

**CPARD USER GUIDE**  
**For State Lead Agency (SLA) and Tribal Representatives with Certification Plans (CPs)**  
**(November 2019)**

The Certification Plan and Reporting Database (CPARD) is a compilation of EPA-approved pesticide applicator certification plans and reporting as required by the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) and the federal Certification of Pesticide Applicators regulations at 40 CFR Part 171. In 2019, EPA added a section (Certification 2020) on the review and approval of modified certification plans due to EPA by March 4, 2020. This guide describes how to register and use CPARD.

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#### **A. Background**

CPARD was initially developed to house EPA-approved certification plans (CPs) and enable certifying authorities (pesticide State Lead Agencies, Tribes and Federal Agencies with EPA-approved plans) to fulfill annual reporting requirements. Secondly, it was developed to enable EPA to sort and report information, and for all certifying authorities to readily access information on certification programs administered by other jurisdictions. CPARD houses certifying authorities' existing (pre-2020) EPA-approved CPs, and annual reports from as far back as 2005.

#### **B. CPARD contents**

CPARD has two main areas: Plans – Part I, II, III and 2020 Certification Plans.

##### Plans – Part I, Part II, Part III

The “Plans” sections contain the existing (pre-2020) EPA-approved CPs as well as the annual reports on certified applicator totals.

Registered users who are certifying authorities can enter annual reports and edit a few fields in the CP. EPA administrators (Jeanne Kasai and Ryne Yarger) can help edit and enter information as well.

##### Added in 2019 - “2020 Certification Plans”

EPA added a new section to CPARD: “2020 Certification Plans” (2020 CPs). This section houses a tracking system to show the status of EPA’s review of 2020 CPs; a database of Q&As that can be sorted; and a repository of supporting documents for certifying authorities modifying CPs. Actual modified CPs due to EPA by March 4, 2020 will not be in CPARD. This section can be viewed by registered users only.

#### **C. Views and accessibility**

CPARD has a public view and a view for registered users.

##### Public

Anybody can see CPs and annual reports without logging into CPARD. Public viewers cannot see the new section, 2020 Certification Plans. Although certifying authorities requested this information, some expressed concern about it becoming public information.

**Registered users**

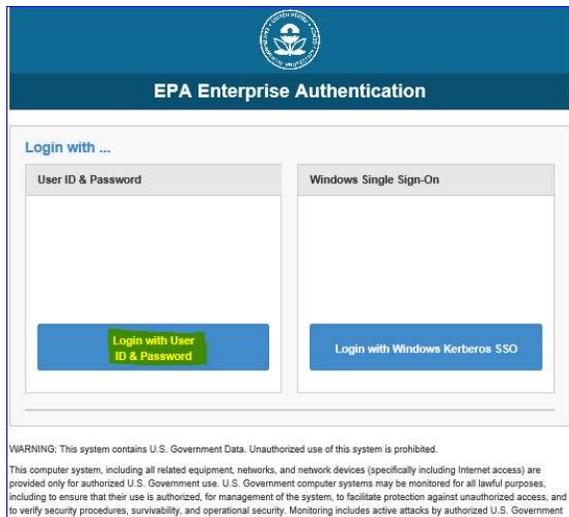
Certifying authorities must identify their State, Tribe, or Federal agency when they register. Registered staff of certifying authorities can report annual certified applicator totals (Plan – Part II), make minor edits to their pre-2020 CPs, and view the 2020 Certification Plan section. Registered users can view the 2020 Certification Plan section and can see the status of their CP only in the tracking system. Registered users cannot see the tracking status of CPs for other certifying authorities. Certifying authorities may have more than one registered user. However, if a certifying authority wants to limit the number of registered users but still have access to the status of their 2020 CP review, registered users can download records or take snapshots to share with others in their agency. Other registered users are EPA Regional and Headquarters staff.

**CPARD Views and Accessibility**

User	Pre-2020 Certification Plans (CPs) (Parts I, II, III)	Annual Reports	2020 Certification Plans (CPs)		
			Plan Review Tracking	Q&As	Helpful documents
Registered certifying authorities	Limited edits (e.g., contact information)	Edit	View own Plan – not others' Plans	View	View
Registered EPA (Regions or HQ)	Public view or log in	Public view or log in	Edit for Region's States & Tribes	Edit	View
Unregistered EPA	View as public	View as public	Hidden	Hidden	Hidden
EPA CPARD Administrators	Edit	Edit	Edit	Edit	Edit
Public	View	View	Hidden		

**D. Registration**

Before you can access CPARD, you first must register in EPA's Web Application Access (WAA) system at <https://waa.epa.gov>



-> **Select Login with User ID & Password**

**EPA** United States Environmental Protection Agency

EPA Web Application Access Login

**Welcome to the EPA Web Application Access**

A gateway for authorized users to find, request access and manage EPA tools, applications and communities. If you have an EPA LAN account, log in using LAN account user id and password. If you do not have an EPA LAN account, you will need to **Self Register** for an account.

User ID:

Password:

Login

[Forgot your user-id or password \(external users only\)?](#)

**Warning Notice**

1. This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business.
2. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action.
3. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement.
4. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Clicking the Login button constitutes consent to these terms.

-> Select "Self-Register" in the upper righthand corner

- Enter the following for your EPA sponsor (Jeanne Kasai, kasai.jeanne@epa.gov and 703-308-3240).
  - Enter your information (mobile phone not necessary).
  - Select Certification Plan and Reporting Database as the application for which you are registering.
  - Select "accept" and "submit".
- You are finished. You will receive an email when your registration is approved.  
 SAVE your password because it is the same one you will use to login to CPARD.

Do NOT try to log in to CPARD yet until you receive an email confirmation that you are registered!

### E. Password Reset and Reregistration

You must reset your password from <https://wamssoprd.epa.gov>

United States Environmental Protection Agency

ONE EPA Workplace

EPA Enterprise Credentials

Please enter your UserID below.

User ID:

Password:

Submit

**EISD**  
 EISD (Enterprise IT Service Desk)  
 1-866-411-4EPA (4372) Option 3  
 TDD: 1-866-489-4900  
 Email: EISD@epa.gov

~~Forgot User ID / Password  
 Reset / Login~~

**DO NOT try to reset your password in CPARD, as shown here! It won't work!**

To reset your password, you must go to: <https://wamssoprd.epa.gov>

**EPA** United States Environmental Protection Agency

**EPA Web Application Access Login**

**Welcome to the EPA Web Application Access**

A gateway for authorized users to find, request access and manage EPA tools, applications and communities. If you have an EPA LAN account, log in using LAN account user id and password. If you do not have an EPA LAN account, you will need to **Self Register** for an account.

User ID

Password

Login

Forgot your user-id or password (external users only)?

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3. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement.
4. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Clicking the Login button constitutes consent to these terms.

-> Under the Login button, select “Forgot user-id or password (external users only)?”

-> Please save your password because it is the same one you will use to login to CPARD.

-If you haven't reset your password in <https://waa.epa.gov> within 90 days, you will not be able to access CPARD!  
(SORRY!)

How will you know? The next time you try to login to CPARD, you will receive an error message. If you go to <https://waa.epa.gov> and follow the instructions to reset your password, you will get another error message that says you are not in the system or it doesn't recognize your name.

-What to do? In that case, you must REREGISTER.

To REREGISTER...follow the instructions above in **(D) Registration**.

#### F. Logging in to CPARD

The link for CPARD is (Please book mark it so you can easily find it in the future.)

<https://cpardpub.epa.gov/apex/cpardpub/f?p=165:1:.....>

Select the CPARD State Login button.

It will take you to a page that looks like you have to be an EPA employee to sign in...but you don't. Use the same user id and password from

<https://waa.epa.gov> and you shouldn't have a problem.

If you do have a problem, you'll need to go back to <https://waa.epa.gov> EPA's WEB APPLICATION ACCESS SYSTEM. If you think it's because you forgot your password, go to **E. Password Reset and Reregistration**.

If you get an error message that says it doesn't recognize your user id and/or you are not in the system, try to reregister. If you haven't reset your password in over 90 days, you will have to reregister. (Sorry!) (To reset your password and/or reregister, see **E. Password Reset and Reregistration**.)

After you've successfully entered CPARD, the system will lock you out after a 8 or so minutes of inactivity. (Note: We have looked into this but it cannot be changed.)

The CPARD the front page is:



## G. Basic Navigation Tips

DO NOT use the back arrow at the top of your screen (on the left of the URL). Instead, select the various titles and subtitles within CPARD to move within the database.

At the top of the blue menu is “Select Report Year”. When you are logged in as a registered user, your state will be displayed and you can choose a report year. If you do not log in and choose to view information as the public, you could choose a State, Tribe or Federal Agency and a year to view.

There are three main parts in CPARD as noted in the blue menu: Part I – Plan, Part II – Reporting, Part III – All Reports.

Select the down arrow to the right of the Part name to expand or collapse the list of subtopics.

To go from one topic to another within a Part, select a topic name. The example below shows, Part I – Plan and the topic Certification Categories is chosen. To move from Certification Categories to Plan Administration, select Plan Administration.

To switch between Parts I, II and III, select the Part. In the example above we are Part I – Plan. To go from Part I to Part II, select the down arrow next to Part I to collapse it, then select Part II. There is no need to go to the main menu “CPARD” to navigate from one Part to another Part.

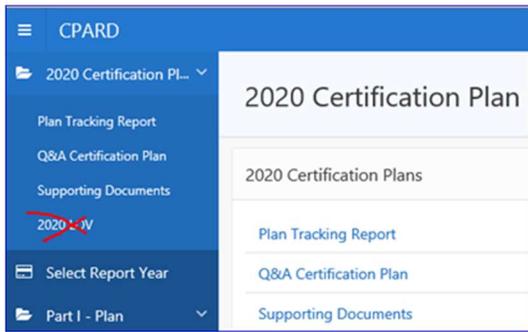
At the bottom of each page will appear the name of the state, tribe or federal agency and the year of the Plan and Report. Note: State ID numbers (e.g., 33 for New Mexico as shown below) is a function of the system and is not significant to CPARD users.

There are several places in CPARD where you will be able to edit the information. After editing, select SAVE.

There are also places where you can edit and delete information.

Within topics, there are places you can sort information - especially in Part III – All Reports.

## H. 2020 Certification Plans



At the top of the menu is “2020 Certification Plans”. This section has three areas: (1) Plan Tracking Report; (2) Q&A Certification Plan; and (3) Supporting Documents.

Note: the section crossed out in red is for administrators only – you won’t see it on your menu.

## (1) Plan Tracking Report

This spreadsheet will be used to track the progress of EPA’s review and approval of each certification plan (CP) submitted on or before March 4, 2020. You will see the progress of your CP only. You will not be able to see tracking information for any other CP.

## (2) Q&A Certification Plan

This spreadsheet contains Q&As – both answered and unanswered.

Area of 40 CFR 171	Subject Area(s)	Topic	Question	Answer
[View Detail] 171.103(c)	Competency standards	State regulatory text	"In our regulations, under 18 AAC 90.305 (a) and (c) it states that we may issue certification to an individual who demonstrates knowledge of applicable state and federal statutes and regulations, safety, labeling comprehension, environmental factors, the consequences of use and misuse of pesticides, knowledge of pests, knowledge of pesticides and types of formulations, equipment use, treatment techniques, hazards associated with residues, and other pertinent information. This addresses each of the basic topics listed in 171.103(c), but does not provide the detailed subsections. The Q&A from PREP (#5) states that we can adopt our own competency standards that meet or exceed the federal standards, and that EPA would need to make an equivalency determination, but there is little information about what specifically will be looked for. Would our current regulations pass the equivalency determination? How will we know ahead of time if we need to revise our regulations?"	"SLAs must have text showing it meets (same/similar to) or exceeds the competency standard rule text in 171.103(c) OR reference the specific sections of the federal rule in your Certification Plan and State regulations. Your current State regulations would need to be amended to include a reference to the federal rule at minimum so EPA can determine that your State has adopted all the specifics listed in the federal rule: "[we] may issue certification to an individual who demonstrates knowledge of applicable state statutes (cite here) and federal statutes and regulations in 40 CFR 171.103(c), which include competency standards for safety, labeling comprehension, environmental factors, the consequences of use and misuse of pesticides, knowledge of pests, knowledge of pesticides and types of formulations, equipment use, treatment techniques, hazards associated with residues, and other pertinent information." EPA would need to make an equivalency determination if the SLA created other competency standards that differ from the federal rule text that the SLA deems them to be equivalent. In your Certification Plan, you would include your proposed rule text (state that it is proposed) and the reference of where it would most likely sit in your regulations (like 18 AAC 90.305) and then include the timeline for implementation section of your Certification Plan."
[View Detail] 171.3	Definitions	Use and container storage	"What constitutes "storing" of an RUP? If the sole certified applicator at a business puts an RUP (manufacturer seal broken) on the storage shelf and then leaves employment, I imagine that the company would not be "using" the RUP just because they have the product sitting in storage. Rather, does "storing" mean the actual handling of the RUP container during the process of moving it to its storage location?"	"The Merriam-Webster dictionary defines the transitive verb, store/stored/storing as to lay away or accumulate; to furnish or supply; to place or leave in a location (such as a warehouse, library, or computer memory) for preservation or later use or disposal; and to provide storage room for (hold). "Storing" is the act of placing something in storage. In the context of the rule, storing means placing in storage an opened container that has a RUP. Therefore, it would be placed in storage by a certified applicator or a noncertified applicator under the supervision of a certified applicator."

The database will show the area of 40 CFR 171, subject area, topic, question and answer. For more information such as relevant preamble language or point of contact, select the “[View Detail]”.

Area of 40 CFR 171	Subject Area(s)	Topic	Question	Answer
[View Detail] 171.103(c)	Competency standards	State regulatory text	information. This addresses each of the basic topics listed in 171.103(c), but does not provide the detailed subsections. The Q&A from PREP (#5) states that we can adopt our own competency standards that meet or exceed the federal standards, and that EPA would need to make an equivalency determination, but there is little information about what specifically will be looked for. Would our current regulations pass the equivalency determination? How will we know ahead of time if we need to revise our regulations?"	environmental factors, the consequences of use and misuse of pesticides, knowledge of pests, knowledge of pesticides and types of formulations, equipment use, treatment techniques, hazards associated with residues, and other pertinent information." EPA would need to make an equivalency determination if the SLA created other competency standards that differ from the federal rule text that the SLA deems them to be equivalent. In your Certification Plan, you would include your proposed rule text (state that it is proposed) and the reference of where it would most likely sit in your regulations (like 18 AAC 90.305) and then include the timeline for implementation section of your Certification Plan."

The information can be sorted according to a subject area or key word using the “Actions” button.

### (3) Supporting documents

Supporting documents are available here.

Examples are the State Plan Outline, crosswalk of old and new regulatory text, and detailed and simple comparison charts. The intention is to have these documents easily accessible while still in CPARD.

	File Download	File Name	File Type	File Size (KB)	Uploaded By	Uploaded Date
[Edit]	Download	2017 Final Cert rule reg text only.pdf	application/pdf	127	JKASAI	28-OCT-19
[Edit]	Download	certification_rule_final_detailed_comparison_chart_12202016.pdf	application/pdf	217	JKASAI	28-OCT-19
[Edit]	Download	Certification Plan Outline Final April 2019.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	84	JKASAI	28-OCT-19
[Edit]	Download	FRN Final Revised Cert Rule Jan 4 2017.pdf	application/pdf	603	JKASAI	28-OCT-19
[Edit]	Download	certification-rule-simple-comparison-chart-011217.pdf	application/pdf	186	JKASAI	28-OCT-19
[Edit]	Download	Cert rule reg text crosswalk old and new May2018.pdf	application/pdf	489	JKASAI	28-OCT-19

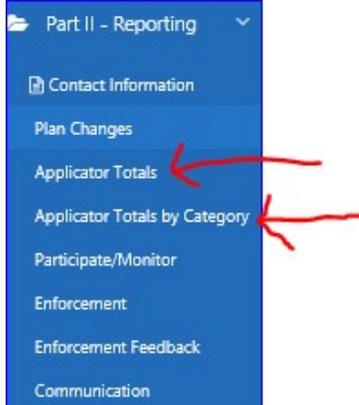
### I. PART I – PLAN

This information stays the same and carries forward from year to year and is cannot be edited. If you need information changed in this section, please contact Jeanne Kasai (kasai.jeanne@epa.gov).

CPARD
Type of Certification Plan
Plan Administration
Plan Agencies
Legal Authority
Personnel
Funding Sources
Conformity
Certification Categories
Examination
Applicator Cycles
Direct Supervision
Training
State Reciprocity
Certification Controls
Other Certifications
Recertification
Regulatory Activities
Additional Information
Certification Websites
Latest Plan Updates

## J. Part II – REPORTING (Annual)

This information can be edited by registered CPARD users.



-To enter data for annual reports, first go to the top left and select the report year, then SAVE.

-To report annual applicator totals: Select Part II. Reporting.

-Select Applicator Totals to enter private and commercial applicator totals for the year (initial, recertified, total holding valid certification).

-Select Applicator Totals by Category to enter applicator category totals (initial, recertified, total holding valid certification).

-Select the appropriate subtopic to report on plan changes, participate/monitor, enforcement, enforcement feedback and communication.

Note that Contact Information is in this section so that you can edit this if needed.

-Select SAVE when you are finished. See (G) Basic Navigation Tips for information on how to edit, etc.

## K. Part III – ALL REPORTS

This section has information by topics listed for all certifying authorities at once. It is sortable by choosing multiple States, Tribes, and/or Federal Agencies and by entering a word in the search area.



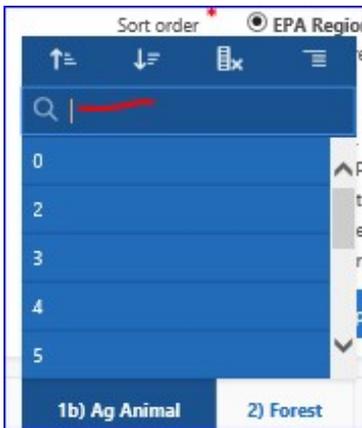
### SORTING EXAMPLE 1. State Categories

-Select "State Categories". A list of all state categories will appear by state in alphabetical order and report year. Select a column heading (EPA category, State category, State, Applicator type, Report year) to sort. Filter the information by using the box next to the magnifying glass and select GO. Select ACTIONS to filter in other ways.

### SORTING EXAMPLE 2. Commercial Applicator Category Totals

-Select "Commercial Applicator Category Totals". Select report year, certification (initial, recertified, total valid), sort order (EPA region or State abbreviation) and Location (All federal agencies, All states, tribes, territories, Selected EPA regions, Selected States, Selected Territories, Selected Tribes), then select GENERATE REPORT.

Then, you can sort further by selecting a column title, then entering information in the search function.



### L. COMPLETE LISTING

This section is a full report for one State, Tribe, or Federal Agency. It is the same information as the blue menu on the left hand side but allows you to scroll through Part I, II and III for that entity.

At the bottom of each "Complete Listing" page is a faint arrow that takes you back up to the top of the page. To switch from one complete listing page to another, select the heading at the top of the page - Complete listing Part I, Complete listing Part II, Complete listing Part III.

**This completes the CPARD User Guide. For questions, comments, and suggestions or to report problems and glitches (with a screenshot, if possible), please contact Jeanne Kasai at [kasai.jeanne@epa.gov](mailto:kasai.jeanne@epa.gov) and Ryne Yarger at [yarger.ryne@epa.gov](mailto:yarger.ryne@epa.gov)**