

# High Priority Chemicals Data System (HPCDS) Reporting Guidance

December 18, 2025

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# 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 \(TFKA\)](#), the [Washington Children's Safe Products Act \(CSPA\)](#), and [Vermont's 2014 Act 188 \(Vermont Statute Title 18 38A Vermont Chemicals of High Concern to Children\)](#), and priority chemicals in general consumer and commercial products required by Safer Products for Washington (SPWA).

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, Washington Department of Ecology, or Vermont Department of Health 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 Edge, 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](mailto:hpcds@theic2.org). For more information about state reporting requirements, visit:

- [Oregon Toxic-Free Kids Act](#), and contact [toxicfreekids.program@odhsoha.oregon.gov](mailto:toxicfreekids.program@odhsoha.oregon.gov)
- [Washington State Children's Safe Products Act](#), and contact [cspareporting@ecy.wa.gov](mailto:cspareporting@ecy.wa.gov)
- [Safer Products for Washington Program](#), and contact [SaferProductsWA@ecy.wa.gov](mailto:SaferProductsWA@ecy.wa.gov)
- [Vermont Chemical Disclosure Program](#), and contact [chemicaldisclosure@vermont.gov](mailto:chemicaldisclosure@vermont.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.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help

Register Log in

Login

Email

Password

☐ Remember me?

Log in

Register

Your use of the High Priority Chemicals Data System constitutes acceptance of the Terms of Service.

Forgot your password?

ABOUT US

The Interstate Chemicals Clearinghouse (IC2) is 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.

CONTACT US

87 South Street, Suite 800  
Boston, MA 02111-2001  
(617) 367-8258  
Email: [hpdc@theic2.org](mailto:hpdc@theic2.org)

Chemical Health  
Department of Ecology  
State of Washington

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.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help

Register Log in

Register

Create a new account.

1. User Info

First Name

Last Name

Job Title

Compliance Officer

Telephone Number

This is a non-US telephone number

Email

frances.williams@soysa.com

Password

Confirm password

2. Security Questions

3. Company Info

Register

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

High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help Register Login

## Register

Create a new account.

1. User Info

2. Security Questions

3. Company Info

Please provide answers for three questions.

What was your childhood nickname?

What is the name of the place your wedding reception was held?

What was the color of your first car?

Register

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).

High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help Register Login

## Register

Create a new account.

1. User Info

2. Security Questions

3. Company Info

Is your Company already registered?

☒ Yes, Search and select from registered Companies.

Search by name or pin:

Company PIN#	Legacy PIN#
2477 INTERNATIONAL LLC (Pma7746)	74647746
3M Company (av46vopn)	av46vopn
5th Season, Inc. (r2mwa0)	r2mwa0
9135-2804 QVSECC INC (H1aef3)	41aef3v
Abacus Partners LLC (2u86vnh)	2u86vnh
Abbott Nutrition, Abbott Laboratories (8y64506)	8y64506
AkzoNobel and Finc Thelma Pn (ar1u67)	ar1u67

**Register**  
Create a new account.

**1. User Info**

**2. Security Questions**

**3. Company Info**

Is your Company already registered?

☐ Yes, Search and select from registered Companies

☒ No, Register new Company

Company Name  
Toy Co.

DUNS Number  
123456789

Mailing Address

Address Line 1  
123 Toy Lane

Address Line 2  
Suite 200

City  
Toysylvania

State / Province  
Arizona

Postal Code  
12345

Physical Address ☒ same as mailing address

**Required**

**Register**

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

**Register**  
Create a new account.

**1. User Info**

**2. Security Questions**

**3. Company Info**

Is your Company already registered?

☐ Yes, Search and select from registered Companies

☒ No, Register new Company

Company Name  
Toy Co.

DUNS Number  
123456789

Mailing Address

Address Line 1  
123 Toy Lane

Address Line 2  
Suite 200

City  
Toysylvania

State / Province  
Arizona

Postal Code  
12345

Physical Address ☒ same as mailing address

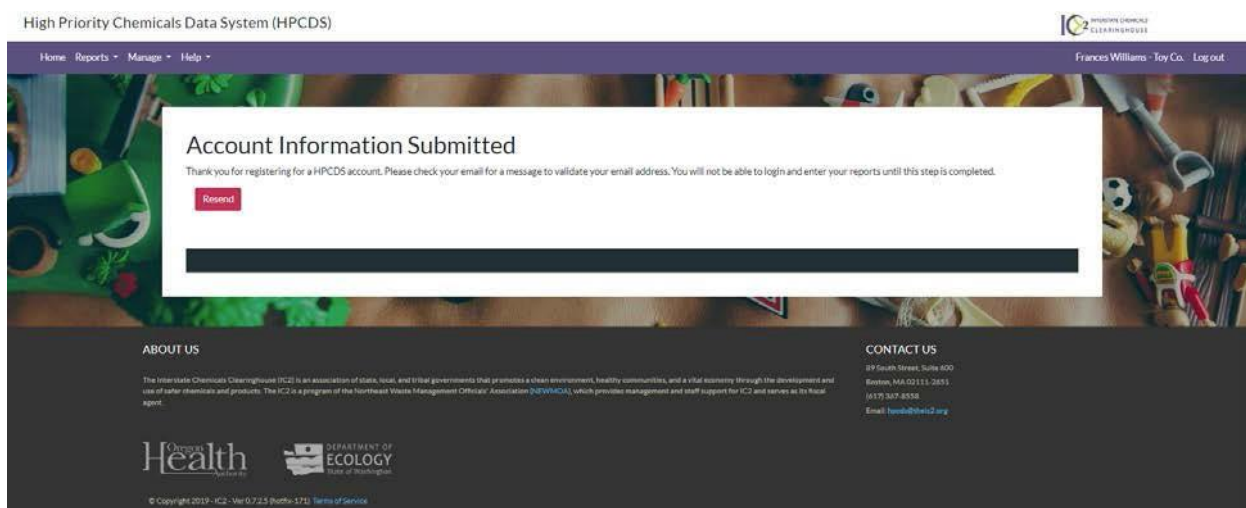
**Required**

**Register**

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

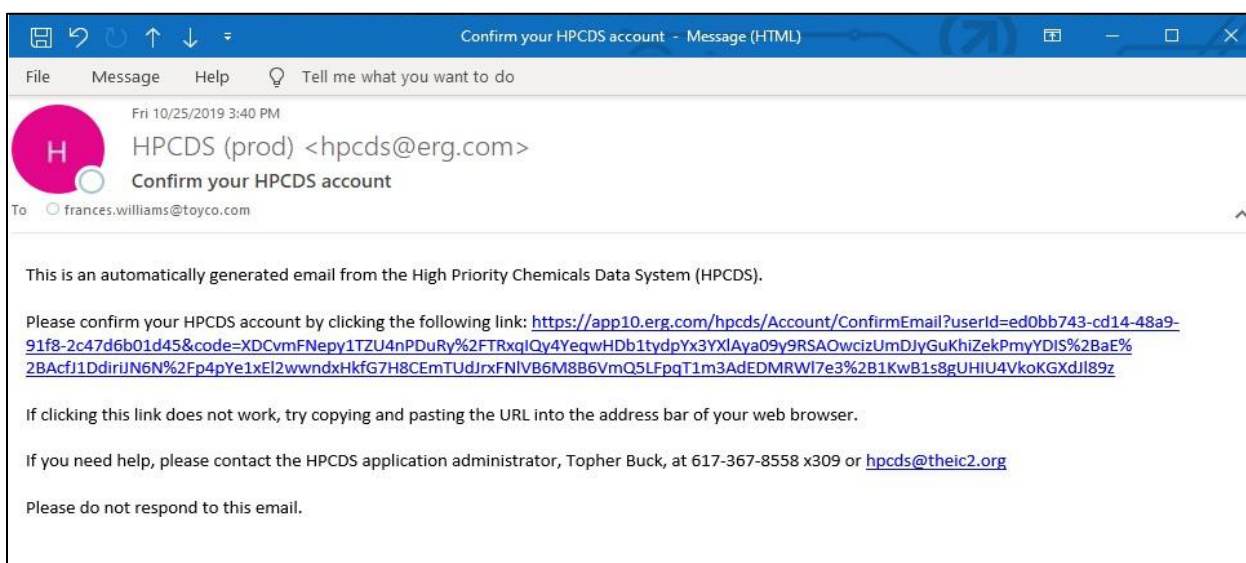
## Validate Your Email Address and Log in

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.



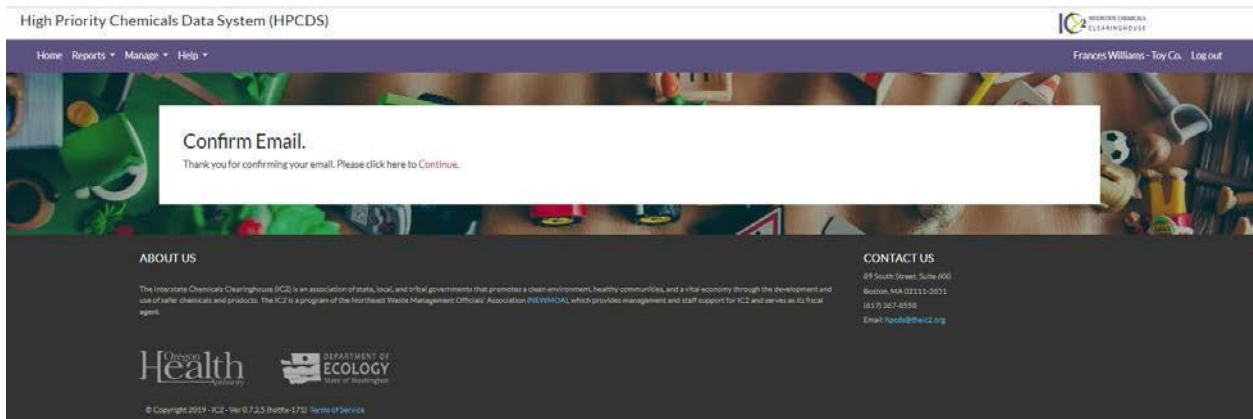
**IMPORTANT:** Some companies have a difficult time receiving the automated HPCDS emails. If the emails are located in your spam/junk folder, please mark **hpcds@theic2.org** as a trusted sender and request a new confirmation link. If they are not, we have methods to troubleshoot. Please contact an HPCDS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

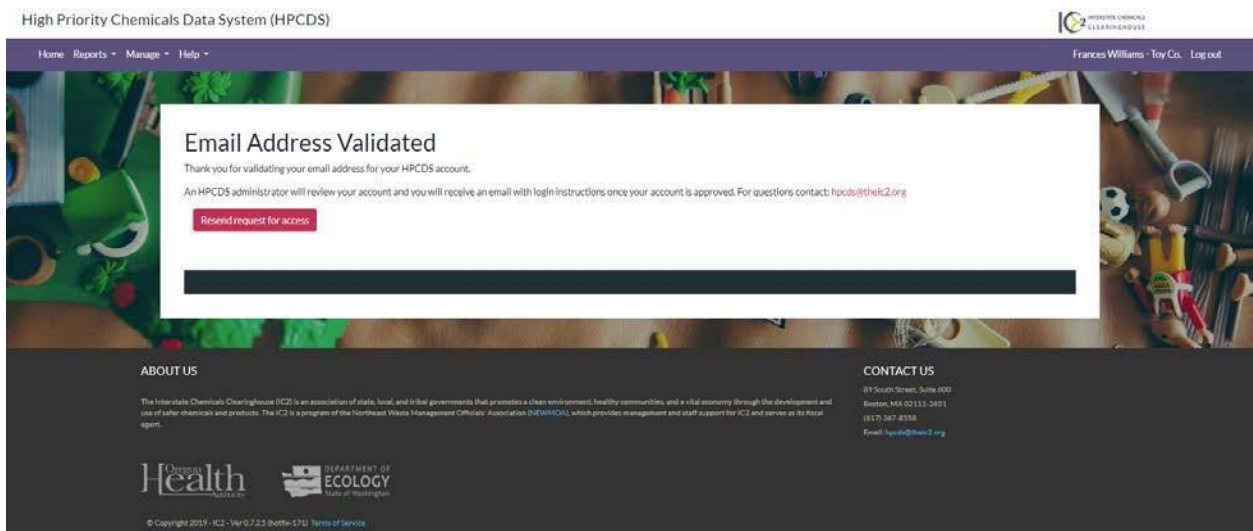




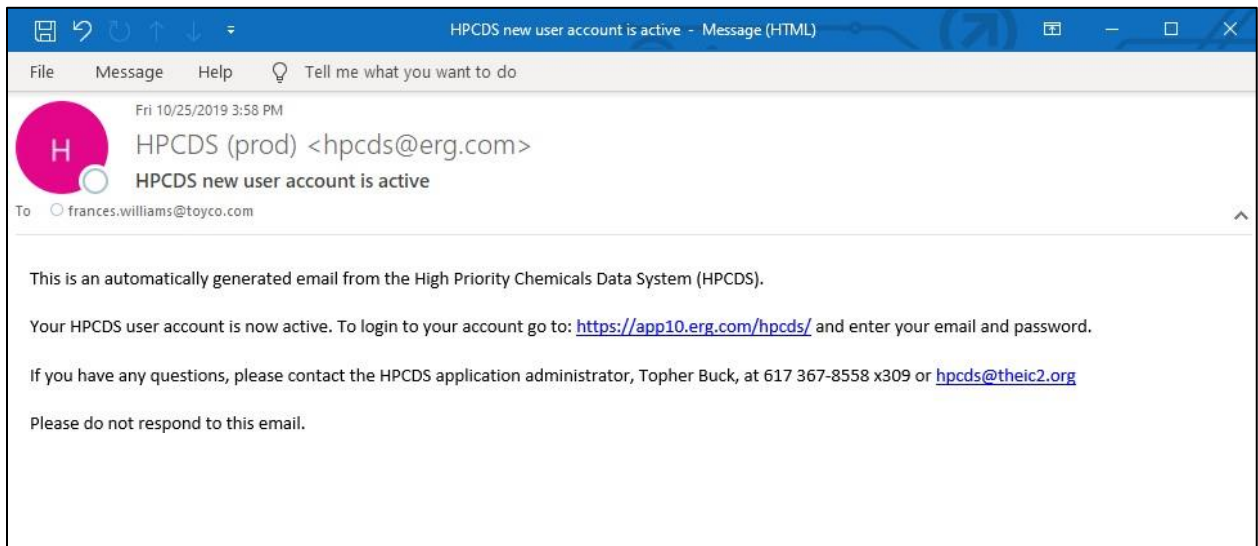
3. Upon clicking the link provided in the email, you will be directed to the HPCDS and will see a message that your email address has been confirmed.



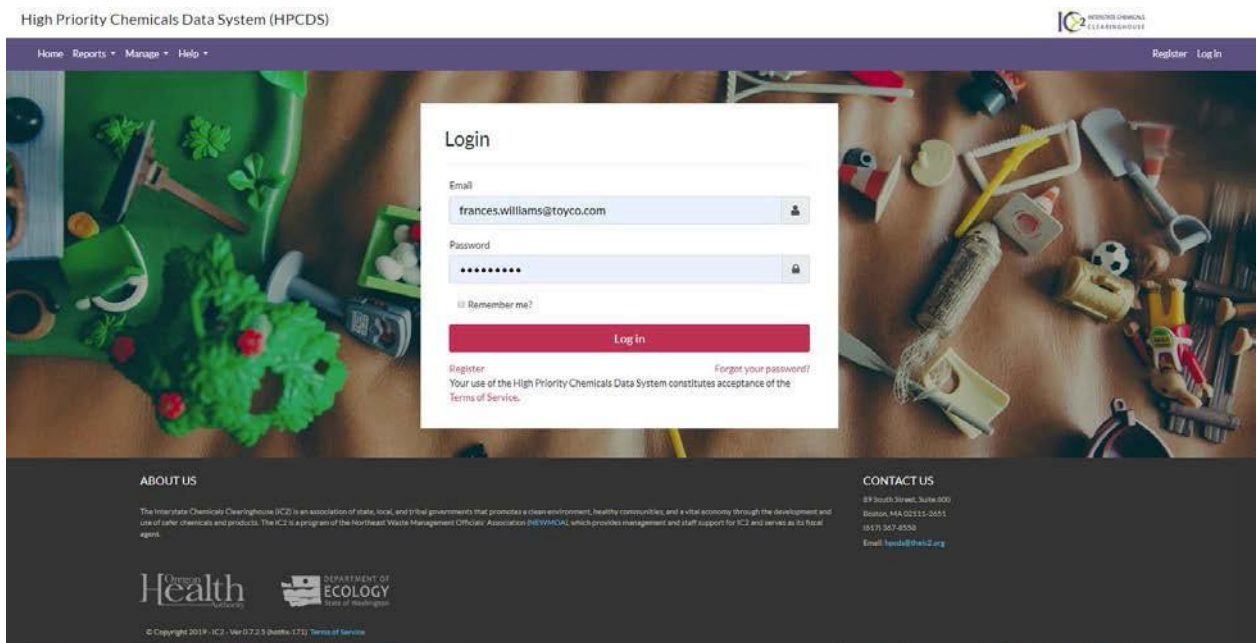
4. Click Continue and the page will display a message that an HPCDS administrator will review your account. You will receive an email with login instructions after an HPCDS administrator approves your account. Please allow at least two business days for account approval. (If you are creating a new user 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.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Register Log In

**Login**

Email  
frances.williams@toyco.com

Password  
\*\*\*\*\*

☐ Remember me?

**Login**

[Forgot your password?](#)

Register  
Your use of the High Priority Chemicals Data System constitutes acceptance of the Terms of Service.

**ABOUT US**

The Interstate Chemicals Clearinghouse (IC2) is 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.

**CONTACT US**

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**Oregon Health Services** **DEPARTMENT OF ECOLOGY**  
State of Washington

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

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Register Log In

**Forgot your password?**

Email  
frances.williams@toyco.com

**Email Link**

**ABOUT US**

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**CONTACT US**

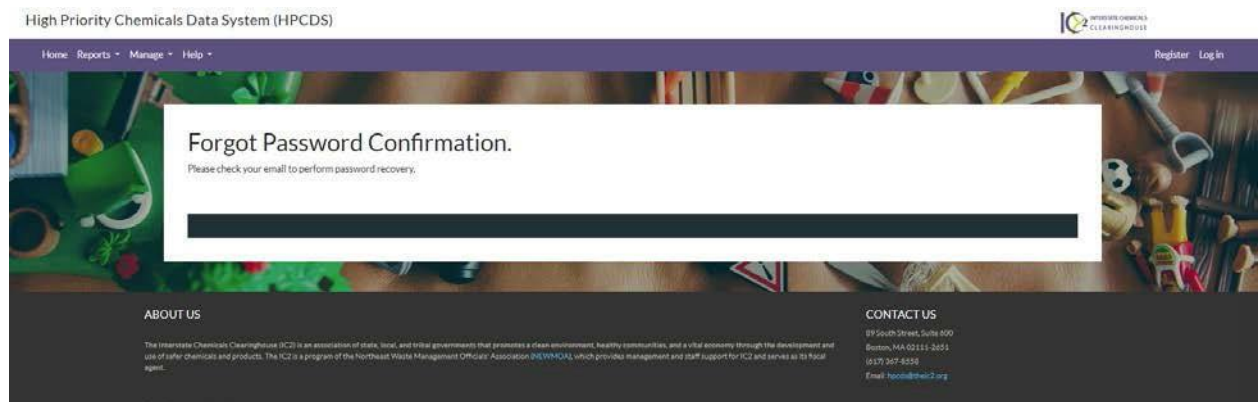
87 South Street, Suite 400  
Boston, MA 02111-2851  
(617) 367-8750  
Email: [hpcds@theic2.org](mailto:hpcds@theic2.org)

**Oregon Health Services** **DEPARTMENT OF ECOLOGY**  
State of Washington

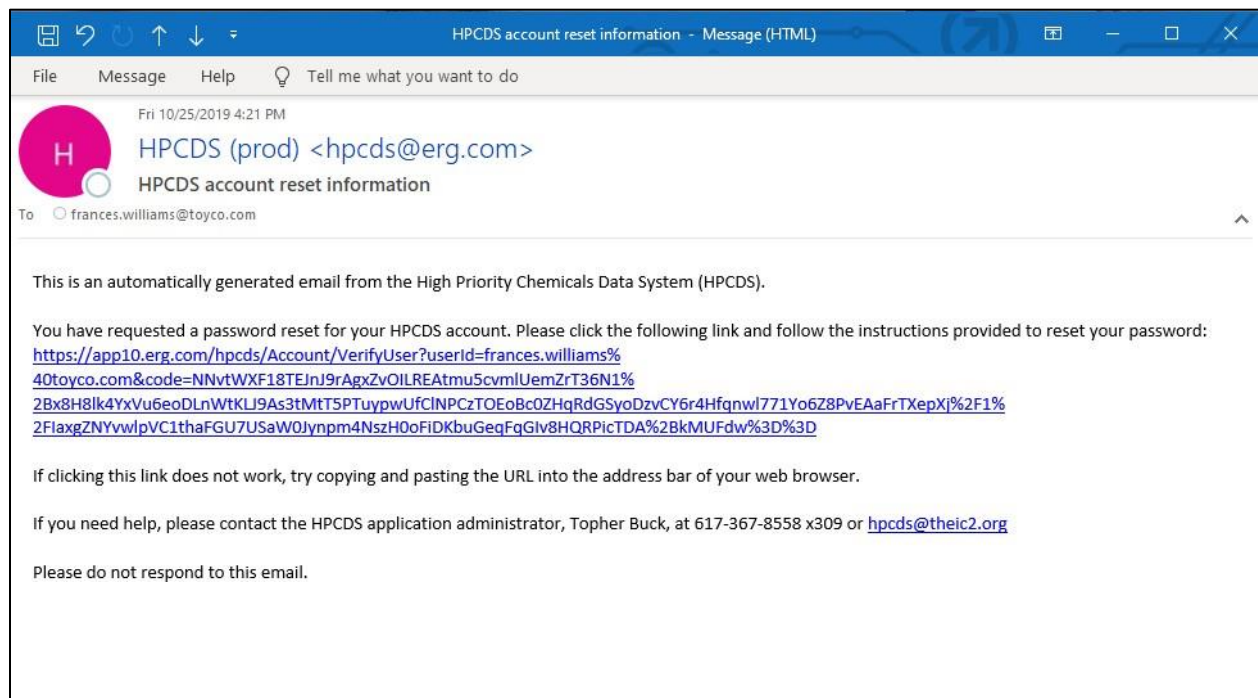
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3. You will see a forgot password confirmation message.



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.

The screenshot shows the HPCDS website with a security question form. The form asks, "What was your childhood nickname?" and has a text input field containing the name "Francie". A red "Submit" button is located below the input field. The website header includes the title "High Priority Chemicals Data System (HPCDS)" and navigation links for Home, Reports, Manage, and Help. The footer contains "ABOUT US" information, "CONTACT US" details, and logos for Oregon Health and the Department of Ecology.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Register Log In

Security question

What was your childhood nickname?

Francie

Submit

ABOUT US

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CONTACT US

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Email: [ic2@ic2.org](mailto:ic2@ic2.org)

Oregon Health DEPARTMENT OF ECOLOGY State of Washington

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

The screenshot shows the HPCDS website with a reset password form. The form has two input fields: "Password" and "Confirm password", both containing masked text (asterisks). A red "Reset" button is located below the input fields. The website header includes the title "High Priority Chemicals Data System (HPCDS)" and navigation links for Home, Reports, Manage, and Help. The footer contains "ABOUT US" information, "CONTACT US" details, and logos for Oregon Health and the Department of Ecology.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Register Log In

Reset password

Password

Confirm password

Reset

ABOUT US

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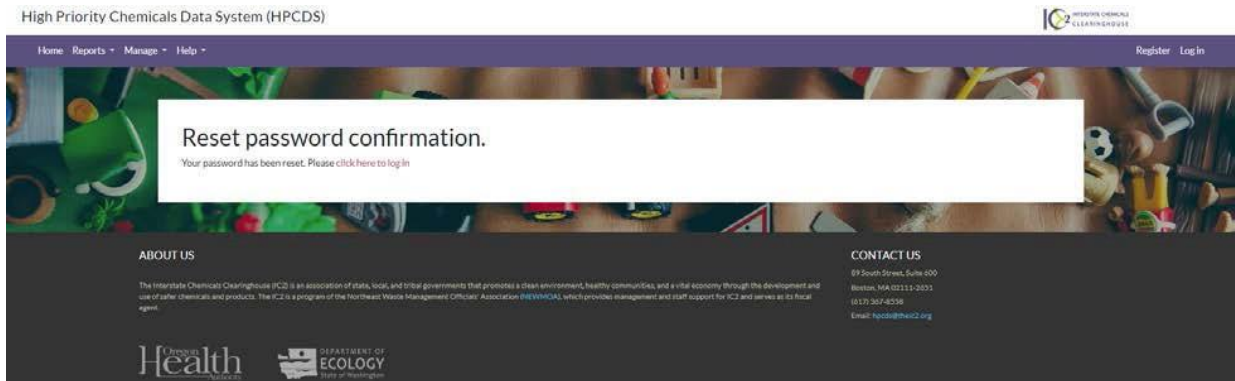
CONTACT US

89 South Street, Suite 900  
Boston, MA 02111-2051  
(617) 367-8358  
Email: [ic2@ic2.org](mailto:ic2@ic2.org)

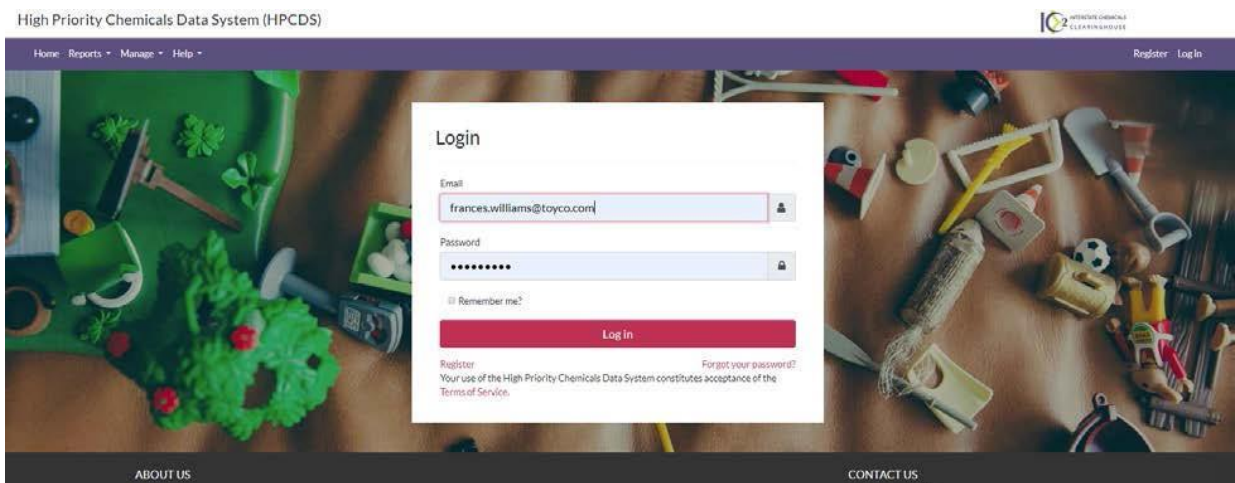
Oregon Health DEPARTMENT OF ECOLOGY State of Washington

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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

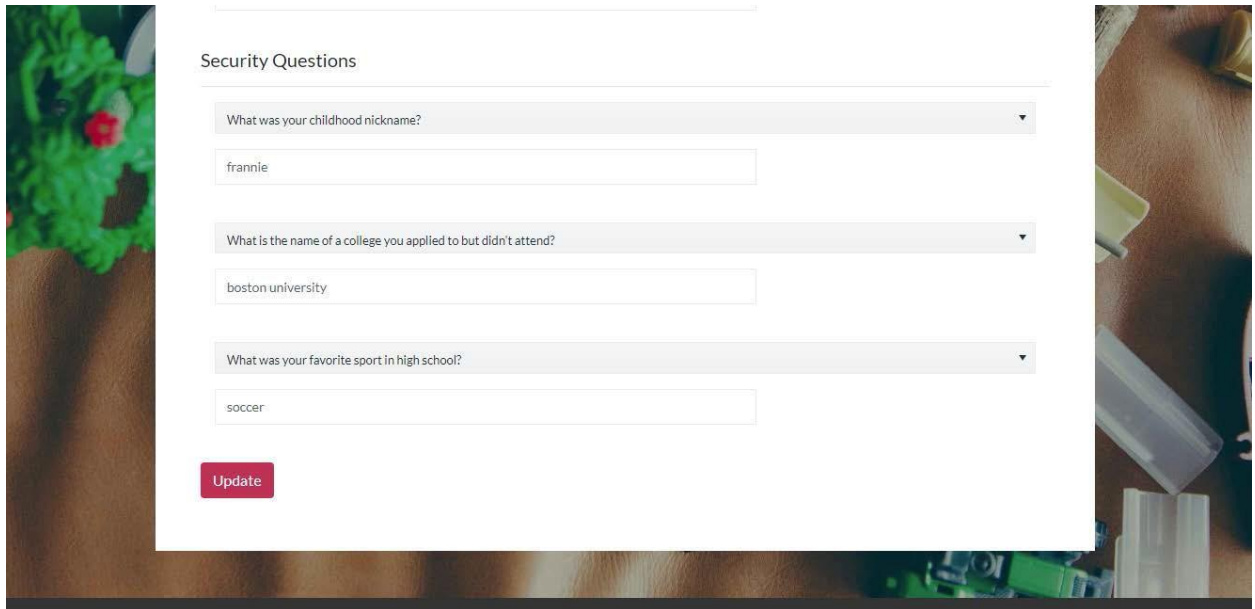
1. To view and edit your profile information, click Manage from the top navigation and then My Profile from the menu or use this direct link: <https://hpcds.theic2.org/Manage>. You can also click the linked user and company name in the upper-right corner of the page.

The screenshot shows the 'High Priority Chemicals Data System (HPCDS)' interface. The top navigation bar includes 'Home', 'Reports', 'Manage' (highlighted with a red circle), and 'Help'. The user 'Frances Williams - Toy Co.' is logged in, with a 'Log out' link. The 'Manage' section is active, displaying the 'My Profile' form. The form includes fields for 'Email' (frances.williams@toyco.com), 'Company Name' (Toy Co.), 'Name' (Frances Williams), 'Job Title' (Compliance Officer), and 'Telephone Number' ([US] 123-456-7890). There are links to 'Change your profile' and 'Change your password'. The 'Security Questions' section shows a question: '1. What was your childhood nickname?'.

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](mailto:hpcds@theic2.org).

The screenshot shows the 'High Priority Chemicals Data System (HPCDS)' interface. The top navigation bar includes 'Home', 'Reports', 'Manage' (highlighted with a red circle), and 'Help'. The user 'Frances Williams - Toy Co.' is logged in, with a 'Log out' link. The 'My Profile' section is active, displaying the edit form. The form includes fields for 'Email' (frances.williams@toyco.com), 'Company Name' (Toy Co.), 'First Name' (Frances), 'Last Name' (Williams), 'Job Title' (Compliance Officer), and 'Telephone Number' (123-456-7890). There is a checkbox for 'This is a non-U.S. telephone number'. The 'Security Questions' section shows a question: 'What was your childhood nickname?' with the answer 'frankie'.

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.



The screenshot shows a web form titled "Security Questions" with a light gray border. It contains three dropdown menus, each followed by a text input field. The first dropdown is "What was your childhood nickname?" with the answer "frannie". The second dropdown is "What is the name of a college you applied to but didn't attend?" with the answer "boston university". The third dropdown is "What was your favorite sport in high school?" with the answer "soccer". At the bottom left of the form is a red "Update" button. The form is set against a background image of a person's hand holding a green plant.

Security Questions

What was your childhood nickname?

frannie

What is the name of a college you applied to but didn't attend?

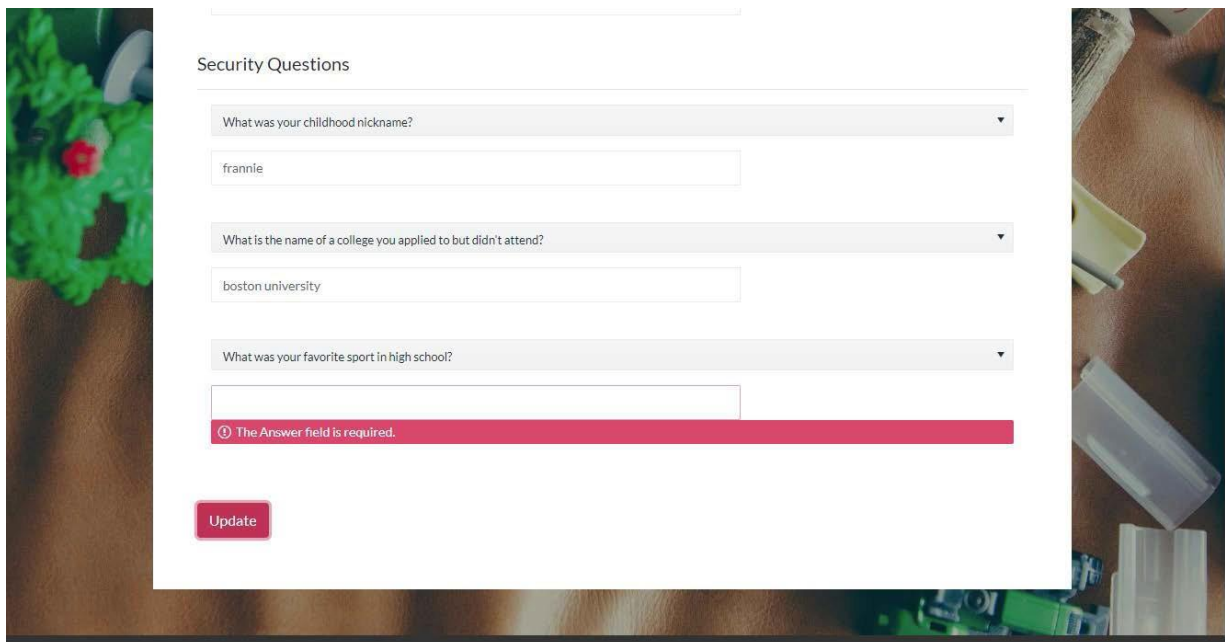
boston university

What was your favorite sport in high school?

soccer

Update

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.



This screenshot is identical to the previous one, but with an additional error message. Below the text input field for the third question, "What was your favorite sport in high school?", there is a red error bar with a white exclamation mark icon and the text "The Answer field is required." The "Update" button remains at the bottom left.

Security Questions

What was your childhood nickname?

frannie

What is the name of a college you applied to but didn't attend?

boston university

What was your favorite sport in high school?

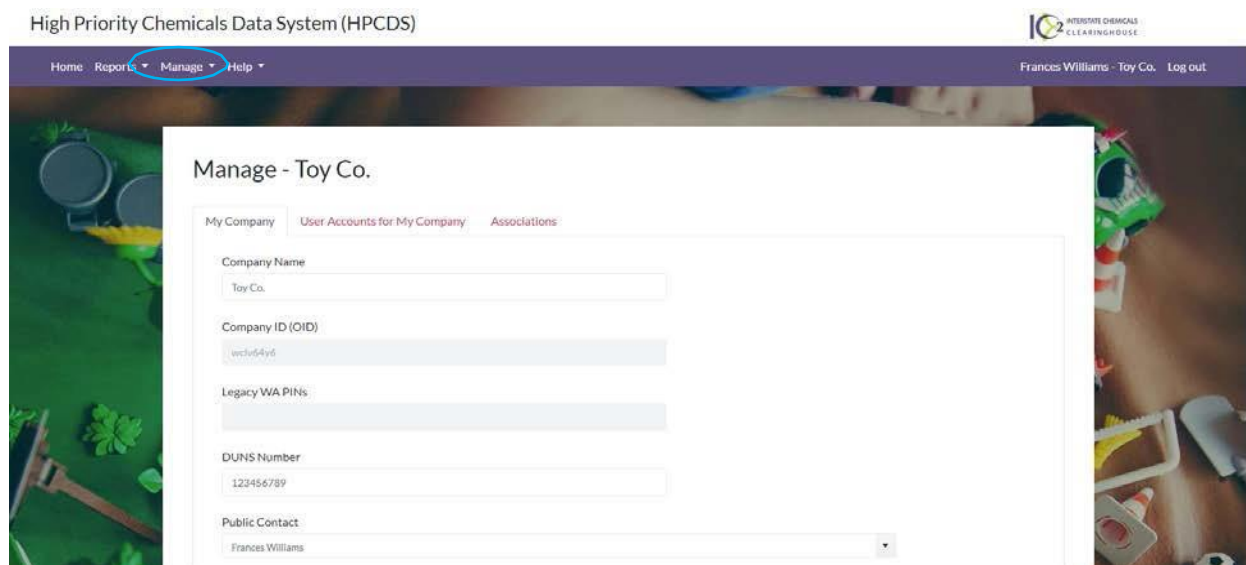
The Answer field is required.

Update



## 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>.



High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help

Frances Williams - Toy Co. Log out

### Manage - Toy Co.

My Company User Accounts for My Company Associations

Company Name  
Toy Co.

Company ID (OID)  
wcln64y6

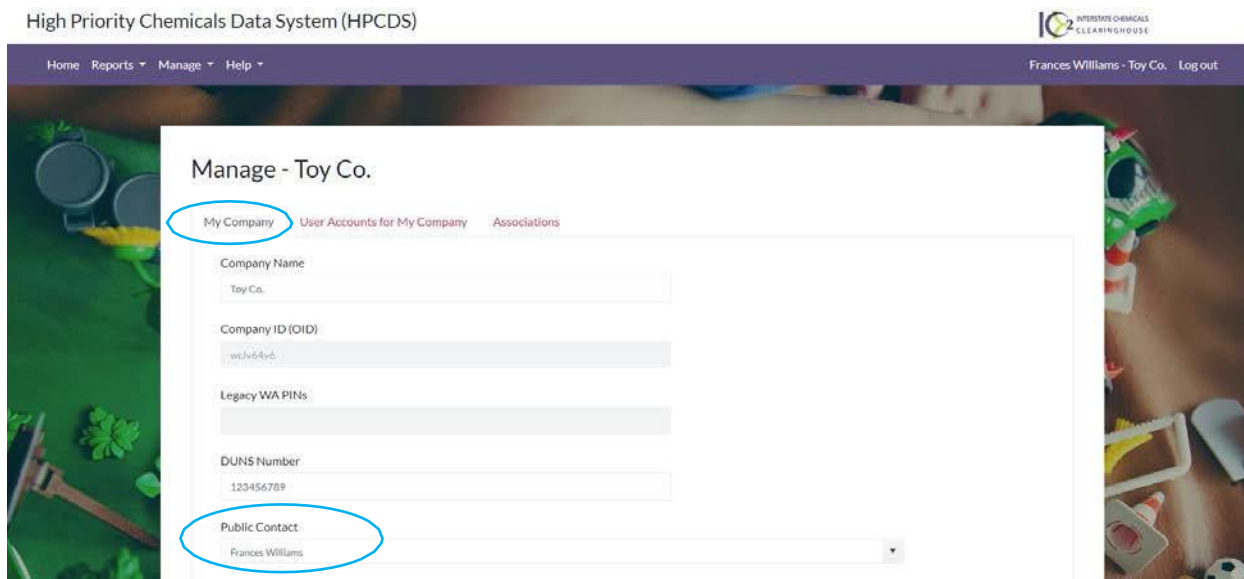
Legacy WA PINs

DUNS Number  
123456789

Public Contact  
Frances Williams

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.



High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help

Frances Williams - Toy Co. Log out

### Manage - Toy Co.

My Company User Accounts for My Company Associations

Company Name  
Toy Co.

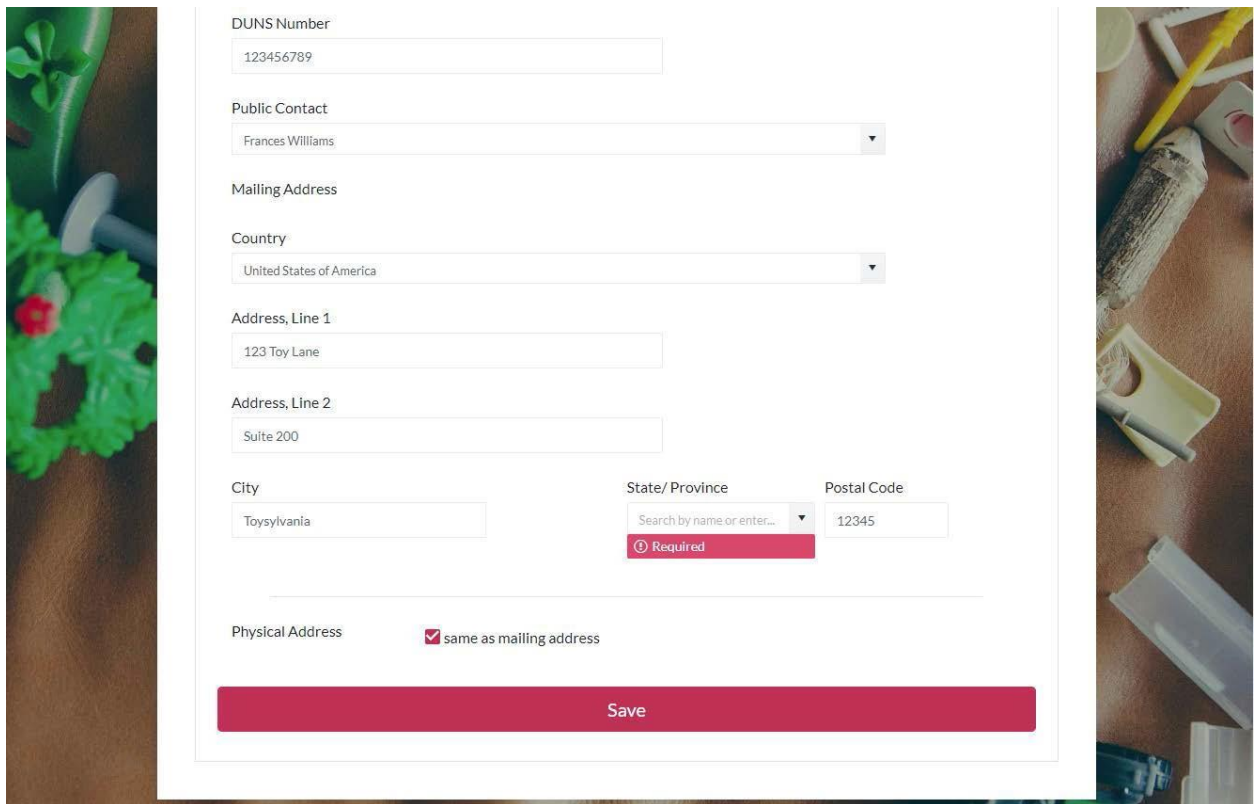
Company ID (OID)  
wcln64y6

Legacy WA PINs

DUNS Number  
123456789

Public Contact  
Frances Williams

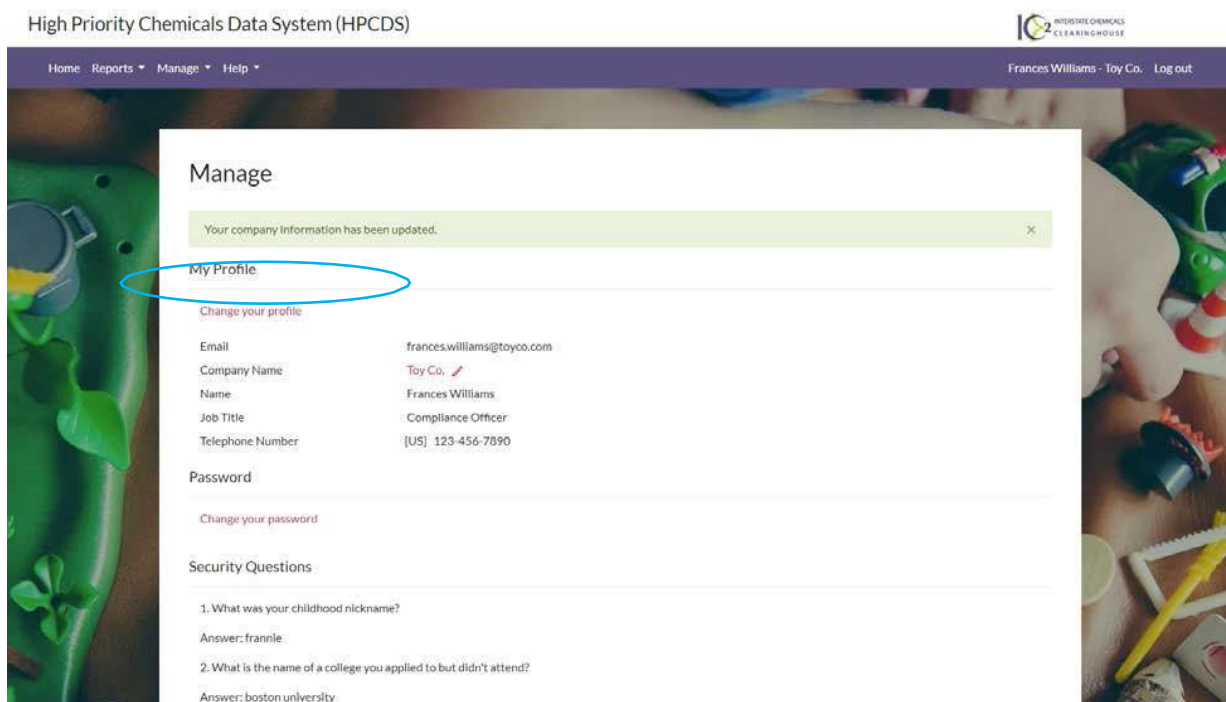
2. Once you are finished making changes on the My Company tab, click the Save button to save your changes. Error messages will display directly below any required fields that you have not completed or that have other errors. You must resolve all errors before you can save your changes.



The screenshot shows a web form for updating company information. The form is set against a background image of a desk with various items like a pencil, eraser, and paper clips. The form fields are as follows:

- DUNS Number:** A text input field containing "123456789".
- Public Contact:** A dropdown menu showing "Frances Williams".
- Mailing Address:** A section containing:
  - Country:** A dropdown menu showing "United States of America".
  - Address, Line 1:** A text input field containing "123 Toy Lane".
  - Address, Line 2:** A text input field containing "Suite 200".
  - City:** A text input field containing "Toysylvania".
  - State/ Province:** A dropdown menu with the placeholder text "Search by name, or enter...". Below the dropdown is a red error message: "Required".
  - Postal Code:** A text input field containing "12345".
- Physical Address:** A checkbox labeled "same as mailing address" which is checked.
- Save:** A large red button at the bottom of the form.

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

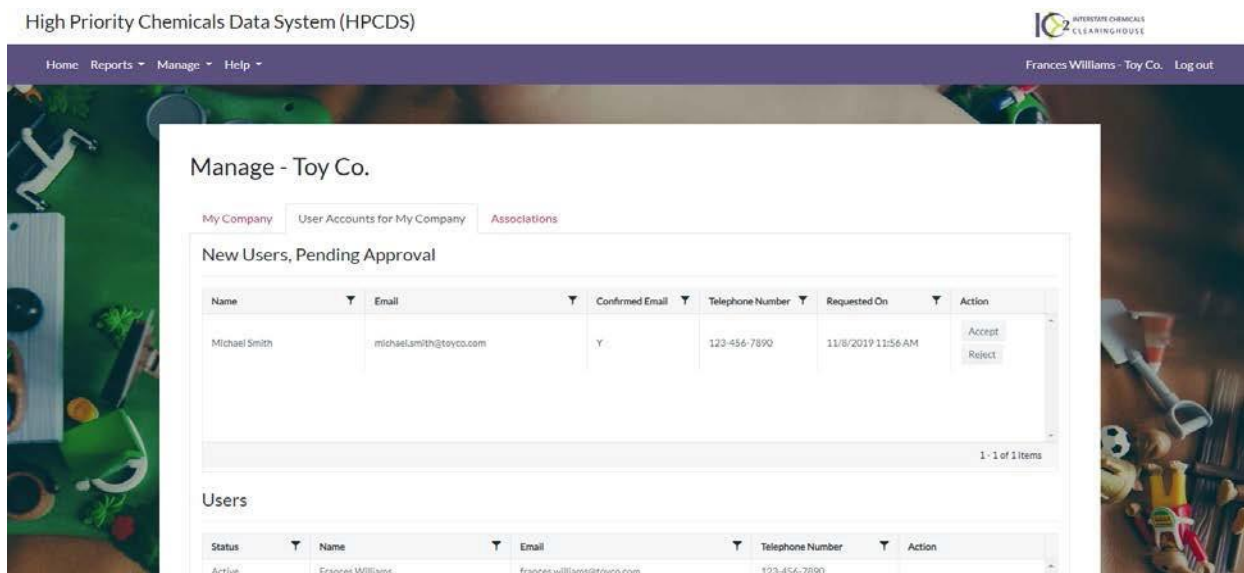


## User Accounts for My Company

### New User, Pending Approval

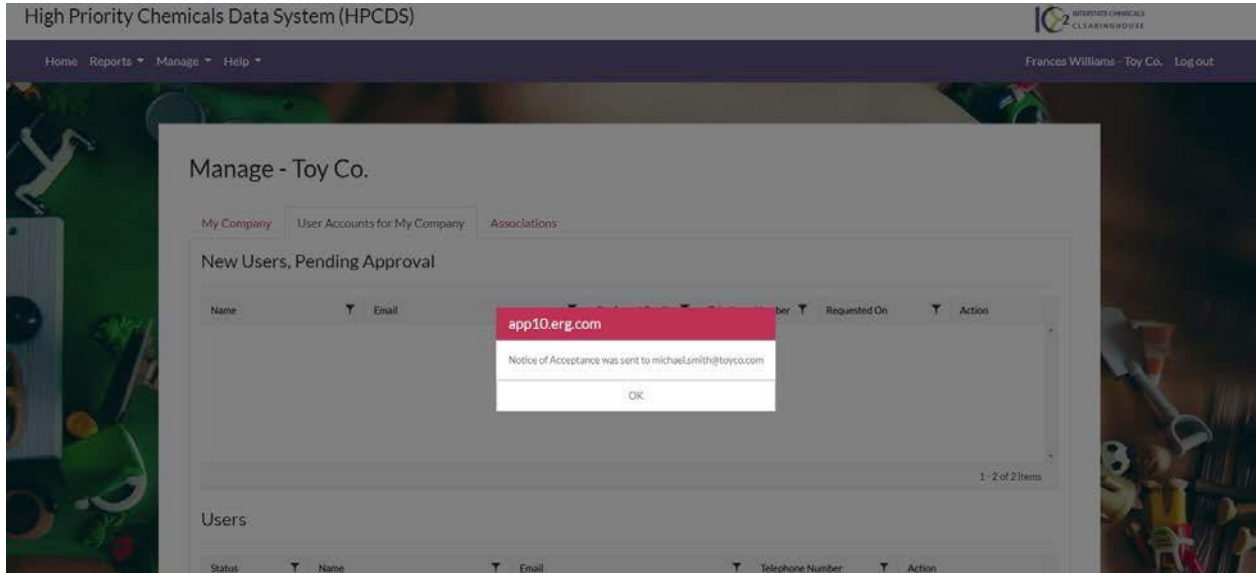
The New Users, Pending Approval table displays all new users that have requested to have user privileges for your company but have not been approved by an existing user.

- 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.





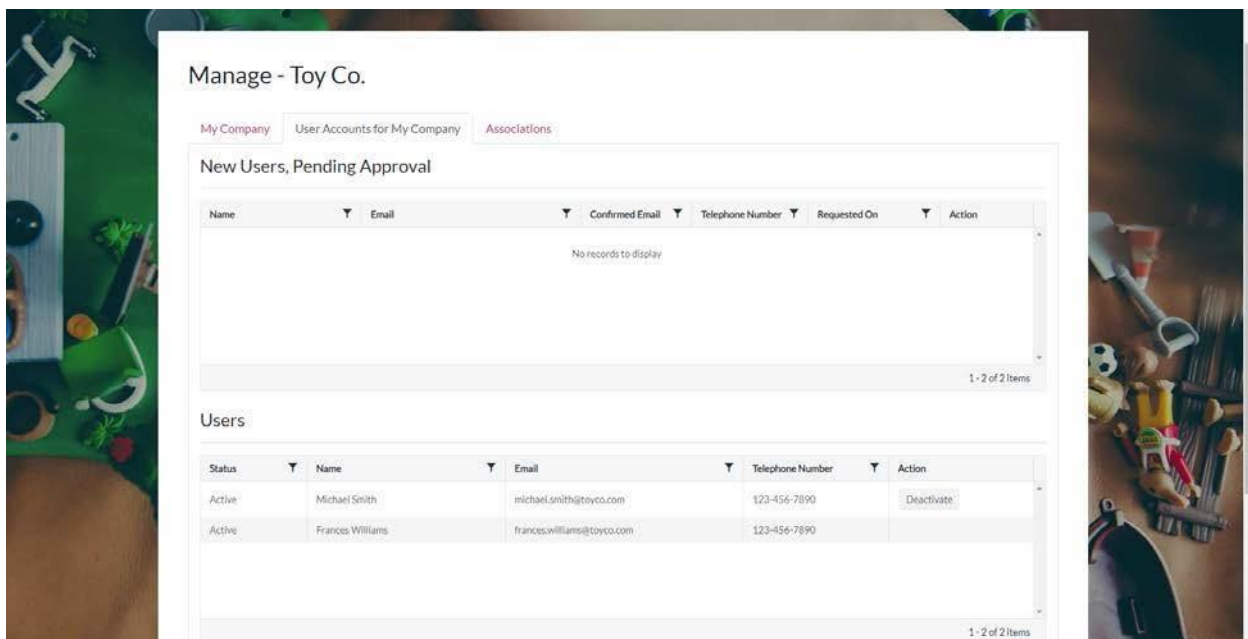
2. Once you click the Accept button, you will see a confirmation message that a notice of acceptance was sent to the new user. The new user will now appear in the second table on the User Accounts for My Company tab.



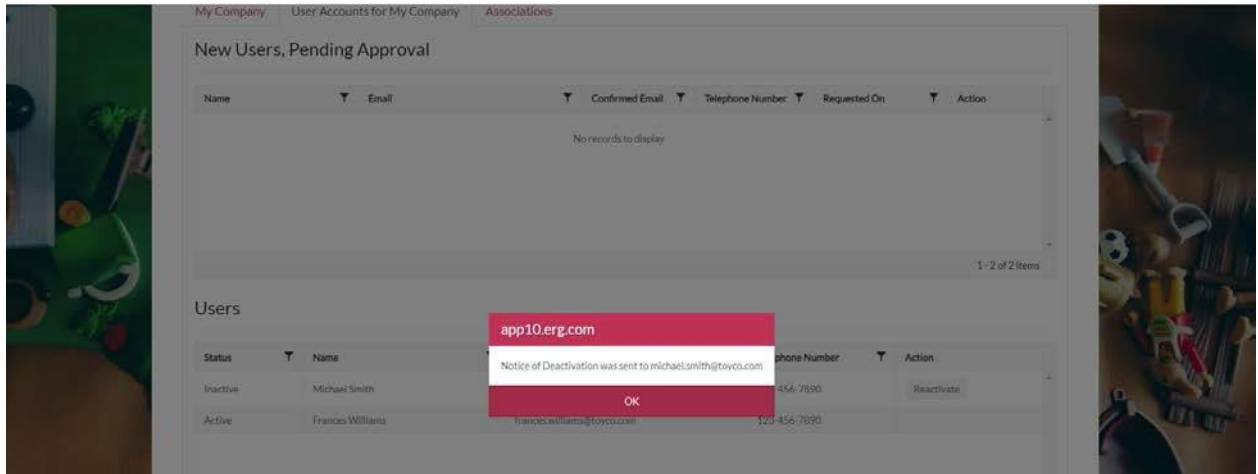
## Users

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.*

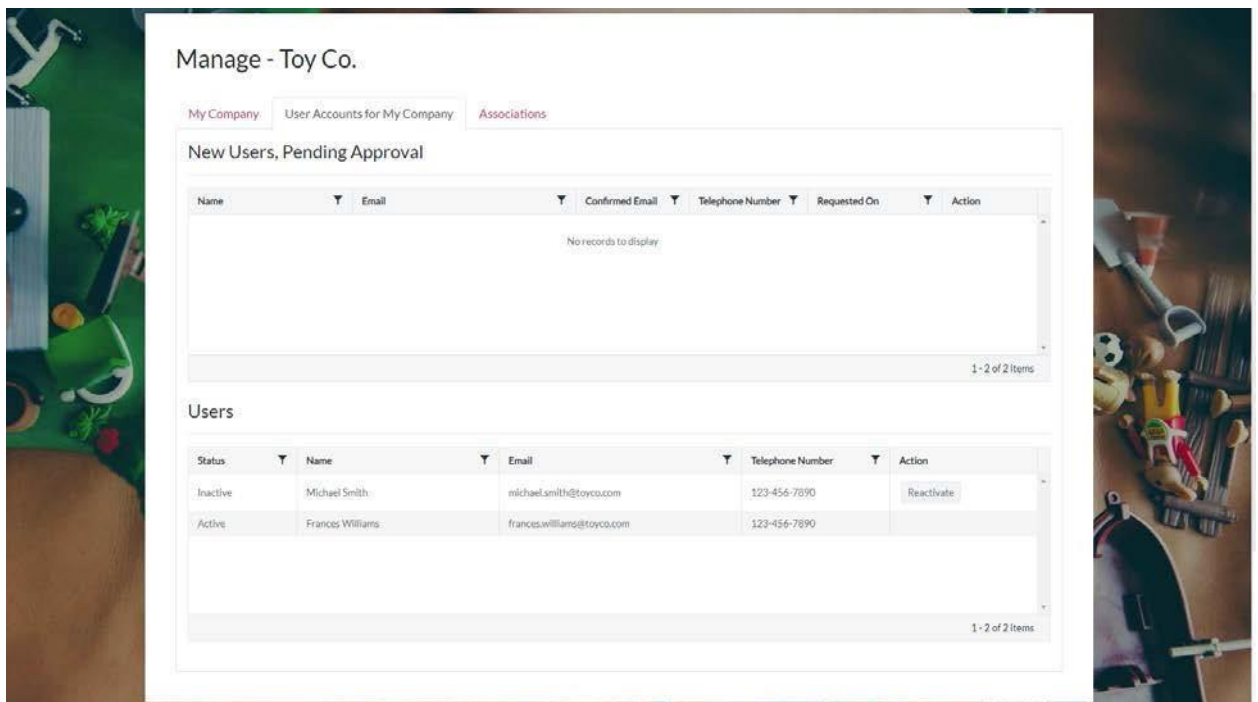
1. Click the Deactivate button for any users that should no longer have user privileges for your company.



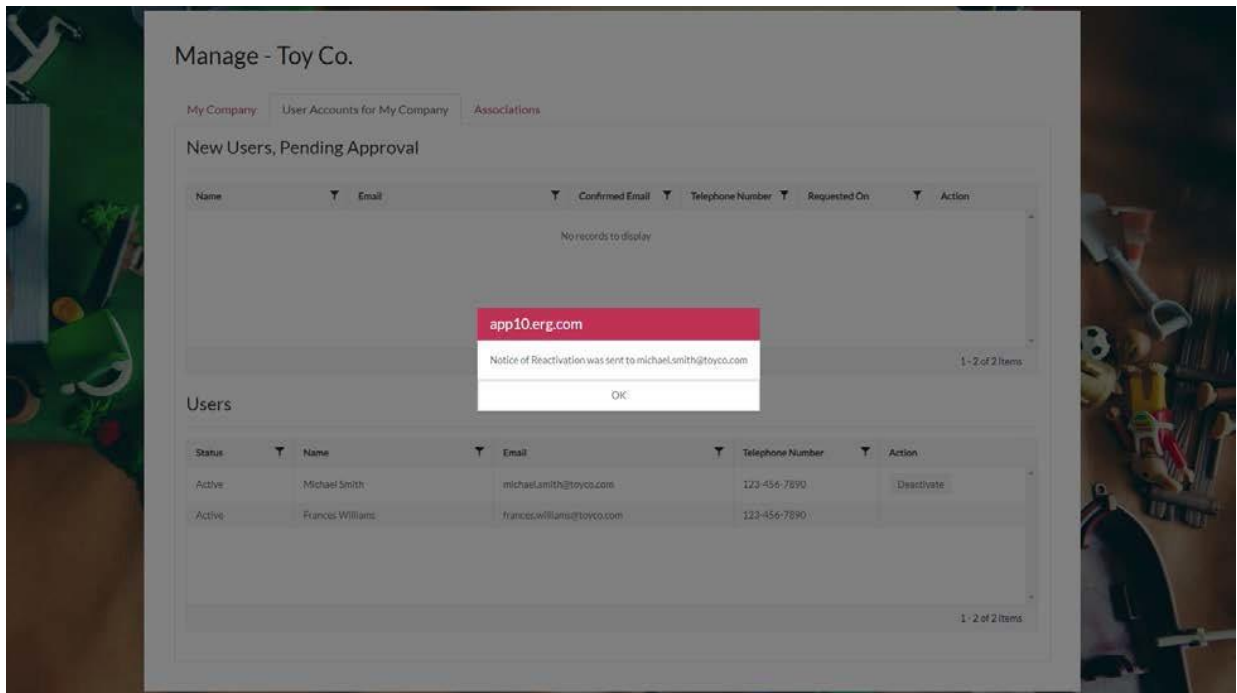
2. Once you click the Deactivate button, you will see a confirmation message that a notice of deactivation was sent to the user.



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



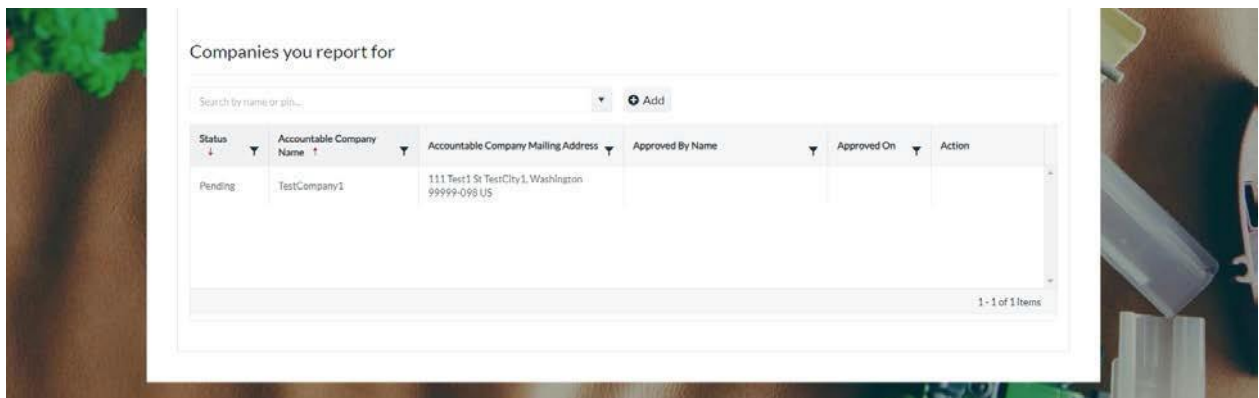
4. Once you click the Reactivate button, you will see a confirmation message that a notice of reactivation was sent to the user.



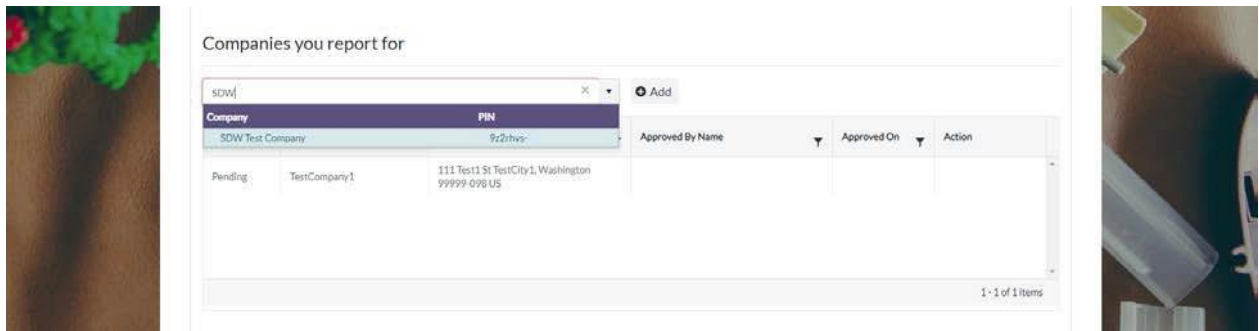
## Associations

### Companies Requesting to Report for You, Pending Approval

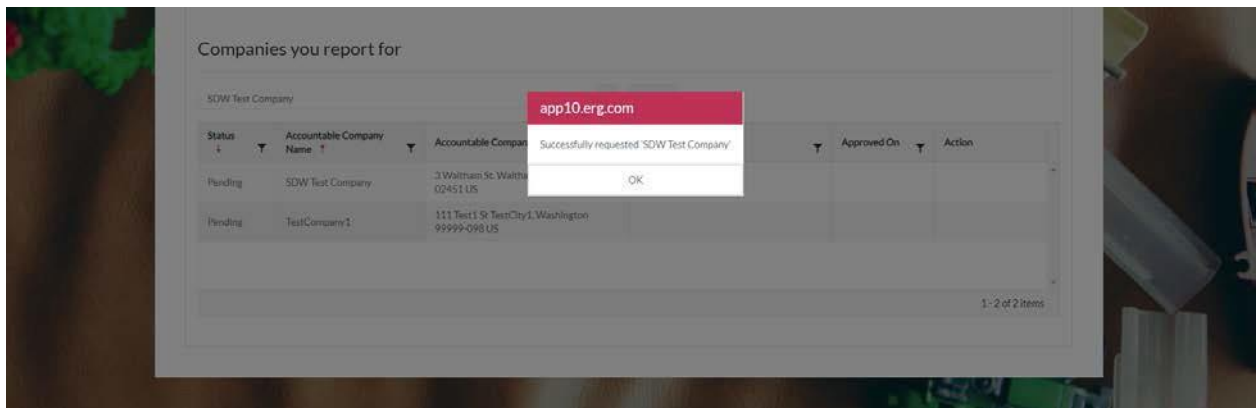
1. The third table on the Associations tab is the Companies you report for table. Company details and status are displayed in the table.



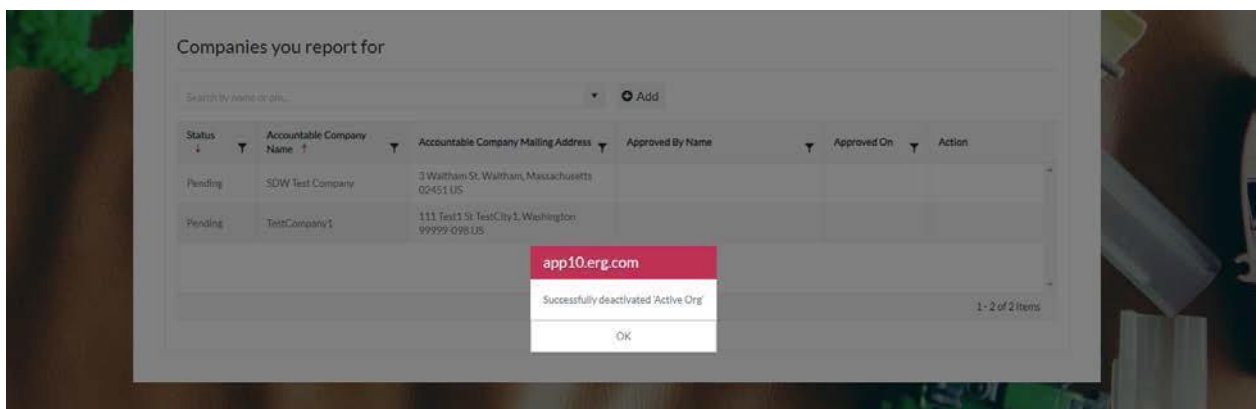
2. To request authority to report on behalf of a company, use the search box to find the company, select the company name, and click the Add button.



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.

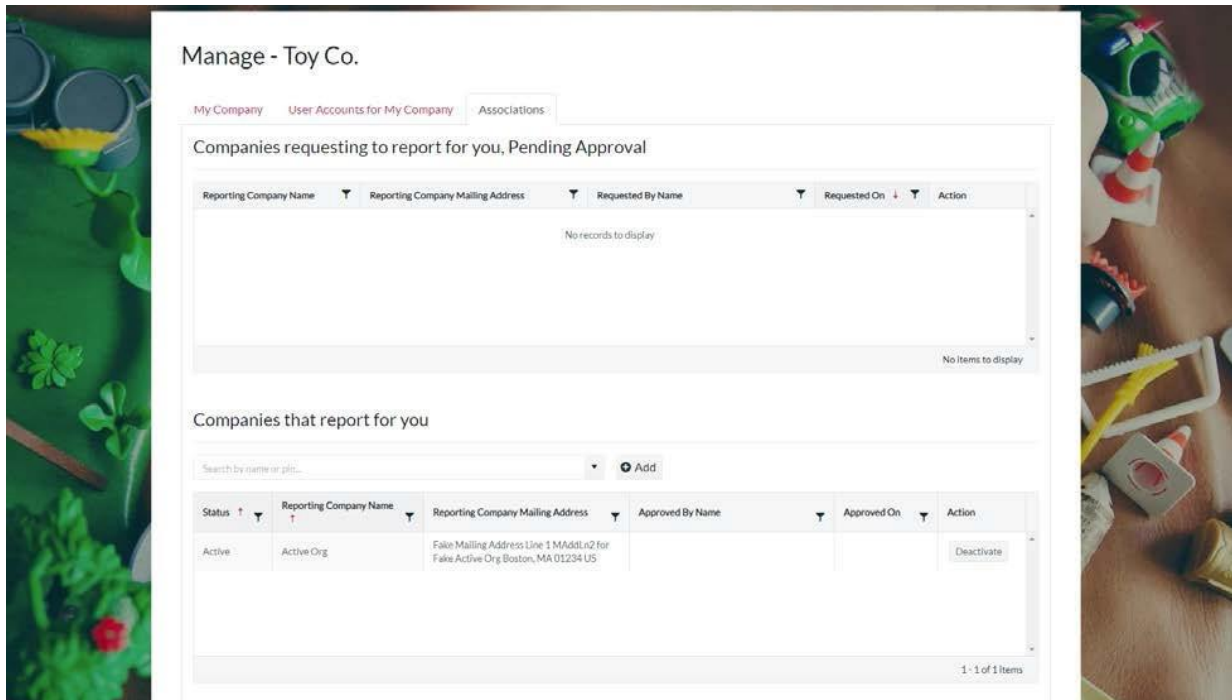


4. Click the Deactivate button for any companies that you no longer want to report for.



## 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.



**Manage - Toy Co.**

My Company | User Accounts for My Company | **Associations**

Companies requesting to report for you, Pending Approval

Reporting Company Name	Reporting Company Mailing Address	Requested By Name	Requested On	Action
No records to display				

No items to display

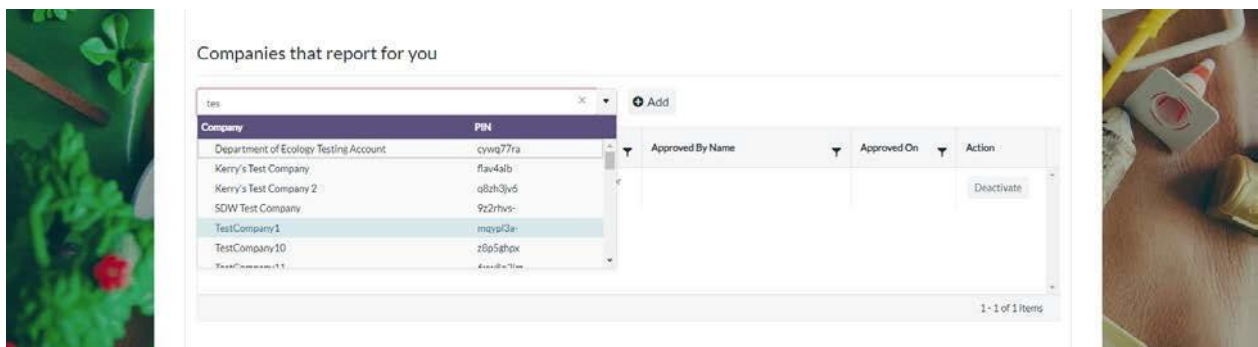
Companies that report for you

Search by name or pin...

Status	Reporting Company Name	Reporting Company Mailing Address	Approved By Name	Approved On	Action
Active	Active Org	Fake Mailing Address Line 1 MAdd:n2 for Fake Active Org Boston, MA 01234 US			Deactivate

1 - 1 of 1 items

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.



Companies that report for you

tes

Company	PIN
Department of Ecology Testing Account	cywq77ra
Kerry's Test Company	ftau4alb
Kerry's Test Company 2	q8ch3jv6
SDW Test Company	9c2rhvs-
TestCompany1	maysp2a-
TestCompany10	zfp5gphw
TestCompany11	4vcc8w7lme

Approved By Name

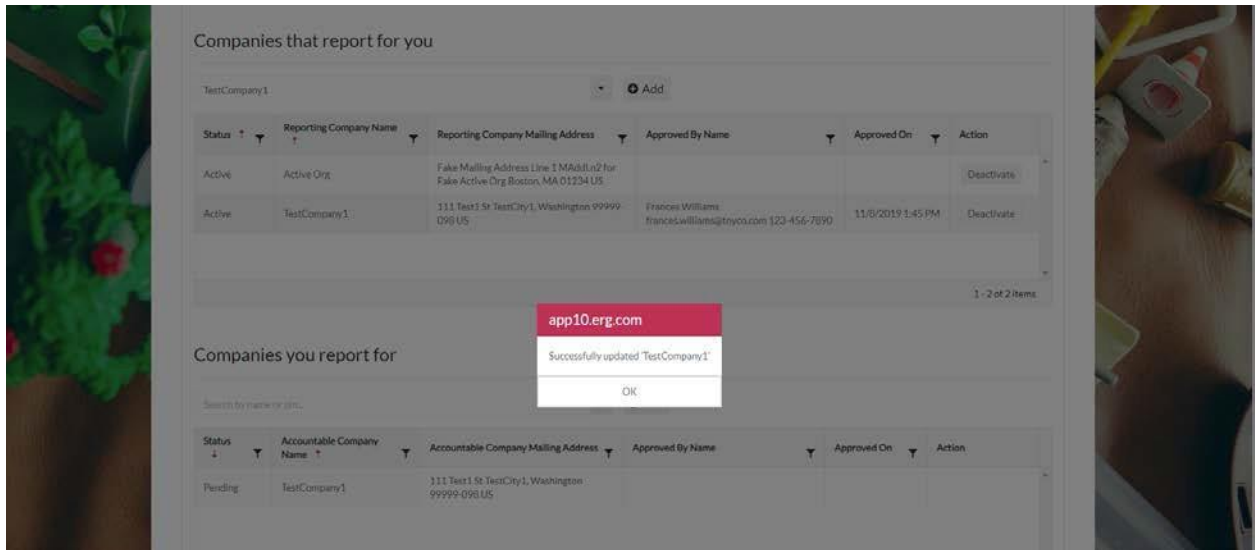
Approved On

Action

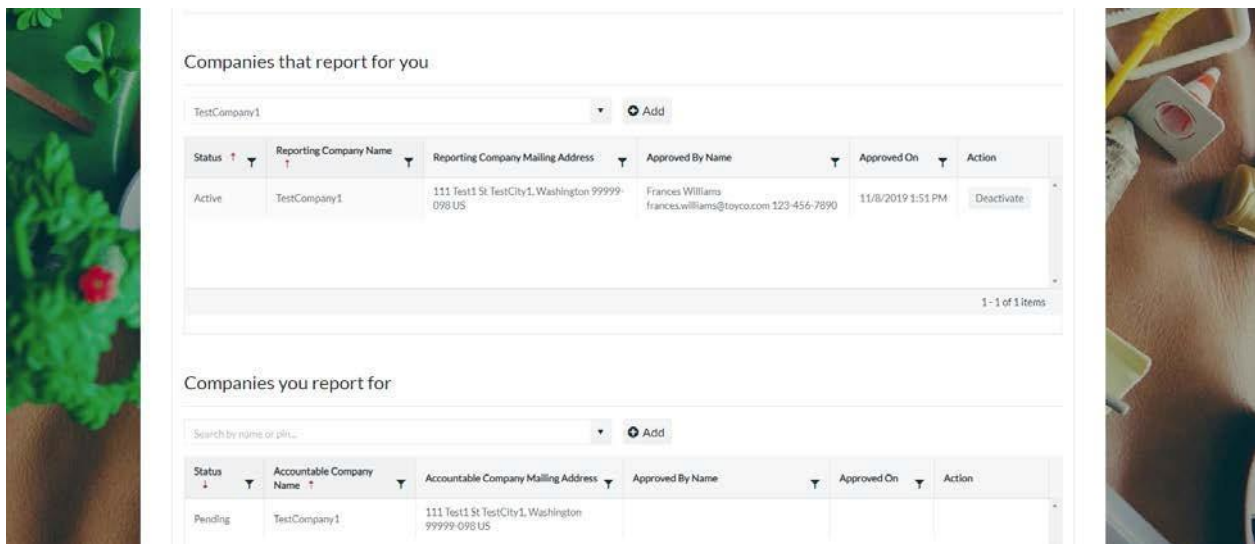
Deactivate

1 - 1 of 1 items

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

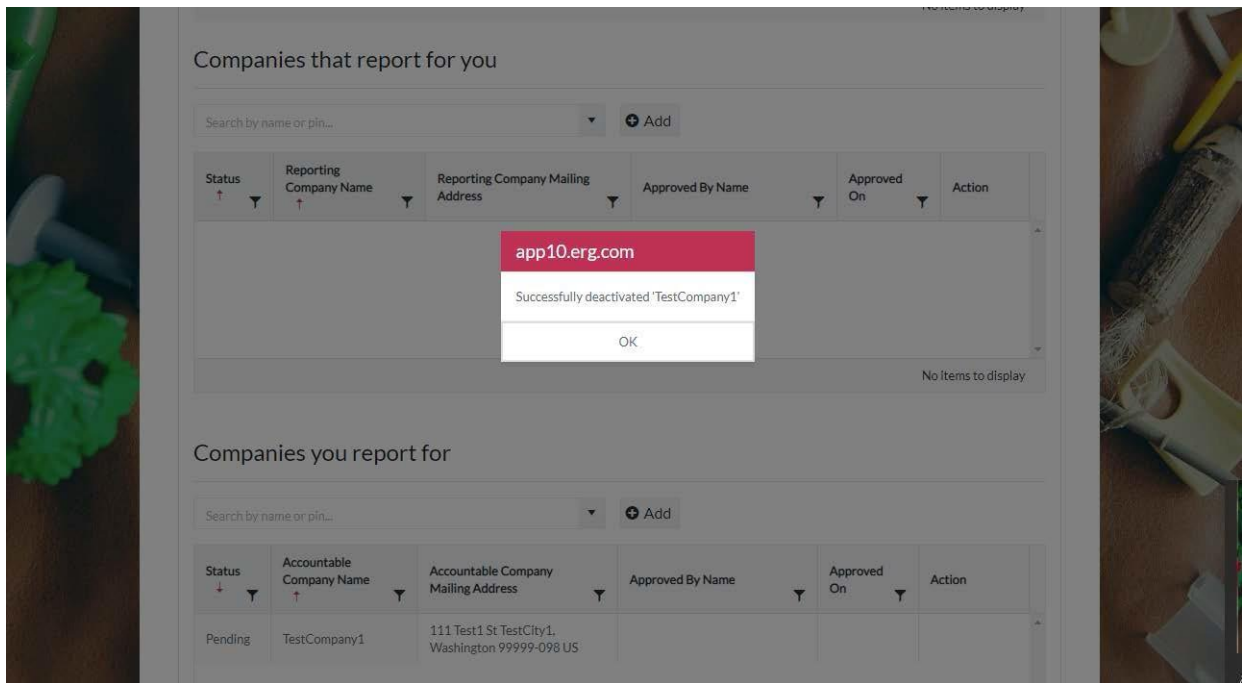


4. Click the Deactivate button for any companies that should no longer report for your company.



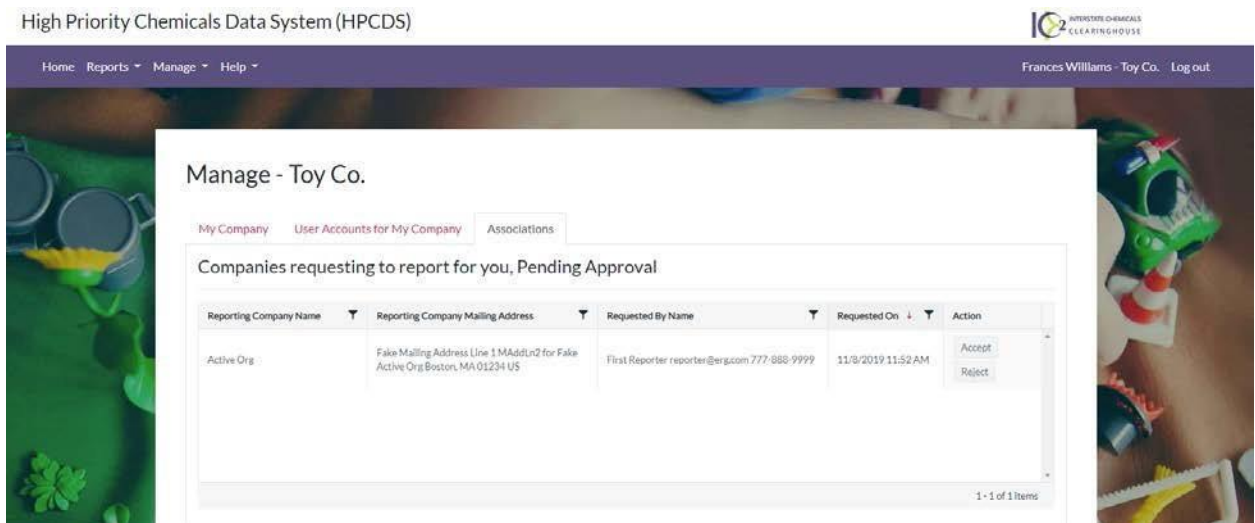


- Once you click the Deactivate button, you will see a confirmation message that the company was successfully deactivated.

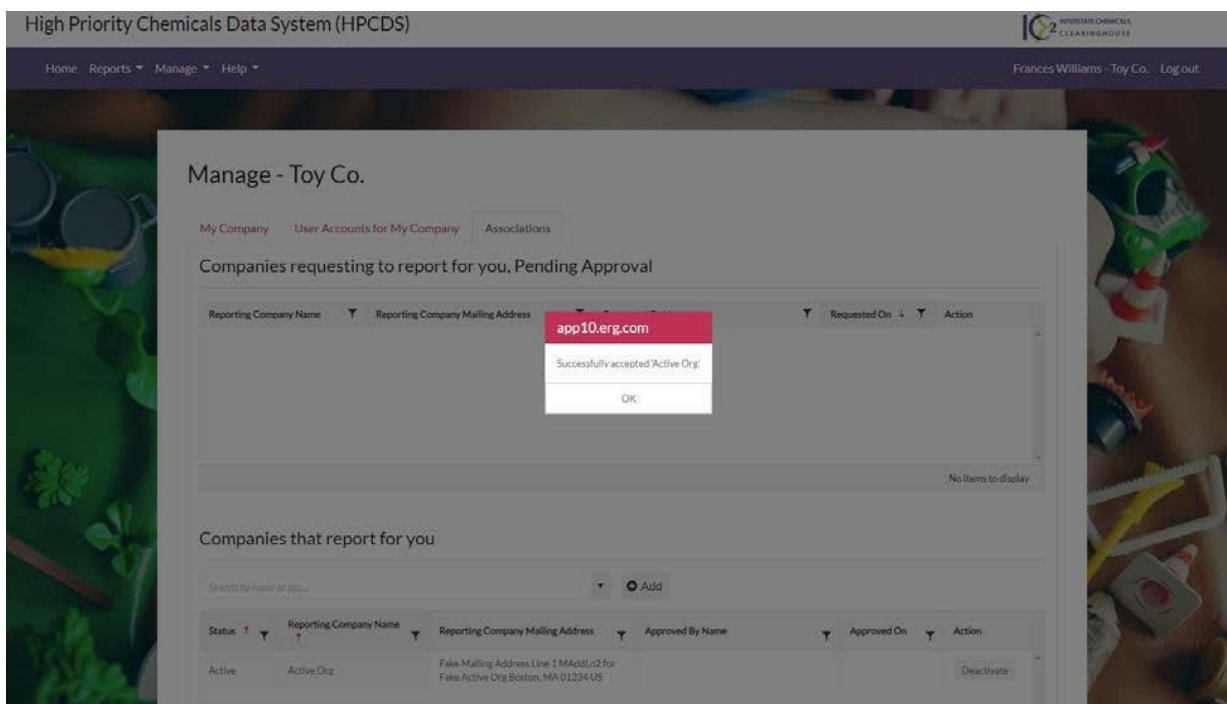


#### *Companies Requesting to Report for You, Pending Approval*

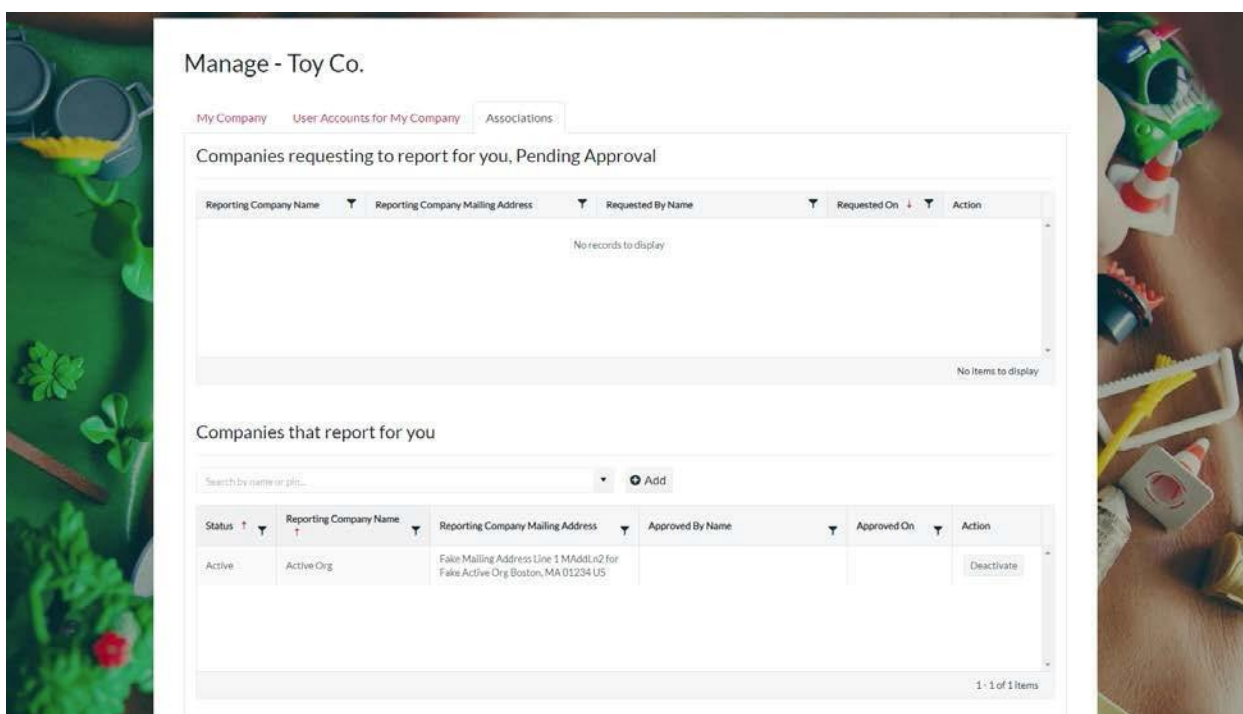
- The first table on the Associations tab is the Companies requesting to report for you, Pending Approval table. This table includes all companies that have requested to report on behalf of your company but have not yet been approved. Company details are displayed in the table. Click the Accept button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



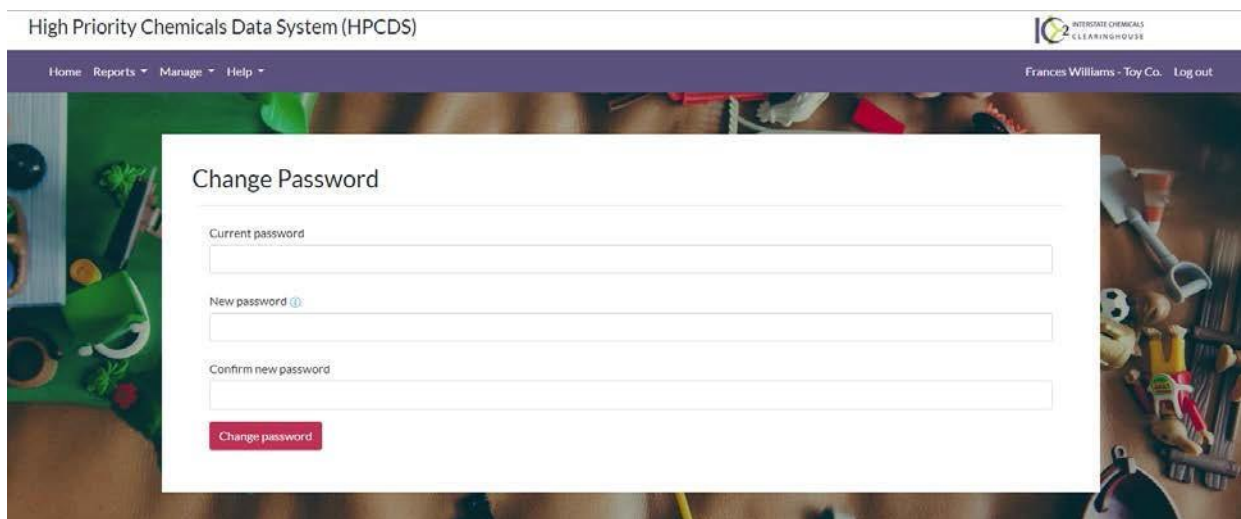
3. This company will now appear in the Companies that report for you table.





## 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>.



High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Frances Williams - Toy Co. Log out

### Change Password

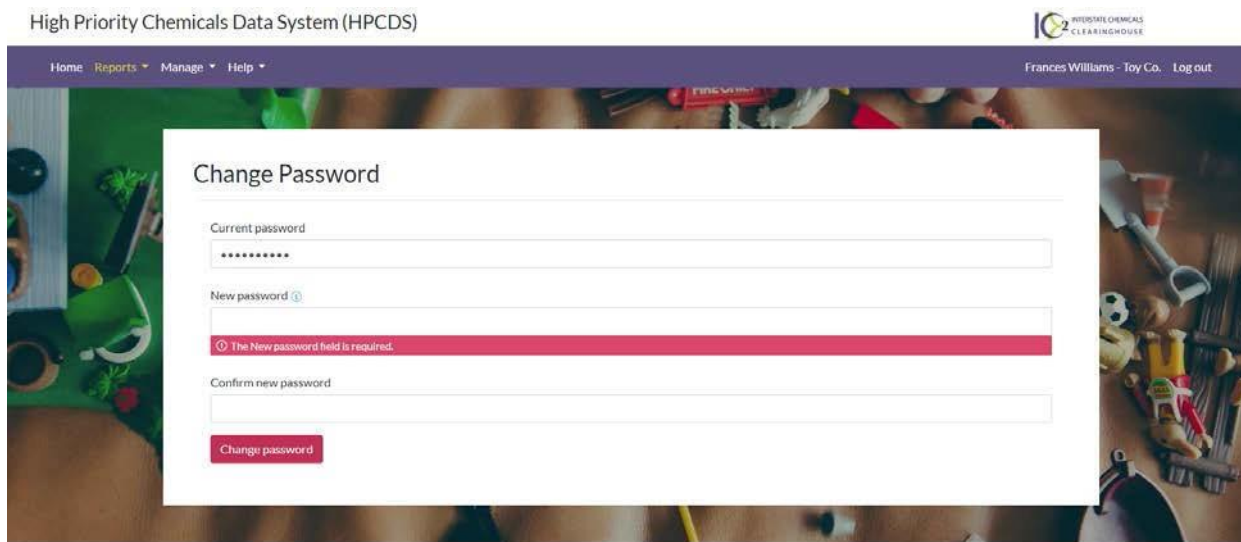
Current password

New password ⓘ

Confirm new password

Change password

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.



High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Frances Williams - Toy Co. Log out

### Change Password

Current password

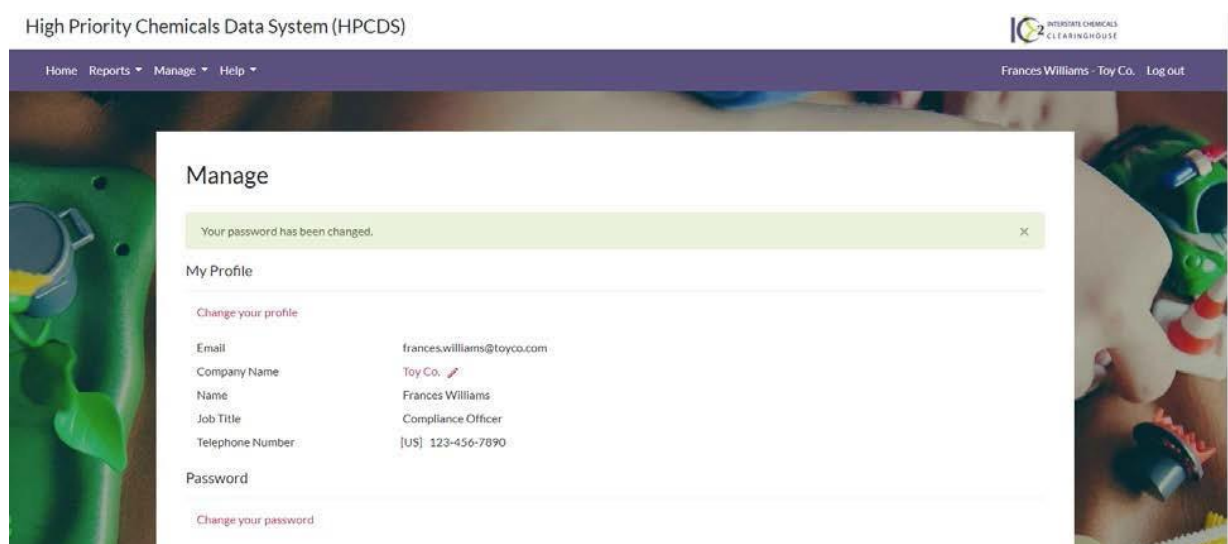
New password ⓘ

ⓘ The New password field is required.

Confirm new password

Change password

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



# Reports

## Inventory

To view, edit, and create records in 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.

High Priority Chemicals Data System (HPCDS)

IC<sub>2</sub> INTERSTATE CHEMICALS CLEARINGHOUSE

Home Reports Manage Help reporter@erg.com Log out

### Inventory and Reports

[View Existing Reports \(Draft, Submitted, and Published\)](#)

#### Inventory

If you would like to upload data, please use the Function Set Template ([.xlsx](#)).

Add Selected Record(s) Remove Selected Record(s) Create New Report

Function Set

Show function sets for: All States

+ Add new record Delete Upload

	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
<input type="checkbox"/>							

## Add New Record

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

High Priority Chemicals Data System (HPCDS)

IC<sub>2</sub> INTERSTATE CHEMICALS CLEARINGHOUSE

Home Reports Manage Help reporter@erg.com Log out

### Inventory and Reports

[View Existing Reports \(Draft, Submitted, and Published\)](#)

#### Inventory

If you would like to upload data, please use the Function Set Template ([.xlsx](#)).

Function Set

Show function sets for: All States

+ Add new record Delete Upload

	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
<input type="checkbox"/>							

Function Set

Product Brick  
Search by name

Component  
Search by name

Chemical/Class  
Search by name or CASRN...

Chemical Function  
Search by name

Concentration Category  
Select Category...

Concentration Value (parts per million - ppm)

Notes

Save Cancel

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.

High Priority Chemicals Data System (HPCDS)

Inventory and Reports

View Existing Reports (Draft, Submitted, and Published)

Inventory

If you would like to upload data, please use the Function Set Template (.xlsx).

Function Set

+ Add new record | Delete | Upload

Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
Bath/Pool Water Toys	Surface coatings (paints, plating, waterproofing etc.)	Formaldehyde	Dispersant	Equal to or greater than 500 but less than 1,000 ppm		Edit   Delete

Function Set

Product Brick: Bath/Pool Water Toys

Component: Surface coatings (paints, plating, waterproofing etc.)

Chemical/Class: Formaldehyde

Chemical Function: Search by name

**The Chemical Function field is required.**

Concentration Category: Equal to or greater than 500 but less than 1,000 ppm

Concentration Value (parts per million - ppm):

Notes:

Save | Cancel

3. The new record is displayed in your inventory.

High Priority Chemicals Data System (HPCDS)

Inventory and Reports

View Existing Reports (Draft, Submitted, and Published)

Inventory

If you would like to upload data, please use the Function Set Template (.xlsx).

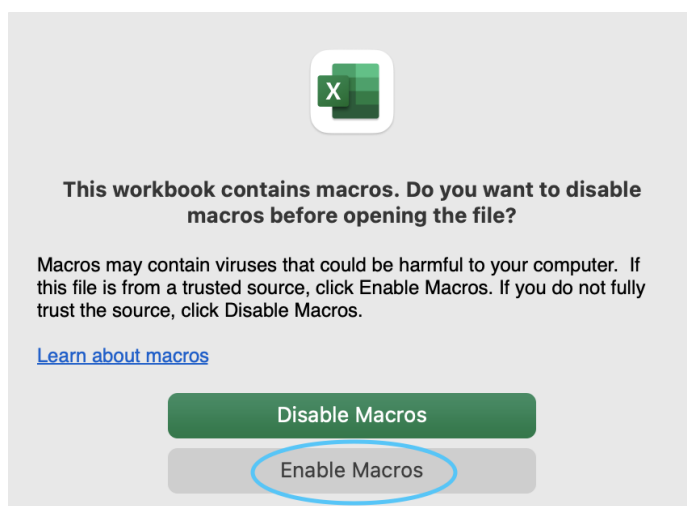
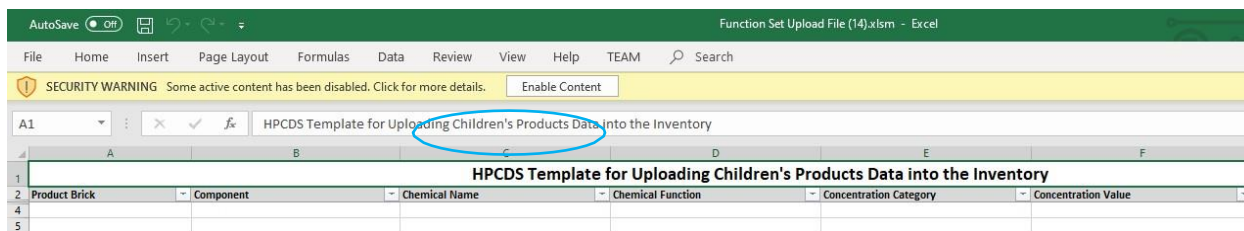
Function Set

+ Add new record | Delete | Upload

Show function sets for: All States

Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
Bath/Pool Water Toys [10005155]	Surface coatings (paints, plating, waterproofing etc.)	Formaldehyde [50-00-0]	Dispersant	Equal to or greater than 500 but less than 1,000 ppm		Edit   Delete

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 while 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](mailto:hpcds@theic2.org) if you experience similar issues.

### *Edit a Record*

1. To 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.

The screenshot displays the High Priority Chemicals Data System (HPCDS) interface. The main section is titled 'Inventory and Reports'. A modal window titled 'Function Set' is open, allowing for the editing of a record. The modal contains several dropdown menus and text input fields:

- Product Brick: Bath/Pool Water Toys
- Component: Surface coatings (paints, plating, waterproofing etc.)
- Chemical/Class: Formaldehyde
- Chemical Function: Dispersant
- Concentration Category: Equal to or greater than 500 but less than...
- Concentration Value (parts per million - ppm):
- Notes:

At the bottom of the modal are 'Save' and 'Cancel' buttons. In the background, a table is visible with columns for 'Product Brick', 'Component', and 'Action'. The 'Action' column for the selected record has an 'Edit' button highlighted with a red circle.



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.

#### High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help reporter@erg.com Log out

### Inventory and Reports

[View Existing Reports \(Draft, Submitted, and Published\)](#)

#### Inventory

If you would like to upload data, please use the Function Set Template (.xism).

Add Selected Record(s) Remove Selected Record(s) Create New Report

Function Set

Show function sets for: All States

+ Add new record Delete Upload

<input type="checkbox"/>	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
<input type="checkbox"/>	Bath/Pool Water Toys [10005155]	Other	Formaldehyde [50-00-0]	Dispersant	Equal to or greater than 500 but less than 1,000 ppm		Edit Delete

#### Delete a Record

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

#### High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help reporter@erg.com Log out

### Inventory and Reports

[View Existing Reports \(Draft, Submitted, and Published\)](#)

#### Inventory

If you would like to upload data, please use the Function Set Template (.xism).

Add Selected Record(s) Remove Selected Record(s) Create New Report

Function Set

Show function sets for: All States

+ Add new record Delete Upload

<input type="checkbox"/>	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
<input type="checkbox"/>	Bath/Pool Water Toys [10005155]	Other	Formaldehyde [50-00-0]	Dispersant	Equal to or greater than 500 but less than 1,000 ppm		Edit Delete

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

High Priority Chemicals Data System (HPCDS)

Inventory and Reports  
[View Existing Reports \(Draft, Submitted, and Published\)](#)

Inventory

If you would like to upload data, please use the Function Set Template (.xls).

Function Set

Show function sets for: All States

+ Add new record Delete Upload

<input type="checkbox"/>	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
<input type="checkbox"/>	Bath/Pool Water Toys [10005155]	Other	Formaldehyde [50-00-0]	Dispersant	Equal to or greater than 500 but less than 1,000 ppm		<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	2-Aminotoluene [95-53-4]	Binding agent	Equal to or greater than 100 but less than 500 ppm		<a href="#">Edit</a> <a href="#">Delete</a>

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 delete the record(s), click the Cancel button.

High Priority Chemicals Data System (HPCDS)

Inventory and Reports  
[View Existing Reports \(Draft, Submitted, and Published\)](#)

Inventory

If you would like to upload data, please use the Function Set Template

Function Set

Show function sets for: All States

+ Add new record Delete Upload

<input type="checkbox"/>	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
--------------------------	---------------	-----------	----------------	-------------------	---------------------------------------	-------	--------

No reports to display

Record(s) deleted successfully.

OK



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.

The screenshot shows the 'Inventory and Reports' web application. The top navigation bar includes 'Home', 'Reports', 'Manage', and 'Help'. The user is logged in as 'reporter@erg.com'. The main heading is 'Inventory and Reports' with a link to 'View Existing Reports (Draft, Submitted, and Published)'. Below this is the 'Inventory' section, which includes a text box for uploading data using a Function Set Template (.xism). To the right of the text box are three buttons: 'Add Selected Record(s)' (circled in red), 'Remove Selected Record(s)', and 'Create New Report' (with a notification badge). Below these buttons is a 'Function Set' dropdown menu. The main area displays a table of inventory records with columns for checkboxes, Product Brick, Component, Chemical/Class, Chemical Function, Concentration Category or Value (ppm), Notes, and Action. The table contains three visible records, each with an 'Add' checkbox checked and an 'Action' menu with 'Edit' and 'Delete' options.

	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
<input checked="" type="checkbox"/>	Action Figure Accessories [10006397]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Acrylonitrile [107-13-1]	Adhesive	Equal to or greater than 100 but less than 500 ppm		<a href="#">Edit</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Aniline [62-53-3]	Adhesive	Equal to or greater than 1,000 but less than 5,000 ppm		<a href="#">Edit</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	Action Figure	Metals (Including	Antimony & Antimony		Equal to or greater		<a href="#">Edit</a>

**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.

## Inventory and Reports

[View Existing Reports \(Draft, Submitted, and Published\)](#)

### Inventory

If you would like to upload data, please use the Function Set Template (.xslm).

Function Set

Show function sets for: All States

+ Add new record Delete Upload

<input checked="" type="checkbox"/>	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
<input checked="" type="checkbox"/>	Action Figure Accessories [10006397]	wool		Adhesive	than 100 but less than 500 ppm		
<input checked="" type="checkbox"/>	Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Aniline [62-53-3]	Adhesive	Equal to or greater than 1,000 but less than 5,000 ppm		Edit Delete
<input checked="" type="checkbox"/>	Action Figure Accessories [10006397]	Metals (Including alloys)	Antimony & Antimony compounds [7440-36-0]	Coloration/Pig...	Equal to or greater than 5,000 but less than 10,000 ppm		Edit Delete

Use the checkboxes to select what you'd like in your report, then ...

... click “add Selected Record(s)” ...

... add if you see a number here, you're able to make a new report

Add Selected Record(s) Remove Selected Record(s) Create New Report

- 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.

### High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help

reporter@erg.com Logout

### Inventory and Reports

[View Existing Reports \(Draft, Submitted, and Published\)](#)

### Inventory

If you would like to upload data, please use the Function Set Template (.xslm).

Function Set

+ Add new record Delete Upload

<input type="checkbox"/>	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
<input checked="" type="checkbox"/>	Action Figure Accessories [10006397]	Bio-bas (Animal ex. leather, horn, silk, wool)		Adhesive	500 ppm		
<input checked="" type="checkbox"/>	Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Aniline [62-53-3]	Adhesive	Equal to or greater than 1,000 but less than 5,000 ppm		Edit Delete
<input checked="" type="checkbox"/>	Action Figure Accessories [10006397]	Metals (Including alloys)	Antimony & Antimony compounds [7440-36-0]	Coloration/Pig...	Equal to or greater than 5,000 but less than 10,000 ppm		Edit Delete

Create Report

Select the state, reporting period and company to create your report.

For reporting years (e.g., 2020, 2022, 2024, etc.), Oregon requires reporting for products sold or offered for sale in the prior two calendar years. For example, 2022 reporting would be for products sold or offered for sale in 2020 and 2021. The exception is the 2018 reporting year where reporting is for products sold or offered for sale in 2017.

In Washington manufacturers are required to report annually for children's products (WA-CSPA) sold or offered for sale in the previous year. Manufacturers are also required to report annually for consumer products (WA-SPWA) manufactured, distributed, or sold or offered for sale in the previous year.

Vermont requires reporting annually for products sold, offered for sale or distributed during each reporting period (refer to Vermont's guidance document for more information).

State: Washington (CSPA) Reporting Period: 2024

Company: Active Org

Start Cancel Clear Selection

Add Selected Record(s) Remove Selected Record(s) Create New 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 VT CDP, CSPA & TFKA Reporting Dates

### When are Reports Due?

Reporting for the Vermont Chemical Disclosure Program, Washington State's Children's Safe Products Act (CSPA), and Safer Products Washington (SPWA) is **annual** and due the following January 31<sup>st</sup>. EXAMPLE: For Washington, when reporting children's products sold or offered for sale in 2023 in Washington, manufacturers should select *2023 (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 all three 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*. Do not try to report for TFKA 'early' or before the reporting period's second December for two reasons: 1) the correct *Reporting Period* option in the HPCDS will not be available until the 15<sup>th</sup> of that month, and 2) Not all the information needed for a manufacturer's report is likely to be available until that time.

Instructions for reporting for all three states' laws are found in this *Reporting Guide*. For more information including compliance obligations for some products under these state laws, please visit [Reporting Assistance](#).

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

If you have not created an inventory from which to create a report, please refer to the Inventory section on page 28 for guidance. After you create a report 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

High Priority Chemicals Data System (HPCDS)

reporter@erg.com Log out

### Step 1. Create Report for Washington-CSPA

Active Org

Public Contact ⓘ First Reporter (reporter@erg.com)

Report Name ⓘ Report for Active Org (11/21/2024)

Reporting Period 2024

#### Step 1a. Enter target age

Product Brick	Target Age	Action
Action Figure Accessories [10006397]		<a href="#">Edit</a>

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 NOT REQUIRED for Washington State.

#### High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help reporter@erg.com Log out

### Step 1. Create Report for Washington-CSPA

#### Active Org

Public Contact ⓘ First Reporter (reporter@erg.com)

Report Name ⓘ Report for Active Org (11/21/2024)

Reporting Period 2024

#### Step 1a. Enter target age

Product Brick	Target Age	Action
Action Figure Accessories [10006397]	Under 3	Save Cancel

#### Step 1b. Review Function Sets

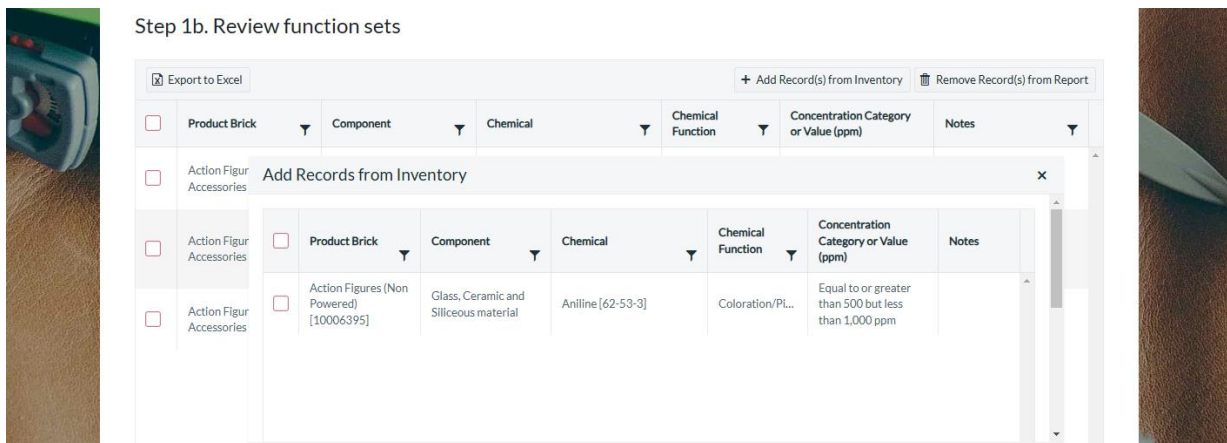
- In the Step 1b. Review function sets table, review the function sets in your report. To delete a record, select the record and click the Remove Record(s) from Report button. Note that this does not delete the selected function set(s) from your inventory; it merely removes them from the report.

Step 1b. Review function sets

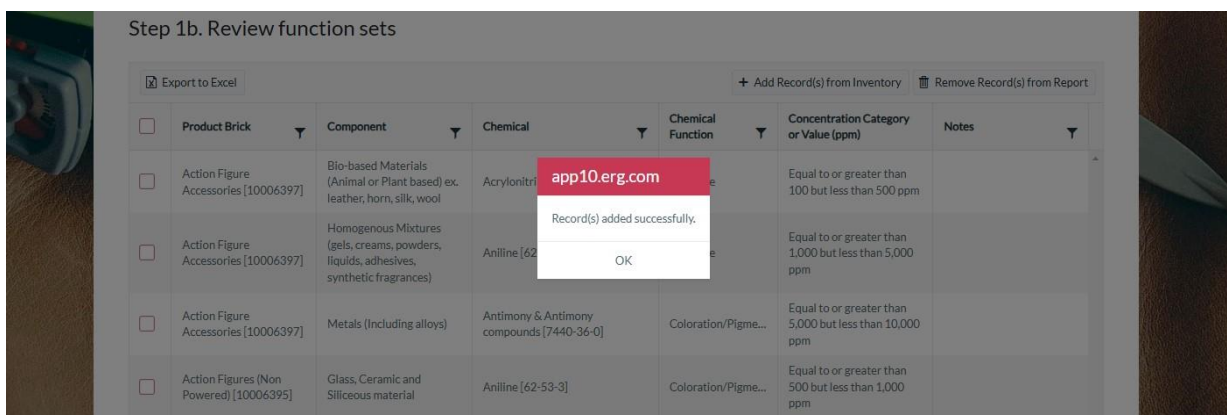
☒ Export to Excel + Add Record(s) from Inventory **Remove Record(s) from Report**

	Product Brick	Component	Chemical	Chemical Function	Concentration Category or Value (ppm)	Notes
<input checked="" type="checkbox"/>	Action Figure Accessories [10006397]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Acrylonitrile [107-13-1]	Adhesive	Equal to or greater than 100 but less than 500 ppm	
<input type="checkbox"/>	Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Aniline [62-53-3]	Adhesive	Equal to or greater than 1,000 but less than 5,000 ppm	
<input type="checkbox"/>	Action Figure Accessories [10006397]	Metals (Including alloys)	Antimony & Antimony compounds [7440-36-0]	Coloration/Pigme...	Equal to or greater than 5,000 but less than 10,000 ppm	

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.

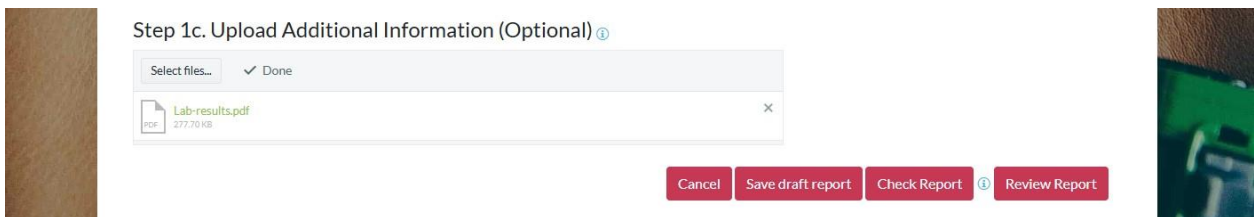


4. Once you have completed Step 1, click the Save Draft Report button to save a draft of your report. The draft report will appear of the Drafts tab of the Reports page. Click Cancel if you do not wish to save your draft report.



### Step 1c. Upload Additional Information (Optional)

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

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 set(s) with chemical(s) that 'Should not be reported to Wasington'.

Export to Excel + Add Record(s) from Inventory Remove Record(s) from Report

<input type="checkbox"/>	Product Brick ▼	Component ▼	Chemical ▼	Chemical Function ▼	Concentration Category or Value (ppm)	Notes ▼
<input type="checkbox"/>	Action Figure Accessories [10006397]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Acrylonitrile [107-13-1]	Adhesive	Equal to or greater than 100 but less than 500 ppm	
<input type="checkbox"/>	Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Aniline [62-53-3]	Adhesive	Equal to or greater than 1,000 but less than 5,000 ppm	
<input type="checkbox"/>	Action Figure Accessories [10006397]	Metals (Including alloys)	Antimony & Antimony compounds [7440-36-0]	Coloration/Pigme...	Equal to or greater than 5,000 but less than 10,000 ppm	
<input type="checkbox"/>	Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Flame Retardants [NA] ⚠	Antistatic agent	Equal to or greater than 500 but less than 1,000 ppm	



## Step 2. Review Report

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.

Home Reports Manage Help

reporter@erg.com Log out

### Step 2. Review Report for Washington-CSPA

#### Active Org

Public Contact ⓘ

First Reporter (reporter@erg.com)

Report Name ⓘ

Report for Active Org (11/21/2024)

Reporting Period

2024

☒ Export to Excel

Product Brick	Component	Chemical	Chemical Function	Concentration Category	Target Age
Action Figure Accessories [10006397]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Acrylonitrile [107-13-1]	Adhesive	Equal to or greater than 100 but less than 500 ppm	Under 3
Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Aniline [62-53-3]	Adhesive	Equal to or greater than 1,000 but less than 5,000 ppm	Under 3

## Step 2. Review Report for Washington-CSPA

## Active Org

Public Contact ⓘ First Reporter (reporter@erg.com)

Report Name ⓘ Report for Active Org (11/21/2024)

Reporting Period 2024

 Export to Excel

Product Brick	Component	Chemical	Chemical Function	Concentration Category	Target Age
Action Figure Accessories [10006397]	Bio-based Materials (Animal or Plant based) ex: leather, horn, silk, wool	Acrylonitrile [107-13-1]	Adhesive	Equal to or greater than 100 but less than 500 ppm	Under 3
Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Aniline [62-53-3]	Adhesive	Equal to or greater than 1,000 but less than 5,000 ppm	Under 3
Action Figure Accessories [10006397]	Metals (Including alloys)	Antimony & Antimony compounds [7440-36-0]	Coloration/Pigme...	Equal to or greater than 5,000 but less than 10,000 ppm	Under 3

## Attached information

[Exit](#) [Cancel and Return to Step 1](#) [Continue](#)

### 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](mailto:cspareporting@ecy.wa.gov).

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Frances Williams - Toy Co. Log out

**Step 3. Certify & Submit Report for Washington**

☒ I certify, under penalty of perjury, that the information contained within my report is true and correct, to the best of my knowledge, information, and belief.

Cancel Submit

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.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Frances Williams - Toy Co. Log out

**Submission Received**

Thank you for your submission. Your Disclosure ID is 'WA-jz33f8t'

You can [view your report](#) on the reports page. Your report will be published and made available to the public in accordance with the program's procedures.

Click the button below to print this page for your records. You will also receive an email confirmation.

Please contact the Washington Children's Safe Products Act Program with questions:  
Email: [CSPAreporting@ecy.wa.gov](mailto:CSPAreporting@ecy.wa.gov)  
Phone: 360-407-6786

Print this page

## Create Report for Safer Products Washington (SPWA) Program

If you have not created an inventory from which to create a report, please refer to the Inventory section on page 28 for guidance. After you create a report 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 1. Create Report for Washington-SPWA

#### Active Org

Public Contact ⓘ

First Reporter (reporter@erg.com)

Report Name ⓘ

Report for Active Org (11/21/2024)


Reporting Period

2023 ▼

#### Step 1. Enter Chemicals

<input checked="" type="checkbox"/> Export to Excel							
				+ Add Record(s) from Inventory		Remove Record(s) from Report	
<input type="checkbox"/>	Product Brick ▼	Component ▼	Chemical/Class ▼	Chemical Function ▼	Concentration Category or Value (ppm)	Chemicals	Notes ▼
<input type="checkbox"/>	Sleeping Bags [10002080]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Bisphenols [NA] ⚠	Adhesive	Equal to or greater than 100 but less than 500 ppm	+	
<input type="checkbox"/>	Sleeping Bags [10002080]	Inks/Dyes/Pigments	Flame Retardants [NA] ⚠	Flame Retardant	Equal to or greater than 500 but less than 1,000 ppm	+	

#### Step 1. Enter Chemical(s) for Each Function Set

In Step 1 you will enter the chemical(s) for each function set you selected from your inventory. First, click the  button in the “Chemicals” column.

#### Step 1. Enter Chemicals

<input checked="" type="checkbox"/> Export to Excel							
				+ Add Record(s) from Inventory		Remove Record(s) from Report	
<input type="checkbox"/>	Product Brick ▼	Component ▼	Chemical/Class ▼	Chemical Function ▼	Concentration Category or Value (ppm)	Chemicals	Notes ▼
<input type="checkbox"/>	Sleeping Bags [10002080]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Bisphenols [NA] ⚠	Adhesive	Equal to or greater than 100 but less than 500 ppm	+	

Next, click the “+ Add new record” button.

## Step 1. Enter Chemicals

The screenshot shows a 'Chemicals' pop-up window. At the top, there is a '+ Add new record' button circled in blue. Below it is a table with columns: Chemical, CAS Number, Modified By, Modified Date, and Action. The table is currently empty, displaying 'No records to display'.

Then, in the text boxes that appear, enter the name and CAS number for each chemical. If the CAS number does not exist, then enter “does not exist” in the CAS Number field. If you need to enter more than one chemical for the same component, click the “save” button before clicking the “+ Add new record” button.

The screenshot shows the 'Chemicals' pop-up window with one record added. The record is for 'Bisphenol B' with CAS Number '77-40-7', Modified By 'reporter@erg.com', and Modified Date '11/26/2024 8:40 AM'. The 'Save' button in the Action column is circled in red.

Chemical	CAS Number	Modified By	Modified Date	Action
Bisphenol B	77-40-7	reporter@erg.com	11/26/2024 8:40 AM	<span>✓ Save</span> <span>✗ Cancel</span>

When you have finished adding chemicals, close the pop up by clicking the “X” in the top right corner of the window.

The screenshot shows the 'Chemicals' pop-up window with two records. The first record is for 'Bisphenol AF' with CAS Number '1478-61-1'. The second record is for 'Bisphenol B' with CAS Number '77-40-7'. The 'X' close button in the top right corner is circled in blue.

Chemical	CAS Number	Modified By	Modified Date	Action
Bisphenol AF	1478-61-1	reporter@erg.com	11/26/2024 8:45 AM	<span>Edit</span> <span>✗ Delete</span>
Bisphenol B	77-40-7	reporter@erg.com	11/26/2024 8:43 AM	<span>Edit</span> <span>✗ Delete</span>

### Add/Remove Function Sets to the Report

You may add and remove function sets in the report. To add a function set, click on the “+ Add Record(s) from Inventory” button. In the resulting pop-up window, check the box with the function set(s) you want to add to the report and then click the “Add Selected Record(s) to the Report” button.

#### Step 1. Enter Chemicals

<input type="checkbox"/>	Product Brick	Component	Chemical/Class	Chemical Function	Category or Value (ppm)	Notes
<input checked="" type="checkbox"/>	Sleeping Bags [10002080]	Textiles (synthetic fibers and blends)	Flame Retardants [NA]	Flame Retardant	Equal to or greater than 1,000 but less than 5,000 ppm	
<input type="checkbox"/>	SI [1]					
<input type="checkbox"/>	SI [1]					

To remove a function set, check the box in the row of the function set and then click the “Remove Record(s) from Report” button.

#### Step 1. Enter Chemicals

<input type="checkbox"/>	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Chemicals	Notes
<input checked="" type="checkbox"/>	Sleeping Bags [10002080]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Bisphenols [NA]	Adhesive	Equal to or greater than 100 but less than 500 ppm	[icon]	[icon]
<input type="checkbox"/>	Sleeping Bags [10002080]	Inks/Dyes/Pigments	Flame Retardants [NA]	Flame Retardant	Equal to or greater than 500 but less than 1,000 ppm	[icon]	[icon]
<input type="checkbox"/>	Sleeping Bags [10002080]	Textiles (synthetic fibers and blends)	Flame Retardants [NA]	Flame Retardant	Equal to or greater than 1,000 but less than 5,000 ppm	[icon]	[icon]

### Check Report

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 set(s) where 'At least one chemical must be added under the chemical column'.

<div> <span>Export to Excel</span> <span>+ Add Record(s) from Inventory</span> <span>Remove Record(s) from Report</span> </div>							
<input type="checkbox"/>	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Chemicals	Notes
<input type="checkbox"/>	Sleeping Bags [10002080]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Bisphenols [NA]	Adhesive	Equal to or greater than 100 but less than 500 ppm		
<input type="checkbox"/>	Sleeping Bags [10002080]	Inks/Dyes/Pigments	Flame Retardants [NA]	Flame Retardant	Equal to or greater than 500 but less than 1,000 ppm		
<input type="checkbox"/>	Sleeping Bags [10002080]	Textiles (synthetic fibers and blends)	Flame Retardants [NA]	Flame Retardant	Equal to or greater than 1,000 but less than 5,000 ppm		

## Step 2. Review Report

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 2. Review Report for Washington-SPWA

**Active Org**

Public Contact ⓘ First Reporter (reporter@erg.com)

Report Name ⓘ Report for Active Org (11/21/2024)

Reporting Period 2023

☐ Export to Excel

Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category	SPWA Chemical	SPWA CASRN
Sleeping Bags [10002080]	Inks/Dyes/Pigme...	Flame Retardants [NA]	Flame Retardant	Equal to or greater than 500 but less than 1,000 ppm	Chemical No. 1	unknown
Sleeping Bags [10002080]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Bisphenols [NA]	Adhesive	Equal to or greater than 100 but less than 500 ppm	Bisphenol AF	1478-61-1
Sleeping Bags [10002080]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Bisphenols [NA]	Adhesive	Equal to or greater than 100 but less than 500 ppm	Bisphenol AF	1478-61-1

Exit Cancel and Return to Step 1 Continue

### Step 3. Certify & Submit Report

- 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.

#### High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help

reporter@erg.com Log out

## Step 3. Certify & Submit Report for Washington-SPWA

☒ I certify, under penalty of perjury, that the information contained within my report is true and correct, to the best of my knowledge, information, and belief.

Exit Cancel and Return to Step 2 Submit

- 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 or four-letter program 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.

## High Priority Chemicals Data System (HPCDS)



[Home](#) [Reports](#) [Manage](#) [Help](#)

reporter@erg.com [Log out](#)

### Submission Received

Thank you for your submission. Your Disclosure ID is 'SPWA-2gyumsm'

You can [view your report](#) on the reports page. Your report will be published and made available to the public in accordance with the program's procedures.

Click the button below to print this page for your records. You will also receive an email confirmation.

Please contact Washington Department of Ecology, Safer Products for Washington with questions:  
Email: [SaferProductsWA@ecy.wa.gov](mailto:SaferProductsWA@ecy.wa.gov)  
Phone: 360-688-4312

[Print this page](#)

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

If you have not created an inventory from which to create a report, please refer to the Inventory section on page 28 for guidance. After you create a report 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).

High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help reporter@erg.com Log out

### Step 1. Create Report for Oregon

Active Org

Public Contact ⓘ First Reporter (reporter@erg.com)

Report Name ⓘ

Reporting Period

#### Step 1. Enter BNPM, target age, and items sold / offered for sale data

☒ Export to Excel + Add Record(s) to Spreadsheet + Add Record(s) from Inventory Remove Record(s) from Report

<input type="checkbox"/>	ID	Product Brick	Component	Chemical	Chemical Function	Concentration Category or Value (ppm)	Notes
<input type="checkbox"/>	74251	Boots - General Purpose [10001076] ⚠	Surface coatings (paints, plating, waterproofing etc.)	Cobalt & cobalt compounds [7440-48-4]	No function - Contaminant	Equal to or greater than 100 but less than 500 ppm	

### Step 1. Enter Brand Name, Product Model, Target Age and items Sold or Offered for Sale

In the Step 1. Enter the brand name(s), product model(s), target age(s) and bricks sold or offered for sale for each function set. First, choose to add the function set to the table by checking the box in the function set row and then clicking the “+Add Record(s) to Spreadsheet” button. Note, each row contains a unique Function Set ID which will populate the table at the bottom of the screen.

High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help reporter@erg.com Log out

### Step 1. Create Report for Oregon

Active Org

Public Contact ⓘ First Reporter (reporter@erg.com)

Report Name ⓘ

Reporting Period

#### Step 1. Enter BNPM, target age, and items sold / offered for sale data

☒ Export to Excel + Add Record(s) to Spreadsheet + Add Record(s) from Inventory Remove Record(s) from Report

<input type="checkbox"/>	ID	Product Brick	Component	Chemical	Chemical Function	Concentration Category or Value (ppm)	Notes
<input checked="" type="checkbox"/>	74251	Boots - General Purpose [10001076] ⚠	Surface coatings (paints, plating, waterproofing etc.)	Cobalt & cobalt compounds [7440-48-4]	No function - Contaminant	Equal to or greater than 100 but less than 500 ppm	

Then, scroll down to enter the data in the spreadsheet provided.

[Show Validation Rules](#)

Validate

Show All Errors

Save

A1	fx	Function Set ID				
		A	B	C	D	E
1		Function Set ID	Brand Name	Product Model	Target Age	Number of Items Sold
2		74251				
3						
4						
5						
6						
7						
8						
9						
10						
11						

The table will contain the ID for the function set selected in the previous step. A Function Set ID is unique to each function set entered by a reporter and is automatically generated by the HPCDS. Enter data directly into the table. Enter the target age by selecting from among the drop-down selections.

	D	E
	Target Age	Number of It

▼

Under 3

Ages 3-12

Birth-12

To review the validation rules and requirements for providing data, refer to the “Show Validation Rules” link. If data does not pass validation, then the cell will display a red highlight when you try to save the report. You can also perform a validation check by clicking the “Validate” button. The “Show All Errors” button will display a list of the rows where at least one validation rule is broken.

The table provides many of the same tools and features that you find in spreadsheets. For example, you may cut, copy, paste, and delete by clicking the right mouse.

Show Validation Rules

Validate

Show All Errors

A3:G3
▼
fx

	A	B	C
	Function Set ID	Brand Name	Product Model
1			
2	74251		
3			

Cut

Copy

Paste

Delete

You may also copy and paste data directly from another spreadsheet program.

Note: “Number of Items Sold” and Number of Items Offered for Sale” refers to quantity of units/items for each of the product model’s specified in the HPCDS that were sold or offered for sale during the Biennial Notice Period. It is the reporter’s choice of which to report. Both are not required. Not sure how to determine this? Learn more about this requirement at FAQ’s #16 & #17 in the [Reporting for the Toxics Free Kids Act](#) section of Oregon’s [Frequently Asked Questions](#) for the Toxic Free Kids Act.

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.

## Step 1. Edit Report for Oregon

**Active Org**

Public Contact ⓘ

Report Name ⓘ

Reporting Period

**Step 1. Enter BNF**

Export to Excel
+ Add

	ID	P
✓	74251	B

Add Records from Inventory
×

					(ppm)	
<input type="checkbox"/>	Action Figures (Powered) [10006396]	Glass, Ceramic and Siliceous material	Benzene [71-43-2]	Antistatic agent	Equal to or greater than 100 but less than 500 ppm	stacy's note for testing
<input type="checkbox"/>	Action Figure Accessories [10006397]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Acetaldehyde [75-07-0]	Accelerator	PQL to less than 100 ppm	
<input type="checkbox"/>	Boots - General Purpose [10001076]	Textiles (synthetic fibers and blends)	Antimony & Antimony compounds [7440-36-0]	No function - Contaminant	Equal to or greater than 100 but less than 500 ppm	
<input type="checkbox"/>	Boots - General Purpose [10001076]	Textiles (synthetic fibers and blends)	Ethylene glycol [107-21-1]	No function - Contaminant	Equal to or greater than 100 but less than 500 ppm	
<input type="checkbox"/>	Boots - General Purpose [10001076]	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Methyl ethyl ketone [78-93-3]	No function - Contaminant	Equal to or greater than 100 but less than 500 ppm	
<input type="checkbox"/>	Boots - General Purpose [10001076]	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Styrene [100-42-5]	No function - Contaminant	Equal to or greater than 100 but less than 500 ppm	
	Boots - General	Synthetic Polymers			Equal to or greater	

Cancel

Add Selected Record(s) to Report

Remove Record(s) from Report
▼



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

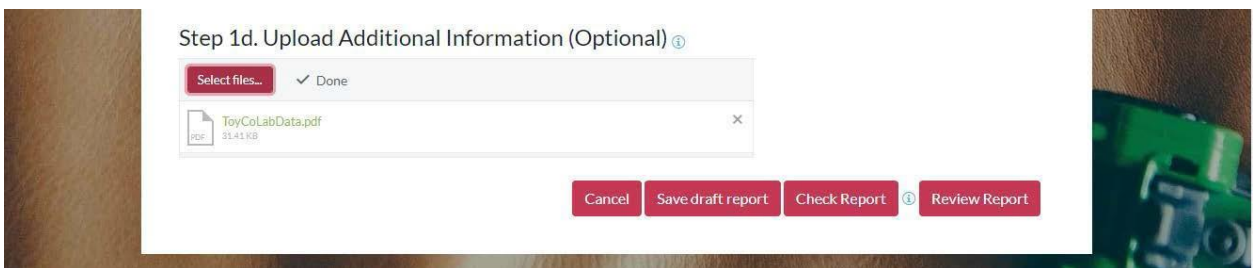
Enter recommendations regarding technical, financial or logistical support considered necessary for the implementation of innovation and green chemistry solutions related to HPCCCH used in children's products. This step is optional.



The screenshot shows a web form titled "Step 1c. Submit Recommendations for Oregon Health Authority (Optional)". Below the title is a paragraph of text: "Per Oregon Revised Statute 431A2.58(7), manufacturers may submit to the Authority 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." Below this text is a large text input field with the placeholder text "My recommendations for the Oregon Health Authority include.....".

### Step 1d. Upload Additional Information (Optional)

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.



The screenshot shows a web form titled "Step 1d. Upload Additional Information (Optional)". At the top, there is a "Select files..." button and a "Done" button. Below this, a file named "ToyCoLabData.pdf" (31.41 KB) is shown with a PDF icon and a close button (X). At the bottom of the form, there are four buttons: "Cancel", "Save draft report", "Check Report", and "Review Report".

### Renewal Rule

Has your company reported to the HPCDS for Oregon before, but information submitted about a children's product has not 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:

### 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.

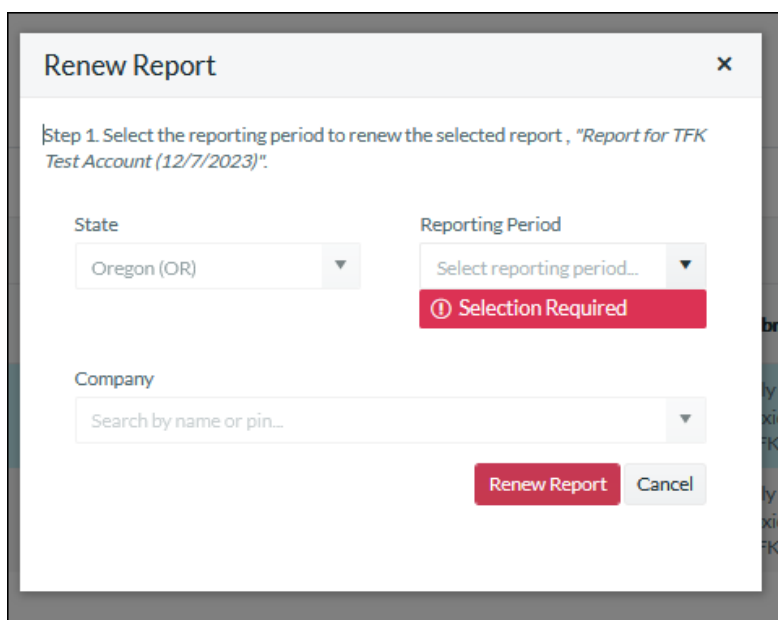
#### Reports

Published Submitted Drafts

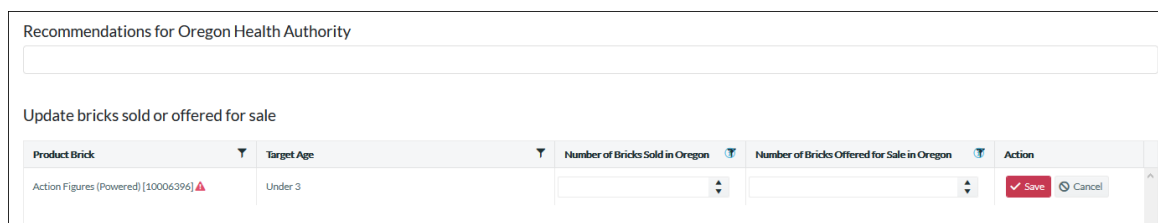
#### Published Reports

<input type="checkbox"/> Renew for new period <input type="checkbox"/> Save Copy of Selected Report									
<input checked="" type="checkbox"/>	Accountable Company Name	Report/Additional Information Name	Prog Abbrv	Disclosure Id	Period Name	Submitted Date	Submitted By Name/Org	Published On	Confidential Status Determinati Id
<input checked="" type="checkbox"/>	Active Org	<a href="#">Report for Active Org (11/21/2024)</a>	OR	OR-9s2gzf	2024	11/21/2024 1:14 PM	First Reporter (reporter@erg.com) (Active Org)	11/21/2024 1:15 PM	

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.]



Product Brick	Target Age	Number of Bricks Sold in Oregon	Number of Bricks Offered for Sale in Oregon	Action
Action Figures [Powered] [10006396] ⚠	Under 3	<input type="text"/>	<input type="text"/>	<button>Save</button> <button>Cancel</button>

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.

### Step 3. Payment: Oregon

#### TFK Test Account

Report for TFK Test Account (12/7/2023) (renewing)  
Reporting Period 2020

#### Payment Amount

1 Chemical(s) Reported  
1 Chemical(s) Previously Paid

---

0 Chemical(s) for payment x \$250  
**Total Payment Due: \$0**

Select from the payment options below:

☒ No payment is due for your report

☐ I certify, under penalty of perjury, that the information contained within my report is true and correct, to the best of my knowledge, information, and belief.

ExitCancel and Return to Step 2Certify and Submit

Note: A 2023 change in Oregon law requires additional information to be submitted about children's products sold or offered for sale in Oregon. Oregon Administrative Rule (OAR) [333-016-2060](#) requires children's products to be reported by brand name and product model, in addition to product category/brick. This change starts with children's products sold or offered for sale in 2024 and 2025 - the *2026 Reporting Period*. Because additional information is required of all manufacturers, the *Renewal* option is not available for reports made for the *2026 Reporting Period*.

### Cancel

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

### Save Draft Report

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

Per Oregon Revised Statute 431A2.58(7), manufacturers may submit to the Authority 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.

### Step 1d. Upload Additional Information (Optional)

Select files...

appdev2.erg.com

Successfully saved 'Report for Active Org (12/16/2025)' report info. Do you want to go to your draft reports?

OKCancel

ExitSave draft reportCheck ReportReview Report

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

Once you have completed Step 1, click the Check Report button to identify any issues with your report that will prevent submission. Text will appear above the table in your report that lists each error. You must resolve all errors before you can continue to Step 2. Review Report.

[Show Validation Rules](#)  

ValidateShow All ErrorsSave

Errors:  
The following rows contain invalid data:  
Row 2: Invalid Brand Name

B2	f x	A	B	C	D	E	F
1		Function Set ID	Brand Name	Product Model	Target Age	Number of Items Sold	Number of Items Offered for Sale
2		74251		PM1	Under 3		1
3							
4							
5							
6							
7							
8							
9							
10							

## Step 2. Review Report

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.

High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help reporter@erg.com Log out

Step 2. Review Report for Oregon

Active Org

Public Contact ⓘ First Reporter (reporter@erg.com)

Report Name ⓘ Report for Active Org (12/16/2025)

Reporting Period 2026

Export

Product Brick	Component	Chemical	Chemical Function	Concentration Category
Boots - General Purpose [10001076]	Surface coatings (paints, plating, waterproofing etc.)	Cobalt & cobalt compounds [7440-48-4]	No function - Contaminant	Equal to or greater than 100 but less than 500 ppm

### Step 3. Payment

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, enter the requested contact information, and click the Certify & Proceed to Payment button. Note that this option will direct you to a third-party website to enter payment information.

Step 3. Payment: Oregon

Active Org  
Report for Active Org (12/16/2025)  
Reporting Period: 2026

Payment Amount

2 Chemical(s) Reported  
1 Chemical(s) Previously Paid  
1 Chemical(s) for payment × \$250  
Total Payment Due: \$250

Select from the payment options below:

☒ Submit payment using a credit card

Note: this option will direct you to a third-party website to enter payment information

☐ I certify, under penalty of perjury, that the information contained within my report is true and correct, to the best of my knowledge, information, and belief.

☐ Submit payment by check

Please provide the following contact information for the person making this report:

Phone Number:

Country:

Address, Line 1:

Address, Line 2:

City:

State:

Postal Code:


Exit

Cancel and Return to Step 2

Certify and Proceed to Payment



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



1 Payment Type

2 Customer Info

3 Payment Information

4 Submit Payment


### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
71-43-2	Benzene	\$250.00	1	\$250.00
7440-48-4	Cobalt & cobalt compounds	\$0.00	1	\$0.00
Total				\$250.00

### Transaction Summary

Benzene	\$250.00
Cobalt & cobalt compounds	\$0.00
<b>TOTAL</b>	<b>\$250.00</b>

### Payment

Payment Type 


Credit/Debit Card

### Need Help?

Customer Information to be entered is the Card Holder. For technical assistance call 1-855-255-4304


**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. **IMPORTANT:** when paying Oregon's fee by credit card, the address entered must be the same as the billing address used by the credit card company. If it is not, the payment will be rejected and your submission will not be accepted by OHA.






### Payment Information

Complete all required fields [ \* ]



Credit Card Number \* 

4111111111111111 



Credit Card Type


  


Expiration Month \*

04 - April  


Expiration Year \*


2028  

Security Code \* 

111 

Name on Credit Card \*

test user 

Next 

Cancel


### Transaction Summary

Benzene	\$250.00
Cobalt & cobalt compounds	\$0.00
<b>TOTAL</b>	<b>\$250.00</b>

### Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information. For technical assistance call 1-855-255-4304.

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



**Address**  
Test User  
Test  
1 Main st  
Anytown, CO 12345

**Phone Number**  
555-555-5555

**Country**  
United States

**Email Address**  
reporter@erg.com

**Payment Information** ✓

**Credit Card**  
Visa \*\*\*\*1111  
Exp. 04/2028

**Name on Credit Card**  
test user

Cancel

Submit Payment

### Transaction Summary

Benzene	\$250.00
Cobalt & cobalt compounds	\$0.00
<b>TOTAL</b>	<b>\$250.00</b>

### Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction. For technical assistance call 1-855-255-4304.

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.



## Payment Receipt Confirmation

Your payment was successfully processed. Select **PRINT** for a paper receipt. Call 1-855-255-4304 for technical assistance. Reports are published in compliance with Oregon's Toxic Free Kids Act. Email reporting questions to: [toxicfreekids.program@state.or.us](mailto:toxicfreekids.program@state.or.us)

Print 

### Transaction Summary

Receipt Confirmation	
Description	Amount
OHA – High Priority Chemical Database	\$250.00
Total Amount Paid	\$250.00

### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
71-43-2	Benzene	\$250.00	1	\$250.00


### Submit Payment by Check

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

Select from the payment options below:

☐ Submit payment using a credit card

☒ Submit payment by check

Payer:	<input type="text"/>
Check date:	<input type="text" value="mm/dd/yyyy"/> 
Check number:	<input type="text"/>
Check amount:	<input type="text" value="250"/>
<input type="checkbox"/> I certify, under penalty of perjury, that the information contained within my report is true and correct, to the best of my knowledge, information, and belief.	
Mail check to:	For express delivery mail to:
Toxic-Free Kids Program	Oregon Health Authority
PO Box 14260	Office of Financial Services
Portland, OR 97293-0405 USA	Attn: Cashier's Office
	800 NE Oregon St, Suite 200
	Portland, OR 97232-2230 USA

Please provide the following contact information for the person making this report:

Phone Number:

Country:

Address, Line 1:

Address, Line 2:

City:

State:

Postal Code:

Exit

Cancel and Return to Step 2

Certify and Submit

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.



### Submission Received

Thank you for your submission. Your Disclosure ID is 'OR-hnlp6dm'

CAS Number	Chemical Name	Quantity	Unit Price
104-40-5	4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	1	\$250.00
75-09-2	Methylene chloride	1	\$250.00
62-53-3	Aniline	1	\$250.00
7439-97-6	Mercury & mercury compounds including methyl mercury (22957-92-6)	1	\$250.00
107-13-1	Acrylonitrile	1	\$250.00
			Total: \$1250.00

### Mail-in Check Information

Payer: Frances Williams

Check Date: 11/10/2019

Check Number: 123

Payer: \$1,250.00

You can view your report on the reports page. Your report will be published and made available to the public in accordance with the program's procedures.

Click the button below to print this page for your records. You will also receive an email confirmation.

Please contact the Oregon Toxic-Free Kids Program with questions:

Email: [toxicfreekids.program@state.or.us](mailto:toxicfreekids.program@state.or.us)

Phone: 971-673-0482

[Print this page](#)



## Create Report for Vermont Chemical Disclosure Program (VT CDP)

If you have not created an inventory from which to create a report, please refer to the Inventory section on page 28 for guidance. After you create a report 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).

High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help

JohnSmithAcmeToy@gmail.com Log out

### Step 1. Create Report for Vermont

Acme Toy Co

Public Contact [i](#) John Smith (JohnSmithAcmeToy@gmail.com)

Report Name [i](#) Report for Acme Toy Co (5/14/2024)

Reporting Period 2024

Use the template (.xlsm) to upload Brand Name, Product Model, UPC, and Chemical data. Note, after the initial file upload, subsequent file uploads will replace the previously uploaded file.

#### Step 1a. Upload Brand Name Product Model, UPC, and Chemicals

Chemical	Brand Name	Product Model	UPC
No records to display			

### Step 1a. Upload Brand Name Product Model, UPC, and Chemicals

1. In the Step 1a., use the .xlsm template to upload Brand Names, Product Models, UPCs, and Chemicals. Download and save the excel .xlsm template linked in the Step 1a screen. When you open the Excel file you might see a red banner message alerting you that macros have been blocked. You will need to unblock the macros so that the Excel file can validate data entry. Click the “Learn More” button and follow the directions provided to unblock the macros.

BNPMUPCUploadFile-STAGING.xlsm • Saved to this PC

File Home Insert Page Layout Formulas Data Review View Automate Developer Help ArcGIS

**SECURITY RISK** Microsoft has blocked macros from running because the source of this file is untrusted. [Learn More](#)

J1

	A	B	C	D	E	J	K
1	<b>HPCDS Template for Uploading Children's Brand Name, Product Model, and UPC Data</b>						
2	<b>IMPORTANT:</b>						
3	<ul style="list-style-type: none"><li>• Only enter data into rows 4 and below in columns A-D of this sheet. Data entered outside of these areas will NOT be saved by the HPCDS upon upload.</li><li>• Do not reformat or change data outside of these areas. If any information is changed (e.g. changing column headers in rows 1-3 or formulas in columns E-I or adding/removing columns/rows/filters), you will receive an HPCDS error message upon upload and will be prompted to correct them and reupload.</li><li>• Duplicate rows are not accepted. If the template contains duplicate rows or contains data that has already been submitted for the reporting period, you will receive an error upon upload and will be prompted to remove the duplicate data and reupload.</li></ul>						
4	1 Rows with data entry and validation errors that require correction for upload will show “YES” in column E titled “HAS ERRORS”.						
5	2	Chemical	Brand Name	Product Model	UPC	Has Errors	
6	3						
7	4						
8	5						



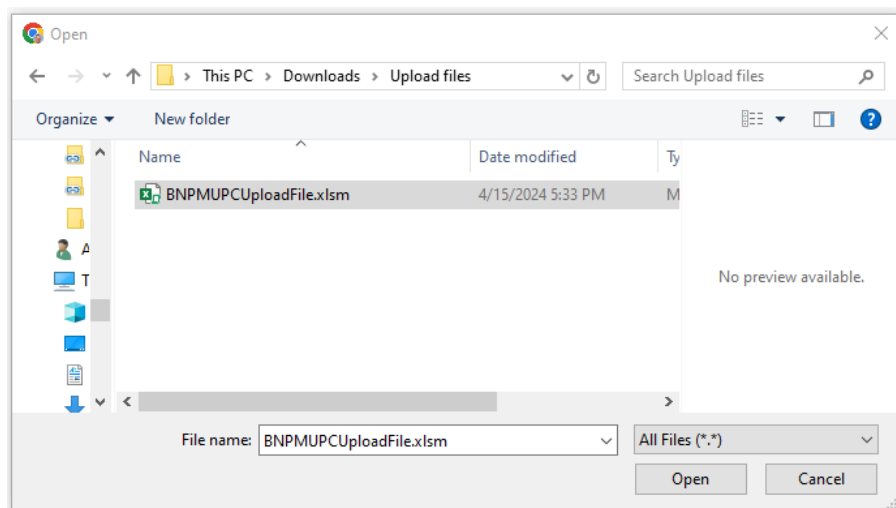
Follow the directions provided at the top of the Excel file and Program Guidance and reporting documents located on the [VT CDP web page](#) to enter data into the template. As with the Function Set template, you may paste data into the template, but the entered values for chemical in column A must correspond to the pick list values. Once data entry is complete, save the file. When you are ready to upload the file, click the Upload button and browse and select the file to upload in the pop-up box.

Use the template (.xls<sup>m</sup>) to upload Brand Name, Product Model, UPC, and Chemical data. Note, after the initial file upload, subsequent file uploads will replace the previously uploaded file.

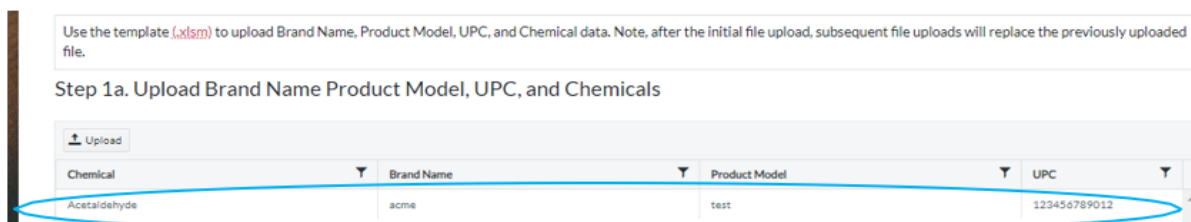
Step 1a. Upload Brand Name Product Model, UPC, and Chemicals

Upload

Chemical	Brand Name	Product Model	UPC
No records to display			



Once the file is successfully uploaded, the records will appear on your screen in the box under Step 1a .



If there are any validation errors in your uploaded data, a message with information about the errors will appear, and the entire upload will fail. The Brand Name, Product Model, UPC, and Chemical file must be uploaded as an XLSM file type. Each report must include at least one Brand Name, Product Model, and Chemical. For each chemical provided in the Brand Name, Product Model, UPC, and Chemical file there must be at least one Function Set with the same Chemical. Please visit the [VT CDP website](#) for more information about reporting requirements and related resources for reporting.

**IMPORTANT:** Please save the file for future editing and in case of difficulties while reporting. If you need to update the Brand Name, Product Model, UPC, and Chemical data for the report, please note that each upload will replace the previous upload in the report. Please contact the HPCDS Administrator at [hpcds@theic2.org](mailto:hpcds@theic2.org) if you experience any difficulties uploading the file.

2. In the Step 1b., review the functions 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

<input checked="" type="checkbox"/> Export to Excel	<div><div>+ Add Record(s) from Inventory</div><div>Remove Record(s) from Report</div></div>					
<input type="checkbox"/>	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes
<input type="checkbox"/>	Action Figure Accessories [10006397]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Acetaldehyde [75-07-0]	Accelerator	Equal to or greater than 100 but less than 500 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.

Step 1b. Review function sets

Add Records from Inventory						
<input checked="" type="checkbox"/>	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes
<input checked="" type="checkbox"/>	Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Acetaldehyde [75-07-0]	Adhesive	Equal to or greater than 100 but less than 500 ppm	

Cancel

Add Selected Record(s) to Report

4. Once you click the Add Selected Record(s) to Report button and close the pop-up window, the Function set will have been added to the report successfully.



#### Step 1b. Review function sets

<div><input checked="" type="checkbox"/> Export to Excel</div>		<div>+ Add Record(s) from Inventory</div>			<div><input type="checkbox"/> Remove Record(s) from Report</div>	
<input type="checkbox"/>	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes
<input type="checkbox"/>	Action Figure Accessories [10006397]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Acetaldehyde [75-07-0]	Accelerator	Equal to or greater than 100 but less than 500 ppm	
<input type="checkbox"/>	Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Acetaldehyde [75-07-0]	Adhesive	Equal to or greater than 100 but less than 500 ppm	



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 Review Report and proceed to Step 2. Review Report.

## Step 2. Review Report

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.

High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help

JohnSmithAcmeToy@gmail.com Log out

### Step 2. Review Report for Vermont

#### Acme Toy Co

Public Contact ⓘ John Smith (JohnSmithAcmeToy@gmail.com)

Report Name ⓘ Report for Acme Toy Co (6/14/2024)

Reporting Period 2024

Chemical	Brand Name	Product Model	UPC
Acetaldehyde	Generic Action Figure	Soldier 1	

1 - 1 of 1 items

Export to Excel

Product Brick	Component	Chemical	Chemical Function	Concentration Category
Action Figure Accessories [10006397]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Acetaldehyde [75-07-0]	Accelerator	Equal to or greater than 100 but less than 500 ppm
Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Acetaldehyde [75-07-0]	Adhesive	Equal to or greater than 100 but less than 500 ppm

Exit Cancel and Return to Step 1 Continue

### Step 3. Payment: Vermont

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, enter contact information for the report, and click the Certify & Proceed to Payment button. Note that this option will direct you to a third-party website, Authorize.net to enter payment information. **IMPORTANT:** When paying Vermont's fee by credit card, the address entered must be the same as the billing address used by the credit card company. If it is not, the payment will be rejected and your submission will not be accepted by CDP.

High Priority Chemicals Data System (HPCDS) IC<sub>2</sub> INTERSTATE CHEMICALS CLEARINGHOUSE

Home Reports Manage Help JohnSmithAcmeToy@gmail.com Log out

### Step 3. Payment: Vermont

**Acme Toy Co**  
Report for Acme Toy Co (6/14/2024)  
Reporting Period 2024

**Payment Amount**  
1 Chemical(s) Reported  
0 Chemical(s) Previously Paid  
1 Chemical(s) for payment x \$200  
**Total Payment Due: \$200**

Select from the payment options below:

☒ Submit payment using a credit card or debit card

Note: this option will incorporate a third-party website to collect payment information

☒ I certify that the information stated by me on this report is true and accurate to the best of my knowledge and that I understand providing false information or omitting information is unlawful and may subject me to civil penalties or other enforcement actions pursuant to 9 V.S.A. Chapter 63. By checking this box I also agree with the following statement: The Vermont Department of Health will not provide refunds.

☐ Submit payment by check

Please provide the following contact information:

Phone Number:  
804-555-1212

Country:  
United States of America

Address, Line 1:  
1 Main St

Address, Line 2:

City: Jonesville State: Vermont Postal Code: 12345

[Exit](#) [Cancel and Return to Step 2](#) [Certify and Proceed to Payment](#)



2. On the payment page, review your transaction summary and enter customer payment information. When you are ready to submit payment, click the Pay Now button.

#### High Priority Chemicals Data System (HPCDS)



[Home](#) [Reports](#) [Manage](#) [Help](#)

JohnSmithAcmeToy@gmail.com [Log out](#)

### Step 4. Credit Card Payment: Vermont

**Acme Toy Co**  
Report for Acme Toy Co (6/14/2024)  
Reporting Period 2024

**Payment Details**  
1 Chemical(s) Reported  
0 Chemical(s) Previously Paid  
1 Chemical(s) for payment x \$200  
**Total Payment Due: \$200**

SKU	Description	Unit Price	Quantity	Amount
75-07-0	Acetaldehyde	\$200	1	\$200
Total				\$200

**Report Contact Information**  
Phone Number: 804-555-1212  
Address, Line 1: 1 Main St  
Address, Line 2:  
City: Jonesville  
State: Vermont  
Postal Code: 12345  
Country: US

**Credit Card Payment**

Card Number \*  
 4111 1111 1111 1111

Exp. Date \* 04/28 Card Code \* 111

**Billing Address**

First Name \* John Last Name \* Smith  
Billing Country \* USA Zip \* 12345  
Street Address \* 1 Main St City \* Jonesville  
State \* VT Phone Number \* 804-555-1212

[Pay Now](#) [Cancel](#)

3. After clicking the Pay Now button, a confirmation page will display. From this page you can view your report and print the page for your records. VT CDP contact information is also provided.

#### High Priority Chemicals Data System (HPCDS)



[Home](#) [Reports](#) [Manage](#) [Help](#)

JohnSmithAcmeToy@gmail.com [Log out](#)

### Submission Received

Thank you for your submission. Your Disclosure ID is 'VT-ekjkr3'

☐ Export to Excel

CAS Number	Chemical Name	Quantity	Unit Price
75-07-0	Acetaldehyde	1	\$200.00
			Total : \$200.00

### Report Contact Information

Phone Number: 804-555-1212  
Address, Line 1: 1 Main St  
Address, Line 2:  
City: Jonesville  
State: Vermont  
Postal Code: 12345  
Country: US

You can [view your report](#) on the reports page. Your report will be published and made available to the public in accordance with the program's procedures.

Click the button below to print this page for your records. You will also receive an email confirmation.

Please contact the Vermont's Chemical Disclosure Program for Children's Products with questions:  
Email: [ChemicalDisclosure@vermont.gov](mailto:ChemicalDisclosure@vermont.gov)  
Phone: 802-863-7220 or 800-439-8550 (toll-free in Vermont)

Print this page

## 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 the submission process.

High Priority Chemicals Data System (HPCDS)

reporter@erg.com Log out

### Step 3. Payment: Vermont

**Active Org**  
Report for Active Org (7/30/2024)  
Reporting Period 2018

**Payment Amount**  
1 Chemical(s) Reported  
0 Chemical(s) Previously Paid  
1 Chemical(s) for payment x \$200  
**Total Payment Due: \$200**

Select from the payment options below:

☐ Submit payment using a credit card or debit card

☒ Submit payment by check

Only select payment by check if you are unable to pay by credit card or debit card.

Payer: John Smith

Check date: 8/5/2024

Check number: 151

Check amount: 200

☒ I certify that the information stated by me on this report is true and accurate to the best of my knowledge and that I understand providing false information or omitting information is unlawful and may subject me to civil penalties or other enforcement actions pursuant to 9 V.S.A. Chapter 63. By checking this box I also agree with the following statement: The Vermont Department of Health will not provide refunds.

Please contact the Vermont Chemical Disclosure Program for instructions to pay by check including mailing address. Reports are not considered submitted until payment has been processed.

Please provide the following contact information:

Phone Number: 804-555-1212

Country: United States of America

Address, Line 1: 1 Main St

Address, Line 2:

City: Jonesville State: Vermont Postal Code: 12345

[Exit](#) [Cancel and Return to Step 2](#) [Certify and Submit](#)




This site is optimized for Chrome and may not work with other browsers. For accessibility assistance, please contact support at [hpcds@theic2.org](mailto:hpcds@theic2.org) or 617-367-8558 x306.

#### ABOUT US

The Interstate Chemicals Clearinghouse (IC2) is 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.

#### CONTACT US

89 South Street, Suite 600  
Boston, MA 02111-2651  
(617) 367-8558  
Email: [hpcds@theic2.org](mailto:hpcds@theic2.org)

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2. After you click the Certify and Submit button, a confirmation page will display. From this page you can view your report and print the page for your records. VT CDP contact information is also provided.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help JohnSmithAcmeToy@gmail.com Log out

### Submission Received

Thank you for your submission. Your Disclosure ID is 'VT-ekjqr3'

[Export to Excel](#)

CAS Number	Chemical Name	Quantity	Unit Price
75-07-0	Acetaldehyde	1	\$200.00
			Total: \$200.00

### Report Contact Information

Phone Number: 804-555-1212  
Address, Line 1: 1 Main St  
Address, Line 2:  
City: Jonesville  
State: Vermont  
Postal Code: 12345  
Country: US

You can [view your report](#) on the reports page. Your report will be published and made available to the public in accordance with the program's procedures.

Click the button below to print this page for your records. You will also receive an email confirmation.

Please contact the Vermont's Chemical Disclosure Program for Children's Products with questions:  
Email: [ChemicalDisclosure@vermont.gov](mailto:ChemicalDisclosure@vermont.gov)  
Phone: 802-863-7220 or 800-439-8550 (toll-free in Vermont)

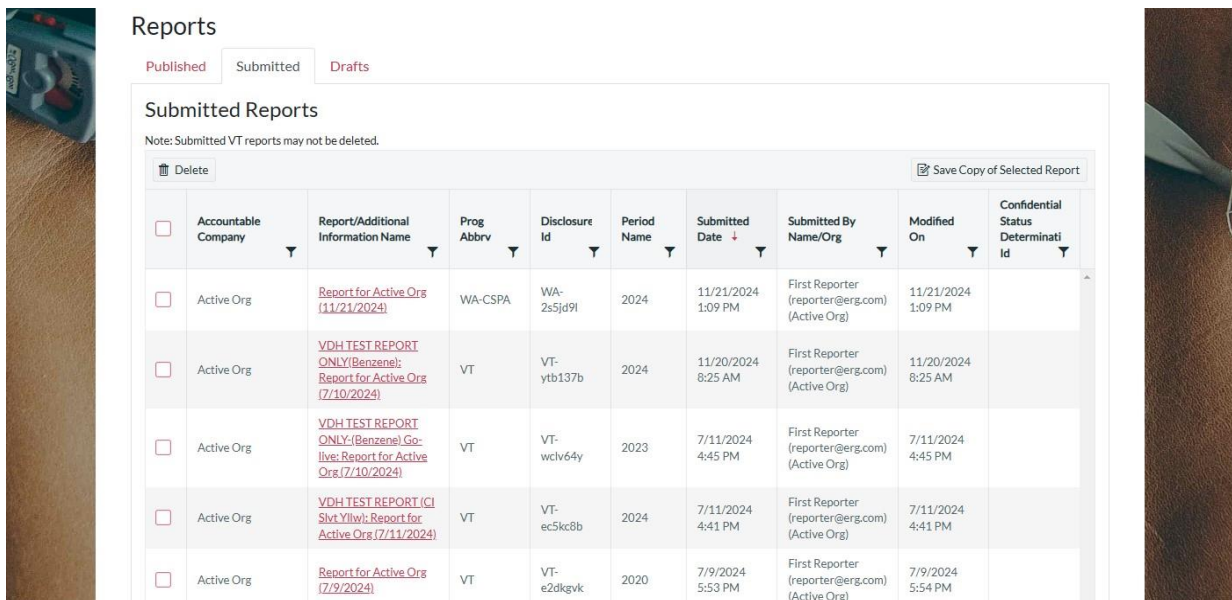
[Print this page](#)

#### *Add Information to a Previously Submitted Report*

**IMPORTANT:** Additional information can be submitted for unpublished current or prior reporting period reports and includes any of the following reporting situations:

- Adding a function set where the chemical is in a function set in the original report;
- Adding a function set where the chemical is not in a function set in the original report. In this case the additional information must include a Brand Name, Product Model, UPC, and chemical upload with at least one row for each new chemical included in the function set;
- Adding a Brand Name, Product Model, UPC, and chemical where the chemical is in a function set in the original report
- Adding a Brand Name, Product Model, UPC, and chemical upload where the chemical is not in a function set in the original report. In this case the additional information must include a Brand Name, Product Model, UPC, and chemical upload with at least one row for each new chemical included in the function set; and
- Adding a function set and Brand Name, Product Model, UPC, and chemical upload where the chemical is in a function set in the original report.

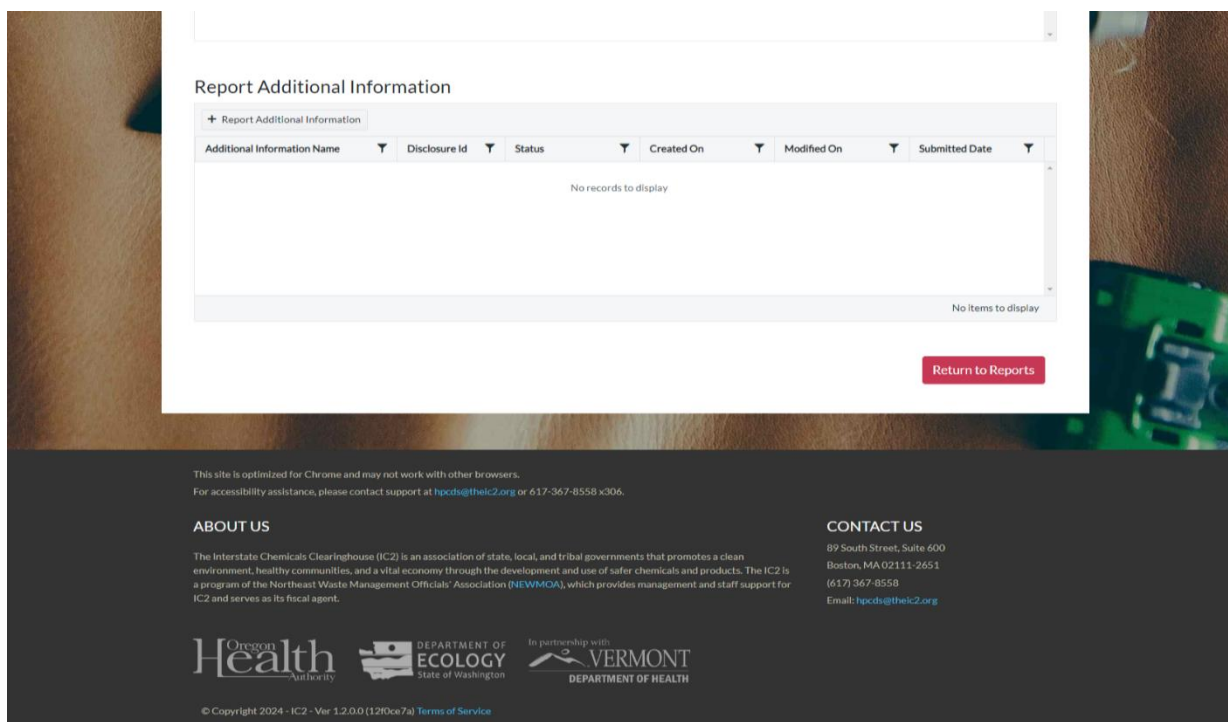
1. To provide additional information for submitted, unpublished, report, after logging in, go to the Submitted tab of the Reports section and click on the Report for which you wish to provide additional information. If you are adding function set information to the report, the function set first needs to be in your inventory.



The screenshot shows the 'Reports' section with tabs for 'Published', 'Submitted', and 'Drafts'. The 'Submitted' tab is active, displaying a table of 'Submitted Reports'. The table has columns for Accountable Company, Report/Additional Information Name, Prog Abbrv, Disclosure Id, Period Name, Submitted Date, Submitted By Name/Org, Modified On, and Confidential Status Determinati Id. There are five reports listed, all from 'Active Org'.

<input type="checkbox"/>	Accountable Company	Report/Additional Information Name	Prog Abbrv	Disclosure Id	Period Name	Submitted Date	Submitted By Name/Org	Modified On	Confidential Status Determinati Id
<input type="checkbox"/>	Active Org	<a href="#">Report for Active Org (11/21/2024)</a>	WA-CSPA	WA-2s5jd9l	2024	11/21/2024 1:09 PM	First Reporter (reporter@erg.com) (Active Org)	11/21/2024 1:09 PM	
<input type="checkbox"/>	Active Org	<a href="#">VDH TEST REPORT ONLY (Benzene); Report for Active Org (7/10/2024)</a>	VT	VT-ytb137b	2024	11/20/2024 8:25 AM	First Reporter (reporter@erg.com) (Active Org)	11/20/2024 8:25 AM	
<input type="checkbox"/>	Active Org	<a href="#">VDH TEST REPORT ONLY (Benzene) Go-live: Report for Active Org (7/10/2024)</a>	VT	VT-wclv64y	2023	7/11/2024 4:45 PM	First Reporter (reporter@erg.com) (Active Org)	7/11/2024 4:45 PM	
<input type="checkbox"/>	Active Org	<a href="#">VDH TEST REPORT (CI Sht Yllw); Report for Active Org (7/11/2024)</a>	VT	VT-ec5kc8b	2024	7/11/2024 4:41 PM	First Reporter (reporter@erg.com) (Active Org)	7/11/2024 4:41 PM	
<input type="checkbox"/>	Active Org	<a href="#">Report for Active Org (7/9/2024)</a>	VT	VT-e2dkgvk	2020	7/9/2024 5:53 PM	First Reporter (reporter@erg.com) (Active Org)	7/9/2024 5:54 PM	

2. After clicking on the report, scroll down to the Report Additional Information section of the report and click the report Additional Information button. From the resulting page add Brand Name, Product Model, UPC, Chemical, and Function set data as you would for a new report.



The screenshot shows the 'Report Additional Information' section. It has a header 'Report Additional Information' and a sub-header '+ Report Additional Information'. Below this is a table with columns: Additional Information Name, Disclosure Id, Status, Created On, Modified On, and Submitted Date. The table is empty, showing 'No records to display'. At the bottom right, there is a 'Return to Reports' button. The footer contains information about the site being optimized for Chrome, accessibility assistance, and logos for Oregon Health Authority, Department of Ecology, and Vermont Department of Health.

This site is optimized for Chrome and may not work with other browsers.  
For accessibility assistance, please contact support at [hpcds@thek2.org](mailto:hpcds@thek2.org) or 617-367-8558 x306.

**ABOUT US**  
The Interstate Chemicals Clearinghouse (IC2) is 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.

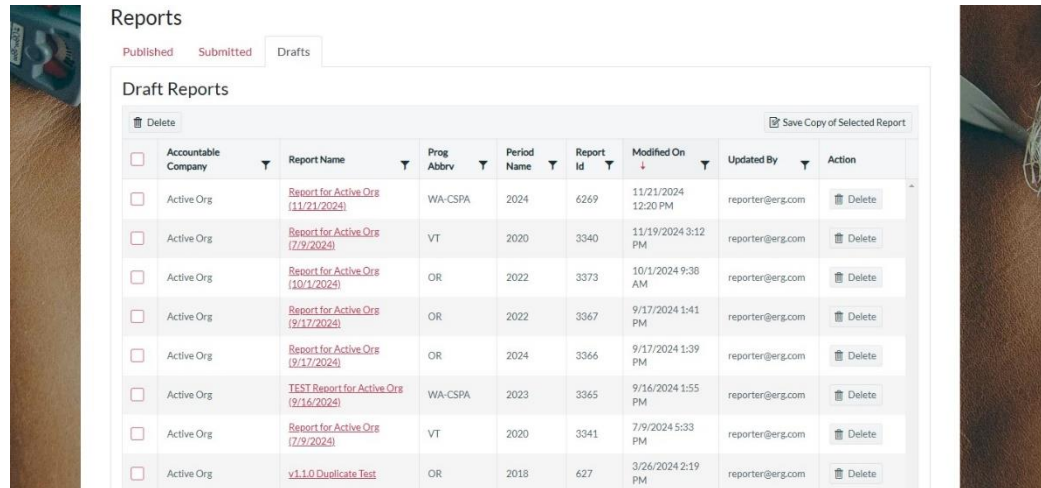
**CONTACT US**  
89 South Street, Suite 600  
Boston, MA 02111-2651  
(617) 367-8558  
Email: [hpcds@thek2.org](mailto:hpcds@thek2.org)

**Logos:** Oregon Health Authority, DEPARTMENT OF ECOLOGY State of Washington, In partnership with VERMONT DEPARTMENT OF HEALTH

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## My Reports

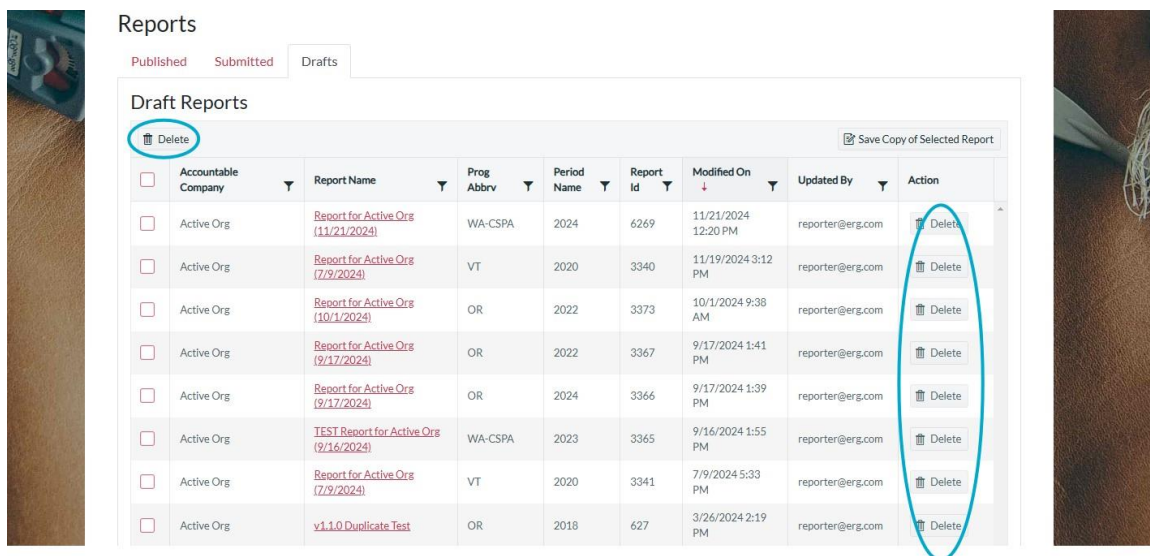
To view, copy, and edit your reports, click Reports from the top navigation and then My Reports from the menu or use this direct link: <https://hpcds.theic2.org/Reports?section=DraftReports- tab#Reports>. You can view all your published, submitted, and draft reports.



Reports							
Published	Submitted	Drafts					
Draft Reports							
<div>Delete Save Copy of Selected Report</div>							
<input type="checkbox"/>	Accountable Company	Report Name	Prog Abbv	Period Name	Report Id	Modified On	Action
<input type="checkbox"/>	Active Org	Report for Active Orgs (11/21/2024)	WA-CSPA	2024	6269	11/21/2024 12:20 PM	Delete
<input type="checkbox"/>	Active Org	Report for Active Orgs (7/9/2024)	VT	2020	3340	11/19/2024 3:12 PM	Delete
<input type="checkbox"/>	Active Org	Report for Active Orgs (10/1/2024)	OR	2022	3373	10/1/2024 9:38 AM	Delete
<input type="checkbox"/>	Active Org	Report for Active Orgs (9/17/2024)	OR	2022	3367	9/17/2024 1:41 PM	Delete
<input type="checkbox"/>	Active Org	Report for Active Orgs (9/17/2024)	OR	2024	3366	9/17/2024 1:39 PM	Delete
<input type="checkbox"/>	Active Org	TEST Report for Active Orgs (9/16/2024)	WA-CSPA	2023	3365	9/16/2024 1:55 PM	Delete
<input type="checkbox"/>	Active Org	Report for Active Orgs (7/9/2024)	VT	2020	3341	7/9/2024 5:33 PM	Delete
<input type="checkbox"/>	Active Org	v1.1.0 Duplicate Test	OR	2018	627	3/26/2024 2:19 PM	Delete

## Drafts

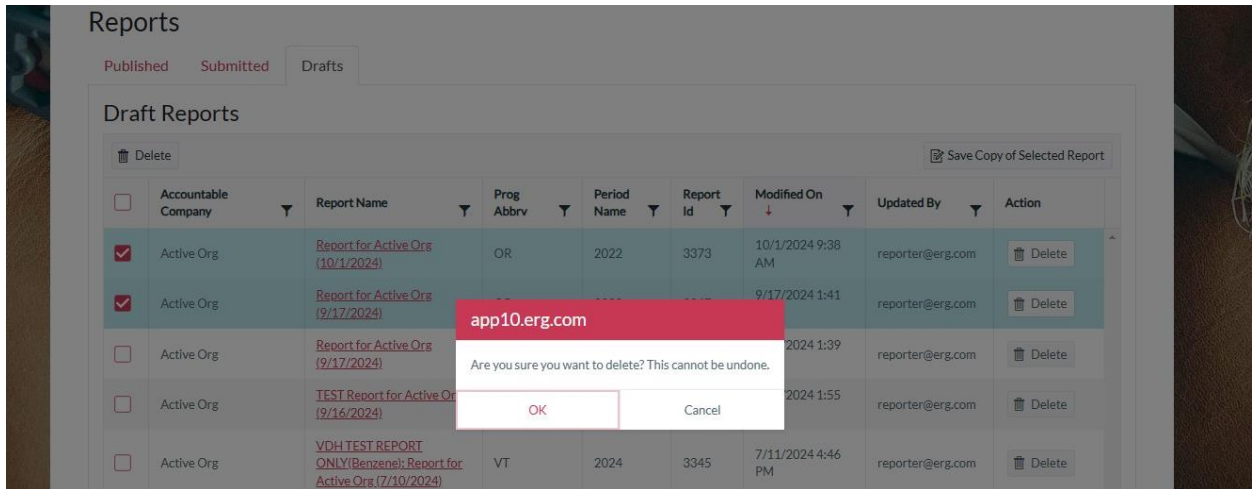
1. On the Drafts tab, you can view all saved draft reports. Click a report name to edit the report. Delete reports using the Delete buttons. You can delete drafts one by one using the Delete buttons in the table rows or select to delete one or more reports using the checkboxes in the leftmost table column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



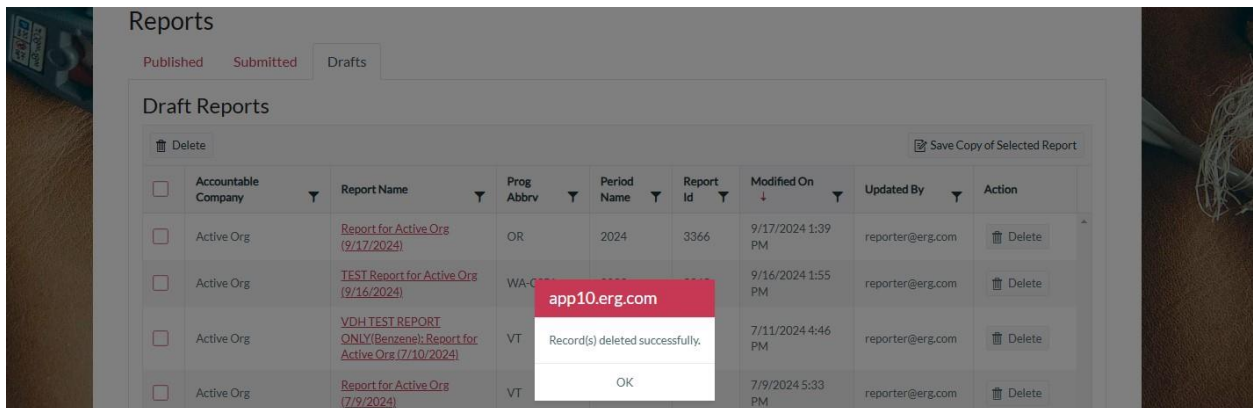
Reports							
Published	Submitted	Drafts					
Draft Reports							
<div>Delete Save Copy of Selected Report</div>							
<input type="checkbox"/>	Accountable Company	Report Name	Prog Abbv	Period Name	Report Id	Modified On	Action
<input type="checkbox"/>	Active Org	Report for Active Orgs (11/21/2024)	WA-CSPA	2024	6269	11/21/2024 12:20 PM	Delete
<input type="checkbox"/>	Active Org	Report for Active Orgs (7/9/2024)	VT	2020	3340	11/19/2024 3:12 PM	Delete
<input type="checkbox"/>	Active Org	Report for Active Orgs (10/1/2024)	OR	2022	3373	10/1/2024 9:38 AM	Delete
<input type="checkbox"/>	Active Org	Report for Active Orgs (9/17/2024)	OR	2022	3367	9/17/2024 1:41 PM	Delete
<input type="checkbox"/>	Active Org	Report for Active Orgs (9/17/2024)	OR	2024	3366	9/17/2024 1:39 PM	Delete
<input type="checkbox"/>	Active Org	TEST Report for Active Orgs (9/16/2024)	WA-CSPA	2023	3365	9/16/2024 1:55 PM	Delete
<input type="checkbox"/>	Active Org	Report for Active Orgs (7/9/2024)	VT	2020	3341	7/9/2024 5:33 PM	Delete
<input type="checkbox"/>	Active Org	v1.1.0 Duplicate Test	OR	2018	627	3/26/2024 2:19 PM	Delete



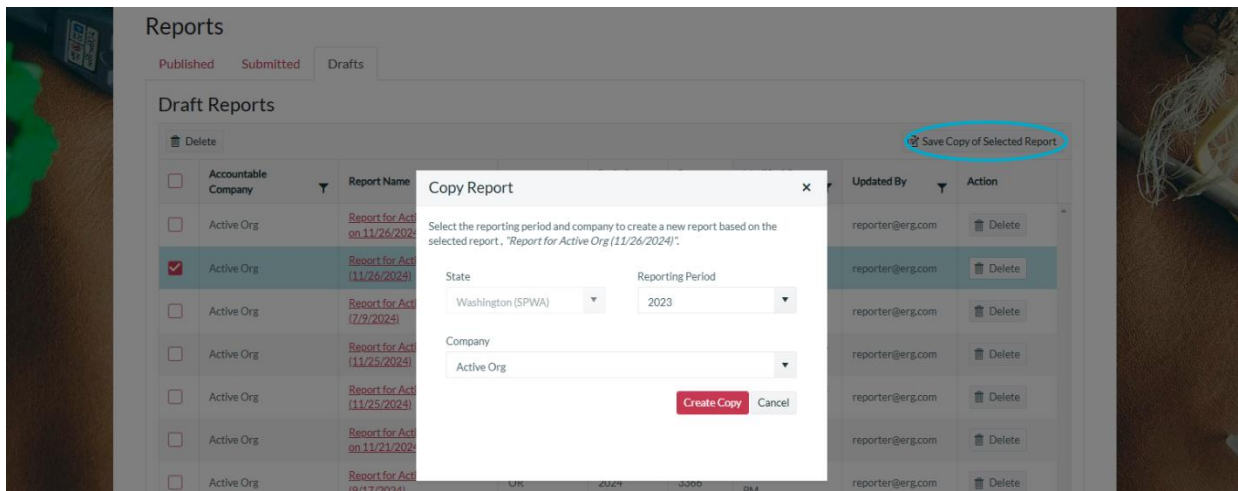
2. Once you click the Delete button, you will see a message to confirm that you want to delete the report. Click the OK button to delete the record. If you do not want to delete the record, click the Cancel button.



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.



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

## High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help reporter@erg.com Log out

### Step 1. Create Report for Washington-SPWA

#### Active Org

Public Contact ⓘ First Reporter (reporter@erg.com)

Report Name ⓘ Report for Active Org (copied on 11/26/2024)

Reporting Period 2023

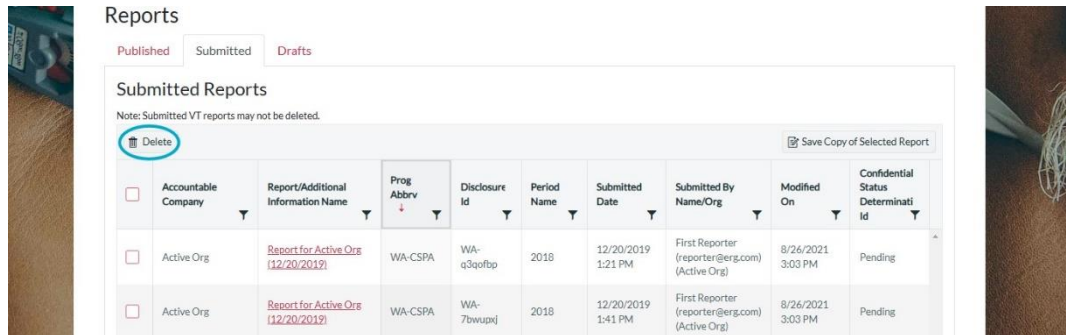
#### Step 1. Enter Chemicals

Export to Excel + Add Record(s) from Inventory Remove Record(s) from Report

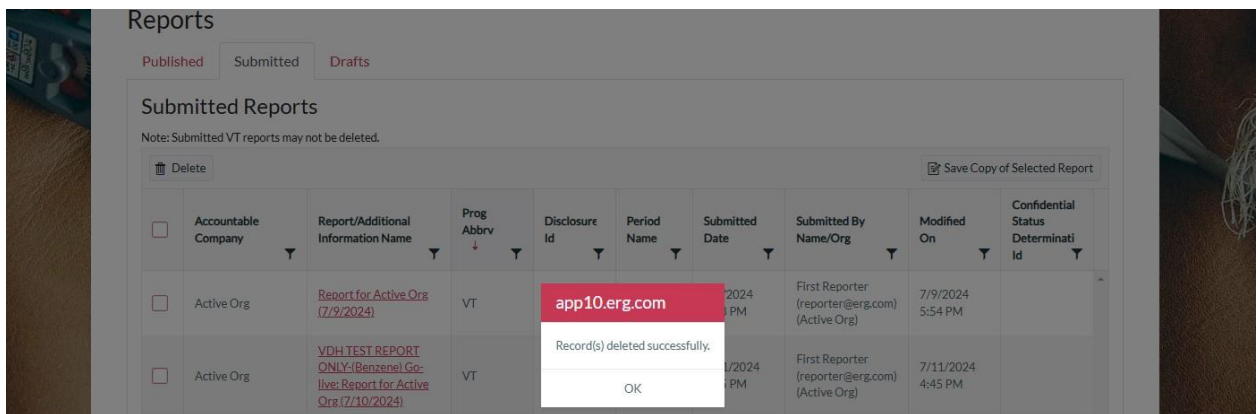
	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Chemicals	Notes
<input type="checkbox"/>	Sleeping Bags [10002080]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Bisphenols [NA] ⚠	Adhesive	Equal to or greater than 100 but less than 500 ppm	+	

## Submitted

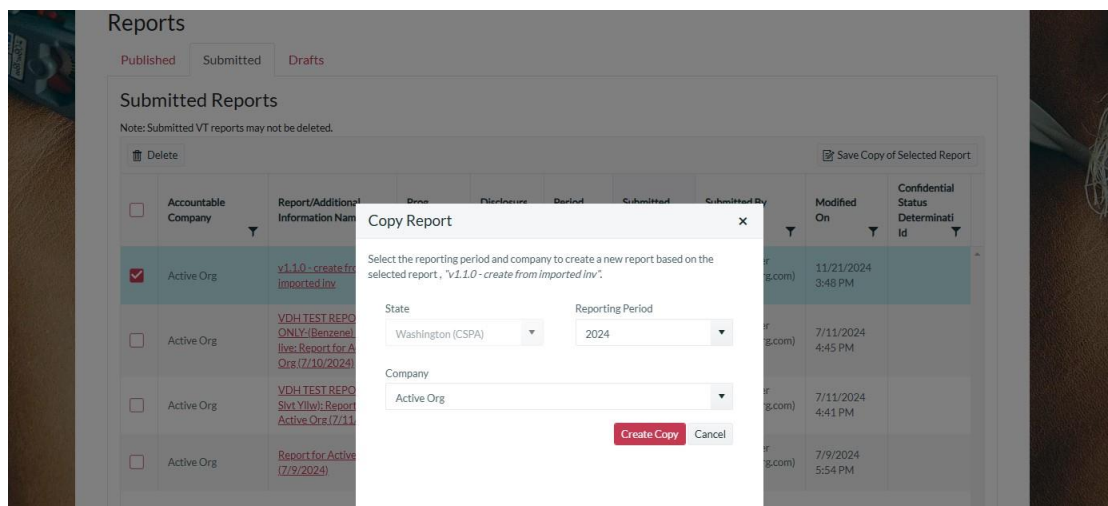
1. On the Submitted tab, you can view all reports that have been submitted but are not yet published. Delete reports using the Delete button.



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.

High Priority Chemicals Data System (HPCDS)

IC<sub>2</sub> INTERSTATE CHEMICALS CLEARINGHOUSE

Home Reports Manage Help reporter@erg.com Log out

### Step 1. Create Report for Washington-CSPA

#### Active Org

Public Contact ⓘ First Reporter (reporter@erg.com)

Report Name ⓘ Report for Active Org (copied on 11/21/2024)

Reporting Period 2024 ▼

#### Step 1a. Enter target age

Product Brick ▼	Target Age ▼	Action
Action Figures (Non Powered) [10006395]		Edit
Artists Easels [10001681]		Edit

## 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. Use the [Search Guide](#) to search published data reported to the HPCDS.

Reports

PublishedSubmittedDrafts

Published Reports

Renew for new period

Save Copy of Selected Report

<input type="checkbox"/>	Accountable Company Name	Report/Additional Information Name	Prog Abbrv	Disclosure Id	Period Name	Submitted Date	Submitted By Name/Org	Published On	Confidential Status Determinati Id
<input type="checkbox"/>	Active Org	v1.1.0 - create from imported inv	WA-CSPA	WA-wpo6wv	2024	11/21/2024 3:48 PM	First Reporter (reporter@erg.com) (Active Org)	11/21/2024 3:52 PM	

6. 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.



### Published Report (read-only) for Washington

#### Active Org

Public Contact ⓘ First Reporter (reporter@erg.com)

Report Name ⓘ Report for Active Org (12/20/2019)

Reporting Period 2018

Published Date 4/4/2020 1:36:41 PM


#### CBI Claim

CBI Status ⓘ Pending

CBI Requested 4/4/2020 1:37:57 PM

[Show Submitted Data](#)

Product Brick	Component	Chemical	Chemical Function	Concentration Category	Target Age
No function sets to display					



### Published Report (read-only) for Washington

#### Active Org

Public Contact ⓘ First Reporter (reporter@erg.com)

Report Name ⓘ Report for Active Org (12/20/2019)

Reporting Period 2018

Published Date 4/4/2020 1:36:41 PM

#### CBI Claim

CBI Status ⓘ Pending

CBI Requested 4/4/2020 1:37:57 PM

[Show Published Data](#)

CBI Status	Product Brick	Component	Chemical	Chemical Function	Concentration Category	Target Age
Pending	Action Figures (Powered) [10006396]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Benzene [71-43-2]	Antistatic agent	Equal to or greater than 500 but less than 1,000 ppm	