

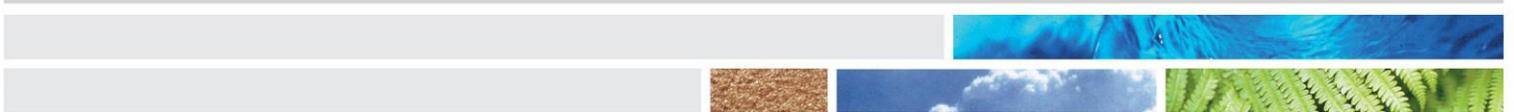


Environmental  
Protection Authority  
*Te Mana Rauhi Taiao*

# Reform of Hazardous Substances Management under the HSNO Act

Proposal for an EPA (Information) Notice for importers and  
manufacturers of hazardous substances

MARCH 2015



## Disclaimer

The contents of this proposal do not reflect final Environmental Protection Authority (EPA) policy or, to the extent they may relate to Government decisions yet to be made, final Government policy. Words and details that form part of the proposal do not necessarily reflect settled terminology and may change in the process of drafting the final EPA notice. This document does not alter the laws of New Zealand and the EPA does not accept any responsibility or liability to any person, whether in contract, equity or tort, or any other legal principle, for any direct or indirect losses or damage arising from reliance on the contents of this document.

## How to provide us with feedback

**We would like to hear what you think about the proposal in this document. Please submit your comments no later than Tuesday 28 April 2015.**

You can download a submission form from the Environmental Protection Authority website -

[http://www.epa.govt.nz/consultations/hazardous-substances/Pages/New\\_rules\\_importers\\_manufacturers.aspx](http://www.epa.govt.nz/consultations/hazardous-substances/Pages/New_rules_importers_manufacturers.aspx)

The submission form brings together all the proposal components and questions asked throughout the consultation document in table format. Page references are provided to help you locate the relevant discussion as necessary.

Completed forms are to be emailed to [hsnotices@epa.govt.nz](mailto:hsnotices@epa.govt.nz)

There are a number of questions in the document. Please consider them all, as they each contribute to the proposed information requirements to be prescribed in the proposed EPA (Information) Notice.

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## Glossary of terms and abbreviations

Note that the following terms and abbreviations are included to provide clarity to the requirements associated with the proposed EPA (Information) Notice. They do not necessarily represent the wording that will be used in the legally drafted notice.

**Classification controls** means the controls as specified in a regulation or EPA Notice, relating to labelling, safety data sheets or packaging of hazardous substances.

**Content controls** means the controls as specified in a hazardous substance individual approval or group standard, relating to the allowable content of any ingredient of a hazardous substance.

**Importation** in relation to hazardous substances has the same meaning as in the [Customs and Excise Act 1996](#), and to import, in relation to those substances, has a corresponding meaning.

**Importer** in relation to hazardous substances has the same meaning as in the Customs and Excise Act 1996.

**Manufacture** in relation to a hazardous substance, means to make up, prepare, produce or process the hazardous substance; and includes the packing or labelling (including repacking or relabelling) of a hazardous substance in a container for later use or sale.

**Manufacturer** in relation to hazardous substances means a person who conducts a business or undertaking that manufactures a hazardous substance.

**Natural person means** a human being, as distinct from some other legal entity such as a company or a body corporate.

**Personal use** in the context of the purpose of importing or manufacturing a hazardous substance means that the substance is for a natural person's own use only. It is not for sale or supply to any other party, and 'sale' includes barter, or delivering or disposing by way of other means such as by way of gift, loan, or otherwise, or sample without charge.

## 1. Background

1. The Health and Safety Reform Bill (the Bill) currently before Parliament proposes changes to New Zealand's health and safety laws, including the way hazardous substances are managed. The Bill will replace the Health and Safety in Employment Act with a new Health and Safety at Work (HSW) Act and will amend the Hazardous Substances and New Organisms (HSNO) Act.

### 1.1. New enforcement responsibility

2. One of the proposals in the Bill is to give the Environmental Protection Authority (EPA) a new responsibility, comprising the enforcement of classification controls (i.e. labelling, safety data sheets (SDS), and packaging controls), content controls, approvals for imported or manufactured hazardous substances (HS), and prohibitions on persistent organic pollutants.

### 1.2. EPA Notices

3. The Bill proposes replacing many of the regulation-making powers in the HSNO Act with legally binding notices issued by the EPA (EPA Notices). These notices are tertiary level instruments and will form part of the hazardous substances legislative framework. The notices will take a standard form, setting out the objective and requirements, and will be issued by the EPA Board, signed by the chairperson of the EPA.
4. The Bill includes a requirement that before issuing an EPA Notice, the EPA must:
  - publicly notify its intention to issue the notice;
  - give interested persons a reasonable time to make submissions on the proposal; and
  - consult any persons, representative groups within the hazardous substances industry or elsewhere, government departments, WorkSafe NZ, and Crown entities that the EPA considers appropriate.
5. The Bill includes pre-commencement provisions that allow the EPA to undertake the actions above for any EPA Notice, before the amended HSNO Act comes into force.
6. Before issuing an EPA Notice the EPA must also consider and give any weight that it considers appropriate, to the following:
  - the costs of implementing measures for which the notice is being proposed;
  - the international best practice in respect of hazardous substances management; and
  - any other matters that the EPA considers appropriate in the circumstances.
7. Any resulting EPA Notice must be publicly notified, along with a statement describing the consultation that took place before the notice was made. Public notification will include publication in the New Zealand Gazette.

## 2. Summary

8. The EPA proposes developing an EPA (Information) Notice that will require all non-exempt<sup>1</sup> importers and manufacturers of hazardous substances to provide the EPA with certain information that will assist the EPA with its new enforcement responsibilities under the proposed amended HSNO Act.
9. Through this document the EPA is:
  - entering into a consultation process to meet the notification and consultation requirements for EPA Notices, referred to in the Bill; and
  - seeking public feedback on the proposal set out in this document.
10. Both the immediate proposal and the likely future direction of information requirements are outlined in this document. Your feedback, by answering the questions inserted in the various sections, will be used to inform the development of the EPA (Information) Notice and any subsequent proposal.

### 2.1. The proposal

11. The EPA is proposing to issue an EPA (Information) Notice that will require importers and manufacturers of hazardous substances to provide their business and contact person details to the EPA, for the EPA to use in the course of fulfilling its hazardous substances responsibilities.
12. The proposed notice will come into effect shortly after the passing of the HSR Bill and will require that:
  - a. HS importers and manufacturers provide the information not later than 30 days after the notice comes into effect or, if they become HS importers or manufacturers after that effective date, not later than 30 days after their first HS import or manufacture; and
  - b. all HS importers and manufacturers ensure that the accuracy and currency of the information is maintained.
13. The EPA is also proposing that, at a date to be determined, the EPA will consult on (and then potentially issue) an amendment to the above EPA (Information) Notice, to require HS importers and manufacturers to provide the EPA with:
  - a. The HSNO approval numbers of the substances they import or manufacture, and
  - b. the annual quantities of (all or certain types of) the substances that they import or manufacture.
14. The substance approval number and quantity information will be in addition to the business name and contact details required through the initial notice.

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<sup>1</sup> Except those exempt as described later in the later section headed 'Applicability'

## 3. Context

### 3.1. Existing information requirements

15. Currently, there are no requirements for importers and manufacturers of hazardous substances to provide information to the EPA, apart from when seeking an approval for a hazardous substance that is not covered by an existing approval.
16. As a result, the EPA does not always know the identity or activities of many hazardous substance importers and manufacturers and has no efficient means for obtaining or updating this information.

### 3.2. Underlying drivers and principles

17. The key driver of this proposal and the future direction outlined in this document is to enhance the effectiveness and efficiency of the hazardous substances legislative framework.
18. Previous EPA surveys have shown that there is low compliance with HSNO controls, including SDS controls. A 2012 EPA survey of 400 businesses found that 75% of businesses were not compliant with all eight key HSNO controls assessed by the survey. Less than one third of the SDS reviewed in this survey contained the HSNO approval number or the title of the group standard, which are required under the HSNO Act.
19. Further, a 2013 EPA audit of 200 SDS identified that none were completely compliant with the existing HSNO requirements. Poor compliance with SDS and labelling controls can cause health and/or environmental risks because users of the substance may not have sufficient information to enable them to use the substance safely. Low compliance also reduces the overall integrity of the HSNO legislative framework.
20. The intention is to improve health and safety and environmental outcomes by ensuring that the EPA has ready access to accurate information about manufacturers and importers and the hazardous substances that they manufacture or import. This information will help the EPA ensure there is compliance with the hazardous substance controls at the start of the supply chain – providing better protection for everyone at that level and further down the chain.
21. The EPA is also seeking to enhance the efficiency of the hazardous substance compliance regime by ensuring that the information required allows identification of key areas of risk and targeted, proportionate interventions without undue compliance costs for industry.
22. The information sought through the proposed EPA (Information) Notice is guided by the principle that it should avoid duplication of information required by other Government agencies - or even by the EPA for other purposes such as for hazardous substances approval applications.

23. The proposal takes into account that under an amended HSNO Act, the EPA may be able to collect information about the compliance performance of importers and manufacturers from a number of other agencies, including WorkSafe NZ and the Ministry of Health subject to any conditions imposed by the disclosing agency, and privacy considerations. The proposal also takes into account that the EPA intends to review its group standards as part of the health and safety reform work.

### 3.3. International best practice

24. Collection of information about importers and manufacturers of hazardous substances and what they import or manufacture is common in other international jurisdictions. The actual information required by regulators varies, dependent on the scope of the regulator's responsibilities and the reasons for requiring the information. Most jurisdictions require importers and manufacturers to provide their company information and the quantity and what sort of hazardous substances they import or manufacture. Examples from Australia, the European Union and Sweden are outlined below.

#### Australia

25. In Australia, the National Industrial Chemicals Notification and Assessment Scheme (NICNAS),<sup>2</sup> a statutory scheme administered by the Australian Government Department of Health, registers and monitors parties who introduce chemicals into Australia.
26. All importers and/or manufacturers of industrial chemicals for commercial purposes must register with NICNAS<sup>3</sup>, regardless of the quantity of industrial chemicals they import and/or manufacture in a registration year.
27. NICNAS assesses new imported or manufactured chemicals for human health, work health and safety and environmental risks and then publishes an assessment report that may include recommendations for further regulatory control of the chemical. NICNAS also issues a certificate or permit to the introducer, who must report any new information that becomes available about the chemical.
28. NICNAS collates and analyses information about the introduction of chemicals, audits companies for compliance with obligations under the Industrial Chemicals (Notification and Assessment) Act 1989, and undertakes relevant enforcement action.

#### European Union

29. The European Union (EU) has a regulation known as REACH,<sup>4</sup> concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals. REACH applies to substances manufactured in, or imported into, the EU in quantities of one tonne or more per year.

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<sup>2</sup> <http://www.nicnas.gov.au/about-nicnas/about-us>

<sup>3</sup> NICNAS was established in July 1990. Registration includes paying fees that vary according to the value of the chemicals imported and/or manufactured.

<sup>4</sup> REACH came into force on 1 June 2007. It replaced a number of European Directives and Regulations. Refer <http://www.hse.gov.uk/reach/whatisreach.htm>

30. REACH generally applies to all individual chemical substances on their own, in preparations or in articles (if the substance is intended to be released from an article during normal and reasonably foreseeable conditions of use). However, some substances are specifically excluded under REACH, some others are covered by other legislation that is more specific, and still others have tailored provisions within the REACH legislation.
31. Under REACH, manufacturers or importers of substances are required to register the chemicals with the central European Chemicals Agency (ECHA).<sup>5</sup> Each registration must be supported by a standard set of data on that substance. The amount of data required is proportionate to the amount of substance manufactured or imported.

### Sweden

32. Similar to the United Kingdom, Sweden is subject to REACH under the European Union. The Swedish regulator, KEMI, also maintains a register that incorporates product, company and activity information.
33. Companies intending to start an operation involving the manufacture or import of chemicals must submit an 'activity report' to the Products Register, if the customs tariff code of the particular chemical concerned triggers the obligation. The obligation applies irrespective of the quantity involved.
34. Companies on the Products Register must submit product reports not later than 28 February each year, for the previous year ending 31 December. The reporting obligation applies to products identified by specific tariff codes and for which 100kg + was imported or manufactured.
35. KEMI also maintains registers<sup>6</sup> on chemicals and pesticides. The chemical products register records the type and quantity of the chemical being introduced, its trade use, and key composition data.
36. The information collected and maintained by KEMI contributes to the agency's compliance and enforcement approach, and determines its areas of focus.

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<sup>5</sup> European Chemicals Agency <http://echa.europa.eu/>

<sup>6</sup> There are fees for registering on these registers, based on the amount of product imported or manufactured.

## 4. EPA (Information) Notice proposal

### 4.1. Applicability

37. Unless exempt as described below, the requirements prescribed in the proposed EPA (Information) Notice will apply to all businesses or persons who import or manufacture hazardous substances for the New Zealand market.
38. Natural persons will be exempt from providing the information if they are importing or manufacturing hazardous substances that are used exclusively for their own personal use. The exemption will no longer apply immediately such a person:
  - a. imports or manufactures any hazardous substance that is not exclusively for their own personal use; or
  - b. transfers a hazardous substance that was originally imported or manufactured for personal use, to some other party.
39. Through the definition of 'manufacturer', businesses or persons who decant, repackage or re-label any hazardous substances imported or manufactured by another party will be required to comply with the notice.

#### Rationale

40. The rationale for capturing all business importers or manufacturers of hazardous substances (irrespective of size) is to enable the EPA to commence monitoring and communicating with importers and manufacturers at the earliest opportunity. It means that the initial scale of an operation will not detract from the EPA's ability to educate or recognise some important risk.
41. The exemption of some natural persons aims to avoid placing compliance obligations on persons who are not in the business of trading in hazardous substances and where the quantity involved in any import or manufacture is generally small. That is, the exemption is to avoid unnecessary inefficiency.
42. The above approach is similar to that taken by regulators in Australia (NICNAS) and Sweden (KEMI).

#### Question

1. Do you consider that the right parties are being required to provide information to the EPA under the proposed notice? If not, please indicate why and what alternative you suggest.

## 4.2. The information required – Initial notice

43. Every importer or manufacturer of hazardous substances that is not exempt, will be required to provide the following information to the EPA:
- business trading name;
  - New Zealand Business Number (NZBN), where legally permissible and available;
  - name, email address and telephone number of the contact person for the business;
  - main telephone number for the business;
  - business website address, if applicable.
44. Each importer or manufacturer concerned will also have an obligation to maintain the accuracy and currency of that information.

### Rationale

45. The identity of importers and manufacturers of hazardous substance is essential information for the EPA to perform its HS information, education and new enforcement activities proposed under amendments to the HSNO Act.
46. The contact person details are required to enable the EPA and the business to communicate directly on all relevant HS compliance matters. The person nominated should therefore be one with an understanding of the business' HS compliance responsibilities and practices.
47. The NZBN is requested to enable the EPA to (in due course) align the business information it holds with the information expected to be held on the NZBN database. Over time, use of the NZBN is expected to enable businesses to more efficiently maintain basic information required by a number of Government agencies.
48. The information will be used by the EPA for communications with importers and manufacturers on new or changed controls, and other compliance matters. That may include direct requests for information to assist the EPA undertake its new HS compliance and enforcement role.
49. It is not intended for the information to be part of a public register of HS importers and manufacturers, but it may be used by other parts of the EPA to help with their activities and by other health and safety enforcement (Government) agencies, such as WorkSafe NZ.

### Question

2. Do you consider that the information proposed is sufficient for the EPA to adequately identify and communicate with HS importers and manufacturers?

### 4.3. Information required – Amended notice

50. At a future date that will be determined following a review by the EPA of all HSNO approvals and further public consultation, it is proposed that the EPA consult on, and potentially issue, an amendment to the proposed initial EPA (Information) Notice.
51. Under the proposed amended EPA (Information) Notice all (non-exempt) importers or manufacturers of hazardous substances would be required to provide the EPA with:
  - the HSNO approval numbers that cover all the hazardous substances that they import or manufacture; and
  - the annual quantity of the substances that they import or manufacture under each HSNO approval number, or possibly under certain HSNO approval numbers that the EPA considers represent high risk substances.
52. The substance approval number and quantity information would be in addition to the business and contact details described in the initial notice.

#### Rationale

53. The EPA has a risk-based approach to compliance management, which means that it seeks to focus its compliance effort where the greatest risks exist.
54. To implement that strategy for its proposed new hazardous substances responsibilities, the EPA needs to understand the potential risk associated with each individual HS importer and manufacturer, and that means knowing (amongst other things) the hazardous substances that each business imports or manufactures.
55. Provided the HSNO approval number enables the EPA to identify the risks associated with any substance covered by the approval, knowing the HSNO approval numbers under which they import or manufacture will enable the EPA to begin to understand the potential risk the importers and manufacturers present.
56. The EPA is planning to review all HSNO approvals to ensure that each does cover only substances with comparable overall risk. The timing of any requirement to provide HSNO approval numbers is dependent on the completion of that HSNO approvals review.
57. The quantity of any hazardous substance imported or manufactured is also important in assessing the potential risk presented by the importer or manufacturer concerned. And, putting aside other behavioural factors, the potential risk presented by an importer or manufacturer of higher risk substances will be greater than the risk presented by an importer or manufacturer of lower risk substances.

58. Provided each HSNO approval can be attributed an overall level of risk (e.g. high risk or low risk) that is relevant to all the substances covered by the approval number, requiring HS importers and manufacturers to report annual import and manufacture quantities only for high-risk substances could be a practicable way of differentiating risk based on substance identity and quantity.
59. The HSNO approvals review work will inform the EPA whether any requirement on importers and manufacturers to provide annual quantity information would apply to all HSNO approvals or a sub-set of approvals that the EPA considers to represent higher risk to the community or environment.

### Questions

3. Do you consider that the additional information proposed through the proposed amended EPA (Information) Notice appropriate to assist the EPA differentiate HS importers and manufacturers on the basis of their potential risk to the community and environment?
4. What compliance issues do you think importers and manufacturers will have if they are required to provide HS approval numbers and the annual quantities of their higher risk imports and manufactures, at the HSNO approval number level?

## 4.4. Delivering the information

### Initial EPA (Information) Notice

60. Importers and manufacturers that have their hazardous substance products in the New Zealand market at the date the initial EPA (Information) Notice comes into effect will be required to provide the EPA with the information prescribed in that notice, not later than 30 days after the effective date.
61. Importers and manufacturers that receive their first import or complete their first manufacture of a hazardous substance on or after the date the initial EPA (Information) Notice comes into effect will be required to provide the EPA with the information prescribed in the notice not later than 30 days after the date of receipt or completed production, as applicable.

### Amended EPA (Information) Notice

62. The timing of any requirement to provide HSNO approval numbers and quantity information as proposed under the amended EPA (Information) Notice would be determined by the outcome and completion date of the HSNO approvals review.

### Delivery method

63. Importers and manufacturers will deliver and maintain the information through facilities made available by the EPA. This is expected to consist of a secure web portal to an EPA database, although other methods (e.g. email) may be specified by the EPA if the systems available so require.

### Issue of the initial notice

64. It is proposed that the EPA (Information) Notice will be issued within one month of when the amended HSNO Act commences and allows EPA Notices to be issued.

### Questions

5. What costs do you expect your business to incur in delivering the information proposed in the **initial** EPA (Information) Notice?
6. What, if any, difficulties do you foresee resulting from the time provided to deliver the information and from the timing of the issue of the **initial** EPA (Information) Notice?
7. Are you able to quantify the costs to your business of complying with the proposed additional information in the **amended** EPA (Information) Notice?, and if so what do you estimate the annual costs to be?

## 5. Benefits and costs of the proposal

65. The following outlines the EPA's qualitative assessment of the benefits and costs of the EPA (Information) Notice proposal, to New Zealanders overall and directly affected businesses.

### 5.1. Benefits

66. The information provided to the EPA through the proposed notice will contribute to improved health and safety and outcomes, by encouraging better compliance with the wider health and safety and hazardous substance legislative framework.
67. The information will enable the EPA to identify HS importers and manufacturers, and to commence directly interfacing with them to improve HS compliance. More direct communication and education by the EPA will lead to better understanding and compliance by HS importers and manufacturers, and thereby contribute more effective hazardous substances management.
68. The HSNO approval number and quantity information will enable the EPA to deliver on its proposed new HS compliance responsibilities, cost effectively. The information will improve the EPA's ability to identify relevant importers and manufacturers, particularly those responsible for introducing higher risk hazardous substances into the market.
69. Improved compliance with approvals, SDS, labelling, and packaging requirements will directly and indirectly lead to reduced injuries, illness, and mortality from hazardous substance exposure or misuse. Benefits that will flow include:
- reduced instances of harm and environmental damage from hazardous substances; and
  - more immediate and effective response to hazardous substance issues and incidents.
70. Although most of the benefits are public rather than private, there will be cases where the information management discipline imposed through the proposal will provide management and control benefits to some businesses.

### 5.2. Costs

71. The proposal is expected to result in some incremental compliance cost for HS importers and manufacturers because currently there is no requirement for them to identify themselves or their products to the EPA. These costs will be incremental as the information should already exist, but the addition and maintenance of the proposed information on an EPA database will be a new process for HS importers and manufacturers.
72. Some businesses will already have the required information recorded in their inventory or sales systems. In these cases, the information might be readily reformatted and copied into the EPA's system. Others might not have that capability without some more substantial systems and process investment.

73. The costs will vary depending on the business involved, and the extent they currently comply with legislative requirements. These costs will most likely include:
- an initial one-off investment in providing company details, with a static reduced cost over time for subsequent updates of the information
  - maintaining records, if they are not kept already about hazardous substance approvals. This is already a requirement under the HSNO Act but those businesses that do not have an accurate record of the approvals they work under will need to establish them, and
  - training for staff of businesses dealing with hazardous substances.
74. The cost of the proposals could be proportionally greater for small and medium enterprises if the cost of any changes to information systems or increased administration is spread over a small throughput.
75. It is recognised that there is a risk of some information requirements duplication with other legislative regimes, and the EPA will endeavour to minimize that by working closely with other agencies and sharing information where practicable.
76. The EPA will incur some small incremental costs due to the storage of the HS importer and manufacture information on an EPA database, and its analysis. However, for a number of businesses some of the information will exist as a result of previous hazardous substance approval applications.
77. The EPA will continually look for opportunities to integrate its information collection needs with those of other Government agencies with similar requirements, and where legislation provides for information sharing. For example, collection efficiencies might be available through the EPA's participation in the New Zealand Business Number and New Zealand Trade Single Window.

### 5.3. Conclusions

78. Overall, the EPA considers that the benefits from the proposal will outweigh the costs associated. The information will enhance the EPA's capability to monitor and enforce HS controls under its jurisdiction and thereby positively contribute to protecting the environment, and the health and safety of people and communities.

## 6. Alternatives to the proposal

79. In developing the EPA (Information) Notice proposal, the EPA considered the practices in overseas jurisdictions, what information could and should be captured to support the proposed new enforcement function, and the practicalities and costs associated with providing and collecting the information.
80. Two alternatives that represented a range of options were considered. Both included a requirement for business name and contact person details to be provided, but they differed in the amount of hazardous substance and/or product information required. Specifically, the alternatives were:
- a. no requirement to provide information about the hazardous substances or products imported or manufactured.
  - b. trade name and HSNO approval number required for all hazardous substances.

The reasons for each not being preferred are outlined below.

***a. — No requirement to provide information about the hazardous substances or products imported or manufactured***

81. While this alternative identifies relevant businesses for the EPA, and imposes the least additional cost on importers and manufacturers, it does not allow any differentiation of those parties in terms of the type of hazardous substances they import and manufacture. It could suffice as a start point but not as the longer-term foundation of a risk-based approach to the EPA's new compliance function.

***b — Trade name and HSNO approval number required for all hazardous substances***

82. Requiring businesses to provide the trade name and HSNO approval number for all hazardous substances they import or manufacture has potential as the basis of a reference database for all hazardous substance compliance agencies.
83. However, this alternative would be expected to have significantly higher compliance costs (especially for businesses with extensive product lines) and be highly vulnerable to errors and unreliability. Trade names change frequently and can be manufactured or imported by multiple parties. And the downsides would not be reduced substantially if such a requirement was placed on 'high risk' products only.
84. Whereas there may be merit in a national register of hazardous products for reference by emergency services and other agencies with hazardous substance responsibilities, the EPA does not currently view it as the optimal solution for fulfilling its proposed new HS compliance responsibilities.

## 7. Responding to this consultation document

85. The EPA is seeking your views on the proposals presented in this consultation document to issue an EPA (Information) Notice under the HSNO Act. Your feedback is important, as it will enable the EPA to make decisions on the proposal to issue this notice. Please take this opportunity to have your say.
86. Please submit your comments no later than **Tuesday 28 April 2015**.
87. You can download a submission form from the EPA website –  
[http://www.epa.govt.nz/consultations/hazardous-substances/Pages/New\\_rules\\_importers\\_manufacturers.aspx](http://www.epa.govt.nz/consultations/hazardous-substances/Pages/New_rules_importers_manufacturers.aspx)
88. The submission form brings together all the proposal components and questions asked throughout the consultation document in table format. Page references are provided to help you locate the relevant discussion as necessary.
89. Completed forms are to be emailed to [hsnotices@epa.govt.nz](mailto:hsnotices@epa.govt.nz).
90. Please consider all the questions in the document, as they each contribute to the proposed information requirements as they will be prescribed in the proposed EPA (Information) Notice.

### Posting and release of information

91. EPA may post all or parts of any written submission on its website at [www.epa.govt.nz](http://www.epa.govt.nz). Making a submission implies that you consent to such publication, unless you clearly specify otherwise in your submission.
92. The content of submissions may be subject to public release under the Official Information Act 1982 following requests to the EPA. Please clearly indicate if you have any objection to the release of any information contained in your submission, and in particular, which part(s) you consider should be withheld, together with the reason(s) for withholding the information. We will take into account all such objections when responding to requests for copies and information on submissions to this document under the Official Information Act 1982.
93. At the close of the consultation period, the EPA will review and analyse the submissions received and prepare a summary. This summary will be available to all submitters and placed on the EPA website.

### Privacy

94. The Privacy Act 1993 establishes certain principles with respect to the collection, use, and disclosure of information about individuals by various agencies including the EPA. It governs access by individuals to information about themselves held by agencies. Any personal information you supply in the course of making a submission will be used only in conjunction with the matters covered by this document. Please clearly indicate in your submission if you do not wish your name to be included in any summary of submissions that the EPA may publish.



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