EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR CLIMATE ACTION
Directorate C — Mainstreaming Adaptation and Low Carbon Technology
CLIMA.C.2 — Transport and Ozone

ODS Licensing System

Manual

PART III

MANUAL FOR UNDERTAKINGS
(IMPORTERS / EXPORTERS / PRODUCERS)

Version 2.0

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ODS Licensing System (v 1.8)

Important note:

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Contents — Part III

1. INTRODUCTION

Regulation (EC) No 1005/2009 of the European Parliament and of the Council on substances that deplete the ozone layer[1] includes requirements for the import and export of controlled substances[2]. In this manual, these substances are referred to as ozone-depleting substances (ODS).

The Regulation prohibits imports and exports of ODS and products and equipment containing or relying on ODS. However, there are exemptions to the trade ban and these generally require a licence issued by the European Commission[3] under the ODS Licensing System.

There are four manuals available for users of the ODS Licensing System:

- Part I: General information on ODS licensing;

- Part II: Registration of an organisation;

- Part III: Manual for undertakings (importers / exporters / producers);

- Part IV: Manual for customs offices.[4]

1.1. Part III: Manual for undertakings (importers / exporters / producers)

This manual is addressed to importers, exporters and producers of ODS. It describes the following processes:

- applying for an ODS licence;

- applying for a production authorisation;

- applying for ODS quota;

- administration of the account in the ODS Licensing System.

The annexes contain:

- a list of licence types for the purpose of the ODS Licensing System;

- a list of statuses used in forms in the ODS Licensing System;

- an example of a customs declaration form (SAD).

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[1]   http://eur-lex.europa.eu/ search – year: 2009, number:1005, type: Regulation

[2]   The controlled substances are listed in Annex I to Regulation (EC) No 1005/2009.

[3]   European Commission, Directorate-General for Climate Action, Unit C.2; email: clima-ods@ec.europa.eu.

[4]   https://circabc.europa.eu/w/browse/d514949d-f5cf-484c-b274-fdafeeb87ae4; also available on the CIRCABC online forum – go to the 'Library' tab and the '1. Manuals' folder.

In summary, Manual Part III provides practical information on how to use the ODS Licensing System to submit applications to import, export and produce ODS.

1.2. System overview

After logging into the ODS Licensing System, you will be able to choose between entering the ODS Licensing System and the F-Gas Portal. The software supports both domains (see Picture 1).
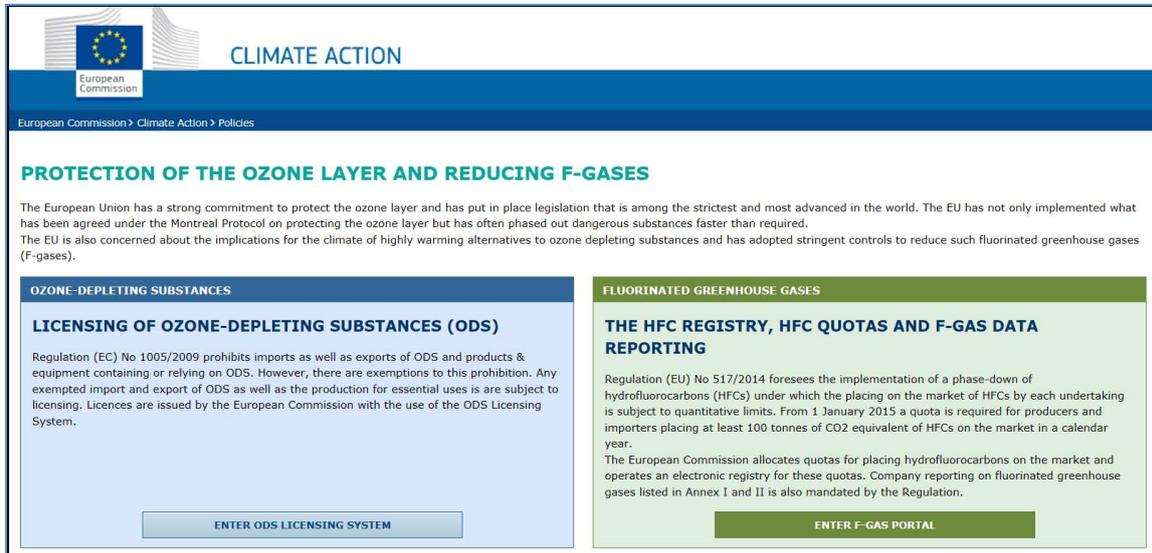
Picture 1: First page after logging on

When you enter the ODS Licensing System, a menu is displayed at the top of the screen (see Picture 2). Depending on the information you provided when registering, some tabs in the menu may not be activated.

This manual describes the functionalities available in the various tabs in the menu. The structure of the manual reflects the order of the tabs; there is a chapter for each one.
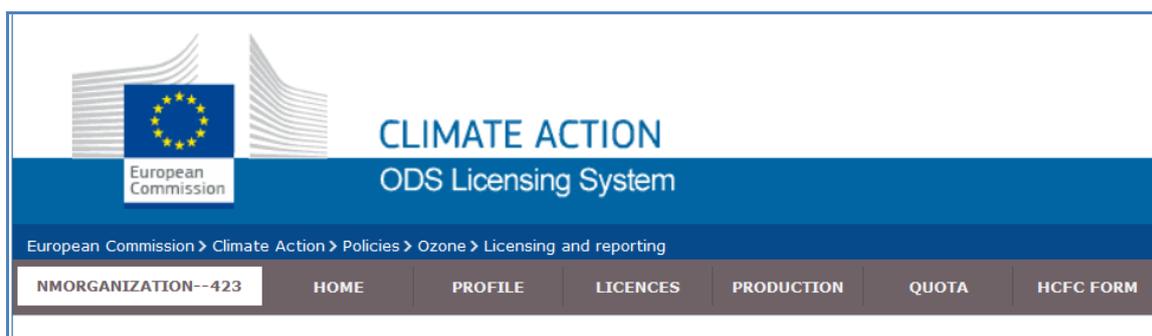
Picture 2: Top menu of the ODS Licensing System

2. PROFILE
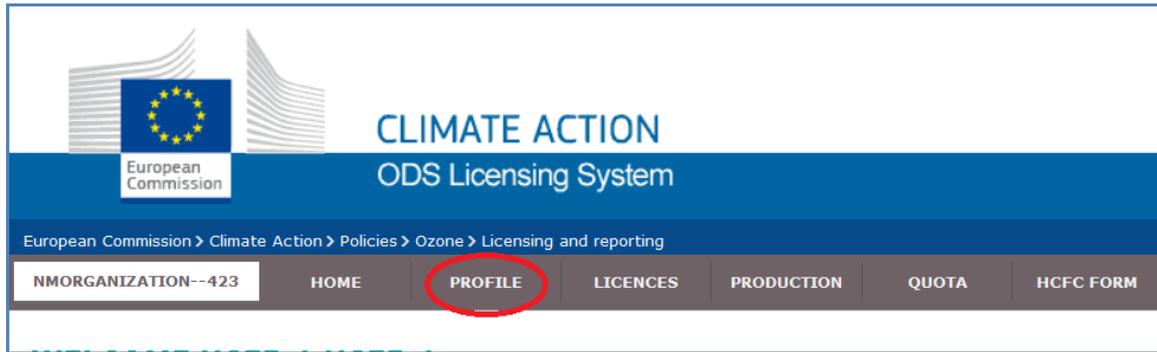
Picture 3: The profile tab in the top menu

The functionalities available in your undertaking's account depend on what information is provided in the profile. This chapter will tell you how to make changes to your profile.

2.1. Changing profile information

If you need to update information in your profile (e.g. address or telephone number), you must enter it and click on **'Edit'**[5] at the bottom of the screen in your profile (see Picture 4). Next, carry out the necessary changes and select **'Save'** to confirm (also at the bottom of the screen).

Picture 4: Making changes to your profile

ⓘ If the business of your undertaking changes, you must update the answers to the questionnaire (see Picture 4). This may result in functionalities being activated or deactivated in your account (e.g. the tab HCFC form).

2.2. Changing name or EORI number

The procedure for changing the name of the organisation or EORI number is different from that described in section 2.1.

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[5] In this manual, words written in bold and in inverted commas (') refer to command buttons.

Before the name of an undertaking registered in the ODS Licensing System can be changed, it must be formally verified so as to make sure that quota rights and licences can be transferred to the new legal entity.

If you plan to change the name of your organisation, you must inform the Commission by letter:

- indicating the old name, the new name and the EORI number;

- explaining the background to the change; and

- giving the names of new contact persons (if applicable).

The letter must be prepared on headed business paper and signed by a person authorised to make legally binding statements on behalf of the organisation, e.g. general manager.

2.3. Managing access — adding and removing users

You can add an employee of your organisation as a new user of your account in the ODS Licensing System. The new user will be granted access to the system and receive emails relating to ODS licensing.

Similarly, you can remove any person who no longer needs access. It is crucial to keep this information up to date, in particular the email address, as email messages will be sent to the users indicated in the profile.

In order to add or delete a user, you must change information in the 'Users' section in your profile. Enter your profile, select **'Edit'** at the bottom of the screen (see Picture 4) and make the changes in the 'Users' section as indicated in Picture 5. Next, select **'Save'** at the bottom of the screen to confirm the change.

Picture 5: Managing access by adding and deleting users

ⓘ The names and email addresses of employees in the ODS Licensing System are protected. See the Privacy Statement for information on the use of personal data in the ODS Licensing System.[6]

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[6] https://circabc.europa.eu/sd/d/1cd6e7dc-81ab-410a-ba15-eae12d55a4ea/Privacy%20statement%20ODS%20Licensing%20System%20v1.pdf; also available on the CIRCABC online forum – go to the 'Library' tab and the '3. Date protection & security' folder.

3. LICENCES
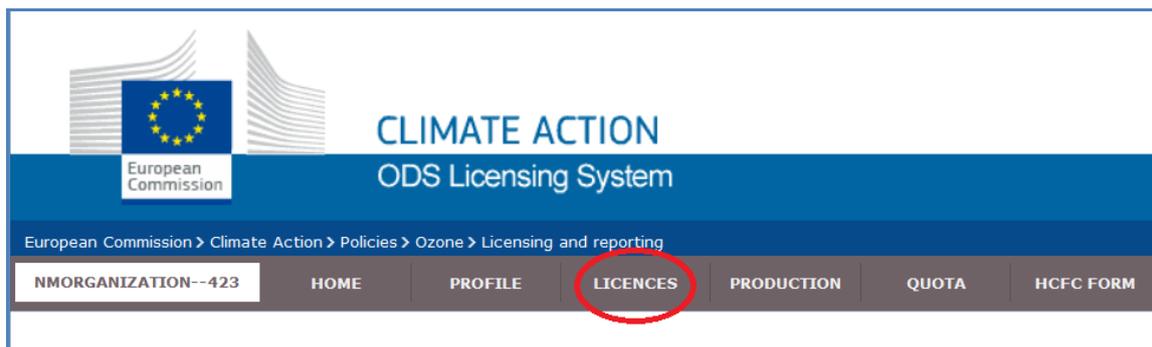
Picture 6: The licences tab in the top menu

Imports and exports of ODS for exempted uses are subject to licensing. Manual Part I explains which uses are exempted. The procedure for applying for a licence is explained in this chapter; it can be summarised in three steps:

1) an importer or exporter requests a licence (see section 3.1: Applying for a licence);

2) the Commission processes the application and takes a decision (see section 3.3: Licence application);

3) the importer or exporter receives an automatic email informing it of the decision.

3.1. Applying for a licence

The steps to follow to apply for a licence in the new ODS Licensing System are shown in Box 1.

Box 1: How to apply for a licence

1. Select 'Licences' from the top menu on your ODS homepage;

2. Click on the **'New Licence'** button on the 'Licences' page;

3. Select the licence type (see Annex 1);

4. Complete the licence form (see steps 1-5 below);

5. Submit the licence application.

The steps for completing the licence form are as follows:

Step 1 — Select a licence type

A list of licence types (see Picture 7) will be displayed when you click on the **'New Licence'** button. Select one of the licence types and click on **'Continue'**. The system will display the relevant licence form.

APPLY FOR A LICENCE

LICENCE TYPE:

If a licence type you need is not on the list change your profile information or contact us.

IMPORT

○ Import of products or equipment for critical uses of halons on aircrafts (IPEA)   ○ Import of HCFC for repackaging and re-export (IHCF)

○ Import of substance for process agent use (IPRA)   ○ Import of substance for feedstock use (IFDS)

○ Import or production of substance for laboratory or analytical use (ILAB or PLAB)

EXPORT

○ Export of products or equipment for critical uses of halons on aircrafts (EPEA)

CONTINUE

Picture 7: Selecting a licence type

The list of licence types displayed on your screen depends on the information you provided in your profile. If the licence type you need is not on the list, please make relevant changes in the 'Questions' section in your profile (see section 2.1).

For a list of licence types available in the ODS Licensing System, see Annex 1. The form will differ depending on licence type. For example, most of the fields described in this chapter do not apply to licences for halon fire extinguishers for the aviation sector (EPEA and IPEA).

Step 2 — Complete the 'General Information' section

The top part of the form is completed automatically on the basis of the information provided in your profile. If the address in the licence form is incorrect, please change it in your profile (see section 2.1) before you continue with the next steps. The licence may be used only by the legal entity whose name and address are displayed correctly in the licence form. It may not be used by any other legal entity, including other companies in the same group or subsidiaries.

In the top section, you are asked to provide the address of your trade partner outside the EU (the non-EU trader). Provide the name of the company that is the consignor/exporter for imports or the consignee/importer for exports.

There are two options to choose from (see Picture 8).

Picture 8: Adding the address of the non-EU trader

<u>Option 1</u>

If you have previously applied for a licence for this non-EU trader, its name is already in the system and you can select it from a drop-down list. Use option 1 and first indicate the country of the non-EU trader. Next, indicate whether you are sending the good to a ship or to a standard land-based company (see 'delivery to' field). This will activate the drop-down traders' list. Click the **'Select'** button to confirm your selection.

<u>Option 2</u>

If the trader is not available in the drop-down list, add the company name and address. First indicate whether you are sending the good to a ship or to a standard land-based company (see 'delivery to' field). Next, click the **'Select'** button. Additional fields will then be displayed. Complete them and click on **'Add'**.

ⓘ   Please note the requirements for the 'country of export' field in the case of HCFC exports to ships.

Field	Content
Country of export	In the case of exports to ships, the selected country must be the flag state of the vessel.

Step 3 — Complete the 'Information for customs' section

You must complete the following fields in this part of the application form:

Field	Content
Expected date of import or export	Enter the estimated date of import or export. This cannot be earlier than the current date or later than 31 December of the year indicated at the top of the licence form. For more information, see section 3.4.3: Validity period.
Customs office of entry or exit	Select the customs office of entry for imports or of exit for exports. This is usually the port (harbour, airport or road station) where the shipment arrives or leaves EU customs territory. Contact us if the customs office concerned does not appear in the drop-down menu. Remember to click the **'Select'** button to confirm your selection.
Customs office of import or export	Select the customs office of import or export. This is the office where the customs declaration (single administrative document – SAD) will be lodged. Usually this is your regional customs office. Contact us if the customs office concerned does not appear in the drop-down menu. Remember to click the **'Select'** button to confirm your selection.
Customs procedure	Indicate the four-digit customs code which you provide in box 37 of the SAD (see Annex 3). Select the relevant two-digit codes from the drop-down menus for the customs procedure requested and the previous customs procedure. If the shipment falls under a transit procedure, select 'T1' or 'T2' in both menus. Remember to click the **'Select'** button to confirm your selection.

Commercial description	Provide a description of the goods to be imported or exported: • for substances: the name of the substance, as indicated on the label and on the customs declaration; • for products and equipment: a short description making it possible to identify the item. Codes, abbreviations and product numbers should not be added in this field.

Step 4 — Complete the 'Identification of good' section

You must complete the following fields in this part of the application form:

Field	Content
Use	Select a use-type. All uses applicable to the licence type you selected will be displayed in the drop-down menu. For import licences for which quota is required, only relevant use-types will be displayed. Remember to click the **'Select'** button to confirm your selection.
Substance	First, declare whether it is a mixture of ODS or a single ODS. For a mixture, list all ODS substances it contains and specify the percentages. Remember to click the **'Add'** button to add the ODS to the list. The content of the substance drop-down list will depend on the use-type you have selected in the previous stage and on the substance groups you declared in the 'Questions' section of your profile. If you are importing or exporting products or equipment, you must select substances contained or substances which the equipment depends on. Remember to click the **'Select'** button to confirm your selection.
CN code	Select the Combined Nomenclature (CN) code for the goods from the drop-down list. Contact us if the relevant CN code does not appear in the list.
Gross mass	Enter the total weight of the shipment, including packaging material, transport containers, etc. The gross mass must be larger than the net mass.
Net mass	Enter the net mass of the substance, i.e. the net quantity of the substance being shipped. In the case of mixtures, this means the net quantity of the whole mixture. In the case of products or equipment, this means the net quantity contained in the products or equipment (total for all items).
Units	Provide the number of containers/cylinders/bottles/drums/ISO tanks in the shipment. This field is applicable only to IHCF and EHCF (see Annex 1 for the names of these licences).
Nature of substance	Indicate in the drop-down list whether the substance is virgin, recovered, recycled, reclaimed or waste. In the case of products and equipment containing ODS, this refers to the substance contained in the equipment. If the substance is reclaimed, you will be asked to provide a certificate. See section 3.2: Also see Manual Part 1 (Annex 1) for definitions of recovery and reclamation.

Step 5 — Complete the 'Other information' section

If necessary, you can provide additional information regarding the licence application in the comment field. Any comments will be displayed on the licence and will be visible to the Commission and the customs office.

Use this section only to provide relevant additional information required for the licence application process. Applications containing irrelevant comments may be rejected.

ⓘ If you provide a comment, the licence will not be issued automatically. For more information, see section 3.3.3.

3.2. Uploading a certificate for a reclaimed substance

You must provide a certificate from the reclamation facility if the substance you are importing or exporting is reclaimed. You can provide the reclamation facility with a template of the certificate by selecting **'Download'** in the licence form.

You can also ask the reclamation facility for their own certificate; this must indicate:

- general information about the source of the ODS (including country of origin and original use);

- the name and full address of the facility where the ODS was reclaimed;

- a brief description of processing the ODS has undergone;

- the batch number of the substance indicating the total volume of the batch;

- the quality specifications of the ODS, e.g. a batch-specific certificate of analysis indicating the quality requirements and the actual quantity of reclaimed substance. The certificate should indicate whether the specifications match an internationally agreed standard and, if so, which.

3.3. Licence form

When the licence application is submitted, the status of the form changes from DRAFT to REQUESTED.[7]

3.3.1. Revising a licence application

After you submit the application, the Commission may send it back to you to obtain more information or for the purpose of correcting errors. In this case, the status of the form will change to REVISION and you will receive an email indicating why the application was sent back. The same explanation will appear in the 'Comment' column in the 'licence history' table at the bottom of the form (see Picture 9).

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[7] In this manual, words written in capitals refer to statuses for the form. See Annex 2 for more information on statuses.

You can always revise the form and resubmit it. The procedure varies depending on the status of the form. If your form is in DRAFT or REVISION status, it can be amended at any time. A form in REQUESTED status can also be amended if necessary. If you wish to do so, send a request by email to the Commission, who will then change the status of the form from REQUESTED to REVISION.

If there is an error in a licence in VALID status, the applicant must cancel it (see section 3.4.2) and apply for a new licence. If any changes occur when the licence is valid or issued (e.g. change of customs office where the good arrives), you should notify the Commission by email. The Commission will then make the relevant changes in the form.

3.3.2. The Commission checks the licence application

Licence applications may be processed by the system or by the Commission. There is a set of automatic checks in place to verify applications. Complex applications will be checked by the Commission.

The Commission will always be involved in checking eligibility for licences that relate to a country participating in the iPIC network. If the requested import or export is subject to the iPIC procedure, the Commission will check that the trader, the product and the use are eligible. This may involve getting prior consent from the national ozone unit in the source or destination country, which can take up to 10 working days.[8]

3.3.3. The Commission issues the licence

Depending on the complexity of the application, some licences may be issued by the system immediately. The Commission will verify other applications, including all those containing comments, and carry out random verifications on licences issued by the system.

If no potential errors are identified, the Commission finishes the processing phase. You will then receive an email notification that the licence has been issued.

3.4. Valid licence

When the licence application is approved, the status changes from REQUESTED to ISSUED or VALID. For more information on statuses, see Annex 2.

3.4.1. Consulting a licence

Forms submitted to the Commission will be available for consultation in the ODS Licensing System. To view a form (in pdf format), go to the 'licence history' table at the bottom of the screen and click on the yellow icon in the 'Submission' column (see Picture 9).

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[8] The informal prior informed consent (iPIC) procedure was established under the Montreal Protocol to prevent illegal trade in ODS and to facilitate enforcement of the Protocol; for more information, see: http://www.unep.org/ozonaction/InformationResources/iPIC/tabid/106139/Default.aspx.

Picture 9: Viewing the licence form in the 'licence history' table

The electronic version of the form may change over time due to modifications elsewhere in the system, e.g. change of address. However, the pdf version of your submission will always have valid reference information.

Print-outs of the pdf are not valid for customs clearance; they are made available for information purposes only.

3.4.2. Cancelling a licence

You must cancel any licence in ISSUED, VALID or EXPIRED status which you have not used and do not intend to use. Please notify the Commission by email of your request to cancel a licence and explain why (the reason will be added in the licence history).

If you want to withdraw an application, you can do so in certain cases using the **'Withdraw'** button. If the form is in DRAFT status, your application will be removed. If it is in REQUESTED or REVISION status, the status will change to WITHDRAWN.

### 3.4.3. Validity period of a licence

Licences are valid for up to 28 days (7 days before and 21 days after the estimated date of import or export) between 1 January and 31 December of a calendar year. The period may be made shorter so that it does not go beyond 31 December or where the date of issue is less than seven days before the estimated date of import or export.

Different rules apply to the validity period for EPEA and IPEA licences (see Annex 1 for names of licences). These are valid from the date of issue to the end of the calendar year. If the licence is issued before the start of the licensing year (i.e. 1 January), the validity period starts on 1 January of that year.

3.4.4. Can I extend the validity period of a licence?

No. It is not possible to extend the validity period of a licence. If the import or export did not take place and the licence is about to expire or has already expired, it is important to cancel it (see section 3.4.2). You must then apply for a new licence.

4. PRODUCTION
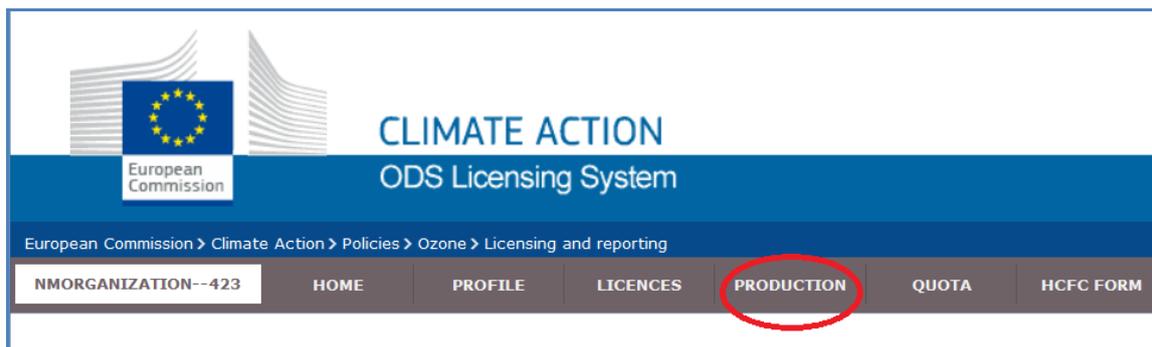
Picture 10: The production tab in the top menu

The production of ODS for essential laboratory and analytical uses requires quota and prior authorisation. If you have quota, you can choose to import the ODS (ILAB licence) or produce it in the EU (PLAB authorisation). The procedure for applying for production authorisations (PLAB) is explained in this chapter.

If you produce ODS for uses other than essential laboratory and analytical uses (e.g. refrigeration or feedstock uses) then contact the national competent authority for information about requirements for such production (see chapter 8). This chapter is only applicable to producers for essential laboratory and analytical uses.

Undertakings that hold quota for the production or import of ODS for essential laboratory and analytical uses have two options:

4.1. Option 1: a quota-holder plans to produce the ODS

Applying to produce ODS for essential laboratory and analytical uses in your own facilities in the EU involves three steps:

1) you request a production authorisation;

2) the competent authority in the Member State processes the application and takes a decision;

3) you receive an automatic email informing you of the decision.

Box 2: How do I apply for a production authorisation (PLAB)?

1. Select 'Production' from the top menu on your ODS homepage;

2. Click on the **'New Production'** button on the 'Production' page;

3. Select production authorisation (PLAB);

4. Complete the form;

5. Submit the request for a production authorisation.

### 4.2. Option 2: a quota-holder plans to delegate production

Applying to outsource ODS production for essential laboratory and analytical uses involves four steps:

1) the quota-holder submits an application for production and delegates production to a producer;

2) the producer requests a production authorisation or import licence;

3) the competent authority in the Member State (in the case of a production authorisation) or the Commission (in the case of an import licence) processes the application and takes a decision;

4) the quota-holder and producer receive an automatic email informing them of the decision.

Box 3: How do I delegate production? How do I make a production application (APPL)?

1. Select 'Production' from the top menu on your ODS homepage;

2. Click on the **'New Production'** button on the 'Production' page;

3. Select application for production (APPL);

4. Complete the form;

5. Submit the application for production.

5. QUOTA
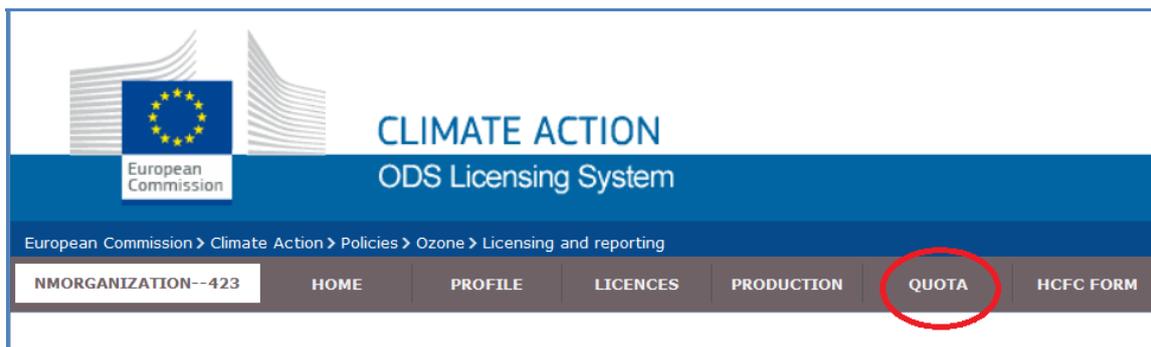
Picture 11: The quota tab in the top menu

Quota is required for the import or production of some ODS. Manual Part I provides information on the types of imports and production that require quota. You must have quota to apply for the following licence types: ILAB, PLAB, IFDS, IPRA, IHCU (see Annex 1 for names of licences). Information on how to apply for quota can be found in this chapter.

5.1. Procedure for quota application and allocation

Quota is allocated annually for the next calendar year. The application and allocation process can be summarised in five steps:

1) the Commission publishes a notice with information about the upcoming quota application period;

2) an importer (or producer) applies for quota (see section 5.2);

3) the Commission processes the application and proposes a quota (see section 5.3);

4) the competent authorities of the Member States vote on the quota decision;

5) the Commission adopts the quota decision (with any agreed amendments) and notifies importers and producers of the quantities allocated.

5.2. Applying for quota

The steps to follow to apply for quota in the ODS Licensing System are shown in Box 4. It is possible to apply for quota only in a certain period of the year (usually one month in late spring); the dates are specified in the Commission's notice.

Box 4: How to apply for quota

1. Select 'Quota' from the top menu on your ODS homepage;

2. Click on the **'Application for quota'** button on the 'Quota' page (active only during the quota application period);

3. Complete the form (see steps 1-5 below);

4. Submit the quota application.

The steps for completing the form are as follows:

Before completing the form

Before starting, make sure that your address in the profile is up to date. This is important as the confidential annex to the quota decision will be sent as registered mail to that address.

Step 1 — Select a group

A form will be displayed when you click on the **'Application for quota'** button.

Select a substance group from the first drop-down menu. The substance groups available depend on the information you provided in your profile in the 'Questions' section. For example, if you indicated that your undertaking imports CFCs (group I) for feedstock use you will be able to select this group from the drop-down menu.

Step 2 — Select a substance

The second drop-down menu is generated after you select the substance group. It shows a list of substances of the group you selected in step 1.

Step 3 — Select a use-type

The third drop-down menu shows a dynamic list of use-types. A use-type will appear if:

- you ticked the relevant use category together with a particular substance group (e.g. feedstock use, Group: CFCs (group I)) in your profile in the 'Questions' section;

- you selected this particular substance group (e.g. CFCs (group I)) at step 1;

- the use category is subject to quota allocation (see Manual Part I).

Step 4 — Provide the quantity of the substance

Indicate the estimated amount that the undertaking plans to import (or produce) and for which it is requesting quota. Provide the quantity in kilograms with an accuracy of ± one kilogram. Gram values cannot be entered in this field. If relevant, round up the quantity to kilogram values.

Step 5 — Add the substance to the table

A table is displayed at the bottom of the form. Click on the **'Add'** button to include the substance you declared in steps 1-4. The entry will appear as a new row in the table and include information about the substance group, use-type and quantity. The quantity will be shown in [kg] and [ODP kg].[9]

You can add only one substance at a time. Repeat steps 1-5 until all relevant substances are introduced in the table. You can delete an entry using the delete option in the relevant row of the table.

5.3. Quota form

When the quota application is submitted, the status changes from DRAFT to REQUESTED. For more information on statuses see Annex 2.

5.3.1. Revising a quota application

The Commission may send the application back in order to obtain more information or for the purpose of correcting errors. In this case, the status of the form will change to REVISION and you will receive an email indicating why it was sent back. The reasoning will also be displayed in the 'Comment' column in the 'history' table at the bottom of the form.

To make changes in your quota application, select the yellow edit box in the table on the quota homepage (see Picture 12).

Picture 12: Making changes to your application form

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[9] Ozone-depleting potential (ODP) multiplied by kilograms. ODP values for each substance can be found in Annex I to Regulation (EC) No 1005/2009.

It is possible to amend an existing quota application only during the quota application period. The procedure varies depending on the status of the form.

If your form is in DRAFT or REVISION status, it can be amended at any time during the quota application period. You can also withdraw the application if the form is in DRAFT status.

You can amend a quota application in REQUESTED status, if necessary. To do so, you must send a request by email to the Commission, who will change the status of the form from REQUESTED to REVISION.

If necessary, you can also amend a form in VALID status by selecting **'Edit'**. This will change the status of your form from VALID to REVISION.

Remember to '**Submit**' your form after amending it.

5.3.2. *The Commission validates a quota application*

If no potential errors are identified, the Commission finishes the processing phase.

Validation of the form does not mean that your undertaking has received or will receive quota. You may receive the total quantity of quota requested, some of it or none at all. The Commission proposes a draft decision to allocate quota and the Member States' competent authorities may suggest changes to this.

5.4. Valid quota

If your undertaking received quota, the relevant licence types will be activated under the **'New Licence'** button. The types activated depend on the quota details and can be one of the following: ILAB, PLAB, IFDS, IPRA, IHCU, PLAB (see Annex 1 for names of these licences). To use the quota, you must apply for a licence (see chapter 3) or production authorisation (see chapter 4). The amount imported (or produced) will be automatically deducted from your annual quota.

5.4.1. *How can I check how much quota is left?*

If you are using your quota over the year through multiple licence applications, you might want to know how much is left for use by the end of the year.

Select 'Quota' from the top menu on your ODS homepage. On the 'Quota' page, select the quota summary (see Picture 13). You will find the allocated and remaining quantities the TOTAL row at the end of the quota summary table.
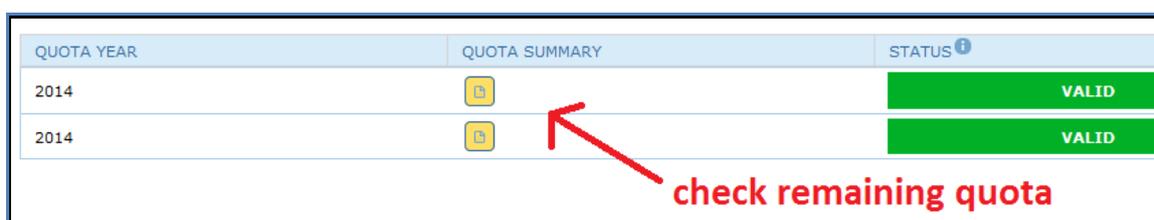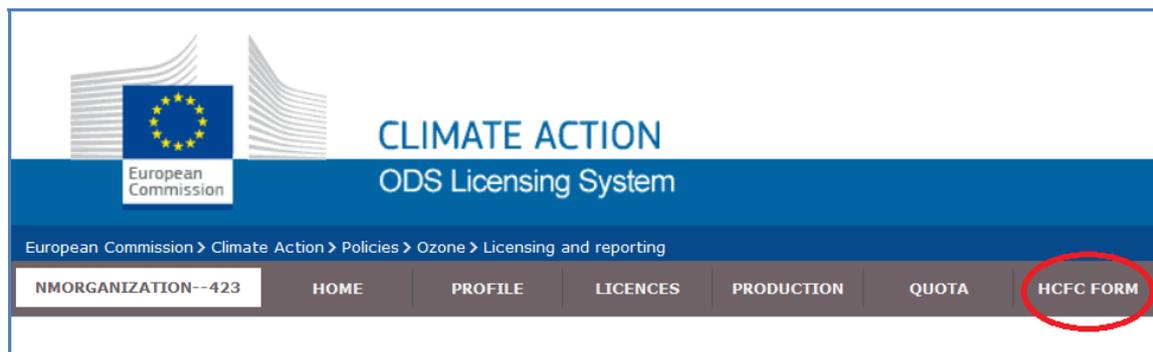

Picture 13: Checking how much quota is left

6. HCFC FORM

Picture 14: The HCFC form tab in the top menu

If your undertaking purchases HCFC from an EU producer for repackaging and subsequent export, you must complete the HCFC form. In doing so, you are declaring your intention to obtain the HCFC from the EU market, as required under Article 11(5) of the Regulation. For more information, see the repackaging information document.[10]

Box 5: How can I register as a HCFC repackager?

1. Select 'HCFC form' from the top menu on your ODS homepage;

2. Complete the HCFC form;

3. Submit the form.

The content in the 'HCFC form' tab will depend on your answer to the last question in your profile in the 'Questions' section. The HCFC form will be active if you answered that you purchase HCFC from an EU producer.

Complete the form by indicating the HCFC concerned and the estimated amount that your undertaking plans to purchase per year. Provide the quantity in kilograms with an accuracy of ± one kilogram. Gram values should not be entered in this field. If relevant, round up the quantity to kilogram values. Next, select the supplier from the list. You can select a number of suppliers for each substance. Click on **'Add'** to include the substance you declared in the table.

A table is displayed at the bottom of the form. The entry will appear as a new row in the table. Only one substance can be added at a time. You can delete an entry using the delete option in the relevant row of the table.

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[10] https://circabc.europa.eu/w/browse/6ac80e6a-8fdd-4f38-a0b6-7e6baea143b8; also available at CIRCABC online forum, in the 'Library' tab in the '2. Other supporting documents for ODS licensing' folder.

Remember to submit the form using the **'Submit'** button once you have introduced all the substances in the table.

If the annual demand changes, you must update the form. You can do so by clicking on **'Edit'** at the bottom of the page. You will be asked to re-submit the form. Remember to click the **'Submit'** button to confirm the change.

Once the form is submitted, the Commission will verify it and consult the competent authority of the Member State about your technical HCFC repackaging capacity.

7. DISABLING AN ORGANISATION

The account can be disabled if an organisation no longer requires an account in the ODS Licensing System, because ODS business ceased, for example.

To disable an account, you must send a request by email to the Commission.

ⓘ When an account is disabled, it will no longer be accessible by the undertaking. The personal data of the former users will not be visible to any other users of the ODS Licensing System, including the Commission and the competent authority. However, all non-personal data are retained. The Commission and competent authorities will have access to the undertaking's licences.

8. CONTACT INFORMATION

A list of contact points at the Commission and Member States' competent authorities is available on the CIRCABC online forum, in the 'Library' tab in the '4. Contact information' folder.[11]

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[11] https://circabc.europa.eu/w/browse/91661b30-3bd7-4b25-b083-dbc64092175c.

Annex 1: Licence types

This annex lists the names of licence types used for the purpose of the ODS Licensing System.

Types of import licence

Licence code	Licence name
ICUH	Import of halon for critical use
IDST	Import of substance for destruction
IEMG	Import of methyl bromide for emergency use
IFDS	Import of substance for feedstock use
IHCF	Import of HCFC for repackaging and re-export
ILAB	Import of substance for laboratory or analytical use
IPEA	Import of products or equipment containing halon for critical use on aircraft (annual multiple shipment licence)
IPED	Import of products or equipment for destruction
IPEL	Import of products or equipment for laboratory or analytical use
IPEO	Import of products or equipment containing halon for critical uses on units other than aircraft
IPEX	Import of products or equipment covered by an exemption decision
IPRA	Import of substance for process agent use

Types of export licence

Licence code	Licence name
ECUH	Export of halon for critical use
EFDS	Export of substance for feedstock use
EHCF	Export of HCFC re-export after re-packaging
EHCP	Export of HCFC produced and re-packaged in the EU (by repackager)
EHCO	Export of HCFC other: 1) HCFC produced in the EU and exported by a producer 2) Export of reclaimed HCFC 3) pre-2010 stocks of HCFC exported by stock holder
ELAB	Export of substance for laboratory or analytical use
EPEA	Export of products or equipment containing halon for critical use on aircraft (annual multiple shipment licence)
EPEL	Export of products or equipment for laboratory or analytical use
EPEM	Export of metered dose inhalers
EPEO	Export of products or equipment containing halon for critical uses on units other than aircraft
EPEX	Export of products or equipment covered by an exemption decision
EPRA	Export of substance for process agent use

Types of production requests

Request code	Request name
APPL	Application for production for substance for laboratory or analytical use
PLAB	Production authorisation for substance for laboratory or analytical use

Annex 2: Status overview

The 'status' of the form (in the top left-hand corner of the form) denotes the progress made in the form. The table below presents the colour-coding and the description of the various statuses.

Status	Description
DRAFT	Work in progress; the form has not been submitted yet.
REQUESTED	The form has been submitted. The form can no longer be edited.
REVISION	The Commission has sent the form back to you. You must make the relevant changes and re-submit it.
VALID	The application has been processed.
EXPIRED	The validity period of the import or export licence has ended. You cannot proceed with imports/exports of ODS.
REJECTED	The Commission has rejected your application (for the reason given in the 'history' of the form). This makes it impossible to proceed with the planned import/export.
CANCELLED	The Commission or the customs office cancelled your licence (for the reason given in the 'history' of the form). This makes it impossible to proceed with the planned import/export. You can apply for a new licence.
CLOSED	The customs office closed your licence because the import or export has already taken place.
WITHDRAWN	You have withdrawn your form (for the reason given in the 'history' of the form). This makes it impossible to proceed with the planned import/export.

Annex 3: Customs declaration form (single administrative document — SAD)[12]

Please pay special attention to box 37 and box 44 of the SAD.

You will need the code from **box 37** in the 'customs procedure' field in the licence application form (see step 3 in section 3.1).

You will need to provide the number of the ODS licence in **box 44** of the SAD.

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[12]   http://ec.europa.eu/taxation_customs/customs/procedural_aspects/general/sad/index_en.htm.

Annex 4: Record of changes to the document

Version	Date	Description
1.0	12/2013	First version of the manual for undertakings.
2.0	02/2015	New chapter on profile, HCFC form and production. Modification of the remaining text.