



Guidelines for Licensing of Toxic Chemicals Establishment

(Establishment Permits)

The Pesticides and Toxic Chemicals Control Board is mandated by the Pesticides and Toxic Chemicals Control Act 2000 (No. 13 of 2000) and its associate Regulations 2004 (No. 8 of 2004) for the management of all pesticides and toxic chemicals in a lifecycle approach. This includes the manufacturing, import, export, distribution, sale, use, transport and storage of all pesticides and toxic chemicals.

The Pesticides and Toxic Chemicals Control Regulations 2004 (No. 8 of 2004) Part V, Subpart A, Licensing, states “any establishment or individual wishing to manufacture or import a toxic chemical, or any active ingredient in a toxic chemical, must register with the PTCCB”.

All toxic chemicals imported, manufactured, distributed and sold must be registered by the PTCCB.

It also states “A Person may not –

- (a) sell by wholesale or retail;
- (b) store, package or manufacture a toxic chemical, except in premises licensed by the Board for the sale, storage, packaging or manufacturing of toxic chemicals.

Before any importation, distribution, packaging or sale of a toxic chemical may occur, the PTCCB must issue an establishment permit.

The requirements for the issuance of an establishment permits are as follows:

1. Cover letter addressed to the Office of the Registrar, requesting an Establishment Permit
2. Submission of completed application form (see attached).
3. Copy of Business Registration
4. Copy of Tin Certificate
5. Establishment Permit Fee of \$5000.00 payable to the PTCCB.

An inspection will be carried out by the PTCCB to ensure compliance with the requirements for issuance of the establishment permit.



The following requirements also apply in keeping with Regulations 2004 (No. 8 of 2004) for packaging, storage, transport and sale of toxic chemicals:

Facilities Requirements

1. Electrical wiring shall comply with the relevant authorities and accompanied by the relevant certificates;
2. An adequate supply of water shall be readily available on the premises at all times for the purpose of washing of the body and washing away spillages into sumps; eye wash kit/station shall be available at all times.
3. Facilities for the disposal of empty packages and containers and spilled or waste toxic chemicals shall be such as to avoid any effect on human health and the environment.
4. Covered dustbins and other receptacles for waste and spillages shall be made of materials able to resist corrosion by toxic chemical waste and shall be made sufficiently secure to discourage the removal of waste material by unauthorized persons and to prevent spillage.
5. First aid facilities shall be readily available on the premises to assist in countering the adverse effects of toxic chemical in intimate contact with humans through cuts, wounds, eyes, and nostrils and otherwise.
6. Areas and sections of the premises used for the storage or the exposure for sale shall be clearly defined and shall be identifiable by permanent signs, together with the appropriate warning marks fixed above the entrances;
7. The Relevant signage shall be placed on the storage area. These include "EXIT" "ENTRANCE" "NO SMOKING" "DANGER - CHEMICAL STORAGE AREA - KEEP OFF" "CHEMICAL REPACKAGING AREA - AUTHORIZED PERSONS ONLY"
8. All containers shall be in good condition and have full labeling intact. It is an offence to have torn labels, punctured, rusted or leaking containers in the storage area.
9. Toxic Chemicals shall be stored under lock and key away from food or animal feed products. Storage areas shall be separated from the living areas, sleeping areas, cooking and eating areas and offices. Facilities shall be available for maintaining



records, for controlling stock movement and transfers and up-to-date records of receipts and sales shall be kept.

10. All establishments shall have readily available and easily accessible spill cleanup materials sufficient to absorb two times the volume of the largest container stored.
11. Safety data sheets for all chemicals imported, stored, transported, manufactured must be readily available and easily accessible to all personnel

Record Keeping and Inspections

The Pesticides and Toxic Chemicals Control Regulations 2004 (No. 8 of 2004) Part V, Subpart D, Licensing, states “All importers of pesticides or toxic chemicals must maintain records of the following:”

1. Copies of Notice of Arrival of toxic chemicals forms;
2. quantities of toxic chemicals imported;
3. name and address of consignors;
4. detailed toxic chemicals inventories (quantity, manufacturing date & expiring date batch #)
5. receipts of sale must be issued;
6. records of all spills and emergency clean-ups;
7. all toxic chemicals must be stored in their original label containers; and
8. details of any Board recalls and collection and storage procedures.

An importer, distributor or dealer in toxic chemicals shall make available, upon the request of a Board Inspector, all records showing the delivery, movement or holding of any toxic chemical including the quantity, dates of shipment and receipt and the names of the consignors and consignees in addition to the information specified in this regulation.

A Board Inspector is authorized to enter at any time any establishment or other place where toxic chemicals are being held for distribution or sale, for the purpose of inspecting toxic chemicals, chemical ingredients, containers, packaging or labelling and to verify compliance with the Establishment Registration permit terms.

The Board may at any time carry out inspections for monitoring the lifecycle of the product.



Transportation

The Pesticides and Toxic Chemicals Control Regulations 2004 (No. 8 of 2004) Part VII, Transport of Pesticides and Toxic Chemicals, has the authority to monitor the transportation by air, land or water of all toxic chemicals.

The following are the requirements for transportation of toxic chemicals:

1. Toxic chemicals shall not be transported in the same compartment with persons, animals, food or feed.
2. Toxic chemicals containers shall be secured to vehicles or vessels during transportation by land, air or water in a manner that will prevent spillage. Paper, cardboard, and similar containers shall be covered when necessary to protect them from moisture.
3. Any individual transporting 1000 kilograms or 1000 litres or more of toxic chemical whether by air, land or water within Guyana must inform the Registrar, the police and fire services of the type and amount of toxic chemical transported, time, route, destination and vehicle(s)/vessel(s) number before commencing transportation.
4. Any individual transporting toxic chemical must immediately inform the nearest police authority, fire officials, Registrar, Environmental Protection Agency and Health Authorities of any accident or spillage giving the quantity and names of the toxic chemicals involved.
5. Relevant signs, together with the appropriate warning marks must be prominently displayed on all vehicles used in transporting toxic chemicals.
6. All vehicles transporting toxic chemicals must have on board -
 - (i) first aid treatment;
 - (ii) clean-up equipment;
 - (iii) fire extinguisher; and
 - (iv) requisite personal protective equipment

Personnel Protective Equipment

1. Appropriate personal protective equipment (PPE) must be provided for all employees and shall be used.
2. The protective equipment must be chemical resistant and suitable. These are:
 - a. protective gloves



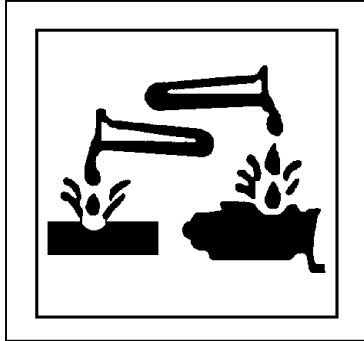
- b. safety shoes
 - c. safety glasses/goggles
 - d. protective clothing
 - e. respirators
3. Defective PPE must be replaced and safely disposed of by the employer.

Repackaging

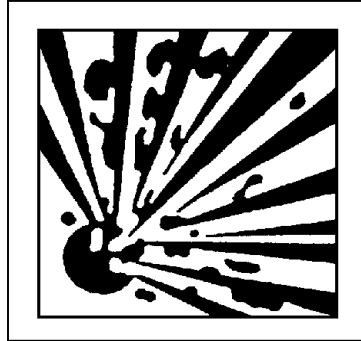
Anyone engaged in repackaging toxic chemicals the following requirements shall apply in keeping with Regulations 2004 (No. 8 of 2004):

- (a) Toxic chemical repackaging containers must be suitable and correctly labelled. Chemicals shall be stored only in closed/sealed packages or containers;
- (b) Containers and packaging for chemicals must be sufficiently mechanical, thermal and chemical resistant;
- (c) Chemicals must not be stored in containers or packages that could be mixed-up due to their form or labels with containers or packages which contain food;
- (d) Labels must be approved by the Board, before use on packaging containers;
- (e) Materials/equipment used for repackaging must be cleaned/separate for each chemical being repackaged, to prevent cross contamination, which can result in fire, explosions, harm to human health and environment;
- (f) the sales area shall be separated from areas used for repackaging toxic chemicals, so as to minimize the movement of chemical vapours into the sales area where customers have access;
- (g) Fumehoods/ extractor fans shall be used to ensure adequate ventilation and reduction of fumes during decanting and repackaging;
- (h) Certificate of Composition for re-formulated chemicals or products.

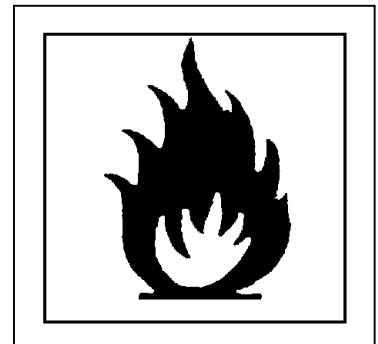
WARNING MARKS AND PHRASES



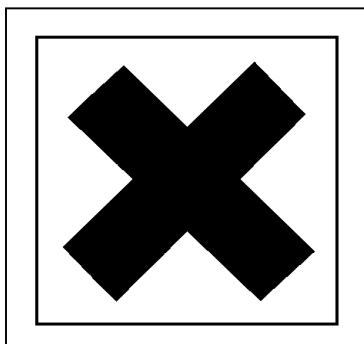
CORROSIVE



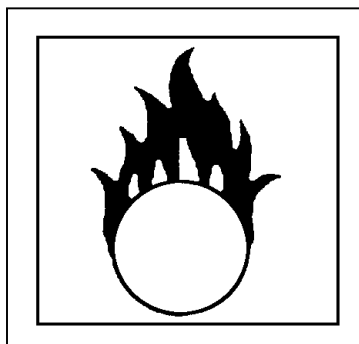
EXPLOSIVE



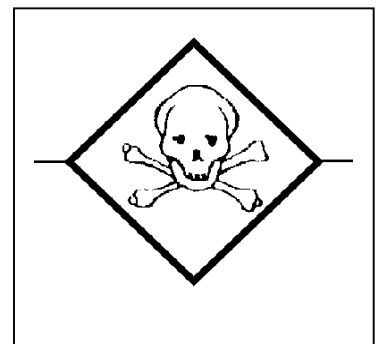
EASILY FLAMMABLE



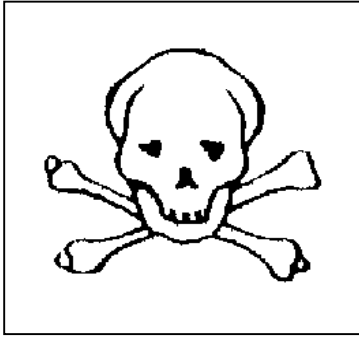
HARMFUL



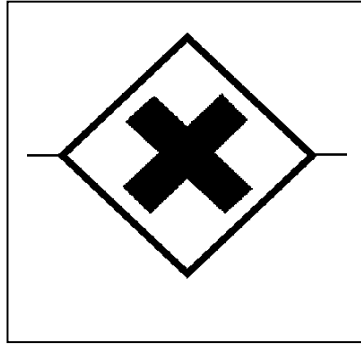
OXIDIZING



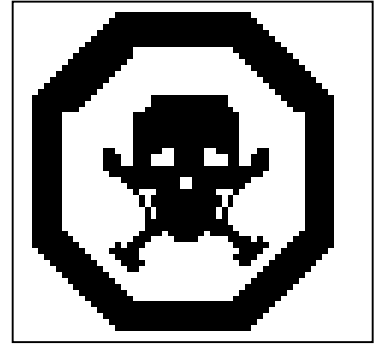
VERY TOXIC



TOXIC



IRRITANT



DANGER POISON



GHS01 Explosive



GHS04 Compressed Gas



GHS07 Harmful



GHS02 Flammable



GHS05 Corrosive



GHS08 Health Hazard



GHS03 Oxidizing



GHS06 Toxic



GHS09 Environmental Hazard

Warning Marks to be, preferably, black on orange background, or, alternatively, Red on White background. Warning phrases must be in bold type.



APPLICATION FOR PESTICIDE AND TOXIC CHEMICAL ESTABLISHMENT REGISTRATION

1. Applicant Name	2. Name of Business							
3. Address								
4. Telephone No.	5. Fax No.	6. E-mail Address						
7. Additional Business Location (Separate application are required for EACH location)								
8. Storage Bond Location and Size.								
9. Partnership Name of Partner: _____ Business Address: _____								
10. Corporation Date of Incorporation: _____ Full Name of Officers and Addresses: <table border="0" style="width:100%"> <thead> <tr> <th style="text-align:left">Name</th> <th style="text-align:left">Designation</th> <th style="text-align:left">Address</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Name	Designation	Address			
Name	Designation	Address						
11. Sole Ownership _____ Name of Owner and Address if different								
12. Individual, Partnership or Corporate Acknowledgement: I, _____ being duly sworn, depose and say that I am the Owner / Partner / Designated Representative of the business _____. The information contained in this application is true and complete to my own knowledge or based upon information which I believe to be true and that I have signed the application under authority to do so and I acknowledge that I must keep records and file annual reports according to the Pesticides and Toxic Chemicals Control Act 2000 and its Regulations. Signature _____ Sworn before me this day _____ of _____ year _____ _____ Notary Public								