

## IMPAC HSNO INFORMATION FORM

Email back to your Impac contact person ([tere@impac.co.nz](mailto:tere@impac.co.nz)) or fax to 09 337 0595, attention Tere Strickland

**NB: Impac Test Certification Services do not cover Class 1 Explosives, Fireworks or Pesticides.**

**For Stationary Container Certification Impac certify existing underground systems holding class 3.1 liquids up to a maximum of 60,000 litres and existing LPG systems that hold a current PECPR certificate up to a maximum of 12,000 litres water capacity.**

Your Company's Details		
Company Name:		
Site ( <b>see note 1</b> ):		
Physical Address:		
Postal Address:		
Contact Name:		
Contact Details:	<i>Phone and/or mobile:</i>	
	<i>Email:</i>	
Brief description of operation:		
Current Status of Dangerous Goods Licence		
Have you previously held a DG licence renewed by ERMA?	Yes / No	Expiry Date ( <b>see note 2</b> ): Your ERMA Ref.No.:
<i>NB: We may ask you to send us a copy of the licence you are holding.</i>		
Hazardous Substances Held on Site		
Please <b>either</b> :		
<ul style="list-style-type: none"> <li>▪ list information for <b>each substance</b> in the table provided on <b>page 3</b>; or</li> <li>▪ email us a copy of your company/site hazardous substance register (<b>see note 3</b>)</li> </ul>		
HSNO requirements are different from the previous dangerous goods licences. Please read our guidance notes and terms / conditions on page 2.		
The guidance notes explain how to identify your substances to enable a correct assessment of HSNO requirements to be undertaken.		

**Notes**

**Note 1:** If there is more than one site then complete this information sheet for **each site** (as each site needs to be looked into *separately*).

**Note 2:** It is essential that you provide the end date of your existing (renewed) licence.

**Note 3:** You should already have a hazardous substance register to comply with the HSE Act. This should contain similar details as shown on page 3.

## Guidance Notes

1. The previously operating Dangerous Goods regime was non-specific to the exact substances that you are holding. It focused on “classes” of substances.
2. This has changed under HSNO. Now a much more focused system operates. The substances that you possess must first be reviewed **individually**. Combining the different quantities together into classes is done thereafter. This substance-specific focus can be a problem for many people if unfamiliar with the substance.
3. There are thousands of commercial chemical products and it is not always possible to identify a substance from the trade name. Therefore it is important to give the specific name of the substance where possible and all the HSNO hazard classifications. This information will be available from your chemical supplier.
4. Many chemicals you have may be “mixtures” rather than single-component substances. **Please list these mixtures, the Group Standard they belong to, and their full HSNO classifications.** (If you are unsure of the Group Standard and HSNO classifications ask your chemical supplier to give you the details).
5. HSNO regulations are fairly complex so it is critical that you provide us with correct information so that we can provide you with accurate compliance advice, in a timely manner. A correctly completed table will save you costs as our job will be much reduced!
6. We can help you if you have difficulties with completing the table. The ERMA website contains useful material for look-up ([www.ermanz.govt.nz](http://www.ermanz.govt.nz)). The information in the table (once completed) contains key information and should be kept by you for reference. This may be in the form of a ChemSafe® report.
7. What we review is “*where you stand*”, that is whether your organisation is required to hold test certificates for:
  - (i) your location; and
  - (ii) staff needing to be certificated Approved HandlersAlso, we advise if any of your substances are subject to tracking requirements.
8. It is important that the quantity you say you hold reflects the **maximum quantity** that can be on your site at any one time (i.e. the quantity “*that you want a certificate for*”). This is because we will be looking into threshold levels, substance by substance, on what you need, or don’t need, to hold in terms of certificates under HSNO.
9. When you hold substances (gas) in cylinders, please provide both the **number of cylinders** (knowing the cylinder size is handy too) and **also the net quantity** (kg or cu.m) of gas held per cylinder (your supplier may give you this quantity information, or else we will search for the data). Quantity information is needed because there are several sizes of cylinders in the market for the same gas and we don’t know what you are holding.

## Terms and Conditions

1. Impac warrants that it has the skills and experience to undertake this work in a professional manner. Upon reviewing your substances, we will inform you of your location certificate, approved handler and tracking requirements.
2. Impac charges **\$99 + GST** for this substance review service up to a maximum of 10 substances. If the review time is likely to exceed one hour, due to incomplete information or additional substances, we will inform you of the estimated cost before proceeding.
3. **Returning this form implies your acceptance of these terms and payment rate.**
4. Any advice or information provided in this communication is given following the best professional endeavours by Impac Solutions Ltd to ensure its accuracy and correctness. However Impac does not accept liability for any loss or damage suffered by any person resulting from the use of, or reliance on, this advice or information

**We look forward to being of service.**

