



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Office of
Prevention, Pesticides
Toxic Substances

April 12, 2006

Pesticide Registration (PR) Notice 2006-1

On June 22, 2006, PR2006-1 was republished on the pesticide web site.
Distribution Codes for DCI submissions were corrected (Attachment 2)

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

ATTENTION: Persons Responsible for Federal Registration of Pesticides

SUBJECT: New Instructions for Transmitting Information to the Office of Pesticide Programs,
including New Addresses

The Office of Pesticide Programs (OPP) is moving to a new Crystal City (Arlington, VA) location. In anticipation of this move, OPP has updated and is reissuing its guidance on the processing and routing of mail received in OPP. PR Notice 2004-1, issued June 15, 2004, and PR Notice 2000-4, issued April 25, 2000, provided instructions for submitting various types of applications or other submissions to OPP. This notice updates the guidance for sending or delivering mail to OPP, and cautions against transmitting Confidential Business Information (CBI) on facsimile (fax) machines. This Notice supersedes those two previous notices and is available on the pesticides Web site at http://www.epa.gov/PR_Notices. It applies to all transactions to OPP by mail, hand (personal) or courier delivery, or by fax.

I. EFFECTIVE DATE: This notice is effective on May 8, 2006. It supersedes PR Notice 2004-1, issued June 15, 2004, and PR Notice 2000-4, dated April 25, 2000.

II. CODES TO BE USED

A. MAIL CODES: OPP uses mail codes and distribution codes in order to efficiently route and process the wide range of submissions received daily. The numbers in the Mail Codes will remain the same; the letter suffix will change from "C" (for Crystal) to "P" (for Potomac). Each of the nonregulatory divisions has its own Mail Code (Attachment 1), to be used in addressing mail to those divisions. The non-regulatory divisions are:

- ❖ the Immediate Office (IO) 7501P,
- ❖ Information Technology & Resources Management Division (ITRMD) 7502P,
- ❖ Biological & Economic Analysis Division (BEAD) 7503P,
- ❖ Field & External Affairs Division (FEAD) 7506P,
- ❖ Environmental Fate & Effects Division (EFED) 7507P and
- ❖ Health Effects Division (HED) 7509P.

The Document Processing Desk (DPD) is the point of delivery for all submissions to the regulatory divisions. The new DPD Mail Code is 7504P. The regulatory divisions are:

- ❖ Registration Division (RD), 7504P
- ❖ Special Review & Reregistration Division (SRRD), 7504P
- ❖ Antimicrobial Division (AD) 7504P, and
- ❖ Biopesticides & Pollution Prevention Division (BPPD) 7504P.

B. **DISTRIBUTION CODES:** All submissions to regulatory divisions should also include the appropriate Distribution Code, as shown in Attachment 2. These codes help OPP determine the type of submission and aid in the processing. If you are unable to determine which Distribution Code is appropriate for your material, you may omit the code.

Addressing your documents correctly using the appropriate Mail Code and Distribution Code will facilitate delivery and processing of your actions.

III. ADDRESSES FOR OPP REGULATORY DIVISIONS:

ALWAYS DIRECT ALL MAIL OR DIRECT COURIER DELIVERIES FOR THE REGULATORY DIVISIONS TO THE DOCUMENT PROCESSING DESK (7504P)

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 (7504P)
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

IMPORTANT NOTE: Do not address mail to be sent through the U.S. Postal Service (USPS) to the Arlington, VA (Crystal City) address shown below. The 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 Hand Delivery or Courier Delivery: Deliveries by you or a commercial courier on and after May 8, 2006, for the regulatory divisions will be accepted at OPP's Document Processing Desk (7504P), fourth floor, room S-4900 of One Potomac Yard, located at 2777 South Crystal Drive. 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 (7504P)
U. S. Environmental Protection Agency
Room S-4900, One Potomac Yard
2777 South Crystal Drive
Arlington, VA 22202-4501

IV. ADDRESSES FOR OPP NON-REGULATORY DIVISIONS:

DO NOT ADDRESS MAIL OR DIRECT COURIER DELIVERIES FOR THE NONREGULATORY DIVISIONS TO THE DOCUMENT PROCESSING DESK (7504P), BUT USE THE APPROPRIATE DIVISIONAL MAIL CODE SHOWN ON ATTACHMENT 1.

Submissions via the U.S. Postal Service: 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
1200 Pennsylvania Ave., N.W.
Washington, D.C. 20460

Submissions via Personal/Courier Delivery: Deliveries by you or a commercial courier on and after May 8, 2006, should be addressed to the specific non-regulatory Division Mail Code, as shown in Attachment 1. Couriers and delivery personnel must present a valid picture identification card to gain access to the building.

Office of Pesticide Programs (**Division Mail Code - listed on Attachment 1**)
U. S. Environmental Protection Agency
One Potomac Yard, XX Floor, Room XXXX
2777 South Crystal Drive
Arlington, VA 22202

V. TRANSMITTING CONFIDENTIAL BUSINESS INFORMATION (CBI) OVER FAX MACHINES

Because adequate information security cannot be maintained over fax machines, **DO NOT** transmit CBI by fax.

VII. FOR FURTHER INFORMATION CONTACT

If you have questions concerning this PR Notice, please contact Kathleen O'Malley, omalley.kathleen@epa.gov, and at (703) 305-5411.

[signed by Jim Jones on April 12, 2006]

James J. Jones, Director
Office of Pesticide Programs

MAIL CODES FOR OPP

| <u>Regulatory Divisions</u> | <u>Mail Code</u> |
|--|-------------------------|
| Document Processing Desk (DPD)..... | 7504P* |
| Registration Division (RD) | 7504P |
| Special Review & Reregistration Division (SRRD) | 7504P |
| Antimicrobial Division (AD) | 7504P |
| Biopesticides & Pollution Prevention Division (BPPD) | 7504P |

* Note: the Document Processing Desk Mail Code is to be used for **all** incoming submissions for the regulatory divisions.

| <u>Non-Regulatory Divisions</u> | <u>Mail Code</u> |
|---|-------------------------|
| Director's Immediate Office (IO) | 7501P |
| Information Technology & Resources Management Division (ITRMD) | 7502P |
| Biological & Economic Analysis Division (BEAD) | 7503P |
| Field & External Affairs Division (FEAD) | 7506P |
| Environmental Fate & Effects Division (EFED) | 7507P |
| Health Effects Division (HED) | 7509P |

DISTRIBUTION CODES FOR OPP REGULATORY DIVISIONS

Section 3 - Product Registrations

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|--|--------|
| Application for New Product Registration | REGFEE |
| Non-Fast Track Amendment to Existing Registration..... | REGFEE |
| Fast Track Amendment to Existing Registration..... | AMEND |
| PRIA 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

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|--|---------|
| Unreasonable Adverse Effects Data Report | 6(a)(2) |
| Emergency Exemption | EMEX |
| Experimental Use Permit | REGFEE |
| Petition for Tolerance | PETN |
| Minor Use (IR-4) Petition | IR4 |
| Special Local Need Registration | SLN |
| Supplemental (Distributor) Registration | DIST |
| Electronic Data Submission..... | E-SUB |
| Notifications | NOTIF |
| Data Submitters List | DSL |
| Voluntary Cancellation | VOLCAN |
| Voluntary Use Deletion | USEDEL |
| Maintenance Fees | MFEE |
| Reconstruction of Jacket | RECON |

Administrative Actions

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|---|-------|
| 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)

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|---|------------------|
| Response to a Data Call-In | DCI-SRRD-CRM-xx |
| Response to a Reregistration Eligibility Document | RED- SRRD-CRM-xx |

Data Call-In Responses (Generic)

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|---|------------------|
| Response to a Data Call-In | DCI-SRRD-CRM-xx |
| Response to a Reregistration Eligibility Document | RED-SRRD-CRM -xx |

(xx identifies the regulatory case number)