

**April 25, 2000**

**Pesticide Registration (PR) Notice 2000-4**

Notice to Manufacturers, Producers, Formulators, Registrants,  
Distributors and Importers of Pesticide Products

ATTENTION: Persons Responsible for Federal Registration of Pesticides

SUBJECT: Instructions for Transmitting Information to the Office of Pesticide Programs

The Environmental Protection Agency (EPA) has updated and is reissuing its guidance on the processing and routing of mail that is received in the Office of Pesticide Programs (OPP). This notice updates instructions for sending or delivering mail to OPP, and to caution against transmitting Confidential Business Information (CBI) on facsimile (FAX) machines.

I. APPLICABILITY: This PR Notice applies to all persons who use U.S. Postal Service, commercial courier, or personal visits to deliver to OPP a variety of pesticide program transactions. These transactions are in connection with, but not limited to, the granting or maintaining of registrations, experimental use permits, tolerances, responding to data call-in notices and reregistration, or related approvals under certain provisions of the Federal Insecticide, and Rodenticide Act (FIFRA), and the Federal Food, Drug, and Cosmetic Act (FFDCA), as amended. It also applies to those transmitting information over FAX machines.

II. EFFECTIVE DATE: This notice supersedes PR Notice 91-5, dated September 6, 1991 and is effective upon receipt.

III. ADDRESSING MAIL: The Environmental Protection Agency has recently changed its official mailing address and the new address is reflected in the instructions below. OPP uses mail codes and distribution codes in order to efficiently route and process the wide range of submissions received in OPP. Different procedures are in place for processing submissions by regulatory divisions and non-regulatory divisions.

The regulatory divisions are: Registration Division (RD), Special Review & Reregistration Division (SRRD), Antimicrobial Division (AD), and Biopesticides & Pollution Prevention Division (BPPD).

The Document Processing Desk (DPD) is the point of delivery for all submissions to the regulatory divisions. The DPD and the regulatory divisions all share the same mail code - 7504C. See Attachment 1. All submissions to regulatory divisions should also include the appropriate distribution code. See Attachment 2. Addressing your documents correctly using the appropriate Mail Code and Distribution Code will facilitate delivery and processing of your actions. If you are unable to determine

which Distribution Code is appropriate for your material, you may omit the code.

The non-regulatory divisions are: Immediate Office (IO), Information Resources & Services Division (IRSD), Biological & Economic Analysis Division (BEAD), Field & External Affairs Division (FEAD), Environmental Fate & Effects Division (EFED) and Health Effects Division (HED). Each division has its own mail code (see Attachment 1) which should be used in addressing submissions to these divisions.

#### IV. ADDRESSES FOR OPP REGULATORY DIVISIONS:

#### **DIRECT ALL MAIL OR DIRECT COURIER DELIVERIES FOR THE REGULATORY DIVISIONS TO THE DOCUMENT PROCESSING DESK (7504C)**

Submissions via the U.S. Postal Service: Use the official mailing address below for all submissions directed to the OPP regulatory divisions by mail:

Document Processing Desk (**Distribution Code - Listed on Attachment 2**)  
Office of Pesticide Programs (7504C)  
U. S. Environmental Protection Agency  
Ariel Rios Building  
1200 Pennsylvania Avenue, N.W.  
Washington, DC 20460

**PLEASE NOTE:** Do not address mail to be sent through the U.S. Postal Service (USPS) to the Arlington, Virginia address. USPS will return it to you causing delay in processing your actions. There is no U.S. Postal Service delivery at the Virginia address.

Submissions via Personal/Courier Delivery: Deliveries by you or a commercial courier for the regulatory divisions will be accepted at OPP's Document Processing Desk (7504C) in Crystal Mall 2, Room 266A. Couriers and delivery personnel must present a valid picture identification card to gain access to the building. Hours of operation for the Document Processing Desk are 8:00 A.M. to 4:30 P.M., Monday through Friday, excluding Federal holidays. Deliveries should be directed to:

Document Processing Desk (**Distribution Code - Listed on Attachment 2**)  
Office of Pesticide Programs (7504C)  
U. S. Environmental Protection Agency  
Room 266A, Crystal Mall 2  
1921 Jefferson Davis Highway  
Arlington, VA 22202-4501

V. ADDRESSES FOR OPP NON-REGULATORY DIVISIONS:

**DO NOT ADDRESS MAIL OR DIRECT COURIER DELIVERIES FOR THE NON-REGULATORY DIVISIONS TO THE DOCUMENT PROCESSING DESK (7504C) BUT USE THE APPROPRIATE DIVISIONAL MAIL CODE SHOWN ON ATTACHMENT 1.**

Submissions via the U.S. Postal Service: Please use the official mailing address below for all submissions directed to the OPP non-regulatory divisions by mail:

Office of Pesticide Programs (**Division Mail Code - Listed on Attachment 1**)  
U. S. Environmental Protection Agency  
Ariel Rios Building  
1200 Pennsylvania Ave., N.W.  
Washington, D.C. 20460

Submissions via Personal/Courier Delivery: Deliveries by you or a commercial courier should be addressed to the specific non-regulatory Division Mail Code, floor and room number as shown below. Couriers and delivery personnel must present a valid picture identification card to gain access to the building. After exiting the elevator on the required floor, the courier can use the lobby phone to reach the addressee.

Office of Pesticide Programs (**Division Mail Code - Listed on Attachment 1**)  
U. S. Environmental Protection Agency  
Crystal Mall 2, XXXX Floor, Room XXXX  
1921 Jefferson Davis Highway  
Arlington, VA 22202-4501

VI. TRANSMITTING CONFIDENTIAL BUSINESS INFORMATION (CBI) OVER FAX MACHINES : As adequate information security cannot be maintained over FAX machines. **DO NOT** transmit CBI by FAX.

VII. POINT OF CONTACT: If you have questions concerning this PR Notice, please contact Jim Hollins at (703) 305-5761 or Donna Parker at (703) 305-6474.

Richard D. Schmitt, Associate Director  
Information Resources & Services Division

**MAIL CODES FOR OPP****Regulatory Divisions** **Mail Code**

Document Processing Desk (DPD) ----- 7504C \*

Registration Division (RD) ----- 7504C

Special Review &amp; Reregistration Division (SRRD) ----- 7504C

Antimicrobial Division (AD) ----- 7504C

Biopesticides &amp; Pollution Prevention Division (BPPD) ----- 7504C

\* Please note the Document Processing Desk Mail Code is to be used for **all** incoming submissions for the regulatory divisions.

**Non-Regulatory Divisions** **Mail Code**

Director's Immediate Office (IO) ----- 7501C

Information Resources &amp; Services Division (IRSD) ----- 7502C

Biological &amp; Economic Analysis Division (BEAD) ----- 7503C

Field &amp; External Affairs Division (FEAD) ----- 7506C

Environmental Fate &amp; Effects Division (EFED) ----- 7507C

Health Effects Division (HED) ----- 7509C

**DISTRIBUTION CODES FOR OPP REGULATORY DIVISIONS**

Section 3 - Product Registrations

Application for Product Registration ----- APPL  
Amendment to Registration ----- AMEND  
Request to Withdraw a Pending Registration ----- WD  
Certification of Product Registration ----- CERT  
Response to Pesticide Regulatory Notice ----- PRN  
Transfer of Companies, Products or Data ----- XFER

Other Regulatory Submissions

Unreasonable Adverse Effects Data Report ----- 6(a)(2)  
Emergency Exemption ----- EMEX  
Experimental Use Permit ----- EUP  
Minor Use Petition ----- IR4  
Notifications ----- NOTIF  
Petition for Tolerance ----- PETN  
Special Local Need Registration ----- SLN  
Supplemental (Distributor) Registration ----- DIST  
Data Submitters List ----- DSL  
Voluntary Cancellations ----- VOLCAN  
Voluntary Use Deletions ----- USEDEL  
Maintenance Fees ----- MFEE  
Threshold of Regulation Determination ----- TOR  
Reconstruction of Jacket ----- RECON  
Pesticide Product Label System ----- PPLS

Company Name and Address

Request for a Company Number ----- NEWCO  
Company Name, Address or Agent Change ----- COADR

Data Call-In Responses (Product Specific)

Response to a Data Call-In ----- DCI-RD-PMxx  
Response to a Reregistration Eligibility Document ----- RED-RD-PMxx  
(xx identifies the PM Team number)

Data Call-In Responses (Generic)

Response to a Data Call-In ----- DCI-SRRD-xxx

Response to a Reregistration Eligibility Document ----- RED-SRRD-xxx

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