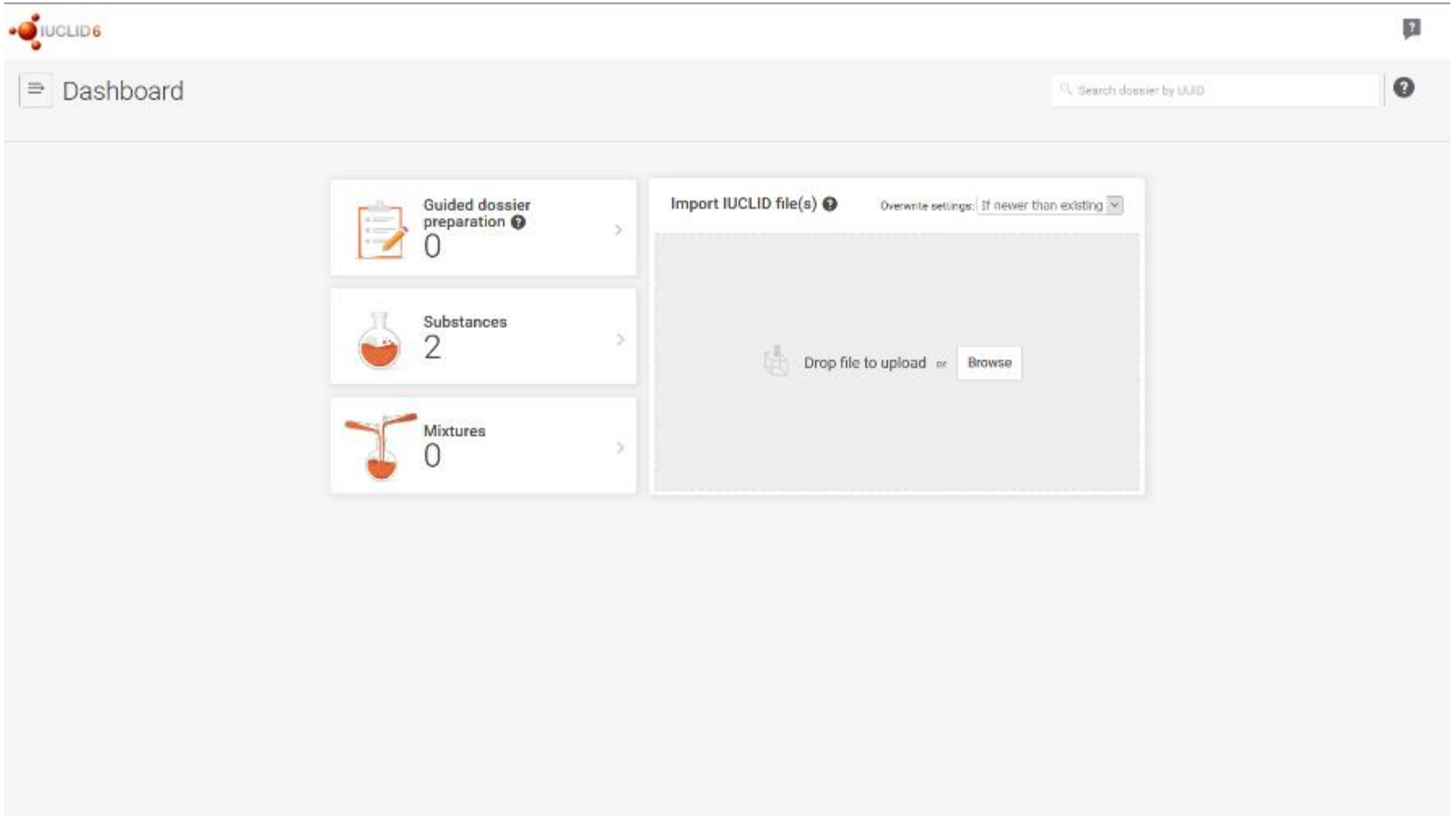
IUCLID Training for applicants



Session

1 hour training presentation

30-45 min Q&A session

Note: so that we have access to the training material later on, we kindly ask for you approval to record this session. Let us know in chat if you disagree.

Rules of the house

- Keep your microphone off while others are speaking
- Possibly keep your camera on while speaking
- Raise your hand if you wish to speak or use the chat if you have any questions

Agenda

ECHA Cloud Services overview

How to access ECHA CS

Understanding the purpose of a Legal entity

How to subscribe to an ECHA CS

IUCLID Cloud overview

Key concepts of an IUCLID dossier

- Dataset
- Document
- Entities
- Dossier header

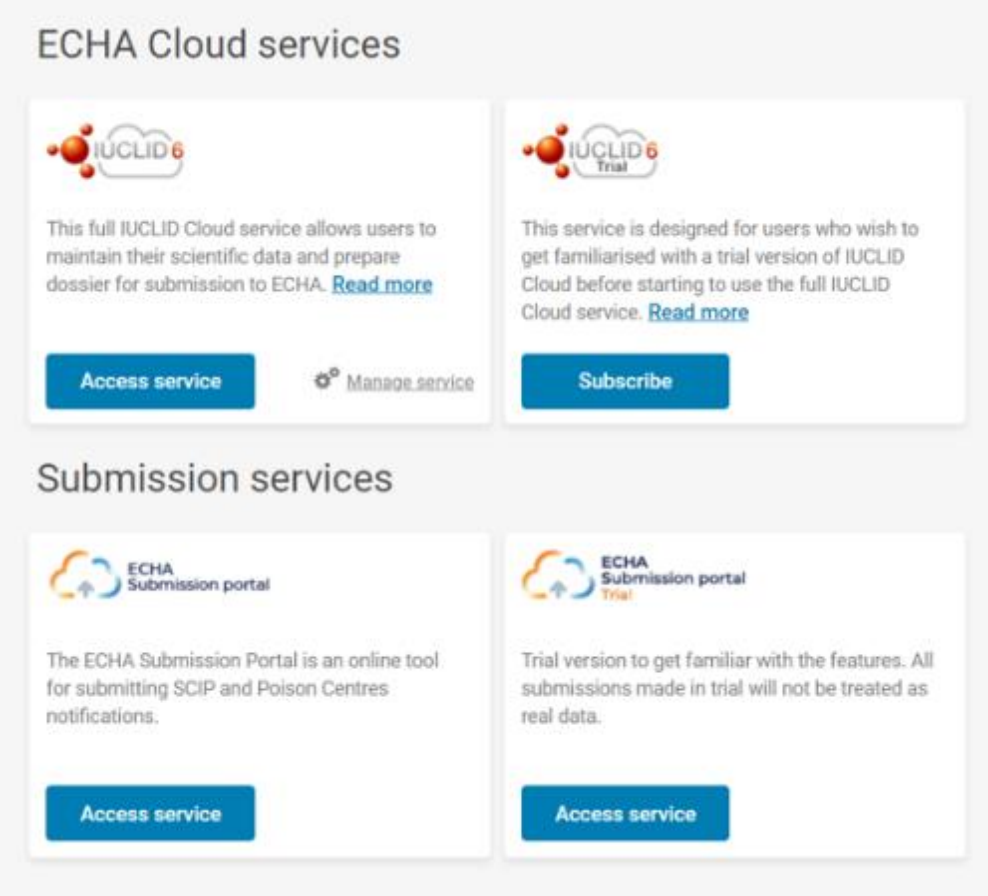
How to create a dossier

How to submit a dossier

ECHA Cloud Services

Overview of ECHA Cloud Services

Overview of ECHA Cloud Services

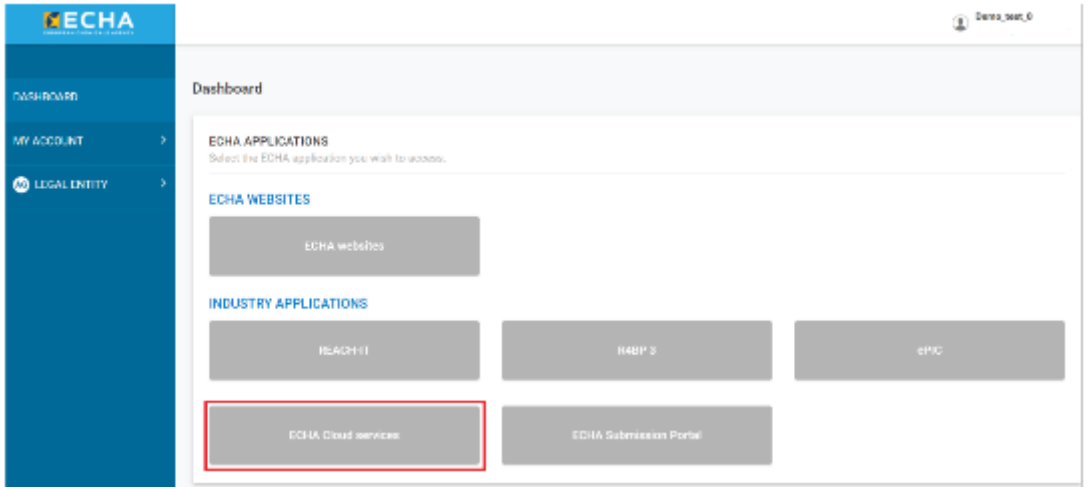


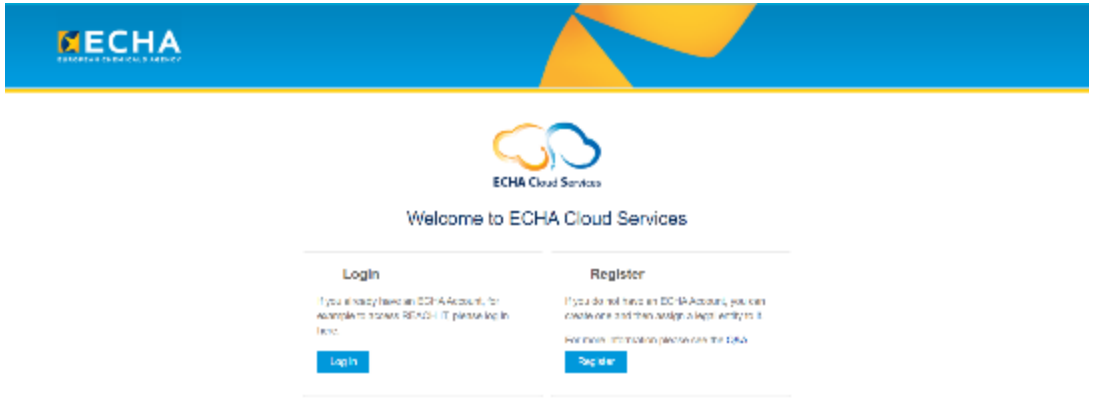
- A secure online platform to host ECHA's IT applications into a private cloud environment
- The service is built within ECHA's IT infrastructure.
- The use of encrypted communication, regular security audits and updates of all the components ensures that cloud data is safe and cannot be accessed by anyone else.

ECHA Cloud Services advantages

- A platform to host IUCLID installations
- Reduces the technical burden and related costs of operating IUCLID locally
- Data protection
- Continuous availability
- Dedicated support

How to access ECHA Cloud Services





- **ECHA Cloud Services** are available directly for the main page of the ECHA website - **https://echa.europa.eu/**

- **Login** using an "ECHA account"

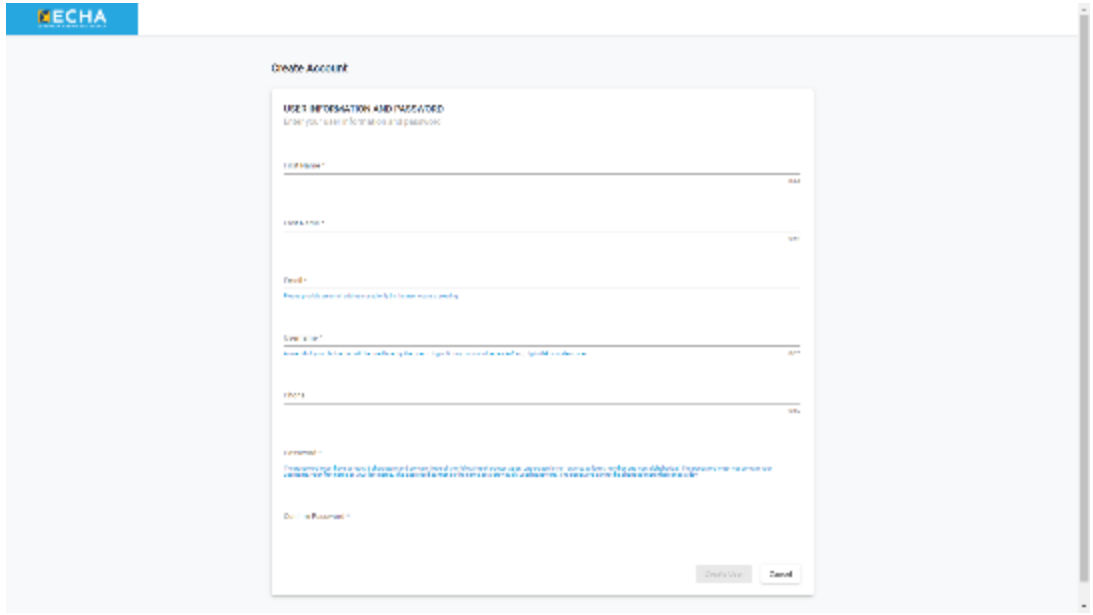
or

- **Register**
  - Define Legal entity (LE)
  - Add users

Legal entity

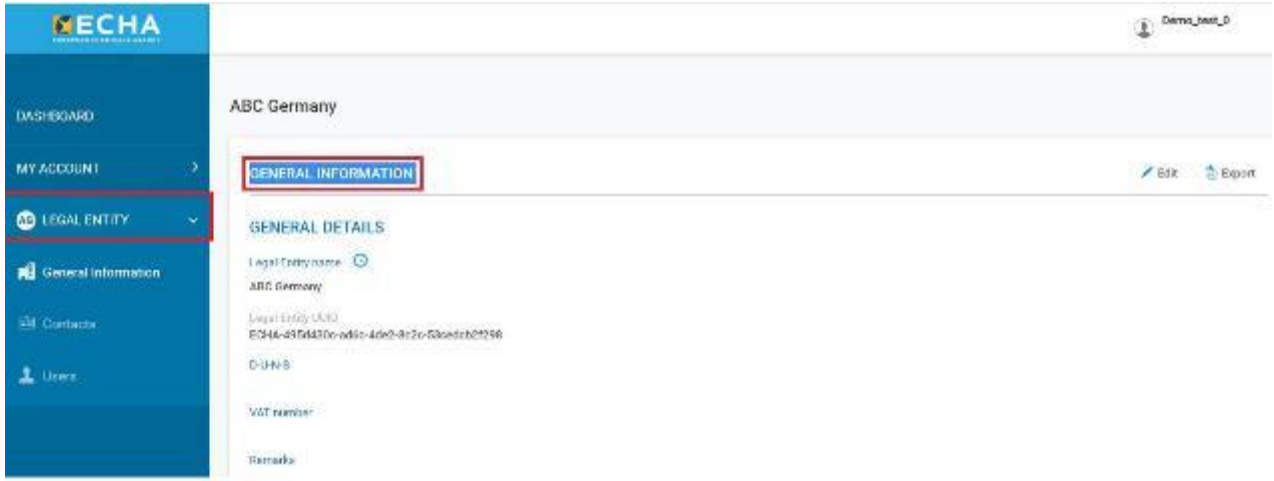
Understanding the purpose of a Legal entity

Understanding the purpose of a Legal entity

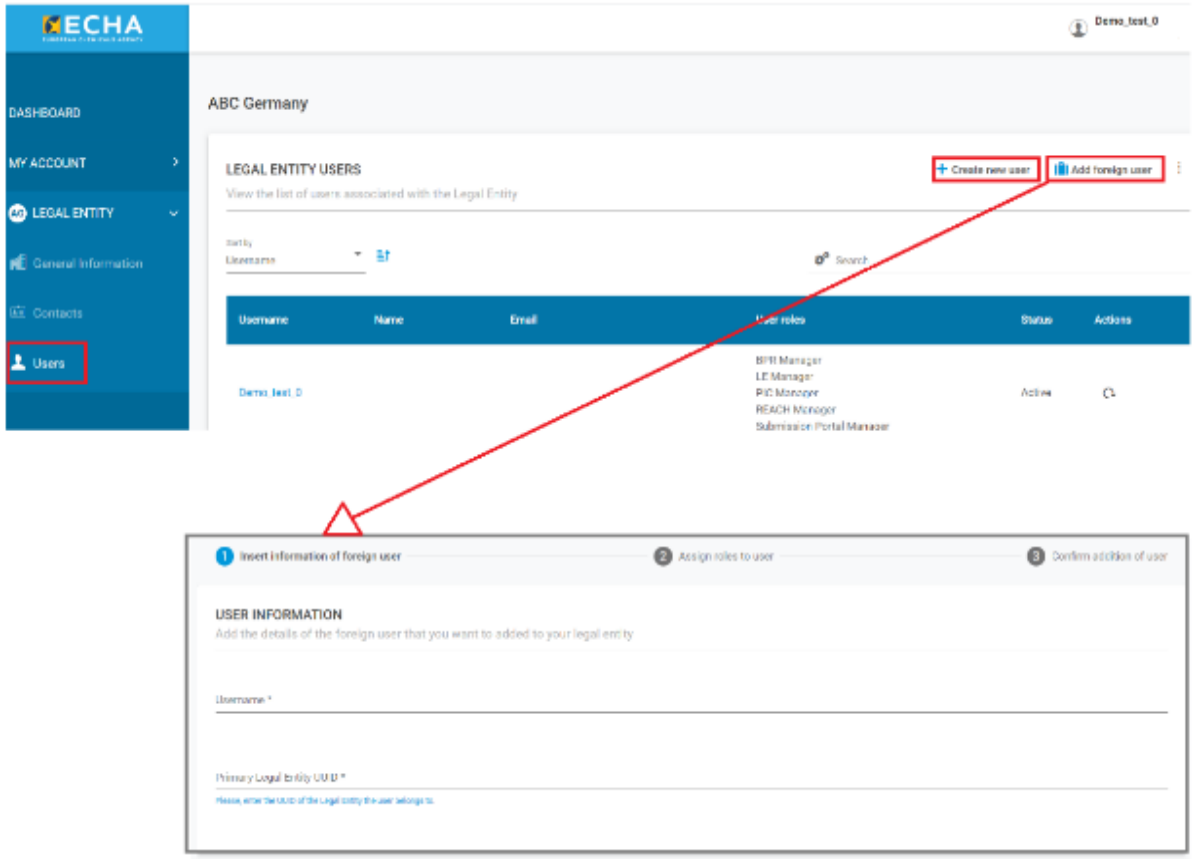


- A Legal entity (LE) is actually the organisation (**the submitting entity**) for which the user is working.
- It is the dossier owner or leads applicant.
- It is associated to each submission you make.

- Once the Legal entity has been created, it is important to maintain **accurate Legal entity information** and **keep them up to date**, especially for companies performing business in **different countries** and operating under **different EU legislation**.



How to add new users or a foreign entity



- A Legal Entity manager can assign roles and give permissions to:
  - **New users**
  - **A foreign user from a 3rd party or a consultant** e.g. there is an ongoing joint submission or you need to provide access to a consultant etc.
- A foreign user can perform actions on behalf of the LE that has granted him access to its subscriptions.
- You can add users (internal or external) that have an "ECHA account" to your LE and assign them specific roles to use your Cloud subscriptions (i.e. your IUCLIDs).

*Note: to add a user, the person must already have an **ECHA account.***

IUCLID Cloud

IUCLID Cloud overview

IUCLID Cloud overview

- **IUCLID** is built as a platform meant to provide regulatory authorities and industry with tools to manage information on chemicals, using a common format, facilitating the reuse and exchange of the data.

- **IUCLID** distributions:

IUCLID 6
Desktop

- Single machine
- One user a time
- Easy instalation

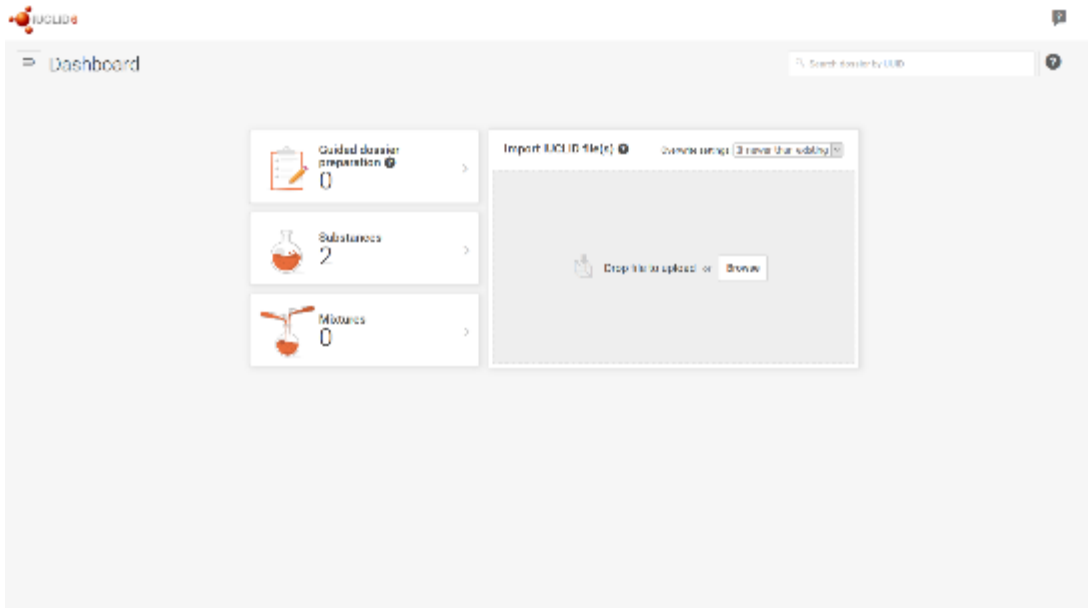
IUCLDI 6
Server

- Shared with multiple users
- Network installation

IUCLID
Cloud

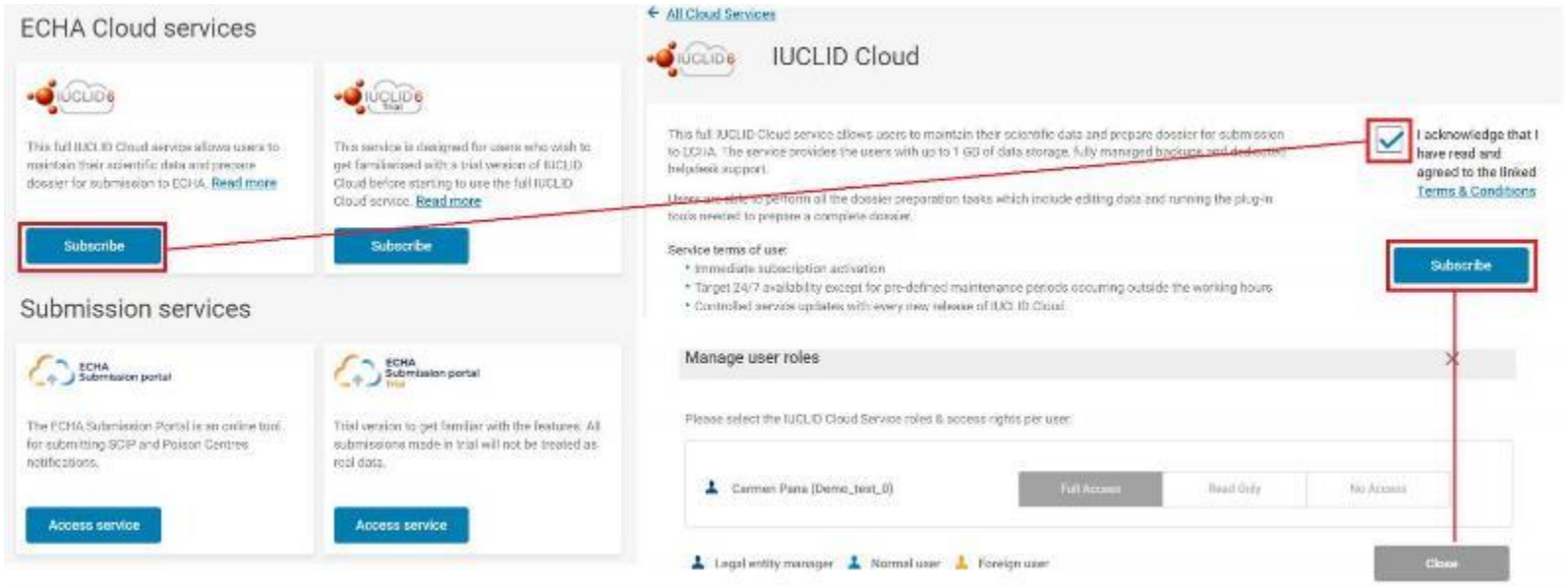
- Access from everywhere
- Aimed for SMEs
- Storage space per instance is of 5GB

IUCLID Cloud



- **IUCLID** (International Uniform Chemical Information Database) is the software to record, store, maintain and exchange data on chemical substances' intrinsic and hazard properties.
- It is a key software application for regulatory bodies and the chemical industry used in the implementation of various regulatory programmes

Subscribe to IUCLID Cloud services



- https://ecs.echa.europa.eu/cloud/subscriptions

- Subscribe to a IUCLID Cloud service:
  - Cloud
  - Cloud Trial – not recommended to be used for pesticide submission

IUCLID dossier

Key concepts of an IUCLID dossier

Key concepts of an IUCLID dossier

- A **Dossier** is used to submit data to a regulatory authority to satisfy a legal obligation arising from legislation.
- **EU_PPP Dossiers** are created from a Mixture/Product dataset and can contain one of more substance dataset
- A Dossier contains:
  - - a **read-only copy** of a **header** for storing administrative data,
  - - a **read-only copy** of a **product dataset**, an active substance dataset and, in some cases, other substance datasets (e.g. metabolite information).

- A **dataset** is a **collection of documents,** in an **editable version,** related to a particular chemical substance or grouping of chemical substances. It can be of the following types: Substance, Mixture/Product, Template.
- All **EU PPP dossiers** start from a mixture of the dataset.
  - A **Mixture/Product** is a type of entity in IUCLID **used to store information on a chemical substance** considered to be in a regulatory context, either a mixture, a product, or both.
  - Can link the **active substance dataset** to the Mixture/Product dataset by completing the Mixture/Composition document, which describes the formulation.
    It contains all the studies where the active substance was the **test material**. If the test material was a metabolite or impurity, create an 'other substance for assessment' **dataset.**

The four types of EU_PPP Dossiers

EU PPP Active substance application

- EU PPP Active substance application
- Active substance information
- Other substance for assessment
- Other mixture for assessment

EU PPP Microorganisms - active substance application

- EU PPP Microorganisms - active substance application
- Microorganisms – active substance information
- Other substance for assessment
- Microorganism mixture for assessment

EU PPP MRL application

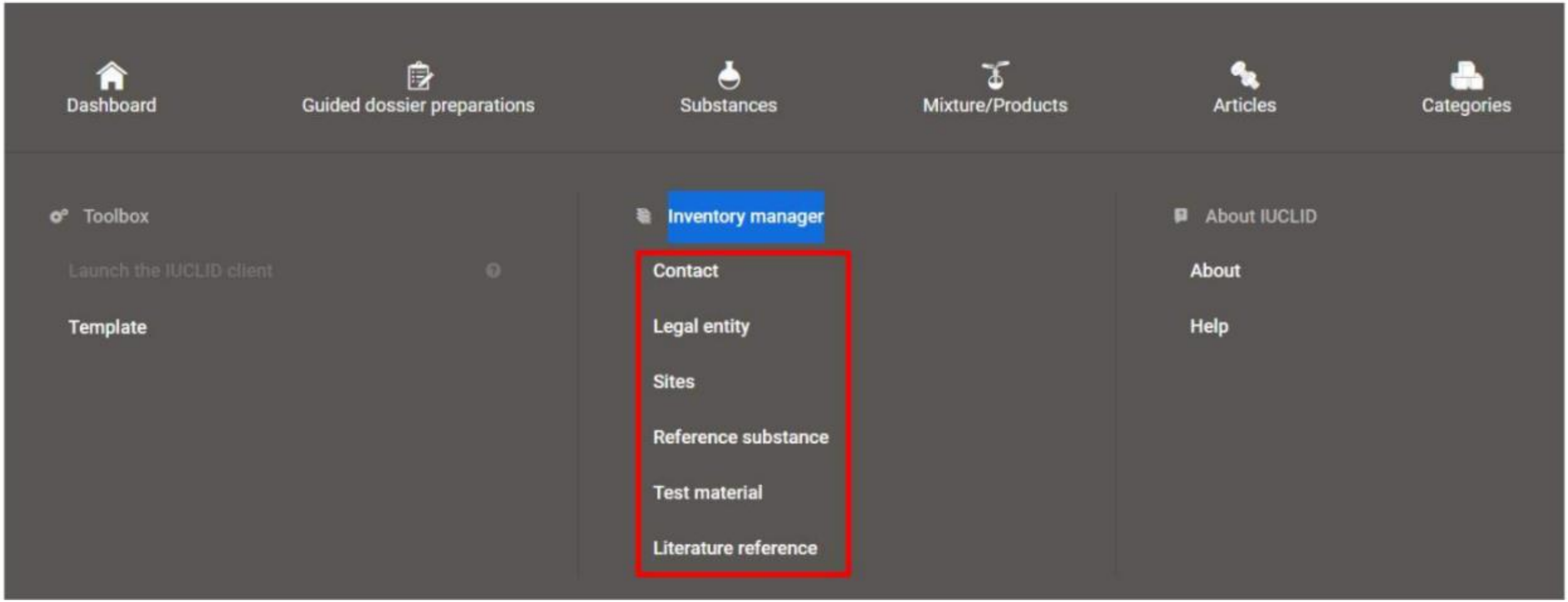
- Product (Formulation & GAP)
- Active substance information
- Other substance for assessment

EU PPP Basic substance application

- EU PPP Basic substance application

IUCLID entities

- In IUCLID, an Entity is usually an inventory of information **linked to and reused** by any document
- Here is the list of **reusable IUCLID entities** that can be managed through the **Inventory Manager**:



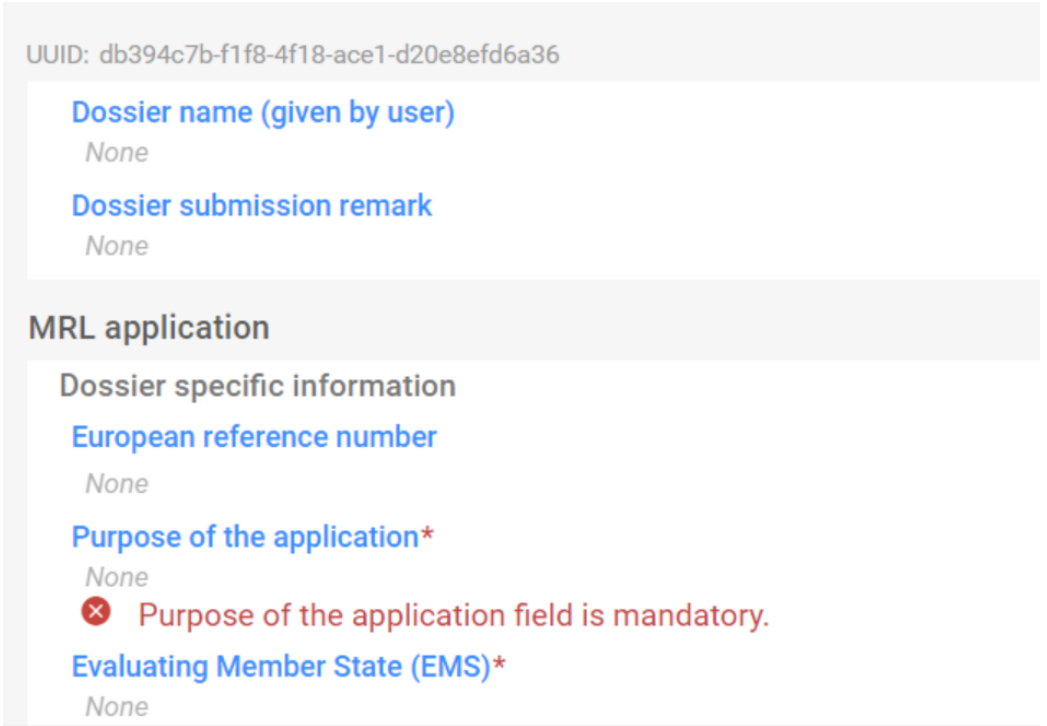
IUCLID entities

European Food Safety Authority

CONTACTS	- It is an entity that is used **to record the contact details of a particular person, or** something about a **person's role in a process**, such as the competent person responsible for a safety data sheet (SDS) - Using Contacts **removes the need to re-enter details** where a particular person is involved across multiple processes and Substances.
LEGAL ENTITY	- It is used **to store information about a party or person** involved in a chemical substance, mixture, or product life-cycle - The creation and editing of a Legal entity are done from the point where the Legal entity is referred to in a dataset - **Must enter the name** of the Legal entity, but the other fields are optional
SITES	- It is an entity used to associate a Legal or a Foreign entity, and therefore its associated entities, with a **physical location** **-**The creation and editing of a Legal entity site are done from the point where the Legal entity site is referred to in a dataset
REFERENCE SUBSTANCE	- It is an entity used to **define a particular molecular structure** or **narrow range of molecular structures** that may re-use the definition. - A Reference substance **contains chemical identifiers and structural information**. - Reference substances **can be shared and exchanged among instances and users** of IUCLID.
TEST MATERIAL	- It is an entity used to **describe the material on which a physical test has been performed.** **-** The **correct use of Test material** will provide the evaluator with an overview of which batches have been used in the studies submitted in the dossier
LITERATURE REFERENCE	- It is an entity that **identifies a particular document** that contains information on a Substance or a Mixture/Product - The creation and editing are done from the point where the Literature reference is referred to in a dataset. - It is important to **create** a Literature reference for **all studies** used as evidence in the dossier. - If a study has been notified in the **Notification of Studies Database**, it must be reported in the Literature Reference 'Study ID' field.

Dossier header

- A **Dossier header** is a set of fields used to store administrative information relevant to data submission under a particular regulation.
- Dossier header is dependent/defined by the working context.
- EU_PPP Mixture/Product dataset has a Dossier header associated with it which can be edited at any time, including during Dossier creation.
- When a Dossier is created, a r**ead-only copy of the Dossier header** is placed into the Dossier.
- During Dossier creation, the first step is to review and/or edit the Dossier header.



Note: there is a direct dependency between the Working context - Table of Content -Dossier header

Creating a dossier

How to add a new mixture/product

Selecting the “Working context”

How to add an active substance dataset and metabolite dataset

How to access the table of content and edit it

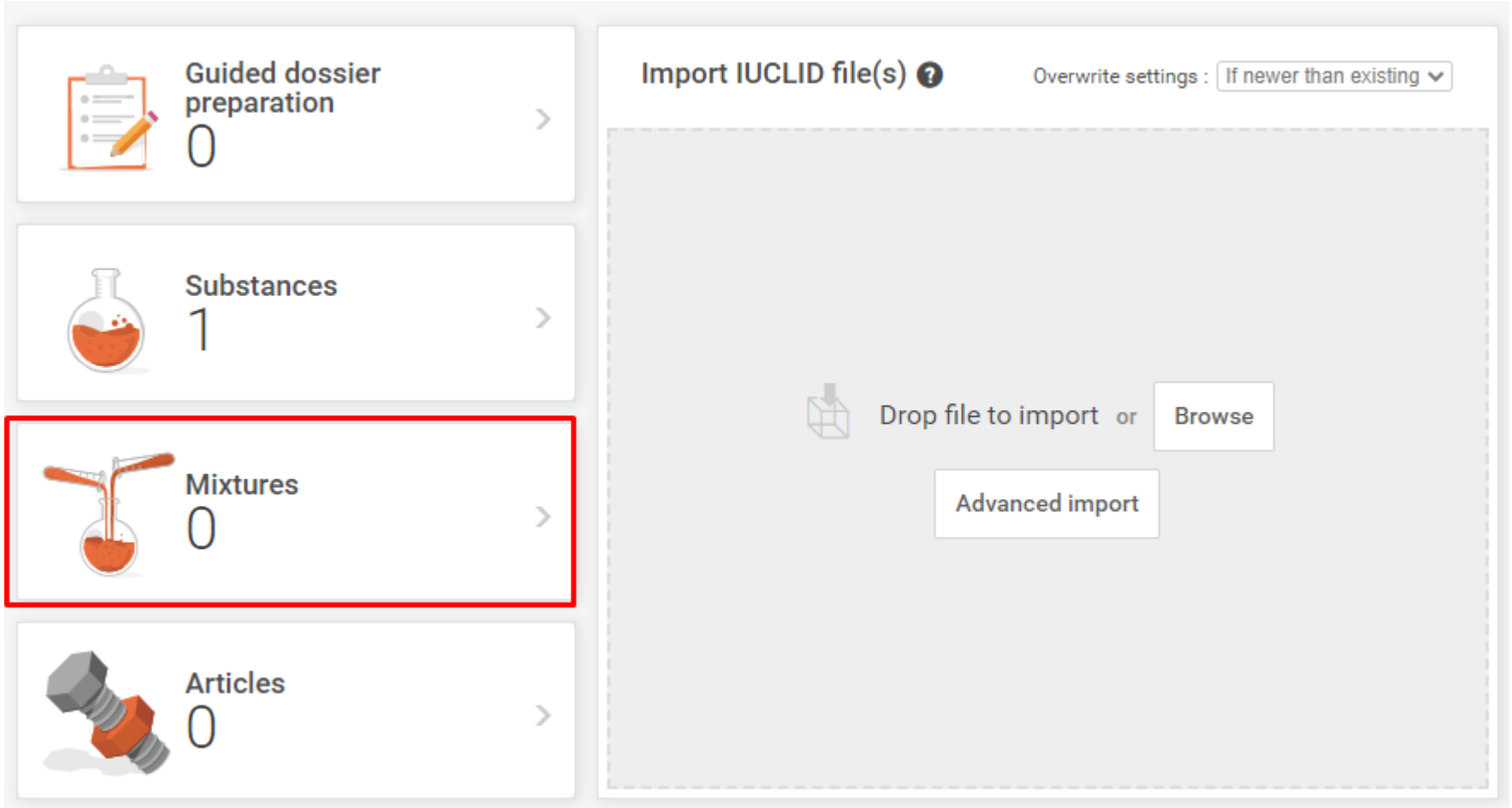
What is the dossier header and where you can find it

How to create a dossier

Mixture/product

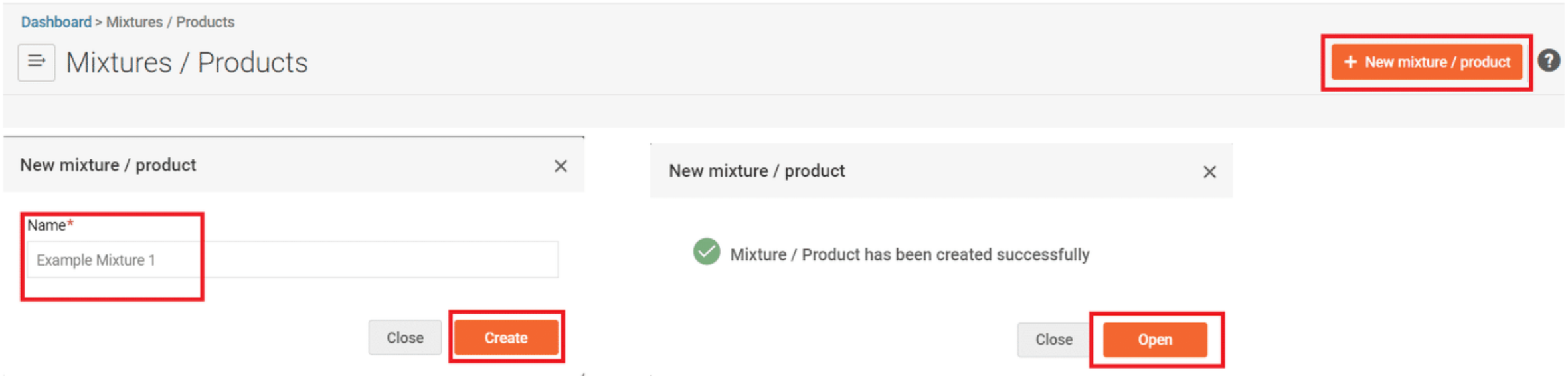
How to add a new mixture/product

Mixtures



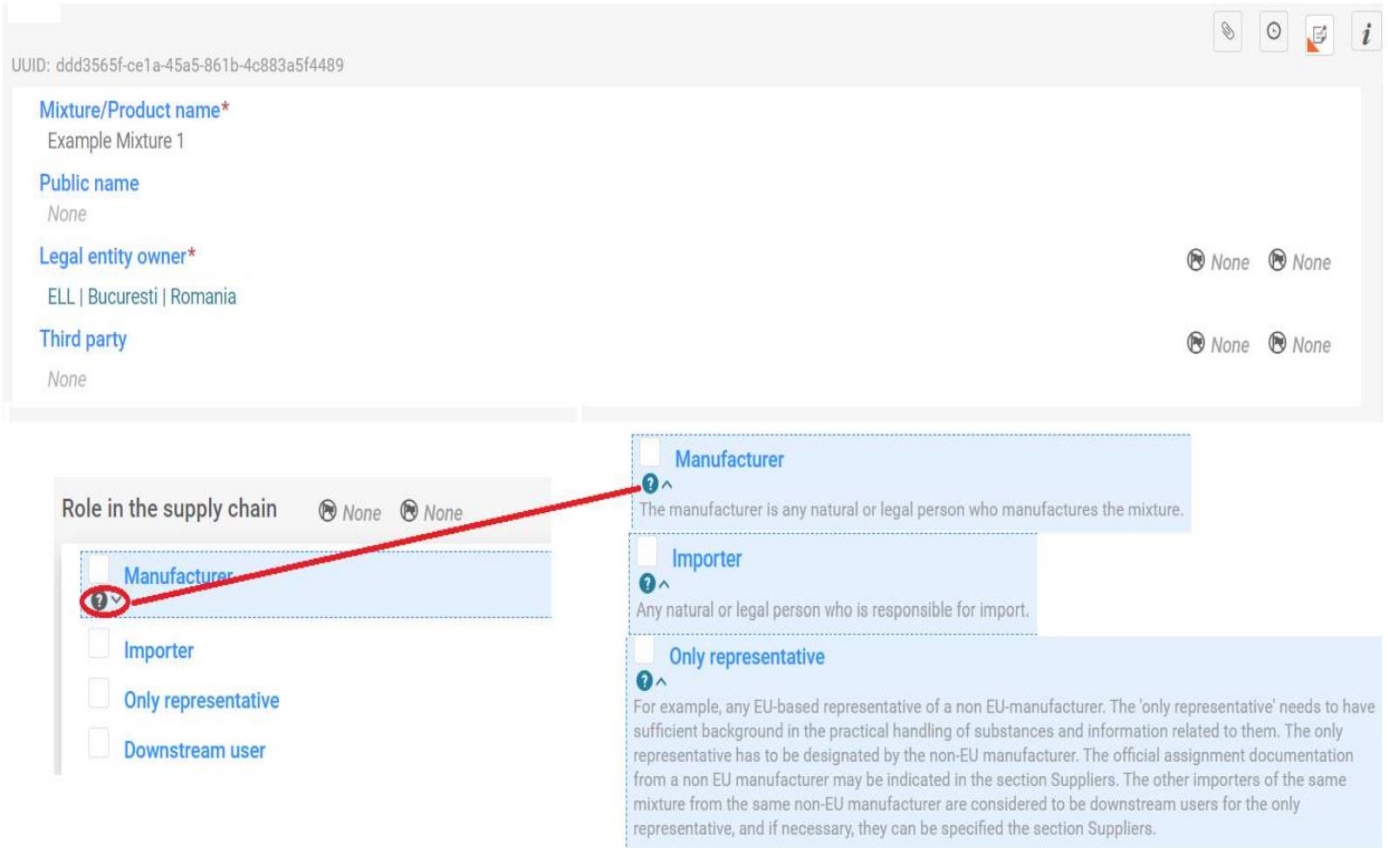
- The **mixture product** can be accessed from the dashboard

How to add your mixture/product in IUCLID



- For you to be able to create your dossier, you need to **start from a mixture/product.**
- After inserting the naming of your mixture, the dataset needs to be completed.

How to complete the mixture



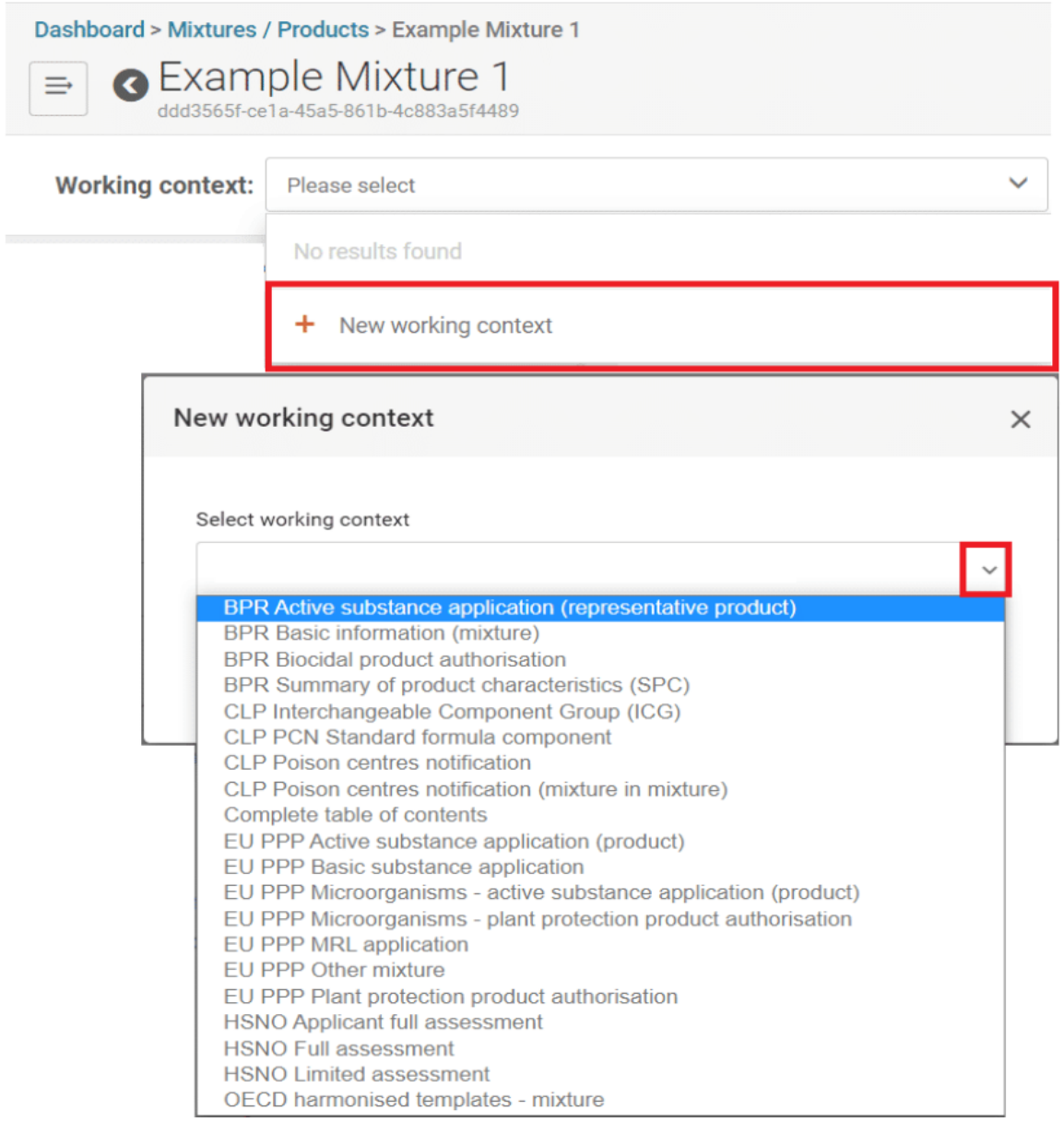
- **Mandatory** fields:
  - Name
  - Legal entity – for which you are submitting the dossier and is synchronized with the login
- **Optional** fields:
  - Public name
  - Third party - if the organisation appoints a third party representative to create the dataset.
  - Legal entity – for which you are submitting the dossier and is synchronized with the login

Note! You can click on the "support" button to better understand

Working context

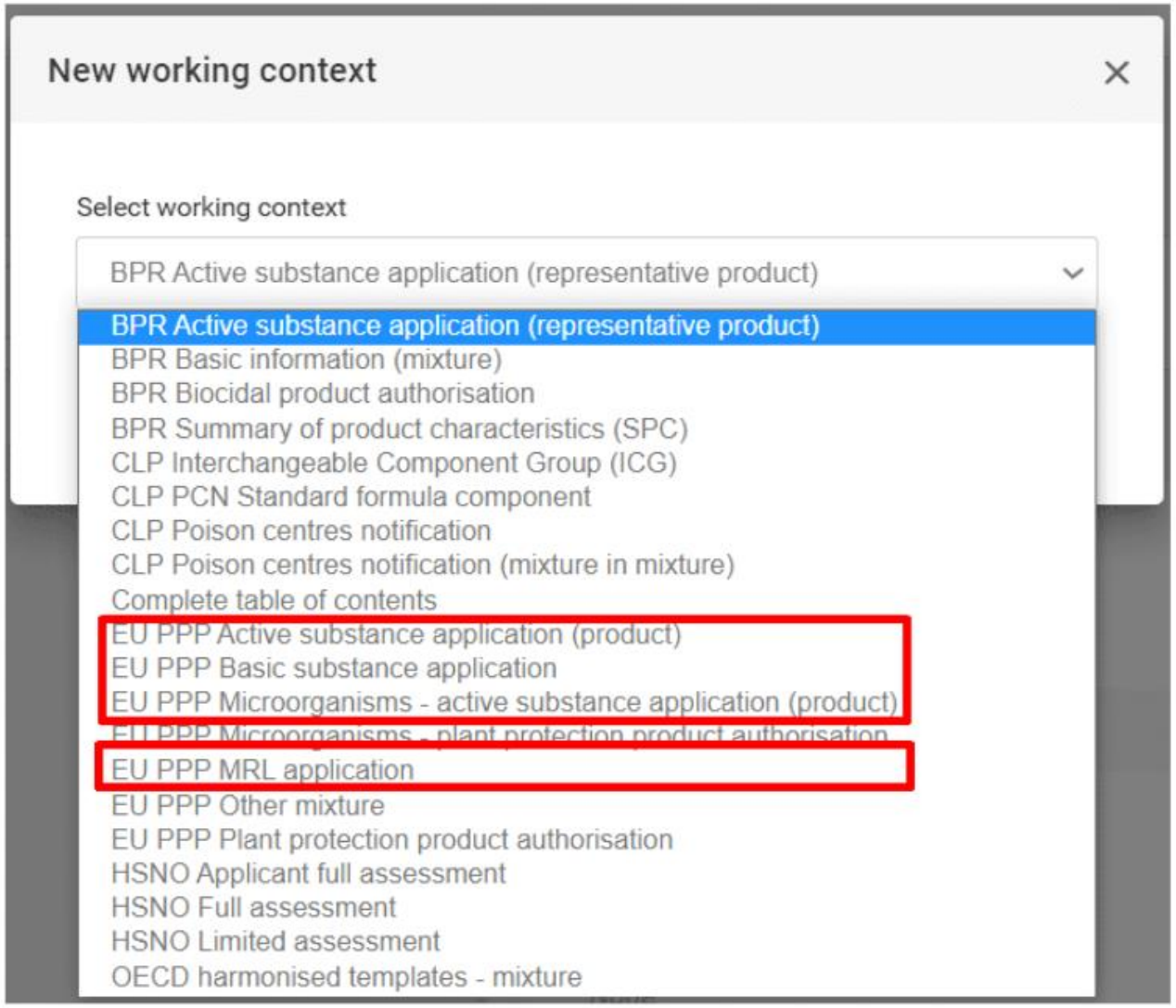
How to add the working context

Select working context



- To create your dossier, you need to select the correct working context. You can do this action from the field "**Working context**."

EU PPP working context



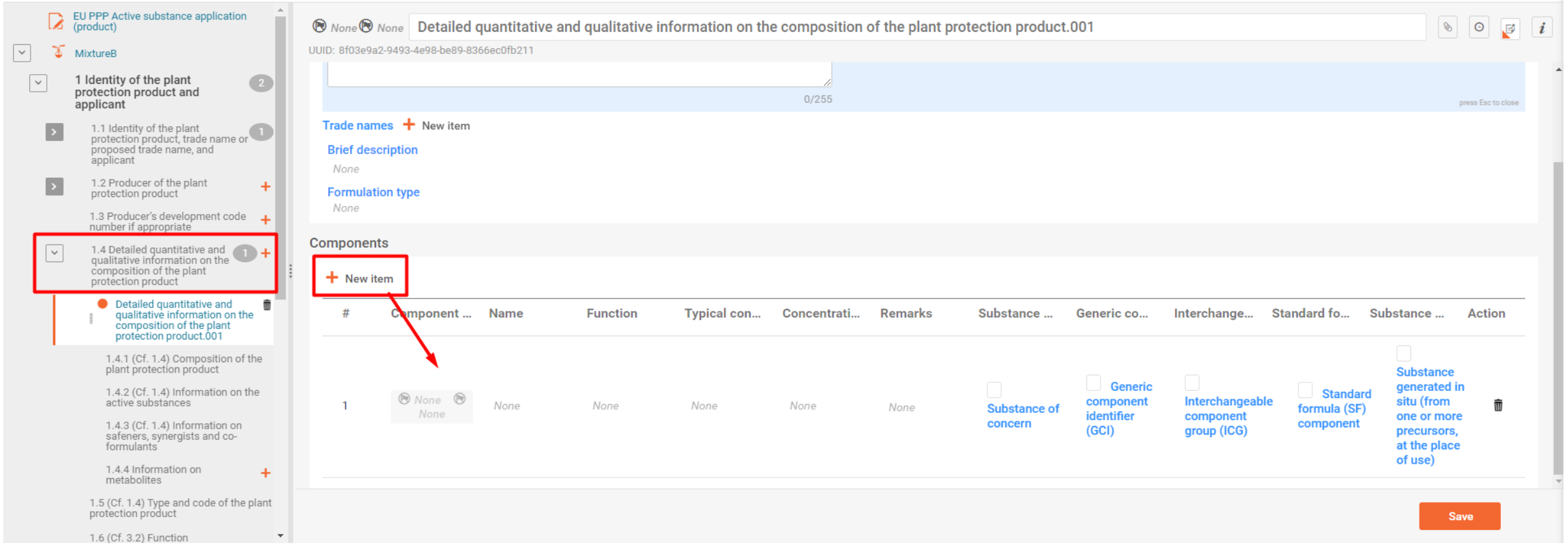
- The working context includes the Table of Contents and the IUCLID documents needed to meet the regulatory data requirements

- The working contexts that EFSA accepts are the ones highlighted - **EU PPP**

Add an active substance

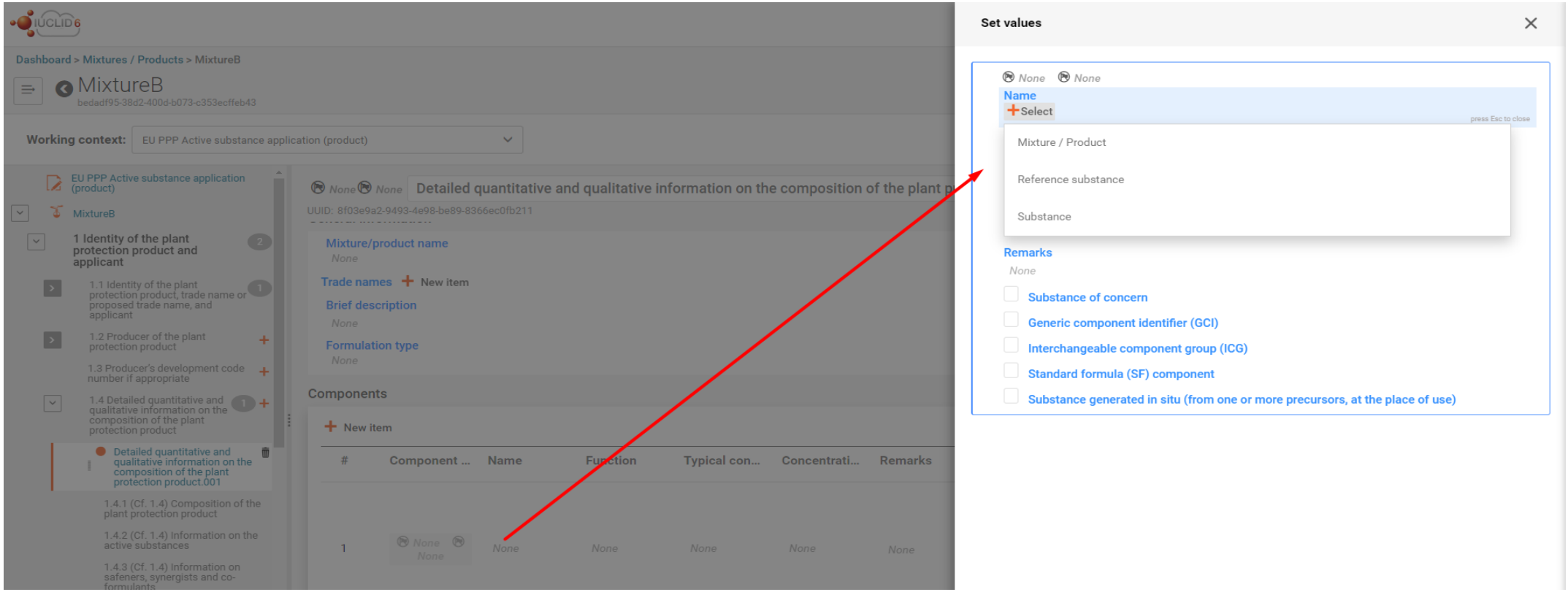
How to add an active substance dataset and a metabolite dataset

Add mixture composition



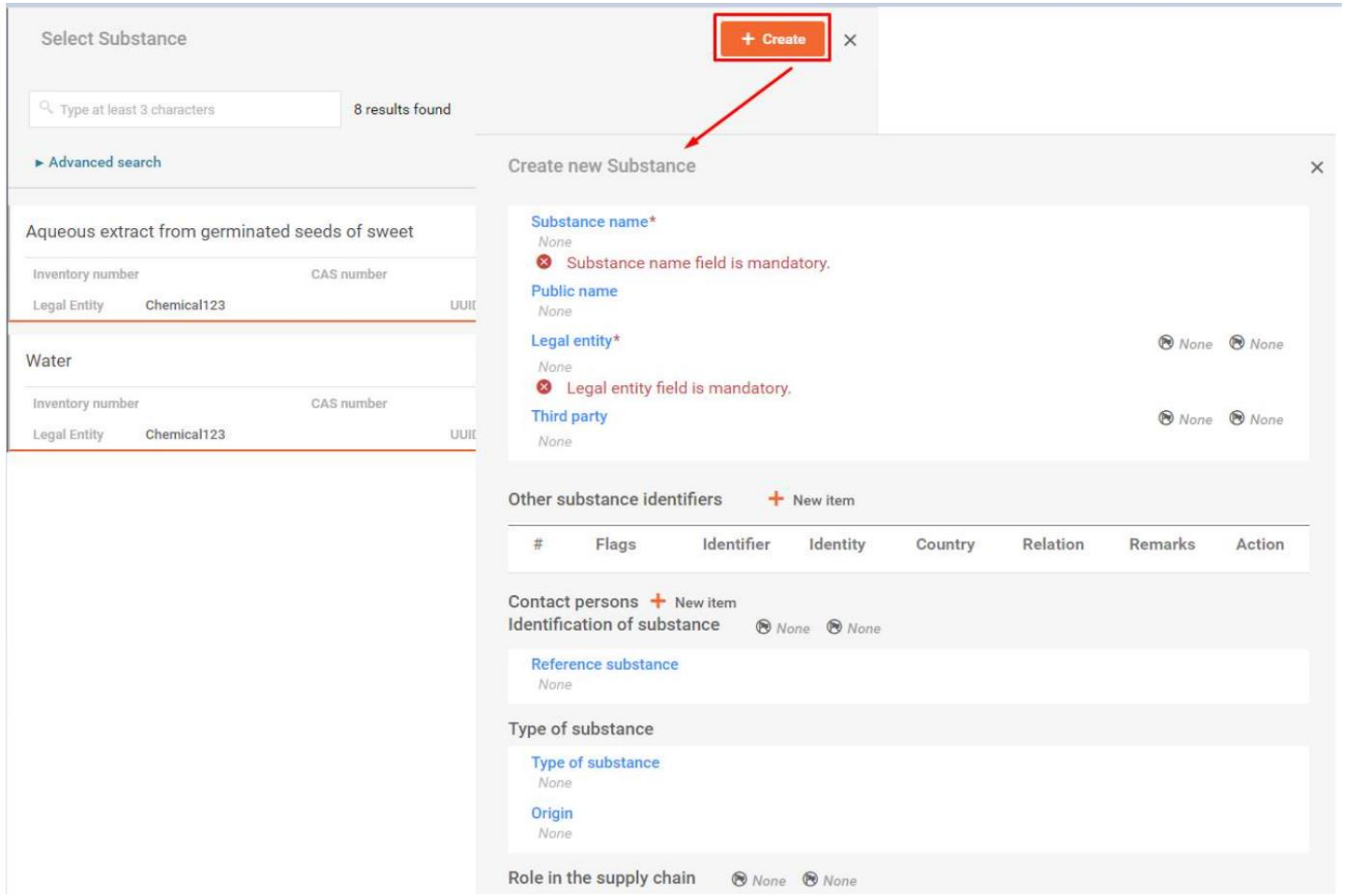
- Once the mixture is created, you need to describe the formulation. Can create a **new mixture composition** in **section 1.4**

Set values



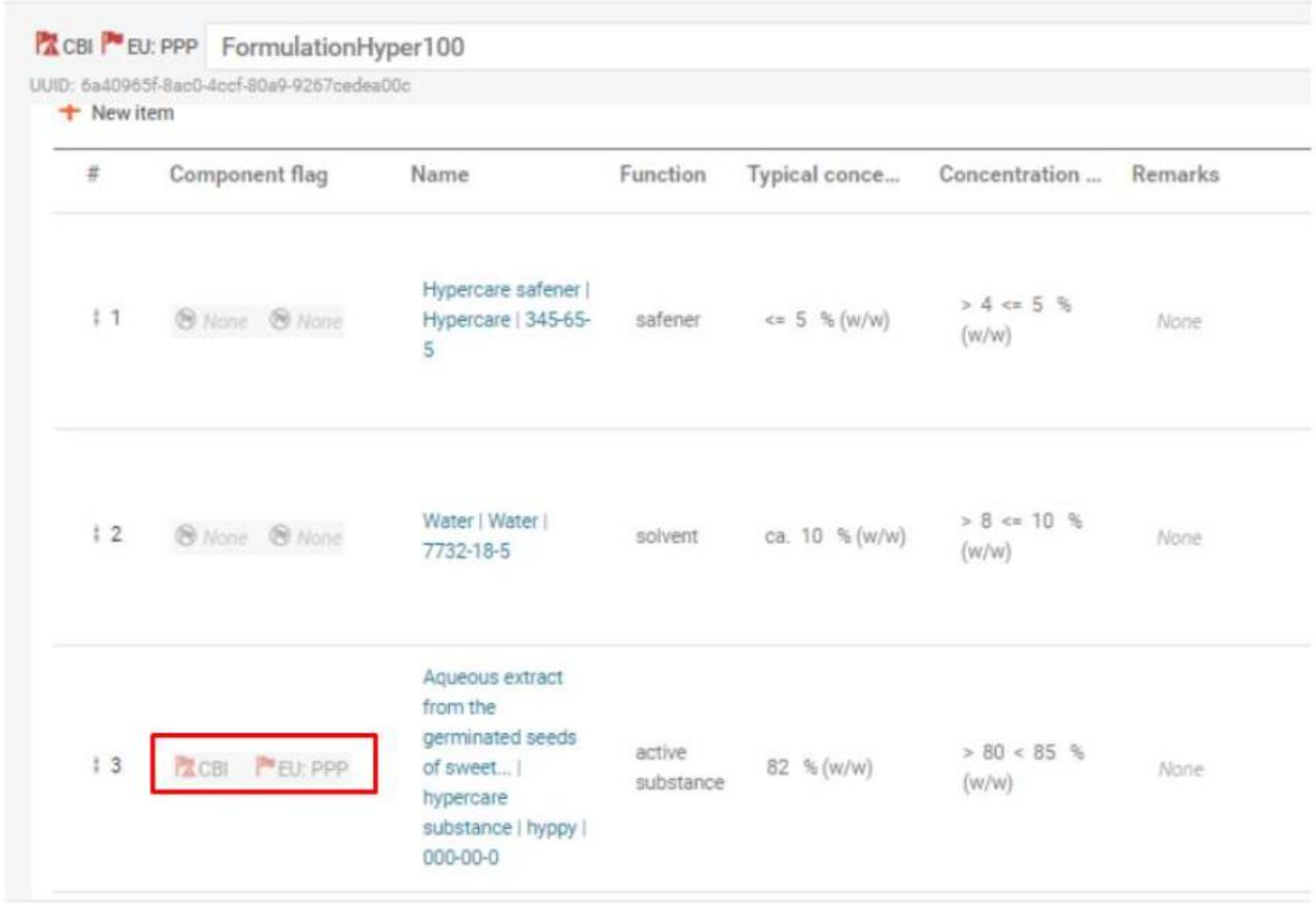
- For the component with the **'active substance'** function, must select a **Substance** dataset.
- For the other components, if **Substance** is selected, a dataset is available to **report studies** where this substance was used as the **test material.**
- If there are no additional studies for a component, then should select a **Reference substance**.

Create/Add new substance



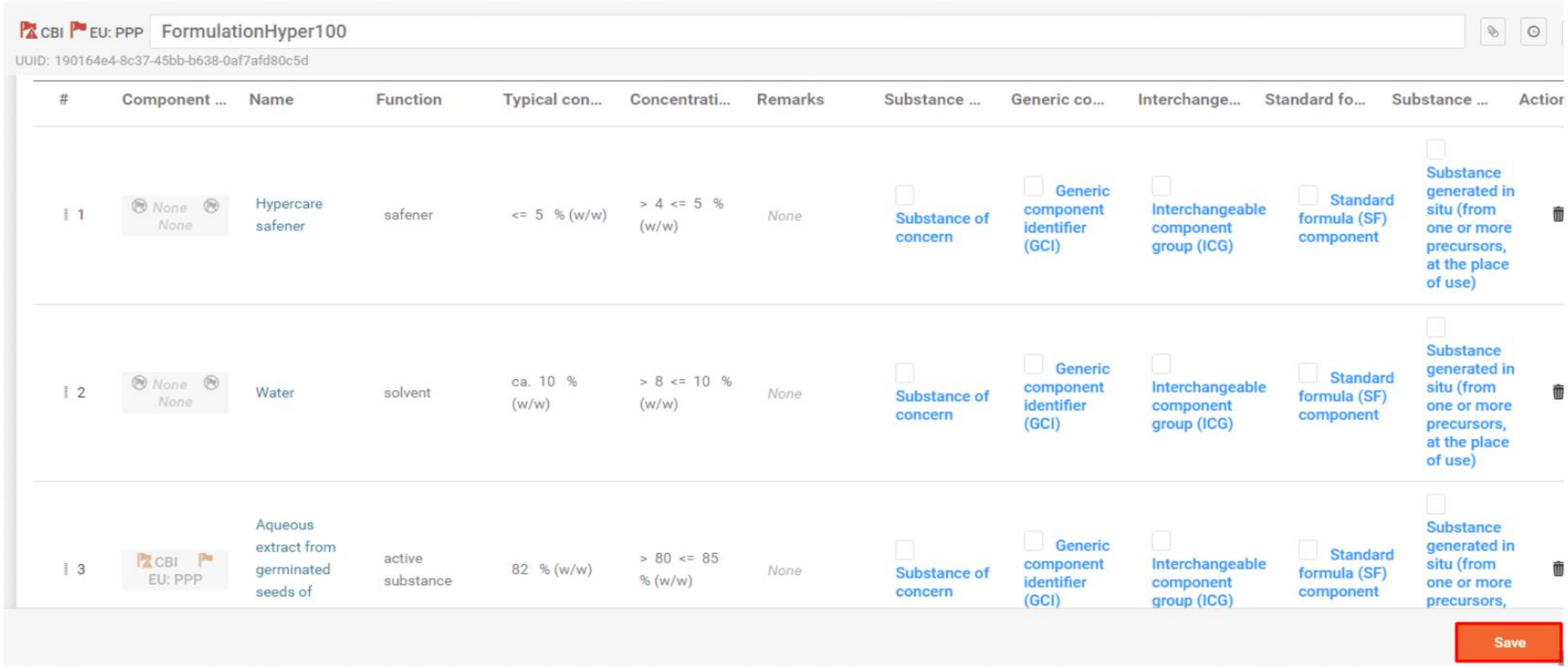
- If a component in the **formulation /preparation** is not available in the **list of substances or reference substances,** you can **create a new one**.

Set confidentiality flag



- If you want to set this information **confidential,** you can set a **flag to confidential** and justify it.

Save the formulation

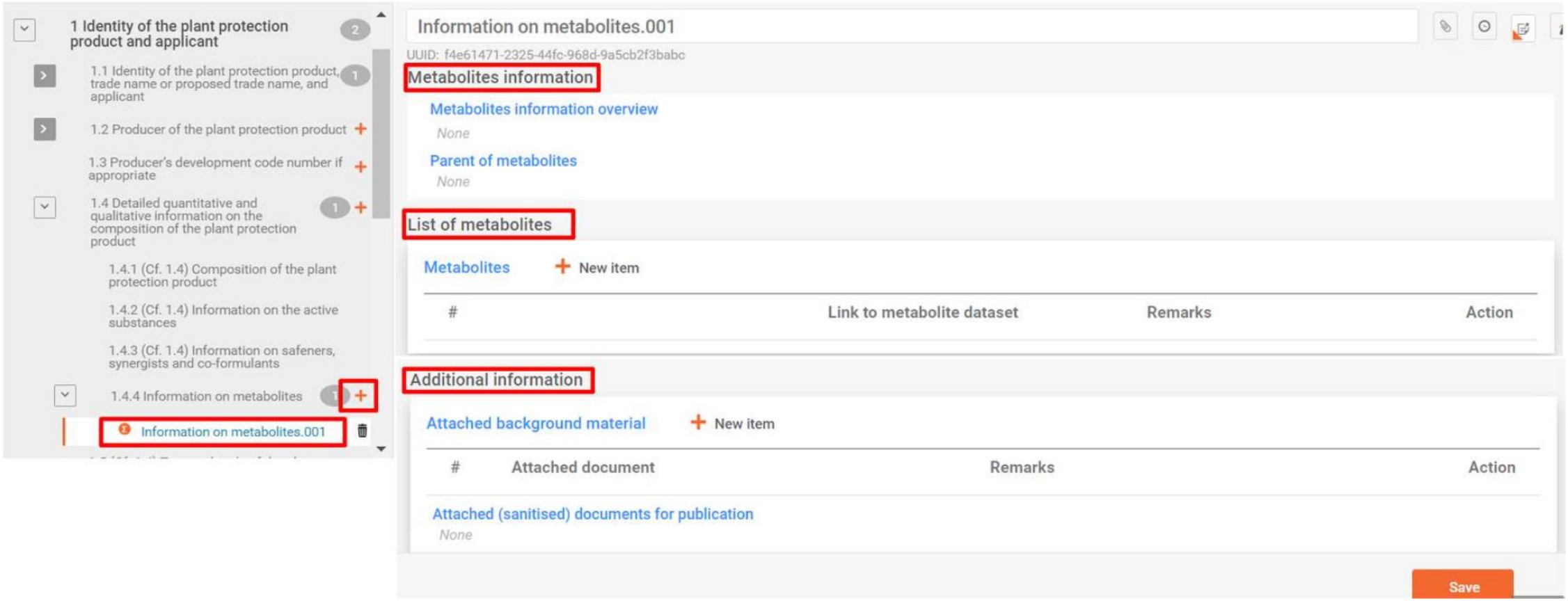


- Once the formulation is **complete**, click on the '**Save**' button

Information on metabolites

Information on metabolites (Section 1.4.4)

Metabolite information

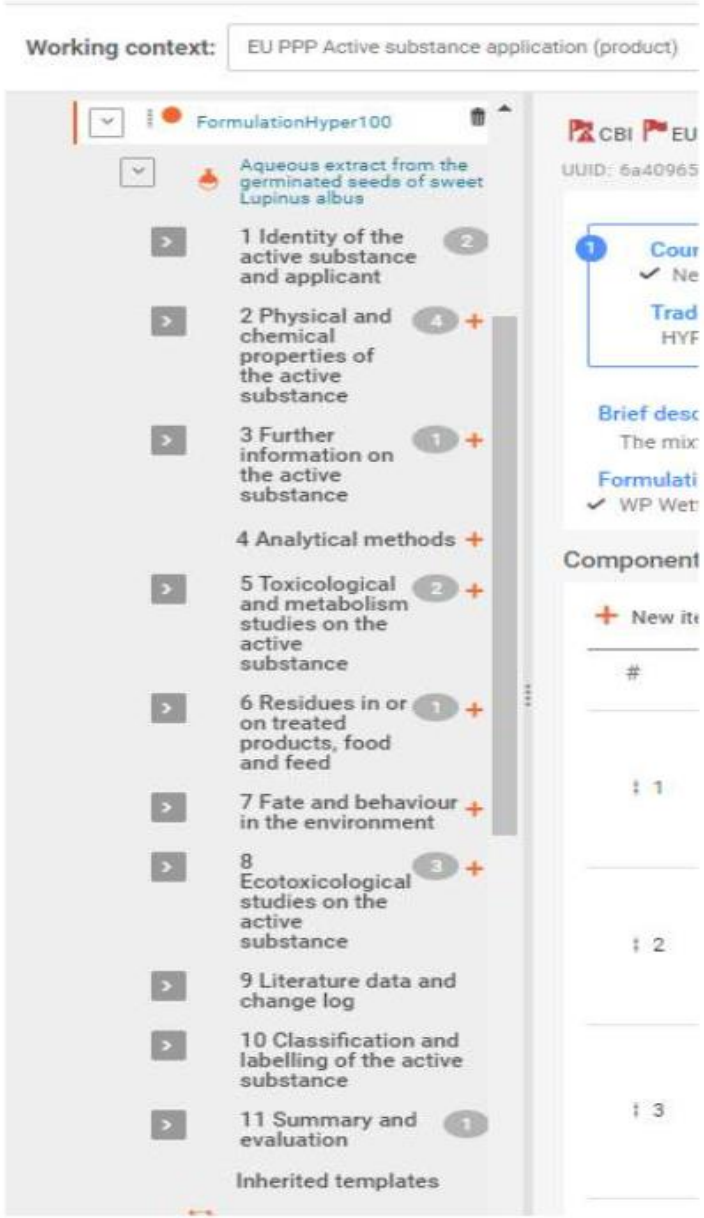


- In this document, you can report the parent compound and list the relevant metabolites. If there are studies where the metabolite is the test material, select the appropriate substance; otherwise, select the appropriate reference substance.

Table of contents

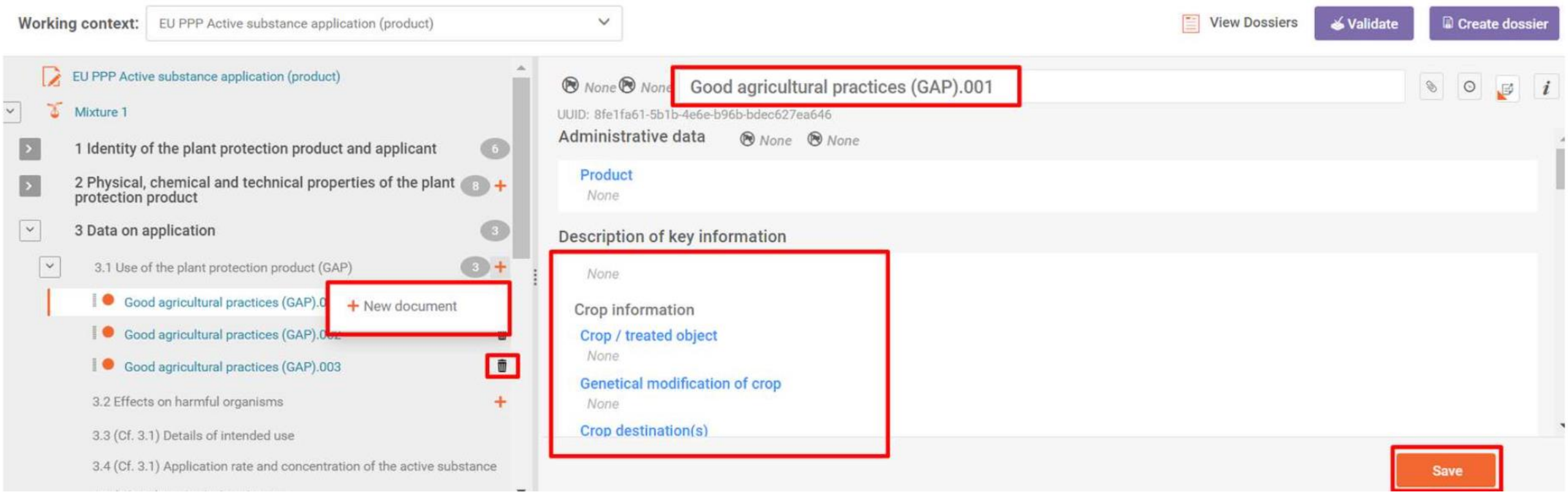
How to access the Table of content and edit it

Access the table of content



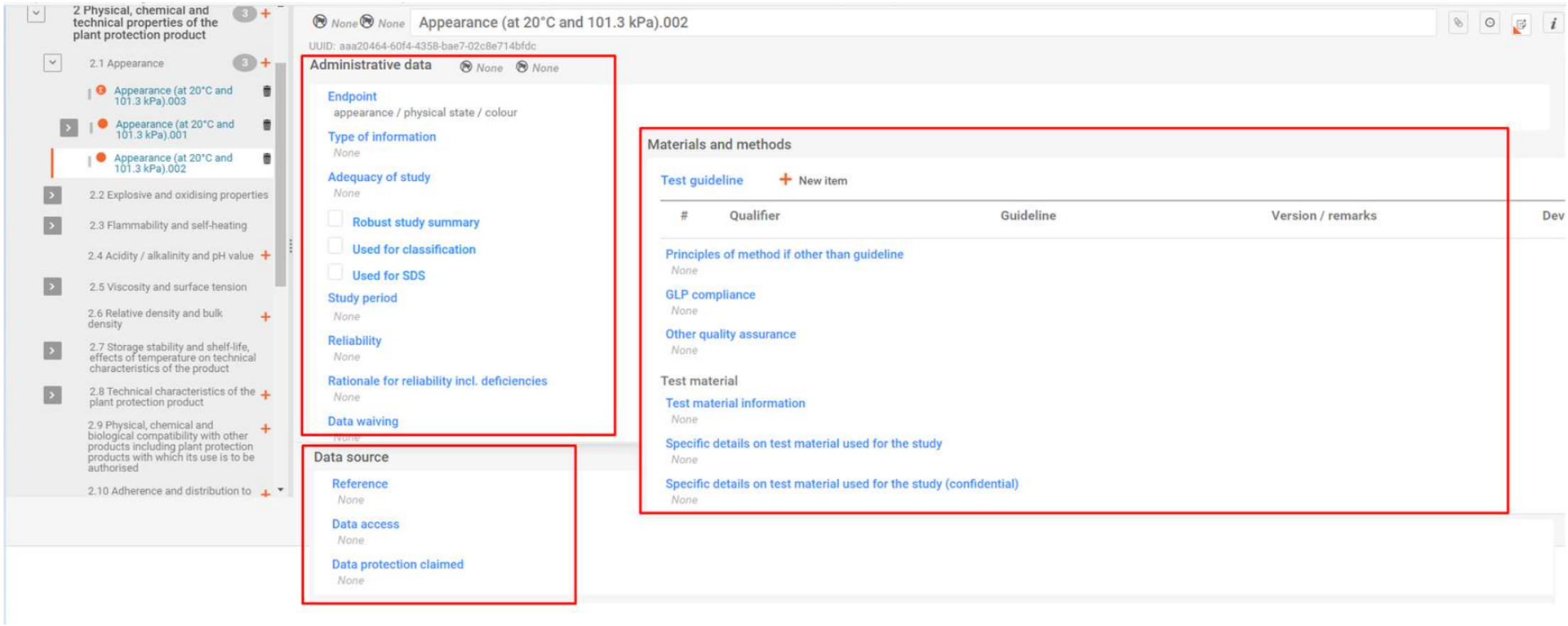
- For **each working context**, you will have a **specific table of content.**
- You'll need to create your documents for the defined TOC (Table of Contents).
- If you want to **reuse the information in a different working context** (e.g. to use information from a new active substance application in an MRL application), **switch the working context.** The information will be presented in the MRL application format.
- Use the **Validation assistant** to check if you need to add some more documents to meet the data requirements.

Complete the table of content (TOC)



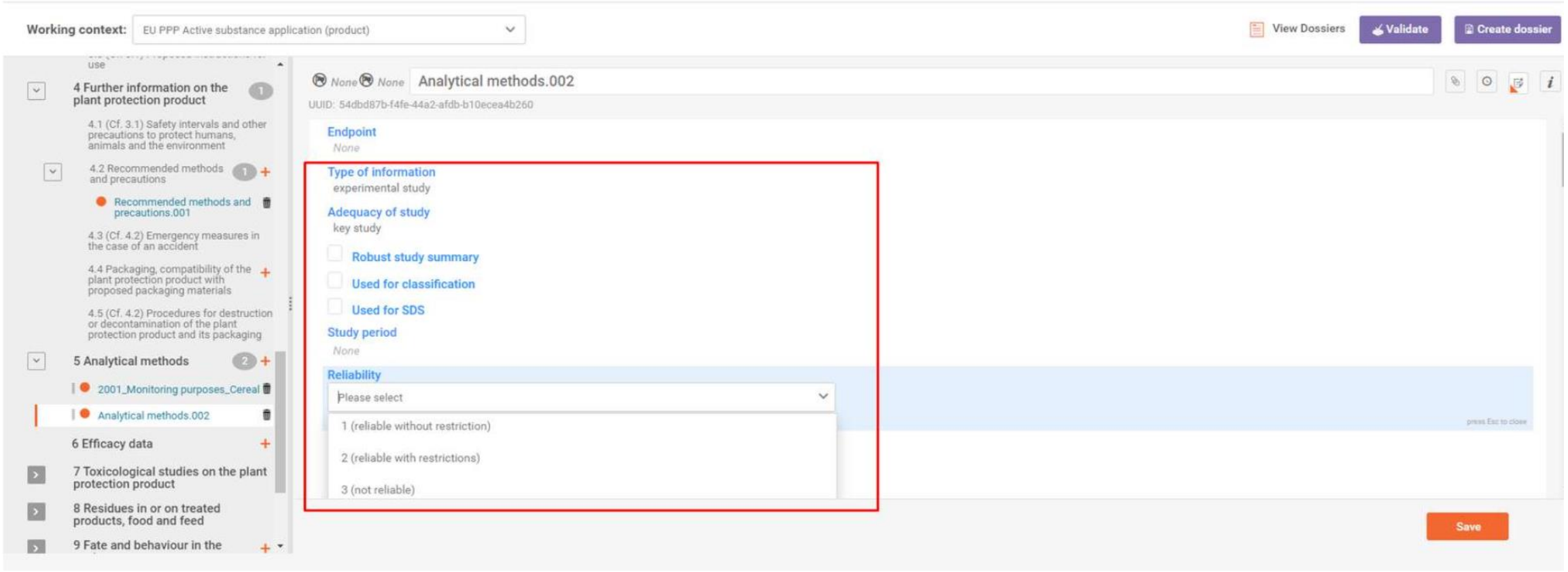
- After you click on the '+' sign to create a new document, the page on the right opens.'
- The **name** of the document can be easily edited from the field highlighted.
- Complete all relevant fields.
- By clicking the "**Save**" button, your information is saved in the document.

Endpoint study records



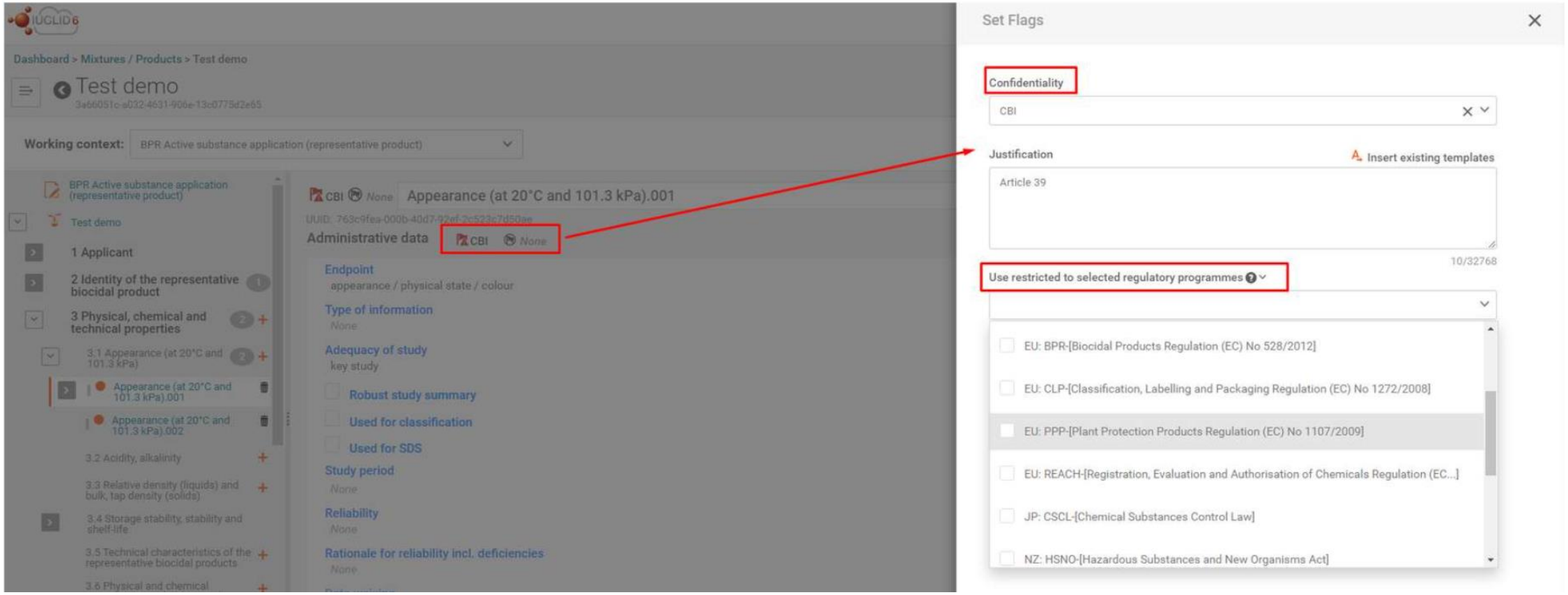
- An **endpoint study record** provides a template with predefined fields where data is entered to describe a study carried out within the subject area defined by the section's title.
- All entries under the OECD harmonised templates are endpoint study records.

Endpoint study records – Administrative data



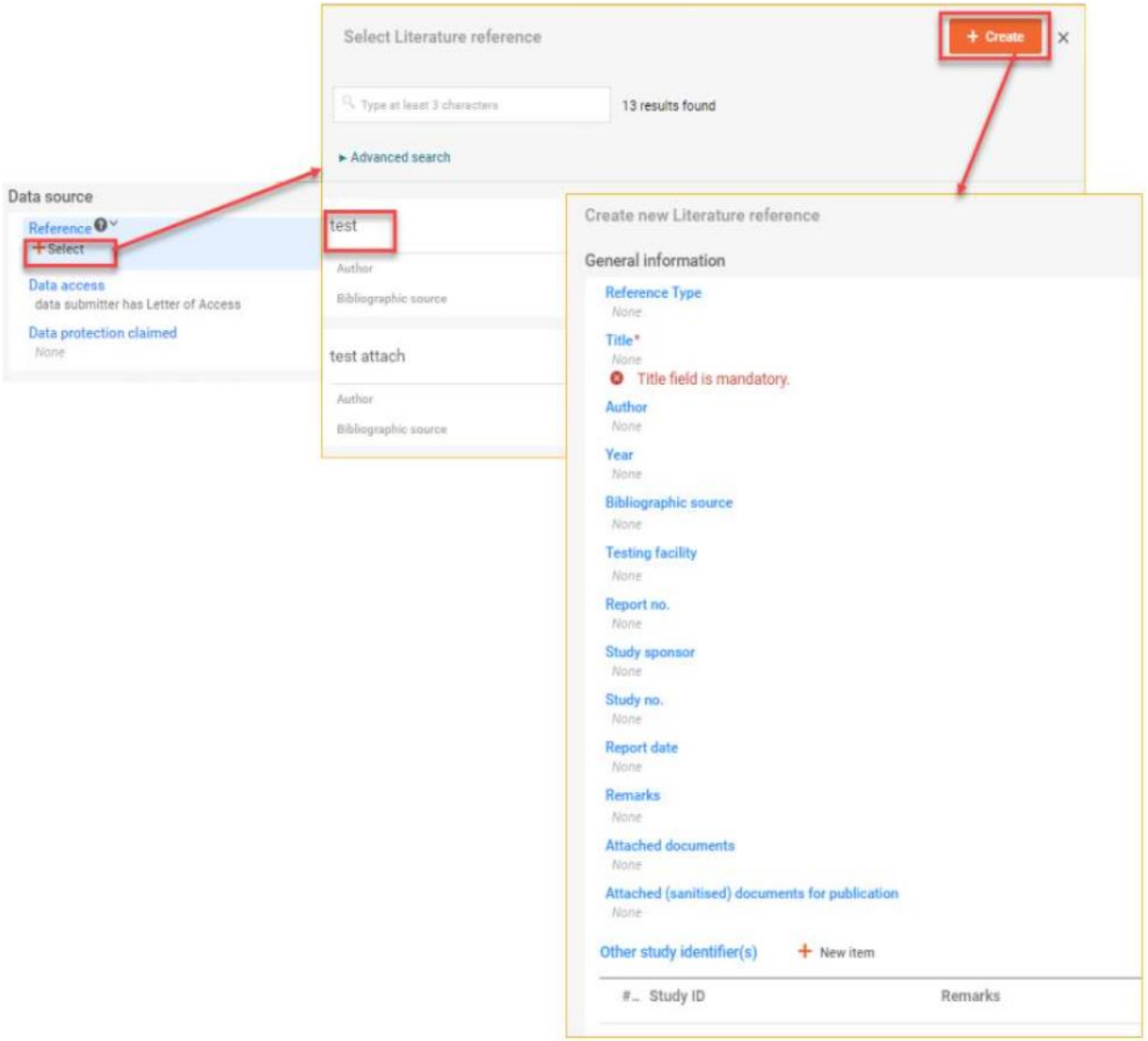
- Make a selection (e.g. 'key study') in the field '**Adequacy of study**' using the drop-down list by clicking in the field.
- Also, select the fields '**Type of information**' and '**Reliability**' using the dropdown lists by clicking in the relevant field.

Endpoint study records – Set a confidentiality flag



- To edit a flag, click on either of the **flag icons** in its pair.
- The **flag for confidentiality** and the **flag for the regulatory programme** is edited from the same page, as shown in the figure below.
- If the flag is set as confidential then a justification must be provided

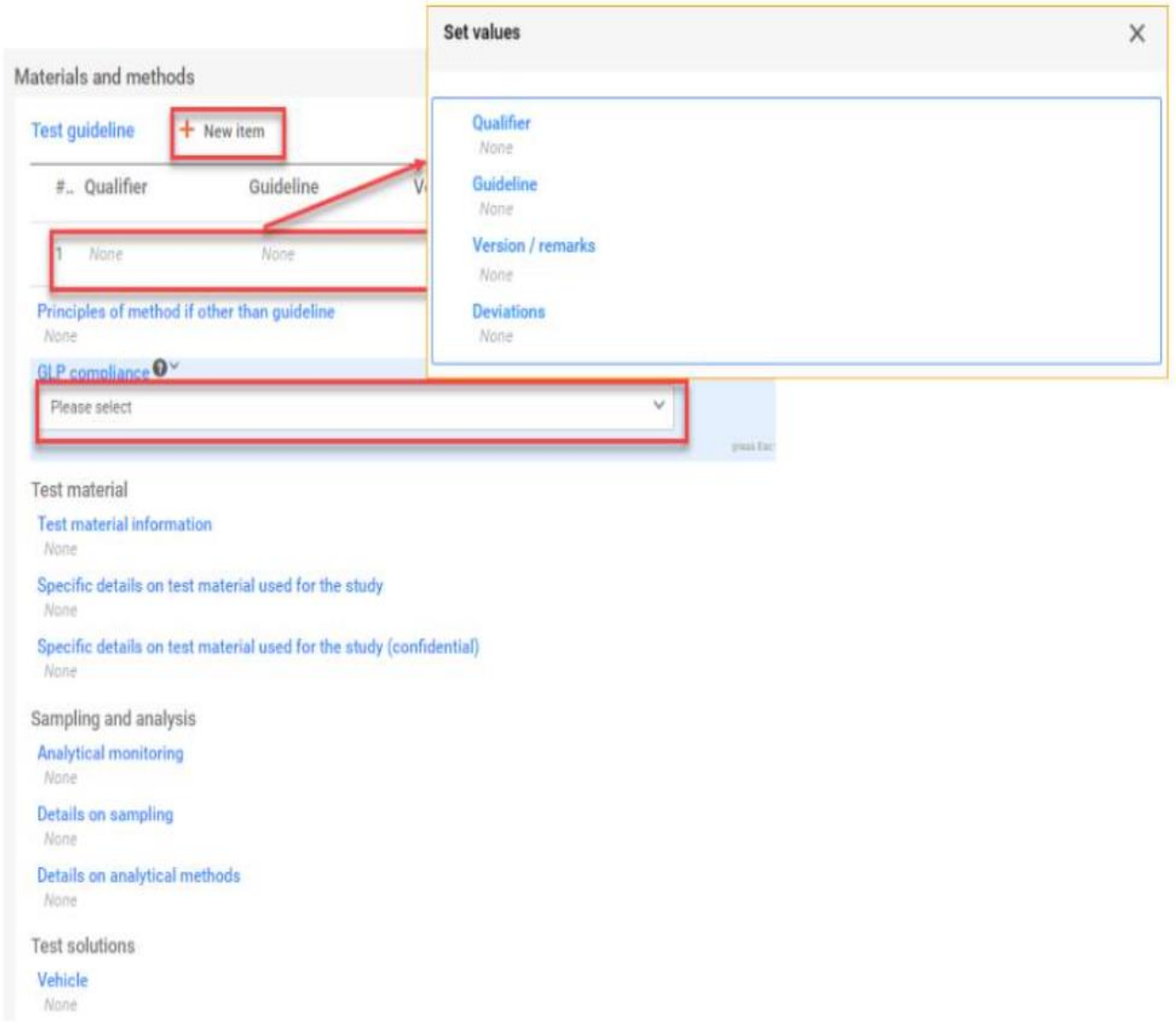
Endpoint study records – Data source



- To indicate literature reference under **'Reference',** click **'+ Select'** in the field.

- The '**Select Literature reference**' page is opened. Search for the relevant reference and then click on the title; this will add the reference to your data source.

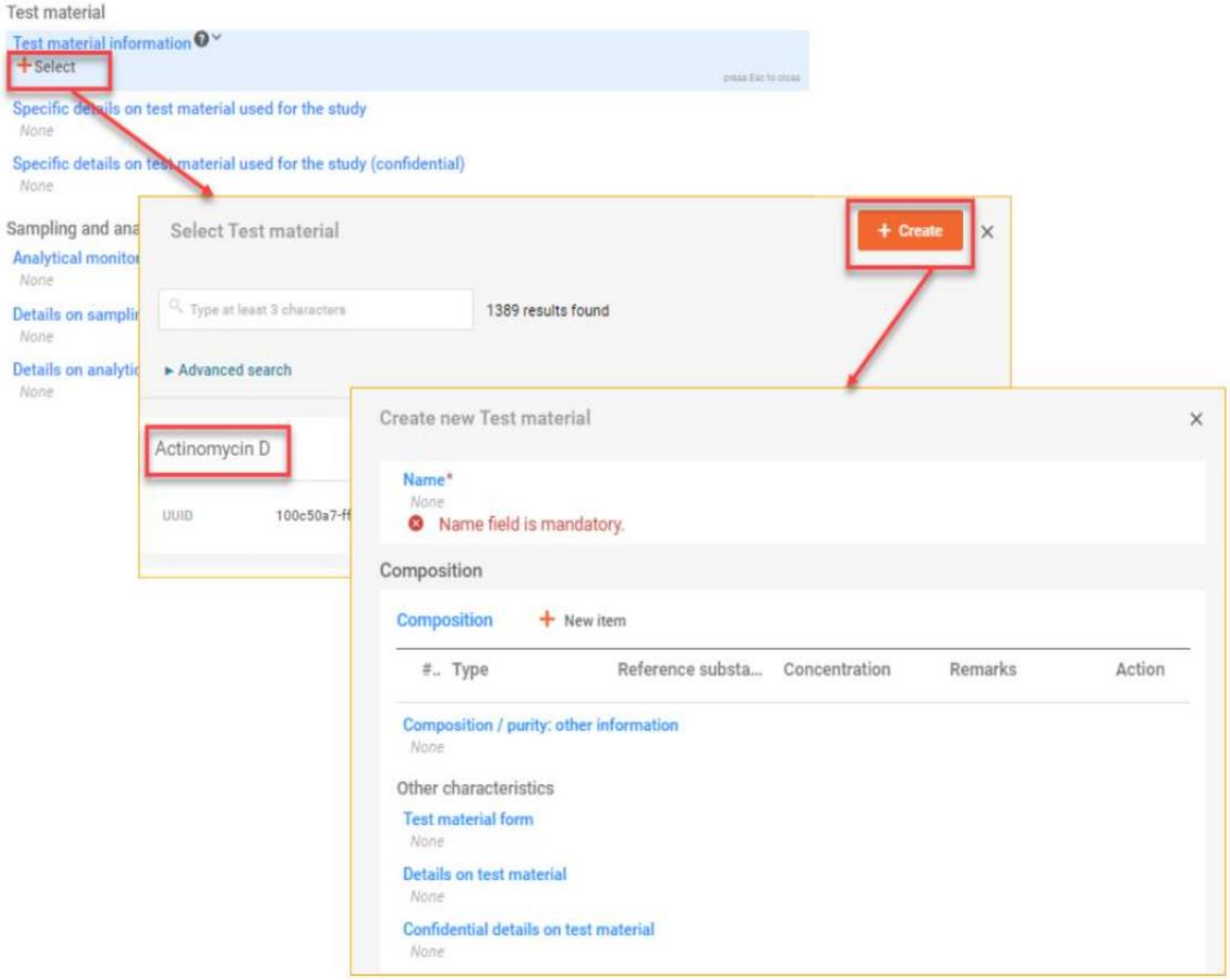
Endpoint study records – Materials & Methods



- Fill in all the necessary fields, ensuring you supply information on the **method of testing** in the table '**Test guideline**', in the field '**Guideline**'.

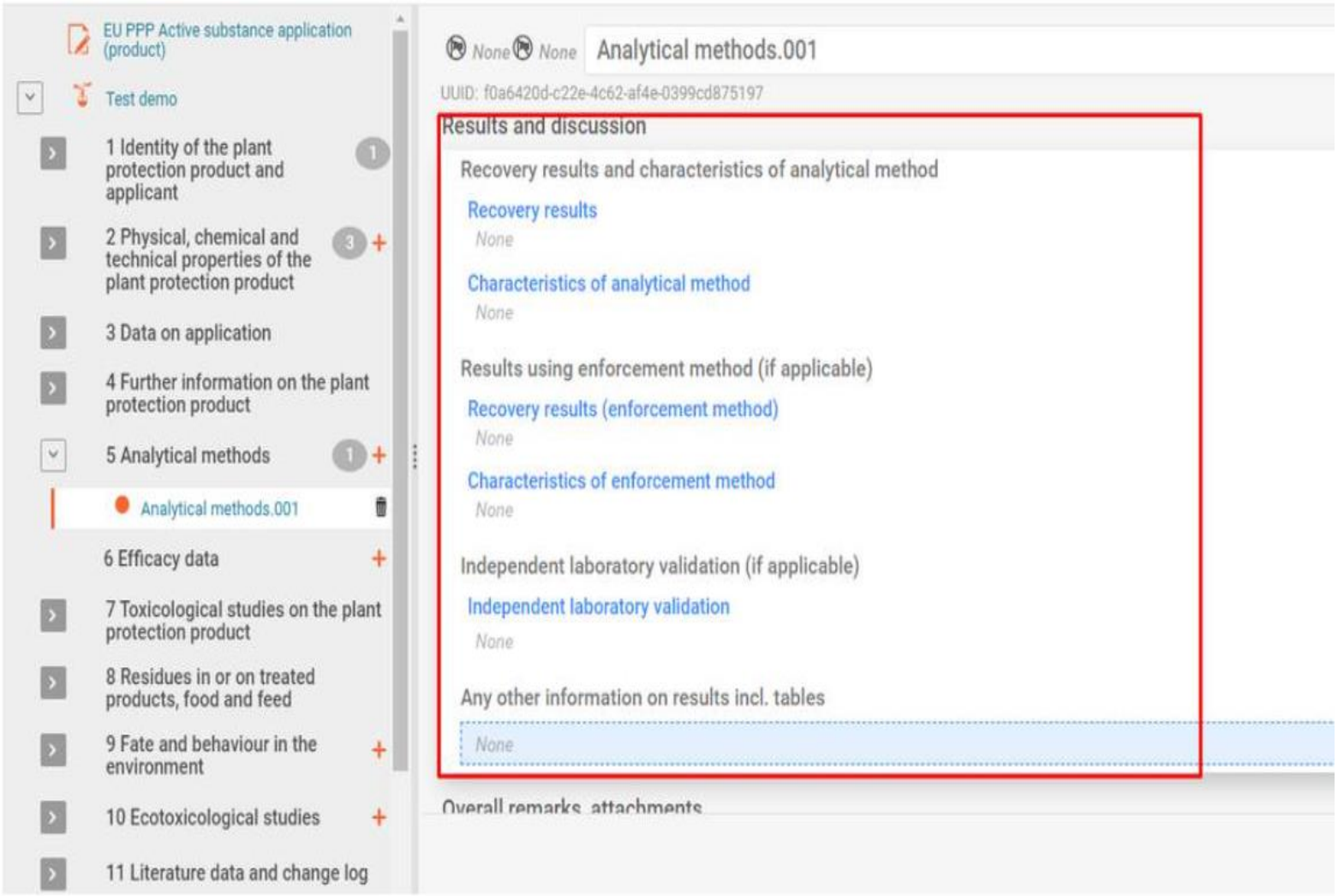
- Achieve this by firstly adding lines to the existing tables using the '**+ New item**' button

Endpoint study records – Add details on the test material



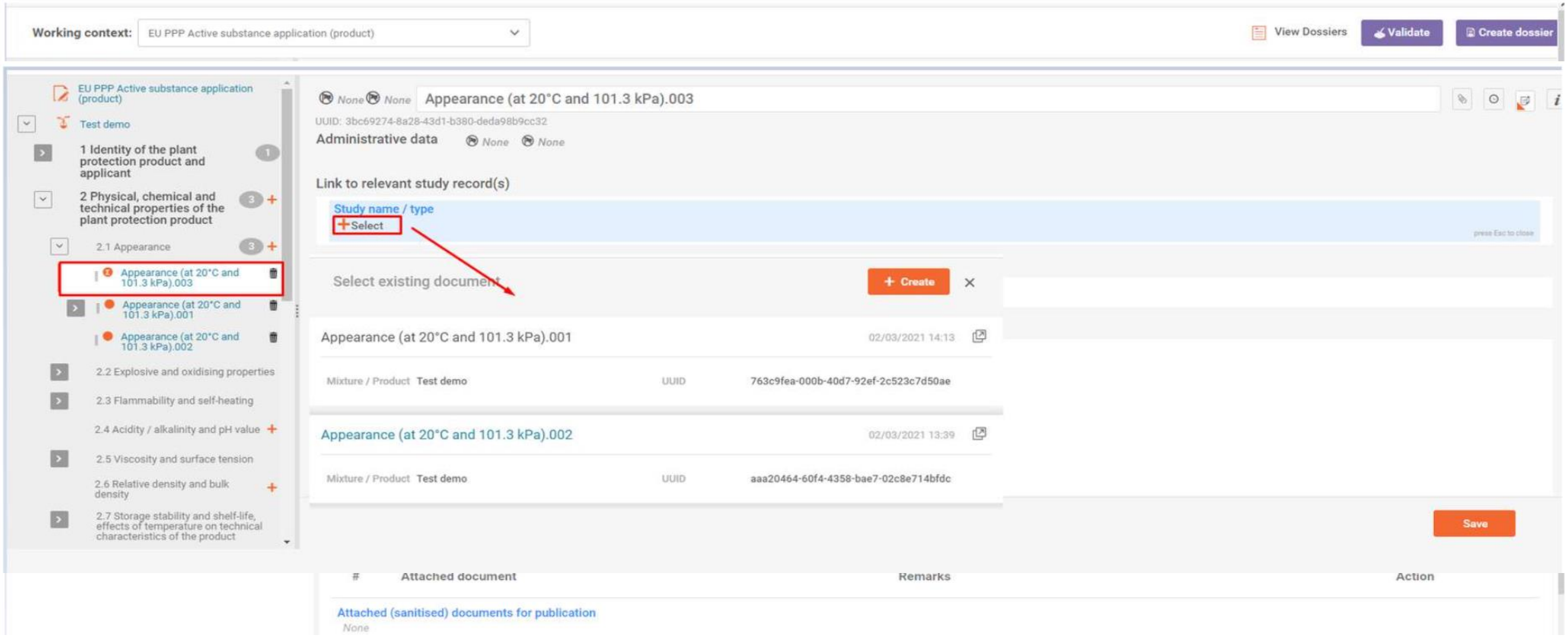
- To indicate **test material** under '**Test material information**', click '**+ Select**' the batch used in the study
- Select the correct test material from the list or **create new test material.**

Endpoint study records – Results & discussions



- Information should primarily be reported in the fields defined for **reporting that result**.
- However, in rare cases where these basic fields cannot be completed, an explanatory text must be provided in the field **'Any other information on results incl. tables'.**

Endpoint study summaries



- You can fill each field using the drop-down lists with pre-selected responses, add entries to the existing tables, or type text into the free text fields.

Key values for safety assessment

Key value for chemical safety assessment

Acute toxicity: via oral route

Link to relevant study records

Study name / type

experimental study | 1 (reliable without restriction) | standard acute method | rat | oral: gavage

Endpoint conclusion

Endpoint conclusion

adverse effect observed

Dose descriptor

LD50

Value

1829 mg/kg bw

- The key value for safety assessment is the **endpoint** defined from the studies provided in the dossier

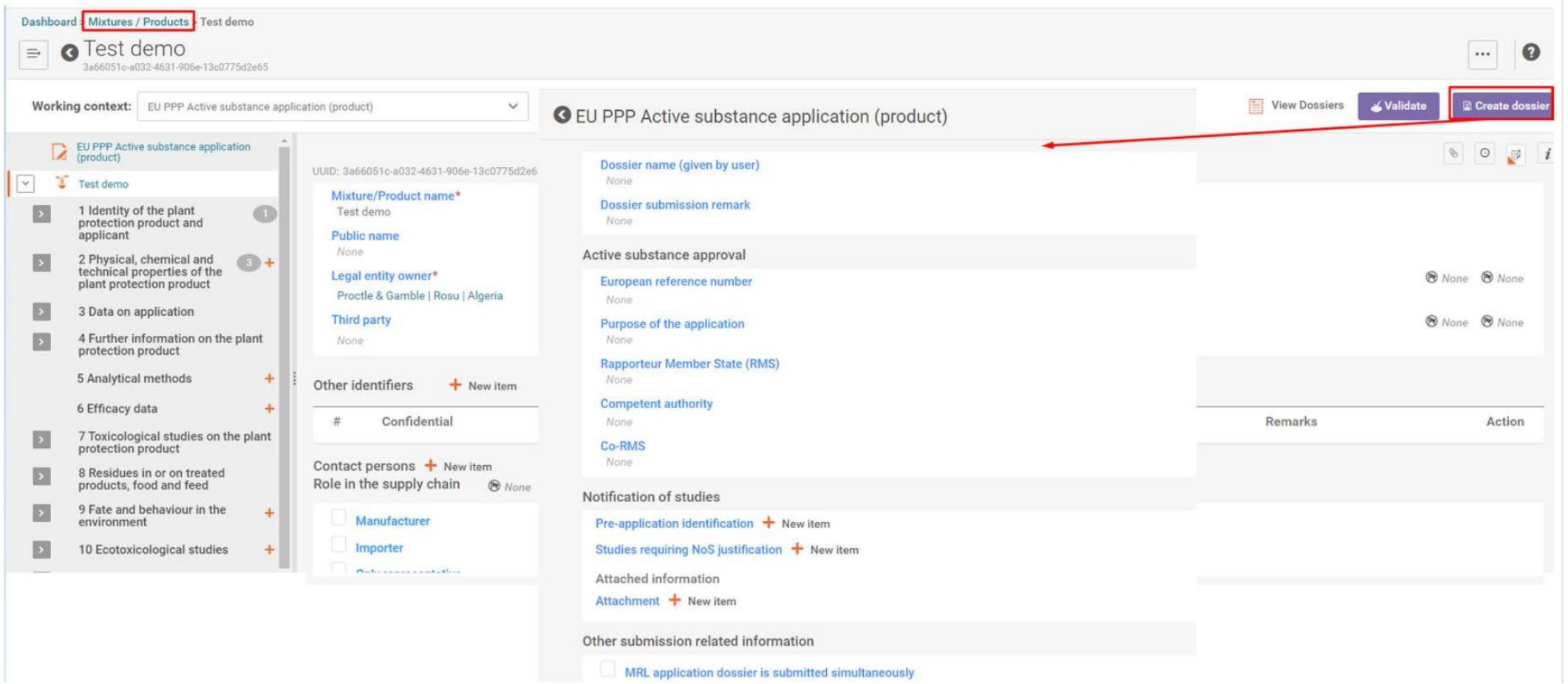
Acute toxicity (Regulation (EU) N 283/2013, Annex Part A, point 5.2)

Rat LD 50 oral	>2000 mg/kg bw
Rat LD 50 dermal	>2000 mg/kg bw
Rat LC 50 oral inhalation	>5.5 mg/L air/4h (state way, e.g. nose only)

Create a dossier

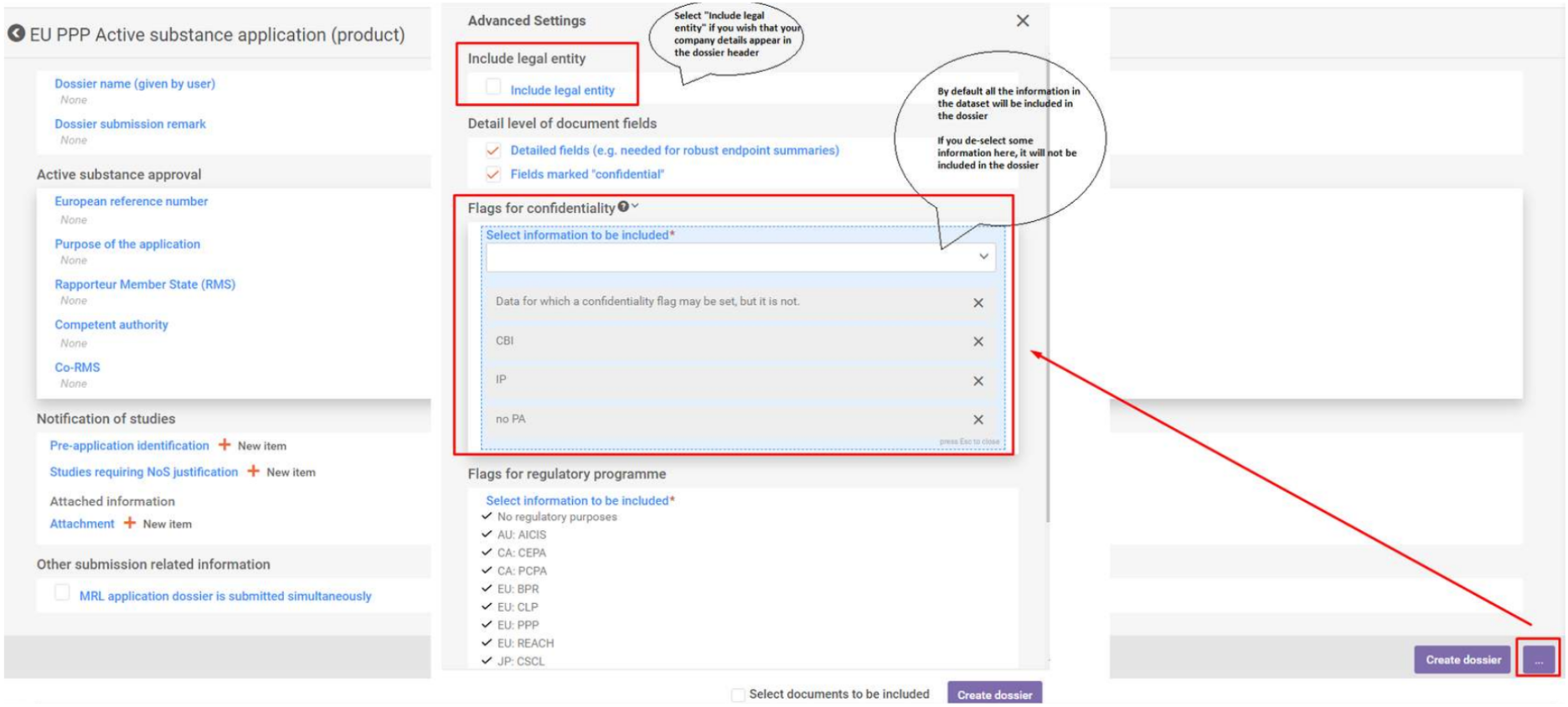
How to create a dossier

Create dossier



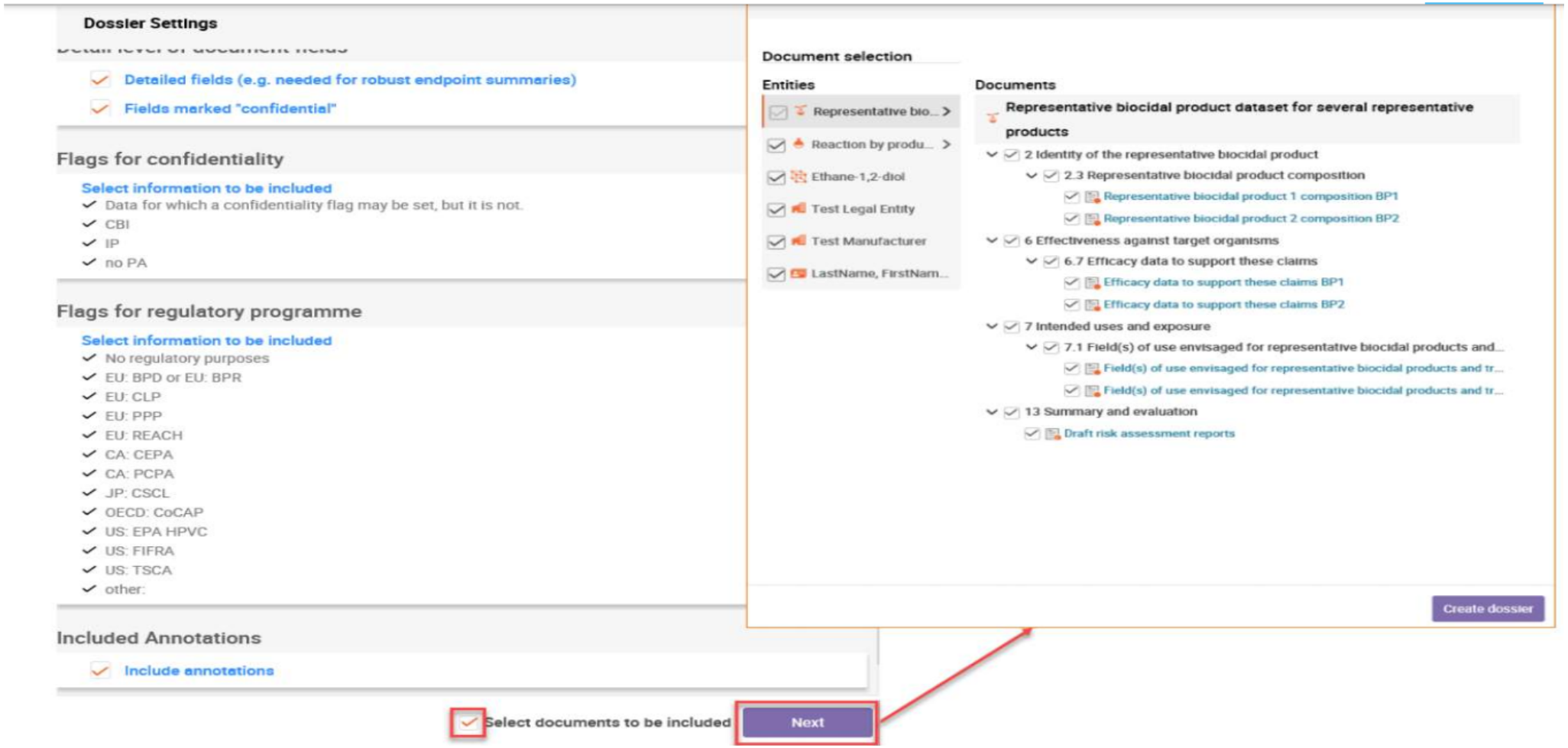
- To create the dossier, search and open your **Mixture / Product dataset** for the active substance or biocidal product application or Substance dataset if you create a dossier for assessment of technical equivalence.

Dossier creation wizard – advanced settings



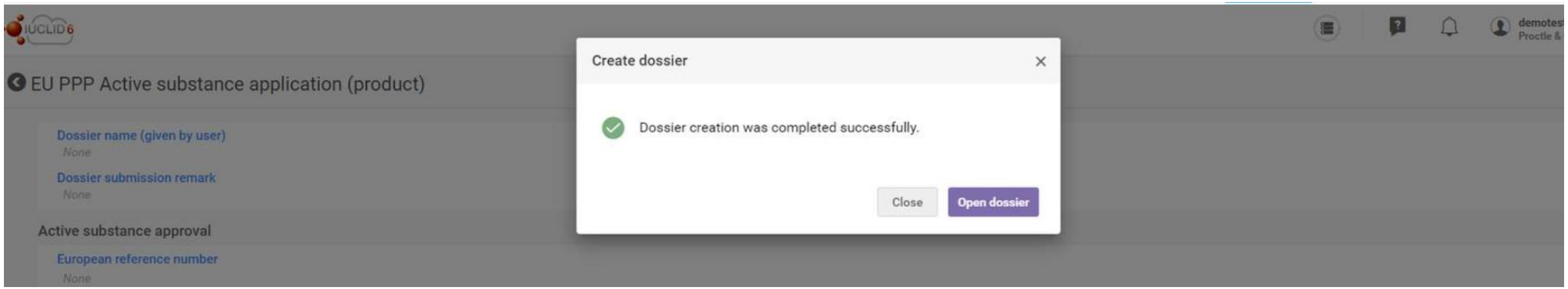
- To access the **advanced settings**, click on the button labelled with three dots '**...**' near the "Create" button.
- All the other information, except the **legal entity,** will be included in the dossier by default.
  To **exclude** records from the dossier, deselect the relevant section in advanced settings when creating a dossier.

Verify the sections to be included



- By default, all the **entities and sections are included** in the dossier. **To exclude** an entity or section, **deselect** it in the relevant dataset.

Create dossier



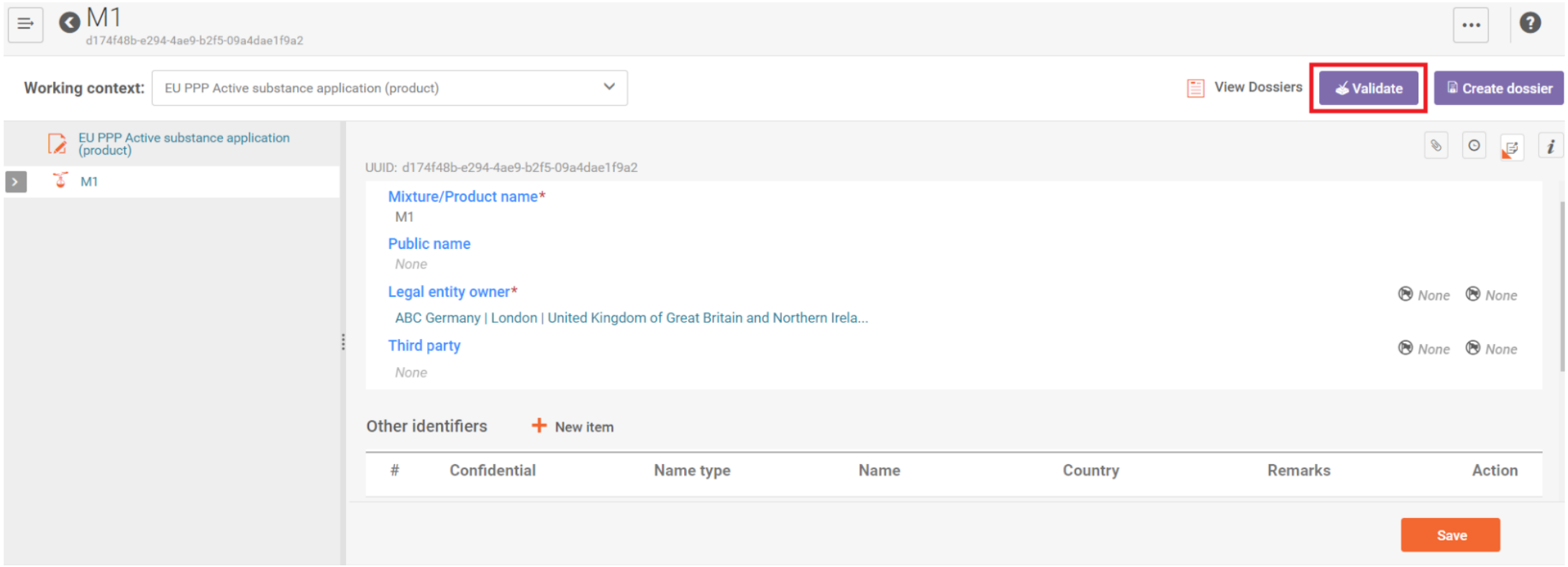
- Specify the **dossier name** in the free text field and include any additional remarks if relevant.
- A prompt window will appear, giving an option to open the newly **created dossier**. Validation rules run the dossier to verify if basic information is compiled correctly in the dossier.
- **Once the button "Create dossier" is clicked, you have accessed just in read-only version**.

Submit a dossier

Role and purpose of validation assistant

Validation assistant

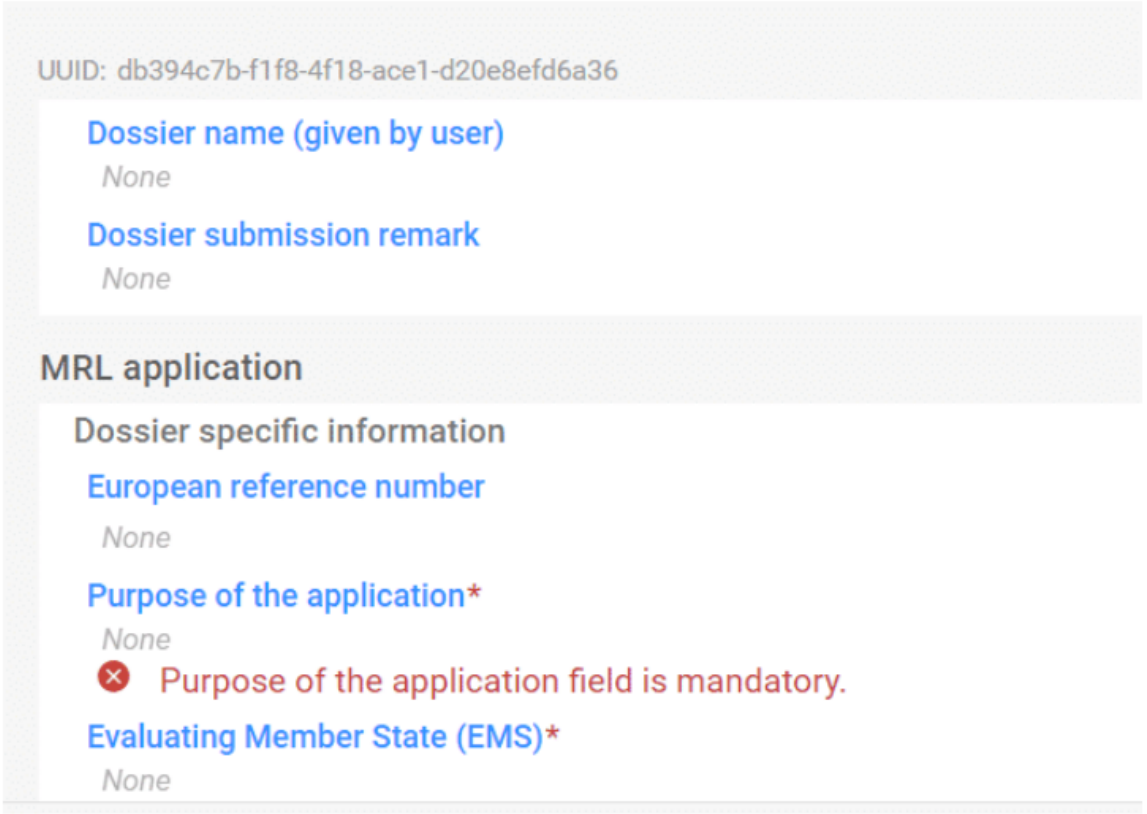
- The validation assistant helps you to prepare the dossier before submission, by **validating the data** against the service technical completeness rules.
- You can run the validation assistance against your substance dataset or dossier and the results are detailed in the validation report



Validation assistant

Before running the validation assistant on a dataset, one **must select a working context.**

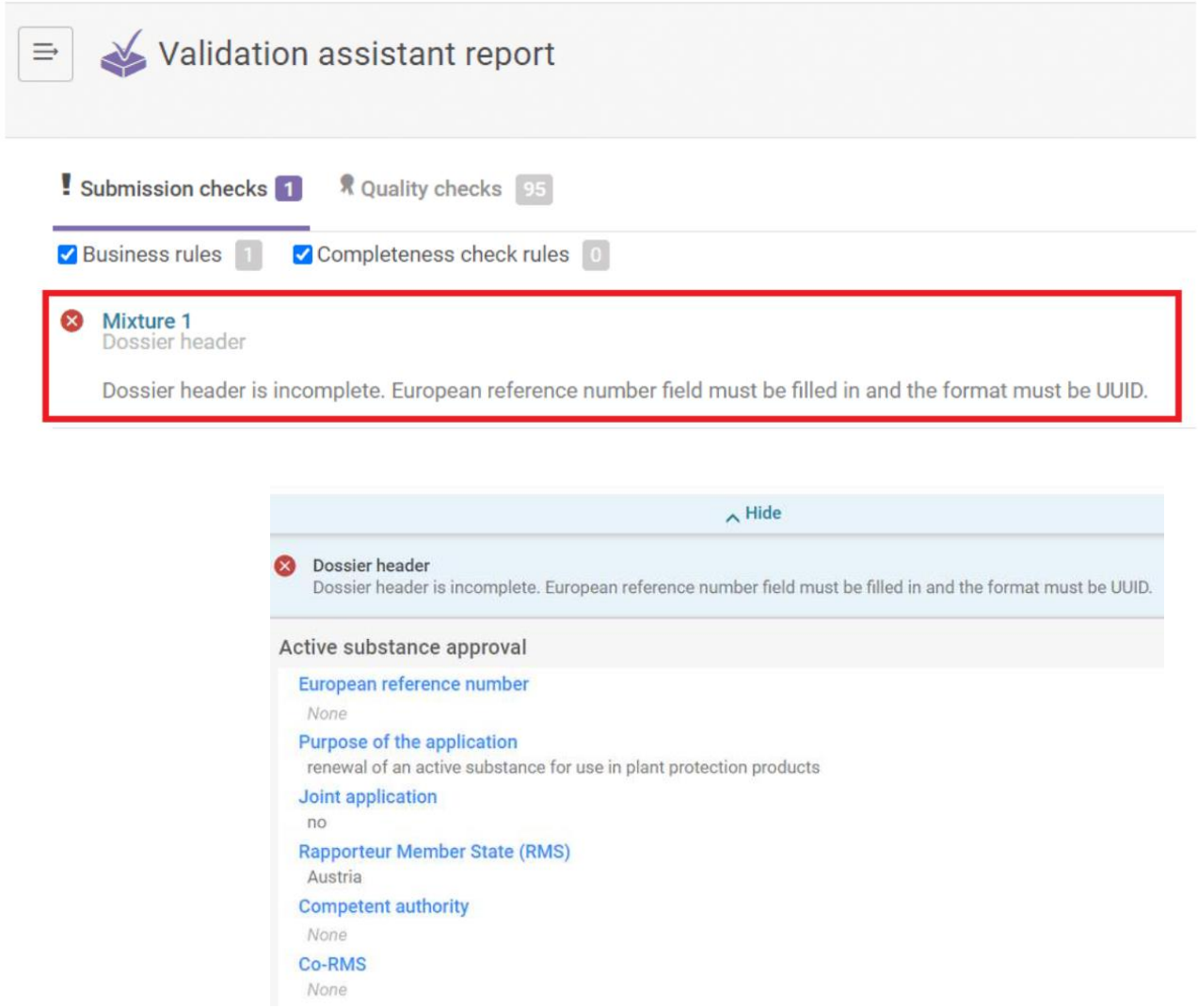
- The dossier header provides the information that allows the checks applied to fit the regulatory context, submitting the data to an authority.
- You must fill in the Dossier specific information before running the validation assistant.



Validation assistant report

Validation assistant applies Quality checks, Business rules and Completeness checks.

- The report lists all the **errors** found in the substance or dossier.
- These checks do not apply only to single documents but also check values across documents/datasets.
- If the data is incomplete, it can be accessed via the link provided - the user can directly fix validation assistant errors by clicking on the link.
- During the creation of a dossier, the user may opt to run the validation assistant.
- This is an option provided by the validation assistant to start fixing the dataset's problems before creating a dossier.

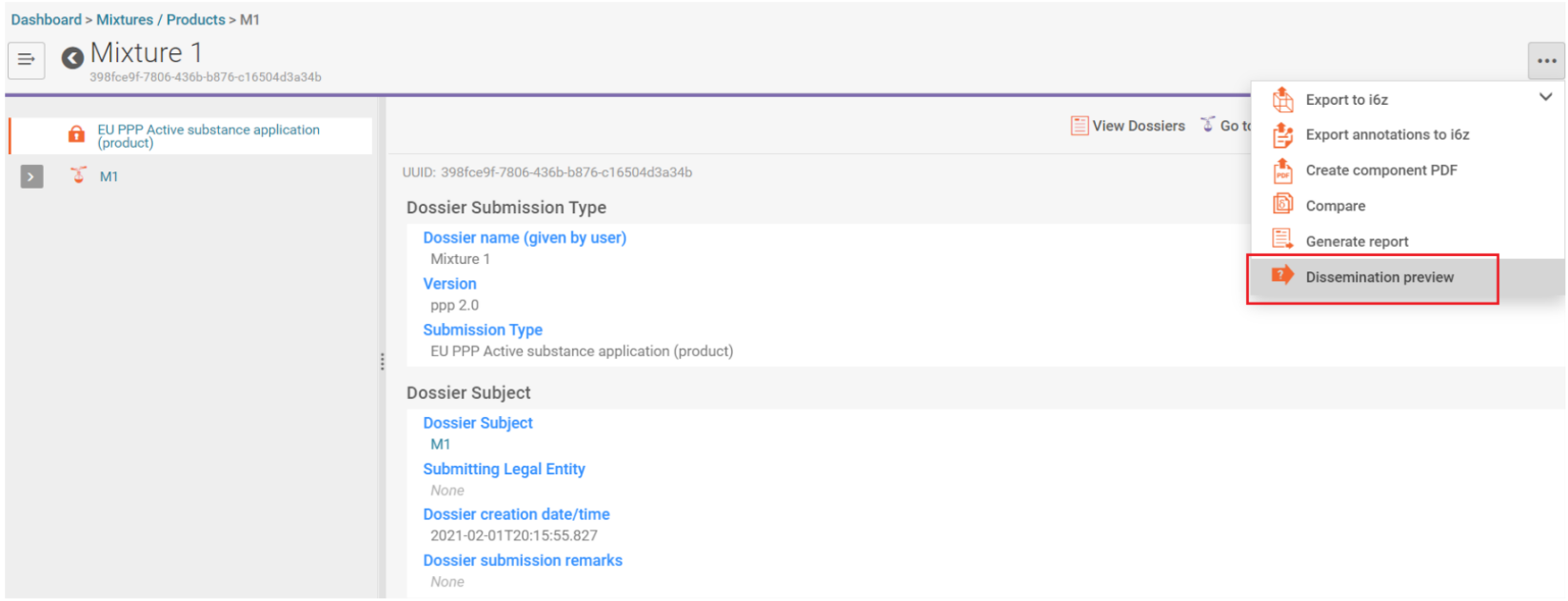


Dissemination preview

Output of the dissemination preview

Dissemination preview

The **dissemination preview** allows you to simulate which information from your dossier is likely to be made publicly available by EFSA in the process known as dissemination.



- The **dissemination preview** is run from the top level of the record for a dossier and the **output** of it is a file in the format of Microsoft Excel (XLSX).
- It contains an indication of the publicly available information over the internet when a link to the dossier is available from the OpenEFSA portal.

*Note! The Dissemination preview works on **dossiers** and **not datasets.***

Dissemination preview report

IUCLID 6.5 paths	Filtering outcome
LITERATURE.GeneralInfo.LiteratureType	PUBLISHED
LITERATURE.GeneralInfo.Name	PUBLISHED
LITERATURE.GeneralInfo.Author	STUDY_REF_AUTH_PPP
LITERATURE.GeneralInfo.ReferenceYear	PUBLISHED
LITERATURE.GeneralInfo.Source	PUBLISHED
LITERATURE.GeneralInfo.TestLab	STUDY_REF_PPP
LITERATURE.GeneralInfo.ReportNo	STUDY_REF_PPP
LITERATURE.GeneralInfo.CompanyOwner	PUBLISHED
LITERATURE.GeneralInfo.CompanyOwnerStudyNo	PUBLISHED
LITERATURE.GeneralInfo.ReportDate	PUBLISHED
LITERATURE.GeneralInfo.Remarks	PUBLISHED
LITERATURE.GeneralInfo.AttachedDocuments	NOT_PUBLISHED
LITERATURE.GeneralInfo.AttachedSanitisedDocsForPublication	PUBLISHED
LITERATURE.GeneralInfo.StudyIdentifiers	PUBLISHED
LITERATURE.GeneralInfo.StudyIdentifiers.StudyID	PUBLISHED
LITERATURE.GeneralInfo.StudyIdentifiers.Remarks	PUBLISHED

- You can format the report as a table keeping the headers row. You can **search** and **sort** based on outcome type review all the information per field **removed** or **published** in the filtered dossier.
- You can either search for a given section of the dossier or copy the path for a specific field from the IUCLID manual.

- Every field used in pesticide submissions in IUCLID has been assigned a preliminary **filter rule**, which determines whether the underlying information will be published or not.
- **Currently,** the following rules are mainly used:
  - **PUBLISHED** – default rule implies publication
  - **UNLESS_CONF**
    - The information is published unless claimed confidential.
    - If **claimed confidential,** the information **will not be published** pending the outcome of the confidentiality assessment.
    - If the claim is **rejected**, will subsequently **publish** the underlying data
  - A small number of more sophisticated filter rules is used in specific cases

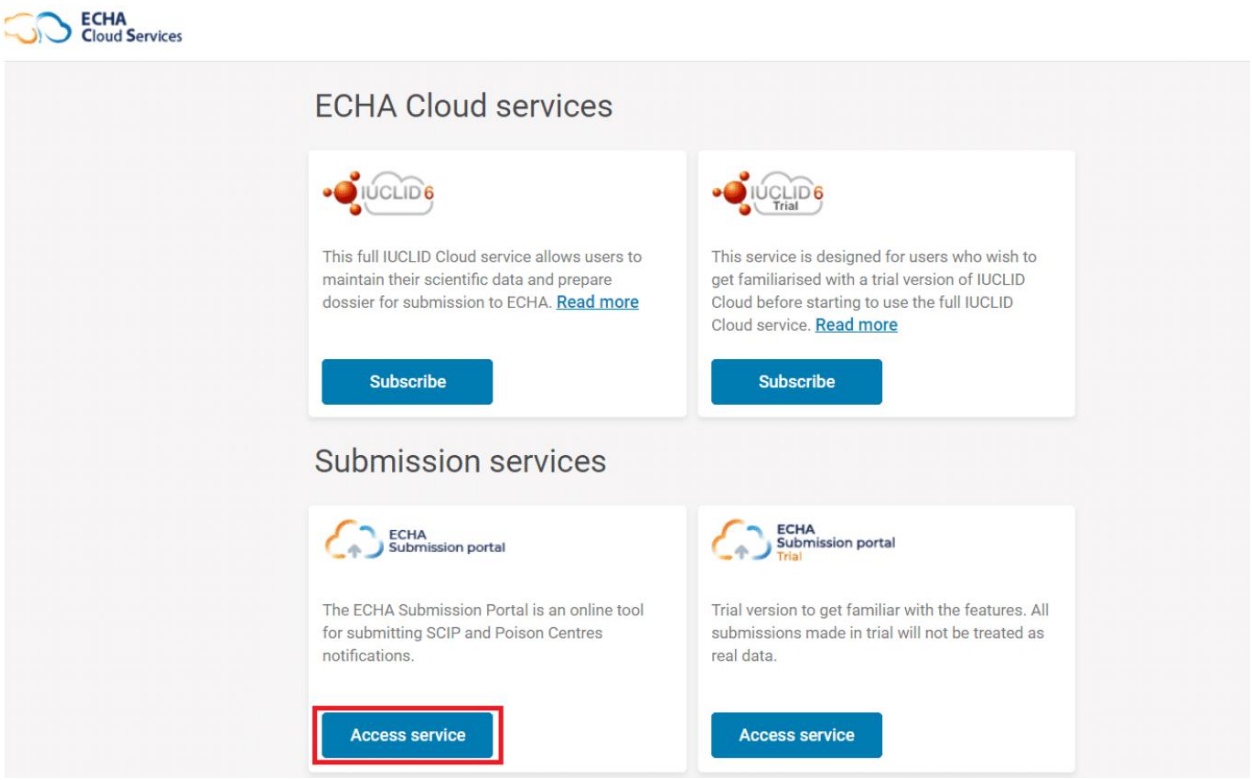
Dossier submission

How to submit a dossier

How to submit a dossier

Once you are satisfied with the data in your IUCLID dossier, you can submit it to EFSA.

You can submit a dossier via IUCLID Cloud. Still, if you already have all the needed documents/files, you can upload them directly to ECHA Submission Portal.



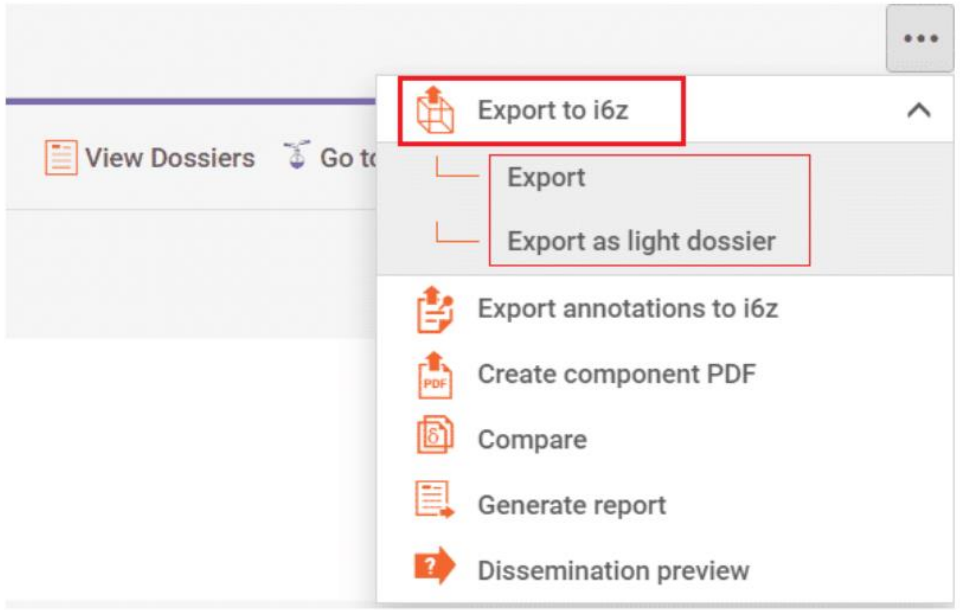
ECHA Submission Portal

- is used to submit and follow-up EU PPP, PCN and SCIP dossiers
- is scalable, and there can be submitted higher volume dossiers
- allows dossiers also to be submitted from other systems

How to export a dossier

To share/submit the completed dossier, it is necessary to export the dossier.

The **export** is accessed from the top level of the application window.



- **i6z** is the ZIP format for IUCLID.
- Can submit the exported document to EFSA via the submission portal.

- There are two options for exporting a dossier, and the selection is dependent on the size of the dossier and the number of attachments