

# Environmental Protection Agency



## Office of Pesticide Programs

# eDossier Builder User Guide

Version 2.0

November 2, 2011

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# 1 Introduction

## 1.1 System Overview

The eDossier Builder system, developed by the Environmental Protection Agency (EPA) Office of Pesticide Programs (OPP), allows registrants to create packages for electronic submission in a user-friendly manner and presents packages to EPA systems in a specified format. Specifically, eDossier Builder allows registrants to create the following packages:

Registration Packages:

- New Product Registrations
- Experimental Use Permits
- Tolerance Petitions
- Distributor Products
- \*Inert Ingredient Requests
- \*Pre-Applications
- \*FFS Waiver Requests

*\* Regulatory type packages that are not supported by the current electronic submission system.*

EDSP Packages:

- Individual order responses
- Consortia response for multiple orders

The package created consists of all documents and metadata that is required by EPA to properly process the package. Once all documents and metadata are provided, they are packaged together and stored in a single zip file for delivery to EPA.

## 1.2 Purpose

The purpose of this document is to provide instructions on how to use the eDossier Builder application. More precisely, the document provides instructions for installing the application, configuring the application, providing company profile information, creating a package, and completing other miscellaneous functions (e.g., viewing version information, viewing help, etc.).

## 1.3 Scope

The scope of this document is limited to the eDossier Builder application. All other applications are outside the scope of this document.

The document was developed using eDossier Builder v1.0 and will be updated as needed.

## 2 Installation

### 2.1 Prerequisites

The prerequisites for installing eDossier Builder include the following:

- Internet Explorer [version 6.0, 7.0, or higher](#)/[Mozilla Firefox version 6.0 or higher](#)/[Chrome Browser version 15.0.874.106 m or higher](#)/Safari 5.1.1 or higher (Required for installing Adobe Air according to the installation instructions provided in section 2.2)
- Adobe AIR [version 3.0 or higher](#) (Installation instructions provided below in section 2.2). Note: Adobe AIR might have its own systems requirements, which are out of scope of this document.

### 2.2 Adobe AIR

1. Open **Internet Explorer** and go to <http://get.adobe.com/air/>
2. The *Adobe Air Download* web page appears. Select the **Download now** button.

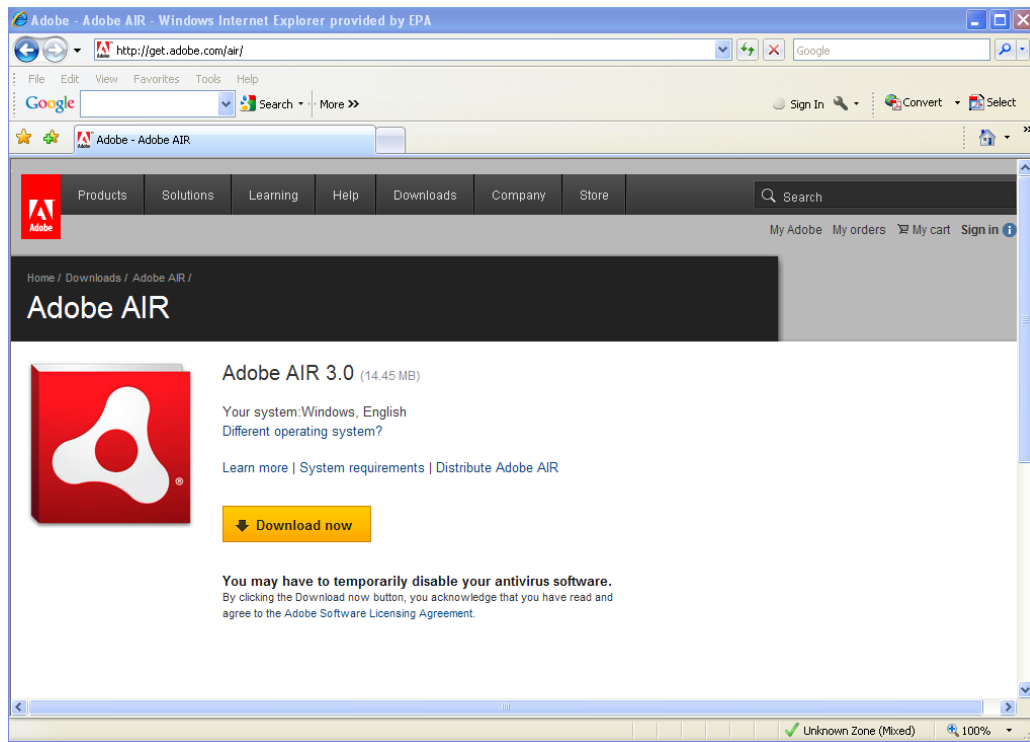


Figure 2-1: Adobe AIR Download

3. The *File Download – Security Warning* window appears. Select the **Run** button.

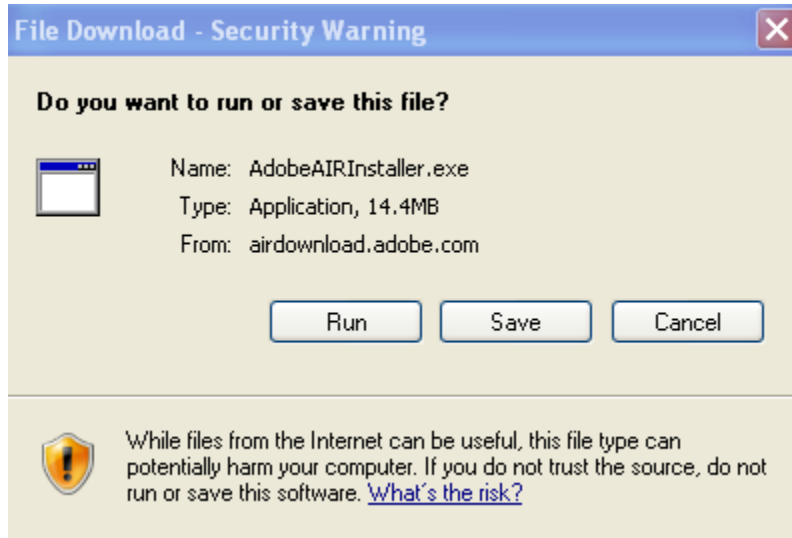


Figure 2-2: File Download – Security Warning

4. The *Internet Explorer – Security Warning* window appears. Select the **Run** button.

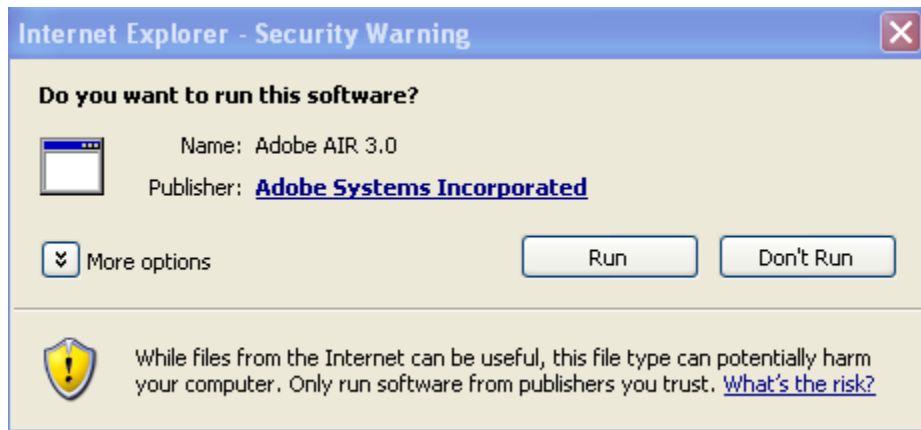
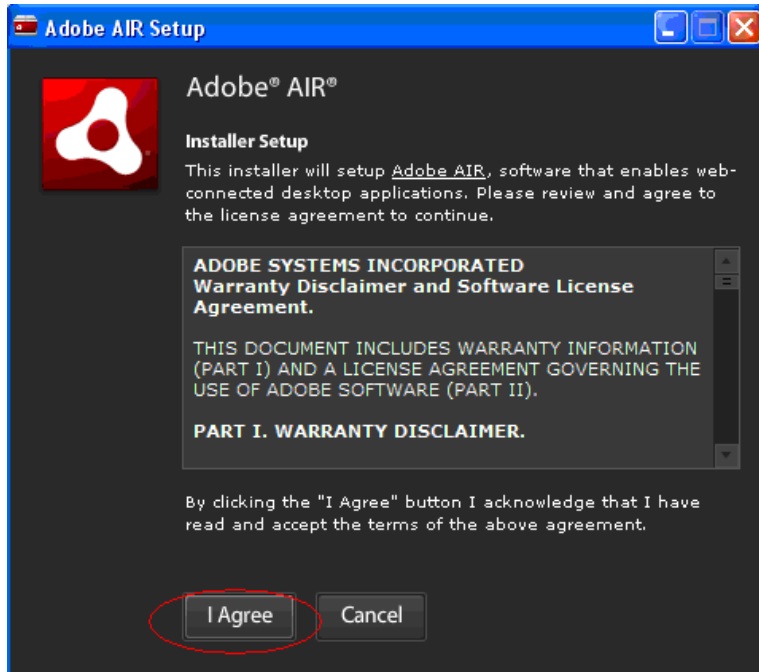


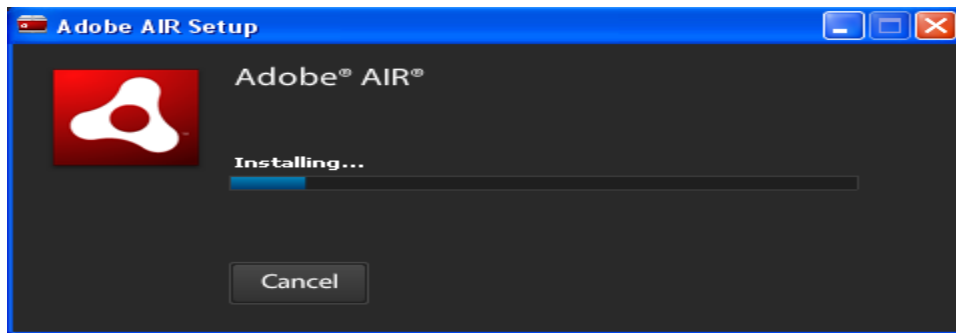
Figure 2-3: Internet Explorer – Security Warning

5. The *Adobe AIR Setup* window appears. Select the **I Agree** button.



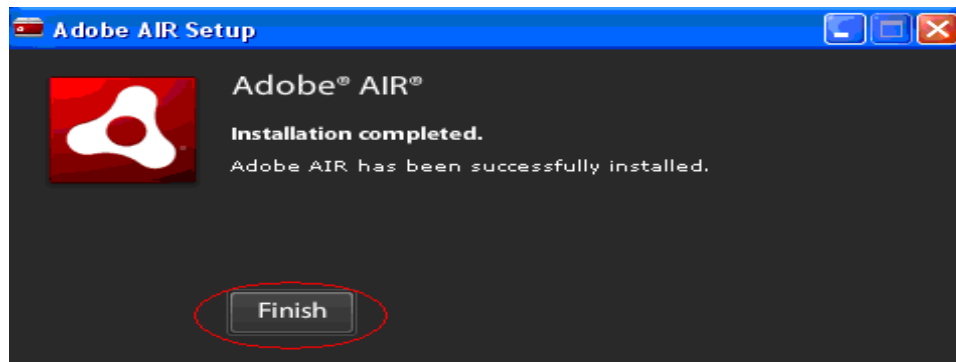
**Figure 2-4: Adobe AIR – Installer Setup**

While Adobe AIR is being installed, the *Adobe AIR Setup – Installation Status* window appears.



**Figure 2-5: Adobe AIR – Installation Status**

6. Once the installation has been completed, the *Adobe AIR Setup – Installation Completed* window appears. Select the **Finish** button.



**Figure 2-6: Adobe AIR – Installation Completed**

## 2.3 eDossier Builder

**Note 1:** Uninstall any previous versions of eDossier Builder before installing version 1.0. Instructions for uninstalling the previous build are in [section 2.3.2](#) of this document.

**Note 2:** Screen shots provided for installing and uninstalling, are taken using Windows XP Professional version 2002, screens for installing or uninstalling might vary for other operating systems.

### 2.3.1 Install

**Note:** Prior to installing, Adobe AIR must be installed on your computer. If not installed, follow the instructions provided in section 2.2 (Adobe AIR).

1. Open the **eDossier Builder** “exe” file.

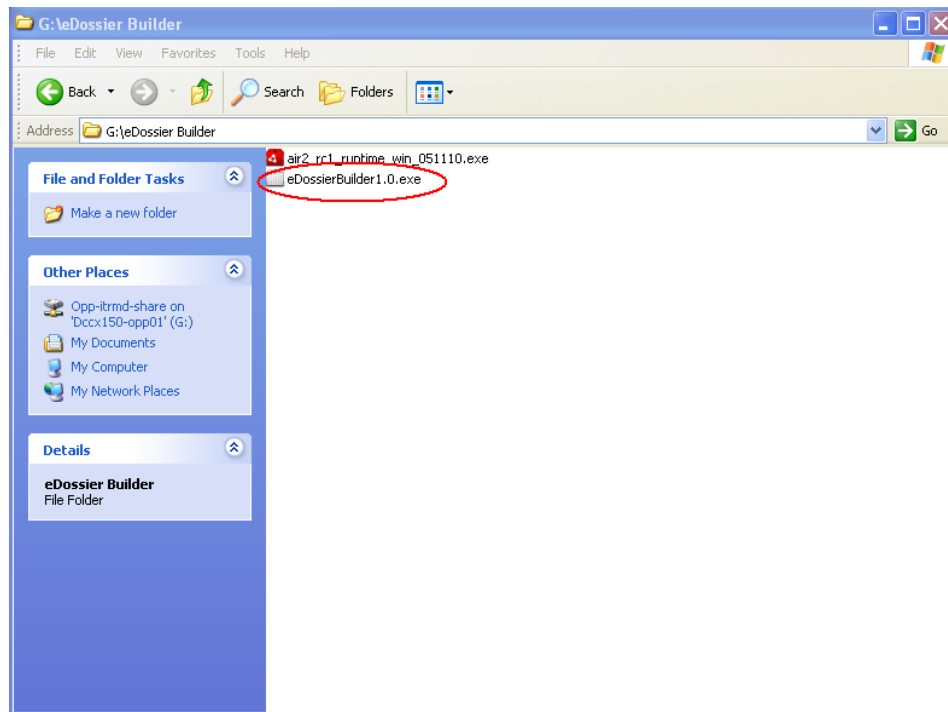


Figure 2-7: eDossier Builder exe File



2. The *Application Install* screen appears.

Note: By default, both *Installation Preference* boxes are selected, and the *Installation Location* is set to **C:\Program Files**. Deselect any of the Installation Preferences you would like disable. If you would like to change the location of the application, select the **folder icon** and select another location.

Select the **Continue** button.

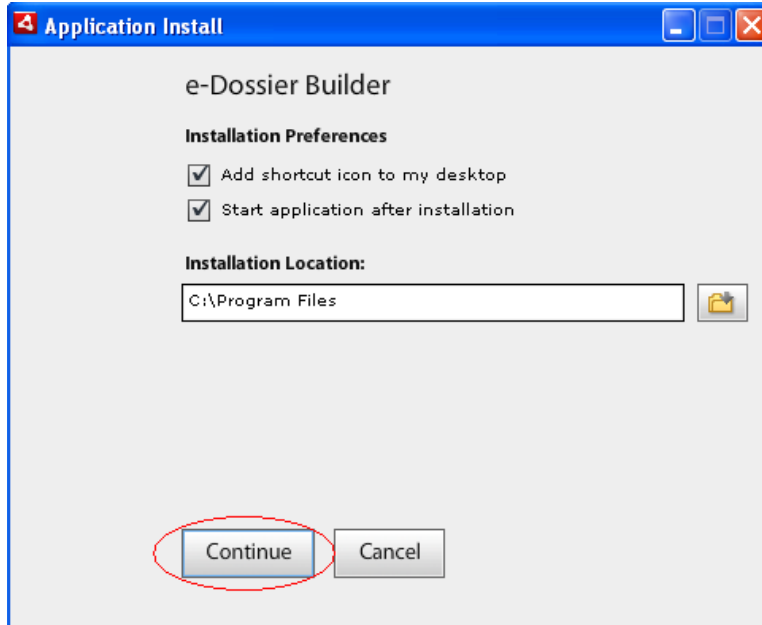


Figure 2-8: Application Install

The *Application Install Progress* screen appears briefly while the application is being installed.

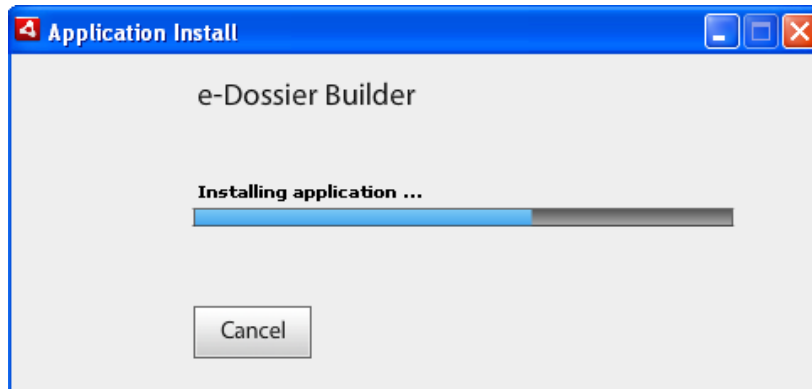


Figure 2-9: Application Install Progress

3. Once the application has finished installing, the *Application Install* screen will automatically close and the eDossier Builder *Home* screen appears. The application will not open if you chose for the application to not open at the completion of installation during step 5.

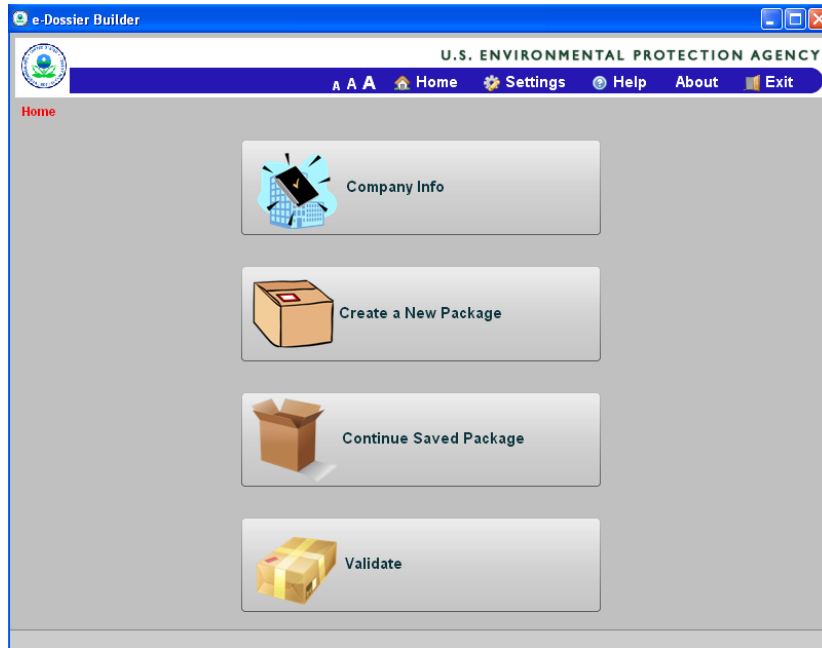


Figure 2-10: eDossier Builder Home Screen

### 2.3.2 Uninstall

If you would like to uninstall the application, follow the steps listed below.

**Note:** Screen shots provided are for WindowsXP, screens for uninstalling might vary depending on the operating system used.

1. From your computer, select **Start > Control Panel**.



Figure 2-11: Open Control Panel

2. The *Control Panel* window appears. Select the **Add or Remove Programs** icon.

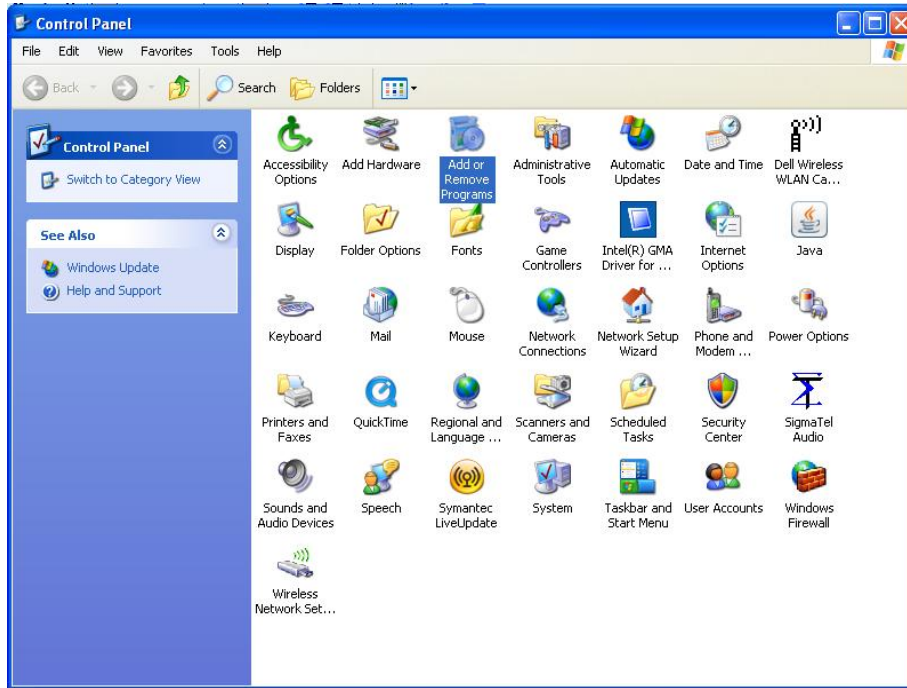


Figure 2-12: Control Panel

3. The *Add or Remove Programs* window appears. Select **eDossier Builder**, and then click the **Remove** button.

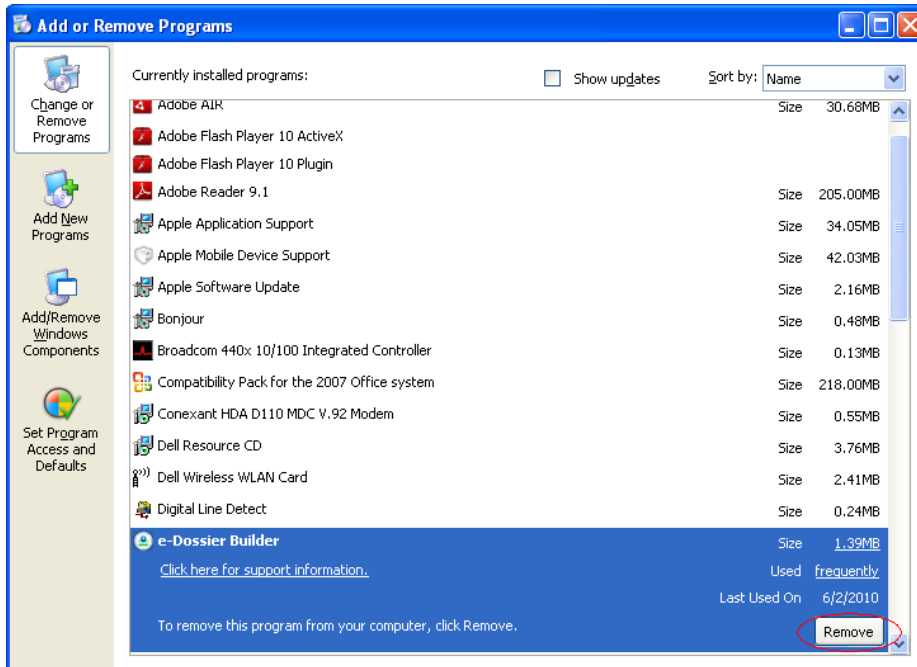


Figure 2-13: Add or Remove Programs

4. The *eDossier Builder Uninstall Progress* window appears as the application is being removed from your computer. Once complete, the window will close and eDossier Builder will no longer be listed in the *Add or Remove Programs* window.

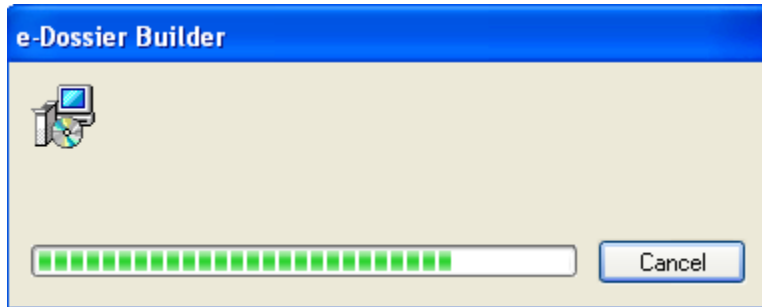


Figure 2-14: eDossier Builder Uninstall Progress

### 3 Open eDossier Builder & Using the Toolbar

#### 3.1 Open eDossier Builder

1. Go to the location where eDossier Builder was placed during installation. By default, and if not changed during installation, an icon is provided on the computer desktop.
2. Click on the **eDossier Builder icon** to open the application.

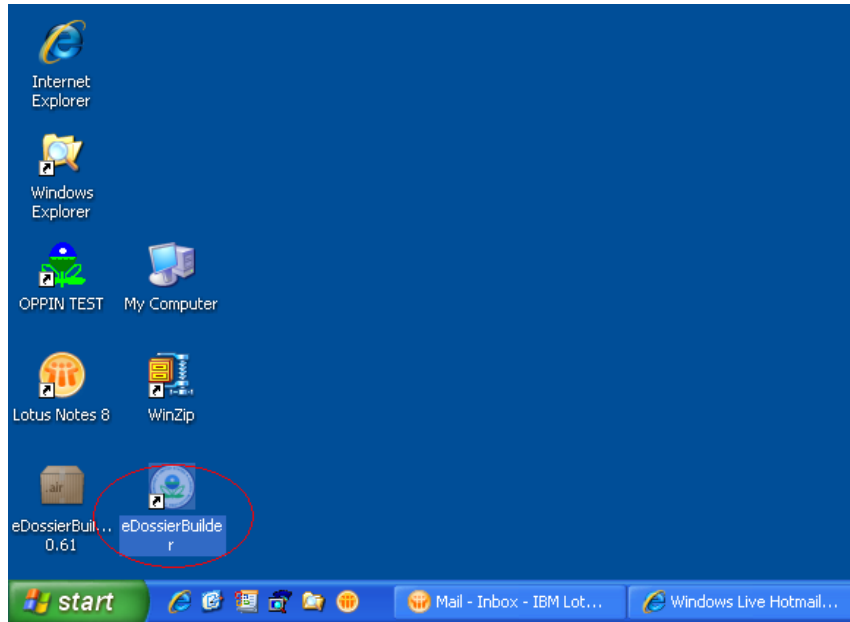


Figure 3-1: eDossier Builder Icon

3. The *Home* screen appears.

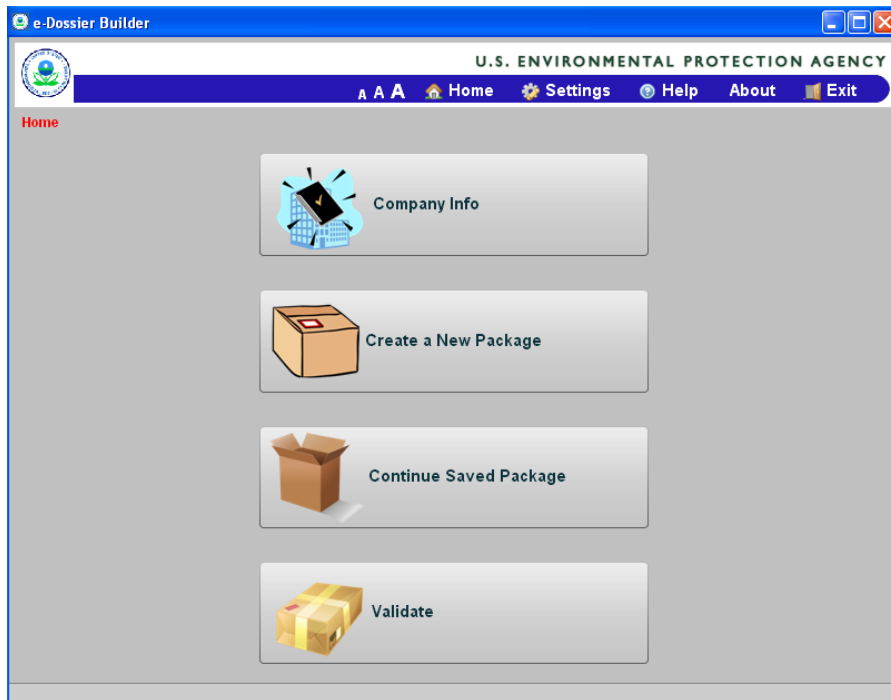


Figure 3-2: Home Screen

## 4 Create, Edit, & Delete Company Profile

### 4.1 Create a Company Profile

Company Profile is the name given to the profile created in the 'Company Info' screen. This field can have numeric or string values, or any combination (e.g., alpha01). A minimum one Company profile is mandatory for creating an electronic package.

1. From the *Home* screen, select the **Company Info** button.

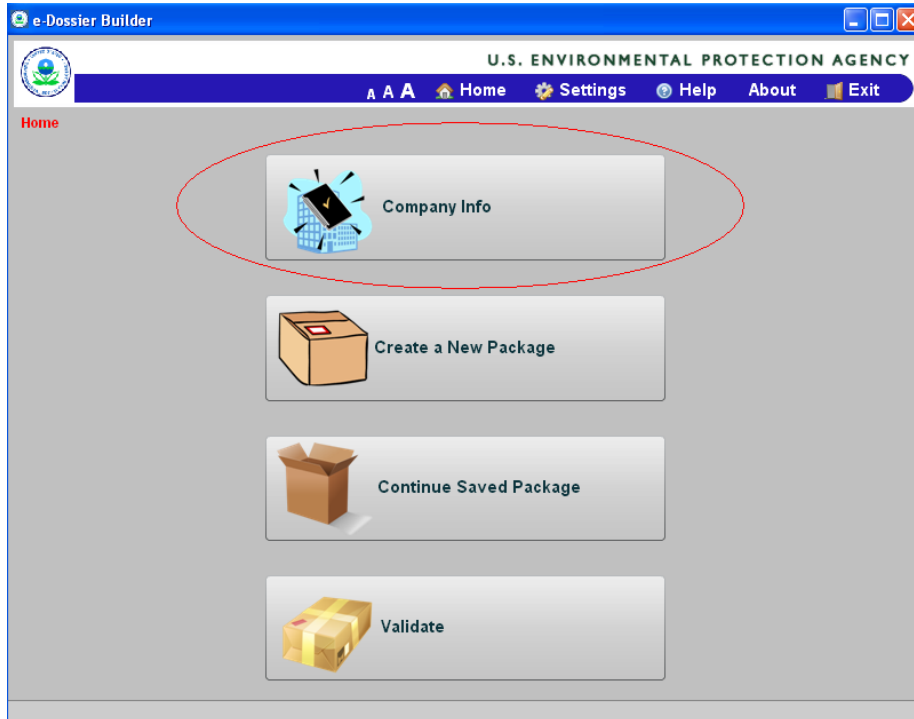


Figure 4-1: Company Info Selection

2. The *Company Profile* screen appears. Complete all **required fields** (\*) and any of the other fields as necessary, and then select the **Add Profile** button.

*Note:* The Company and Contact Details are not meant to be the official company contact information.

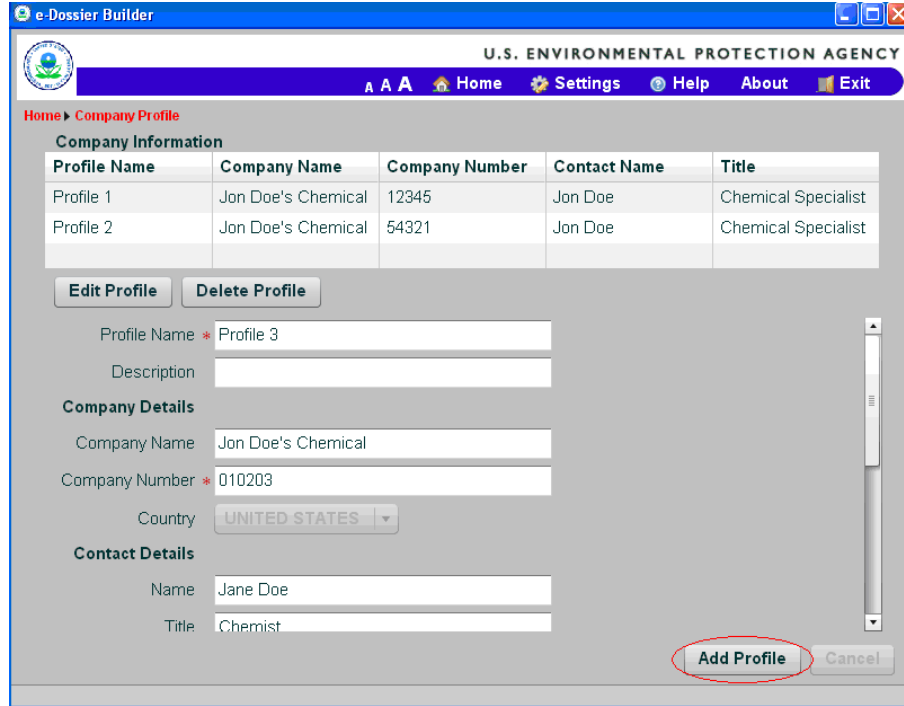


Figure 4-2: Company Info Screen

3. The information entered is now provided in the *Company Information* table as shown below. Repeat step 2 if you would like to provide additional profiles. If no other company profiles are needed, select **Home** from the tool bar provided at the top of the screen.

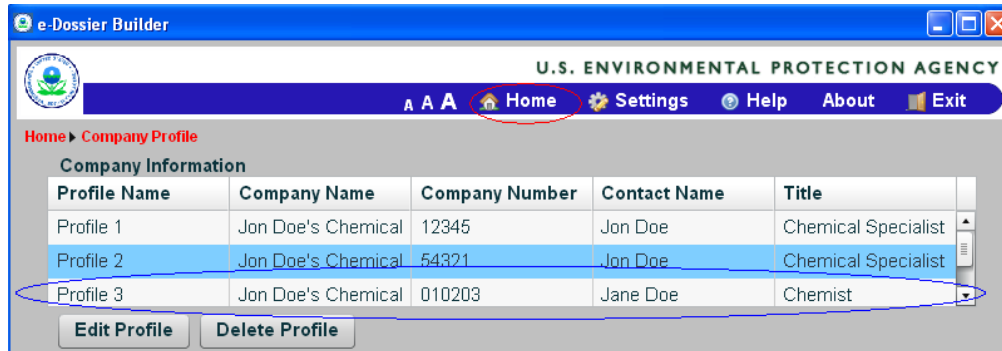


Figure 4-3: Company Info Added

### 4.14.2 Edit a Company Profile

1. From the *Company Profile* screen, select a profile that is provided in the *Company Information* table, and then click the **Edit Profile** button.

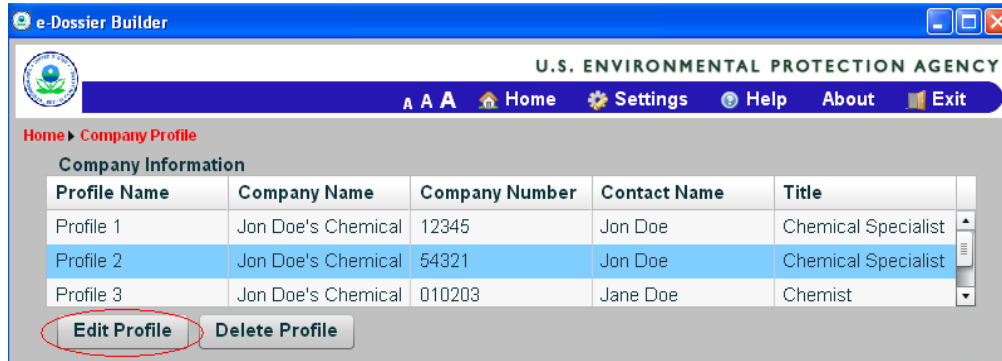


Figure 4-4: Edit Company Info

2. The previously entered profile name and company and contact details are provided in their associated fields located below the *Company Information* table. Make any **required changes**, and then select the **Save Profile** button.

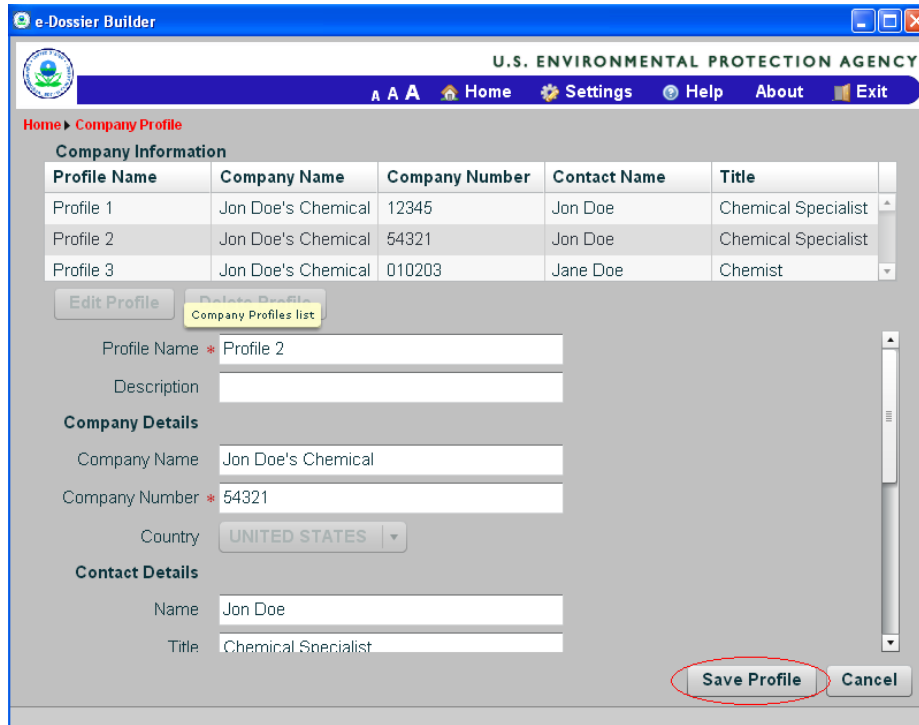


Figure 4-5: Save Company Profile Changes



3. The company profile changes are saved and the profile information is provided in the *Company Information* table.

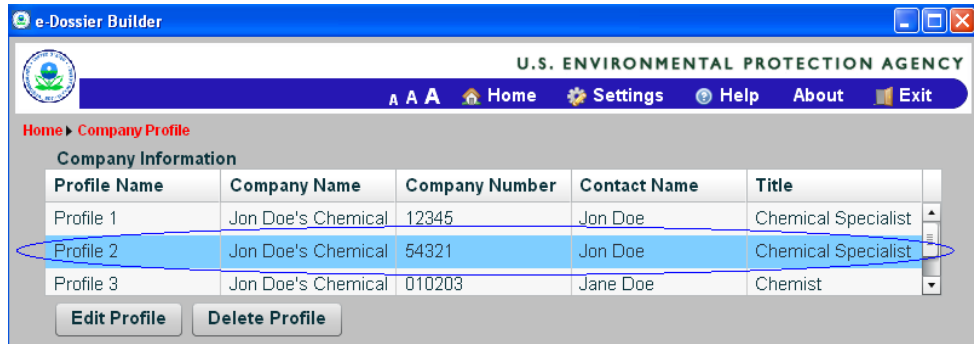


Figure 4-6: Updated Company Profile

### 4.24.3 Delete a Company Profile

1. From the *Company Profile* screen, select a profile that is provided in the *Company Information* table, and then click the **Delete Profile** button.

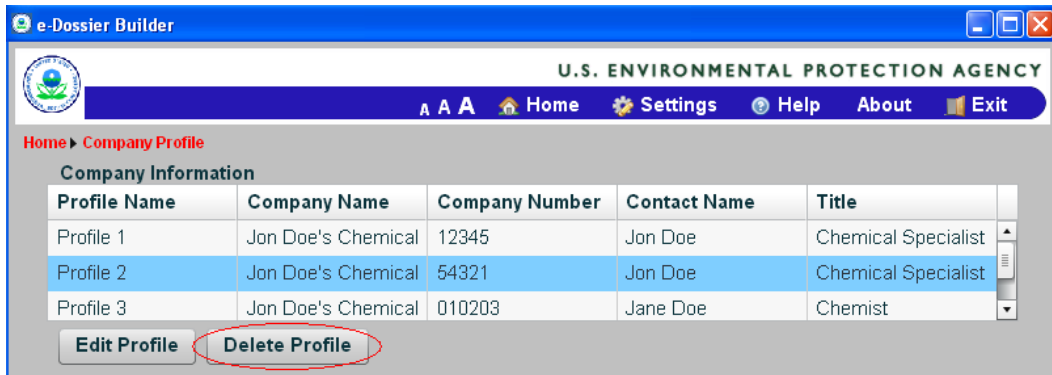


Figure 4-7: Company Profile Delete

2. The *Delete* window appears asking if you want to delete the profile. Select the **Yes** button.

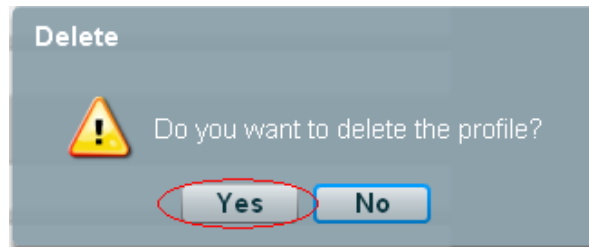


Figure 4-8: Delete Window

- The previously provided company profile is removed from the *Company Information* table as shown below.

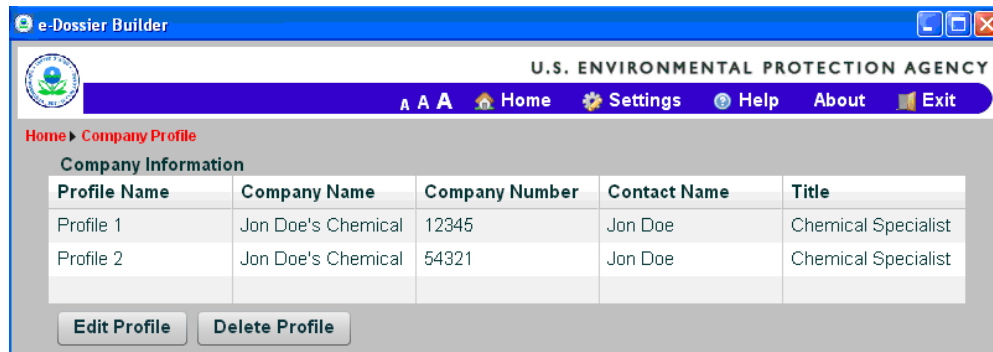


Figure 4-9: Company Profile Deleted

## 5 Create, Edit, and Delete a Non-EDSP Package

### 5.1 Create a Non-EDSP Package

1. From the *Home* screen, select the **Create a New Package** button.

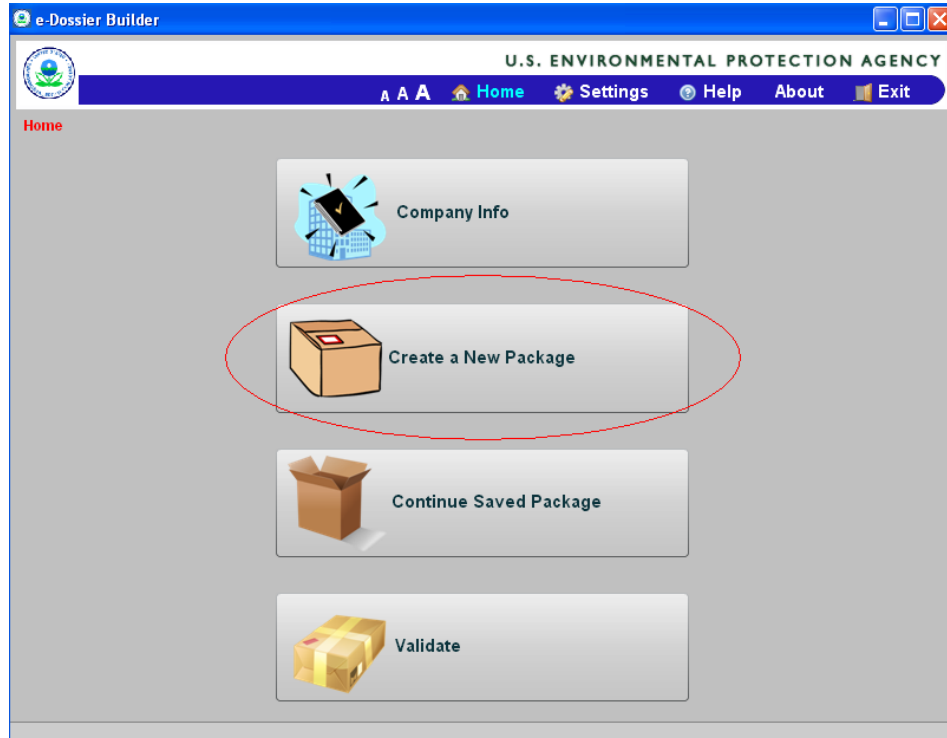


Figure 5-1: Create a New Package

- The *Confirmation Page* appears. Click **Yes** for creating a [EDSP package](#) or **No** for creating a [Non-EDSP package](#).

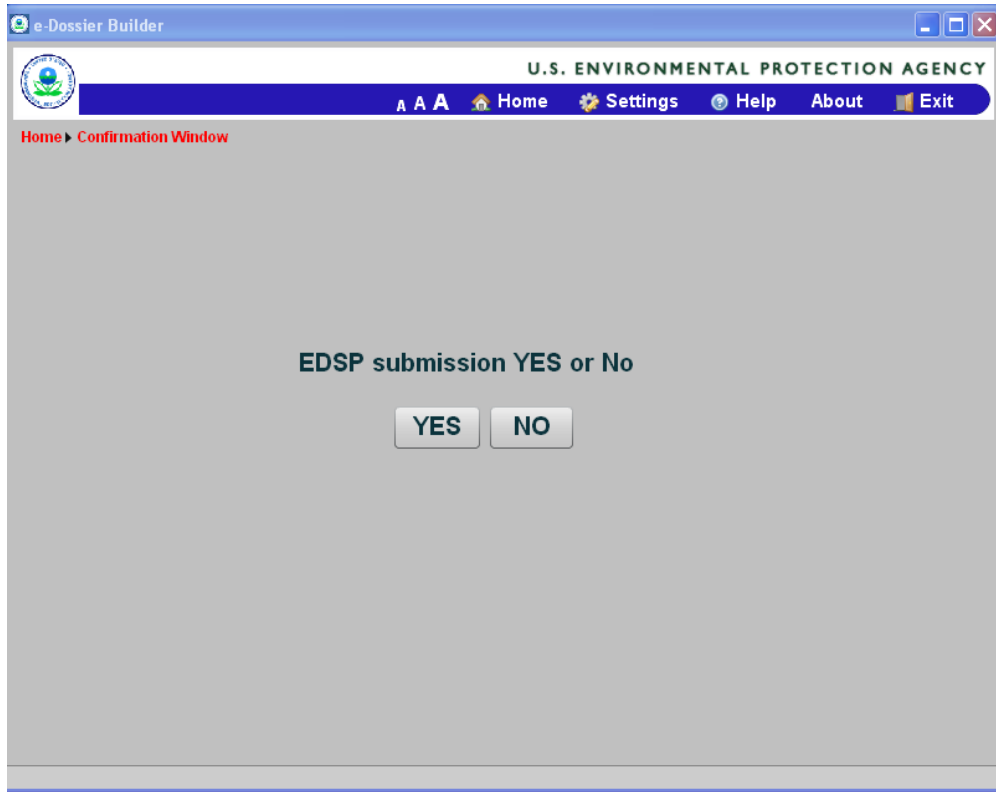


Figure 5-2: Create a EDSP Package Yes or No

Click [here](#) to go to the instructions for building an EDSP Package

3. The *New Package for Non-EDSP Orders* screen appears. Complete all **required fields** (\*) and any of the other fields as necessary, select the applicable **Regulatory Type** (i.e., Product Registration – Section 3) and **Application Type** (i.e., New Registration and the number of applications to be added under each type), and then select the **Next>** button.

The screenshot shows the 'e-Dossier Builder' application window. The title bar reads 'e-Dossier Builder'. The main header features the U.S. Environmental Protection Agency logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below the header is a navigation bar with 'Home', 'Settings', 'Help', 'About', and 'Exit' buttons. The breadcrumb trail shows 'Home > New Package'. The main content area is titled 'Package Info' and contains the following fields and options:

- Package Name \*: Chemical B Product Registration
- Description: (empty text box)
- Is this PRIA?  (Check this if this submission is subject to PRIA Fees)
- Company Profile \*: Profile 2 (dropdown menu)
- Which components are included?  Distributor Product
- Experimental Use Permit - Section 5
  - Amendment 1 (dropdown menu)
  - New Registration 1 (dropdown menu)
- Inert Ingredient Request
- Pre-Application
- PRIA Fee Waiver

A 'Next >' button is located at the bottom right of the form, circled in red.

Figure 5-3: Package Info

4. The *Document for the Package* screen appears. Complete all **required fields** (\*) and any of the other fields as appropriate, and then select the **Add Document** button.

**Note:** A Package is the entire collection of documents/files being submitted at one time. A Package will include one or more applications each to fulfill a specific regulatory need (e.g., applications to register a section 3 product or EUP, application to amend section 3 registrations, or to submit a petition to establish tolerances).

Documents at the package level will apply to the entire set of one or more applications and typically include cover letters, fee payment receipts and OECD Dossier documents.

Documents at the application level will include the forms, labels, studies and other supporting documents/files specific to an individual application.

The screenshot shows the 'Documents for the Package' interface in the e-Dossier Builder application. The window title is 'e-Dossier Builder' and the header is 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. The breadcrumb is 'Home > Package [Chemical B Product Registratio...] > Documents'. The form fields include: Package Name (Chemical B Product Registration), Document Type (Submission Cover Letter), Company Document Number (empty), Document Location (C:\Documents and Settings\Chris\Desktop\EPA OPP\eD with a Browse button), Document Date (calendar icon), Document Group (empty), Admin Number (14792), Contains CBI? (Yes selected), and Comments (text area). At the bottom, there is a 'Documents [0]' list and three buttons: 'Add Document' (circled in red), 'Cancel', and 'View Summary'.

Figure 5-4: Add Package Document

4.5. The document information is provided in the *Documents* table as shown below.

*Note:* When adding multiple documents, the last document added will be placed at the bottom of the *Documents* table. Additionally, documents are not officially attached until the package is finalized.

Repeat step 4 if you would like to add additional documents to the package. Once you have added all of the documents, select the **View Summary** button to continue.

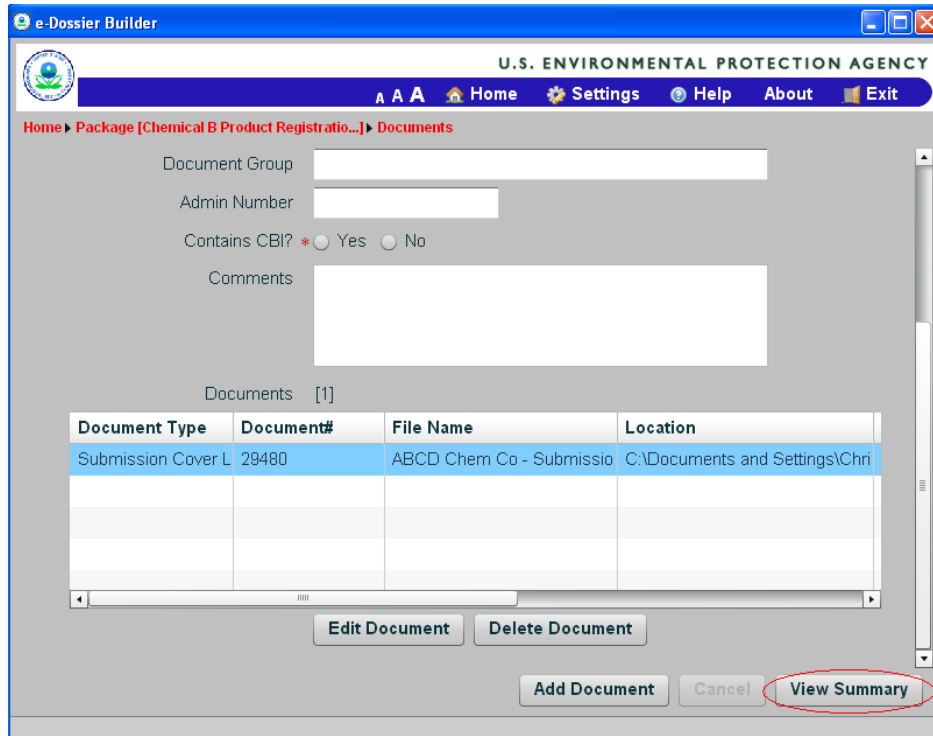


Figure 5-5: Package Document Added

5.6. The *Package [Title]* screen appears listing the package details, application information, and documents.

If you would like to provide or edit package metadata, follow the steps provided in section 5.4 (Add/Edit Package Metadata). If you would like to provide or edit package level documents, follow the steps provided in section 5.5 (Add/Edit Package Level Documents).

If you would like to provide and/or edit application metadata and documents, follow the steps provided in section 6 (Add, Edit, & Delete Application Metadata & Documents).

If you would like to finalize the package without adding or editing application metadata and documents, follow the steps provided in section 7 (Validate & Finalize a Non-EDSP Package).

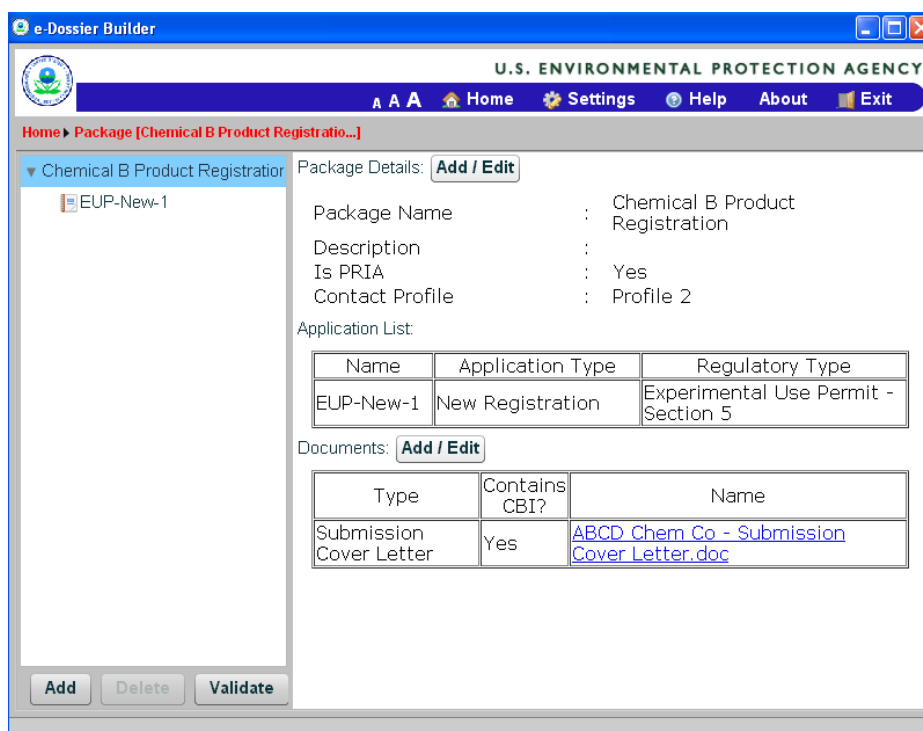


Figure 5-6: Package [Title] Screen



## 5.2 Continue a Saved Non-EDSP Package

1. From the *Home* screen, select the **Continue Saved Package** button.

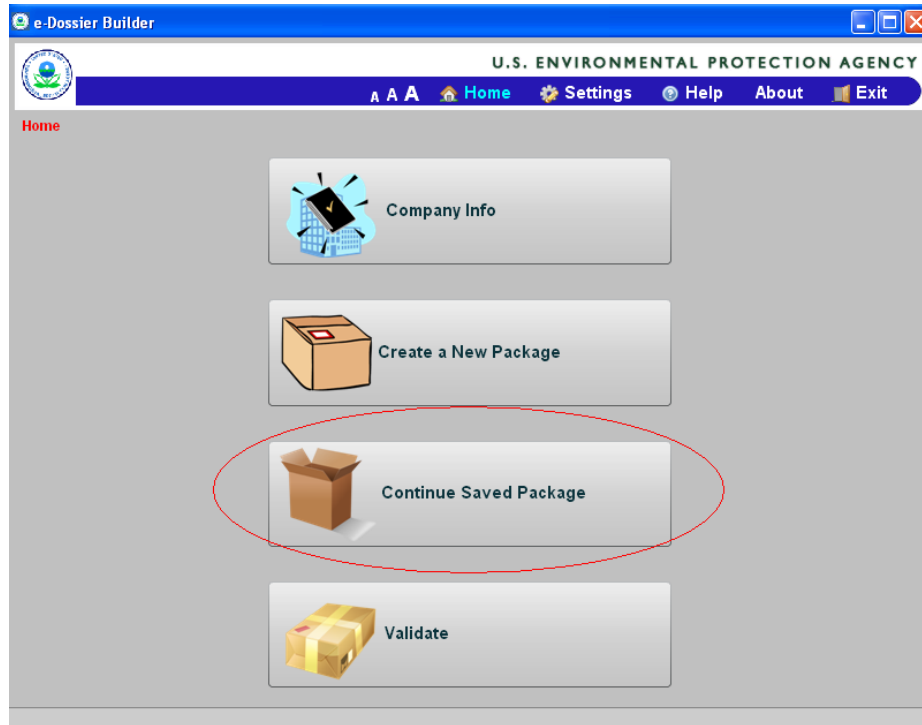


Figure 5-7: Continue Saved Non-EDSP Package

2. The *Open Package* screen appears and provides a listing of all packages. Click on one of the **packages** listed, and then select the **Open** button.

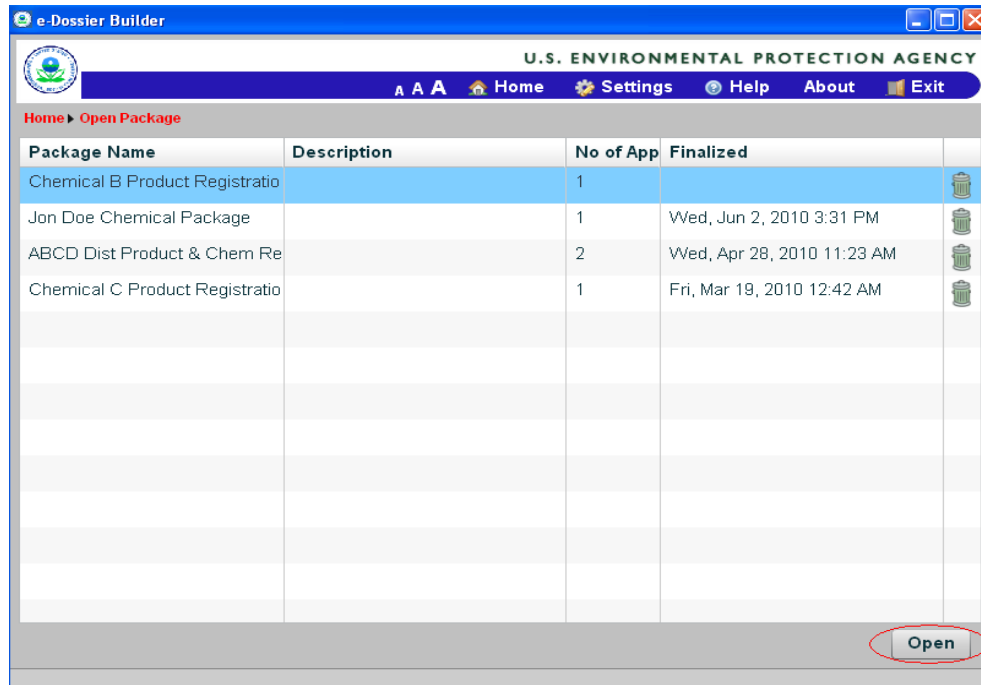


Figure 5-8: Open Package Screen

3. The *Package [Title]* screen appears. Continue with the creation of the package.

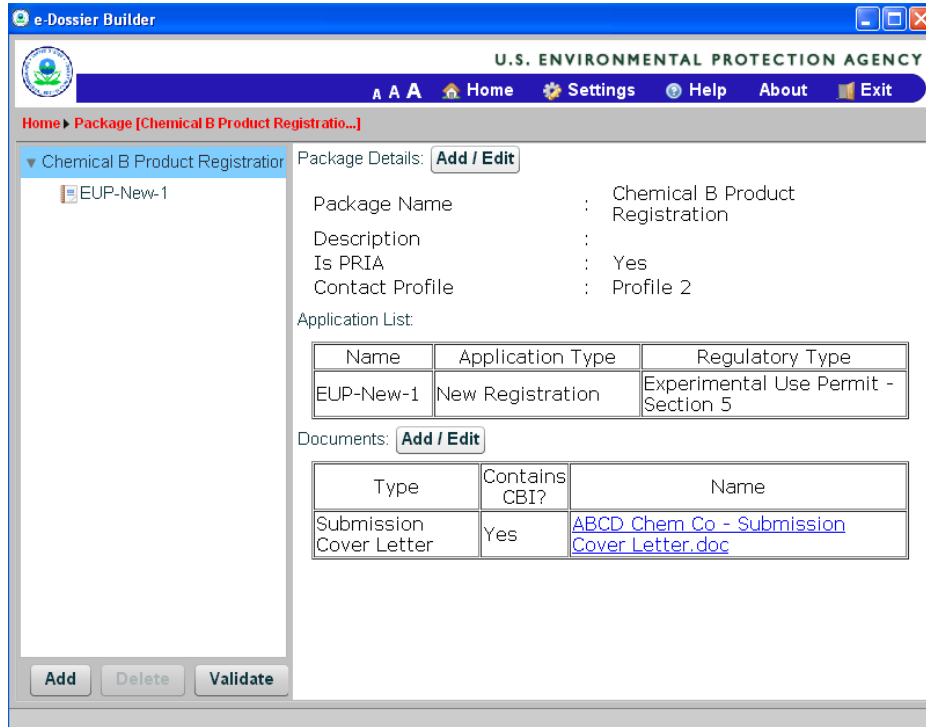


Figure 5-9: Package [Title] Screen

### 5.3 Add/Edit Package Metadata

1. From the *Package [Title]* screen, select the **Add/Edit** button provided next to *Package Details*.

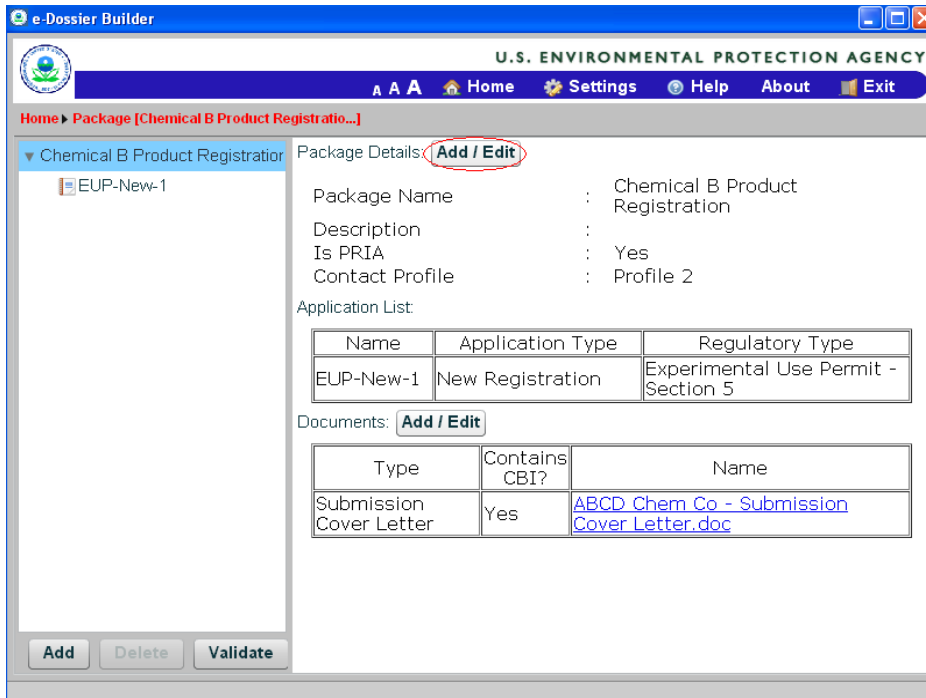


Figure 5-10: Package Details Add/Edit

- The *Package Info* screen appears. Make desired changes, and then select the **View Summary** button to return to the *Package [Title]* screen.

If you would like to provide or edit package documents, select the **Next>** button and go to step 2 of section 5.5 (Add/Edit Package Level Documents).

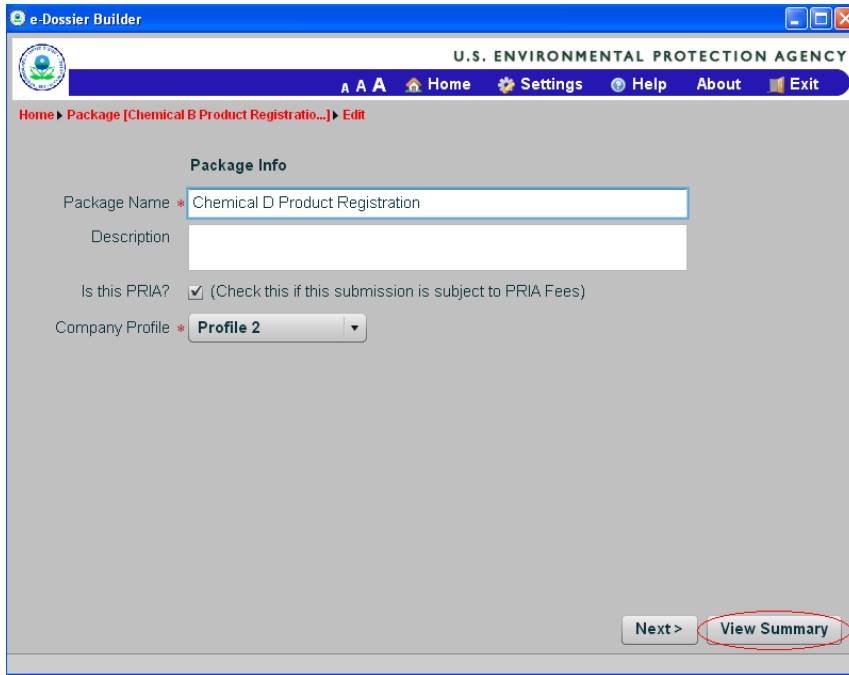


Figure 5-11: Edit Package Info

- The *Package [Title]* screen appears and the changes made are provided in *Package Details*.

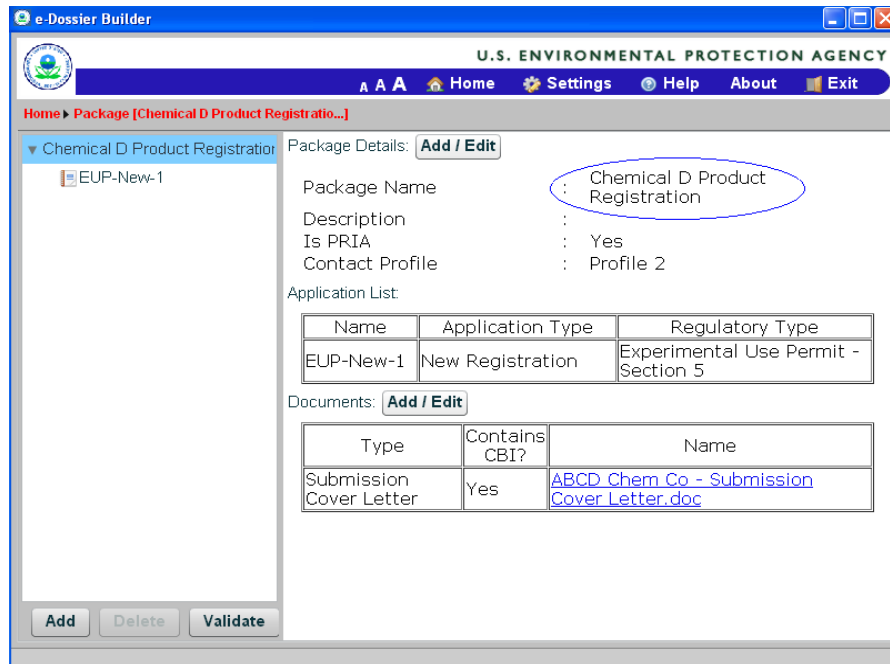


Figure 5-12: Package Info Change

## 5.4 Add/Edit Package Level Documents

1. From the *Package [Title]* screen, select the **Add/Edit** button provided next to *Documents*.

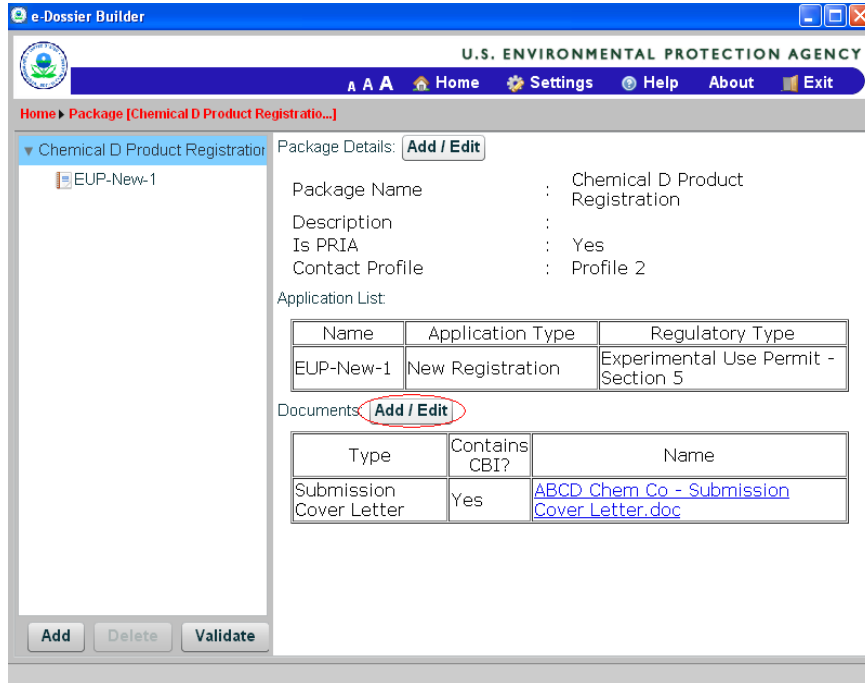


Figure 5-13: Package Document Add/Edit

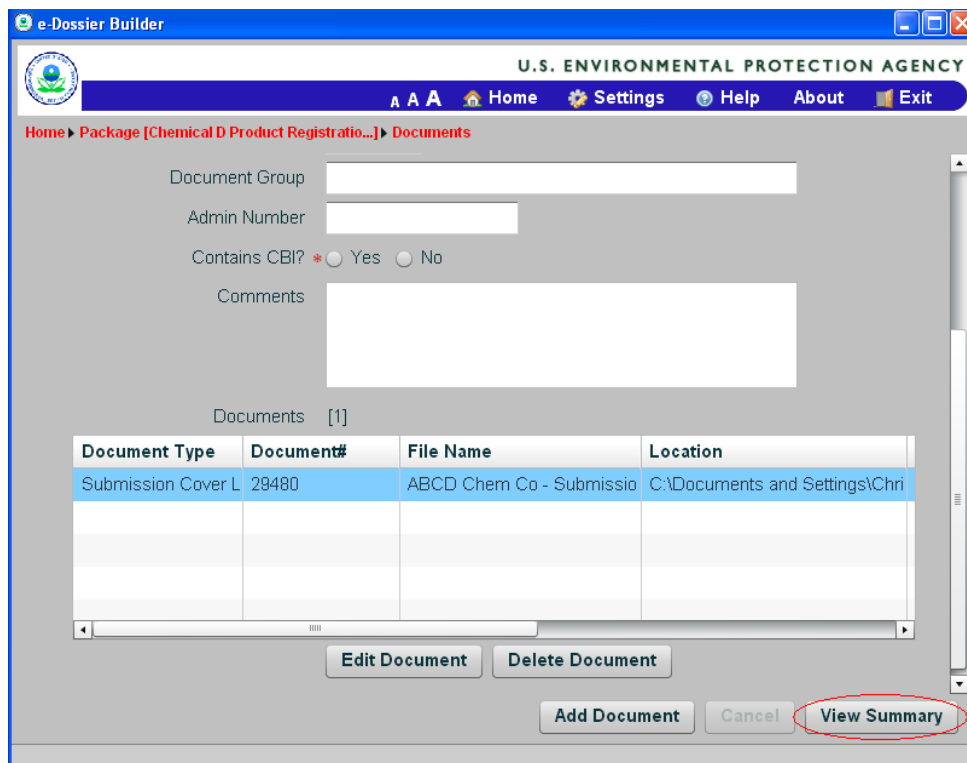
- The *Documents for the Package* screen appears. Add another document or make changes to a previously added document by selecting the document and clicking on the **Edit Document** button. When editing a previously added document, be sure to select the **Save Document** button when finished.

If you would like to delete a document, select the **Delete Document** button.

When complete, select the **View Summary** button.

**Note:** If adding multiple documents, the last document added will be placed at the bottom of the *Documents* table.

Note, the documents are not officially attached until the package is finalized.



**Figure 5-14: Edit Package Document**

- The *Package [Title]* screen appears and the changes made are provided in *Documents*.

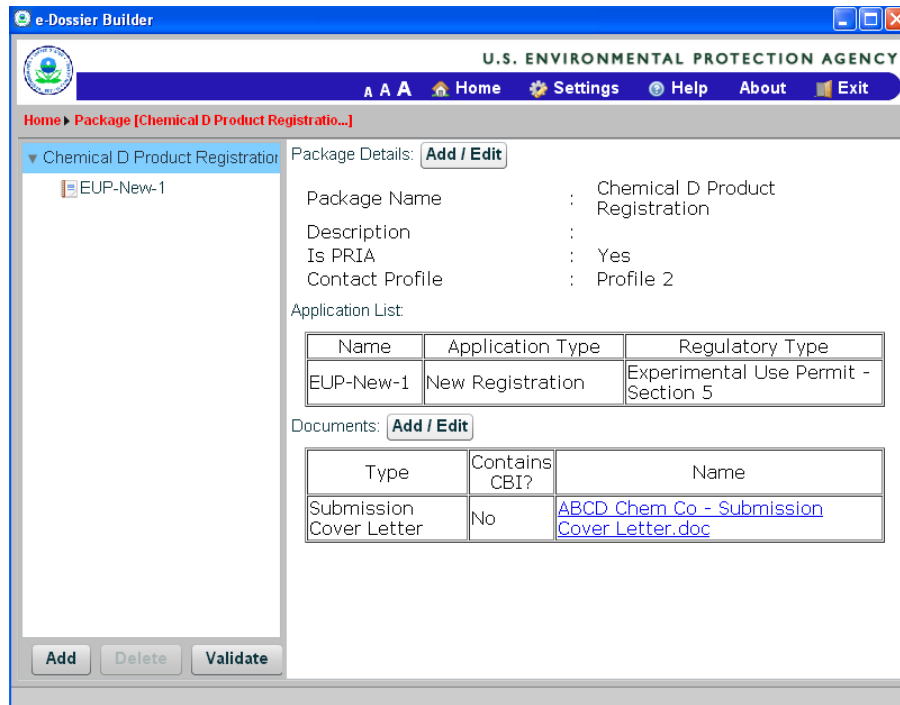


Figure 5-15: Package [Title] Screen

## 5.5 Open Package Level Documents

*Note:* This can only be completed if you have attached documents to the package.

1. From the *Package [Title]* screen, click on a **document name** provided in the *Documents* table.

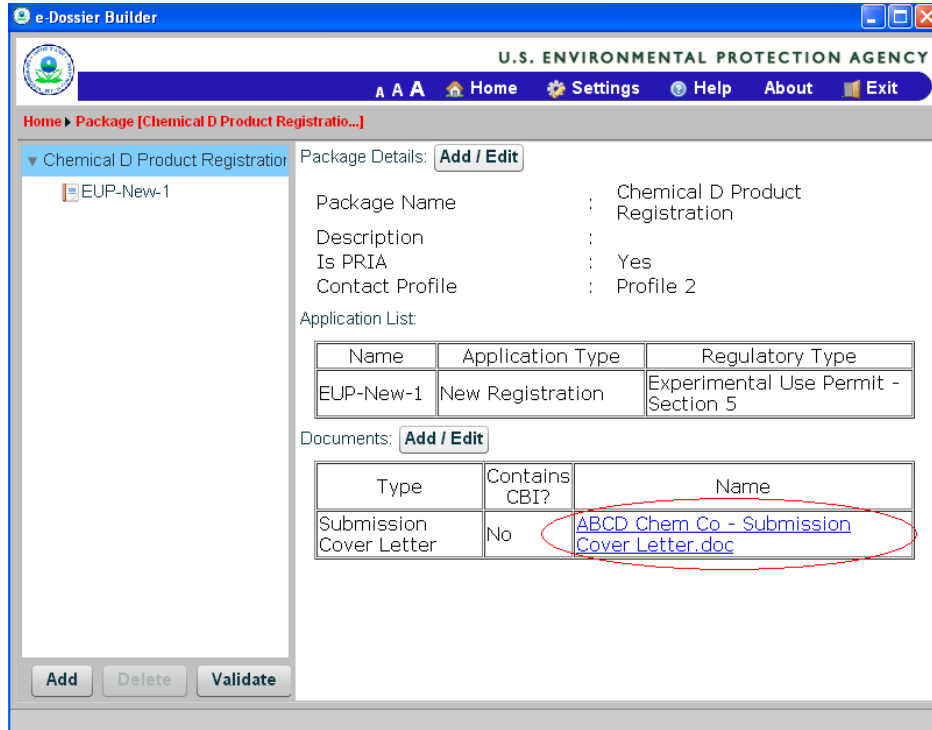


Figure 5-16: Select Package Document

2. The *File Download* window appears. Select the **Open** button.

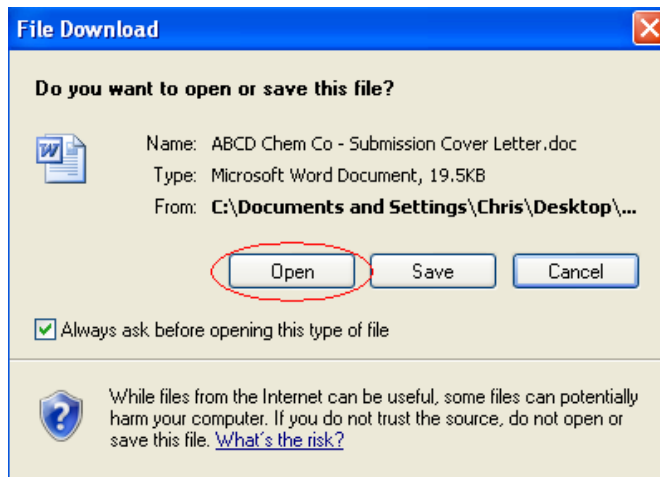


Figure 5-17: File Download Window

3. The document opens in Internet Explorer as demonstrated below.

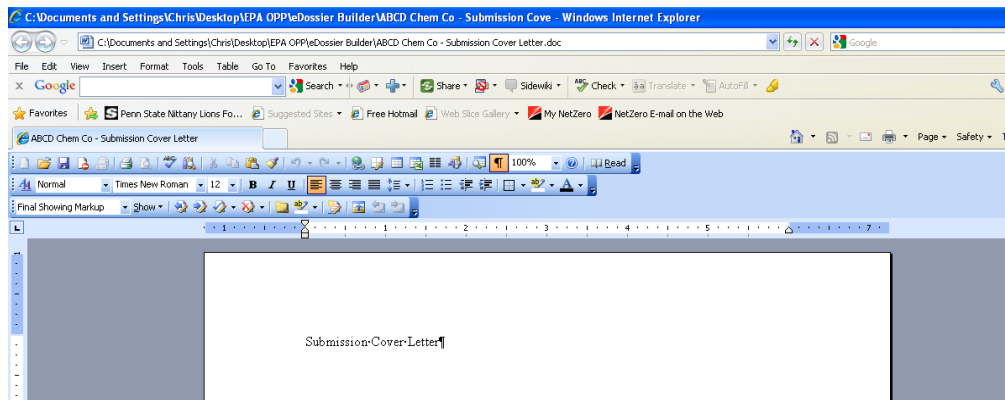


Figure 5-18: Package Level Document

## 5.6 Delete a Package

1. From the *Home* screen, select the **Continued Saved Package** button.

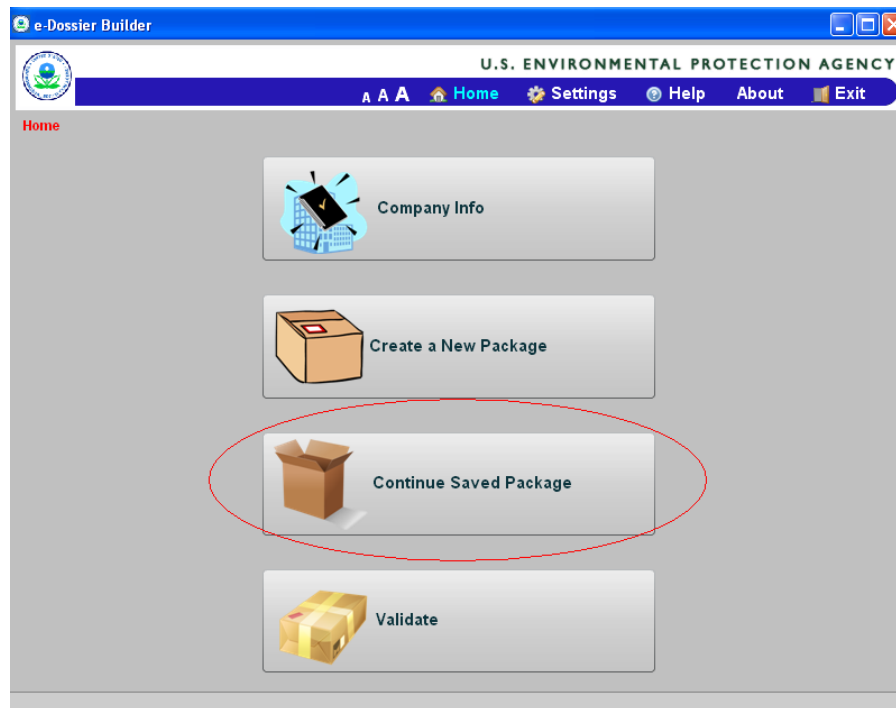
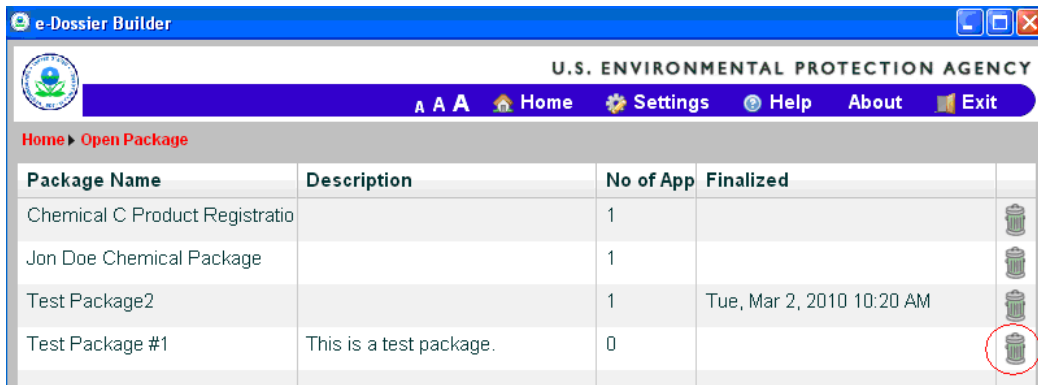


Figure 5-19: Continue Saved Package

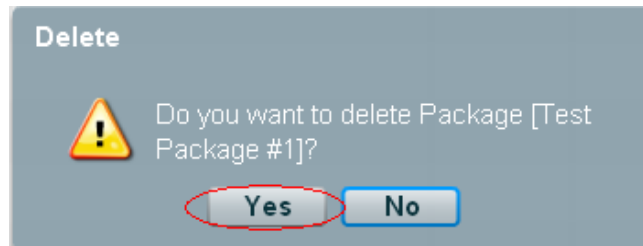


- The *Open Package* screen appears. Select the **Delete (trash can)** button for the package you would like to delete on the on the right side of the screen.



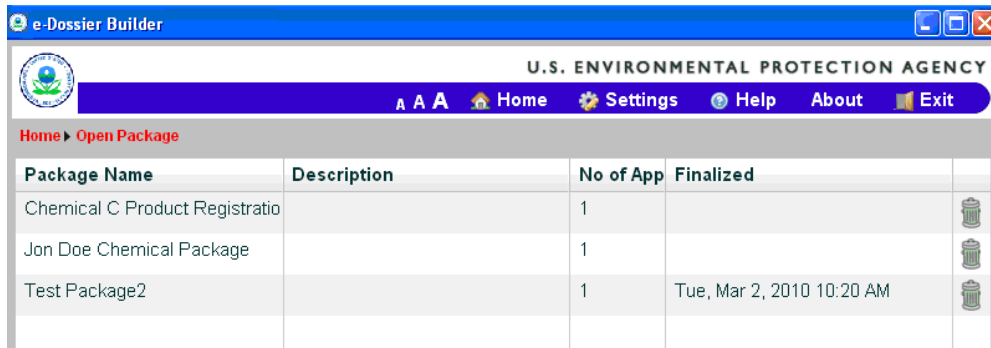
**Figure 5-20: Package Deletion**

- The *Delete* window appears asking if you would like to delete the package. Select the **Yes** button.



**Figure 5-21: Delete Window**

- The *Open Package* screen refreshes and the deleted package is no longer provided.



**Figure 5-22: Package Deleted**

## 6 Add, Edit, & Delete Non-EDSP Application Metadata & Documents

### 6.1 Provide an Application Title

1. From the *Package [Title]* screen, click on one of the **Application Types** listed in the tree view on the left side of the screen.

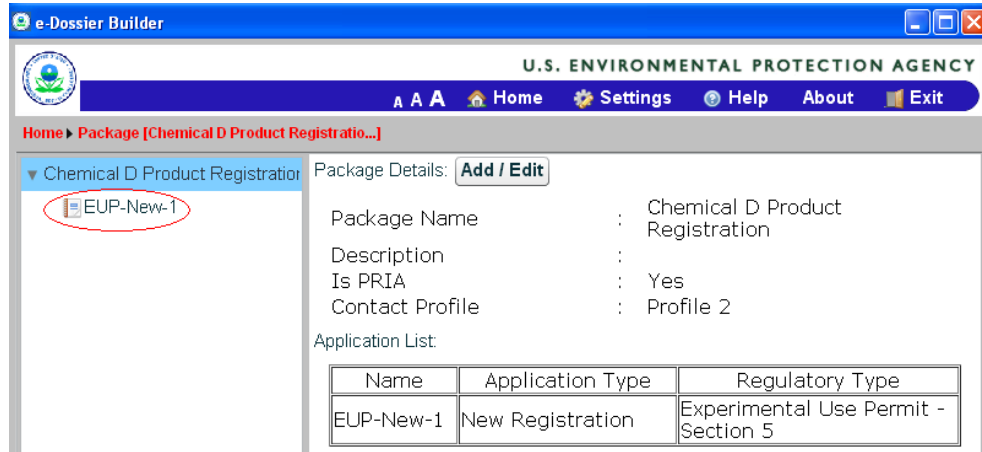


Figure 6-1: Application Type Selection

2. The Application Type details, metadata, and documents appear on the right side of the screen as shown below. Select the **Add/Edit** button provided next to *Application Details*.

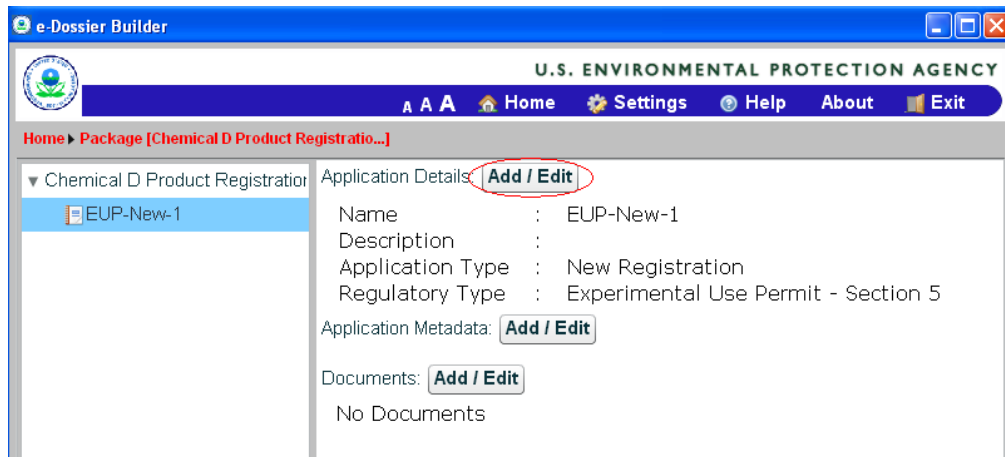
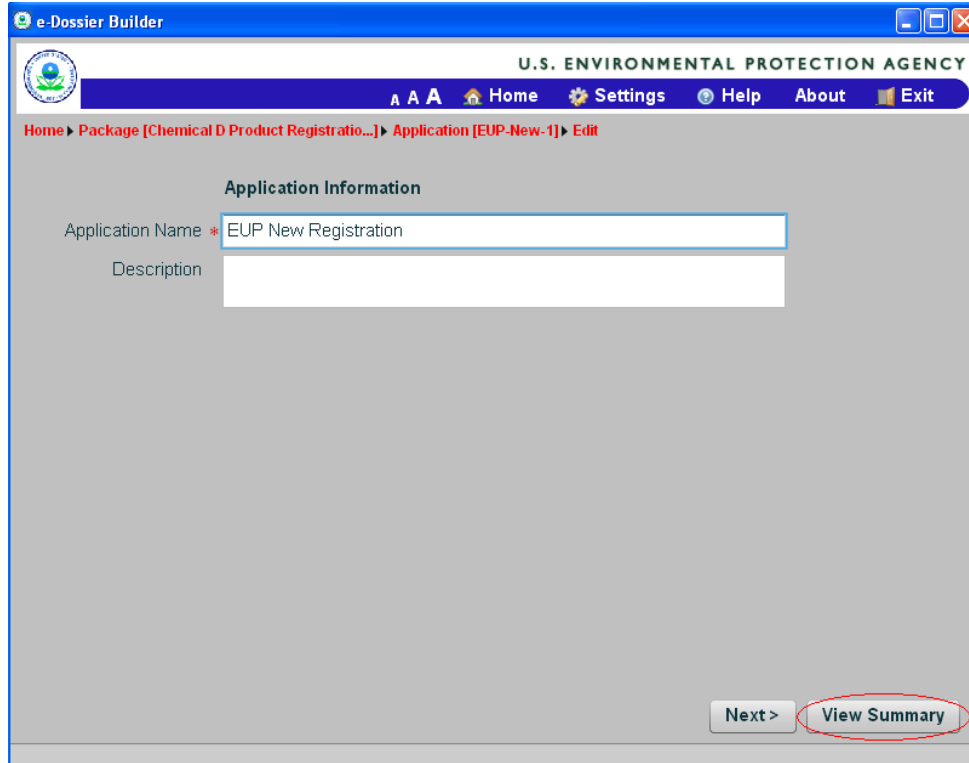


Figure 6-2: Application Details Add/Edit

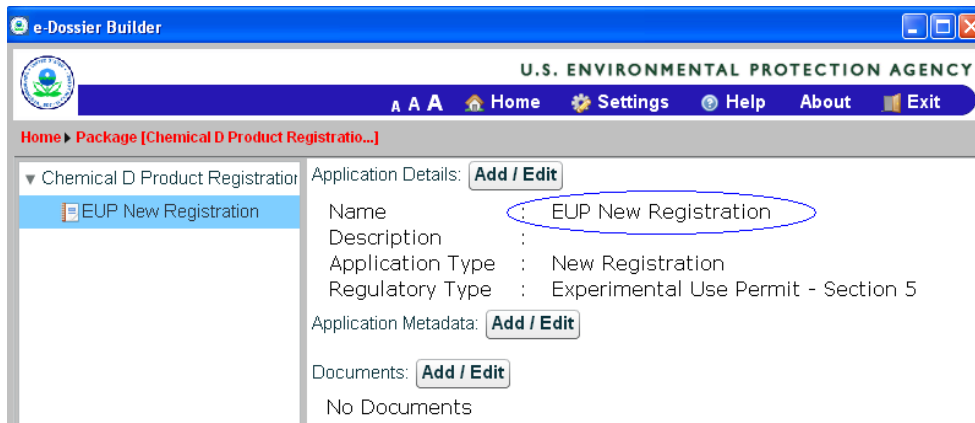
- The *Application Information* screen appears. Enter a **new name** inside the *Application Name* field, and then select the **View Summary** button.

If you would like to provide or edit the Application Metadata, select the **Next>** button and go to step 2 of section 6.2 (Add/Edit Application Metadata) to continue.



**Figure 6-3: Application Information**

- The *Package [Title]* screen appears and the *Application Name* is changed to the name entered step 3.



**Figure 6-4: Application Name Change**

## 6.2 Add/Edit Application Metadata

1. From the *Package [Title]* screen and the Application selected, click on the **Add/Edit** button provided next to *Application Metadata*.

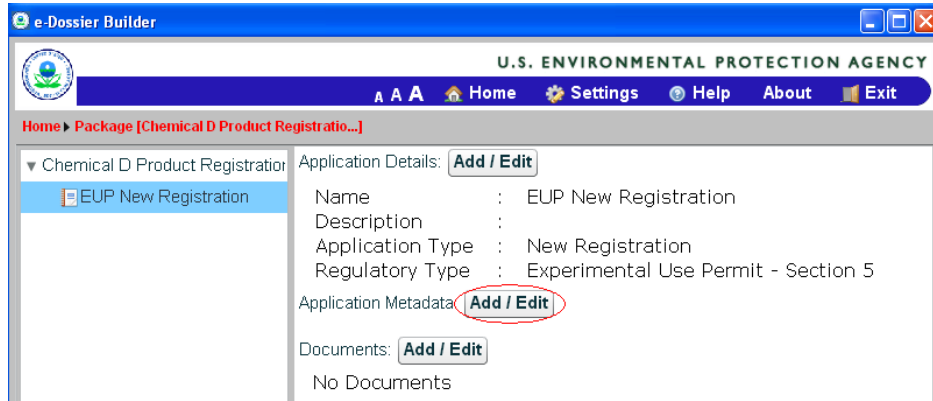


Figure 6-5: Application Metadata Add/Edit

2. The *Application Metadata* screen appears. Complete all **required fields (\*)** and any of the other fields as necessary. If you would like to return to this screen later, select the **Mark for review** box provided on bottom left side of the screen.

Select the **View Summary** button to return to the *Package [Title]* screen. .

If you would like to provide or edit the Application Documents, select the **Next>** button and go to step 2 of section 6.3 (Add/Edit Application Level Documents) to continue.

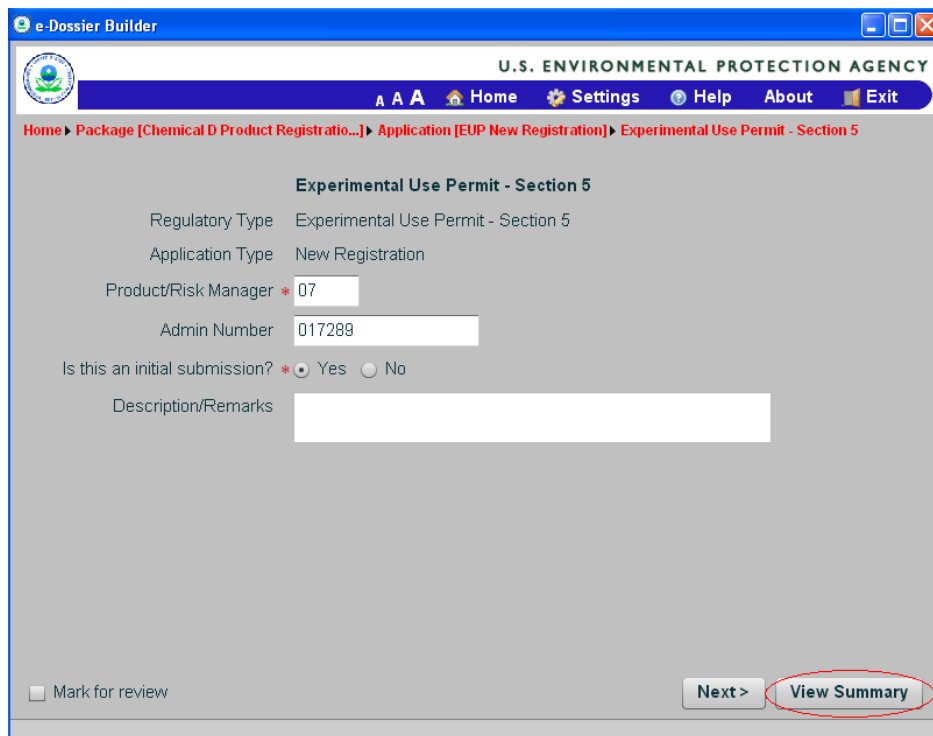


Figure 6-6: Application Metadata Screen

- 3. The *Package [Title]* screen appears and the *Application Metadata* information is updated with the information entered in step 2.

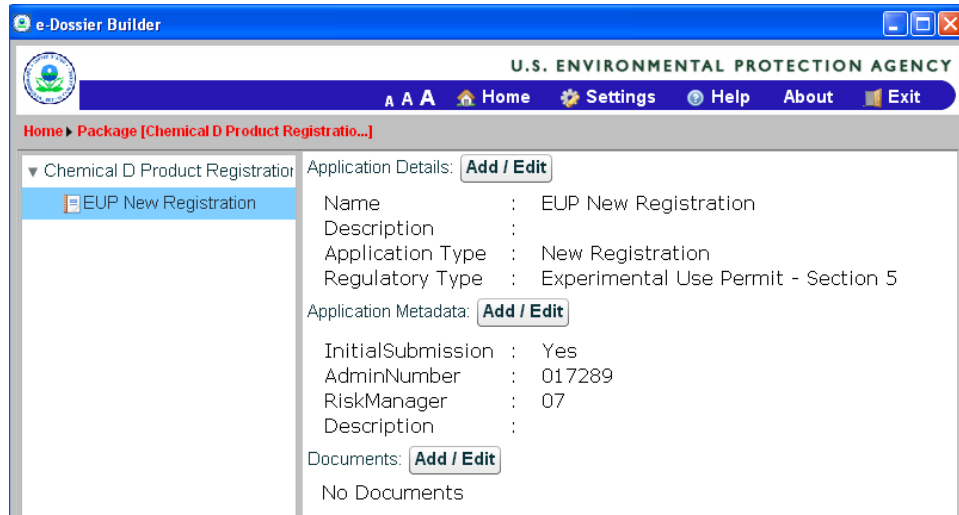


Figure 6-7: Application Metadata Added

- 4. On the *Application Metadata* screen. If you would like to return to this screen later, select the **Mark for review** box provided on bottom left side of the screen. Select 'View Summary' button to go to *Package[Title]* screen

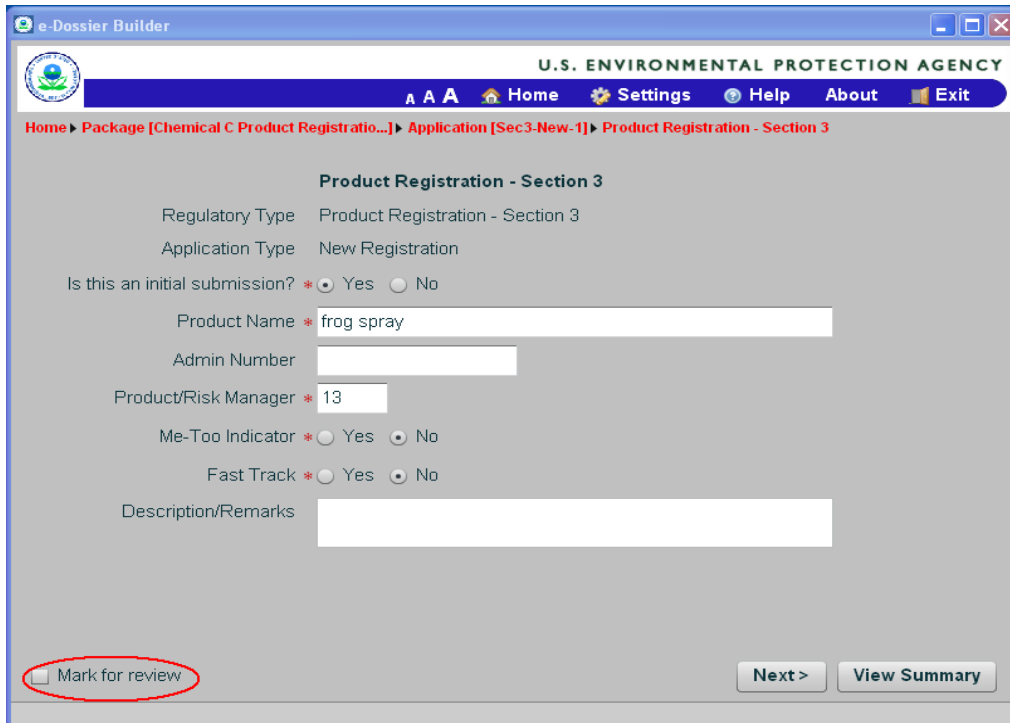


Figure 6-8: Application Metadata Mark For Review

- The *Package [Title]* screen appears and the *Application Metadata* information is updated with ‘\*This section is marked for Review’. Select the **Validate** button to go to the *Validate* screen.

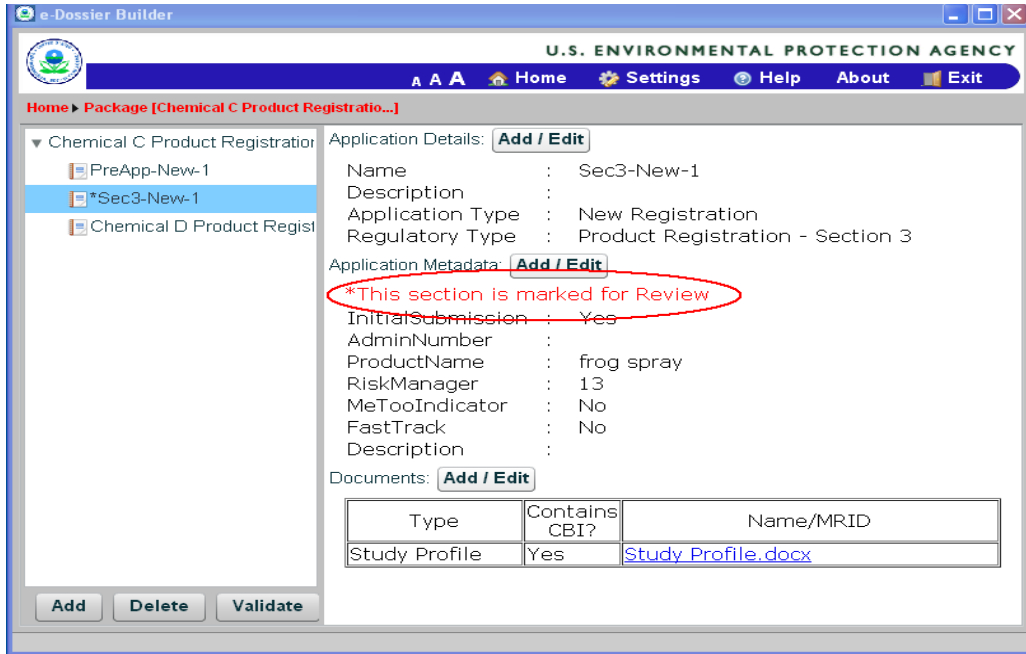


Figure 6-9: Application Metadata Marked for Review

- The *Validate* screen a message stating ‘Application [Title] has been marked for review’. Click ‘**Review**’ button to review the application and ‘**Finalize**’ button to finalize the package.

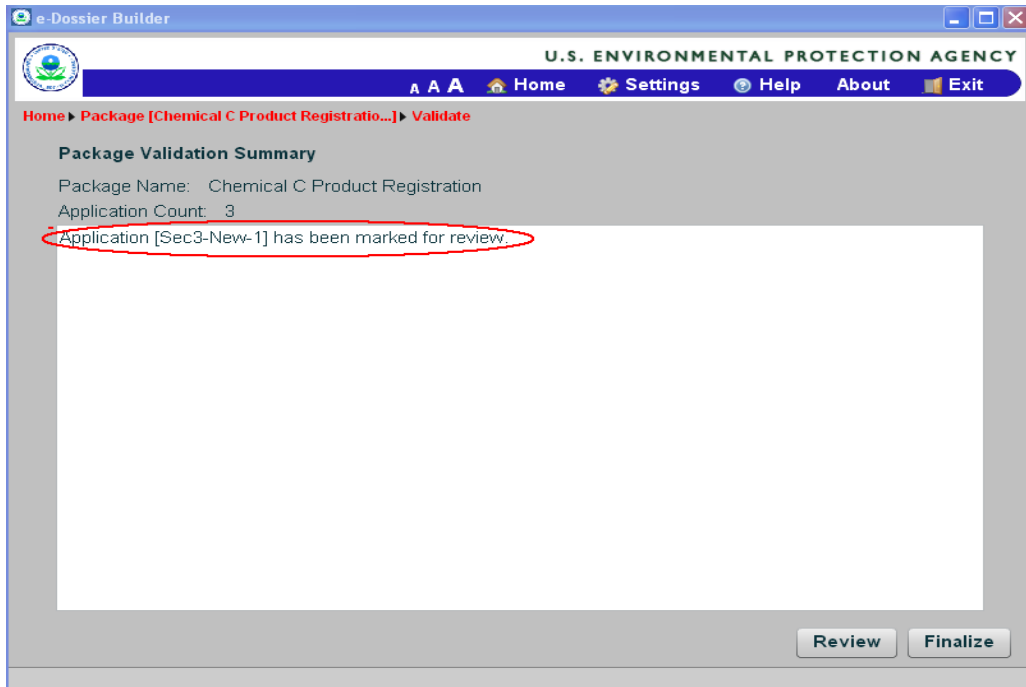
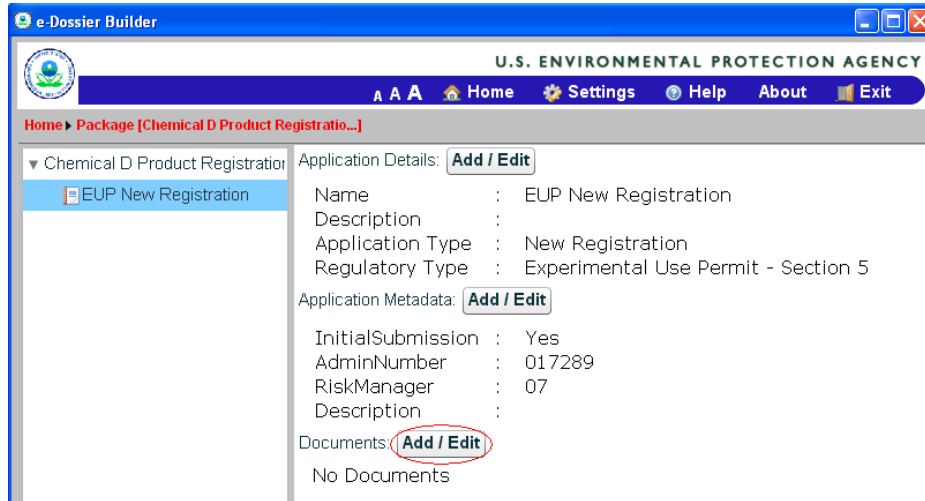


Figure 6-10: Marked for Review

## 6.3 Add/Edit Application Level Documents

1. From the *Package [Title]* screen and the Application selected, click on the **Add/Edit** button provided next to *Documents*.



**Figure 6-11: Application Documents Add/Edit**

2. The *Documents for the Application* screen appears.

If adding a new document, complete all **required fields** (\*) and any of the other fields as necessary. If you would like to return to this screen later, select the **Mark for review** box provided on bottom left side of the screen. When complete, select the **Add Document** button.

If you would like to make changes to a previously added document, select the document and click on the **Edit Document** button. When finished, be sure to select the **Save Document** button when finished.

If you would like to delete a document, select the document and click on the **Delete Document** button.

The screenshot shows the 'Documents for the Application' screen in the e-Dossier Builder software. The window title is 'e-Dossier Builder' and the header includes the U.S. Environmental Protection Agency logo and navigation links (Home, Settings, Help, About, Exit). The breadcrumb trail is 'Home > Package [Chemical D Product Registratio...] > Application [EUP New Registration] > Documents'. The main form area is titled 'Documents for the Application' and contains the following fields: Package Name (Chemical D Product Registration), Application Name (EUP New Registration), Document Type (Study), Document Sub-Type (Study Profile), Document Location (C:\Documents and Settings\Chris\Desktop\EP/ with a Browse... button), Company Document Number, Document Title, Document Author (with a note '(Use comma as separator)'), Document Date (06/01/2010), Document Group, Contains CBI? (radio buttons for Yes and No), and Page Count (10). At the bottom left is a checkbox for 'Mark for review'. At the bottom right are three buttons: 'Add Document' (circled in red), 'Cancel', and 'View Summary'.

**Figure 6-12: Add Application Document**

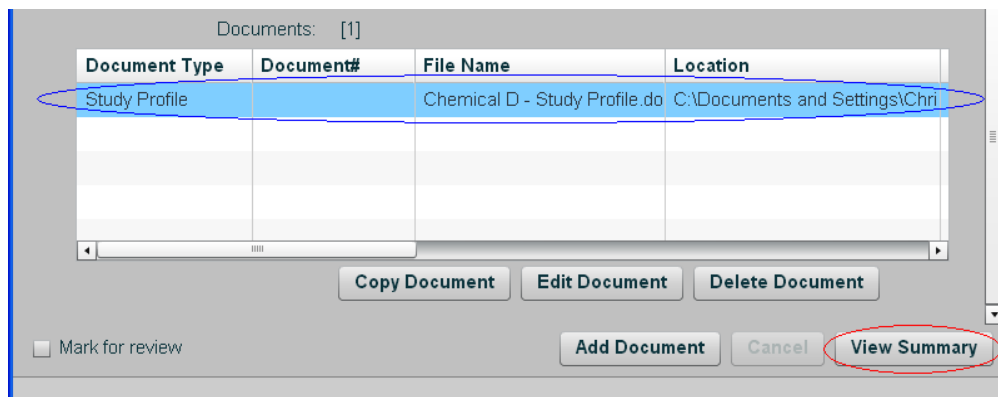


- If you added or edited a document, the document information is provided in the *Documents* table as shown below. If you deleted a document, it is no longer listed in the *Documents* table.

Repeat step 2 if you would like to add additional documents to the application.

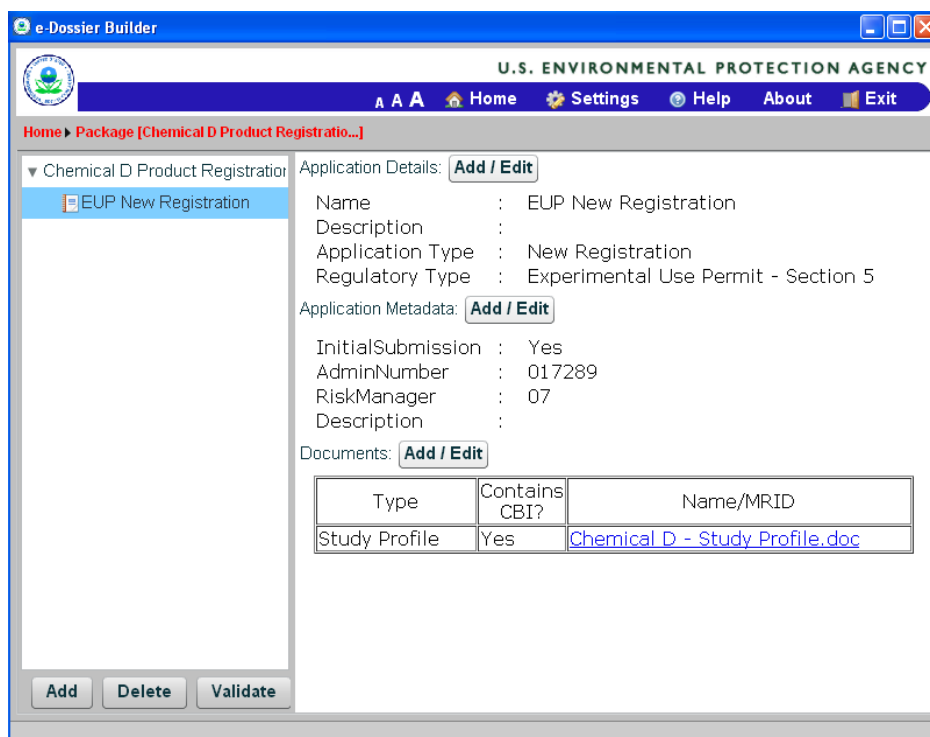
**Note:** If adding multiple documents, the last document added will be placed at the bottom of the *Documents* table. Additionally, documents are not officially attached until the package is finalized.

Once you have added or edited documents, select the **View Summary** button to continue.



**Figure 6-13: Application Document Added**

- The *Package [Title]* screen appears and the document information provided in step 2 is listed under *Documents*.



**Figure 6-14: Package [Title] Screen**

5. On the *Document Metadata* screen. If you would like to return to this screen later, select the **Mark for review** box provided on bottom left side of the screen. Select 'View Summary' button to go to *Package[Title]* screen

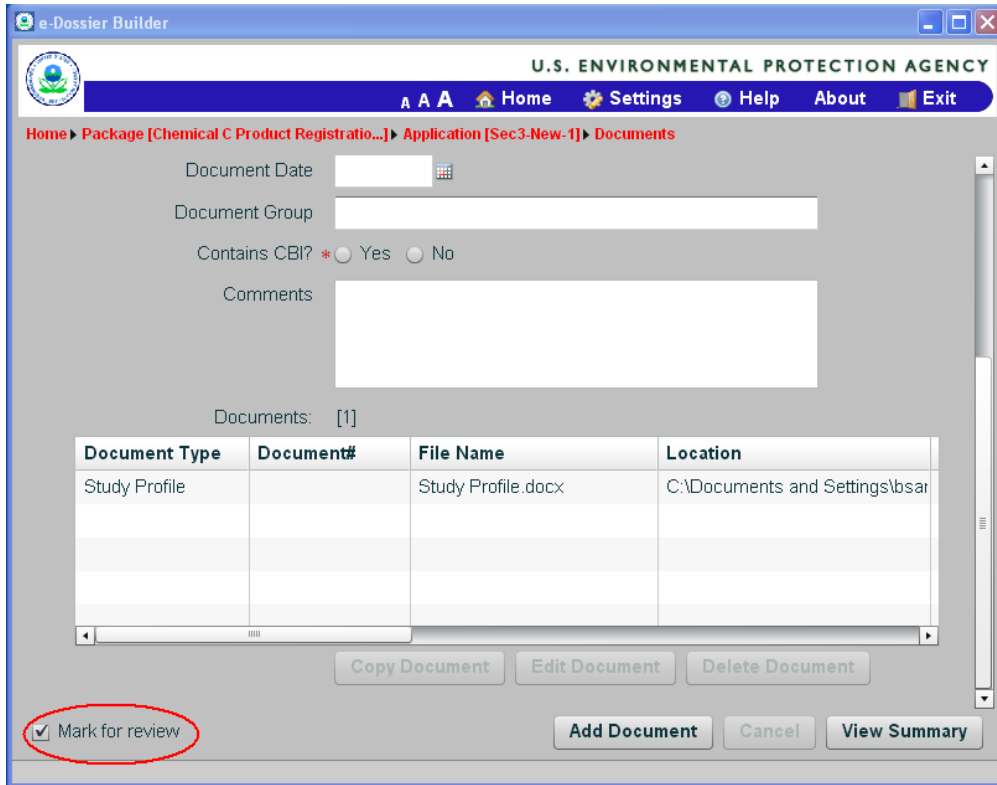


Figure 6-15: Document Metadata Marked for Review

- The *Package [Title]* screen appears and the *Documents* information is updated with ‘\*This section is marked for Review’. Select the **Validate** button to go to the *Validate* screen.

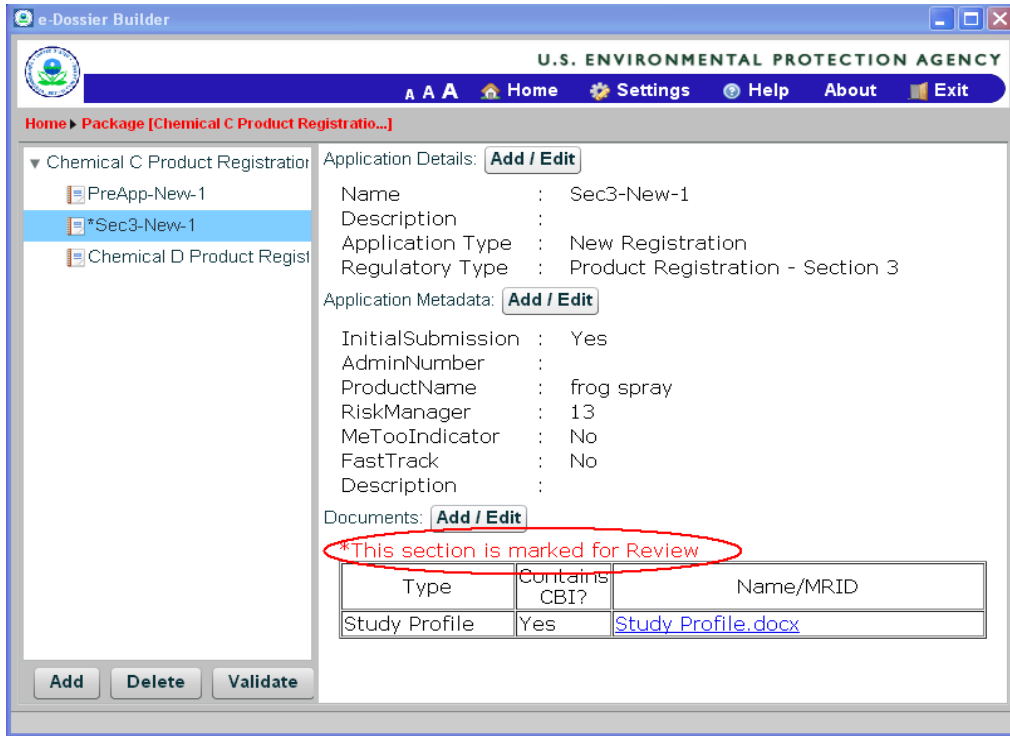


Figure 6-16: Document Metadata Marked for Review

7. The *Validate* screen a message stating ‘*Application [ Title] has been marked for review*’. Click ‘**Review**’ button to review the application and ‘**Finalize**’ button to finalize the package.

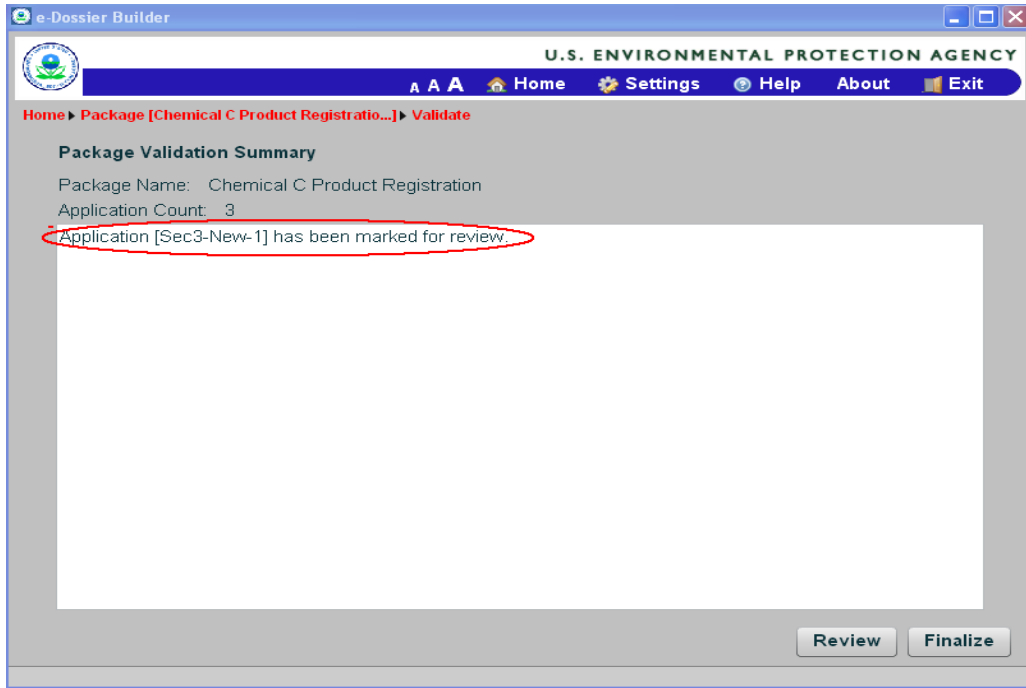


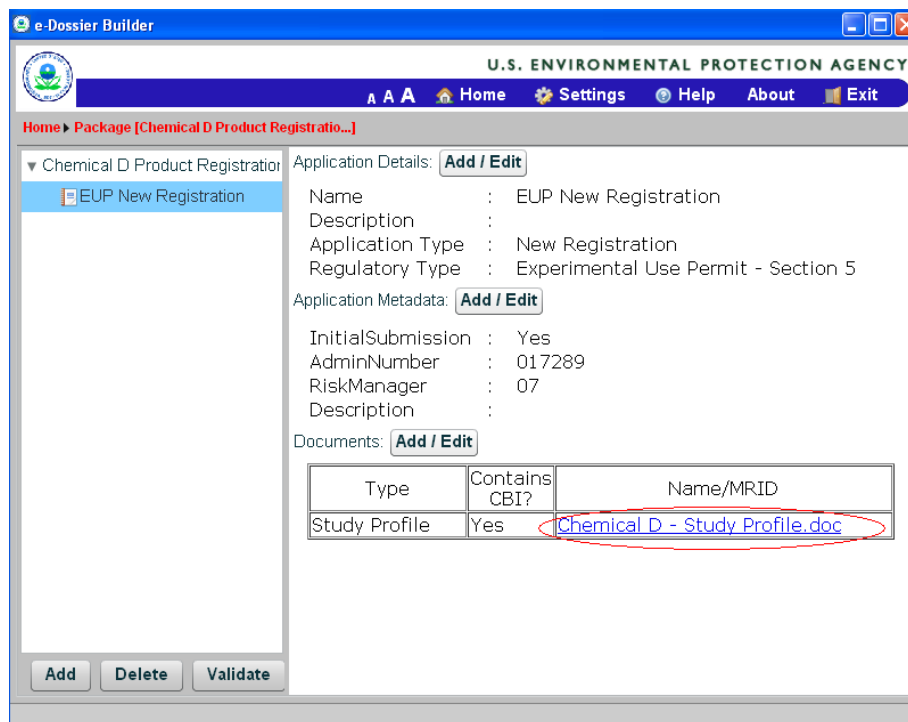
Figure 6-17: Marked for Review

8. Once all applications, metadata, and documents have been added, the package can be finalized following the steps provided in section 7 (Validate & Finalize a Non-EDSP Package).

## 6.4 Open Application Level Documents

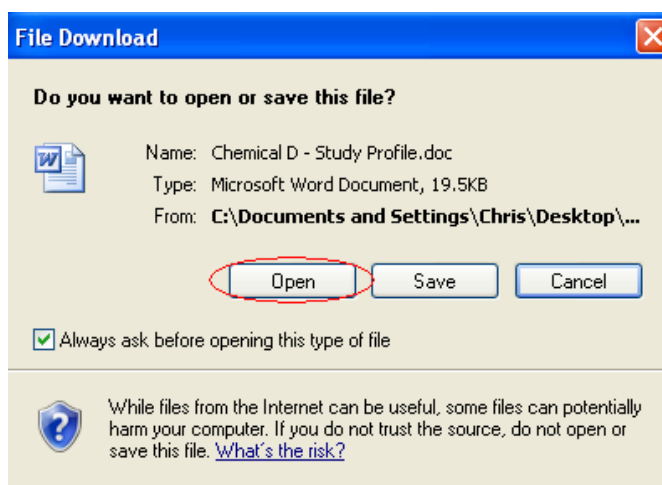
**Note:** This can only be completed if you have attached documents to an application.

1. From the *Package [Title]* screen and an Application selected, click on a **document name** provided in the *Documents* table.



**Figure 6-18: Select Application Document for Opening**

2. The *File Download* window appears. Select the **Open** button.



**Figure 6-19: File Download Window**

3. The document opens in Internet Explorer as demonstrated below.

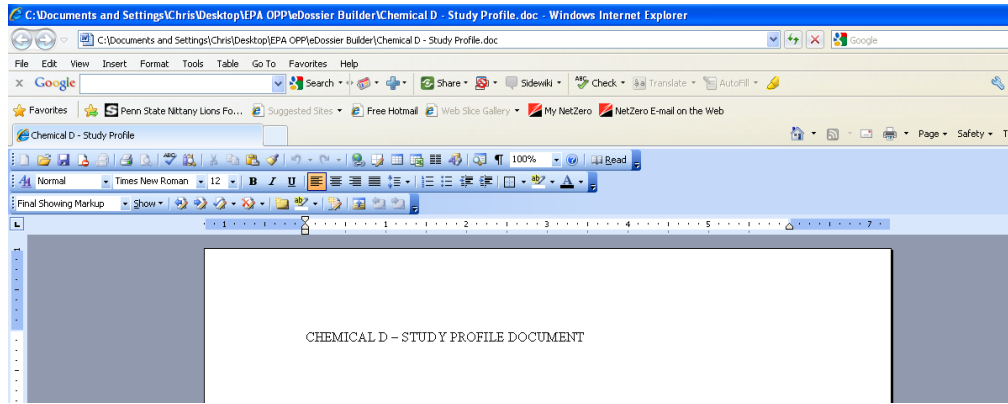


Figure 6-20: Application Level Document

## 6.5 Add an Application

1. From the Package [Title] screen, click on one of the applications listed in the tree view provided on the left side of the screen or select the Package name on left side of the screen, and then select the Add button.

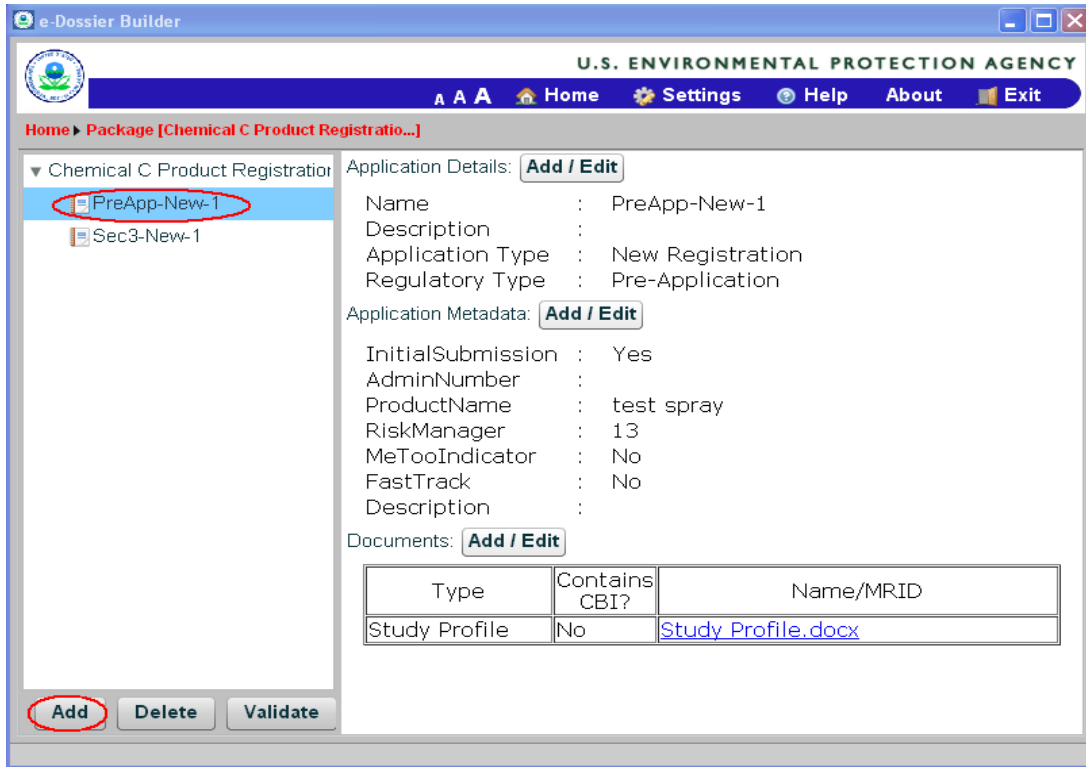


Figure 6-21: Add Application

- The *New Application* screen appears. Complete all required fields (\*) and any other fields as necessary. Select suitable 'Application Type' and 'Regulatory Type' from the drop down menu. Select the 'Next >' button and go to 'Application Metadata' screen.

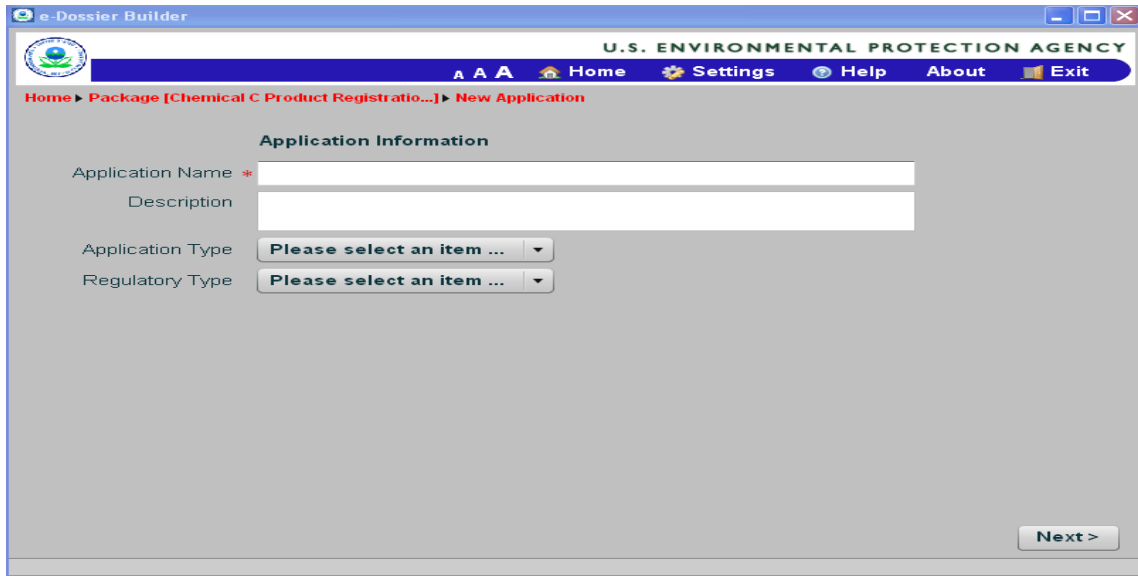


Figure 6-22: Add Application

- The *Application Metadata* screen appears. Complete all **required fields** (\*) and any of the other fields as necessary. If you would like to return to this screen later, select the **Mark for review** box provided on bottom left side of the screen.

Select the **View Summary** button to return to the *Package [Title]* screen. .

If you would like to provide or edit the Application Documents, select the **Next>** button and go to 'Documents for Application' screen.

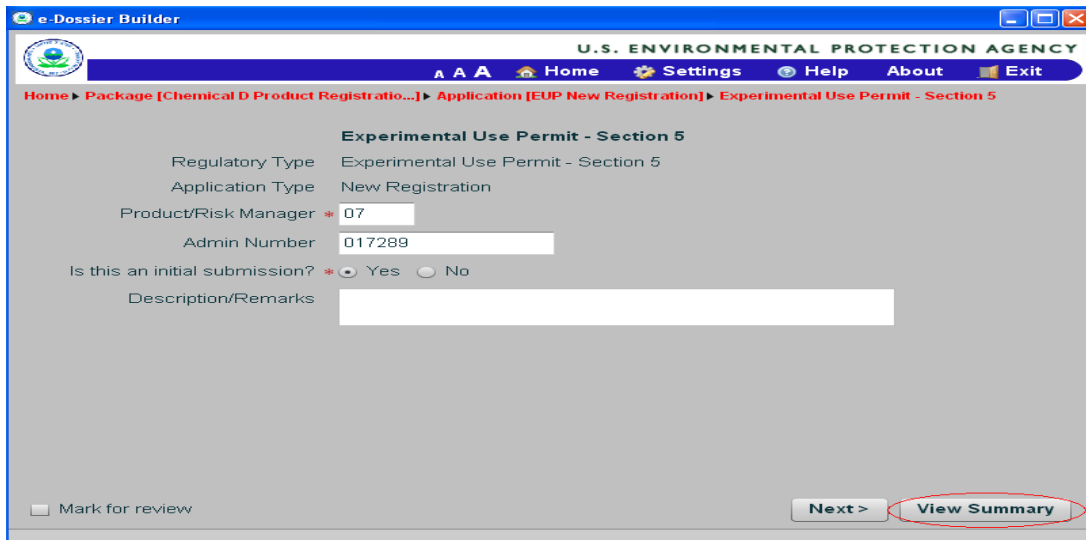


Figure 6-23: Add Application

4. The *Documents for the Application* screen appears.

If adding a new document, complete all **required fields** (\*) and any of the other fields as necessary. If you would like to return to this screen later, select the **Mark for review** box provided on bottom left side of the screen. When complete, select the **Add Document** button.

If you would like to make changes to a previously added document, select the document and click on the **Edit Document** button. When finished, be sure to select the **Save Document** button when finished.

If you would like to delete a document, select the document and click on the **Delete Document** button.

**Figure 6-24: Application Level Document**



- The *Documents Metadata* screen appears. Complete all **required fields** (\*) and any of the other fields as necessary. If you would like to return to this screen later, select the **Mark for review** box provided on bottom left side of the screen.

Select the **View Summary** button to return to the *Package [Title]* screen. .

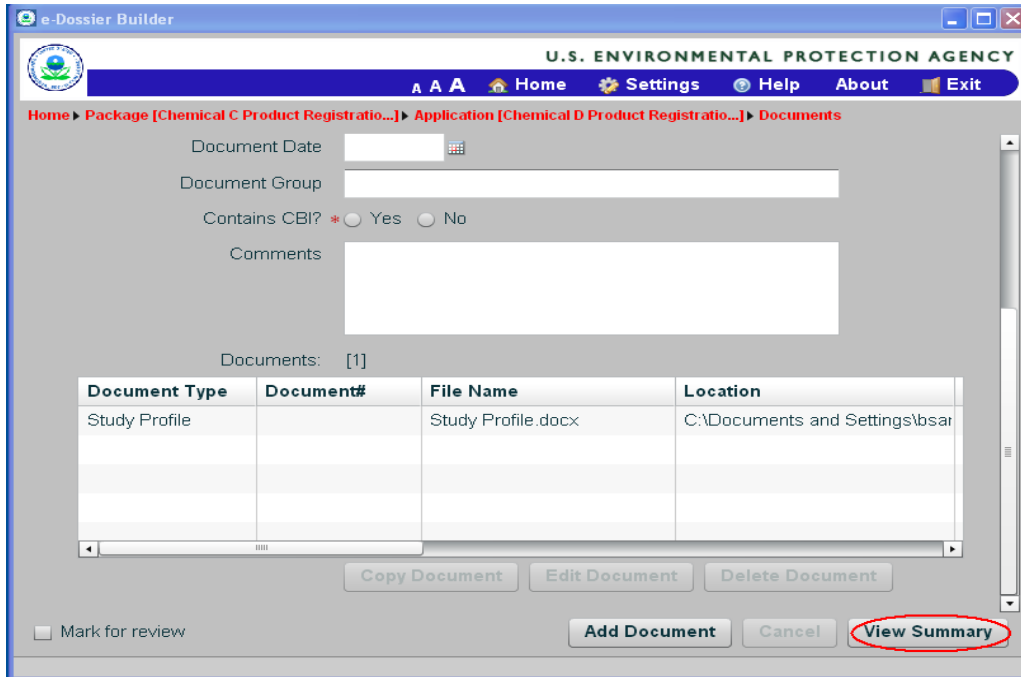


Figure 6-25: Application Level Document

- The *Package [Title]* screen displays the new application added to the package.

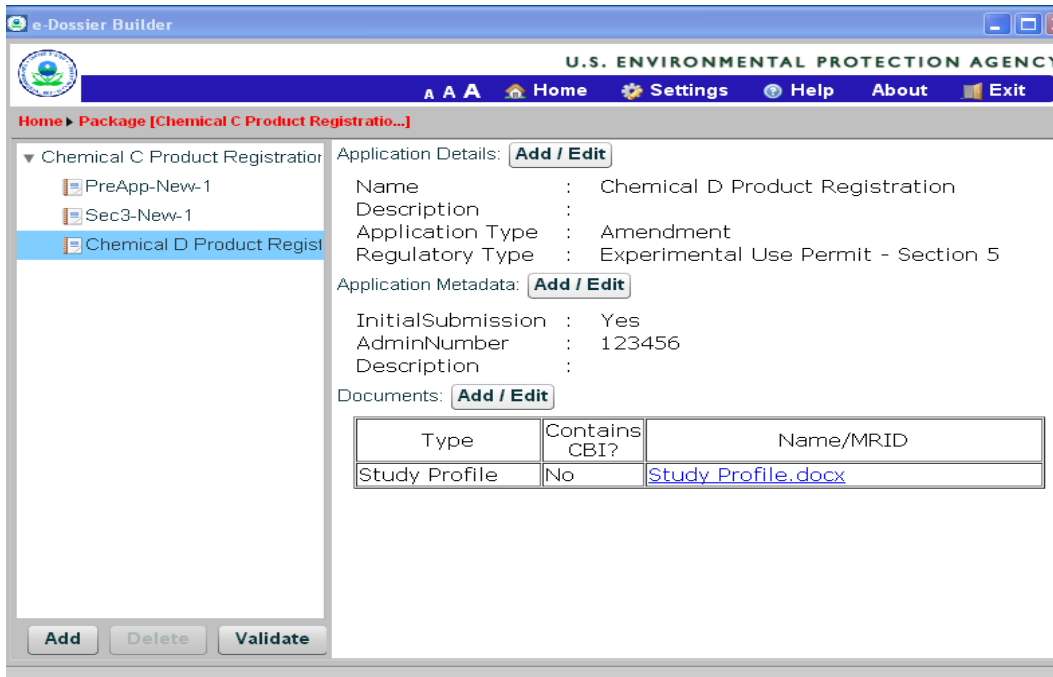


Figure 6-26: Package Summary

## 6.6 Delete an Application

1. From the *Package [Title]* screen, click on one of the **applications** listed in the tree view provided on the left side of the screen, and then select the **Delete** button.

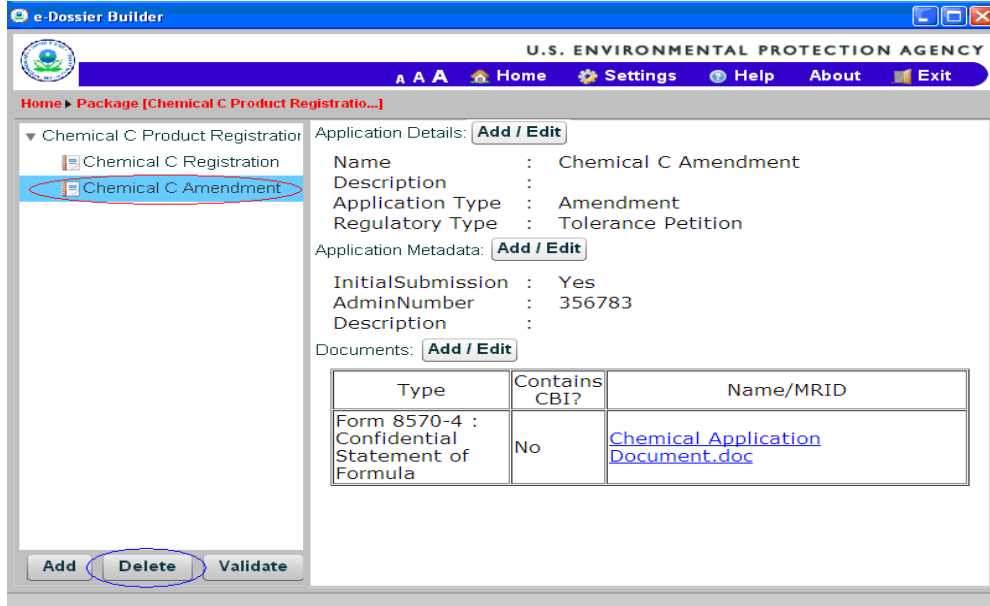


Figure 6-27: Application Selection & Deletion

7. The *Delete* window appears asking if you would like to delete the application. Select the **Yes** button.

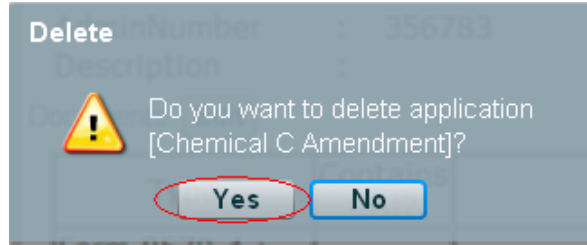


Figure 6-28: Delete Window

8. The *Package [Title]* window appears and the application selected for deletion is no longer provided.

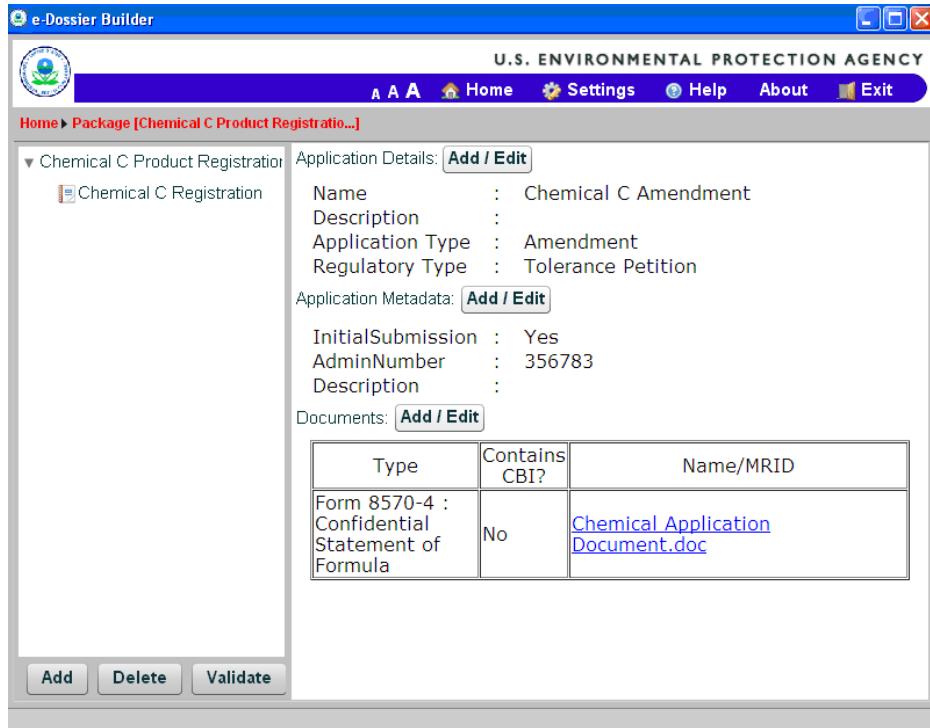
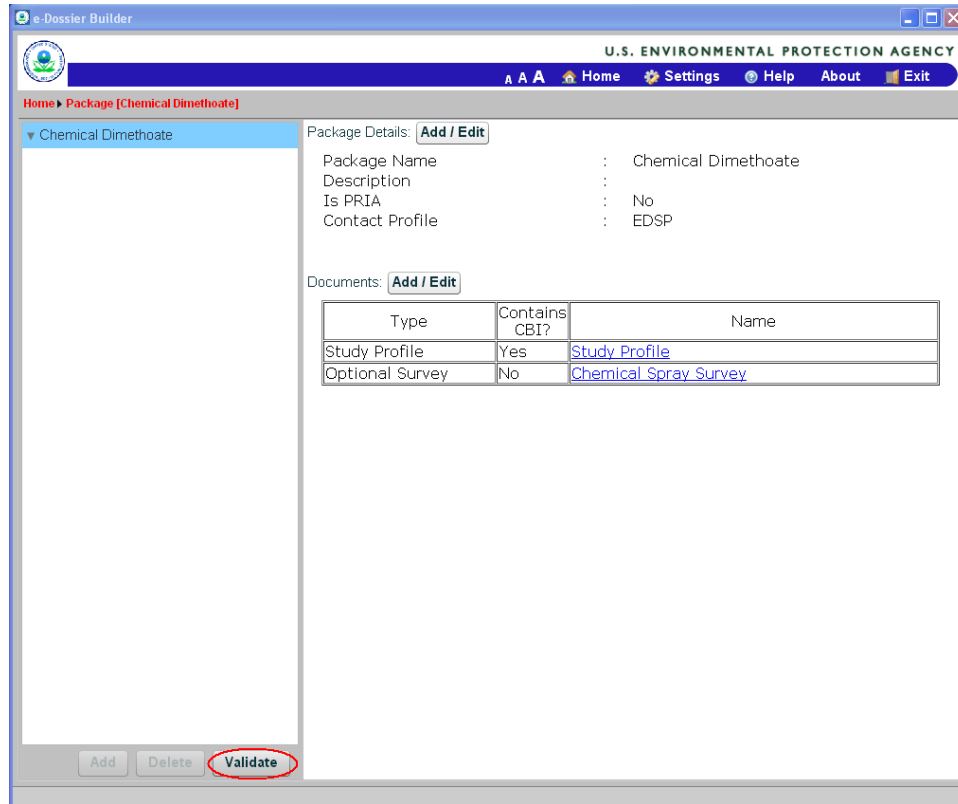


Figure 6-29: Application Deleted

## 7 Validate & Finalize a Non-EDSP Package

1. From the *Package [Title]* screen, select the **Validate** button.



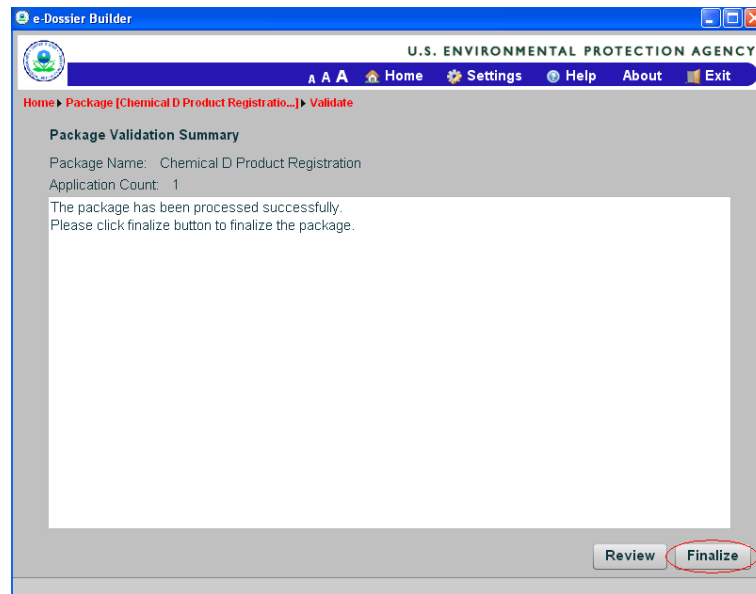
**Figure 7-1: Package Validate Button**

2. The *Package Validation Summary* screen appears.

If you marked a previous application screen for review, or if errors are found, these are listed on the screen. If so, correct the errors identified and/or review the application screens marked for review.

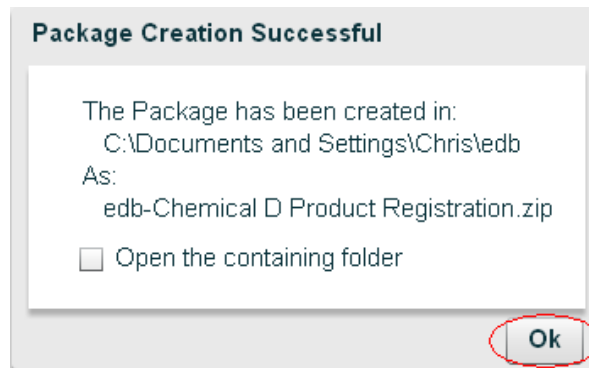
If not, a message appears stating “The package has been processed successfully.” Select the **Finalize** button.

**Note:** Once a package is finalized, it can no longer be edited. The package can be ‘Reviewed’ before finalizing the package.



**Figure 7-2: Package Validation Summary**

3. The *Package Creation Successful* screen appears. If you would like to open the package storage location, select the **Open the contain folder** check box, and then select the **OK** button. If not, just select the **OK** button.



**Figure 7-3: Package Creation Successful**

4. Once the package has been created, it is now ready to be submitted to EPA. Directions for submitting the package can be found at the EPA OPP electronic submission Web site.

## 8 Create, Edit, and Delete an EDSP Package

### 8.1 Create an EDSP Package

1. If you selected **Yes** from step # 2 in of Create a Non-EDSP Package (section 5.1), the *New EDSP Package for EDSP Orders* screen appears. Complete all **required fields** (\*) and any of the other fields as necessary, and then select the **Next>** button.

The screenshot shows a web browser window titled "e-Dossier Builder" with the U.S. Environmental Protection Agency logo and navigation menu (Home, Settings, Help, About, Exit). The page content is titled "New EDSP Package" and contains a "Package Info" section with the following fields:

- Select the Submission Type \*
- Order Number \*
- Package Name
- Company Profile \*
- Description

A "Next >" button is located at the bottom right of the form area.

Figure 8-1: Package Info

2. The *Document for the Package* screen appears. Complete all **required fields (\*)** and any of the other fields as necessary, and then select the **Add Document** button.

The screenshot shows the 'Add Package Document' screen in the e-Dossier Builder application. The window title is 'e-Dossier Builder' and the header is 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. The breadcrumb is 'Home >> [EDSP Package] > Documents'. The form contains the following fields and controls:

- Package Name: EDSP Order 011001
- Order Number: EDSP-011001-845
- Document Type: \* Please select an item ... (dropdown menu)
- Document Location: \* [text input] Browse ... (button)
- Company Document Number: [text input]
- Document Title: [text input]
- Document Author: [text input] (Use comma as separator)
- Document Date: \* [calendar icon]
- Document Group: [text input]
- Contains CBI?: \*  Yes  No
- Guideline Number: \* [list box] >> << (buttons)

\*Use Shift button to select multiple Guideline numbers

At the bottom of the form, there is a checkbox for 'Mark for review' and three buttons: 'Add Document', 'Cancel', and 'View Summary'.

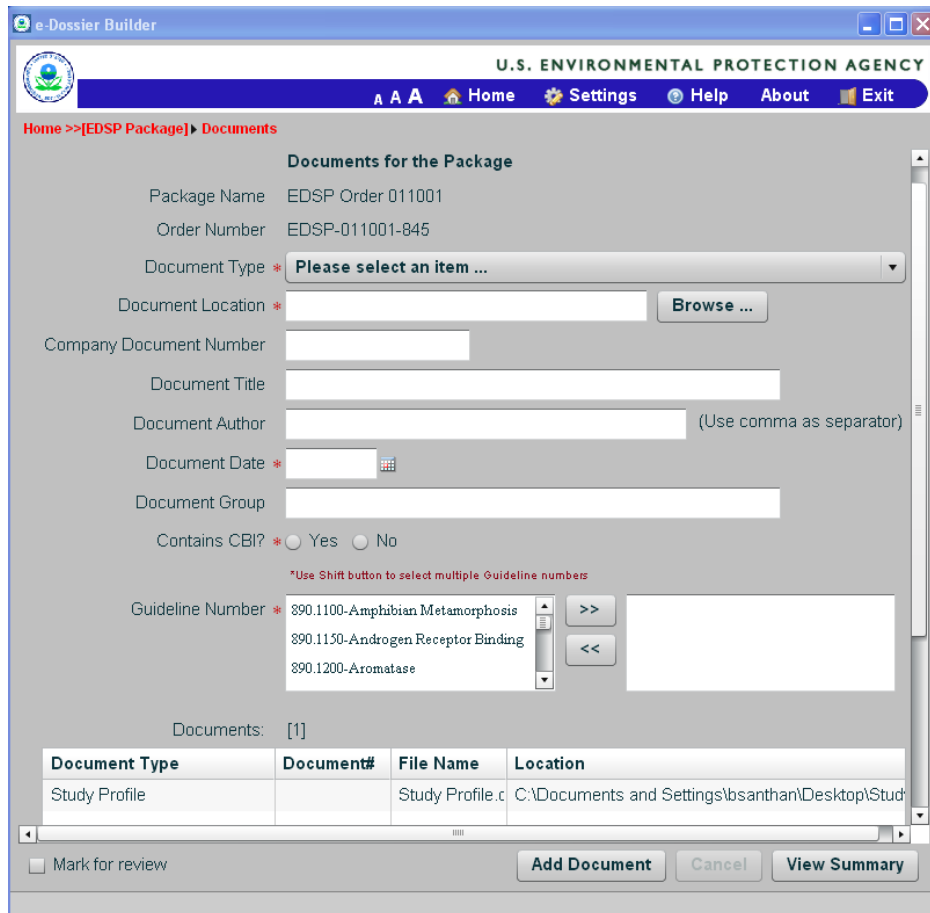
Figure 8-2: Add Package Document

3. The document information is provided in the *Documents* table as shown below.

**Note:**

- When adding multiple documents, the last document added will be placed at the bottom of the *Documents* table.
- Documents are not officially attached until the package is finalized.

Repeat step 6 if you would like to add additional documents to the package. Once you have added all of the documents, select the **View Summary** button to continue.



**Figure 8-3: Package Document Added**



- The *Package [Title]* screen appears listing the package details, application information, and documents.

If you would like to add or edit package metadata, follow the steps provided in section 8.3 (Add/Edit Package Metadata). If you would like to provide or edit package level documents, follow the steps provided in section 8.4 (Add/Edit Package Level Documents).

If you would like to finalize the package, follow the steps provided in section 9 (Validate & Finalize an EDSP Package).

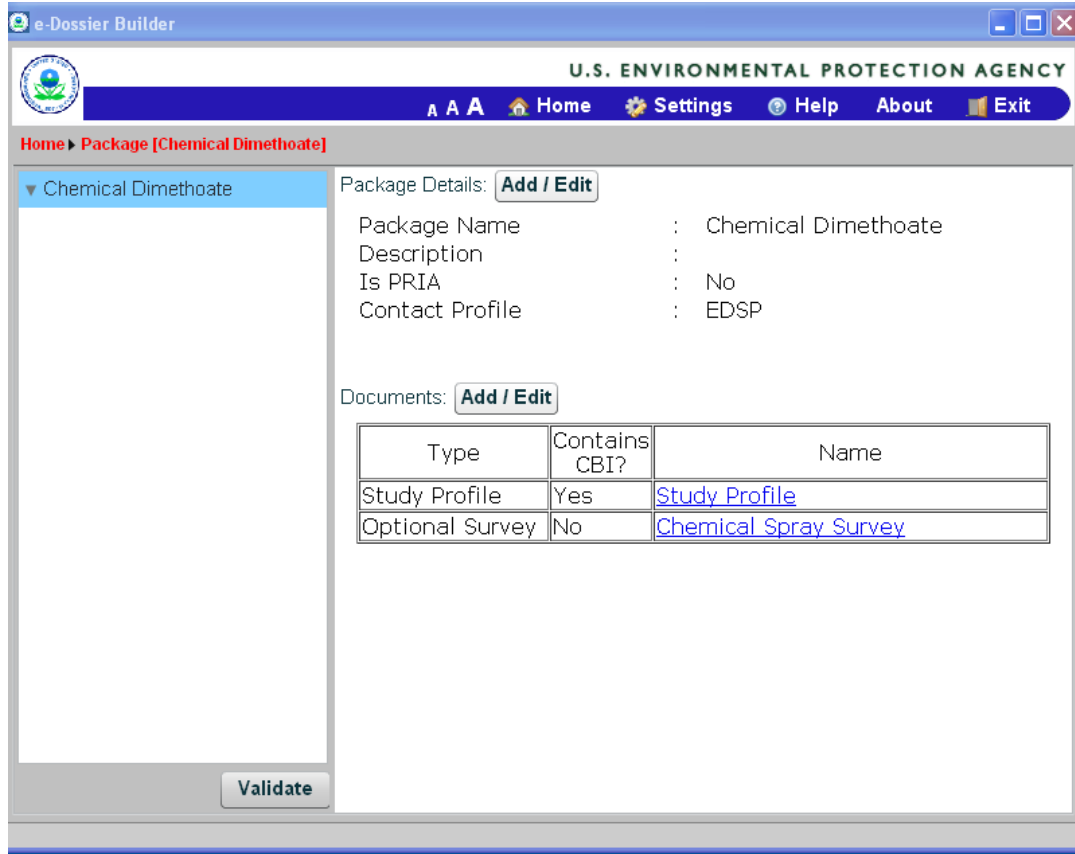
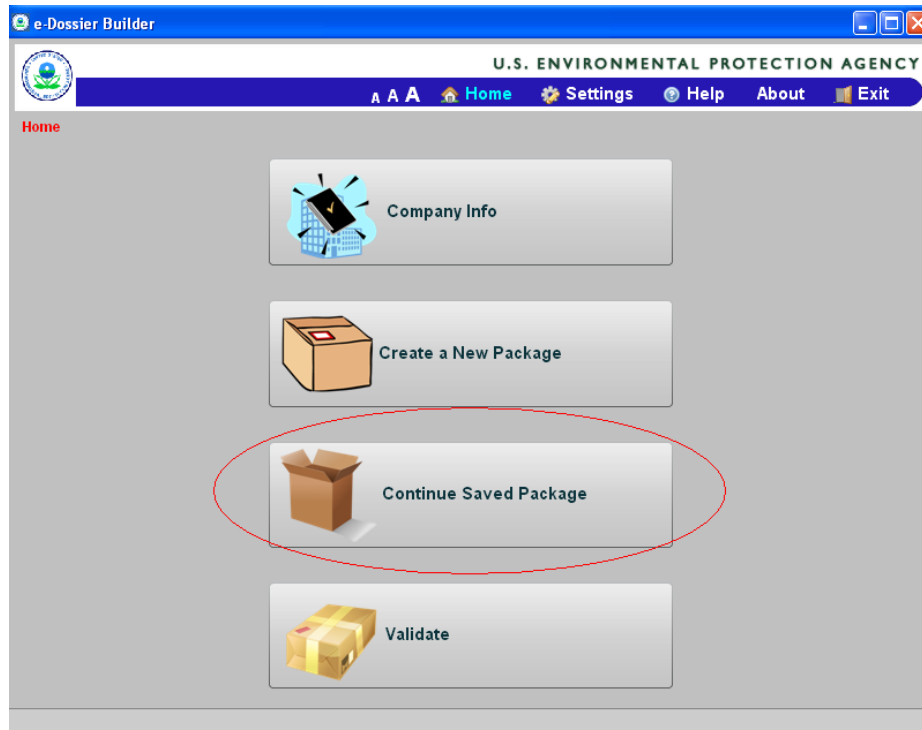


Figure 8-4: Package [Title] Screen

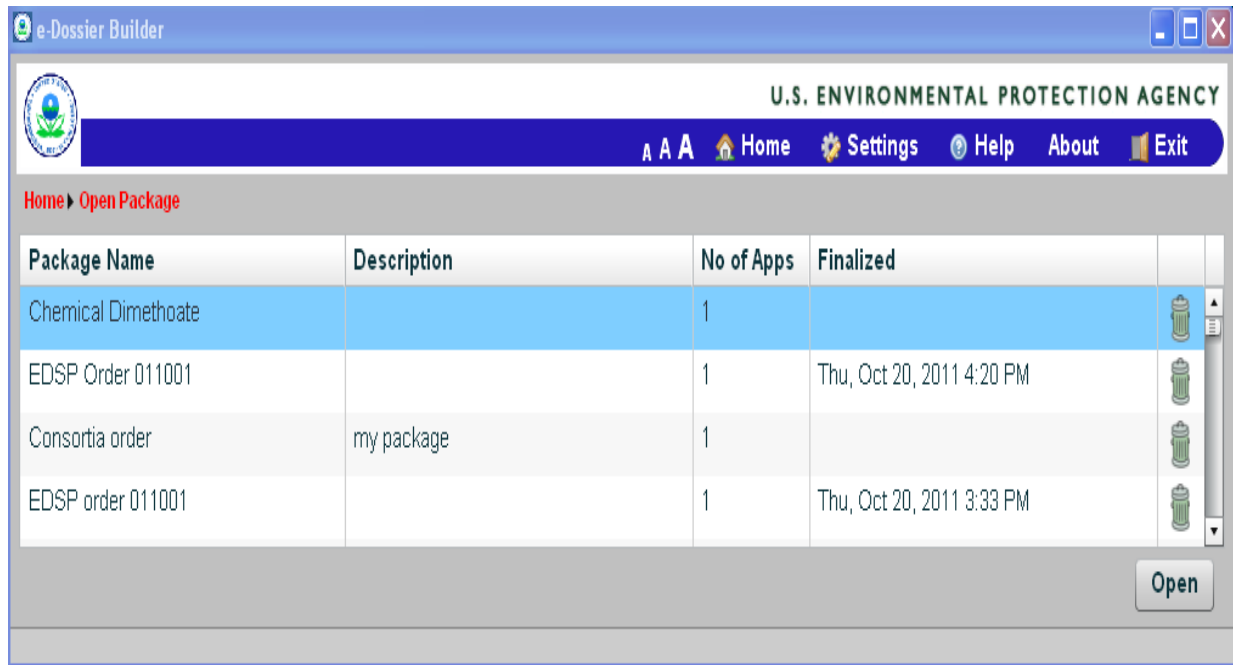
## 8.2 Continue a Saved EDSP Package

1. From the *Home* screen, select the **Continue Saved Package** button.



**Figure 8-5: Continue Saved Package**

- The *Open Package* screen appears and provides a listing of all packages. Click on one of the **packages** listed, and then select the **Open** button.



**Figure 8-6: Open Package Screen**

- The *Package [Title]* screen appears. Continue with the creation of the package.

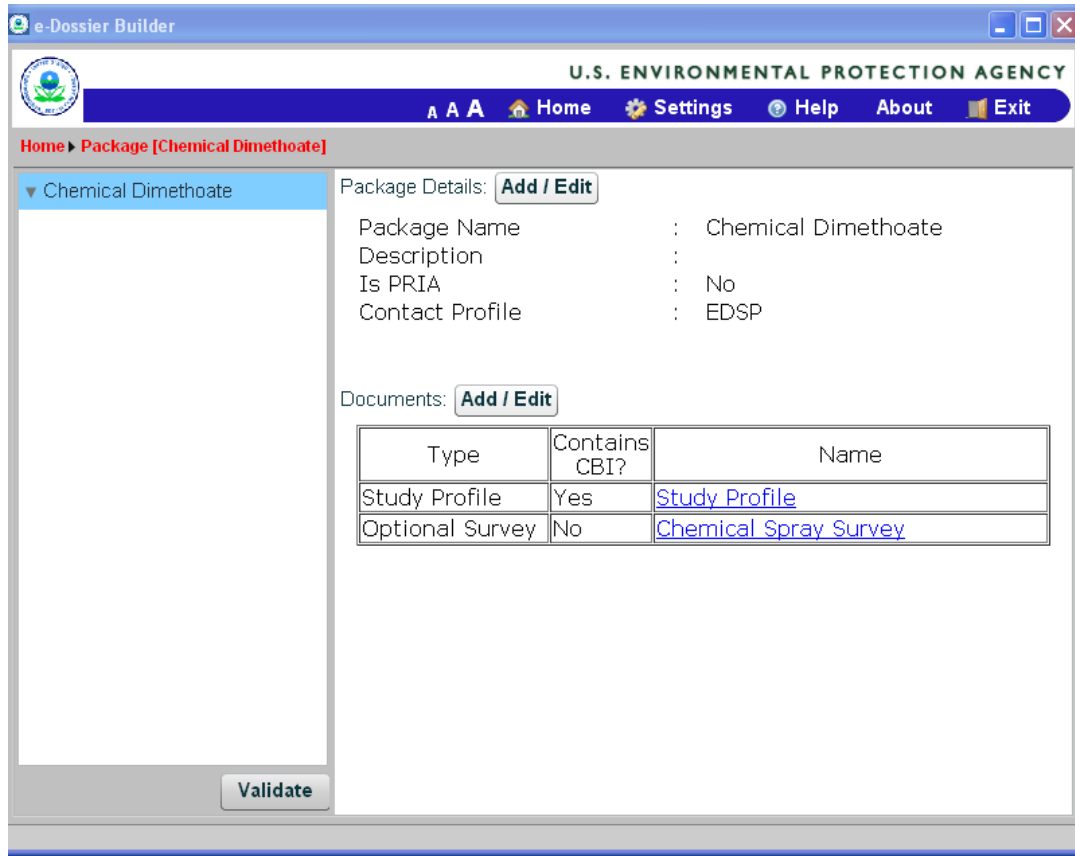


Figure 8-7: Package [Title] Screen

### 8.3 Add/Edit Package Metadata

1. From the *Package [Title]* screen, select the **Add/Edit** button provided next to *Package Details*.

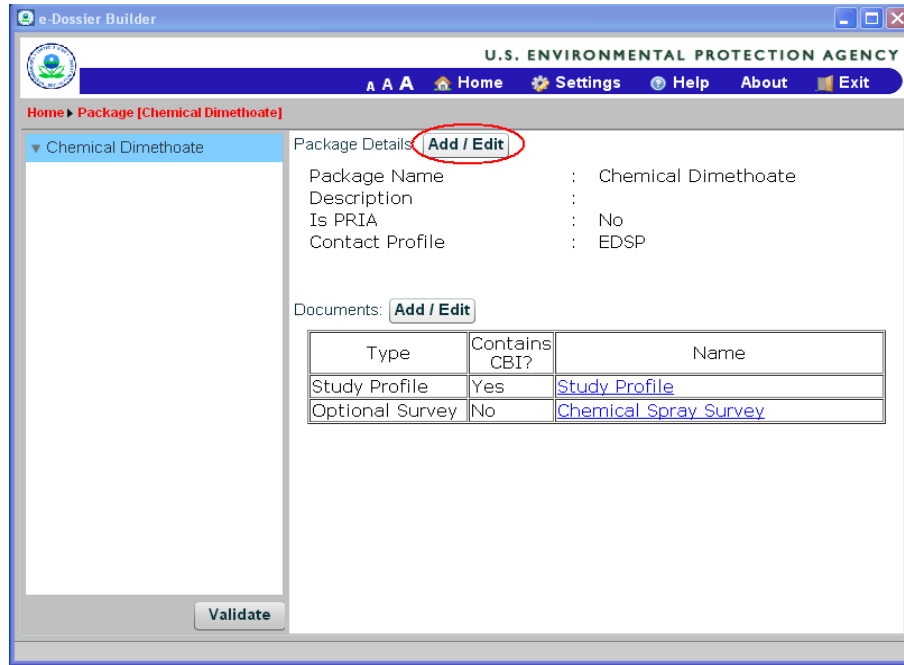


Figure 8-8: Package Details Add/Edit

2. The *Package Info* screen appears. Make desired changes, and then select the **View Summary** button to return to the *Package [Title]* screen.

If you would like to provide or edit package documents, select the **Next>** button and go to step 8 of section 8.4 (Add/Edit Package Level Documents).

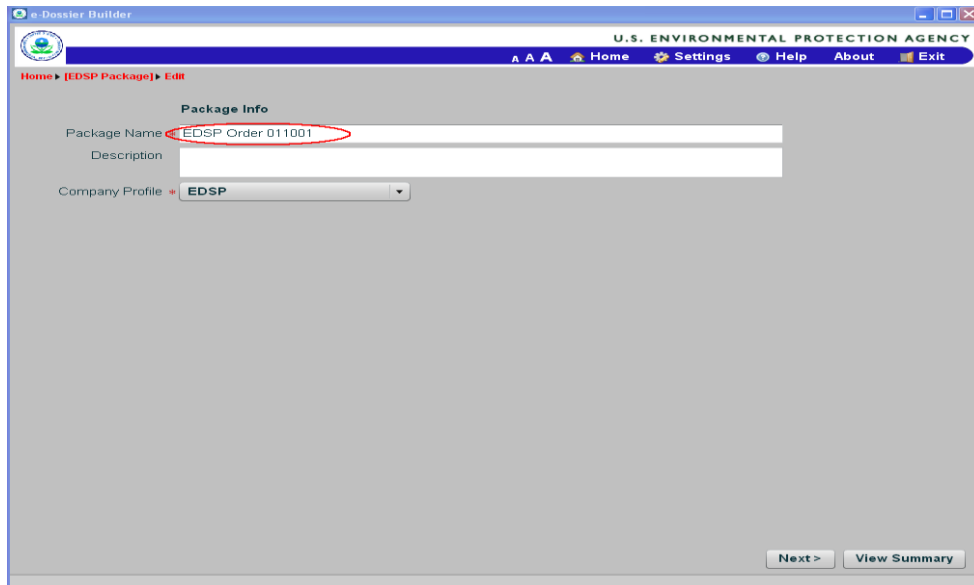


Figure 8-9: Edit Package Info

3. The *Package [Title]* screen appears and the changes made are provided in *Package Details*.

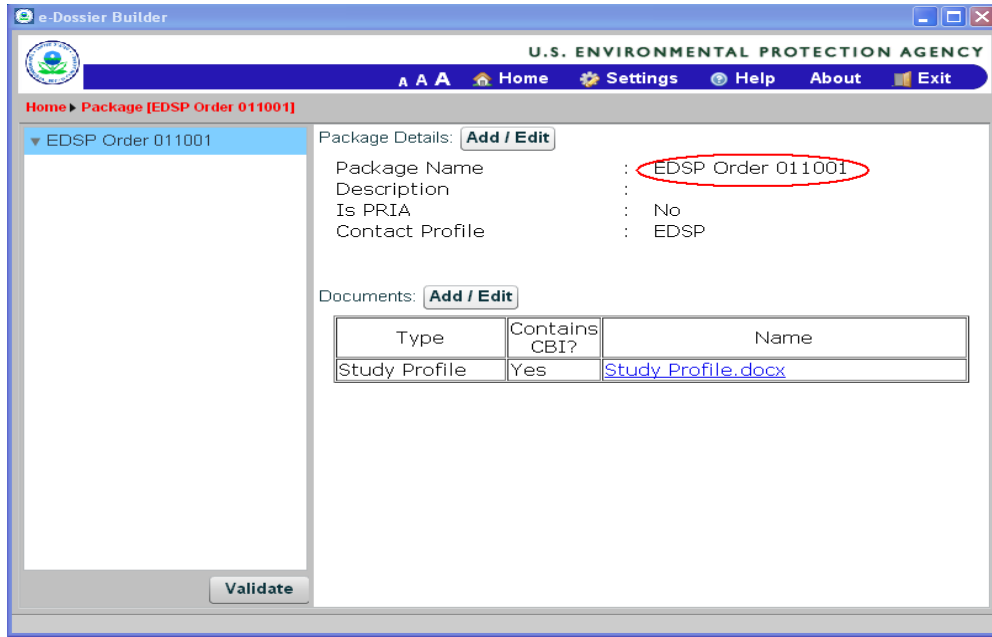


Figure 8-10: Package Info Change

## 8.4 Add/Edit Package Level Documents

1. From the *Package [Title]* screen, select the **Add/Edit** button provided next to *Documents*.

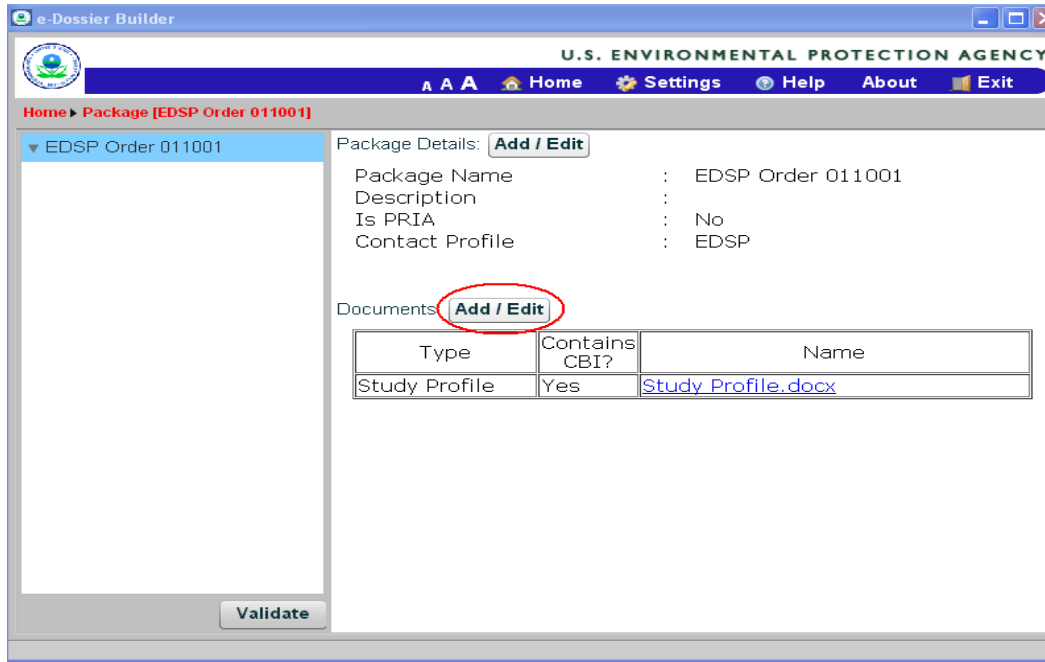


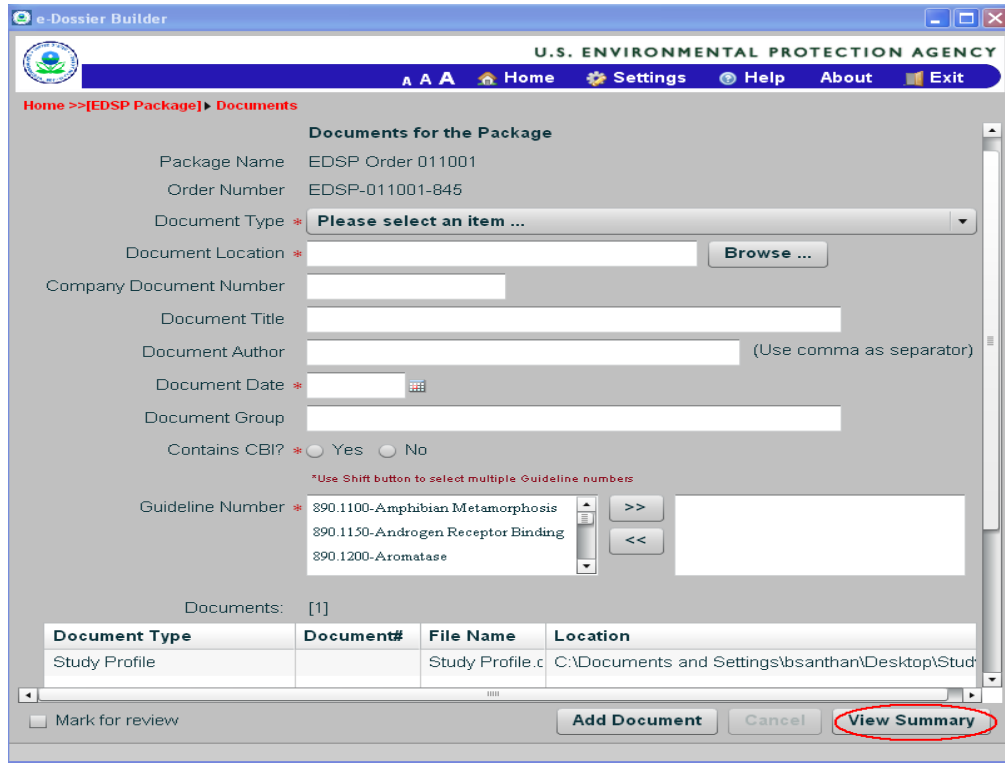
Figure 8-11: Package Document Add/Edit

- The *Documents for the Package* screen appears. Add another document or make changes to a previously added document by selecting the document and clicking on the **Edit Document** button. When editing a previously added document, be sure to select the **Save Document** button when finished.

If you would like to delete a document, select the **Delete Document** button.

When complete, select the **View Summary** button.

**Note:** If adding multiple documents, the last document added will be placed at the bottom of the *Documents* table. Additionally, documents are not officially attached until the package is finalized.



**Figure 8-12: Edit Package Document**

3. The *Package [Title]* screen appears and the changes made are provided in *Documents*.

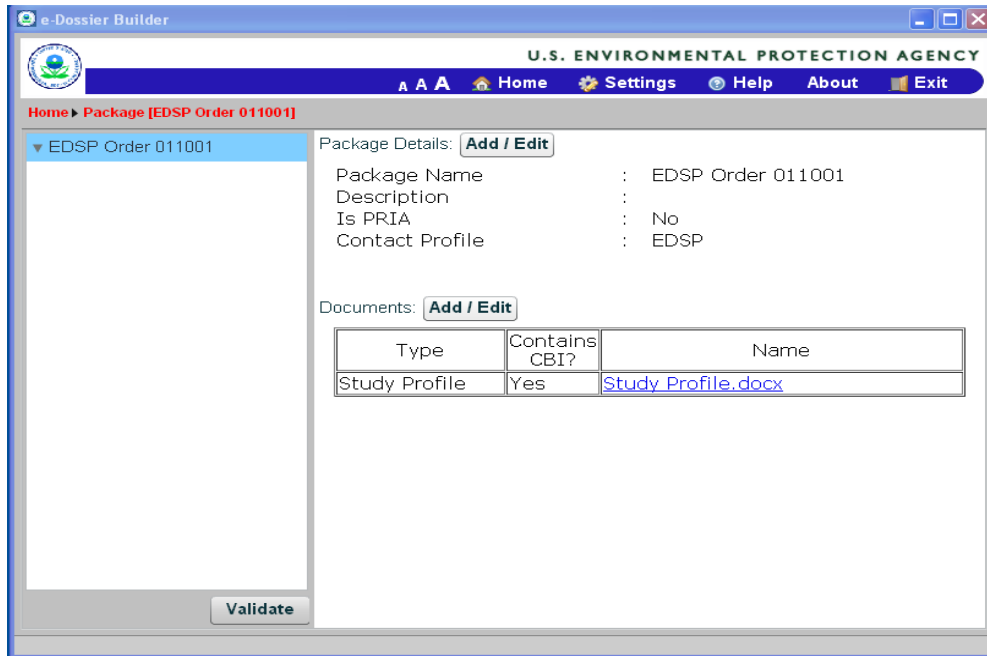


Figure 8-13: Package [Title] Screen

4. On the *Document Metadata* screen. If you would like to return to this screen later, select the **Mark for review** box provided on bottom left side of the screen. Select **View Summary** button to go to *Package[Title]* screen

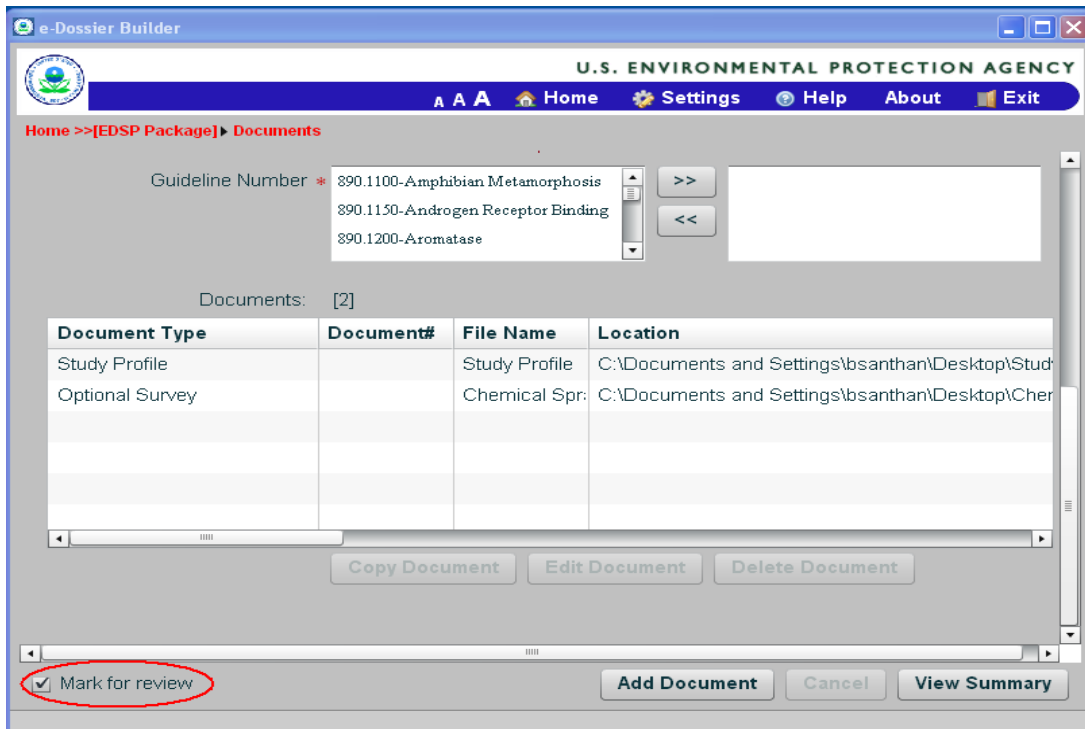


Figure 8-14: Documents Screen



- The *Package [Title]* screen appears and the *Documents* information is updated with ‘\*This section is marked for Review’. Select the **Validate** button to go to the *Validate* screen

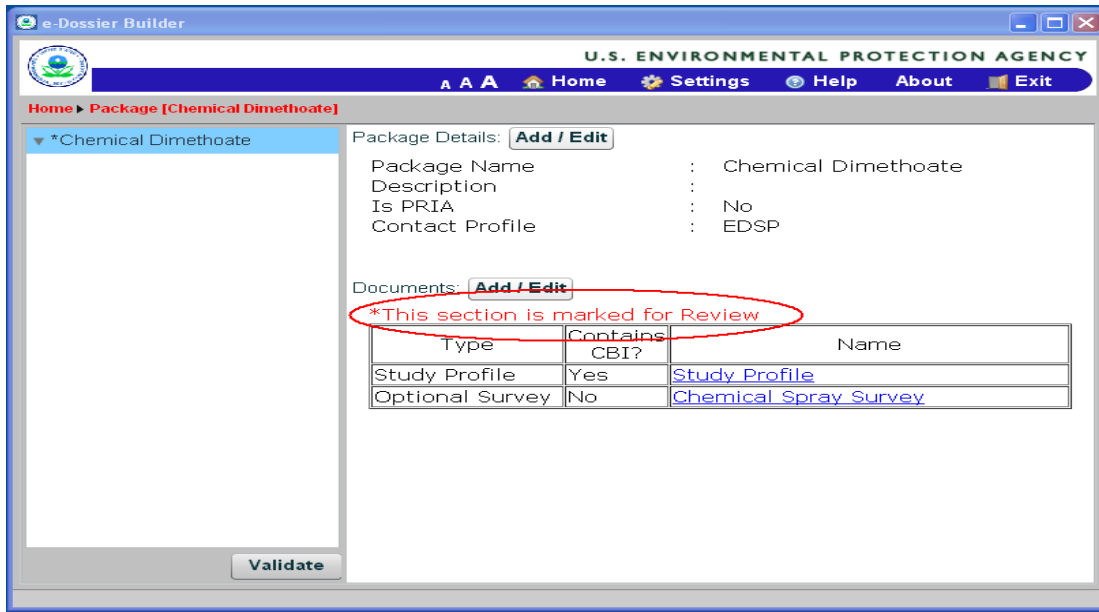


Figure 8-15: Package [Title] Screen

- The *Validate* screen a message stating ‘*Application [ Title] has been marked for review.*’ Click the **Review** button to review the application and the **Finalize** button to finalize the package.

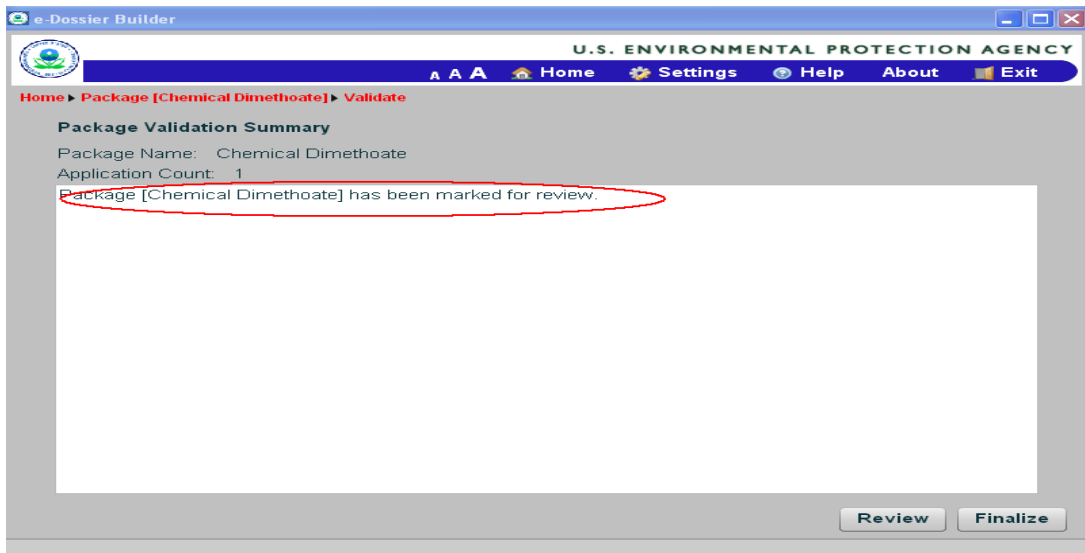


Figure 8-16: Package Validation Summary

7. Once all applications, metadata, and documents have been added, the package can be finalized following the steps provided in section 9 (Validate & Finalize an EDSP Package).

### 8.5 Open Package Level Documents

*Note:* This can only be completed if you have attached documents to the package.

1. From the *Package [Title]* screen, click on a **document name** provided in the *Documents* table.

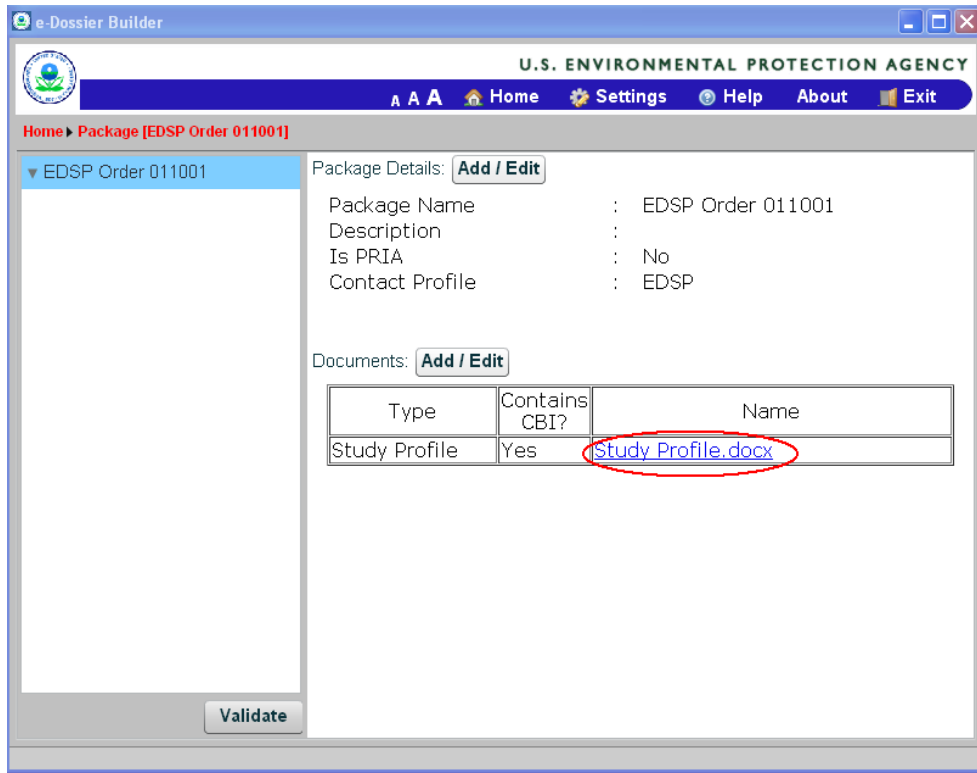


Figure 8-17: Select Package Document

2. The *File Download* window appears. Select the **Open** button.

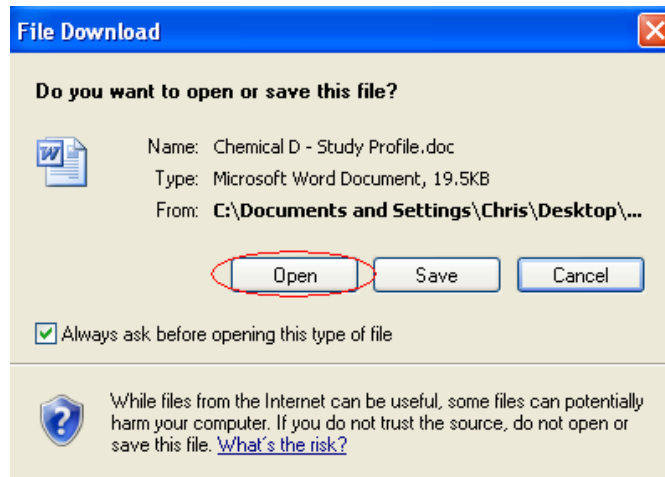


Figure 8-18: File Download Window

3. The document opens in Internet Explorer as demonstrated below.

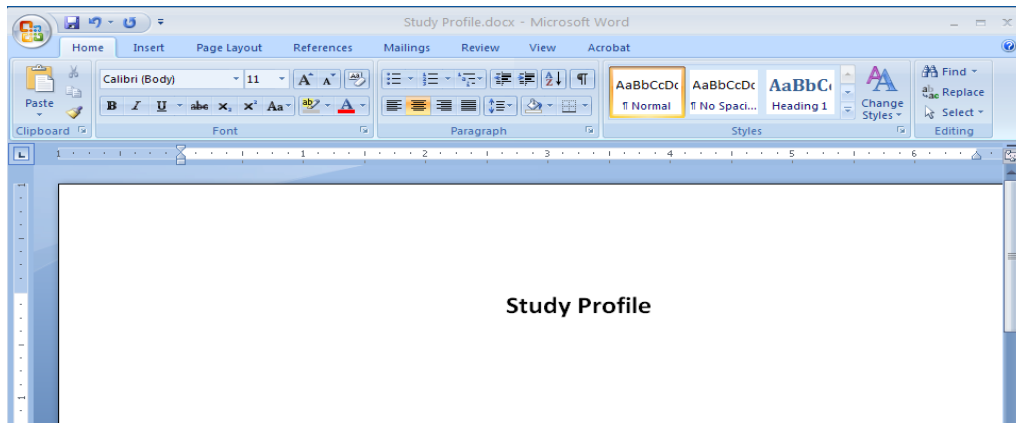


Figure 8-19: Package Level Document

## 9 Validate & Finalize an EDSP Package

1. From the *Package [Title]* screen, select the **Validate** button.

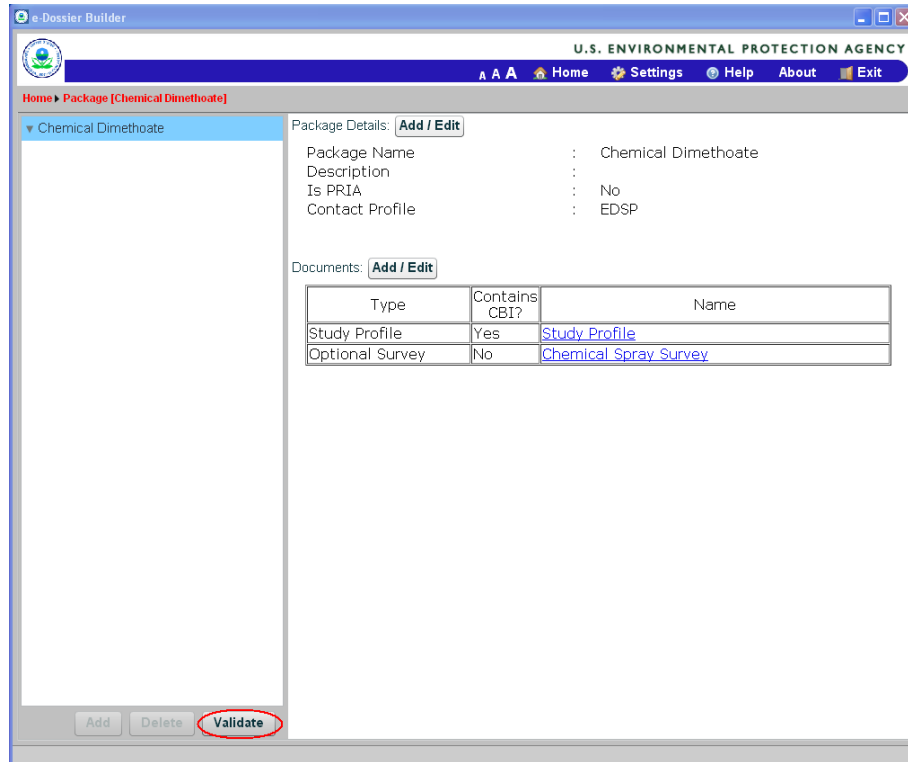


Figure 9-1: Package Validate Button

2. The *Package Validation Summary* screen appears.

If you marked a previous application screen for review, or if errors are found, these are listed on the screen. If so, correct the errors identified and/or review the application screens marked for review.

If not, a message appears stating “The package has been processed successfully.” Select the **Finalize** button.

**Note:** Once a package is finalized, it can no longer be edited. The package can be ‘Reviewed’ before finalizing the package.

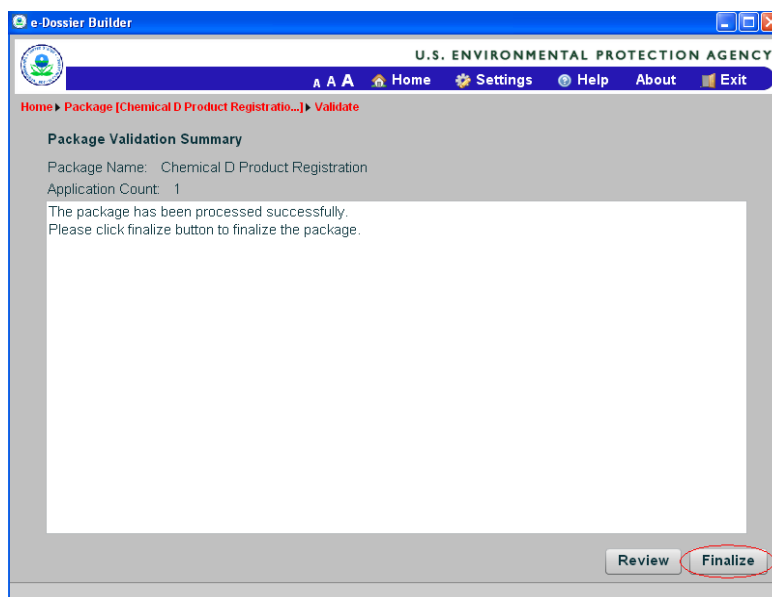


Figure 9-2: Package Validation Summary

3. The *Package Creation Successful* screen appears. If you would like to open the package storage location, select the **Open the contain folder** check box, and then select the **OK** button. If not, just select the **OK** button.

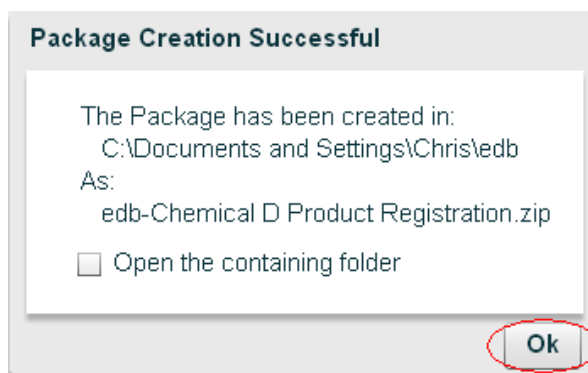


Figure 9-3: Package Creation Successful

4. Once the package has been created, it is now ready to be submitted to EPA. Directions for submitting the package can be found at the EPA OPP electronic submission Web site.

## 10 Toolbar

*Note:* Instructions for using the *Help* and *Settings* links are provided in section 11 (System Help) and section 12 (Configuration) respectively.

### 10.1 Home

1. At any time during the completion of your package, you can return to the *Home* screen. To do so, select **Home** from the tool bar at top of the screen.

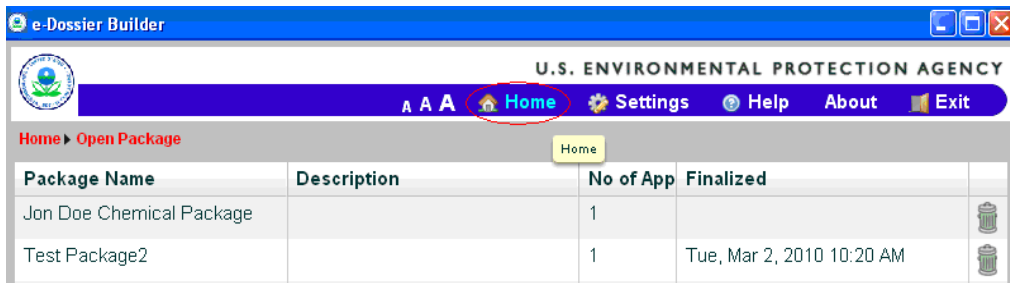


Figure 10-1: Home Link

2. Once selected, the *Home* screen appears.

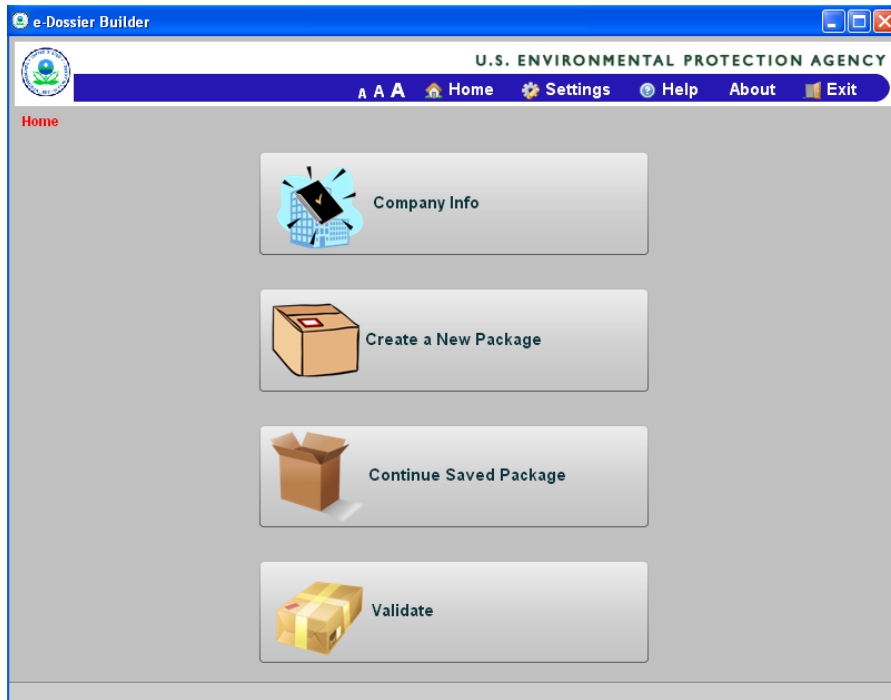


Figure 10-2: Home Screen

## 10.2 About

1. At any time during the completion of your package, you can view information (e.g., version number, build number, etc.) about the version of eDossier Builder that you are using. To do so, select **About** from the tool bar at top of the screen.

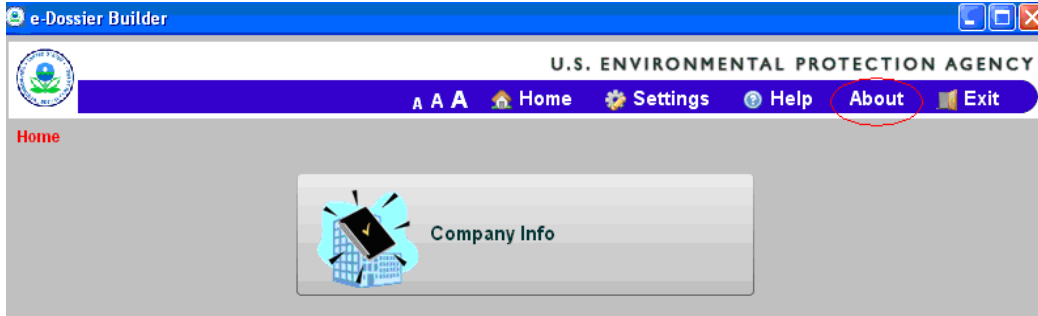


Figure 10-3: About Link

2. Once selected, the *About* screen appears. To close the *About* screen, select the **OK** button.

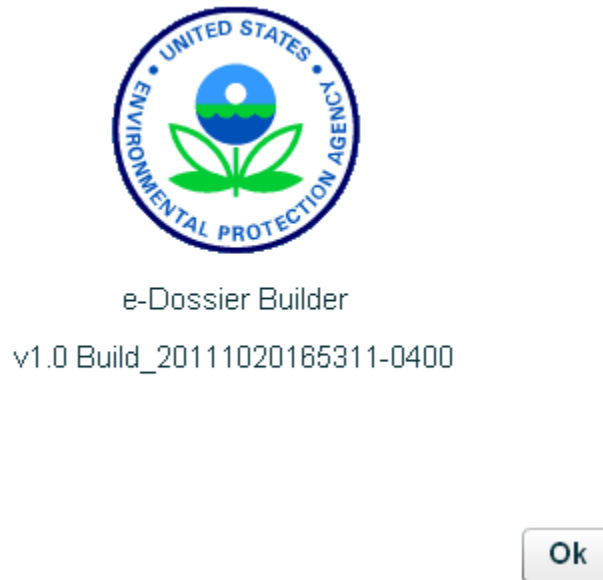


Figure 10-4: About Screen

# 11 System Help

If you have questions during the creation of the package, the resources described below are available to assist you.

At any time during the completion of your package, you can view a brief description of a field or button provided on a screen. This can be completed by scrolling over a **field** or **button** as demonstrated below.

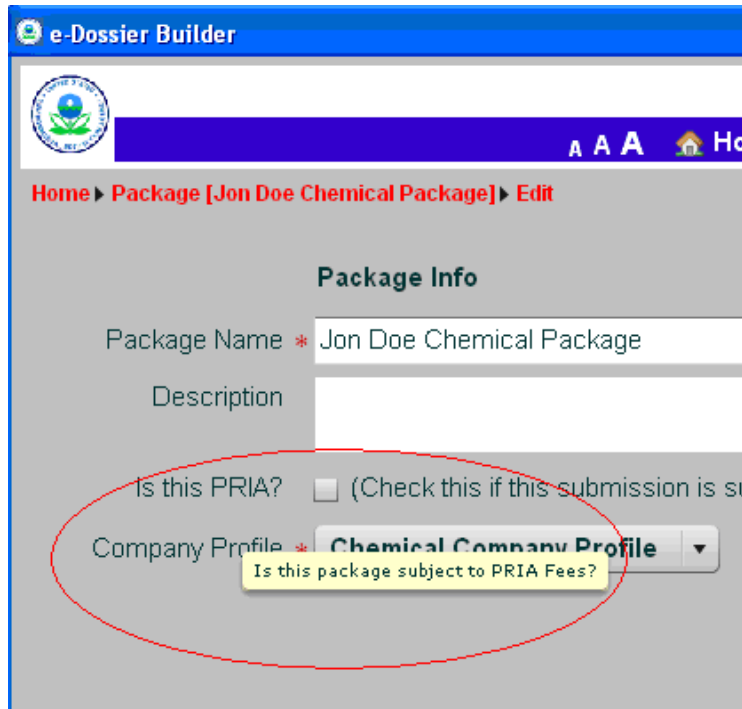


Figure 11-1: Field Tooltip

A full description of the screen and its fields can be viewed by going to the *Help* screen as instructed below.

1. From any screen, select **Help** from the tool bar at top of the screen.

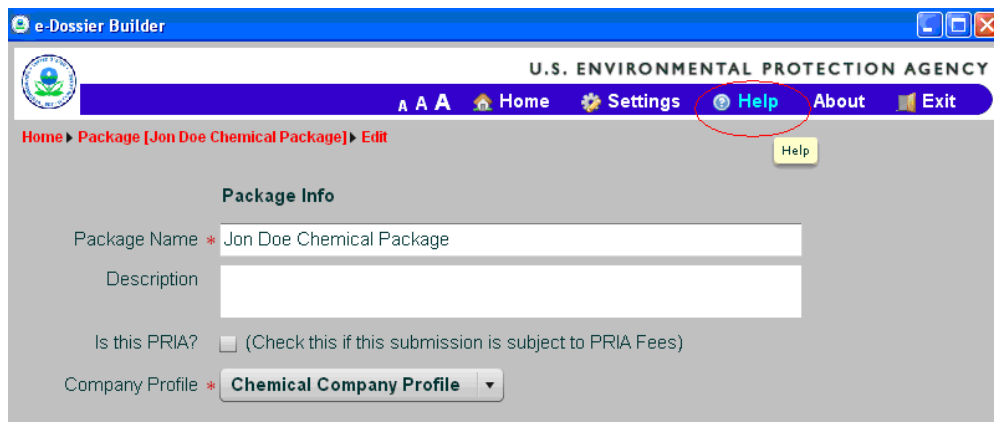
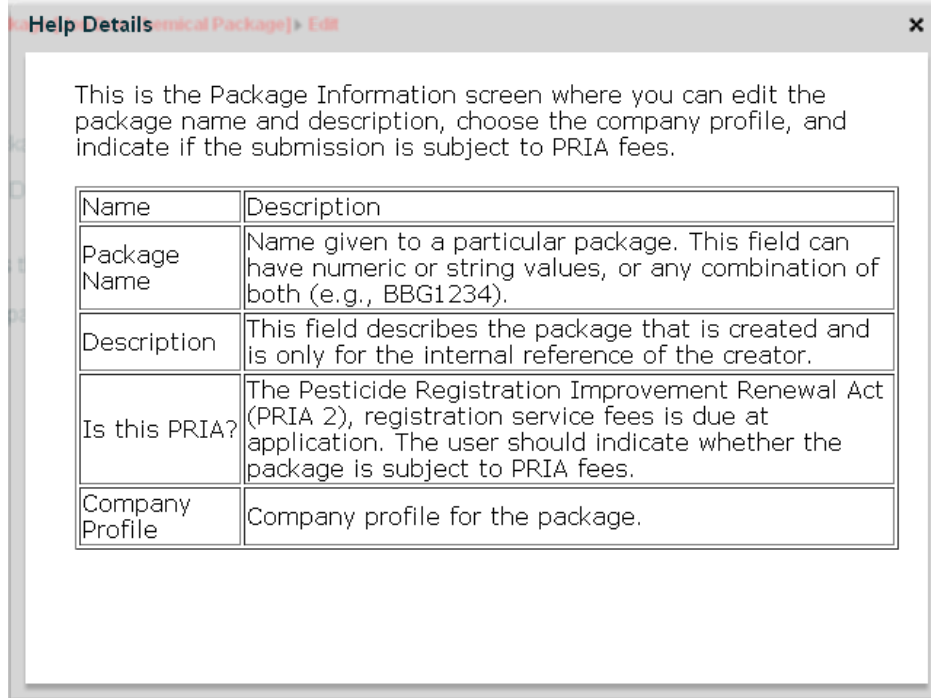


Figure 11-2: Help Link



2. Once selected, the *Help Details* screen appears (Non-EDSP help details for Non-EDSP packages). This screen provides a listing and description of all fields provided on the current screen.

To close the *Help* screen, select the **X** button.

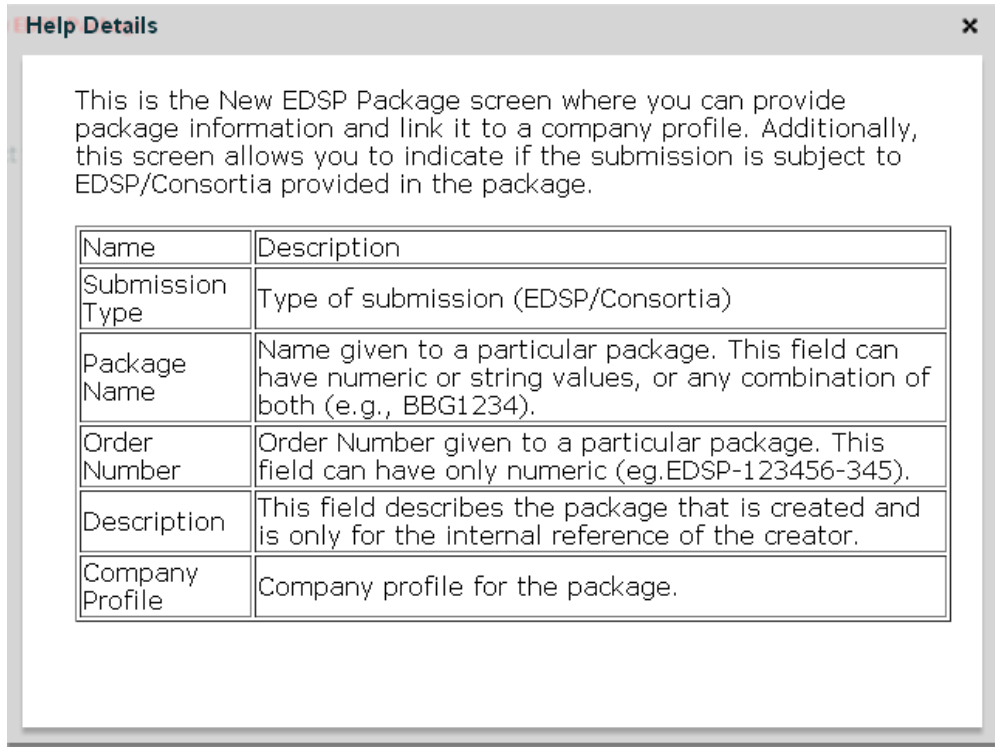


**Figure 11-3: Non-EDSP Help Details**

Additionally, a complete listing of the field descriptions is provided in Appendix A (Non-EDSP Data Fields).

- 3. Once selected, the *Help Details* screen appears (EDSP help details for EDSP packages). This screen provides a listing and description of all fields provided on the current screen.

To close the *Help* screen, select the **X** button.



**Figure 11-4: EDSP Help Details**

Additionally, a complete listing of the field descriptions is provided in Appendix B (Data Fields for EDSP Packages).

## 12 Configuration

### 12.1 Package Storage Location

By default, the package you create will be stored at C:\Documents and Settings\username\edb. Follow the steps listed below if you would like to view this setting and/or change the storage location.

1. From any screen, select **Settings** from the tool bar provided at the top of screen.

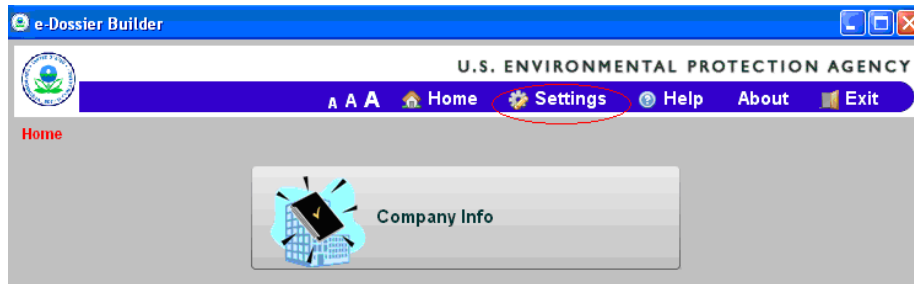


Figure 12-1: Settings Link

2. The *Configuration Settings* screen appears. If you would like to change the file location for storing the eDossier package, select the **Browse...** button.

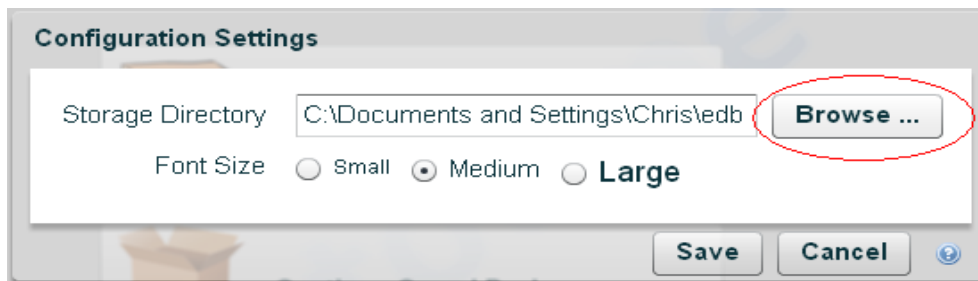


Figure 12-2: Configuration Settings

3. The *Browse For Folder* screen appears. Select a **folder** to store the eDossier package, and then select the **Make New Folder** button.

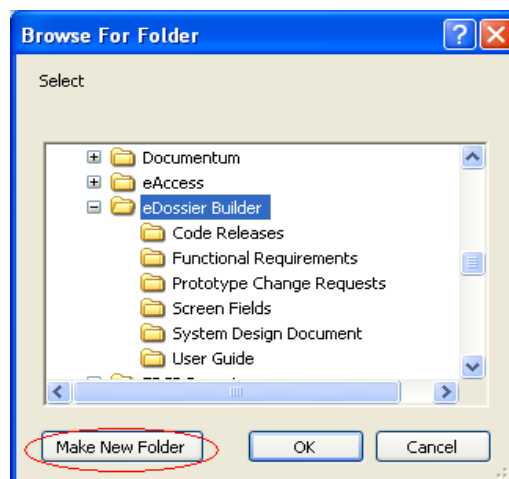


Figure 12-3: Browse For Folder

4. A folder appears titled *New Folder* within the selected folder/location. If preferred, enter a **new name** for the folder and then select the **OK** button.

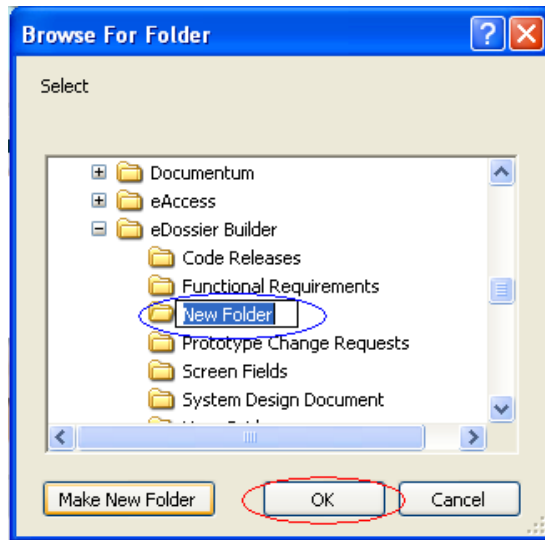


Figure 12-4: New Folder

5. The *Browse for Folder* screen closes and the newly selected location is provided in the *Storage Directory* field of the *Configuration Settings* screen. Select the **Save** button.

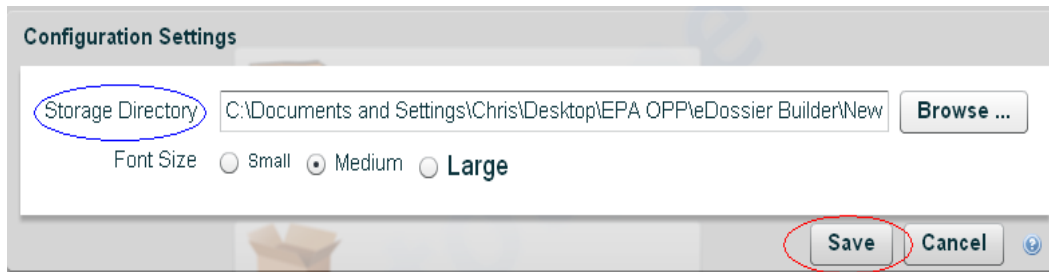


Figure 12-5: Configuration Settings – New Storage Directory

6. The *Configuration Settings* window closes.

## 12.2 Application Font Size

The application font size can be increased or decreased permanently or on a session basis. The instructions to change the font size for each are provided below.

### 12.2.1 Permanent

1. From the any screen, select **Settings** from the tool bar provided at the top of screen.

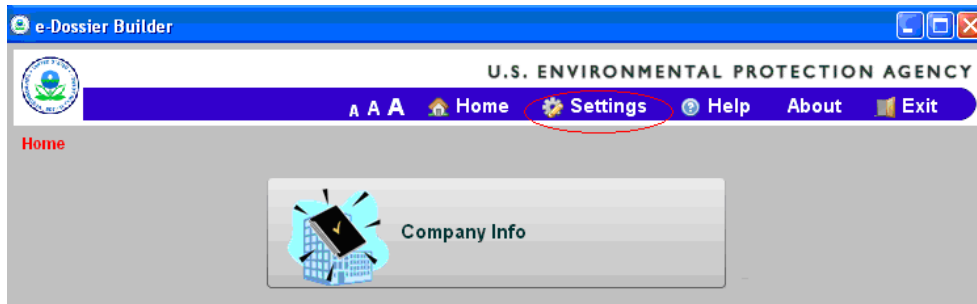


Figure 12-6: Settings Link

2. The *Configuration Settings* screen appears. The default font size for the application is Medium. Select the **Small** or **Large** radio button if you would like to decrease or increase the font size, and then select the **Save** button.

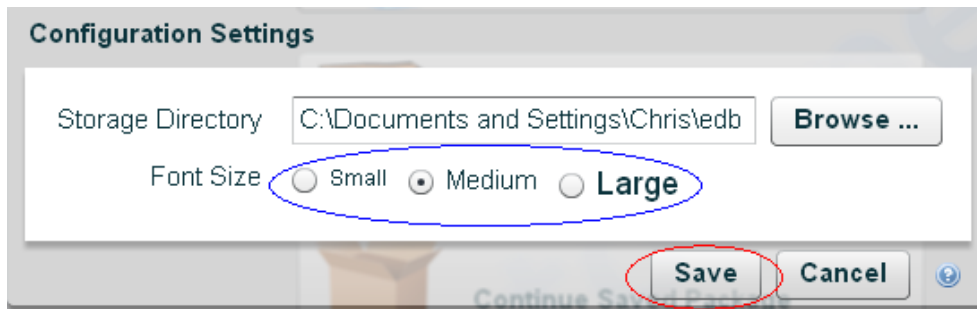


Figure 12-7: Configuration Settings – Font Size

**Note:** The selected font size will appear throughout the application until it is changed again.

## 12.2.2 Current Session

If you would like, you can change the application font size for only the current session from any application screen. By default, the application font size is set to Medium. As shown below, the left A is for a Small font, the middle A is for a Medium font, and the right A is a Large font.

Select the desired **font size**. The font size should change on the current screen and all other application screens.



**Figure 12-8: Session Font**

**Note:** The font size will remain throughout the session and will change back to the default or previously saved (see Section 12.2.1 – Permanent) font size after the session is terminated.

## 13 Exit

1. From the any screen, select **Exit** from the tool bar provided at the top of screen.



Figure 13-1 Exit Link

2. The *Close* window appears asking if you would like to close the application. Select the **Yes** button.

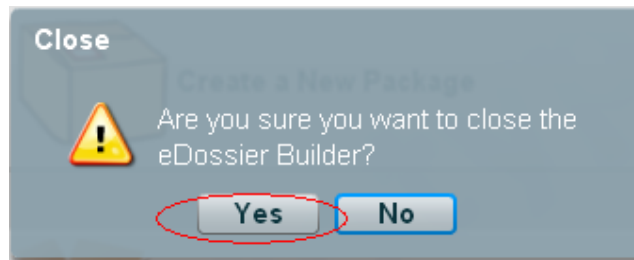


Figure 13-2: Close Window

3. The application closes.

## Appendix A: Non-EDSP Data Fields

Provided below is a table that lists all the data fields and description of each that is provided in Tool Tips and on the *Help* screen.

Field Name	Tool Tips	Help
<b>Address</b> <i>*Formal Change to the existing company address can be made only by contacting EPA not through this application.</i>	Street address of the company.	Street address of the company.
<b>Administration Number/Registration Number</b>	This field should contain the Admin Number, tolerance petition number, experimental use permit number, registration number, or SLN number.	<ol style="list-style-type: none"> <li>1. Must have between 4 and 50 characters.</li> <li>2. Cannot contain spaces.</li> </ol>
<b>Application Name</b>	Name given to the application that is to be created. This name will be the name displayed in the summary screen.	Name given to the application that is to be created. This name will be the name displayed in the summary screen.
<b>Application Type</b>	List of all Application types that can be added or registered.	List of all Application types that can be added or registered.
<b>Author</b>	Person in charge for the contents of the document.	Person in charge for the contents of the document.
<b>City</b>	City where the company is located.	City where the company is located.
<b>Comment (for Company Information )</b> <i>*Optional, Future Use ,not Currently used by EPA</i>	Field for the submitting company to comment on the company profile created. This is for internal reference of the company.	Field for the submitting company to comment on the company profile created. This is for internal reference of the company.



Field Name	Tool Tips	Help
<b>Comments(for Documents attached with the application)</b> <i>*Optional, future use ,not currently used by EPA</i>	Field for the submitting company to comment on the document being submitted.	Field for the submitting company to comment on the document being submitted.
<b>Company Document Number</b> <i>*Optional, future use ,not currently used by EPA</i>	This is a field is for providing the internal reference of the registrant and specifies the document number for the document submitted by the registrant.	This is a field is for providing the internal reference of the registrant and specifies the document number for the document submitted by the registrant.
<b>Company Name</b>	Indicates the name of the company.	Indicates the name of the company
<b>Company Number</b>	Indicates the company number assigned by EPA.	Indicates the company number assigned by EPA.
<b>Contains CBI</b>	Indicates whether the contents of the document are confidential or not.	Confidential Business Information field can have any of the two values (Yes/No). Yes indicates it contains CBI, and no indicates it does not contain CBI. It is the discretion of the user to mark a document as confidential or non-confidential.
<b>Country</b>	Displays the country of the company.	Displays the country of the company.
<b>Description (for Profile )</b> <i>*Optional, for internal use by company, not currently used by EPA</i>	Description given to the profile created.	This field describes the profile that is created and is only for the internal reference of the creator.
<b>Description (for Package)</b> <i>*Optional, for internal use by company, not currently used by EPA</i>	Description given to the package created.	This field describes the package that is created and is only for the internal reference of the creator.

Field Name	Tool Tips	Help
<b>Description/Remarks (for Application )</b> <i>*Optional, future use ,not currently used by EPA</i>	Allows the submitting company to provide questions, notes, or other remarks. The submitting company may enter any value they wish into this field.	Allows the submitting company to provide questions, notes, or other remarks. The submitting company may enter any value they wish into this field.
<b>Document Date</b>	Specify a date to be linked to the document (e.g., the creation date).	Specify a date to be linked to the document (e.g., the creation date).
<b>Document Group</b> <i>*Optional, future use ,not currently used by EPA</i>	Specify the document group to which the document is related.	Specify the document group to which the document is related.
<b>Document Location</b>	File location of the document.	File location of the document.
<b>Document Title</b>	Title given for the document.	Title given for the document.
<b>Document Type</b>	Select the document type for the application.	Select the document type for the application.
<b>Email</b>	Email address of the company contact person.	Email address of the company contact person.
<b>EPA MRID Number</b> <i>*Root MRID Number will be associated with this particular application in this package and cannot be reused with any other application/packages.</i>	Refers to the MRID of the study being submitted by the company or its lab.	Refers to the MRID of the study being submitted by the company or its lab. For Study Profiles/Summaries and supplemental study data, use the MRID of the parent study. MRIDs must be pre-assigned by EPA.
<b>Fast Track</b>	Enter a Fast Track Indicator for particular Regulatory Type – Application Type combinations.	Enter a Fast Track Indicator for particular Regulatory Type – Application Type combinations. The only acceptable values for the Fast Track Indicator field are as follows: o Yes o No

Field Name	Tool Tips	Help
<b>Guideline Number</b>	Indicates the “Guideline Number” associated with a study.	Indicates the “Guideline Number” associated with a study. Provided only for Study documents. However, if the study does not have a guideline number or the number entered is invalid, the package can still be successfully created.
<b>Lab Report Number</b>	Refers to the internal identification number for a study used by the lab that produced the study.	Refers to the internal identification number for a study used by the lab that produced the study.
<b>Me-Too Indicator</b>	A “final” Me-Too Indicator for particular Regulatory Type – Application Type combinations.	A “final” Me-Too Indicator for particular Regulatory Type – Application Type combinations. A "Me-Too" pesticide registration application refers to a request to register a new pesticide product that is identical in its uses and formulation, substantially similar in its uses and formulation to one or more products currently registered and marketed in the United States, or differing only in ways that would not significantly increase the risk of unreasonable adverse effects on the environment.
<b>Name</b>	Name of the company contact person.	Name of the company contact person.
<b>Package Name</b> <i>*Optional, for internal use by company, not currently used by EPA</i>	Name given to a particular package.	Name given to a particular package. This field can have numeric or string values, or any combination of both (e.g., BBG1234).
<b>Page count</b>	Refers to the number of pages in a study.	Refers to the number of pages in a study

Field Name	Tool Tips	Help
		(including appendices) that is provided by the submitting company or its lab. The value entered should be numeric.
<b>Petition Type</b>	A “final” Petition Type for particular Regulatory Type – Application Type combinations.	<ul style="list-style-type: none"> <li>• The acceptable values for the Petition Type field will be dependent on the “Petition Number Type” segment of the Petition Number (the single character that follows the “Year”).</li> <li>• If the “Petition Number Type” is “E”, the acceptable values for the Petition Type field will be as follows:                             <ul style="list-style-type: none"> <li>o Minor Use (IR-4/State)</li> <li>o Minor Use (Not IR-4)</li> <li>o Inert (Not IR-4)</li> <li>o Import</li> </ul> </li> <li>• If the “Petition Number Type” is “F”, the acceptable values for the Petition Type field will be as follows:                             <ul style="list-style-type: none"> <li>o Raw Agricultural Commodity</li> </ul> </li> <li>• If the “Petition Number Type” is “G”, the acceptable values for the Petition Type field will be as follows:                             <ul style="list-style-type: none"> <li>o Temporary</li> </ul> </li> <li>• If the “Petition Number Type” is “H”, the acceptable values for the Petition Type field will be as follows:                             <ul style="list-style-type: none"> <li>o Food Additive</li> <li>o Temporary Food Additive</li> </ul> </li> </ul>
<b>Phone</b>	Phone number of the company contact	Phone number of the company contact

Field Name	Tool Tips	Help
	person.	person.
<b>Postal code</b>	Postal code of the location where the company is located.	Postal code of the location where the company is located.
<b>PRIA</b> <i>*Optional, future use ,not currently used by EPA</i>	Is this package subject to PRIA Fees?	The Pesticide Registration Improvement Renewal Act (PRIA 2), registration service fees is due at application. The user should indicate whether the package is subject to PRIA fees.
<b>Product Name</b>	This field contains the name associated with the product.	This field contains the name associated with the product.
<b>Profile Name</b> <i>*Optional, for internal use by company, not currently used by EPA</i>	Name given to the profile created. The Profile name created is for internal reference.	Name given to the profile created. This field can have numeric or string values, or any combination of both (e.g., alpha01).
<b>Refer already submitted document</b>	Reference to a document that has already been submitted.	Reference to a document that has already been submitted. Please note that a reference number (e.g., MRID number) is required to be mentioned.
<b>Referred document MRID Number</b>	The MRID number of a document that has already been submitted.	The MRID number of a document that has already been submitted. Please note that the MRID number is required to be mentioned.
<b>Regulatory Type</b>	List of all Regulatory types that are selected for the Application type.	List of all Regulatory types that are selected for the Application type.
<b>Is this an initial submission?</b>	Field indicates whether the application is a resubmission.	Field indicates whether the application is a resubmission.

Field Name	Tool Tips	Help
<b>Risk Manager</b>	The Risk Manager for the Regulatory type- Application type. (example 01)	The Risk Manager for the particular Regulatory type- Application Type should be provided. The information to be provided includes the following: o Division Name o Team Name (example 01)
<b>State</b>	State where the company is located.	State where the company is located.
<b>Title ( Contact Person Title)</b>	Title of the contact person. This could mean a person other than the one submitting the package.	Title of the contact person.

## Appendix B : Data Fields for EDSP Packages

Provided below is a table that lists all the data fields and description of each that is provided in Tool Tips and on the *Help* screen.

Field Name	Tool tips	Help
<b>Address</b> <i>*Formal Change to the existing company address can be made only by contacting EPA not through this application.</i>	Street address of the company.	Street address of the company.
<b>City</b>	City where the company is located.	City where the company is located.
<b>Comment (for Company Information )</b> <i>*Optional, Future Use ,not Currently used by EPA</i>	Field for the submitting company to comment on the company profile created. This is for internal reference of the company.	Field for the submitting company to comment on the company profile created. This is for internal reference of the company.
<b>Comments(for Documents attached with the application)</b> <i>*Optional, future use ,not currently used by EPA</i>	Field for the submitting company to comment on the document being submitted.	Field for the submitting company to comment on the document being submitted.
<b>Company Document Number</b>	This is a field is for providing the internal reference of the registrant and specifies the document number for the document submitted by the registrant.	This is a field is for providing the internal reference of the registrant and specifies the document number for the document submitted by the registrant.
<b>Company Name</b>	Indicates the name of the company.	Indicates the name of the company.

Field Name	Tool tips	Help
<b>Company Number</b>	Indicates the company number assigned by EPA.	Indicates the company number assigned by EPA.
<b>Company Profile</b>	Company profile for the package.	Company profile for the package.
<b>Contains CBI</b>	Indicates whether the contents of the document are confidential or not.	Confidential Business Information field can have any of the two values ( Yes/No). Yes indicates it contains CBI, and no indicates it does not contain CBI. It is the discretion of the user to mark a document as confidential or non-confidential
<b>Country</b>	Displays the country of the company.	Displays the country of the company.
<b>Description (for Profile )</b> <i>*Optional, for internal use by company, not currently used by EPA</i>	Description given to the profile created.	This field describes the profile that is created and is only for the internal reference of the creator.
<b>Description (for Package)</b> <i>*Optional, for internal use by company, not currently used by EPA</i>	Description given to the package created.	This field describes the package that is created and is only for the internal reference of the creator.
<b>Document Author</b>	Person in charge for the contents of the document.	Person in charge for the contents of the document.
<b>Document Date</b>	Specify a date to be linked to the document (e.g., the creation date).	Specify a date to be linked to the document (e.g., the creation date).
<b>Document Group</b> <i>*Optional, future use ,not currently used by EPA</i>	Specify the document group to which the document is related.	Specify the document group to which the document is related.



Field Name	Tool tips	Help
<b>Document Location</b>	File location of the document.	File location of the document.
<b>Document Title</b>	Title given for the document.	Title given for the document.
<b>Document Type</b>	Select the document type for the application.	Select the document type for the application.
<b>Email</b>	Email address of the company contact person.	Email address of the company contact person.
<b>EPA MRID Number</b>	Refers to the MRID of the study being submitted by the company or its lab.	Refers to the MRID of the study being submitted by the company or its lab. For Study Profiles/Summaries and supplemental study data, use the MRID of the parent study. MRIDs must be pre-assigned by EPA.
<b>Guideline Number</b>	Indicates the “Guideline Number” associated with the document.	Indicates the “Guideline Number” associated with the document submitted. Displays the guideline number for the 11 assays.
<b>Key Type</b>	Indicates whether a study has been published and made publicly available.	Indicates whether a study has been published and made publicly available.
<b>Lap Report Number</b>	Refers to the internal identification number for a study used by the lab that produced the study.	Refers to the internal identification number for a study used by the lab that produced the study.
<b>Name</b>	Name of the company contact person.	Name of the company contact person.
<b>Order Number</b>	This field should contain the EDSP or Consortia Order Number.	The order number must have maximum of 12 digits which is the PCcode and the sequence number. The order number will be prefixed by 'EDSP' for EDSP orders and 'CON' for consortia orders.

Field Name	Tool tips	Help
<b>Package Name</b>	Name given to a particular package.	Name given to a particular package. This field can have numeric or string values or any combination of both (e.g., BBG1234).
<b>Phone</b>	Phone number of the company contact person.	Phone number of the company contact person.
<b>Postal code</b>	Postal code of the location where the company is located.	Postal code of the location where the company is located.
<b>Risk Manager</b>	The Risk Manager for the Regulatory type- Application type. (example 01)	The Risk Manager for the particular Regulatory type- Application Type should be provided. The information to be provided includes the following: o Division Name o Team Name (example 01)
<b>Select the Submission Type</b>	List of all Application types that can be added or registered. This will be either EDSP or Consortia	List of Submission types (EDSP or Consortia) that can be submitted.
<b>State</b>	State where the company is located.	State where the company is located.
<b>Title</b>	Title of the contact person. This could mean a person other than the one submitting the	Title of the contact person.

Field Name	Tool tips	Help
	package.	