

# IUCLID 5

## Guidance and Support

### Fee Calculation plugin for IUCLID 5 User Guide

**IUCLID 5**  
INTERNATIONAL UNIFORM CHEMICAL INFORMATION DATABASE

April 2011 v 1.2



IUCLID 5 has been developed by the European Commission  
in association with the OECD

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## 1. Introduction

This document provides a description of the installation procedure of the IUCLID 5 Fee Calculation plugin (FCP).

The FCP calculates the fees of a dossier within IUCLID, according to the REACH Fee regulation. The fees included into this plug-in are for submissions of:

- a registration of non-intermediate or intermediate or both (see Articles 3 and 4 of Regulation (EC) No 340/2008)
- an update of a registration (Article 5 of Regulation (EC) No 340/2008)
- a PPORD notification and extension (Article 7 of Regulation (EC) No 340/2008)

Please note that the fees calculated by this tool are only estimates and do not replace the fees specified in the actual invoice you will receive from ECHA after the submission of your registration dossier or PPORD notification.

## 2. How to download the Fee Calculation Plugin

Open your internet browser (for example Internet Explorer) and follow the steps hereafter:

- Go to the IUCLID 5 download website <http://iuclid.eu>;
- Log into the restricted area of the download website using your previously created account and use your username and password;
- In the “Download” section select “Version 5.3”;
- Then go to the subsection ‘Fee Calculation Plugin’
- Click “Download the installation package”;
- Select the “I acknowledge” check box and then click “Next” button;
- In order to download the software you have to accept the license agreement. Read carefully the Licence Agreement and, if you agree, accept it selecting both the “I accept” and “I am entitled to sign this License agreement” checkboxes. Click the “Next” button. Select “please click here” to start the download. Select “Save” to save the file to your computer;
- Save the **iuclid5\_plugin\_fcp\_[date].zip** file to your computer.
- Extract the Fee Calculation plugin **eu.echa.iuclid.plugin.feecalculat**ion.zip from **iuclid5\_plugin\_fcp\_[date].zip** file that you downloaded. Use **eu.echa.iuclid.plugin.fcp.zip** file for the rest of the installation (i.e. do not extract the content of this zip file).
- To complete the installation, follow the “Standalone installation” or the “Distributed installation” section of this document.

### 3. Installation instructions

Pre-condition: IUCLID release 5.3 installed on your computer

The plugin consists in a client side ZIP file called:

- eu.echa.iuclid.plugin.fcp.zip

The installation of the plugin depends on your IUCLID 5 installation:

- workstation / stand-alone version or
- distributed version

#### 3.1. Workstation / Standalone Installation

If IUCLID 5 is running, save your work and close the application.

- Copy the file “**eu.echa.iuclid.plugin.feecalculat**ion.zip” into the **plugins\client** folder you find inside the **IUCLID5 installation folder**.

If you have installed the IUCLID 5 stand-alone software in the folder:

C:\IUCLID5

You will find the sub-folder:

C:\IUCLID5\plugins\client (folder for the client side plugins)

To activate the plugin it will be sufficient to copy the file into the specific folder.

**Important:**

Do not extract the ZIP files!

Depending on your computer setting the file name may be displayed without extension (.zip).

Copy the file	<b>eu.echa.iuclid.plugin.feecalculat</b> ion.zip
into the folder	<IUCLID5-folder>\plugins\client
Sample	C:\IUCLID5\plugins\client\eu.echa.iuclid.plugin.feecalculat
Hint	In the folder you will already find files like: clientExtensionPointRootPlugin.zip eu.echa.iuclid.plugin.helpsystemEN.zip eu.echa.iuclid.plugin.xform.zip

- Restart IUCLID 5.
- The Fee Calculation plugin is installed and ready to use.

**Note:**

If the plugin is no longer required, the **eu.echa.iuclid.plugin.feecalculat**ion.zip file can be removed. The plugin will then disappear from the IUCLID 5 application.

### 3.2. Distributed Installation

The server application does not need to be stopped for this installation.

You will find the following sub-folder on your IUCLID 5 application server:

...i5clientPlugins\remotePlugins (folder for the client side plugins)

**Important:**

Do not extract the ZIP files!  
Depending on your computer setting the file name may be displayed without extension (.zip).

- Copy the file **eu.echa.iuclid.plugin.feecalculatation.zip** into the ...i5clientPlugins\remotePlugins folder, for example **C:\Program Files\apache-tomcat-5.5.20\webapps\i5server\i5clientPlugins\remotePlugins**

To activate the plugin it will be sufficient to copy the file into the specific folder.

Copy the file	<b>eu.echa.iuclid.plugin.feecalculatation.zip</b>
into the folder	<IUCLID5 WebApp-folder>\i5clientPlugins\remotePlugins
Sample	C:\Program Files\apache-tomcat-5.5.20\webapps\i5server\i5clientPlugins\remotePlugins\ <b>eu.echa.iuclid.plugin.feecalculatation.zip</b>
Hint	In the folder you will already find files like:  clientExtensionPointRootPlugin.zip eu.echa.iuclid.plugin.helpsystemEN.zip eu.echa.iuclid.plugin.xform.zip

- Restart IUCLID 5 client application. The server does not need to be restarted.

The new plugin will only be accessible after the client IUCLID 5 application has been restarted.

**Note:**

If the plugin is no longer required, the **eu.echa.iuclid.plugin.feecalculatation.zip** file can be removed. The plugin will then disappear from the IUCLID 5 application.

### 3.3. Checking for a Successful Installation

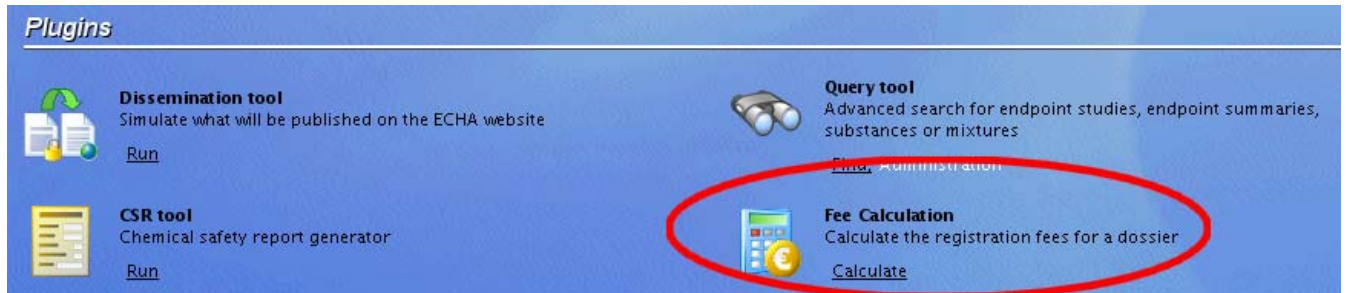
If the installation was successful, the FCP should be added to the task panel (under the “Plugins” section), the toolbar and also the menu (“Plugins | Fee Calculation”).

## 4. Operation Instructions

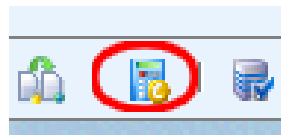
### 4.1. Launch FCP and load a dossier

Step 1: You can launch the plugin either by:

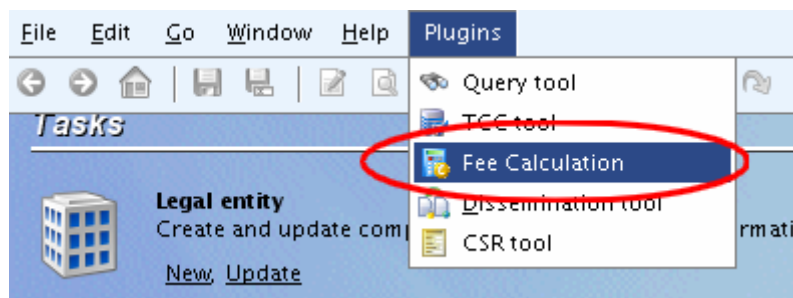
- Clicking on the respective icon in the “Plugins” section of the task panel:



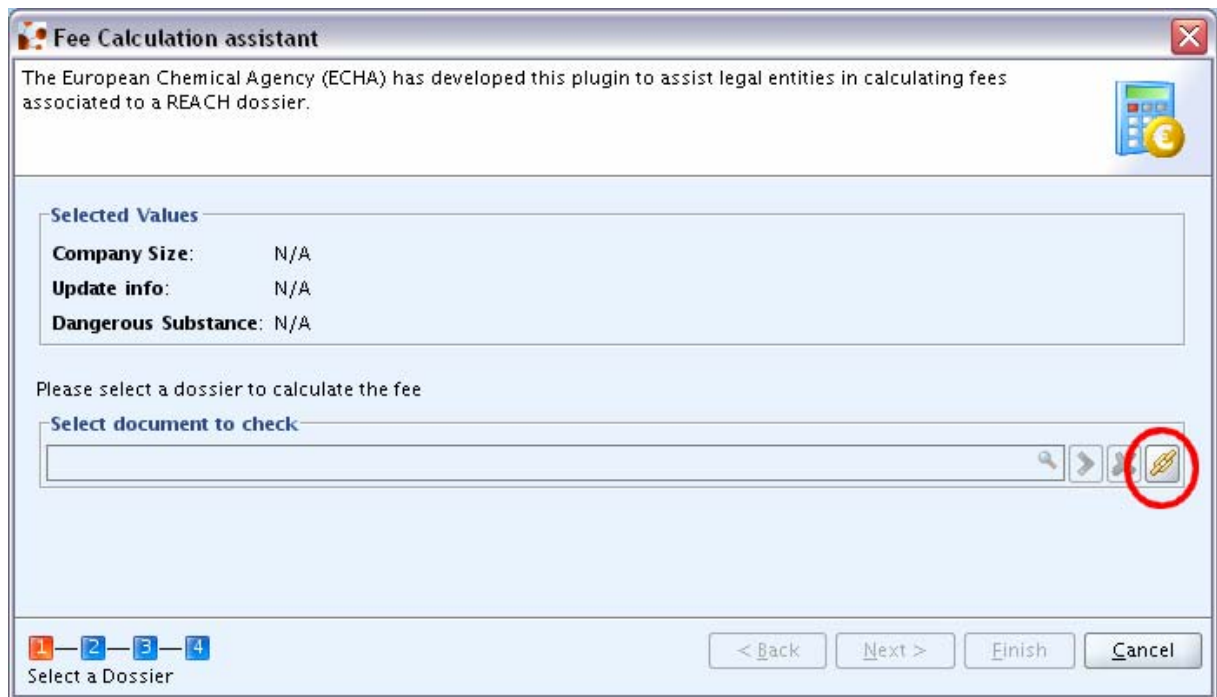
- Clicking on the respective icon on the toolbar:



- Opening it through the menu (“Plugins | Fee Calculation”):



Step 2: Once the FCP is launched, click on the “Add reference” button to find a dossier to load through the Query Module



Step 3: Use the Query Module to find the dossier you wish to calculate the fees for, select it from the results list, and click on the “Assign” button to load it to the FCP.

Select query: Find dossiers

**Query specific fields**

Substance chemical name case1\*

Dossier creation date from [calendar] to [calendar]

CAS number of reference substance

EC number of reference substance

IUPAC name of reference substance

Name of dossier template

Name of submitting legal entity

City of submitting legal entity

Country of submitting legal entity

Search

Dossier	Subject type	Subject name	Name	Creation date
Substance...	Substance	Case11 / moxisy...	Cas11	2010-02-23
Substance...	Substance	Case10 / methar...	Case10	2010-03-05
Substance...	Substance	Case12 / idoxuri...	Case12	2010-02-23
Substance...	Substance	Case13 / formald...	Case13	2010-03-02
Substance...	Substance	Case14_JS_Lead ...	Case14_JS_Lead	2010-02-03
Substance...	Substance	Case14_JS_Memb...	Case14_JS_Me...	2010-02-17
Substance...	Substance	Case15 / guanet...	Case15	2010-02-17

Number of results: 16

Assign Close

The selected dossier is passed to the FCP, and you can continue with the parameterisation and calculation of the dossier’s fees.

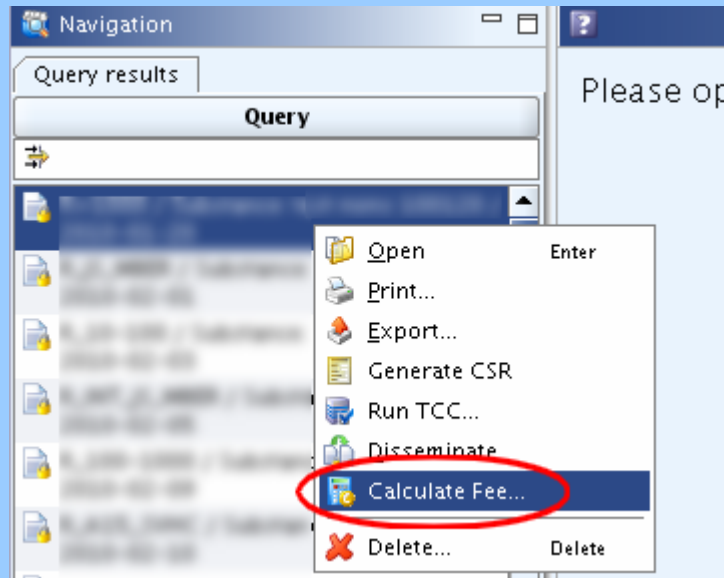
Please select a dossier to calculate the fee

Select document to check

Substance Case12 / idoxuridine / 1-(2-deoxy-alpha-D-erythro-pentofuranosyl)-4-hydroxy-5-iodo...

**Note:**

An alternative to launching the FCP and loading a dossier in one easy step is through the “View Dossier” section. In the navigation pane of the respective section, simply right-click on the desired dossier, and select “Calculate Fee” from the pop up menu.

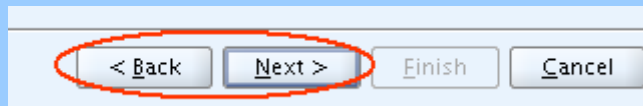


## 4.2. Configuring the calculation parameters

Once you have loaded an appropriate dossier to the FCP, and in order for the system to correctly calculate its fees, you first need to configure a number of parameters which the dossier final fees depend on. This configuration is made through a series of steps in the fee calculation wizard.

**Note:**

The navigation to the the next (or previous) steps of the wizard, is achieved by clicking on the respective “Next” and “Back” buttons at the bottom of the FCP window.



- For all dossiers, you first need to specify what the size of the company is. To do so, make a selection from the appropriate drop-down list box, on step 2 of the Fee Calculation wizard.

Please select the company size from the following menu and click 'Next'

**Company Size**

Non-SME (Large)  
SME-Medium  
SME-Small  
SME-Micro

- If there is no indication on whether the dossier substance is dangerous or not, in addition to selecting the company size, you will also be asked to manually specify the dangerousness of the substance in step 2 of the wizard. To do so, check the respective box in the “Dangerous Substance Indicator” section.

Please select the company size from the following menu and click 'Next'

**Company Size**

Non-SME (Large)

Please check the following field if the substance should be considered dangerous:

**Dangerous Substance Indicator**

Is this a dangerous substance?

- If the selected dossier is an update of a previous submission, you will need to specify whether you have previously paid for onsite or transported intermediate use. This is achieved by checking the respective checkboxes in step 4 of the FCP wizard.

Please check the following options if you have previously paid for on-site or transported isolated intermediate use:

**Isolated Intermediates**

On-site isolated intermediates  
 Transported isolated intermediates

- If the selected dossier is an update to a reach registration template, you will need to specify the tonnage range of the previous submission. This is achieved through an additional drop down list-box in step 4.

Please select the tonnage range of your previous submission

**Tonnage Band**

No standard registration fee paid before

1 - 10 tonnes

10 - 100 tonnes

**100 - 1000 tonnes**

Above 1000 tonnes

**Note:**

The above step applies to registration update dossiers only. In updates to intermediate templates, there is no need to specify the tonnage band paid previously.

### 4.3. View the calculated fees

The last step of the Fee Calculation Wizard, displays the fees calculated by the system, according to the dossier you selected on step one, and the parameterisation that followed. FCP displays a table with the description and exact amount charged for each fee applied. At the bottom of the table, the total amount of the chargeable services is also displayed.

**Fee Amounts Description**

No	Fee Description	Fee Amount	Select
1	Fee for registration of substances above 1000 tonnes	€31,000.00	<input checked="" type="checkbox"/>
2	Request of confidentiality for degree of purity and/or identity of impurities or additives	€4,500.00	<input checked="" type="checkbox"/>
3	Request of confidentiality for IUPAC name for non-phase in substances that are danger...	€1,500.00	<input checked="" type="checkbox"/>
<b>Total Amount:</b>		<b>€37,000.00</b>	

- The FCP provides you with the possibility to remove any chargeable service calculated by the plugin that is linked to a confidentiality claim. This can be achieved by selecting/deselecting the fee through the respective checkbox at the right column of the fee table. After each change in the selected chargeable services, FCP re-calculates the total fee, and updates the total amount. Deselecting a fee, excludes it from the calculation, while selecting it includes it to the calculation.

Fee Amounts Description			
No	Fee Description	Fee Amount	Select
1	Fee for registration of substances above 1000 tonnes	€31,000.00	<input checked="" type="checkbox"/>
2	Request of confidentiality for degree of purity and/or identity of impurities or additives	€4,500.00	<input checked="" type="checkbox"/>
3	Request of confidentiality for IUPAC name for non-phase in substances that are danger...	€1,500.00	<input type="checkbox"/>
<b>Total Amount:</b>		<b>€35,500.00</b>	

**Note:**

Only fees linked to specific confidentiality claims can be removed. For example the registration fees cannot be removed.

For any fee that cannot be removed from the calculated sum of the fee table, the respective checkbox at the right column is disabled, and its value cannot be changed.

## 5. Documentation Available

This installation document for the Fee Calculation Plugin can be obtained from the IUCLID 5 download website: <http://iuclid.eu> under the Get Support \ Documentation section.

In addition a user manual can be downloaded in the Documentation section of the IUCLID 5 website

### 5.1. Licensing

The License Agreement acknowledged during the download of the original software applies to this release, according to the relevant paragraph:

"Software" shall mean a computer software system named "IUCLID 5" to collect, store and exchange with others data on chemical substances, their properties, their producers or importers and related data and meta data. The use of the Software is not restricted to a specific national, regional or international legal requirement. The Software means also all of the contents of the files (provided either by electronic download, on physical media or any other method of distribution), disk(s), CD-ROM(s) or other media with which this Agreement is provided, **as well as any updated versions of the above-mentioned computer software.**

### 5.2. Known Issues

For known issues please refer to our Frequently Asked Questions on the IUCLID 5 website (<http://iuclid.eu>).

### 5.3. Disclaimer notice

This plug-in only provides a preliminary estimate of the amount to be paid for submitting your registration dossier or PPORD notification. The fees this plug-in takes into account in the amount to be paid are specified in Section 1 of this Document. The estimated amount may not correspond to the amount charged in the actual invoice you receive from ECHA after the submission of your registration dossiers or a PPORD notification. Please be aware that only the amount to be paid specified in the actual invoice is relevant for the purpose of making your payment.

## European Chemicals Agency

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