Grower Priority Database User Guide
www.mrlpriority.com

Have a Question?

Select "Questions?" in the upper right corner or email inquiry@mrlpriority.com.

All Users: Request an Account
- Select the "Request an Account" link at the top right corner of the site. Proceed with:
    - Enter your user information and address.
    - Select an account type: Priority Viewer, Grower, or Registrant.
    - **Please note:** Grower and registrant accounts provide an email alert function. Grower accounts receive email alerts when registrants enter comments on the grower's set MRL priorities. Registrant accounts receive email alerts when growers set priorities on the active ingredients listed with the registrant's profile in the database.
    - Enter the human verification text. Click on "Request an Account."

- You will receive an email from inquiry@mrlpriority.com to confirm your email address. If you do not receive a message within an hour, check your junk email.
- You will then receive a **second** email from inquiry@mrlpriority.com after the system administrator approves your account. This second email contains a temporary password for you to use the first time you log into your account, along with a link to take you back to the database.
- Log into the database with your email address and temporary password.
- Change your temporary password and begin using the database.

All Users: Viewing Active Priorities
- Users without a login, select "Active Priorities" to run a report.
- Users with a login, select "Priority Reports > Active Priorities" to run a report.
- Select the markets, commodities and active ingredients of interest.
- For sorting purposes, select either a commodity, active ingredient or market report.
- Users with a login can:
    - Filter their reports further by a specific priority level.
    - See the priority levels in a report as well as grower and registrant comments.
    - IR-4 project information.
    - Download query results to Excel.

Resolved Priorities Report
- Users with a login can access the "Resolved Priorities" report via "Priority Reports > Resolved Priorities"
- This report lists US grower MRL priorities in which the grower group that established the priority has indicated it is now resolved.

Grower User Guide

Grower: Creating Your Commodity Profile
- Log into your account with your email address and password.
- At the top of the screen select "Account Management > My Commodities".
- Select the commodity or commodities you represent. Please email inquiry@mrlpriority.com if you have questions about the commodity terms.
- Click the save button at the bottom right hand corner, to save your settings.
- At the top, click on the "Continue to Manage Priorities" link to start managing your priorities.

Grower: Manage Priorities
- At the top of the screen select "Account Management > Manage Priorities".
- Select the markets that you want to enter priorities for first. You can select up to 4 markets.
- Your commodities in your profile will appear. Select the commodities for which you want to enter priorities, you can select up to 10 commodities.
- Choose a preference:
    - 'Display All Active Ingredients with a US MRLs' – shows a filtered report where only U.S. MRL exist, and is the **recommended default setting**.
    - 'Display All Active Ingredients with an IR-4 Project' – shows a filtered report of active IR-4 projects.
    - 'Display Specific Active Ingredients' – shows a filtered report of just the active ingredients that you select.
    - 'Edit Your Existing Priorities' – shows a filtered report of priorities you already submitted for further updating.
- Choose to sort the results by commodity or by active ingredient. Sorting by active ingredient is recommended for setting priorities for several commodities.
- Click on the red "Continue to Edit Priorities" button on the bottom right corner of your screen to run a report where you can run a report that will allow you to update your priorities.

- MRL data in the report is updated daily.
- Click on the blue lettered "Legend" at the upper right of your screen for definitions and information on the terms and icons in the report.
- "Established Priority" – Indicates if you or another group have created a priority. This displays the highest priority level set in situations where multiple priorities are set at different levels.
- "Your Priority" – Indicates the priority level you that you set and can update.

- When establishing priorities:
  - You DO NOT need to establish a priority for every compound.
  - If the foreign market MRL is equivalent or has a higher MRL than the US MRL, and there is no indication that an upcoming regulatory change will occur through a pending or proposed MRL update, then in most cases you should NOT set a priority for the commodity/AI combination.
  - If the foreign market does not have an MRL (designated by the dashes), or has a lower MRL than the US, then this may be a good candidate for a priority. However, in these cases you should also note any pending/proposed MRL revisions which may indicate the trade irritant will soon be resolved.
- To add or edit your priority select the "Edit" button.
- In the Priority Editor box:
  - Select your level for the priority (Low – Very High). Please do not select all your priorities as a "High" or "Very High" priority. This does not provide useful information to registrants and the US government as they proceed to seek foreign MRLs.
  - **It is important to add comments** for each priority that you establish. Comments might include: there is no MRL established in the foreign market and there are no alternatives to the AI; this AI is used by industry to address X pest concern; the AI is effective on identified pest X but there are alternatives AIs; usage of this product is increasing in recent years.
  - Also helpful, is providing any information on the brand or registrant for the AI.
- Once you establish the priority and provide comments, they then appear for other users with an account to read. Remember that if more than one grower group has set a priority for the same commodity/AI then the database will display the highest level priority.
- You can go back into the database at any time to re-prioritize or edit your priorities and comments.

Grower: Manage Email Notifications
- By default, you will be notified daily whenever a registrant has entered a comment on a priority that you set.
- You have the option to adjust your email notifications via "Account Management > Manage Email Notifications".
- You can adjust your notification to be sent daily, weekly, or opt-out of notifications all together.

Registrant User Guide

Registrant: Creating Your Active Ingredient Profile
- Log into your account with your email address and password.
- At the top of the screen select "Account Management > My Active Ingredients".
- Select the active ingredients you represent. Please email inquiry@mrlpriority.com if you have questions about an active ingredient.
- Click the save button at the bottom right hand corner, to save your settings.
- At the top, click on "Continue to Manage Comments" to start managing comments.

Registrant: Manage Priority Comments
- At the top of the screen select "Account Management > Manage Priority Comments".
- Select the markets that you want to enter priorities for first. You can select up to 4 markets.
- You can choose to see grower priorities specific to all active ingredients in your profile or narrow it down to select specific active ingredients.
- Choose to sort the results by active ingredient or by commodity.
- Click on the red "Continue to Edit Comments" button on the bottom right corner of your screen to run a report where you can begin updating your priority comments.

- MRL data in the report is updated daily.
- Click on the blue lettered "Legend" at the upper right of your screen for definitions and information on the terms and icons in the report.
- "Established Priority" – Indicates the established priority level and always displays the highest priority level set in situations where multiple priorities are set.
- To add or edit your comments select the "Add" or "Edit" button.
- When entering your comments, make sure to click the "Save" button. Comments might include whether an existing MRL is problematic or not, or other information that you might wish to share. Data package submissions and comments about active ingredients in general should be made in the "Manage Your Data Packages and AI Comments" section (see below).

Registrant: Manage Your Data Packages and AI Comments
- At the top of the screen select "Account Management > Manage Your Data Packages and AI Comments".
- The information is organized by the active ingredients in your profile and then by the markets in the database.
- "AI Comment" – Provide comments in general about the AI for a given market.
- "Data Package" – If you have or will be submitting a data package, provide any comments about the submission, the date for the submission, and the commodities that are part of the data package. The list of commodities is limited to those which are in the database. Please email inquiry@mrlpriority.com if you have questions about the commodity terms.

Registrant: Manage Email Notifications

- By default, you will be notified daily whenever a grower has set or updated a priority for an active ingredient you set in your profile.
- You have the option to adjust your notifications via "Account Management > Manage Email Notifications".
- You can adjust your notification to be sent daily, weekly, or opt-out of notifications all together.