



User guide

Declaration of the quantity of a biocidal product placed on the market in the RPC

www.rpc.admin.ch

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1 First declaration of the quantity of a biocidal product

1. Log in with your CH-Login user account at www.rpc.admin.ch.

IMPORTANT: If you are not an authorization holder of a biocidal product (but e.g. an importer without your own biocidal product authorization) and are not submitting authorization applications through RPC, but only wish to declare the quantity of a biocidal product placed on the market, you only need a CH-Login user account without access to a company.

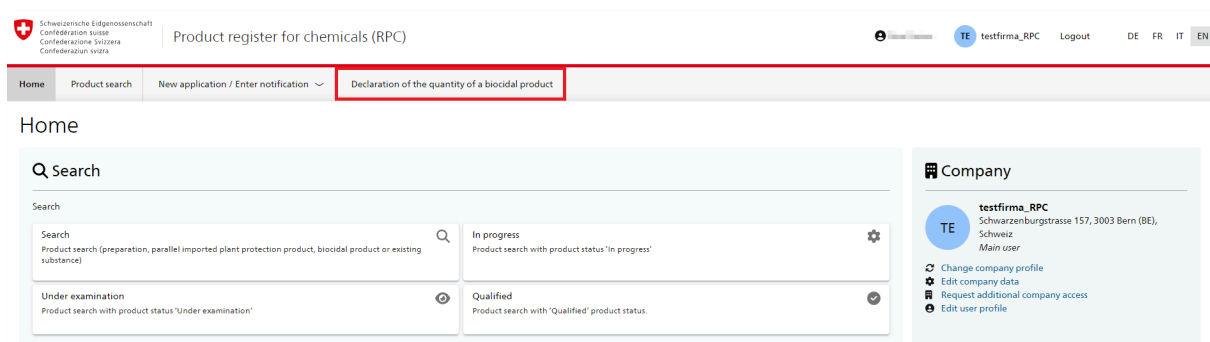
Please note that you will need a phone with a Swiss phone number or an authenticator app to set up the required two-factor authentication.

Go to www.rpc.admin.ch, click on **CH LOGIN**, and select **Create Account**. Enter the required information ([see the instructional video](#)).

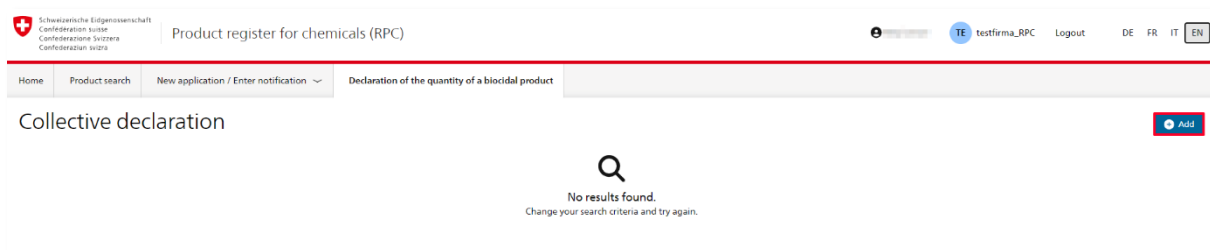
Please note that the screenshots used in this user guide will differ from your view if you log in with a CH-Login user account without access to a company.

The message "With your user profile you do not have access to a company" can be ignored. You can now report the quantity of a biocidal product (continue to point 2).

2. Click on the tab "Declaration of the quantity of a biocidal product" at the top.



3. Click on "Add" at the top right.



4. Complete the missing information in the declaration form and click on "Add" at the bottom left. A search window will open in which you can search for the biocidal product you wish to declare.

Company

Name
testfirma_RPC

c/o

Street
Schwarzenburgstrasse

No.
157

PO Box

ZIP
3003

City
Bern

Canton
Bern

Country
Switzerland

Declaration

Report in here data for biocidal products placed on the market in selected year.
For other products, please create another record.

No entries

Add Import

Schema download

Cancel Save

5. Search for the biocidal product for which you want to make a declaration by entering the authorization number, the main name or the CPID. NOTE: Whenever possible, we recommend searching for the biocidal product by its authorization number or CPID.

6. If the biocidal product is present in the RPC, it is displayed.

NOTE: A biocidal product can only be found if it was authorized in the period of the declaration (e.g. for the year 2024). If the biocidal product was not authorized until 2025, it cannot be declared for the period 2024.

Add product

Demo#1 Search

Authorization number	Product Name	Active substances
Demo#1 517290-34	Demo_Mitteilung Menge #1 18-07, 18-99 Valid from 28.10.2024	Ethanol = 50 % (m/m) Formaldehyde = 50 % (m/m)

Cancel Add

7. Select the product by clicking on it and then confirm by clicking "Add".

Produkt hinzufügen

Demo#1 Suchen

Zulassungsnummer	Produktename	Wirkstoffe
Demo#1 517290-34	Demo_Mitteilung Menge #1 18-07, 18-99 Gültig von 28.10.2024	Ethanol = 50 % (m/m) Formaldehyd = 50 % (m/m)

Abbrechen Hinzufügen

8. Enter the quantity of the biocide placed on the market in kg at the bottom right.

Authorization number	CPID	Product Name	Product Type	Active substances	Quantity placed on the market
Demo#1	517290-34	Demo_Mitteilung Menge #1	18-07, 18-99	Ethanol = 50 % (m/m) Formaldehyd = 50 % (m/m)	<input type="text" value="75.8"/> kg

[Add](#) [Import](#) [Schema download](#)

[Delete](#) [Cancel](#) [Save](#)

9. If you want to declare the quantity of an additional biocidal product placed on the market, click again "Add" (bottom left).

Authorization number	CPID	Product Name	Product Type	Active substances	Quantity placed on the market
Demo#1	517290-34	Demo_Mitteilung Menge #1	18-07, 18-99	Ethanol = 50 % (m/m) Formaldehyd = 50 % (m/m)	<input type="text" value="75.8"/> kg

[Add](#) [Import](#) [Schema download](#)

[Delete](#) [Cancel](#) [Save](#)

10. After you have declared all biocidal products, click on "Save".

Authorization number	CPID	Product Name	Product Type	Active substances	Quantity placed on the market
Demo#1	517290-34	Demo_Mitteilung Menge #1	18-07, 18-99	Ethanol = 50 % (m/m) Formaldehyd = 50 % (m/m)	<input type="text" value="75.8"/> kg

[Add](#) [Import](#) [Schema download](#)

[Delete](#) [Cancel](#) [Save](#)

11. After saving, all declarations made are recorded under a collective declaration (here in the example "MAR-00325-93"). The declaration is now complete and you can leave the page.

Home

Product search

New application / Enter notification

Declaration of the quantity of a biocidal product

Collective declaration

Add

Status	ID	Year	Name	Address	E-mail	Phone number	Number of products	Timestamp
	MAR-00325-93	2024		testfirma_RPC, Schwarzenburgstrasse 157, 3003 Bern (BE), Schweiz			1	29.10.2024 06:36:56

2 Declaration of an additional product after logging in again

2.1 Additional declaration in the same collective declaration

What is the advantage of reporting all my biocidal products in the same collective declaration in the RPC?

We recommend that you make your notifications in the same collective declaration (see exception under 2.2). This procedure should simplify the declaration of your biocidal products in subsequent years. We are still working on implementing this simplification.

1. After logging in again, click on the collective declaration.

Status	ID	Year	Name	Address	E-mail	Phone number	Number of products	Timestamp
	MAR-60325-93	2024		testfirma_RPC, Schwarzenburgstrasse 157, 3003 Bern (BE), Schweiz			1	29.10.2024 06:36:56

2. You can then add a new declaration of the quantity of a biocidal product placed on the market under declaration.

Authorization number	CPID	Product Name	Product Type	Active substances	Quantity placed on the market
Demo#1	517290-34	Demo_Mitteilung Menge #1	18-07, 18-99	Ethanol = 50 % (m/m) Formaldehyd = 50 % (m/m)	75.8 kg

Add Import Schema download

Delete Cancel **Save**

3. Once you have entered the additional declaration, click on "Save".

Zulassungsnummer	CPID	Produktenname	Produktart	Wirkstoffe	In Verkehr gebrachte Menge
Demo#1	517290-34	Demo_Mitteilung Menge #1	18-07, 18-99	Ethanol = 50 % (m/m) Formaldehyd = 50 % (m/m)	75.8 kg
Demo#4	775279-30	Demo_Mitteilung Menge #4	02-09	Ethanol = 55 % (m/m) Propan-2-ol = 25 % (m/m)	565 kg

Hinzufügen Import JSON Schema download

Löschen Abbrechen **Speichern**

2.2 Additional declaration(s) in a new collective declaration

What is the advantage of entering all my biocidal products in different collective notifications in the RPC?

If a person (e.g. consultant) wishes to declare biocidal products for various first-time distributors, they can group the biocidal products by distributor.

1. Click on "Add" at the top right.

Status	ID	Year	Name	Address	E-mail	Phone number	Number of products	Timestamp
	MAR-00325-93	2024		testfirma_RPC, Schwarzenburgstrasse 157, 3003 Bern (BE), Schweiz			2	29.10.2024 07:18:06

2. Fill in the missing information in the declaration form and click on "Add" at the bottom left to declare the quantity of a biocidal product.

Company

Name: testfirma_RPC

c/o:

Street: Schwarzenburgstrasse No.: 157 PO Box:

ZIP: 3003 City: Bern Canton: Bern Country: Switzerland

Declaration

Report in here data for biocidal products placed on the market in selected year. For other products, please create another record.

No entries

Add Import Schema download

Cancel Save

3. Execute steps 4-10 as outlined in section 1.
4. After you have reported all biocidal products under the new collective declaration, click on "Save". The declaration is saved in a new collective declaration (here in the example "MAR-00331-75").

Status	ID	Year	Name	Address	E-mail	Phone number	Number of products	Timestamp
	MAR-00325-93	2024		testfirma_RPC, Schwarzenburgstrasse 157, 3003 Bern (BE), Schweiz			2	29.10.2024 07:18:06
	MAR-00331-75	2024		testfirma_RPC, Schwarzenburgstrasse 157, 3003 Bern (BE), Schweiz			1	29.10.2024 07:34:19

3 Correcting or deleting a declaration that has already been made

IMPORTANT: Declarations already made for the previous year can be corrected/ changed until May 31 of the following year at the latest. After this date, a declaration can no longer be modified or deleted.

1. Select the relevant collective declaration in which the declaration to be changed is located.

Home

Product search

New application / Enter notification

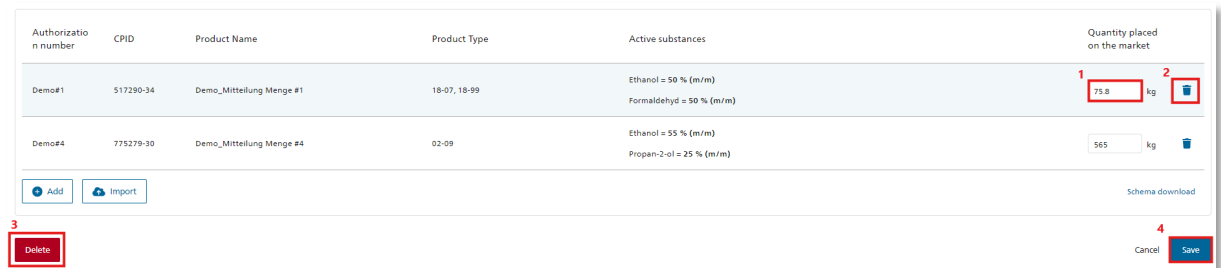
Declaration of the quantity of a biocidal product

Collective declaration

Add

Status	ID	Year	Name	Address	E-mail	Phone number	Number of products	Timestamp
	MAR-00325-93	2024		testfirma_RPC, Schwarzenburgstrasse 157, 3003 Bern (BE), Schweiz			2	29.10.2024 07:18:06
	MAR-00331-75	2024		testfirma_RPC, Schwarzenburgstrasse 157, 3003 Bern (BE), Schweiz			1	29.10.2024 07:34:19

2. You can now adjust the quantities already entered (1), delete the entire declaration (2) or delete the entire collective declaration (3). Click on "Save" (4) to save the change.



Authorization number	CPID	Product Name	Product Type	Active substances	Quantity placed on the market
Demo#1	517290-34	Demo_Mitteilung Menge #1	18-07, 18-99	Ethanol = 50 % (m/m) Formaldehyd = 50 % (m/m)	<div>1 75.8 2</div> kg
Demo#4	775279-30	Demo_Mitteilung Menge #4	02-09	Ethanol = 55 % (m/m) Propan-2-ol = 25 % (m/m)	565 kg

Add Import

Schema download

3 Delete

4 Cancel Save

4 Additional declaration in the event of a change in the active substance concentration

If you change the active substance concentration of a biocidal product in the course of a year, you must enter the quantity of the biocidal product placed on the market with the old and the new active substance concentration, or in the example below also with a different active substance, in two separate declarations in the RPC .

Add product

Demo#1

Search

Authorization number	Product Name	Active substances
Demo#1 517290-34	Demo_Mitteilung Menge #1 18-07, 18-99 Valid from 28.10.2024 to 29.10.2024	Ethanol = 50 % (m/m) Formaldehyde = 50 % (m/m)
Demo#1 517290-34	Demo_Mitteilung Menge #1 18-07, 18-99 Valid from 29.10.2024	Ethanol = 68 % (m/m) Formaldehyde = 22 % (m/m) Propan-2-ol = 10 % (m/m)

Cancel

Add

Add product

Demo#1

Search

Authorization number	Product Name	Active substances
Demo#1 517290-34	Demo_Mitteilung Menge #1 18-07, 18-99 Valid from 28.10.2024 to 29.10.2024	Ethanol = 50 % (m/m) Formaldehyde = 50 % (m/m)
Demo#1 517290-34	Demo_Mitteilung Menge #1 18-07, 18-99 Valid from 29.10.2024	Ethanol = 68 % (m/m) Formaldehyde = 22 % (m/m) Propan-2-ol = 10 % (m/m)

Cancel

Add