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Kentucky Department of Agriculture

A Consumer Protection And Service Agency

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Dear Registrant /Applicant:

The process to **register new products** and the **annual renewal process** of products to be sold, used or distributed in Kentucky has undergone a major change. In addition to the traditional (or manual) registration and/or renewal method, you now have an additional online option available.

Attached you will find instructions for each of these new (and traditional) procedures. Each established company and their previously registered products can be viewed in the new KY Department of Agriculture's (KDA) Online Product Registration System. Your company now has the option (and we strongly encourage you) to register new products and/or renew established products through our new online system. Each established (applicant) company will find their logon user id and default password information in the attached instructions. Please follow these instructions carefully. We suggest keeping these instructions for future reference when using the new online system.

If you have any problems or questions, please contact me (preferably via email) at connie.lashbrook@ky.gov or by phone at (502) 573-0414. Thank you in advance for using our new online system and for your cooperation during this time of transition.

Sincerely,

A handwritten signature in cursive script that reads "Connie Lashbrook".

Connie Lashbrook
KDA Pesticide Product Registration Coordinator

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INSTRUCTIONS FOR USING THE PESTICIDE PRODUCT ON-LINE SYSTEM.

Have available for verification, all pertinent company information before beginning the online registration of a new product or the online renewal registration process:

A. The registrant is considered the company name listed on the product label (the owner of the product). When you log in, please verify the following 5-part registrant information and contact KDA with any necessary corrections:

1. Company corresponding EPA registrant number (if available),
2. Applicant Co ID Number (issued by KDA),
3. Complete physical address,
4. Complete mailing address (if different from physical address), and
5. Name and appropriate mode(s) of communication for the contact person.

NOTE: A company that registers their own products is then also the applicant. If the registrant is also the applicant – skip to part C.

B. The applicant is only the company considered responsible for any communications and/or payments pertaining to the product registration. When you log in, please verify the following 5-part applicant information and contact KDA with any necessary corrections:

1. Company corresponding EPA registrant number (if available),
2. KY Company ID No.(issued by KDA),
3. Complete physical address,
4. Complete mailing address (if different from physical address), and
5. Name and appropriate mode(s) of communication for the contact person

NOTE: This section (B) should only be completed if the applicant is different from the registrant.

C. **Credit card or debit card for payment processing** (there is **no processing fee** for ACH Debit; there is a **\$7.00 processing fee** for Credit Card per product):

1. Card type,
2. Card number,
3. Card expiration (if applicable), and
4. \$250.00 per product, to register in Kentucky.
5. If the product is available for sale/use/distribution in the state before registration, a \$10.00 penalty fee per product will be added automatically.

Please have the following pertinent product information ready before beginning the online registration process for a NEW Product. The following is required information for each new product, per KRS 217.570(3) which states, “...each and every brand or grade to be offered ...” (**one new product per entry**):

- The complete EPA registration number displayed on the product label (including dashes)
- The complete brand name of the product displayed on the product label
- The active ingredient(s) of the product (minimum of one)
- Whether the product is “R” (Restricted Use), or “G” (General Use)
- The type of pesticide product (i.e. fungicide, rodenticide, etc.)
- The signal word for the pesticide that is displayed on the product label
- The appropriate formulation for the pesticide product.



For each **New product** you must have the following **required** documentation available in electronic format (.pdf, .png, .gif, .jpeg, or .jpg) {per KRS 217.570(2)(c)} for purposes of attaching the documentation with the product:

- “EPA accepted stamped” approved label page, (only the one page with the stamp is needed)

Example:

ACCEPTED with COMMENTS in EPA letter Dated DATE MM-DD- YYYY Under the Federal Insecticide, Fungicide, and Rodenticide Act as amended, for the pesticide registered under EPA Reg. No. <u>hand written number</u>
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- A complete final label/labeling
- Material Safety Data Sheet (MSDS)
- A signed Notice of Supplemental Distribution Registration - if applicable.

Once **all** of the above documentation is ready, to Register New Product(s) or to Renew Previously Registered Product(s), follow these steps:

Step 1: Open KDA website (webpage: <https://secure.kentucky.gov/agr/pesticides/web/>)

Step 2: Enter **Applicant Co** number (**this is your KY Company ID number**) followed by a dash (–) and the first four (4) characters of the first word (**up to the first space**) in the Applicant Company Name. Login ID must be in all caps. (See example companies and sign in ID’s below)

- **Example 1:** Company name = Name USA; logon ID = 12345-NAME
- **Example 2:** Company name = Up & Down; logon ID = 12345-UP
- **Example 3:** Company name = AT&T; logon ID = 12345-AT&T
- **Example 4:** Company name = 1 To Grow ; logon ID = 12345-1

Step 3: Enter the following password/PIN (all in caps) **exactly** as it is here: **P@SSWORD#123**

Step 4: Click **Log In** button {this will take you to the password reset page}
You will now be able to create and set your own unique password. KDA will not have access to your unique password. Contact the KDA office if at any time you need your password reset.

❖ **KDA contact information is always located at the bottom of each screen on this website.**

Step 5: Follow **on screen instruction guidelines** to change password.

- Enter your default password/PIN [provided above]
- Enter a new password of your choosing [must be at least 7 character long, containing a number, one special character {@#\$\$%!^)&+=}, at least one upper case and one lower case character].
- Re-enter your new password – for confirmation
- Select the **Change Password** button {this will take you to the Secret Questions page}
- Select a question and enter your corresponding answer for Secret Question one(1)
- Select a question and enter your corresponding answer for Secret Question two (2)
Note: Question two MUST be a different question than Question one.
- Select the **Continue** button to proceed



NOTE: In all steps listed below **N = New Product, R = Renewal, and P = Payment.**
For New Product Registration, go to Step 6N; For Renewals, go to Step 6R.

INSTRUCTIONS TO REGISTER A NEW PESTICIDE PRODUCT ON-LINE.
To RENEW AN EXISTING PRODUCT(s) skip to Renewal Instructions (Step 6R).

Step 6N: Select to register a new product. (Product Registration page will open)

NOTE: If multiple registrants, select the company the product is to be register for. Then select .

Step 7N: After confirming all information on this page – you must select “Yes” or “No” to the question, “Are you registering any new product for EUP, Section 18, 24C or 25B?” If “Yes” is selected you will be directed to contact the KDA office. If you select “No” then select to proceed to the next page.

Step 8N: New Product Information page: Here you will select your Product Type – you have three choices: Section 3, Adjuvant or Surfactant.

NOTE: **Between November 15 and December 31 you must select which year your new product is to be registered for.** You will have a choice between or . “This Year” being the current calendar year and “Next Year” being the following calendar year {i.e. 2008 (this year) or 2009 (next year)}. If you select “This Year” keep in mind that you will need to renew this same product for “Next Year” by January 15.

Step 9N: Next answer the question, “Is this product currently on the market in KY?” From the drop down option, select “Yes” or “No”. By selecting “No”, you are stating that the product is not and has not been for sale, use or distribution in KY before that date. By selecting “Yes”, you are saying the product has been available. If “Yes” is selected a \$10 late fee will be added at the end of the transaction.

Step 10N: Enter the Product Name in the blank box.

Step 11N: Select a signal word from the drop down list provided.

NOTE: **If registering for an Adjuvant or Surfactant skip to Step 16N below.**

Step 12N: Select the Use Code from the options provided in the drop down list .

Step 13N: Enter the EPA Product Registration Number in the blank box provided.

Step 14N: The type of pesticide product (i.e. fungicide, rodenticide, herbicide, etc.)

Step 15N: Select a formulation from the drop down list for the product being registered.

Step 16N: Select one (1) to five (5) active ingredients for the product from the list on the left by clicking on your choice and then clicking the right arrow to move your selection to the box on the right. You may repeat this process up to five times to select up to five active ingredients. Failure to select any or if you select more than five ingredients will cause an error message to appear. Use the left arrow to make corrections or “unselect” an ingredient chosen in error.



- Step 17N:** Attach/upload required documents by selecting [Add Attachments](#).
- Step 18N:** Select one attachment type [upload one attachment at a time and the file extension **MUST** be one of the following: (.gif, .png, .jpeg, .jpg or .pdf)]. Then select [Browse](#).
- Step 19N:** To select and upload your attachment, double click your selection and then select [UpLoad](#).
- Step 20N:** After each upload, you will return to the New Product Information page.
- Step 21N:** Once all attachments are uploaded select [Save](#).
- Step 22N:** You now have the option to [Edit](#) or [Delete](#) the product you just entered. If all is correct, you may [Add Another Product](#) for same registrant **or** you may select [Pay Now](#) to proceed. **If you wish to register product(s) for additional registrants, you must first complete payment for the current registrant. Once this is done, select the Register More Products button.** This will take you back to the “Select a Registrant” Page where you will repeat steps 6N to 22N.

NOTE: **If you select “Pay Now” go to the Payment Instructions.**

INSTRUCTIONS FOR RENEWING A PESTICIDE PRODUCT ON-LINE

To REGISTER A NEW PRODUCT(s) go back to New Product Instructions (Step 6N).

NOTE: **Only revised documents (labels, MSDS, etc.) are required this year. These documents must be sent to the KDA office, preferably on a CD or as an email attachment. The online system is not yet set up to accept document downloads on renewal products.**

Step 6R: Select [Renew Products](#) to renew previously registered active product(s).

NOTE: **If Applicant and Registrant are the same company,** then confirm company information and select [Continue](#), this will allow you to skip forward to Step 9R.

Step 7R: Confirm Applicant information on this page and then select a Registrant from the provided dropdown list near the bottom of the page and select [Continue](#).

Step 8R: Confirm Registrant company & contact information.

Step 9R: Make any product status changes desired here. Types of changes allowed online are:
 From RE to (RE or D1);
 From D2 to (D1, D2, or RE);
 From CA to (CA, D2, D1 or RE).

Step 10R: When finished making desired product status changes (if any) select [Continue](#) to proceed to the Payment screen.

NOTE: **If you wish to renew products for additional registrants, you must first complete payment for the current registrant. Once this is done, select the Register More Products button.** This will take you back to the “Select a Registrant” Page where you will repeat steps 7R to 10R.

NOTE: **If you select “Continue” go to the Payment Instructions.**



PAYMENT INSTRUCTIONS {FOR PAYING BY CREDIT OR ACH DEBIT}

- Step 1P:** You are now at the Payment screen. Select your method of payment **Major Credit Card (VISA, MasterCard, or American Express)** or **ACH Debit (checking or saving)** and then select **Continue**. There is **no processing fee** for ACH Debit; there is a **\$7.00 processing fee** for Credit Card **per product**.
NOTE: If you wish to pay by electronic check, you will need to select ACH Debit.
- Step 2P:** **Paying by Credit Card** (for ACH Debit go to 4P): You will now be at the Payment Processing page. The top portion will show a summary of what you are paying. You must complete the lower portion of this page as follows:
- Fill in the Name on Card to be used
 - Fill in the billing address line 1
 - Fill in the billing address line 2 (if applicable)
 - Fill in the city
 - Select your state from the drop down list
 - Enter your zip code in the box
- Step 3P:** Select your credit card type (Only **MasterCard, Visa** or **American Express** are accepted)
- Enter your card number (no dashes, no spaces)
 - Enter the expiration of your card in the format indicated
- When all the above is complete then select the **Pay Now** button. (**skip to Step 6P below**)
- Step 4P:** **Paying by ACH Debit/Electronic funds transfer {checking or savings}** (for Credit Card go to 2P): You are now at the Payment Processing page. The top portion will show a summary of what you are paying. Routing & account numbers for electronic checks can be located at the bottom of your paper checks. You must complete the lower portion of this page as follows:
- Fill in the Name on Account to be used
 - Fill in the billing address line 1
 - Fill in the billing address line 2 (if applicable)
 - Fill in the city
 - Select your state from the drop down list
 - Enter your zip code in the box
 - Select your account type (checking or savings)
 - Enter your bank routing number (must enter twice to verify)
 - Enter bank account number (must enter twice to verify)
 - When above is complete then select the **Pay Now** button
- Step 5P:** You are now at the Payment Receipt/Confirmation page. We recommend using the **Print** option as this page is your **payment receipt and your product renewal registration confirmation**.
- Step 6P:** If you are registering New Product(s) and have no additional registrants/products **or** you are **Renewing** product(s) and have no additional registrants to renew at this time, you may select **Finish** to complete your transaction(s) and proceed to the Thank You page.
- Step 7P:** At our Thank You page, you have an option to provide **Feedback** or you may select **Exit** to leave the registration site and to return to the KDA Homepage. If you select **Feedback** please follow the on-screen instructions and then select either **Exit** or **Logout** to leave the registration site and to return to the KDA Homepage.

