CREATION OF POISON CENTRE NOTIFICATION DOSSIERS

Creating a Poison Centre Notification Dossier

Did you know Formpak has additional functionality to create PCN dossiers for submission into the ECHA Poison Centre Portal?

As you may be aware Article 45 Annex VIII of the CLP regulation includes a provision to submit Poison Centre Notifications and this applies only in the EU. EU companies that supply hazardous CLP goods must make a Notification and provide a UFI (Unique Formula Identifier) on Safety Data Sheets and labels.

GB adopted CLP and accidentally included the regulation on mandatory Poison Centre Notifications, but this regulation is going to be reversed. Therefore GB companies do not have to make a mandatory PCN submission (unless they are in NI in which case a EU Notification .i6z is required).

Companies selling into the EU have no legal responsibility under CLP because it does not apply to 'outside the EU', however, if you want to sell in the EU, you must provide sufficient information to the Importer (i.e. the first link in the supply chain that is in the EU). Companies can give the Formulation to the EU Importer (not an ideal business practice) or alternatively make a voluntary Notification and pass on the UFI for the Importer to use.

Making a valid EU Notification from outside the EU is not possible, therefore, it is required for a company outside the EU to use an EU Legal Entity (OR Only Representative) to act on their behalf and submit any required dossier. Some Formpak Users based outside the EU use a third party to submit Formpak generated dossiers on their behalf.

Formpak Poison Centre Notification generation is an additional module and if you require further information on implementation, please contact us via the support email address support@formpak-software.com

PCN Initial set up

Importing a Legal Entity File to the Default TO.
Excluding non-hazardous accumulator Items with Property PCNEXCLUDECOMP.
Creating a Template Formulation to copy 'standard' PCN requirements.
For more information on initial set up please click here.

Generate a Dossier for a Formulation.

Navigate to 'Add a New Cross Reference'.
Select a Company.
Select an Item.
Select Code Cross Reference Sequence (Automatic, or Manual if you wish to add your own code).
Add Cross Reference Name.
Add a UFI – Unique Formula Identifiers may be generated free-of-charge from the ECHA website.
Save.

Navigate to 'Generate a Poison Centre Notification for an Item'.
Select the Item.
Enter the same Company that was used in the Cross Reference.
Select the Cross Reference you added (and not a previous Cross Reference).
Do not change the TO or the Language (Default is the only TO with Legal Entity uploaded, and language is automatically selected).
Click Generate.

In just a few seconds the dossier should be generated.
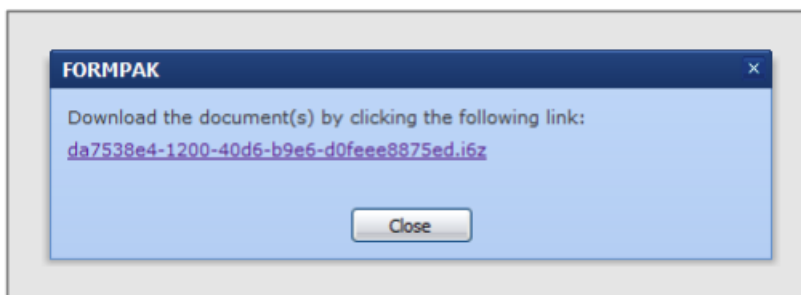
By clicking the link, it may be saved and then submitted to the ECHA Portal or viewed in a third-party application.

Once a dossier has been successfully submitted to the ECHA Portal it may not be re-submitted as an initial submission, however, it may be submitted with a different Cross Reference.

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<h1 style="text-align: center; color: red;">Mini Tip</h1>

How to generate a UFI (Unique Formula Identifier)

Generating a UFI and providing the UFI number on the Safety Data Sheet and Labels is an obligation for companies in Europe and additionally non-EU companies may have an obligation to provide information within the supply chain.

The aim of the UFI is to establish an unambiguous link between the information you provide to the poison centre and the product you place on the market.

UFIs may be generated in multiples using a free to use online generation tool on the ECHA website.
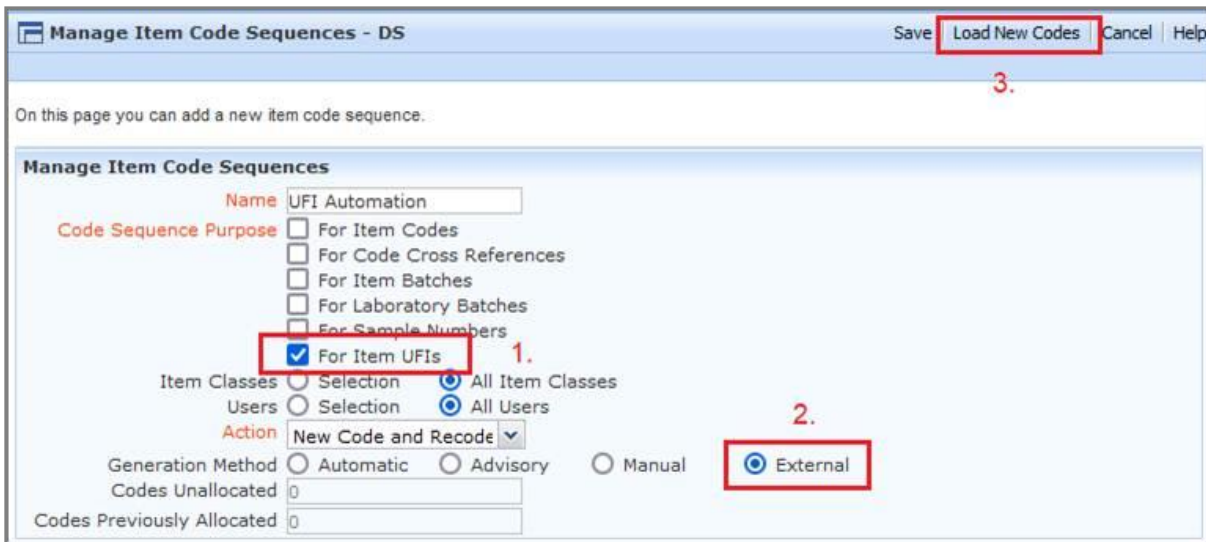
UFIs can be obtained from the ECHA website which you can access by clicking here.

The UFIs can be uploaded to Formpak.

Manage Item Code Sequences, Add, Select Item Classes/Users relevant to your requirements.

1. Select For Item UFIs.
2. Select External.
3. Click Load New Codes.

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To see previous 'Tip of the Month' articles, please see here.

All of our training and support material can be accessed from our **Support Centre**. The Support Centre is available 24/7 and is a great resource to use at your convenience. It includes:
- Over 100 training and support articles
- Links to training videos
- Quick Start Guides
- The Formpak Training Matrix

The Support Centre can be accessed on the Home screen of Formpak software or via the following link:
https://www.formpak-software.com/Support_Centre/Pages/Support_Centre.html

Our **Support Team** are available:
Monday - Thursday: 8:30 - 17:00 (GMT)
Friday: 8:30 - 16:00 (GMT)
Email: support@formpak-software.com
Telephone: +44 (0) 1235 250 020

The Formpak **Help Centre** is included directly in Formpak software, just press the 'Help' button to access it. The Formpak Help Centre offers explanations for each function of the application as well as a glossary of the technical terminology used.

View our **YouTube** channel with lots of helpful guides and information about Formpak
https://www.youtube.com/user/FormpakSoftware/videos