



**DEPARTMENT of AGRICULTURE  
and NATURAL RESOURCES**

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## **FREQUENTLY ASKED QUESTIONS FOR SOUTH DAKOTA PESTICIDE REGISTRATION**

**If products are federally registered, do they still need to be registered at the state level? What if the product just transporting through the state?**

Yes, federally registered products still need to be registered at the state level, however, if they are just transporting, they do not. If a product is being warehoused, then would need an approved registration.

**What should I do if I am having troubles logging into the product registration website?**

Try exiting out of the web browser or using a different browser and going back to the log in page. We periodically run into this issue and closing out and going back in has been successful. A password change is unnecessary. We also suggest clearing your attempts to get into the site on your history or trying a chrome browser incognito.

**How do I upload an image for a product?**

Log into the appropriate company, find the corresponding product, click the blue "Images" behind each product, click "Add Image", choose "File", select what type of file it is from the drop-down arrow, select "Add Image".

\*Note: When uploading files into our system we recommend to name your files with: EPA Reg Number, Product Name, date, and no special characters (Especially: , \_ , # , + , - ). Keep the file name short to reduce file rejection.

**How do I submit label revisions?**

Please notify the registration team via [e-mail](#), highlighting the appropriate changes made in the label, or submit a document stating changes that have been made. This applies to pending and approved registrations. Upload the revised label into our system as a text searchable pdf. The company is responsible to ensure the correct labels are being sold/distrusted in South Dakota. If a 25(b) CSF is revised, we require the updated documentation as well.

**What should I do if the company address changes?**

Any address change that is larger than the building number requires notification via [e-mail](#) documenting the change with a company letterhead.

**What is considered a company name change and what do I do if it does change?**

1. Any company name change is considered even if the EPA company number stays the same. Examples include:
  - LLC to INC
  - DBA
  - Change from one company to another
    - Example companies being bought out
2. We require a two-year discontinuance process under the existing company name. A new company must be created, and all products must be reregistered as “new products”. The new labels must reflect the updated company name.

**Will I receive a certificate of approval?**

The applicant will receive an automated e-mail from our database when the product has been approved/registered and can legally be sold, distributed, or used. We do not mail product registration certificates.

**When do I renew products, and will I be charged a late fee?**

Renewals are due on an annual basis. Each year they are due by June 30<sup>th</sup>. If products are renewed after June 30<sup>th</sup> of each year, they will be charged a 50% late fee of the product price.

**What is the discontinuance period?**

We have a required two-year discontinuance process. A registration fee still applies to discontinued products.

**Are devices and adjuvants required registration?**

Not at this time.

**Can I submit a paper registration?**

No, we do all registrations on our webpage and do not accept any payment via mail.

Please address any further questions to our office 605-773-4432 or send us an [e-mail](#).