

**BPPD FORMULATION (CSF) NOTIFICATION CHECKLIST** CHECKLIST VERSION: AUGUST 8, 2016  
 OPPIN Action Code: 332

**EPA Reg. No:**

**Submission Date:**

**RAL Name:**

	<b>Checklist Item</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>1.</b>	<b>Is the application form (<a href="#">EPA Form 8570-1</a>) signed and complete?</b> <ul style="list-style-type: none"> <li><b>If NO, STOP!</b> Contact applicant and have them correct the application.</li> <li>Note: Section III is oftentimes left blank and is not vital to this action</li> </ul>			
<b>2.</b>	<b>Does the package contain both a red-lined and a clean copy of a signed and dated Confidential Statement of Formula (CSF)?</b> <ul style="list-style-type: none"> <li><b>If NO, STOP!</b> Contact applicant and request both versions.</li> </ul>			
<b>3.</b>	<b>Final printed labeling received for previous application, if applicable?</b> (Check OPPIN > Tracking and look for actions coded 400) <ul style="list-style-type: none"> <li><b>If NO, STOP!</b> Contact applicant and have them submit an FPL application.</li> <li>If FPL decision has been created in OPPIN and is being processed, proceed to next step.</li> </ul>			
<b>4.</b>	<b>Have the terms/conditions (e.g. storage stability/corrosion data) of the registration notice been met?</b> <ul style="list-style-type: none"> <li>Look in physical jacket or in first volume of e-jacket for Reg. Notice. To identify terms/conditions.</li> </ul>			
<b>5.</b>	<b>Are ALL of the requested changes to the CSF covered by <a href="#">PR Notice 98-10</a>?</b> If yes, note section: _____			
<b>6.</b>	<b>Confidential Statement of Formula (CSF) Review</b>			
<b>a.</b>	EPA <a href="#">Form 8570-4</a> Included in application package?			
<b>b.</b>	Basic Formula <input type="checkbox"/> Alternate Formula(s) <input type="checkbox"/> If multiple, how many? _____			
<b>c.</b>	Is CSF signed and dated?			
<b>d.</b>	Is CSF completely filled out: CAS numbers, pH, flashpoint, flammability, if applicable?			
<b>e.</b>	Are the totals of columns accurate?			
<b>f.</b>	In column 10, for each component, is the chemical name, trade name (if applicable), and CAS Number(s) listed?			
<b>g.</b>	<b>If a trade name is listed, is the trade name recognized by EPA <u>and</u> are individual components listed on the CSF?</b> OPPIN > Create/Edit > Inert Mixture OR Ingredients > Enter name > Select <b>If NO</b> , have registrant submit, on company letterhead, the trade name and all of its component ingredients (chemical names, CAS #, and amount in % which adds up to a 100%) to Ms. Alga Debesai ( <a href="mailto:debesai.alganes@epa.gov">debesai.alganes@epa.gov</a> ) and hold until approved.			
<b>h.</b>	<b>Certified limits agree with <a href="#">40 CFR 158.350</a>?</b> Verify by looking at past approved CSFs and confirming with 40 CFR if necessary. Note: If preliminary or 5 batch analysis differ from Section 158.350(b), limits based on batch analysis would need to be proposed under Section 158.350(c).			
<b>i.</b>	Microbial: Viability (i.e., cfu/gram)			
<b>j.</b>	Do alternate formula(s) require different labeling from basic or other alt. CSFs?			
<b>k.</b>	<b>If the source of the active ingredient is changing, is the new source for active ingredient (AI) a registered pesticide?</b> <ul style="list-style-type: none"> <li><b>If YES</b>, consult science staff to ensure that the formulations of these manufacturing-use products are acceptably similar.</li> </ul>			

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<b>l.</b>	Do ingredients and their proportions accord with label’s ingredient statement?			
<b>m.</b>	<b>Were Material Safety Data Sheets (MSDS) supplied for new inerts?</b> Check to make sure addresses, chemical names, and trade names match CSF.			
<b>7.</b>	<b>Does CSF list peanuts, tree nuts, milk, soybeans, eggs (including putrescent eggs), fish, crustacean, or wheat commodities?</b> • <b>If YES</b> , evaluate use directions for compliance w/ <a href="#">40 CFR 180.1071</a> .			
<b>8.</b>	<b>Does label bear Nat’l Organic Program (<a href="#">PR Notice 2003-1</a>) or OMRI claims?</b> • <b>If YES, and the formulation involves adding or subtracting new ingredients</b> , 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			
<b>9.</b>	<b>Is registrant is using a registered source active ingredient from a different company in the formulation?</b> • <b>IF YES</b> , is a Formulators Exemption ( <a href="#">EPA Form 5870-27</a> ) form filled out completely and signed?			
<b>10.</b>	<b>Science Review</b> , if applicable, completed? Comments:			
<b>11.</b>	<b>Other Comments:</b>			

**If all above is cleared:**

- Prepare a formulation notification acceptance letter using current accepted template for the Team Leader’s signature and [route](#) to the Team Leader for signature. RAL will need to do detective work to figure out current CSFs of record (for the letter). There should be only one basic and could be several alternates.
- If one or more paper versions of the CSF are being superseded: fold, clip and write “Superseded by CSF dated \_\_\_\_\_” on each.
- Indicate on the new CSF that it was acceptable: your name, the date, and “CSF acceptable.”
- Once you received the signed letter from the Team Leader, log the action out of OPPIN (code 1300) with the date that the letter was signed.
  - Place letter and application materials in the file jacket. Return jacket to the file room.
  - Email the letter to the registrant.