

## How to submit data to ECHA – Release 1

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

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

### Overview

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

During the initial period after 1 June 2008 REACH-IT will not be functional, and temporary procedures have to be followed to submit data.

All data submissions must be accompanied with the company unique identifier code (UUID).

**Temporary submission procedures** are used for:

- PPORD notifications
- Inquiries
- Registrations

This leaflet and related web pages on the ECHA website provide you with the information, templates and guidance to perform the tasks mentioned above. This document and the web pages will be made available in 22 EU languages.



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

## REACH-IT

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

### Company information

The identification of the companies (legal entity name, contact details and billing information) must be entered in the submission form that accompany the submission dossier. Each company must be identified via a Universal Unique Identifier code (company UUID). This code is a pre-requisite for data submission to ECHA, including all temporary procedures described in this document.

### Temporary Submission Procedures

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

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

### PPORD Notification

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

### Inquiry

An inquiry must be prepared by creating a dossier in IUCLID 5 and submitting it either by e-mail or by registered mail / courier to ECHA.

The submission must be accompanied by a submission form available on the ECHA website.

### Registration

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

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

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

### Further information

**IUCLID 5 website at:**

<http://iuclid.eu>

provides information on how to get the **company UUID** and **how to download** and use IUCLID 5.

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

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

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

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

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

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