

How to Nominate a Responsible Person

- Perishable 1080* Pest Animal baits[#]

* 1080 is a derivative of FLUOROACETIC ACID and is the common name for sodium fluoroacetate and sodium monofluoroacetate

Baits prepared under APVMA Permit Number 8781

Drugs Poisons and Controlled Substances Act 1981

The holder or applicant for a licence must nominate one or more Responsible Person(s) to be named on the licence and to fulfil the following tasks;

- Ensure that the licence holder complies with the conditions of the licence;
- Notify the department of any amendments which may be required to the licence or the conditions of the licence (eg. change of company name, change of address, change of Responsible Person);
- Maintain the 1080 Poisons Control Plan;
- Ensure that there is a periodic review (at least annually) of the approved 1080 Poisons Control Plan – to ensure that the licence holder continues to comply with relevant legislation and required standards – and retain a documentary record of the review process;
- Provide periodic confirmation (as required by the department) that the licence holder is operating in a manner consistent with the 1080 Poisons Control Plan; and
- Notify the department of any proposed amendments to the 1080 Poisons Control Plan.

Note: The holder of a licence must notify the department immediately if the Nominated Person ceases to be responsible for the stated duties and must apply to nominate another person.

Minimum requirements that may apply to nominated persons

- At least 5 years experience and proven training in the handling and recording of similar poisons and controlled substances.

How To Complete Application to Nominate – FIRST PAGE

1. Enter the full name of the holder of *(or applicant for)* a licence applying to nominate a Responsible Person.
Note: This is **NOT** usually the name of the person being nominated.
2. Enter the address of premises to which the licence applies.
3. Enter the licence number *(if held)*.
4. Enter the full name of the person to be nominated.
5. Enter the date of birth of that person.
6. Describe the position the nominated person holds in the organisation and/or the duties of that position relevant to 1080 poison.
7. The declaration must be signed by a person who is authorized by the licence holder *(or applicant)* to sign documents on its behalf – **NOT** by the nominated person unless that person is one and the same.

How To Complete Application to Nominate – SECOND PAGE

The second page of the application is to contain the consent and details of the person being nominated, including:

- Full details of qualifications or accreditation. Note copies of qualifications and certificates of accreditation **must** be attached.
- Details of **relevant** employment history plus proof of training where required.
- Consent and declaration of the Nominated Person.

How to Submit the Completed Nomination

Note: The application cannot be processed unless:

- All relevant details are complete.
- All supporting documentation has been provided, including copies of qualifications or accreditation.
- The appropriate **fee** has been paid

The completed nomination and related documents should be forwarded to:

DRUGS & POISONS REGULATION GROUP
DEPARTMENT OF HUMAN SERVICES
GPO BOX 4057
MELBOURNE 3001

For further information: Phone 1300 364 545

Note:

The holder of a licence must notify the department **immediately** if the Nominated Person ceases to be responsible for the stated duties and must apply to nominate another person.