

Guidance on Annual Report of New Chemical Substances (Trail)

- We provide translated template of annual report which needs to be submitted by simplified and regular notification holder before Feb 01 each year.
- We provide detailed guidance on how to fill in the each table



A **Mighty** Team Work Shared for free

Charles Feng | Erin Wu | Jerry Yan | Eugene Zeng | Mai Fung

This guidance is used for your completion of Annual report of New Chemical Substance (Order 7 by MEP or China REACH) which should be submitted before February 1st each year.

1) Guidance

2) Translated version of annual report template

>Disclaimer:

The holder of new chemical substance notification certificates and related contact person shall clearly understand the Declaration for Annual Report, and be strictly following rules in this regard.

*The holder of certificate shall be located in China Mainland. On a notification certificate, in many cases, 2 company names could be found for holder and notifier.

>Signature of Legal representative:

The name of Legal representative shall be printed and signed in person.

>Official seal of the holder of notification certificates:

Annual Report shall be stamped with official seal of the holder of new chemical substance notification certificates.

>Report Date:

The date shall be the time when Annual Report is developed. The format could be: 2013-01-05(YYYY/MM/DD).

>Reported Year:

Annual Report shall be made for the last annum, which means the report to be submitted before Feb 2013 shall be generated for 2012. So here "2012" will be filled in.

1. The information of the holder of notification certificate

-Name of the holder of notification certificate;

-Registered company seat: complete registered company address of the holder of notification certificate;

-Legal representative printed;

-Landline: district number, telephone number, extension number. (A Beijing Number for example:

010-84915287-1234)

-Cellphone No.: cell number of number of contact person

-Email: email address of contact person

2. General information of notification certificate

The number of notification certificates: it is the total number of notification certificates held, including regular and simplified notification. Please be informed that successfully-notified new chemical substances with no practical activities in the last annum shall also be counted in.

-Number of simplified notification certificates: the number shall include substances with or without practical activities in the last annum.

-Number of simplified notification with practical activities recorded;

-Number of regular notification certificates: the number shall include substances with or without practical activities in the last annum;

-Number of regular notification with practical activities recorded.

3. Remark

For any additional information.

Table 1 Notification with NO practical activities recorded

The information of notification with no practical activities (production or import) recorded in the last annum. It is divided into 2 parts: simplified notification and regular notification.

-The information of simplified notification: The information of simplified notification with no practical activities recorded shall be filled in here. If necessary, report makers are allowed to increase lines. The information includes the reference number for each simplified notification certificate and the name of notifier.

-The information of regular notification: The information of regular notification with no practical activities recorded shall be filled in here. If necessary, report makers are allowed to increase lines. The information includes the reference number for each regular notification certificate and the

name of notifier.

Table 2 Simplified notification with practical activities recorded

Firstly, you shall fill index number for each of your simplified notifications. If 5 notification certificates owned, then it shall be No. 001/005; for the second notification, it shall be No.002/005. In case you have more than 5 simplified notification, you shall duplicate the Table 2 for each of them in chronological order of notification certificates issued.

1. Information of simplified notification certificate

- Notification certificate No.
- Date of the First-time Activity: the date when a notified new chemical substance being produced or imported for its first time
- The name of notifier (it could be a legal entity outside China)
- Address: the registered address of a notifier. A foreign notifier could fill in the address in English.
- Corporate representative: The name of corporate representative of a notifier. A foreign notifier could leave it blank.
- The reasons of notification: tick boxes of the given reasons why simplified notification applies-
 - * Annual tonnage band lower than 1ton;
 - * Intermediate;
 - * Annual exported volume lower than 1 ton;
 - * For scientific research;
 - * Low-concerned polymer;
 - * Polymer with less-than-2% new chemical substance;
 - * Only for the purpose of product or production process development.

2. Practical activities

Fill in the information or tick the given options according to you practical activities on new chemical substance. If you carry out production and import, then both 2.1 and 2.2 shall be completed. Please be aware of that only the tons of pure new chemical substances shall be filled in and calculated.

-**Total amount of practical activities (ton):** the total volume of a simplified-notification chemical involved in practical activities of production or import shall be filled in. The combined volume of this

substance shall be given if it has been produced and imported in the last annum.

-**Activity type:** Tick the boxes according to the types of practical activities in annual report. If the substance is produced, also imported in the last year, tick them both.

-**The existent form of new chemical substance existing:** choose in what status a new chemical substance exists in practical activities in the report. Tick more than one boxes if the substance exists in several forms.

2.1 Import

-**Total amount Imported (ton):** fill in the total amount of a notified chemical substance imported for the last annum.

-**Times of imports:** fill times of importation of new chemical substance for the entire last year.

-**HS code (Harmonized System Code):** fill in HS code of chemical substances according to the coding system of Chinese Customs (<http://www.customs.gov.cn/default.aspx?tabid=9409>). The length of a HS code in China is 8 or 10 digits in usual cases. But here, a HS code with 8 digits in total shall be given additional "00".

-**Country (Region) of departure:** fill in Chinese name of country (region) of departure where a new chemical substance is loaded and exported before its import. If more than one country, please list them all one by one.

-**Customs district where import port located:** fill in custom district where port of entry is located in Chinese according to port coding system of Chinese Customs (Check codes only in Chinese). If more than one port, please list them all one by one.

2.2 Manufacture

-**Total amount manufactured:** fill in total amount of new chemical substance manufacturer for the entire last year.

-**Total actual manufacturing Days:** fill in overall days of new chemical substance manufactured for the entire last year.

-**Total batches manufactured:** fill in overall batches of manufacture of new chemical substance in entire year.

-**City-level administrative district of manufacture:** Chinese name of city-level administrative district where practical production of new chemical substance takes place (City Shi jia Zhuang).

2.3 Transfer after import/manufacture

-**Total amount transferred (ton):** fill in total amount of new chemical substance transferred to the immediate reception organization for the entire last year, aside from the amount for certificate holder's self-consumption, after import or manufacture.

-**Total times of transfer:** fill in times of transfer of a new chemical substance to the immediate reception organization for the entire last year, aside from certificate holder's self-consumption, after import or production.

2.4 Information of the Primary receipt company

Fill in information of immediate receipt company for the entire last year, aside from certificate holder's self-consumption, after import or production. Please also be noted that if there are more than 5 receipt companies after import or manufacture, you shall list the 5 companies with top aggregated receipt amounts in descending order.

-**Name of receipt company:** fill in full name of bookkeeping of reception organization.

-**City-level administrative district:** fill in Chinese name of city-level administrative region where a receipt company registers.

-**Receipt amount:** fill in total amount of a new chemical substance transferred to each reception company in entire year.

-**Type:** fill in specific activity type of new chemical substance by reception organization, including processing, using and selling, etc.

3. Additional information

The certificate holder may have more information added. For example, you may fill in any inconsistency between practical activities and information filled during simplified notification.

Table 3 Information of Regular Notification with Practical Activities

For joint notification, serial notification or serial joint notification, each of notification certificate holders shall submit report individually. Firstly, you shall fill index number for each of your simplified notifications in chronological order of certificate issued. If 5 notification certificates owned, then it shall be No. 001/005; for the second notification, it shall be No.002/005.

1. Information of the regular notification certificate

-**Notification certificate No.:** fill in the registration number on the certificate.

-**Environmental management category:** tick in boxes according to environmental management category in certificate. If “hazardous new chemical substance of priority environmental concern” ticked, please also fill in related information in the 7 section, “The production or import plan for the next year and the preparation for measures on the risk management implementation “of Table 3.

-**Notifier:** in accordance with the name of notifier on the certificate.

-**Address:** registered company address shall be filled in by notifier in China Mainland. Notifier located outside China can should in detailed address in English.

-**Legal representative:** the name of legal representative shall be filled in by notifier. Notifier outside of China can skip this part.

-**Notified uses:** fill in the uses registered according to notification certificate.

2. Practical activities

Fill in the part according to the practical activities. If both import and manufacture of a new chemical are involved, fill in the two parts respectively. All the related volume of new chemical substance refers to pure amount, counted by tonnage.

-**Total amount of practical activities (ton):** total amount of import or manufacture of a new chemical substance. If both import and manufacture are involved, the volume shall be the combination of both activities.

-**Activity type(s):** tick box according to the actual types of activities involved. If a substance is produced, also imported for the last annum, tick them both.

-**Practical uses:** fill in this part with the use of new chemical substance in practical activities.

-**Existent form:** tick box which indicates the status of a new chemical substance exists in practical activities. Choose more than one if a substance exists in several types.

2.1 import records

Fill in actual import information of a new chemical substance for the last annum with the required format. Duplicate lines for more than 5 records if necessary.

-**Index:** the import information of a new chemical substance shall be arranged in chronological order according to actual import carried out.

-**Import date:** the date should be same with the one on the import declaration.

-**Import volume:** the import volume shall be only referred to the volume of a pure new chemical substance imported.

-**Country (Region) of departure:** fill in Chinese name of country (region) of departure where a new chemical substance is loaded and exported before its import. If more than one country, please list them all one by one.

-**Customs district of import port:** fill in Chinese name of custom district where port of entry is located according to port coding system of Chinese Customs (<http://www1.ictrans.com/tg/code/list6.asp> only in Chinese). If more than one port, please list them all one by one.

-**HS code (Harmonized System Code):** fill in HS code of chemical substances according to the coding system of Chinese Customs (<http://www.customs.gov.cn/default.aspx?tabid=9409>). The length of a HS code in China is 8 or 10 digits in usual cases. But here, a HS code with 8 digits in total shall be given additional "00".

-**Total (ton):** it shall be the total volume of a new chemical substance imported annually

2.2 Manufacture records

Fill in information on practical manufacture of a new chemical substance in last year with the required forma. Duplicate lines for more than 5 records if necessary.

-**Index:** the manufacture information of a new chemical substance shall be arranged in chronological order of each actual import carried out.

-**Manufacture date:** fill in the date when each batch of a new chemical substance is started manufacturing.

-**Numbers of manufacture days:** fill in the number of days for manufacture of a batch.

-**Amount manufactured (ton):** it shall be the volume of pure new chemical substance manufactured for each batch.

-**Remarks:** additional information on manufacture

-**Total:** it should be annual volume of a new chemical substance manufactured and total number of

days for manufacture.

2.3 Records of transfer activities after import or manufacture

Fill in the information of a new chemical substance transferred to immediate receipt companies after import or manufacture all activities of a new chemical substance according to the requirements given Information on the amount for certificate holder's self-consumption shall be excluded from this section. Duplicate lines for more than 5 records if necessary.

-Index: the information of a new chemical substance shall be arranged in chronological order of transfer activities carried out.

-Transfer date: it shall be the start data of each transfer activity.

-Receipt company of the transfer: the full registered name of each receipt company in China.

-City-level Administrative District: the name of city-level district that each receipt company is registered.

-Receipt amount: the total amount of a new chemical substance being transferred to each receipt company in last year.

-Type: the specific activities of a new chemical substance used by each receipt company, including processing, sales etc.

-Total: the total amount of new chemical substance transferred annually in this report.

3 Exposure and release

3.1 actual exposure condition:

Fill in the information on exposure in work place and exposure concentration of a new chemical substance during production.

-Exposure concentration in the air of workplace: choose either tested or estimated value, fill in the exposure concentration of a new chemical substance in the air of workplace during production.

-Description of exposure: brief introduction of exposure sources of new chemical substance during production, data sources of exposure concentration, supportive standards and conditions for tests or estimation.

3.2 Emission

Fill in information on emissions of a new chemical substance during production in work place, such as ways of emission and three types of waste (waste gas, waste water and waste residues)

-Amount in waste gases: fill in total amount of a new chemical substance in waste gas emitted during manufacture annually, and tick box according to how the amount is generated, through practical tests or making estimation.

-Concentration of a new chemical substance: fill in the concentration of a new chemical substance in waste gas generated during manufacture.

-The total amount of new chemical substance in waste water: fill in the total amount of a new chemical substance in waste water transferred or discharged outwards annually, and tick box according to how the amount is generated, through practical tests or making estimation.

-Concentration of a new chemical substance: fill in this with the concentration of new chemical substance in waste water generated and discharged outward.

-Direction of wastewater discharge: fill in actual wastewater discharge directions, in accordance with “Codes for wastewater discharge direction” issued by MEP ([Download HJ 523—2009](#) in Chines). For example, “going to sewage treatment plant” or “going to industrial wastewater centralized treatment plant” requires the full name of the registered plant.

-Amount in solid waste: fill in total amount of a new chemical substance in solid waste generated during production annually in this report, and tick box according to how the amount is generated, through practical tests or making estimation.

-Total amount in solid waste transferred outside the plant area: total amount of new chemical substance in the solid waste which is transferred to other companies outside the factory during the manufacturing process for the last year, and tick box according to how the amount is generated, through practical tests or making estimation.

-Concentration of a new chemical substance: fill in the concentration of a new chemical substance in solid waste which has been transferred outside factory.

-Receipt company of solid waste: fill in the full registered name of the receipt company of solid waste.

-Description of emission to the environment: brief the releasing ways, releasing medium, manufacturing and releasing amount as well as concentration of a new chemical substance in waste (solid, liquid, gas waste) during production.

4 Actual impact on environmental and human health

Fill in the impact upon environment and human health during production or processing of a new chemical substance.

5 Practical implementation of risk control measures

Fill in the implementation of all risk control measures required according to the certificate during practical activities.

6 Other information relating environment risks

Fill in measures adopted in order to improve exposure and release of a new chemical substance; and brief introduction related to environmental risk control.

7 Production or import plan for the next year and the preparation for implementing the risk management measures (for hazardous new chemical substances of priority environmental concern only)

This part is required to be filled in especially for the report of hazardous new chemicals of priority environmental concern

7.1 Manufacturing or importing plan of next year:

Fill in practical activity plan of a new chemical substance to be carried out for the next year.

-**Expected volume of production (ton):** estimated volume to be manufactured next year.

-**Expected volume of import (ton):** estimated volume to be imported next year.

7.2 Preparation for implementing the risk management measures

Fill in preparation the implementation of risk control measures to keep a new chemical substance activity safe for the reported annum.

Annual Report of New Chemical Substance (Trial)		Receipt No. Receipt Time:	
Disclaimer			
<p>1) I am Familiar with the requirements of the Measures for the Environmental Management of New Chemical Substances (MEP Order 7) and the New Chemical Substance Notification Guidance Document (2010), and I shall abide strictly by the relevant regulations.</p> <p>2) All the materials submitted are true and authentic, from legitimate sources, not to infringe upon the rights of other people. If not, I shall assure all legal liability arising therefrom.</p> <p>Signature of the legal representative: (official seal of the registration certificate holder)</p> <p>Date:</p>			
Reported year			
1 Information of the registration certificate holder			
Name of the holder of notification certificate			
Registered company seat			
Legal representative printed			
Contact person		Landline	
Cellphone No.		E-mail	
2. General information of notification certificate			
The number of simplified notification certificates			
The number of regular notification certificates		Number of simplified notification with	

		practical activities recorded	
The number of regular notification certificates		Number of regular notification with practical activities recorded	
3. Remark			

Table 1 Notification with NO practical activities recorded

The information of simplified notification		
No.	Notification Certificate No.	Notifier on certificate
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
...		
Information of Registration Certificate for Regular Notification		
No.	Registration Certificate No.	Notifier on certificate
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
...		

Table 2 Simplified notification with practical activities recorded

1. Information of simplified notification certificate					
Notification certificate No.		Date of the First-time Activity			
Notifier					
Address					
Legal Representative					
The reasons of notification	<input type="checkbox"/> annually manufactured or imported less than 1 ton <input type="checkbox"/> intermediate <input type="checkbox"/> exclusively exported and annually manufactured less than 1 ton <input type="checkbox"/> scientific research <input type="checkbox"/> polymer of lower concern <input type="checkbox"/> polymer with the concentration of monomer below 2% (w/w) <input type="checkbox"/> process and product oriented research and development (PPORD)				
2. Practical activities					
Total Amount of Practical Activities (ton)		Activity type	<input type="checkbox"/> Import <input type="checkbox"/> Manufacture		
Existent Form (Multi-choice)	<input type="checkbox"/> Substance Itself <input type="checkbox"/> Preparation <input type="checkbox"/> Article				
2.1 Import					
Total amount Imported (ton)		Times of imports		HS code (China)	
Country of Departure (Region)		Customs district where import port located			
2.2 Manufacture					
Total amount manufactured		Total actual manufacturing Days		Total batches manufactured	
City-level administrative district of manufacture					
2.3 Transfer after import/manufacture					
Total amount transferred (ton)		Total times of transfer			

2.4 Information of the Primary receipt company				
No.	Name of receipt company	City-level administrative district	Receipt Amount	Type
1				
2				
3				
4				
5				
3 Additional information				

No. □□□/□□□

Table 3 Information of Regular Notification with Practical Activities

1 Information of the regular notification certificate					
Notification certificate No.		Environmental management category	<input type="checkbox"/> Hazardous <input type="checkbox"/> Hazardous of Priority Environmental Concern		
Notifier					
Address					
Legal Representative					
Registered Uses					
2 Practical Activities					
Total amount of practical activities (ton)		Activity type(s)	<input type="checkbox"/> Import <input type="checkbox"/> Manufacture		
Practical uses					
Existent form (Multi-choice)	<input type="checkbox"/> Substance Itself <input type="checkbox"/> Preparation <input type="checkbox"/> Article				
2.1 Import Records					
Index	Import date	Import volume (ton)	Country of departure (Region)	Customs district of import port	HS Code (China)
1					
2					
3					
4					
5					
...					
Total	In total, _____ imported				
2.2 Manufacture records					
Index	Manufacture date	Numbers of manufacture days	Amount manufactured (ton)	Remarks	
1					
2					
3					
4					
5					
...					
Total	In total, _____ ton manufactured The total number of actual manufacturing days is _____				

2.3 Records of transfer activities after import or manufacture					
Index	Transfer Date	Receipt company of the transfer	City-level Administrative District	Receipt Amount	Type
1					
2					
3					
4					
5					
...					
Total	In total , _____ ton transferred				
3 Exposure and Emission					
3.1 Actual Exposure in Workplace					
Exposure concentration in the air of Workplace: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated			_____Mg/m3		
Description of exposure:					
3.2 Emission					
Amount in waste gases: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated		_____ kg	Concentration of new chemical substance	_____mg/m3	
Total amount in drained wastewater: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated		_____ kg	Concentration of new chemical substance	_____%	
Direction of wastewater discharge					
Amount in solid Waste: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated		_____ kg			
Total amount in the solid waste transferred to outside of the plant area: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated		_____ kg	Concentration of new chemical substance	_____%	
Receipt company of solid waste					
Description of emission to the environment:					
4 Actual impact on environmental and human health					

5 Practical implementation of risk control measures			
6 Other relevant environmental risk information			
7 Production or import plan for the next year and the preparation for implementing the risk management measures (for hazardous new chemical substances of priority environmental concern only)			
7.1 Production or import plan for the next year			
Excepted Volume of Production (ton)		Expected Volume of Import (ton)	
7.2 Preparation for implementing the risk management measures			

* The template was made up based on the translation of Chemlinked.com