

LOGISTICS & PRODUCT HANDLING PROTOCOLS

1. Purpose & Scope

This document outlines the storage, handling, packaging, and transportation protocols followed by McCoy NIC International LLP for its Nicotine Active Pharmaceutical Ingredient (API) product range, including Nicotine Polacrilex, Nicotine Base, Nicotine Bitartrate Dihydrate, Nicotine Ditartrate, and related Nicotine Salts. These protocols apply to all domestic and international shipments and are designed to ensure product integrity, regulatory compliance, and safety of personnel and the environment at every stage of the supply chain.

2. Regulatory & Quality Framework

- Handling and storage practices are aligned with WHO-GMP and Good Distribution Practice (GDP) guidelines.
- All processes comply with ISO 9001:2015 (Quality Management) and ISO 45001:2018 (Occupational Health & Safety) requirements.
- Nicotine, classified as a hazardous/toxic substance (UN 1654 / UN 3144 as applicable), is handled per applicable dangerous goods (DG) regulations for road, air (IATA-DGR), and sea (IMDG Code) transport.
- Shipments are supported by valid Export licenses, Certificate of Analysis (CoA), Material Safety Data Sheet (MSDS/SDS), and other regulatory documentation as required by the destination country.

3. Storage Protocols

3.1 Warehouse Conditions

- Storage in a dedicated, access-controlled, temperature-monitored area (recommended 15–25°C, protected from direct sunlight and moisture).
- Nicotine API stored separately from incompatible materials (oxidizers, strong acids/alkalis, food-grade products).
- Containers kept tightly sealed under inert/nitrogen blanket where applicable to prevent oxidation and degradation.
- Real-time temperature and humidity monitoring with logged records for traceability.

3.2 Safety Infrastructure

- Dedicated hazardous material (HazMat) storage zone with spill containment trays.
- Fire suppression systems, eyewash stations, and PPE stations located near storage areas.
- Restricted access with entry logs; only trained personnel permitted in nicotine handling zones.

4. Packaging Standards

Packaging Element	Specification
Primary Container	HDPE / stainless steel drums or containers, UN-certified for hazardous liquids/solids
Sealing	Tamper-evident seals with batch-specific labelling
Inner Packing	Nitrogen-flushed / vacuum-sealed where product stability requires it

Packaging Element	Specification
Outer Packaging	UN-approved secondary packaging with absorbent material for leak containment
Labelling	GHS hazard pictograms, batch number, manufacturing & expiry date, CoA reference, handling instructions

5. Transportation Protocols

5.1 Mode-Specific Compliance

- Road Transport: DG-compliant vehicles with placarding, spill kits, and driver DG training certification.
- Air Freight: Shipped per IATA Dangerous Goods Regulations (DGR) with fully documented Shipper's Declaration.
- Sea Freight: Containerized shipment per IMDG Code with appropriate stowage and segregation requirements.

5.2 Cold Chain / Controlled Handling

- Temperature-controlled transport used where product stability data indicates sensitivity to heat.
- Data loggers included in shipments for temperature-sensitive batches, with reports shared with the customer on delivery.

5.3 Documentation Accompanying Each Shipment

- Certificate of Analysis (CoA) and Certificate of Origin (CoO)
- Material Safety Data Sheet (MSDS/SDS)
- Packing list, commercial invoice, and export declaration
- Dangerous Goods Declaration (as applicable to mode of transport)
- Import/Export licenses and any destination-specific regulatory certificates

6. Handling & Personnel Safety

- All personnel handling nicotine API undergo mandatory training on chemical handling, PPE use, and emergency response, in line with ISO 45001:2018.
- Mandatory PPE: nitrile gloves, safety goggles, protective coveralls, and respiratory protection where required.
- Standard Operating Procedures (SOPs) displayed at all handling points; spill response and first-aid protocols readily accessible.
- Regular internal audits and mock drills conducted to ensure emergency preparedness.

7. Traceability & Batch Control

- Each batch is assigned a unique batch number, traceable from raw material intake through to final dispatch.
- Batch records, CoAs, and lab test reports are archived and available for customer reference or regulatory audit.
- A robust track-and-trace system ensures full chain-of-custody visibility for every shipment.

8. Customer Support During Transit

- Real-time shipment tracking shared with customers from dispatch to delivery.
- Dedicated logistics coordinator as a single point of contact for shipment queries.
- Proactive communication in case of any transit delays, customs holds, or documentation requirements.

McCoy NIC International LLP | Nicotine API Manufacturer & Exporter

This document is for informational purposes as part of vendor evaluation and may be supplemented with product-specific handling data on request.