

# PRL ASCII TEXT FILE SPECIFICATIONS

## Table of Contents

General Information.....	1
Submitting a PRL Report.....	2
File Names .....	3
Text File Format .....	3
Record Specification — Form 44-15-26 (Applicator/Technician Pesticide Annual Report).....	5
Record Specification — Form 44-15-26A (List of Commercial Applicators and Technicians)....	7
Record Specification — Form 44-15-25 (Annual Report for Restricted Pesticides Sales).....	8
Record Specification — Form 44-15-27 (Annual Report for Pesticide Sales to Certified Private Applicators).....	10
Appendix A: Key to Record Specifications.....	12
Appendix B: Acceptable Units .....	12
Appendix C: County Codes .....	13

## General Information

Thank you for choosing to submit your Pesticide Reporting Law (PRL) data electronically. This document defines the ASCII data specifications that must be used to transfer PRL data files in text format to the NYSDEC. The information in this document applies to electronic PRL reports submitted in text format by all PRL Reporting Entities: Certified Commercial Applicators, Technicians, Aquatic Anti-Fouling Paint Applicators, Registered Pesticide Businesses and Agencies, and Commercial Permit Holders. The information in this document is primarily intended for persons *creating* PRL reports in text format, including vendors of third-party software.

THE PESTICIDE REPORTING LAW (CHAPTER 279, LAWS OF 1996) requires the annual submission of reports detailing pesticide activities for the prior calendar year. Certified Commercial Applicators, Technicians, Aquatic Anti-Fouling Paint Applicators and Commercial Permittees (including Importers, Manufacturers and Compounders) are required to submit annual reports by February 1 of the year immediately following the reporting year **even if no pesticide applications or sales were made**. Violations of the Pesticide Reporting Law are subject to penalties of up to \$10,000 and could result in the revocation of your applicator certification and/or pesticide business registration. Reports that are illegible or do not conform to these instructions will be rejected.

These specifications describe the record layouts and field formats for the data that must be transferred. Note that in addition to pesticide report fields, there are additional fields that must be generated by the user of these specifications. The file format and naming conventions that the Reporting Entity must implement are also given.

If you have questions regarding the Pesticide Reporting Law and reporting requirements, contact the New York State Department of Environmental Conservation, Pesticide Reporting and

Certification Section:

By Phone: 518-402-8748

By Email: [prl@gw.dec.state.ny.us](mailto:prl@gw.dec.state.ny.us)

Or visit the website: <http://www.dec.ny.gov/chemical/27506.html>.

If you have questions about electronic reporting, contact the Electronic Reporting Service Bureau:

By Phone: 800-281-7538 (toll-free in New York State) or 607-257-5707 (a toll call outside of New York State)

By Email: [prlsupport@nysprl.com](mailto:prlsupport@nysprl.com)

Or visit the website: <http://www.nysprl.com/>

The Electronic Reporting Service Bureau cannot provide assistance related to third-party custom software. Please contact the vendor directly.

## Submitting a PRL Report

After the PRL data has been collected and formatted in accordance with these specifications, it can be transferred to the NYSDEC by any of several methods:

- The “Upload Report To NYSDEC” feature of the Pesticide Reporting Service Bureau’s Option A or Option C Client Software. (Option B is specialized for creating and submitting electronic PRL Reports with Microsoft Excel. The files produced by Option B *are not* ASCII Text, so the specifications described here do not apply. The Option B files, of course, are acceptable and Option B includes the “Upload Report To NYSDEC” feature.)
- Upload Through the Pesticide Reporting Service Bureau’s web site (<http://prl.psur.cornell.edu/WebUpload.aspx>)
- Email to [prlfiles@nysprl.com](mailto:prlfiles@nysprl.com). Remember to include the `identity.txt` file.
- Conventional mail of physical media (diskette or CD-ROM) to:

NYS DEC  
Pesticide Reporting & Certification Section  
P.O. Box 10699  
Albany NY 12201-5699

Each diskette or CD-ROM sent out should include a label with the full name of the certified applicator and/or business of origin and a contact phone number.

- FTP — Contact the Pesticide Reporting Service Bureau for more information.

**PLEASE NOTE:** All submissions must also contain the identity file (`identity.txt`). Uploading with the Service Bureau’s Client Software (Options A, B, or C) or through the web site will automatically include the identity information. For all other submission methods, you must include `identity.txt` as part of the submission.

For more information on submitting your report, see [Submitting Your Electronic Report](#)

## File Names

The first letter of a PRL Report file's name indicates the type of form. All PRL report files must have been given a first letter according to the convention described here.

- **P** — Form 44-15-26 (Applicator/Technician Pesticide Annual Report)
- **A** — Form 44-15-26A (List of Commercial Applicators and Technicians)
- **M** — Form 44-15-25 (Annual Report for Restricted Pesticides Sales)
- **S** — Form 44-15-27 (Annual Report for Pesticide Sales to Certified Private Applicators)

The rest of the file name (after the first letter) does not *need* to follow any convention. However, we recommend that the next five to 8 characters be the appropriate NYSDEC issued ID number. For Form 26, use either the applicator's Certification ID or the Business Registration Number. For Form 26A, use the Business Registration Number. For Form 25 or Form 27, use the Commercial Permit Number.

If your report includes more than one file for a particular form type, append one or two digits to the file name as a sequence number.

Text files should have the file extension “.txt”.

For example: if a report includes two Form 26 files for an applicator with Certification ID C1234567, the files might be named PC123456700.txt and PC123456701.txt.

## Text File Format

The report's text file(s) should contain ASCII data and use the pipe (“|”) character as a field separator; pipe separators are preferred, but tabs are acceptable. Individual records should occupy one line in the file; each record ends with the line feed character. The widths specified in the Record Specifications are the maximum allowable widths for the fields. Fixed width records will not be accepted. Each record must always contain all the "pipe" delimiters for all fields in the record type.

The Service Bureau's Option A software saves report data in the proper format. Some third-party software is also able to save your data in that format, but the correct format *might not* be the “default” choice.

Before submitting ASCII text files produced by third-party software, each reporting entity should verify the format. Microsoft Windows users can use the PRL text file validation program (Option C). This program can be obtained from <http://www.nysprl.com/>. Verifying the correct format will increase the chances that your submitted files will be accepted. When submitted, the Electronic Service Bureau will verify that each file sent by the Reporting Entity is readable and otherwise conforms to these specifications. If a file does not conform to these specifications, the

report will be rejected. The Reporting Entity will be contacted and asked to re-submit corrected files.

## Record Specification — Form 44-15-26 (Applicator/Technician Pesticide Annual Report)

The following section describes the format to be transmitted to NYSDEC by the Reporting Entity. Transmit all fields reported as blanks as empty fields. *Data Types* are defined in [Appendix A](#).

FIELD NUMBER	NAME	MAX. WIDTH	DATA TYPE	DESCRIPTION/FORMATting
1	Applications Indicator	1	N	Enter a “0” in this field if applications were made in the report year OR a “3” if no applications were made. If “3” (No Applications), all other fields except Certification ID and Business Registration must be empty.
2	Certification ID Number	9	C	The ID number from the Certification Certificate or ID card of the certified applicator/technician filing the report. The field must start with the letter “C”, “T”, or “B” followed by 7 numeric digits. (e.g. C4188107). Businesses reporting on behalf on multiple applicators <i>may</i> use a single applicator’s Certification ID for all pesticide application records and send a Form 26A listing all applicators employed by the business. It is <i>permitted</i> but not <i>required</i> to enter the Certification ID of the applicator who performed or supervised the pesticide application in this field.
3	Business Registration Number	5	N	The ID number issued to the pesticide application business or agency by the DEC. This field is required for reports from registered pesticide businesses. The field must contain 5 numeric digits (e.g. 52197).
4	EPA Registration Number	24	C	The EPA Registration Number can be found on the pesticide product label. The EPA Registration Number has two or three groups of up to 6 digits separated by dashes. <b>These dashes (or spaces or forward slashes) must be included when transmitting this field.</b> Be sure to use the <i>EPA Registration Number</i> (EPA REG NO) and <b>NOT</b> the <i>EPA Establishment Number</i> (EPA EST NO).
5	Product Name	65	C	Product name from the product label for the pesticide that was applied.

FIELD NUMBER	NAME	MAX. WIDTH	DATA TYPE	DESCRIPTION/FORMATTING
6	Quantity	13	F	The amount of product used out of the manufacturer's container with the EPA REG. NO. on it. <b>Do not</b> report the <i>diluted</i> quantity applied. Do not report quantities for "Each", "Case", or similar. Convert all fractions to decimals ( <i>e.g.</i> 3/4 = 0.75).
7	Units	2	C	The unit of measure applicable to the reported UNDILUTED Quantity. Field may only contain one of the abbreviations given <a href="#">below</a> .
8	Date of Application	10	D	The date the pesticide was applied. The date may be entered in mm/dd/yyyy or mm-dd-yyyy format.
9	End Date	10	D	The last date the pesticide was applied if a range of dates is reported. <b>PLEASE NOTE:</b> This field is applicable only if you conducted automated applications (cooling towers, water treatment facilities, wood treatment facilities, <i>etc.</i> ). For date ranges enter the beginning date of the range in the Date of Application field and the ending date in the End Date field. The date may be entered in mm/dd/yyyy or mm-dd-yyyy format.
10	County	2	N	The county where the application was made. Please see the <a href="#">County Codes table</a> contained in this document.
11	Address	50	C	The street address where pesticide was applied (including building or lot number). P.O. Boxes are not permitted.
12	Municipality	30	C	The village, city, etc. where pesticide was applied. Please be specific so that the municipality name matches the zip code ( <i>e.g.</i> , 11375 should be Forest Hills and not Queens).
13	Zip Code	5	N	The five digit zip code where pesticide was applied. For applications that cross a county, municipality, township, or zip code boundary, you must enter complete information for each location where the pesticide application occurred. Do this by entering a new line for each separate location. Distribute the total amount applied among the lines, making your best estimate for how much was applied in each location.

## Record Specification — Form 44-15-26A (List of Commercial Applicators and Technicians)

The following section describes the format to be transmitted to NYSDEC by the Reporting Entity. Transmit all fields reported as blanks as empty fields. *Data Types* are defined in [Appendix A](#).

FIELD NUMBER	NAME	MAX. WIDTH	DATA TYPE	DESCRIPTION/FORMATting
1	Applications Indicator	1	N	Enter a “0” if this applicator made pesticide applications in the report year OR a “3” in this field if no applications were made.
2	Certification ID Number	9	C	The ID number from the Certification Certificate or ID card of the certified applicator/technician employed by the business. The field must start with the letter “C”, “T”, or “B” followed by 7 numeric digits. (e.g. C4188107).
3	Business Registration Number	5	N	The ID number issued to the pesticide application business or agency by the DEC. The field must contain 5 numeric digits (e.g. 52197).
4	Applicator First Name	15	C	First name and middle name (if reported) of the applicator/technician employed by the business/agency.
5	Applicator Last Name	25	C	Last name of the applicator/technician employed by the business/agency.

## Record Specification — Form 44-15-25 (Annual Report for Restricted Pesticides Sales)

The following section describes the format to be transmitted to NYSDEC by the Reporting Entity. Transmit all fields reported as blanks as empty fields. *Data Types* are defined in [Appendix A](#).

**PLEASE NOTE:** If Sales are reported, an “X” *must* be entered in either the RESALE or END USE field but not both. For a No Sales report, the Resale and End Use fields *may* be empty.

FIELD NUMBER	NAME	MAX. WIDTH	DATA TYPE	DESCRIPTION/FORMATting
1	Sales Indicator	6	N	Enter a “0” in this field if sales were made in the report year OR a “3” in this field if no sales were made. If “3” (No Sales), all other fields except Commercial Permit Number (and optionally Resale and End Use) must be empty.
2	Commercial Permit Number	1	C	The ID number issued to the Commercial Permit Holder by the DEC. The field must contain the letter “R” followed by 5 numeric digits.
3	EPA Registration Number	24	C	The EPA Registration Number can be found on the pesticide product label. The EPA Registration Number has two or three groups of up to 6 digits separated by dashes. <b>These dashes (or spaces or forward slashes) must be included when transmitting this field.</b> Be sure to use the <i>EPA Registration Number</i> (EPA REG NO) and <b>NOT</b> the <i>EPA Establishment Number</i> (EPA EST NO).
4	Product Name	65	C	Product name from the product label for the pesticide that was sold.
5	Container Size Quantity	6	F	The container size quantity from the pesticide label. For example, for Container Size of “5 GL” enter “5” in Container Size Quantity.
6	Container Size Units	2	C	The unit of measure component of the container size for the containers that were sold. For example, for a Container Size of “5 GL” enter “GL” in Container Size Units. Field may only contain one of the abbreviations given <a href="#">below</a> .
7	Containers Sold	8	N	The number of containers of the product that were sold. Do not report the number of cases sold. Do not include decimals in Number of Containers.

<b>FIELD NUMBER</b>	<b>NAME</b>	<b>MAX. WIDTH</b>	<b>DATA TYPE</b>	<b>DESCRIPTION/FORMATting</b>
8	Resale	1	C	Enter an "X" if the sale was to a Commercial Permit holder for Resale. Leave this field empty for End Use sales.
9	End Use	1	C	Enter an "X" if the sale was to a Commercial Applicator for end use. Leave this field empty for Resale sales.

## Record Specification — Form 44-15-27 (Annual Report for Pesticide Sales to Certified Private Applicators)

The following section describes the format to be transmitted to NYSDEC by the Reporting Entity. Transmit all fields reported as blanks as empty fields. *Data Types* are defined in [Appendix A](#).

FIELD NUMBER	NAME	MAX. WIDTH	DATA TYPE	DESCRIPTION/FORMATting
1	Sales Indicator	1	N	Enter a “0” in this field if sales were made in the report year OR a “3” in this field if no sales were made. If “3” (No Sales), all other fields except Commercial Permit Number must be empty.
2	Commercial Permit Number	6	C	The ID number issued to the Commercial Permit Holder by the DEC. The field must contain the letter “R” followed by 5 numeric digits.
3	EPA Registration Number	24	C	The EPA Registration Number can be found on the pesticide product label. The EPA Registration Number has two or three groups of up to 6 digits separated by dashes. <b>These dashes (or spaces or forward slashes) must be included when transmitting this field.</b> Be sure to use the <i>EPA Registration Number</i> (EPA REG NO) and <b>NOT</b> the <i>EPA Establishment Number</i> (EPA EST NO).
4	Product Name	65	C	Product name from product label for the pesticide sold.
5	Quantity	13	F	The quantity of pesticide product sold.
6	Units	2	C	The unit of measure applicable to the reported Quantity. Field may only contain one of the abbreviations given <a href="#">below</a> .
7	Date of Sale	10	D	The date the pesticide was sold. The field may be entered in either mm/dd/yyyy or mm-dd-yyyy format.
8	County	2	N	The county the product purchaser reported as the location of intended application. Please see the <a href="#">County Codes table</a> contained in this document.
9	Address	50	C	The street (or equivalent address component) that the product purchaser reported as the location of intended application. P.O. Boxes are not permitted.

<b>FIELD NUMBER</b>	<b>NAME</b>	<b>MAX. WIDTH</b>	<b>DATA TYPE</b>	<b>DESCRIPTION/FORMATTING</b>
10	Municipality	30	C	The village, city, etc. that the product purchaser reported as the location of intended application. Please be specific so that the municipality name matches the zip code ( <i>e.g.</i> , 11375 should be Forest Hills and not Queens).
11	Zip Code	5	N	The five-digit zip code that the product purchaser reported for the location of intended application.

## Appendix A: Key to Record Specifications

### Field Number

The sequence number of the field within the record.

### Field Name

The field(s) the Reporting Entity must use to transmit the reported data to PSUR.

### Maximum Width

Maximum allowable number of characters for the record field. Most fields may be shorter than the maximum width. Fixed width records will not be accepted.

### Data Type

- C = Character: Any printable ASCII character(s).
- D = Date: mm/dd/yyyy or mm-dd-yyyy (where m = month, d = day, y = year)
- N = Numeric: 0 – 9
- F = Decimal: 0 – 9 and an optional decimal point (“.”). (For numeric fields that may include decimals, a decimal point and up to 4 digits right of the decimal point are accepted.)

### Field Description/Formatting Instructions

Describes the use of the field. Describes how the Reporting Entity must fill and format the record field.

## Appendix B: Acceptable Units

Quantities should be reported using only the following units, giving the one or two character abbreviation. **DO NOT** report quantities as “EA”, “Case”, “BLOCK”, or similar.

- OZ (Dry Ounces)
- FL (Fluid Ounces)
- QT (Quarts)
- GL (Gallons)
- LB (Pounds)
- GM (Grams)
- KG (Kilograms)
- MG (Milligrams)
- L (Liters)
- ML (Milliliters)

## Appendix C: County Codes

CODE	COUNTY
99	Out of State
01	Albany
02	Allegany
03	Broome
04	Cattaraugus
05	Cayuga
06	Chautauqua
07	Chemung
08	Chenango
09	Clinton
10	Columbia
11	Cortland
12	Delaware
13	Dutchess
14	Erie
15	Essex
16	Franklin
17	Fulton
18	Genesee
19	Greene
20	Hamilton

CODE	COUNTY
21	Herkimer
22	Jefferson
23	Lewis
24	Livingston
25	Madison
26	Monroe
27	Montgomery
28	Nassau
29	Niagara
30	Oneida
31	Onondaga
32	Ontario
33	Orange
34	Orleans
35	Oswego
36	Otsego
37	Putnam
38	Rensselaer
39	Rockland
40	St. Lawrence
41	Saratoga

CODE	COUNTY
42	Schenectady
43	Schoharie
44	Schuyler
45	Seneca
46	Steuben
47	Suffolk
48	Sullivan
49	Tioga
50	Tompkins
51	Ulster
52	Warren
53	Washington
54	Wayne
55	Westchester
56	Wyoming
57	Yates
58	Bronx
59	Kings
60	New York
61	Queens
62	Richmond