



**Guidelines for Accepting Individual/Corporate Institutions to
Engage in Pesticide Importation, Distribution and
Sale within the Country**

This guideline is concerned with prerequisites for acceptance of new companies proposing for registration of pesticides in Sri Lanka. Interested parties are required to submit a full institutional profile for inspection and records.

Office of the Registrar of Pesticides
Department of Agriculture

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Guidelines for Accepting Individual/Corporate Institutions to Engage in Pesticide Importation, Distribution and Sale within the Country

General requirements

1. Applicant must be a citizen of Sri Lanka. If the applicant is a corporate body/partnership business, all board of members must be citizens of Sri Lanka.
2. Applicant must submit a legal name of business, complete address and contact information for which future correspondence(s) with respect to registration and advertising of pesticides and/or any other matter will be directed.
3. Applicant must submit full details of the personnel involved in the business including name(s), addresses, contact information and positions holding including past position(s).
4. Each applicant must submit proof(s) of a valid business registration certificate issued by the local authority or central government authority as of above item 2.
5. Applicant must submit a detailed record of assets including the type(s) vehicles used for operation of the pesticide business.
6. Applicant must submit the exact type of pesticide business e.g. import, formulation, packing, re-packing, labeling, sale, and offer for sale of pesticides and/or indenting of pesticides, as may be applicable.
7. The legitimate business premises/address must be as per the certificate specified in the business registration which is referred in Item 4 above.
 - a. All affiliates/sub-activities of the pesticide business proposed by the applicant including pesticide storage/ manufacture/ formulation/ packing/ re-packing must be obtained a valid registration from the local authority as may be applicable.

- b. The exact place(s) of pesticide storage/ manufacture/ formulation/ packing/ re-packing must be specified in the application for prior inspection and approval by the Registrar of Pesticides.
8. A detailed justification must submit for which there is a special local need for pesticide(s) imported and/or marketed; whether it is a new product or an additional use for an existing registered product or replace already registered product in the country (The proposed justification must accompany a report of a relevant research organization/ researcher with respect to principle use category of the pesticide).
9. Proof(s) of duly signed contract agreement(s) for supplying of pesticide(s) with the proposed manufacturer, formulator and/or supplier of the pesticide(s) must be submitted.
10. A detailed report of distribution/sales plan must be submitted with potential trade personnel involved (e.g. principle dealer, sub-dealer etc.). If the request is for restricted use pesticides, the exact user(s) (with complete address) and the estimated quantity (monthly/annual) must be submitted.
11. A detailed action plan for security arrangements including firefighting, anti-theft and the measures taken to isolate the facility from the surrounding must be submitted.
12. Applicant must ensure ISO 9001 (quality), 14001 (environment) and 18001 (worker safety) certification achievement targets in a period of one year. If the above requirements are being implemented in the existing system, the proposed action plan for achieving the above targets must be submitted for review and records.
13. A detailed pesticide disposal (of remnants and contaminated clothing) and safety plan(s) must be submitted for each business category including pesticide storage facility/facilities, pesticide labeling/packing/re-packing and/or formulation, as may be applicable. All proposals are subjected to prior approval by the Registrar of Pesticides.
 - a. Applicants who propose to have storage facility/facilities must ensure acceptable pesticide residue disposal facility is installed

within the premises (e.g., absorbent pit, bio-bed) or any other safe disposal arrangement acceptable to the Registrar of Pesticides.

- b. Applicants who propose to have labeling/ re-packing facility/facilities must ensure adequate safe pesticide disposal arrangements are installed, catering to the scale of activity which is acceptable to the Registrar of Pesticides.
- c. Applicants who propose to have their own formulation facilities must build storage and treatment facility/facilities for safe disposal of solid and water effluents and air emissions. A prior authorization from the Central Environment Authority must be obtained (with a routing action plan for compliance monitoring) and proofs must be submitted for records.
- d. Applicants who employ personnel in pesticide storage facility/facilities, pesticide labeling/ packing/ re-packing and/ or formulation must obtain necessary authorization from the Occupational Health and Safety Division of the Department of Labor (with a routing action plan for compliance monitoring) for the safety of workers and proofs must be submitted for records.
- e. Registrar of Pesticides or any Authorized Officer is responsible for inspection of all pesticide storage/ manufacture/ formulation/ packing/ re-packing facilities with or without relevant local or central government authorities for pertinent safety requirements and may propose and implement any requirements for fulfillment.

14. Applicant must submit the intended plan(s) of formulation/ re-packing if the present activity is only for the importation of finished products with pasted local labels and/or importation of finished products subjected to labeling in a local facility.

15. Applicant must not change in the ownership of the registered pesticide without a valid agreement of the original manufacturer, formulator and/or supplier of the pesticide(s) as specified in the Item 4 above and original

declarations must be submitted as proof. Prior approval must be sought from the Registrar of Pesticides.

16. Applicant must be able to engage in direct communication with the overseas manufacturer, formulator and/or supplier of the pesticide(s) without involvement of a second party. e.g., independent handling of documents for all correspondence with respect to registration and importation of pesticides.

Technical competency

1. At least one managerial position must be filled with a graduate in Agriculture, Science or Veterinary Science for business categories in agriculture and/or veterinary pesticides. For other categories of pesticides, the senior managerial position must be filled with a graduate with qualifications of relevant specialty category as may be acceptable to the Registrar of Pesticides.
2. Sales or area representatives must be filled with persons with adequate knowledge on types, risks and hazards of pesticides, preferably from individuals of Diploma in Agriculture.

Review procedure

Registrar of Pesticide in consultation with the Pesticide Technical and Advisory Committee will make a decision regarding the acceptance of the applicant.

Compliance

All members of the pesticide industry are required to adopt strict compliance on the laws and regulations instituted under the Control of Pesticides Act No. 33 of 1980 as amended by the Act No. 06 of 1994 and by the Act No. 31 of 2011. In

addition, the FAO Code of Conduct¹ is recognized as the globally accepted standard for pesticide management. Complementarily, pesticide industry is required to ensure that this code of document is widely recognized and its recommendations are implemented throughout the life cycle of all pesticides.

¹ **FAO (2005)** International code of conduct on the distribution and use of pesticides – revised version. Adopted by the 123rd Session of the FAO Council in November 2002. Food and Agriculture Organization of the United Nations, Rome.