

# ADAMS TECHNOLOGY SYSTEMS

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## ATSSC STANDARD OPERATING PROCEDURE

SOP for:	<b>PDF PRODUCT LABEL FILES</b>	REV# <b>07</b>	SOP# <b>16</b>
SOP Written/Revised by:	Rob R. Adams, Jr	Rev. Date:	03/07/08

### I. PURPOSE

Adams Technology State Pesticide Registration Service Center (ATSSC) has found that the easiest and quickest way to review various Regulatory documents, EPA Pesticide Labels and MSDS's is by using email and electronic files.

The US EPA and States have been working to implement this electronic file system. The format chosen is Adobe Acrobat Portable Document Format (PDF). Most states have started mandating that all pesticide labels and MSDS's must be provided to them in this electronic format before registrations or renewals will be approved. Other states will quickly adopt this same requirement.

### II. RESPONSIBILITY

Primary: Vendor's Graphic Artist  
Secondary: ATSSC Service Center Manager

### III. PROCEDURE

1. The easiest and most accurate way for ATSSC to get the electronic label files is by communicating directly with the Graphic Artist or Person who actually sits in front of the computer and sets up the artwork or MSDS. This may be a person within your company, at your advertising agency or the printer that prints your labels.
2. We ask that you send an email to this person. Copy ATSSC and ask them to work with us by providing the label or MSDS files necessary for us to submit and maintain your state registrations. This email should contain the labels and/or MSDS's to be supplied, artist name, phone number and email address.
3. Most MSDS's are maintained in a word processing program (MS Word, WordPerfect, WordPro, Text, etc.) MSDS's may be emailed to us in any convenient file format. We can convert them to pdf files. Please use the file naming format at the end of this SOP.
4. We will ask your Graphic Artist to convert the largest container size label artwork into a file that can be opened and viewed by all recipients, on all platforms (PC and MAC). This is done by exporting the file in an **Adobe Acrobat Portable Document Format (pdf)**. PC and Mac Artwork programs have the ability to do this by either exporting the document to a pdf file or using a pdf print driver. Refer to the Artwork Program Help Documentation for instructions.
5. The EPA and State Pesticide (and Antimicrobial) Registration Offices require the submission of label artwork as a **pdf file with the fonts embedded**. A proof with fonts outlined into objects instead of embedding the fonts is not acceptable! Here's why!
6. Years ago, we were required to submit actual product labels from the production run. That meant we had to print the labels before they had been reviewed by the States. This delayed production and required a lot of labels to be destroyed if any of the 50+ reviewers found any errors.

7. Over the past few years, the pesticide industry has convinced the states to accept pdf files of the actual art work used to print the labels. We can do that right away and obtain registration weeks, even months ahead of when production is needed. That's a big help in expediting the registration and review process! We do not want to go back to the old way!
8. Fonts need to be embedded because there are thousands of fonts. The computer needs instructions on how to display or print each one. By default, when you create a label on your computer the .pdf files will include the name of the font(s) used and will leave the instructions for drawing the letters up to the receiving computer. That's fine if both computers have the same font instructions.
9. But if the receiving computer does not have a certain font it will try to substitute a similar font. Sometimes that works but often it changes the spacing and layout of the label. In the worst case, a character may not display correctly thus introducing errors into the label. "Embedding" the fonts means to include the instructions for drawing the letters in the .pdf file so that any computer receiving the file can display and print it correctly. You must create the .pdf file with the fonts embedded on the same computer on which the original document was created.
10. If you are using a graphic arts program you may create the file by exporting to a pdf file, saving it as a pdf file or print the pdf to an electronic file.
11. If using Adobe Acrobat to create the pdf file, you embed the fonts by:
  - Select: **Settings, Job Options, Fonts.**
  - Check the box near the top that says "**Embed all fonts**".
  - Do **not** check the next box dealing with sub setting the fonts used.
  - As an added precaution, under "When embedding fails" select "**Cancel job.**"
12. The State Pesticide Reviewers want to see the actual label that will appear on the product in the marketplace or the channels of trade. This actual artwork must have the Net Contents: and EPA Est# on it. The UPC is preferred but not required at this time.
13. You may request ATSSC SOP# 07 for more information on the **Adobe Acrobat Portable Document Format (pdf)** or go to the following website to download the **FREE Adobe Reader**:  

<http://www.adobe.com/products/acrobat/readstep2.html>
14. There is NO software that needs to be purchased. Each recipient who wants to open, read and print the document needs a copy of the **Adobe Reader**. This program is FREE and may be downloaded by going to the Adobe web site listed above. You should check and upgrade the Adobe Reader at least once per year.
15. **The purpose of this artwork is to make it easy for regulatory officials to review the label copy and to print out legible 8½" x 11" copies on black and white printers.**
  - a. The label artwork pdf file with the fonts embedded should have all of the label copy and be set up ready for printing. If color or screens make any of the copy hard to read, remove all screens and convert the artwork to a black and white composite. Please send BOTH the color and B/W pdf files. States will require both for their files.
  - b. EPA regulations require that the minimum type size be six points.
  - c. The **EPA Stamped Label (ESL) Date** used for the setup and review is to be on the label. It is for easy regulatory identification and production quality control purposes. The format for the ESL date is:

**ESL051208** (This means ESL dated May 12, 2008)

Please email ATS if you do not have this ESL date. Use zero's for place keepers if no ESL has been received: **ESL000000**

- d. The **Revision date** is also to be on the label. This is the date that any change is made to the artwork. The date format is the same as the ESL date:

**REV112208** (This means Revision date: November 22, 2008)

***The Revision date must be updated each and every time  
any change is made to the artwork!***

- e. We recommend that these dates be placed on the bottom, right-hand side of the label, in the following **Combined Format**:

**ESL051205 REV112205**

- f. We only need the largest container size of the product label artwork. We don't need every bottle or package size. Just one size that meets the specifications is acceptable. It is the Graphic Artist's and Client's responsibility to see that the other label sizes are exactly the same as the one used for EPA and State registrations. If in doubt, email the artwork to us and we will review it. **The ESL and Revision dates should match on all product sizes.**

16. An **EPA File Name Format** has been established. The EPA requires the EPA Reg# and Document Date to come first. We will add optional information like Company Name, Product Name, Document type and File type. All of this information may be obtained from the label. Here is a file name sample.

**054321-00001.20080602.Acme\_Insect\_Spray\_LABEL.pdf**

EPA Reg# **54321-1**    Revision Date: **06/02/2008**    Company Name: **Acme**

Product Name: **Insect Spray**    File in UPPERCASE: **LABEL**    File type: **pdf file**

- It's critical that the file name does NOT contain any spaces. Use a period or underscore.
- Must use leading zeros on the EPA Company Number for a total of six digits.
- Must use leading zeros on the registration sequence number for a total of five digits.
- Use the word (in UPPERCASE) "MSDS" or "LABEL"
- Use the proper three letter extension (.pdf, .doc, .wpd, .txt, etc.)

Finally, while the Graphic Artist should be able to provide the pdf file (this insures the best quality file), ATSSC has the software programs to open most file formats and convert them to pdf files. Please email us for details if this becomes necessary.

If there are any questions, please contact the Adams Technology State Service Center (ATSSC) at the letterhead email (preferred), phone or fax numbers.