

EPA Reg. No:

Submission Date:

RAL Name:

	Checklist Item	Yes	No	N/A
1.	Is the application form (EPA Form 8570-1) signed and complete? <ul style="list-style-type: none"> • If NO, STOP! Contact applicant and have them correct the application. • Note: Section III is oftentimes left blank and is not vital to this action 			
2.	Does the package contain both a red-lined and a clean copy of the proposed label? <ul style="list-style-type: none"> • If NO, STOP! Request readable PDFs of both versions. 			
3.	Final printed labeling received for previous application, if applicable? (Check OPPIN > Tracking and look for actions coded 400) <ul style="list-style-type: none"> • If NO, STOP! Contact applicant and have them submit an FPL application. • If FPL decision has been created in OPPIN and is being processed, proceed. 			
4.	Have the terms/conditions (e.g. storage stability/corrosion data) of the registration notice been met? <ul style="list-style-type: none"> • Look in physical jacket or in first volume of e-jacket for Reg. Notice. 			
5.	Are ALL of the requested changes to the label covered by PR Notice 98-10 and/or PR Notice 2007-4? If yes, note section:			
6.	Is the product brand name being changed, and if so, is it acceptable? <ul style="list-style-type: none"> • Check OPPIN to make sure the product name is unique. • Make sure the new name does not present questionable claims (e.g. "Natural" or "No More Rats.") Consult Label Review Manual (Chp. 12). 			
7.	Does CSF list peanuts, tree nuts, milk, soybeans, eggs (including putrescent eggs), fish, crustacean, or wheat commodities? <ul style="list-style-type: none"> • If YES, evaluate use directions for compliance w/ 40 CFR 180.1071. 			
8.	Does label bear Nat'l Organic Program (PR Notice 2003-1) or OMRI claims? <ul style="list-style-type: none"> • If YES, and the formulation involves adding or subtracting new ingredients, submit routing package to Chris Pfeifer with label, CSF, MSDS and ask for response in 2 weeks to determine if new formulation is NOP compliant. 			
9.	Other Comments:			

If all above is cleared:

- If a product name change was submitted, update name and name status in OPPIN.
- Prepare a label notification acceptance letter (PRN 98-10 version most likely; PRN 2007-4 version deals with certain actions involving pesticide container disposal statements) using current accepted template for the Team Leader's signature and [route](#) to the Team Leader for signature. The Team Leader will also stamp the redline label electronically with "Notification Accepted" stamp if a label was submitted.
- Once the letter is signed and QA/QC'd, log the action out of OPPIN (code 1300) with the date that the letter was signed (if you do not have a label, the action will not be QA/QC'd and will come to you directly from the Team Leader).
 - Place letter and application materials in the file jacket. Return jacket to the file room.
 - Email the letter to the registrant.