



# **National Agency for Food and Drug Administration and Control (NAFDAC)**

## **Chemical Evaluation & Research Directorate (CER)**

### **GUIDELINES FOR RENEWAL OF LISTING CERTIFICATE FOR CHEMICAL MARKETERS**

## 1. General

- 1.1. These Guidelines are for the general public and in particular persons intending to renew the Listing Certificate as Chemical Marketers (locally or through importation). It prescribes the minimum safety standard for chemical handling, documentation, personnel requirement, facility and timeline for renewal of Listing Certificate.

### Step 1

## 2. Application

- 2.1. An applicant shall obtain and complete a Listing Application form. The form should be submitted with the following documents:
- 2.1.1. Application letter on company's letter head paper addressed to the Director-General (NAFDAC), ATTENTION: Director, Chemical Evaluation & Research (CER), 1<sup>st</sup> Floor, NAFDAC Office Complex, Apapa-Isolo Expressway, Isolo, Lagos.  
The application letter should state the chemicals, the quantities required (in SI units) and uses for which the chemicals are intended. The Application must be signed by Managing Director/CEO or the Technical Officer of the company.
  - 2.1.2. Two (2) passport photographs of technical officer with name and company written on the back of the passport (for newly employed technical officers).
  - 2.1.3. Standard Operating Procedure (SOP) for storage/handling of chemicals duly signed by Managing Director/CEO or Technical officer with name and designation.
  - 2.1.4. Evidence of payment for Listing Application form, inspection and Listing Certificate.
  - 2.1.5. Evidence of payment of rent for a minimum of one year or evidence of ownership in case of companies using their own warehouse.
  - 2.1.6. Evidence of previous Listing Certificate.
  - 2.1.7. Evidence of previous Chemical Import Permit indicating importation and Permit to clear (where applicable).
  - 2.1.8. Evidence of sales (invoice) and local purchase.
  - 2.1.9. Stock cards and disposal records.
  - 2.1.10. Evidence of waste disposal
  - 2.1.11. List of customers indicating full contact address (no P.O. Box), phone number, email and status (marketer or end-user).
  - 2.1.12. Medical Fitness Certificate for the technical officers (this should be done biannually).

### Step II

## 3. Submission of application

- 3.1. The application letter and accompanying documents should be submitted at Liaison Office of the Director (LOD), Chemical Evaluation & Research (CER), 1st Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, Lagos State any NAFDAC Office (outside Lagos).

### **Step III**

#### **4. Review of Company documents**

- 4.1. Upon satisfactory review of the documents submitted, the company is then scheduled for Warehouse inspection.

### **Step IV**

#### **5. Warehouse Inspection**

- 5.1. The warehouse is inspected as scheduled.

### **Step V**

#### **6. Issuance of Certificate**

- 6.1. Upon satisfactory inspection of the warehouse facility, Listing Certificate is issued. For unsatisfactory inspection, a Compliance Directive is issued within two (2) work days

#### **7. Tariff**

- 7.1. Please refer to the Tariff section

#### **8. Note**

- 8.1. Listing certificate is valid for two years from date of issuance.
- 8.2. The process of renewal of Listing Certificate should commence at least three (3) months before expiration of current Listing Certificate.
- 8.3. A processing period of fifteen (15) work days should be allowed from the time of submission of a complete application. Note that the timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicate compliance to the Agency.
- 8.4. It is an offence for any company to market chemicals without authorization or with expired Listing Certificate.
- 8.5. All documents must be in English language.
- 8.6. Please note that the timeline stops once compliance directive is issued.

## **REQUIREMENTS FOR WAREHOUSE INSPECTION**

### **1. Personnel**

- 1.1. The company representative responsible for interfacing with the Agency should be a technical officer with scientific background (minimum of Ordinary National Diploma; OND or its equivalent is required). The technical officer will be responsible for explaining and discussing the exact chemical nature and use of the items for which application is submitted. He is also responsible for the handling and storage of the chemicals.
- 1.2. Technical officer must be present for inspection of facility.
- 1.3. Copies of the appointment letter, acceptance letter and credentials of the technical officer including any evidence of such experience should be attached.

### **2. Facility**

#### **2.1. Location**

- 2.1.1. Applicants shall have a warehouse that will be inspected for adequacy and appropriateness for the storage of chemicals.
- 2.1.2. The warehouse should not be located in a residential building. The facility provided will depend on the nature of the chemicals stored.
- 2.1.3. Storage and handling of chemicals in residential buildings and or area is prohibited

#### **2.2. Storage**

- 2.2.1. The facilities provided will depend on the nature of the chemicals in warehouse or store. Some chemicals are required to be stored under controlled (below ambient) temperature to maintain their potency for the validity period.
- 2.2.2. Companies that intend to store thermo-labile (heat sensitive) chemicals should provide a cold room/refrigerators, cold boxes or an air conditioned room depending on the specific temperature required.
- 2.2.3. Other facilities required for chemical storage include: adequate illumination, ventilation, provision of pallets, First Aid Facilities, Personal Protective Equipment and Fire extinguishers.
- 2.2.4. Chemicals should be stacked on pallets away from the walls with adequate space for movement within the warehouse. Status labels should be used accordingly.
- 2.2.5. Food grade chemicals or pharmaceutical raw materials should be separated from industrial chemicals.
- 2.2.6. Expired, obsolete or damaged chemicals should be separated, quarantined and documented.
- 2.2.7. Flammable chemicals should not be stored close to sources of ignition or sparks.
- 2.2.8. Chemicals that can be easily oxidized should be kept away from oxidizing agents.

### 3. Labeling information on the chemicals

- 3.1. All Chemicals should be properly labeled according to the Globally Harmonized System (GHS) of labeling and classification of Chemicals.
- 3.2. Chemicals should be labeled in English and should include but not limited to the following-Brand/Generic name, batch number, production date and expiry date, name and the address of manufacturer, Hazard symbols, country of origin, net content/weight, viscosity, specific gravity, flammability, percentage purity.

### 4. Safety requirements

- 4.1. Personnel are to be provided with nose masks, hand gloves, eye goggles, overalls, and safety boots.
- 4.2. Source of water should be made available.
- 4.3. First aid box and fire extinguishers are to be placed at strategic locations.
- 4.4. Condition monitoring devices are to be provided for sensitive chemicals.

### 5. Documentation

- 5.1. Companies should keep proper records of chemicals imported, sold and or purchased locally (Disposal/utilization records).
- 5.2. Disposal records of expired chemicals should also be kept with certificate of destruction issued by authorized agencies.

Director-General (NAFDAC),

**Attn:** The Director

Chemical Evaluation and Research (CER) Directorate,

National Agency for Food and Drug Administration and Control, (NAFDAC)

1<sup>st</sup> Floor, NAFDAC Office Complex

Isolo, Lagos.

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**All submissions should be made at the Office of the Director, CER, First Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos or the nearest NAFDAC Office (for those outside Lagos).**