

***Inter Office Memorandum***

**From: EPA Director General Office**

**To: EPA Deputy Directors and all EPA line General Directorates**

**Date: 03/07/2023**

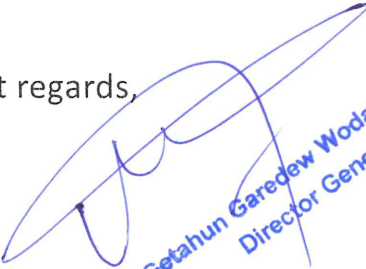
**Subject: Approved Industrial Chemical Registration and Administration Guideline and Environmental Compliance Checklist**

Dear Deputy Directors and General Directorates, I am writing to inform you that the EPA has successfully developed the Industrial Chemical Registration and Administration Guideline and Environmental Compliance Checklist. These tools have been created in collaboration with various stakeholders and are essential for the effective implementation, compliance, and enforcement of environmental laws and policies. The Industrial Chemical Registration and Administration Guideline will provide clear instructions and procedures for the registration and management of industrial chemicals. It is crucial for ensuring the safety of chemicals used in various industries and protecting both human health and the environment. On the other hand, the Environmental Compliance Checklist will serve as a comprehensive tool to assess compliance with environmental regulations. It will help identify areas of improvement and ensure that all activities are carried out in accordance with the law.

Recognizing the significance of these tools, I am pleased to announce that the EPA has officially approved the guideline and checklist. Therefore, I kindly request all directorate generals and stakeholders to utilize these instruments in their respective operations. By utilizing these tools, we can strengthen our efforts in promoting environmental sustainability and safeguarding our natural resources. I herewith encourage all directorate generals to familiarize themselves with the guideline and checklist and incorporate them into their daily operations.

Thank you for your cooperation in implementing these important tools. Should you have any questions or require further assistance, please do not hesitate to contact our office or National Environmental Law Development and Enforcement Programme Advisor.

Best regards,

  
**Getahun Garede Wodaje (Ph.D)**  
**Director General**





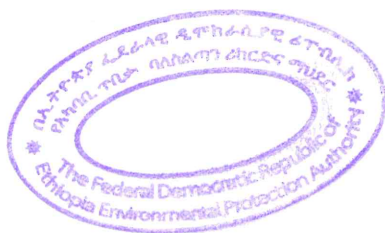
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**ETHIOPIAN ENVIRONMENTAL PROTECTION**  
**AUTHORITY**

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**Industrial Chemical Registration and  
Administration Guideline**

EPA  
Addis Ababa, Ethiopia  
June, 2023



## LIST OF ACRONYMS

**CAS** Chemical Abstract Service

**GHS** Global Harmonized System

**HS** Harmonized System

**MSDS** Material Safety Data Sheet

**PPE** Personal Protective Equipment

**SDS** Safety Data Sheet



Commission and any governmental institution which has a mandate to register and administer industrial chemicals in according to this Proclamation and other laws, as well as regional responsible entities in charge of these institutions' mandates;

5. **“Data of Registry”** is a database that comprises data for locally produced, imported, utilizable and registered industrial chemicals, pesticide, food and food supplement substances, radioactive and chemical weapons and any other types of chemicals.
6. **“Data”** includes a statement or image or videos that describe the type and content of industrial chemical.
7. **“GHS”** means classification and labeling of chemicals is an international system created by the UN to address the classification of chemicals by types of hazard and harmonized hazard communication elements, including labels and safety data sheets with the aims of harmonization of rules and regulations of chemicals at national, regional and worldwide level, an important factor also for trade facilitation.
8. **“Hazard”** means a set of conditions in the operation of a product or system with the potential for initiating an accident sequence.
9. **“Importer”** means, any person engaged in importing industrial chemical from foreign country into the country.
10. **“Industrial chemical transaction”** includes manufacturing, importation, exportation, packing, transportation, distribution, storage, selling, using and transferring to third party of industrial chemicals;
11. **“Labeling”** means an information tag, wrapper or seal attached to product or product package to provide the necessary information for consumer about the products. Labeling provide the contents of the container, its ingredients, hazards, and precautions for safe use and to avoid potential risks.
12. **“Manufacturer”** means any person who produces, prepares, or mixes an industrial chemical.
13. **“Manufacturer”** means any person who produces, prepares, or mixes an industrial chemical.
14. **“Proclamation”** means Industrial Chemical Registration and Administration Proclamation No. 1075/2018.
15. **“Registration”** means a registration of chemicals based on scientific evidence/ information.
16. **“Risk”** means the combined effect of the probability of occurrence of an undesirable event, and the magnitude of the event.



4. **Partnership principle:** public and other stakeholders shall co-operate in a spirit of commons/ sharing vision of national development in managing chemicals.
5. **Capacity building principle:** continually improving scientific understanding through exchange of scientific & technical knowledge, across agencies, nations and globally.
6. **Precautionary principle:** where there are threats of serious or irreversible damage, lack of full scientific certainty shall not be used as a reason for postponing cost-effective measures to prevent human and environmental harms.
7. **Risk & impact principle:** an environmental and human health risk and impact assessment shall be undertaken for that chemical transaction that are likely to have a significant adverse impact on the environment and are subject to a decision by the national competent authority.
8. **Innovation principle:** whenever chemical registration is under consideration, its (positive and negative) impact on innovation should be assessed and addressed.

## 6. Complying with General Safety Rules

Any person who engaged in the chemical transaction shall comply with the overall safety rules irrespective of size, location, or nature of chemicals. For these effects any responsible person shall;

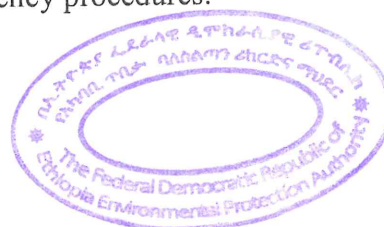
- a) Take chemical risk reduction and accident prevention, as well as effective emergency preparedness and response, priorities to protect human and animal health, the environment and property.
- b) Communicate and co-operate with other stakeholders on all aspects of accident prevention, preparedness, and response

## 7. Industrial Chemicals Registration

### 7.1. Application of Registration

Upon considering registration request, the Ministry of Industry shall consider the following information including but not limited to:

- a) physical and toxicological properties, production, and use of a chemical,
- b) effects on human health and the environment,
- c) Complying with laws, standards, and emergency procedures.



#### 7.4. Information required on National Chemicals Registry

The industrial chemical registry shall contain the following information but not limited,

- a) Registration number
- b) The scientific/chemical name
- c) The common or trade name of the chemical
- d) HS code
- e) CAS number
- f) Harmful characteristic category
- g) Intended uses
- h) Date of production and expiry
- i) Name and address of manufacturer
- j) Name and address of importer
- k) The volume/quantity of the chemical

#### 7.5. Reporting

- 1) All Competent Authorities involved in registration of chemicals shall submit their registered information to the Ministry of Industry. And the ministry shall feed the submitted information into the national registry.
- 2) The report shall contain the following information but not limited,
  - a) Permit, Competency certificate and licensing records
  - b) Chemicals registration data
  - c) Manufactured, imported, exported, and distributed statistics
  - d) International and national toxicological data, including human health and environmental effects;
  - e) Emergency preparedness, mitigation measures and response data
  - f) Inventory of stockpiled, unused, nearing to expire or expired, undistributed and stored.

#### 7.6. Management of Registry

1. The Ministry of Industry shall

- a) Ensure that all relevant information are submitted, registered and properly administered.



- h) If the chemical does not meet the standards and relevant regulation of the country
2. An application for competence certificate may be rejected, if the person who engaged in the transaction of restricted chemicals does not have technical and technological capacity.

#### 8.4. Renewal of the Competence Certificate

The certificate of competence issued shall be renewed every two years.

#### 8.5. Application Fee

Any person who applies for the competence certificate and special permit shall make the payment based on the relevant laws.

#### 8.6. Cancellation and Suspension of the Special Permit or Competence Certificate

Environmental Protection Authority may suspend or cancel the special permit or competence certificate of the person who is engaged in chemical transaction if the person fails to comply the relevant requirements of existing laws and this guideline.

#### 8.7. Inventory of Chemicals

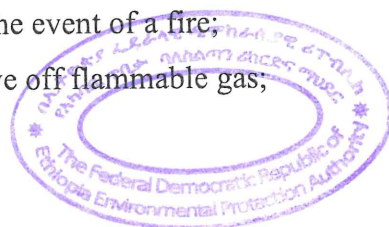
1. The Ministry of Industry shall conduct the inventory of industrial chemicals every five years after the first inventory conducted as per the rules of the industrial chemical registration and administration proclamation.
2. Any person who involves in the inventory shall have technical knowledge about the chemicals.
3. Upon conducting chemical inventories the following procedures shall be used;
  - a) Allocating ample time to conduct the inventory;
  - b) Having a plan to deal with potential explosives if they are found;
  - c) Working in pairs, it is best if one team does the entire inventory;
  - d) Making sure that areas of the inventory have adequate lighting;
  - e) Wearing appropriate personal protective equipment;
  - f) Providing accesses to a phone, eyewash and a safety shower;
  - g) Having a written response plan nearby in case of a spill or accident.
  - h) The expert who conducts the inventory shall hold an identification card and should state the purpose of his/her visit.



5. The label shall be durable and remain legible for the life of the decanted chemical;
6. The labelling information shall match with the chemical in the container.
7. If the chemical packaging is too small or oddly shaped to contain all relevant information, factories must apply
  - a) a label with abbreviations/symbols which are displayed on a chart in the area where the chemical is used;
  - b) a label attached to supporting apparatus; or
  - c) a swing tag.
8. Any person engaged in chemical transaction shall provide adequate training to all the workers handling chemical products on chemical labelling, GHS pictograms and hazard and precautionary statements.
9. When chemicals are transported in a single packaging transport label and hazard pictogram may appear on the same GHS label to represent the hazard and hazard pictogram
10. When the packaging does have both inner and outer packaging, inner packaging requires GHS labels and outer packaging requires additional transport mark.

## **9. Industrial Chemical Storage and Transportation**

1. The Industrial chemical storage shall meet the following requirements: -
  - a) Chemicals shall be stored in a manner that prevents the commingling or contact between incompatible chemicals and allows for inspection between containers to monitor leaks or spills.
  - b) The storage site shall have impermeable base material so that it can contain chemicals in case of accidental leakages or spills.
  - c) The store shall have adequate ventilation where volatile chemicals are stored.
  - d) Hazardous chemicals shall be stored under conditions specific to their inherent properties and characteristics to ensure safety.
  - e) Chemicals with typical properties and characteristics that are relevant include:
    - i. flammable liquids;
    - ii. flammable gases;
    - iii. toxic chemicals;
    - iv. corrosive chemicals;
    - v. chemicals that emit highly toxic fumes in the event of a fire;
    - vi. chemicals which, in contact with water, give off flammable gas;





- s) When chemicals are stored on racks and shelves, it is vital to ensure that the quantity stored does not exceed the recommended structural capacity of the shelves and racks.
  - t) Reference information or safety data sheets of all chemicals shall be kept in chemical store.
  - u) Appropriate fire extinguisher shall be kept in accessible and clearly marked locations.
  - v) First aid box and washing facilities shall be made available in or near the chemical store.
  - w) Recommended spill control materials shall be kept available
  - x) Any spills or leaks shall be cleaned up immediately, and chemical rundowns into sinks, floors, or storm water drains should be prevented.
2. Any person involved in transportation of industrial chemicals shall;
- a) Obtain a permit as of necessary
  - b) Possess approved vehicles and trained drivers
  - c) Comply with the requirements stated under SDS.
  - d) ensure that he/she has the necessary information on the chemical to be transported
  - e) have an emergency plan
  - f) have checked beforehand on the quantity, nature, integrity, and protection of the packaging and containers
  - g) Have containers for flammable liquids should specially constructed with spring-located caps and flame arresters in their spouts.
  - h) Only transfer flammable liquids in well-ventilated areas with the containers earthed and bonded.

## 10. Hazard Prevention and Risk Management

### 10.1. Identification of potentially hazardous situations

1. Any person who engaged in chemical transaction shall develop hazard management plan.
2. The identification of potential hazards and assessment of safety plan shall be undertaken at all stages
3. The potential release of chemicals shall be quantitatively evaluated to determine its impact and consequence.



5. The Emergency Response Group shall meet at such times and with such frequency as may be necessary to fulfill its duties and responsibilities.
6. In cases of emergencies such as accidental release of chemicals, the Emergency Response Group shall closely work with the authorized person and other relevant stakeholders to take rapid action to minimize or prevent possible risks.
7. Without prejudice to the provision of this article, the Emergency Response Group may adopt its own rules of procedures.
8. Where there is an emergency related to transaction of chemicals, the applicant or any person to whom approval was given shall, within twenty-four hours, inform the Emergency Response Group about the emergency providing the following information-
  - a) The circumstances of the accident,
  - b) The identity and quantity of the chemicals involved in the emergency,
  - c) Any available information about the possible adverse effects on the conservation and sustainable use of biological diversity, taking also into account risks to human health,
  - d) The mitigation measures taken, and
  - e) Any other relevant information.
9. Any person whom authorization was given shall use the following Risk Management approaches in the event of emergency
  - a) Report to the Emergency Response Group.
  - b) Inform and involve the local leadership to take charge of the area and create awareness to the population.
  - c) Isolate the area and provide adequate security to cordon off the affected place, if needed.
  - d) When appropriate, evacuate humans and animals that are within reach by the exposure case by case.
  - e) In the event where there are residual materials arising from chemicals, they must be collected and, when applicable, be destroyed by appropriate means.

## 11. Co-operation and Communication

The authority in collaboration with the Ministry of Industry shall develop schemes that create working relationship among diverse actors.

