



Oregon Department of Agriculture (ODA) Pesticide Program

GUIDANCE FOR OREGON PESTICIDE PRODUCT  
REGISTRATIONS AND RENEWALS FOR 2020

October 2019

Annual pesticide product registrations with the Oregon Department of Agriculture (ODA) will expire December 31, 2019. We hope the following information will help explain ODA's process for 2020 registrations.

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**PLEASE NOTE!** [mylicense.oda.state.or.us](http://mylicense.oda.state.or.us), ODA's online registrations system will be **off line**, beginning October 15, 2019, and extending through November 14, 2019. During this time period, no new registrations or labels may be submitted online.

- Please plan to have all remaining 2019 Oregon pesticide product registration business completed online by October 14, 2019.
- Still need a new 2019 registration after October 14? We recognize that some companies may still need to register new products for 2019, during the period from October 15 - December 31, 2019. ODA will accommodate these late-year registrations, but a paper application will need to be submitted. The paper form is available on our website:  
<https://www.oregon.gov/ODA/programs/Pesticides/PesticideProductInformation/Pages/HowtoRegister.aspx>
- New registrations for 2020 may not be submitted online before November 15, 2019.
- [mylicense.oda.state.or.us](http://mylicense.oda.state.or.us) will be back online on November 15, 2019. Applications for 2020 renewals and new 2020 registrations may be submitted beginning on that date.



**2020 Renewal Notice:** The ODA Licensing Office will be mailing out 2020 registration renewal notices in mid-November to all current registrants (or their agents).

The renewal notice will be a postcard, and will list the ODA pesticide product registration (PPR) license number under which your products are currently registered. The card provides a link to ODA's online registrations (OLR) system at [mylicense.oda.state.or.us](http://mylicense.oda.state.or.us), which will allow you to renew your products online.

### **Time Line for 2020 Oregon Pesticide Registrations**

- Applications for new **2020** registrations may not be submitted online before November 15, 2019.
- October 15 - November 14, 2019: Our online registrations system will be **off line**. No new registrations or labels may be submitted online.
- November 15, 2019: Renewal notices for 2020 are mailed to registrants/agents.
- November 15, 2019: Online system will reopen for submitting 2020 renewals and new 2020 registration applications (and revised product labels, supplemental labels, 2(ee) bulletins, etc.)
- February 1, 2020: If ODA has not received your renewal application by this date, a Past-Due notice will be mailed to you.
- March 15, 2020: Online registrations system will NOT accept renewal applications after this date, but will remain available for submissions of new registration applications and revised labels/supplementals/2(ee)s for existing registered products.

**Pesticide Registration Fee for 2020: \$320 per product** (same as for 2019)

### **What Products/Labels Need Registration?**

- Registration is required by Oregon Revised Statutes - Chapter 634 (ORS 634.016) for each pesticide product delivered, distributed, sold, offered or exposed for sale in Oregon.
- For purposes of registration in Oregon, a pesticide product is considered to be readily distinguishable from any other pesticide by its content, registration number assigned by the United States Environmental Protection Agency, brand name, trade name, manufacturer, registrant, use as specified in labeling, or other distinction, but not including size or quantity of package. Oregon Administrative Rules – Division 57 (OAR 603-057-0001).
- Subject to state registration and \$320 fee: All products to be sold or distributed in Oregon that are (a) registered under FIFRA Section 3, (b) Special Local Need (SLN) registrations under FIFRA Section 24(c), and (c) minimum risk pesticides that are exempt from federal registration under FIFRA Section 25(b).
- There are no fees associated with routine label revisions, federal supplemental labels, or FIFRA Section 2(ee) product bulletins; however, each of these types of labeling must be submitted to ODA for review and approval.
- ODA does not require registration of adjuvants, pesticide devices, or manufacturing use only products (technical products used only to formulate EPA-registered pesticide products).

### **Online Renewals – Reminders for 2020**

- In order to access your products in our online system ([mylicense.oda.state.or.us](http://mylicense.oda.state.or.us)) that are eligible for renewal in 2020, you need the ODA pesticide product registrations (PPR) license number. This is provided above the mailing address on your renewal postcard. Choose “Renew Licenses Expiring Dec 31st” under the Main Menu, and follow the instructions to prepare and submit your 2020 renewal application and fees.

1. **Note:** If you receive a paper renewal notice because your address of record with ODA is outside the U.S., you may still be able to submit an online renewal application (see **Paper Renewals**, below).
  2. During the online renewal period, our system allows you to: (a) renew or cancel existing registrations for 2020; (b) submit revised product labels, new or revised federal supplemental labels, and new or revised FIFRA Section 2(ee) bulletins for existing registrations; and (c) apply for new 2020 product registrations.
  3. **Fee payment options:** Our system will calculate the total registration fees for your completed renewal application. The fees may be paid:
    - (a) directly online, either by electronic check drawn on a U.S. bank account or by U.S. credit card -- Visa, MasterCard, or Discover, only;
    - OR
    - (b) by printing a payment voucher, which you then mail in to ODA with a check or money order.
  4. **Please limit revised label submissions during renewals.** Due to staff workload concerns during "renewal season", we kindly request that registrants limit routine revised label submissions during preparation of your online renewal, to the greatest extent possible. Please consider delaying these submissions until after we have approved your 2020 renewals. This will enable us to more efficiently process both renewal applications early in the year and new product applications and revised label submissions later in the year. (See below on using the Manage Products feature of our online system for more information.)
- **Paper Renewals:** If the address of record for your ODA pesticide product registrations (PPR) license is outside the U.S., you will receive our renewal notice and renewal application in paper form, as in the past. In this case, your 2020 renewal notice/renewal application form will include a list of all products currently registered in Oregon.
    1. **Note:** If you receive a paper renewal notice, you may still be able to renew online. To use this option, go to [mylicense.oda.state.or.us](http://mylicense.oda.state.or.us), and refer to directions above for online renewals. The same **fee payment options** described above are available in this situation; however, please be aware that you must have a U.S. address to enter in the payment window when using the electronic check or credit card options.
    2. Paper renewals may also be requested if you will be unable to submit an online renewal application. Please contact one of the ODA Pesticide Registration Team members (see page 6) or our Licensing Office at [MyLicense-help@oda.state.or.us](mailto:MyLicense-help@oda.state.or.us) for assistance.
    3. **Instructions for paper renewals (if you are unable to renew/pay online):**
      - Mark corrections or updates to contact information directly on the form.
      - Line out and mark "cancel" next to the name of any pesticide product, supplemental label, or 2(ee) bulletin you do not wish to register for 2020.
      - Add any new pesticide products or supplemental labels to the bottom of the list. Labels for new registrations added to the paper renewal must be submitted in paper form with the renewal. Submit **two (2)** copies of each product label and one (1) copy of the EPA stamped/accepted label upon which the product label is based, and include EPA notification labels as appropriate.
      - Revised labels: DO NOT submit paper revised labels for products registered in 2019 that you are renewing for 2020. Revised labels must be submitted electronically through our online registrations system, which allows you to manage these existing registrations, even if you cannot renew/pay online. Go to [mylicense.oda.state.or.us](http://mylicense.oda.state.or.us)

- **What to expect after you submit your renewal application:**

1. If you submit your 2020 renewal application before December 31, 2019, please be aware that there will be a period of time after your submission during which your PPR license will be inaccessible to you. This is only temporary, and you will regain access to do additional business online as soon as your renewal application is processed and your license activated for 2020, or until January 2, 2020, whichever comes first.
  2. After we approve your renewals/registrations, or after January 2, 2020 (whichever comes first), you will be able to access your PPR license for submitting additional registration applications and revised labels, using the "Manage Products" feature under the Main Menu.
- You may contact our Licensing Office at [MyLicense-help@oda.state.or.us](mailto:MyLicense-help@oda.state.or.us) for questions or assistance with online renewals/registrations.

### **Submitting Applications for New Product Registrations**

ODA is no longer accepting paper applications for routine new product registrations, with only two exceptions as noted below. New registrations must be submitted online, either in conjunction with your renewal application, or using the "Manage Products" feature under the Main Menu any other time of the year.

### **New Company - Paper Application Required for Initial Registration**

If you are representing a new company that does not already have an active pesticide product registration (PPR) license, or if you need to establish a new PPR license as a new agent for a company that has other registrations with ODA, you must submit for the initial registration on a paper application.

- If the company has more than one or two products, we encourage you to submit the initial paper application for just one product. Please contact a Registration Team member (see below) for assistance. We can work with you to expedite processing the initial application and establishing the new PPR license for the company in our online system. As soon as the license is active, the additional registrations can be submitted online.
- After we approve the initial registration, our online system must be used for all other registrations and renewals for the company.
- Our paper application form is available on our website at:  
<http://www.oregon.gov/ODA/programs/Pesticides/PesticideProductInformation/Pages/HowtoRegister.aspx>

### **Submitting Revised (and Other) Labels Online**

ODA does not accept revised label submissions via U.S. Mail (i.e., paper labels), on CDs, or by email. All revised labels must be submitted into our online system, either during submission of the annual renewal application, or by using the "Manage Products" feature at other times of the year.

- Revised labels: Click the "Load Revised Label" link for the product to open the label upload window. Please ensure that you do not resubmit versions of your label that we already have.
- Supplemental labels: To submit these labels, click the "Load Revised Label" link for the product, and then select the "Load Supplemental Label" button. You must upload both the supplemental label and the supporting EPA stamped/accepted label, and provide both the supplemental label name (as you wish it to display in our online database) and its expiration date. Note: FIFRA Section 24(c) SLN labels are NOT considered supplemental labels.

- **FIFRA Section 2(ee) bulletins:** Click the “Load Revised Label” link for the product, and then select the “Load 2(ee) Recommendation” button. Upload the 2(ee) bulletin and provide the name of the bulletin (as you wish it to display in our online database). Enter the expiration date of the bulletin, if applicable. Also, if we do not already have a product label pdf (i.e., our label on file for the product is still a paper label), the system will prompt you to upload the corresponding product label in support of the 2(ee) bulletin.
- **FIFRA Section 24(c) SLN labels:** Registrants or their agents are not allowed to submit new or revised SLN labels online. See below for more information on 24(c)/SLN registrations.

### **Registration Information Displayed in Our Public Database Website**

All pesticide products registered with ODA are listed in our public searchable database website ([http://oda.state.or.us/dbs/pest\\_productsL2K/search.lasso](http://oda.state.or.us/dbs/pest_productsL2K/search.lasso)). If there are supplemental labels or 2(ee) product bulletins associated with a product, these are also listed, directly below the product name.

- After December 31, 2019: Products will be shown in Renewal Pending status until the 2020 renewal application has been processed and approved. (If the renewal application has already been processed by this date, the products will immediately show in Registered status.)
- If we have an electronic label for the product, a supplemental label, or a 2(ee) bulletin, a link to the label/bulletin will show next to the product name. Only the most recent version of the label/bulletin that we have reviewed and approved will be posted.
- We are slowly populating the labels links/display as we receive electronic labels in our online system. It is possible that some labels we approved prior to 2015 are not yet displayed here.
- Please contact one of our team members (shown below) to report errors.

### **Pesticides for Use on Cannabis**

- Cannabis (i.e., marijuana and/or hemp) is a legal agricultural crop in Oregon. ODA has developed specific criteria for distinguishing those pesticide products whose labels do not legally prohibit use on cannabis, and we maintain a guide list of products currently registered in Oregon that meet these criteria. For more information, please see our Cannabis and Pesticides website: <http://www.oregon.gov/ODA/programs/Pesticides/Pages/CannabisPesticides.aspx>
- If you have questions about a product with respect to use on cannabis, please contact our team member Grant Jackson (see contact information below).

### **FIFRA Section 25(b) Minimum Risk Pesticides**

- Under Section 25(b) of FIFRA, certain minimum risk pesticide products are exempted from federal registration with the U.S. Environmental Protection Agency (EPA). EPA has adopted basic guidelines and criteria that must be met in order for products to qualify for this “25(b)” exemption. For more information, see the EPA website <https://www.epa.gov/minimum-risk-pesticides>
- State registration of 25(b) pesticides is required in Oregon. Because of recent revisions and clarifications to EPA guidelines, ODA is updating guidelines for Oregon registration of these products, and these guidelines should be available online in 2020 on our ODA website: <http://www.oregon.gov/ODA/programs/Pesticides/PesticideProductInformation/Pages/HowtoRegister.aspx>

### **FIFRA Section 24(c) Special Local Need (SLN) Registrations**

- FIFRA Section 24(c) SLN registrations are special registrations that are handled differently from all other state pesticide registrations. SLN labels are not considered supplemental labels.
- Existing SLN registrations may be renewed online, just like all other products listed for renewal.

- Revised SLN labels must be emailed to an ODA registration specialist for approval. Approved revised SLN labels will be uploaded into our online system by an ODA registration specialist.
- Applications for new SLN registrations may not be submitted into our online system, but must instead be submitted to ODA using a paper application (although supporting documentation may be accepted by email).
- Uploading of new and revised SLN labels into our online system may only be done by an ODA registration specialist.
- Requests for canceling or revising labels for existing SLN registrations must be submitted in writing to ODA.
- Contact David Priebe or Grant Jackson of our team (see below) for additional guidance.

**ODA Pesticide Registrations Team:**

Registration Specialist – David Priebe (503)986-4656, [dpriebe@oda.state.or.us](mailto:dpriebe@oda.state.or.us)

Registration Specialist – \*Grant Jackson (503)986-4553, [gjackson@oda.state.or.us](mailto:gjackson@oda.state.or.us)

Registration Specialist – \*Gilbert Uribe (503)986-4752, [guribevaldez@oda.state.or.us](mailto:guribevaldez@oda.state.or.us)

Registration Support – \*Marta Frias Bedolla (503)986-4637, [mfriasbedolla@oda.state.or.us](mailto:mfriasbedolla@oda.state.or.us)

Registrations Manager – Rose Kachadoorian (503)986-4651, [rkachadoorian@oda.state.or.us](mailto:rkachadoorian@oda.state.or.us)

\* Habla español

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

ODA Licensing Office, Online Registration System Assistance: [MyLicense-help@oda.state.or.us](mailto:MyLicense-help@oda.state.or.us)