
B.C. E-SUBSTANCES REPORTING: SUBMITTING MANUFACTURING REPORTS

This section of the User Guide provides retailers with assistance in submitting their manufacturing reports.

The [E-Substances Regulation](#) introduced requirements for all businesses who currently sell e-substances or intend to sell e-substances in British Columbia. Business owners must submit a Notice of Intent to Sell E-Substances to the Ministry of Health to sell restricted e-substances from each retail location. There are also requirements to provide individual Product and Manufacturing Reports at least 6 weeks before the product can be sold.

The Ministry of Health has launched the [B.C. E-Substances Reporting](#) application (BCER) for vapour product retailers on December 16, 2020. Retailers are now required to use the BCER to fulfill their new reporting obligations under the [E-Substances Regulation](#).

*Retailers were previously required to submit their Notice of Intent by completing an online survey and submitting their Product and Manufacturing Reports via email to vaping.info@gov.bc.ca. This process **is no longer accepted** by the Ministry of Health.*

This User Assistance Guide has been developed to provide retailers with assistance and troubleshooting tips when using the BCER. The Ministry has also created a [video to walk retailers through the application](#).

Note: If you have submitted your required reports and have waited 6 weeks before selling, you DO NOT need approval from the Ministry of Health or health authorities once 6 weeks have passed.

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SUBMITTING MANUFACTURING REPORTS

As a business owner, if a retailer formulates, packages, re-packages or prepares restricted e-substances for sale at your sales premises, you are required to provide information about those e-substances. Manufacturing Reports must be submitted at least 6 weeks prior to selling the e-substance at the retail location.

A Manufacturing Report must include the following information for each e-substance that will be sold from the sales premises.

- Name and contact information of the manufacturer of each ingredient
- Both the common and scientific names of each ingredient, unless one of these names is not available from the manufacturer

If your business manufactures e-substances for sale at your sales premises, then you are required to submit Manufacturing Reports for those products. This section will walk you through the process for submitting a Manufacturing Report for your products.

1. If you manufacture products, you must answer “Yes” to the following question when entering your business location information:

The name this location is doing business as

Please state if persons under 19 years of age are permitted on the sales premises (required)
If your retail location has unique circumstances surrounding age-restriction, please select “other” and describe in the comment box below.

- Yes
 No
 Other

Which regional health authority is the sales premises located in? A map of the regional health authorities can be found at the [following link](#)

- Fraser Health
 Interior Health
 Island Health
 Northern Health
 Vancouver Coastal Health

Do you produce, formulate, package, repackage or prepare restricted e-substances for sale from this sales premises?

- Yes
 No

1

Cancel

Submit

If you believe you have incorrectly been asked to enter a manufacturing report, please return to the “My Business” section and confirm that you have answered “No” to the question above.

If you answer yes, the following section will be displayed for you to complete:

Manufacturing Report

2




You have outstanding manufacturing reports that need to be submitted
To submit your manufacturing report click the "Submit Manufacturing Report" button.



If you forgot to specify that you manufacture at any locations, you need to go back to My Business and edit the location information.

[← Back to My Business](#)

2. Select "Submit Manufacturing Report".

Completing a Manufacturing Report

1. Manufacturing reports must be entered manually. For each product that you manufacture, complete the following.

1

Add Manufacturing Report



You are required to enter this information manually. This section only applies to retailers that formulate, package or re-package e-substances for sale from their retail location. If you believe this does not apply to your business or any of your locations, please return to the business details section and select "No" on the question "Does your business formulate, package or re-package e-substances for sale in your retail location?"

1. Name and contact information of the manufacturer of each ingredient.

Both the common and scientific names of each ingredient, unless one of these names is not available from the manufacturer.

Product Name

Ingredient name

A

Scientific Name

B

Manufacturer Name

Manufacturer Address

Manufacturer Email

Manufacturer Phone

[+ Add Ingredient](#)

2

2. To add additional ingredients, select "Add Ingredient".
3. You must enter one of either the ingredient name (A) or the scientific name (B).

1. Once you have added all ingredients, you will be able to select the locations.
2. Press “Submit”:

2. Location Information

Please select the location(s) that this manufacturing report applies to

<input checked="" type="checkbox"/>	Address	Email Address	Phone Number
<input checked="" type="checkbox"/>	456 test, v8v 8v8, tofino	vapingtest@test.ca	222-333-4444
<input checked="" type="checkbox"/>	456 test, v8v 8v8, tofino	vapingtest@test.ca	222-333-4444

4

5 rows |< < 1 > >|

5 **Submit**

Once you are ready to submit, you will be prompted to agree with the required waiting period before selling the e-substance.

Confirm Your Submission and Acknowledge

You are about to submit your manufacturing report along with the Notice of Intent to sell e-substances.

I understand that I will be required to wait for 6 weeks from the time that I file or update my manufacturing report before I can sell my product.

Cancel

Confirm

Once your Manufacturing Report has been submitted, you will receive the following confirmation:



Retailers can review their submissions by entering the Manufacturing Reports section of the BCER and scrolling to the following table:

Submitted Manufacturing Reports

Manufacturing List			
Product name	Submitted Date	Locations	
122	Nov 26, 2020	2	View
Manufactured Test Product 1	Jan 08, 2021	2	View
Manufactured Test Product 1	Jan 08, 2021	2	View
test product 1	Jan 08, 2021	2	View

5 rows |< < 1 > >|

SUPPORT

For technical support in submitting your Notice of Intent, product, sales and manufacturing reports, please email vaping.info@gov.bc.ca.

Further information on the E-Substances Regulation and information for retailers is available on the B.C. laws website: https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0426_2020.