



## **Pesticide Submissions Portal (PSP) User Guide**

Environmental Protection Agency

Office of Pesticide Programs

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## 1 Introduction

The United States Environmental Protection Agency (EPA) Office of Pesticide Programs (OPP) developed the Pesticide Submission Portal (PSP) application to allow registrants to electronically submit pesticide application packages to EPA. PSP allows registrants to create and submit packages electronically. Applications for pesticide registration can be submitted electronically, including forms, studies, and draft product labeling. Applicants need not submit multiple electronic copies of any pieces of their applications. In PR Notice 2011-3, EPA made clear that the requirement to submit multiple copies of data is applicable only to paper submissions. Similarly, EPA interprets the requirement to submit five copies of draft labeling in 40 CFR 152.50(e) to apply only to applications made on paper. As electronic submissions are easily reproducible, EPA will accept electronic applications containing one copy of all the required elements.

We encourage electronic submissions for the following regulatory actions:

- Product Registration – Section 3
  - New pesticide active ingredients
  - New pesticide products containing already-registered pesticide active ingredients
  - Incident reporting (FIFRA 6(a)(2) submissions)
  - Amendments to registered pesticide products.
- Experimental Use Permit – Section 5
- Petitions for food tolerance
- Distributor products
- Notifications
- Inert Ingredient Request
- Pre-Application

A package created within PSP consists of all documents and metadata required by EPA to properly process the package. Users may also upload and submit packages created in the e-Submission XML format or the EPA e-Dossier Builder format.

### 1.1 Purpose

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The purpose of this document is to provide instructions on how to use the PSP application. This document provides guidance on how to properly prepare a package for submission to EPA.

After reviewing this document, users will be able to:

- Access the PSP application via the Central Data Exchange (CDX)
- Generate root master record identification numbers (MRIDs)
- Navigate the PSP application and prepare packages for submission
- Upload batch packages in the e-Submission XML format

- Upload and modify packages created with e-Dossier Builder
- Submit packages to EPA for processing

## 2 System Requirements

To use the PSP application the following are required:

- An e-mail account
- A supported web browser with Java Script enabled and pop-up blockers disabled
- Internet access
- CDX username and password

### 2.1 Supported Browsers

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For optimal performance, it is recommended that you use Google Chrome to access the PSP application. However, the following browsers are supported:

- Google Chrome

**Go to the following link to download:**

**<http://www.google.com/chrome>**

- Internet Explorer 9 or above (best in Internet Explorer 11)

**Go to the following link to download:**

**<http://windows.microsoft.com/en-US/internet-explorer/downloads/ie>**

- Mozilla Firefox 3.5 or above

**Go to the following link to download:**

**<http://www.mozilla.com/en-US/firefox/all-older.html>**

- Safari 4 or above

**Go to the following link to download:**

**<http://support.apple.com/kb/dl877>**



### 3 PSP Functionality

This section describes:

- The PSP User Roles
- How to access the PSP application
- How to navigate the PSP ‘Home’ screen

#### 3.1 PSP User Roles

Users can access the PSP application as one of two roles - Primary Submitter and Submitter. As a Primary Submitter, you can view all packages created for your company, sponsor and maintain Submitter users’ access to the PSP application, and prepare and submit packages.

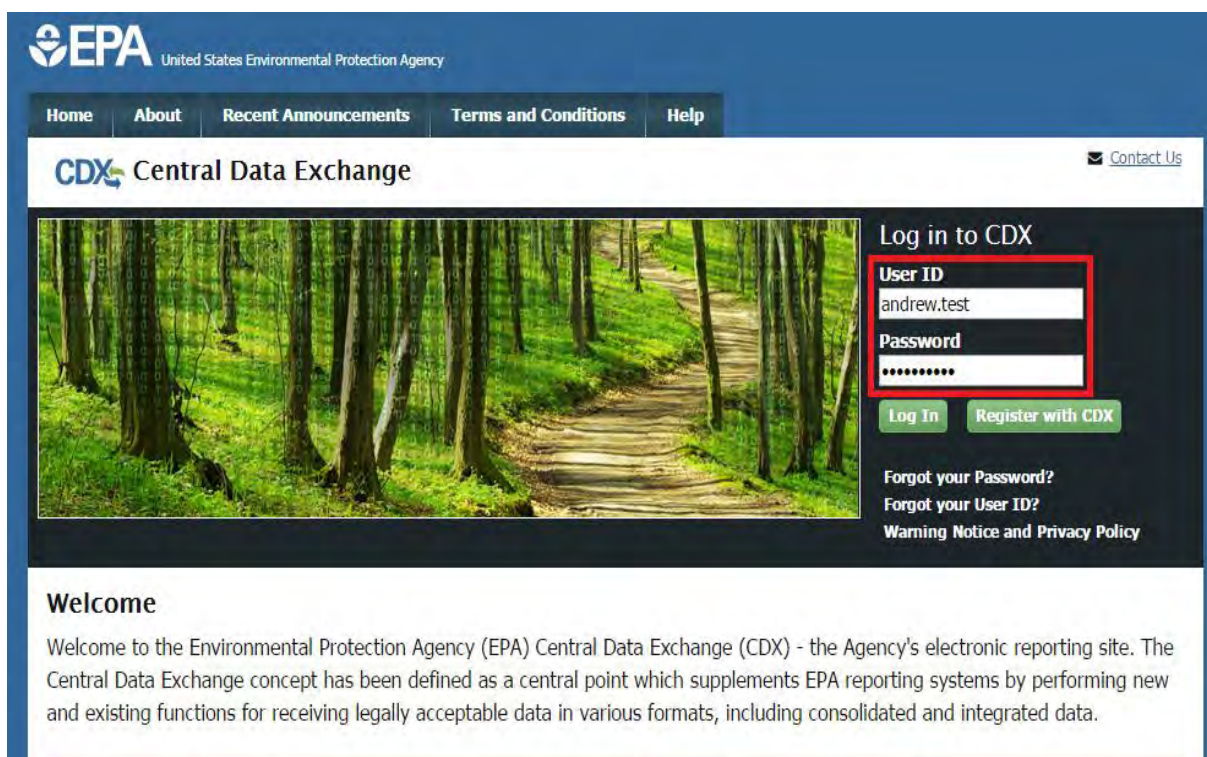
As a Submitter, you can only see the packages you created and are unable to sponsor other users’ access to the PSP application. Submitters may prepare and submit packages.

For more information about user roles and CDX registration, please refer to the ‘TDD 14.06 CDX PSP Registration User Guide.’

#### 3.2 Access PSP Application

To access the CDX ‘Home’ page, navigate to <https://cdx.epa.gov/>.

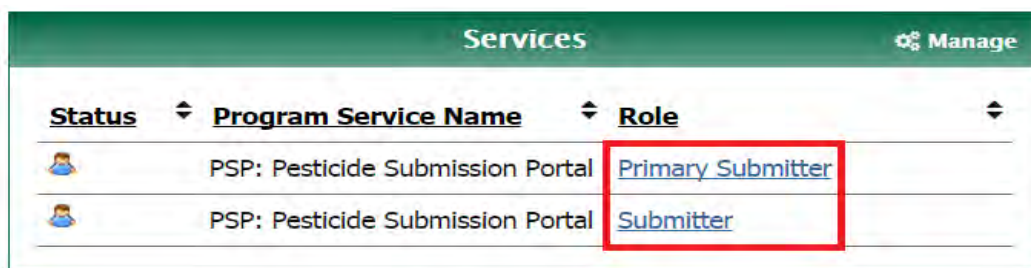
below shows a screen capture of the ‘CDX ‘Home’ screen.





**Exhibit 3-1: CDX Home Screen**

**Navigation:** Enter a valid User ID and Password into the ‘User ID’ and ‘Password’ fields, and click the ‘Log In’ button.

After logging in, you will be navigated to the ‘MyCDX’ page. This page lists the program services with which you are associated as well as your status and role(s) for those services. If you are registered for the PSP application, you will see ‘PSP: Pesticide Submission Portal’ in the services list. ‘Primary Submitter’ and/or ‘Submitter’ will appear as a blue link under the ‘Role’ column as shown in .



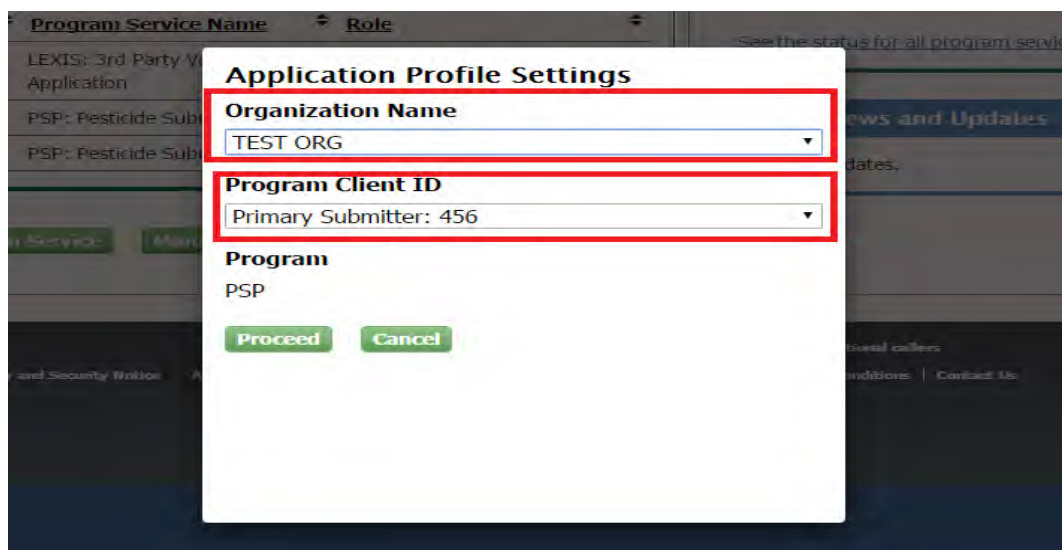
Status	Program Service Name	Role
	PSP: Pesticide Submission Portal	<a href="#">Primary Submitter</a>
	PSP: Pesticide Submission Portal	<a href="#">Submitter</a>

**Exhibit 3-2: MyCDX Screen and Role Link**

**Navigation:** Click a blue role link under the ‘Role’ column to enter the PSP application as that role.

**Note:** If you are associated with multiple companies, you will have to choose the organization name and company role/number for which you are submitting. In this case, dropdown boxes will display upon clicking the ‘Role’ link. If you are not associated with multiple companies, proceed to the next section.

**Exhibit 3-3** below displays the organization name and company role/number dropdown boxes that appear when you are associated with multiple companies. The company number is located next to the role. In this case, ‘456’ is the company number.



**Application Profile Settings**

**Organization Name**

**Program Client ID**

**Program**  
PSP

**Exhibit 3-3: Choosing the Organization Name and Company Role/Number**

**Navigation:** Choose the organization name, company role/number, and then click the ‘Proceed’ button to enter the PSP application. After clicking ‘Proceed,’ you will be navigated to the PSP ‘Home’ screen.

### 3.3 PSP ‘Home’ Screen


The PSP ‘Home’ screen, shown in Exhibit 3-4, is the first screen within the PSP application. It provides you with links and tabs to access various screens within the application. To navigate to any of these screens, click the blue screen link or the screen tab located within the application header. The links and tabs provide the same functionality.

Your name, company, and role are displayed as a link in the application header. Clicking this link will log you out of both the PSP application and CDX. ‘CDX Links’ are displayed in the application footer. Clicking this link will display a list of CDX resources to which you may navigate. The CDX Helpdesk number is displayed next to ‘CDX Links.’


The PSP ‘Home’ Screen contains the following links:

- **‘Generate Root MRIDs’** – Clicking this link will navigate you to the ‘Generate Root MRIDs’ screen where you can generate root MRIDs for use in study documents. A valid MRID is required for each ‘Study’ document type in a package. For more information about generating root MRIDs, refer to **Section 4**.
- **‘Create New Package’** – Clicking this link will navigate you to the ‘Create Passphrase’ screen. After creating a passphrase for your package, you will be navigated to the ‘Package Info’ screen where you can begin the package creation process. For more information about creating packages, refer to **Section 5**.
- **‘Continue Saved Packages’** – Clicking this link will navigate you to the ‘Continue Saved Packages’ screen. This screen lists in-progress packages with the ‘Awaiting User Completion’ status. For more information about continuing saved packages, refer to **Section 7**.
- **‘Package Status’** – Clicking this link will navigate you to the ‘Package Status’ page. This screen lists packages submitted to EPA. For more information about checking a package’s status, refer to **Section 10**.
- **‘Upload XML e-Submission Packages’** – Clicking this link will navigate you to the ‘Upload XML e-Submission Packages’ screen. This screen allows you to upload and submit a package created using your company’s IT systems in the e-Submission XML format. This page accepts zip files that contain an e-Submission XML and is meant for single application submissions. For more information about uploading XML e-Submission packages, refer to **Section 6.1**.
- **‘Upload e-Dossier Builder Packages’** – Clicking this link will navigate you to the ‘Upload a Package Created by e-Dossier Builder’ screen. This screen allows you to upload and modify a package created using e-Dossier Builder. For more information about uploading e-Dossier Builder Packages, refer to **Section 6.2**.

PSP
Home
Generate Root MRIDs
Packages
Batch Uploads



JOHNSON CHEMICALS (Primary Submitter)

Home




**Generate Root MRIDs**

To generate root MRIDs for study documents.




**Create New Package**

To create a new PSP package.




**Continue Saved Packages**

To continue working on saved PSP packages.




**Package Status**

To check the status of previously submitted packages and applications.




**Upload XML e-Submission Packages**

To upload individual applications created using your company's IT systems.



**Upload eDossier Builder Packages**

To upload packages created by downloadable eDossier Builder.



**Office of Pesticide Programs  
Pesticide Submission Portal**

CDX Links
CDX Helpdesk: (888) 890-1995

**Exhibit 3-4: PSP Home Screen**

## 4 Generate Root MRIDs

EPA uses MRIDs to track and manage information submitted to the pesticide program. An MRID is a unique, eight-digit number assigned to each study submitted to EPA. The first six digits are referred to as the root MRID. To submit a package through the PSP application that will include a study, you must use a root MRID that was previously provided or generate a new root MRID through the PSP application.

When using MRIDs please keep the following in mind:

- The first MRID always ends in '00' and must be assigned to the transmittal document that describes the purpose of the submission and lists all of the included studies by title and MRID.
- MRIDs ending in '01' through '99' are available for assignment to supporting studies.
- If a submission includes more than 99 studies, you will need more than one root MRID.
- List studies on the transmittal document in MRID order without any breaks in sequence.
- Do not use MRIDs from the same root MRID for different submissions.
- Print the MRID ending in '00' on the upper right corner of page one of the transmittal document.
- Print each study's MRID on the upper right corner of the title page (page one).

You can access the 'Generate Root MRIDs' screen by clicking the 'Generate Root MRIDs' link on the PSP 'Home' screen or by clicking the 'Generate Root MRIDs' tab in the application header.

After clicking the 'Generate Root MRIDs' link, you will be navigated to the 'Generate Root MRIDs' screen. A text box labeled 'Number of Root MRIDs' will be displayed. Enter the necessary number of Root MRIDs and click the 'Generate Root MRIDs' button. Each root MRID can be used by up to ninety-nine (99) study documents.

Exhibit 4-1 below displays a screen capture of the 'Generate Root MRIDs' screen.

### Generate Root MRIDs

Enter the number of root MRIDs you need below, then click "Generate Root MRIDs". Each root MRID can be used by up to 99 study documents. Each application must have its own root MRID.

\* Number of Root MRIDs

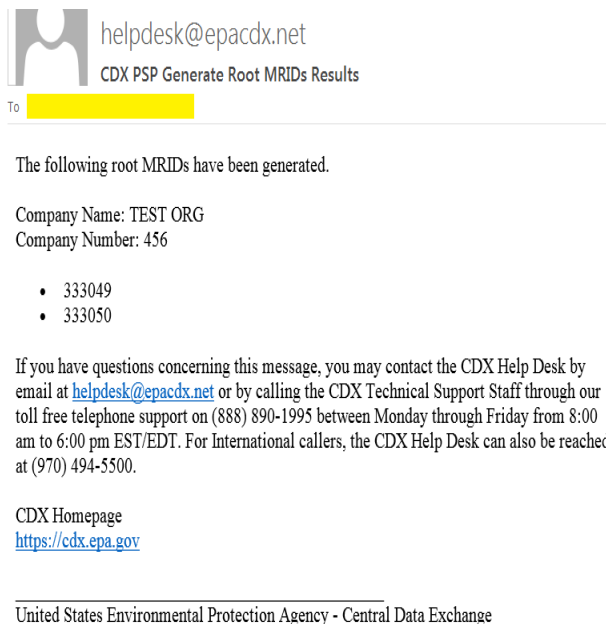
**Generate Root MRIDs**

#### Exhibit 4-1: Generate Root MRIDs

**Navigation:** Enter the amount of necessary Root MRIDs and click the 'Generate Root MRIDs' button, a pop-up will display as the root MRIDs are generated. After system processing, the newly generated root MRIDs are displayed on-screen. Record these root MRIDs, as you will need them later during the package creation process. The system will also send an email to the

email account associated with your CDX account containing the generated root MRIDs. You can press the ‘Reset’ button to clear this screen of entries and generate additional root MRIDs.

**Error! Reference source not found. below displays the root MRID generation results. Exhibit 4-2:  
Generate Root MRIDs - Results**



**Exhibit 4-3: Example Root MRIDs Email**

below displays the MRID results email that is sent to the user.



## Generate Root MRIDs

Enter the number of root MRIDs you need below, then click "Generate Root MRIDs". Each root MRID can be used by up to 99 study documents. Each application must have its own root MRID.

\* Number of Root MRIDs

The following root MRIDs were generated. Click 'Reset' to generate additional root MRIDs, or 'Back' to return to the Home screen.

333049
333050

Reset

Back

### Exhibit 4-2: Generate Root MRIDs - Results



helpdesk@epacdx.net

CDX PSP Generate Root MRIDs Results

To

The following root MRIDs have been generated.

Company Name: TEST ORG

Company Number: 456

- 333049
- 333050

If you have questions concerning this message, you may contact the CDX Help Desk by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on (888) 890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Homepage

<https://cdx.epa.gov>

United States Environmental Protection Agency - Central Data Exchange

### Exhibit 4-3: Example Root MRIDs Email

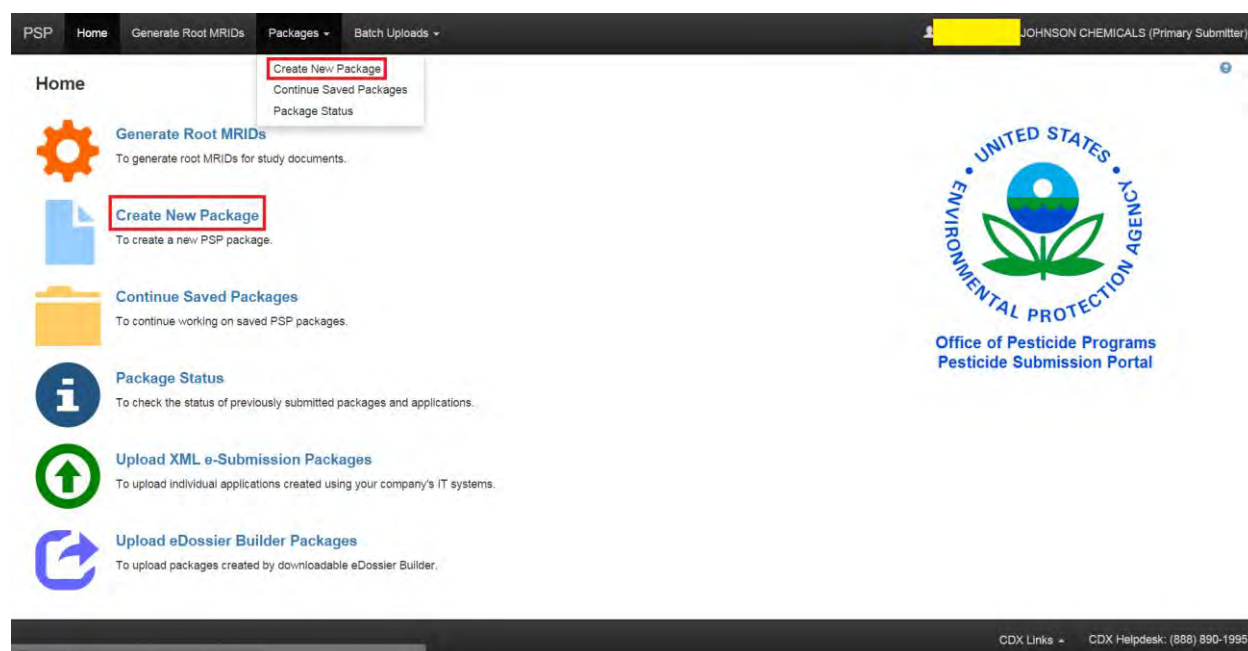
## 5 Prepare a Package for Submission Using PSP

This section describes the process to prepare a package for submission using the PSP application. If you plan to include study documents in your package, please refer to **Section 4** for instructions on how to generate Root MRIDs.

### 5.1 Create Package

You can begin the package creation process by clicking the ‘Create New Package’ link on the ‘Home’ page or the ‘New Package’ link in the ‘Packages’ dropdown within the application header.

Exhibit 5-1 below displays these options on the PSP ‘Home’ screen.



**Exhibit 5-1: Create New Package Options**

**Navigation:** Click the ‘Create New Passphrase’ link or tab in the application header to navigate to the ‘Create Passphrase’ screen and create a package.

### 5.2 Create Passphrase

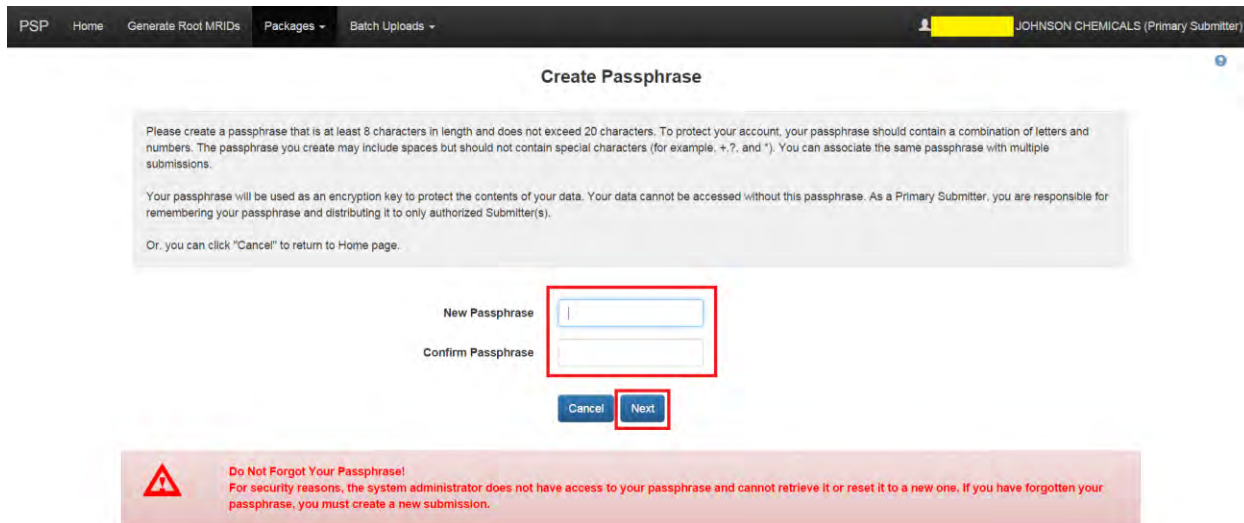
A passphrase protects your package from unauthorized disclosure while it is being prepared and encrypts your package at both rest and submission. To associate a passphrase with a submission, enter a passphrase that is at least 8 characters long. To protect your package, your passphrase should contain a combination of letters and numbers. The passphrase you create may include spaces, but should **not** contain special characters (for example, +, and \*). You can associate the same passphrase with multiple submissions.

You are responsible for remembering the passphrase and distributing it to only authorized persons for the package. If you forget the passphrase, you will be unable to access the package. If

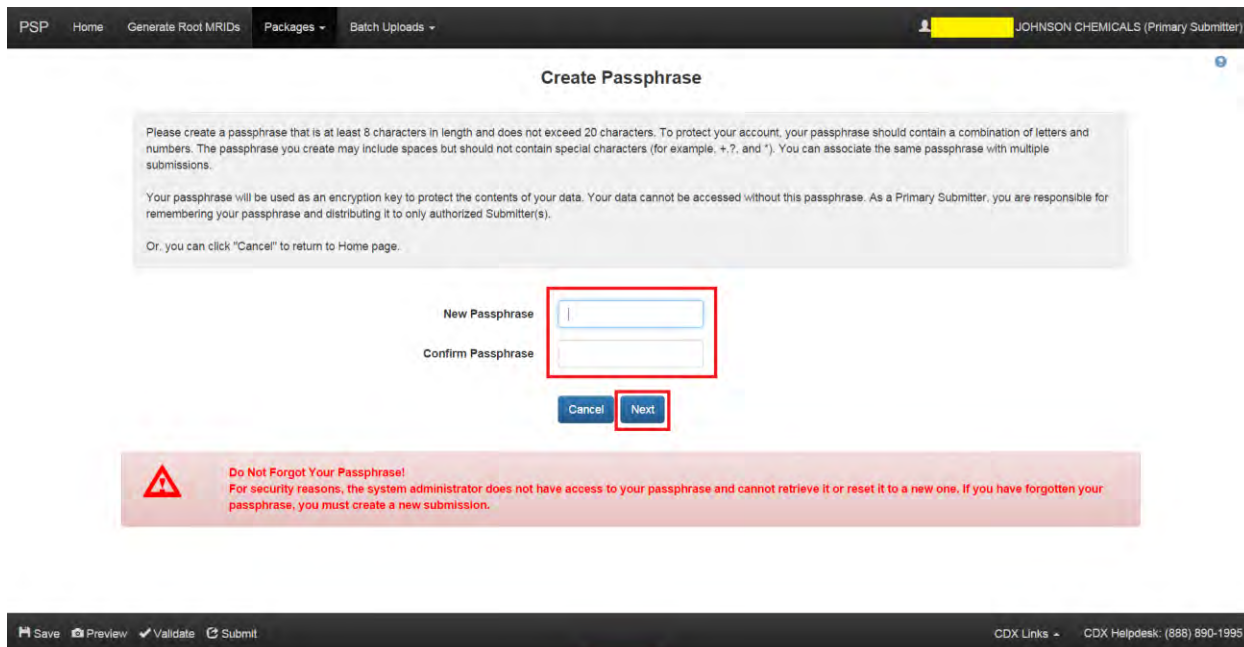


you lose or forget the passphrase, you must create a new package and passphrase. For security reasons, the system administrator does not have access to the passphrase and will not be able to retrieve it or reset it to a new one.

he ‘Create Passphrase’ screen.



below displays the screen capture for the ‘Create Passphrase’ screen.



## Exhibit 5-2: Create Passphrase Screen

**Navigation:** Create a passphrase and click the ‘Next’ button to navigate to the ‘Package Info’ screen.

### 5.3 Navigation Tree

The navigation tree is located on the left side of each screen. The bottom portion of the navigation tree contains tips (contextually based on the current screen) to guide you through the package creation process. You can perform the following functions using the navigation tree:

- **Collapse and Expand folders:** Each section of the package falls under a collapsible folder within the navigation tree, which allows you to save space or easily view items in the navigation tree. When a folder is expanded, you can click the folder title link to collapse that section of the navigation tree. When a folder is collapsed, you can click the folder title link to expand that section of the navigation tree.
- **Navigate between screens:** You can use the navigation tree to navigate between the various screens within the PSP application. You can click the screen title link to navigate to the selected screen. You are required to save all information entered on a particular screen before navigating to the next screen or all entered information will be lost. A prompt will appear after you click a link in the navigation tree indicating, 'Are you sure you want to leave the current page? Any unsaved changes will be lost.' If you click the 'OK' button, you will be taken to the requested screen without saving any of the data in the previous screen. If you click the 'Cancel' button, the prompt will close and you will not be taken to the requested screen.

The navigation tree on the left side of the screen will update once applications have been added to your package. The application name within the navigation tree can be clicked to hide or unhide the associated application.

Exhibit 5-3 below displays the navigation tree.

The screenshot displays the PSP application interface. On the left is the navigation tree for package EP-5359, showing a hierarchy of folders: Package Info, Package Documents, and Application(s): 3. Under Application(s): 3, there are three sub-folders: DistPro-New-000001, DistPro-New-000002, and InertReq-6(a)(2)-000001. Each sub-folder contains links for Application Info and Application Documents. A tip box at the bottom of the navigation tree states: "Click the 'Add Application' button and click each regulatory/application type to add them to your package. After specifying the number and types of applications, press the 'Save' button to save your changes! Fields with a red asterisk are required." At the bottom of the navigation tree are buttons for Save, Preview, Validate, and Submit.

The main area on the right is titled "Package Info" and contains a form for entering package information. The form includes fields for Package Name, Description, and a checkbox for "Is this PRIA". The Company Name is listed as JOHNSON CHEMICALS. Below the form is a table with the following data:

Application Name	Regulatory Type	Application Type	Action(s)
DistPro-New-000001	Distributor Product	New	✖
DistPro-New-000002	Distributor Product	New	✖
InertReq-6(a)(2)-000001	Inert Ingredient Request	6(a)(2) Data	✖

Below the table is an "Add Application" button and a text box with instructions: "To add a new application, please click the 'Add Application' button and choose the component(s). To edit an existing application, please click the 'Application Name' link in the table above." Below this are several radio button options: Distributor Product, Experimental Use Permit - Section 5, Inert Ingredient Request, Pre-application, and Product Registration - Section 3. At the bottom right of the interface are links for CDX Links and CDX Helpdesk (888) 890-1995.

**Exhibit 5-3: Navigation Tree**

## 5.4 Application Footer

The application footer is located at the bottom of each screen. You can perform the following functions using the application footer:

The following exhibits, Error! Reference source not found.,

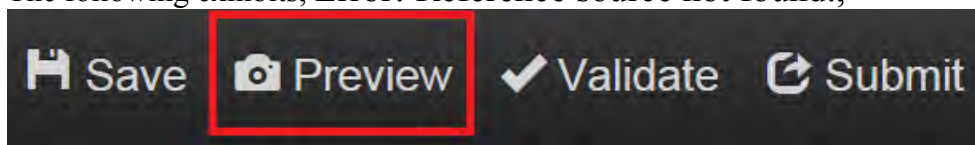


Exhibit 5-5,

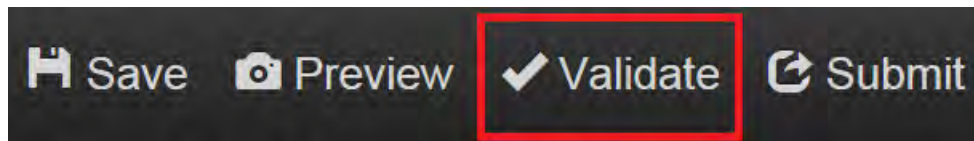
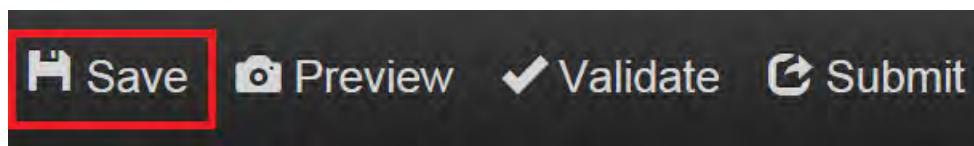


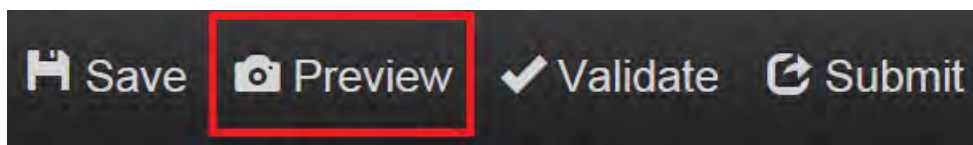
Exhibit 5-6, and Exhibit 5-7 show the different screen captures for the application footer:

- **Save:** You can click the 'Save' icon at any stage of completing a package. After you click the 'Save' icon, the data entered on the screen will save. The 'Save' function does not validate any data entered.



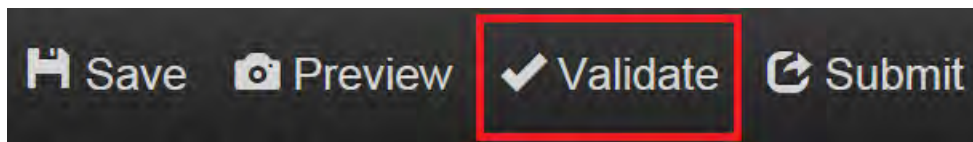
**Exhibit 5-4: Application Footer – Save**

- **Preview:** You can click the ‘Preview’ icon at any stage of completing a package to preview the submission. After you click the ‘Preview’ icon, a pop-up will display a PDF representation of the package.



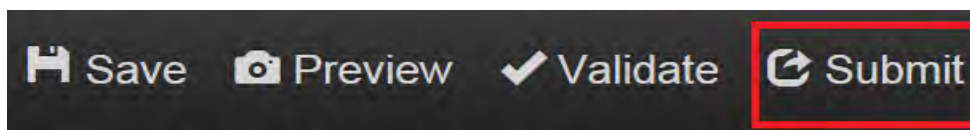
**Exhibit 5-5: Application Footer – Preview**

- **Validate:** You can click the ‘Validate’ icon at any stage of completing a package to check for certain types of errors in a submission. A validation pop-up window generates when you click the ‘Validate’ icon. The pop-up window displays a report of all validation errors relating to a failed validation. Please refer to **Section 8** if you need guidance about the validation process.



**Exhibit 5-6: Application Footer – Validate**

- **Submit:** You can click the ‘Submit’ icon to submit the package after you have completed all required sections. After you click the ‘Submit’ icon and press ‘OK’ in the pop-up window that generates, you will be brought to the ‘Submitter Information’ screen. Refer to **Section 9** for guidance on the submission process.



**Exhibit 5-7: Application Footer – Submit**

- **Help Links:** You can click any of the Help links, located within the ‘CDX Links’ dropdown at the bottom of each screen, at any stage of completing a package.

If you click the ‘**CDX Homepage**’ link, you will be taken to the CDX Homepage at:

- <http://www.epa.gov/cdx/>

If you click the ‘**MyCDX Homepage**’ link, you will be taken to the CDX Login at:

- <https://dev.epacdx.net/CDX/MyCDX>

If you click the ‘**EPA Homepage**’ link, you will be taken to the EPA Homepage at:

- <http://www.epa.gov/>

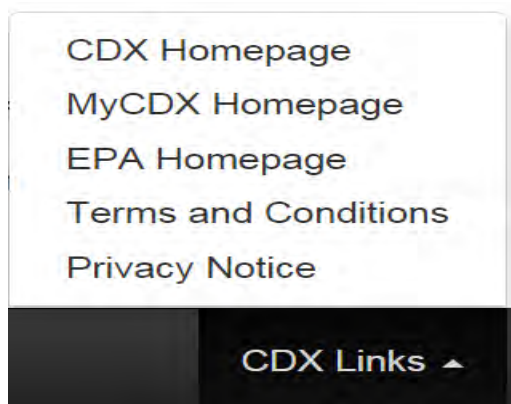
If you click the ‘**Terms and Conditions**’ link, you will be taken to the CDX Terms and Conditions screen at:

- <https://cdx.epa.gov/Terms>

If you click the ‘**Privacy Notice**’ link, you will be taken to the CDX Privacy and Security Notice screen at:

- <https://cdx.epa.gov/privacy.asp>

Exhibit 5-8 below shows the screen capture of the application footer ‘Help’ links:



**Exhibit 5-8: Application Footer – Help Links**

## 5.5 ‘Package Info’ Screen

The ‘Package Info’ screen allows you to record information about your package as well as add applications to your package. The navigation tree on the left side of the screen will populate as applications are added to your package. You can click any link in the navigation tree to navigate to that portion of your package. All fields marked with a red asterisk are required. The following fields are displayed on the ‘Package Info’ screen:

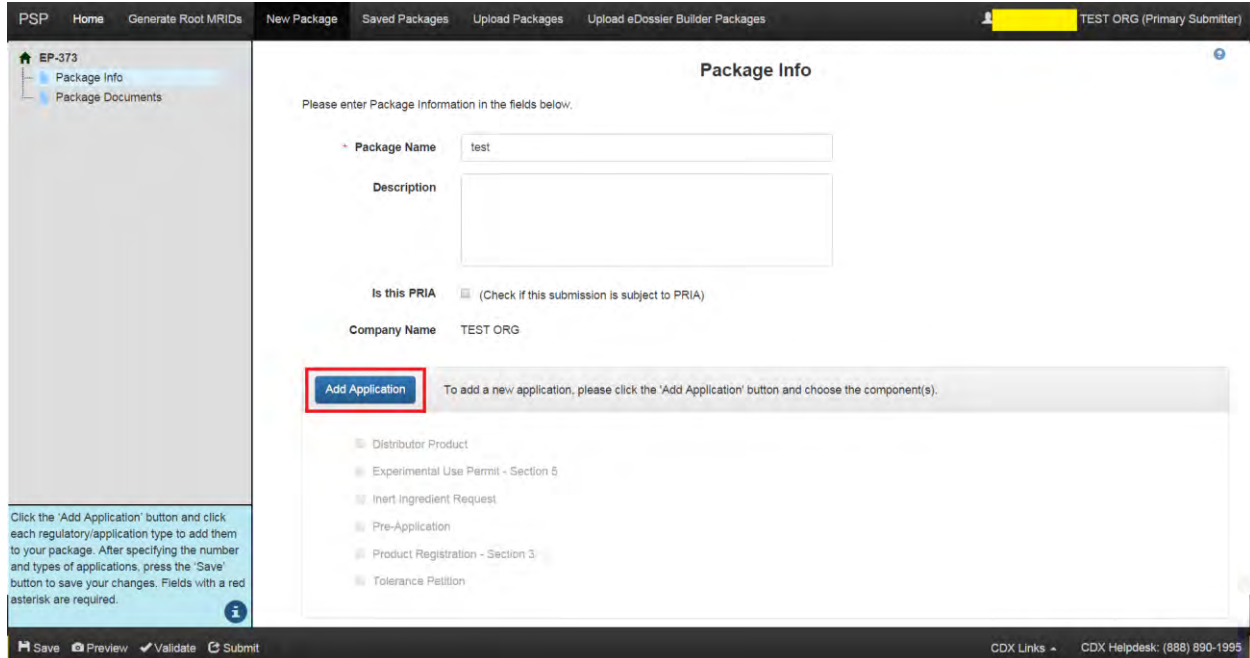
- **Package Name:** Enter a name for the package. This is a required field.
- **Description:** Enter a description for the package. This is an optional field.
- **Is this PRIA:** Designate if the package is subject to Pesticide Registration Improvement Extension Act (PRIA) fees. This is an optional field.
- **Company Name:** The name of the company for which you are submitting. This field is not editable and is pulled from CDX.

To add applications to your package, click the ‘Add Application’ button and then click the check box next to one or more of the regulatory types listed below:

- Distributor Product
- Experimental Use Permit – Section 5
- Inert Ingredient Request
- Pre-Application
- Product Registration – Section 3
- Tolerance Petition

Clicking a Regulatory Type check box will reveal its associated Application Type(s). You can click the checkbox next to an Application Type to select it. Multiple Regulatory and Application types can be selected on this screen. After clicking an application check box, you will be able to designate how many applications of that type will be included in your package.

Exhibit 5-9 below displays a screen capture of the ‘Package Info’ screen.



**Package Info**

Please enter Package Information in the fields below.

**Package Name**

**Description**

**Is this PRIA** ☒ (Check if this submission is subject to PRIA)

**Company Name** TEST ORG

**Add Application** To add a new application, please click the 'Add Application' button and choose the component(s).

- ☐ Distributor Product
- ☐ Experimental Use Permit - Section 5
- ☐ Inert Ingredient Request
- ☐ Pre-Application
- ☐ Product Registration - Section 3
- ☐ Tolerance Petition

Click the 'Add Application' button and click each regulatory/application type to add them to your package. After specifying the number and types of applications, press the 'Save' button to save your changes. Fields with a red asterisk are required.

Save Preview Validate Submit CDX Links CDX Helpdesk: (888) 890-1995

**Exhibit 5-9: Package Info Screen**

**Navigation:** Fill out all necessary fields on the ‘Package Info’ screen. Click the ‘Add Application’ button.



Exhibit 5-10 below displays the process of adding and saving applications to your package.

**Is this PRIA** ☐ (Check if this submission is subject to PRIA)

**Company Name** TEST ORG

**Save** **Cancel** After entering information, please click the 'Save' button to create application(s), or please click the 'Cancel' button to discard them.

☒ **Distributor Product**

☒ New

☐ Experimental Use Permit - Section 5

☒ **Inert Ingredient Request**

☐ New Registration

☐ Amendment

☒ 6(a)(2) Data

☐ Pre-Application

☐ Product Registration - Section 3

☐ Tolerance Petition

**Exhibit 5-10: Choose and Save Applications**

**Navigation:** Select Regulatory type(s) and Application Type(s). After selecting an Application Type, enter the number of that type of application that will be in your package and click the 'Save' button.

Exhibit 5-11 below displays a screen capture of the completed 'Package Info' screen.

**Exhibit 5-11: Completed Package Info Screen**

**Navigation:** After saving the applications to your package, a table will appear on screen displaying the 'Application Name,' 'Regulatory Type,' 'Application Type,' and 'Actions' columns. You can delete applications from your package by clicking the red 'x' icon in the 'Actions' column. You will have to confirm deletion via a pop-up window before the application will be deleted. Clicking the blue link under the 'Application Name' column will take you to the 'Application Info' screen for that application. The application names default to a placeholder name that you may change on their respective 'Application Info' screen. You can add more applications by clicking the 'Add Application' button. After entering all requisite information on the 'Package Info' screen and adding all applications, click the 'Next' button to navigate to the 'Documents for the Package' screen.

## 5.6 'Documents for the Package' Screen

The 'Documents for the Package' screen allows you to upload and attach package-level documents to your package. You will also be able to associate information with each uploaded document by filling out the requisite fields. Several validation rules are in place for this screen to ensure data quality and prevent errors.

Click the 'Add' button to enter information and upload documents. After clicking the 'Add' button, the fields become editable. Fill out all necessary fields and click the 'Browse...' button to select and upload a document. Click the 'Save' button to save your changes.

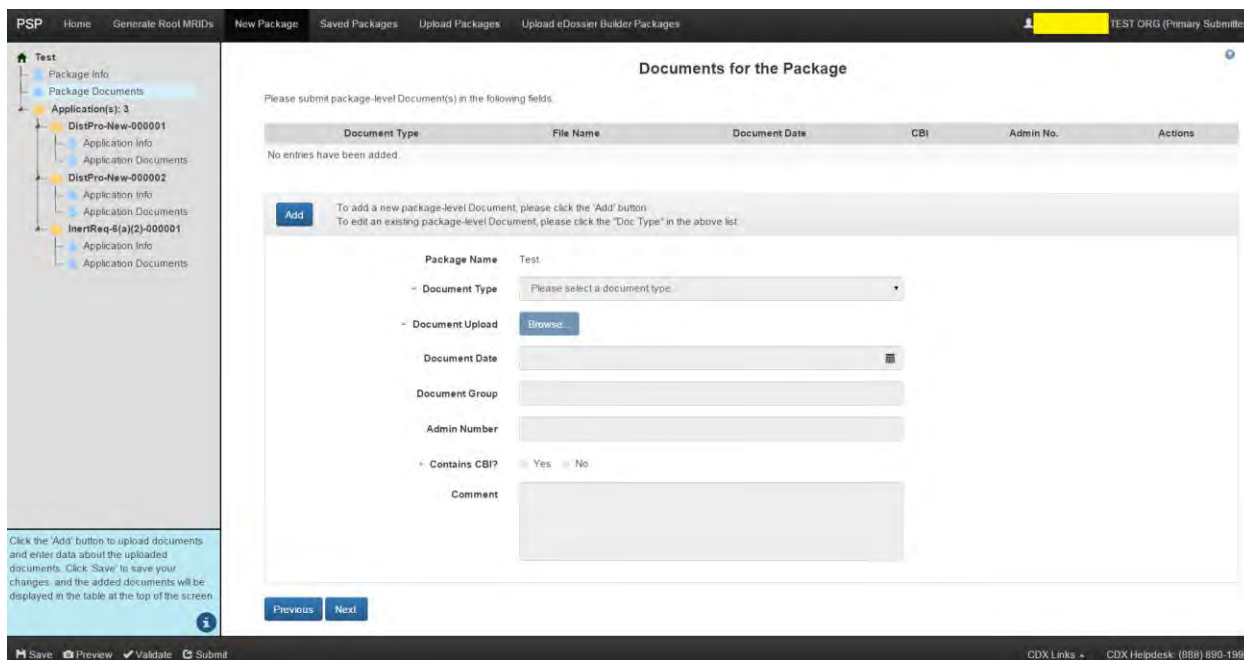
The following fields are displayed on the 'Document for the Package' screen:

- **Package Name:** The name given to a package. This field is not editable.



- **Document Type:** Select the document type for the uploaded file. This is a required field.
- **Document Upload:** Click the ‘Browse...’ button and select a file to upload. Empty files, duplicate file names, and .exe files are not allowed into the system. This is a required field.
- **Document Date:** Specify a date, such as the creation date, to link to a document. This is an optional field.
- **Document Group:** Enter a group to which the document is related. This is an optional field.
- **Admin Number:** Enter the Admin Number, Registration Number, or special local need (SLN) number. Please refer to **Appendix B – Admin Number** for more information about admin numbers.
- **Contains CBI?:** Indicate whether the document contains confidential business information (CBI). This is a required field. For document types that should not include CBI, a read-only text will display the following, “Please do not include CBI in the upload for this document type.”
- **Comment:** Add comments to the document being submitted. This is an optional field.
- **Document Title** – Only visible when the ‘Other’ Document Type is selected. Enter a title for the document. This is an optional field.

Exhibit 5-12 below displays a screen capture of the ‘Documents for the Package’ screen.



**Documents for the Package**

Please submit package-level Document(s) in the following fields.

Document Type	File Name	Document Date	CBI	Admin No.	Actions
No entries have been added.					

**Add** To add a new package-level Document, please click the 'Add' button.  
To edit an existing package-level Document, please click the 'Doc Type' in the above list.

Package Name: Test

Document Type: Please select a document type.

Document Upload: Browse...

Document Date: [Date Picker]

Document Group: [Text Field]

Admin Number: [Text Field]

Contains CBI? ☐ Yes ☐ No

Comment: [Text Area]

Previous Next

Save Preview Validate Submit

CDX Links CDX Helpdesk (888) 890-1965

**Exhibit 5-12: Documents for the Package Screen**

**Navigation:** Click the ‘Add’ button to upload a document and enter all required information. Click the ‘Save’ button after entering all requisite information. After clicking ‘Save,’ the uploaded document is displayed in a table at the top of the screen.

Exhibit 5-13 below displays the table that appears on the ‘Documents for the Package’ screen once documents are added.

**Documents for the Package**

Please submit package-level Document(s) in the following fields.

Document Type	File Name	Document Date	CBI	Admin No.	Actions
<a href="#">Doc B- Task Force Information</a>	test1.txt		Y		
<a href="#">Doc C- Labels and Leaflets</a>	test2.txt	08/10/2015	Y		
<a href="#">Doc D- Uses</a>	test3.txt		Y		

[Add](#) To add a new package-level Document, please click the 'Add' button.  
To edit an existing package-level Document, please click the "Doc Type" in the above list.

**Exhibit 5-13: Documents for the Package Table**

**Navigation:** You can remove uploaded documents by clicking the red 'x' icon in the 'Actions' column of this table. To edit the details of a document, click the blue link in the 'Document Type' column. You can add as many documents as needed by clicking the 'Add' button again.

After uploading all necessary documents, click the 'Next' button to navigate to the 'Application Info' screen for the first application in your package.

## 5.7 Application Info Screen

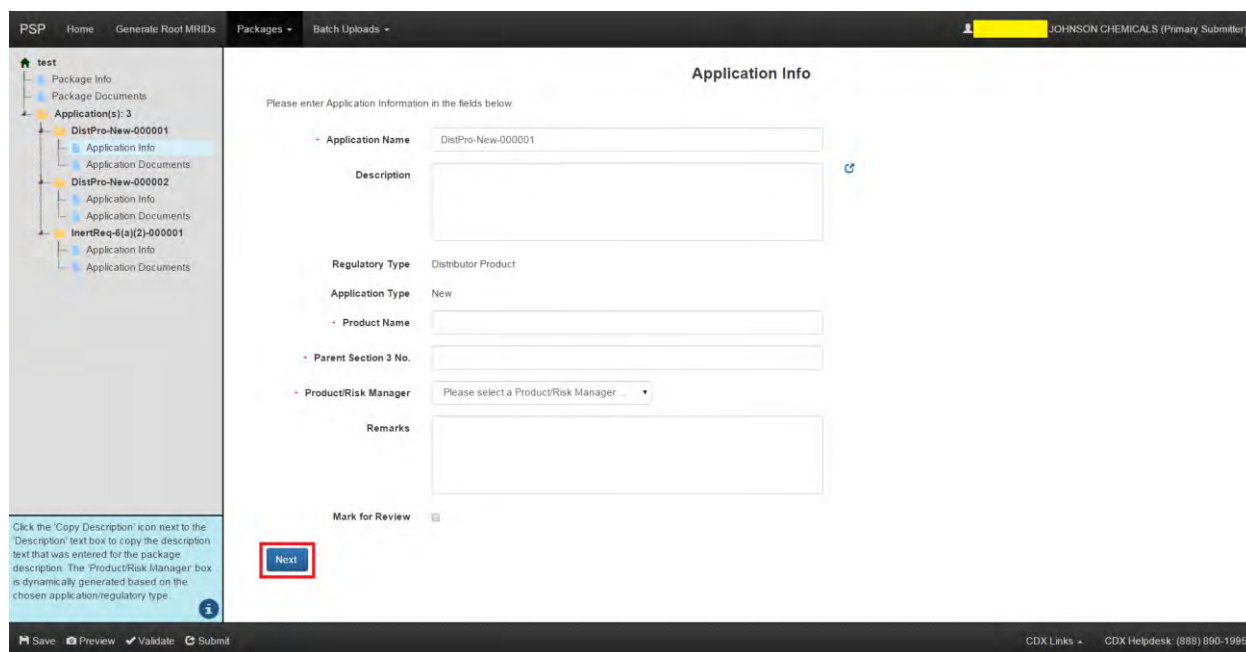
The 'Application Info' screen allows you to enter information about an application included in your package. The fields on this screen are generated based on the application type selected on the 'Package Info' screen. Not all fields will be shown for each Application Type and Regulatory Type combination.

The following fields are displayed on the 'Application Info' screen:

- **Application Name:** Enter the name for the application. The system will assign a default name if no name is specified. This is a required field.
- **Initial Submission:** Select whether the application is an initial submission. This is a required field.
- **Description:** Enter a description for the application. The copy icon next to the 'Description' field allows you to copy the package description text that was entered on the 'Package Info' screen. This is an optional field.
- **Admin Number:** Enter the Admin Number, Registration Number, or SLN number. This is a required field. Please refer to **Appendix B – Admin Number** for more information about Admin Number.
- **Regulatory Type:** The Regulatory Type of the application. This field is not editable.
- **Application Type:** The Application Type of the application. This field is not editable.
- **Product Name:** Enter the name of the product. This is a required field.
- **Ingredient Name:** Enter the name of the ingredient. This is a required field.
- **Parent Section 3 No.:** Enter the Parent Section 3 Registration Number associated with Me-Too, SLN, Distributor Product, or another type of registration. This is a required field.

- **Product/Risk Manager:** Select the risk manager for the selected Regulatory Type and Application Type combination. The ‘Product/Risk Manager’ dropdown is populated based on the chosen application and regulatory type. This is a required field.
- **Me-Too Indicator:** Enter a “final” Me-Too Indicator for particular Regulatory Type – Application Type combinations. This is a required field.
- **Petition Type:** Enter a final Petition Type for a particular Regulatory Type – Application Type combination. This is a required field.
- **Fast Track:** Enter a “final” Fast Track Indicator for particular Regulatory Type – Application Type combinations. This is a required field.
- **Remarks:** Provide questions, notes, or other remarks. This field is optional.
- **Mark for Review:** The ‘Mark for Review’ check box allows you to mark a page so that it can be returned to at a later time. Clicking this check box highlights the screen in red within the navigation tree and you will have to uncheck this option before you can pass validation of the package. This field is optional.

Exhibit 5-14 below displays a screen capture of the ‘Application Info’ screen.



The screenshot shows the 'Application Info' screen. The left sidebar contains a navigation tree with the following structure:

- test
  - Package Info
  - Package Documents
  - Application(s): 3
    - DistPro-New-000001
      - Application Info
      - Application Documents
    - DistPro-New-000002
      - Application Info
      - Application Documents
    - InertReq-4(a)(2)-000001
      - Application Info
      - Application Documents

The main content area is titled 'Application Info' and contains the following fields:

- Application Name: DistPro-New-000001
- Description: (Empty text box)
- Regulatory Type: Distributor Product
- Application Type: New
- Product Name: (Empty text box)
- Parent Section 3 No.: (Empty text box)
- Product/Risk Manager: Please select a Product/Risk Manager ...
- Remarks: (Empty text box)
- Mark for Review: ☐

A red box highlights the 'Next' button at the bottom left of the form.

**Exhibit 5-14: Application Info Screen**

**Navigation:** After entering all required information, press the ‘Next’ button to navigate to the ‘Documents for the Application’ screen for the associated application.

## 5.8 Documents for the Application Screen

The ‘Documents for the Application’ screen allows you to upload and attach documents to an application within a package. You will also be able to associate information with each uploaded document by filling out the requisite fields. Fields are displayed based on the chosen document

type and sub-type. Not all fields will be shown for each document type and sub-type combination.

**Important:** If you would like to add a study document to an application, proceed to **Section 5.8.1** below and return to this section. Once you have filled out the information for all of your applications, proceed to **Section 9**.

The following fields are displayed on the ‘Documents for the Application’ screen:

- **Package Name:** The name given to the package. This field is not editable.
- **Application Name:** The name given to the application. This field is not editable.
- **Document Type:** Select the document type for the uploaded file. This is a required field.
- **Document Sub-Type:** Select the document sub-type for the uploaded file. Available sub-types are based on the document type chosen. This is a required field.
- **Document Upload:** Click the ‘Browse...’ button and select a file to upload. Empty files, duplicate file names, and .exe files are not allowed into the system. This is a required field.
- **Document Title:** Enter the title of the document. This is an optional field.
- **Document Author:** Enter the name of the person who generated the contents of the document. If there are multiple authors, use commas to separate the names. This is an optional field.
- **Document Date:** Enter a date, such as the creation date, to be linked to the document. This can be either a required or optional field based on the document type and document sub-type.
- **Document Group:** Enter the document group to which the document is related. This is an optional field.
- **Contains CBI?:** Indicate whether the document contains CBI. This is a required field. For document types that should not include CBI, a read-only text will display the following, “Please do not include CBI in the upload for this document type.”
- **Page Count:** Enter the number of pages in a study. This is a required field.
- **Doc MRID:** A MRID Number associated with a particular application cannot be reused with any other application or packages. Please refer to **Section 4** for information about how to generate root MRIDs. A basic validation, ensuring that the MRID is an eight-digit number, is performed on this field. The MRID is also validated against the backend at submission. This is a required field for study documents.
- **Lab Report Number:** Enter the internal identification number for a study used by the lab that produced the study. This is an optional field.
- **GuideLine Number:** Enter the “Guideline Number” associated with a study. This is an optional field.
- **Comment:** Enter comments about the document. This is an optional field.

### Exhibit 5-15: Documents for the Application Screen

**Navigation:** Click the ‘Add’ button to enter information and upload documents. After clicking the ‘Add’ button, the fields become editable. Different fields will display based upon the chosen document type and sub-type. Fill out all necessary fields and click the ‘Browse...’ button to select and upload a document. Click the ‘Save’ button to save your changes.

Exhibit 5-16 below displays a screen capture of the ‘Documents for the Application’ table below displays a screen capture of the ‘Documents for the Application’ screen.

### Exhibit 5-15: Documents for the Application Screen

**Navigation:** Click the ‘Add’ button to enter information and upload documents. After clicking the ‘Add’ button, the fields become editable. Different fields will display based upon the chosen document type and sub-type. Fill out all necessary fields and click the ‘Browse...’ button to select and upload a document. Click the ‘Save’ button to save your changes.

Exhibit 5-16 below displays a screen capture of the ‘Documents for the Application’ table

Document Type	File Name	Document Date	CBI	MRID	Actions
Doc B- Task Force Information	testzip.zip		Y		
Other	test4.txt	08/11/2015	Y		
Doc E- MRLs	test-ok.zip		Y		

### Exhibit 5-16: Documents for the Application Table

**Navigation:** After clicking the ‘Save’ button, the uploaded document is displayed in a table at the top of the screen. As with the ‘Package Info’ screen, you can click the red ‘x’ icon in the ‘Actions’ column of this table to remove any uploaded documents. You can also click the blue

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link in the 'Document Type' column to edit the details of that document. You can add as many documents as needed by clicking the 'Add' button again.

Exhibit 5-17 below displays the ‘Next’ button, which allows the user to proceed to the next Application Info Screen.

The screenshot shows a web form for adding or editing an application-level document. At the top, there is an 'Add' button and instructional text: 'To add a new application-level Document, please click the 'Add' button. To edit an existing application-level Document, please click the "Doc Type" in the above list.' The form contains the following fields:

- Package Name:** test
- Application Name:** DistPro-New-000001
- Document Type:** A dropdown menu with the text 'Please select an item ...'.
- Document Sub-Type:** A dropdown menu with the text 'Please select an item ...'.
- Document Upload:** A 'Browse...' button.
- Document Date:** A date picker field.
- Document Group:** A text input field.
- Contains CBI?:** Radio buttons for 'Yes' and 'No'.
- Comment:** A large text area.

At the bottom left, there is a 'Mark for Review' checkbox and two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red rectangular box.

**Exhibit 5-17: Proceeding to the Next Application Info Screen**

**Navigation:** After uploading all the necessary documents, click the ‘Next’ button to navigate to the ‘Application Info’ screen for the next application in your package. If there are no subsequent applications to edit, the button will read ‘Submit.’ Proceed to **Section 9** if you see a ‘Submit’ button.

**Note:** You will have to progress through the ‘Application Info’ and ‘Documents for the Application’ screen for each application in your package. You should not start the submission process until you have filled out the information for all of your applications.

### 5.8.1 Adding a Study Document on the Documents for the Application Screen

If you would like to add a study document to an application, navigate to that application by clicking its ‘Application Documents’ link within the navigation tree. Click the ‘Add’ button and enter data into all the requisite fields. Choosing the ‘Study’ document type will display the ‘Doc MRID’ field. You will need a six-digit root MRID for each application in your package. If you need guidance on generating a root MRID, please refer to **Section 4** at the beginning of this document.

**Note:**



- A root MRID can only be used in a single application. Documents within different applications cannot use the same root MRID.
- Eight-digit MRIDs must be unique for all ‘Study’ sub-type documents in a package. ‘Study Profile’ and ‘Supplemental Study Data’ sub-type documents can share the same eight-digit MRID.

When entering a MRID, enter the six-digit root followed by a two-digit sequential number for each document uploaded. For example, when adding the first study document, you would append the digits ‘01’ to the root MRID 333049. For the next study document (assuming that the document sub-type is ‘Study’) you would append ‘02’ to the 333049 root MRID. As such, the first document would have a MRID of 33304901, and the second document would have a MRID of 33304902.

Exhibit 5-18 below showcases study documents that have been saved to an application.

#### Documents for the Application

Please submit application-level Document(s) in the following fields.

Document Type	File Name	Document Date	CBI	MRID	Actions
Study	test4.txt	08/10/2015	Y	33304903	<a href="#">↶</a> <a href="#">✖</a>
Study	Test3.txt	08/11/2015	Y	33304901	<a href="#">↶</a> <a href="#">✖</a>
Study	Test2.txt	08/11/2015	Y	33304902	<a href="#">↶</a> <a href="#">✖</a>

**Exhibit 5-18: ‘Documents for the Application’ Table**



## 6 Batch Upload

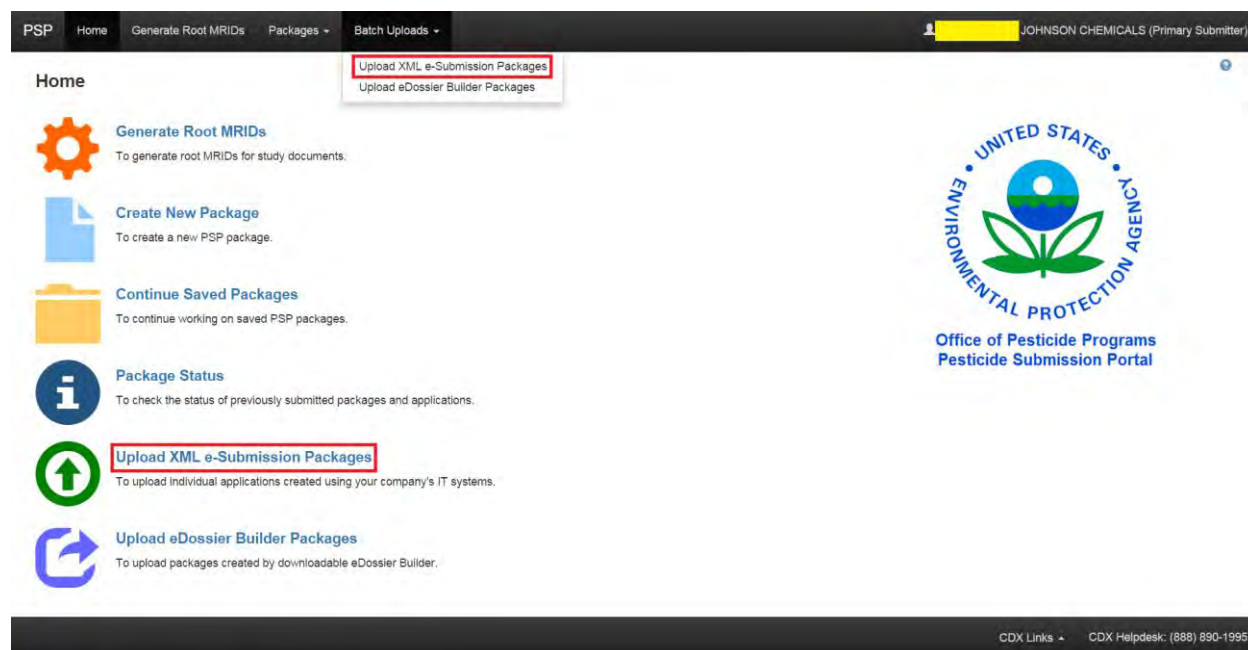
The batch upload functionality of the PSP application allows you to upload packages created using the e-Dossier Builder application or your company's IT systems in the XML e-Submission format.

### 6.1 Upload Packages in the XML e-Submission Format

#### 6.1.1 Home screen

To upload a package created using your company's IT systems in the XML e-Submission format, click either the 'Batch Uploads' dropdown within the application header and choose the 'Upload XML e-Submission Packages' option or click the 'Upload XML e-Submission Packages' link on the 'Home' screen.

Exhibit 6-1 below showcases the 'Upload XML e-Submission Packages' options on the 'Home' screen.



**Exhibit 6-1: Selecting 'Upload XML e-Submission Packages' Option**

**Navigation:** Click either the 'Batch Uploads' dropdown within the application header and choose the 'Upload XML e-Submission Packages' option or click the 'Upload XML e-Submission Packages' link on the home screen.

## 6.1.2 Upload Packages Screen

Click the 'Browse...' button to upload a package created using your company's IT systems in the XML e-Submission format. **Important:** Please ensure that files within your package do not contain special characters. Also, the XML within your package should have an e-PRISM prefix.

After uploading the package, press the 'Submit' button to submit the package to OPP. You will be navigated to the 'Create Passphrase' screen to create a passphrase that will encrypt your uploaded package. You will need this passphrase to access the copy of record for your batch upload. The submission process will begin once you have created the passphrase. If you need assistance creating a passphrase, please reference **Section 5.2** above. If you need assistance with the package submission process please refer to **Section 9**. If your package does not pass validation, you will have to make modifications to the package contents and XML and then resubmit via the 'Upload XML e-Submission Packages' option. Exhibit 6-2 below displays a screen capture of the 'Upload XML e-Submission Packages' screen.

**Note:** This screen will provide you a link to the correct page for uploading e-Dossier packages if you mistakenly upload an e-Dossier package.

PSP Home Generate Root MRIDs Packages Batch Uploads

JOHNSON CHEMICALS (Primary Submitter)

### Upload XML e-Submission Packages

Please click the "Browse" button to upload the zip file of an individual application created using your company's IT systems.

File Upload

Browse...

Submit Cancel

CDX Links CDX Helpdesk: (888) 890-1995

### Exhibit 6-2: Navigate the Upload XML e-Submission Packages Screen

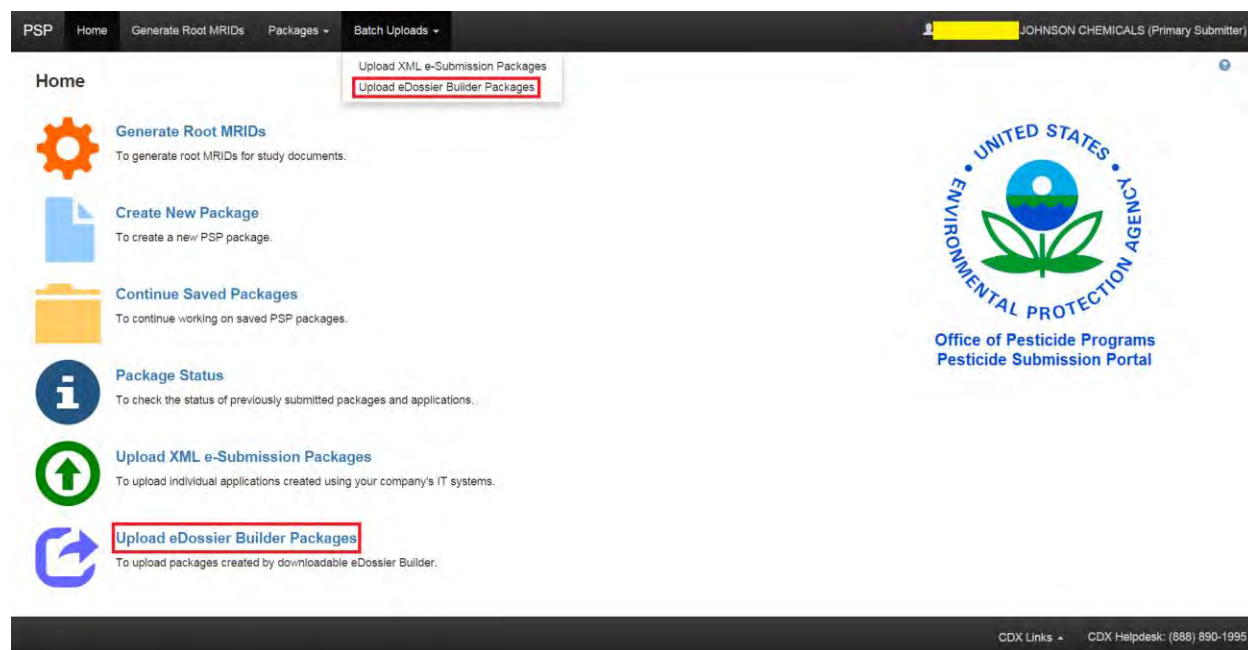
**Navigation:** Click the 'Browse...' button and upload a package created using your company's IT systems in the XML e-Submission format. After the package is uploaded, click the 'Submit' button to start the submission process.

## 6.2 Upload e-Dossier Builder Packages

### 6.2.1 Home Screen

To upload a package created using the e-Dossier Builder, click either the ‘Batch Uploads’ dropdown within the application header and choose the ‘Upload eDossier Builder Packages’ option or click the ‘Upload eDossier Builder Packages’ link on the home screen.

Exhibit 6-3 below displays the ‘Upload eDossier Builder Packages’ options on the ‘Home’ screen.



**Exhibit 6-3: Selecting ‘Upload eDossier Builder Packages’ Option**

**Navigation:** Click either the ‘Batch Uploads’ dropdown within the application header and choose the ‘Upload eDossier Builder Packages’ option or click the ‘Upload eDossier Builder Packages’ link on the home screen.

### 6.2.2 Upload eDossier Builder Packages Screen

Click the ‘Browse...’ button to upload a package created using the e-Dossier Builder. After uploading the package, press the ‘Submit’ button. **Important:** Please ensure that files within your package do not contain special characters. Also, your package should contain a main.xml file, which eDossier Builder automatically creates upon finalizing a package.

You will be navigated to the ‘Create Passphrase’ screen to create a passphrase that will encrypt your uploaded package. You will need this passphrase to access your package. If you need assistance creating a passphrase, please reference **Section 5.2**. Uploaded e-Dossier Builder packages are converted into an online PSP form after being submitted. After creating a passphrase for your package, all package data will populate onto the necessary PSP application

and you will be navigated to the ‘Package Info’ screen to name your package. You may then proceed with package validation and submission as you would with a package created using the PSP application. If you need assistance with package creation and submission, please reference **Section 5** and **Section 9**, respectively.

**Note:** This screen will provide you a link to the correct page for uploading packages created by your company’s IT systems in the XML e-Submission format if you mistakenly upload the wrong package type.

Exhibit 6-4 below displays a screen capture of the ‘Upload eDossier Builder Packages’ screen.

PSP Home Generate Root MRIDs Packages Batch Uploads JOHNSON CHEMICALS (Primary Submitter)

### Upload eDossier Builder Packages

Please click the "Browse" button to upload the zip file created by the downloadable eDossier Builder.  
The system will convert it to an online PSP package that you can modify, validate and submit.

File Upload

Browse...

Submit Cancel

CDX Links CDX Helpdesk: (888) 890-1995

#### Exhibit 6-4: Navigate the Upload eDossier Builder Packages Screen

**Navigation:** Click the ‘Browse...’ button and upload a package created using the e-Dossier Builder application. After the package is uploaded, click the ‘Submit’ button. You will be navigated to the ‘Create Passphrase’ screen.

## 7 Continue Saved Packages

You can return to a saved package at any time via the ‘Continue Saved Packages’ screen. This option is located on the ‘Home’ screen and within the ‘Packages’ dropdown in the application header.

The ‘Continue Saved Packages’ screen allows you to view and access all packages with a status of ‘Awaiting User Completion.’ All packages, which have not yet been submitted, will have this status. You can create a new package from this screen by clicking the ‘Create New Package’ button. You can also delete packages by clicking the ‘Delete’ icon in the ‘Actions’ column. To access a package, click the blue link within the ‘Package ID’ column to navigate to the ‘Enter Passphrase’ screen for that package.

Exhibit 7-1 below displays a screen capture of the ‘Continue Saved Packages’ screen.

Continue Saved Packages

To add a new package, click the "Create New Package" button below.  
 To edit an existing package, click the link "Package ID" in the table below.  
 To delete an existing package, click the "X" icon in the table below.

6 entries found. Items Per Page: 25

Package ID	Type	Package Name	Application(s)	Modification Date	Status	Action(s)
<a href="#">EP-4750</a>	PSP		0	08/25/2015	Awaiting User Completion	
<a href="#">EP-4769</a>	PSP	testedoss	1	08/25/2015	Awaiting User Completion	
<a href="#">EP-4789</a>	PSP		0	08/25/2015	Awaiting User Completion	
<a href="#">EP-5359</a>	PSP		3	08/25/2015	Awaiting User Completion	
<a href="#">EP-4755</a>	PSP	demo	1	08/25/2015	Awaiting User Completion	
<a href="#">EP-5153</a>	PSP	test	3	08/25/2015	Awaiting User Completion	

[Create New Package](#)

**Exhibit 7-1: Continue Saved Packages Screen**

**Navigation:** Click the blue link in the ‘Package ID’ column to navigate to the ‘Enter Passphrase’ screen for the selected package. After entering the passphrase you will be able to continue editing the package. Click the ‘Create New Package’ button to start the package creation process for a new package. You can remove packages on this screen by clicking the ‘Remove’ icon in the ‘Actions’ column.

### 7.1 Enter Passphrase Screen

To edit a package you must first enter the passphrase that was used to encrypt that package. The ‘Enter Passphrase’ screen allows you to enter the passphrase associated with the submission.

Error! Reference source not found. below displays a screen capture of the ‘Enter Passphrase’ screen.

**Enter Passphrase**

Please enter your passphrase for the submission and click the "Next" button.

Or, you can click "Cancel" to return to the Home page.

Package Name EP-538

Enter Passphrase

**Do Not Forget Your Passphrase!**  
For security reasons, the system administrator does not have access to your passphrase and cannot retrieve it or reset it to a new one. If you have forgotten your passphrase, you must create a new submission.

### Exhibit 7-2: Enter Passphrase Screen

**Navigation:** Enter the passphrase that you originally created and associated with the package and click the ‘Next’ button to navigate to the ‘Package Info’ screen, seen below in Exhibit 7-3.

PSP Home Generate Root MRIDs Packages - Batch Uploads -
JOHNSON CHEMICALS (Primary Submitter)

EP-5359

- Package Info
- Package Documents

**Package Info**

Please enter Package Information in the fields below:

Package Name

Description

Is this PRIA ☐ (Check if this submission is subject to PRIA)

Company Name JOHNSON CHEMICALS

**Add Application** To add a new application, please click the 'Add Application' button and choose the component(s).

- ☐ Distributor Product
- ☐ Experimental Use Permit - Section 5
- ☐ Inert Ingredient Request
- ☐ Pre-Application
- ☐ Product Registration - Section 3
- ☐ Tolerance Petition

Click the 'Add Application' button and click each regulatory/application type to add them to your package. After specifying the number and types of applications, press the 'Save' button to save your changes. Fields with a red asterisk are required.

Save Preview Validate Submit
CDX Links - CDX Helpdesk: (888) 890-1995

### Exhibit 7-3: Package Info Screen



## 8 Validate

You can click the 'Validate' icon at any stage of completing a PSP package. The 'PSP Package Validation' pop-up window is displayed when you click the 'Validate' icon. The 'PSP Package Validation' pop-up window displays a report of all validation errors. During the validation process, the application validates each screen of the PSP package to find missing and invalid data.

**Validation Errors:** Errors can be fixed by clicking the error link. The links will display the *Screen Title Name* (e.g., Package Info) and the associated error. After you click a link, the main application screen will display the section where the error occurred so you can easily fix the error. Once you have fixed the error, click the 'Validate' icon again to refresh the 'PSP Package' pop-up window. If the information you fixed passes validation, the error will be removed from the 'PSP Package Validation' pop-up window. You must fix all validation errors in order to submit the package.

You can close the 'PSP Package Validation' pop-up window by clicking the 'X' button located at the top right of the window.

Exhibit 8-1 below shows the screen capture for the 'PSP Package Validation' pop-up window:

### PSP Package Validation:

- Package Info
  - [Package Name is required.](#)
- Documents for the Package
  - [You have uploaded duplicated package level documents: ambiflufenamid Lab Study.txt](#)
- DistPro-New-1: Application Info
  - [Parent Section 3 Number is required.](#)
  - [Product/Risk Manager is required.](#)
- DistPro-New-1: Documents for the Application
  - [You have uploaded duplicated application level documents: Cover Letter.txt](#)

**Exhibit 8-1: PSP Package Validation Pop-Up Window**

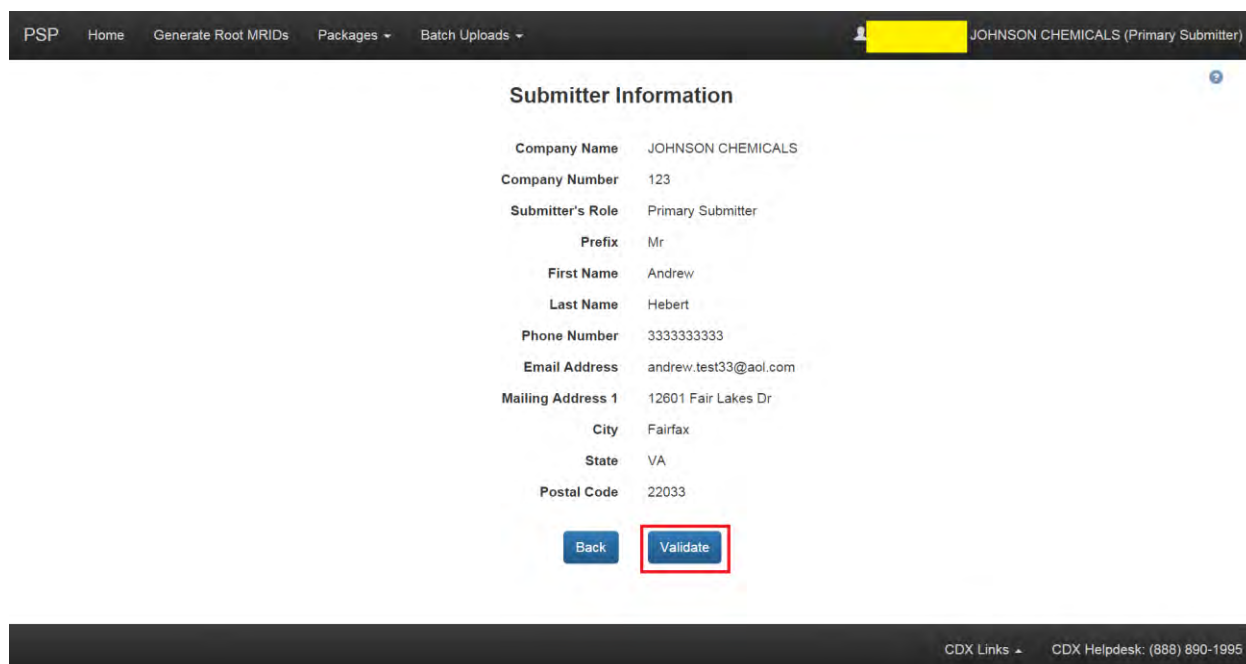
## 9 Submit Package to EPA via CDX

Both Primary Submitters and Submitters have the ability to sign and submit a PSP package to EPA. Once you complete all required information and pass validation, the system will allow you to submit.

### 9.1 Submitter Information Screen

Click the ‘Submit’ icon located in the application footer of the PSP application to access the ‘Submitter Information’ screen. The system requires you to review your contact information provided during CDX registration and serves as a reminder for which company you are submitting.

Exhibit 9-1 displays a screen capture of the ‘Submitter Information’ screen.



The screenshot shows the 'Submitter Information' screen in the PSP application. The top navigation bar includes links for PSP, Home, Generate Root MRIDs, Packages, and Batch Uploads. The user is logged in as JOHNSON CHEMICALS (Primary Submitter). The form contains the following information:

Company Name	JOHNSON CHEMICALS
Company Number	123
Submitter's Role	Primary Submitter
Prefix	Mr
First Name	Andrew
Last Name	Hebert
Phone Number	3333333333
Email Address	andrew.test33@aol.com
Mailing Address 1	12601 Fair Lakes Dr
City	Fairfax
State	VA
Postal Code	22033

At the bottom of the form, there are two buttons: 'Back' and 'Validate'. The 'Validate' button is highlighted with a red box.

#### Exhibit 9-1: Submitter Information Screen

**Navigation:** Click the ‘Validate’ button, the screen will darken and a spinning status wheel will appear while your package is checked for validation errors and viruses. After the validation process completes, you will be navigated to the ‘Submission Process: Validate’ screen.

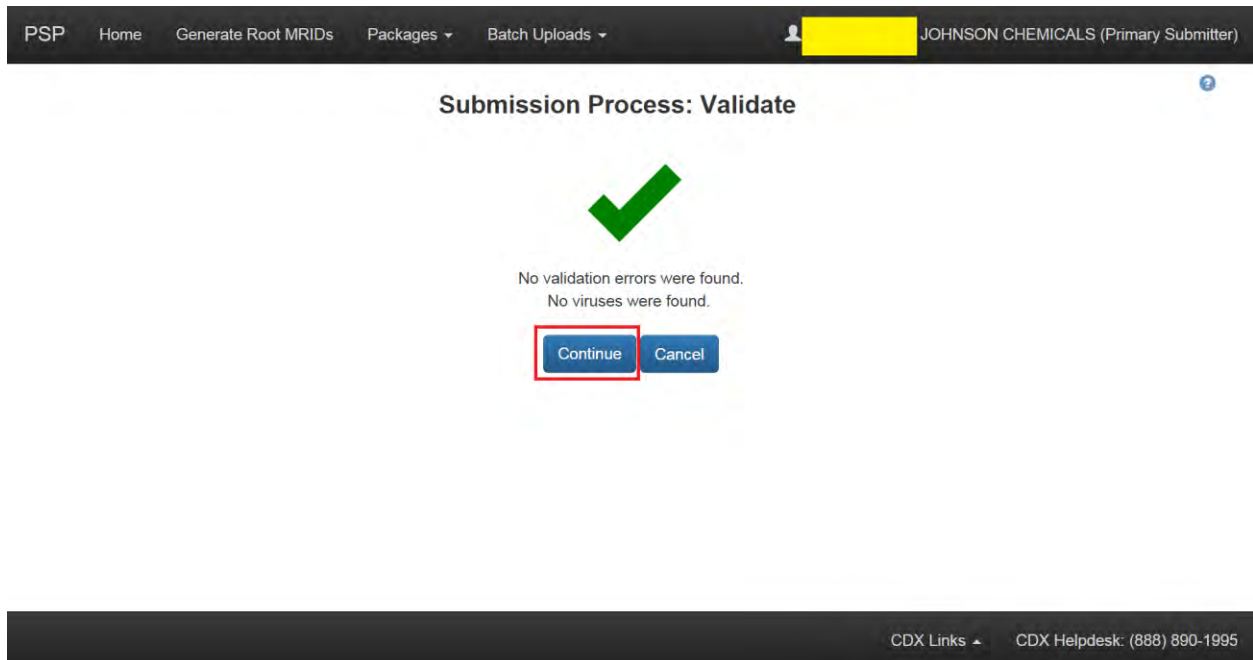
### 9.2 Submission Process: Validate Screen

The ‘Submission Process: Validate’ screen notifies you if your package contains validation errors. If validation errors or viruses are found within your package, the screen will display a red ‘X’ icon and text on the screen will read: “Validation errors and/or viruses were found.” A pop-up window containing a list of validation errors will also appear. All validation errors must be resolved before a package can be successfully submitted. For more information about validation refer to **Section 8**. If your package passes validation, the screen will display a green



‘Checkmark’ icon and text on the screen will read: “No validation errors were found. No viruses were found.”

Exhibit 9-2 below displays the screen capture for when no viruses or validation errors are found.

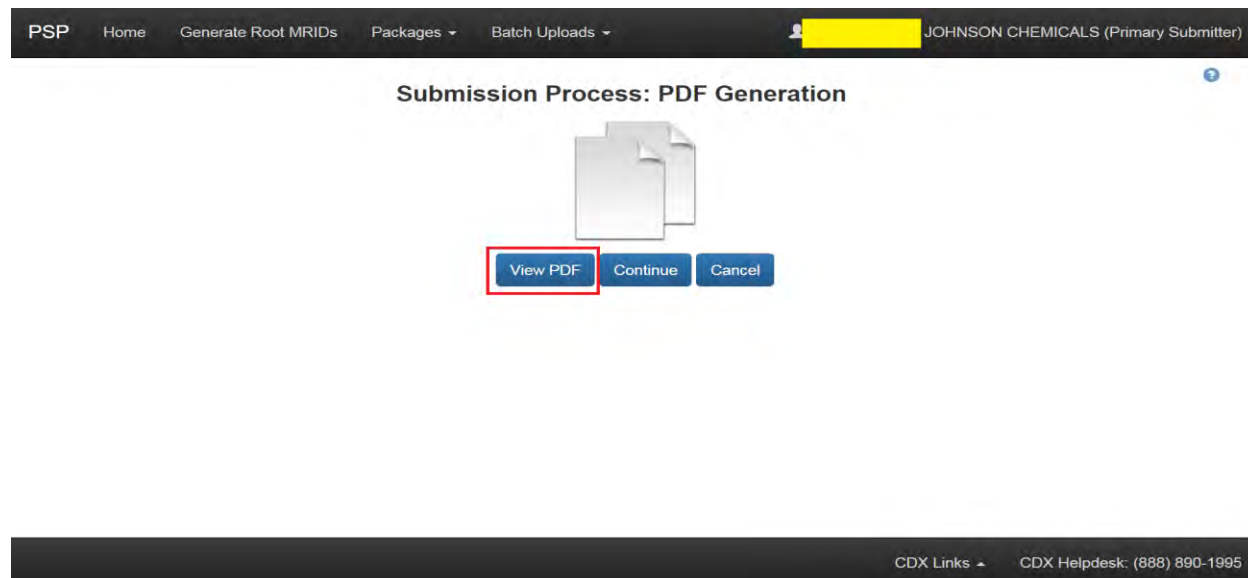


#### Exhibit 9-2: Validation Passed

**Navigation:** Click the ‘Continue’ button to proceed to the ‘Submission Process: PDF Generation’ screen.

### 9.3 Submission Process: PDF Generation Screen

**Error! Not a valid bookmark self-reference.** below displays a screen capture of the ‘Submission Process: PDF Generation’ screen.



#### Exhibit 9-3: PDF Generation

**Navigation:** Click the ‘View PDF’ button to see a PDF representation of your package and its contents. After viewing and/or printing the PDF, you can click the ‘Continue’ button to proceed to the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Submission’ screen.

### 9.4 Submission Process: ‘Cross-Media Electronic Reporting Regulation (CROMERR) Submission’ Screen.

EPA’s Cross-Media Electronic Reporting Rule (CROMERR) provides the legal framework for electronic reporting under EPA’s regulatory programs. CROMERR sets performance-based, technology-neutral system standards and provides a streamlined, uniform process for Agency review and approval of electronic reporting. The CROMERR program ensures the enforceability of regulatory information collected electronically by EPA and EPA’s state, tribal, and local government partners.

On this screen you will enter your CDX credentials, answer a 20-5-1 question associated with your CDX account, and certify your submission. For additional information about the 20-5-1 questions, please refer to the CDX PSP Registration User Guide. If your package is successfully submitted, you will receive a ‘Success’ confirmation. You will also receive an email from the CDX Help Desk once your package has been successfully transmitted to OPP.

**Cross-Media Electronic Reporting Regulation (CROMERR) Submission**

Log in to CDX

**User ID**  
ANDREW.TEST

**Password**

[Next](#) [Cancel](#)

Answer Secret Question

**Question**  
What is your favorite TV show?

**Answer**

[Next](#) [Cancel](#)

Certify

I certify, under penalty of law, that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

[Submit](#) [Cancel](#)

Success

The submission was sent to EPA. The Copy of Record link to allow for the download of the Copy of Record and signature for this submission will appear in the forms list when EPA receives and processes your submission.

[Finish](#)

Exhibit 9-4 below displays a screen capture of the ‘CROMERR Submission’ screen.

**Cross-Media Electronic Reporting Regulation (CROMERR) Submission**

Log in to CDX

**User ID**  
ANDREW.TEST

**Password**

[Next](#) [Cancel](#)

Answer Secret Question

**Question**  
What is your favorite TV show?

**Answer**

[Next](#) [Cancel](#)

Certify

I certify, under penalty of law, that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

[Submit](#) [Cancel](#)

Success

The submission was sent to EPA. The Copy of Record link to allow for the download of the Copy of Record and signature for this submission will appear in the forms list when EPA receives and processes your submission.

[Finish](#)

#### Exhibit 9-4: CROMERR Screen

**Navigation:** After successfully submitting your package, click the ‘Finish’ button to proceed to the ‘Package Status’ page, where you can view the details of submitted packages.

Exhibit 9-5 displays a sample package transmission email.

Your PSP package (test) for JOHNSON CHEMICALS (231) has been successfully transmitted to OPP.

Below are the application(s) included in this package and their tracking number(s):

DistPro-New-000001: CDX\_2015\_000004

DistPro-New-000002: CDX\_2015\_000005

InertReq-6(a)(2)-000001: CDX\_2015\_000006

Company Name: JOHNSON CHEMICALS

Company Number: 231

If you have questions concerning this message, you may contact the CDX Help Desk by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on (888) 890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

**Exhibit 9-5: Package Transmission Email**

## 10 Check Package Status and Download Copy of Record

The 'Package Status' screen allows you to check the status and details of your submitted packages. You can check the tracking numbers of your applications on this screen, as well as download a copy of record for your package. The status and submission date are also shown. You will have to enter the passphrase used to encrypt the package, your CDX password, and the answer to a 20-5-1 secret question to access the copy of record. Refer to the 'Package Status Legend' within Exhibit 10-1 for the meanings of the different statuses.

**Exhibit 10-1: Package Status Screen**

Navigation: Clicking the 'Show Detail' button next to the application number will display the tracking numbers associated with the applications in a submitted package. Clicking the 'Copy of Record' button in the 'Actions' column will allow you to download a copy of record for your application. Click the 'Copy of Record' button to proceed to the 'Cross-Media Electronic Reporting Regulation (CROMERR)' screen shown in

**Exhibit 10-2.**

## Cross-Media Electronic Reporting Regulation (CROMERR)

Please Enter Passphrase

Package Name  
test

Passphrase

Next Cancel

Log in to CDX

User ID  
ANDREW.TEST

Password

Next Cancel

Answer Secret Question

Question  
What is the first and middle name of your oldest sibling?

Answer  
sibling

Next Cancel

**Exhibit 10-2: Navigate the CROMERR Screen**

**Navigation:** Enter the correct data into the fields and click the ‘Next’ button to proceed to the ‘Copy of Record’ screen.

### 10.1 ‘Copy of Record’ Screen

The ‘Copy of Record’ screen allows you to download a copy of record for your package as well as download copies of files within your package. Click the ‘Download Document’ icon within the ‘Actions’ column to download the requisite materials.

Exhibit 10-3 below displays a screen capture of the ‘Copy of Record’ screen.

PSP Home Generate Root MRIDs Packages Batch Uploads

JOHNSON CHEMICALS (Primary Submitter)

Copy of Record

To download a Copy of Record, click on the green arrow under the Action(s) column.

File Name	File Size	Application	Action(s)
JOHNSON CHEMICALS_1994.pdf	20.12 KB	(PDF)	
test4.txt	9 bytes	(Package Level)	
test5.txt	9 bytes	InertReq-New-000001: CDX_2015_000007	

Back

CDX Links CDX Helpdesk: (888) 890-1996

**Exhibit 10-3: Copy of Record Screen**

**Navigation:** Click the ‘Download Document’ icon within the ‘Actions’ column to download copies of the materials within your package.

## 11 Appendix A - Definitions, Acronyms, and Abbreviations

Acronym	Full Name
CBI	Confidential Business Information
CDX	Central Data Exchange
CoR	Copy of Record
CROMERR	Cross-Media Electronic Reporting Regulation Security System
EPA	Environmental Protection Agency
IT	Information Technology
MRID	Master Record Identification Number
OPP	Office of Pesticide Programs
PDF	Portable Document Format
PRIA	Pesticide Registration Improvement Extension Act
PSP	Pesticide Submission Portal
SLN	Special Local Need
XML	Extensible Markup Language

## 12 Appendix B – Admin Number Information

### **Admin Number Information**

The EPA Registration Number (Admin Number) is required on all pesticide products. The purpose of an Identification Number is to provide a unique product number for regular registrations, distributor registrations, Special Local Needs registrations, and Experimental Use Permits.

The EPA Registration Number indicates which company holds the registration for the pesticide product, and in which sequence the product was submitted to EPA by the company.

Refer to Exhibit 12-2 below for examples of Admin Numbers. Please note the following:

- CompanyNum = Company Number
- xxSEQxx = Sequence
- Seq = Sequence
- ParentRegNum means = Parent Regulatory Number
- EUP = Experimental Use Permit
- IN = Inert Ingredient Request
- PA = Pre-Application



### Exhibit 12-1 Admin Number Examples

Regulatory Action	Format	Examples
Product Registration – Section 3	CompanyNum-xxSEQxx	<ul style="list-style-type: none"> <li>• 55050-1</li> <li>• 334-165</li> <li>• 334-ANA (Temporary File Symbol before the product is registered, see Exhibit 12-2)</li> </ul>
Distributor Product	ParentRegNum-CompanyNum	<ul style="list-style-type: none"> <li>• 2155-40-12319</li> <li>• 3862-140-13103</li> </ul>
Experimental Use Permit - Section 5	CompanyNum-EUP-xxSEQxx	<ul style="list-style-type: none"> <li>• 44544-EUP-2</li> <li>• 45054-EUP-1</li> </ul>
Tolerance Petition	ParentRegNum-CompanyNum	<ul style="list-style-type: none"> <li>• 3F1383</li> <li>• 2G1214</li> <li>• Possible 2<sup>nd</sup> characters: E,F,G,H,T - based on the Tolerance Petition type</li> </ul>
Inert Ingredient Request	As given below 2nd character being E,F,G,H,T based on the tolerance petition type	<ul style="list-style-type: none"> <li>• IN-10606</li> <li>• IN-10559</li> </ul>
Pre-Application	CompanyNumPASeq	<ul style="list-style-type: none"> <li>• 2382PA1</li> <li>• 54022PA16</li> </ul>

### Exhibit 12-2 File Symbol

<b>R</b>	<b>E</b>	<b>G</b>	<b>U</b>	<b>L</b>	<b>A</b>	<b>T</b>	<b>I</b>	<b>O</b>	<b>N</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>0</b>