



Oregon Department of Agriculture (ODA) Pesticide Program

Updated Guidelines for Pesticide Registrations in Oregon - Transition to All Electronic Registration Applications/Labels



Effective August 1, 2017

INTRODUCTION

The ODA online licensing/registrations (OLR) system now allows registrants to:

- (a) submit annual registration renewal applications during approximately November 15 – March 15 each year; and
 - (b) submit new product registration applications, revised product labels, supplemental labels, FIFRA Section 2(ee) bulletins, and other registration-related documents, either during submission of the renewal application, or during the rest of the year using the system's "Manage Products" feature.
- **System access:** All companies with current pesticide registrations in Oregon can use our OLR system, at mylicense.oda.state.or.us, by setting up a simple user profile and then accessing your registrations through your ODA license number, AG-RxxxxxxxPPR, found on your license/registration certificate.
 - **Payment methods for online registrations:** For your convenience, our OLR system accepts registration fee payments by a number of methods.
 - Electronic/Online: Payments for renewals, and/or new products to be registered outside of the renewal application, may be made online via credit card transactions (Visa, MasterCard, or Discover only) or via electronic check.
 - "Traditional": For registrants unable to pay by these electronic transaction methods, the application and electronic labels may still be submitted into our OLR system, and then you can print a payment voucher and send the voucher by mail to ODA along with a paper check or money order.

REGISTRATION/LABEL SUBMISSION GUIDELINES

(NOTE: For registrants that currently have all or most product labels on file with ODA in paper format, please see special instructions in Item 4, page 2 of these instructions.)

1. **Submit all applications for new product registrations, online via the OLR system.**
 - Effective August 1, 2017, ODA will no longer accept paper applications for routine new registrations from registrants that have a current pesticide product registration (PPR) license. (If you are receiving this letter, you have a current, active PPR license!)
 - New registration applications may be submitted online either (a) during annual renewals, or (b) at any other time during the year after we have approved your renewal (except during the first two weeks of November each year) using the "Manage Products" feature in the OLR system.
 - **Exception for New Registrants (i.e., companies that do not already have an active PPR license):** A new company's initial registration application must be submitted on a paper application. Once ODA approves the initial product registration and issues a new PPR license for the company, any/all additional registration business (e.g., additional new products, annual renewals, revised label updates, etc.) must be submitted using our online system.



- **Exception for new FIFRA Section 24(c) Special Local Need (SLN) registrations:**
Applications for new SLN registrations must still be submitted on a paper application form (although all supporting documentation with these applications may be submitted electronically by email to one of our registration specialists - see our contact information below).
2. For products already registered in Oregon, submit **all** label updates (e.g., revised labels, supplemental labels, 2(ee) bulletins, etc.) online via the OLR system.
 - ODA appreciates that many registrants are already submitting revised labels and bulletins electronically, via our OLR system. However, please be aware that, beginning immediately, we will no longer accept revised labels and bulletins in paper form. As always, label updates are not accepted on CD or by email.
 - Label updates may be submitted either (a) during annual renewals, or (b) at any other time during the year (except during the first two weeks of November each year) using the “Manage Products” feature in the OLR system.
 - NOTE: Though not required, it is especially helpful to us (and appreciated!) when your label updates include submission of a cover letter or memo summarizing the changes to the label.
 - **Exception for FIFRA Section 24(c) SLN label revisions:** ODA does not accept SLN revisions online. ODA will contact registrants in advance of label expirations or other necessary revisions required by ODA or EPA. Only ODA registration staff may upload SLN labels into our OLR system.
 3. Please limit routine label update submissions during annual renewals.
 - The best time/method to submit routine label updates to ODA is after we have approved your annual renewals application, using the Manage Products feature in OLR.
 - With your renewal applications, registrants are encouraged to limit submissions of revised labels and bulletins to only the most critical and time-sensitive updates, to the greatest extent possible.
 - We understand that many registrants use the annual renewal application process as a convenient time to submit all recent label revisions to us. However, in order to approve a renewal and officially activate a company’s license and registration for the year, our OLR system requires that we review/approve all registration-related labels (new/revised) submitted with the renewal application. Thus, as the number of label updates you submit with your renewal application increases, there is a proportional increase in the time ODA requires for approval of your renewal. This results in a delay of you receiving your license.
 4. **Special instructions for companies that have all or most labels in paper form at ODA.**
 - Effective immediately, please comply with our requirement that all future label updates and new product applications must be submitted electronically (labels in pdf format only), either during renewals or through the Manage Products feature of our OLR system, according to the guidelines above.
 - Even though you may wish to assist us in our goal of fully populating our label collection with electronic labels as soon as possible, submitting electronic label replacements for all the labels we currently have in paper format would simply overwhelm us! Therefore, **please do not attempt to immediately submit electronic labels for your entire product line into our OLR system.**
 - During 2018 (possibly extending into 2019), in a systematic manner, ODA will be directly contacting companies with all/mostly paper labels on file with us, to request submission of electronic labels to replace your paper labels. Please bear with us and cooperate as you are able when we contact you for these label uploads.

REMINDERS:

- **Please keep in mind that our OLR system is offline for all pesticide registration submissions (new/revised) during the first two weeks of November each year.**
- **Our 2018 renewal notices are scheduled to be sent out to you in mid-November as a postcard via US Mail, directing you to our OLR system, mylicense.oda.state.or.us**

ODA Pesticide Registrations Team:

Registration Specialist - David Priebe (503)986-4656, dpriebe@oda.state.or.us
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* Se habla español

ODA Pesticide Program Office – Phone (503)986-4635, Fax (503)986-4735

ODA Licensing Office, OLR System Assistance: MyLicense-help@oda.state.or.us