



Mary-Ann Warmerdam
Director

MEMORANDUM

Arnold Schwarzenegger
Governor

TO: Charles M. Andrews
Acting Assistant Director
Division of Pesticide Programs

FROM: Ann M. Prichard
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DATE: July 29, 2008

SUBJECT: FINAL REPORT FOR 2007-08 PESTICIDE REGISTRATION
BRANCH STAKEHOLDER OUTREACH REPORT AND
IMPLEMENTATION PLAN

Attached for your review and consideration is the final report from the 2007-2008 Pesticide Registration Branch (PRB) Stakeholder Outreach Project. Created in September 2007, PRB initiated the Stakeholder Outreach Project in an effort to improve the services that it provides to its stakeholders. In addition, PRB initiated the Stakeholder Outreach Project to evaluate the effectiveness of its current outreach materials and training programs and to examine the outreach programs of other regulatory agencies. PRB held meetings with both internal and external stakeholders to solicit input and obtain information on areas of concern and suggestions for solutions. The report also includes a list of recommendations for future outreach materials and training programs.

After review of the report's recommendations, I have decided to implement the following recommendations. They are listed in order of priority.

1. Revise Website/Develop Outreach Materials

In 2008-2009, PRB will revise the look of its external website to make it more user-friendly and to provide easier access to currently available information, regarding the pesticide registration process, including, but not limited to:

- Products exempt from registration
- Federal Insecticide Fungicide and Rodenticide Act (FIFRA) section 24C special local needs products
- Experimental Use Permits
- FIFRA section 18s Exemptions from Registration
- Research Authorizations
- Public record requests



In 2009-2010, PRB staff will develop professional fact sheets covering numerous registration topics (e.g., fees, cover letters, data requirements, notification, product similarity definition, master labels, acceptable labeling, with the assistance of an outside vendor. Once developed, the fact sheets will be placed on PRB's public web site for easy access by stakeholders. Also included will be the development of an on-line slide show presentation indicating how to assemble a data package.

2. On-line Stakeholder Guidance Manual

Provide stakeholders with an on-line Stakeholder Guidance Manual with step-by-step instructions for registering, amending, and renewing different types of pesticide products. The manual will include references to California data requirements, study protocols, and standards. PRB expects to complete its revision of the internal Desk Manual by the end of 2008. Beginning in 2009, and using PRB's revised Desk Manual as a template, PRB will form a committee to begin work on an on-line Stakeholder Guidance Manual. A group of interested registrants will be solicited to serve as an advisory panel to the PRB committee working on the manual. An outside contractor may be sought to assist with the content and/or on-line presentation of the manual.

3. Workshops

Based on stakeholder comments that PRB's current workshops are too broad, beginning in 2009, PRB will host smaller, more interactive and specialized workshops. PRB will provide stakeholders with an opportunity to provide input prior to development of workshop agendas. Potential workshop topics include, but are not limited to:

- Introduction to the Department of Pesticide Regulation's (DPR's) registration process for new companies/employees
- Antimicrobial product registration
- Biochemical/microbial product registration
- Consumer product registration
- Applying for FIFRA section 24c Special Local Need Registration
- Applying for FIFRA section 18 Exemption from Registration
- Introduction to DPR's Business Process and Tracking System

Joint workshops with industry organizations may also be considered based on the design of the workshop and the subject matter.