrow. On the right, the 'Import IUCLID file(s)' section is highlighted with a dashed box. It includes an 'Overwrite settings' dropdown set to 'If newer than existing' and a large grey area for file upload. A 'Drop file to Import' instruction is present, along with a 'Browse' button. Callouts provide additional context: one points to the three-bar menu icon in the header, another to the 'Browse' button, and a third to the search bar.

There is always a link to the main menu via the three bar icon at the left of the header.

This area is used for data entry and navigation between the various IUCLID entities: 'Guided Dossier preparation'; 'Substances' datasets; 'Mixtures' datasets; **'Articles' datasets.**

Import area allows IUCLID files to be uploaded by the browse functionality or drag and drop.

A search by UUID is available for dossiers.

The dashboard top user bar

(ECHA Cloud Services only )

The screenshot shows the top user bar of the ECHA Cloud Services dashboard. The bar includes a search bar, a quota icon, a dialogue icon, a bell icon, and a user icon. The user icon displays the name 'Jane_Doe' and the company name 'EcoChem'. A dropdown menu is open from the user icon, showing options: 'ECHA Cloud', 'ECHA Submission portal', 'Manage account', 'Switch legal entity', and 'Logout'.

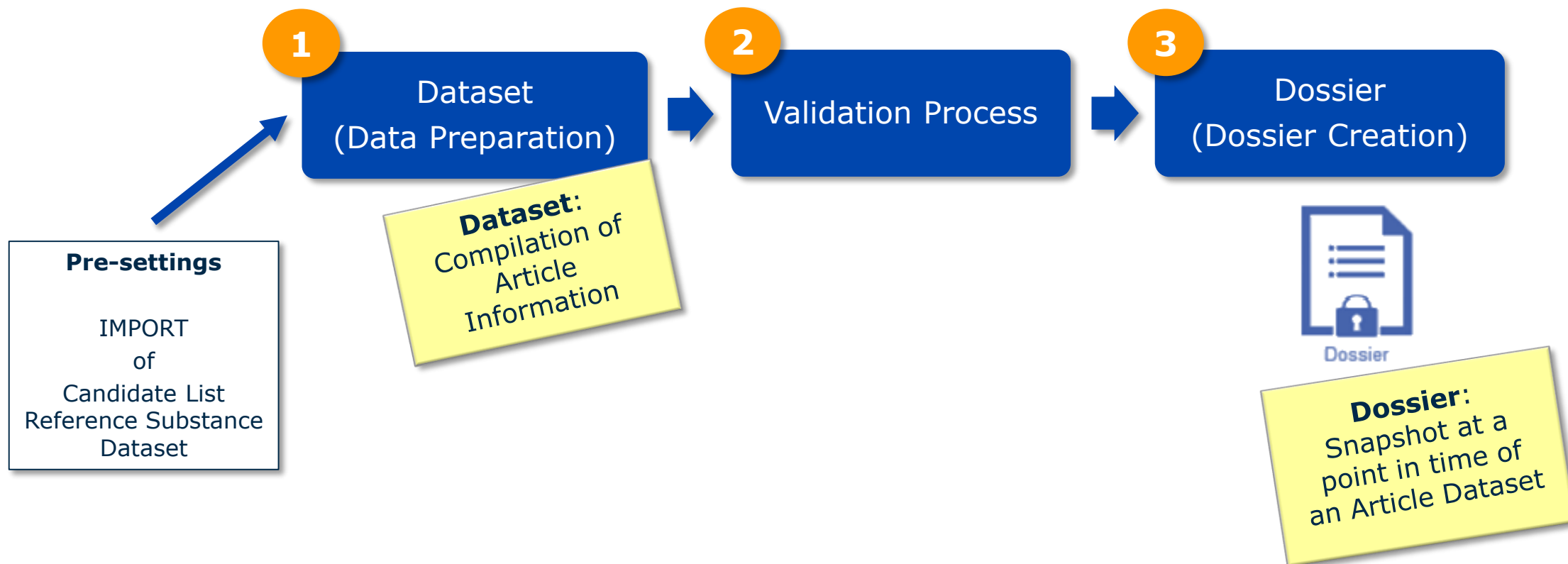
The dialogue icon leads to external sources of information on using ECHA Cloud services, such as tutorials.

The quota icon displays the available user storage quota.

The bell icon will alert (e.g. when new versions have been released).

The user icon displays the name of the user and company name of the legal entity and, when clicked on, opens a new window for redirection to the ECHA Cloud dashboard, to the Submission Portal page, accounts management and the logout functionality.

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.

WFD

- Understanding WFD
- SCIP Database
- Suppliers of articles
- Waste operators
- Consumers and SCIP
- SCIP support
- Tools
 - SCIP Prototype
 - Candidate List Package
 - SCIP Format
- Legislation

SCIP Database



SCIP is the database for information on Substances of Concern In articles as such or in complex objects (Products) established under the Waste Framework Directive (WFD).

Companies supplying articles containing substances of very high concern (SVHCs) on the Candidate List in a concentration above 0.1% weight by weight (w/w) on the EU market have to submit information on these articles to ECHA, as from 5 January 2021. The SCIP database ensures that the information on articles containing Candidate List substances is available throughout the whole lifecycle of products and materials, including at the waste stage. The information in the database is then made available to waste operators and consumers.

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.

ECHA Cloud Services
Dashboard
Search dossier by UUID
Example_User Example_Company

Guided dossier preparation 0
Substances 0
Mixtures 0
Articles 0

Import IUCLID file(s)
Overwrite settings: If newer than existing

Drop file to import or Browse

Candidate List reference substance

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

1 Click on the three bar icon at the left of the header to open the main menu

2 click on 'Reference substance'.

3 This is the Reference substance landing page

The interface shows the ECHA Cloud Services dashboard. The main menu is open, displaying options like Dashboard, Guided dossier preparations, Substances, Mixture/Products, Articles, and Categories. The 'Reference substance' option is highlighted in the 'Inventory manager' section. The 'Reference substances' landing page is shown, displaying a search bar, a 'New reference substance' button, and a list of substances with their CAS numbers, IUPAC names, and inventory numbers.

Substance Name	CAS number	IUPAC name	Inventory number	Date
2,3,3,3-tetrafluoro-2-(heptafluoropropoxy)propionyl fluoride	2062-98-8	2,3,3,3-tetrafluoro-2-(heptafluoropropoxy)propionyl fluoride	218-173-8	13/02/2020 00:26
Diarsenic trioxide	1327-53-3	Diarsenic trioxide	215-481-4	13/02/2020 00:26

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.

Dashboard > Reference substances

Reference substances

+ New reference substance ?

302 results found

Sort by Newest first

2,3,3,3-tetrafluoro-2-(heptafluoropropoxy)propionyl fluoride

03/02/2020 11:33

CAS number	2062-98-8	IUPAC name	2,3,3,3-tetrafluoro-2-(heptafluoropropoxy)propionyl fluoride
Inventory number	218-173-8	UUID	040267cd-44a5-4183-9f7d-dfcdf416af6c

Diarsenic trioxide

03/02/2020 11:33

CAS number	1327-53-3	IUPAC name	Diarsenic trioxide
Inventory number	215-481-4	UUID	04aa3036-759d-4517-a690-bf2507c25a3e

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.

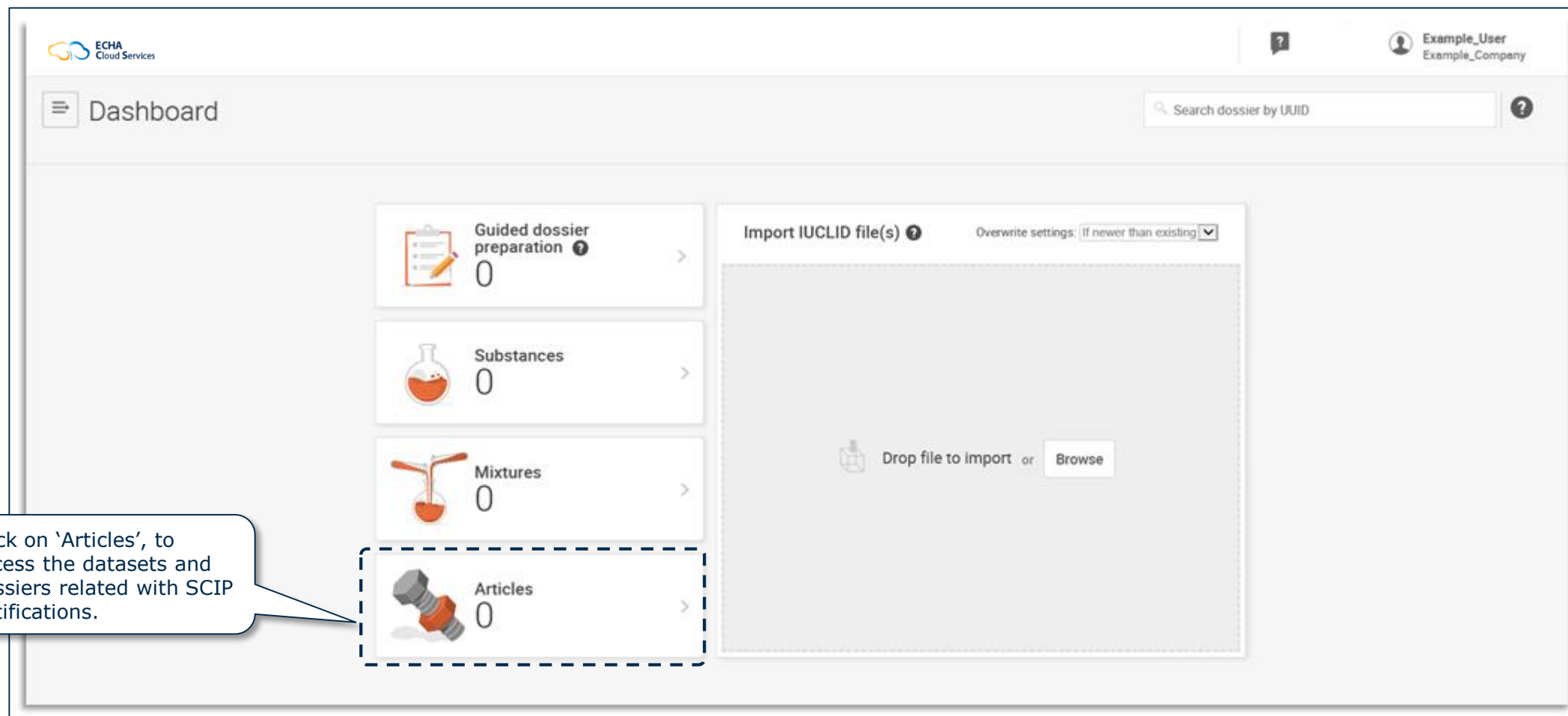
CAS number of the substance, if available.

EC or inventory number of the substance, if available.

This is the IUPAC name of the substance.

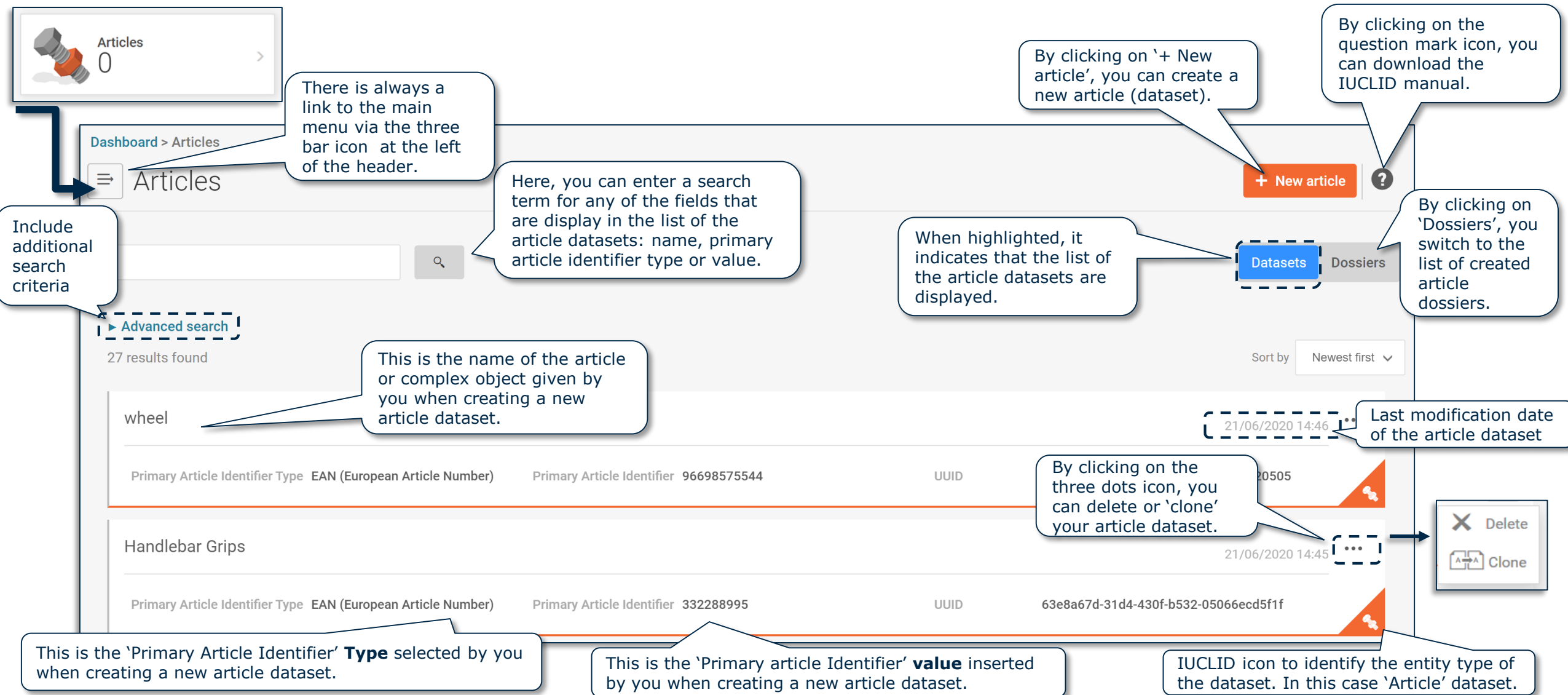
Last modification date of the reference substance.

Go to Article Landing Page



The screenshot shows the ECHA Cloud Services Dashboard. At the top left is the 'ECHA Cloud Services' logo. Below it is a 'Dashboard' header with a search bar labeled 'Search dossier by UUID'. On the left side, there is a vertical list of four dashboard cards: 'Guided dossier preparation' (0), 'Substances' (0), 'Mixtures' (0), and 'Articles' (0). The 'Articles' card is highlighted with a dashed blue border. A speech bubble points to this card with the text: 'Click on 'Articles', to access the datasets and dossiers related with SCIP notifications.' To the right of these cards is a large section titled 'Import IUCLID file(s)' with an 'Overwrite settings' dropdown set to 'If newer than existing'. Below this is a large dashed box for file upload, with a 'Drop file to import' instruction and a 'Browse' button.

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



Articles 0

Dashboard > Articles

Articles

There is always a link to the main menu via the three bar icon at the left of the header.

By clicking on '+ New article', you can create a new article (dataset).

By clicking on the question mark icon, you can download the IUCLID manual.

By clicking on 'Dossiers', you switch to the list of created article dossiers.

When highlighted, it indicates that the list of the article datasets are displayed.

Here, 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.

Include additional search criteria

Advanced search

27 results found

Sort by Newest first

This is the name of the article or complex object given by you when creating a new article dataset.

By clicking on the three dots icon, you can delete or 'clone' your article dataset.

Last modification date of the article dataset

This is the 'Primary Article Identifier' **Type** selected by you when creating a new article dataset.

This is the 'Primary article Identifier' **value** inserted by you when creating a new article dataset.

IUCLID icon to identify the entity type of the dataset. In this case 'Article' dataset.

Name	Primary Article Identifier Type	Primary Article Identifier	UUID	Last modification date	IUCLID icon
wheel	EAN (European Article Number)	96698575544		21/06/2020 14:46	
Handlebar Grips	EAN (European Article Number)	332288995	63e8a67d-31d4-430f-b532-05066ecd5f1f	21/06/2020 14:45	

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.

Dashboard > Articles

Articles

Search input field with a magnifying glass icon.

Advanced search

27 results found

Advance search: Include additional search criteria

Primary Article Identifier Type EAN (European Article Number)

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**

Primary article identifier type dropdown menu showing options: ECHA Article ID, GTIN (Global Trade Item Number), EAN (European Article Number), GPC (Universal Product Code), JAN (Japanese Article Number), UDI (Unique Device Identification), ISBN (International Standard Book Number), catalogue number, batch number, part number, item number, reference number, serial number, other.

Article type

Please select value
Complex object
Article as such

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

Advanced search form with fields for: Name, Primary article identifier type, Primary article identifier, Top level article (checkbox), Article type, Concern element (reference substance) (dropdown), Modification date (From/To date range), and buttons for Clear and Search.

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.



The screenshot shows the 'Articles' search interface with the following filters and their corresponding arrows:

- Name**: A text input field.
- Primary article identifier type**: A dropdown menu with the placeholder 'Please select value'.
- Primary article identifier**: A text input field.
- Top level article**: A checkbox labeled 'Is top level article?'.
- Article type**: A dropdown menu.
- Concern element (reference substance)**: A section with a '+ Select' button.
- Modification date**: A date range selector with 'From (dd/mm/yyyy)' and 'To (dd/mm/yyyy)' fields.

At the bottom of the interface are 'Clear' and 'Search' buttons.

Logic search: "Or"

Searching for datasets that contains either X or Y.

When the 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.

Articles page displaying the list of created article dossiers.

Annotations:

- Datasets / Dossiers:** Click on the 'Dossiers' button to switch to the list of article dossiers created.
- Search:** Here, you can enter a search term for any of the fields that are display in the list of the article dossiers: name of the dossier, name of the article, primary article identifier type or value.
- Advanced search:** Include additional search criteria
- Submission type:** Specifies the submission type of the dossier. In this case, a dossier for a SCIP article notification
- Date:** Date of dossier creation.
- Subject name:** Name and Primary article identifier type and value provided in the article dataset.
- UI Elements:**
 - + New article** button
 - ?** help icon
 - Datasets / Dossiers** toggle (highlighted)
 - Sort by** dropdown (Newest first)
 - IUCLID icon** to identify a dossier

Dossier	Subject name	Submission type	Dossier UUID	Date
Dossier 2	wheel / EAN (European Article Number) / 96698575544	SCIP article notification	707027e5-f2a9-41ee-970c-fb6929619e98	21/06/2020 16:02
Dossier 1	RB Blue steel 26" Bicycle / EAN (European Article Number) / 56699887	SCIP article notification	81253053-d686-4ed6-b6b3-f2126f0950d6	21/06/2020 16:01

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.

Articles



Advanced search

7 results found No filters selected

Advance search: Include additional search criteria

Subject name wheel / EAN (European Article Number) / 96698575544

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

Advanced search

Dossier name

0

You can search by Dossier name

Subject name

0

You can search by article name

Primary article identifier type

0

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

Please select value

Primary article identifier

0

Concern Element / Reference Substance

0

CAS Number

Inventory Number

IUPAC Name

Modification date

0

Clear

Search

Primary article identifier type

0

Please select value

Please select value

ECHA Article ID

GTIN (Global Trade Item Number)

EAN (European Article Number)

GPC (Universal Product Code)

JAN (Japanese Article Number)

UDI (Unique Device Identification)

ISBN (International Standard Book Number)

catalogue number

batch number

part number

item number

reference number

serial number

other:

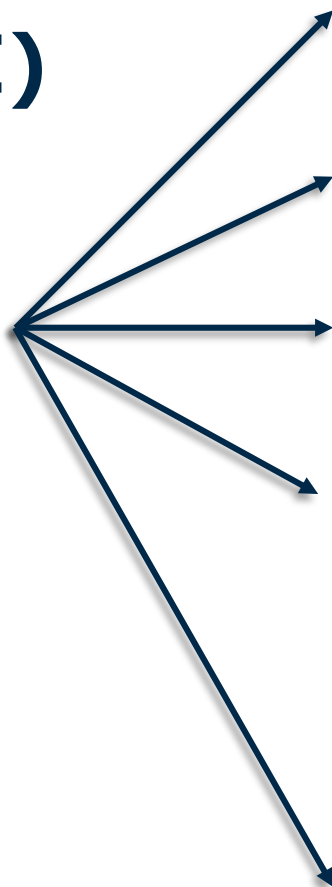
Type in the Primary article identifier **value**

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.



▼ Advanced search

▼ Dossier name 0

▼ Subject name 0

▼ Primary article identifier type 0

Please select value ▼

▼ Primary article identifier 0

▼ Concern Element / Reference Substance 0

CAS Number

Inventory Number

IUPAC Name

► Modification date 0

Clear Search

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

Dashboard > Articles

Articles

+ New article

1

Click on '+ New article' to create a new article (dataset).

2

Provide the **name*** of your article or complex object.

3

Select the **Primary Article Identifier Type*** for your article or complex object.

4

Insert the **Primary Article Identifier*** value for your article or complex object.

Datasets

Dossiers

Newer first

New article

Name*

Primary Article Identifier Type*

Primary Article Identifier*

Close

Create

Primary Article Identifier Type*

ECHA Article ID
GTIN (Global Trade Item Number)
EAN (European Article Number)
GPC (Universal Product Code)
JAN (Japanese Article Number)
UDI (Unique Device Identification)
ISBN (International Standard Book Number)
catalogue number
batch number
part number
item number
reference number
serial number
other:

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*.

Identifiers

Article name*
O-ring 2

Other names + New item

#.	Type

Primary article identifier type*
catalogue number

Primary article identifier value*
123456

Other article identifiers + New item

#.	Type

Set values

Type

- brand ✓
- model
- type
- other:

Name

Rubber joints RJ

Close

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)

5 Click '+ New item' to insert other article identifiers (numeric or alphanumeric).

6 Click over the row to insert other article identifiers

7 Select the other article identifier type.

8 Insert the other article identifier for the article or complex object.

9 To finalise, click the 'Close' button.

Click this button to delete an inserted item.

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.

#.	Type	Value	Action
1	None		

Set values

Type

Please select

- ECHA Article ID
- GTIN (Global Trade Item Number)
- EAN (European Article Number)
- GPC (Universal Product Code)
- JAN (Japanese Article Number)
- UDI (Unique Device Identification)

Value

0/255

Close

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.

Categorisation

Article category 1

Please search and select...

- OR -

Select by typing article text

4016930000 - Gaskets, washers and other seals (SECTION VII (39 - 40) Plastics and articles thereof; rubber and articles thereof > 4000000000 - Rubber and articles thereof > 4016000000 - Other articles of vulcanised rubber other than hard rubber > 4016930000 - Gaskets, washers and other seals)

X

Production in European Union 2

yes

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'

Categorisation

Article category

1

Please search and select...

- OR -

Select by typing article text

✖ This field is mandatory, based on the information previously provided.

Production in European Union

None

✖ This field is mandatory.

Select Article category

401693

×

🔍

SECTION VII (39 - 40) Plastics and articles thereof; rubber and articles thereof

4000000000 - Rubber and articles thereof

4016000000 - Other articles of vulcanised rubber other than hard rubber

☒ 4016930000 - Gaskets, washers and other seals

☐ 4016930010 - For technical uses, for use in civil aircraft

☐ 4016930020 - Gasket made of vulcanised rubber (ethylene-propylene-diene monomers), with permissible outflow of the material in the place of mold split of not more than 0,25[mm], in the shape of a rectangle: -[with a length of 72[mm] or more but not more than 825[mm]; - [with a width of 18[mm] or more but not more than 155[mm]

☐ 4016930090 - Other

Article category

401693

×

▼

☐ Select/Deselect all

☒ 4016930000 - Gaskets, washers and other seals (SECTION VII (39 - 40) Plastics and articles thereof; rubber and articles thereof > 4000000000 - Rubber and articles thereof > 4016000000 - Other articles of vulcanised rubber other than hard rubber > 4016930000 - Gaskets, washers and other seals)

☐ 4016930010 - For technical uses, for use in civil aircraft (SECTION VII (39 - 40) Plastics and articles thereof; rubber and articles thereof > 4000000000 - Rubber and articles thereof > 4016000000 - Other articles of vulcanised rubber other than hard rubber > 4016930000 - Gaskets, washers and other seals > 4016930010 - For technical uses, for use in civil aircraft)

Production in EU flag

Categorisation

Article category

✓ 4016930000 - Gaskets, washers and other seals (SECTION VII (39 - 40) Plastics and articles thereof; rubber and articles thereof > 4000000000 - Rubber and articles thereof > 4016000000 - Other articles of vulcanised rubber other than hard rubber > 4016930000 - Gaskets, washers and other seals)

Production in European Union

✕ ✓

press Esc to close

Production in European Union

✓

yes

no

unwilling to disclose



NEW VALUES
After October 2020 IUCLID release

NEW VALUES

- EU produced
- EU Imported
- Both EU produced and imported
- No data

Data preparation: characteristics and pictures

Characteristics

Picture(s)

+ New item

#..

Height

None

Length

None

Width

None

Diameter

None

Density

None

Weight

None

Volume

None

Colour

None

Other characteristics

+ New item

1

Click '+ New item' to insert a picture.

2

Enter characteristic(s) to help to identify or distinguish the reported article or complex object.

3

Enter the value and select the unit.

Weight

t

kg

g

mg

Data preparation: safe use instruction(s)

☐ No need to provide safe use information beyond the identification of the Candidate List substance

Safe use instructions + New item

1

Safe use instruction

0/2000

press Esc to close

2

Click '+ New item' to provide safe use instructions.

Disassembling instructions

+ New item

#.	Attached document	Language	Action
1	None		

3

Click '+ New item' to upload a file with disassembling instructions.

1

Provide sufficient information to allow the safe use of the article. You can either 'tick' the box if there is no need to provide safe use information in addition to the identification of the Candidate List substance or you need to provide safe use instructions, if necessary. At least the box* must be ticked.

4

Set values

Attached document

None

Language

1

Bulgarian-[bg]

Croatian-[hr]

Czech-[cs]

Danish-[da]

Dutch-[nl]

English-[en]

5

Select the language of the document.

4

Select a file (document).


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.*

WFD

- Understanding WFD
- SCIP Database
- Suppliers of articles
- Waste operators
- Consumers and SCIP
- SCIP support
- Tools
 - SCIP Prototype
 - Candidate List Package
 - SCIP Format
- Legislation

SCIP Database


SCIP is the database for information on Substances of Concern in articles as such or in complex objects (Products) established under the Waste Framework Directive (WFD).

Companies supplying articles containing substances of very high concern (SVHCs) on the Candidate List in a concentration above 0.1% weight by weight (w/w) on the EU market have to submit information on these articles to ECHA, as from 5 January 2021. The SCIP database ensures that the information on articles containing Candidate List substances is available throughout the whole lifecycle of products and materials, including at the waste stage. The information in the database is then made available to waste operators and consumers.

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

Concern elements

Candidate list version

Please select

Concern element + New item

Candidate list substance no longer present + New item


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

Please select

2020/1

2020/2



***Candidate List version field will be deleted**

After October 2020 IUCLID release

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

Concern elements

Candidate list version

2020/1

Concern element

+ New item

Candidate list substance

+ Select

Material categories

+ New item

Mixture category (EUPCS)

None

Candidate list substance no longer present

+ New item

Click '+ New item' to report a set of concern elements for each Candidate List substance present in the article, namely the concentration range of the substance in the article and the material where the substance is present (the material the article is made of or the material incorporated in the article from the use of a mixture containing that Candidate List substance). The concern elements are only reported for an article (as such or in a complex object).

Click this button to delete an inserted item.

Click '+ Select' to select the Candidate List substance* from the list of reference substances.

A sliding window will appear to select the Candidate List substance

Select Reference substance

+ Create

×

Type at least 3 characters

300 results found

1,2-Benzenedicarboxylic acid, dipentyl ester, branched and linear		06/02/2020 04:20
CAS number	84777-06-0	IUPAC name
Inventory number	284-032-2	1,2-Benzenedicarboxylic acid, dipentyl ester, branched and linear
Nonylphenol, ethoxylated (EO = 4)		20/01/2020 15:58
CAS number		IUPAC name
Inventory number	939-975-0	Nonylphenol, ethoxylated (EO = 4)
4-aminoazobenzene		20/01/2020 15:58
CAS number	60-09-3	IUPAC name
Inventory number	200-453-6	4-aminoazobenzene

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

Concern elements

Candidate list version
2020/1

Concern element + New item

1
Candidate list substance
None

Concentration range
Please select

Material categories + New item
Mixture category (EUPCS)
None

Click 'Please select' to report the concentration range of the Candidate List substance in the article.

3

> 0.1% w/w and < 0.3% w/w
≥ 0.3% w/w and < 1.0% w/w
≥ 1.0% w/w and < 10.0% w/w
≥ 10.0% w/w and < 20.0% w/w
≥ 20.0% w/w and < 100% w/w
> 0.1% w/w and ≤ 100% w/w *

One concentration range must be reported. The concentration range must be reported accurately when the information is available to the submitter. At least the one that triggers the obligation must be selected (*).

4

*Either a material category or a mixture category must be reported.

47

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

Concern elements

Candidate list version

2020/1

Concern element

+

New item

1

Candidate list substance

None

Concentration range

None

Material categories

+

New item

1

Material category

Please select

5

Additional material characteristics

6

Mixture category (EUPCS)

...

Click 'Please select' to report the material the article is made of ('material category').
It is key to identify impacted material-based waste streams.

Please select

plastic (and polymers) > polyethylene, low density (ldpe)-[0]

plastic (and polymers) > polyethylene, high density (hdpe)-[0]

plastic (and polymers) > polypropylene (pp)-[0]

plastic (and polymers) > polyisobutylene-[0]

plastic (and polymers) > copolymers of ethylene-vinyl acetate-[0]

plastic (and polymers) > other copolymers of ethylene-[0]

☐ Select/Deselect all

☐ fibres

☐ microspheres and particles

☒ thermoplastic

☐ thermoset

☐ coated

Select an additional material category to better describe the material the article is made of.

48

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>

Concern elements

Candidate list version

2020/1

Concern element

+

New item

1

Candidate list substance

None

Concentration range

None

Material categories

+

New item

Mixture category (EUPCS)

7

Please search and select...

- OR -

Candidate list substance no longer present

+

New item

Select Mixture category (EUPCS)

Type at least 3 characters

☐ F Mixtures for further formulation

☒ P Products

☒ PC Chemical products (excludes biocidal products)

☒ PC-ADH Adhesives and sealants

☐ PC-ADH-1 Adhesives and sealants - household, office or school use

☒ PC-ADH-2 Adhesives and sealants - building and construction works (except cement based adhesives)

☐ PC-ADH-3 Adhesives and sealants - footwear and leather goods

☐ Select/Deselect all

☐ F Mixtures for further formulation

☐ PC-ADH-1 Adhesives and sealants - household, office or school use (P Products > PC Chemical products (excludes biocidal products) > PC-ADH Adhesives and sealants > PC-ADH-1 Adhesives and sealants - household, office or school use)

☐ PC-ADH-2 Adhesives and sealants - building and construction works (except cement based adhesives) (P Products > PC Chemical products (excludes biocidal products) > PC-ADH Adhesives and sealants > PC-ADH-2 Adhesives and sealants - building and construction works (except cement based adhesives))

v

Article

Orange lead (lead tetroxide)

Concern elements

Candidate list version
2020/1

Concern element + **New item**

1 **Candidate list substance**
Orange lead (lead tetroxide) | Orange lead (lead tetroxide) | 1314-41-6

Concentration range
> 0.1% w/w and < 0.3% w/w

Material categories + **New item**

1 **Material category**
plastic (and polymers) > polyethylene, low density (ldpe)

Additional material characteristics

- ✓ coloured
- ✓ thermoplastic

Mixture category (EUPCS)
✓ PC-INK-3 Commercial printing inks, toners and related finishing products

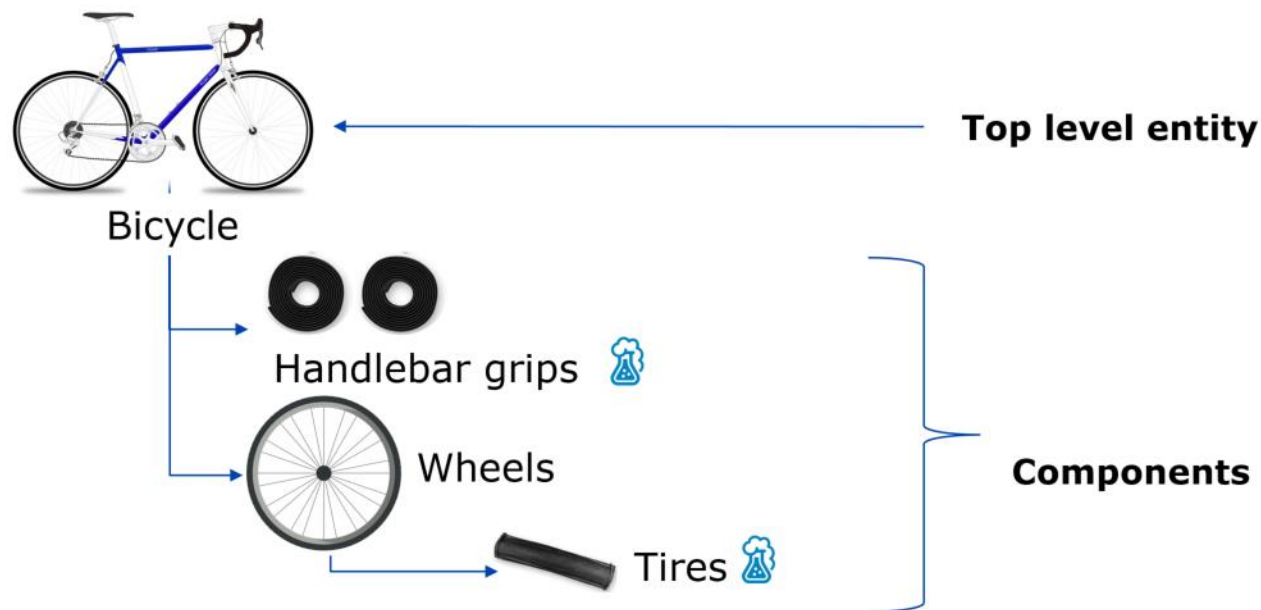
Candidate list substance no longer present + **New item**

you need to update your
that an already notified article
Candidate List Substance, no longer
presence. This could happen due to
instance due to substitution of the
alternative.

50

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)).



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

1 Click '+ New item' to insert a component.

2 Click '+ Select' to insert a component.

3 Select from the list an existing 'Article' or create the component.

4 Insert the number of units of the component in the complex object.

You can search an existing article by using simple search or advance search.

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.

Primary Article Identifier Type	EAN (European Article Number)	Primary Article Identifier	UUID
	96698575544		7ac01c0b-9b16-433b-85e3-89a288820505
	332288995		63e8a67d-31d4-430f-b522-05066aed5f1f

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

Select Article

+ Create

1

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

2

Enter the data for the complex object component.

After linking a complex object component and clicking in 'save', the link component will appear in the 'tree' view on the left hand side.

Click this button to delete an inserted item.

RB Blue steel 26" Bicycle

wheel

Tire

Dibutyltin dichloride (BTC)

Handlebar Grips

Diisobutyl phthalate

Complex object component(s)

Article

Handlebar Grips | EAN (European Article Number) | 332288995

Number of units

2

Create Article

Identifiers

Article name*

None

Article name field is mandatory.

Other names

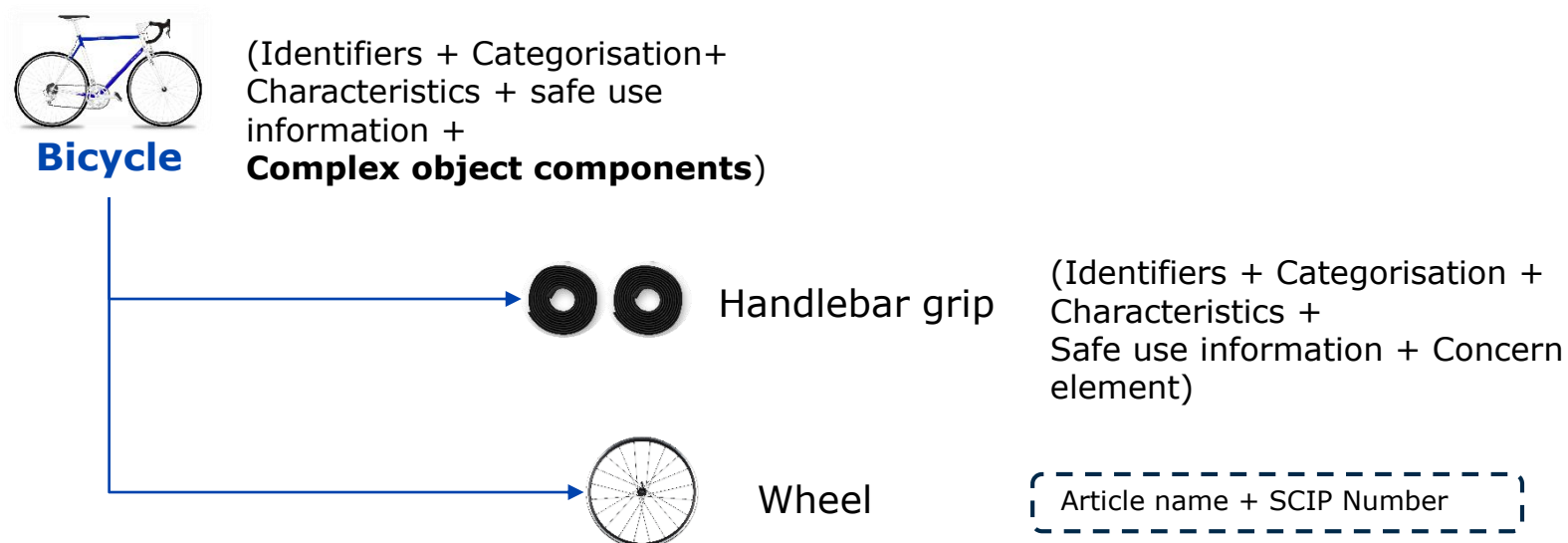
+ New Item

#	Type	Name	Action
Primary article identifier type*			
None			
Primary article identifier type field is mandatory.			
Primary article identifier value*			
None			
Primary article identifier value field is mandatory.			
Other article identifiers			
+ New Item			
#	Type	Value	Action
#	Picture	Action	
#	Attached document	Language	Action

'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.



complex object component(s) & 'Referencing'

Select Article

1

+ Create

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.

RR Blue steel 26" Bicycle

8b8b3ad8-b419-45e3-97c1-8be55c7dbd0f

Submission Type:

Please select

RR Blue steel 26" Bicycle

Wheel

Handlebar Grips

3

UUID: 8b8b3ad8-b419-45e3-97c1-8be55c7dbd0f

Comp

Con

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

2

Create new Article

Identifiers

Article name*

None

Article name field is mandatory.

Primary article identifier type*

ECHA Article ID

press Esc to close

Primary article identifier value*

None

Primary article identifier value field is mandatory.

NEW VALUES

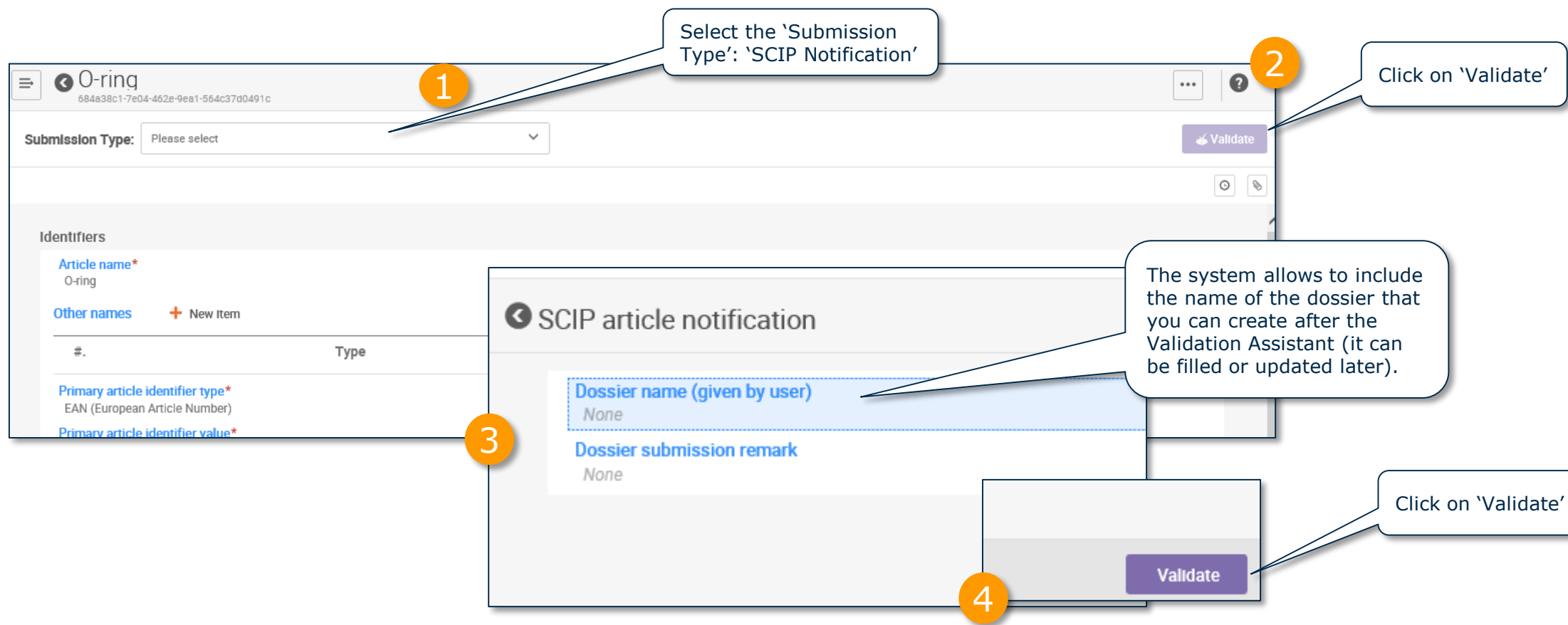
*After October 2020 IUCLID release, the Primary article identifier type that needs to be selected is '**SCIP number**'.

Validate information

This chapter describes the validation assistant functionality

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 screenshot shows the SCIP Validation Assistant interface. It includes a header with a menu icon, a back arrow, and the text 'O-ring' followed by a long alphanumeric string. Below this is a 'Submission Type' dropdown menu. To the right of the dropdown is a 'Validate' button. Below the dropdown is a section titled 'Identifiers' containing 'Article name*' (O-ring) and 'Other names' with a '+ New Item' button. Below this is a table with columns '#.' and 'Type'. The table contains two rows: 'Primary article identifier type*' (EAN (European Article Number)) and 'Primary article identifier value*'. To the right of the table is a 'SCIP article notification' section with two input fields: 'Dossier name (given by user)' (None) and 'Dossier submission remark' (None). Below these fields is a 'Validate' button. Numbered callouts point to specific elements: 1 points to the 'Submission Type' dropdown; 2 points to the 'Validate' button in the top right; 3 points to the 'Primary article identifier value*' field; 4 points to the 'Validate' button at the bottom right. A callout box points to the 'Dossier name (given by user)' field with the text: 'The system allows to include the name of the dossier that you can create after the Validation Assistant (it can be filled or updated later).'

1 Select the 'Submission Type': 'SCIP Notification'

2 Click on 'Validate'

3

4

The system allows to include the name of the dossier that you can create after the Validation Assistant (it can be filled or updated later).

Click on 'Validate'

SCIP The Validation Report of a dataset

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

Validation assistant report

Validated entity: RB Blue steel 26" Bicycle
Validation time: 21/06/2020 17:13
Validation scenario: SCSC0001 - SCIP

Submission checks 5 **Quality checks 0**

☒ Business rules 5 ☒ Completeness check rules 0

Tire
Concern element, (1)
Each 'Concern element' block must include at least one of 'Material category' or 'Material description'.
If you added the 'Concern element' block by mistake, then please delete it.

Re-validate **Edit dossier settings** **Export to Excel**

Edit O-ring

Either 'Safe use instructions' must be provided or 'No need to provide safe use information beyond the identification of the Candidate list substance' must be selected. Both cannot be indicated.

This IUCLID information is a re-usable data element. Note that any modification will impact all associated data.

Identifiers

Article name*
O-ring

Other names + New Item

#	Type	Name	Action
1	reference number	TJ.005654654trd	×

Primary article identifier type*
EAN (European Article Number)

Primary article identifier value*
5833662247sadf

Other article identifiers + New Item

#	Type	Value	Action
1	reference number	TJ.005654654trd	×

Categorisation

Article category
✓ 4008290010 - Plastics and articles thereof, rubber and articles thereof > Rubber and articles thereof > Plastics, sheets, strip, rods and profile shapes, of vulcanised rubber other than hard rubber > Of non-

Save


Where available, use the link to be redirected to the area that requires additional review or input.

Re-validate again.

Export to an excel file the validation assistant report by clicking 'Export to Excel'.

Make the changes where relevant and 'Save' before 'Re-validating' again.

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.


Validation assistant report

Validated entity: O-ring
Validation time: 14/01/2020 12:36
Validation scenario: SCSC0001 - SCIP

[Re-validate](#)
[Edit dossier settings](#)
✕

! Submission checks 0

🔍 Quality checks 0

Business rules 0

Completeness check rules 0

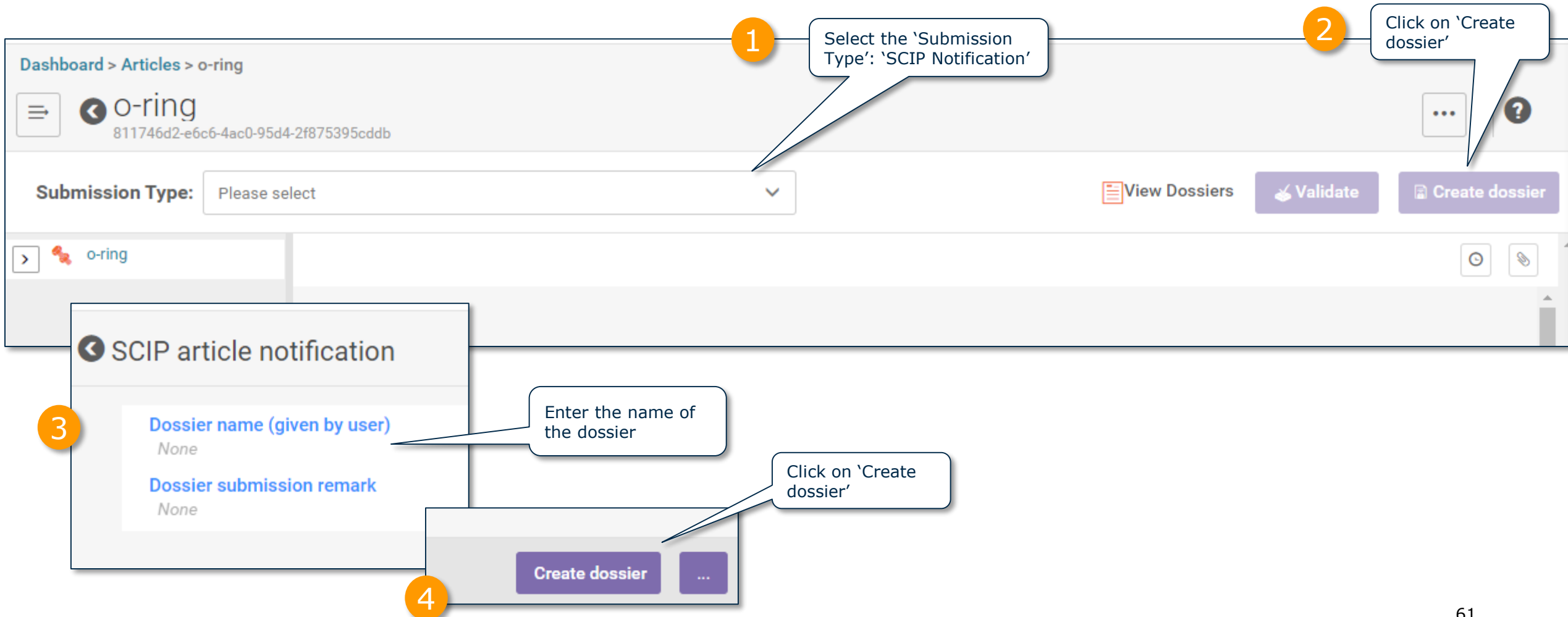
📘 No business rule failures were detected by the Validation assistant. Please note that some of the business rules can be checked only at dossier level. Also note that as the Validation assistant verifies information only within the IUCLID dossier or substance dataset, it cannot perform all the business rules checks that apply when the dossier is submitted to ECHA.

To go back to the article click on 'X'

Create dossier

This chapter describes the functionalities to create a dossier

SCIP Create the Dossier



Dashboard > Articles > o-ring

o-ring
811746d2-e6c6-4ac0-95d4-2f875395cddb

Submission Type: Please select

[View Dossiers](#) [Validate](#) [Create dossier](#)

SCIP article notification

Dossier name (given by user)
None

Dossier submission remark
None

[Create dossier](#) ...

1 Select the 'Submission Type': 'SCIP Notification'

2 Click on 'Create dossier'

3

Enter the name of the dossier

Click on 'Create dossier'

4

O-ring PT
685253e8-e62d-45ee-8d44-68d2419846bc

SCIP article notification

O-ring PT

Dibutyl phthalate (DBP)

Dossier Submission Type

- Submission Type**
SCIP article notification
- Version**
scip 1.0
- Dossier name (given by user)**
O-ring PT

Dossier Subject

- Dossier Subject**
O-ring PT
- Submitting Legal Entity**
- Dossier creation date/time**
2020-02-03T16:43:50+02:00
- Dossier submission remarks**
None

Information about the dossier submission type.

Version of the SCIP format.

The dossier subject correspond to the article name of the dataset.

Dossier remarks define by user on the dossier creation step.

View Dossiers

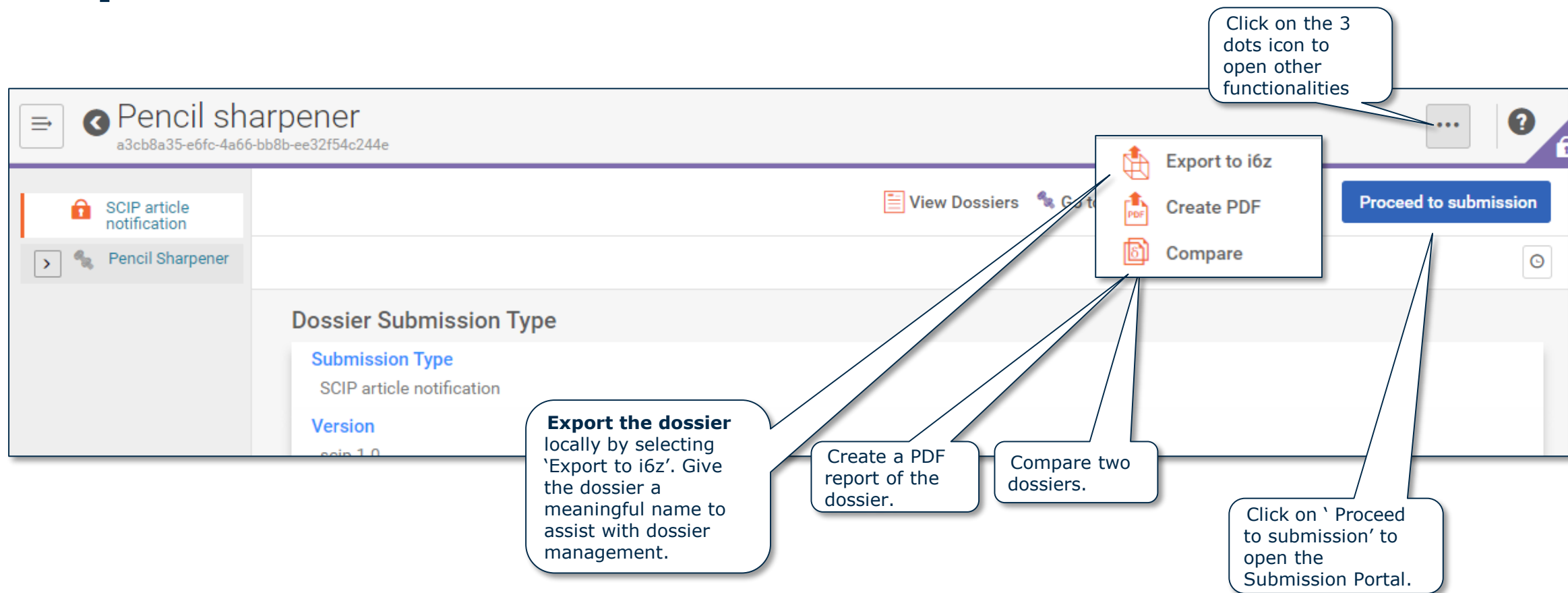
Go to source

Validate

Click on 'View Dossiers' to open all dossiers created for this article.

Click on 'Go to source' to open the dataset used as source to create the dossier.

Export Dossiers and Other Functionalities



The screenshot shows the 'Pencil sharpener' interface with a sidebar on the left containing 'SCIP article notification' and 'Pencil Sharpener'. The main area displays 'Dossier Submission Type' with fields for 'Submission Type' (SCIP article notification) and 'Version' (scip 1.0). A top navigation bar includes 'View Dossiers', 'Go to', and a 'Proceed to submission' button. A menu is open, showing options: 'Export to i6z', 'Create PDF', and 'Compare'. Callouts provide instructions for each option.

Click on the 3 dots icon to open other functionalities

Export to i6z

Create PDF

Compare

Proceed to submission

View Dossiers

Go to

Submission Type

SCIP article notification

Version

scip 1.0

Export the dossier locally by selecting 'Export to i6z'. Give the dossier a meaningful name to assist with dossier management.

Create a PDF report of the dossier.

Compare two dossiers.

Click on 'Proceed to submission' to open the Submission Portal.

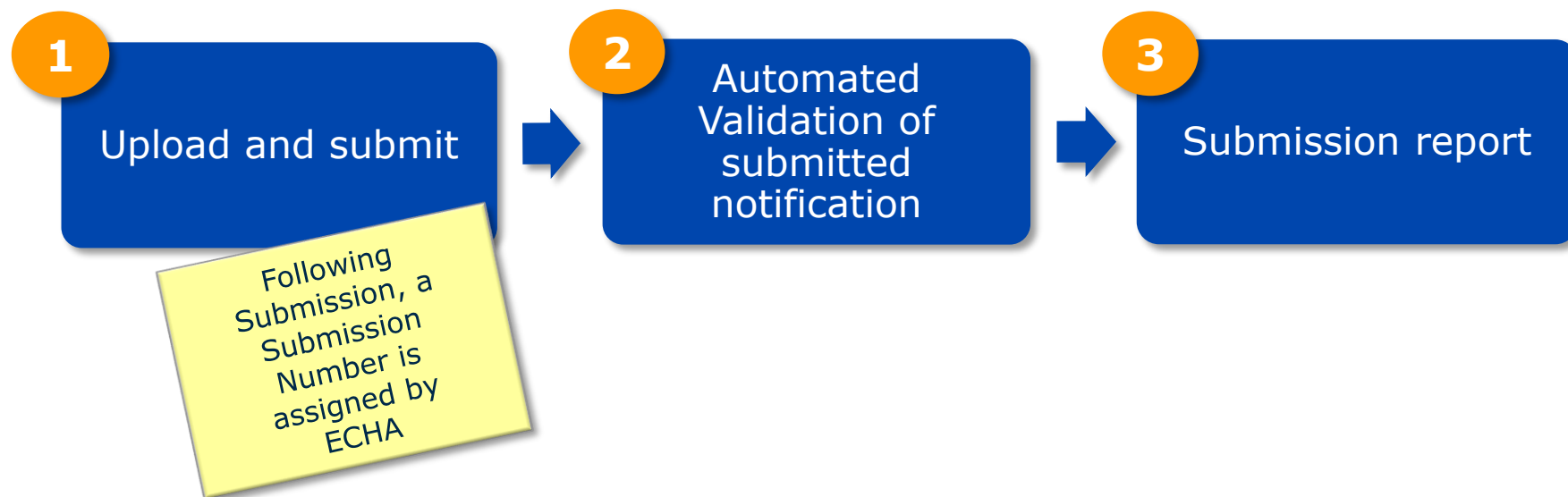
Submit a SCIP notification

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

1 The ECHA Submission portal landing page directs you to the 'Search' Submission page.

The portal navigation bar to the 'Upload and submit' page, to 'Create dossier online' to open IUCLID Cloud or to submit a simplified SCIP notification.

2 Cloud services
IUCLID Cloud

The dialogue icon leads to external sources of information such as tutorials.

The bell icon will alert (e.g. when new versions have been released).

The user icon displays the name and legal entity of the user and, when clicked on, opens a new window for redirection to the ECHA Cloud dashboard, accounts management and the logout functionality.

3 Click here to expand or collapse the search criteria window.

4 Submission list is empty until a submission has been made.

No results found matching your criteria

Search criteria

Search criteria

Submission number: Please enter a Submission number

Dossier type: SCIP notification

SCIP number: Please enter a SCIP number

Primary identifier: Please enter a Primary identifier

Names: Please enter a dossier or article name

Submission status: All submission status

Submission date: from dd/mm/yyyy to dd/mm/yyyy

Notification type: All notification types

Export to Excel

Search Clear

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

Search | Upload & submit | Create dossier online

Search criteria >

Page 1 of 4 results

Export to an excel file list of submissions included in the search

Export to Excel

Sort by Newer first ▾

Symbol for initial submission	SCIP number*	Dossier name and Article name.	Primary article identifier type and value.	Submission date
⊙ RMH905418-10 ✕	8df78c2d-aaaa-41db-8b9b-15f642b4f91a First dossier of bicycle 21/06, bicycle 21/06	GTIN (Global Tra... f7235ff4-8ce9-4f6f-94b7-c29d874f5c0b	Dossier type SCIP notification	21/06/2020 10:26 SCIP
⌘ RMH066698-02 ✓	153ae-9853-4abc-bf49-c89cac3764e7 dos, Wheel 26"	EAN (European ... 966985755	Dossier type SCIP notification	18/06/2020 12:48 SCIP

Symbol for submission update

Click on the 'submission number' to view the submission report.

Submission date

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 | Upload & submit | Create dossier online | Simplified SCIP notification

Search criteria 1

Export to Excel

Submission number

Submission status

Dossier type 2

Submission date from to

Page 1 of 21 results

Sort by

You can search by dossier type

Search | Upload & submit | Create dossier online | Simplified SCIP notification

Search criteria 3

Export to Excel

Submission number

Submission status

Dossier type

Submission date from to

SCIP number

Notification type

Primary identifier

I am looking for

Names

Page 1 of 15 results

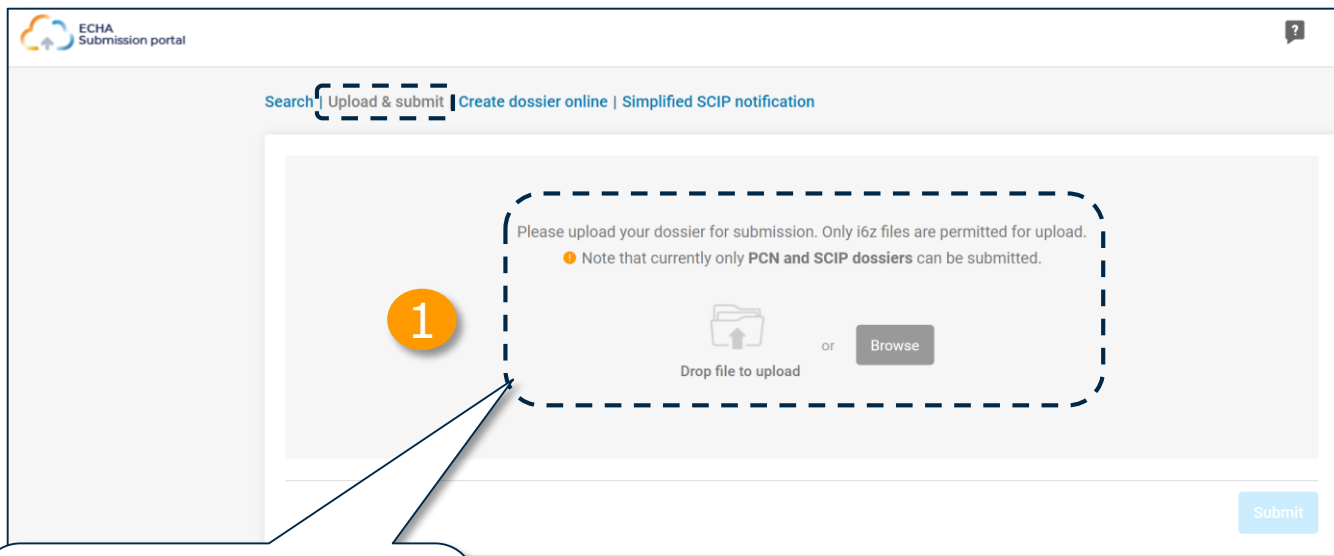
Sort by

<p>RMH067213-25</p>		<p>13/07/2020 18:46</p>	
SCIP number	b9b0aac4-ad47-474e-89bb-8c4d3d957221	catalogue number	8d14b4b8-d068-45ea-b764-d257547c7426
Names	Bicycle RR 367	Dossier type	SCIP notification

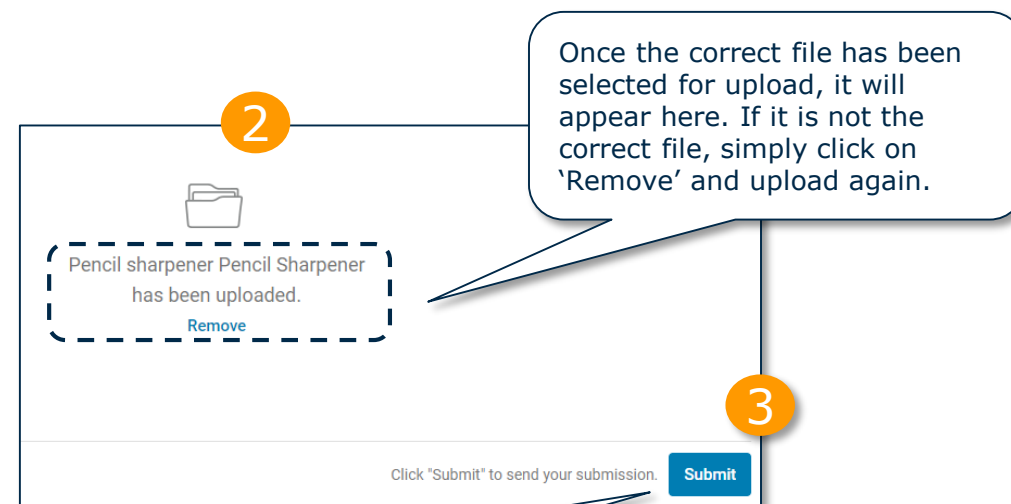
You can search by SCIP number, Primary article identifier value and name

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

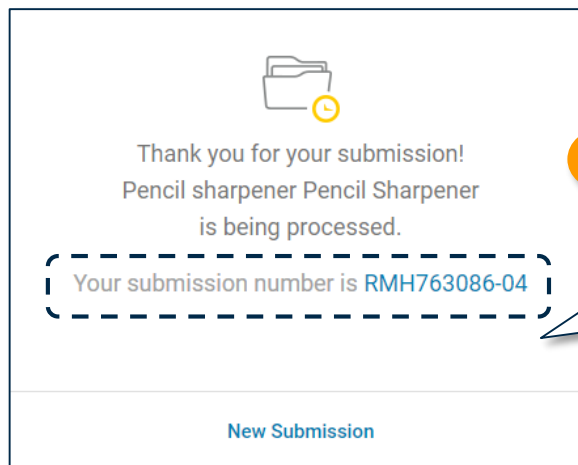
From this page you can upload and submit a SCIP notification.



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.



When everything is ready, 'Submit' the Dossier!



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



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).

[Search](#) | [Upload & submit](#) | [Create dossier online](#)

Submission status: **Succeeded** ✓

Dossier type: SCIP notification
Submission number: RMH811438-15
Submitted IUCLID version: 6_4

Submitted by:

ECHA-2f9027ea-a3cc-4bb1-9269-d92733fe9428

Information about the Legal Entity that submit the SCIP notification

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

Submission events

21/06/2020 17:37 Dossier submitted
21/06/2020 17:37 Dossier passed validation checks

The time stamped events in the submission process.

Article information

> 🚲 RB Blue steel 26" Bicycle
EAN (European Article Number) : 56699887


Submission history

SCIP number
66c87f45-d324-47a4-9e6d-732110081f0d
21/06/2020 17:37 RMH811438-15 ✓

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

[Search](#) | [Upload & submit](#) | [Create dossier online](#) | [Simplified SCIP notification](#)

Submission status: Succeeded 

Dossier type:	SCIP notification	Submitted by:	ECHA-2f9027ea-a3cc-4bb1-9269-d92733fe9428
Submission number:	RMH811438-15		
Submitted IUCLID version:	6.4		


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


Submission events

21/06/2020 17:37	Dossier submitted
21/06/2020 17:37	Dossier passed validation checks

Article information

>  RB Blue steel 26" Bicycle
 EAN (European Article Number) : 56699887

Submission history

SCIP number	66c87f45-d324-47a4-9e6d-732110081f0d
21/06/2020 17:37	RMH811438-15 

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

Search | Upload & submit | Create dossier online | Simplified SCIP notification

Submission status: Succeeded ✓







Dossier type: SCIP notification Submitted by:

Submission number: RMH811438-15

Submitted IUCLID version: 6_4 ECHA-2f9027ea-a3cc-4bb1-9269-d92733fe9428

Submission information		Submission events	
SCIP number	66c87f45-d324-47a4-9e6d-732110081f0d	21/06/2020 17:37	Dossier submitted
Article name	RB Blue steel 26" Bicycle	21/06/2020 17:37	Dossier passed validation checks
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		

Article information

- ▼  RB Blue steel 26" Bicycle
EAN (European Article Number) : 56699887
- ▼  Handlebar Grips
EAN (European Article Number) : 332288995
 EC:201-553-2, CAS:84-69-5, Diisobutyl phthalate
- ▼  wheel
EAN (European Article Number) : 96698575544
- ▼  Tire
EAN (European Article Number) : 225599774488
 EC:211-670-0, CAS:683-18-1, Dibutyltin dichloride (DBTC)

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).

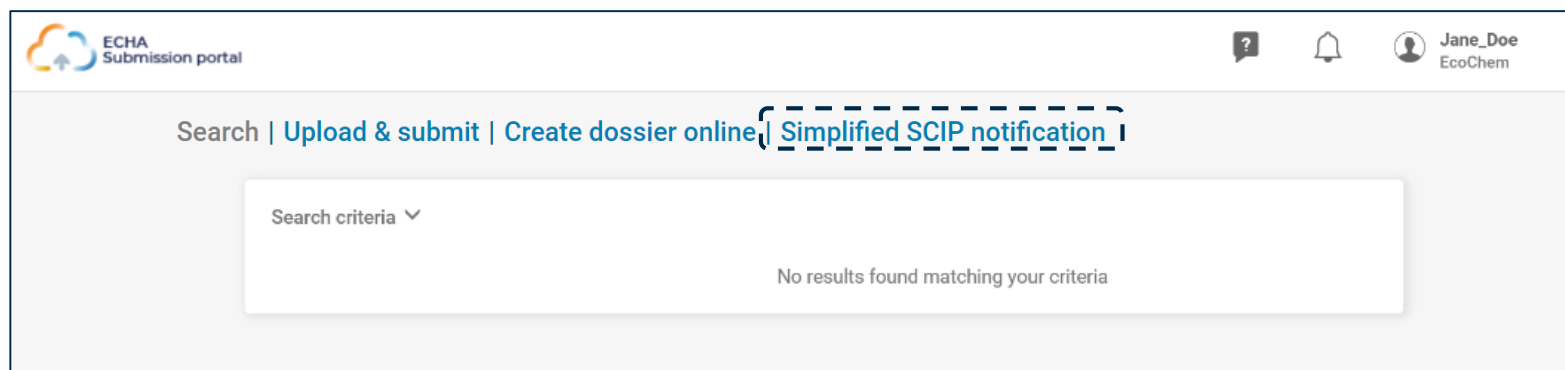
Please note that the Candidate List substance included in this report is the final information included in the SCIP database.

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.

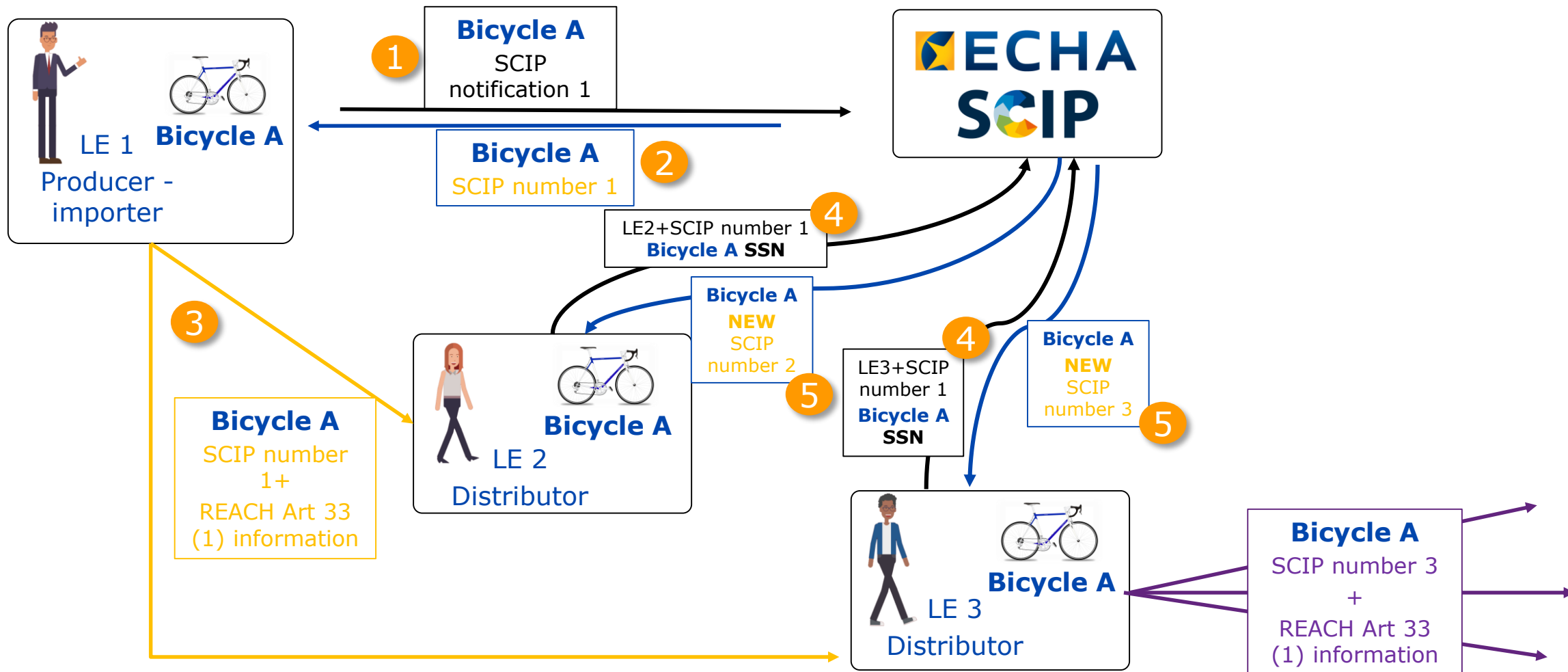
- It is only applicable if the article/complex object received is the same as the one supplied.
- The recipient of the article can refer to information already submitted to ECHA (e.g by the upstream supplier) by submitting the provided SCIP number through the ECHA Submission Portal.
- By submitting a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



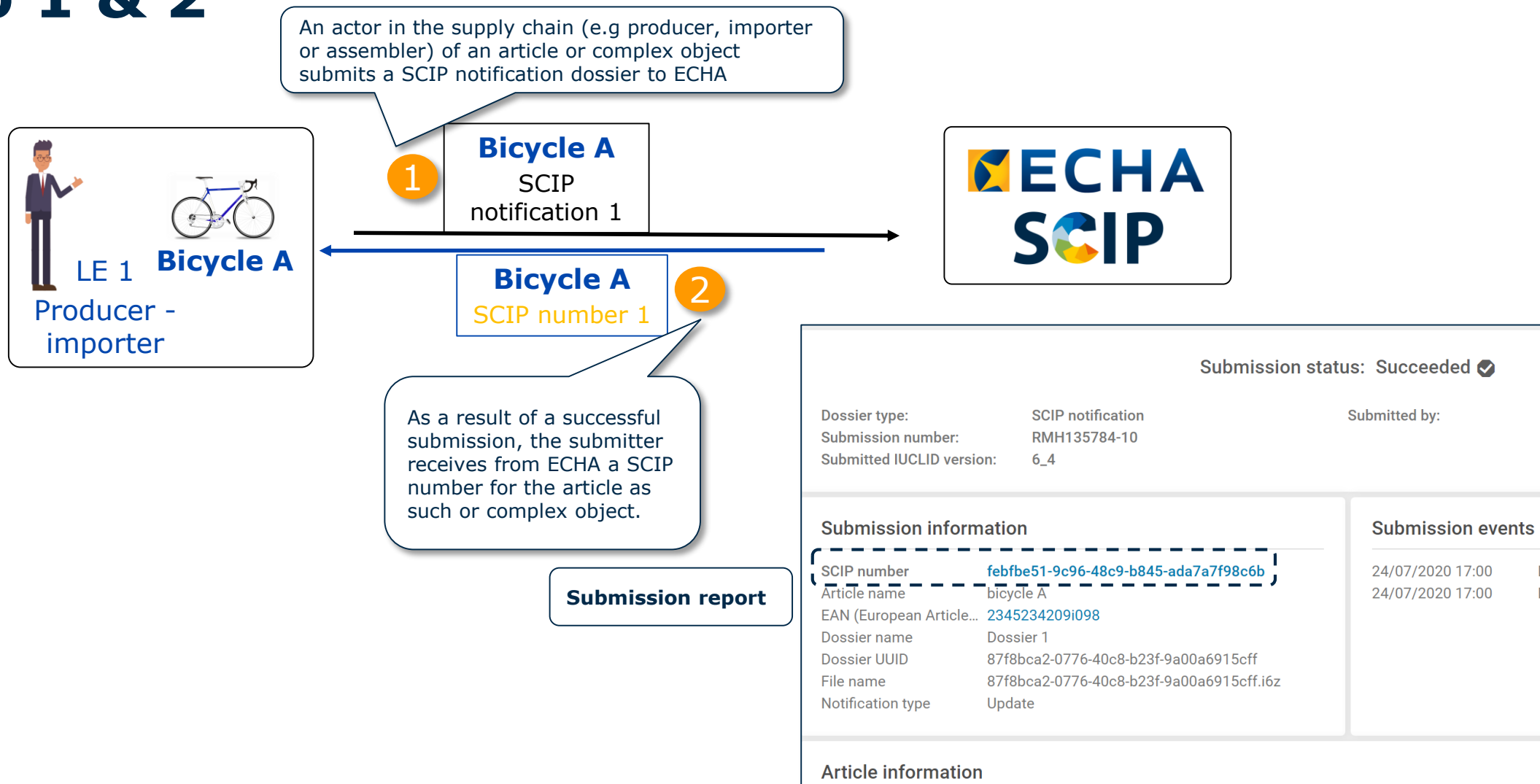
Note: For further information about SSN, please refer to *Tools to refer to SCIP data already submitted to ECHA* available at the support section of the SCIP webpage.

How does simplified SCIP notification works?

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



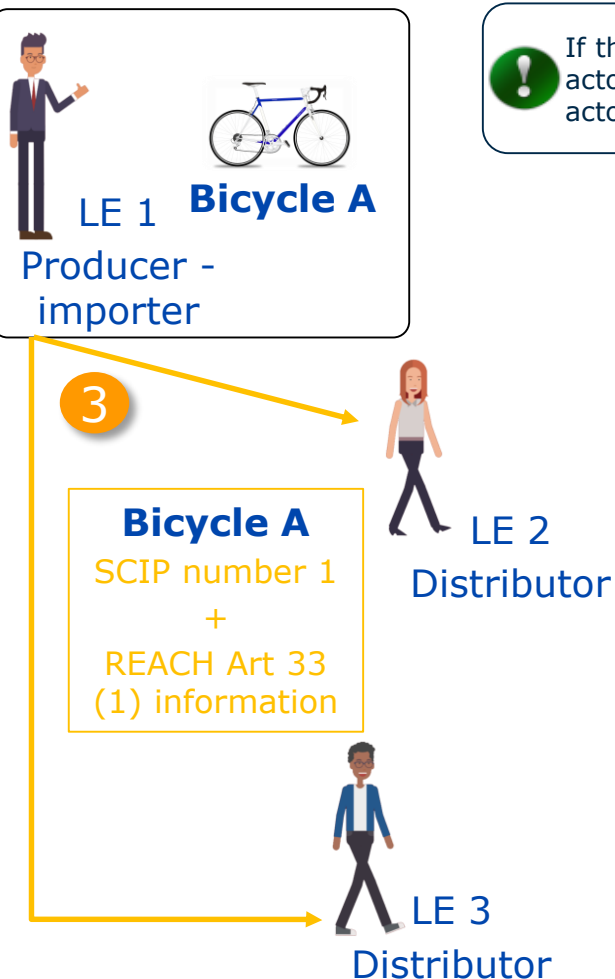
Step 1 & 2



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)).



Search | Upload & submit | Create dossier online | Simplified SCIP notification

Search criteria ▾

Submission number Submission status

Dossier type Submission date from to

SCIP number Notification type

Primary identifier I am looking for

Names

Page 1 of 19 results

Sort by

Reference number	Names	Identifiers	Dossier type	Submission number	Submission status	Submission date	Submission type
RMH135784-10	Dossier 1, bicycle A	EAN (European ... 2345234209i098	SCIP notification	RMH135784-10	succeeded	2020-07-2	update
RMH707438-06	Dossier 2, Handelbar grip	GPC (Univaskdfhalsk	SCIP notification	RMH948747-92	succeeded	2020-07-1	update
	Dossier 2, Tyre 366	part numb 8a3e0337-	SCIP notification	RMH637848-99	succeeded	2020-07-1	update
	Wheel dos, Wheel 26"	EAN (Euroj966985755	SCIP notification	RMH066698-02	succeeded	2020-06-1	update

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

SCIP number

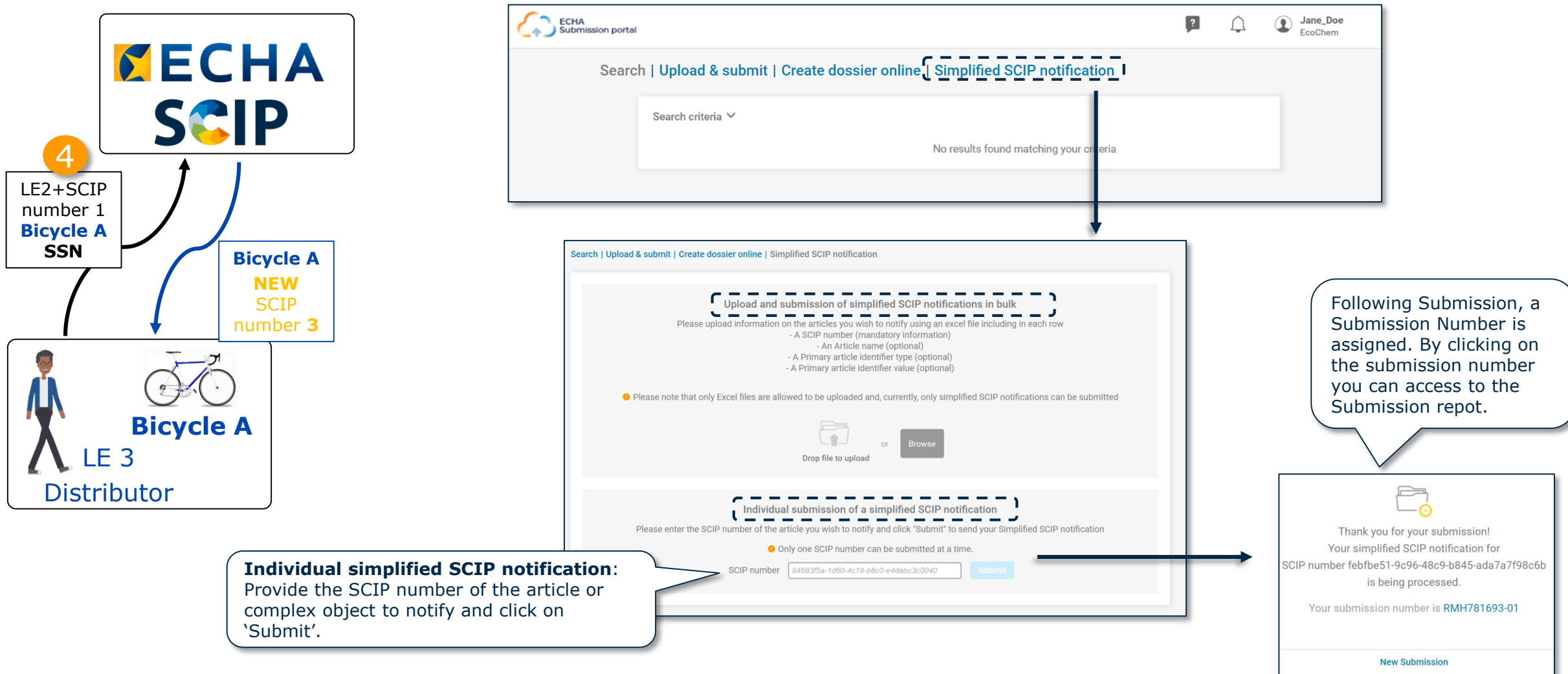
Dossier and article name

Primary article identifier type and value

1	Reference number	Names	Identifiers	Identifiers	Dossier type	Submission number	Submission status	Submission date	Submission type
2	Tebf51-9c96-48c9-b845-ada7a7f98c6b	Dossier 1, bicycle A	EAN (Euroj2345234209i098	SCIP notification	RMH135784-10	succeeded	2020-07-2	update	
3	2e0bed9d-5d6c-4cdd-8718-b2c6974cb886	dossier 2, Handelbar grip	GPC (Univaskdfhalsk	SCIP notification	RMH948747-92	succeeded	2020-07-1	update	
4	f83a5f59-c6c1-4430-b2d2-8d69b638106c	Dossier 2, Tyre 366	part numb 8a3e0337-	SCIP notification	RMH637848-99	succeeded	2020-07-1	update	
5	1a1353ae-9853-4abc-bf49-c89cac3764e7	Wheel dos, Wheel 26"	EAN (Euroj966985755	SCIP notification	RMH066698-02	succeeded	2020-06-1	update	

SCIP 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.



Search | Upload & submit | Create dossier online | Simplified SCIP notification

Upload and submission of simplified SCIP notifications in bulk

Please upload information on the articles you wish to notify using an excel file including in each row

- A SCIP number (mandatory information)
- An Article name (optional)
- A Primary article identifier type (optional)
- A Primary article identifier value (optional)

Please note that only Excel files are allowed to be uploaded and, currently, only simplified SCIP notifications can be submitted

Drop file to upload
 or

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.

Individual submission of a simplified SCIP notification

Please enter the SCIP number of the article you wish to notify and click "Submit" to send your Simplified SCIP notification

Search | Upload & submit | Create dossier online | Simplified SCIP notification

File search_results_export_1595603259331.xlsx has been successfully uploaded.

6 records found

SCIP number	Article name	Primary article identifier type	Primary article identifier value
febfb51-9c96-48c9-b845-ada7a7f98c6b	Dossier 1, bicycle A	EAN (European Article Number)	2345234209i098
febfb51-9c96-48c9-b845-ada7a7f98c6b	Dossier 3, bicycle SS 123	EAN (European Article Number)	2345234209i098
2e0bed9d-5d6c-4cdd-8718-b2c6974cb886	dossier 2, Handelbar grip	GPC (Universal Product Code)	askdfhalskjdfhalskjdf
f83a5f59-c6c1-4430-b2d2-8d69b638106c	Dossier 2, Tyre 366	part number	8a3e0337-cded-41d6-8fdc-699220c3ef0b
f83a5f59-c6c1-4430-b2d2-8d69b638106c	Dossier 1, Tyre 366	part number	8a3e0337-cded-41d6-8fdc-699220c3ef0b
1a1353ae-9853-4abc-bf49-c89cac3764e7	Wheel dos, Wheel 26"	EAN (European Article Number)	966985755

Cancel

Click "Submit" to send your submission(s).

Submit

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

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

Search | Upload & submit | Create dossier online | Simplified SCIP notification

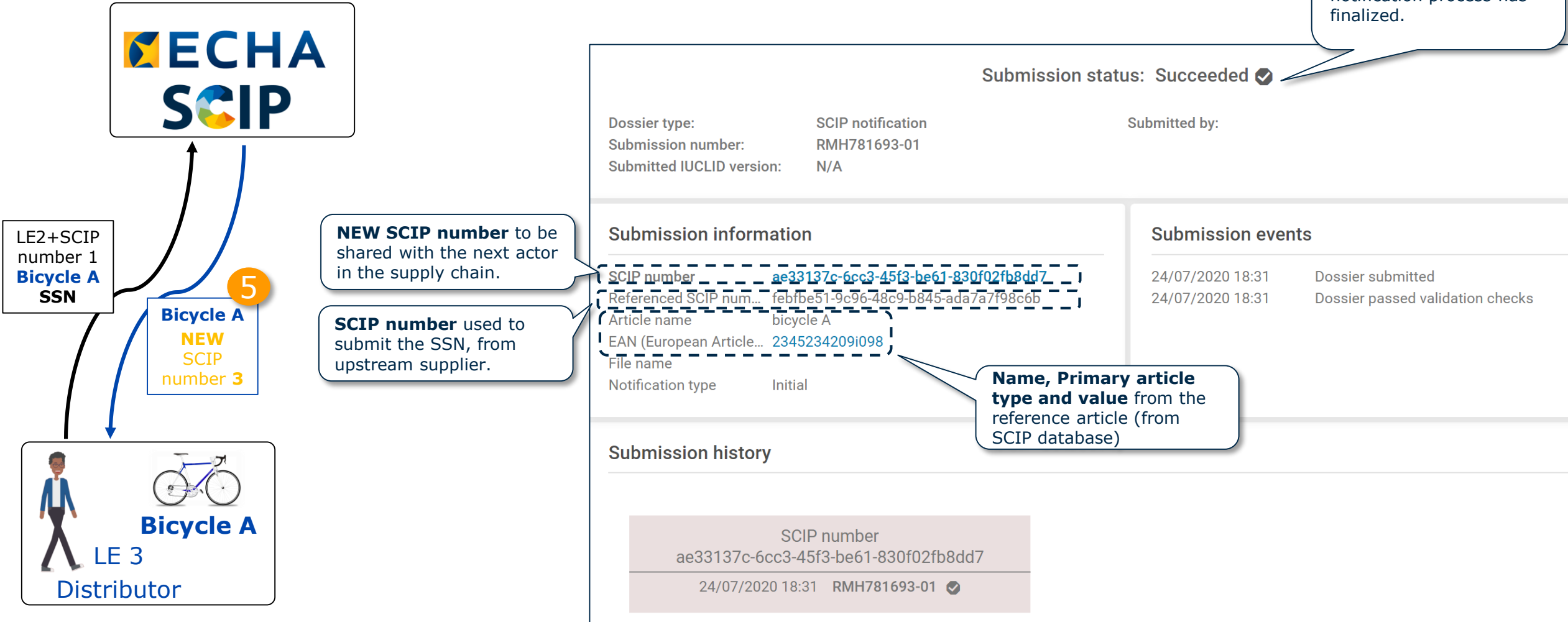
6 out of 6 records submitted

Submission number	SCIP number	Article name	Primary article identifier type	Primary article identifier value
RMH564774-03	febfb51-9c96-48c9-b845-ada7a7f98c6b	Dossier 1, bicycle A	EAN (European Article Number)	2345234209i098
RMH958876-85	febfb51-9c96-48c9-b845-ada7a7f98c6b	Dossier 3, bicycle SS 123	EAN (European Article Number)	2345234209i098
RMH907818-02	2e0bed9d-5d6c-4cdd-8718-b2c6974cb886	dossier 2, Handelbar grip	GPC (Universal Product Code)	askdfhalskjdfhalskjdf
RMH470794-08	f83a5f59-c6c1-4430-b2d2-8d69b638106c	Dossier 2, Tyre 366	part number	8a3e0337-cded-41d6-8fdc-699220c3ef0b
RMH207816-18	f83a5f59-c6c1-4430-b2d2-8d69b638106c	Dossier 1, Tyre 366	part number	8a3e0337-cded-41d6-8fdc-699220c3ef0b
RMH146694-06	1a1353ae-9853-4abc-bf49-c89cac3764e7	Wheel dos, Wheel 26"	EAN (European Article Number)	966985755

New Submission

Step 5: Submission report, new SCIP number

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

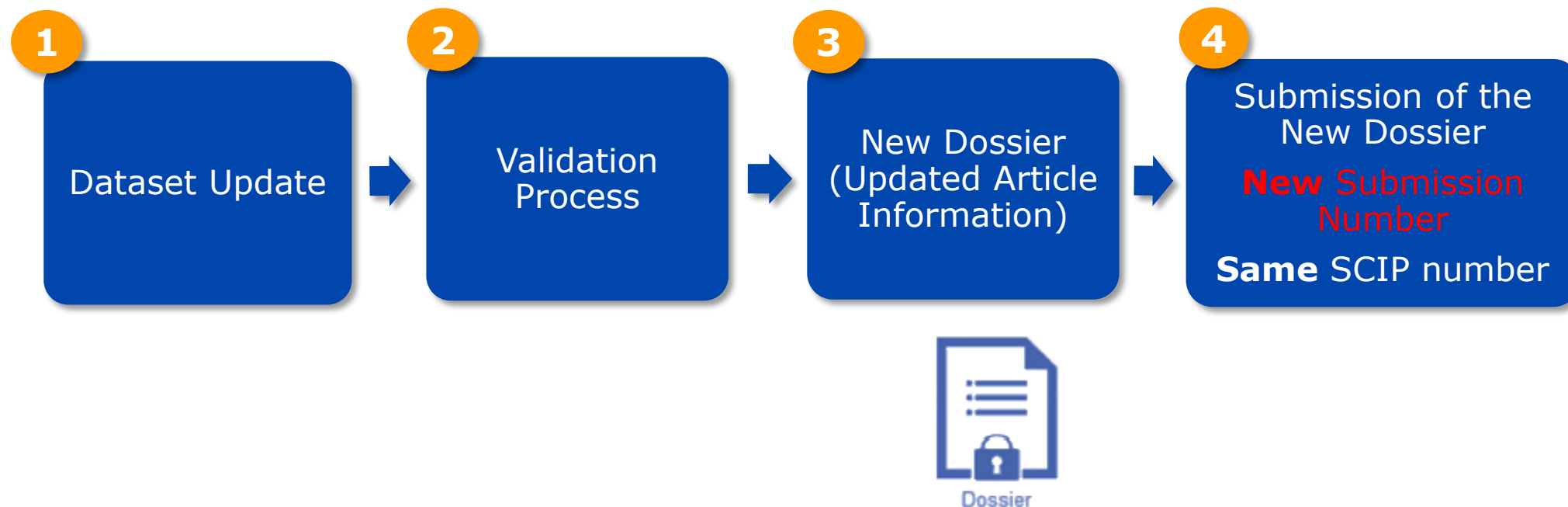


Updating Information on the SCIP Database

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 a 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.