

# Registration closed circuit

Practical overview



federal public service  
HEALTH, FOOD CHAIN SAFETY AND ENVIRONMENT

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24/11/2016

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## Topics

- Regulatory background and scope
- Objectives of the closed circuit
- Modification Royal Decree: obligations for users (Proposal)
- Registration process
- Reporting transactions
- Where to find information ?
- Q & A



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## Regulatory background and scope

- **Biocidal products regulation (EU) nr. 528/2012 (BPR), art. 19 (4)**
  - *"A biocidal product shall not be authorised for making available on the market for **use by the general public** where it meets the criteria ..."*
- **Royal decree 8/05/2014, art. 41 - 48**
  - laying out the general conditions to make biocides available on the Belgian market.

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## Regulatory background and scope

WHAT BIOCIDES  
ARE INVOLVED?

- BPR art. 19(4):  
"products for which PPE are mandatory"  
(classification criteria – list of authorised biocides)

WHAT MARKET  
AGENTS ARE  
INVOLVED?

- Authorisation holders / Manufacturers
- Distributors / intermediaries
- Professional users

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## Objectives of the Closed Circuit

### ❖ Short term

- ✓ BE Compliance art. 19(4) BPR
- ✓ Limited access of general public to high-risk biocides
- ✓ Replace "Class A" system

### ❖ Mid-term

- ✓ Monitoring of the flow of dangerous biocides in BE
  - ✓ from authorization holder to end user
  - ✓ between traders
  - ✓ market segments
- ✓ Developing training programs for specific user groups
- ✓ Awareness raising
- ✓ Specific inspection campaigns

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## Modification Royal Decree: Users (Proposal)

All users of  
closed circuit  
biocides shall:

- Create an account and register
- Purchase biocides from a registered seller only
- Be aware of the conditions stated in the authorisation
- Add products to the favorites list
- **Update the list of favorites annually before the 1st of November**

Submission of purchase, use and quantity details no longer required.

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Step 1


Create your personal account

Visit our dedicated webpage: <http://www.circuitbiocide.be>



1

Maak een persoonlijke account aan




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Step 1

Create your personal account



federale overheidsdienst  
VOLKSGEZONDHEID,  
VEILIGHEID VAN DE VOEDSELKETEN  
EN LEEFMILIEU



NEDERLANDS


FRANCAIS

ENGLISH


Choose 7 character password containing capital letters and numbers

Confirmation e-mail with password will be sent

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Welcome on the registration screen of the FPS

In order to register, you must provide an email address, that email address must be valid in order to receive your applications accesses.  
The password must be at least 7 characters long and contain at least one number, one upper case letter and one lower case letter.

Last Name

First Name

Email

Language English

Password

Confirm password


Submit

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Step 2

Link to your company

Visit our dedicated webpage: <http://www.circuitbiocide.be>



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Online registratie van aankoop, verkoop of gebruik

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Step 2

Link to your company

Log in with your credentials (cfr. confirmation e-mail)

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Veuillez-vous connecter avec votre adresse mail et votre mot de passe

Adresse mail:

Mot de passe:

CONNEXION

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Step 2

Link to your company

When logged in click the search button (1)

federal public service

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Federale Overheidsdienst Volksgezondheid, Natuur en Milieu

Fermer

Demande d'accès

Nom: st v\_h

email: stij.n.vanhees@environment.belgium.be

Langue: en

Entreprise:

Rechercher

Demander accès

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Step 2

2.1 Link to a Belgian company

➤ Link your account to a Belgian company by entering the CBE n° (9 digits)

➤ Select your company in the search results

➤ Click OK

Select enterprise

Belgian

Foreign

CBE number

828 710 392

Search

Clear

Enterprises

Name	CBE number	Address	Country
	828710392	Dorpstraat 81 2730 Hoeselt	BE

OK

Cancel

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Step 2

2.1 Link to a belgian company

➤ Click ask access (2)

federal public service

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Federale Overheidsdienst Volksgezondheid, Natuur en Milieu

Fermer

Demande d'accès

Nom:

st\_v\_h

email:

stijn.vanhees@environment.belgium.be

Langue:

en

Entreprise:

LONZA BENELUX

Rechercher

Demander accès

➤ 1

➤ 2

One admin account per company allowed !

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Step 2

2.2 Link to a foreign company

➤ Select option “foreign”

➤ Search by name to check if company is known

➤ Select the company in the search results

➤ Click OK

Select enterprise

Belgian

Foreign

Enterprise name \* bloo

Search

Add foreign enterprise

Clear

Enterprises

Name	CBE number	Address	Country
ARCH UK BIOCIDES LTD.		Wheldon Road 0 WF10 2JT Castleford	GB
BIOCIDE222		dgdddfgb do 11 1000 fsgfsfs	AD
BIOCIDE3		fsdf 11 1 fsgfsfs	AS
BIOCIDE4		wmu street gddg 1000 gddg	AD
TEST NTE BIOCID		aaaaaaa 11 1000 Bxl	AD

Ok

Cancel

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Step 2

2.2 Link to a foreign company

➤ If the foreign company is unknown (= no search results)

➤ Click « Add foreign company »

➤ Fill in the company details

➤ Save

Select enterprise

Belgian

Foreign

Enterprise name \* bloo

Search

Add foreign enterprise

Clear

Enterprises

Name	CBE number	Address	Country
ARCH UK BIOCIDES LTD.		Wheldon Road 0 WF10 2JT Castleford	GB
BIOCIDE222		dgdddfgb do 11 1000 fsgfsfs	AD
BIOCIDE3		fsdf 11 1 fsgfsfs	AD
BIOCIDE4		wmu street gddg 1000 gddg	AD
TEST NTE BIOCID		aaaaaaa 11 1000 Bxl	AD

Ok

Cancel

Selecteer bedrijf

Add foreign enterprise

Bedrijfsnaam \*

Taal \* Selecteer een item

Street \*

Huisnr \*

Bus \*

Glad \*

Postcode \*

Land \* Selecteer een item

Opslaan

Sluiten

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Step 3

Submit access request

➤ Click “Ask Access” (2) to finalise the access request

federal public service

HEALTH, FOOD CHAIN SAFETY AND ENVIRONMENT

Federale Overheidsdienst Volksgezondheid, Veiligheid van de Voedselketen en Milieu

Former

Demande d'accès

Nom:st v\_h

email:stijn.vanhees@environment.belgium.be

Langue:en

Entreprise: \*LONZA BENELUX

Rechercher

Demander accès

1

2

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Step 3

Submit access request

The federal administration grants or dismisses the access request

Confirmation e-mail sent to user after approval or refusal

A signed document may be requested as a security check

For linking to multiple companies repeat step 2

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Step 4

Complete your company profile

➤ Left side menu

➤ Open « account management »

Menu

Product info

Transactions

Account

Account management

Access request

Registration periods

	Start date	End date	Complete until	Validate until
Quarter 1: You still have 0 day(s) to complete the volumes for this quarter	01/01/2016	31/03/2016	20/04/2016	15/05/2016
Quarter 2: You still have 0 day(s) to complete the volumes for this quarter	01/04/2016	30/06/2016	13/08/2016	15/09/2016
Quarter 3: You still have 0 day(s) to complete the volumes for this quarter	01/07/2016	30/09/2016	20/10/2016	15/11/2016
Quarter 4: You still have 0 day(s) to complete the volumes for this quarter	01/10/2016	31/12/2016	20/01/2017	15/02/2017

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Step 4

Complete your company profile

➤ Choose your company type

➤ Add your e-mail address

➤ Add contact persons (click « Add » button below)

Save

Save & Close

Cancel

Enterprise

Application name: CBE

Enterprise name: 133713333

Language: Dutch

Street: Ooststraat

House no: 41

Size in: 100000

City: STIR

Zip Code: 1720

Country: BELGIUM

Email:

Website:

Phone:

Mobile:

Fax:

Contact email:

Enterprise type: ☒ Authorisation holder ☐ Civilian ☐ Professional user ☐ Trader

Control person

Show image

First name: Last name: Street: House no: Zip Code: City: Country: Email: Tel: GSM: Actions:

No records found

Add

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Step 6

Third party user access

➤ Left side menu

➤ Open the “Admin org application”

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Menu

▶ Product info

▶ Transactions

▶ Account

▼ Access request

Request an access

Admin Org application

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Step 6

Third party user access

➤ Add user e-mail address

➤ Validate role

User management

User list

	Name	First name	E-Mail
Ⓜ	brandt	charlotte	charlotte.brandt@milieu.belgie.be
Ⓜ	v_h	st	stijn.vanhees@environment.belgium.be

1

Add User

Delete

Management of the accesses

2

Email

Add User

Selected user : v\_h st

☒ ECODE\_FRONT\_OFFICE Role management

Validate


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Step 6

Third party user access

- Automatic notification will be sent to the user and the admin
- User can as from now on log in with his credentials 

Admin Organization


V 2.0 : 20150904 1345

ACCEPTANCE

AVEVE HOESELT

User management

Confirm the addition of a user



van halewyck seppe

The data for this user have been added.

Back

Change / modify password

- Visit our dedicated webpage: <http://www.circuitbiocide.be>

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INHOUD

1. Online Registratie

2. Informatie: Verkopers / Gebruikers

3. Publicaties

4. password - Vergeten

5. password - Wijzigen

6. FAQ

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Step 7

Reporting sales transactions

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Menu

Product info

Transactions

Sold quantities

Purchased quantities

Used quantities

Account

Access request

Open transactions tab -> Sold quantities

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Cancel

Sold quantities -

(Authorization Holder, Trader, Professional user)

Period

Select a period

Select a period

2016 - Quarter 1

2016 - Quarter 2

2016 - Quarter 3

2016 - Quarter 4

Select quarter

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Step 7

Reporting sales transactions

Choose bulk or manual upload

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Cancel

Sold quantities - Qadari

(Authorization Holder, Trader, Professional user)

Period

2016 - Quarter 4

You still have 89 day(s) to complete the volumes for this quarter

Complete until

2016/2017

Download sample excel file

Bulk upload

Select a file with transactions

Upload

Cancel

(Records: 0 - 0 of 0, Page: 1/1)

Product

Authorization holder

Transaction type

CSE on

Sold to

Quantity

Unit

Invoice date

Comment

Station

No records found.

(Records: 0 - 0 of 0, Page: 1/1)

Add

Complete quarter

Manuale upload

Please check user manual in case of questions on how to fill in data (on start screen).

If you have questions concerning a missing product or a missing enterprise or wrong information on the screen, please send a mail to [info.biocides@environment.belgium.be](mailto:info.biocides@environment.belgium.be)

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Step 7

Reporting sales transactions: Bulk upload

➤ Download the template from the application **ONLY**

➤ Do not modify file name or delete sheets

➤ Delete the predefined example fields in the blank sheets

➤ Mandatory fields: Auth. N°, Type, CBE N°, Quantity/Unit

➤ Save the file

Authorization number	Transaction type	CBE number	Invoice date	Invoice reference	Product quantity	Product unit	Comments
NOTIF886	SAL	440617253			200	KG	
5315B	SAL	440617253			201	KG	
12014B	SAL	440617253			22	KG	
5115B	SAL	440617253			203	KG	
11614B	SAL	440617253			300	KG	
7606B	SAL	440617253	12/08/2015		205	KG	
4205B	SAL	440617253			50	KG	
NOTIF393	SAL	440617253			207	KG	
11707B	SAL	440617253			100	L	

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Step 7

Reporting sales transactions: Bulk upload

➤ Select your file with transactions and click « upload »

Download sample excel file

Select a file with transactions

Upload

Cancel

TEST van sampleUploadTransactionsSAL.xlsx

Creating transactions...

45%

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Step 7

Reporting sales transactions: Manual upload

➤ Click « ADD » button

➤ Select your product (favorites)

➤ Select transaction type

➤ Search counterpart with CBE n°

➤ Fill in quantity & unit

➤ Save & Close

AddComplete quarter

Please check user manual in case of questions on how to fill in data (on start screen).  
If you have questions concerning a missing product or a missing enterprise or wrong inf

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SaveSave & CloseSave & AddCancel

Sold quantities

Product \*Select a product

Transaction type \*Sales

Sold To \*Search

Invoice date

Invoice nr.

Quantity \*

Unit \*Kilogram

Comment

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400 characters remaining.

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Step 7

Manual upload (Export)

➤ Select transaction type export »

➤ Search counterpart

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SaveSave & CloseSave & AddCancel

Sold quantities

Product \*Select a product

Transaction type \*Export

Sold To \*ExportPrivate saleSalesSearch

Invoice date

Invoice nr.

Quantity \*

Unit \*Kilogram

Comment

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400 characters remaining.

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Step 7

Manual upload (Export)

Type enterprise name and search

If unknown enterprise, click « add foreign enterprise »

Select enterprise

Belgian

Foreign

Enterprise name \*

Search

Add foreign enterprise

Clear

Enterprises

Name

CBE number

Address

Country

No records found.

Ok

Cancel

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Step 7

Manual upload (Export)

Complete the input screen, save & close

Create company only once

Select enterprise

Add foreign enterprise

Enterprise name \*

Language \*

Select an item

Street \*

House Nr

Box Nr

City \*

Zip Code \*

Country \*

Select an item

Save

Cancel

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Step 7

Reporting sales transactions

Transactions will appear as follows:

Sold quantities

(Authorization Holder, Trader)

Period 2016 - Quarter 2

You still have 0 day(s) to complete the volumes for this quarter

Complete until 13/05/2016

Download sample excel file

Select a file with transactions

Upload

Cancel

(Records: 1 - 15 of 83, Page: 1/6)

Product	Authorization nr.	Transaction type	CBE nr.	Sold To	Quantity	Unit	Invoice nr.	Invoice date	Comment	Status
Asapypol	4955B	Sales	344	F	400.0000	KG		13/05/2016		Complet
Asapypol	4955B	Sales	330	V	60.0000	KG		27/05/2016		Complet
Asapypol	4955B	Sales	330	V	120.0000	KG		09/05/2016		Complet
Asapypol	4955B	Sales	364	C	10.0000	KG		19/05/2016		Complet
Asapypol	4955B	Sales	300	F	20.0000	KG		28/05/2016		Complet
Asapypol	4955B	Sales	364	F	24.0000	KG		06/06/2016		Complet
Asapypol	4955B	Sales	364	F	36.0000	KG		31/05/2016		Complet
Asapypol	4955B	Sales	364	F	12.0000	KG		19/05/2016		Complet
Asapypol	4955B	Sales	780	C	24.0000	KG		29/04/2016		Complet
Asapypol	4955B	Sales	236	A	12.0000	KG		31/05/2016		Complet
Asapypol	4955B	Sales	236	A	24.0000	KG		29/04/2016		Complet
GAMMACLEAN	1512B	Sales	393	C	1.000.0000	KG		25/04/2016		Complet
GAMMACLEAN	1512B	Sales	476	V	200.0000	KG		08/06/2016		Complet
GAMMACLEAN	1512B	Sales	276	F	1.000.0000	KG		19/04/2016		Complet
GAMMACLEAN	1512B	Sales	364	F	40.0000	KG		09/05/2016		Complet

(Records: 1 - 15 of 83, Page: 1/6)

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Step 7

Reporting transactions

Final step: click “complete quarter”

Cancel

Sold quantities

(Authorization Holder, Trader, Professional user)

Period 2016 - Quarter 4

You still have 69 day(s) to complete the volumes for this quarter

Complete until 20/01/2017

Download sample excel file

Select a file with transactions

Upload

Cancel

(Records: 1 - 1 of 1, Page: 1/1)

Product	Authorization nr.	Transaction type	CBE nr.	Sold To	Quantity	Unit	Invoice nr.	Invoice date	Comment	Status
ACTICIDE BAC 50 M ACTICIDE BAC 50 M	8315B	Sales			444.1200	KG	6161651		comments 1	Draft

(Records: 1 - 1 of 1, Page: 1/1)

Add

Complete quarter

Please check user manual in case of questions on how to fill in data (on start screen).  
If you have questions concerning a missing product or a missing enterprise or wrong information on the screen, please send a mail to [info.biocides@environment.belgium.be](mailto:info.biocides@environment.belgium.be)

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## Registered Seller: obligations

All sellers who make available on the Belgian market closed circuit biocides shall:

- create an account and register
- submit the quarterly sales
- be aware of the conditions stated in the authorisation
- sell only to registered sellers and users
- inform them on the conditions stated in the autorisation and how these conditions must be met (folder)
- specifically mention on the invoice: « this product is a closed circuit biocide »
- make available personal protective equipment (PPE)

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## Where to find information?

Main access and information portal

<http://www.circuitbiocide.be>

- General information
- Brochure closed circuit
- Registration tool manual
- FAQ
- Contact us: <http://www.helpdeskbiocides.be/> (new platform!)

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Q & A



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