Pesticide Registration Process Flowcharts

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**Pesticide Registration Process Overview**

1. **A. Intake and Indexing**
   - Start
   - Log Submission, Generate Tracking ID, and Status Sheet
   - Data with Submission?
   - No
     - Index Scientific Data Studies and File in Registration Resource Center
     - Forward Submission to Regulatory Scientist
   - Yes
     - Evaluate Submission
     - Request Additional Information
     - Deficiency?
       - Yes (Minor)
         - Evaluate Submission
       - Yes (Major)
         - Evaluate Submission
       - No
         - Additional Scientific Review Needed?
           - Yes
             - Prepare Submission
           - No
             - Prepare Submission

2. **B. Submission Evaluation Process**
   - Evaluate Submission
   - Request Additional Information
   - Deficiency?
     - Yes (Minor)
       - Evaluate Submission
     - Yes (Major)
       - Evaluate Submission
     - No
       - Additional Scientific Review Needed?
         - Yes
           - Prepare Submission
         - No
           - Evaluate Submission

3. **C. Formal Scientific Evaluation**
   - Coordinate Scientific Evaluation
   - Perform Scientific Evaluation
     - Chemistry
     - Ecotoxicology
     - Plant Physiology
     - Pest and Disease Protection
     - Human Health Assessment
     - Worker Health and Safety
     - Pest Management and Licensing
     - Environmental Monitoring (Surface Water, Ground Water, and Air)
     - Enforcement
   - Route to Workstation(s)
   - Routing Complete?
   - Yes
   - No
   - Final Recommendation and Assemble Results
   - Receive Evaluation Results
   - Post 30-day Public Notice for Comment
   - Post Final Decision to Register or Deny
   - Prepare Document(s) Informing Registrant of Final Decision
   - End

4. **D. Registration Decision and Notification**
   - Yes
   - No
   - Return
   - Pesticide Management and Licensing

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1. License new product, approve amendment, or denial
2. Email is generated and sent to the registrant
A. Intake and Indexing Process

Note: Renewal submissions are not captured in this process.

1If the active ingredient is not currently in the Master Chemical Database, the master chemical technician generates a number from the database.
B. Submission Evaluation Process

1. The Evaluate submission process step includes multiple tasks. Tasks may include performing a preliminary screening, thorough submission review, U.S. EPA accepted label comparison, substantially similar label comparison, and additional research.

2. A minor deficiency is a missing part of the application package that may easily be corrected (e.g., missing signature, payment, etc.).

3. The Regulatory Scientist generally contacts the registrant, identifying needed information, and a timeline for sending the information.

4. Assessment from the Registration Branch evaluation disciplines (i.e., chemistry, pest and disease protection, plant physiology, or ecotoxicology).

5. The return packet includes a Return (Deficiency) Letter, copy of registrant’s application or cover letter (first page only), and possibly other key items (i.e., label).

6. If the requested information is not received within 180 days of information request, Pesticide Registration Branch staff shred the submission.
C. Formal Scientific Evaluation

1The tracking coordinator receives the submission, which includes a routing sheet. The routing sheet identifies the workstations selected to perform scientific evaluations.

2The tracking coordinator sends the submission to an individual evaluation station, in a predetermined evaluation order. The tracking coordinator receives the evaluation documents from a workstation, and routes the submission to the next workstation. The coordinator may also reroute the submission to workstations, based on additional data.

3The tracking coordinator sends the submission to identified workstations, simultaneously. A few workstations (e.g., Worker Health and Safety and Environmental Monitoring) receive the submission after other selected workstations performed review. The tracking coordinator maintains the original submission, collecting evaluation documents from each of the stations, and reroutes the submission on an as needed basis.
**Note:** The Pesticide Registration Branch handles Section 18 (Exemption) submittals differently than registration submittals. Section 18 submittals require U.S. EPA pre-approval and DPR acceptance.

1For conditional registration, DPR staff communicates deficiency as a condition of registration, upon agreement by the registrant, and proceeds with the posting process.

2Data may include scientific data, product label(s), or other needed information.

3DPR posts 30-day to register, 30-day to deny, final to register, and final to deny as the Notice of Proposed and Final Decisions at <http://cdpr.ca.gov/docs/registration/nod/nodmenu.htm>.

4Registrants get their license in both an e-mail and a paper copy.

5Not every registration (action) Submission requires archiving and/or coding.

6Not every label amendment requires coding label elements.