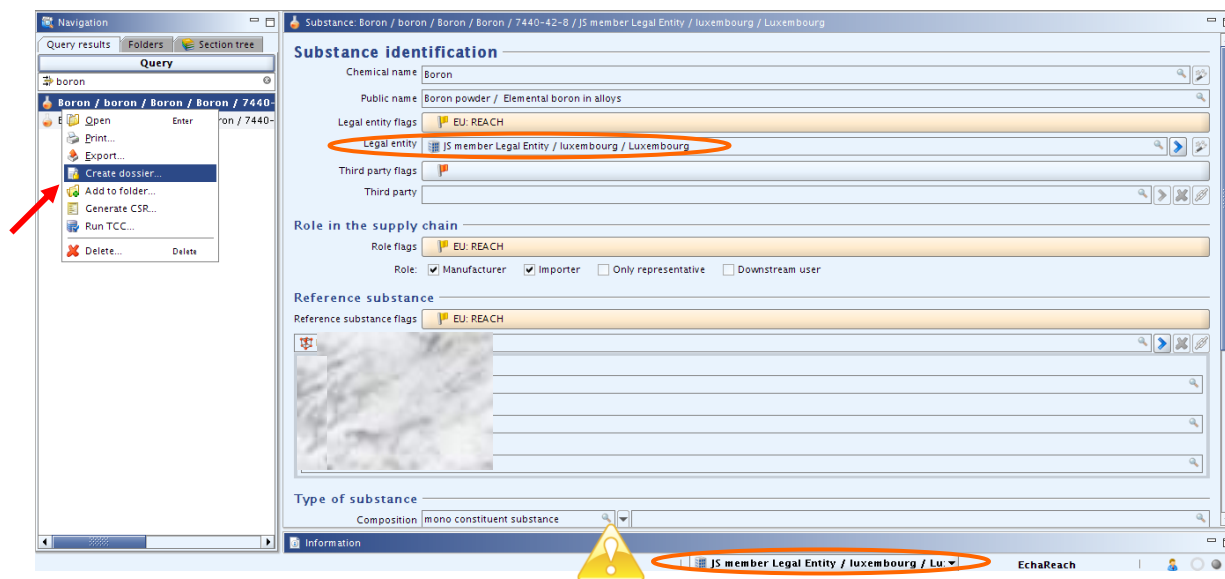
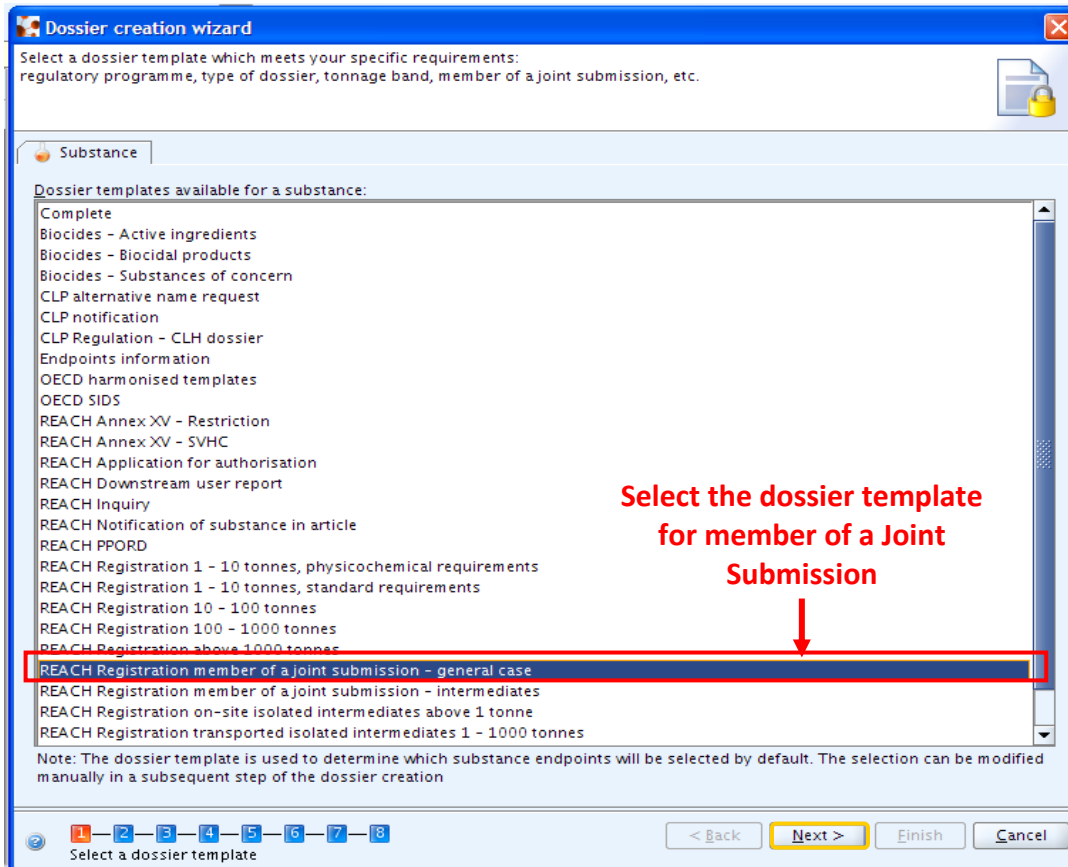


A. DOSSIER HEADER - RELATED INFORMATION

Important:

1. Run the TCC Tool plug-in on your IUCLID substance file:
 - ▶ If TCC fails, correct all mistakes or create a new substance file
 - ▶ If TCC passes, go to the next step
2. Before starting to create the IUCLID dossier, ensure that the Legal Entity corresponding to the one registering the substance is selected on the bottom of the IUCLID window
3. Select the appropriate substance, right click and select "Create dossier..." as displayed on the following screenshot and follow the dossier creation wizard guide





Co-registrant registration dossier - Dossier header creation

Dossier creation wizard

Verify the selected parts of sections 1 to 3 or deselect as appropriate
Dossier template: REACH Registration member of a joint submission - general case

Substance

Select the parts which should be included

Select all

- 1.2 Composition
- 1.3 Identifiers
- 1.4 Analytical information
- 1.5 Joint submission
- 1.6 Sponsors
- 1.7 Suppliers
- 1.8 Recipients
- 1.9 Product and process oriented research and development
- 2.1 GHS
- 2.2 DSD - DPD
- 3.1 Technological process
- 3.2 Estimated quantities
- 3.3 Sites
- 3.4 Information on mixtures
- 3.5 Life Cycle description
- 3.6 Uses advised against
- 3.7.2 Environmental assessment for aggregated sources
- 3.7.3 Generic exposure potential
- 3.8 Biocidal information
- 3.10 Application for authorisation of uses
- 14.2 Alternative name request

1 2 3 4 5 6 7 8
Select parts to filter

< Back Next > Finish Cancel

Dossier creation wizard

Verify the default settings or select other checkbox in order to specify the detail level to be included in the dossier
Dossier template: REACH Registration member of a joint submission - general case

Detail level of endpoint fields

Select the detail level:

- Basic level
- All fields - excluding confidential test material information
- All fields - including confidential test material information

Note: for a REACH dossier, all fields should be selected

1 2 3 4 5 6 7 8
Select field level

< Back Next > Finish Cancel

Co-registrant registration dossier - Dossier header creation



Dossier creation wizard

Verify the selected documents or select/deselect as appropriate
Dossier template: REACH Registration member of a joint submission - general case

Documents selected for dossier creation:

Use	Filter	Document	Origin	Endpoint	Last modification
<input checked="" type="checkbox"/>				---	2010-10-28 10:10:18 ...
<input checked="" type="checkbox"/>				---	2010-10-01 15:39:16 ...
<input checked="" type="checkbox"/>				---	2007-05-10 14:00:00 ...
<input checked="" type="checkbox"/>				---	2010-09-20 07:40:38 ...
<input checked="" type="checkbox"/>				---	2010-08-24 18:36:37 ...
<input checked="" type="checkbox"/>				---	2013-01-10 16:17:35 ...
<input checked="" type="checkbox"/>				---	2007-05-10 14:00:00 ...
<input checked="" type="checkbox"/>				---	2010-08-24 18:41:35 ...
<input checked="" type="checkbox"/>				---	2013-03-27 15:37:19 ...
<input checked="" type="checkbox"/>				---	2013-03-27 15:08:00 ...
<input checked="" type="checkbox"/>				---	2013-03-27 15:01:54 ...

not included (because of filter settings)
 partially included (reduced information)
 completely included
 cannot be included (error)

1 2 3 4 5 6 7 8
Select the documents

< Back Next > Finish Cancel

Co-registrant registration dossier - Dossier header creation



Dossier creation wizard

Enter additional administrative information concerning your dossier
Dossier template: REACH Registration member of a joint submission - general case

Type of submission

Information provided by the lead on behalf of the member(s)

- Chemical safety report
- Guidance on safe use
- Review by an assessor

Tonnage band(s) of the member registrant

Tonnage band: Between 100 to 1000 tonnes/year

On-site isolated intermediates tonnage band (REACH Article 17)

Transported isolated intermediates tonnage band (REACH Article 18)

Specific submissions

- The submission is an update

Dossier specific information

Phase-in

- Phase-in
- Non phase-in

- Reviewed by an assessor

Remarks

1 2 3 4 5 6 7 8

Enter administrative information

< Back Next > Finish Cancel

NOTE: The CSR part B is provided by the Lead Registrant for Iron. **This box should be ticked even if you are submitting your own part A.** See further information in the [ECHA Data Submission Manual 19: How to submit a CSR as part of a joint submission?](#) (September 2010)

Dossier creation wizard

Enter additional administrative information concerning your dossier
Dossier template: REACH Registration member of a joint submission - general case

Dossier specific information

Phase-in

- Phase-in
- Non phase-in

- Reviewed by an assessor

Remarks

Document

- Confidentiality claim on registration number
- Confidentiality claim on tonnage band
- Data sharing issues
- Fee waiving 1-10 tonnes, complete dossier

Compulsory information for isolated intermediates under REACH Article 17 and 18

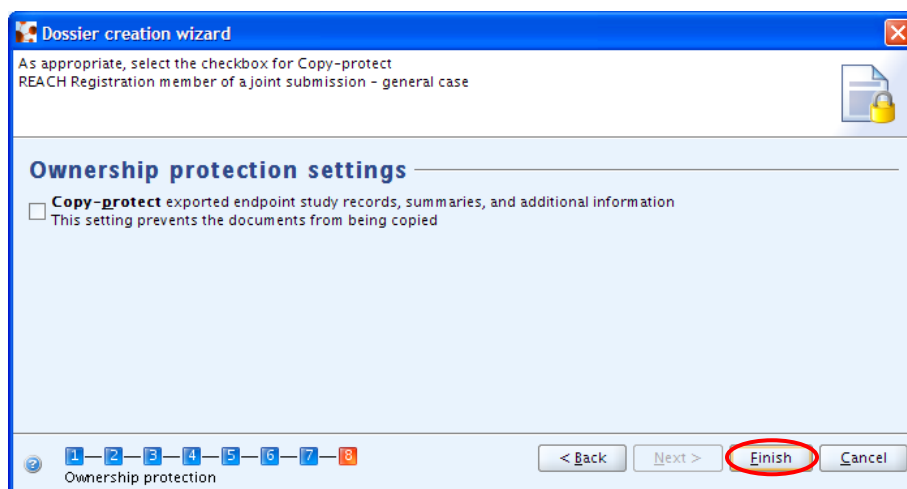
- Production and use under strictly controlled conditions
- Registrant confirms that the intermediate is used in accordance with the conditions set out in Article 18 (4)
- Registrant has received confirmation from the users that the intermediate is used in accordance with the conditions set out in Article 18 (4)

1 2 3 4 5 6 7 8

Enter administrative information

< Back Next > Finish Cancel

Tick the box(es) if you wish to claim confidentiality on registration number or tonnage band. Note that this will increase the registration fees.



B. RECOMMANDATIONS CONCERNING SUBMISSION

Before submitting your dossier, do not forget to:

1. **Run the TCC Tool plug-in** on your IUCLID dossier file
 - ⇒ If TCC fails, create a new dossier file
 - ⇒ If TCC passes, go to the next step
2. Export your dossier file on your computer by right clicking on the dossier
3. Login on your ECHA REACH-IT account specific to the Legal Entity
4. If the dossier file size is larger than 20MB => request a large file access code before submission on ECHA REACH-IT [it is normally immediate and you will receive the code in your ECHA REACH-IT message box]
5. Follow the prompts to submit your dossier file [for more detailed information, please consult the [ECHA Guidance on submission](#) (July 2012)]

After submission:

1. Check your message box in ECHA REACH-IT to follow progress of ECHA's 14 dossier examination steps via the submission report. You can define an option in the *User Preferences* to receive an email alert when an email is sent on your REACH-IT mail box.
2. Take the necessary actions, for example paying the registration fee.

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