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Reports to: Director of Regulatory Affairs

Department: Regulatory

Classification: Exempt/Non-Exempt

Last Updated: June 4, 2021

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### Job Summary:

This is a multi-discipline position assisting with regulatory compliance and legal matters.

Responsibilities within the Regulatory office include managing, coordinating, and documenting internal regulatory processes. Provide support for the registration and sales of all antimicrobial pesticide products by preparing and submitting all State registrations and ensure prompt payment of annual registration fees. Review all product labeling and packaging to ensure it meets Federal EPA and State regulatory requirements. Respond to questions posed by regulatory officials and work with them to meet requirements and goals. Create and maintain Safety Data Sheets in accordance with domestic and foreign regulations.

Also responsible for serving as liaison for the Company with attorneys from several different firms to oversee patent and trademark portfolios, infringement cases, and all other matters that require legal opinion or assistance. This would include assisting counsel with preparation or review of legal documents, gathering of evidence and doing research, and documenting activities related to infringement of the Company's intellectual property. Tracking, coding, and reporting on legal expenses.

### Essential Functions:

- Regulatory Responsibilities
  - Responsible for all State Pesticide Product Registrations including filings for New Product Applications, Registration Renewals, Sales Reporting and Label Amendments.
  - Assist with Federal EPA Pesticide Product Registrations including filings for New Product Applications, Notifications, Amendments, CSF, DCIs and ABNs.
  - Proof and maintain pesticide product labels ensuring compliance with federal and state mandates.
  - Work within Regulatory and with Engineering and Marketing to manage label system with the aim to ensure compliance with labeling requirements.
  - Maintain Material Safety Data sheets for all active products, ensure website is kept current.
- IP Administrator
  - Communicate with attorney on application, issuance, maintenance, abandonment of all patents and trademarks; document and store all issued patents and trademarks in accordance with Company policies and procedures.
  - Monitor Company patent portfolio as well as competitor companies, inventors, and technologies using PatSnap.
  - Maintain trademark portfolio; ensure timely maintenance payments and send updated specimens when needed. Monitor trade publications for potential trademark infringement.
  - Assist attorney with intellectual property infringement cases; document all instances of potential infringement and actions taken.

- Legal Responsibilities
  - Serve as corporate liaison between staff and attorneys to manage time and cost. Work with attorneys on active issues and cases to provide administrative support as required.
  - Create and manage NDA/Confidentiality Agreements
  - Maintain Document Retention policy and schedule; ensure compliance throughout the organization.
  - Oversee the Data Privacy Taskforce; maintain all required forms for consumer data request and manage corporate response to any instance of a data breach.
  
- Other duties as assigned.

### **Job Qualifications:**

- Associate or Bachelors degree.
- Two to four years related experience preferred.
- Must be able to effectively communicate with attorneys, regulatory consultants, government agents, and coworkers.
- Manage sensitive or confidential information with restraint and tact.
- Ability to multi-task and adjust quickly to shifting priorities to handle matters expeditiously and proactively.
- Advanced computer skills (MS Office Suite, Teams, etc.)
- Strong organizational skills