

Pesticide Registration Manual:

Chapter 21 – Directions for Submitting Applications and Contacting EPA

Directions for Submitting Applications and Contacting EPA

PLEASE NOTE: An alternative to hard copy deliveries is available for certain types of actions via the Pesticide Submission Portal. The Portal is accessed through [EPA's Central Data Exchange \(CDX\) Network](#) and requires user registration.

Registrants currently submitting CDs or DVDs using the e-Dossier downloadable tool or their own builder tools using EPA's XML guidance can use the portal and forego courier delivery costs. Additional information, including a user guide and updated XML guidance, is available on [EPA's Electronic Submission for Pesticide Applications](#) page.

Where to Send Applications for Product Registrations

Applications for registration, petitions, experimental use permits, etc., must be sent to the following address, using the appropriate distribution code (see below):

- **by U.S. Postal Service Delivery:**

U.S. Environmental Protection Agency
Document Processing Desk ([Distribution Code](#))
Office of Pesticide Programs (7504P)
1200 Pennsylvania Avenue, N.W.
Washington DC 20460-0001

- **or by Personal (hand)/Courier Service Delivery:**

U.S. Environmental Protection Agency
Document Processing Desk ([Distribution Code](#))
Office of Pesticide Programs (7504P)
Room S4900, One Potomac Yard
2777 Crystal Drive Arlington, VA 22202

The Document Processing Desk (DPD) is the point of delivery for all hard copy deliveries addressed to OPP's regulatory divisions. The DPD does not accept deliveries addressed to OPP's non-regulatory divisions. Hours of operation for the DPD are: 8:00 A.M. to 4:00 P.M. Monday through Friday, excluding Federal holidays.

[View directions to One Potomac Yard and security/building access information.](#)

Using the Correct Distribution Code

Using the correct *distribution code* enables the Agency to process applications more quickly, since the application can be quickly identified and routed. Please refer to the list below for a selection of codes to be used in making a submission to the Office of Pesticide Programs. Failure to use the appropriate code can lead to delays in processing your action.

Distribution Codes for OPP Regulatory Divisions

Section 3 - Product Registrations

Submission Type	Distribution Code
Application for New Product Registration	REGFEE
Non-Fast Track Amendment to Existing Registration	REGFEE
Fast Track Amendment to Existing Registration	AMEND
PRIA Fee Waiver Request	WAIVER
Request to Withdraw a Pending Registration Application	WD
Certification of Registration (Gold Seal letter)	CERT
Response to PR Notice	PRN

Other Regulatory Submissions

Submission Type	Distribution Code
Total Release of Fog	FOG
Electronic Data Submission for EDSP	E-Sub PRD-EDSP
Unreasonable Adverse Effects Data Report	6(a)(2)
Emergency Exemption	EMEX
Experimental Use Permit	REGFEE
Genetically Modified and/or Nonindigenous Microbial Pesticide Pre-EUP Notifications	BIOTECH
Minor Use (IR-4) Petition	R4
Special Local Need Registration	SLN

Submission Type	Distribution Code
Supplemental (Distributor) Registration	DIST
Notifications	NOTIF
Data Submitters List	DSL
Voluntary Cancellation	VOLCAN
Voluntary Use Deletion	USEDEL
Maintenance Fees	MFEE
Reconstruction of Jacket	RECON
Inert Ingredient Actions	INERT
Spray Drift Reduction Technology Program	SDRTP
Water Soluble Packing amendments where mixing directions changes are due to an Agency initiated action	WSP

Administrative Actions

Submission Type	Distribution Code
Request for a Company Number	NEWCO
Company Name, Address or Agent Change	COADR
Transfer of Companies, Products or Data	XFER

Data Call-In Responses (Product Specific)

Submission Type	Distribution Code
Response to a Data Call-In	DCI-RD-PMxx
Response to a Reregistration Eligibility Document	RED-RD-PMxx

Note: (xx identifies the PM Team number)

Data Call-In Responses (Generic)

Submission Type	Distribution Code
Response to a Data Call-In	DCI-PRD-xxx
Response to a Reregistration Eligibility Document	RED-PRD-xxx
Response to EDSP Data Call-In	EDSP-PRD-xxx

Note: (xxx identifies the regulatory case number or chemical name as specified in individual OPP instructions)

Where to Send Applications for Pesticide and Pesticide Device Producing Establishments

Applications for pesticide-producing establishments and reports for pesticide producing establishments should be sent to the following:

For Domestic Establishments:

Applications should be sent to the EPA Regional Office having jurisdiction over the state in which the company headquarters is located.

For Foreign Establishments:

Foreign companies should submit their application to:

Michelle Stevenson
U.S. Environmental Protection Agency
Agriculture Division (2225A)
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460-0001
Telephone number: (202) 564-2280

Where to Send Notices of Arrival of Pesticides and Devices

[19 CFR 12.112 \(PDF\)](#) (2 pp, 184.54 K) requires an importer desiring to import pesticides or devices into the United States to submit EPA Form 3540-1, Notice of Arrival of Pesticides and Devices, to the U.S. EPA prior to the arrival of shipment in the United States. The completed form should be sent to the appropriate Regional office where the import will be occurring. EPA Regional Offices and the states that they cover are listed in the instructions on the form. [More information about importing pesticides.](#)

Organizational Charts

Links to the organizational charts for the Office of Chemical Safety and Pollution Prevention (OCSPP), the Office of Pesticide Programs (OPP), the Office of Enforcement and Compliance Assurance (OECA), and EPA Regional Offices are presented below.

- [OCSPP](#)
- [OPP](#)
- [OECA](#)
- [EPA Regions](#)

Contacting EPA

The following Web pages list individuals to contact for:

- [Applications, Fees and Registration Information](#)
- [Registration Ombudsman](#)
- [Conventional pesticide products](#)
- [Antimicrobial pesticide products](#)
- [Biopesticides and Pollution Prevention Division - Branch Chiefs](#)
- [Science Policy and Topics](#)
- [General Topics](#)