



# Instructions for Completing the Private Applicator Restricted Use Pesticide Summary Report

Use these instructions to complete the *Private Applicator Restricted Use Pesticide Summary Report (DEP-PEST-REP-005)*. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this report. Remember, it is your responsibility to comply with all applicable laws.

## Introduction

In accordance with Section 22a-58(c) of the Connecticut General Statutes (CGS), certified private pesticide applicators are required to maintain records with respect to each use of restricted use pesticides. Such records shall be maintained for not less than five (5) years after the date of pesticide application. A summary of information that must be maintained and submitted to the Department of Environmental Protection (DEP) is included in the *Private Applicator Restricted Use Pesticide Summary Report (DEP-PEST-REP-005)*. This report must be completed and submitted on or before January 31 for the preceding calendar year (January 1 - December 31).

DEP may refuse to renew certification of an applicator for failure to submit a completed *Private Applicator Restricted Use Pesticide Summary Report*.

For further information, please contact the Pesticide Management Program at 860-424-3369.

## Part I: Applicator Information

A separate summary report must be completed by each certified private applicator. Certified applicators should list only those pesticide applications of restricted use pesticides made under their certification. If a farm or agricultural operation has more than one certified private applicator, each certified applicator must report those pesticide applications for which he or she is responsible on a separate summary report form.

1. Provide the name, home address and telephone number of the certified applicator. Also include the applicator's certification number.
2. Provide the name, mailing address and telephone number of the business associated with the certified applicator.

Note: Check the appropriate box if your address has changed since your last submittal.

## Part II: Reporting Period

1. Provide the year for which you are submitting the summary report in the space provided. Each certified applicator must submit a summary report of his or her use of restricted use pesticides to the DEP by January 31<sup>st</sup> for the preceding calendar year (January 1 - December 31).
2. **If no restricted use pesticides were applied during the reporting year by the applicator, please check the box. Then complete and submit the remaining parts of the report except Part III: Restricted Use Pesticide Record.**

## Part III: Restricted Use Pesticide Record

Each application of a restricted use pesticide must be listed separately in the table provided. The following information must be provided:

- Name and certification number of the applicator and the year for which you are reporting restricted use pesticide applications;

- The date of each individual pesticide application including the month, day and year of the treatment;
- The specific common or trade name of the pesticide used;
- The EPA registration number of the pesticide. This information is printed on the product label and should be recorded at the time of use; and
- The amount of pesticide applied. The total amount of pesticide used should be reported in gallons or pounds. Check the appropriate box to indicate gallons or pounds. Aerosol products should be reported in pounds. This can be determined by multiplying the number of cans used by the net weight of the product as listed on the container. You do not need to calculate the active ingredient, indicate the gallons or pounds used before mixing with diluents.
- The type of crop (i.e., crop-corn, apples, vegetables, nursery stock)
- Site of application. (i.e., greenhouse, poultry house, etc.) and the site field identification.
- The total amount of acreage or square footage treated.
- The place of application (i.e., the street address and town in which the treatment is made).

The summary of pesticide used should cover the period from January 1 through December 31 of the calendar year preceding the report submittal.

#### **Part IV: Certification of Accuracy**

After the summary report has been completed it must be reviewed and signed by the certified applicator. By his or her signature, they certify that to the best of their knowledge and belief, the information contained in the report is true, accurate and complete.

The summary report will be considered insufficient unless the required signature is provided.