



Australian Government

Chemicals Business Checklist



Chemicals Business Checklist

Finding the right information quickly and easily when starting or growing your chemicals business can help your business become a success.

The aim of this checklist is to enable you to better understand the regulatory landscape in Australia and to **direct you to relevant information to help your chemicals business be compliant, safe and sustainable**. This checklist covers many of the issues that you may need to be aware of when operating a chemicals business.

© Commonwealth of Australia 2016

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission from the Commonwealth. Requests and enquiries concerning reproduction and rights should be addressed to the Department of Industry, Innovation and Science, GPO Box 9839, Canberra ACT 2601.

ISBN: 978-1-921916-67-0

This checklist may not cover all of the information relevant to your business in detail because businesses in the chemicals industry are diverse. It is designed to give an overview of business topics and to direct you to where you can find more detailed information. This checklist should not be used as your sole source of information. If you have any further questions or issues you will need to contact the relevant Commonwealth, State or Territory agency. Contact details of these agencies are provided at the end of this checklist.

The main sections of this checklist are:

- Understanding your chemicals and chemical products
- Manufacturing or importing new chemicals or chemical products
- Protecting yourself, your employees and third parties (public, volunteers, visitors and contractors)
- Transporting chemicals and chemical products to businesses or consumers
- Importing and exporting chemicals and chemical products
- Chemicals of security concern
- Illicit drug precursors
- Disposing of chemical waste

Please note that every effort has been made to ensure the information in this checklist is accurate. You should note however that this checklist is intended as a guide only, providing an overview of general information available for businesses in the chemicals industry. This checklist is not intended to be an exhaustive source of information and does not constitute legal advice. You should, where necessary, seek your own legal advice for any legal issue raised in relation to operating your business. If you are using a hard copy of this checklist it is possible that the content may have been updated since its initial publication. For the most up to date version of the Checklist, visit: www.industry.gov.au/ChemicalsChecklist.

Send feedback and comments to ChemicalsChecklist@industry.gov.au.

Introduction

This *Chemicals Business Checklist* has been developed as a supplement to the business.gov.au educational checklists “[Starting a Business](#)” and “[Growing a Business](#)”. It also draws on other materials on the business.gov.au website and makes reference to these resources.

This checklist is designed to assist you as a business to manufacture, supply and trade chemical and plastics products in Australia, and direct you to further detailed information where available.

This checklist does not cover issues such as the potential consequences that may arise if chemicals are used in an unsafe or improper manner.

How to use this checklist



Monitor your progress within each topic by ticking off each question as you complete it. Like a to-do list, this will show you which topics are complete and which topics are left to do.

Index

Certain information in this checklist is specific for certain types of chemicals. Please look for the icons below to determine which information in this checklist is specific to certain chemical types. **Where there is an ALL symbol, information should be considered as applicable to all chemical types.**



Agricultural and Veterinary



Therapeutic



Cosmetics



Chemicals for Food



Industrial



Information is applicable to all chemical types and uses

Contents

Understanding your chemicals and chemical products	8
<input type="checkbox"/> Do you know what types of chemicals or chemical products you are handling?	8
<input type="checkbox"/> Are you aware that you may have to deal with Commonwealth, State or Territory, and local governments when operating a chemicals and plastics business?	9
<input type="checkbox"/> Have you considered that you may need one or more licences to operate your business?	10
Manufacturing or importing chemicals or chemical products	11
<input type="checkbox"/> Do you know what kind of chemicals or chemical products you are manufacturing or importing?	11
<input type="checkbox"/> Do you know about the assessment and classification process that applies when you are manufacturing or importing chemicals or chemical products?	13
<input type="checkbox"/> Did you know that there may be restrictions on the use of chemicals or chemical products to manage the risks posed to public health, the environment, and work health and safety?	14
<input type="checkbox"/> Have you considered the properties of chemicals or chemical products you are making?	15
<input type="checkbox"/> Do you know what labelling or packaging requirements apply to your chemicals or chemical products?	16
<input type="checkbox"/> Are you aware of general product safety requirements?	17
Protecting yourself, your employees and third parties (public, volunteers, visitors and contractors)	18
<input type="checkbox"/> Do you know about your work health and safety (WHS) obligations?	18
<input type="checkbox"/> Have you provided all of the mandatory WHS information, processes and equipment for personnel in your workplace?	18
<input type="checkbox"/> Have you considered the level of exposure that you or your staff may have to chemicals?	19
<input type="checkbox"/> Are you planning to store chemicals or chemical products on site?	19
Transporting chemicals and chemical products to businesses or consumers	20
<input type="checkbox"/> Are you planning to transport chemicals and chemical products that may be classified as dangerous goods?	20

Importing and exporting chemicals and chemical products	22
<input type="checkbox"/> Are you aware that there are certain chemicals that are banned or restricted in Australia and in certain countries as well as prohibited from being exported, imported or manufactured?	22
<input type="checkbox"/> Do you know about the requirements for importing chemicals or chemical products?	24
<input type="checkbox"/> Do you know about the requirements for exporting chemicals, chemical products, or chemical manufacturing facilities and equipment?	25
Chemicals of security concern	26
<input type="checkbox"/> Have you considered that some chemicals may be used for unlawful purposes?	26
Illicit drug precursors	27
<input type="checkbox"/> Have you considered that some chemicals may be used in the manufacture of illicit drugs?	27
Disposing of chemical waste	28
<input type="checkbox"/> Is your waste hazardous?	28
<input type="checkbox"/> How can you reduce your waste?	28
<input type="checkbox"/> Do you know about the requirements for exporting and importing hazardous chemical waste?	29
Abbreviations	30
Glossary	31
Key Contacts	32

Understanding your chemicals and chemical products

-
- Do you know what types of chemicals or chemical products you are handling?
-

Different types of chemicals and chemical products are subject to different regulatory requirements and these requirements are often administered by different agencies. Chemicals and chemical products are regulated in five broad categories at a national level:

- Industrial chemicals, including ingredients in cosmetics and ingredients in products for domestic use, are regulated by the [National Industrial Chemicals Notification and Assessment Scheme \(NICNAS\)](#). 
- Agricultural and veterinary (agvet) chemicals e.g. pesticides and veterinary medicines are regulated by the [Australian Pesticides and Veterinary Medicines Authority \(APVMA\)](#). 
- Therapeutic products, including pharmaceutical drugs, are regulated by the [Therapeutic Goods Administration \(TGA\)](#). 
- Cosmetic products' ingredients are assessed through NICNAS but cosmetic products are regulated by the [Australian Competition and Consumer Commission \(ACCC\)](#). 
- Food ingredients, including additives, colourings, contaminants and vitamins, are regulated by [Food Standards Australia New Zealand \(FSANZ\)](#). 

Are you aware that you may have to deal with Commonwealth, State or Territory, and local governments when operating a chemicals and plastics business?

In Australia, different levels of government have different regulatory responsibilities within the national regulatory framework for chemicals and plastics. It is important to note that you may be required to interact with different levels of government if you are manufacturing, importing, supplying, exporting or disposing of chemicals. The roles and responsibilities at each level of government are broadly outlined below:

ALL

Commonwealth	<ul style="list-style-type: none"> • Registration (companies/products) • Permits and notifications (production/processing of chemicals) • Hazard and risk assessment of chemicals and chemical products • Implement international agreements and regulate international trade
States and Territories	<ul style="list-style-type: none"> • Risk management of chemical safety including: <ol style="list-style-type: none"> a) Control of use (agvet) b) Protection of public health c) Work health and safety d) Transport (by road and rail) and storage of dangerous goods e) Environmental protection (emissions and disposal)
Local	<ul style="list-style-type: none"> • Planning and waste disposal (from powers given to local governments by the relevant state)

Have you considered that you may need one or more licences to operate your business?

Business permits and licences are managed through the states and territories. Licence and permit requirements may vary between different jurisdictions.

ALL

Each state has a Business Licence Information Service (BLIS).

Contact details can be located on the [registrations and licences page](#) of the business.gov.au website.

Facility permits and annual notification requirements for the manufacture and processing of specific chemicals above certain threshold quantities are administered by the Commonwealth Government through the Australian Safeguards and Non-Proliferation Office (ASNO) within the Department of Foreign Affairs and Trade.

- In particular, check whether the chemical you are manufacturing or processing into a product or destroying (for waste disposal) is listed under Schedule 2 or 3 of the Chemical Weapons Convention and the threshold quantities that trigger permit requirements administered by ASNO.
- Also check whether the chemical you are manufacturing belongs to a class of chemical compounds called “discrete organic chemicals”. There is an annual past notification requirement to ASNO for production quantities above certain thresholds. For such purposes you need to register your company with ASNO.
- Contact details are available on the ASNO website (www.dfat.gov.au/cwco).

Please note that it is important to check with the relevant Commonwealth, State or Territory agencies about different licensing requirements placed on different chemical products before you start trading products.

Manufacturing or importing chemicals or chemical products

Do you know what kind of chemicals or chemical products you are manufacturing or importing?

All chemicals that are used in a workplace are subject to work health and safety (WHS) classification and labelling requirements. Chemicals and chemical products are further defined in Australia into the following categories:

1. **Agricultural chemical product** —

means a substance or mixture of substances that is a means of directly or indirectly:



- a) destroying (including attracting to destroy), stupefying, repelling, inhibiting or preventing a pest in relation to a plant, a place or a thing; or
- b) destroying a plant; or
- c) modifying the physiology of a plant so as to alter its natural development, productivity or reproductive capacity; or
- d) modifying the effect of another agricultural chemical product.

2. **Veterinary chemical product** —

means a substance or mixture of substances that:



- a) is a means of directly or indirectly:
 - i. preventing, diagnosing, curing or alleviating a disease or condition in an animal or an infestation of an animal by a pest in relation to that animal; or
 - ii. curing or alleviating an injury suffered by an animal; or
 - iii. modifying the physiology of an animal:
 - A. so as to alter its natural development, productivity or reproductive capacity; or
 - B. so as to make it more manageable; or

b) modifies the effect of another veterinary chemical product.

3. **Chemicals for therapeutic use** —

means use in, or in connection with:

a) preventing, diagnosing, curing or alleviating diseases, ailments, defects or injuries in humans; or

b) influencing, inhibiting or modifying physiological processes in humans; or

c) testing the susceptibility of humans to diseases or ailments;

and, without limiting this, includes use in, or in connection with, testing for pregnancy, contraception, prosthetics or orthotics.



4. **Food additive** —

means a chemical whose inclusion in food as a food additive is permitted under the Australia New Zealand Food Standards Code (as defined for the purposes of the *Food Standards Australia New Zealand Act 1991*).



5. **Industrial chemical** —

means a chemical that has an industrial use, **or a chemical that cannot be classified into one of the alternate categories (see categories 1–4 above)** including ingredients used in cosmetics products.



Definitions are those as indicated in Part 1, Section 7 of the [Industrial Chemicals \(Notification and Assessment\) Act 1989](#).

-
- Do you know about the assessment and classification process that applies when you are manufacturing or importing chemicals or chemical products?
-

Manufacturers and importers of **industrial chemicals** for commercial purposes must register their business with NICNAS regardless of the amount of industrial chemical involved.  Businesses are not required to be registered with NICNAS if they only use locally sourced chemicals to formulate products and a chemical reaction does not take place during the process.

The first step, if you are manufacturing or importing a chemical or chemical product, is to check whether the chemicals or ingredients in the chemical products are on the [Australian Inventory of Chemical Substances \(AICS\)](#). If they are on the AICS, the chemical may be manufactured in accordance with any relevant conditions. If the chemical or ingredients in the chemical products are not on the AICS, the chemicals may need to be notified to NICNAS before being manufactured.

Once you have considered the intended use of your products or ingredients you should check to see if there are any additional requirements placed on your product when it is manufactured, such as [labelling requirements or Safety Data Sheets](#) and whether there are any restrictions placed on the chemical under Commonwealth, State or Territory legislation.

Did you know that there may be restrictions on the use of chemicals or chemical products to manage the risks posed to public health, the environment, and work health and safety?

Some chemicals may have existing regulatory restrictions on their use and regulators may place new or additional restrictions or risk mitigation measures on some chemicals if assessment outcomes indicate that there are increased risks associated with their use.

For example, there are additional regulations placed on the manufacture, import, export and use of **agricultural and veterinary** (agvet) chemical products because of their large scale application to crops and land, which can have implications for food stocks and the environment. To understand if your agvet chemical products are subject to additional regulatory requirements you should consult the [manufacture, trade and supply](#) information on the APVMA website.



In order to manufacture **veterinary products** in Australia, you are required to demonstrate compliance with the APVMA's requirements for [good manufacturing practice](#). This includes Manufacturing Principles and the associated [Australian Code of Good Manufacturing Practice for Veterinary Chemical Products \(GMP\)](#). Compliant businesses will be issued a licence by the APVMA.



For **consumer chemical products** including cosmetics, the [Standard for the Uniform Scheduling of Medicines and Poisons \(SUSMP or also called the Poisons Standard\)](#) lists chemicals with restrictions or prohibitions (i.e. controls on manufacture, supply, distribution, possession, sale or use) to be adopted through relevant state and territory legislation. The SUSMP also provides model provisions for labelling, containers, storage and possession of chemicals, which are intended to be adopted by states and territories, according to local requirements and local law.

For consumer products, the ACCC has specific [bans and restrictions for household chemicals in consumer products](#).

Have you considered the properties of chemicals or chemical products you are making?

The [Hazardous Substances Information System](#) is an online resource that allows you to search for information and access a list of classified substances contained in the database. However, note that the database does not contain information on all chemicals.

ALL

The [OECD eChemPortal](#) provides information on the scientific properties and behaviours of different types of chemicals as well as their level of toxicity. The portal also contains valuable information relating to chemical hazards and risk information.

Do you know what labelling or packaging requirements apply to your chemicals or chemical products?

A number of government bodies regulate the different labelling and packaging requirements for products based on their intended use. For example, chemicals that are in cosmetic products for public use are regulated differently to those intended for industrial application. **Appropriate labelling and packaging is important so that individuals handling your products understand the potential risks associated with your products.**

- **Industrial chemicals** — refer to Safe Work Australia’s [labelling information for hazardous chemicals in the workplace](#). 
- **Consumer chemical products** — must comply with the [poisons scheduling arrangements as adopted by each state and territory](#).
- **Cosmetic products** — information is available on: labelling requirements for [cosmetics and toiletries](#); and prohibitions or restrictions for cosmetic ingredients in [the Poisons Standard](#) and [the Cosmetics Standard](#). 
- **Agricultural and veterinary chemical products** — refer to the [APVMA labelling and packaging requirements](#). 
- **Additives to food** — refer to the [FSANZ requirements](#). 

You should also make sure that your labelling and packaging practices are compliant with the [trade measurement requirements](#) for prepackaged articles.

There are specific, internationally recognised labelling and packaging requirements for the transport of dangerous goods (see glossary for definition/classification of dangerous goods). Requirements are specified in the:

- [Australian Dangerous Goods Code](#) (7th edition) for road and rail transport — these are regulated by each state or territory
- [International Maritime Dangerous Goods Code](#) for sea transport — this is regulated by the Australian Maritime Safety Authority (AMSA)
- [International Civil Aviation Organization \(ICAO\) Technical Instructions for the Safe Transport of Dangerous Goods by Air](#) for air transport — this is regulated by the Civil Aviation Safety Authority (CASA)

Are you aware of general product safety requirements?

If you are supplying, manufacturing or importing chemical products, you have an important role to play in ensuring that products meet [safety standards](#) and that unsafe goods do not go on to the market. It is important that you undertake all necessary actions to minimise the likelihood of injury, illness or death as a result of the use or misuse of the product.

ALL

Protecting yourself, your employees and third parties (public, volunteers, visitors and contractors)

-
- Do you know about your work health and safety (WHS) obligations?
-

If you operate a business, you are required to follow [work health and safety \(WHS\) laws](#). You can find out about your obligations and the relevant authority for your state or territory in which you operate your business from the [WHS page on the business.gov.au site](#).

ALL

-
- Have you provided all of the mandatory WHS information, processes and equipment for personnel in your workplace?
-

Work health and safety regulations require manufacturers or importers of hazardous chemicals to prepare a [Safety Data Sheet \(SDS\)](#) for users' reference. This is a key source of information to ensure that staff and other users undertake all the necessary precautions to use the product safely.

ALL

While an SDS provides information about the properties of chemical products, it is your responsibility to ensure that you provide the necessary information, processes and equipment in your workplace to mitigate risks and respond to incidents. This may include substitution for a safer product, engineering or administrative controls, the availability of personal protective equipment (PPE) or emergency eye wash and shower equipment.

Have you considered the level of exposure that you or your staff may have to chemicals?

Work health and safety (WHS) laws require any person conducting a business or undertaking to manage risks from exposure to hazardous chemicals. WHS laws also provide a maximum level at which any worker may be exposed to some chemicals in the workplace. These limits are called Workplace Exposure Standards for Airborne Contaminants. Guidance on interpretation of workplace exposure standards and a list of mandatory exposure standards is available from the [Safe Work Australia website](#) and from the [Hazardous Substances Information System \(HSIS\)](#). **ALL**

Are you planning to store chemicals or chemical products on site?

If you are planning to store large amounts of chemicals on your site, the site may be classified as a [Major Hazard Facility \(MHF\)](#). If your workplace is classified as an MHF there are additional planning and reporting arrangements that you need to undertake. **ALL**

Major Hazards Facilities information and guidance has been developed by Safe Work Australia. There are also storage and handling requirements for chemicals under state and territory legislation. Contact the relevant WHS regulator in your state or territory for more information. A list of relevant regulators and contact details are available at the end of this checklist.

Transporting chemicals and chemical products to businesses or consumers

Are you planning to transport chemicals and chemical products that may be classified as dangerous goods?

There are specific provisions for the transport of dangerous goods (see glossary for definition/classification of a dangerous good). The relevant provision will depend on what mode of transport is being used:

ALL

Road and Rail Transport

The [Australian Dangerous Goods Code](#) (7th edition) applies to road and rail transport of dangerous goods and includes information on:

- Classification
- Packaging
- Documentation, marking and labelling
- Segregation
- Emergency information and a range of other provisions.

If you are transporting large quantities by road or rail, you may need a dangerous goods driver's licence and a licensed dangerous goods vehicle. These licences are issued by state and territory agencies.

Transport by Sea

If the chemical product is classified as a dangerous good and being transported by sea, it will need to comply with the [International Maritime Dangerous Goods Code](#). This is regulated by the Australian Maritime Safety Authority (AMSA).

Transport by Air

If the chemical product is classified as a dangerous good and being transported by air, it will need to comply with the [International Civil Aviation Organization \(ICAO\) Technical Instructions for the Safe Transport of Dangerous Goods by Air](#) for classification, packing, packaging, marking, labelling and documentation. Training requirements also apply. This is regulated in Australia by the Civil Aviation Safety Authority (CASA).

Importing and exporting chemicals and chemical products

For general information on preparing to import or export products, you should refer to the [importing and exporting page at business.gov.au](#).

-
- Are you aware that there are certain chemicals that are banned or restricted in Australia and in certain countries as well as prohibited from being exported, imported or manufactured?
-

Some chemicals are restricted or prohibited from being imported, manufactured or exported to, in or from certain countries around the world because of their risk to public health and the environment, or the potential for use in chemical weapons programs. The [United Nations Security Council \(UNSC\) sanctions regimes and Australian autonomous sanctions](#) may also prohibit the import, manufacture or export of certain chemicals. It is important that you are aware of which chemicals and which countries such restrictions apply to.

ALL

Australia is a signatory to a number of international conventions and participates in trade agreements and export control regimes which create obligations and restrictions for Australia:

- [The Stockholm Convention](#) — protects human health and the environment from persistent organic pollutants through committing governments to a range of measures aimed at reducing and ultimately eliminating their releases.
- [The Rotterdam Convention](#) — lists chemicals and pesticides which require prior informed consent before they are traded.
- [Chemical Weapons Convention \(CWC\)](#) — bans the development, production, possession and use of chemical weapons, and requires the destruction of existing weapons. You should refer to the [CWC Guide for Australian Industry Producing, Using or Trading Chemicals](#) for further information.
- The UNSC sanctions regimes in relation to Iran and the Democratic People's Republic of Korea (DPRK) prohibit the supply of proliferation-sensitive goods and the provision of related sanctioned services. The UNSC sanctions regimes and Australian autonomous sanctions in relation to other sanctioned countries prohibit the unauthorised supply of military items and related services, and [may be applicable to the export of certain chemicals](#). The supply of sanctioned goods and related services is prohibited unless authorised by the Minister for Foreign

Affairs. [The Department of Foreign Affairs and Trade](#) is the relevant regulator for sanctions.

- The [Australia Group](#) lists chemical weapons precursors and dual-use chemical manufacturing facilities and equipment which may be subject to export controls. The Australia Group is an international export control regime chaired by Australia which seeks to ensure that exports do not contribute to the development of chemical or biological weapons.

The export of any item listed on the [Defence and Strategic Goods List \(DSGL\)](#) is prohibited, unless permission has been granted prior to export. [Defence Export Controls \(DEC\)](#) is responsible for administering and updating the DSGL and has delegated authority from the Minister for Defence to grant permission to export DSGL-controlled goods.



A detailed summary of Australia's international position in relation to **agricultural or veterinary chemical products** can be found at the [Department of Agriculture and Water Resources' website](#).

Work health and safety laws prohibit or restrict the use of some chemicals. Refer to the list of restricted or prohibited chemicals in the [WHS regulations](#). For more information, contact the relevant WHS agency in your state or territory. A list of these contacts is available at the end of this checklist.

Do you know about the requirements for importing chemicals or chemical products?

All importers of relevant industrial chemical products must [register their business with NICNAS](#) regardless of the amount of industrial chemical involved. This includes importers of bulk chemicals as well as packaged cosmetic, consumer, industrial and commercial products.



The first step, if you are importing a chemical or chemical product, is to check whether the chemical is on the [Australian Inventory of Chemical Substances \(AICS\)](#). If it is on the AICS, the chemical may be imported in accordance with any relevant conditions. If the chemical is not on the AICS, the chemical may need to be notified to NICNAS before importation.

Work health and safety laws impose the same duties on importers as those on Australian manufacturers including the duty to classify and label chemicals. For more information refer to the WHS regulations in your state or territory. A list of WHS agencies and contact details are at the end of this checklist.

Unless otherwise specified, all imported **agricultural and veterinary** chemical active constituents and chemical products must be [approved or registered with the APVMA](#), or receive [import consent](#), prior to their importation into Australia.



All chemicals listed in the Schedules of the [Chemical Weapons Convention \(CWC\)](#) require an import permit from the [Australian Safeguards and Non-Proliferation Office \(ASNO\)](#).

Importing chemicals from countries subject to the [United Nations Security Council \(UNSC\) sanctions regimes or Australian autonomous sanctions](#) may be prohibited without authorisation from the Minister of Foreign Affairs. For more information, contact the [Department of Foreign Affairs and Trade](#).

Do you know about the requirements for exporting chemicals, chemical products, or chemical manufacturing facilities and equipment?

If you are planning to export chemicals and chemical products from Australia to another country you may be required to meet certain requirements within both Australia and the destination country. For example, potentially hazardous products will be required to meet all relevant labelling and packaging requirements before they are eligible to be exported. This includes providing a Safety Data Sheet (SDS) with the product to be exported.

If you are exporting to another country and you want to find out about Globally Harmonised System of Classification and Labelling of Chemicals (GHS) labelling requirements in that country you can refer to the [Asia-Pacific Economic Cooperation GHS Reference Exchange and Tool \(G.R.E.A.T\)](#). This tool enables you to translate Australian GHS labels or pictograms into their local equivalent or the local language in other Asia Pacific countries.

For **agricultural and veterinary chemical products** many countries have importing requirements which the APVMA may be able to assist with through issuing an [export certificate for registered products](#). If you are exporting an unregistered agvet chemical product then you need to apply to the APVMA for an [export permit](#) to transport your product to the border.



If the chemical or chemical product is classified as a dangerous good and is being transported by sea it will need to comply with the [International Maritime Dangerous Goods Code \(IMDG\)](#). These requirements are regulated by the Australian Maritime Safety Authority (AMSA).

If the chemical or chemical product is classified as a dangerous good and is being transported by air it will need to comply with the [International Civil Aviation Organization \(ICAO\) Technical Instructions for the Safe Transport of Dangerous Goods by Air](#). These requirements are regulated by the Civil Aviation Safety Authority (CASA).

All chemicals, chemical manufacturing facilities, equipment and components (as well as test, inspection or protective equipment) which are listed on the [Defence and Strategic Goods List \(DSGL\)](#) require a permit from [Defence Export Controls \(DEC\)](#) before the item can be exported from Australia.

Exporting chemicals to countries subject to the [United Nations Security Council \(UNSC\) sanctions regimes or Australian autonomous sanctions](#) may be prohibited without authorisation from the Minister of Foreign Affairs.

Chemicals of security concern

- Have you considered that some chemicals may be used for unlawful purposes?
-

Some [chemicals can be used to make explosives or weapons](#). As a business owner it is your responsibility to be aware of this threat and be vigilant in monitoring who has access to your chemical supplies. A [National Code of Practice for Chemicals of Security Concern](#) has been developed to assist businesses in handling products containing chemicals of security concern.

ALL

Australia is a signatory to the [Chemical Weapons Convention \(CWC\)](#); an international treaty that bans the development, production, possession and use of chemical weapons, and requires the destruction of existing weapons. Some chemicals produced or used for normal industrial, medical or research activities can also have applications in the manufacture of chemical weapons. You should refer to the [CWC Guide for Australian Industry Producing, Using or Trading Chemicals](#) for further information.

The chemical and biotechnology industries may be targeted as a source of materials for chemical and biological weapons programs. Some chemicals, chemical manufacturing facilities, equipment and components (including test, inspection or protective equipment) have a commercial use but may also be used in a chemical or biological weapons program. [Defence Export Controls \(DEC\)](#) regulates the export of certain chemicals, chemical manufacturing facilities, equipment and components. Contact DEC for advice if you suspect your product or item is being used in a weapons program.

The Australian Security Intelligence Organisation's (ASIO) Business Liaison Unit (BLU) administers a [secure website](#) on a free subscription basis. The website contains information about the domestic and international security environment. In addition to facilitating the direct dissemination of ASIO information to Australian businesses, the BLU provides businesses with a point of contact for the Australian intelligence community and notification of upcoming security presentations and events.

Illicit drug precursors

-
- Have you considered that some chemicals may be used in the manufacture of illicit drugs?
-

Certain chemicals can be used in the manufacture of illicit drugs. These are generally known as 'precursors'.

ALL

Possession, import and export of certain precursors is subject to Commonwealth, state and territory legislation. You have a responsibility to ensure you are not committing an offence and that you obtain the correct permits before handling these substances.

The Plastics and Chemicals Industries Association (PACIA) and Science Industry Australia (SIA) have developed the [Code of Practice for Supply Diversion into Illicit Drug Manufacture](#). The Code of Practice outlines procedures for secure storage, sales monitoring, record keeping and reporting around precursor chemicals. While the Code itself is voluntary, you should be aware that some of the procedures described in the Code are also set out in state and territory legislation.

The police services in each state and territory monitor and investigate the diversion of chemicals and equipment for illicit purposes and provide central points of contact for the chemical industry. You should refer to the relevant police chemical diversion contact for more information. These contacts are listed at the end of this checklist.

Certain narcotic, psychotropic and precursor substances are controlled under Customs legislations and require [import or export licences from the Department of Health](#).

Disposing of chemical waste

Is your waste hazardous?

If you are not sure if your waste products are considered to be hazardous for the purpose of domestic disposal, you should refer to the relevant state and territory government.

ALL

If you are not sure if your waste products are considered to be hazardous for the purpose of export or import, you should refer to the [Department of the Environment and Energy](#) for definitions and more detailed guidance.

Disposal of chemicals is considered a workplace use and [WHS regulations](#) apply to the handling of waste.

How can you reduce your waste?

Increasingly, businesses are considering sustainable options for the recycling of waste and reducing their waste output. There is a growing industry in the design and implementation of innovative methods for waste disposal and recycling. You should make yourself aware of any potential use for your waste products.

ALL

For general information about environmental management practices, licensing and assistance in developing an environmental management plan refer to [business.gov.au](#).

Waste management and storage is the responsibility of the state and territory governments. Each state or territory has an environmental protection authority (EPA) or equivalent which should be your primary point of contact. A list of contact details for the EPA of each state and territory is listed in [Key Contacts](#).

[Responsible CARE®](#) is an initiative developed by PACIA. It is a self-assessment program which is designed to help businesses implement and measure sustainable business practices at all stages of their product's lifecycle.

Do you know about the requirements for exporting and importing hazardous chemical waste?

Australia is a signatory to the [Basel Convention and related agreements](#) which may prohibit or restrict the transboundary movement of hazardous chemical waste. Australia implements its obligations under these agreements through the *Hazardous Waste (Regulation of Exports and Imports) Act 1989* and associated regulations. [A permit is required](#) before hazardous waste is exported from, transmitted through, or imported into, Australia.

ALL

Abbreviations

Abbreviation	Name or Phrase
ACCC	Australian Competition and Consumer Commission
AGVET	Agricultural and Veterinary (Chemicals and Chemical Products)
AICS	Australian Inventory of Chemical Substances
APVMA	Australian Pesticides and Veterinary Medicines Authority
ASNO	Australian Safeguards and Non-Proliferation Office
DEC	Defence Export Controls
DSGL	Defence and Strategic Goods List
FSANZ	Food Standards Australia New Zealand
GHS	Globally Harmonised System of Classification and Labelling of Chemicals
MHF	Major Hazard Facility
NICNAS	National Industrial Chemicals Notification and Assessment Scheme
OECD	Organisation for Economic Co-operation and Development
PACIA	Plastics and Chemicals Industries Association
SDS	Safety Data Sheet
TGA	Therapeutic Goods Administration
UNSC	United Nations Security Council
WHS	Work Health and Safety

Glossary

Word	Description
Article	Articles are defined in a similar but not identical manner in different legislation. In general, an article is an object whose shape, surface or design determines its functions or hazard properties to a greater degree than does its chemical composition.
Chemical	A substance or compound produced by or used in a chemical process.
Cosmetic	A substance or preparation intended for placement in contact with any external part of the human body including teeth and in the mouth, with a view to changing the body odour, cleaning, maintaining or protecting it, perfuming or altering the body's appearance.
Dangerous Goods	For the detailed definition/classification of dangerous goods, refer to Chapter 2 of the Australian Dangerous Goods Code (7th Edition).
Hazard	Anything (including work practices or procedures) that has the potential to harm the environment or the health or safety of a person.
Hazardous Waste	For the definition of hazardous waste visit the website of the relevant environmental protection authority in your state or territory. The Department of the Environment and Energy provides a definition of hazardous waste for the purposes of transboundary movements.
Label	Directions and information for using the product, which are attached to the product or its container. Different labelling and packaging requirements apply to products based on their intended use.
Plastic	Any of a group of synthetic or natural organic materials which may be shaped when soft and then hardened, including many types of resins, resinoids, polymers, cellulose derivatives, casein materials, and proteins.
Poison	An ingredient, compound, material or preparation which may cause death, illness or injury and includes any ingredient, compound, material or preparation referred to in a schedule to the current Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP) .
Risk Assessment	Risk assessment identifies substantive risks and estimates the level of risk based on a combination of the likelihood and consequences of potential harm.
Risk Management	Risk management evaluates risks that may warrant control measures and determines the appropriate conditions to manage risk.

Key Contacts

National Policy Development

Policy Area	Department	Contact
Chemical Security	Attorney-General's Department (AGD) — Chemical Security	(02) 6141 6666
Agricultural and Veterinary Chemicals	Department of Agriculture and Water Resources	(02) 6272 3933
Workplace Relations	Department of Employment	1300 363 079
Trade, International Security and Sanctions	Department of Foreign Affairs and Trade (DFAT) <ul style="list-style-type: none"> • DFAT — Trade and Investment • DFAT — Global Security • DFAT — Sanctions Regimes 	(02) 6261 1111
Public Health	Department of Health — Office of Chemical Safety (OCS)	1800 020 103
Transport	Department of Infrastructure and Regional Development National Transport Commission	(02) 6274 7111 (03) 9236 5000
Chemicals Management Hazardous Waste	Department of the Environment and Energy <ul style="list-style-type: none"> • Chemical Management and Standards • Hazardous Waste 	(02) 6274 1111
Trade Measurement Requirements for Prepackaged Goods	National Measurement Institute	1300 686 664
Work Health and Safety	Safe Work Australia	(02) 6121 5317

Commonwealth Regulatory Assessment

Chemical Type	Agency	Contact
Cosmetics	Australian Competition and Consumer Commission (ACCC)	1300 302 502
Agricultural and Veterinary Chemicals	Australian Pesticides and Veterinary Medicines Authority (APVMA)	(02) 6210 4701
Importing chemicals in the Schedule of the Chemical Weapons Convention	Australian Safeguards and Non-Proliferation Office	(02) 6261 1920
Exporting controlled chemicals, manufacturing facilities, equipment and components	Defence Export Controls	1800 661 066 exportcontrols@defence.gov.au
Drug import and export licensing	Department of Health	(02) 6289 2686
Exporting and importing hazardous waste	Department of the Environment and Energy <ul style="list-style-type: none"> • Hazardous Waste 	hwa@environment.gov.au
Chemicals in food	Food Standards Australia New Zealand (FSANZ)	(02) 6271 2222
Industrial chemicals (including cosmetic ingredients)	National Industrial Chemicals Notification and Assessment Scheme (NICNAS)	1800 638 528
Therapeutic products	Therapeutic Goods Administration (TGA)	1800 020 653

Consumer Affairs

State/Territory	Agency	Contact
ACT	Access Canberra	13 22 81
NSW	NSW Fair Trading	13 32 20
NT	Northern Territory Consumer Affairs	(08) 8999 1999 1800 019 319
QLD	Office of Fair Trading	13 74 68
SA	Consumer and Business Services	131 882
TAS	Consumer Affairs & Fair Trading (Department of Justice)	1300 654 499
VIC	Consumer Affairs Victoria	1300 558 181
WA	Department of Commerce (Consumer Protection)	1300 304 054

Location	Agency	Contact
Commonwealth	Australian Competition and Consumer Commission	1300 302 502

Control of Use (agvet)

State/Territory	Agency	Contact
ACT	Environment and Planning Directorate	13 22 81
NSW	Department of Primary Industries	(02) 6391 3100
NT	Department of Primary Industry and Fisheries	(08) 8999 5511
QLD	Department of Agriculture and Fisheries	13 25 23
SA	Primary Industries and Regions SA (Biosecurity SA)	(08) 8207 7983
TAS	Department of Primary Industries, Parks, Water and Environment	1300 368 550
VIC	Economic Development, Jobs, Transport and Resources	136 186
WA	Department of Agriculture and Food	(08) 9368 3333

Poisons Information

State/Territory	Name	Contact
Nationwide Poisons Information Hotline	ACT Health	13 11 26
	NSW Poisons Information Centre	
	NT Medicines & Poisons Control	
	Queensland Poisons Information Centre	
	South Australia	
	Tasmania	
	Victorian Poisons Information Centre	
	Western Australian Poisons Information Centre (WAPIC)	
Poisons controls in each state and territory (adoption of the SUSMP)	List of state and territory authorities for advice on the implementation of the SUSMP	

Public Health – State and Territory Agencies

State/Territory	Agency	Contact
ACT	ACT Health – Pharmaceutical Services	13 22 81
NSW	NSW Department of Health –Pharmaceutical Services	(02) 9391 9944
NT	Northern Territory Government Department of Health – Poisons Control	(08) 8922 7341
QLD	Queensland Health – Health Protection Unit	(07) 3328 9310
SA	SA Health – Medicines and Technology Policy and Programs	(08) 8204 1944
TAS	Tasmania Department of Health and Human Services – Pharmaceutical Services	1300 135 513
VIC	Victorian Government Health Information – Drugs and poisons regulation	dpcs@dhhs.vic.gov.au
WA	Western Australia Department of Health – Pharmaceutical Services Branch	(08) 9222 6883

Work Health and Safety

State/Territory	Agency	Contact
ACT	WorkSafe ACT	(02) 6207 3000
NSW	WorkCover NSW	13 10 50
NT	NT WorkSafe	1800 019 115
QLD	Workplace Health and Safety Queensland	1300 362 128
	WorkCover Queensland	1300 362 128
SA	Return to Work SA	13 18 55
	Safework SA	1300 365 255
TAS	WorkSafe Tasmania	1300 366 322
VIC	WorkSafe Victoria	(03) 9641 1444
WA	WorkSafe	1300 307 877
	WorkCover WA	(08) 9388 5555

Location	Agency	Contact
Commonwealth	Safe Work Australia	(02) 6121 5317

Transport

Location	Name	Contact
Commonwealth (Roads and Rail)	National Transport Commission (NTC)	(03) 9236 5000
Marine	Australian Maritime Safety Authority (AMSA)	(02) 6279 5000
Aviation	Civil Aviation Safety Authority (CASA)	dg@casa.gov.au

Environmental Protection (Including Waste Disposal and Recycling)

Location	Agency	Contact
ACT	Environment Protection Authority	13 22 81
NSW	NSW Environment Protection Authority	(02) 9995 5555
NT	Northern Territory Environment Protection Authority	(08) 8924 4218
QLD	Department of Environment and Heritage Protection	13 74 68
SA	Environment Protection Authority	(08) 8204 2004
TAS	Environment Protection Authority	(03) 6165 4599
VIC	Environment Protection Authority Victoria	1300 372 842
WA	Environmental Protection Authority	(08) 6145 0800

Customs and Border Protection

Location	Agency	Contact
National	Department of Immigration and Border Protection	131 881
National	Department of Agriculture and Water Resources — Biosecurity	1800 900 090

Police Chemical Diversion

Location	Agency	Contact
ACT	Australian Capital Territory Policing, Drug Investigation Team	(02) 6256 7777
NSW	New South Wales Police Force, Chemical Operations	(02) 8835 9852
NT	Northern Territory Police Force, Drug and Organised Crime Division	(08) 8922 3169
QLD	Queensland Police Service, Chemical Diversion Desk	(07) 3364 6166
SA	South Australia Police Department, Chemical Diversion Desk	(08) 8172 5182
TAS	Southern Drug Investigation Services	(03) 6173 2691
VIC	Victoria Police, Chemical Diversion Desk	(03) 8690 2262
WA	Western Australia Police, Chemical Diversion Desk	(08) 9223 3662

Local Government

Association	Description	Contact
Australian Local Government Association (ALGA)	ALGA represents 560 local councils across Australia on national bodies and ministerial councils.	(02) 6122 9400

Industry Associations

Association	Description	Contact
Accord Australasia	Accord Australasia is the peak national industry association representing manufacturers and marketers of hygiene, cosmetic and specialty products, their raw materials suppliers and service providers.	(02) 9281 2322
Australasian Institute of Dangerous Goods Consultants (AIDGC)	The AIDGC is an industry body which educates, promotes, advises and consults on the safe storage and handling of dangerous goods.	
Australian Paint Manufacturers' Federation (APMF)	The APMF represents paint and ink manufacturing companies operating across Australia.	(02) 9876 1411
Australian Trucking Association (ATA)	The ATA represents trucking operators and include members from logistics companies, transport industry associations and businesses.	(02) 6253 6900
CropLife Australia	CropLife Australia represents the agricultural chemical and biotechnology (plant science) sector in Australia.	(02) 6230 6399
Plastics and Chemicals Industries Association (PACIA)	PACIA is the national body representing the Australian chemistry industry.	(03) 9611 5400
Veterinary Manufacturers and Distributors Association (VMDA)	The VMDA is the national body representing the animal health industry.	vmda@vmda.com.au
Vinyl Council of Australia (VCA)	The VCA acts as the peak organisation representing the Australian PVC, or vinyl, value chain. Our members are drawn from across the supply chain of the vinyl industry in Australia, representing a wide range of products.	(03) 9368 6171

Trade Unions

Location	Union	Contact
National	Australian Council of Trade Unions	1300 362 223
National	Australian Manufacturing Workers' Union	1300 732 698
National	Australian Workers' Union	1300 885 653
National	National Union of Workers	1300 275 689
VIC	Victorian Trades Hall Council	(03) 9659 3511

Consumer Groups

Group	Description	Contact
Choice	Choice is a consumer advocacy group and aims to protect and assist consumers through changes to laws and industry behaviour.	1800 069 552
National Toxics Network (NTN)	The NTN is a community based network representing various non-governmental organisations at international fora for chemicals. The NTN supports communities involved in hazardous waste management, pesticides and environmental health issues.	(02) 6687 1527
Public Health Association of Australia (PHAA)	The Public Health Association Australia seeks better population health outcomes based on prevention, the social determinants of health and equity principles.	(02) 6285 2373

Professional Associations

Association	Description	Contact
Australian Institute of Occupational Hygienists (AIOH)	The Australian Institute of Occupational Hygienists Inc (AIOH) is Australia's premier professional association representing the interests of occupational hygienists. Our mission is to advance the knowledge, practice and standing of occupational health and occupational hygiene to promote and preserve the health and wellbeing of Australian workers.	(03) 9338 1635
Royal Australian Chemical Institute (RACI)	RACI advocates the importance of chemistry to the public and all levels of education, industry and government.	(03) 9328 2033

Industry

Group	Description	Contact
Victorian Centre for Sustainable Chemicals Manufacturing (VCSCM)	The VCSCM is a consortium of academic, government and industry organisations. It provides the tools, training and links to research in green chemistry and engineering to enable the accelerated transition to sustainable products and processes across the manufacturing sector.	(03) 9902 0283