



Statement of Product Specification Form (SPSF) Batch Import Sequence

The SPSF batch import file is intended to be used to import form data from the 09/2002 version of the SPSF into the 05/2006 version number of the SPSF. The version number of a SPSF can be found at the bottom of the first page.

To obtain a copy of the SPSF batch import file please contact PMRA Information Services at 1(800) 267-6315 within Canada and 1(613) 736-3799 outside of Canada or via e-mail at pmra_infoservice@hc-sc.gc.ca.

This batch process is supported in Adobe 5.0 Standard version or Adobe Acrobat Professional version 6.0 and above. The batch import cannot be used in Adobe Reader.

Installation Instructions

Close Adobe Acrobat if it is open.

Locate the Adobe folder where Acrobat is installed. The default path is C:\Program Files\Adobe\Acrobat XX\

where XX is the version number of Adobe Acrobat

Go to the Acrobat\Sequences\ENU folder. Copy the Import SPSF.sequ file into the ENU folder Start Acrobat. The batch sequence is located at: File→Batch Processing→Import SPSF.

How to Import SPSF Data

Open the destination SPSF that you want to import to (05/2006 SPSF).

Open the source SPSF that you want to import from (09/2002 SPSF).

Select Batch Processing→Import SPSF.

Select OK.

The SPSF data will be imported to the 05/2006 SPSF. Please verify the data transfer as some corrections will be needed (refer to Import Limitations).

Please note that, for this batch process to work correctly, there can only be two files open in Adobe Acrobat (destination and source).

Import Limitations

The batch import process will map the old fields to the new fields. However, this process has some limitations:

Field in 09/2002 SPSF	Destination on 05/2006 SPSF
Flashpoint/Flame Extension (box 11)	Flash Point
Trade/Common Name	Trade Name
Multiple Supplier checkbox	Not imported
Additional Information (page 5)	Not imported

Values in the % w/w, lower certified limit, upper certified limit and N = fields of the 09/2002 SPSF will be formatted to numerical values only in the 05/2006 SPSF. Any text that was in these fields will not be imported.

PDF File Document Security

When submitting an electronic pdf file to the PMRA, please ensure that the Document Security features are turned off so that there are no restrictions placed on the document.

In Acrobat version 5.0, Document Security is found under File → Document Security.
In Acrobat version 6.0, Document Security is found under File → Document Properties.

There should be no restrictions on the pdf document to allow for internal annotations by the PMRA. Figure 1 shows an example of an acceptable pdf file with no document restrictions.

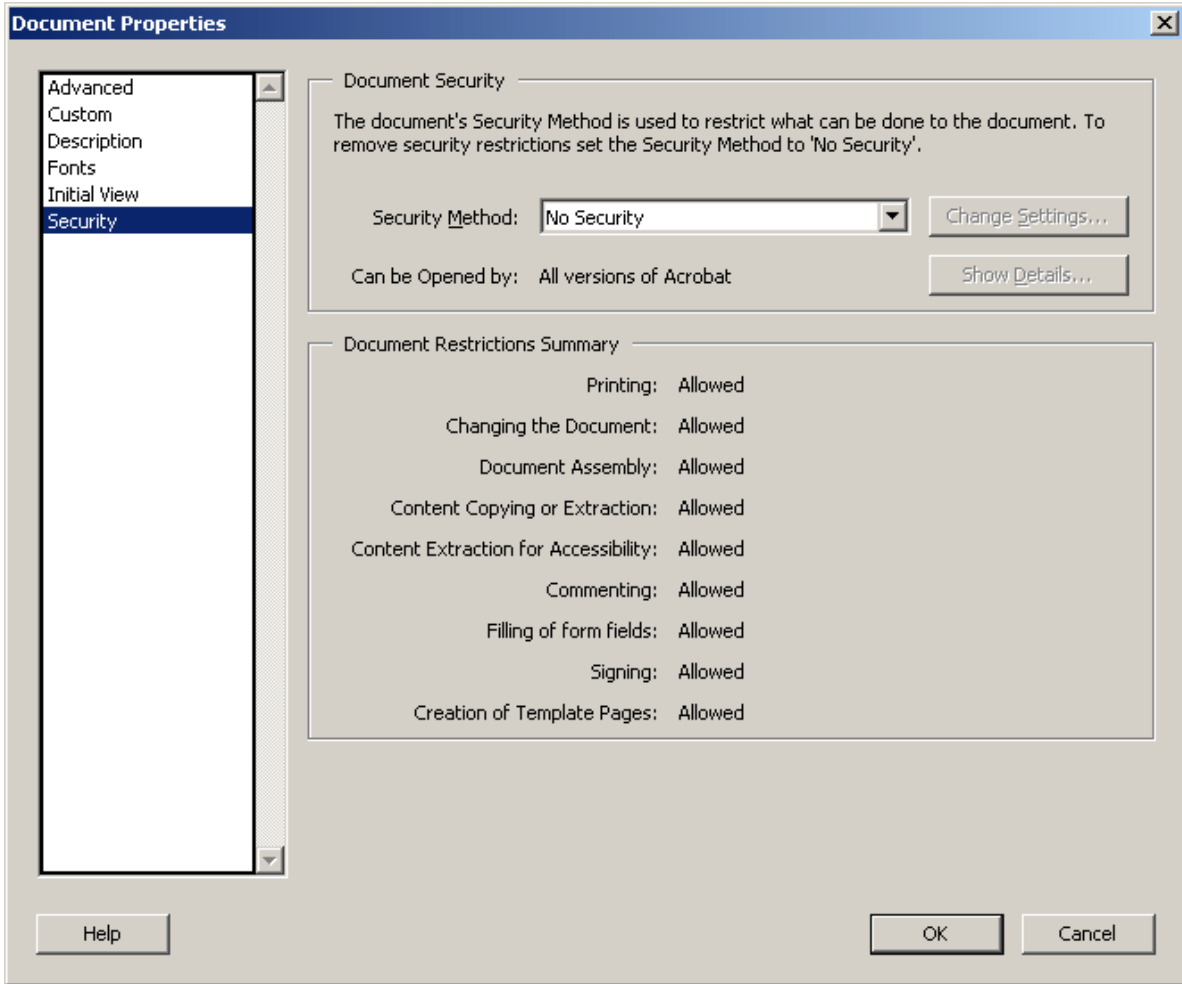


Figure 1: An acceptable pdf file with no document restrictions. (Acrobat 6.0 version shown)