

High Priority Chemicals Data System (HPCDS)

Reporting Guidance

December 18, 2025

Contents

Introduction	1
What is the HPCDS?	1
Who to contact about the HPCDS?	2
Registration	3
Create a New Account	3
Validate Your Email Address and Log in	6
Forgot Your Password	9
Manage	13
My Profile	13
My Company	15
User Accounts for My Company	17
Associations	20
Change Password	26
Reports	28
Inventory	28
Add New Record	28
Edit a Record	31
Delete a Record	32
Add Selected Records to a New Report	34
Difference in VT CDP, CSPA & TFKA Reporting Dates	36
Create Report for Washington State's Children's Safe Products Act (CSPA)	36
Step 1a. Enter Target Age	36
Step 1b. Review Function Sets	37
Step 1c. Upload Additional Information (Optional)	39
Check Report	39
Step 2. Review Report	40
Step 3. Certify & Submit Report	42
Create Report for Safer Products Washington (SPWA) Program	43
Step 1. Enter Chemical(s) for Each Function Set	43
Add/Remove Function Sets to the Report	45
Check Report	45
Step 2. Review Report	46
Step 3. Certify & Submit Report	47
Create Report for Oregon Health Authority's Toxics Free Kids Act (TFKA)	49
Step 1. Enter Brand Name, Product Model, Target Age and items Sold or Offered for Sale	49

Step 1c. Submit Recommendations for Oregon Health Authority (Optional)	52
Step 1d. Upload Additional Information (Optional)	52
Renewal Rule	53
Renew a Report Submitted to Oregon for a Previous Reporting Year	53
Cancel.....	55
Save Draft Report	55
Check Report	56
Step 2. Review Report.....	56
Step 3. Payment	57
Submit Payment Using a Credit Card.....	57
Submit Payment by Check.....	61
Create Report for Vermont Chemical Disclosure Program (VT CDP)	63
Step 1a. Upload Brand Name Product Model, UPC, and Chemicals	63
Step 2. Review Report.....	68
Step 3. Payment: Vermont.....	69
Submit Payment Using a Credit Card	69
Submit Payment by Check.....	72
Add Information to a Previously Submitted Report	73
My Reports.....	75
Drafts	75
Submitted	78
Published.....	80

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?

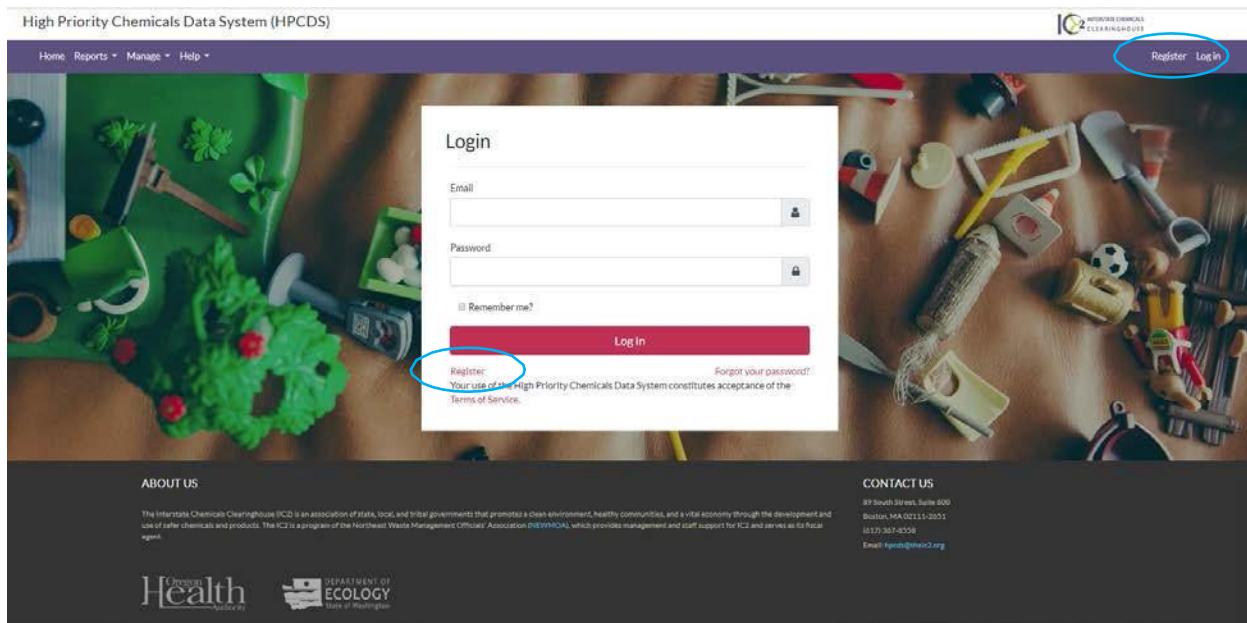
For HPCDS technical questions or support, please email hpcds@theic2.org. For more information about state reporting requirements, visit:

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

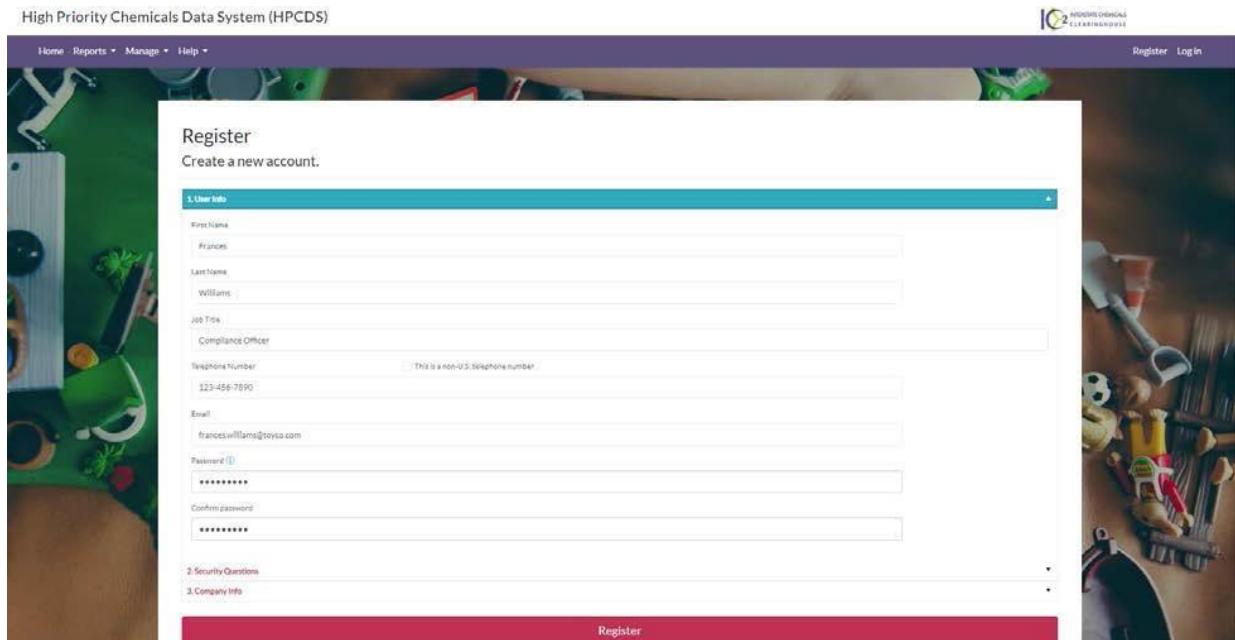
Registration

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.

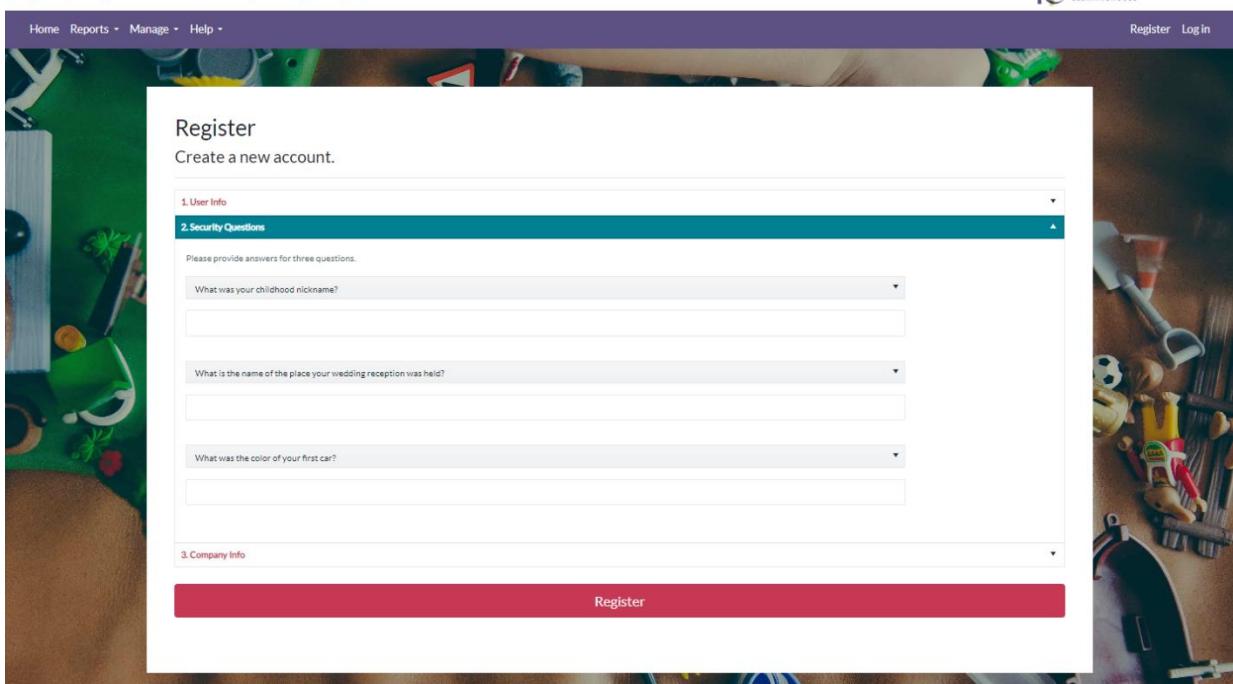


2. Complete part 1 by entering user information. Be sure to enter and reenter your password. Your password must be a minimum of 6 characters and include at least one of each of the following: upper case letter, lower case letter, number, and special character.



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

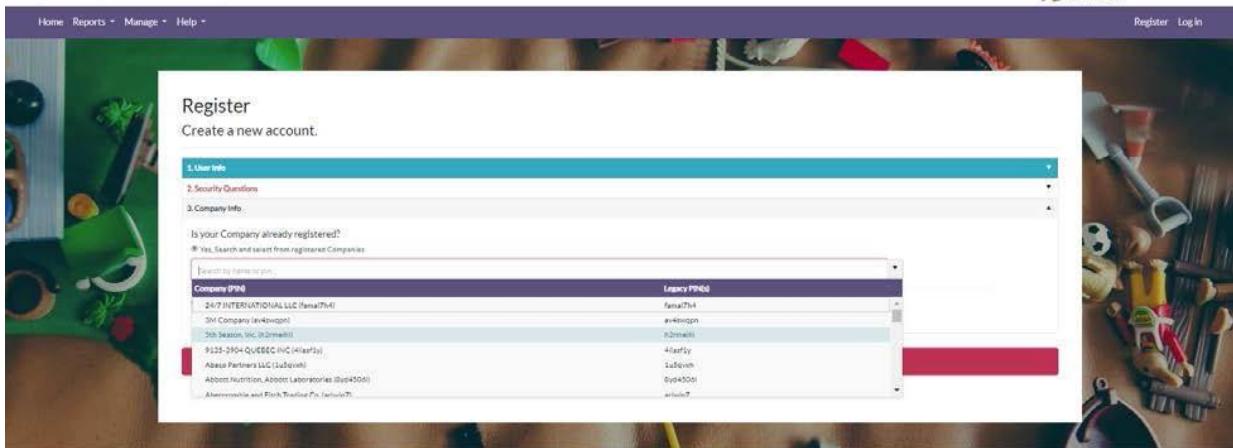
High Priority Chemicals Data System (HPCDS)



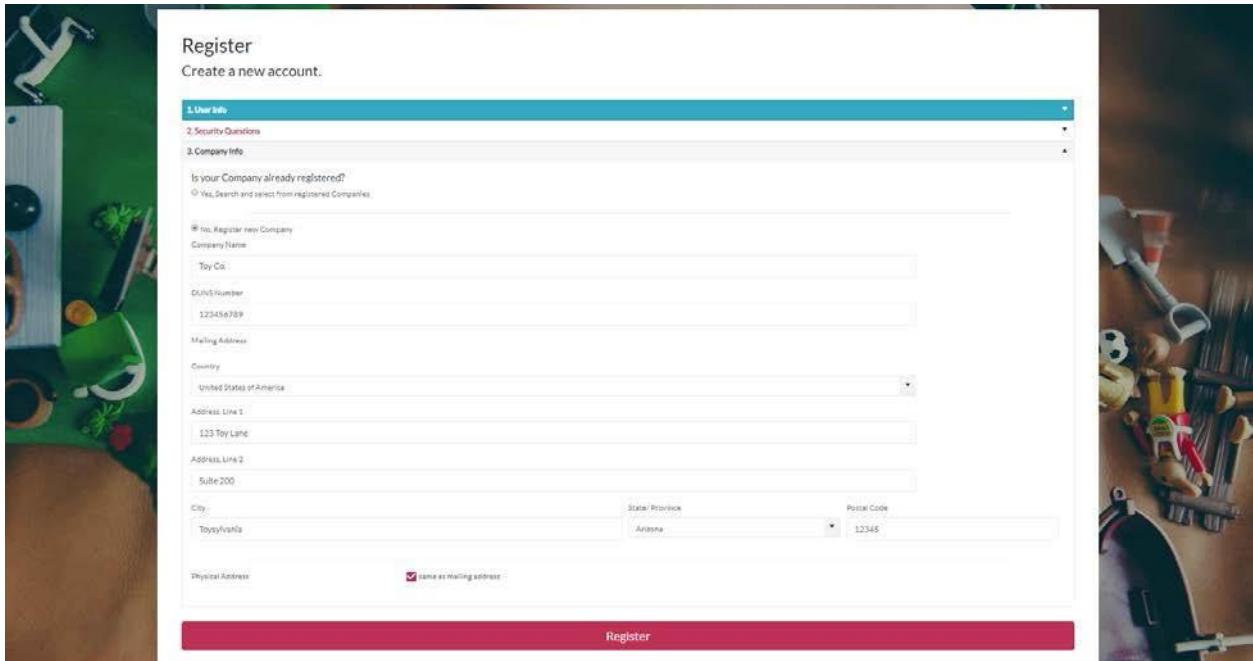
The screenshot shows the 'Register' page of the HPCDS. The top navigation bar includes 'Home', 'Reports', 'Manage', 'Help', 'Register', and 'Log in'. The main content area is titled 'Register' and 'Create a new account'. A section titled '2. Security Questions' is highlighted in teal. It contains three questions with dropdown menus for answers: 'What was your childhood nickname?', 'What is the name of the place your wedding reception was held?', and 'What was the color of your first car?'. Below these is a section for '3. Company Info'. A large red 'Register' button is at the bottom.

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)



The screenshot shows the 'Register' page with the '3. Company Info' section highlighted. A question 'Is your Company already registered?' has a radio button for 'Yes, Search and select from registered Companies'. Below this is a dropdown menu titled 'Company PPN#'. The dropdown list includes: 24-7 INTERNATIONAL LLC (Fama714), 3M Company (3M4000), 3M Seاصon, Inc. (3M2000), 9125-394-QUICKC (IVC-41afab), Abaco Partners LLC (1ab000), Abbott Nutrition, Abbott Laboratories (Abb4100), and AmerenBrook and Footh Trailhead Pn. (Amer007). To the right of the dropdown is a 'Legacy PPN#' column with values: Fama714, 3M4000, 3M2000, 41afab, 1ab000, Abb4100, and Amer007.



Register
Create a new account.

1. User Info
2. Security Questions
3. Company Info

Is your Company already registered?
 No, Register new Company
 Yes, Search and select from registered Companies

Company Name:
Toy Co.

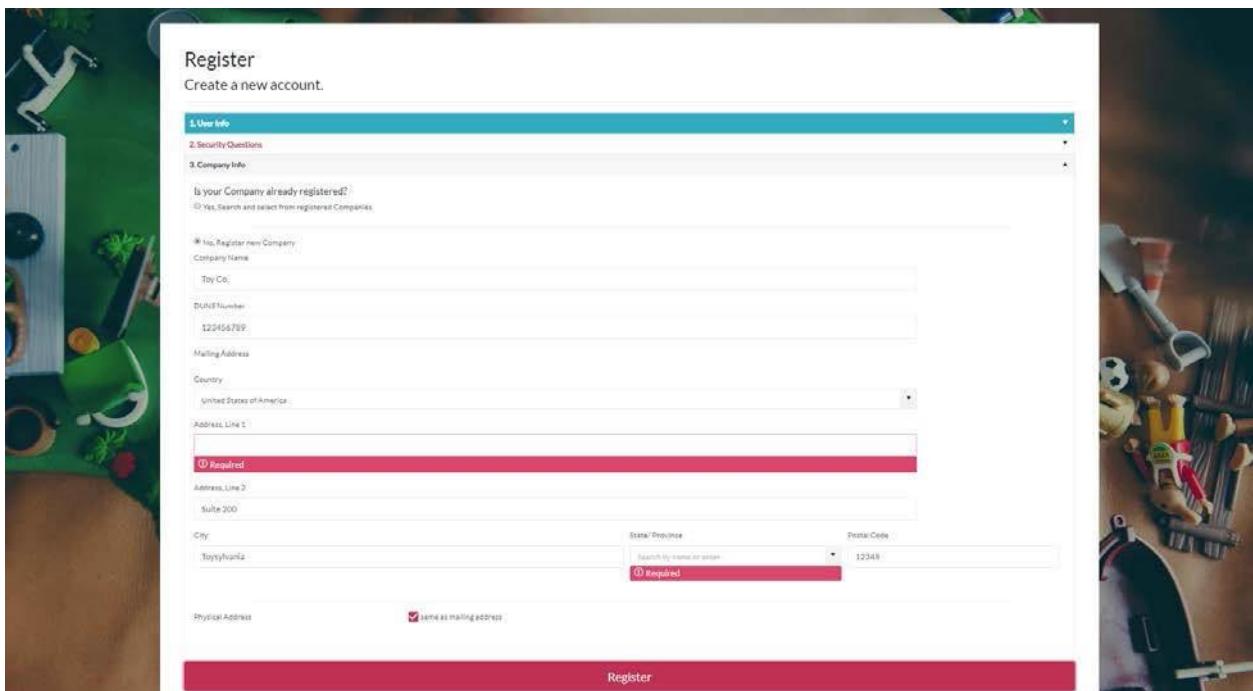
DUNS Number:
123456789

Mailing Address:
Country: United States of America
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

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?
 No, Register new Company
 Yes, Search and select from registered Companies

Company Name:
Toy Co.

DUNS Number:
123456789

Mailing Address:
Country: United States of America
Address, Line 1:
(Required)

Address, Line 2:
Suite 200
City: Toysylvania
State/Province:
Postal Code: 12345

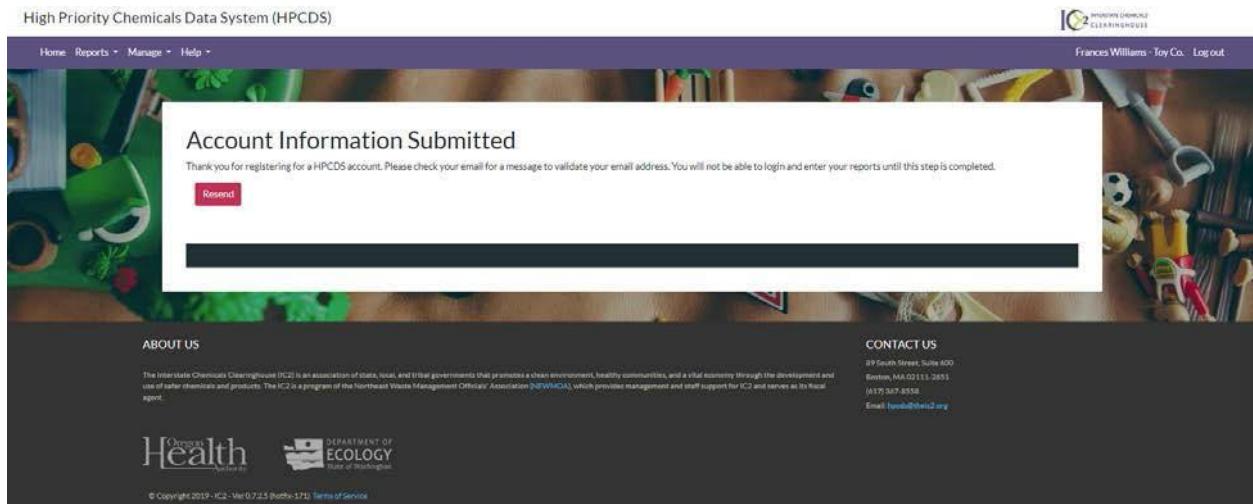
Physical Address Same as mailing address

Register

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

Validate Your Email Address and Log in

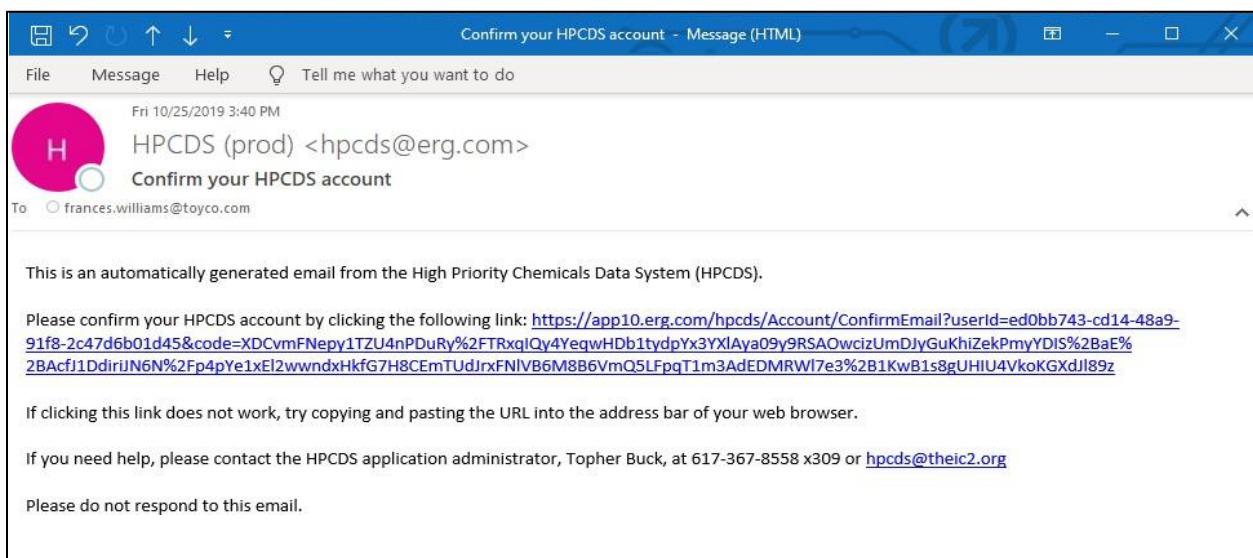
- Upon clicking the Register button, the HPCDS will send an email to validate the email address provided during registration. You will not be able to log in until you have completed this step. If you do not receive an email to validate your email address, you may click the Resend button to have the email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



The screenshot shows the HPCDS website with a banner image of various tools and equipment. The main content area displays a message: "Account Information Submitted" and "Thank you for registering for a HPCDS account. Please check your email for a message to validate your email address. You will not be able to log in and enter your reports until this step is completed." Below this message is a red "Resend" button. The footer contains links for "ABOUT US", "CONTACT US", and logos for Oregon Health and the Department of Ecology. It also includes copyright information and a "Terms of Service" link.

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.

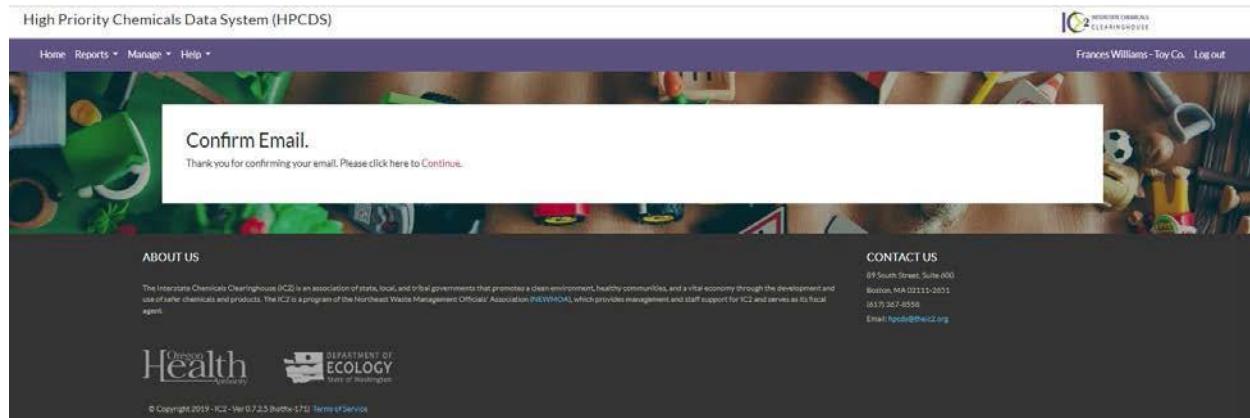
- Check your email for a message to validate your email address. Click on the link provided in the email. You will not be able to log in until you complete this step.



The screenshot shows an email message in a Microsoft Outlook inbox. The subject is "Confirm your HPCDS account - Message (HTML)". The email is from "HPCDS (prod) <hpcds@erg.com>" and is addressed to "frances.williams@toyco.com". The message content is as follows:

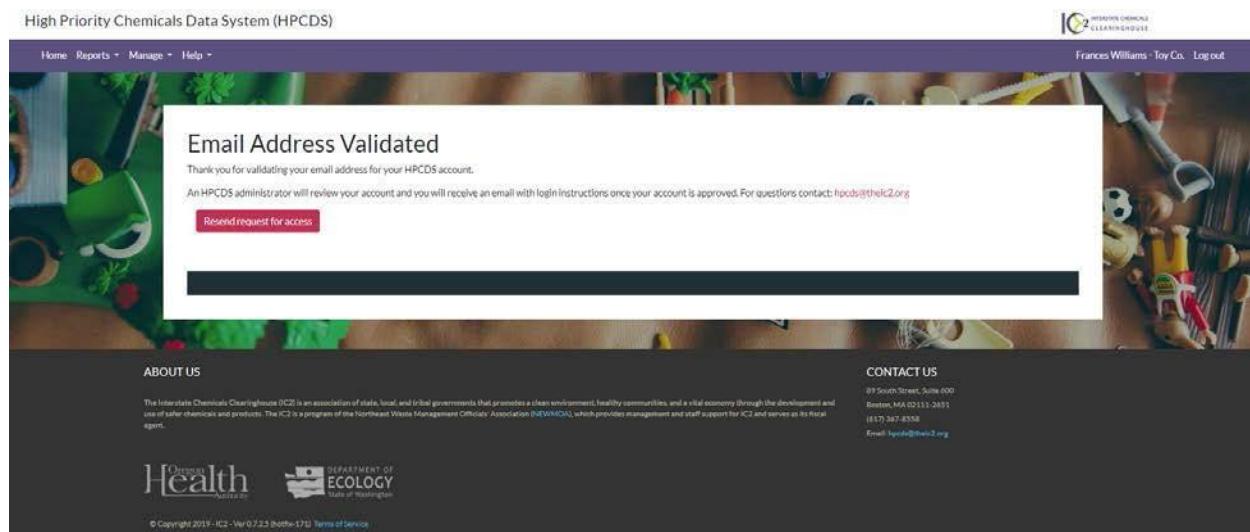
This is an automatically generated email from the High Priority Chemicals Data System (HPCDS).
Please confirm your HPCDS account by clicking the following link: <https://app10.erg.com/hpcds/Account/ConfirmEmail?userId=ed0bb743-cd14-48a9-91f8-2c47d6b01d45&code=XDCvmFNepy1TzU4nPDuRy%2FTRxqJQy4YeqwHDb1tydpYx3YXIAya09y9RSAOwcizUmDjyGuKhiZekPmyYDIS%2BaE%2BAcfJ1DdirjN6N%2Fp4pYe1xE12wwndxHkfG7H8CEmtUdjrxFNIvB6M8B6VmQ5LFpqT1m3AdEDMRWI7e3%2B1KwB1s8gUHIU4VkoKGXdJl89z>
If clicking this link does not work, try copying and pasting the URL into the address bar of your web browser.
If you need help, please contact the HPCDS application administrator, Topher Buck, at 617-367-8558 x309 or hpcds@theic2.org
Please do not respond to this email.

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.



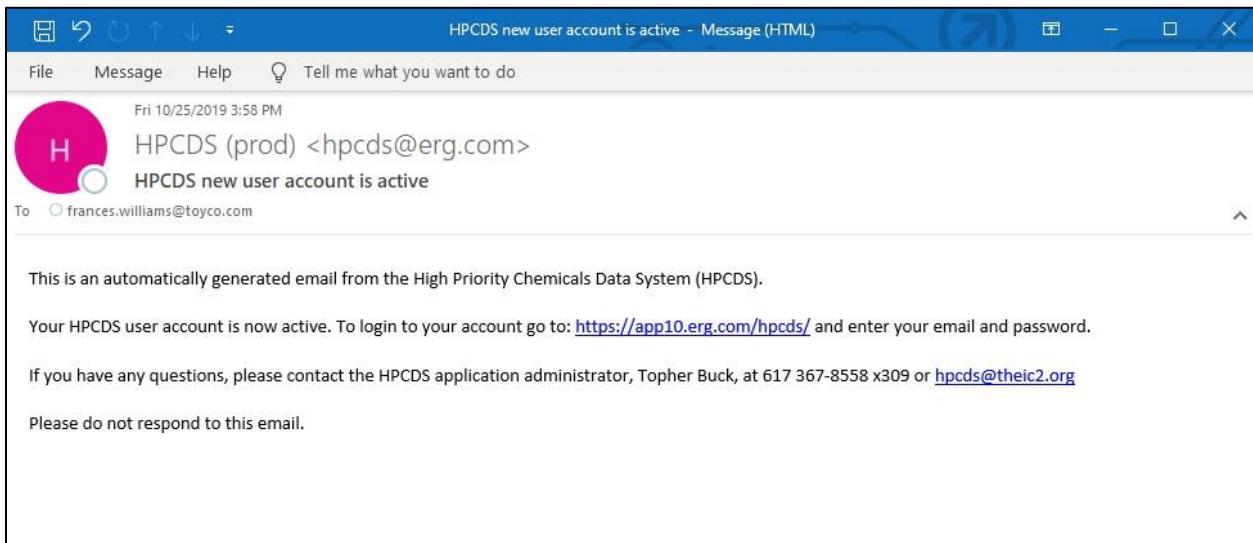
The screenshot shows the HPCDS homepage with a banner image of various household items. A central white box contains the text "Confirm Email." and "Thank you for confirming your email. Please click here to Continue." Below the banner, there are "ABOUT US" and "CONTACT US" sections, along with logos for Oregon Health Authority and Washington Department of Ecology. The footer includes copyright information and a link to the Terms of Service.

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.

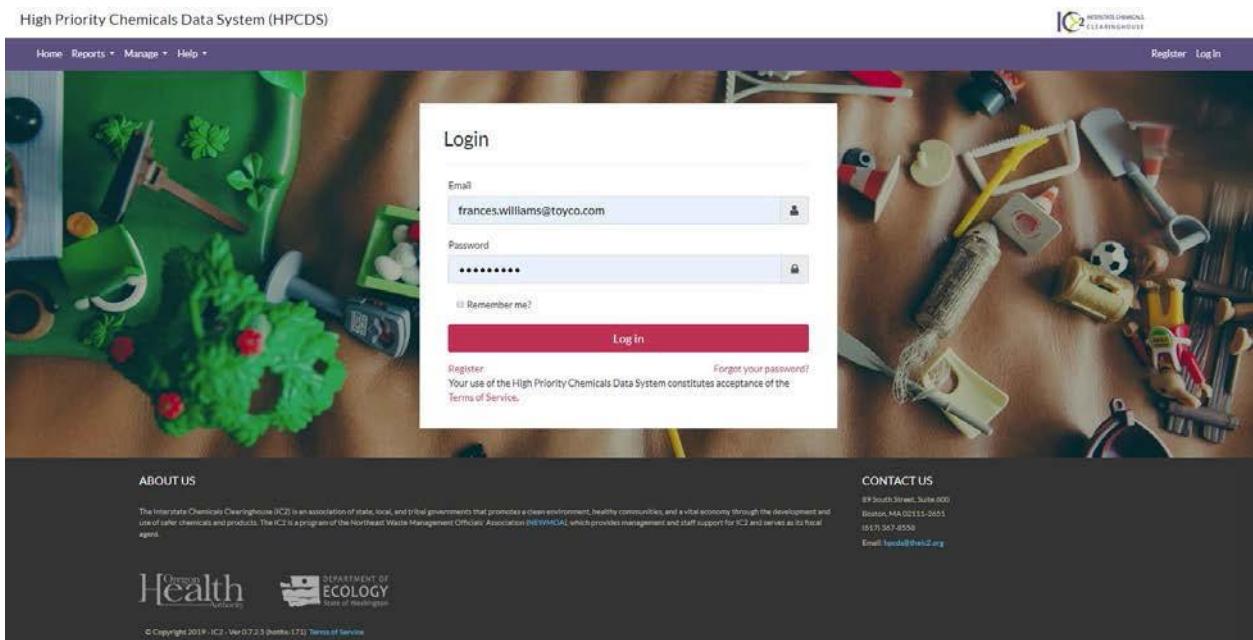


The screenshot shows the HPCDS homepage with a banner image of various household items. A central white box contains the text "Email Address Validated" and "Thank you for validating your email address for your HPCDS account. An HPCDS administrator will review your account and you will receive an email with login instructions once your account is approved. For questions contact: hpcds@theic2.org". Below the banner, there are "ABOUT US" and "CONTACT US" sections, along with logos for Oregon Health Authority and Washington Department of Ecology. The footer includes copyright information and a link to the Terms of Service.

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.

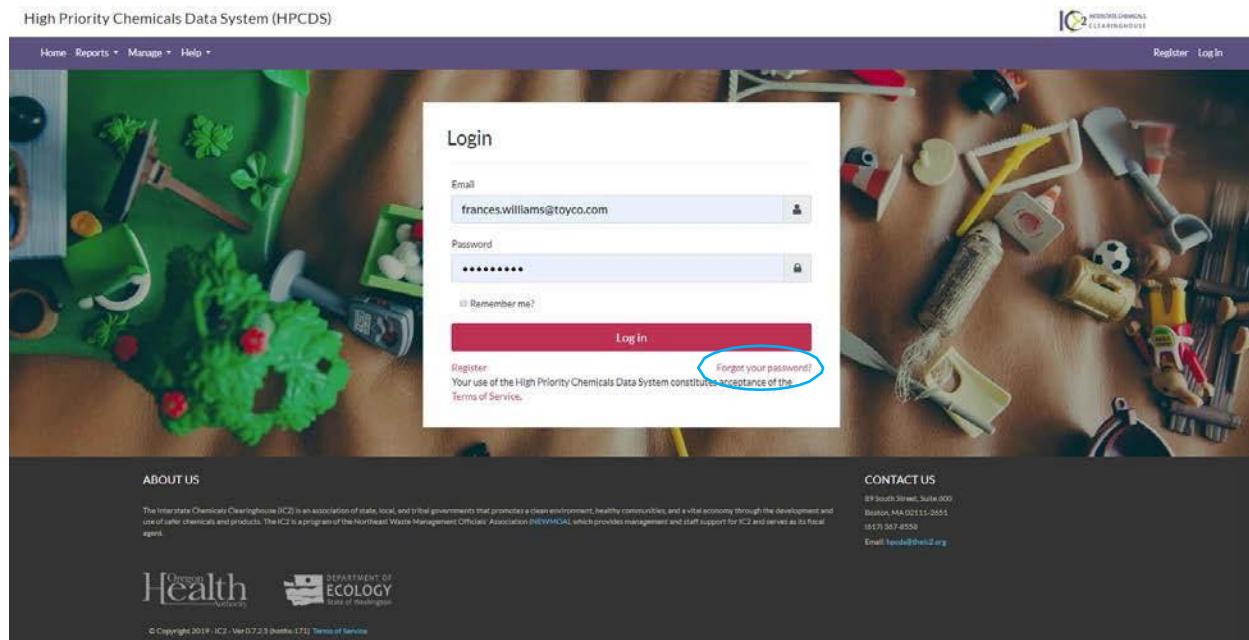


Forgot Your Password

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?

Log in

Forgot your password?
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
89 South Street, Suite 800
Boston, MA 02111-2651
(617) 567-0550
Email: hpcds@theic2.org

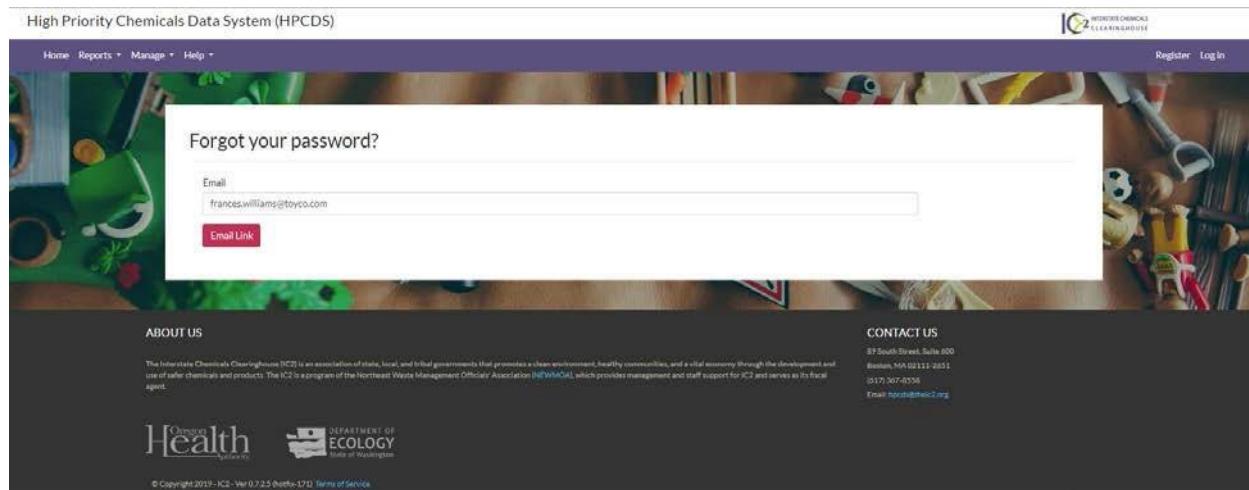
Oregon Health DEPARTMENT OF ECOLOGY State of Washington

© Copyright 2019 - IC2 - Ver 0.7.2.5 (https://IC2.org) Terms of Service

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

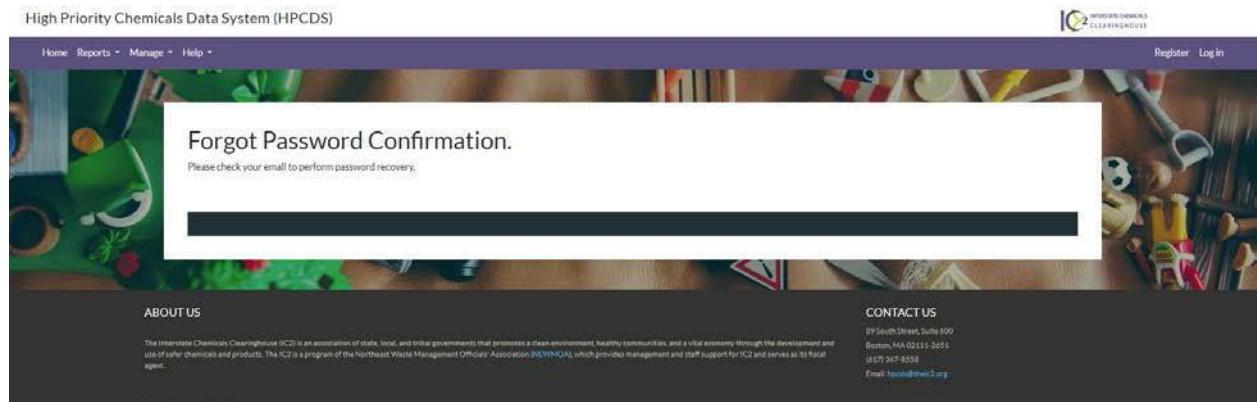
ABOUT US
The Interstate Chemicals Clearinghouse (IC2) is an association of state, local, and tribal governments that promotes a clean environment, healthy communities, and a vital economy through the development and use of safer chemicals and products. The IC2 is a program of the Northeast Waste Management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

CONTACT US
89 South Street, Suite 800
Boston, MA 02111-2651
(617) 567-0550
Email: hpcds@theic2.org

Oregon Health DEPARTMENT OF ECOLOGY State of Washington

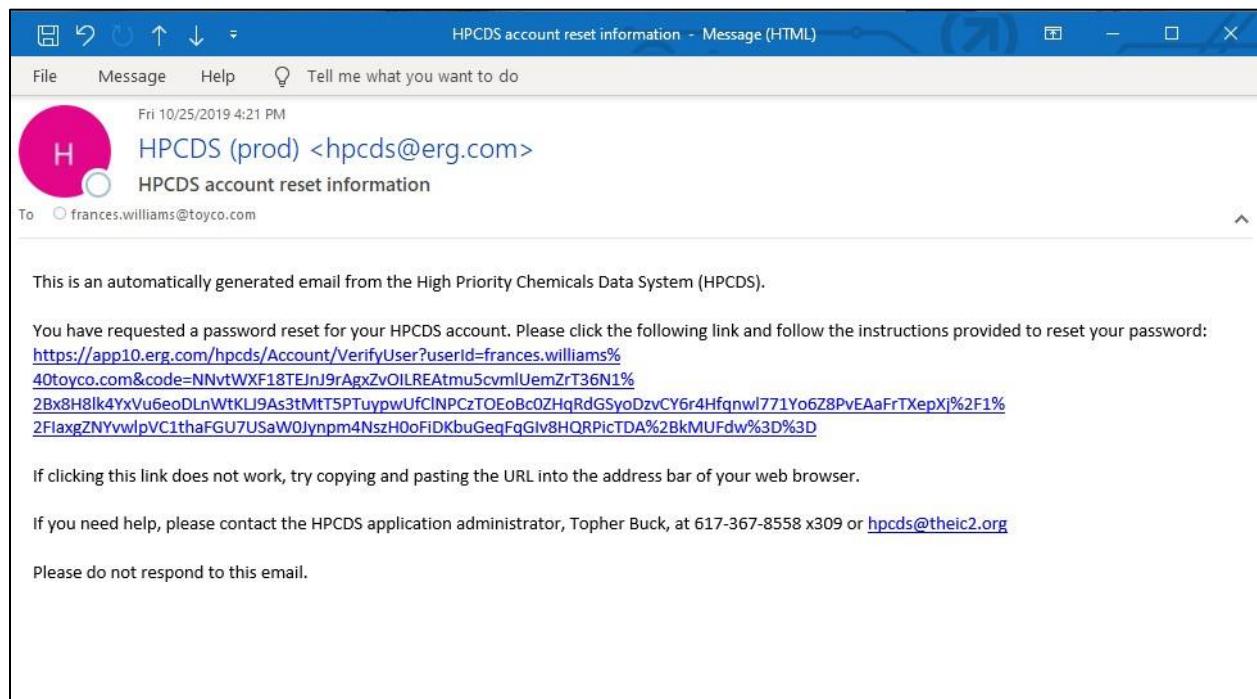
© Copyright 2019 - IC2 - Ver 0.7.2.5 (https://IC2.org) Terms of Service

3. You will see a forgot password confirmation message.



The screenshot shows the HPCDS website with a banner at the top. Below the banner, a central box displays the message: "Forgot Password Confirmation. Please check your email to perform password recovery." At the bottom of the page, there are "ABOUT US" and "CONTACT US" sections, along with a footer containing the IC2 logo and contact information.

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

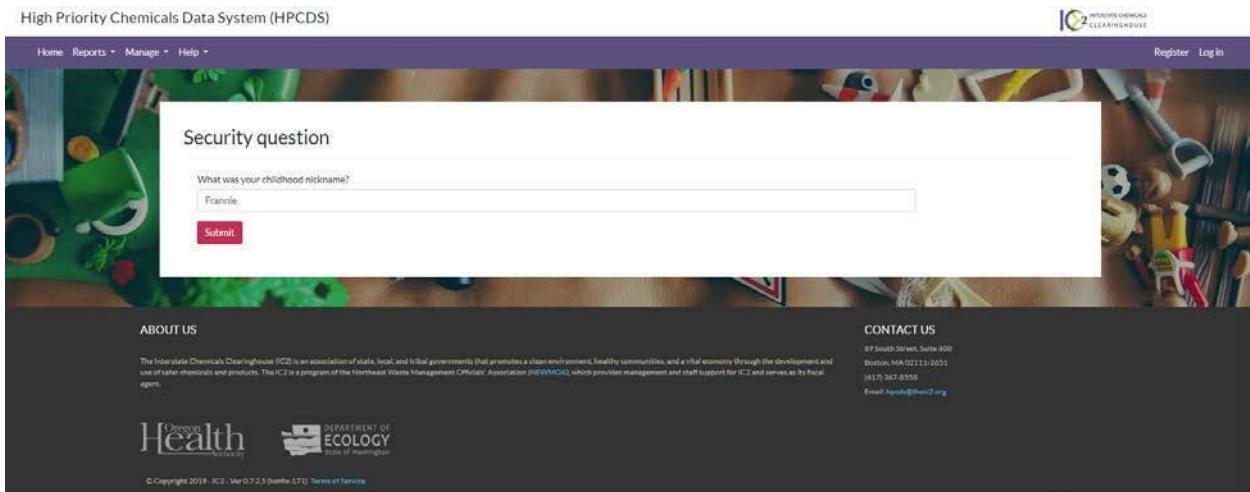


The email message is titled "HPCDS account reset information - Message (HTML)". It is from "HPCDS (prod) <hpcds@erg.com>" and is about "HPCDS account reset information". The recipient is "frances.williams@toyco.com". The message content includes a note that it is an automatically generated email from the HPCDS system, a password reset link (<https://app10.erg.com/hpcds/Account/VerifyUser?userId=frances.williams%40toyco.com&code=NNvtWXF18TEJnJ9rApxZvOILREATmu5cvmUemZrT36N1%2Bx8H8Ik4YxVu6eoDLnWtKLJ9As3tMtT5PTuypwUfCINPCzTOEoBc0ZHqRdGSyoDzvCY6r4HfqnwI771Yo6Z8PvEAaFrTXepXj%2F1%2FlagZNYvwlpVC1thaFGU7USAw0Jynpm4NszH0oFIDKbuGeqFqGlv8HQRPicTDA%2BkMUFdw%3D%3D>), instructions for if the link doesn't work, contact information for the administrator, and a note that the email is not to be responded to.

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.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Register Log In



Security question

What was your childhood nickname?

Frannie

Submit

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 900
Boston, MA 02111-2655
(617) 567-8558
Email: hpcds@ic2.org

OREGON HEALTH AUTHORITY

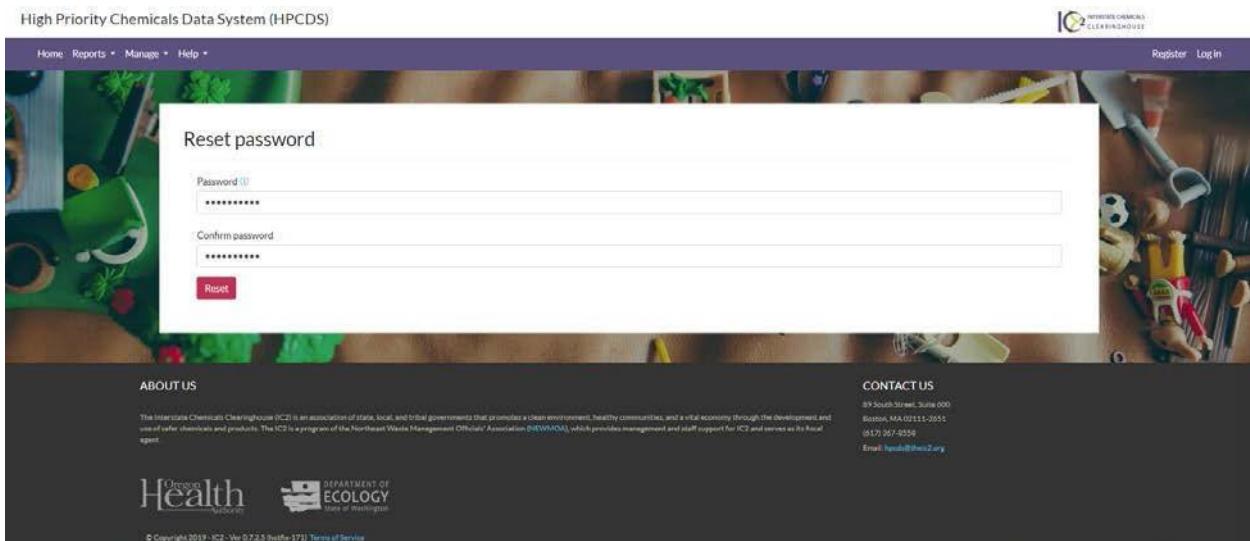
DEPARTMENT OF ECOLOGY

© Copyright 2019 - IC2 - Ver 0.72.5 (Build: 171) [Terms of Service](#)

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

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Register Log In



Reset password

Password *****

Confirm password *****

Reset

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 900
Boston, MA 02111-2655
(617) 567-8558
Email: hpcds@ic2.org

OREGON HEALTH AUTHORITY

DEPARTMENT OF ECOLOGY

© Copyright 2019 - IC2 - Ver 0.72.5 (Build: 171) [Terms of Service](#)

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

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Register Login

Reset password confirmation.
Your password has been reset. Please [click here to log in](#)

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
69 South Street, Suite 400
Boston, MA 02113-2051
(617) 367-4556
Email: hpcds@newmoa.org

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

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Register Login

Login

Email: [@](#) [Forgot your password?](#)

Password: [Forgot your password?](#)

Remember me? [Log in](#)

[Register](#) [Forgot your password?](#)
Your use of the High Priority Chemicals Data System constitutes acceptance of the [Terms of Service](#).

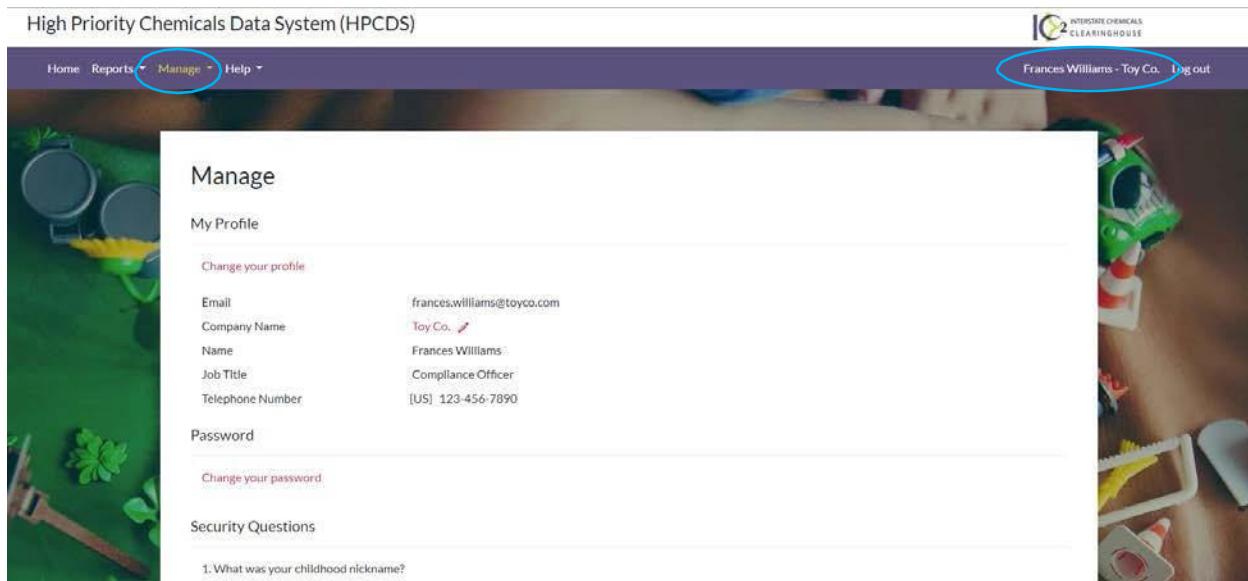
ABOUT US

CONTACT US

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.



High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help

Frances Williams - Toy Co. Log out

Manage

My Profile

Change your profile

Email: frances.williams@toyco.com
Company Name: Toy Co.
Name: Frances Williams
Job Title: Compliance Officer
Telephone Number: [US] 123-456-7890

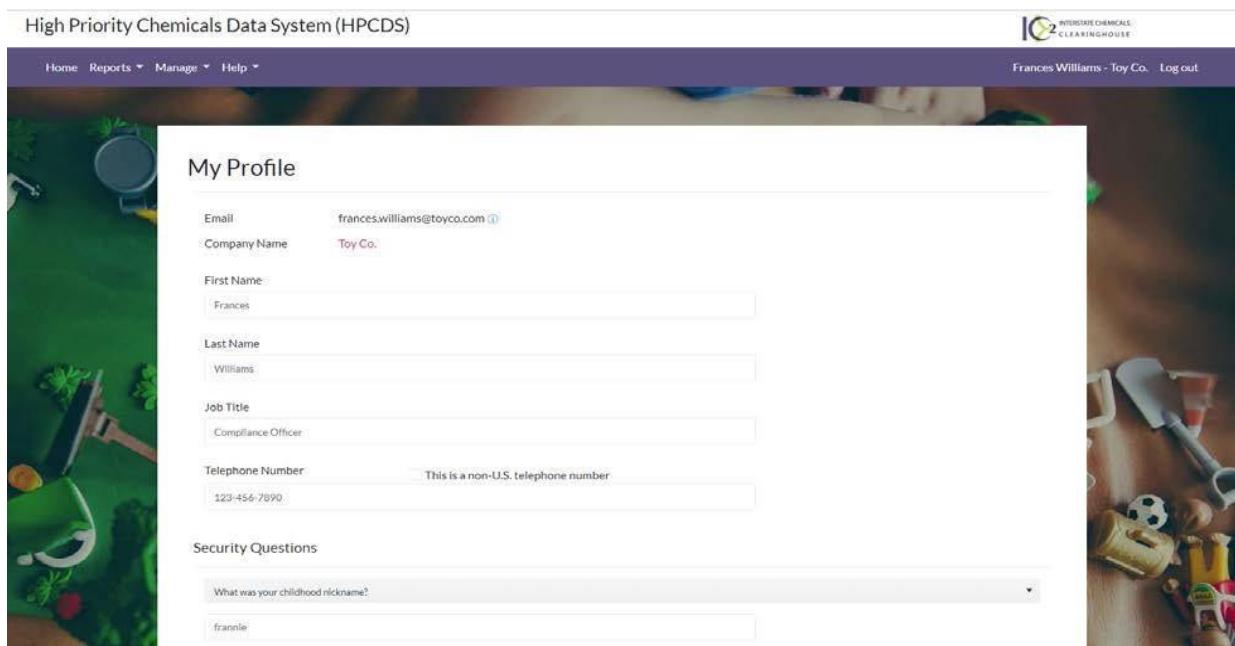
Password

Change your password

Security Questions

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.



High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help

Frances Williams - Toy Co. Log out

My Profile

Email: frances.williams@toyco.com
Company Name: Toy Co.

First Name: Frances

Last Name: Williams

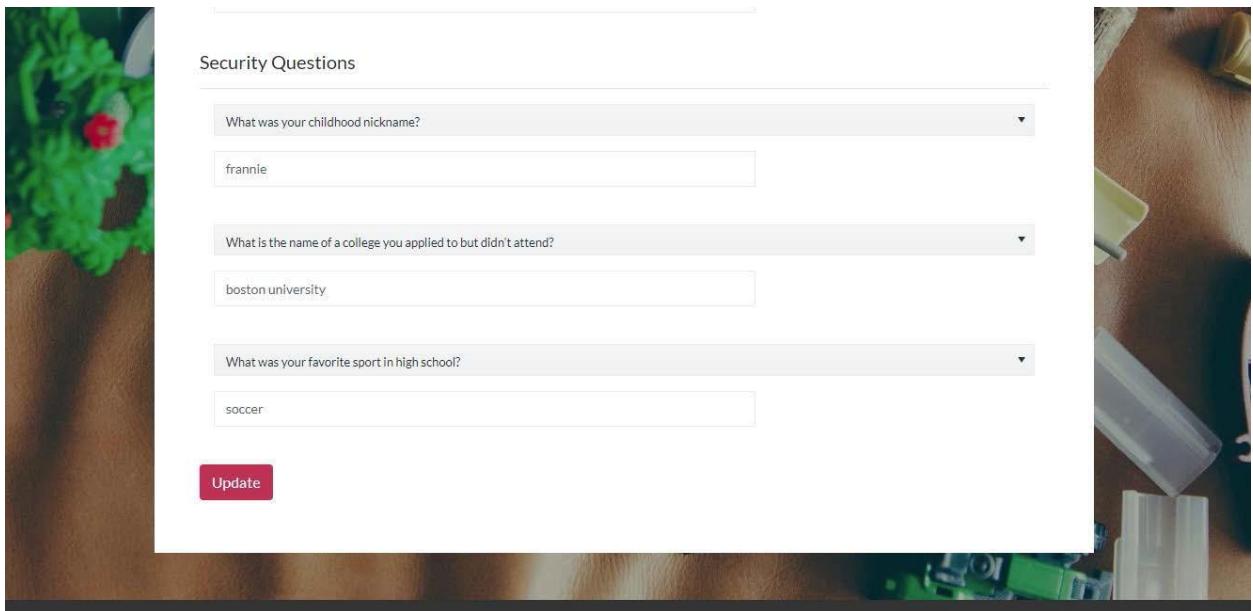
Job Title: Compliance Officer

Telephone Number: This is a non-U.S. telephone number
123-456-7890

Security Questions

What was your childhood nickname?
frannie

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.



Security Questions

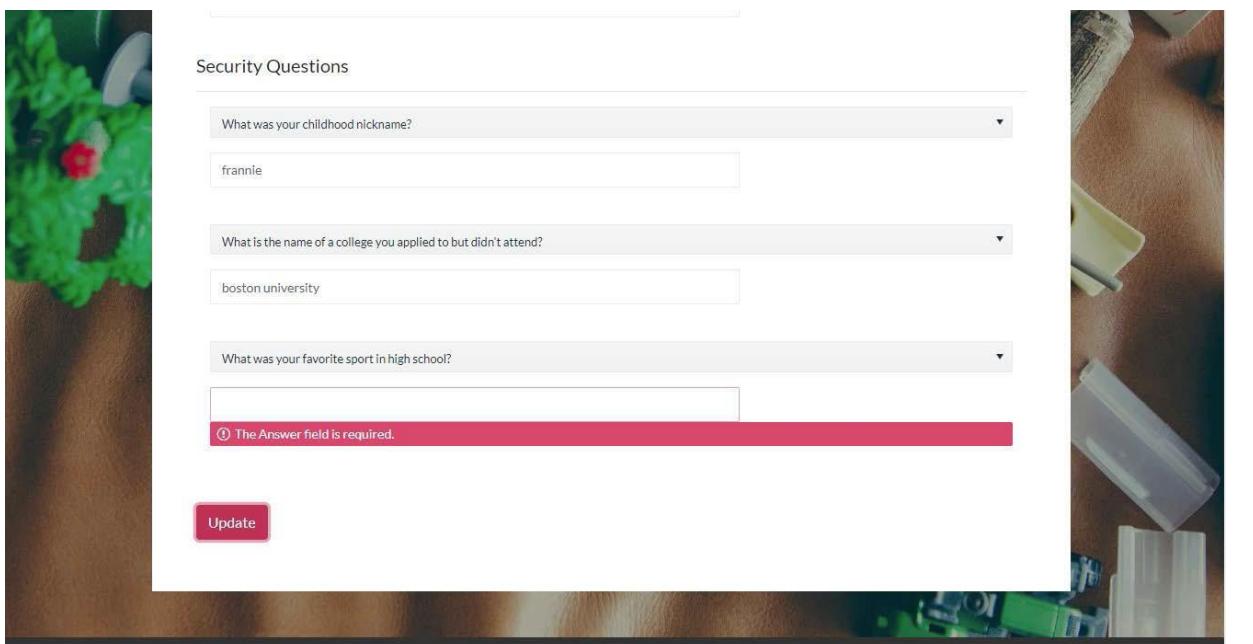
What was your childhood nickname?
frannie

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.



Security Questions

What was your childhood nickname?
frannie

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

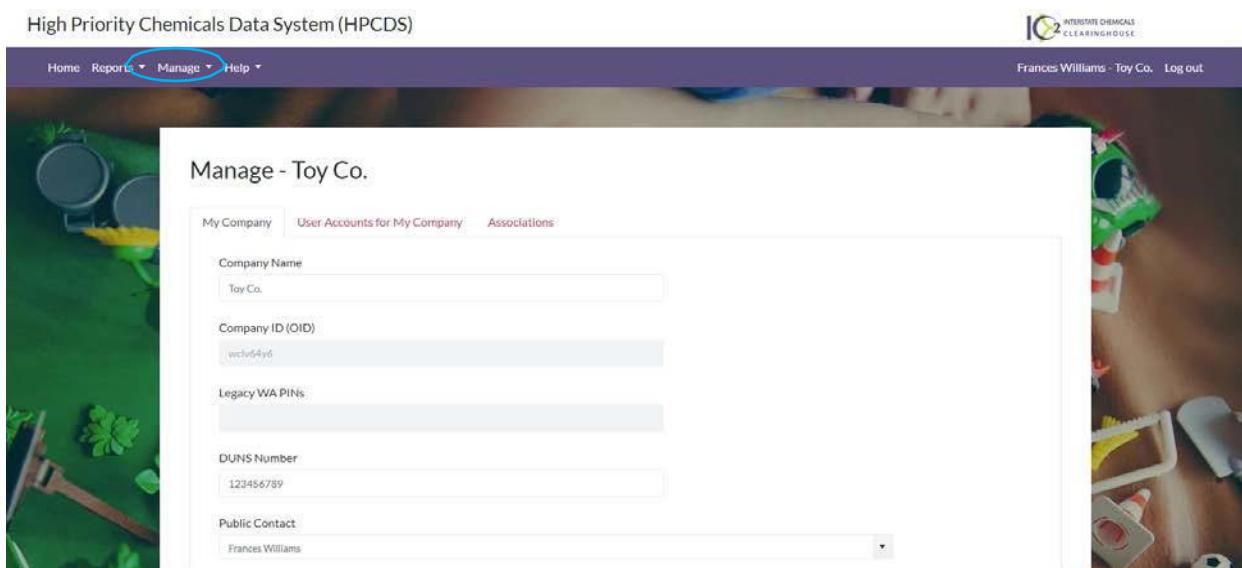
What was your favorite sport in high school?

(i) 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): wcjv64v6

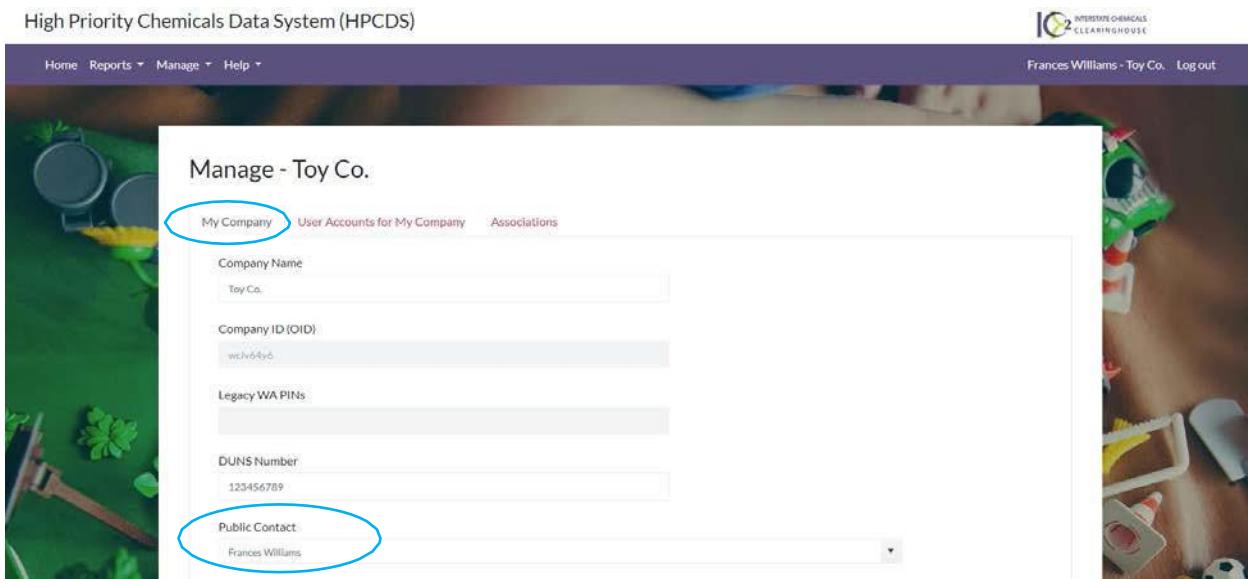
Legacy WA PINs:

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.

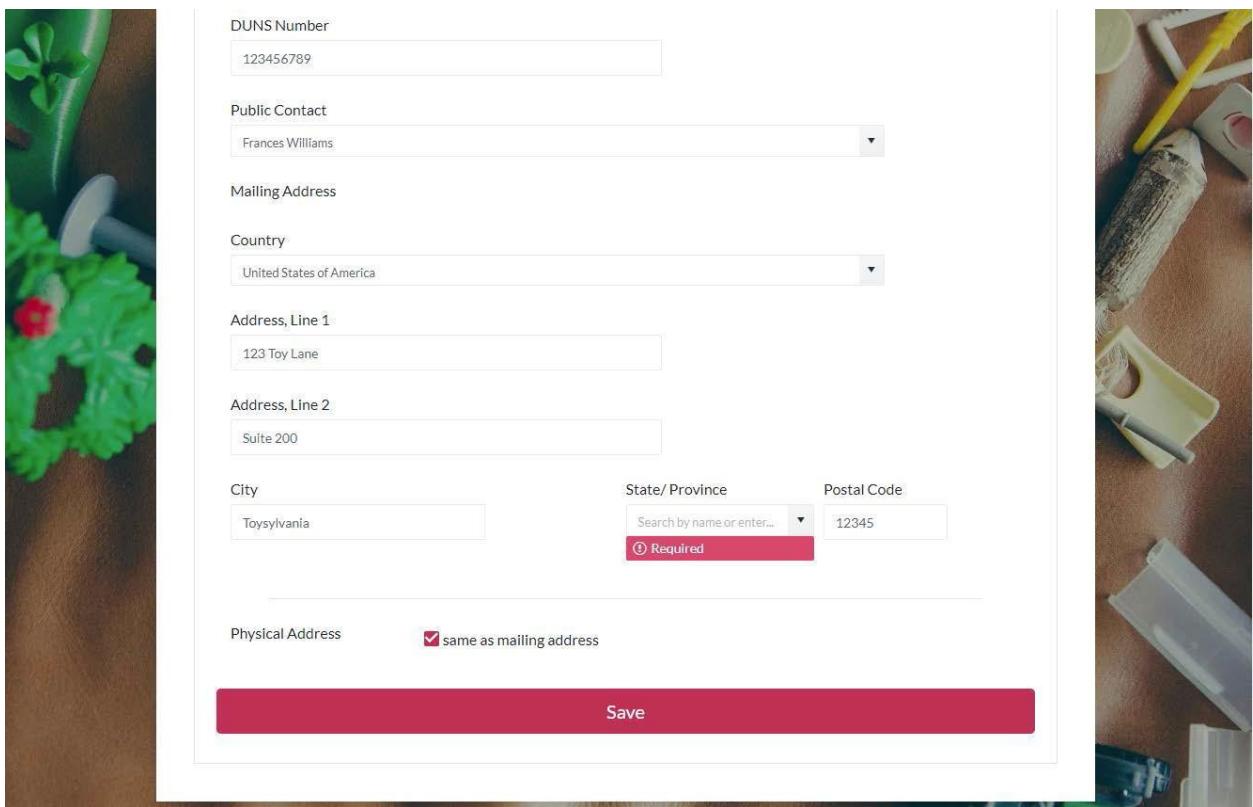
Company ID (OID): wcjv64v6

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.



DUNS Number
123456789

Public Contact
Frances Williams

Mailing Address

Country
United States of America

Address, Line 1
123 Toy Lane

Address, Line 2
Suite 200

City
Toysylvania

State/ Province
Search by name or enter...

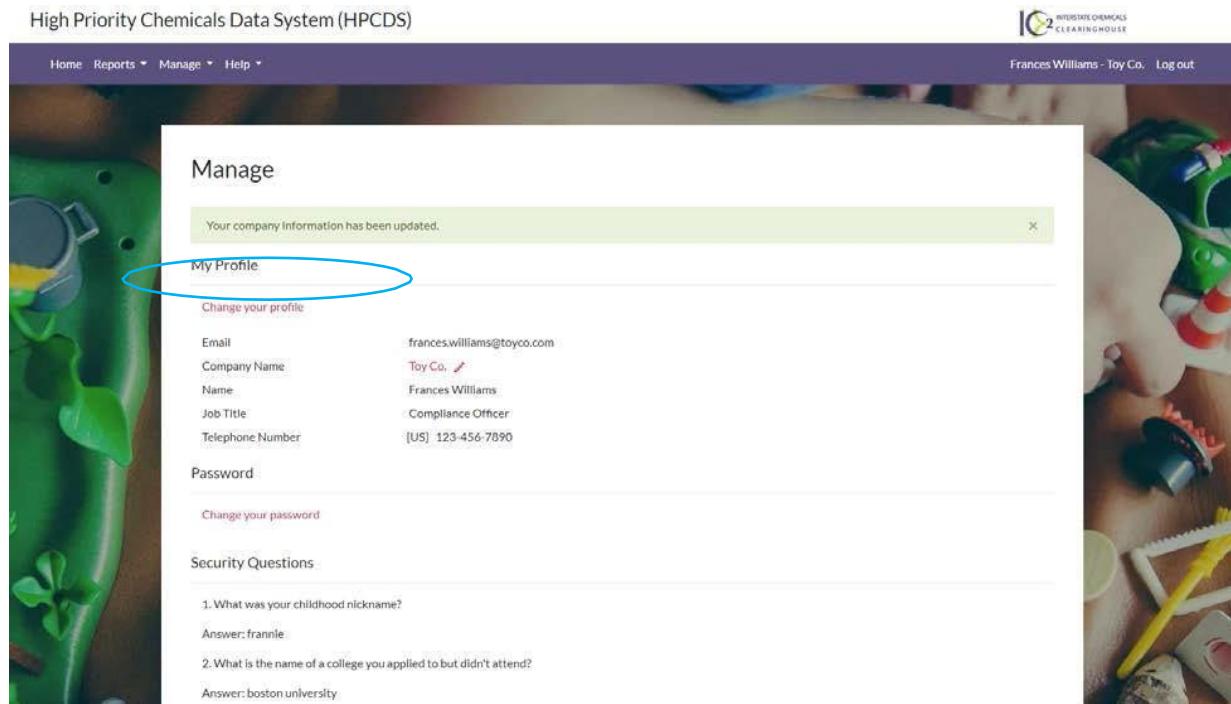
Postal Code
12345

Physical Address same as mailing address

Save

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

High Priority Chemicals Data System (HPCDS)



The screenshot shows the 'Manage' page of the HPCDS. At the top, there is a green banner with the text 'Your company information has been updated.' Below this, there is a section titled 'My Profile' which is circled in blue. The 'My Profile' section contains 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 is also a 'Password' section with a 'Change your password' link. Below this is a 'Security Questions' section with two questions and their answers: '1. What was your childhood nickname?' (Answer: frannie) and '2. What is the name of a college you applied to but didn't attend?' (Answer: boston university).

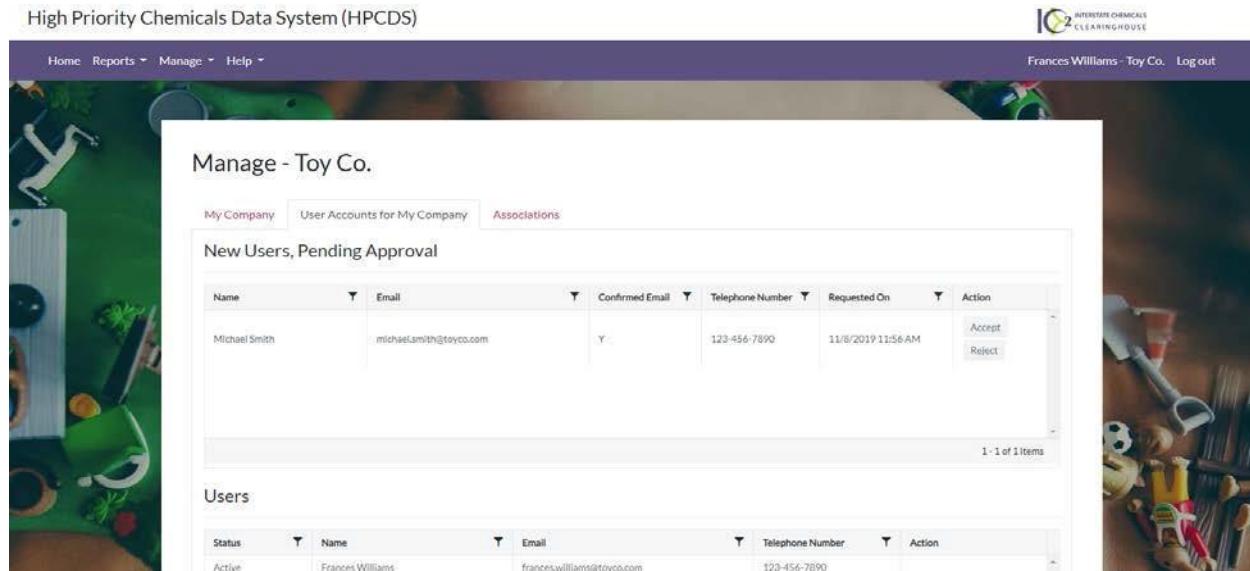
User Accounts for My Company

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.

High Priority Chemicals Data System (HPCDS)



The screenshot shows the 'Manage - Toy Co.' page of the HPCDS. At the top, there are three tabs: 'My Company' (selected), 'User Accounts for My Company', and 'Associations'. Below the tabs is a table titled 'New Users, Pending Approval' with the following data:

Name	Email	Confirmed Email	Telephone Number	Requested On	Action
Michael Smith	michael.smith@toyco.com	Y	123-456-7890	11/8/2019 11:56 AM	<input type="button" value="Accept"/> <input type="button" value="Reject"/>

Below this table is a section titled 'Users' with the following data:

Status	Name	Email	Telephone Number	Action
Active	Frances Williams	frances.williams@toyco.com	123-456-7890	<input type="button" value="Edit"/>

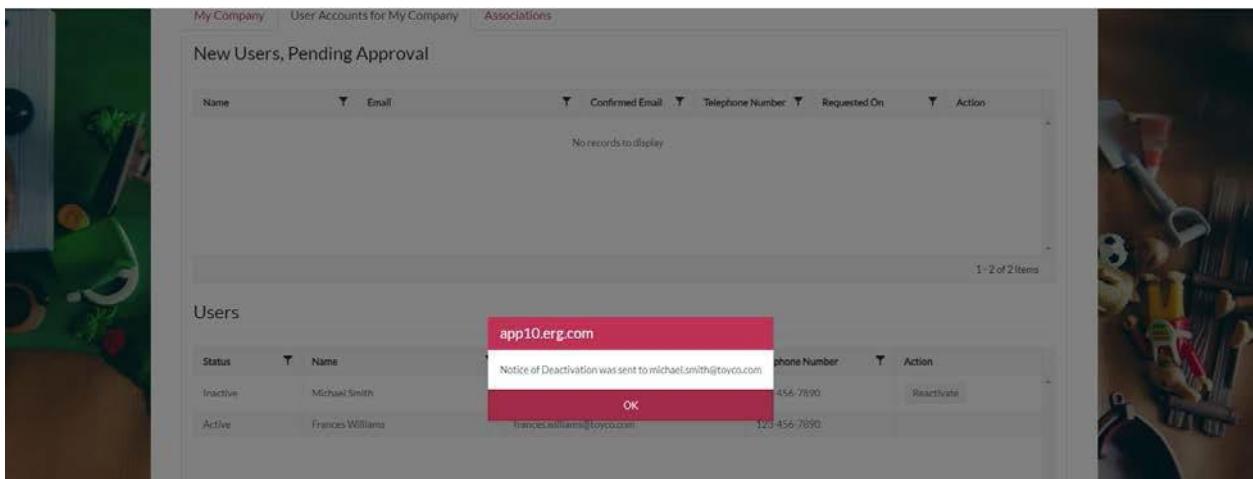
- Once you click the Accept button, you will see a confirmation message that a notice of acceptance was sent to the new user. The new user will now appear in the second table on the User Accounts for My Company tab.

Users

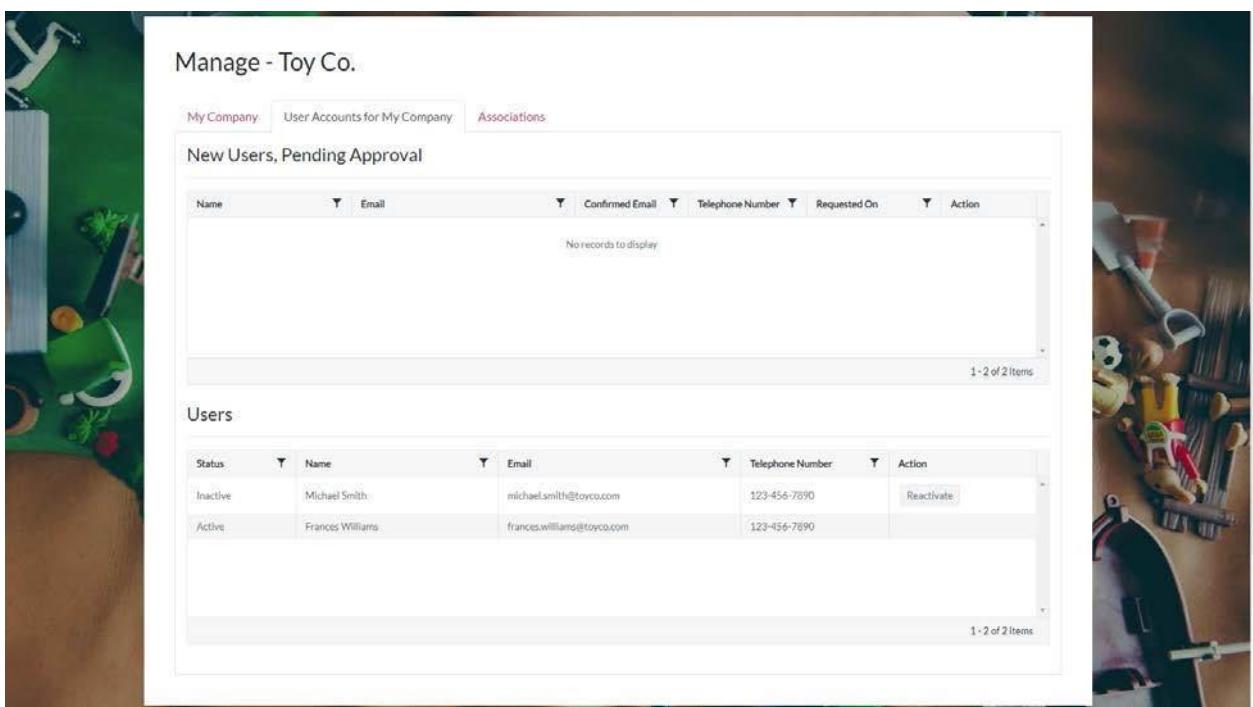
The User table displays all active and inactive users for your company. Staff turnover is common, we recommend that companies have at least two active users. *Note, HPCDS does not allow the user designated as the public contact to be deactivated. If you are unable to deactivate a user for your company,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

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

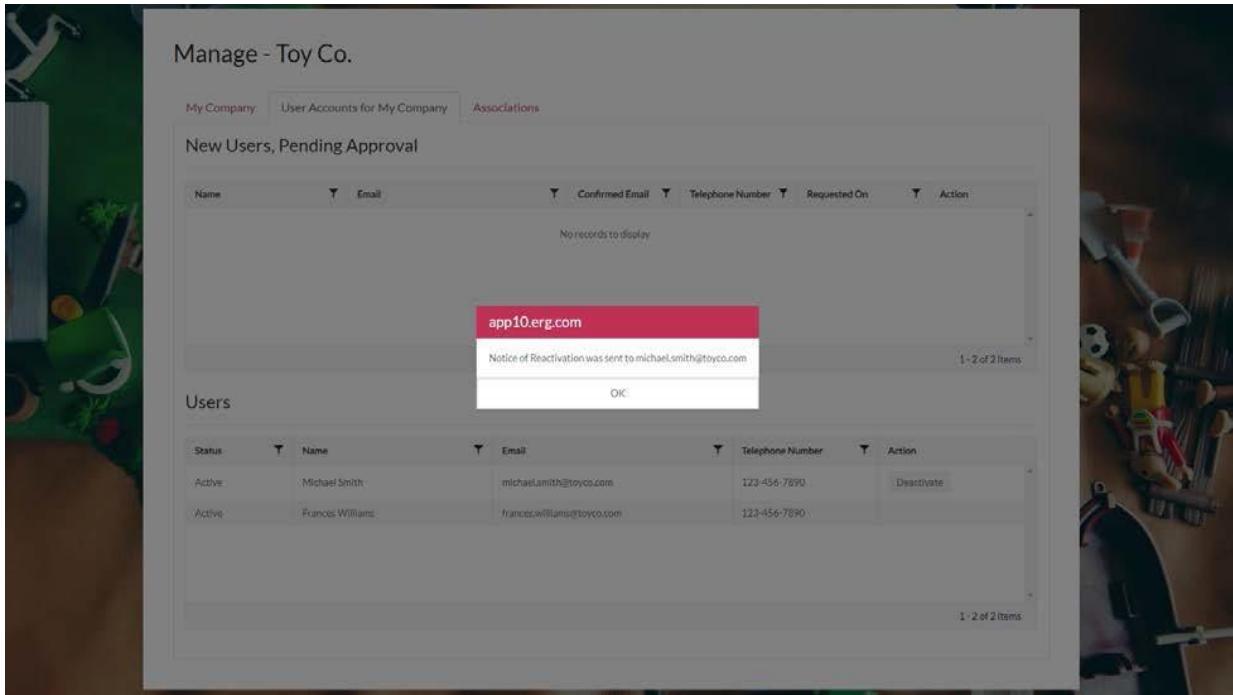
2. Once you click the Deactivate button, you will see a confirmation message that a notice of deactivation was sent to the user.



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



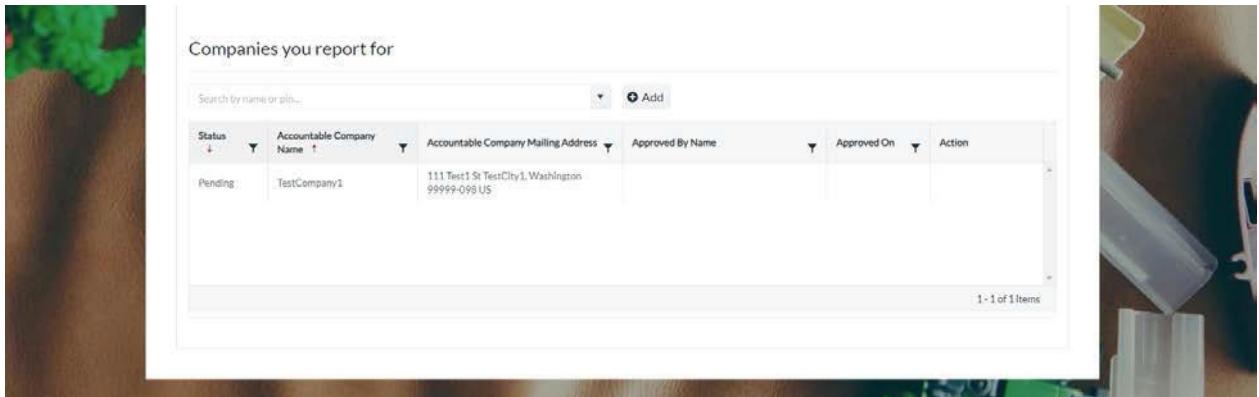
4. Once you click the Reactivate button, you will see a confirmation message that a notice of reactivation was sent to the user.



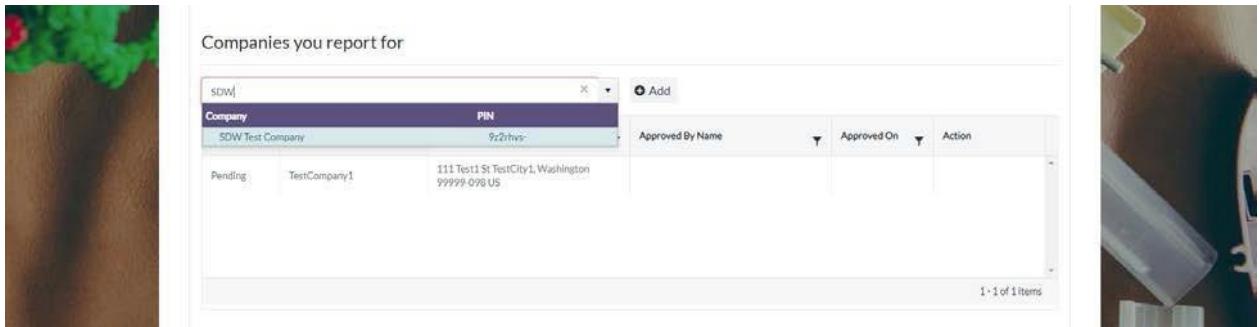
Associations

Companies Requesting to Report for You, Pending Approval

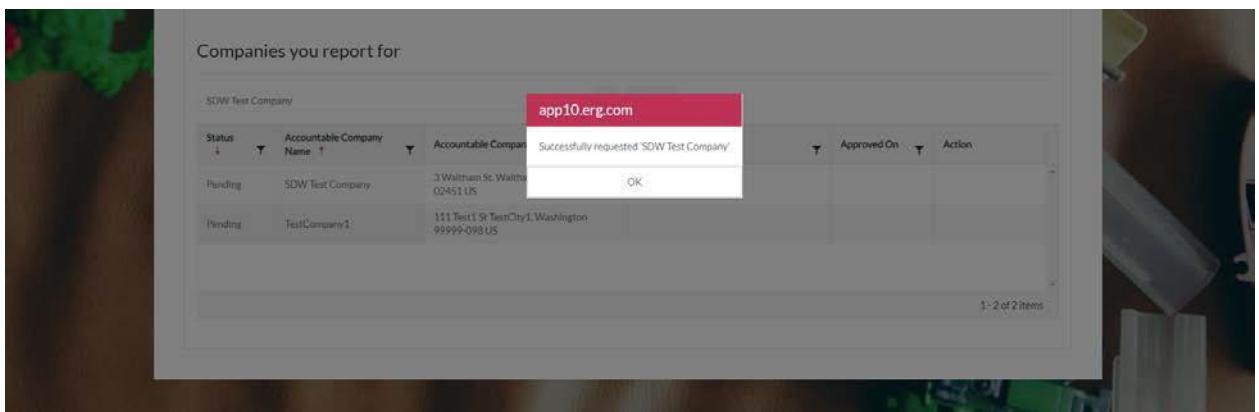
1. The third table on the Associations tab is the Companies you report for table. Company details and status are displayed in the table.



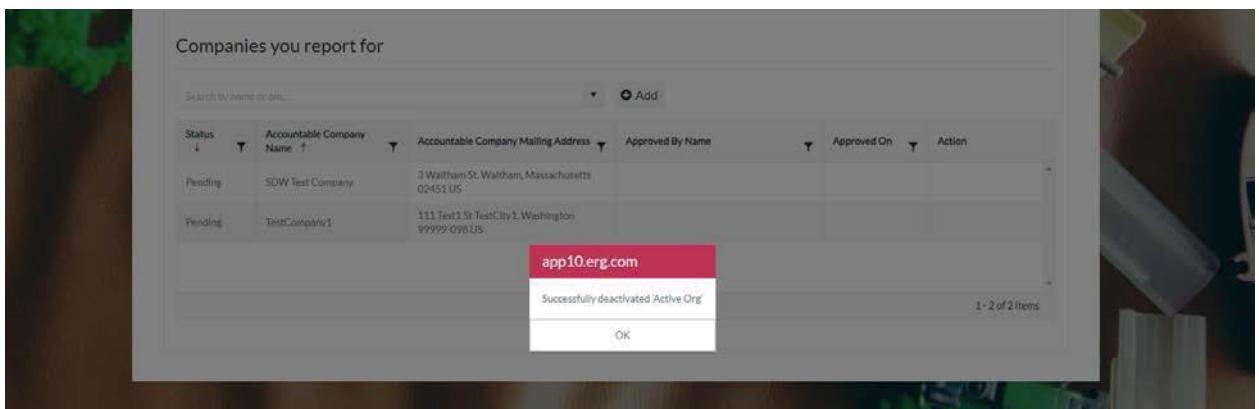
2. To request authority to report on behalf of a company, use the search box to find the company, select the company name, and click the Add button.



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.

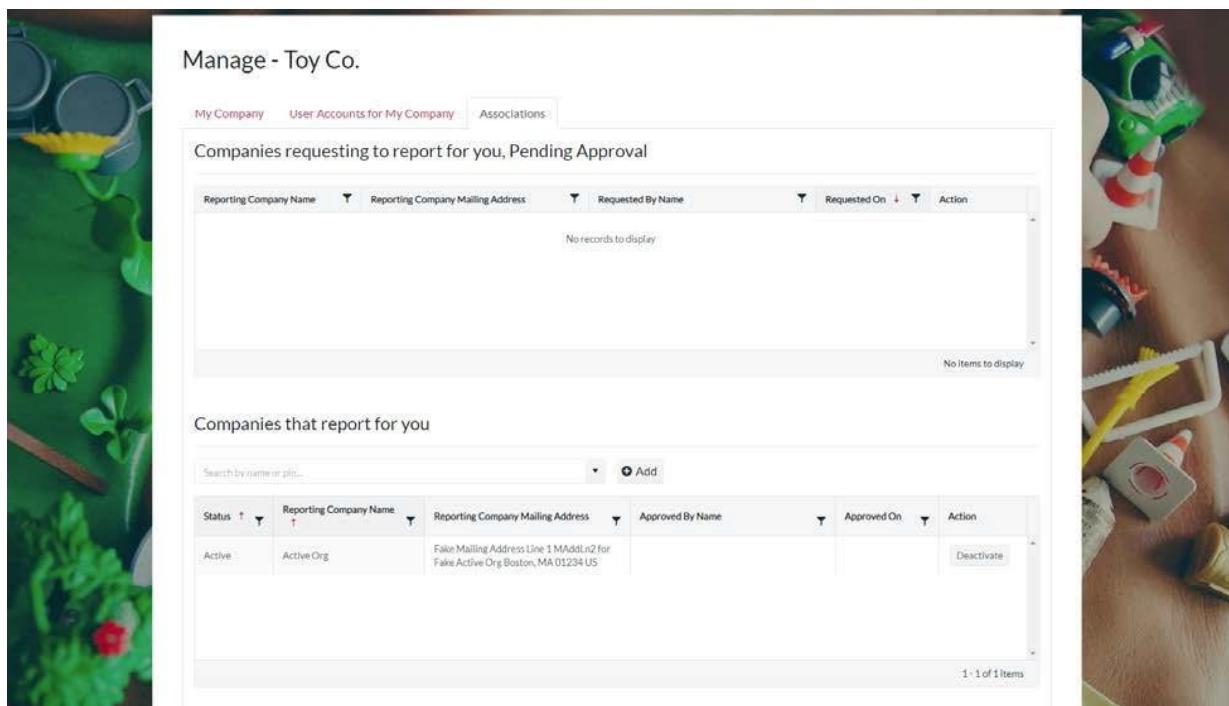


4. Click the Deactivate button for any companies that you no longer want to report for.



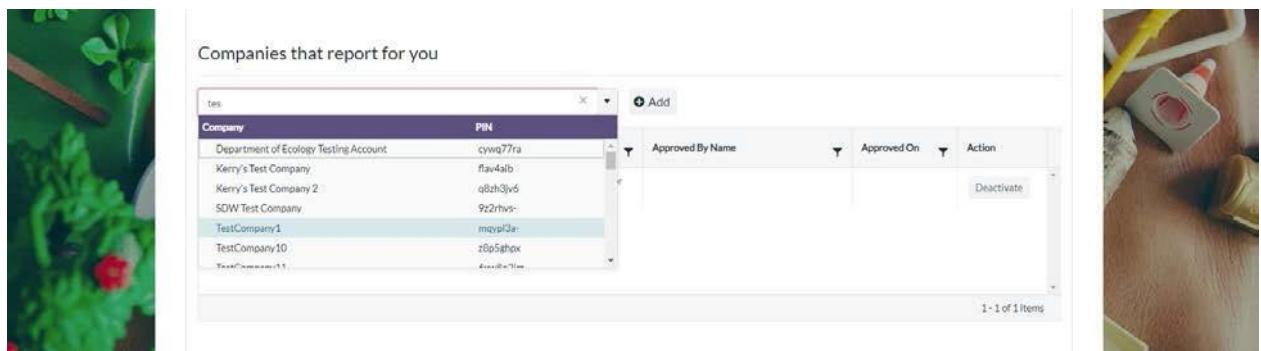
Allow a New Company to Report on Behalf of your Company

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



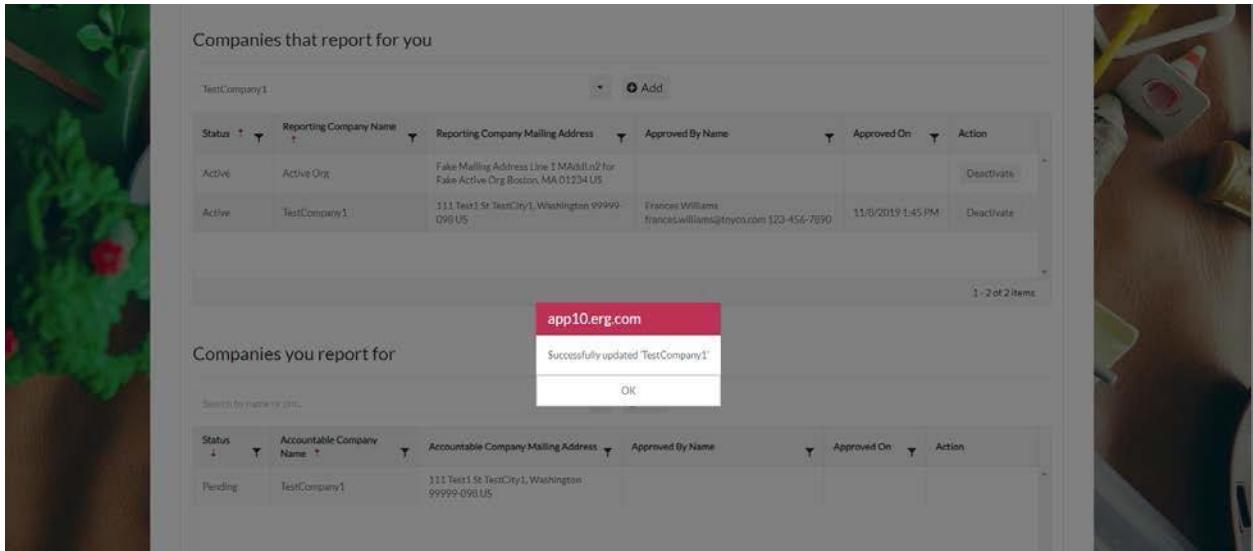
Status	Reporting Company Name	Reporting Company Mailing Address	Approved By Name	Approved On	Action
Active	Active Org	Fake Mailing Address Line 1 M AddlLn2 for Fake Active Org Boston, MA 01234 US			Deactivate

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.



Company	PIN
Department of Ecology Testing Account	cywq77ra
Kerry's Test Company	flav45b
SDW Test Company	92rhw5-
TestCompany1	mqyq3e-
TestCompany10	z0p5ghox
TestCompany11	4x000-11am

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



Companies that report for you

Status	Reporting Company Name	Reporting Company Mailing Address	Approved By Name	Approved On	Action
Active	Active Org	Fake Mailing Address Line 1 MAd11n2 for fake Active Org Boston, MA 01234 US			Deactivate
Active	TestCompany1	111 Test1 St TestCity1, Washington 99999-098 US	Frances Williams frances.williams@toyco.com 123-456-7890	11/8/2019 1:45 PM	Deactivate

1 - 2 of 2 items

app10.erg.com

Companies you report for

Successfully updated 'TestCompany1'

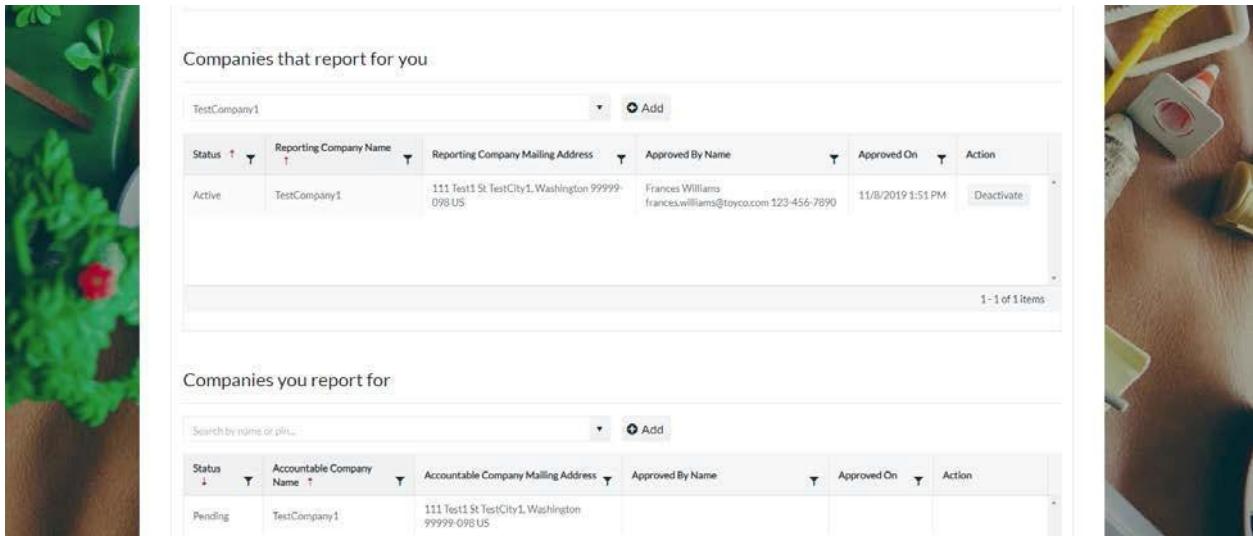
OK

Search by name or pln...

Status	Accountable Company Name	Accountable Company Mailing Address	Approved By Name	Approved On	Action
Pending	TestCompany1	111 Test1 St TestCity1, Washington 99999-098 US			

1 - 1 of 1 items

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



Companies that report for you

Status	Reporting Company Name	Reporting Company Mailing Address	Approved By Name	Approved On	Action
Active	TestCompany1	111 Test1 St TestCity1, Washington 99999-098 US	Frances Williams frances.williams@toyco.com 123-456-7890	11/8/2019 1:51 PM	Deactivate

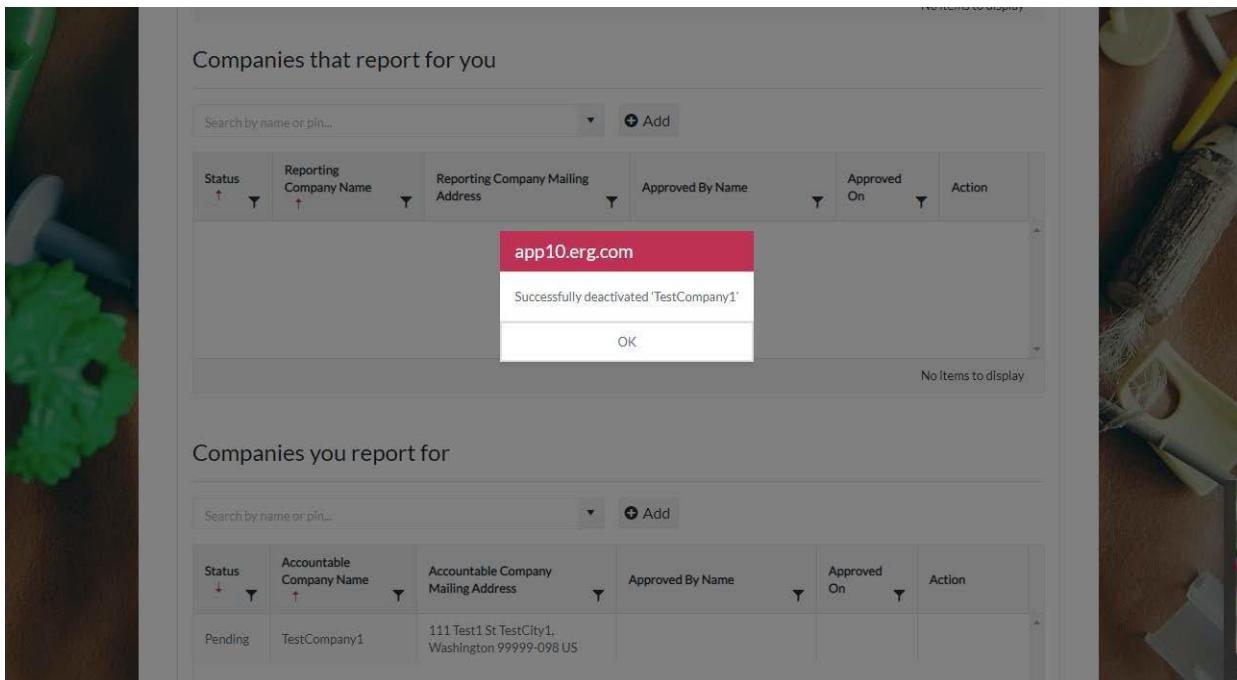
1 - 1 of 1 items

Companies you report for

Search by name or pln...

Status	Accountable Company Name	Accountable Company Mailing Address	Approved By Name	Approved On	Action
Pending	TestCompany1	111 Test1 St TestCity1, Washington 99999-098 US			

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

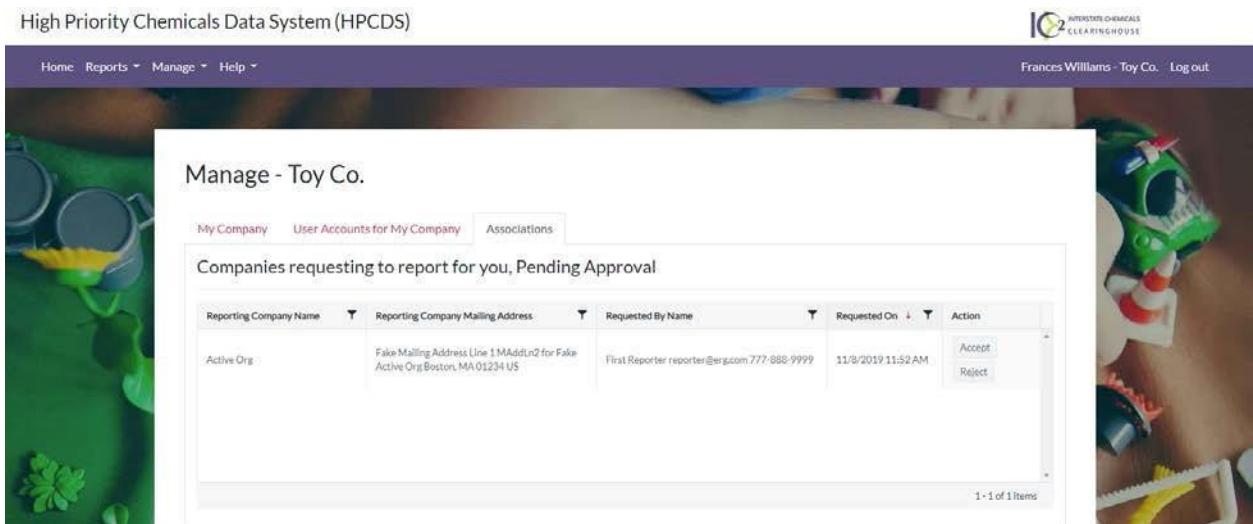


The screenshot shows a table titled 'Companies that report for you' with columns: Status, Reporting Company Name, Reporting Company Mailing Address, Approved By Name, Approved On, and Action. A message box is overlaid on the table, displaying 'Successfully deactivated 'TestCompany1''. The table below shows one row: Pending, TestCompany1, 111 Test1 St TestCity1, Washington 99999-098 US.

Status	Reporting Company Name	Reporting Company Mailing Address	Approved By Name	Approved On	Action
Pending	TestCompany1	111 Test1 St TestCity1, Washington 99999-098 US			

Companies Requesting to Report for You, Pending Approval

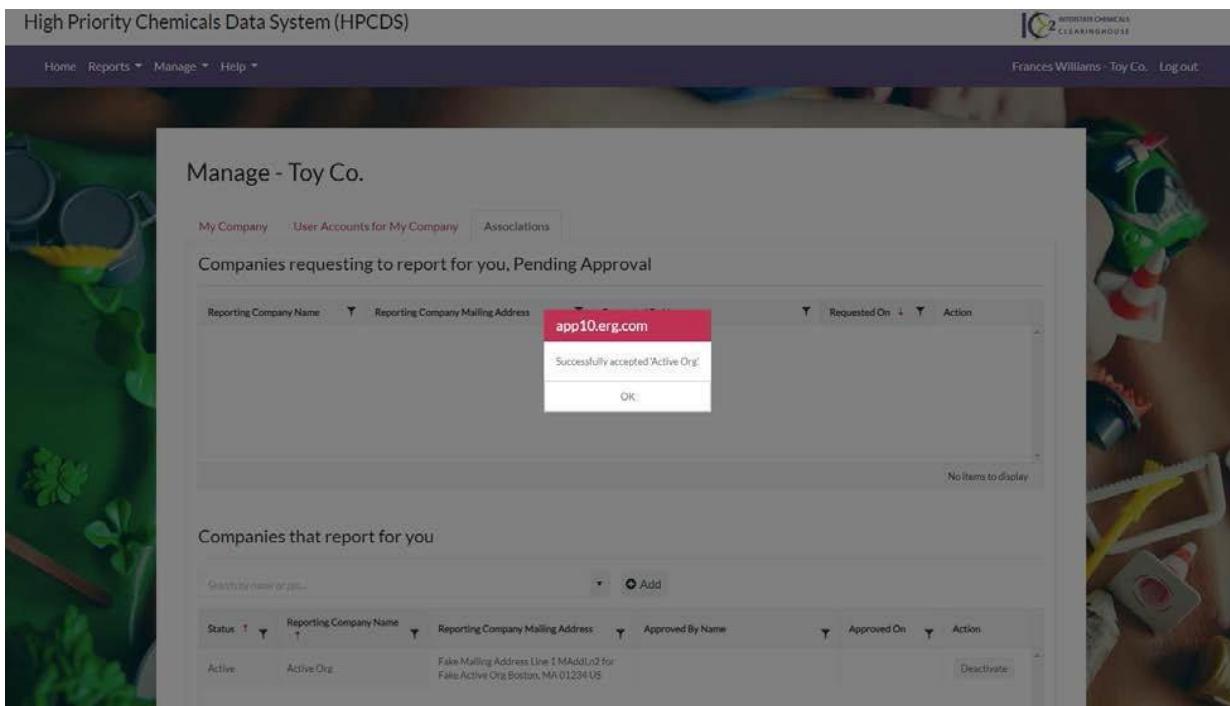
1. The first table on the Associations tab is the Companies requesting to report for you, Pending Approval table. This table includes all companies that have requested to report on behalf of your company but have not yet been approved. Company details are displayed in the table. Click the Accept button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



The screenshot shows a table titled 'Companies requesting to report for you, Pending Approval' with columns: Reporting Company Name, Reporting Company Mailing Address, Requested By Name, Requested On, and Action. A message box is overlaid on the table, displaying 'Successfully deactivated 'TestCompany1''. The table below shows one row: Active Org, Fake Mailing Address Line 1 MAddLn2 for Fake Active Org Boston, MA 01234 US, First Reporter reporter@erg.com 777-888-9999, 11/8/2019 11:52 AM, with 'Accept' and 'Reject' buttons.

Reporting Company Name	Reporting Company Mailing Address	Requested By Name	Requested On	Action
Active Org	Fake Mailing Address Line 1 MAddLn2 for Fake Active Org Boston, MA 01234 US	First Reporter reporter@erg.com 777-888-9999	11/8/2019 11:52 AM	<input type="button" value="Accept"/> <input type="button" value="Reject"/>

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.



Manage - Toy Co.

Companies requesting to report for you, Pending Approval

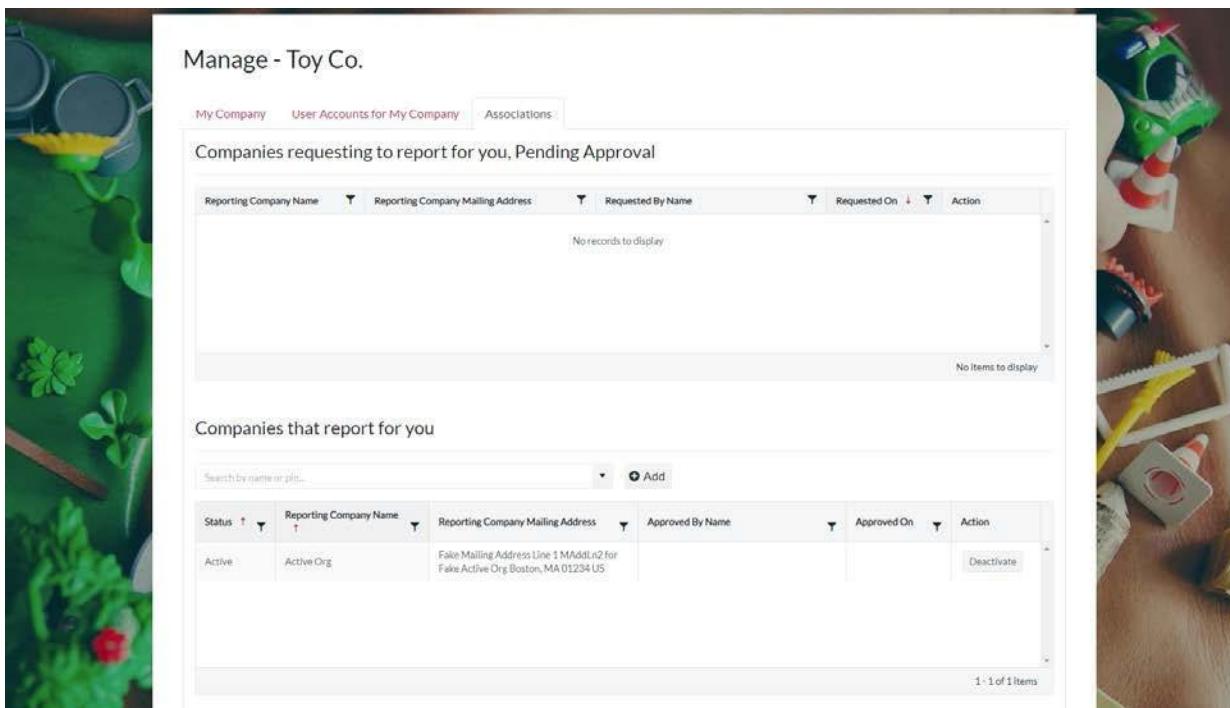
Reporting Company Name	Reporting Company Mailing Address	Requested On	Action
app10.erg.com			OK

No items to display

Companies that report for you

Status	Reporting Company Name	Reporting Company Mailing Address	Approved By Name	Approved On	Action
Active	Active Org	Fake Mailing Address Line 1 MAddLn2 for Fake Active Org Boston, MA 01234 US			Deactivate

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



Manage - Toy Co.

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

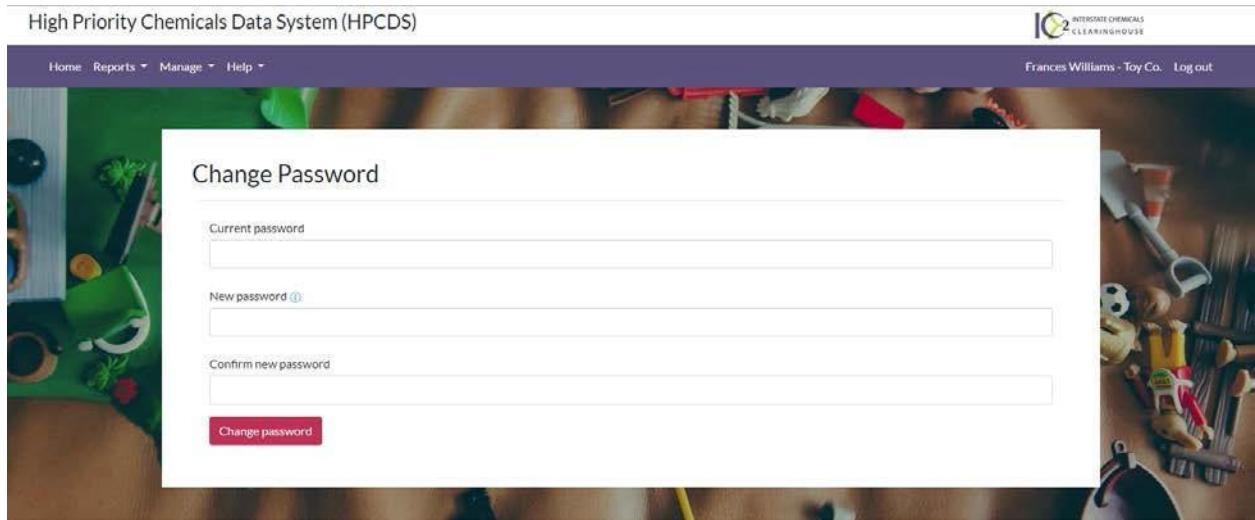
Companies that report for you

Status	Reporting Company Name	Reporting Company Mailing Address	Approved By Name	Approved On	Action
Active	Active Org	Fake Mailing Address Line 1 MAddLn2 for Fake Active Org Boston, MA 01234 US			Deactivate

1 - 1 of 1 items

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

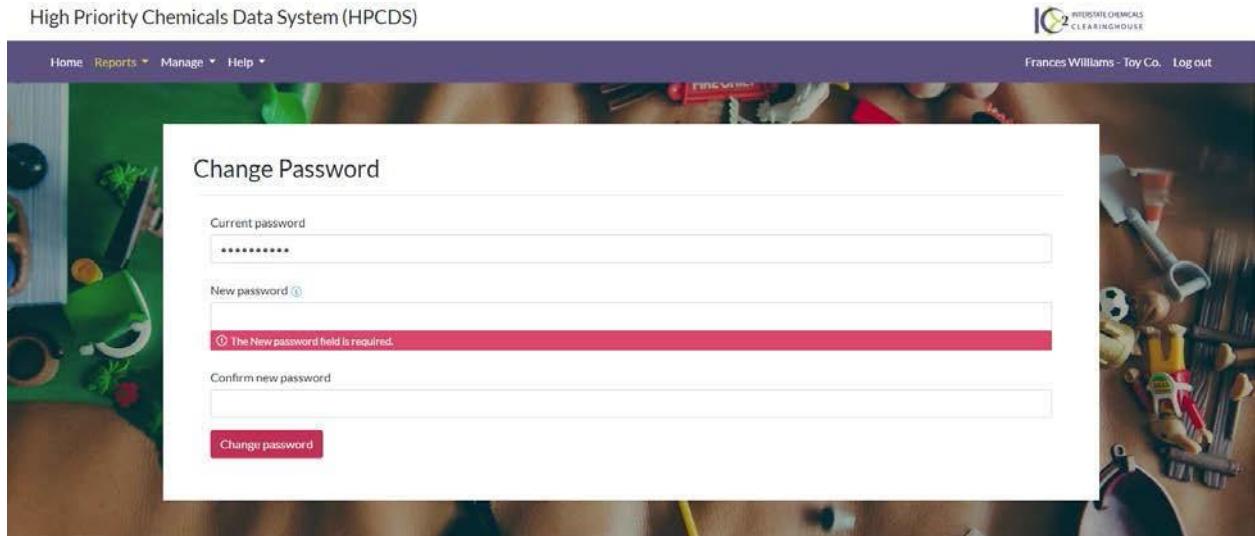
Current password

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 ⓘ

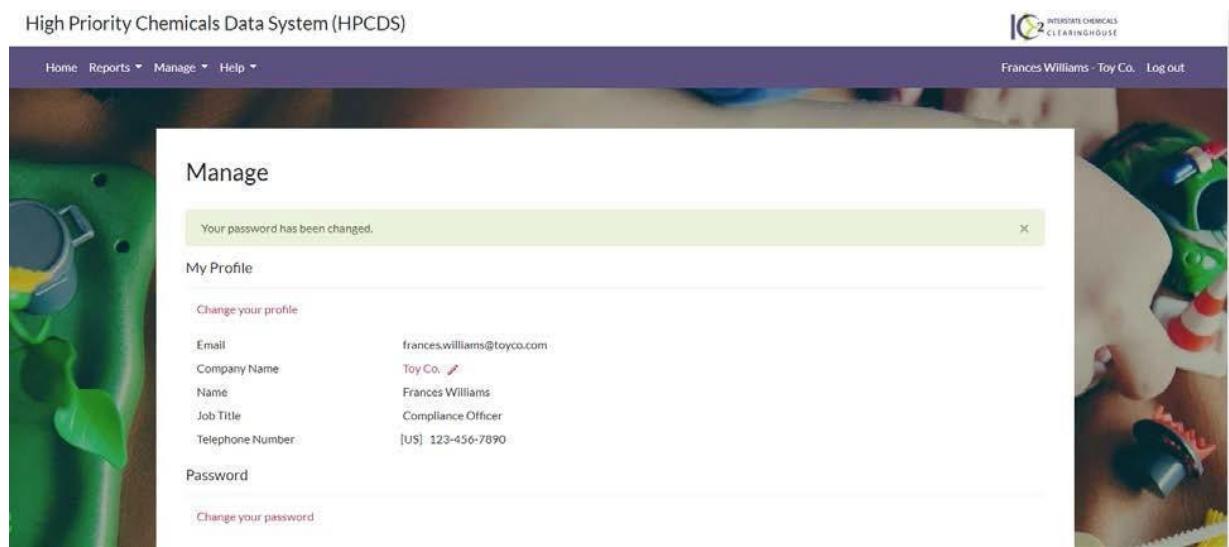
The New password field is required.

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.

High Priority Chemicals Data System (HPCDS)



The screenshot shows the 'Manage' page of the HPCDS system. At the top, there is a navigation bar with links for 'Home', 'Reports', 'Manage', and 'Help'. On the right, it shows the user 'Frances Williams - Toy Co.' and a 'Logout' link. The main content area has a title 'Manage' and a green success message box that says 'Your password has been changed.' Below this, there is a section titled 'My Profile' with a 'Change your profile' link. The profile details are listed in a table:

Email	frances.williams@toyco.com
Company Name	Toy Co. 
Name	Frances Williams
Job Title	Compliance Officer
Telephone Number:	[US] 123-456-7890

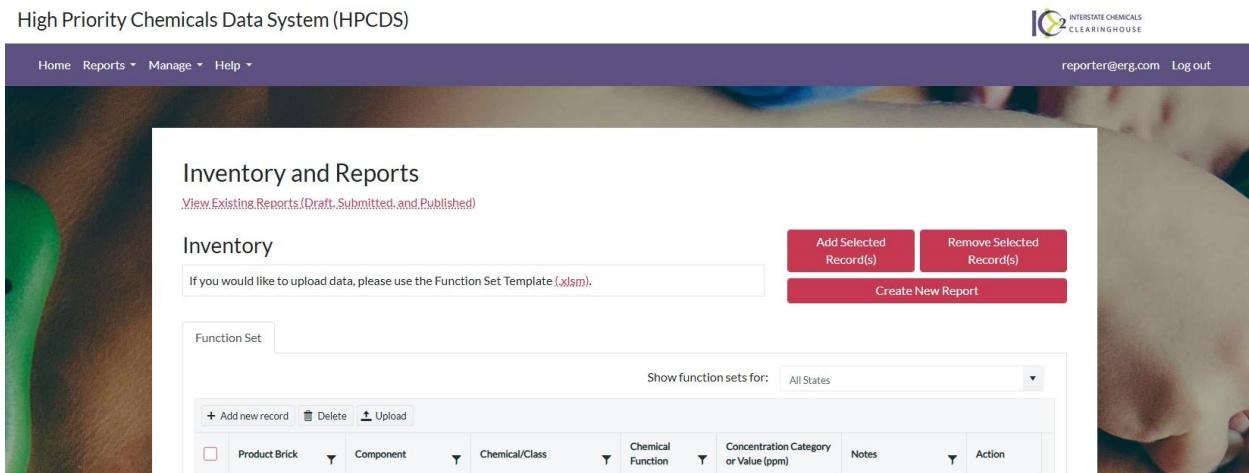
Below the profile section, there is a 'Password' section with a 'Change your password' link.

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)



Inventory and Reports

View Existing Reports (Draft, Submitted, and Published)

Inventory

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

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

Function Set

Show function sets for: All States

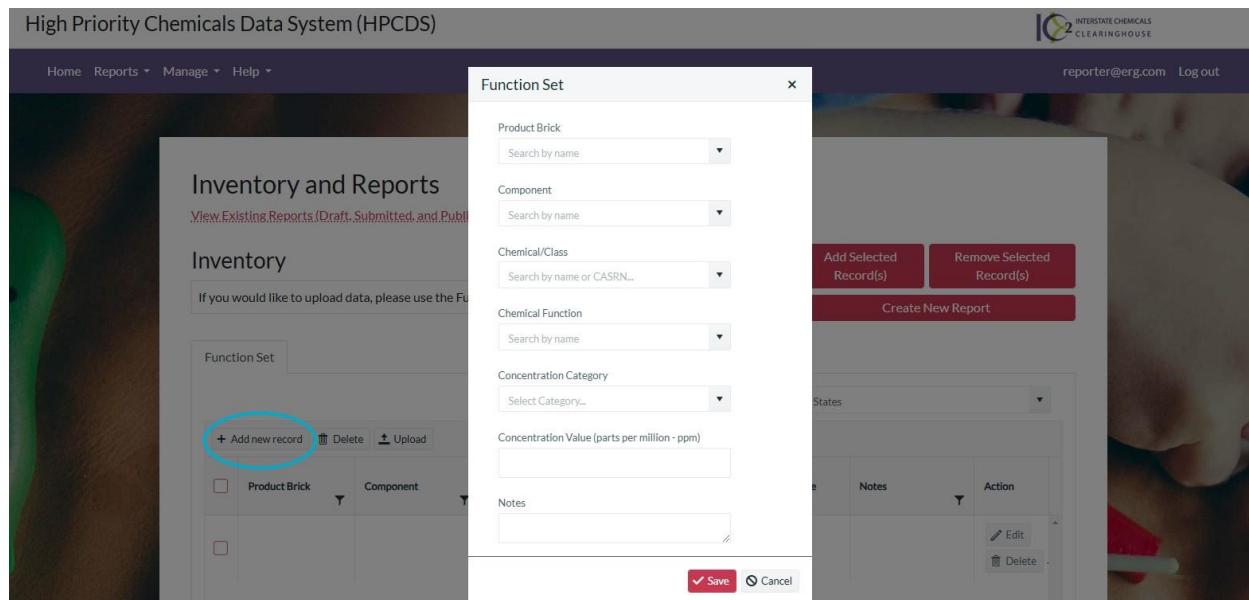
+ Add new record Delete Upload

Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action

Add New Record

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

+ Add new record Delete Upload

Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category	Notes	Action

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)

Function Set

Product Brick: Bath/Pool Water Toys

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

Chemical/Class: Formaldehyde

Chemical Function: Search by name
① 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)

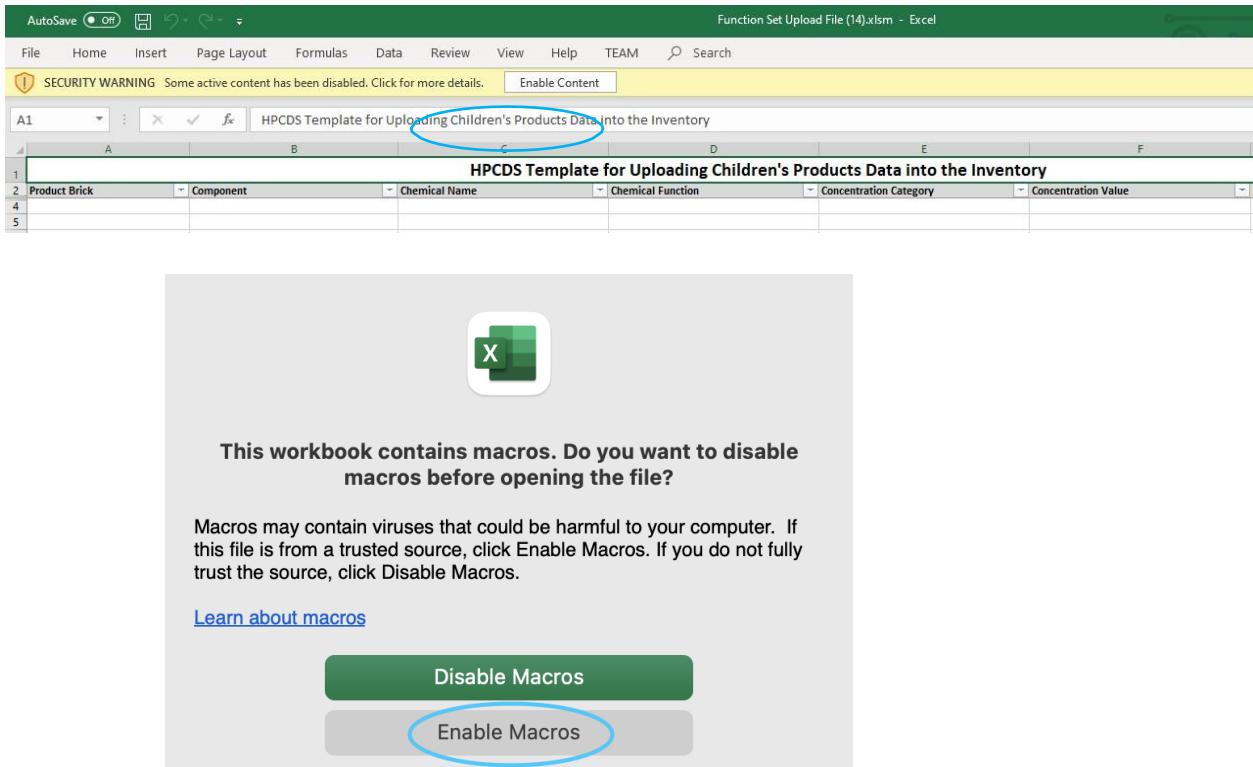
Inventory

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

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

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.

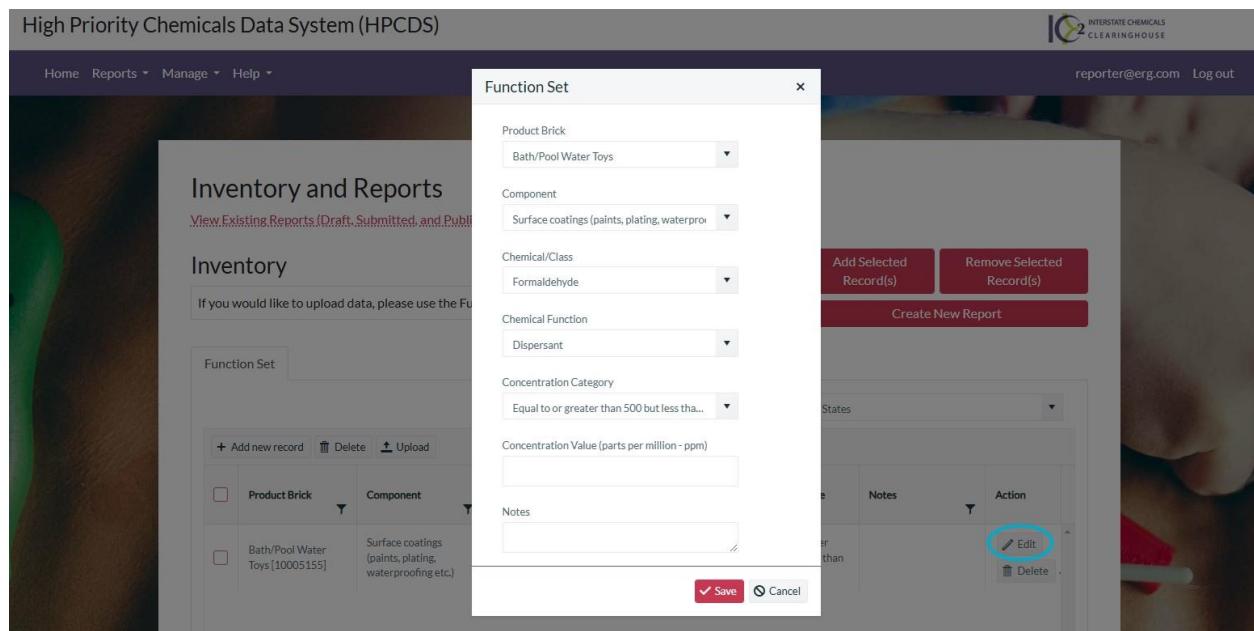


If you use the Function Set Template, you must populate each function set element (column) with a value from the provided pick-lists, following the guidance provided in the template. You can paste data into the template, but the entered values must correspond to the pick list values. Once data entry 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 if you experience similar issues.

Edit a Record

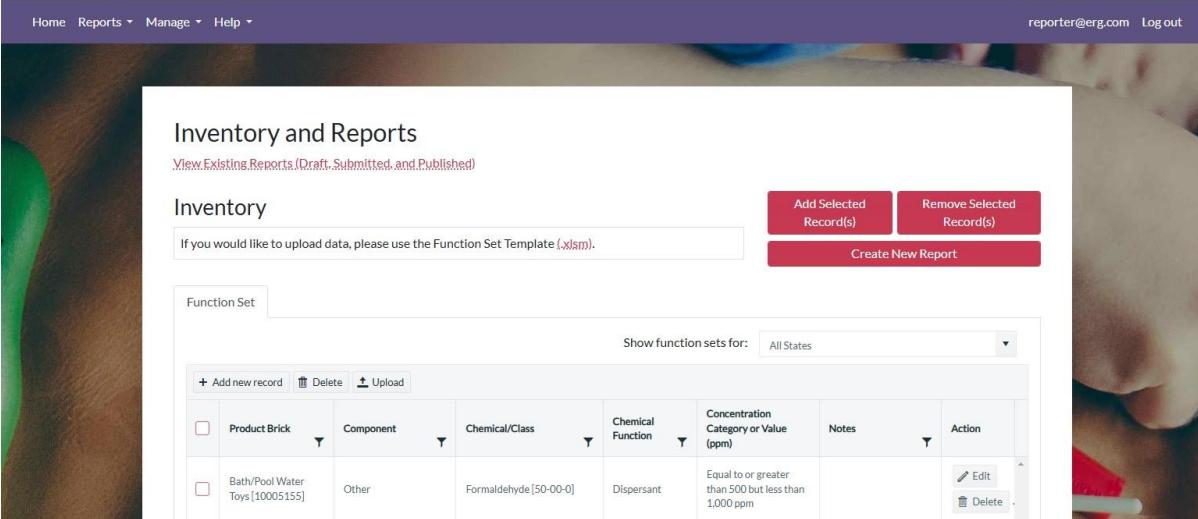
1. To edit a record in your inventory, click the Edit button in the table row for that record. Update record information using the drop-down menus.



The screenshot shows the HPCDS interface. On the left, the 'Inventory' page is visible with a table showing a single record for 'Bath/Pool Water Toys'. On the right, a 'Function Set' dialog box is open, containing dropdown menus for Product Brick (set to 'Bath/Pool Water Toys'), Component (set to 'Surface coatings (paints, plating, waterproofing etc)'), Chemical/Class (set to 'Formaldehyde'), Chemical Function (set to 'Dispersant'), Concentration Category (set to 'Equal to or greater than 500 but less than 1000'), and Concentration Value (set to '1000'). The 'Notes' field is empty. At the bottom of the dialog box are 'Save' and 'Cancel' buttons. The 'Edit' button in the 'Action' column of the table on the right is highlighted with a blue 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)

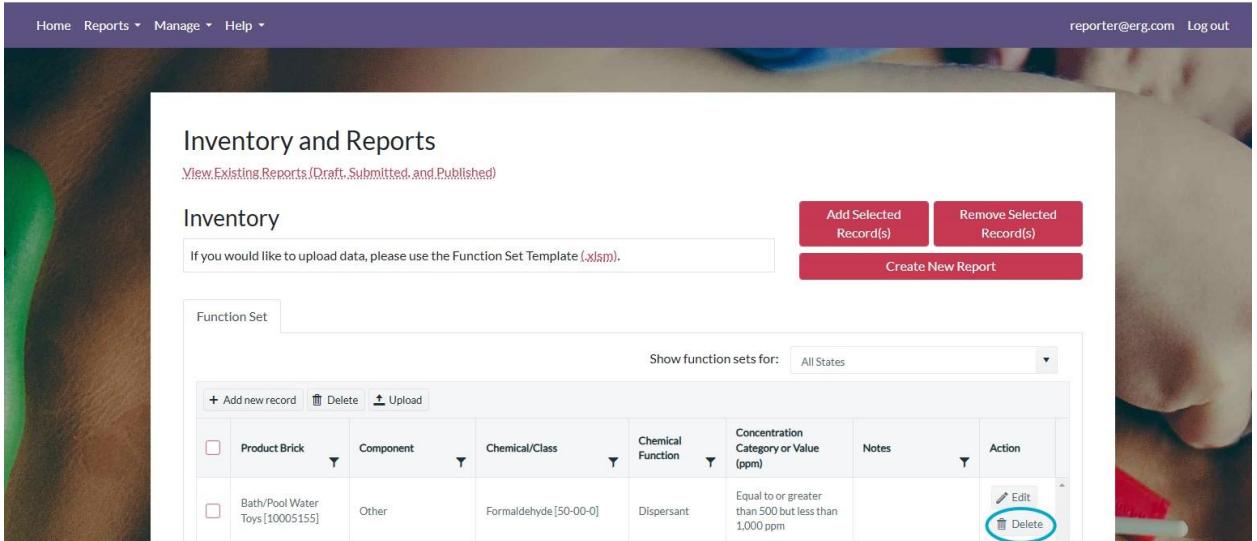


The screenshot shows the 'Inventory and Reports' page of the HPCDS. At the top, there are navigation links: Home, Reports, Manage, Help, and a user account section with 'reporter@erg.com' and 'Log out'. The main content area is titled 'Inventory' and contains a table of chemical records. The table has columns for Product, Component, Chemical/Class, Chemical Function, Concentration Category or Value (ppm), Notes, and Action. A record for 'Bath/Pool Water Toys [10005155]' is selected, and the 'Delete' button in the 'Action' column is highlighted with a red circle.

Delete a Record

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

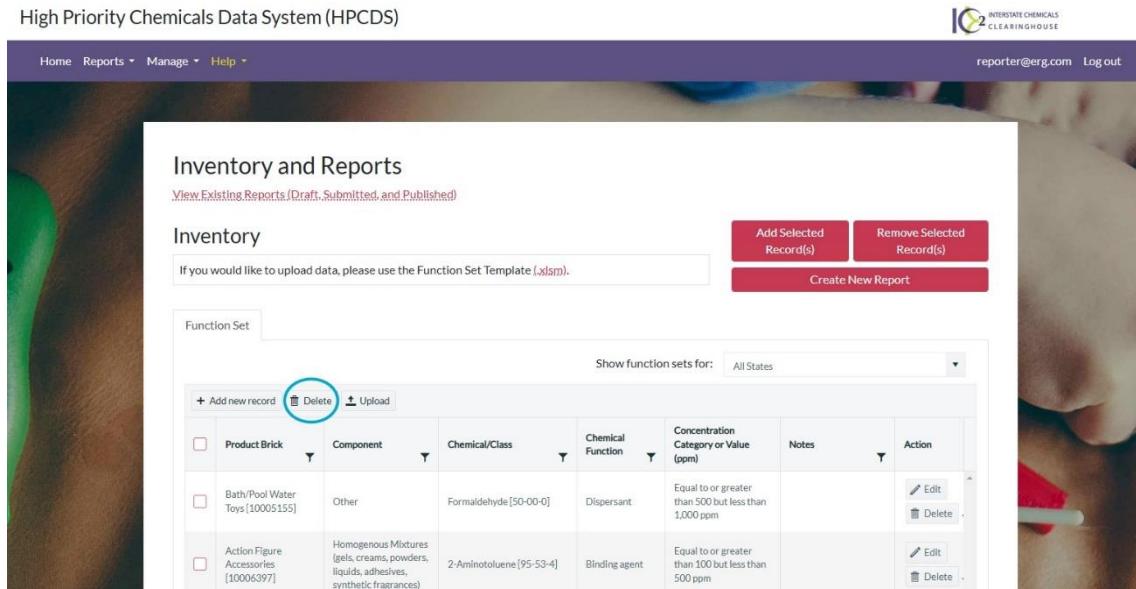
High Priority Chemicals Data System (HPCDS)



The screenshot shows the 'Inventory and Reports' page of the HPCDS. The 'Delete' button for the selected record is circled in blue to indicate it should be clicked to delete the record.

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(x)).

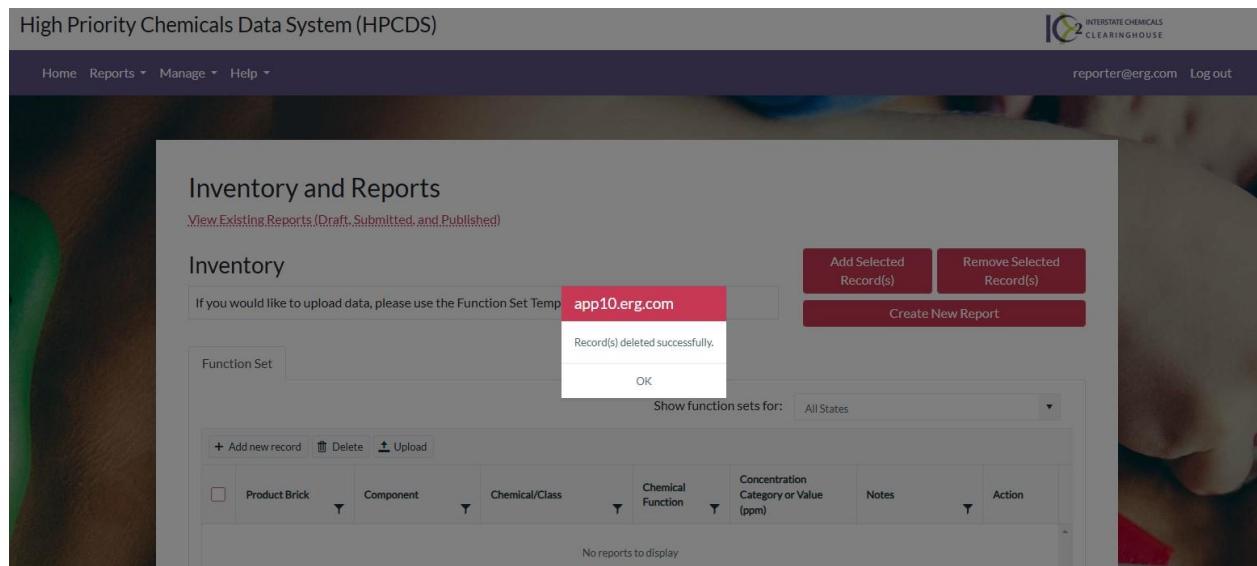
Add Selected Record(s) Remove Selected Record(s) Create New Report

Function Set Show function sets for: All States

<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
<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		Edit Delete

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 Temp app10.erg.com

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

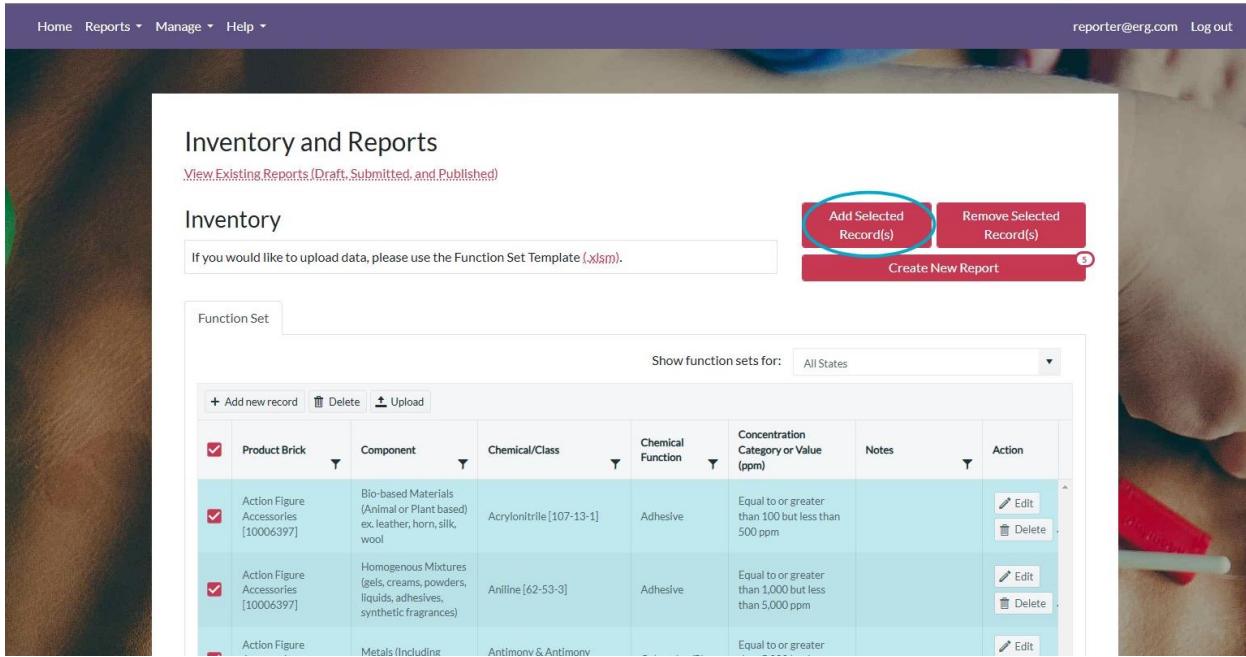
Function Set Show function sets for: All States

<input type="checkbox"/> Product/Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
No reports to display						

- 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

- 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' page. At the top, there are navigation links: Home, Reports, Manage, Help, and a user account section with 'reporter@erg.com' and 'Log out'. Below the navigation is a large image of a person's hand holding a red object. The main content area has a title 'Inventory and Reports' and a sub-section 'Inventory'. A message says 'If you would like to upload data, please use the Function Set Template (.xls|.smi)'. Below this is a table with columns: Product/Brick, Component, Chemical/Class, Chemical Function, Concentration Category or Value (ppm), Notes, and Action. Three rows are listed, each with a checked checkbox in the first column. The 'Action' column for each row contains 'Edit' and 'Delete' buttons. The 'Add Selected Record(s)' button is highlighted with a blue oval.

Product/Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
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		Edit Delete
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
Action Figure	Metals (including)	Antimony & Antimony		Equal to or greater		Edit

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 ([.xlsm](#)).

Show function sets for: All States

Function Set

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

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

... 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

- 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 Log out

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

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

Inventory

If you would like to upload data, please

Show function sets for: All States

Function Set

	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
<input checked="" type="checkbox"/>	Action Figure Accessories [10006397]	Bio-based (Animal ex. leather, horn, silk, wool)	Acrylonitrile [100-10-1]	Adhesive	than 100 but less than 500 ppm		Edit Delete
<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

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 31st. 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 15th 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)

Step 1. Create Report for Washington-CSPA

Active Org

Public Contact ① First Reporter (reporter@erg.com)

Report Name ① Report for Active Org (11/21/2024)

Reporting Period 2024

Step 1a. Enter target age

Product Brick	Target Age	Action
Action Figure Accessories [10006397]		Edit

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 [\(i\)](#) First Reporter (reporter@erg.com)

Report Name [\(i\)](#) Report for Active Org (11/21/2024)

Reporting Period [\(i\)](#) 2024

Step 1a. Enter target age

Product Brick	Target Age	Action
Action Figure Accessories [10006397]	Under 3	<input checked="" type="button"/> Save <input type="button"/> Cancel

Step 1b. Review Function Sets

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

Step 1b. Review function sets

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 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/Pigment	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.

Step 1b. Review function sets

<input type="checkbox"/>	Product Brick	Component	Chemical	Chemical Function	Concentration Category or Value (ppm)	Notes		
<input type="checkbox"/>	Action Figure Accessories	Add Records from Inventory						
<input type="checkbox"/>	Action Figure Accessories	<input type="checkbox"/>	Product Brick	Component	Chemical	Chemical Function	Concentration Category or Value (ppm)	Notes
<input type="checkbox"/>	Action Figures (Non Powered) [10006395]	Glass, Ceramic and Siliceous material		Aniline [62-53-3]	Coloration/Pi...	Equal to or greater than 500 but less than 1,000 ppm		

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.

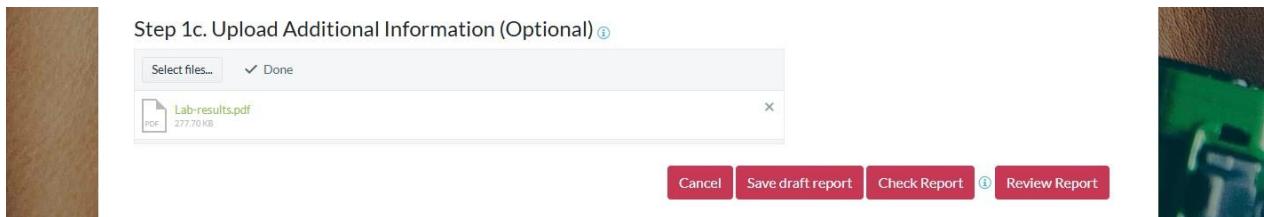
Step 1b. Review function sets

<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 [10-29-3]	app10.erg.com	Coloration/Pigment	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]	Coloration/Pigment	Coloration/Pigment	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/Pigment	Coloration/Pigment	Equal to or greater than 5,000 but less than 10,000 ppm
<input type="checkbox"/>	Action Figures (Non Powered) [10006395]	Glass, Ceramic and Siliceous material	Aniline [62-53-3]	Coloration/Pigment	Coloration/Pigment	Equal to or greater than 500 but less than 1,000 ppm

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 in the Drafts tab of the Reports page. Click Cancel if you do not wish to save your draft report.

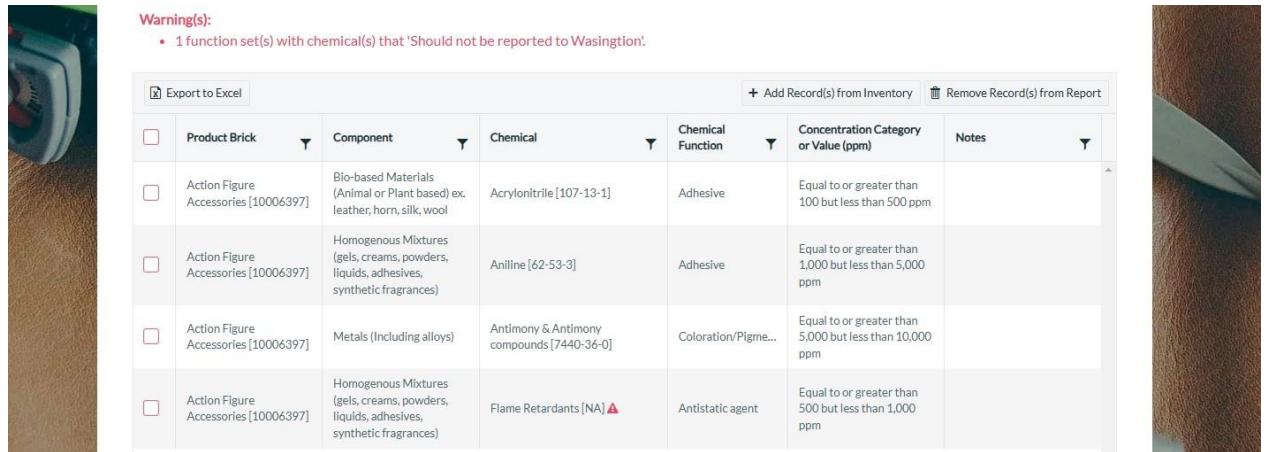
Step 1c. Upload Additional Information (Optional)

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.



<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.



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/Pigment	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

- 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.

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.

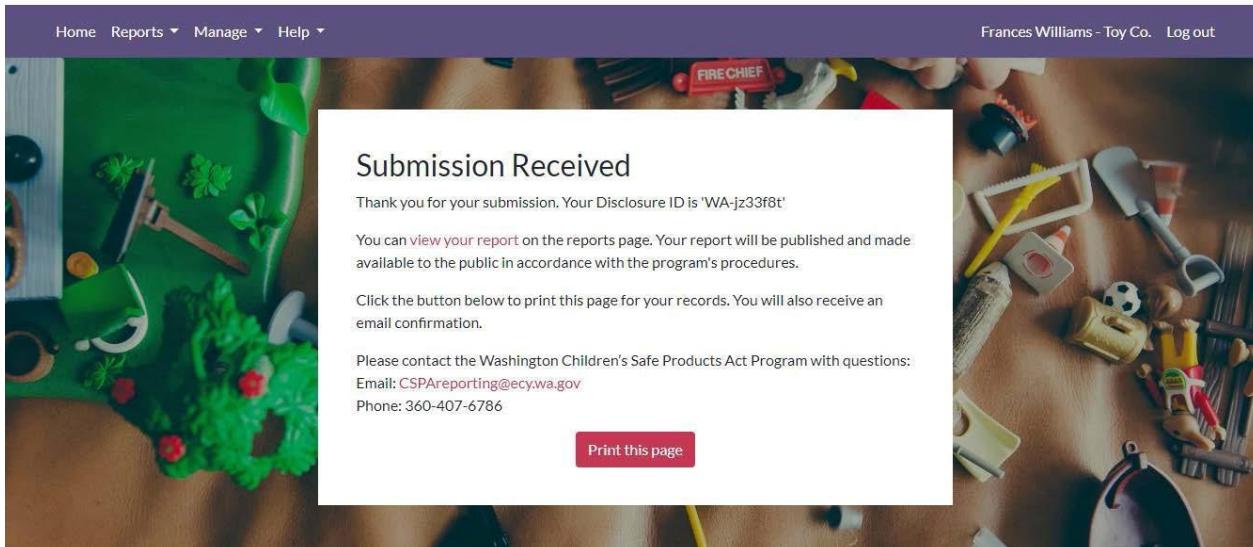
[Cancel](#) [Submit](#)

- 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
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 (i)	First Reporter (reporter@erg.com)
Report Name (i)	Report for Active Org (11/21/2024)
Reporting Period	2023

Step 1. Enter Chemicals

<input type="checkbox"/> 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	+	
<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

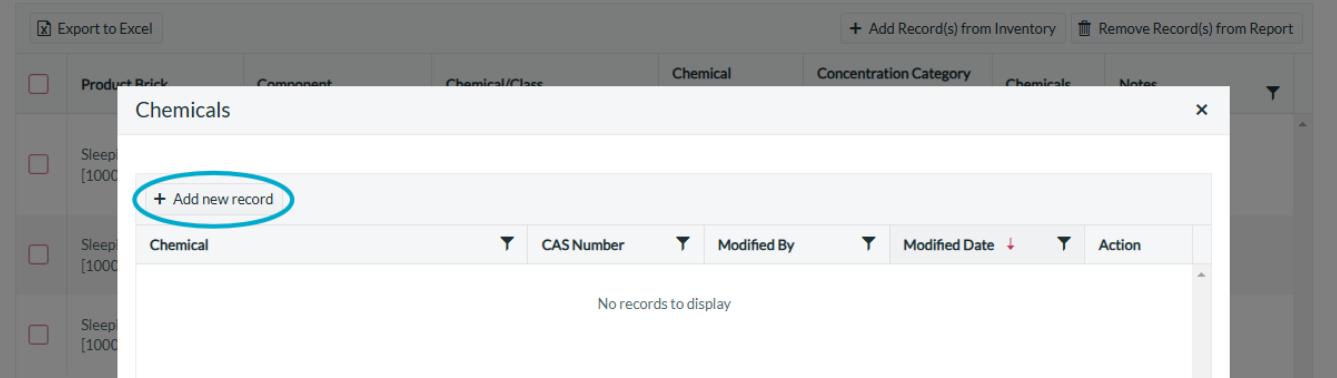
In Step 1 you will enter the chemical(s) for each function set you selected from your inventory. First, click the  button in the “Chemicals” column.

Step 1. Enter Chemicals

<input type="checkbox"/> 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		

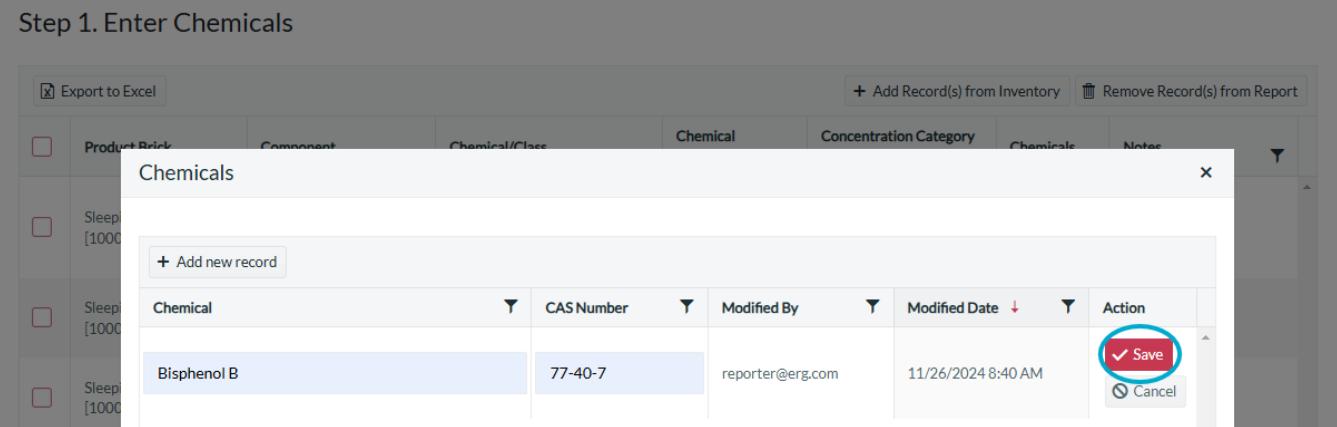
Next, click the “+ Add new record” button.

Step 1. Enter Chemicals



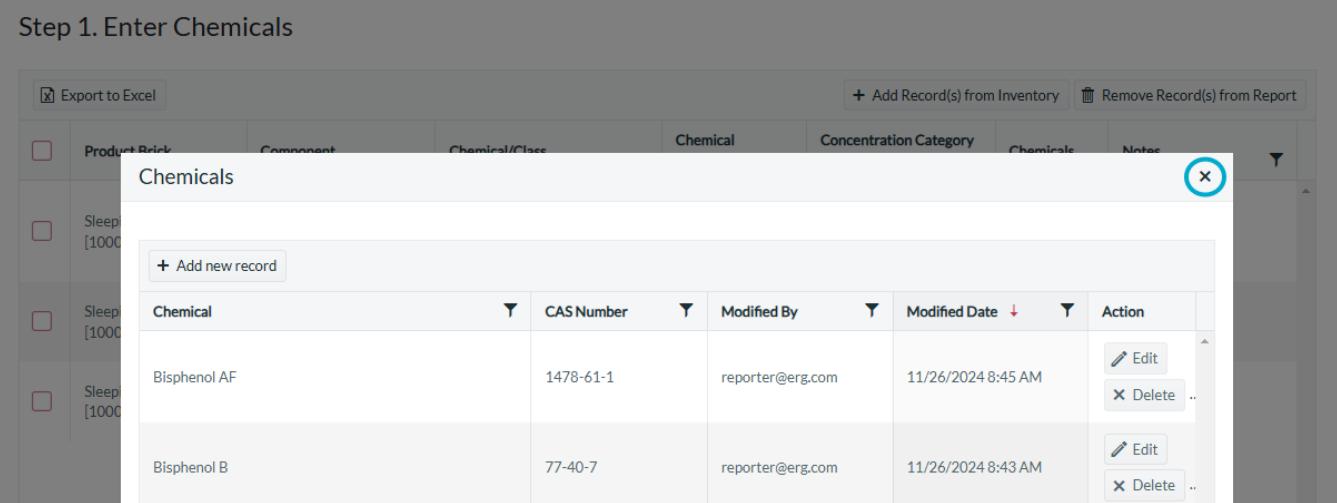
The screenshot shows a 'Chemicals' pop-up window. At the top, there are buttons for 'Export to Excel', '+ Add Record(s) from Inventory', and 'Remove Record(s) from Report'. The main area has a header with columns: Product/Brick, Component, Chemical/Class, Chemical, Concentration Category, Chemicals, and Notes. Below the header, the word 'Chemicals' is displayed. A button '+ Add new record' is located in the top-left of the data area, which is circled in blue. The data table below shows a single row with the text '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 same 'Chemicals' pop-up window. A new record has been entered: Chemical is 'Bisphenol B', CAS Number is '77-40-7', Modified By is 'reporter@erg.com', and Modified Date is '11/26/2024 8:40 AM'. The 'Save' button, located at the bottom right of the data area, is circled in blue. Other buttons visible are 'Cancel' and 'Edit'.

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



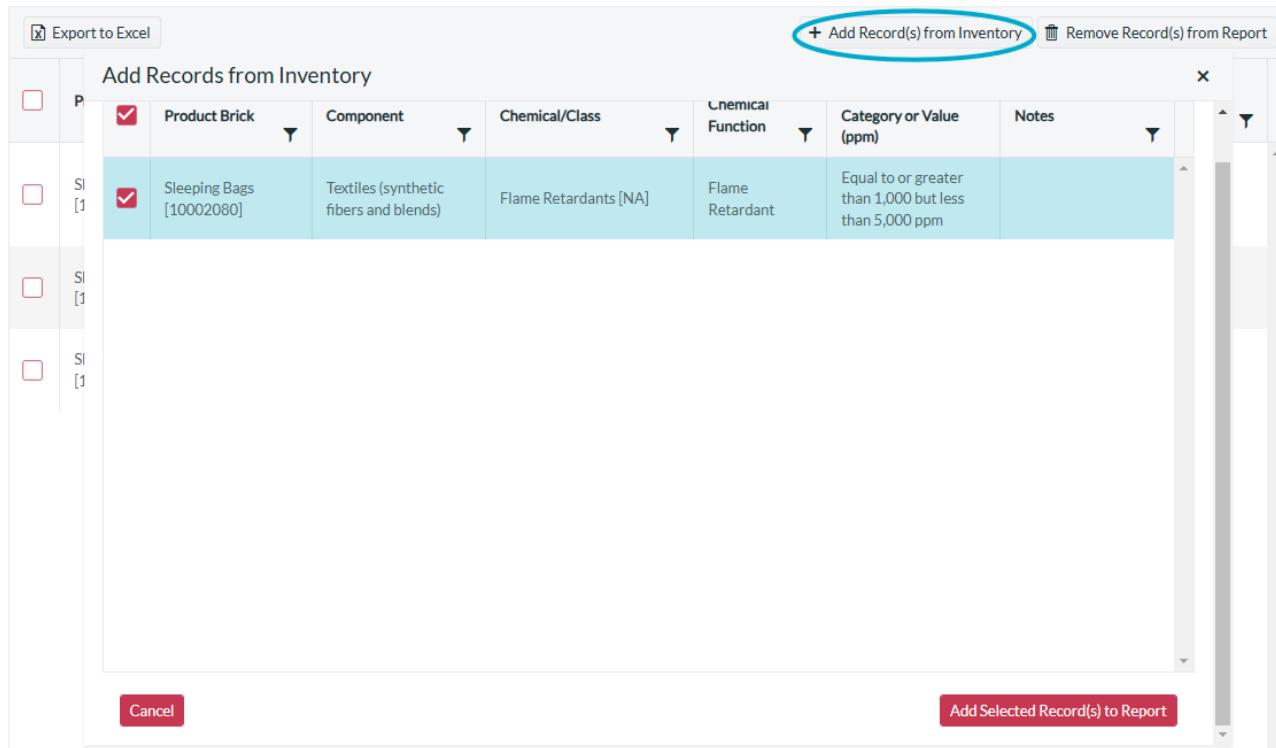
The screenshot shows the 'Chemicals' pop-up window with two records added: 'Bisphenol AF' and 'Bisphenol B'. The 'X' button in the top right corner of the pop-up window is circled in blue.

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

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



Add Records from Inventory						
	Product Brick	Component	Chemical/Class	Chemical Function	Category or Value (ppm)	Notes
<input type="checkbox"/>	<input checked="" type="checkbox"/> Product Brick	<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"/>	<input type="checkbox"/> SI [1]					
<input type="checkbox"/>	<input type="checkbox"/> SI [1]					
<input type="checkbox"/>	<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



Add Records from Inventory						
	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Chemicals
<input type="checkbox"/>	<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"/>	<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 checked="" type="checkbox"/>	<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	

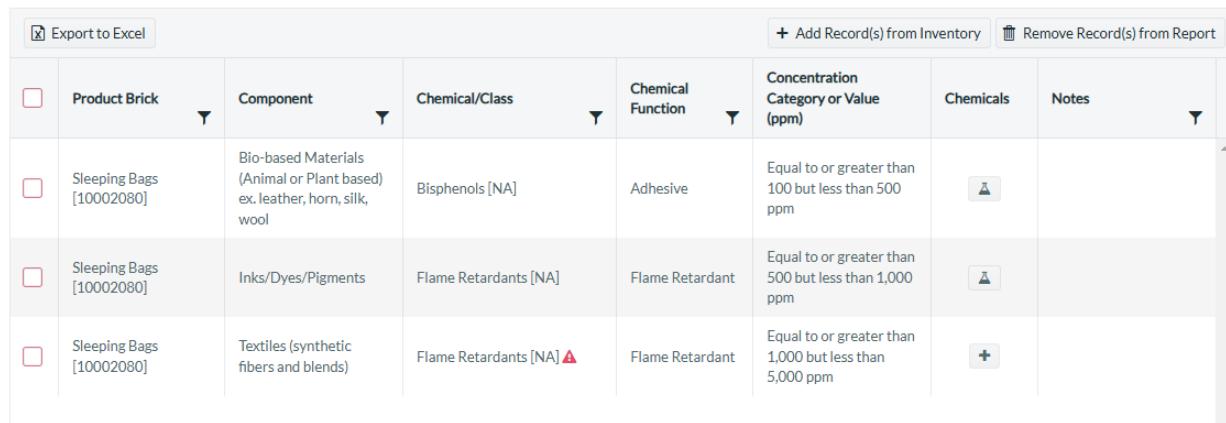
Check Report

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):

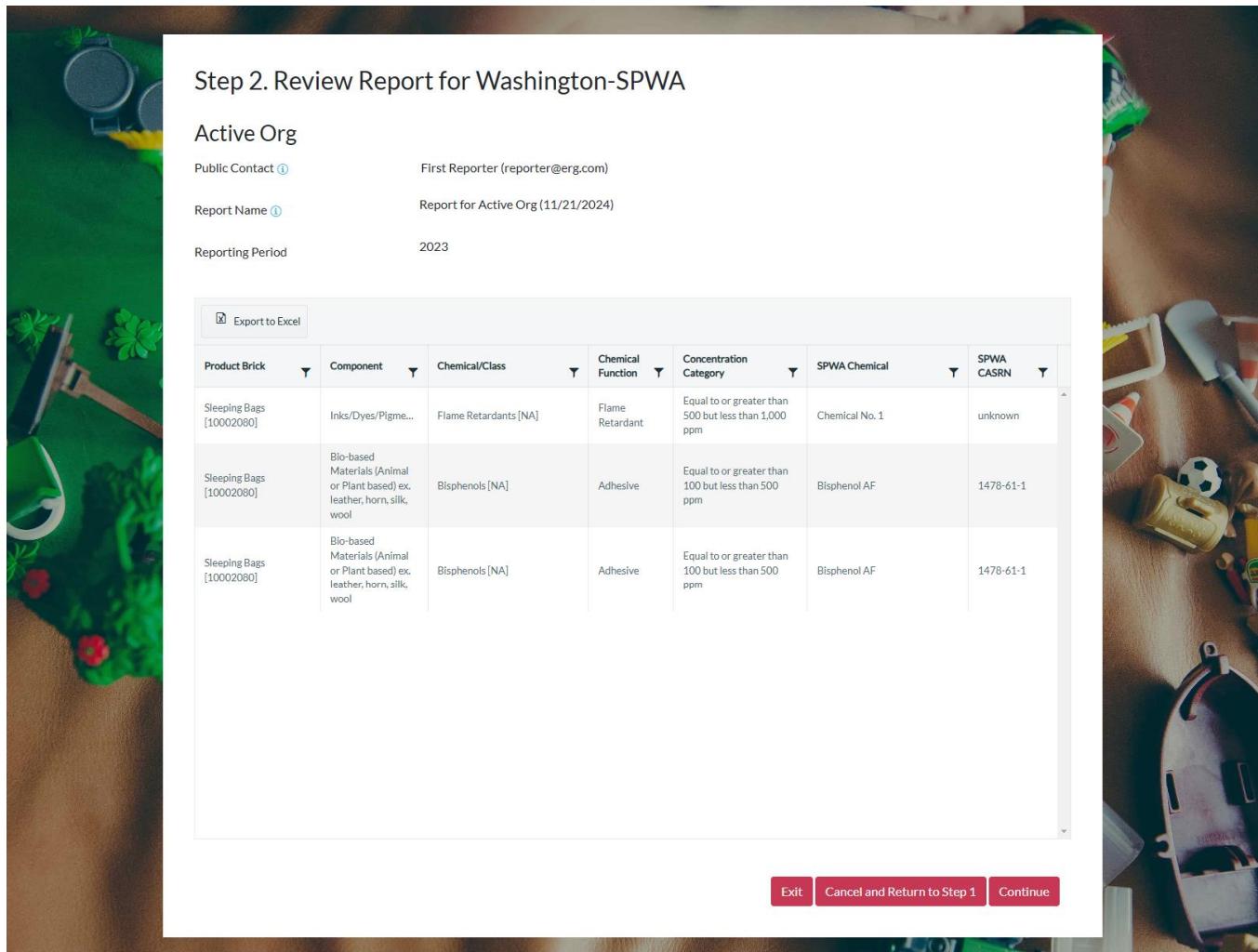
- 1 function set(s) where 'At least one chemical must be added under the chemical column'.



<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 (1)	First Reporter (reporter@erg.com)
Report Name (1)	Report for Active Org (11/21/2024)
Reporting Period	2023

[Export to Excel](#)

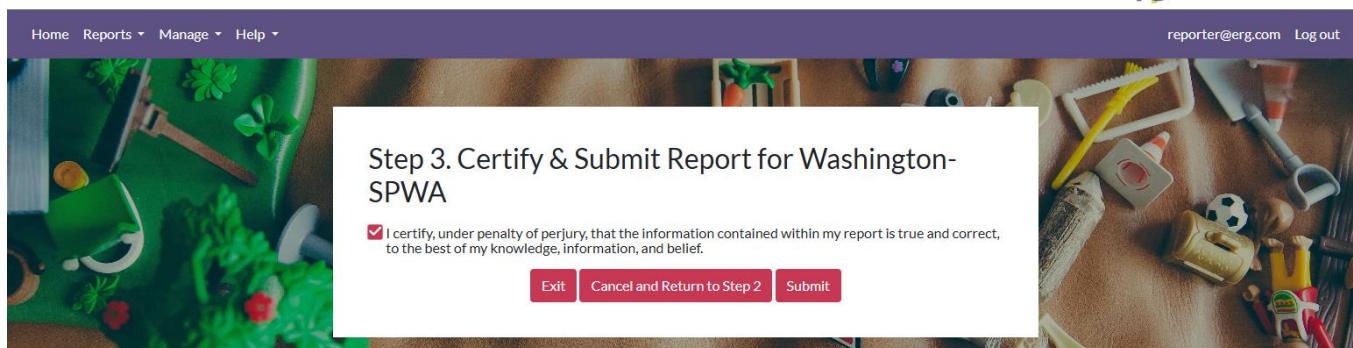
Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category	SPWA Chemical	SPWA CASRN
Sleeping Bags [10002080]	Inks/Dyes/Pigments	Flame Retardants [NA]	Flame Retardant	Equal to or greater than 500 but less than 1,000 ppm	Chemical No. 1	unknown
Sleeping Bags [10002080]	Bio-based Materials (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 [Log out](#) reporter@erg.com

Step 3. Certify & Submit Report for Washington-SPWA

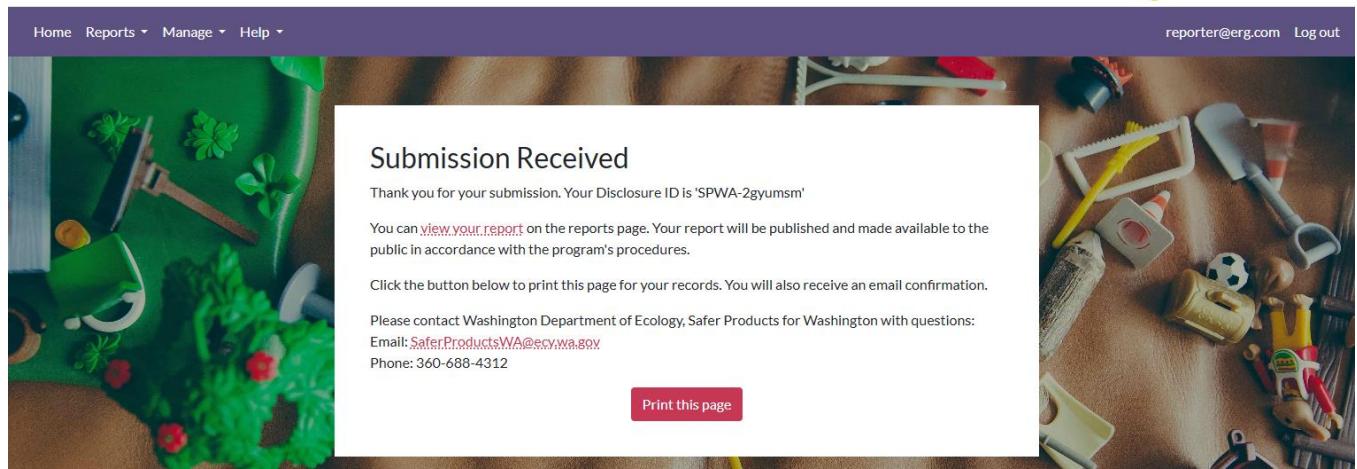
I certify, under penalty of perjury, that the information contained within my report is true and correct, to the best of my knowledge, information, and belief.

[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)



The screenshot shows a web application interface for the High Priority Chemicals Data System (HPCDS). The top navigation bar is purple and includes links for 'Home', 'Reports', 'Manage', 'Help', and 'reporter@erg.com' with a 'Log out' option. The main content area features a white box with a green and brown background image of children's toys. The box contains the following text:

Submission Received

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

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.

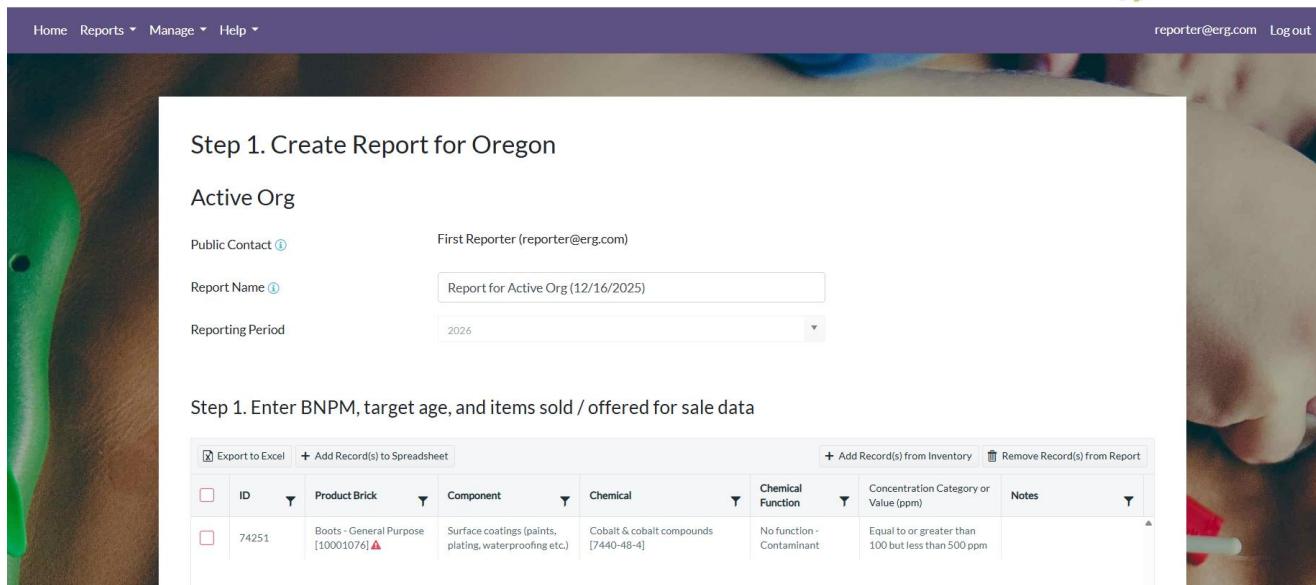
Please contact Washington Department of Ecology, Safer Products for Washington with questions:
Email: SaferProductsWA@ecy.wa.gov
Phone: 360-688-4312

[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)



Step 1. Create Report for Oregon

Active Org

Public Contact [\(i\)](#) First Reporter (reporter@erg.com)

Report Name [\(i\)](#) Report for Active Org (12/16/2025)

Reporting Period 2026

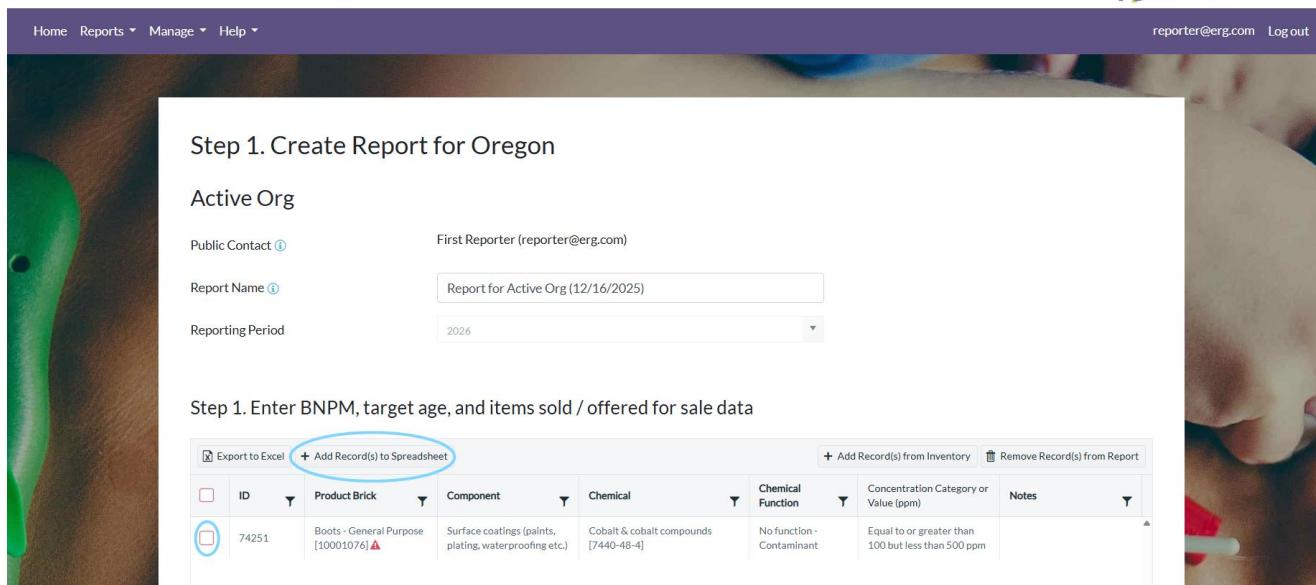
Step 1. Enter BNPM, target age, and items sold / offered for sale data

<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)



Step 1. Create Report for Oregon

Active Org

Public Contact [\(i\)](#) First Reporter (reporter@erg.com)

Report Name [\(i\)](#) Report for Active Org (12/16/2025)

Reporting Period 2026

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

<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					
A	B	C	D	E	F
1	Function Set ID	Brand Name	Product Model	Target Age	Number of Items Sold
2	74251				Number of Items Offered for Sale
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
<input type="text"/> ▼	
	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	A	B	C
1	Function Set ID	Brand Name	Product Model
2	74251		
3	<ul style="list-style-type: none">CutCopyPasteDelete		

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

Add Records from Inventory						
					(ppm)	
Public Contact ①	<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
Report Name ①	<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
Reporting Period	<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
Step 1. Enter BNF	<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
	<input type="checkbox"/>	Boots - General	Synthetic Polymers			Equal to or greater

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.



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.

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.



Step 1d. Upload Additional Information (Optional)

Select files...

✓ Done

 ToyCoLabData.pdf
33.41 KB

x

Cancel

Save draft report

Check Report 

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 manufacturer must include the number of units/items of a Brick sold or offered for sale during the new reporting period.

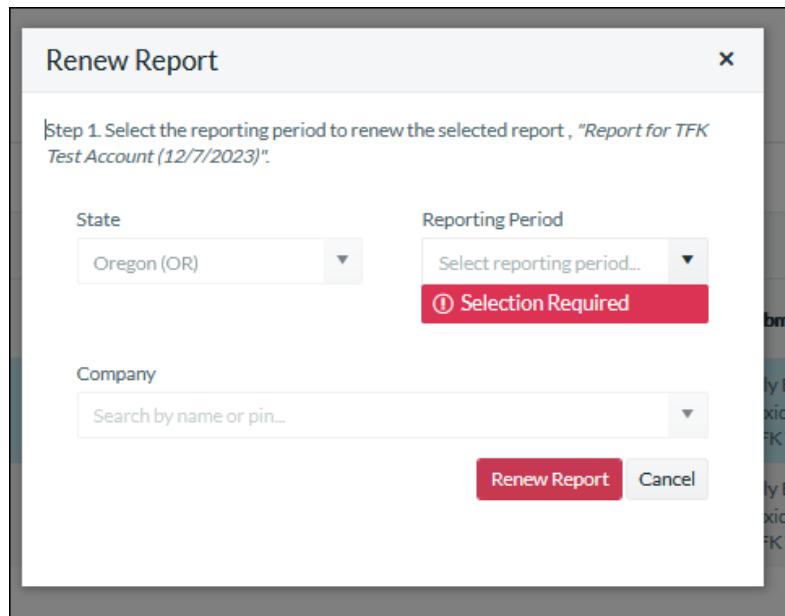
This option is only available if all information reported in the previous report is valid except the number of units/items of a Brick sold or offered for sale. This option is available only for Oregon. To renew a report submitted for a previous reporting period, follow the steps below:

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										
	Accountable Company Name	Report/Additional Information Name	Prog Abbrv	Disclosure Id	Period Name	Submitted Date	Submitted By Name/Org	Published On	Confidential Status Determination Id	
<input checked="" type="checkbox"/>	Active Org	Report for Active Org (11/21/2024)	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.]

Recommendations for Oregon Health Authority					
<input type="text"/>					
Update bricks sold or offered for sale					
Product Brick	Target Age	Number of Bricks Sold in Oregon	Number of Bricks Offered for Sale in Oregon	Action	
Action Figures (Powered) [10006396] ⚠	Under 3	<input type="text"/>	<input type="text"/>	<input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/>	

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.

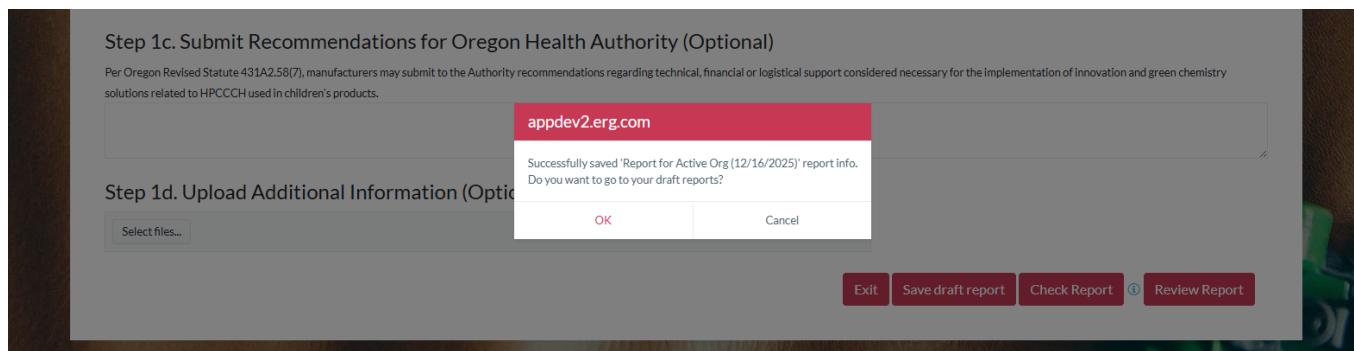
Exit **Cancel and Return to Step 2** **Certify and Submit**

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



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

Validate Show All Errors Save

Errors:

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

B2	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)

INTERSTATE CHEMICALS
CLEARINGHOUSE

reporter@erg.com Log out

Home Reports ▾ Manage ▾ Help ▾

Step 2. Review Report for Oregon

Active Org

Public Contact [\(reporter@erg.com\)](#) First Reporter (reporter@erg.com)

Report Name [\(12/16/2025\)](#) 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 x \$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:

 Search by name or code...

Address, Line 1:

Address, Line 2:

City:

State:

 Search by name or enter...

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.

The screenshot shows a payment process on the Oregon.gov website. The top navigation bar features the Oregon.gov logo with a green tree icon. Below the navigation, a progress bar indicates four steps: 1. Payment Type, 2. Customer Info, 3. Payment Information, and 4. Submit Payment. The first three steps are highlighted in light blue, while the fourth is white.

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

Payment

Payment Type ✓

Credit/Debit Card

Transaction Summary

Benzene	\$250.00
Cobalt & cobalt compounds	\$0.00
TOTAL	\$250.00

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 * <small>(?)</small>	4111111111111111	✓
Credit Card Type	 	
Expiration Month *	04 - April	✓ ▾
Expiration Year *	2028	
Security Code * <small>(?)</small>	111	
Name on Credit Card *	test user	

Next >

Transaction Summary

Benzene	\$250.00
Cobalt & cobalt compounds	\$0.00
TOTAL	\$250.00

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.

Cancel

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



OREGON.GOV

Address
Test User
Test
1 Main st
Anytown, CO 12345

Country
United States

Phone Number
555-555-5555

Email Address
reporter@erg.com

Edit

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
TOTAL	\$250.00

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

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"/>	<input type="button" value="Calendar"/>
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 PO Box 14260 Portland, OR 97293-0405 USA	Oregon Health Authority Office of Financial Services 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:

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-hnlp0dm!

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: toxicfreetoys.program@state.or.us
Phone: 971-673-0482

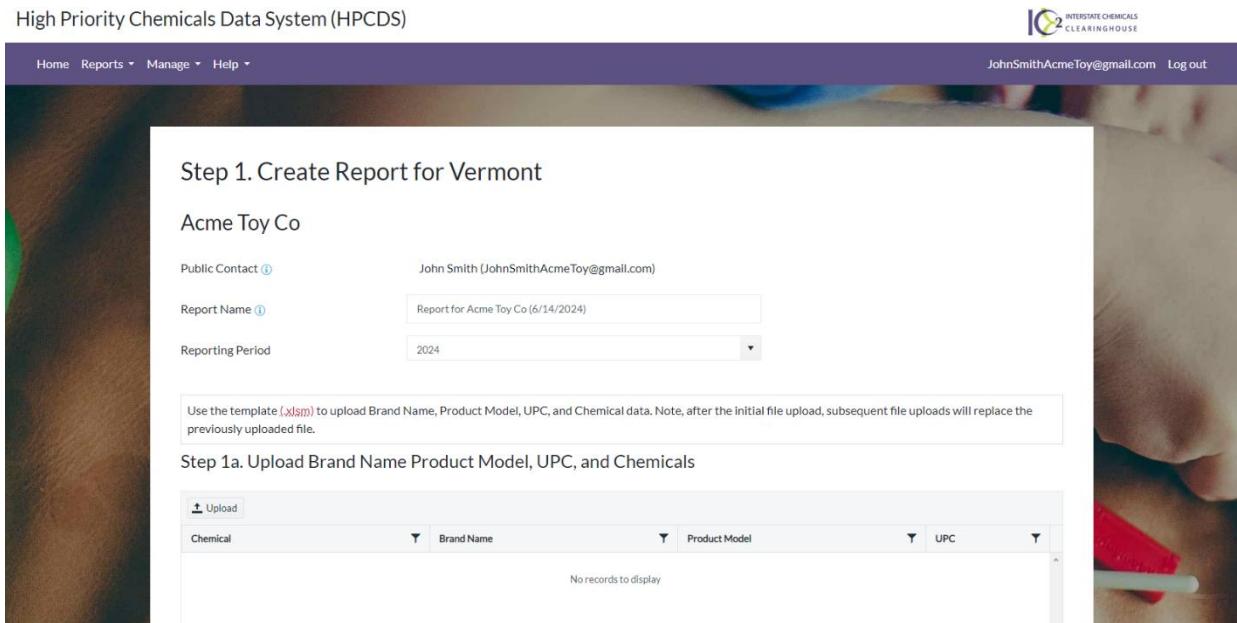
[Print this page](#)



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)



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 (6/14/2024)

Reporting Period 2024

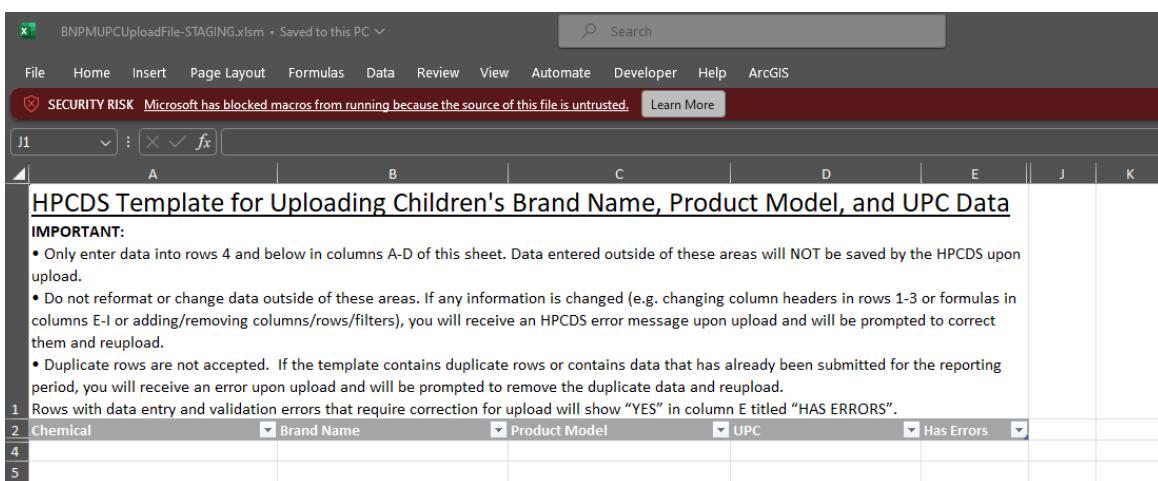
Use the template [\(.xlsm\)](#) to upload Brand Name, Product Model, UPC, and Chemical data. Note, after the initial file upload, subsequent file uploads will replace the previously uploaded file.

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

HPCDS Template for Uploading Children's Brand Name, Product Model, and UPC Data

IMPORTANT:

- 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.
- 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.
- 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.

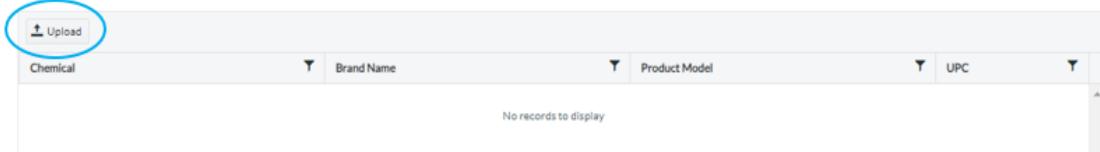
1 Rows with data entry and validation errors that require correction for upload will show "YES" in column E titled "HAS ERRORS".

Chemical	Brand Name	Product Model	UPC	Has Errors
2				
3				
4				
5				

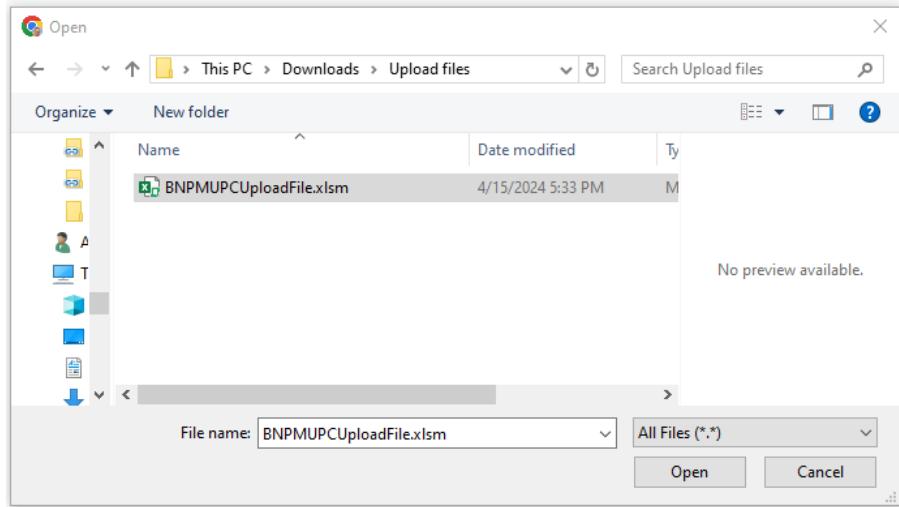
Follow the directions provided at the top of the Excel file and Program Guidance and reporting documents located on the [VT CDP web page](#) to enter data into the template. As with the Function Set template, you may paste data into the template, but the entered values for chemical in column A must correspond 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 [\(.xlsm\)](#) 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



The screenshot shows a data entry interface. At the top, there is a note: "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." Below this is a section titled "Step 1a. Upload Brand Name Product Model, UPC, and Chemicals". A table is displayed with the following columns: "Chemical" (with a circled "Upload" button), "Brand Name", "Product Model", and "UPC". The table header includes sorting arrows for each column. A message "No records to display" is centered in the table area.



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

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
Acetaldehyde	acme	test	123456789012

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 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 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	

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

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

<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 [\(1\)](#) John Smith (JohnSmithAcmeToy@gmail.com)

Report Name [\(1\)](#) Report for Acme Toy Co (6/14/2024)

Reporting Period 2024

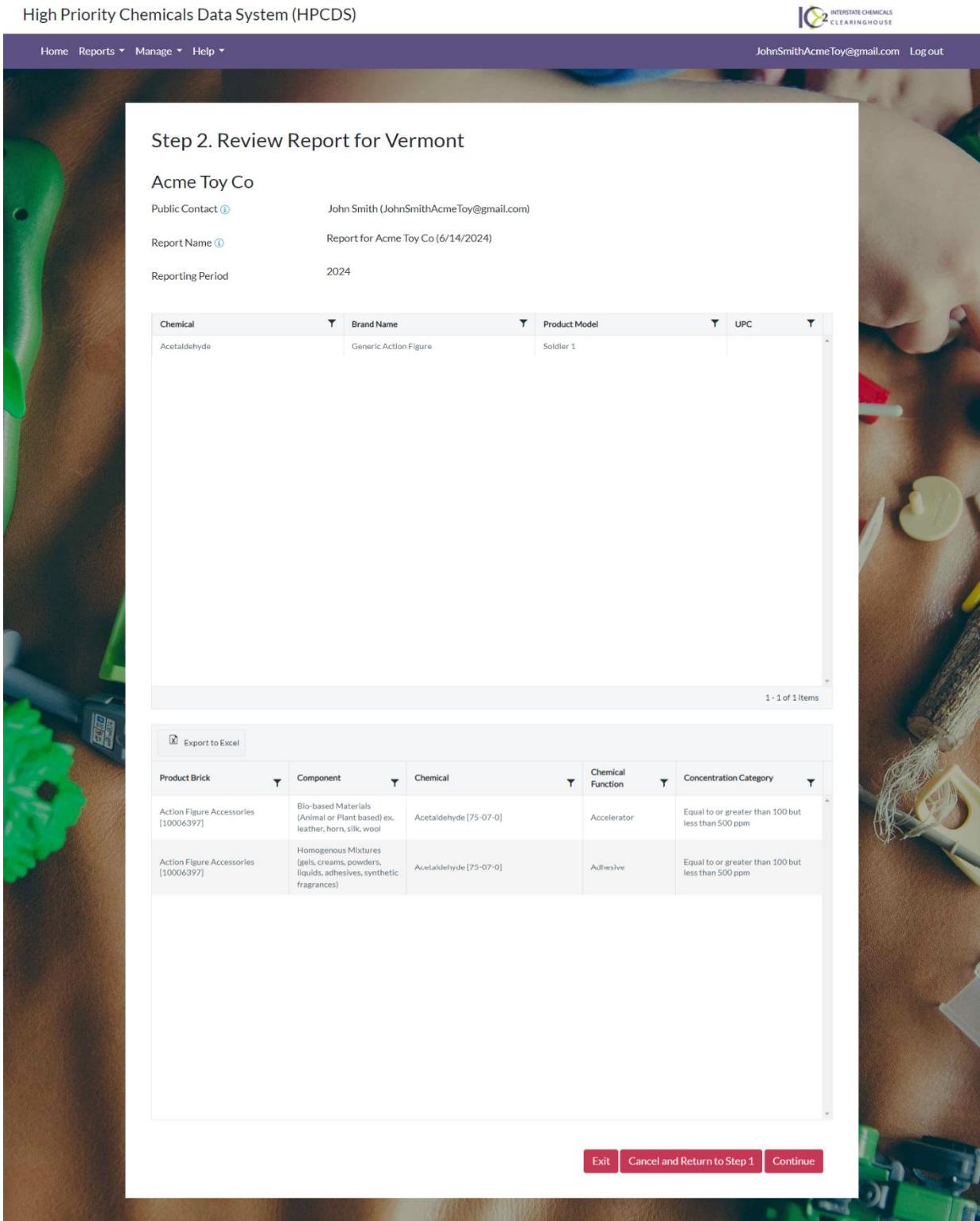
Chemical	Brand Name	Product Model	UPC
Acetaldehyde	Generic Action Figure	Soldier 1	

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

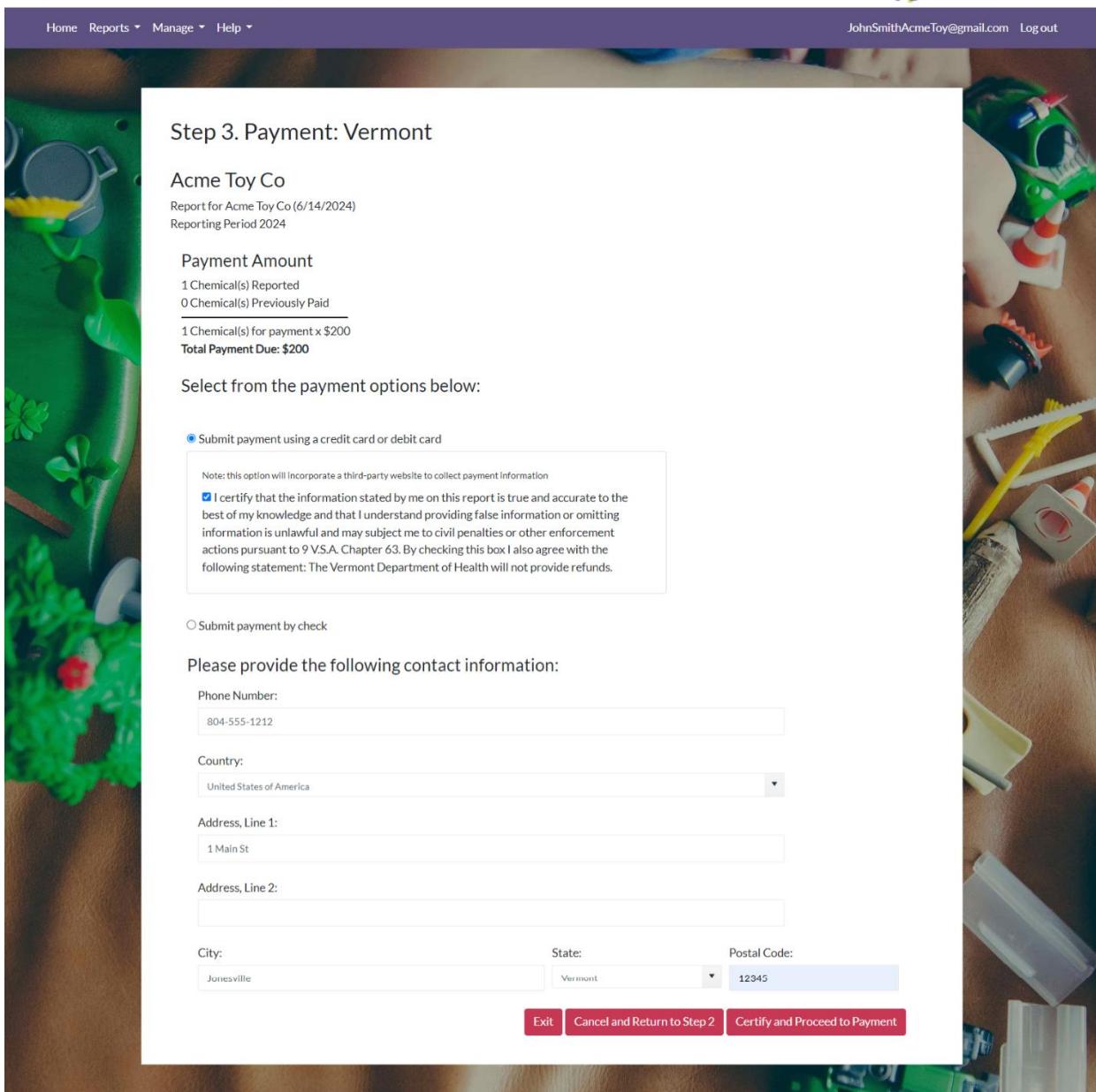
Once you have completed Step 2 and reviewed your report, continue to step 3 where you review your payment amount and select the appropriate payment option.

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)

 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

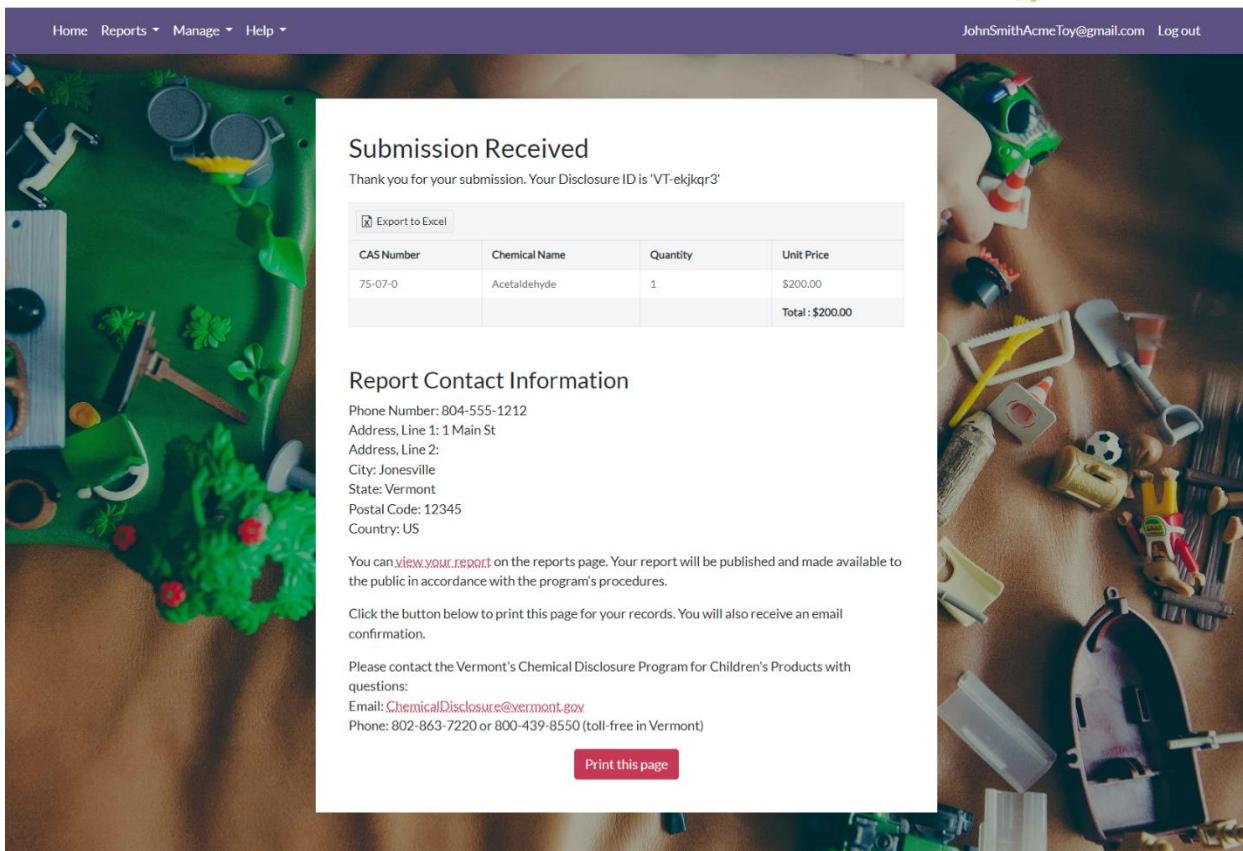
Credit Card Number: Card Code:
Exp. Date: Zip:
Billing Address
First Name: John Last Name: Smith
Billing Country: USA Zip: 12345
Street Address: 1 Main St City: Jonesville
State: VT Phone Number: 804-555-1212

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-ekjkqr3'

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
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)

Home Reports - Manage - Help - 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 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.

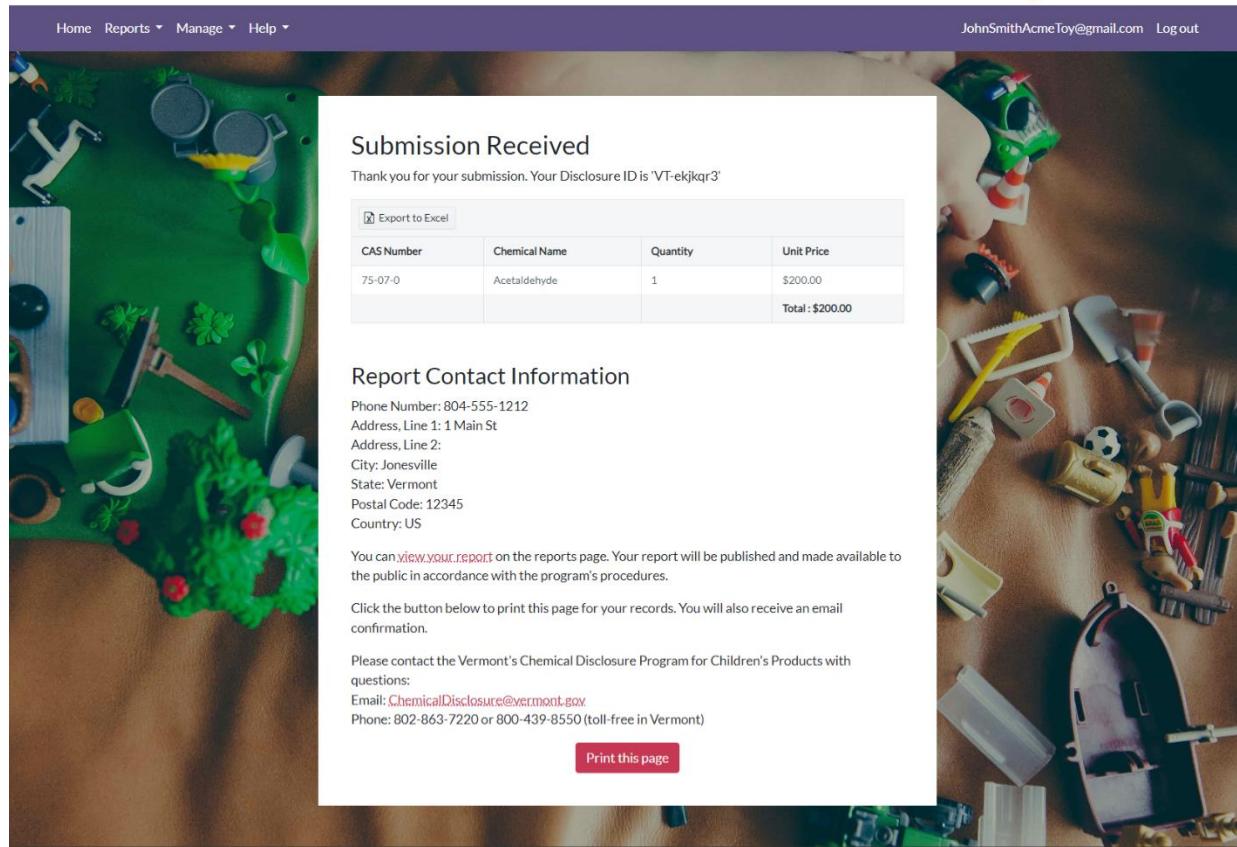
CONTACT US
89 South Street, Suite 600
Boston, MA 02111-2651
(617) 367-8558
Email: hpcds@theic2.org



© Copyright 2024 - IC2 - Ver 1.3.0.0 (12f0ca7a) Terms of Service

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-ekjklqr3'.

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.

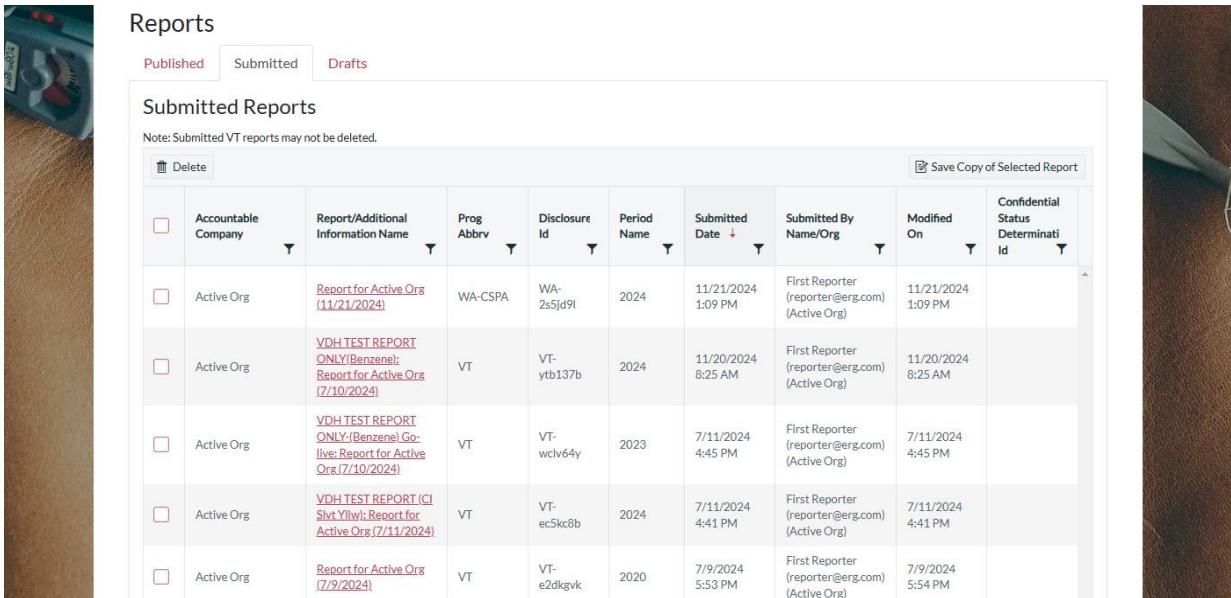
Please contact the Vermont's Chemical Disclosure Program for Children's Products with questions:
Email: ChemicalDisclosure@vermont.gov
Phone: 802-863-7220 or 800-439-8550 (toll-free in Vermont)

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:

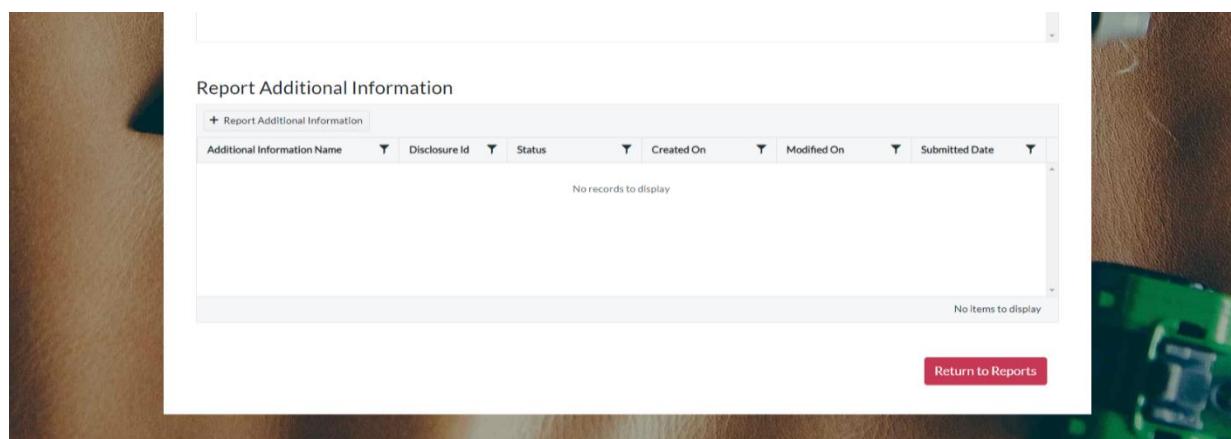
- Adding a function set where the chemical is in a function set in the original report;
- Adding a function set where the chemical is not in a function set in the original report. In this case the additional information must include a Brand Name, Product Model, UPC, and chemical upload with at least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



<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 Determination Id
<input type="checkbox"/> Active Org	Report for Active Org (11/21/2024)	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	VDH TEST REPORT ONLY(Benzene): Report for Active Org (7/10/2024)	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	VDH TEST REPORT ONLY(Benzene) Go-Live: Report for Active Org (7/10/2024)	VT	VT-wcl64y	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	VDH TEST REPORT (1 Sly Yllw): Report for Active Org (7/11/2024)	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	Report for Active Org (7/9/2024)	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.



Report Additional Information

+ Report Additional Information	Additional Information Name	Disclosure Id	Status	Created On	Modified On	Submitted Date
No records to display						
No items to display						

[Return to Reports](#)

This site is optimized for Chrome and may not work with other browsers.
For accessibility assistance, please contact support at 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.



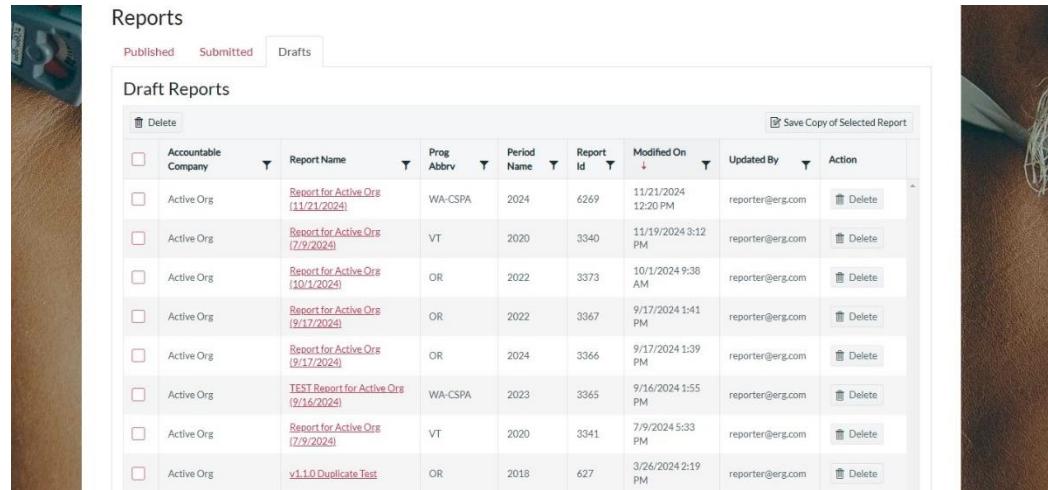
© Copyright 2024 - IC2 - Ver 1.2.0.0 (12f0ce7a) [Terms of Service](#)

CONTACT US

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

My Reports

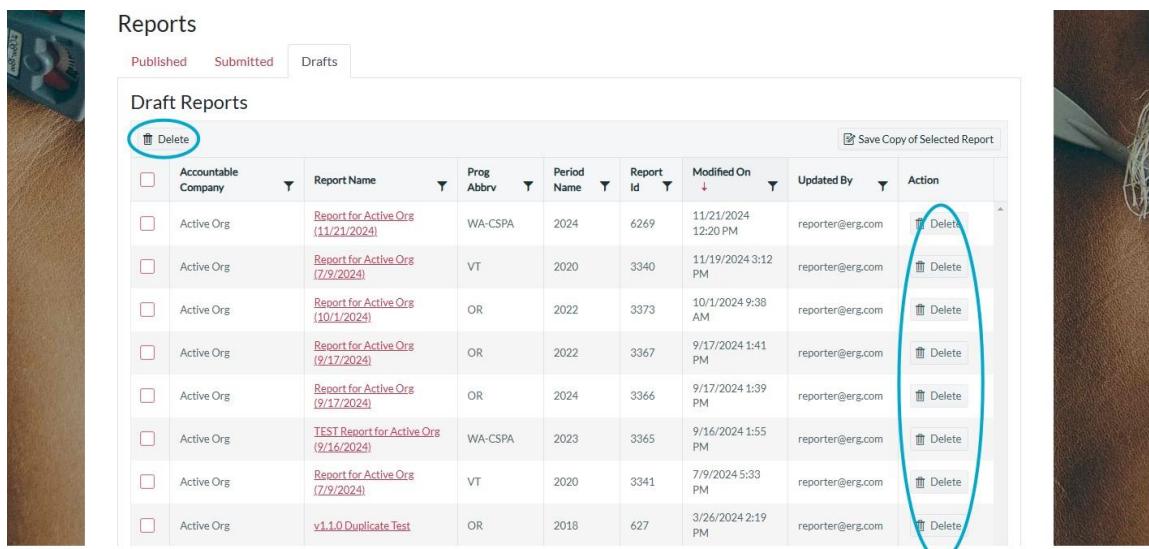
To view, copy, and edit your reports, click Reports from the top navigation and then My Reports from the menu or use this direct link: <https://hpcds.theic2.org/Reports?section=DraftReports- tab#Reports>. You can view all your published, submitted, and draft reports.



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

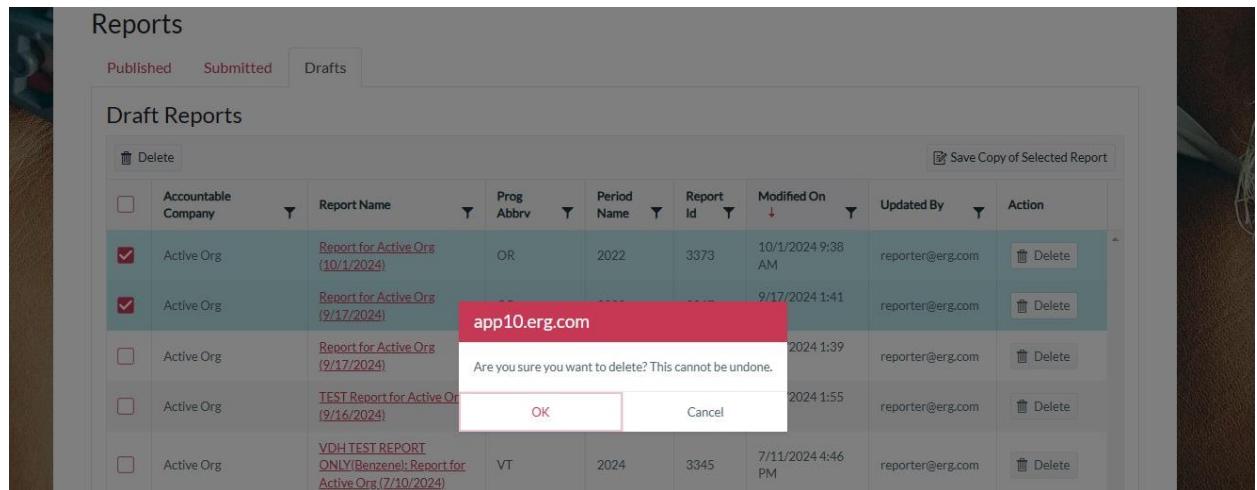
Drafts

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.

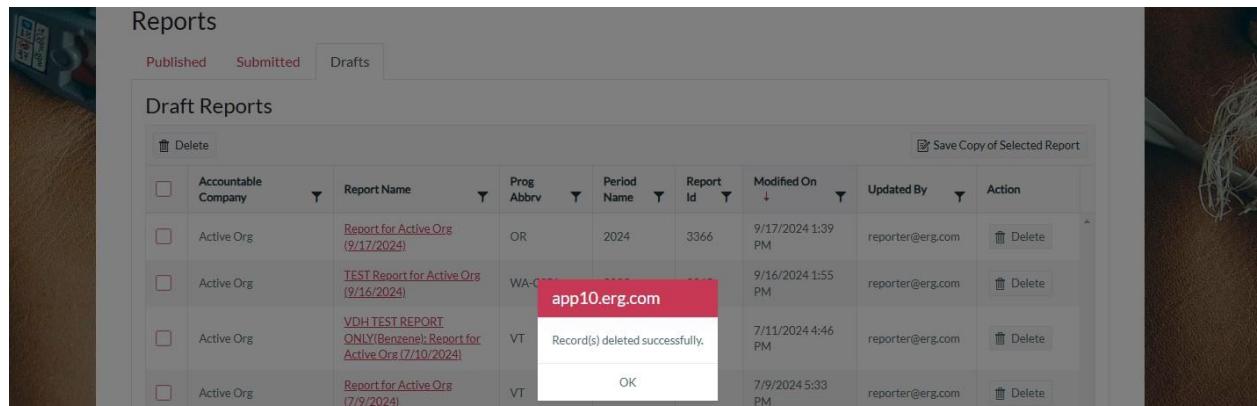


Draft Reports								
<input type="checkbox"/> Delete		<input type="checkbox"/> Save Copy of Selected Report						
Accountable Company	Report Name	Prog Abbrev	Period Name	Report Id	Modified On	Updated By	Action	
Active Org	Report for Active Org (11/21/2024)	WA-CSNA	2024	6269	11/21/2024 12:20 PM	reporter@erg.com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

- 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.



- 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.



- 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.

Reports

Published Submitted Drafts

Draft Reports

Report for Active Org on 11/26/2024

Report for Active Org (11/26/2024)

Report for Active Org (7/9/2024)

Report for Active Org (11/25/2024)

Report for Active Org (11/25/2024)

Report for Active Org on 11/21/2024

Report for Active Org (9/17/2024)

Copy Report

Select the reporting period and company to create a new report based on the selected report, "Report for Active Org (11/26/2024)".

State: Washington (SPWA) Reporting Period: 2023

Company: Active Org

Create Copy Cancel

Save Copy of Selected Report

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

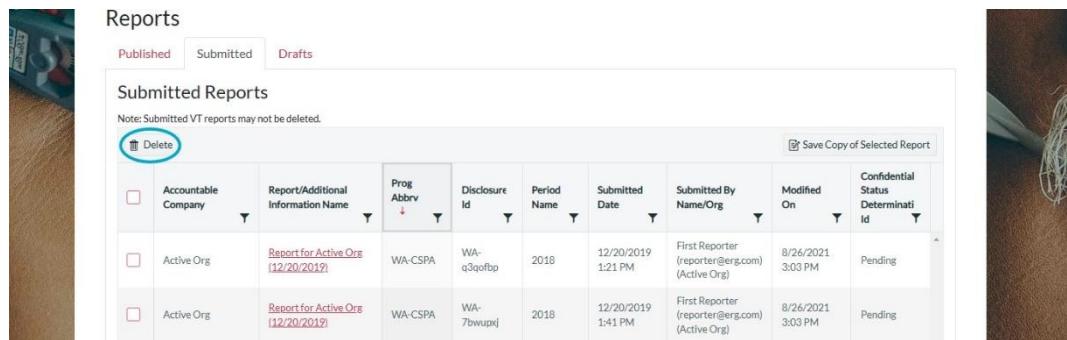
Step 1. Enter Chemicals

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
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	+	

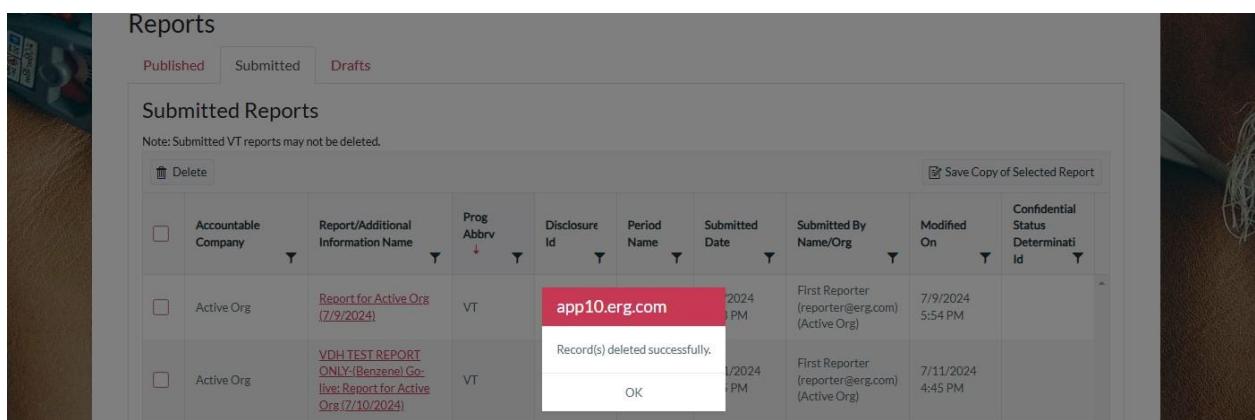
Submitted

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.



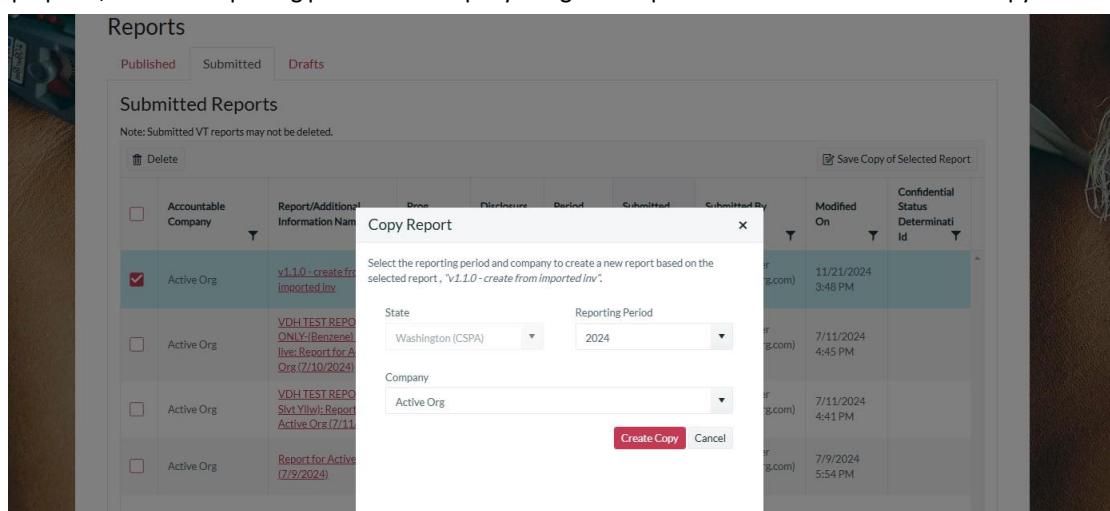
Accountable Company	Report/Additional Information Name	Prog Abbrv	Disclosure Id	Period Name	Submitted Date	Submitted By Name/Org	Modified On	Confidential Status Determination Id
Active Org	Report for Active Org (12/20/2019)	WA-CSPA	WA-03qpfbp	2018	12/20/2019 1:21 PM	First Reporter (reporter@erg.com) (Active Org)	8/26/2021 3:03 PM	Pending
Active Org	Report for Active Org (12/20/2019)	WA-CSPA	WA-7bwupkj	2018	12/20/2019 1:41 PM	First Reporter (reporter@erg.com) (Active Org)	8/26/2021 3:03 PM	Pending

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.



Accountable Company	Report/Additional Information Name	Prog Abbrv	Disclosure Id	Period Name	Submitted Date	Submitted By Name/Org	Modified On	Confidential Status Determination Id
Active Org	Report for Active Org (7/9/2024)	VT	app10.erg.com	2024	7/9/2024 5:54 PM	First Reporter (reporter@erg.com) (Active Org)	7/9/2024 5:54 PM	
Active Org	VDH TEST REPORT ONLY-(Benzene) live: Report for Active Org (7/10/2024)	VT		Record(s) deleted successfully.	7/10/2024	First Reporter (reporter@erg.com) (Active Org)	7/11/2024 4:45 PM	

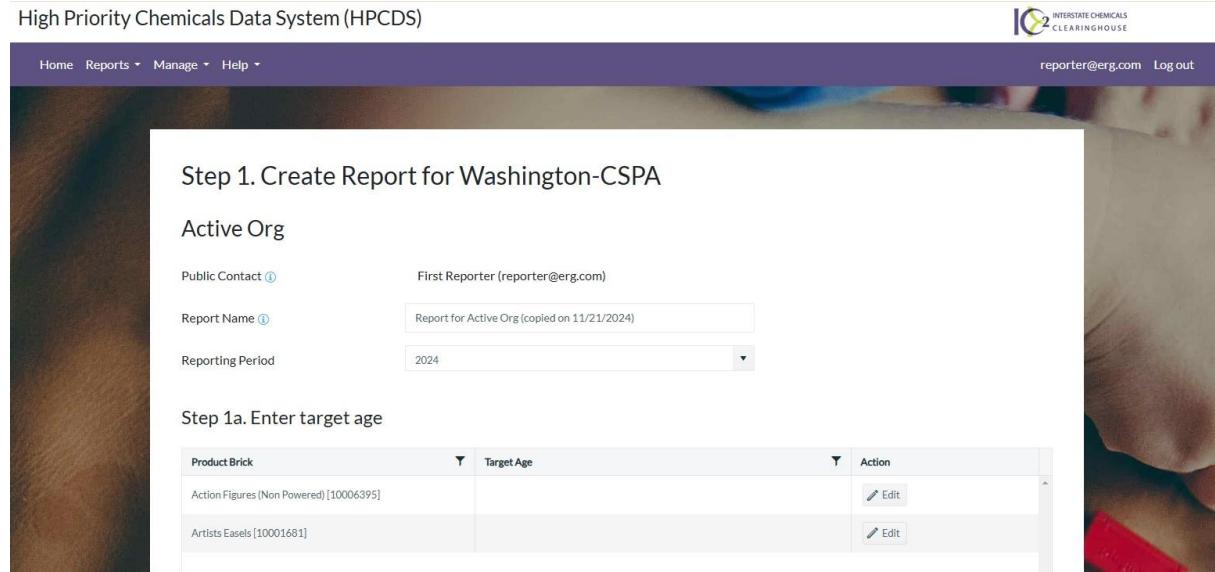
4. To save a copy of a submitted report, first select the report and then click the Save Copy of Selected Report button. In the pop-up box, enter the reporting period and company using the drop-down lists and click the Create Copy button.



Accountable Company	Report/Additional Information Name	Prog Abbrv	Disclosure Id	Period Name	Submitted Date	Submitted By Name/Org	Modified On	Confidential Status Determination Id
Active Org	v1.1.0 - create from imported inv							
Active Org	VDH TEST REPORT ONLY-(Benzene) live: Report for Active Org (7/10/2024)							
Active Org	VDH TEST REPORT ONLY-(Benzene) live: Report for Active Org (7/11/2024)							
Active Org	Report for Active Org (7/9/2024)							

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)



Step 1. Create Report for Washington-CSPA

Active Org

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

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

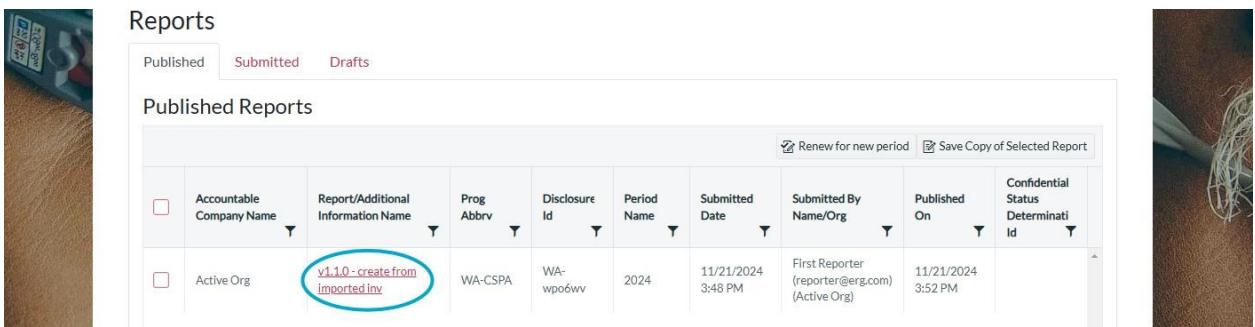
Reporting Period 2024

Step 1a. Enter target age

Product Brick	▼	Target Age	▼	Action
Action Figures (Non Powered) [10006395]	▼	2024	▼	Edit
Artists Easels [10001681]	▼	2024	▼	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.



<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 Determination Id
<input type="checkbox"/>	Active Org	v1.10 - 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

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

 Show Submitted Data



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

Published Function Set 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	

 Show Published Data

