

US EPA ARCHIVE DOCUMENT



NAFTA Technical Working Group on Pesticides  
Grupo de Trabajo Técnico del TLCAN sobre Plaguicidas  
Le groupe de travail technique de l'ALENA sur les pesticides

# Biopesticides Registration Improvement Course

## **PMRA eSubmission**

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Health    Santé  
Canada    Canada





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## Introduction

- Relevant sources/documentation
- eSubmissions at PMRA
- Signing up for the Secure Web Portal
- Using the eIndex Builder
- Areas of Improvement



## Relevant Sources/Documentation

- From PMRA website:

[www.hc-sc.gc.ca/cps-spc/pest/index-eng.php](http://www.hc-sc.gc.ca/cps-spc/pest/index-eng.php)

**Current Subject**  
**Consumer Product Safety**  
**Pesticides & Pest Management**  
For Growers & Commercial Users  
For Registrants & Applicants  
For The Public

**Explore...**  
**Main Menu**  
**A-Z Index**  
**It's Your Health**  
**Just For You**  
**Site Map**

**Consumer Product Safety** Print | Text Size: S M L XL Help

**Pesticides and Pest Management**

**For The Public**

- Proper Use of Pesticides
- Pesticides and Food
- Pest Control Tips
- Public Registry

**For Growers & Commercial Users**

- Importing Pesticides
- Sustainable Pest Management
- User Requested Minor Use

**For Registrants & Applicants**

- ePRS
- Data Protection Agreements
- New Registrants
- Renewals



## **eSubmissions at PMRA**

- Submitting to PMRA is a 3 stage process:
  1. Preparing relevant documentation, including labels, forms, letters, studies and reviews. All these can be prepared electronically.
  2. Compiling documents with an eIndex using the eIndex Builder.
  3. Submitting the electronic package to the PMRA by mail, email, or using the Secure Web Portal.



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## Signing up for the Secure Web Portal



- Each company can have one account.
- Company's 'Primary Officer' creates account by completing relevant forms and legal agreement.
- Once account created, Primary Officer can create Delegate Officers and Transactional Users.



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## Using the eIndex Builder

- eIndex Builder allows Applicants to describe the documents they are submitting, and package those documents into one zip file.
- The document index is in XML format.
- The document package is in PRZ format.



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**DEMO**



## **Common Mistakes:**

### **1) Violation of eIndex XML rules**

- Occurs when Applicants use software other than the eIndex Builder.
  - That software may not match the eIndex XML schema perfectly.
- To check if your eIndex does not violate the XML rules:
  - Open the eIndex in the eIndex Builder
  - Open the eIndex using the eIndex Stylesheet



## **Common Mistakes:**

### **2) Improper File descriptions**

- Seven common examples:
  1. Using one row in the eIndex Builder to describe multiple documents.
  2. Using multiple rows in the eIndex Builder to describe one document.
  3. Inappropriately using the cross-reference button.
  4. Using non-ASCII characters.
  5. Using the wrong codes to describe a file.
  6. Improperly citing a document.
  7. Combining documents into 1 file, especially CBI and non-CBI documents.



## Common Mistakes:

### 3) XML vs. PRZ

- The eIndex Builder creates 2 types of files:  
XML and PRZ.
  - XML is the eIndex, which has the file descriptions.
  - PRZ is the eIndex + all attached files.
- XML is used to amend the eIndex by the Applicant on their computer.
- PRZ is what should be sent to the PMRA.



## **Common Mistakes:**

### **4) File Formats**

- PMRA can accept most of the common file formats, including:
  - WPD
  - XLS
  - PDF
  - DOC
  - HTML
- If you are unsure whether the PMRA can accept a particular file format, contact PMRA Infoserve.



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## **Common Mistakes:**

### **5) Combining Applications**

- Each application to the PMRA requires a separate PRZ file to be submitted.
  - This includes a separate PRZ for each TGAI, Manufacturing Concentrate and End Use Product application



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## Questions?

- PMRA Inforserve: [pmra.infoserv@hc-sc.gc.ca](mailto:pmra.infoserv@hc-sc.gc.ca),  
613-736-3799 or 1-800-267-6315
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