



**Connecticut Department of
Energy & Environmental Protection**
Bureau of Materials Management & Compliance Assurance
Engineering & Enforcement Division

**Significant changes have been made to the pesticide product registration process.
Read these instructions carefully before submitting an application.**

Instructions on How to Complete an Application for the Registration of Pesticides for the State of Connecticut

Pursuant to section 22a-48 of the Connecticut General Statutes, every pesticide which is distributed, sold or offered for sale in Connecticut must be registered by the Department of Energy and Environmental Protection (DEEP). New products are registered based on a 5 year registration cycle and product registration renewal applications must be submitted no later than December 31st of the year in which the registration expires.

New Product Registration

Registration Application Information

A complete application consists of **one** copy of the official registration form, **one** copy of the safety data sheet (SDS) and **one** copy of the product label for each product to be registered, and a check made payable to "Department of Energy and Environmental Protection" for payment of the registration fee. **The registration fee is non-refundable.** You must use the application form that is specific to the year in which you want the product registration to begin. Make sure your telephone number and e-mail address are included on the form and that the form is signed and dated. A printout listing the products to be registered and their EPA registration number is acceptable. Be sure to include all of the required information on the registration form and attach all required documents. Failure to submit a complete application will be grounds for denial. If your application is found to be deficient, you will be notified of the deficiency and will have 30 days from the date of the notification to respond. If you do not provide the missing information/correct registration fee within 30 days of the notice, your application will be denied and you will be required to submit a new application and registration fee. A Certificate of Registration will be e-mailed to you when the processing of your application is complete.

Confidential Statements

Confidential statements of formula will be requested if they are needed. Additional data on new active ingredients may be required, and will be requested separately if needed. Trade secrets are exempt from freedom of information disclosure, so clearly mark any such information.

Additional Brand Names

Additional brand names (ABN) must be registered and are subject to the registration fee. If you are submitting more than one brand name with the same EPA registration number, you need only submit one SDS and attach the labels for each brand name. Various colors, scents, package sizes/counts and fertilizer guarantees for the same ABN are not subject to the registration fee; however, a label for each color, scent, package size/count and fertilizer guarantee must be provided with the completed registration form.

Pesticide Product Listing

Please list your products in EPA numeric order on the application form.

Federally Exempt (25b) Pesticide Products

Pesticides exempt from federal registration under section 25(b) of the Federal Insecticide, Fungicide, and Rodenticide Act must be registered in Connecticut. A tracking number will be assigned. If you have an EPA company number, please include it on the form, if you do not, a state generated number will be assigned to your company. These numbers do not need to appear on the label.

Pesticide Product Labels and SDSs

DEEP prefers to receive labels and SDSs on a CD in PDF format. The file names should begin with the EPA number, and should include the product name as well, along with an indication as to whether the file is a label or SDS, for example: 1234-1_bugkiller_label.pdf.

Hard copies of SDSs and actual labels or photocopies of actual labels are also accepted. Typed labels will only be accepted temporarily while final labels are being printed. Any label changes during the registration period must be sent to: Pesticide Management Program, Bureau of Materials Management & Compliance Assurance, 79 Elm St., Hartford CT 06106-5127. *EPA stamped labels are not required unless specifically requested.*

Registration Fee

The registration fee is \$188 per product per year and is billed on a five-year cycle. Registrations received during the cycle are pro-rated to ensure that all registrations for a single company expire at the same time. The five-year cycle is based on the first letter in your company name (A-B, C-E, F-L, M-R, S-Z). Applications submitted in the first year of the cycle will be billed at \$940 per product to cover the full five-year period; applications submitted in the 2nd year of the cycle will be billed at \$752 per product to cover 4 years of registration, etc. If you discontinue a product within the registration period and paid the fee, you will receive a pro-rated refund.

First Letter of Company Name	Year of Submittal						
	2017	2018	2019	2020	2021	2022	2023
A-B	\$564.00	\$376.00	\$188.00	\$940.00	\$752.00	\$564.00	\$376.00
C-E	\$376.00	\$188.00	\$940.00	\$752.00	\$564.00	\$376.00	\$188.00
F-L	\$188.00	\$940.00	\$752.00	\$564.00	\$376.00	\$188.00	\$940.00
M-R	\$940.00	\$752.00	\$564.00	\$376.00	\$188.00	\$940.00	\$752.00
S-Z	\$752.00	\$564.00	\$376.00	\$188.00	\$940.00	\$752.00	\$564.00

You must remit payment of the registration fee with your application. Using the application form specific to the year you want your product registration to begin, check the box indicating the first the letter of your company name. Do not use company name prefixes when making this determination. For example, the fee for “A. B. Company” would be based on the letter “C” for “Company” and not on the letter “A”. Multiply the number of product(s) being registered by the fee indicated in the table to determine the total registration fee. If your company name has changed during your five year registration cycle, submit new product registrations under the new company name but calculate the registration fee based on the old company name until the expiration of your 5 year registration cycle. Following renewal, registration fees for new products will be based on your new company name. Remember: Various colors, scents, package sizes/counts and fertilizer guarantees for the same product are not subject to the registration fee.

Renewals

A renewal application form and instructions will be mailed to you in November of the year your product registrations will expire. You may not renew for less than the 5-year registration period unless the products have been discontinued.

A late penalty applies to renewals received after December 31st of the expiration year. The late fees are as follows:

Date Renewal Received	Fee	Total Cost per Product for Late Renewal
Jan. 14 – Jan. 30	Renewal fee of \$940+ 10% (\$94)	\$1,034
Feb. 1 – Mar. 1	Renewal fee of \$940+ 20% (\$188)	\$1,128
Mar. 2 – Mar 31	Renewal fee of \$940+ 40% (\$376)	\$1,316
Apr. 1 – Apr 30	Renewal fee of \$940+ 50% (\$470)	\$1,410
After May 1	Renewal fee of \$940+ 65% (\$611)	\$1,551

Certification Statement

IMPORTANT: All registration applications must be signed. Persons signing attest to the following statement:

“I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate, and complete to the best of my knowledge and belief. I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157b of the General Statutes, and in accordance with any other applicable statute.”

For further information please contact the Pesticide Management Program at deep.pesticideprogram@ct.gov .