

# High Priority Chemicals Data System (HPCDS)

## User Guide for Reporters

April 14, 2020

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## User Guide Overview

This user guide describes the features of the High Priority Chemicals Data System (HPCDS) and explains how to use it. The guide presents step-by-step directions, explanatory notes, and tips for using the HPCDS effectively. The guide is organized by HPCDS module and feature, with screenshots of the HPCDS interface to illustrate instructions.

Other HPCDS resources are available from the Help section of the HPCDS application.

# Introduction

## What is the HPCDS?

The [High Priority Chemicals Data System \(HPCDS\)](#) is an online platform that supports reporting of information on the presence of chemicals of concern in children's products required by the [Oregon Toxic-Free Kids Act \(TFKA\)](#) and the [Washington Children's Safe Products Act \(CSPA\)](#).

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 user name, 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 or Washington Department of Ecology 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.
  - **User Guide:** Find the most recent version of this user guide.

This user guide provides instructions for using the functions and features listed above.

**IMPORTANT:** the HPCDS is optimized for the Chrome browser. It should work with 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.

Who to contact about the HPCDS?

For HPCDS questions or support, please email [hpcds@theic2.org](mailto:hpcds@theic2.org).

# 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.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help

Register Log in

Login

Email

Password

☐ Remember me?

Log in

Register

Your use of the High Priority Chemicals Data System constitutes acceptance of the Terms of Service.

Forgot your password?

ABOUT US

The Interstate Chemicals Clearinghouse (ICC) 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 ICC is a program of the Northeast Waste Management Officials' Association (NEWMANO), which provides management and staff support for ICC and serves as its fiscal agent.

CONTACT US

87 South Street, Suite 600  
Boston, MA 02111-2051  
617.387.9258  
Email: [hpcds@theic2.org](mailto:hpcds@theic2.org)

Chemical Health  
DEPARTMENT OF  
ECOLOGY  
State of Washington

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.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help

Register Log in

Register

Create a new account.

1. User Info

First Name

Frances

Last Name

Williams

Job Title

Compliance Officer

Telephone Number

123-456-7890

Email

frances.williams@toyco.com

Password

Confirm password

2. Security Questions

3. Company Info

Register

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

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Register Log in

### Register

Create a new account.

1. User Info

2. Security Questions

3. Company Info

Please provide answers for three questions.

What was your childhood nickname?

Frizzle

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

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). Organization information from Washington's CSPA Reporting Application was imported into the HPCDS. You can use the legacy WA PIN, in conjunction with the company name, to help identify your company unambiguously.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Register Log in

### Register

Create a new account.

1. User Info

2. Security Questions

3. Company Info

Is your Company already registered?

☒ Yes, Search and select from registered Companies

Search by name or pin

Company PIN	Legacy PIN
2477 INTERNATIONAL LLC (fama734)	fama734
3M Company (an4wqgn)	an4wqgn
3b3 Season, Inc. (b2mell8)	b2mell8
9125-2904-QUESEC INC (41aef3a)	41aef3a
Abaco Partners LLC (3a2povh)	3a2povh
Abbott Nutrition, Abbott Laboratories (8y4450d)	8y4450d
Abercrombie and Fitch Retailer Inc. (aeribv7)	aeribv7

**Register**  
Create a new account.

**1. User Info**

**2. Security Questions**

**3. Company Info**

Is your Company already registered?

☐ Yes, Search and select from registered Companies

☒ No, Register new Company

Company Name  
Toy Co.

DUNS Number  
123456789

Mailing Address  
123 Toy Lane  
Suite 200

City  
Toysylvania

State/Province  
Arizona

Postal Code  
12345

Physical Address ☒ same as mailing address

**Register**

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

**Register**  
Create a new account.

**1. User Info**

**2. Security Questions**

**3. Company Info**

Is your Company already registered?

☐ Yes, Search and select from registered Companies

☒ No, Register new Company

Company Name  
Toy Co.

DUNS Number  
123456789

Mailing Address  
123 Toy Lane  
Suite 200

City  
Toysylvania

State/Province  
Arizona

Postal Code  
12345

Physical Address ☒ same as mailing address

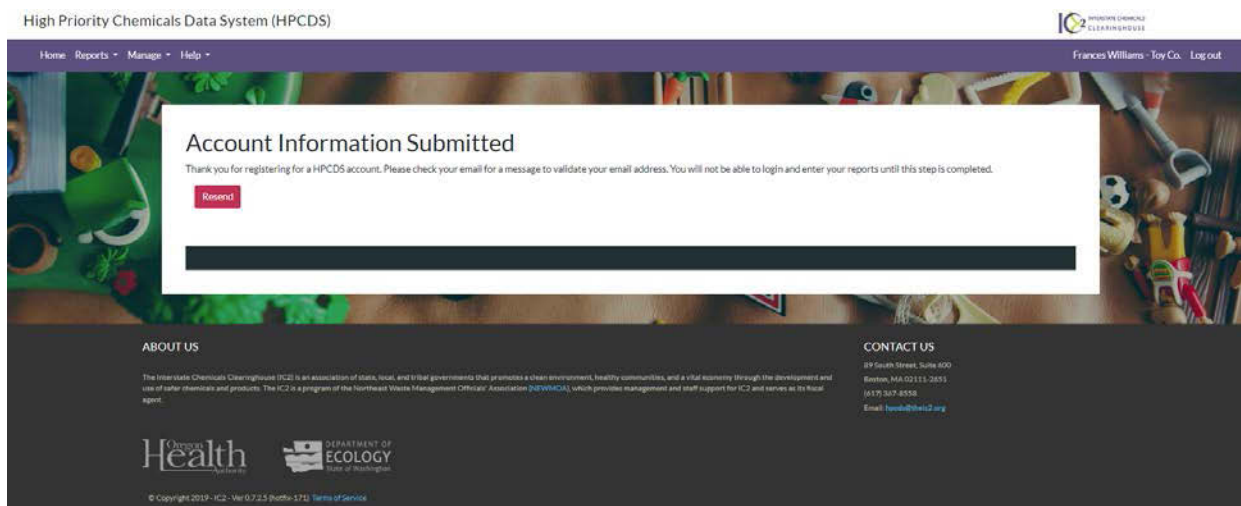
**Register**

6. After you provide all required information, click the Register button.

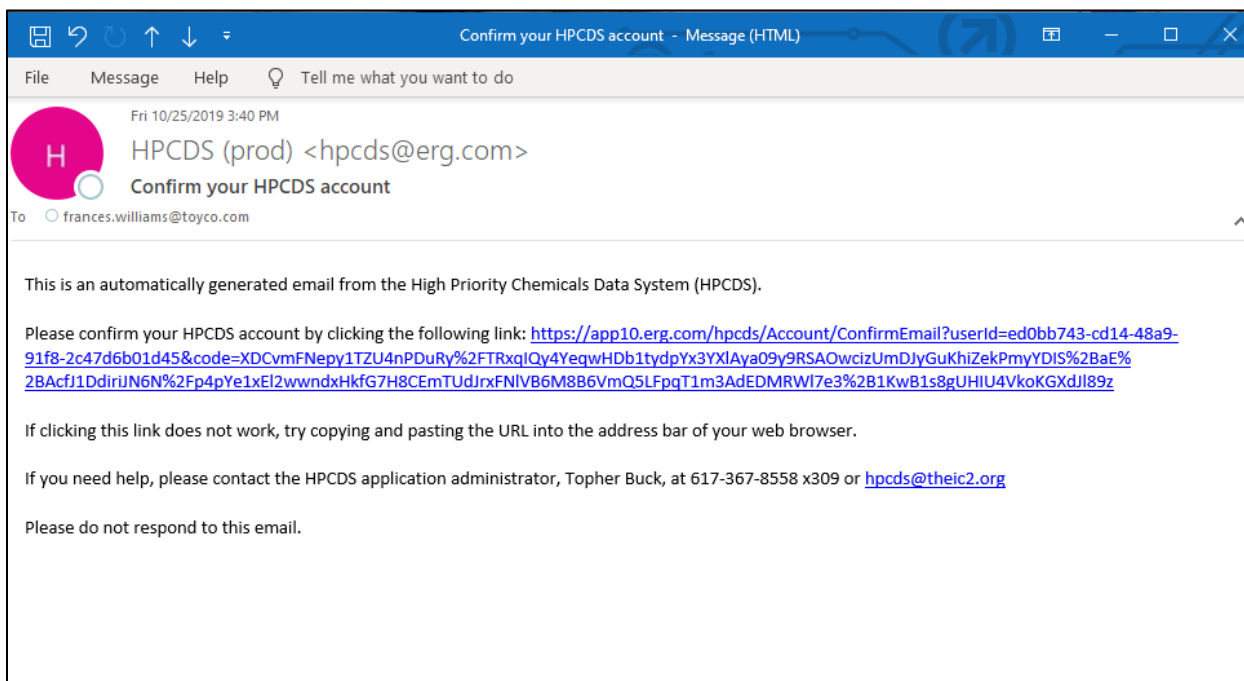


## Validate Your Email Address and Log in

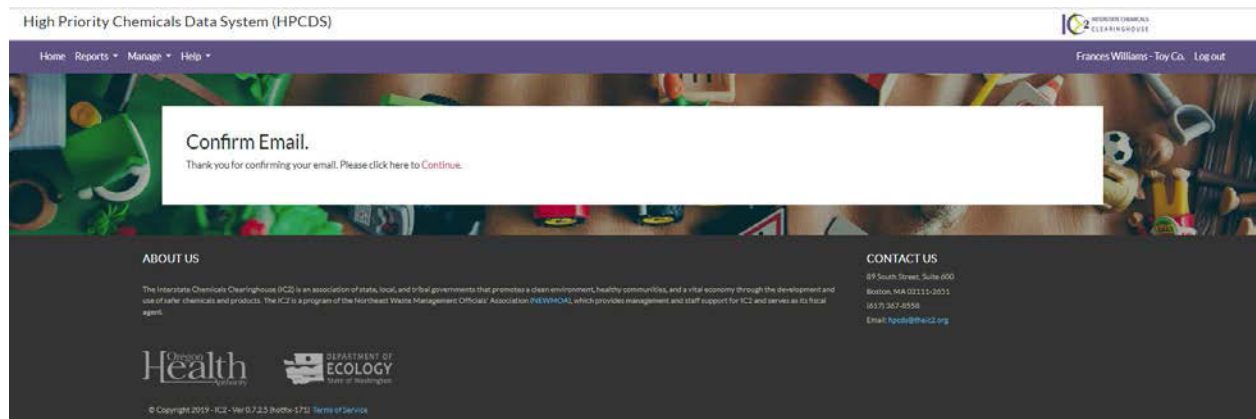
1. Upon clicking the Register button, the HPCDS will send an email to validate the email address provided during registration. You will not be able to log in until you have completed this step. If you do not receive an email to validate your email address, you may click the Resend button to have the email sent again. If you still do not see the email after clicking the Resend button, be sure to check your spam/junk folders.



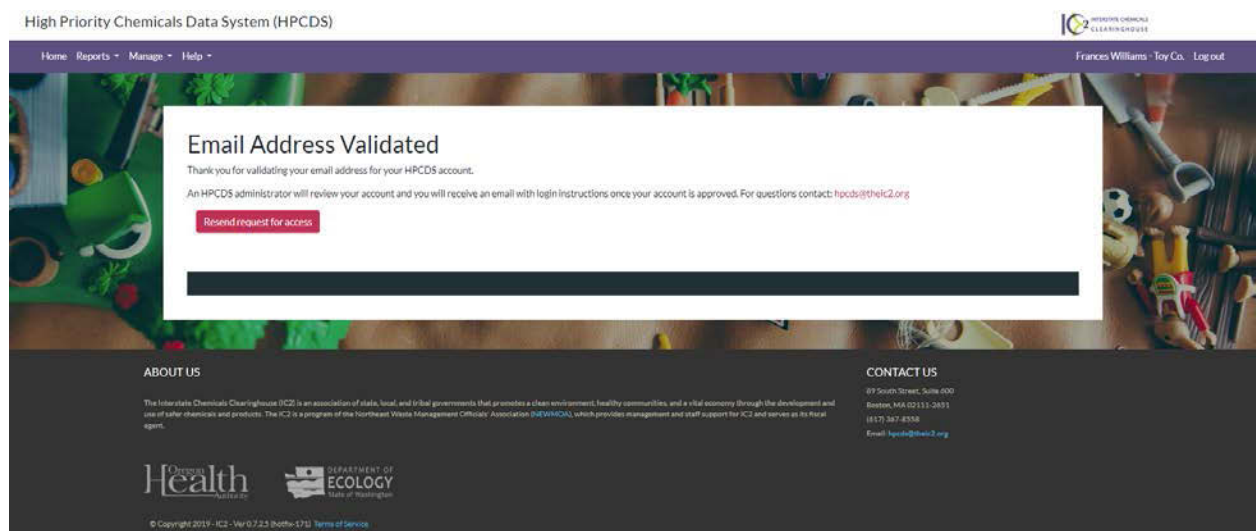
2. Check your email for a message to validate your email address. Click on the link provided in the email. You will not be able to log in until you complete this step.



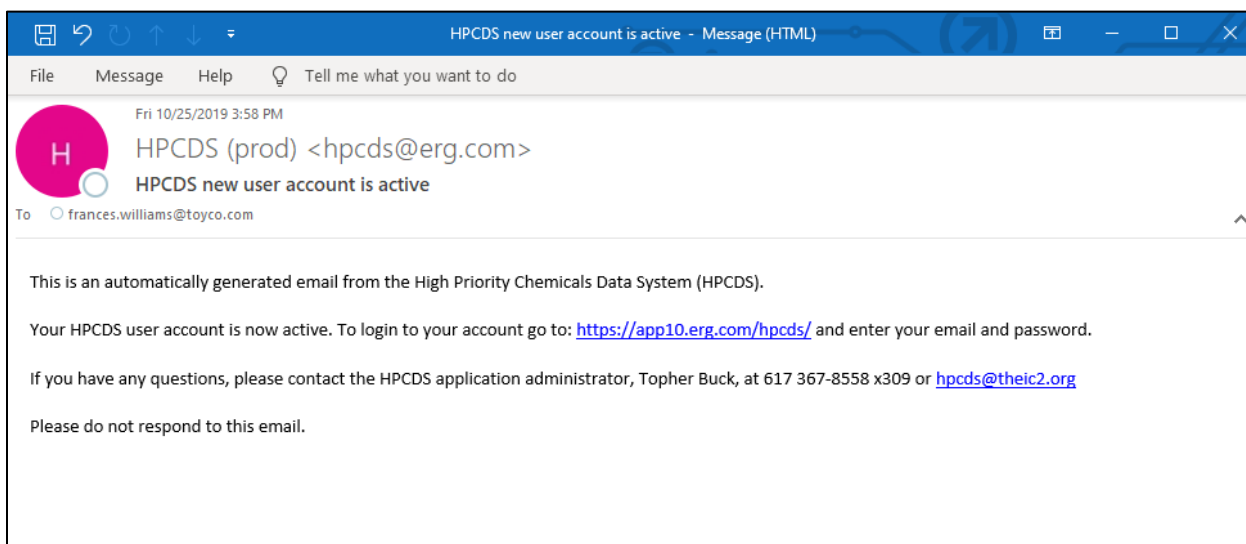
3. Upon clicking the link provided in the email, you will be directed to the HPCDS and will see a message that your email address has been confirmed.



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 one business day 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.



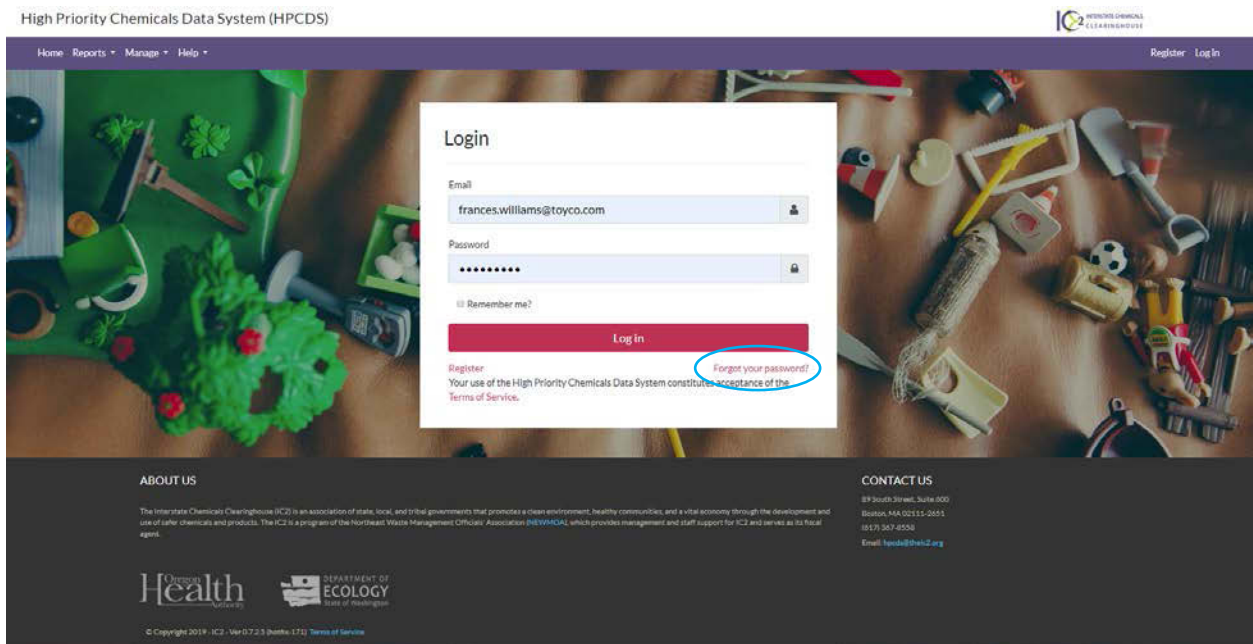
5. Check your email for a message indicating that your HPCDS user account is active, with login instructions.



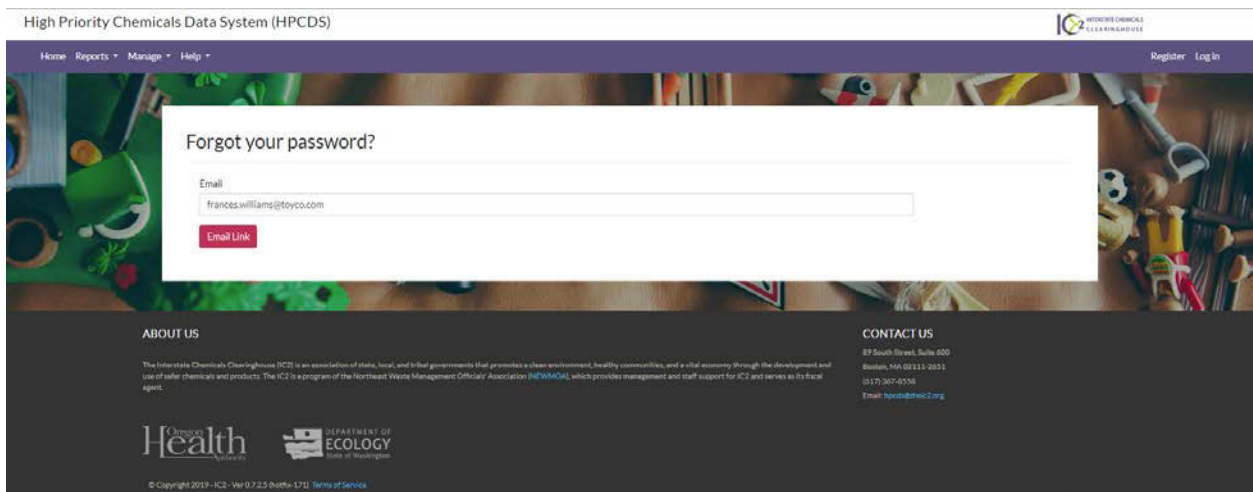
6. To log in to your new user account, click on the link provided in the email or go directly to <https://hpcds.theic2.org>, enter your email and password, and click Log in.

## Forgot Your Password

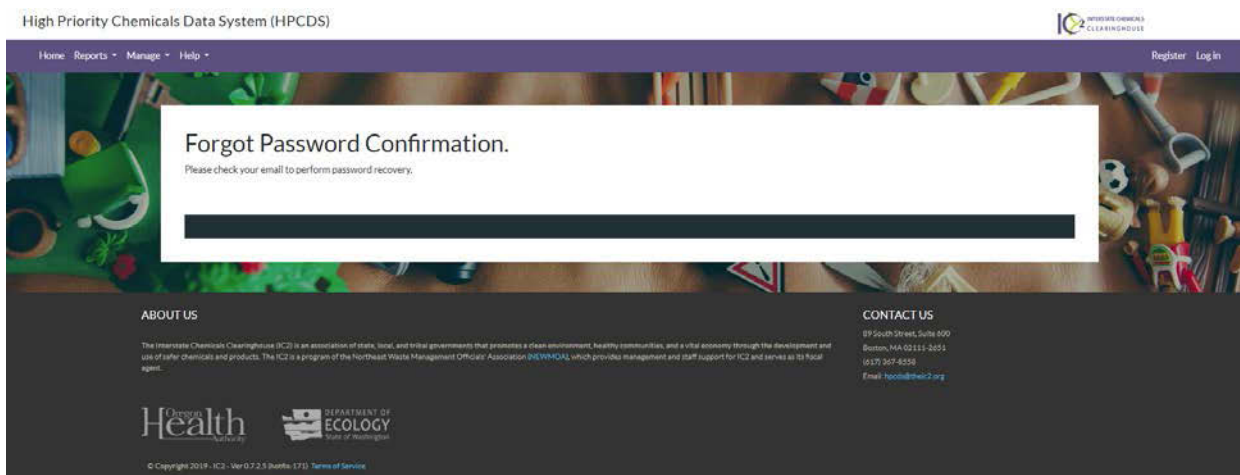
1. Navigate to <https://hpcds.theic2.org>. Click on the [Forgot your password?](#) link. It is located below the Log in button.



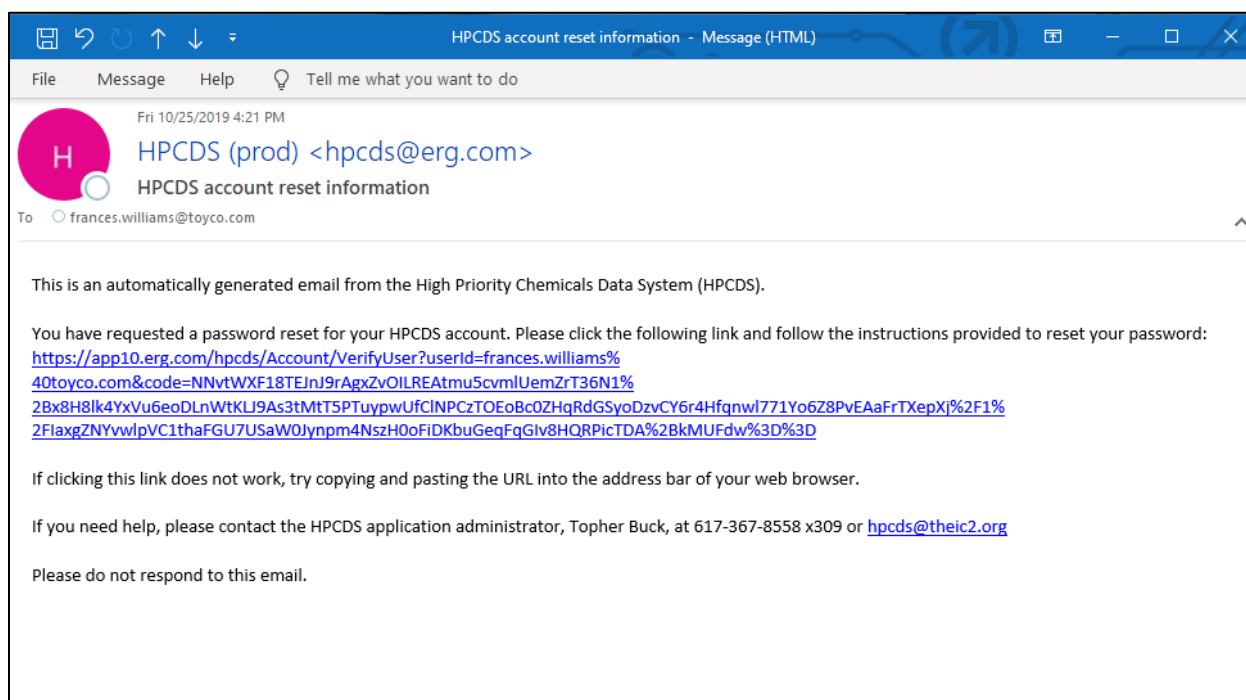
2. Enter the email address associated with your user account and click the Email Link button.



3. You will see a forgot password confirmation message.



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.



High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Register Log in

### Security question



What was your childhood nickname?

Francie

Submit

**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 Waste Management Officials' Association (NEWMOA), which provides management and staff support for IC2 and serves as its fiscal agent.

**CONTACT US**  
89 South Street, Suite 400  
Boston, MA 02111-2051  
(617) 367-8316  
Email: [hpacds@ic2.org](mailto:hpacds@ic2.org)

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- 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)

Home Reports Manage Help Register Log in

### Reset password



Password

Confirm password

Reset

**ABOUT US**  
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Email: [hpacds@ic2.org](mailto:hpacds@ic2.org)

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

High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help Register Log in

### Reset password confirmation.

Your password has been reset. Please [click here to log in](#)

**ABOUT US**  
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89 South Street, Suite 400  
Boston, MA 02111-2051  
(617) 367-8316  
Email: [hpacds@ic2.org](mailto:hpacds@ic2.org)

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)

Home Reports Manage Help Register Log In

### Login

Email  
frances.williams@toyco.com

Password  
\*\*\*\*\*



☐ Remember me?

[Log in](#)

[Register](#) [Forgot your password?](#)  
Your use of the High Priority Chemicals Data System constitutes acceptance of the [Terms of Service](#).

**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 Waste Management Officials' Association (NEWMOA), which provides management and staff support for IC2 and serves as its fiscal agent.

**CONTACT US**  
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Email: [hpch@ic2.org](mailto:hpch@ic2.org)

© Copyright 2019, IC2, Ver 0.7.2.0 (beta, 171) [Terms of Service](#)

# Manage

## My Profile

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

High Priority Chemicals Data System (HPCDS)

Home Reports **Manage** Help

Frances Williams - Toy Co. Log out

### Manage

#### My Profile

[Change your profile](#)

Email	frances.williams@toyco.com
Company Name	Toy Co. <a href="#">✎</a>
Name	Frances Williams
Job Title	Compliance Officer
Telephone Number	[US] 123-456-7890

#### Password

[Change your password](#)

#### Security Questions

1. What was your childhood nickname?

2. 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 [hpcds@theic2.org](mailto:hpcds@theic2.org).

High Priority Chemicals Data System (HPCDS)

Home Reports **Manage** Help

Frances Williams - Toy Co. Log out

### My Profile

Email	frances.williams@toyco.com <a href="#">ⓘ</a>
Company Name	Toy Co. <a href="#">✎</a>

First Name:

Last Name:

Job Title:

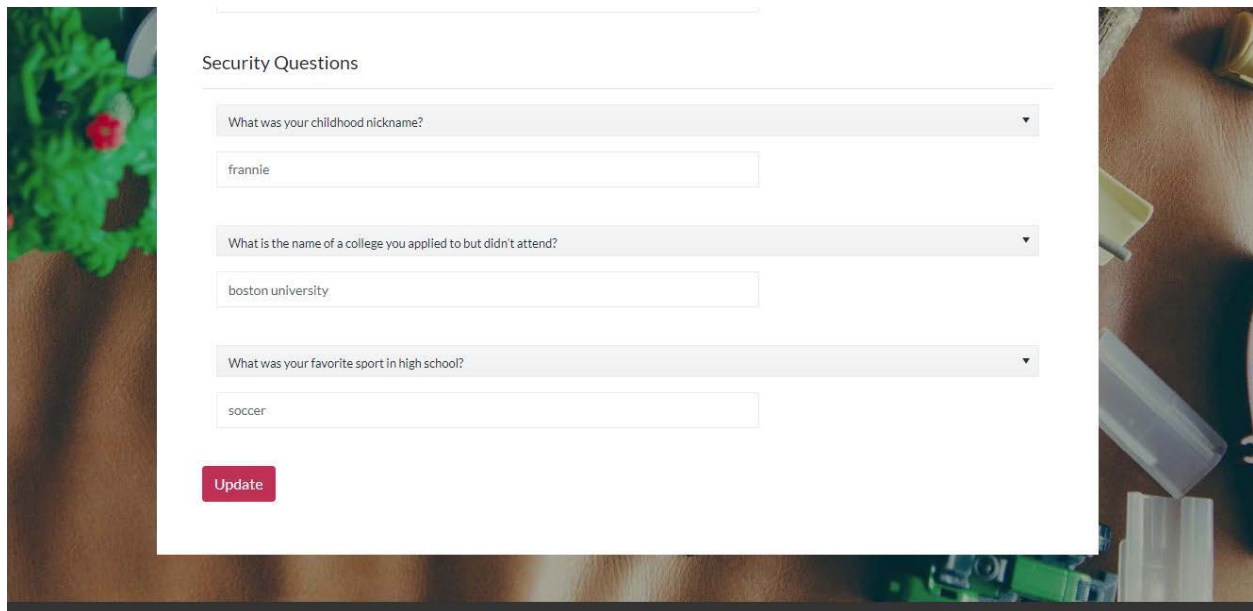
Telephone Number:  This is a non-U.S. telephone number

#### Security Questions

What was your childhood nickname?

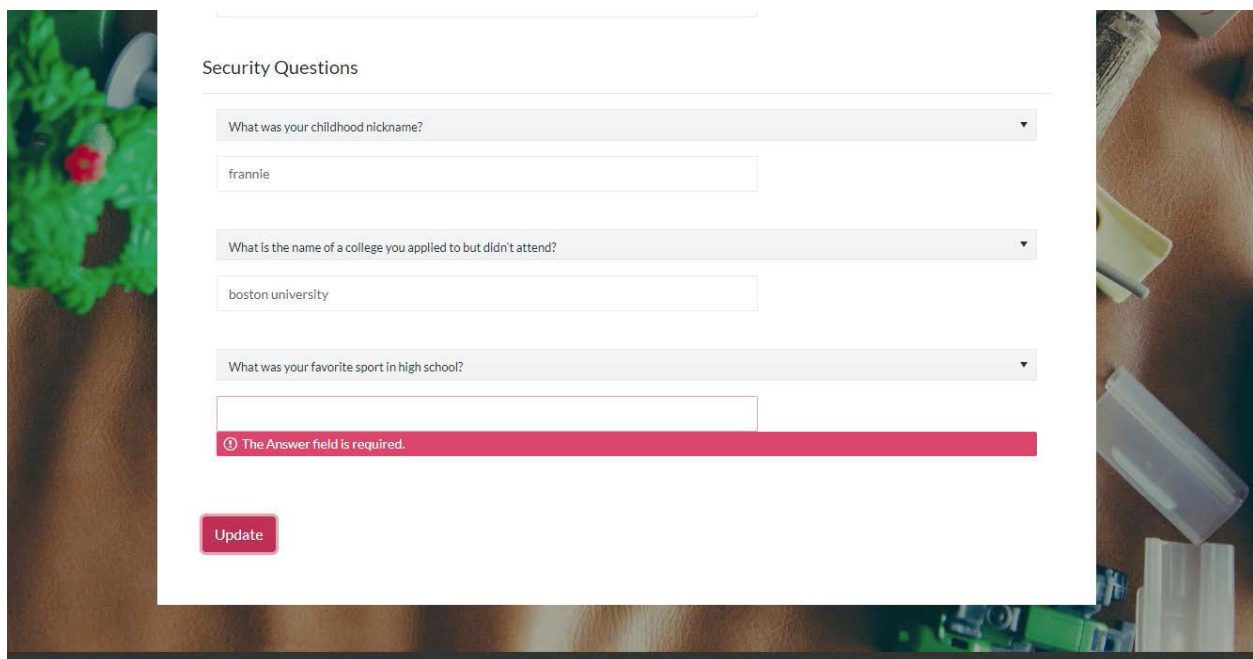


3. Scroll down on this page to make changes to your security questions. Here you can edit answers to your existing security questions or select new security questions and provide new answers.



The screenshot shows a web form titled "Security Questions". It contains three dropdown menus, each followed by a text input field. The first dropdown is "What was your childhood nickname?" with the answer "frannie". The second dropdown is "What is the name of a college you applied to but didn't attend?" with the answer "boston university". The third dropdown is "What was your favorite sport in high school?" with the answer "soccer". At the bottom left of the form is a red "Update" button.

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.



This screenshot is identical to the one above, but with an additional error message. Below the third question's input field, a red banner displays the text "ⓘ The Answer field is required." The "Update" button remains at the bottom left.

## My Company

1. 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:

<https://hpcds.theic2.org/Manage/MyOrganization>.

High Priority Chemicals Data System (HPCDS)

Home Reports **Manage** Help

IC<sub>2</sub> INTERSTATE CHEMICALS CLEARINGHOUSE

Frances Williams - Toy Co. Log out

### Manage - Toy Co.

My Company User Accounts for My Company Associations

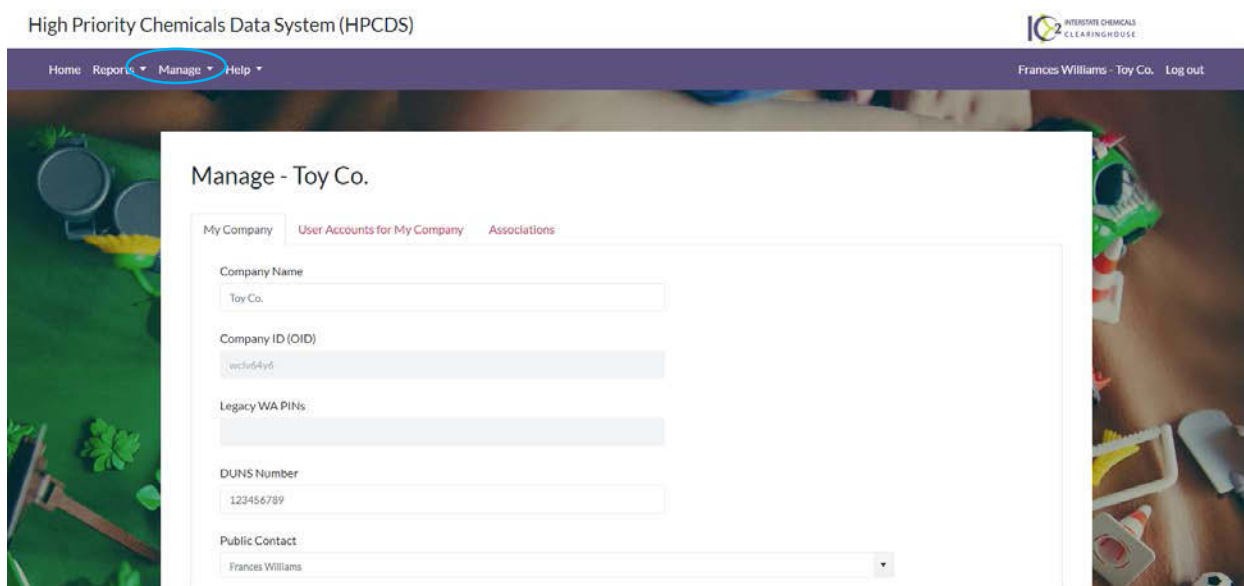
Company Name  
Toy Co.

Company ID (OID)  
wcl0d4y6

Legacy WA PINs

DUNS Number  
123456789

Public Contact  
Frances Williams



## My Company

1. On the My Company tab, you can view and edit your company name, DUNS number, 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.

**Manage - Toy Co.**

**My Company** User Accounts for My Company Associations

Company Name  
Toy Co.

Company ID (OID)  
wchv04y0

Legacy WA PINs

DUNS Number  
123456789

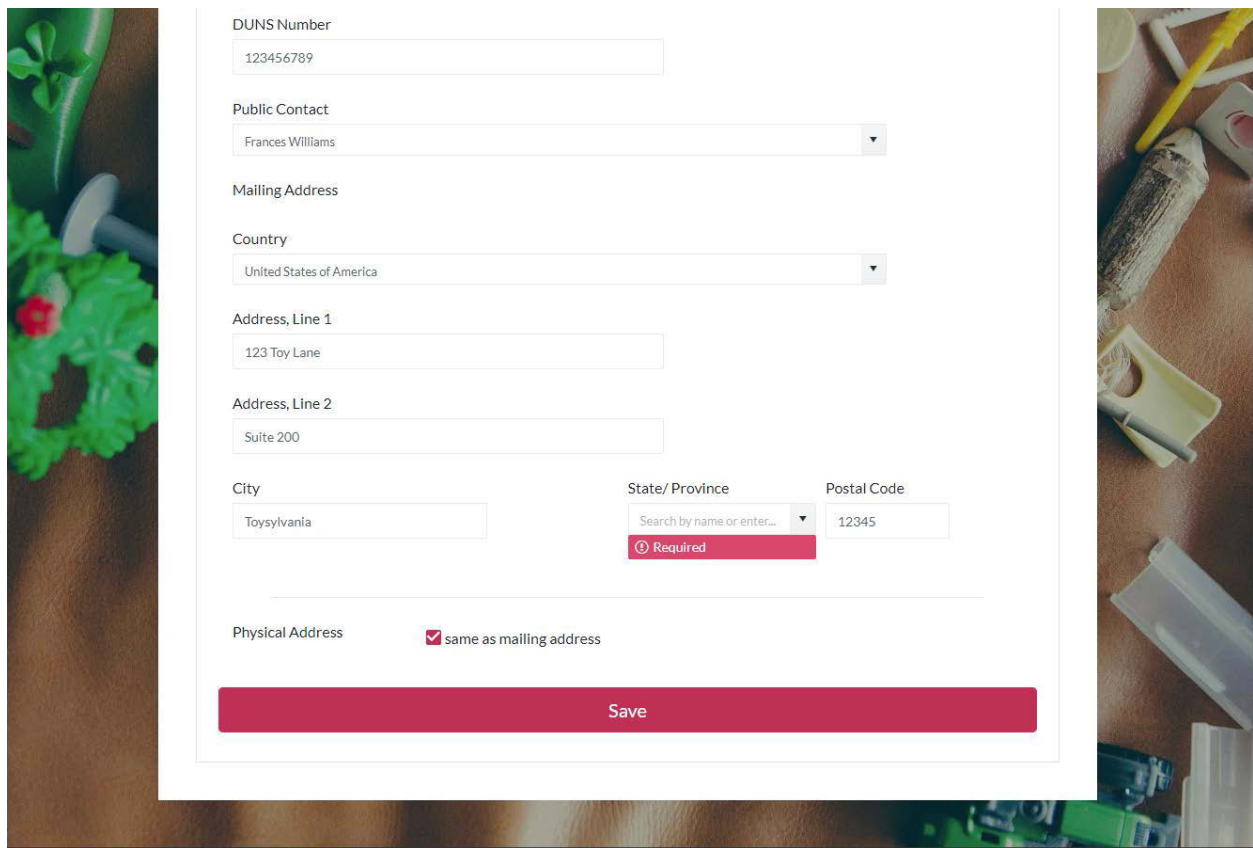
Public Contact  
Frances Williams

Mailing Address

Country  
United States of America

Address, Line 1

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.



DUNS Number  
123456789

Public Contact  
Frances Williams

Mailing Address

Country  
United States of America

Address, Line 1  
123 Toy Lane

Address, Line 2  
Suite 200

City  
Toysylvania

State/ Province  
Search by name or enter...  
**Required**

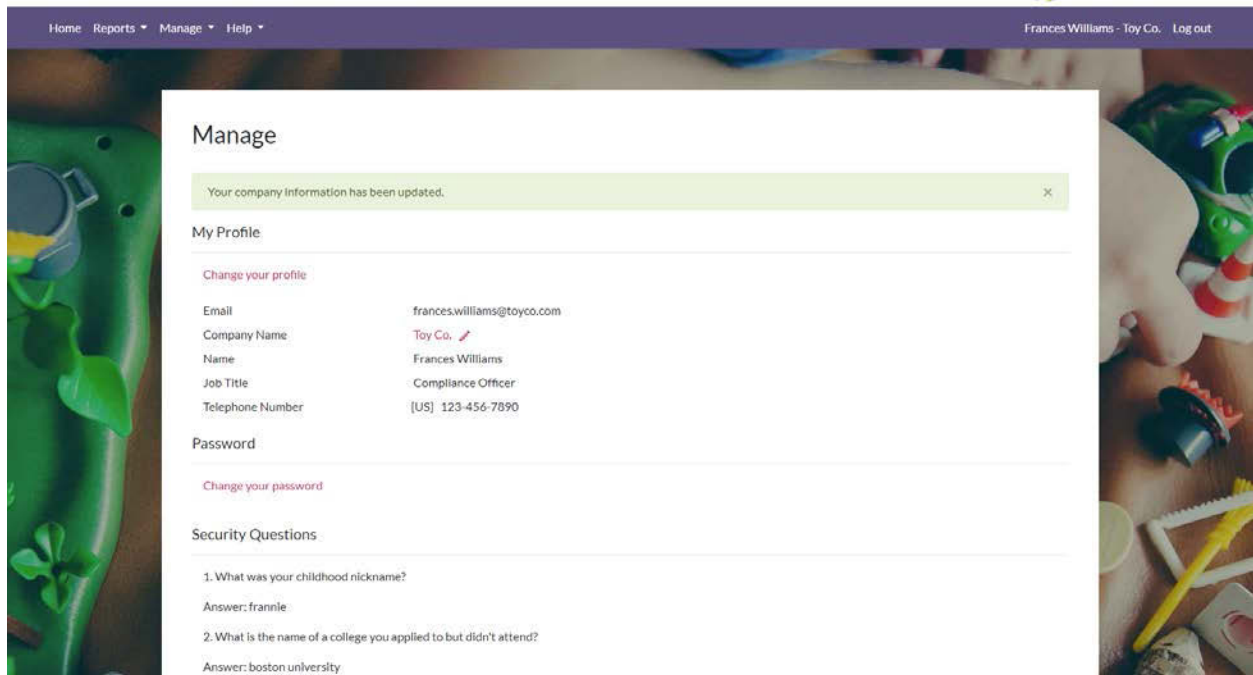
Postal Code  
12345

Physical Address ☒ same as mailing address

Save

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

#### High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help

Frances Williams - Toy Co. Log out

### Manage

Your company information has been updated.

#### My Profile

[Change your profile](#)

Email	frances.williams@toyco.com
Company Name	Toy Co. <a href="#">Edit</a>
Name	Frances Williams
Job Title	Compliance Officer
Telephone Number	[US] 123-456-7890

#### Password

[Change your password](#)

#### Security Questions

- What was your childhood nickname?  
Answer: frannie
- What is the name of a college you applied to but didn't attend?  
Answer: boston university

## User Accounts for My Company

### New User, Pending Approval

1. The first table on the User Accounts for My Company tab is the New Users, Pending Approval table. This table displays all new users that have created a user account and requested to be associated with your company but have not yet been approved by an existing user. User details are displayed in the table. Click the Accept button to associate the user with your company. Reject any users you do not recognize or that should not be associated with your company.

High Priority Chemicals Data System (HPCDS)

INTERSTATE CHEMICALS  
CLEARINGHOUSE

Home Reports Manage Help Frances Williams - Toy Co. Log out

### Manage - Toy Co.

My Company **User Accounts for My Company** Associations

#### New Users, Pending Approval

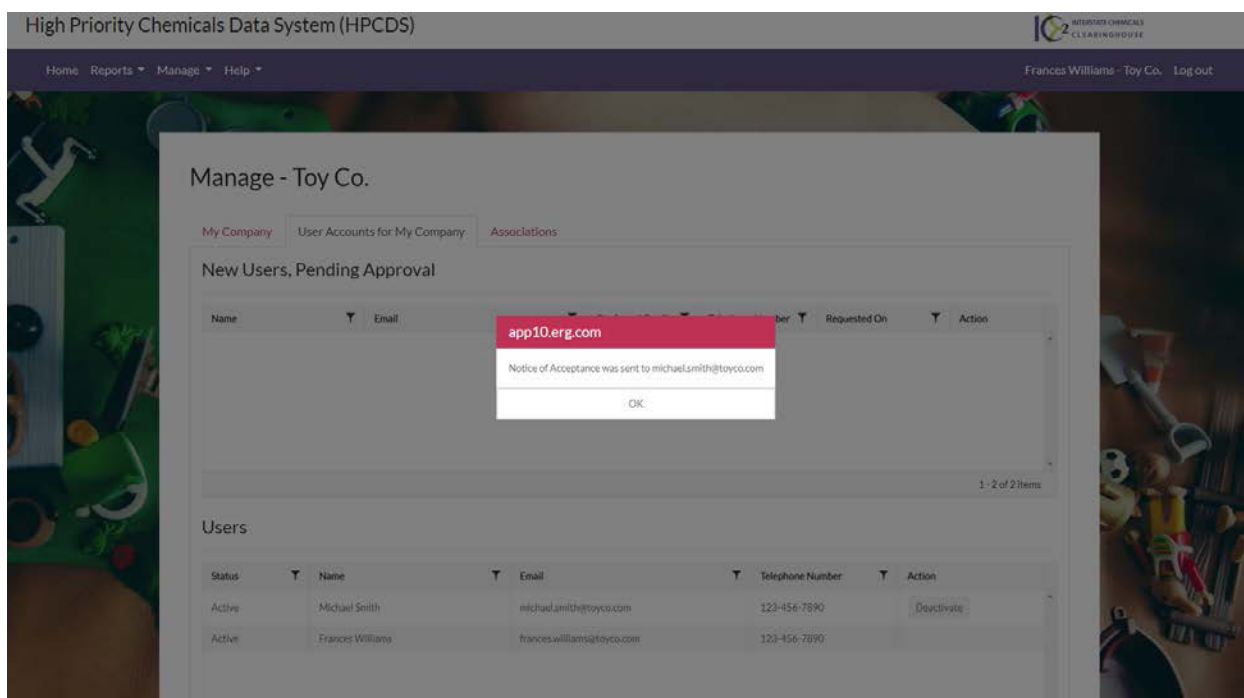
Name	Email	Confirmed Email	Telephone Number	Requested On	Action
Michael Smith	michael.smith@toyco.com	Y	123-456-7890	11/8/2019 11:56 AM	<button>Accept</button> <button>Reject</button>

1 - 1 of 1 items

#### Users

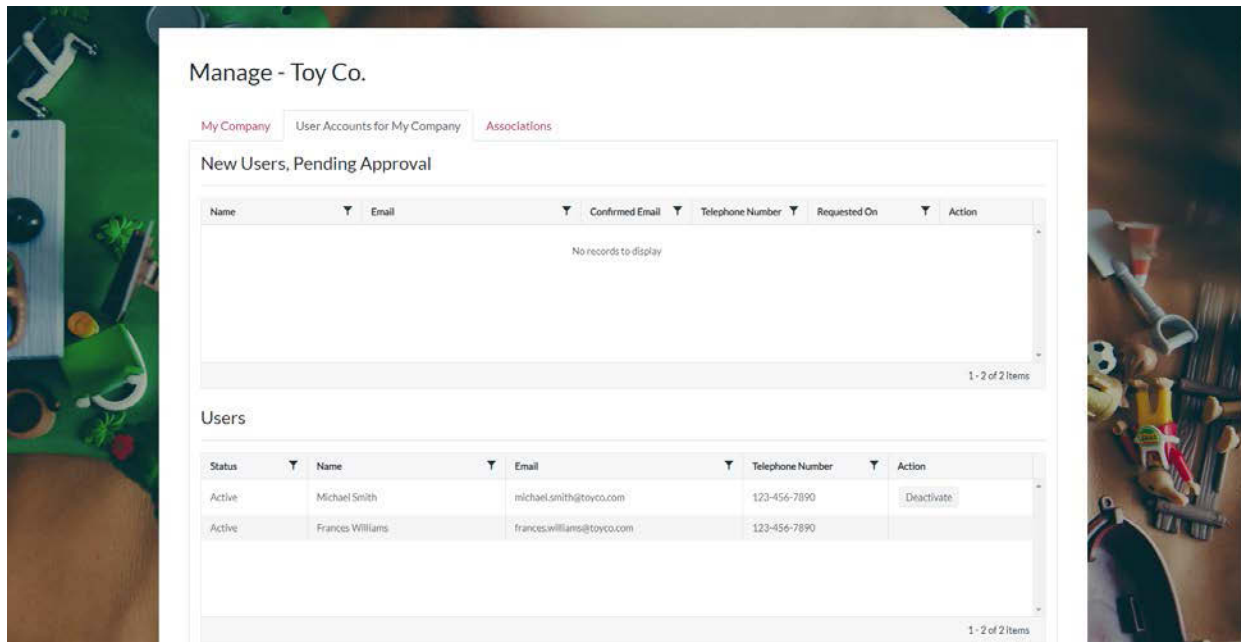
Status	Name	Email	Telephone Number	Action
Active	Frances Williams	frances.williams@toyco.com	123-456-7890	

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.

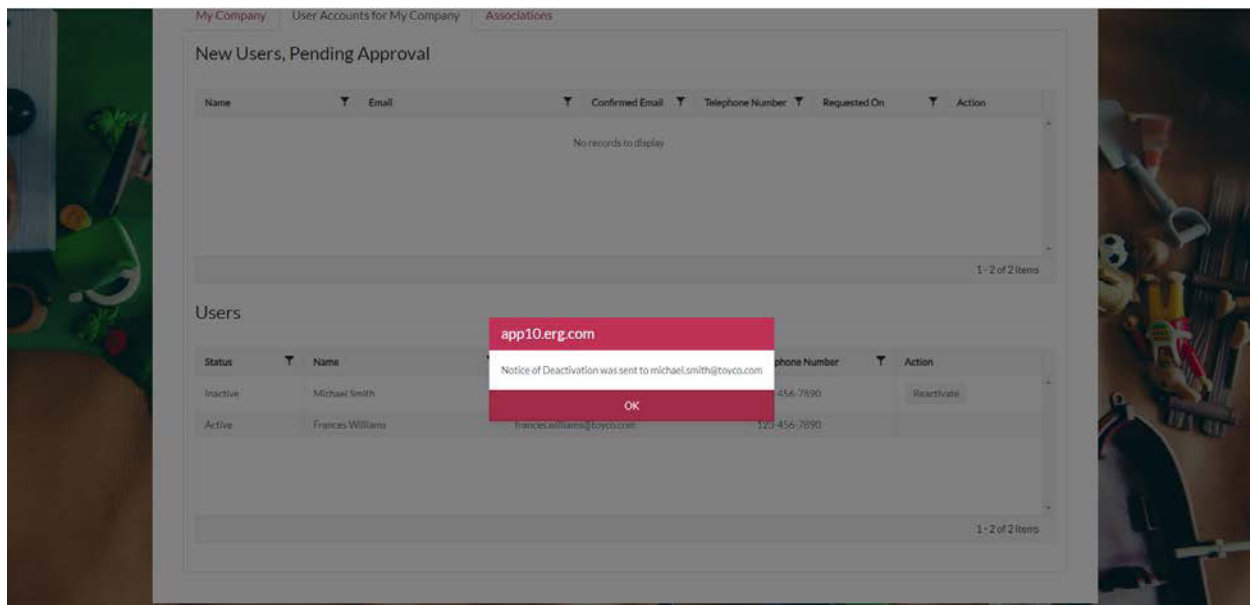


## User

1. The second table on the User Accounts for My Company tab is the Users table. User details are displayed in the table. Click the Deactivate button for any users that should no longer be associated with your company. Please note that the first user created for a company is, by default, the company's public contact; this can be changed once a second user has been added to the company's account. The 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.

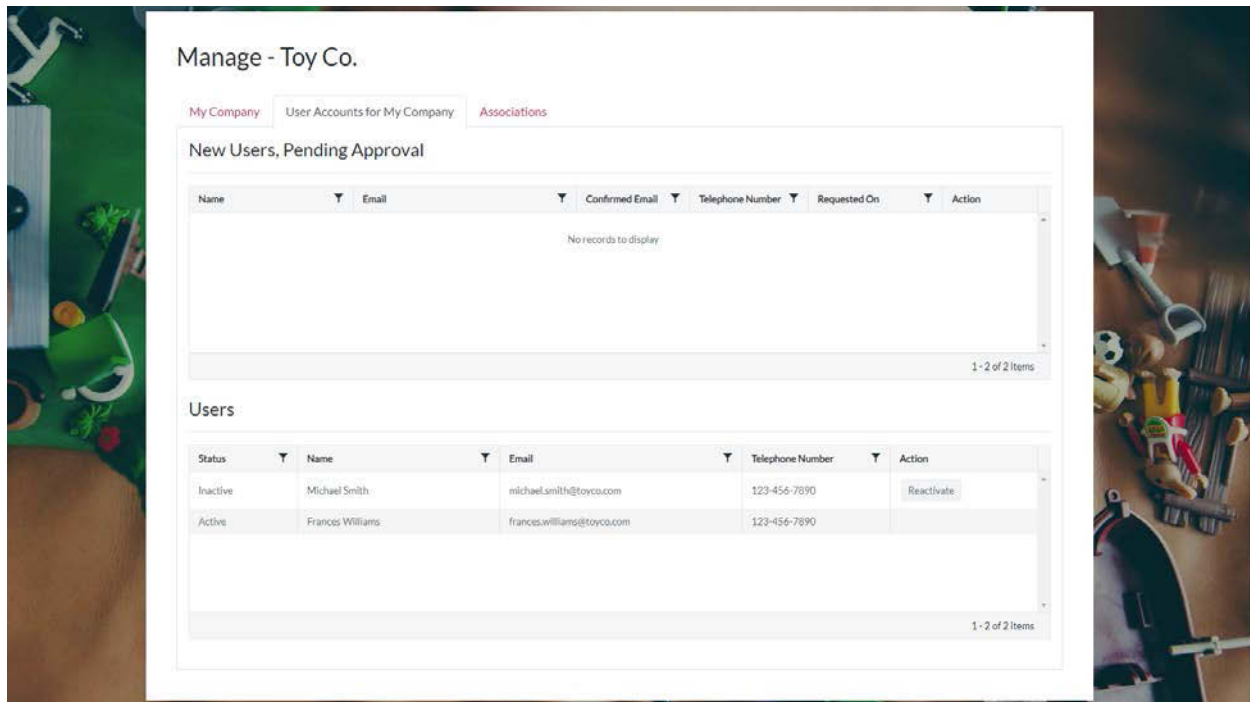


- Once you click the Deactivate button, you will see a confirmation message that a notice of deactivation was sent to the user.

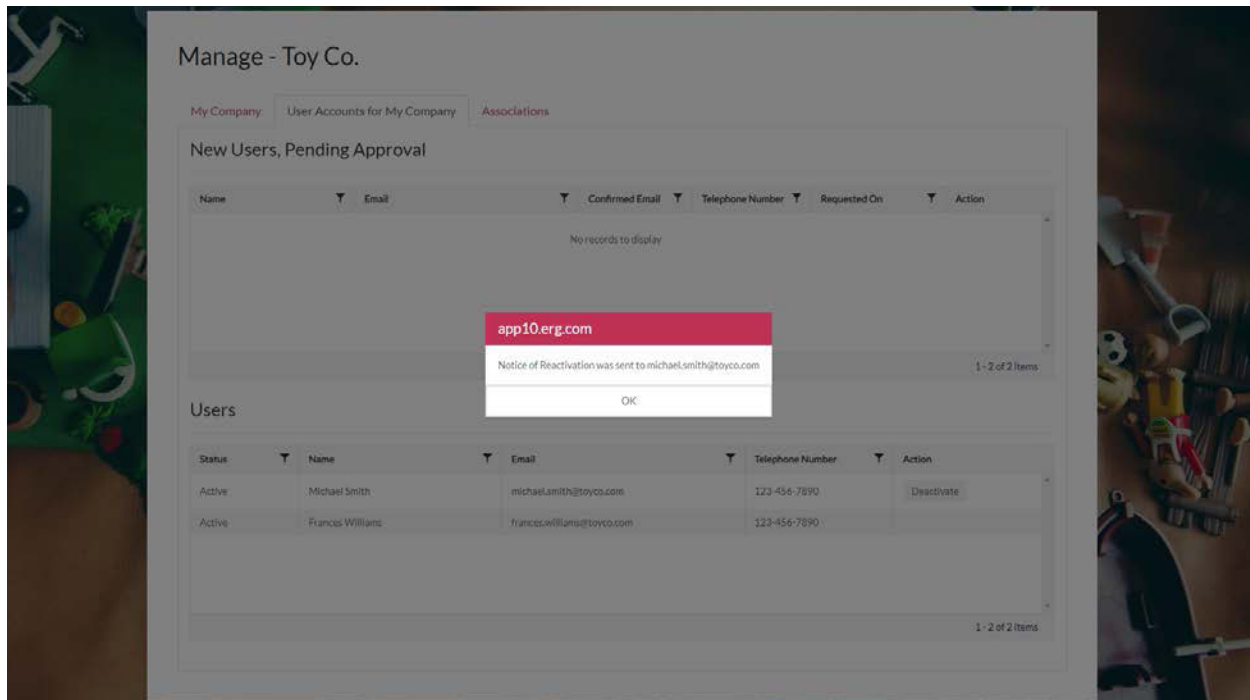


- Click the Reactivate button for any users that should be reinstated as actively associated with your company.





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

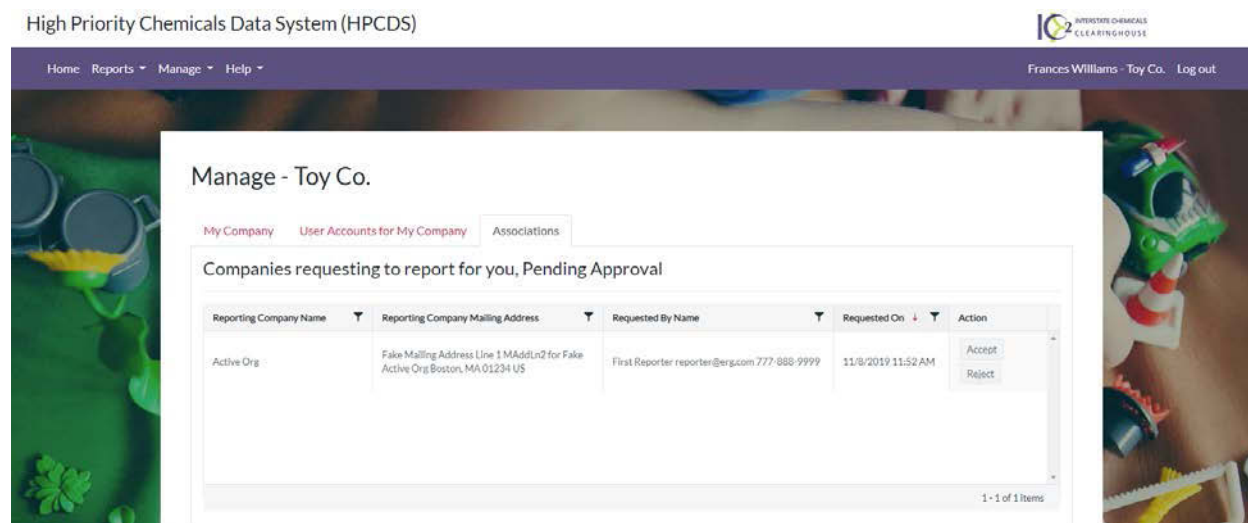




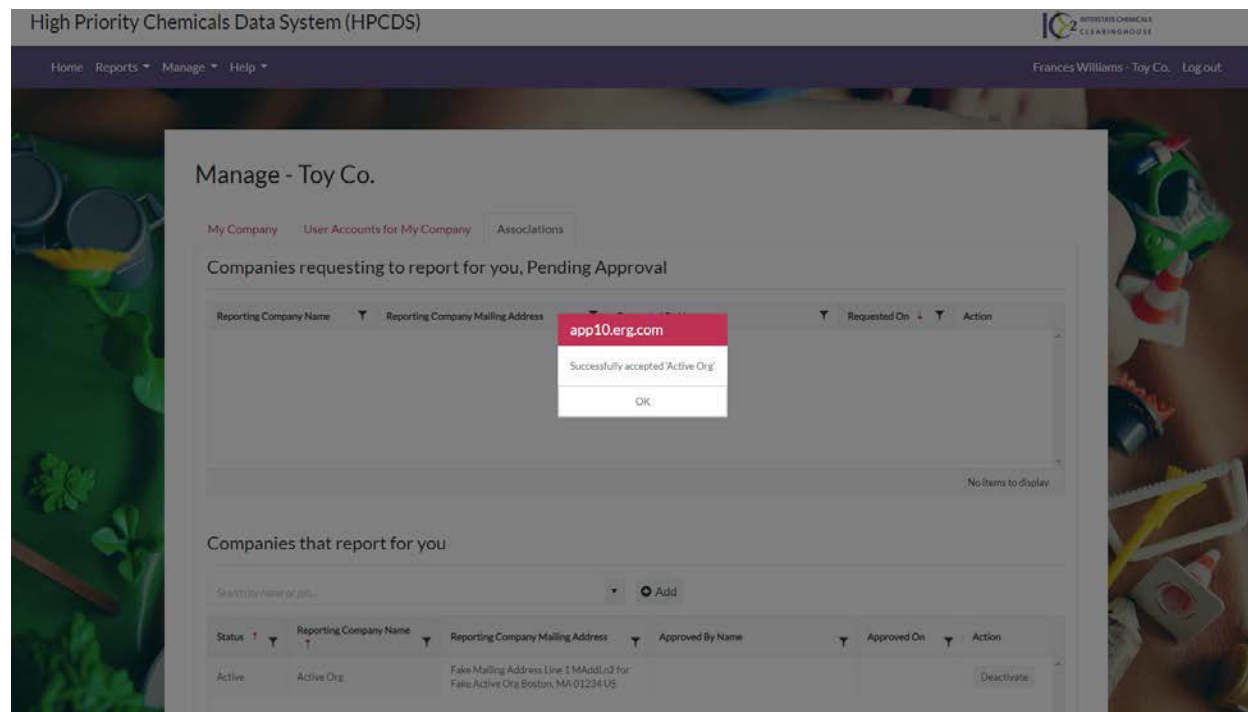
## Associations

### Companies requesting to report for you, Pending Approval

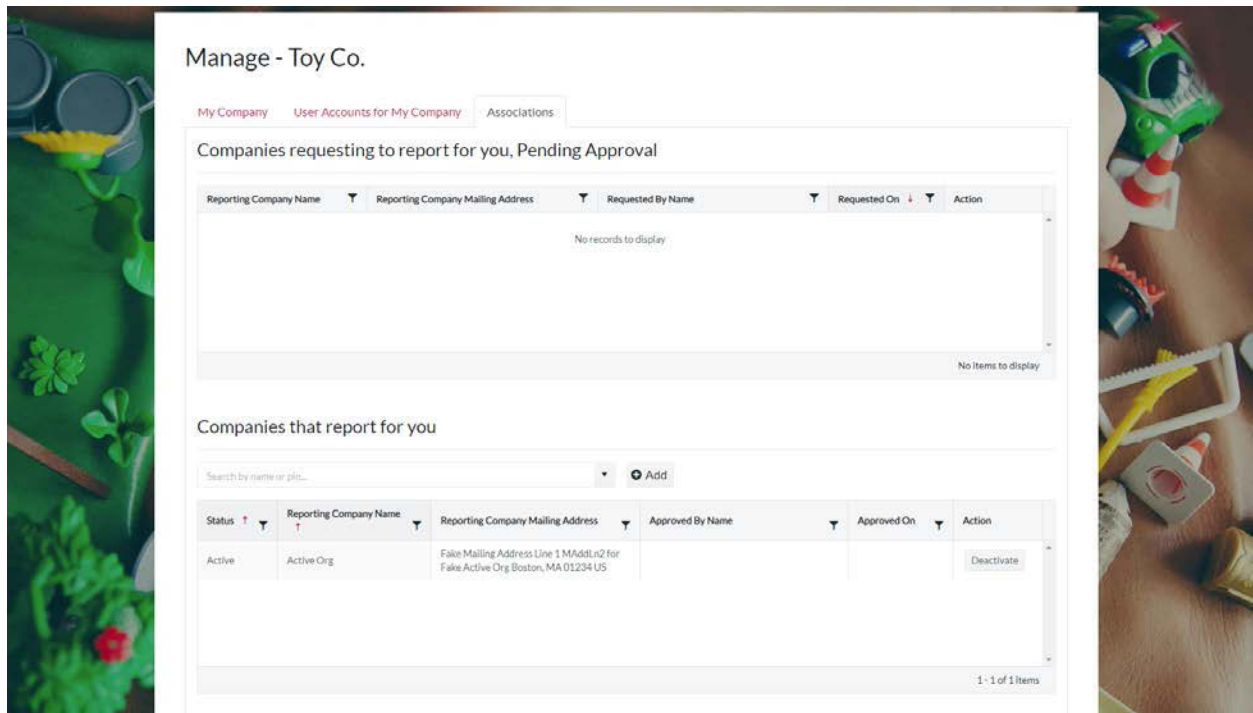
1. The first table on the Associations tab is the Companies requesting to report for you, Pending Approval table. This table includes all companies that have requested to report on behalf of your company but have not yet been approved. Company details are displayed in the table. Click the Accept button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



2. Once you click the Accept button, you will see a confirmation message that a notice of acceptance was sent to users at the company.



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



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	Requested By Name	Requested On	Action
No records to display				

No items to display

Companies that report for you

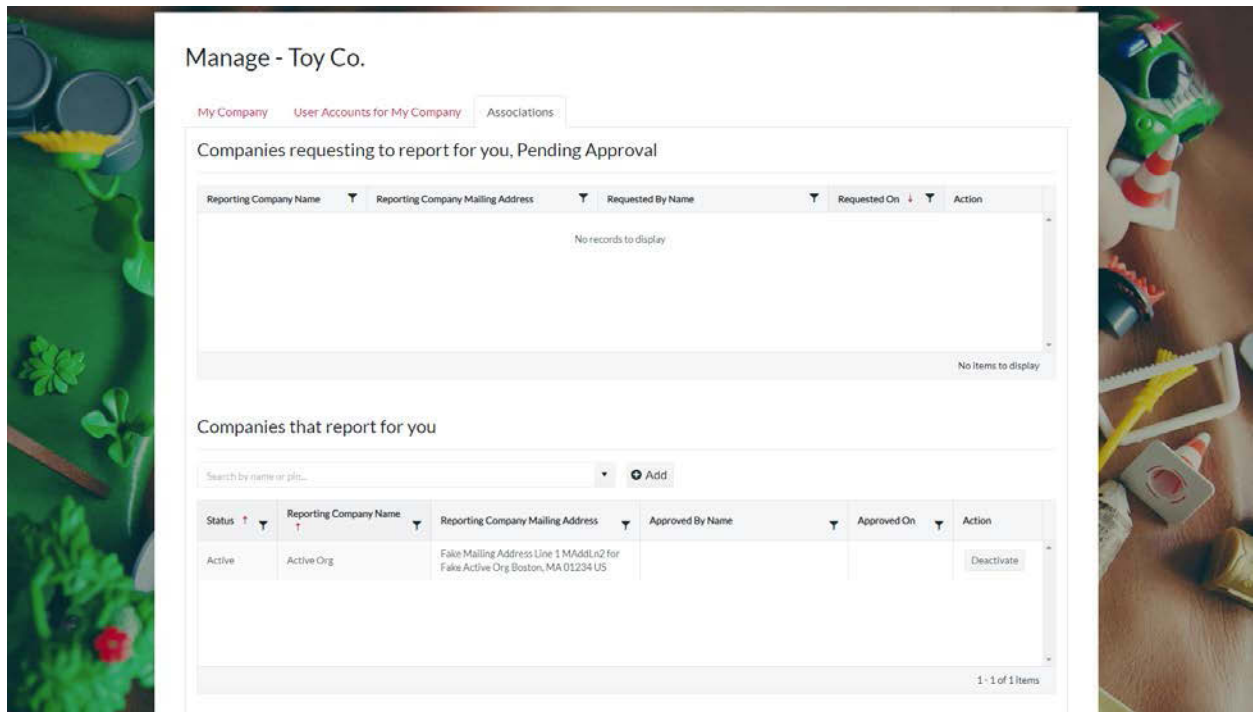
Search by name or pin...

Status	Reporting Company Name	Reporting Company Mailing Address	Approved By Name	Approved On	Action
Active	Active Org	Fake Mailing Address Line 1 MAddLn2 for Fake Active Org Boston, MA 01234 US			Deactivate

1 - 1 of 1 items

#### Companies that report for you

- The second table on the Associations tab is the Companies that report for you table. Company details are displayed in the table.



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	Requested By Name	Requested On	Action
No records to display				

No items to display

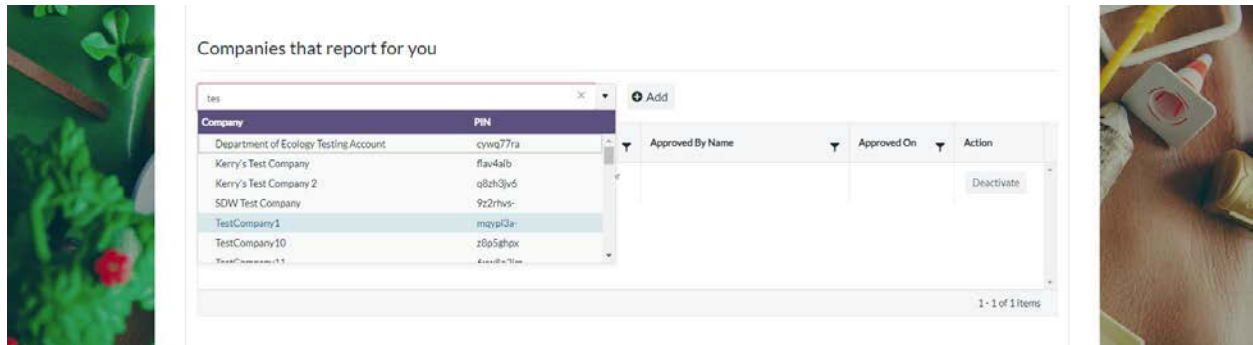
Companies that report for you

Search by name or pin...

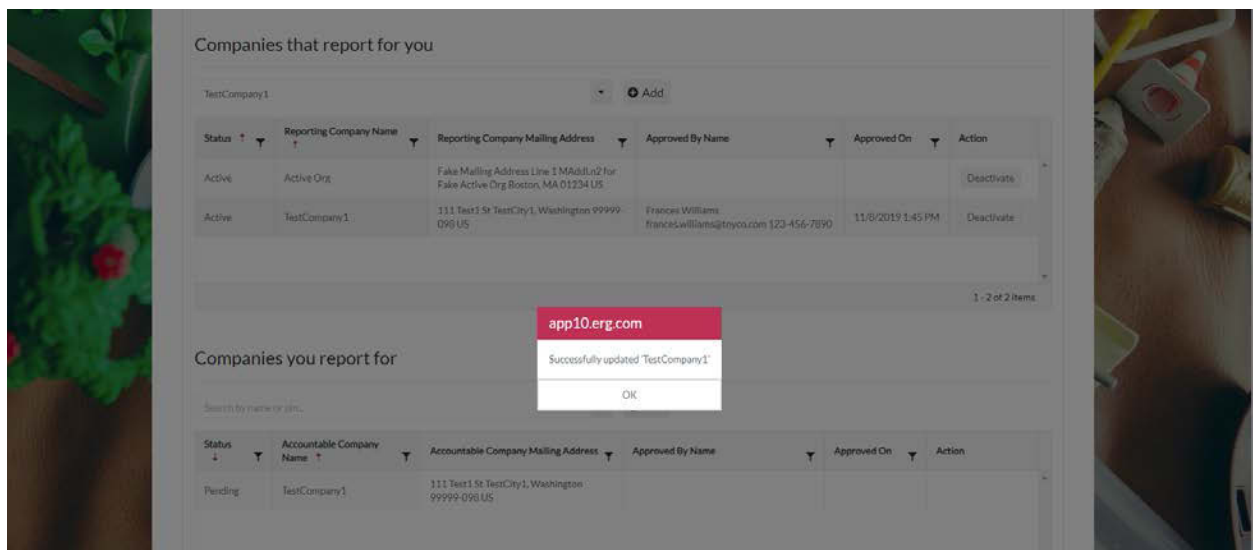
Status	Reporting Company Name	Reporting Company Mailing Address	Approved By Name	Approved On	Action
Active	Active Org	Fake Mailing Address Line 1 MAddLn2 for Fake Active Org Boston, MA 01234 US			Deactivate

1 - 1 of 1 items

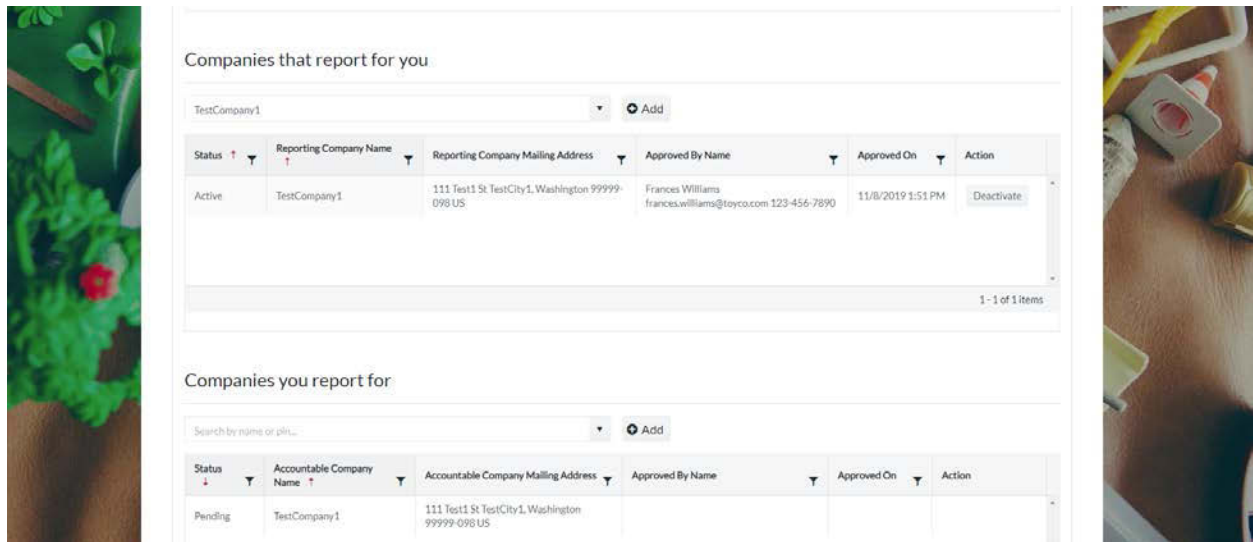
2. To allow a new company to report on behalf of your company, use the search box to find the company, select the company name, and click the Add button. Organization information from Washington's CSPA Reporting Application was imported into the HPCDS. You can use the legacy WA PIN, in conjunction with the company name, to help identify a company.



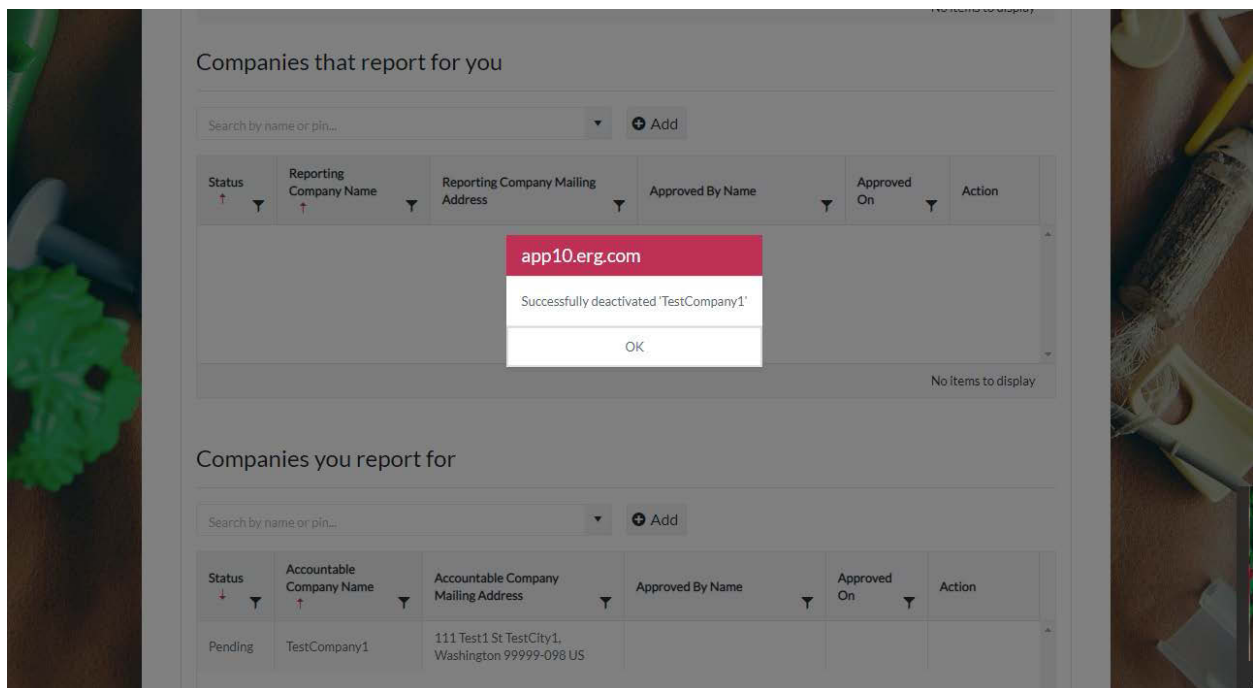
3. Once you click the Add button, you will see a confirmation message that the company will be allowed to report on your behalf.



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

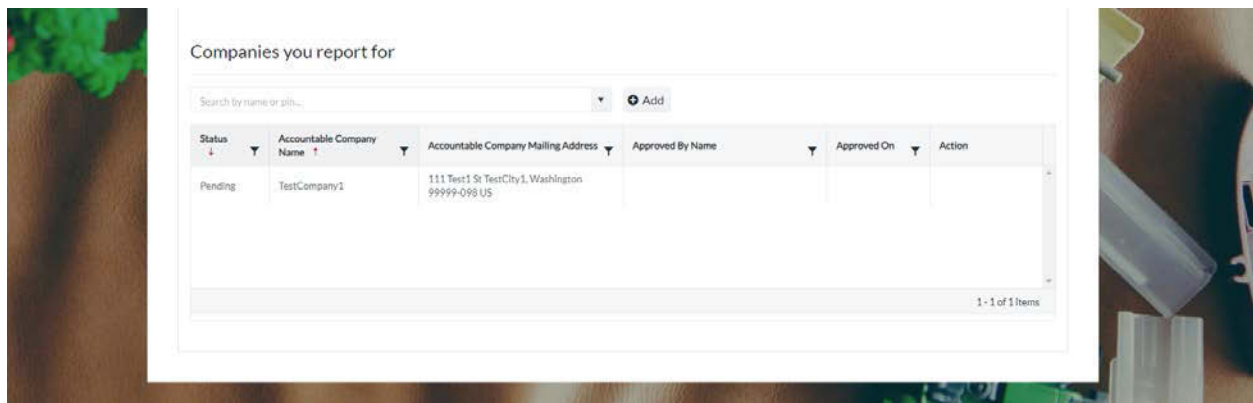


- Once you click the Deactivate button, you will see a confirmation message that the company was successfully deactivated.

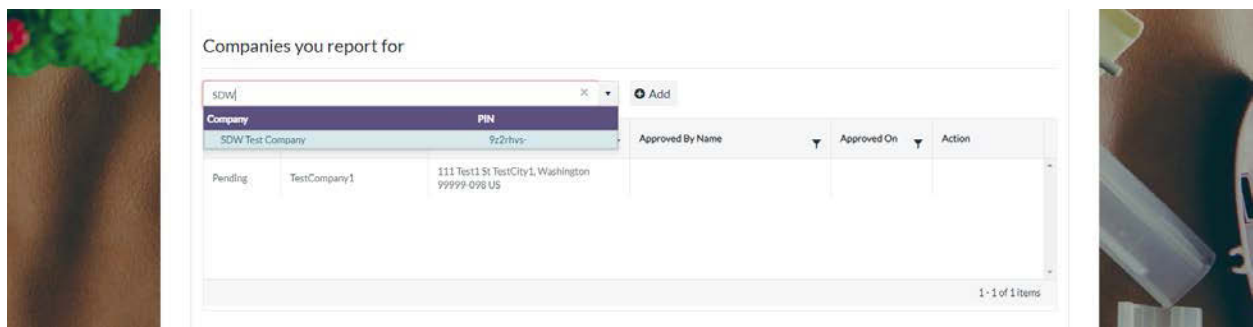


#### Companies you report for

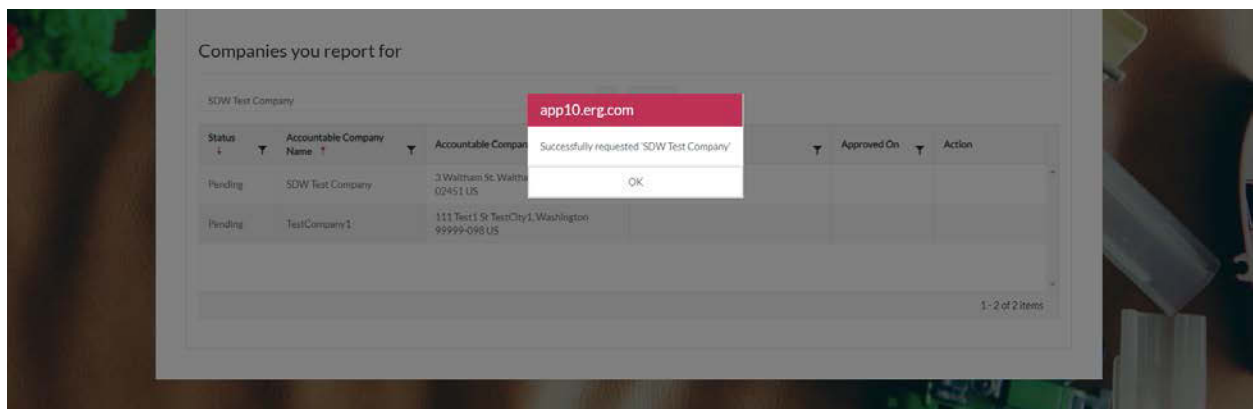
- The third table on the Associations tab is the Companies you report for table. Company details and status are displayed in the table.



- 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. Organization information from Washington's CSPA Reporting Application was imported into the HPCDS. You can use the legacy WA PIN, in conjunction with the company name, to help identify a company.

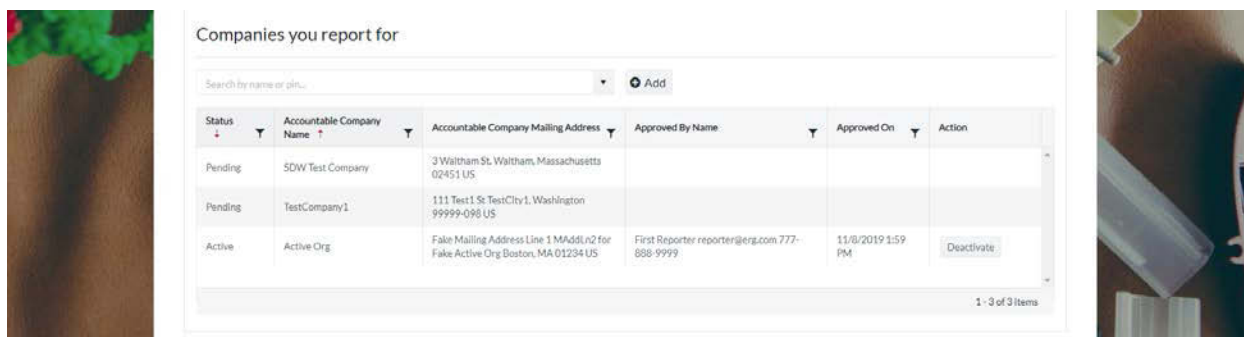


- Once you click the Add button, you will see a confirmation message that a request was sent to the company. The status for that request will display as Pending until it is approved.

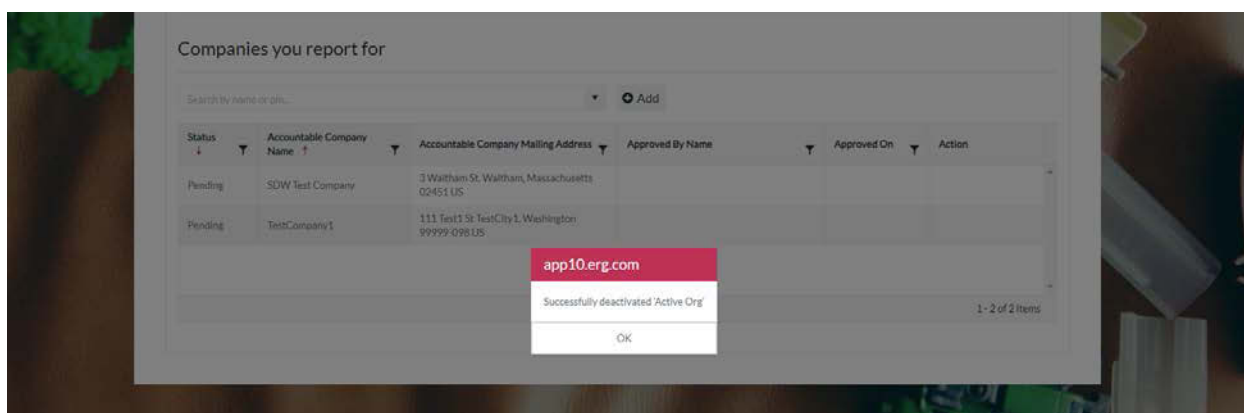


- Click the Deactivate button for any companies that you no longer want to report for.





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



## Change Password

- 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 System (HPCDS)

Home Reports Manage Help

INTERSTATE CHEMICALS CLEARINGHOUSE

Frances Williams - Toy Co. Log out

### Change Password

Current password

New password ⓘ

Confirm new password

Change password

- 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.

High Priority Chemicals Data System (HPCDS)

IC<sub>2</sub> INTERSTATE CHEMICALS CLEARINGHOUSE

Home Reports Manage Help Frances Williams - Toy Co. Log out

### Change Password

Current password

\*\*\*\*\*

New password ⓘ

ⓘ The New password field is required.

Confirm new password

Change password

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

High Priority Chemicals Data System (HPCDS)

IC<sub>2</sub> INTERSTATE CHEMICALS CLEARINGHOUSE

Home Reports Manage Help Frances Williams - Toy Co. Log out

### Manage

Your password has been changed. X

#### My Profile

Change your profile

Email	frances.williams@toyco.com
Company Name	Toy Co. ✎
Name	Frances Williams
Job Title	Compliance Officer
Telephone Number	[US] 123-456-7890

#### Password

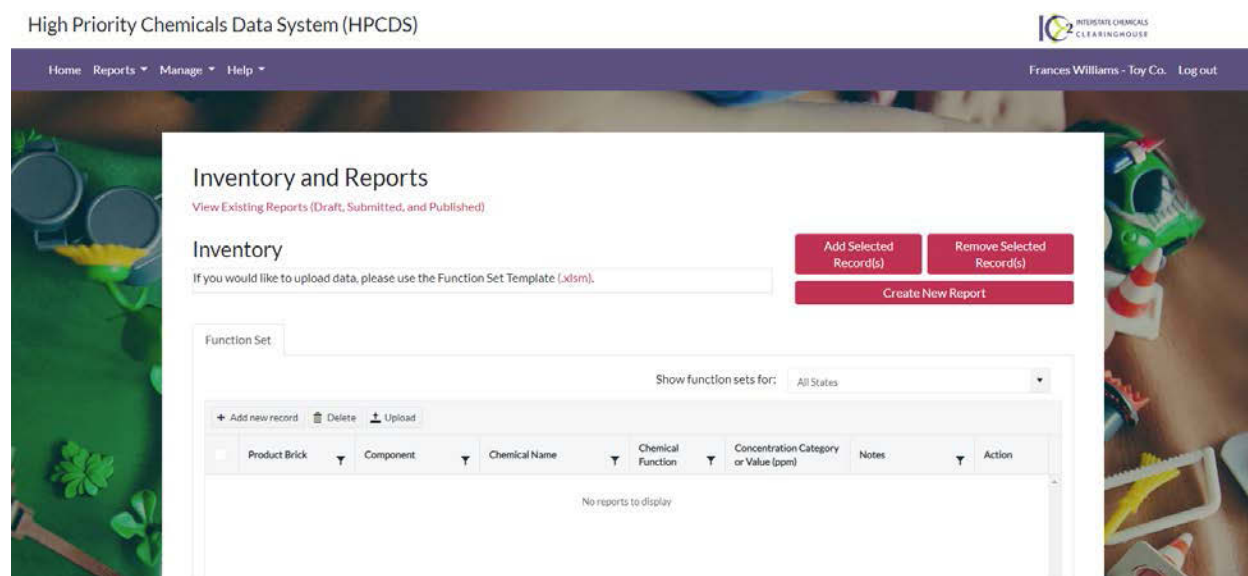
Change your password

# Reports

## Create Report from Inventory

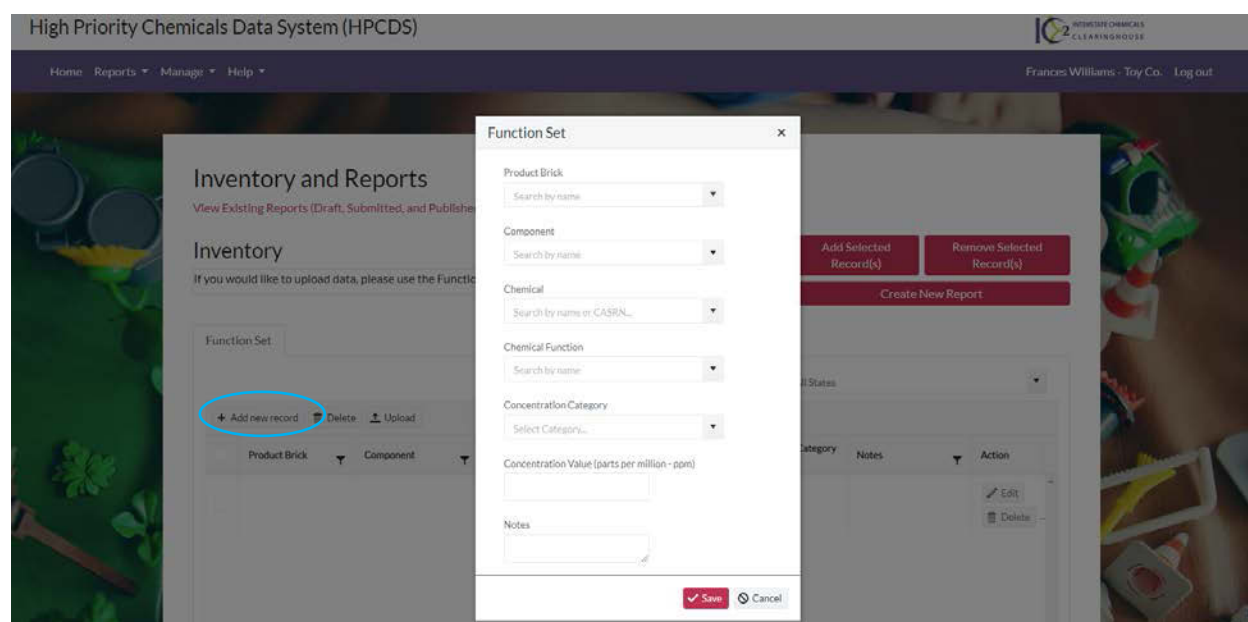
### Inventory

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



### Add new record

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





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.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help

Frances Williams - Toy Co. Log out

Inventory and Reports

View Existing Reports (Draft, Submitted, and Published)

Inventory

If you would like to upload data, please use the Function Set Template (.xlsx).

Function Set

Product Brick: Bath/Pool Water Toys

Component: Surface coatings (paints, plating, waterpr...)

Chemical: Formaldehyde

Chemical Function: Search by name

**The Chemical Function field is required.**

Concentration Category: Equal to or greater than 500 but less tha...

Concentration Value (parts per million - ppm):

Notes: pool toys

Save Cancel

3. The new record is displayed in your inventory.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help

Frances Williams - Toy Co. Log out

Inventory and Reports

View Existing Reports (Draft, Submitted, and Published)

Inventory

If you would like to upload data, please use the Function Set Template (.xlsx).

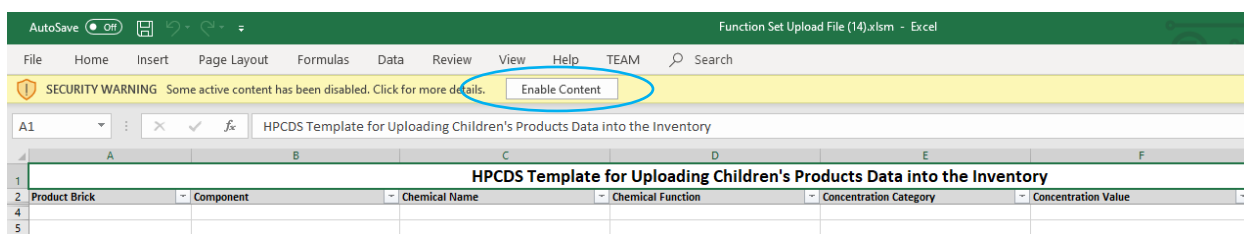
Function Set

Show function sets for: All States

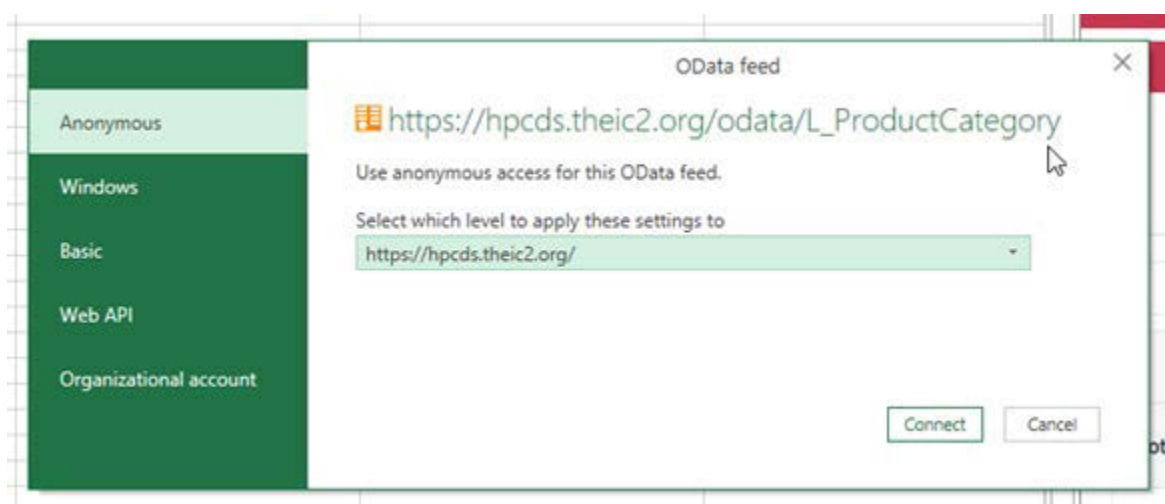
+ Add new record Delete Upload

	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
<input type="checkbox"/>	Bath/Pool Water Toys [10005155]	Surface coatings (paints, plating, waterproofing etc.)	Formaldehyde [50-00-0]	Dispersant	Equal to or greater than 500 but less than 1,000 ppm	pool toys	Edit Delete

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.



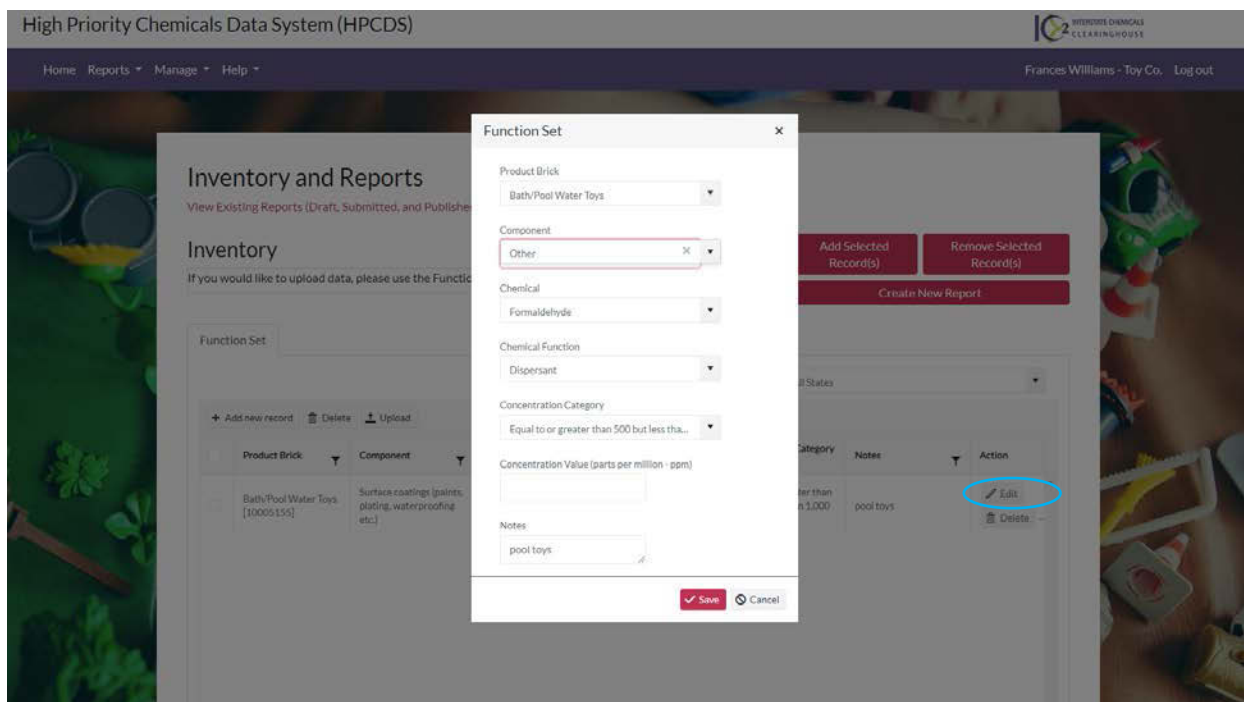
In the Function Set Template XLSM file you may also be presented with the dialog box shown below. You must click the "Connect" button to use the template.



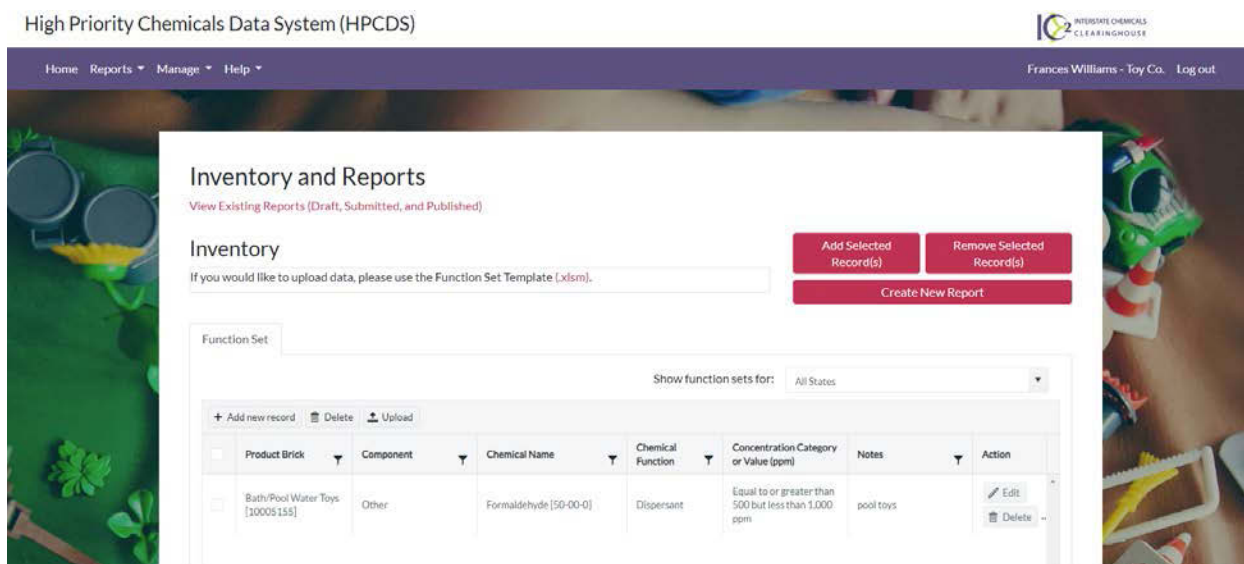
If you use the Function Set Template, you must populate each function set element (column) with a value from the provided pick-lists, following the guidance provided in the template. You can paste data into the template, but the entered values must correspond to the pick list values. Once data entry 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.

### *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.



- 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.



### Delete a record

- To delete a record in your inventory, click the Delete button on the right side of the record.

## Inventory and Reports

View Existing Reports (Draft, Submitted, and Published)

## Inventory

If you would like to upload data, please use the Function Set Template (.xism).

Add Selected  
Record(s)Remove Selected  
Record(s)

Create New Report

Function Set

Show function sets for: All States

<a href="#">+ Add new record</a>	<a href="#">Delete</a>	<a href="#">Upload</a>						
<input type="checkbox"/>	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes	Action	
<input type="checkbox"/>	Bath/Pool Water Toys [10005155]	Other	Formaldehyde [50-00-0]	Dispersant	Equal to or greater than 500 but less than 1,000 ppm	pool toys	<a href="#">Delete</a>	

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

## Inventory and Reports

View Existing Reports (Draft, Submitted, and Published)

## Inventory

If you would like to upload data, please use the Function Set Template (.xism).

Add Selected  
Record(s)Remove Selected  
Record(s)

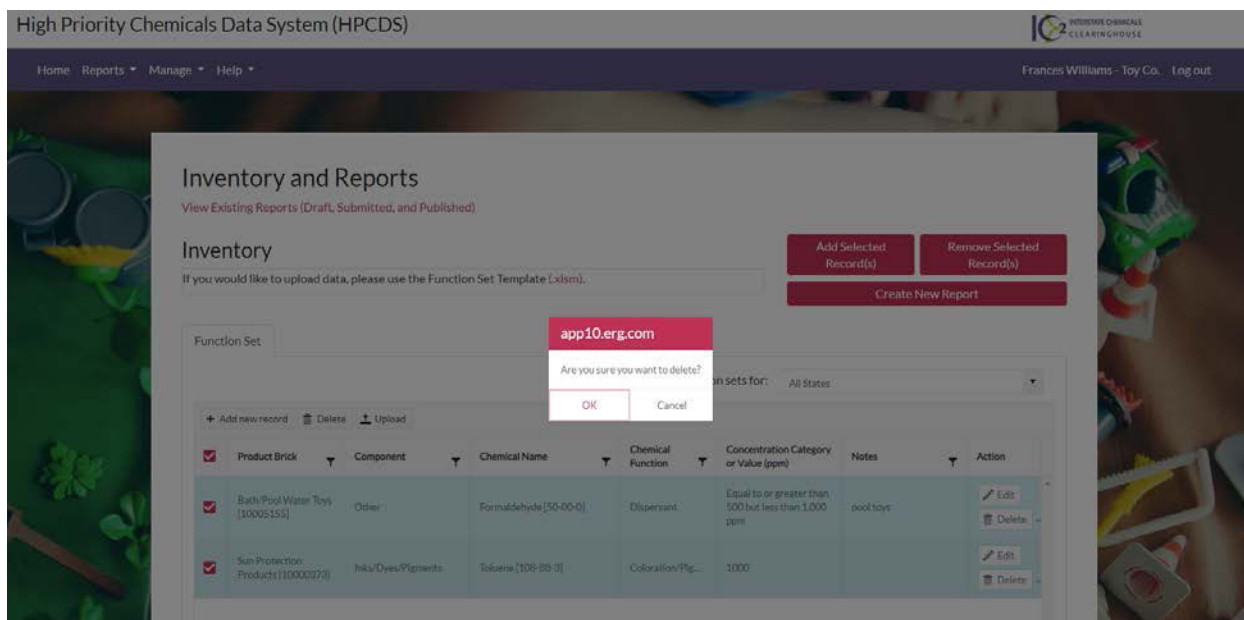
Create New Report

Function Set

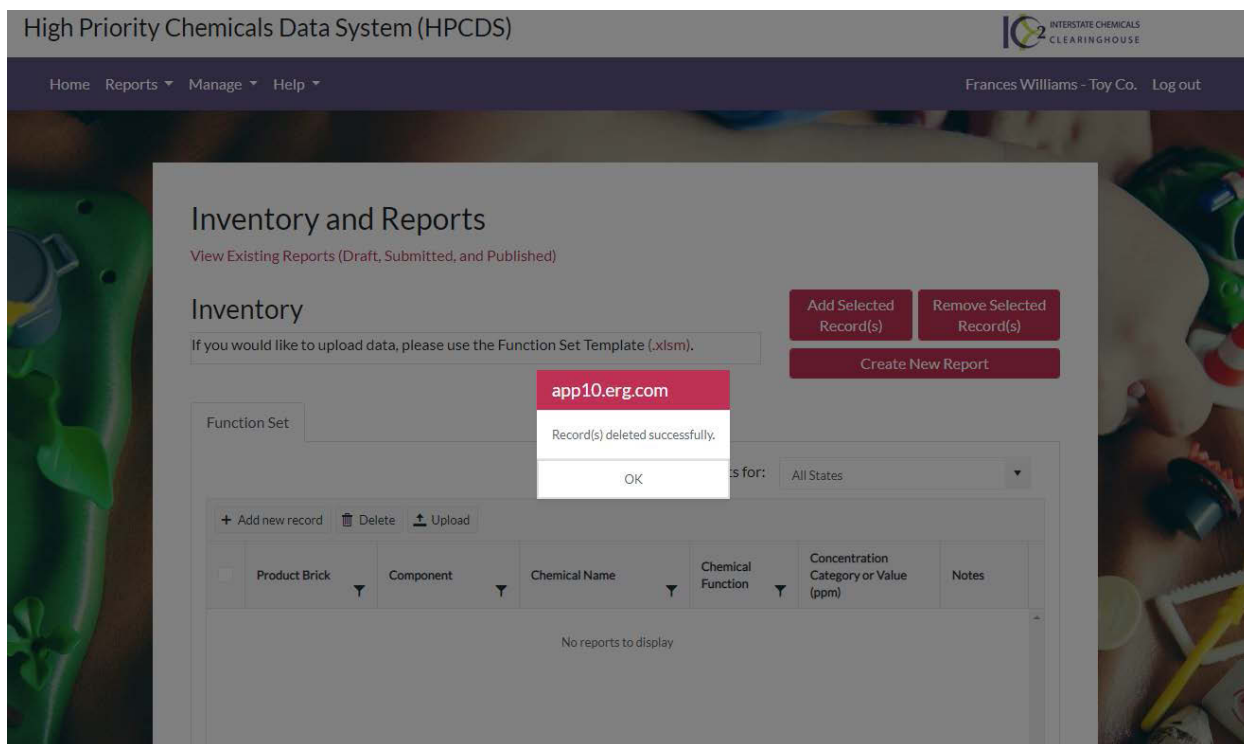
Show function sets for: All States

<a href="#">+ Add new record</a>	<a href="#">Delete</a>	<a href="#">Upload</a>						
<input checked="" type="checkbox"/>	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes	Action	
<input checked="" type="checkbox"/>	Bath/Pool Water Toys [10005155]	Other	Formaldehyde [50-00-0]	Dispersant	Equal to or greater than 500 but less than 1,000 ppm	pool toys	<a href="#">Edit</a> <a href="#">Delete</a>	
<input checked="" type="checkbox"/>	Sun Protection Products [10000373]	Inks/Dyes/Pigments	Toluene [108-88-3]	Coloration/Pig...	1000		<a href="#">Edit</a> <a href="#">Delete</a>	

- 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 delete the record(s), click the Cancel button.



- 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*

- 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.



## Inventory and Reports

View Existing Reports (Draft, Submitted, and Published)

## Inventory

If you would like to upload data, please use the Function Set Template (.xslm).

Add Selected  
Record(s)Remove Selected  
Record(s)

Create New Report

Function Set

Show function sets for: All States

<input checked="" type="checkbox"/>	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
<input checked="" type="checkbox"/>	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		<a href="#">Edit</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	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		<a href="#">Edit</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	Blankets/Throws (Non Powered) [10002224]	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Aniline [62-53-3]	Antistatic agent	10000		<a href="#">Edit</a> <a href="#">Delete</a>

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.

## Inventory and Reports

View Existing Reports (Draft, Submitted, and Published)

## Inventory

If you would like to upload data, please use the Function Set Template (.xslm).

Function Set

Create Report

Select the state, reporting period and company to create your report, for the 3 appended record(s).

State

WA

Reporting Period

2019

Company

Toy Co.

Start

Cancel

Clear Selection

<input checked="" type="checkbox"/>	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes	Action
<input checked="" type="checkbox"/>	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		<a href="#">Edit</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	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		<a href="#">Edit</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	Blankets/Throws (Non Powered) [10002224]	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Aniline [62-53-3]	Antistatic agent	10000		<a href="#">Edit</a> <a href="#">Delete</a>

## Create Report for Washington State Department of Ecology

1. 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 Chemicals Data System (HPCDS)

Home Reports Manage Help Frances Williams - Toy Co. Log out

### Step 1. Create Report for Washington

Toy Co.

Public Contact Frances Williams (frances.williams@toyco.com)

Report Name Report for Toy Co. (11/8/2019)

Reporting Period 2019

#### Step 1a. Enter target age

Product Brick	Target Age	Action
Baby Carrier [10000502]		Edit
Blankets/Throws (Non Powered) [10002224]		Edit
Spinning Tops/Yo-Yos [10005165]		Edit

2. 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.

High Priority Chemicals Data System (HPCDS)

Home Reports Manage Help Frances Williams - Toy Co. Log out

### Step 1. Create Report for Washington

Toy Co.

Public Contact Frances Williams (frances.williams@toyco.com)

Report Name Report for Toy Co. (11/8/2019)

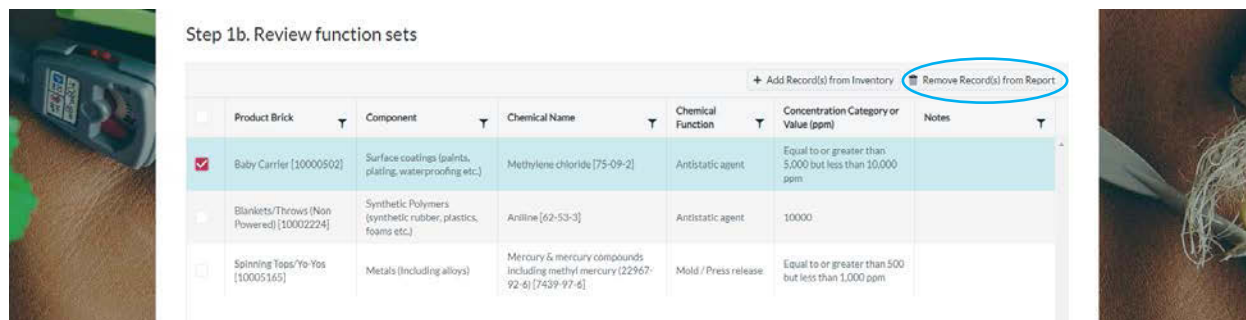
Reporting Period 2019

#### Step 1a. Enter target age

Product Brick	Target Age	Action
Baby Carrier [10000502]	Under 3	Save Cancel
Blankets/Throws (Non Powered) [10002224]		Edit
Spinning Tops/Yo-Yos [10005165]		Edit

### Step 1b. Review Function Sets

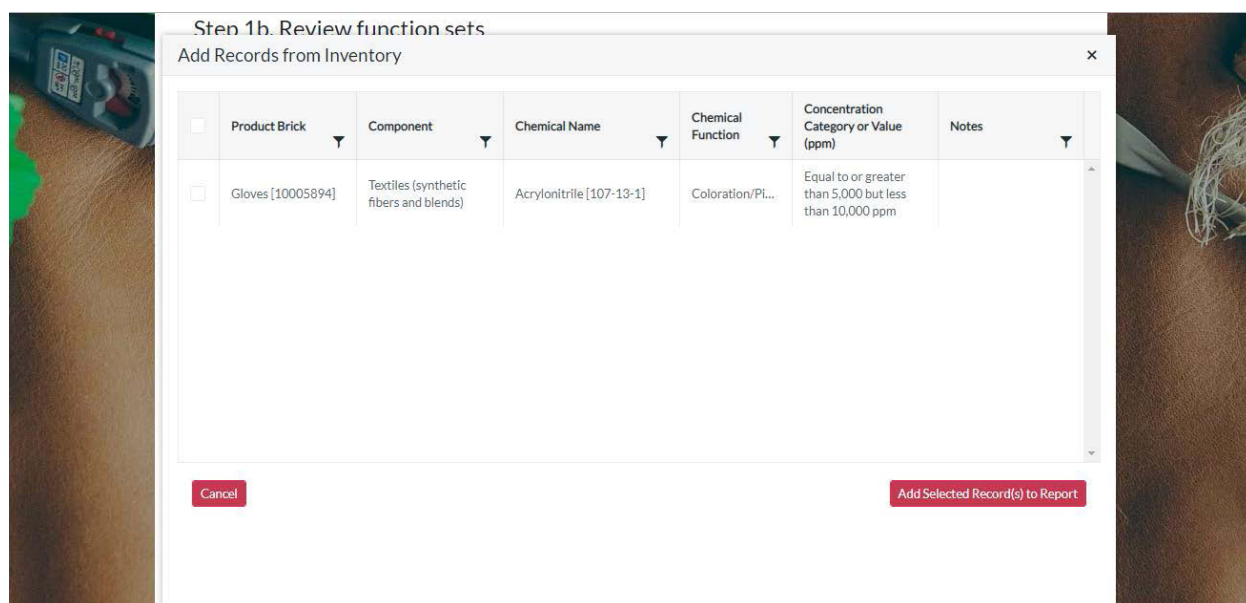
3. In the Step 1b. Review function sets table, review the function sets in your report. To delete a record, select the record and click the Remove Record(s) from Report button. Note that this does not delete the selected function set(s) from your inventory; it merely removes them from the report.



Step 1b. Review function sets

Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes
<input checked="" type="checkbox"/>	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
<input type="checkbox"/>	Blankets/Throws (Non Powered) [10002224]	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Aniline [62-53-3]	Antistatic agent	10000
<input type="checkbox"/>	Splinting Taps/Ye-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

4. 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.



Step 1b. Review function sets

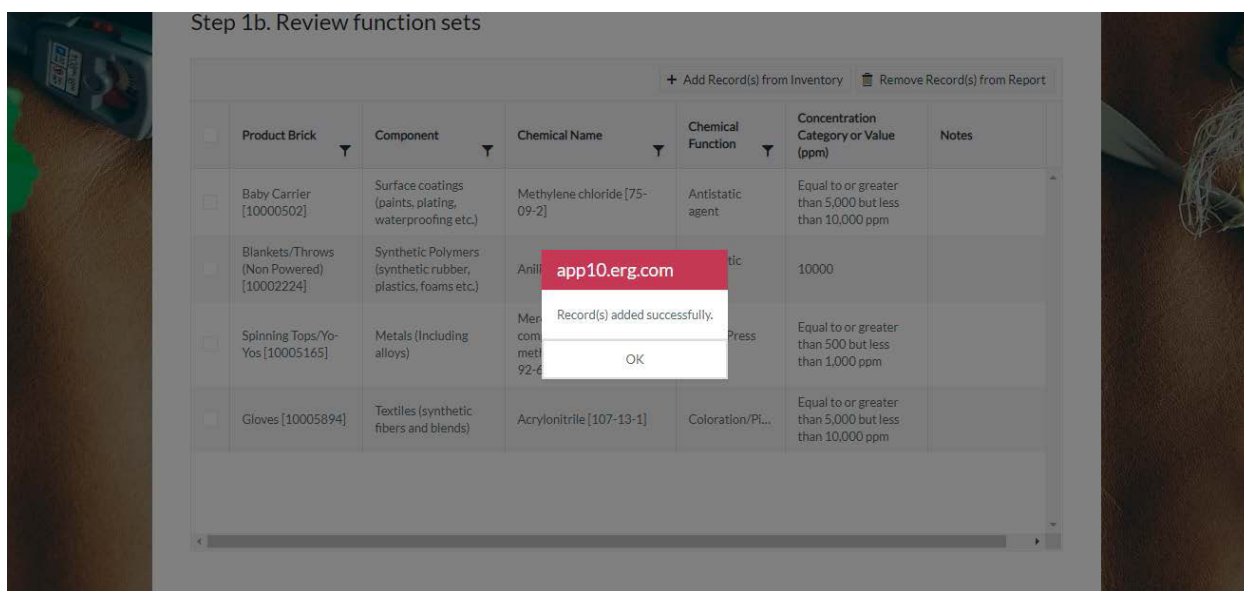
Add Records from Inventory

Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes
<input type="checkbox"/>	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

Cancel Add Selected Record(s) to Report

5. 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.

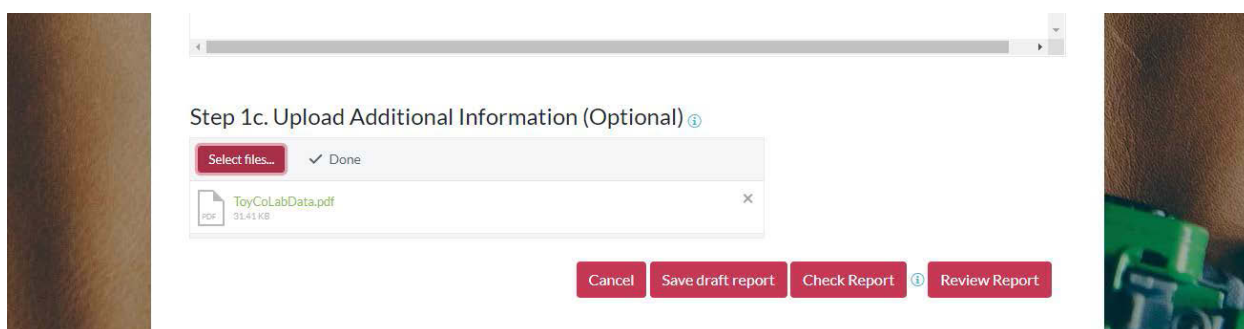




6. Once you have completed Step 1, click the Save Draft Report button to save a draft of your report. The draft report will appear of the Drafts tab of the Reports page. Click Cancel if you do not wish to save your draft report.

#### Step 1c. Upload Additional Information (Optional)

7. 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.



#### Check Report

1. 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.



**Warning(s):**

- 1 function sets with chemical(s) that 'Should not be reported to Wasington'.

+ Add Record(s) from Inventory    Remove Record(s) from Report

<input type="checkbox"/>	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Blankets/Throws (Non Powered) [10002224]	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Aniline [62-53-3]	Antistatic agent	10000	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Gloves [10005894]	Textiles (synthetic fibers and blends)	Acrylonitrile [107-13-1]	Coloration/Pi...	Equal to or greater than 5,000 but less	



## 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, then click the Continue button.

## Step 2. Review Report for Washington

## Toy Co.

Public Contact ⓘ

Frances Williams (frances.williams@toyco.com)

Report Name ⓘ

Report for Toy Co. (11/10/2019)

Reporting Period

2019

Product Brick	Component	Chemical	Chemical Function	Concentration Category	Target Age
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	Equal to or greater than 10,000 ppm	
Spinning Tops/Yo-Yos [10005165]	Metals (including alloys)	Mercury & mercury compounds including methyl mercury [22967-92-0] [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/Pigmen...	Equal to or greater than 5,000 but less than 10,000 ppm	

## Attached information

ToyCoLabData.pdf  
21.41 KB

Cancel and Return to Step 1

Continue

*Step 3. Certify & Submit Report*

- 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](mailto:cspareporting@ecy.wa.gov).

Home Reports ▾ Manage ▾ Help ▾ Frances Williams - Toy Co. Log out

### Step 3. Certify & Submit Report for Washington

☒ 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.

Cancel Submit

- 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.

High Priority Chemicals Data System (HPCDS)

IC<sub>2</sub> INTERSTATE CHEMICALS  
CLEARINGHOUSE

Home Reports ▾ Manage ▾ Help ▾ Frances Williams - Toy Co. Log out

### Submission Received

Thank you for your submission. Your Disclosure ID is 'WA-jz33f8t'

You can [view your report](#) on the reports page. Your report will be published and made available to the public in accordance with the program's procedures.

Click the button below to print this page for your records. You will also receive an email confirmation.

Please contact the Washington Children's Safe Products Act Program with questions:  
Email: [CSPAreporting@ecy.wa.gov](mailto:CSPAreporting@ecy.wa.gov)  
Phone: 360-407-6786

Print this page

## Create Report for Oregon Health Authority

- 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 1. Create Report for Oregon

## Toy Co.

Public Contact ⓘ

Frances Williams (frances.williams@toyco.com)


Report Name ⓘ

Report for Toy Co. (11/10/2019)

Reporting Period

2020 ▼











## Step 1a. Enter target age and bricks sold or offered for sale

Product Brick ▼	Target Age ▼	Number of Bricks Sold in Oregon ▼	Number of Bricks Offered for Sale in Oregon ▼	Action
Baby Diapers (Disposable) [10000494] ⚠				 Edit

*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.

## Step 1a. Enter target age and bricks sold or offered for sale

Product Brick ▼	Target Age ▼	Number of Bricks Sold in Oregon ▼	Number of Bricks Offered for Sale in Oregon ▼	Action
Baby Diapers (Disposable) [10000494] ⚠	Ages 3-12 ▼	150	200	 Save  Cancel  Edit  Edit  Edit  Edit
Baby Carrier [10000502] ⚠				 Edit
Blankets/Throws (Non Powered) [10002224] ⚠				 Edit
Spinning Tops/Yo-Yos [10005165] ⚠				 Edit
Gloves [10005894] ⚠				 Edit

*Step 1b. Review Function Sets*

- 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.



#### Step 1b. Review function sets

+ Add Record(s) from Inventory    Remove Record(s) from Report						
<input type="checkbox"/>	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes
<input type="checkbox"/>	Baby Diapers (Disposable) [10000494]	Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances)	4-Nonylphenol; 4-NP and its isomer mixtures including CAS 94852-15-3 and CAS 25154-52-3 [104-40-5]	Binding agent	Equal to or greater than 5,000 but less than 10,000 ppm	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Blankets/Throws (Non Powered) [10002224]	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Aniline [62-53-3]	Antistatic agent	10000	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	



4. 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.



#### Step 1b. Review function sets

Add Records from Inventory

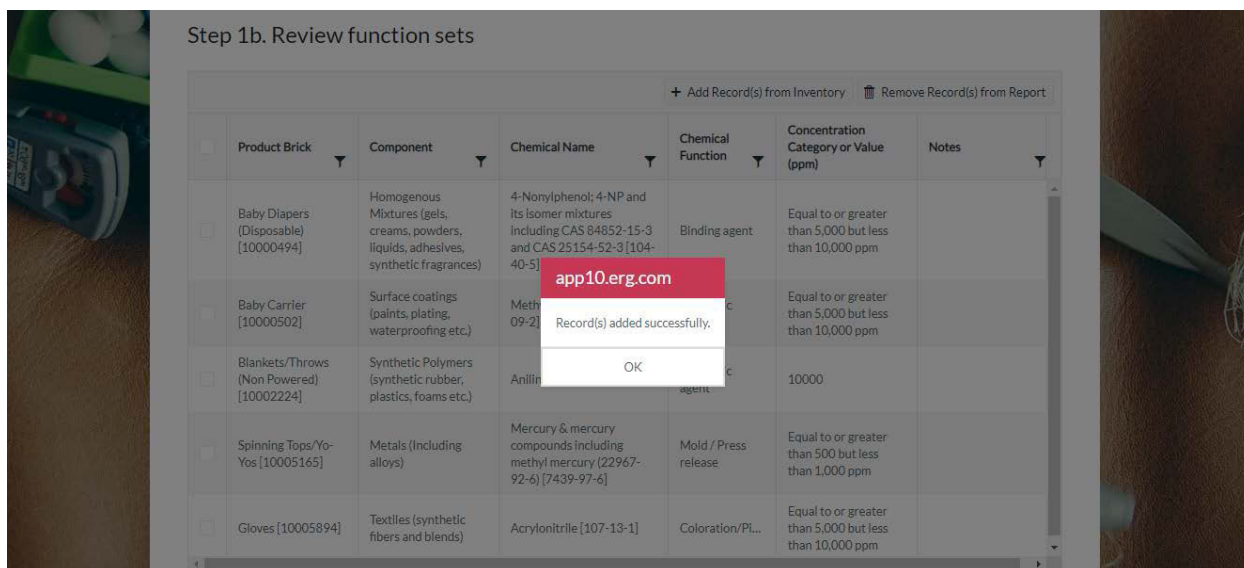
<input type="checkbox"/>	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes
<input type="checkbox"/>	Gloves [10005894]	Textiles (synthetic fibers and blends)	Acrylonitrile [107-13-1]	Coloration/Pl...	Equal to or greater than 5,000 but less than 10,000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

Cancel

Add Selected Record(s) to Report



5. 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.



### 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.

Step 1c. Submit Recommendations for Oregon Health Authority (Optional)

Per Oregon Revised Statute 431A2.58(7), manufacturers may submit to the Authority 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.

My recommendations for the Oregon Health Authority 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 Information (Optional) ⓘ

Select files... ✓ Done

PDF ToyCoLabData.pdf 31.41 KB

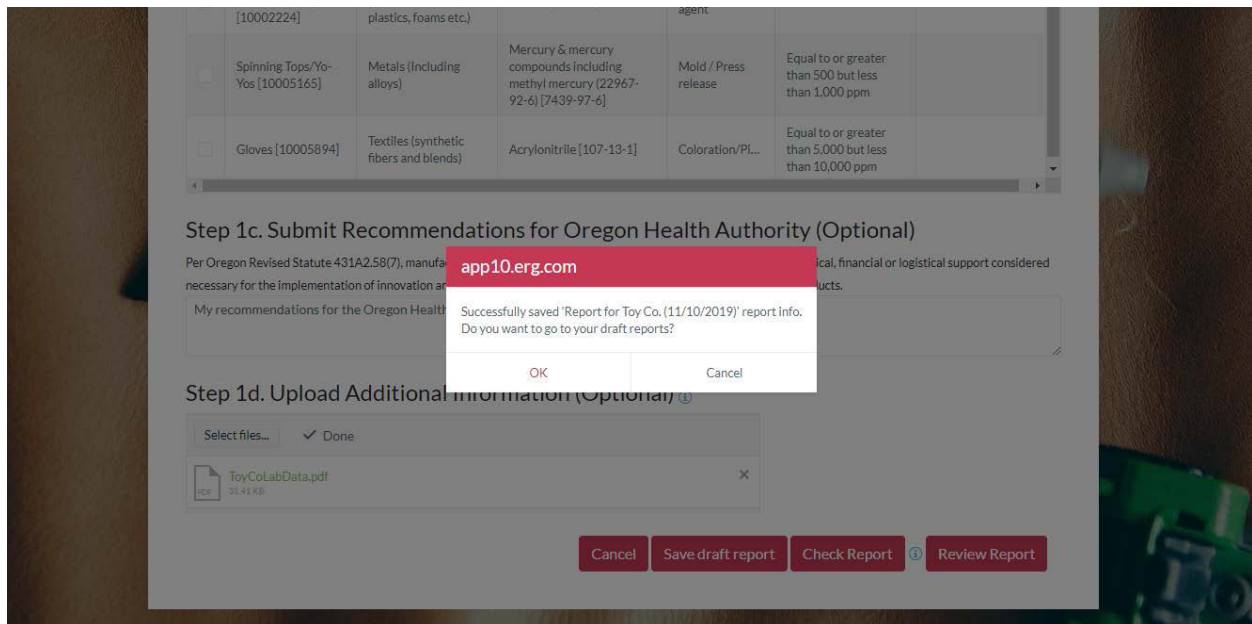
Cancel Save draft report Check Report ⓘ Review Report

### Cancel

- Click the Cancel button to return to the inventory. Your draft report will not be saved.

### Save Draft Report

1. 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.



### Check Report

1. 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.





## Step 2. Review Report

1. 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.

High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help Frances Williams - Toy Co. Log out

### Step 2. Review Report for Oregon

Toy Co.

Public Contact [ⓘ](#) Frances Williams (frances.williams@toyco.com)

Report Name [ⓘ](#) Report for Toy Co. (11/10/2019)

Reporting Period 2020

Product Brick	Component	Chemical	Chemical Function	Concentration Category	Target Age	Bricks Sold in Oregon	Bricks Offered for Sale in Oregon
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	Ages 3-12	20000	
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	Under 3	1234	1500
Blankets/Throws (Non Powdered) [10002224]	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Aniline [62-53-3]	Antistatic agent	Equal to or greater than 10,000 ppm	Birth-12	10	

## Step 3. Payment

1. 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.

Step 3. Payment: Oregon

Toy Co.

Report for Toy Co. (11/10/2019)

Reporting Period 2020

Payment Amount

5 Chemical(s) Reported

0 Chemical(s) Previously Paid

5 Chemical(s) for payment x \$250

Total Payment Due: \$1250

Select from the payment options below:

☐ Submit payment using a credit card
 

Note: this option will direct you to a third-party website to enter payment information

☒ 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.

☐ Submit payment by check

Cancel

Certify and Proceed to Payment

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

← → ↻

securecheckout-uat.cdc.nicusa.com/Checkout/

☆

PDF

Word

Excel

PowerPoint

Google

Chrome

Firefox

Opera

Safari

Edge

Internet Explorer

Outlook

Word

Excel

PowerPoint

Google

Chrome

Firefox

Opera

Safari

Edge

Internet Explorer

Outlook

OREGON.GOV

Payment Type

Customer Info

Payment Info

Submit Payment

SKU	Description	Unit Price	Quantity	Amount
104-40-5	4-Nonylphenol: 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	\$250.00	1	\$250.00
75-09-2	Methylene chloride	\$250.00	1	\$250.00
62-53-3	Aniline	\$250.00	1	\$250.00
7439-97-6	Mercury & mercury compounds including methyl mercury (22967-92-6)	\$250.00	1	\$250.00
107-13-1	Acrylonitrile	\$250.00	1	\$250.00
Total				\$1,250.00

Payment Type

Transaction Summary

4-Nonylphenol: 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	\$250.00
Methylene chloride	\$250.00
Aniline	\$250.00
Mercury & mercury compounds including methyl mercury (22967-92-6)	\$250.00
Acrylonitrile	\$250.00
<b>TOTAL</b>	<b>\$1,250.00</b>

Need Help?

Customer Information to be entered is the Card Holder. For technical assistance call 1-855-255-4304

Payment Type ✓

Credit Card

Customer Information

Country Complete all required fields [ \* ]

United States

First Name \* 

Frances

Last Name \* 

Williams

Company Name 

Toy Co.

Address \*

Transaction Summary

4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	\$250.00
Methylene chloride	\$250.00
Aniline	\$250.00
Mercury & mercury compounds including methyl mercury (22967-92-6)	\$250.00
Acrylonitrile	\$250.00
<b>TOTAL</b>	<b>\$1,250.00</b>

Need Help?

Customer Information to be entered is the Card Holder. For technical assistance call 1-855-255-4304

- Enter your credit card information and click the Next button

Payment Info

Credit Card Number \* ?

Credit Card Type Complete all required fields [ \* ]

MasterCard

VISA

DISCOVER

Expiration Month \* 

Select a Month

Expiration Year \* 

Select a Year

Security Code \* ?

Name on Credit Card \*

Next >


Transaction Summary

4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	\$250.00
Methylene chloride	\$250.00
Aniline	\$250.00
Mercury & mercury compounds including methyl mercury (22967-92-6)	\$250.00
Acrylonitrile	\$250.00
<b>TOTAL</b>	<b>\$1,250.00</b>

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information. For technical assistance call 1-855-255-4304.

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



Toy Co.  
123 Toy Lane  
Toysylvania, AZ 12345

Country  
United States

Email Address  
frances.williams@toyco.com

Payment Info

Credit Card

Visa \*\*\*\*1111  
Exp. 12/2021

Name on Credit Card

Frances Williams

Submit Payment

Transaction Summary

4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	\$250.00
Methylene chloride	\$250.00
Aniline	\$250.00
Mercury & mercury compounds including methyl mercury (22967-92-6)	\$250.00
Acrylonitrile	\$250.00
<b>TOTAL</b>	<b>\$1,250.00</b>

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction. For technical assistance, call 1-855-255-4304.

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- 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.



## 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](mailto:toxicfreekids.program@state.or.us)

Print

Receipt Confirmation				
Description		Amount		
OHA – High Priority Chemical Database		\$1,250.00		
Total Amount Paid		\$1,250.00		

SKU	Description	Unit Price	Quantity	Amount
104-40-5	4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	\$250.00	1	\$250.00
75-09-2	Methylene chloride	\$250.00	1	\$250.00
62-53-3	Aniline	\$250.00	1	\$250.00
7439-97-6	Mercury & mercury compounds including methyl mercury (22967-92-6)	\$250.00	1	\$250.00
107-13-1	Acrylonitrile	\$250.00	1	\$250.00
Total				\$1,250.00

### Customer Information

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 emailed to the address below.	
Country	US	Email Address	frances.williams@toyco.com

Continue

## 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 you the submission process.

☐ Submit payment using a credit card

☒ Submit payment by check

Payer: Frances Williams

Check date: 11/10/2019

Check number: 123

Check amount: 1250

☒ 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.

Mail check to:  
Toxic-Free Kids Program  
PO Box 14260  
Portland, OR 97293-0405 USA

For express delivery mail to:  
Oregon Health Authority  
Office of Financial Services  
Attn: Tom Anderson  
800 NE Oregon St, Suite 200  
Portland, OR 97232-2230 USA

Cancel Certify and Submit

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.



## Submission Received

Thank you for your submission. Your Disclosure ID is 'OR-hnlp6dm'

CAS Number	Chemical Name	Quantity	Unit Price
104-40-5	4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	1	\$250.00
75-09-2	Methylene chloride	1	\$250.00
62-53-3	Aniline	1	\$250.00
7439-97-6	Mercury & mercury compounds including methyl mercury (22957-92-6)	1	\$250.00
107-13-1	Acrylonitrile	1	\$250.00
			Total: \$1250.00

## Mail-in Check Information

Payer: Frances Williams

Check Date: 11/10/2019

Check Number: 123

Payer: \$1,250.00

You can [view your report](#) on the reports page. Your report will be published and made available to the public in accordance with the program's procedures.

Click the button below to print this page for your records. You will also receive an email confirmation.

Please contact the Oregon Toxic-Free Kids Program with questions:

Email: [toxicfreekids.program@state.or.us](mailto:toxicfreekids.program@state.or.us)

Phone: 971-673-0482

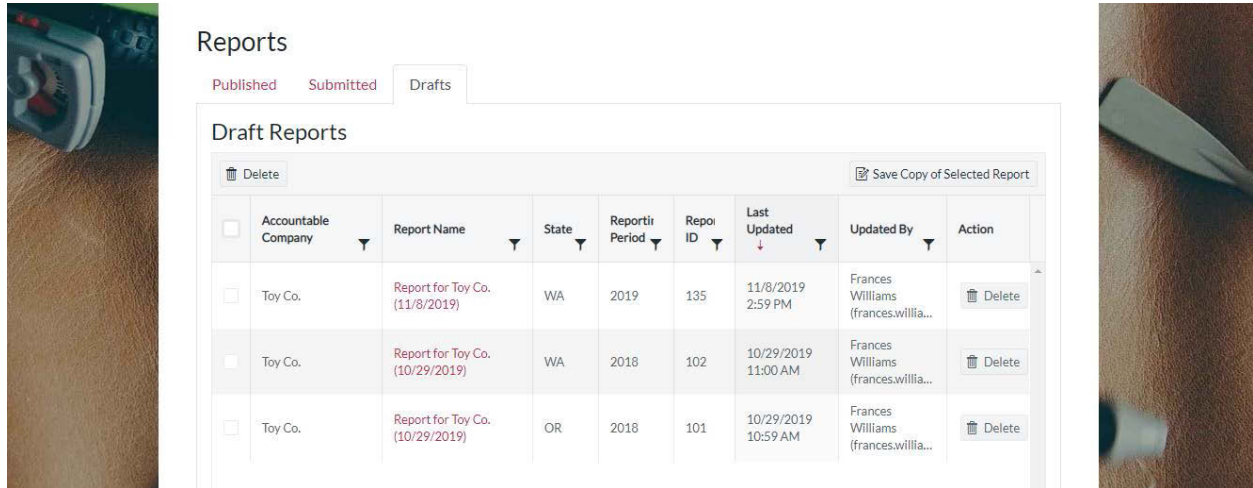
[Print this page](#)





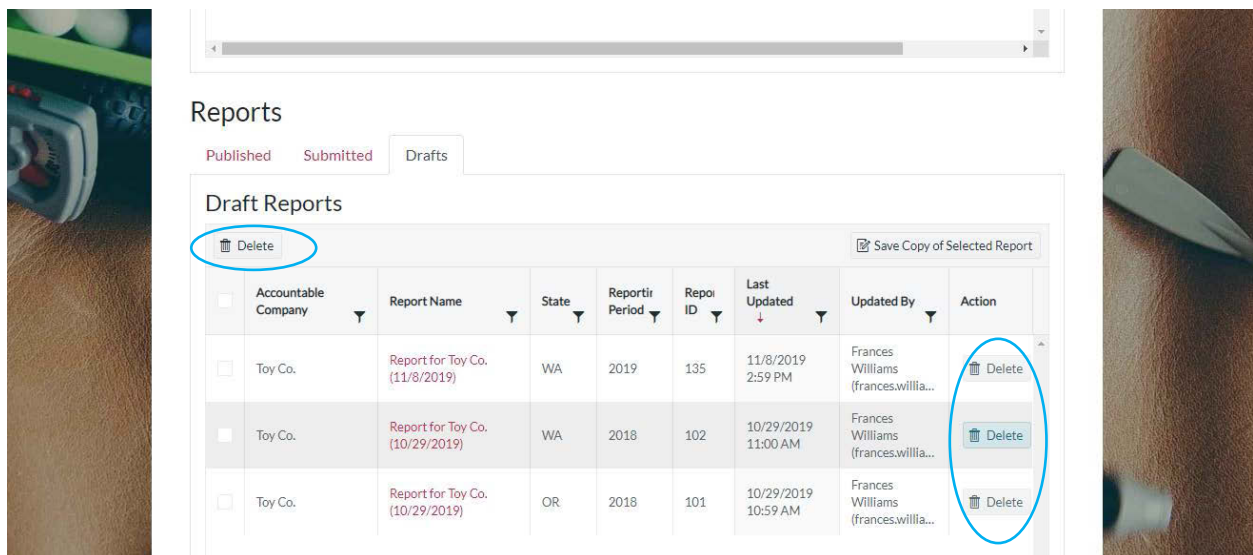
## My Reports

1. 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: <https://hpcds.theic2.org/Reports?section=DraftReports-tab#Reports>. You can view all your published, submitted, and draft reports.

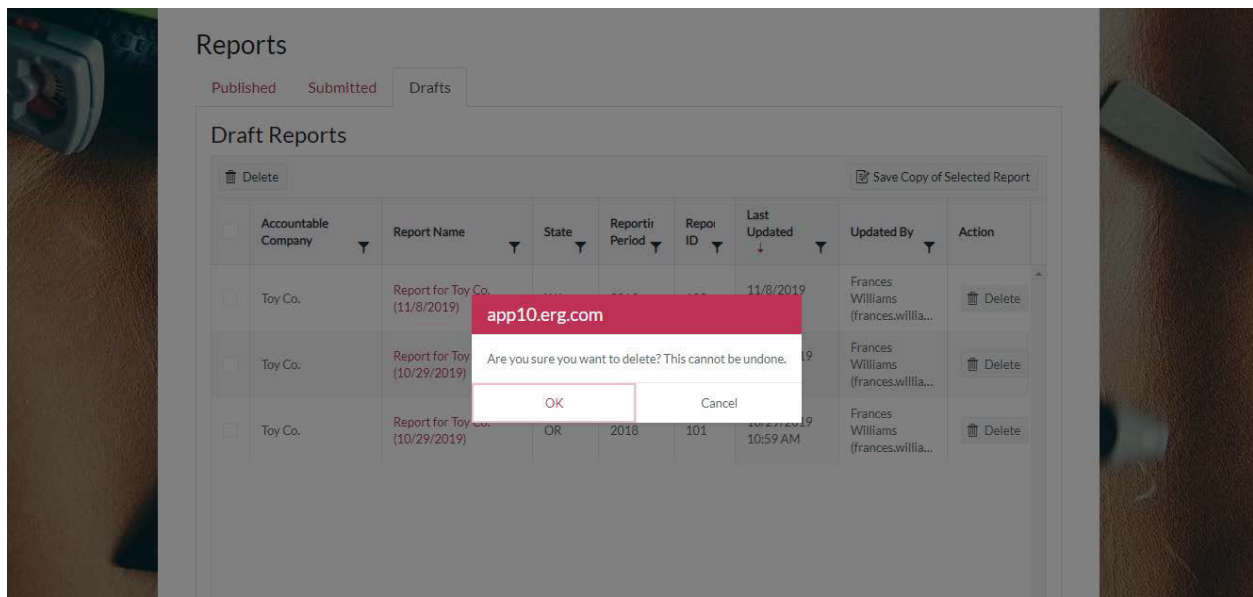


## Drafts

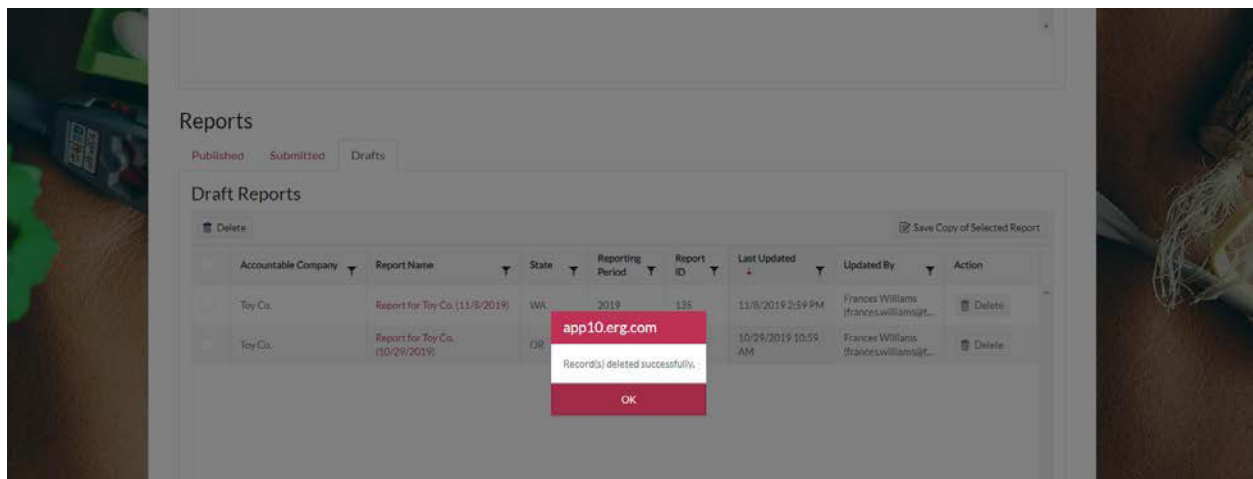
1. On the Drafts tab, you can view all saved draft reports. Click a report name to edit the report. Delete reports using the Delete buttons. You can delete drafts one by one using the Delete buttons in the table rows or select to delete one or more reports using the checkboxes in the leftmost table column and clicking the Delete button at the top of the table.



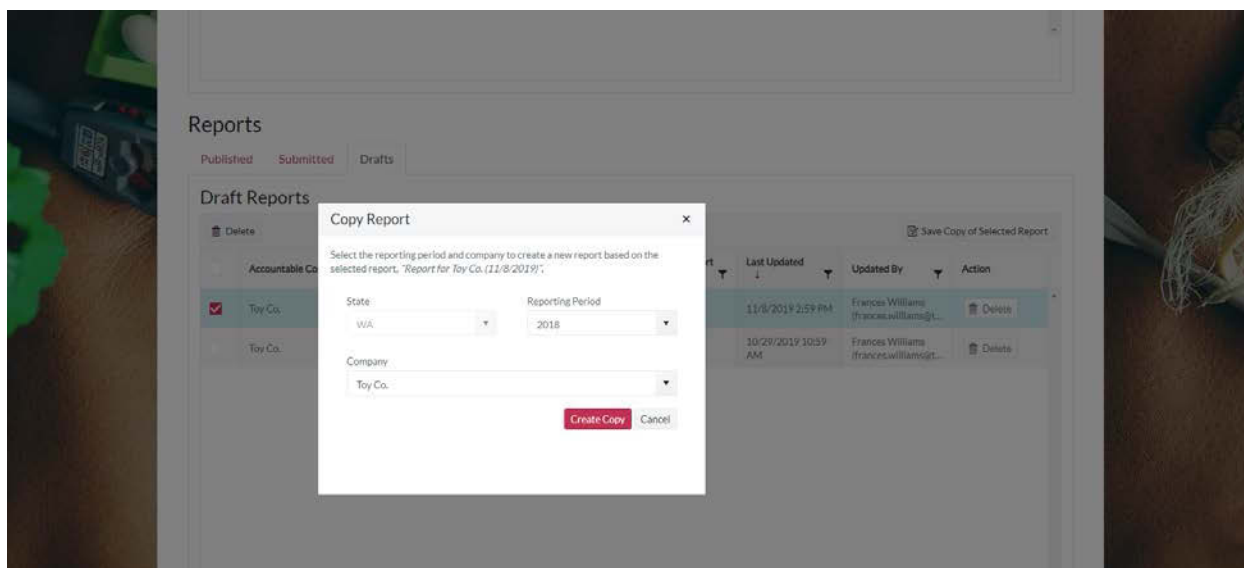
2. Once you click the Delete button, you will see a message to confirm that you want to delete the report. Click the OK button to delete the record. If you do not want to delete the record, click the Cancel button.



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



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.



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

#### High Priority Chemicals Data System (HPCDS)



Home Reports Manage Help

Frances Williams - Toy Co. Log out

### Step 1. Create Report for Washington

**Toy Co.**

Public Contact: Frances Williams (frances.williams@toyco.com)

Report Name: Copy of Report for Toy Co. (11/8/2019)

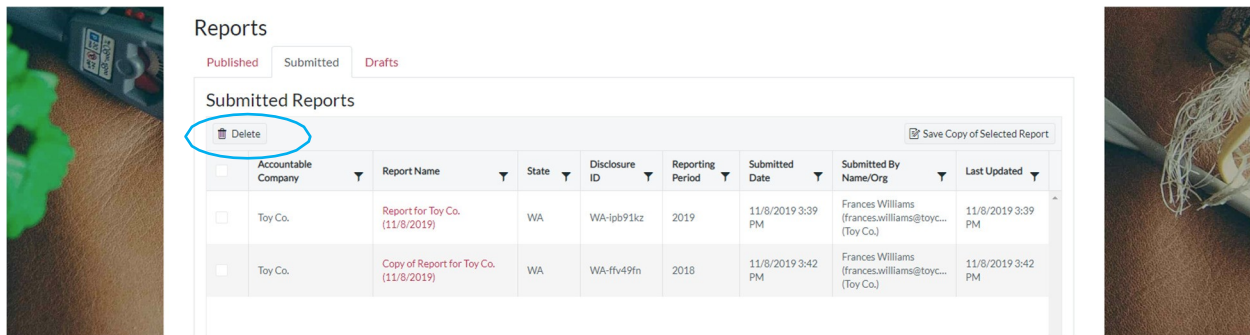
Reporting Period: 2018

#### Step 1a. Enter target age

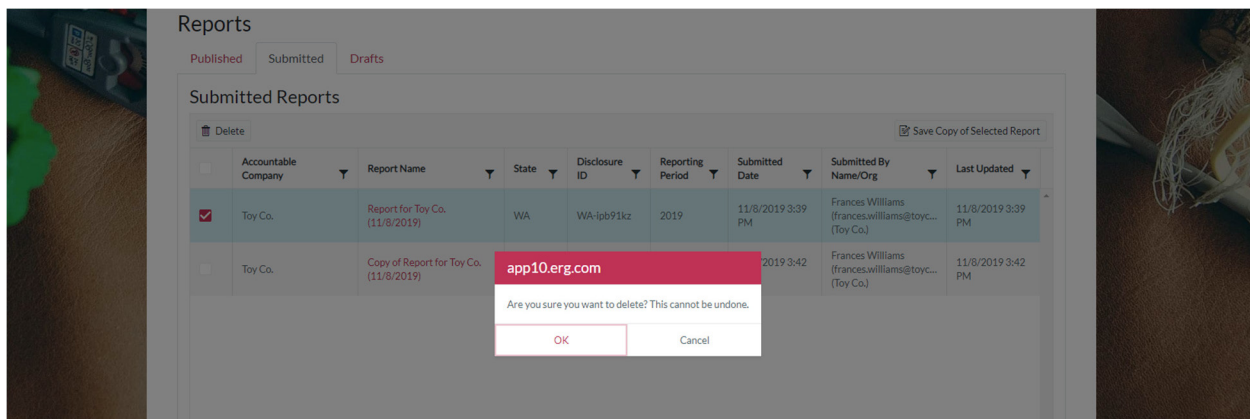
Product Brick	Target Age	Action
Baby Carrier [10000502]	Under 3	Edit
Blankets/Throws (Non Powered) [10002224]		Edit
Spinning Tops/Yo-Yos [10005165]		Edit

#### Submitted

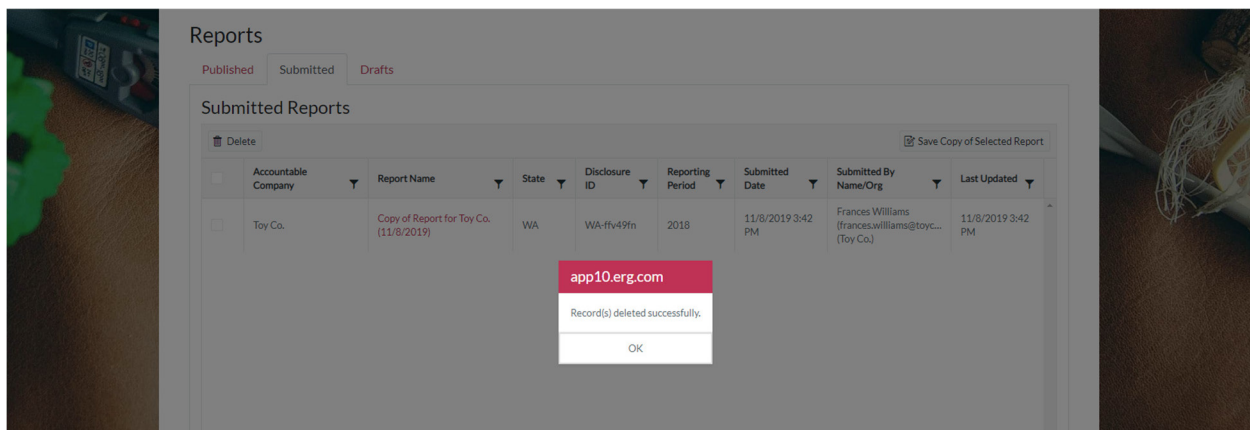
- On the Submitted tab, you can view all reports that have been submitted but are not yet published. Delete reports using the Delete button.



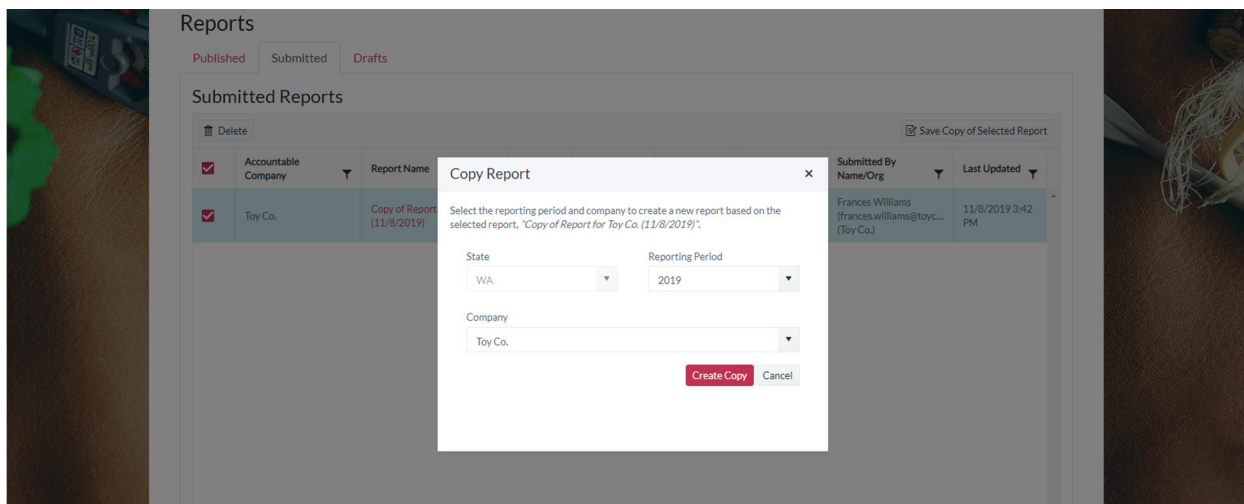
2. Once you click the Delete button, you will see a message to confirm that you want to delete the report. Click the OK button to delete the record. If you do not want to delete the record, click the Cancel button.



3. Once you click the OK button, you will see a confirmation message that your report has been deleted successfully.

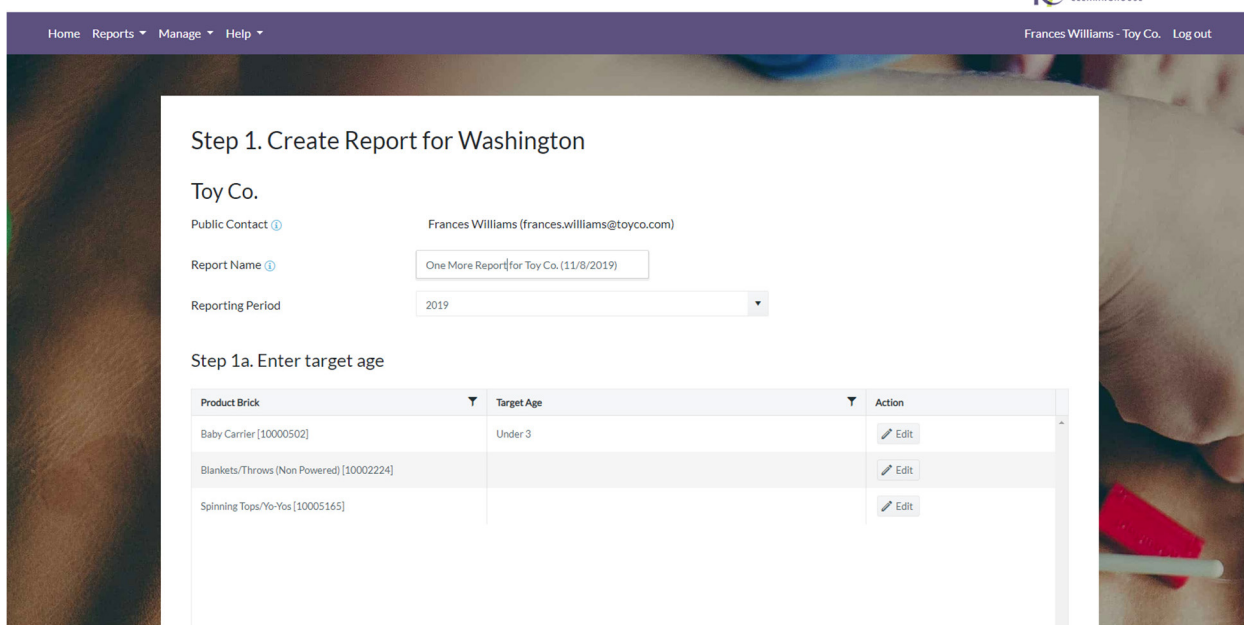


4. To save a copy of a submitted report, first select the report and then click the Save Copy of Selected Report button. In the pop-up box, enter the reporting period and company using the drop-down lists and click the Create Copy button.



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

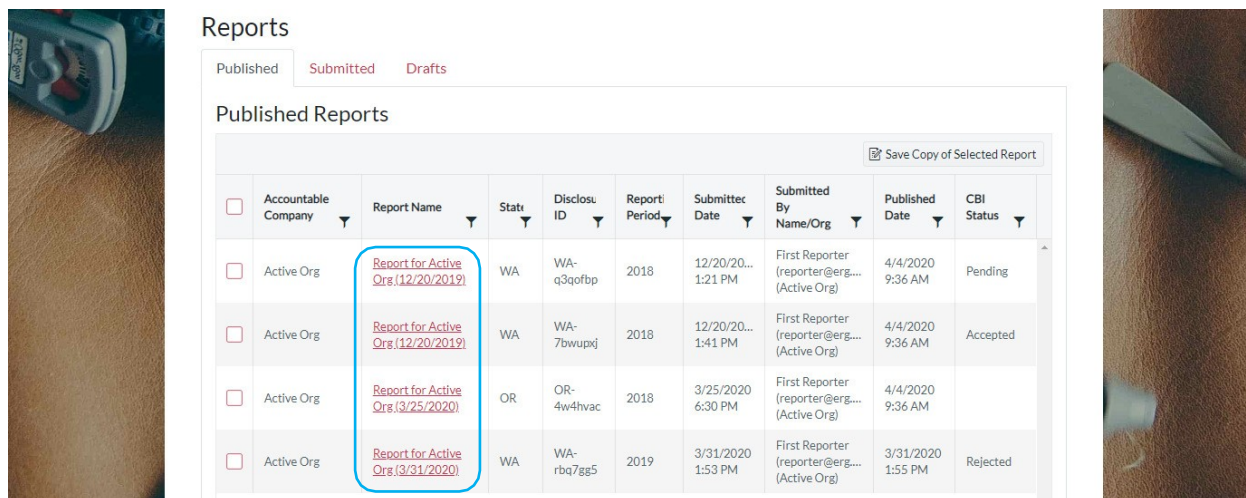
High Priority Chemicals Data System (HPCDS)





## 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 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.



<input type="checkbox"/>	Accountable Company	Report Name	Status	Disclo- ID	Report Period	Submitted Date	Submitted By Name/Org	Published Date	CBI Status
<input type="checkbox"/>	Active Org	Report for Active Org (12/20/2019)	WA	WA-q3qofbp	2018	12/20/20... 1:21 PM	First Reporter (reporter@erg... (Active Org)	4/4/2020 9:36 AM	Pending
<input type="checkbox"/>	Active Org	Report for Active Org (12/20/2019)	WA	WA-7bwupxj	2018	12/20/20... 1:41 PM	First Reporter (reporter@erg... (Active Org)	4/4/2020 9:36 AM	Accepted
<input type="checkbox"/>	Active Org	Report for Active Org (3/25/2020)	OR	OR-4w4hvac	2018	3/25/2020 6:30 PM	First Reporter (reporter@erg... (Active Org)	4/4/2020 9:36 AM	
<input type="checkbox"/>	Active Org	Report for Active Org (3/31/2020)	WA	WA-rba7gg5	2019	3/31/2020 1:53 PM	First Reporter (reporter@erg... (Active Org)	3/31/2020 1:55 PM	Rejected

2. 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.





## 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 Period 2018

Published Date 4/4/2020 1:36:41 PM

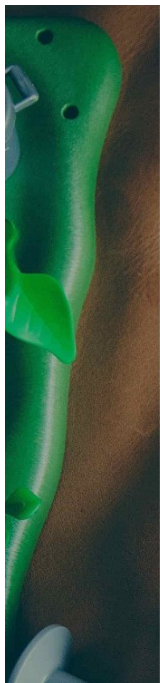
**CBI Claim**

CBI Status ⓘ Pending

CBI Requested 4/4/2020 1:37:57 PM

Show Submitted Data

Product Brick	Component	Chemical	Chemical Function	Concentration Category	Target Age
No function sets to display					



## 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 Period 2018

Published Date 4/4/2020 1:36:41 PM

**CBI Claim**

CBI Status ⓘ Pending

CBI Requested 4/4/2020 1:37:57 PM

Show Published Data

CBI Status	Product Brick	Component	Chemical	Chemical Function	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	

