



# INTRODUCTION TO PRODUCT REGISTRATION (PR) RENEWALS

## FIRST THINGS FIRST...

### WHAT ARE PR RENEWALS?

ALL PRODUCT REGISTRATIONS (PR) EXPIRE AFTER A YEAR. PR RENEWALS OCCUR NEARING A YEAR OF A PRODUCT REGISTRATION WHEN CONTINUED PRODUCTION OF THE PRODUCT IS INTENDED INTO THE FOLLOWING YEAR. AUTOMATIC RENEWAL NOTIFICATIONS START AT 120 DAYS BEFORE EXPIRY, THE EMAIL NOTIFICATIONS CONTINUE AT INTERVALS OF 90, 60, 28, 5, 4, 3, 2, AND 1 DAY. **NOTE: EVEN THOUGH THE FIRST RENEWAL NOTICE GOES OUT AT 120 DAYS BEFORE EXPIRY, THE PR RENEWALS ARE NOT POSSIBLE UNTIL THE 90-DAY MARK.**

### EXISTING STOCK PROVISIONS

THE EXISTING STOCK PROVISION APPLIES WHEN A MANUFACTURER OR A CULTIVATOR STOPS PRODUCTION AND ALLOWS **PRODUCT REGISTRATIONS TO EXPIRE**. ANY **REMAINING STOCK** WITH AN EXPIRED REGISTRATION AT RETAILERS WOULD FALL UNDER THE EXISTING STOCK PROVISION. SALES OF SUCH PRODUCT ARE **PERMITTED UNTIL THE STOCK RUNS OUT**. ISSUES WOULD ARISE IF MANUFACTURERS OR CULTIVATORS TRY TO PRODUCE THE SAME PRODUCT AFTER ITS REGISTRATION HAS EXPIRED.

## STEPS FOR SUBMITTING A REQUEST FOR PR RENEWAL

01

LOG INTO YOUR USER PORTAL. GO TO THE EXISTING PRODUCT REGISTRATION MENU OPTION. **LOCATE THE PRODUCT** YOU WANT TO **RENEW**.

02

IF THE PRODUCT IS REGISTERED AND ELIGIBLE FOR RENEWAL YOU WILL SEE AN ARROW TO THE LEFT OF THE PRODUCT REGISTRATION OPTION. CLICK THE ARROW. A DROP-DOWN MENU WILL ALLOW YOU TO SELECT A **'RENEW' OPTION**. SELECT THAT OPTION. **NOTE: IF YOU DO NOT SEE THE RENEW OPTION CHECK THAT YOU ARE WITHIN THE 90-DAY PR RENEWAL WINDOW.**

03

ENTER THE INFORMATION ABOUT THE PRODUCT BEING RENEWED. **UPLOAD A CLEAR PICTURE OF THE LABEL**, UPLOAD A CLEAR PICTURE OR A LINK TO THE PACKAGING, UPLOAD TEST RESULTS, **PAY AND SUBMIT**. YOU'RE DONE!

04

**NOTE THAT IN YOUR PORTAL THE RENEWAL WILL HAVE ITS OWN P#**. THIS NUMBER IS FOR **BACK-END USE** AND REFERENCE ONLY. THIS NUMBER IS NOT FOR PRODUCT REGISTRATION AND TRACKING. **CONTINUE TO USE YOUR ORIGINAL PRODUCT REGISTRATION NUMBER.**

05

YOU WILL RECEIVE AN AUTOMATED EMAIL DOCUMENTING THE SUBMISSION OF THE RENEWAL REQUEST.

06

THE CCB TEAM WILL EXAMINE YOUR PRODUCT REGISTRATION RENEWAL REQUEST. ONCE APPROVED, CCB WILL DESIGNATE YOUR RENEWAL AS REGISTERED, **EXTENDING** YOUR ORIGINAL PRODUCT REGISTRATION FOR **AN ADDITIONAL YEAR**.

07

ONCE YOU RECEIVE AN EMAIL FROM THE CCB TEAM CONFIRMING THE **APPROVAL OF THE RENEWAL REQUEST**, YOUR PRODUCT MAY BE **OFFERED FOR RETAIL SALE**.

**EMAIL [CCB.PRODUCTS@VERMONT.GOV](mailto:CCB.PRODUCTS@VERMONT.GOV) WITH QUESTIONS**