



How to declare your mixtures to the Poison Centre using the Excel worksheet

POISON CENTRE

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<https://www.antigifcentrum.be/bedrijven/english>

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**How to declare
your mixtures
to the Belgian Poison Centre
using
the Excel worksheet**

(EDF 2)

You can find this trilingual worksheet
(NL, FR, EN)
on our website :

<https://www.centreatipoisons.be/entreprises>

How to declare your mixtures to the Poison Centre using the Excel worksheet

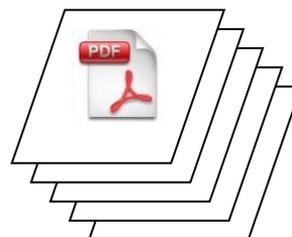
YOUR DECLARATION INCLUDES:

An EDF declaration
worksheet (Excel file)



For each mixture declared:
one or more documents

EDF 2.0 DANG: Excel file to be completed and sent, with corresponding files attached, to depot@poisoncentre.be								
Identification					Provided Documents (names of attached files)			
Trade Names	Manufacturer Product Code	Professional use only	Mixture classified as hazardous on the basis of Regulation (EC) No 1272/2008 because of their health or physical effects	New declaration	Type: Inhousehold Industrial P/Pant	The SDS safety data sheet, in accordance with article 31 of the REACH regulation	The complete chemical Composition of the mixture	Label
Mandatory	Optional	(Y or N)	(Y or N)	(Y or N)		Mandatory	Mandatory	Mandatory



You can send us your declaration:

- By e-mail to depot@poisoncentre.be :
Create a message with, in attachment, the electronic declaration worksheet (Excel file) AND the files with the documents concerning your mixtures.
NB: the maximum size for an e-mail, including the attached files, is 5 Mb. You can send your declaration using multiple e-mails if necessary.
- By regular mail: create a CD / USB with the electronic declaration worksheet (Excel file) and all other files concerning your mixtures.

For maximum security, your files can be stored within a ZIP file with an encoded password. You'll have to transmit us this password by separate channel (telephone: +32 2 264 96 36 or fax: + 32 2 264 96 46).



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- **For each mixture you must provide documents:**

The documents you will provide us must be able to be arranged by individual mixture. Do not put the information of multiple mixtures in the same file.

The reason is that for each call to the Poison Centre the Medical Doctor (MD) of pharmacist will have a look for the name of the mixture in our database. He/she will have a look at the documents provided for this mixture. He/she then will decide what should be advised to the caller.

Hence, the following documents you will send **for each individual mixture** are used by MDs or pharmacists to obtain the necessary information:

1. **SDS:** the SDS (safety data sheet), in accordance with article 31 and annexe II of the REACH regulation ([EC No 1907/2006](#)) correctly completed.
One language is enough (French, Dutch or English)
2. **The complete chemical Composition of the mixture:** complete list of ingredients (name, CAS number and/or EINECS) with their concentrations.
3. **Label:** a picture of the label and/or the mixing packaging to allow the MD or pharmacist, together with the caller, to identify the mixture in question perfectly.

All documents should preferably be provided in PDF format.



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How to complete an EDF 2 worksheet?

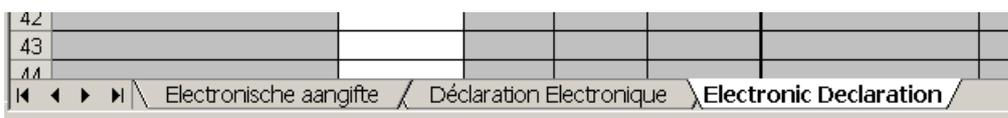
The Electronic Declaration Form (EDF) version 2 is a simple Excel file (OpenOffice compatible), that we provide, and that you fill in before sending it back to us.

	A	B	C	D	E	F	G	H	I
1	EDF 2.0 DANG: Excel file to be completed and sent, with corresponding files attached, to depot@poisoncentre.be								
2	Identification			Mixture classified as hazardous on the basis of Regulation (EC) No 1272/2008 because of their health or physical effects	New declaration	Type: H:Household I:Industrial P:Paint	Provided Documents (names of attached files)		
3	Trade Names		Manufacturer Product Code	Professional use Only			The SDS safety data sheet, in accordance with article 31 of the REACH regulation	The complete chemical Composition of the mixture	Label
4	Mandatory	Optional	(Y or N)	(Y or N)	(Y or N)		Mandatory	Mandatory	Mandatory
5									
6									

You'll find this trilingual worksheet on our website:
<http://www.antigifcentrum.be/>

The completed form is your declaration. It identifies the declared mixtures and lists the exact name of the files provided for each mixture.

This worksheet is trilingual (NL, FR, EN): by using the tabs at the bottom of the page, you can choose your favorite language. **Only fill in the chosen tab.**



For each mixture, you'll have to write at least one line of information.

The first four lines of the worksheet contain titles: you therefore start filling in line 5 and go to the next line for each mixture you declare.



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❖ **Identification:**

A	B
EDF 2.0 DANG: Excel file to be completed and	
Identification	Manufacturer Product Code
Trade Names	Manufacturer Product Code
Mandatory	Optional

- **Column A: Trade names**

It is required to note all the commercial names (NL, FR, DE) used in Belgium on the packaging of the mixture and on the accompanying documents (VIB, composition) because the public will use one of these commercial names to identify the mixture. This allows us to give urgent medical advice in the case of accidents involving one of your mixtures.

Enter all the commercial names in the same cell. Put a semicolon between each name.

For example: `Zupreme motor oil; Huile moteur Zupreme`

The different languages may be combined as they appear on the packaging.

For example: `Huile moteur Zupreme motor oil`

This column must be filled in.

- **Column B: Manufacturer Mixture Code**

Type here the identification code (or name) given to the mixture within your company. This will ease communication with your people when additional information is needed in emergency.

This column is optional.

❖ Categories (classifications ?)

C	D	E	F
sent, with corresponding files attached			
Profes- sional use Only	Mixture classified as hazardous on the basis of Regulation (EC) No 1272/2008 because of their health or physical effects	New declaration	Type: H:Household I:Industrial P:Paint
(Y or N)	(Y or N)	(Y or N)	

- **Column C: Professional use only**

If this mixture is for professional use only, select « Y ». Where this is not the case, for example if the mixture is intended for the general public or for the general public and for professional use, select "N".

This column must be filled in.

- **Column D: Hazardous mixture**

If the mixture is classified as hazardous, based on the regulation (EC) No 1272/2008, because of its effects on health or because of its physical effects, select "O".

If the mixture is classified as non-hazardous or if it is classified only because of its environmental hazard, select "N".

This column must be filled in.

- **Column E : New declaration**

If it is an initial notification of a hazardous mixture with health or physical effects, select "O". Select "N" when you're updating an already indicated mixture.

This column serves for the calculation of the fee to be received by the Public Health-department (in accordance with Public Health-department, article 9 of the Royal Decree of 13 November 2011).



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The fee is only payable for mixtures subject to the notification in accordance with Article 2 of the Royal Decree of 21 April 2016, concerning the notification of mixtures classified as dangerous for their effects on health or their physical effects. The fee is not concerning mixtures declared on a voluntary basis.

For any question about the payments please contact the Public Health-department:

<http://www.health.belgium.be/en/notification-poison-centre>

This column must be filled in.

- **Column F: Mixture type**

This column provides a very general clue about the use of your mixture :

- H : Household
- I : Industrial
- P : Paint

For biocides, there are specific forms available on our web site

www.poisoncentre.be

This column must be filled in.

- ❖ **Provided Documents :**

For each mixture, it is very important to provide the safety data sheet, composition data sheet and label image in separate files.

General advices about file names (Columns F, G and H) :

1. Give the complete name of the file with its extension (e.g. ".pdf")
Do not indicate the directory. For instance, for file C:\MIXTURES\Z321.PDF, you write Z321.PDF
2. In your file names, use only **letters (without accent), digits, - dashes-, _underline_ or dots.**
3. File names listed in the Excel worksheet must be strictly identical to the attached files. We strongly recommend **to copy and to paste** the file names to avoid typing errors.

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G	H	I
d, to depot@poisoncentre.be		
Provided Documents (names of attached files)		
The SDS safety data sheet, in accordance with article 31 of the REACH regulation	The complete chemical Composition of the mixture	Label
Mandatory	Mandatory	Mandatory

- **Column G: The SDS safety data sheet, according article 31 of the REACH regulation**

Insert the name in which the safety data sheet is located. If you are having SDS files in different languages, please attach only one (choose one in French, Dutch or English).

This column must be filled in.

- **Column H: The complete chemical composition of the mixture**

Enter the name of the file in which the document containing the mixture composition is located.

Remark: the distributor / supplier is responsible for the declaration of mixtures it puts on the Belgian market. If it does not have the composition of the mixture, it must request the manufacturer to provide the necessary information to the Poison Centre. The manufacturer shall provide this information together with the name of the distributor/supplier and the commercial name as used by the distributor/supplier. Otherwise, we cannot link the manufacturer's information to that of the distributor/supplier.

This column must be filled in.

- **Column I : Label image**

Enter the name of the file that's containing the labeled document.. If you have multiple labelling for a mixture (recto/verso...), please group them together in a single file (you can paste them in a single MS-Word document and print them in a PDF format).

The label image is very useful to confirm the identification of the mixture in case of intoxication.

This column must be filled in.