

Guidance on completing GB PIC export notifications

This guidance is to help you complete the GB export notification form for a PIC chemical, mixture or article.

The GB PIC regime is operated by the Health and Safety Executive (HSE) as the PIC Designated National Authority (DNA).

Only one export notification form is required for the same chemical, year and importing country. Do not send duplicate forms. If you're unsure, please check with us at ukdna@hse.gov.uk.

Send GB PIC export notification forms as an email attachment (with a safety data sheet) to the GB PIC DNA at ukdna@hse.gov.uk.

As part of the transitional arrangements, put the following information in the email subject line:

'GB PIC - transitional arrangements - notification - company name - chemical/mixture - importing country name - 2021'.

From 1 January 2021, put the following information in the email subject line:

'GB PIC - notification - company name - chemical/mixture - importing country name - year'.

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Front page of form

Reference number

Leave this blank. The GB DNA will generate a unique number and will enter this on the form. The number will be emailed to you when exports can proceed. Use this number in your export customs declaration.

Exporting country

This should already be pre-filled with 'Great Britain (GB)'. If not, enter 'Great Britain (GB)'.

Importing country

Enter the name of the relevant country. For exports to EU member states or supply to Northern Ireland enter 'European Union'. You do not need to list the individual member state(s). One notification to the EU covers exports of that chemical, mixture or article to any EU member state or supply to Northern Ireland.

Section 1 – Identity of the chemical subject to the export notification

Complete this section for chemicals, mixtures or articles.

Enter the:

- name of the PIC-listed chemical to be exported;
- common name and chemical name;
- CAS number and any other relevant numbers.

The Harmonised System code (HS code) is only required for Part 3 PIC listed chemicals, which are those also listed in Annex III to the Rotterdam Convention. This is an internationally recognized classification system for many goods in international trade. The codes are available on the Rotterdam Convention website -

www.pic.int/TheConvention/Chemicals/HarmonizedSystemCodes/tabid/1159/language/en-US/Default.aspx

Section 2 - Identity of the mixture/article to be exported

Only complete this section if you're exporting a mixture or article. If it's only a chemical that you're exporting, leave section 2 blank.

Section 3 – Information concerning the export

Section 3.1. Expected date of first export

This date cannot be earlier than 35 days from the submission date of the notification to the GB DNA.

Section 3.2 Expected amount of the substance or mixture (kg or l per year)

Enter the expected yearly amount to be exported, using a unit of either kilograms (kg) or litres (l).

Section 3.3 Foreseen category (industrial chemical or pesticide) and foreseen use in importing country

Provide as much information as possible in describing the intended use. This can help the importing country DNA in their decision-making, especially if an explicit consent (permission) is required for the export.

Section 3.4 Name, address, telephone, fax and email of the importer

List all known importers in the country you are exporting to. Include an address for the importing company and provide at least one of the following: telephone, fax or email.

Some importing countries verify the notified exports with the importing companies (ie, check if they're going to import it and for what use they are going to import it for). It's beneficial to provide a contact number of the importer as this may help facilitate the acceptance of the import by the authorities in the country of destination. A physical address needs to be provided for the importing company. A post office (PO) box is not acceptable.

Ensure the address of the importer(s) matches the country of destination.

If you have further customers or orders in the same calendar year for the same substance (and so subsequent exports) for the same importing country, you do not need to do another notification form or inform us. Instead, report this information in your annual PIC reporting of quantities.

Section 3.5 Name, address, telephone, fax and email of the exporter

Enter the GB-based exporter details.

Sections 4 and 5 - Information on the Chemicals (including hazards, properties, etc)

You must either provide the information requested or reference a safety data sheet (SDS). If referencing a SDS include it as an email attachment along with your notification form. As well as an English SDS, if available, provide a SDS in the official language of the importing country or in one of its principal languages.

For exported PIC chemicals, where there is a concentration range, then this should match in both the export notification and SDS.

Section 6 – Summary information on final regulatory action taken by the exporting country

Section 6.1 Summary Information on final regulatory action taken by the exporting country

This requires you to include information on the regulatory action taken for each chemical and refers to GB level. This is so that the importing countries understand the regulatory status of PIC chemicals in GB. This is available in the regulatory information document for GB PIC chemicals.

You will need to copy and paste the relevant information for your chemical from the document into this section.

Section 6.2 The final regulatory action has been taken for the following category

This should correspond to the information given in 6.1 and should indicate whether the regulatory restriction within GB was introduced for the industrial chemical or pesticide

use category. Please tick the relevant category.

The prohibited or allowed uses must refer to the uses in GB for the PIC chemical which is to be exported.

The estimated quantity of the chemical produced, imported, exported and used where available, refers to yearly quantities of the PIC chemical to be exported. If you do not have this information these fields can be left blank.

In section 6.2 it's information on how the chemical is used in GB, whereas section 3 is information on how the chemical will be used in the importing country.

Section 6.3 Reference to the regulatory document

Provide a reference to any regulatory document that is relevant for the export notification. The reference document must be official and in force and refer to regulatory action at GB level. You may wish to refer to a relevant regulatory document mentioned in 6.1 or instead say 'refer to section 6.1' if it's mentioned there.

Section 7 - Designated National Authorities (DNAs)

Section 7.2 Name, address, telephone, fax and email of the DNA in the importing party

Do not fill in as we will complete the importing DNA contact information.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

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