

# DIRECTIONS

## for completing “Applicator/Technician Pesticide Annual Report,” DEC Form 44-15-26 (10/01)

Note: If you are a commercially certified pesticide applicator or technician but made NO APPLICATIONS in 2019, you must still submit an annual report. If you made no applications during the report year:

1. Complete the header blocks on the form, labeled:
  - Report Year,
  - Certification ID Number,
  - Applicator/Technician (Last Name, First Name), and
  - Business/Agency Registration No. (CALS/Ithaca = 70990)
2. Then check the box next to the statement “Check here if no commercial applications were conducted this year.”
3. For all Ithaca Agricultural Experiment Station applicators (Business registration # 70990): Send the completed form (header + checked box) to Eric Harrington, CALS Dean’s Office, 416 Kennedy Hall. All other applicators should consult the contact person for their own pesticide business registration to understand the reporting procedures for their own management unit, or send directly to the DEC in Albany
4. Keep a copy for your own records.

In 1997, the New York State Department of Environmental Conservation (DEC) changed the pesticide reporting requirements for commercial applicators. This memo explains the reporting requirements, and how to complete the form “Applicator/Technician Pesticide Annual Report,” DEC form 44-15-26 (10/01). All DEC forms mentioned in these directions can be downloaded from the DEC website at <http://www.dec.ny.gov/chemical/27506.html>. You can also get hard copy or electronic versions of the forms from Eric Harrington, 5-0485 or [eh22@cornell.edu](mailto:eh22@cornell.edu).

You do not have to use the DEC annual report form - however, if you choose to use another format, be aware that DEC requires the information in the header and in columns 1-9 to be submitted in the order listed on the form. Whatever form you submit must be **8.5" x 11"** and otherwise **substantially similar** to the DEC form.

Applicators also have the option of entering their records into a database through the World Wide Web. The Pesticide Applications Database (PAD) will generate the written annual report from your records. Go to [http:// pad.cals.cornell.edu](http://pad.cals.cornell.edu) to find out more. **THIS IS THE PREFERRED METHOD.**

Understand the distinction between record keeping and reporting. You, as an applicator, are required to keep records of each pesticide application for a minimum of three years. These records vary in content from the information that must be reported to the state.

For your own record keeping purposes, you may use the back of DEC Form 44-15-26 and complete the additional four columns provided there: dosage rate, method of application, target organism, and specific place of application. These four additional columns enable the form to satisfy your record keeping as well as your reporting requirements. Do not submit the additional four columns to the DEC. If you complete both sides of the form, photocopy the front and submit only this photocopy.

**General Requirements**

- All reports from CALS/Ithaca applicators are due to Eric Harrington, CALS Dean’s Office, 416 Kennedy Hall, **NO LATER THAN MONDAY, JANUARY 6, 2020**. Keep a copy for your own records!
- All applicators who are not CALS/Ithaca applicators should consult the contact person for their own pesticide business registration to understand the reporting procedures for their own management unit. Pesticide business contacts are listed on the last page of these directions.
- The **applicator**, not the business, is responsible for filing the annual report. CALS/Ithaca collects and submits annual reports for applicators employed by the College in order to ensure accurate and complete reporting. However, ultimately the applicator, not the business, is responsible for incorrect, incomplete, or un-submitted forms.
- Fully certified commercial applicators are responsible for reporting all pesticide applications made by commercial pesticide apprentices who work for them or under their supervision. **Commercial pesticide apprentices do not report – the certified supervisor is responsible for all applications made by the apprentice.**
- Data regarding target organism, method of application, dosage rate, and the specific location of the application **do not have to be reported** but still must be kept in your records.
- You must submit a report of each application. You can consolidate applications if the same product is applied at the same address throughout a day (e.g., plot treatments). The daily total for that pesticide can be reported on one line of the annual report. However, if more than one pesticide product is used on that day, a separate line must be used to report the daily total of each product. Your records must document the individual plot locations, so that all areas at a given street address treated with a given pesticide could be identified.
- Applications may be reported by site or by person:
  - If there is a site with more than one applicator, everyone may agree to complete only one form. Certification ID numbers and full names of all applicators who made applications reported on that form can be attached to the report on DEC Form 44-15-26A(10/01), “List of Commercial Applicators and Technicians.” This form is mandatory when more than one person submits applications on one report form. Use only one name (the same name) on each page of the annual report.
  - If applicators find it more manageable to keep their own records, that is also acceptable.
- You may keep records electronically. **I will be accepting electronic versions of your reports if they are in Microsoft Excel or completed using the PAD.** Electronic reports must be printed with the mandatory nine columns in the order shown on the enclosed sample. **THIS IS THE PREFERRED METHOD.** My office must submit the reporting data electronically to NYS DEC. **The Pesticide Applications Database (PAD) now allows for electronic submission of your annual report to my office with confirmation of your submittal.**
- Important information for applicators performing applications at more than one registered business location: The applicator is responsible for reporting applications made at unique business registration locations under the unique business registration number. For example, a Cornell researcher performs applications at the Long Island Horticultural Research and Extension Center, at the Cornell Golf Course, at the Turf and Landscape Research Center on Bluegrass Lane, and on private property. This applicator will have to submit reports through the Cornell Golf Course administration (for Golf Course applications), through the Ithaca

Agricultural Experiment Station (for the Turfgrass and the private property applications), and through the management of the LIHREC (for the Long Island applications).

- CALS applicators must report under at least one of the CALS Business Registration Numbers. The Dean’s Office/Ithaca Agricultural Experiment Station must be able to verify that every CALS pesticide applicator has submitted an annual report.
- The Pesticide Business Registration Numbers for Cornell facilities are listed at the end of these directions.
- Every page of your report must have a header identifying the report year, the certification identification number, the name of the applicator/technician (last name, first name), and the applicator business registration number. DEC will not otherwise accept your report.
- Each page can have as many report lines as can reasonably fit on the page.
- As mentioned above, if more than one applicator will be submitting a report on one form, all names of applicators and the respective certification ID numbers must be attached on DEC Form 44-15-26A, “List of Commercial Applicators and Technicians.” This should be the first page of your submitted annual report.
- Type or print neatly. My office will return your form if it’s not legible, and you’ll have to do it again.

### **What to Report**

- Any seed treatment (performed by the applicator) should be reported. Planting of pretreated seed is not considered an application.
- If spraying a mixture: list all the components (that have EPA registration numbers), one product per line.
- **Do report** the use of all registered pesticides, **including registered uses and off-label or experimental uses of registered products**.
- **Do not report** the application of experimentals (or “numbered compounds”).
- **Do not report** applications of general use pesticides on property owned or rented by yourself, excluding any establishment selling or processing food, and excluding any residential structure other than the specific dwelling unit in which you reside.
- **Do report** the application of restricted use pesticides on property owned or rented by yourself. The only exception for reporting applications of restricted use pesticides on property owned or rented by yourself is if you are also certified as a Private Applicator and hold dual certifications in the appropriate commodities/categories for both Commercial and Private Certification.

### **Completing the Header**

#### Report Year.

- Enter the year for which the report is being filed. For reports filed by February 1, 2020, the report year is “2019”.

#### Certification ID Number.

- Enter your commercial certification ID #. It starts with the letter “C” or “T” and is followed by seven numbers.

Applicator Name.

- Enter your name in the order: last name, first name.

Business/Agency Registration No.

- Enter one of the Cornell Business Registration Numbers listed on the last page of these directions. If your applications occurred entirely on the central campus or on private property, you should report under the Agricultural Experiment Station, Ithaca, business registration # 70990. All business registration numbers are five digits.

**Column-specific Comments**Column 1. EPA Registration Number.

- Report the EPA Product Registration Number as it appears on the product label. IMPORTANT: Be sure to use the EPA REG NO. and **NOT** the EPA EST NO. (EPA Establishment Number).

Column 2. Product Name.

- Report the registered product name **NOT** the active ingredient(s).
- The product name may include the formulation. If it does not, you don’t need to report the type of formulation.

Columns 3 and 4. Quantity Used and Units.

- Report the undiluted quantity applied. Report the amount of product used out of the manufacturer’s container with the EPA Product Registration Number on it. Only numbers and decimal points will be accepted in this field (convert all fractions to decimals). Extend up to two places to the right of the decimal (0.01; x/100ths of a unit) if necessary, e.g., 12.01.
- For any product that requires mixing: list the amount of product, not the amount of active ingredient or the amount of the final mixture. This particular point cannot be overemphasized: DEC wants to know the undiluted quantity applied.
- For Ready-to-Use products: list the amount used. Estimate the quantity as accurately as possible for aerosols and pump spray applications.
- For units (column 4), report the unit of measure applicable to the quantity used. You must use an abbreviation, and you must use the abbreviations listed on the front of the form (GL = gallons; QT = quarts; FL = fluid ounces; LB = pounds; OZ = dry ounces; L = liters; ML = milliliters; KG = kilograms; GM = grams; MG = milligrams). **Do not** use units other than those included on this list; any other unit must be converted to one of the listed choices. Also note that **FL** (not **OZ**) should be used for fluid ounces. **OZ** should only be used for dry ounces.

Column 5. Date of Application.

- Enter the date on which the application was made, in the following format: MMDD, where MM = the number of the month (01 through 12) and DD = the day of the month. (Examples: 0101 = January 1; 1114 = November 14, etc.) The year is understood as the year for which the report is being made.

Column 6. County Code.

- Enter the code for the county in which the pesticide was applied. Tompkins County = 50

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

Column 7. Address.

- Enter the street address of the pesticide application. If the site has no known street address, name the nearest road and any field identification number you can provide (e.g., field plot numbers).

Column 8. Municipality (City, Village, etc.)

- Enter the village, city, etc. where the pesticide application was made.

Column 9. Zip Code.

- Report the 5-digit zip code only for the address where the application occurred. Enter only numbers in this field.

Note regarding columns 6-9. For applications that cross a county, municipality, township, or zip code boundary, enter complete location information for each entity (county, municipality, township, or zip code) where the application occurred. Do this by entering a new line for each separate location. ONLY location information needs to be entered on the additional lines.

**Cornell University Pesticide Businesses**  
**Registration Numbers and Contacts**

<u>Facility</u>	<u>Contact</u>	<u>Reg. #</u>
<u>Region 1</u>		
LI Horticultural Research & Extension Ctr	M. Sisson	06695
<u>Region 3</u>		
Hudson Valley Lab	A. Woelfersheim	06643
<u>Region 5</u>		
Uihlein Potato Farm	C. Nobles	09224
Willsboro/Chazy	M. Davis	06731
<u>Region 7</u>		
Agricultural Experiment Station, Ithaca	E. Harrington	70990
Aurora/Musgrave Farm	P. Stachowski	75800
Boyce Thompson Institute	B. Bell	73005
CU Golf Course	D. Hicks	76225
CU Grounds	K. McGraw	70135
CU Utilities	C. Brown	79555
Freeville/Thompson Farm	S. McKay	71020
USDA - US Plant, Soil & Nutrition Lab	R. Kumpon	79563
<u>Region 8</u>		
Agricultural Experiment Station, Geneva	R. Lasher	06644
USDA, Geneva	R. Kumpon	11536
USDA, Prattsburg	R. Kumpon	11535
<u>Region 9</u>		
Portland	T. Bates	06645