



**Gold Seal Modernization Update and  
Demo for Submitting Requests Using  
the Pesticide Submission Portal**

## What is the Gold Seal Letter?

- A request for a Certificate of Registration is commonly known as a “Gold Seal letter”.
- The Gold Seal letter certifies that the product being exported is legally registered in the U.S. with the Agency.
- The company must submit a request to the Agency, identify the company name, the EPA Registration Number and the country in which the product will be exported.
- The PRIA category is M006 and will cover up to **five** Gold Seal letters for **one** product.
  - If a company is submitting request for multiple products at the same time, each request must be submitted through the portal separately.
- Distributor products are not eligible for Gold Seal letters.



### Processing time for Gold Seal actions

- Gold Seal actions fall under the [M006](#) PRIA category which has a 30-day timeframe.
- PRIA actions are subject to a 21-day screen before the official start of the PRIA timeframe.
- Gold Seal actions have a 30-day timeframe; thus, their processing time is  $21 + 30 = 51$  days.
- Due to the low fee and short time frame for this category, this category is not eligible for small business waivers.



## Electronic Enhancements

- Due to challenges faced in 2020 by the paper-based Gold Seal letter process while working remotely, EPA developed a new process whereby letters are signed electronically, and an electronic seal inserted into letter.
- This electronic process is consistent with communication and transmittal of other regulatory documents.
- This change allows for:
  - Quicker processing of letters
  - More thorough and complete tracking
  - Greater adaptability for continued modernization



## Current Letter Issuance Process

- What is the same
  - Letterhead
  - Letter content
  - Signature block
  
- What has changed
  - All requests must be made through the portal while the office is working remotely
  - Digitally rendered seal
  - Letters signed electronically
  - Letters sent electronically



## Sending letters to the US Department of State

- EPA and Department of State met in early October 2020 and the following new process was agreed upon.
- Registrants must:
  - Send hard copy documents in color.
  - Include a postage pre-paid return envelope with the package.
  - Send documents directly from the U.S. company making the request.
- Additional information can be found at:  
<https://www.epa.gov/pria-fees/m006-pria-fee-category>





**Submit a Gold Seal Letter Request  
Using the Pesticide Submission Portal**

## Overview

- This quick reference guide explains how to electronically submit a gold seal letter request using the Pesticide Submission Portal (PSP).
- This guide assumes a registrant has a Central Data Exchange (CDX) account and is registered for the PSP program service. Please refer to the PSP Registration Guide for information on how to obtain a CDX account and register for PSP.



## Step 1: MyCDX Screen

The screenshot displays the EPA Central Data Exchange (CDX) interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text 'Central Data Exchange'. A user is logged in as 'Contract User' with a '(Log out)' link. The main content area is titled 'MyCDX' and contains several tabs: 'Inbox', 'My Profile', 'Reg Maint', 'Role Sponsorship', 'Submission History', and 'Payment History'. The 'Services' section is the primary focus, featuring a table with columns for 'Status', 'Program Service Name', and 'Role'. Two rows of data are visible, both for 'PSP: Pesticide Submission Portal (Company Number Requests)'. The 'Role' column for both rows is highlighted with a red box, showing 'Authorized Agent' and 'Primary Submitter'. To the right of the table is a 'CDX Service Availability' section with a link to 'See the status for all program services' and a 'News and Updates' section with the message 'No news/updates.'. At the bottom of the services section are two buttons: 'Add Program Service' and 'Manage Your Program Services'.

Status	Program Service Name	Role
	PSP: Pesticide Submission Portal (Company Number Requests)	Authorized Agent
	PSP: Pesticide Submission Portal (Company Number Requests)	Primary Submitter



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Upon logging into CDX, registrants are navigated to the 'MyCDX' screen. Select either the 'Primary Submitter' or 'Authorized Agent' role for the 'PSP: Pesticide Submission Portal (Company Number Requests)' Program Service to access PSP.

**Note:** If the selected role is associated with multiple organizations, choose the correct organization and select the 'Proceed' button. Otherwise, navigation directly into PSP will occur.

## Step 2: Navigate the PSP Home Screen

Pesticide Submission Portal

Welcome to the Office of Pesticide Programs Pesticide Submission Portal. Use the step chart below to create new submissions, respond to data call-ins, form consultations, or submit pre-submission tools (e.g. form builders and real-time generation). The View Recent Packages table allows quick access to your most recent submissions.

**Submissions and Tools**

- Registration Actions
  - Submit regulatory applications**
  - General Registration
- Registration Renewal
- Registration
- Pre-Submission Tools
  - Pre-Application
  - Upload e-Submission Packages
  - Upload e-Consent Buffer Packages

**View Recent Packages**

Package ID	Package Name	Modification Date	Status
52008	Pet Spot Test	01/05/2021	Awaiting User Completion
58008	Pet Spot Test	01/05/2021	Severability Transferred to OPM

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Perform the following steps on the PSP 'Home' screen:

1. In the 'Submissions and Tools' panel, select the 'Registration Actions' option in the first column.
2. Next, select the 'General Registration,' option in the second column.
3. Finally, select the 'Create Submission' button to navigate to the 'Create Passphrase' screen and create a package.

### Step 3: Create a Passphrase

Perform the following steps on the 'Create Passphrase' screen:

1. First, enter a passphrase in the 'New Passphrase' field that is at least eight (8) characters long and does **not** contain special characters.
2. Next, enter the same passphrase in the 'Confirm Passphrase' field.
3. Finally, select the 'Next' button to navigate to the 'Package Information' screen.

**Important:** The user who creates a submission is responsible for remembering the passphrase and only distributing it to authorized persons. **OPP is unable to retrieve a passphrase or unlock a package if the passphrase is lost or forgotten.** A new submission will need to be created when a passphrase is lost or forgotten. OPP suggests that each organization use the same passphrase for all submissions. A shared passphrase ensures that someone from the same organization can retrieve and/or complete the submission when the package creator is unavailable. A 'Passphrase Hint' may be created to assist with passphrase recall.

## Step 4: Enter Package Information

Package Info

Please enter Package information in the fields below.

Package Name

Description

Is this package subject to PRA fees?  Yes  No

Company Name

**Add Application** To add a new application, please click the 'Add Application' button and choose the components.

Distributor Product

Experimental Use Product - Section 3

Open Registration Request

PRA Application

Product Registration - Section 3

Reference Product

Perform the following steps on the 'Package Information' screen:

1. First, enter a value in the 'Package Name' field.
2. Select the 'Yes' radio button for the 'Is this package subject to PRA fees?' field (Gold Seal Letter Requests fall under the 'M006' PRA Fee Category).
3. Select the 'Add Application' button to enable the applications panel.
4. Select the 'Product Registration – Section 3' checkbox to display the available Section 3 applications.
5. Select the 'Gold Seal Letter Request' checkbox to display a number box.
6. Select the number of registered products (i.e., not the number of letters) for which gold seal letters will be requested.
7. Select the 'Save' button.
8. Confirm that the correct number of Gold Seal Letter Requests applications were added to the package.
9. Finally, select the 'Next' button to navigate to the 'Package Documents' screen.

## Step 4 Continued: Enter Package Information

After entering information, please click the 'Save' button to create application(s), or please click the 'Cancel' button to discard them.

- Distributor Product
- Experimental Use Permit - Section 5
- Inert Ingredient Request
- Pre-Application
- Product Registration - Section 3
  - New Registration
  - Amendment
  - 6(a)(2) Data
  - Notification
  - Gold Seal Letter Request 1
  - Final Printed Labeling (FPL)
  - Pet Spot-On Enhanced Reporting
- Tolerance Petition



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Perform the following steps on the 'Package Information' screen:

1. First, enter a value in the 'Package Name' field.
2. Select the 'Yes' radio button for the 'Is this package subject to PRIA fees?' field (Gold Seal Letter Requests fall under the 'M006' PRIA Fee Category).
3. Select the 'Add Application' button to enable the applications panel.
4. Select the 'Product Registration – Section 3' checkbox to display the available Section 3 applications.
5. Select the 'Gold Seal Letter Request' checkbox to display a number box.
6. Select the number of registered products (i.e., not the number of letters) for which gold seal letters will be requested.
7. Select the 'Save' button.
8. Confirm that the correct number of Gold Seal Letter Requests applications were added to the package.
9. Finally, select the 'Next' button to navigate to the 'Package Documents' screen.

## Step 4 Continued: Enter Package Information

Package Info

Please enter Package Information in the fields below.

Package Name: Gold Seal Letter Request Package

Description:

Is this package subject to PRIA fees?  Yes  No

Company Name: CSR TESTING COMPANY

Application Name	Application Type	Application Type	Actions
Sec 3 CSR 000001	Product Registration - Section 3	Gold Seal Letter Request	X

**Add Application**

To add a new application, please click the Add Application button and choose the components to add to an existing application, please click the Application Name link in the table above.

Database Product

Environmental Test Method - Section 3

Test Method Request

Pre-Application

Product Registration - Section 3

Response Request

**Save**

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Perform the following steps on the 'Package Information' screen:

1. First, enter a value in the 'Package Name' field.
2. Select the 'Yes' radio button for the 'Is this package subject to PRIA fees?' field (Gold Seal Letter Requests fall under the 'M006' PRIA Fee Category).
3. Select the 'Add Application' button to enable the applications panel.
4. Select the 'Product Registration – Section 3' checkbox to display the available Section 3 applications.
5. Select the 'Gold Seal Letter Request' checkbox to display a number box.
6. Select the number of registered products (i.e., not the number of letters) for which gold seal letters will be requested.
7. Select the 'Save' button.
8. Confirm that the correct number of Gold Seal Letter Requests applications were added to the package.
9. Finally, select the 'Next' button to navigate to the 'Package Documents' screen.

## Step 5: Upload Package Level Documents

Documents for the Package

Please submit package level Document(s) in the following table.

Document Type	File Name	Document Date	Total Submission Package Fee Count	Total Submission Package Fee Date
Submission Cover Letter	Test Letter.pdf		1	6/16/2012

After entering information, please click the 'Save' button to save changes, or please click the 'Cancel' button to discard them.

Package Name: Gold Seal Letter Request Package

Document Type: Payment Receipt

Document Upload: Payment Receipt.pdf

Document Date: Click on the calendar icon to choose a date

Document Group:

Address Number:

Contains CRF: Please do not include CRF in the upload for this document type.

Comments:

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Perform the following steps on the 'Package Documents' screen:

1. Select the 'Add' button (not pictured).
2. Select a 'Document Type' from the drop-down menu.
3. Upload a file by searching local drives or dragging and dropping the file into the upload area.
4. Enter data in all remaining fields, as necessary.
5. Select the 'Save' button to attach the uploaded file to the package. A file is attached when it is displayed in the table at the top of the screen.
6. Finally, select the 'Next' button to navigate to the 'Application Info' screen for the first application in the package.

**Important:** To ensure timely OPP processing, a gold seal letter request package must include either a 'Submission Cover Letter with Payment Receipt' file or 'Submission Cover Letter' and 'Payment Receipt' files.

## Step 6: Enter Application Information

The screenshot shows the 'Application Info' screen in the EPA's registration system. The form contains the following fields and values:

- Application Name:** SAC3-028-00001
- Description:** (Empty text area)
- Regulatory Type:** Product Registration - Section 3
- Application Type:** Code Book Letter Request
- Admin Number:** 0070-077
- Product/Risk Manager:** RM 01
- Remarks:** (Empty text area)
- Mark for Registant Review:**

A red box highlights the 'Next' button at the bottom left of the form. The EPA logo and the number '13' are visible at the bottom of the screen.

Perform the following steps on the 'Application Information' screen:

1. Update the 'Application Name,' if necessary.
2. Enter the registration number for the exported product in the 'Admin Number' field. The registration number must be for a registered, active product.
3. Select a value from the 'Product/Risk Manager' drop-down menu.
4. Finally, select the 'Next' button to navigate to the 'Application Documents' screen.

## Step 7: Upload Application Level Documents

The screenshot shows the 'Add New Letter Request' screen in the EPA application system. The left sidebar contains a navigation menu with 'Application Documents' selected. The main content area is titled 'Add New Letter Request Package' and contains the following fields:

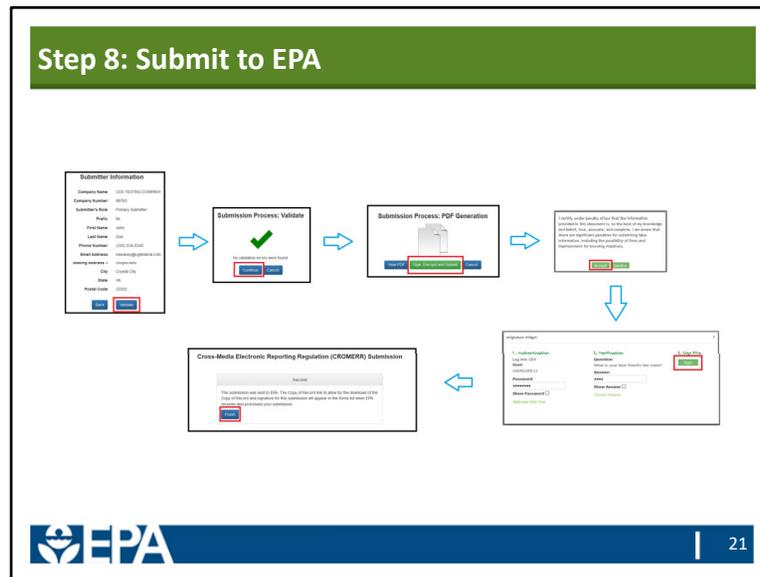
- Package Name:** Gold Seal Letter Request Package
- Application Name:** 5053-058(200001)
- Document Type:** Form
- Document Sub-Type:** 8570-1: Pesticide Registration/Amendment Application
- Document Upload:** Uploaded: Form.pdf (with a green progress bar and a 'Drop a file to attach or browse' button)
- Document Date:** Click on the calendar icon to choose a date
- Document Group:**
- Contains CBI:** Please do not include CBI in the upload for this document type.
- Comment:**

At the bottom of the form, there is a 'Mark for Registrant Review' checkbox and two buttons: 'Save' and 'Submit'. The 'Save' button is highlighted with a red box. Below the form, there is a footer with the EPA logo and the number 16.

Perform the following steps on the 'Application Documents' screen:

1. Select the 'Add' button (not pictured).
2. Select 'Form' from the 'Document Type' drop-down menu.
3. Select '8570-1: Pesticide Registration/Amendment Application' from the 'Document Sub-Type' drop-down menu.
4. Upload a file by searching local drives or dragging and dropping the file into the upload area.
5. Enter data in all remaining fields, as necessary.
6. Select the 'Save' button to attach the uploaded file to the application. A file is attached when it is displayed in the table at the top of the screen.
7. Finally, select either the 'Submit' button to begin the submission process.

**Note:** If there are additional applications in the package a 'Next' button will display to navigate to the 'Application Info' screen for the next application in the package.



The PSP submission process includes steps to validate that a submission is complete, generate a PDF rendering of submitted data, and electronically sign the package submission. Follow these steps to complete the submission process:

1. Review the information on the 'Submitter Information' screen for accuracy and select the 'Validate' button.
2. If the package submission passes validation, select the 'Continue' button on the 'Validation' screen.
3. Next, review the generated PDF rendering and select the 'Sign, Encrypt, and Submit' button.
4. Enter the required account credentials into the 'eSignature Widget' and select the 'Sign' button.
5. Finally, a message indicating submission success will display. Select the 'Finish' button to return to the PSP 'Home' screen.

### Point of Contact

- For general questions contact:  
[pesticidequestions@epa.gov](mailto:pesticidequestions@epa.gov).
- For questions about pending Gold Seal actions contact: Shanta Adeeb at  
[adeeb.shanta@epa.gov](mailto:adeeb.shanta@epa.gov).

