

CHECKLIST GUIDANCE

Full Disclosure of Ingredients

A Full Disclosure of Ingredients must be submitted for all registered products. It must contain the complete product formulation, including active and inert ingredients, as well as the purpose in their formulation. The ingredients must be listed in percent by weight and total 100%. The supplier of each ingredient must also be listed. An EPA Confidential Statement of Formula may be submitted in lieu of the Full Disclosure of Ingredients for pesticide products.

Manufacturing Process

A description of the manufacturing process must be submitted for all final products. This includes materials used for the extraction and synthesis of the material that may not become part of the final product. If the manufacturer of the product is different from the applicant, this information must be from the manufacturer, and can be submitted directly to the department on behalf of the applicant.

Product Label

Product labels must be submitted for all products. An invoice or bill of lading may be substituted for bulk materials, but the product name as listed on the application must be on the invoice.

Material Safety Data Sheet (MSDS)

An MSDS for the final product must be submitted for review. Exceptions may be granted for materials which are not required to have an MSDS.

Ingredient Information

The following information must be submitted for *each ingredient* in a product formulation:

- Description of manufacturing process
- MSDS
- Product label (or technical sheet)
- Invoice or proof of purchase

The description of the manufacturing process for each ingredient must be provided from the manufacturer of the ingredient. Confidential information may be submitted to the WSDA Organic Program directly if the manufacturer of the ingredient does not want to provide this information to the primary applicant. Confidential business information submitted by an applicant's ingredient supplier or manufacturer is covered under the program's confidentiality policy.