

## Renewal Rule

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

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

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

### 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.

	Accountable Company	Report Name	State	Disclosure ID	Reporting Period	Submitted Date	Submitted By Name/Org	Published Date	CBI Status
<input checked="" type="checkbox"/>	TFK Test Account	Report for TFK Test Account (12/7/2023)	OR	OR-uh1x1ly	2022	12/13/2023 11:38 AM	Billy Bob (toxicfreekids.program+2@... (TFK Test Account)	12/13/2023 11:41 AM	

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 period to renew the selected report, "Report for TFK Test Account (12/7/2023)".

State: Oregon (OR)

Reporting Period: Selection Required

Company: Search by name or pin...

Renew Report Cancel

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 If data for a Product Brick that was previously submitted for these fields is no longer valid, you cannot use the Renew feature.]

Recommendations for Oregon Health Authority

Update bricks sold or offered for sale

Product Brick	Target Age	Number of Bricks Sold in Oregon	Number of Bricks Offered for Sale in Oregon	Action
Action Figures (Powered) [10006396] ⚠	Under 3			Save Cancel

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

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

Step 3. Payment: Oregon

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

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

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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

Do you have compliance questions on the Renewal Rule?

Contact [toxicfreekids.program@odhsoha.oregon.gov](mailto:toxicfreekids.program@odhsoha.oregon.gov)