

Practical manual: How to submit a registration

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1. Introduction

This document aims to guide you through the process of submitting an registration and gives an overview of the information that will be asked during this process.

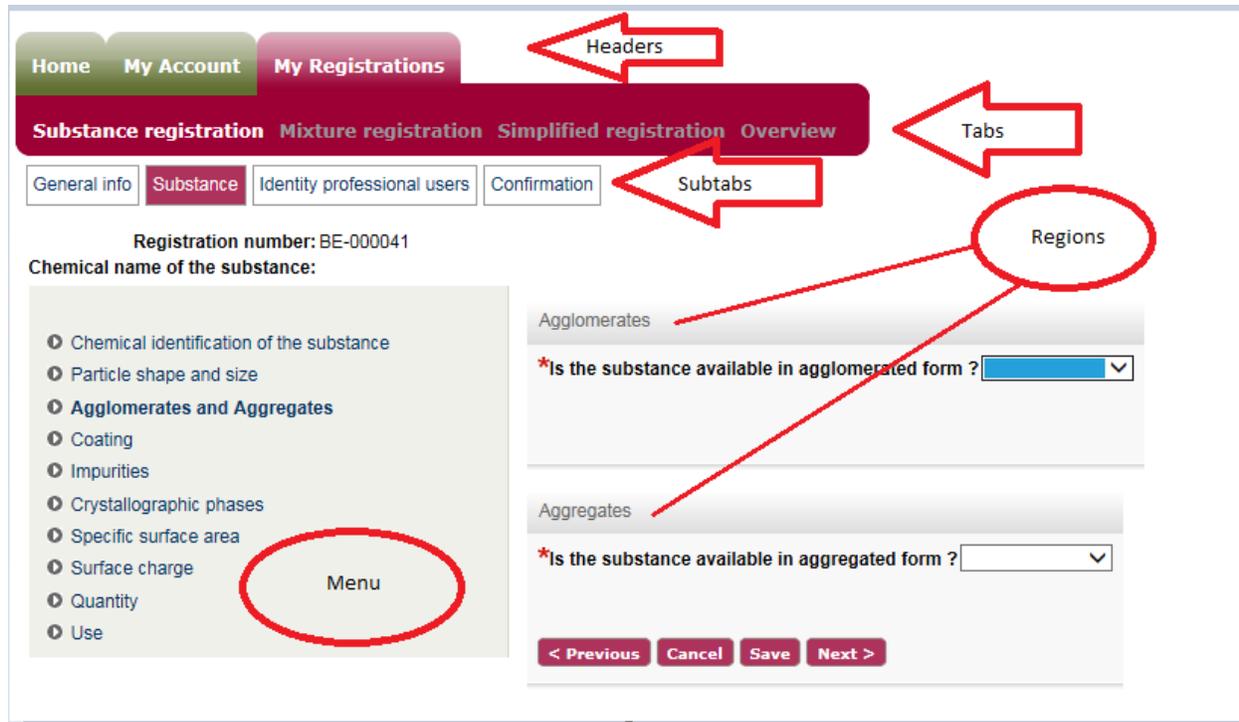
This document starts with an explanation about [the flow of the registration process](#) and then discusses some [general topics](#). In the following chapters, a detailed description of the different registration types will be given:

- [Registration of a substance \(incl. limited registration\)](#)
- [Registration of a mixture \(incl. limited registration\)](#)
- [Simplified registration \(substance, mixture\) – for R&D purposes](#)
- [Inverse \(of the limited\) registration \(substance, mixture\) – for the foreign supplier](#)

The chapter ‘Registration of a substance’ contains information which is also applicable for the other registration types.

It is recommended to read the pages concerning the registration of a substance, no matter what type of registration file you want to submit.

Terminology used in this document:



The screenshot shows the registration portal interface. Red annotations identify the following elements:

- Headers:** The top navigation bar containing 'Home', 'My Account', and 'My Registrations'.
- Tabs:** The sub-navigation bar containing 'Substance registration', 'Mixture registration', 'Simplified registration', and 'Overview'.
- Subtabs:** The secondary navigation bar containing 'General info', 'Substance', 'Identity professional users', and 'Confirmation'.
- Regions:** A red circle around the 'Regions' label in the 'Agglomerates' and 'Aggregates' sections.
- Menu:** A red circle around the 'Menu' label in the left-hand sidebar.

The main content area displays the registration number 'BE-000041' and the chemical name of the substance. It includes sections for 'Agglomerates' and 'Aggregates', each with a dropdown menu for 'Is the substance available in [agglomerated/aggregated] form?'. At the bottom, there are buttons for '< Previous', 'Cancel', 'Save', and 'Next >'.

2. Flow of the registration process

Every user created within your account and who has the role 'Read', will be able to access all the registration files of your account, via the header 'My Registrations'.

It is not possible to make a selective access depending on the user logged in.



Under 'My registrations', different tabs will be shown:

- Substance registration
- Mixture registration
- Simplified registration (*this tab is not available for the account type 'Foreign supplier'*)
- Overview

A more detailed discussion for each of these topics is given in the chapters 4 – 7 of this document. In this chapter and the next one, some more general principles concerning the process of submitting a registration will be outlined.

2.1. Sub tab 'Confirmation' & Submission of a registration file

2.1.1. Confirmation

After creation of a registration file, different sub tabs will become available. For every type of registration, the sub tab 'Confirmation' will be shown.

This sub tab will give you an overview of the missing information. The different pages are displayed, and for each of these pages you will see what kind of information is still missing. By clicking the name of the page you will be directed to the specific page.

Substance registration Mixture registration Simplified registration Overview

General info Substance Identity of the professional users **Confirmation**

Registration number: BE-000130

Chemical name of the substance: pp

General info	-	✓
Chemical identification of the substance	-	✓
Particle shape and size	-	✓
Agglomerates and Aggregates	Is this substance available in agglomerated form ? cannot be empty Is the substance available in aggregated form ? cannot be empty	✗
Coating	The particles have a coating? cannot be empty	✗
Impurities	Are there any impurities ? cannot be empty	✗
Crystallographic phases	Information about crystallographic phases available? cannot be empty	✗
Mean specific surface area	Information about specific surface area available ? cannot be empty	✗
Surface charge	Information about surface charge available ? cannot be empty	✗
Quantity	Supply chain role cannot be empty	✗
Use	You must select at least one Use Cat	✗
Identity of the professional users	There are empty fields for manual input	✗

< Previous Cancel

It is only when for all the pages the icon  is displayed, that the button 'Submit' will appear. The icon will be displayed only when all the required information has been entered in the correct format (see [2.2. Validation of the data input](#)).

< Previous Cancel **Submit**

For the first registration of an existing substance or mixture, checking the box 'Complete this box if you are unable to complete all data' will also result in a green icon. The missing data need to be completed at the first annual update.

2.1.2. Submission of a registration file

After clicking the 'Submit' button, you will be redirected to the overview of your registration type and see the message 'You successfully submitted your registration !'. At the same time, an email will be send to the contact person and the user who clicked the submit-button to confirm that the registration has been submitted.

This is only a confirmation of the submission and does not include any evaluation about the quality of the data.

You successfully submitted your registration !

	Creation date	Registration number	Annual update	Dossier status	PDF	Correction
	04-08-2015	BE-000111		Submitted		correction
	04-08-2015	BE-000110		Submitted		correction
	31-07-2015	BE-000107		Draft		Delete registration
	31-07-2015	BE-000104		Pending		correction

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2.2. Validation of the data input

In the software, various validation functions have been configured. A few examples:

- a check to see if all the mandatory fields have a value
- the format of some fields (must be numeric)
- the value of some fields (e.g. pH-value between 0 and 14)
- ...

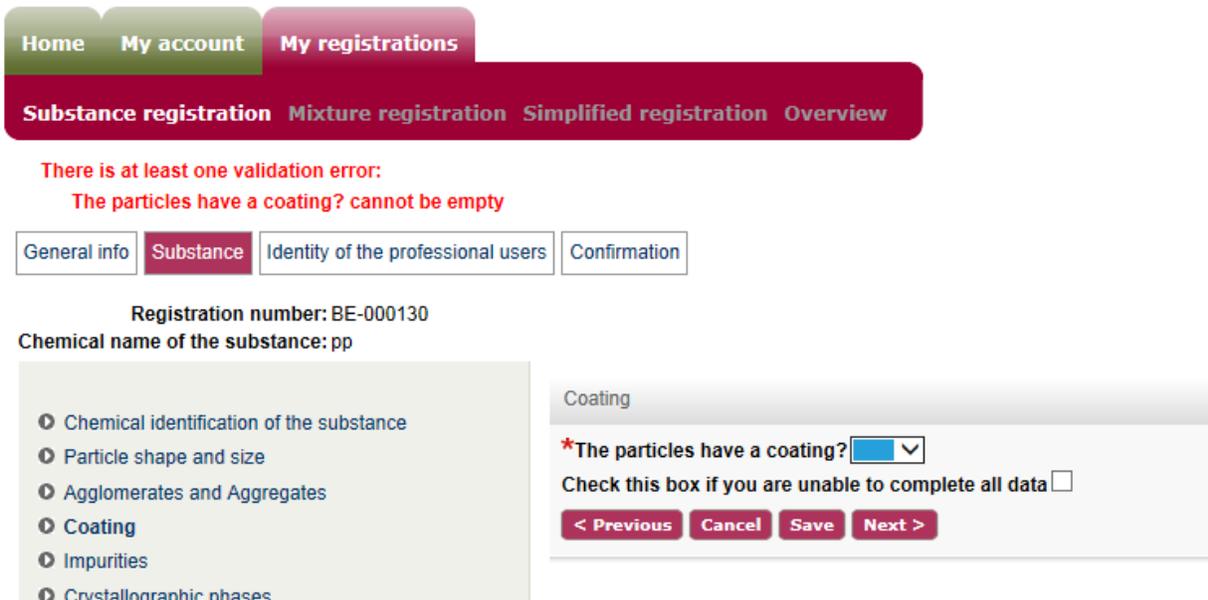
If the validation function gives an error, the error message will appear in red text on top of the screen. However, the validation process is triggered after clicking the tab 'Confirmation'. This means that no error messages will appear until the tab 'Confirmation' has been clicked at least once after creation of the file.

Saving your data can be done by clicking the buttons 'Save', 'Previous' or 'Next'.

Switching from one tab or page to another will not save your changes made !

It is always possible to save your registration at any time, by clicking 'Save', 'Previous' or 'Next'.

The error messages will show in red on top of the screen, only when the sub tab 'Confirmation' has been clicked at least once after creation of the file.



The screenshot shows a web interface for registration. At the top, there are navigation tabs: 'Home', 'My account', and 'My registrations'. Below these are sub-tabs: 'Substance registration', 'Mixture registration', 'Simplified registration', and 'Overview'. A red error message is displayed: 'There is at least one validation error: The particles have a coating? cannot be empty'. Below the error message are four tabs: 'General info', 'Substance', 'Identity of the professional users', and 'Confirmation'. The 'Substance' tab is active. The registration number is 'BE-000130' and the chemical name is 'pp'. On the left, there is a list of sub-sections: 'Chemical identification of the substance', 'Particle shape and size', 'Agglomerates and Aggregates', 'Coating', 'Impurities', and 'Crystallographic phases'. On the right, the 'Coating' section is expanded, showing a dropdown menu with a red asterisk and the text '*The particles have a coating?'. Below this is a checkbox labeled 'Check this box if you are unable to complete all data'. At the bottom of the section are buttons for '< Previous', 'Cancel', 'Save', and 'Next >'.

2.3. Statuses of the registration

A registration file can have different statuses in the registry:

- [Draft](#)
- [Submitted](#)
- [Pending](#)
- [Invalid](#)

2.3.1. Draft

After the creation of a registration file and saving it, the file will receive the status 'draft'. In this status, the file is editable.

It is possible to delete the registration file in the status 'draft'. This means that all data will be lost and the registration number cannot be recovered.

2.3.2. Submitted

When the registration file is completed (see [2.1.1. Confirmation](#)) and submitted successfully, the file receives the status 'Submitted'. In this status, the file is no longer editable.

It is possible to correct this registration. After clicking 'Correction' the registration file gets the status 'draft' again. You will be able to cancel the correction.

Cancelling the correction means that all the corrected data will be lost, and the previous version of the registration file becomes available again.

In the submitted status, a pdf-file with the extract of your registration becomes available.

2.3.3. Pending/Additional information asked

Article 5 of the Royal Decree states that the Federal Public Service Health can ask for additional information. Through the back office of the registry tool, the FPS Health can indicate that for a specific file, additional information is needed. An email will be send to the contact person defined at the level of the registration file and the user who has submitted the most recent version of that file, explaining which information is missing. The registrant has two months to complete the information, unless a different deadline has been imposed in the email.

Performing the step 'Additional information asked', will bring the registration file back to the editable status 'draft'. When the registrant has completed the required info and submits again, the file will get the status 'pending'. In the status 'pending', the pdf-file is available.

The FPS Health will check if the information added is completed. If that is the case, the FPS Health will bring the file back in the status 'Submitted'.

2.3.4. Invalid

The FPS Health can decide to give the status 'Invalid' to a registration file that seems to stay empty or does not contain any useful information. The FPS Health will give this status to a file only after contacting the registrant.

In this status the file is not editable and it cannot be corrected. The pdf-file is available. The registration number cannot be used anymore.

2.3.5. Overview different statuses

Comes from	Status	Can be edited?	Pdf available?	Can go to (by registrant)	Can go to (by FPS Health)
Creation file	Draft	Yes	No	Submitted	
Correction				Deleted	
Info required				Submitted Cancel correction	
Draft	Submitted	No	Yes	Pending	Submitted
Correction				Correction	Info required
Pending				Correction	Info required

3. General topics

3.1. Definition of 'Category of mixtures'

A category of mixtures is a group of mixtures that meets the following cumulative conditions:

- The different mixtures in the group are intended for the same use and can be used in a similar way
- The substances produced in nanoparticulate state contained in the mixtures of the group are the same for each of these mixtures, and the characteristics described in Section 2 of Annex 2 of the Royal Decree are identical for each of these substances
- The mass concentration of the substances produced in nanoparticulate state is the same for all the mixtures in the group, a maximum variation of 20% (meaning + 10% and – 10%) is allowed for each of these substances.

3.2. Fields used on several pages

In the next paragraphs, overviews are given of the fields used in the different pages of the software.

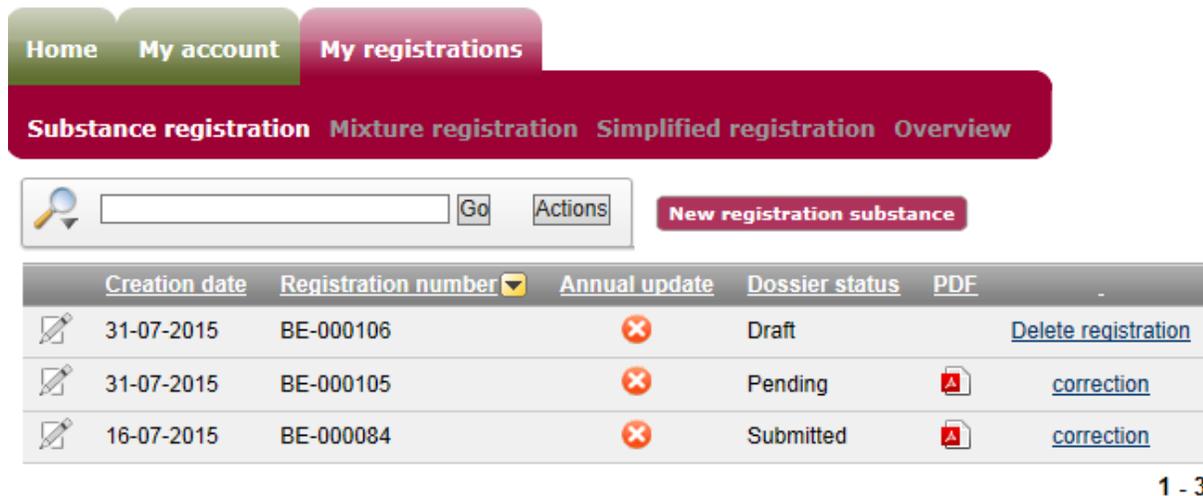
In this document:

- Fields displayed in **bold** are mandatory. You can recognize them on the red asterisk in the software
***Trade year**
- Fields in grey are shown but not editable in the specific page.

The next fields will be used on (almost) every page:

- Annex: by clicking 'browse' you can select the file you want to upload. The url of the file will appear. By clicking 'upload annex', you will actually add that file to the registry. The button 'browse' depends on the browser you use, it can have a different name and be displayed in a different language, depending on the settings.
- Check this box if you are unable to complete all data: in case you do not yet have all the required data available, you can check this box. The field 'justification of the non-availability' will appear, and here you can motivate why you do not have all the data yet, e.g. because you are still waiting for the results of a laboratory.
By checking this box you will be able to submit the registration, even if you do not yet have all the data required. It is expected that the missing data will be completed at the first annual update, according to the deadlines defined in the Royal Decree (cfr. 'When do I have to register' at www.nanoregistration.be).
- Other: if you don't find the value which is applicable for the substance registered, you can choose the option 'Other'. A new (mandatory) field will appear, which allows you to specify the 'other'.

4. Tab 'Substance Registration'



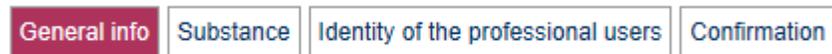
	Creation date	Registration number	Annual update	Dossier status	PDF	
	31-07-2015	BE-000106		Draft		Delete registration
	31-07-2015	BE-000105		Pending		correction
	16-07-2015	BE-000084		Submitted		correction

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In this tab you get an overview of all the registered substances and a button to start a new substance registration.

By clicking the button 'New registration substance', you will be directed to the sub tab 'General info'.

4.1.Sub tab 'General info'



- (Registration number)
- Registration status
- **Trade year**
- Name of the company
- **Establishment**
- **Contact person**
- Remarks
- **Economic activity**

The trade year is the calendar year for which the information such as quantities and professional users is given. You will find more information about the trade year in the document 'When do I have to register' (www.nanoregistration.be).

For the fields 'Establishment', 'Contact person' and 'Economic activity', you will only be able to choose values from a list. Each of these lists is created at the level of 'MyAccount'. (See also the document 'Practical manual: How to create an account' (www.nanoregistration.be)).

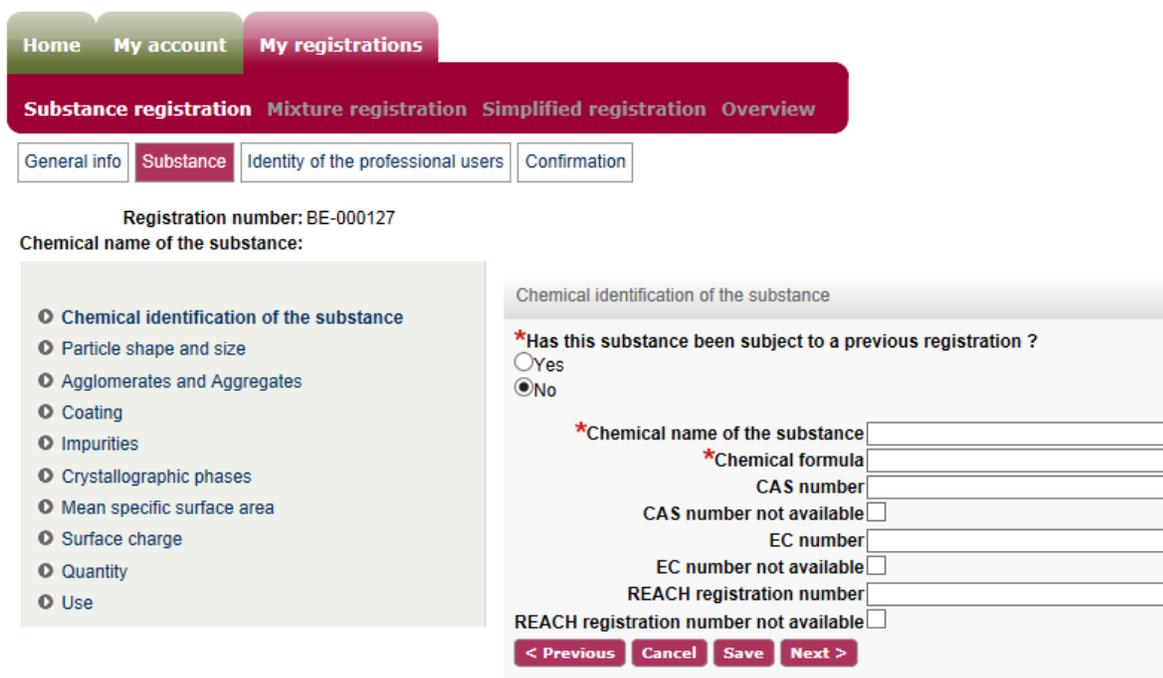
In case you don't find your choice in the list, you will have to contact your administrator and ask him to complete the list.

For the field 'Contact person', **only the contact persons that have an email address in their details, will be shown**. You will be able to select only one contact person. It is this person that will receive the emails send by the system, as well as the user who made the step to trigger the sending of the email (e.g. by clicking the 'submit' button).

After clicking the 'Save' or 'Next' (this button includes 'Save') button, the registration file is actually created, the registration number is assigned and the next sub tabs become available:

4.2.Sub tab 'Substance'

The sub tab 'Substance' is divided into several pages. These are shown in the menu on the left hand side.



Home My account My registrations

Substance registration Mixture registration Simplified registration Overview

General info Substance Identity of the professional users Confirmation

Registration number: BE-000127

Chemical name of the substance:

- Chemical identification of the substance
- Particle shape and size
- Agglomerates and Aggregates
- Coating
- Impurities
- Crystallographic phases
- Mean specific surface area
- Surface charge
- Quantity
- Use

Chemical identification of the substance

*Has this substance been subject to a previous registration ?

Yes

No

*Chemical name of the substance

*Chemical formula

CAS number

CAS number not available

EC number

EC number not available

REACH registration number

REACH registration number not available

< Previous Cancel Save Next >

4.2.1. Page Chemical identification of the substance

This is the first page you will see when you click the sub tab 'Substance'.

The first question asked is whether the substance has already been subject to a previous registration.

For the correct interpretation of this question, we refer to Art 8 of the Royal Decree (limited registration).

Depending on the answer to this question:

- The page 'Chemical identification of the substance' will change: the fields 'Country of previous registration' and 'Previous registration number' will be shown or hidden.
- The menu on the left hand side will change

By changing the answer from 'No' to 'Yes' you will change your registration from a full registration to a limited registration and you will delete all the data (even when already saved) given in the pages which are only displayed in a full registration.

4.2.1.1. Yes - Previous registration - limited registration:

- **Country of previous registration**
- **Previous registration number**
- **Chemical name of the substance**
- **Chemical formula**
- **CAS-number**
- **EC-number**
- REACH registration number

The menu on the left hand side displays the pages

- [Chemical identification of the substance](#)
- [Quantity](#)
- [Use](#)

For the field 'Country of previous registration', you will only be able to choose, besides Belgium, the countries of the foreign national authorities with whom Belgium has a mutual agreement concerning the registration of substances produced in nanoparticulate state.

For the field 'Previous registration number', you will be able to indicate that you are still waiting for the registration number from your supplier. This option is available temporarily for existing substances. At the first annual update (1-1-2017 till 31-3-2017), you will have to enter the previous registration number.

For the field 'Chemical name of the substance', we recommend you enter the English IUPAC name.

In case there is no CAS, EC-or REACH-number available, you will be able to indicate this.

4.2.1.2. No - No previous registration -full registration:

By clicking 'Save' or 'Next' after answering 'no' to the question whether the substance has already been subject to a previous registration, the screen and the menu on the left hand side will change. The following fields will be displayed:

- **Chemical name of the substance**
- **Chemical formula**
- **CAS-number**
- **EC-number**
- REACH registration number

For the field 'Chemical name of the substance', we recommend you enter the English IUPAC name.

In case there is no CAS, EC-or REACH-number available, you will be able to indicate this.

The menu on the left hand side displays the links to the following pages

- [Chemical identification of the substance](#)
- [Particle shape and size](#)
- [Agglomerates and Aggregates](#)
- [Coating](#)
- [Impurities](#)
- [Crystallographic phases](#)
- [Mean specific surface area](#)
- [Surface charge](#)
- [Quantity](#)
- [Use](#)

4.2.2. Page Particle shape and size

- **Shape**
- **Number of dimensions**
- **Mean particle size (in nm)**
- **Median particle size (in nm)**
- **Standard deviation (in nm)**
- **Used determination method**
- **Motivation for the use of this method**
- **Description of experimental circumstances**
- **Traceability**
- Measurement uncertainty
- Annex
- **Distribution curve**

For the field 'Shape', you will be able to choose from a list which is based on the recommendation of ISO TC 229.

Depending on the choice for this field, the 'Number of dimensions' will automatically be given. For a few types you will be able to choose the number of dimensions, according to the table below.

Shape	# Dimensions	Description			Extra info
Film	1	Thickness			
Flakes	2 or 3	Thickness	Side length 1	Side length 2	
Sticks	2 or 3	Length	Side length 1	Side length 2	
Full fibre	2	Length	Diameter		
Hollow fibre	3	Length	Internal diameter	External diameter	

Shape	# Dimensions	Description			Extra info
Single wall CNT	2	Length	Diameter		
Multi wall CNT	2	Length	Diameter		
Star-like	2	Internal diameter	External diameter		
Spherical	1	Diameter			
Pseudo spherical	2	Small diameter	Large diameter		
Capsule	3	Small diameter	Large diameter	Thickness	Filling
Other (Describe)	1, 2 or 3	Characteristic dimension 1	Characteristic dimension 2	Characteristic dimension 3	

For each dimension, you will have to give the mean and median particle size, as well as the standard deviation.

The Distribution curve has to be a curve based on the number of the particles. Mass based distributions will not be accepted for this field. There is no restriction on the format of the file that can be uploaded, but it has to be in a generally used application (e.g. pdf, Excel,...).

4.2.3. Page Agglomerates and Aggregates

This page is divided into two regions, one for the agglomerates and one for the aggregates.

The first question asked in every region is whether the substance is available in this form. Depending on the answer of this question, other questions will appear.

4.2.3.1. Region Agglomerates

In case the substance is available in the agglomerated form, the next question will be how the size of the agglomerates was determined:

- Together with the aggregated particles
- Separately from the aggregated particles
- Not determined.

When the size was determined together with the aggregated particles, you will be asked to enter the details in the region of the aggregates.

When the size was determined separately, the following fields will be shown:

- **Size measured as**
- Shape description
- **Used determination method**
- **Motivation for the use of this method**
- **Description of experimental circumstances**
- **Traceability**

- Annex

For the field 'Size measured as', you can choose between the options to give a mean size and the standard deviation (both in nm), or to give the size as an interval with a minimum and a maximum value (both in nm).

If the size of the agglomerated particles was not determined, no other questions will appear in this region.

4.2.3.2. *Region Aggregates*

If the substance is available in aggregated form, the following fields will be shown:

- **Size measured as**
- Shape description
- **Used determination method**
- **Motivation for the use of this method**
- **Description of experimental circumstances**
- **Traceability**
- Annex

For the field 'Size measured as', you can choose between the options to give a mean size and the standard deviation (both in nm), or to give the size as an interval with a minimum and maximum value (both in nm).

4.2.4. *Page Coating*

The first question on this page is whether the particles have a coating. In case the particles have a coating, the following fields will be shown:

- **Nature of the coating**
- Other information about the coating
- Annex

For the field 'Nature of the coating', you can choose between

- Hydrophilic organic
- Hydrophobic organic
- Hydrophilic inorganic
- Hydrophobic inorganic
- Other

4.2.5. *Page Impurities*

In this page, you can indicate whether the information about the impurities is available, and in case it is, whether there are any impurities.

When the substance has impurities, the following fields will be shown:

- **Mass concentration (%)**

- **Impurity**
- Description
- Used determination method
- Annex

4.2.6. Page Crystallographic phases

If the information about the crystallographic phases is available, the following fields are shown:

- **Proportion (%)**
- **Bravais lattice**
- Remarks
- Annex

The amorphous phase is already displayed. In case there is no amorphous phase you enter 0 in the field 'Proportion'.

For the Bravais lattice, you can indicate if this lattice cannot be applied or choose between the values:

- Cubic primitive
- Cubic body-centred
- Cubic face-centred
- Tetragonal primitive
- Tetragonal body-centred
- Orthorhombic primitive
- Orthorhombic body-centred
- Orthorhombic face-centred
- Orthorhombic base-centred
- Monoclinic primitive
- Monoclinic base-centred
- Triclinic primitive
- Rhombohedral primitive
- Hexagonal primitive

4.2.7. Page Specific surface area

If the information about the specific surface area is available, the following fields are shown:

- **Mean specific surface area**
- **Standard deviation**
- **Used determination method**
- **Motivation for the use of this method**
- **Description of experimental circumstances**
- Annex

For the Mean specific surface area and its standard deviation, you can choose between the units surface/mass (m^2/g) or surface/volume (m^2/cm^3).

4.2.8. Page Surface charge

If the information about the surface charge is available, the following fields are shown:

- **Zeta potential (mV)**
- **Medium**
- **pH-value**
- **Ionic strength**
- Annex

For the ionic strength, you can choose between the units mol/l or mol/kg.

4.2.9. Page Quantity

- Trade year
- Supply chain role
- **Estimated quantity (kg)**
- Remarks

The trade year displayed on this page is the trade year (calendar year) you have entered in the sub tab '[General info](#)'.

The different roles in the supply chain are

- **Manufacturer:** you produce a substance in nanoparticulate state, as such or contained in a mixture and place it on the market
- **Distributor:** you store and place a substance produced in nanoparticulate state on the market, as such or contained in a mixture, for third parties.
- **Importer:** you are responsible for the physical introduction on the market of the substance produced in nanoparticulate state, as such or in a mixture.
- **Formulator:** you produce mixtures and usually supply them further down the supply chain or directly to consumers. You mix substances produced in nanoparticulate state, as such or contained in mixtures, without changing the properties of these substances. Examples of such mixtures include paints, adhesives, cosmetics, lubricants, detergents, ...
- **Refiller:** you transfer a substance produced in nanoparticulate state, as such or in a mixture, from one container to another, generally in the course of repackaging or rebranding.
- **Other**

In case you are not able to specify the estimated quantity per role in the supply chain, you are free to give the estimated quantity in the supply chain role 'Other'.

For the calculation of the quantity placed on the market, more info can be found in the FAQ's (www.nanoregistration.be), especially FAQ A.S3.a

4.2.10. Page Use

For the description of the use, the European descriptor system is used. You will be able to choose a value from one of these categories:

- **Sectors of use**
- **Chemical product category**
- **Process categories**
- **Environmental release categories**
- **Substances in articles**

These categories are mandatory, in the sense that you have to choose minimum one. When you check the box of your choice, a button 'Specify' will appear. Clicking this button will open a list of values possible within this category. You have to choose at least one value from this list, each list also has the value 'Other'.

The following fields are also shown on this page:

- **Trade name/registered mark**
- Claimed properties

For the field Trade name/registered mark, there are two options:

- you can import a list of names
- you can add the names manually
- or you can use a combination of these two options

In case you want to upload a list, the file to be uploaded has to be in **.csv-format**. The values have to be placed in the first column, the first row is considered to be a title and will not be imported.

	A	B
1	Name	
2	Beer	
3	Water	
4	Tea	
5	Coffee	
6		
7		

For Trade name/registered trademarks, it is not possible to upload a file in another format than .csv. Only the values given in column A will be accepted, except the value in cell A1.

By clicking the button 'Add brand name', you create or add a box where you can enter a brand name manually.

It is recommended to only enter one name in one box.

4.3.Sub tab Identity of the professional users

The identity of the professional users can be added manually, by uploading a list or by combining these two options.

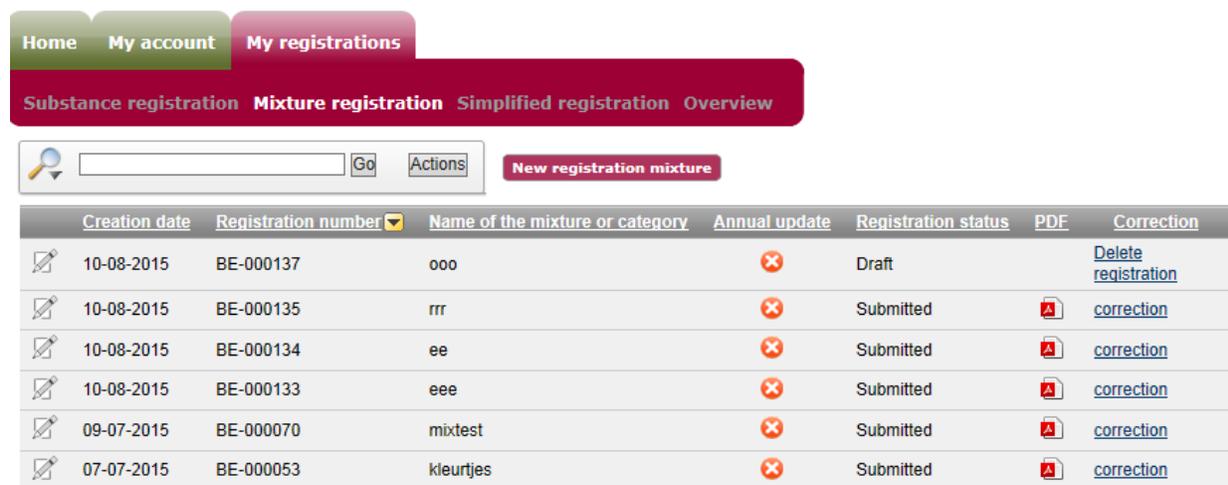
You can choose for the manual input by clicking the button 'Add professional user'. The following fields are shown:

- **Name of the professional user**
- Enterprise number
- **Street**, number and box
- **Zip code** and **city**
- **Country**
- Remarks

By clicking the button 'Upload list professional users', you can add a list of professional users which should at least contain the same information as the mandatory fields for the manual input. The format of the file is free, but has to be in a generally used application (.pdf, word, excel,...).

5. Tab 'Mixture registration'

In this tab you get an overview of all the registered mixtures and a button to create a new mixture registration.



Creation date	Registration number	Name of the mixture or category	Annual update	Registration status	PDF	Correction
10-08-2015	BE-000137	ooo	✘	Draft		Delete registration
10-08-2015	BE-000135	rrr	✘	Submitted		correction
10-08-2015	BE-000134	ee	✘	Submitted		correction
10-08-2015	BE-000133	eee	✘	Submitted		correction
09-07-2015	BE-000070	mixtest	✘	Submitted		correction
07-07-2015	BE-000053	kleurtjes	✘	Submitted		correction

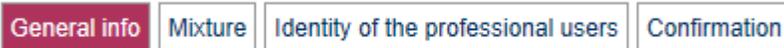
1 - 6

By clicking the button 'New registration mixture', you will be directed to the sub tab 'General info'.

5.1.Sub tab 'General info'

An overview of the different fields and their description is given in the [Sub tab 'General info'](#) under 'Substance registration'

After clicking the 'Save' or 'Next' (this button includes 'Save') button, the registration file is actually created, the registration number is assigned and the next sub tabs become available.



5.2.Sub tab 'Mixture'

On the sub tab 'Mixture', you can find two regions

5.2.1. Region 'Mixture'

The first question asked is whether the mixture has already been subject to a previous registration.

For the correct interpretation of this question, we refer to Art 8 of the Royal Decree (limited registration).

At this level, you can only give the previous registration number if the mixture itself, as you place it on the market, has been registered. This also includes that the concentration of the substances in nanoparticulate state contained in the mixture is the same.

- **Country of previous registration[°]**
- **Previous registration number[°]**
- **Subject of this registration**
- **Name of the mixture or category**
- **Sectors of use**
- **Chemical product category**
- **Process category**
- **Environmental release category**
- **Substances in articles**
- **Trade name/Registered mark**
- Claimed properties

The fields marked with [°] will only be shown when the mixture has already been the subject of a registration.

Changing the answer about the previous registration from 'No' to 'Yes', will delete all the information about the substances, even when it was already saved.

For the field 'Country of previous registration', you will only be able to choose, besides Belgium, the countries of the foreign national authorities with whom Belgium has a mutual agreement concerning the registration of substances produced in nanoparticulate state.

For the field 'Previous registration number', you will be able to indicate that you are still waiting for the registration number from your supplier. This option is available temporarily for existing mixtures. At the first annual update, you will have to enter the previous registration number.

For the field 'Subject of this registration', you will be able to choose between a mixture or a category of mixtures. (see [3.1. Definition of Category of mixtures](#))

More explanation about the five descriptors for the description of use and for the field 'Trade name/registered mark' is given on the [page 'Use'](#) under 'Substance Registration'.

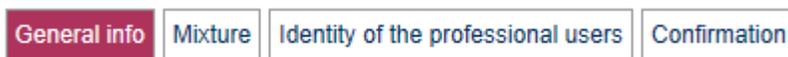
5.2.2. Region 'Quantity'

More explanation about the Quantity is given on the [page 'Quantity'](#) under 'Substance Registration'

In the field of the estimated quantity, the amount of the mixture placed on the market is required.

By clicking 'Save' or 'Next (which includes 'Save')', the next screen will depend on the answer given to the question whether the mixture has already been subject to a previous registration:

- Yes: the next sub tab is '[Identity of the professional users](#)'

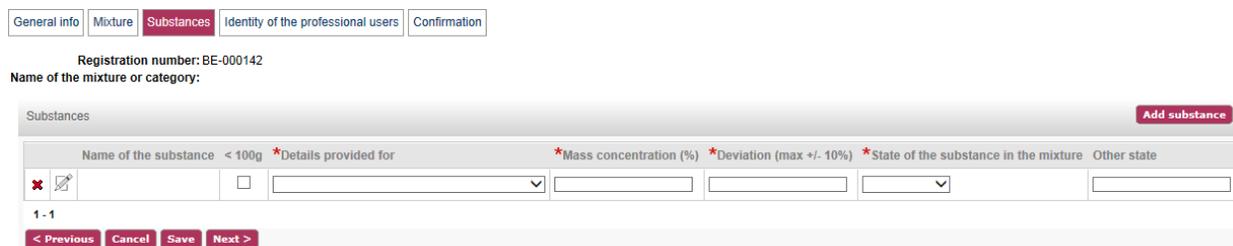


- No: the next sub tab is '[Substances](#)'.



5.3. Sub tab 'Substances'

This sub tab gives an overview of the substances produced in nanoparticulate state, contained in the mixture.



The screenshot shows the 'Substances' sub-tab interface. At the top, there are navigation tabs: 'General info', 'Mixture', 'Substances', 'Identity of the professional users', and 'Confirmation'. Below the tabs, the registration number 'BE-000142' is displayed. The main area is titled 'Substances' and contains a table for adding substances. The table has columns for 'Name of the substance < 100g', 'Details provided for', 'Mass concentration (%)', 'Deviation (max +/- 10%)', 'State of the substance in the mixture', and 'Other state'. There is a red 'x' icon in the first column and a red 'Add substance' button in the top right corner. At the bottom, there are navigation buttons: '< Previous', 'Cancel', 'Save', and 'Next >'.

- Name of the substance
- < 100g
- **Details provided for**
- **Mass concentration (%)**
- **Deviation (max +/- 10%)**
- **State of the substance in the mixture**
- Other state

The checkbox <100g can be used e.g. when you want to register a mixture with more than one substance produced in nanoparticulate state, but one of the substances in the mixture has not yet reached the limit of 100g. By checking this box, the substance will be created in the database, and you will be able (but not be obliged) to complete the details for that substance.

The field 'Details provided for' allows you to specify whether the information about the substance is for the substance before it was contained in the mixture, or for the substance as it is contained in the mixture.

The field 'Deviation' is about the concentration of the substance in the mixture. This is especially important for a category of mixtures, where the maximum deviation in the mass concentration of the substance is 20% (meaning +/- 10%) (cfr. [Definition Category of mixtures](#)).

The 'State of the substance in the mixture' can be specified, by choosing from a list with values:

- Solid
- Liquid
- Gas
- Powder
- Mesophase
- Other

Via the button 'Add substance', you will be able to add another substance to the table.

By clicking the edit icon  , you will be able to enter the details of the substance as described in the paragraph [Sub tab 'Substance'](#).

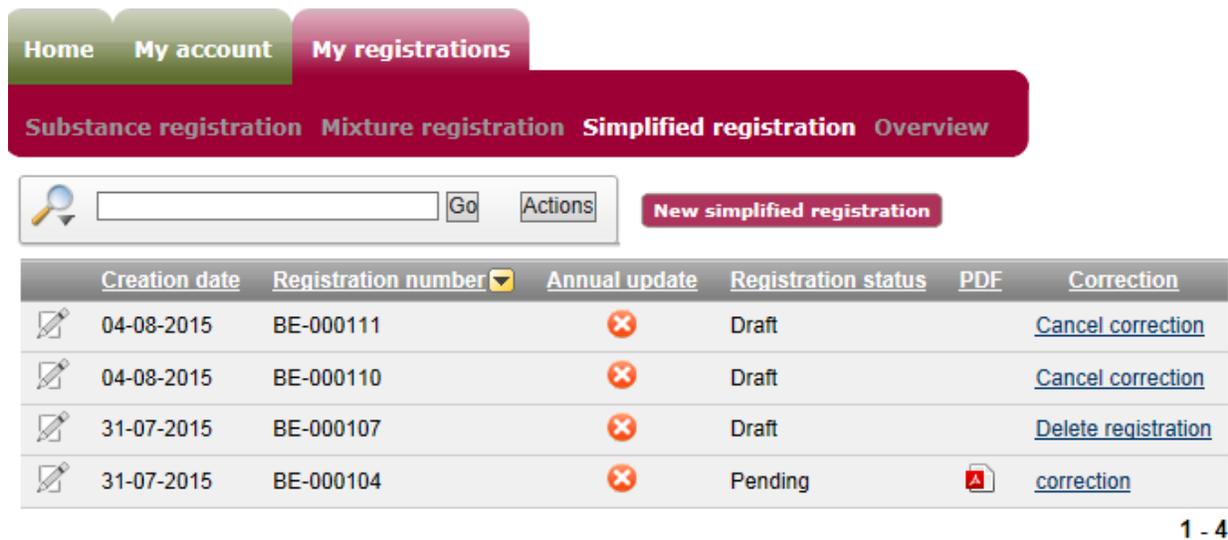
5.4. Identity of the professional users

More explanation about the 'Identity of the professional users' is given on the Sub tab '[Identity of the professional users](#)' under 'Substance Registration'

6. Tab 'Simplified registration' (R&D purposes)

The conditions which have to be fulfilled in order to reduce the registration to a Simplified registration, are specified in Art 7 of the Royal Decree.

By clicking this tab, you get an overview of all the simplified registrations (substances as well as mixtures) and a button to create a new simplified registration.



	Creation date	Registration number	Annual update	Registration status	PDF	Correction
	04-08-2015	BE-000111		Draft		Cancel correction
	04-08-2015	BE-000110		Draft		Cancel correction
	31-07-2015	BE-000107		Draft		Delete registration
	31-07-2015	BE-000104		Pending		correction

By clicking the button 'New simplified registration', you will be directed to the sub tab 'general info'.

6.1. General info

An overview of the different fields and their description is given in the [Sub tab 'General info'](#) under 'Substance registration'

For a simplified registration, an extra field '**Declaration**' is shown.

In this field, the registrant has to upload an affidavit signed by the responsible for the scientific research and development or product and process oriented research and development, as described in Art 7 §2 of the Royal Decree. This document has to be provided for every acquirer of the substance or mixture from the registrant.

After clicking the 'Save' or 'Next' (this button includes 'Save') button, the registration file is actually created, the registration number is assigned and the next sub tabs become available.



6.2. Chemical identification of the substance

In this sub tab, you will have to indicate whether the registration concerns a substance, or one or more substances contained in a mixture or a category of mixtures (see [3.1. Definition Category of mixtures](#))

General info **Chemical identification of the substance** Confirmation

Chemical identification of the substance

*This registration concerns A substance
 One or more substances contained in a mixture or a category of mixtures

*Name of the mixture or category

*Short description

Substances New

	Chemical name of the substance	Chemical formula	CAS number	CAS number not available	EC number	EC number not available	REACH registration number	REACH registration number not available
				✘		✘		✘

1 - 1

< Previous Cancel Save Next >

By choosing 'One or more substances contained in a mixture or a category of mixtures' you will be asked to give the name of the mixture or the category of mixtures as well as a short description.

By using the button 'New', you will be able to add more than one substance to the table.

By clicking the 'Edit' icon or the 'New' button, a pop up will appear with the following fields:

- **Chemical name of the substance**
- **Chemical formula**
- **CAS-number**
- **EC-number**
- REACH registration number

For the field 'Chemical name of the substance', we recommend you enter the English IUPAC name.

In case there is no CAS, EC-or REACH-number available, you will be able to indicate this.

7. Tab 'Overview'

The tab 'Overview' contains a list of all the registrations, together with their status. More information about the different statuses of a registration file is given in [2.3. Statures of the registration](#).

If available, a button to download the pdf-file is shown. This pdf-file contains an extract of all the information given in the file.

The pdf-files are not available for registration files in the 'draft' status

This overview gives all the registrations made within one account (one registrant, one representative or one foreign supplier). It is not possible to make a distinction depending on the user logged in.

	Registration type	Creation date	Registration number ▼	Annual update	Dossier status	PDF
	Simplified registration	04-08-2015	BE-000111		Submitted	
	Simplified registration	04-08-2015	BE-000110		Draft	
	Substance registration	04-08-2015	BE-000109		Draft	
	Simplified registration	31-07-2015	BE-000107		Draft	
	Substance registration	31-07-2015	BE-000106		Draft	
	Substance registration	31-07-2015	BE-000105		Pending	
	Simplified registration	31-07-2015	BE-000104		Pending	
	Substance registration	04-08-2015	BE-000084		Pending	
	Mixture registration	09-07-2015	BE-000070		Draft	
	Mixture registration	04-08-2015	BE-000053		Submitted	

1 - 10

8. Inverse registration, describing only the characteristics of the substance in nanoparticulate state (foreign supplier)

When using the account type of the foreign supplier (cfr. 'Which type of account do I have' at www.nanoregistration.be), you will be able to create only the 'inverse' registrations, meaning you will have to enter only the data describing the characteristics of the substance in nanoparticulate state, as mentioned in the section 2 of the Annexes 1 or 2 of the Royal Decree.



8.1. Tab 'Substance registration'

In this tab you get an overview of all the registered substances and a button to create a new substance registration.

By clicking the button 'New registration substance', you will be directed to the sub tab 'General info'.

Creation date	Registration number	Chemical name of the substance	Annual update	Registration status	PDF
07-08-2015	BE-000128		✘	Draft	Delete registration
07-07-2015	BE-000059	po12	✘	Draft	Delete registration

1 - 2

8.1.1. Sub tab 'General info'

- (Registration number)
- Registration status
- Name of the company
- **Contact person**
- Remarks

For the field 'Contact person', you will be able to choose from a list. This list is created at the level of 'MyAccount'. (See also the document 'Practical manual: how to create an account' at www.nanoregistration.be).

In case you don't find your choice in the list, you will have to contact your administrator and ask him to complete the list.

Only the contact persons for whom an email address has been given in the details, will be shown. You will be able to select only one contact person. It is this person that will receive the emails sent by the system, as well as the user who made the step to trigger the sending of the email (e.g. by clicking the 'submit' button).

After clicking the 'Save' or 'Next' (this button includes 'Save') button, the registration file is actually created, the registration number is assigned and the next sub tabs become available.



8.1.2. Sub tab 'Substance'

The sub tab 'Substance' is divided into several pages. These are shown in the menu on the left hand side. This menu is identical to the menu shown when registering a substance, except for the pages 'Quantity' and 'Use'. More details about the different pages are given in 4.2. Sub tab 'Substance'

Registration number: BE-000145

Chemical name of the substance:

- Chemical identification of the substance
- Particle shape and size
- Agglomerates and Aggregates
- Coating
- Impurities
- Crystallographic phases
- Mean specific surface area
- Surface charge

Chemical identification of the substance

*Chemical name of the substance

*Chemical formula

CAS number

CAS number not available

EC number

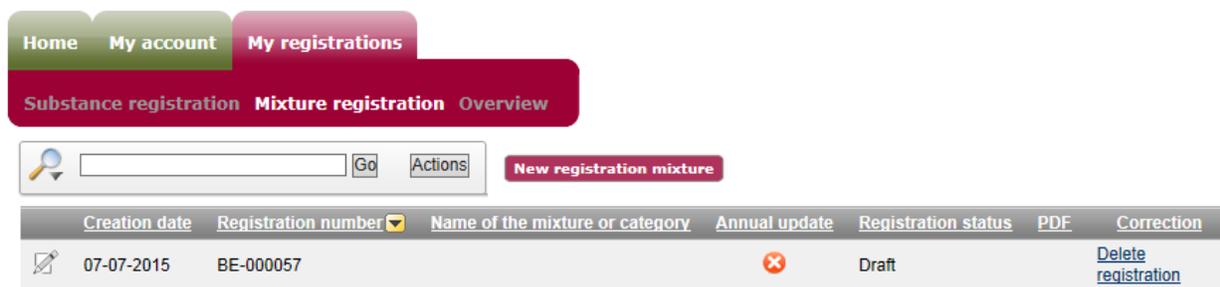
EC number not available

REACH registration number

REACH registration number not available

8.2.Tab 'Mixture registration'

In this tab you get an overview of all the registered mixtures and a button to create a new mixture registration.



Home My account **My registrations**

Substance registration **Mixture registration** Overview

Creation date	Registration number	Name of the mixture or category	Annual update	Registration status	PDF	Correction
07-07-2015	BE-000057		✘	Draft		Delete registration

1 - 1

By clicking the button 'New registration mixture', you will be directed to the sub tab 'general info'.

8.2.1. Sub tab 'General info'

An overview of the different fields and their description is given in the [Sub tab 'General info'](#) under 'Substance registration' for an inverse registration (foreign supplier).

8.2.2. Sub tab 'Mixtures'

The first question asked is whether the mixture has already been subject to a previous registration.

For the correct interpretation of this question, we refer to Art 8 of the Royal Decree (limited registration).

At this level, you can only give the previous registration number if the mixture itself, as you place it on the market, has been registered. This also includes that the concentration of the substances in nanoscale state contained in the mixture is the same.

- **Country of previous registration°**
- **Previous registration number°**
- **Subject of this registration**
- **Name of the mixture or category**

The fields marked with ° will only be shown when the mixture has already been the subject of a registration.

Changing the answer about the previous registration from 'No' to 'Yes', will delete all the information about the substances, even when it was already saved.

For the field 'Country of previous registration', you will only be able to choose, besides Belgium, the countries of the foreign national authorities with whom Belgium has a mutual agreement concerning the registration of substances produced in nanoparticulate state.

For the field 'Previous registration number', you will be able to indicate that you are still waiting for the registration number from your supplier. This option is available temporarily for existing mixtures. At the first annual update, you will have to enter the previous registration number.

For the field 'Subject of this registration', you will be able to choose between a mixture or a category of mixtures. (see [3.1. Definition of Category of mixtures](#))

By clicking 'Save' or 'Next (which includes 'Save')', the next screen will depend on the answer given to the question whether the mixture has already been subject to a previous registration:

- Yes: the next sub tab is 'Confirmation'



- No: the next sub tab is '[Substances](#)'



8.2.3. Sub tab 'Substances'

This sub tab gives an overview of the substances produced in nanoparticulate state, contained in the mixture.

General info Mixture **Substances** Confirmation

Registration number: BE-000057
Name of the mixture or category:

Substances Add substance

Name of the substance	*Details provided for	*Mass concentration (%)	*Deviation (max +/- 10%)	*State of the substance in the mixture	Other state
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 - 1

< Previous Cancel Save Next >

An overview and description of the fields is given in 5.3. Sub tab 'Substances'. This type of registration does not display the field '< 100g', since this type of registration is submitted on voluntary basis (by the foreign supplier, who does not place the substance or mixture on the Belgian market himself).

9. I have to register. Where can I find more information?

On the website www.nanoregistration.be, you can find more guidance documents:

- Do I have to register?
- When do I have to register?
- Which type of account do I have?
- Which type of registration can I submit?
- Practical manual: how to create an account
- Overview (fields in software, uses, nace(bel))
- The Royal Decree
- FAQs
- The link to the registration tool

In case of questions, contact the helpdesk via info@nanoregistration.be