



**MINISTRY OF ENVIRONMENT
AND NATIONAL BEAUTIFICATION,
GREEN AND BLUE ECONOMY**



**OZONE DEPLETING SUBSTANCES (ODS) AND HYDROFLUOROCARBON
(HFC) MANAGEMENT PROGRAMME**

**INSTRUCTIONS FOR THE COMPLETION OF APPLICATIONS FOR APPROVAL
TO IMPORT MONTREAL PROTOCOL CONTROLLED SUBSTANCES**

The Ozone Depleting Substances (ODS) and Hydrofluorocarbon (HFC) Management Programme (Ozone Programme), Ministry of Environment and National Beautification, Green and Blue Economy (MENB) evaluates applications for the importation of restricted refrigerants and other Montreal Protocol controlled substances. Additionally, please be reminded that a licence issued by the Department of Commerce and Consumer Affairs (DCCA) must be obtained before import of any Montreal Protocol controlled substance.

INSTRUCTIONS:

This application form is divided into sections; all sections must be completed in full before submission. Please:

- Complete the document electronically utilising the link:
https://barbados.seamlessdocs.com/f/ODS_HFC_Import
- Enter the required information in the spaces provided.
- Upload quotations/Proforma invoices/invoices and any other supporting documentation with the application
- Sign and date the completed application
- Select the Option to 'Finish and Submit'
- Contact the ODS and HFC Management Programme via the telephone numbers 535-4389/535-4390/535-4350 or email at ODSManagement@barbados.gov.bb should you have queries or need assistance.

Section 1 – Applicant/Importer Information

Complete the following information about the **company seeking approval to import** Montreal Protocol controlled chemicals:

- The company name and address
- The first and last names of a contact person for the company
- An e-mail address, telephone number for the contact person at the company.

Section 2 - Shipment and Supplier Information

Complete the following shipment details and information about the **company responsible for supplying** the ODS and/or HFCs to the applicant:

- Country of origin
- Shipping country
- Expected date of arrival
- Name of the company that will be supplying the ODS and HFCs
- The address and contact information of the company that will be supplying the ODS and HFCs

Section 3 - Customs Broker/Import Agent Information

Complete the information about the **customs broker or agent** who will act on behalf of the company making the application to import the ODS and HFC as follows:

- Name and address of the business acting as the customs broker/agent for the importing company, if applicable
- Name and contact information for the customs broker/ agent completing the application form
- Indicate whether the individual completing the form is a Customs Broker

Section 4 - Chemical Information

Complete the section by providing detailed information in the table, under the appropriate headings, about the type and quantity of ODS and HFCs for which the application is being made. *See the examples provided below.* Be sure to include:

- The correct Harmonised System (HS) code/Tariff Number associated with the ODS and HFC. **Where there is uncertainty about which Tariff Heading/HS Code to use, please contact the Ozone Programme for assistance before submitting the application.**
- A detailed description of the goods, i.e., the chemical name and common name of the substance(s), where applicable:

Example: 1

Tariff Heading/ 2022 HS Code	Description of Goods (Chemical Name and Common Name)
29037100000	R22 refrigerant (chlorodifluoromethane)
29034500000	R134a refrigerant (1,1,1,2 Tetrafluoroethane)
38276100000	R404A refrigerant
38276300000	R410A refrigerant

- The total weight of the chemical being imported, calculated by multiplying the Unit Weight of a cylinder by the number of cylinders requested to be imported.
- The Unit Weight of cylinders **and** the Total Weight of the chemical must be provided in **kilogrammes**.

Example 2:

Import Quantity <i>(state units of measure)</i>		
Unit weight of cylinder/can/equipment charge size (kg)	No. of cylinders/cans/ units	Total weight of chemical (kg)
13.62	100	1,362.00
0.34	96	32.64
10.90	475	5,177.50
11.35	297	3,370.95

Section 5 - Declaration

- Ensure that all the information entered on the application is accurate
- Read the declaration
- Print/type your name, sign and date the application form
- Select 'Submit' to send in the form to the ODS and HFC Management Programme for processing via the link

GENERAL INFORMATION – IMPORT PROCESS:

➤ ***Who requires approval to import Ozone Depleting Substances (ODS) and Hydrofluorocarbons (HFC)?***

- Any business or individual that wants to import refrigerants, fire suppressing chemical, aerosol, solvent, foam, pesticide or any other substance that is an ODS and/or HFC and/or contains such
- Any business or individual involved in the importation of ODS and/or HFCs

➤ ***What documentation needs to be submitted with import approval applications?***

- A signed, completed application form
- A copy of the quotation, proforma invoice or invoice related to the shipment
- Export licence from the exporting country if issued

➤ ***How should the application be submitted?***

Completed application forms along with supporting quotations/Proforma invoices/ and any other relevant supporting documentation must be submitted via the link: https://barbados.seamlessdocs.com/f/ODS_HFC_Import

➤ ***What is the duration of the review process?***

- The ODS and HFC Management Programme would review and respond to unproblematic applications within **5 working days** of receipt of the request

➤ ***How long is the ODS and HFC Management Programme approval valid?***

- Approvals granted by the ODS and HFC Management Programme are valid for **three (3) months** following the date of issuance
- If the import licence issued by the Department of Commerce and Consumer Affairs (DCCA) expires (or will expire) prior to the landing of a shipment, a new application for approval to import must be submitted to the Ozone Programme, if the previous approval has expired
- Approvals cannot be extended, if an approval expires a new application must be submitted to the Ozone Programme
- Each shipment requires a separate application for approval

SAMPLE

Application for Approval to Import Chemicals Controlled under the Montreal Protocol on Substances that Deplete the Ozone Layer

This form should be completed by any entity wishing to import any chemical controlled under the Montreal Protocol on Substances that Deplete the Ozone Layer, referred to as Ozone Depleting Substances (ODS) or Hydrofluorocarbons (HFCs). ODS and HFCs are commonly used as refrigerants, pesticides, solvents, and propellants among others.

Completed application forms along with supporting quotations and/or invoices must be submitted to the **Permanent Secretary, Ministry of Environment and National Beautification, Green and Blue Economy, Attention: National Ozone Officer** via the email address: odsmanagement@barbados.gov.bb, by hand or by post to: **10th Floor, Warrens Tower II, Warrens, St. Michael.**

The ODS and HFC Management Programme of the Ministry of Environment and National Beautification, Green and Blue Economy (MENB) will assess the completed application form and provide a recommendation of approval or refusal for the import of a specified quantity of the listed substances. Nationally, the trade of substances controlled under the Montreal Protocol on Substances that Deplete the Ozone Layer is regulated through the Customs (List of Prohibited and Restricted Imports and Exports) (Amendment) Order 2020.

After the assessment and approval of this application by the ODS and HFC Management Programme, **an application must be made to the Department of Commerce and Consumer Affairs for the issuance of an Import licence before goods are shipped in accordance with the Miscellaneous Controls Act CAP. 329.**

1. Applicant/Importer Information

Company Name: Chemcon Industries Inc.

Address: Building No. 3, Stratosphere Drive, Universe Industrial Park

<u>St. Michael</u>	<u>BB00000</u>
Parish:	Postal Code

Contact Person

Name: Ozzy Ozone Job Title: Manager

Phone: 535-4389 Email Address: ozzyozone@chemconindustries.com

2. Shipment and Supplier Information

Country of Origin: China

Shipping Country: USA

Expected date of arrival: June 30, 2023

Supplier Information

Company Name: Chemical Technology Limited

Address: No. 60, Shipping Drive, Medley

Street

Florida	USA	33146
City/State/Parish	Country	Postal/ZIP Code

3. Customs Broker / Import Agent Information

Company Name: Clear Customs Services Inc.

Address: Fontabelle

Street

<i>St. Michael</i>	Barbados	BB11152
City/State/Parish	Country	Postal/ZIP Code

Contact Person Clarence Johnson

Email: clarencejohnson@clearcustoms.com Phone: 535-4350

4. Chemical Information

<i>To be completed by Applicant/Importer/Agent</i>					<i>To be completed by the ODS and HFC Management Programme, MENB</i>	
2022 Tariff Heading/ HS Code	Description of Goods (Chemical Name and Common Name)	Import Quantity (state units of measure)			Subject to Quota? (yes or no)	Quantity approved for Import (state units)
		Unit weight of cylinder/can /equipment charge size (kg)	No. of cylinders /cans/ units	Total weight of chemical (kg)		
29037100000	R22 refrigerant (chlorodifluoromethane)	13.62	100	1,362.00		
29034500000	R134a refrigerant (1,1,1,2 Tetrafluoroethane)	0.34	96	32.64		
38276100000	R404A refrigerant	10.90	475	5,177.50		
38276300000	R410A refrigerant	11.35	297	3,370.95		

5. Declaration

I certify that I am authorised to sign and submit this application form and that to the best of my knowledge, the information contained in all sections of this application form, and supplied in support of this application, is complete and correct. I agree that the MENB may collect/verify information relevant to this application from/with myself or other parties for determining this application and monitoring and enforcing ongoing compliance with any requirements associated with the licence, if granted.

Name: Clarence Johnson

Signature: CJohnson Date: May 10, 2023



**MINISTRY OF ENVIRONMENT
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**OZONE DEPLETING SUBSTANCES (ODS) AND HYDROFLUOROCARBON
(HFC) MANAGEMENT PROGRAMME**

**INSTRUCTIONS FOR THE COMPLETION OF APPLICATIONS FOR APPROVAL
TO EXPORT MONTREAL PROTOCOL CONTROLLED SUBSTANCES**

The Ozone Depleting Substances (ODS) and Hydrofluorocarbon (HFC) Management Programme (Ozone Programme), Ministry of Environment and National Beautification, Green and Blue Economy (MENB) evaluates applications for the exportation of restricted refrigerants and other Montreal Protocol controlled substances. Additionally, please be reminded that a licence issued by the Department of Commerce and Consumer Affairs (DCCA) must be obtained before export of any Montreal Protocol controlled substance.

INSTRUCTIONS:

This application form is divided into sections; all sections must be completed in full before submission. Please:

- Complete the document electronically utilising the link:
https://barbados.seamlessdocs.com/f/ODS_HFC_Export
- Enter the required information in the spaces provided.
- Upload quotations/Proforma invoices/invoices and any other supporting documentation with the application
- Sign and date the completed application
- Select the Option to 'Finish and Submit'
- Contact the ODS and HFC Management Programme via the telephone numbers 535-4389/535-4390/535-4350 or email at ODSManagement@barbados.gov.bb should you have queries or need assistance.

Section 1 - Applicant/Exporter Information

Complete the following information about the company **seeking approval to export** Montreal Protocol controlled chemicals:

- The company name and address
- The first and last names of a contact person for the company
- An e-mail address, telephone number for the contact person at the company.

Section 2 - Shipment and Importer Information

Complete the following shipment details and information about the **company or individual receiving** the ODS and/or HFCs from the applicant:

- Country of Origin
- Consignee country
- Expected Date of departure
- Consignee Country Import Licence No., if available.
- Consignee Information
 - The name of the company or individual that will be receiving the ODS and HFCs
 - The address, including the state (if applicable), country and postal code and contact information (email, telephone number) for the company or individual that will be receiving the ODS and HFCs

Section 3 - Customs Broker/Export Agent Information

Complete the information about the **customs broker or agent** who will act on behalf of the company making the application to export the ODS and HFC as follows:

- Name and address of the business acting as the customs broker/agent for the exporting company, if applicable
- Name and contact information for the customs broker/ agent completing the application form
- Indicate whether the individual completing the form is a Customs Broker

Section 4 - Chemical Information

Complete the section by providing detailed information in the table, under the appropriate headings, about the type and quantity of ODS and HFCs for which the application is being made. *See the examples provided below.* Be sure to include:

- The correct Harmonised System (HS) code/Tariff Number associated with the ODS and HFC. **Where there is uncertainty about which Tariff Heading/HS Code to use, please contact the Ozone Programme for assistance before submitting the application**
- A detailed description of the goods must be provided, i.e., the chemical name and common name of the substance(s), where applicable:

Example: 1	
Tariff Heading/ 2022 HS Code	Description of Goods (Chemical Name and Common Name)
29037100000	R22 refrigerant (chlorodifluoromethane)
29034500000	R134a refrigerant (1,1,1,2 Tetrafluoroethane)
38276100000	R404A refrigerant
38276300000	R410A refrigerant

- The Total Weight of the chemical being exported, calculated by multiplying the Unit Weight of a cylinder by the number of cylinders requested to be exported. **See Example 2 below:**
- The Unit Weight of cylinders and the Total Weight of the chemical must be provided in **kilogrammes**

Example 2:		
Import Quantity (state units of measure)		
Unit weight of cylinder/can/equipment charge size (kg)	No. of cylinders/cans/ units	Total weight of chemical (kg)
13.62	100	1,362.00
0.34	96	32.64
10.90	475	5,177.50
11.35	297	3,370.95

Section 5 - Declaration

- Ensure that all of the information entered on the application is accurate,
- Read the declaration
- Print/type your name, sign and date the application form
- Select 'Submit' to send in the form to the ODS and HFC Management Programme for processing via the link.

➤ **GENERAL INFORMATION – EXPORT PROCESS**

➤ ***Who requires approval to export Ozone Depleting Substances (ODS) and Hydrofluorocarbons (HFC)?***

- Any business or individual that wants to export refrigerants, fire suppressing chemical, aerosol, solvent, foam, pesticide or any other substance that is an ODS and/or HFC and/or contains such.
- Any business or individual involved in the exportation of ODS and/or HFCs.

➤ ***What documentation needs to be submitted with export approval applications?***

- A signed, completed application form.
- A copy of the quotation, pro-forma invoice or invoice related to the shipment
- Import licence from the importing/consignee country if issued

➤ ***How should the application be submitted?***

- Completed application forms along with supporting quotations/Proforma invoices/ and any other relevant supporting documentation must be submitted via the link: https://barbados.seamlessdocs.com/f/ODS_HFC_Export

➤ ***What is the duration of the review process?***

- The ODS and HFC Management Programme would review and respond to unproblematic applications within **5 working days** of receipt of the request

➤ ***How long is the ODS and HFC Management Programme approval valid?***

- Approvals granted by the ODS and HFC Management Programme are valid for **three (3) months** following the date of issuance
- If the export licence issued by the Department of Commerce and Consumer Affairs (DCCA) expires (or will expire) prior to the export of the shipment, a new application for approval to export must be submitted to the Ozone Programme, if the previous approval has also expired
- Approvals cannot be extended, if an approval expires a new application must be submitted to the Ozone Programme
- Each shipment requires a separate application for approval.

SAMPLE

Application for Approval to Export Chemicals Controlled under the Montreal Protocol on Substances that Deplete the Ozone Layer

This form should be completed by any entity wishing to export any chemical controlled under the Montreal Protocol on Substances that Deplete the Ozone Layer, referred to as Ozone Depleting Substances (ODS) or Hydrofluorocarbons (HFCs). ODS and HFCs are commonly used as refrigerants, pesticides, solvents, and propellants, and in foam production, among others.

Completed application forms along with quotations/invoices and an import licence from the receiving country must be submitted to the **Permanent Secretary, Ministry of Environment and National Beautification, Green and Blue Economy, Attention: National Ozone Officer** via the email address: odsmanagement@barbados.gov.bb, by hand or by post to: **10th Floor, Warrens Tower II, Warrens, St. Michael.**

The ODS and HFC Management Programme of the Ministry of Environment and National Beautification, Green and Blue Economy (MENB) will assess the completed application form and provide a recommendation of approval or refusal for the export of a specified quantity of the listed substances. Nationally, the trade of substances controlled under the Montreal Protocol on Substances that Deplete the Ozone Layer is regulated through the Customs (List of Prohibited and Restricted Imports and Exports) (Amendment) Order 2020.

After the assessment and approval of this application by the ODS and HFC Management Programme, **an application must be made to the Department of Commerce and Consumer Affairs for the issuance of an Export licence before goods are shipped in accordance with the Miscellaneous Controls Act CAP. 329.**

1. Applicant/Exporter Information

Company Name: Cold Breeze Refrigeration Services Inc.

Address: Building No. 60, Warrens Industrial Park, Warrens

St. Michael BB12001

Parish **Postal Code**

Contact Person

Name: Griffin Griffith Job Title: Managing Director

Phone: 535-4389 Email Address: ggriffith@cbrs.com

2. Shipment and Importer Information

Country of Origin: USA

Consignee Country: Saint Vincent and the Grenadines

Expected date of departure: May 30, 2023

Consignee Country

Import Licence No.: 57483

Consignee Information

Company Name: Refrigerants Trading Inc.

Address: First Floor, Brewster's Building, McCoy Street
Street Saint Vincent and
Kingstown the Grenadines

City/State/Parish

Country

Postal/ZIP Code

3. Customs Broker / Export Agent Information

Company Name: Big Deal Customs Brokers

Address: Building 25, Broad Street, Bridgetown

Street

St. Michael

Barbados

City/State/Parish

Country

Postal/ZIP Code

Contact Person Mike Brown

Email: MBrown@bigdealcustoms.com Phone: 535-4390

<i>To be completed by Applicant/Exporter/Agent</i>					<i>To be completed by the ODS and HFC Management Programme, MENB</i>	
2022 Tariff Heading/ HS Code	Description of Goods (Chemical Name and Common Name)	Export Quantity (state units of measure)			Subject to Quota? (yes or no)	Quantity approved for Export (state units)
		Unit weight of cylinder/can/equipment charge size (kg)	No. of cylinders/cans/units	Total weight of chemical (kg)		
29037100000	R22 refrigerant (chlorodifluoromethane)	13.62	100	1,362.00		
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38276100000	R404A refrigerant	10.90	475	5,177.50		
38276300000	R410A refrigerant	11.35	297	3,370.95		

4. Declaration

I certify that I am authorised to sign and submit this application form and that to the best of my knowledge, the information contained in all sections of this application form, and supplied in support of this application, is complete and correct. I agree that the MENB may collect/verify information relevant to this application from/with myself or other parties for determining this application and monitoring and enforcing ongoing compliance with any requirements associated with the licence, if granted.

Name: Mike Browne

Signature: *M Browne* Date: May 10, 2023



SAMPLE CALCULATION FLYER

ODS AND HFC MANAGEMENT PROGRAMME MINISTRY OF ENVIRONMENT AND NATIONAL BEAUTIFICATION, GREEN AND BLUE ECONOMY

Weight Conversions Used for Refrigerants			
<i>pounds =lbs kilogrammes=kg ounces=oz</i>			
1kg=2.205lbs			
1oz=0.0283kg			
1lb=0.454kg			
30lbs = 13.62kg	25lbs = 11.35kg	15lbs = 6.81kg	10lbs= 4.54kg
18oz = 0.51kg	12oz = 0.34kg		
<u>Please calculate refrigerant weights to 2 decimal places</u>			
Description Examples		Calculation Examples	
R404A 30 cylinders x 30lbs	→	(900lbs x 0.454) =	408.60 kg
R410A 150 cylinders x 25lbs	→	(3750lbs x 0.454) =	1702.50 kg
R134a 35 cylinders x 15lbs	→	(525lbs x 0.454) =	238.35 kg
R134a 12 cans x 12oz	→	(144oz x 0.0283) = 4.0752 kg	→ 4.08kg
R134a 120 cans x 180z	→	(2160oz x 0.0283) = 61.128 kg	→ 61.13 kg

**For additional Information please contact the
ODS and HFC Management Programme
Ministry of Environment and National Beautification, Green and Blue Economy**

Email: ODSManagement@barbados.gov.bb

Telephone No.: 535-4389/535-4350

Website: ozone.gov.bb





**SAMPLE 2022 HARMONISED SYSTEM (HS) CODES/TARIFF HEADINGS OF
COMMONLY IMPORTED REFRIGERANTS AND OTHER CHEMICALS**

**ODS AND HFC MANAGEMENT PROGRAMME
MINISTRY OF ENVIRONMENT AND NATIONAL BEAUTIFICATION, GREEN
AND BLUE ECONOMY**

Based on the 2022 World Customs Organisation Harmonised System Codes			
27		PETROLEUM GASES AND OTHER GASEOUS HYDROCARBONS LIQUEFIED	Common Name
2711		Petroleum gases and other gaseous hydrocarbons	
		- Liquefied	
2711.12	00.000	--Propane	R290
2711.13	00.000	--Butane	R600a
28		II – INORGANIC ACIDS AND INORGANIC OXYGEN COMPOUNDS OF NON-METALS	
28.11		-Other inorganic acids and other inorganic oxygen compounds of non-metals	
		-Other inorganic acids:	
2811.21	00.000	-- Carbon Dioxide	R744
		IV – INORGANIC BASES AND OXIDES, HYDROXIDES AND PEROXIDES OF METALS	
28.14		Ammonia, anhydrous or in aqueous solution	
2814.10	00.000	- Anhydrous ammonia	R717
29		ORGANIC CHEMICALS	
2903		Halogenated derivatives of hydrocarbons	
		- Saturated chlorinated derivatives of acyclic hydrocarbons:	
2903.42	00.000	- - - Difluoromethane	R32
2903.45	00.000	- - - 1,1,1,2-Tetrafluorethane	R134a
2903.51	00.000	--2,3,3,3-Tetrafluoropropene (HFO-1234yf), 1,3,3,3-tetrafluoropropene (HFO-1234ze) and (Z)- 1,1,1,4,4,4-hexafluoro-2-butene (HFO-1336mzz)	R1234yf
		- Brominated or iodinated derivatives of acyclic hydrocarbons:	
2903.61	00.000	-- Methyl bromide (bromomethane)	Methyl Bromide (MeBr)
		- Halogenated derivatives of acyclic hydrocarbons containing two or more different halogens	
2903.71	00.000	- - Chlorodifluoromethane	R22

38		MISCELLANEOUS CHEMICAL PRODUCTS	
38.27		Mixtures containing halogenated derivatives of methane, ethane or propane, not elsewhere	
		-Containing hydrochlorofluorocarbons (HCFCs), whether or not containing perfluorocarbons (PFCs) or hydrofluorocarbons (HFCs), but not containing chlorofluorocarbons (CFCs):	
3827.32	00.000	-- Other, containing substances of subheadings 2903.71 to 2903.75	R406A
		- - Containing perfluorocarbons (PFCs) or hydrofluorocarbons (HFCs), but not containing chlorofluorocarbons (CFCs) or hydrochlorofluorocarbons (HCFCs)	
3827.51	00.000	- - - Containing trifluoromethane (HFC-23)	R508A, R508B
3827.59	00.000	- - - Other	R413A
		- - - Containing other hydrofluorocarbons (HFCs) but not containing chlorofluorocarbons (CFCs) or hydrochlorofluorocarbons (HCFCs):	
3827.61	00.000	- - - Containing 15% or more by mass of (HFC-143a)	R404A, R428A, R507A,
3827.62	00.000	- - - Others, not included in the subheading above, containing 55% or more by mass of (HFC-125) but not containing unsaturated fluorinated derivatives of acyclic hydrocarbons (HFOs)	R419A, R421A, R422A,
3827.63	00.000	- - - Others, not included in the subheadings above, containing 40% or more by mass of (HFC-125)	R410A, R407A
3827.64	00.000	- - - Others, not included in the subheadings above, containing 30% or more by mass of (HFC134a) but not containing unsaturated fluorinated derivatives of acyclic hydrocarbons (HFOs)	R407C, R417C, R442A
3827.65	00.000	- - - Others, not included in the subheadings above, containing 20% or more by mass of (HFC-32) and 20% or more by mass of (HFC-125)	R448A, R449B
3827.68	00.000	--- Other, not included in the subheadings above, containing substances of subheadings 2903.41 to 2903.48	R429A, R454A, R513B
3827.69	00.000	--- Other (i.e. containing other HFCs not listed in subheadings 3827.61 to 3827.68 – can also contain HFOs)	R514A

**For additional information please contact the
ODS and HFC Management Programme
Ministry of Environment and National Beautification, Green and Blue Economy**

Email: ODSManagement@barbados.gov.bb

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Website: ozone.gov.bb

