

# Office of Pesticide Programs Electronic Confidential Statement of Formula (e-CSF)

## User Guide

Version 1.0



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# Table of Contents

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1	About this Guide .....	3
1.1	What You Will Find in This Guide.....	3
	Conventions.....	4
2	Overview of the e-CSF Process .....	5
3	Getting Started .....	6
3.1	Overview .....	6
3.2	Hardware and Software Requirements.....	6
3.3	Network Requirements .....	6
3.4	Navigation .....	6
4	New CSF .....	10
4.1	Overview .....	10
4.2	New CSF.....	10
5	Microbial CSF .....	25
5.1	Overview .....	25
5.2	Microbial CSF .....	25
6	Plant Incorporated Protectant CSF .....	36
6.1	Overview .....	36
6.2	Plant Incorporated Protectant (PIP) CSF .....	36
7	100 Percent Repackaged Product.....	49
7.1	Overview .....	49
7.2	100% Repackaged .....	49
8	Importing XML's .....	55
8.1	Overview .....	55
8.2	Importing an CSF in XML Format.....	55

# 1 About this Guide

This guide provides detailed information about how to use the e-CSF application. It is designed to be both an instructional guide and reference resource. This guide includes an overview of general e-CSF processes, instructions for completing each step, and directions for navigating the system. Since the system uses a “wizard” style, this guide will walk you through the process from start to finish.

## 1.1 What You Will Find in This Guide

- An overview of the e-CSF process;
- Detailed steps for processing a CSF
- Generating the CSF form;
- Saving the form in XML format;
- Saving the form in PDF format;

## Conventions

Standard conventions for format and layout are used in this guide to make it easier for you to view and understand information. The conventions are as follows:

Item	Convention
Links	Underlined <i>Example:</i> Select <u>View Package</u> .
Buttons	<<Bold>>; identified as a button <i>Example:</i> Select << <b>View Values</b> >> button
Column Heads	Bold <i>Example:</i> The package # is located in the <b>Package #</b> column.
Field Names	Bold <i>Example:</i> Enter the date in the <b>Front End Date</b> field in YYYY-MM-DD format (2008-04-13).
Page Name	Italics <i>Example:</i> Select <u>Edit Status</u> to go to the <i>Edit Package Status</i> page.
Tabs	Bold <i>Example:</i> Select the <b>Notifications</b> tab.
Note	Bold Italics <i>Example:</i> <b>Note:</b> The following steps need to be completed first.

## 2 Overview of the e-CSF Process

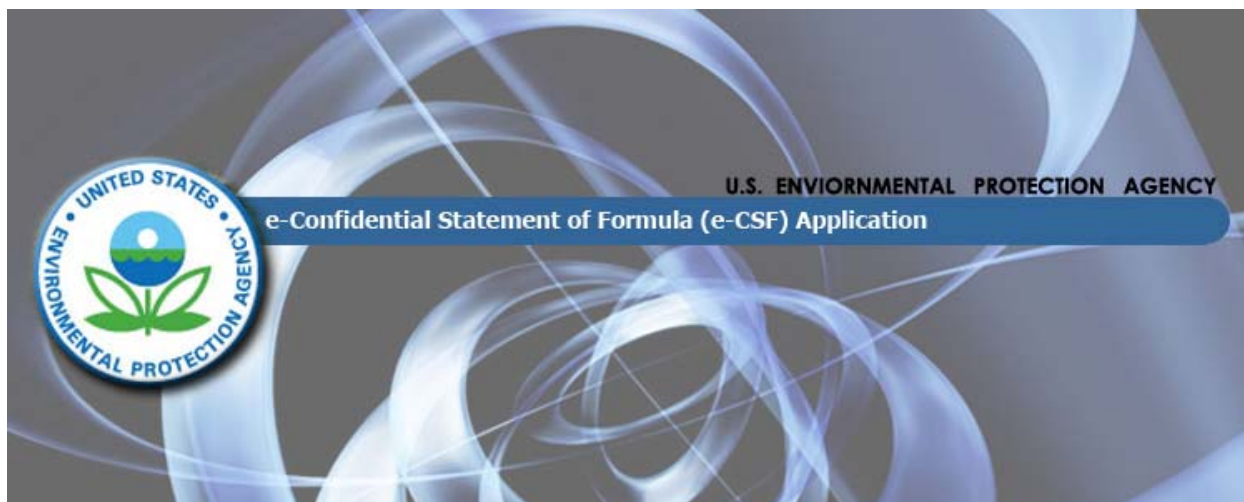
The e-CSF Application will be designed as a stand alone application to support the implementation of Pesticide Registration Information System (PRISM), and will consist of a variety of commonly used software technologies and functional components. The application will be developed using java, and will leverage the use of popular java based open source software technologies, such as iText, JiBX, J2EE, and Ant. These technologies and others are further described in section 5.1. In addition to using robust development tools, the application will be downloadable from the EPA website to the desktop. This application will allow for a streamlined paperless process, as well improve access to critical decision documents, and make information readily available to those both within and outside of the Program.

The application will be designed with specific features to support the following functional areas:

- CSF Form Generation; and
- Data Entry.

In addition to the functional areas identified above, the application will incorporate design considerations that allow for future interfaces to the e-PRISM interface. Each of the functional areas identified above are described in further detail in section 3 of this document. The e-CSF Application will allow for form generation as a PDF directly through the application with the implementation of iText.

One of the primary objectives of the new e-CSF application is to be able to provide the first step to a paperless process. The future of e-CSF is the integration into the e-Submission portal. By leveraging open standards like XML, e-CSF can provide the means for transferring and importing data, in a more efficient manner.



## 3 Getting Started

### 3.1 Overview

This section provides the details and instructions necessary to access the e-CSF application. The e-CSF tool is a stand alone application. To connect to the tool, you need to have the appropriate computer hardware, software, and network access to download the application.

### 3.2 Hardware and Software Requirements

The e-Submission system has been tailored to fit the existing network, storage, and server infrastructure at OPP facilities. The table below denotes the technology standards needed to successfully run the e-Submission system.

- Windows 2000, NT, or XP
- Internet Explorer 6.0, SP2 or above
- Pentium 4
- 512 MB RAM
- Monitor capable of displaying 1024 X 768 resolution

### 3.3 Network Requirements

Network connectivity to the World Wide Web is recommended to download the application from the Environmental Protection Agency's website. However it is not required.

### 3.4 Navigation

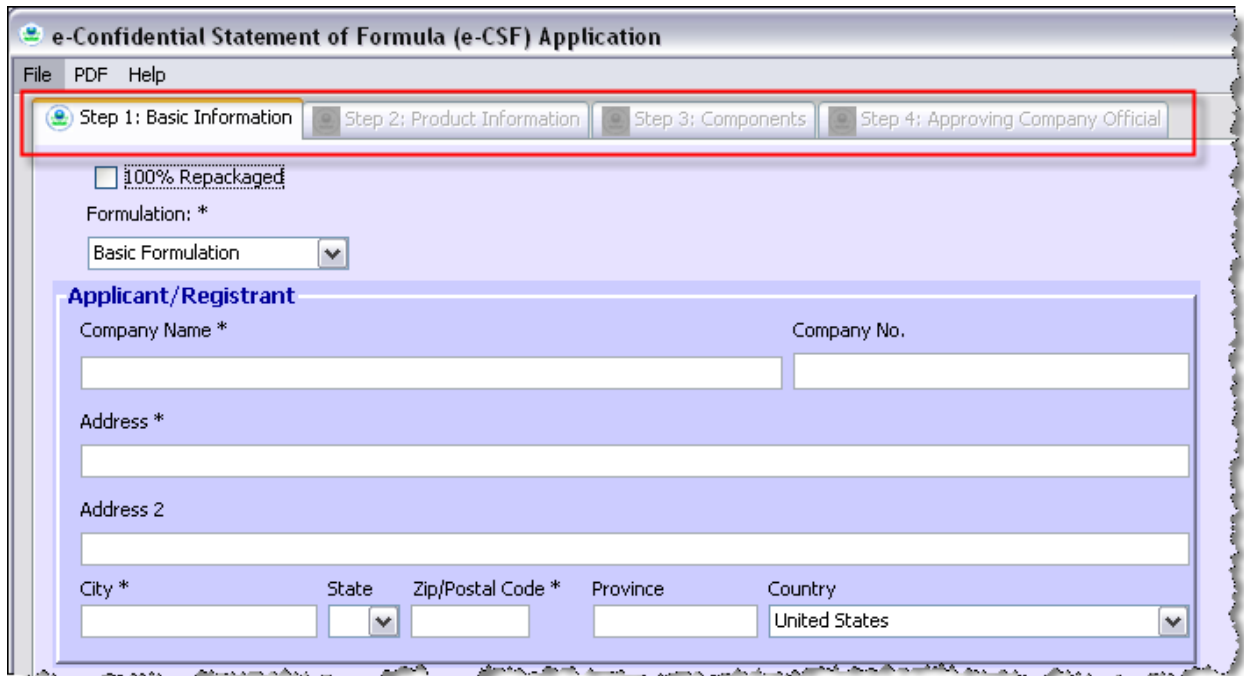
The e-CSF system is built in a "wizard" style to walk you through the process. This style provides clear sequential steps to accomplish tasks and seamlessly navigate from start to finish. Although each page has a button or link to display the next page or redisplay the current page with updated information, other navigational options are available. Below are the navigational methods used in e-CSF:

#### **Tabs**

You can navigate through the e-CSF system using the tabs at the top of your screen.

The tabs will take you through various steps of the CSF form:

- Basic Information
- Product Information
- Components
- Approving Official



**Next and Back Buttons**

You can navigate through the e-CSF system using the Next and Back buttons at the bottom of your screen. See Figure 3.

The Next and Back buttons will also take you through various steps of the CSF form:

- Basic Information
- Product Information
- Components
- Approving Official



**External Links**

There are links within each page that take you to various external links for guidance that particular part of the form.



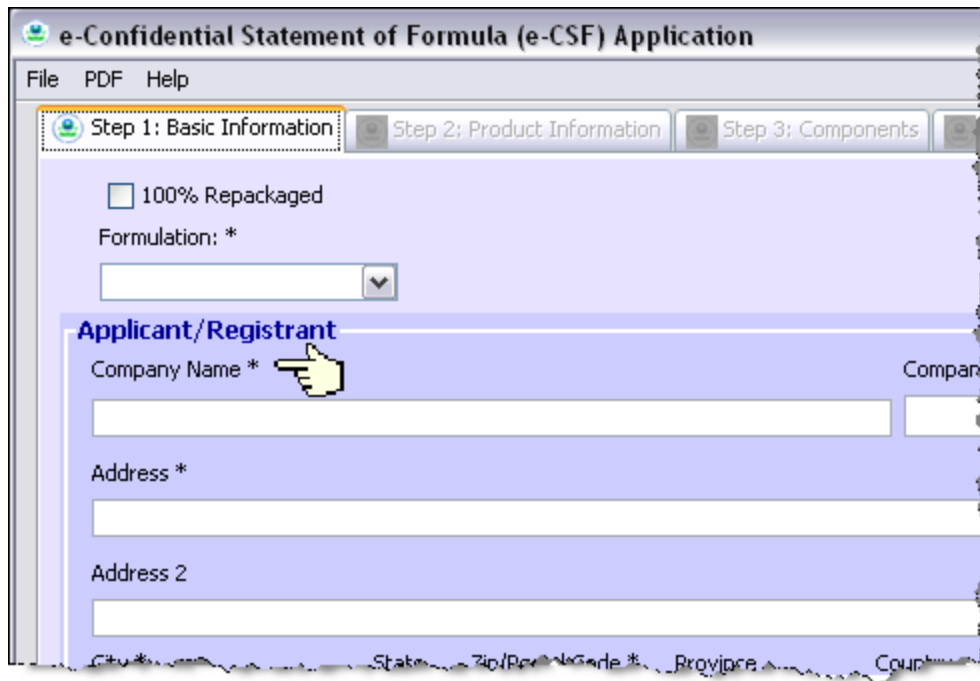
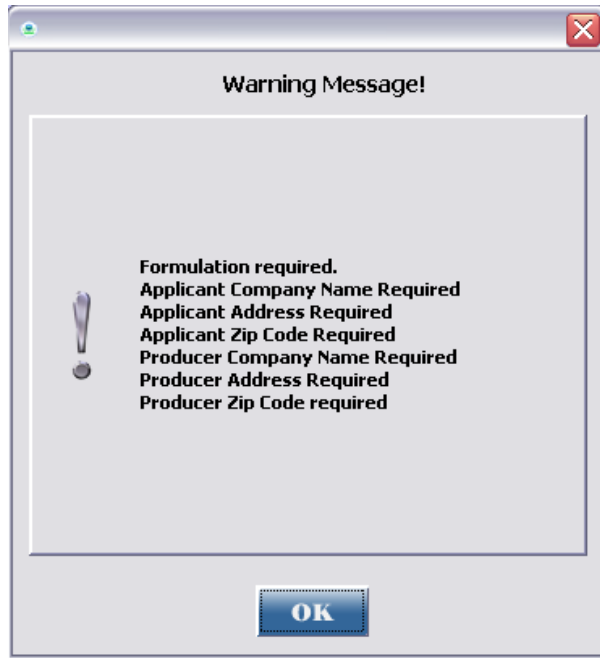
**Note:** This will open a new browser window.

**Help Tips**

There are helpful tool tips throughout the application. When you click on a field within the application tool tips will appear to the side of the field explaining what should be entered in the field.

**Warning Messages and Required Fields**

Through out the application there are fields which are required to enter data. If there is no data provided or if the data is incorrect various warning messages will appear. The fields which are required are marked with an \*.



## 4 New CSF

### 4.1 Overview

The e-CSF process begins when you open the application from your desktop. You will then be allowed to enter all the information about a CSF into the application. Each section of the application corresponds to a section in the EPA Form 8570-4. Once the form has been completed it can be saved to a PDF and XML document. Below are the steps for completing a new CSF:

### 4.2 New CSF

In the **Step 1: Basic Information** tab:

1. Select **Formulation** from the drop down menu
2. Complete the **Applicant/Registrant** section with the name and address
3. Complete the **Producer** section with the name and address
4. Click the **<<Next>>** button to go to **Step 2: Product Information** tab

**Note:** You can “Preview” the CSF at any point through the process by clicking on the **<<Preview CSF>>** button.

The screenshot displays the 'e-Confidential Statement of Formula (e-CSF) Application' window. The interface is divided into several sections:

- Navigation:** A tabbed interface at the top shows 'Step 1: Basic Information' as the active tab, with other tabs for 'Step 2: Product Information', 'Step 3: Components', and 'Step 4: Approving Company Official'.
- Formulation:** A checkbox for '100% Repackaged' and a 'Formulation: \*' dropdown menu.
- Applicant/Registrant:** Fields for 'Company Name \*', 'Company No.', 'Address \*', 'Address 2', 'City \*', 'State', 'Zip/Postal Code \*', 'Province', and 'Country' (set to 'United States').
- Producer:** A checkbox for 'Same as Applicant', 'EPA Establishment No.', 'Company Name \*', 'Address \*', 'Address 2', 'City \*', 'State', 'Zip/Postal Code \*', 'Province', and 'Country' (set to 'United States').
- Help:** A 'Paperwork Reduction Act Notice' section on the right side.
- Buttons:** 'Preview CSF' and 'NEXT' buttons at the bottom right.

Hand icons indicate the location of the 'Formulation' dropdown menu and the 'NEXT' button.

In the **Step 2: Product Information** tab:

1. Select **Product Will Be Used For** radio button
2. Determine if the CSF is a **Plant Incorporated Protectant**. See section 6.2
3. Complete the **Product Info** section with information about the product
4. Select the appropriate **AI Type** from the drop down menu
5. Select the appropriate **Product Type** from the drop down menu
6. Select the appropriate **Type of Formulation** from the drop down menu
7. Select the appropriate **Country Where Formulated** from the drop down menu
8. Once the appropriate fields are completed click the **<<Next>>** button to go to **Step 3: Components** tab.

The screenshot displays the 'e-Confidential Statement of Formula (e-CSF) Application' window. The 'Step 2: Product Information' tab is active. The 'Product Info' section contains the following fields and controls:

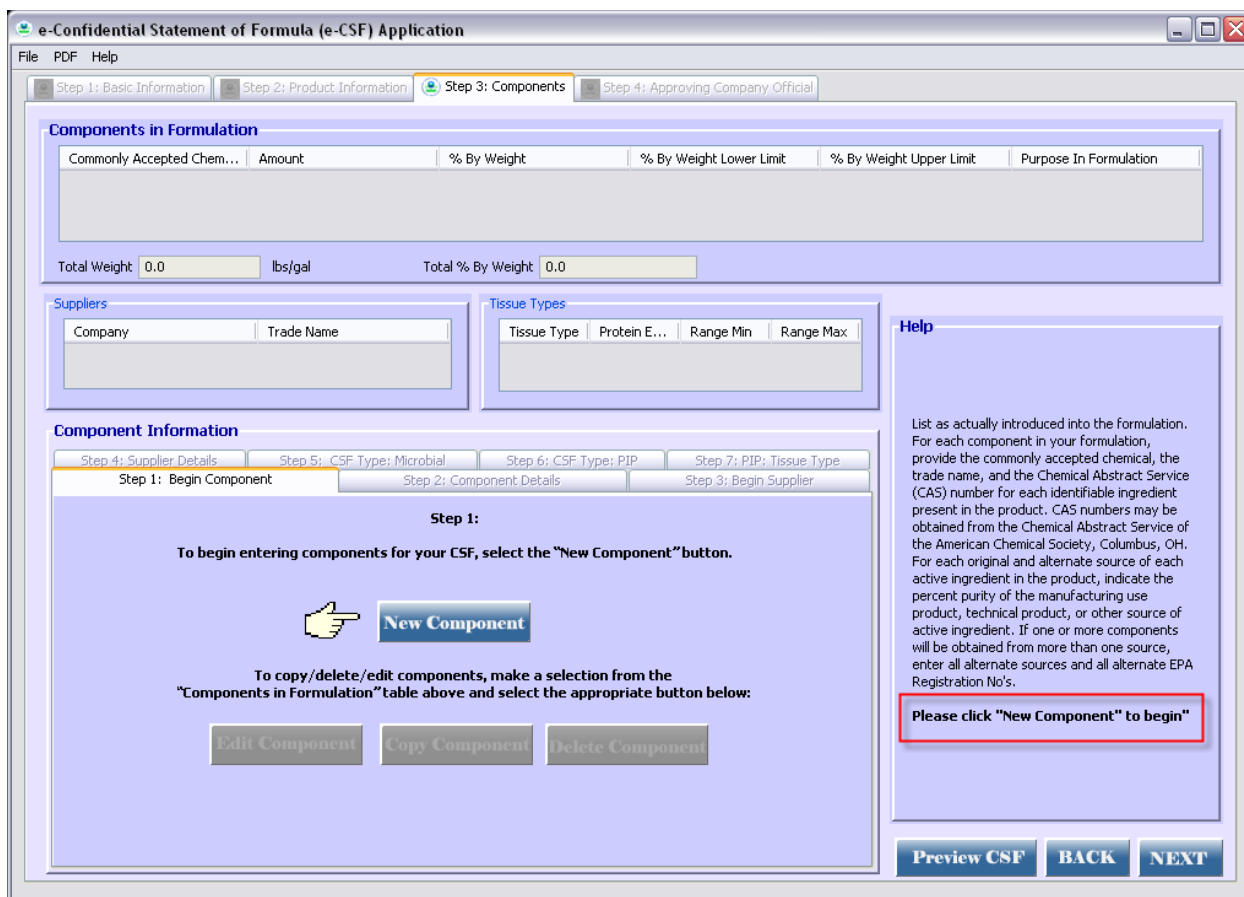
- Product will be used for: \***: Radio buttons for 'Food Use' and 'Non-Food Use'. A hand cursor points to 'Non-Food Use'.
- Plant Incorporated Protectant**
- Product Name \***: Text input field.
- AI Type**: Dropdown menu with 'Integrated' selected.
- Product Type**: Dropdown menu.
- Type of Formulation**: Dropdown menu.
- EPA Registration No./File Symbol**: Text input field.
- EPA Product Manager/Team No.**: Text input field.
- Country Where Formulated**: Dropdown menu with 'United States' selected.
- Product Density**: Text input field.
- Unit**: Dropdown menu with 'lbs/gal' selected.
- pH from**: Text input field.
- pH to**: Text input field.
- Flashpoint**: Text input field.
- Viscosity**: Text input field.
- Flame Extension**: Text input field.

At the bottom right, there are three buttons: 'Preview CSF', 'BACK', and 'NEXT'. A hand cursor points to the 'NEXT' button.

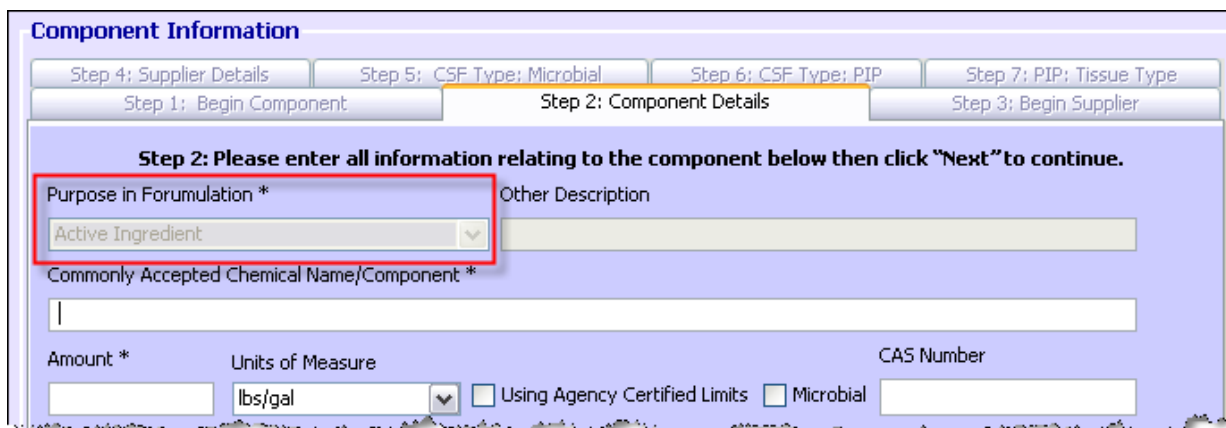
**Note:** If there are fields which need to be corrected select the **<<Back>>** button at any time.

In the **Step 3: Components** tab:

1. Click on <<**New Component**>> button in **Step 1: Begin Component**, this will take you to **Step 2: Component Details**.



**Note:** The first component entered has to be an *Active Ingredient*. The **Purpose in Formulation Field** will automatically default.



2. Complete **Step 2: Component Details** tab with information about the component

3. Select the appropriate value in the **Purpose in Formulation** drop down menu.

**Note:** The **Unit of Measure** will automatically default to the appropriate value, based on the **Product Type** from **Step 2: Product Information**

4. Select the appropriate **Unit of Measure**, if there is a need to change it
5. Verify with a *Check Mark* for **Using Agency Certified Limits**, if the limits are within these guidelines.

**Note:** The application will automatically calculate the **Upper and Lower Limits** for both the **% By Weight** and **Nominal Concentration** once entered. If the limits are exceeding then do not check off **Using Agency Certified Limits**

**Component Information**

Step 4: Supplier Details | Step 5: CSF Type: Microbial | Step 6: CSF Type: PIP | Step 7: PIP: Tissue Type

Step 1: Begin Component | Step 2: Component Details | Step 3: Begin Supplier

**Step 2: Please enter all information relating to the component below then click "Next" to continue.**

Purpose in Formulation \* Other Description  
 Active Ingredient [dropdown] [text field]

Commonly Accepted Chemical Name/Component \*  
 [text field]

Amount \* Units of Measure CAS Number  
 [text field] lbs/gal [dropdown]  Using Agency Certified Limits  Microbial [text field]

Purity % by Weight \* Lower Limit \* Upper Limit \* Nominal Concentration \* Lower Limit \* Upper Limit \*  
 [text field] [text field] [text field] [text field] [text field] [text field]

Justification for exceeding limits  
 [text area]

**BACK** **NEXT**

6. Determine if the CSF component is a **Microbial**. Verify with a *Check Mark* for **Microbial**. See section 5.2.

**Component Information**

Step 4: Supplier Details | Step 5: CSF Type: Microbial | Step 6: CSF Type: PIP | Step 7: PIP: Tissue Type  
Step 1: Begin Component | Step 2: Component Details | Step 3: Begin Supplier

**Step 2: Please enter all information relating to the component below then click "Next" to continue.**

Purpose in Formulation \* Other Description  
Active Ingredient

Commonly Accepted Chemical Name/Component \*

Amount \* Units of Measure CAS Number  
lbs/gal  Using Agency Certified Limits  Microbial

Purity % by Weight \* Lower Limit \* Upper Limit \* Nominal Concentration \* Lower Limit \* Upper Limit \*

Justification for exceeding limits

BACK NEXT

7. Once the appropriate fields are completed click the <<Next>> button to go to **Step 3: Begin Supplier**

e-Confidential Statement of Formula (e-CSF) Application

File PDF Help

Step 1: Basic Information | Step 2: Product Information | Step 3: Components | Step 4: Approving Company Official

**Components in Formulation**

Commonly Accepted Chem...	Amount	% By Weight	% By Weight Lower Limit	% By Weight Upper Limit	Purpose In Formulation
					Active Ingredient

Total Weight 0.0 lbs/gal Total % By Weight 0.0

**Suppliers**  
Company Trade Name

**Tissue Types**  
Tissue Type Protein E... Range Min Range Max

**Component Information**

Step 4: Supplier Details | Step 5: CSF Type: Microbial | Step 6: CSF Type: PIP | Step 7: PIP: Tissue Type  
Step 1: Begin Component | Step 2: Component Details | Step 3: Begin Supplier

**Step 2: Please enter all information relating to the component below then click "Next" to continue.**

Purpose in Formulation \* Other Description  
Active Ingredient

Commonly Accepted Chemical Name/Component \*

Amount \* Units of Measure CAS Number  
lbs/gal  Using Agency Certified Limits  Microbial

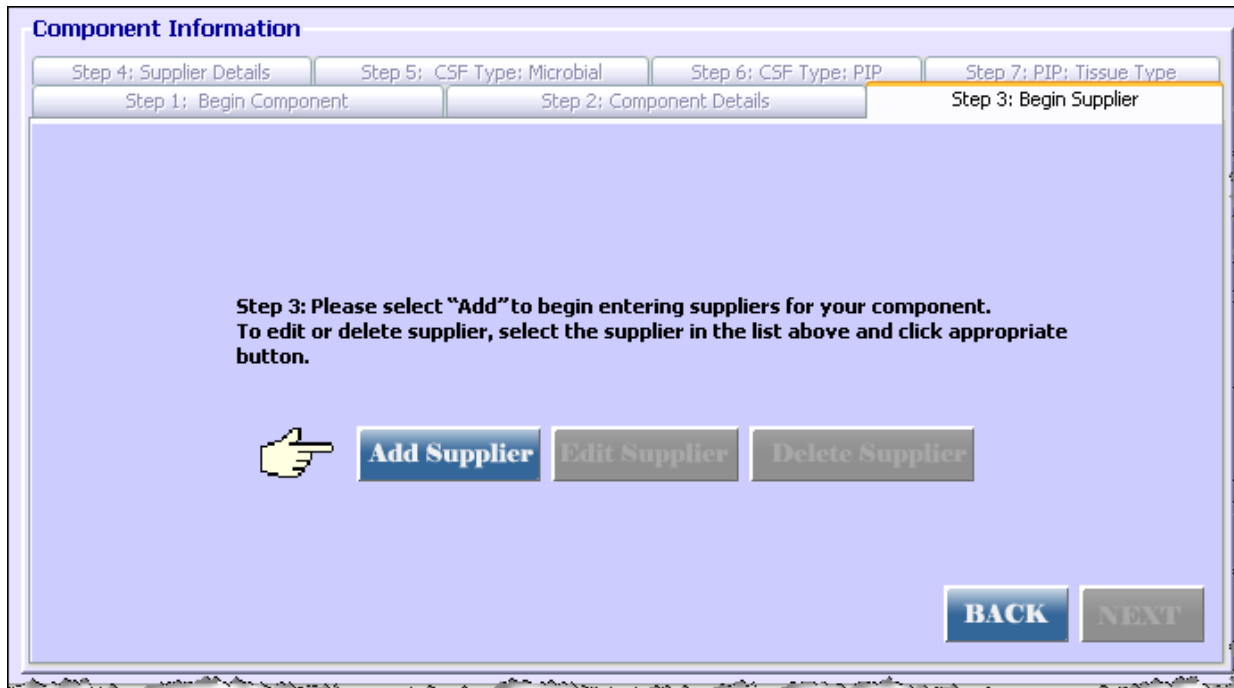
Purity % by Weight \* Lower Limit \* Upper Limit \* Nominal Concentration \* Lower Limit \* Upper Limit \*

Justification for exceeding limits

BACK NEXT

Preview CSF BACK NEXT

8. Click on the <<Add Supplier>> button



9. Complete **Step 4: Supplier Details** tab with information about the specific component's supplier

10. Verify with a *Check Mark* for **Same as Producer** if the information is the same



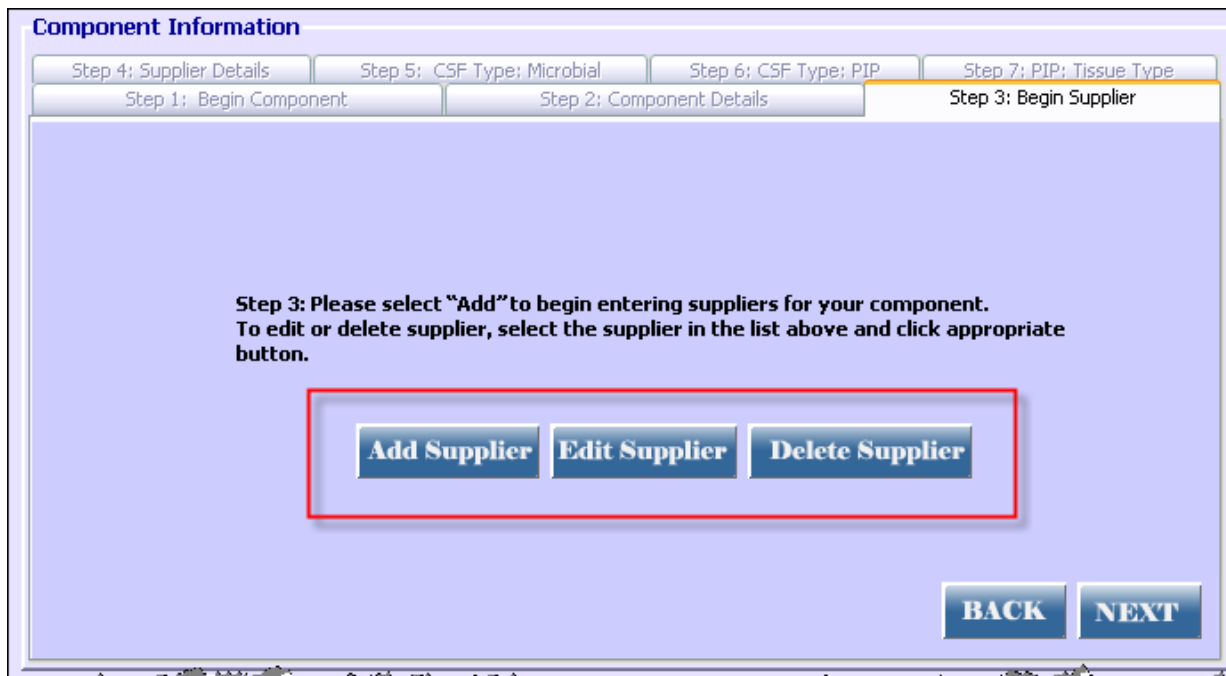
The screenshot shows the 'e-Confidential Statement of Formula (e-CSF) Application' window. The 'Step 3: Components' tab is active. The 'Components in Formulation' table is as follows:

Commonly Accepted Chem...	Amount	% By Weight	% By Weight Lower Limit	% By Weight Upper Limit	Purpose In Formulation
Component 1	100	50	4.75		5.25 Active Ingredient

Below the table, 'Total Weight' is 100.0 lbs/gal and 'Total % By Weight' is 50.0. The 'Supplier Information' section includes a 'Same as Producer?' checkbox (highlighted with a red box), EPA Registration No./File Symbol, Trade Name, Supplier Name, Address, City, State, Zip/Postal Code, Province, and Country (set to United States). Navigation buttons include 'More Suppliers', 'BACK', and 'NEXT'.

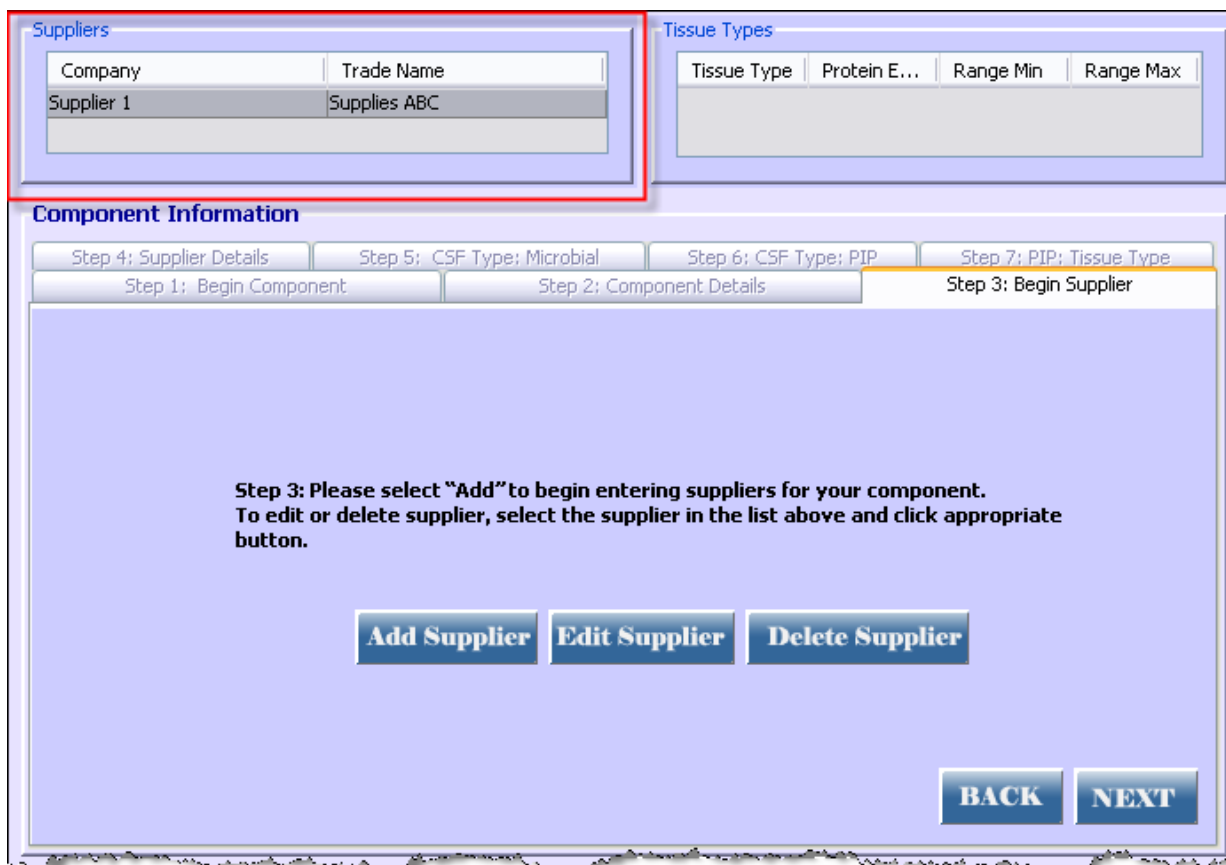
11. Once the appropriate fields are completed, click the <<Next>> button.

**Note:** Continue to click <<More Suppliers>> button for additional suppliers.



**Note:** If you would like to delete a supplier from the supplier matrix follow the steps below:

To remove suppliers simply click on the <<**Delete Supplier**>> button in **Step 3: Begin Supplier** tab.



- a. Click on the supplier in the **Suppliers** table. The entire line should be highlighted in grey
- b. Click the **<<Delete Supplier>>** button to delete that supplier

**Note:** Similarly if you would like to edit a suppliers' information click on the **<<Edit Supplier>>** button in **Step 3: Begin Supplier** tab and follow the steps below:

- a. Click on the supplier in the **Suppliers** table. The entire line should be highlighted in grey
  - b. Click the **<<Edit Supplier>>** button to edit that supplier
12. Click the **<<Next>>** button, a pop up will appear verifying the need to add another component. If there are more components, select the **<<Yes>>** button, otherwise select the **<<No>>** button, to move on to **Step 4: Approving Company Official** tab.

The screenshot shows the 'e-Confidential Statement of Formula (e-CSF) Application' window. The 'Step 3: Components' tab is active. The 'Components in Formulation' table has one row: Component 1, Amount 100, % By Weight 50, % By Weight Lower Limit 4.75, % By Weight Upper Limit 5.25, Purpose In Formulation 5.25 Active Ingredient. Below the table, 'Total Weight' is 100.0 lbs/gal and 'Total % By Weight' is 50.0. The 'Suppliers' table shows 'Supplier 1' with 'Supplies ABC'. A dialog box is overlaid on the 'Component Information' section, asking 'Do you wish to add another component?' with 'YES' and 'NO' buttons. The 'Component Information' section includes fields for EPA Registration No./File Symbol, Trade Name (Supplies ABC), Supplier Name (Supplier 1), Address (123 Address), City (ABC City), State (AK), Zip/Postal Code (12345), Province, and Country (United States). Buttons for 'More Suppliers', 'BACK', 'NEXT', 'Preview CSF', 'BACK', and 'NEXT' are visible at the bottom.

**Note:** If you select the **<<Yes>>** button, you will be brought back to **Step 1: Begin Component**. You can complete steps 1-10 for the each subsequent component.

**Note:** If you would like to delete a component from the component matrix follow the steps below:

To remove components simply click on the **<<Delete Component>>** button in **Step 1: Begin Component** tab.

- a. Click on the component in the **Components in Formulation** table. The entire line should be highlighted in grey

- b. Click the <<Delete Component>> button to delete that component

**Note:** Similarly if you would like to edit a components' information click on the <<Edit Component>> button in **Step 1: Begin Component** tab and follow the steps below:

- a. Click on the component in the **Components in Formulation** table. The entire line should be highlighted in grey
- b. Click the <<Edit Component>> button to edit that component

The screenshot displays the 'e-Confidential Statement of Formula (e-CSF) Application' window. The 'Step 3: Components' tab is active, showing a table of components in formulation. Below the table are sections for 'Suppliers' and 'Tissue Types'. The 'Component Information' section is currently on 'Step 1: Begin Component', which provides instructions and buttons for adding, editing, copying, or deleting components. A red box highlights the 'Components in Formulation' table and the 'Edit Component', 'Copy Component', and 'Delete Component' buttons.

Commonly Accepted Chem...	Amount	% By Weight	% By Weight Lower Limit	% By Weight Upper Limit	Purpose In Formulation
Component 1	100	50	4.75	5.25	Active Ingredient

Total Weight: 100.0 lbs/gal      Total % By Weight: 50.0

**Suppliers**

Company	Trade Name
Supplier 1	Supplies ABC

**Tissue Types**

Tissue Type	Protein E...	Range Min	Range Max
-------------	--------------	-----------	-----------

**Component Information**

Step 1: Begin Component

**Step 1:**

To begin entering components for your CSF, select the "New Component" button.

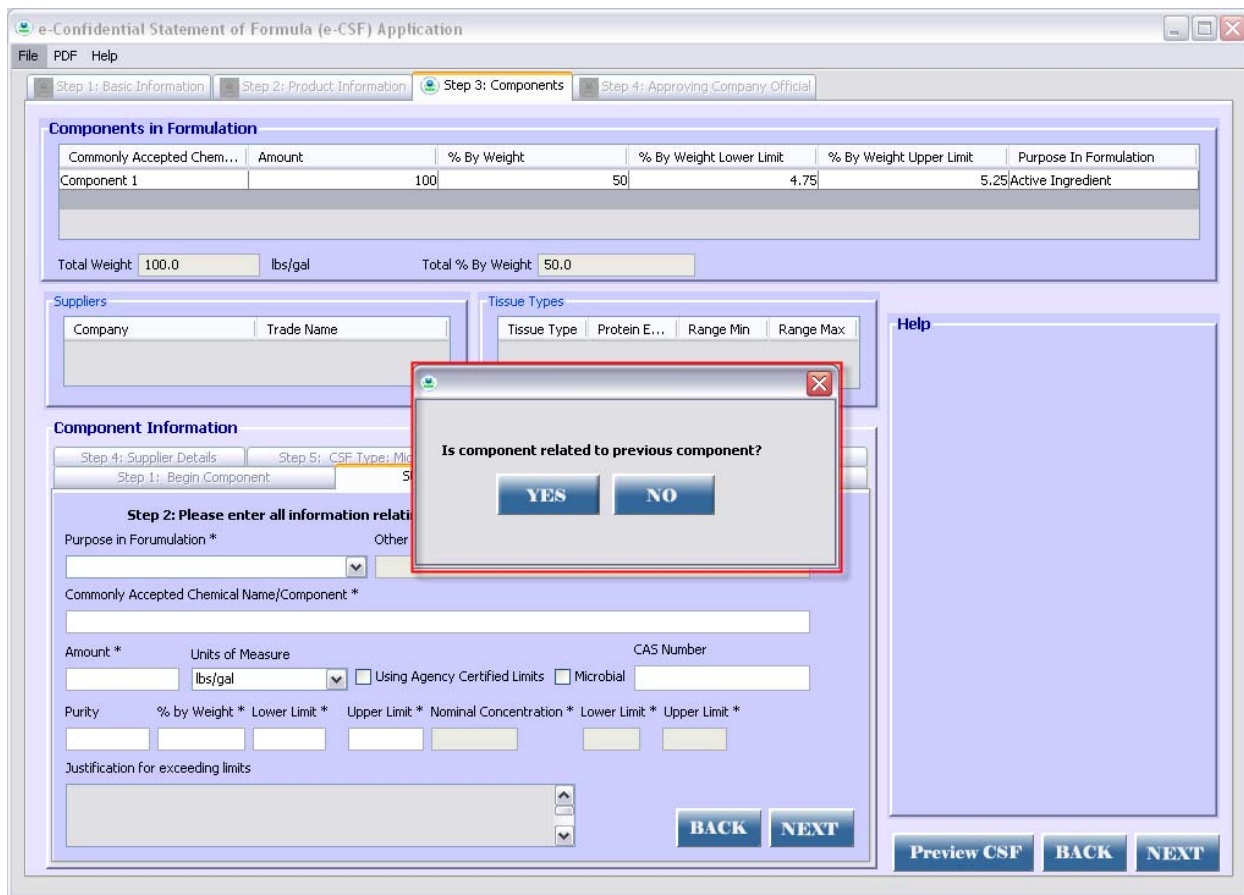
**New Component**

To copy/delete/edit components, make a selection from the "Components in Formulation" table above and select the appropriate button below:

**Edit Component   Copy Component   Delete Component**

Preview CSF   BACK   NEXT

**Note:** If it is not the first component a pop up will appear, verifying if the new component being entered if related to the previous component. This would imply only the supplier is different with the two components. If this is true select the <<Yes>> button.



If the <<Yes>> button was selected, the appropriate fields are pre-populated.

**Components in Formulation**

Commonly Accepted Chem...	Amount	% By Weight	% By Weight Lower Limit	% By Weight Upper Limit	Purpose In Formulation
Component 1		100	50	4.75	5.25 Active Ingredient
Component 1		100	50	4.75	5.25 Active Ingredient

Total Weight: 100.0 lbs/gal      Total % By Weight: 50.0

**Component Information**

Step 2: Please enter all information relating to the component below then click "Next" to continue.

Purpose in Formulation \*      Other Description

Active Ingredient      [Text Field]

Commonly Accepted Chemical Name/Component \*

Component 1

Amount \*      Units of Measure       Using Agency Certified Limits       Microbial      CAS Number

100.0      lbs/gal

Purity      % by Weight \*      Lower Limit \*      Upper Limit \*      Nominal Concentration \*      Lower Limit \*      Upper Limit \*

100.0      50.0      48.5      51.5      5      4.75      5.25

Justification for exceeding limits

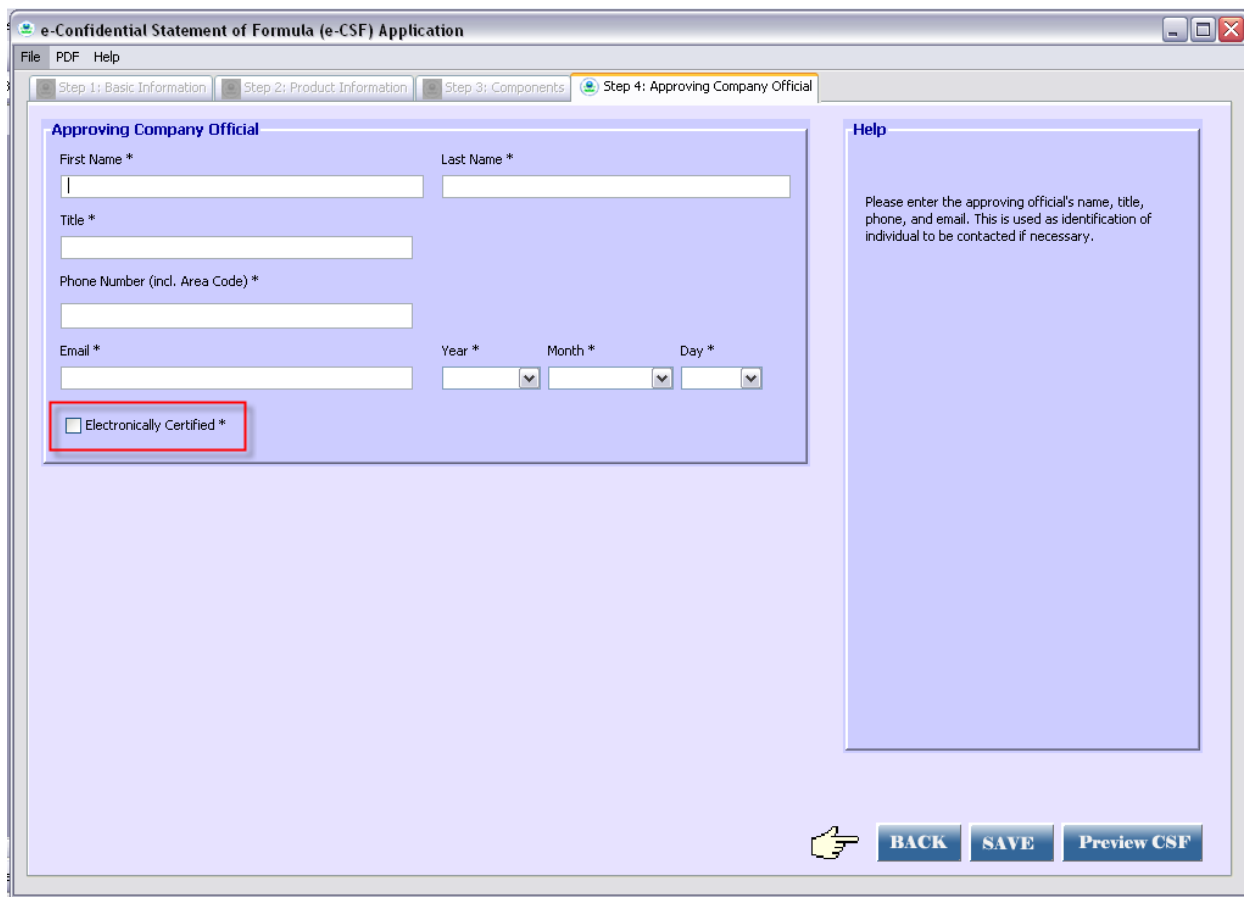
[Text Area]

BACK      NEXT

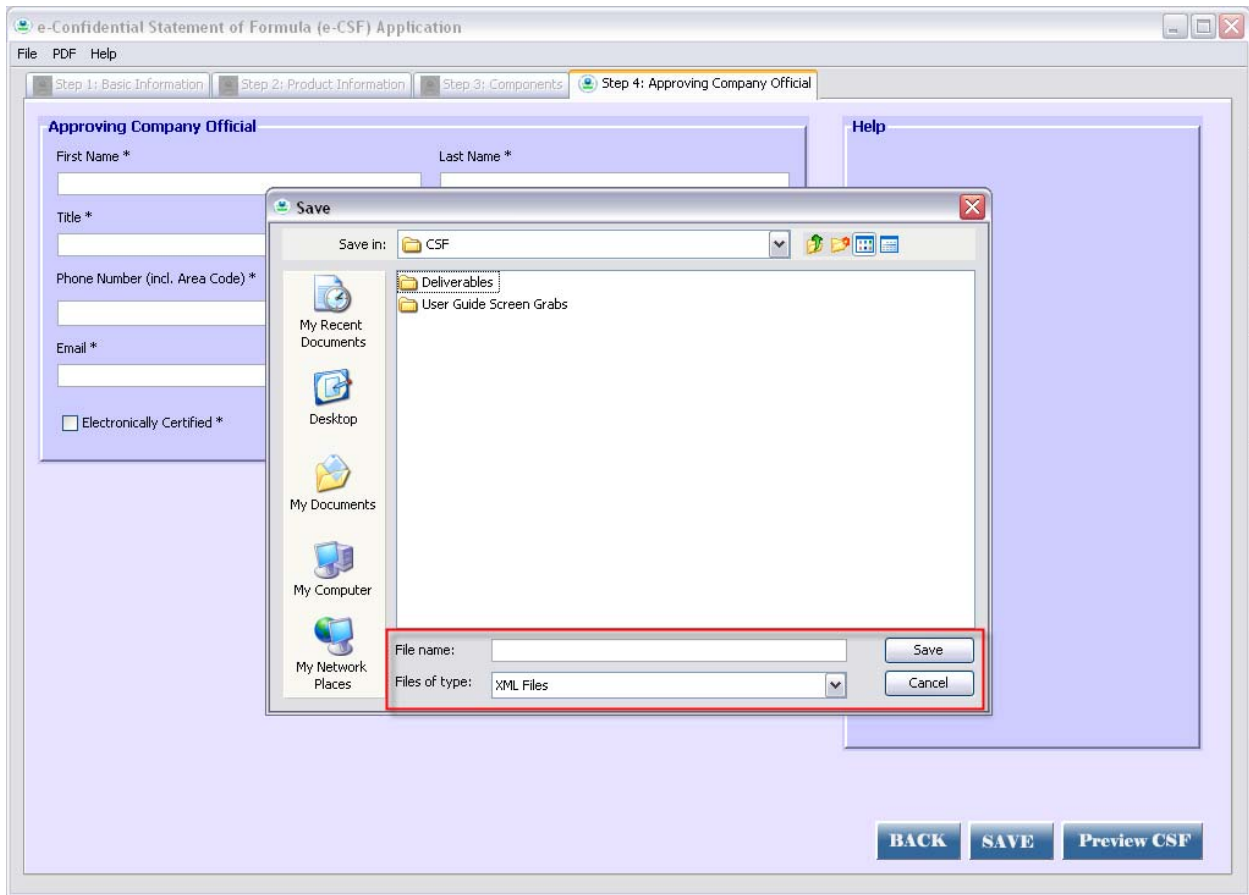
Preview CSF      BACK      NEXT

In the **Step 4: Approving Company Official** tab:

1. Complete the **Approving Company Official** section with information about the product
2. Once the appropriate fields are completed, verify with a *Check Mark* that the form is **Electronically Certified**



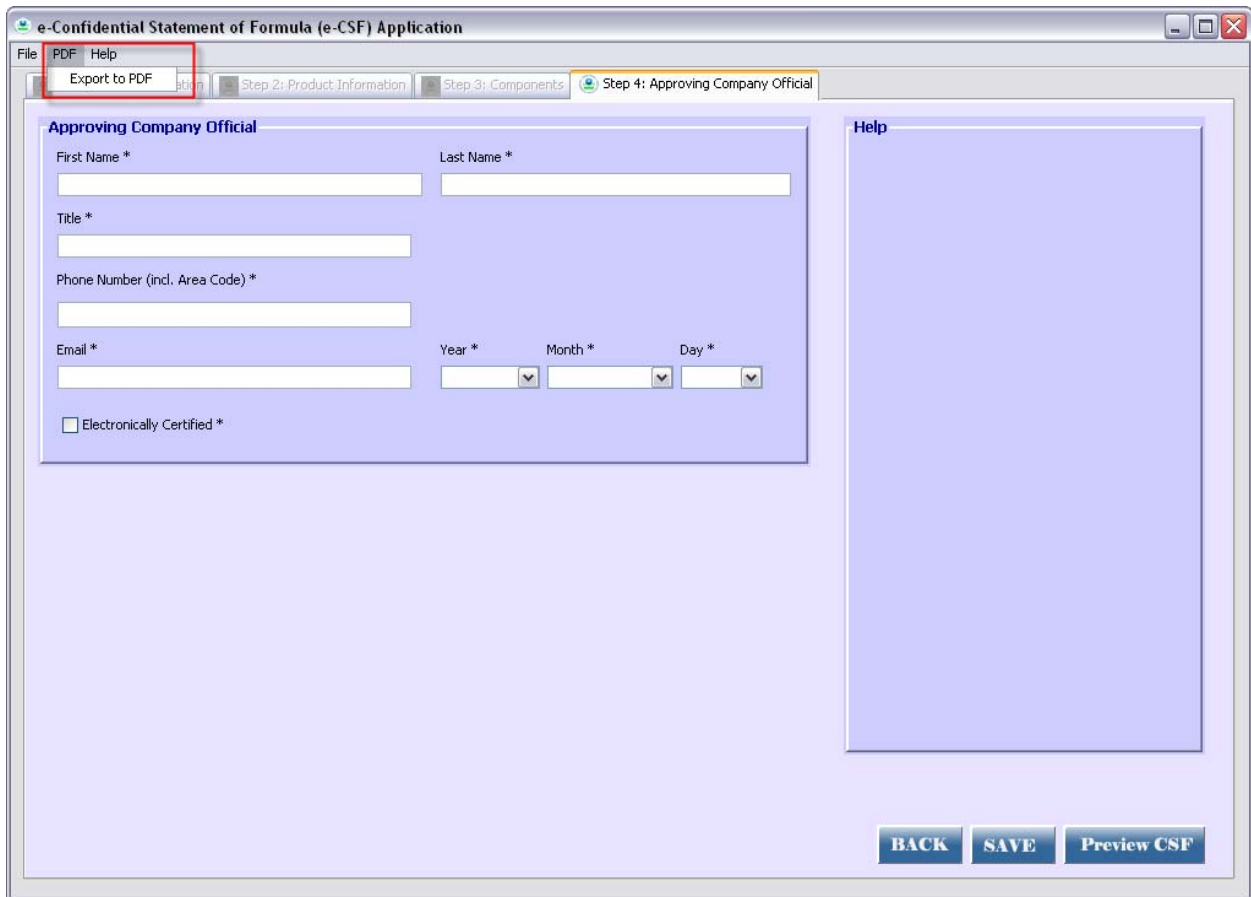
3. Click the <<Save>> button to and name your file in order to save it as an XML file to your desktop





**Note:** The file can also be saved as a PDF

- a. Click <<**PDF**>> then <<**Export to PDF**>> to save as a PDF



## 5 Microbial CSF

### 5.1 Overview

There are a few CSF's which fall under a different category. One category can be classified as Microbial, pesticide whose active ingredient is a microorganism intended for preventing, destroying, repelling, or mitigating any pest, or intended for use as a plant regulator, defoliant, or desiccant. Below are the steps for completing a Microbial CSF:

### 5.2 Microbial CSF

In the **Step 1: Basic Information** tab:

1. Select **Formulation** from the drop down menu
2. Complete the **Applicant/Registrant** section with the name and address
3. Complete the **Producer** section with the name and address
4. Click the <<**Next**>> button to go to **Step 2: Product Information** tab

**Note:** You can "Preview" the CSF at any point through the process by clicking on the <<**Preview CSF**>> button.

The screenshot shows the 'e-Confidential Statement of Formula (e-CSF) Application' web form. The browser window title is 'e-Confidential Statement of Formula (e-CSF) Application'. The navigation tabs are 'Step 1: Basic Information', 'Step 2: Product Information', 'Step 3: Components', and 'Step 4: Approving Company Official'. The 'Step 1: Basic Information' tab is active. The form includes a '100% Repackaged' checkbox, a 'Formulation:' dropdown menu, and two main sections: 'Applicant/Registrant' and 'Producer'. Each section has fields for 'Company Name', 'Address', 'City', 'State', 'Zip/Postal Code', 'Province', and 'Country'. A 'Paperwork Reduction Act Notice' is displayed on the right side. At the bottom right, there are 'Preview CSF' and 'NEXT' buttons. Hand icons point to the 'Formulation' dropdown and the 'NEXT' button.

In the **Step 2: Product Information** tab:

1. Select **Product Will Be Used For** radio button
2. Determine if the CSF is a **Plant Incorporated Protectant**. See section 6.2
3. Complete the **Product Info** section with information about the product
4. Select the appropriate **AI Type** from the drop down menu
5. Select the appropriate **Product Type** from the drop down menu
6. Select the appropriate **Type of Formulation** from the drop down menu
7. Select the appropriate **Country Where Formulated** from the drop down menu
8. Once the appropriate fields are completed click the **<<Next>>** button to go to **Step 3: Components** tab.

The screenshot displays the 'e-Confidential Statement of Formula (e-CSF) Application' window. The 'Step 2: Product Information' tab is active. The 'Product Info' section contains the following fields and controls:

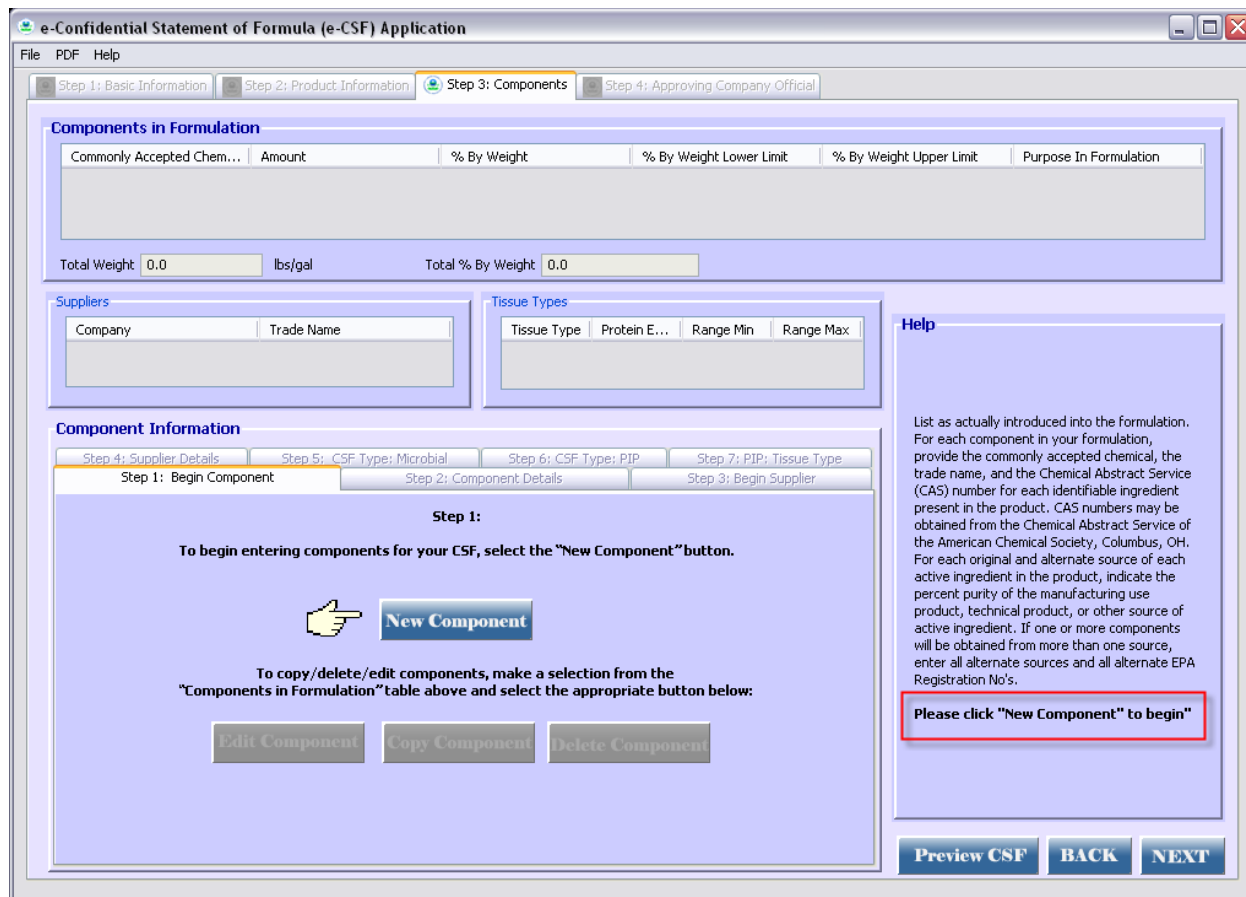
- Product will be used for: \***
  - Food Use
  - Non-Food Use
  - Plant Incorporated Protectant
- Product Name \***: Text input field.
- AI Type**: Dropdown menu with 'Integrated' selected.
- Product Type**: Dropdown menu.
- Type of Formulation**: Dropdown menu.
- EPA Registration No./File Symbol**: Text input field.
- EPA Product Manager/Team No.**: Text input field.
- Country Where Formulated**: Dropdown menu with 'United States' selected.
- Product Density**: Text input field.
- Unit**: Dropdown menu with 'lbs/gal' selected.
- pH from**: Text input field.
- pH to**: Text input field.
- Flashpoint**: Text input field.
- Viscosity**: Text input field.
- Flame Extension**: Text input field.

At the bottom right, there are three buttons: 'Preview CSF', 'BACK', and 'NEXT'. A hand cursor is pointing at the 'NEXT' button.

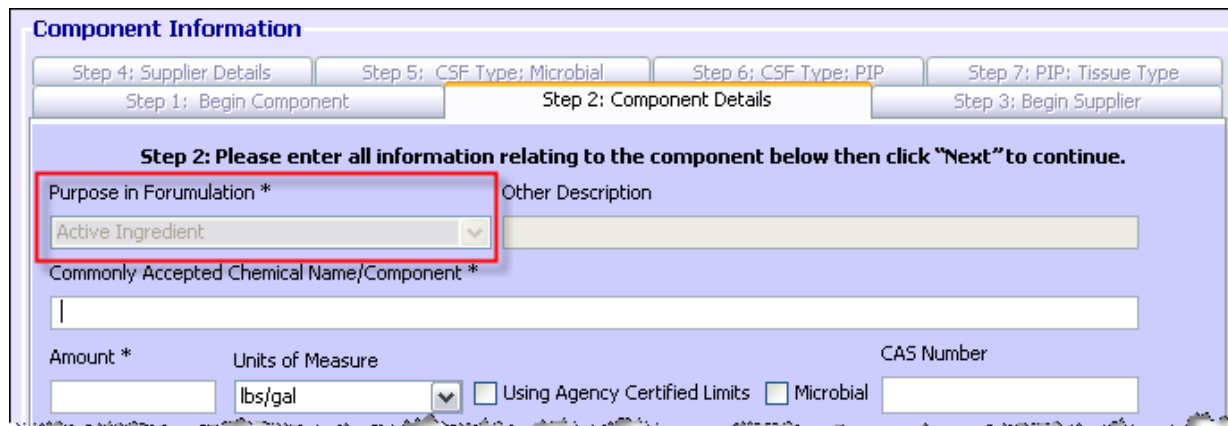
**Note:** If there are fields which need to be corrected select the **<<Back>>** button at any time.

In the **Step 3: Components** tab:

1. Click on <<**New Component**>> button in **Step 1: Begin Component**, this will take you to **Step 2: Component Details**.



**Note:** The first component entered has to be an *Active Ingredient*. The **Purpose in Formulation Field** will automatically default.



2. Complete **Step 2: Component Details** tab with information about the component

3. Select the appropriate value in the **Purpose in Formulation** drop down menu.

**Note:** The **Unit of Measure** will automatically default to the appropriate value, based on the **Product Type** from **Step 2: Product Information**

4. Select the appropriate **Unit of Measure**, if there is a need to change it
5. Verify with a *Check Mark* for **Using Agency Certified Limits**, if the limits are within these guidelines.

**Note:** The application will automatically calculate the **Upper and Lower Limits** for both the **% By Weight** and **Nominal Concentration** once entered. If the limits are exceeding then do not check off **Using Agency Certified Limits**

**Component Information**

Step 4: Supplier Details    Step 5: CSF Type: Microbial    Step 6: CSF Type: PIP    Step 7: PIP: Tissue Type

Step 1: Begin Component    **Step 2: Component Details**    Step 3: Begin Supplier

**Step 2: Please enter all information relating to the component below then click "Next" to continue.**

Purpose in Formulation \*    Other Description

Active Ingredient    [Text Field]

Commonly Accepted Chemical Name/Component \*

[Text Field]

Amount \*    Units of Measure     Using Agency Certified Limits     Microbial    CAS Number

[Text Field]    lbs/gal    [Text Field]    [Text Field]

Purity    % by Weight \*    Lower Limit \*    Upper Limit \*    Nominal Concentration \*    Lower Limit \*    Upper Limit \*

[Text Field]    [Text Field]    [Text Field]    [Text Field]    [Text Field]    [Text Field]

Justification for exceeding limits

[Text Area]

**BACK**    **NEXT**

6. Determine if the CSF component is a **Microbial**. Verify with a *Check Mark* for **Microbial**.
7. Complete the appropriate information in **Step 2: Component Details**.
8. Click the <<Next>> button to go to **Step 3: Begin Supplier**
9. Click on the <<Add Supplier>> button



- 10. Complete **Step 4: Supplier Details** tab with information about the specific component's supplier
- 11. Verify with a *Check Mark* for **Same as Producer** if the information is the same

**Components in Formulation**

Commonly Accepted Chem...	Amount	% By Weight	% By Weight Lower Limit	% By Weight Upper Limit	Purpose In Formulation
Component 1	100	50	4.75		5.25 Active Ingredient

Total Weight: 100.0 lbs/gal      Total % By Weight: 50.0

**Suppliers**

Company	Trade Name

**Tissue Types**

Tissue Type	Protein E...	Range Min	Range Max

**Component Information**

Step 1: Begin Component    Step 2: Component Details    Step 3: Begin Supplier

Step 4: Supplier Details    Step 5: CSF Type: Microbial    Step 6: CSF Type: PIP    Step 7: PIP: Tissue Type

**Step 4: Please enter all information relating to the supplier below then click "More Suppliers" if you wish to add more or click "Next" to continue.**

Same as Producer?

EPA Registration No./File Symbol    Trade Name (More info)

Supplier Name \*    Address \*

City \*    State    Zip/Postal Code \*    Province    Country

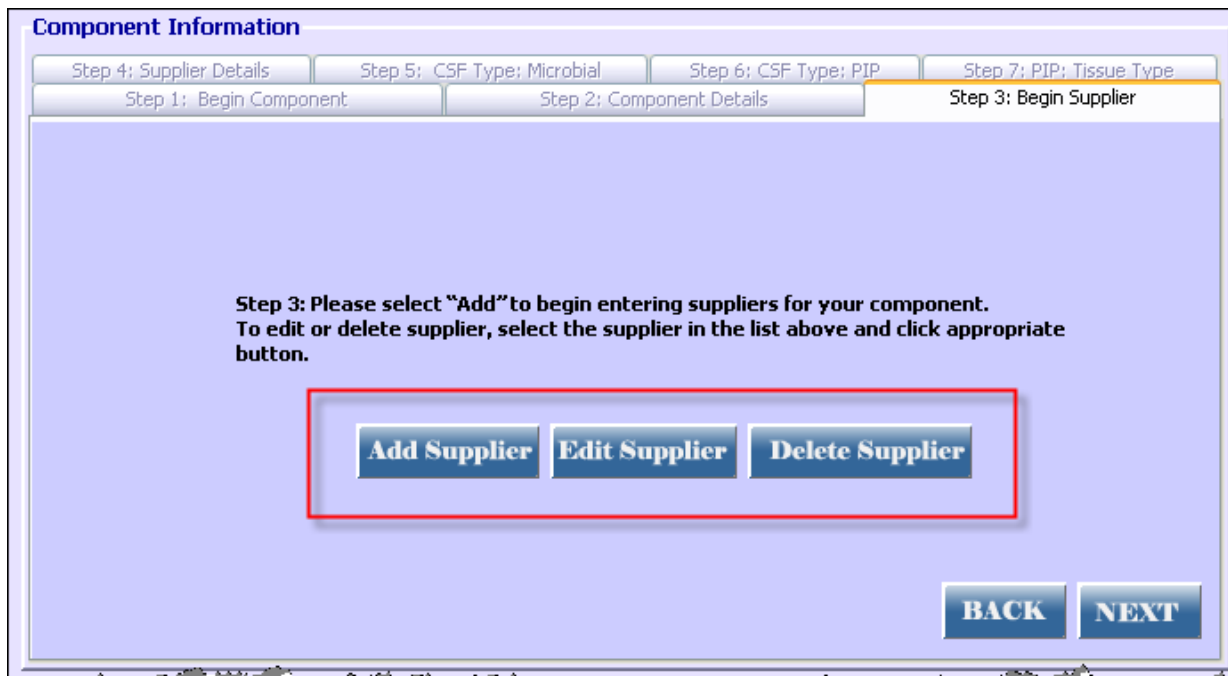
Contact Info

**More Suppliers**    **BACK**    **NEXT**

**Preview CSF**    **BACK**    **NEXT**

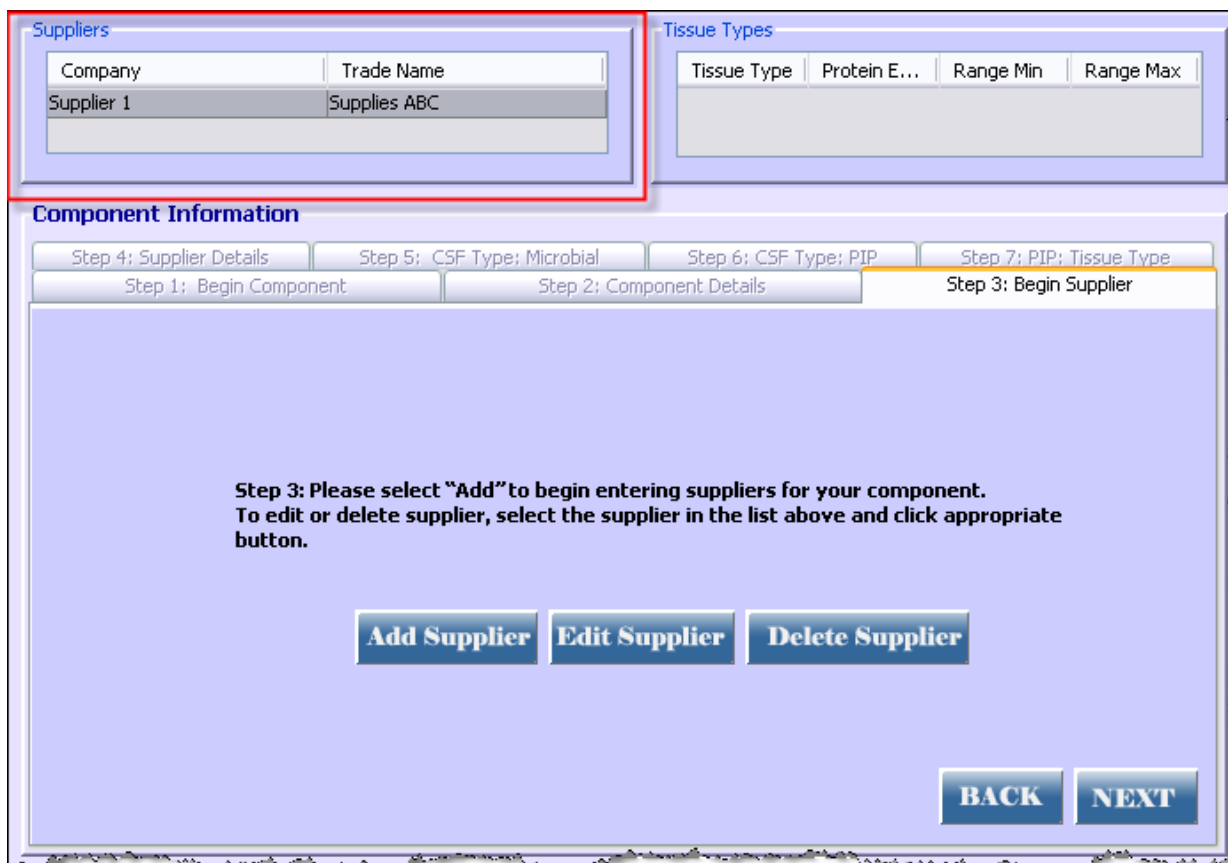
12. Once the appropriate fields are completed, click the <<Next>> button to go to **Step 5: CSF Types: Microbial**.

**Note:** Continue to click <<More Suppliers>> button for additional suppliers.



**Note:** If you would like to delete a supplier from the supplier matrix follow the steps below:

To remove suppliers simply click on the <<**Delete Supplier**>> button in **Step 3: Begin Supplier** tab.



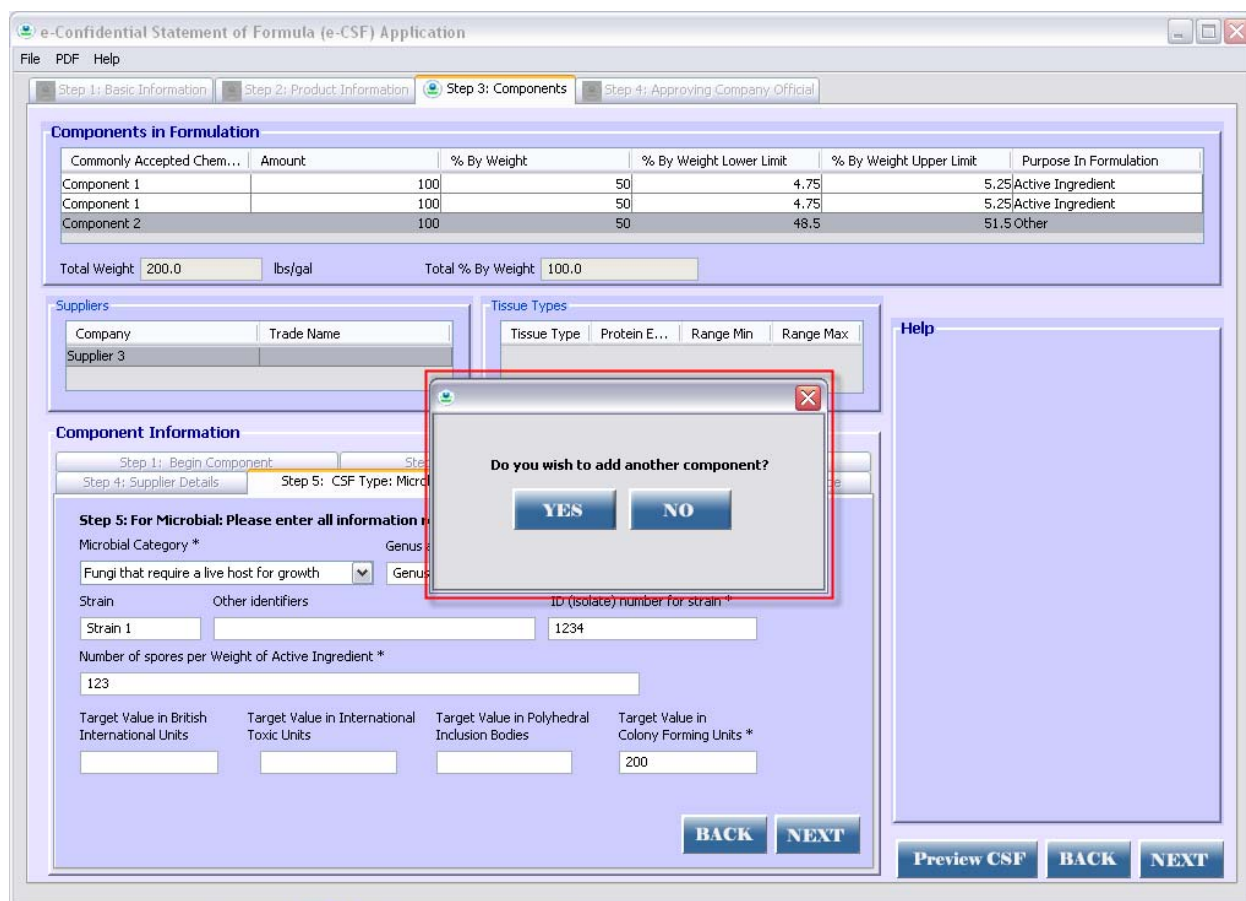


- a. Click on the supplier in the **Suppliers** table. The entire line should be highlighted in grey
- b. Click the **<<Delete Supplier>>** button to delete that supplier

**Note:** Similarly if you would like to edit a suppliers' information click on the **<<Edit Supplier>>** button in **Step 3: Begin Supplier** tab and follow the steps below:

- a. Click on the supplier in the **Suppliers** table. The entire line should be highlighted in grey
- b. Click the **<<Edit Supplier>>** button to edit that supplier

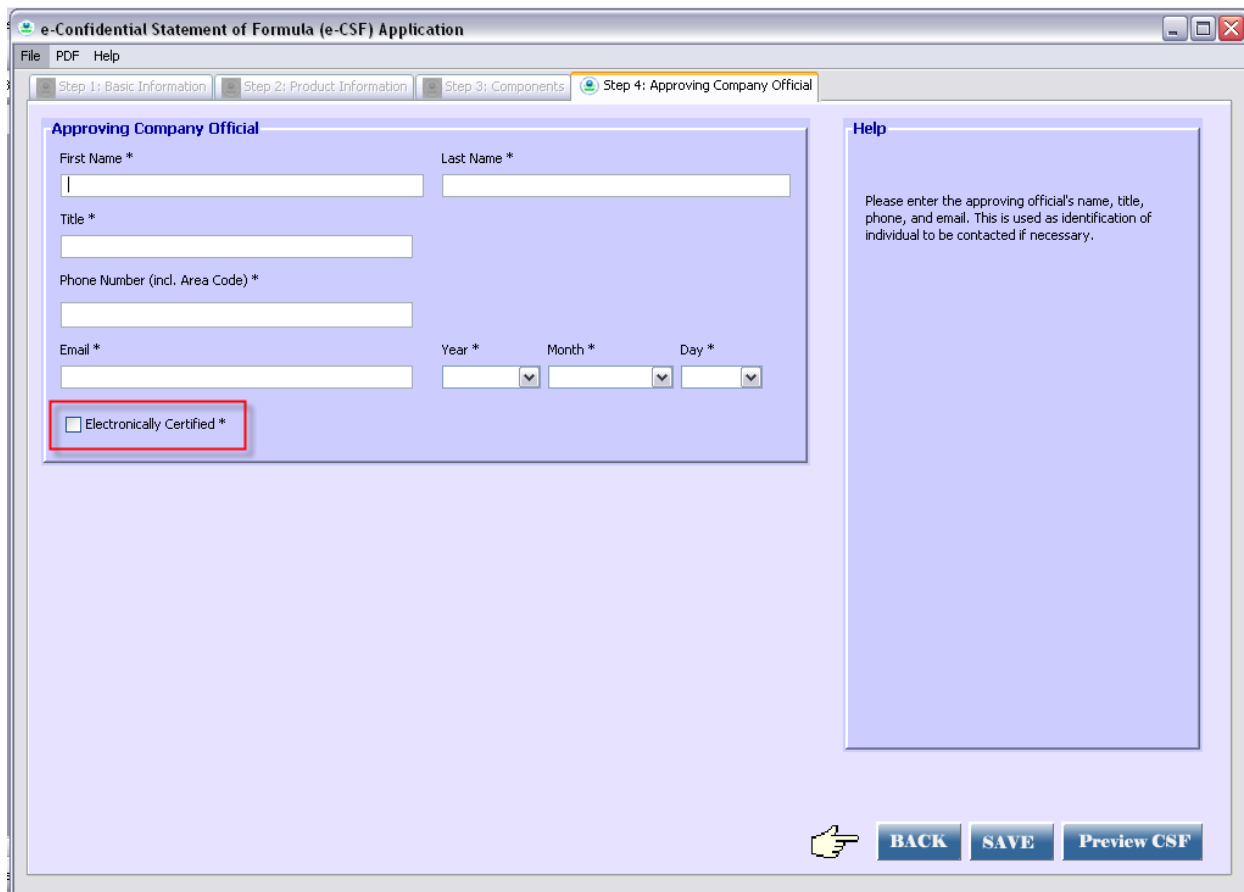
13. Select the appropriate value for **Microbial Category** from the drop down menu.
14. Once the appropriate fields are completed for the microbial component, click the **<<Next>>** button
15. A pop up will appear verifying the need to add another component. If there are more components, select the **<<Yes>>** button, otherwise select the **<<No>>** button, to move on to **Step 4: Approving Company Official** tab.



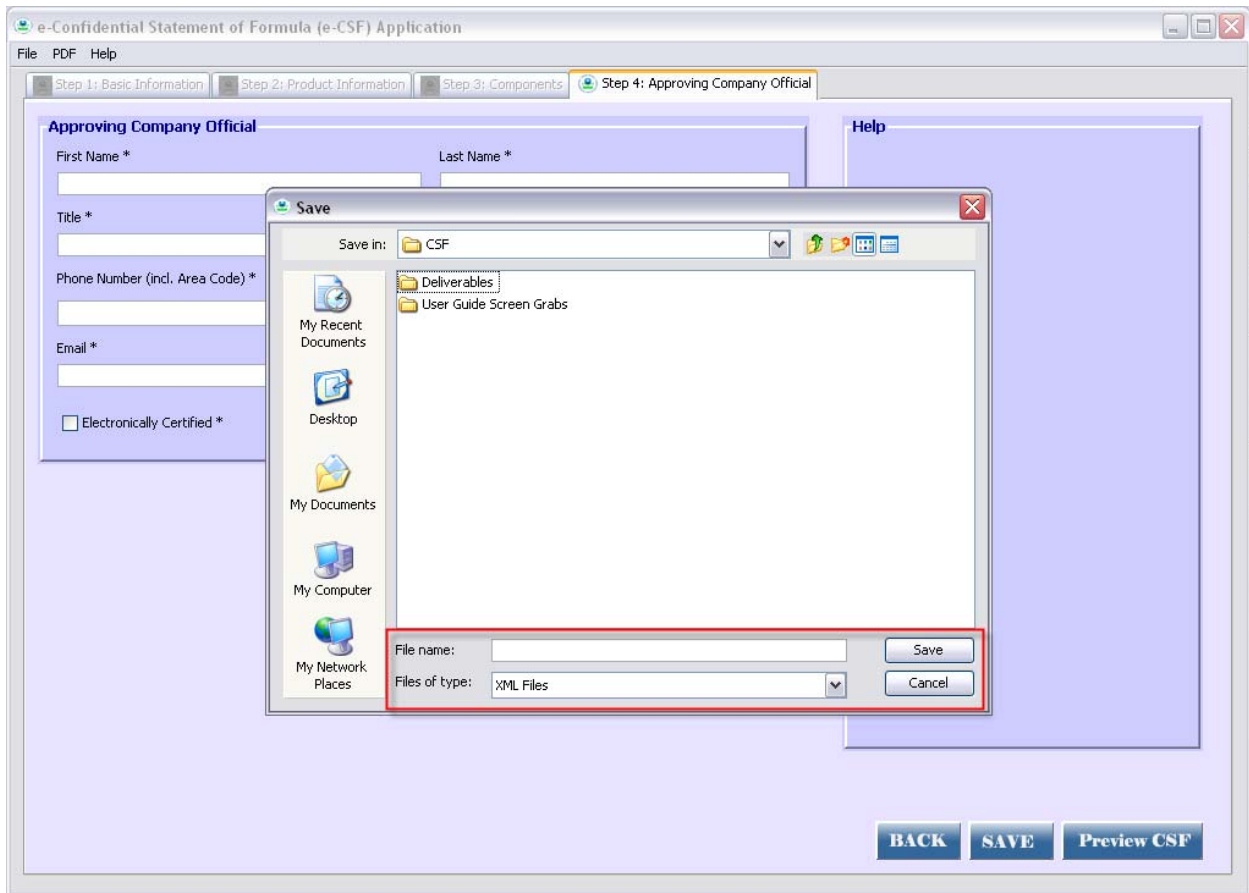
**Note:** If you select the **<<Yes>>** button, you will be brought back to **Step 1: Begin Component**. You can complete steps 1-10 for the each subsequent component. See section 4.2.

In the **Step 4: Approving Company Official** tab:

- 4. Complete the **Approving Company Official** section with information about the product
- 5. Once the appropriate fields are completed, verify with a *Check Mark* that the form is **Electronically Certified**

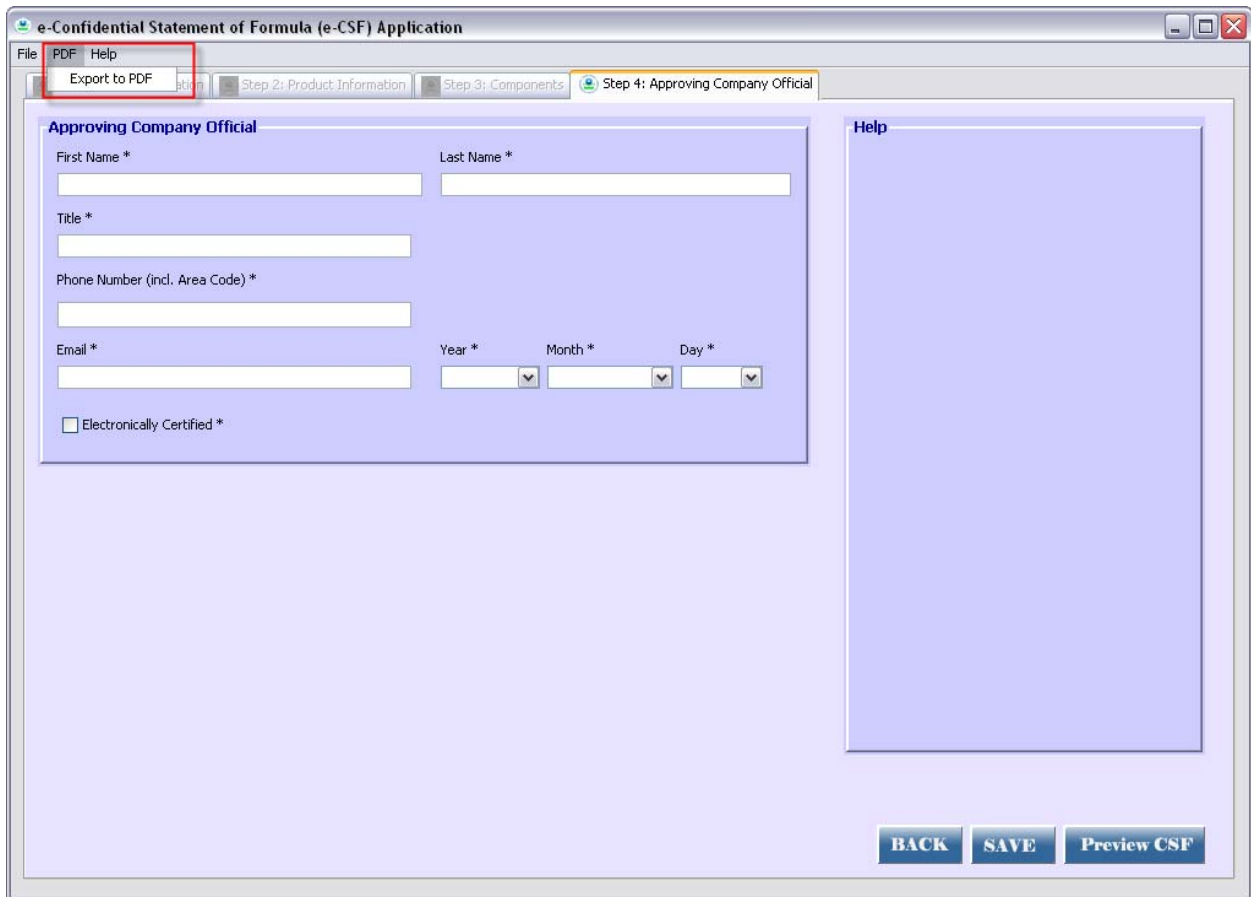


6. Click the <<Save>> button to and name your file in order to save it as an XML file to your desktop



**Note:** The file can also be saved as a PDF

- a. Click <<**PDF**>> then <<**Export to PDF**>> to save as a PDF



## 6 Plant Incorporated Protectant CSF

### 6.1 Overview

There are a few CSF's which fall under a different category. A second category can be classified as a Plant Incorporated Protectant (PIP), pesticidal substances produced by plants and the genetic material necessary for the plant to produce the substance. Below are the steps for completing a PIP CSF:

### 6.2 Plant Incorporated Protectant (PIP) CSF

In the **Step 1: Basic Information** tab:

1. Select **Formulation** from the drop down menu
2. Complete the **Applicant/Registrant** section with the name and address
3. Complete the **Producer** section with the name and address
4. Click the **<<Next>>** button to go to **Step 2: Product Information** tab

**Note:** You can "Preview" the CSF at any point through the process by clicking on the **<<Preview CSF>>** button.

The screenshot shows the 'e-Confidential Statement of Formula (e-CSF) Application' window. The 'Step 1: Basic Information' tab is active. The form includes a '100% Repackaged' checkbox, a 'Formulation:' dropdown menu, and two main sections: 'Applicant/Registrant' and 'Producer'. Each section has fields for Company Name, Address, City, State, Zip/Postal Code, Province, and Country. A 'Preview CSF' button and a 'NEXT' button are at the bottom right. A 'Paperwork Reduction Act Notice' is on the right side.

**Applicant/Registrant**

Company Name \* Company No.

Address \*

Address 2

City \* State Zip/Postal Code \* Province Country

United States

**Producer**

Same as Applicant EPA Establishment No.

Company Name \*

Address \*

Address 2

City \* State Zip/Postal Code \* Province Country

United States

**Paperwork Reduction Act Notice**

The public reporting burden for this collection of information is estimated to average 1.0 hour per response, including familiarization with the form, organizing the necessary information, and completing the form. Send any comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Chief, Information Policy Branch, 2136, U.S. Environmental Protection Agency, 401 M Street, S.W., Washington, D.C. 20460.

**Preview CSF** **NEXT**

In the **Step 2: Product Information** tab:

9. Select **Product Will Be Used For** radio button
10. Determine if the CSF is a **Plant Incorporated Protectant**. See section 6.2
11. Complete the **Product Info** section with information about the product
12. Select the appropriate **AI Type** from the drop down menu
13. Select the appropriate **Product Type** from the drop down menu
14. Select the appropriate **Type of Formulation** from the drop down menu
15. Select the appropriate **Country Where Formulated** from the drop down menu
16. Once the appropriate fields are completed click the **<<Next>>** button to go to **Step 3: Components** tab.

The screenshot shows the 'e-Confidential Statement of Formula (e-CSF) Application' window. The 'Step 2: Product Information' tab is active. The 'Product Info' section contains the following fields:

- Product will be used for: \*
  - Food Use
  - Non-Food Use
- Plant Incorporated Protectant** (highlighted with a red box)
- Product Name \* (text input)
- AI Type (dropdown menu, currently 'Integrated')
- Product Type (dropdown menu)
- Type of Formulation (dropdown menu)
- EPA Registration No./File Symbol (text input)
- EPA Product Manager/Team No. (text input)
- Country Where Formulated (dropdown menu, currently 'United States')
- Product Density (text input), Unit (dropdown menu, currently 'lbs/gal')
- pH from (text input), pH to (text input)
- Flashpoint (text input), F (dropdown menu, currently 'F')
- Viscosity (text input)
- Flame Extension (text input)

The 'Help' section on the right contains the following text:

Plant-Incorporated Protectants (PIPs) are pesticidal substances produced by plants and the genetic material necessary for the plant to produce the substance.

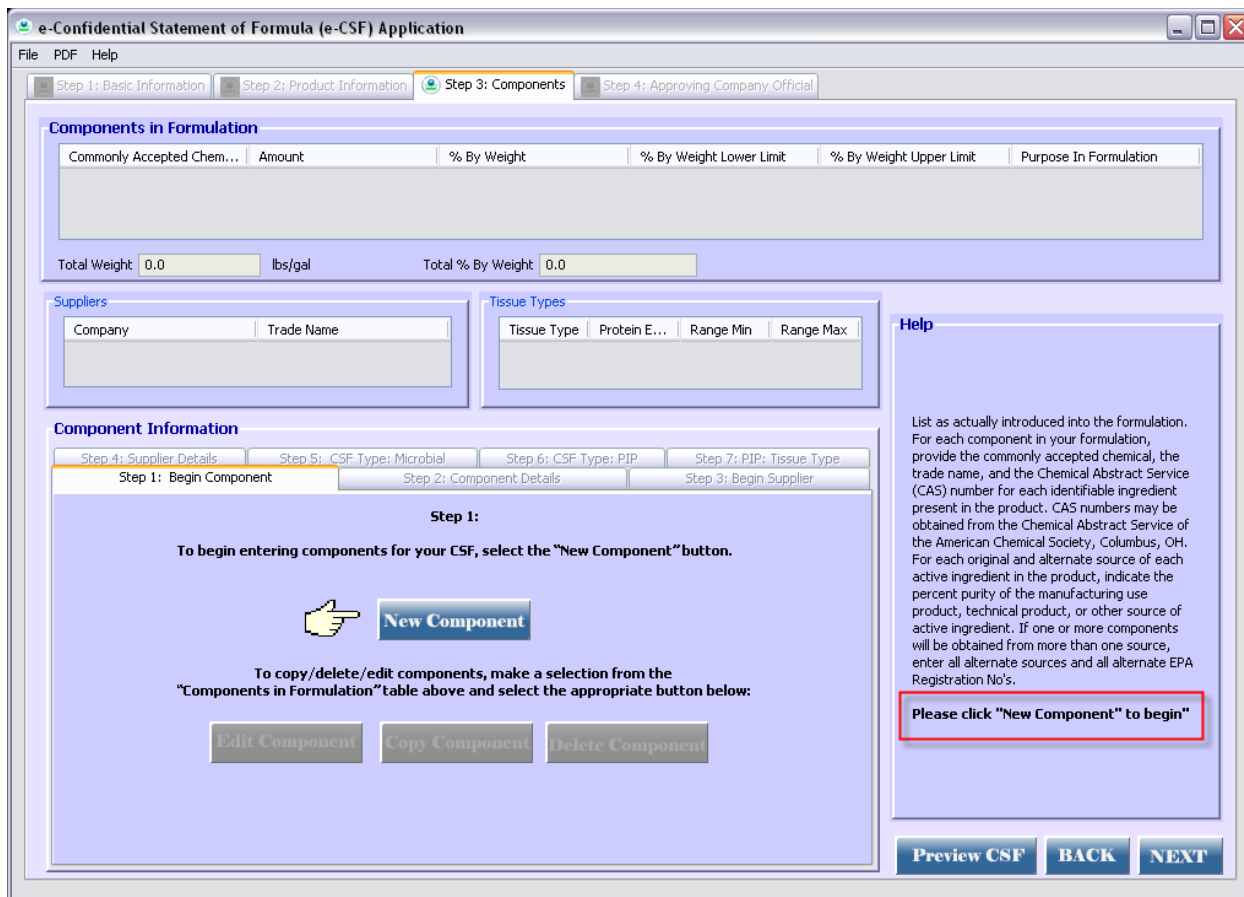
**Attention: If this box is selected please be ready to fill out all the appropriate information for the CSF in the "PIP" tab under Step 3.**

At the bottom right, there are three buttons: 'Preview CSF' (with a hand icon), 'BACK', and 'NEXT'.

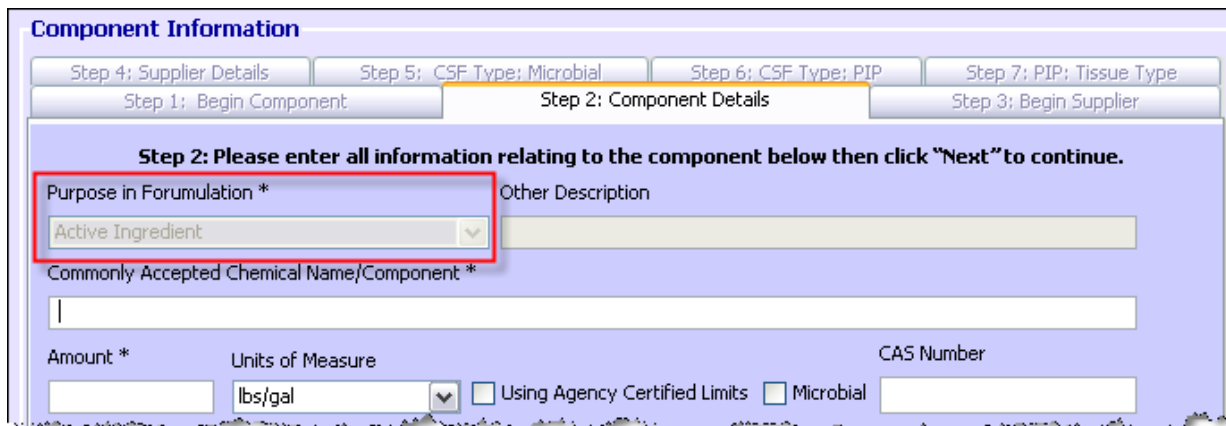
**Note:** If there are fields which need to be corrected select the **<<Back>>** button at any time.

In the **Step 3: Components** tab:

1. Click on <<**New Component**>> button in **Step 1: Begin Component**, this will take you to **Step 2: Component Details**.



**Note:** The first component entered has to be an *Active Ingredient*. The **Purpose in Formulation Field** will automatically default.



2. Complete **Step 2: Component Details** tab with information about the component

3. Select the appropriate value in the **Purpose in Formulation** drop down menu.

**Note:** The **Unit of Measure** will automatically default to the appropriate value, based on the **Product Type** from **Step 2: Product Information**

4. Select the appropriate **Unit of Measure**, if there is a need to change it
5. Verify with a *Check Mark* for **Using Agency Certified Limits**, if the limits are within these guidelines.

**Note:** The application will automatically calculate the **Upper and Lower Limits** for both the **% By Weight** and **Nominal Concentration** once entered. If the limits are exceeding then do not check off **Using Agency Certified Limits**

**Component Information**

Step 4: Supplier Details | Step 5: CSF Type: Microbial | Step 6: CSF Type: PIP | Step 7: PIP: Tissue Type

Step 1: Begin Component | Step 2: Component Details | Step 3: Begin Supplier

**Step 2: Please enter all information relating to the component below then click "Next" to continue.**

Purpose in Formulation \* Other Description  
 Active Ingredient [ ] [ ]

Commonly Accepted Chemical Name/Component \*  
 [ ]

Amount \* Units of Measure CAS Number  
 [ ] lbs/gal [ ]  Using Agency Certified Limits  Microbial [ ]

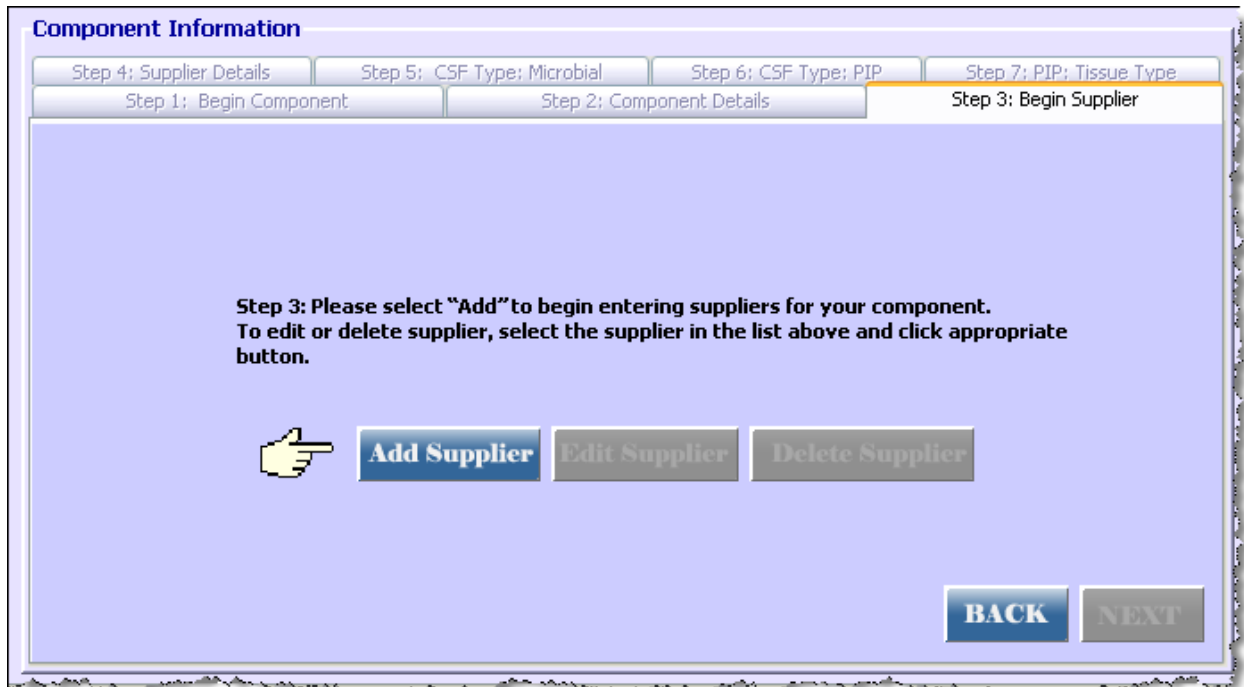
Purity % by Weight \* Lower Limit \* Upper Limit \* Nominal Concentration \* Lower Limit \* Upper Limit \*  
 [ ] [ ] [ ] [ ] [ ] [ ]

Justification for exceeding limits  
 [ ]

**BACK NEXT**

6. Determine if the CSF component is a **Microbial**. Verify with a *Check Mark* for **Microbial**.
7. Complete the appropriate information in **Step 2: Component Details**.
8. Click the <<Next>> button to go to **Step 3: Begin Supplier**
9. Click on the <<Add Supplier>> button





- 10. Complete **Step 4: Supplier Details** tab with information about the specific component's supplier
- 11. Verify with a *Check Mark* for **Same as Producer** if the information is the same

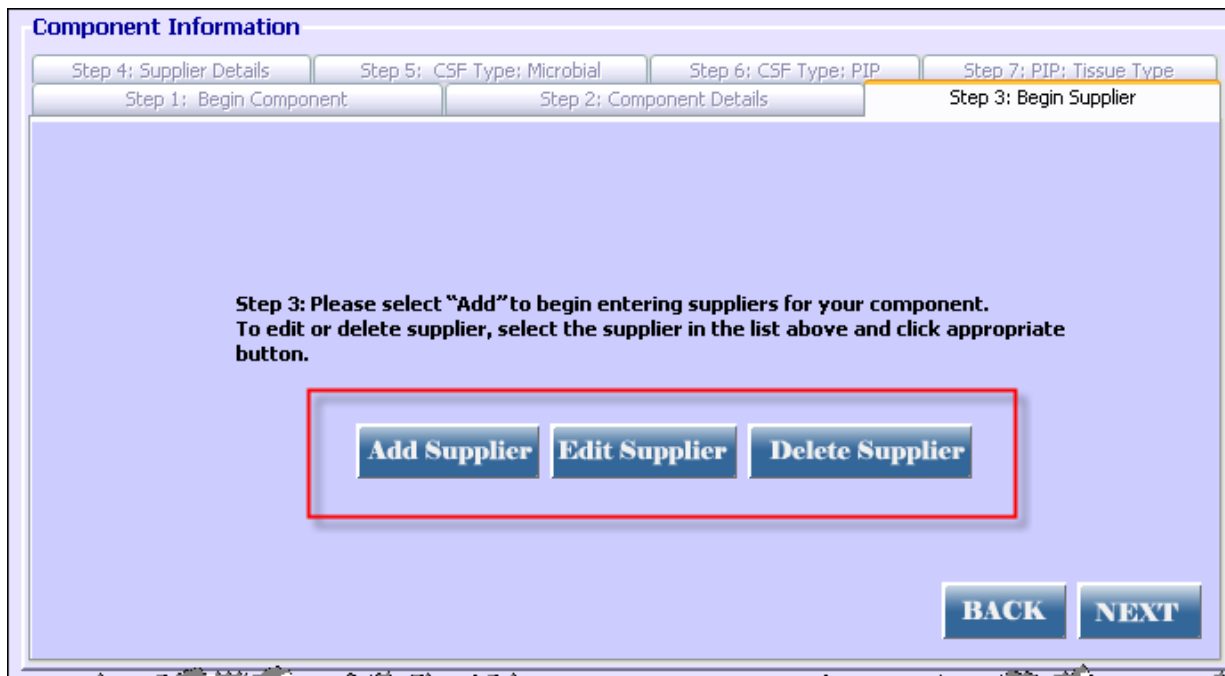
The screenshot shows the 'e-Confidential Statement of Formula (e-CSF) Application' window. The 'Step 3: Components' tab is active. The 'Components in Formulation' table is as follows:

Commonly Accepted Chem...	Amount	% By Weight	% By Weight Lower Limit	% By Weight Upper Limit	Purpose In Formulation
Component 1	100	50	4.75		5.25 Active Ingredient

Below the table, 'Total Weight' is 100.0 lbs/gal and 'Total % By Weight' is 50.0. The 'Supplier Information' section includes a 'Same as Producer?' checkbox (highlighted with a red box), EPA Registration No./File Symbol, Trade Name, Supplier Name, Address, City, State, Zip/Postal Code, Province, and Country (set to United States). Navigation buttons include 'More Suppliers', 'BACK', and 'NEXT' at the bottom, and 'Preview CSF', 'BACK', and 'NEXT' at the bottom right.

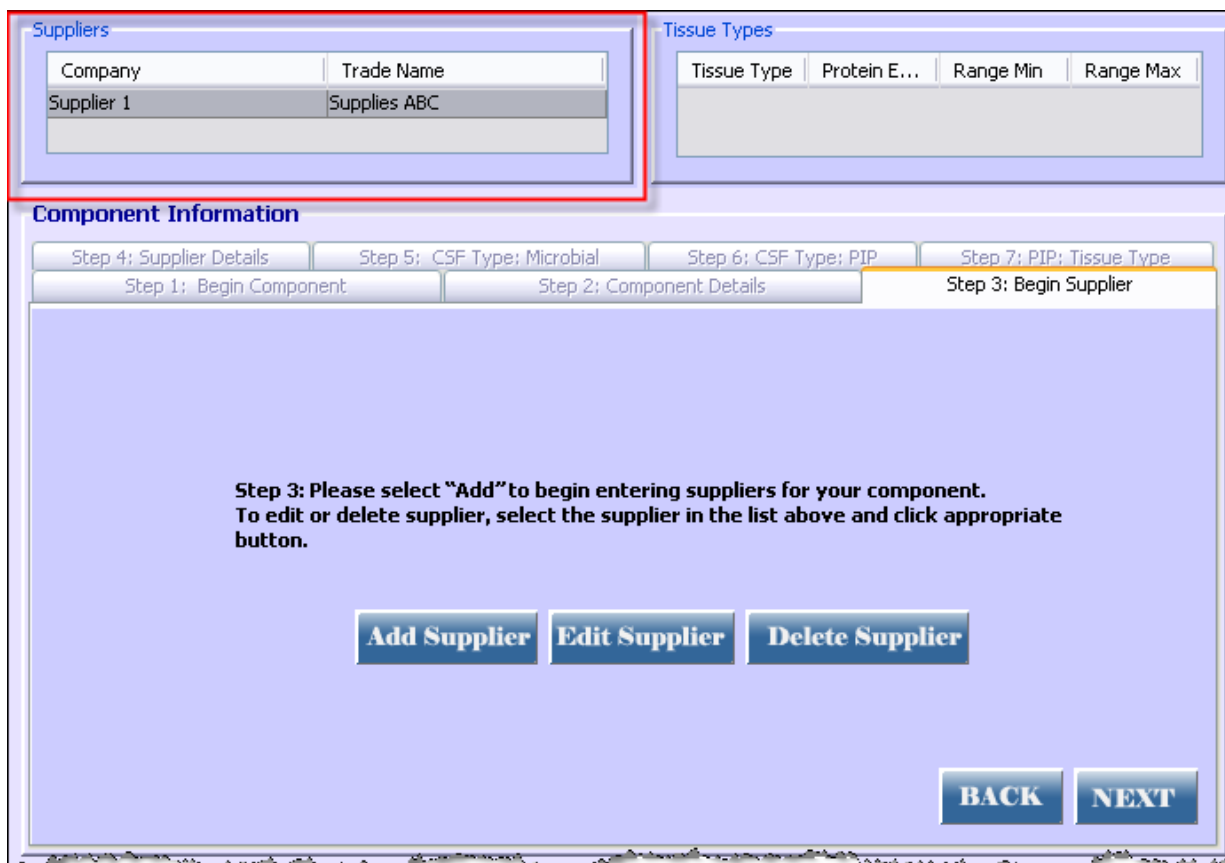
12. Once the appropriate fields are completed, click the <<Next>> button to go to **Step 6: CSF Types: PIP.**

**Note:** Continue to click <<More Suppliers>> button for additional suppliers.



**Note:** If you would like to delete a supplier from the supplier matrix follow the steps below:

To remove suppliers simply click on the <<**Delete Supplier**>> button in **Step 3: Begin Supplier** tab.



- a. Click on the supplier in the **Suppliers** table. The entire line should be highlighted in grey
- b. Click the **<<Delete Supplier>>** button to delete that supplier

**Note:** Similarly if you would like to edit a suppliers' information click on the **<<Edit Supplier>>** button in **Step 3: Begin Supplier** tab and follow the steps below:

- a. Click on the supplier in the **Suppliers** table. The entire line should be highlighted in grey
  - b. Click the **<<Edit Supplier>>** button to edit that supplier
13. Once the appropriate fields are completed, click the **<<Next>>** button to go to **Step 6: CSF Types: PIP**.
  14. Complete the **Step 6: CSF Types: PIP** tab with information about the PIP
  15. Select the appropriate **Request Type** from the drop down menu

**Note:** Depending on the **Request Type** chosen, a **Request Subtype** will be need.

- a. Select the appropriate **Request Subtype** from the drop down menu

**Components in Formulation**

Commonly Accepted Che...	Amount	% By Weight	% By Weight Lower Limit	% By Weight Upper Limit	Purpose In Formulation
Component 1	100	50	50	50	5.25 Active Ingredient
Component 2	100	25			Other
Component 3	100	25	25		10.5 Active Ingredient

Total Weight: 300.0 lbs/gal      Total % By Weight: 100.0

**Suppliers**

Company	Trade Name
Supplier 4	

**Tissue Types**

Tissue Type	Protein E...	Range Min	Range Max

**Component Information**

Step 6: For PIP: Please enter all information relating to the Plant Incorporated Pesticide of this CSF.

Request type \*      Request Subtype

Add and remove Tissue Type

**Add Tissue Type**      **Delete Tissue Type**

**BACK**      **NEXT**

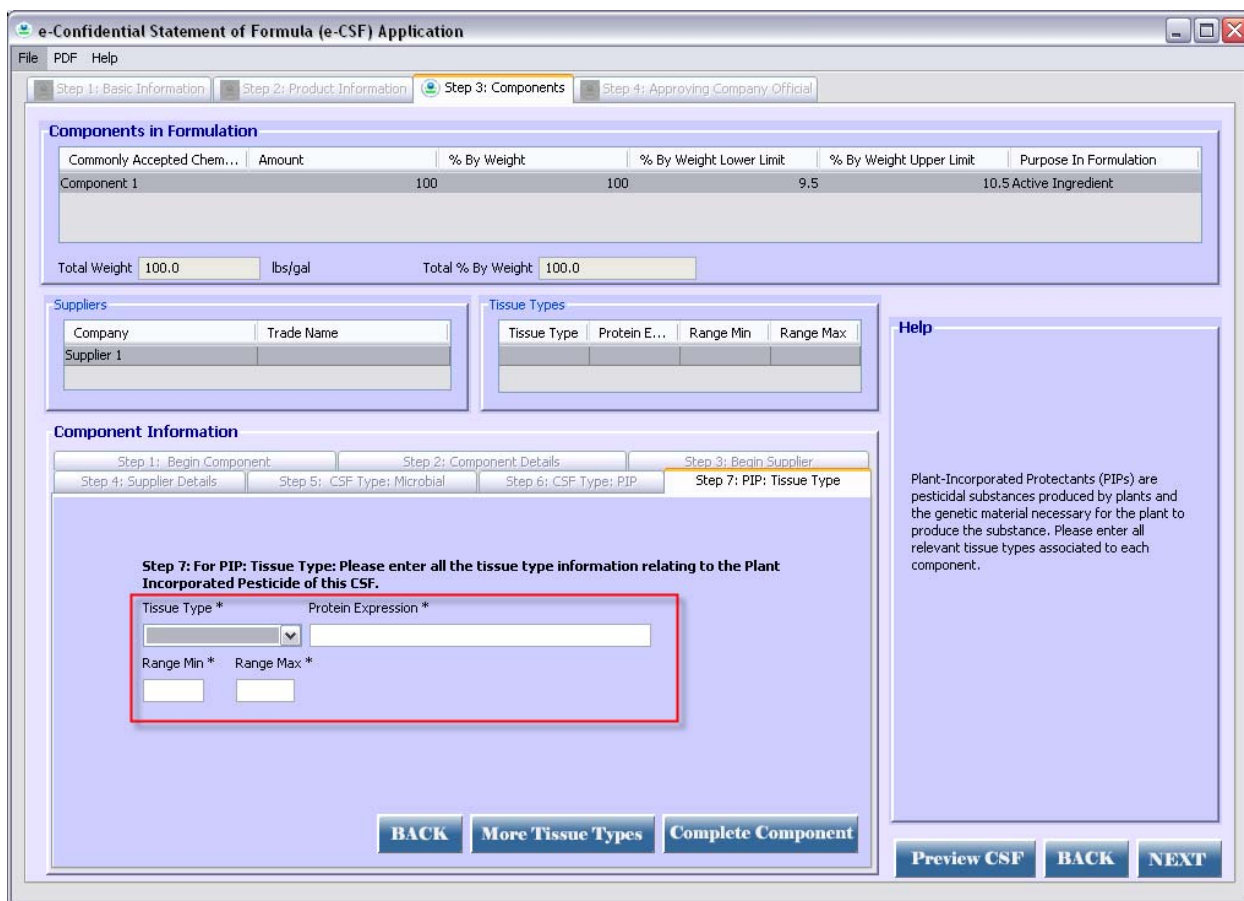
**Preview CSF**      **BACK**      **NEXT**

**Help**

Plant-Incorporated Protectants (PIPs) are pesticidal substances produced by plants and the genetic material necessary for the plant to produce the substance. Please enter all relevant tissue types associated to each component.

16. Click the **<<Add Tissue Type>>** button to enter Tissue Types

17. Select the appropriate **Tissue Type** from the drown down menu



18. Enter all the information about that tissue type

**Note:** Continue to click <<Add Tissue Type>> button for additional tissue types and repeat steps 14-18.

**Note:** To remove tissue types simply click on the supplier in the table and select the <<Delete Tissue Type>> button to remove the tissue type.

- a. Click on the tissue type in the **Tissue Types** table. The entire line should be highlighted in grey

The screenshot shows the 'Component Information' form with the 'Step 6: CSF Type: PIP' tab selected. At the top, there are two tables: 'Suppliers' and 'Tissue Types'. The 'Tissue Types' table is highlighted with a red border and contains the following data:

Tissue Type	Protein E...	Range Min	Range Max
Whole Plant	Expression 1	10	100

Below the tables, the 'Component Information' section shows a progress bar with steps: Step 1: Begin Component, Step 2: Component Details, Step 3: Begin Supplier, Step 4: Supplier Details, Step 5: CSF Type: Microbial, Step 6: CSF Type: PIP (highlighted), and Step 7: PIP: Tissue Type. The main content area for Step 6 contains the following text and form elements:

**Step 6: For PIP: Please enter all information relating to the Plant Incorporated Pesticide of this CSF.**

Request type \*      Request Subtype

Microbial      [Empty]

Add and remove Tissue Type

b. Click the <<Delete Tissue Type>> button to delete that supplier

This screenshot shows the same 'Component Information' form, but with the 'Request type' dropdown set to 'Chemical' and the 'Request Subtype' dropdown set to 'Anti-microbial'. The 'Add and remove Tissue Type' section now contains two buttons: 'Add Tissue Type' and 'Delete Tissue Type', which are highlighted with a red border. The 'BACK' and 'NEXT' buttons are visible at the bottom right of the form.

19. Click the <<Next>> button to go to **Step 4: Approving Company Official** tab.

In the **Step 4: Approving Company Official** tab:

1. Complete the **Approving Company Official** section with information about the product
2. Once the appropriate fields are completed, verify with a *Check Mark* that the form is **Electronically Certified**

**e-Confidential Statement of Formula (e-CSF) Application**

File PDF Help

Step 1: Basic Information Step 2: Product Information Step 3: Components Step 4: Approving Company Official

**Approving Company Official**

First Name \* [ ] Last Name \* [ ]

Title \* [ ]

Phone Number (incl. Area Code) \* [ ]

Email \* [ ] Year \* [ ] Month \* [ ] Day \* [ ]

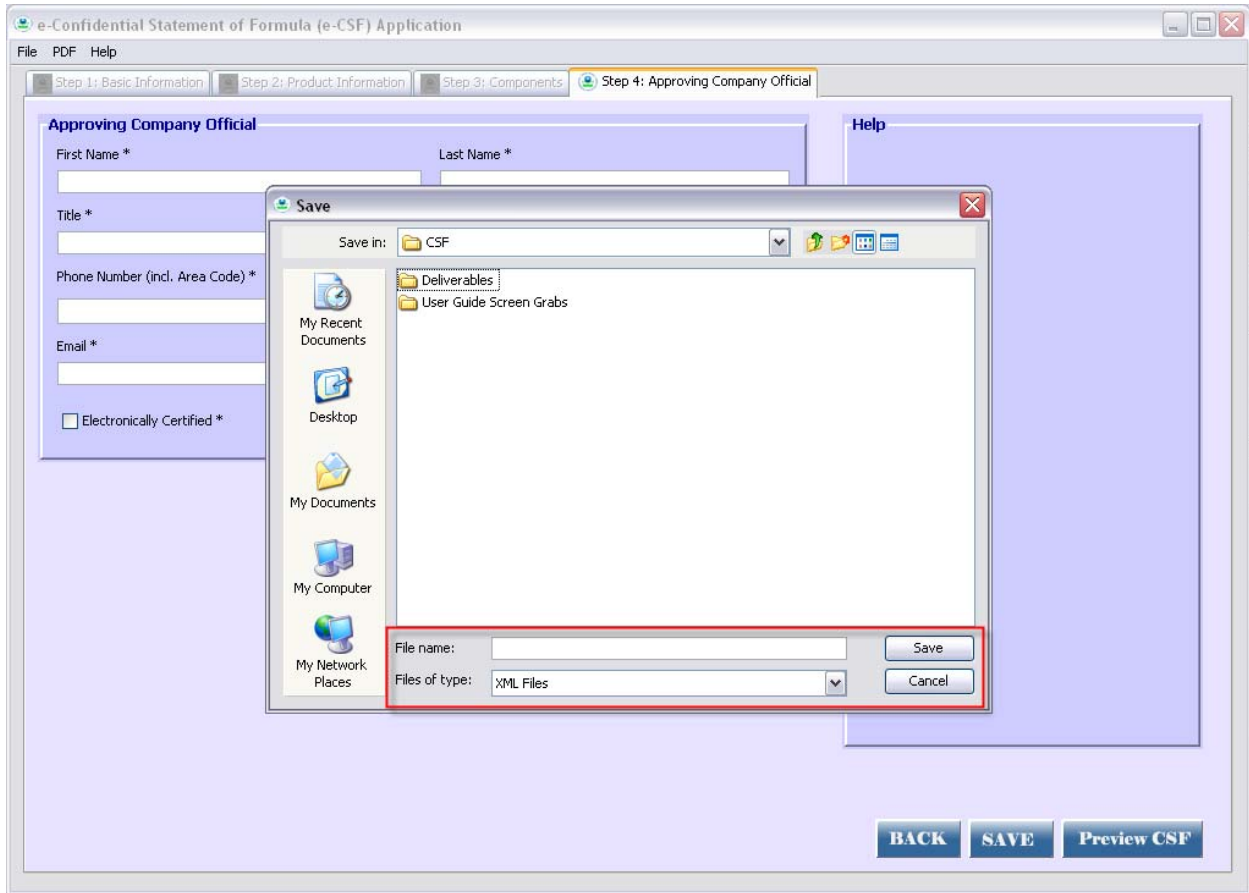
Electronically Certified \*

**Help**

Please enter the approving official's name, title, phone, and email. This is used as identification of individual to be contacted if necessary.

**BACK** **SAVE** **Preview CSF**

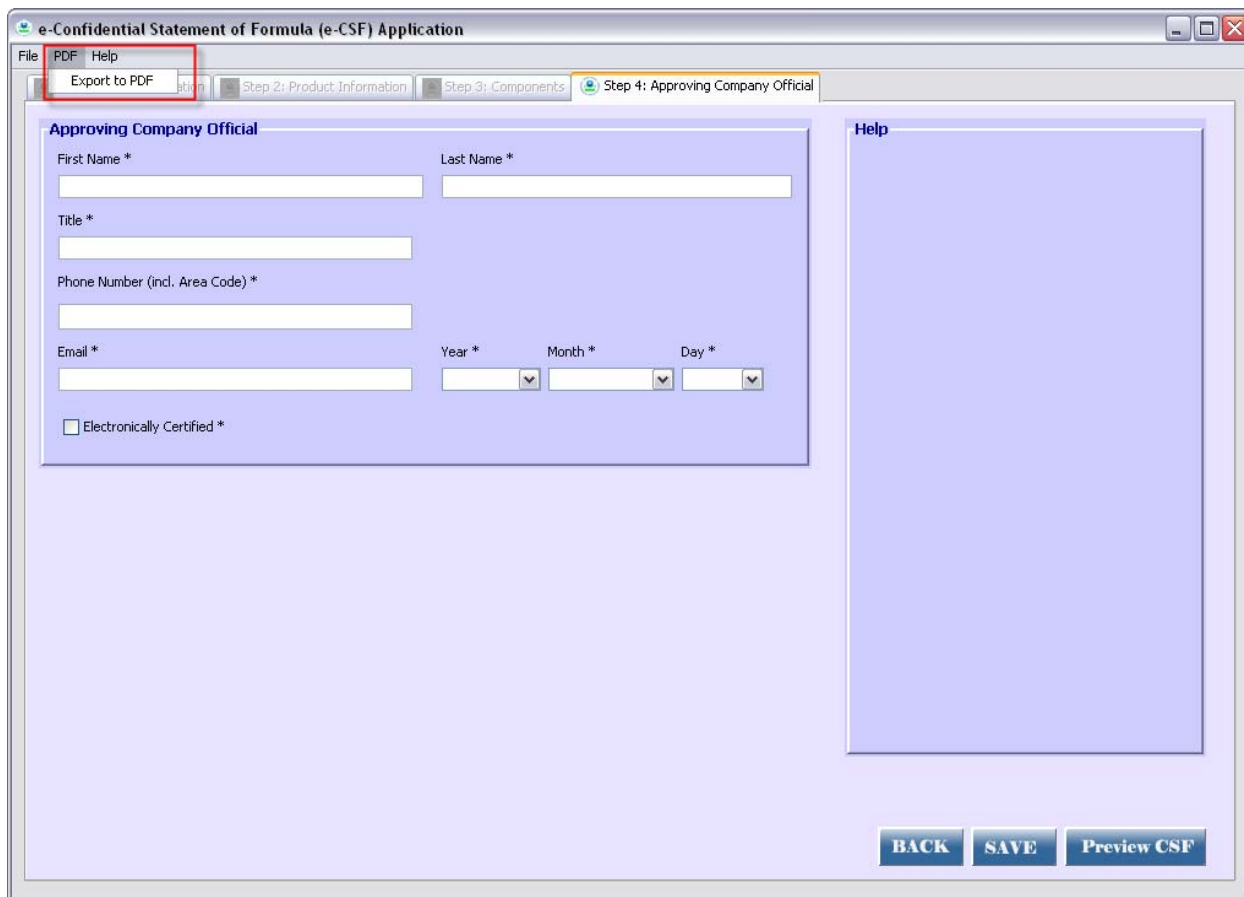
3. Click the <<Save>> button to and name your file in order to save it as an XML file to your desktop





**Note:** The file can also be saved as a PDF

- b. Click <<**PDF**>> then <<**Export to PDF**>> to save as a PDF



## 7 100 Percent Repackaged Product

### 7.1 Overview

There are a few CSF's which are repackaged product under a different name. While all the components are exactly the same and registered with the EPA the product is being sold by the applicant under a different name. In these cases the applicant only needs to verify the **source** products information they are repackaging.

### 7.2 100% Repackaged

In the **Step 1: Basic Information** tab:

1. Verify if the CSF is 100% Repackaged with a *Check Mark*

The screenshot shows the 'e-Confidential Statement of Formula (e-CSF) Application' window. The 'Step 1: Basic Information' tab is active. A red box highlights the checked '100% Repackaged' checkbox. Below it is a 'Formulation:' dropdown menu. The 'Applicant/Registrant' section contains fields for Company Name, Company No., Address, Address 2, City, State, Zip/Postal Code, Province, and Country. The 'Producer' section has a 'Same as Applicant' checkbox and fields for EPA Establishment No., Company Name, Address, Address 2, City, State, Zip/Postal Code, Province, and Country. A red-bordered note box on the right contains the following text: 'Please Note: If this option is selected you will need the Source Product's Name and EPA Registration Number. Select this option if you are claiming a 100% Repackaged product for your CSF.' At the bottom right, there are 'Preview CSF' and 'NEXT' buttons.

2. Select **Formulation** from the drop down menu
3. Complete the **Applicant/Registrant** section with the name and address
4. Complete the **Producer** section with the name and address
5. Click the <<Next>> button to go to **Step 2: Product Information** tab

The screenshot shows the 'e-Confidential Statement of Formula (e-CSF) Application' window. The interface is divided into several sections:

- Progress Bar:** Shows four steps: Step 1: Basic Information (active), Step 2: Product Information, Step 3: Components, and Step 4: Approving Company Official.
- Formulation:** Includes a checkbox for '100% Repackaged' and a dropdown menu for 'Formulation: \*'.
- Applicant/Registrant Section:** Contains fields for 'Company Name \*', 'Company No.', 'Address \*', 'Address 2', 'City \*', 'State', 'Zip/Postal Code \*', 'Province', and 'Country' (set to 'United States').
- Producer Section:** Includes a checkbox for 'Same as Applicant', 'EPA Establishment No.', 'Company Name \*', 'Address \*', 'Address 2', 'City \*', 'State', 'Zip/Postal Code \*', 'Province', and 'Country' (set to 'United States').
- Help Sidebar:** Titled 'Help', it contains a 'Paperwork Reduction Act Notice' with text regarding the public reporting burden.
- Navigation:** At the bottom right, there are 'Preview CSF' and 'NEXT' buttons.

**Note:** You can “Preview” the CSF at any point through the process by clicking on the <<Preview CSF>> button.

In the **Step 2: Product Information** tab:

1. Select **Product Will Be Used For** radio button
2. Determine if the CSF is a **Plant Incorporated Protectant**. See section 6.2
3. Complete the **Product Info** section with information about the product
4. Select the appropriate **AI Type** from the drop down menu
5. Select the appropriate **Product Type** from the drop down menu
6. Select the appropriate **Type of Formulation** from the drop down menu
7. Select the appropriate **Country Where Formulated** from the drop down menu
8. Complete the information for the **Source Product Name** and **Source EPA Registration No.**

The screenshot displays the 'e-Confidential Statement of Formula (e-CSF) Application' window. The interface is divided into three tabs: 'Step 1: Basic Information', 'Step 2: Product Information' (which is active), and 'Step 3: Approving Company Official'. The 'Product Info' section contains several input fields and dropdown menus. A red box highlights the 'Source Product Name \*' and 'Source EPA Registration No. \*' fields. The 'Help' section on the right contains the text: 'Please specify the type of use for this product.' At the bottom right, there are three buttons: 'Preview CSF', 'BACK', and 'NEXT'.

**Product Info**

Product will be used for: \*

Food Use  Non-Food Use

Plant Incorporated Protectant

Product Name \* AI Type  
[Text Field] [Integrated] [v]

Product Type Type of Formulation  
[Text Field] [Text Field] [v]

EPA Registration No./File Symbol  
[Text Field]

EPA Product Manager/Team No.  
[Text Field]

Country Where Formulated  
[United States] [v]

Product Density Unit pH from pH to Flashpoint Viscosity Flame Extension  
[Text Field] [lbs/gal] [v] [Text Field] [Text Field] [Text Field] [v] [Text Field] [Text Field]

Source Product Name \* Source EPA Registration No. \*  
[Text Field] [Text Field]

**Help**

Please specify the type of use for this product.

**Preview CSF** **BACK** **NEXT**

9. Once the appropriate fields are completed click the <<Next>> button to go to **Step 3: Approving Company Official** tab.

**Note:** If there are fields which need to be corrected select the <<Back>> button at any time.

In the **Step 3: Approving Company Official** tab:

1. Complete the **Approving Company Official** section with information about the product
2. Once the appropriate fields are completed, verify with a *Check Mark* that the form is **Electronically Certified**

**e-Confidential Statement of Formula (e-CSF) Application**

File PDF Help

Step 1: Basic Information Step 2: Product Information **Step 3: Approving Company Official**

**Approving Company Official**

First Name \* Last Name \*

Title \*

Phone Number (incl. Area Code) \*

Email \* Year \* Month \* Day \*

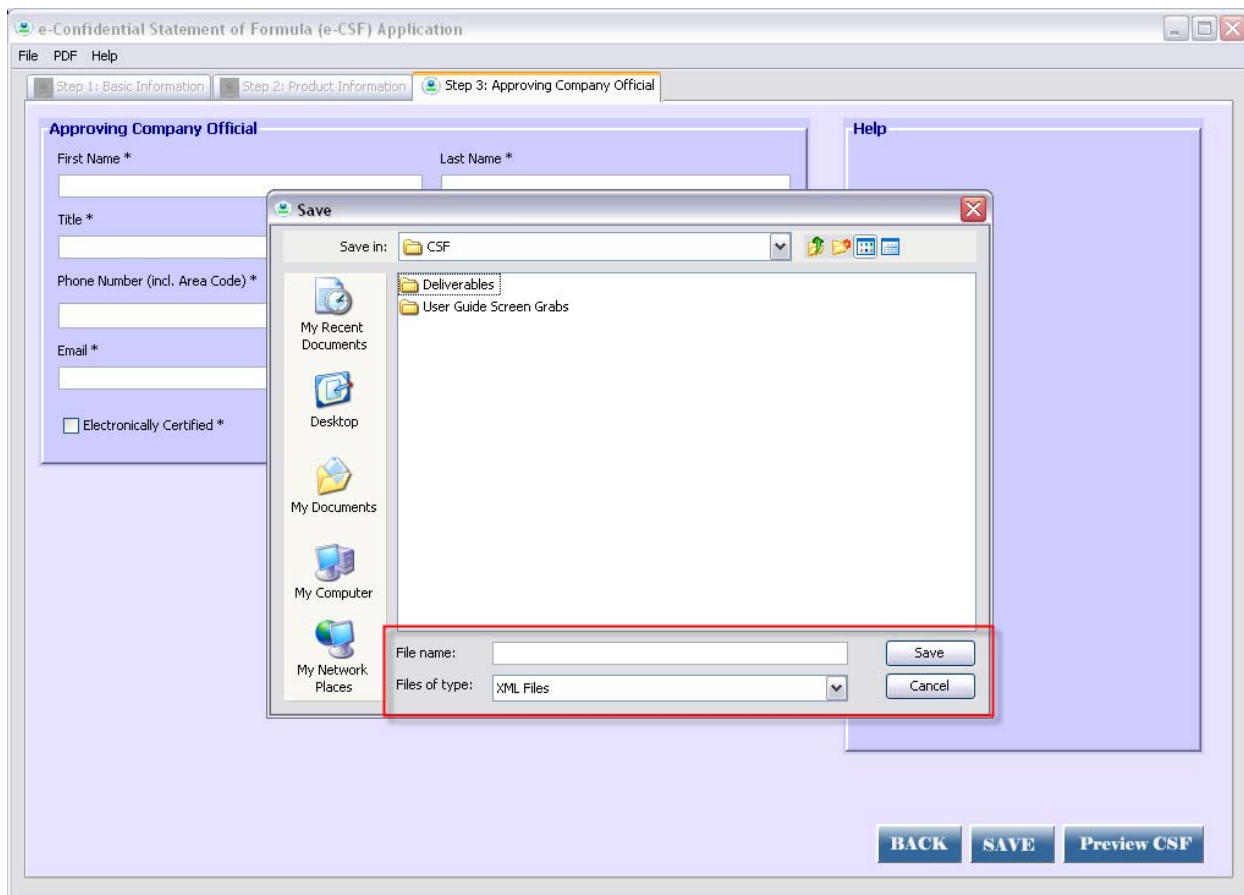
Electronically Certified \*

**Help**

Please enter the approving official's name, title, phone, and email. This is used as identification of individual to be contacted if necessary.

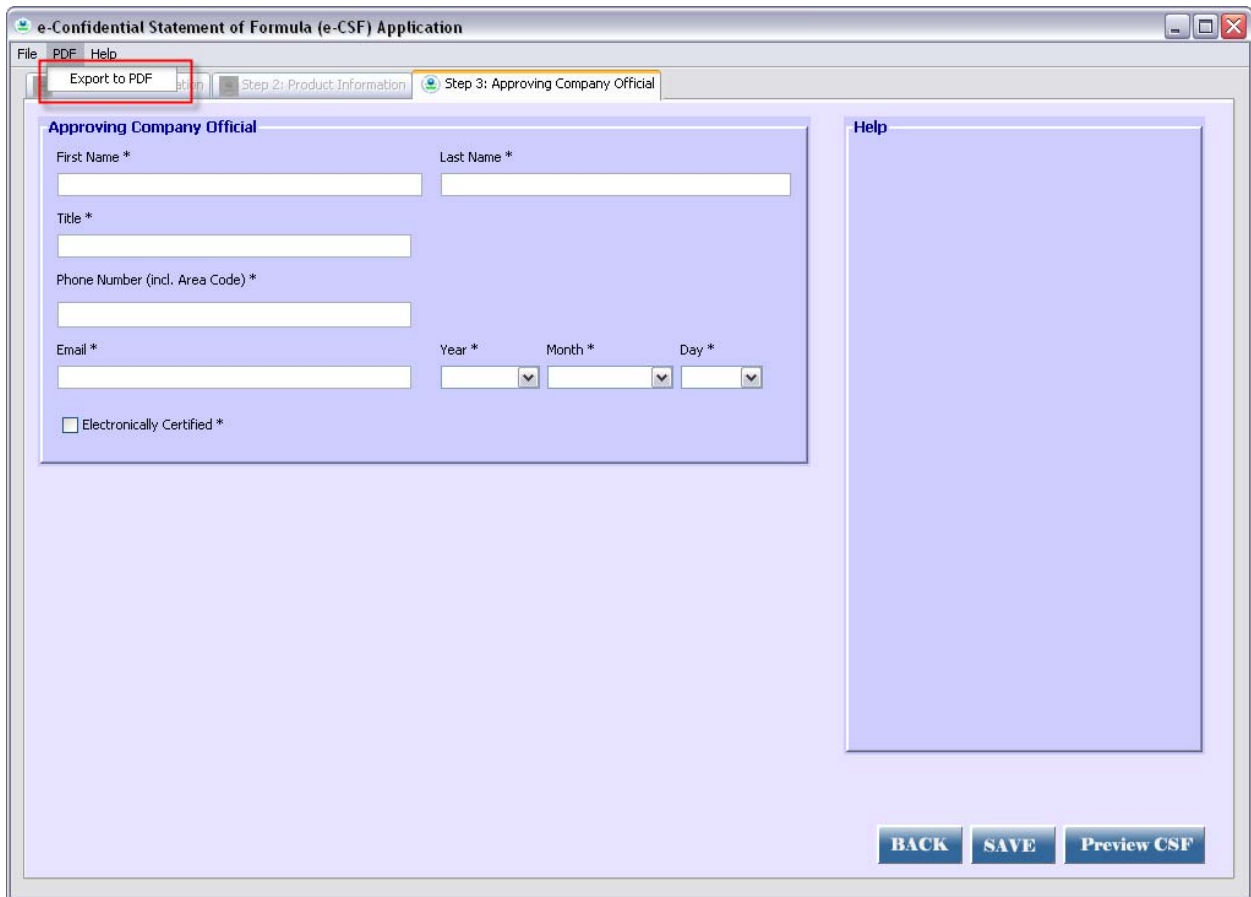
**BACK** **SAVE** **Preview CSF**

3. Click the <<Save>> button to and name your file in order to save it as an XML file to your desktop



**Note:** The file can also be saved as a PDF

- c. Click <<**PDF**>> then <<**Export to PDF**>> to save as a PDF



## 8 Importing XML's

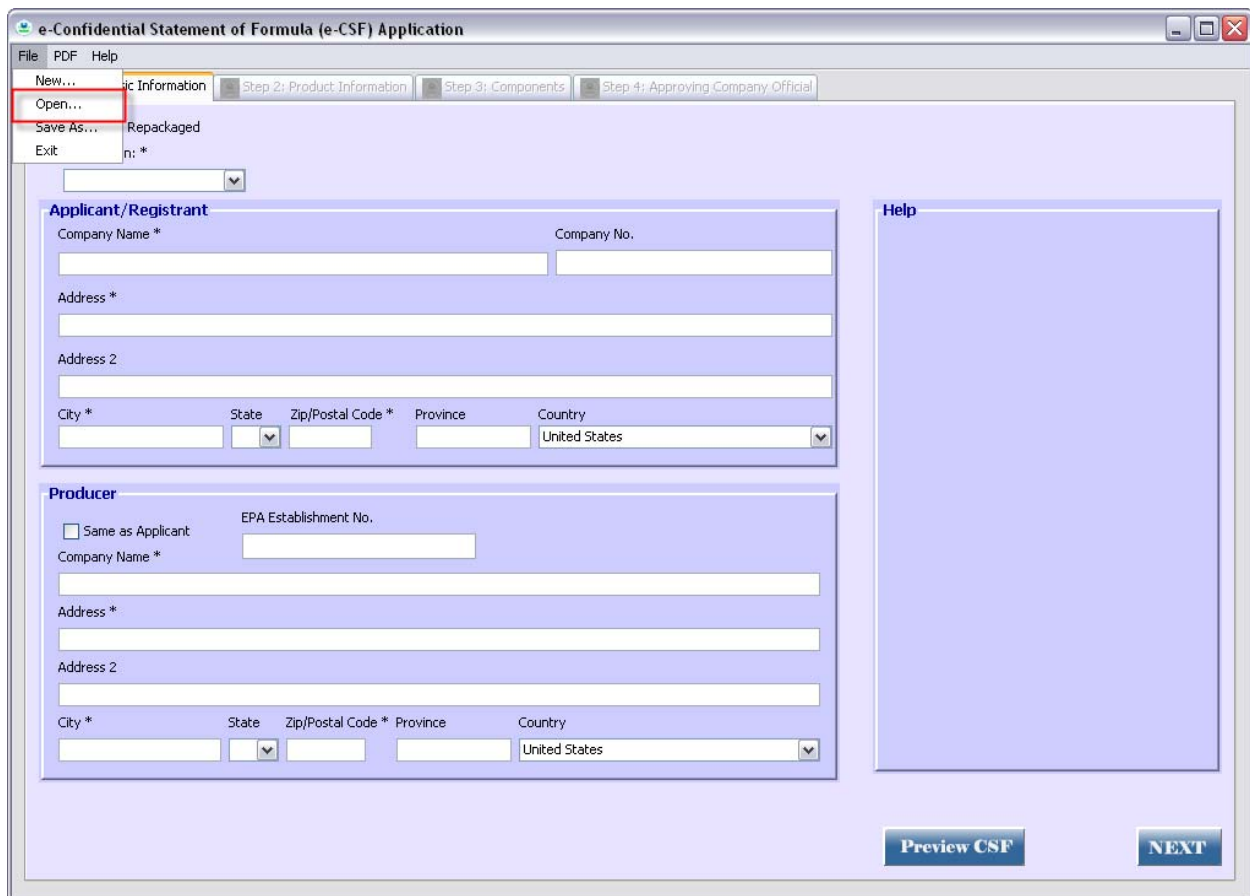
### 8.1 Overview

This application gives the user the ability to save the CSF's they are working on in both XML and PDF formats. This enables the user to open saved CSF for future use to make changes, this is apparent with an XML version.

### 8.2 Importing an CSF in XML Format

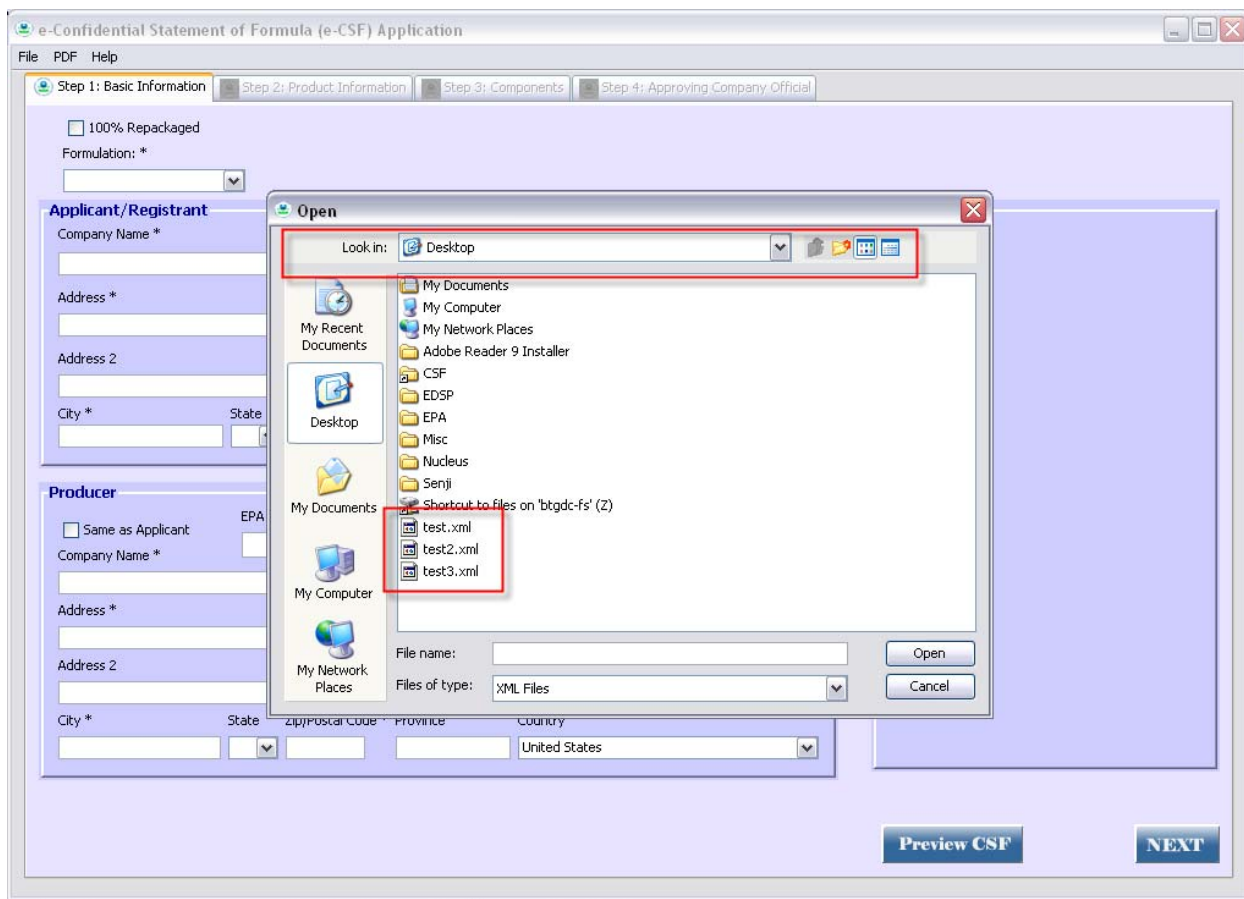
In the **Step 1: Basic Information** tab:

1. Select <<**File**>> then <<**Open**>>



2. Search for the file in the appropriate directory





3. Click <<Open>> button to import the XML.
4. Navigate the application to edit information.