

# Record-keeping checklist

## Reported introductions

### Chemical is internationally assessed for human health and the environment

Use this checklist to make sure you have the records to prove your introduction is authorised as a **reported introduction – chemical is internationally assessed for human health and the environment**.

The records we'll accept indicate the type and level of information you must keep. You must give us the information in these records if we ask for them. Any declaration must be dated prior to your introduction.

#### Chemical identity

☐ **If you know the CAS number** – written or electronic record of the CAS number and either the CAS name or INCI name for the chemical.

**If you don't know the CAS number** – you must have **either** A or B.

- A. Written or electronic record of the CAS name or IUPAC name. An INCI name can only be used if the chemical and its name meet all 4 criteria:
- the chemical does not have a CAS or IUPAC name
  - the chemical is a plant extract – examples are extracts of flowers, seeds, or leaves of trees, shrubs, herbs, grasses, ferns, and mosses
  - the name of the plant extract is an INCI name based on a proper botanical name – for example, 'Helianthus Annus Leaf/Stem Extract' is acceptable but 'Sunflower extract' is not acceptable
  - the plant extract cannot be chemically modified – for example, the chemical cannot be hydrolysed, acetylated or hydrogenated
- B. The names you use to refer to your chemical – written or electronic record of the names including the name given in your pre-introduction report.

☐ The names of any products containing your chemical that you have imported into Australia.

#### The introduction isn't medium to high risk

You will need all the following records, or a written undertaking from the supplier or manufacturer confirming your introduction doesn't meet the criteria for medium to high risk and that they will provide the required information if we ask for it.

- ☐ Records to prove your chemical:
- isn't listed in Annex III of the Rotterdam Convention or Part 1 of Annex A, B or C of the Stockholm Convention on POPs (unless it is introduced solely for

use in research or analysis and the amount that you introduce in a registration year does not exceed 100kg).

- isn't listed on the Inventory with conditions of introduction or use that will be contravened

We'll accept a signed and dated declaration that these checks took place.

☐ **Fully fluorinated** – records to prove it doesn't contain a sequence of greater than or equal to 4 and less than or equal to 20 fully fluorinated carbon atoms. We'll accept a signed and dated declaration that this check took place.

☐ **Polyhalogenated** – records to prove one of the following:

- it's not a polyhalogenated organic chemical. We'll accept a signed and dated declaration that this check took place.
- the total volume introduced in a registration year is less than or equal to 100kg. We'll accept shipping documents and any associated calculations.
- your chemical and its known environmental degradation products is not persistent (see Guidelines). We'll accept a study report.

☐ **Nanoscale** – records to prove one of the following:

- it's not introduced as a solid or in dispersion (if applicable). We'll accept an SDS or product information sheet that indicates the appearance.
- it doesn't meet the definition of 'not soluble'. We'll accept a study report (OECD test guideline 105 or 120) showing the solubility of the chemical in water is greater than or equal to 33.3 g/L; or the dissolution rate is greater than 70%.
- it doesn't consist of particles in an unbound state or as an aggregate or agglomerate, where at least 50% (by number size distribution) of the particles have at least one external dimension in the nanoscale. We'll accept a study report.
- the introduction of the nanoscale portion of the chemical is incidental to the non-nanoscale portion. We'll accept a justification for this.



**Gas** – records to prove one of the following:

- it's not a gas. We'll accept an SDS or product information sheet that indicates the appearance.
- the total volume introduced in a registration year is less than or equal to 100kg. We'll accept shipping documents and any associated calculations.
- it's not persistent (see Guidelines). We'll accept a study report.



**Organotin** – records to prove one of the following:

- it's not an organotin chemical. We'll accept a signed and dated declaration that this check took place.
- the total volume introduced in a registration year is less than or equal to 10kg. We'll accept shipping documents and any associated calculations.

## Introduction, use and exposure



Records to prove the total volume of your chemical introduced in a registration year doesn't exceed that specified in your pre-introduction report and does not exceed the volume of the chemical assessed in the international assessment or evaluation. We'll accept shipping documents and any associated calculations.

## Other records



Records to prove any known hazard classification for the chemical. We'll accept an SDS.



Records to prove how you're meeting any restrictions or conditions associated with the introduction or use of your chemical in the overseas jurisdiction. For example, use restriction – we'll accept copies of correspondence between you and your downstream users detailing the restrictions on use and their acknowledgement of the restrictions.



Records to prove how you worked out that the risks to human health are no higher in Australia than in the overseas jurisdiction (see Guidelines).