



Department of Pesticide Regulation

Gavin Newsom
Governor

Karen Morrison
Director

Yana Garcia
Secretary for
Environmental Protection

California Notice 2025-07

TO: Pesticide Product Registrants and Other Stakeholders

SUBJECT: CHANGES TO NEW ACTIVE INGREDIENT AND NEW MAJOR USE ASSIGNMENTS

In California Notice 2023-09, the Pesticide Registration Branch (PRB) stated the implementation of team-based assignments would not impact how PRB processes new active ingredient (AI) and new major use submissions. However, in CalPEST, all new applications are automatically assigned to a team before they are assigned to an individual team member. As a result, PRB will be implementing a New AI team workload to process new AI and new major use submissions.

IMPLEMENTATION

Effective immediately, all new AI and new major use submissions will be assigned to the New AI team workload. This change will align with the rest of PRB's team-based work assignments and how submissions are assigned in CalPEST.

All new AI or new major use submissions currently assigned to an individual will remain on the individual's workload. All future new AI and new major use submissions will be automatically assigned to the New AI team workload and will remain in the team workload until the submission is assigned to an individual New AI team member.

CONTACTING DPR ABOUT NEW AI OR NEW MAJOR USE SUBMISSIONS

To help streamline processes, all correspondence and questions related to new AI and new major use submissions should be e-mailed to NewAITeam@cdpr.ca.gov even if the submission is currently assigned to an individual. Additionally, all requests for pre-submission and post-submission meetings related to new AI and new major use applications should also be directed to this team e-mail. Please note, the email address for the New AI team will be listed on [DPR's website](https://www.cdpr.ca.gov/how-to-register-a-pesticide/) <[cdpr.ca.gov/how-to-register-a-pesticide/](https://www.cdpr.ca.gov/how-to-register-a-pesticide/)>.

SUBMITTING APPLICATIONS FOR A PRODUCT WITH A NEW AI OR NEW MAJOR USE

DPR encourages all applicants to create a CalPEST account and submit their applications through the [CalPEST](https://calpest.cdpr.ca.gov/) system, <calpest.cdpr.ca.gov/>. Applications received through CalPEST will be processed faster as they will bypass the additional time needed for mailing and data entry by DPR staff. However, DPR will still accept hard copy applications by mail.

For applications submitted through CalPEST, follow the instructions listed in the [CalPEST User Guide](https://www.cdpr.ca.gov/wp-content/uploads/2024/11/calpest_user_guide.pdf) <[cdpr.ca.gov/wp-content/uploads/2024/11/calpest_user_guide.pdf](https://www.cdpr.ca.gov/wp-content/uploads/2024/11/calpest_user_guide.pdf)> on how to submit new

product or amendment applications. Additionally, to ensure the submission is handled correctly and assigned to the correct team within CalPEST, please follow the steps below:

- Please select the pertinent “Special Registration Type” (e.g., new active ingredient or new major use) within the General Information section.
- Please select the pertinent “Federal Concurrent Type” that corresponds with your submission and one of the criteria listed above (e.g., New Active ingredient/New Major Use).
- For amendments to add a new major use, under “Amendment Sub Type,” please select the “ADD CROP/SITE/USE (MAJOR)” option in addition to any other applicable options.

Please note, applicants with a registered CalPEST account will be able to access detailed status updates and evaluation reports associated with their submissions. Applicants without a registered CalPEST account will only receive two e-mail notifications: (1) at the beginning of the registration process stating DPR received the submission along with an invoice, and (2) at the end of the process stating DPR’s final action. All e-mail notifications will come from an automated CalPEST e-mail address.

If you have questions regarding this notice, please contact DPR’s New AI Team at [<NewAITeam@cdpr.ca.gov>](mailto:NewAITeam@cdpr.ca.gov).

Original signed by

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Tulio Macedo, Chief
Pesticide Registration Branch
916-324-3527

Date