



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



GUIDELINES ON SUBMISSION AND MANAGEMENT OF GROUP I HAZARDOUS SUBSTANCES LICENSES (REVISED)

Version 2

April 2023

1. INTRODUCTION

The submission and management of hazardous substances licenses from National Department of Health (NDoH) to the Provincial Departments of Health (PDoH) have been a challenge in particular to delays in processing and the late issuance of licenses. In terms of the Hazardous Substances Act, 1973 (Act No. 15 of 1973) as amended, a license is valid for a period of one (1) calendar year (i.e. January 1 to December 31). This means that a license must be processed in time prior for issuance for the next calendar year. It is essentially critical that hazardous substances dealers located within the Provinces are in possession of such a license to be in compliant with the Hazardous Substances Act, 1973 (Act No. 15 of 1973) as amended and its Regulations.

In order to resolve this challenge in an amicable manner, a decision was taken at the Interprovincial meeting held on 20 July 2022 to develop a guideline specifying the agreed and revised hazardous substances licensing arrangement. In this regard, the NDoH in collaboration and consultation with the PDoH have developed this guideline document to expedite the processing of hazardous substances licenses to the hazardous substances dealers in the respective Provinces.

2. PURPOSE

To ensure the proper submission and management of Group I hazardous substances licenses from Provincial Departments of Health to the National Department of Health.

3. SUBMISSION AND MANAGEMENT OF HAZARDOUS SUBSTANCES LICENSES

- 3.1 The Official from the PDoH shall submit the following documents to the NDoH in person:
- Completed Pro-Formas (License Forms) (GES.6/14). See format attached in **Annexure A** and License number per Province in **Annexure B**.
 - Completed Application Forms (GES.6/13).
 - Completed National Evaluation Tools.
 - Completed template for hazardous substances. See format attached in **Annexure C**.
 - Database of all hazardous substances dealers to be licensed in the Province.
 - Covering letter signed by the Provincial Environmental Health Manager

NB. The above documents must be quality checked by the PDoH prior to submission to the NDoH

3.2 Bullets 2 to 5 can be submitted electronically to the NDoH in advance.

3.3 The above documents shall be submitted to the Deputy Director/Assistant Director: Environmental Health from the Directorate: Environmental Health at the NDoH.

3.4 The Administration officer from the NDoH shall check and verify all the documents submitted by the PDoH for correctness and completeness. If any errors or omissions are noted, it shall be rectified immediately to prevent delays in approval of the licenses.

3.5 Once the documents have been checked and verified without any errors, an internal memorandum shall be compiled requesting the Chief Director: Environmental Health

and Port Health Services from the NDoH to approve the Pro-Formas (License Forms).

- 3.6** The Deputy Director/Assistant Director: Environmental Health from the NDoH shall sign the internal memorandum.
- 3.7** This internal memorandum together with the completed Pro-Formas (License Forms) shall be forwarded to the Office of the Director: Environmental Health at the NDoH for signature.
- 3.8** Once signed by the Director: Environmental Health at the NDoH, it shall be forwarded to the Office of the Chief Director: Environmental Health and Port Health Services.
- 3.9** The Chief Director: Environmental Health and Port Health Services at the NDoH shall sign the internal memorandum and approve the Pro-Formas (License Forms).
- 3.10** The Administration Officer at the NDoH shall make copies of the approved licenses for record purposes.
- 3.11** The approved Pro-Formas (License Forms) shall be handed over to the Official from the PDoH.
- 3.12** If the approved Pro-Formas (License Forms) are handed directly to the Official from the PDoH without making copies, then the Provincial Official shall scan and email the approved licenses to the NDoH for record purposes.



CHIEF DIRECTOR: ENVIRONMENTAL HEALTH AND PORT HEALTH SERVICES

DATE: 11/04/2023

ANNEXURE A

Pro-Forma (License Form)



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GES.6/14

Private Bag X828, PRETORIA, 0001, Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR, Pretoria, 0187, Tel (012) 395 8000

No: (insert license
number)

LICENCE UNDER SECTION 4 OF THE HAZARDOUS SUBSTANCES ACT, 1973 (ACT 15 OF 1973) TO SUPPLY GROUP I HAZARDOUS SUBSTANCES

I hereby authorize (insert name and surname of dealer, name of business and physical address) to carry on business as a supplier of the under mentioned Group I hazardous substances until 31 December 2023, subject to the provisions of the Hazardous Substances Act, 1973, and the regulations made there under: Provided that the sale or supply of the said substances is effected only at the said address by or under the supervision of the said person.

Substances that may be sold or supplied: **GROUP I CATEGORY A HAZARDOUS SUBSTANCES**

(List name/s of hazardous substances)

GROUP 1 CATEGORY B HAZARDOUS SUBSTANCES

(List name/s of hazardous substances)

Place: **PRETORIA**

Date: _____

This licence is subject to the following condition:

The granting of the licence does not exempt the authorized person from the requirements of any other law.

Department of Health • Lefapha la Pholo • Lefapha la Bophelo • uMnyangowezeMpilo • MuhashoweMutakalo • Departement van
Gesondheid • KgoroyaMaphelo • NdzawuloyeRihanyo • LITiko le Thempilo • ISebelezeMpilo • UmiNyangoWezamaPhilo

Director-General for Health

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ANNEXURE B

LICENSE NUMBER PER PROVINCE

<u>NAME OF PROVINCE</u>	<u>LICENSE NUMBER SEQUENCE</u>
1. Eastern Cape	NDoH-ECP 01/2023, 02/2023, etc
2. Free State	NDoH-FSP 01/2023, 02/2023, etc
3. Gauteng	NDoH-GP 01/2023, 02/2023, etc
4. Kwa-Zulu Natal	NDoH-KZNP 01/2023, 02/2023, etc
5. Limpopo	NDoH-LP 01/2023, 02/2023, etc
6. Mpumalanga	NDoH-MP 01/2023, 02/2023, etc
7. Northern Cape	NDoH-NCP 01/2023, 02/2023, etc
8. North West	NDoH-NWP 01/2023, 02/2023, etc
9. Western Cape	NDoH-WCP 01/2023, 02/2023, etc

ANNEXURE C

Template for Hazardous Substances



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NAME OF HAZARDOUS SUBSTANCE DEALER:

Number	Company Name	Product Name	Name of Group I Hazardous Substances: Category A (Industrial chemicals)	Name of Group I Hazardous Substances: Category B (active ingredients)	Quantity of Hazardous Substances	Registration Number/UN Number/CAS Number
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						