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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Home Reports + Manage + Help +		Register Log in
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	4	
	Password	220
	Remember me Log In	
	Register Forgot your password? Nour use of the regist Priority Chemicals Data System constitutes acceptance of the Terms of Service.	
ABOUT US		CONTACT US
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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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	untry Camptons	
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3. Complete part 2 by selecting and providing answers for three security questions.

High Priority Chemicals Data System (HPCDS)	
Home Reports • Manage • Help •	Register Log in
Register	
Create a new account.	
1. User Info	•
2. Socarity Questions	 128
Please provide answers for three questions.	
What was your childhood nickname?	A CONTRACTOR OF THE REAL
What is the name of the place your wedding reception was held?	
What was the color of your first car?	
	8
1. Company Info	
Register	

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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	2. Security Questions			
	3. Company Info			•
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	Abaço Partners LLC (Lužqvini)	lafeven		
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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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	2. Security Questions 3. Company Info				
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	Toysylvania		Saarch by name in unite-	12348	
			(1) Required		
		anne as mailing address			

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 Chem	icals Data System (HPCDS)	10	2 PERSON CRONCHE
Home Reports + Man	ge * Help ≻		Frances Williams - Toy Co. Log out
	Account Information Submitted Thark 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 in Remot	eportis until this step is completed.	
^	BOUT US	CONTACT US	
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]			
	© Copyright 2019 - HC2 - Ver 0.7:13 (Protein 1713) Terminal 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.

E 9	↑ ↓ = Confirm your HPCDS account - Message (HTML) 团	etw P.	
File	sage Help 🛛 Tell me what you want to do		
	Fri 10/25/2019 3:40 PM		
н	HPCDS (prod) <hpcds@erg.com></hpcds@erg.com>		
	Confirm your HPCDS account		
o O fran			
Please co 91f8-2c4	iilliams@toyco.com omatically generated email from the High Priority Chemicals Data System (HPCDS). m your HPCDS account by clicking the following link:		

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)	
Home Reports • M		Frances Williams-Toy Co. Log out
5.4	Confirm Email. Thark you for confirming your email. Please click here to Continue.	
	ABOUT US The Intercent Overload Overlog/www.ICE) is a subciriation of tarks, tood, and table governments the previous a clear environment, healthy communities, and a fear account at rough the development and out of safer developials and products. The ICE is grouped of the Hortheast Water Management Official Association (HOVMEX), which provides management and talk? support for ICE and proves as its fiscal agent.	CONTACT US #95xm65fbar8.50m8 Borrow, MA 02111-0051 Borrow, MA 0211-0051 Borrow, MA 02111-0051 Borrow, MA 0211-0051 Borrow, Borrow,
	Health and Statistics of Copyright 2009 - NEX-NEW 2725 Barrow Statistics	

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 Chemical	ls Data System (HPCDS)		CLEANING HOUSE
Home Reports - Manage -	Help +		Frances Williams Toy Co. Log out
	Email Address Validated Tark you for validating your enail address for your HRCDS account. A HPCDS administrator will review your account and you will receive an email with login instructions once your account is approved. For questions contact, how Recent progress for access	statheicZong	
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The loter	• • • • • • • • • • • • • • • • • • •	09 South Street, Suite 400 Bester, MA 02111-0401 (817) 587-8358 Enriell Speak-Bitteric2.org	
	ealth ecology		
D Copy	right 2019-IC2-Ver 0.7.2.5 (https://libertoc.171) Terms of Service		

5. Check your email for a message indicating that your HPCDS user account is active, with login instructions.



6. To log in to your new user account, click on the link provided in the email or go directly to https://hpcds.theic2.org, enter your email and password, and click Log in.

High Priority Chemicals Data System (HPCDS)			2 PETERSEL GROWENE
Home Reports + Manage + Help +			Register Log In
3 41. 42	Login		-107
	Email		The second second
	frances.williams@toyco.com	4	
	Password		A Lo PI
	E Remember me?	11 139	
	Login		
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8	Terms of Service.	1000	
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Health 📲			
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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)	
Home: Reports * Manage * Help *	Register Log in
Forgot Password Confirmation. Pease check your email to perform password recovery.	
ABOUT US	CONTACT US
The Internate Chernityleus (IC) is an execution of time, tool, and triang generated that provement, heathy construction, and a vita economy torough the development and use of table chernitics and products. The IC2 is a program of the Northeast Watte Management Off-Gat Association (NONNUL), which provides management and that apport for IC2 and serves as its foot agent.	19 Soudo Strend, Suina 600 Bonnov MA (SUIS-13-68) 6337 267-5588 Emath Nocindigenei Carg

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)			CLEARING CHEMICALS
Home Reports • Manage • Help •			Register Log in
Reset password			
ABOUT US This inter scheet Chemistratic Chemisphones (HC2) is an especiation of states, local, and to use of admit distances and products: The IC2 is a program of the Northeast Massish agent:	the generowest the pseudose than writerevent, healthy communities, and a stak economy descapilitie development and Research Official Association (SERVOID), which periods is mergineed and platf population (2) and merein a fits bad	CONTACT US 85 Societ Street, Societ 600 Bactero, MAR 02111-005 0517) 007-0559 Breet, Handel Haniz Zang	

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

High Priority Che	emicals Data System (HPCDS)	CELATING COMPLET
Home Reports + M	lanage z. Help z	Register Login
	Reset password confirmation. Vor password has been reset. Please click here to log in	3
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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)		CLEATING LIGHT
Home Reports * Manage * Help *		Register Login
	Login Trai Trai Passuord Remember me ³ Register Register Pergot your passon of the High Priority Chemicals Data System corretitutes acceptance of the Termoof Service.	
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	Chemicals Data System (H	IPCDS)	VERBEARE CHEMICALS
Home Reports	Manage - Help -		Frances Williams - Toy Co. Dog out
Ôr	Manage		
×1	My Profile		
	Change your profile		
	Email	frances.williams@toyco.com	and the second second
	Company Name	Toy Co. 🧨	
	Name	Frances Williams	
	Job Title	Compliance Officer	and the second se
	Telephone Number	[US] 123-456-7890	
el Rea	Password		
and the second	Change your password		
	Security Questions		
	1. What was your childhood n	ickname?	

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	em (HPCDS)	
Home Reports	 Manage * Help * 		Frances Williams - Toy Co. Log out
	My Profile		
6	Email	frances.williams@toyco.com ①	
	Company Name	Toy Co.	Market State
	First Name		C. The Physics
	Frances		
	Last Name		
18821	Williams		
The second	Job Title		
14	Compliance Officer		
	Telephone Number	This is a non-U.S. telephone number	
	123-456-7890		
.0	Security Question	s	
A.	What was your childho	od nickname?	
	fransle		

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.

and the	Security Questions	
10	What was your childhood nickname?	•
	francie	
	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.

What was your childhood nickname?	•
frannie	
What is the name of a college you applied to but didn't attend?	
boston university	
What was your favorite sport in high school?	
① The Answer field is required.	
	11
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	Chemicals Data System (HPCDS)	MINISTATE CHANCALS
Home Report	Manage • Help •	Frances Williams - Toy Co. Log out
Q	Manage - Toy Co. My Company User Accounts for My Company Associations	
	Company Name Toy Co.	5
	Company ID (OID)	
	Legacy WA PINs	
1 28	DUNS Number	
	122456789 Public Contact	
No.	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
Ö	Manage - Toy Co.		
1	Company Name Toy Co.		
	Company ID (OID)		
	Legacy WA PINs		
	DUNS Number		
	123456709 Public Contact Frances Williams		3
CON A.	Hande vinanto		
	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.

igh Priority	Chemicals Data System (H	IPCDS)	
Home Reports	• Manage • Help •		Frances Williams - Toy Co. Log out
•	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	
The I	Job Title	Compliance Officer	and the second se
	Telephone Number	[US] 123-456-7890	100 March 100 Ma
	Password		
	Change your password		
2.14	Security Questions		1
0-1/R	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?	
	551 70 by 281 891	to Low all builds receive many constraints.	and the second s
	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.

r Reports - Ma	anage - Help -		-		_				Frances Williams - Toy Co. L
5 (Carl Carl			and the second second		
7	Manage -	Toy Co) .						
	My Company	User Accourt	nts for My Company	Associations					Contraction of the local distribution of the
	New Users	s, Pending	Approval						60 S.
- alto a	Name	Ŧ	Email	Ŧ	Confirmed Email T	Telephone Number	Requested On	Action	-
	Michael Smith		michael.smith@toyco.cor	10	Y.	123-456-7890	11/8/2019 11:56 AM	Accept Reject	-
								1·1of1it	ems Real
N.	Users								
									and the second se

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 Chen	nicals Data Syster	n (HPCDS)				I	2 MITERSTATE CHAMICALS CLEARING HOUSE
Home Reports * Man							
Maria C						N PA	
X	Manage - Toy My Company User New Users, Pen	Accounts for My Compan	y. Associations				
	Name	♥ Ensail	app10.erg.com Notice of Acceptance wa	s sent to michael.smithigtoyco. OK	ber T Requested On	T Action	No.
	Users					1-2 of 2 items	Sil-
	Status T N	ame	▼ Email	т	Telephone Number T	Action	

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 Company	Asso	clations				
		s, Pending Approval						
all's a	Name	▼ Email		▼ Confirmed Email ▼	Telephor	ne Number 🔻 Requested On	▼ Action	
				No records to display				
114								K
Ń								
-							1 - 2 of 2 items	24
	Users							
			Ŧ	Email	Ŧ	Telephone Number	Action	1.
	Status	T Name					5P-0 10 10 10 10 10	
	Status Active	Name Michael Smith		michael.smith@toyco.com		123-456-7890	Deactivate	0

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	▼ Confirmed Email ▼ Telephone Number ▼ Requested On ▼ Action	
			No records to display	N
2	Users		1-20/288ms	
	Status	T Name	Notice of Deactivition was sent to michael smith/stoyco.com	CAN
		Michael Smith	456/7890 Reactivate	
	Inactive	Michael Smith	ок	

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

	My Company	User Accounts for My Com	pany As	sociations				Million.
	New Users	s, Pending Approval						i de la com
- Merry	Name	T Email		▼ Confirmed Email	Telephon	e Number 🝸 Requested On	Y Action	
				No records to display				
114								X
X								
							1-2 of 2 items	24
Me la	Users							
	Status	T Name	Ŧ	Email	Ŧ	Telephone Number T	Action	T
-	Inactive	Michael Smith		michael.smith@toyco.com		123-456-7890	Reactivate	0
1.5	Active	Frances Williams		frances.williams@toyco.com		123-456-7890		
- 315								
-YEAR								11
							1 - 2 of 2 items	

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

My Company	User Accounts for My Comp	pany Associations			
New User	s, Pending Approval				
Name	T Email	T Confirmed Email	T Telephone Number T Req.	vested On T Action	
		No records to display			No.
		app10.erg.com			
		Notice of Reactivation was sent to mic	chael.smith@toyco.com	1-2 of 2 Items	
Users		OK			20
Status	T Name	T Email	Telephone Number	T Action	
Active	Michael Smith	michael.amith@toyco.com	123-456-7890	Deactivate	· .
Active	Frances Williams	frances.williams@toyco.com	123-456-7890		
					 100

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.

Compar	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.

50W Test Company	Ŕ		app10.erg.com	
Status /	Accountable Company Name 1	Accountable Compan	Successfully requested 'SDW Test Company'	T Approved On T Action
Perding 5	SDW Test Company	3 Waltham St. Waltha 02451 US	OK	
Prodins 1	TestCompany1	111 Test 1 St TestiCity 99999-098 US	1.Washington	
				1-2 of 2 in

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

				O Add		
Status 4	Ŧ	Accountable Company Name 1	Accountable Company Mailing Address	Approved By Name	. T	Approved On y Action
Panding		SDW Test Company	3 Waitham St. Waltham, Massachusetta 02451 US			
Pending		TettCompany1	111 Tent1 St TestCity 1, Washington 99999 098 US			
			app10.erg	com		
			Successfully de	activated 'Active Org'		1 - 2 of 2 items
				OK		

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.

Common		nts for My Cor	npany Associations ort for you, Pending App	roual				
Compa	llesTequesti	ng to repo	or rol you, Pending App	lovai				-
Reporting C	ompany Name 🕇	Reporting Co	ompany Mailing Address 🕈 Re	quested By Name	T R	equested On 🗍 🥈	Action	
			No record	s to display				
							No items to display	
6								
Compar	nies that repo	ort for you	1					_
Searth by n	me or pla		*	• Add				
Status †	Reporting Comp	any Name T	Reporting Company Mailing Address	Approved By Name	Ŧ	Approved On	T Action	
Active	Active Org		Fake Mailing Address Line 1 MAddLn2 for Fake Active Org Boston, MA 01234 US				Deactivate	
			Pake Prove Org poston, Mor 01234 03					

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.

TestCompany1			Add			
Status † 🔫	Reporting Company Name	Reporting Company Mailing Address 🛛 🔫	Approved By Name	Approved On 🔫	Action	
Active	Active Ont	Fake Mailing Address Line 1 MAddLn2 for Fake Active Org Boston, MA 01234 US			Desctivate	
Active	TestCompany1	111 Test1 St TeatCity1, Washington 99999 D98 US	Trances Williams frances williamsgitryco.com (23-456-7890	11/8/2019 1.45 PM	Deactivate	
Companie	s you report for	app10.erg.com Successfully update	d TestCompany1'			
Companie		0				
Semimore		0	<			
		OI		Approved On 🔻 Act	ion	

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

TestCompany1			•	Add					1
Status † 🕇	Reporting Company Name	Reporting Company Mailing Address	т	Approved By Name		Approved On	T Act	ion	May
Active	TestCompany1	111 Test1 St. TestCity1, Washington 99 098 US	999-	Frances Williams frances.williams@toyco.com 123-456-7890		1/8/2019 1:51	PM D	leactivate	1
									1000
									- Dist
								1-1 of 1 items	
								1-1 of 1 items	
Companie	es you report for							1-1 of 1 items	
Companie			c	Add				1-1 of 1 items	
	or plina Accountable Company				Аррг	oved On 👻	Action	1 - 1 of 1 items	

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

			۲	O Add			
Status †	Reporting Company Name ↑ Y	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 you report	for					
Compa	nes jeureport						
Compa Search by r			•	O 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.

: Reports * Mai	nage - Help -			-	Frances Wi	illiams - Toy Co. L
7		ts for My Company Associations	approval		al in	
S.	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	Real Provide P
						JY.

24 | 78

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 Mailing Address app10.erg.con Successfully accested Active Org OK	Action
Companies that report for you Gammanaurous or Add	No item to depley
Status 1 Reporting Company Name Reporting Company Mailing Address Approved By Name Approved On Active Active Org False Mailing Address Line 1 MAddLo25or False Active Org False Active Org Bostory MA 01234 US	Action Desctivate

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

P	Manage My Company	- Toy Co.	Company Associations						
	Companie	es requesting to r	eport for you, Pend	ling Appro	val				A
V	Reporting Com	pany Name T Report	ing Company Mailing Address	▼ Reque	sted By Name	▼ R	equested On 🗼	T Action	
				No records to	display				1
									the age
2								No items to disp	play
	Companie	es that report for	you						
- St	Companie Search by name	• · · · ·	you	• 2	D Add				
a		• · · · ·	YOU T Reporting Company Mailin		Add Approved By Name	Ŧ	Approved On	T Action	
a l	Search by name	ror piz.		e Address 🕎		Ţ	Approved On	T Action Descrivate	
	Search by name Status 1	Reporting Company Name	Reporting Company Mailin Fake Mailing Address Line	e Address 🕎		Ţ	Approved On	(C)	
	Search by name Status 1	Reporting Company Name	Reporting Company Mailin Fake Mailing Address Line	e Address 🕎		Ţ	Approved On.		

Change Password

1. To change your password, click Manage from the top navigation and then Change Password from the menu or use this direct link: https://hpcds.theic2.org/Manage/ChangePassword.

High Priority Chemicals Data	ystem (HPCDS)	
Home Reports * Manage * Help *		Frances Williams - Toy Co. Log out
Change	Password	Borg He
Current pass	ord	111
New passwor	0	8
	assword	
Change pas	word	
		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.

h Priority Chemicals Data System (HPCDS) ome Reports * Manage * Help *	Frances Williams - Toy Co. Log or
Change Password	T
Current password	X
New password ① O The New password theid is required.	824
Confirm new password	
Change: password	9. 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)
--	--------

Home Reports - N	lanage - Help -					reporter@erg.com Log out
	Inventory and Reports	ed)				
	Inventory			Add Selected Record(s)	Remove Selected Record(s)	Martin .
	If you would like to upload data, please use the Fund	tion Set Template (.xlsm).		Create	l New Report	
1 Alexandre	Function Set					States of the
			Show function sets for:	All States	٠	
	+ Add new record 📋 Delete 土 Upload					9
	Product Brick T Component	Chemical/Class T	Chemical Concentration Function T or Value (ppm		▼ Action	

Add New Record

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

High Priority Chemicals Data System (HPCDS)		
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 Search by name or CASRN	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	
	Concentration Category Select Category	States
+ Add new record Delete Upload	Concentration Value (parts per million - ppm)	
Product Brick T Component	Notes	e Notes Action
	j.	∠ Edit
	✓ 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.

		Function Set	×			
		Product Brick Bath/Pool Water Toys	•			in the
	nventory and Reports	Component				
	lew Existing Reports (Draft-Submitted, and Put		•			1.5 0
1	nventory	Chemical/Class Formaldehyde		Add Selected Record(s)	Remove Selected Record(s)	
	If you would like to upload data, please use the f				lew Report	and some
	Function Set	Search by name ① The Chemical Function field is required.	d .			
		Concentration Category		States	*	
	+ Add new record 🌐 Delete 土 Upload	Equal to or greater than 500 but less tha Concentration Value (parts per million - ppm)	·			
	Product Brick Component	-		e Notes	Action	
		Notes			🥒 Edit	
			11		🖀 Delete -	

3. The new record is displayed in your inventory.

High Priority Chemicals Data System (HPCDS)

ne Reports • Manage	e • H	elp 🕶								reporter@erg.com	ı Log o
											Ē
		ntory and	Poports								
										100	
Mi	ew Exis	ting Reports (Draft,	Submitted, and Publisl	ned)						200	
lr	nven	tory					1.000	Selected cord(s)	Remove Selected Record(s)	124	
If	f you w	ould like to upload d	ata, please use the Fun	ction Set Template (Create	New Report	and the	
	Functio	on Set			Show function	on sets for:	All States				
1 AM	+ Ad	d new record 🛛 🏦 Dele	te 土 Upload								
	0	Product Brick	Component	Chemical/Class	Chemical Function	Concentratio Category or (ppm)		Notes	Action		
		Bath/Pool Water Toys [10005155]	Surface coatings (paints, plating,	Formaldehyde [50-00-0]	Dispersant	Equal to or g than 500 but			/ Edit	and to	

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	Https://hpcds.theic2.org/odata/L_ProductCatego	ory
Windows	Use anonymous access for this OData feed.	23
	Select which level to apply these settings to	
Basic	https://hpcds.theic2.org/ *	
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.

igh Priority C	Chemicals	Data System	(HPCDS)								ERSTATE CHEMICALS E A R I N G H O U S E	
Home Reports -	Manage - H	Help -								герс	orter@erg.com L	.og ou
								a la part	-		1.1	
	200 1023	entory and Isting Reports (Draft.	Reports Submitted, and Publis	hed)								
	Inve	ntory						I Selected ecord(s)	Remove S Recor		May C.	
	If you v	vould like to upload d	lata, please use the Fun	action Set Template (. <mark>.xlsm</mark>).				Create	New Report			
	Funct	ion Set									and the second	
					Show functi	on sets for:	All States			•		
	+ A	dd new record 📋 Dele	ete 👲 Upload									4
		Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or (ppm)		Notes	Actio	n		
		Bath/Pool Water Toys [10005155]	Other	Formaldehyde [50-00-0]	Dispersant	Equal to or g than 500 but 1,000 ppm				Edit .		

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)

194.7			243 - 245.4							15	/
me Reports - Ma	anage • I	Help •				~					reporter@erg.com I
		entory and									a s
		ntory	Submitted, and Public	shed)			10000	d Selected lecord(s)	2000000	nove Selected Record(s)	Mag
	If you v	would like to upload d	lata, please use the Fu	nction Set Template <u>(.xlsm</u>).				Create	New Repo	ort	
S.M.	Funct	tion Set									Sec.
					Show funct	ion sets for:	All States			٠	
S. M. M.	+ 4	Add new record 📋 Dele	ete 👲 Upload								
		Product Brick	Component	Chemical/Class	Chemical Function	Concentrati Category or (ppm)		Notes	т	Action	
		Bath/Pool Water Toys [10005155]	Other	Formaldehyde [50-00-0]	Dispersant	Equal to or g than 500 bu 1,000 ppm				Edit Delete	and the second second

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

gh Priority Cl	hemicals	Data Systen	n (HPCDS)					IQ	2 INTERSTATE CHEMICALS CLEARINGHOUSE
lome Reports •	Manage • 1								reporter@erg.com Lo
									1 1
		entory and	Reports	bed)					
	Inve	ntory					d Selected lecord(s)	Remove Selected Record(s)	and and
	If you v	If you would like to upload data, please use the Function Set Template (.xlsm).					Create N		
	Funct	ion Set			Show function	on sets for: All States			and the second
1 AM	+ A	dd new record 🗊 De	lete 1 Upload						
		Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	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 💼 Delete	and a
		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 ppm		✓ 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	micals Data System (HPCDS)	
Home Reports • Ma		
	Inventory and Reports Miew Existing Reports (Draft, 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: #	Ul States
	+ Add new record 🖀 Delete 土 Upload	
	Product Brick Component Chemical/Class T Chemical Concentration Category or Va	lue 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 Reports •	Manage 🔹 I	Help 👻						repo	rter@erg.com Log out
						~			-al
	Inve	entory and	Reports						
	View.Ex	isting.Reports (Draft.	Submitted, and Publish	hed)					10.20
	Inve	ntory						move Selected	Los March
	lf you v	vould like to upload d	ata, please use the Fun	ction Set Template (.xlsm).		R	ecord(s) Create New Re	Record(s)	Real States
							Create New Re	port	Cilles
	Funct	ion Set							and the
					Show functio	n sets for: All States			
	+ 4	Add new record 🛛 🔠 Dele	te <u>+</u> Upload						
		Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action	X
	8	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	al and a star
		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		/ Edit	Steller - The

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.

ve	ntory				Construction of the second	Selected	Remove Selected
'ou N	would like to upload	data, please use the Fun	ction Set Template (n).		cord(s) Create Ne	Record(s) w Report
unct	ion Set			Show function	on sets for: All States		
+ 4	add new record 📋 De	elete 🛨 Upload			All States		
~	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
	ACTION FIRE	he checkboxes to sele your report, then	ect what you'd	O click "add Sele Adhesive	cted Record(s)"	here, you	rou see a number i're able to make a art
	Accessorie like in [10006397]	wool			500 ppm	new repo	
		wool Homogenous Mixtures (gels, creams, powders, Ilquids, adhesives, synthetic fragrances)	Aniline [62-53-3]	Adhesive	Equal to or greater than 1,000 but less than 5,000 ppm	new repo	✓ Edit Î 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 Chemica	als	Data System	(HPC	DS)						IQ.	2 CLEARINGHOUSE
Home Reports - Manage		elp -									eporter@erg.com Log out
											1 1 1
				Create Re	port				×		the second
In	vei	ntory and	Rep	Select the state	e, reporting period	and compa	ny to create your report.				
20000		iting Reports (Draft.	Submitt	offered for sale sold or offered	in the prior two ca	alendar yea nd 2021. Th	rs. For example, 2022 rep e exception is the 2018 re	orting for products sold or orting would be for products porting year where reporting	ed	Remove Selected Record(s)	
Ify	you w	ould like to upload d	ata, plea	sold or offered	for sale in the prev	vious year. N		ren's products (WA-CSPA) quired to report annually for offered for sale in the	Create N	Record(s)	•
Fi	unctio	on Set				nt's guidanc	ducts sold, offered for sak e document for more info Reporting Period	or distributed during each rmation).	E	•	a state
	+ Ad	ld new record 📋 Dele	te 🛨 L		ton (CSPA)	•	2024	•			
		Product Brick	Compo	Company Active O	rg			•	s	Action	
		Action Figure Accessories [10006397]		er, horn, silk,	ма уюни не Гт	01-19-1]	Start Can Aunesive	cel SC Clear Selection	¥	✓ Edit	and the second
		Action Figure Accessories [10006397]	(gels, cre liquids, a	nous Mixtures ams, powders, idhesives, c fragrances)	Aniline [62-53-	3]	Adhesive	Equal to or greater than 1,000 but less than 5,000 ppm		✓ Edit	
		Action Figure Accessories	Metals (I alloys)	Including	Antimony & Ant compounds [74		Coloration/Pig	Equal to or greater than 5,000 but less than 10,000 com		✓ Edit	the 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 Ch	emicals Data System (HPCI	DS)			
Home Reports - N	Manage ▼ Help ▼				reporter@erg.com Log out
	Step 1. Create Repo	rt for Washington-CS	SPA		Pas
	Active Org				112 - 200
	Public Contact 🕦	First Reporter (reporter@erg.com)			and the second
	Report Name 🚯	Report for Active Org (11/21/2024)			Space
	Reporting Period	2024	•		
AN COL	Step 1a. Enter target age				
ALL SAL	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 Ch	emicals Data System (HPCD	DS)						
Home Reports - N	Manage • Help •						reporter@erg.com	Log out
								1
	Step 1. Create Repor	ort for W	Vashington-CSPA					
	Active Org						343	
	Public Contact ④	First Repo	rter (reporter@erg.com)				1 miles	
	Report Name ()	Report for A	ctive Org (11/21/2024)				(1)	
	Reporting Period	2024		*			1	
	Step 1a. Enter target age							
All States	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.

Accessories (1000-0397) leather, horn, slik, wool 1000 but ress than 500 ppm Action Figure Igels, creams, powders, Apilian (42, 52, 2) Atlancian 1000 but less than 500 ppm	E E	xport to Excel			+ Add	Record(s) from Inventory 🤇	Remove Record(s) from Repor
Action Figure Accessories [10006397] (Animal or Plant based) ex. Ieather, toror, slik, wool AcryIonitrile [107-13-1] Adhesive Equal to or greater than 100 but less than 500 pm Action Figure Action Figure (gels, cream, powders, Action Figure Homogenous Mixtures (gels, cream, powders, Anilan (42, 52, 21) Adhesive 1000 but less than 500 pm		Product Brick	Component Y	Chemical			Notes	Ŧ
Action Figure (gels, creams, powders, Anilian (42,52,31) Advantum 1,000 buttless than 5,000			(Animal or Plant based) ex.	Acrylonitrile [107-13-1]	Adhesive			
synthetic fragrances) ppm		Action Figure Accessories [10006397]	(gels, creams, powders, liquids, adhesives,	. Aniline [62-53-3]	Adhesive	1,000 but less than 5,000		

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.

IXI EX	port to Excel							+ A	id Reco	ord(s) from Inventory	Remove Reco	rd(s) from Report
	Product Brick	Ŧ	Component	Ŧ	Chemical	т	Chemi Functi			oncentration Category Value (ppm)	Notes	Ŧ
	Action Figur Accessories	Add Re	cords from Inv	entory								×
	Action Figur Accessories		Product Brick	Compon	ent T	Chemical	Ŧ	Chemical Function	Ŧ	Concentration Category or Value (ppm)	Notes	Î
	Action Figur Accessories	- F	Action Figures (Non Powered) 10006395]	Glass, Ce Siliceous	eramic and material	Aniline [62-53-3]		Coloratio	n/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	TRemove Record(s) fi	om Report
	Product Brick	Component T	Chemical	Ŧ	Chemical Function	Ŧ	Concentration Category or Value (ppm)	Notes	Ŧ
	Action Figure Accessories [10006397]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Acrylonitri	p10.erg.com			Equal to or greater than 100 but less than 500 ppr	n (c	
	Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Anilline [62	ord(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 & Antim compounds [7440		Coloration/P	igme	Equal to or greater than 5,000 but less than 10,000 ppm		
	Action Figures (Non Powered) [10006395]	Glass, Ceramic and Siliceous material	Aniline [62-53-3]		Coloration/P	igme	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 (Op	tional) 🕕	
Select files 🗸 Done		
Lab-results.pdf 277.73 KB	×	
	Cancel Save draft report 0	Check Report

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.

Export to Excel			+	Add Record(s) from Inventory	Remove Record(s) from Repor
Product Brick	Component Y	Chemical T	Chemical Function	Concentration Categor or Value (ppm)	y Notes T
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 p	
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 5,00 ppm	
Action Figure Accessories [10006397]	Metals (Including alloys)	Antimony & Antimony compounds [7440-36-0]	Coloration/Pigm	Equal to or greater than 5,000 but less than 10,0 ppm	
Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Flame Retardants [NA]	Antistatic agent	Equal to or greater than 500 but less than 1,000 ppm	

Step 2. Review Report

Once you have completed Step 1 and checked your report, click the Review Report button. Review your report. The Export to Excel function is available as a tool for a reporter to check a report for errors before final submissions. If additional changes are needed, click the Cancel and Return to Step 1 button. If no changes are needed, then click the Continue button.

IMPORTANT: The Export to Excel function allows a reporter to review the report for errors before final submission but will not re-upload due to the groupings of 1. product brick & internal code and 2. chemical name & CASRN. Please edit the original Function Set Template if changes are required.

e Reports • N	lanage • Help •									reporter@erg.com l
									at .	
	Step 2. Revie	w Report	for	Washington-C	SPA					
()	Active Org									0.00
	Public Contact ①	Fir	st Repor	rter (reporter@erg.com)						
V	Report Name ①	Re	port for	Active Org (11/21/2024)						
	Reporting Period	20	24							
	Export to Excel									
3	Product Brick	▼ Component	Ŧ	Chemical	Ŧ	Chemical Function	Ŧ	Concentration Category	Target Age	T
	Action Figure Accessories [10006397]	Bio-based Mater (Animal or Plant ex. leather, horn, wool	based)	Acrylonitrile [107-13-1]		Adhesive		Equal to or greater than 100 but less than 500 ppm	Under 3	
	Action Figure Accessories [10006397]	Homogenous Mi (gels, creams, po liquids, adhesive synthetic fragrau	wders, s,	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	porter (reporter@erg.com)				
Repor	t Name i	Report fo	or Active Org (11/21/2024)				
Repor	ting Period	2023			Ŧ		
	1. Enter Chem	nicals			+ Add Record(s) from In	iventory	Remove Record(s) from Report
		Comment	Chemical/Class	Chemical	Concentration Category or Value	Chemicals	
	Product Brick	Component		Function T	(ppm)	Chemicals	Notes
				Function T		+	

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 Che	micals											
X E	export to Excel						-	+ Add	l Record(s) from	Inventory	💼 Remove R	ecord(s) f	rom Report
	Product Brick Chemica	Component	Chemical/Cla		Chen	nical	Conce	entrati	ion Category	Chemical	Notes	×	Ŧ
	Sleepi [1000 + Add ne	ew record											
	Sleepi [1000		T	CAS Number	T	Modified By		T	Modified Date	e 4 - T	Action		
	Sleepi [1000			No reco	rds to dis	play							

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 Chemicals										
	xport to E	ixcel						+ Ac	ld Record(s) from Inventory	📋 Remove Re	cord(s) fi	rom Report
	Produc		Chamical/Cla		Che	mical	Con	centra	tion Category Chemical	Notes		Ţ
	Sleepi	Chemicals									×	
	[1000	+ Add new record										
	Sleepi [1000	Chemical	T	CAS Number	T	Modified By		T	Modified Date 🕴 🌱	Action		
	Sleepi	Bisphenol B		77-40-7		reporter@erg	.com		11/26/2024 8:40 AM	Save		
	[1000									9		

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

) Expo	ort to Ex	cel				+ Add	d Record(s) from Inventory	Remove Record(s) from Re
) F	Product	Brick Component	Chemical/Cl		Chen	nical Concentrat	ion Category Chemicals	Notes
		Chemicals						$\overline{\mathbf{x}}$
	Sleepi [1000							
L	[1000	+ Add new record						
	Sleepi	Chemical	Ŧ	CAS Number	T	Modified By	Modified Date 🕴 🛛 🝸	Action
	[1000			4470 (4.4			44/07/20204.0.45 414	Cedit 🔶
	Sleepi [1000	Bisphenol AF		1478-61-1		reporter@erg.com	11/26/2024 8:45 AM	× Delete
								/ Edit
		Bisphenol B		77-40-7		reporter@erg.com	11/26/2024 8:43 AM	× 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	Export	to Excel					(+	Add Record(s) from Inve	ntory 聞 Remo	ove Record(s) fr	rom Re
_		Add I	Records from In	ventory							×
	P		Product Brick	Component	Chemical/Class	Cnemical Function	Ŧ	Category or Value (ppm)	Notes	Ŧ	•
	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		*	I
	SI [1										l
	SI [1										
											l
											l
											l
											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 Repo
	Product Brick	Component	Chemical/Class	Chemical Function	Concentration Category or Value (ppm)	Chemicals	Notes
	Sleeping Bags [10002080]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Bisphenols [NA]	Adhesive	Equal to or greater than 100 but less than 500 ppm	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	A	

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.

Active Org	F	irst Reporter (reporter@	erg.co	em)				F
Report Name 🛈		eport for Active Org (11	/21/20	024)				
Reporting Period	2	023						
D Export to Excel								-
Product Brick	Component T	Chemical/Class	Ŧ	Chemical Function	Concentration Category	SPWA Chemical	SPWA CASRN T	
Sleeping Bags [10002080]	Inks/Dyes/Pigme	Flame Retardants [NA]		Flame Retardant	Equal to or greater than 500 but less than 1,000 ppm	Chemical No. 1	unknown	
Sleeping Bags [10002080]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Bisphenols [NA]		Adhesive	Equal to or greater than 100 but less than 500 ppm	Bisphenol AF	1478-61-1	
Sleeping Bags [10002080]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Bisphenols [NA]		Adhesive	Equal to or greater than 100 but less than 500 ppm	Bisphenol AF	1478-61-1	

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

Home Reports ▼ Manage ▼ Help ▼				Frances Williams	- Toy Co. Log out
			-		
Step 1. Creat	e Report for Oreg	on			
Toy Co.					1 State
Public Contact (3)	Frances Williams (frances	s.williams@toyco.com)			100
Report Name ()	Report for Toy Co. (11/10/20	19)			11/30
Reporting Period	2020		•		
Step 1a. Enter tar	get age and bricks sold c				
Product Brick	Target Age	Number of Bricks Sold in Oregon	Number of Bricks Offered for Sale in Oregon	Action	
Baby Diapers (Disposable)				/ Edit	100 M

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	T	Number of Bricks Sold in Oregon	Number of Bricks Offered for Sale in Oregon	Action
Baby Diapers (Disposable) [10000494]	Ages 3-12	•	150	200	Save Cancel
Baby Carrier [10000502]					Edit
Blankets/Throws (Non Powered) [10002224]					/ Edit
Spinning Tops/Yo-Yos [10005165]					/ 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 📋 Rem	ove Record(s) from Re	port
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.

	Add I	Records from Inv	entory					×
		Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes	т
"		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		
								- 14

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	Report
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-Nonyiphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3[104- 40-5] app10.erg.cor	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	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.)	Anilin	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 than 10,000 ppm		

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.

	ations for Oregon Health Authority (Optional)
	rers may submit to the Authority recommendations regarding technical, financial or logistical support conside
necessary for the implementation of innovation and g	reen chemistry solutions related to HPCCCH used in children's products.
My recommendations for the Oregon Health A	uthority include

Step 1d. Upload Additional Information (Optional)

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

	Step 1d. Upload Additional Informa	tion (Optional) 💿		
	Select files 🗸 Done			
	ToyCoLabData.pdf	×		
				10
The State		Cancel Save draft report	Check Report 🕕 Review Report	
122 11832				

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	rts								
Publish	ned Submitted	Drafts							
Publi	ished Reports	s							
							2 Renew for new period	Save Copy	of Selected Report
	Accountable Company Name	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.		T
		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	t: Oregon
TFK Test Account	
Report for TFK Test Account (1 Reporting Period 2020	2/7/2023) (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	P IC. SUDITILE	1A2.58(7), manufai app on of innovation ar ne Oregon Health Succ	ions for Oregon H p10.erg.com ressfully saved 'Report for Toy C rouwant to go to your draft repo	o. (11/10/2019)' repor	Ical, financial or logistical support considered ucts.
Ste	ep 1d. Upload	Additional mu	ок оппацон (Орцона	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.

Reports • M	lanage 🕶 Help 😁							Frances Wil	lliams - Toy Co. Lo
							1 al	1	
)-	Step 2. Revie	ew Report f	or Oregon						
	Toy Co.								
	Public Contact (1)	Fra	nces Williams (frances.williams@	@toyco.com)					
X	Report Name 🚯	Rei	port for Toy Co. (11/10/2019)						
	Reporting Period	20	20						
	Reporting renou								
	Product Brick	Component T	Chemical	Chemical Function	Concentration Category	Target Age	Bricks Sold in Oregon	Bricks Offered for Sale in Oregon	
					Concentration Category Equal to or greater than 5,000 but less than 10,000 ppm		Sold in	Offered for Sale in	
22	Product Brick T Baby Dispers (Disposable)	Component T Homogenous Mistures (gels, creams, povders, liquids, adhesives,	Chemical 4-Nonylphenol; 4-NP and its isomer mixtures including CAS 44552:1453 and CAS 25154-52-3	Function T	Equal to or greater than 5,000 but less than 10,000	Age T	Sold in Oregon	Offered for Sale in	

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 isomer mixtures including CAS	\$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) Acrylonitrile	\$250.00
7439- 97-6	Mercury & mercury compounds)	inds including m	ethyl mercury (22967-9)	\$250.00	1	\$250.00		\$1,250.00
107- 13-1	Acrylonitrile			\$250.00	1	\$250.00		
Total						\$1,250.00	Need Help?	

iyment Type		4	Transaction Summa	ry
	Credit Card		4-Nonylphenol: 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	
18-5 (MR/944) 1845			Methylene chloride	\$250.00
stomer Information			Aniline	\$250.00
Country		Complete all required fields [*]	Mercury & mercury compounds including methyl mercury (22967- 92-6)	
United States	¥		Acrylonitrile	\$250.00
First Name *	Last Name *		TOTAL	\$1,250.00
Frances	Williams			
Company Name				
1			Need Help?	
Toy Co.				

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 * 🍘	Complete all required fi	ields [*] 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
Expiration Month * Select a Month *	Expiration Year * Select a Year	Mercury & mercury compounds including methyl mercury (22967- \$250.00 92-6)
Security Code *		Acrylonitrile \$250.00
Name on Credit Card *		TOTAL \$1,250.00
		Need Help?

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

Toy Co. 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		Methylene chloride	250.00
		Aniline	250.00
Credit Card Visa ****1111	Name on Credit Card Frances Williams	92-6)	\$250.00 \$250.00
Exp. 12/2021		TOTAL \$1,2	50.00
Cancel	Submit Pay	/ment 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

			Receip	et Confirmatio
Description				Amoun
OHA – High F	Priority Chemical Database			\$1,250.0
Total Amount	t Paid			\$1,250.0
sku	Description	Unit Price	Quantity	Amour
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

Customer Informatio				
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.williams@toyco.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.

-	Frances Williams		
Payer:	Frances williams		
Check date:	11/10/2019		
Check number:	123	:	
Check amount:	1250		Dest:
correct, to the best of my kn	f perjury, that the information contained withir owledge, information, and belief.	n my report is true and	
	owledge, information, and belief.	n my report is true and	
correct, to the best of my kn Mail check to: Toxic-Free Kids Program PO Box 14260 Portland, OR 97293-0405 U For express delivery mail to:	owledge, information, and belief.	n my report is true and	
correct, to the best of my kn Mail check to: Toxic-Free Klds Program PO Box 14260 Portland, OR 97293-0405 U For express delivery mail to: Oregon Health Authority	owledge, information, and belief.	n my report is true and	
correct, to the best of my kn Mail check to: Toxic-Free Kids Program PO Box 14260 Portland, OR 97293-0405 U For express delivery mail to:	owledge, information, and belief.	n 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	vc ∽		٩ _	Search						
F	ile Home	Insert	Page Layout	Formulas	Data Re	view Viev	v Automate	Developer	Help	ArcGIS				
ি	SECURITY RI	SK <u>Micros</u>	oft has blocked n	nacros from ru	nning becaus	e the source (of this file is untru	i <u>sted.</u> Learn I	More					
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	HPCDS ⁻	Гетр	late for l	Jploadi	ng Chil	dren's	Brand N	lame, Pi	rodu	ict Mode	l, and UI	PC Data		
	IMPORTANT	:												
	 Only enter 	data into	rows 4 and be	olow in colur	nns A-D of	this sheet.	Data entered	outside of th	nese ar	eas will NOT b	e saved by the	e HPCDS upon		
	upload.													
			-								s in rows 1-3 o			
			/removing colu	umns/rows/f	ilters), you	will receiv	e an HPCDS e	rror message	upon u	upload and wil	l be prompted	to correct		
	them and reu													
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			e an error upo							· · · · · · · · · · · · · · · · · · ·	EDDODC"			
		ta entry								E titled "HAS				
	Chemical		•	Brand Name		•	Product Mode	1		UPC	•	Has Errors 🛛 💌		
4 5														

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 (<u>xism</u>) to upload Brand Nar file.	me, Pro	vduct Model, UPC, and Cl	hemical data. Note, after t	he initial file upload, subsequer	nt file uploads will repla	ice the previo	ously uploaded	d
Step 1a. Upload Brand Name P	rodu	ict Model, UPC, a	and Chemicals					
± Upload								
Chemical	Υ.	Brand Name	т	Product Model	T	UPC	T	
			No records to display					^

• > •	1 Nis P	$C \rightarrow Downloads \rightarrow$	Upload files	~ Ō	Search Up	load files		۶
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T T T T						No previe	w availab	ole.
	<				>	No previe	w availab	ole.

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>) to upload Brand Nam file.	e, Pro	duct Model, UPC, and Chemical data. Note, aft	er th	e initial file upload, subsequent file uploads will	repla	ce the previously up	loaded
S	tep 1a. Upload Brand Name Pr	odu	ct Model, UPC, and Chemicals					
	1 Upload							
	Chemical	Ŧ	Brand Name	Ŧ	Product Model	Ŧ	UPC	T
1	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						+ Ac	Id Reco	ord(s) from Inventory 🗎 R	emove Record(s) f	from Report
	Product Brick	Ŧ	Component	Ŧ	Chemical Name	Ŧ	Chemical Function	Ŧ	Concentration Category or Value (ppm)	Notes	T
	Action Figure Accessories [10006397]		Bio-based Materials (Animal or Plant based ex. leather, horn, silk, wool	1)	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	inve	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	cord(s) from Inventory	lemove Record(s) from Report
	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes T
	Action Figure Accessories [10006397]	Bio-based Materials (Animal or Plant based) ex. leather, horn, silk, wool	Acetaldehyde [75-07-0]	Accelerator	Equal to or greater than 100 but less than 500 ppm	
	Action Figure Accessories [10006397]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives,	Acetaidehyde [75-07-0]	Adhesive	Equal to or greater than 100 but less than 500	

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 C	hemicals Data Syste	em	(HPCDS)									IRSTATE CHEMICALS E A RINGHOUSE	
lome Reports •	Manage 👻 Help 👻									JohnSr	mithAcmeToy	y@gmail.com Log	out
												1.8	
	Step 2. Review		Penart for V	ermont								-	-
												Sec.	
	Acme Toy Co		John Smith (Johr	SmithAcmeToy@gmail.c	com)							The second	
	Report Name 🚯			Toy Co (6/14/2024)								Carlos and	
	Reporting Period		2024									and the second	
			- 31		-				_		-		
	Chemical		Brand Name Generic Actio	n Figure	T	Product Me Soldier 1	odel		Ŧ	UPC	• ·	K	-
												-	
												1	
												100	
												TRA	
												11	-
												1. 14	
1										1-10	of 1 items	1	
	Export to Excel												
	Product Brick		Component T	Chemical			Chemical		Concentral	ion Category	.	(Sal	
	Action Figure Accessories	T	Blo-based Materials			Ŧ	Function	T		greater than 100			AN A
1 all	[10006397]		(Animal or Plant based) ex. leather, horn, silk, wool	Acetaldehyde [75-07-0]			Accelerator		less than 50	00 ppm	but		
	Action Figure Accessories		Homogenous Mixtures (gels, creams, powders,	Acetaldehyde [75-07-0]			Adhesive			greater than 100	but		
	[10006397]		liquids, adhesives, synthetic fragrances)	,					less than 50	00 ppm			
	[10006347]								less than 50	JU ppm			
												A SHORE	
Mar Bell												The seale	
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							Exit Car	cel an	d Return to	Step 1 Co	ntinue	5	
1997					¥144							01	
											-		

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)

Reports •	Manage - Help -		JohnS	mithAcmeToy@gmail.com Log o
				1.8 1. 19.
	Step 3. Payment: Vermont			
12	Acme Toy Co			
	Report for Acme Toy Co (6/14/2024) Reporting Period 2024			
	Payment Amount			
	1 Chemical(s) Reported 0 Chemical(s) Previously Paid			1 · /
1	1 Chemical(s) for payment x \$200			4
	Total Payment Due: \$200			
	Select from the payment options b	elow:		
5	Submit payment using a credit card or debit card	4		5
	Note: this option will incorporate a third-party website to o	ollect payment information		
	I certify that the information stated by me on best of my knowledge and that I understand pro			
1	information is unlawful and may subject me to o	civil penalties or other enforcement		
1	actions pursuant to 9 V.S.A. Chapter 63. By che following statement: The Vermont Department			
	O Submit payment by check			
	Please provide the following cont	act information:		(Carlos and
124	Phone Number:			Set and
100	804-555-1212			
	Country:			
Alterna	United States of America		*	
	Address, Line 1:			
	1 Main St			· .
	Address, Line 2:			
	City:	State:	Postal Code:	
	Jonesville	Vermont	12345	
		Exit Cancel and Return	to Step 2 Certify and Proceed to Payn	ent in the second secon

66 | 78

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 Chemicals Da	ta System (HPCDS)				
Home Reports • Manage • Help			-		reporter@erg.com Log.out
Activ Report for	Payer: Check date: Check number: Check amount: 2 I certify that the informati best of my knowledge and th	It options below: ard or debit card kif you are unable to pay by credit card of John Smith 8:1:2024 151 200 on stated by me on this report is true and a fundamentary providing fails informati	d accurate to the on or omitting		
	actions pursuant to 9 V.S.A. C following statement: The Ver Please contact the Vermont Ch including mailing address. Rep processed.	nay subject me to civil penalties or other hapter 63. By checking this bot not also ag mont Department of Health will not pro emical Disclosure Program for instructi orts are not considered submitted until p bwing contact information:	ree with the vide refunds. ons to pay by check ayment has been	•	
	Address, Line 2: City: Jonesville		State: Vermont	Postal Code: • 12345	
			Exit	Cancel and Return to Step 2 Certify and Sub	
ABOUT US The Interstate Ch	ad for Chrome and may not work with other brow emicals Chearinghouse (IC2) is an association of sta the development and use of safer chemicals and pre- ent and staff support for IC2 and same as its factor	te, local, and tribal governments that promotes a d oducts. The IC2 is a program of the Northeast War		CONTACT US B9 South Street, Suite 600 Ities, and a vital B0 tooto, MA 02111-2651 (517) 367-8558	
Hea				Email: hpodu@theic2.org	

2. After you click the Certify and Submit button, a confirmation page will display. From this page you can view your report and print the page for your records. VT CDP contact information is also provided.



Add Information to a Previously Submitted Report

IMPORTANT: Additional information can be submitted for unpublished current or prior reporting period reports and includes any of the following reporting situations:

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

1. To provide additional information for submitted, unpublished, report, after logging in, go to the Submitted tab of the Reports section and click on the Report for which you wish to provide additional information. If you are adding function set information to the report, the function set first needs to be in your inventory.

Publis	hed Submi	tted Drafts							
	mitted Rep	DORTS							
1 D	elete							Save Copy	of Selected Report
	Accountable Company	Report/Additional Information Name		Disclosure Id	Period Name	Submitted Date ↓	Submitted By Name/Org	Modified On	Confidential Status Determinati Id
	Active Org	Report for Active ((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 REPOR ONLY(Benzene); Report for Active ((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 REPOR ONLY-(Benzene) G live: Report for Act Org (7/10/2024)	0- 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 REPOR Sivt Yllw): Report f Active Org (7/11/2	or 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 ((7/9/2024)	Drg 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.

		And the second
	Report Additional Information	
Electron and	+ Report Additional Information	Res States
	Additional Information Name Y Disclosure Id Y Status Y Created On Y Modified On Y Submitted Date Y	
	No records to display	
	- No items to display	- 11
	Return to Reports	I
	This site is optimized for Chrome and may not work with other browsers. For accessibility assistance, please contact support at hprobatheit/serg or 617-367-8558 x306.	
	ABOUT US The Interstate Chemicals Clearinghouse (IC2) is an association of state, local, and tribal governments that promotes a clean environment, healthy communities, and a vital economy through the development and use of safer chemicals and products. The IC2 is a program of the Northeast Wate Management Officials' Association (NEVMADA), which provides management and staff support for (217) 367:8558 IC2 and serves as Its fiscal agent.	

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.

Draft	Reports									
1 Dele	ite								Save Co	py of Selected Report
	Accountable Company	Ŧ	Report Name	Prog Abbrv	T	Period Name	Report Id T	Modified On ↓ ▼	Updated By	Action
	Active Org		Report for Active Org (11/21/2024)	WA-CSPA		2024	6269	11/21/2024 12:20 PM	reporter@erg.com	1 Delete
	Active Org		Report for Active Org (7/9/2024)	VT		2020	3340	11/19/2024 3:12 PM	reporter@erg.com	1 Delete
	Active Org		Report for Active Org (10/1/2024)	OR		2022	3373	10/1/2024 9:38 AM	reporter@erg.com	🗊 Delete
	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		Report for Active Ors (9/17/2024)	OR		2024	3366	9/17/2024 1:39 PM	reporter@erg.com	1 Delete
	Active Org		TEST Report for Active Ors (9/16/2024)	WA-CSPA		2023	3365	9/16/2024 1:55 PM	reporter@erg.com	1 Delete
	Active Org		Report for Active Org (7/9/2024)	VT		2020	3341	7/9/2024 5:33 PM	reporter@erg.com	1 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.

Drat	ft Reports							
1	elete						Save Co	opy of Selected Report
	Accountable Company	T Report Name T	Prog Abbrv T	Period Name	Report Id T	Modified On ↓ ▼	Updated By	Action
	Active Org	Report for Active Org (11/21/2024)	WA-CSPA	2024	6269	11/21/2024 12:20 PM	reporter@erg.com	T Deleta
	Active Org	Report for Active Org (7/9/2024)	VT	2020	3340	11/19/20243:12 PM	reporter@erg.com	1 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	2022	3367	9/17/2024 1:41 PM	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	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	Report for Active Org (7/9/2024)	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 PM	reporter@erg.com	1 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							
1 D	elete						🕞 Save Co	py of Selected Report
	Accountable Company	▼ Report Name	Prog Abbry	Period Name	Report Id T	Modified On ↓ ▼	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.co	om		9/17/2024 1:41	reporter@erg.com	T Delete
	Active Org	Report for Active Org (9/17/2024)	Are you sure you		'his cannot be ur	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	Delete
	Active Org	VDH TEST REPORT ONLY(Benzene): Report fo Active Ore (7/10/2024)	: 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.

Dra	ft Reports										
1 D	elete								💽 Save Co	opy of Selected Rep	port
	Accountable Company	T Report Name	Prog		Period Name	Ŧ	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	ff Delete	*
	Active Org	TEST Report for Active Org (9/16/2024)	WA		10.erg.co	m		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	Recor	rd(s) deleted	succes	sfully.	7/11/2024.4:46 PM	reporter@erg.com	1 Delete	
	Active Org	Report for Active Org (7/9/2024)	VT		OK			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.

	hed Submitted	Drafts						
Draf	t Reports							
會 D	elete						Save	Copy of Selected Report
	Accountable Company	▼ Report Name	Copy Report			×	Updated By	Action
	Active Org	Report for Act on 11/26/202	Select the reporting period an selected report, "Report for A			ased on the	reporter@erg.com	1 Delete
	Active Org		State		Reporting Period		reporter@erg.com	1 Delete
	Active Org	Report for Act (7/9/2024)	Washington (SPWA)	Ψ.	2023	٠	reporter@erg.com	1 Delete
	Active Org	Report for Act (11/25/2024)	Company Active Org				reporter@erg.com	1 Delete
	Active Org	Report for Act (11/25/2024)			Create C	opy Cancel	reporter@erg.com	1 Delete
	Active Org	Report for Act on 11/21/202					reporter@erg.com	1 Delete
	Active Org	Report for Act	UK	2024	+ 3360	DM	reporter@erg.com	前 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	micals	Data Syster	m (HPCDS)									ITERSTATE CHEMICALS	
Home Reports • Ma	inage 🔹	Help 🝷										re	porter@erg.com	Log out
Ö	Act Public Repor	p 1. Creat ive Org Contact () t Name () ting Period	e Report	First Rep	Vashington porter (reporter@erg.c r Active Org (copied on 11	:om)					11			
	1	2 1. Enter Che	micals						+ Add Record(s) from	n Inventory	Remove Record(s)	from Report		X
		Product Brick	T Component	Ŧ	Chemical/Class	Ŧ	Chemical Function	۲	Concentration Category or Value (ppm)	Chemicals	Notes	T		
		Sleeping Bags [10002080]	Bio-based Ma (Animal or Pla ex. leather, ho wool	ant based)	Bisphenols [NA]		Adhesive		Equal to or greater than 100 but less than 500 ppm	+		Â		46

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.

Submitted Reports Note: Submitted VT reports may not be deleted. Image: Delete Save Copy of Selected Report Accountable Report/Additional Information Name Prog Abbry + Disclosure Id Period Name Submitted By Name/Org Modified On Confidential Status Determinati Id Active Org Benotifier Active Org WA-CSPA WA- glopfipp 2018 12/20/2019 121 PM First Reporter (reporter@erg.com) 203 PM Pending	Publis	shed Submi	tted	Drafts					
Accountable Company Y Active Org Active Org	Note: S	ubmitted VT report						Save Copy	of Selected Report
Active Org Ketorif tor Active Org WA-CSPA 2018 12/20/2019 (reporter@erg.com) 8/26/20/21 PM Pending Pending			Ŧ						Status Determinati
		Active Org			WA-CSPA	2018	(reporter@erg.com)		* Pending

- 2. Once you click the Delete button, you will see a message to confirm that you want to delete the report. Click the OK button to delete the record. If you do not want to delete the record, click the Cancel button.
- 3. Once you click the OK button, you will see a confirmation message that your report has been deleted successfully.

Publis	hed Submitte	d Drafts							
Sub	mitted Repo	rts							
	ubmitted VT reports m	ay not be deleted.							
1 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 Ore (7/10/2024)	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.

	mitted Repo								
1	elete							Save Copy	y of Selected Report
	Accountable Company	Report/Additiona Information Nam	Copy Report	nervee 1	Darlad Cohmitted	Coloritation 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		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	Company Active Org		Create Cop	• 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	emicals Data System (HPCD	DS)			INTERSTATE CHEMICALS
Home Reports - N	Manage • Help •				reporter@erg.com Log out
	Step 1. Create Repo	rt for Washingto	on-CSPA		
	Active Org				1-27. 4
	Public Contact 🚯	First Reporter (reporter@er	g.com)		and the second
	Report Name 🚯	Report for Active Org (copied on	11/21/2024)		1
	Reporting Period	2024	٠		
	Step 1a. Enter target age				Sec. 10
All Star	Product Brick	▼ Target Age		▼ Action	
1 Cal	Action Figures (Non Powered) [10006395]			🥒 Edit	^
	Artists Easels [10001681]			/ Edit	

Published

1. On the Published tab, you can view all reports that have been published and are available on the public search (https://hpcds.theic2.org/Search). See the Search Product Category Data section of this guide for more information. Click on the Report Name to view the report detail. On this tab you can also view the confidential business information (CBI) Status (only applicable for WA CSPA reports). If the CBI Status field is empty, that means that a CBI claim has not been made. If the CBI Status is Pending, that means that a CBI claim has been made, but the decision to accept or reject that claim has not been made. If the CBI Status is Accepted, that means that the CBI claim has been accepted. If the CBI Status is Rejected, that means that the CBI claim has been rejected. Use the Search Guide to search published data reported to the HPCDS.

Contraction of the second	Repo										
	Published Submitted Drafts Published Reports										
								Renew for new period	Save Copy	of Selected Repor	t
		Accountable Company Name	Report/Additional Information Name	Prog Abbrv	Disclosure Id	Period Name	Submitted Date	Submitted By Name/Org	Published On	Confidential Status Determinati Id T	
		Active Org	v1.1.0 - create from imported inv	WA-CSPA	WA- wpoówv	2024	11/21/2024 3:48 PM	First Reporter (reporter@erg.com) (Active Org)	11/21/2024 3:52 PM		

6. The report detail view where the CBI Status is Pending, Accepted, or Rejected will display the date and time when CBI was requested. Accepted and Rejected report detail will also include the date and time when the CBI decision was made and who made the decision. The report detail will display the published function set data, which, for Pending and Accepted reports, will always be none. Click Show Submitted Data to view the Submitted Data. Then, on the resulting page, click Show Published Data to change the view back to the Published data. The following two screen captures show a report where the CBI Status is Pending.

Active Org	First Reno	rter (reporter@erg.com)					
Report Name (j)		Active Org (12/20/2019)					
Reporting Period	2018						
Published Date	4/4/2020	1:36:41 PM					
CBI Claim							
CBI Status (1)	Pending						
CBI Requested	4/4/2020	1:37:57 PM					
				(ට Sh	ow Submitte	ed Data
Product Brick	Component -	Chemical	Chemical Function	Concentration Category		Target Age	



Published Report (read-only) for Washington

Active	Org								
Public Contact ()		First Reporter (reporter@erg.com)							
Report Name 👔		Report for Active Org (12/20/2019)							
Reporting Pe	riod	2018							
Published Da	te	4/4/2020 1:36:41 PM							
CBI Claii	n								
CBI Status (1)		Pending							
CBI Requested		4/4/2020 1:37:57 PM							
							C Show P	ublished Data	
CBI Status T	Product Brick	Component T	Chemical	Ŧ	Chemical Function T	Concentration Category	Target Age ▼		
Pending	Action Figures (Powered) [10006396]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	Benzene [71-43-2]		Antistatic agent	Equal to or greater than 500 but less than 1,000 ppm		*	

