

Guidance document for the Chemicals Inventory

Version 5.0.22 - Date: 26.05.2026

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1 How this specific inventory can help my work

The Fit4REACH inventory has been developed with a focus on supporting small and medium sized chemicals using companies in managing their information on the chemicals they use. Chemicals manufacturers, importers or distributors can also use it but are likely to need more sophisticated systems, as they use more different substances.

The inventory offers

- a) A structured input of information on purchased substances and mixtures (input chemicals) as well as of output products (mixtures and articles) this includes data on
 - a. Identity of chemicals
 - b. Hazards of chemicals
 - c. Purchasing and use amounts in the products produced
 - d. Suppliers
- b) Pre-defined opportunities to analyse the data for different purposes, including
 - a. Identifying legal obligations, such as registration needs, needs to provide or ask for updated safety data sheets
 - b. Monitoring chemicals risk management progress, e.g. trends in the use of SVHCs (will be provided in autumn 2026)
 - c. Targeted search in which products a particular substance is used, e.g. to identify needs to substitute/redesign products after a ban or other regulation of a substance
 - d. Collection of information to be submitted to the national authorities (available for Estonia, Latvia, Lithuania and Estonia)
- c) An opportunity to import and export data via an excel data file

2 Installation

2.1 Microsoft Access

Condition to using the chemicals database is a Microsoft Access® version. If you do not have a license to use this programme, you can download a free “runtime” version of MS Access® to operate the inventory. The runtime version allows you to perform all task that the inventory needs. You can access it here: <https://www.microsoft.com/en-us/download/details.aspx?id=50040>.

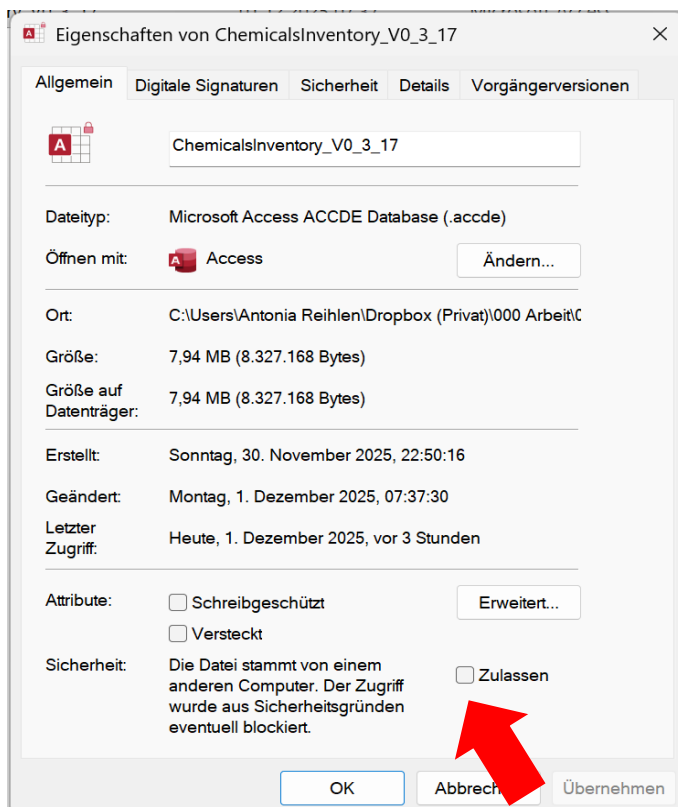
2.2 Download, unpack and allow opening of the inventory

With a full version or a runtime version of Access on your computer, you are all set.

Download the Chemicals Inventory from the “Tools Section” of the FitForReach Website: <https://www.fitreach.eu/index.php/content/tools>.

Save the zip-file on your computer and **extract** all folders and files onto your computer. **Do not change** the location or name of files and do not **delete files**.

You then have to tell your computer that the file is safe:



- **right-click** on the file “ChemicalsInventory” (there is a version number at the end, also),
- select “**Properties**” from the menu
- go to the bottom of the pop-up window (section “Safety”).
- **Tick the last check-box** and allow opening the file.
- Close the window
- Double-click the file in the explorer to start the inventory.
- Press “OK” upon the pop-ups asking you to continue.
- Click on “**activate content**” to start the programme.

3 Basic information and overview

This is how the starting page of the inventory looks.

You can select your language at the top right.

The Project "Chemicals Risk Management and Assessment of Alternatives: Tools and best practices to support circularity, create more sustainable products and avoid regrettable substitution — LIFE FitforREACH-2" (No. 101113947) is co-financed with the contribution of the LIFE Programme of the European Union. The views and opinions expressed are solely those of the authors and do not necessarily reflect the official position of the European Union or CINEA. Neither the European Union nor the funding agency accepts responsibility for them.

V 0.5.22
23 May 2026

3.1 Programme structure

The Chemicals Inventory consists of 2 parts:

- the actual **programme**, which includes the navigation, the different sections for inputting and evaluating data and all related functionalities; this is the file called ChemicalsInventory
- a file into which the **data** that you enter into the inventory are stored; this file is called Chemicals_Inventory_Empty and contained in the folder "chemicals inventory-resources"

The data file is stored separately for several reasons: if there are updates of the Access programme, you can upload your data file into the new version without problems. You can exchange the file with colleagues, and you can work with different inventories, e.g. if your company has different sites and you want to have a separate inventory for each one. Another option is to consider saving the inventory file every year to have an annual status quo – i.e. an inventory that shows you only the data of that current year.

3.2 Work areas within the inventory

The chemicals inventory is separated into 6 different sections, which are visible at the top of the screen – the main navigation. These are:

- File
- Main
- Input
- Output
- Evaluation
- Import, and
- Language





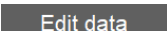
Each of these sections are explained (in a slightly different sequence) in the following sections of the guidance.

3.3 Generally applicable functionalities

3.3.1 Data saving


The inventory **automatically saves all data** that you enter. It is usually not necessary to separately “save” your input. If you do need to specifically save something you enter, you will not be able to close the respective window without pushing a specific “save button”.

As a consequence, **as soon as you overwrite information with new data, you lose what was entered before**. It is not possible to return to the prior existing data after overwriting it, also not by pressing “ctrl+z” or  or other normally applicable keys to reverse an action.

To prevent such overwriting of data by mistake, in several cases you have to “**unlock**” datasets **if you want to change existing data** them. You see that a dataset is locked, if this symbol  occurs at the bottom of the page: you can unlock the file clicking on 

3.3.2 Duplicating datasets

It is possible to duplicate a dataset, e.g. information on a substance or a mixture. This can save time when you have to enter very similar products. For example, if you purchase or produce different colours of one type of paint, where the composition is exactly the same, except for the pigment responsible for the colour.

You click on  and then you can overwrite the name of the paint (e.g. add the colour of that particular product to the name) and identity (or other items that differ in the paint you duplicate) and check, what information can stay and what must be changed (in this example, the pigment identity).

3.3.3 Preferred data entry sequence

It is possible to navigate the programme via the menu bar at the top. Several templates are linked to support data entry. Some data can only be entered if other data is already put in. For example, the “Purchase substances” template, where you can enter the date and amounts of an input substance you buy, can only be filled if the particular substance has been linked to at least one supplier in the template “Input substance”. Therefore, **it is useful to input data according to the following steps:**

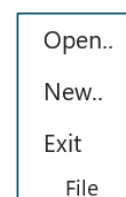
- Enter **all suppliers**
- Enter **all substances** purchased as such
- Enter **all mixtures** by including **first**
 - All **substances in the mixtures as substances**
 - **The mixtures as such**
- You can also enter **articles** you use as input material to your products. In order not to overload the inventory, **enter only those input articles, that contain substances of very high concern (SVHCs) above 0.1%**¹
- Enter the **purchased amounts** of substances and mixtures **continuously**

If you start with the inventory, you can use a special excel file to import data from your material management system into the inventory (cf. Section 7). This may save you time and avoid “copy and paste mistakes”. It is also advised that you have safety data sheets of purchased substances and mixtures available when you put in the information into the inventory.,


4 Programme Section “File”

In this section you can do three things:

- **open** an existing data file, i.e. a file with stored data from your earlier work
- create a **new** (empty) data file, into which you can start inputting the data for your chemicals inventory; you can give the file a telling name when you create the new inventory, and
- **exit** the programme. As with other programmes, you can also use the button at the top right of the programme to leave it.



You will be guided by the programme on how to proceed for either of these sections.

When you close the programme with  all changes to the connected data file will be changed.

¹ Your suppliers are obliged to inform you of the content of any SVHC on the REACH candidate list in concentrations above 0.1% in the articles they supply to you.

5 Programme Section “Main”

Supplier	Purchase substances
	Purchase mixtures
	Main

The programme section “Main” – second area from the left in the top menu – is separated into three sub-areas. Here you can enter information on your **suppliers** and the **purchased amounts of all substances** and **mixtures** that you have already included into the database.

Note: As the use of articles for the production of articles is mainly a chemicals risk management issue with regard to contained SVHCs, only very basic functionalities are included in the chemicals database. Therefore, suppliers and purchased amounts of articles cannot be recorded in the inventory.

5.1 Supplier

If you click on “Supplier” in the menu bar at the top of the screen, the following window opens, where you can enter all suppliers from which you purchase chemicals.

The screenshot shows a web interface for managing suppliers. On the left, there is a 'Supplier Overview' sidebar with three options: 'Own company', 'Supplier from EU', and 'Supplier outside EU'. The main area is titled 'SUPPLIER' and contains a form for entering supplier details. The form fields include: Supplier (set to 'Own company'), Street Address ('Parkstr. 1'), ZIP Code ('90001'), City ('Glückstadt'), Country ('D'), Contact person ('Tim Thaler'), Phone Number, Email ('thaler@owncompany.de'), and Evaluation (set to 'good'). There are three checkboxes: 'Base data of own company' (checked), 'Supplier is from EU' (checked), and 'Supplier from own member state' (checked). There is also an unchecked checkbox for 'Purchase via only representative'. At the bottom of the form, there are three buttons: 'New', 'Edit data' (with a lock icon), and 'Delete'.

On the left side of the screen, you get an overview of all suppliers that you have already entered. They are sorted in alphabetical order from top to bottom.

To enter a **new supplier**, click “new” at the bottom of the overview window on the left.

To change information of an **existing supplier** click on the name of that supplier in the overview list. Then the details are shown on the right side of the screen. This information is locked (lock symbol). If you want to change the data, you need to first unlock it by clicking on “edit data” button. You can also delete the entire data set.

If your company produces substances that are used inside your production processes, you can enter your own company as a supplier. In this case, tick the box “**Base data of own company**”.

The contact information is not obligatory but useful if you have questions or feedback.

The location of the supplier, which may be linked to different legal obligations as well as different national reporting requirements can be specified by the tick-boxes at the bottom. Tick the check box:

- “Supplier is from EU” if the supplier is located in one of the EU Member States
- “Supplier from own member state” in addition if the supplier is located in the same country as your company is.²
- “Purchase via only representative” if your supplier is an “only representative”, i.e. supplies you with chemicals from outside the EU and fulfils the obligations of an importer. If you do not tick any of the above options, the supplier is recorded as a non-EU supplier, **which means that your company is an importer with all respective obligations.**³

At the bottom of the template, you have the opportunity to evaluate the performance of your suppliers in three groups: good, medium and insufficient. This differentiation is not further explained and you can define your own criteria for the three categories. This evaluation can be used to prioritize your supplier relationships or support decision making on future purchases. If you do not evaluate a supplier, this information will be missing in some of the reports (cf. Section 9.2).

5.2 Purchase substances / purchase mixtures

The same approach is used to record information on purchases of substances and of mixtures. **It is only possible to enter purchases**, i.e. the amounts and dates at which substances/mixtures are purchased **if you have specified the supplier for the particular substance or mixture** (cf. Section 6.1.4). If you click on “Purchase substances”, an overview of all purchases of substances is displayed.

Purchase SUBSTANCES - Overview

Filter by year		Filter by substance				
ALL		(All)				
<u>SUBSTANCE</u>	In-house production	Name of substance at supplier	<u>Supplier</u>	Date of purchase	Details	Amount [kg/year]
Paraffin oil	<input type="checkbox"/>	Paraffin oil	Supplier from EU	23.10.2025		450,000
Paraffin oil	<input type="checkbox"/>	Paraffin oil	Supplier from EU	01.02.2025		1.000,000
Substance In-house production	<input checked="" type="checkbox"/>	Ammoniak	Own company	08.10.2025	In-house product	1.200,000
Substance on CLP	<input type="checkbox"/>	Isobutylithium	Supplier from EU	14.05.2025		100,000
Substance SVHC 1	<input type="checkbox"/>	2,4-Dinitrotoluene	Supplier from EU	04.05.2025		10,000

You can filter that overview either by year or by substance name or both using the drop-down lists at the top of the overview.

² In some Member States purchases from the own county need to be reported in a different way than purchases from other EU member states. Therefore, this is also recorded here.

³ In the reports that you can create in the programme section “Evaluation“, the imports of substances and mixtures are highlighted in particular with regard to the resulting legal obligations for your company.

Purchase of substances

Substance

Supplier

in-house	supplier	name at supplier

Click on row to select a supplier.

Date of purchase

Additional information

Amount kg

Selection of a supplier of the substance is mandatory. The supplier must be recorded earlier as a potential supplier of this substance in the properties of the substance.

Cancel OK

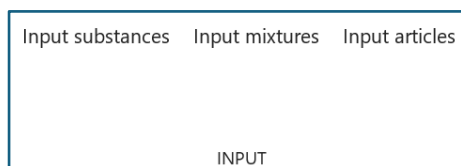
If you **click on a line**, you can **edit** the data (e.g. if you entered a wrong amount or date of a purchase). If you click on “new” you can enter a new purchase.

When you want to **enter a new purchase**, you first select the respective substance from the drop-down list. If it is not yet connected to a supplier, you cannot record a purchase but first have to enter a supplier in the (cf. Section 6.1.4 on “Input substances”). If there is one or if there are several suppliers, click

on the one that you want to record a purchase of. Then enter the date of the purchase and the amount and, if useful, any additional information. The date of the purchase is important, because it allows you to later extract information for particular calendar year, which may be relevant to fulfil reporting obligations or to evaluate data for your chemicals risk management system over time. Click on OK if you are done and want to save the information⁴ or on cancel if you do not want to save.

⁴ In this case you cannot close the window without an explicit click on OK (which means save).

6 Programme Section “Input”



In this section the core characteristics of the input materials (substances and mixtures) used in your company can be included into the inventory. The templates for substances, mixtures and articles differ and are explained separately in the following sections.

6.1 Input substances

If you click on “Input substances” the following window will open.

On the very left side of the screen, a separate section with a list of all included substances is displayed. You can sort them by CAS number or name by clicking on the respective button at the bottom. You can include a new substance by clicking on “new”.

6.1.1 Entering a new substance

If you click on “new” you first get a quite empty screen, where you can only enter the substance name and the **form of purchase**. There are three options for the “form of purchase” and **you can only proceed if you have selected one form**. With this selection you differentiate between substances that you purchase:

1. **as such**, i.e. as a substance, which you recognise by its CAS number
2. **only as component of one or several mixtures**, i.e. there is no additional purchase of that substance as such or
3. **both as an individual substance and as a component** in one or several mixtures.

The selection you make on “form of purchase” influences what information you can enter and in which drop-down menus it will appear.⁵

⁵ If later on, you miss a substance or mixture in a drop-down menu, check if it has been entered in the necessary form.

For example, if you include a substance “only in mixtures”, then you cannot enter a supplier for that substance, but only for the mixture it is included in. If you enter a substance as purchased “only as a substance”, you will not be able to select it as a component of a purchased mixture (cf. below).

If you are unsure, select “as substance and in mixtures, as it gives all opportunities (but also requires all data). You can change this selection later on in the case of the first two options but you will not be able to change from “as substance and in mixtures” back to “only as substance” or “only in mixtures”.

If you enter “as substance” or “as substance and in mixtures” the following template, which is separated into four areas will open for further data entry.

Input substance

Description of the substance		Supplier / In-house production	
Name of the substance	Test substance SVHC	<input type="button" value="Add supplier"/>	
Form of purchase	As substance and in mixtures	In house	Trade name of substance
IUPAC	Bisphenol A	Supplier	Safety data sheet
Synonyms			SDS Quality
CAS no.	80-05-7		
EC no.	201-245-8		
Reg - Nr. (REACH)			
<input type="checkbox"/> Nanoform <input checked="" type="checkbox"/> Substance is on candidate list <input type="button" value="Search candidate list"/>			
<input type="checkbox"/> Authorisation for the substance has been granted No.			
Chemical classification of substance		Amounts handled at site	
<input type="button" value="Assign H statements"/>		Maximum amount in storage at any time	0 kg
H317	H317 - May cause an allergic skin reaction.	Average estimated percentage transferred to waste	0 %
H318	H318 - Causes serious eye damage.		
H335	H335 - May cause respiratory irritation.		
H360	H360 - May damage fertility or the unborn child.		
H360F	H360F - May damage fertility		
<input type="button" value="Duplicate"/> <input type="button" value="Delete"/> <input type="button" value="New"/>		Total amount purchased per year <input type="button" value="Add Purchase"/> <input type="button" value="Edit purchase"/>	

6.1.2 Description of the substance

INPUT

Input substance

Description of the substance	
Name of the substance	Bisphenol A
Form of purchase	As substance and in mixtures
IUPAC	
Synonyms	BPA
CAS no.	80-05-7
EC no.	
Reg - No. (REACH)	
<input type="checkbox"/> Substance is a VOC <input checked="" type="checkbox"/> Substance is on candidate list <input type="checkbox"/> Authorisation for the substance has been granted No.	

Chemicals Inventory

The substance is listed in Annex VI of the CLP regulation with a harmonised classification. The H statements are added automatically.

Enter the name and identifiers of the substance. The **CAS number should always be included** as some of the inventory functions are steered by the CAS number. The EC number should be included but is not as crucial for the functioning of the inventory.

If the substance has a **harmonised classification**, the inventory will **automatically** add the harmonised H statements immediately after you enter the CAS number.

Note: the harmonised classification does not necessarily cover all hazard endpoints. Therefore, check the H statements in the safety data sheet and add additional ones to the list (cf. below).


You can also indicate the registration number if you know it; this shows you that a substance has indeed been registered.

There are **five tick boxes** that you can fill in. They are later used in some of the data analyses for reports in the programme section on evaluation (cf. Chapter 0).

- **VOC:** tick if the substance fulfils the VOC criteria, usually for solvents. This allows generating a list of VOCs used
- **Nanoform:** the SDS should indicate if a substance is provided in nanoform; check the box if this is the case
- **Candidate list:** substances meeting the criteria as SVHC (CMRs, PBT/vPvBs and substances that give rise to equivalent concern) can be indicated by checking the respective box.

If you **click on “search candidate list”**, the programme will compare the CAS-number of the substance to all CAS-numbers of SVHCs on the candidate list. If there is a match, the box will automatically be ticked. You can also tick the box manually, e.g. if you know a substance is included in the candidate list.

Note: the candidate list includes some substance groups, and the CAS numbers of the group members are not specified. In these cases, the automatic search does not work, and you have to manually tick the box about the inclusion in the candidate list.

Input substance	
Description of the substance	
Name of the substance	Bisphenol A
Form of purchase	As substance and in mixtures
IUPAC	
Synonyms	BPA
CAS no.	80-05-7
EC no.	
Reg - No. (REACH)	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
<input type="checkbox"/> Substance is a VOC	<input type="checkbox"/> Nanoform
<input checked="" type="checkbox"/> Substance is on candidate list	<input type="button" value="Search candidate list"/> 
<input type="checkbox"/> Authorisation for the substance has been granted	No. <input type="text"/>
<input type="checkbox"/> Substance is only used as or in processing aids	

- **Authorisation:** SVHCs in Annex XIV may only be applied if their use has been authorised. If this is the case for your input substance, tick the box and enter the authorisation number. It should be included in the SDS and on the label of the substance.
- **Processing aid:** if you use a substance or mixture only as a processing aid, i.e. it is not included intentionally into the final products (mixtures or articles), then you should check this box. It allows you to later generate a list of processing aids.

6.1.3 Chemical classification of substance

In the section “Chemical classification of substance” you can enter the **applicable H statements** by selecting “assign H statements” and then selecting the relevant ones. You can deselect wrongly assigned H statements using the red **X**.

If a harmonised classification exists and the substances is listed in Annex VI of the CLP regulation, the respective H statements are automatically added to the list (cf. above).

Select H statements	
H200	H200 - Unstable explosives.
H201	H201 - Explosive, mass explosion hazard.
H202	H202 - Explosive, severe projection hazard.
H203	H203 - Explosive; fire, blast or projection hazard.
H204	H204 - Fire or projection hazard.
H205	H205 - May mass explode in fire.
H220	H220 - Extremely flammable gas.
H221	H221 - Flammable gas.
H222	H222 - Extremely flammable aerosol.
H223	H223 - Flammable aerosol.
H224	H224 - Extremely flammable liquid and vapour.
H225	H225 - Highly flammable liquid and vapour.
H226	H226 - Flammable liquid and vapour.
H228	H228 - Flammable solid.
H229	H229 - Pressurized container: may burst if heated.
H230	H230 - May react explosively even in the absence of air.
H231	H231 - May react explosively at elevated pressure and/or temperature, even in the absence of air.
H240	H240 - Heating may cause an explosion.
H241	H241 - Heating may cause a fire or explosion.

Current selection -->

Assign an H statement by clicking on a row

Scroll to h phrases / EUH phrases Close

6.1.4 Supplier/In-house production

At the top right you can **assign suppliers to the input substance**. This is a pre-condition to recording purchases of a substance or a mixture (cf. Section 5.2) and this is **the only place to assign suppliers to inputs**.

You can only add a supplier, if the supplier company has already been entered into the inventory. If this is not the case, do this first (cf. Section 5.1 “Supplier”). Now, select the supplier from the drop-down list.

Information about **the safety data sheet (SDS)** are relevant to monitor the information quality on chemicals. Enter the SDS availability in your

company (drop-down list), the issue date of the SDS and specify its quality. The latter helps you to identify priority improvement areas regarding information on chemicals.

Supplier / In-house production				
In house	Trade name of substance	Supplier	Safety data sheet	SDS Quality

Supplier of substances

Substance (internal name) **Bisphenol A**

Substance name at supplier

Supplier

Safety data sheet

Availability [not set]

Date 01.07.2025 *If SDS ist present, please enter date*

Quality good

Cancel OK & New Ok

6.1.5 Amounts handled at site

Amounts handled at site

Maximum amount in storage at any time	0 kg
Average estimated percentage transferred to waste	0 %

Add Purchase

Edit purchase

In this part of the input template, additional information about the used amounts can be entered. This information is not essential for most of the chemicals management work, but can be useful in several cases:

- Assessing if the **installation falls under the SEVESO criteria** (maximum amount in storage at any time)
- **Mass balancing of substance flows** (percentage transferred to waste) or environmental reporting

Both types of information are usually independent of independent of the year of purchase / use but dependent on the production or processing efficiency. There is no accepted or standardized method to determine these values. Use any available information and/or estimate it.

The **bottom** part gives access to the template, where you can also **enter purchases**, i.e. it brings you to the same template as described under Section 5.2. In the box, the total amount per one year will be displayed together with the purchasing year based on the information put in under “Purchase Substances” or “Purchase Mixtures”.

6.2 Input mixtures

When you open the section “Input Mixtures” you will get a similar template as for substances (cf. Section 6.1 “Input substances”). **On the narrower left hand an overview** of all mixtures is provided, and new mixtures can be added by clicking on the button “New”.

<div style="font-size: small;">MIXTURES Overview</div> <div style="background-color: #e6f2e6; padding: 2px; border: 1px solid #ccc;">Mixture cand list</div> <div style="background-color: #e6f2e6; padding: 2px; border: 1px solid #ccc;">Mixture with C</div> <div style="background-color: #e6f2e6; padding: 2px; border: 1px solid #ccc;">Mixture with EDC env and C</div> <div style="background-color: #e6f2e6; padding: 2px; border: 1px solid #ccc;">Mixture with SVHC</div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="font-size: x-small; margin-bottom: 5px;">MIXTURES</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Name of mixture (internal name) Mixture cand list</div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input type="checkbox"/> Mixture is only used as processing aid </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center; font-size: x-small;"> Mixture composition Edit </div> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 60%;">Substance</th> <th style="width: 15%;">Share in % (weight)</th> <th style="width: 10%;">min.</th> <th style="width: 15%;">max.</th> </tr> </thead> <tbody> <tr> <td>Muta 2, SVHC</td> <td style="text-align: center;">3.00</td> <td></td> <td></td> </tr> <tr> <td>Non-haz B, only mix, special</td> <td style="text-align: center;">25.00</td> <td></td> <td></td> </tr> <tr> <td>PBT, cand</td> <td style="text-align: center;">1.00</td> <td></td> <td></td> </tr> <tr> <td>PBT, cand, both, product</td> <td style="text-align: center;">3.00</td> <td></td> <td></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <div style="font-size: x-small; margin-bottom: 2px;">Chemical classification of mixture</div> <div style="display: flex; justify-content: space-between; align-items: center; font-size: x-small;"> H341 H341 - Suspected of causing genetic defects. X </div> <div style="display: flex; justify-content: space-between; align-items: center; font-size: x-small;"> EUH440 EUH440 - Accumulation in the environment and in living organisms including humans. X </div> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; font-size: x-small; margin-top: 5px;"> Assign H statements Assign H statements </div> </div> </div>	Substance	Share in % (weight)	min.	max.	Muta 2, SVHC	3.00			Non-haz B, only mix, special	25.00			PBT, cand	1.00			PBT, cand, both, product	3.00			<div style="border: 1px solid #ccc; padding: 5px;"> <div style="font-size: x-small; margin-bottom: 5px;">Supplier</div> <div style="text-align: right; font-size: x-small; margin-bottom: 5px;">Add Supplier</div> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 30%;">Trade name of mixture</th> <th style="width: 20%;">Supplier</th> <th style="width: 20%;">Safety data sheet</th> <th style="width: 30%;">Quality of the safety data sheet</th> </tr> </thead> <tbody> <tr> <td></td> <td>Supplier Mix EU</td> <td>12.12.2023</td> <td>bad</td> </tr> <tr> <td></td> <td>Supplier Mix import 2</td> <td>30.04.2022</td> <td>good</td> </tr> </tbody> </table> </div>	Trade name of mixture	Supplier	Safety data sheet	Quality of the safety data sheet		Supplier Mix EU	12.12.2023	bad		Supplier Mix import 2	30.04.2022	good
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<div style="font-size: x-small; margin-bottom: 5px;">Amounts handled at site</div> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 30%;">Maximum amount in storage at any time</td> <td style="border: 1px solid #ccc; width: 100px; text-align: center;">0 kg</td> </tr> <tr> <td>Average estimated percentage transferred to waste</td> <td style="border: 1px solid #ccc; text-align: center;">0 %</td> </tr> </table> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Purchased amount</div> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 10%; text-align: center;">2025</td> <td style="width: 80%; text-align: center;">9950 [kg/year]</td> </tr> </table> </div> <div style="width: 35%; text-align: right;"> <div style="background-color: #555; color: white; padding: 2px 5px; margin-bottom: 5px; border: 1px solid #ccc;">Add Purchase</div> <div style="background-color: #555; color: white; padding: 2px 5px; border: 1px solid #ccc;">Edit purchase</div> </div> </div>			Maximum amount in storage at any time	0 kg	Average estimated percentage transferred to waste	0 %	2025	9950 [kg/year]																										
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2025	9950 [kg/year]																																	

On the broader right-hand side of the screen information of the mixtures can be edited.

As for substances, in the top part of the template you can check a box if the mixture is only used as a processing aid, e.g. a lubricant or cutting fluid.

6.2.1 Entering a new mixture

In the window on the top left, you should enter all **components of the mixture**. You can **only select substances from the drop-down list**. The list only contains substances that have been entered before with the **form of purchase** being either “**substance in a mixture**” or “**substance as such and in a mixture**”. If a substance in the mixture is not in the drop-down list, you have to either newly enter it or, if it is already included change the form of purchase to “substance and component in a mixture” (Section 6.1.1).

Substance	Share in % (weight)		
	known share	minimum in SDS	maximum in SDS
Carc 1B	15		
Non-haz B, only mix, in output		10	30
Aquatox, tox		1	5

In a second step, you can **enter either the specific concentrations** of the substances in the mixture (if known) **or** include the **concentration ranges** with a minimum and maximum value, which is normally provided in the safety data sheet.

6.2.2 Chemical classification of mixture

As for substances as such, enter the classification of the mixture here (cf. Section 6.1.3. You find it in Section 2 of the safety data sheet.

6.2.3 Supplier

As for substances, enter the supplier of the mixture (cf. Section 6.1.4).

6.2.4 Amounts handled at site

As for substances, enter the relevant amounts for the mixture (cf. Section 6.1.5).

6.3 Input articles

In the area “Input articles” you can enter information about articles (i.e. not chemicals) that you purchase and use to manufacture your product.

Note: as the main chemicals risk management in articles is related to the content of SVHCs in concentrations exceeding 0.1% the inventory is focussed on exactly this issue.⁶ **It is recommended NOT to include any articles that do not contain SVHCs so to avoid unnecessary work of data entry and prevent data overflow in the inventory (which will slow down also the programme speed).**

As for substances and mixtures, on the left-hand side you see a list of already entered input articles and find the button “New” to enter a new input article at the bottom. You can use the “duplicate” button if you use similar input articles.

If you enter a new article, you can immediately enter the contained SVHCs, if you edit an existing one, you first unlock the data by clicking “Edit data” and then “Add SVHC”. The following window pops up.

Enter the **SVHC name and also its CAS number**. The CAS number is needed for some checks and calculations by the programme for the evaluations!

If you know the exact concentration of the SVHC, enter it in the respective field, the tick-box is automatically checked when you close the window. If you do not know the

exact concentration, just tick the box that the concentration exceeds 0.1%.

⁶ For more information on how to get this information and the obligations linked to the use of articles containing SVHCs please consult respective information sources, e.g. the FitforREACH chemicals risk management guidance materials.

7 Import of information

It is possible to import some of the input information from existing company resources, such as purchasing lists, supplier documentation etc. via an excel workbook.

7.1 Input of data into the excel file

In the programme folder of the inventory (explorer), you find a sub-folder called “Import”. This sub-folder contains four excel workbooks to import information. They all work in the same manner and here, the import of mixture data is explained as an example.

The workbook called “Import_InputMixture” allows including information on mixtures you used in your company as processing aids or to produce your products into the inventory from existing sources, such as purchasing lists.

Open the workbook, which contains four different sheets, one for each of the supported languages (EN, EE, LT, LV). It contains the structure for importing the information from your own resources.

A	B	C	D	E	F	G	H	I	J	K		
1	<i>Enter mixture name.</i>	<i>Enter H statements divided by a blank; no comma, no semicolon</i>	<i>Enter up to 50 CAS numbers of the substances in the mixture; numbers divided by hyphens, no blanks.</i>									
2	Mixture	H statements	CAS 1	CAS 2	CAS 3	CAS 4	CAS 5	CAS 6	CAS 7	CAS 8	CAS 9	CAS
3												
4												
5												
6												
7												

Explanation on what type of information to enter into the workbook is provided in red in the first line. You can copy/paste information into the workbook as described. For input mixtures it is possible to enter up to 50 components with their CAS numbers. If these components are also included in the inventory as individual substances, after the data import, the information on these substances will automatically be linked to the mixture.

If the substances are not included as individual substances in the database yet, you may consider including them via the import of substance data (another excel workbook) or via a direct input. At least the hazard information for mixture components should be available to ensure the core functionalities of the inventory work.

After you have included all the information you want to import, **save** the workbook **as a csv file**. If you do not change the format, you will not see the file when you start the import. You may rename the csv.file if you wish and it does not matter which of the tabs you fill (i.e. your own language or English or any other language).

7.2 Import the excel file into the inventory

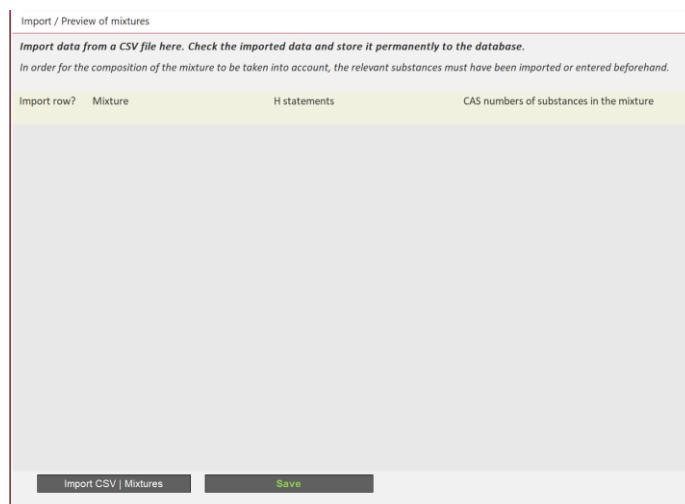
Import supplier	Import mixtures
Import substances	Import output mixtures
Import	

To import the data into the inventory, move to the section “import” in the main menu. Select the option with the type of information you want to import, in the case of the example “import mixtures”.

A new window will open informing you about the type of import and, in this case, about the automatic linking with information already entered into the database.

You then click onto the button in the lower left “Import CSV / Mixtures”.

You will be asked to enter the file on your computer.



The programme will then show you a preview of the information that will be imported. This way, you can check the import is correct, before you confirm the input at the bottom by pressing on “save”. A successful import will be indicated by a pop-up window.

You can repeat this procedure for different types of information (input substances, input mixtures, suppliers and output mixtures (i.e. the own products of formulators). And you can also enter additional information of the same type later on.

Please note that the programme cannot automatically identify if you import information that is already included in the database. Therefore, if you e.g. import the same data twice, all data will be doubled in the database!

8 Programme Section “Output”

In the programme section “output” **you chemically describe your outputs**, i.e. you **specify their composition**, thereby defining the flow of substances and mixtures from inputs to outputs.

There is **no section “output substances”** because the inventory is not intended for substance manufactures. **If**, in the context of your processes **your company does produce (few!) substances**, you enter this by including these specific substances **under “input substance” and tick “in house production”**.

8.1 Output mixtures (for formulators)

The overview of the section looks as for the input; on the left-hand side the list of included output mixtures is provided, on the right-hand side the details can be entered.

Type	1 Substance / 2 Mixture	Share [%]	
1	Bisphenol A	18	X >>
1	Carc 1B	1	X >>
1	Not haz, only S, in outputs	28	X >>
2	Mixture with SVHC	15	X >>

Year	Amount produced
2025	15000,00 kg

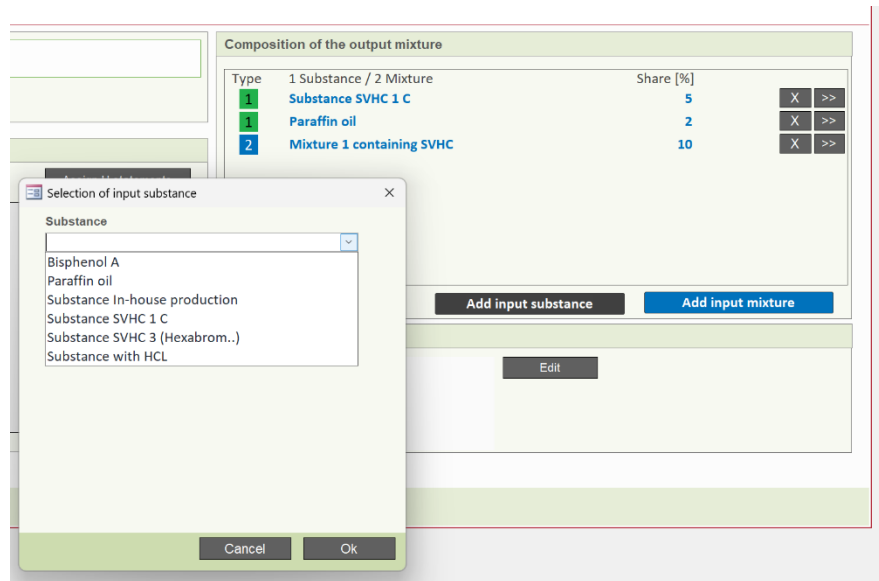
In the first box the **name of the mixture** is to be entered; it is the main identifier for that mixture. If you produce several mixtures which are similar (e.g. paints of different colour), you can use the “duplicate” button at the bottom to generate one or several copies of an output product.

At the bottom of the top left box, you can enter the **date from which an output has stopped to be produced (end of production)**. This could be the case e.g. because a paint is reformulated (old paint is not produced anymore, production of new, reformulated one is started). Entering this date is important for some of the evaluations; if you do not enter such date, the inventory may list the output in some of the reports although it is not produced anymore.

In the further boxes of this template, data on the mixture can be included, such as its classification, its composition and the produced amounts. The data input of the classification works in the same manner as for substances (cf. Section 6.1.3). The composition of output mixtures is entered similarly as for input mixtures, and all possible **components are selected from a drop-down list**. The **production amount** can only be **added as one annual value** for a particular year (in the examples 1000 kg in 2025); i.e. production amounts are not entered per day or month but only at the end of a year.

Add input substances or input mixtures in the area “composition of the output mixture” You can select these from the drop-down lists in the respective windows which pop up after you click on “add ...”.

As you are producing the mixtures, you should know the exact concentration of the input materials in your mixture and specify them in the pop-up window, too.

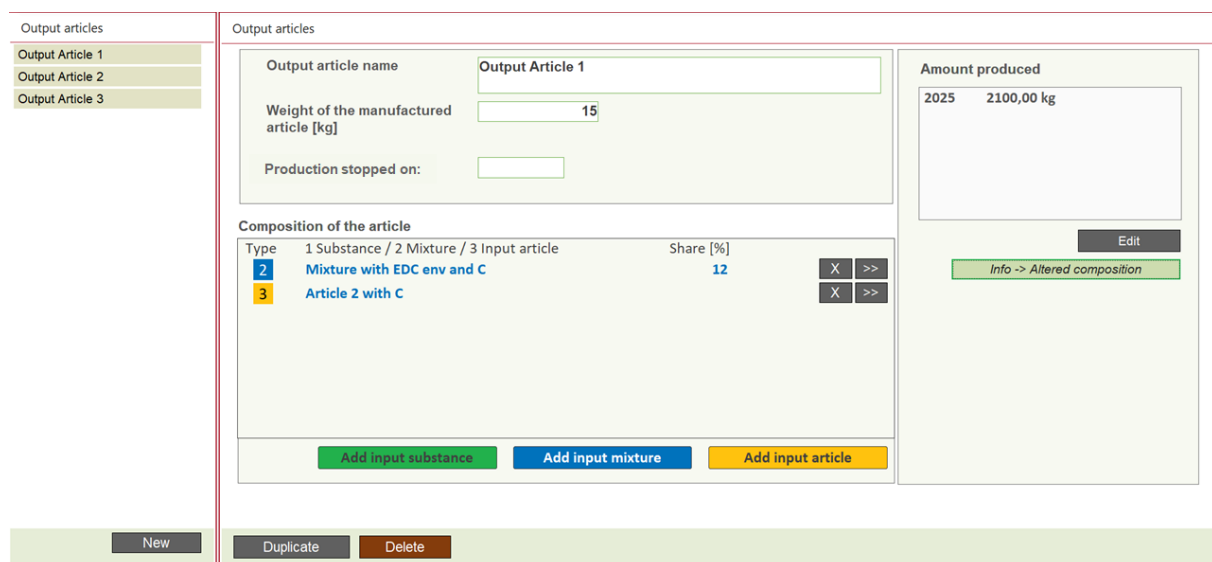


8.2 Output articles (for article producers)

The overview of the input template for output articles has the same structure as for the output mixtures.

Entering the **article weight** (as produced and placed on the market) is important to **calculate the concentration of SVHC** introduced into the product as substance or in a mixture. The production amount can be entered as bulk figure per year.

As for output mixtures, you can indicate the date from which an output article has not been produced anymore, i.e. when its production stopped. This is important to avoid that you see “old” products in some of the analyses.



In the section “composition of the article” you can **select all input substances** and input **mixtures** you use to manufacture the articles, **as well as** any input **articles** you use that contains an SVHC and that you have entered into the inventory. Add input materials by clicking on the coloured “add input...” buttons:

Select the relevant input mixture or substance from the drop-down list. If the input material has not been entered into the inventory yet, it will not be displayed in the list and you should enter it in the section “INPUT” (cf. Section 6).

Enter the weight percentage of the input substance or mixture in the article. If you only know the amount included in the article, you can use the respective field and have the share calculated (click button). The programme calculates with the percentages, therefore, please ensure that the data field “percentage of weight of output article” is

filled in before you click on Ok.

For input articles, you do not have to specify the share or amount, as the specification of obligations to communicate on SVHCs in articles does not involve any calculations by the programme.

If you redesign an article, i.e. change its composition, do not overwrite the current composition of the output article but enter a new article. If you overwrite the information, you lose the opportunity to make historical evaluations of your inventory, because the information about the “old” composition is lost. Additionally, you may need that information for reporting to authorities or in case of liability claims etc.

Instead: click on “duplicate” and produce a duplicate data set of that article. Rename the article, e.g. Output article 1_redesign 2025 and change the information about the composition. If you used the “duplicate button”, the programme automatically deletes all information in the field “produced amount”, as the production of that redesigned article is started only.

Type	1 Substance / 2 Mixture / 3 Input article	Share [%]
3	Input art. 1 containing SVHC	
2	Mixture 1 containing SVHC	10

9 Evaluation

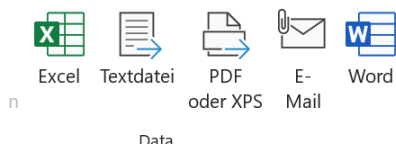
The evaluation section of the inventory includes several **reports that you can generate to analyse information in the inventory**. The reports are separated according to the chemicals risk management tasks they support. As many of these reports refer to particular years, **the year can and should be specified at the top**.

Reports

Select reporting year: 2025 Click on an item below to show the respective report.

LEGAL OBLIGATIONS	RISK MANAGEMENT
1 Registration needs	1 List of input chemicals that should be substituted due to human health concerns
2 Provision of safety data sheets	2 List of input chemicals that should be substituted due to environmental concerns
3 Communication on SVHC in articles	3 Input materials containing SVHCs
	4 Hazardous substances and mixtures disposed of as waste
OVERVIEWS	5 Find output products containing substances by CAS number
1 List of all input chemicals	NATIONAL REPORTING
2 List of all produced chemicals	EE1 Reporting to ESTONIAN labour authority
3 List of all suppliers	LV1 Reporting to the LATVIAN national chemicals database for chemicals users
4 List of all suppliers with low quality	LV2 Reporting to the LATVIAN national chemicals database for producers or importers of substances and mixtures
5 List of chemicals where a new SDS should be requested	LT1 Chemicals for which SDS information must be reported to the LITHUANIAN EPA
6 Volatile organic compounds (VOC) in input material	PL1 National report to the Sanitary Inspection (Poland)
7 List of all processing aids used	
8 List of authorised substances used	

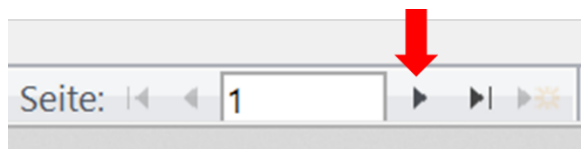
If you click on one of the reports, the inventory will analyse the data and generate a report that provides the relevant information. The report can be exported to e.g. MS Excel® or MS Word® for further processing it. At the very right of the menu there is a red **X** to close the report.



Note that reports can be longer than just one page. This is only indicated by the page number at the bottom right of the displayed reports.

1 / 2

You cannot scroll down to the next page but have to change by clicking on the little triangle at the bottom of the page.



In the following sections, a brief description of the report content is provided.

9.1 Legal obligations

Three reports can be generated:

- **Registration needs:** the report lists all substances as such or in mixtures for which your company has a registration obligation. This should mainly concern imported substances that are not obtained via an only representative. It should be noted that for **substances in mixtures the upper concentration ranges** are used to check a registration need, i.e. to calculate if the total (imported) amounts exceed 1 t/a.⁷
- **Provision of safety data sheets:** The report lists all substances and mixtures for which your company needs to supply the customers with a safety data sheet (i.e. all classified chemicals).
- **Communication on SVHC in articles:** the report lists all output articles for which information about the content of SVHCs is required, i.e. that contain SVHCs in concentrations above 0,1% or that contain one or several articles which contain SVHCs in concentrations above 0,1%.

9.2 Overviews

The reports in this section compile overviews which you may find useful for your chemicals risk management.

- **List of all input chemicals:** all input substances and input mixtures are listed
- **List of all produced chemicals:** all produced substances (should be very few) and produced mixtures are listed
- **List of all suppliers:** all suppliers are listed
- **List of al suppliers with low quality:** all suppliers that are evaluated according to your own criteria as being “of low quality” are listed. The list can support priority setting when looking for new suppliers
- **List of chemicals where a new SDS should be requested:** classified substances and mixtures with outdated safety data sheets (older than 3 years) are listed.

9.3 Risk management

In this section several reports can be generated that should support priority setting and/or decision making on the use/avoidance of harmful chemicals.

- **Input chemicals that should be substituted due to human health concerns:** list of substances as such or contained in input mixtures that are classified as CMR or as endocrine disruptor for human health
- **Input chemicals that should be substituted due to environmental concerns:** list of substances as such or contained in input mixtures that are classified as PBT/vPvB or PMT/vPvM or as endocrine disruptor for the environment

⁷ The threshold for registering substances under REACH is 1 t/a

- **Input materials containing SVHCs:** list of input materials (substances, mixtures and articles) that contain at least one substance on the candidate list for authorisation
- **Hazardous chemicals disposed of a waste:** list of substances for which a share has been identified that is lost and becomes waste.
- **Products containing substances by CAS number:** based on a CAS number that you can enter at the beginning, a list of all output mixtures or articles is generated that contain this particular substance.

9.4 National reporting

In this section the current (2025) reporting obligations in the Baltic countries and Poland have been used to define specific, national reports. You can select the reports relevant for your country and generate the information that should be reported. As specified above, you can export the information as MS Word® or MS Excel® file to further process the information.

Please note that the calculations for mixtures use the average concentration if only a range is specified. This may lead to imprecise results concerning amounts. It is important that you check the report for plausibility and amend, where this assumption could underestimate your reporting need.

The issuers of this programme take no liability. The programme only supports reporting needs but the responsibility for any reports or compliance with legal obligations remains with the user.

10 Updates

The chemicals inventory programme will be improved and updated during the FFR2 project. Please check for updates regularly. If you download a new version, connect your data file with it “open file” in the section “File”

It is still planned to integrate additional reports (evaluation of data) to monitor risk management progress over time in autumn 2026.