

ENVIRONMENTAL RISK MANAGEMENT AUTHORITY
NGĀ KAIWHAKATŪPATO WHAKARARU TĀIAO



FORM HS2/1

Application for approval to
IMPORT OR MANUFACTURE ANY
HAZARDOUS SUBSTANCE FOR RELEASE
by Rapid Assessment

under section 28A of the
Hazardous Substances and New Organisms Act
1996

Under the Criterion of Low Hazard

Name of Substance(s):

Applicant:

Office use only	
Application Code: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date received: ___/___/___
ERMA NZ Contact: _____	Initial Fees Paid: \$
Application Version No: _____.	

IMPORTANT

1. Before you fill in this application form, you may find it helpful to consult the *User Guide to Hazardous Substance Applications under the HSNO Act 1996*. This User Guide can either be downloaded from our website or purchased from ERMA New Zealand.
2. Part C of the User Guide covers applications under Section 28A of the Act using the low hazard criterion and all of the cross references to this guide that are in this application form relate to Part C.
3. You can also talk to an applications officer at ERMA New Zealand who can help you scope and prepare your application. We need all relevant information early on in the application process. Quality information up front will speed up the process.
4. Any extra material that does not fit in the application form must be clearly labelled, cross-referenced, and included in an Appendix to the application form.
5. Commercially sensitive information must be collated in a separate Appendix.
6. Applicants must sign the form and enclose the correct application fee. The initial application fee can be found in our published *Schedule of Fees and Charges*. Make sure that you have an up to date copy of the Schedule. Please check with ERMA New Zealand staff. We are unable to process applications that do not contain the correct fee.
7. Unless otherwise indicated, all sections of this form must be completed for the application to be progressed. Where an applicant is unable to complete the sections marked optional, this information may be derived by ERMA New Zealand and the costs of doing so will be recovered from the applicant as part of the processing costs.

You can get more information at any time by contacting us. One of our staff members will be able to help you.

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Section One – Applicant Details

See comments under “Section One of Application Form” in the User Guide for guidance

1.1 Name and postal address in New Zealand of the organisation making the application:

Name:
Address:
Phone:
Fax:

1.2 The applicant’s location address in New Zealand (if different from above):

Address:

1.3 Name of the contact person for the application:

This person should have sufficient knowledge to respond to queries and either have the authority to make decisions on behalf of the applicant that relate to processing the application, or have the ability to go to the appropriate authority.

Name:
Position:
Address:
Phone:
Fax:
Email:

Section Two – Application Type and Related Approvals Required

This form is only to be used for an application to import and/or manufacture a hazardous substance for 'release' that meets the low hazard requirements for rapid assessment. Please note that it is the substance(s) which is approved, and thus the approval covers both import and manufacture.

If you are making the application for some other reason, you will need a different form.

2.1 The Authority may make a “rapid assessment” of applications to import or manufacture a hazardous substance for release if certain criteria apply. Confirm that the following criterion applies and provide justification for this:
(See comments under “Section 2.1 of Form” in the User Guide)

The application is for a substance(s) that has one or more hazardous properties and each hazardous property has the least degree of hazard for that property, and is below the threshold for hazardous property classifications which the Authority has excluded for the purposes or rapid assessment. ¹ Yes/No

The justification for claiming that criterion has been met is as follows (cross reference to Section 3.3 of this form as appropriate):

2.2 Is the information in this application relevant to import, manufacture or both?
(See comments under “Section 2.3 of Form” in the User Guide)

- Import only Yes/No
- Manufacture only Yes/No
- Import and manufacture Yes/No
- If import only, indicate whether or not manufacture is likely in New Zealand Yes/No

2.3 If the application in the application relates to manufacture in New Zealand, provide information on the proposed manufacturing process and any alternatives.
(See comments under “Section 2.4 of Form” in the User Guide)

2.4 If this substance(s) needs an approval under any other legislation, has an application for this approval been made?
(Optional) (See comments under “Section 2.5 of Form” in the User Guide)

¹ Note that not all the least degrees of hazard are considered appropriate for a rapid assessment application. For more details, see comments under Section 2.2 in the User Guide.

Name of Approval**Application made**

Agricultural Compounds and Veterinary Medicines Act 1997
Food Act 1981
Medicines Act 1981
Chemical Weapons (Prohibition) Act 1996
Radiation Protection Act 1965
Biosecurity Act 1993
Resource Management Act 1991
Other (please specify):

Yes/No/NA
Yes/No/NA
Yes/No/NA
Yes/No/NA
Yes/No/NA
Yes/No/NA
Yes/No/NA
Yes/No
Yes/No

Section Three – Information on the Substance(s)

Note all information that is commercially sensitive must be attached as an Appendix. The application form should be cross-referenced to the Appendix but should be able to be read as a stand-alone document which will be publicly available.

If approval is being sought for more than one hazardous substance, this section must be completed separately for each hazardous substance.

3.1 State the unequivocal identification of the substance(s).

This section should include all information necessary to unequivocally identify the substance(s) and may include:

- Chemical Name (Chemical Abstracts Preferred Index name or IUPAC name)
- Common Name
- Synonyms
- Trade Names
- CAS Registry Number
- Molecular Formula
- Structural Formula
- Significant impurities

For mixtures, in addition to the above information being provided on the actual mixture, information is also required on the composition of the mixture ie the chemical name, CAS number, function (eg active ingredient, emulsifier, surfactant, filler) and percentages of **ALL** components of the mixture (including non-hazardous components and impurities) should be provided. This information may be best expressed in tabular form. If the composition is variable, please ensure to state the limits.

If there are commercial reasons for not providing full information in the main part of the form, alternative approaches must be discussed with and agreed by ERMA New Zealand. These must include the provision of a unique identifier of some kind.

(See comments under “Section 3.1 of Form” in the User Guide)

3.2 Provide information on the chemical and physical properties of the substance(s).

Provide as much information as possible on the chemical and physical properties of the substance(s) [at 20°C and 1 atmosphere unless otherwise stated] eg

- Appearance (colour, odour, physical state or form)
- pH
- Density
- Vapour pressure
- Boiling/melting point
- Solubility in water
- Water/octanol partitioning co-efficient

For mixtures, information is required on the chemical and physical properties of the mixture itself. However, if this information is not available, you should provide information on the chemical and physical properties of EACH hazardous component of the mixture.

(See comments under “Section 3.2 of Form” in the User Guide)

3.3 Provide information on the hazardous properties of the substance(s).

Information should be provided on the hazardous properties of the substance(s) known to the applicant. You must consider each of the six hazardous properties below and provide information on those hazardous properties that trigger any threshold level. If you wish, you may assign the relevant HSNO classification category to each hazardous property that exceeds these threshold levels.

- explosiveness
- flammability
- oxidising properties
- corrosiveness
- toxicity
- ecotoxicity

If your substance is a mixture and you cannot provide direct information on its hazardous properties, you can apply mixture rules to the hazardous components of the mixture. If you do this, then you will need to provide information on the hazardous properties of each hazardous component of the mixture, and show your workings.

(See comments under “Section 3.3 of Form” in the User Guide).

3.4 Identification of the default Controls on the substance(s).

A range of default controls are triggered by the hazardous property classification(s) attached to the substance. If you wish, you can list what these default controls are. If you don't provide this information, ERMA New Zealand will do it for you. It is particularly important for you to identify the default controls, if you think they might need to be varied. **(Optional)**

(See section 3.5 below and also comments under "Section 3.4 of Form" in the User Guide)

3.5 Provide information on what will happen to the substance throughout its whole life from its introduction into New Zealand, its uses, through to disposal.

Although the substance is low hazard, the circumstances of use may still create significant risks. So information on use is still important and is required under the Act. If significant risks are considered to exist this may influence variation of the default controls.

(See comments under "Section 3.5 of Form" in the User Guide)

Section Four: Provision of any Relevant Information on Significant Risks (and Adverse Effects)

It is expected that substances which meet the low hazard criterion will not normally require the assessment of risks (adverse effects) as part of the application. The fact of low hazard will normally be accepted as prima facie evidence of risks which are sufficiently low to be adequately managed by the default controls. Applicants should nonetheless consider whether the circumstances of use or other factors might lead to significant risk, and provide information accordingly. In doing this, applicants should have regard to the definition of environment and all the matters set out in Part II of the Act and clauses 9 and 11 of the Methodology.

Section Five – International Considerations

5.1 ERMA New Zealand is interested in whether this substance (or any of its components) has been considered by any other regulatory authority in New Zealand or by any other country. If you are aware of this, please provide details of the results of such consideration.
(Optional). (See comments under “Section 5.1 of Form” in the User Guide)

Section Six – Miscellaneous

6.1 Provide a glossary of scientific and technical terms used in the application.
(See comments under “Section 6.1 of Form” in the User Guide)

6.2 Provide here any other information you consider relevant to this application not already included.
(See comments under “Section 6.2 of Form” in the User Guide)

Section Seven – Summary of Public Information

The information provided in this section may be used in the Authority’s public register of substances required under Section 20 of the HSNO Act.

For these reasons, applicants should ensure that this summary information does not contain any commercially sensitive material.

7.1 Name of the substance(s) for the public register:

Please use a maximum of 80 characters.
(See comments under “Section 7.1 of Form” in the User Guide)

7.2 Purpose of the application for the public register:

This should include (in a maximum of 255 characters) an abstract giving information on the intended use of the substance and why an application is needed based on its hazardous properties.
(See comments under “Section 7.2 of Form” in the User Guide)

7.3 Use Categories of the substance(s):

ERMA New Zealand has adopted the system of use categories developed by the European Union, which identify various functional uses of substances. This information is pertinent to the assessment of exposure scenarios and the determination of risk and is also useful for building up a profile of the substance. There are three sets of use categories. Within each of these, applicants should state which use categories are relevant to all intended uses of the substance(s).

- Main category: There are four main categories - see User Guide for details.
- Industry category: There are 16 industry categories - see User Guide for details.
- Function/Use category: There are 55 function/use categories - see User Guide for details.

(Optional) (See comments under “Section 7.3 of Form” in the User Guide)

7.4 Executive Summary:

In this section, the applicant should provide a summary of information contained in this application, including:

- the identification of the substance, its hazardous properties and intended uses and disposal; and
- any information provided on the significant risks (adverse effects) of the substance

(See comments under “Section 7.4 of Form” in the User Guide)

CHECKLIST

Mandatory sections filled out	Yes
Appendices enclosed	Yes/ NA
Initial fee enclosed	Yes
Application signed and dated	Yes
Electronic copy of application e-mailed to ERMA NZ	Yes

Signature and Statutory Declaration

I, _____ [full name], of

_____ [Address],

_____ [Occupation/position]

being the applicant or authorised to do so on behalf of the applicant, verify that the information contained in this application is true and correct. I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature

Declared at _____ on this _____ day of _____, 200____ before me:

Signature

[Name] Barrister or Solicitor of the High Court of New Zealand
[or Justice of the Peace, Notary Public, or other person authorised to take a statutory declaration]

Appendix 1. Commercially Sensitive Information

Appendix 2. References