

INSTRUCTIONS FOR PESTICIDE REPORTING LAW

FORM 44-15-26

(Applicator/Technician Pesticide Annual Report)

Table of Contents

GENERAL INFORMATION	1
SPECIFIC INSTRUCTIONS FOR FILLING OUT eFORM 44-15-26	2
HEADER INFORMATION	2
DATA RECORDS	2
County Codes.....	4

GENERAL INFORMATION

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 the annual reports. Reports are due 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.

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

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

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

This document is intended for users of the Option A or B programs provided by the Pesticide Reporting Service Bureau. Please see the USER GUIDES that are included with the [Option A](#) and [Option B](#) software for instructions on how to use the software and submit your report. Read this document for information about what data to enter on Form 26.

Note: This document does **not** describe the format of PRL text files. See the [Guidelines](#) document for a detailed description of the text file format.

Form 26 is used to report all pesticide applications made by commercial applicators, technicians, anti-fouling paint applicators, and apprentices during the reporting year. Fully certified applicators that supervise apprentices must report applications made by those apprentices under the supervising applicator's certification number (but see below for businesses with multiple certified applicators).

Pesticide businesses may submit annual reports for all applicator and technician employees by recording a single applicator's name and certification ID on this form and **listing all applicators and technicians** employed by the business during the report year on a separate Form 26A. (In this case, applications made by apprentices can be included on the same Form 26, even if the supervising applicator is not the one shown on the Form 26.)

Your report can be transferred to the DEC using the "Upload Report To NYSDEC" feature of the software, through the Pesticide Reporting Service Bureau's [website](#), or by e-mail, diskette, CD-ROM, or FTP (see "[How to Submit Your PRL Report](#)" for more details).

SPECIFIC INSTRUCTIONS FOR FILLING OUT eFORM 44-15-26

HEADER INFORMATION

Each time you go from the initial screen (the registration form) into a new report form, some identifying information will be copied into the header area of the new form automatically. On Form 26 the *Certification ID*, *Applicator Name*, and *Business Registration Number* (if any) will be copied onto the new form.

With the Form 26 in Option B, the user can change the values in these fields after the form opens. The new value(s) will be saved with the file; all records in the file will be associated with these values. For Option A, you can maintain separate report files for each applicator by checking the "Separate application files" box on the registration form; this is *not required* by the DEC but is provided as a convenience to users who wish to keep each applicator's records separate from those of other applicators.

DATA RECORDS

For **each pesticide application**, you must report:

1. **EPA REGISTRATION NUMBER** — Report the **EPA Registration Number**, exactly as it appears on the product label. **Important:** Be sure to use the EPA REG. NO. and *NOT* the EPA EST. NO. All EPA Reg. Numbers are separated by hyphens/dashes (*e.g.* 3125-474-538 or 3125-474). (Both Option A and Option B provide a separate list of EPA Registration Numbers and Product Names that you can create to make entering data in the first two columns easier and more consistent.)
2. **PRODUCT NAME** — Report the registered product name (*NOT* the active ingredients).
3. **QUANTITY USED** — Report the amount of product used out of the manufacturer's container with the EPA REG. NO. on it. **Do not** report the *diluted* quantity applied. Do

not report quantities for “Each”, “Case”, or similar. Convert all fractions to decimals (*e.g.* 3/4 = 0.75).

4. **UNITS** — Report the unit of measure applicable to the Quantity Used. A drop-down list is provided for your convenience. This field may only contain one of the following abbreviations:
 - FL (Fluid Ounces)
 - GL (Gallons)
 - GM (Grams)
 - KG (Kilograms)
 - L (Liters)
 - LB (Pounds)
 - MG (Milligrams)
 - ML (Milliliters)
 - OZ (Dry Ounces)
 - QT (Quart)
5. **DATE OF APPLICATION** — Enter the date of application in the format MM/DD/YYYY where MM=month number, DD=day, YYYY=year. For example, March 15 2011 is 03/15/2011.
6. **END DATE** — This column is for applicators making automated applications (*e.g.* cooling towers, water treatment facilities). Leave this column blank if it does not apply to you. The format is MM/DD/YYYY where MM=month number, DD=day, YYYY=year.
7. **COUNTY CODE** — Report the county where the pesticide was applied. (A pop-up list can help you enter the correct county code. See [County Selector](#) for more information. There is also a county code table [below](#).)
8. **ADDRESS** — Report the street address where pesticide was applied (including building or lot number). P.O. Boxes are not permitted.
9. **MUNICIPALITY** — Report the village, city, etc. where pesticide was applied. Please be specific so that the municipality name matches the zip code (*e.g.*, 11375 should be Forest Hills and not Queens).
10. **ZIP CODE** — Report 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.

The last four columns are not required as part of the PRL report. They are provided as a convenience for meeting record keeping requirements.

- **DOSAGE RATE** — Enter the amount of pesticide used for a given application; *e.g.*, 1 fluid ounce/gallon (FL/GL); 1 gram/12 inches (GM/IN), etc. (This is the premix or final mix dosage rate listed on the pesticide label.)
- **METHOD OF APPLICATION** — Method used to apply the pesticide (broadcast, hand placement, aerial, etc.)
- **TARGET ORGANISM(S)** — Enter the name of the targeted pest(s). The targeted pest or organism must be listed on the pesticide label.

- **PLACE OF APPLICATION** — Enter location where the pesticide was applied (greens 3 & 7 of golf course; front lawn area, restaurant kitchen, *etc.*)

PLEASE NOTE: Ditto marks, the words "SAME AS," or arrows CANNOT be accepted on the electronic forms. Please see the User Guides for information about using the Copy Row and Delete Selected Row(s) features.

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