

Tips for filing an EPA Pesticides via ACE PGA Message Set

Determining Filing Requirements:

To determine if you need to file the Pesticides Notice of Arrival (NOA) data and the on-product label, please check with the EPA Regional Import Coordinator for the appropriate port, to assist with determining pre-arrival filing requirements. Contacts for the regions can be found at:

<https://www.epa.gov/compliance/regional-contacts-questions-concerning-notices-arrival-epa-form-3540-1>

Disclaims for ACE:

If an HTS code in ACE is flagged for EPA Pesticides, but you have determined that you are not filing the EPA Pesticides NOA data electronically, determine the correct disclaim code to provide.

If you do not need to file an EPA Pesticide NOA, use disclaim code

A = product is not regulated by this agency

If you cannot file electronically using the ACE PGA Message Set for the NOA, prior to arrival you will need to follow the paper process with the appropriate EPA region for the port of entry. You will need to provide the EPA-signed NOA with the entry or shipment. For this process, the disclaim codes are one of the following

C = data filed through other agency means (uploading to the document image system-DIS)

D = data filed through paper

Filings with disclaims C and D are subject to a Documents Required status to allow for verification of the signed paper NOA by the CBP port officers and/or the EPA Regional Import Coordinator.

Tips for Filing

For questions on how to file, please refer to your Software Provider's training and guidance. In addition, please keep in mind these important items:

- Verify your Filer Code is active in ACE for EPA pesticides
- Make sure you are using the correct Government Program Agency Code
 - PS1 – registered pesticides
 - PS2 – devices
 - PS3 – other pesticides
- Tag any related DIS images with both the Entry Number and the correct EPA tag, so EPA can view the documents in ACE
 - EPA03 (NOA)
 - EPA04 (Pesticide Label)
- If possible, avoid entries with FDA lines when filing less than 5 days from arrival, as doing so prevents re-submissions to correct errors.
- Registration number format should be double-checked. Enter the number as it is provided, leaving in the dashes.



Last Updated: April 28, 2017



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- Producer Establishment Number Format (NNNNNAAANNN) should be double-checked. Remove dashes and add leading zeroes to both the first and last numbers if they do not follow the 6N 3A 3N rule.
- Domestic producer establishment numbers will have a state code, while foreign producer establishment numbers will have a country code.
- For foreign establishments, the amount reported should only be that amount which is produced for import into the United States, not to other countries.
- Verify correct Country of Origin.
- Electronic Image Indicator should be used when the label has been upload into DIS prior to the filing.
- Check for inclusion of all Eight Entity Roles and their respective information (EPN, CB, DEQ, CAR, IM, NP, CI, LG)
- Check that the packaging is provided for at least 2 levels, and in addition, the total net weight is provided. There are multiple variations for packaging unit of measures, several of which can be found in the EPA CATAIR Supplemental and Samples documents. One simple example for the “packaging qualifier” (PG26) is:
 - Packaging Qualifier [5]: 1 = Largest unit of packaging
 - Quantity [6-17]: 000000110000 = **1,100 units in shipment**
 - Unit of Measure (packing level) [18-22]: BG = Bag
 - There are 1,100 units (bags) in the shipment.
 - Packaging Qualifier [5]: 2 = Second largest unit of packaging
 - Quantity [6-17]: 000000001520 = **15.2 measurement of smallest units in shipment.**
 - Unit of Measure (packing level) [18-22]: KG = Unit of Measure of individual units is kilograms
 - **The bags in this shipment are 15.2 kg each.**
 - The net weight line (PG29) is for the **total net amount of all the units** in the shipment being imported (**16731.45 kg**)

Please refer to the CBP CATAIR and EPA Supplemental for more details and samples:

<https://www.cbp.gov/trade/ace/catair>

