Department of Pesticide Regulation
Pesticide Registration Branch

Pesticide Registration Process Flowchart

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Pesticide Registration Business Process Overview
A. Intake and Indexing
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A. Intake and Indexing

- Start
- Log submission
- Generate tracking ID & status sheet
- Forword package to Reg. Scientist
- Evaluate submission
- Yes - Deficiency?
  - Yes - Minor
  - Yes - Major
  - Additional Scientific review needed?
  - No
- Additional information of Registrant
- Prepare submission for evaluation process
- Prepare return packet

B. Submission Evaluation

- Evaluate submission
  - Deficiency?
    - Yes - Minor
    - Yes - Major
    - No
  - Additional Scientific review needed?
    - Yes
    - No
- Prepare submission for evaluation process
  - Pharma, Chemistry, Microbiology, Fish & Wildlife, Pest & Disease Protection, Plant Physiology Workstation
- Perform scientific evaluation
- Collect evaluation results
  - Routing complete?
  - No
- Review and assemble results
  - Deficient or Significant Adverse Effects?
    - Yes
    - No
- Inform Registrant
  - Deficiency or Significant Adverse Effects
    - Post 30-day public notice for comment
    - No
    - Post final decision to register or deny
  - Yes
- Prepare document(s) informing Registrant of final decision

C. Formal Scientific Evaluation

- Track evaluations
- Route to workstation(s)
- Perform scientific evaluation
  - Chemistry Workstation
  - Microbiology Workstation
  - Fish & Wildlife Workstation
  - Pest & Disease Protection Workstation
  - Plant Physiology Workstation
- Collect evaluation results
  - Routing complete?
  - No
- Review and assemble results
  - Deficient or Significant Adverse Effects?
    - Yes
    - No
- Inform Registrant
  - Deficiency or Significant Adverse Effects
    - Post 30-day public notice for comment
    - No
    - Post final decision to register or deny
  - Yes
- Prepare document(s) informing Registrant of final decision

D. Registration Decision and Notification

- Deficient or Significant Adverse Effects?
  - Yes
  - No
- Inform Registrant
  - Deficiency or Significant Adverse Effects
    - Post 30-day public notice for comment
    - No
    - Post final decision to register or deny
  - Yes
- Prepare document(s) informing Registrant of final decision

1. License new product, approve amendment, or denial.
2. Email is generated and sent to the registrant.
A yellow circle represents connecting points from a later part. In this instance, the yellow circles later in the process refer to a document that the Registrant needs to send back to DPR. After it is received by DPR, it is then inserted back to the process at the first circle.
A. Intake and Indexing Process

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

Note: Renewal submissions are not captured in this 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. The Regulatory Scientist generally contacts the registrant, identifying needed information, and a timeline for submitting the information back to DPR.

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

4. If the requested information is not received within 180 days of information request, Pesticide Registration Branch staff shred the submission.

A yellow circle represents connecting points from a later part. In this instance, the yellow circles later in the process refers to a document that the Registrant needs to send back to DPR. After it is received by DPR, it is then inserted back to the process at the first circle.
1. The tracking coordinator receives the folder/packet(s), which includes a routing sheet. The routing sheet identifies the workstations selected to perform scientific evaluations.

2. The tracking coordinator sends the folder/packet to an individual evaluation station, in a predetermined evaluation order. The tracking coordinator collects the evaluation documents from a workstation, and routes the folder/packet to the next workstation. The coordinator may also reroute packages to workstations, based on additional data submissions.

3. The tracking coordinator sends packets to identified workstations, simultaneously. A few workstations (e.g., Worker Health and Safety and Environmental Monitoring) receive packets after other selected workstations performed review. The tracking coordinator maintains the original folder/packet, collecting evaluation documents from each of the stations, and reroutes folder/packets on an as needed basis.

4. Environmental Monitoring has three workstations, (1) Groundwater Program, (2) Surface Water Program, and (3) Air Program.

A yellow circle represents connecting points from a different part of the diagram. In this instance, the upper yellow circle refers to the tracking coordinator sending routing packages out to other branches within DPR for scientific review.
D. Registration Decision and Notification Process

Note: The PRB handles Section 18 (exemption) submittals differently than registration submittals. Section 18 submittals require U.S. EPA pre-approval and DPR acceptance.

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

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

3. DPR posts 30-day to register, 30-day to deny, final to register, and final to deny lists every Thursday.

4. DPR does not issue a new license if a product status changes from conditional to full registration.

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

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