



# Record Keeping Information

Row #	Dosage Rate	Method of Application	Target Organism	Place of Application
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

**THIS INFORMATION SHOULD NOT BE SENT TO NYSDEC,  
BUT MAY BE USED TO MEET RECORD KEEPING REQUIREMENTS.**

## New York State Department of Environmental Conservation

### INSTRUCTIONS FOR APPLICATOR/TECHNICIAN PESTICIDE ANNUAL REPORT

Please read instructions before filling out forms. Questions? E-mail: [prl@gw.dec.state.ny.us](mailto:prl@gw.dec.state.ny.us) or call 1-518-402-8765. Reports must be typed or neatly printed. Reports that are not filed in accordance with these instructions will be rejected.

**Reports are due by February 1** of the year immediately following the reporting year. Businesses may submit annual reports for all certified applicator and technician employees by recording one applicator or technician name and ID number on this form, along with all of the applications made by the business. **Then attach Form 44-15-26A listing all other applicator and technician names and ID Numbers as the top page of report.**

#### FILLING OUT THE REPORTING FORM

**FOR EACH PESTICIDE APPLICATION, YOU MUST REPORT:**

**EPA REG. NUMBER** - Report the EPA REG. NO. as it appears on the product label. **IMPORTANT:** Be sure to include the dashes and use the EPA REG. NO. and **NOT** the EPA EST. NO.

**PRODUCT NAME** - Report the registered product name, NOT the active ingredients.

**QUANTITY USED** - Report the amount of product used out of the manufacturer's container with the EPA REG. NO. on it. No fractions allowed, use only decimals. Extend two places to the right of the decimal, if necessary (i.e.,  $\frac{3}{4} = 0.75$ ).

**UNITS** - Report the unit of measure applicable to the quantity used. (Use only the following abbreviations: **GL=Gallons, QT=Quarts, FL=Fluid Ounces, LB=Pounds, OZ=Dry Ounces, L=Liters, ML=Milliliters, KG=Kilograms, GM=Grams, MG=Milligrams**)

**DATE APPLIED** - Enter the date in the following format (MMDD): 0101 = January 1; 1114 = November 14.

**COUNTY CODE** - Report the county where the pesticide was applied. (Use the county codes listed on back)

**ADDRESS** - Enter the street address where pesticide was applied (only one address per line).

**MUNICIPALITY** - Enter the village, city, etc., where pesticide was applied (Do NOT use abbreviations).

**ZIP CODE** - Report five-digit zip code where pesticide was applied.

**THIS INFORMATION MUST BE SENT TO NYSDEC BY FEBRUARY 1.**

NOTE: Use of ditto marks, arrows, or the word "same" is permitted for repetitive information. See sample below:

**SAMPLE:**

EPA REG. NUMBER	PRODUCT NAME	QUANTITY USED	UNITS	DATE OF APPL.	COUNTY CODE	ADDRESS	MUNICIPALITY (CITY, VILLAGE, ETC)	ZIP CODE
264-335-572	Sevin SL	2.33	FL	1220	05	1344 East Swan Street	Locke	13092
" "	" "	"	"	"	11	5 Main Street	Homer	13077
123-4576	Weed X	6	ML	0909	05	87 Johnston Lane	Locke	13092
3125-372	Tempo 2	8	"	0910	9	9	9	9
264-335-572	Sevin SL	2.33	FL	0911	9	9	9	9

**MAIL COMPLETED FORMS TO:**

Pesticide Reporting Section  
 NYSDEC  
 PO Box 10699  
 Albany, NY 12201-5699

**FILLING OUT THE RECORD KEEPING FORM  
(FOUND ON BACK OF REPORT FORM)**

**DOSAGE RATE** - Enter the amount of pesticide used for a given application; e.g., 1 fluid ounce/gallon (FL/G); 1 gram/12 inches (GM/IN), etc. (This is the premix or final mix dosage rate listed on the pesticide label.)

**METHOD OF APPLICATION** - Method used to apply the pesticide (broadcast, hand placement, aerial, etc.)

**TARGET ORGANISM(S)** - Enter the name of the targeted pest(s). The targeted pest or organism must be listed on the pesticide label.

**PLACE OF APPLICATION** - Enter location where the pesticide was applied (greens 3 & 7 of golf course; front lawn area, restaurant kitchen, etc.)

**THIS INFORMATION SHOULD NOT BE SENT TO NYSDEC,  
BUT MAY BE USED TO MEET RECORD KEEPING REQUIREMENTS.**

**COUNTY CODES**

County	Code	County	Code	County	Code
Albany	01	Jefferson	22	Schoharie	43
Allegany	02	Lewis	23	Schuyler	44
Broome	03	Livingston	24	Seneca	45
Cattaraugus	04	Madison	25	Steuben	46
Cayuga	05	Monroe	26	Suffolk	47
Chautauqua	06	Montgomery	27	Sullivan	48
Chemung	07	Nassau	28	Tioga	49
Chenango	08	Niagara	29	Tompkins	50
Clinton	09	Oneida	30	Ulster	51
Columbia	10	Onondaga	31	Warren	52
Cortland	11	Ontario	32	Washington	53
Delaware	12	Orange	33	Wayne	54
Dutchess	13	Orleans	34	Westchester	55
Erie	14	Oswego	35	Wyoming	56
Essex	15	Otsego	36	Yates	57
Franklin	16	Putnam	37	Bronx	58
Fulton	17	Rensselaer	38	Kings	59
Genesee	18	Rockland	39	New York	60
Greene	19	St. Lawrence	40	Queens	61
Hamilton	20	Saratoga	41	Richmond	62
Herkimer	21	Schenectady	42		