

Submissions and the Specialist



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May 2006

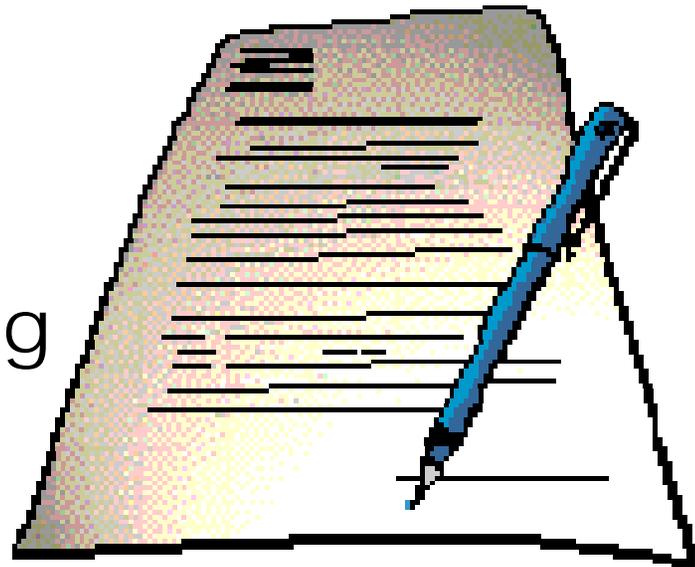
The Complete Registration Submission

1. Cover Letter.
2. Application.
3. Proof of Federal Registration.
4. \$750.00 Application Fee.
5. Six (6) copies of printer's proof or final printed labels.
6. Scientific data.

Cover Letter

➤ Complete and detailed
Including:

1. Requested action.
2. What you are including with you submission.
3. Similar products.
(if applicable)



Application



- The application should be complete.
- Signed and dated by an authorized representative of the company.
- And include:
 1. First page.
 2. Characterization Sheet.
 3. Confidential Statement of Formula.

Proof of Federal Registration

- A copy of the U.S. EPA stamped, accepted label.
- A copy of the accompanying U.S. EPA cover letter.
- Copies of Notifications to U.S. EPA when applicable.

Labels



- Submit 6 legible copies:
 1. Final printed or printer's proof.
 2. Identical to the U.S. EPA stamped accepted label.
 3. Including all of the basic elements of a pesticide label (40CFR Part 156.10).

Data



- Submit complete data requirements for the registration action.
 1. Complete studies.
 2. Appropriately bound.
 3. Including U.S. EPA DER's if available.

Note: If relying on data on file please refer to registered products by brand name and EPA number.

Processing the Submission

1. Received and a mail log number is assigned and basic product information is entered into the DPR database.
2. A status sheet is generated and the specific product information is entered into the DPR database.
3. If data is received with the submission the data is indexed into the Library database.
4. Submission is routed to the specialist.

Reviewing the Entire Submission

- The specialist will review the package to insure that it is complete.
 1. Are the required components submitted?
 2. Are the required forms complete and accurate?

Reviewing the Cover Letter

- What action is the Registrant requesting?
- What have they submitted to support the requested action?
- Have they submitted their own data or do they intend to rely on data on file?

Reviewing the Application

➤ Are all three pages of the application submitted and complete?

1. Application.

2. Characterization sheet.

3. Confidential Statement of Formula (CSF).

(US EPA CSF may be substituted).

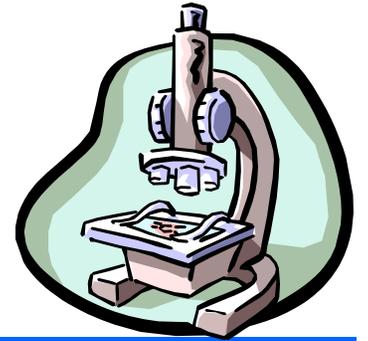
Comparing the Proposed Label to the US EPA Label

- The Proposed label and the US EPA label must be identical.

Note: It is permissible to delete uses from the proposed label that appear on the EPA label.



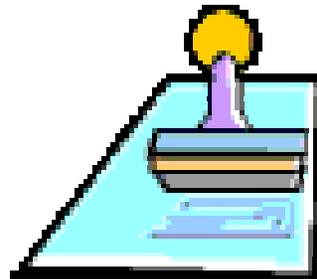
Is Scientific Evaluation Required



- The specialist determines if the submission needs to be routed for scientific evaluation.
- Full or partial evaluation?
- Was data submitted?
- Are there previously approved products that have the same claims?

After Evaluation

- Signed off by a supervisor.
- Routed back to Specialist.
- Posted 30 to Register or Deny.
- Finalized.



Finalizing the Submission

- Specialist prepares submission for licensing.
- Licensing Technician prepares license and routes to Specialist for signature.
- Your stamped label and license are in the mail.



Contact Information

- Rachel Kubiak, Registration Branch Ombudsman
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 - Email rkubiak@cdpr.ca.gov