

[Highlighted yellow] indicates fields which need to be populated when the email is sent.

=====draft email when DCI is sent=====

Dear Sir or Madam:

This email message and the attached file constitute EPA's transmission of a Data Call-In (DCI) Notice ([insert DCI number]) to you. The DCI Notice requires you, a registrant of pesticide products containing the active ingredient [insert chemical name] (PC code [insert PC code]), to take certain steps and submit certain data to the EPA's Office of Pesticide Programs within the time frames provided in the DCI to maintain the continued registration of your product(s) containing the active ingredient.

The attached file contains the DCI Notice and its cover letter, attachments, and instructions concerning the active ingredient. Open and read the attached file. **You are required to acknowledge receipt of this transmission within the next five business days** through the Central Data Exchange (CDX) or by e-mail as further described in this message. Additionally, **you must provide a 90-day response to the DCI and its data requirements within 90 days**. Specific deadlines for submission of reports and data are set forth in the DCI.

A copy of the DCI will be placed in the Registration Review docket for the active ingredient at [www.regulations.gov](http://www.regulations.gov). If you have any questions about the DCI or cannot open the attachments, contact EPA as identified in "Attachment 1: Data Call-In Chemical Status Sheet" of the DCI Notice.

**If You Choose to Respond through the Central Data Exchange (CDX):**

The DCI receipt acknowledgement, 90-day response, and data can be submitted through CDX via the DCI application of the Pesticide Submission Portal (PSP). If you have a CDX account with access to the PSP, you may follow the link below to sign in, acknowledge receipt, and access your DCI(s): <https://cdx.epa.gov/>.

A user guide is available for instructions on what to do if you do not have a CDX account (page 16 in the link below) or if you need to add PSP to your account (page 55 in the link below): [https://cdx.epa.gov/content/documents/PSP/OPP\\_CDX\\_Pesticide\\_Submission\\_PortalRegistration\\_UserGuidev1.0p.pdf](https://cdx.epa.gov/content/documents/PSP/OPP_CDX_Pesticide_Submission_PortalRegistration_UserGuidev1.0p.pdf).

**If You Choose to Respond by Email:**

To acknowledge DCI receipt by email, send your acknowledgement e-mail **with the original attachment(s)** to the email address identified in "Attachment 1: Data Call-In Chemical Status Sheet" of the DCI Notice. Include the following statement:

**"I, [insert your name and title], have received from U.S. EPA's Office of Pesticide Programs the pesticide DCI ([insert DCI number]) for [insert chemical name] on [insert date] for [insert registrant name as shown on the attached DCI Forms]. Additionally, I have successfully opened the file attachment(s) that accompanied the transmittal e-mail.**

If you are an agent for the registrant, include this additional information in the acknowledgement statement above:

**"I am the agent for [*insert registrant name as shown on the attached DCI Forms*]."**