



Commercial Pesticide Application Records and Information to Customer
 ATCP 29.21, 29.22, 29.33, 29.55, 29.56 and ATCP 30.30(5)

An application record must be created for each application, and kept for two years. After the application is completed you must provide the customer specific pesticide application information in writing. The information shall be provided immediately for 1) applications where the customer must be informed of post application safety precautions, 2) landscape applications and 3) structural residential applications; other application types require the information be provided within 30 days. If you want to provide this information electronically, the customer must consent to electronic notification prior to the application.

The table identifies required data for the pesticide application record and the information to customer. You may create a single document to record both the application record and information to customer by including all the content from both columns. Provide one copy to your customer and keep one copy for your records. Keep the record for two years, for applications of pesticides containing atrazine keep the records for three years.

Applicator Records ATCP 29.33(3)(a) to (h) and Business Records ATCP 29.21(2)(a) to (h)		Information to Customer ATCP 29.22(1) to (9)	
Legible	<input type="checkbox"/>	Legible	<input type="checkbox"/>
		Applicator or business phone number	<input type="checkbox"/>
Applicator name (first & last)	<input type="checkbox"/>	Applicator name (first & last)	<input type="checkbox"/>
		Applicator license number	<input type="checkbox"/>
Customer name	<input type="checkbox"/>		
Customer address	<input type="checkbox"/>		
The crop, commodity or site to which the pesticide applied	<input type="checkbox"/>	The crop, commodity or site to which the pesticide applied	<input type="checkbox"/>
The specific location of application site	<input type="checkbox"/>	The specific location of application site	<input type="checkbox"/>
Date (month, day, year)	<input type="checkbox"/>	Date (month, day, year)	<input type="checkbox"/>
Start and stop time	<input type="checkbox"/>	Start and stop time	<input type="checkbox"/>
Pesticide brand name or product name or chemical name	<input type="checkbox"/>	Pesticide brand name or product name or chemical name	<input type="checkbox"/>
EPA registration number (EPA Reg. No.)	<input type="checkbox"/>	EPA registration number (EPA Reg. No.)	<input type="checkbox"/>
Amount applied (concentration & total quantity applied OR rate & total area treated)	<input type="checkbox"/>	Amount applied (concentration & total quantity applied OR rate & total area treated)	<input type="checkbox"/>
Location of mix/load site (if other than the business location)	<input type="checkbox"/>		
		Post-application precautions (e.g. pre-harvest interval, REI, irrigation restrictions)	<input type="checkbox"/>
		Copy of pesticide label is given or notice that a free copy is available upon request	<input type="checkbox"/>
How is written information provided to the customer?		<input type="checkbox"/> Paper	<input type="checkbox"/> Electronic

Recording the Specific Application Location

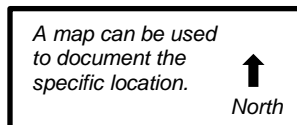
You may design your own method of recording a pesticide application, provided the record is legible and meets the intent of the rule. A written record must be understandable, accurate and detailed enough so someone who did not observe the application can locate the site using only your description; e.g. identify if the entire turf area was treated, only the flower beds or an ash tree was treated. You may use maps and diagrams to record application locations.

Additional recordkeeping requirements for fertilizer applications are mandated by ATCP 40.08

EXAMPLE PESTICIDE APPLICATION RECORD AND INFORMATION TO CUSTOMER

Customer Name _____ **Date of Application** ____ / ____ / ____
 Address _____ Mo / Day / Year
 City _____ State ____ Zip _____ Start Time _____ A.M. or P.M.
 Phone: _____ End Time _____ A.M. or P.M.

Specific Location of Application Site & Exceptions:
 (e.g. entire turf area, corn, behind kitchen stove, spot spray invasive buckthorn)



Location of the Mix & Load site if not loaded at a licensed business location
 Required for mixing & loading into application equipment having a total capacity of more than 5 gallons liquid pesticide or 50 pounds dry pesticide

Pesticide Product(s) Applied
 Name _____ EPA# _____ Concentration _____ Total quantity Applied _____
 or
 Name _____ EPA# _____ Pesticide applied per area _____ Total area treated _____

Choose one of these methods to document the amount applied:

Concentration and Total Quantity of Pesticide Applied

Examples:

- Liquid 2% solution 2 gallons applied
- Granular 0.15% 4 pounds applied

Pesticide Applied Per Unit Area and Total Area Treated

Examples:

- Liquid 3 pints per acre 5 acres
- Granular 2.75 pounds per 1,000 sq. ft. 2,500 sq. ft.

Example:
 Triplet SF Selective Herbicide. EPA REG # 228-312. Application rate 1.1 fl oz per 1000 sq ft. Total area treated 1,800 sq ft

Post Application Precautions
 Must be provided in time for the customer to take the necessary precautions. Include all relevant precautionary statements on the pesticide label; e.g. Do not enter treatment areas until spray has dried, 12 hour Restricted Entry Interval (REI), 15 day harvest interval.

Applicator(s)
 First Name _____ Last Name _____ Individual Applicator License Number _____
 e. g. John Doe, Individual Applicator License Number 123456- CA

Business Name 234 Main St, City, WI. Zip Phone (123) 456-7890 mybusiness@email.com

Free Copy of the Pesticide Label(s) is Available Upon Request

The record must be legible

*Example covers requirements of ATCP 29.21, 29.22 and 29.33
 Fertilizer applications have different record keeping requirements, see ATCP 40*