ePIC User Manual for Designated National Authorities

May 2018

Disclaimer

This document aims to assist users in complying with their obligations under the PIC Regulation. However, users are reminded that the text of the PIC Regulation 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	Changes	
1.7	Amended search criteria Bulk special RIN declaration Warning on quantities for Special RINs removed Some screenshots updated	May 2018
1.6	Template updated List of new substances added to groups SDS language declaration Emergency situation declaration Alert for draft Article 10 industry reports Some screenshots updated	November 2017
1.5	Close more than one explicit consent request with one response Amended search criteria Alert for yearly threshold for special RIN requests Some screenshots updated	June 2017
1.4	Search for import notifications – new search criteria Alert for duplicate notifications Register explicit consent request – automatic generation of templates Declaration of Special RINs other than research and development purposes Resubmission an Article 10 report Some screenshots updated	October 2016
1.3.1	Minor textual revision in Chapter 12.2	November 2015
1.3	Minor textual revision in the chapters on Article 10 reporting	October 2015
1.2	Article 10 reporting – DNA functionality List of ePIC companies within a MS and contact details List of export notifications associated to an explicit consent Disable Special RIN after activation Updated screenshots	April 2015
1.1	Article 10 reporting – how to search and monitor submissions of Art 10	January 2015

	reports from industry Info importing country	
1.0	Initial Release	September 2014

Title: ePIC User Manual for Designated National Authorities

Reference: ECHA-18-H-16-EN
ISBN: 978-92-9020-595-1
Cat. Number: ED-04-18-527-EN-N
DOI: 10.2823/589485
Publ.date: May 2018
Language: EN

© European Chemicals Agency, 2018
Cover page © European Chemicals Agency

If you have questions or comments in relation to this document please send them (quote the reference and issue date) using the information request form. The information request form can be accessed via the Contact ECHA page at:
http://echa.europa.eu/contact

European Chemicals Agency

Mailing address: P.O. Box 400, FI-00121 Helsinki, Finland
Visiting address: Annankatu 18, Helsinki, Finland

Table of Contents

1. INTRODUCTION 11

1.1 Objective 11
1.2 Icons, abbreviations and terminology 11

2. GENERAL PRINCIPLES 13

2.1 What is ePIC? 13
2.2 Industry interface 13
2.3 Authority interface 13
2.4 Customs interface 13

3. AUTHORITY HOME PAGE 14

4. SEARCHES AND PRE-DEFINED LISTS 15

4.1 Search & View 15

4.1.1 Export notification 16

4.1.1.1 RIN statuses 17

4.1.2 Explicit consents & waivers 17
4.1.3 Active explicit consents & waivers 19
4.1.4 Special RIN requests 19
4.1.5 Import Notifications 19
4.1.6 DNA contacts 20
4.1.7 Chemicals 20
4.1.8 Specific information from importing countries 20
4.1.9 Exporting the list of companies (and contact details) who have an ePIC account from the DNA's Member State 22

4.2 Search for Open tasks 23
4.3 Reset filtering 25

5. CLAIMING, OPENING AND PROCESSING A TASK FOR EXPORT NOTIFICATIONS ... 26

5.1 Claiming a task item 26
5.2 Opening a task item 27
5.3 Processing a task item 27

5.3.1 Task item details 27
5.3.2 Opening the export notification 29
5.3.3 Declarations from the exporter 31
5.3.4 Record your decision on the export notification 32
5.3.5 Negative Explicit Consents 35

5.4 Initiation of "Request explicit consent" task item 35
5.5 List of export notifications associated to a specific explicit consent 36

6. CHECK WAIVER PROPOSAL 38

6.1 Standard and OECD waivers 38

6.1.1 "Standard waivers", according to Art 14(7) 38
6.1.2 OECD waivers, according to Art 14(6) 38

6.2 Search for waiver proposals 38
6.3 Claiming a waiver proposal task item 40
6.4 Processing a waiver proposal task item 40
6.4.1 Waiver proposal task item 40
6.4.2 Processing a waiver proposal task item 40
6.5 Performing a task action 41
7. REGISTER EXPLICIT CONSENT REQUEST 45
7.1 Initiation of task item 45
7.2 Search for task 46
7.3 Performing the task 46
7.3.1 Request details 46
7.3.2 Option A – Automatically generate the cover letter and questionnaire 47
7.3.3 Option B – Attach documents 48
7.3.3.1 Available documents 48
7.3.3.2 Attach documents 49
7.3.4 Specify the recipient DNA(s) and the way of communication 50
7.3.5 Send message (optional) 51
7.3.6 Complete the task 51
7.3.7 Cancelling an explicit consent request 51
8. REGISTER EXPLICIT CONSENT RESPONSE 53
8.1 Initiation of task item 53
8.1.1 Search for relevant explicit consent request 53
8.1.2 Initiate task – Register Explicit Consent Response 55
8.2 Performing the “Register response” task 56
8.2.1 Enter response date 56
8.2.2 Attach document 57
8.2.3 Terms and conditions 58
8.2.4 Submit explicit consent response to ECHA 60
8.2.5 Cancel task action 60
9. REVISE EXPLICIT CONSENT RESPONSE 62
10. CLOSE ADDITIONAL EXPLICIT CONSENT REQUESTS WITH ONE RESPONSE 63
10.1 Search for “Close explicit consent request” task items 63
10.2 Claiming a “Close explicit consent request” task item 64
10.3 Processing a “Close explicit consent request” task item 64
11. SPECIAL RIN REQUESTS 66
11.1 Opening task items 66
11.2 Verifying the contents of a Special RIN Request 66
11.2.1 Available information in case of a “single” submission 67
11.2.2 Available information in case of a Bulk submission 68
11.3 Registering a decision on a Special RIN Request 68
11.4 Special RIN Request for an Emergency situation 69
11.5 Disabling an active Special RIN 70
12. ARTICLE 10 REPORTING 71

12.1 Search & View Article 10 reports....71
12.2 Opening an Article 10 report....72
12.3 Filtering the Article 10 report results....73
12.4 Orphan reports / Pending reports....74
12.5 Processing an Article 10 report submitted by an exporter/importer....74

12.5.1 Opening the task item and verifying the report....74
12.5.2 Accepting an Article 10 report....77
12.5.3 Revising an Article 10 report....77
12.5.4 Resubmitting an Article 10 report....80
12.5.5 Rejecting an Article 10 report....81

12.6 Manual creation of an Article 10 report for export/import....82

12.6.1 Generating the Article 10 report....83
12.6.2 Filling in the manually generated report....83

12.7 Duplication of a rejected Article 10 report....85
12.8 Download Article 10 report....86
12.9 Member State aggregated Article 10 reports....86

12.9.1 Verifying and submitting an aggregated Article 10 report to ECHA....86
12.9.2 Deleting a Member State Article 10 report....88
12.9.3 Manual creation of Member State Article 10 report....88

13. MESSAGES WITHIN EPIC....89

13.1 Message, event and submission history....89
13.2 Alert e-mails....90

Table of Figures

Figure 1: ePIC Authority Home Page....14
Figure 2: Search & View....15
Figure 3: Search criteria....15
Figure 4: Search for Explicit consents and Waivers....17
Figure 5: Search for Import notifications....19
Figure 6: Search for DNA contact details....20
Figure 7: Importing Country Info menu....21
Figure 8: Specific Information on Importing Country in Task Item....21
Figure 9: Download list of companies....22
Figure 10: Home page search – All open tasks....23
Figure 11: Navigation menu search – Open tasks pre-defined list(s)....23
Figure 12: Search page with search criteria expanded....24
Figure 13: Claiming a task....26
Figure 14: Close & release....26
Figure 15: Notification details tab....27
Figure 16: Submission history tab....28
Figure 17: Events tab....28
Figure 18: Details & history of a task item....29
Figure 19: Messages section....29

Figure 20: Task item 30
Figure 21: Alert for duplicate notification 30
Figure 22: Export notification pop-up window 30
Figure 23: SDS provided in the official language of the importing country 31
Figure 24: Justification for an SDS provided in English 32
Figure 25: Declaration of an emergency situation 32
Figure 26: List of documents attached 32
Figure 27: Recording your decision drop down menu action list 32
Figure 28: Send message to ECHA (optional) 33
Figure 29: Pending ECHA Validation 33
Figure 30: Check for a negative response 34
Figure 31: Check for a matching consent/waiver 34
Figure 32: Pending explicit consent request 34
Figure 33: Warning message following the selection of an expired response 35
Figure 34: Request explicit consent 36
Figure 35: Display RINs associated to a given consent 36
Figure 36: Waiver tasks in the left-hand side navigation menu 39
Figure 37: Waiver proposals displayed on a tile in the home screen 39
Figure 38: Results page of current waiver proposals 39
Figure 39: Search Criteria 40
Figure 40: Waiver task item 40
Figure 41: Pop-up window for a waiver 41
Figure 42: Search for waiver requests 41
Figure 43: Selecting an action 42
Figure 44: Sending message to EC (optional) 42
Figure 45: Pending waiver proposal 43
Figure 46: Waiver accepted 43
Figure 47: Waiver rejected 43
Figure 48: Send message to exporter 43
Figure 49: Rejected waiver proposal 43
Figure 50: Request explicit consent 45
Figure 51: Search for task item – Register Explicit Consent Request (1) 46
Figure 52: Search for task item – Register Explicit Consent Request (2) 46
Figure 53: Request details 47
Figure 54: Option A 47
Figure 55: List of documents attached 48
Figure 56: Download available documents in relevant language version 49
Figure 57: Upload explicit consent request 49
Figure 58: Delete the attachment 50
Figure 59: Recipient DNA(s) 50
Figure 60: Insert message 51

Figure 61: Complete the task 51
Figure 62: Cancel "Explicit consent request task item" 51
Figure 63: Search for relevant explicit consent request (1) 53
Figure 64: Search for relevant explicit consent request (2) 53
Figure 65: Search for relevant explicit consent request (3) 54
Figure 66: Search for relevant explicit consent request (4) 54
Figure 67: Search for relevant explicit consent request (5) 55
Figure 68: View explicit consent request 55
Figure 69: Initiate "Register Explicit Consent Response" task item 56
Figure 70: Enter response date 56
Figure 71: Upload explicit consent response document 57
Figure 72: Delete the attachment 58
Figure 73: Terms and conditions of the explicit consent response 59
Figure 74: Submit explicit consent response 60
Figure 75: Cancel task action – register response to explicit consent 61
Figure 76: Message from ECHA 62
Figure 77: Open explicit consent request tasks 63
Figure 78: Close one or more open requests with one response 64
Figure 79: Select responses to close 65
Figure 80: Alert on closed request 65
Figure 81: Primary response registered to a closed response 65
Figure 82: Special RIN Request tile on the home screen 66
Figure 83: Special RIN Request - View details 66
Figure 84: Registering decision on Special RIN Request 68
Figure 85: Message to the exporter after negative decision 69
Figure 86: Export notification task list with emergency notification on top 70
Figure 87: Disable an active Special RIN 70
Figure 88: Search & View Article 10 Reports 71
Figure 89: Article 10 reports listed 71
Figure 90: Opening an Article 10 Report 72
Figure 91: Filtering Article 10 Report Results 73
Figure 92: Article 10 reports on the task list 74
Figure 93: Article 10 report task item 75
Figure 94: Open an Article 10 report from the task item 75
Figure 95: Article 10 report - Report summary 75
Figure 96: Article 10 report - Company details 76
Figure 97: Article 10 report - Details on export / import 76
Figure 98: Accepting an Article 10 report 77
Figure 99: Article 10 report - Revision required by DNA 78
Figure 100: Message to industry following the need for revision 78
Figure 101: Tile displaying Article 10 report pending for revision 78

Figure 102: Changing Annex I group member in an Article 10 report 79
Figure 103: Modifying quantities in an Article 10 report 79
Figure 104: Modifying foreign trade partner's details 80
Figure 105: Article 10 report – Resubmission required by company 81
Figure 106: Article 10 report - Status 81
Figure 107: Article 10 report – Rejecting report 81
Figure 108: Creating Article 10 report for a company 82
Figure 109: Create Article 10 report manually 83
Figure 110: Encoding company details for a manual Article 10 report 83
Figure 111: A manually filled in entry in an Article 10 report for exports 84
Figure 112: Deletion of an entry from an Article 10 report 85
Figure 113: Duplicate rejected report 85
Figure 114: Download Article 10 report in Excel format 86
Figure 115: Member State Article 10 reports on ePIC home page 87
Figure 116: Member State Article 10 reports task list 87
Figure 117: Open Member State Article 10 report 87
Figure 118: Warning on industry draft reports 88
Figure 119: Search & View 89
Figure 120: Selecting to view the notification 89
Figure 121: View button in a notification 89
Figure 122: E-mail notification settings 90
Figure 123: Turn on e-mail notifications 91
Figure 124: Add new contact person 91
Figure 125: Save new contact details 91

1. Introduction

1.1 Objective

The purpose of this manual is to provide guidance on how to navigate through the provided IT system in order to process and search export notifications and related tasks. This is in order for DNAs to fulfil their obligations under Regulation (EU) No 649/2012 of the European Parliament and of the Council of 4 July 2012 concerning the export and import of hazardous chemicals, hereinafter referred to as the PIC regulation.

The chapters in this manual aim to describe how ePIC, the IT system developed for the facilitation of the PIC regulation functions in order to allow verification of export notifications and other PIC submissions made by industry to the Authorities.

This manual (ePIC Submission Manual) is hereinafter referred to as ESM. All submission manuals prepared by ECHA can be accessed on the ECHA website.

1.2 Icons, abbreviations and terminology

This ESM uses various icons and specific abbreviations throughout. The icons are displayed in particular area of the text to highlight useful or important information.

The following icons are used throughout this manual:

Useful information, guidance, assistance

Very important note

The following abbreviations are used throughout this manual:

Annex I	Annex I to Regulation 649/2012
Annex V	Annex V to Regulation 649/2012
CN code	Combined Nomenclature code
COM	European Commission – DG Environment
CUS code	European Customs Inventory of Chemical Substances code
DNA	Designated National Authority
ECHA	European Chemicals Agency
HS code	Harmonised System code

LE	Legal Entity
MS	Member State
PIC	Prior Informed Consent
RIN	Reference Identification Number
SDS	Safety Data Sheet
Task	Tasks are units of work, which are assigned to various authority users.
UUID	Universally Unique Identifier

2. General Principles

2.1 What is ePIC?

ePIC is an IT system developed and maintained by ECHA, with the aim of ensuring that the processes required under the PIC regulation are supported by an appropriate IT tool. ePIC consists of three independent interfaces, one dedicated to industry users, one to authority users (ECHA, DNAs and the Commission) and one for customs users. The application facilitates the secure exchange of information between industry users and authority users.

2.2 Industry interface

The ePIC industry interface is dedicated to industry users, allowing for the secure submission of notifications and exchange of information with authority users. Through this interface, industry users can view and update their own data and monitor their notifications. Through the industry interface, industry users can login to ePIC and:

- submit export notifications,
- submit special RIN requests (single and bulk),
- submit their reports on exports/imports pursuant to Article 10,
- manage their mixtures and articles,
- request a waiver (if applicable),
- view the status of submitted notifications and special RIN requests,
- complete tasks assigned by authority users (e.g. re-submission requests),
- verify whether a particular export can take place or not, and
- verify whether an importing (non-EU) country has provided information on the import of certain chemicals or categories of chemicals.

2.3 Authority interface

The ePIC authority interface is dedicated to authority users, supporting the day-to-day work in the regulatory process. Through this interface, authority users can process their tasks and forward them to ECHA/COM (as relevant), as well as communicate securely with industry users.

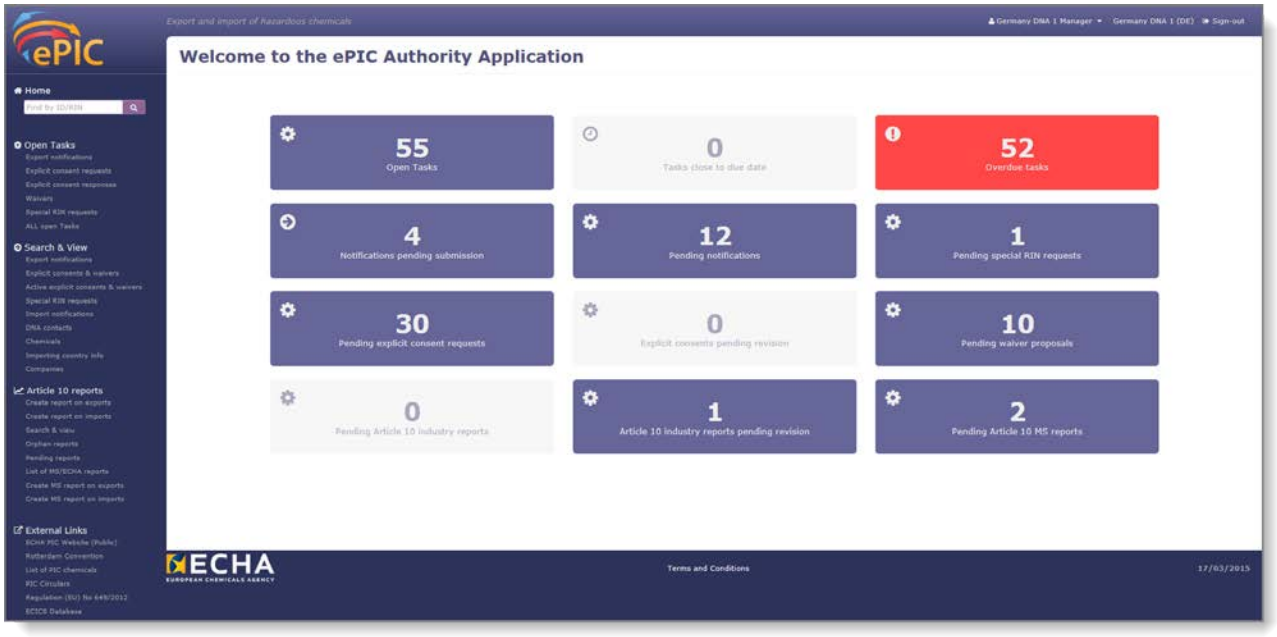
2.4 Customs interface

The ePIC customs interface is dedicated to customs officers, providing them information regarding the details and status of the export (e.g. content, destination country and whether the export is allowed or not at a given moment in time).

3. Authority Home Page

After logging into the application, the user is presented with the “Home page” of ePIC. (Figure 1) The home page is the starting point for accessing and performing all tasks. It also provides a quick overview of the current workload and of how many draft notifications are in the system and ready to be submitted.

Figure 1: ePIC Authority Home Page



The **Home Page** can be divided into four main parts:

- The middle section with 12 tiles which function as shortcuts to reach the relevant sections of the application with only one click. They also provide numerical information on the different task types.
- Above the tiles is the newsfeed. The newsfeed is used to display two different types of announcements: news and alerts. Alerts are displayed in a red message box, while news is in blue. In most cases alrerts are used when users are required to take certain actions, while news items are to provide more general information.
- The left-hand side menu serves as a navigator through the application. At the top it features a “Quick Search Field”, where the user can search for tasks or cases by using either the relevant ID (for explicit consents and waivers) or the RIN (for export notifications). Below the quick search feature, all the functionalities of ePIC are accessible, including, but not limited to processing export notifications, special RIN requests, etc. Furthermore, a section with useful external links (ECHA PIC website, Rotterdam convention, EU PIC regulation, etc.) is also displayed.
- The top-level bar provides basic information regarding the user logged in and contains shortcuts to frequent operations (e.g. modify personal settings, sign-out, etc.)

4. Searches and pre-defined lists

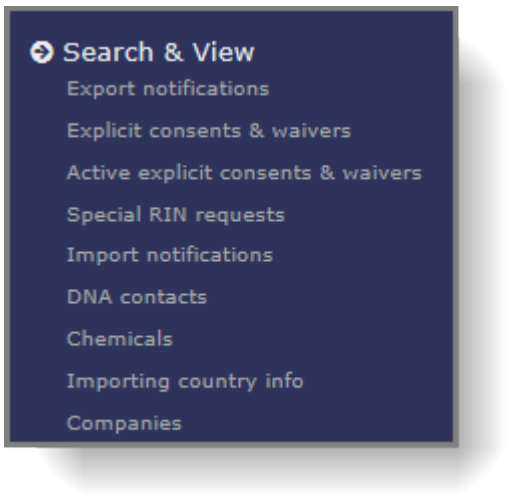
ePIC offers a powerful search engine with a wide variety of searching and filtering options. Additionally, the application offers some pre-defined search options which are accessible either from the home page or from the left-hand side menu.

4.1 Search & View

Under the Search & View section the user may search for data (export notifications, explicit consents, etc.) using pre-defined search forms.

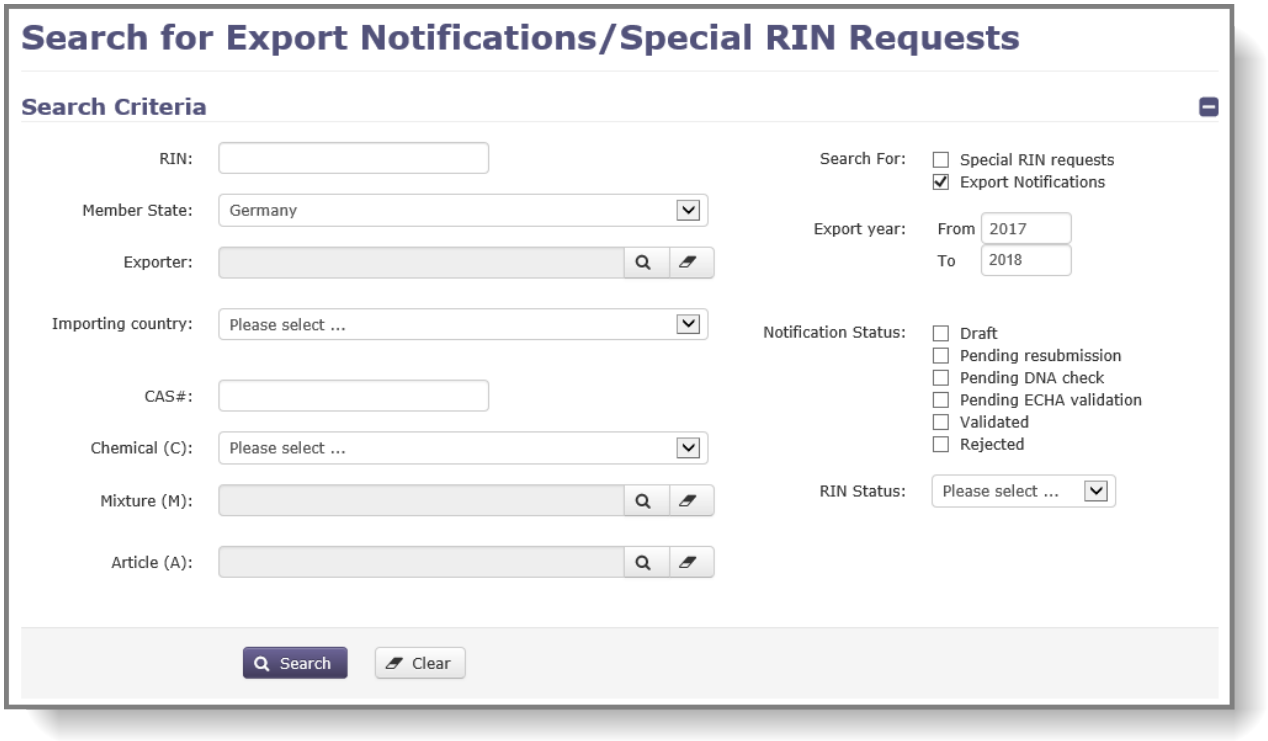
When clicking on one of the search links from the left navigation menu (Figure 2), the system directs user to the relevant search page with some default filters but without displaying any results. (Figure 3)

Figure 2: Search & View



If needed, the user may further define the appropriate search by including additional criteria. This can be done by entering the RIN or CAS number, selecting relevant options from drop-down list(s) and selecting/de-selecting checkboxes. The search result(s) will be displayed after clicking on ‘Search’.

Figure 3: Search criteria



The following pre-defined search options are available under the “Search & View” section:

4.1.1 Export notification

Using this functionality, the user can search for export notifications. The results displayed – depending on the defined search criteria – include task items (which are awaiting processing by the DNA), fully processed notifications and draft notifications (which have not been submitted by the exporter yet).

The following criteria are available for defining your search. Please note that some of the options are pre-selected but can still be modified as needed.

- RIN: If known, the RIN of an export notification can be entered here.
- Member State: Country of the DNA user.
- Exporter: If searching for submissions from a specific exporter, it can be selected form the drop-down list. The exporters are only listed after an EU Member State has been specified (i.e. it is not possible to search for all EU exporters in one go).
- Importing country: The importing country can be selected from a drop-down list.
- CAS #: The CAS number can be defined in this field.
- Chemical/Mixture/Article: Using the three separate drop-down lists, the user can define the specific chemical / mixture / article for which the submissions should be searched for. In case of searching for mixtures or articles, the relevant Member State must be selected first.
- RIN status: The search results can be filtered based on the RIN being active / inactive / disabled. If active or inactive is selected, a date should also be added to the field that activates once the selection has been made.
- Search for: A set of checkboxes to limit the search to export notifications or Special RIN requests. As a default setting, “Export notifications” is selected.
- Export Year: Using the “From – to” free text fields an interval can be defined. As a default setting, the current and the upcoming years are selected.

- Notification Status: A set of checkboxes, where the search can be performed by one or more notification statuses (Draft; Pending resubmission; Pending DNA check; Pending ECHA validation; Validated; Rejected).

4.1.1.1 RIN statuses

Active — Status of the RIN becomes active when:

- the notification is fully processed;
- the expected date of export is reached;
- additionally, for chemicals listed in parts 2 or 3 of Annex I, a valid, positive explicit consent is available.

An active RIN provides an indication to Customs that a given export should be allowed.

Inactive — A RIN is inactive when:

- the notification has not been fully processed yet;
- the expected date of export is in the future;
- additionally, for chemicals listed in parts 2 or 3 of Annex I, a valid and positive explicit consent (or waiver) is not available.

Disabled — A disabled RIN implies that a negative explicit consent is available in the system for the substance/mixture/article from the importing country.

Expired — Export notifications are valid for a maximum of one calendar year. Once their validity has passed their status is changed to “expired”.

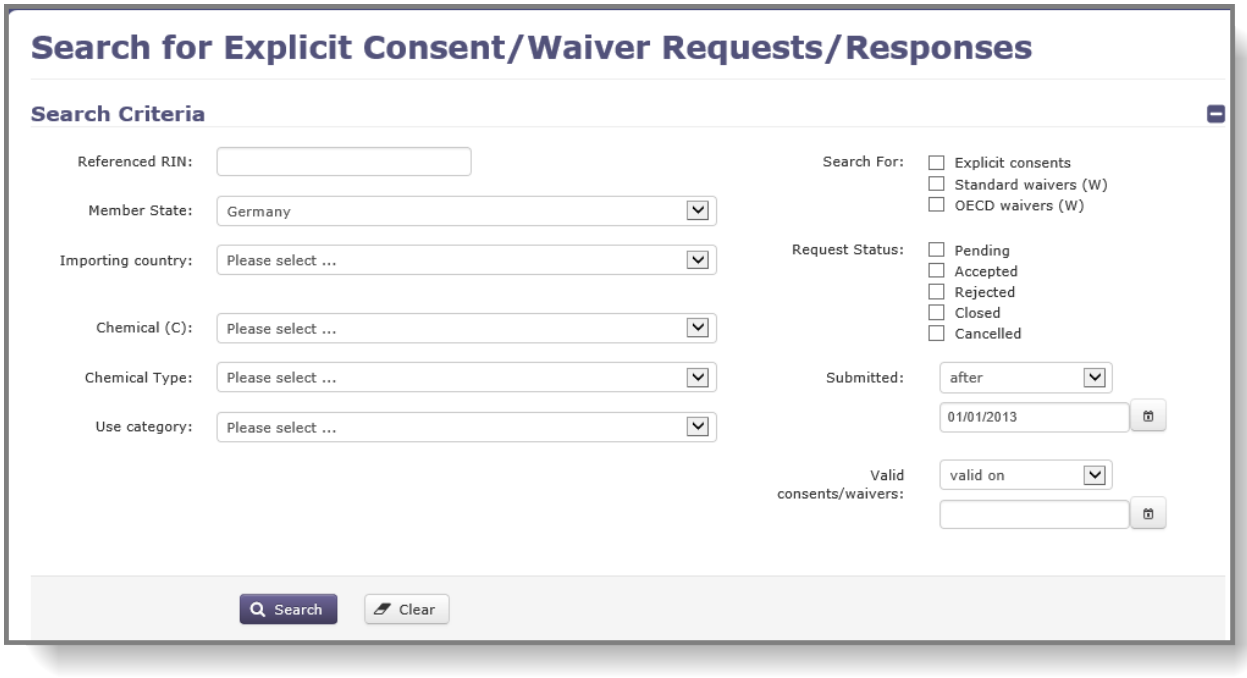
Rejected — In case the submission was not accepted by the DNA, its status becomes “rejected”.

4.1.2 Explicit consents & waivers

Explicit consents and waivers are both to be submitted and processed in full within ePIC. In ePIC waivers can be distinguished from explicit consents. To help the user distinguish between waivers and explicit consents, the system displays a “(W)” after the ID of the waiver in the ID column of the results.

To search for explicit consent or waivers, please select the “Explicit consents & waivers” functionality under the “Search & View” section.

Figure 4: Search for Explicit consents and Waivers



The following criteria are available to filter your search. Please note that some of the options are pre-selected but can still be modified as needed.

- Referenced RIN: The RIN of the notification for which the consent / waiver was requested.
- Member State: Country of the DNA user is automatically selected.
- Importing country: Drop-down list available.
- Chemical: The chemical for which the consent / waiver was requested.
- Chemical type: From a drop-down list the user can select the specific substance or mixture the consent / waiver should be searched be for. If left empty, the search will be performed on both.
- Use category: From a drop-down list the user can select industrial chemicals (C), pesticides (P) or industrial chemicals and pesticides (CP).
- Search For: A set of checkboxes to indicate if the user is searching for explicit consent / standard waiver / OECD waiver (A detailed description on the differences between a “Standard” and an OECD waiver can be found in Chapter 6.1).
- Request Status: A set of checkboxes to indicate whether the user is searching for Pending / Accepted / Rejected / Closed / Cancelled explicit consents or waivers.
- Submitted: with the help of this feature, results can be filtered using the date when the consent / waiver was registered in ePIC. From the drop-down list the user can choose by using the “before” and “after” options. A date can be specified, in the dedicated field. The search results displayed will depend on the date(s) specified. As a default value, the search results will display consents / waivers registered after 1 January of the year 4 years before the current one (e.g. if today is 17 October 2017, the default value will be 1 January 2013) as they are potentially still valid.
- Valid consents/waivers: With this search criteria the user has the opportunity to filter for consents / waivers that are valid on or expire by a given date.

4.1.3 Active explicit consents & waivers

The functionality provided under this menu is similar to the one described in chapter 4.1.2, the difference being that by default it is narrowing down the search to cover only explicit consents / waivers that are still valid when the search is being performed.

The following pre-defined selection differs compared to the search for “Explicit consents & waivers” functionality described above:

- Valid consents/waivers: Using this criteria, the user has the opportunity to filter for consents / waivers that are valid on or expire by a specific date. As a default setting, it is set to search for consents / waivers, which are valid on the day of the search.

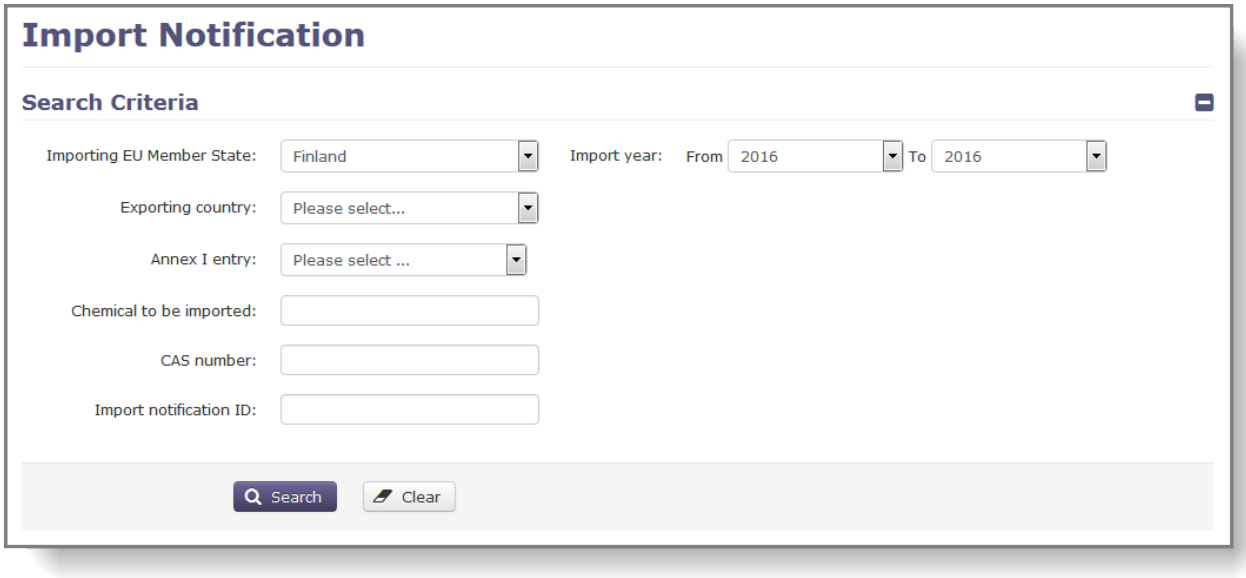
4.1.4 Special RIN requests

The functionality provided under this menu is similar to the one described in chapter 4.1.1, the difference being that by default Special RIN requests are being searched for.

4.1.5 Import Notifications

Using the “Import notifications” function, the user can list export notifications sent to the EU from non-EU countries.

Figure 5: Search for Import notifications



The following criteria are available to define your search. Please note that some of the options are pre-selected but can still be modified as needed.

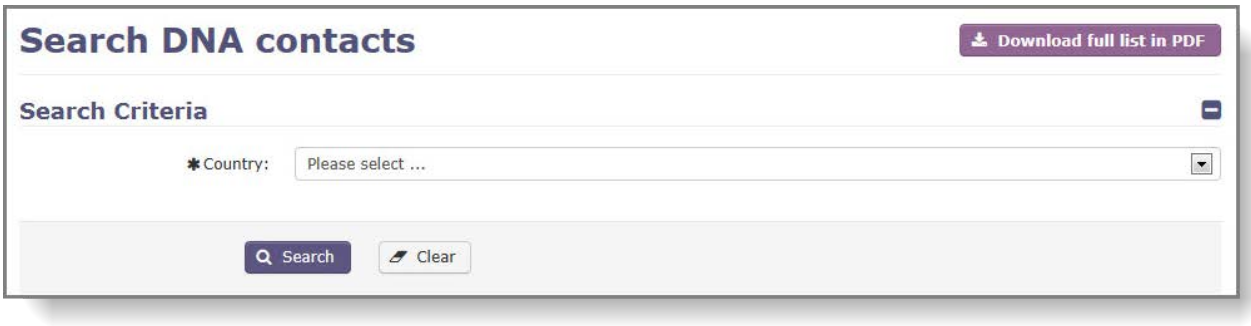
- Importing EU Member State: The Member State of the DNA user is automatically selected
- Exporting country: The country from which the import originated
- Import year: Using the “From” – “To” fields, the user can define an interval for which the search should be executed. The current year is selected by default.
- Annex I entry: Imported Annex I chemical (in case the imported chemical belongs to Annex I)

- Chemical to be imported: Name of the imported chemical (for chemicals which are not included in Annex I)
- CAS number: CAS number of the imported chemical (if available)
- Import notification ID: If known, the ID of an import notification can be entered here.

4.1.6 DNA contacts

DNA contacts are listed in ePIC by country. The user must select the relevant country from the drop-down list and click on 'Search'. The contact details of the country will be displayed.

Figure 6: Search for DNA contact details



There is an option to download the full list of DNA contacts in PDF format. The user must click on 'Download full list in PDF' to download the PDF file.

Please note that there is a degree of risk associated with printing hard copies of the DNA contacts, as the contacts are subject to change over time.

If a DNA user is aware of a change in one of the DNA contacts (EU Member State or non-EU DNA), ECHA should be notified by email as soon as possible

4.1.7 Chemicals

Chemicals are searchable by chemical name, "chemical version" status (i.e. Any / In force / Not yet PIC / Removed from PIC), regulation amendment, CAS number, Annex and Part. The user can define one or more of the search criteria.

By default, the chemical version status is "In force (today)".

If a new Regulation amendment includes a group entry, it is populated by ECHA and made available when the amendment is added to ePIC. The groups are not fully-comprehensive and can be further populated over time. The menu item "Chemicals (latest)" provides a search on substances that ECHA has added to Annex I group entries after the group was originally introduced by an amendment.

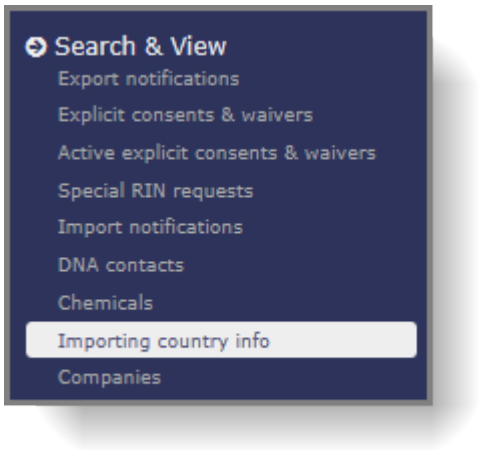
N.B. The search lists substances which were added after 8 November 2017 when this feature was added to ePIC.

4.1.8 Specific information from importing countries

Specific information which potentially has an impact on submissions (e.g. that the importing country waived their right to receive export notifications) is stored in "Importing country info" section.

It can be accessed by selecting “Importing country info”, under the “Search & View” menu on the left-hand side (Figure 7).

Figure 7: Importing Country Info menu



Once the user is in the “Importing country info” section, (s)he can search for the available documents. The search is carried out by selecting the appropriate importing country from the drop-down list and clicking on the “Search” button.

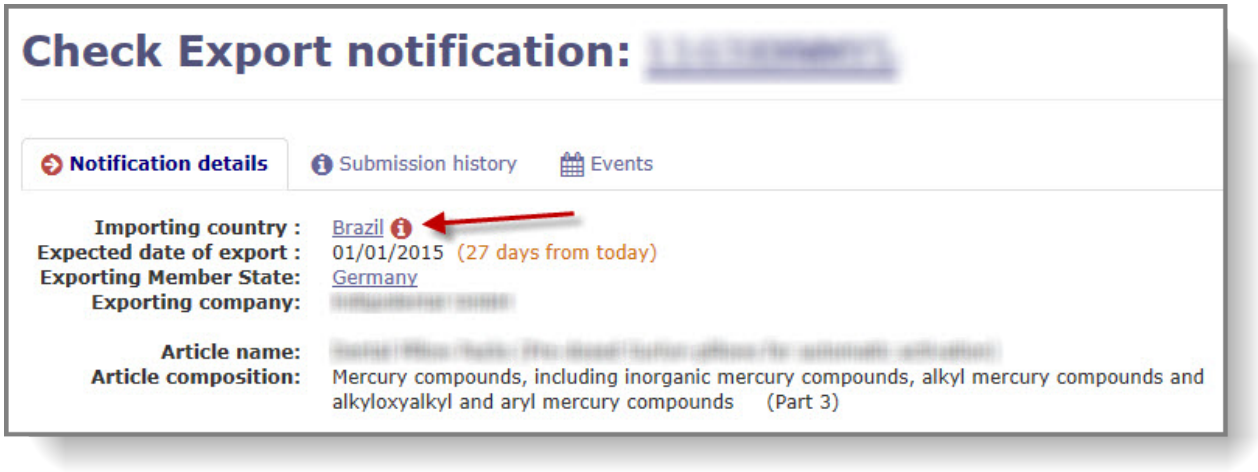
The results – if any document is available –, will be displayed in a table. The table contains the following information:

- Importing country: the name of the importing country will be displayed in this column.
- Chemical/Category: Whether the available information is related to a single chemical or to a specific category (e.g. pesticides), the relevant information will be displayed here. In case the information provided here is underlined, it is a hyperlink which points to another website.
- Documents: The relevant document / information is accessible from this column.
- Visible to industry: Whether the information is also available to industry users.

It is possible to search for all documents stored in this part of the system, by leaving the drop-down selection on the value “Please select…” and clicking on the “Search” button.

DNA users are also informed about the availability of country-specific information within the “Check export notification” task item, where a red circle with an “i” is displayed next to the importing country (Figure 8). To access the information from the task item, the user should click on the “info” icon.

Figure 8: Specific Information on Importing Country in Task Item

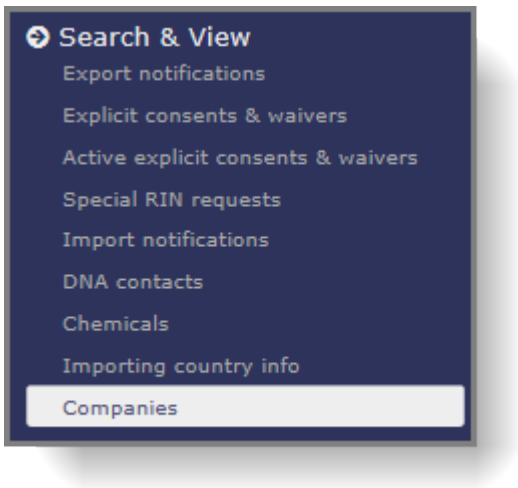


The "information" icon is displayed not only within the "Check export notification/Special RIN request" task items, but also within the "Request explicit consent" and the "Revise explicit consent" tasks.

4.1.9 Exporting the list of companies (and contact details) who have an ePIC account from the DNA's Member State

The DNA has access to the list of companies (and related contact details) registered within his/her Member State. This information can be exported from ePIC in an Excel format by clicking on "Companies" in the "Search & View" section of the left hand side menu.

Figure 9: Download list of companies



Depending on the number of companies registered in the given Member State, the generation of the report might take longer than expected.

The report contains two sheets within one workbook. The first sheet, labelled "ePIC users" lists al the ePIC users, while the second sheet labelled "Company contacts" provides the main contact details for each company.

For the actual ePIC users, only certain contact details are available, based on what the user has provided on a voluntary basis. For the main company contacts, all information is mandatory. Please note that the latter contact details will not necessarily direct you straight to the PIC user but may, for example, be the company's switch board.

DNAs only have access to that data on users and companies based in their own Member State.

4.2 Search for Open tasks

Tasks are units of work, which are assigned to various authority users within the ePIC application for further processing. Open task items are those which have not yet been fully processed.

Tasks can be accessed from two distinct parts of the application:

- From the Home page users can select the relevant tile (Figure 10).
- From the left-hand side navigation menu the user can select the relevant pre-defined list of open tasks (Figure 11).

Figure 10: Home page search – All open tasks

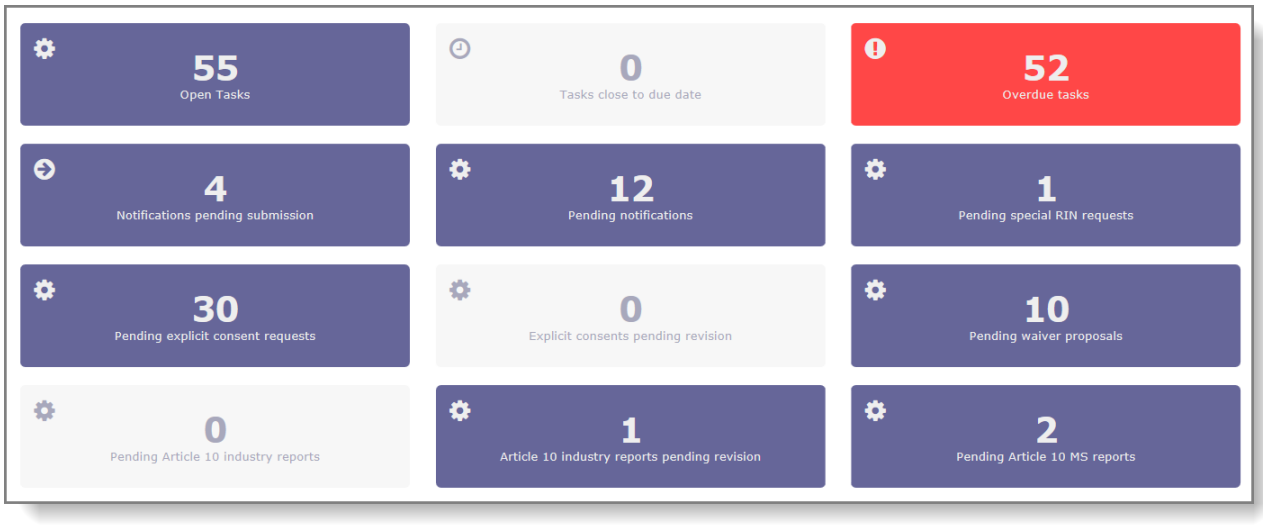
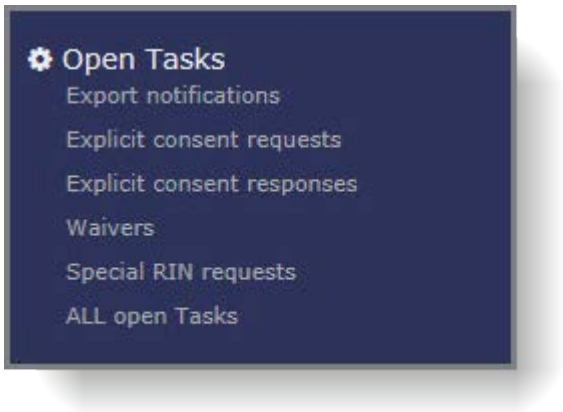


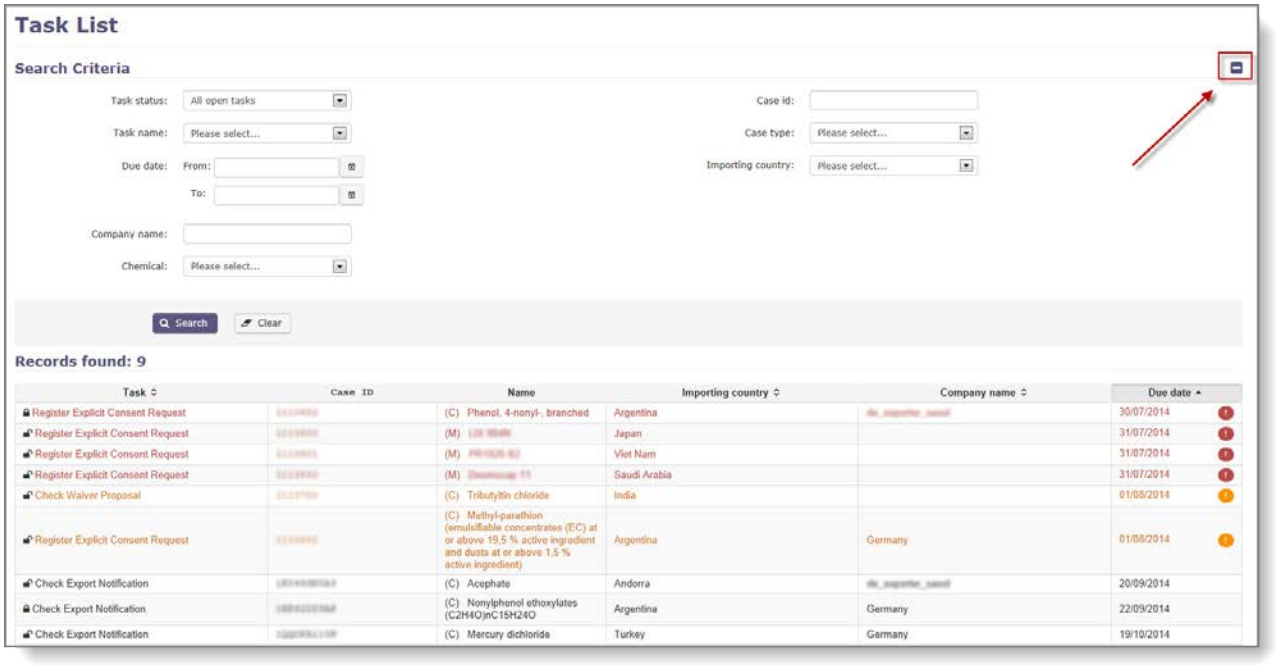
Figure 11: Navigation menu search – Open tasks pre-defined list(s)



In both cases, the application displays the search results page, with the search criteria section collapsed and search results listed according to the default criteria of the search.

The user can expand the search criteria section in order to refine the search by clicking '+' (Figure 12).

Figure 12: Search page with search criteria expanded



The results will be displayed in a table with a standard layout regardless of the type of task searched for. The following information is available in the table:

- Task: Provides information regarding the type of task and the process it is related to (e.g. Check export notification or Register explicit consent request).
- Case ID: This column displays the RIN for all submissions, while for other tasks (e.g. explicit consent/waiver) it displays an identifier which is used within the application.
- Name: One of the following will be displayed in this column:
  - Name of the chemical
  - Name of the mixture/article
  - "Bulk" for a bulk Special RIN request.
- Importing country: Displays the country of destination for the export.
- Company name: Displays the name of the exporter.
- Due date: The date by which the user should process the task.

Please note that for "Check export notification" tasks, the due date is set in accordance with the legal deadline for processing (i.e. in order for the task to be sent to ECHA no later than 25 days before the expected date of export). For all other tasks (e.g. special RIN requests, register explicit consent, etc.) the due dates are indicative and represent a system requirement as all tasks must be associated to a due date in order for the system to work correctly.

About due dates: a due date is the date by which a certain task must be processed in order to respect legal deadlines. For example, a check export notification task must be processed no later than 25 days before expected date of export.

- If a notification is submitted on 1/6/2014 with an export date of 6/7/2014 then the due date is 11/6/2014.
- If a notification is submitted on 1/6/2014 with an export date of 7/7/2014 then the due date is 12/06/2014.

The application reminds the user of the approaching due date with the use of various icons and an associated colour code. The exclamation mark in an orange circle is displayed when the due date is within 3 days. If the task is not completed by or on its due date, the icon turns red to signal that the due date has passed.

This icon is displayed if the due date of the task is within 3 days.

This icon is displayed if the due date of the task has passed.

4.3 Reset filtering

If you have made an incorrect selection in any field or wish to change the search criteria, you can do so by selecting a different value from the drop-down lists or by editing the content of the free-text fields.

Clicking on the “Clear” button will empty all the fields, including the ones that were previously pre-filled. A new search can be performed once all the required filtering options have been appropriately selected and/or filled in.

5. Claiming, opening and processing a task for export notifications

5.1 Claiming a task item

Before a user can start working on a given task, the task has to be claimed. The status of the task can be identified by the various icons used in the “Task” column (Figure 13):

The open padlock icon is displayed in front of task items that are not claimed by anyone.

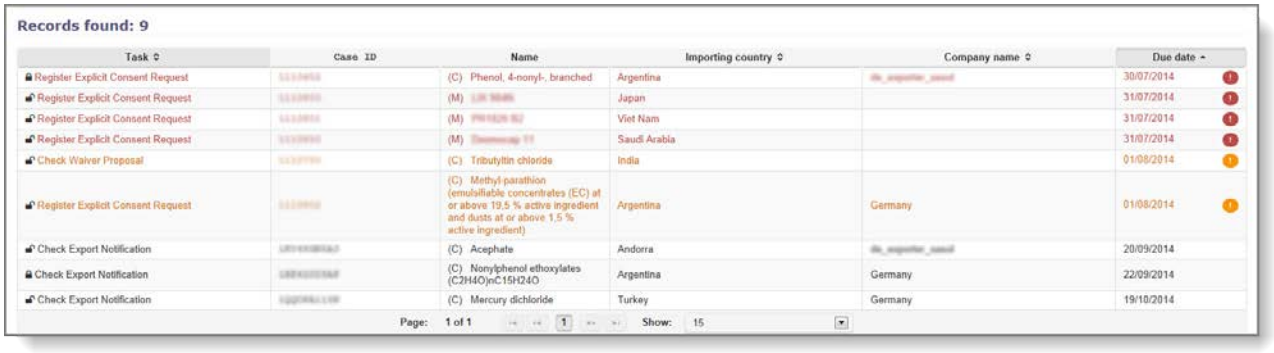
The closed black padlock icon is displayed for task items that are claimed by another user.

The closed green padlock icon is displayed for task items that are claimed by the current user.

The “check” icon means that the task item has been completed and is no longer editable.

You can claim a task that has not yet been claimed by another user by clicking on the task name, e.g. ‘Check Export Notification’ with an open padlock next to it. Please note that a task item is automatically claimed by the user who opens it (see below for further details).

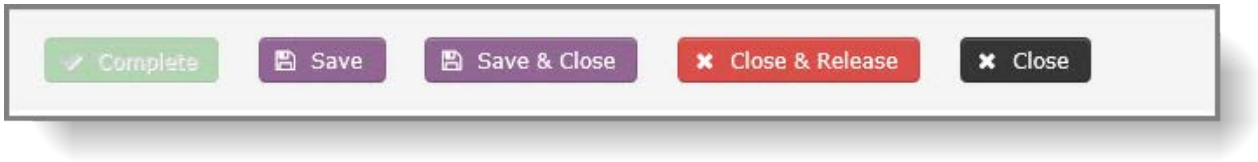
Figure 13: Claiming a task



If you have chosen a wrong task, e.g. a task not meant for you to perform then you can release the task by clicking on ‘Close & Release’ (Figure 14).

In case your Member State has multiple DNAs using ePIC for processing submissions from exporters, the various DNAs have access to one common task list. For certain chemicals it is widely known whether the intended use is industrial or pesticidal however, for others it is not always clear. As a task is automatically claimed by the user as soon as (s)he opens the task item, it is important to release the task if the user realises that it should be processed by a colleague from a different organisation. To do this, please select the option “Close & Release” at the bottom of the task item (Figure 14).

Figure 14: Close & release



5.2 Opening a task item

A task item can be opened by clicking on the text available in the “Task” column of a task list.

5.3 Processing a task item

5.3.1 Task item details

The left-hand side of the task item contains all the information related to the export notification and is structured in three tabs. Once the task item is opened, by default the user will be presented with the “Notification details” tab (Figure 15).

Notification details tab (Figure 15): This tab displays details such as the importing country, the expected date of export, the exporting Member State, the exporting company and information on the exported chemical/mixture/article.

This section also includes legislative information on the chemical(s) such as when it was added to or will be removed from Annex I, whether there is a standard or OECD waiver (a detailed description on the differences between the two waiver types can be found in Chapter 6.1) attached to the notification or if the notification refers to an emergency situation.

Figure 15: Notification details tab

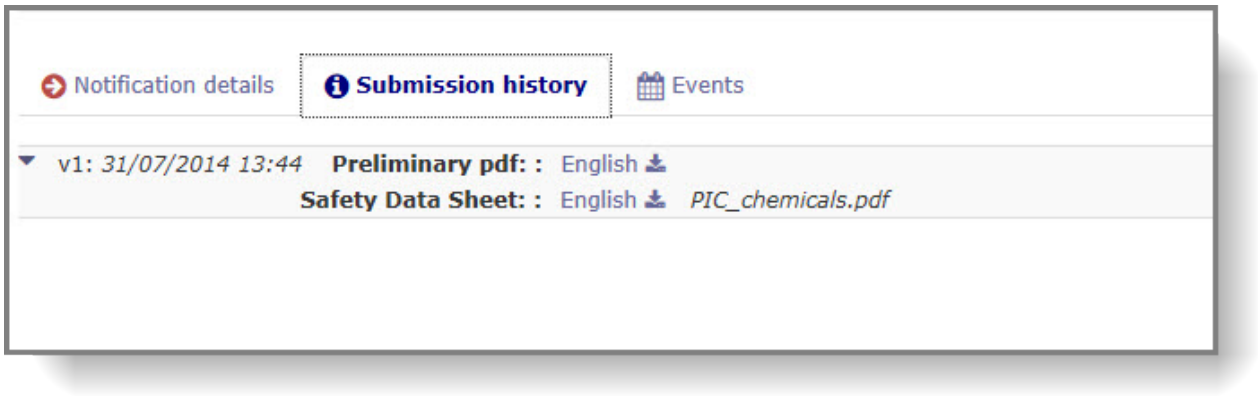
DNA users are informed about the availability of country specific information within the “Check export notification” task item, where a red circle with an “i” is displayed next to the importing country (Figure 8). To access the information from the task item, the user should click on the “info” icon.

Submission history tab (Figure 16): This tab displays information on all the different versions of the submitted notification. A notification has multiple versions if any of the authorities have requested corrections / modifications to the version that was initially submitted. All the attached documents for each submission (e.g. the SDS) and each version of the notification in a pdf format are available from here (making it easier for authorities to compare the changes and view

the history of the notification if needed).

The detailed view of the different versions can be expanded or collapsed by clicking on the arrow next to the submission date (Figure 16).

Figure 16: Submission history tab

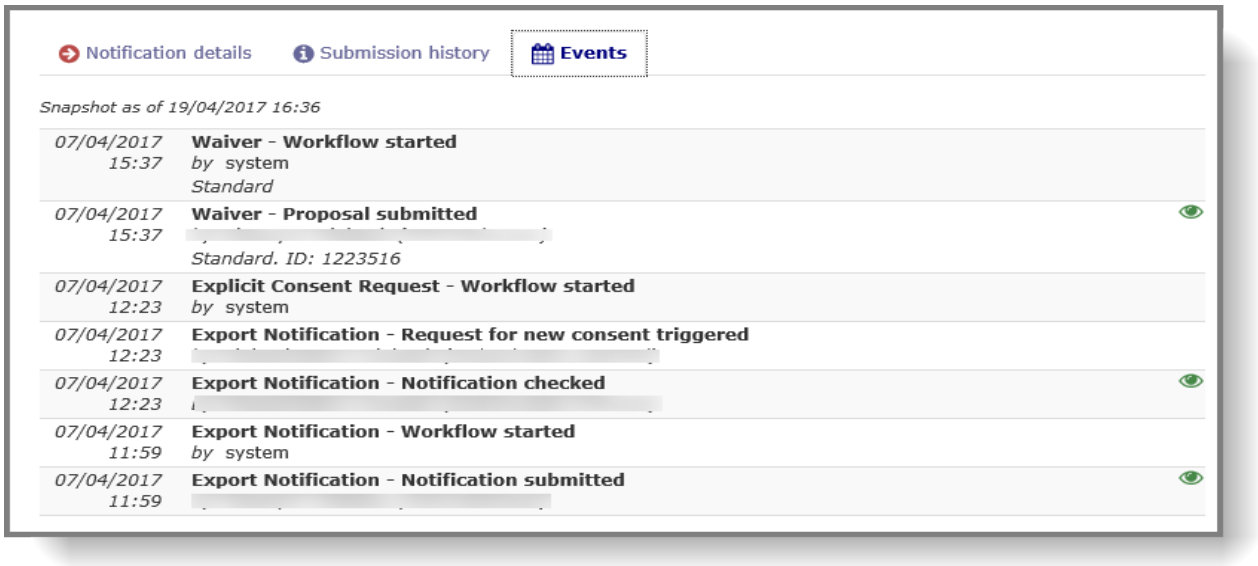


Events tab (Figure 17): This tab details the different events in the lifecycle of a notification starting from the first submission of a notification. An event is generated and recorded at various stages during the "lifecycle" of a notification, such as:

- if a resubmission is requested by the DNA/ECHA,
- if the exporter resubmits (following the above-mentioned request),
- when the DNA checks the notification and forwards it to ECHA,
- when an explicit consent is requested,
- when a waiver is requested.

A green eye symbol signifies that the particular event is also visible to industry.

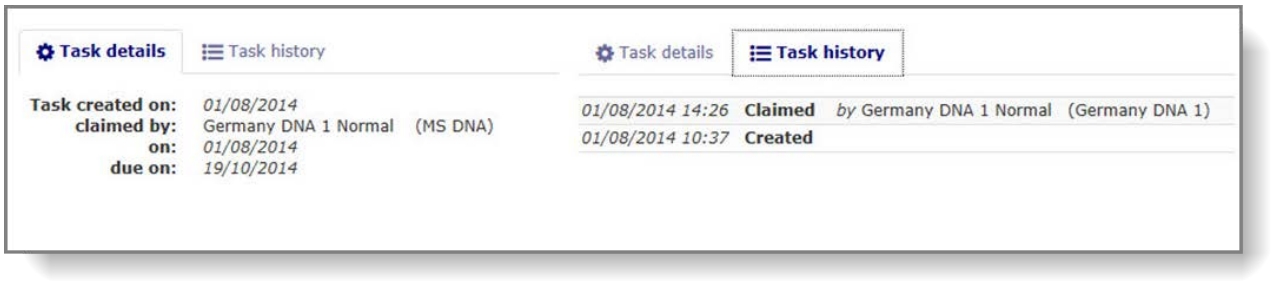
Figure 17: Events tab



Task details & Task history (Figure 18): The task details tab provides details on when the task was created, who it is claimed by (i.e. the user currently working on the task), the date on which it was claimed and when the task is due to be completed (i.e. its due date). The task

history tab displays the history of the task item, showing when and by whom it was claimed and processed or released.

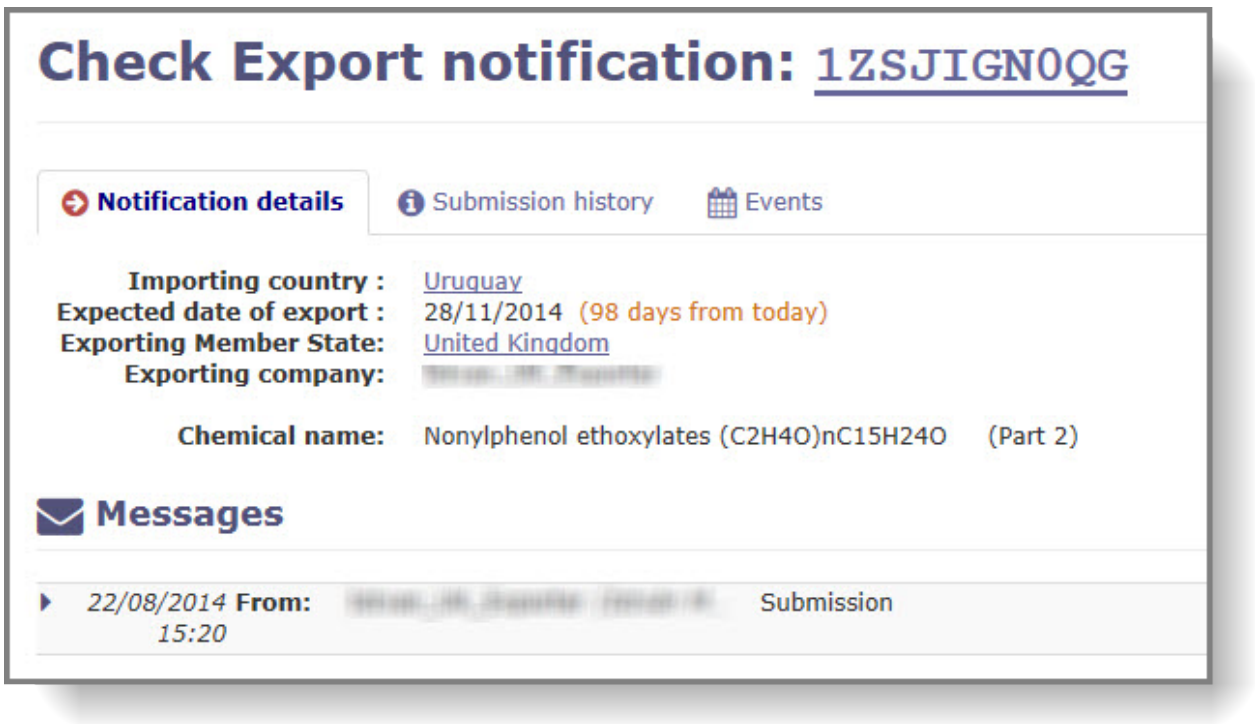
Figure 18: Details & history of a task item



Messages (Figure 19): In the centre of the task item, the user finds all communication that has taken place between the exporter and the authorities with relation to this submission. For example, if the task is for an export notification for which the DNA had requested further information, the exporter can resubmit it including an explanation in the message field. This message, together with the DNA's original request would be displayed here. In case of multiple messages, the user can click the arrow next to "Messages" to open or "collapse" the messages for a more convenient reading experience.

An exporter can only see the messages for which he is the writer or the recipient. Authority users (i.e. DNAs, COM and ECHA) have full visibility on all messages.

Figure 19: Messages section

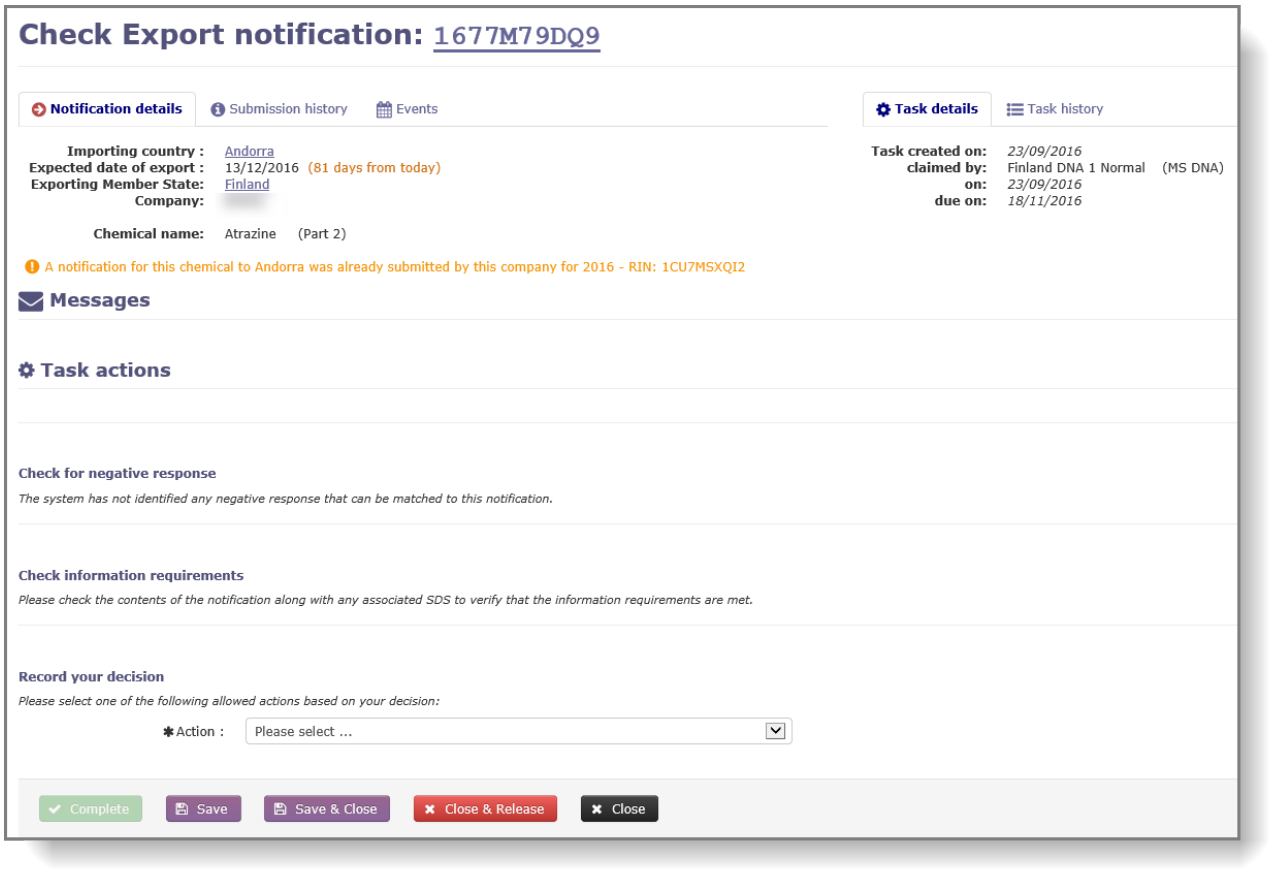


5.3.2 Opening the export notification

The export notification can be accessed from the task item by clicking on the RIN, next to the

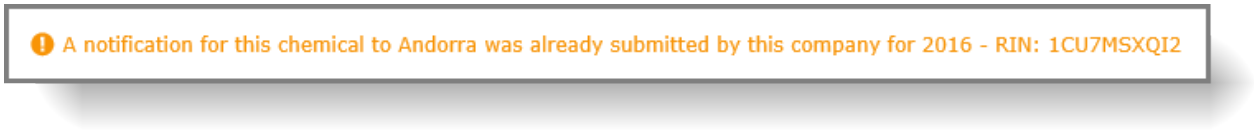
task name (Figure 20).

Figure 20: Task item



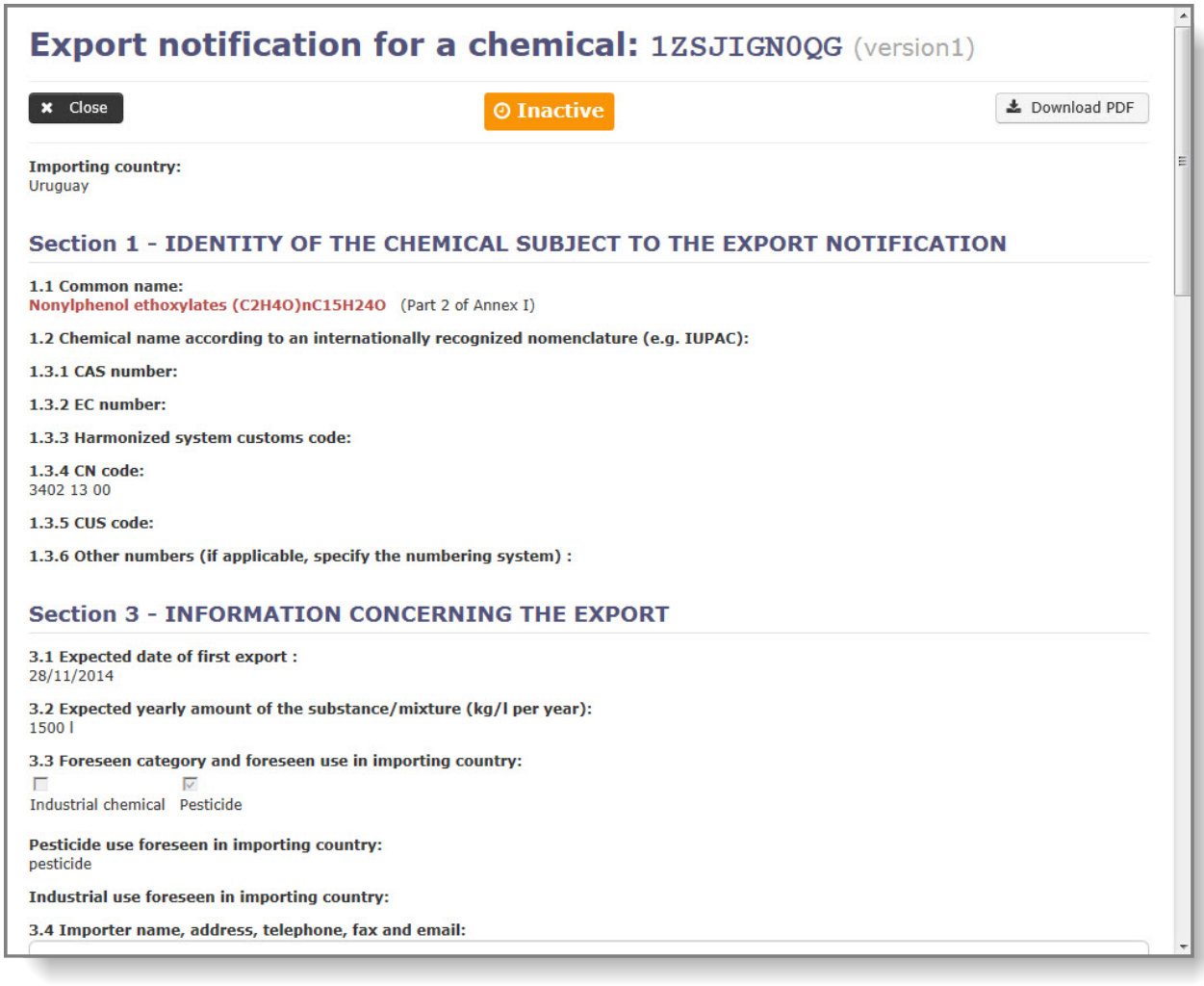
Exporters are required to notify the first export of each chemicals per importing country and per per calendar year. If a company creates a subsequent notification for the same year and for the same importing country, the system displays a warning message (Figure 21). The warning message does not prevent you from processing the notification.

Figure 21: Alert for duplicate notification



This will open the export notification in a separate pop-up window (Figure 22). By verifying the content in this section, the user can ensure the correctness of the information.

Figure 22: Export notification pop-up window



5.3.3 Declarations from the exporter

If the exporter has provided any declarations or any clarifications upon submission of the export notification, they are available in Section 7 of the notification form.

If the exporter provided a SDS which is not in the principal language of the importing country, he must select one of the two declarations as relevant (Figure 23 and). The declaration is visible in Section 7 of the notification form – “Declarations”.

Figure 23: SDS provided in the official language of the importing country

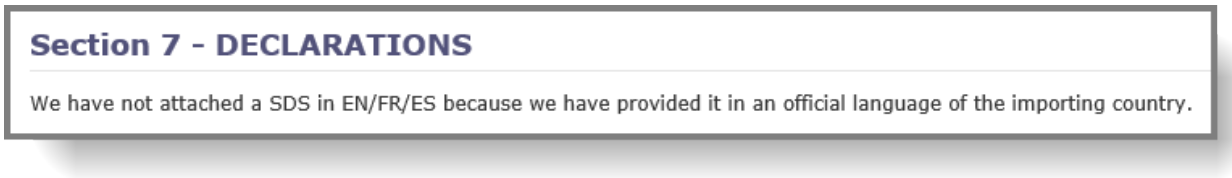
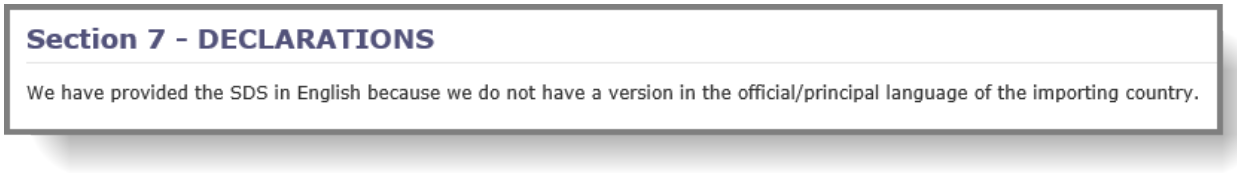
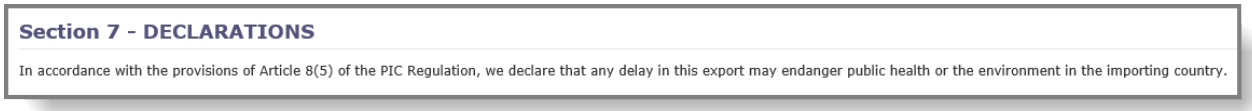


Figure 24: Justification for an SDS provided in English



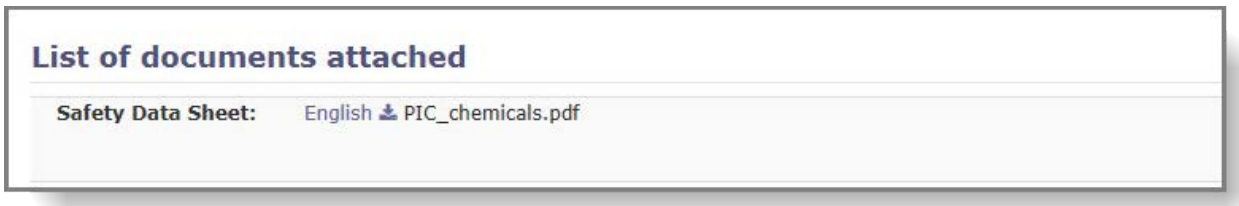
If an Emergency Situation in section 3.1 is selected, the exporter cannot submit the notification unless he declares that the export relates to an emergency situation in accordance with the provisions of article 8(5) of the PIC Regulation by selecting the dedicated check box. The declaration is visible in the Section 7 – Declarations of the notification form (Figure 25).

Figure 25: Declaration of an emergency situation



The SDS (if available) can be found at the bottom of the pop–up window in the "List of documents attached" section. To open the document, click on the file name (Figure 26).

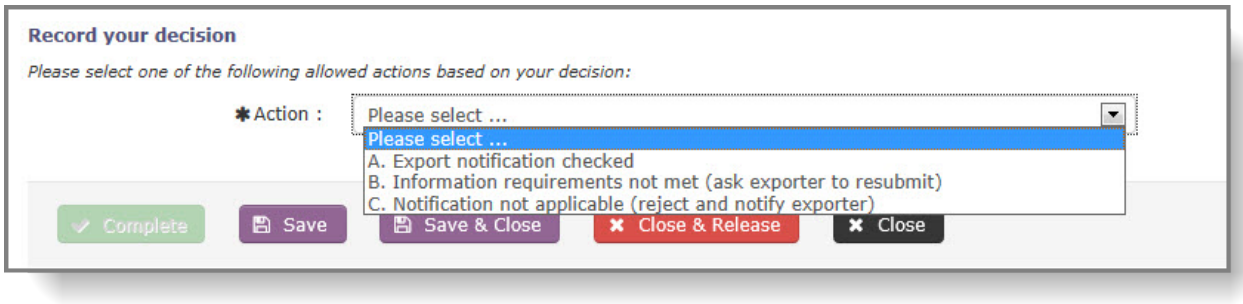
Figure 26: List of documents attached



5.3.4 Record your decision on the export notification

If you are performing the 'check export notification' task for a Part 1 chemical or for a mixture/article containing only part 1 chemicals, the task is completed by choosing one of the actions from the actions list (Figure 27).

Figure 27: Recording your decision drop down menu action list



a. In case of a positive decision (i.e. the DNA user establishes that all the information requirements are met and that the SDS is the correct one), the user should select "A. Export notification checked". The user will have the opportunity to add an optional message (Figure 28) that will be displayed for the user at ECHA processing this

notification. The task will disappear from the “DNA task list” and a new task item will be created for ECHA. The new status of the export notification can be seen in the status column when searched for the submission (Figure 29).

Figure 28: Send message to ECHA (optional)

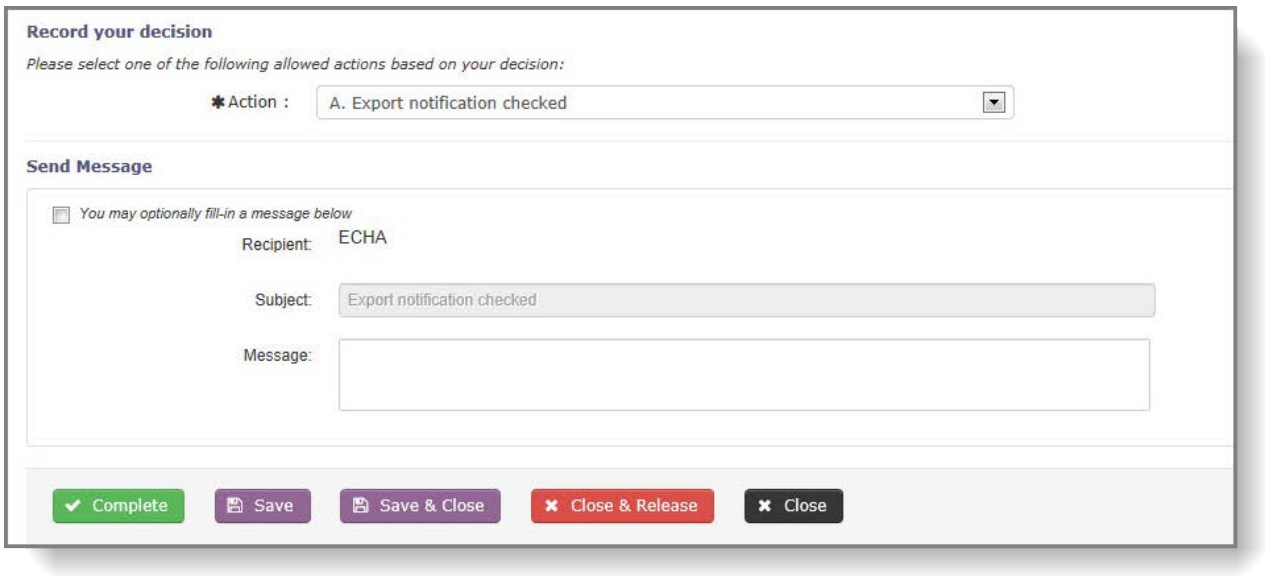


Figure 29: Pending ECHA Validation

b. In case the DNA user establishes that not all the information requirements are met or that the SDS is incorrect, the DNA user should select “B. Information requirement not met (ask exporter to resubmit)”. A mandatory message field will be available as soon as the selection is made. This message will be sent to the exporter and should include an explanation on the decision and on how to amend the notification. The task will disappear from the “DNA task list” and a re-submission task will be created for the exporter.

Important details about a resubmission request:

The “clock” regarding the legal deadlines will continue ticking.

It is recommended for the DNA to set a short deadline when requesting a correction, so that the notification can still be forwarded to ECHA no later than 25 days before the expected date of export. The deadline for resubmission should be communicated within the resubmission request message sent to the exporter.

c. In case the DNA user establishes that the submitted notification is not applicable (e.g. should have been a Special RIN request), the user should select “C. Notification not applicable (reject and notify exporter)”. A mandatory message field becomes available as soon as the selection is made. This message will be sent to the exporter and should

include an explanation on the decision. The task will disappear from the “DNA task list” and no new task item will be created for any user.

To easily identify submissions after a request for correction(s), the “circling arrows” icon is displayed next to the export notification’s RIN in the search result list when searching for task items.

Important details about a rejection:

In case the exporter decides to make a new submission to replace the rejected one, it shall be assigned a new RIN and shall have no link to the previous submission.

The minimum “35 days prior to expected date of export” will start from the beginning in case the exporter makes a new submission.

In case of notifications referencing a chemical, as a pure substance or in a mixture, which at the time of export belongs to Part 2 or 3 of Annex I, additionally to the above, the system will display any applicable explicit consents / negative responses / standard waivers and will prompt the user to select one if appropriate (Figure 30 and Figure 31). The metadata, based on which ePIC is suggesting matches with explicit consents, is described in detail in Chapter 8.2.3.

Figure 30: Check for a negative response

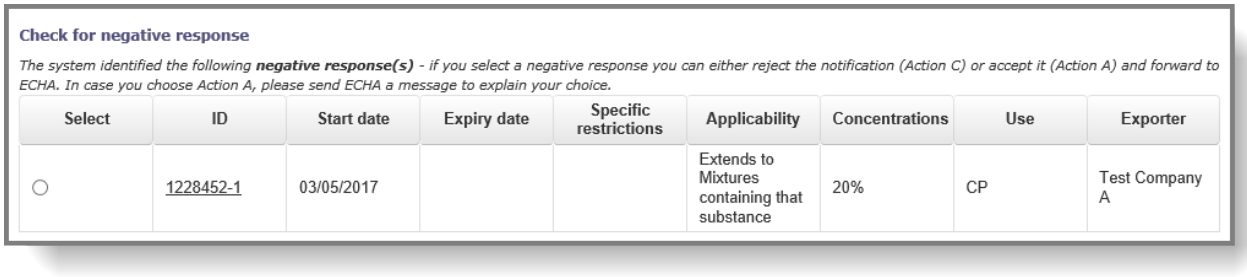
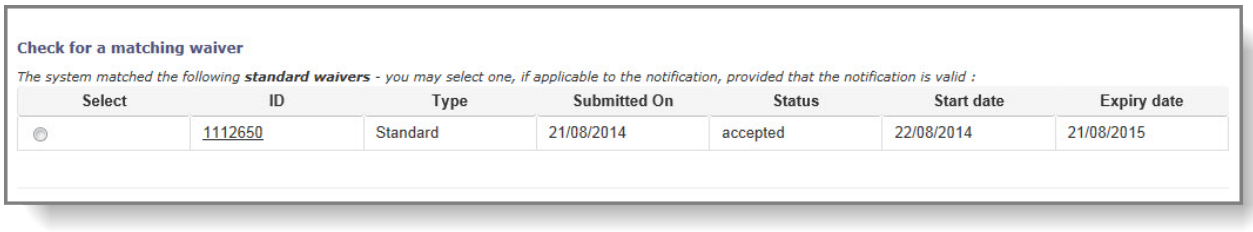
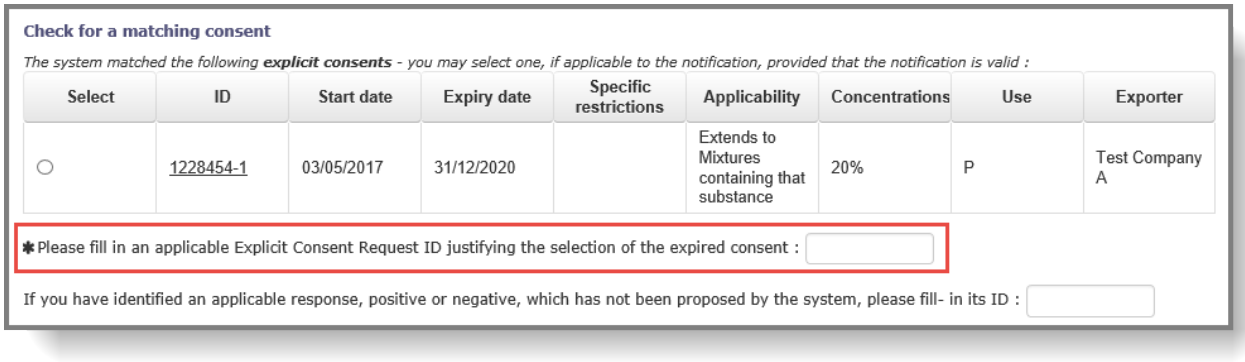


Figure 31: Check for a matching consent / waiver



Should the DNA decide to use an expired consent based on Article 14(8)(b), another request must have been made and be available as a pending request in ePIC. The ID of this pending explicit consent request is to be entered into the relevant field, under the table of proposed applicable explicit consents (Figure 32).

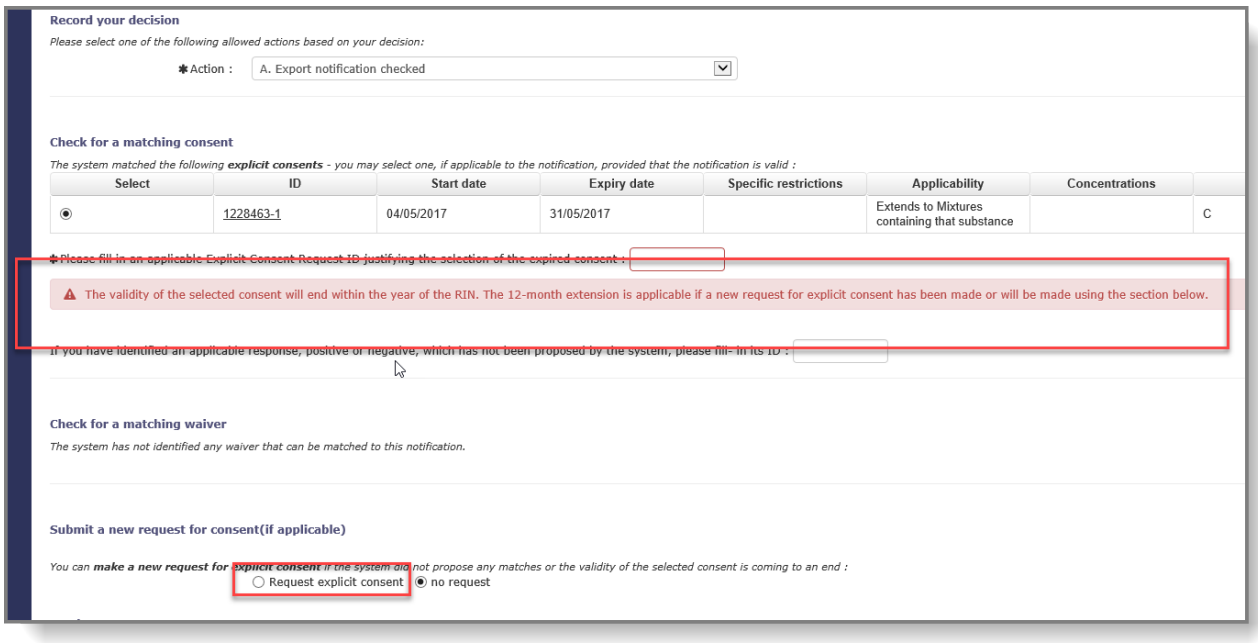
Figure 32: Pending explicit consent request



A task cannot be completed, until one of the "Action" options has been selected. Once the user has made a selection, the "Complete" button becomes active and the task can be finalised.

If the selected response has already expired or will expire before the export date of the RIN, it is mandatory to either provide an ID of a pending request or trigger a new request in order to complete the task item.

Figure 33: Warning message following the selection of an expired response



5.3.5 Negative Explicit Consents

The task item is structured in such a way that it should guide the user through the actions to be performed, in chronological order. The system will therefore display any potentially matching negative explicit consents before the DNA can record any decision in ePIC. This is due to the fact that, based on its precise terms, a negative consent may imply that the DNA decides not to process and send the export notification to the importing country (regardless of whether it meets the information requirements or not). In such a situation, action "C. Notification not applicable (reject and notify exporter)" should be selected when making a final decision on the notification and an explanation should be provided to the exporter.

5.4 Initiation of "Request explicit consent" task item

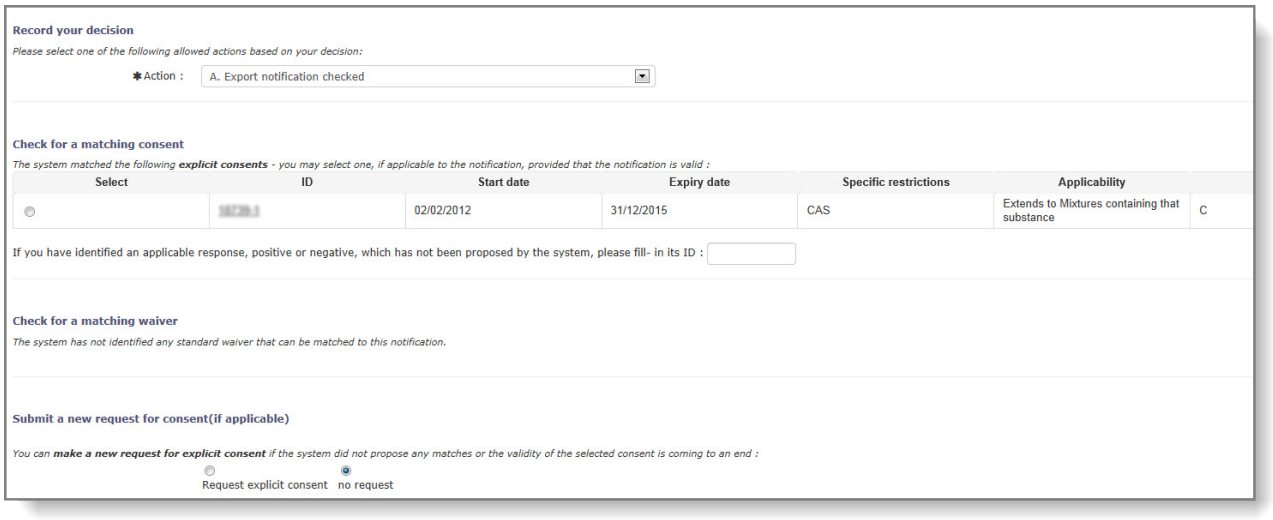
The "Request explicit consent" task can be triggered while processing the "Check export

notification" task item for a Part 2 or 3 chemical. Once option "A. Export notification checked" has been selected, further options will become available within the task item. If the system identifies any potentially matching explicit consents or waivers, they will be displayed and can be selected if appropriate. The system also asks the user whether a new explicit consent should be requested or not.

Please note that it is possible to both select an existing consent and trigger the request for a new one. This scenario covers the situation when e.g. an applicable explicit consent exists but its validity will expire shortly so the DNA user also wishes to trigger a new request.

If a new request is initiated (by selecting the radio button "Request explicit consent") (Figure 34), a new task item is created and available for the DNA to work with. For further details on the "Request explicit consent task item, please see Chapter 7.

Figure 34: Request explicit consent

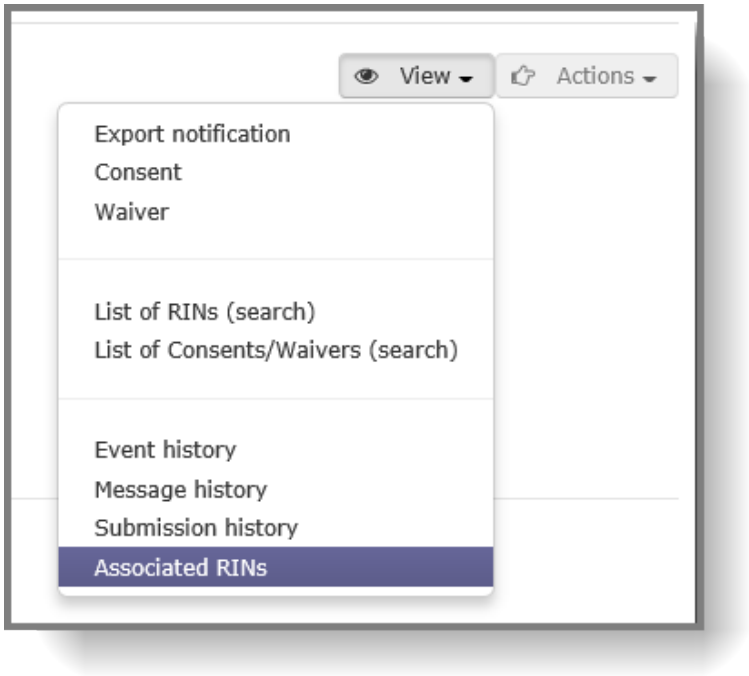


5.5 List of export notifications associated to a specific explicit consent

ePIC can display the list of export notifications which have been activated/disabled based on a given explicit consent.

The list can be accessed by selecting "Associated RINs" from the "View" drop-down list in the upper right corner of an explicit consent response (Figure 35).

Figure 35: Display RINs associated to a given consent


View
Actions
Export notification
Consent
Waiver
List of RINs (search)
List of Consents/Waivers (search)
Event history
Message history
Submission history
Associated RINs

6. Check Waiver Proposal

6.1 Standard and OECD waivers

6.1.1 “Standard waivers”, according to Art 14(7)

For chemicals listed in Annex I Part 2 and 3, a positive, valid explicit consent is required in order for the export to proceed. If within 30 days of sending the original request for consent no response is received from the importing country’s DNA, a reminder will be sent. Similarly, if no response has been received within 60 days, a second reminder will be sent.

If, after all reasonable efforts, no response is received for the explicit consent request, the DNA, in consultation with the European Commission, assisted by ECHA, can decide that the export may still proceed.

For the above to happen one of the following criteria must be fulfilled:

- There must be evidence from official sources in the importing country, that the chemical is licenced, registered or authorised.
- The intended use declared in the export notification is not in the category for which the chemical is listed in Part 2 or 3 of Annex I, and there is evidence from official sources that the chemical has in the last five years been used in or imported into the importing country.

The evidence required to approve a “Standard waiver” request is to be supplied by the exporter.

A “Standard waiver” cannot be proposed or approved earlier than 60 days after the original explicit consent request was made.

6.1.2 OECD waivers, according to Art 14(6)

For shipments of chemicals listed in Part 2 of Annex I, where the importing party is an OECD country, the DNA, at the request of the exporter, in consultation with the European Commission and on a case-by-case basis can decide that no explicit consent is required for the export to proceed.

A positive decision can be made only in case the following criterion is fulfilled:

- At the time of the proposed export, the chemical concerned is licensed, registered or authorised in the importing OECD country.

The evidence required to approve an OECD waiver request is to be supplied by the exporter.

6.2 Search for waiver proposals

A waiver proposal can be processed from the “Waivers” option of the “Open Tasks” section of the left-hand side menu (Figure 36), or from the dedicated tile in the centre of the Home page

of the application (Figure 37).

Figure 36: Waiver tasks in the left-hand side navigation menu

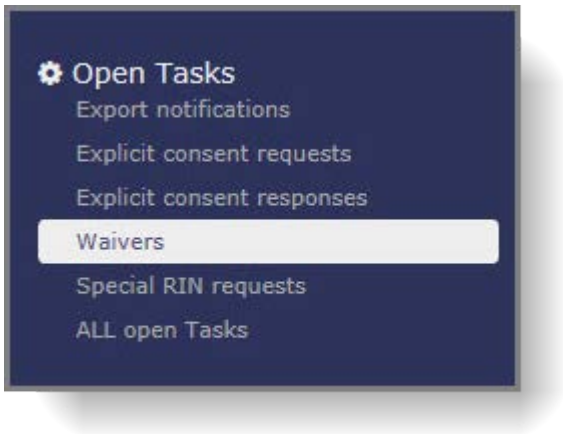


Figure 37: Waiver proposals displayed on a tile in the home screen

Following either of the above-mentioned options, the system will display the relevant search page (Figure 38) with the search criteria section collapsed and the search results already displayed. The filtering options can be modified – if deemed necessary – by clicking on the "+" sign on the upper right corner of the centre area. This will allow the user to personalise the search criteria (Figure 39).

Figure 38: Results page of current waiver proposals

Similarly to the export notification task items, the system is using the red and orange exclamation points to signal the upcoming or passed due date for a task item. For detailed explanation on the icons used, please see chapter 4.2.

Please note that due date for "Check waiver proposal" task items is five days from the date of submission.

Figure 39: Search Criteria

6.3 Claiming a waiver proposal task item

Similarly to the export notification task items, a waiver proposal task item can only be processed by the user who previously claimed it.

The process of claiming and – if necessary – releasing a task item is described in Chapter 5.1 of this user manual.

6.4 Processing a waiver proposal task item

You can process a task that is either already claimed by you or has not been claimed by another user yet.

6.4.1 Waiver proposal task item

The layout of the task item for processing a waiver proposal is similar to that of an export notification. A detailed description on the task item is available in Chapter 5.3.1, Task item details.

6.4.2 Processing a waiver proposal task item

To verify the waiver proposal and the supporting documentation, click on the waiver ID next to the “Check Waiver Proposal” task name (Figure 40). The waiver document will open in a pop-up window (Figure 41) and the content can be verified against the information provided in the export notification, which can be opened in a separate pop-up window by clicking on the RIN.

Figure 40: Waiver task item

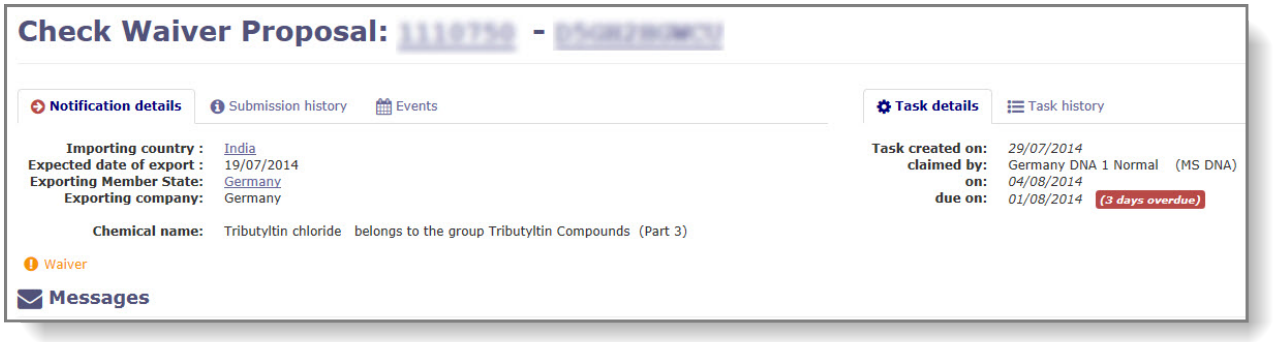
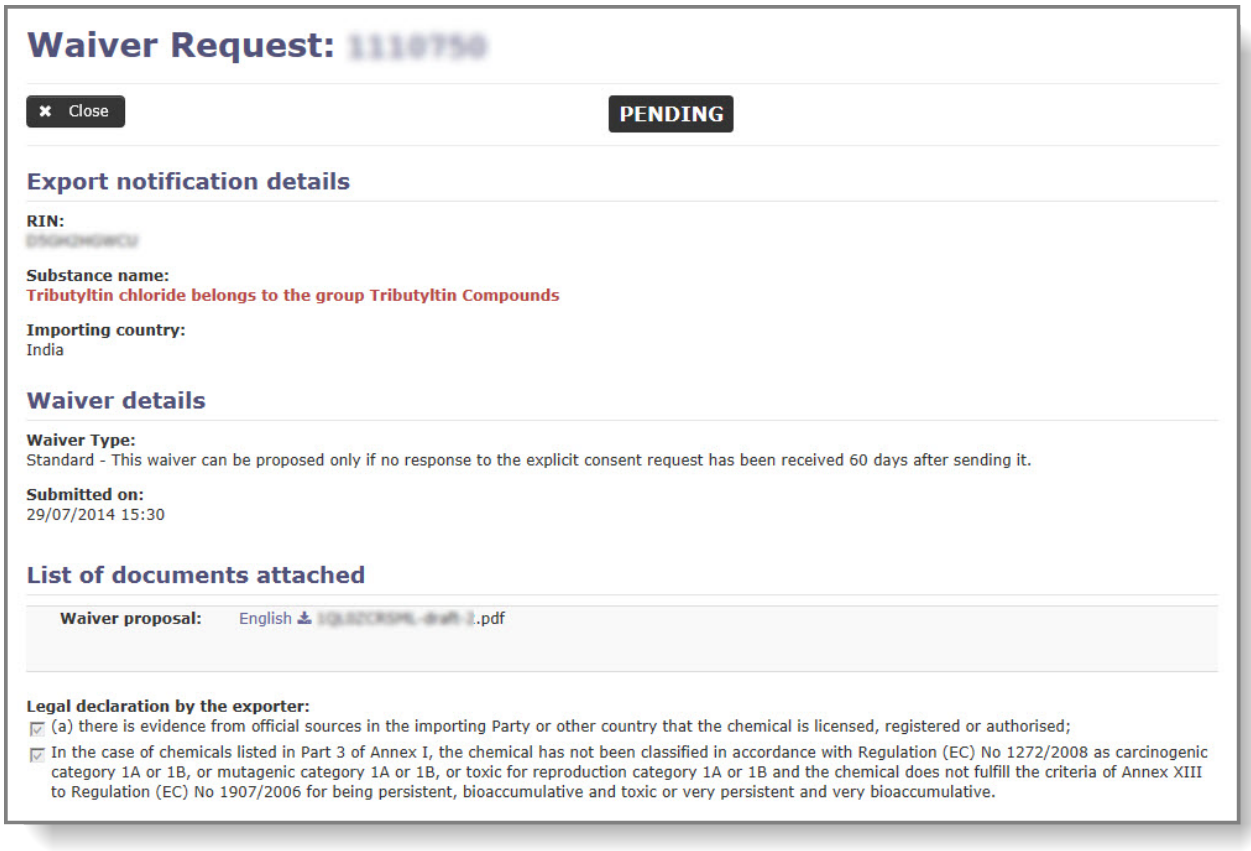
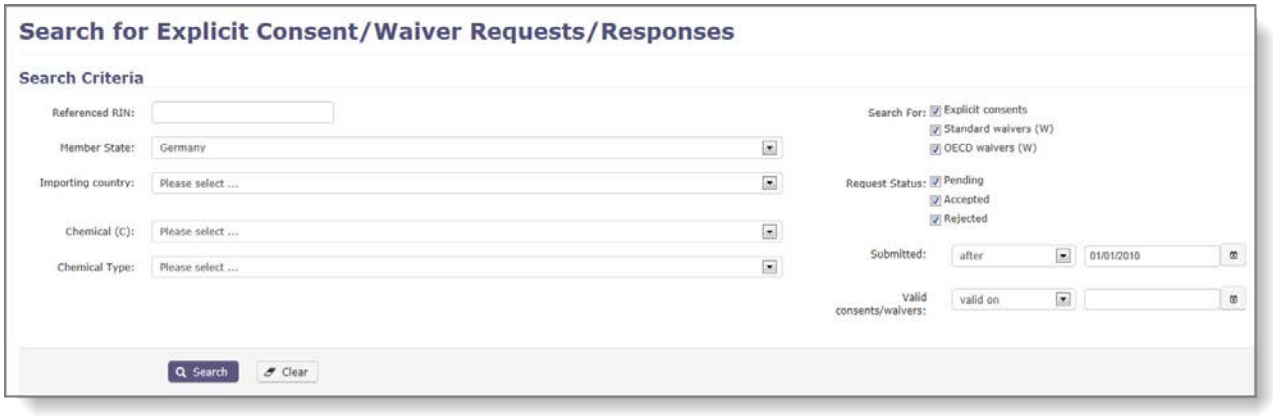


Figure 41: Pop-up window for a waiver



The waiver proposal can also be accessed from the "Search & View" function by clicking on "Explicit consents & waivers" and searching with the 'Referenced RIN' (Figure 42).

Figure 42: Search for waiver requests

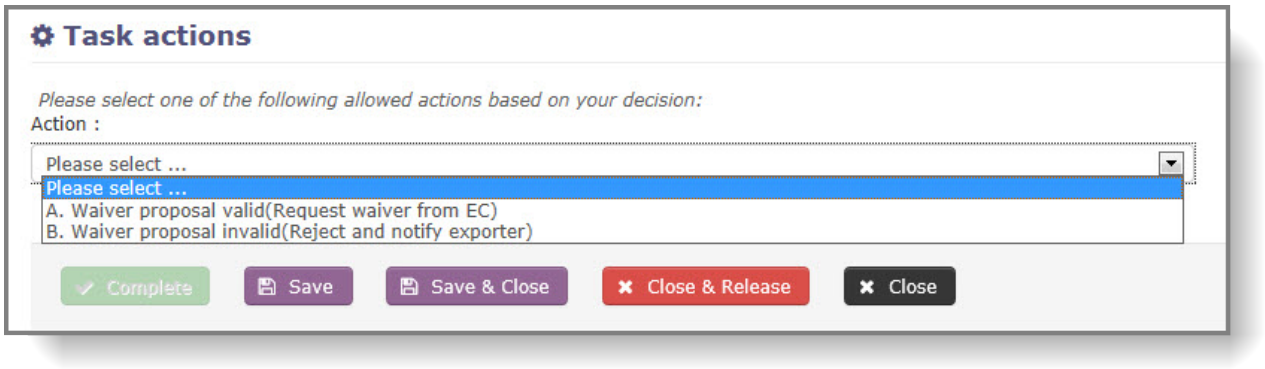


Detailed description on how to search for waiver request can be found in Chapter 4.1.2.

6.5 Performing a task action

The DNA decision on the waiver proposal (i.e. whether the waiver proposal is accepted/rejected) can be recorded by selecting the appropriate action from the dropdown menu (Figure 43).

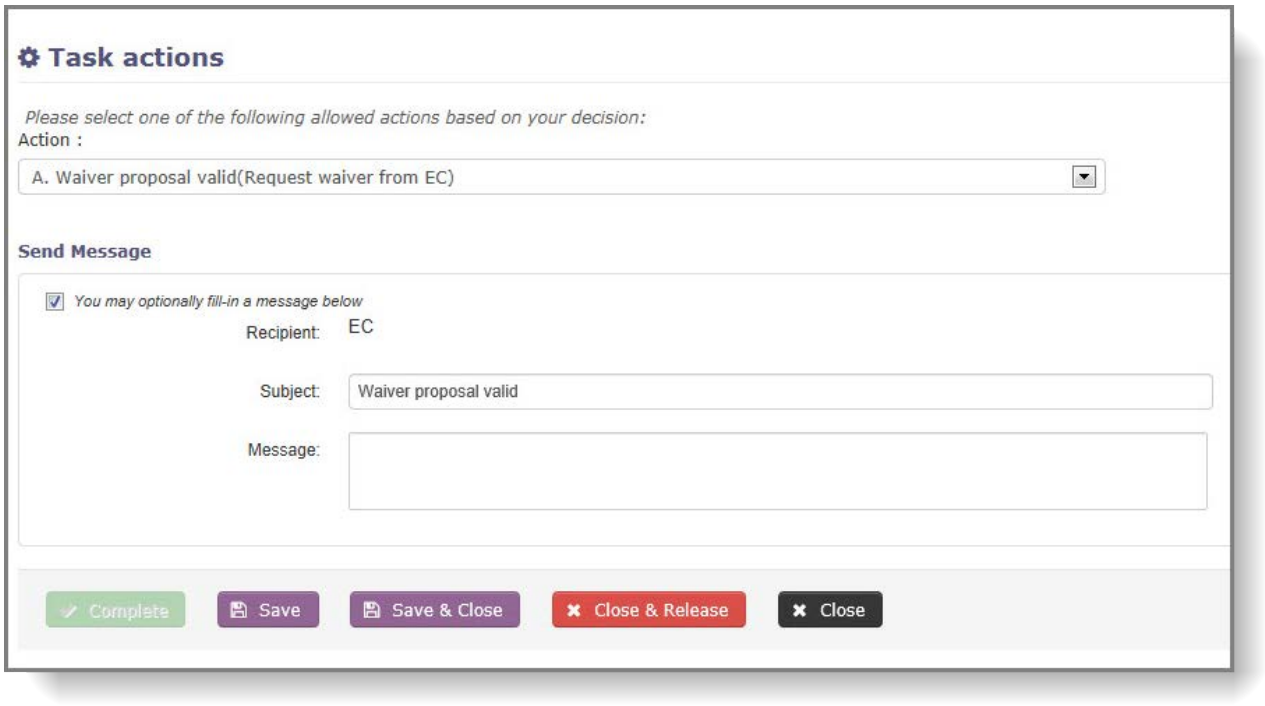
Figure 43: Selecting an action



The following options are available:

- **Action A**: Waiver proposal valid (Request waiver from EC)
    - A message box becomes available and can be activated by selecting the checkbox in its upper left corner. Here the DNA has the possibility to send a message to the European Commission (Figure 44).

Figure 44: Sending message to EC (optional)



    - The “Complete” button becomes available and the task item can be completed.
    - The task is forwarded to the European Commission for a final decision.
    - The status of the “Check waiver proposal” task item changes to “Pending (awaiting final decision by EC)” (Figure 45).

Figure 45: Pending waiver proposal

ID	Chemical/Mixture	Importing country	Request date	Start date	Expiry date	Status	Use category	Member State
[redacted]	Tributyltin chloride	India	29/07/2014	-	-	Pending	-	Germany

- In case of positive decision from the Commission, the status of the waiver will further change to “Accepted” (Figure 46), while in case of a negative decision it will change to “Rejected” (Figure 47).

Figure 46: Waiver accepted

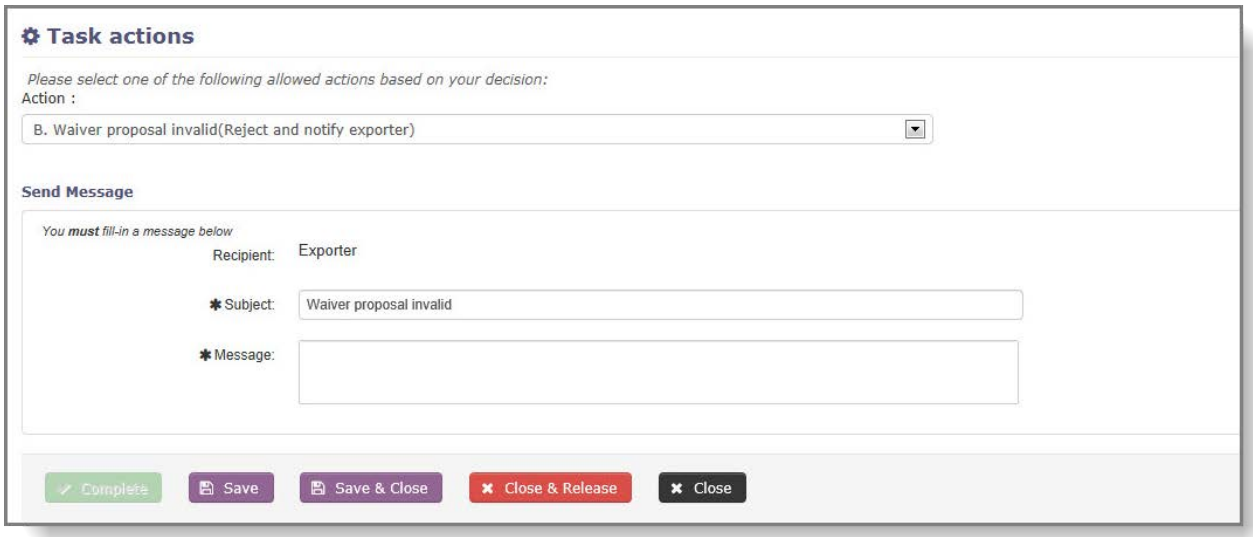
ID	Chemical/Mixture	Importing country	Request date	Start date	Expiry date	Status	Use category	Member State
1110900 (W)	4-Nonylphenol, branched, ethoxylated	Morocco	31/07/2014	31/07/2014	30/07/2015	Accepted	C	Germany

Figure 47: Waiver rejected

ID	Chemical/Mixture	Importing country	Request date	Start date	Status	Use category	Member State
[redacted]	[redacted]	Ukraine	18/06/2014	03/07/2014	Rejected	C	Germany

- **Action B**: Waiver proposal invalid (Reject and notify exporter)
  - A message box becomes active, and the DNA is required to send an explanation to the exporter concerning the rejection (Figure 48).

Figure 48: Send message to exporter



- The “Complete” button becomes available and the task item can be completed.
- The waiver proposal is rejected and the workflow ends.
- The status of the “Check waiver proposal” task item changes to “Rejected” (Figure 49).

Figure 49: Rejected waiver proposal

ID	Chemical/Mixture	Importing country	Request date	Start date	Expiry date	Status	Use category	Member State
[redacted]	Tributyltin chloride	India	29/07/2014	-	-	Rejected	-	Germany

7. Register Explicit Consent Request

The purpose of this task item is to provide help to the DNAs in the process of creating the explicit consent request.

The relevant workflow needs to be manually initiated by the DNA. All explicit consent requests must be linked to an export notification within the system. However, the explicit consents can also be used for other notifications if the terms of the consent allow for this.

Requests for explicit consent are sent outside ePIC.

Please note that the process of requesting an explicit consent consists of the following steps:

- Initiation of the task.
- Identification and opening of the task.
- Automatically generating or manually downloading the forms and other relevant documents (e.g. SDS) and forwarding them to the relevant authorities of the importing country outside the system.
- Uploading the forwarded documents (if the forms are downloaded manually). There is no need to upload the export notification or the SDS as they are already stored within the system.
- Completion of the task.

7.1 Initiation of task item

The task item for requesting an explicit consent can be initiated from an export notification either while processing (for details please see Chapter 5.4) or later on, using the “Action list” / “Request explicit consent” functionality (Figure 50) when having the export notification open.

Figure 50: Request explicit consent

After the initiation of the workflow, ePIC creates a task item called “Register explicit consent request”.

An explicit consent request always refers to a single notification i.e. aggregated requests for multiple export notifications are NOT supported by the system.

7.2 Search for task

The “Register explicit consent” task item can be located by:

- Using the “Explicit consent requests” functionality under the “Open tasks” section in the left-hand side menu (Figure 51) or
- Clicking on the “Pending explicit consent requests” tile on the home page of ePIC (Figure 52).

Figure 51: Search for task item – Register Explicit Consent Request (1)

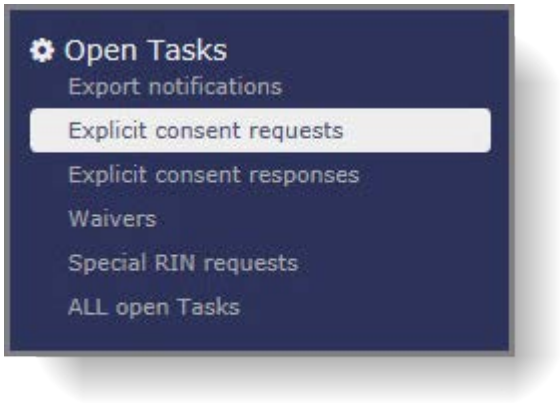
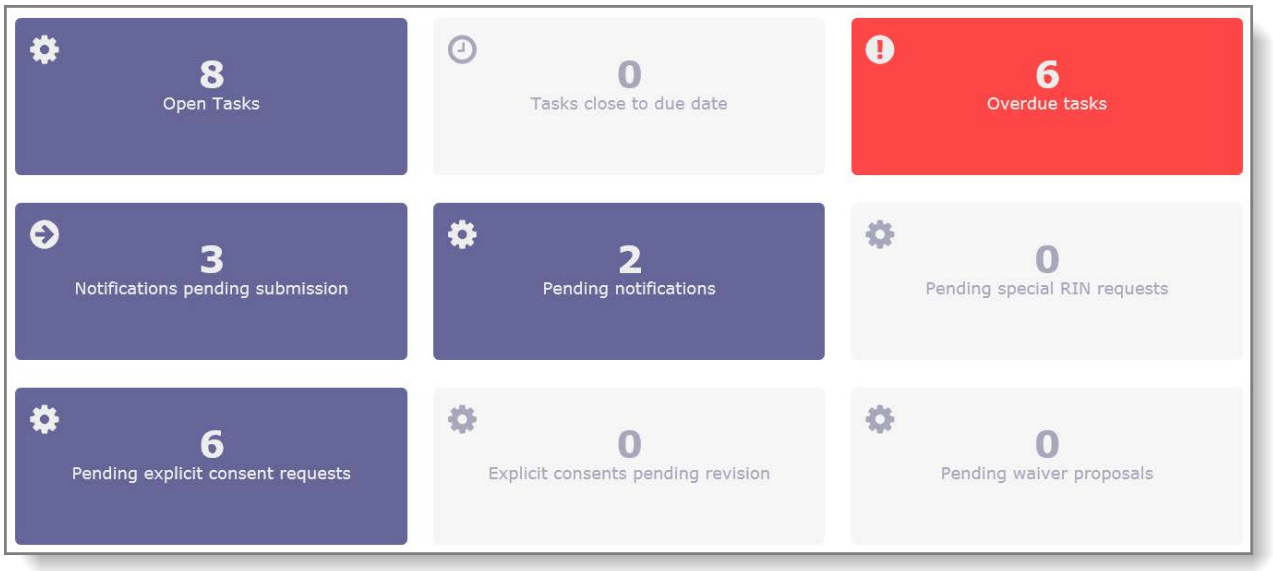


Figure 52: Search for task item – Register Explicit Consent Request (2)



7.3 Performing the task

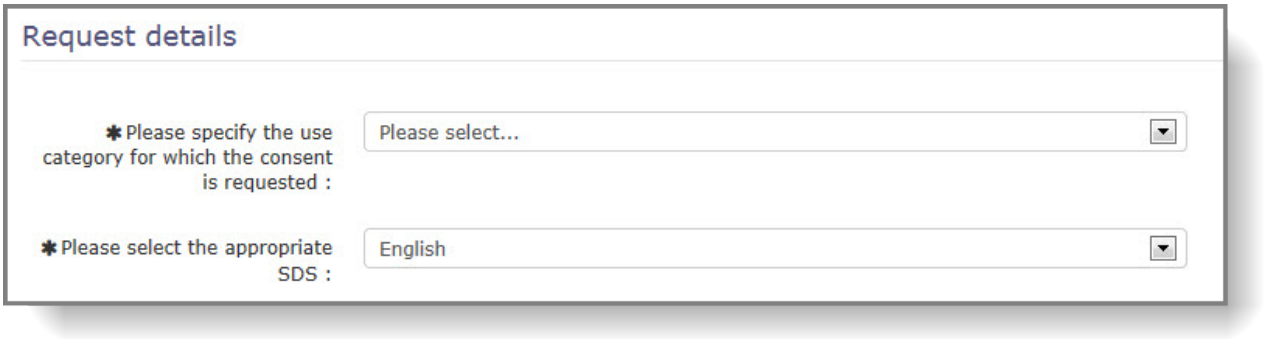
7.3.1 Request details

In this section, metadata regarding the request for an explicit consent must be recorded. Both of the drop-down lists are mandatory fields, hence the user has to make a selection in order to

be able to proceed.

- Use category: The use category that the request was made for should be specified by selecting the correct value from the list.
- SDS: The correct linguistic version of the SDS (i.e. the one that was sent to the importing country) should be selected from the drop-down list

Figure 53: Request details

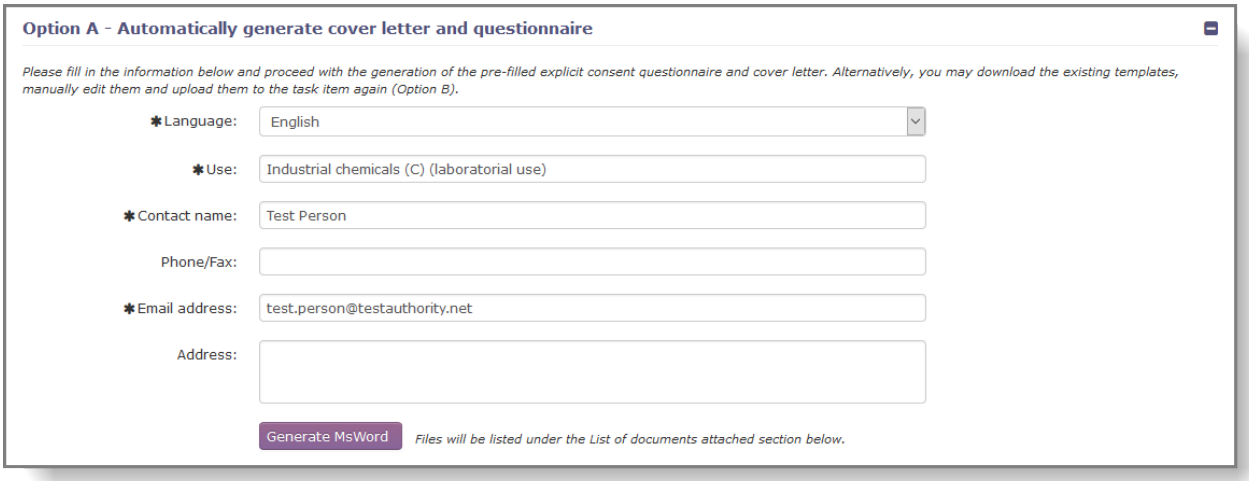


7.3.2 Option A – Automatically generate the cover letter and questionnaire

This option is suggested by the system by default. The user can generate a pre-filled cover letter and a questionnaire (based on the data in the associated export notification) by providing a minimum set of information upfront:

- Language: The linguistic versions of the explicit consent letter and questionnaire (English, French or Spanish) – pre-filled and editable
- Use: Intended use of the chemical/mixture – pre-filled and editable
- Contact/Organisation name: the EU DNA contact name (this can be either a personal name; e.g. John Smith or an organisation, as you prefer)
- Phone/Fax: optional
- Email address: EU DNA email address for correspondence
- Address: optional

Figure 54: Option A



Once all the required fields have been filled in, click on "Generate MsWord" to automatically generate and attach the documents to the request. The explicit consent letter and the questionnaire are then displayed in the section "List of documents attached" (Figure 55). Both documents can be reviewed by clicking on the file names.

Figure 55: List of documents attached

If the documents are pre-filled correctly, proceed to section 7.3.4. Please note that the system will not forward the documents to the importing country automatically, the user still needs to send them outside ePIC.

The system will remember which data were used to pre-fill the form. If the user has previously automatically generated consents, the 'Contact name', 'Phone/Fax', 'Email address' and 'Address' fields are pre-filled and can be edited if needed. The latest version will be used to pre-fill the form the following time.

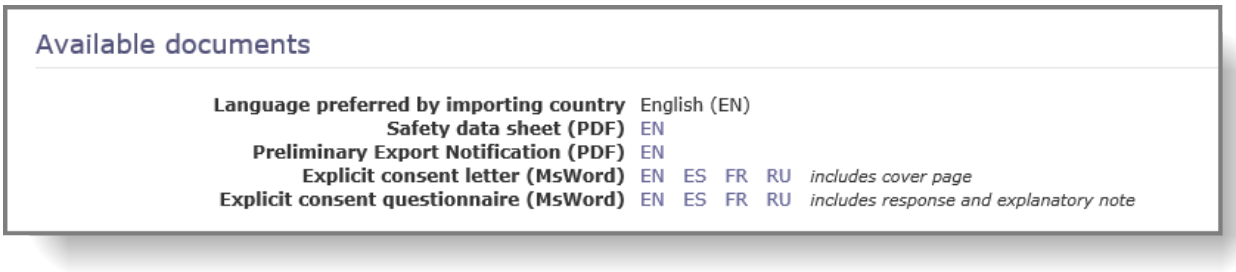
7.3.3 Option B – Attach documents

7.3.3.1 Available documents

As a second option, the user has the opportunity to download all the relevant documents from ePIC. These documents, including the preliminary version of the notification, the SDS (if available) and any other supporting document provided by the exporter can be found in the "Available documents" section of the task item. Please select the appropriate linguistic version, for each importing country. ePIC will suggest the preferred language to be used for communication.

Please note that the Russian translation of the explicit consent request form is not updated to the latest version.

Figure 56: Download available documents in relevant language version



Once downloaded, please fill in the “Explicit consent cover letter” template together with all other relevant documents and forward it to the authorities of the importing country.

7.3.3.2 Attach documents

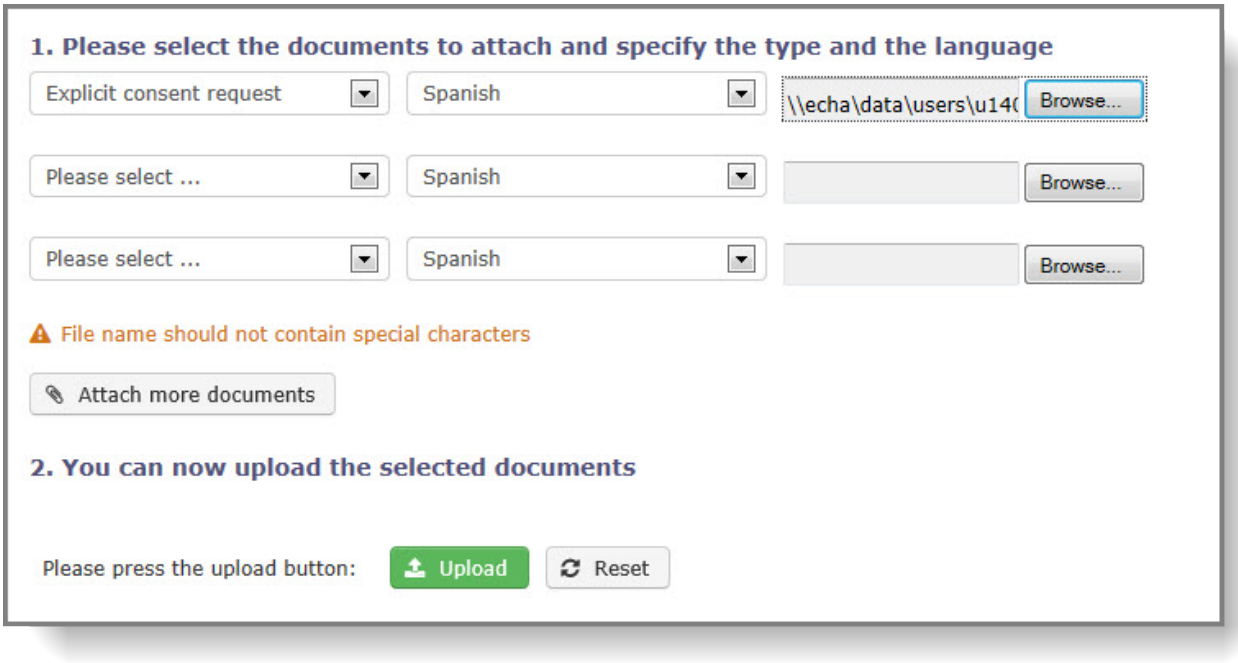
The explicit consent request form (that was sent outside the system) should be uploaded to ePIC. This document will be used for sending reminders if no response is received within 30 days. The supported document formats are: .doc, .docx and .pdf.

The form should be uploaded using the document type “Explicit consent request”, which is selected as a default value for the first drop-down list.

The corresponding language should be selected from the drop-down list.

Browse for the filled in explicit consent request form on your computer and attach it to the task item by clicking on the “Upload” button.

Figure 57: Upload explicit consent request



The document attached will then be visible in the “List of documents attached” section. You can attach more than one document if needed.

A successful upload will be confirmed with a displayed validation message: “File uploaded successfully”. Uploaded document(s) are then displayed in the table, in the section “List of documents attached”. If needed, an attached document can be deleted by clicking on the “X” icon, in the column called “Action” (Figure 58).

Figure 58: Delete the attachment

7.3.4 Specify the recipient DNA(s) and the way of communication

Should the importing country have more than one DNA, please specify the one to which the request was sent. The selection can be made by ticking the checkbox on the right side of the DNA (Figure 59). Once the appropriate DNA has been selected, please also make sure to indicate the means of communication used to deliver the request (e-mail / FAX / surface mail), by selecting it from the drop-down list. E-mail is selected by default.

It is possible to select more than one recipient DNA.

Figure 59: Recipient DNA(s)

7.3.5 Send message (optional)

If deemed necessary, a message can be sent to ECHA. The checkbox should be selected and the "Subject" and "Message" fields should be filled in (Figure 60).

Figure 60: Insert message

7.3.6 Complete the task

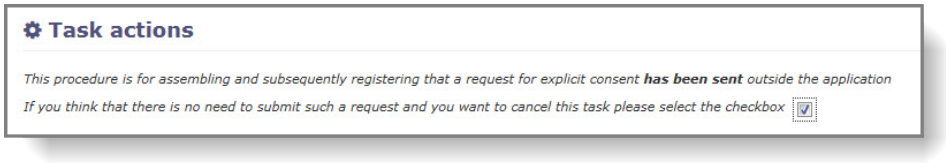
After filling in all mandatory fields, complete the task by pressing the "Complete" button at the bottom of the task item (Figure 61).

Figure 61: Complete the task

7.3.7 Cancelling an explicit consent request

In case the process of requesting an explicit consent was erroneously triggered, the workflow can be stopped by selecting the checkbox in the "Task actions" section of the task item. This activates the "Complete" button at the bottom of the task item and allows the user to complete the task (Figure 62).

Figure 62: Cancel "Explicit consent request task item"



8. Register Explicit Consent Response

The positive or negative response to an explicit consent request received from a non-EU importing country should be registered in ePIC. As the response from the importing country is received outside the system (via e-mail/FAX/surface mail), manual registration is required. Registration is performed by the recipient EU DNA via a “Register explicit consent response” task action. As each response is for an individual request, the register explicit response task is launched from within that request.

This task item can be initiated only if the relevant task item for register explicit consent request has been completed. The DNA should initiate this task item.

If the received response also matches other open request(s), the system will propose to additionally close these requests once ECHA has agreed to the terms and conditions of the so-called primary response. This feature is explained in detailed in Chapter 10.

8.1 Initiation of task item

When a reply to an explicit consent request is received, a new task item has to be initiated. To initiate the new task item, the user has to search for the completed “Request explicit consent” task item and initiate the “Register explicit consent response” task.

8.1.1 Search for relevant explicit consent request

The “Request explicit consent” task item can be found in the following ways:

- If the request ID is known, it can be entered into the search field on the top left corner of the application (Figure 63).

Figure 63: Search for relevant explicit consent request (1)

- The RIN for which the explicit consent was requested can also be used as a search criteria, if the “Explicit consents & waivers” functionality under the “Search & View” section is used (Figure 64 & Figure 65). Please note that this option is not available if the RIN was migrated from EDEXIM.

Figure 64: Search for relevant explicit consent request (2)

Figure 65: Search for relevant explicit consent request (3)

- Using a combination of various search criteria in the “Explicit consents & waivers” functionality (Figure 66 & Figure 67).

Figure 66: Search for relevant explicit consent request (4)

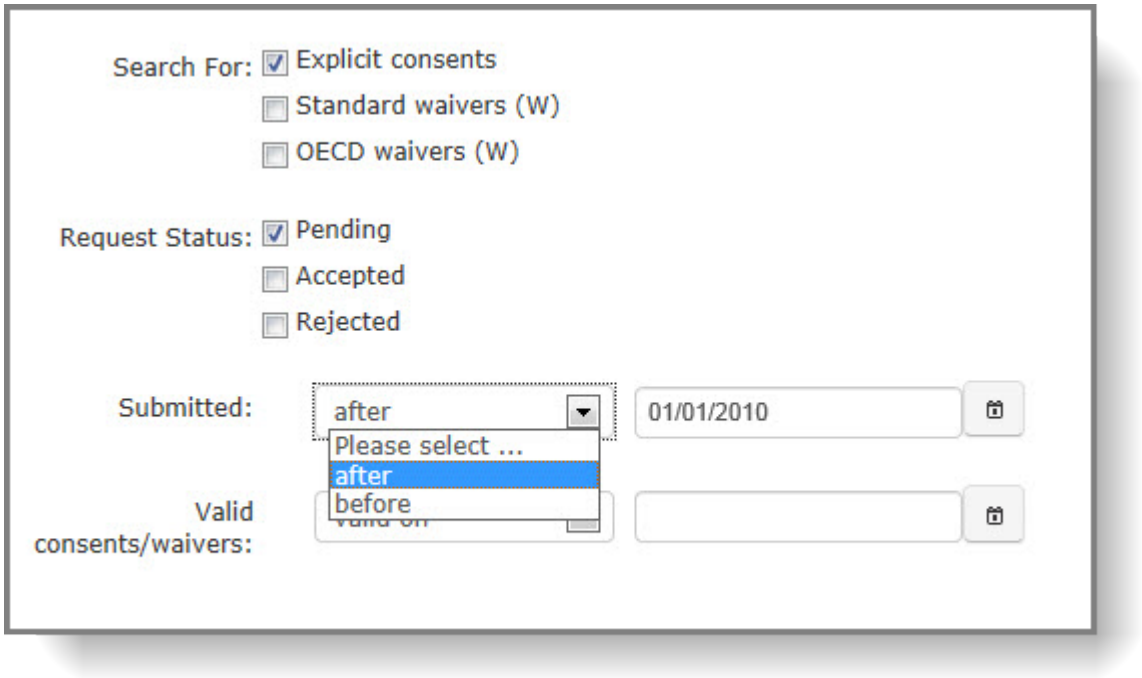


Figure 67: Search for relevant explicit consent request (5)

8.1.2 Initiate task – Register Explicit Consent Response

Once the relevant explicit consent request is displayed in the search result (Figure 68), the task item should be opened by clicking on the task ID number.

Figure 68: View explicit consent request

All data that was entered during the request phase is now displayed.

In the middle of the page, the status of the request is displayed. A new response can only be registered for requests whose status is “Requested” and only by the Member State which made the request in the first place. To initiate the register response task item, the user has to click on the “Register response” function, under the “Action” button in the top right corner (Figure 69).

Figure 69: Initiate "Register Explicit Consent Response" task item

8.2 Performing the “Register response” task

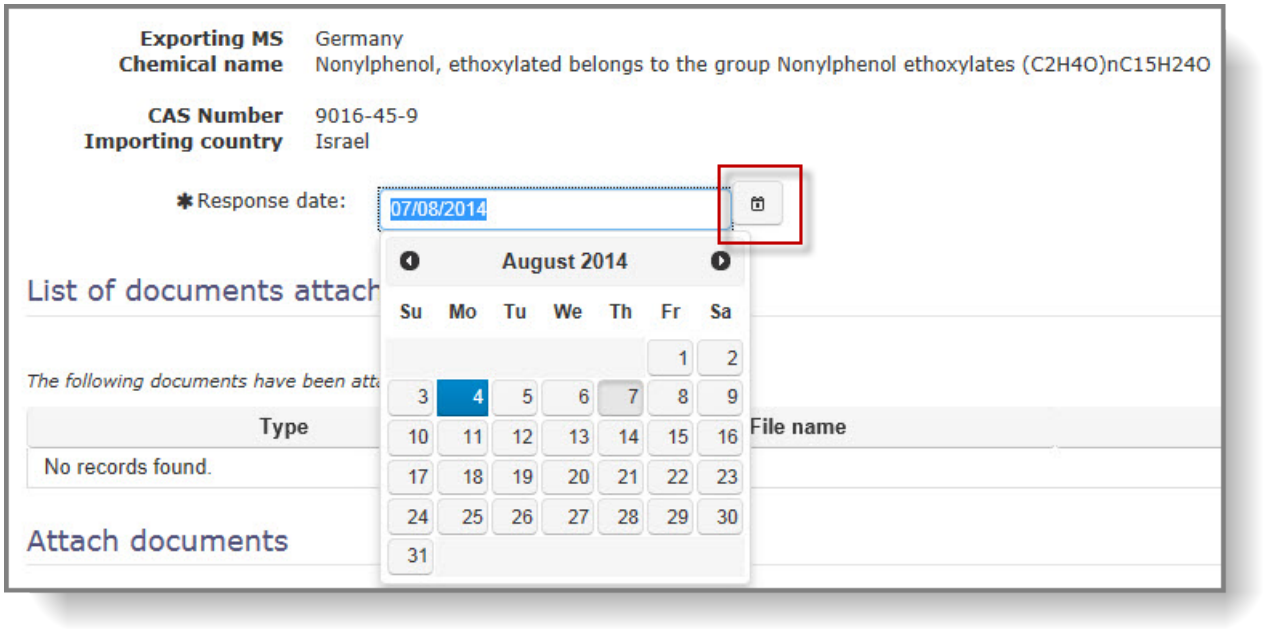
8.2.1 Enter response date

The response date of the explicit consent is mandatory. The date on which the response was received should be the response date.

As a default setting, the current date is pre-filled in the response date field. However, the field is editable allowing the user to modify the date if needed.

The user has the possibility to either enter the date manually (using the defined format: dd/mm/yyyy) or to select it from the pop-up calendar after clicking on the calendar icon next to the field (Figure 70).

Figure 70: Enter response date



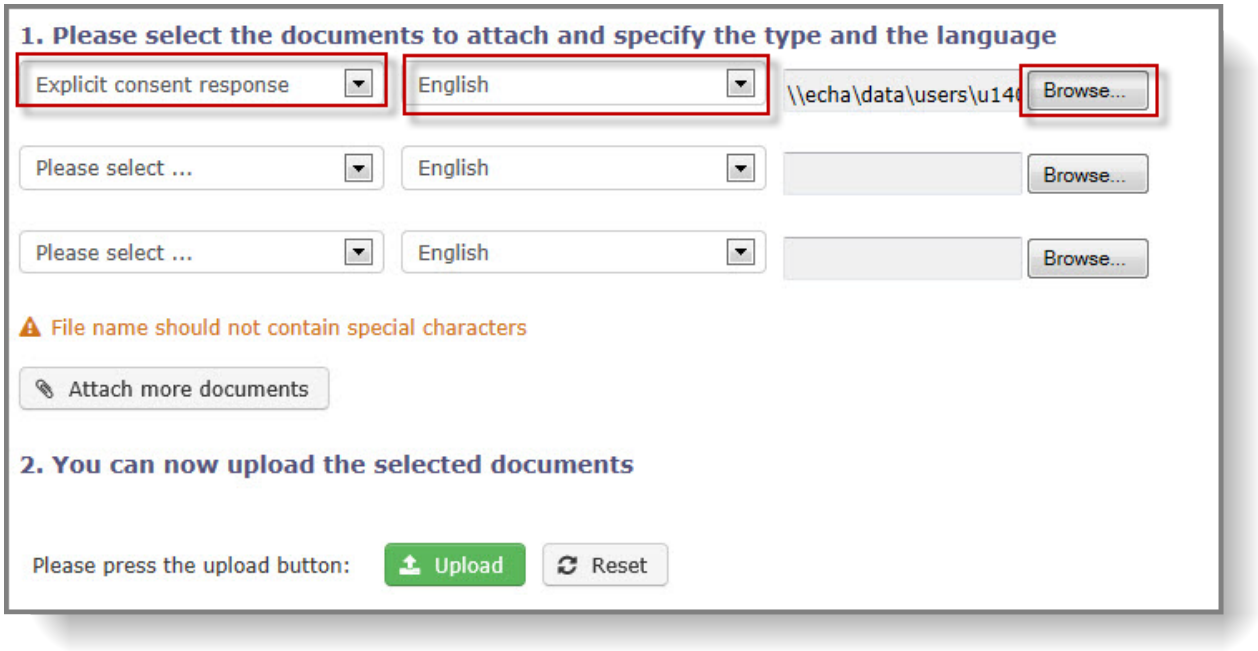
8.2.2 Attach document

The actual explicit consent document (which could be the EU form, an email, etc.) received from the importing DNA should be uploaded to ePIC.

The document should be uploaded using the “Explicit consent response” document type which is the default selection in the first document upload slot. The language of the response should be indicated using the drop-down list. As a default setting, English is pre-selected. Once all required selections have been made, browse for the received response on your computer by clicking on the “Browse” button. The supported file formats are: .doc, .docx and .pdf.

To upload the selected document(s) to the system, please click on the “Upload” button (Figure 71).

Figure 71: Upload explicit consent response document



The document attached will then be visible in the 'List of documents attached' section. You can attach more than one document if needed.

A successful upload will be confirmed with a displayed validation message: "File uploaded successfully". Uploaded document(s) will be displayed in the table, in the section "List of documents attached". If needed, an attached document can be deleted by clicking on the "X" icon in the column called "Actions" (Figure 72).

Figure 72: Delete the attachment

8.2.3 Terms and conditions

The "Terms and conditions" section of registering an explicit consent is essential for ePIC to be able to suggest relevant explicit consents in the "check export notification" task item if the export requires one.

In order to have a unified approach across all Member States, please follow the guidance below.

- Consent: Depending on the information provided by the importing country, either the "Yes" or the "No" radio button should be selected.
- Use category: The checkboxes are to be used to indicate the use category to which the response refers. Please note that multiple options can be selected.
- Extends to mixtures containing the substance: Please mark the relevant radio button, depending on the answer provided in the explicit consent that was requested for the pure substance.
- In case the consent was requested for a mixture, this section is different and asks if the

consent is also valid for the pure substance.

- Concentrations/mixtures: If the consent is also for mixtures and specific concentration or mixtures are defined in the consent, please enter the information into this free text field.

- Specific restrictions: A particular specificity on a consent can only be recorded as one of four types: RIN / Exporter / CAS specific or non-restrictive.

    - RIN specific: A RIN specific consent is one where the terms of the consent are so strict that it is only applicable for the specific shipment the explicit consent was requested for.

    - Exporter specific: Exporter specific consents are the ones where the authorities of the importing country are granting a consent only for a specific exporter.

    - CAS specific: In case of group entries, the importing country can decide if the consent is only for the specific substance or for the whole group of substances. (e.g. a consent can be given to Chlorate, or for only Sodium chlorate, CAS# 7775-09-9). If CAS-specific is selected, a new field is displayed where the CAS number can be entered. The entered CAS number must exist in the ePIC database table of chemicals (either as an Annex I chemical or as an Annex I Group element).

In case a consent is both exporter- and CAS-specific, the consent should be registered as an exporter specific one and the relevant CAS # should be entered into the “Other restrictions” free text field.

- Other restrictions: Any other restrictions stated by the importing country that are not covered by the selection of the above radio buttons, should be entered into this free text field.

- Response validity:

    - Start date: As a default value, the current date is pre-filled into this field. In case the consent refers to a different date (e.g. to an earlier date on which the document was signed), please record it accordingly.

    - Expiry date:

        i. If there is a specific date (e.g. 15.09.2017), then the consent is valid until that day

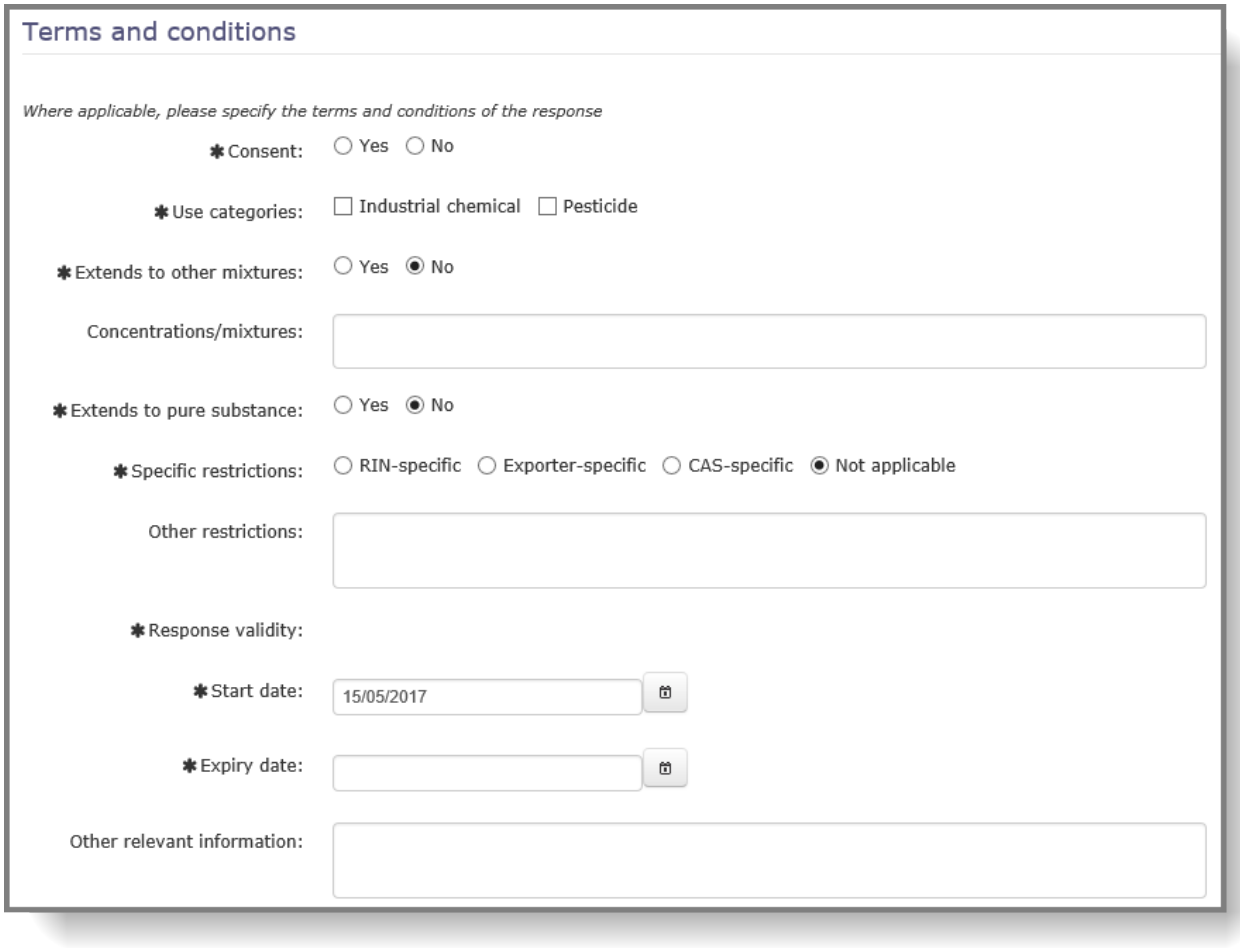
        ii. If the consent is given for a validity period (e.g. 2 years) the period should be counted from the date on which it was issued.

        iii. If the consent appears to have no time limitation it shall be assigned a validity of 3 calendar years (e.g. an unlimited consent issued on 24 January 2017 is valid until 31 December 2020).

        iv. If Section 7 of the standard EU explicit consent form is not filled in, the consent is considered to be unlimited in time.

- Other relevant information: Should there be any other relevant information contained in the consent, please enter it into this free text field.

Figure 73: Terms and conditions of the explicit consent response



8.2.4 Submit explicit consent response to ECHA

Upon clicking “Submit” the user is directed to the Register Explicit consent Request confirmation page. The user can click “Continue editing” if some changes need to be made otherwise click “Submit” to submit the response to ECHA for evaluation of the metadata recorded from the consent.

Figure 74: Submit explicit consent response

8.2.5 Cancel task action

To cancel the initiated task, the user must press Cancel button before submitting the consent to ECHA for review.

Figure 75: Cancel task action – register response to explicit consent

The user is directed back to the explicit consent request from which the task was initiated.

The task can always be triggered again from the relevant explicit consent request task (see Chapter 7.1, Initiation of task item).

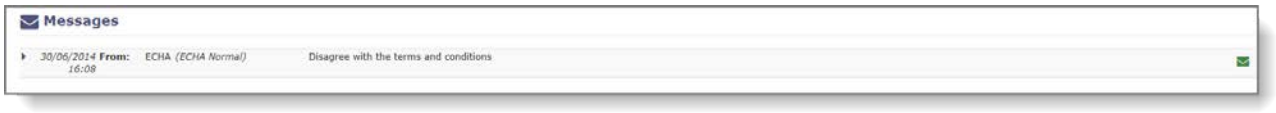
9. Revise Explicit Consent Response

After the Member State DNA has recorded the metadata from the consent, it shall be double-checked by ECHA before being made available on the explicit consent list and for processing. This is a one-off step where ECHA will check the metadata recorded from the consent mainly in order to reduce the risk of human error and to ensure consistency in the interpretation and recording across all Member States.

ECHA cannot modify the metadata but can send the consent back to the DNA for reconsideration with comments. The goal of this task item is to allow the Member State DNA to revise the terms and conditions of a response to an explicit consent request following ECHA's feedback.

If ECHA has disagreed with the MS DNA interpretation of the terms and conditions then ECHA enters a message to the MS DNA while performing its "Evaluate Explicit Consent Response" task item. The message from ECHA is available in the messages sections in the centre of the task item. Unread messages can be identified by means of the green envelope next to the message.

Figure 76: Message from ECHA



Click on the message to read ECHA comments.

If the issue relates to the fact that the attached response document was incorrect, the user can download and consult the response documents through the Consent Response ID link, available in the header after the task name.

In this case the user has to upload the correct document from within the consent request. To do this, first search for the consent request by the consent ID in the left hand side menu. Launch register response task item by clicking "Register response" from the "Actions" menu.

10. Close additional explicit consent requests with one response

The purpose of this task is to enable DNAs to use an explicit consent response received from the importing country to close additional explicit consents requests which have been sent to the importing country. The response used in this case will be referred to as the “primary response”.

This task is created when a response to an explicit consent has been registered, the terms and conditions have been agreed by ECHA and if the additional open request(s) meet the following conditions:

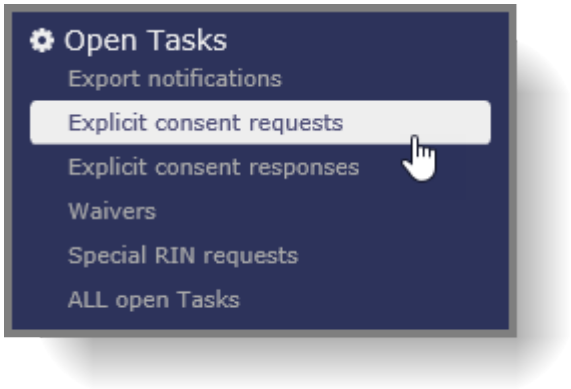
- They belong to the same Member State who recorded the primary response
- The importing country is the same as in the primary response
- The request is still pending (i.e. it has not been closed with any other response)
- The request was registered within the last 6 months (i.e. older requests will be disregarded)
- The request is for the same chemical/member of a group
- The terms and conditions of the primary response match the request (e.g. extends to other mixtures/pure substance etc.)

Please note that no restriction is made on the use category. A response for industrial chemicals will be suggested for closing open requests for pesticide use and vice-versa. This is because the use category for biocidal products may vary between importing countries.

10.1 Search for “Close explicit consent request” task items

The “Close Explicit Consent Request” task can be accessed from the front page tile “Pending explicit consent requests” or from the “Explicit consent requests” option of the “Open Tasks” section of the left-hand side menu (Figure 77).

Figure 77: Open explicit consent request tasks



10.2 Claiming a “Close explicit consent request” task item

Similarly to other task items, a close explicit consent request task item can only be processed by the user who previously claimed it.

The process of claiming and, if necessary, releasing a task item is described in Chapter 5.1 of this user manual.

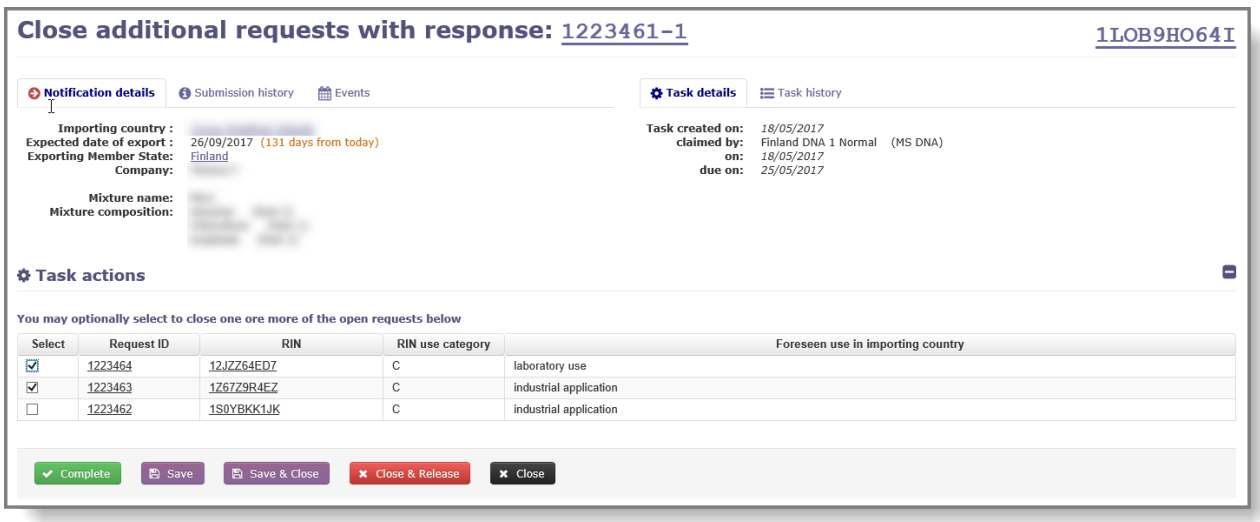
10.3 Processing a “Close explicit consent request” task item

The primary response Id and the associated RIN are displayed at the top of the task item next to the header “Close additional requests with response”. (Figure 78)

The open requests that the system suggests as candidates for closing with the primary response are displayed in a table under the “Task Actions”. The associated RIN, the use category and the intended use in the importing country are shown in the table to facilitate the verification (Figure 79).

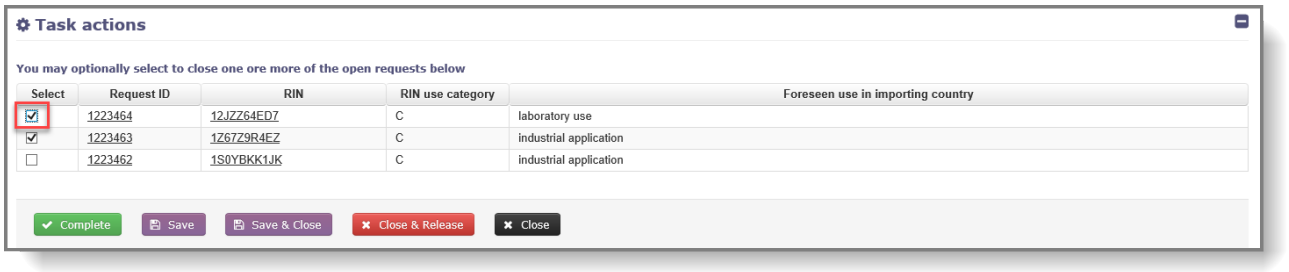
To verify the primary response and the supporting document, click on the response Id. The response will open in a separate pop-up window and the content can be verified against the request(s) which can be opened by clicking on the request Id.

Figure 78: Close one or more open requests with one response



To close a response, select the check box under the “Select” column. You may select none, one or more requests.

Figure 79: Select responses to close



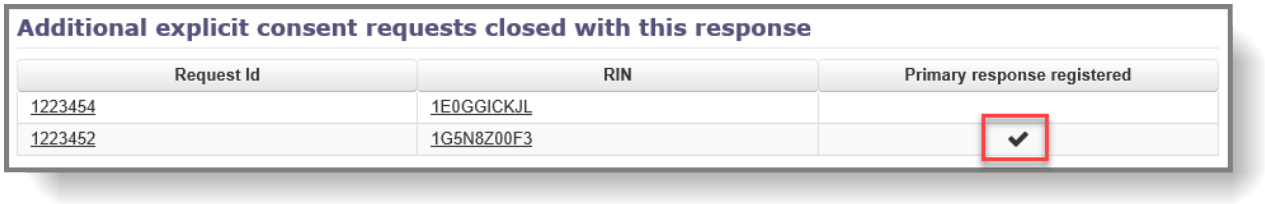
Press “Complete” to finalise the task.

The status of the selected requests are changed to “Closed” and they are searchable by this status. If a request was closed by primary response, an alert will be displayed (Figure 80):

Figure 80: Alert on closed request

Closed requests and the associated RINs are recorded in the primary response (Figure 81).

Figure 81: Primary response registered to a closed response



If a primary response for a closed request is received at a later statge, it can be recorded for the request as explained in Chapter 8.

11. Special RIN Requests

When an exporter wishes to export:

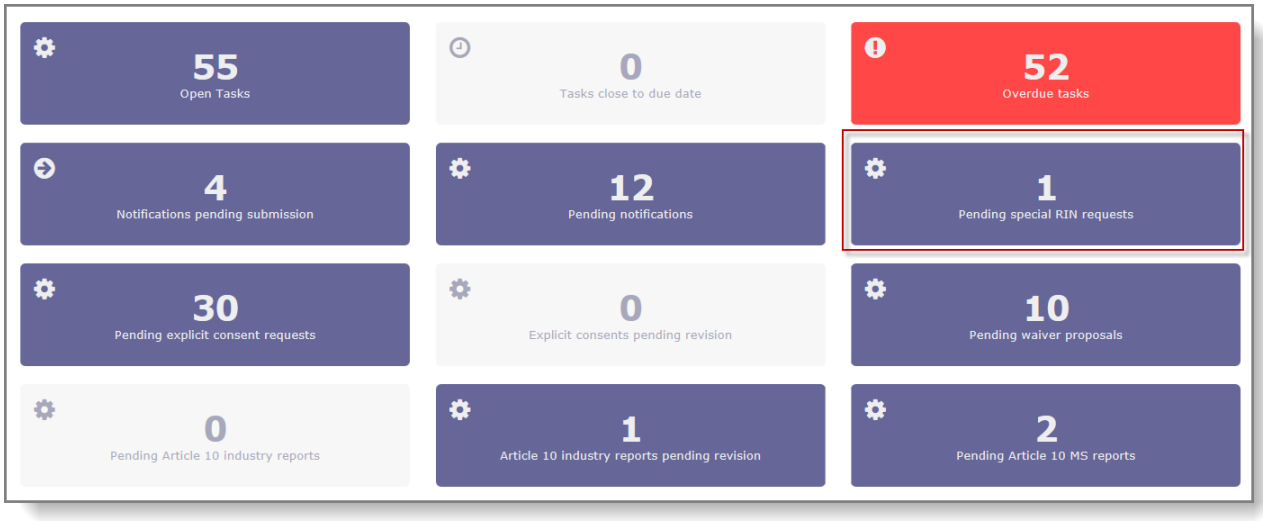
- an Annex I or Annex V substance for research and analysis in quantities of 10 kg or less, per year and per importing country;
- the intended export is for a chemical listed in Annex I part 3 and a positive import decision is published in the PIC circular;
- if the importing country has waived the right to receive an export notification

a special RIN is required for administrative purposes. The special RIN will allow the export to proceed through customs, when leaving the European Union.

11.1 Opening task items

To begin processing Special RIN Requests, select the “Pending special RIN requests” tile on your home screen (Figure 82). By doing so, you open up a pre-filtered task list, containing only the Special RIN Requests. A Special RIN Request task can be opened by clicking on the text “Check Special RIN Request” in the “Task” column of the relevant line. While for single submissions the substance / mixture is visible from the task list, in case of a bulk submission the word “bulk” is displayed.

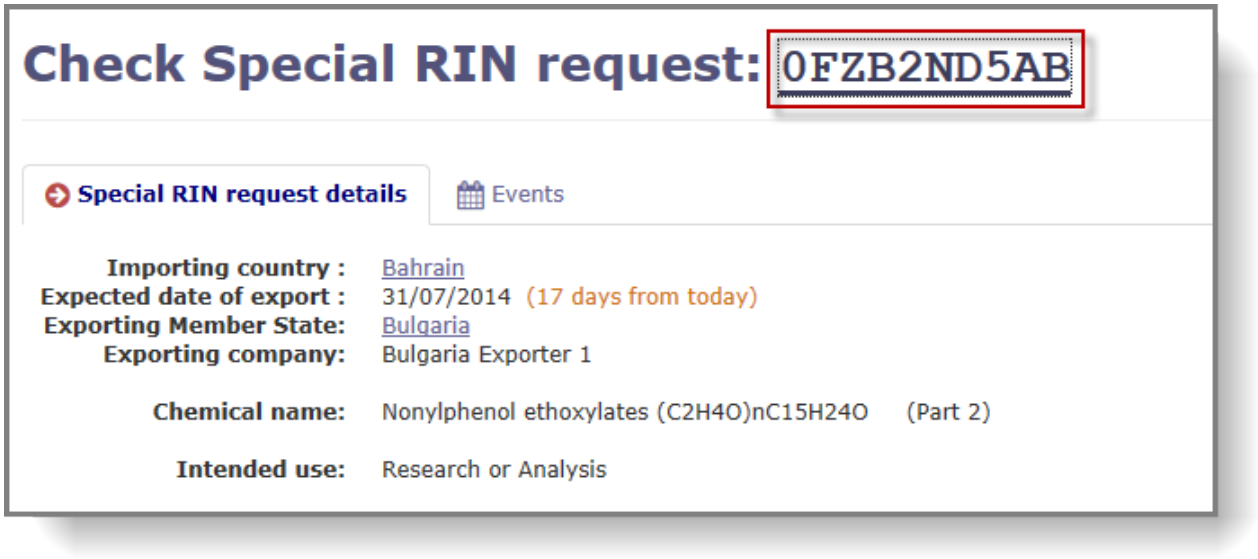
Figure 82: Special RIN Request tile on the home screen



11.2 Verifying the contents of a Special RIN Request

The details of the Special RIN Request can be viewed after clicking on the RIN within the task item (Figure 83). The information will be displayed in a pop-up window.

Figure 83: Special RIN Request - View details



The information displayed in the pop-up window varies depending on whether the Special RIN Request is a single or a bulk submission.

11.2.1 Available information in case of a "single" submission

In case of a single submission, the following information will be displayed:

- Importing country
- Chemical to be exported (also displaying whether the chemical belongs to Annex I (Part 1, 2 or 3) or Annex V)
- If available:
    - CAS #
    - EC #
    - HS codes for the substance / mixture
    - CUS code
- Expected date of export
- Intended use
- Intended use details
- Expected amount (per year)
- Importer name, address, telephone, fax and e-mail
- Exporter name, address, telephone, fax and e-mail
- Any potential supporting document
- A declaration from the exporter (in case of special RINs for exports other than for research or analysis purposes) in either of the following cases:

- An importing country has waived its right to receive export notifications either for a specific chemical (exported as a substance or included in a mixture/article) or altogether. This information is provided in the "Importing country info" section of ePIC.

- The exported chemical (exported as a substance or included in a mixture/article) is listed in part 1 and part 3 of Annex I to the PIC Regulation and the importing country is a party to the Rotterdam Convention AND has provided a positive import response in the latest PIC circular.

11.2.2 Available information in case of a Bulk submission

In case of a bulk submission, the pop-up window will display the following information:

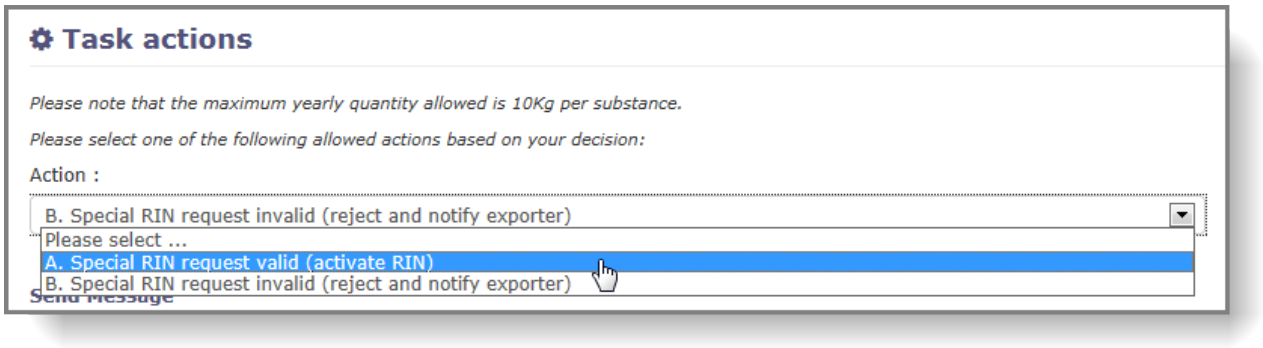
- Importing country
- Exporter name, address, telephone, fax and e-mail
- Attached supporting documents containing all the relevant details
- A declaration from the exporter in case of chemicals listed in Annex V part 1, that the export will take place for the purpose of research or analysis

Please note that exporters are required to attach two versions of the bulk export documentation to the submission. One of the documents should contain all relevant information. This one can be used by DNAs while processing the Special RIN Requests. The second version should contain only non-confidential data and will be made available to customs officers for carrying out their tasks.

11.3 Registering a decision on a Special RIN Request

Once all the necessary checks have been performed a final decision has to be registered for the special RIN request. This can be done in the "Task actions" section of the task item. Depending on the outcome of your verification, either "A. Special RIN Request valid (Activate RIN)" or "B. Special RIN Request invalid (reject and notify exporter)" should be selected (Figure 84).

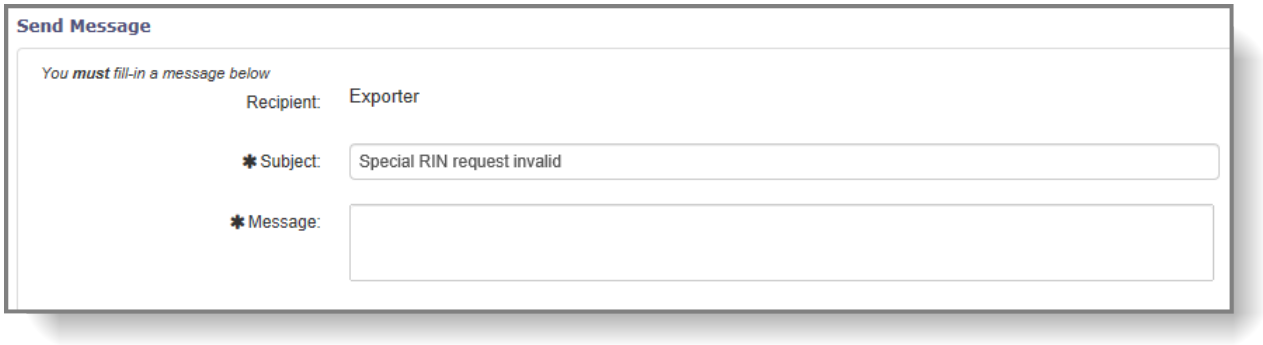
Figure 84: Registering decision on Special RIN Request



In case of positive decision, the DNA has the possibility to include a message, sent to the exporter. To activate the message box, the checkbox in the upper left corner of it has to be

marked. In case of negative decision, the message from the DNA is mandatory (Figure 85).

Figure 85: Message to the exporter after negative decision



Once the final decision has been selected from the drop-down list, and the message has been entered (if needed), the task item can be finalised.

Complete	Clicking on this button will save all the entered information, and completes the task item with the selected decision (i.e. either activates the Special RIN or keeps it inactive).
Save	Saves all the entered information, but does not complete the task item. The user will stay in the task item.
Save & Close	Saves all the entered information, but does not complete the task item. The user will be redirected to the main screen.
Close & Release	Closes the task item without saving any of the entered information. Simultaneously it releases the task item, so any user can work on it.
Close	Closes the task item without saving any of the entered information.

11.4 Special RIN Request for an Emergency situation

Special RIN requests for an emergency situation are available through the standard export notification form.

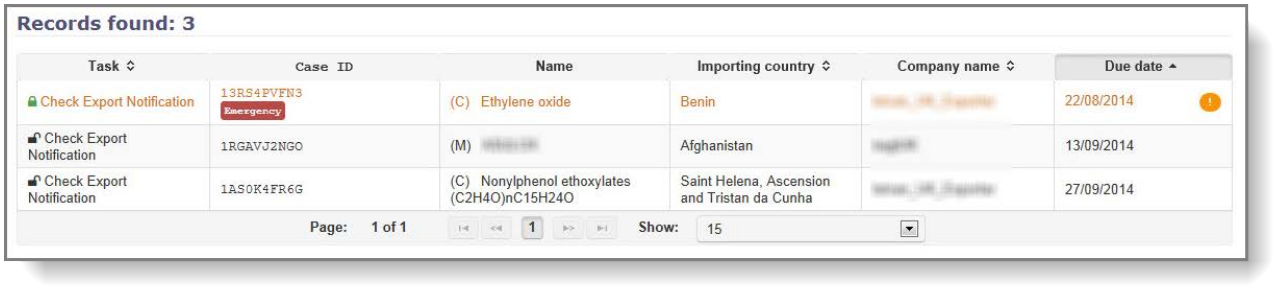
If an exporter wishes to export under the “rules” of an emergency situation special RIN, (s)he has to follow the procedure of creating a “normal” export notification, with three additional steps:

- When filling in Section 3 of the export notification, the checkbox “Emergency Situation (in accordance with Article 8(5)) must be checked and the free-text field, that becomes available once the checkbox is marked, has to contain a justification regarding the nature of the emergency situation.
- In the attachments section of the export notification the exporter must attach a document, with the relevant justification for the emergency situation
- The exporter must declare that the export refers to an emergency situation in accordance with Article 8(5) by using a dedicated checkbox

When searching for export notification tasks, a notification marked for an emergency situation will always be on the top of the task list, with shorter processing deadlines than normal

notifications have.

Figure 86: Export notification task list with emergency notification on top



11.5 Disabling an active Special RIN

In case a Special RIN was mistakenly activated, the DNA has the possibility to disable the submission.

In order to disable the Special RIN, the DNA has to open it. Special RINs can be accessed from the "Special RIN request" section of the "Search & View" area of the left hand side menu.

Extend the page with the filtering options by clicking on the "+" sign in the upper right corner. Provide the search criteria and click on the "Search" button.

From the results list, select the Special RIN to disable, by clicking on the RIN of the submission. Details of the Special RIN are now displayed. In the upper right corner, select "Disable RIN" from the "Actions" drop-down list (Figure 87). The user will have to confirm the decision by selecting "Yes" in the pop-up window. By selecting "No", the user will be redirected to the Special RIN.

Figure 87: Disable an active Special RIN

12. Article 10 reporting

ePIC provides industry users with a web form in order to fulfil their obligations pursuant to Article 10 of the PIC Regulation and report on exports and imports of chemicals subject to the regulation (together with the exact quantities) which took place during the previous calendar year. The report for exports is – to the extent possible– pre-filled by ePIC when the data is available in the system.

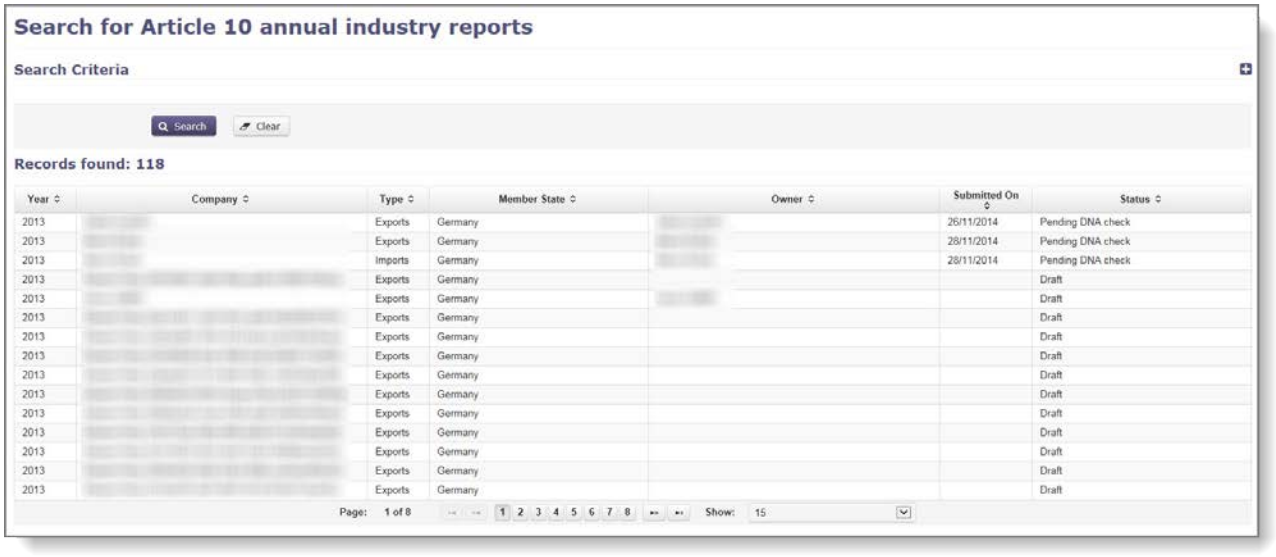
12.1 Search & View Article 10 reports

DNAs have the possibility to search and view these reports (and who has/has not submitted yet) within the application. In order to perform the search, the user should open the “Search & View” functionality under the “Article 10 reports” section of the left-hand side menu (Figure 88).

Figure 88: Search & View Article 10 Reports

By selecting the “Search & View” option, DNAs will get a list of all the Article 10 reports that are submitted by their exporters/importers for the latest reporting period (Figure 89). (E.g. the German DNA logs into ePIC and opens the “Search & View” function on 15 March 2015. The system by default will display all export and import reports submitted by the German companies for the reporting year of 2014.)

Figure 89: Article 10 reports listed



The table contains the following information:

- Year: Displays the year of the reporting period (for which the report has been created).
- Company: Displays the name of the exporter/importer.
- Type: The type of report (Export or Import) is specified in this column.
- Member state: EU Member state in which the exporter/importer is based.
- Owner: Ownership of the report is taken as soon as the user first saves the report. In case industry is working on the report, the information in this column will be the same as in the “Company” column. In case the DNA user is editing “Orphan reports”, the DNA will be displayed as the owner of the reporting task item.

Orphan reports: Orphan reports are automatically generated Article 10 reports, where the exporting company has not taken ownership of the report.

- Submitted on: Submission date for the report (i.e. when industry finalised their report and submitted it for DNA verification).
- Status: The status of the report shows where in the reporting process the report is at a given moment in time.

12.2 Opening an Article 10 report

To open a report from the results table, the user should click on the reporting year of the specific report to be opened (Figure 90).

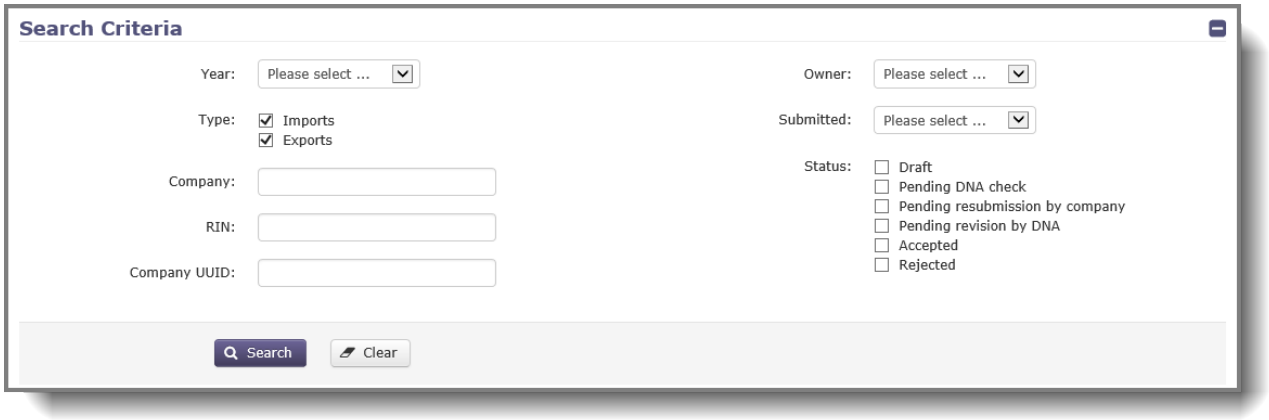
Figure 90: Opening an Article 10 Report

12.3 Filtering the Article 10 report results

In order to filter the results displayed by default in the “Search & View” menu, the search filter options must be expanded. In the upper right corner the user should click on the “+” sign to reveal the filtering options. The user can filter using the following criteria:

- Year: Filtering option for the reporting period.
- Type: The user can decide whether to only display reports related to imports or exports or both (the default value). Selection can be made by using the checkboxes.
- Company: Free-text field where the user can enter the name (or part of the name) of the company whose report(s) the user is searching for.
- RIN: search for a report containing a specific RIN.
- Company UUID: search for a report by entering a company UUID. This search identifies unambiguously the report(s) associated to a specific legal entity.
- Owner: The user can select if (s)he would l ike to filter for reports that have no owner (Orphan reports), or for which the owner is the company or the DNA. Only one filtering option can be used and the selection is done by means of a drop-down list.
- Submitted: The user can carry out a search based on the report’s submission date by using the following functions: on / before / after. To perform the search, the user has to define a date which is either to be entered in the field next to the “Submitted” field or to be picked from the pop-up calendar on the right hand side of the newly displayed field.
- Status: Six checkboxes can be used to specify the status(es) of the reports the user would like to filter for. Multiple selection is allowed.

Figure 91: Filtering Article 10 Report Results



12.4 Orphan reports / Pending reports

The functionality of “Orphan reports” and “Pending reports” provides a pre-filtered list of reports created for the latest reporting period for companies within the user’s Member State which have not been claimed or are still with the exporter/importer in a draft/pending resubmission status. These pre-filtered lists can be accessed from the left-hand side menu, under “Article 10 Reports”.

Orphan reports: Orphan reports are automatically generated Article 10 reports, where the exporting company has not taken ownership of the report and the exporter’s DNA has not yet claimed the report either. At a given moment in time the report has no owner in the system.

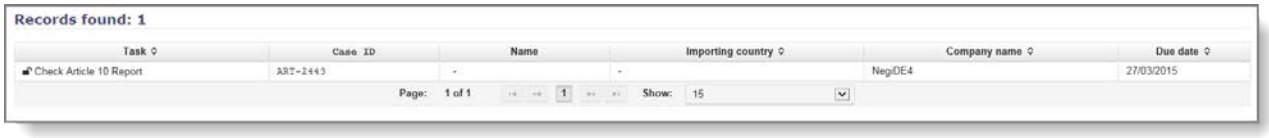
Once the DNA found the relevant report (s)he should take ownership of it to be able to edit and finalise the report. To become the owner of the orphan report, select “Take ownership” from the “Actions” drop-down list in the upper right corner of the report.

12.5 Processing an Article 10 report submitted by an exporter/importer

12.5.1 Opening the task item and verifying the report

Article 10 reports pending processing can be accessed directly from the home page by clicking on the tile “Pending Article 10 industry reports”. By selecting the tile, ePIC will display a list of all Article 10 reports from the user’s Member State, which are available for processing (Figure 92).

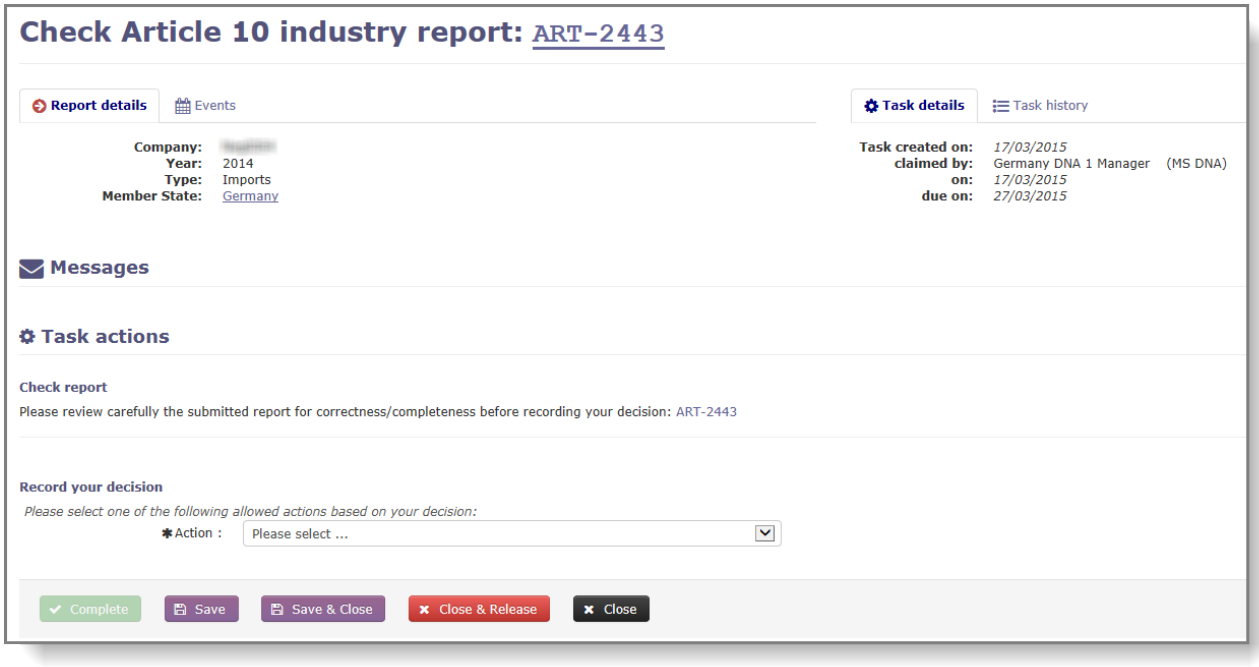
Figure 92: Article 10 reports on the task list



The user can start processing the report by selecting the “Check Article 10 Report” task from the “Task” column. Once open, the layout of the task item is identical to the “Check export

notification" task item, described in Chapter 5.3.1.

Figure 93: Article 10 report task item



To access the data submitted by the company, the user will have to click on the ID of the report (Figure 94).

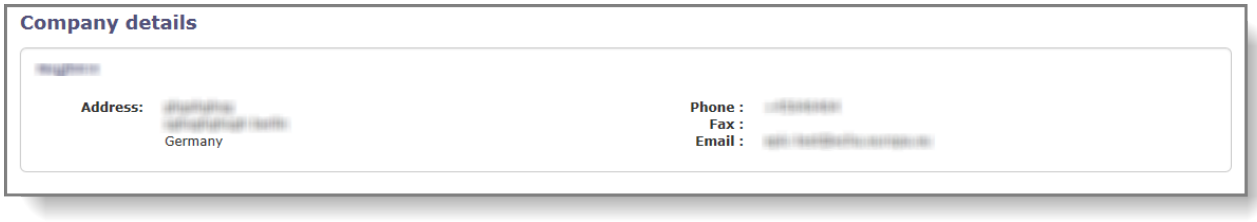
Figure 94: Open an Article 10 report from the task item

The report is divided into three parts: Report summary, Company details and Details on Export. The first part, "Report summary" (Figure 95) provides basic information on the report (ID, submission date, submitting company, type of the report and reporting year).

Figure 95: Article 10 report - Report summary

The second part includes all the contact details of the submitting exporter/importer (address, phone, Fax and e-mail) (Figure 96).

Figure 96: Article 10 report - Company details



Please note that certain contact details of the submitting user (e.g. Phone or Fax number) are only available in case the user provided them when creating his/her account.

The third and last part contains the information on the exports/imports that took place during the reporting period (Figure 97). The data are presented in a tabular format, with the following columns:

Figure 97: Article 10 report - Details on export / import

Details on Imports

4 records

Annex I entry	Annex I element	Exporting country	Quantity (kg)	Exporter
Aldrin		Albania	3258	**Albanian Importer** Main Street 243,12345,Tirana Phone: +355 123456789 Fax: Email: importer@albania.al
Arsenic compounds	diphenyldiarsenic acid	Bermuda	3214	**Bermudian Importer** Main Street 243,12345,Hamilton Phone: +1-441-123-456 Fax: Email: importer@bermuda.bm
Didecyldimethylammonium chloride		Sint Maarten (Dutch Part)	1500	**St. Maartener Importer** Main Street 243,12345,Philipsburg Phone: +1 721 1 123 456 Fax: Email: importer@sintmaarten.sx
Dinoseb and its salts and esters	dinoseb acetate	Curacao	3500	**Curaçaoan Importer** Main Street 243,Willemstad Phone: +599 9 123456789 Fax: Email: importer@curacao.cw

- Annex I entry: The name of the chemical or the group that is listed in Annex I of Regulation (EU) No 649/2012.
- Annex I element: In case the exported/imported substance or the substance contained in the mixture/article is part of a group, the submitting user has to define the exact chemical from the group.
- Importing/Exporting country: This column displays the country of origin/destination of the shipment reported.
- Art 14 (7): For chemicals listed in part 2 & 3 of Annex I to the PIC Regulation, in case the export notification was activated based on a “standard waiver” according to Article 14 (7), instead of an explicit consent from the authorities of the importing country, this checkbox will be marked. (This column is only displayed in case of Article 10 reports for exports)
- Quantity: The quantity of the exported/imported chemical, provided in kg. In case of

export/import of mixtures/articles, the “net quantity” of the actual Annex I substance is to be reported (and not the quantity of the mixture/article as a whole).

- Importer/Exporter: Contact details of the importing/exporting company(ies) within the country of import/export.

- RIN: The identifier which is associated to the reported export. In case either the entry was manually added to a pre-generated report or the entire report was manually created by the user (i.e. was not pre-generated by ePIC), it is not possible for the user to add RIN(s), thus these fields will stay empty. (This column is only displayed in case of Article 10 reports for exports)

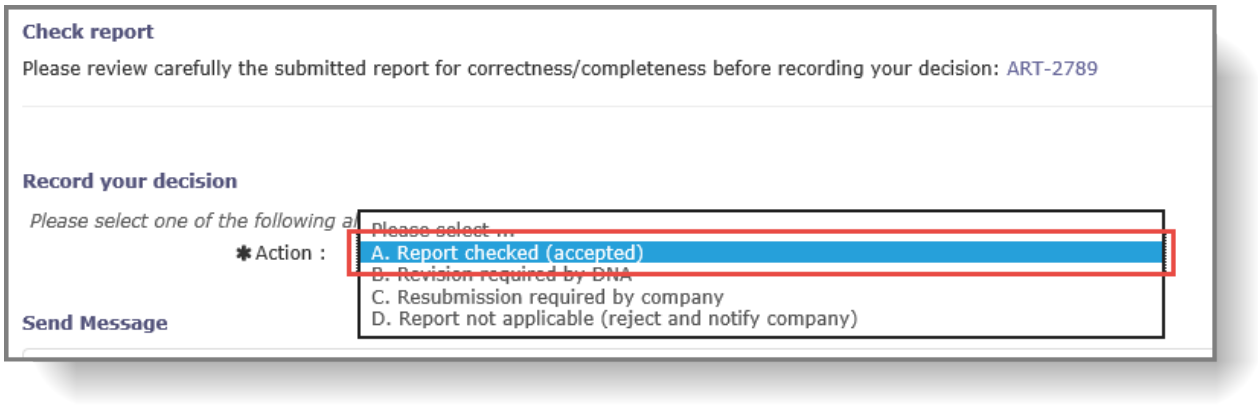
Once the DNA user has verified the content of the report, (s)he can close the report by either closing the pop-up window, or by clicking on the “Close” button at the top of the report. (S)he will be redirected to the task item where the final decision can be recorded.

12.5.2 Accepting an Article 10 report

In case the report fulfils all requirements, the final positive decision should be recorded in ePIC.

In the “Task actions” section of the task item a drop-down menu is displayed under the sub section “Record your decision”. From the drop-down menu select option “A. Report checked (accepted)” (Figure 98).

Figure 98: Accepting an Article 10 report



Optionally, the DNA can include a message to the exporter/importer, in which case first the checkbox “You may optionally fill-in a message below” should be selected. The message can be entered in the free-text field labelled “Message”.

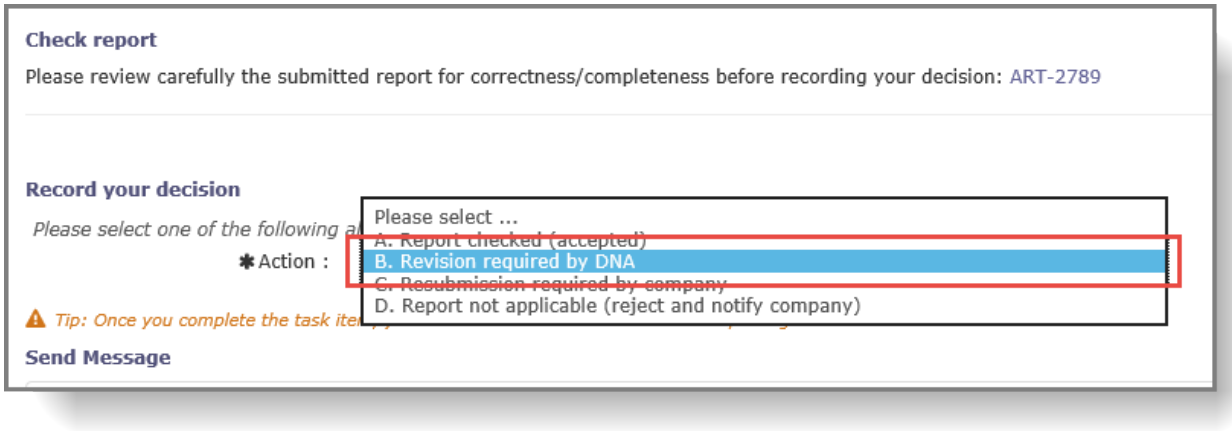
To finalise the decision (and attach the message to the task in case used) click on the “Complete” button at the bottom of the task item.

12.5.3 Revising an Article 10 report

Should there be a need to modify a report that the company has already submitted (either because the DNA spots an inconsistency or because the company has realised they have submitted incorrect or incomplete data), DNA users can make the changes.

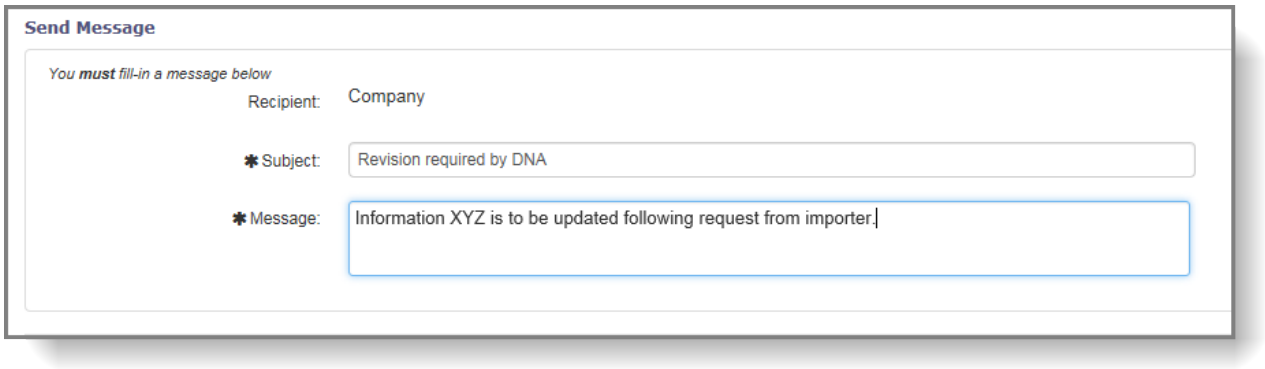
To modify an Article 10 report, select option “B. Revision required by DNA” from the drop-down list available in the “Task actions” section of the task item (Figure 99).

Figure 99: Article 10 report - Revision required by DNA



In case they intend to revise the report themselves, the DNA must include a message to the exporter/importer in the relevant free-text field below the drop-down list (Figure 100).

Figure 100: Message to industry following the need for revision



To change the status of the report to “Pending revision” click on the “Complete” button at the bottom of the task item.

The report is now in an editable status and can be found from the home page, by clicking on the “Article 10 industry reports pending revision” tile (Figure 101). To open the report for revision, click on the year of the report in the “Year” column.

Figure 101: Tile displaying Article 10 report pending for revision

The editable report has the same division as the read-only version (i.e. Report summary,

Company details and Details on exports/imports).

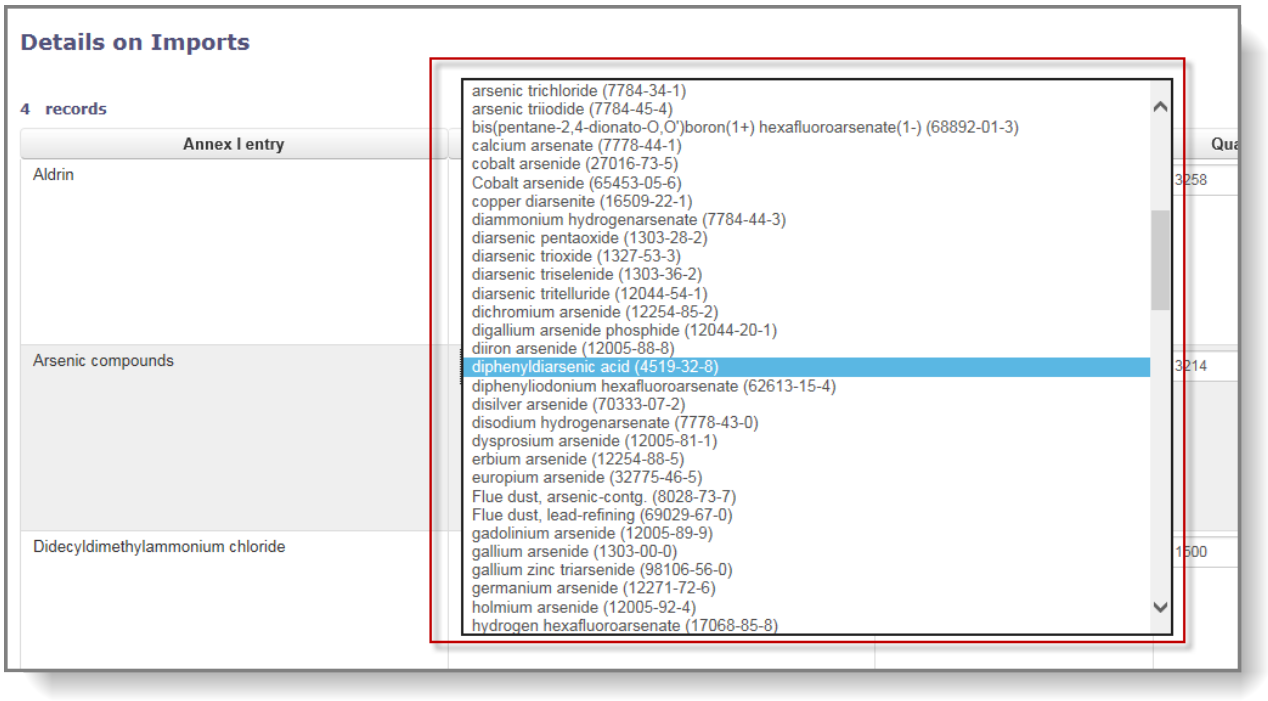
The content of the Details on exports/imports section is identical to how it is described in chapter 12.5.1, with the addition of an eighth column called “Delete”. In case the user wishes to delete an entry (i.e. a whole row), the checkbox in the “Delete” column must be selected and the user must click on either the “Save” or the “Save & Close” button.

⚠ Please note that deletion of an entry cannot be reversed.

Only the following information can be modified from the ones provided by the submitter:

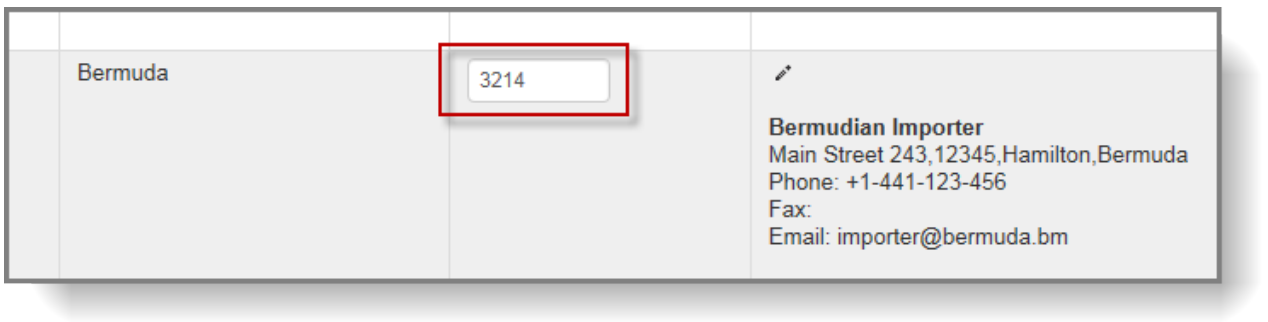
- Annex I element (in case of a notification for the member of an Annex I group) (Figure 102)

Figure 102: Changing Annex I group member in an Article 10 report



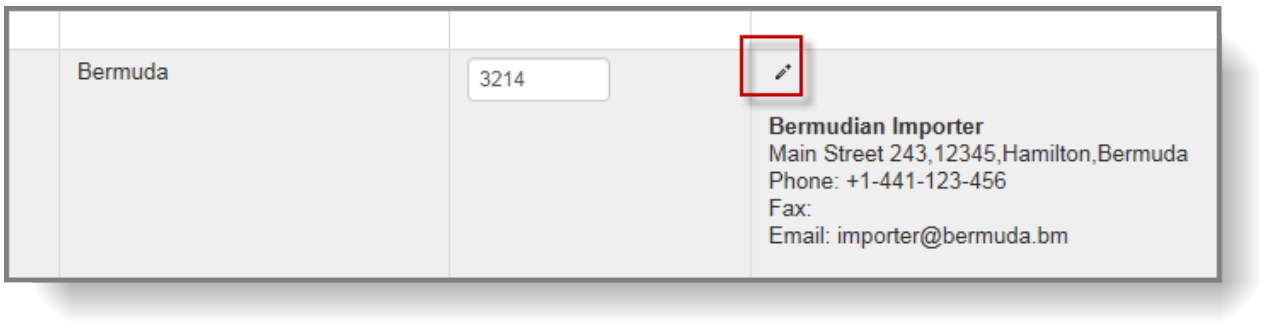
- Quantity ()

Figure 103: Modifying quantities in an Article 10 report



- Name and contact details of importer/exporter (Figure 104)

Figure 104: Modifying foreign trade partner's details



To modify the Annex I element, DNAs can select the correct entry from the available drop-down list.

To modify the quantities, DNAs can simply change the information in the text-field whereas, to modify details of the importer/exporter, the user has to click on the pencil icon above the contact details.

In case any other field need to be modified, the DNA has to delete the entry and manually re-enter the correct data. Similarly, in case additional entries are required, they must be added manually.

A maximum of five exports can be entered manually at the same time however, five additional rows can be made available by clicking on the “Save” button.

All the fields listed in Chapter 12.5.1 are mandatory with the exception of the information on the RIN, as that is not applicable for manually encoded exports.

Once the report is finalised, it has to be submitted by clicking on the “Finalise” button. A confirmation page will be displayed, showing the report one last time for verification. Clicking on the “Finalise report” button will result in the report being considered as final and no further modifications will be possible. Should it be necessary to introduce further changes, click on “Continue editing” and the report will be set back to edit mode.

Please note that information on the importer/exporter can only be entered after all other information has been added to the relevant row and the user has saved the form. Following that, the “pencil” icon for editing the importer/exporter information becomes active.

The report can be saved at any point in time so that the user can return to work on it at a later stage. The report can be saved either by clicking on “Save” or “Save & Close”.

12.5.4 Resubmitting an Article 10 report

The DNA has the possibility to send the report back to the exporter for correction. To do this, select option “C. Resubmission required by company” (**Error! Reference source not found.**). Both the DNA and the exporter will then be able to see the report with the status ‘Pending

resubmission by acompany' (Figure 105)

Figure 105: Article 10 report – Resubmission required by company

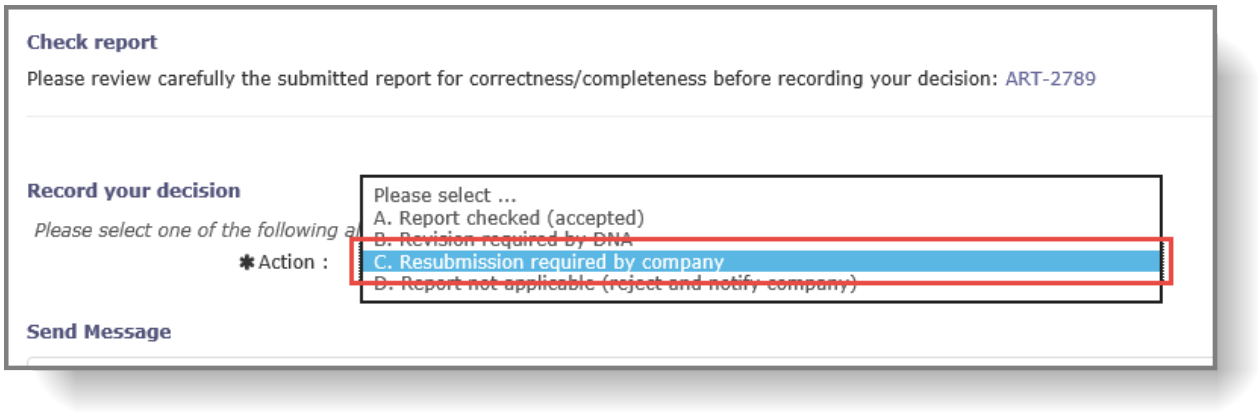
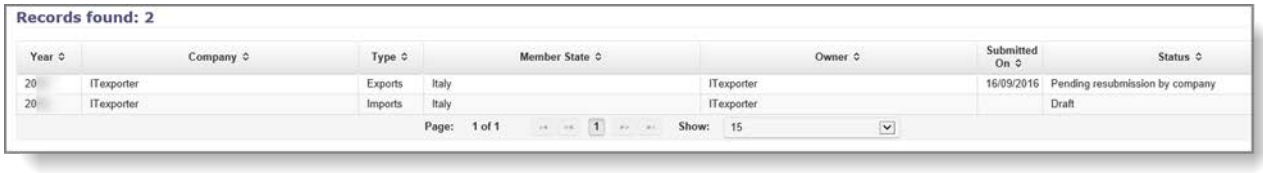


Figure 106: Article 10 report - Status



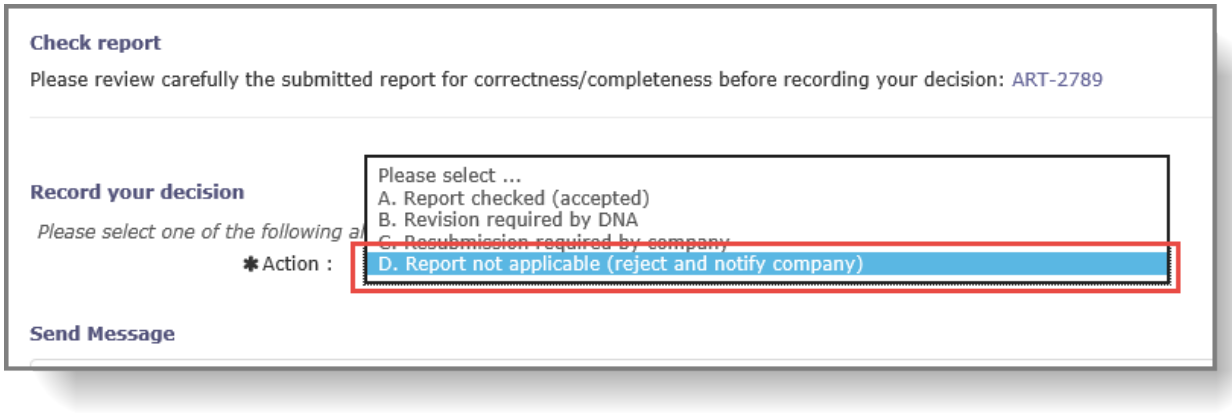
The exporter will be able to edit the report and send it back to the DNA. Resubmission for the same report can be requested multiple times if needed.

The deadline to resubmit a previously submitted Article 10 report (as requested by the DNA) is later than the legal deadline to submit initial pre-generated reports. The DNA can define a date by which they would like the exporter to resubmit by sending a message within the system at the time of requesting resubmission. The exporter can view the DNA's message in the 'Messages' section when they enter the report.

12.5.5 Rejecting an Article 10 report

In case the submitted report is not applicable (e.g. was submitted by accident) the DNA has the opportunity to reject it by selecting option "D. Report is not applicable (reject and notify company)" from the drop-down list in the "Task actions" section of the task item (Figure 107).

Figure 107: Article 10 report – Rejecting report



Please note that exporters/importers are only allowed to create one report type per calendar year. Rejection (i.e. deletion) of an Article 10 report will not make it possible for exporters/importers to create another, potentially revised report.

In case the report was rejected erroneously, the DNA user can duplicate the rejected report and submit it instead of the exporter/importer. Detailed instructions on how to duplicate a rejected report can be found in chapter 12.7.

12.6 Manual creation of an Article 10 report for export/import

Should the DNA need to create and submit an Article 10 report for an exporter/importer, (s)he can initiate the process by selecting “Create report on exports” or “Create report on imports” form the left hand side menu, under the “Article 10 reports” section (Figure 108).

Figure 108: Creating Article 10 report for a company

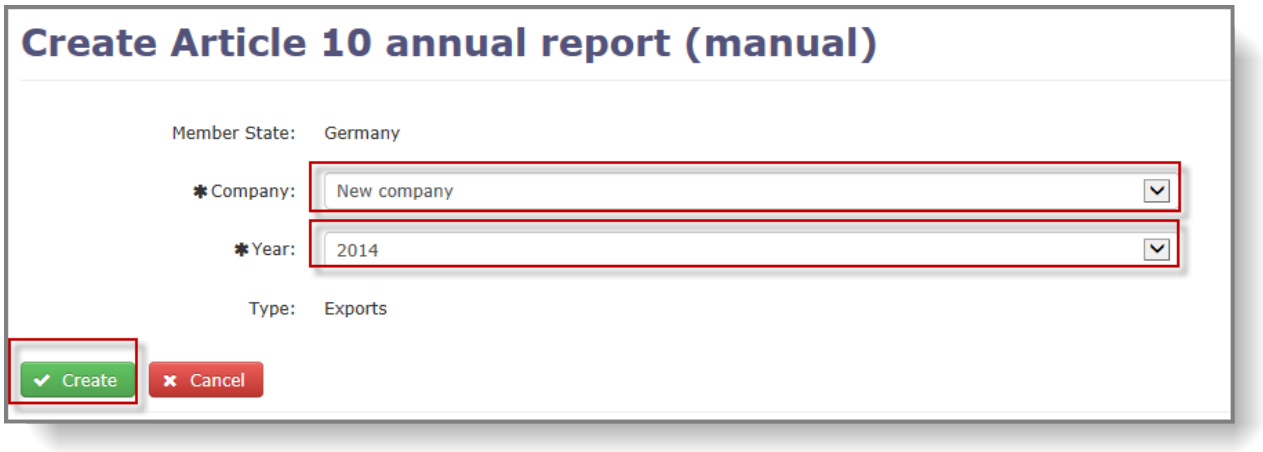
If a report for the given reporting period already exists, ePIC will inform the user with the following message: “WARNING: A report of this type has already been created for the same calendar year.” The DNA will be able to generate a new report despite the existing one. However, upon submission of the new report, the old one will be replaced by the new one, with no possibility to recover it.

12.6.1 Generating the Article 10 report

The process for the report on exports and imports is very similar. Once the “Create Article 10 annual report (manual)” page has been opened , the user will have to select the company for which (s)he intends to create and submit the report. This information is indicated through a selection from the “Company” drop-down list. The DNA will see all the companies having registered for ePIC within the DNA’s Member State. Furthermore, the reporting year also has to be indicated by selecting it from the drop-down list labelled “Year”.

To generate the report, the user has to click on the “Create” button (Figure 109).

Figure 109: Create Article 10 report manually



In case the report is to be created for a company who does not have an ePIC account, the DNA user should select “New company” (default selection) from the “Company” drop-down list. Once the report is generated, the user will be able to provide the company’s contact details.

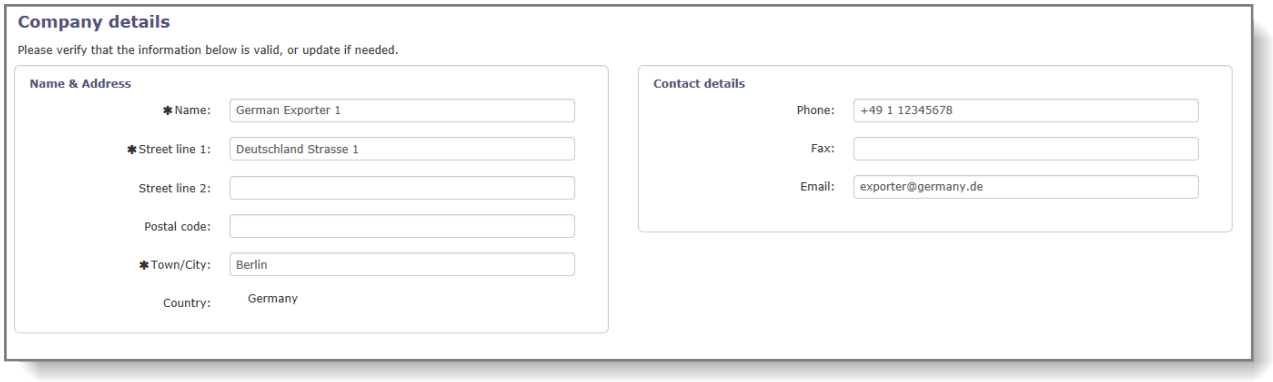
DNA users can only create reports manually for exporters/importers based in their own Member State (i.e. the German DNA can only create reports for German companies).

12.6.2 Filling in the manually generated report

Depending on whether the report is created for a company which does/does not have an ePIC account, some information may be pre-filled by the system.

In case of a report for a company without an ePIC account, the DNA will not only have to provide information on exports / imports but also the name, address and contact details of the company (Figure 110).

Figure 110: Encoding company details for a manual Article 10 report



In the “Details on exports/imports” section the user has to provide information per chemical per importing/exporting country.

- The Annex I entry (if applicable, also the group element) and the importing/exporting country are to be selected from a drop-down list. Please note that in case a group element is to be defined (e.g. cadmium iodide from the group “Cadmium and its compounds”), the selection for the specific chemical can only be made once the report has been saved, by clicking on the “Save” button.

- The quantity of the exported/imported chemical is to be provided in kg. In case of export/import of mixtures/articles, the “net quantity” of the actual Annex I chemical is to be reported (and not the overall quantity of the mixture/article).

- The checkbox for indicating an export under Article 14(7) is only to be marked in case a RIN has been assigned to the export of a chemical/mixture/article listed in part 2 or 3 of Annex I to the regulation and the export was activated based on a “standard waiver”. In any other case, the checkbox is to be left unmarked.

- Contact details of the importer(s)/exporter(s) can only be entered once the user clicks on the “Save” button. After saving the report, a small pencil icon is displayed in the Importer/Exporter field. By clicking on that icon, the user will be able to enter the contact details of the foreign trade partner. Please note that multiple exporters/importers can be added for each entry if necessary.

After clicking on the “pencil” icon to add contact details of the exporter(s)/importer(s), the user will be presented with the “List of companies” page of the given country. To add a new company, click on the “New company” button. Foreign trade partners previously recorded in the system by the DNA will be available on this page. To select one of those companies, select the checkbox in the “Actions” column of the relevant company’s row and click on “Update report (back)”.

Figure 111: A manually filled in entry in an Article 10 report for exports

If a row needs to be deleted, the user has to select the checkbox in the “Delete” column and click on the “Save” button (Figure 112).

Figure 112: Deletion of an entry from an Article 10 report

The report can be saved at any point in time so that the user can return to work on it at a later stage. The report can be saved either by clicking on “Save” or “Save & Close”.

To submit the report, click on the “Finalise” button. The system will display a confirmation page with all the entered information. If everything is correct, click on the “Finalise report” button to finalise the submission. If further modifications are required, click on “Continue editing”.

Please note that submitting a manually created report is a final submission, where the task will be considered complete and no further checks/modifications will be possible on that report.

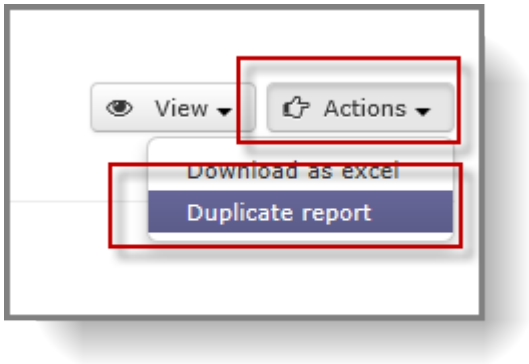
12.7 Duplication of a rejected Article 10 report

In case the DNA erroneously rejected an Article 10 report, (s)he has the opportunity to create a copy of the rejected one. This new report can be modified as needed before finalising and submitting it.

To create and submit a duplicate of a rejected Article 10 report, the DNA has to follow the steps below:

- Open the “Search & view” function under the “Article 10 reports” section of the left-hand side menu
- Expand the “Search criteria” section on top of the page, by clicking on the “+” sign in the upper right corner of the page
- Set the filtering options to fit the details of the rejected report, including marking the “Rejected” checkbox in the “Status” section. Once all relevant information is done, click on “Search”
- The report(s) matching the indicated filtering options will be displayed
- To open a rejected report, click on the year of the report in the “Year” column
- Select “Duplicate report” from the “Actions” menu in the upper right corner of the report (Figure 113)

Figure 113: Duplicate rejected report



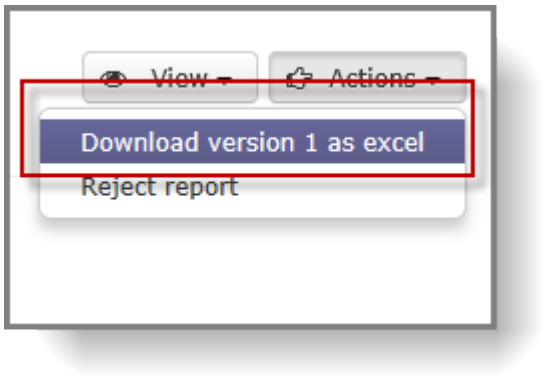
- The report will be displayed in draft mode and will include all the information originally entered. The DNA can add, remove or modify the information (for details, please refer to section 12.6.2)
- To submit the report, click on the “Finalise” button. A confirmation page will be displayed where all the entered information can be verified before finalising the report by clicking on the “Finalise report” button.

12.8 Download Article 10 report

Any Article 10 report submitted by industry (both reports on exports and imports) can be downloaded in an Excel format.

To download an Article 10 report, search for the desired report following the guidance in section 12.1 and open it. From the “Actions” drop-down menu in the upper right corner of the page, select “Download version 1 as excel” (Figure 114).

Figure 114: Download Article 10 report in Excel format



Please note that initial reports submitted by the company or claimed/created and submitted by the DNA are referred to as Version 1 whereas reports that have been revised by the DNA are labelled as Version 2.

12.9 Member State aggregated Article 10 reports

12.9.1 Verifying and submitting an aggregated Article 10 report to ECHA

Following the acceptance of an Article 10 report, the relevant task item will be automatically

generated (“Create Article 10 MS imports report” or “Create Article 10 MS exports report”) under the tile “Pending Article 10 MS reports” on the home page (Figure 115).

Figure 115: Member State Article 10 reports on ePIC home page

The pre-generated Article 10 MS reports are not refreshed automatically after the acceptance of any additional import or export report. The report has to be manually refreshed before submitting it to ECHA by selecting option “B. Re-generate report” from the drop-down list in the “Record your decision” section of the task item. To update the report the user has to click on the “Complete” button at the bottom of the task item.

To open the report, the user has to click on the name of the task, displayed in the “Task” column (Figure 116).

Figure 116: Member State Article 10 reports task list

The layout of the Article 10 Member State task item is similar to other task items within ePIC. The auto generated MS report can be accessed by clicking on the ID of the report, within the “title” of the task item.

Figure 117: Open Member State Article 10 report

The pop-up window will provide a basic set of information about the contents of the report (reporting period, report type, Member State, date of aggregation and the number of industry reports included in the aggregated report), together with the actual Member State report in Excel format.

After verifying the content of the Member State report, the pop-up window can be closed. The excel sheet includes data in three tabs:

Tab 1: quantities of all chemicals exported/imported

Tab 2: information on importers/exporters

Tab 3: exports pursuant to Article 14(7)

A cover letter can be attached to the Member State report, in the “Attach documents” section of the “Task actions” part of the task item. To attach a document, click on “Browse”, locate the file on the computer and click on “Open”. The file name and location will be displayed in the field left from the “Browse” button. To upload the document and attach it to the report, click on the green “Upload” button.

To submit the report to ECHA, the user has to select “A. Submit report” from the drop-down list at the “Record your decision” section of the task item and click on the “Submit” button. A pop-up message will appear to ask for the confirmation of submission. If needed, the user can return to the task item by selecting “Cancel”, while clicking on the “Continue” button will finalise the DNA’s submission to ECHA.

If there are any draft industry reports in the system, a warning message is displayed inside the task item (Figure 118).

If you have any draft reports in the system, you should claim them, contact the companies outside ePIC and ask them to provide you with the missing data and subsequently finalise the reports. Once the draft reports have been finalised, you should re-aggregate your national report before submitting it.

Figure 118: Warning on industry draft reports

12.9.2 Deleting a Member State Article 10 report

The user has the possibility to delete an existing Member State report if it has not been submitted to ECHA yet.

To do so, open the MS Article 10 report task item and select option “C. Delete report” in the Record your decision drop-down list. Similarly to the submission, the user has to confirm the decision by clicking on the “Complete” button.

12.9.3 Manual creation of Member State Article 10 report

If a Member State report requires revision after submitting it to ECHA (e.g. an exporter submitted his/her data to the DNA after the Member State report had been sent to ECHA), the DNA has to create a new report.

The manual generation of the Member State report is done from the left-hand side menu of ePIC by selecting either “Create MS report on exports” or “Create MS report on imports”. The user will have to select the reporting year from a drop-down list and click on “Create”.

The new report will be made available from the home page under the “Pending Article 10 MS reports” tile.

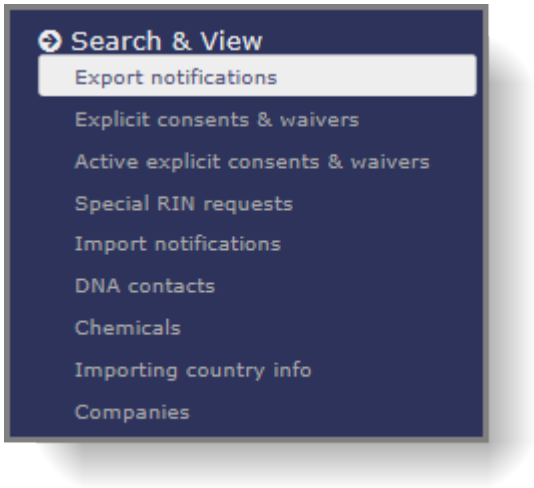
13. Messages within ePIC

13.1 Message, event and submission history

The event history, message history and submission history information can also be accessed from the “Export notification” section:

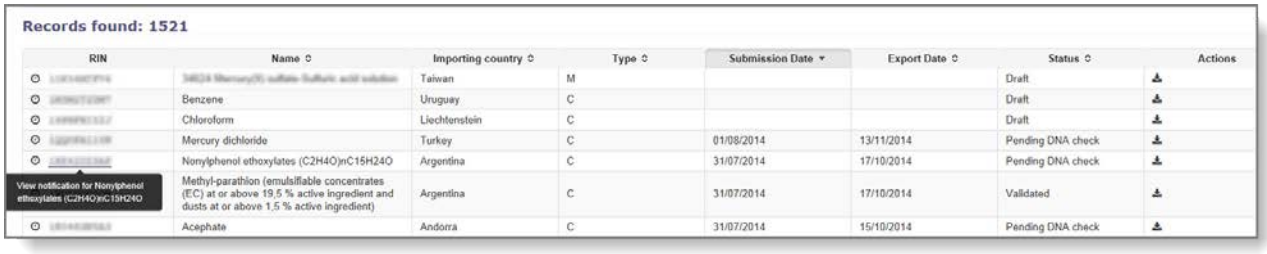
- Search for the notification from the ‘Search & View’ section (Figure 119) of the left-hand side menu.

Figure 119: Search & View



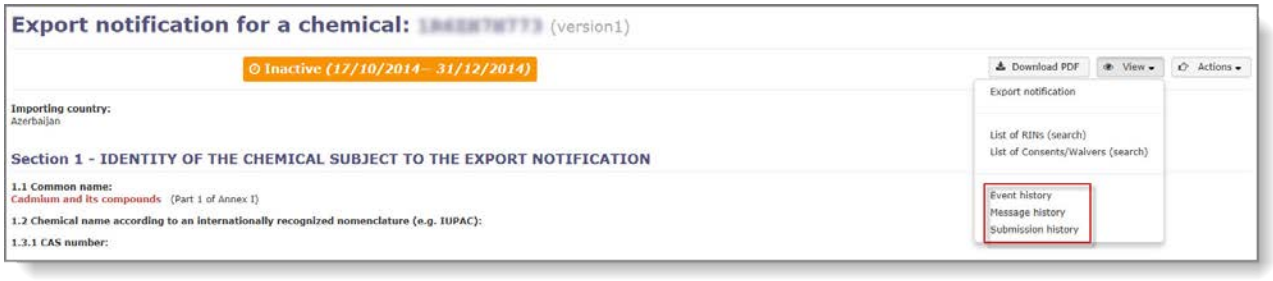
- Click on the RIN to view the notification (Figure 120).

Figure 120: Selecting to view the notification



- Select the information you wish to access, after clicking on the “View” button in the top right corner (Figure 121).

Figure 121: View button in a notification



TIP: The PDF version of the notification can be viewed at any time from the “Actions” column (Figure 120) or from the “Download PDF” button when inside the notification (Figure 121).

Similarly to export notifications, the Event history and the Message history are also available for Article 10 reports.

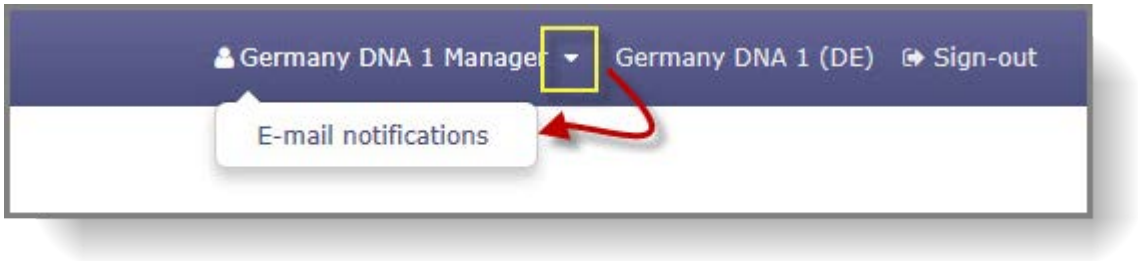
13.2 Alert e-mails

The user has the possibility to request e-mails to be sent to a pre-defined e-mail address to be notified when specific events occur within the system. These events include, but not limited to the following:

- Exporter submits a new export notification
- Exporter submits a new Special RIN request
- Exporter proposes a waiver
- ECHA validates an export notification
- ECHA activates a RIN
- ECHA registers import notification

To activate the alert e-mail functionalities, the user has to open the “Manage e-mail notifications” section of ePIC. It is accessible by clicking on the small arrow next to the user’s name, displayed in the upper right corner of the application (Figure 122).

Figure 122: E-mail notification settings



If a contact person is already defined for the organisation, the user will be able to simply turn on the e-mail notifications for selected users, by marking the checkbox(es) “Receive notifications” in the “Actions” column (Figure 123).

Figure 123: Turn on e-mail notifications

In case no contact person has been provided in the system, before the alert e-mail functionality can be turned on, one has to be added by clicking on the “Add contact” button (Figure 124) and selecting the pencil icon in the “Actions” column to start editing.

Figure 124: Add new contact person

Once all details of the new contact person have been entered, it can be finalised by clicking on the check icon, in the “Actions” column (Figure 125).

Figure 125: Save new contact details

Please note that only users with “manager” or “normal” rights can modify alert e-mail settings. Users with “read-only” access have no visibility on these settings.

EUROPEAN CHEMICALS AGENCY
ANNANKATU 18, P.O. BOX 400,
FI-00121 HELSINKI, FINLAND
ECHA.EUROPA.EU