



Submitting Your Renewal Package

Every 2006 renewal must include an XML index

XML indices may be prepared using the e-Index Builder. The application and user guide can be downloaded from the Pest Management Regulatory Agency (PMRA) website:
www.pmra-arla.gc.ca/english/appregis/e-indexbuilder-e.html

What is the e-Index Builder?

The e-Index Builder application facilitates the creation of an electronic index (in XML format) that fully describes each document that is submitted in support of an application to register or amend a pest control product registration, re-evaluation, special review, or in response to requests for information. The index and all the electronic document files it has described are automatically packaged into a PMRA Regulatory Zip file "PRZ" and stored to a user-defined medium (e.g., CD, DVD).

Submitting the e-Index

A finalized .prz file can be submitted to the PMRA on CD-ROM or DVD-ROM. The CD-ROM/DVD-ROM label must include the following:

- applicant/registrant name;
- product name;
- pest control product registration number;
- renewal; and
- date of the PRZ package.

Delivery of the Renewal Package

As the renewal package includes both electronic (e-Index) and paper documents (i.e., marketplace labels), all renewals must be delivered to the PMRA by post or by courier.

Assistance

If you require assistance preparing your application using the e-Index Builder, contact the Pest Management Information Service:

Telephone: 1 800 267-6315 within Canada
1 613 736-3799 outside of Canada
(long distance charges apply)

e-mail: pmra_infoserv@hc-sc.gc.ca

