High Priority Chemicals Data System (HPCDS) Reporting Guidance

November 2024

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Introduction

What is the HPCDS?

The <u>High Priority Chemicals Data System (HPCDS)</u> is an online platform that supports reporting of information on the presence of chemicals of concern in children's products required by the <u>Oregon Toxic-Free Kids Act (TFKA)</u>, the <u>Washington</u> <u>Children's Safe Products Act (CSPA)</u>, and <u>Vermont's 2014 Act 188 (Vermont Statute Title 18 38A Vermont Chemicals of High</u> <u>Concern to Children</u>), 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.

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Who to contact about the HPCDS?

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

- Oregon Toxic-Free Kids Act, and contact toxicfreekids.program@odhsoha.oregon.gov
- <u>Washington State Children's Safe Products Act</u>, and contact <u>cspareporting@ecy.wa.gov</u>
- <u>Safer Products for Washington Program</u>, and contact <u>SaferProductsWA@ecy.wa.gov</u>
- <u>Vermont Chemical Disclosure Program</u>, and contact <u>chemicaldisclosure@vermont.gov</u>

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.

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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.

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

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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).

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

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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.

High Priority Chemi	icals Data System (HPCDS)	TELEVISION COMPLETE
Home Reports - Manag	ge + Help ≻	Frances Williams - Toy Co. Log out
	Account Information Submitted Trank 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 login and enter your re Record	portia until this step is completed.
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10	Copyright 2017 - HC2 - Ver 0.725 (posts 3.72) Terms of Services	

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 <u>not</u>, we have methods to troubleshoot. Please contact an HPCDS Administrator at <u>hpcds@theic2.org</u>.

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

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If you nee	d help, pl	ease cont	act th	e HPCDS a	applicatio	on admir	nistrat	ator, T	Toph	her	r Bu	Bucl	ck, a	at 6:	17-3	67-8	558 x	309	or <u>h</u>	cds@	thei	2.or	g						
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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.

High Priority Che	emicals Data System (HPCDS)	
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2.4	Thank you for confirming your email. Please click here to Continue.	CONTACTUS
	The Interview Overload Charlinghouse (CC) is an association of static, load, and orbital governments that premotes a clean environment, heading communities, and a visal sectory shrough the development and call radie cleans at and products. The ICC is a program of the Ferrobeast Water Management Official Association (FMWHOM), which provides enougheent and talk sequent for ICC and environment, based at the apport for ICC and environment. The sectory of	d Ý Saunt Street, June (XO) Biotion, NA 07331-24031 Sill Saul Status Email: hyddig@exil2.org
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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.

High Priority Chemica	ils Data System (HPCDS)		
Home Reports - Manage -	• Help +		Frances Williams - Toy Co. Log out
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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.

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C Copyright 2019 1C2 - Ver (17.2.5 (Jointo, 17.1) Territori Carrona			

Forgot Your Password

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



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



3. You will see a forgot password confirmation message.

High Priority Chemicals Data System (HPCDS)	2 CLEASINGHOUL
Home: Reports * Manage * Help *	Register Log in
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ABOUT US	CONTACT US
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4. Check your email for a message about how to reset your account password.



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



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

High Priority Chemicals Data System (HPCDS)	CER # NOR OUST
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7. You will see a message confirming that your password has been reset. Click the link to log in.

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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)		VITE THE CLEAR DESIGNATION OF
Home Reports * Manage * Help *		Register Login
	Login Trans Transeswilliams@toyco.com Passuord Remember me [®] Refetter Register Register Register Register Register Register Register Register Register Register Register Register Register Register Re	
ABOUT US		CONTACT US

Manage

My Profile

 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: <u>https://hpcds.theic2.org/Manage</u>. You can also click the linked user and company name in the upper-right corner of the page.

High Priority C	hemicals Data System (H	PCDS)	
Home Reports	Manage - Help -		Frances Williams - Toy Co. Log out
Ór	Manage		
YEL.	My Profile		
	Change your profile		
	Email	frances.williams@toyco.com	
	Company Name	Toy Co. 🧳	
	Name	Frances Williams	
	Job Title	Compliance Officer	State of the second
	Telephone Number	[US] 123-456-7890	
A Seco	Password		
1 100	Change your password		
	Security Questions		
	1. What was your childhood n	ckname?	

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 https://www.hpcds@theic2.org.

High Priority	Chemicals Data Syste	m (HPCDS)	
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	Frances		
	Last Name		
19421	Williams		
31	Job Title		
	Compliance Officer		
	Telephone Number	This is a non-U.S. telephone number	
	123-456-7890		
.3	Security Question	5	Si
1	What was your childho	od nickname?	
	frantie		

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.

130	Security Questions	
	What was your childhood nickname?	· .
3 . Ja	frannie	
anna dha	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.

and the	What was your childhood nickname?	
	frannle	
	What is the name of a college you applied to but didn't attend?	
dite	boston university	
	What was your favorite sport in high school?	· .
	① The Answer field is required.	
No.	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: <u>https://hpcds.theic2.org/Manage/MyOrganization</u>.

High Priority C	hemicals Data System (HPCDS)	
Home Reports	Manage * Help *	Frances Williams - Toy Co. Log out
		11
Q	Manage - Toy Co. My Company User Accounts for My Company Associations	
1	Company Name Toy Co.	5
	Company ID (OID)	
	Legary WA PINs	
1 28	DUNS Number	
	123456789 Public Contact	
1	Frances Williams	

1. On the My Company tab, you can view and edit your company name, <u>DUNS number</u>, 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 Chem	icals Data System (HPCDS)		ECHEMICALS IGHOUSE
Home Reports - Mana	32 * Help *	Frances William	ns - Toy Co. Log out
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1	Company Name		
	Company ID (OID)		
	Legacy WA PINs		
	DUNS Number		
	Public Contact		3
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	15 78		

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.

Public Contact	
Frances Williams	
Mailing Address	
Country	
United States of America	•
Address, Line 1	
123 Toy Lane	
Address, Line 2	
Suite 200	
City	State/Province Postal Code
Toysylvania	Search by name or enter_ 12345
	(1) Required
Physical Address Same as maili	ng address
	Save

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

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•	Manage		
P.	Your company information h	is been updated.	×
	My Profile	>	
	Change your profile		
	Email	frances.williams@toyco.com	0
	Company Name	Toy Co. 🧨	
	Name	Frances Williams	
116 I. I.	Job Title	Compliance Officer	
	Telephone Number	[US] 123-456-7890	
	Password		
	Change your password		
2.14	Security Questions		5
-15	1. What was your childhood n	ickname?	
	Answer: frannle		
	2 What is the name of a colle	e you applied to but didn't attend?	
	z. white is the name of a cone	to Low all busic receiver which a section.	and the second second
1	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.

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

Manage - Toy Co. My Company User Accounts for My Company Associations New Users, Pending Approval Name T Enail T Confirmed Enail T Telephone Number T Requested On T Action Michael Smith microsofamithing telycocom Y 123-456-7890 11/8/2019 11:56 AM Reject 1-1 af 1 Items	s miniarits "toy co.
Manage - Toy Co. My Company User Accounts for My Company Associations New Users, Pending Approval Name T Enall T Confirmed Enall T Telephone Number T Requested On T Action Michael Smith michael.ams/thg/tayco.com Y 123-456-7890 11/8/2019 11:56 AM Reject 1-1 df 11tems	
My Company User Accounts for My Company Associations New Users, Pending Approval Name Tenal Confirmed Enall Telephone Number Requested On Action Michael Smith michael Jamöthigtovco.com Y 123-456-7890 11/8/2019/11:56.AM Accept I - 1 of 1 Items	
New Users, Pending Approval Name Telephone Number Requested On Action Michael Smith michaelamith/gtoyco.com Y 123-456-7850 11/8/2019 11:56 AM Accent Rejoct Image: Telephone Number Image: Telephone Numer Image: Telephone Numer I	0.21
Name T Email T Confirmed Email T Telephone Number Requested On T Action Michael Smith michael.amith@teyco.com Y 123-456-7890 11/8/2019 11:56.AM Accept Reloct	S
Michael Smith michael.smith@toyco.com Y 123.456-7890 11/8/2019.11:56.AM Accept Release 1-1.0f1items	-
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Users	

17 | 78

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

High Priority Chem	nicals Data Syste	m (HPCDS)					
Home Reports • Man							
Marine C						1	1
X	Manage - Toy My Company User New Users, Per	y CO. Accounts for My Company Inding Approval	y. Associations				
	Name	▼ Email	app10.erg.com Notice of Acceptance was	sent to michaelsmith@toycoc	by T Requested On	♥ Actions	
D 2	Users					1-2of2ike	
	Status 🕇	Name	T Email	T	Telephone Number T	Action	EXX III

Users

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

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

	My Company	User Accounts for My Compa	ny As	sociations					
	New Users	s, Pending Approval							Section .
-	Name	▼ Email		▼ Confirmed Email ▼	Telephon	e Number 🔻 Requested O	n T	Action	
				No records to display					
_ / 12									X
								22	- 5
A								1 - 2 of 2 Items	24
-2	Users								0.0
2	Users _{Status}	¥ Name	Ţ	Email	Ŧ	Telephone Number	▼ Action		
2	Users Status Active	Y Name Michael Snith	Ţ	Email michael.smith@toyco.com	Ţ	Telephone Number	Action Deactivate		

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

120000	Name	▼ Emall	T Confirmed Email T Telephone Number T Requested On T Action	
			No records to display	No
2	Users		1-20/288ms	
	Status	T Name	Notice of Deactivition was sent to michael smith/stoyco.com	CAN
		Contraction and	456-7520 Reactivate	
	Inactive	Michael Smith		

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

	My Company	User Accounts for My Con	apany Asso	ciations				Marca C.
	New Users	s, Pending Approval						Sec.
- Stern 1	Name	T Email		T Confirmed Email	Telephon	ne Number 🝸 🛛 Requested On	T Action	
				No records to display				
112								N
1								
							1-2 of 2 items	1
	Users							
2	Status	▼ Name	Ŧ	Email	Ŧ	Telephone Number	Action	1 A
	Inactive	Michael Smith		michael.smith@toyco.com		123-456-7890	Reactivate	0.
	Active	Frances Williams		frances.williams@toyco.com		123-456-7890		
- 3.54								
-VIII								

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

My Co	upany U	lser Accounts for My Company	Ass	ociations				
New	Users, P	ending Approval						
Name		T Email		T Confirmed Email	Telephon	e Number 🍸 Requested On	T Action	
				No records to display				Ne
\mathbf{X}				app10.erg.com				20
				Notice of Reactivation was sent to michael.	mith@toycou	com	1-2 of 2 Items	
User	s		L	OK:	_			20
Status	т	Name	۲	Email	Ŧ	Telephone Number	Action	
Active		Michael Smith		michaelamith@toyco.com		123-456-7890	Desctivate	α.
Active		Frances Williams		frances.wl@iams@boyco.com		123-456-7890		
								- 18 - I
							1 - 2 of 2 items	

Associations

Companies Requesting to Report for You, Pending Approval

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



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

Compan	ies you report fo	DF.							>
sow		×	•	O Add					
Company SDW Test	Company	PIN 9:2:tivs		Approved By Name	Ŧ	Approved On	Action		ALC: NO.
Pending	TestCompany1	111 Test1 St TestCity1, Washington 99999-098 US							
							1.1	of 1 items	

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.

SOW Test Company		app10.erg.com	
Status Accountable Co	Company Accountable Compa	Successfully requested 'SDW Test Company'	T Approved On T Action
Pending SDW Test Comp	mpany DWaltham Sc Walth 02451 US	OK	
Pending TestCompany1	111 Test 1 St Test City 99999-098 US	1.Washington	
			1-2 of 2 items

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

				O Add			
Status 4 T	Accountable Company Name †	-	Accountable Company Mailing Address	Approved By Name	Ŧ	Approved On 🚽 Actio	n
Panding	SDW Test Company		3 Waitham St. Waitham, Massachusetts 02451 US				1
Pending	TestCompany1		111 Text1 St TestCity 1, Weshington 99999-098135				
			app10.erg.o	:om			
			Successfully dea	ctivated 'Active Org'			1 - 2 of 2 Items
				ок			

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.

Com	ania	e requesting to r		ert for you Donding Ann						
Com	anie	s requesting to r	ep	or thor you, Pending App	no	vai				
Reporti	ng Comp	any Name T Report	ting C	ompany Mailing Address 🕈 🕴 Ri	eques	ited By Name 🔻	Rec	quested On 🗼	r	Action
				No record	ds to o	display				
										No items to display
-										
Com	anie	s that report for	yo	1						
Searth	y danie	or pin		*	0	Add (
Status	† . T	Reporting Company Name	Ŧ	Reporting Company Mailing Address	Ŧ	Approved By Name	Ŧ	Approved On	Ŧ	Action
Active		Active Org		Fake Mailing Address Line 1 MAddLn2 fo	e.					Deactivate
				Leve Wroke of 8 postol/ whit 01524 02						

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



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

TestCompany 1		- 4	Add			
Status † 🕇	Reporting Company Name	Reporting Company Mailing Address	Approved By Name	Approved On 🔫	Action	
Active	Active Ong	Fake Mailing Address Line 1 MAddLn2 for Fake Active Org Boston, MA 01234 US			Deactivate	
Active	TestCompany3	111 Test1 St TestCity1, Washington 99999 098 US	Frances Williams frances williams gtoyco.com 123-456-7890	11/8/2019-1.45 PM	Deactivate	
Companie	es you report for	app10.erg.co	n d TestCompany1'			
Status	Accountable Company	Accountable Company Mailing Address	Approved By Name 🗸 💡	Approved On 🚽 Ad	ion	
4 T	Name T			120		

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

Status † Reporting Company Name Reporting Company Mailing Address Approved By Name Approved On Action Active TestCompany 1 111 Test 52 TestCity 1. Washington 99999 Prances Williams Trances williams@toycoccen 123 456-7890 11.8/2019 1551 PM Desctivate Image: Status of prances Search by nome or prac. Image: Status of praces Image: Status of praces Image: Status of praces Image: Status of praces	TestCompany1			•	D Add				
Active TestCompany1 111 TestS TestCity1.Washington 99999. D98 US Frances Williams frances.williams@toycoccom 123:456-7890 11/8/2019 1:51 PM Deactivate Image: Im	Status † 🕇	Reporting Company Name	Reporting Company Mailing Address	Ŧ	Approved By Name	Approved On	т	Action	E.
1-1 of 1 items Companies you report for Search by rules or pic. ● Add	Active	TestCompany1	111 Test1 St. TestCity1, Washington 99 098 US	9999-	Frances Williams frances.williams@toyco.com 123-456-7890	11/8/20191	51.PM	Deactivate	
Search by nome or phr • • • • Add								1-1 of 1 items	
	Companie	es you report for						1-1 of 1 items	
	Companie Search by nome	es you report for	Accountable Company Mailing Address	•	Add	pproved On 4	, Ac	1 - 1 of 1 items	

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

			٠	O Add			
Status †	Reporting Company Name	Reporting Company Maili Address	ing T	Approved By Name	Approved On	Action	
		app10.e	erg.co	m			
		Successful	y deact	ivated 'TestCompany1'			
				OK		No items to dis	
	nies vou report	for					
Compa	nes jeureport						
Compa Search by r	me or pin_		•	• Add			

Companies Requesting to Report for You, Pending Approval

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

2 Reports - Mai	nage - Help -			-	Frances V	Villlams - Toy Co. L
7	Manage - Toy Co.	ts for My Company Associations	approval		and here	
C.	Reporting Company Name	Reporting Company Mailing Address	Requested By Name	Requested On 🕴 🕇	Action	2
	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	Accept Reject	-
						A CONTRACT

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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.

High Priority Chemicals Data System (HPCDS)	
	Frances Williams - Toy Co. Log out
Manage - Toy Co. My Company User Accounts for My Company Associations Companies requesting to report for you, Pending Approval Reporting Company Name Reporting Company Multing Address app10.erg.com Successfully accepted "Active Org" O(c.	
Companies that report for you Mathematical Status 1 + Reporting Company Mailing Address + Approved By Name • O Add	tors
Active Active Org Fake Maining Address Like 1 MAddu37 for E Fake Active Org Soston, MA 0123415	nactives

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

P	Manage - Toy	y Co. r Accounts for My Co	mpany Associations						C
	Companies req	uesting to rep	ort for you, Pendir	ng Appro	val				A
V.	Reporting Company Name	e T Reporting C	Company Mailing Address	T Reque	sted By Name	T R	equested On 🗼	f Action	
				No records to	display				
									- and
8								No items to disp	slay
- Al		t report for vo	u						
	Companies that	creportior yo							
1	Companies that			• / (Add				60
1	Companies that Searth by name or pin. Status 1 T Report	ing Company Name	Reporting Company Mailing A	• (e	Add Approved By Name	Ŧ	Approved On	T Action	
	Companies that Seatth by owner or per- Status 1 y Report Active Active	ing Company Name	Reporting Company Mailing A Faile Mailing Address Line 1 N Fake Active Org Boston, MA D	• • • • • • • • • • • • • • • • • • •	Add Approved By Name	7	Approved On	T Action Deactivate	
	Status T Report Status T T Active Active 6	ing Company Name	Reporting Company Mailing A False Mailing Address Use 1 N False Active Org Boston, MAD	ddress y MddLn2 for J1234 U5	Add Approved By Name	Ţ	Approved On	Action Deactivate	
	Seatch by come or ple	Sing Company Name	Reporting Company Mailing A Faile Mailing Address Line 1 M Faile Active Org Boston, MA D	iddress y MddLn2 for 11234 U5	Add Approved By Name	Ţ	Approved On	Action Deactivate	

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 Che	emicals Data System (HPCDS)	
Home Reports • M	Aanage + Help +	Frances Williams - Toy Co. Log out
9 374	Change Password	1
1	Current password	
	New password ():	8 8
>??	Confirm new password	
	Change password	
		and the second sec

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.

ome (Reports * N	Aanage * Help *	Frances Williams - Toy Co. Log ou
344	Change Password	
1/4	Current password	N.
	New password @	8
	O The New password held is required.	
3.	Confirm new password	
	Change password	P. Un

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



Reports

Inventory

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

High Priority Chemicals Data System (H	HPCDS)
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Home Reports - M	anage + Help +				~~~	-		reporter@erg.com	Log out
	Inventory and Report Miew Existing Reports (Draft, Submitte	Orts ad. and. Published)						-	
	Inventory					Add Selected Record(s)	Remove Selected Record(s)	March .	
	If you would like to upload data, plea	e use the Function Set Templa	te <u>(.xlsm</u>).			Create	New Report		
1 Starting	Function Set							Sec.	
				Show function	on sets for: All Stat	ies	٠		
	+ Add new record 📋 Delete 👲 U	pload							20
	Product Brick T Comp	onent T Chemical/Clas	s T	Chemical Function	Concentration Catego or Value (ppm)	Notes	▼ Action	and a	

Add New Record

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

High Priority Chemicals Data System (HPCDS)		
Home Reports * Manage * Help *	Function Set	× reporter@erg.com Log out
	Product Brick Search by name	and the second se
Inventory and Reports	Component	
View Existing Reports (Draft, Submitted, and Publ	Search by name	
Inventory	Chemical/Class	Add Selected Remove Selected Record(s) Record(s)
If you would like to upload data, please use the Fi	Chemical Function	Create New Report
Function Set	Search by name	
	Select Category.	States
+ Add new record Delete Upload	Concentration Value (parts per million - ppm)	
Product Brick T Component	Notes	e Notes Action
	j.	✓ Edit ■ Delete
	✓ Save O C	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.

Inventory and Reports View Existing Reports (Oright, Submitted, and Public Inventory Inventory Fyou would like to upload data, please use the Function Set Function Set Product Brick Concentration Category Equal to or greater than 500 but less that Concentration Value (parts per million - ppm)		Euloction Set	×			
Inventory and Reports View Existing Reports (Draft, Submitted, and Path Inventory If you would like to upload data, please use the F Function Set Function Set Add new record Deter Upload Concentration Category Gual to or greater than 500 but less thal. Concentration Value (parts per million - ppr)		Product Brick	6			1.3
Inventory and Reports Component Mew Existing Reports (Draft, Submitted, and Public) Surface coatings (paints, plating, waterpr) Inventory Surface coatings (paints, plating, waterpr) Inventory Chemical/Class Fyou would like to upload data, please use the Fi Chemical Function Function Set Other Chemical Function Greater Remove Report States Qued to greater than 500 but less that States Concentration Value (parts per million - ppn) Noter		Bath/Pool Water Toys	*			
Miew Existing Reports (Draft, Submitted, and Public) Surface coatings (paints, plating, waterpr) Inventory Chemical/Class If you would like to upload data, please use the Fu Chemical Function Function Set O The Chemical Function field is required. • Add new record Delete Upload Concentration Value (parts per million - ppn) States	Inventory and Reports	Component				
Inventory If you would like to upload data, please use the Fu Immical/Class Add Selected Record(s) Function Set Ormical Function Create New Report Function Set Ormical Function field is required. Immical Function field is required. Function Set Ormical Function field is required. States Concentration Value (parts per million - ppn) States Add Selected	View Existing Reports (Draft, Submitted, and Pu	bli Surface coatings (paints, plating, waterpr	-			. S. C
Inverteur Formaldehyde Record(s) Record(s) If you would like to upload data, please use the Fu Chemical Function Create New Report Function Set Image: Concentration field is required. Image: Concentration field is required. + Add new record Delete Upload Concentration Value (parts per million - ppm) States	Inventory	Chemical/Class		Add Selected	Remove Selected	
If you would like to upload data, please use the Fu Chemical Function Create New Report Function Set Image: Concentration field is required. Image: Concentration field is required. + Add new record Image: Delete Upload Concentration Value (parts per million - ppm) States	inventory	Formaldehyde	•	Record(s)	Record(s)	i de la companya
Function Set Search by name Image: Search by name Image: Search by name Image	If you would like to upload data, please use the	Fu Chemical Function		Create N	lew Report	and and a
Function Set Image: The Chemical Function field is required. Concentration Category States + Add new record Delete ± Upload Concentration Value (parts per million - ppm)		Search by name	*			Station of
Concentration Category States Concentration Category Add new record T Delete Upload Concentration Value (parts per million - ppm) Concentration Value (parts per million - ppm)	Function Set	① The Chemical Function field is require	d.			Section.
Equal to or greater than 500 but less that. Equal to or greater than 500 but less that. Concentration Value (parts per million - ppm)		Concentration Category		States		
+ Add new record Delete Uptood Concentration Value (parts per million - ppm)		Equal to or greater than 500 but less tha	•			
Destant Balde Community	+ Add new record III Delete 1 Upload	Concentration Value (parts per million - ppm)				
	Product Brick Component			e Notes	Action	
Notes		Notes			1	
			2		P Dalata	Carl Street

3. The new record is displayed in your inventory.

High Priority Chemicals Data System (HPCDS)

ne Reports • Ma	anage 👻 F	Help 🝷							reporter@erg.com	Logo
									1 3	
	Invo	ntory and	Peports							
11 and	Manufact	intory and	Reports	had					100	
	VIEW EXI	Isting Reports (Draft	Submitted, and Publis	nea)					the second	
	Inver	ntory					Add Selected	Remove Selected		
	If you w	vould like to upload d	iata, please use the Fur	ction Set Template (.xism).			Record(s)	Record(s)		
							Create	New Report	and the second second	
									and the second	
and the second second second	Functi	ion Set							Street of the Party of the	
N. S. M.	Functi	ion Set								
	Functi	ion Set			Show function	on sets for: All	States	۲		
	Functi	ion Set	ete <u>†</u> Upload		Show function	on sets for: All	States	•		
	Functi	ion Set	ete 土 Upload		Show function	Concentration	States			and the second s
	Functi	ion Set idd new record 11 Dek Product Brick	ete ± Upload Component	Chemical/Class	Show function	Concentration Category or Value (ppm)	states Rotes	× Action	K	
	Function of the second	ion Set dd new record Dele Product Brick T Bath/Prod Water	ete ± Upload Component Surface coatings	Chemical/Class	Show function	Concentration Category or Value (ppm) Equal to or greate	states Notes	▼ Action		

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.

	OData feed	
Anonymous	ttps://hpcds.theic2.org/odata/L_ProductCateg	lory
Windows	Use anonymous access for this OData feed.	5
	Select which level to apply these settings to	
Basic	https://hpcds.theic2.org/	· 1
Web API		
Organizational account		
	Connect	Cancel

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

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



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.

gh Priority C	Chemicals	Data System	(HPCDS)							I ⊘₂	INTERSTATE CHEMICALS	
Home Reports -	Manage - I	Help -								r	eporter@erg.co	m Log out
								-	-	4	C. A.	*
	Inve	entory and isting Reports (Draft.	Reports	hed)							1	
	Inver	ntory					Add	l Selected ecord(s)	Remov Rec	e Selected cord(s)		
	If you v	vould like to upload d	lata, please use the Fun	action Set Template (. <mark>.xlsm</mark>).				Create	New Report		E.	
	Funct	ion Set										
					Show functi	on sets for:	All States			•		
	+ A	dd new record 📋 Dele	ete 🛨 Upload								40	
		Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or (ppm)	on Value	Notes	Ţ Ac	tion		
		Bath/Pool Water Toys [10005155]	Other	Formaldehyde [50-00-0]	Dispersant	Equal to or g than 500 but 1,000 ppm	reater Lless than		1	lelete		

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)

(144.)			53 - 53A							15	/
ne Reports ▼ Manag	ge • H	lelp •				~					reporter@erg.com
	nve	ntory and	Reports								and a
	nver	ntory	Submitted, and Public	ined)			Ade	d Selected Record(s)	Rer	nove Selected Record(s)	Mary 1
	lf you w	vould like to upload d	ata, please use the Fu	nction Set Template <u>("xlsm</u>).				Create	New Rep	ort	
	Functi	ion Set									
					Show funct	ion sets for:	All States			•	
	+ A	dd new record 📋 Dele	ete 土 Upload								100
		Product Brick	Component	Chemical/Class	Chemical Function	Concentrati Category or (ppm)	ion 'Value	Notes	т	Action	
		Bath/Pool Water Toys [10005155]	Other	Formaldehyde [50-00-0]	Dispersant	Equal to or g than 500 bu 1,000 ppm	greater it less than			Edit	and the

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

gh Priority C	hemicals	Data Systen	n (HPCDS)					IQ	2 INTERSTATE CHEMICALS	
lome Reports •	Manage • 1								reporter@erg.com Lo	
									1 1 1	
		entory and	Reports	bed)						
	Inve	ntory				Ade	d Selected ecord(s)	Remove Selected Record(s)	Sec.	
	If you v	If you would like to upload data, please use the Function Set Template ($\underline{ASED}).$					Create New Report			
	Funct	tion Set	iete ± Upload		Show function	n sets for: All States		٠		
		Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	T Action		
		Bath/Pool Water Toys [10005155]	Other	Formaldehyde [50-00-0]	Dispersant	Equal to or greater than 500 but less than 1,000 ppm		✓ Edit	and a second	
		Action Figure Accessories (10006397)	Homogenous Mixtures (gels, creams, powders, liquids, adhesives,	2-Aminotoluene[95-53-4]	Binding agent	Equal to or greater than 100 but less than 500 onm		✓ Edit		

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

High Priority Che	nicals Data System (HPCDS)	
Home Reports • Ma		
	Inventory and Reports Miew.Existing.Reports.IDraft.Submitted.and.Published)	
	Inventory	Add Selected Remove Selected Record(s) Record(s)
	If you would like to upload data, please use the Function Set Temp app10.erg.com	Create New Report
	Function Set OK Show function sets for:	All States
	+ Add new record 📋 Delete 土 Upload	
	Product Brick Component Chemical/Class Chemical/Class Function Y Function Y	ilue Notes Action
	No reports to display	
4. Once you click the OK button, you will see a confirmation message that your records have been deleted successfully. The records are no longer visible in your inventory.

Add Selected Records to a New Report

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

Home Re	ports - Ma	inage 👻 H	Help 👻						rep	orter@erg.com Log out
							-			and al
		Inve	ntory and	Reports						
	-Inch.	View.Ex	isting.Reports (Draft.	Submitted, and Publish	ned)					12.20
		Inve	ntory				Add	Selected Re	emove Selected	Carl March
		If you v	vould like to upload d	ata, please use the Fun	ction Set Template (.xlsm).		R	ecord(s)	Record(s)	Real States
								Create New Re	port	Citer
		Funct	ion Set							and the
	199					Show functio	n sets for: All States		*	
		+ A	dd new record 🛛 📋 Dele	te 🛨 Upload						
			Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action	AND
			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	and the second
			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	
		-	Action Figure	Metals (Including	Antimony & Antimony		Equal to or greater		Sedit	all and a second

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.

ive	ntory				Add	Selected	Remove Selected Record(s)
you	would like to upload	data, please use the Fun	ction Set Template (. <mark>.xisr</mark>	m).		Create Ne	ew Report
unct	ion Set			/			
				Show function	All States		*
+ /	Add new record 📋 De	lete 🛨 Upload					
~	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes add if y	Action
S	Action Ele Accessoria [1000639]	Component T ne checkboxes to sele your report, then	Chemical/Class	Chemical Function	Concentration Category or Value (ppm) cted Record(s)" than 100 but less than 500 ppm	Notes add if y here, you new repo	Action you see a number i're able to make a ort
•	Product Brick	Component T the checkboxes to select your report, then wool Homogenous Mixtures (gels, creams, powders, Ilquids, adhesives, synthetic fragrances)	Chemical/Class ect what you'd 1] Aniline [62-53-3]	Adhesive	Concentration Category or Value (ppm) cted Record(s)" than 100 but less than 500 ppm Equal to or greater than 1,000 but less than 5,000 ppm	Notes add if y here, you new repo	Action you see a number y're able to make a ort Edit Delete

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

High Priority Chemicals D	ata System (I	HPC	DS)							CLEARINGHOUSE
Home Reports • Manage • Help									re	porter@erg.com Log out
			Create Re	port				×		the state
Invent	tory and R	ep	Select the state	, reporting perio	d and comp	pany to create your report.				
Yiew Existin Invento	ng Reports (Draft, Su	ıbmitt	For reporting y offered for sale sold or offered is for products:	ears (e.g., 2020, 2 in the prior two for sale in 2020 a sold or offered fo	2022, 2024 calendar ye ind 2021. T ir sale in 20	, etc.), Oregon requires rep ears. For example, 2022 rep 'he exception is the 2018 re 117.	orting for products sold or orting would be for products porting year where reporting	ed	Remove Selected	
If you wou	ld like to upload data	a, plea	In Washington sold or offered consumer prod previous year.	manufacturers ar for sale in the pre ucts (WA-SPWA)	re required evious year) manufactu	to report annually for child Manufacturers are also re ured, distributed, or sold or	ren's products (WA-CSPA) quired to report annually for offered for sale in the	Create Ne	w Report	2
Function	Set		Vermont requir reporting perio State	res reporting ann d (refer to Vermo	ually for pr ont's guidar	oducts sold, offered for sal- nce document for more info Reporting Period	or distributed during each rmation).		•	A Real
+ Add n	ew record 📋 Delete	±ι	Washing	ton (CSPA)	•	2024	•			
P	roduct Brick	Compo	Company Active O	rg			٠	s	Action	
A A	ction Figure ccessories 0006397]	Bio-bas (Animal ex. leathe	er, horn, silk,	ACTYROTICE THE LE	101-19-11	Start Can Aunesive	cel SC Clear Selection	•	✓ Edit	The second second
	ction Figure ccessories 0006397]	wool Homoger (gels, cre liquids, a synthetic	nous Mixtures ams, powders, dhesives, : fragrances)	Aniline [62-53	-3]	Adhesive	Equal to or greater than 1,000 but less than 5,000 ppm		✓ Edit	
A A	ction Figure	Metals (i alloys)	ncluding	Antimony & Ar compounds [7-	ntimony 440-36-0]	Coloration/Pig	Equal to or greater than 5,000 but less		/ Edit	Alles all

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 <u>High</u> <u>Priority Chemicals Data System (HPCDS)</u>. 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 <u>Reporting Assistance</u>.

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 Chem	icals Data System (HPCD	S)			CLEARINGHOUSE
Home Reports + Manag	ge - Help -				reporter@erg.com Log out
9	Step 1. Create Repor	t for Washington-CS	SPA		and a second
·	Active Org				12.20
р	Public Contact ()	First Reporter (reporter@erg.com)			Sec. Sec.
R	Report Name 🚯	Report for Active Org (11/21/2024)			Phase
R	Reporting Period	2024	•		1
s	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 <u>NOT REQUIRED</u> for Washington State.

High Priority Che	emicals Data System (HPCD	S)					
Home Reports - M	anage • Help •						reporter@erg.com Log out
							a fait
	Step 1. Create Repor	t for V	Vashington-CSPA				
	Active Org						1122
	Public Contact ()	First Repo	rter (reporter@erg.com)				123
	Report Name ()	Report for A	ctive Org (11/21/2024)				She.
	Reporting Period	2024		•			
	Step 1a. Enter target age						
	Product Brick	T	Target Age		Ŧ	Action	-
	Action Figure Accessories [10006397]		Under 3		•	Save Cancel	

Step 1b. Review Function Sets

 In the Step 1b. Review function sets table, review the function sets in your report. To 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.

Product Brick Component Chemical Chemical Chemical Concentration Category Notes Image: Action Figure Accessories (10006397) Bio-based Materials (Animal or Plant based)ex. (Animal or Plant based)ex. (Animal or Plant based)ex. (Animal or Plant based)ex. AcrylonItrile (107-13-1) Adhesive Equal to or greater than 100 but less than 500 ppm	
Action Figure Accessories (10006397) Bio-based Materials (Animal or Plant based ex. Accessories (10006397) Acrylonitrile [107-13-1] Adhesive Equal to or greater than 100 but less than 500 ppm	Ŧ
Action Figure (gets, creams, powders, liquids, adhesives, liquids, adhesives, synthetic (ragrances) synthetic (ragrances) Adhesive processories (10006397) (synthetic (ragrances) Adhesive processories (synthetic (ragrances) Adhesive synthetic (ragrances) Adhesive syntheti	

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.

export to Excel							+ Ade	d Reco	rd(s) from Inventory	TRemove Reco	rd(s) from Report
Product Brick	Ŧ	Component	Ŧ	Chemical	Ŧ	Chemi Function	ical on T	Co	oncentration Category Value (ppm)	Notes	Ŧ
Action Figur Accessories	Add Re	ecords from Inv	entory								×
Action Figur Accessories		Product Brick	Compon	ent T	Chemical	Ŧ	Chemical Function	Ŧ	Concentration Category or Value (ppm)	Notes	
Action Figur Accessories		Action Figures (Non Powered) 10006395]	Glass, Ce Siliceous	eramic and s 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.

X E	xport to Excel					+ Add	Record(s) from Inventory	Remove Record(s) from Report
	Product Brick	Component T	Chemical	Ŧ	Chemical Function	Ŧ	Concentration Category or Value (ppm)	Notes Y
	Action Figure Accessories [10006397]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Acrylonitri	app10.erg.com	e		Equal to or greater than 100 but less than 500 ppn	1
	Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Anilline [62	Record(s) added succ	essfully.		Equal to or greater than 1,000 but less than 5,000 ppm	
	Action Figure Accessories [10006397]	Metals (Including alloys)	Antimony & compounds	k Antimony i [7440-36-0]	Coloration/	Pigme	Equal to or greater than 5,000 but less than 10,000 ppm	
	Accessories [10006397] Action Figures (Non	Glass, Ceramic and	Compounds	.52.9]			ppm Equal to or greater than 500 but less than 1,000	

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

Step 1c. Upload Additional Information (Optional)

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

Step 1c. Upload Additional Information (C	Optional) 🗊		
Select files 🗸 Done			
Por 277.70 /08	×		Len .
	Cancel Save draft re	eport Check Report 🕕 Review Report	5

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.

E E	xport to Excel			+ Ad	d Record(s) from Inventory	Remove Record(s) f	rom Report
	Product Brick	Component Y	Chemical T	Chemical Function	Concentration Category or Value (ppm)	Notes	Ŧ
	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 ppr	1	*
	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		
	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 10,00 ppm	D.	

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.

ie Reports • N	1anage ▼ Help ▼								reporter@erg.com l
								al a	
	Step 2. Revie	ew Report for	Washington-C	SPA					
()	Active Org								0
	Public Contact ①	First Repo	rter (reporter@erg.com)						
V	Report Name ()	Report for	Active Org (11/21/2024)						
	Reporting Period	2024							
	Export to Excel								
3	Product Brick	▼ Component ▼	Chemical	Ŧ	Chemical Function	Ŧ	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 3. Certify & Submit Report

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

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

High Priority Chemicals Data System (HPCDS)



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



Create Report for 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).

Ste	ep 1. Create	Report for	Washington-S	PWA			
Act	ive Org						
Public	: Contact 🚯	First Re	eporter (reporter@erg.com)				
Repor	t Name i	Report fo	or Active Org (11/21/2024)				
Repor	ting Period	2023			v		
Step	1. Enter Chem	nicals			+ Add Record(s) from In	iventory 📋 F	Remove Record(s) from Report
	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Chemicals	Notes
	Product Brick Sleeping Bags [10002080]	Component T Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Chemical/Class	Chemical Function	Concentration Category or Value (ppm) Equal to or greater than 100 but less than 500 ppm	Chemicals +	Notes

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



Next, click the "+ Add new record" button.

Step	1. Enter C	Chemicals						
X E	xport to Excel				+ Add Record(s) from	Inventory	TREMOVE Record	s) from Report
	Product Brick Chen	Component	Chemical/Class	Chemical	Concentration Category	Chemicals	Notes	Ţ
	Sleepi [1000 + A	dd new record						I
	Sleepi Chen [1000	nical	▼ CAS Number	▼ Modified By	Modified Date	e↓ T	Action	
	Sleepi [1000		No reco	rds 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.

Step	9 1. En	ter Chem	icals													
I E	xport to Ex	cel								+ Ad	d Record(s) from	Inventory	T R	emove Reco	ord(s) f	rom Report
	Product	Refer Chemicals	Component	Cham	nical/Cl		Che	mical	Cor	ncentrat	ion Category	Chemica	le	Notes	×	T
	Sleepi [1000	+ Add new r	record													
	Sleepi [1000	Chemical			Ŧ	CAS Number	Ŧ	Modified By		T	Modified Date	e ↓ `	T A	Action		
	Sleepi	Bisphenol B				77-40-7		reporter@erg	.com		11/26/2024 8	3:40 AM		Save Save		
	[1000															

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

	er chenne	ais							
Export to Exc	el						+ Ad	d Record(s) from Inventory	Remove Record(s) fr
Sleepi	Chemicals	Component	Chemical/Cla	ee	Chem	nical Co	oncentrat	cion Category Chamicale	Notec
[1000	+ Add new reco	ord							
Sleepi	Chemical		T	CAS Number	T	Modified By	T	Modified Date 🕴 🛛 🝸	Action
Sleepi [1000	Bisphenol AF			1478-61-1		reporter@erg.com	١	11/26/2024 8:45 AM	✓ Edit✓ Delete
	Bisphenol B			77-40-7		reporter@erg.com	1	11/26/2024 8:43 AM	Edit Delete

44 | 78

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.

X E	xport	to Excel							+	Add Record(s) from Inve	ntory 聞 Remo	ove Record(s) t	from Re
_		Add F	Records from	n Inve	ntory								×
	P		Product Brick	Ţ	Component T	Chemical/Class	Ŧ	Cnemical Function	Ŧ	Category or Value (ppm)	Notes	T	^
	SI [1		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		^	
	SI [1												
	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.

X E	Export to Excel				+ Add Record(s) from Ir	iventory 🍈 R	emove Record(s) from	Report
	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Chemicals	Notes	Ţ
	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	Ā		
	Sleeping Bags [10002080]	Inks/Dyes/Pigments	Flame Retardants [NA]	Flame Retardant	Equal to or greater than 500 but less than 1,000 ppm	Ā		
	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	4		

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'. + Add Record(s) from Inventory 🗴 Export to Excel Concentration Chemical Product Brick Component Chemical/Class Category or Value Chemicals Notes Function T T T T (ppm) T Bio-based Materials Equal to or greater than Sleeping Bags (Animal or Plant based) Bisphenols [NA] Adhesive 100 but less than 500 Ā [10002080] ex. leather, horn, silk, ppm wool Equal to or greater than Sleeping Bags Inks/Dyes/Pigments Flame Retardants [NA] Flame Retardant 500 but less than 1,000 ⊼ [10002080] ppm Equal to or greater than Sleeping Bags Textiles (synthetic Flame Retardants [NA] A Flame Retardant 1,000 but less than + [10002080] fibers and blends) 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.

Report Name ()	Report for Active Org (11/21	1/2024)			
Reporting Period	2023				
Export to Excel		Chemical	Concentration		SPWA
Product Brick Component Sleeping Bags [10002080] Inks/Dyes/Pigme	Flame Retardants [NA]	Function T Flame Retardant	Category T Equal to or greater than 500 but less than 1,000 ppm	Chemical No. 1	unknown
Bio-based Sleeping Bags [10002080] or Piant based ex. [eather, horn, silk, wool	Bisphenols [NA]	Adhesive	Equal to or greater than 100 but less than 500 ppm	Bisphenol AF	1478-61-1
Bio-based Sleeping Bags [10002080] or Plant based) ex. [eather, horn, silk, wool	Bisphenols [NA]	Adhesive	Equal to or greater than 100 but less than 500 ppm	Bisphenol AF	1478-61-1
[20002000] leather, horn, silk, wool			ppm		

Step 3. Certify & Submit Report

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



6. 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)



reporter@erg.com Log out



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

ort for Oregon	
rances Williams (frances.williams@toyco.o	a.com)
eport for Toy Co. (11/10/2019)	11
)20	•
le	Frances Williams (frances.williams@toyco leport for Toy Co. (11/10/2019) 020 and bricks sold or offered f

Reports table. It will not be transmitted to the state(s).

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

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

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

Step 1b. Review Function Sets

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

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

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.

	Product Brick	Component	Chemical Name	Chemical Function	Category or Value (ppm)	Notes	-
" □ "	Gloves [10005894]	Textiles (synthetic fibers and blends)	Acrylonitrile [107-13-1]	Coloration/Pl	Equal to or greater than 5,000 but less than 10,000 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.

			+ Add Record(s) fi	rom Inventory 📋 Rem	ove Record(s) from R	eport
Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes	Ŧ
Baby Diapers (Disposable) [10000494]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3 [104- 40-5]	Binding agent	Equal to or greater than 5,000 but less than 10,000 ppm		Í
Baby Carrier [10000502]	Surface coatings (paints, plating, waterproofing etc.)	Meth 09-2] Record(s) added suc	c cessfully.	Equal to or greater than 5,000 but less than 10,000 ppm		
Blankets/Throws (Non Powered) [10002224]	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Anille	agein	10000		
Spinning Tops/Yo- Yos [10005165]	Metals (Including alloys)	Mercury & mercury compounds including methyl mercury (22967- 92-6) [7439-97-6]	Mold / Press release	Equal to or greater than 500 but less than 1.000 ppm		
Gloves [10005894]	Textiles (synthetic fibers and blends)	Acrylonitrile [107-13-1]	Coloration/Pl	Equal to or greater than 5.000 but less		

Step 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.

Per Orogon Paylood Statute (31A2 58/7) manufacturors may sub	mit to the Authority recommendations regarding technical financial or legistical support consid
necessary for the implementation of innovation and green chemist	ry solutions related to HPCCCH used in children's products.
My recommendations for the Oregon Health Authority inc	ude

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.

Select files 🗸 Done				Sec. 4
ToyCoLabData.pdf		×		
	Cancel Save dr	aft report Chu	eck Report	Review Report

Renewal Rule

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

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

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

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

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

Repo	orts										
Publi	shed	Submittee	d Drafts								
Pub	lished	d Repor	ts								
								😨 Renew for new period	Save Copy	of Selected Report	
	Accou Compa	ntable any Name T	Report/Additional Information Name	Prog Abbrv	Disclosure Id	Period Name	Submitted Date	Submitted By Name/Org	Published On	Confidential Status Determinati Id	
	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.

Renew Report		×
Step 1. Select the reporting p Test Account (12/7/2023)".	period to ren	new the selected report , "Report for TFK
State		Reporting Period
Oregon (OR)	•	Select reporting period
		 Selection Required
Company		
Search by name or pin.		•
		Renew Report Cancel

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 H	lea	Ith Authority						
Update bricks sold or offered for	r sa	ale						
Product Brick	۲	Target Age	T	Number of Bricks Sold in Oregon 🛛 🕚	Number of Bricks Offered for Sale in Oregon	T	Action	
Action Figures (Powered) [10006396]		Under 3		\$		\$	Save Save	

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) Reporting Period 2020	/7/2023) (renewing)
	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

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.

	Spinning Tops/Yo- Yos [10005165]	Metals (including alloys)	compounds including methyl mercury (22967- 92-6) [7439-97-6]	Mold / Press release	Equal to or greater than 500 but less than 1,000 ppm
	Gloves [10005894]	Textiles (synthetic fibers and blends)	Acrylonitrile [107-13-1]	Coloration/Pi	Equal to or greater than 5,000 but less than 10,000 ppm -
Per C neces My	recommendations for the	1A2.58(7), manufai app on of innovation an he Oregon Health Succ Doy	p10.erg.com ressfully saved 'Report for Toy Cr rou want to go to your draft repo	o. (11/10/2019)' repor	Ical, financial or logistical support considered ucts. rt info.
Ste	ep 1d. Upload /	Additional min	ок оппасіон (Орсіона	Cancel	
Se	elect files 🗸 Don	e			
	ToyCoLabData.pdf			×	

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.

Product Brick	Target Age	Ŧ	Number of Bricks Sold in Oregon	Number of Bricks Offered for Sale in Oregon	Action
Baby Diapers (Disposable) [10000494]	Ages 3-12		20000		/ Edit
Baby Carrier [10000502]	Under 3		1234	1500	/ Edit
Blankets/Throws (Non Powered) [10002224]	Birth-12		10		/ Edit
Spinning Tops/Yo-Yos [10005165]	Under 3		150000		🥒 Edit
Gloves [10005894]					/ Edit

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.

ority Chemicals Data Syster	m (HPCDS)						
eports • Manage • Help •							Frances Williams - T
						e a	2
Step 2. Revie	w Report	for Oregon					
Toy Co.							
Public Contact ①	Fr	ances Williams (frances.williams)	@toyco.com)				
Report Name ①	Re	eport for Toy Co. (11/10/2019)					
Reporting Period	20	020					
Product Brick	Component	Chemical Y	Chemical Function	Concentration Category	Target Age	Bricks Sold in Oregon	Bricks Offered for Sale in Oregon
Baby Dispers (Disposable) [10000494]	Homogenous Mbitures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3 [104-40-5]	Binding agent	Equal to or greater than 5,000 but less than 10,000 ppm	Ages 3-12	20000	1
	Surface coatings			Equal to or greater than			
Baby Carrier [10000502]	(paints, plating, waterproofing etc.)	Methylene chloride [75-09-2]	Antistatic agent	5,000 but less than 10,000 ppm	Under 3	1234	1500

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



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

Payr	ment Type Cus	tomer Info	Payment In	ō	Submit	Payment	Transaction Summa	rv
SKU	Description			Unit Price	Quantity	Amount	4-Nonylphenol; 4-NP and its	\$250.00
104- 40-5	4-Nonylphenol; 4-NP and it: 15-3 and CAS 25154-52-3	s isomer mixture	s including CAS 84852-	\$250.00	1	\$250.00	84852-15-3 and CAS 25154-52-3 Methylene chloride	\$250.00
75-09- 2	Methylene chloride			\$250.00	1	\$250.00	Aniline Mercury & mercury compounds	\$250.00
62-53- 3	Aniline			\$250.00	1	\$250.00	including methyl mercury (22967- 92-6) Acrolonitrile	\$250.00
7439- 97-6	Mercury & mercury compounds)	inds including m	ethyl mercury (22967-9)	\$250.00	1	\$250.00	TOTAL	\$1,250.00
107- 13-1	Acrylonitrile			\$250.00	1	\$250.00		
Total						\$1,250.00	Need Heln?	

yment Type		*	Transaction Summa	ry
	Credit Card		4-Nonylphenol: 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	\$250.00
			Methylene chloride	\$250.00
stomer Information			Aniline	\$250.00
Country		Complete all required fields [*]	Mercury & mercury compounds including methyl mercury (22967- 92-6)	\$250.00
United States	¥		Acrylonitrile	\$250.00
First Name *	Last Name *		TOTAL	\$1,250.00
Frances	Williams			
Company Name				
Toy Co.			Need Help?	

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 Info		Transaction Summary
Credit Card Number * 🍘 Expiration Month * Select a Month V Security Code *	Complete all required field Credit Card Type	ds [*] 4-Nonylphenol: 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3 Methylene chloride \$250.00 Aniline \$250.00 Mercury & mercury compounds including methyl mercury (22967- 92-6) Acrylonitrile \$250.00 PCTAL \$1,250.00
Name on Credit Card *	Next	 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-

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

123 Toy Lane Toysylvania, AZ 12345		Transaction Summary	,
Country United States	Email Address frances.williams@toyco.com	4-Nonylphenol: 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	\$250.00
Payment Info		V Methylene chloride	\$250.00
		Aniline	\$250.00
Credit Card Visa ****1111	Name on Credit Card Frances Williams	Mercury & mercury compounds including methyl mercury (22967- 92-6) Acrylonitrile	\$250.00 \$250.00
Exp. 12/2021		TOTAL \$1	1,250.00
Cancel	Submit Pay	vment Need Help?	

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.

OREGON.GOV

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

			nereth	n conjernouo
Description				Amoun
OHA - High i	Priority Chemical Database			\$1,250.0
Total Amoun	t Paid			\$1,250.00
SKU	Description	Unit Price	Quantity	Amoun
104-40-5	4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	\$250.00	1	\$250.0
75-09-2	Methylene chloride	\$250.00	1	\$250.0
62-53-3	Aniline	\$250.00	1	\$250.0
7439-97-6	Mercury & mercury compounds including methyl mercury (22967-92-6)	\$250.00	1	\$250.0
107-13-1	Acrylonitrile	\$250.00	1	\$250.0
Total				\$1,250.0

Customer Name	Frances Williams	Receipt Date	11/10/2019
Company Name	Toy Co.	Receipt Time	01:26:05 PM PST
Local Reference ID	OR-k73dync		
Payment Info			
Payment Type	Credit Card	Credit Card Number	******1111
Credit Card Type	VISA	Order ID	45575570
		Name on Credit Card	Frances Williams
Billing Information			
Billing Address	123 Toy Lane	Phone Number	123-456-7890
Billing City, State	Toysylvania, AZ		
ZIP/Postal Code	12345	This receipt has been en	nailed to the address below.
Country	US	Email Address	frances will ame@touco.com

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.

Decen	Econome Williams		
Payer.	Frances withanis		1.00
Check date:	11/10/2019		
Check number:	123	•	
Check amount:	1250		
I certify, under penalty of correct, to the best of my known	i perjury, that the information contained wit wiedge, information, and belief.	hin my report is true and	
 I certify, under penalty of correct, to the best of my kno Mail check to: Toxic-Free Kids Program PO Box 14260 Portland, OR 97293-0405 U 	perjury, that the information contained wit wwledge, information, and belief.	hin my report is true and	
I certify, under penalty of correct, to the best of my kno Mail check to: Toxic-Free Kids Program PO Box 14260 Portland, OR 97293-0405 U For express delivery mail to: Crearen Alegin Authority	perjury, that the information contained wit owledge, information, and belief.	hin my report is true and	
I certify, under penalty of correct, to the best of my kno Mail check to: Toxic-Free Kids Program PO Box 14260 Portland, OR 97293-0405 U For express delivery mail to: Oregon Health Authority Office of Financial Services	perjury, that the information contained wit www.edge, information, and belief.	hin my report is true and	
I certify, under penalty of correct, to the best of my kno Mail check to: Toxic-Free Kids Program PO Box 14260 Portland, OR 97293-0405 U For express delivery mail to: Oregon Health Authority Office of Financial Services Attr: Tom Anderson	perjury, that the information contained wit wiedge, information, and belief.	hin my report is true and	

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



Create Report for Vermont Chemical Disclosure Program (VT CDP)

If you have not created an inventory from which to create a report, please refer to the Inventory section on page 28 for guidance. After you create a report you can edit the report name and change the reporting period in the fields at the top of the report. The report name is intended to help you identify your reports and will be visible in the Reports table. It will not be transmitted to the state(s).

High Priority Chemicals Data System (HPCDS) Home Reports • Manage • Help • nithAcmeToy@gmail.com log ou Step 1. Create Report for Vermont Acme Toy Co Public Contact () John Smith (JohnSmithAcmeTov@gmail.com) Report for Acme Toy Co (6/14/2024) Report Name 🕕 Reporting Period 2024 Use the template (xism) to upload Brand Name, Product Model, UPC, and Chemical data. Note, after the initial file upload, subsequent file uploads will replace the previously uploaded file Step 1a. Upload Brand Name Product Model, UPC, and Chemicals + Upload Chemical No records to display

60 | 78

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.

×	BNPMUPC	UploadFile	-STAGING.xlsm •	Saved to this P	YC √		٩ _	Search						
Fi	le Home	Insert	Page Layout	Formulas	Data Rev	iew Viev	v Automate	Developer	Help	ArcGIS				
8	SECURITY RI	SK <u>Micros</u>	oft has blocked n	nacros from ru	nning because	the source	of this file is untru	isted. Learn	More					
J1			⁄ f x											
		А			В			с		ſ	o	E	L I	к
	HPCDS ⁻	Гетр	late for l	Jploadi	ng Chil	dren's	Brand N	lame, P	rodu	ict Mode	el, and Ul	PC Data		
	MPORTANT													
	Only enter	data into	rows 4 and be	low in colur	nns A-D of t	his sheet	. Data entered	outside of the	nese ar	eas will NOT	be saved by th	e HPCDS upon		
	upload.													
	 Do not refo 	rmat or c	hange data ou	itside of the	se areas. If	any inform	nation is chan	ged (e.g. cha	nging o	olumn heade	rs in rows 1-3	or formulas in		
•	olumns E-I o	r adding/	removing colu	umns/rows/f	ilters), you	will receiv	e an HPCDS e	rror message	upon u	upload and wi	II be prompted	to correct		
1	hem and reu	pload.												
	 Duplicate n 	ows are r	not accepted.	If the templa	ate contains	duplicate	e rows or cont	ains data tha	t has a	Iready been s	ubmitted for th	ne reporting		
	period, you w	ill receiv	e an error upo	n upload an	d will be pro	mpted to	remove the d	uplicate data	and re	upload.	500000"			
1	Rows with da	ta entry a	and validation	errors that	require corr	ection for	upload will sh	ow "YES" in	column	E titled "HAS	ERRORS".			
2	Chemical		· · · ·	Brand Name			Product Mode		*	UPC	· · ·	Has Errors 💽		
4														
3														

Follow the directions provided at the top of the Excel file and Program Guidance and reporting documents located on the <u>VT CDP web page</u> 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 (_xism) to upload Bra file.	and Name, Pro	oduct Model, UPC, and	d Chemical data. Note, after th	e initial file upload, subsequer	nt file uploads will repla	ce the previo	usly uploaded	d
Step 1a. Upload Brand Na	ime Produ	ict Model, UPC	, and Chemicals					
1 Upload								
Chemical	Υ.	Brand Name	T	Product Model	T	UPC	Ŧ	
			No records to display					^

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60	BNPMUPCUploadFile.xlsm	4/15/2024 5:33 PM	Μ
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a			
↓ • ·	·		7
	File name: BNPMUPCUploadFile.xlsm	~	All Files (*.*) V
			Open Cancel

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

Use the template (<u>,xlsm</u>) file.	to upload Brand Name, Pro	duct Model, UPC, and Chen	nical data. Note, after th	e initial file upload, subsequen	t file uploads will repla	ce the previously	uploaded
Step 1a. Upload E	Frand Name Produ	ct Model, UPC, and	d Chemicals				
1 Upload							
Chemical	Ť	Brand Name	Ŧ	Product Model	T	UPC	Ŧ
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 <u>hpcds@theic2.org</u> 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.

X E	xport to Excel				+ Add	d Reci	ord(s) from Inventory	emove Record(s) fr	om Report
	Product Brick	Ŧ	Component T	Chemical Name	Chemical Function	Ŧ	Concentration Category or Value (ppm)	Notes	T
	Action Figure Accessories [10006397]		Bio-based Materials (Animal or Plant based) ex. leather, horn, slik, 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.

Records from	ninve	ntory						^
Product Brick	Ŧ	Component	Chemical Name	Chemical Function	Ŧ	Concentration Category or Value (ppm)	Notes	T
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		*
								- 11
								- 11
								- 11
								- 11

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.

X E	Export to Excel				+ Add Re	ecord(s) from Inventory	Remove Record(s) from Report
	Product Brick	T	Component Y	Chemical Name	Chemical Function	Concentration Cate or Value (ppm)	gory Notes
	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 t 100 but less than 50 ppm	han O
	Action Figure		Homogenous Mixtures (gels, creams, powders,	Acetaldehvde [75-07-0]	Adhesive	Equal to or greater t	han O

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.

gh Priority Cl	nemicals Data Syste	em	(HPCDS)									RSTATE CHEMICALS A RTINGHOUSE	
lome Reports *	Manage 👻 Help 👻									JohnSr	nithAcmeToy	y@gmail.com Log o	ut
		-										1.8	
	Sten 2 Review	A/	Report for Ve	ermont								-	10
	A arra Tau Ca		(cportion v									Sec. Sec.	
	Acme Ioy Co		John Smith (Johr	SmithAcmeToy@gmail.c	com)								
State .	Report Name ()		Report for Acme	Toy Co (6/14/2024)								See See	
	Reporting Period		2024									No.	
No.A.			- 9		-				_		-		
	Acetaldehyde		T Brand Name Generic Actio	n Figure	T	Soldier 1	odel		т	UPC	• •	T	1
												5	
												1	
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										1-10	A 1 IVENIS		
	Export to Excel											X	かか
	Product Brick	Ŧ	Component T	Chemical		Ŧ	Chemical Function	Ŧ	Concentrat	tion Category	т		and and
	Action Figure Accessories [10006397]		Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Acetaldehyde [75-07-0]			Accelerator		Equal to or less than 50	greater than 100 00 ppm	but		No Martin
	Action Elmon Accessories		Homogenous Mixtures						Equal to or	ereater than 100	but	N/P	
	[10006397]		(geis, creams, powders, llquids, adhesives, synthetic fragrances)	Acetaldehyde [75-07-0]			Adhesive		less than 50	greater than 100 30 ppm	out		
			(ragi ances)										
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CALLER .							Exit Can	icel an	d Return to	Step 1 Co	ntinue	Ser.	
and the second	description in the second second			CALCULATION IN THE	N.C.M.	N OF BRIDE					-	N	
											and the second		

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

 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)

orts 🔻 1	Manage 🔹 Help 👻					JohnSmithAc	meToy@gmail.com L
			-	-	A REAL	11	
•	Step 3. Payment: Vermo	nt					
2 .	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						- la
4	Total Payment Due: \$200						
	Select from the payment option	ns below:					
	Submit payment using a credit card or debit	t card					-
	Note: this option will incorporate a third-party webs	ite to collect payment information					
	I certify that the information stated by a best of my knowledge and that I understan information is unlawful and may subject m actions pursuant to 9 V.S.A. Chapter 63. B following statement: The Vermont Depart	ne on this report is true and acc nd providing false information o le to civil penalties or other enfr y checking this box I also agree ment of Health will not provide	urate to the r omitting orcement with the refunds.				6
4	○ Submit payment by check						
	Please provide the following c	ontact information:					
1	Phone Number:						Sec. 19
5.1.	804-555-1212						
	Country:						
alard a	United States of America				•		
10	Address, Line 1:						
	1 Main St						500
	Address, Line 2:						
	Cibr	Sta	to:		Portal Code:		
200	Jonesville	Sta	emont	•	12345		
		Exit	Cancel and Retur	rn to Step 2	Certify and Proce	ed to Payment	
						No.	Test

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.



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)



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 Chemi	icals Data System (HPCDS)			IQ	2 INTERSTATE ORDINICALS
Home Reports - Manag	ge - Help -				reporter@erg.com Log out
	Step 3. Payment: Vermon Active Org Report for Active Org (7/30/2024) Report for Active Org (7/30/2024) Report for Active Org (7/30/2024) Reporting Period 2018 Payment Amount 1 Chemical(s) Previously Paid 1 Chemical(s) Previously Paid 0 Submit payment busing a credit 0 Submit payment by check 0 Ny select payment by check 0 Check number: 0 Check number: 0 Check amount: 0 Check amount: 0 Check amount: 0 Submit payment by SAA (following statement: The VSAA	nt ht options below: card or debit card kif you are unable to pay by credit card or debit of south Smith south Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith	ard.		
	Actions pursuant to Y U.S.A. following statement: The Ve Please contact the Vermont CI Including mailing address. Rep processed. Please provide the foll Phone Number: 804-535-1212	Independent of Health will not also agree with room Department of Health will not provide refu- semical Disclosure Program for instructions to pa orts are not considered submitted until payment I owing contact information:	rne nds. y by check has been		
	Country: United States of America Address, Line 1: 1 Main St Address, Line 2:				
	City: Jonesville	Stat	te: Postal rment • 1234	Code:	
			Exit Cancel and Return to	Certify and Submit	
Thi AF	is site is optimized for Chrome and may not work with other brow BOUT US Interstate Chemicals Charinghouse $(I,C2)$ is an especiation of sta- Interstate Chemicals Charinghouse $(I,C2)$ is an especiation of sta-	sers. For accessibility assistance, please contact support at the local, and tribal governments that promotes a clean environment. The VPTID a series of the structure of the MPTID assistance of the	hpcds@theic2.org or 617-367-8558 x306. mment, healthy communities, and a vital	CONTACT US 89 South Street, Suite 600 Boston, MA 02111-2651	
•• - •		In particular with In particular with VERMONT DEPARTMENT OF HEALTH		(317) 3274338 Ensilt-hyddill theid2 org	
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)

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 ٠ 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.

Publis	hed Submitted	Drafts							
Subr	mitted Repor	ts y not be deleted.							
t D	elete							Save Copy	of Selected Report
	Accountable Company	Report/Additional Information Name	Prog Abbrv	Disclosure Id	Period Name	Submitted Date ↓	Submitted By Name/Org	Modified On	Confidential Status Determinati Id
	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	*
	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	
	Active Org	VDH TEST REPORT ONLY-(Benzene) Go- live: Report for Active Org(7/10/2024)	VT	VT- wclv64y	2023	7/11/2024 4:45 PM	First Reporter (reporter@erg.com) (Active Org)	7/11/2024 4:45 PM	
	Active Org	VDH TEST REPORT (CI Shvt 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	
	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		12 Bar
Carl Carl	+ Report Additional Information		AT NOT
	Additional Information Name T Disclosure Id T Status T Created On T Modified On	▼ Submitted Date ▼	
	No records to display	Ì	
		- No items to display	
		Return to Reports	50
	This site is optimized for Chrome and may not work with other browsers. For accessibility assistance, please contact support at hpch/gthelc2.org or 617-367-8558 x306.		
	ABOUT US CONT/	ACT 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 focal agent.	treet, Suite 600 A 02111-2651 8558 du@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: <u>https://hpcds.theic2.org/Reports?section=DraftReports-</u> <u>tab#Reports</u>. You can view all your published, submitted, and draft reports.

Drat	t Reports									
1 D	elete								Save Co	py of Selected Report
	Accountable Company	▼ Re	port Name	Ŧ	Prog Abbrv T	Period Name T	Report Id T	Modified On	Updated By	Action
	Active Org	Re (1)	port for Active Org 1/21/2024)		WA-CSPA	2024	6269	11/21/2024 12:20 PM	reporter@erg.com	1 Delete
	Active Org	Re (Z	port for Active Org (9/2024)		VT	2020	3340	11/19/20243:12 PM	reporter@erg.com	1 Delete
	Active Org	Re (1)	port for Active Org 0/1/2024)		OR	2022	3373	10/1/2024 9:38 AM	reporter@erg.com	Delete
	Active Org	<u>Re</u> (2)	port for Active Org (17/2024)		OR	2022	3367	9/17/2024 1:41 PM	reporter@erg.com	1 Delete
	Active Org	Be (9)	port for Active Ors (17/2024)		OR	2024	3366	9/17/2024 1:39 PM	reporter@erg.com	1 Delete
	Active Org	1E (2)	ST Report for Active O (16/2024)	81	WA-CSPA	2023	3365	9/16/2024 1:55 PM	reporter@erg.com	m Delete
	Active Org	<u>Re</u> (7)	port for Active Org 9/2024)		VT	2020	3341	7/9/2024 5:33 PM	reporter@erg.com	1 Delete
	Active Org	v1	.1.0 Duplicate Test		OR	2018	627	3/26/2024 2:19	reporter@erg.com	聞 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.

Image: Determinant of the second s	Draf	t Reports							
Accountable Company Report Name Prog Abbry Prog Name Report Name Report Id Modified On Id Updated By Action Active Org Report for Active Org I11/21/2024 Report for Active Org WA-CSPA 2024 6267 11/21/2024 reporter@erg.com Delet ID Active Org Report for Active Org VT 2020 3340 11/15/2024/312 reporter@erg.com ID Delet	1 D	elete						Save Co	py of Selected Report
Image: Second for Active Org Record for Active Org WA-CSPA 2024 6269 11/21/2024 reporter@erg.com Image: Delete Image: Active Org Record for Active Org VT 2020 3340 11/19/2024/312 reporter@erg.com Image: Delete Image: De		Accountable Company	▼ Report Name ▼	Prog Abbry T	Period Name T	Report Id T	Modified On ↓ ▼	Updated By	Action
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Image: Second for Active Org OR 2022 3367 9/17/2024 1:41 reporter@erg.com Image: Delete Image: Active Org Recond for Active Org OR 2024 3367 9/17/2024 1:41 reporter@erg.com Image: Delete Image: Active Org Recond for Active Org OR 2024 3366 9/17/2024 1:39 reporter@erg.com Image: Delete Image: Active Org ItSST Recond for Active Org WA-CSPA 2023 3365 9/16/2024 1:55 reporter@erg.com Image: Delete		Active Org	Report for Active Org (10/1/2024)	OR	2022	3373	10/1/2024 9:38 AM	reporter@erg.com	1 Delete
Active Org Report for Active Org (9/17/2024) OR 2024 3366 9/17/2024 1:39 PM reporter@erg.com Image: Delete Active Org Itss Report for Active Org WA-CSPA 2023 3365 9/16/2024 1:55 reporter@erg.com Image: Delete Imag		Active Org	Report for Active Org (9/17/2024)	OR	2022	3367	9/17/2024 1:41 PM	reporter@erg.com	1 Delete
Active Org IEST Report for Active Org WA-CSPA 2023 3365 9/16/2024 1:55 reporter@erg.com The Delete		Active Org	Report for Active Org (9/17/2024)	OR	2024	3366	9/17/2024 1:39 PM	reporter@erg.com	1 Delete
		Active Org	TEST Report for Active Org (9/16/2024)	WA-CSPA	2023	3365	9/16/2024 1:55 PM	reporter@erg.com	1 Delete
		Active Org	v1.1.0 Duplicate Test	OR	2018	627	3/26/2024 2:19	reporter@erg.com	fî Delete

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

Draf	ft Reports	Drarts						
t D	elete						🞯 Save Co	py of Selected Report
	Accountable Company	▼ Report Name	Prog Abbry	Period Name	Report Id T	Modified On ↓ T	Updated By	Action
	Active Org	Report for Active Org (10/1/2024)	OR	2022		10/1/2024 9:38 AM	reporter@erg.com	1 Delete
	Active Org	Report for Active Org (9/17/2024)	app10.erg.c	om		9/17/2024 1:41	reporter@erg.com	1 Delete
	Active Org	Report for Active Org (9/17/2024)	Are you sure you	want to delete? T	his cannot be un	2024 1:39 idone.	reporter@erg.com	1 Delete
	Active Org	TEST Report for Active Or (9/16/2024)	ОК		Cancel	2024 1:55	reporter@erg.com	1 Delete
	Active Org	VDH TEST REPORT ONLY(Benzenel: Report for	VT	2024	3345	7/11/2024 4:46 PM	reporter@erg.com	1 Delete

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

	Repo	hed Submitted	Drafts								
	Drat	ft Reports									
South P	1 D	elete							💽 Save Co	ppy of Selected Report	
		Accountable Company	. Report Name 🔫	Prog	T	Period Name T	Report Id T	Modified On ↓ ▼	Updated By	Action	
		Active Org	Report for Active Org (9/17/2024)	OR		2024	3366	9/17/2024 1:39 PM	reporter@erg.com	1 Delete	*
		Active Org	TEST Report for Active Org (9/16/2024)	WA-0	app1	0.erg.com		9/16/2024 1:55 PM	reporter@erg.com	1 Delete	
		Active Org	VDH TEST REPORT ONLY(Benzene): Report for Active Org.(7/10/2024)	VT	Record	(s) deleted succe	essfully.	7/11/2024 4:46 PM	reporter@erg.com	1 Delete	
		Active Org	Report for Active Org (7/9/2024)	VT		ОК	_	7/9/20245:33 PM	reporter@erg.com	1 Delete	

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

Draft Reports								
1 Delete							Save	Copy of Selected Report
Company	T	Report Name	Copy Report			×	Updated By	Action
Active Org	1	Report for Action 11/26/2024	Select the reporting period and selected report, "Report for A	company to	create a new report bas 1/26/2024)".	ed on the	reporter@erg.com	1 Delete
Active Org		Report for Acti 11/26/2024(State		Reporting Period		reporter@erg.com	1 Delete
Active Org	Ē	Report for Act 7/9/2024)	Washington (SPWA)	*	2023	٠	reporter@erg.com	1 Delete
Active Org	5	Report for Acti 11/25/20241	Company Active Org			*	reporter@erg.com	T Delete
Active Org	E	Report for Acti 11/25/2024)			Create Co	y Cancel	reporter@erg.com	1 Delete
Active Oce	ł	Report for Act					reporter@erg.com	1 Delete

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

High Priority Che	emicals	S Data Syster	m (HPCDS)										ITERSTATE CHEMICALS LEARINGHOUSE	
Home Reports • Ma	anage 🔹	Help 🝷										re	porter@erg.com	Log out
No.	Ste Act Public Repor Repor	ep 1. Creat ive Org Contact () t Name () ting Period	e Report	First Rep Report for 2023	Vashington porter (reporter@erg.co Active Org (copied on 11	- SP' ::om)	WA 24)				11			
	Step	D 1. Enter Che	Component	Ŧ	Chemical/Class	Ţ	Chemical Function	Ŧ	+ Add Record(s) from Concentration Category or Value (ppm)	n Inventory	Remove Record(s)	from Report		K
		Sleeping Bags [10002080]	Bio-based Ma (Animal or Pla ex. leather, ho wool	terials nt based) rn, silk,	Bisphenols [NA]		Adhesive		Equal to or greater than 100 but less than 500 ppm	+		ć		4

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.

Production Solution Data Submitted Reports Note: Submitted VI reports may not be deleted. Delete Save Copy of Selected Report Accountable Report/Additional Prog Abbry Disclosure Period Name Submitted Submitted By Name/Org Modified Confidential Status Id Confidential Status Active Org Besort for Active Org WA-CSPA WA- q3qofbp 2018 12/20/2019 First Report (Active Org) B/26/2021 Pending Pending	Publis		Deatte							
Submitted Reports Submitted VT reports may not be deleted. Image: Delete Image: Delete Image: Delete Image: Delete Image: Delete Submitted Modified Confidential Status in a deleted. Accountable Accountable Information Name WA-CSPA WA-CSPA Qaperbp 2018 12/20/2019 First Report Active Org Based Tip: Active Org		Sabrineceu	Diarts							
Report/Additional Information Name Prior Accountable Prior Accountable Save Copy of Selected Report Accountable Report/Additional Information Name Prog Abbry Disclosure Id Period Name Submitted Date Submitted By Name/Org Modified Prior Reporter Id Confidential Id Confidential Status Id Period Period Id Submitted Date Submitted By Name/Org Modified Period Reporter Id Confidential Date Period Period Id Submitted Date Submitted By Name/Org Modified Period Id Confidential Date Period Period Id Submitted Period Id Submitted Period Id Submitted Period Id Period Period Id Period Period Id Submitted Period Id Submitted Period Id Period Period Id Period Id Period Id Period Id Period Id	Subr	nitted Report	is in the second s							
Save Copy of Selected Report Source Control of Conductional Accountable Accou	Note: Si	hmitted VT reports may	not be deleted							
Image: Program	Note. St	Distret V Freports may	not be deletet.							
Accountable Report/Additional Prog Abbry Disclosure Id Period Name Submitted Date Submitted By Name/Org Modified Cn Confidential Status Id Active Org Besort for Active Org WA-CSPA WA- q3ofbp 2018 12/20/2019 First Reporte (reporteringerscom) (Active Org) Besort for Active Org Pending Pending Pending	(D	lete							Save Copy	of Selected Report
Accountable Company Report/Additional Information Name Report/Additional Information Name Discoure + Period Id Submitted Date Submitted Date Submitted Pariod Submitted Date Submitted Pariod Modified Date Discoure Date Discoure Date Modified Date Discoure Date Modified Date Discoure Date Discoure Date Modified Date Discoure Date Discoure				Prog						Confidential
Temp Temp <th< td=""><td></td><td>Accountable</td><td>Report/Additional</td><td>Abbry</td><td>Disclosure</td><td>Period</td><td>Submitted</td><td>Submitted By Name/Org</td><td>Modified</td><td>Status</td></th<>		Accountable	Report/Additional	Abbry	Disclosure	Period	Submitted	Submitted By Name/Org	Modified	Status
Active Org Report for Active Org WA-CSPA WA- q3qoftep 2018 12/20/2019 First Reporter (reporter@erg.com) 8/26/2021 Pending		T	Ŧ	÷ •	· · ·	Ŧ	τ.	T	Ŧ	ld T
Active Ong Head Top Science Grap WA-CSPA q3qorbp 2018 1221 PM (Active Ong) 3:03 PM Pending 3:03 PM			Panort for Arthus Orm		14/4-		12/20/2019	First Reporter	8/26/2021	*
Summe on the		Active Org	(12/20/2019)	WA-CSPA	q3qofbp	2018	1:21 PM	(reporter@erg.com)	3:03 PM	Pending
								forme of B)		

- 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.

Publis	hed Submitte	d Drafts							
Sub	mitted Repo	rts							
Note: S	ubmitted VT reports m	ay not be deleted.							
t D	elete							Save Copy	of Selected Report
	Accountable Company	Report/Additional Information Name	Prog Abbrv +	Disclosure Id	Period Name	Submitted Date	Submitted By Name/Org	Modified On	Confidential Status Determinati Id
	Active Org	Report for Active Org (7/9/2024)	VT	app10.	erg.com	2024 3 PM	First Reporter (reporter@erg.com) (Active Org)	7/9/2024 5:54 PM	
	Active Org	VDH TEST REPORT ONLY-(Benzene) Go- live: Report for Active	VT	Record(s)	deleted success	ully. I/2024 I PM	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.

Sub Note: S	mitted Repo	orts nay not be deleted.							
1	Delete							Save Copy	y of Selected Report
	Accountable Company	Report/Additiona Information Nam	Copy Report	nerree 1	Darlad Cohmitted	Coloradition X	₽v Ţ	Modified On	Confidential Status Determinati Id T
2	Active Org	v1.1.0 - create fro imcorted inv	Select the reporting period an selected report, "v1.1.0 - crea	d company i te from imp	o create a new report bas orted inv".	ed on the	r g.com)	11/21/2024 3:48 PM	·
	Active Org	VDH TEST REPO ONLY-(Benzene) live: Report for A Org (7/10/2024)	State Washington (CSPA)	٣	Reporting Period 2024	٠	r '8.com)	7/11/2024 4:45 PM	
	Active Org	VDH TEST REPO Shyt Yilwi: Report Active Ora (7/11	Active Org		Create Cor	• Cancel	r g.com)	7/11/2024 4:41 PM	
	Active Org	Report for Active (7/9/2024)			Create Cop	Cancer	s g.com)	7/9/2024 5:54 PM	

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

High Priority Ch	nemicals Data System (HPCE	DS)			
Home Reports • I	Manage • Help •				reporter@erg.com Log out
					and it
	Step 1. Create Repo	rt for Washingto	n-CSPA		1000
	Active Org				1-21 2
	Public Contact ①	First Reporter (reporter@erg.	com)		and the
	Report Name (j)	Report for Active Org (copied on 1	1/21/2024)		1
	Reporting Period	2024			Contraction of the second
	Step 1a. Enter target age				
all the said	Product Brick	▼ Target Age		T Action	
	Action Figures (Non Powered) [10006395]			✓ Edit	
	Artists Easels [10001681]			/ Edit	and the second second

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.

Published	Submitted	Drafts							
Publish	ed Report	ts							
							Renew for new period	Save Copy	of Selected Report
Cor	countable mpany Name	Report/Additional Information Name	Prog Abbrv	Disclosure Id	Period Name	Submitted Date	Submitted By Name/Org	Published On	Confidential Status Determinati Id
Act.	ive Org	v1.1.0 - create from	WA-CSPA	WA-	2024	11/21/2024	First Reporter	11/21/2024	*

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.

Public Contact (1)	First Repo	rter (reporter@erg.com)						
Report Name (1)	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						
					(ືວ Sh	ow Submitte	ed Data
Product Brick	Component -	Chemical	Chemic	al 🚽	Concentration		Target	



Published Report (read-only) for Washington

Active	Org											
Public Conta	oct 🕦		First Reporter (reporter@erg.com)									
Report Name	e (i)		Report for Active Org (12/20/2019)									
Reporting Pe	eriod		2018									
Published Da	ate		4/4/2020 1:36	:41 PM								
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CBI Status T	Product Brick	Ŧ	Component T	Chemical	Ŧ	Chemical Function T	Concentration Category	Target Age	Ŧ			
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			*		

