

Rev. 9/15/2022

Directions for Registering Pesticides in Pennsylvania

Please read the following directions completely before preparing your application for pesticide registration or renewal.

Fee: The fee for registration is **\$250.00 per pesticide product**

Registration Period: All pesticide registrations are valid for up to one calendar year and expire on December 31.

Registration of New Pesticide Products in PA:

Please DO NOT SUBMIT NEW PRODUCT REGISTRATION APPLICATIONS WITH RENEWALS!

- 1) Products may be registered online at <https://www.paplants.pa.gov>. See next page for directions
- 2) Products may be registered through mail, by completing and returning form API-206
https://www.agriculture.pa.gov/Plants_Land_Water/PlantIndustry/health-safety/pesticide-programs/PesticidePR/Documents/pprform-API206-2012-02-241.pdf

Separate registrations are required when any of the following conditions apply:

- 1) Different Brand Name – Including different grades for fertilizer/pesticide products * (this **does not include** different package sizes, or different **paint colors, stains, finishes, or disinfectant scents**, or EPA Est. Nos.).
- 2) Different labeling (does not include label revisions or supplemental labels)
- 3) Different EPA registration numbers (includes supplemental registration numbers) for all pesticides which are federally registered.
- 4) **“Minimum Risk Pesticides” (known as 25(b)s) must be registered in Pennsylvania.** Any change in formulation or brand name is considered a separate product for the purpose of state registration of products offered for sale as exempt from FIFRA pursuant to Title 40 CFR 152.25(f).

Required Elements:

- 1) For mail submissions, a completed copy of the Renewal Notice, or Form No. API-206 for new products.
- 2) Labels and Safety Data Sheets (SDS) - Companies updating product labels in the “Accepted Labels State Tracking and Repository” (ALSTAR) database resident at Purdue University or the PA Plants database are exempt from this requirement. New supplemental registrations must include the EPA Form 8570-5, “Notice of Supplemental Distribution” (NOSD). For renewals, updated labels are only required if the label has changed since the last submission
- 3) Fee - a check or money order payable to the **“Commonwealth of Pennsylvania”** or Visa/Mastercard payment in PAPLants program. Please staple payment to the registration form or renewal notice.

Mail Renewals:

Return the attached Pennsylvania Pesticide Renewal Form with payment sufficient for registration of all products to be renewed. Products which are not being renewed, should be **identified by placing a line through the product listing** on the renewal form. There is no required discontinuance period in PA. Please note that these renewal forms are printed in October; if you have recently submitted new products for registration, they may not appear on this form

Return all required materials to the following address prior to the expiration of the registration for all currently registered products, or prior to any distribution or use of a new product in the State:

Pennsylvania Department of Agriculture
Bureau of Plant Industry
Attn: Pesticide Registration
2301 North Cameron Street
Harrisburg, PA 17110-9408

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Online Registration (Visa or Mastercard only)

Online registration requires the creation of an **account**, which represents your business, and a **username**, which is used to manage the account. For first time registrants, make an *account* on the homepage <https://www.paplants.pa.gov> click on the “*Apply for a New License*” tab on the left side of the screen. Then select “*Pesticide Product Registration*” from the drop-down menu and create an account. For returning registrants that don’t have a *username* to manage their *account*, go to “*Logon/ Register*” line at the bottom of the left box and select “*Register*” on the next page under “*Other Options*”. To make your username, will need to use your PAPlants ID number and a PIN; you can find this information on your renewal forms. You can then establish your username and password to login for subsequent uses

Renewals: (only available after October 1st)

After logging in, you can renew products that were registered for the previous year by opening the “*Shopping Cart*” or click on the “*Products to Renew*” under “*Account Tasks*”. Either of these bring up a list of the most recent year’s registered products, enabling you to “*Select*” all or chose individual products for renewal. When you have selected the products you wish to renew, click on “*Proceed to Checkout*” at the bottom of the page.

You will now be asked to verify your request. If you have a new label for the pesticide, upload the new label for the product by using the “*Browse*” feature next to the product to select the appropriate label from your files and then click on the “*Update Product Labels*” tab to import them into PaPlants for submission. Repeat this to upload the product SDS. **If you are an “ALSTAR” participant, you do not need to attach labels.** Pennsylvania accepts ALLSTAR labels. You can then “*Proceed to Checkout*” and enter your credit card information to complete the renewal.

A paper renewal form will be sent to all registrants with products available for renewal at the end of October. This form will list all products available for renewal in Pennsylvania. If you renew all your company’s products online within the first two weeks of October, you will not receive a paper renewal form. If you renewed some products online but chose not to renew some products, you will receive a form featuring the discontinued products. You can disregard the mailing if you do not wish to renew any of the listed products

New Products:

If you want to ADD a new product – After logging in select *Products +*. This is under “Account Task” and is the last highlighted option. On the next page select “*Add New*” and follow the instructions attaching a label and SDS (select add label twice to add SDS and a third time to add NOSD for distributor registrations). **[ALSTAR participants are exempt from the requirement to upload documents.]** PDA staff will review your request and email you that your product is approved for payment or rejected and why. When the product is approved, you can then complete registration online by credit card payment. (*Note: Products are not registered until the application is accepted by PDA and the registration fee paid. There is no additional charge for paying online by credit card.*)

Products submitted after October 1st will automatically be registered for the following calendar year; upon approval and payment, they will be registered for the current calendar year as well. In short, all products received after October 1st will be registered until December 31st of the following calendar year

If you have any questions on accessing our website <https://www.paplants.pa.gov>, please contact our office staff at 717-772-5231.

For specific pesticide product registration questions, please contact Daniel Duer, Pesticide Product Registration Specialist, directly at 717-772-5211 or daduer@pa.gov