



**Standard Procedure for Reviewing
New Agricultural Use Product
Registration for Department of
Agriculture
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The following describes the procedure for completing the review of New Agricultural Use Product Registrations for the Arizona Department of Agriculture.

1. The Arizona Department of Agriculture submits a request to review a New Agricultural Use Product to ADEQ through e-mail. The e-mail contains the product label and a filled out New Agricultural Use Pesticide Evaluation Form.
2. ADEQ prints out the e-mail, New Agricultural Use Pesticide Evaluation Form and product label.
3. ADEQ queries the approved Pesticide Active Ingredients Database.
4. ADEQ determines whether the Active Ingredient has been registered by ADEQ.
 - a. If the Active Ingredient has not been registered by ADEQ, ADEQ submits an e-mail to the Arizona Department of Agriculture stating the New Agricultural Use Product cannot be registered at this time and the company needs to register the Active Ingredient with ADEQ.
 - b. If the Active Ingredient has been registered by ADEQ, ADEQ determines who the original applicant for that Active Ingredient was and whether the company currently requesting the New Agricultural Use Product Registration is part of the original applicant's company.
 - c. If the company requesting the New Agricultural Use Product Registration is not part of the original applicant's company, ADEQ submits an e-mail to the Arizona Department of Agriculture stating the New Agricultural Use Product cannot be registered at this time and the company needs to submit a complete data summary form and field studies or submit a Letter of Authorization (LOA) from the original registrant.
 - d. If the company requesting the New Agricultural Use Product Registration is part of the original applicant's company or they submit the LOA from the original registrant, ADEQ submits an e-mail to the Arizona Department of Agriculture stating the product can be registered at this time.
5. To facilitate ADEQ reviews and approvals of New Agricultural Use Product Registration using another company's data, the applicant must submit the following:
 - a. The filled out Department of Agriculture New Agricultural Use Pesticide Evaluation Form
 - b. The EPA approved product label
 - c. The LOA from the original registrant. A LOA from the original applicant is not transferable. If a company is using an Active Ingredient from a source other than the original registrant, the company must receive a LOA from the original applicant. They cannot use a LOA from the source that they are using, if that source has a LOA from the original registrant.