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 <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</u> <u>Toxic-Free Kids Act (TFKA)</u> and the <u>Washington Children's Safe Products Act (CSPA)</u>.

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 <u>hpcds@theic2.org</u>.

Registration

Create a New Account

1. Navigate to <u>https://hpcds.theic2.org</u>. Click on the <u>Register</u> link. It is located below the Log in button and in the upper-right corner of the page.

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

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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.

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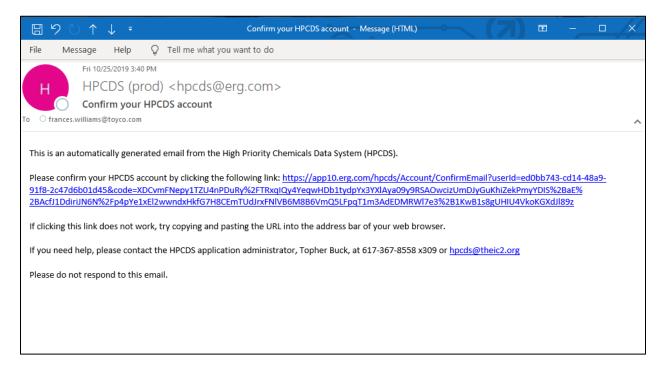
6. After you provide all required information, click the Register button.

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.

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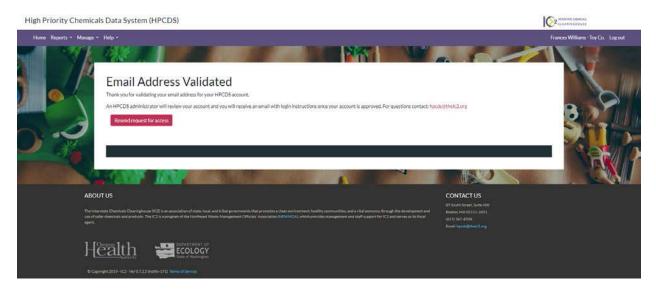
2. Check your email for a message to validate your email address. Click on the link provided in the email. You will not be able to log in until you complete this step.



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.

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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.

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

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Forgot Your Password

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

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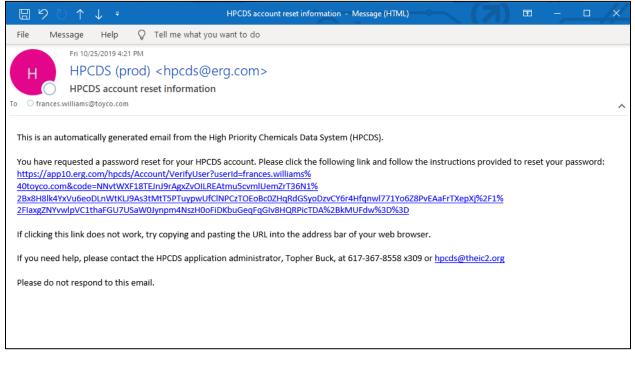
2. Enter the email address associated with your user account and click the Email Link button.

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3. You will see a forgot password confirmation message.

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4. Check your email for a message about how to reset your account password.



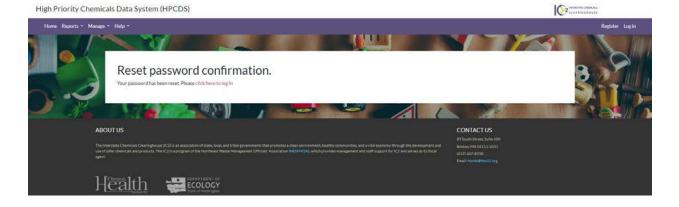
5. Upon clicking the link provided in the email, you will be directed to the HPCDS, where you must answer one of the security questions that you specified during account registration. Enter the answer to the security question and click the Submit button.

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6. Enter and then reenter a new password and click the Reset button. You cannot use the same password more than once.

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



8. Log in to the HPCDS by entering your email address and new password and then clicking the Log in button.

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ABOUT US		CONTACT US
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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.

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Or	Manage		
YEL.	My Profile		
-	Change your profile		
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	Company Name	Toy Co. 🧨	
	Name	Frances Williams	
	Job Title	Compliance Officer	
	Telephone Number	[US] 123-456-7890	
1 Sec	Password		
200	Change your password		
	Security Questions		
	1. What was your childhood r	lickname?	

 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 <u>hpcds@theic2.org</u>.

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	123-456-7890		
.0	Security Question	S	SA
	What was your childh	od nickname?	
1	frannie		

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.

130	Security Questions	
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alian Alia	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	
6	
What is the name of a college you applied to but didn't attend?	
Doston University	
What was your favorite sport in high school?	•
① The Answer field is required.	
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>.

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A CONTRACT	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.

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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.

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

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	Company Name	Toy Co. 🥒	
	Name	Frances Williams	
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Mark And	Answer: frannle		
	2. What is the name of a colle	ge you applied to but didn't attend?	
	Answer: boston university		

User Accounts for My Company

New User, Pending Approval

 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.

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New Users,	Pending Approval						100
Name	▼ Email	Ŧ	Confirmed Email	Telephone Number	Requested On	Action	
Michael Smith	michael.smith@toyco.co	m	Y	123-456-7890	11/8/2019 11:56 AM	Accept Reject	w
						+ 1 · 1 of 1 items	3
Users							

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.

Reports * N						
						A
	Manage - 1	Гоу Со.				
	My Company	User Accounts for My Compa	iny Associations			
	New Users, I	Pending Approval				
	Name	T Email		ber T Request	ed On T Action	
SATE			app10.erg.com			
i lin			Notice of Acceptance was s	sent to michael.smith@toyco.com		New Y
				OK.		
					1-20/2	items 2
.)	Users					SAT I
	Users					
2	Users Status T	. Name	▼ Enail	T Telephone Number	7 Action	
3		 Name Michael Smith 	▼ Email michael.amith@toyco.co		T Action Desctivate	

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.

My Company User Accounts for My Company Associations New Users, Pending Approval Image: Confirmed Email T Telephone Number T Requested On T Action No records to display Image: Confirmed Email T Telephone Number T Requested On T Action
Name T Email T Confirmed Email T Telephone Number T Requested On T Action No records to display 1-2 of 2 tierrs
No records to display 1-2 of 2 tierrs
1-2 of 2 terms
Users
Status T Name T Email T Telephone Number T Action
Active Michael Smith michael smith@toyco.com 123-456-7890 Deactivate
Users
Users
Status T Name T Email T Telephone Number T Action
Active Michael Smith michaelsmith@toyco.com 123-456-7890 Deactivate
Active Michael Snith michael snith Storogom 123-456-7890 Deactivate

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

	My Company	User Accounts for My Company	Associations
	New Users	Pending Approval	
States and	Name	₹ Enal	T Confirmed Email T Telephone Number T Requested On T Action
			No records to display
			1-20/2/terrs
	Users		app10.erg.com
	Status	T Name	Notice of Deactivation was sent to michael smithigtayco.com
A CONTRACTOR OF THE	Inactive	Michael Smith	es6/7830 Readfulde -
	Active	Frances Williams	Innet stillans toyoccur 10/3 456 7890
			1-20/2mms

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

	My Company	User Accounts for My Comp	any Ass	ociations					
	New Users	Pending Approval							Sec. 1
	Name	▼ Email		T Confirmed Email	Telephon	e Number 🝸 Requested	On T	Action	
371				No records to display					-
								1-2 of 2 item	
	Users								SAU
	03613								
10									
-	Status	▼ Name	Ŧ		T	STORE AND CONTRACTOR	T Action		-
		Name Michael Smith	Ŧ	Email michael.smith@toyco.com	T	Telephone Number 123-456-7890	Action Reactive	de	
	Status		Ŧ		T	STORE AND CONTRACTOR		de	e
	Status Inactive	Michael Smith	Ť	michael.smith@toyco.com	T	123-456-7890		te	-
	Status Inactive	Michael Smith	Y	michael.smith@toyco.com	Ť	123-456-7890		te	

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

My Comp	my: U	ser Accounts for My Company	Ass	ociations				
New U	sers, P	ending Approval						
Name		T Email		T Confirmed Email T	Telephone	Number 🍸 Requested On	Action	
				No records to display				No.
/*								
N				app10.erg.com				
				Notice of Reactivation was sent to michael.smi	h@toyco.c	iom (1-2 of 2 Items	2.
Users				OK		_		2
Status	т	Name	Ŧ	Email	Ţ	Telephone Number T	Action	
Active		Michael Smith		michaelamith@toyco.com		123-456-7890	Desctivate	<u>e.</u>
Active		Frances Williams		frances.williams@toyco.com		123-456-7890		

Associations

Companies requesting to report for you, Pending Approval

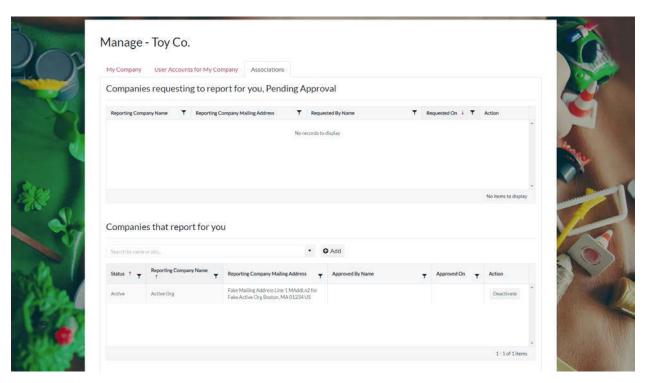
1. The first table on the Associations tab is the Companies requesting to report for you, Pending Approval table. This table includes all companies that have requested to report on behalf of your company but have not yet been approved. Company details are displayed in the table. Click the Accept button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

ie Reports + Mar	nage * Help *		-	-	France	s Williams - Toy Co. Lo
2		ts for My Company Associations and to report for you, Pending A	ypproval			
V.	Reporting Company Name	Reporting Company Mailing Address	Requested By Name	Requested On 🗼 🝸	Action	
	Active Org	Fake Mailing Address Line 1 MAddLn2 for Fake Active Ong Boston, MA 01234 US	First Reporter reporter@erg.com 777-888-9999	11/8/2019 11:52 AM	Accept Reject	and a
						A.

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.

1996	emicals Data System (HPCDS)	
		Frances Williams - Toy Co
P	Manage - Toy Co.	2
	Companies requesting to report for you, Pending Approval	
R	Reporting Company Name T Reporting Company Mailing Address app10.erg.com Successfully accepted Active Org: OK.	pented On 4 T Action
		No items to display
	Companies that report for you	
1	Gaanthick name or gat. • • • • • • • • • • • • • • • • • • •	
	Status 1 + Reporting Company Name + Reporting Company Mailing Address + Approved By Name +	Approved On y Action
Constant of the	Active Active Disg. Fake Mailing Address Line 1 MAddLn2 for	

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



Companies that report for you

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

	User Accounts for My							
Compani	es requesting to r	eport for you, Pend	ing Approv	val				(
Reporting Cor	npany Name T Report	ing Company Mailing Address	Y Reques	sted By Name	T R	equested On 🕴 🦷	Action	
			No records to	display				
							No items to display	
Compani	es that report for	you						
Searth by nam	e or pla		• •	Add				
Status † T	Reporting Company Name	T Reporting Company Mailing	Address 🔻	Approved By Name	Ŧ	Approved On	T Action	All A
Active	Active Org	Fake Mailing Address Une 1 Fake Active Org Boston, M	MAddLn2 for A 01234 US				Deactivate	-
10.2775000 C.S.								1

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.

tes		× •	O Add					
Company	PIN							
Department of Ecology Testing Account	cywg77ra	.4	+ Approved By Name	T	Approved On	T	Action	
Kerry's Test Company	flav4alb							
Kerry's Test Company 2	q8zh3jv6		e				Deactivate	
SDW Test Company	9z2rhvs-							
TestCompany1	mgypl3a							
TestCompany10	z8p5ghpx							
Test mean 11	den eft a "Han							

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

TestCompany 1		• •	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			Deactivate	•
Active	TestCompany1	111 Teat1 St TeatCity1, Washington 99999 098 US	Frances Williams frances williamsgithyco.com (23-456-7890	11/8/2019.1.45 PM	Deactivate	
					1-2ot2item	
		app10.erg.co	m			
Companie	es you report for	Successfully update	ed TestCompany1			
			v			
Seeintynese		0				
		Accountable Company Mailing Address		pproved On 🍟 Act	ion	

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

1 conditioned								_
TestCompany1		•	<	O Add				
Status 🕇 🔻	Reporting Company Name	Reporting Company Mailing Address	Ŧ	Approved By Name	T	Approved On	Action	
Active	TestCompany1	111 Test1 St TestCity1, Washington 999 098 US	99-	Frances Williams frances.williams@toyco.com 123-456-7890	0	11/8/2019 1:51 PM	Deactivat	e 1
							1-1 of 1	items
Companie	es you report for							
Companie			4	• Add				-

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

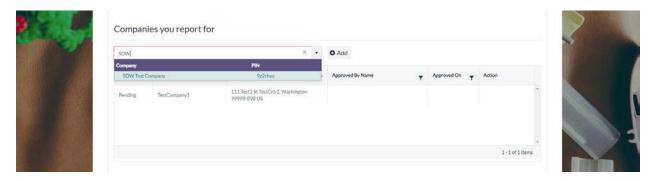
			٠	• Add				
Status	Reporting Company Name †	Reporting Company Ma Address	illing	Approved By Name	Ŧ	Approved On	Action	
		app10	erg.co	om				
		Successfu	ully deac	tivated 'TestCompany1'				
				ок				
							No items to dis	olay
Compa	nies you report	t for					No items to dis	olay
	nies you report	t for	•	• Add			No items to dis	blay
		t for Accountable Company Mailing Address	• •	• Add		Approved On T	No items to dis	olay

Companies you report for

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

Search by name			•	O Add				-
Status ↓ ▼	Accountable Company	Ŧ	Accountable Company Mailing Address		Ŧ	Approved On	Action	- 8
Pending	TestCompany1		111Test1StTestCity1.Washington 99999-098US					
							1 - 1 of 1 ite	ms

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. 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 a request was sent to the company. The status for that request will display as Pending until it is approved.

SOW Test Com	pany			app10.erg.com	
Status ↓ T	Accountable Company Name 1	Ŧ	Accountable Compan	Successfully requested 'SDW Test Company'	Approved On T Action
Pending	SDW Test Company		3 Waltham St. Waltha 02451 US	OK	
Pending	TestCommerce 1		111 Test1 St TestCity 99999-098 US	Washington	
					1-2 of 2 items

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

	Search	y name	or pin		•	O Add					
2	Status 4	Ŧ	Accountable Company Name 1	Ŧ	Accountable Company Mailing Address	Approved By Name	Ŧ	Approved On	Action		
	Pending		SDW Test Company		3 Waltham St. Waltham, Massachusetta 02451 US					2	
	Pending		TestCompany1		111 Test1 St TestClty1, Washington 99999-098 US						
	Active		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 1:59 PM	Deactivate		

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

				O Add			
Status 4 T	Accountable Company Name 1	.	Accountable Company Mailing Address	Approved By Name	T	Approved On T	Action
Pending	SDW Test Company		3 Waitham St. Waitham, Massachusetta 02451 US				
Pending	Test:Company 1		111 Texit1 St TestCity1, Washington 99999-098 US				
			app10.erg	com			
			Successfully de	activated 'Active Org'			1 - 2 of 2 items
				ок			

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: <u>https://hpcds.theic2.org/Manage/ChangePassword</u>.

High Priority Chem	icals Data System (HPCDS)	
Home Reports - Mana	ge - Help -	Frances Williams - Toy Co. Log out
2 374	Change Password	1
14	Current password	
	New password ()	8
	Confirm new password	
	Change password	

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.

High Priority Ch	nemicals Data System (HPCDS)	
Home Reports *	Manage * Help *	Frances Williams - Toy Co. Log out
	Change Password Current password New password @ ? The New password held is required.	
	Confirm new password Change password Change password	

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

ne Reports - I	Manage - Help -		Frances Williams - Toy Co. Log out
			and it is a second
	Manage		
2	Your password has been cha	ged.	×
	My Profile		
	Change your profile		
	Email	frances.williams@toyco.com	-
	Company Name	Toy Co. 🌶	
	Name	Frances Williams	
	Job Title	Compliance Officer	the second s
	Telephone Number	[US] 123-456-7890	
	Password		
	Change your password		

Reports

Create Report from Inventory

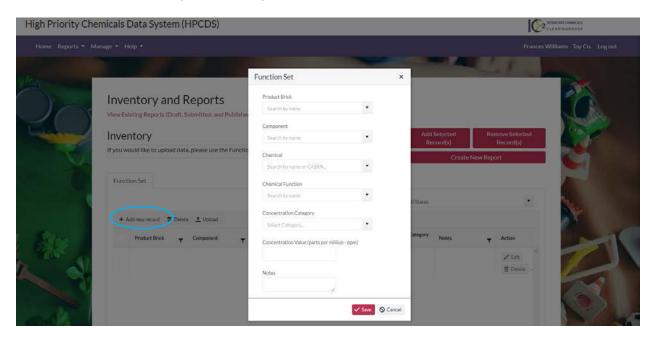
Inventory

 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: <u>https://hpcds.theic2.org/Reports</u>. You can also click the Home link in the upper left corner of the page.

igh Priority Che	micals Data System (HPCDS)	
Home Reports 🕶 Ma	inage * Help *	Frances Williams - Toy Co. Log o
	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). Function Set	
	Show function sets for: All States	•
Stra	+ Add new record	s 🖌 Action
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	No reports to display	

#### Add new record

**1.** To 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 Cher	micals Data System (HPCDS)					TRETTE OHNENS FAIRGHDUSE
Home Reports 🕶 Ma						
14		Function Set	×		at in	
$O_{r}$	Inventory and Reports View Existing Reports (Draft, Submitted, and Publishe	Product Brick Bath/Pool Water Toys				<u>Ó</u>
	Inventory If you would like to upload data, please use the Functic	Component Surface coatings (paints, plating, waterpr		Id Selected Record(s)	Remove Selected Record(s)	
X	Function Set	Chemical Function		Créate New	Report	
	+ Add new record · 音 Deleter _ Upload	Search by humb     O The Chemical Function field is required.	JI States	¢.		No.
Res	Product Brick      Component      T	Concentration Category Equal to or greater than 500 but less tha	Sategory	Notes	★ Action	Carro
L S		Concentration Value (parts per million - ppm)			✓ Edit	2
		Notes pool toys				63
Side.		✓ Save	Cancel			1

#### **3.** The new record is displayed in your inventory.

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

Reports + Manage +	Help +	8 10			-	-		-		Frances V	Villiams - Toy Ci
View E Inve	entory and I xisting Reports (Draft, S entory	Submitted, and Publish	ed) ion Set Template (.xlsm).					I Selected ecord(s)		move Selected Record(s)	
	tion Set	a, prease use the Puncu	our set rempnate (Alson).					Create M	łew Repo	ort	2
	Add new record 🛛 🍵 Delet	e 🛨 Upload			Show funct	ion sets I	for: All States			•	and a
	Product Brick y	Component T	Chemical Name	Ŧ	Chemical Function		entration Category lue (ppm)	Notes	Ŧ	Action	(i) .
8		Surface coatings (paints,			Dispersant		to or greater than ut less than 1.000	pool toys		/ Edit	

You may also populate your inventory by uploading records via the Function Set Template. The template is available on the Inventory page: <u>https://hpcds.theic2.org/Reports</u>. If you use the Function Set Template, you will need to click the "Enable Content" button, shown below.

AutoSave 💽 🕫		Q.* ≠		Function Set Uplo	ad File (14).xlsm - Excel	·
File Home	Insert P	age Layout Formulas Da	ta Review View Help	TEAM 🔎 Search		
SECURITY W	ARNING Some a	ctive content has been disabled. Clic	k for more details. Enable Content			
A1 *	: × 🗸	fx HPCDS Template for L	Iploading Children's Products Data	into the Inventory		
A		В	С	D	E	F
1			HPCDS Template	for Uploading Children's Pro	oducts Data into the Invento	iry
2 Product Brick	Co	omponent 📑	Chemical Name	Chemical Function	Concentration Category ~	Concentration Value
4						
5						

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	>
nonymous	Https://hpcds.theic2.org/odata/L_Prod	uctCategory
Vindows	Use anonymous access for this OData feed.	₹J
	Select which level to apply these settings to	
lasic	https://hpcds.theic2.org/	-
Veb API		
Organizational account		
	ſ	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.

## Edit a record

 To a 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.

		Function Set		×	And in the second	-
	Inventory and Reports View Existing Reports (Draft, Submitted, and Publish	Product Brick Bath/Pool Water Toys	٠			O.
	Inventory	Component Other X		Add Selected Record(s)	Remove Selected Record(s)	100 pt
N.	If you would like to upload data, please use the Funct	ile Chemical Formaldehyde	•		ew Report	
	Function Set	Chemical Function				Article
		Dispersant	*	Il States		24
	+ Add new record 🖀 Delete 土 Upload	Concentration Category Equal to or greater than 500 but less tha				
873	Product Brick T Component	Concentration Value (parts per million - ppm)		ategory Notes	T Action	and the second
S.	Bath/Pool Water Toys. [10005155] Surface coatings (paint ploting, waterproofing etc.]	Notes		n 1.000 pool toys	2 Edit	
		pool toys		_		
			Save 🛇 Canc	el		

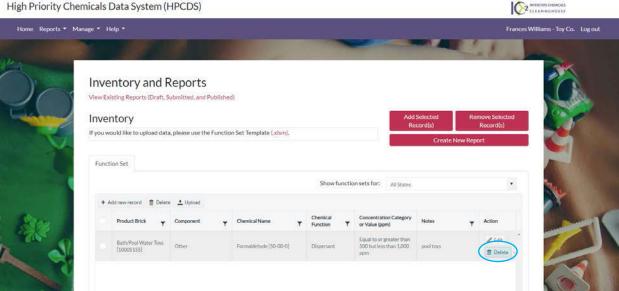
2. Once you are finished making changes to your record, click the Save button to save the updated record to your inventory. Error messages will display directly below any required fields that you have not completed or that have other errors. You must resolve all errors before you can save your changes. The updated record is displayed in your inventory.

ime Reports • M	anage * Help *	11 a			~			e	Fn	ances Williams - Toy Co. Log (
	Inventory and View Existing Reports (Draft Inventory If you would like to upload da	, Submitted, and Publish				1.000	d Selected ecord(s) Create I		nove Selected Record(s) ort	
	Function Set			Show fund	ction sets f	or: All States				
	+ Add new record 📋 Del	lete 土 Upload								X
100	Product Brick 7	Component	Chemical Name	Chemical Function		ntration Category ue (ppm)	Notes	Ŧ	Action	
10 2	Bath/Pool Water Toys	Other	Formaldehyde (50-00-0)	 Dispersant		to or greater than it less than 1.000	pool toys		/ Edit	

#### Delete a record

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

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



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

Manage 🔹 H	inage * Help *										rances Williams	s - Tay C
									2	. 3	-	
	entory and F											
	kisting Reports (Draft, S	ubmitted, and Publishe	ed)					Selected		nove Selecto	ed	0
		, please use the Functi	on Set Template (.xlsm).				Re	cord(s) Create	New Repo	Record(s)		X
Func	tion Set											
					Show fu	inctio	n sets for: All States				•	-
+	Add new recor	Upload										1
	Product Brick	Component T	Chemical Name	۲	Chemical Function	۲	Concentration Category or Value (ppm)	Notes	т	Action		
	Bath/Pool Water Toys [10005155]	Other	Formaldebyde [S0-00-0]		Dispersant		Equal to or greater than 500 but less than 1,000 ppm	pool toys		/ Edit		
•	Sun Protection Products [10000373]	Inks/Dyes/Pigments	Toluene [108-88-3]		Coloration/P	440	1000			/ Edit		1
2	Sun Protection Products [10000373]	Inks/Dyes/Pigments	Toluene [108-88-3]		Coloration/P	8	1000				1	

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.

Priority Chemicals	Data System (H	PCDS)							IÇ	2 UNTREMIE CHANGALE
View Ex	entory and Reports (Draft, Sui		d).							ð.
Marches Marches	entory						ld Selected Record(s)		we Selected ecord(s)	Carp .
IT YOU W	would like to upload data,	please use the Function	m Set Template Cxisc				Create	New Report		
Func	ction Set		ap	p10.erg.com	n					
			Art	e you surie you wa	nt to delete?	sets for: All States				
+	Add new record 👘 Deleta	1 Upload		OK	Cancel					1
<b>2</b>	Product Brick T	Component <b>Y</b>	Chemical Name		mical ction <b>T</b>	Concentration Category or Value (ppm)	Notes	÷.	Action	1 m.
×	Badl/Pool Water Toys [10005155]	Odiel	Formaldehyde[50-00		version (	Equal to or greater than 500 but less than 1,000 ptm			✓ Edit	
	Sun Protection								1 1.61	

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.

High Priority C	Chemicals Data Syst	em (HPCDS)						ERSTATE CHEMICALS E A R I N G H O U S E
p.	Inventory and View Existing Reports (Draft		ished)					
	Inventory					Add Selected Record(s)	Remove Selected Record(s)	
	If you would like to upload da	ata, please use the Fu			- (	Create N	lew Report	
	Function Set		app10.erg.com					24
			ОК	ts 1	or:	All States	•	
	+ Add new record 📋 Del	ete 土 Upload						
	Product Brick	Component	Chemical Name	Chemica Function		Concentration Category or Value (ppm)	Notes	
			No reports to disp	lay			*	- 1/
								14 M

## 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.

: Reports ▼ Manage ▼ Help ▼							
						Frances W	/illiams - Toy Co. L
Inventory	nd Reports raft, Submitted, and Publishe ad data, please use the Functi		Show functio	Re		move Selected Record(s) ort	
+ Add new record	Delete 土 Upload		Show function	All States			
Product Brick	▼ Component ▼	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes <b>T</b>	Action	Iter
Spinning Tops/ [10005165]	-Yos 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		Edit	
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		<ul><li>Edit</li><li>Delete</li></ul>	6
Blankets/Throw Powered) [100		Aniline [62-53-3]	Antistatic agent	10000		✓ Edit	and the

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.

ports 🔻 Manage 🔻 H	Help ▼						Frances W	'illiams - Toy Co.
	entory and R kisting Reports (Draft, Su		shed)				Cal a	20
Inve	ntory		Create Report			ld Selected	Remove Selected	00
	yould like to upload data,	please use the Fi	Select the state, reporting period and co the 3 appended record(s). State	ompany to create your Reporting Perio	report, for	Record(s) Create N	Record(s) New Report	3
Funct	tion Set		WA	2019	•			
			Company		5		•	·
+ A	Add new record 📋 Delete	1 Upload	Toy Co.		•			
	Product Brick	Component		Start Cancel	Clear Selection     Y	Notes	▼ Action	In
<u>_</u>	Spinning Tops/Yo-Yos [10005165]	Metals (Including al	mercury (22967-92-6) [7439- 97-6]	release	ppm		Edit Delete	
	Baby Carrier [10000502]	Surface coatings (pair plating, waterproofin etc.)		Antistatic agent	Equal to or greater than 5,000 but less than 10,000 ppm		✓ Edit	6
	Blankets/Throws (Non Powered) [10002224]	Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Aniline [62-53-3]	Antistatic agent	10000		Zedit	

#### Create Report for Washington State Department of Ecology

 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

т	itep 1. Create Repor oy Co. ublic Contact ()		ashington	~		Frances Williams - Toy Co.	
т	oy Co.		ashington			P	4
the second s		Economia 1451				172	
PL	ublic Contact (j)	Econome M61				and the second	
		Frances Wil	lliams (frances.williams@toyco.com)			200	
Re	eport Name 🕕	Report for Toy	y Co. (11/8/2019)			1111	
Re	eporting Period	2019		•		640	
S	tep 1a. Enter target age						
	Product Brick	Ŧ	Target Age		▼ Action		
distant.	Baby Carrier [10000502]				J Edit	-	
107 A	Blankets/Throws (Non Powered) [10002224]				/ Edit	1000	
	Spinning Tops/Yo-Yos [10005165]				🖋 Edit	1	

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.

	/ Chemicals Data System (H	PCDS				
e Reports	s + Manage + Help +		1000	-		Frances Williams - Toy Co. Log ou
	Step 1. Create R	eport for Wa	ashington			a second
	Toy Co.					1 and the second
	Public Contact ()	Frances Wi	illiams (frances.williams@toyco.com	0		Sec. Sec.
	Report Name 🕕	Report for To	y Co. (11/8/2019)			The second
	Reporting Period	2019				60
	Step 1a. Enter target a	age				
	Product Brick	Ŧ	Target Age		Y Action	
	Baby Carrier [10000502]		Under 3		✓ Save Save	
	Blankets/Throws (Non Powered) [100	002224]			🖋 Edit	
	Spinning Tops/Yo-Yos [10005165]				P Edit	

#### Step 1b. Review Function Sets

**3.** 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.

			+	Add Record(s) from Inventory	Remove Record(s) from	n Report
Product Brick	Component T	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes	т
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, foama etc.)	Aniline [62-53-3]	Antistatic agent	10000		
Spinning Teps/Ye-Yes (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.

	en 1b. Review Records from Inve						×	
	Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes	Ŧ	
	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		*	
Ca	ncel				Add	Selected Record(s)	v 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.

Product	t Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes
Baby Ca [10000!		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	
Blanket (Non Po [100022		Synthetic Polymers (synthetic rubber, plastics, foams etc.)	Anili app10.erg.co	m	10000	
	g Tops/Yo- 005165]	Metals (Including alloys)	Men com meti 92-6	ccessfully. Press	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	

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.

4	*	
Step 1c. Upload Additional Information (Optional) ()		
ToyCoLabData.pdf ×		
Cancel Save draft report Check Report 3 R	eview Report	12

#### 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.

		-	<ul> <li>Add Record(s) from</li> </ul>	n Inventory	Remove Recor	d(s) from Report
Product Brick	Component	Chemical Name	Chemical Function	Concentra Category (ppm)		tes
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]	Binding agent	Equal to o than 5,000 than 10,00	0 but less	
Baby Carrier [10000502]	Surface coatings (paints, plating, waterproofing etc.)	Methylene chloride [75- 09-2]	Antistatic agent	Equal to o than 5,000 than 10,00	0 but less	
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 o than 500 l than 1,000	out less	
Gloves [10005894]	Textiles (synthetic fibers and blends)	Acrylonitrile [107-13-1]	Coloration/Pi	Equal to o than 5,000		

## 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. High Priority Chemicals Data System (HPCDS) Frances Williams - Toy Co. Log out Home Reports - Manage - Help -Step 2. Review Report for Washington Toy Co. Public Contact ① Frances Williams (frances.williams@toyco.com) Report for Toy Co. (11/10/2019) Report Name () 2019 Reporting Period Product Brick Component T Chemical Concentration Category Target Age an 5.000 bi Baby Carrier [10000502 Methylene chloride [75-09-2] ofing etc.) Equal to or greater than 10,000 astics, Aniline [62-53-3] Antistatic agent 00022241 Mercury & mercury compounds including methyl mercury (22967-92-6) [7439-97-6] Equal to or greater than 500 but ing alloys) tic fibers Acrylonitrile [107-13-1] Equal to or greater than 5,000 but Gloves [10005894] Color Attached information ToyCoLabData.pdf urn to Step 1

## Step 3. Certify & Submit Report

**2.** 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.

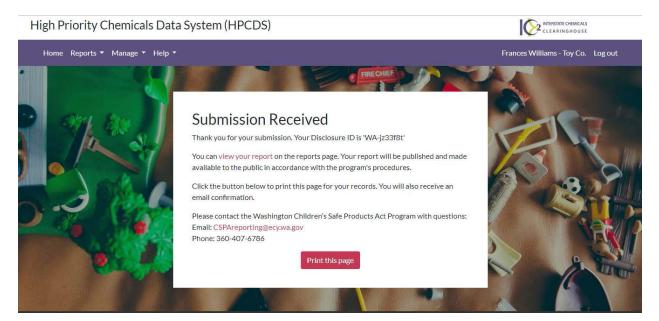
For confidential business information (CBI): contact <a href="mailto:cspareporting@ecy.wa.gov">cspareporting@ecy.wa.gov</a>.

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

#### INTERSTATE CHEMICALS CLEARINGHOUSE



3. 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 Oregon Health Authority

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).

High Priority Chemicals Data System (HPCDS)

Home Reports 🔻	Manage 🔻 Help 🔻				Frances Williams -	Toy Co. Log out
	Step 1. Create	e Report for Orego	on			
	Toy Co.					S. C.
	Public Contact 🚯	Frances Williams (frances	williams@toyco.com)			Trail -
	Report Name (1)	Report for Toy Co. (11/10/201	19)			11/100
	Reporting Period	2020		•		
	Step 1a. Enter targ	get age and bricks sold o	r offered for sa	le		
	Product Brick	Target Age	Number of Bricks Sold in Oregon	Number of Bricks Offered for Sale in Oregon	, Action	
	Baby Diapers (Disposable) [10000494]				🖉 Edit	La

#### Step 1a. Enter Target Age and Bricks Sold or Offered for Sale

2. 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 1b. Review Function Sets

3. 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	rom Inventory 📋 Ren	nove Record(s) from Repor
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	

**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.

	Add	Records from Inve	entory					×
		Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes	<b>,</b>
		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		
The a gradie								<ul> <li>Manual Angles 133</li> </ul>

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.

			+ Add Record(s) from Inventory				
Product Brick	Component	Chemical Name	Chemical Function	Concentration Category or Value (ppm)	Notes	٣	
Baby Diapers (Disposable) [10000494]	Homogenous Mixtures (gels, creams, powders, líquids, adhesives, synthetic fragrances)	4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3[104- 40-5] app 10.erg.cor	Binding agent	Equal to or greater than 5,000 but less than 10,000 ppm			
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	agent C	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			

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

6. 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 1d. 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.

Step 1d. Upload Additional Info	ormation (Optional) 💿		
Select files 🗸 Done			
PDF ToyCoLabData.pdf	×		
	Cancel Save draft report	t Check Report 🔋 Review Report	
			1.0

## Cancel

**1.** 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.

	[10002224]	plastics, foams etc.)		agent	
Ð	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
в	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 -
					•
Ste	o 1c. Submit R	Recommendat	ions for Oregon H	lealth Autho	ority (Optional)
	egon Revised Statute 43:	aht	10.erg.com		ical, financial or logistical support considered
	ary for the implementation ecommendations for th	e Oregon Health Succ	essfully saved 'Report for Toy Co ou want to go to your draft repor		rt info.
Cha		A . I . I . I . I I	OK	Cancel	
Stel	o Id. Opload A	Additional mire		41/ (E)	
Sel	ect files 🗸 Done	a -			
HOR				×	
			Cancel	Save draft repor	t Check Report 🛈 Review 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.

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	20000		de 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.

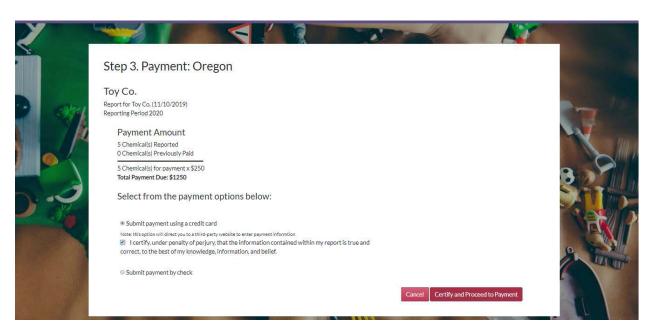
High Priority Che	micals Data Syste	m <mark>(HPCDS</mark> )							INTERSTRTE CHEMICALS CLEARINGHOUSE
Home Reports + Ma	inage + Help +							Frances	Williams - Toy Co. Log out
Ö	Step 2. Revie Toy Co. Public Contact () Report Name () Reporting Period	Fra	nnces Williams (frances.williams(	∋toyco.com)				1	
er ter	Product Brick	Component	Chemical	Chemical Function	Concentration Category	Target Age	Bricks Sold in Oregon	Bricks Offered for Sale in Oregon	
1	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	0
A State	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	Birth-12	10		6

#### 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.



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

		nicusa.com/Checkout/	-		1		* 2 2 4 4				
Payr	nent Type	Customer Info	Payment Info		Submit	Payment	Transaction Summary				
sкu	Description			Unit Price	Quantity	Amount	4-Nonylphenol; 4-NP and its isomer mixtures including CAS \$250.00				
104- 40-5	4-Nonylphenol; 4 15-3 and CAS 251	-NP and its isomer mixtures in 154-52-3	ncluding CAS 84852-	\$250.00	1	\$250.00 84852-15-3 and CAS 25154-52-3 Methylene chloride	84852-15-3 and CAS 25154-52-3				
75-09- 2	Methylene chlorid	de		\$250.00	1	\$250.00	Aniline \$250.00 Mercury & mercury compounds				
62-53- 3	Aniline			\$250.00	1	\$250.00	including methyl mercury (22967- \$250.00 92-6)				
7439- 97-6	Mercury & mercu 6)	ry compounds including met	nyl mercury (22967-92-	\$250.00	1	\$250.00	Acrylonitrile \$250.00 TOTAL \$1,250.00				
107- 13-1	Acrylonitrile			\$250.00	1	\$250.00					
Total						\$1,250.00	Need Help?				
Paymen	t Type					1	Customer Information to be entered is the Card Holder. For technical assistance call 1-855-255-430				

Payment Type		× .	Transaction Summary		
	Credit Card		4-Nonylphenol; 4-NP and its isomer mixtures including CAS 84852-15-3 and CAS 25154-52-3	\$250.00	
			Methylene chloride	\$250.00	
ustomer Information			Aniline	\$250.00	
Country		Complete all required fields [*]	Mercury & mercury compounds including methyl mercury (22967- 92-6)	\$250.00	
United States	v		Acrylonitrile	\$250.00	
First Name *	Last Name *		TOTAL \$	1,250.00	
Frances	Williams				
Company Name					
Toy Co.			Need Help?		
			Customer Information to be entered is		

3. Enter your credit card information and click the Next button

Payment Info		Transaction Summary
Credit Card Number * 🍘	Complete all requir	ed fields [*] 4-Nonylphenol: 4-NP and its isomer mixtures including CAS \$250. 84852-15-3 and CAS 25154-52-3
		Methylene chloride \$250.
Expiration Month *	Expiration Year *	Aniline \$250.
Select a Month	Select a Year 🔻	Mercury & mercury compounds including methyl mercury (22967- \$250. 92-6)
Security Code *		Acrylonitrile \$250.
0		TOTAL \$1,250.0
Name on Credit Card *		
		Need Help?

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

Ioy Co. 123 Toy Lane Toysylvania. AZ 12345	V	Transaction Summary
<b>Country</b> United States	Email Address frances.williams@toyco.com	4-Nonylphenol; 4-NP and its isomer mixtures including CAS \$250.00 84852-15-3 and CAS 25154-52-3
Payment Info		✓ Methylene chloride \$250.00
<b>Credit Card</b> Visa ****1111 Exp. 12/2021	Name on Credit Card Frances Williams	Aniline \$250.00 Mercury & mercury compounds including methyl mercury (22967- 92-6) Acrylonitrile \$250.00
		TOTAL \$1,250.00
Cancel	Submit Pay	vment Need Help?
© NIC 2019 Terms of Use   Privacy	/ Policy	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

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.



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

custon	Customer Name Company Name Local Reference ID	Frances Williams Toy Co. OR-k73dync	Receipt Date Receipt Time	11/10/2019 01:26:05 PM PST	
Payme	nt Info				
	Payment Type Credit Card Type	Credit Card VISA	Credit Card Number Order ID Name on Credit Card	******1111 45575570 Frances Williams	
Billing	Information				
	Billing Address	123 Toy Lane	Phone Number	123-456-7890	
	Billing City, State ZIP/Postal Code	Toysylvania, AZ 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 you the submission process.

Payer:	Frances Williams		li nem
Check date:	11/10/2019		
Check number:	123	*	
Check amount:	1250		and the second se
Mail check to:			
Toxic-Free Kids Program PO Box 14260 Portland, OR 97293-0405 U	SA		
PO Box 14260 Portland, OR 97293-0405 U For express delivery mail to:			
PO Box 14260 Portland, OR 97293-0405 U			

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 (22967-92-6)	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 Phone: 971-673-0482

Print this page





#### 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=DraftReportstab#Reports</u>. You can view all your published, submitted, and draft reports.

Pub	lished Submitted	Drafts						
Dr	aft Reports							
	Delete						Save Copy of	Selected Report
C	Accountable Company	Report Name	State	Reportin Period <del>Y</del>	Repoi ID <b>T</b>	Last Updated ↓ ▼	Updated By	Action
	Toy Co.	Report for Toy Co. (11/8/2019)	WA	2019	135	11/8/2019 2:59 PM	Frances Williams (frances.willia	Delete
	Toy Co.	Report for Toy Co. (10/29/2019)	WA	2018	102	10/29/2019 11:00 AM	Frances Williams (frances.willia	Delete
	Toy Co.	Report for Toy Co. (10/29/2019)	OR	2018	101	10/29/2019 10:59 AM	Frances Williams (frances.willia	Delete

#### Drafts

 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.

Rep	orts									
Publi	shed Subm	itted	Drafts							
Dra	ft Reports	5								
	Delete								Save Copy of	Selected Report
	Accountable Company	Ŧ	Report Name	Ŧ	State	Reportir Period	Repoi ID	Last Updated ↓ ▼	Updated By	Action
	Toy Co.		Report for Toy Co. (11/8/2019)		WA	2019	135	11/8/2019 2:59 PM	Frances Williams (frances.willia	🗊 Delete
	Toy Co.		Report for Toy Co. (10/29/2019)		WA	2018	102	10/29/2019 11:00 AM	Frances Williams (frances.willia	💼 Delete
	Toy Co.		Report for Toy Co. (10/29/2019)		OR	2018	101	10/29/2019 10:59 AM	Frances Williams (frances.willia	🗊 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.

Dra	aft Reports							
Î	Delete						Save Copy of	Selected Report
	Accountable Company	Report Name	Y State	Reportir Period T	Repoi ID <b>T</b>	Last Updated ↓ ▼	Updated By	Action
	Toy Co.	Report for Toy Co. (11/8/2019)	op10.erg.co	om		11/8/2019	Frances Williams (frances.willia	Telete
	Toy Co.	Report for Toy Ar (10/29/2019)		vant to delete? 1			Frances Williams (frances.willia	1 Delete
	Toy Co.	Report for Toy (10/29/2019)	OK OR	2018	Cance 101	10:27:2019 10:59 AM	Frances Williams (frances.willia	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.

ו•	Repor	ts										
1000	Publishe		afts									
	Draft	Reports										
	1 Dele	ete								Save (	Copy of Selected Re	Toda
27		Accountable Company	Report Name	State	Ŧ	Reporting Period T	Report	Last Updated	Updated By	Ŧ	Action	
		Toy Ca.	Report for Tay Co. (11/8/2019)	WA		2019		11/8/20192:59PM	Frances Willia	msi msi@t	2 Delete	
		Tay Co.	Repart for Toy Ca. (10/29/2019)	OR		10.erg.com		10/29/2019 10:59 AM	Frances Willia		2 Delete	
					Reco	rd(s) deleted succ	essfully,					

**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.

Draft Reports Copy Report × Silve Copy of Selected Report
Select the reporting period and company to create a new report based on the selected report. Report for Toy Co. (11/8/2019);
Toy Cox State Reporting Period 11/1//2019/2/59 RM Frances Williams Toy Cox
Toy Co. 10/29/2019 30:59 Frances Williams AM frances williams(et. ) Dates

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

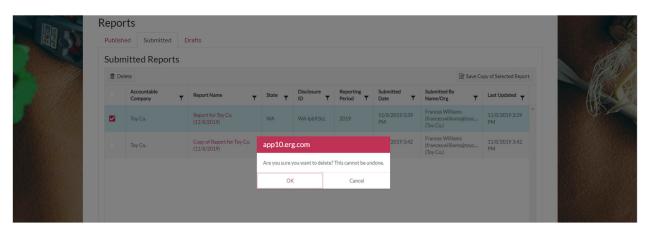
Home Reports •	Manage + Help +			-	-	Frances Williams - Toy Co. Log out
	1325				and the second second	and a d
	Step 1. Create Repor	t for Wa	ashington			1
	Toy Co.					
	Public Contact ()	Frances Wi	lliams (frances.williams@toyco.com)			Same Same
	Report Name 🕕	Copy of Repo	ert for Toy Co. (11/8/2019)			1 per per se
	Reporting Period	2018		٠		60-
	Step 1a. Enter target age					States and
	Product Brick	Ŧ	Target Age	T	Action	
	Baby Carrier [10000502]		Under 3		/ Edit	-
	Blankets/Throws (Non Powered) [10002224]				d Edit	A STREET, STREE
	Spinning Tops/Yo Yos [10005165]				🖊 Edit	

#### 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.

Repo Publis		Drafts							
Subr	mitted Reports						🕑 Save Co	ppy of Selected Report	
	Accountable Company	Report Name	State <b>T</b>	Disclosure ID T	Reporting Period <b>T</b>	Submitted Date	Submitted By Name/Org	Last Updated 🔻	
	Toy Co.	Report for Toy Co. (11/8/2019)	WA	WA-ipb91kz	2019	11/8/2019 3:39 PM	Frances Williams (frances.williams@toyc (Toy Co.)	11/8/2019 3:39 PM	WAX-
	Toy Co.	Copy of Report for Toy Co. (11/8/2019)	WA	WA-ffv49fn	2018	11/8/2019 3:42 PM	Frances Williams (frances.williams@toyc (Toy Co.)	11/8/2019 3:42 PM	

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.

	Publish	submitted Repo		Prafts								
1 all	1 De	lete								Save	Copy of Selected Report	
		Accountable Company	Ŧ	Report Name	State		Disclosure	Reporting Period <b>T</b>	Submitted Date	Submitted By Name/Org	Last Updated	
		Toy Co.		Copy of Report for Toy Co. (11/8/2019)	WA	N	VA-ffv49fn	2018	11/8/2019 3:42 PM	Frances Williams (frances.williams@toyc (Toy Co.)	. 11/8/2019 3:42 PM	
						ар	o10.erg.co	m				
						Rec	ord(s) deleted s	uccessfully.				
							ОК					

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.

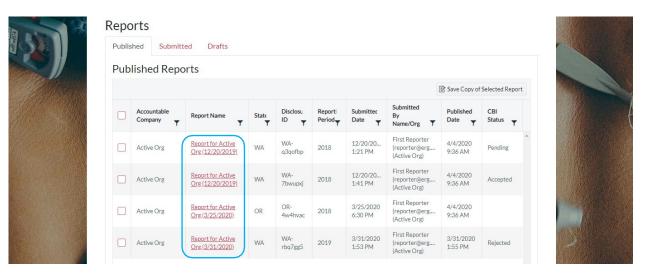
Sub	nitted Repo	rts							
t D	elete							🕼 Save C	opy of Selected Report
	Accountable Company	Ŧ	Report Name	Copy Report	T.		×	Submitted By Name/Org	Last Updated
	Toy Co.		Copy of Report (11/8/2019)	Select the reporting periods selected report, "Copy of	od and company to f <i>Report for Toy Co</i>	create a new report based on t (11/8/2019)".	ne	Frances Williams (frances.williams@toyc (Toy Co.)	11/8/2019 3:42 PM
				State		Reporting Period			
				WA	Ŧ	2019	•		
				Company					
				Toy Co.			*		
						Create Copy C	ancel		

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

High Priority Che						
Home Reports 🕶 M		Frances Williams - Toy Co. Log out				
						A STATE
	Step 1. Create Repor	t for W	ashington			and the second s
	Toy Co.					16-29
	Public Contact ()	Frances W	'illiams (frances.williams@toyco.com)			Log March 19
	Report Name (j)	One More R	eport for Toy Co. (11/8/2019)			all and the second
	Reporting Period	2019		•		64
	Step 1a. Enter target age					Contraction of the second
	Product Brick	Ŧ	Target Age	Ŧ	Action	
S. A. A. S.	Baby Carrier [10000502]		Under 3		🥒 Edit	-
	Blankets/Throws (Non Powered) [10002224]				/ Edit	E CONTRACT
	Spinning Tops/Yo-Yos [10005165]				/ Edit	
						the strength of

#### Published

1. On the Published tab, you can view all reports that have been published and are available on the public search (<u>https://hpcds.theic2.org/Search</u>). See the <u>Search Product Category Data</u> 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 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

CBI Status 🕕	Pending	Pending 4/4/2020 1:37:57 PM							
CBI Claim									
Published Date	4/4/2020	2018 4/4/2020 1:36:41 PM							
Reporting Period	2018								
Report Name 🕦	Report for	Report for Active Org (12/20/2019)							
Public Contact 🚯	First Repo	First Reporter (reporter@erg.com)							





#### Active Org Public Contact (1) First Reporter (reporter@erg.com) Report for Active Org (12/20/2019) Report Name (1) 2018 Reporting Period 4/4/2020 1:36:41 PM Published Date **CBI** Claim CBI Status 🔅 Pending 4/4/2020 1:37:57 PM CBI Requested CBI Chemical Concentration Target Product Brick Component Chemical T Function T T Status Category Homogenous Mixtures (gels, creams, powders, liquids, adhesives, synthetic fragrances) Equal to or greater than 500 but less than 1,000 ppm Action Figures Antistatic agent Pending Benzene [71-43-2] (Powered) [10006396]

# Published Report (read-only) for Washington