

SCIP IT user group

13 February 2020



How to create a Dossier?

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Clara Rueda

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Chain

1. Login or Create an ECHA account

(<https://ecs.echa.europa.eu>)



Welcome to ECHA Cloud Services

<p>Login</p> <p>If you already have an ECHA Account, for example to access REACH-IT, please log in here.</p> <p>Log in</p>	<p>Register</p> <p>If you do not have an ECHA Account, you can create one and then assign a legal entity to it.</p> <p>For more information please see the Q&A.</p> <p>Register</p>
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2. Dossier Creation (IUCLID)

Dataset creation

Validation process

Dossier Creation



3. Dossier Submission (Submission portal)

Submission

Submission validation checks

Submission report (Answer)



ECHA Submission portal

IUCLID

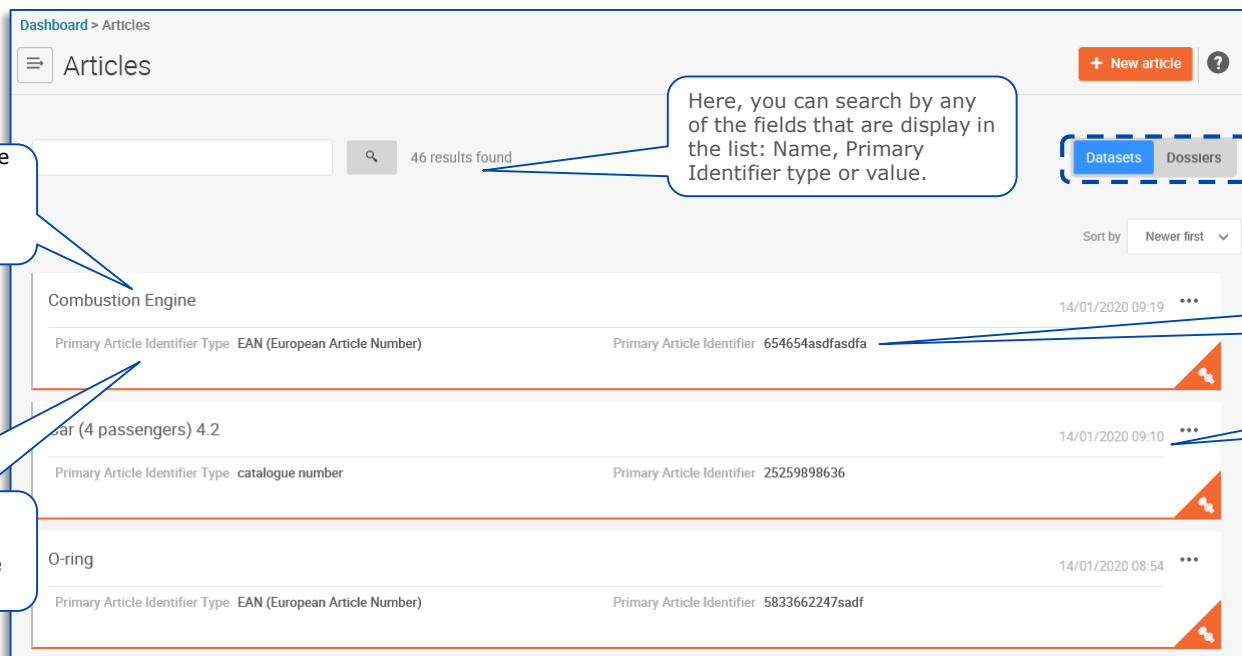
Is the International Uniform Chemical Information Database maintained by ECHA and the OECD, it includes a user interface to prepare and create SCIP notifications.

Dataset Vs Dossier

- Dataset:
 - Compilation of the article data
 - Editable, exportable and exchangeable
- Dossier:
 - Snapshot of an article dataset at a specific time (**not editable**)
 - Is the (i6z) file that can be submitted on the Submission portal.

Article landing page

This is the Articles Page which contains a list of all the datasets (Dossiers under preparation) and Dossiers (snapshot file of an article dataset) that have been created.



The screenshot shows the 'Articles' page with a search bar, a '+ New article' button, and a table of articles. Callouts provide the following information:

- Search:** 'Here, you can search by any of the fields that are display in the list: Name, Primary Identifier type or value.'
- Buttons:** '+ New article' and a help icon '?'.
- Filters:** 'Datasets' and 'Dossiers' tabs.
- Sort:** 'Sort by' dropdown set to 'Newer first'.
- Table:** A table with 3 rows of article data.

Article Name	Primary Article Identifier Type	Primary Article Identifier	Last Modification Date
Combustion Engine	EAN (European Article Number)	654654asdfasdfa	14/01/2020 09:19
Car (4 passengers) 4.2	catalogue number	25259898636	14/01/2020 09:10
O-ring	EAN (European Article Number)	5833662247sadf	14/01/2020 08:54

This is the name of the article or complex object of the notification. (This name is created when a new article dataset is created)

Here, you can search by any of the fields that are display in the list: Name, Primary Identifier type or value.

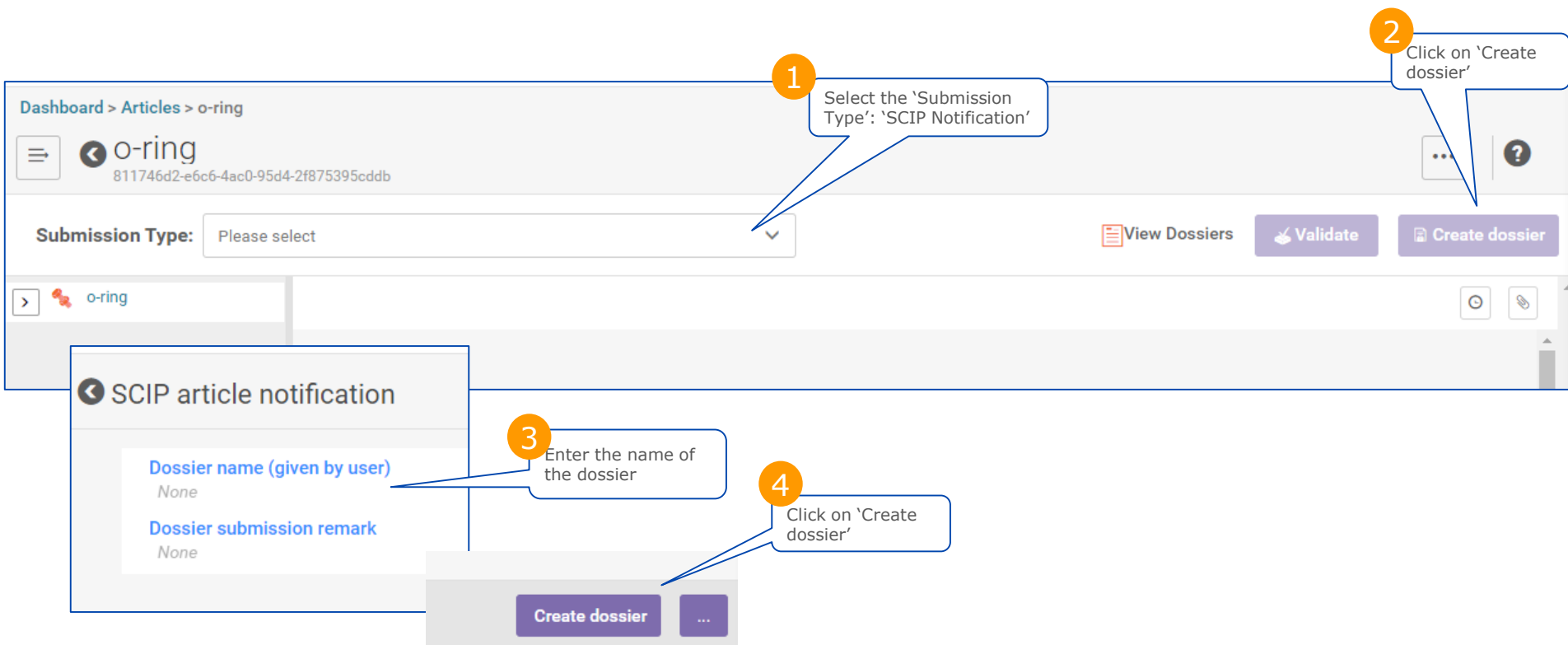
By clicking on each option the user can select to view the created Datasets or Dossiers

This is the 'Primary article Identifier' value of the article

Last Modification Date

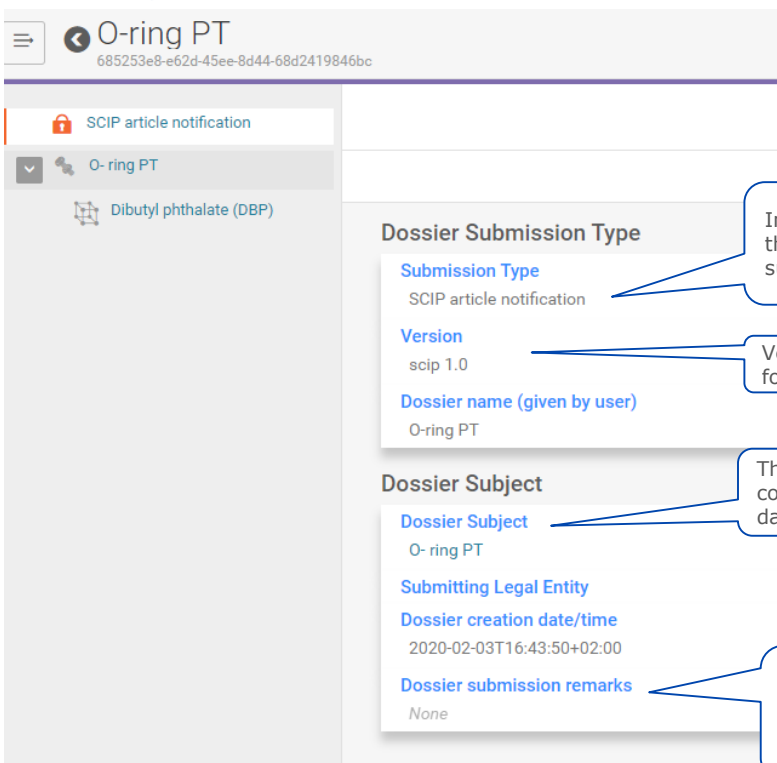
This is the 'Primary Article Identifier' **Type** of the article

Create the dossier



The screenshot illustrates the 'Create dossier' process in the ECHA portal. It shows a breadcrumb trail: Dashboard > Articles > o-ring. The main page title is 'o-ring' with a unique identifier. A 'Submission Type' dropdown menu is set to 'Please select'. Callout 1 points to this dropdown with the instruction: 'Select the 'Submission Type': 'SCIP Notification''. To the right, there are buttons for 'View Dossiers', 'Validate', and 'Create dossier'. Callout 2 points to the 'Create dossier' button with the instruction: 'Click on 'Create dossier''. Below this, a modal window titled 'SCIP article notification' is open, showing fields for 'Dossier name (given by user)' and 'Dossier submission remark', both currently set to 'None'. Callout 3 points to the 'Dossier name' field with the instruction: 'Enter the name of the dossier'. At the bottom of the modal, there is a 'Create dossier' button and a three-dot menu icon. Callout 4 points to this 'Create dossier' button with the instruction: 'Click on 'Create dossier''.

Dossier view



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

SCIP article notification

O-ring PT

Dibutyl phthalate (DBP)

Dossier Submission Type

Submission Type
SCIP article notification

Version
scip 1.0

Dossier name (given by user)
O-ring PT

Dossier Subject

Dossier Subject
O-ring PT

Submitting Legal Entity

Dossier creation date/time
2020-02-03T16:43:50+02:00

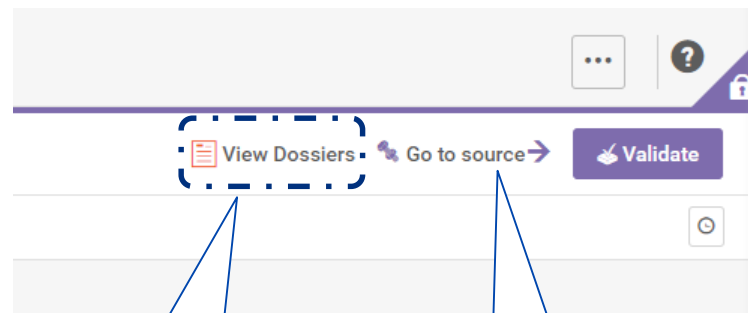
Dossier submission remarks
None

Information about the dossier submission type.

Version of the SCIP format.

The dossier subject correspond to the dataset name.

Dossier remarks define by user on the dossier creation step.



View Dossiers

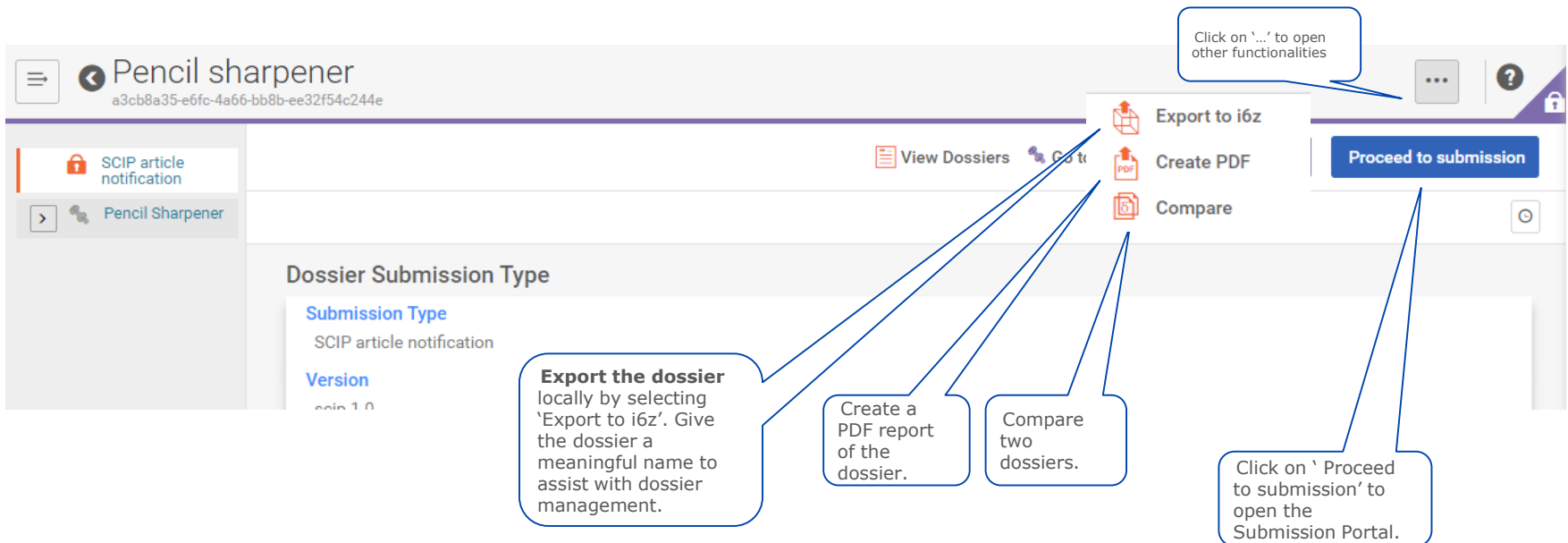
Go to source

Validate

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

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

Export dossiers and other functionalities



The screenshot shows the ECHA Dossier Submission Portal interface for a dossier named "Pencil sharpener" (ID: a3cb8a35-e6fc-4a66-bb8b-ee32f54c244e). The interface includes a sidebar with "SCIP article notification" and "Pencil Sharpener", a main content area with "Dossier Submission Type" (SCIP article notification) and "Version" (scip 1.0), and a top navigation bar with "View Dossiers" and "Go to". A dropdown menu is open, showing options: "Export to i6z", "Create PDF", and "Compare". A "Proceed to submission" button is also visible. Callouts provide instructions for each option:

- Export to i6z:** Export the dossier locally by selecting 'Export to i6z'. Give the dossier a meaningful name to assist with dossier management.
- Create PDF:** Create a PDF report of the dossier.
- Compare:** Compare two dossiers.
- Proceed to submission:** Click on 'Proceed to submission' to open the Submission Portal.
- More options:** Click on '...' to open other functionalities.

How to submit a SCIP notification?

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2. Dossier Creation (IUCLID)

Dataset creation

Validation process

Final Dossier



Dossier

3. Dossier Submission (Submission portal)

Submission

Submission validation checks

Submission report (Answer)



ECHA Submission portal

Submission portal on the SCIP PROTOTYPE

- The **ECHA Submission Portal** is an online tool to submit information according to the harmonised format.
- The SCIP database prototype will use a **specific test Submission Portal**, as all the SCIP notifications submitted using the prototype will be considered test data and will be deleted.

ECHA > Legislation > WFD > SCIP Database > Tools > SCIP Prototype

WFD

Understanding WFD

SCIP Database

Suppliers of articles

Waste operators

Consumers and SCIP

SCIP support

Tools

SCIP Prototype

Candidate List Package

SCIP Format

Legislation

SCIP Prototype

The SCIP prototype is available to support duty holders who want to get familiar with preparing SCIP notifications and test the submission functionalities before the process officially starts at the end of October 2020.

ECHA has established a harmonised IUCLID format for preparing SCIP notifications. More information about the SCIP IUCLID format is available on the dedicated SCIP format web page.

The prototype contains three different elements:

- Data preparation in IUCLID.
- Data submission in the ECHA Submission portal.
- Material for system-to-system submission of data.

Please note that all data submitted to ECHA on the SCIP prototype is considered **test data**, and will **NOT be considered real data to fulfil legal obligations**. All submitted data will be deleted before the October 2020 SCIP database release.

> Data preparation

▼ Data submission

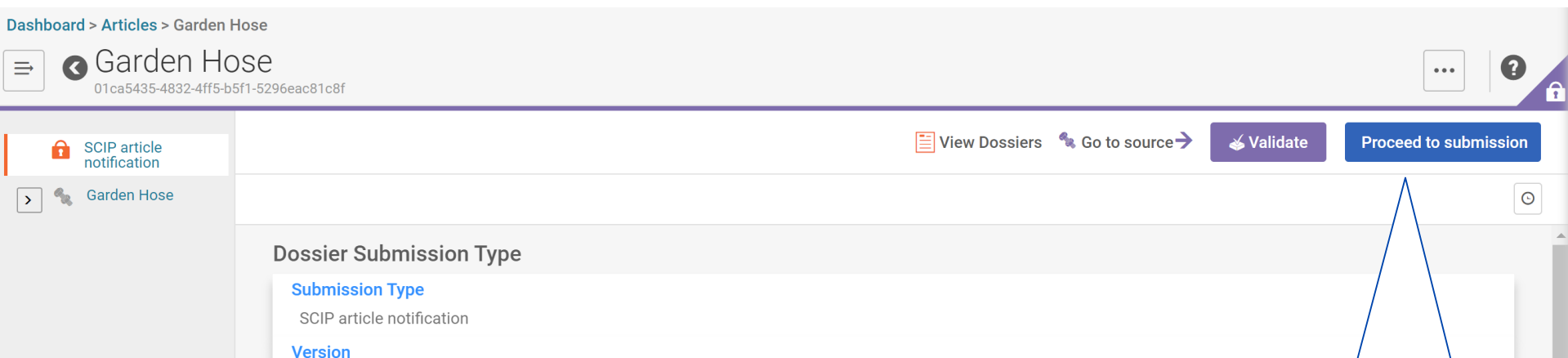
The **ECHA Submission Portal** is an online tool to submit information according to the harmonised format. The SCIP database prototype will use a **specific test Submission Portal**, as all the SCIP notifications submitted using the prototype will be considered test data and will be deleted.

To submit SCIP notifications on the test Submission Portal consult key documents.



The SCIP database prototype will use a **specific test Submission Portal**

Access to Submission Portal (II) (From Dossier view in IUCLID Cloud)



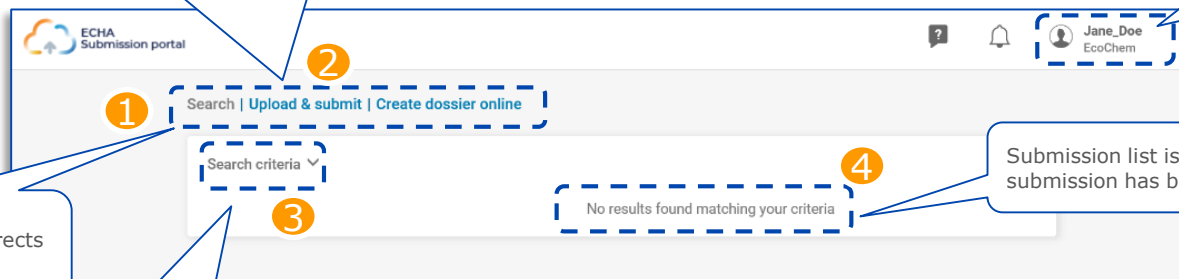
The screenshot shows the ECHA IUCLID Cloud interface. At the top, there is a breadcrumb trail: "Dashboard > Articles > Garden Hose". Below this, the title "Garden Hose" is displayed with a back arrow icon and a long alphanumeric ID: "01ca5435-4832-4ff5-b5f1-5296eac81c8f". On the right side of the header, there are three icons: a menu icon (three dots), a help icon (question mark), and a lock icon. Below the header, there is a navigation bar with four buttons: "View Dossiers" (with a list icon), "Go to source" (with a magnifying glass icon), "Validate" (with a checkmark icon), and "Proceed to submission" (with a right-pointing arrow icon). On the left side, there is a sidebar with a "SCIP article notification" section (with a lock icon) and a "Garden Hose" section (with a magnifying glass icon). The main content area is titled "Dossier Submission Type" and contains two sections: "Submission Type" with the value "SCIP article notification" and "Version".

The SCIP database prototype will use a **specific test Submission Portal**

ECHA Submission Portal Landing Page

The portal navigation bar to the 'Upload and submit' page or go to 'Create dossier online' to open IUCLID Cloud.

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

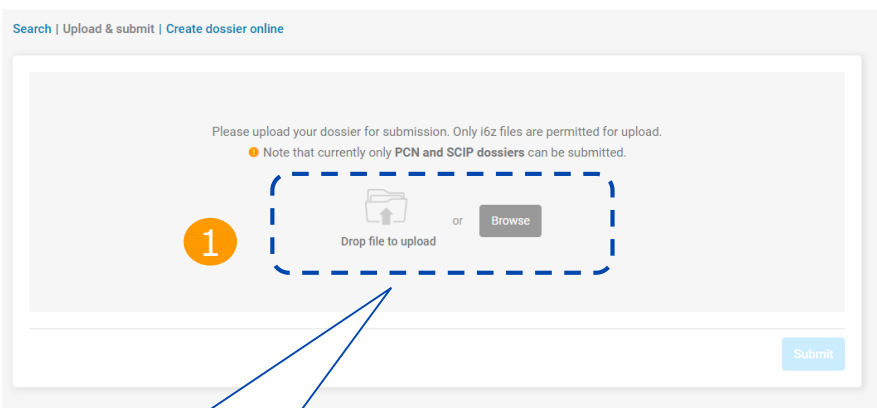


The ECHA Submission portal landing page directs you to the 'Search' Submission page.

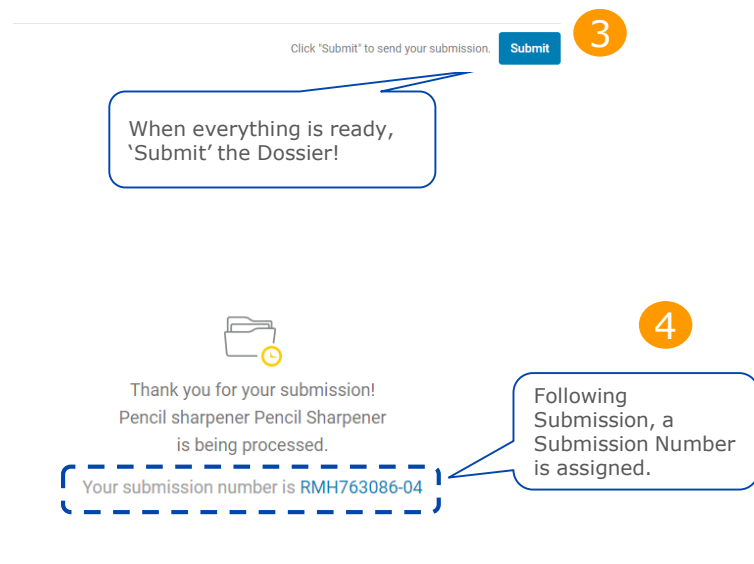
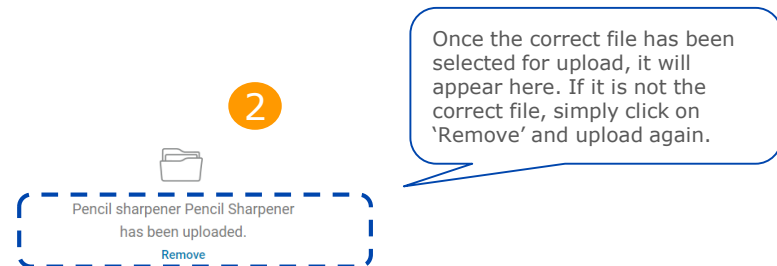
Click here to expand or collapse the search criteria window.

Submission list is empty until a submission has been made.

Upload and Submit



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



Submission Report

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

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

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

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

The submission number is automatically assigned by the system.

[View Validation report](#)

Submission status: **Failed** 

Dossier type: SCIP notification
 Submission number: **RMH763086-04**
 Submitted IUCLID version: 6_4

Submitted by:
 ECHA-e347540b-d6f3-4b4f-9cad-72990b34e92d

Submission information

Article name	Pencil Sharpener
batch number	99-2424-36
Dossier name	Pencil sharpener
Dossier UUID	840c6f35-ef0f-421d-bfff-ff9cd711acfe
File name	840c6f35-ef0f-421d-bfff-ff9cd711acfe.i6z
Notification type	Update

Submission events

10/02/2020 12:57	Dossier submitted
10/02/2020 12:57	Dossier failed validation checks

Article information

Pencil Sharpener

batch number : 99-2424-36

276-090-2, 71850-09-4, Diisohexyl phthalate