



Department of  
Environmental  
Conservation

# **PRL: Recordkeeping Requirements for Pesticide Applicators**

**Commercial Applicators, Commercial Technicians, Anti-Fouling Paint Applicators, and Private Applicators**

**Pesticide Reporting Law (PRL) Series  
2022**

# NYS Recordkeeping Requirements

New York State's Pesticide Reporting Law (PRL)  
(Environmental Conservation Law Article 33 Title 12 Section 1205)  
and the corresponding regulations (Title 6 NYCRR Part 325.25),  
requires every certified commercial applicator, certified private  
applicator, and certified commercial technician, to maintain  
daily use records for all pesticide activities and to maintain  
those records for a minimum of 3 years.



# Commercial Applicators



Department of  
Environmental  
Conservation

# Certified Commercial Applicators, Certified Technicians, and Anti-Fouling Paint Applicators

- Must record the following information for every pesticide application:
  - **EPA Registration Number\***
  - **Product name\***
  - **Quantity of each pesticide used\* (undiluted amount)**
  - **Date applied\***
  - **Location of application by address, municipality, and zip code\***
  - Dosage rates (e.g., 2 oz/gal)
  - Methods of Application (e.g., backpack sprayer, granular spreader)
  - Target organisms (plant, insect, disease, etc., that you want to kill/repel/reduce)
  - Specific place of application (e.g., baseboards, trees, soil, perimeter of structure)

**\*Records that must be reported annually**



Department of  
Environmental  
Conservation

# Address of Application vs. Place of Application

**Address of Application:** The general location of the application. Must include street number, street name, county, municipality, and zip code. In areas that have no street number and street name, the following may be used:

- cross-roads
- mile markers
- utility pole numbers
- or another agreed-upon location identifier (not including GPS coordinates). Please check with your regional DEC office if a location identifier is acceptable for use.

**Place of Application:** The detailed description of where the product was applied. Can include:

- The target surface (e.g., lawn, fence, baseboards, pine trees)
- A detailed map of the application site(s)
- GPS coordinates



# Quantity Used vs. Dosage Rate

**Quantity Used:** The undiluted amount of product used in the application.

- Example: If you diluted 0.5 fluid ounces per gallon of a pesticide product and applied 1,000 gallons, you need to record that 500 fluid ounces of the product was applied, not 1,000 gallons of the mixture.

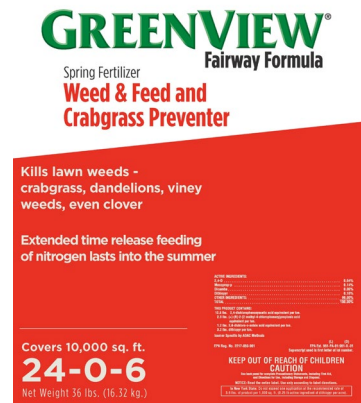
**Dosage Rate:** The mixing or application rate listed on the label (can be a fraction of two units or a percent solution).

- Example: If the label lists 0.5 fl oz/gal as the mixing rate and you applied 500 fl oz/1,000 gallons, record the dosage rate as 0.5 fl oz/gal.
- If the pesticide is a ready-to-use (RTU) product, enter the rate as indicated in the label directions. If there is no rate indicated in the label directions, enter RTU.



# Don't Forget to Record These!

- “Weed and Feed” fertilizer products should have an EPA Reg. No. and must be included in daily use records.
- Minimum Risk products must be included in daily use records, even though they are not included in annual reports.
  - Minimum Risk products will not have an EPA Reg. No., but they can generally be identified by their active ingredients (e.g., citronella, peppermint oil, lauryl sulfate). A full list of Minimum Risk active ingredients can be found on [EPA's Minimum Risk webpage](#).



# Recordkeeping Examples

EPA Reg. No.	Product Name	Quantity used	Units	Date of Application	County code	Address	Municipality	Zip Code
10163-324	M-Pede	0.4	GL	07/19/16	47	123 Main Street	Sag Harbor	11963
7173-218	Generation Mini-blocks	30.0	OZ	11/3/16	14	123 Main Street	Buffalo	14204
499-370	Advance Granular Carpenter Ant Bait	30.0	OZ	07/16/16	01	123 Main Street	Albany	12233
100-1169	Touchdown Total	7.0	QT	04/21/16	11	123 Main Street	Cortland	13045
100-1414	Lexar EZ	7.5	GL	04/27/16	10	123 Main Street	Ancram	12502
71532-26-73006	Fenvastar Plus	1.0	FL	11/20/16	60	123 Main Street	New York	10011
62719-556	Accord XRT II	640.0	FL	06/04/16	37	I-86 East bound, mile markers 1088-1102	Cold Spring	14779

Dosage Rate	Method of Application	Target Organism	Place of Application
1% solution	Foliar Spray	Spider Mites/ Scale/ Adelgids	Dogwoods front and back yard, white pines in back yard
1 Block/ 8-12 feet apart	Hand Placement	Rodents	All rodent bait stations along building perimeter
0.3 ounce/100 linear feet	Hand Spreader	Carpenter Ants	Perimeter of entire building
3 QT/Acre	Boom sprayer	All vegetation	GPS 42.364428, 76.101998, entire field
30 GL/Acre	Boom Sprayer	Weeds	Field 4 see accompanying map
.042 FL/GL	Hand Sprayer	Cockroaches	All kitchen baseboards and under refrigerator in kitchen
20 FL/Acre	Boom Sprayer	All vegetation	Under all guide rails



# Applicators Responsibility

- Certified Applicators and Certified Technicians are individually responsible for recording the applications they make.
- Applications made by apprentices must be included in the daily use records of the supervising Certified Applicator (not a Technician).

## Form 26 aka (44-15-26)

- DEC's Form 26 can be used to fulfill recordkeeping (and reporting) requirements for applicators.
- Form 26 is available for download in both paper format and electronic format.



APPLICATOR/TECHNICIAN PESTICIDE ANNUAL REPORT

Report Year	Certification ID Number	Applicator/Technician		Bus./Agency Reg. No. (If applicable)
* * *	* * * * *	Last Name	First Name	* * * *

☐

 Check Here If No Commercial Applications Were Conducted This Year

Row #	Col. 1 EPA REG. NUMBER	Col. 2 PRODUCT NAME	Col. 3 QUANTITY USED	Col. 4 UNITS	Col. 5 DATE OF APPL.	Col. 6 COUNTY CODE	Col. 7 ADDRESS	Col. 8 MUNICIPALITY (CITY, VILLAGE, ETC.)	Col. 9 ZIP CODE
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Paper Form 26  
(front and back)

Record Keeping Information

Row #	Dosage Rate	Method of Application	Target Organism	Place of Application
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

THIS INFORMATION SHOULD NOT BE SENT TO NYSDEC,  
BUT MAY BE USED TO MEET RECORD KEEPING REQUIREMENTS.



Department of  
Environmental Conservation

Recreation

Nature

Prevent Pollution

Regulatory

Waste and Recycling

Petroleum and Chemical Storage

Site Cleanup

Water

Air

Pesticides

Oil & Gas Wells and Mining



Services

News

Government

COVID-19

Department of  
Environmental Conservation

Recreation

Nature

Prevent Pollution

Pesticides

Chlorpyrifos Pesticide  
Registration Cancellations  
and Adopted Regulation

Business/Agency Pesticide  
Information

Pesticide Product  
Registration

The Pesticide Reporting Law  
(PRL)

Sponsor a Pesticide Course

Aquatic Pesticide Permits

Special Pesticides Initiatives  
in NY

Forms Related to Pesticides

Pesticide Laws and  
Regulations

Home » Chemical and Pollution Control » Pesticides

## Pesticides

On this page:

- [Hot topics](#)
- [nForm](#)
- [List of products to disinfect COVID-19](#)
- [Enforcement discretion letters](#)
- [NYSPAD](#)
- [Contact us](#)
- [Pesticides updates listserv](#)

DEC regulates pesticides and handles compliance assistance, public outreach, and enforcement of the Environmental Conservation Law (ECL).

### Hot Topics:

[Glyphosate Reporting Requirement](#)

### To Download the Paper Form 26:

- Go to [www.dec.ny.gov](http://www.dec.ny.gov)
- Select “**Pesticides**” from the “**Prevent Pollution**” drop-down at the top
- Select “**Forms Related to Pesticides**” in the green box on the left
- Select “Applicator/Technician Pesticide Annual Report 44-15-26”

# 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

Did you make Applications? **Yes**

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".

\* - 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!

## Electronic Form 26

This Form 26 was individually downloaded under Option D Excel Forms and opened in Microsoft *Excel*



## New York State Pesticide Reporting Law Electronic Reporting Options and Report Submission

- 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.

“Option B” users (especially users with Excel 2007, 2010 or 2013): There are [updated and](#)

- [Check](#) whether [NYS DEC](#) has received your calendar year 2021 pesticide report.

### Electronic Form 26 can be accessed by:

- Going to [www.nysprl.com](http://www.nysprl.com)
- Select “**Download one of our free electronic reporting programs**”
- Download or install the reporting option that you prefer to work with or is compatible with your technology

For more information on the reporting options, go to DEC’s “PRL Electronic Reporting” PowerPoint

Package	Description	Install	
Option A	Option A only requires a computer running Microsoft Windows 7 or later. <i>We recommend this option for most users.</i>  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).	<a href="#">Download</a> (6/1/14) (1/07/2016)	<a href="#">U</a> <a href="#">FI</a>
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 <b>Save As</b> a new file. <b>Note:</b> 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.	<a href="#">Form 26</a> <a href="#">Form 26A</a> <a href="#">Form 25</a> <a href="#">Form 27</a>  <a href="#">Installation Package</a> (9/28/2017)	<a href="#">U</a> <a href="#">S</a> <a href="#">R</a>
Option O	Option O is similar to Option D, but may be used with an "Excel-compatible" spreadsheet program, such as Apple's <i>Numbers</i> or OpenOffice.org's <i>Calc</i> .  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.  <b>DO NOT</b> change the structure of the worksheets you download here. Please review the <i>User Guide</i> 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: <a href="#">Form 26</a> <a href="#">Form 26A</a> <a href="#">Form 25</a> <a href="#">Form 27</a>  XLS: <a href="#">Form 26</a> <a href="#">Form 26A</a> <a href="#">Form 25</a> <a href="#">Form 27</a> (12/03/2015)	<a href="#">U</a> <a href="#">S</a> <a href="#">R</a>

# Annual Reports

Commercial Applicators and Technicians are required to report their pesticide applications to DEC every year by February 1<sup>st</sup> (even if they made no applications!).

See DEC's presentation "**PRL Reporting Requirements for Applicators**" on what must be reported and which forms to use.

and

DEC's presentation "**PRL Electronic Reporting**" on how to format and submit reports electronically.



# Private Applicators



Department of  
Environmental  
Conservation



# Certified Private Applicators

- Must maintain records of the following information:
  - Restricted pesticides purchased
  - Crops treated with restricted pesticides
  - Methods of application
  - Dates of application
- Records must be maintained for 3 years and shall be available for inspection upon request by the Department.
- The “Pesticide Application Recordkeeping Form for Private Applicators” can be used as a template to fulfill recordkeeping requirements for NYS and is available online on DEC’s Pesticide Webpage under [“Forms Related to Pesticides”](#).



(Farm, business name, etc.)

IF NOT CERTIFIED - SUPERVISING APPLICATOR NAME/CERTIFICATION#

**NOTE: LIST ALL RESTRICTED USE PESTICIDES PURCHASED BY PRODUCT NAME AND EPA REGISTRATION NUMBER ON THE BACK OF THIS FORM**

[illegible]

\* Required for restricted-use products only. \*\* USDA requirement for Federally Restricted Pesticides

\*\*\* Recommended although not required by state or federal law.

# WPS Records

- Certified private applicators, pesticide handlers, and others applying pesticides on an agricultural establishment must also maintain records required by the Worker Protection Standard (WPS).
- The “Pesticide Application Recordkeeping Form for Private Applicators” can also be used to fulfill most WPS recordkeeping requirements.
- WPS also requires employers to maintain records of the Safety Data Sheets of the pesticides applied.
- All WPS records must be retained for 2 years and must be available for inspection upon request.
- Go to [www.pesticideresources.org](http://www.pesticideresources.org) for more information on WPS requirements.

