



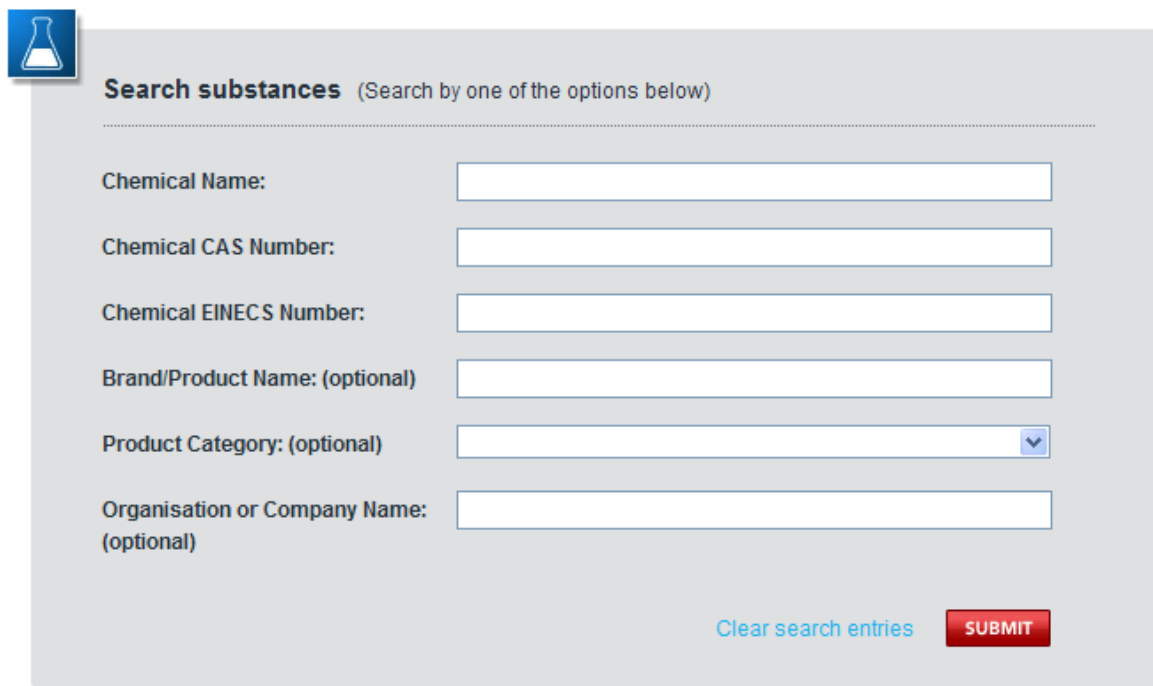
*INTERNATIONAL
COUNCIL OF
CHEMICAL
ASSOCIATIONS*


**ICCA GPS Chemicals Portal
Contributor Help Guide - June 2010**

1. Task: Uploading New Chemical Information

1.1 Find the Relevant Chemical

To upload information relating to a specific chemical you must first find the correct chemical by using the search tool (Fig.1). Please use Chemical Name, CAS or EINECS as primary search options.



 **Search substances** (Search by one of the options below)

Chemical Name:

Chemical CAS Number:

Chemical EINECS Number:

Brand/Product Name: (optional)

Product Category: (optional)

Organisation or Company Name: (optional)

[Clear search entries](#)

Fig.1

From the results generated, select the correct chemical you wish to upload content too by simply clicking on the name. This will take you to the chemical detail page.



1. 2: Add content to your chosen chemical

When on the detailed chemical page select the 'Upload Information For This Substance' button (Fig.2):

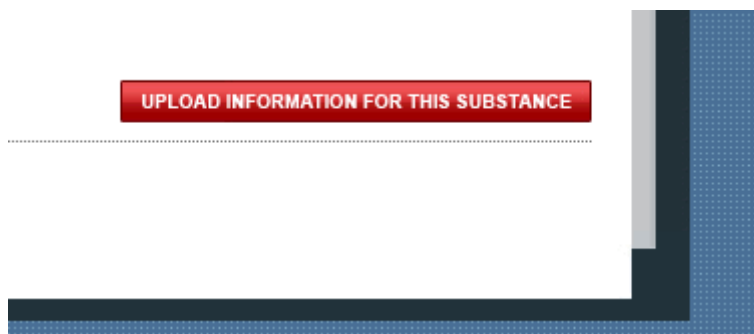


Fig. 2

On selection of the 'upload' button you will be presented with the following form at the bottom of the page (Fig.3):

Add new substance information for 50000

Brand/Product name used for this substance:

Product category:

Type of information you wish to upload:

GPS Safety Summary

Material Safety Data Sheet

Hazard Information

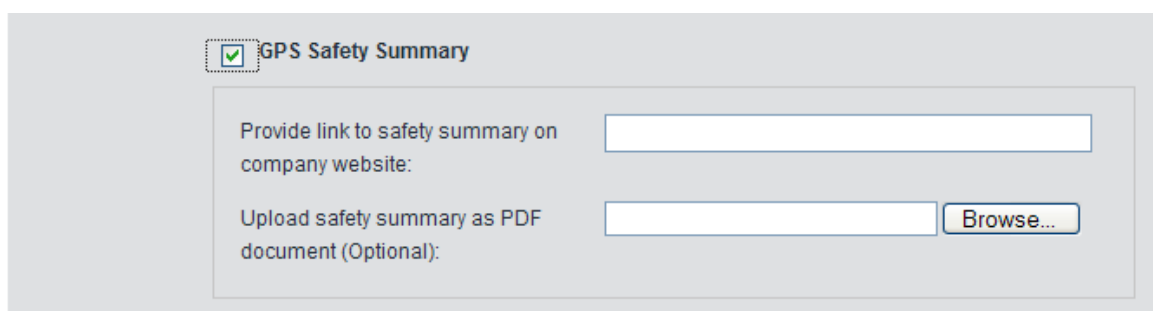
Please agree to Terms & Conditions, [please read.](#)

Fig. 3

1. Add in the product name used for your chosen substance (if relevant)
2. Select a product category this substance has been used for from the drop down list
3. Select the type of information you would like to upload by clicking on the checkbox:
 - GPS Safety Summary
 - Material Safety Data Sheet
 - Hazard Information

Note: You do not have to upload data to all of these sections, simply pick the ones that you do.

Option 1: GPS Safety Summary (Fig.4)



GPS Safety Summary

Provide link to safety summary on company website:

Upload safety summary as PDF document (Optional):

Fig.4

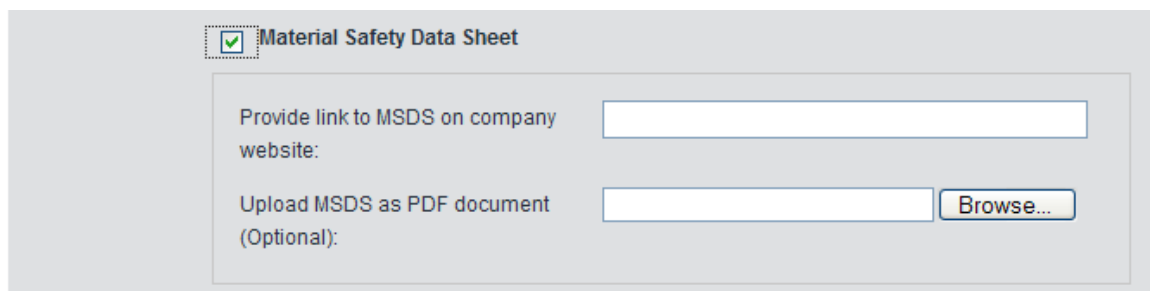
The GPS Safety Summary will ideally be a link to the file on your website so you simply put the full website address in the box provided.

If you do not have the safety summary on your website but do have it as a PDF file then you can use the browse button in the second field to point to the safety summary and upload it.

If you have finished uploading content then simply click on the submit button at the bottom of the form to finish.

If you would like to add more content then move on to the next section.

Option 2: Material Safety Data Sheet (Fig.5)



Material Safety Data Sheet

Provide link to MSDS on company website:

Upload MSDS as PDF document (Optional):

Fig.5

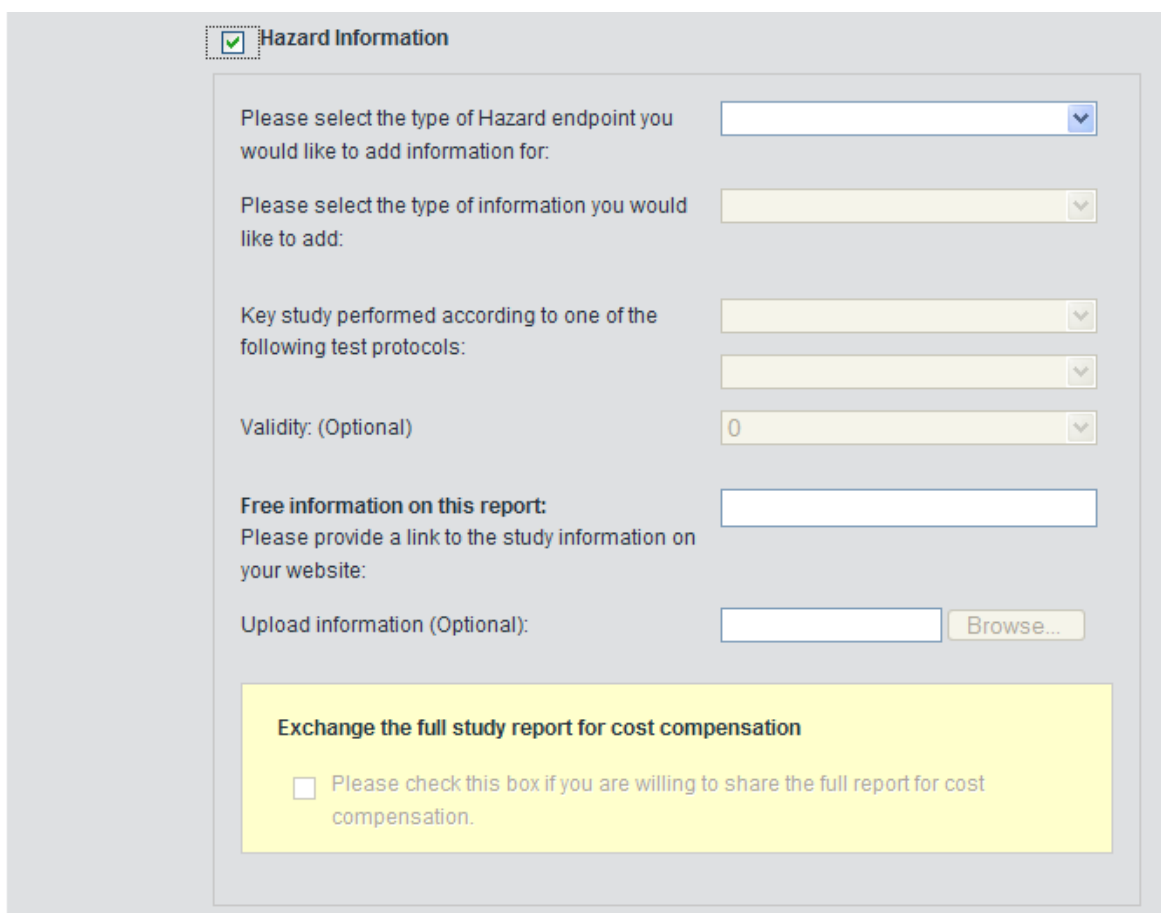
The Material Safety Data Sheet will ideally be a link to the file on your website so you simply put the full website address in the box provided.

If you do not have the Material Safety Data Sheet on your website but do have it as a PDF file then you can use the browse button in the second field to point to the safety summary and upload it.

If you have finished uploading content then simply click on the submit button at the bottom of the form to finish.

If you would like to add more content then move on to the next section.

Option 3: Hazard Information (Fig.6)



Hazard Information

Please select the type of Hazard endpoint you would like to add information for:

Please select the type of information you would like to add:

Key study performed according to one of the following test protocols:

Validity: (Optional)

Free information on this report:
Please provide a link to the study information on your website:

Upload information (Optional):

Exchange the full study report for cost compensation

Please check this box if you are willing to share the full report for cost compensation.

Fig.6

The hazard information section is where the detailed information for a chemical is uploaded.

This is split into **free** and **cost compensation** information. Free content can be accessed publicly whereas cost compensation is information that must be requested.

1. Select the type of hazard endpoint you would like to upload from the drop down
2. Choose the type of information you would like to upload from the drop down
3. Choose the test protocol that the key study meets from the drop down
4. Choose the validity of the report from the drop down
5. Provide, if relevant, a link to FREE study information on your own website or upload the document directly.
6. You can also choose, if you do not wish to share the report for FREE, to share the full report for cost compensation. If you wish to do this, simply check the box to Exchange the full study report for cost compensation. Otherwise leave it blank.

1.3 Confirm Upload

Once you have completed uploading all the information you require, to submit these changes you must check the box to say that you agree to the terms and conditions and then click on the submit button.

If you need further support please contact:

Hélène Rouse

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