

# ECHA-term User Guide



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# **Introduction**

#### Introduction

Welcome to the ECHA-term portal, which contains multilingual terminology used by and applicable to ECHA, namely from the REACH, CLP and Biocides Regulations and the ECHA Guidance documents.

You will find below detailed instructions on how to use the ECHA-term tool to search, retrieve, use and edit this terminology in an efficient way.

We wish you a positive and enriching ECHA-term experience and look forward to reading your feedback (echa-term@cdt.europa.eu).



The ECHA-term database is managed for the European Chemicals Agency by the Translation Centre for the Bodies of the European Union.

## **Content**

## **ECHA-term content**

The multilingual terminology contained in ECHA-term has been extracted from the following documents:

# REACH terminology

Regulatory and technical terminology extracted from the REACH Regulation (Corrigendum to Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006) and from the former ECHA's REACH glossary.

# o CLP terminology

Regulatory and technical terminology extracted from the CLP Regulation (Regulation (EC) No 1272/2008 of the European Parliament and the Council of 16 December 2008).

## Biocides terminology

Key terminology extracted from the Regulation (EU) No 528/2012 of the European Parliament and of the Council of 22 May 2012 concerning the making available on the market and use of biocidal products.

#### CLP hazard statements

Hazard statements with their code extracted from the CLP Regulation (Regulation (EC) No 1272/2008 of the European Parliament and the Council of 16 December 2008)

#### CLP precautionary statements

Precautionary statements with their code extracted from the CLP Regulation (Regulation (EC) No 1272/2008 of the European Parliament and the Council of 16 December 2008)

#### R.12 descriptors

Descriptors extracted from the document "Guidance on information requirements and chemical safety assessment, Chapter R.12: Use descriptor system (version 2, March 2010). Descriptors include:

- Sectors of use
- Chemical product categories
- Process categories
- Environmental release categories
- Article categories

## Substances of very high concern

85 substances available in 22 languages with their EC number, CAS number and molecular formula

# GHS pictograms

9 GHS hazard pictograms available in 22 languages with their image

- o ECHA's organisation chart
- ECHA's publications titles

# Reliability of data

## Reliability of data

Source (EN) terms have been extracted from REACH, CLP and Biocides Regulations and from several ECHA Guidance documents and other key documents. Term selection has been carried out by the Terminology group at the Translation Centre for the Bodies of the EU (CdT). Selected terms have been completed with contexts, references, definitions and notes when appropriate. ECHA has validated the source glossary and the proposed definitions. Therefore, almost all EN terminology has the maximum reliability level (4 stars).

Target equivalents in 22 EU languages have been extracted, researched and documented by CdT terminologists in each of the 22 EU languages. They have referred to the published Regulations and Guidance documents in their target languages, and also to other authoritative references in their language.

Since the target equivalents have not been validated by ECHA (except for Lithuanian and Hungarian, which have been validated by experts in the Member States), they have been given the reliability value 3. When CdT terminologists have detected "not recommended" terms in published legislation or ECHA documents, these terms have been assigned reliability level 2.

#### Reliability values:

4 stars: very reliable

3 stars: reliable

2 stars: reliability not verified

1 star: not reliable

0 stars: term to be deleted

In the same way, four different term status have been used when appropriate:

- Preferred
- Not recommended
- Obsolete
- Under discussion

# **Languages**

#### Languages

ECHA-term covers 23 EU official languages, i.e.: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

For the moment, not all entries are available in Croatian, but only a part of them. Existing entries will be completed in Croatian during the coming months.

# **Target users**

#### **Target users**

The ECHA-term database seeks to cover the monolingual and multilingual needs of different users: translators, interpreters, experts, stakeholders, national authorities and ECHA itself.

Therefore, the entries include a variety of fields to cover the needs of the different actors: definitions, notes, contexts, related documents, etc.

# **Terminology principles**

# **Terminology principles**

The ECHA-term database follows terminology and terminography principles and, therefore, a conceptual approach where each multilingual entry covers one specific concept or meaning (it being possible to find term variation or synonyms in the same entry, where the concept or reality covered is expressed by two or more different terms in a given language).

The multilingual entries try to offer users not only a given term for a concept, but also additional and added-value information, namely definitions, contexts and notes. Particular importance has been given to the reference field (source document), which is mandatory and available not only for the term, but also for the definition and context fields.

The data structure follows ISO standard 12620:1999 Computer applications in terminology - Data categories, and one of the export formats chosen is TBX, which also follows ISO standard 30042:2008 Systems to manage terminology, knowledge and content - TermBase eXchange (TBX). Due to the nature of the terminology covered, fields not included in the ISO standard 12620:1999 have also been added (i.e. EC number and ECAS number for substances).

The ECHA-term database includes not only proper terminology, but also relevant standardised phraseology which is useful to retrieve in multilingual form (i.e. hazard and precautionary statements (CLP Regulation), Chapters R.12 descriptors, etc.). This phraseology has been considered of interest for the multilingual community of users of ECHA terminology (translators, interpreters, experts,

stakeholders, national authorities and ECHA). In the same way, organisational phraseology and titles of ECHA's publications have been included in 22 languages (and soon in Croatian) for harmonisation purposes.

# **Domain classification**

#### **Domain classification**

The terminology contained in the ECHA-term database has been labelled following the subdomain classification below:

## Domain:

Chemical legislation

#### Subdomains:

REACH (terms on Registration, Evaluation, Authorisation and Restriction)

CLP (terms on classification, labelling and packaging, standard symbols and phrases)

Biocides (terms on the placing on the market and use of biocidal products)

# **Localised interface**

# Localised interface

The ECHA-term tool offers a localised interface, which means that the user can set the language of the interface to the preferred navigation language.

#### Steps:

1. Click on the drop-down language list in the upper right corner.



- 2. Select your preferred interface language.
- 3. Your selected language will be saved for future sessions.

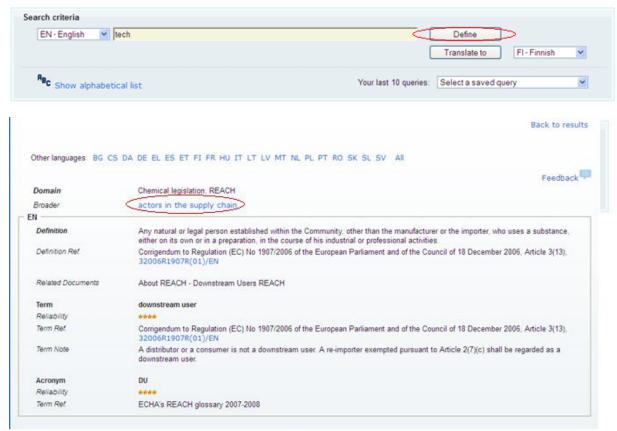
## **Cross-references**

#### **Cross-references**

ECHA-term entries include cross-references to related entries, so that the user can easily navigate from one entry to another.

In order to view the cross-references, the user needs to access the "Full entry" view.

If the user has launched a search in one language (by clicking on "Define"), the cross-references will be displayed in that language.



Cross-references in the source language ("Define" search)

If the user has launched a search in two languages (by clicking on "Translate to"), the cross-references will be displayed in the target language.



Cross-references in the target language ("Translate to" search)

# **Rights and roles**

# Rights and roles

The ECHA-term database has been designed to support different types of users, that will be able to access to different features according to their rights.

Existing roles and rights in ECHA-term:

ROLES	RIGHTS
Read-only access	Searching the multilingual terminology, exporting data, sending feedback on entries, news alerts
Editor	Searching the multilingual terminology, exporting data, sending feedback on entries, receiving news alerts, editing existing data, creating new entries, adding missing languages, adding synonyms, requesting validation of data
Validator	Searching the multilingual terminology, exporting data, sending feedback on entries, receiving news alerts, editing existing data, creating new entries, adding missing languages, adding synonyms, validating entries created by editors
Administrator	Searching the multilingual terminology, exporting data, sending feedback on entries, receiving news alerts, editing existing data, creating new entries, adding missing languages, adding synonyms, validating entries created by editors, managing users accounts, managing feedback messages, compiling statistics, managing news alerts

# **Registered access**

# **Registered access**

ECHA-term is open to the general public for consultation without the need of registering. However, users with an administrator profile can register to ECHA-term to access the advanced modules for user management, feedback management, statistics, and management of news alerts.

# Configuring the search preferences

## Configuring the search preferences

Users who always use the platform with the same source and target languages can avoid having to select the values in each session by saving their preferred source and target languages. (By default English in set as default language.)

1. Click on the "Settings" menu on the home screen.



2. Select your source and target languages.



3. Click on "Save".

Users can delete their preferred settings at any time by clicking on "Remove my search preferences from this computer in the "Settings" menu".



# **Searching the ECHA-term database**

## Search options

The ECHA-term search screen offers three possibilities when searching terms:

- Monolingual search ("Define" button): to get detailed information about one term in only one language
- Multilingual search ("Translate to" button): to get the term in the selected source and target languages
- Alphabetical list ("Show alphabetical list" link): to get a list of all existing terms in the language selected

Users can also retrieve a list of the last 10 queries (searched term, selected languages and search option used: "Define" or "Translate to").

# **Search basics**

#### Search basics

- The ECHA-term home page permits to launch both monolingual queries (i.e. queries that allow for a
  user to look-up explanations for a given term) and bilingual queries (i.e. queries that allow looking for
  translations of terms)
- Searches are not case-sensitive
- Accents and diacritics are ignored during searches (i.e. the search terms "<u>é</u>valuation" and "<u>e</u>valuation" produce the same results)
- ECHA-term includes Ajax techniques for a dynamic display of existing terms and a higher user interaction.
- It is possible to use the following wildcard characters:
  - "\*" and "%" can be used to replace any number of characters in the search term
  - "?" can be used to replace one character in the search term

# **Monolingual search**

## Monolingual search

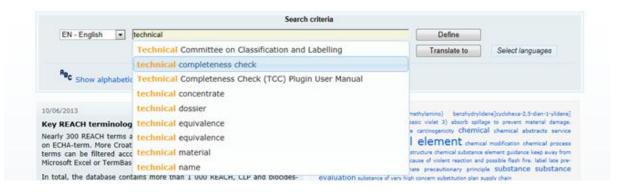
The monolingual search is intended for users wanting to consult a term and its definition. Usage of terms is also illustrated with a context and, when relevant, a note providing more specific information.

#### Steps:

1. Select your source language.



2. Type the term you would like to search.



3. Click on "Define".



When doing a monolingual search, the results page will display the term, its domain and its definition, together with icons regarding reliability, term reference and any existing contexts and notes. The complete entry can be accessed by clicking on "Full entry".



# **Multilingual search**

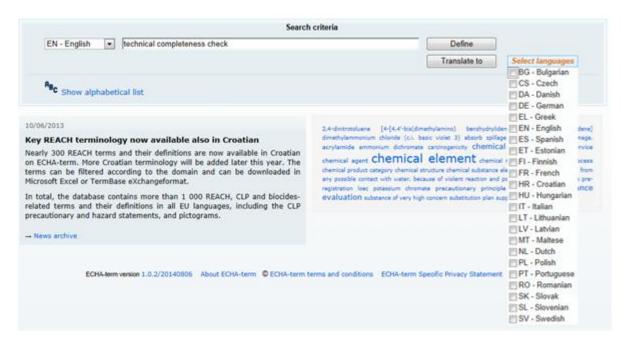
# Multilingual search

The multilingual search is intended for users wanting to consult a term in a source language and its

equivalent in one or several target languages.

#### Steps:

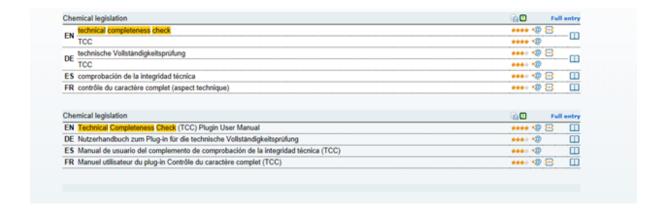
1. Select your source and target languages



- 2. Type the term you would like to search
- 3. Click on "Translate to"



When doing a multilingual search, the results page will display the source and target terms and the domain, together with icons regarding reliability, term reference, the definition and any existing contexts and notes. The complete entry can be accessed by clicking on "Full entry"



# **Alphabetical list search**

#### Alphabetical list search

The Alphabetical list search is intended for users wanting to consult the full list of terms contained in the ECHA-term database in alphabetical order. Users can display the full list of terms or filter by term type (displaying only a specific category of terms: acronyms, phrases, substances, descriptors, etc.)

## Steps:

1. Click on "Show alphabetical list" on the home site



2. Select your language, the type of terms you want to display (terms, acronyms, descriptors, substances, hazard or precautionary statements, etc.) and then browse the list and click on any term to access its full entry



3. You will access directly the full entry in the source language selected in the list

# **Last queries**

#### Last queries

Users can retrieve a list of the last 10 queries (searched term, selected languages and search option used: "Define" or "Translate to").

The last 10 queries are saved automatically (users do not need to activate any specific option) and can be easily retrieved by clicking on the drop-down list as shown below.



# **Navigating in the Results page**

#### Results

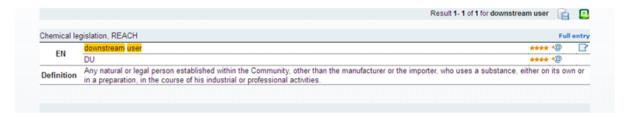
The Results display varies slightly depending on the type of search done: monolingual (Define) or multilingual (Translate to).

# Monolingual search results

## Monolingual search results

The Results page of a monolingual search shows a "compact" display of the entry containing the term in the source language, its definition and the domain. The icons on the right side show the reliability value and the term reference when hovering over them.

## Results page:



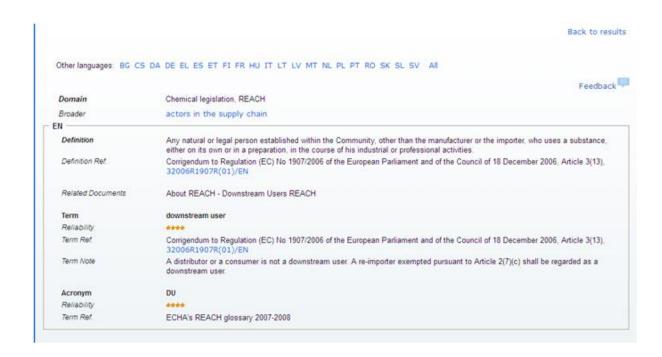
The user can access the full entry by clicking on "Full entry" on the upper right corner of the result.

The full entry shows all fields containing information for that term in the source language.

The user can display the same information in any target language by clicking on the preferred language from those available in the language bar at the top, and also display a multilingual full entry by clicking on "All" in the language bar.

The user can return to the results page by clicking on "Back to results" on the upper right corner of the screen.

# Full entry:

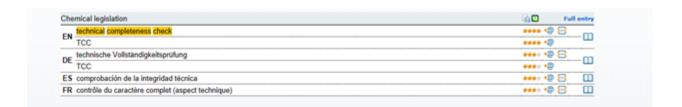


# Multilingual search results

## Multilingual search results

The Results page of a multilingual search shows a "compact" display of the entry containing the term in the source language and the equivalent in the target language(s). The icons on the right side show the reliability value, the term reference and the definition when hovering over them.

# Results page:



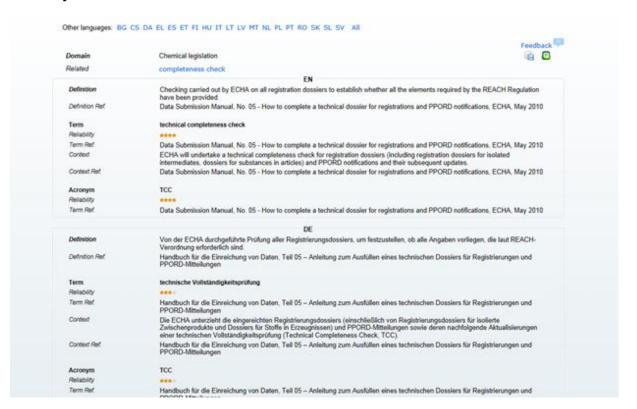
The user can access the full entry by clicking on "Full entry" on the upper right corner of the result.

The full entry shows all fields containing information for that term in the source and target languages.

The user can display the same information in any other language by clicking on the preferred language from those available in the language bar at the top, and also display a multilingual full entry by clicking on "All" in the language bar.

The user can return to the results page by clicking on "Back to results" on the upper right corner of the screen.

## Full entry:



# **Feedback**

#### Feedback from users

ECHA-term users are encouraged to send feedback on the content (terminology entries) and the tool itself.

# Sending feedback about the content

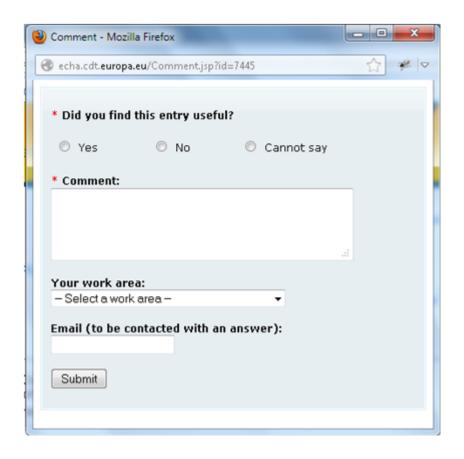
#### Content feedback

Users can send their comments on a particular entry by clicking on the "Feedback" icon available in the full entry. A pop-up window will open and the user can type his/her comments.

1. In the Full entry, click on "Feedback" in the upper right corner.



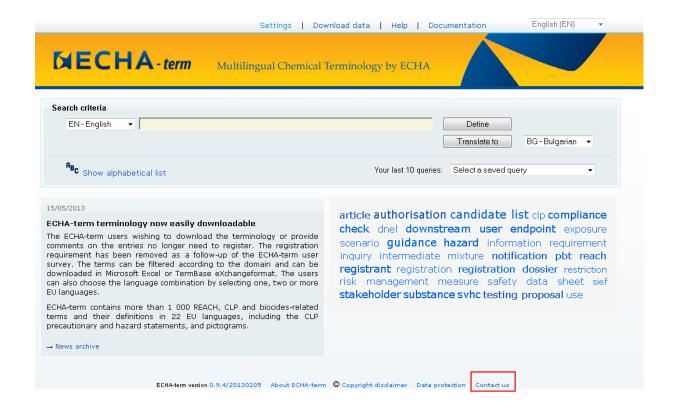
2. Fill in the relevant fields with your feedback and click on "Submit". If you would like to be contacted by the ECHA-term Team with an answer to your feedback, please indicate your e-mail address.



# Sending feedback about the platform

# Platform feedback

Users can send their comments on the ECHA-term database in general and on any technical or navigation problems they may encounter. To do so, they can send the relevant comments by clicking on "Contact us" in the home site.



# **Proposing new entries**

## Proposals for new entries -- UNDER DEVELOPMENT --

Users can send their proposals for new entries which are not yet present in ECHA-term, by filling in the form available on the home page.

Users should fill in the mandatory fields and add as many optional information as possible.

# **Donwloading data**

## **Downloading data**

The ECHA-term database offers users to export all data in two different formats:

- TBX format, which can then be imported in other tools supporting the standard termbase exchange format (XML-type format)
- Excel format

Users can download the full database (in one, several or all languages), the results of the query done (in the search languages) or a single entry.

In order to download all entries, click on the "Download data" menu in the main toolbar:



# **Format**

# **Downloading data - Format**

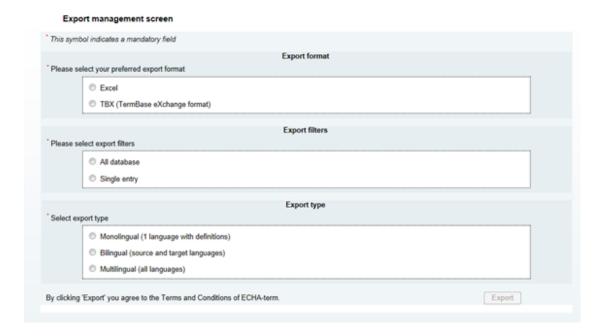
Users can download the complete database, i.e. all existing entries in their preferred format (Excel or TBX) and their preferred languages.

# Steps:

1. Click on "Download data" on the top menu in the home page



2. In the Export management screen, select your preferred format, if you wish to download all database or a single entry, and indicate the number of languages that you would like to download (1, 2 or all)



# Languages

# **Downloading data - Languages**

Users can select if they would like to download data in one language, in two languages or in all languages.

## Steps:

- 1. In the Export management screen, click on "Monolingual", "Bilingual" or "Multilingual" depending on how many languages you would like to download
- 2a. If you click on "Monolingual", please select the relevant language



2b. f you click on "Bilingual", please select the relevant source and target languages

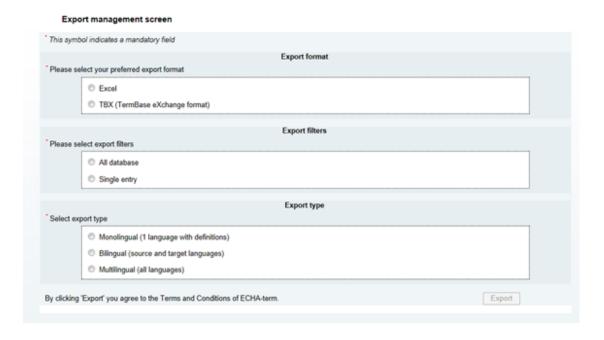


2c. If you click on "Multilingual", all languages will be exported

# **Filters**

## **Downloading data - Filters**

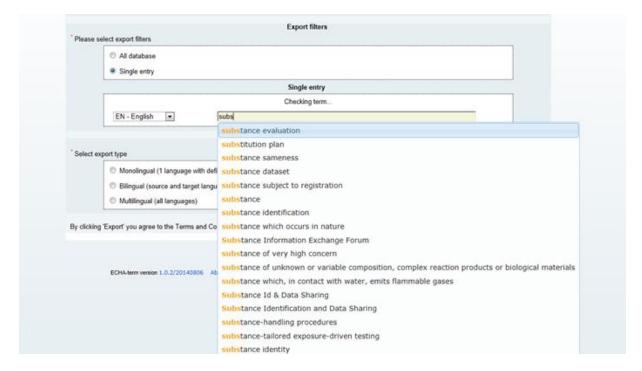
Users can select if they would like to download the full database or just a single entry, but selecting "All database" or "Single entry" in the filters section.



When downloading the full database, users can apply any of the filters available (domain, term type and term status) to export only a subset of data (for example, only data in the field of CLP, only a list of substances or descriptors, or only preferred terms).



When selecting "Single entry", users will be able to search for the desired term by selecting the relevant language and typing the term in the search field.



If the user types a term which does not exist in ECHA-term, a message will indicate it.



Once you have selected your preferred options, you should indicate the languages and click on "Export".

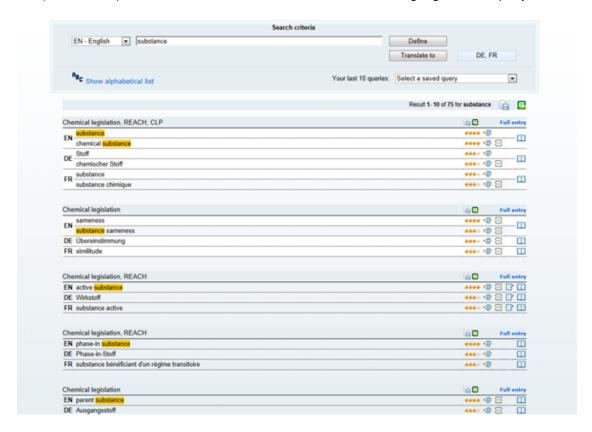
# **Downloading results**

# **Downloading results**

Users can also download the list of results of a particular query.

#### Steps:

1. After launching a query, in the Results screen, click on one of the two icons next to the results message to download the results of your query in TBX (first icon) or in Excel (second icon) format. The results will be downloaded in the languages of the query.

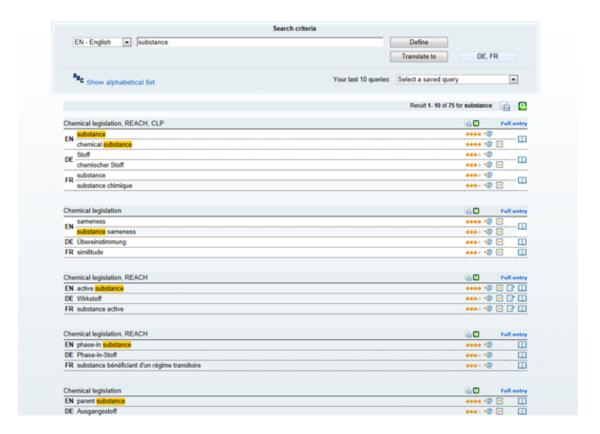


# **Downloading a single entry**

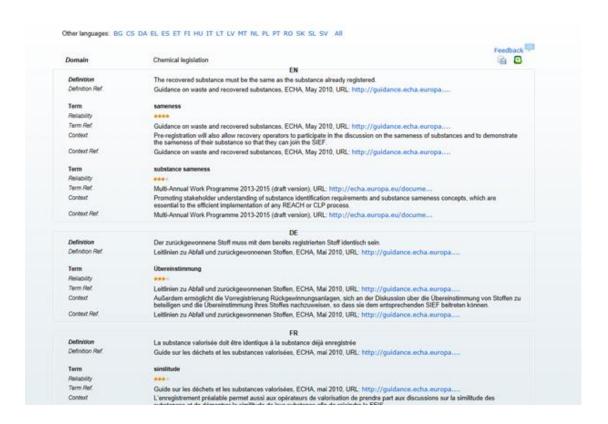
## Downloading a single entry

Users can also download a particular entry within the results list.

After launching a query, in the Results screen, click on one of the two icons (TBX or Excel) next to each entry to download that entry. The entry will be downloaded in the languages of the query.



Users can also download a single entry from the Full entry view, which it is accessed by clicking on "Full entry" next to each of the results. Once inside the Full entry view, the user can click on the two icons (TBX or Excel) located below the Feedback button. The entry will be downloaded in all the languages.



# **Importing downloaded data**

# Import of data downloaded

The purpose of facilitating an export of the data is to allow users to import those data in their preferred tool.

Data exported in TBX or Excel format, can be imported in different desktop tools as:

- O Terminology Management Systems (Multiterm, TermStar, etc.)
- Content Management Systems
- Authoring tools
- O Be opened in Excel for an off-line consultation
- Be printed easily

This allows a wider flexibility and users can always have the dataset at hand even when not having an Internet connection.

#### Note:

Users are recommended to download data regularly to make sure that they have the latest version.