High Priority Chemicals Data System (HPCDS)

Reporting Guidance

January 2023

Contents

Reporting Guide Overview

This Reporting Guide describes the features of the High Priority Chemicals Data System (HPCDS) and explains how to use it. The guide presents step-by-step directions, explanatory notes, and tips for using the HPCDS effectively. The guide is organized by HPCDS module and feature, with screenshots of the HPCDS interface to illustrate instructions.

Other HPCDS resources are available from the Help section of the HPCDS application.

Introduction

What is the HPCDS?

The High Priority Chemicals Data System (HPCDS) is an online platform that supports reporting of information on the presence of chemicals of concern in children's products required by the Oregon Toxic-Free Kids Act (TFKA) and the Washington Children's Safe Products Act (CSPA).

The HPCDS is a project of the Interstate Chemicals Clearinghouse (IC2), an association of state, local, and tribal governments that promotes a clean environment, healthy communities, and a vital economy through the development and use of safer chemicals and products. The IC2 is a program of the Northeast Waste Management Officials' Association (NEWMOA), which provides management and staff support for IC2 and serves as its fiscal agent.

Broadly, the HPCDS provides the following functions and features:

- **Registration:** Create a new user account and company; validate your email address and log in; and reset a forgotten password.
- **Manage:**
  - **My profile:** View and update username, job title, contact information, security questions.
  - **My company:** View and update company name and address. View and approve or deactivate user accounts associated with your company. Request authority to submit on behalf of another company and accept, reject, and assign authority to submit on behalf of your company.
  - **Change password**: Change your HPCDS password.
- **Reports:**
  - **Create Report from Inventory:** Add, edit, and delete inventory records. Create and submit a report to the Oregon Health Authority or Washington Department of Ecology using data from your inventory.
  - **View & Edit Draft Reports:** View, edit, and save copies of draft reports created for your company. Also view and copy submitted and published reports.
  - **Search Product Category Data**: Search, filter, sort, and download information reported to the states by manufacturers of children's products.
- **Help:**
  - **About HPCDS:** Learn more about the HPCDS.
  - **FAQ:** View answers to common questions about the HPCDS.
  - **Reporting Guide:** Find the most recent version of this reporting guide.
  - **Search Guide:** To review data reported by manufacturers of children's products

This reporting guide provides instructions for using the functions and features listed above.

IMPORTANT: the HPCDS is optimized for the Chrome browser. It should work with Firefox and Safari but is not guaranteed to operate using Internet Explorer (IE). If you are not using Chrome and are having trouble, please install and try Chrome before asking for technical support.

Who to contact about the HPCDS?

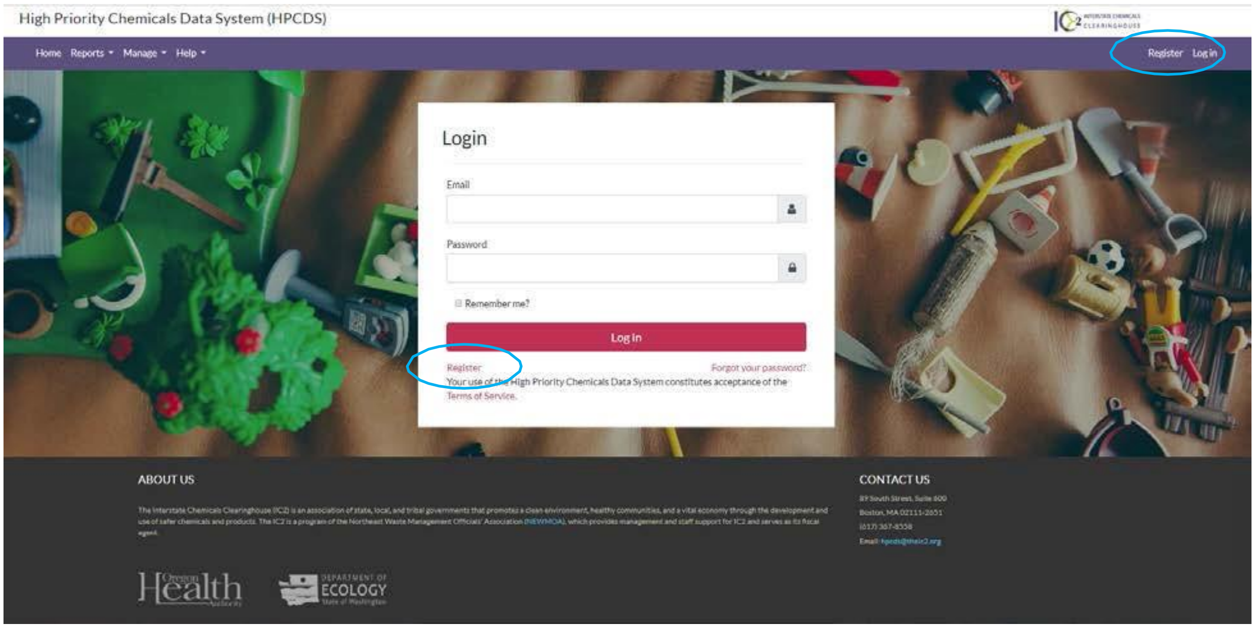
For HPCDS technical questions or support, please email hpcds@theic2.org. For more information about state reporting requirements, visit:

- Oregon Toxic-Free Kids Act, and contact toxicfreekids.program@odhsoha.oregon.gov
- Washington State Children's Safe Products Act, and contact cspareporting@ecy.wa.gov

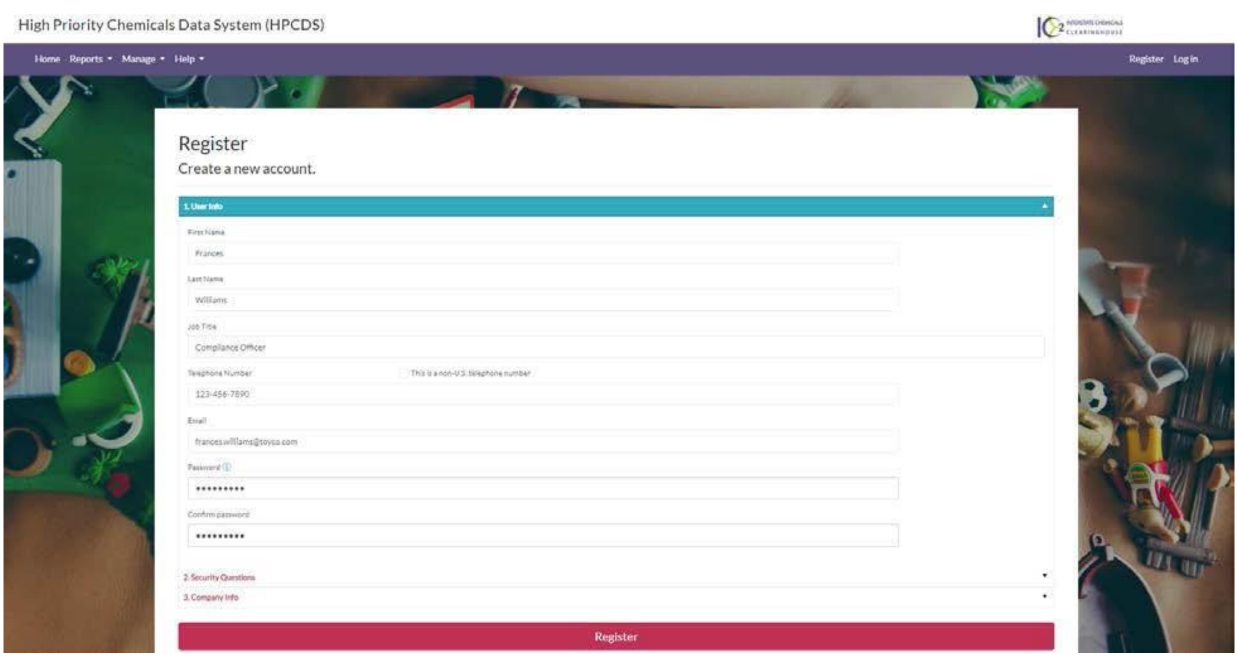
Registration

Create a New Account

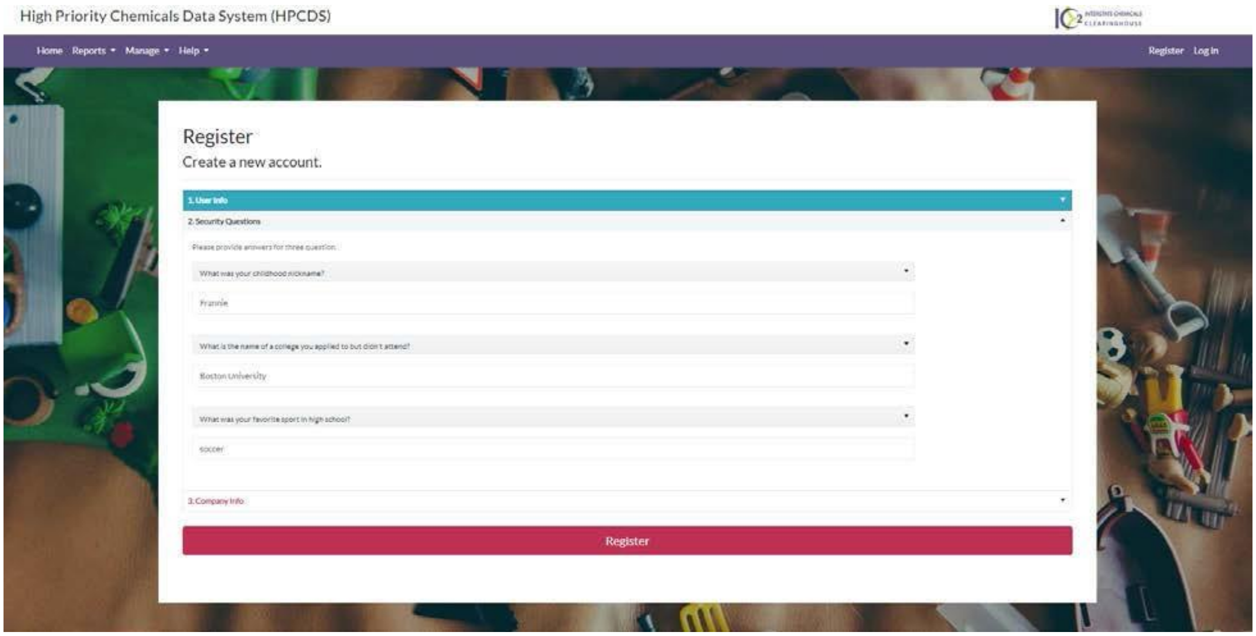
1. Navigate to https://hpcds.theic2.org. Click on the Register link. It is located below the Log in button and in the upper-right corner of the page.



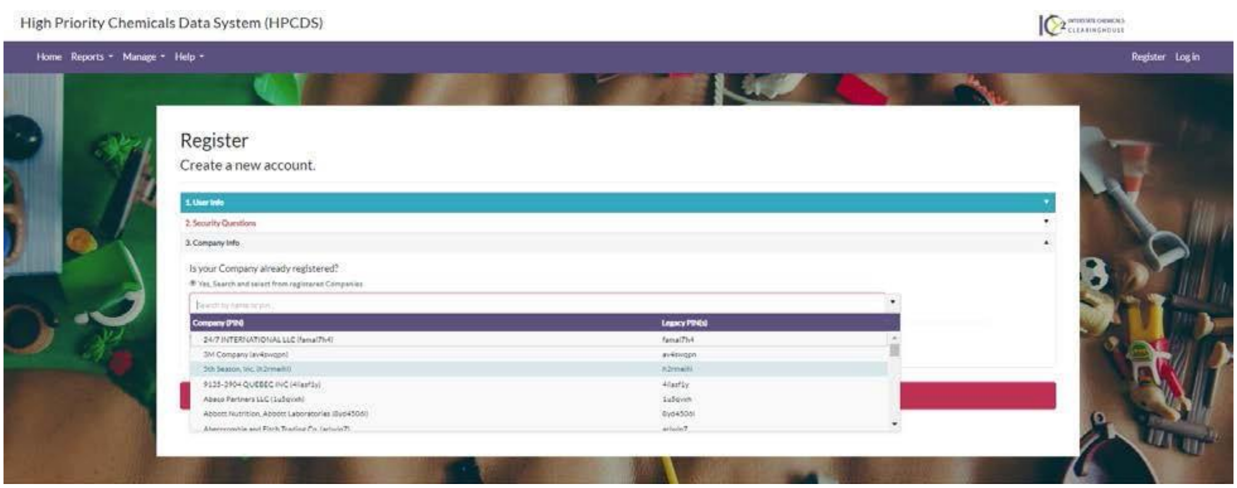
2. Complete part 1 by entering user information. Be sure to enter and reenter your password. Your password must be a minimum of 6 characters and include at least one of each of the following: upper case letter, lower case letter, number, and special character.

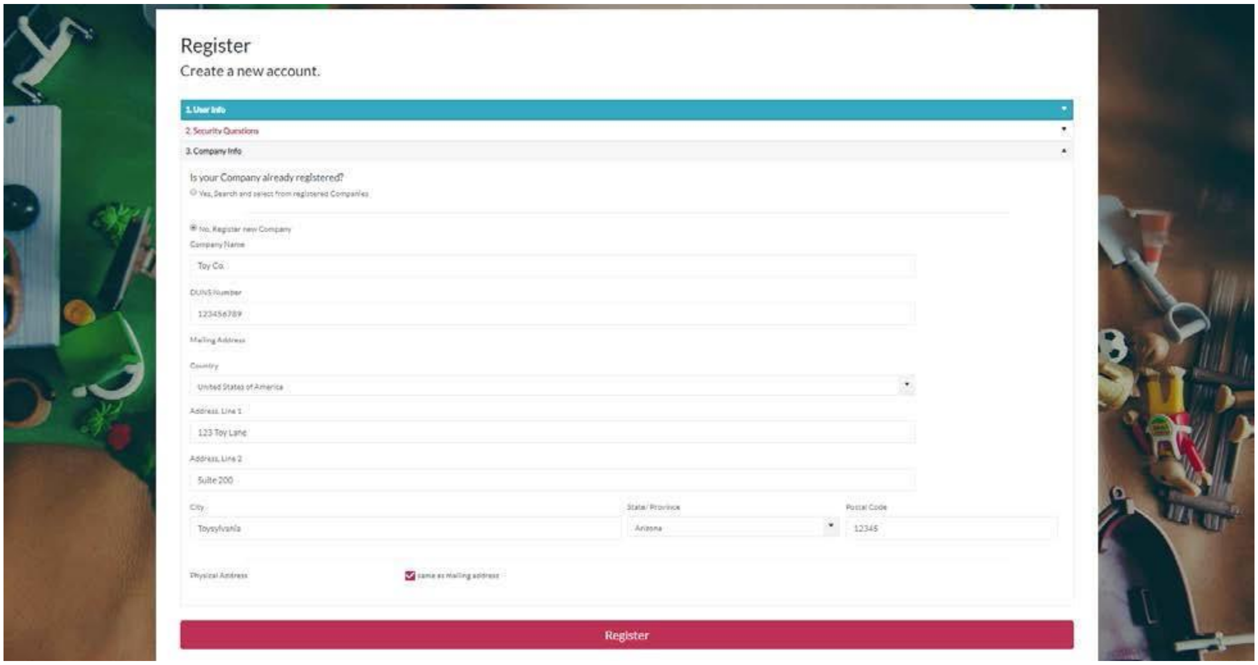


3. Complete part 2 by selecting and providing answers for three security question.

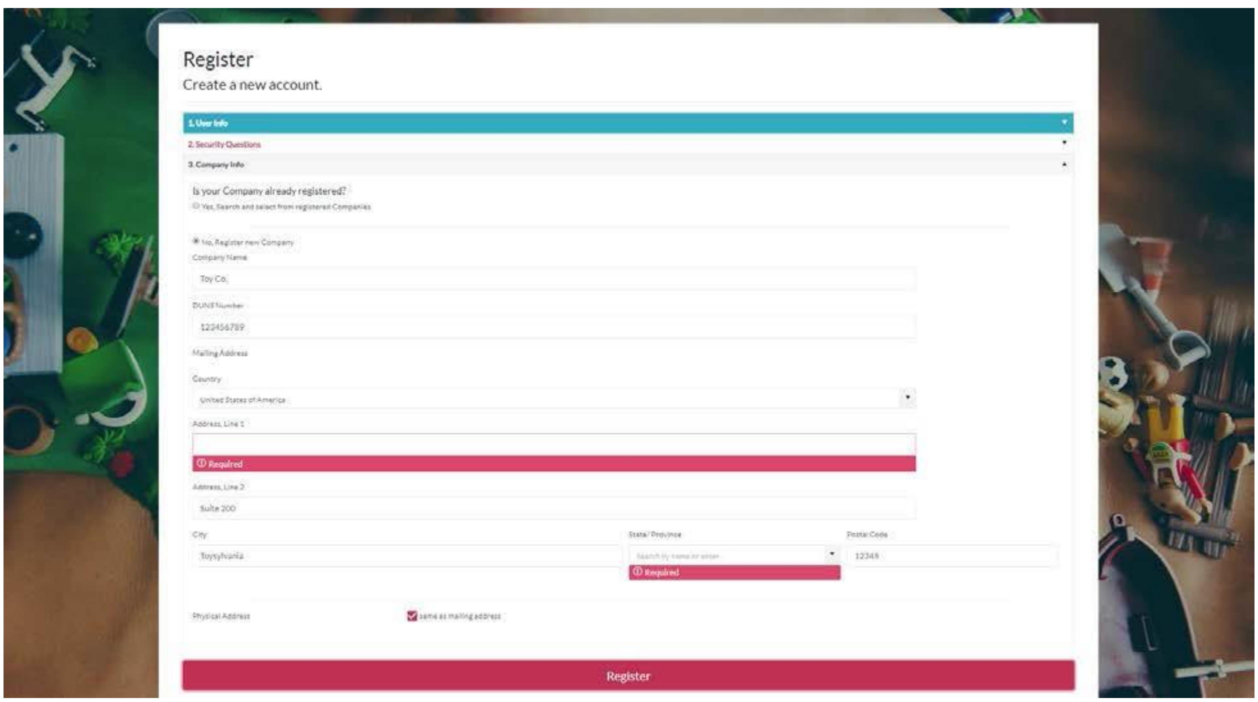


4. Complete part 3 by selecting a company that is already registered within the HPCDS (first radio button) or entering company information to register a new company (second radio button).





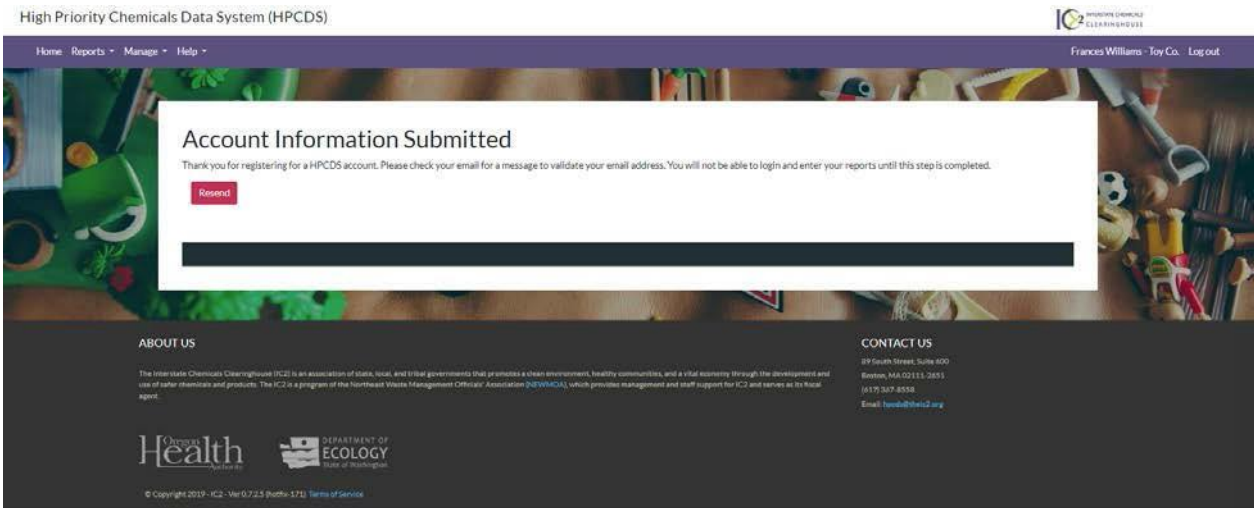
5. Error messages will display directly below any required fields that you have not completed. You must resolve all errors before you can register.



6. After you provide all required information, click the Register button.

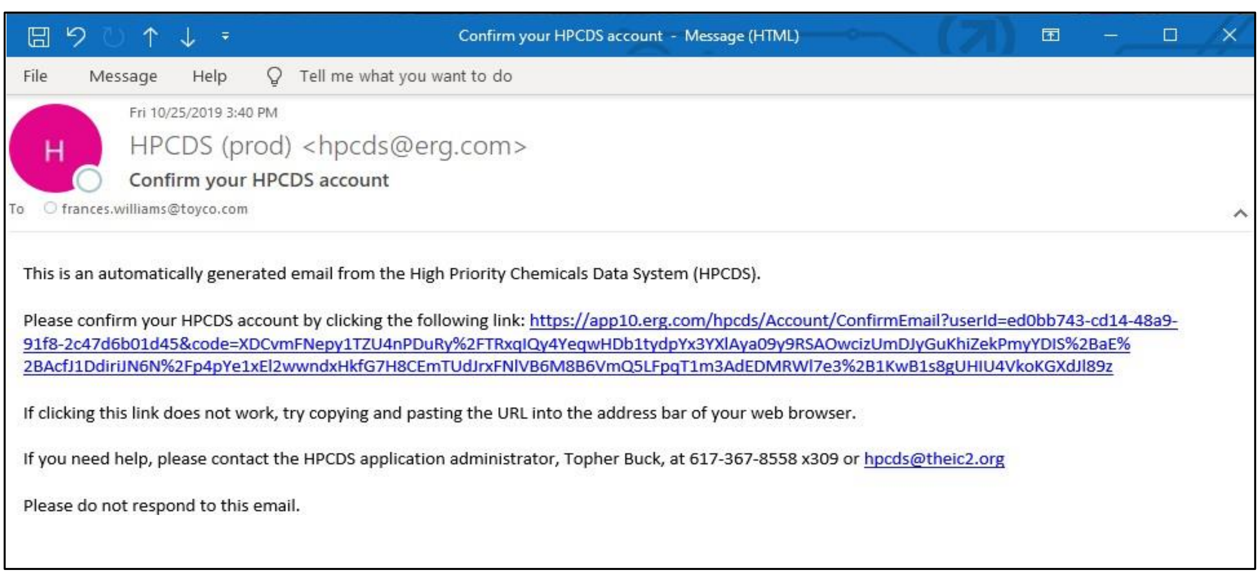
Validate Your Email Address and Log in

1. Upon clicking the Register button, the HPCDS will send an email to validate the email address provided during registration. You will not be able to log in until you have completed this step. If you do not receive an email to validate your email address, you may click the Resend button to have the email sent again. If you still do not see the email after clicking the Resend button, be sure to check your spam/junk folders.

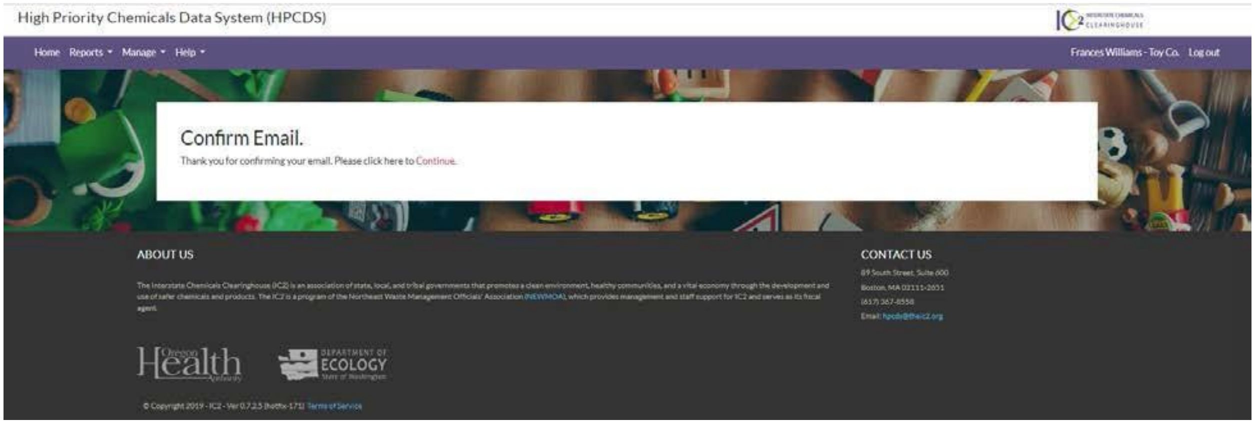


IMPORTANT: Some companies have a difficult time receiving the automated HPCDS emails. If the emails are located in your spam/junk folder, please mark **hpcds@theic2.org** as a trusted sender and request a new confirmation link. If they are *not*, we have a couple methods to troubleshoot. Please contact an HPCDS Administrator at hpcds@theic2.org.

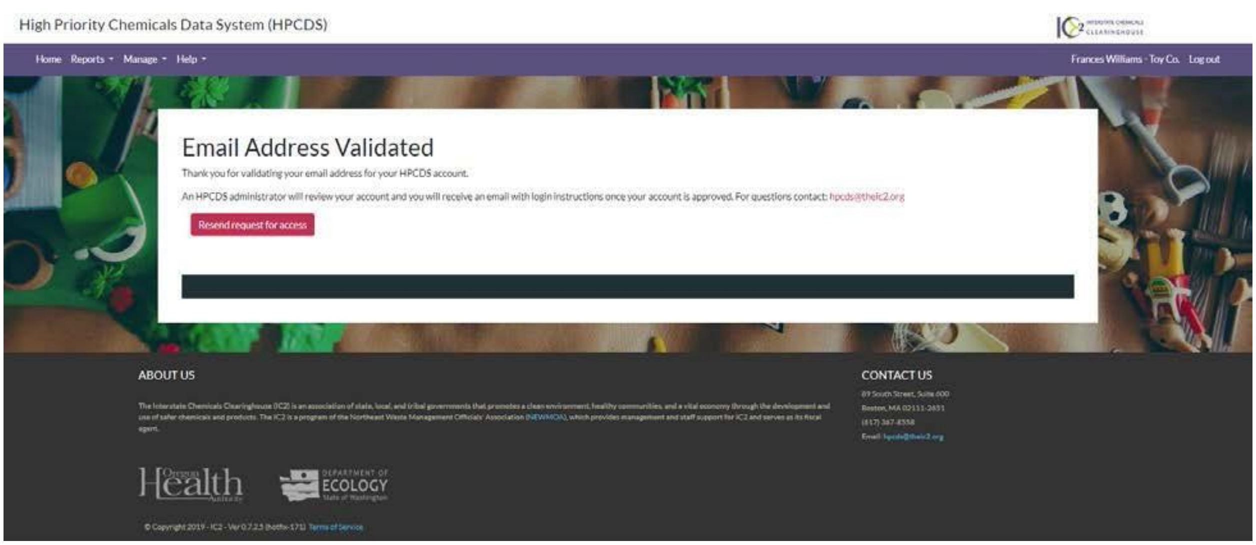
2. Check your email for a message to validate your email address. Click on the link provided in the email. You will not be able to log in until you complete this step.



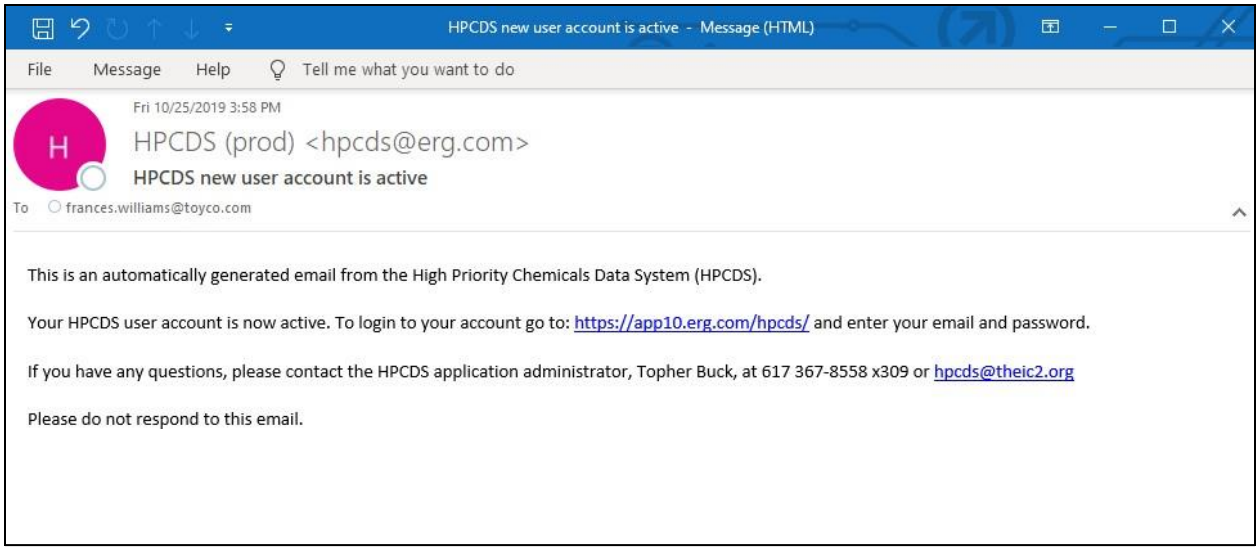
3. Upon clicking the link provided in the email, you will be directed to the HPCDS and will see a message that your email address has been confirmed.



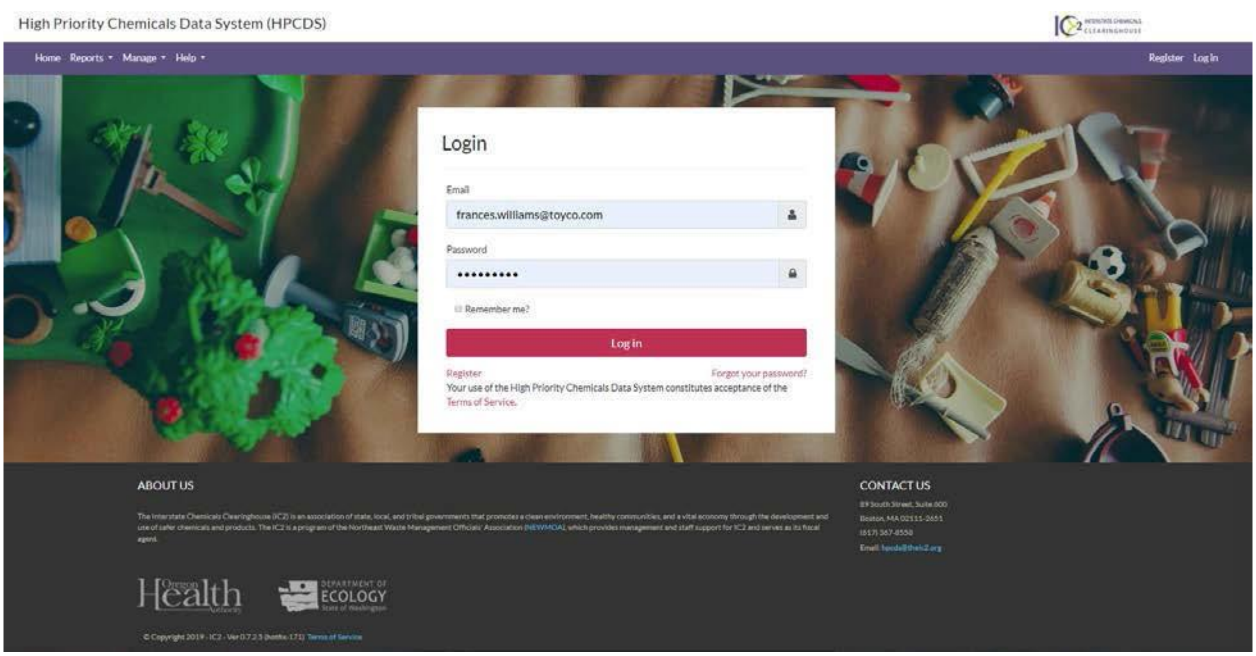
4. Click Continue and the page will display a message that an HPCDS administrator will review your account. You will receive an email with login instructions after an HPCDS administrator approves your account. Please allow at least two business days for account approval. (If you are creating a new user account for an existing company account, another user for your company must approve your account.) If you do not receive an email message alerting you that your account has been approved, you may click the Resend Request for Access button to have the request for access email sent again.



5. Check your email for a message indicating that your HPCDS user account is active, with login instructions.

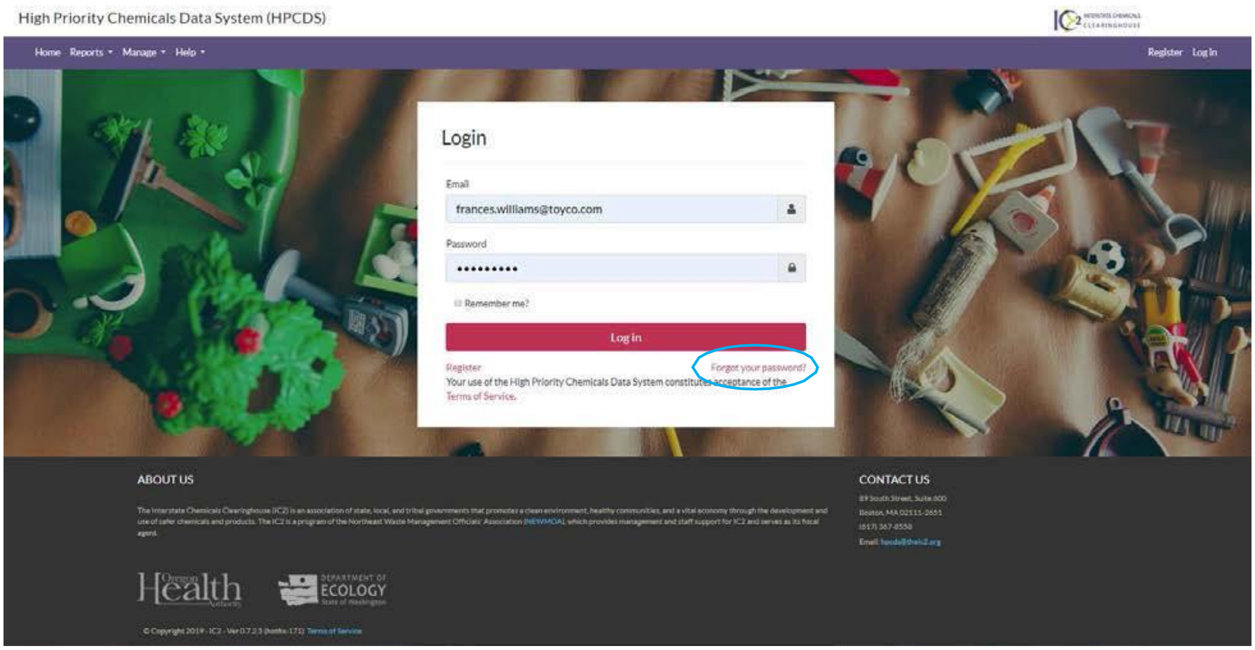


6. To log in to your new user account, click on the link provided in the email or go directly to https://hpcds.theic2.org, enter your email and password, and click Log in.

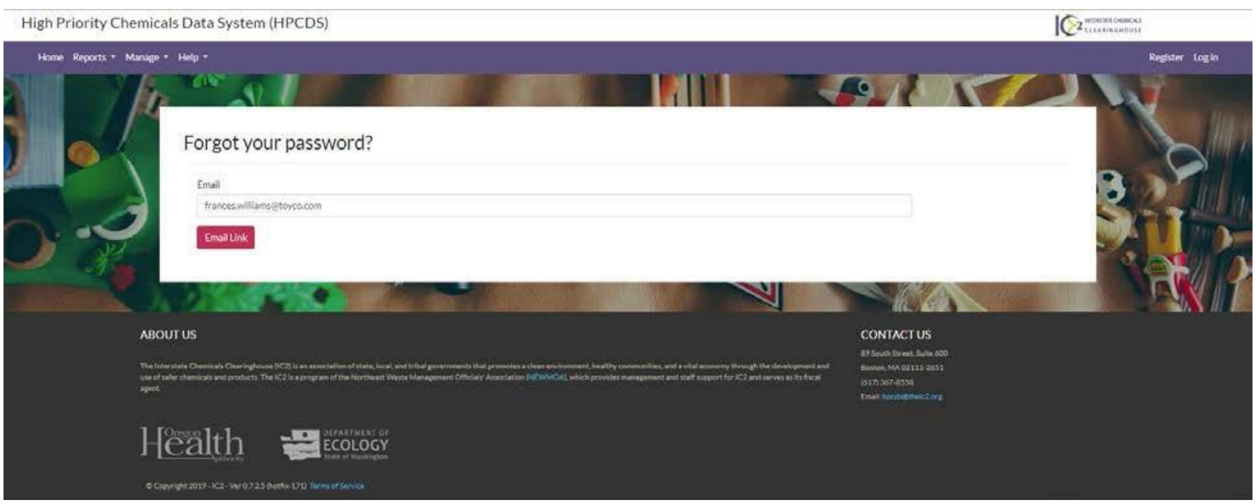


Forgot Your Password

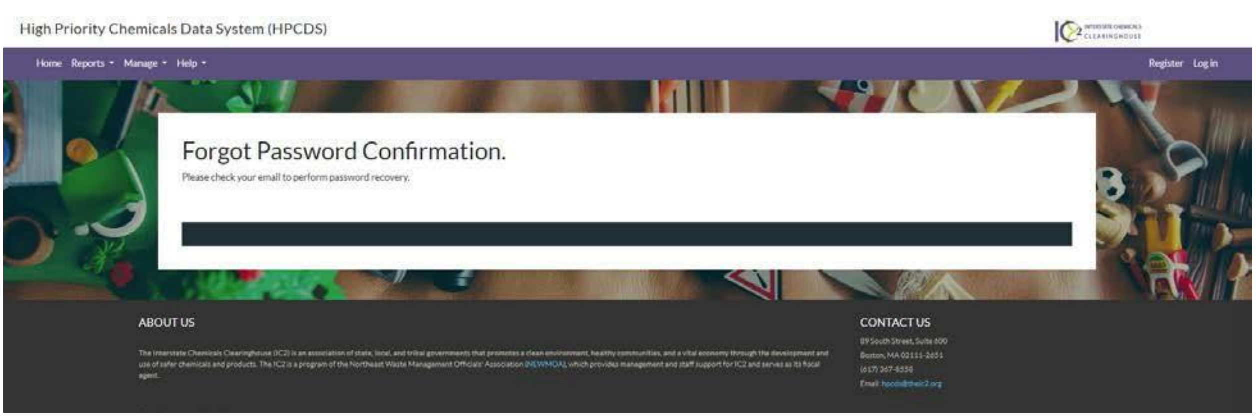
1. Navigate to https://hpcds.theic2.org. Click on the Forgot your password? link. It is located below the Log in button.



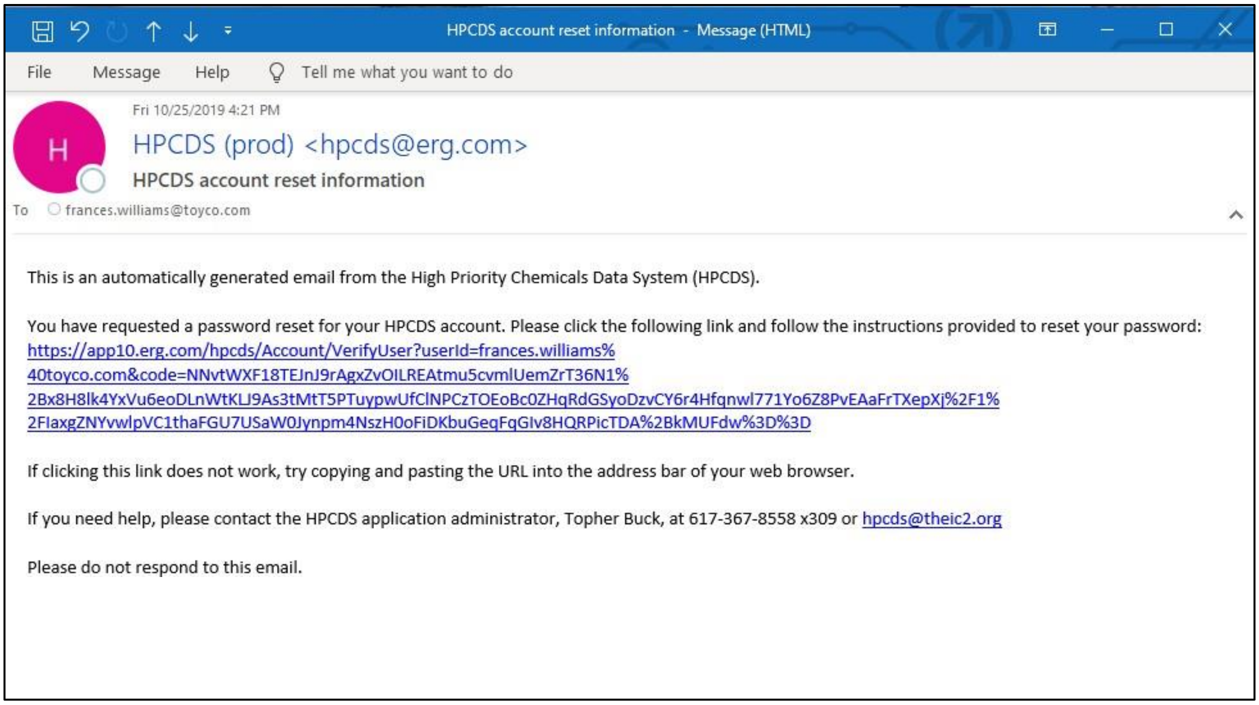
2. Enter the email address associated with your user account and click the Email Link button.



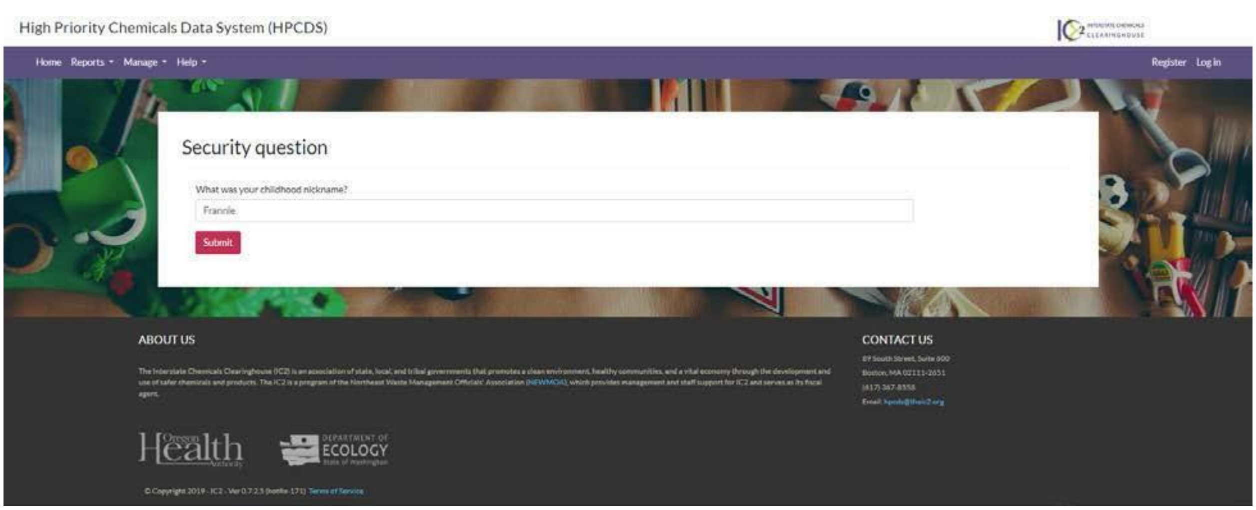
3. You will see a forgot password confirmation message.



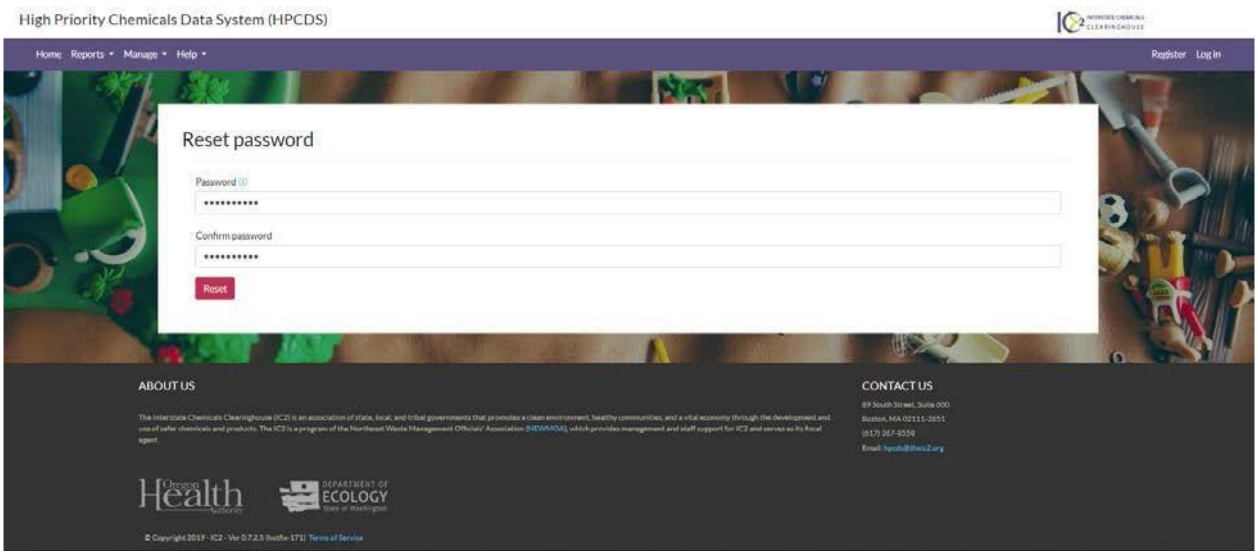
4. Check your email for a message about how to reset your account password.



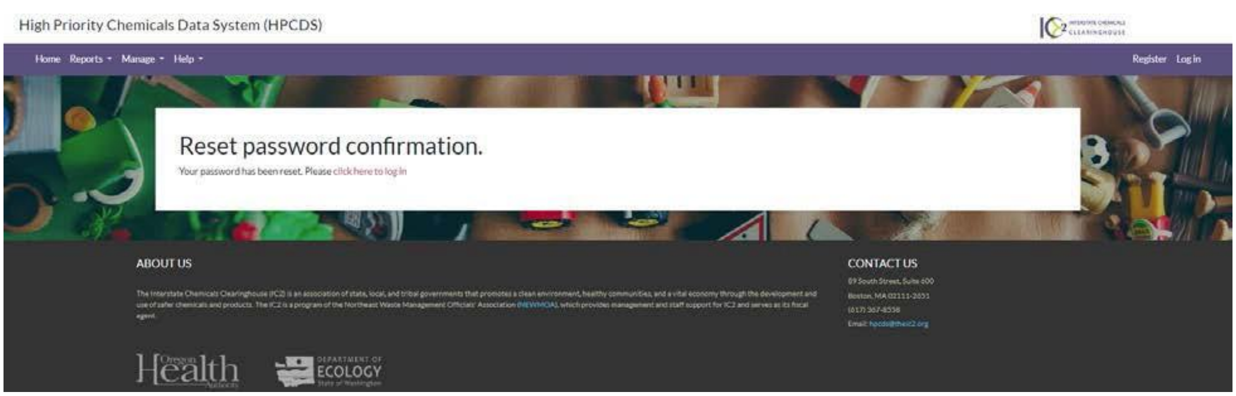
5. Upon clicking the link provided in the email, you will be directed to the HPCDS, where you must answer one of the security questions that you specified during account registration. Enter the answer to the security question and click the Submit button.



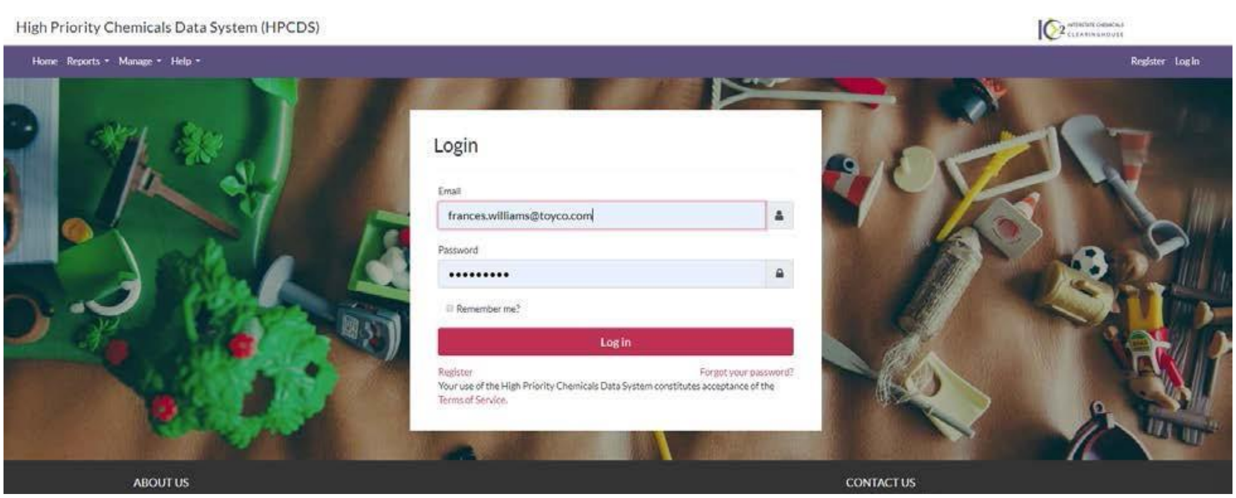
6. Enter and then reenter a new password and click the Reset button. You cannot use the same password more than once.



7. You will see a message confirming that your password has been reset. Click the link to log in.



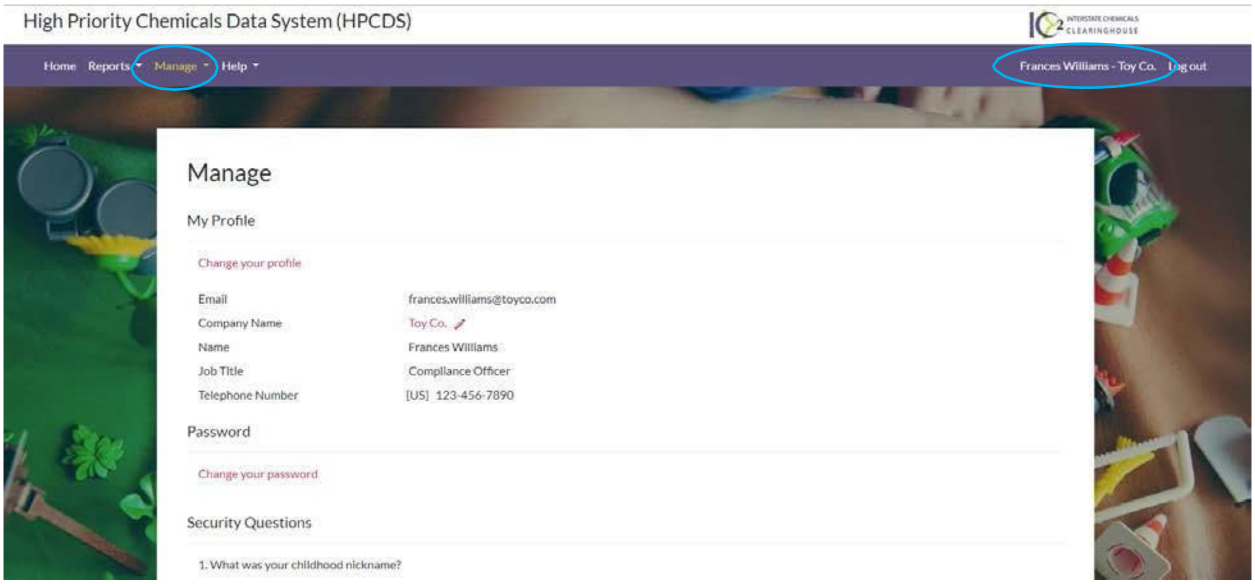
8. Log in to the HPCDS by entering your email address and new password and then clicking the Log in button.



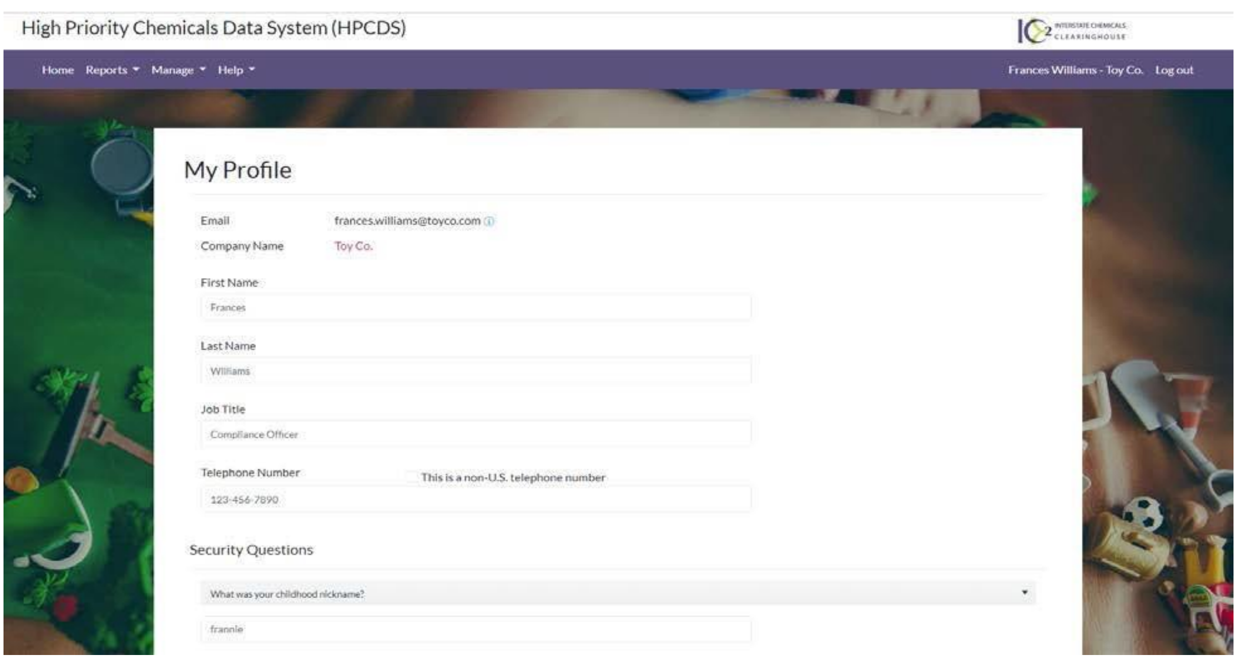
Manage

My Profile

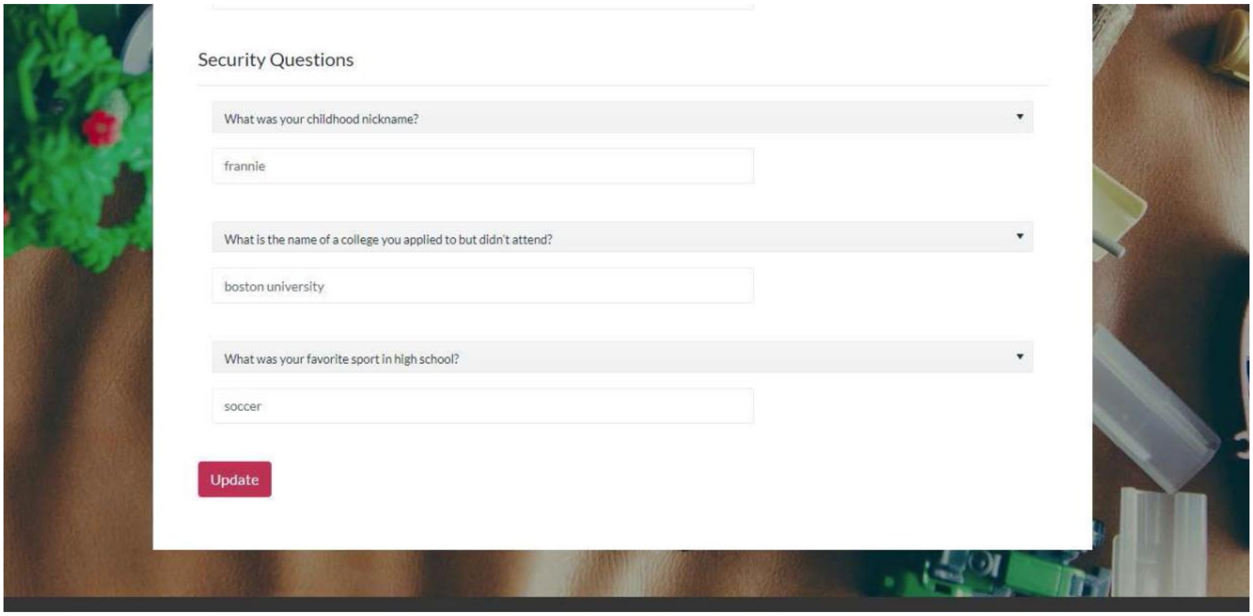
1. To view and edit your profile information, click Manage from the top navigation and then My Profile from the menu or use this direct link: https://hpcds.theic2.org/Manage. You can also click the linked user and company name in the upper-right corner of the page.



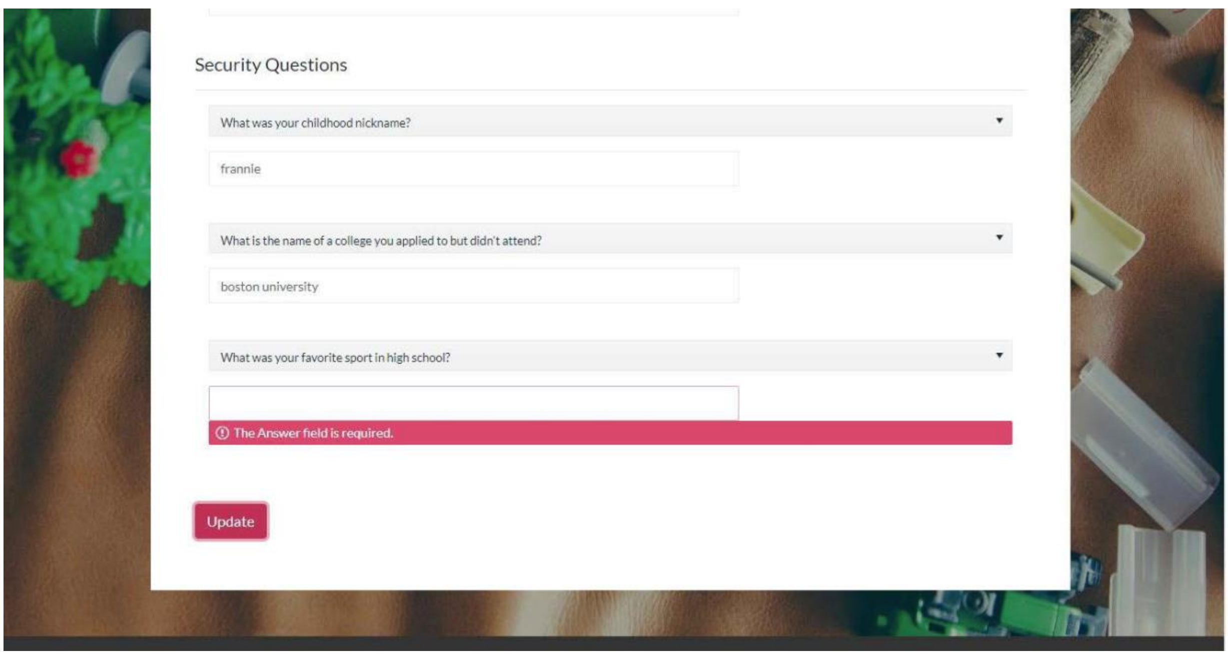
2. Click the "Change your profile" link to edit your name, job title, and telephone number. Note that you cannot update your email address on this page. To update your email address, please email the HPCDS administrator at hpcds@theic2.org.



3. Scroll down on this page to make changes to your security questions. Here you can edit answers to your existing security questions or select new security questions and provide new answers.

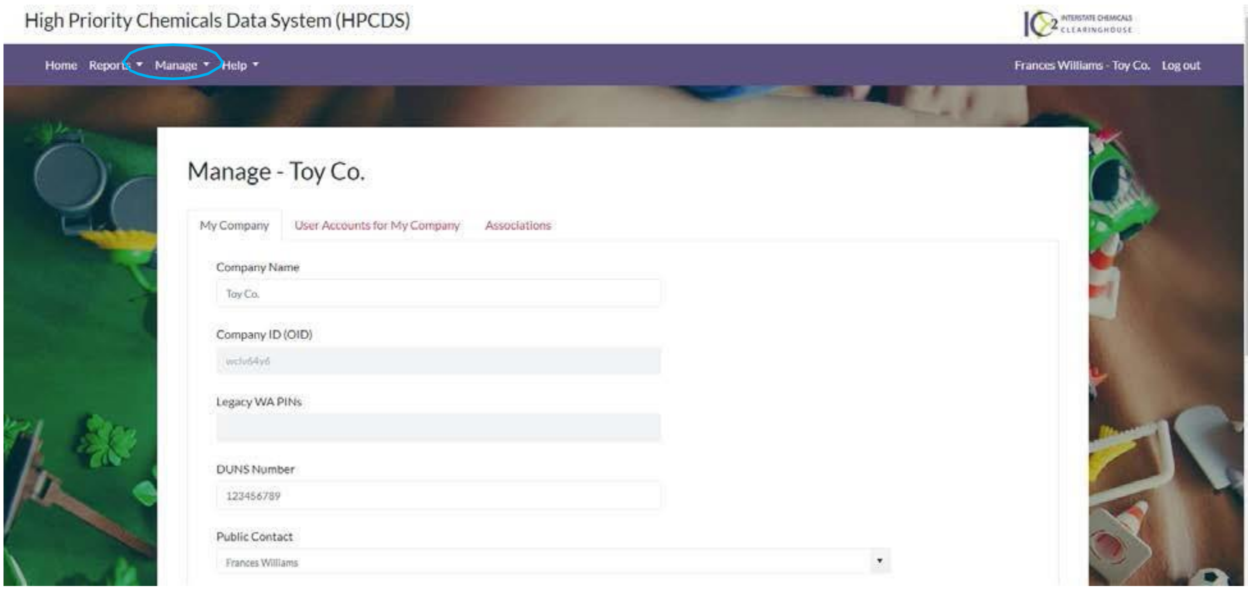


4. Once you are finished making changes to the My Profile page, click the Update button to save your changes. Error messages will display directly below any required fields that you have not completed or that have other errors. You must resolve all errors before you can update your profile.



My Company

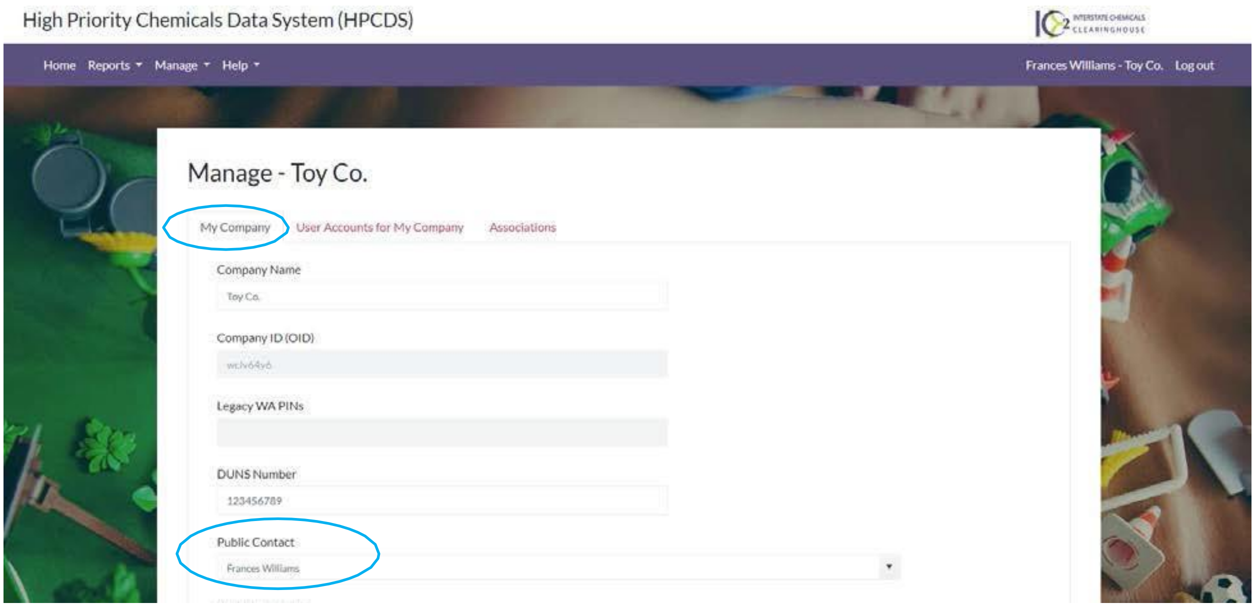
To view and edit your company information, click Manage from the top navigation and then My Company from the menu or use this direct link: https://hpcds.theic2.org/Manage/MyOrganization.



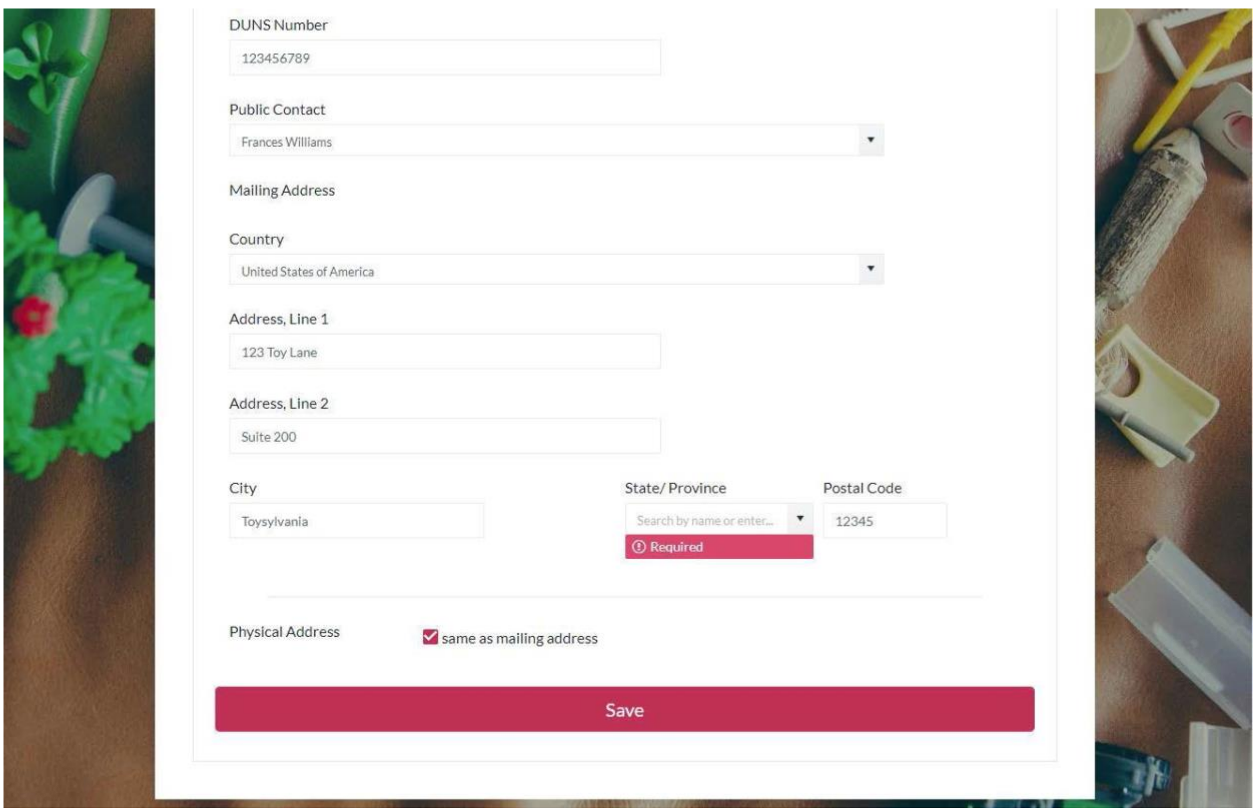
My Company

1. On the My Company tab, you can view and edit your company name, DUNS number, and mailing and physical address details. You can also change the public contact for your company by selecting a user from the Public Contact drop-down list. Each company in the HPCDS must have a designated public contact. The public contact should be the person at your company who can answer questions from members of the public regarding the information reported by your company. The public contact's name, title, and contact information will be publicly disclosed with all company reports.

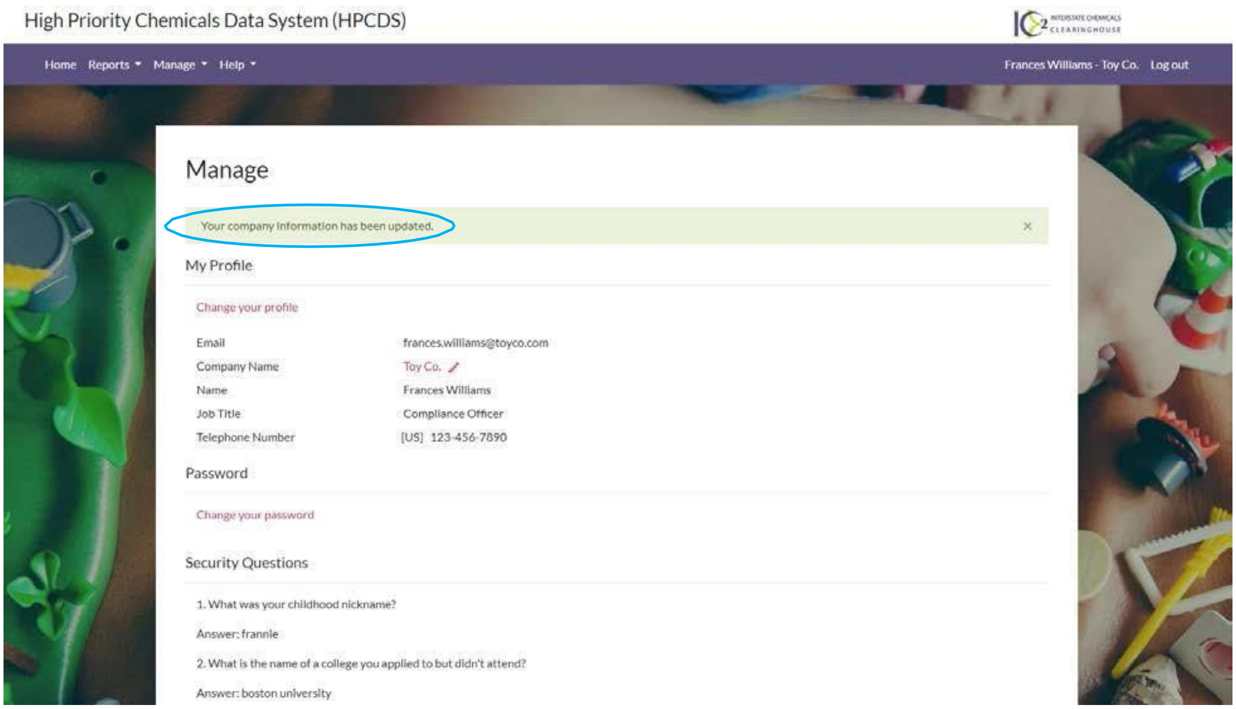
   Please note that the first user created for a company is, by default, the company's public contact. We recommend that companies register at least two users for their company.



2. Once you are finished making changes on the My Company tab, click the Save button to save your changes. Error messages will display directly below any required fields that you have not completed or that have other errors. You must resolve all errors before you can save your changes.



3. Once saved, you will see a confirmation message that your company information has been updated.

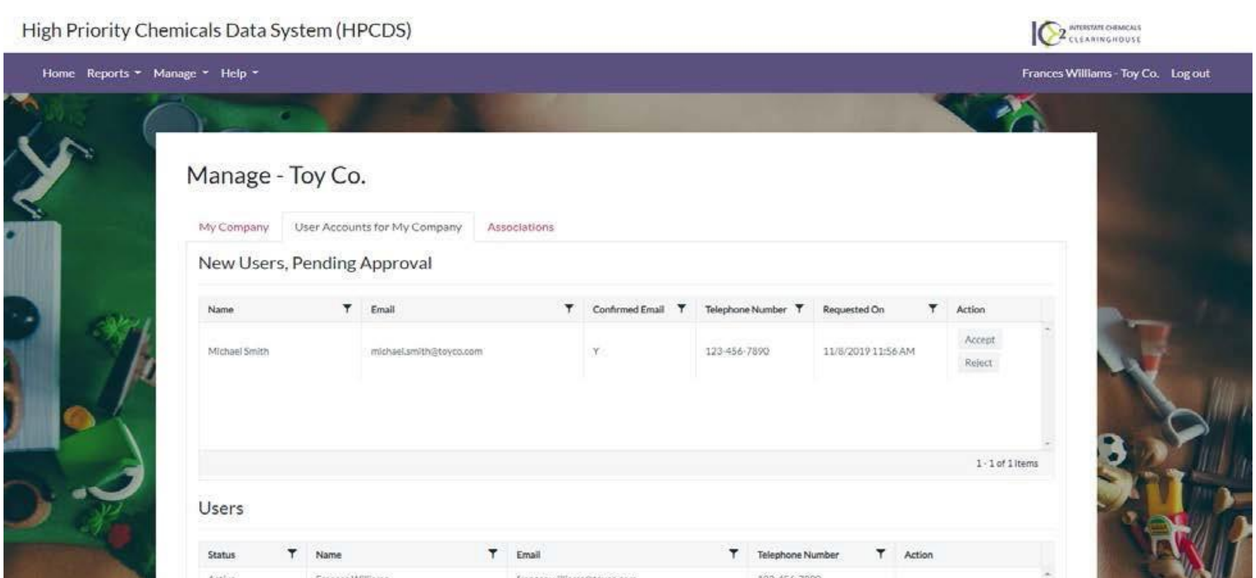


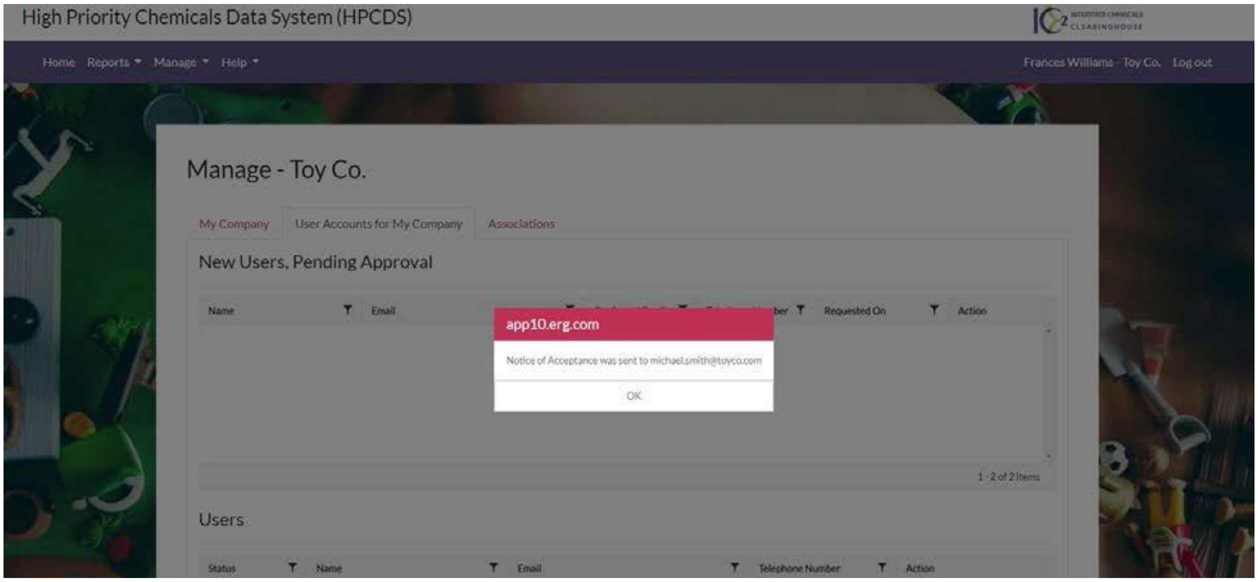
User Accounts for My Company

New User, Pending Approval

The New Users, Pending Approval table displays all new users that have requested to have user privileges for your company but have not been approved by an existing user.

1. User details are displayed in the table. Click the Accept button to allow a requestor to have user privileges for your company. Reject any requestor you do not recognize or that should not be users for your company.

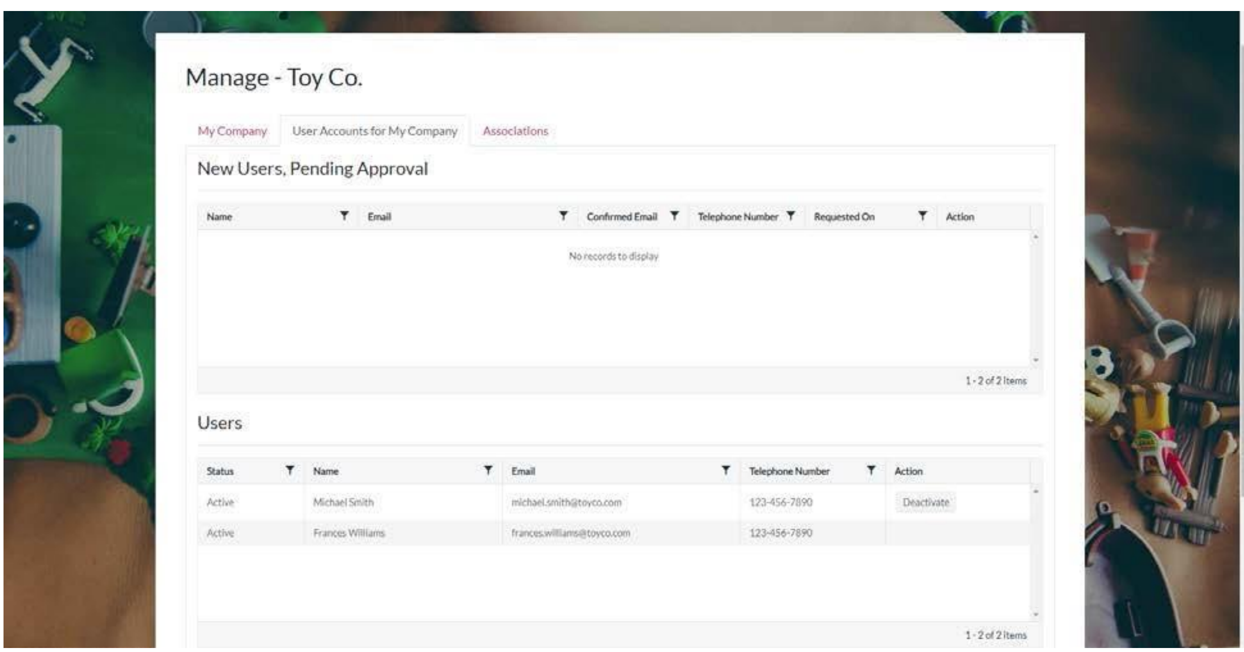




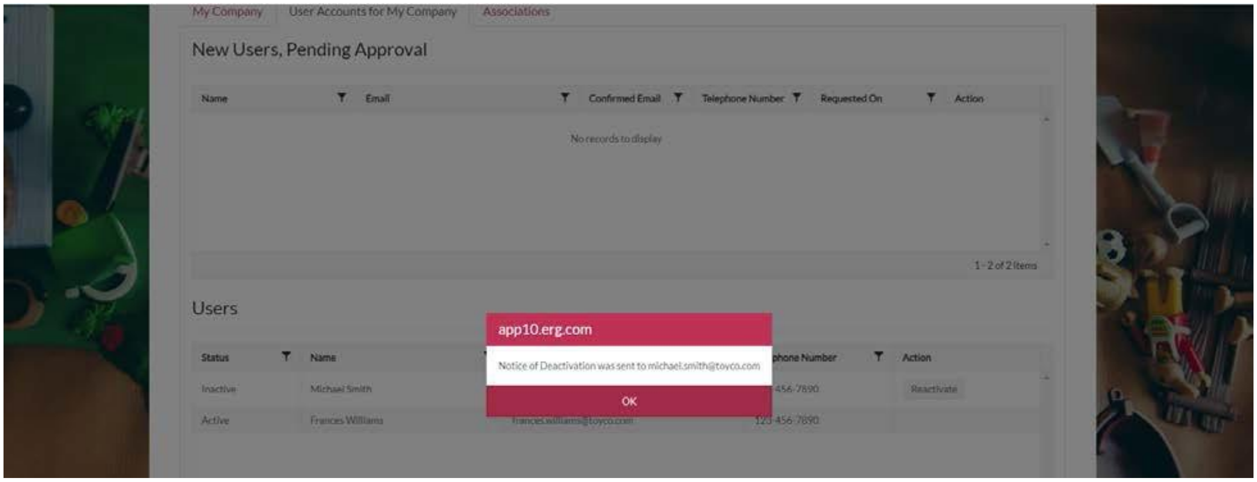
User

The User table displays all active and inactive users for your company. Staff turnover is common, we recommend that companies have at least two active users. *Note, HPCDS does not allow the user designated as the public contact to be deactivated. If you are unable to deactivate a user for your company*. Make sure that the user is not the public contact. If the user you want to deactivate is the public contact, you must first assign a new public contact for your company.

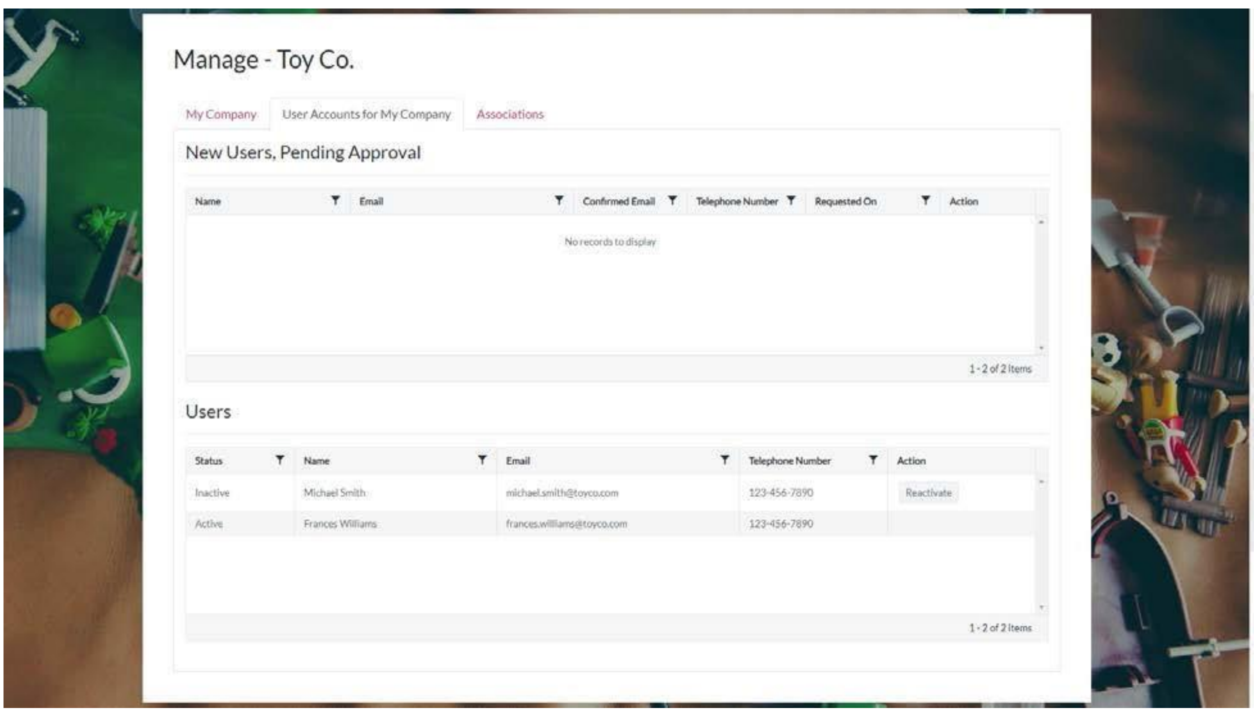
1. Click the Deactivate button for any users that should no longer have user privileges for your company.



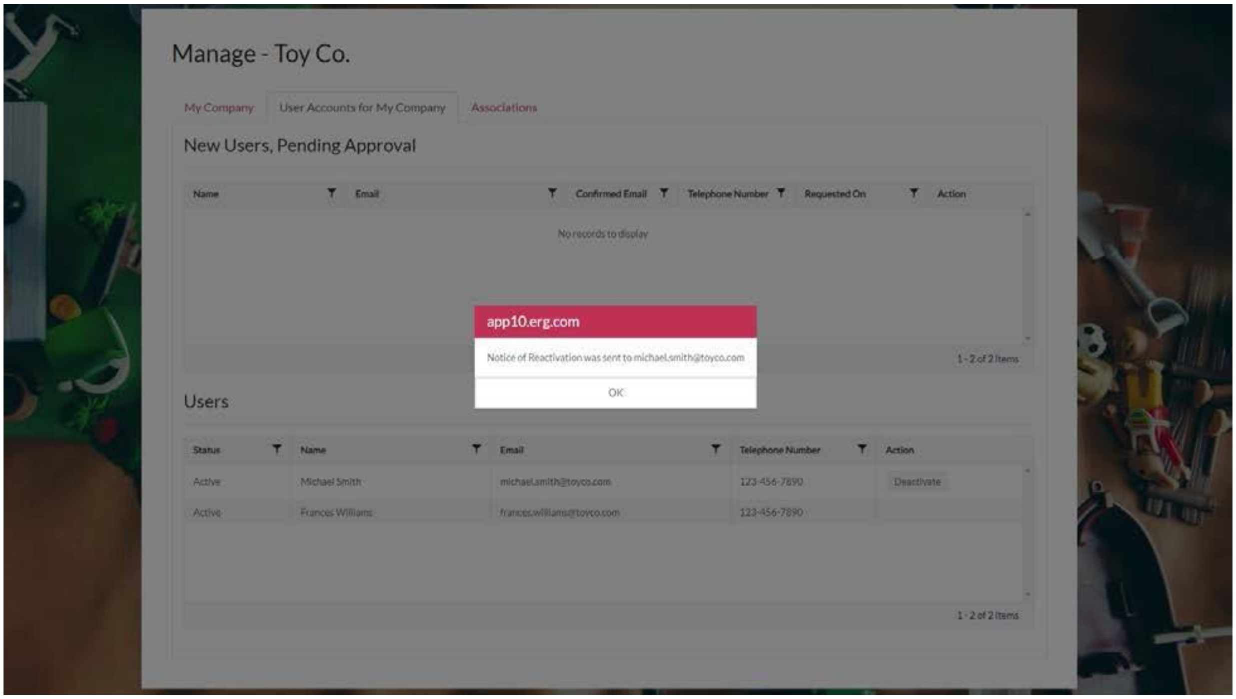
2. Once you click the Deactivate button, you will see a confirmation message that a notice of deactivation was sent to the user.



3. Click the Reactivate button for any users that should be reinstated with your company.



4. Once you click the Reactivate button, you will see a confirmation message that a notice of reactivation was sent to the user.

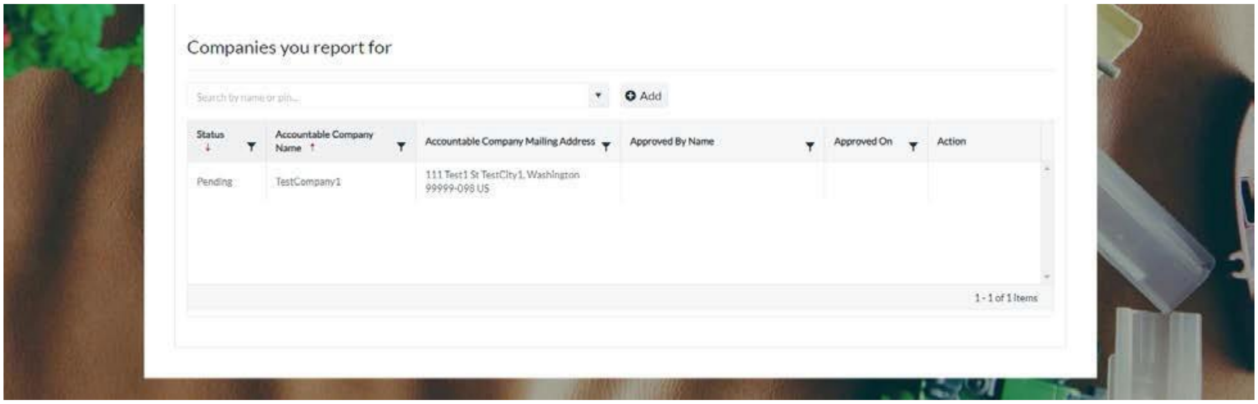


Manage - Toy Co.
My Company
User Accounts for My Company
Associations
New Users, Pending Approval
Name
Email
Confirmed Email
Telephone Number
Requested On
Action
No records to display
app10.erg.com
Notice of Reactivation was sent to michael.smith@toyco.com
OK
1 - 2 of 2 items
Users
Status
Name
Email
Telephone Number
Action
Active
Michael Smith
michael.smith@toyco.com
123-456-7890
Deactivate
Active
Frances Williams
frances.williams@toyco.com
123-456-7890
1 - 2 of 2 items

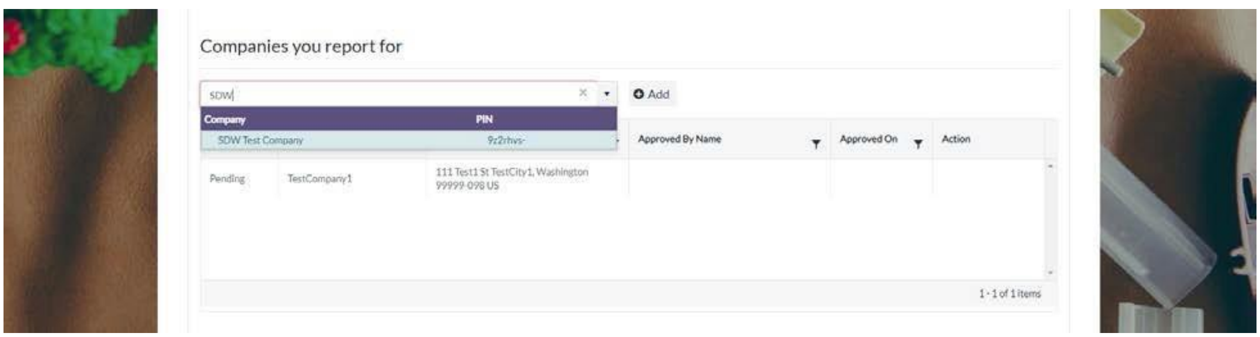
Associations

Companies Requesting to Report for You, Pending Approval

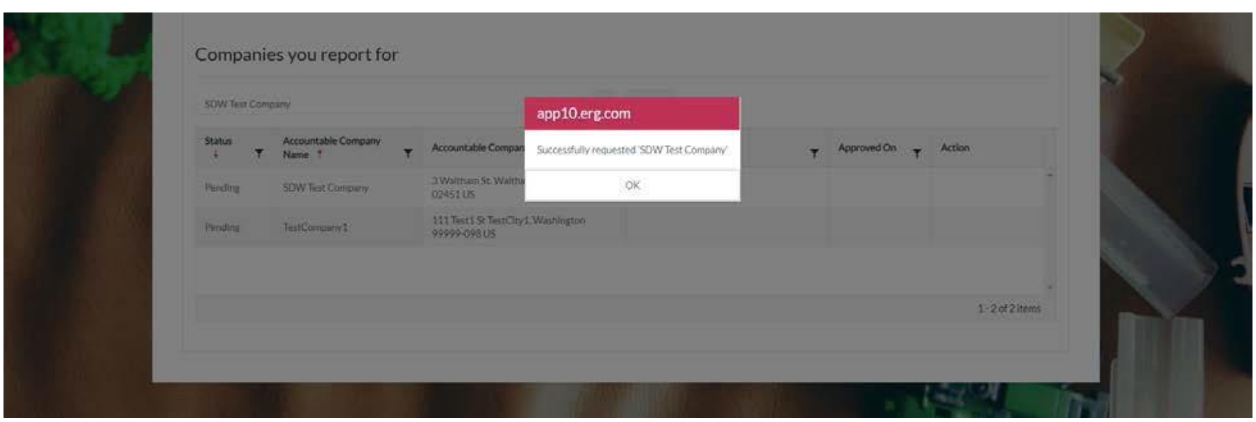
1. The third table on the Associations tab is the Companies you report for table. Company details and status are displayed in the table.



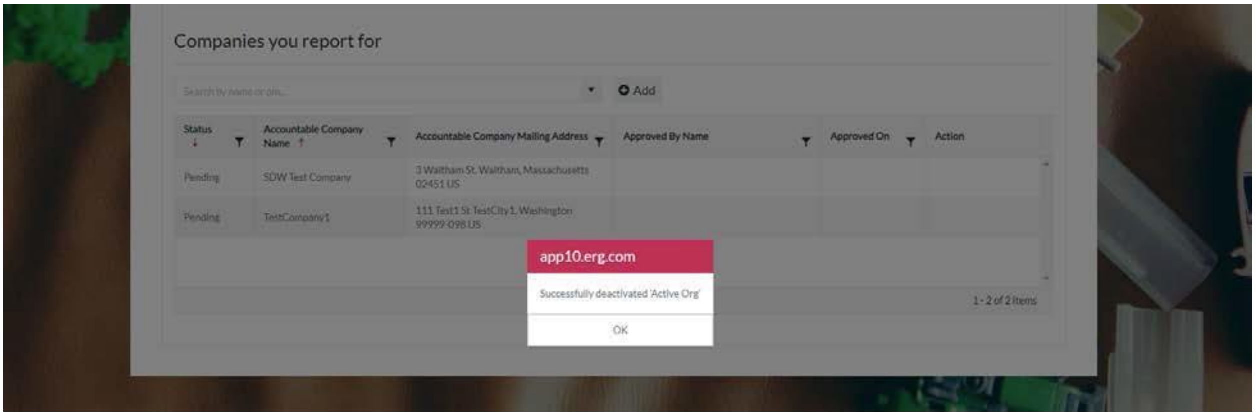
2. To request authority to report on behalf of a company, use the search box to find the company, select the company name, and click the Add button.



3. Once you click the Add button, you will see a confirmation message that a request was sent to the company. The status for that request will display as Pending until it is approved.

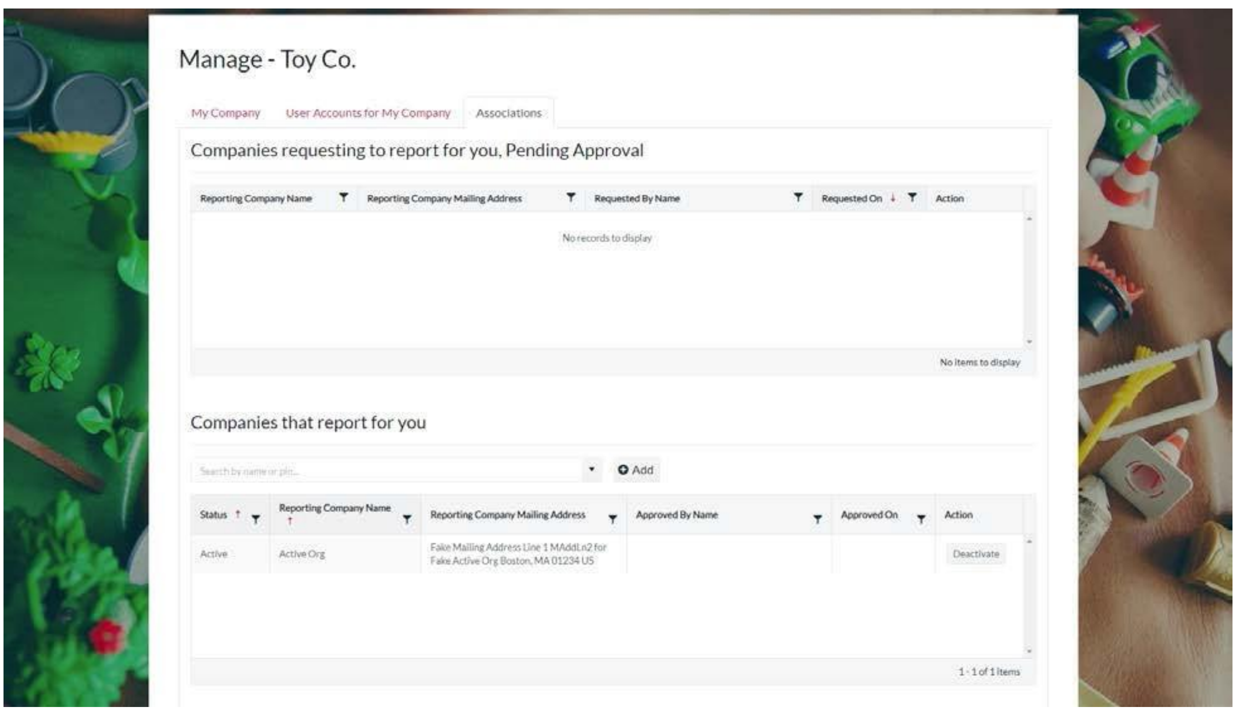


4. Click the Deactivate button for any companies that you no longer want to report for.

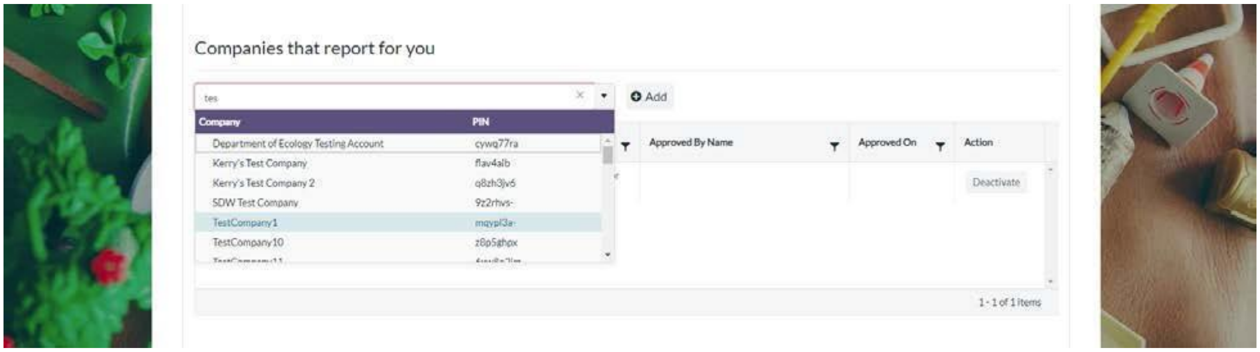


Allow a New Company to Report on Behalf of your Company

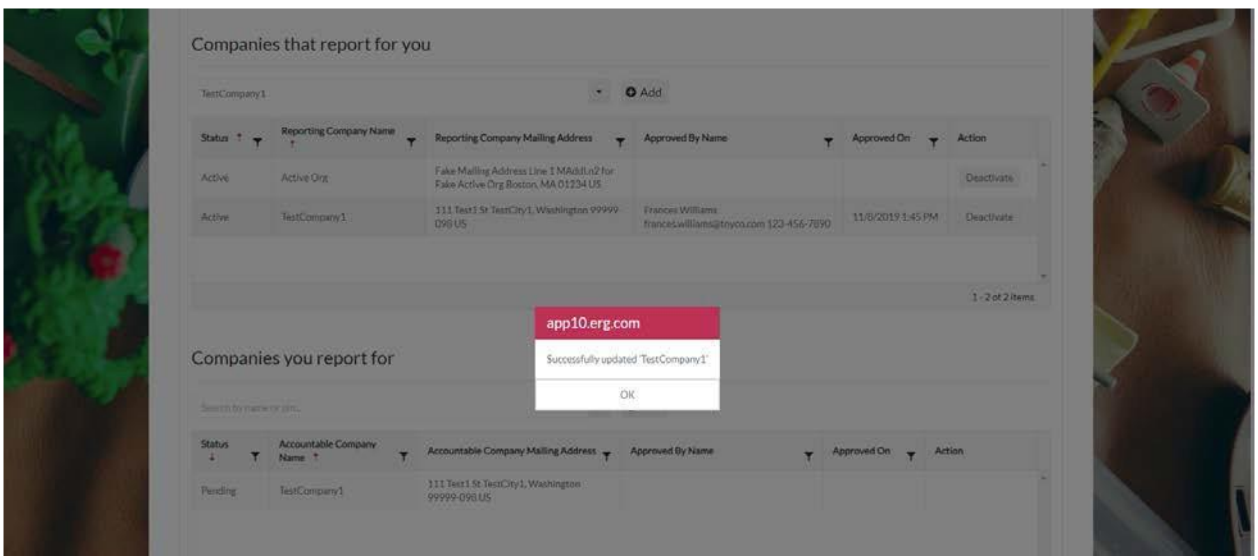
1. The second table on the Associations tab is the Companies that report for you table. Company details are displayed in the table.



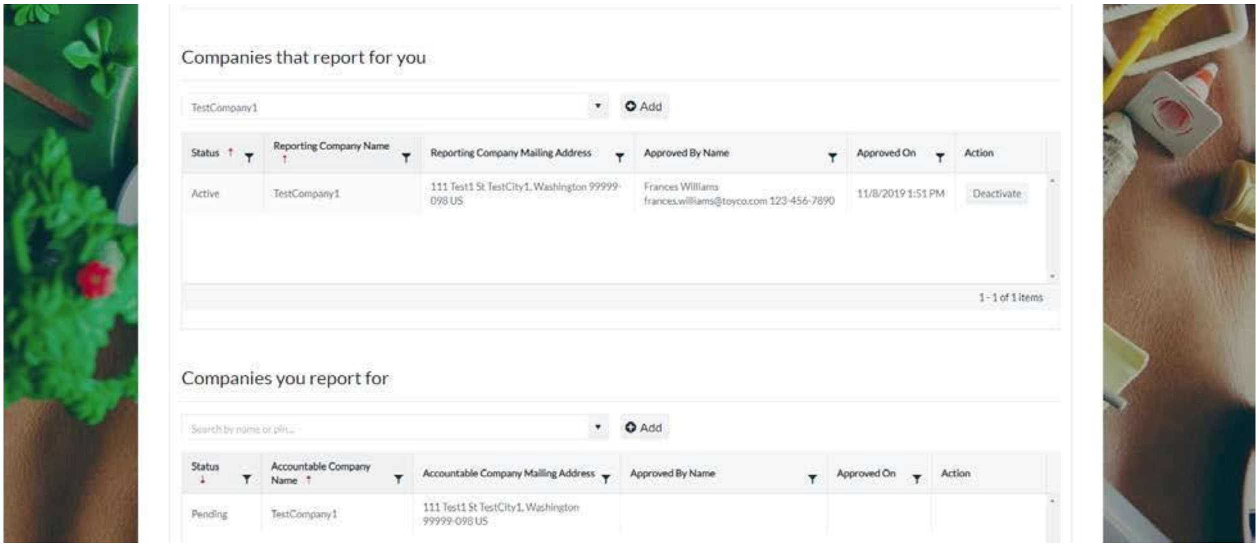
2. To allow a new company to report on behalf of your company, use the search box to find the company, select the company name, and click the Add button. Organization information from Washington's CSPA Reporting Application was imported into the HPCDS.



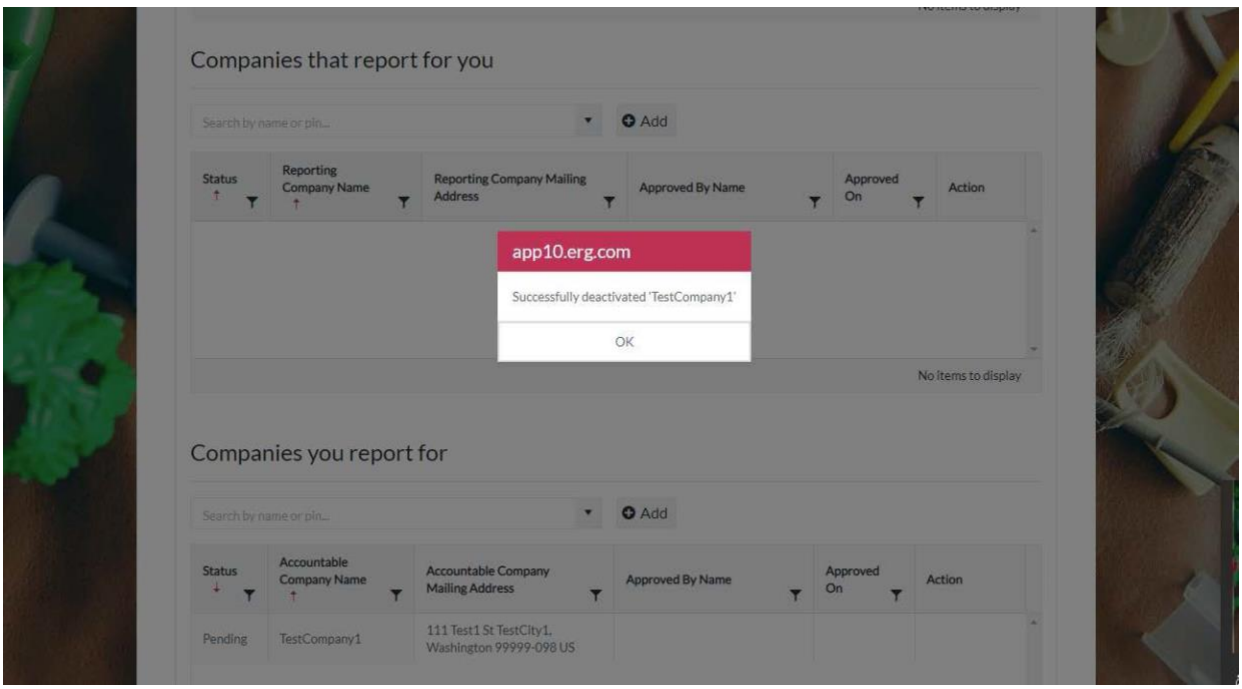
3. Once you click the Add button, you will see a confirmation message that the company will be allowed to report on your behalf.



4. Click the Deactivate button for any companies that should no longer report for your company.

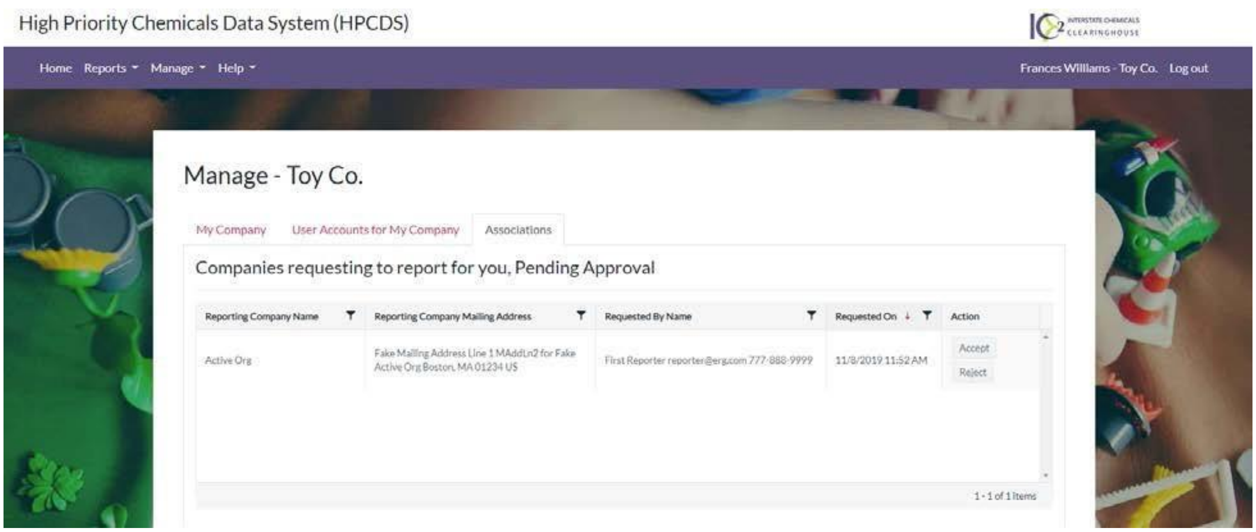


5. Once you click the Deactivate button, you will see a confirmation message that the company was successfully deactivated.

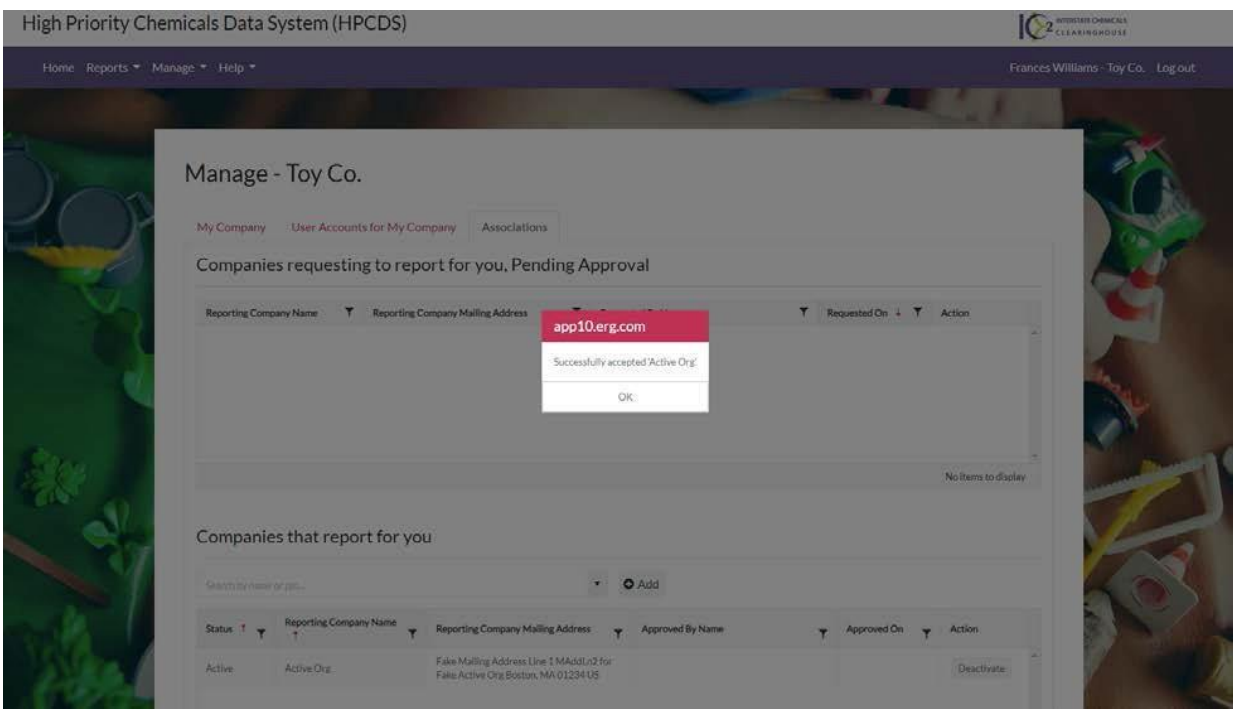


Companies Requesting to Report for You, Pending Approval

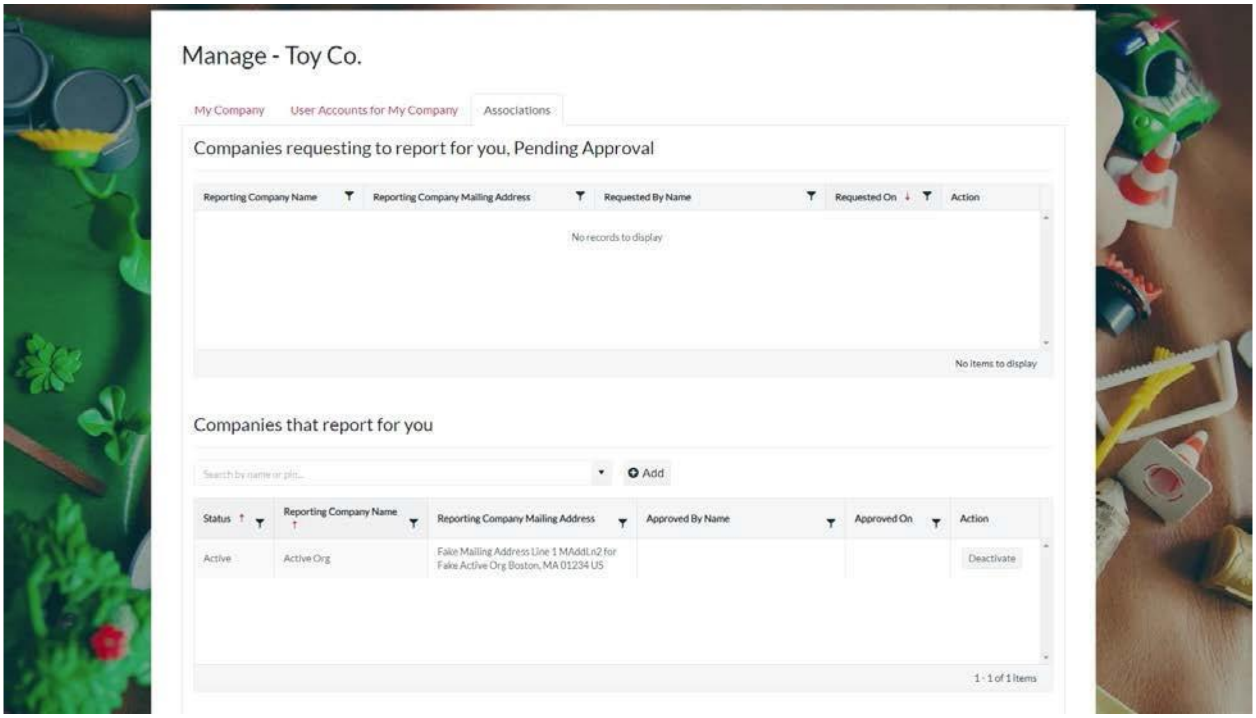
1. The first table on the Associations tab is the Companies requesting to report for you, Pending Approval table. This table includes all companies that have requested to report on behalf of your company but have not yet been approved. Company details are displayed in the table. Click the Accept button to allow a company to report for you. Reject any companies you do not recognize or that should not report for your company.



2. Once you click the Accept button, you will see a confirmation message that a notice of acceptance was sent to users at the company.

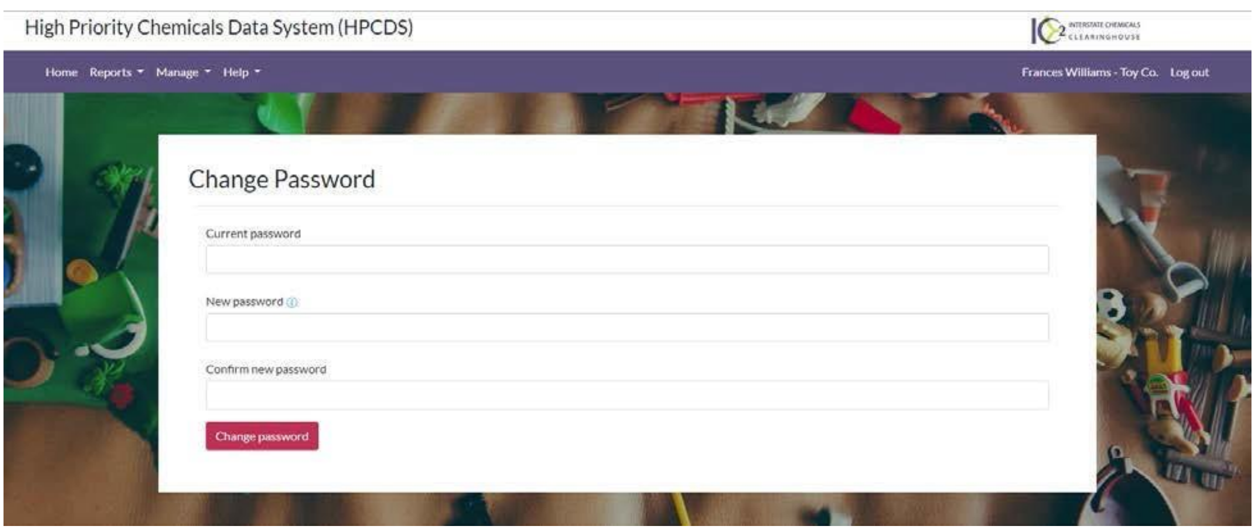


3. This company will now appear in the Companies that report for you table.



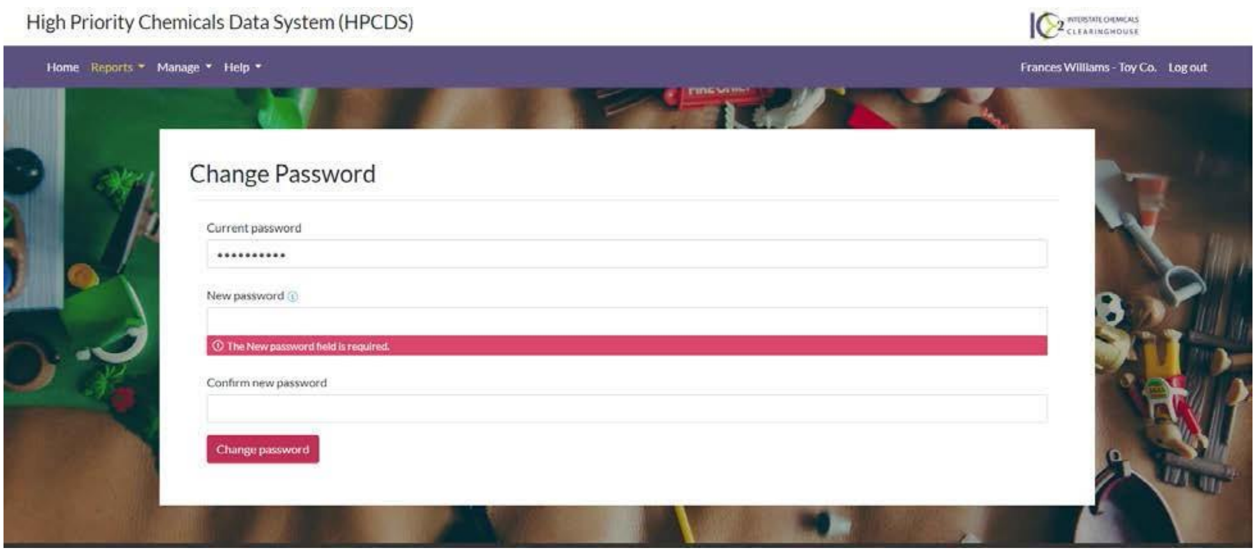
Change Password

1. To change your password, click Manage from the top navigation and then Change Password from the menu or use this direct link: https://hpcds.theic2.org/Manage/ChangePassword.

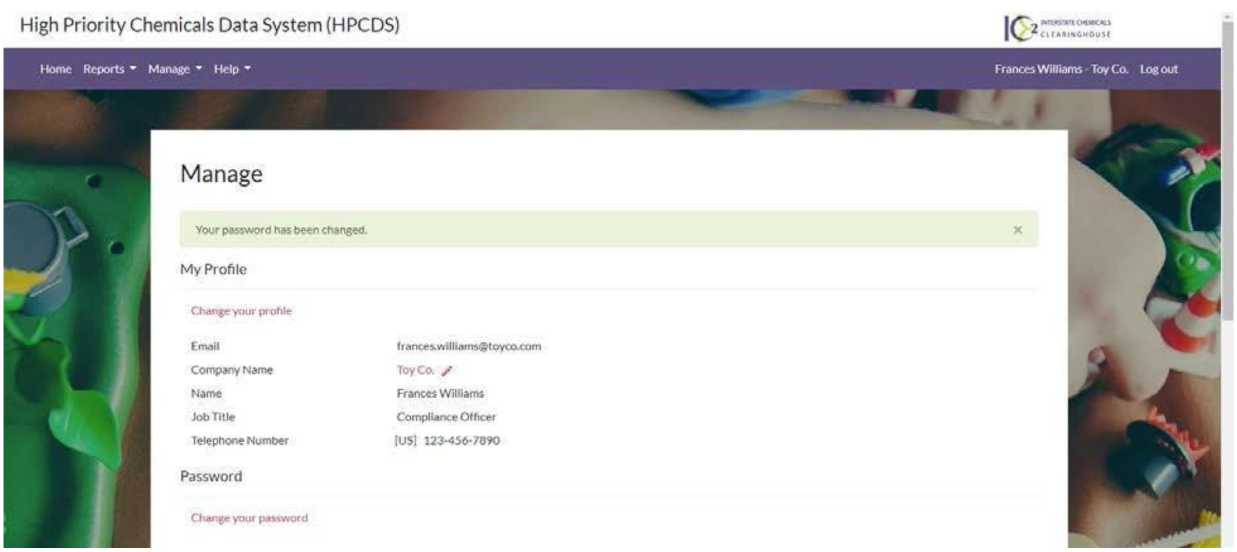


2. Enter your current password, new password, and confirm your new password. Your password must be a minimum of 6 characters and include at least one of each of the following: upper case letter, lower case letter, number, and special character. You cannot use the same password more than once. Once you are finished making changes, click the Change password button. Error messages will display directly below

any fields that you have not completed or that have errors. You must resolve all errors before you can change your password.



3. Once you click the Change password button, you will see a confirmation message that your password has been changed.

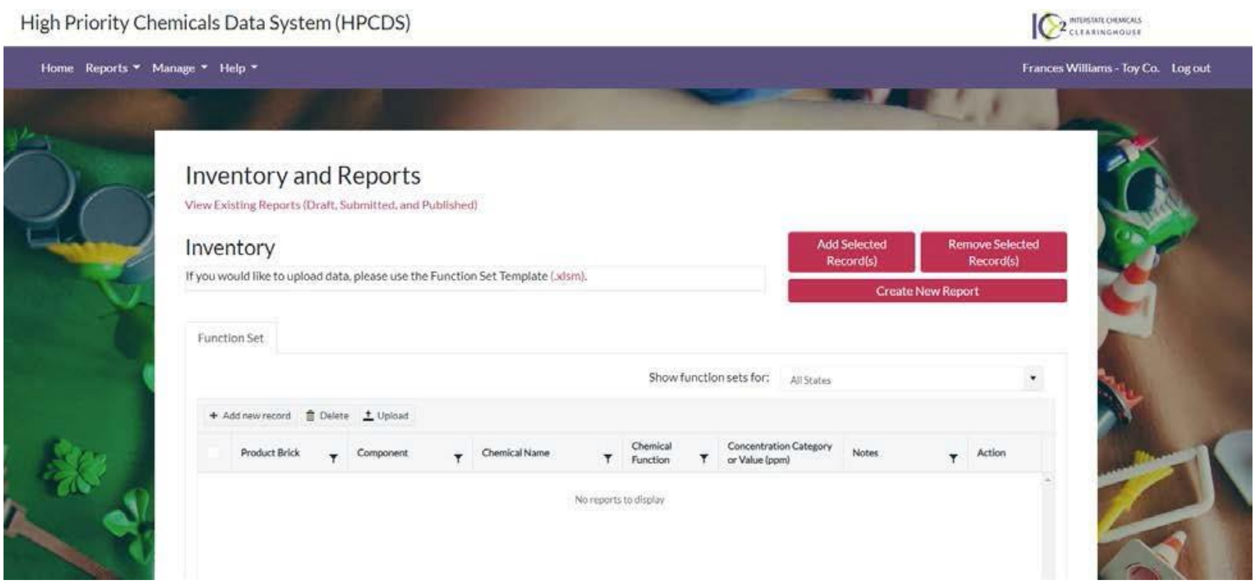


Reports

Create Report from Inventory

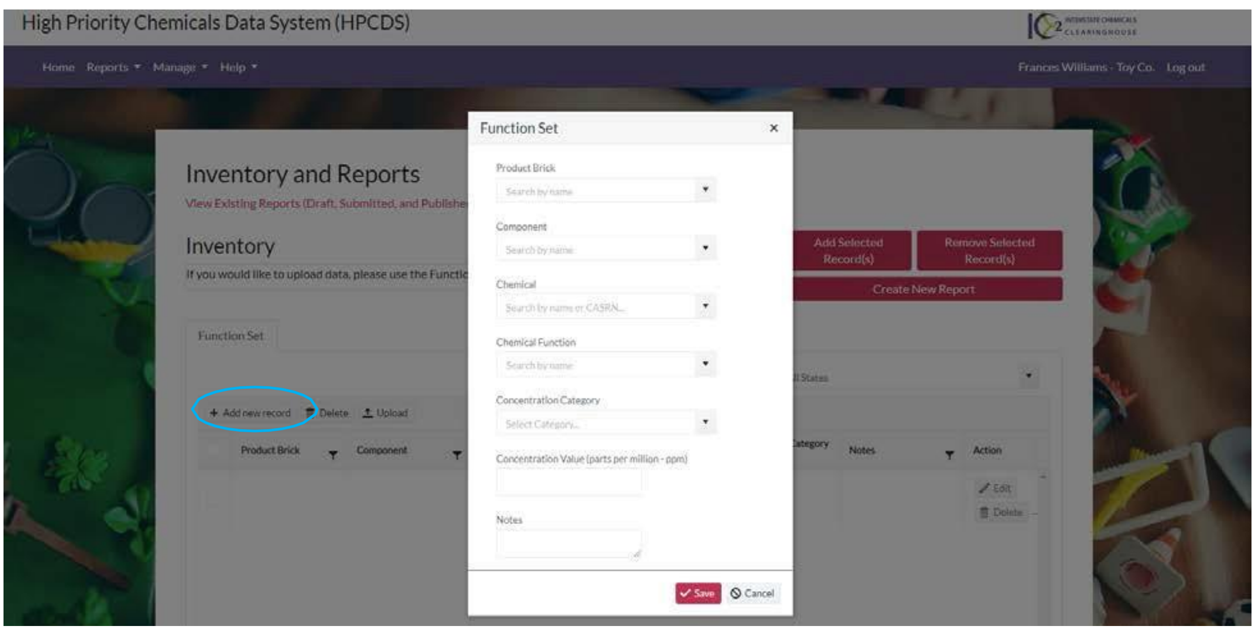
Inventory

1. To view, edit, and create reports from your inventory, click Reports from the top navigation and then Create Report from Inventory from the menu or use this direct link: https://hpcds.theic2.org/Reports. You can also click the Home link in the upper left corner of the page.

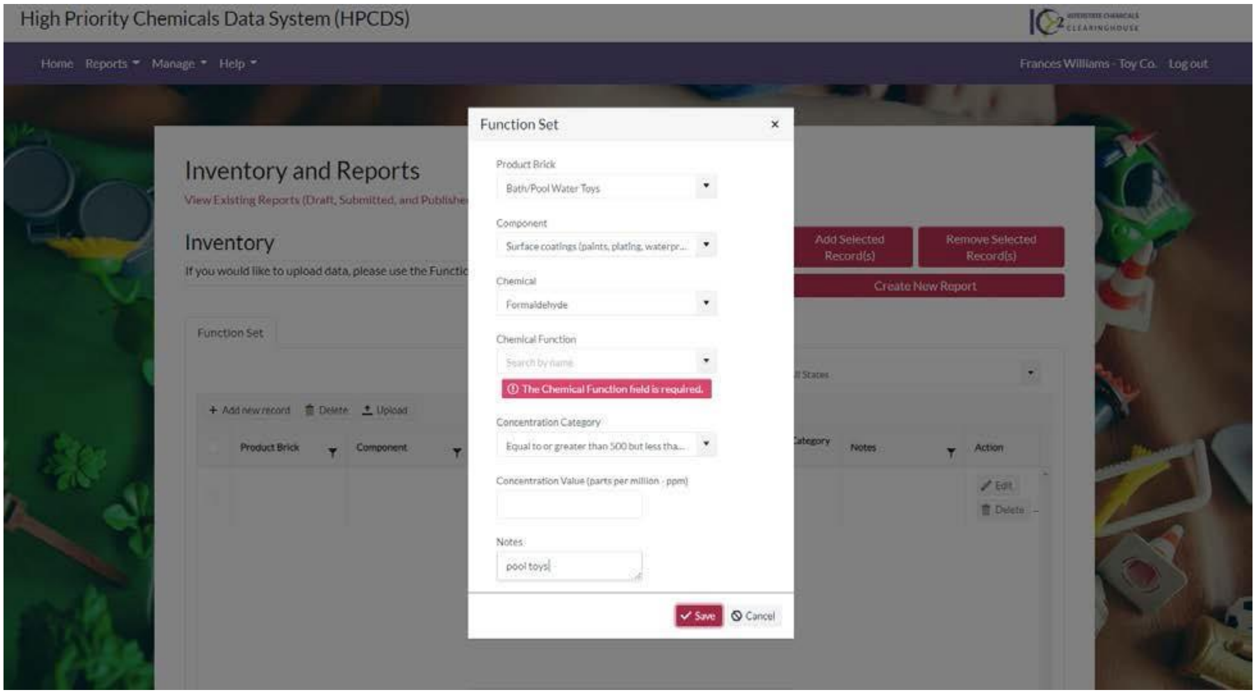


Add New Record

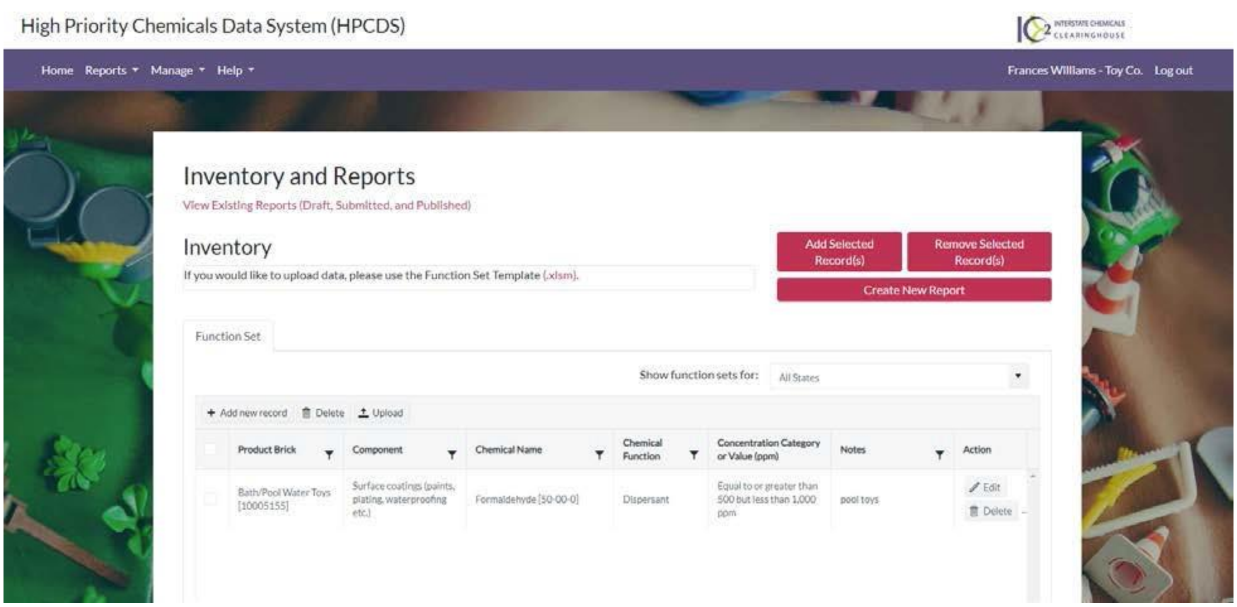
1. To a new record to your inventory, click the Add new record button.



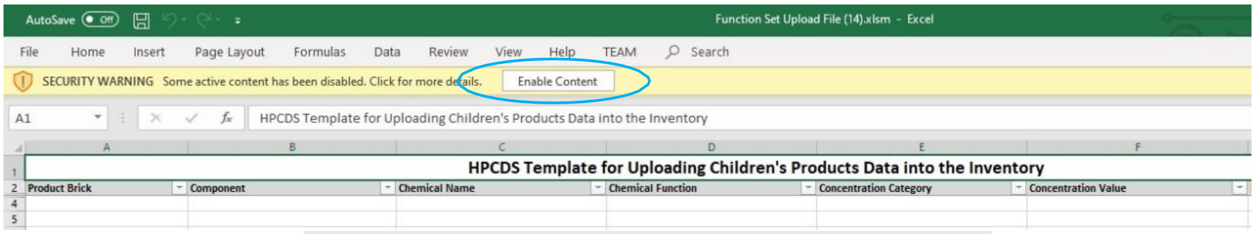
2. Enter record information into the pop-up box using the drop-down menus. Once you are finished entering information for your record, click the Save button to save the record to your inventory. Error messages will display directly below any required fields that you have not completed or that have other errors. You must resolve all errors before you can save your changes. Note that inventory records are not state-specific.

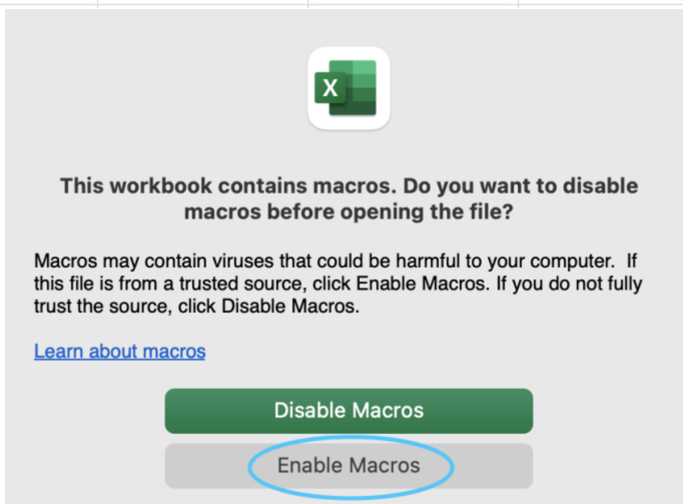


3. The new record is displayed in your inventory.



You may also populate your inventory by uploading records via the Function Set Template. The template is available on the Inventory page: https://hpcds.theic2.org/Reports. If you use the Function Set Template, you will need to click the “Enable Content” button, shown below. Since Microsoft Office 365 updates, “Enable Macros” may appear when opening the file or it can be found under “file,” option “enable” if neither occur.





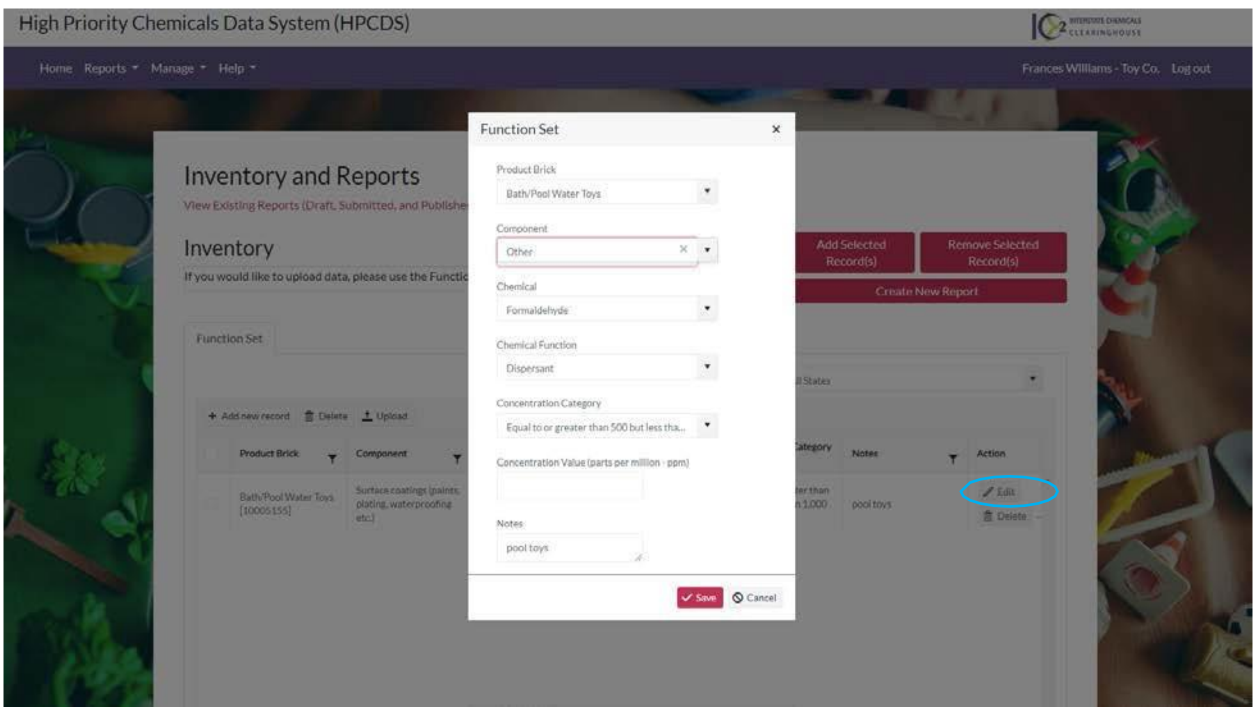
In the Function Set Template XLSM file you may also be presented with the dialog box shown below. You must click the “Connect” button to use the template.

If you use the Function Set Template, you must populate each function set element (column) with a value from the provided pick-lists, following the guidance provided in the template. You can paste data into the template, but the entered values must correspond to the pick list values. Once data entry is complete, save the file. Above the Inventory, click the Upload button. Then select the file to upload. Once the file is successfully uploaded, the records will appear in your inventory. If there are any validation errors in your uploaded data, the entire upload will fail. The Function Set Template must be uploaded as an XLSM file type.

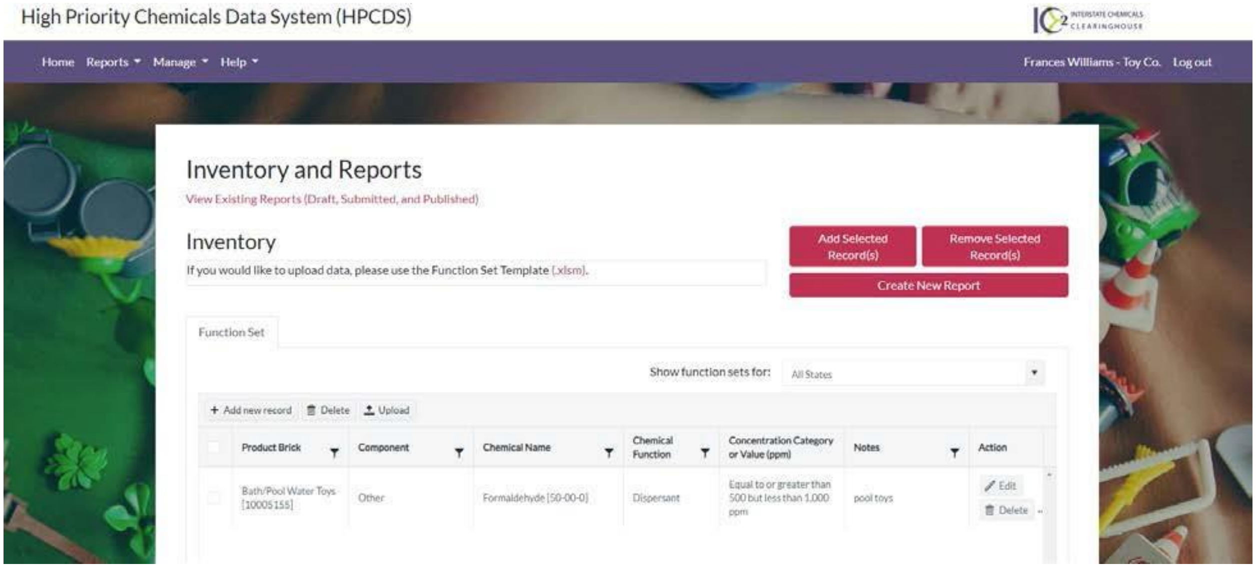
IMPORTANT: Please save the Function Set Template to your files for future editing and in case of difficulties whiles reporting. Some reporters have experienced issues cutting and pasting records into the template as well as duplicated records once uploaded. Please contact the HPCDS Administrator at hpcds@theic2.org if you experience similar issues.

Edit a Record

1. To a edit a record in your inventory, click the Edit button in the table row for that record. Update record information using the drop-down menus.

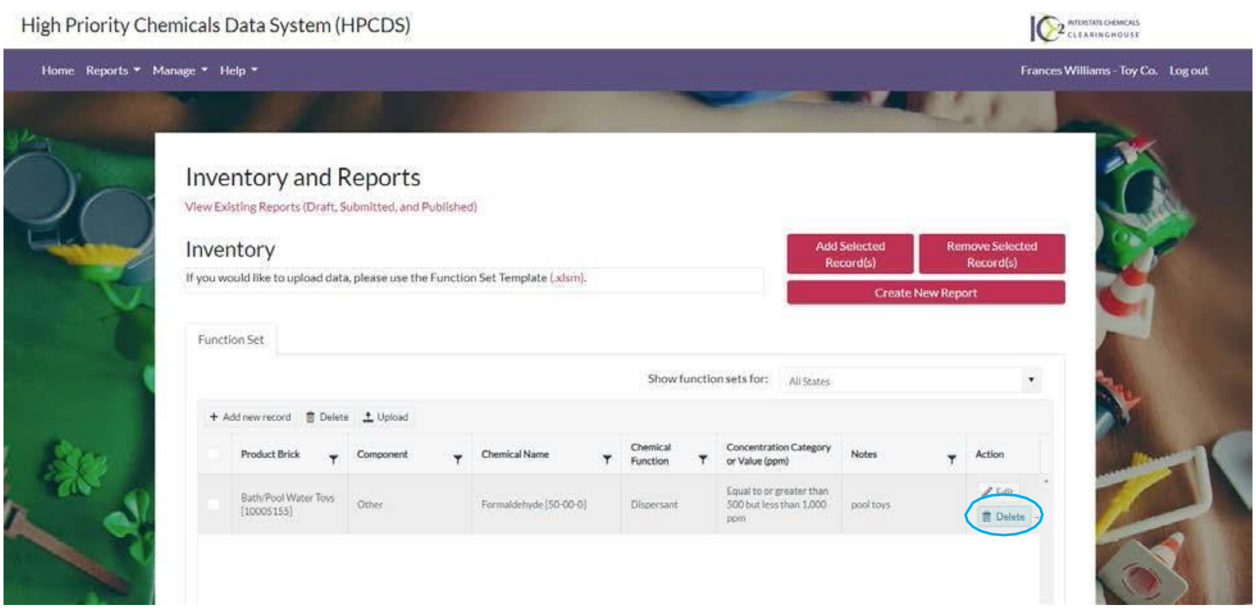


2. Once you are finished making changes to your record, click the Save button to save the updated record to your inventory. Error messages will display directly below any required fields that you have not completed or that have other errors. You must resolve all errors before you can save your changes. The updated record is displayed in your inventory.

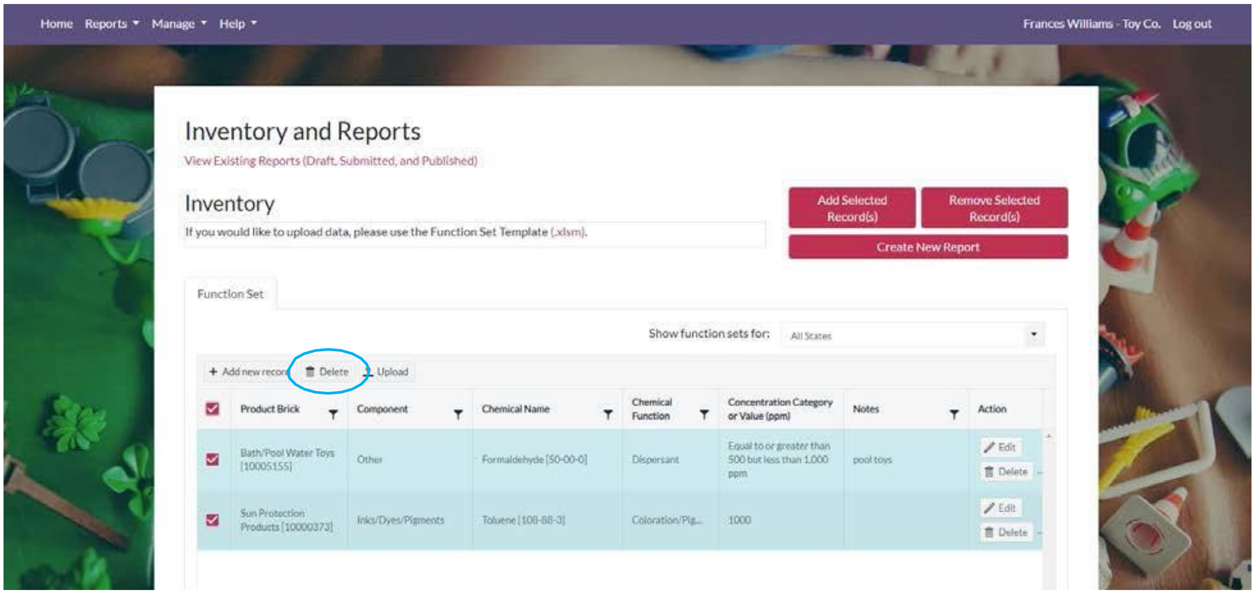


Delete a Record

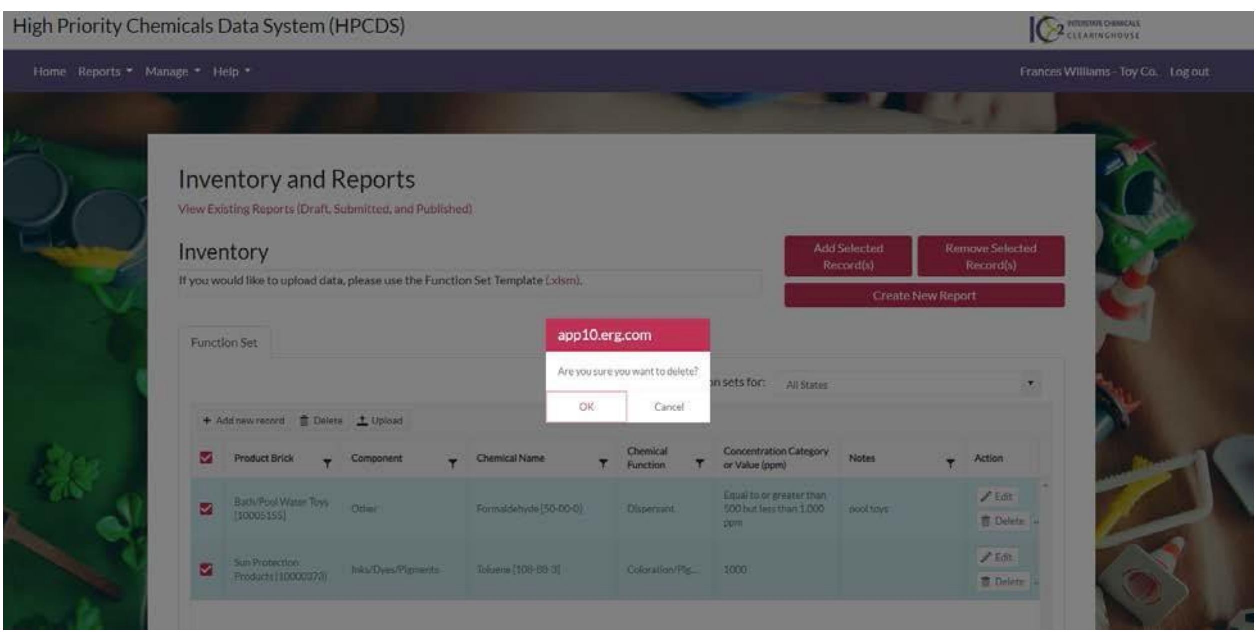
1. To a delete a record in your inventory, click the Delete button on the right side of the record.



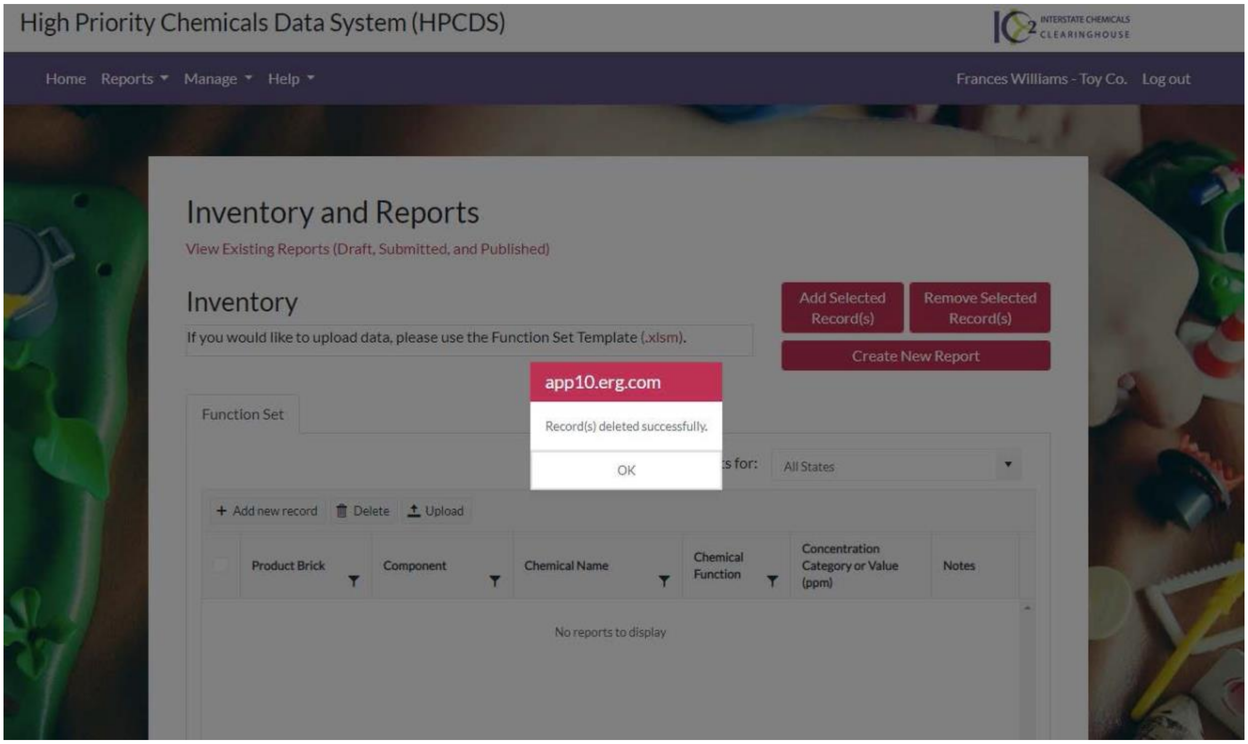
2. To delete multiple records from your inventory, select the records and click the Delete button at the top of the table.



3. Once you click the Delete button, you will see a message to confirm that you want to delete the record(s). Click the OK button to delete the record(s). If you do not want to the delete the record(s), click the Cancel button.

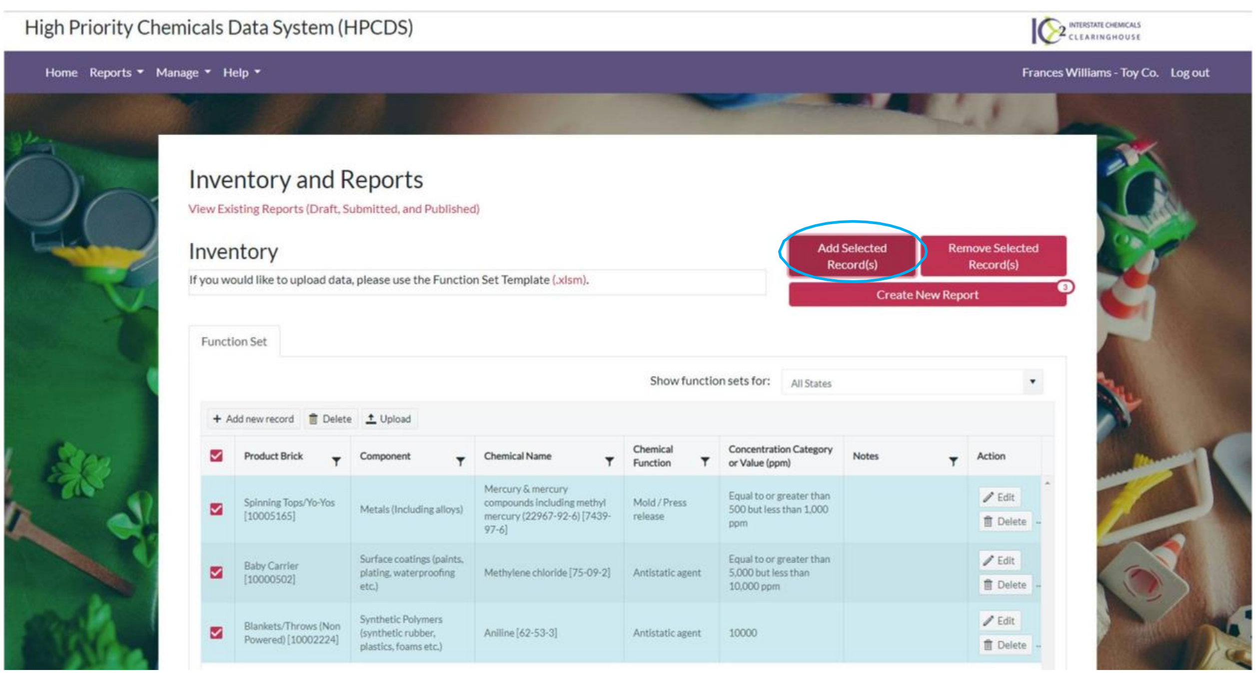


4. Once you click the OK button, you will see a confirmation message that your records have been deleted successfully. The records are no longer visible in your inventory.

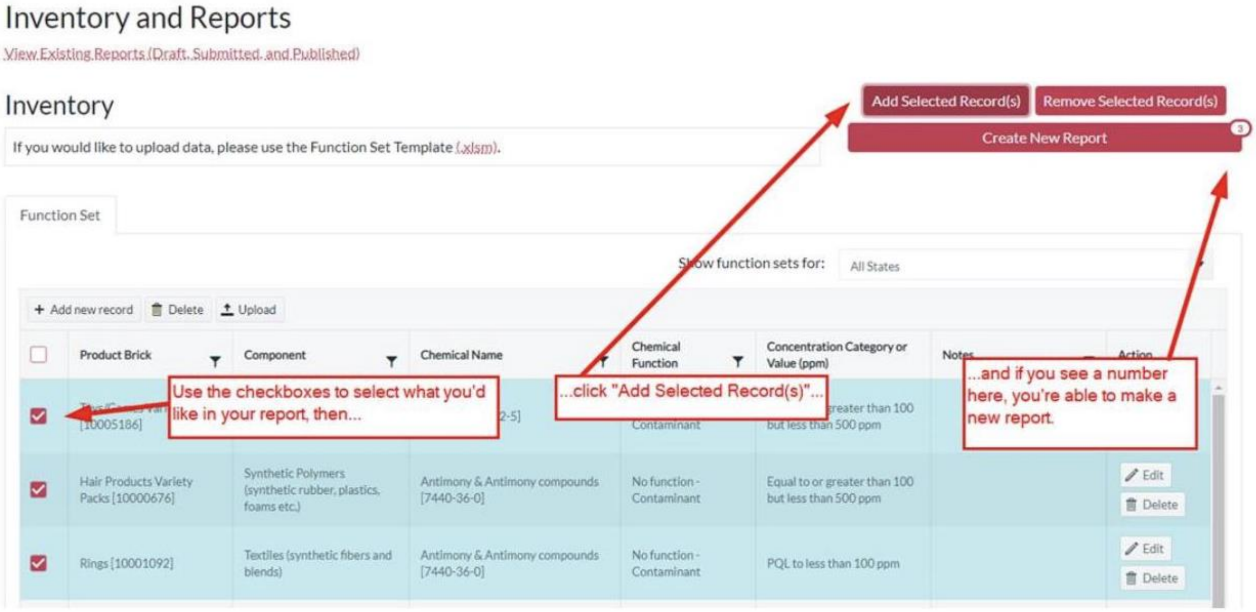


Add Selected Records to a New Report

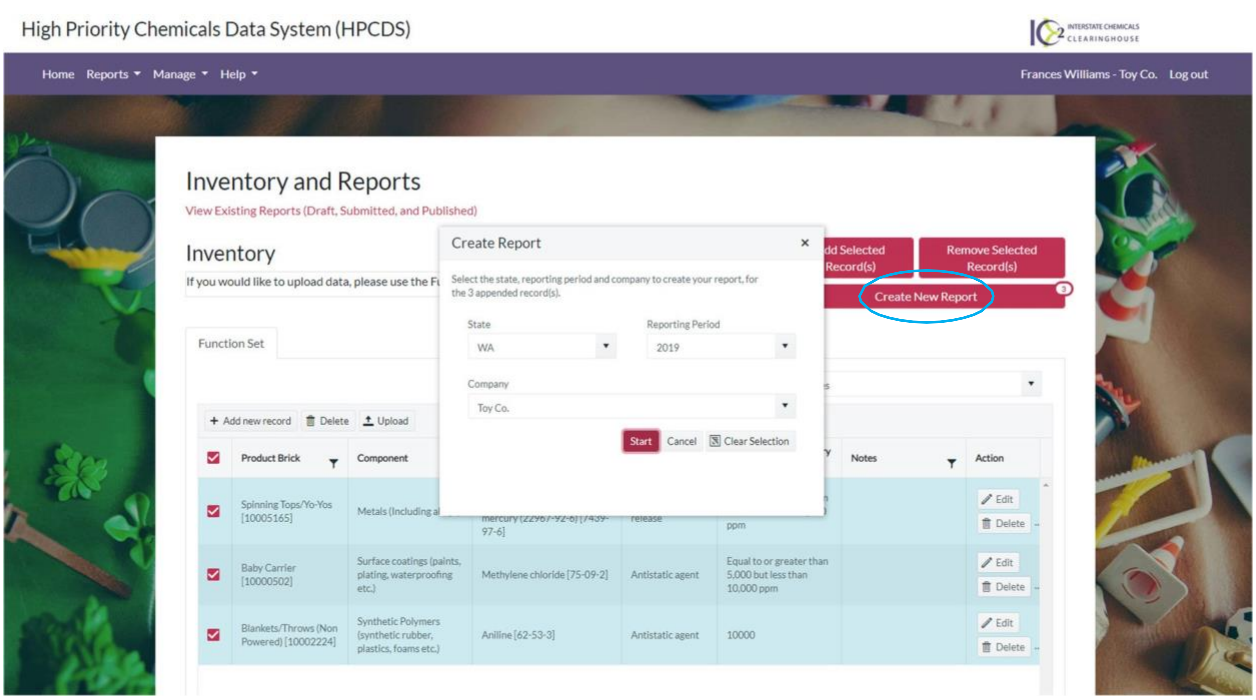
1. First select one or more records, then click the Add Selected record(s) button. You can repeat this step multiple times to add additional records.



IMPORTANT: If receiving the error message “You must append at least one function set before creating a report” or “zero records,” please confirm that the function sets have been selected and added to “Create New Report” first. If applied to the current report, a small number will appear in the top right corner of the “Create New Report” button.



2. Once you have added records, you can create a new report. Click the Create New Report button. In the Create Report pop-up, select the state, reporting period, and company for the report. (Note: the reporting window opens four (4) months before the reporting period end date.) Click Start to begin your report.



IMPORTANT: If experiencing duplicate function sets in a report, delete the submitted report, logout, then log back into the system and create a new report. This issue results as a reporting issue rather than with inventory.

Difference in CSPA & TFKA Reporting Dates

IMPORTANT: Reporting for Washington State's Children's Safe Products Act (CSPA) is **annual.** EXAMPLE: When reporting children's products sold or offered for sale in 2023 in that state, manufacturers should select *2022 (1/31/2024)* as the *Reporting Period* when creating a report in the ***High Priority Chemicals Data System (HPCDS)***. The HPCDS is the online reporting system used by both states.

However, reporting for Oregon's Toxic Free Kids Act (TFKA) is **biennial.** When reporting for TFKA, select the even-numbered year that immediately follows the two-year period during which the products being reported were sold or offered for sale, as the *Reporting Period* in the HPCDS.

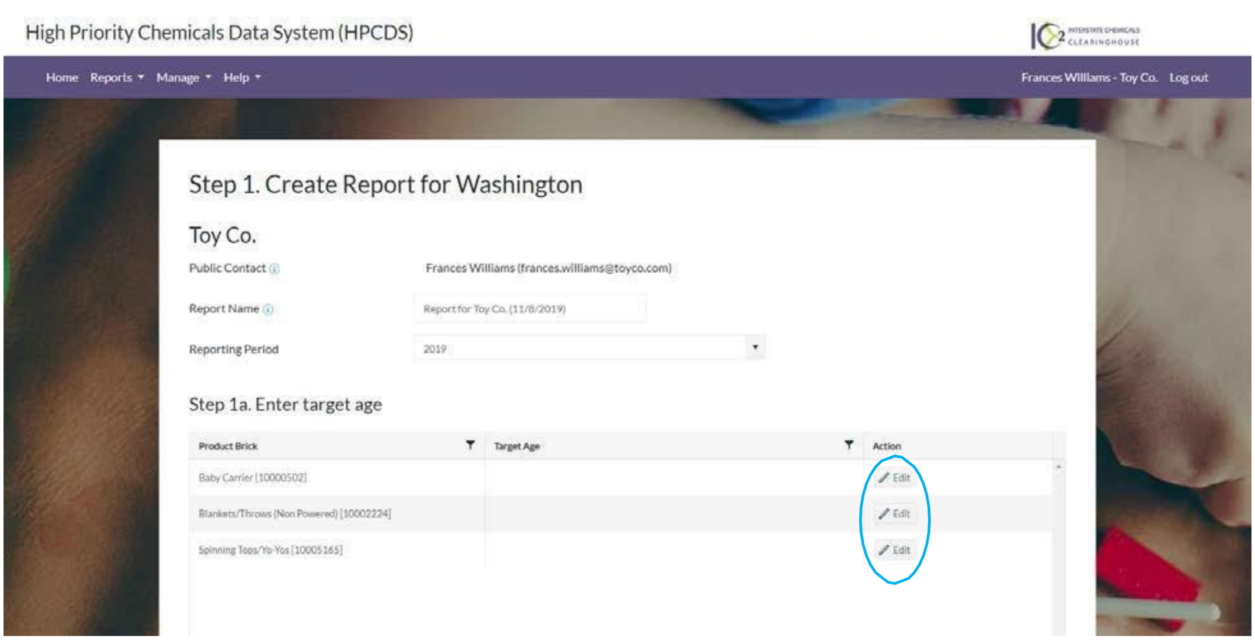
EXAMPLE: If reporting children's products sold or offered for sale in calendar years 2022 and/or *2023*, manufacturers should select *2024 (1/31/2024)* as the *Reporting Period.*

Instructions for reporting for both states' laws are found in the Reporting Guide. For additional guidance on reporting for TFKA, see **Complying with Biennial Notice Requirement/Reporting for the Toxic Free Kids Act** section of Oregon's Frequently Asked Questions for the Toxic Free Kids Act.

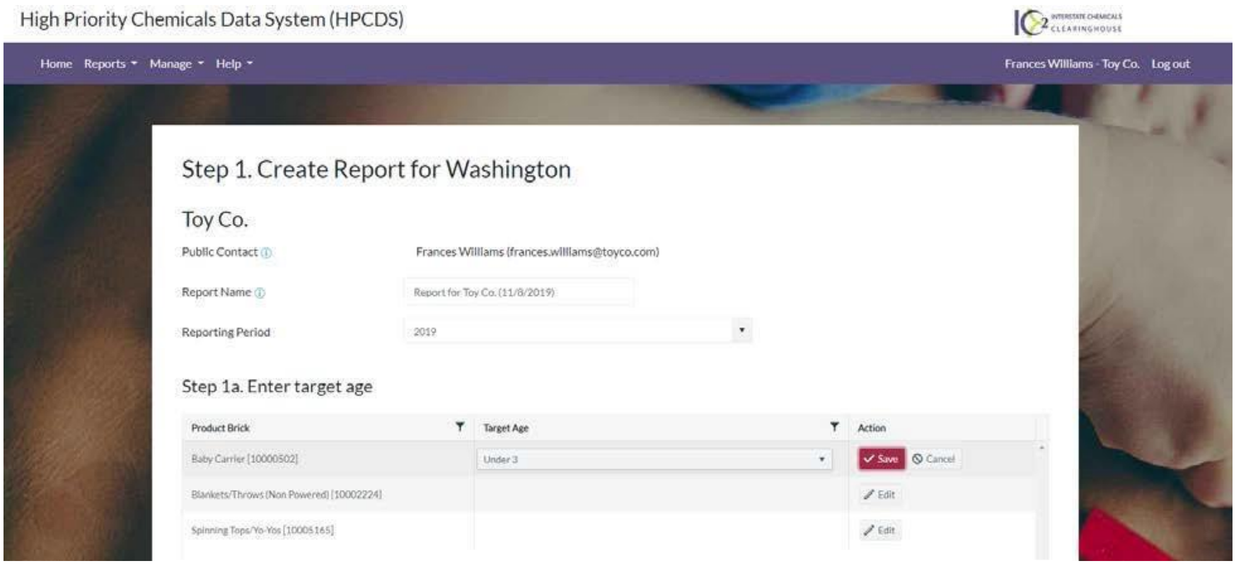
Create Report for Washington State's Children's Safe Products Act (CSPA)

1. You can edit the report name and change the reporting period in the fields at the top of the report. The report name is intended to help you identify your reports and will be visible in the Reports table. It will not be transmitted to the state(s).

Step 1a. Enter Target Age

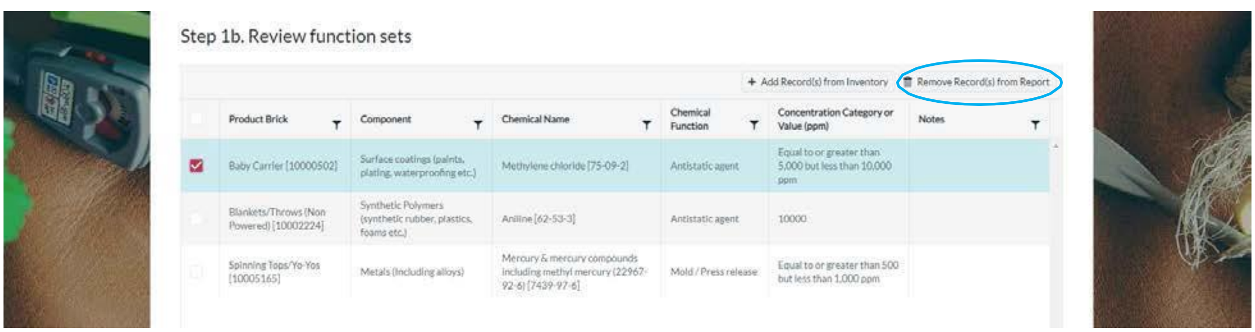


2. In the Step 1a. Enter target age table, click the Edit button to enter the target age using the drop-down list and click the Save button. This is an optional data element for reporting to the Washington State Department of Ecology. Target age is <u>NOT REQUIRED</u> for Washington State.

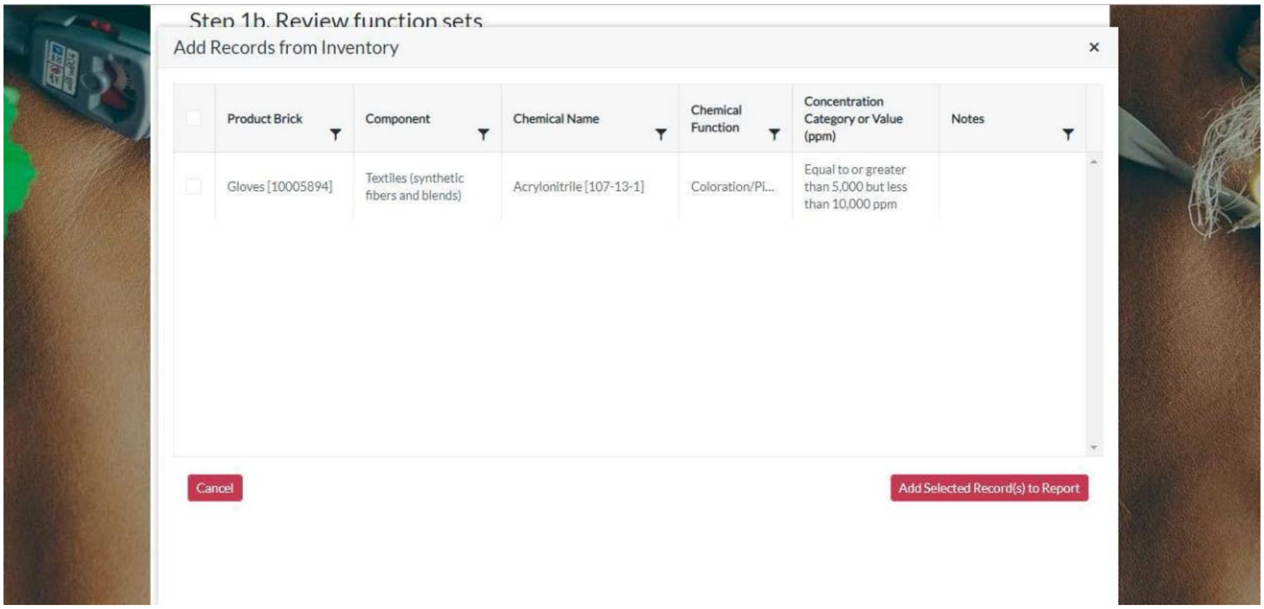


Step 1b. Review Function Sets

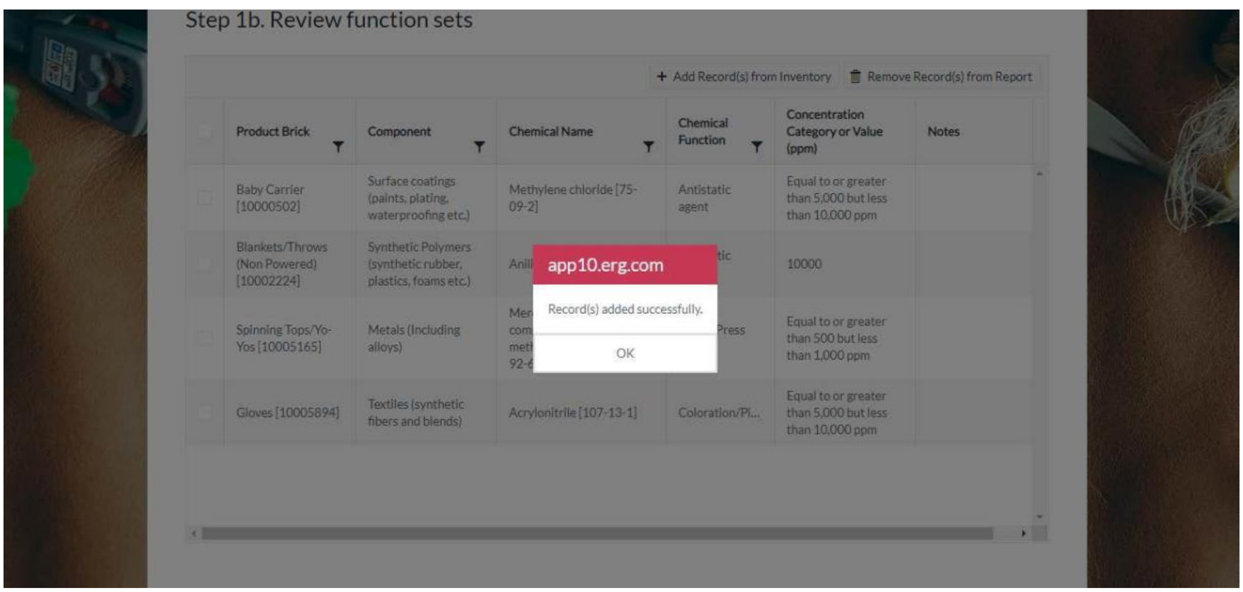
1. In the Step 1b. Review function sets table, review the function sets in your report. To a delete a record, select the record and click the Remove Record(s) from Report button. Note that this does not delete the selected function set(s) from your inventory; it merely removes them from the report.



2. To add additional records from your inventory, click the Add Records from Inventory button. The pop-up displays inventory records that are not already in your draft report. Select the record(s) you want to add to your reports and click the Add Selected Record(s) to Report button.



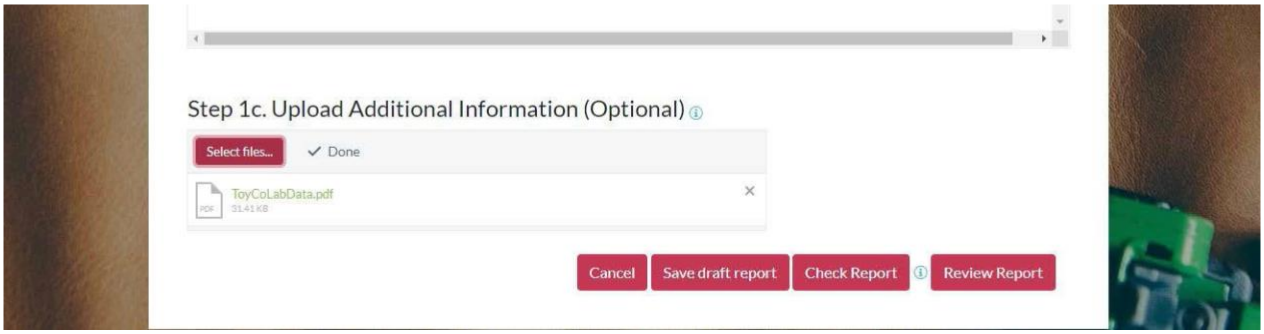
3. Once you click the Add Selected Record(s) to Report button, you will see a confirmation message that your record(s) have been added to the report successfully.



4. Once you have completed Step 1, click the Save Draft Report button to save a draft of your report. The draft report will appear of the Drafts tab of the Reports page. Click Cancel if you do not wish to save your draft report.

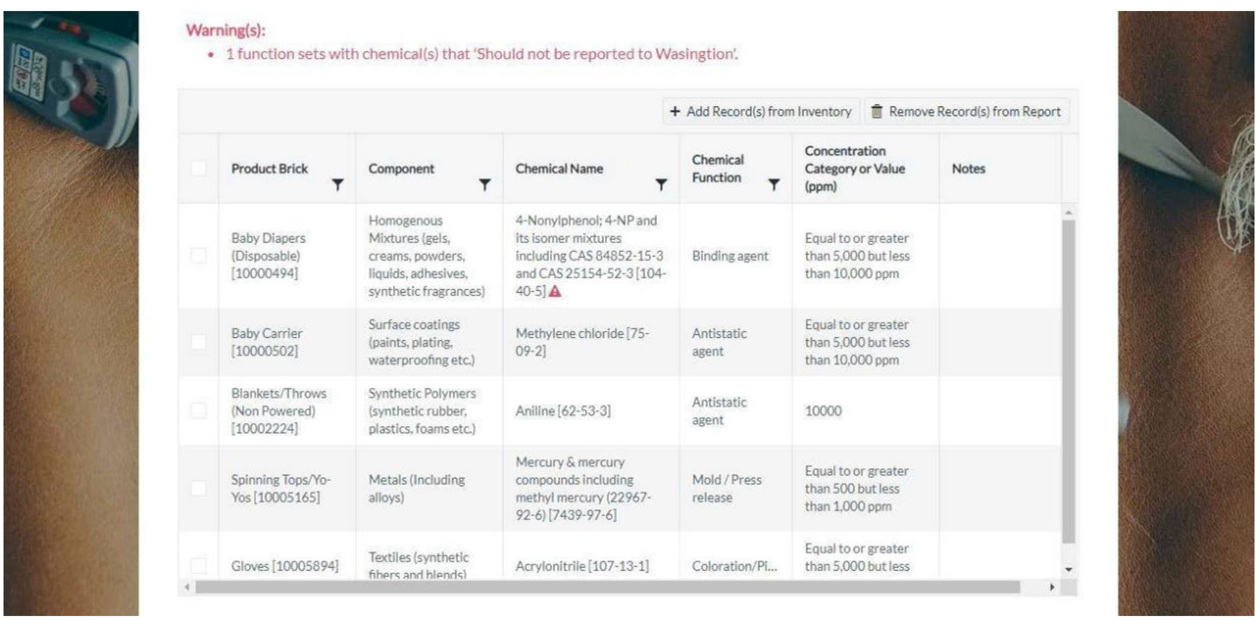
Step 1c. Upload Additional Information (Optional)

5. If you would like to upload additional information, such as laboratory data, with your report, click the Upload button and select the file to upload. Once the file is successfully uploaded, it will be included with your report. The file size limit is 10 MB.



Check Report

1. Once you have completed Step 1, click the Check Report button to identify any issues with your report that will prevent submission. Red text will appear above the table in your report that lists each warning. A red warning symbol appears next to the item(s) with issues in the table. You must resolve all errors before you can continue to Step 2. Review Report.



Warning(s):

- 1 function sets with chemical(s) that 'Should not be reported to Wasingtion'.

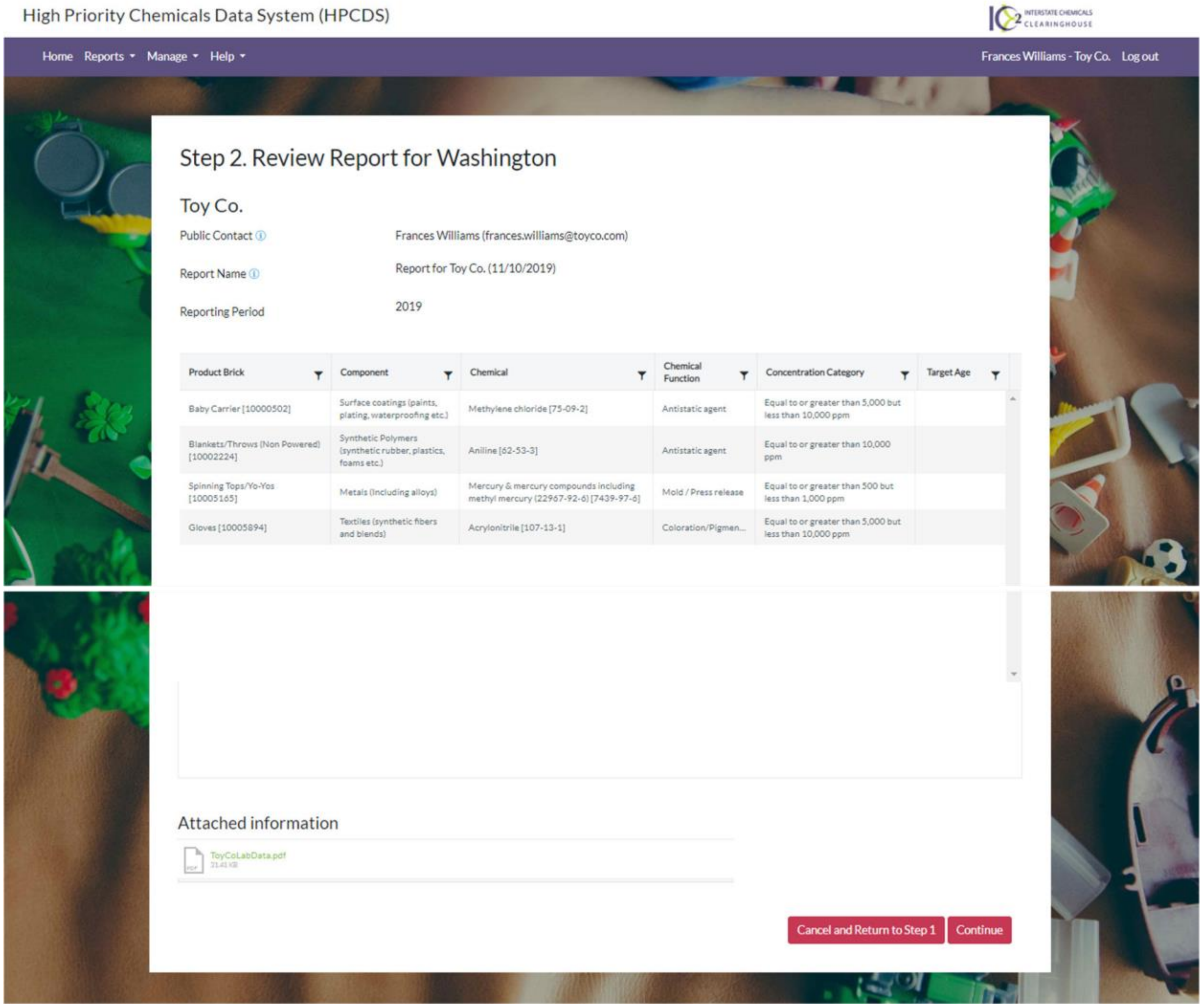
+ Add Record(s) from Inventory | Remove Record(s) from Report

Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes
Baby Diapers (Disposable) [10000494]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3 [104-40-5]	Binding agent	Equal to or greater than 5,000 but less than 10,000 ppm	
Baby Carrier [10000502]	Surface coatings (paints, plating, waterproofing etc.)	Methylene chloride [75-09-2]	Antistatic agent	Equal to or greater than 5,000 but less than 10,000 ppm	
Blankets/Throws (Non Powered) [10002224]	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Aniline [62-53-3]	Antistatic agent	10000	
Spinning Tops/Yo-Yos [10005165]	Metals (Including alloys)	Mercury & mercury compounds including methyl mercury (22967-92-6) [7439-97-6]	Mold / Press release	Equal to or greater than 500 but less than 1,000 ppm	
Gloves [10005894]	Textiles (synthetic fibers and blends)	Acrylonitrile [107-13-1]	Coloration/Pl...	Equal to or greater than 5,000 but less	

Step 2. Review Report

1. Once you have completed Step 1 and checked your report, click the Review Report button. Review your report. The Export to Excel function is available as a tool for a reporter to check a report for errors before final submissions. If additional changes are needed, click the Cancel and Return to Step 1 button. If no changes are needed, then click the Continue button.

IMPORTANT: The Export to Excel function allows a reporter to review the report for errors before final submission but will not re-upload due to the groupings of 1. product brick & internal code and 2. chemical name & CASRN. Please edit the original Function Set Template if changes are required.

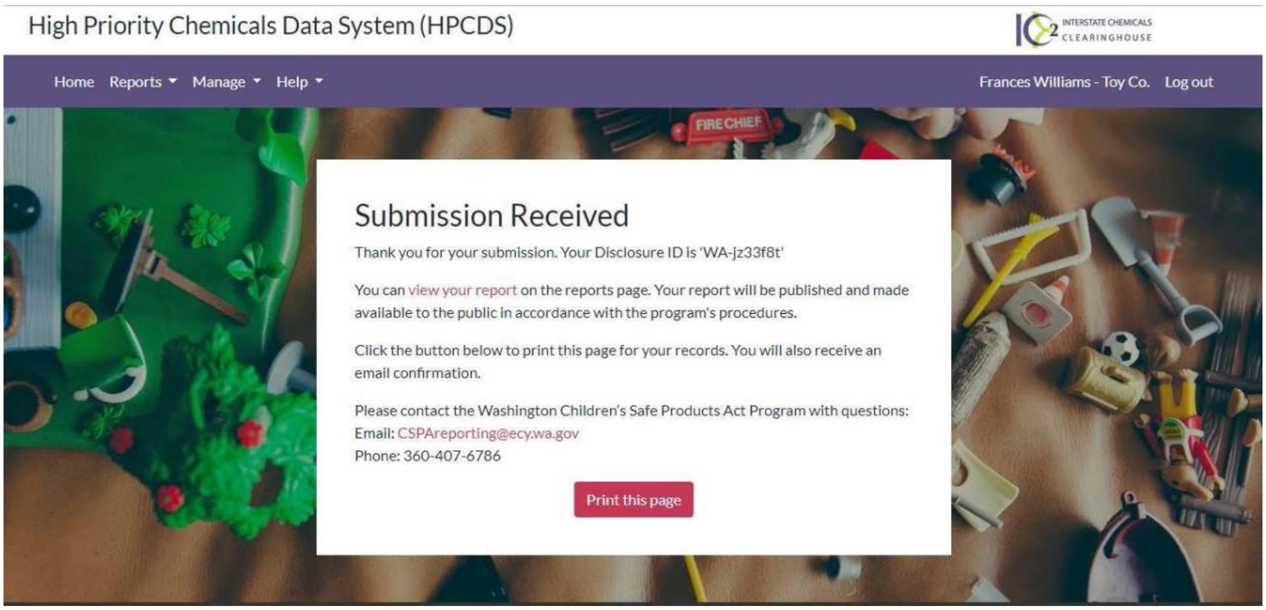


Step 3. Certify & Submit Report

1. Once you have completed Step 2 and reviewed your report, complete step 3 by checking the checkbox to agree to the certification statement and clicking the Submit button.

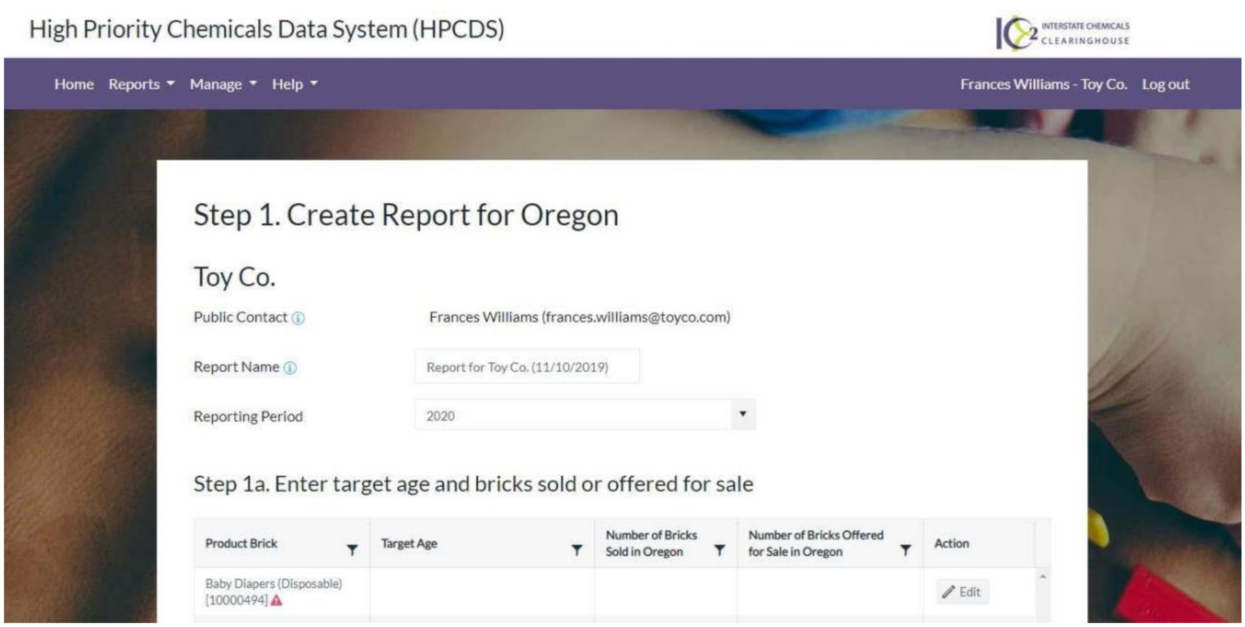
For confidential business information (CBI): contact cspareporting@ecy.wa.gov.

2. Once you click the Submit button, you will see a confirmation message that your submission was received. The confirmation message includes a unique Disclosure ID. Disclosure IDs start with the relevant two-letter state abbreviation, followed by a hyphen and a seven-character alphanumeric code. Prior to submission, draft reports are assigned numerical Report ID numbers. These Report IDs, along with other report attributes such as Report Name, help you identify and keep track of draft reports.



Create Report for Oregon Health Authority's Toxics Free Kids Act (TFKA)

1. You can edit the report name and change the reporting period in the fields at the top of the report. The report name is intended to help you identify your reports and will be visible in the Reports table. It will not be transmitted to the state(s).



Step 1a. Enter Target Age and Bricks Sold or Offered for Sale

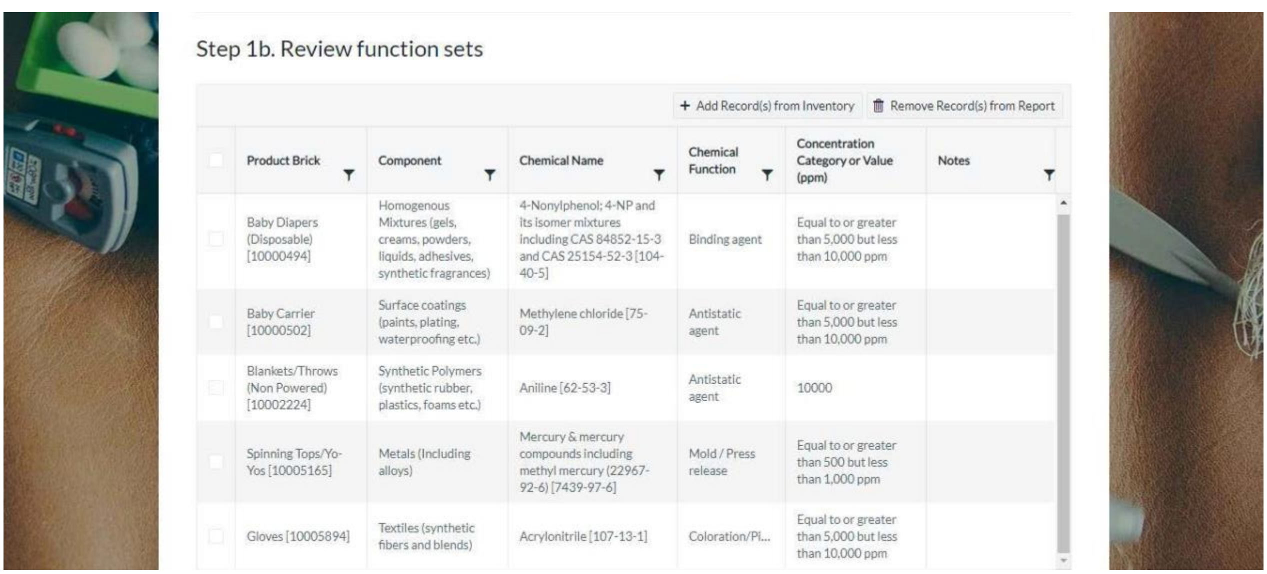
1. In the Step 1a. Enter target age and bricks sold or offered for sale table, click the Edit button to enter the target age using the drop-down list and the number of bricks sold and/or offered for sale then click the Save button. These are required data elements for reporting to the Oregon Health Authority. Note: "Bricks Sold or Offered for Sale" refers to the refers to quantity of units/items for each of the GS1 'bricks' specified in the HPCDS that were sold or offered for sale during the Biennial Notice Period. Not sure how to determine this? Learn more about this requirement at [Complying with Biennial Notice Requirement/Reporting for the Toxic Free Kids Act](#) section of Oregon's [Frequently Asked Questions](#) for the Toxic Free Kids Act.

Step 1a. Enter target age and bricks sold or offered for sale

Product Brick	Target Age	Number of Bricks Sold in Oregon	Number of Bricks Offered for Sale in Oregon	Action
Baby Diapers (Disposable) [10000494]	Ages 3-12	150	200	Save Cancel
Baby Carrier [10000502]				Edit
Blankets/Throws (Non Powered) [10002224]				Edit
Spinning Tops/Yo-Yos [10005165]				Edit
Gloves [10005894]				Edit

Step 1b. Review Function Sets

2. In the Step 1b. Review function sets table, review the function sets in your report. To remove one or more records, select the record(s) and click the Remove Record(s) from Report button. Note that this does not delete the selected function set(s) from your inventory; it merely removes them from the report.

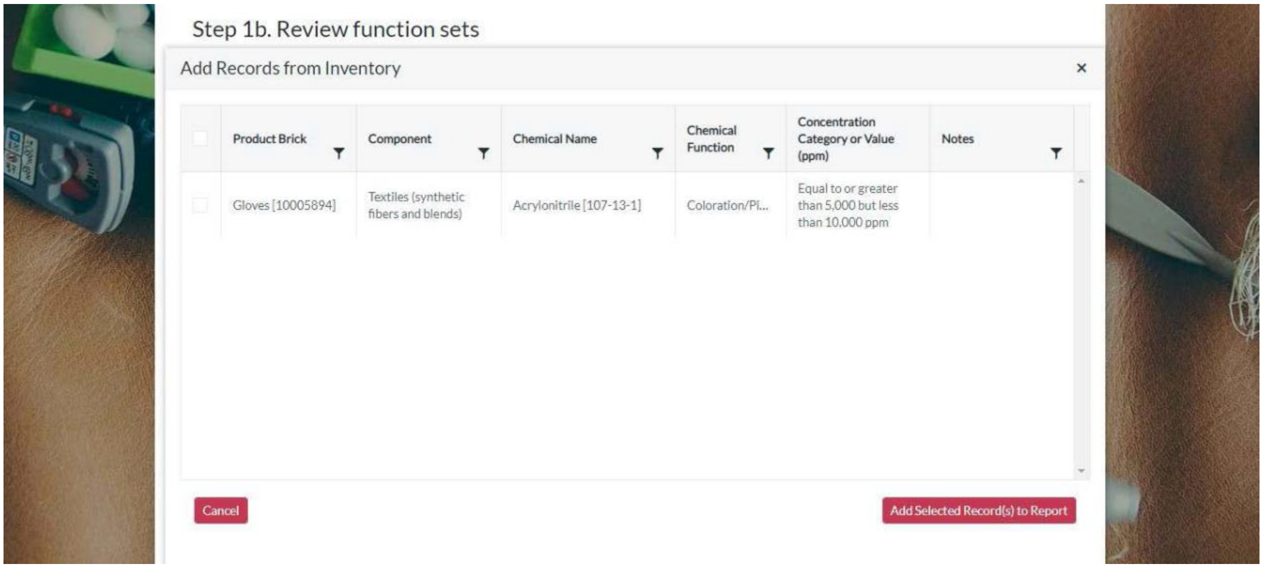


Step 1b. Review function sets

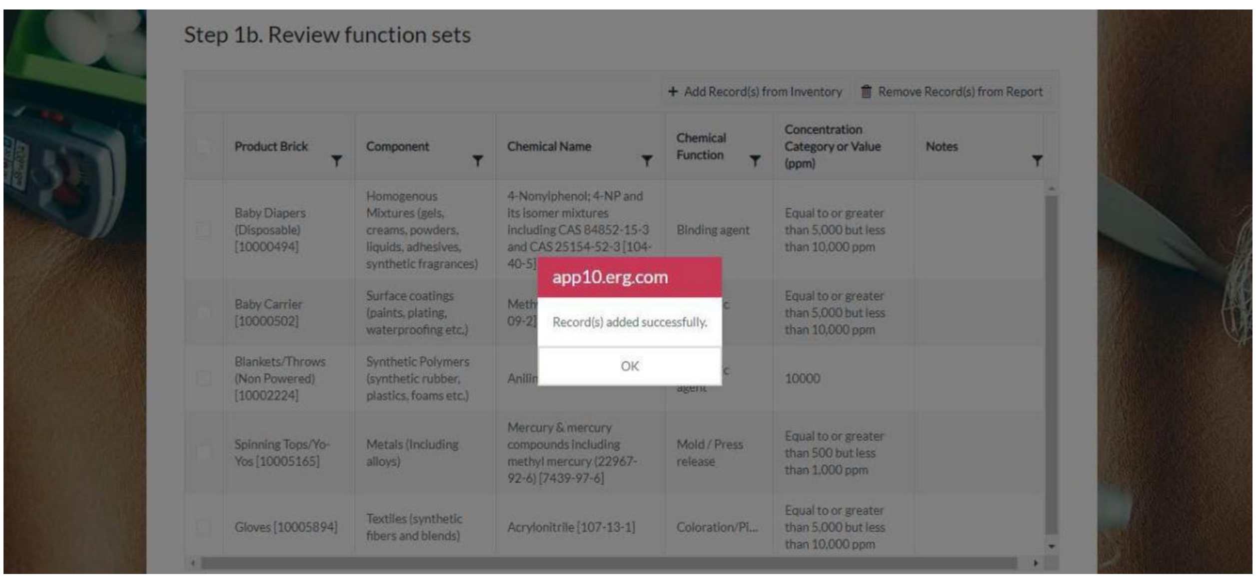
+ Add Record(s) from Inventory   Remove Record(s) from Report

Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes
Baby Diapers (Disposable) [10000494]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3 [104-40-5]	Binding agent	Equal to or greater than 5,000 but less than 10,000 ppm	
Baby Carrier [10000502]	Surface coatings (paints, plating, waterproofing etc.)	Methylene chloride [75-09-2]	Antistatic agent	Equal to or greater than 5,000 but less than 10,000 ppm	
Blankets/Throws (Non Powered) [10002224]	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Aniline [62-53-3]	Antistatic agent	10000	
Spinning Tops/Yo-Yos [10005165]	Metals (Including alloys)	Mercury & mercury compounds including methyl mercury (22967-92-6) [7439-97-6]	Mold / Press release	Equal to or greater than 500 but less than 1,000 ppm	
Gloves [10005894]	Textiles (synthetic fibers and blends)	Acrylonitrile [107-13-1]	Coloration/Pi...	Equal to or greater than 5,000 but less than 10,000 ppm	

3. To add additional records from your inventory, click the Add Records from Inventory button. The pop-up displays inventory records that are not already in your draft report. Select the record(s) you want to add to your reports and click the Add Selected Record(s) to Report button.



4. Once you click the Add Selected Record(s) to Report button, you will see a confirmation message that your record(s) have been added to the report successfully.

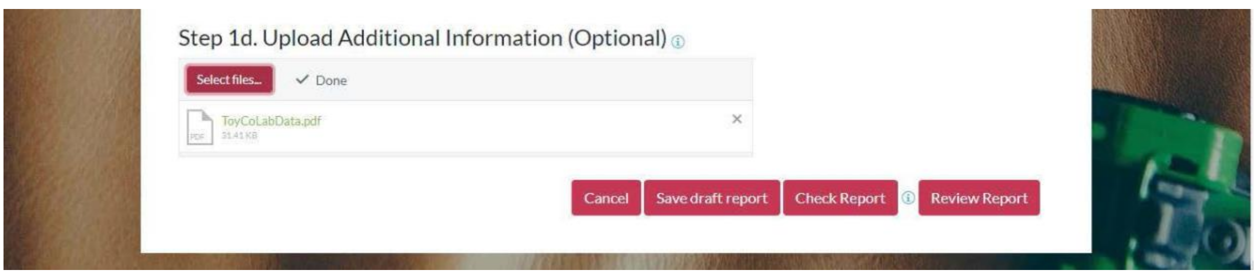


Step 1c. Submit Recommendations for Oregon Health Authority (Optional)

1. Enter recommendations regarding technical, financial or logistical support considered necessary for the implementation of innovation and green chemistry solutions related to HPCCCH used in children's products. This step is optional.

Step 1d. Upload Additional Information (Optional)

2. If you would like to upload additional information, such as laboratory data, with your report, click the Upload button and select the file to upload. Once the file is successfully uploaded, it will be included with your report. The file size limit is 10 MB.



Renewal Rule

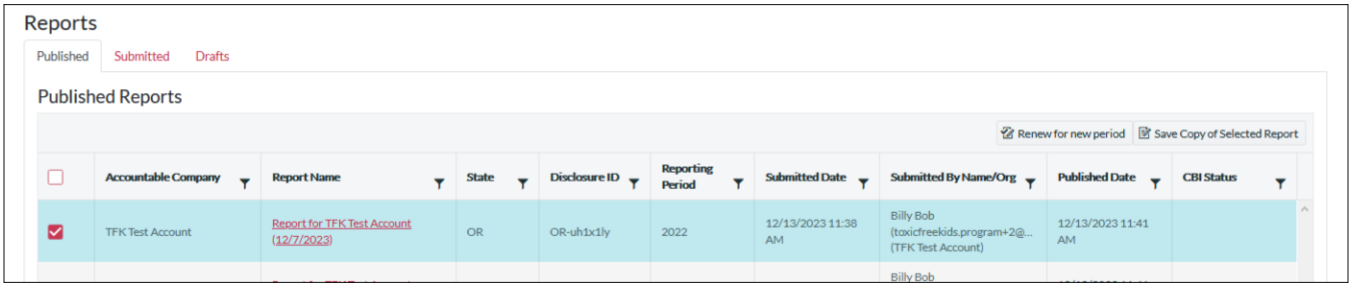
Has your company reported to the HPCDS for Oregon before, but information submitted about a children's product has <u>not</u> changed?

If a manufacturer has included a children's product in a report for a previous reporting period and determines there is no change to the information for the product except the number of units/items (i.e., Number of Bricks...) sold or offered for sale in Oregon that was submitted in the previous notice, the manufacturer may renew the previous report for a subsequent period. A renewed report does not require payment of the $250 per chemical fee. The manufacture must include the number of units/items of a Brick sold or offered for sale during the new reporting period.

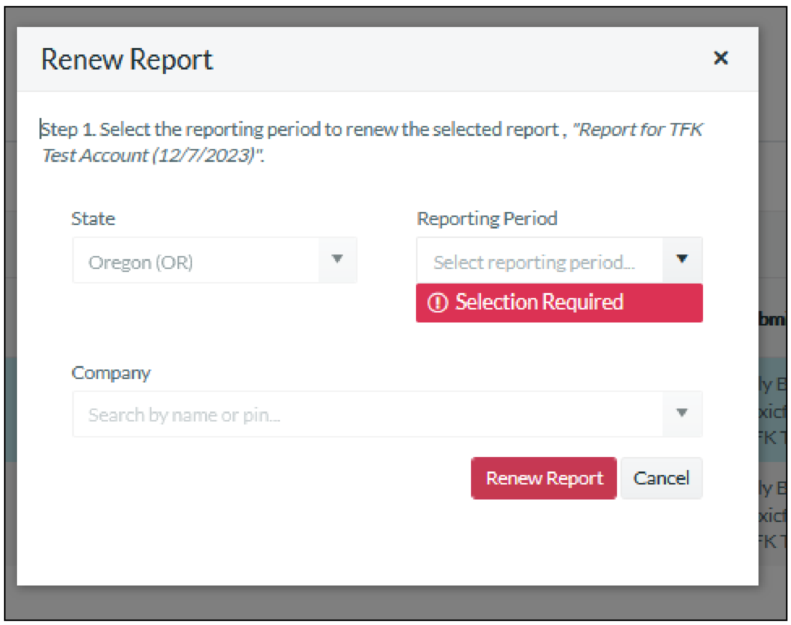
This option is only available if all information reported in the previous report is valid except the number of units/items of a Brick sold or offered for sale. This option is available only for Oregon. To renew a report submitted for a previous reporting period, follow the steps below:

Step 1e. Renew a Report Submitted to Oregon for a Previous Reporting Year

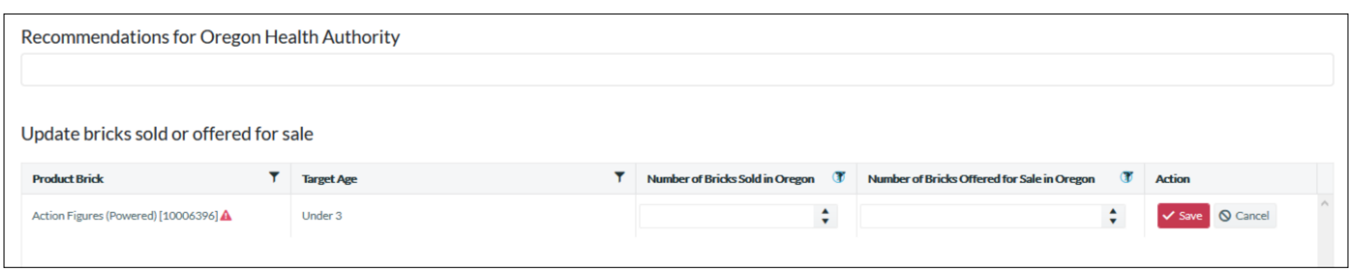
1. In the Published Reports section of your account, check the box next to the report that you would like to Renew for a new period. Then click the Renew for new period button above the Published Reports section to the right.



2. In the Renew Report pop-up, select the appropriate choices in the dropdowns for Reporting Period and Company, if available. [The Company field will only be available for change if you are able to report for more than one company.] Then click the Renew Report button.

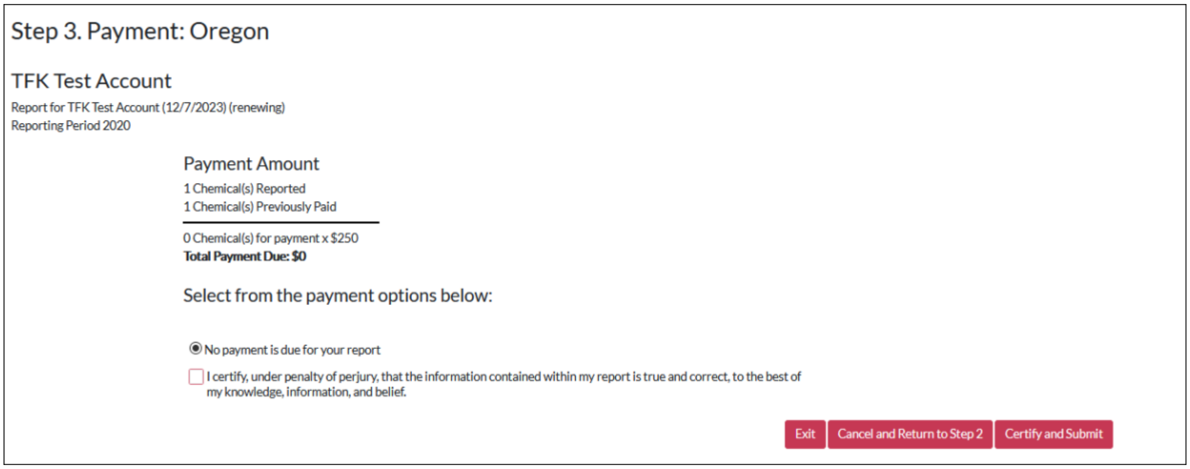


3. In Step 2. Renewing Report for Oregon, at the bottom of the screen, click the Edit button to the left of the Update bricks sold or offered for sale section. Enter the number of items/units sold or offered for sale during the reporting period for which you're reporting. Then click the Save button. [Note: The other data fields for this Renew section cannot be changed. If data for a Product Brick that was previously submitted for these fields is no longer valid, you cannot use the Renew feature.]



Once you have completed Step 1, click the Check Report button to identify any issues with your report that will prevent submission. Red text will appear above the table in your report that lists each warning. A red warning symbol appears next to the item(s) with issues in the table. You must resolve all errors before you can click Continue to Step 3. Payment: Oregon.

4. On the Step 3. Payment: Oregon screen, no payment is due. Complete step 3 by checking the checkbox to agree to the certification statement and clicking the Submit button.

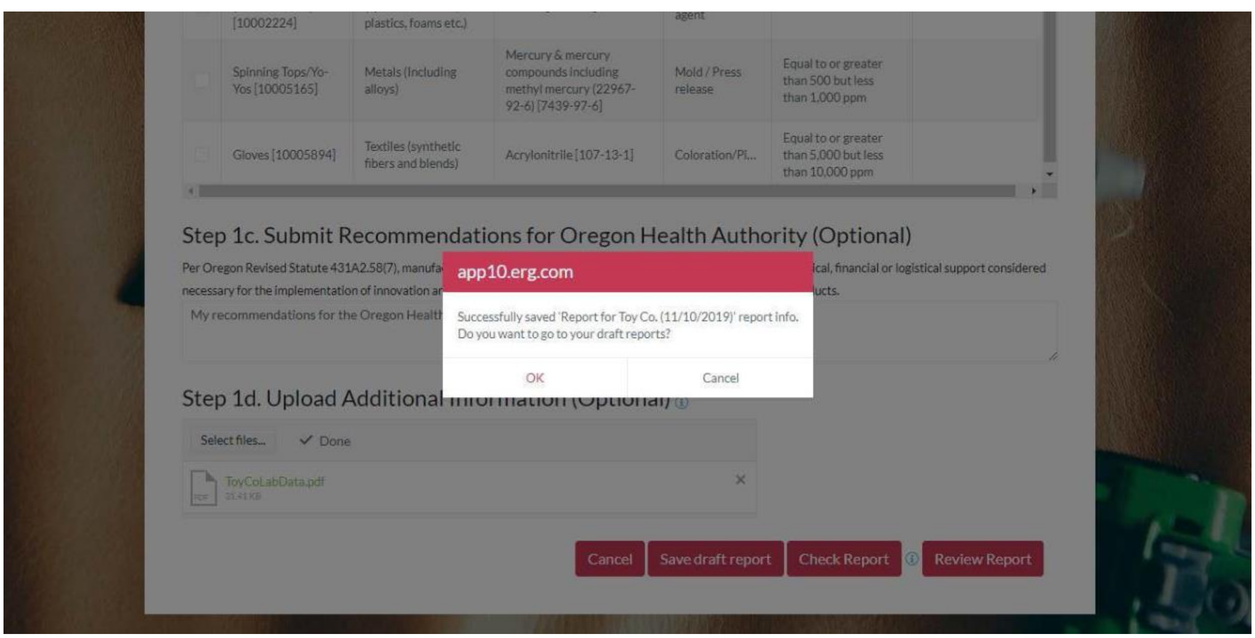


Cancel

1. Click the Cancel button to return to the inventory. Your draft report will not be saved.

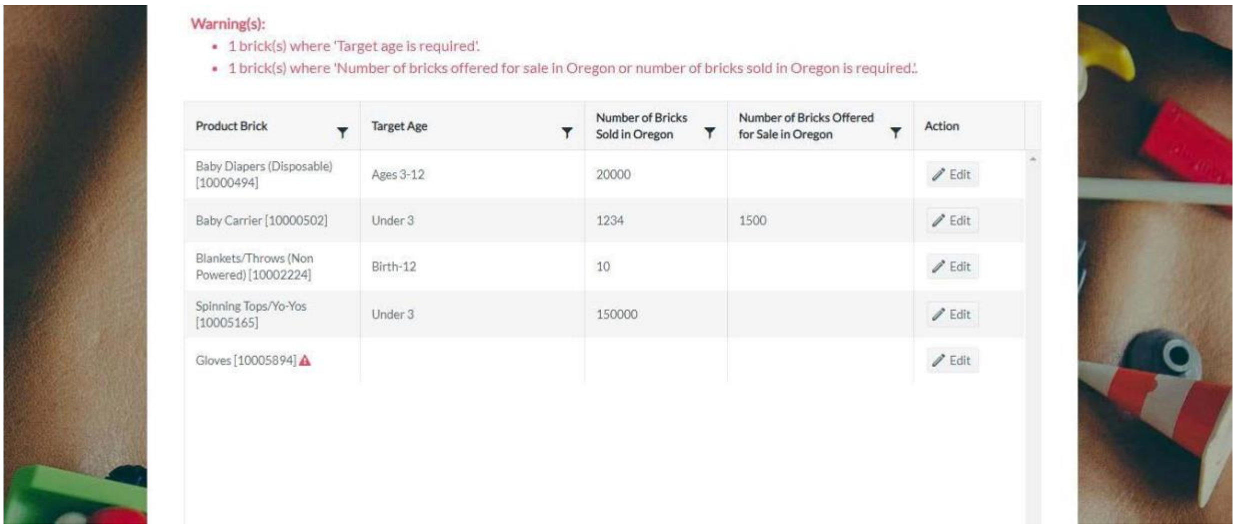
Save Draft Report

1. Click the Save Draft Report button to save a draft of your report. Once you click the Save Draft Report button, you will see a message to confirm that your draft report was successfully saved. Click the OK button to view all your saved draft reports. Click the Cancel button to remain on the Create Report page.



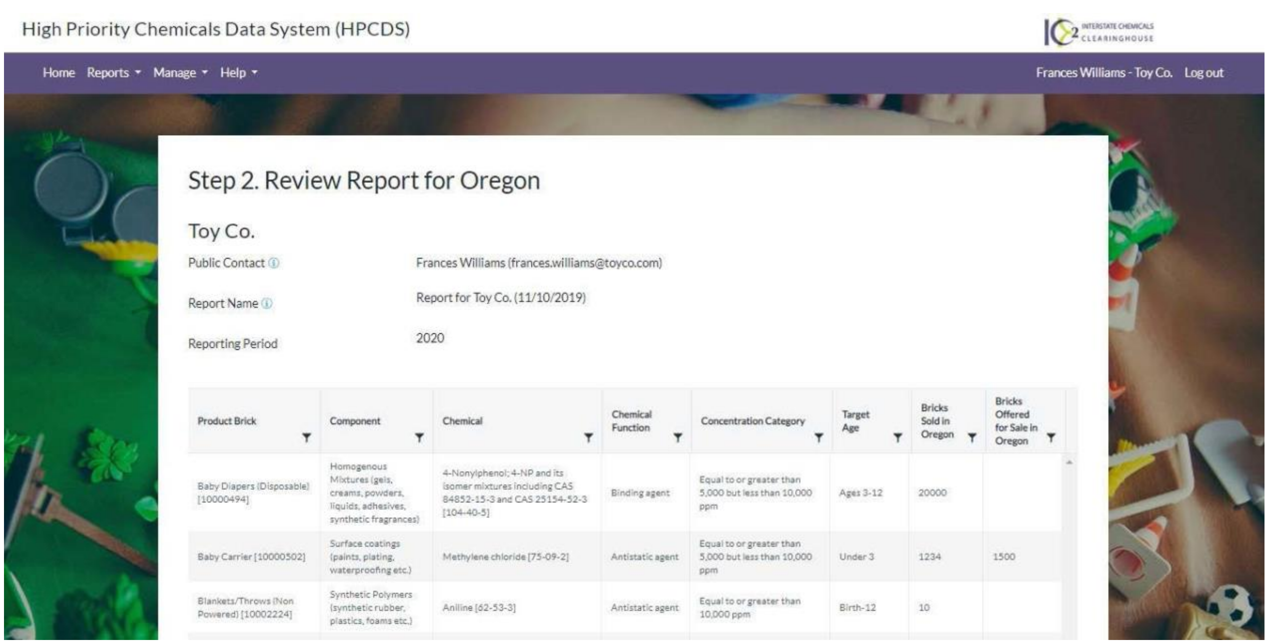
Check Report

1. Once you have completed Step 1, click the Check Report button to identify any issues with your report that will prevent submission. Red text will appear above the table in your report that lists each warning. A red warning symbol appears next to the item(s) with issues in the table. You must resolve all errors before you can continue to Step 2. Review Report.



Step 2. Review Report

1. Once you have completed Step 1 and checked your report, click the Review Report button. Review your report. If additional changes are needed, click the Cancel and Return to Step 1 button. If no changes are needed, click the Continue button.

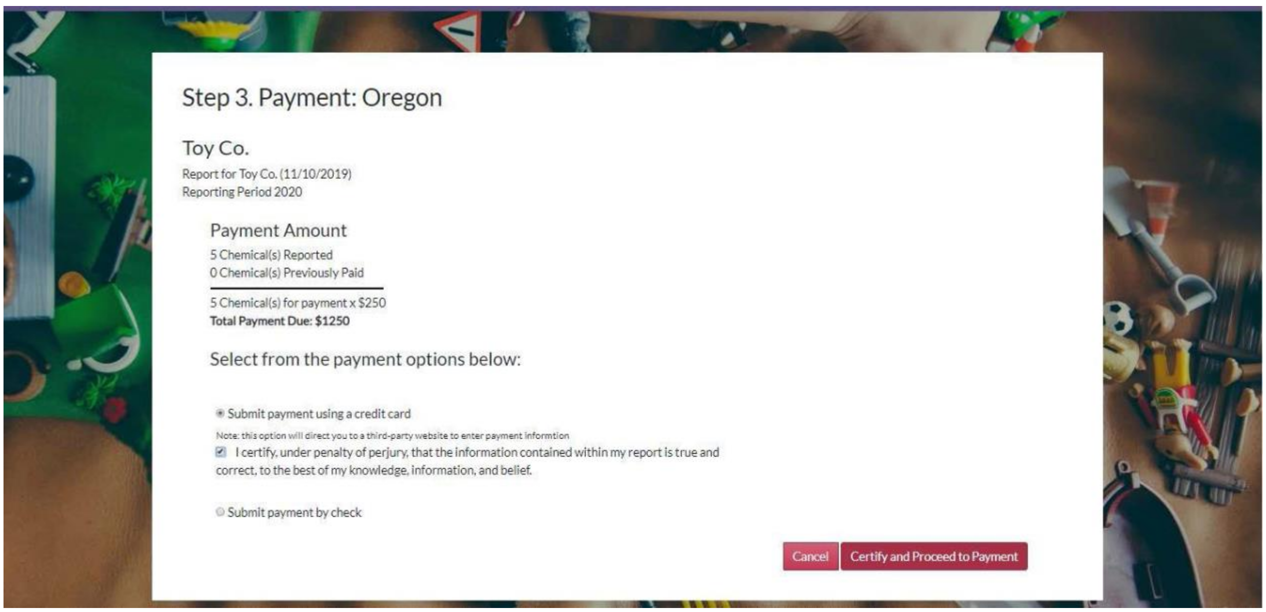


Step 3. Payment

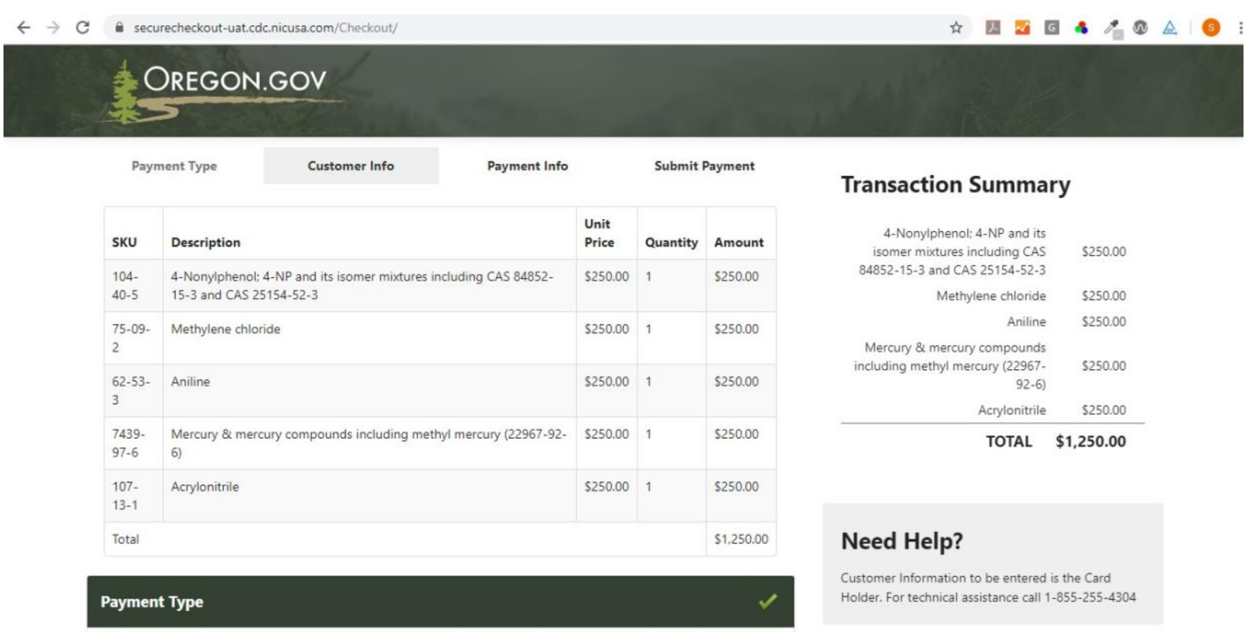
1. Once you have completed Step 2 and reviewed your report, continue to step 3 where you review your payment amount and select the appropriate payment option.

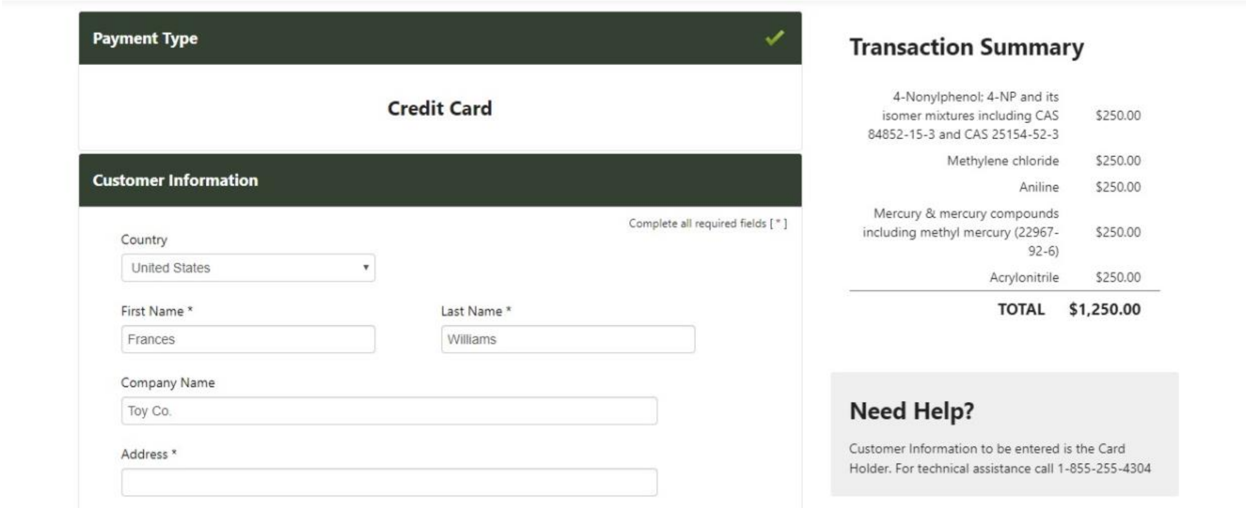
Submit Payment Using a Credit Card

1. To Submit payment using a credit card, select this radio button. Check the checkbox to agree to the certification statement and click the Certify & Proceed to Payment button. Note that this option will direct you to a third-party website to enter payment information.



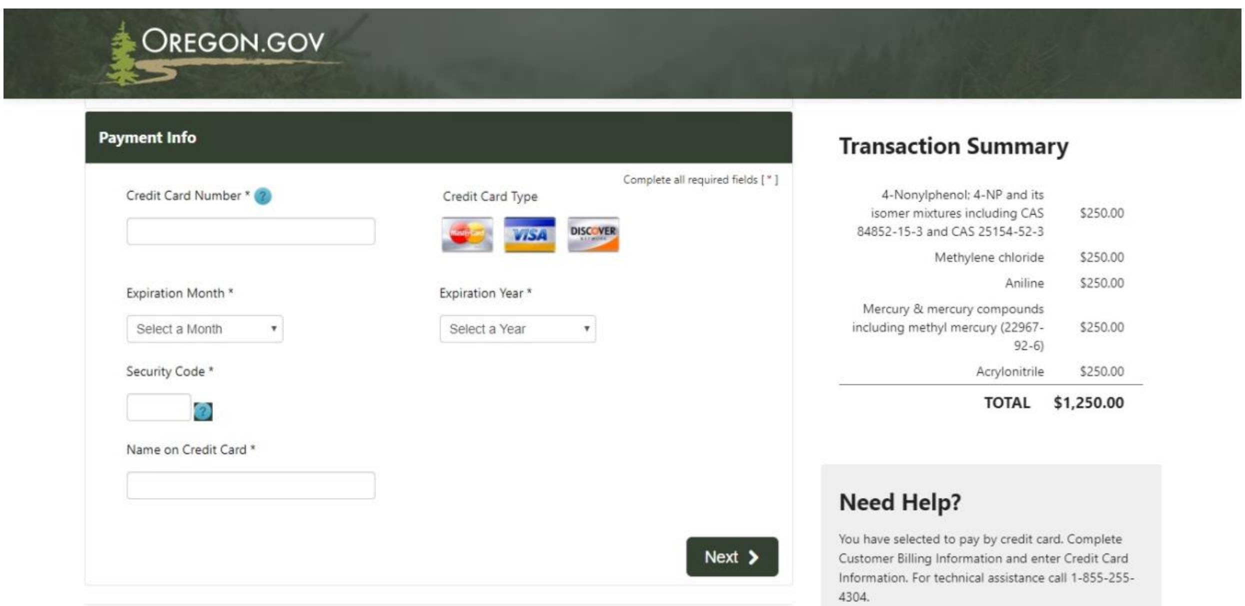
2. On the payment page, review your transaction summary and enter customer information and click the Next button.



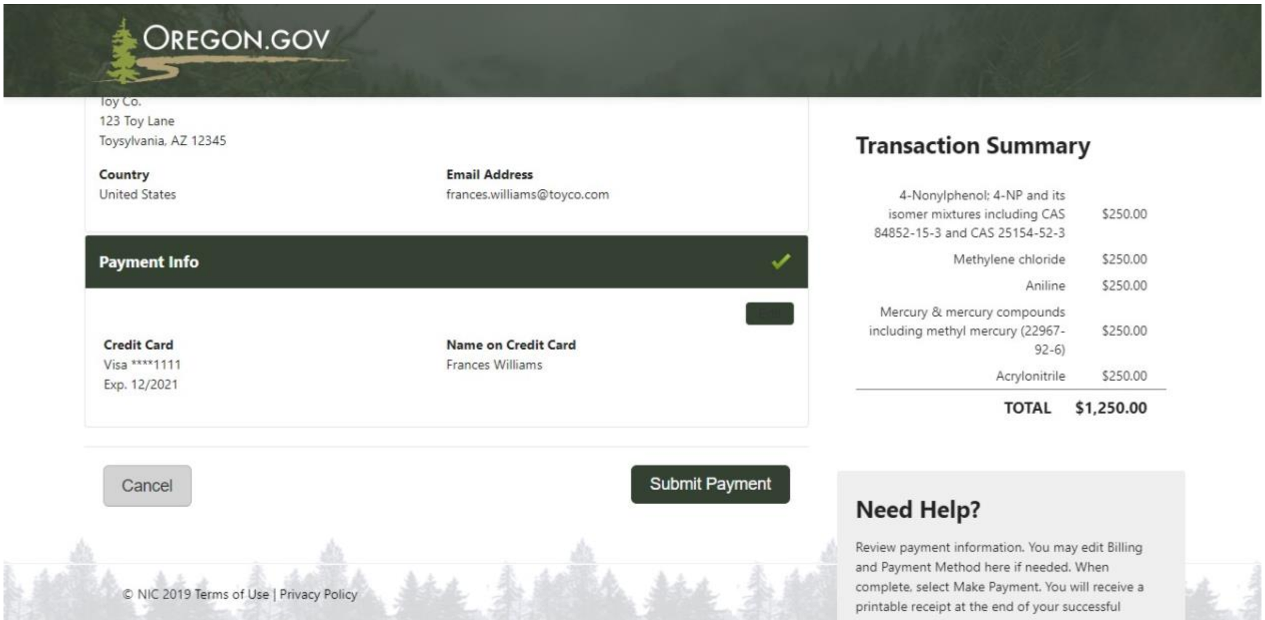


TIP: If a payment being made from a non-US address is not working with an overseas postal code, try using 00000 in that field.

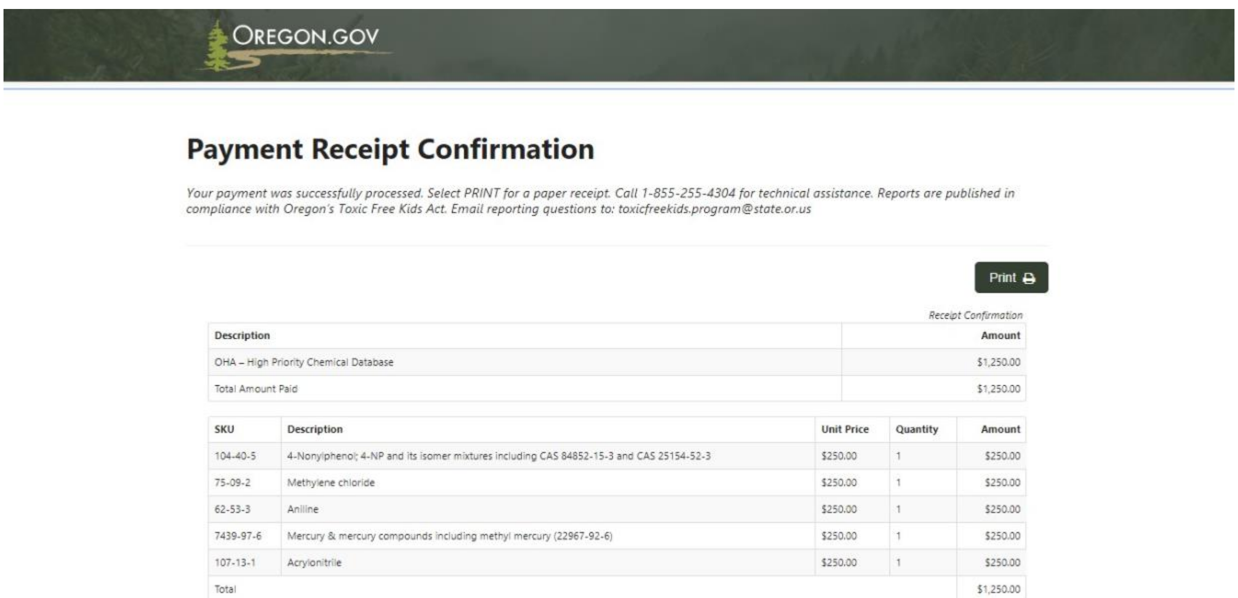
3. Enter your credit card information and click the Next button



4. Review your payment information and click the Submit Payment button.



5. Upon clicking the Submit Payment button, you will see a payment receipt confirmation message. Select Print to print a copy for your records. Click the Continue button to return to the HPCDS.

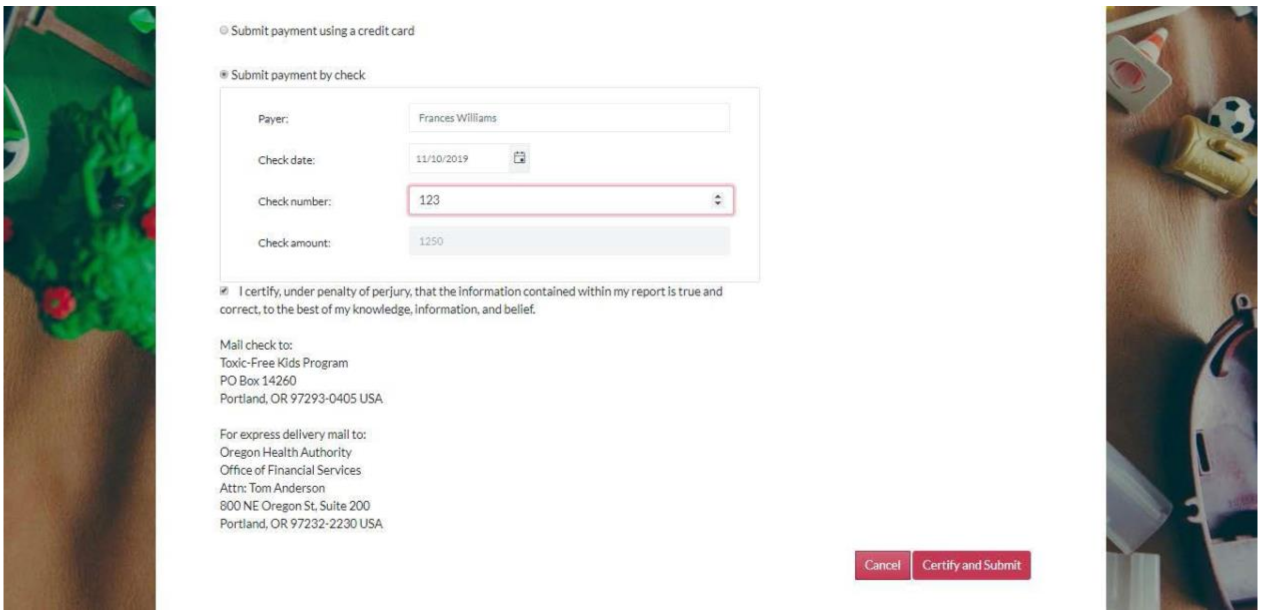


Description	Amount
OHA – High Priority Chemical Database	$1,250.00
Total Amount Paid	$1,250.00

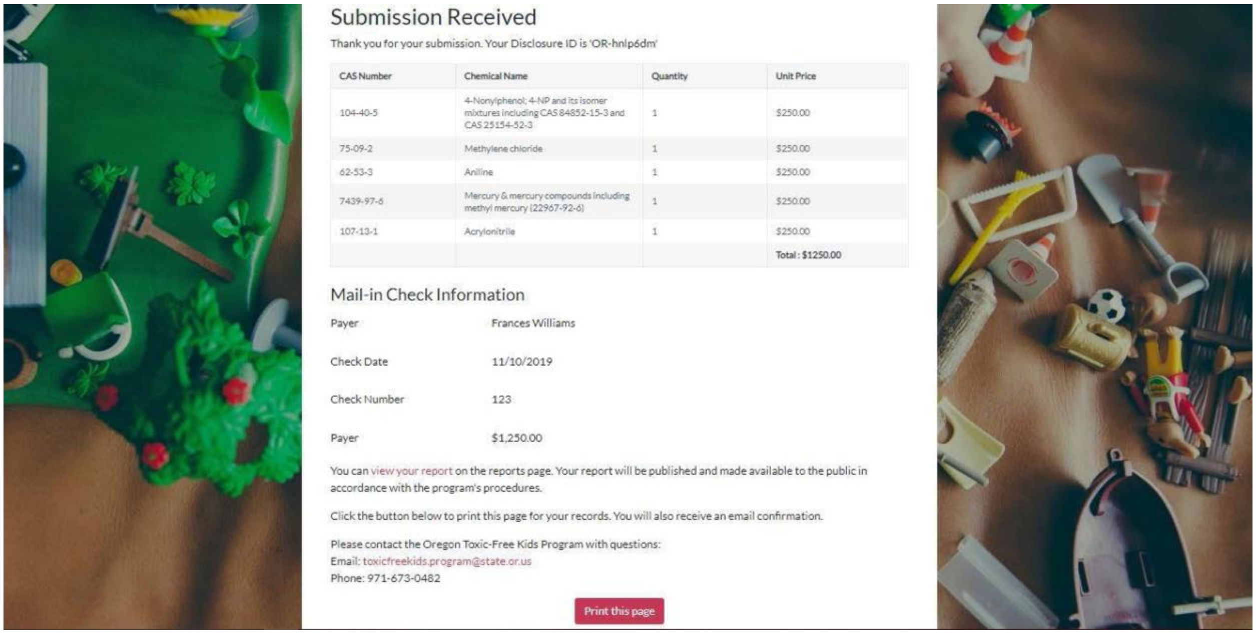
SKU	Description	Unit Price	Quantity	Amount
104-40-5	4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	$250.00	1	$250.00
75-09-2	Methylene chloride	$250.00	1	$250.00
62-53-3	Aniline	$250.00	1	$250.00
7439-97-6	Mercury & mercury compounds including methyl mercury (22967-92-6)	$250.00	1	$250.00
107-13-1	Acrylonitrile	$250.00	1	$250.00
Total				$1,250.00

Submit Payment by Check

1. To submit payment by check, select this radio button. Enter check information and check the checkbox to agree to the certification statement. Click the Certify and Submit button to complete you the submission process.

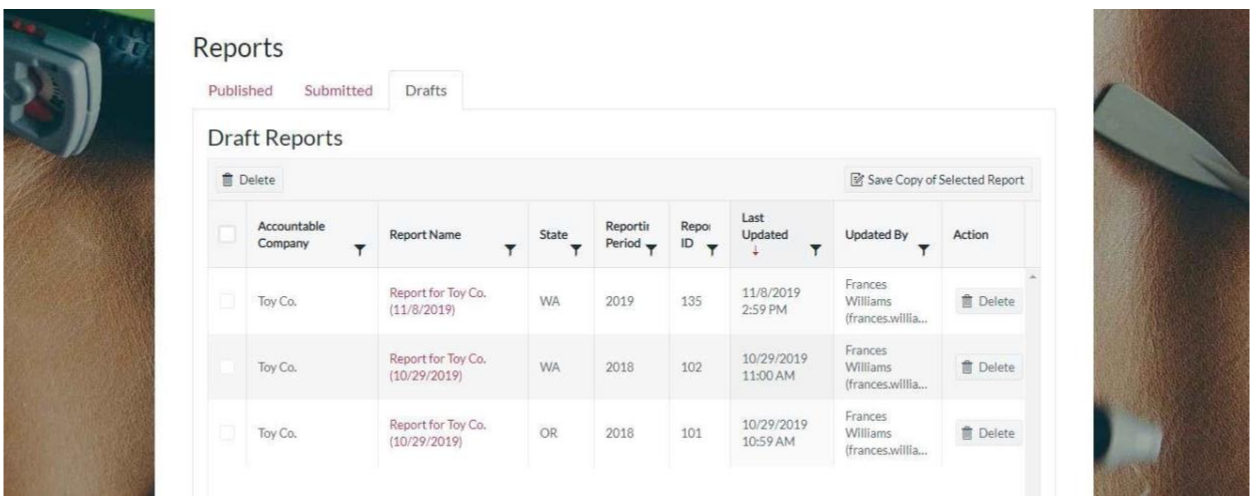


2. Once you click the Submit button, you will see a confirmation message that your submission was received. The confirmation message includes a unique Disclosure ID. Disclosure IDs start with the relevant two-letter state abbreviation, followed by a hyphen and a seven-character alphanumeric code. Prior to submission, draft reports are assigned numerical Report ID numbers. These Report IDs, along with other report attributes such as Report Name, help you identify and keep track of draft reports.



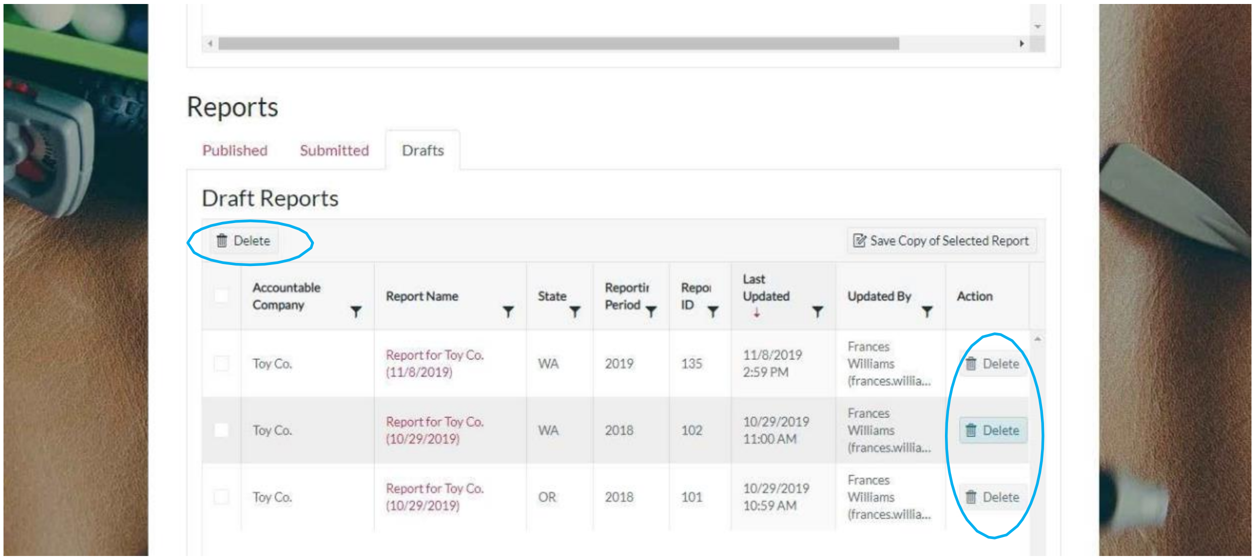
My Reports

1. To view, copy, and edit your reports, click Reports from the top navigation and then My Reports from the menu or use this direct link: [https://hpcds.theic2.org/Reports?section=DraftReports- tab#Reports](https://hpcds.theic2.org/Reports?section=DraftReports-tab#Reports). You can view all your published, submitted, and draft reports.

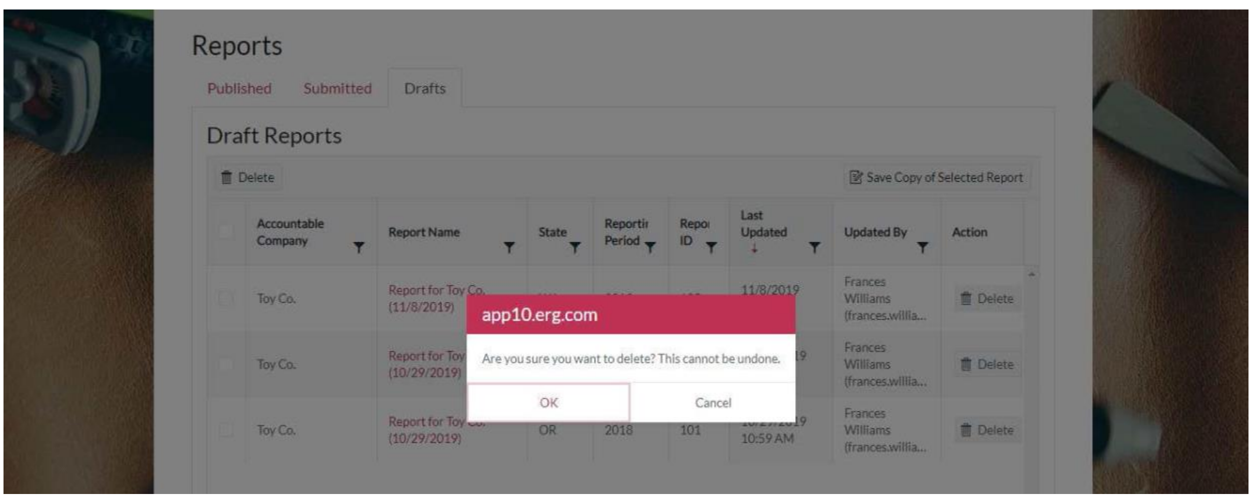


Drafts

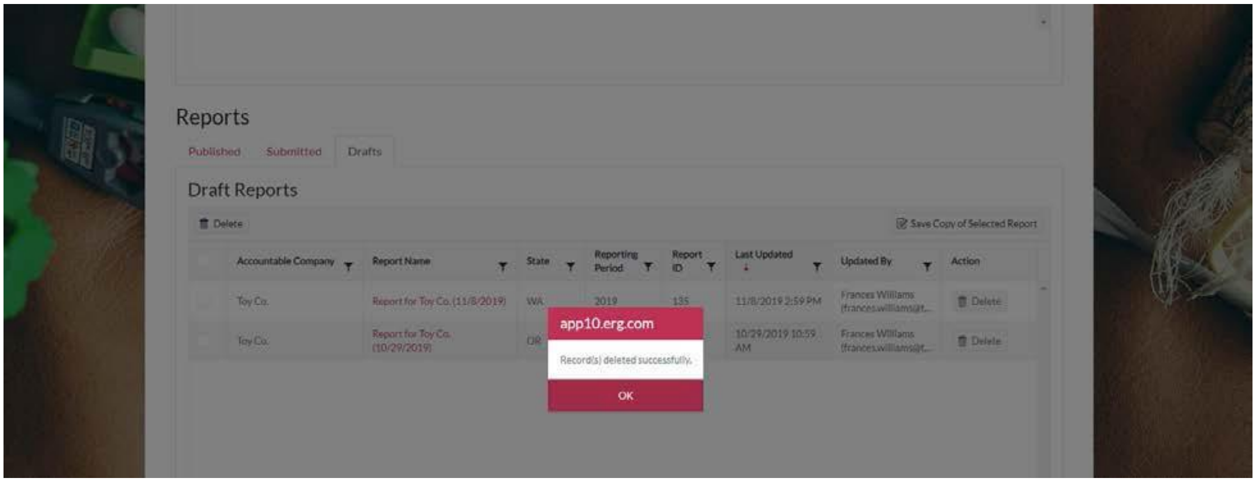
1. On the Drafts tab, you can view all saved draft reports. Click a report name to edit the report. Delete reports using the Delete buttons. You can delete drafts one by one using the Delete buttons in the table rows or select to delete one or more reports using the checkboxes in the leftmost table column and clicking the Delete button at the top of the table.



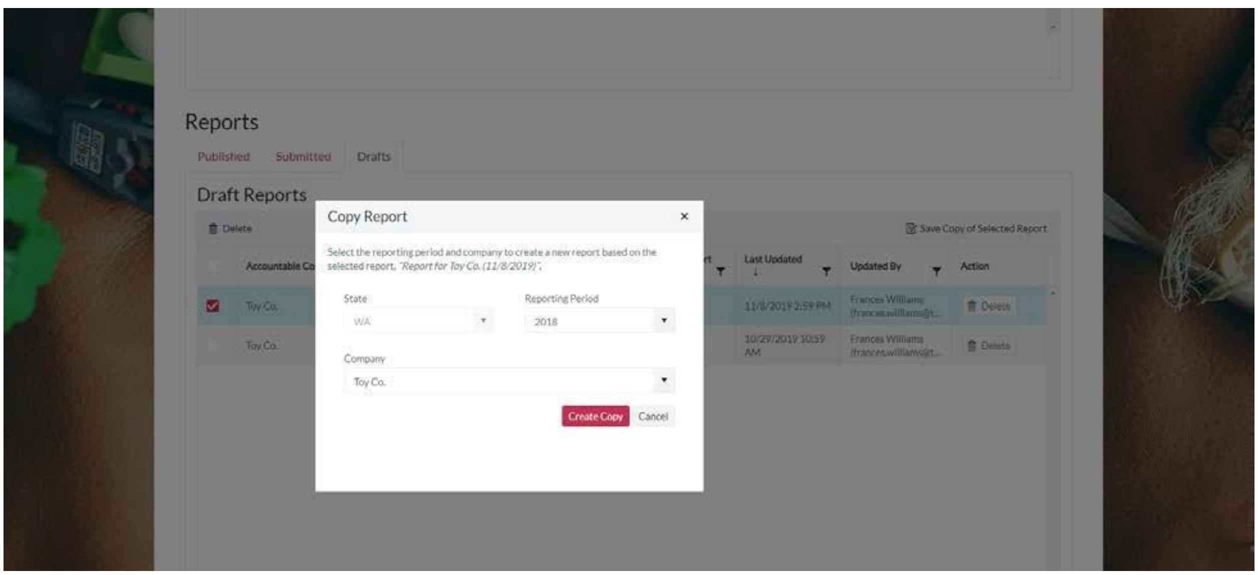
2. Once you click the Delete button, you will see a message to confirm that you want to delete the report. Click the OK button to delete the record. If you do not want to delete the record, click the Cancel button.



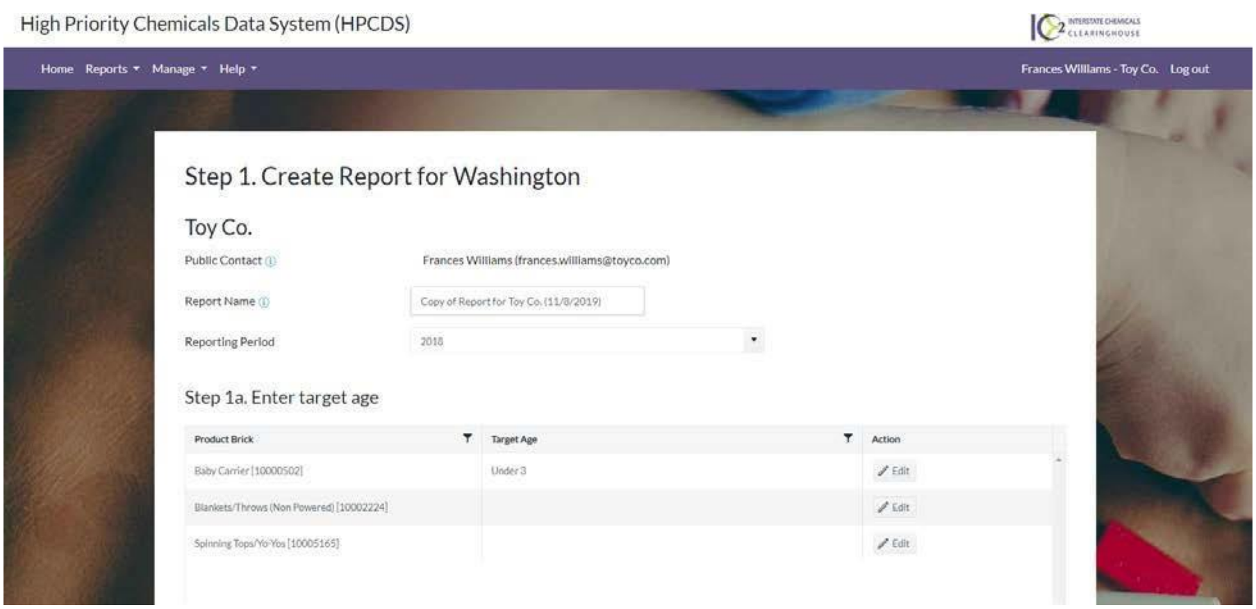
3. Once you click the OK button, you will see a confirmation message that your records have been deleted successfully. The records are no longer visible in your inventory.



4. To save a copy of a draft report, first select the report and then click the Save Copy of Selected Report button. In the pop-up box, enter the reporting period and company using the drop-down lists and click the Create Copy button.

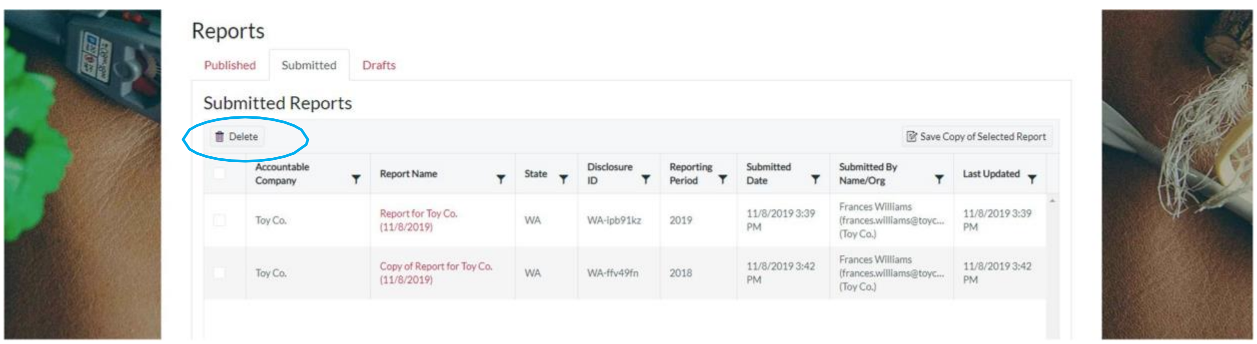


5. Once you click the Create Copy button, the copy of the report will open, and you can make and save changes.



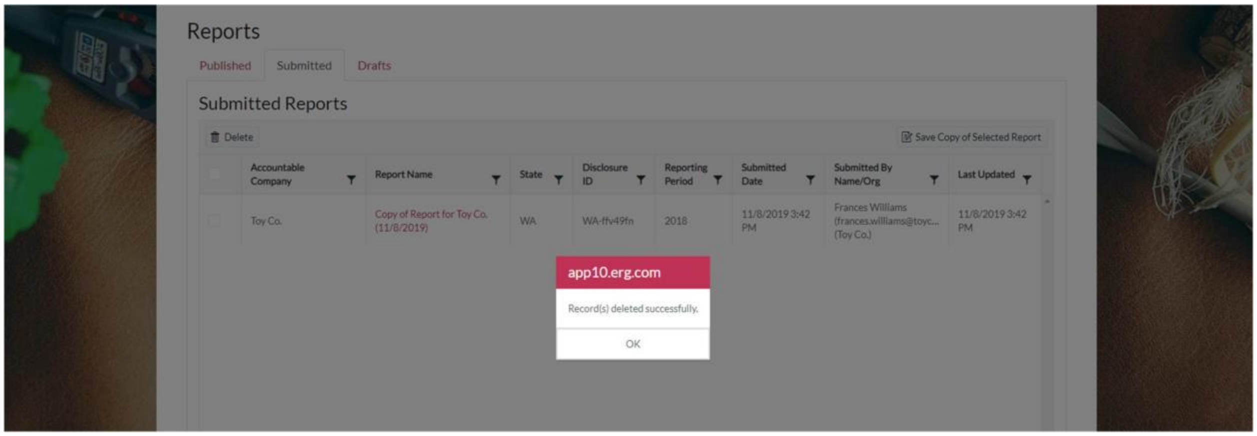
Submitted

1. On the Submitted tab, you can view all reports that have been submitted but are not yet published. Delete reports using the Delete button.

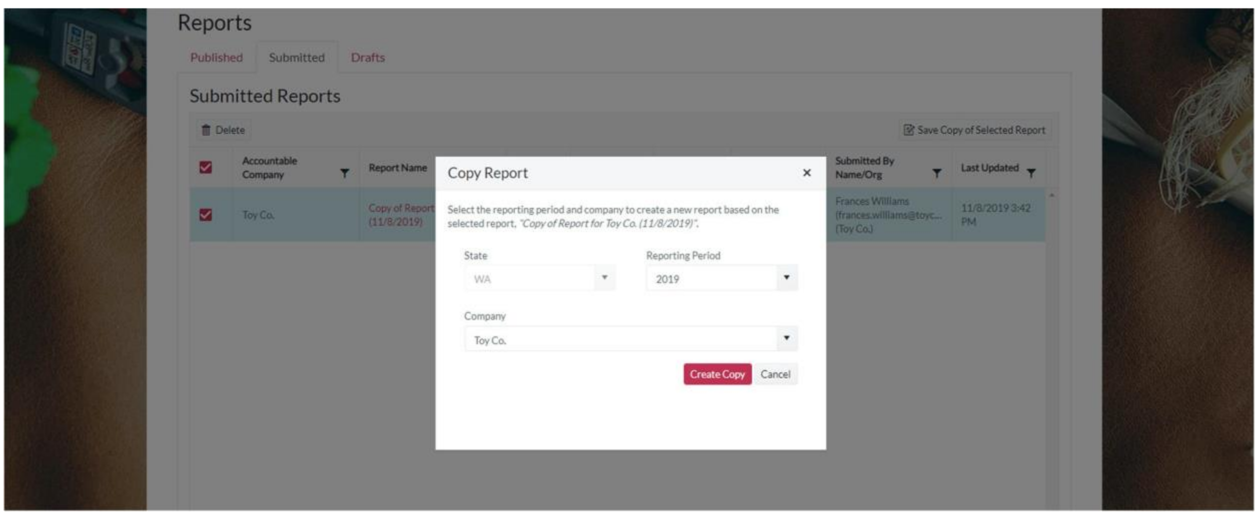


2. Once you click the Delete button, you will see a message to confirm that you want to delete the report. Click the OK button to delete the record. If you do not want to delete the record, click the Cancel button.

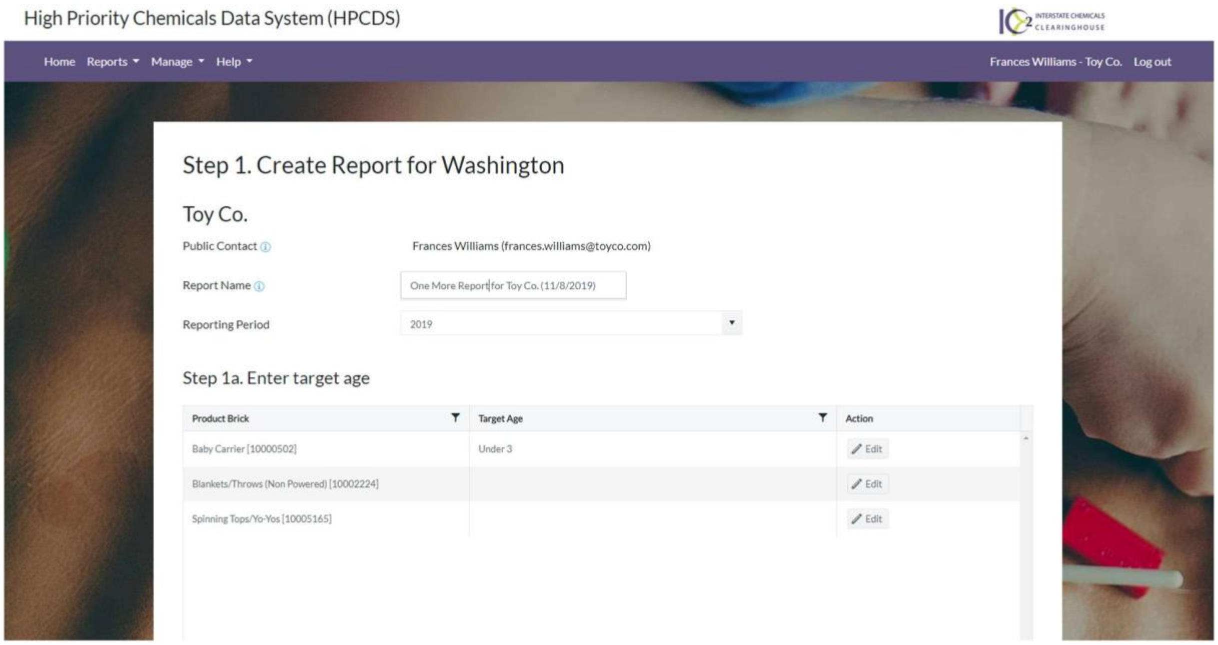
3. Once you click the OK button, you will see a confirmation message that your report has been deleted successfully.



4. To save a copy of a submitted report, first select the report and then click the Save Copy of Selected Report button. In the pop-up box, enter the reporting period and company using the drop-down lists and click the Create Copy button.

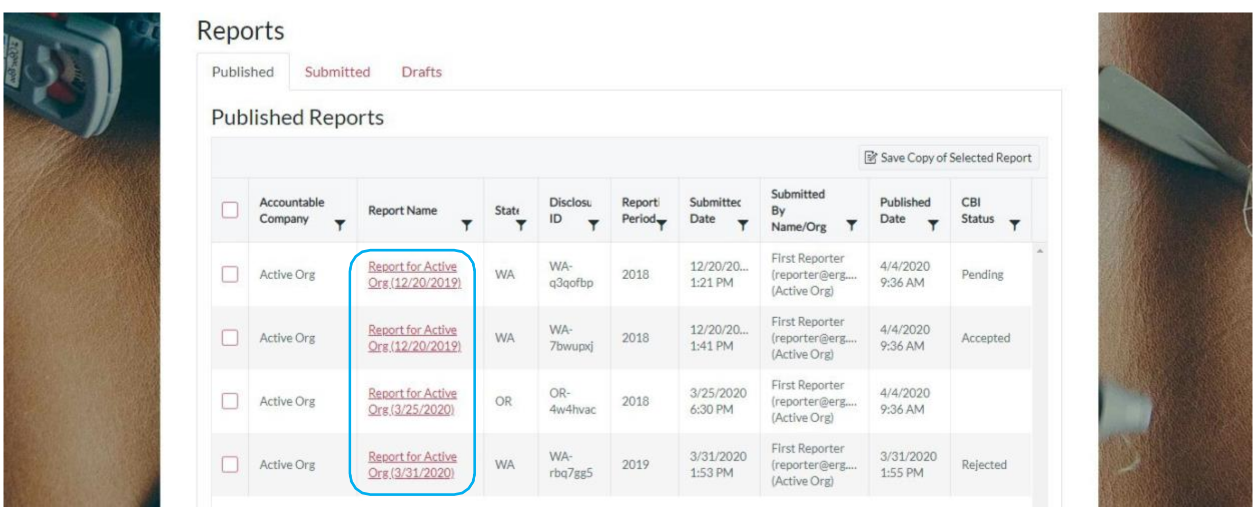


5. Once you click the Create Copy button, the copy of the report will open, and you can make and save changes.



Published

1. On the Published tab, you can view all reports that have been published and are available on the public search (https://hpcds.theic2.org/Search). See the [Search Product Category Data]() section of this guide for more information. Click on the Report Name to view the report detail. On this tab you can also view the confidential business information (CBI) Status (only applicable for WA CSPA reports). If the CBI Status field is empty, that means that a CBI claim has not been made. If the CBI Status is Pending, that means that a CBI claim has been made, but the decision to accept or reject that claim has not been made. If the CBI Status is Accepted, that means that the CBI claim has been accepted. If the CBI Status is Rejected, that means that the CBI claim has been rejected.



2. The report detail view where the CBI Status is Pending, Accepted, or Rejected will display the date and time when CBI was requested. Accepted and Rejected report detail will also include the date and time when the CBI decision was made and who made the decision. The report detail will display the published function set data, which, for Pending and Accepted reports, will always be none. Click Show Submitted Data to view the Submitted Data. Then, on the resulting page, click Show Published Data to change the view back to the Published data. The following two screen captures show a report where the CBI Status is Pending.