



Tips on Communication for Lead Registrants



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SIEF Communication - Overview

4-STEP Communication Plan

- Starting
- Confirming
- Updating
- Completing

Practical Tips for SIEF Communication



SIEF Communication: Step 1 Starting

1st Communication:

- Send survey to all SIEF members announcing intention to become LR
- Survey topics
 - Additional contact details
 - 4 code SIEF role
 - Registration deadline (full dossier/intermediate)
 - Availability of data
 - Accepting initiator as LR
- Clear deadlines, but send at least one reminder
- Model letters available in CEFIC Guidance for Lead Registrants



SIEF Communication: Step 2 Confirming

2nd Communication :

- Share survey results
- Include proposed Substance Information Profile (SIP) – Model downloadable on CEFIC Website
- Decision on the Scope of the Joint Submission – will the Chemical Safety Report be included or not
 - Important for co-registrants to estimate own workload
- Agreement on SIEF rules via a SIEF agreement
 - Many potential co-registrants will wait for the Letter of Access (LoA) cost to be known



SIEF Communication: Step 3 Updating

3rd Communication :

- Request agreement proposed with Classification and Labelling
- If CSR will be jointly prepared confirm uses that will be included
- Share expected timing for future actions including the expected submission of the Lead Registrant dossier

SIEF Communication: Step 4 Completing



4th Communication :

- Send SIEF agreement with cover letter, and explain
 - Cost structure – reimbursement vs fixed price LoA
 - Confirm information provided upon payment of the LoA
 - IUCLID Export file
 - JS Name
 - Token
 - CSR (for most common uses, human and or environmental risk assessment)
- Content of SIEF agreement
 - Accepting SIEF agreement means accepting SIP
 - Clear listing of uses covered in CSR

Practical Tips for SIEF Communication



- Be visible: Make sure all SIEF members know who you are and make yourself easy to contact
 - Message in SFF space in REACH IT
 - Communication of the LR name to ECHA
 - Use a SIEF Communication Platform (LinkinSIEF)
 - Set up functional e-mail address for all Lead Registrant related communication
- Manage and document properly the LR – SIEF communication flow
 - Use an updated list of SIEF members for each communication (recent XML download from REACH-IT)
 - Rely on available industry standards and templates (CEFIC Website)
 - Work with old software versions to facilitate document sharing
 - Keep proper records of all exchange information in the SIEF (undeliverable e-mails etc)