

Product Stewardship - Pure Substances - (to be updated)

Pure Substances

- Substance management team mission
- Pure Substances creation process
- Pure Substances revision process
- Request in Salesforce - Good practices

Substance management team mission

Pure Substances creation process

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Good To Know

Target SLA: 3-5 days

Useful links – tools

- **EHS Request Forms in Salesforce:** Pure Substances creations and updates, Phrases creations, updates and assignments.
- **AODOCS library for substance management :** AODOCS library for substance management contains all the available documents of the substances evaluation (classification and data). Under link you will find the AODOCS library (F-Industrial-HSE-Substance management-Virtual Folders) with different documents (before (only for update) and after document; Impact assessment; Revision document; publication)

Pure Substances revision process

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Good To Know

No SLA: depending on priority negotiated in Salesforce

FAQ

Usually, it takes ca. *one week*. However, this largely depends on the request type (creation or revision) and on the request complexity (e.g., if there is a considerable amount of new information for a substance that triggers new or an update of classification). After received and validated, the request is dispatched to a **substance manager**, who is responsible for the substance evaluation and classification, data entry in SAP, and communication with the requester and the impacted GBU(s). It is recommended to contact the substance manager using the email /comments section in the **SalesForce**. Yes, Pure Sub revision/creation requests submitted without any justification will be rejected.

Impact Assessment - Communication to the GBUs

Each GBU is informed about the change in classification of the PURE_SUB and the list of PROD_COM impacted via HazCom impact assessment - **Google Groups** (see below):

(to be modify)

- [AROMA PERFORMANCE](#)
- [COATIS](#)
- [COMPOSITE MATERIALS](#)
- [NOVECARE](#)
- [PEROXIDES](#)
- [RESEARCH&INNOVATION](#)
- [SILICA](#)
- [SODA ASH](#)
- [SPECIAL CHEM](#)
- [SPECIALTY POLYMERS](#)
- [TECHNOLOGY SOLUTIONS](#)



Good-to-Know

>> Refer to the [Impact Assessment page](#)

Request in Salesforce - Good practices

For new or update substance, it is necessary to make a request in **SalesForce** via the link. Create a new CASE and complete the form.

Fill in all the mandatory fields:

- Status;
- Internal name;
- State of matter;
- Chemical characterization;
- Z_OWNER;
- Substance nature;
- Regulatory information.

It's better to indicate as much information as possible.

Fill also the fields:

- CAS number;
- Priority: *High / Medium / Low*. Precise a deadline if possible
- Additional info / Context of the request : precise all the necessary information (component or impurity, %)
- Add attachments: SDS supplier, other information.

More questions? Contact EH&S and Substance Team .