

OFFICE OF INDIANA STATE CHEMIST
175 S. UNIVERSITY STREET
WEST LAFAYETTE, IN 47907-2063
(765) 494-1587

Instructions to Registrants

PLEASE READ CAREFULLY!!!

Pesticide products or devices distributed or offered for sale in Indiana must be registered annually. Renewal Summary forms for reregistration of currently registered pesticide products are enclosed.

Please study these instructions thoroughly before completing the forms.
Some submission procedures may have been revised.

Applications that have not been completed according to these instructions CANNOT be processed and WILL BE REJECTED. Pesticide products which are not in compliance with the Indiana Pesticide Registration Law are subject to immediate STOP SALE and/or seizure.

GENERAL INFORMATION

REGISTRATION FEES – The annual fee is \$170.00 per product. Make all checks payable to Indiana State Chemist. Late fee is 100% - \$170.00 per product.

REGISTRATION TERM – Pesticide registration is on a calendar year. All registrations expire December 31 of the registration year. Registration renewals received after December 31 **MUST** include the late fee of \$170.00 per product.

SPECIFIC INSTRUCTIONS – NEW PRODUCTS

1. Registrant – Pesticide products are registered to the registrant name **as it appears on the label**. Product labels with different registrant names are considered different products and must be registered as such.
2. Submitter – If correspondence concerning registration issues should not be addressed to the registrant name and address as it appears on the label, then provide **an alternate address** (e.g. agent or consultant) to which correspondence may be addressed.
3. Name and Title – Type or print the name & title of the individual submitting the APPLICATION FOR NEW INDIANA PESTICIDE REGISTRATION and to whom all regulatory correspondence should be addressed.

4. Signature and Date – Sign and date the APPLICATION FOR NEW INDIANA PESTICIDE REGISTRATION and submit **in duplicate**.
5. Labels – Enclose with the APPLICATION FOR NEW INDIANA PESTICIDE REGISTRATION a copy of the label, labeling, advertising and other printed, written or graphic material for each new pesticide product. **Indiana DOES NOT accept label submissions on Compact Disk (CD) or by email.** Labels may be submitted as text-searchable .PDF files through our electronic portal ALSTAR: <http://ppis.ceris.purdue.edu/alstar.htm>.
6. EPA Registration Number – List the EPA Registration Number and complete brand and product name on the application form. **List new products in ascending EPA Registration Number order.**
7. Fee Calculation – Determine the total number of new products to be registered and multiply by the annual fee of \$170.00 per product. **Make all checks payable to Indiana State Chemist.**
8. Devices & FIFRA 25(b) Products – To facilitate the processing of registrations for pesticidal devices and FIFRA 25(b) pesticide products, please submit these products **separately** from regular EPA registered products on a **separate** APPLICATION FOR NEW INDIANA PESTICIDE REGISTRATION.
9. Mailing – Mail the APPLICATION FOR NEW INDIANA PESTICIDE REGISTRATION with labels and your check payable to **Indiana State Chemist**. Mail to the address on the application. **Mail separately from any re-registration submission.**

SPECIFIC INSTRUCTIONS – PESTICIDE RENEWALS

10. Re-registration of Pesticide Products expiring December 31. – A solicitation to renew pesticide registrations in Indiana is sent to each registrant prior to the annual expiration date of December 31. The solicitation includes a computer listing of currently registered products. **This list is your Renewal Summary for pesticide re-registration and all pages of the Renewal Summary must be returned by December 31 if you wish to avoid paying a late penalty.**
11. Expedited Processing of Pesticide Re-Registrations – Expedited processing of re-registration submissions will be available for qualified registrants. To qualify for **expedited processing**, registrants must **make no changes** to their Renewal Summary. For example, a registrant who had 18 pesticide products registered for the current year and wants to renew the identical 18 products for the coming year will qualify for expedited processing. Submissions that qualify for expedited processing will be processed within 10 working days of acceptance by OISC's accounting department. Hard copies of re-registration submissions will not be returned to registrants.

Evidence that the products have been successfully renewed for the next registration year may be obtained from the search engine on the OISC website: <http://state.ceris.purdue.edu/doc/in/statein.html>

12. Identifying Products for Re-Registration – Products which are not to be re-registered must be **identified clearly** on the Renewal Summary. Put a dash to the left of the 10 digit Indiana registration number of any product which you do not plan to re-register.
13. Fee Calculation – Mark the renewal summary if your re-registration qualifies for expedited processing and pay the precalculated amount. If your submission does not qualify for expedited processing, determine the total number of products to be re-registered and multiply by the annual fee of \$170.00 per product. If re-registration is **not received by December 31, a late penalty of an additional \$170.00 per product will be assessed** and should be included in your FEE CALCULATIONS.
14. Labels – Labels for currently registered products should only be submitted if changes have been made since your last label submission. **Product labels with different registrant names are considered different products and must be registered as such. Indiana DOES NOT accept label submissions on Compact Disk (CD) or by email.** Labels may be submitted as text-searchable .PDF files through our electronic portal ALSTAR: <http://ppis.ceris.purdue.edu/alstar.htm>. Mail any hardcopy **label updates** for currently registered products **separately** from your Renewal Summary.
15. Mailing – **Avoid late penalties by mailing your completed Renewal Summary and fees early in December. We recommend mailing your application no later than December 10. Applications mailed after December 10 may not be received by December 31.** Mail **label updates** for currently registered pesticide products **separately** from your Renewal Summary. Affix the identifying label below to reregistration submissions that qualify for expedited processing.

**EXPEDITED PROCESSING
QUALIFIED**

APPLICATION FOR NEW PESTICIDE REGISTRATION available at
http://www.oisc.purdue.edu/pesticide/pesticide_products.html