How to Submit a Basic Substance Request

Version: IMDS Release 10.0
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.
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.
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.
Filling Out the Form

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).

When complete, click Save to submit the request.
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

<table>
<thead>
<tr>
<th>Error</th>
<th>Meaning / Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The CAS-code already exists in IMDS and cannot be requested. Please search again.</td>
<td>The substance is already in the BSL. Possibly inactive. If you are not finding it in a search of active substances, use the Recommendation &gt; 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.</td>
</tr>
<tr>
<td>Please enter a Substance Name</td>
<td>No Substance name has been given. Supply a Substance name either in English or German.</td>
</tr>
</tbody>
</table>
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.
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.
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.
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.