

## **Regulatory Directive**

### **Instructions for Submission of Label Text**

The purpose of this document is to provide instructions to registrants for submitting product label text in a format suitable for a computerized text retrieval system. This will allow Plant Industry Directorate staff to review the product labels more quickly and efficiently.

The computerized label text is also made available to industry, researchers, and the general public through the combined efforts of Plant Industry Directorate staff and the Canadian Centre for Occupational Health and Safety (CCOHS). The label text is made available for on-line searches or compact-disc read-only memory (CD-ROM) subscription through CCOHS on CCINFOdisc. CCINFOdisc carries information on occupational health and safety, as well as registered product information. The CD-ROM discs can be read on IBM-PC or Macintosh type computers equipped with appropriate CD-ROM readers.

This Regulatory Directive replaces Memorandum R-1-237, dated June 12, 1989,  
Trade Memorandum T-90-03, dated April 11, 1990, and T-90-03 addendum, dated October 8, 1991.

This document is published under the authority of the Interdepartmental Executive Committee on Pest Management which represents the departments of Agriculture and Agri-Food, Health, Environment, and Natural Resources.

*(publié aussi en français)*

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This document is published by the Submission Management and Information Division, Pest Management Regulatory Agency. For further information, please contact:

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Facsimile: (613) 736-3798  
Information Service:  
1-800-267-6315 or (613) 736-3799



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**Canada**

**Label text submissions should be organized as follows:**

1. WordPerfect or ASCII (text) files on microcomputer diskettes, either 3.5" or 5.25", double or high density. Other standards are also acceptable. Enquiries concerning special situations can be directed in writing to the address or by the telephone number listed below.  
**or**  
Typescript on 8.5" by 11" or A4 metric white bond paper.
2. Line length must be no more than 78 characters.
3. Delete or replace the following special characters:
  - degrees symbol (replace with 'C or deg C)
  - registered trademark symbol (replace with (R))
  - trade marks symbol (replace with (T))
  - accented capital letters
4. English and French are to be presented as separate files named with the registration number of the product plus the extension Eng for English and Fre for French.
5. Files should begin with the central panel (bilingual, if the panel itself is bilingual), then follow with the secondary panel.
6. Send your text to:

The Director  
Information Division  
Pest Management Regulatory Agency  
Health Canada  
2250 Riverside Drive  
A.L. 6606D1  
Ottawa, Ontario  
K1A 0K9

Attn: Label Text Technician

Please call the label text technician (613) 993-4544 if you have any questions.

If you wish to protect any of your labels from public access, you may do so by asking us to use a "suppressor code". This will make the label available to the Directorate and to advisory departments only. The "suppressor" can be removed at any time upon request.

All approved label amendments should be accompanied by a new copy of the complete text, either on diskette or as typescript. This should be submitted along with the 5 copies of the printed label.

Please direct any inquiries regarding this document to:

Pest Management Regulatory Agency  
Health Canada  
2250 Riverside Drive  
A.L. 6606D1  
Ottawa, Ontario  
K1A 0K9  
Information Service: 1-800-267-6315 (In Canada only)