

# California Statewide Pesticide Regulatory Activities Summary Timeline

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**Background** The Department of Pesticide Regulation (DPR) compiles workload information from the Pesticide Regulatory Activities Monthly Report (PRAMR). This information is placed into the annual California Statewide Pesticide Regulatory Activities Summary (hereafter referred to as Summary) to allocate mill assessment revenues to the counties.

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**Revised timeline** To meet a reasonable schedule for finalizing PRAMR data for mill assessment allocation and disbursement, DPR has revised the timeline for accepting corrections to the data. All PRAMR data submissions must meet the timeline.

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**Submitting monthly and quarterly reports** Monthly, county agricultural commissioners (CACs) submit PRAMRs to DPR for data entry. Quarterly, DPR sends to the CACs for review a status report showing the number of PRAMRs submitted and an Excel workbook containing each county's PRAMR data for review. CACs return amended reports to DPR.

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- Year end summary timeline**
- October 1 – DPR e-mails a draft Summary for the prior fiscal year to all CACs for review and corrections.
  - December 1 – Final date for CACs to submit PRAMR amendments to DPR for the final draft Summary.
  - January 1 – DPR e-mails the final draft Summary to CACs for final review and corrections.
  - February 1 – All final PRAMR amendments must be received from CACs by this date. DPR will use the PRAMR data that is current as of February 1 to distribute the mill assessment. DPR will no longer accept corrections to PRAMR after February 1 for purposes of changing the mill assessment distribution.
  - March 1 – The final Summary will be forwarded to the Product Compliance Branch.
  - April 1 – The final Summary will be posted to DPR’s external website. DPR will e-mail the CACs to advise them when the Summary is posted on the external website.
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# California Statewide Pesticide Regulatory Activities Summary Timeline, Continued

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## **Making amendments to the PRAMR**

If an individual PRAMR needs to be amended, you need not wait until the end of the year process to submit the correction. DPR accepts amendments to the PRAMRs throughout the year. Make corrections to the copy of the PRAMR *originally* submitted. Make the corrections easy to identify. For example, circle or highlight the corrections, or use a bold font color, such as red. At the top of the report, write or type “AMENDED COPY.”

You do not need to correct the PRAMR totals; they are automatically calculated. Also, you do not need to return the draft Summary with corrections.

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## **Where to send amended PRAMRs**

Amended PRAMRs may be e-mailed to <pramr@cdpr.ca.gov>, or mailed to:

Enforcement Branch  
PRAMR Unit  
P.O. Box 4015  
Sacramento, California 95812-4015

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