



California Notice 2024-02

TO: Pesticide Registrants and Other Stakeholders

SUBJECT: CHANGES TO PESTICIDE REGISTRATION BRANCH WORKLOAD ASSIGNMENTS BASED ON ACTIVE INGREDIENTS IN PESTICIDE PRODUCTS

In August 2023, the Department of Pesticide Regulation (DPR) released [California Notice 2023-09](https://cdpr.ca.gov/docs/registration/canot/2023/ca2023-09.pdf) <cdpr.ca.gov/docs/registration/canot/2023/ca2023-09.pdf>, which outlined changes and improvements to the Pesticide Registration Branch's (PRB) internal workload assignment processes.

With the continuous effort to improve the registration process, PRB is changing the way new product registration and product amendment applications are assigned. On September 18, 2023, PRB implemented the first phase of this change by shifting all company assignments from individual regulatory scientists (RSs) to one of four teams. The second phase of implementation, active ingredient (AI) assignments by team, will become effective on February 15, 2024.

Beginning February 15, 2024, all new product registration and amendment applications received by PRB will be assigned to a team based on the AI(s) contained in the pesticide product. Submissions received by PRB before February 15, 2024, will continue to be handled by the originally assigned team.

ACTIVE INGREDIENT-BASED TEAM ASSIGNMENTS

RSs under each PRB supervisor are now considered a team. Once DPR receives a new product or product amendment application, PRB will assign it to the corresponding team based on the AI(s) in the product. Each team has been assigned a well-diversified and balanced list of AIs to ensure each RS and team is knowledgeable about all pesticide types. PRB considered a variety of factors and consulted with other DPR branches to determine how AIs would be distributed to each team. These assignments are subject to change and may be refined over time.

If a pesticide product contains multiple AIs, PRB will assign the submission to a team based on certain criteria outlined in Attachment 1 titled PRB's Active Ingredient Assignment Decision Tree. Under the first rule of the decision tree, PRB will make the team assignment based on which AI has the highest percentage in the formulation. If all AIs in the formulation have the same percentage, PRB will assign based on the AI with the most active products registered at DPR. If all AIs have the same number of actively registered products at DPR, then PRB will assign based on the AI with higher number of total registrations (active and inactive).

After a submission is assigned to a team based on the AI(s), it will be placed in a team workload queue based on the order it was received. The applicant will receive an automated e-mail at the e-mail address on the application with the team assignment and contact information.

The team supervisor will assign submissions in the team workload to an RS on the team based on ongoing workloads. Once assigned to the RS, the submission will move to the specific RS's workload for review where the submission will be handled in the order received within that individual RS's workload. The company will receive another automated e-mail stating the specific RS assigned to the submission and their contact information. Once a submission is assigned to a specific RS, that RS will remain the contact for that submission and will coordinate and manage the review of that submission until it is finalized. At this point, all questions regarding the submission can be directed to the assigned RS.

Starting February 15, 2024, to see which team is assigned to an AI, please visit DPR's [Chemical Ingredient Application](https://apps.cdpr.ca.gov/docs/chemical/master2.cfm) at <apps.cdpr.ca.gov/docs/chemical/master2.cfm>. This tool allows you to search for a chemical name, chemical code, or Chemical Abstract Service (CAS) number. The search function will display which team the AI is assigned to. In addition, you can view all assignments at once using the [Actively Registered Active Ingredients \(AI\) by Common Name](https://cdpr.ca.gov/docs/label/actai.htm) at <cdpr.ca.gov/docs/label/actai.htm>. Please note that the AI assignments are subject to change based on DPR business needs.

POINTS OF CONTACT

Team Names and E-mails

Below are the four team names and contact information. Registrants are encouraged to contact the team e-mails for questions regarding their submissions until the submission is assigned to a RS. Please note the information in this section may be subject to change based on staffing changes. Contact information can also be found on DPR's web page titled [Team Information and Other Pesticide Registration Contacts](https://cdpr.ca.gov/docs/registration/funcmenu.htm) at <cdpr.ca.gov/docs/registration/funcmenu.htm>.

1. **Team Cedar:** PRB.Team.Cedar@cdpr.ca.gov
2. **Team Maple:** PRB.Team.Maple@cdpr.ca.gov
3. **Team Oak:** PRB.Team.Oak@cdpr.ca.gov
4. **Team Redwood:** PRB.Team.Redwood@cdpr.ca.gov

Contacting PRB Prior to Submitting an Application

To request a pre-submission meeting or if you have other questions about submitting an application, reach out to the team assigned to the AI in your product. If there are multiple AIs in the proposed product, refer to the decision tree in Attachment 1, to determine the appropriate team.

If you want to request a meeting that involves **multiple products** containing different AIs, please contact all appropriate teams and the teams will coordinate a joint meeting.

To look up AI assignments, please visit DPR's [Chemical Ingredient Application](https://apps.cdpr.ca.gov/docs/chemical/master2.cfm) at <apps.cdpr.ca.gov/docs/chemical/master2.cfm>. In addition, you can view all assignments at once using the [Actively Registered Active Ingredients \(AI\) by Common Name](https://cdpr.ca.gov/docs/label/actai.htm) at <cdpr.ca.gov/docs/label/actai.htm>.

Contacting PRB about a Pending Submission

As previously noted, the applicant will receive an automated e-mail with the assignment and contact information. If the submission is still in the team workload, contact the team at the e-mail address above. If assigned to an individual RS, contact the RS.

Contacting PRB for New AI, Section 18, 24(c), and 25(b) Submissions

PRB has designated contacts for new AI submissions and submissions submitted under Federal Insecticide Fungicide Rodenticide Act section 18 (Emergency Exemptions), 24(c) (Special Local Need), and 25(b) (Minimum Risk Products). Contact information for these types of submissions can be found on DPR's web page titled [Team Information and Other Pesticide Registration Contacts](#) at <cdpr.ca.gov/docs/registration/funcmenu.htm>.

Contacting PRB for Questions about Registration Licenses and Renewals

The annual renewal process for pesticide products will not be affected. Please continue to contact PRB's Licensing Unit at <PRBlicensing@cdpr.ca.gov>.

Contacting PRB for Other General Registration Questions

If companies have questions about the general registration process, contact PRB's Ombudsman at <Registration.Ombudsman@cdpr.ca.gov>.

IMPORTANT FACTORS TO CONSIDER

- The process to submit an application will remain unchanged. For companies who choose to submit optional cover letters, the letter can be addressed to the team handling the AI(s) (if known). Otherwise, addressing a cover letter to "Pesticide Registration Branch" is appropriate.
- The new process is focused on improving efficiency within PRB. This workload assignment change does not impact staff in scientific evaluation branches or the scientific evaluation processes.
- PRB is coordinating this change with the California Pesticide Electronic Submission Tracking system (CalPEST) team and implementation of this new process is not expected to interfere or delay the implementation of the CalPEST.
- Companies no longer have a designated RS. Contact information will be dependent on the AI(s) contained in the pesticide product. There will be a designated team to contact for each AI and the contact information will be posted on DPR's Web site starting February 15, 2024.
- Bigger groups of AIs with many registered products (e.g., Quaternary Ammonium Compounds (Quats) are assigned to different teams to create more balanced workloads.

If you have questions regarding this notice or team-based assignments by AIs, please contact Russell Darling, Senior Environmental Scientist (Supervisory), at 916-324-3547 or at <Russell.Darling@cdpr.ca.gov>.

Original signed by

Tulio Macedo, Chief
Pesticide Registration Branch
916-324-3527

01/22/2024

Date

cc: Mr. Russell Darling, Senior Environmental Scientist (Supervisory), DPR

Attachment 1: PRB's Active Ingredient Assignment Decision Tree

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