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.

EPA administrator contacts are Jeanne Kasai at kasai.jeanne@epa.gov and Ryne Yarger at yarger.ryne@epa.gov

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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. Secondarily, 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.

Executive Order 13891 Guidance
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.

<table>
<thead>
<tr>
<th>User</th>
<th>Pre-2020 Certification Plans (CPs) (Parts I, II, III)</th>
<th>Annual Reports</th>
<th>2020 Certification Plans (CPs)</th>
<th>Q&amp;As</th>
<th>Helpful documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered certifying authorities</td>
<td>Limited edits (e.g., contact information)</td>
<td>Edit</td>
<td>View own Plan – not others’ Plans</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>Registered EPA (Regions or HQ)</td>
<td>Public view or log in</td>
<td>Public view or log in</td>
<td>Edit for Region’s States &amp; Tribes</td>
<td>Edit</td>
<td>View</td>
</tr>
<tr>
<td>Unregistered EPA</td>
<td>View as public</td>
<td>View as public</td>
<td>Hidden</td>
<td>Hidden</td>
<td>Hidden</td>
</tr>
<tr>
<td>EPA CPARD Administrators</td>
<td>Edit</td>
<td>Edit</td>
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<tr>
<td>Public</td>
<td>View</td>
<td>View</td>
<td>Hidden</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
-> 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

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

-> 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 REREGERISTER.

To REREGERISTER…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.)

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.)

Executive Order 13891 Guidance
The CPARD 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.

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]”.

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.

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).
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 and Ryne Yarger at yarger.ryne@epa.gov