

How to prepare a microplastics report

April 2026

ABC

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1. Introduction

1.1 Objective

The purpose of this manual is to assist in the preparation of REACH microplastics reporting dossiers using IUCLID. The manual provides you with detailed and practical instructions on how to generate a substance dataset and outlines the IUCLID sections to be filled in, in order to prepare a valid dossier that can be submitted to ECHA through REACH-IT.

This manual assumes that you have access to a IUCLID installation and that you have a valid ECHA account.

More information about each field, the different functionalities in IUCLID and how to use them can be found in the help system of IUCLID (see [chapter Functionalities of IUCLID](#)).

Manufacturers, industrial downstream users and suppliers placing on the market polymers that meet the definition of Synthetic Polymer Microparticle (SPM) must report their estimated annual emissions to the environment to ECHA.

Entry 78 of Annex XVII of the REACH Regulation, introduced by Commission Regulation (EU) 2023/2055 of 25 September 2023 (commonly known as “the microplastics restriction”)¹, entails a ban on the placing on the market of all polymers that meet the SPM definition, unless the use is exempted from the ban. It applies to certain solid polymers, that may persist and accumulate in the environment as microplastics, and it introduces an annual emission reporting obligation for some specific derogated uses.

The reporting obligation starts to apply either in 2026 or 2027, depending on your role:

- 2026 – For manufacturers and industrial downstream users of SPMs (in the form of pellets, flakes and powders) used as feedstock in plastic manufacturing at industrial sites.
- 2027 – For all other manufacturers and industrial downstream users of SPMs at industrial sites, as well as suppliers of products containing SPMs placed on the market for the first time for professional and consumer uses subject to reporting obligations.

Reports must be submitted annually by 31 May for emissions occurring during the previous calendar year (for example emissions to the environment in 2025 must be reported to ECHA by 31 May 2026).

For more information on microplastics reporting requirements, please consult the ECHA webpage at <https://echa.europa.eu/support/dossier-submission-tools/reach-it/microplastics-reporting> as well as the following documents:

Guidelines for the reporting requirements set by the REACH restriction of synthetic polymer microparticles (microplastics) at: <https://echa.europa.eu/completed-activities-on-restriction>

¹ <https://eur-lex.europa.eu/eli/reg/2023/2055/oj>

and the European Commission's *REACH restriction of synthetic polymer microparticles Explanatory Guide* at: https://single-market-economy.ec.europa.eu/sectors/chemicals/reach/restrictions/commission-regulation-eu-20232055-restriction-microplastics-intentionally-added-products_en

1.2 Overview of the preparation and the submission of a dossier

A IUCLID dossier is non-editable snapshot file of a substance dataset, containing the information to be submitted to ECHA. To generate a dossier and submit it, you have to proceed through the following steps:

- Step 1.** Sign-up in REACH-IT and create the Legal entity (<https://reach-it.echa.europa.eu>).
- Step 2.** Download the *pre-filled dataset* for microplastics reporting from the IUCLID website (<https://iuclid6.echa.europa.eu/get-iuclid-data>).
- Step 3.** Import the *pre-filled dataset* into IUCLID (see chapter [How to create a substance dataset](#)).
- Step 4.** Enter information in the substance dataset in IUCLID (see the relevant sections of chapter [How to create a substance dataset](#)).
- Step 5.** Create a dossier in IUCLID (see chapter [How to create a Dossier](#)).
- Step 6.** Export a dossier from IUCLID (see chapter [How to export a Dossier](#)).
- Step 7.** Submit a dossier to ECHA via REACH-IT (see chapter [How to submit a Dossier](#)).

Upon receipt of your dossier, ECHA will undertake a set of administrative and technical checks of your submission (see the list of check rules in the relevant excel document at [Data validation - IUCLID](#)).

ECHA will also disseminate on its website some information from the dossier. For more information, see the *Guidelines for the reporting requirements set by the REACH restriction of synthetic polymer microparticles (microplastics)* at <https://echa.europa.eu/completed-activities-on-restriction>

1.3 Reporting requirements set by the REACH restriction of synthetic polymer microparticles

The information to be included in the submission is described in the Entry 78 of Annex XVII of the REACH Regulation, introduced by Commission Regulation (EU) 2023/2055 of 25 September 2023. This comprises the following information (the corresponding IUCLID section is indicated in the brackets):

- Identity of the notifier and reference substance for microplastics reporting (REACH-IT account and IUCLID section 1);
- In case of an update submission to a previously submitted dossier, information on the previous submission (updates enabled in April 2026 release).
- Table of reporting requirements for certain uses of synthetic polymer microparticles (IUCLID section 2);

- Attachments for providing specific information to Member States Competent Authorities (MSCA) upon their request (IUCLID section 3). These are not required in the initial submission but should be provided as a dossier update at the request of MSCA as needed.

1.4 Checks performed by ECHA on the submitted dossiers

All dossiers submitted to ECHA undergo initial technical and administrative checks in order to ensure that they can be handled properly and that the subsequent required regulatory processes can be successfully carried out. Such checks are called business rules (BR).

A dossier can be accepted for processing only if all the relevant business rules, such as format verification and availability of administrative information, are satisfied.

For more information on the business rules check refer to the relevant excel document at [Data validation - IUCLID](#)

1.4.1 The Validation assistant

The *Validation assistant* (VA) has been developed to enable you to perform some checks on the dossier before you submit it to ECHA via REACH-IT.

Therefore, before the submission, we strongly advise you to use the *Validation assistant* in two steps:


1. To check your substance dataset (before the IUCLID dossier is created) to be able to correct any failures reported at this level.
2. To check the final IUCLID dossier and address any issues identified in this step.

Using the *Validation assistant* in both steps is vital for you to minimise any unnecessary failures and potential rejection of your submission.

For instructions on how to run the *Validation assistant*, refer to the help system of IUCLID.

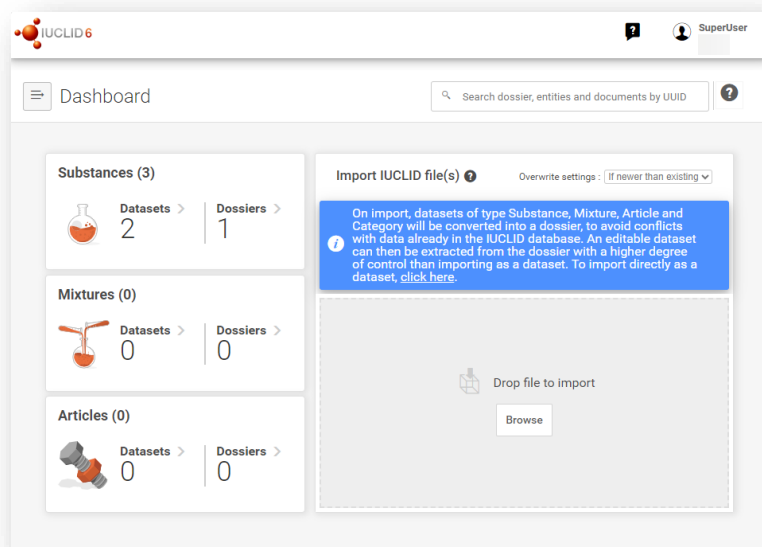
1.5 The main features of the IUCLID web user interface


In this chapter an overview of the IUCLID web user interface's main new features is presented.


Please note that the features introduced here below are not an exhaustive representation of the IUCLID web user interface. Only the most used features of the web interface for preparing dossiers for submissions to ECHA are covered. For an overview of all the features included in the IUCLID web user interface please refer to the help system of IUCLID that can be accessed from anywhere in the application by clicking the round question mark icon  displayed in the top-right corner of the screen (see chapter [The functionalities of IUCLID](#)).

1.5.1 The Dashboard

The *Dashboard* is the page shown upon starting IUCLID with the web interface.

Figure 1: The Dashboard and its icons

 The squared question mark icon allows you to easily access to a list of supporting material for IUCLID such as manuals, Q&As and video tutorials.

 The round question mark icon next to the search bar opens the help system of IUCLID, a user manual presenting the functionalities of IUCLID web interface in detail.


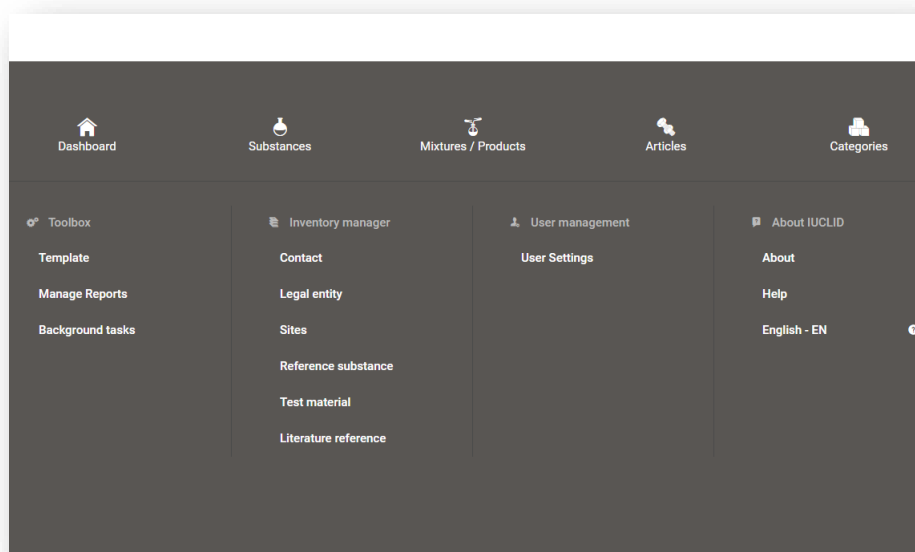
 The three dashes icon is the link to the Main menu, which contains direct links to a list of entities and to functionalities that do not necessarily need the context provided by the data window.

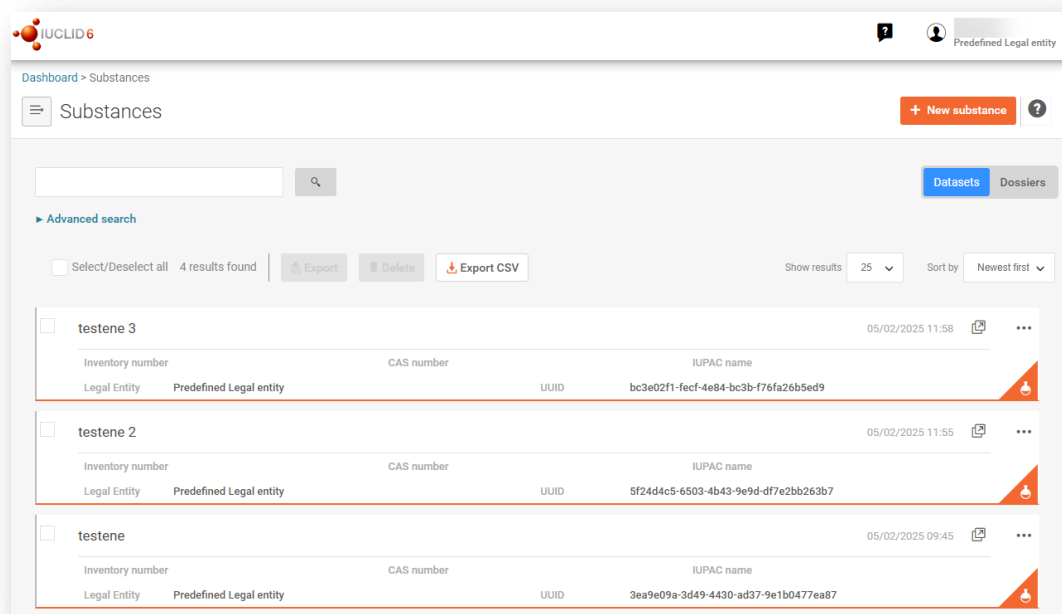
Figure 2: View of the main menu




The widgets for *Substance*, *Mixtures* and *Articles* lead to lists of existing substances, mixtures and articles (and related dossiers) and the option to create new ones. The windows for *Substances*, *Mixture* and *Articles* that open by clicking on the widgets can each display either datasets or dossiers based on these entities.


1.5.2 The Substances list page


Figure 3: The Substances list page



Datasets **Dossiers** This button displayed in the *Substances*, *Mixtures* and *Articles* list pages allows switching between the display of datasets and dossiers.

 **Export CSV** This button allows you to export the full list of results in the substances list page as a CSV file.

 In the *Substances* and *Mixtures* and *Articles* list pages, the orange icon with a flask indicates datasets. The datasets represent the editable data related to a particular substance, mixture or article from which a dossier can be created.

 The purple icon with a lock indicates dossiers. Dossiers represent the data related to a particular substance, mixture or article at a snapshot in time. Dossiers cannot be edited and are the format in which the data is submitted to ECHA.

... The button labelled with three dots allows sharing, deleting and cloning an entity

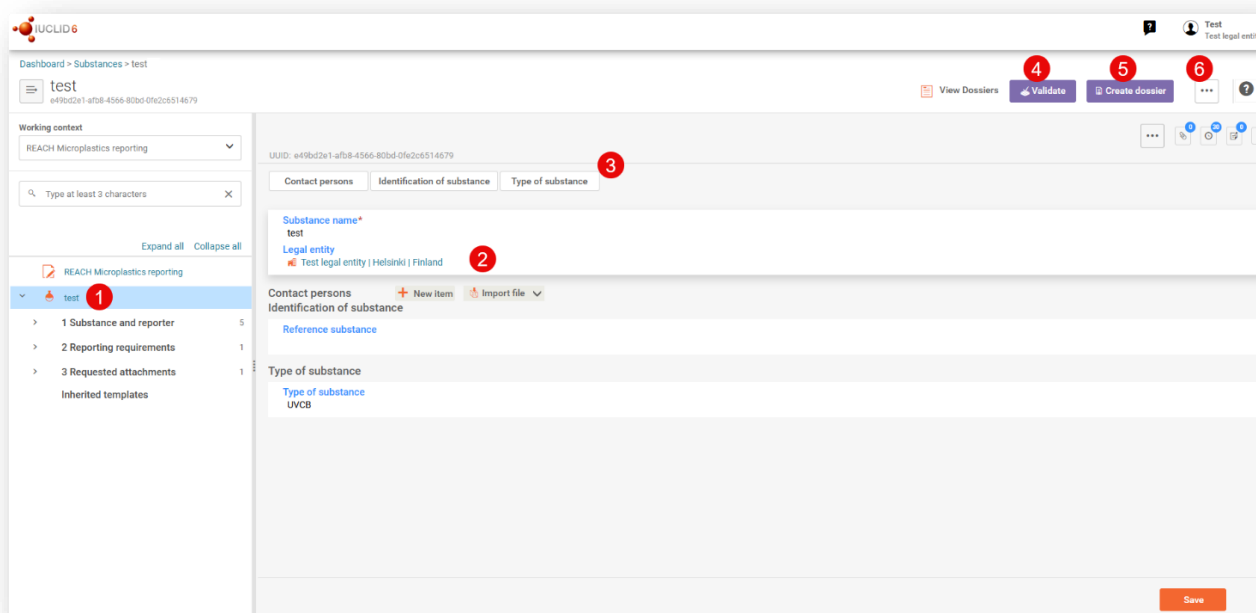
(substance, mixture, article or dossier) from the list. Please note that another button labelled with three dots is also displayed in the top of each *Dataset page*. For the functionalities included in the three dotted button of the *Dataset page* please see the following subchapter.

test 2 By selecting the checkbox next to the datasets you will be able to export or delete the selected dataset. More than one dataset can be selected in one instance.

From the *Substances*, *Mixtures* and *Articles* list you can access both datasets and dossiers. To open a dataset, click on the selected substance among those displayed in the list. The page that opens is the *Substance dataset page* (see Figure below).

1.5.3 The Dataset page

Figure 4: The Dataset page of a Substance dataset with the working context (submission type) "REACH Microplastics reporting"



Depending on the *working context* (submission type) selected, IUCLID automatically displays the table of contents containing all sections that are relevant. The table of content is displayed as a navigation panel on the left-hand side of the screen (1).

The content of the dataset can be modified by filling the data of the fields of the various sections (2). The tabs at the top of the dataset page help to navigate through the dataset page taking you to directly to the section indicated on the tab (3).

The fields to be filled in are either free-text fields or picklist fields.

Table *Reporting requirements for certain uses of synthetic polymer microparticles* in figure 5 can be filled in:

1. By clicking the **+ New item** button and filling in the fields in the generated row;

2. By downloading the CSV template for that specific table, filling in the excel file with your data and importing the excel file in the table. This option is recommended for those cases in which many rows need to be created.

Figure 5: Filling in the table by downloading and importing CSV files

UseDerogation	Technical function (TF)	Site(s)	Generic information on the identity of polymers	Estimated emission quantity	Concentration range of SPM
No data added					



The *validation assistant* on a dataset is run by clicking on the button labelled *Validate* (4), which is shown at the upper right of the substance dataset page. The *validation assistant* can be run also on a dossier by clicking the *Validate* button on the dossier page.



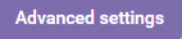
Dossier creation is started by clicking on the button *Create dossier* (5).



With the button labelled with three dots (6) at the right top of the *Dataset page* the following functions can be accessed: *Export to i6z*, *Create document PDF/RTF*, *Create component PDF/RTF*, *Generate report*, *Compare*, *Clone*, *Copy data from* and *Bulk Deleting*.

1.5.4 The Dossier header

The page opening when clicking the *Create dossier* button is the *Dossier header*.

From the *Dossier header* page, you can either use default settings and create your dossier by clicking on *Create dossier* at the foot of the page or access the *Advanced settings* for dossier creation by clicking on the related button  displayed next to *Create dossier*. The *Advanced settings* allow for example to include or exclude the *Legal entity* that is attached to the *Substance*, *Mixture* or *Articles*, or to select the documents to be included in the dossier outside of the default based on the submission type.

1.5.5 Confidentiality flags

A flag icon to the left of the name of a field or section indicates whether a flag can be set, whether it has been set, and whether it involves confidentiality or is a regulatory programme flag for filtering information. The icons are described here below.



No flag is set;



A regulatory programme flag is set which does not involve confidentiality;




A flag is set that involves confidentiality.

Note that confidentiality flags are not considered in the working context of microplastics reporting. Please refer to the *Guidelines for the reporting requirements set by the REACH restriction of synthetic polymer microparticles (microplastics)* at <https://echa.europa.eu/completed-activities-on-restriction> for an explanation of the information that will be treated as confidential.

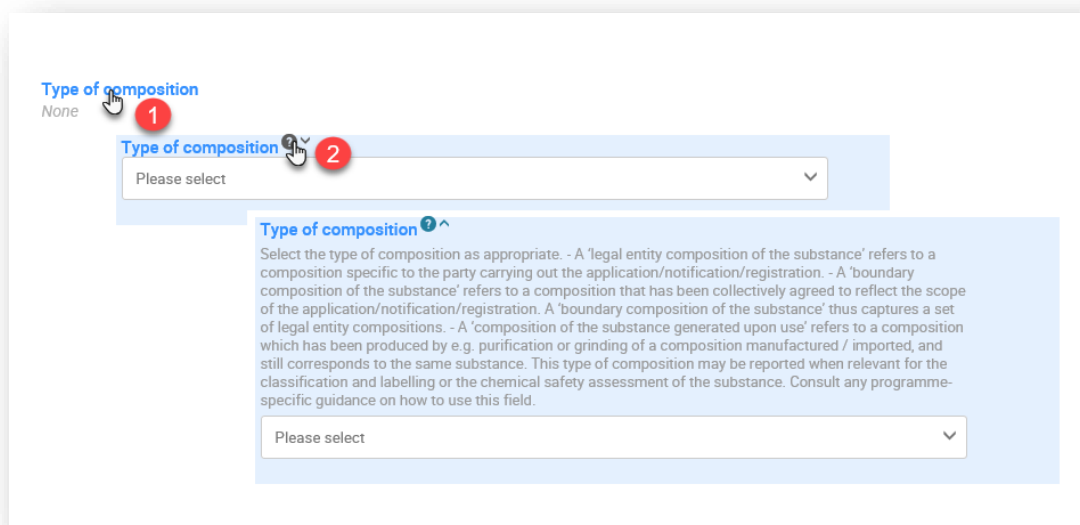
1.6 The functionalities of IUCLID

The functionalities of IUCLID are described in detail in the help document *IUCLID User Manual*.

To access the *IUCLID User Manual* document, click the icon  displayed on the top right corner of any page inside the interface. From there it is possible to navigate to the specific help required.

For specific support on how fields should be filled in within IUCLID, click on the question mark icons next to the field headers. Please note that the question mark icon will appear only after hovering with the cursor over the selected field, as shown here below.

Figure 6: Field specific help



2. Legal entity

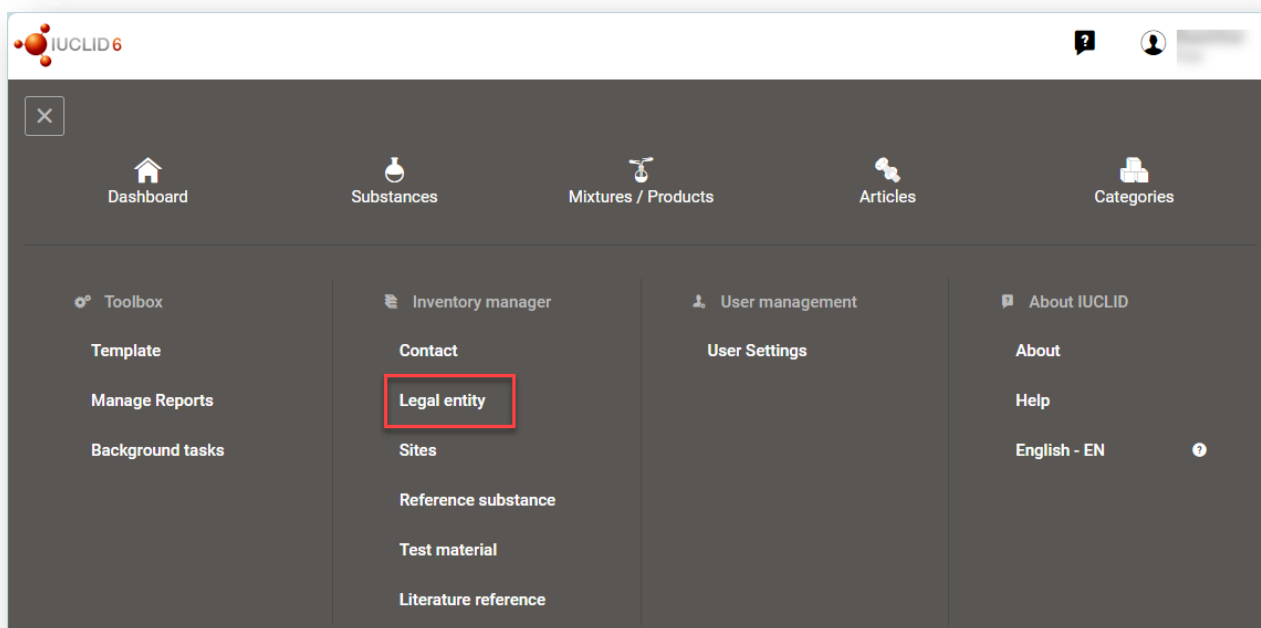
Submissions to ECHA are done by *Legal entities* which have to be defined including contact details prior to submission. The contact details of the company are stored as a *Legal Entity Object (LEO)*. You can create a LEO both in IUCLID and in the *ECHA accounts* available at <http://idp.echa.europa.eu/ui/>.

Note that ECHA will use only the contact details of the legal entity that you have registered in the ECHA accounts or in REACH-IT.

You have already created one legal entity when you installed IUCLID. You can add more legal entities either:

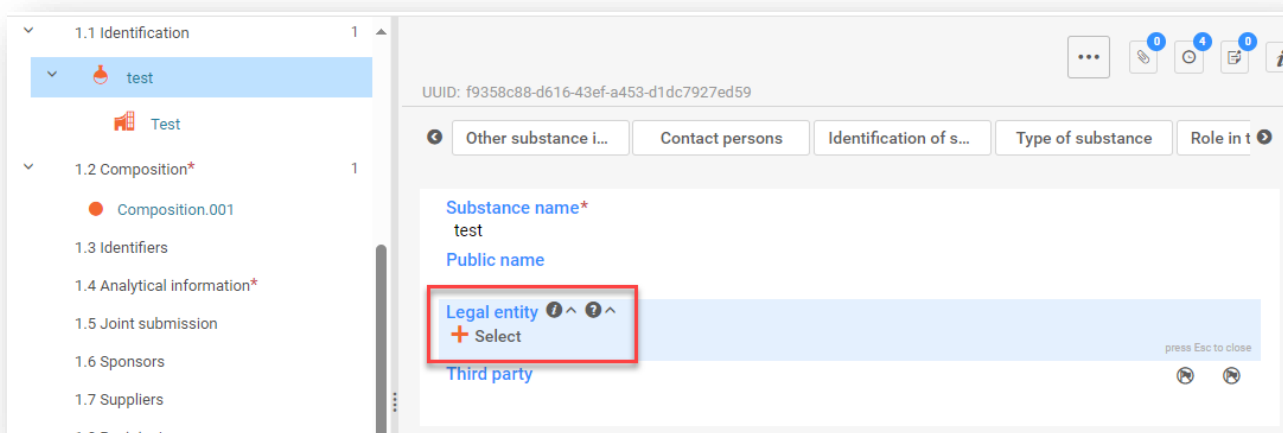
1. By clicking on *Legal entities* from the main Menu.

Figure 7: Add more legal entities from the main menu



2. From the point where the *Legal entity* is referred to in a dataset.

Figure 8: Add more legal entities from the dataset



However, ECHA will not enforce the consistency between the IUCLID legal entity and the ECHA accounts legal entity.

Please note that by default the legal entity is not included in the dossier. If you wish to include the legal entity in your dossier, you can change the default settings during the dossier creation (see chapter [How to create a Dossier](#)).

If you include a legal entity in the dossier which will be submitted to ECHA it may be beneficial to check if the legal entities in IUCLID and REACH-IT are the same. For further information on how to create a Legal Entity Object (LEO) and how to synchronise it between IUCLID and REACH-IT, refer to the next chapter.

2.1 How to update and synchronise the LEO information

To register your legal entity, you should sign-up into the *ECHA accounts* where you can enter and administer your legal entity information.

When you create a LEO, a numeric identifier called Universal Unique Identifier (UUID) is generated. Example of a legal entity UUID: *IUC5-a620a92d-32c6-426a-b6ee-fc338cde0932*.

The UUID is different for each LEO, even within the same company in case the company has several LEOs.

You can synchronise the legal entity between IUCLID and REACH-IT by exporting your LEO from ECHA accounts or REACH-IT. You can then import the file into IUCLID. It may be beneficial that the UUID is identical between all the applications where the company identity appears (IUCLID, REACH-IT, any web forms submitted to ECHA). Alternatively, if you have not yet created your ECHA account, you may export the LEO from IUCLID and import the file to ECHA accounts when you create an account. Note that a LEO can be imported to ECHA accounts only while you create an account, and not to an existing ECHA account.

To compare the UUIDs between the applications, you can find them inside each application by following the below paths:

- IUCLID: Main Dashboard menu > Legal entity > find your legal entity.
- ECHA Accounts: Legal Entity tab > General information > Legal Entity UUID
- REACH-IT: Menu > Company information > General information > UUID

For more information on the ECHA account management refer to the ECHA accounts manual available at <https://echa.europa.eu/manuals>.

3. Legal entity sites (sites)

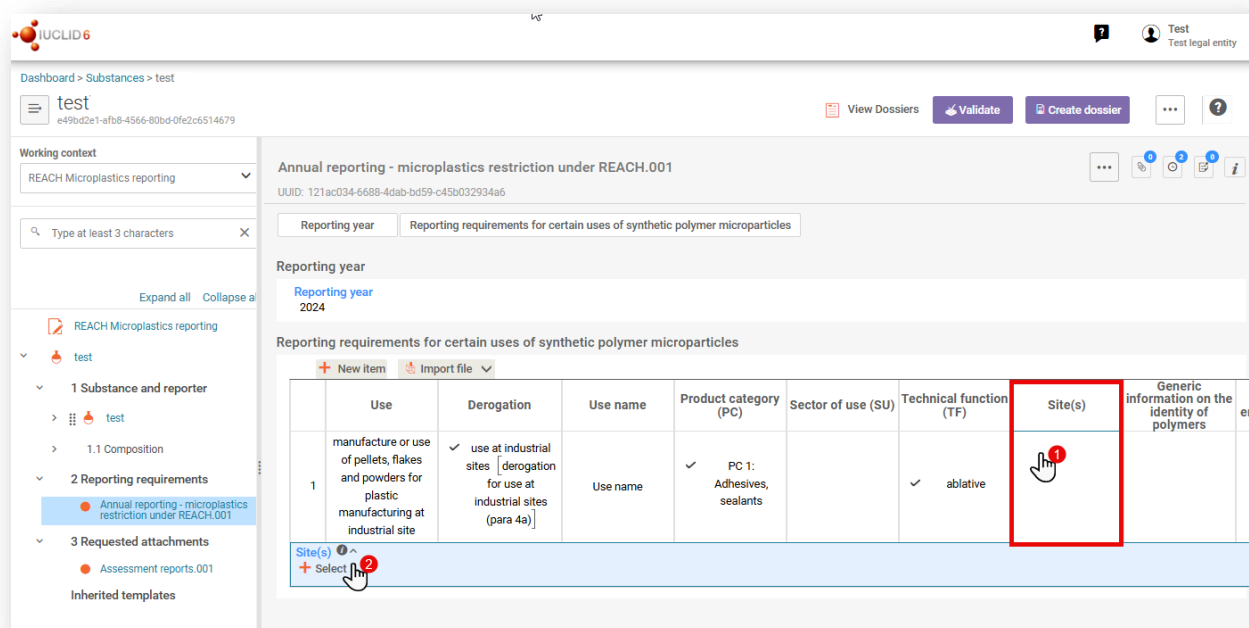
A Legal entity site (*Site*) is an entity where you can indicate the site where the manufacture or own use of your substance takes place. This information includes the name of the site, the address and other contact details of the site, and the possibility to include the identifiers of the site under *Other IT system identifiers*. The *Legal entity site* belongs to only one *Legal entity owner*.

Note that it is not possible to create a *Legal entity site* without linking it to a legal entity, but it is possible to modify the link between a *Site* and its legal entity owner by selecting another legal entity from your inventory. More than one *Site* can be associated with the same legal entity.

The creation and editing of a site is done either:

1. from the list page of *Sites* which can be accessed from the main menu;
2. from the point where the *Site* is referred to in a dataset. To create a new site from the point where the *Site* is referred to in a dataset click on *Select* in the *Site* field as shown below. The link will take you to the *Site* inventory.

Figure 9: Link to Sites inventory from within the dataset



3.1 Creating a Legal entity site

To create a new site:

- Step 1.** In the pop-up window click on *New site / Create*.
- Step 2.** Complete as many fields as possible under *General information* and *Contact address*. The minimum data required is the *Site name, Address, Postal Code, Town and Country* where the site is located.

Step 3. Click *Save*.

Figure 10: Create a new Legal entity site

Dashboard > Sites > site

site
f3cfa7cc-4b41-42bd-9c32-b0c04e3cfe35

Type at least 3 characters

UUID: f3cfa7cc-4b41-42bd-9c32-b0c04e3cfe35

Site flags General information Contact address

Site flags

General information

Site name*
site

Legal entity owner
test

Other legal entity owners

Remarks

Other IT system identifiers + New Item Import file

Flags	IT system	ID	Remarks
No data added			

Contact address

Address 1

Save

4. Contact

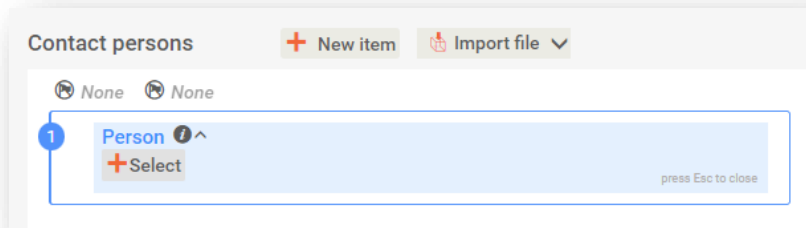
In the Contact inventory you can insert the contact details of the relevant competent persons, such as person responsible for the safety data sheet (SDS), toxicologist, etc, which can be attached to the IUCLID dossier. This person may be contacted to provide assistance or ask about the information submitted.

Information on the contact person responsible for your submission must be specified and managed in REACH-IT.

A *Contact* can be either edited or created either from:

1. from the list page of *Contacts* which can be accessed from the main Menu;
2. from the place where the *Contact* is referred to in a dataset (for example in *section 1.1*). Typically, a link can be made to more than one *Contact* from the same place. To create a new contact from the place where the *Contact* is referred to in a dataset, click on *Select* within the link as shown below. The link will take you to the *Contacts* inventory.

Figure 11: Link to Contact inventory from within the dataset



4.1 Creating a contact

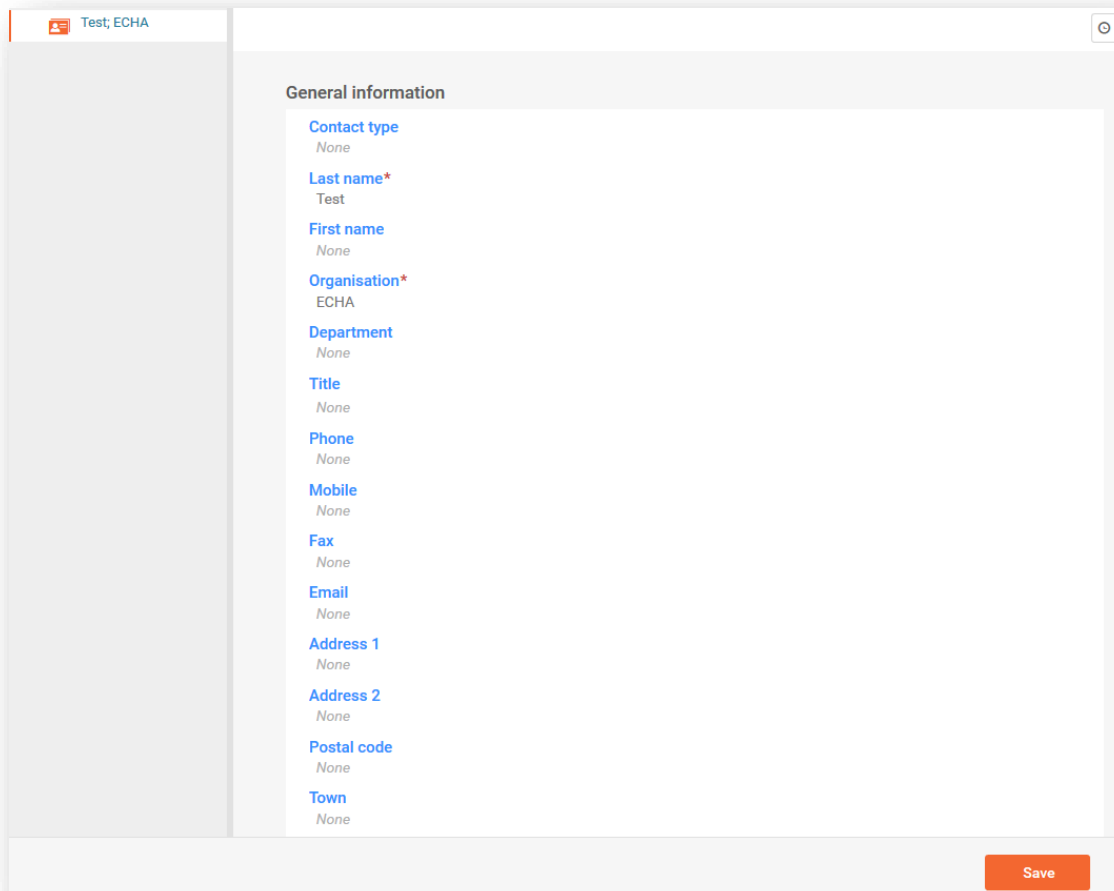
To create a new contact:

Step 1. Click on *New contact / Create*.

Step 2. Provide the 'Last name' and the 'Organisation' (Fields marked with the red asterisk are mandatory) and complete as many fields as possible under *General Information*.

Step 3. Click *Save*.

Figure 12: Create a new Contact



5. Reference substance

A *Reference substance* enables you to store identification information on a given substance or a given constituent of a substance, such as chemical names (EC name, CAS name, IUPAC name, synonyms, etc.), identity codes (EC number, CAS number), molecular and structural information.

A microplastics reporting dossier is prepared using a generic substance that is specifically defined for microplastics reporting with the following two identifiers:


- Substance name: "Synthetic polymers microparticles"
- EC number: 750-000-6

The *Reference substance* is included in the *pre-filled dataset* available to download on the IUCLID website (see next chapter).

You can find more detailed information on reference substance and on how to manage a substance dataset in the *Manual How to prepare registration and PPORD dossiers* available at <http://echa.europa.eu/manuals>.

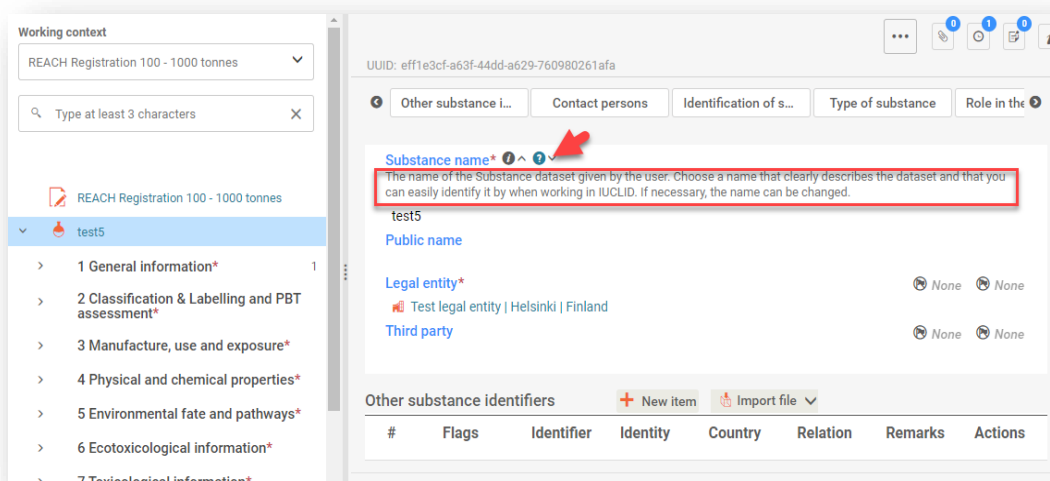
6. How to create a substance dataset

This chapter outlines which information has to be provided in different sections of IUCLID. This depends on the type of submission that you wish to do via a IUCLID dossier.

When entering your data you can use the *IUCLID User Manual* that can be opened by clicking on the round question mark icon  on the top-right corner of the screen.

For further support and to read specific help text that explains how each field should be used, click on the question mark icon displayed next to the field heading. Please note that the question mark icon will appear only after hovering with the cursor over the selected field.

Figure 13: How to get further support on the use of fields



The screenshot shows the IUCLID interface for creating a substance dataset. On the left, there is a 'Working context' sidebar with a search bar and a list of categories under 'REACH Registration 100 - 1000 tonnes', including 'test5' and numbered sections from 1 to 7. The main area displays the 'Substance name*' field with a red box around the help text: 'The name of the Substance dataset given by the user. Choose a name that clearly describes the dataset and that you can easily identify it by when working in IUCLID. If necessary, the name can be changed.' A red arrow points to the question mark icon next to the field heading. Below the field, there are sections for 'Public name', 'Legal entity*', and 'Third party', each with a 'None' option. At the bottom, there is a table for 'Other substance identifiers' with columns for '#', 'Flags', 'Identifier', 'Identity', 'Country', 'Relation', 'Remarks', and 'Actions'.

Please proceed as follows to download the *pre-filled dataset* that includes the *Reference substance* for the microplastics reporting:


Step 1. Go to the "Get IUCLID data" webpage at <https://iuclid6.echa.europa.eu/bg/get-iuclid-data>

Step 2. Download and save the "REACH_microplastics_pre-filled_substance" (.i6z) file to your computer.

After downloading and saving the file to your computer file, you need to import the substance dataset into IUCLID to create your microplastics report dossier.

Step 3. On the IUCLID Dashboard, click on Browse in the Import IUCLID file(s) box.

Step 4. Select the *pre-filled dataset* (.i6z) file from the folder where you saved the file during the download process in your hard drive (Step 2). Then, click on the Open button. Alternatively, you can also drag and drop the (.i6z) file in the Import IUCLID file(s) box. By default, datasets are imported as dossiers in IUCLID.

Step 5. When the import is complete a  symbol appears in the Import IUCLID file(s) box, next to the name(s) of the file(s).

For more information on Import function refer to the help system of IUCLID.

After importing the *pre-filled dataset*, it can be found as a dossier in IUCLID. To create a microplastics report substance dataset, you first need to extract the substance dataset from the imported dossier.

A substance dataset is a repository of administrative and scientific data for a substance. The information in the dataset can be modified: you can add, remove or change information in the dataset. **The dataset is used as basis for the dossier.** The dossier is a snapshot of the dataset at a certain moment; the information in the dossier cannot be modified.

To create a dataset for microplastics reporting:

Step 1. Click on the button entitled *Dossiers* in the *Substances* box of the IUCLID Dashboard and then click on the imported dossier named "TMP_Created from an imported dataset_REACH restriction on microplastics – reporting".

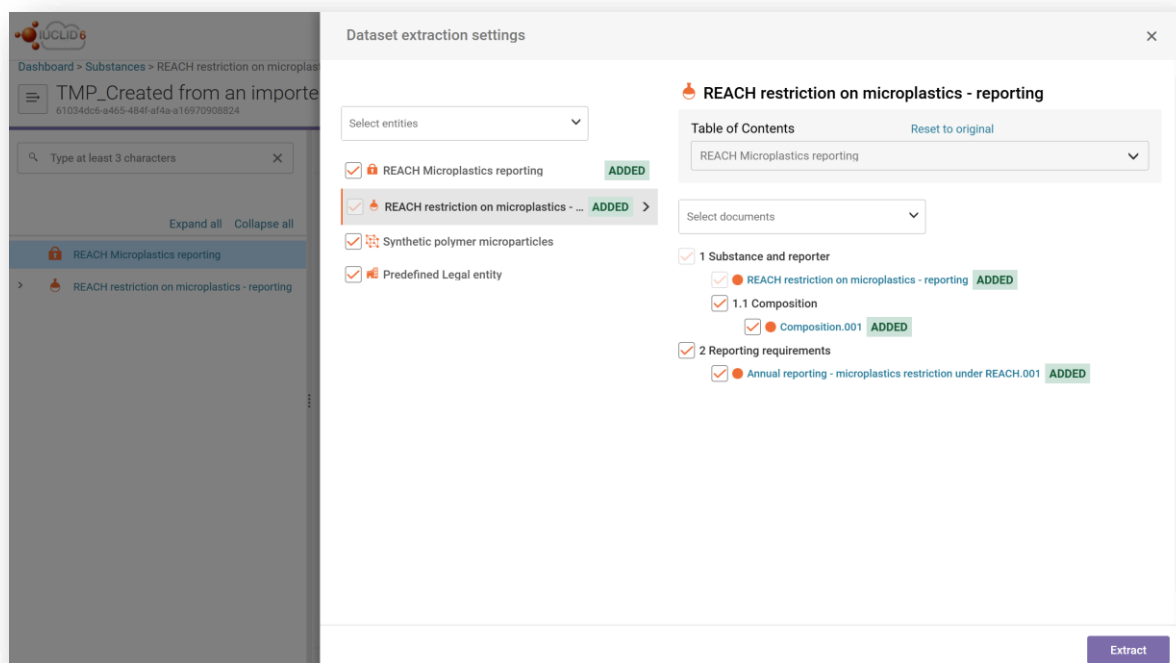
Once your *Dossier* screen is open click on the icon with three dots  displayed in the top right-hand corner of the screen. Select *Extract to dataset*. Keep all entities selected (see Figure 14).

Step 2. Create the new dataset by clicking *Extract*.

Step 3. Once you receive the message that the dataset has been successfully created, click *Open*.

Step 4. You are now presented with a view of your substance dataset with the relevant *table of contents* displayed as a navigation tree on the left-hand side of the screen. The selected *Working context* is the appropriate one "REACH Microplastics reporting".

Figure 14: Dataset extraction settings



Please note that all the *datasets* that you have created (or imported) can be accessed from the *Substances page*. To open a substance dataset, click on the selected substance among those displayed in the list. In case you have several datasets, you can search the substance you wish to view by typing into the query box either the substance name, the CAS or EC number of the substance, or its IUPAC name. Alternatively, the *Advanced search* can be used.

Figure 15: Substances page - list of substances

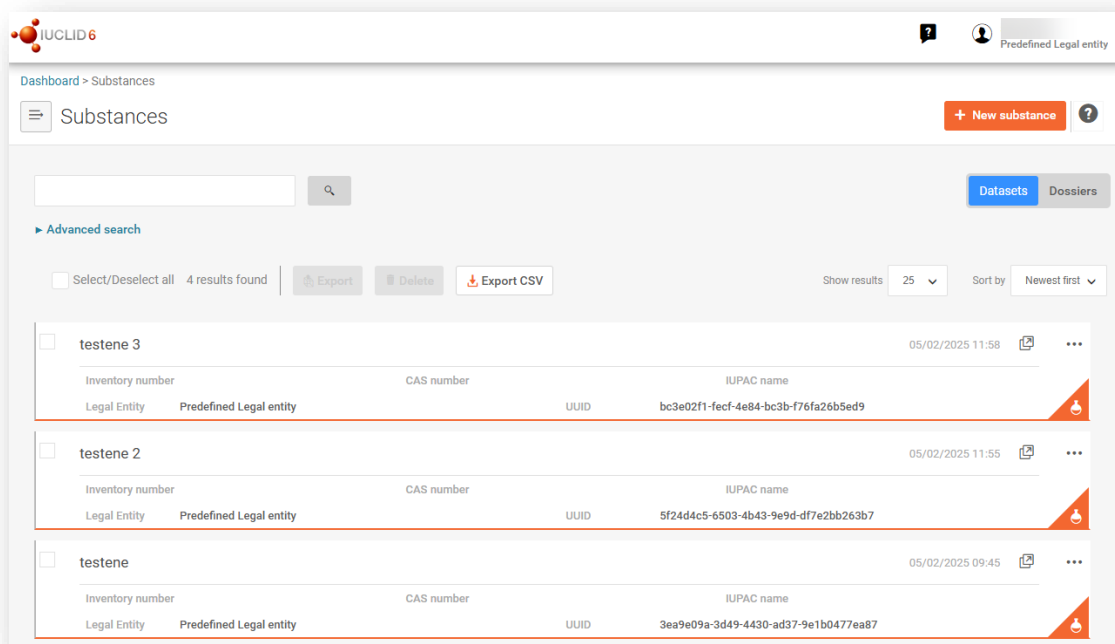
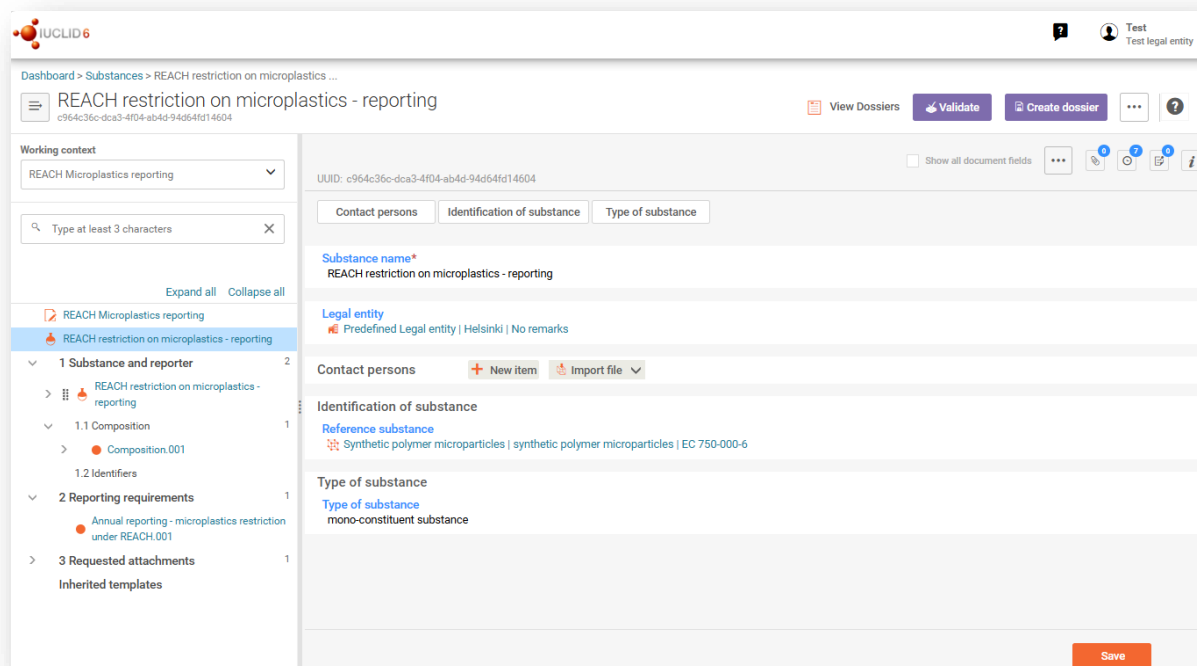


Figure 16: View of substance dataset with relevant table of contents (TOC)



For information on how to fill the data in the *Dossier header*, please see the dedicated section under the chapter [How to create a Dossier](#).

Once you have created a dataset for your substance, you can enter data. The following chapters describe what data should be entered into each section of IUCLID for the specific type of submission that this manual refers to. The sections are shown with their name and the numbering used with the relevant IUCLID table of contents view.

When filling in the different parts of a dataset it is important, that:

- when you create many rows in a table, you must fill in the relevant information in each row,
- when other is selected in a picklist the text field below marked with 'Other' must be completed,
- when a field is associated with a unit, this must be filled in.

6.1 Section 1 Substance and reporter

In section 1 of IUCLID, *Substance and reporter*, specify the identity of the notifier and ensure that the reference substance is set to "Synthetic polymers microparticles" with the EC number "750-000-6". Importing and using the *pre-filled dataset* for microplastics reporting ensures that these are already specified.



6.1.1 Section 1.1 Composition

Section 1.1 contains composition information. For a microplastics report dossier the record is automatically filled in by the *pre-filled dataset*, and no further information is required in this section.

6.1.2 Section 1.2 Identifiers

Section 1.2 is used for dossier updates, and this section should be left blank in an initial submission.


When updating a dossier, this section will need to be completed as follows:

- Step 1.** In the navigation tree on the left-hand side of the screen, create a new record by clicking on the  button next to the section 1.2 'Identifiers'. A 'Regulatory programme identifiers' appears in the main window.
- Step 2.** To add a new row in the table, click on the  'New item' button at the top of the table.
- Step 3.** Under 'Regulatory programme' select 'REACH microplastics restriction reporting'.
- Step 4.** Under ID, enter the reference number of your previous submission. The reference number is available in REACH-IT, under 'Substances' search, and is a number starting with '20-' followed by numbers and dashes.

No further information is required in this section.

6.2 Section 2 Reporting requirements

Section 2 *Reporting requirements* is for entering the information specific to the microplastics use, type and emissions as stipulated by the restriction:

- Step 1.** In the navigation tree on the left-hand side of the screen, you can already find a record that can be filled in for one year. Reporting for multiple years requires the creation of a separate record for each year. To create a new record, click on the  button next to the section 2 'Reporting requirements'.

To complete each created record, follow the steps:


- Step 2.** Fill in the Reporting year for which the information will be provided. Proceed to fill in the table *Reporting requirements for certain uses of synthetic polymer microparticles* below.
- Step 3.** For each different use, please create a new row in the table by clicking the *New item* button. Alternatively, you can import a CSV file.
- Step 4.** Fill in the information for each column in the table. Depending on the use and derogation selected, some fields may not be required, appearing greyed out and unselectable.

It is necessary to consult the *Guidelines for the reporting requirements set by the REACH restriction of synthetic polymer microparticles (microplastics)* and the European Commission's *REACH restriction of synthetic polymer microparticles Explanatory Guide* for more detailed instructions on the information that needs to be provided in this section.
<https://echa.europa.eu/completed-activities-on-restriction>

More information and links to documentation is available at:
<https://echa.europa.eu/support/dossier-submission-tools/reach-it/microplastics-reporting>

6.3 Section 3 Requested attachments

In this section you can add attachments with further information when requested by the Member State Competent Authorities.

- Step 1.** In the navigation tree on the left-hand side of the screen click on the  button next to *3 Requested attachments* to create a record for each file you want to attach.
- Step 2.** Attach the file for each created record the section by clicking the *Select file* button and choosing the file to attach.
- Step 3.** You can provide further information or remarks on the attachment in the field *Further information on the attachment / remarks*.

7. How to create a Dossier

Once you have included all relevant information in your substance dataset, the next step is to create a dossier.

Before creating a dossier, you are advised to check the completeness of your substance dataset by running the *Validation assistant*. For more information on how to run the Validation assistant refer to the help system of IUCLID.

- Step 1.** To create a dossier, open the list of available substance datasets by clicking on the button entitled *Datasets* in the box *Substances* of the IUCLID Dashboard.
- Step 2.** All available substances will be displayed in the *Substances* list page. If a substance does not appear in the list, you can search for it by using the search field.
- Step 3.** Click on the substance for which you want to create a dossier.
- Step 4.** Before creating a *Dossier* a *Working context (submission type)* must be selected. Click on the *Working context* field and select the right submission type from the picklist. Choosing the correct dossier template by selecting the *Working context* is essential for a successful submission. Before exporting your dossier, you have to make sure that the selected template corresponds with the intended submission.
- Step 5.** Click on *Create Dossier* in the top right-hand corner of the screen.

The selection of the *Working context* allows the IUCLID interface to present to the user at the start of *Dossier* creation, either a pre-filled or blank *Dossier header* of the correct type.

For instructions on how to fill the administrative information in the *Dossier header*, please see the following subchapters.

Information contained in the *Dossier header* is crucial for business rules checking when you submit your dossier. Missing or incorrect information can result in that your submission cannot be accepted for further processing and will be automatically removed from the system. In this case you need to create a new dossier with corrected information and submit it again. For more information refer to the list of check rules in the relevant excel document at [Data validation - IUCLID](#).

Step 6. From the *Dossier header* page you can either use default settings and create your dossier by clicking on *Create dossier* at the foot of the page, or access the *Advanced settings* for dossier creation by clicking on the *Advanced settings* button.

Figure 17: Dossier header page with 'Create dossier' and 'Advanced settings' buttons.

The screenshot displays the 'REACH Microplastics reporting' interface. At the top left is the IUCLID6 logo, and at the top right is a user profile for 'Test legal entity'. The main content area is titled 'REACH Microplastics reporting' and contains several sections:

- Dossier template:** A text input field for 'Dossier name (given by user)'.
- Dossier subject:** A section containing 'Submitting legal entity' (Test legal entity | Helsinki | Finland) and 'Dossier submission remark'.
- Specific submissions:** A checkbox for 'The submission is an update'.
- Dossier specific information:** A checkbox for 'Reviewed by an assessor', followed by 'Remarks' and 'Document' fields.

At the bottom right of the page, there are two buttons: 'Create dossier' and 'Advanced settings', both highlighted with red boxes.

Step 7. From the *Advanced settings* window you can define the confidentiality level by selecting the data protection flags. Note that confidentiality flags are not considered in the REACH Microplastics reporting working context.

Step 8. From the *Advanced settings* window you can select whether the annotations should be included in the dossier.

Step 9. By ticking the checkbox *Select documents to be included* and clicking *Next* you can verify and select which documents and entities will be included in your dossier. Certain documents, such as section 1.1, will always be included in a dossier, and cannot be excluded in this step. Likewise, depending on the submission type, some documents will not appear in the list and cannot be included as they are not relevant for the selected submission type. If you are unsure of the information to be included, you can rely on the default settings for that submission type.

Step 10. To finalise the creation of your dossier, click on *Create dossier* at the bottom of the *Advanced settings* window.

7.1 Administrative information

Enter a *Dossier name*, which enables you to easily identify it in your database. You are advised not to use confidential information in the dossier name, as it will be seen by anyone you share the dossier with.

When relevant, enter a *Dossier submission remark*. This remark can include further information on the reason for the submission (e.g. detail which information has been updated).

7.1.1 Specific submissions

By default, the dossier is created for an initial submission, in which case this section should be left blank.

When updating a microplastics report, you should select the checkbox *The submission is an update*.

Submission update

For your spontaneous update, you must select the checkboxes *The submission is an update* and *Spontaneous update*. Additionally, select an appropriate *Justification* from the picklist, which is clarifying the update reason(s) for a microplastics report.

When creating an updated dossier, you also need to add the submission number of your last successful submission in the field *Last submission number*. The submission number is available in REACH-IT, under 'Substances' search.

If the reason for the spontaneous update is not listed in the picklist, then you are required select 'other' and enter the information about the reason in the corresponding field.

If you need to indicate more than one reason for updating the dossier, you should create an additional repeatable block for each reason by clicking on the *New item* button. Alternatively, you can import a CSV file. Please note that a *Justification* has to be provided in all the blocks.

The checkbox *Reviewed by an assessor* is not required, but if it has been reviewed by an assessor, it may be indicated here.

An example dossier header completed for a dossier update is shown in Figure 18. The 'Last submission number' field was populated with a sample submission number, and 'new reporting year' was selected as a justification for the dossier update.

Figure 18: Dossier header showing the 'Specific submissions' section completed for an example dossier update.

The screenshot displays a web interface for managing a dossier. At the top, there are four tabs: 'Dossier template', 'Dossier subject', 'Specific submissions', and 'Dossier specific information'. The 'Specific submissions' tab is active. Below the tabs, the interface is divided into sections:

- Dossier template:** Includes a link for 'Dossier name (given by user)'.
- Dossier subject:** Includes links for 'Submitting legal entity' (with a sub-link 'Test legal entity | Helsinki | Finland') and 'Dossier submission remark'.
- Specific submissions:** This section is highlighted with a red box. It contains:
 - A checked checkbox labeled 'The submission is an update'.
 - A link for 'Last submission number' with the value 'AB1234567-89'.
 - A link for 'Reason for updating' with a checked checkbox labeled 'Spontaneous update'.
 - Buttons for 'Justification', '+ New item', and 'Import file'.
 - A blue-bordered box containing a '1' in a circle, a link for 'Justification' with the value 'new reporting year', and a link for 'Remarks'.
- Dossier specific information:** Includes a checkbox for 'Reviewed by an assessor', a link for 'Remarks', and a link for 'Document'.

At the bottom right corner, there is an orange 'Save' button.

See also chapter [How to update a Dossier](#).

8. How to export a Dossier

To start the export process, first search for the *Dossier* by clicking on *Dossiers in the Substances box* of the IUCLID Dashboard. Then select the relevant dossier among those displayed in the list by clicking on it. A *Dossier* is indicated by a lock icon at the lower right of the entry in the list.

Once your *Dossier* screen is open click on the icon with three dots  displayed in the top right-

hand corner of the screen. To export your dossier, click *Export to i6z*.

Data exported from IUCLID can be imported into the same version, and optionally into the previous major release. This latter option is switched on using *Export to previous major version*. Data cannot be exported to be compatible with a major release older than two previous releases. For example, data cannot be exported from IUCLID 6.5 into the format for IUCLID 6.2. If you need to send data to a IUCLID user who is using IUCLID from the previous major version, and you know that the data is not critically affected by the most recent format changes, export the data with *Export to previous major version* enabled. This will allow the data to be imported. However, it is always recommended to use the latest version of IUCLID.

For more information on how to export a Dossier please refer to *IUCLID User Manual*.

9. How to submit a Dossier

To submit your dossier to ECHA, you must sign up in REACH-IT with the legal entity details of the submitting entity, and follow the instructions provided there for your specific type of submission.

You can access REACH-IT from the ECHA website: <http://www.echa.europa.eu/> or go directly to the REACH-IT website: <https://reach-it.echa.europa.eu/>.

10. How to update a Dossier

A single IUCLID dossier should include the reporting for each year and each use applicable to a single legal entity. Therefore, it is not expected that multiple initial dossiers would be submitted by the same legal entity. In order to add a new reporting year to your initial dossier, modify already submitted information, or add new information, you should update the dossier.

If you need to update your dossier, you do not need to re-type all your substance data again. Instead you can update the information in the *Substance dataset*. To edit the *Substance dataset*, select it from the *Substances list* page and fill in or update the relevant data. Information relating to the previous submission should be entered in dossier header and Section 1.2 'Identifiers'. When the dataset is ready you can create a dossier (see chapter [How to create a Dossier](#)).

Step 1. Link the your existing microplastics report to the current update (See Section 6.1.2).

Step 2. Update the dossier header as shown in Section 7.1.1

Step 3. Click on *Create Dossier* in the top right-hand corner of the screen.
The selection of the *Working context* allows the IUCLID interface to present to the user at the start of *Dossier* creation, either a pre-filled or blank *Dossier header* of the correct type.

Step 4. From the *Dossier header* page you can either use default settings and create your dossier by clicking on *Create dossier* at the foot of the page, or access the *Advanced settings* for dossier creation by clicking on the *Advanced settings* button.

Step 5. From the *Advanced settings* window you can define the confidentiality level by selecting the data protection flags. Note that confidentiality flags are not considered in the REACH Microplastics reporting working context.

Step 6. From the *Advanced settings* window you can select whether the annotations should be included in the dossier.

- Step 7.** By ticking the checkbox *Select documents to be included* and clicking *Next* you can verify and select which documents and entities will be included in your dossier. Certain documents, such as section 1.1, will always be included in a dossier, and cannot be excluded in this step. Likewise, depending on the submission type, some documents will not appear in the list and cannot be included as they are not relevant for the selected submission type. If you are unsure of the information to be included, you can rely on the default settings for that submission type.
- Step 8.** To finalise the creation of your dossier, click on *Create dossier* at the bottom of the *Advanced settings* window.

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