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)

<table>
<thead>
<tr>
<th>Data to be Recorded</th>
<th>Legible</th>
<th>Information to Customer ATCP 29.22(1) to (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legible</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Applicator or business phone number</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Applicator name (first &amp; last)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Applicator license number</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Customer name</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Customer address</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>The crop, commodity or site to which the pesticide applied</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>The specific location of application site</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Date (month, day, year)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Start and stop time</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Pesticide brand name or product name or chemical name</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>EPA registration number (EPA Reg. No.)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Amount applied (concentration &amp; total quantity applied OR rate &amp; total area treated)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Location of mix/load site (if other than the business location)</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### How is written information provided to the customer?

- ☐ Paper
- ☐ 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 __________________________
Address __________________________________
City __________________ State ___ Zip _____
Phone: _________________________________

Date of Application ______ / ___ / _____
Start Time ________ A.M. or P.M.
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 _______

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