

ADAMS TECHNOLOGY SYSTEMS

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ATSSC STANDARD OPERATING PROCEDURE

SOP for:	State Pesticide Registration Documentation	REV# 01	SOP# 54
SOP Written/Revised by:	Rob R. Adams, Jr	Rev. Date:	01/04/04

I. PURPOSE

Adams Technology State Pesticide Registration Service Center (ATSSC) must have certain documentation to support the State Registration of a Pesticide Product. The following list details the documents needed.

II. RESPONSIBILITY

Primary: Senior Registration Specialists
Secondary: ATSSC Service Center Manager

III. PROCEDURE

THE FOLLOWING ITEMS ARE REQUIRED FOR EACH PRODUCT AND BRAND NAME:

Electronic Files: States are requiring the Product Label and MSDS in an electronic format. We appreciate getting any of the other documentation in an electronic format.

1. **LABEL:** Ask your Graphic Artist or Label Printer to email an Adobe PDF file of the current actual product label artwork with the fonts included. See ATSSC SOP#07 and SOP#16 for more PDF information. Download from: www.AdamsTechnology.com

2. **MSDS:** Material Safety Data Sheet and any other Technical or Specifications Information Sheets. This may be sent to us in any word processor format.

3. **ESL:** The most current EPA Stamped Label with EPA Comment Letter and ALL Notifications since this ESL was approved. Some states require ALL Notifications regardless if they affect this state registration or not. If you have a Subregistration, this information will have to come from the Basic Registrant.

4. **CSF:** The most current EPA Confidential Statement of Formula (EPA Form #8570-4). If you have a Subregistration, this information will have to come from the Basic Registrant. See ATSSC SOP#47 on our web site: www.AdamsTechnology.com

5. **SUBREG:** If your product is a Subregistration from another company, a copy of the EPA Notice of Supplemental Distribution of a Registered Pesticide Product (Subreg form) (EPA Form #8570-5).

6. **ABN:** If your product is an Alternate Brand Name, a copy of the EPA Application for Pesticide Form (EPA Form #8570-1) filed with the EPA requesting the ABN.

One time documentation required:

7. **AGENT:** If this is your first product for ATSSC, you will need to complete the EPA and State Agent letters. See ATSSC SOP#14 and SOP#29: www.AdamsTechnology.com

8. **COMPANY INFORMATION:** Go to our web site and fill out the short form with the Company Information we need to enter into our Computer and Document Management System. This link will take directly to the form: http://www.AdamsTechnology.com/info_form.htm