

Pesticide Use Record Model Form

General Requirements

Attached is a [model form](#) that can be used for maintaining Pesticide Use Records by most Pesticide Use Licence holders. With some additions it can be used by large private forest land licence holders and holders of Permits or Pesticide Use Notice (PUN) Confirmations.

The *IPMA* Regulation requires that these records be kept up to date. The records may be kept at or near the treatment location during the use, but within 60 days after the use must be kept at the business location identified on the licence or permit application or pesticide use notice. The records must be retained for a period of at least 3 years from the date of pesticide use.

Because of the page size limitations, there is minimal room on the form for data entry. Abbreviations or codes may be used in completing the form, provided that a key to the codes is attached to the form.

Information required by the *IPMA* Regulation

A. Information required for most licence holders

The information required for each record of use for a licensee as specified in the *IPMA* Regulation Section 35 (1) is listed below. There are locations for entering this information on the model form. Pesticide users may design their own form as long as it contains the required information.

The following information must be recorded for each treatment location and day of use:

- a) if the use was performed as a service, the name and address of the person (or company) for whom the service was performed;
- b) if the service was performed for another licensee or a permit or confirmation holder, the number of the person's licence, permit or confirmation;
- c) if the use was not performed as a service, the name and address of the owner or manager of the treatment location;
- d) the name and certificate number of the certified applicator who used the pesticide or supervised the use;
- e) the date and time of the pesticide use;
- f) the name of the pest targeted by the use or the purpose of the pesticide use;
- g) the trade name of each pesticide used and its registration number under the federal *Pest Control Products Act*;
- h) for each pesticide used, the method and rate of application and the total quantity used;

- i) if the use was outdoors, the prevailing meteorological conditions including temperature, precipitation and velocity and direction of the wind;
- j) pest monitoring methods and injury thresholds used to fulfill the licensee's integrated pest management requirements in relation to the use; and
- k) advice given to the owner or manager of the treatment area in relation to the following:
 - i. safe re-entry time;
 - ii. the number of days before a crop can be harvested safely; and
 - iii. additional precautions that should be taken to minimize exposure to the pesticide

B. Additional information that must be recorded by large private forest land licence holders

The additional information specified in the *IPMA* Regulation Section 35 (2) that must be recorded by licensees who use pesticides for the management of forest pests on more than 20 ha per year of private land used for timber production is listed below. This information could be appended to the model form.

The following information must be recorded for each treatment location:

- a) the results of pest monitoring carried out by the licensee in relation to
 - (i) the pest population, and
 - (ii) the damage caused by pests;
- b) the use of the monitoring results in a) to determine injury thresholds;
- c) how public notification was given and where notices were posted;
- d) the effectiveness and impacts of the pesticide use; and
- e) for each piece of the licensee's pesticide application equipment that requires calibration, when the equipment was calibrated and the data upon which its calibration was based.

C. Information that must be recorded by a permit holder

The information specified in the *IPMA* Regulation Section 36 required for each record of use by a permit holder is listed below. This information includes most of the data that would be entered on the model form. Additional information requirements may be required as a term of the permit.

The following information must be recorded for each treatment location and day of use:

- a) the name and address of the owner or manager of the treatment location;
- b) if the use was performed as a service, the name and licence number of the licensee who performed the service;
- c) if the use was not performed as a service, the name and certificate number of the certified applicator who used the pesticide or supervised the use;
- d) if a confirmation was required for the use, the confirmation number; and
- e) the information listed above for most licensees (items a to k) except not monitoring methods and injury thresholds (item j). Note that the information in j may be requested in the term of the permit if applicable.

D. Information that must be recorded by the holder of a PUN Confirmation

The information required by the *IPMA* Regulation Section 37 for each record of use by the holder of a PUN Confirmation is specified is listed below. This information includes most of the data that would be required on the model form plus some additional data that could be appended to the model form.

The following information must be recorded for each treatment location and day of use:

- a) the name and address of the owner or manager of the treatment location;
- b) if the use was performed as a service, the name and licence number of the licensee who performed the service;
- c) if the use was not performed as a service, the name and certificate number of the certified applicator who used the pesticide or supervised the use;
- d) if a permit was required for the use or the class of pesticide, the permit number;
- e) the information listed above for most licensees (items a to k) except not monitoring methods and injury thresholds (item j). Note the information in j) is to be contained in the Pest Management Plan prepared by the holder of the PUN Confirmation

The following information must be recorded for each treatment location:

- a) the results of pest monitoring in relation to
 - (i) the pest population, and
 - (ii) the damage caused by pests;
- b) the use of the monitoring results described in a) to determine injury thresholds;
- c) how public notification was given and where notices were posted;
- d) the effectiveness and impacts of the pesticide use; and
- e) for each piece of pesticide application equipment that requires calibration, when the equipment was calibrated and the data upon which its calibration was based.