



MEMORANDUM — May 2020

TO: Pesticide Registrants

FROM: Pesticide Registrations Team, Oregon Department of Agriculture

Re: ODA implementing slightly different pesticide product registration procedures due to COVID-19



Oregon Department of Agriculture's (ODA's) basic pesticide registration procedures — including new product and revised labeling submissions and document receipt and processing — have not changed because of COVID-19. Revised label submissions and new product applications are still handled on a first-come/first-served basis. However, applications to register new disinfectant products that meet the criteria for inclusion in EPA's List N: Disinfectants for Use Against SARS-CoV-2, the virus that causes COVID-19, are being prioritized (see additional information below).**

If you are a new company (or agent for a new company) that does not already have an active pesticide product registrations (PPR) license with ODA:

- You must submit a paper application for your initial product registration.
- After we register that initial product, your company will be issued a PPR license.
- Once a PPR license number has been issued, your company or agent will be able to submit subsequent new product applications or revised labels under that license through our online registrations system, mylicense.oda.state.or.us.
- The registration fee is \$320 per product, and with paper applications, this payment may be made by check, money order or credit card (Visa, MasterCard, Discover, American Express).

If your company currently has an active PPR license with ODA:

- You must submit all revised labels and new product registration applications online through mylicense.oda.state.or.us.
- The registration fee is \$320 per product, and through our online system, this payment may be made online by electronic check (ACH) or credit card (Visa, MasterCard, Discover, American Express). Alternatively, you may print a voucher, and mail that to ODA with a check or money order payment.

****If you are a new company applying to register a new EPA List N disinfectant product:**

The paper application may be mailed to ODA, as usual. However, to expedite your application, consider submitting the application by following the directions below.

- (1) **Fax** the completed ODA application form (<https://oda.direct/PPRform>) with credit card payment authorization to ODA's secure fax line, 503-986-4746. Do not fax labels (poor print quality).
- (2) **Notify** Matthew Bucy, ODA Registration Specialist, of your submission at mbucy@oda.state.or.us or 503-986-4775.
- (3) **Email** Bucy a PDF of the final product label and a PDF of the EPA Stamped/Accepted label or Notification label upon which the product label is based.‡

****If your company has an active ODA license and you are applying to register new EPA List N disinfectant products:** Please continue submitting these new registration applications online through mylicense.oda.state.or.us. These online submissions are checked daily by our registrations team.

‡ Except for applying to register an EPA List N disinfectant product under a new license, or responding to a specific email request from our registrations team, please DO NOT email any other routine pesticide label submissions to ODA. Also, **DO NOT email to ODA any document (e.g., ODA PPR application form) on which your credit card information has been entered.** We cannot guarantee security of that information in our email system.