PROCEDURE FOR BATCH RELEASE OF BLOOD PRODUCTS ONTO THE SPANISH MARKET

USER MANUAL VERSION 3.0



agencia española de medicamentos y productos sanitarios

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Subject

The purpose of this document is to provide a user manual for the electronic procedure for Batch Release of Blood Products onto the market.

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In this section, the instructions for the procedure to market blood-derived products, as well as the <u>applicable fees</u>, are detailed:

1.14	Reconocimiento de certificado de liberación de lote y autorización de puesta en el mercado nacional de lote de vacunas o hemoderivados.	84,76€
1.15	Reconocimiento de certificado de liberación de lote y autorización de puesta en el mercado nacional de lote de vacunas o hemoderivados (entre 6 y 10 liberaciones año).	423,78€
1.16	Reconocimiento de certificado de liberación de lote y autorización de puesta en el mercado nacional de lote de vacunas o hemoderivados (entre 11 y 40 liberaciones año).	1.271,35 €
1.17	Reconocimiento de certificado de liberación de lote y autorización de puesta en el mercado nacional de lote de vacunas o hemoderivados (entre 41 y 160 liberaciones año).	2.966,47 €
1.18	Reconocimiento de certificado de liberación de lote y autorización de puesta en el mercado nacional de lote de vacunas o hemoderivados (> 160 liberaciones año).	4.237,82€

The payment, except for case 1.14, is made once a year, choosing the most appropriate option based on the number of annual requests. Requests can be submitted once the corresponding fee has been paid.

For any inquiries related to this procedure, please contact the AEMPS Fees and Refunds Department at the phone number +34 918225534 or via email at tasasydevoluciones@aemps.es.

Instructions for completing the form for market release of blood products for human use

Instruction 1st

Batches of blood-derived products for human use shall not be placed on the market without authorization, according to the following procedure.

Instruction 2nd

This provision does not apply to plasma- derived products used as an excipient or reagent in the production of other medicines or health products. Neither does apply to foreign medicines or products undergoing clinical trials.

Instruction 3rd

Before proceeding with the market placement of the medicine in question, a market batch release request shall be sent to the Division of Biological Products, Advanced Therapies, and Biotechnology (DPB) of the Spanish Agency of Medicines and Medical Devices (AEMPS). For this purpose, the electronic platform developed by the AEMPS for submitting requests is available and operational. It can be accessed through the Agency's website: https://www.aemps.gob.es.

The address to be connected to is the following: https://hemoyvacunas.aemps.es.

Instruction 4th

The application shall be accompanied by the following documentation:

Annexes from the document "<u>EC Administrative Procedure for Official Control Authority Batch Release</u>". OMCL, Batch Release - Human Biologicals:

- EU official control authority batch release certificate for medicinal products derived from human blood or plasma (Annex IIB).
- EU official control authority batch release certificate of approval for plasma pool (Annex IID).
- Marketing information form, model for manufacturers (Annex IV).
- Declaration of compliance with Note 1/98 of the General Directorate of Pharmacy (Circular 1/98 de la Dirección General de Farmacia), or, alternatively, a document stating the country of origin of the plasma.

Instruction 5th

After a period of 5 working days from sending the last valid documentation without a negative pronouncement, and taking into account the special need for these products, the lot is deemed approved for marketing. The electronic system allows the laboratory making the request to have proof that the request has been made, and the AEMPS to be aware that the communication has been sent.

In the event that there is a computer system crash the applicant will proceed through email (<u>hemoderiva-dos@aemps.es</u>), or an alternative procedure.

Instruction 6th

In the case that the batch of the blood-derived product in question does not have a European Union Batch Release Certificate, before proceeding with the market placement of the medicine, a market batch release request must be sent to the DPB, including a declaration that the batch has not been sent to another Official Medicines Control Laboratory (OMCL) for release. Additionally, it will be accompanied by the following documentation:

- Marketing information form, model for manufacturers (Annex IV).
- The following samples will be sent:

- 4 containers of 1.5 ml each of the plasma pool which the medicine is derived, to be sent in accordance with the corresponding procedures, or alternatively, an OMCL Certificate for the release of the plasma pool corresponding to the medicine in question.

If within the period of 60 days after shipping there is no communication notifying of the existence of problems in the documentation or samples sent, the release of the lots onto the market can proceed.



This section provides an explanation of the instructions for the market release procedure of blood-derived products.

Access to the application

To access the application, open a browser and go to <u>https://hemoyvacunas.aemps.es</u>, where the initial screen will display access to the notification forms for market release and clarifications, for both vaccines and blood-derived medicines.

Operation Metrico agencia española de me di ca m entos y productos sanitarios PUESTA EN MERCADO DE HEMODERIVADOS / VACUNAS	
Bienvenido a la aplicación de Puesta en Mercado de Productos Hemoderivados / Vacunas	
Instrucciones particulares para completar el formulario de Puesta en Mercado de Medicamentos Hemoderivados	
Para reducir el numero de ficheros a enviar puede incorporar en la "Declaración de cumplimiento de Circular 1/98" la declaración de "no enviado a otro EUOMCL". Cuando el producto tenga más de un pool de plasma y deba envíar más de un certificado, en la lista de documentos a enviar, tendrá que añadir los distintos certificados de pooles de plasma eligiendo la opción "otros documentos".	
Notificación de puesta en mercado de hemoderivados Notificación de puesta en mercado de vacunas	
Dimprimir justificante	
Aclaraciones a la puesta en mercado de hemoderivados	
Agencia Española de Medicamentos y Productos Sanitarios Parque Empresarial "Las Mercedes", Edif 8, C/ Campezo 1 - 28022 MADRID Soporte: Gestión de peticiones/incidencias	Versión 3.0.4

Figure 1. Initial screen.

Notificación de puesta en mercado de hemoderivados: Access to submit a new application.

Aclaraciones a la puesta en mercado de hemoderivados: Access to add any additional information to an already submitted application, or to add more batches to those indicated in a previously submitted request. The reference application number must be provided to link additional information. Modifications to the number of requested batches are also allowed.

Imprimir justificante: Access to the supporting document in PDF format with the notification data, as well as any associated clarifications already submitted. The reference number associated with the notification is required.

When submitting a new application, the form displaying the different options for adding the fee payment will appear. This is required for the notification procedure.

	GOBERNO DE ESPAÑA DE SANDAD	m	agencia española de medicamentos y productos sanitarios	PUESTA	EN MERCADO DE ERIVADOS / VACUNA	s		
	Para poder notifica Para cada tasa se La tasa esté La tasa se h No se haya s Si ha realizado el p	r liberaciones de me validará que: en estado pagado aya generado en el superado el nº máxi ago en la EMA, det	dicamentos hemoderivados y vac año actual mo de notificaciones que permite perá seleccionar la opción de "Pag	unas debe seleccion o realizado en la EM	ar un código de tasa. A*.			
		Selec	Q cionar tasa				Pago de tasa	
Tas	sas usadas	anteriorme	nte: 1					Añadir tasa ya paga
31	1700			c i				
	Tasa pagada Notificadas de	2024	NIF					

Figure 2. Access method to the notification form .

If it is the first time accessing the application from the PC/browser, no previously used fees will appear. However, if a notification was previously submitted or a payment process has been completed, the previously used receipt numbers will appear, as they are stored locally in the browser.

For previously used fees, it is possible to:

- Delete a fee if you do not want it to appear again in this form.
- C Update the information (receipt status and/or number of notifications submitted).

The information displayed about previously used fee receipts is:

- Receipt number. If the status is valid, it is possible to use it by clicking on it.
- Date the payment was made or receipt status.
- Taxpayer ID (NIF) of the liable party.
- If the status is valid, the submitted notifications will be shown; otherwise, the amount and maximum number of permitted releases will be displayed

If a fee has been paid but it does not appear in the form, please use the "Añadir tasa ya pagada" (Add already paid fee) option, for which you will need to enter the receipt number, the exact amount and the taxpayer ID (NIF) of the liable party.

Q	7	•
Seleccionar tasa	Pago de tasa	Pago realizado en la EMA
Nº de justificante: *		
Importe: *	000000.00	
NIF del sujeto pasivo: *	X99999999	
Comprobar Cancelar		

Figure 3. Payment of previous fees.

If you need to make the payment, you must use the "Pago de tasa" (Fee payment) option and complete the following form with the payment details.

Seleccia	Q onar tasa	Pago	e tasa	Pago realizado en la EMA
Datos para realizar el pago	o de la tasa			
Nº de	e lotes a liberar en el año actual: *	1 liberación por año		~
	Datos de la presentación: *	Q Introduzca el nombre, cr	o nº de registro y seleccione la pre	sentación
Datos del pagador				
País *	Tipo identificador *		Identificador *	
España 🗸	NIF / CIF / VAT number	~		
Dirección *		Código Postal *	Provincia	
Correo electrónico *				Teléfono *
Datos del sujeto pasivo				
Coincide con el pagador Realizar Pago				

Figure 4. New fee payment.

Once the necessary form data is completed, click the "Realizar pago" (Make payment) option. This will transfer you to the Fee Payment application, where you must complete the payment process using one of the available options.

If the payment is made online using the payment gateway, you will be returned to the form with the "Código Pago de Tasas" (Fee payment code) field already completed, allowing you to proceed directly with the notification.

If you choose the option to pay by bank transfer during the payment process, you will be returned to the fee selection form, and a new receipt will appear with the status "Pendiente de pago" (Pending payment).

317000		C 🖻
Tasa pendiente de pago 105.1 €, 1 liberación	NIF: B	

Figure 5. Fee payment by bank transfer.

You will not be able to use this payment receipt until the bank confirms that the transfer has been successfully completed. This usually takes 1 business day after the transfer has been initiated.

Batch release form for blood-derived products

Datos Persona Cont	tacto						
	ucio						
Nombre *	Apellidos	*	Teléfono *		Email *		
Dirección *			Localidad *			Código Postal *	
Datos de la Notificac	ción						
Presentación del Medica	amento *						
Q Introduzca el nom	nbre, cn o nº de registro y seleccione la	presentación					
Num. Registro *	Cód. Nacional *	Titular Autorización Comercia	lización *				
Pooles de Plasma * +N		🗴 Archivo Excel de ejemplo	oara la carga de pool	les			
Nº Lote *	Nº Viales	•	Dosis *		Unidad *		
Releasing OMCL *			Caducidad *				
		`	dd/mm/aa	aa			
Documentos *	+ Añadir						
Hoja Informativa de Co	omercialización (Anexo IV)		*	Seleccionar			Elegi
Certificado de Liberaci	ion de la UE de la mezcla de plasma c	orrespondiente (Anexo IId)	*	Seleccionar			Elegi
Certificado de Liberaci	ión de lote de la UE		*	Seleccionar			Elegi
	limiante de la Circular 1/02 de la Dir. C	eneral de Fermania		Colocoioner			Elogi
Declaración de Oursel		CINERAL STREET STREET		Deleccionar			Elegii
Declaración de Cumpl	inniento de la Gircular 1786 de la Dir. G		~	Colocolorida			

Notificación de Puesta en Mercado de Medicamentos Hemoderivados

Figure 6. Batch release form for blood-derived products.

Mandatory fields are marked with a red asterisk.

• "Datos de persona de contacto" (Contact person information):

The applicant company must fill in the contact details of the contact person responsible for the market placement request for blood-derived products. This information, once a notification is completed, is automatically saved in the browser's local storage, so in future visits to the form, the most recently data from that PC and browser will be available.

• "Datos de la notificación" (Notification details):

- "Medicamento" (Medicine): Enter the name of the medicine, the registration number or the national code. If any of this information is found, a list of presentations matching the entered data will be displayed, and the corresponding row should be selected.

Presentación del Medicamento *

Q	asp	
Num.	712729 - ASPIRINA C 400 mg/240 mg COMPRIMIDOS EFERVESCENTES , 10 comprimidos	í
	651877 - ASPIRINA C 400 mg/240 mg COMPRIMIDOS EFERVESCENTES , 20 comprimidos	
	709527 - ASPIRINA COMPLEX GRANULADO EFERVESCENTE, 10 sobres	
	709691 - ASPIRINA COMPLEX GRANULADO EFERVESCENTE, 20 sobres	
Boolog	700053 - ASPIRINA PLUS 500 mg/ 50 mg COMPRIMIDOS, 10 comprimidos	
FUOIe:	832949 - ASPIRINA PLUS 500 mg/ 50 mg COMPRIMIDOS , 20 comprimidos	
	700051 - ASPIRINA 500 mg COMPRIMIDOS , 10 comprimidos	
Nº Lo	712786 - ASPIRINA 500 mg COMPRIMIDOS, 20 comprimidos	
	660369 - ASPIRINA 500 mg COMPRIMIDOS EFERVESCENTES , 10 comprimidos	
	661498 - ASPIRINA 500 mg COMPRIMIDOS EFERVESCENTES , 2 comprimidos	
Relea	660370 - ASPIRINA 500 mg COMPRIMIDOS EFERVESCENTES , 20 comprimidos	
	654571 - ASPIRINA 500 mg GRANULADO, 10 sobres	

Figure 7a. Medicines search form

When a medicine is selected from the list, the remaining medicine data (registration number, national code, holder, and active substances) will be automatically filled in.

Presentación del Medicamento *				
Q 709691 - ASPIRINA COMPLEX GRANULADO EFERVESCENTE, 20 sobres				
Num. Registro *	Cód. Nacional *	Titular Autorización Comercialización *		
62280	709691	Bayer Hispania, S.L.		
Sustancias Activas *				
	DCI o DOE	Dosis		
ACE	TILSALICILICO ACIDO	500mg		
CLO	RFENAMINA MALEATO	2mg		
FEN	ILEFRINA BITARTRATO	15.58mg		

Figure 7b. Medicines search form.

To enter information related to plasma pools, it is possible to do so manually or by using an Excel file containing the encoded information.



Archivo Excel de ejemplo para la carga de pooles

Figure 8. Information related to plasma pools.

Other fields related to the product must also be filled in:

- Batch number
- Number of vials.
- O Doses.
- o Units.
- Expiry date.
- Releasing OMCL.

All necessary documents must be uploaded.

As stated in Instruction 5th, after a period of 5 working days from the submission of the latest valid documentation without any negative response, and considering the special need for these products, the batch will be deemed approved for commercialization.. In the event of issues with the documentation, whether due to errors or incompleteness, the applicant company will receive an email with a "solicitud de aclaraciones" (request for clarifications) document, which will outline the reasons for the request and/or the documents that need to be corrected. The document is automatically generated from the application, and the company receives an automatic email with the following form, indicating the information that needs to be corrected.

COMUNICACIÓN DE DOCUMENTACIÓN INCOMPLETA O ERRONEA

La solicitud indicada en la tabla siguiente debe subsanar el error indicado en la misma.

Nº REFERENCIA DE LA SO FECHA ENTRADA: NOMERE DEL MEDICANE	LICITUD:
LOTE:	
PRINCIPIOS ACTIVOS:	
TITULAR:	
DOCUME	NTACIÓN A COMPLETAR o SUBSANAR ERROR
Hoja Informativa de Comercialización (Anexo IV)	
Certificado de Likgracian de la UE de la mezcla de plasma correspondiente (Anexo Lid)	
Certificado de Liberación de lote de la UE	
Declaración de Cumplimiento de la Circular 1/98 de la Dir. General de Farmacia	
Documento acreditativo del pago de la tasa establecida	

Figure 9. Request for clarifications form.

As a result, and until the corresponding issue is corrected through the clarifications process, the product shall not be placed on the market. Once the issue is corrected and the requested documentation is submitted, the established time (5 working days) must be waited, as long as there is no new information regarding issues to be corrected.

Clarifications form

To submit requested information in clarifications or to request an increase in the previously requested number of batches, access the initial page and select "Aclaraciones a la puesta en mercado de hemoderivados". A form will appear where you will need to enter the notification reference number for which the clarifications are being submitted.



Figure 10. Access to submit clarifications.

After entering the reference number, the associated data will load, and it will be possible to add clarifications and additional documents.

- If it is documentation to be corrected due to an error in the initial request, select "Otros" (Other) option, and the document will appear in the tab that opens.
- If an increase in the number of previously requested batches is required, select the "Ampliación n° de unidades" option. A new Marketing Information Form (annex IV) is required, specifying the additional number of batches that are to be placed on the market as an expansion of the batch.
- In the case that the number of units is less than previously requested, please enter the number of units to be subtracted from the initial request using the negative symbol (-), attaching a new Marketing Information Form (annex IV) with the correct number of units.

From this point onward, the procedure is the same: after a period of 5 business days from the submission of the latest valid documentation without any negative response, and considering the special need for these products, the batch will be deemed approved for commercialization.

Authorization without the 5-day waiting period

Taking into account the potential situations of special need for these products, there is the possibility, upon request by the company providing the reasons, to request the waiver of the 5-day waiting period. This situation must be communicated by attaching a document justifying the need and notifying it via email to the Batch Release mailbox <u>hemoderivados@aemps.es</u>. After reviewing the request, if it is correct and deemed appropriate, the Division of Biological Products, Advanced Therapies, and Biotechnology (DPB) will send the company (positive response) a mail containing the document authorizing the market placement of the batch of the medicine in question, without needing to wait the 5 days established in the procedure.

SOLICITUD DE PUESTA EN MERCADO SIN ESPERAR 5 DÍAS

Examinada la documentación aportada según <u>SOLICITUD Nº</u> les notificamos que, ante las razones de urgencia expuestas por su compañía, y teniendo en cuenta la conformidad de la documentación aportada en la solicitud, se les autoriza a poner en mercado:

NOMBRE DEL MEDICAMENTO:
LOTE:
PRINCIPIO ACTIVO:
SOLICITUD Nº REF / FECHA ENTRADA:
TITULAR:
UNIDADES:
FECHA:

Puesta en Mercado de Hernoderivados y Vacunas

Agencia Española de Medicamentos y Productos Sanitarios División de Productos Biológicos, Terapias Avanzadas y Biotecnología Parque Empresarial Las Mercedes, Edif. 8, c/Campezo, 1 28022 Madrid Tlf.00 34 91 822 58 18 Fax 00 34 91 822 58 92 e-mail: <u>hemoderivados@aemps.es</u>

Figure 11. Authorization form for the request of batch release without the 5-day wait.

PROCEDURE FOR BATCH RELEASE OF BLOOD PRODUCTS ONTO THE SPANISH MARKET

USER MANUAL



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