Procedure for the electronic registration of chemical preparations in the National Registry of Chemical Products (NRCP)

For the electronic registration of chemical products in the NRCP, a software tool can be used so that the procedure can be performed electronically and the data can be uploaded to the General Chemical State Laboratory data base automatically. The software tool can be downloaded from our website and installed on your computer by following the relevant instructions (to download them click here) Forms are completed in accordance with the following guidelines. Required fields are marked in red

1. When running the program, five tabs (forms) appear:

The first three tabs (forms) contain data related to the company, while the other two data related to the products (substances or mixtures).

• Company data

• Additional data

• Contacts/Affiliations

• Chemical product data

• Chemical Composition

2. Select from the bar the top left button "new record" for the data entry concerning a certain company.

3. Complete the company name only once in the first tab .
4. Fill in the first three tabs with data related to the company itself.
   Note: In the first tab (company data) the initials IRS stand for Internal Revenue Service and refer to the relevant governmental tax bureau that your company belongs to.

In the second tab (additional data) the initials SSE stand for Study of Environmental Effect. Select depending on whether there is one or not.

5. Complete the fourth tab with information related to the product in concern (chemical substance or mixture). When the product is a **mixture**, the fields "Chemical name ", "CAS number" and "EC number" are not completed. When the product is a **chemical substance**, the field "Risk/ Precautionary measures (Reg. 1272/2008/EC)" must be completed starting on **1/12/2010**. For mixtures the field "Risk/ Precautionary measures (Dir 1999/45/EC)" must be completed, unless you choose to use Reg 1272/2008/EC for the classification of the product. In this case fill in the corresponding field. For **mixtures** the application of the Reg. 1272/2008/EC is **mandatory** starting on **1/6/2015**

Note: In the field "General Information" - intended uses are the uses described or recommended by the manufacturer for the said product. The most appropriate category is selected from the drop down list, which appears by pressing the arrow. This list is not exhaustive or limiting. If the product does not belong to any of the listed categories, you can specify yourself the category in which in your opinion belongs. Finally, in the field "container" fill in details on the packaging used (type, material, capacity/ volume), e.g. cylindrical container 0.5 L. If there is more than one kind of packaging, you should list them all, separated by commas.

Γλώσσα Αγγλικά

Company name

Company data | Additional data | Contacts | Chemical product data | Chemical composition

Chemical name　　　　　　　　　nomenclature according
Trade name　　　　　　　　　　**Common name**
CAS number　　　　　　　　　　**EEC/Einecs number**
　　　　　　　　　　　　　　☐ Preparation

Manufacturer　　　　　　　　　**Manufacturer's address**
Manufacturer's phone　　　　　**Manufacturer's fax**

General Info

Intended uses
Category　　　　　　　**Phys. state**　　　　**Container**

Risks / Precautionary Measures (Dir. 1999/45/EC)
Classification / Labelling
R Phrases
S phrases
Special phrases

Risks / Precautionary Measures (Reg. 1272/2008/EC)
Pictograms
Hazard statements
Precautionary statements
Special phrases

Add　　　Rec. 0

6. Complete the fifth tab (chemical composition), both when the product is a mixture and its registration in NRCP is mandatory, and when the product is a chemical substance found in the market with a trade name and its registration in NRCP is optional, but recommended. Right click on the column "chemical substance) and the menu appears (view, add, edit, delete) . Choose "add", fill in the table that comes up and proceed after pressing "OK". Follow the same steps with all constituents of the chemical mixture. In case you want to modify the data entered for a specific constituent, select from the menu "edit". If for reasons of confidentiality, you do not want to register the exact composition of the mixture, fill in the field "range" for each chemical constituent of the mixture. Note that information on the chemical composition of the mixtures provided should be at least the same with the one mentioned in the SDS (paragraph 3.2 of Annex II of Regulation 1907/2006/EC as amended and in force. It is also emphasized that in the present version of the software for NRCP, it is **mandatory** to fill in **all fields**, especially those on *CAS number, classification, labeling and chemical class*, regardless if your product is a mixture or a chemical substance marketed under a trade name.
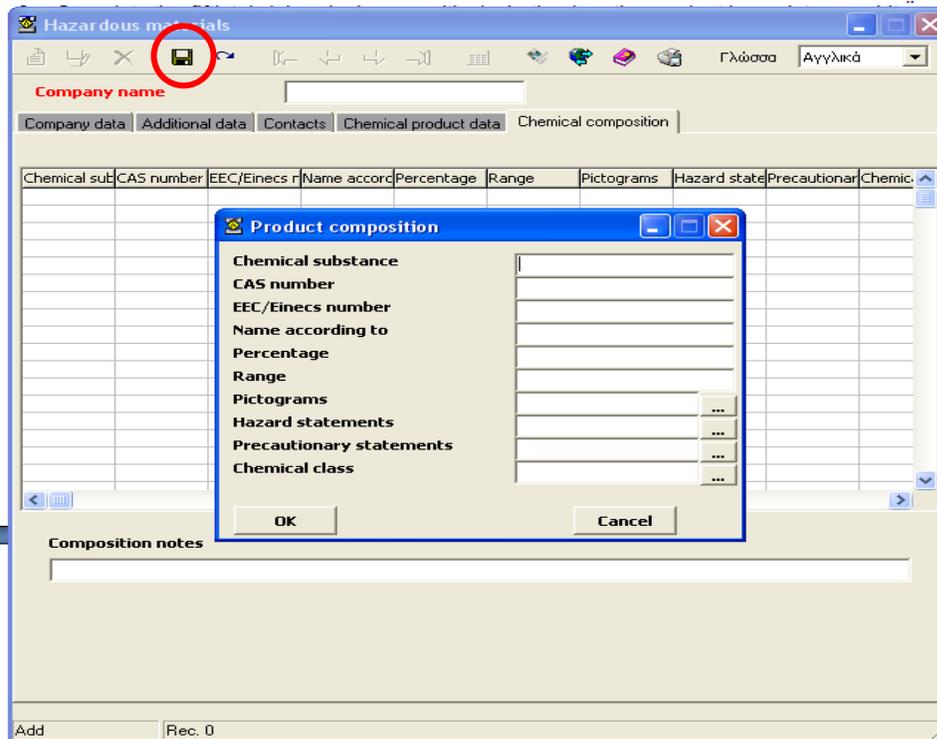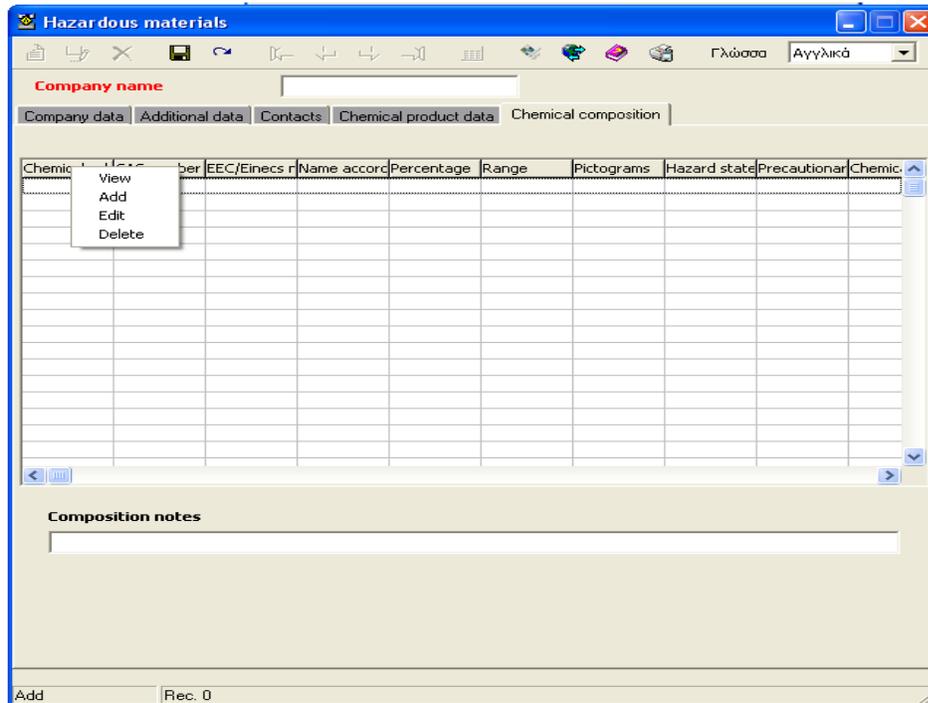
7. In the case of registering a product already registered in NRCP, for which there has been a change in the chemical composition and/or classification/labeling (keeping the same trade name), during the re- registration of the product, the product trade name should be cited together with the date of change of the composition and/or classification/labeling. This date should appear as a suffix next to the trade name, together with a distinctive element that appears on the packaging of

the product (e.g. lot number, batch number, production date or something similar), which will indicate the change in the composition and classification of the product (for example, Commercial Trade Name_mm/yy_lot #). In this version of the software in the "chemical composition" tab, there is space for comments ("composition notes"), where the above changes should also be mentioned.

8. If an already registered product changes its trade name (regardless of the composition / classification / labeling), during the new **compulsory** registration of this product in the space for comments ("composition notes"), which is found in "chemical composition" tab the trade name of already registered product should also be indicated.
<u>**CAUTION!**</u> The concentrations of the components are written as PLAIN NUMBER WITHOUT %! IF YOU NEED TO INSERT DECIMAL NUMBERS, USE THE **FULLSTOP (.)** AND NOT THE COMMA!

9. In order to store the data inserted press the button "Save data".

10. In order to change something that has already been inserted in the records, choose "Edit record", make the changes requested and then press the button "Save data".

11. To enter data for another chemical product, press the button "New record" and fill in only the fourth and fifth form. The first three forms do not need to be completed again, as long as the company name remains EXACTLY the same.

12. After having completed all possible data entries, the records can be printed (pressing the "Print" button). A detailed list of all registered products is recommended and should be kept by the company. In any case, by clicking on the "Record List" option, all registered products appear on the screen and access to their individual forms is granted.

13. The files **comp.gx_** and **prod.gxk** created when saving the records, along with the file **version.ini** (necessary for identifying the software version of the system) and the corresponding SDSs for each registered product are sent to the Directorate of Energy, Industrial and Chemical Products, Section B' of GCSL by email at emxp@gcsl.gr.