

Frequently Asked Questions regarding pesticide registration in the District of Columbia:

1. Do pesticide products require registration in the District of Columbia if they are exempt from EPA?

Yes. Any product intended to prevent, destroy, repel, or mitigate any pest or intended for use as a plant regulator, defoliant or a desiccant MUST be registered with the District of Columbia. Registration applies to and includes all 25(b) exempt products and devices. [Learn more about product requirements here.](#)
2. If a pesticide product label is revised after the product has been registered (during a given year) with the District but bears the same active ingredients concentration and EPA Registration Number, does the product requires re-registration?

If an advisory label changes, a new use is added or a new application rate is set – the EPA is to be notified and the District of Columbia should be as well. However, there is no registration fee for revised products.
3. How long should a product be registered after it is discontinued?

A product is required to be registered for an additional year (up to 2 additional years) after it is discontinued but is expected to be in the channel of trade. Registration fee of \$250.00 must be paid for each year when the product is in the “Discontinued” phase. However, if the registrant is confident that the product is no longer in the channel of trade, a letter of cancellation may be submitted; there is no cost to cancel the product. Any unregistered product found for sale and/or distribution in the District will incur a \$1000.00 fine.
4. If a product already registered for the current year is acquired by a new company from an old company, does it require re-registration by the new company for the current year?

No. If the product was registered by the previous company for the current calendar year, the product does not need to be re-registered by the new company. However, the new company is responsible to register the product for the next year. The product registered by the previous owner should be "discontinued" next year if it remains in the channel of trade. The pesticide registration branch should be made aware of the product transfer via letter or email.
5. What is the cost of pesticide product registration?

The pesticide product registration fee is \$250.00 per product.
6. How long is the pesticide product registration valid for?

Registration for each pesticide product shall be for a period of one (1) year beginning on January 1st and expiring on December 31st of the corresponding year.
7. What is the cost of pesticide product registration renewal fee?

The pesticide production renewal fee is \$250.00 per product (online). Should the registrant choose to renew via mail, there is an additional \$15.00 processing fee per product.

8. How can I register my pesticide products with the District of Columbia?

The application and requirements for pesticide product registration are available at: <https://doee.dc.gov/service/pesticide-products-registration>. Please complete the application and send it to the address on the application along with the supporting documents. Applicants are encouraged to submit materials on-line through DC plants (<https://dcplants.doee.dc.gov/ProductRegFSA/BrandSearch.aspx>).

9. What documentation is required for pesticide registration application?

Include the following supporting documents with your Section 3 product registration application:

- Completed Registration application
- Copy of market place label
- Registration fee (\$250.00 per product, including Alternate Brand Names). Make checks payable to DC Treasurer.
- Copy of the Notice of Supplemental Distribution of a Registered Pesticide Product (EPA form 8570-5) for companies distributing a registered product originally produced and registered by the basic registrant (manufacturer).
- Letter of authorization designating an agent to act on behalf of a company (Only required for first-time registrants).

Please submit the application online at: <https://dcplants.doee.dc.gov/Index.aspx> or via mail to the address listed at the top of the forms sent to the attention of Mr. Howard Brown. If you have questions concerning pesticide registration in the District of Columbia, please email Mr. Brown or call at (202)525-2258.

10. When is the renewal notice sent out to the registrants?

Renewal notices are sent out around November 1st, if they are not received by December 1st, please contact Mr. Howard Brown at (202)535-2288. It is the responsibility of the manufacturer (or agents) to renew pesticide product registration in a timely manner. In the event a registrant does not receive renewal notice from the District, the manufacturer (or agents) are not relieved of their responsibility to register any product and will be liable for any late fee (\$250.00 per product).

11. If a company has a name change, who should be contacted?

All supporting documentation regarding the company's new name should be sent to:

Howard Brown
Pesticides Branch
1200 First Street NE, 5th Floor
Washington, DC 20002

202-535-2288 – Direct
202-481-3770- Fax
howard.brown@dc.gov

12. Is a registration certificate mailed out once products are approved?

No. Pesticide registration certificates are not mailed out. An electronic copy of pesticide registration certificate is emailed to the company (or acting agent) upon approval of all active products. An email address **MUST** be provided in the application for pesticide registration.

Information current as of October 2017

Pesticide Registration FAQs:

1. Do pesticide products require registration in the District of Columbia if they are exempt from EPA?
2. If a pesticide product label is revised after the product has been registered (during a given year) with the District but bears the same active ingredients concentration and EPA Registration Number, does the product requires re-register?
3. How long should a product be registered after it is discontinued?
4. If a product already registered for the current year is acquired by a new company from an old company, does it require re-registration by the new company for the current year?
5. What is the cost of pesticide product registration?
6. How long is the pesticide product registration valid for?
7. What is the cost of pesticide product registration renewal fee?
8. How can I register my pesticide products with the District of Columbia?
9. What documentation is required for pesticide registration applications?
10. When is the renewal notice sent out to the registrants?
11. If a company has a name change, who should be contacted?
12. Is a registration certificate mailed out once the products are approved?