Ver. 01

Procedure of CICO operation and administration

Oct. 26, 2015

Task Force on Support for Industry in Complying with Chemical safety Rules

Procedure of CICO operation and administration

◇ This document specifies procedures of organizing CICO[1], and electing a Lead Registrant based on the *Act on the Registration and Evaluation, etc. of Chemical Substances(ARECs)*, using "Joint Registration CICO System".

1 Purpose

□ This guideline specifies procedures of organizing CICO for joint registration, and appointing a Lead Registrant for CICO, for the purpose of supporting performances of joint registration by manufacturers and importers of "Existing Chemical Substances Subject to Registration" in order to achieve an efficient registration and communication process.

2 Join & Opt-Out Procedure to/from CICO

1 General Issues

○ "CICO" means an organization that is formed and operated allowing manufacturers/importers or the person appointed by overseas manufacturer, formulator of the same "Existing Chemical Substances Subject to Registration" (hereinafter referred to as "Substance") to smoothly submit dossiers;

○ 'Joining a CICO' means procedure that allows companies

1) CICO stands for Chemical substance Information Communicative Organization. It is similar to SIEF.

,subject to joint registration under Act on the Registration and Evaluation, etc. of Chemical Substances(hereinafter referred to as “AREC”), to participate in the mutual confirmation and registration as a member of CICO, in order to jointly submit dossier;

○ ‘Activities of CICO’ means collecting/generating data required, performing other administrative activities and other tasks for a joint registration as a member of CICO, Moreover, there are leading groups and non-leading groups which simply join a CICO and expect other players to take the lead;

- Level of registrants' activity may vary since joining a CICO;
  * Activities: They are classified in to ① Leading ② activities of normal level, ③ non-activities;
- Before joining a CICO, There is no right to present an opinion or disagree with the agreement determined prior to joining a CICO, but such rights shall be granted after joining the CICO.

○ ‘CICO operation and administration’ shall be conducted at ‘Joint Registration CICO System’ located at Chemical Substance Information Processing System(hereinafter referred to as AREC's IT system);

- It is a website where Task Force on Support for Industry in Complying with Chemical safety Rules (hereinafter referred to as "Task Force on Support") announces important notice to the members joint to CICO, and members of CICO can find important notices.

○ For the 'CICO Formation', basically there should be only ONE CICO PER SUBSTANCE in principle. Each CICO must nominate ONE Lead Registrant and be operated;

○ ‘Period of joining CICO’ shall be within 5 months since the noti-fication of ‘Existing Substances Subject to Registration’ in prin

-ciple;

- However, in an exceptional case where CICO failed to appoint a Lead Registrant, others may join CICO by the election of a Lead Registrant.

- Moreover, the company of which obligation of joint registration imposed after the election of the Lead Registrant, shall be allowed to join CICO during the grace period.

  ※ In this case, CICO members' position will be given for each substance.

2 Joining & Opt-out Procedure to/from CICO

○ Joining a CICO

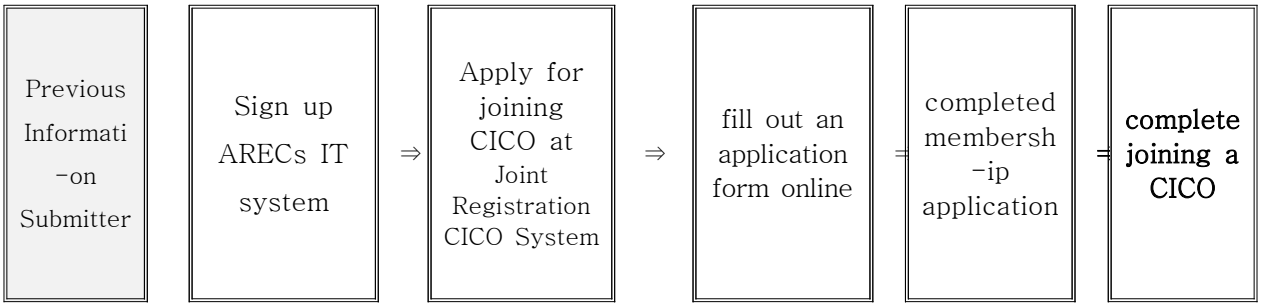
- (Step 1) Sign up via registering a certificate of authentica tion for a wide range of use on AREChs IT system (http://kreach.me.go.kr)

- (Step 2) Log into 'Joint Registration CICO System' located in AREChs IT system, then search for the CICO of the relevant substance intending to jointly register;

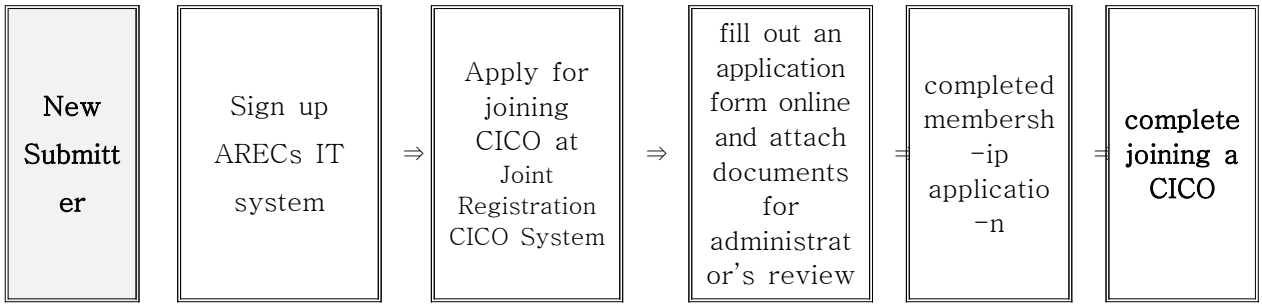
- (Step 3) Proceed joining procedure to CICO, with classification into ① Previous Information Submitter* and ② New submitter of this system(whole person except for ①)

*'previous information submitter means any person responded to the survey for candidate list of "Existing Chemical Substances Subject to Registration", conducted in April, 2015.

① Previous Information Submitter



② New Submitter



○ Procedure to Opt-out from CICO

- In a case where there is a reason for Opt-out* occurred to a member of CICO, the member shall deliver his intention to Opt-out to the system administrator. Then the system administrator should proceed Opt-out procedure within 7 days from the request;

* (Reason to Opt-out) It would be such cases as (plans to) stop to manufacture and/or import of Existing chemicals subject to registration, or the case that a foreign manufacturer appoints an representative and the appointed representative carries out multiple tasks as a CICO member in accordance with Article 38.

○ Schedule of operating CICO

- Period of 1st joining CICO (recommended):

By Oct. 5th, 2015 (originally Sept. 30, 2015)

- Period of 2nd joining CICO (obligatory):

By Oct. 26th, 2015 ~ Nov. 30th, 2015

※ Total of five months shall be granted as a period of joining CICO (1st and 2nd).

- Period of Lead Registrant election*:

During Dec. 1st, 2015 ~ Dec. 14th, 2015 (two weeks)

※A Lead Registrant election will be conducted for the members who joined CICO until second term, and a Lead Registrant election of pilot projects (seven substances) is already completed by October, 2015.

- Others

· A Lead Registrant election may be conducted earlier in case that members desire to elect a Lead Registrant even before period of the deadline for electing Lead Registrant.

< pilot projects substances of joint registration >
① **Diisocyanatomethylbenzene** (26471-62-5), ② **Benzoyl peroxide** (94-36-0), ③ **Hydrogen bromide** (10035-10-6), ④ **p-xylene** (106-42-3), ⑤ **1-Chloro-2,3-epoxypropane** (106-89-8), ⑥ **Trichloroethylene** (79-01-6), ⑦ **Hydrogen chloride** (7647-01-0)

3 Procedure of electing and changing A Lead Registrant

1 Election and announcement of a Lead Registrant

○ Prior to the election, check and make sure to be additional candidates for Lead Registrant among CICO members.

○ Distinguish election methods according to the number of candidates;

- **(single candidate)** System administrator initiates opinion collection regarding whether someone who applied for a Lead Registrant can be recognized as a Lead Registrant or not, via e-mail to the CICO members;

- **(Multiple candidates)** A Lead Registrant will be appointed through voting by members;

○ Lead Registrant election procedures

- In case that any of CICO members applied for a Lead Registrant, Task Force on Support notifies the CICO members for conducting election of a Lead Registrant(suggesting opinion, and voting) by e-mail;

- The members not participating in a Lead Registrant election (suggesting opinion, voting) shall be considered as accepting a result of the election without objection.

○ Lead Registrant announcement procedure

- Announce the elected Lead Registrant through 'Joint Registration CICO System' notice.

Apply for Lead Registrant	⇒	sending e-mails about election of a Lead Registrant (→members of CICO)	⇒	suggest opinion or conduct vote (System)	⇒	Complete election	⇒	notify (media, system)

※ Initiate confirmation process regarding presence of additional Lead Registrant candidates before election.

2 Changing a Lead Registrant

○ When an inevitable reason of changing Lead Registrant occurs

- Re-election process should be initiated if a Lead Registrant cannot perform his/her duties due to such events as ceasing to manufacturing and/or importing of chemical substances, or shut down of business or reasonable cause.

○ The CICO which changed Lead Registrant shall submit evidence materials to Task Force on Support, and;

- Task Force on Support announces it through the website system or others, and notifies to CICO members via e-mail or other means, etc.

4 Others

○ Any changes in the notice shall be re-announced at the System, and notification e-mail will be sent to members separately.