ePIC
User Manual for the European Commission

May 2018

Disclaimer

This document aims to assist users in complying with their obligations under the PIC Regulation. However, users are reminded that the text of the PIC Regulation is the only authentic legal reference and that the information in this document does not constitute legal advice. Usage of the information remains under the sole responsibility of the user. The European Chemicals Agency does not accept any liability with regard to the use that may be made of the information contained in this document.

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1. Introduction

1.1 Objective

The purpose of this manual is to provide guidance on how to navigate through the provided IT system in order to process and search waiver requests under Regulation (EU) No 649/2012 of the European Parliament and of the Council of 4 July 2012 concerning the export and import of hazardous chemicals, hereinafter referred to as the PIC Regulation.

The chapters in this manual describe how ePIC, the IT system developed for the facilitation of the PIC Regulation, is functioning in order to allow verification of export notifications and other PIC submissions made by industry to the Authorities.

All manuals prepared by ECHA can be accessed on the ECHA website.

1.2 Icons, abbreviations and terminology

This manual uses various icons and specific abbreviations throughout. The icons are depicted in particular parts of the text to highlight useful or important information.

The following icons are used throughout this manual:

Useful information, guidance, assistance

Very important note

The following abbreviations are used throughout this manual:

Annex I	Annex I to Regulation 649/2012
Annex V	Annex V to Regulation 649/2012
CN code	Combined Nomenclature code
COM	European Commission – DG Environment
CUS code	European Customs Inventory of Chemical Substances code
DNA	Designated National Authority
ECHA	European Chemicals Agency
HS code	Harmonised System
LE	Legal Entity
PIC	Prior Informed Consent
RIN	Reference Identification Number
SDS	Safety Data Sheet
Task	Tasks are units of work, which are assigned to various authority users.

UUID	Universally Unique Identifier

2. General Principles

2.1 What is ePIC?

ePIC is an IT system established and maintained by ECHA, with the aim of ensuring that the processes required under the PIC regulation are supported by an appropriate IT system. ePIC consists of three independent interfaces, one dedicated to industry users, one to authority users (ECHA, DNAs and the Commission) and one for customs users. The application facilitates the secure exchange of information between industry users and authority users.

2.2 Industry interface

The ePIC industry interface is dedicated to industry users, allowing for the secure submission of notifications and exchange of information with authority users. Through this interface, industry users can view and update their own data and monitor their notifications. Through the industry interface, industry users can login to ePIC and:

- submit export notifications,
- submit special RIN requests (single and bulk),
- submit their reports on actual exports and imports which took place during the previous calendar year (in accordance with Article 10 of the PIC Regulation),
- manage their mixtures and articles,
- request a waiver (if applicable),
- view the status of submitted notifications and special RIN requests,
- complete tasks assigned by authority users (e.g. correction requests), and
- verify whether a particular export can take place or not,
- verify whether an importing (non-EU) country has provided information on the import of certain chemicals or categories of chemicals.

2.3 Authority interface

The ePIC authority interface is dedicated to authority users, supporting the day-to-day work in the regulatory process. Through this interface, DNA users can process their tasks and forward them to ECHA/COM (as relevant), as well as communicate securely with industry users. National Enforcement Authorities (NEAs) can also use it for accessing the necessary information for PIC-related inspections.

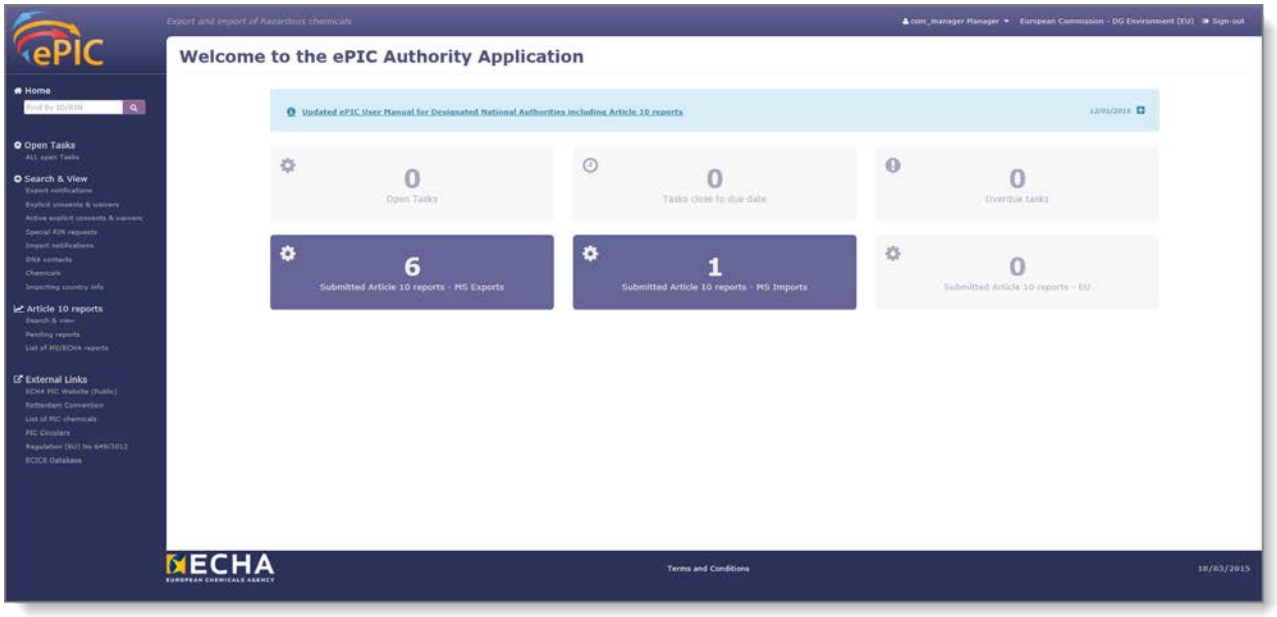
2.4 Customs interface

The ePIC customs interface is dedicated to customs officers, providing them information regarding the details and status of the export (e.g. content, destination country and if the export is allowed or not at a given moment in time).

3. Authority Home Page

After logging into the application, the user is presented with the “Home page” of ePIC. (Figure 1) The home page is the starting point for accessing and performing all tasks. It also provides a quick overview of the current workload and of how many draft notifications are in the system and ready to be submitted.

Figure 1: ePIC Authority Home Page



The **Home page** is divided into four main parts:

- The middle section with six tiles which function as shortcuts to reach the relevant sections of the application with only one click. They also provide numerical information on how many tasks per type are in the system.

- Above the tiles is the newsfeed. The newsfeed is used to display two different types of announcements: alerts and news. Alerts are displayed in a red message box, while news is in blue. In most cases alrerts are used when users are required to take certain actions, while news items are to provide more general information.

- The left-hand side menu serves as a navigator through the application. At the top it features a “Quick Search Field”, where the user can search for tasks or cases by using either the relevant ID (for explicit consents and waivers) or the RIN (for export notifications). Below the quick search feature, all the functionalities of ePIC are accessible, including, but not limited to processing export notifications, special RIN requests, etc. Furthermore, a section with useful external links (ECHA PIC website, Rotterdam convention, EU PIC regulation, etc.) is also displayed.

- The top-level bar provides basic information regarding the user logged in and contains shortcuts to frequent operations (e.g. modify personal settings, sign-out, etc.)

4. Searches and pre-defined lists

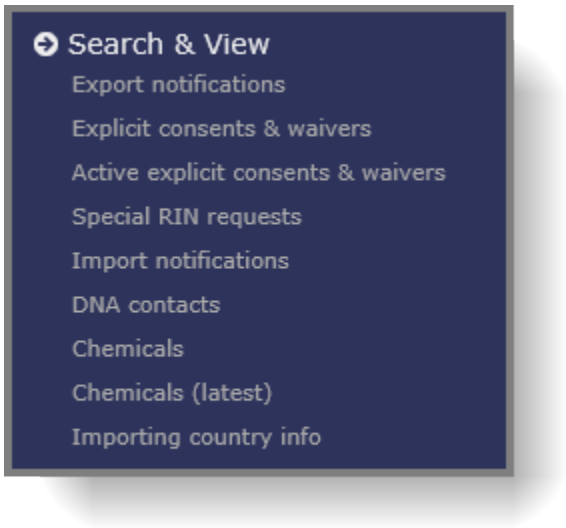
ePIC offers a powerful search engine with a wide variety of searching and filtering options. Additionally, the application offers some pre-defined search options, which are accessible either from the home page or from the left-hand side menu.

4.1 Search & View

Under the Search & View section the user may search for data (export notifications, explicit consents, etc.) using pre-defined search forms.

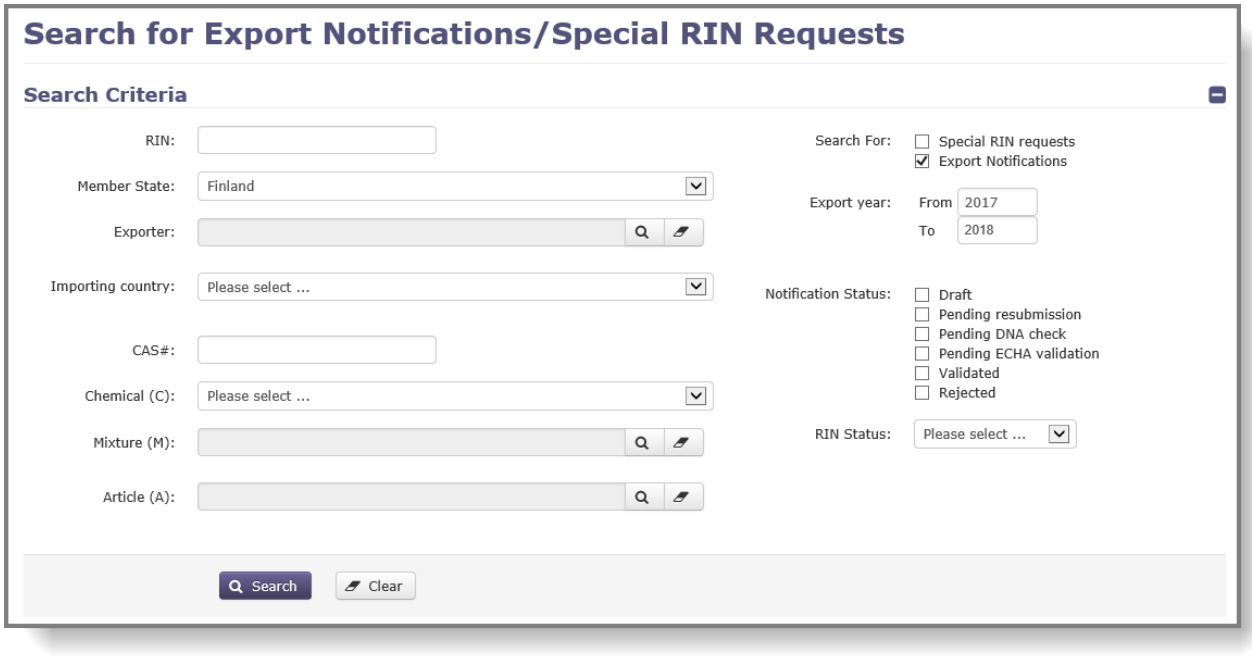
When clicking on one of the search links from the left navigation menu (Figure 2**Error! Reference source not found.**), the system directs the user to the relevant search page with some default filters but without displaying any results. (Figure 3)

Figure 2: Search & View



If needed, the user may further define the appropriate search by including additional criteria. This can be done by entering the RIN or CAS number, selecting relevant options from drop-down list(s) and selecting/de-selecting checkboxes. The search result(s) will be displayed after clicking on ‘Search’.

Figure 3: Search criteria



The following pre-defined search options are available under the “Search & View” section:

4.1.1 Export notification

Using this functionality, the user can search for export notifications. The results displayed – depending on the defined search criteria – include both fully processed and draft notifications (which have not been submitted by the exporter yet).

The following criteria are available for defining your search.

- RIN: If known, the RIN of an export notification can be entered here.
- Member State: search can be limited to a specific Member State.
- Exporter: If searching for submissions from a specific exporter, it can be selected from the drop-down list. The exporters are only listed after an EU Member State has been specified (i.e. it is not possible to search for all EU exporters in one go).
- Importing country: The importing country can be selected from a drop-down list.
- CAS #: The CAS number can be defined in this field.
- Chemical/Mixture/Article: Using the three separate drop-down lists, the user can define the specific chemical / mixture / article for which the submissions should be searched for. In case of searching for mixtures or articles, the relevant Member State must be selected first.
- RIN status: The search results can be filtered based on the RIN being active / inactive / disabled. If active or inactive is selected, a date should also be added to the field that activates once the selection has been made.
- Search for: A set of checkboxes to limit the search to export notifications or Special RIN requests. As a default setting, “Export notifications” is selected.
- Export Year: Using the “From – to” free text fields an interval can be defined. As a default setting, the current and the upcoming years are selected.
- Notification Status: A set of checkboxes(Draft; Pending resubmissions; Pending DNA check; Pending ECHA validation; Validated; Rejected) are selected.

4.1.1.1 RIN statuses

Active — The status of the RIN becomes active when:

- the notification is fully processed;
- the expected date of export is reached;
- additionally, for chemicals listed in parts 2 or 3 of Annex I, a valid, positive explicit consent is available.

An active RIN provides an indication to Customs that a given export should be allowed.

Inactive — A RIN is inactive when:

- the notification has not been fully processed yet;
- the expected date of export is in the future
- additionally, for chemicals listed in parts 2 or 3 of Annex I, a valid and positive explicit consent (or waiver) is not available.

Disabled — A disabled RIN implies that a negative explicit consent is available in the system for the substance/mixture/article from the importing country.

Expired — Export notifications are valid for a maximum of one calendar year. Once their validity has passed their status is changed to “expired”.

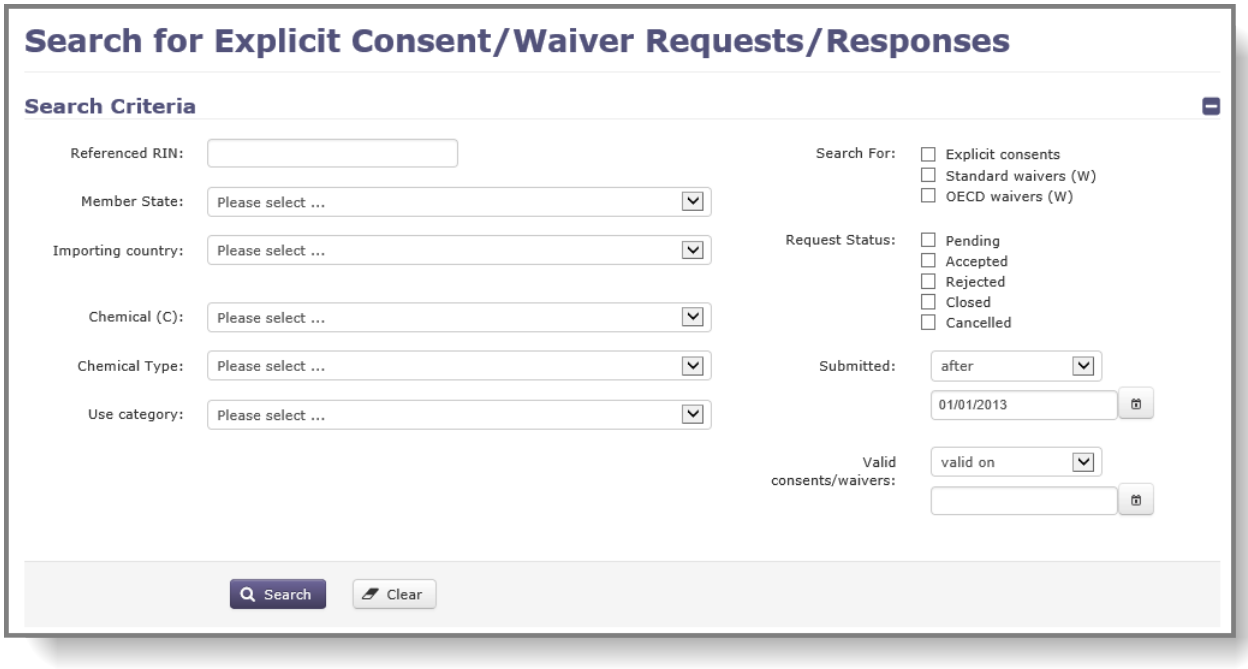
Rejected — In case the submission was not accepted by the DNA, its status becomes “rejected”.

4.1.2 Explicit consents & waivers

Explicit consents and waivers are both to be submitted and processed in full within ePIC. In ePIC waivers can be distinguished from explicit consents. To help the user distinguish between waivers and explicit consents, the system displays a “(W)” after the ID of the waiver in the ID column of the results.

To search for explicit consent or waivers, please select the “Explicit consents & waivers” functionality under the “Search & View” section.

Figure 4: Search for Explicit consents and Waivers



The following criteria are available to filter your search.

- Referenced RIN: The RIN of the notification for which the consent / waiver was requested.
- Member State: the search can be limited to a specific Member State by selecting the relevant one from the drop-down list.
- Importing country: Drop-down list available.
- Chemical: The chemical for which the consent / waiver was requested.
- Chemical type: From a drop-down list the user can select the specific substance or mixture the consent / waiver should be searched be for. If left empty, the search will be performed on both.
- Use category: From a drop-down list the user can select industrial chemicals (C), pesticides (P) or industrial chemical and pesticides (CP).
- Search for: A set of checkboxes to indicate if user is searching for explicit consent / standard waiver / OECD waiver.
- Request Status: A set of checkboxes to indicate whether the user is searching for Pending / Accepted / Rejected / Closed / Cancelled explicit consents or waivers.
- Submitted: With the help of this feature, results can be filtered using the date when the consent / waiver was registered in ePIC. From the drop-down list the user can choose by using the “before” and “after” options. A date can be specified in the dedicated field. The search results displayed will depend on the date(s) specified. As a default value, the search results will display consents / waivers registered after 1 January of the year 4 years before the current one (e.g. if today is 17 October 2017, the default value will be 1 January 2013) as they are potentially still valid.
- Valid consents/waivers: With these search criteria the user has the opportunity to filter for consents / waivers that are valid on or expire by a given date.

4.1.3 Active explicit consents & waivers

The functionality provided under this menu is similar to the one described in chapter **Error! Reference source not found.**, the difference being that by default it is narrowing down the search to cover only explicit consents / waivers that are still valid when the search is being

performed.

The following pre-defined selection differs compared to the search for “Explicit consents & waivers” functionality described above:

- Valid consents/waivers: Using these criteria, the user has the opportunity to filter for consents / waivers that are valid on or expire by a specific date. As a default setting, it is set to search for consents / waivers, which are valid on the day of the search.

4.1.4 Special RIN requests

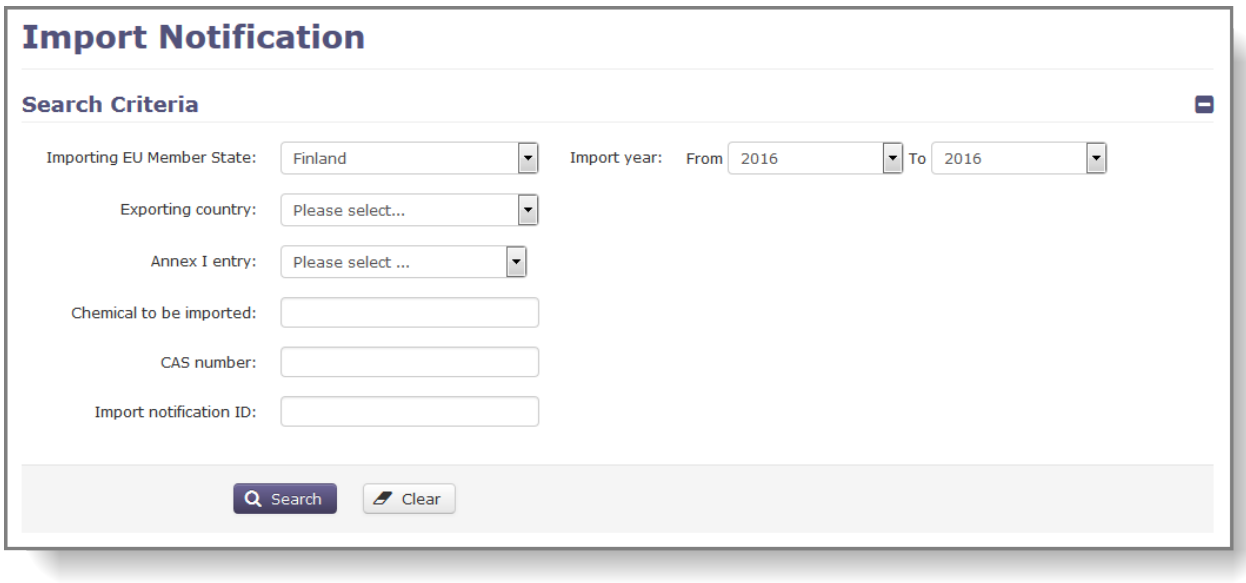
The functionality provided under this menu is similar to the one described in chapter **Error! Reference source not found.**, the difference being that by default Special RIN requests are being searched for.

- The following pre-defined selection is the difference compared to the search for “Export notifications” functionality described above: Search for: A set of checkboxes to limit the search to export notifications or Special RIN requests. As a default setting, “Special RIN requests” is selected.

4.1.5 Import Notifications

Using the “Import notifications” function, the user can list export notifications sent to the EU from non-EU countries.

Figure 5: Search for Import notifications



The following criteria are available to define your search. Please note that some of the options are pre-selected but can still be modified as needed.

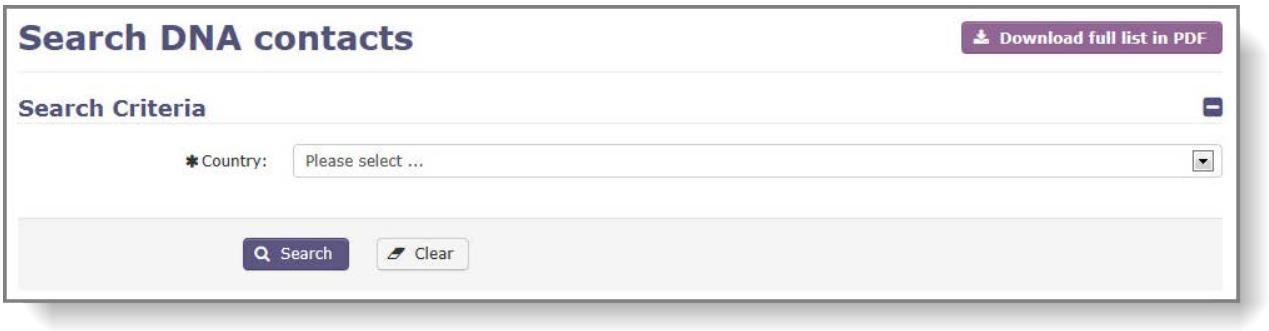
- Importing EU Member State: Select the Member State from the drop-down list.
- Exporting country: The country from which the import originated Import year: Using the “From” – “To” fields, the user can define an interval for which the search should be executed. The current year is selected by default.
- Annex I entry: Imported Annex I chemical (in case the imported chemical belongs to Annex I)

- Chemical to be imported: Name of the imported chemical (for chemicals which are not included in Annex I)
- CAS number: CAS number of the imported chemical (if available)
- Import notification ID: If known, the ID of an import notification can be entered here.

4.1.6 DNA contacts

DNA contacts are listed in ePIC by country. The user shall select the relevant country from the drop-down list and click on 'Search'. The contact details of the country will be displayed.

Figure 6: Search for DNA contact details



There is an option to download the full list of DNA contacts in PDF format. The user must click on 'Download full list in PDF' to download the PDF file.

Please note that there is a degree of risk associated with printing hard copies of the DNA contacts, as the contacts are subject to change over time.

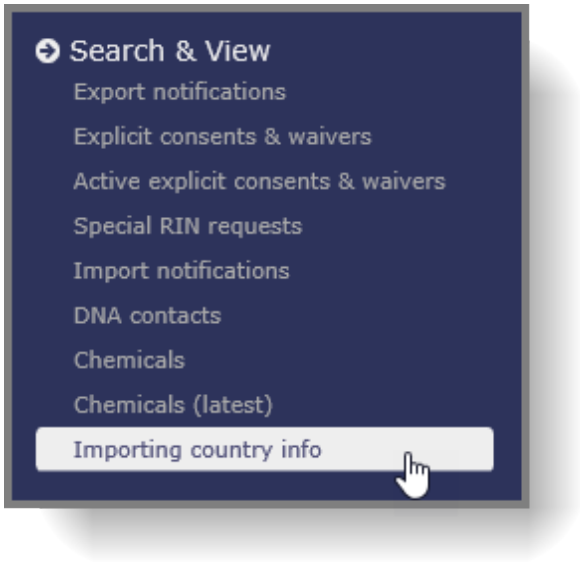
If a DNA user is aware of a change in one of the DNA contacts (EU Member State or non-EU DNA), ECHA should be notified by email as soon as possible

4.1.7 Specific information from importing countries

Specific information which potentially has an impact on submissions (e.g. that the importing country waived their right to receive export notifications) is stored in "Importing country info" section.

It can be accessed by selecting "Importing country info", under the "Search & View" menu on the left-hand side (Figure 7).

Figure 7: Importing Country Info menu



Once the user is in the “Importing country info” section, (s)he can search for the available documents. The search is carried out by selecting the appropriate importing country from the drop-down list and clicking on the “Search” button.

The results – if any document is available –, will be displayed in a table. The table contains the following information:

- Importing country: the name of the importing country will be displayed in this column.
- Chemical/Category: Whether the available information is related to a single chemical or to a specific category (e.g. pesticides), the relevant information will be displayed here. In case the information provided here is underlined, it is a hyperlink, which points to another website.
- Documents: The relevant document / information is accessible from this column.

It is possible to search for all documents stored in this part of the system, by leaving the drop-down selection on the value “Please select…” and clicking on the “Search” button.

4.1.8 Chemicals

To search and view details for chemicals subject to the PIC Regulation, select “List of chemicals” from the “Chemicals, Mixtures & Articles” section of the main menu.

Chemicals are searchable by chemical name, “chemical version” status (i.e. Any / In force / Not yet in PIC / Removed from PIC), regulation amendment, CAS number, Annex and Part. The user can define one or more of the search criteria.

By default, the chemical version status is “In force (today)”.

If a new Regulation amendment includes a group entry, it is populated by ECHA and made available when the amendment is added to ePIC. The groups are not fully-comprehensive and can be further populated over time. The menu item “List of chemicals (latest)” provides a search on substances that ECHA has added to Annex I group entries after the group was originally introduced by an amendment.

N.B. The search lists substances which were added after 8 November 2017 when this feature was added to ePIC.

4.2 Search for Open tasks

Tasks are units of work, which are assigned to various authority users within the ePIC application for further processing. Open task items are those, which have not yet been fully processed.

Tasks can be accessed from two distinct parts of the application:

- From the Home page users can select the relevant tile (Figure 8).
- From the left-hand side navigation menu the user can select the relevant pre-defined list of open tasks (Figure 9).

Figure 8: Home page search – All open tasks

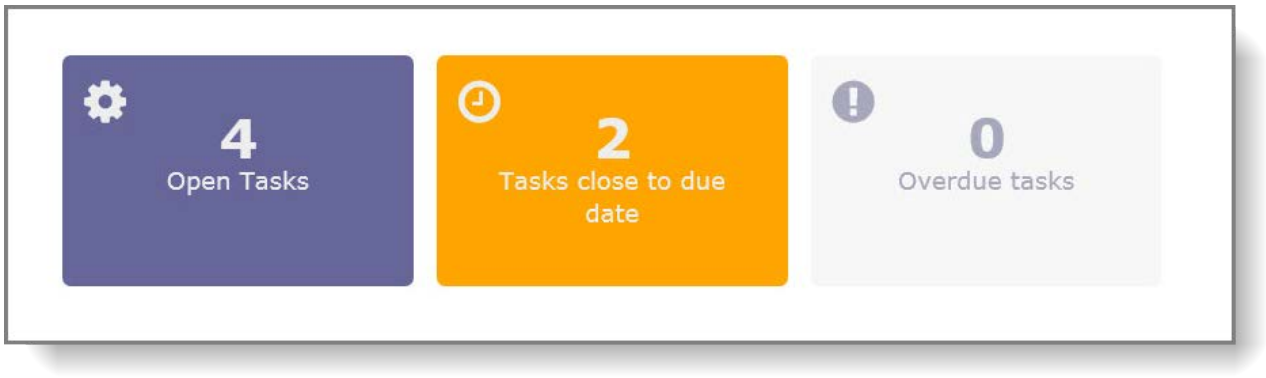
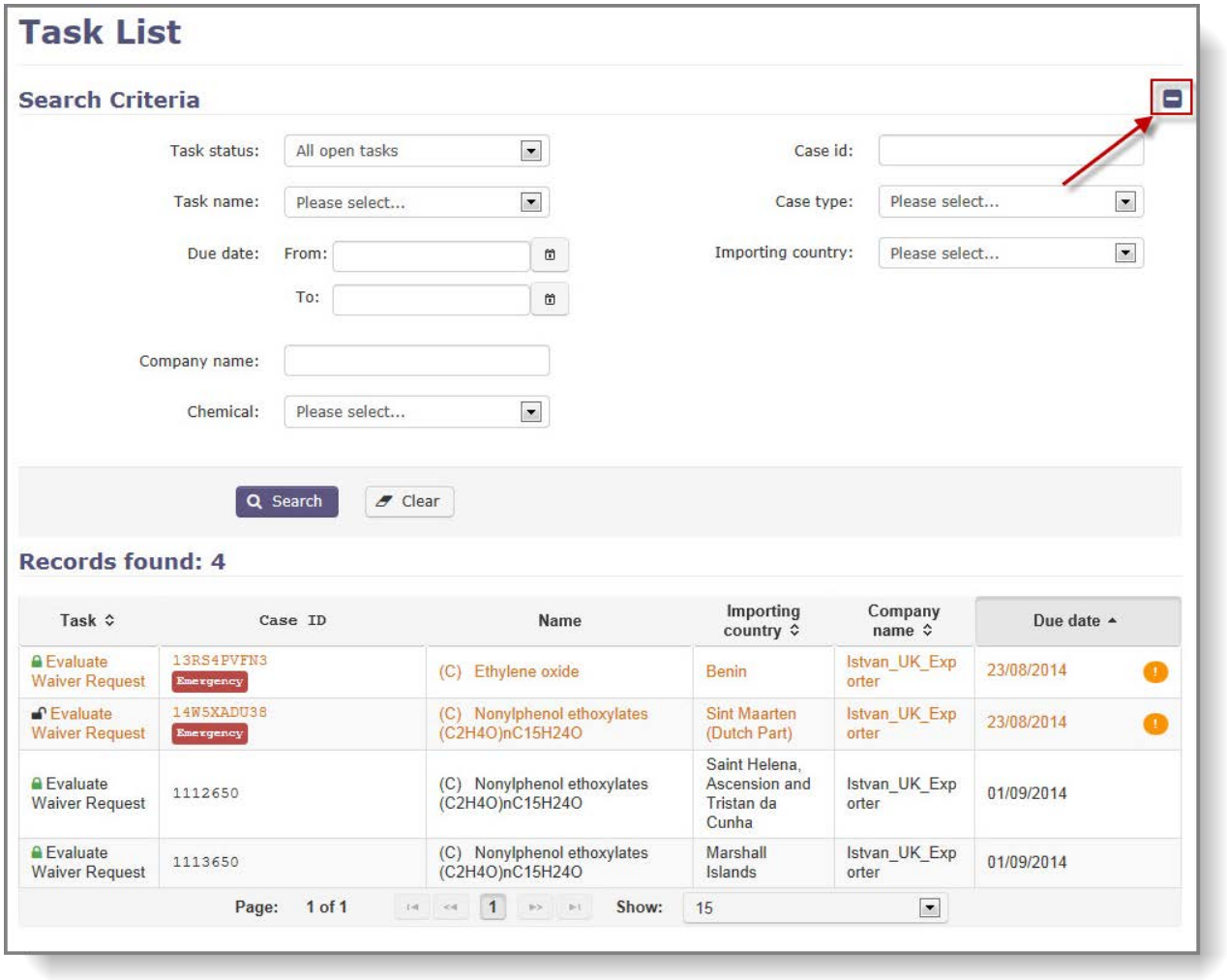


Figure 9: Navigation menu search – Open tasks pre-defined list(s)

In both cases, the application displays the search results page, with the search criteria section collapsed and search results listed according to the default criteria of the search.

The user can expand the search criteria section in order to refine the search by clicking '+' (Figure 10).

Figure 10: Search page with search criteria expanded



The results will be displayed in a table with a standard layout regardless of the type of task searched for. The following information is available in the table:

- Task: Provides information regarding the type of task and the process it is related to (e.g. Check waiver proposal).
- Case ID: This column displays the RIN for all submissions, while for other tasks (e.g. explicit consent/waiver) it displays an identifier, which is used within the application.
- Name: One of the following will be displayed in this column:
  - Name of the chemical
  - Name of the mixture/article
  - "Bulk" for a bulk Special RIN request.
- Importing country: Displays the country of destination for the export.
- Company name: Displays the name of the exporter.
- Due date: The date by which the user should process the task.

Please note that for "Check export notification" tasks, the due date is set in accordance with the legal deadline for processing (i.e. in order for the task to be sent to ECHA no later than 25 days before the expected date of export). For all other tasks (e.g. evaluate waiver proposal) the due dates are indicative and represent a system requirement, as all tasks must be associated to a due date in order for the

system to work correctly.

About due dates: a due date is the date by which a certain task must be processed in order to respect legal deadlines. For example, a check export notification task must be processed no later than 25 days before expected date of export.

- If a notification is submitted on 1/6/2014 with an export date of 6/7/2014 then the due date is 11/6/2014.
- If a notification is submitted on 1/6/2014 with an export date of 7/7/2014 then the due date is 12/06/2014.

The application reminds the user of the approaching due date with the use of various icons and an associated colour code. The exclamation mark in an orange circle is displayed when the due date is within 3 days. If the task is not completed by or on its due date, the icon turns red to signal that the due date has passed.

This icon is displayed if the due date of the task is within 3 days.

This icon is displayed if the due date of the task has passed.

4.3 Reset filtering

If you have made an incorrect selection in any field or wish to change the search criteria, you can do so by selecting a different value from the drop-down lists or by editing the content of the free-text fields.

Clicking on the “Clear” button will empty all the fields, including the ones that were previously pre-filled. A new search can be performed once all the required filtering options have been appropriately selected and/or filled in.

5. Claiming, opening and processing a task for waiver proposals

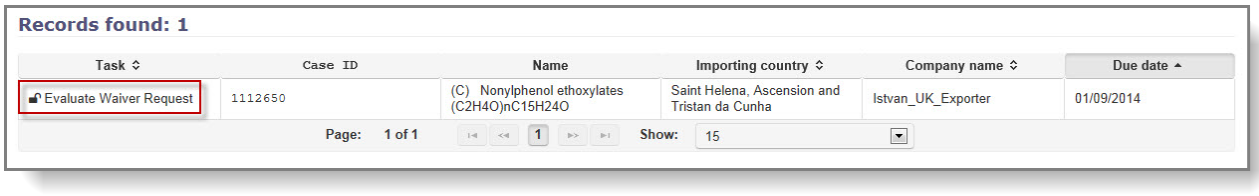
5.1 Claiming a task item

Before a user can start working on a given task, it has to be claimed (Figure 11). The status of the task can be identified by the various icons used in the “Task” column:

- The open padlock icon is displayed in front of task items that are not claimed by anyone.
- The closed black padlock icon is displayed for task items that are claimed by another user.
- The closed green padlock icon is displayed for task items that are claimed by the current user.
- The “check” icon means that the task item has been completed and is no longer editable.

You can claim a task that has not yet been claimed by another user by clicking on the task name, e.g. ‘Check Export Notification’ with an open padlock next to it. Please note that a task item is automatically claimed by the user who opens it (see below for further details).

Figure 11: Claiming a task



If you have chosen a wrong task, e.g. a task not meant for you to perform then you can release the task by clicking on ‘Close & Release’ (Figure 12)

Figure 12: Close & release

5.2 Opening a task item

A task item can be opened by clicking on the text available in the “Task” column of a task list.

5.3 Processing a task item

5.3.1 Task item details

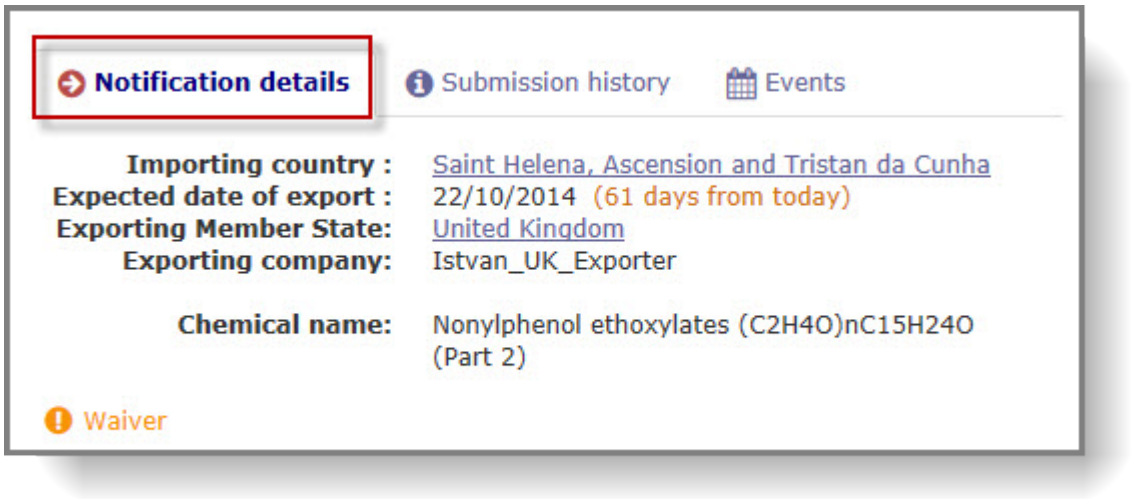
The left-hand side of the task item contains all the information related to the export notification and is structured in three tabs. Once the task item is opened, by default the user will be

presented with the “Notification details” tab (Figure 13).

Notification details tab (Figure 13): This tab displays details such as the importing country, the expected date of export, the exporting Member State, the exporting company and information on the exported chemical/mixture/article.

This section also includes legislative information on the chemical(s) such as when it was added to or shall be removed from Annex I, whether there is a standard or OECD waiver attached to the notification or if the notification refers to an emergency situation.

Figure 13: Notification details tab



Submission history tab (Figure 14): This tab displays information on all the different versions of the submitted notification. A notification has multiple versions if any of the authorities have requested corrections / modifications to the version that was initially submitted. All the attached documents for each submission (e.g. the SDS) and each version of the notification in a pdf format are available from here (making it easier for authorities to compare the changes and view the history of the notification if needed).

The detailed view of the different versions can be expanded or collapsed by clicking on the arrow next to the submission date (Figure 14)

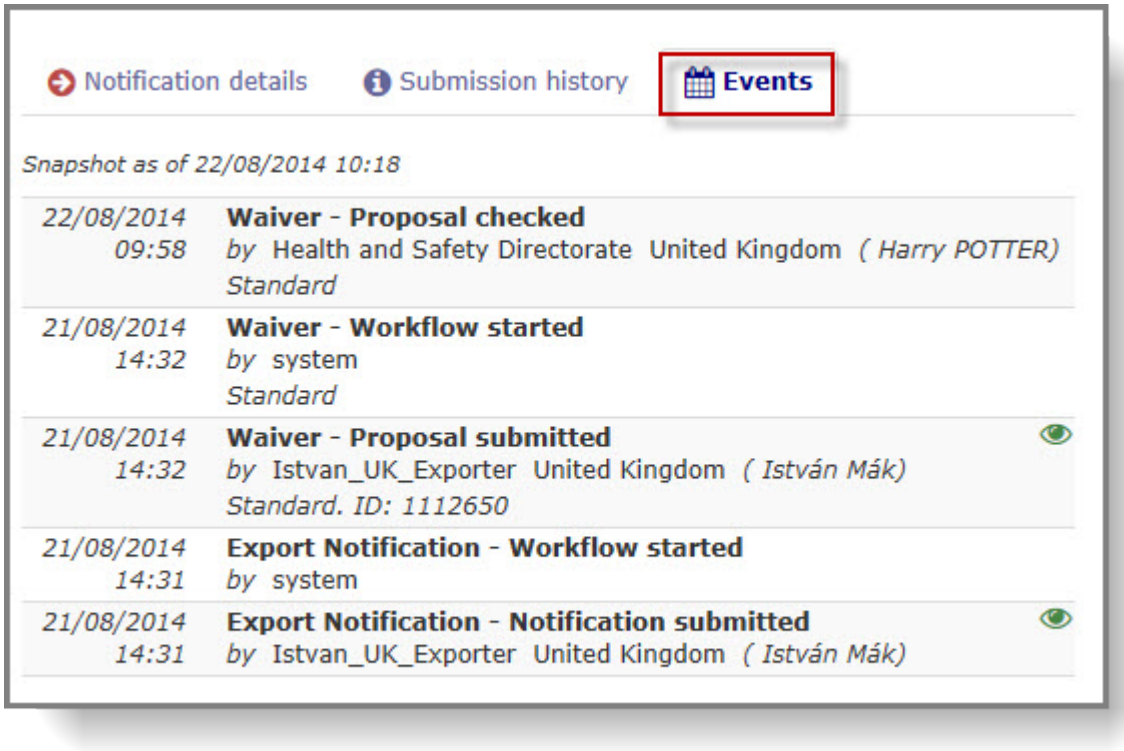
Figure 14: Submission history tab

Events tab (Figure 15): This tab details the different events in the lifecycle of a notification starting from the first submission of a notification. An event is generated and recorded at various stages during the “lifecycle” of a notification, such as:

- if a resubmission is requested by the DNA/ECHA,
- if the exporter resubmits (following the above-mentioned request),
- when the DNA checks the notification and forwards it to ECHA,
- when an explicit consent is requested,
- when a waiver is requested.

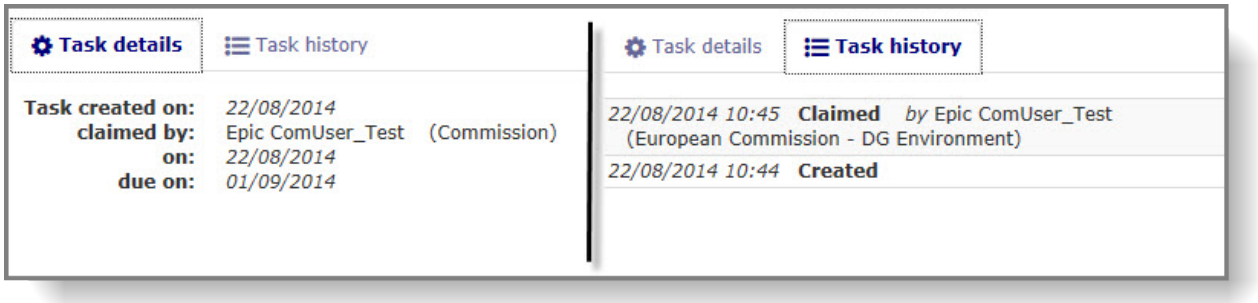
A green eye symbol signifies that the particular event is also visible to industry.

Figure 15: Events tab



Task details & Task history (Figure 16): The task details tab provides details on when the task was created, who it is claimed by (i.e. the user currently working on the task), the date on which it was claimed and when the task is due to be completed (i.e. its due date). The task history tab displays the history of the task item, showing when and by whom it was claimed and processed or released.

Figure 16: Details & history of a task item



Messages (**Figure 17**): In the centre of the task item, the user finds all communication that took place between the exporter and the authorities with relation to this submission. For

example, if the task is for an export notification for which the DNA had requested further information, the exporter can resubmit it including an explanation in the message field. This message, together with the DNA's original request would be displayed here. In case of multiple messages, the user can click the arrow next to 'Messages' to open or "collapse" the messages for a more convenient reading experience.

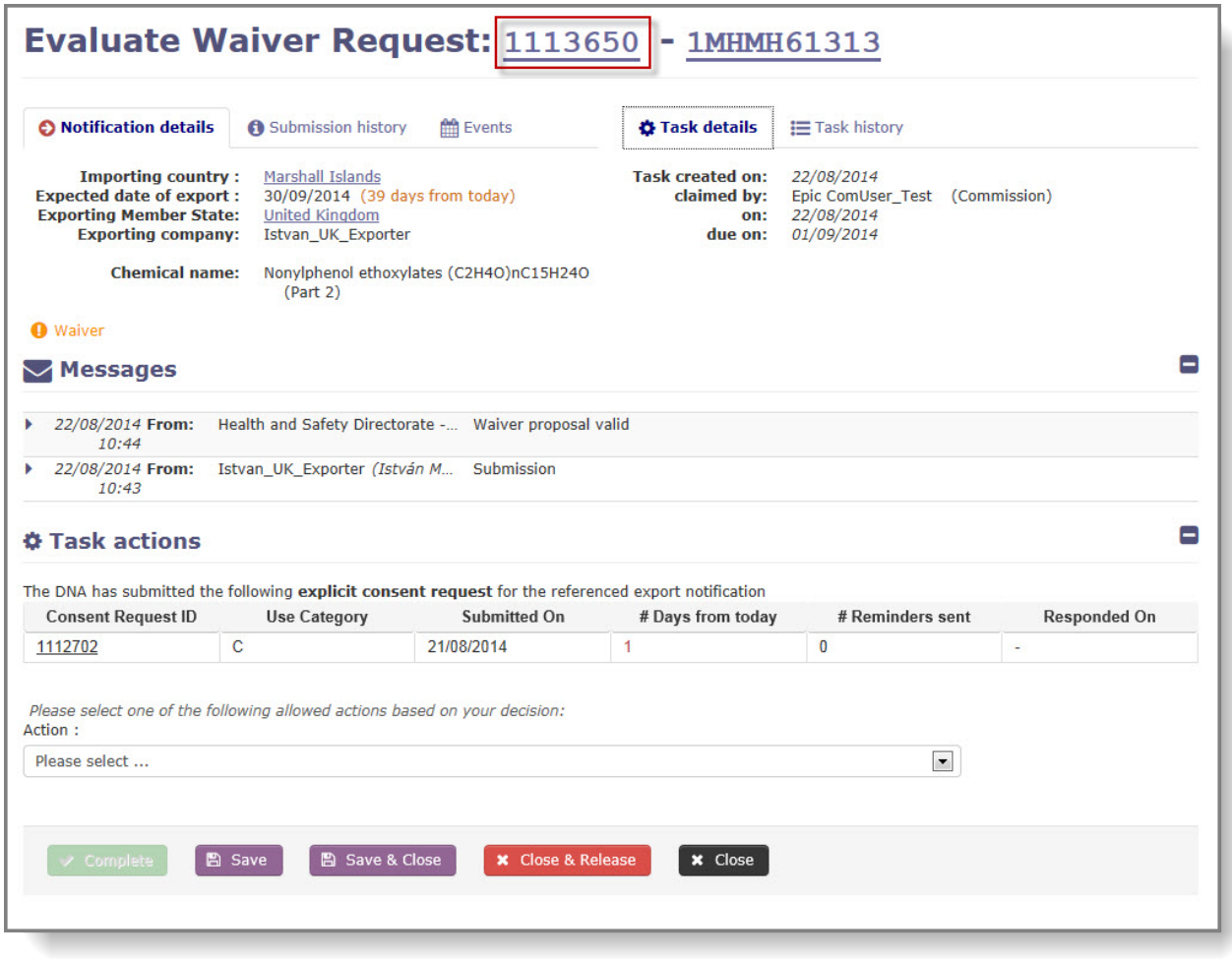
An exporter can only see the messages for which he is the writer or the recipient. Authority users (i.e. DNAs, COM and ECHA) have full visibility on all messages.

Figure 17: Messages section

5.3.2 Opening the waiver proposal

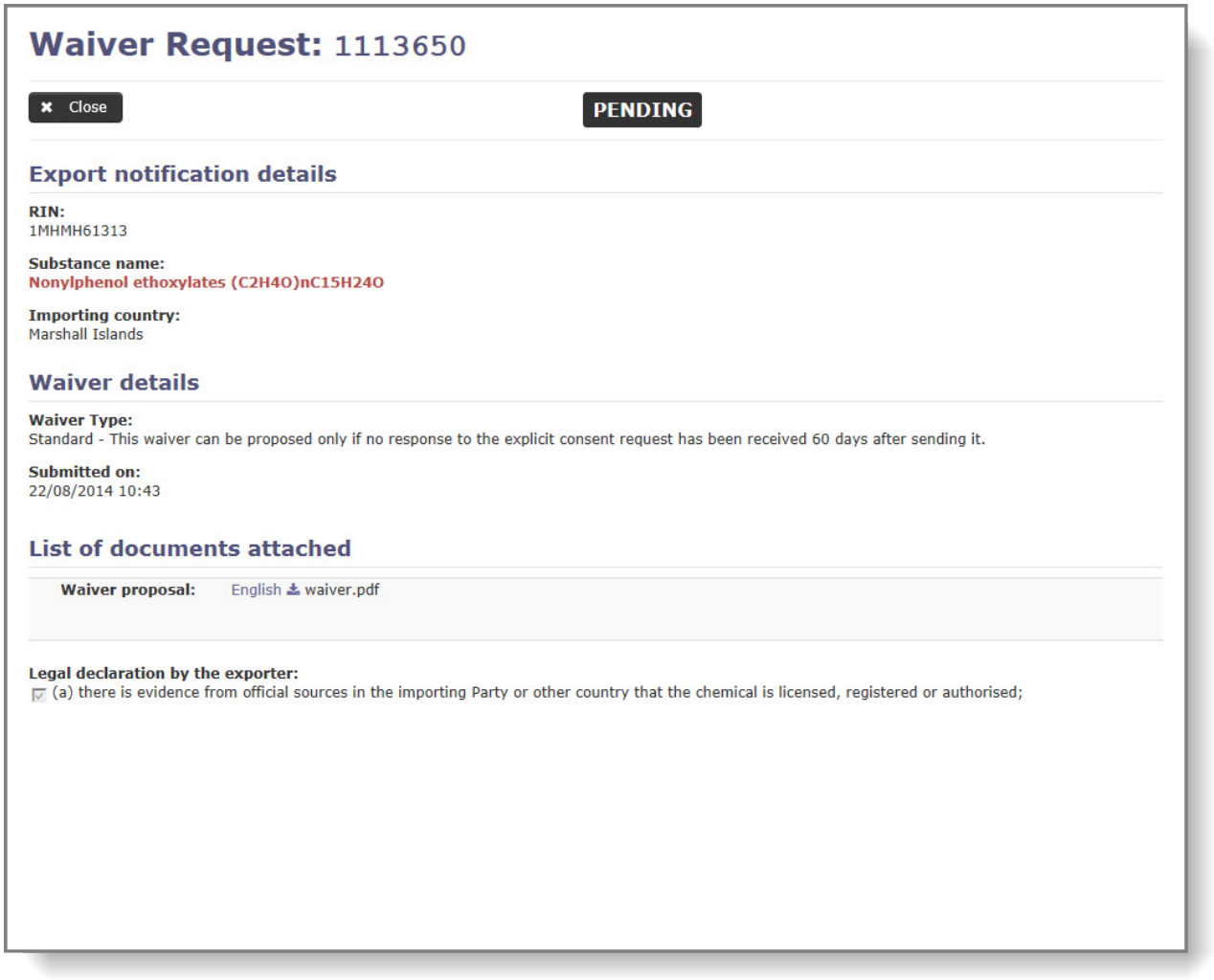
The waiver proposal can be accessed from the task item by clicking on the RIN, next to the task name (Figure 18).

Figure 18: Task item



This will open the waiver proposal in a separate pop-up window (Figure 19). By verifying its contents in this section, the user can ensure the correctness of the information.

Figure 19: Export notification pop-up window



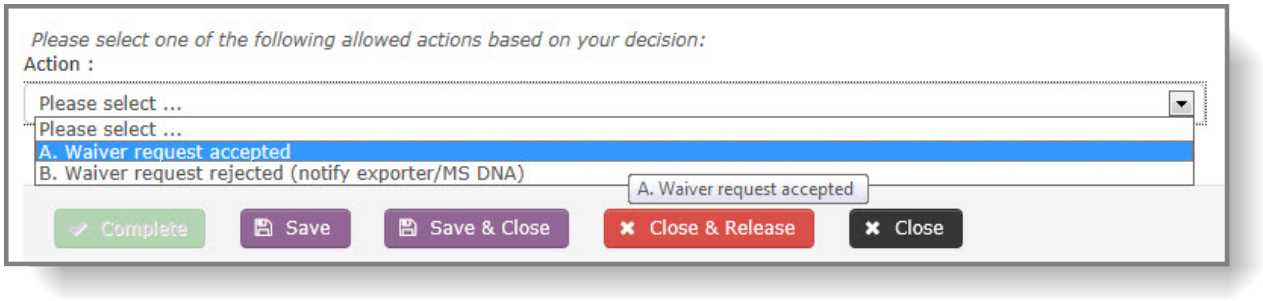
All the attached documents can be found at the bottom of the pop–up window in the “List of documents attached” section. To open the document, click on the file name. (Figure 20)

Figure 20: List of documents attached

5.3.3 Record your decision on the waiver proposal

When performing the “Check waiver proposal” task, the task is completed by choosing one of the actions from the actions list (Figure 21).

Figure 21: Recording your decision drop down menu action list

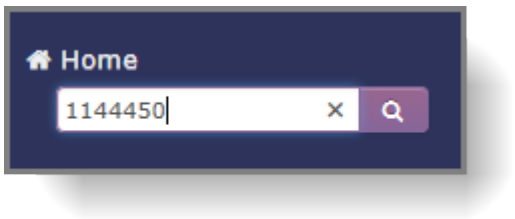


5.4 Disabling an active waiver

In case a waiver has been mistakenly activated, a Commission user has the possibility to manually disable it.

To disable a waiver, the user has to search for it by using its ID in the upper left corner of ePIC (Figure 22).

Figure 22: Searching for a waiver by ID



Once the waiver is open, select the “Reject waiver” option from the “Actions” drop-down menu in the upper right corner (Figure 23).

Figure 23: Reject active waiver

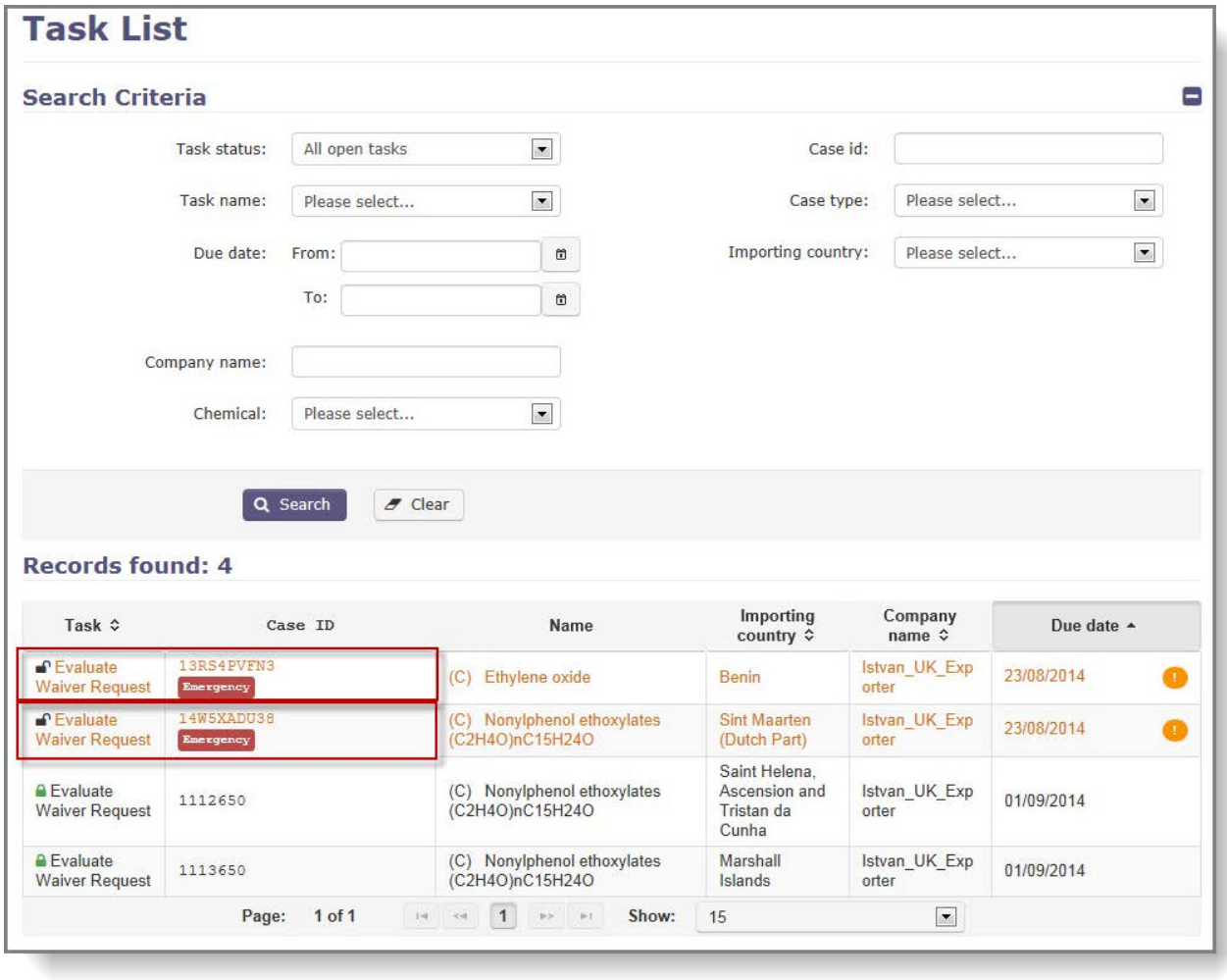
The user will be asked to enter the justification and to confirm the rejection.

Similarly to the manual disabling, it is also possible to manually reactivate a waiver. The procedure is the same as described above for the disabling process, with the sole difference that the user has to select “Accept waiver” from the “Actions” drop-down menu.

6. Special RIN Request for an Emergency Situation

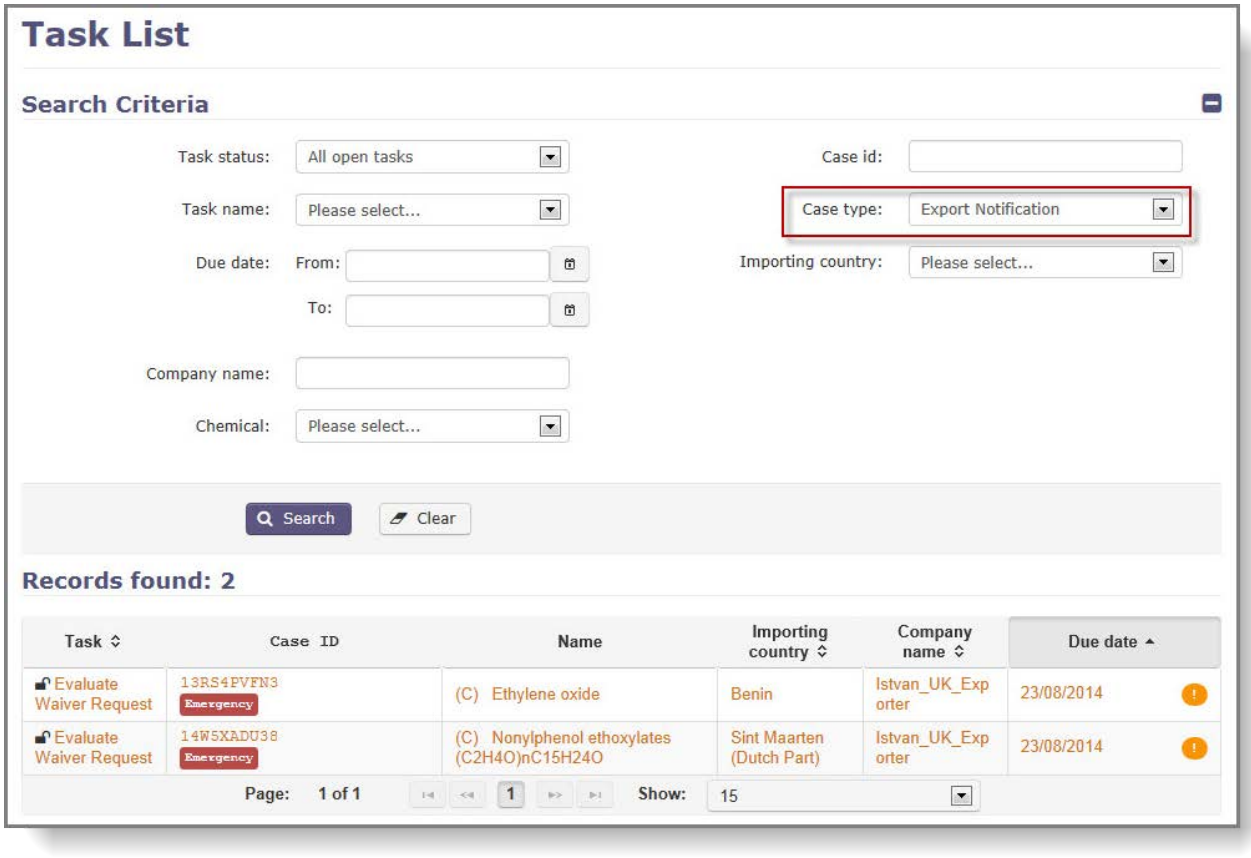
The task of evaluating the special RIN request related to an emergency situation can be seen from the “All open Tasks” list. The task is seen as an “Evaluate Waiver Request” task with “Emergency” written in the Case ID column under the RIN. Please note that in case of a special RIN request for an emergency situation, in the ID field you will find a RIN associated with the export notification and not an ID number as is the case for “Standard” and “OECD” waivers (Figure 24).

Figure 24: Evaluate waiver request – Emergency situation



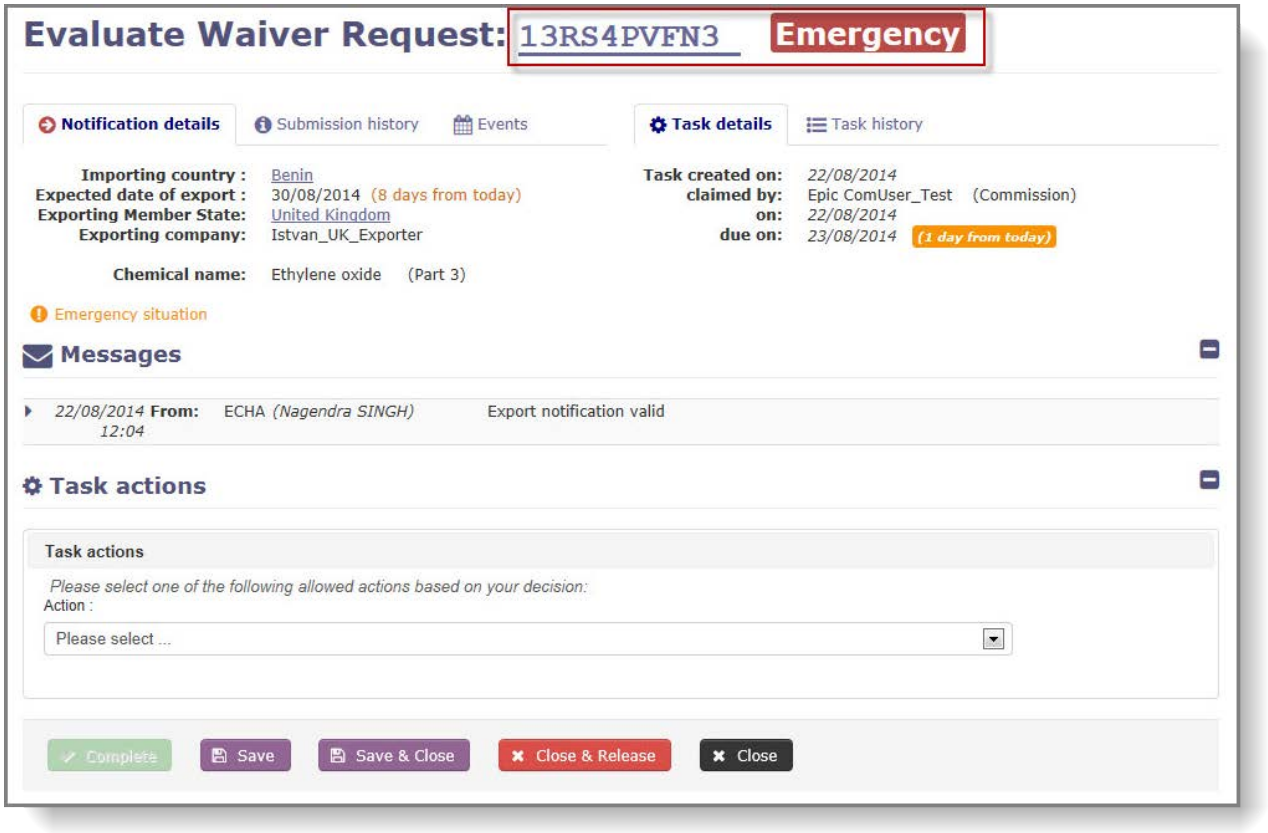
If needed, the user can filter so that ePIC will only display special RIN requests for emergency situations, by selecting “Export notification” as a case type from the drop-down list (Figure 25).

Figure 25: Case type – Export notification



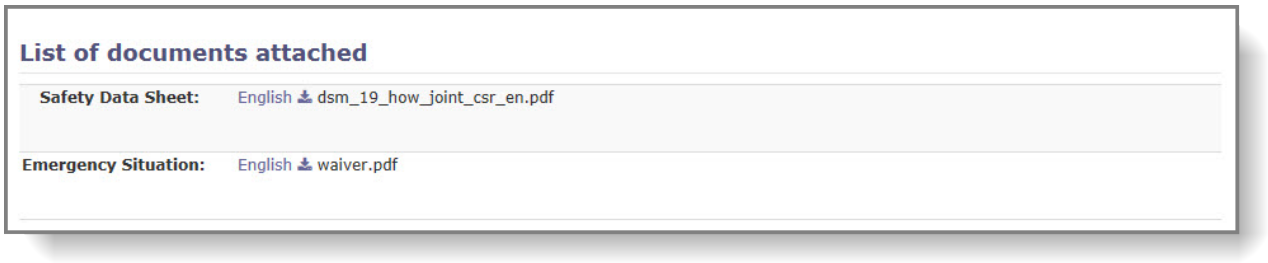
The task item can be opened and claimed by clicking on the “Evaluate waiver request” text in the “Task” column of the results table. Once the task item is opened, the text “Emergency” is displayed in red next to the RIN (Figure 26). In order to access the emergency document attached in support of this request, click on the RIN.

Figure 26: Emergency waiver task item



This will open the notification in a separate pop-up window. The emergency document is at the bottom of the pop-up window under the 'List of documents attached' section. To open, click on the document in the file name column (Figure 27).

Figure 27: Document for an emergency situation



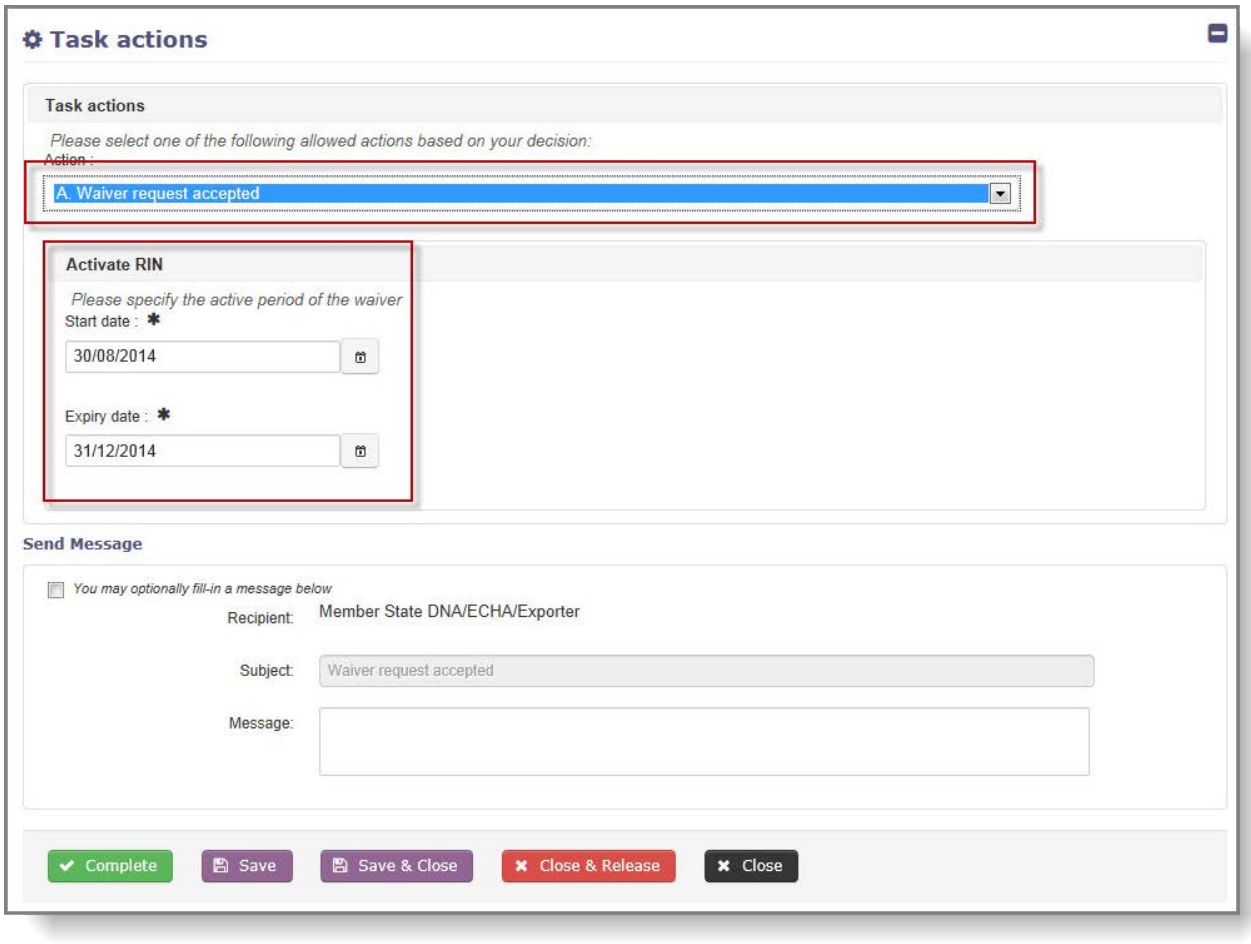
If an Emergency Situation in section 3.1 is selected, the exporter cannot submit the notification unless he declares that the export relates to an emergency situation in accordance with the provisions of article 8(5) of the PIC Regulation by selecting the dedicated check box The declaration is then visible in the Section 7 – Declarations of the notification form (Figure Figure 28: Declaration of an emergency situation).

Figure 28: Declaration of an emergency situation

To complete the task item, select one of the two actions from the task actions list.

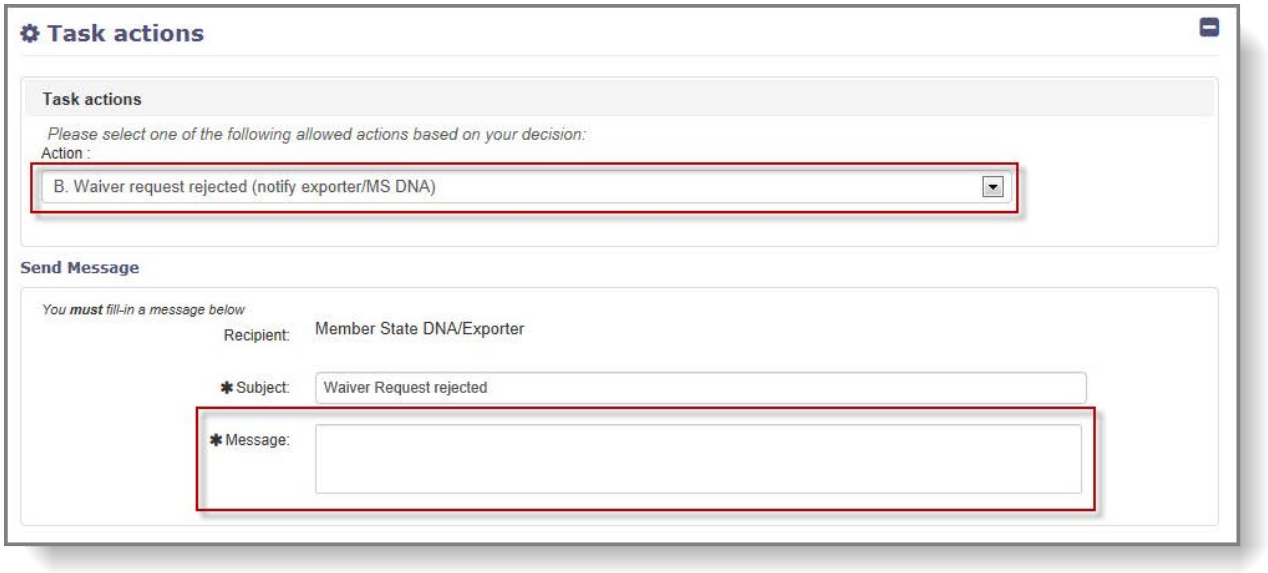
If you select action A “Waiver request accepted”, the “Activate RIN” section appears with the expected date of export as the waiver start date and the last day of the year of export as the expiry date. These fields are mandatory and editable, both the start and end dates of the validity period can be modified if needed. You may also optionally send a message after a positive response to the Member State DNA, ECHA and/or the Exporter (Figure 29).

Figure 29: Emergency notification accepted



Should you decide to reject the emergency situation proposal, it is mandatory to send a message to the Member State DNA and the Exporter (Figure 30).

Figure 30: Emergency notification proposal rejected



In case of a negative decision, the message becomes mandatory and the “Complete” button is only activated after a message has been typed in the dedicated field.

7. Article 10 reporting

ePIC provides industry users with a web form in order to fulfil their obligations pursuant to Article 10 of the PIC Regulation and report on exports and imports of chemicals subject to the regulation (together with the exact quantities) which took place during the previous calendar year. The report for exports is – to the extent possible– pre-filled by ePIC when the data is available in the system.

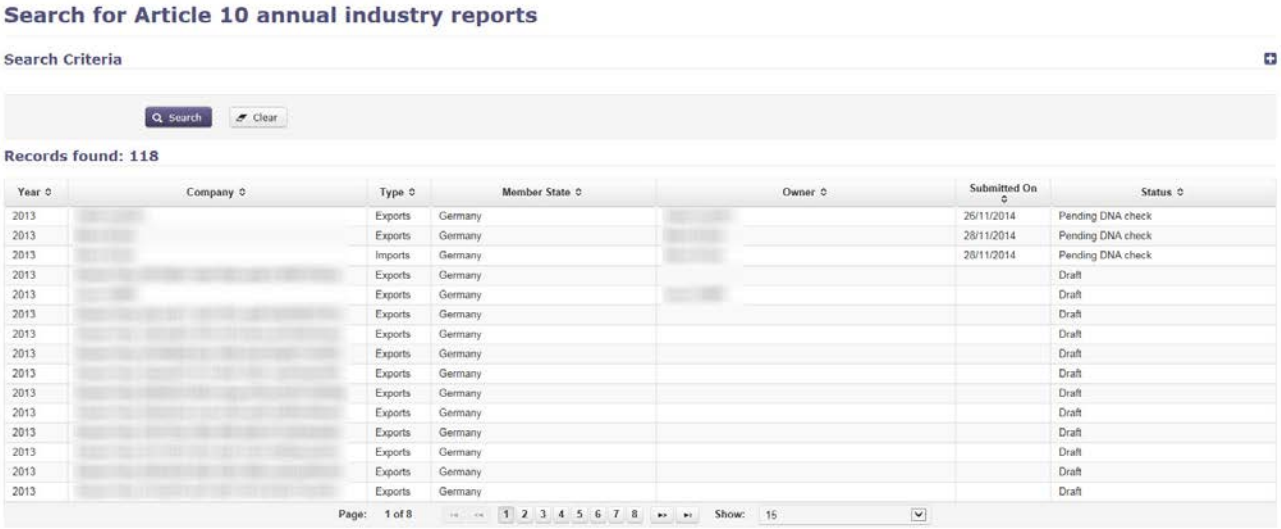
7.1 Search & View Article 10 reports

A COM user has the possibility to search and view these reports within the application. In order to perform the search, the user should open the “Search & View” functionality under the “Article 10 reports” section of the left-hand side menu (Figure 31).

Figure 31: Search & View Article 10 Reports

By selecting the “Search & View” option, the COM user will get a list of all the Article 10 reports that are submitted by the exporters/importers for the latest reporting period (Figure 32).

Figure 32: Article 10 reports listed



The table contains the following information:

- Year: Displays the year of the reporting period (i.e. the year during which the export/import took place).
- Company: Displays the name of the exporter/importer.

- Type: The type of report (Export or Import) is specified in this column.
- Member state: EU Member state in which the exporter/importer is based.
- Owner: Ownership of the report is taken as soon as the user first saves the report. In case industry is working on the report, the information in this column will be the same as in the “Company” column. In case the DNA user is acting on behalf of industry on “Orphan reports”, the DNA will be showed here as the owner of the report.

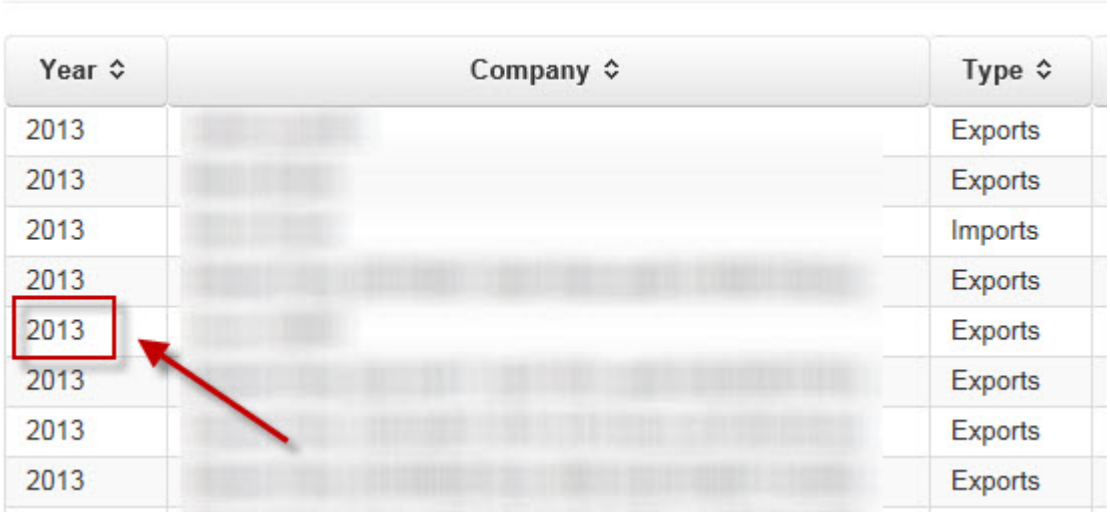
Orphan reports: Orphan reports are automatically generated Article 10 reports, where the exporting company has not taken ownership of the report and the exporter’s DNA has not yet claimed the report either. At a given moment in time the report has no owner in the system.

- Submitted on: Submission date for the report (i.e. when industry finalised their report and submitted it for DNA verification).
- Status: The status of the report shows where the report is (within the reporting process) at a given moment in time.

7.2 Opening an Article 10 report

To open a report from the results table, the user should click on the reporting year of the specific report (Figure 33).

Figure 33: Opening an Article 10 Report



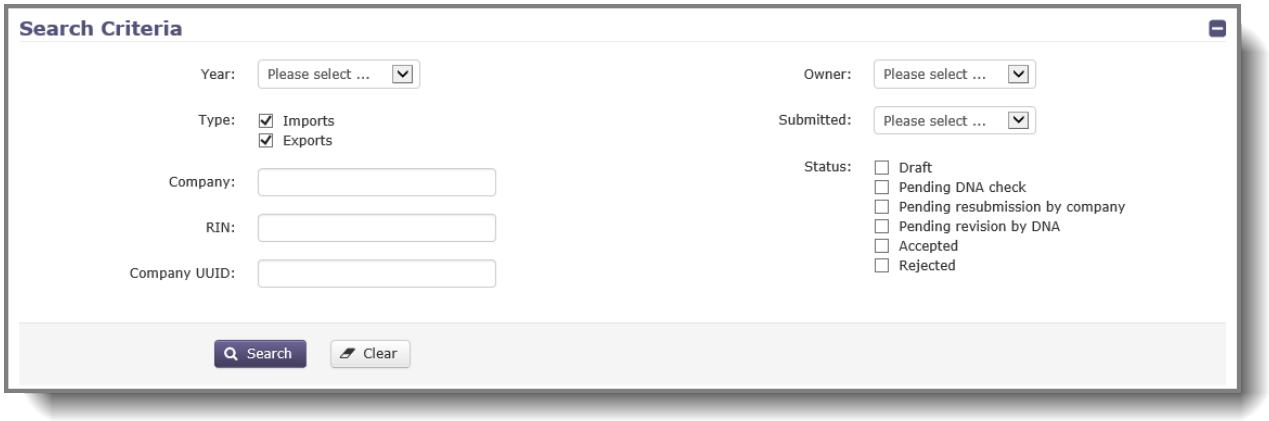
7.3 Filtering the Article 10 report results

In order to filter the results displayed by default in the “Search & View” menu, the search filter options must be expanded. In the upper right corner the user should click on the “+” sign to reveal the filtering options. The user can filter using the following criteria:

- Member State: the user can search for Article 10 reports submitted by companies from other Member States than the user’s own. The selection is made by means of a drop-down list.
- Year: Filtering option for the reporting period.

- Type: The user can decide whether to only display reports related to imports or exports or both (the default value). The selection can be made by using checkboxes.
- Company: Free-text field where the user can enter the name (or part of the name) of the company whose report(s) the user is searching for.
- RIN: search for a report containing a specific RIN
- Company UUID: search for a report by entering a company UUID. This search identifies unambiguously the report(s) associated to a specific legal entity.
- Owner: The user can select whether (s)he would like to filter for reports that have no owner (Orphan reports), or for which the owner is the company or the DNA. Only one filtering option can be used at a time and the selection is done by means of a drop-down list.
- Submitted: The user can carry out a search based on the report's submission date by using the following functions: on / before / after. To perform the search, the user has to define a date, which is either to be entered in the field next to the "Submitted" field or to be selected from the pop-up calendar on the right hand side of the newly displayed field.
- Status: Six checkboxes can be used to specify the status(es) of the reports the user would like to filter for. Multiple selection is allowed.

Figure 34: Filtering Article 10 Report Results



7.4 Pending reports

The functionality on "Pending reports" provides a pre-filtered list of reports, created for the latest reporting period for companies, which are still with the exporter/importer in a draft/pending resubmission status. This pre-filtered list can be accessed from the left-hand side menu, under "Article 10 Reports".

7.5 List of Member State / ECHA reports

The European Commission has the possibility to access reports aggregated at both national and Union level. These reports can be accessed as a whole from the "List of MS/ECHA reports" under the "Article 10 reports" functionality in the left hand side menu (Figure 35), or from the home page in a pre-filtered form for Member State specific reports on exports, imports and EU level reports (Figure 36).

Information in the aggregated EU report is presented in two tabs:

Tab 1: Information on the identity and quantities of all chemicals exported / imported

Tab 2: Exports pursuant to Article 14(7)

Figure 35: Accessing MS/EU Article 10 reports

Figure 36: Member State / EU reports pre-filtered on ePIC's home page

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