

Procedures for applying labels to Animal Nutrition Products at the Lachine Warehouse

Canada specific labels are applied to each individual container in an Animal Nutrition shipment after arriving in Canada

1. Animal Nutrition products that ship to the Lachine warehouse in Canada must have Canada specific (CFIA approved) labels applied before leaving the warehouse. Each box, bag, drum, tote, or other container in a shipment must have its own label.
2. This consists of pallets being broken down and CFIA labels being applied over any existing product or animal feed label, but not GHS labels, please see below, on each container in the shipment. The original (non CFIA) product/ feed labels must be completely covered by the CFIA labels. If the CFIA label does not cover the original product label, please use a blank label to completely cover it. Please ensure all adhesive labels are properly applied so that they don't peel off.
3. The most current and up to date CFIA label must be obtained from the Animal Nutrition CFIA Label website (https://secure.basf.com/ehs-labels/BASF_HTML_Templates_v3/index.html) each time animal nutrition products are shipped in Canada. In the event a label on the Animal Nutrition CFIA Label website does not match the Material Name on the original label, please contact Carol Perry. If Carol Perry is not available, please contact the individual indicated by her out-of-office message.
4. Please be sure to print the correct label from the website for the products being shipped. Please input the appropriate information for the following fields as required: Date of Manufacture, Batch/ Lot Number, Article Number, and Net Weight. Please be sure to maintain the font on the template. Please do not make any other changes to the label template.
5. Labels are to be printed from the template on 8.5 x 11 adhesive back label stock. Please print only the number of labels needed for the order.

North American GHS Hazard labels for Animal Nutrition Products

1. North American (NA) GHS labels are required on all Canadian products that require a hazard label. These include all products which formerly required a WHMIS label. Currently all animal nutrition products require a NA GHS label. If NA GHS Label is on the material then a WHMIS label is no longer required.
2. These NA GHS labels may be applied before they arrive at the Lachine warehouse. If so, please confirm that the NA GHS label has the correct Date of Manufacture, Batch/ Lot Number, and Article Number. If they arrive without these labels, they must be applied next to the CFIA label before shipping in Canada. They can be found in SAP under headings starting with "NA GHS" and can be printed at the Lachine warehouse.

Quality Control Measures

1. Please print out 2 labels and have two separate individuals (the individual who will apply the labels and the supervisor) at the warehouse confirm that the Material Name, Date of Manufacture, and Batch/ Lot Number, and Article Number on the labels match the order. If everything matches, the two individuals will initial and date one of the printed label and save it in a file. The other label can be reprinted as per the quantity of material on the order. Please do not apply the initialed and dated label on packaging, it is to be saved in a folder for quality control purposes.
2. The individual responsible for applying the Canadian labels to individual bags will fill out and initial a confirmation form (a blank form has been included below) at the time the shipment is relabeled.
3. The supervisor will confirm that the correct labels have been applied to the product before the shipment leaves the warehouse and will also initial the confirmation form.
4. Please see the example form below.

Lachine Warehouse Check Sheet for Re-labeled Animal Nutrition Products Shipped in Canada

Date	# of Labels Printed/ # of Labels Used	Product ¹	Labels Applied ²	Delivery Note #	Initials	Supervisor Initials
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1 Product content can be confirmed by print on bag
 2 Product description on all Canadian labels must match print on bag and original label being covered.