



## Regulatory Note

REG2001-01

### Electronic Forms

Over the last several years, the Pest Management Regulatory Agency (PMRA) has been working to improve the efficiency of the submission registration process. We have been discussing various ways to achieve this through the Economic Management Advisory Committee (EMAC), the Canadian Manufacturers of Chemical Specialties Association (CMCS) and the Crop Protection Institute (CPI).

As the result of these discussions, it was identified that the forms process could be made more efficient if these were available electronically. This Regulatory Note outlines ways to manage the transition from paper to electronic forms. It also outlines the choices that registrants have. While the PMRA will continue to accept paper forms, we encourage registrants to move away from paper forms as quickly as possible so that we may all increase our efficiency.

*(publié aussi en français)*

**January 25, 2001**

**This document is published by the Submission Management and Information Division,  
Pest Management Regulatory Agency. For further information, please contact:**

**Publications Coordinator  
Pest Management Regulatory Agency  
Health Canada  
2720 Riverside Drive  
A.L. 6602A  
Ottawa, Ontario  
K1A 0K9**

**Internet: [pmra\\_publications@hc-sc.gc.ca](mailto:pmra_publications@hc-sc.gc.ca)  
[www.hc-sc.gc.ca/pmra-arla/](http://www.hc-sc.gc.ca/pmra-arla/)  
Information Service:  
1-800-267-6315 or (613) 736-3799  
Facsimile: (613) 736-3798**



## 1.0 Background

There is recognition that one approach to improving efficiency involves the increased use of computers. Over the last four years, we have held four joint industry–agency information sessions on electronic capability. Together, industry and agency participants have discussed a vision for the future, the issues and possible barriers to achieving this, and how can we move forward. These sessions have been very valuable. They provided good insight into what it will take to be ready for electronic capability and have resulted in several joint industry–agency pilots.

As a result of these discussions, it was identified that the forms process could be made more efficient if electronic tools were used. Traditionally, forms were carbon-copy and paper based. They required the use of a typewriter. In 1998, the PMRA provided a “Fill and Print” mechanism to facilitate the use of the Specification, Application and Fee forms. This mechanism avoided the use of a typewriter and has been successfully used since its introduction.

As a result, the paper forms, which we will continue to accept for a period of time, have changed too. We recognize that it may take some time for everyone to be ready for this new way of filling in forms. We expect a period of transition. This note outlines ways to manage this transition. It also outlines the choices that registrants have. We encourage registrants to move away from paper forms as quickly as possible so that we all may increase our efficiency. Our intention is to make the best use of current Internet technology and to incorporate the federal government’s comprehensive Government On-line initiative.

## 2.0 List of forms that are subject to this directive

### *Newly redesigned forms*

PMRA/ARLA 6003	Statement of Control Product Specifications Form
PMRA/ARLA 6004	Application for Acceptance in the Pesticide Own-Use Import Program
PMRA/ARLA 6005	Application for New or Amended Registration
PMRA/ARLA 6006	Application for Research Permit
PMRA/ARLA 6008	Notification of Pesticide Research
PMRA/ARLA 6011	Application Fee Form
PMRA/ARLA 6109	Pesticide Own-Use Import Form/Permit
PMRA/ARLA 6110	Proposal for an URMULE Form

### *Forms that have remained the same*

PMRA/ARLA 6000	Application for Registration Renewal
PMRA/ARLA 6012	Application for Registration of Private Label Product

### **3.0 Target date for using the new forms** (as identified above)

The new forms must be used no later than August 1, 2001, when submitting a package for a new or amended application to the PMRA for regulatory review. Old versions will not be accepted.

### **4.0 Date of availability of the electronic forms**

Effective immediately, all these forms are available electronically and can be used by registrants, applicants and agents.

### **5.0 Options for obtaining the forms and instructions for use**

Applicants can complete and submit the forms in paper or electronic format. However, as part of its plan to improve efficiency, we are encouraging the use of the electronic format whenever possible.

### **6.0 Paper format**

You may continue to use the paper forms that are currently in circulation. However, you are encouraged to use the new forms as soon as possible. These are available from the PMRA on request. To obtain paper copies and instructions for use, please contact the Pest Management Information Service at 1-800-267-6315. If you are calling from outside Canada, please dial +613-736-3799.

### **7.0 Electronic formats and their requirements**

Electronic forms are available by two options. Please note that these electronic forms include those that are newly redesigned.

#### **7.1 PMRA Internet site**

The forms and detailed instructions on their use and software requirements are available from the PMRA Web site, [www.hc-sc.gc.ca/pmra-arla](http://www.hc-sc.gc.ca/pmra-arla). The site also provides up-to-date access to all PMRA regulatory information.

The forms obtained from the PMRA Internet site may be used in two ways depending on the software available to you.

##### **7.1.1 Electronic Fill and Print**

These Internet e-forms may be used as an electronic fill and print form. They may be downloaded to your computer, filled in on your computer, printed off, signed and submitted to the PMRA in the normal manner.

To use the electronic fill and print format, you will require:

- a computer (PC: 486 processor or more / Mac: G3 and up with OS 8.6 or more);
- a printer;
- Internet access to the PMRA Web site;
- an Internet browser, such as Netscape or Microsoft Explorer; and
- Adobe Acrobat Reader software. This software is available free of charge from Adobe and may be downloaded from the company's Web site, [www.adobe.com](http://www.adobe.com), or from the PMRA Internet site at [www.hc-sc.gc.ca/pmra-arla/](http://www.hc-sc.gc.ca/pmra-arla/).

**NOTE:** If you send the electronic fill and print forms as an e-mail attachment, or by fax, you must understand that these are not secure methods of delivery. The PMRA assumes no responsibility for incidents resulting from these methods of submitting data.

### **7.1.2 On-line fill and submit**

Alternatively, on request, the PMRA will provide applicants a secure password which will give access to the Internet e-forms. The advantage is that the e-forms may be accessed from the PMRA Internet site via the secure password, filled in, and submitted on-line through a secure connection. This secure mechanism also provides for a legally accepted electronic signature.

To use the on-line fill and submit format, you will require:

- a computer (PC: 486 processor or more / Mac: G3 and up with OS 8.6 or more);
- Internet access to the PMRA Web site;
- an Internet browser, such as Netscape or Microsoft Explorer;
- a PMRA issued password; and
- the Adobe Acrobat 4.0 or higher software. This software must be purchased from Adobe.

To obtain the secure password, phone or fax the PMRA Information Service at the number listed on the first page of this Regulatory Note or e-mail them at [PMRA\\_INFOSERV@hc-sc.gc.ca](mailto:PMRA_INFOSERV@hc-sc.gc.ca).

### **7.1.3 Security and electronic signature**

The PMRA has established an Internet-based system to protect the security of all electronic transactions and a legally accepted electronic signature process.

## 7.2 Special Request

For those applicants who wish to use the e-form process, but do not have Internet connectivity, the PMRA will provide the e-forms and the Adobe Acrobat Reader software on a CD-ROM. This service will be provided until August 1, 2001 only.

Applicants will be able to use the electronic fill and print format as described in Section 7.1.2 above. You will be able to download, fill in the form on your computer, print it off, sign it and submit it to the PMRA in the normal manner.

To use this special request package, you will require:

- a computer (PC: 486 processor or more / Mac: G3 and up with OS 8.6 or more);
- a CD-ROM reader;
- a printer; and
- the CD-ROM containing the e-forms and Adobe Acrobat Reader software that is provided by the PMRA.

The e-form process is an option, and not a requirement at this time. Pilot testing of the e-form format show significant benefits for both the PMRA and the pesticide industry, saving time and reducing paperwork. They are designed to facilitate the submissions process and make the best use of current Internet technology and incorporate the federal government's comprehensive Government On-line initiative.

For more information on the PMRA's electronic submission requirements and the forms process, please contact the Pest Management Information Service at 1-800-267-6315. If you are calling from outside Canada, please dial +613-736-3799.