

Rev. 9/15/2023

## 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 PESTICIDE REGISTRATION APPLICATIONS WITH RENEWALS!

- 1) Pesticides may be registered online at <https://www.paplants.pa.gov>. See next page for directions
- 2) Pesticides 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](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 pesticide for the purpose of state registration of pesticides 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 pesticides.
- 2) Labels and Safety Data Sheets (SDS) - Companies updating pesticide 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 pesticides to be renewed. Pesticides which are not being renewed, should be **identified by placing a line through the pesticide 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 pesticides for registration, they may not appear on this form. Pesticides registered after October 1<sup>st</sup> will be automatically renewed, and will not appear on the renewal form.

Return all required materials to the following address prior to the expiration of the registration for all currently registered pesticides, or prior to any distribution or use of a new pesticide 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 1<sup>st</sup>)

After logging in, you can renew pesticides 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 pesticides, enabling you to "Select" all or chose individual pesticides for renewal. You may also select "Cancel" for pesticides no longer sold in PA or select "Skip" to leave the pesticides for later. When you have selected the pesticides 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 pesticide by using the "Browse" feature next to the pesticide 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 pesticides SDS. **If you are an "ALSTAR" participant, you do not need to attach labels.** Pennsylvania accepts ALSTAR 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 pesticides available for renewal at the end of October. This form will list all pesticides available for renewal in Pennsylvania. If you renew or cancel all your company's pesticides online within the first two weeks of October, you will not receive a paper renewal form. If you renewed or cancelled some pesticides online but chose not to skip some pesticides, you will receive a form featuring these pesticides. You can disregard the mailing if you do not wish to renew any of the listed pesticides.

### New Pesticides:

**If you want to ADD a new pesticide** – After logging in select Products +. This is under "Account Tasks" and is the last highlighted option. On the next page select "Add New" and follow the instructions. Attach a label and SDS (select add label twice to add SDS and a third time to add EPA Form 8570-5 for distributor registrations). **ALSTAR participants are exempt from the requirement to upload documents.** PDA staff will review your request and email you that either the pesticide is approved for payment, or rejected with an explanation as to why. When the pesticide is approved, you can then complete registration online by credit card payment. (*Note: pesticides 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.*)

Pesticides submitted after October 1<sup>st</sup> 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 pesticides received after October 1<sup>st</sup> will be registered until December 31<sup>st</sup> 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 Registration Specialist, directly at 717-772-5211 or [daduer@pa.gov](mailto:daduer@pa.gov)