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.

<table>
<thead>
<tr>
<th>Applicator Records ATCP 29.33(3)(a) to (h)</th>
<th>Information to Customer ATCP 29.22(1) to (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legible □</td>
<td>Legible □</td>
</tr>
<tr>
<td>Applicator name (first &amp; last) □</td>
<td>Applicator name (first &amp; last) □</td>
</tr>
<tr>
<td>Customer name □</td>
<td>Customer name □</td>
</tr>
<tr>
<td>Customer address □</td>
<td>Customer address □</td>
</tr>
<tr>
<td>The crop, commodity or site to which the pesticide applied □</td>
<td>The crop, commodity or site to which the pesticide applied □</td>
</tr>
<tr>
<td>The specific location of application site □</td>
<td>The specific location of application site □</td>
</tr>
<tr>
<td>Date (month, day, year) □</td>
<td>Date (month, day, year) □</td>
</tr>
<tr>
<td>Start and stop time □</td>
<td>Start and stop time □</td>
</tr>
<tr>
<td>Pesticide brand name or product name or chemical name □</td>
<td>Pesticide brand name or product name or chemical name □</td>
</tr>
<tr>
<td>EPA registration number (EPA Reg. No.) □</td>
<td>EPA registration number (EPA Reg. No.) □</td>
</tr>
<tr>
<td>Amount applied (concentration &amp; total quantity applied OR rate &amp; total area treated) □</td>
<td>Amount applied (concentration &amp; total quantity applied OR rate &amp; total area treated) □</td>
</tr>
<tr>
<td>Location of mix/load site (if other than the business location) □</td>
<td></td>
</tr>
<tr>
<td>Post-application precautions (e.g. pre-harvest interval, REI, irrigation restrictions) □</td>
<td>Copy of pesticide label is given or notice that a free copy is available upon request □</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 ___________________________ Date of Application ____ / ___ / _____
Address ________________________________ Start Time ________ A.M. or P.M.
City _______________ State ___ Zip ______ End Time ________ A.M. or P.M.
Phone: ________________________________

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