

Announcing version 2.0 of the Harmonized Site Licence and FSRN Application form

Dear Stakeholders,

The Natural and Non-prescription Health Products Directorate (NNHPD) is pleased to announce the release of version 2.0 of the [Harmonized Site Licence and FSRN Application form \(web SLA\)](#) on Saturday, July 24, 2021. This update focused on the implementation of an Interim COVID-19 Site Licence (SL) transition pathway and a number of overall improvements to the form.

The updated web SLA (version 2.0) includes the following:

- A pathway to transition Interim COVID-19 SLs. In March 2020, the NNHPD introduced interim measures to enable expedited site licensing for alcohol-based hand sanitizers to address shortages of these products on the Canadian market and meet public health recommendations due to the pandemic. Temporary COVID-19 SL holders will receive a bulletin from us detailing the procedure for the transition.
- The “Application Information” page moved to the beginning of the form. This ensures the licence type is displayed as the first field in the form. The user’s choice will adapt the behaviour of the other pages in the form, as such, returning to and changing this field will remove all other information in the form.
- A summary page, similar to the web product licence application (PLA) form. The summary page is introduced in the form before the “Attestation” page, and accessible upon completion of the form by double-clicking on the downloaded .html file.
- A tracking number, similar to the web PLA. This tracking number is used by NNHPD’s systems to generate a submission number for the incoming file.
- Aesthetic changes to improve user experience. Specifically, the ‘Next’ and ‘Previous’ buttons have been modified, the table of contents button has been moved from the footer to the header, and the “Help” button has been reformatted and renamed “Guidance”. Additionally, clicking the Guidance button on each page will open it directly to the relevant section.
- New options when reopening a completed file in the form:
 - Option to modify the existing application form in response to an Information Request Notice.
 - Option to copy the applicant and contact information into a new session.
- A reformatted landing page to include information about the Interim COVID-19 SL transition and a link to the in-form Guidance in the ‘Quick links’ box.

At a Glance: New Features

- ✓ Added an Interim COVID-19 SL transition pathway
- ✓ Re-ordered the Application Information page
- ✓ Added a summary page
- ✓ Added a tracking number
- ✓ Improved user experience
- ✓ New options when re-opening a completed file
- ✓ Updated the landing page

Note that the [regular process](#) for submitting a site licence application electronically via ePost Connect has not changed.

Questions regarding the site licensing process as it pertains to the updated web SLA can be submitted to hc.nnhpd-dpsnso.sc@canada.ca. To facilitate triaging and timely responses, please include a subject line that clearly indicates the inquiry relates to the web SLA form version 2.0. For webform-specific inquiries or to report technical issues or errors with the NHP Online System (e.g., web forms/databases), please email: hc.nhp.initiative-psn.sc@canada.ca.

We look forward to your continued engagement as we pursue our efforts to modernize other aspects of our systems. Suggestions for further improvements in subsequent versions of the web SLA can be sent to hc.nhp.initiative-psn.sc@canada.ca.

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