INFORMATION ON HOW TO SUBMIT DATA VIA PORTALINO

Interested business operators and/or parties should submit the information/data in electronic format **exclusively via the tool Submission Builder "Portalino"** (available here).
Submission of data in any other form (email, third party e-submission platforms, etc) will not be accepted.

Information on how to use Portalino and submit confidentiality requests are available online here. This user guide provides information about the submission of food-chain dossiers and datasets via Portalino. As such it should be read together with the User Guide on Confidentiality and with any administrative and scientific documents relevant for the submission, if applicable.

As explained in Section 3 of the user guide on Portalino, you will need both: a registration in Connect.EFSA of your organization and a profile in Portalino

Connect.EFSA:
To register your organisation on Connect.EFSA use this form and follow the steps summarised in the registration user manual.

- When the system asks if the purpose of the registration is to carry out pre-submission activities, please select "NO"

PORTALINO:
Access to Portalino can be requested by organisations or private citizens by contacting the EFSA Service Desk servicedesk@efsa.europa.eu and providing the following information:

- Scope of the submission (please make sure to mention Call for data on Trace Elements EFSA-Q-2024-00483 in all your communications to EFSA)
- Personal details of the user requesting the access:
  - First name, Last name, Corporate email (organisation users)/Private email (private citizens)

  Important: private emails will be accepted only if the requestor is a private citizen.
- Organisation details, in case of access requested on behalf of an organisation:
  - Organisation name, Organisation English name, if relevant Organisation Email

  Important: the domain of the email address should be linked to the company
  - Phone number, Billing address (street, city, zip/postal code), Billing Country

  Important: specify if the user organisation is already registered in Connect.EFSA.

After you gained access to Portalino, please submit your data via the tool, clearly stating:

- **in the Subject of the submission:** Call for data on Trace Elements EFSA-Q-2024-00483 in all your communications to EFSA.

Via Carlo Magno 1A
43126 Parma – ITALY
+39 0521 036 111
www.efsa.europa.eu

- The contact details (name of contact person, name of company/organisation, e-mail address and telephone number) of the person responsible for the data submission and, if applicable, the list of interested business operators and/or interested parties represented and their contact details;
- If claiming confidentiality for one or more sections of the documents/data submitted, two separate versions (**confidential** and **non-confidential**) of the submitted information/data must be submitted, as indicated here. Each section claimed confidential must be accompanied by a confidentiality request in Portalino. You are also required to box or earmark each information/passage claimed confidential in the confidential version of the information you share with EFSA.

Please note that confidentiality requests must be submitted if information should be kept confidential since EFSA is required to proactively publish all information, documents and data it receives without delay, pursuant to Article 38(1)(c) / 38(1)(d) of the GFL and Article 6(1) of EFSA's Practical Arrangements of transparency and confidentiality. In case EFSA receives a new mandate for which data collected via this call will be used as a basis for EFSA's outputs, EFSA will also apply these rules of transparency: data providers will be notified about the requirement to submit their confidentiality requests via the Portalino at least 3 months before the planned publication date of the output.

EFSA retains the possibility to use the data for safety assessment of the same or other substance under the same or other legal or regulatory frameworks. Please note that EFSA may, where legally possible, use or re-use relevant data for the evaluation of the same or another substance under the same or a different legal or regulatory framework from the one mentioned above.