

INSTRUCTIONS FOR PESTICIDE REPORTING LAW

FORM 44-15-26A (List of Commercial Applicators and Technicians)

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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 26A.

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.

NOTE: For purposes of this document, “Certified Applicators” includes certified commercial applicators, technicians, and anti-fouling paint applicators (*i.e.*, all applicators whose certification id number begins with “C”, “T”, or “B”). “Certified Applicators” does *not* include Private Applicators or apprentices.

Form 26A is used to submit a list of certified applicators employed by a registered pesticide business or agency or by a non-registered business making pesticide applications (such as a golf course, cemetery, greenhouse, *etc.*). A business that employs one or more certified applicators may submit Form 26 (Applicator/Technician Pesticide Annual Report) and Form 26A (List of Commercial Applicators and Technicians) on behalf of their employees. **All** certified applicators employed at any time during the reporting year must be included (even if no applications were made by certain individuals) and **all** applications made by all employees for the year must be reported. Please do not include the names of those employees that are commercial pesticide apprentices.

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 44-15-26A

If you are a business or agency with multiple applicators, complete and transmit this electronic form along with Form 44-15-26.

Please record the certification ID numbers and full names of the certified applicators that worked for your business during any part of the reporting year. All certified applicators should be included on this list, even if they made no applications. Please do not include the names or numbers of apprentices or those who are not certified or are only provisionally certified.

The pesticide applicators and technicians listed on this form were employed by and may have conducted pesticide applications for the registered business/agency listed in the header area of this form. This includes other entities such as privately owned golf courses, cemeteries, greenhouses and private schools. All pesticide applications are recorded on the “Applicator/Technician Pesticide Annual Report”, 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 26A the *Business Registration Number* (if any) and *Business Name* will be copied onto the new form.

With the Form 26A 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 change the business registration number associated with

each applicator. If your pesticide business has more than one business registration number, you *may* but are not *required to* include all of your business's registration numbers on the Form 26A.

DATA RECORDS

For each pesticide applicator, you must record:

1. **CERTIFICATION ID NUMBER** — 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). Do not include spaces or dashes.
2. **BUSINESS REGISTRATION NUMBER** — The ID number issued to pesticide application businesses by the DEC. In most cases this field is required for this form. An exception was made to this requirement to allow privately owned golf courses, cemeteries, greenhouses and private schools to report using this form. The field must contain 5 numeric digits (*e.g.* 52197). (Note that Option B uses the same Business Registration Number for all applicators on a single Form 26A; the number is recorded in the header area.)
3. **APPLICATOR/TECHNICIAN FIRST NAME** — First name and middle name (if reported) of the applicator employed by the registered business.
4. **APPLICATOR/TECHNICIAN LAST NAME** — Last name of the applicator/technician employed by the registered business.
5. **APPLICATIONS INDICATOR** — Indicate whether or not this applicator made pesticide applications in the report year.

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.