

Pest Management Guidelines Development, Review and Production Process (July 2019)

Development

1. Pest Management Guidelines Coordinator prepares manuscript: reviews previous version, removing unregistered pesticides, updating pest names, and updating the format and style (including assessing image quality and gaps)
2. Crop Leadership Team meets to discuss; Pest Management Guidelines Coordinator updates the manuscript based on feedback
3. Authors review manuscript by discipline (Insects & Mites, Diseases, Weeds, Nematodes) and submit changes to the Coordinator^
4. Pest Management Guidelines Coordinator incorporates the feedback from the Authors (may have discussion or meeting if needed depending on changes requested)
5. Authors review Pest Management Guidelines Coordinator incorporation of changes#
6. Pest Management Guidelines Coordinator incorporates feedback from the Authors#

UC IPM Peer Review

7. Pest Management Guidelines Coordinator requests peer reviewer recommendations from UC ANR Publications Agricultural Pest Management Associate Editor
8. Pest Management Guidelines Coordinator sends out discipline sections for peer review
9. When peer reviewers return their reviews, Pest Management Guidelines Coordinator incorporates the reviews and drafts solutions to address peer review concerns
10. Authors review peer review comments, concerns, and Pest Management Guidelines Coordinator proposed actions#
11. Pest Management Guidelines Coordinator incorporates feedback from the Authors#
12. Pest Management Guidelines Coordinator forwards manuscript to OPIC for review of pesticide suggestions; and, in parallel, to UC ANR Publications Associate Editor for review of the peer review process+

OPIC Review

13. Peer reviewed document submitted by Pest Management Guidelines Coordinator to OPIC via survey
14. Review priority timeline informed by Pest Management Guidelines Coordinator
15. OPIC Reviewer (two) begins review process; initial reviewer does steps 17 and 18
16. OPIC Reviewer checks written text by section for mention of pesticides and their active registration in Department of Pesticide Regulation (DPR) database for that crop site.
17. If pesticide is not registered in DPR database, or if it is not active for that crop site, then OPIC Reviewer adds comment in the file
18. If crop site is not active in DPR, but pesticide allowed for use on crop according to label: Initiate an inquiry to DPR and document
19. OPIC Reviewer checks section and summary pesticide tables for label accuracy: calculate rate, restricted entry interval, postharvest interval, requirement for a permit, organic registration, 24C or supplemental labels that restrict local uses, etc.
20. OPIC Reviewer makes any necessary changes to pesticide information in publication; notes accurate information as "OK"
21. If restricted entry interval, postharvest interval, or 24C on label conflicts with DPR

- database: Initiate inquiry process with DPR and document
22. OPIC Reviewer forwards to OPIC Coordinator, who reviews document and/or addresses pending regulatory or label questions
 23. OPIC Coordinator forwards manuscript to to Pest Management Guidelines Coordinator
 24. PMG Coordinator, working with Authors and OPIC Coordinator, addresses questions or concerns raised in OPIC review

UC ANR Publications Associate Editor Review

25. Associate Editor provides feedback to Pest Management Guidelines Coordinator
26. Pest Management Guidelines Coordinator incorporates and responds to feedback
27. Pest Management Guidelines Coordinator facilitates Author review of and response to ANR Associate Editor feedback#
28. Pest Management Guidelines Coordinator incorporates feedback from the Authors# and prepares the document for the UC IPM Production Team

UC IPM Production

29. UC IPM Production Team reviews previous version and updates the online format and style
30. UC IPM Production Team updates the online version/database~
31. Pest Management Guidelines Coordinator reviews online draft version~; Production Team incorporates any changes~
32. Pest Management Guidelines are published online
33. Pest Management Guidelines Coordinator checks WaterTox tool content and submits changes if needed*
34. Production Team incorporates changes~ to the WaterTox tool and the Pest Management Guidelines are republished
35. Production Team notifies UC ANR Publications about the revision; UC ANR Publications Marketing Director posts in UC ANR Publications catalog (anrcatalog.ucanr.edu).

^ Discipline sections go out individually since the Authors are typically different for each section. They often do not return at the same time (e.g., Insects & Mites return after Weeds).

This cycle of Author review and Coordinator incorporation can happen several times depending on how many changes and how much the suggestions change the content.

+ if development and peer review have become asynchronous among the discipline sections, they may hold here if the ANR Associate Editor prefers to receive the entire *Pest Management Guidelines* before reviewing. Sending to the ANR Associate Editor and OPIC at the same time used to be sequential (to OPIC followed by ANR Associate Editor review), but changed to this process because it shortens the revision timeline.

~ As we transition the *Pest Management Guidelines* content into a database and online presentation via the new design, more back and forth may occur between the Production Team and the Coordinator.

* The WaterTox tool is updated with the new pesticides listed in the *Pest Management Guidelines*. It uses an older database that does not have online review before it is published. So, the *Pest Management Guidelines* must be published online for the Coordinator to see and review the changes.

NOTE: Vertebrate information follows this process. However, all vertebrate pests in all *Pest Management Guidelines* crops are revised at one time. We found developing and reviewing via this process is faster and uses the few vertebrate Authors' time most efficiently.