

# MDA PESTICIDE INFORMATION SHEET

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No. 15

## RECORD KEEPING FOR COMMERCIAL APPLICATORS, PUBLIC AGENCY APPLICATORS AND CONSULTANTS

### REQUIREMENTS AND HOW TO COMPLY

The Regulations Pertaining to the Pesticide Applicators Law require licensees and permittees to maintain for two years records of each pest identification, pesticide recommendation, or pesticide application and to make these records ***immediately available, on request***, to the Department. Pesticide application and recommendation records are required for general use or restricted use pesticides.



While keeping records meets the requirements of regulations, it is also a wise practice. These records can prove invaluable as documentation in the event of a complaint or lawsuit. If there is ever a legal claim against an applicator about the suspected use of a pesticide, the pesticide records will show all information about the pesticides that have been actually applied, thus protecting the applicator from false accusations. They can help to determine which pesticide treatments work, which treatments don't work, and why. They can help applicators to plan future purchases of pesticides so that only the actual amount needed will be purchased. This helps to avoid costly pesticide product and container disposal problems, help in increasing profits, and can help in making decisions concerning integrated pest management. If medical treatment for a pesticide injury is needed, pesticide record keeping can provide information necessary to the medical staff. The records also document the steps taken to protect farm workers and the environment. Finally, state and federal surveys

can often use information voluntarily supplied from pesticide records. The data obtained by these surveys can help show the safety of and the economic need for the use of certain pesticides. In addition, the U.S. Environmental Protection Agency (EPA), U.S. Department of Agriculture (USDA) and the Maryland Department of Agriculture (MDA) use pesticide survey information in determining benefits of pesticides being considered for reregistration. Without current, accurate records to rely on to generate survey data, it is often difficult to show the benefit of a particular pesticide.

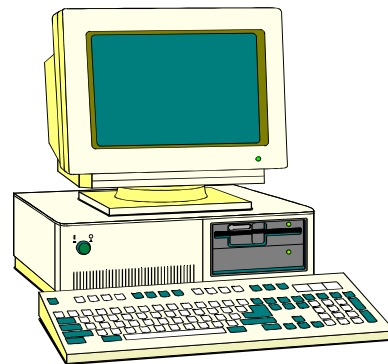
The following information is **required** by regulation to be recorded, *when applicable*:

1. **Name of applicator or consultant.** List the name of the individual who actually performs the pesticide application, recommendation or pest inspection, rather than the name of the business or agency.
2. **Date of application, recommendation, or pest identification.** List the actual date the pesticide was applied, recommended, or pest identification was made, rather than the date on which the service was contracted. If an application to the same general site (i.e., same field or structure) takes more than one day, then each day's application should be recorded as a separate record.
3. **The plant, animal or site to which the pesticide was applied or recommended, and the pest to be controlled.** A general description of the plant, animal or site where the pesticide was applied or recommended for use must be made. Oak tree, azalea, sweet corn, tomato are a few examples of possible plant descriptions that may be treated or for which a pesticide recommendation is made. In addition, single family house, apartment, sidewalk, parking lot or ball field are a few examples of sites where pesticides may be applied or recommended for use.
4. **Acreage, square footage, cubic footage or numbers of plants or animals or a description of area or structure treated (acreage, square footage or cubic footage should be recorded when label instructions specify these measurements).** This information should be more specific than the general description called for in item Number 3. As the regulation indicates, when the application or recommendation is for units such as acres, square footage or cubic footage, these units must be recorded. For applications to structures where cubic footage does not apply, then a description of the area of the structure treated must be recorded.
5. **Address of treated property.** For multi-unit structures such as apartments or offices, the address recorded must also include the apartment numbers or office numbers of those units treated.
6. **Common name and U.S. Environmental Protection Agency (EPA) registration number of pesticide(s) used or recommended.** The EPA registration number found on the label of the pesticide product must be recorded for each pesticide application and recommendation.
7. **Rate and concentration of pesticide(s) used or recommended.** The rate at which the pesticide is applied or recommended for use as well as the concentration of the pesticide applied or recommended must be recorded.
8. **Total amount of pesticide(s) used.** The total amount of pesticide used must be recorded for each application. When applications are made with equipment that makes exact measurement impossible (i.e., hand sprayer, aerosol containers), then the best estimate must be recorded.
9. **Type of equipment used.** List a description of the type of application equipment used to apply the pesticide. Bulb duster, 100 gallon hydraulic sprayer, 1 gallon hand sprayer, etc. are some examples of descriptions of application equipment.

10. **Time of day of application.** Be as specific as possible, such as 6:30 A.M. or 6:30 P.M., rather than just listing A.M. or P.M.
11. **The direction and estimated velocity of the wind at the site when the pesticide was applied.**  
The requirements of this subsection do not apply to application of baits in bait stations and pesticide application made in, or within 3 feet of, a structure. This information shall be recorded from information taken **at the time of the application and at the application site.** When reporting wind direction it shall be reported as "out of" the direction from which it is coming, rather than the direction for which it is going. For example, if the wind is coming out of the North, its direction should be recorded as North. **NOTE:** There are small inexpensive compasses and hand held wind gauges that may be useful in determining both wind direction and speed. A list of several sources for hand held wind gauges can be found at the bottom of this information sheet.
12. **Additional Information** - Although this information is ***not required*** by regulation, you may want to include it as part of your records. You can document that Customer Information was provided, and when applicable, notification (e.g., date and type of notification) of registered pesticide sensitive individuals. Any notations of pertinent information regarding the application or site of application including items such as pets, children's toys, damaged or injured plants, or deviations from the proposed treatments due to these or other conditions could also be documented. In addition, the location of bait placements could be documented.

## RECORD KEEPING FORMS OR FORMATS

The regulations do not require the use of a specific form or format for RECORD KEEPING. Many licensees and permittees have developed their own forms for recording pesticide applications. In fact, many operators have computerized their application records. As long as all of the required information is recorded, the application record will comply with regulations. However, a sample reporting form has been included on the next page and can be copied as needed.



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