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PRL: Electronic Reporting of Pesticide Applications and Sales

For Commercial Applicators and Commercial Permit Holders

Pesticide Reporting Law (PRL) Series
2022

New Electronic Reporting Requirement

- Amendments to the Pesticide Reporting Law (PRL) made in 2022 now require annual pesticide reports to be submitted in electronic format. Reports due by February 1, 2024 (for 2023 applications/sales), will <u>only</u> be accepted if it's in an electronic format.

- Reports submitted electronically (and in a compliant format) allow for quicker data compilation and processing.

- This presentation is part of a series of 4 PRL presentations. The presentations that precede this one are:

  - PRL Reporting Requirements for Applicators

  - PRL Recordkeeping and Reporting for Permit Holders

Overview of Electronic Reporting Options

The following presentation provides reporters with a general overview of what options they have for creating and submitting reports electronically.

More information on topics covered in this presentation can be found by going to www.nysprl.com.

Please Note: Scans of paper records or reports printed and mailed from electronic software are NOT acceptable forms of electronic reporting.

If You Made <u>No</u> Applications or Sales in the Reporting Year

1. If no one is reporting on your behalf, you can report by going to www.nysprl.com.

2. Select "**Report that you *did not* make applications or sales**".

3. Choose the selections that pertain to you.

4. After you submit your report, you will receive a confirmation email from prlsupport@nysprl.com.

   • It may be hiding in your spam folder!
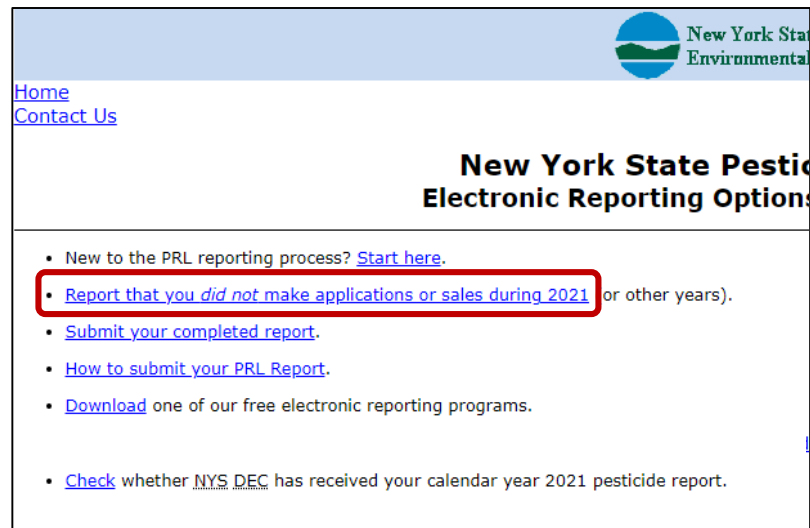
If You Made <u>Any</u> Applications or Sales in the Reporting Year

1. Identify the appropriate form(s) for your report (more on this in other PRL presentations).

2. Create reports in a compliant format.

3. Decide how you want to submit the report.

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1. Identify the appropriate form(s) for your report

Form 26: Applicator/Technician Pesticide Annual Report

Form 26A: List of Commercial Applicators and Technicians

Form 25: Annual Report for Restricted Pesticide Sales

Form 27: Annual Report for Pesticide Sales to Certified Private Applicators

More clarification on which forms to use is in the following presentations:

- PRL Reporting Requirements for Applicators (Form 26 and/or 26A)
- PRL Recordkeeping and Reporting for Permit Holders (Form 25 and/or 27)

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2. Create reports in a compliant format

1. **If you <u>cannot</u> extract report data from electronic records or if you keep paper records, manually type the report data into one of DEC's free reporting options:**

   - Option A Software,
   - Option D Installation Package,
   - Option D Excel Forms or,
   - Option O Spreadsheet Forms (for users who do not have Excel)

2. **If you <u>can</u> extract report data from electronic records, transfer (copy/paste) report data into one of DEC's free reporting options (same as above):**

   - Make sure the data lines up correctly when transferring
   - To keep files in compliant format, do <u>not</u> change the record layout of DEC's forms

3. **If you want to create the report in your own reporting software:**

   - Files must still be in a compliant format (files must adhere to DEC's Text File Specifications)
   - If reporting software can export ASCII text files, Option A can check if files are in a compliant format.

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DEC's Free Reporting Options

	Requires installation	Requires Windows 7 or later	All forms are included	Text File Validation Function	EPA Product List Function	Report Upload Function	Requires Excel	Files can be uploaded through www.nysprl.com
Option A Software	✓	✓	✓	✓	✓	✓		✓ If Upload Function doesn't work
Option D Installation Package	✓	✓	✓			✓	✓	✓ If Upload Function doesn't work
Option D Excel Forms			Individually download each form				✓	✓
Option O Spreadsheet Forms		.xlsx forms are compatible with smartphones	Individually download each form				Still need a spreadsheet program or app to open	✓

Where to Install or Download Reporting Options

- Go to www.nysprl.com

- Select "Download one of our free electronic reporting programs"

- Select which **Option** you'd like to install or download under the "**Install**" column.

- The "**Documentation**" column will take you to the relevant webpage for more information on that reporting option.

- The "**Doc Download**" column will download the relevant webpage information in a Word document.

- New to the PRL reporting process? Start here.
- Report that you *did not* make applications or sales during 2021 (or other years).
- Submit your completed report.
- How to submit your PRL Report.
- Download one of our free electronic reporting programs.
- Check whether NYS DEC has received your calendar year 2021 pesticide report.

Package	Description	Install	Documentation	Doc Download
Option A	Option A only requires a computer running Microsoft Windows 7 or later. *We recommend this option for most users.* Option A now allows users to verify that ASCII text files they (or a third-party program) have created meet the NYSDEC Text File Format Guidelines (functionality previously available in Option C).	Download v6.1.1 (1/07/2016)	User Guide; File Specifications	User Guide; File Specifications
Option B	We have suspended distribution of Option B. Users who have experience with Microsoft Excel and wish to use it for PRL reporting are encouraged to use Option D.			
Option C	As of version 6.1 Option C has been incorporated into Option A and no longer exists as a separate application.			
Option D	Option D is a set of Microsoft Excel workbooks formatted for PRL data entry. The workbooks should work in any version of Microsoft Excel, including Excel for Macintosh computers. The Option D worksheets do not include macros. Each PRL form is a separate download. Download the form(s) you need to your computer, open them in Excel, enter your report data, then **Save As** a new file. **Note:** Keep the initial letter (P, A, M, or S) of the file name! As a convenience to users, we have also provided an installation package for Windows that includes all four PRL report forms and a "Control Center" application to assist in opening forms and uploading your final report.	Form 26; Form 26A; Form 25; Form 27; Installation Package (9/28/2017)	User Guide; Submitting Your Report	User Guide; Submitting Your Report
Option O	Option O is similar to Option D, but may be used with an "Excel-compatible" spreadsheet program, such as Apple's *Numbers* or OpenOffice.org's *Calc*. In order to work with applications other than Microsoft Excel, we have removed or limited several helpful features. If you use Microsoft Excel, we recommend that you use either Option B or Option D instead. **DO NOT** change the structure of the worksheets you download here. Please review the *User Guide* before using these spreadsheets. These workbooks are available in both XLSX and XLS format in case your spreadsheet program requires one or the other format.	XLSX: Form 26; Form 26A; Form 25; Form 27; XLS: Form 26; Form 26A; Form 25; Form 27 (12/03/2015)	User Guide; Submitting Your Report	User Guide; Submitting Your Report

3. Decide how you want to submit the report.

The <u>best</u> way to submit your report electronically is to either:

1. Upload via Option A* Software or Option D Installation Package or,

2. Upload compliant files through www.nysprl.com

These two options are the preferred methods of submission. If these submittal options are not feasible for you, there is more information on other submittal options at www.nysprl.com under "How to submit your PRL report".

*Options B and C are no longer available

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Option A Software

Report data can either be:
1. Manually typed into the forms,
2. Copy and pasted into the forms from other custom spreadsheets (as long as all rows/columns line up correctly)
3. Or the software can validate text files from other reporting software.

Option A Software can submit the form(s) through the "Upload Report" function or files generated/validated by the software can be submitted via www.nysprl.com.

9 columns of data are arranged in the correct order ("End Date" does not need to be filled, but please keep the column in)

Option D Installation Package

NYSDEC Pesticide Reporting - Option D Control Center

File   Tools   Help

Current Folder for Report Files:
C:\PRL2022

Report Year 2022

Change Year

Business

Business Name

Business/Agency Registration Number

Commercial Sales Permit Number

Report Forms

- eForm 26:   Applicator/Technician Pesticide Usage
- eForm 26A: List of Applicators and Technicians
- eForm 27:   Pesticide Sales to Private Applicators
- eForm 25:   Restricted Pesticide Sales

Blank Form

Existing Form

- If you provided a Business Registration Number or Applicator Certification ID, you **must** include at least one Form 26 (or a Form 26A that shows that no applicators made applications).

- If you provided a Commercial Sales Permit, you **must** include at least one sales report (Form 25 or Form 27).

Primary Applicator

Certification ID

Name

Show Instructions   Upload Report   Exit

Pesticide Reporting Contact Person

Name   John Doe

Phone Number   555-555-5555

Email Address

Enter identifying information to the left:
- Business name and Business Registration Number if applicable
- A Sales Permit Number to report pesticide sales
- A Certification ID and applicator name to report pesticide usage or to submit a List of Applicators and Technicians
- A contact name, phone number (with area code), and email address

Select the desired pesticide reporting form and click Blank Form to start a blank form or Existing Form to open a previously created form.

Use "Save As" in Excel to save new forms to the report folder C:\PRL2022.

Form 26

44-15-26: APPLICATOR/TECHNICIAN PESTICIDE ANNUAL REPORT

Report Year	Business Name	Business Reg. #
		(if applicable)

(all header fields except Business Name and Number must contain data)

Certification ID #	Applicator Name

Did you make Applications?   **Yes**

* - **Required** Column (each cell must contain data - NO ditto marks)

COL 1 EPA REG NUMBER *	COL 2 PRODUCT NAME *	COL 3 QUANTITY USED *	COL 4 UNITS *	COL 5 DATE OF APPL. *	COL 6 END DATE OF APPL.	COL 7 COUNTY CODE *

EPA Registration Number
The EPA Registration Number can be found on the product label, with two or three numeric parts separated by dashes (or spaces or slashes).
Valid EPA numbers DO NOT include alphabetic characters.
DO NOT enter EPA Establishment Number!

Forms provided in the Installation Package are identical to the Option D Excel Forms. The Option D package can submit the form(s) through the "Upload Report" function <u>or</u> files can be submitted via www.nysprl.com.

44-15-26: APPLICATOR/TECHNICIAN PESTICIDE ANNUAL REPORT

Documentation: User Guide

Report Year   Business Name   Business Reg. #

(if applicable)

(all header fields except Business Name and Number must contain data)

Certification ID #   Applicator Name

Use **Save As** to save this form in the **report folder**; the folder location is displayed in the upper left of the Control Center window. The file name must start with the letter "P".

Did you make Applications?   **Yes**

* - Required Column (each cell must contain data - **NO** ditto marks)

------------------ Location of Pesticide Application ------------------

COL 1 EPA REG NUMBER *	COL 2 PRODUCT NAME *	COL 3 QUANTITY USED *	COL 4 UNITS *	COL 5 DATE OF APPL. *	COL 6 END DATE OF APPL.	COL 7 COUNTY CODE *	COL 8 ADDRESS *	COL 9 MUNICIPALITY *	COL 10 ZIP CODE *	COL 11 DOSAGE RATE	COL 12 METHOD OF APPL.	COL 13 TARGET ORGANISM(S)	COL 14 PLACE OF APPLICATION

EPA Registration Number
The EPA Registration Number can be found on the product label, with two or three numeric parts separated by dashes (or spaces or slashes).
Valid EPA numbers DO NOT include alphabetic characters.
DO NOT enter EPA Establishment Number!

9 columns of data are arranged in the correct order
(columns without an asterisk (*) are not required for reports)

The yellow popup notes can be moved by right-clicking on a cell with a red triangle and selecting "Show/Hide Note"

Option D Excel Form 26

Form was individually downloaded and opened in Microsoft *Excel*

44-15-26: APPLICATOR/TECHNICIAN PESTICIDE ANNUAL REPORT

Documentation: User Guide

Report Year	Business Name	Business Reg. #
		(if applicable)

Certification ID #	Applicator Name

Did you make Applications? **Yes**

|---------------------- Location of Pesticide Application ----------------------|

* - Required Column (each cell must contain data - **NO** ditto marks)

COL 1 EPA REG NUMBER *	COL 2 PRODUCT NAME *	COL 3 QUANTITY USED *	COL 4 UNITS *	COL 5 DATE OF APPL. *	COL 6 END DATE OF APPL.	COL 7 COUNTY CODE *	COL 8 ADDRESS *	COL 9 MUNICIPALITY *	COL 10 ZIP CODE *

9 columns of data are arranged in the correct order
(columns without an asterisk (*) are not required for reports)

Option O Form 26

Form was individually downloaded and opened in Apple *Numbers*

Website Submittal

Files in a compliant format that may be submitted via the website:

1. Text files created or validated by Option A,

2. Option D Excel Forms or files created by Option D Installation Package,

3. or Option O Spreadsheet Forms.

To submit files through the website:

- Go to www.nysprl.com

- Select "**Submit your completed report**"

- **Select the reporting options** that pertain to you, and then enter your contact info.

- Select files to upload

- New to the PRL reporting process? Start here.
- Report that you *did not* make applications or sales during 2021
- Submit your completed report.
- How to submit your PRL Report.
- Download one of our free electronic reporting programs.

- Check whether NYS DEC has received your calendar year 2021

Step 1: Select Report Year. 2022 ⌄

Note: "Report Year" is the year **for which** you are reporting applications or sales. This might n

Step 2: Select reporting options.

Pick one option from each box.

- ○ I do not have a Certification Number.
- ○ I have a Certification Number and want to report that I made no applications.
- ● I made applications and I want to upload my report files.

- ● I do not have a Commercial Sales Permit.
- ○ I have a Commercial Sales Permit and want to report that I made no sales.
- ○ I made sales and I want to upload my report files.

Next

Submittal Confirmation and Validation

- Electronic reports initiate 2 email responses:

  - 1st is confirmation of submission and

  - 2nd is either an acceptance of your report or rejection of your report with guidance on how to revise (it may be hiding in your spam/junk folder)

- **If you receive a rejection email, you must revise the report until it passes validation, or else it will be considered a failure to report for that year.**

Dear Customer:

This email message indicates that your PRL Annual Report for 2022 was received at PRL Support. This does NOT indicate that your Annual Report has been accepted. This message has been automatically generated in response to the receipt of your pesticide submission.

Business Name: Pest Control Company
Business Registration Number: 12345
Certification Number: C1234567
Applicator Name: John Doe
Phone: (555) 555-5555
Email Address: johndoe@pestcontrolcompany.com
Contact Person: John Doe

1. Confirmation of Submission

You submitted the following files:

PRLReport2022.xlsx (30625 bytes)

Your report has been given a Submission Number of: 133015.

Please include this Submission Number in the Subject line of future correspondence about your submission. (As an example, see the Subject line of this message.)

The submission conforms to our basic formatting requirements. We will process your report within 1-2 weeks and will send you a status update via email shortly after that.

It is important that you periodically recheck your inbox for this status update.

Please print this email message or save a copy in an accessible, secure electronic place.

Thank you,
NYS Pesticide Reporting Service Bureau

If you need further assistance or have any other questions, please contact us at:

PHONE:
1-800-281-7538 (toll free in New York State)
1-607-255-9098 (a toll call outside of New York State)
Both numbers are answered Monday-Friday, 9:30-5:30 and have voice mail.

1-518-402-8748 (NYS DEC - Albany. Monday-Friday 8:30-4:45)

EMAIL:
prlsupport@nysprl.com

2. Acceptance or Rejection

Submission Number: 133015
Your 2022 PRL Submission has been accepted. Listed below are all Commercial Applicators, Technicians, and Commercial Sales Permit numbers (if any) that were included in your submission. If this list is accurate, no further action is required at this time. If there are applicators that should be included in your submission that are not listed, please contact us to amend your submission.

If you need to add an applicator, provide the following information: Applicator full name (given and surname), certification id number, and whether or not they made applications in 2022. If the applicator made applications not already included in your submission, send a new Form 26 file as well.

Acceptance of your Annual Report does not indicate confirmation of the accuracy of the information you submitted, nor preclude future enforcement action should your report be found to contain false information as the result of a records inspection. If you later amend your report(s), your submission must be checked again to be accepted.

John Doe
Applicators and Technicians:
C1234567 John Doe

Make sure the list of applicators is accurate and complete

If you have any questions please contact PRL Support at:
EMAIL: prlsupport@nysprl.com
PHONE: 800-281-7538 (toll free in New York State) or at 607-255-9098 (a toll call) outside of New York State

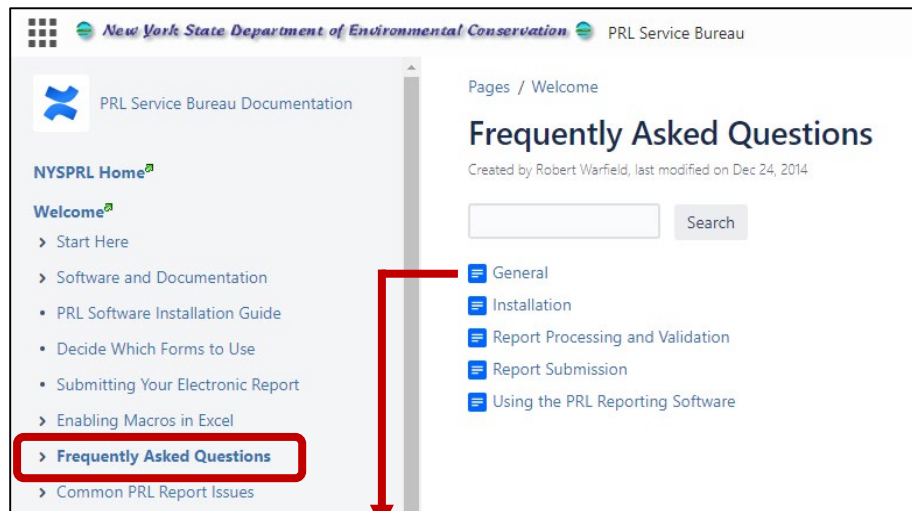# Navigating the PRL Service Bureau's Website

- This website is designed to guide reporters on how to format and submit their electronic reports.

- You can access this website through www.nysprl.com by selecting "New to the PRL reporting process? Start here."

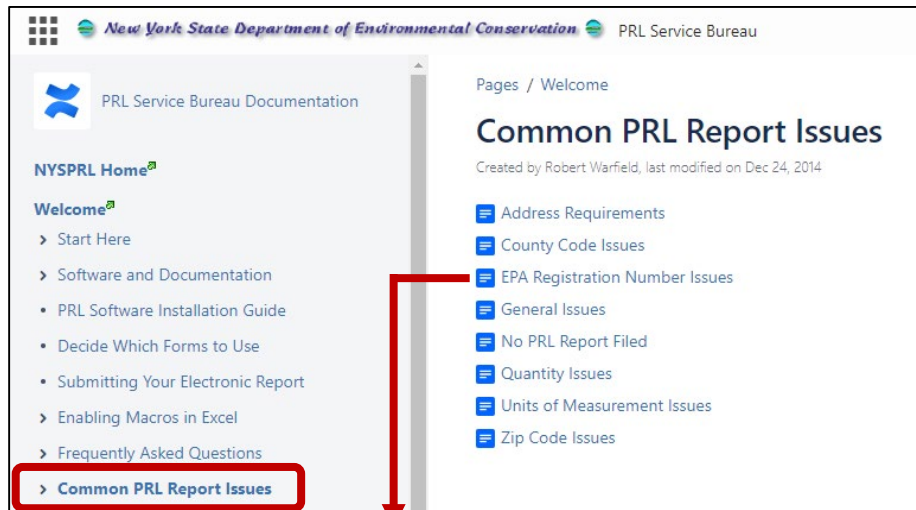- **Many questions can be answered by looking through the lefthand navigation pane!**

Questions? Check the FAQ Section!

- This section answers the top 48 questions the Bureau receives on report validation and software installation.

- Look here first to find the answer to your question!
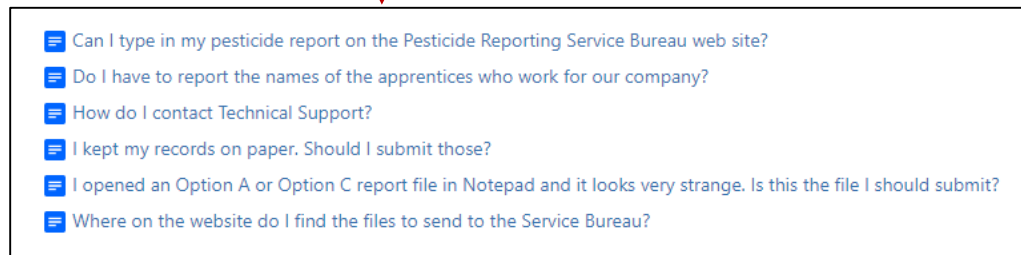
Common PRL Report Issues Section!

- This section guides you on how to fix common data entry mistakes that lead to rejected reports.

- Try to format reports as correctly as possible before you submit them.

- **This section contains similar information that is in the PRL Reminder Notice you get in the mail.**

Technical Support

Technical support for installing and using electronic reporting programs and submitting your PRL report electronically can be directed to the:

- Pesticide Reporting Service Bureau at Cornell University
  - 800-281-7538 (toll free in NYS)
  - 607-255-9098 (toll outside NYS)
  - prlsupport@nysprl.com