

# How to Submit a Basic Substance Request

Version: IMDS Release 10.0

INTERNATIONAL  
MATERIAL DATA  
SYSTEM

# New Basic Substances

A creator of a material MDS must have basic substances. Only those substances found in the finished part on the vehicle must be reported. While the majority of the basic substances found in finished parts on a vehicle are already in IMDS, there may be substances used that are not in the Basic Substance List (BSL).

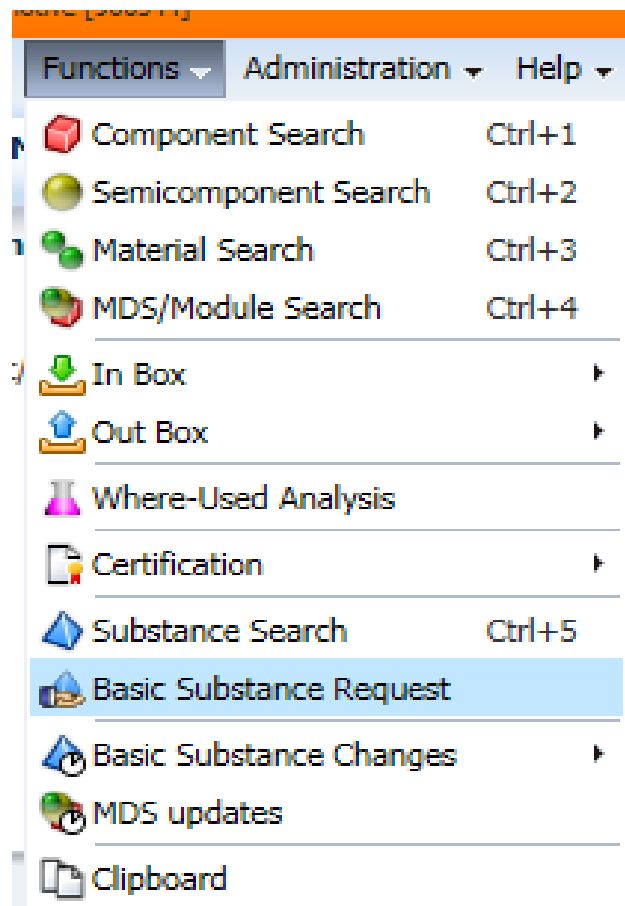
The BSL is not in the public domain. It is a validated list. Much time, effort and money has been spent researching and discussing the substances on this list and the assignment into substance groups. It is NOT available for download and Use Conditions prohibit the use of the list in 3rdparty software except where an agreement exists between the vendor and IMDS.

The list contains more than substances with CAS numbers. Not all substances have CAS numbers and not all substances with CAS numbers are acceptable substances in IMDS terms (e.g. bronze alloy).

In the past, when a user needed a new basic substance, they would email the IMDS Service Center and the IMDS Service Center agent would fill out a form and submit to the outside company that controls the basic substance list. This function has now been included in the IMDS system and the IMDS Service Centers will no longer perform this role.

# Invoking the Basic Substance Request

The menu option **Basic Substance Request** can be found in the Functions menu.



# Request Search Screen

The main screen allows you to search on your requests for the status. To create a new request, click on the **New** button.

The screenshot displays the 'Request Search Screen' within the 'MATERIAL DATA SYSTEM'. The interface features a top navigation bar with the text 'NEXT MODEL OFFICE' and 'MATERIAL DATA SYSTEM'. Below this, there is a 'Basic Substance Request' section with a 'Details' tab. The search criteria include 'Substance name' (with an input field), 'CAS No.' (with an input field), and 'Status' (with a dropdown menu). A 'New' button and a 'Search' icon are located on the right side of the search criteria section. Below the search criteria, there is a 'View' dropdown, a 'Menu' icon, and an 'Export' icon. At the bottom, a table header is visible with columns for 'Substance name (English)', 'Substance name (German)', 'CAS No.', 'Status', and 'Date'.

# Creating a Request

When the **New** button is selected, a window similar to this one appears. First, let's take a closer look at the message on the right – click on the **“General Info”** button on the left.

The screenshot shows the 'Basic Substance Request' window in the MATERIAL DATA SYSTEM. The 'General Info' tab is selected and highlighted with a red box. The form is divided into several sections:

- English:** Substance name, Synonym 1, Synonym 2, Synonym 3.
- German:** Substance name, Synonym 1, Synonym 2, Synonym 3.
- Basic substance data:** CAS No., EU-Index, EINECS/ELINCS No., Basic Substance in final Material is (Gaseous), Application.
- Comment:** Comment Log, Comment.

A 'Delete' button is visible in the bottom right corner.

# Substance Information

When the button is clicked, it brings up information you should know before you submit a request. If your substance does not meet the criteria, it will not be added.

**General Info**

**Basic Substance Request**

Substances can only be added to the IMDS Basic Substance List if they are found in the finished vehicle.

Substances that evaporate into the atmosphere (e.g. solvents used in paints), substances that react to form a finished material (e.g. amines and epoxides that react to form epoxy resins), or are used in the manufacturing process of a material or component but are not found in the finished vehicle should not be reported in IMDS therefore.

Please explain how the substance you wish to be added to IMDS is used, and confirm that it will be present in the finished vehicle in the chemical state described by the CAS, EU-Index, or EINECS provided.

In particular, if the substance you are adding is a volatile liquid, or a reactive substance such as an amine, epoxide or anhydride, please explain why it remains in a finished vehicle (e.g. it is a reaction residue, or contained within an enclosed space etc.).

If you are adding a pseudo substance to IMDS based on an ISO standard such as a Basic Polymer (ISO 1043), Basic Elastomer (ISO 1629), or Thermoplastic Elastomer (ISO 18064), please define the symbol of the substance according to the relevant ISO standard.

If adding a Basic Duromer, please provide as much detail as you can on the type of resin you wish

✓ OK

# Filling Out the Form

When complete, click **Save** to submit the request.

The screenshot shows the 'Basic Substance Request' form in the MATERIAL DATA SYSTEM. The form is divided into several sections: 'English' and 'German' for substance names and synonyms, 'Basic substance data' for CAS No., EU-Index, and EINECS/ELINCS No., and a 'Comment' section. Callout boxes provide instructions for each field.

**English**

Substance name

Synonym 1

Synonym 2

Synonym 3

**German**

Substance name

Synonym 1

Synonym 2

Synonym 3

**Basic substance data**

CAS No.

EU-Index

EINECS/ELINCS No.

Material is

Application

**Comment**

Comment Log

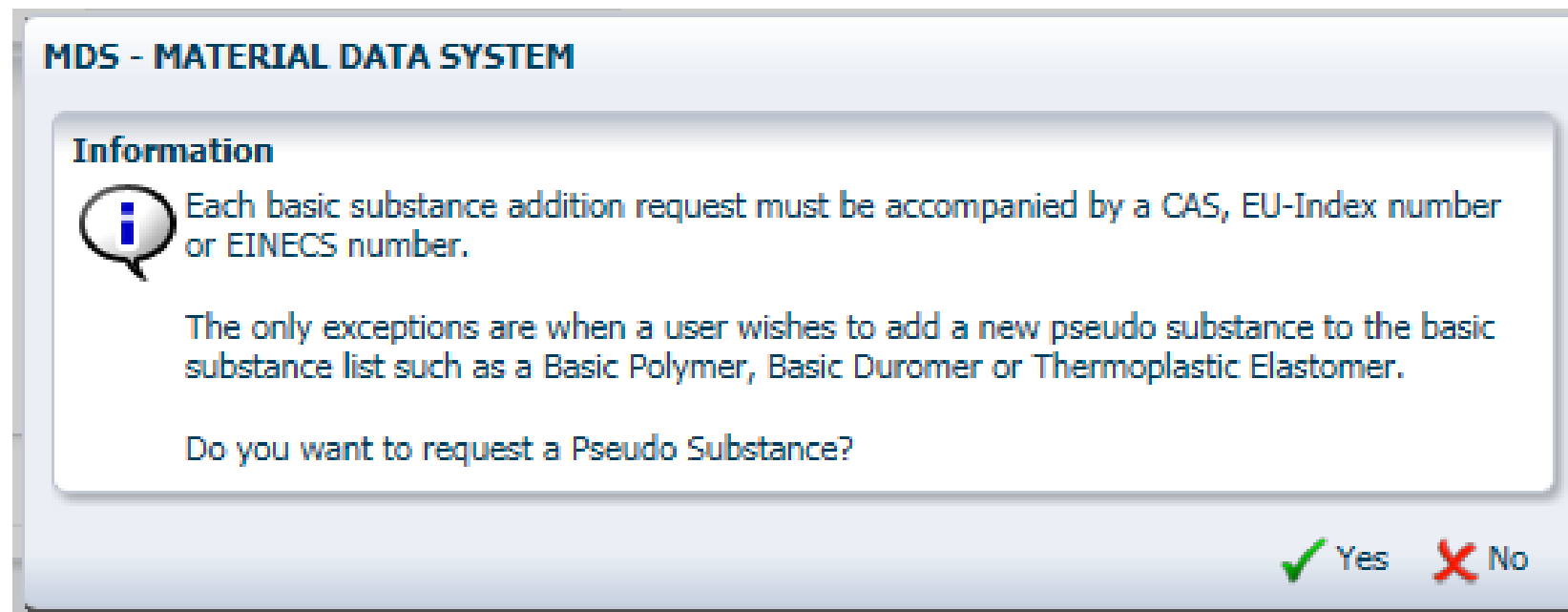
Comment

**Callout Boxes:**

- Enter the substance name either in English or German (only one is required)
- Almost all substances require a CAS number. If omitted, you will have to supply more information in the Comment area
- If you wish, other synonyms can be supplied in these fields. Usually, a substance has no more than 3 synonyms in addition to the name
- You must indicate whether the substance in the final material is a Solid, Liquid or Gas
- EU-Index and EINECS/ELINCS No. are optional fields
- If the substance you are adding is a volatile liquid or a reactive substance, please explain why it remains in a finished vehicle. If adding a Basic Duromer, please provide as much detail as you can on the type of resin you wish to add and explain why one of the existing Basic Duromers cannot be used. Also suggest a name to describe the Basic Duromer to be added.
- Please explain how the substance you wish to be added to IMDS is used. Additionally, if a Basic Polymers and Thermoplastic Elastomers, provide the symbol as defined by the relevant Norm / Standard (ISO1043 for polymers; ISO 18064 for thermoplastic elastomers) .

# No CAS Number Supplied

If you do not supply a CAS number, the system will assume you are wanting to add a Pseudo Substance. Clicking on Yes will submit the request. However, submitting a request is no guarantee the substance will be added. You must supply adequate documentation.





# Error Messages

Error	Meaning / Solution
The CAS-code already exists in IMDS and cannot be requested. Please search again.	The substance is already in the BSL. Possibly inactive. If you are not finding it in a search of active substances, use the Recommendation > Search IMDS Basic Substance Changes and view the substance and history to determine when it was made inactive. If it is inactive, the substance will not be added or reactivated.
Please enter a Substance Name	No Substance name has been given. Supply a Substance name either in English or German.
Please enter a valid CAS Code	The CAS number you provided is not valid. IMDS does not use a leading 0. The last digit in the CAS number is a "check digit". For more information on the check algorithm, please see: <a href="http://www.cas.org/expertise/cascontent/registry/checkdig.html">www.cas.org/expertise/cascontent/registry/checkdig.html</a>
Please enter a valid EU-Index (999-999-99-9)	The EU-Index number is not in a valid format. Enter in the correct format: nnn-nnn-nn-n
Please enter a valid EINECS/ELINCS No (999-999-9)	The EINECS/ELINCS number is not in a valid format. Enter in the correct format: nnn-nnn-n

# Research Request Status

Once you have submitted a request for a basic substance addition, you can come back later to see the status. By clicking on the **Search** button on the right, you can see the status of your requests.

The screenshot displays the MATERIAL DATA SYSTEM interface. At the top, the user is identified as 'Doe, Jane' with the role 'IH Automotive [900344]'. The system title 'MATERIAL DATA SYSTEM' is prominently displayed. The main navigation includes 'MDS', 'Functions', 'Administration', and 'Help'. The current view is 'Basic Substance Request' with a 'Details' tab selected. The search criteria section contains three input fields: 'Substance name', 'CAS No.', and a 'Status' dropdown menu. A red rectangular box highlights the 'Search' button, which is accompanied by a magnifying glass icon and a 'New' button. Below the search area, there is a table with columns for 'Substance name (English)', 'Substance name (German)', 'CAS No.', 'Status', and 'Date'. The table contains one data row with the following values: 'fdkghkjgs', 'dfhsfghg', an empty cell, 'open', and '2/23/2016'.

Substance name (English)	Substance name (German)	CAS No.	Status	Date
fdkghkjgs	dfhsfghg		open	2/23/2016

# Search Results

In this case, one request was submitted. The request can either be viewed or modified by right-clicking and then choosing **View** or **Edit**. In this case, because not all of the information was supplied correctly, **Edit** is chosen.

The screenshot shows the MATERIAL DATA SYSTEM interface. At the top, there is a navigation bar with 'Doe, Jane', 'IH Automotive [900344]', and 'NEXT MODEL OFFICE'. Below this is a menu with 'MDS', 'Functions', 'Administration', and 'Help'. The main content area is titled 'Basic Substance Request' and 'Details'. It features a 'Search Criteria' section with input fields for 'Substance name', 'CAS No.', and a 'Status' dropdown. Below the search criteria is a table with columns: 'Substance name (English)', 'Substance name (German)', 'CAS No.', 'Status', and 'Date'. A single row of data is visible with values: 'fdkghkjgs', 'dfhsfghg', an empty field, a dropdown arrow, and '2/23/2016'. A context menu is open over the 'Status' column, showing options: 'Edit', 'View', and 'Delete'.

Substance name (English)	Substance name (German)	CAS No.	Status	Date
fdkghkjgs	dfhsfghg			2/23/2016

# Modify or Delete

If you have changed your mind, you can use the **Delete** button to remove the request.

Or you can fill in the missing information and save.

The screenshot displays the 'MATERIAL DATA SYSTEM' web interface. The user is logged in as 'Doe, Jane' with the user ID 'IH Automotive [900344]'. The page title is 'NEXT MODEL OFFICE'. The navigation menu includes 'MDS', 'Functions', 'Administration', and 'Help'. The main content area is titled 'Basic Substance Request' and shows the 'Details' view. The form is divided into several sections:

- English:** Substance name (Substance A), Synonym 1, Synonym 2, Synonym 3.
- German:** Substance name (Substanz A), Synonym 1, Synonym 2, Synonym 3.
- Basic substance data:** CAS No., EU-Index, EINECS/ELINCS No., Basic Substance in final Material is (Gaseous), Application.
- Comment:** Comment Log (Tue Feb 23 10:31:51 CET 2016 - Doe, Jane: test), Comment (this is a test request).

A 'Delete' button is visible in the bottom right corner of the form area.

# Notification of Request Complete

Due the number of people who do not keep their information current in IMDS, the user will not be notified directly if there is an inquiry on their request or when the request is complete.

To find out if your request is complete, go to the Basic Substance Request and search out your request. The status of the request will be shown.

- a. Status: **Completed** -You should view the request for information from the chemical service who works on the request. If the Request is denied, the chemical service will add a comment to the request before completing it.
- b. Status: **Inquired** - the chemical service requires more information. Supply the information and save. The status will change to open.