

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

This guide has been produced to assist notifiers and details steps that should be followed to ensure a successful notification.

### **Before notifying a product:**

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

1. Check the feed is not already listed in the [GB Catalogue of Feed Materials](#), in which case a notification is not necessary.
2. Check the feed is not an authorised feed additive listed in the [GB Feed Additives Register](#). If it is, then it is classified as a feed additive **not a feed material** and a notification is not necessary.
3. Check the [GB Register of Feed Materials](#) 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. If the characteristics of the feed material are different, then a new notification (same name but different characteristics) should be introduced. For details on the different characteristics see paragraph 1.2 (Registration Procedure) below.
4. Check the [GB Register of Feed Materials](#) if a notification for a product of the same nature has been rejected previously (colour coded red) in which case notifying the product again is likely to be regarded as non-compliant.
5. Consider the guidance in [Commission Recommendation 2011/25](#).
6. Use the [FEFANA Classification Tool](#) to assess if the product is a feed material and requires to be notified
7. Please note that entries on the Register are colour coded as follows:-
  - Red = Entries that are not considered a feed material following an assessment by UK FCTF and authorities;
  - Amber = Entries that were transferred from the EU Register having been listed prior to changes made to the notification procedure (pre 4 October 2019) and have not been reviewed;
  - Yellow = Entries that were transferred from EU Register having been listed post changes made to the notification procedure (4 October 2019) or those entries notified to the GB Register and are under review.
  - Green = Entries that are considered a feed material following an assessment by UK FCTF and authorities;

Please note that the identification of an entry as Red, ie not a feed material, follows an assessment by the competent authorities, not just the Register managers. Thus a feed business planning to use such products should consider the potential implications of any controls from enforcement teams.

## 1. REGISTRATION PROCEDURE

[Assimilated Regulation \(EC\) No 767/2009](#) on the placing on the market and use of feed requires the person who, for the first time, places on the market a feed material that is not listed in the [GB Catalogue of Feed Materials](#) immediately to notify its use to the representatives of feed businesses in Great Britain. The legislation does not require the publishing of a GB Register, but the representatives of the UK feed business sector have agreed, after consultation with Food Standards Agency (FSA) and Food Standards Scotland (FSS), to publish a Register of feed material notifications on the Internet and update the Register on a regular basis.

The notification must be performed by the person first placing the feed material on the GB market. This must be a UK registered or approved feed business operator (FeBO) in accordance with articles 9 and 10 of [assimilated Regulation \(EC\) No 183/2005](#) on Feed Hygiene.

It is possible for the notifying company to be based outside the UK but in these circumstances the notifier must appoint a UK based feed business operator as being responsible for first placing on the market. Guidance on the measures that must be taken by animal feed businesses to trade feed legally between GB, NI, the EU, and non-EU countries from 1 January 2021 is available on the [Food Standards Agency \(FSA\) website](#).

Entries made before 1 January 2021 are still regarded as being valid as the UK was an EU Member State when these notifications were made and, therefore, an EU approval/registration number is acceptable for these entries.

The notifier must provide the information requested on the notification form in English. 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 for the validation of 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 the notification by email within 3 months, the notification will be automatically deleted. In case the notifier does not receive the email asking to validate the notification, they should contact the webmaster at [contact@gbfeedmaterialsregister.org.uk](mailto:contact@gbfeedmaterialsregister.org.uk)

The notifier should note that the notification tool does not allow the modification or withdrawal of a notification. The notifier wishing to modify an entry (e.g. name or characteristics) should submit a new notification for the feed material and, as suitable, ask the webmaster to withdraw the former notification. In this case, the registration number of the feed material should be provided to ensure proper identification of the item to be deleted.

### 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 all details in English. When devising a name for an entry onto the Register, please check with ‘Part B – Glossary of processes’ and the relevant section of ‘Part C – List of feed materials of the [GB Catalogue of Feed Materials](#).

**Feed material name**

**Category:**

Category ▼

Reference “Category” above, there are 13 Categories specified in the [GB Catalogue of Feed Materials](#).

**Recommendation:**

*As from the 4<sup>th</sup> character introduced in the “Feed material name” field, a list of existing entries in the register containing these characters will pop up in the blue frame. This list gets shorter as you type more characters. You may then find out if a product with the same 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 (reference below).*

**Feed material name**

**Category:**

Category ▼

**Product(s) already in database**

Carrot powder  
Carrot Juice Concentrate  
Black Carrot juice concentrate

- *The genuine name under which the feed material is placed on the market is expected to comply with the general labelling principles established in assimilated Regulation (EC) No 767/2009, in particular article 11 (labelling and presentation must not mislead).*

## 1.2 Feed material characteristics

The notifier is required to provide information on the key characteristics of the feed material being placed on the market. 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 250 characters.

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

250 characters remaining

**Recommendation:**

- *It is recommended that relevant feed material characteristics are provided, given that such information will be made public and available to users and authorities (see paragraph 3 below). Below is 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 UK feed business operator first placing the product on the GB market

The obligation to notify the placing on the market of a new feed material is the responsibility of the UK feed business operator first placing the product on the GB market. 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 the competent authorities.

**Company's name :**

(placing the product on the market)

**Registration number as UK based  
Feed Business Operator:**

**Address of the company :**

**Post code :**

**City :**

**Notifying Company's  
name :**

(if different from the one placing the  
product on the market)

**Address of the notifying  
company :**

Personal Information on the Notifier: For the purpose of the quality check, there is a requirement 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), phone number (Your phone number) and email address (Your emailaddress). This information is not directly accessible to the competent authorities but may be provided to allow direct contact between the notifier and authorities where needed. As specified in the AIC General Data Protection Regulations (GDPR) Privacy notice <https://www.agindustries.org.uk/legal-and-privacy.html> this Personal Information will be stored for as long is required to fulfil the contact between notifier and Register managers. It will not be shared with any outside party unless it is specifically to provide a service authorised by AIC.

**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 help in determining the 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 GB Register of Feed Additives. By clicking on the link below, I confirm the registration of the product in the GB 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 requires 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 stated in Section 1 – “Registration Procedure”, if you do not validate 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 [contact@gbfeedmaterialsregister.org.uk](mailto:contact@gbfeedmaterialsregister.org.uk)

## **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 will be directly accessible to the competent authorities and to GB Feed Material Register managers.

The Personal Information of the notifier (first and last name, tel. no, email address) are not directly accessible and secured in accordance with the AIC GDPR Privacy Notice (see Home page). If required, for example in case the notifier fails to answer requests from the online register manager, this Personal Information may be shared with the competent authorities.

## **4. MAINTENANCE OF THE REGISTER - REJECTION / REQUEST FURTHER INFORMATION OR AMENDMENTS TO AN ENTRY**

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 notifications, upon the request of the competent authorities, or to request the notifier’s permission to withdraw or amend non-compliant or incorrect notifications.

The maintenance of the register will be based on the following principles:

- Notifications will only be withdrawn without the prior consent of the notifier when a request in writing is received from the competent authorities (FSA/FSS), these products and the reason for rejection will be listed on the Register.
- The notifier will be informed about the withdrawal of entries and the need to contact the relevant competent authorities in case of any intention to challenge the decision.
- Other amendments to entries will be made in conjunction with the notifier.
- Withdrawals requested by the notifier are performed directly by the Register Manager(s).
- Annex 1 of the present document provides a list of cases where a notification can be either be rejected or there is a request for further information or amendments to an entry.
- Annex 2 specifies for each of these cases the nature of the action considered and whether this requires consent of the competent authorities and/or the notifier.

## Annex 1

### Non-exclusive list of reasons to reject a notification or request further information or amendments to an entry

#### ➤ Reject

- The product's name is already listed in the [GB Catalogue of Feed Materials](#) with exactly the same name, or an entry exists which could be used to cover the feed material being notified.
- The notifier is not a UK registered or approved feed business operator;
- The product is not a feed in accordance with the definition of feed Article 3 of [assimilated General Food and Feed Law Regulation \(EC\) No 178/2002](#);
- The product is not a feed material pursuant to Article 3 of [assimilated Regulation \(EC\) No 767/2009](#);
- The product qualifies as a compound feed pursuant to Article 3 of [assimilated Regulation \(EC\) No 767/2009](#);
- The product qualifies as a veterinary medicine in accordance with [assimilated Directive 2001/82/EC](#) on the Community code relating to veterinary medicinal products;
- The product is a biocide in accordance with [assimilated Directive 98/8/EC](#);
- The product is a prohibited substance in animal feed according to annex III of [assimilated Regulation 767/2009](#) (e.g. "solid urban waste");
- Having regard to [Commission Recommendation 2011/25/EU](#), the product is a feed additive pursuant to Article 3 of [assimilated Regulation \(EC\) No 1831/2003 on additives for use in animal nutrition](#);
- The product is a feed additive (listed in the [GB Register of Feed Additives](#) or the EU Register <https://ec.europa.eu/food/food-feed-portal/screen/feed-additives/search>);
- The product is an unapproved genetically modified organism pursuant to [assimilated Regulation \(EC\) No. 1829/2003 on genetically modified food and feed](#);

#### ➤ Request further information or amendments to an entry

- The notification is incomplete (e.g. outcome of the check via the [FEFANA classification tool](#) is missing).
- The name of the feed material or the description is misleading (e.g. the name is not consistent with the description or the entry includes a claim);
- The feed material's name is or includes a trade mark;
- 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;

The list of reasons has been colour coded, where:

Green = competent authority backing not required

Yellow = FSA backing potentially required

Blue = competent authority backing required

## Annex 2

### Actions to be considered in case of either a rejection or request for further information or amendments to an entry

CRITERIA	ACTION PROPOSED	UK AUTHORITIES BACKING	NOTIFIER'S CONSENT
<b>Reject</b>			
Already in- GB Catalogue of Feed Materials with same name	Deletion without information	Not required	Not required
First placer on the market not based in the UK	Rejection with information	Not required	Not required
Not a feed	Rejection with information	Required	Not required
Compound feed	Rejection with information	Required	Not required
Veterinary medicine / biocide	Rejection with information	Required	Not required
Prohibited	Rejection with information	Required	Not required
Authorised feed additive	Rejection with information	Not required	Not required
Non-authorised feed additive	Rejection with information	Required	Not required
Unapproved GM product	Rejection with information	Required	Not required
Other	Rejection with / without information	Required or not	Not required
<b>Request further information or amendments to an entry</b>			
Misleading name	Correction requested	Not required	Required



Claim in name	Correction requested	Not required	Required
Trade mark in name	Correction requested	Not required	Required
Already in GB Catalogue of Feed Materials but under another name	Deletion requested	Not required	Required
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