



Confidential Search Request Form

I. Certification Statement		
I hereby declare that the notifier intends to manufacture and/or import the substance and that the substance would be subject to the New Substances Notification Regulations (NSNR) if it is not on the Domestic Substances List (DSL) (<i>select one or both</i>)		<u>Signature</u>
<u>Name and Title</u>		<u>Date (YYYY/MM/DD)</u>
II. Corporate Headquarters		
<u>Corporation Name</u>		<u>Email</u>
<u>Address</u>		<u>Telephone Number</u>
III. Explicit Substance Name(s)		
IV. CAS (Chemical Abstracts Services) Registry or Enzyme Commission Number (if available)		
V. Substance Type (select all that apply)		VI. Intended Use Type (select one)
Chemical	Biochemical	Research & Development
Polymer	Biopolymer	Contained Export Only
Organism		Contained Site Limited Intermediate
<ol style="list-style-type: none"> This substance is intended to be manufactured or imported solely for use in products regulated by the Food and Drugs Act (F&DA) only This substance is intended to be manufactured or imported for an industrial, commercial, and/or consumer use other than for use in products regulated by the F&DA (Industrial Use) This substance is intended to be manufactured or imported for use in products regulated by the F&DA and in industrial, commercial, and/or consumer products (Dual Use) 		
VII. Research & Development Activities Conducted and/or Intended Use of the Substance (if applicable – see instructions on next page)		
VIII. Manufacturing History of the Substance in International Commerce (if the substance is imported)		
IX. Other Requirements (if available, include with your submission and select all that apply)		X. Fees (if applicable – see instructions on next page)
Elemental Analysis Valid spectral analysis or analyses that confirm(s) the identity of the substance		



Confidential Search Request

Any person who intends to manufacture, import or use a substance may seek confirmation that the substance is listed on the confidential Domestic Substances List (DSL) or Non-domestic Substances List (NDSL) from the New Substances (NS) program by providing a Confidential Search Request for the substance. Detailed instructions for completing this form are included in Section 2.3.1 of the [Guidance document for the New Substances Notification Regulations \(Chemicals and Polymers\)](#) (for chemicals and polymers) or section 8.3 of the [Guidelines for the Notification and Testing of New Substances: Organisms](#) (for organisms).

Depending on the substance, a Confidential Search Request must include the following information (see "Completing the Form" below for detailed instructions and information requirements for your substance(s)):

- a) the explicit substance name;
- b) the Chemical Abstracts Service (CAS) Registry Number or Enzyme Commission number (if one exists);
- c) a statement, signed by a person residing in Canada, declaring that the notifier intends to manufacture or import the substance and that the substance would be subject to the New Substances Notification Regulations (NSNR) if it is not on the DSL;
- d) if the manufacture of the substance occurs in Canada, a description of the research and development activities conducted to date (e.g. information regarding manufacturing procedures, quantities manufactured, types of data generated on the substance and manufacturing history in international commerce) and/or the intended use of the substance;
- e) if the substance is imported into Canada, a description of the manufacturing history of the substance in international commerce (if known);
- f) an elemental analysis;
- g) valid spectral analysis or analyses that confirm(s) the identity of the substance; and
- h) the applicable fee (see fee table on the [New substances notification fees](#) webpage)

The NS program will indicate, within 15 days of receipt of the complete documentation, whether the substance is on either list. Please note that there are fees associated with a Confidential Search Request.

You may submit your Confidential Search Request via email to substances@ec.gc.ca or via mail/courier to the following address:

Substance Prioritization, Assessment and Coordination Division
Environment and Climate Change Canada
351 St-Joseph Boulevard
Place Vincent Massey
Gatineau, Quebec
K1A 0H3
If you are using FedEx, please use J8Y 3Z5 as the postal code instead of K1A 0H3

Completing the Form

Block I. Certification Statement and Signature

A person residing in Canada must select the applicable activity (i.e. import, manufacture, or both), and sign the certification statement declaring that the notifier intends to manufacture or import the substance and that the substance would be subject to the NSNR if it is not on the DSL. The person's name and title should be typed or printed on the Name and Title line of BLOCK I.

Block II. Corporate Headquarters

Corporate headquarters is the headquarters address of the business entity requesting the Confidential Search. The name of the corporation, as well as the full address of the main office, must be included.

Block III. Explicit Substance Name(s)

For chemicals and polymers, the explicit substance name should be a recognized chemical name, established in accordance with chemical nomenclature rules of either the International Union of Pure and Applied Chemistry (IUPAC), CAS, or International Union of Biochemistry and Molecular Biology (IUBMB). For organisms, enter the explicit biological name. Ambiguous or incomplete names are not appropriate for substance identification. The name entered must be the same as the complete substance name on any substantiating documentation.

Block IV. CAS Registry Number or Enzyme Commission Number (if available)

Enter the CAS Registry Number or Enzyme Commission number (if one exists) for the substance.

Block V. Substance Type

Select all boxes that apply to the substance (for example, substance type (chemical, polymer, or organism), substance sub-type (biochemical or biopolymer), and/or any special categories (research & development, contained export only, or contained site limited intermediate)). Please note that special categories do not apply to organisms.

Block VI. Intended Use Type

Select the Use Type (F&DA Use Only, Industrial Use, or Dual Use). If the substance is intended to be manufactured or imported solely for use in products regulated by the Food and Drugs Act (F&DA), select the first option. If the substance is intended to be manufactured or imported for an industrial, commercial, and/or consumer use other than for use in products regulated by the F&DA, select the second option. If the substance is intended to be manufactured or imported for use in products regulated by the F&DA and in industrial, commercial, and/or consumer products, select the third option.

Block VII. Research & Development Activities Conducted and/or Intended Use of the Substance

For chemicals and polymers, if the manufacture of the substance occurs in Canada, provide a description of the research and development activities conducted to date (for example, information regarding manufacturing procedures, quantities manufactured, types of data generated on the substance, and manufacturing history in international commerce) and the intended use of the substance. For organisms, enter a description of the intended use of the organism only, regardless of whether the organism is manufactured in Canada.

Block VIII. Manufacturing History of the Substance in International Commerce

If the substance is imported into Canada, a description of the manufacturing history of the substance in international commerce (if known).

Block IX. Other Requirements

If available, include an elemental analysis and a valid spectral analysis or analyses that confirm(s) the identity of the substance with your submission.

Block X. Fees (if applicable)

Enter the applicable fee by annual sales in millions (see fee table on the [New substances notification fees](#) webpage). Complete the Appendix I – New Substances Fees Payment Form and include it with your submission. There are reduced fees available for companies with total annual sales below \$40M in Canada. This must be substantiated by including a sales report on company letterhead, signed by an officer of the company. If submitting the Fee Payment Form via email, do not include any credit card information on the form. We will contact you to schedule payment at a later date. Please note that fees do not apply for Organism (Block V), Biochemical/Biopolymer (Block V), Research & Development (Block V), and F&DA Use Only (Block VI) substances.