



STATE OF WASHINGTON  
DEPARTMENT OF AGRICULTURE

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## Pesticide Applicator Recordkeeping Requirements

### Who must keep applications records?

All licensed applicators who apply pesticides and all persons applying pesticides to more than one acre of agricultural land in a calendar year, including public entities engaged in roadside spraying of pesticides, must keep records of their pesticide applications. In addition, unlicensed pesticide users must maintain records when performing landscape applications to certain sites such as schools, day cares, apartment complexes, shopping centers, golf courses and parks.

### How soon must records be completed and how long must they be kept?

Records must be completed on the same day that the pesticide is applied. They must be kept for seven years from the application date.

### What format must be used for keeping records?

Records may be kept on any form as long as all the required elements are included. WSDA can require that your records be submitted on a prescribed form. Agricultural applications of one or more acres must be diagrammed on a map contained within the form. WSDA has developed five different record forms to address various uses. Go to <http://agr.wa.gov/PestFert/Pesticides/ComplianceActivities.htm#Recordkeeping> to download the forms or contact WSDA's Compliance Services toll-free at 877.301.4555 to request copies of the forms.

### Which application form is best for my use?

| Form Version | Possible Use                                   |
|--------------|--|
| Version 1    | Single application/1 location/1 applicator     |
| Version 2    | Multiple applications/1 location/1 applicator  |
| Version 3    | Multiple applications/1 location/1+ applicator |
| Version 4    | Commercial Landscape Applications              |
| Version 5    | Commercial Pest Control Operators              |

### Where are the legal requirements for recordkeeping found?

Requirements for application records are found in RCW 17.21.100 of the Washington Pesticide Application Act and WAC 16-228-1320 of the General Pesticide Rules.

## Who may request my application records?

Copies of your records must be readily available (upon request) to WSDA and to the:

- Customer (if the applicator is commercial). (Commercial applicators must automatically provide records to customers for applications to agricultural lands.)
- Medical personnel treating a patient with a suspected case of pesticide poisoning
- Washington State Department of Health
- State Pesticide Incident Reporting and Tracking Review Panel (PIRT); and,
- Employee or the employee's designated representative and the Washington State Department of Labor and Industries, in the case of a filed industrial insurance claim.

## What information must application records include?

1. **Name** - The full name and address of the person or agency for whom the pesticide was applied. (If you apply the pesticide to your own land, this would be your name.)
2. **Location** - The exact location and/or address of the land where the pesticide was applied.
3. **Time** - The year, month, day and starting and ending times of the application.
4. **Pesticide** - The product name used on the registered label and the U.S. Environmental Protection Agency registration number (EPA Reg. No.), if applicable, of the pesticide that was applied.
5. **Weather conditions** - The direction from which the wind was blowing and the estimated velocity of the wind and the temperature at the time the pesticide was applied. This does not apply to applications of baits in bait stations and pesticide applications within structures.
6. **Amount** - The total amount of pesticide applied such as pounds, gallons, ounces, etc.
7. **Rate** - The amount of pesticide applied (pounds or gallons) per acre or other appropriate measure.\*  
\*For Pest Control Operator (PCO) or residential ornamental applications, the amount shall be recorded to the nearest ounce of product or to the nearest gallon of liquid spray per site.  
\*Fumigation records shall include the pounds of gas released per one thousand cubic feet of space, the temperature, and the duration of the exposure period.
8. **Concentration** - The concentration of pesticide that was applied. Liquid applications may be recorded as the amount of product per one hundred gallons of liquid spray or other appropriate measure.
9. **Pests** - The pests to be controlled (for PCO classification only).
10. **Site** - The crop or site to which the pesticide was applied.
11. **Apparatus** - Apparatus license plate number, if applicable.
12. **Applicator's name** - The licensed applicator's full name, license number, address, and telephone number and the name and license number(s) of the individual or individuals making the application.
13. **Area** - The number of acres, or other appropriate measure, to which the pesticide was applied.