

PMRA Central E-mail User Guidance

Address: PMRA-ARLA_DOCS@hc-sc.gc.ca

The PMRA Central E-mail accepts the following document types:

- 1) Corrected Labels;
- 2) Corrected Statements of Product Specifications (SFS);
- 3) XML Indexes;
- 4) Notifications.

A. General Guidance for all Document Types

1. Subject Line:

The e-mail subject line **must** identify the submission number and the document type being submitted.

[Application Number], [Document Type]

The document types that are currently accepted are:

Label;
SPS;
XML;
Notification.

Please note that the system uses the document type as a criteria for accepting e-mails. If the document type is not included in the subject line, the system will automatically **return** the e-mail to the sender.

2. The e-mail should reference only one application number and one document type i.e., no bundling of submissions or document types into a single e-mail. For example, if you need to submit both labels and a specification form for an application, two e-mails must be prepared, one for the SPS and one for the labels.

3. Naming Convention:

The following file naming conventions must be used:

Label: [Registration #]-[Corrected]-[Language][Date]-[Component].pdf

SPSF: [Registration #]-[SPS]-[Date].pdf

XML: new product: [Product Name]-[New]-[Date].prz
amended product: [Registration #]-[Amend]-[Date].prz
deficiency response: [Application #]-[Deficiency]-[Date].prz

Notification: [Registration #]-[Date].pdf

PMRA Central E-mail User Guidance

4. Version Control:
Do not forward a hard copy or diskette versions of the document. An automatic acknowledgement will be forwarded to the applicant upon receipt.
5. Other Documents:
Please note that only the specified document types will be accepted. Any accompanying documents (i.e., cover letters, rationales, etc.) will be returned to the sender. This information should be forwarded directly to the individual that requested the information.
6. Virus Check:
The applicant must scan the files for viruses and provide the PMRA with details of the software used (name, version, date of virus signature update file and company) in the body of the e-mail.

B. Specific Guidance for Corrected Labels

1. Definition:
Corrected labels are defined as the label text version submitted by the applicant after incorporating changes requested by the PMRA, as referred to in documents LPS2003-01 and LPS2003-02, available on-line at

www.pmra-arla.gc.ca/english/pubs/lps-e.html
2. File Type:
File format must be PDF normal text with separate files for English and French text, and each component of the label as applicable. (i.e., A label composed of a container sleeve and booklet must be submitted as four files, specifically, separate files for the English container sleeve, the English booklet, the French container sleeve, and the French booklet). See Examples below.

C. Specific Guidance for Corrected Statement of Product Specification Forms

1. Definition:
Corrected Statement of Product Specification Forms are defined as the form submitted by the applicant incorporating changes requested by the PMRA.
2. Please note that a separate file must be created for each statement of product specification form, including a separate form for alternate formulation, alternate technical grade active ingredient sites of manufacture, etc.

PMRA Central E-mail User Guidance

D. Examples

Example No 1:

You wish to submit a label with container and booklet elements, and a corrected SPS (2 formulations) for a product with registration number 12345, under application number 2005-6789:

E-mail 01:

Subject: 2005-6789, Label
Files Attached: 12345_Corrected_E_10Dec2005_Container.pdf
12345_Corrected_F_10Dec2005_Container.pdf
12345_Corrected_E_10Dec2005_Booklet.pdf
12345_Corrected_F_10Dec2005_Booklet.pdf

E-mail 02:

Subject: 2005-6789, SPS
Files Attached: 12345_10Dec2005_SPS01.pdf
12345_10Dec2005_SPS02.pdf

Example No 2:

You wish to submit an XML index to register a new product.

Subject: XML Index, Bailey's Insecticide
File Attached: Bailey's Insecticide_New_10Dec2005.prz_

E. Contact Information

If you have any questions please contact the Pest Management Information Service:

by phone: 1 800 267-6315 (within Canada)
(613) 736-3799 (outside Canada)

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