

## Tips for Trade when filing EPA Pesticides

### Contact to determine if you need to file the NOA, on-product label

If you are not certain, please check with the EPA Regional Import Coordinator for the port through which the goods are being imported to see if a NOA is required to be filed prior to arrival.

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

### Disclaiming if you do not need to file

If you do not need to file a pesticide Notice of Arrival you can disclaim using the disclaim code

A = product is not regulated by this agency

### Disclaiming if you cannot file electronically using the PGA Message Set

If you cannot file the PGA message set for the Notice of Arrival (i.e., completing screens in your entry software) you will need to file the paper process with the appropriate EPA region for the port of entry for the shipment prior to arrival. You will need to provide the EPA-signed NOA with the entry or shipment. When you do this you will need to disclaim using one of the following codes:

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

D = data filed through paper

All of these filings will be checked by the CBP port officers and as needed by the EPA Regional Import Coordinator

### Tips for filing the NOA, on-product label through ACE

If you need to file please look at the following tips for filing the PGA message set for the NOA and the Image of the on-product label:

- 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
- Use the Entry Number and the correct tag in DIS so EPA can locate the documents
  - EPA03 (NOA)
  - EPA04 (Pesticide Label)
- If possible, avoid entries with FDA lines when less than 5 days from arrival (this prevents re-submissions if there are errors)
- Registration number format should be double-checked (Enter as is, leave dashes in)
- Producer Establishment Number Format (NNNNNNAANN), remove dashes and add leading zeroes to both numbers if necessary.

- Verify correct Country of Origin.
- Electronic Image Indicator should indicate the label has been upload into DIS prior to the filing.
- Check for inclusion of all Eight Entity Roles and their respective information
  - EPN = producer establishment number,
  - CB = Customs Broker
  - DEQ = Shipper
  - CAR = Carrier
  - IM = Importer
  - NP = Notify party
  - CI = Certifying individual
  - LG = Location of goods
- Check that the packaging is provided for at least 2 levels, and in addition, the total net weight is provided. For example the “packaging qualifier” (PG26) lines:
  - 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**)