



# Subcontracting Pesticide Applications - Residential Structure

Requirements for posting warning signs, keeping records, and providing information to customers

When a business is hired to make residential pesticide applications, the business is responsible for keeping an application record, providing customer information, and other requirements. These same requirements apply even if the business is subcontracting the applications to another business. It is important to remember that the contracting business is the subcontractor's customer and the landowner receiving the residential application is the contractor's customer, meaning the landowner is directly paying the contracting business for the pesticide application.

(Note: If a business refers a person to another business and does not collect a payment from the person for the service, this is not a "contracting" relationship. The business simply provided a "customer referral" to another business.)

With any contracting situation the following requirements apply:

- Licensing and Certification ([ATCP 29.20](#), [ATCP 29.25](#), and [ATCP 29.26](#))
  - Both businesses must obtain a pesticide business license.
  - Subcontractor must use certified and licensed applicators to make the application.
- Pesticide Application Record ([ATCP 29.21](#) and [ATCP 29.33](#))
  - Completed by subcontractor's applicator and lists applicator's name and license number.
  - Copy retained by subcontractor and copy immediately sent to contractor.
  - Both companies must retain a copy for two years.
- Post-Application Information to Customer ([ATCP 29.22](#))
  - Must be sent to customers within 30 days or sooner, if required by pesticide label.
  - Subcontractor sends information to contractor, who sends information to their customer.
    - The contractor could have the subcontractor leave the information at the residence.
    - If the contractor provides the information, the contractor can use their own letterhead, as long as the subcontractor's applicator information is present.
- Advance Notice to Residents and Other Notice ([ATCP 29.51\(3\)](#) and [ATCP 29.55\(2 & 3\)](#))
  - Pre-Application Information: Both the contractor and the subcontractor must offer pre-application information; subcontractor to the contractor and contractor to their customer.
  - Notice to Residents Living in Multi-Unit Housing:
    - Dwelling Unit: Subcontractor leaves information with an adult or prominently posted at the entrance of the dwelling unit.
    - Common Area: Subcontractor posts information in common entryways or other location(s) where residents are likely to see the application notice.
    - The contractor should double-check that the information is received by the residents and/or posted in areas where residents will see the information.
- Warning Signs: Restricted Entry Interval (REI) ([ATCP 29.52\(5\)](#) and [ATCP 29.55\(4\)](#))
  - Sign is posted by subcontractor before starting the application.
  - Sign is removed by subcontractor after the REI expires, unless otherwise agreed upon.