



## KPRS Gold Training Agenda

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8:30 a.m. - Morning Session Begins

- I. Companies
  - A. Primary Companies
  - B. Secondary Companies
    - 1. Agents
    - 2. State Specific Information
- II. Products
  - A. Basic Products
    - 1. EPA Registration Information
    - 2. Ingredients
      - a. Reference Table
      - b. Alternate Formulations
  - B. Main Products
    - 1. Product Information
    - 2. Usage Patterns
    - 3. Types & Methods
    - 4. States
      - a. Regions
      - b. State Specific Information
    - 5. Special Registrations
      - a. Experimental Use Products
      - b. Section 18
      - c. 2(ee)
- III. Registrations
  - A. Maintenance (Product and State)
    - 1. Registration Status
    - 2. Special Use Flags
    - 3. Registration Fees
    - 4. State Assigned Product Information
    - 5. State Agency Requirements
      - a. New Registrations
      - b. Renewals
      - c. State Contact Information
      - d. Reports

10:00 a.m. - 10:15 a.m. - Break

- C. UPC's
- D. Alternate Brand Names
- E. EPA Establishment Numbers
- F. 24 (c) or Special Local Needs (SLN's)
- G. Product Sales by State

12:00 p.m. - 1:00 p.m. – Lunch

- B. Print New Registrations
  - 1. Cover Letters
  - 2. Check Requests
  - 3. Printing Attachments
- C. Renewals
  - 1. Discontinued Products
  - 2. Cancelled Products
  - 3. State Specific Information
- D. Printing Renewals
  - 1. Cover Letters
  - 2. Check Requests
  - 3. Printing Attachments
- IV. Reports
  - A. Standard Reports
  - B. SLN Reports
  - C. Consolidated Reports
  - D. Mailing Labels
  - E. State Sales Tax Reports
    - 1. California Mill Tax Report
    - 2. Michigan Groundwater Protection Fee
    - 3. Minnesota Gross Sales Report
    - 4. New York Restricted Use Report
    - 5. Maine Dealer Sales Report
- V. System Administration
  - A. Defaults
    - 1. Expiration Dates
    - 2. Discontinuance Period
    - 3. Cover Letters
    - 4. Registration and Attachment Copies
  - B. Users
  - C. Container Sizes
  - D. Data File Utilities
    - 1. Export Data Files
    - 2. Save KPRS Data (System Backup)
    - 3. Data Correction Utilities
    - 4. Technical Support Tools