



**This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the Records Help Desk.**

## EPA Records Schedule 329

**Status:** Draft, 11/30/2010

**Title:** Pesticide Registration Information System (PRISM)

**Program:** Pesticides

**Applicability:** Headquarters

**Function:** 108-025-06-01 - Ensure Safe Use of Pesticides

### **NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-09-16

### **Description:**

The Office of Pesticide Programs (OPP) has migrated all of its major data systems including regulatory and scientific data, workflow tracking and electronic document management into one integrated system, the Pesticide Registration Information System (PRISM). PRISM provides a centralized source of information on all registered pesticide products, including chemical composition, toxicity, name and address of registrant, brand names, registration actions, and related data. It consolidates information stored on the mainframe, the OPP LAN, on stand-alone computers and in paper copy. The purpose of this system is to decrease the data entry burden, increase analytical capabilities, better track decision-making processes, prevent loss of and improve access to critical decision documents, and make OPP information readily available to those both within and outside of the Program.

PRISM is the successor to the Office of Pesticide Programs Information System Network (OPPIN). Data has been migrated from the following databases: Chemical Vocabulary (CV), Company Name and Address (CNAD), Pesticide Document Management System (PDMS), Pesticide Product Information System (PPIS), Chemical Review Management System (CRMS), FIFRA CBI Access (FAS), Jackets, Product Data Call-In (PDCI), Phones, Pesticide Regulatory Action Tracking (PRAT), Reference System (REFS), Tolerance Indexes (TIS and TOTS). Sources of the input are paper copy and electronic data. EPA's Central Data Exchange (CDX), scheduled as EPA 097, is the gateway for electronic submissions.

The system is designed mainly for use by OPP staff, however, read-only access to the non-confidential business information (CBI) portion of the data is available to the entire Agency. Non-CBI information is available to the public.

### **Disposition Instructions:**

**Item a:** Electronic software program*Non-record*

The Office of Prevention, Pesticides and Toxic Substances, Office of Pesticide Programs, Information Technology and Resources Management Division, Information Services Branch at Headquarters is responsible for the disposition of this item

- **Disposable**
- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period

**Item b:** Input*GRS 20/25*

- **Disposable**
- Follow instructions for EPA 171

**Item c:** Registration and registration review data and documents

Includes end use product data, labeling and PRIA data

- **Permanent**
- Close inactive records at completion of action
- Transfer data to the National Archives annually after file closure and completion of any ongoing audits involving review of data and documents, with any related documentation and external finding aids, as specified in 36 CFR 1235 44-1235 50 or standards applicable at the time

**Item d:** (Reserved)**Item e:** (Reserved)**Item f:** Reference and information tracking databases*NI-412-94-2/15 - GRS 23/P*

- **Disposable**
- Follow instructions for applicable schedule (EPA 088, EPA 089)

**Item g:** Output and reports*Filing Instructions*

- **Varies**
- File with related records and follow instructions for the related records

**Item h:** System documentation*GRS 20/11a(2)*

The Office of Prevention, Pesticides and Toxic Substances, Office of Pesticide Programs, Information Technology and Resources Management Division, Information Services Branch at Headquarters is responsible for the disposition of this item

• **Permanent**

- Transfer to the National Archives those records necessary to document how the system captures, manipulates and outputs data, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. The documentation is transferred with the electronic data, item c

**Guidance:**

The pesticide program divisions in the Office of Pesticide Programs which maintain the records are responsible for the disposition of items b, c, f and h

Records containing sensitive information (e.g., CBI) must be shredded or otherwise definitively destroyed to protect confidentiality

Registration review is replacing the pesticide reregistration program, including tolerance reassessment, as these programs approach completion

The Section Seven Tracking System (SSTS) (EPA 264) is considered part of the PRISM system, however the Office of Enforcement and Compliance Assurance is solely responsible for maintaining the SSTS data

Specific legal citations include, but are not limited to

- Federal Insecticide, Fungicide and Rodenticide Act and Amendments (FIFRA)
- 1996 Food Quality Protection Act (FQPA)
- Pesticide Registration Improvement Act of 2003 (PRIA)

**Reasons for Disposition:**

PRISM is an integrated relational data system and document repository which allows data analysis required by statute. This system incorporates data and documentation from several previously approved schedules, including the following systems listed below. EPA 335 and 349 were previously approved as permanent

Item c incorporates data and documentation from the following previously approved schedules

- EPA 315 - Pesticide Registration Documents, N1-412-07-39
- EPA 327 - Company Name and Address (CNAD), N1-412-95-2/8
- EPA 335 - Pesticide Document Management System (PDMS), N1-412-98-3
- EPA 349 - Pesticide Product Information System (PPIS), NC1-412-85-24/39
- EPA 352 - Pesticide Incident Documents and Incident System, N1-412-05-7
- EPA 363 - Pesticide Product Label System (PPLS), N1-412-07-47
- EPA 366 - Label Use Information System (LUIS), N1-412-95-2/13

It replaces several minor systems listed on two of EPA's "big bucket" system schedules for temporary records. The Chemical Review Management System (CRMS), Jackets, Pesticide Regulatory Action Tracking (PRAT), and Reference System are listed on EPA 089. Tolerance Indexes are listed on EPA 088

The following change was made in the 10/31/2008 version

- Revised reasons for disposition.
- Updated contact information

The following changes were made in the 09/30/2008 version

- Changed title and added file closure instructions for item c
- Updated contact information

The following changes were made in the 08/31/2008 version

- Deleted disposition item d for pesticide labeling data and disposition item e for PRIA tracking data since they are part of registration and reregistration review data and covered by disposition item c
- Revised title of disposition item h
- Revised guidance and reasons for disposition
- Updated contact information

The following change was made in the 07/31/2008 version:

- Revised reasons for disposition

The following changes were made in the 06/30/2008 version

- Revised description
- Replaced disposition item c with items c-f, item d with g, and item e with h
- Revised guidance and reasons for disposition

The following changes were made in the 04/30/2008 version

- Revised titles of schedule and disposition items a and e
- Revised description
- Revised disposition instructions for items a, b, d and e

#### **Custodians:**

Office of Prevention, Pesticides, and Toxic Substances, Office of Pesticide Programs, Information Technology and Resources Management Division

- **Contact:** Robert Schultz
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#### **Related Schedules:**

EPA 171, EPA 264

#### **Previous NARA Disposal Authority:**

NC1-412-85-24/39, N1-412-95-2/8 and 13, N1-412-98-3, N1-412-05-7, N1-412-07-39, N1-412-07-47

**Entry:** 12/17/2004

**EPA Approval:** 09/01/2009

**NARA Approval:** Pending