

REACH
Ready



Online C&L notification: A step-by-step guide



Version 2 ~ July 2019

About this guidance




We hope that this guidance will help our subscribers to notify their substances directly in **REACH-IT**.

If you don't need to claim confidentiality on the IUPAC name of your substance, the REACH-IT wizard is perhaps the **quickest and easiest** method to notify within one month of first placing the substance on the market. We have prepared this set of screenshots and instructions to explain the process as a step-by-step walk-through.


If you need some help with classification or submitting your notification, as a Gold subscriber you can contact our Helpdesk. Alternatively, via our Matchmaker programme, we can put you in touch with suitable REACHReady Approved Service Providers. Contact us at enquiries@reachready.co.uk for more information.

Technical notes



REACHReady's comments and guidance are included in red in text boxes on the screenshots provided. Within REACH-IT, hover over  for specific information.

In REACH-IT, to advance to the next page you need to click the progress button, found in the bottom-right of the screen.

You may save and close your incomplete dossier by clicking the save button which is available at the end of each section. To get back to the REACH-IT user home page click on  [Back to REACH-IT](#)

All screenshots have been taken from REACH-IT. *Source: ECHA,* <https://reach-it.echa.europa.eu/reach/>

REACH-IT home page

reach-it.echa.europa.eu/reach/public/welcome.faces



Login to your ECHA Account to gain access to REACH-IT (sign up first as a Company if you haven't already done so).

i Here's how to get started

1. Register a company
2. Manage company and users
3. Login
4. Submit and follow up your process

? Need help with REACH-IT?

- > Discover REACH-IT
- > REACH-IT questions and answers



REACH-IT user home page



REACHReady-test entity

jenniferbutcher89

Tasks

Substances

Messages

Quick search by number

Menu

Submit

Submit a dossier

Alternative chemical name request

- Upload a IUCLID dossier

Application for authorisation

- Upload a IUCLID dossier

Classification and labelling notification

- Upload a IUCLID dossier
- Prepare and submit online in REACH-IT
- Manage group of manufacturers or importers

Downstream user notification of authorised uses

- Prepare and submit online in REACH-IT

Downstream user report

- Upload a IUCLID dossier
- Prepare and submit online in REACH-IT

Inquiry

- Upload a IUCLID dossier

PPORD notification

- Upload a IUCLID dossier

Data holder information

Registration

- Upload a IUCLID dossier
- Prepare and submit online in REACH-IT
- Claim notified substance

Substance in articles

Search

Advanced search

Reference numbers

Submissions

Substances

Co-registrants

Pre-registrations and pre-SIEFs

Classification and labelling

Key documents

Invoices

Contacts

Joint submission

Create new

Join existing

Search and view

Manage company

Company information

Company size

Contacts

Email notification settings

Legal entity change

- Initiate a legal entity change
- Search or finalise a legal entity change
- Create and export an assets list

Third party representatives

Tasks

Messages

Terms and Conditions

Logout

Use the drop down menu at the top of the screen to access “Classification and Labelling” select prepare and submit online.

Online dossier confirmation



Confirm

You are about to be redirected to the online dossier creation!

An online C&L notification dossier can only be created if:

- your substance is defined by one composition only
- you do not intend to report more than one C&L
- you do not have a C&L notification for the same substance currently in progress
- you are not involved in any legal entity change of type merge in REACH-IT

i Remember that C&L information already submitted within a registration dossier, can only be updated by submitting a registration dossier update.

If you do not satisfy the above conditions, you cannot prepare your dossier online.
We advise you to prepare and upload a IUCLID dossier in REACH-IT.

Do you want to continue to the online dossier creation?

Yes, I want to prepare an online dossier

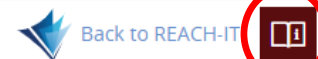
Cancel

Confirm that you want to proceed with the online dossier preparation wizard

Dossier name



Substance undefined



Welcome to the online dossier creation wizard!
Click on the info icon located at the top right of each screen if you need specific help!

Draft dossiers

Dossier name

Cancel

Create

If you need specific help click on the book symbol at any of the stages

Start by giving your dossier a name

Main Constituents



Classification and Labelling notification
REACHReady Test 19

REACHReady-test entity
Jenny Butcher (jenniferbutcher89)

Substance undefined

Main constituents

Back to REACH-IT



Select the appropriate type of substance; this information is important and cannot be modified once you have moved to the next step of this wizard. Click on the info icon at the top right of your screen if you need more help regarding the definition of the different substance type.

This field is mandatory.

Main constituents

Start typing to search for an existing substance by name, EC or CAS number

ICPAC name

EC number

Select if the substance is UVCB (Unknown or variable composition, complex reaction products or biological materials) or a well defined substance (mono or multi constituent)

Input the main constituents

Substance identification

Click to move forward

Analytical information



Classification and Labelling notification
REACHReady Test 19

REACHReady-test entity
Jenny Butcher (jenniferbutcher89)

formaldehyde

EC 200-001-8 CAS 50-00-0

Trade name and other identifiers

Back to REACH-IT

You can find more details on how to fill in the information by clicking on the info icon located at the top right of your screen. Remember to click on the Save button after completing each block!

Trade name and other identifiers

Analytical information

Identifier	You may select one item or specify another value	⚠
Identity		⚠
Countries	You may select multiple items	
Relation	You may select one item or specify another value	▼

Purpose of analysis	You may select one item	▼
Analysis type	You may select multiple items or type in your own text	
Type of information provided	You may select one item	▼
Remarks of information provided	Remarks of information provided	

Attached methods/results Upload a document

Show more ... Cancel Save

Substance identification

Substance composition

Input other identifiers such as the trade name

Input analytical information including methods and results

Purity



Classification and Labelling notification
REACHReady Test 19

REACHReady-test entity
Jenny Butcher (jenniferbutcher89)

formaldehyde

EC 200-001-8 CAS 50-00-0

Substance composition



You can find more details on how to fill in the information by clicking on the info icon  located at the top right of your screen.

The degree of purity must be provided.
The "Concentration range" must be provided for each constituent.

The degree of purity must be provided.

State / form *You may select one item or specify another value*

Description

Degree of purity **% (w/w)** Lower value

Upper value

Optical activity *You may select one item*

Trade name and other identifiers

Administrative information

Input the purity range including lower and upper limits, you also have to include a concentration range for each of the constituents

SDS contact person





Classification and Labelling notification
REACHReady Test 19

REACHReady-test entity
Jenny Butcher (jenniferbutcher89)

formaldehyde EC 200-001-8 CAS 50-00-0

Administrative information

[Back to REACH-IT](#)

 You can find more details on how to fill in the information by clicking on the info icon  located at the top right of your screen. Remember to click on the Save button after completing each block!

SDS contact person

 Start typing to search for existing SDS contact by first or last name


First name

Last name

Email

Phone International format required

Country You may select one item

 Show more ...

Cancel

Save

Substance composition

C&L inventory

Input the details of the SDS contact person

C&L Inventory – harmonised C&L



formaldehyde

EC 200-001-8 CAS 50-00-0



How do you want to notify the classification and labelling of your substance?
Remember to click on the info icon at the top right of your screen if you need more help.

Harmonised C&L

Index No: 605-001-00-5

I notify the same C&L as the Harmonised one in Annex VI to CLP

I agree with the selected harmonised C&L, and I want to notify additional information

Classification

Acute Tox. 3 *	H301
Acute Tox. 3 *	H311
Acute Tox. 3 *	H331
Skin Corr. 1B	H314
Skin Sens. 1	H317
Muta. 2	H341
Carc. 1B	H350

Specific concentration limit

*	
Skin Corr. 1B	≥ 25 %

Labelling

Danger

H301 , H311 , H314 , H317 , H331 , H341 , H350

M-Factor

M-Factor information not provided

Administrative information

Classification

For harmonised classification and labelling either notify the same as the harmonised entry or agree and notify additional information

C&L Inventory – No harmonised C&L



IUCLID Classification and Labelling notification
REACHReady Test 19 not harmonised

REACHReady-test entity
Jenny Butcher (jenniferbutcher89)

dioxotitanium

EC 236-675-5 CAS 13463-67-7

C&L inventory

[Back to REACH-IT](#)

No harmonised entry found based on the substance identity provided – you can search for a specific harmonised C&L by index number

Search

Notified C&L

I agree with the selected notified C&L

Classification

Carc. 2 (Inhalation)

H351

Labelling

Warning



H351

Specific concentration limit

Specific concentration limit information not provided

M-Factor

M-Factor information not provided

If the substance has already been notified by another company you can agree with that notification (scroll down to see all notifications), if you want to notify differently select that box and input in the classification information

Assessment report



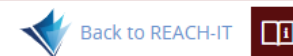
Classification and Labelling notification
REACHReady Test 19 not harmonised


REACHReady-test entity
Jenny Butcher (jenniferbutcher89)

dioxotitanium

EC 236-675-5 CAS 13463-67-7


Assessment reports




Use this step to attach supporting documents/reports which justify certain information provided for your substance.
You can find more details on how to fill in the information by clicking on the info icon  located at the top right of your screen.
Remember to click on the *Save* button after completing each block!

Chemical safety report (CSR)

A file must be attached, otherwise a justification given in the 'Remarks' field.

Report	 Upload a document
Remarks on file or justification for not providing a CSR	

 Show more ... Cancel Save

If you have a chemical safety report for the substance upload it in this section, if not you must provide a justification in the remarks field

Confidentiality claims



Classification and Labelling notification
REACHReady Test 19 not harmonised

REACHReady-test entity
Jenny Butcher (jenniferbutcher8)

dioxotitanium

EC 236-675-5 CAS 13463-67

● ● ● ● ● ● ● Confidentiality claims ● ●

Back to REACH-IT



Requests for information not to be disseminated on ECHA website are usually referred to as "confidentiality claims". You can flag certain information as confidential in your dossier as long as you provide a justification. You can find more details on how to fill in the information by clicking on the info icon located on the top right of your screen. Remember to click on the *Save* button after completing each block!

Confidentiality claims

IUPAC name of substance

Not Confidential

Claim

Justification

If you have any confidentiality claims these can be made here, you must remember to include a justification for each claim

Dossier preview



Classification and Labelling notification
REACHReady Test 19 not harmonised

REACHReady-test entity
Jenny Butcher (jenniferbutcher89)

dioxotitanium

EC 236-675-5 CAS 13463-67-7

Dossier preview

[Back to REACH-IT](#)



Carefully review the information below before moving to the next step and finalising your dossier/submission.

Substance identity

dioxotitanium
EC 236-675-5 CAS 13463-67-7
Mono-constituent

Trade name and other identifiers

Substance composition

State / form
Description
Degree of purity ~ 10 - ~ 20 % (w/w)
Optical Activity

Constituents

dioxotitanium ~ 99 - ~ 100 % (w/w)

Additives

Impurities

Review all the information in the dossier preview view

Submission to REACH IT



REACHReady-test entity

jenniferbutcher89

Tasks

Substances

Messages

Quick search by number



Menu



Home

Submit a dossier



Submission details



Upload dossier



Additional details



Confirmation

Please specify the following details and edit where necessary:

Company name: REACHReady-test entity

Contact person: * ?

Please let us know the contact person for this submission. We might need to contact them.

Assign

Year: Please enter a year

Quantity notified: ? You may select one item

Group of MI: Please enter a minimum of three characters

It is essential that:



The contact information is up to date. ECHA and the member states will use this information for sending decisions and communications outside of REACH-IT, or for data-sharing purposes related to this substance.



For submission on behalf of a group, the member and company details of the group of manufacturers or importer are correct.

Complete all information for a contact person, if you specify the quantity notified you also have to specify the year. Once completed confirm the submission

REACH
Ready



Thank You!



www.reachready.co.uk
enquiries@reachready.co.uk