

# NORTH CAROLINA

## IMPORTANT REGISTRATION INFORMATION

### **CDs & NEW PRODUCT APPLICATION**

**CDs - NOT ACCEPTED:** Electronic versions of labels can be sent to us via our web page hosted by Kelly Registration Systems. Please see the ELECTRONIC RENEWAL OPTION section below for more information. Even if you do not use the electronic renewal feature, you can still send us electronic labels through this system. If you do not use this system, hard copies of labels must be submitted to our office.

**NEW PRODUCT APPLICATION:** New product applications are included in this package. Starting immediately, please use these new applications. Make additional copies as you need them. Please discard any old applications you have on hand. **PLEASE NOTE:** On the top, right hand corner of the application you will find "YEAR \_\_\_\_\_". **Please indicate here if the application is for 2015 or 2016.**

### **ELECTRONIC RENEWAL OPTION**

The North Carolina Department of Agriculture & Consumer Services, Pesticide Section continues to offer you the option of renewing your currently registered products over the internet. Kelly Registration Systems (KRS) and the North Carolina Pesticide Section offer this on-line service to help reduce time investment of the state and the registrants. This service enables you to submit your renewal information, electronic versions of supporting documentation in PDF format (such as product labels), and remit renewal fees electronically. For more information, including the terms and conditions of using the electronic renewal option please visit <http://www.kellysolutions.com/erenewals>. If you choose the e-renewal option, you do not need to complete the paper renewal application. If you do not have supporting documentation (labels) in electronic format you can still submit your renewals electronically, and send paper copies of your documentation directly to the NC Pesticide Section. **You must include a cover letter with the paper documents that clearly explains that the documents are being submitted to support the electronic renewal.** Electronic renewals are available to all companies with products registered in the state. To receive your username and password or have questions about this option, please contact KRS at [support@kellyreg.com](mailto:support@kellyreg.com).

### **SUBMITTING ELECTRONIC LABELS**

During the 2015 renewal period, numerous invalid electronic pesticide labels were submitted to the North Carolina Pesticide Section through the Kelly Registration Systems' web site. These labels were unacceptable due to one or more of the following reasons.

1. The labels were for products not currently registered for sale in North Carolina.
2. The labels were for products that have never been registered for sale in North Carolina.
3. The labels were identical to those already on file in North Carolina.

The submission of these invalid labels needlessly increases label review time – consuming time that could be devoted to processing valid revised labeling. The staff of the NC Pesticide Section cannot continue to sort through the many invalid labels to find those actually needed. Registrants need to access the KRS web site and review their list of products registered in North Carolina and their related electronic labels. Only submit labels that have been revised since you last sent them to us. Please note that the NC Pesticide Section reserves the right to refuse electronic documents from any company that habitually violates these guidelines.

N O R T H C A R O L I N A  
2016 RENEWAL CYCLE