

# **Records & Reports**

## **for Commercial Pesticide Applicators at Cornell**

### Reporting Requirements

NYS DEC requires that an annual report be completed and filed with the Department no later than February 1 of the following year. The annual report must contain the following information, in order:

1. EPA Registration Number
2. Product Name
3. Quantity Used
4. Units (for Quantity Used)
5. Date of Application
6. County Code
7. Address of Application
8. Municipality of Application
9. Zip Code of Application

The DEC Form 44-15-26, "Commercial Applicator Pesticide Use Annual Report" must be filed with the state to satisfy the reporting requirements. If more than one applicator reports applications on a form, than only one applicator should be listed in the header, and all additional applicators should be listed on DEC Form 44-15-26A, "List of Commercial Applicators," which should be attached to the report form.

DEC now requires negative annual reports, that is, commercial applicators who make NO APPLICATIONS during a calendar year must still report to the DEC. They should fill out the header area on Form 44-15-26, "Commercial Applicator Pesticide Use Annual Report" and check the box next to the statement "Check here if no commercial applications were conducted this year."

You must keep a copy of your annual report on file for a minimum of three years.

### Recordkeeping Requirements

NY State DEC requires that every time you make a pesticide application you keep a record. The record must contain:

"the kind and quantity of each pesticide used; dosage rates; methods of application; target organisms; and the use, date, and place of application for each pesticide used."  
(Part 325.25)

Records must be maintained on an annual basis and retained for a minimum of three years. They shall be available for inspection by the DEC upon request.

Records may be kept in any format with which the applicator is comfortable, as long as all the required information is recorded. CALS recommends that you complete DEC Form 44-15-26, "Commercial Applicator Pesticide Use Annual Report" and add four additional columns: dosage rate, method of application, target organism (pest), and place of application (specific). If more than one applicator keeps records on the same form, you may also add an additional (fifth) column for the initials of the applicator. The nine columns of information required on the DEC form, plus the four (or five) additional columns, satisfy both the recordkeeping and the reporting requirements for the DEC. Only the DEC form should be submitted for reporting purposes, but all of the information (report form + 4 (or 5) additional columns) must be kept for three years to satisfy recordkeeping requirements.