

## GUIDE TO THE NOTIFIER OF A PRODUCT TO THE FEED MATERIALS REGISTER

### Before notifying a product:

#### **Check that the product is a feed material and its notification is required:**

- Check the feed material status of your product (useful tools: [Recommendation 2011/25/EU of the EU Commission](#), [Classification tool of FEFANA](#));
- Check on the present EU official Catalogue of feed materials ([Regulation \(EC\) No 2017/1017](#)) and on the [register of feed additives](#) if the name of the product you place on the market is listed (in which case a notification of the product with the same name to the register of feed materials would be illegal);
- If not, check on the online Register if a notification for a product of the same nature has been **withdrawn for legal reasons** (in which case notifying the product again may be regarded as abusive);
- If not, check on the online Register whether a notification has already been made for a product with the same name and similar characteristics (in which case a notification is not necessary).

#### **Note:**

- If the name of the feed material is listed in the Register but the characteristics of the feed material do not meet the ones mentioned in the Register, he shall introduce a new notification (same name but different characteristics);
- If the name of the feed material is not mentioned at all in the Register, he shall introduce a new notification (new name and new characteristics).

#### **Prepare your notification:**

- The Notifier should gather all information required for the notification, in particular for the description of the product, the different languages and the information required for the status check via the FEFANA Classification tool (e.g. CAS number if appropriate)

## 1. REGISTRATION PROCEDURE

Article 24(6) of Regulation (EC) No 767/2009 requires that *“The person who, for the first time, places on the market a feed material that is not listed in the Catalogue shall immediately notify its use to the representatives of the European feed business sectors referred to in Article 26(1). »*

This means that the notification must be performed by the placer on the market, who must be a registered or approved Feed business operator in the EU, Northern Ireland, Norway and Iceland in accordance with articles 9 and 10 of Regulation (EC) No 183/2005 on Feed Hygiene.

The feed business operator is then the Notifier. It is accepted that the notification is performed by a third party who becomes the Notifier. However, in this case not only the name of the notifier but also the name of the company placing the product on the market shall be provided in the form and his registration number should be specified.

The Notifier must provide the information requested on the notification form, at least the mandatory fields. If a mandatory field is not completed, a message will inform the notifier pointing to the missing fields when clicking on the “Submit” button.

Once the form is completed, the Notifier will receive an email asking to validate the notification. **The Notifier shall confirm this information by return of the email** to complete the notification procedure. **If a mandatory field is not completed, or the notifier does not validate his notification by email within 1 month, the notification will be automatically deleted.** In case the Notifier does not receive the email asking to validate the notification, he should contact the webmaster at [info@feedmaterialsregister.eu](mailto:info@feedmaterialsregister.eu).

The Notifier should note that the notification tool does not allow him to modify or withdraw his notification. The Notifier willing to modify an entry (e.g. name or characteristics) should submit a new notification for his feed material and, as suitable, ask the webmaster to withdraw his former notification. In this case, he should provide the registration number of the feed material to ensure proper identification of the item to be deleted and specify, if relevant, which linguistic version of his notification is at stake.

### 1.1. Name of the feed material

In order to facilitate the management of the register and its quality check and for the sake of transparency, it is required to provide the name of the feed material in English, even if the product is not meant to be placed on the market of an English speaking Member State.

**Feed material name**

(in English)

**Category :**

**+ Add language**

 

The 13 Categories specified

Recommendation:

- As from the 4<sup>th</sup> character introduced in the “English name” field, a list of entries of the register containing these three characters will pop up in the blue frame. This list gets shorter as much

as you type more characters. You may then find out if a product with the same English name has been notified already on the register and its characteristics. This may help you decide whether or not you need to notify your product.

<b>Feed material name</b> (in English)	<input type="text" value="carrot"/>	<b>Product(s) already in database</b> Carrot powder Carrot Juice Concentrate Black Carrot juice concentrate
<b>Category :</b>	<input type="text" value="Category"/>	
<b>+ Add language</b>	<input type="text"/> <input type="text" value="Language"/>	

- The multilingual system allows you to notify the product in the different languages of the countries where the product is meant to be placed on the market. Just click on “Add Language” and introduce the name of the product in as many languages as you wish.
- The genuine name under which the feed material is placed on the market is expected to comply with the general labelling principles established in Regulation (EC) No 767/2009, in particular article 11 (not misleading).

## 1.2. Feed material characteristics

The Notifier is required to provide information on the key characteristics of the feed material he places on the market. For the sake of transparency and to facilitate the quality check, it is recommended to provide the description in English. This information will be useful to other placers on the market of the same feed material and to control authorities to check whether the feed material has been effectively registered. The description shall not exceed 500 characters.

### **i Characteristics / Description (in English)**

250 characters remaining

#### Recommendation:

- It is recommended to provide relevant feed material characteristics, considering that such information will be made public and available to users and authorities (see par. 3 below)  
Below an indicative list of such characteristics:
  - Type of feed material (vegetable, mineral, animal)
  - Process from which the feed material results
  - Genuine name of the raw material the feed material is produced from (e.g. wheat if the feed material is a co-product from wheat processing)
  - Main nutrients provided (i.e. source of protein and/or fatty acids and/or calcium and/or carbohydrates, etc.) or carrier

### 1.3. Identity of the Placer on the market and the Notifier

Name, business address and registration number as feed business operator of the company placing on the market: Since the obligation to notify the placing on the market of a feed material to the register is put on the feed business operator, this information is required because this feed business operator is legally the person responsible for the content of the notification. This information will be directly accessible to EU and national competent authorities.

<b>Company's name :</b> (placing the product on the market)	<input type="text"/>
<b>Registration number as Feed Business Operator :</b>	<input type="text"/>
<b>Address of the company :</b>	<input type="text"/>
<b>Zip code :</b>	<input type="text"/>
<b>City :</b>	<input type="text"/>
<b>Country :</b>	<input type="text" value="Country"/>

Name and address of the company notifying the placing on the market: As indicated earlier, the notification may be delegated to a Third Party. Information on this third party is needed for subsequent contacts in the framework of the quality check. This information will be directly accessible to EU and national competent authorities

<b>Notifying Company's name :</b> (if different from the one placing the product on the market)	<input type="text"/>
<b>Address of the notifying company :</b>	<input type="text"/>

Personal Information on the Notifier: For the purpose of the quality check, there must be a possibility for the manager of the register to contact the person having performed the notification. This is why Personal information is required on the name of the notifier (Your first name, Your last name), his phone number (Your phone number) and email address (Your email address). This information is not directly accessible to the EU and national authorities but may be provided to allow direct contact between the notifier and authorities where needed (e.g. in case the Notifier would not answer requests for information/action from the Register managers. As specified in the GDPR policy, this Personal Information will be deleted after 5 years from the date of notification, unless a discussion on the quality of the notification would still be going on, in which case the Personal Information will be deleted once the discussion is closed.

Your first name :

Your last name :

Your email address :

Your phone number :

#### 1.4. Classification check:

This step is meant to guide you through questions related to different parameters that enter into consideration for the clarification of the legal status of a product. This step is mandatory.

**Classification check \***

 

\* Please check the status of your product via the FEFANA classification tool available at <http://fefana.org> (opens up in new tab) and upload the outcome of your check.

**Only pdf files are accepted.** Use preferably Google Chrome to produce the pdf report.

Please note that this classification tool is meant to help feed business operators establish the status of their product. However, the outcome of this check **cannot be regarded by any means as a validation of the legal status of the product.**

The system accepts only pdf files. Absence of a reporting of the outcome of the classification check via the FEFANA tool can be regarded as a case for non-compliant notification.

#### 1.5. Submission and Validation

**After uploading the outcome of the classification check, you will be asked to check the following box:**

- By clicking on the 'submit' button below, I have read and accepted all rules and recommendations laid down in the guide to notifier. I confirm that the product notified is a feed material in accordance with the EU guidelines for the distinction between feed materials, feed additives, biocidal products and veterinary medicinal products (EU Commission recommendation 2011/25) and is not a feed additive listed in the EU register of feed additives. By clicking on the link below, I confirm the registration of the product in the register of feed materials.**

**SUBMIT**

The purpose of this step is to make sure that you have made use of the different tools available to help you verify the status of the product and that, to the best of your knowledge, lead you to conclude that the product is a feed material and deserves notification.

When clicking on the button “Submit”, you will receive an email to the address specified in the form, inviting you to validate your notification. Once you have validated, you will receive an acknowledgement of registration of your product in the online register. As long as you have not validated your notification, it will not be visible on the online register and will be deleted completely after one month. In case you do not receive the email requesting validation, please send a message to [info@feedmaterialsregister.eu](mailto:info@feedmaterialsregister.eu).

## **2. PUBLICATION OF INFORMATION ON THE REGISTER**

The public Register of the notifications of feed materials will include the name under which the feed material was notified and the feed material’s characteristics.

## **3. ACCESS TO THE INFORMATION PROVIDED BY THE NOTIFYING FEED BUSINESS OPERATOR**

The company name and business address of the notifying company as well as, in case the Notifier would not be the placer on the market, the name and business name of the company placing on the market will be directly accessible to EU and national competent authorities and to EU organisations of the Feed Chain member of the EU FCTF.

The Personal Information on the Notifier (First and Last name, tel, email address) are not directly accessible and secured in accordance with the GDPR Policy (see Home page). If required, for example in case the Notifier would not answer requests from the online register manager, these Personal Information may be shared with national competent authorities.

## **4. MAINTENANCE OF THE REGISTER - REJECTION / WITHDRAWAL OF NOTIFICATIONS**

Notifications will be automatically deleted if not validated within 1 month of the date of notification.

In case of multiple notifications (same name, same description, same notifier), only one notification will be kept.

The developers and owners of this website reserve their rights to withdraw illegal notifications, if relevant upon request of authorities, or to request the Notifier the permission to withdraw or amend abusive or incorrect notifications. The maintenance of the register will be based on the following principles:

- Only notifications that are regarded as illegal may be withdrawn without prior consent of the Notifier. For abusive notifications, the consent and/or input of the notifier will be required for any action considered. For incorrect notifications, the consent/input of the notifier may be required depending on the nature of the correction required.
- Any withdrawal without prior consent should be backed by EU authorities except when the notification is unambiguously illegal (i.e. listed by name in the catalogue of feed materials or the register of feed additives). Withdrawals will be considered as backed by EU authorities when:
  - Specified in the minutes of the SCoPAFF in a non-ambiguous manner or subject to publication in the Official Journal;
  - Explicitly requested in writing by a member of the Unit in charge of Regulation (EU) 767/2009 in DG SANTE.

- The Notifier should, in most of the cases, be informed about the withdrawal of entries and on the need to contact the related national authorities in case of he would intend to challenge the decision.
- Withdrawals requested by the Notifier are performed directly by the Register Manager(s).
- Withdrawal of illegal notifications will be put on a list of withdrawn notifications and made publicly available.
- Annex 1 of the present document provides a list of cases where a notification can be regarded as illegal, abusive or incorrect. Annex 2 specifies for each of these cases the nature of the action considered and whether this requires consent of the EU authorities and/or the notifier.

## *Annex 1*

### **Non-exclusive list of reasons to consider a notification as illegal, abusive or incorrect**

#### ➤ **ILLEGAL**

- The product's name is already listed in the Catalogue with exactly the same name;
- The address of the first placer on the EU market who performs the notification or on behalf of whom the notification is performed is not located in the EU;
- The product is not a feed in accordance with the definition of feed (article 3 of Regulation (EC) No 178/2002);
- The product qualifies as a veterinary medicine in accordance with Directive 2001/82/EC on the Community code relating to veterinary medicinal products, or as a biocide in accordance with Directive 98/8/EC and is not a feed material pursuant to Article 3 of Regulation (EC) No 767/2009, having regard to Commission [Recommendation 2011/25/EU](#) establishing guidelines for the distinction between feed materials, feed additives, biocidal products and veterinary medicinal products;
- The product is a prohibited substance in animal feed according to annex III of Regulation 767/2009 (e.g. "solid urban waste");
- The product is a feed additive pursuant to Article 3 of Regulation (EC) No 1831/2003 on additives for use in animal nutrition, whether authorised (listed in the [Community Register of Feed Additives](#)) or not, having regard to Commission Recommendation 2011/25/EU;
- The product qualifies as a compound feed pursuant to Article 3 of Regulation (EC) No 767/2009;
- The product is an unapproved genetically modified organism or product derived from a GMO pursuant to Regulation (EC) No. 1829/2003 on genetically modified food and feed;
- The person who performs the notification or on behalf of which the notification is performed is not a registered/ approved feed business operator with a business address in the EEA<sup>1</sup> (except Liechtenstein) or Northern Ireland;
- The notification is incomplete (e.g. outcome of the check via the FEFANA classification tool is missing).

#### ➤ **ABUSIVE**

- The denomination of the feed material is misleading (e.g. is not consistent with the description or includes a claim);
- The feed material's name is or includes a trade mark;
- The product is already covered by the EU Catalogue of feed material but not exactly the same name (e.g. difference in name or name in the catalogue but only when making use of the footnotes).

#### ➤ **INCORRECT**

- The product triggers a misleading product description;
- The notification includes typing errors in the name;
- The notification has a too short, meaningless description;
- The notification has a too long, confusing description (maximum 200 characters);
- The description contains commercial claims;

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<sup>1</sup> EEA : European Economic Area, i.e. EU Member States, Norway and Iceland

## Annex 2

### Actions to be considered in case of illegal, abusive or incorrect notification

CRITERIA	ACTION PROPOSED	EU AUTHORITIES BACKING	NOTIFYER'S CONSENT
<b>➤ ILLEGAL</b>			
Already in Catalogue with same name	Deletion without information	Not required	Not required
First placer on the market not based in the EU <sup>2</sup>	Deletion with information	Not required	Not required
Not a feed	Deletion with information	Required	Not required
Veterinary medicine / biocide	Deletion with information	Required	Not required
Prohibited	Deletion with information	Required	Not required
Feed Additive	Deletion with information	Required	Not required
Authorised feed additive	Deletion with information	Not required	Not required
Non-authorised feed additive	Deletion with information	Required	Not required
Compound feed	Deletion with information	Required	Not required
Unapproved GM product	Deletion with information	Required	Not required
First placer on the market not located in the EU	Deletion with information	Not required	Not required
Other	Deletion with / without information	Required or not	Not required
<b>➤ ABUSIVE</b>			
Misleading name	Correction requested	Not required	Required

<sup>2</sup> Exceptions to this principle are among others when the first placer on the market was based in the EU at the time of the notification

Claim in name	Correction requested	Not required	Required
Trade mark in name	Correction requested	Not required	Required
Already in catalogue but under another name	Deletion requested	Not required	Required
Other	Correction requested	Not required	Required
<b>➤ INCORRECT</b>			
Too long name	Correction requested	Not required	Required
Misleading product description	Correction without information or requested	Not required	Required or not
Spelling mistakes in name	Correction without information or requested	Not required	Not required
Meaningless description	Correction without information or requested	Not required	Required or not
Too long description	Correction without information or requested	Not required	Required or not
Claims in product description	Correction without information or requested	Not required	Required or not
Other	Correction without information or requested	Not required	Required or not