



Government
of Canada

Gouvernement
du Canada

Single Window Online for New Substances Submissions

How-To Guide

August 2023

Canada The wordmark for Canada, with a small red maple leaf icon positioned above the letter 'a'.

Table of Contents

1. Purpose.....	3
2. New Single Window Information Manager Users.....	3
2.1 Creating an Account.....	3
2.2 Creating or Connecting to an Organization in SWIM.....	3
3. SW Login and the Chemicals Management Plan Dashboard.....	4
3.1 Login.....	4
3.2 The CMP Dashboard.....	5
3.3 Selecting an Organization, Initiative, and Form.....	7
4. Navigating and Saving Within the Online Forms.....	7
4.1 Top Menu.....	7
4.2 Breadcrumbs.....	8
4.3 Navigating and Saving Buttons.....	8
4.4 Left-Hand Menu.....	9
4.5 Form Progress Indicators.....	9
4.6 Indicating Confidentiality.....	10
4.7 The Identification Page.....	10
4.8 The Information to Report Page.....	12
4.9 The General Document Upload Page.....	13
5. Editing, Deleting and Generating a Report.....	16
5.1 Form Status.....	16
6. Submitting a Form.....	18
7. Changing or Deleting a Submitted Form.....	20
8. Submitting for the New Substances Program.....	21
8.1 Types of Submissions Supported.....	21
8.2 What to Complete and Save.....	21
8.2.1 Identification Page.....	21
8.2.2 Information to Report Page.....	21
8.2.3 General Document Upload Page.....	22
8.2.4 Declaration Page.....	22
9. How to Contact Us.....	23

Table of Figures

Figure 3-1: Access your Chemicals Management Plan (CMP) Dashboard	4
Figure 3-2: The CMP Dashboard	6
Figure 4-1: Left hand menu of CM-General.....	9
Figure 4-2: Section status indication in left hand menu	9
Figure 4-3: The Identification page.....	11
Figure 4-4: The Information to Report page	13
Figure 4-5: The General Document Upload page	14
Figure 4-6: The Browse and select document to upload support page	15
Figure 5-1: Actions menu items.....	17
Figure 5-2: The Report History page	17
Figure 6-1: The Submit option in the Left-Hand Menu	18
Figure 6-2: The Submit menu item under Actions	18
Figure 6-3: The Declaration page.....	19
Figure 6-4: Submission confirmation email	20

1. Purpose

This document provides guidance on using Environment and Climate Change Canada's (ECCC) Single Window (SW) online submission system to submit to the New Substances program. It addresses the functionality and features of the Chemicals Management-General (CM-General) form and provides step-by-step instructions for submitting New Substances Notifications (NSN) or other New Substances submissions.

2. New Single Window Information Manager Users

Single Window Information Manager (SWIM) facilitates the centralized management of information about organizations, facilities, and contacts submitting information via SW. For this reason, information needs to be entered only once for all submissions across different programs and forms. This reduces the burden associated with re-entering this information for each program or form. Using SWIM, an organization administrator can also manage the system permissions of SW users within their organization.

2.1 Creating an Account

If this is the first time you are using the SW system, please follow these steps to gain access. An online [How to use Single Window: guidance](#) is also available on this topic.

1. Go to [Environment and Climate Change Canada's SW](#) and select the language you wish to use.
2. Determine whether to log in through a Sign-In Partner via SecureKey Concierge (i.e. use financial online banking credentials) or with a GCKey (a secure log-in system used in federal government departments). You will need to use the same log-in option every time you enter SW. For more information about these login options, please consult:
 - The [SecureKey Concierge](#) website; and
 - The [Government of Canada GCKey Frequently Asked Questions](#) website.
3. If using GCKey, follow the on-screen instructions to create an account. Remember your username, password, and recovery questions.
4. When the login confirmation message appears, select Continue to enter SW.
5. Enter your email address on SW's New User screen when prompted and select Search.
6. As a new registrant, you will not appear in the system at this point. Click on the Continue to My Profile button.
7. From there, you can set up your profile. When finished click Save. You now have a SWIM account.

2.2 Creating or Connecting to an Organization in SWIM

After setting-up your SW account, you must attach it to a new or existing organization. To do this, search for an organization in SWIM and if it cannot be found, then it will need to be created. It is important to not create duplicates.

1. In SWIM, click on the Organizations tab on the left-hand menu.

2. Select Search for an organization on the Organizations page.
3. Enter your organization's name or business number and click Search.
 - If you cannot find the organization, broaden your search criteria by shortening the name to try to find different variations of the name.
4. For further details connecting to an organization already in SWIM, refer to [How to use Single Window: guidance, Connecting to your organization](#). If you cannot find your organization, select Add an Organization.
5. If you are creating a new organization, complete the organization profile page and click Save. You are now the SWIM Organization Lead of this newly created organization. You can grant yourself access to programs and grant others access to the organization and programs.

3. SW Login and the Chemicals Management Plan Dashboard

3.1 Login

Once your account is set up, [log into SW](#) using either SecureKey Concierge or a Government of Canada GCKey.

After logging into SW, the SWIM home page will display.

Click the Chemicals Management Plan (CMP) link to continue (see Figure 3-1).



Figure 3-1: Access your Chemicals Management Plan (CMP) Dashboard

3.2 The CMP Dashboard

Clicking the Chemicals Management Plan (CMP) link from the SWIM Home page displays the CMP Dashboard (see Figure 3-2). This page can be used to:

- Start, view, and edit forms.
- Submit completed forms.
- View (or amend, if applicable) recently submitted forms.

This page indicates the status of each form and most recent date and time a form was submitted.

The screenshot shows the 'Chemicals Management Plan Dashboard' interface. At the top, there are navigation links for 'Home' and 'Ec.gc.ca', and a user status indicator 'Signed in as Test User' with a 'Logout' button. The main heading is 'Chemicals Management Plan Dashboard' with a 'Help' icon.

A large light blue information box contains the following text:

Welcome to the Chemicals Management Plan (CMP) reporting module. Use the Chemicals Management - General initiative to submit the following data:

Information Gathering Initiatives
 Use this form to provide information relating to Section 46, Section 70 or Section 71 of the *Canadian Environmental Protection Act, 1999* (CEPA), voluntary information gathering initiatives, Declaration of Stakeholder Interest or other information requests under the CMP. For more information, visit the [information gathering initiatives website](#).

Public Comments
 To provide comments during an active public comment period, select Public Comments in the Submission Purpose field, on the Information to Report page. Use the name of the public comment period as the Submission Title.

Stakeholders are encouraged to submit comments and are invited to visit the Canada.ca website for more information on all publications. In accordance with section 313 of CEPA, any person who provides information to the Minister of Environment in response to a publication may submit, with the information, a request that it be treated as confidential. A request for confidentiality must indicate which specific information or data should be treated as confidential, supported by a rationale regarding the nature of the confidentiality. For more information on claiming confidentiality, please consult the [Approach to disclose confidential information and promote transparency in chemicals management](#).

New Substances
 Under CEPA, the *New Substances Notification Regulations (Chemicals and Polymers)* and the *New Substances Notification Regulations (Organisms)*, you are required to provide information to Environment and Climate Change Canada if you intend to manufacture in Canada or import a new substance i.e., a new chemical or polymer (including biochemicals, biopolymers and nanomaterials), or a new micro-organism or organism other than micro-organism. To do so, select New Substances - NSN in the Submission Purpose field, on the Information to Report page (select New Substances - Other for other New Substances related submissions). For more information consult the [Guidance Document for the New Substances Notification Regulations \(Chemicals and Polymers\)](#) or the [Guidelines for the Notification and Testing of Substances: Organisms](#), as well as the [New Substances Notification Forms webpage](#) that includes a How-To Guide for online submissions.

To verify whether a substance is considered new in Canada, consult [Substances Search](#). Visit the Government of Canada's [Chemical Substances website](#) or the [New Substances program website](#) for more information.

For any questions, please contact Substances@ec.gc.ca.

Search by

Company List: Environment Canada CMP Test 16 (1)

Initiative: Chemicals Management - General (2)

Search: Search (3)

Search Result

Click Help at the top right of the page for additional instructions.

Once all the sections and their corresponding questions have been completed, the Submit option will appear in the top left menu of the CM-General form. Clicking on Submit will display the Declaration page, where the form can be submitted. Alternately, you can exit the form and return to this page at any time to submit a completed form.

Please note that the CMP Dashboard will display a Submitted status for a form when the information has been submitted. A "Confirmation of submission" email will be sent to acknowledge receipt. It is recommended to retain a copy of the full form and confirmation email.

If amending a form, ensure that any page with updated data is saved using the Save button at the bottom of the page before resubmitting. This will ensure that any changes to the information in the form will be recorded correctly.

Should you have any questions or issues during the submission process, please contact the [Substances Management Information Line](#).

Status	Form Type	Status	Submitted Date	Actions
	CM-General	New		4

Figure 3-2: The CMP Dashboard

3.3 Selecting an Organization, Initiative, and Form





First, select the organization for which to submit information using the Company List selection on the CMP Dashboard (see label 1 in Figure 3-2). To submit for an organization not listed, ensure the organization is entered in SWIM and that permission has been granted to submit on behalf of the organization. For details on adding or connecting to organizations in SWIM, refer to [How to use Single Window: guidance](#), Connecting to your organization for more information.

Next, select Chemicals Management - General in the Initiative field (see label 2 in Figure 3-2) and click Search (see label 3 in Figure 3-2). This will result in the CMP Dashboard listing the associated form types for the initiative.

To start a new submission, click the pencil icon (i.e. Edit) under Actions to the right of the appropriate form on the CMP Dashboard (see label 4 in Figure 3-2).

4. Navigating and Saving Within the Online Forms

4.1 Top Menu

	Home navigates to the CMP Dashboard.
	Ec.gc.ca opens the Environment and Climate Change Canada homepage.
	Logout logs out of the SW and redirects to the Login page. A warning will display indicating that unsaved changes will be lost.
	On some pages within the forms there may be additional in-context help. To view the help text applicable, click the Help icon located at the top right of the page.

4.2 Breadcrumbs

Breadcrumbs are found at the top of the page below the Top Menu. They show the key selections followed to arrive at the current page and indicate the organization, initiative, submission purpose, submission title, and current section. Use breadcrumbs to navigate back by clicking one of the links. The following is an example:

[SWIM](#) → [Environment Canada CMP Test 16](#) → [Chemicals Management - General](#) → [New Substances - NSN](#)
→ [\[Substance Name\]](#) → Information to Report

Clicking the SWIM breadcrumb link will open a new browser window with SWIM. Other breadcrumb links navigate in the same browser.

4.3 Navigating and Saving Buttons

To navigate within the forms, use the buttons and links described in this section. Using the browser Forward and Back buttons or keyboard shortcuts are **not** supported and may lead to unexpected behaviour in the system.


 Save

After a page has been completed, click Save to save the information. If any required fields have been left empty or if invalid information has been provided, the system will display a prompt to complete or correct those fields and will not save the page. Once the page has been updated, click Save again.

Navigating away from these pages without clicking Save will result in information **not** being saved.

 Refresh from SWIM

The Refresh from SWIM button is on the Identification page. Click this button to update the Identification page with information from SWIM Organization and/or Contacts sections, and then click Save.

 Cancel

 Ok

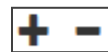
 Back

 + Add

Support pages have either Cancel and OK or Back and +Add buttons at the bottom. When the form supports or requires more than one value for a question on a main page (e.g., documents), a supporting page will allow the addition of many values as required, one at a time.



Where available, an arrow symbol can be found to the left of row entries. Click the displayed arrow symbol to change from collapsed view (left) to expanded view (right) where more information will be displayed about the row entry.



Similarly, where available, a plus/minus symbol can be found next to title headers in various sections. These are often used to temporarily hide a section of the page that would otherwise make it very long to scroll. To display more (+) or less (-) information under the specific title header, click the plus or minus symbol.

Before navigating to another page, click Save each time additional data is provided to save the changes into the submission.

4.4 Left-Hand Menu

The left-hand menu is context specific.

Note: The left-hand menu can sometimes be found above the page title and under the breadcrumbs in the circumstance where the browser screen is too small or zoomed in.

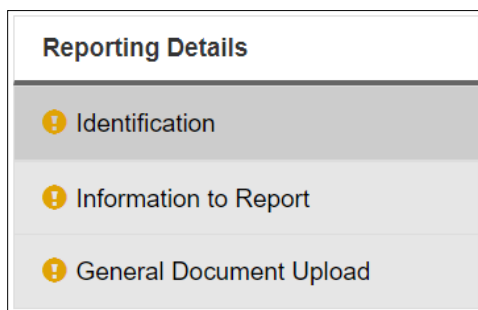


Figure 4-1: Left hand menu of CM-General

4.5 Form Progress Indicators

Progress indicators are found in the left-hand menu. A symbol will change to a green checkmark (✓) and a validation message will be displayed at the top of the page, on a successful save. A default yellow exclamation mark (⚠) is displayed in the left-hand menu for pages where data is not yet entered or saved (See Figure 4-2).

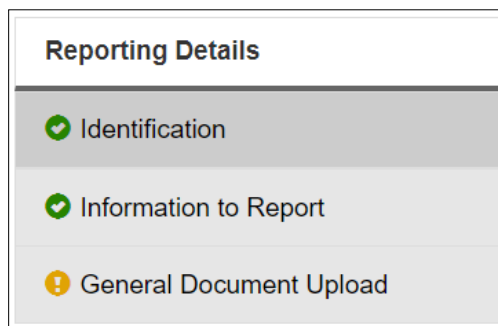


Figure 4-2: Section status indication in left hand menu

The default status is Incomplete (⚠). After the page is saved with all the required information, and without errors, the status will update to Complete (✓). A page may show as Complete even though not all the necessary information is entered. The Complete status indicates that the minimum required information for that page to submit online has been completed. Ensure that all the necessary information has been entered.

4.6 Indicating Confidentiality

Pursuant to section 313 of the Act, any person who provides information to the Minister may request that the information or part of it be treated as confidential.

Throughout the form, click the lock icons to indicate confidentiality for the field or document uploaded. See below for the definitions on each lock icon.



This field or document is not confidential business information. Click to change it.




This field or document is confidential business information. Click to change it.

For further information on how to provide justification for confidentiality, refer to Section 4.9.

4.7 The Identification Page

The Identification page (see Figure 4-3) is required. This page is pre-populated with information about the organization from SWIM selected in the CMP Dashboard.

Foreign organizations can choose to indicate an associated Canadian organization name, if applicable. This data is specific to the submission, as there is no associated SWIM field.

Click the Name symbol () to open a pop-up support page to select the appropriate contact person for the following roles (note that these can be the same or different people):

1. Declarer: The authority who declares that the information being submitted is accurate and complete.
2. Reporting Contact: The individual whom ECCC can contact for questions or for further clarification about the submission.

Reporting Details

- Identification
- Information to Report
- General Document Upload

Identification Help

Click Help at the top right of the page for additional instructions.

– Company

* Company Name (required)

Canadian Federal Business Number

– Head Office

* Physical Address (required)

* Mailing Address (required)

– Associated Canadian Organization (for Organizations outside Canada)

Name of associated Canadian organization (e.g. Canadian subsidiary)

– Declarer

* Name (required)

Position

* Mailing Address (required)

Telephone Number

Extension

Fax Number (if any)

* Email (required)

– Reporting Contact

* Name (required)

Position

* Mailing Address (required)

* Telephone number (required)

Extension

Fax number (if any)

* Email (required)

Figure 4-3: The Identification page

Once the appropriate contact names are selected, the remaining fields related to that individual are automatically pre-populated with information from SWIM.

If the required name is not found in the dropdown menu or if the populated information needs to be updated, click Home at the top of the page to return to SWIM and to update the contact person contact information. Refer to [How to use Single Window: guidance](#), Managing your contacts for more information.

Information about the organization or contacts can be updated after being successfully saved. While information can be updated directly within the submission, it is recommended that information be updated in SWIM. Click Home to return to SWIM to update the information, then return to the Identification page, click Refresh from SWIM and Save.

After completing the required fields, click Save.

4.8 The Information to Report Page

This page (see Figure 4-4) includes the Submission Purpose and Submission Title, which are required fields to save the page successfully. Select a purpose for the submission from the Submission Purpose drop-down picklist. Enter a unique and appropriate title for this submission in the Submission Title field. For more information on how to complete these fields, for New Substances submissions, refer to Section 8.

Click Save on this page to save the information.

After the Submission Purpose and Submission Title have been entered, and the page saved, the breadcrumbs at the top of the page will update with the information selected. Additionally, this information will be reflected on the CMP Dashboard for the submission, to differentiate two or more submissions under the CM – General initiative.

For any New Substances submission, do not add substances in the table under the header Substances. Instead substances should be indicated in the uploaded files.

Reporting Details

- Identification
- Information to Report
- General Document Upload

Information to Report

Help

Submission Details

Multiple forms can be submitted under the Chemicals Management - General initiative to provide information relating to activities under the CMP.

A Submission Title is required for each form and will be displayed on the CMP Dashboard to allow for easier distinction when completing multiple forms.

When available, refer to specific guidance to select the relevant Submission Purpose and to enter the appropriate Submission Title.

- For the New Substances program, refer to the Help on this page for completing the Submission Title.
- For section 70 of CEPA, indicate the name of the data or study submitted in the Submission Title. For section 46 or 71 of CEPA, refer to the specific guidance manual available on the [Information Gathering Initiatives](#) webpage for the Submission Title.
- For Public Comments, use the title of the public comment period as the Submission Title.

* Submission Purpose (required)

* Submission Title (required)

Substances

This section **applies** to submissions for Section 70. For all other submissions, do not use this section and make sure to include the substance(s) in the relevant uploaded documents or Notes.

To search for and add listed substances click Add Substance(s). To add substances not listed, click Add Custom Substance.

After adding substances, click the arrow under Actions and select Add Data. Each substance has a corresponding Information and Confidentiality page. Even if left blank, these pages need to be saved for the Information to Report page to be marked as complete.

To remove a substance and any data saved for that substance, click the arrow under Actions and select Delete.

Click Save.

+ Add Substance(s) + Add Custom Substance

Involvement Confidential?	Completed?	Actions
This table is empty.		

Save

Figure 4-4: The Information to Report page

4.9 The General Document Upload Page

In the CM-General form, the General Document Upload page allows the uploading of one or more document as part of the submission (see Figure 4-5). To upload a document, click + Add Document. In the supporting page that opens, click the paperclip symbol (📎) to open the file upload pop-up support page (see Figure 4-6). Select Browse to locate the document. Then click +Add to add the document to the submission and be returned to the General Document Upload page. Repeat this process for each document to be uploaded to the submission.

Reporting Details

- Identification
- Information to Report
- General Document Upload**

General Document Upload

Help

- Document(s)

i Add relevant documents for your submission. The file size must be less than 100 MB, the file name including extension should have no more than 100 characters, and the following file formats are accepted: doc, docx, csv, xls, xlsx, jpg, pdf, t5z, txt, and XML.

For Public Comments, the comment can either be attached as a document to the submission using the Add Document page or submitted using the Notes field at the bottom of the page (in both cases, use the lock symbol to indicate confidentiality). If using the latter, please note that there is a 4000 character limit. Therefore, if the comment exceeds this character count, it will have to be submitted via an attached document.

Click Save at the bottom right in order to proceed with the form.

Once all of the pages have been saved, the Submit menu option will appear in the left menu. Alternately, you may return to the dashboard to submit.

Click Help at the top right of the page for additional instructions.

+ Add Document

File Name	Date	Document size (Kb)	Notes (if applicable)	Actions
This table is empty.				

International Disclosure

i The person authorized to act on behalf of the company hereby gives permission to the Minister of the Environment to disclose information regarding the substance with the United States Environmental Protection Agency (US EPA). The person makes this limited authorization for disclosure with the understanding and belief that the US EPA and the Minister of the Environment will give any information claimed as confidential or proprietary by the Company and treated as confidential by the jurisdictions all protections to which it is entitled under applicable laws.

Authorization to disclose information regarding the substance with the US EPA

Confidentiality Justification

i Pursuant to section 313 of CEPA, any person who provides information may request that the information or part of it be treated as confidential. If you have requested confidentiality in relation to the documents uploaded on this page, indicate the rationale(s) for the confidentiality request. This section **does not** apply to submissions for New Substances or Section 71 Notices as the confidentiality justification(s) are to be provided in the uploaded documents (i.e. leave blank here).

It is a trade secret

It is information of a financial, commercial, scientific or technical nature that is treated consistently in a confidential manner

Its disclosure could reasonably be expected to result in material financial loss or gain to, or could reasonably be expected to prejudice the competitive position

Its disclosure could reasonably be expected to interfere with contractual or other negotiations

Notes

Notes (if applicable)

Figure 4-5: The General Document Upload page

For New Substances submissions, do not select an answer under the header *International Disclosure* or *Confidentiality Justification*.

Browse and select document to upload

i To add a file:

1. Click the paperclip icon to select a document.
2. The file size must be less than 100 MB, the file name including extension should have no more that 100 characters, and the following file formats are accepted: doc, docx, csv, xls, xlsx, jpg, pdf, i5z, txt, XML. If file errors are found, an error message will be displayed. Before proceeding, the error(s) must be addressed.
3. Click +Add to upload your document to the form and return to the General Document page.

Click +Add Document from the General Document page to upload each new document. Once all files are added, click Save on the General Document page to save all uploads to the form.

Where applicable, click the lock icon to claim confidentiality.

* **File Name (required)**

Notes (if applicable)

Back **+ Add**

Figure 4-6: The Browse and select document to upload support page






The following document types are supported: doc, docx, csv, xls, xlsx, jpg, pdf, i5z, txt, and XML, with a maximum size of 100 MB per file, and a 100 character file name limit (including the file extension). If the file size is more than 100 MB or is a document type that is not supported, the document(s) can be saved in parts in a supported file type and uploaded. There is no maximum number of documents that can be uploaded. If a file cannot be uploaded, please contact the New Substances program (see Section 9) for alternative options. In these cases, where the required document cannot be provided via the online tool, include a submission note that explains how the additional information is being provided.

5. Editing, Deleting and Generating a Report

5.1 Form Status

Table 5-1 lists the form statuses that appear on the CMP Dashboard.

Table 5-1 CMP Dashboard status indicators

Status Icon	Status or progress indicator	Definition and Notes
	New	New form. No information entered yet
	 (1/4)	In Progress indicator.
	Ready to Submit	Ready to Submit. This status is an indication that the online tool has received the minimum required information to be technically submitted, however the form can still be edited, and information has not yet been submitted. Where applicable, ensure that the legal requirements have been met.
	Submitted (04/02/2014 13:58:32)	Submitted. The form was submitted (at the indicated date and time).

The form status dictates what actions are available under the Action column:

- **In Progress** allows actions of: Edit, Delete or Generate Report.
- **Ready to Submit** allows actions of: Edit, Delete, Submit or Generate Report.
- **Submitted** allows actions of: Amend or Generate Report.

Note: The option Amend for forms with status Submitted is available by default. For New Substances, a request to submit additional information must first be sent to Substances@ec.gc.ca. Once the New Substances form is submitted, only the first version will be assessed unless a change is approved or requested by the New Substances program.

A form does not need to be completed in one session. At any time, save changes and logout. After logging back in, either click the pencil icon or choose Edit from the dropdown menu under Actions on the CMP Dashboard (see Figure 5-1) and continue entering information into the submission forms. Clicking Edit will always open the selected form to the Identification page.

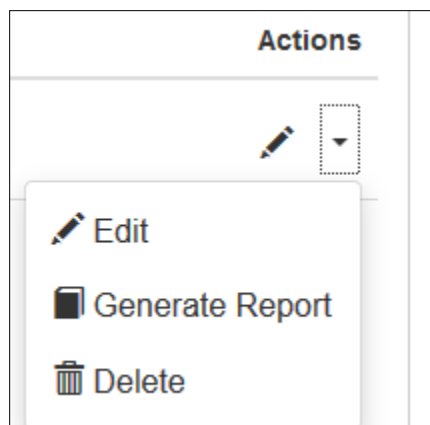


Figure 5-1: Actions menu items

Any form that is not yet submitted, can be deleted by selecting the Delete option from the drop-down menu (see Figure 5-1). A warning message will display indicating that the submission and all its contents will be deleted. When a form is deleted, all the saved information is deleted and cannot be retrieved. When the deletion is completed, a new version of the form can be started by clicking the Edit icon under Actions on the CMP Dashboard.

At any time, view or print a form and all its information by choosing Generate Report from the drop-down menu (see Figure 5-1). The Report History page will open (see Figure 5-2). From this page, export the online information as a PDF file to save a record of what has been submitted to the New Substances program.



Figure 5-2: The Report History page

6. Submitting a Form

Forms must be submitted to transmit the data to the New Substances program. When the final page of the form is completed, a Submit option will appear in the left-hand menu. Clicking on this selection will take the user to the Declaration page, where they can finalize submission.

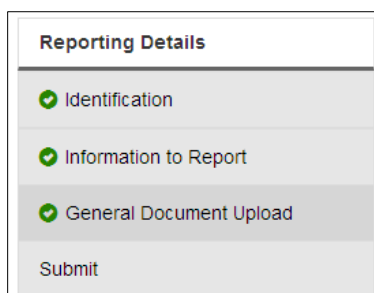


Figure 6-1: The Submit option in the Left-Hand Menu

Alternatively, on the CMP Dashboard, users can identify the form to submit and then choose Submit from the Actions drop-down menu (see Figure 6-2) or click on the icon for Submit (only available when the status of a form is Ready to Submit).

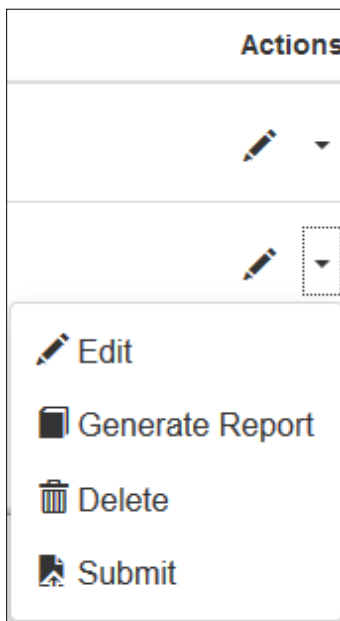


Figure 6-2: The Submit menu item under Actions

If the Submit option is not displayed under Actions, it is because there are still pages of the form that have not been successfully saved. Correct any errors and/or fill out all the

information so that all main pages have a status of Complete, then return to the CMP Dashboard to submit the form.

After choosing Submit, the Declaration page will display (see Figure 6-3). This page is pre-populated with contact information selected on the Identification page. Final submission comments can be provided on this page.

The screenshot shows a web form titled "Declaration". At the top, there is a section for "Submission Comments" with a "Comments" icon and a large text area. Below this is a "Declaration" section containing a checkbox with the text: "* I declare that the information that I am submitting is accurate and complete. (required)". Underneath are three rows of pre-populated information: "First Name" with the value "Test", "Last Name" with "Test", and "Position" with "Test". A small note states: "Information will be submitted to the Minister of the Environment, to the attention of the Substances Management Coordinator, Chemicals Management Plan." At the bottom right, there are two buttons: "Submit" (grey) and "Save" (blue).

Figure 6-3: The Declaration page

Check the I declare that the information that I am submitting is accurate and complete. checkbox, review and confirm the declaration page, and then click Submit. An information pop-up page will display to indicate that the form was successfully submitted. The system will send an email to confirm that the submission was received (see an example in Figure 6-4). If the email is not received (i.e., system-generated emails are sometimes blocked by corporate email servers), it is still possible to confirm the status for any submission on the CMP Dashboard for that company and initiative (See Section 5.1).

It is recommended to save a copy of the form (see Section 5).

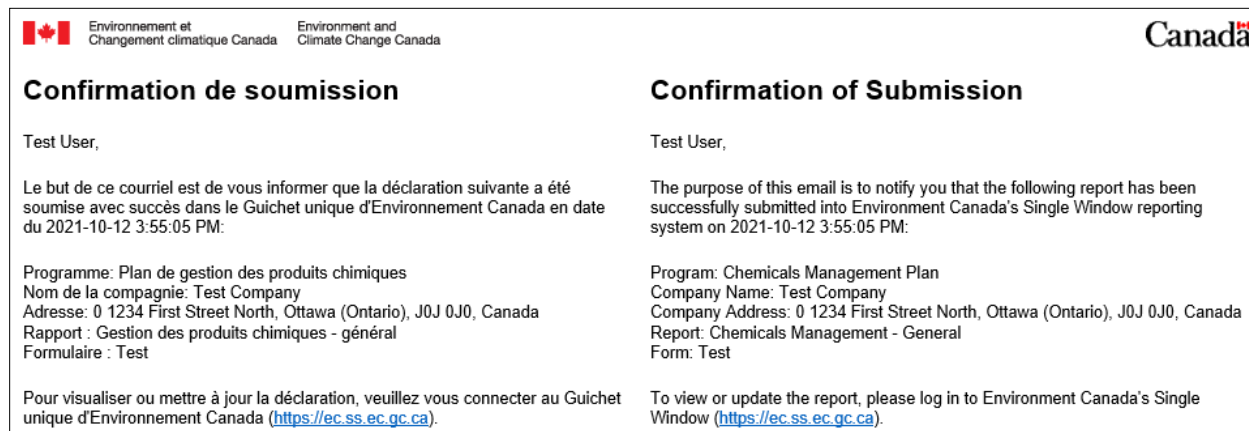


Figure 6-4: Submission confirmation email

7. Changing or Deleting a Submitted Form

Following submission, a form can still be changed if required, (e.g. when there is missing information) by selecting the appropriate submission on the CMP Dashboard and clicking the Amend option or pencil symbol (✎).

Any form that has already been submitted can be deleted but must first be un-submitted by clicking Amend under the Actions menu. Once this is done, follow the same process to delete (See Section 5).

Unless specifically requested or approved by the New Substances program, the original submission will be the only one assessed by the program.

Once submitted, New Substances forms should not be deleted unless instructed by the program.

8. Submitting for the New Substances Program

8.1 Types of Submissions Supported

Benefits of using the SW CM-General form for New Substances include the ability to submit a variety of New Substances forms. For the list of all supported New Substances submission types, refer below to Section 8.2.2.

8.2 What to Complete and Save

8.2.1 Identification Page

- The Company and Head Office information are pre-populated from SWIM.
- A Declarer must be selected from the Name drop-down picklist.
- A Reporting Contact (i.e. Submission Contact) must be selected from the Name drop-down picklist.

Both contacts can be the same person or different people. Refer to Section 4.7 for details on how to provide answers to these fields.

8.2.2 Information to Report Page

The Submission Purpose and Submission Title fields are required to save the page. Complete these fields as indicated in the table below, based on the submission type. However other submission types can be submitted following a similar approach.

Submission Type	Submission Purpose	Submission Title
New Substance Notifications	New Substances - NSN	[Substance Name]
Significant New Activity Notification (SNAN)	New Substances - NSN	SNAN – [Substance Name]
Pre-notification consultations	New Substances - Other	PNC - [Substance Name]
Confidential search requests	New Substances - Other	Conf. Search - [Substance Name]
Missing information requests	New Substances - Other	Missing Info - [Substance Name]
Australian Industrial Chemicals Introduction Scheme (AICIS) requests	New Substances - Other	AICIS - [Substance Name]
Notice of Manufacture Import (NOMI)	New Substances - Other	NOMI - [Substance Name]
Notice of Excess Quantity (NOEQ)	New Substances - Other	NOEQ - [Substance Name]
Domestic Substance List nomination form (Form AB)	New Substances - Other	DSL nomination - [Substance Name]
Non-domestic Substances List nomination form (Form C)	New Substances - Other	NDSL nomination - [Substance Name]

Authorization of Access	New Substances - Other	AoA - [Date]
Letter of Authorization (LoA)	New Substances - Other	LoA - [Substance Name]
Interpretation of person form	New Substances - Other	Interpretation of person - [Short Title or Date]
Any other document	New Substances - Other	Other - [Short Title or Date]

On this Information to Report page, do not add substances in the table under the header Substances. All substances declared as part of a submission should be included as uploaded documents on the following page.

8.2.3 General Document Upload Page

The Document(s) table must contain one or more documents as part of the submission for the New Substances program. For details on how to upload your document, or details on which file types are accepted, refer to Section 4.9.

On this page, do not select an answer under the header International Disclosure.

On this page, do not select answers under the header Confidentiality Justification, because this section is already provided as part of your New Substances PDF form.

8.2.4 Declaration Page

- The Submission Comments on this page are optional and may remain blank. If comments are provided in this field, the lock icon next to the field can be toggled to declare that the information provided in this field is considered confidential business information.
- The following checkbox under the header Declaration must be checked to save the page and submit the form:
 I declare that the information that I am submitting is accurate and complete.

For details on how to access the Declaration page, refer to Section 6.

9. How to Contact Us

If more assistance is required, please contact us at:

Substances Management Information Line

Telephone 819-938-3232

Toll Free 1-800-567-1999 (in Canada only)

E-mail Substances@ec.gc.ca