

ADAMS TECHNOLOGY SYSTEMS

5145 FOREST RUN TRACE - SUITE B • ALPHARETTA GA 30022-4504

(770) 751-1073 • FAX (770) 751-1173

E-MAIL: AdamsTech@att.net

ATSSC STANDARD OPERATING PROCEDURE

SOP for:	STATE PESTICIDE REGISTRATION AGENT LETTER	REV# 04	SOP# 29
SOP Written/Revised by:	Rob R. Adams, Jr	Rev. Date:	02/28/2007

I. PURPOSE

Adams Technology State Pesticide Registration Service Center (ATSSC) must have written permission from our Clients to handle their Pesticide Registration Activities. This letter, on the Client's letterhead, grants us the Agent Status required.

II. RESPONSIBILITY

Primary: Our Client Contact Person
Secondary: ATSSC Service Center Manager

III. PROCEDURE

The following letter needs to be completed to authorize ATS to represent your Company as the Agent for State Pesticide Registration matters. So that we are not delayed in starting your state registration paperwork packages, email or fax a copy to us ASAP. Mail the Original to us for our files. We use the Original to make copies to include in the individual state registration application packages.

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(TYPE THIS LETTER ON YOUR LETTERHEAD)

(Today's Date)

To: All State Pesticide Registration Authorities
Attn: Agent Designation

Re: **AUTHORIZATION FOR REPRESENTATION/AGENT STATUS**

We hereby designate Adams Technology Systems (ATS) as the Authorized Agent to act in behalf of our company with respect to state pesticide registration matters. We ask that all correspondence, licenses and renewals be sent directly to ATS. The address of record for such matters will be:

**EPA Company # (Your EPA Company # or #'s)
(Your Company Name)
c/o Adams Technology Systems
5145 Forest Run Trace - Suite B
Alpharetta GA 30022-4504**

Contact: Rob R. Adams, Jr. - Phone# 770-751-1073

California: Please consider this letter addressed directly to you. We request that you add this address and advise the Registration Specialist to copy us on all documents as per the latest CDPR policy.

Puerto Rico: We specifically authorize ATS to select a Puerto Rican Resident Agent and to reissue this letter each year, if required. *{If you have a PR Agent, add the following to this letter.}* At this time we are designating:

*[Name of PR Agent
Name of the PR Agent Company
Address of the PR Agent Company
Contact phone and email address]*

This authorization will remain valid until further notice is given by either our company or Adams Technology Systems.

Thank you for expediting this request. If you have any questions, please contact Adams Technology Systems at (770) 751-1073.

Sincerely,
(Company Name)

(Signer's Name)
(Title)
(Phone Number)

cc: Rob Adams - Adams Technology Systems