

# INSTRUCTIONS FOR PESTICIDE REPORTING LAW

FORM 44-15-27 (Annual Report for Pesticide Sales to Certified Private Applicators)

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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](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/>

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 27.

**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 27 is used by Commercial Permittees to report all sales of restricted use pesticides or general use agricultural pesticides to certified private applicators in New York State.

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 44-15-27**

### **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 27 the *Commercial Permit Number* and the *Business Name* from the registration screen will be copied onto the new form.

After the form opens, you can change the Commercial Permit Number (in Option A) or either Commercial Permit Number or Business Name (in Option B). The new value(s) will be saved with the file; all records in the file will be associated with these values. Normally, you should not need to change either the Commercial Permit Number or Business Name from the values on the registration form.

The Commercial Sales Permit Number is a five-digit identification number preceded by an "R"; the number can be found on your Commercial Sales Permit.

Near the top of the form, there is a check box to indicate if you are reporting that you made *No Sales* to private applicators in the report year.

### **DATA RECORDS**

For **each sale** of a restricted use pesticide or general use agricultural pesticide to a certified private applicator, 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 SOLD** — Multiply the size of the container by the number of containers and report the result. No fractions allowed; use only decimals. Extend two places to the right of the decimal point, if necessary.
4. **UNITS** — Report the unit of measure applicable to the quantity sold. 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 SOLD** — Enter the date of sale in the format MM/DD/YYYY where MM=month number, DD=day, YYYY=year. For example, March 15 2011 is 03/15/2011.
  6. **COUNTY CODE** — Report the county where the pesticide is to be 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](#).)
  7. **ADDRESS** — Report the address where your customers intend to apply the pesticide. If application address is different from billing address, enter the application address. (P.O. Boxes are not permitted)
  8. **MUNICIPALITY** — Report the village, city, etc. where your customers intend to apply the pesticide.
  9. **ZIP CODE** — Report the five digit zip code where your customers intend to apply the pesticide. For applications that cross a county, municipality, township, or zip code boundary, you must enter complete information for each location where the pesticide application is intended. Do this by entering a new line for each separate location. Distribute the total amount among the lines, making your best estimate for how much was applied in each location.

**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