Guidance on Label Requirements for PMRA Registered Product Renewal

Health Canada   Santé Canada

The label requirements for product renewal are:

- 2 hard copies of your marketplace label (i.e., The label that is found on the actual container in the marketplace)
- 1 electronic file in PDF normal of the English **text** that appears on the label that was most recently approved by the PMRA
- 1 electronic file in PDF normal of the French **text** that appears on the label that was most recently approved by the PMRA

How to create the electronic PDF file:

Step 1) **Create separate electronic files of the English and French label text** using your authoring software e.g., Word, WordPerfect, etc. (Your authoring software is the software you use to create the electronic file!)

Step 2) **Convert the file to PDF format** from your authoring software using Adobe Acrobat (version 4 or 5)
How?
Preferred
- Use the Adobe Writer from your printer selection in the print dialog box (This method provides a more accurate conversion of complex files.)

Other
- Use Adobe Distiller
- Use the PDF creation feature directly from your authoring software.

Need Assistance?
- www.adobe.com
- PMRA Information Service 1 800 267 6315 email: pmra_infoserv@hc-sc.gc.ca

Step 3) **Name your file using the naming convention below**
[Registration#]-[date]-[label or component*]-[ENG/FR].pdf
*e.g.,   Booklet, Sleeve
7654-sept[*renewalyear*]-label-ENG.pdf
7654-sept[*renewalyear*]-label-FR.pdf
7654-sept[*renewalyear*]-sleeve-ENG.pdf
7654-sept[*renewalyear*]-sleeve-FR.pdf

Electronic — Do's and Don'ts

DO

- Include symbol signal words along with the graphic symbol (this graphic is acceptable)
- Limit the use of tables
- Use Times New Roman or Courier fonts
- Contact the Pest Management Information service for additional guidance if required (1 800 267 6315 or (613) 736 3799)

DON'T

- Don't use column formatting of the label text (i.e., newspaper formatting).
- Don't include graphics such as a company logo or pictures of pests
- Don't combine English and French text in the same electronic file (even if it's only on the principal display panel, this is not acceptable)
- Don't include any security features on your file(s) or disk(s)
- Don't use proprietary fonts.

Thank you for your cooperation!