Targeted Risk Assessment

Frequently-asked questions on

the download and installation of the tool

November 2022 update

Contents

Frequently-asked questions on the download and installation of the tool

1   HOW TO DOWNLOAD THE TOOL

Version 3 of the TRA is available in two forms: as an integrated exposure/risk assessment tool covering worker, consumer and environmental exposures; and as a standalone consumer exposure estimation tool.

The TRA Tool and supporting documentation are available from http://www.ecetoc.org/tra

Click on the download button for the required tool and complete the download request form.

An email will be sent to you containing a download link. This should arrive within a few minutes; if it does not appear in your inbox then please check your spam mail settings and spam/junk mail boxes.

Download the file with the link provided in the email. The integrated tool is compressed in a zip file, the standalone consumer tool is downloaded as an Excel file.

2   HOW TO INSTALL THE TOOL

Integrated Tool

Unzip the file to the folder where you will use the tool.

Keep the original zip so that you can create a fresh installation if needed in a new folder.

Only install one copy of the tool in any folder and do not move the tool from that folder as this will break the links between the various Excel files in the tool. To use in another folder, unzip the original zip file there.

Standalone Consumer Tool

Copy the Excel file to the folder where it will be used and keep a back-up of the original.

MS Excel security settings

The TRA Tool opens in Microsoft Excel and requires macros to be enabled for it to function; the procedure to enable macros varies according to the version of MS Excel used; if unsure, please go to the help section of MS Excel and search for macro security (In Office 2010, these settings can be found in File>Options>Trust Centre>Trust Centre Settings>Macro Settings).

Ensure that your security settings are not making the tool "read-only" or opening it in "Protected View" (In Office 2010, these settings can be found in File>Options>Trust Centre>Trust Centre Settings>Protected View).

Some companies may have disabled changes in EXCEL 2010 Trust Centre (Protected View) to avoid getting harmful files from Internet/Outlook etc., and to make sure that the user does not change this default permanently. If this is the case you can still work with TRA V3 if you enable all Workbooks in EXCEL 2010 by opening them for the first time, enable edit mode in all the

workbooks, save and exit them afterwards. If it was done once you never see the 'Protected view' again and you can work without runtime errors.

3 USER QUESTIONS

Q: I misspelled my email address when filling in the request form for the TRA so I did not receive the email; when I try again I do not get the form so cannot change the address. Why is that?

A: Your details are remembered in a "cookie" read by your browser. Please clear your cookies, or try again using a different browser, or try again from a different computer.

Q: I do not receive the email with the link and have checked in my junk mail and security settings.

A: Contact ECETOC by email: info@ecetoc.org mentioning TRA Tool in the title.

Q: I have installed ECETOC TRA integrated zip file on my desktop. Whenever I disabled macros an error message appears stating one of the files is not open. I checked and all 9 files were opened.

A: The problem might be due to a local issue with the security software installed on your computer (please note that the TRA zip file does contain several files containing VBA macros [that run certain routines within the TRA]).

Q: Each time I open the integrated tool I get the following notice: "One of the required files was not found". Put all the EU TGD files in the same directory. The EU TGD-spreadsheet will not work properly. How to solve this?

A: This issue occurs when the tool has been moved from the folder where the zip file was extracted to or if you have several copies of the tool in one folder. Please start again with the zip that you downloaded from ECETOC and extract to a new folder where you want to use the file and it should operate correctly. After running the tool, please ensure that all the spreadsheets are closed.

Q: I cannot seem to run the downloadable package - error messages when using the run or run-batch or other buttons. Input works, but no outputs. Error message is: "Cannot run the macro 'ecetocTRAM.xls!batch'. The macro may not be available in this workbook or all macros may be disabled."

A: The issues that you are having with the TRA Tool are due to the security settings in MS Excel blocking the Macros that run the tool. The procedure to enable macros varies according to the version of MS Excel used; if unsure, please go to the help section of MS Excel and search for macro security (In Office 2010, these settings can be found in File>Options>Trust Centre>Trust Centre Settings>Macro Settings).

Q: When I open the tool, I don't receive any security warning about the macros. However, once the excel file is open, I have checked my excel settings and all macros should be enabled. However, at the top of my screen it says the file is 'read-only'. I can't seem to enter anything into the required input parameters (once I enter something it just goes back to the default examples), so I can't use the tool.

A: Read-only indicates that your security settings are limiting the file to read-only. Right-click the file, select "Properties" and de-select "read-only".

Q: I have recently download the ECETOC TRA tool, but when I open the file there appears to be issues with the internal links and therefore the assessment tool does not work. Would it be possible to obtain another version of the functioning file?
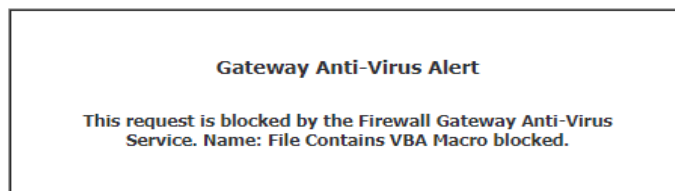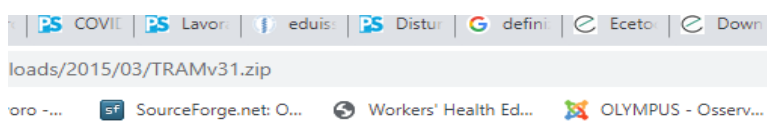
A: Please find below links to the TRA tool:

http://www.ecetoc.org/tools/targeted-risk-assessment-tra/download-integrated-tool/

http://www.ecetoc.org/tools/targeted-risk-assessment-tra/download-consumer-tool/

Please note that your problem might be down to a local issue with your security software (the TRA zip file does contain several files containing VBA macros that run certain routines within the TRA).

Q: I'm not able to download **TRA 3.1,** because of the following message:

A: The TRA can be run from the INTERFACE sheet in either "manual mode" or "batch mode". The "manual mode" runs the dataset entered in the INTERFACE sheet (buttons in rows 20 to 24). The "batch mode" runs the selected substance number(s) from DATASHEETs (buttons and selection in rows 25 to 27) if you have populated these properly. Running assessments from the INTERFACE is faster, but has some limitations in number of contributing scenarios per "target group" (worker, consumer, environment) and assessment options (particularly for environment).

The READ and SAVE buttons in the INTERFACE (rows 20 to 24) are supporting the exchange of substance data and inputs between the INTERFACE and the DATASHEET(s). To save work done in either the INTERFACE or a DATASHEET, you just use:

- o The normal save icon of EXCEL for interim storage and continue working on the assessment
- o The "save and exit" macro activated using the keys <ctrl> + e (may be <Strg> + e on e.g. German keyboards) to save and close the TRA

Note: if you happen to do wrong entries and want to just exit (without saving), use keys <ctrl> + t (t stands for "terminate".

The way you may have used the SAVE button indeed fills the DATASHEETs for each hit on it. The TRA finds the first substance name being "empty" (see also sheet CONTENTS which provides an overview of the substances in the DATASHEETs and their "address", i.e. running number, DATASHEET number and column number in which the respective input area for the substance starts).

This is also the trick to free up substance dataset which have been unintentionally populated with (interim) data. Please go to the substance name in the DATASHEET (row 8 and columns 3, 64, 125 or 186 – compare address in CONTENTS) and change name to "empty". This will free up this substance dataset for saving from the INTERFACE.

Some considerations for proper use of the TRA features:

o Consider saving an exported substance dataset (EXCEL file) in any folder of your choice. Use the substance selection drop-down in the INTERFACE, cell I24 and the EXPORT button next to it. You can re-name the file from the default name "Book<x>" and save to any place just as any EXCEL file.
Such file can be imported again into the DATASHEETs to the first "empty" substance dataset at any time using the IMPORT feature in the INTERFACE (button in cell I22). *Note: the exported file will only contain the inputs, not the assessment results (exposures and RCRs), but you can always reproduce them easily based on the imported dataset by running the "batch mode" for the selected substance.*

o If you have populated all 80 substances in the DATASHEETs and have more substances to work on, you may create a new folder (any folder name) and set up a new complete TRA (all 9 files) under this folder. If you want to use the existing TRA, copy all 9 files into the new folder and free up substances as described above.

o NEVER change the name of files within the package of 9 interlinked files of the TRA as this will corrupt the TRA!

o I also refer to the TRA user guide available on the ECETOC website.

Q: When I   try to run a manually entered assessment for one compound the program develops a bug with the human- worker exposure assessment (run error 9, subscript out of range). I also found that when I tried to enable contact, a message claiming that some workbooks could not be read arrived. I opened each program in the zip file and enabled editing which appeared to solve the problem. What should I do?

A: Start again with a fresh install: extract all 9 files into the same directory and then start the package by opening the "master file" ecetocTRAM.xls. Macros will activate the other files. Closing is via "ecetocTRAM" in the command line of the ecetocTRAM.xls, then save and exit.

Q: I am currently using the TRA integrated tool and would like to know how to reset it, in other words how to cancel all entered data from all the excel sheets and start from scratch without having to download a new version of the integrated tool every time.

A: Keep the downloaded zip file so that you can always extract to a new folder for a fresh start.