EPA Reg. No./File Symbol:

Submission Date:

Case No.:

	Checklist Item	Yes	No	N/A
1.	**Is the application form (EPA Form 8570-1) signed and complete?** **If NO, STOP!** Contact applicant and have them correct the application. Note: Section III is oftentimes left blank; this is addressed below.			
2.	**For Amendments: Does the package contain both a red-lined and a clean copy of the proposed label?** **If NO, STOP!** Request readable PDFs/Word documents of both versions.			
3.	**For Notifications: Does the package contain a red-lined copy of the proposed label?** **If NO, STOP!** The notification is unacceptable because the registrant must submit one copy of the labeling with the changes clearly marked (Pesticide Registration Manual Ch. 7). ****For alternate brand name changes only:** a label does not need to be submitted.			
4.	**Does Notification include REQUIRED TEXT on application form or transmittal documents?** **Notification of (insert type of change, such as 'Alternate Brand Name') per PR Notice 98-10." Include the following statement:** *"This notification is consistent with the provisions of PR Notice 98-10 and EPA regulations at 40 CFR 152.46, and no other changes have been made to the labeling or the confidential statement of formula of this product. I understand that it is a violation of 18 U.S.C. Sec. 1001 to willfully make any false statement to EPA. I further understand that if this notification is not consistent with the terms of PR Notice 98-10 and 40 CFR 152.46, this product may be in violation of FIFRA and I may be subject to enforcement action and penalties under sections 12 and 14 of FIFRA."*			
5.	**For Notifications: Does the notification include adding "Not for Use in California" or similar?**			

	Checklist Item	Yes	No	N/A
	If YES, application is not a notification per PRN 98-10 II.D. and should be rejected. A fast-track amendment should be submitted instead.			
6.	**For Notifications:** **Are ALL of the requested changes to the label covered by PR Notice 98-10 and/or PR Notice 2007-4?** **If YES**, please note section: (Note - item 12 below relevant for notifications also)			
7.	**For Notifications/Amendments:** **Is the product brand name being changed, and if so, is it acceptable?** Check PPLS to make sure the product name is unique and that all names are current. Make sure the new name does not present questionable claims (e.g., "Natural" or "No More Rats.") Consult Label Review Manual (Ch. 12). If it does, discuss at coffee club.			
8.	**Have the terms/conditions (e.g., storage stability/corrosion data) of the registration notice been met?** Look in physical jacket or in first volume of e-jacket for Reg. Notice. If the term(s)/condition(s) have not been satisfied by the deadline, inform the Applicant that no further processing of any actions related to the product will occur until the Applicant provides a status of the term(s)/condition(s) and provides an estimated deadline.			
9.	**Is the product a 100% repack (PRIA B660 or 674)?** **If YES,** are there any changes to the Direction for Use, use sites and application rates? If YES, this does not qualify as 100% repack. Refer to the B660 and B674 Checklist. **If NO**, continue with the checklist.			
10.	**Are new use sites/pests being added?** **If YES,** go to 9a. **If NO**, continue with checklist.			
	a. Has the PC code for the AI (on CSF or check Salesforce) been approved for these uses on this or other products? (See APPRIL) **If YES,** continue with the checklist. **If NO,** proceed to 9b.			

	Checklist Item	Yes	No	N/A
	b. Do the added uses/pests, in conjunction with use pattern, constitute a first residential, outdoor, or food use **OR** are any of the pests of **significant public health importance (PR 2002-1)?** **If YES,** the added uses/pests are subject to OPP's process for public involvement. This action would be considered a new use and thus would likely require a PRIA Amendment (see Team Leader if not coded appropriately).			
11.	**Does CSF list peanuts, tree nuts, milk, soybeans, eggs (including putrescent eggs), fish, crustacean, or wheat commodities?** **If YES,** evaluate use directions for compliance w/ 40 CFR 180.1071.			
12.	**Does label bear National Organic Program (PR Notice 2003-1) or OMRI claims?** See first page of the label. **If YES,** are NOP or OMRI claims approved by BPPD NOP Coordinator? If they are not, submit NOP review task to BPPD NOP Coordinator with label, CSF, SDSs and ask for response in 2 weeks.			
13.	**Does the label bear any uses for hemp/industrial hemp?** **If YES, check that the following conditions are followed:** • The name must be listed as just "hemp" (not industrial hemp) • Hemp should be listed in an "other crops" section if the label organizes crops in groups • If the product is for use on foods, ensure that the active ingredient is covered by a blanket tolerance exemption. • "Hemp" as a site is acceptable on commercial and residential labels			
14.	**For amendments/new products: Label in conformance with current Label Review Manual? (For notifications: skip to the comments section)** Note: OK if some items are placeholders in brackets or XXX-XXX			
a.	Restricted Use Pesticide statement (if applicable)			
b.	Product name, brand, or trademark			
c.	Ingredient statement including nominal concentration of active ingredient (AI)? Microbial: strain designation and potency designation			
d.	Microbial: Viability			

	Checklist Item	Yes	No	N/A
e.	"Keep Out of Reach of Children" (KOOROC) Statement			
f.	Signal Word			
g.	First aid statement			
h.	Net contents/net weight			
i.	EPA Reg. No. and Establishment No.			
j.	Company name and address			
k.	Precautionary statement: Hazards to Humans and Domestic Animals Microbial: Respirator Statement			
l.	Environmental hazards			
m.	Physical and chemical hazards (if applicable)			
n.	Directions for Use			
o.	Worker Protection Standard (WPS) language (if applicable)			
p.	Storage and Disposal Do these instructions agree with the container types listed on Section III of 8570-1? If Section III is empty, check if the instructions agree with past master label or FPL in jacket.			
q.	Batch Code (required if non-refillable container)			
r.	Warranty Statement (not required, but must be evaluated if submitted) (See LRM Ch. 12)			
15.	**For supplemental labels: supplemental label in conformance with current Label Review Manual?** • Expiration date: 18 months of approval date • Required language as stated in LRM Chapter 3 paragraph II E.			
16.	**Comments:**			

Case Completion Process

1. Follow "e-Process" SOP (prepare letter for signature), and after receiving signed letter, follow "close-out" SOP (close-out in SF, transmit/file letter, file stamped label as needed, etc.).