

New Requirements for Record Keeping

Pesticide Business and Pesticide Agency Recordkeeping (803-81)

- Records must be maintained on an annual basis and retained for at least three years.
- These records must include, at the minimum, the following:
 - Each pesticide application made by a commercial applicator or someone working under their supervision who is employed by the business or agency
 - the name and address of each person for whom a pesticide was applied;
 - the location of the application (including the 5-digit zip code);
 - the size of the area treated;
 - the crop, commodity, stored product or site treated;
 - the time and date of application;
 - the brand or product name of the pesticide applied;
 - the EPA registration number of the pesticide applied;
 - the total amount of pesticide applied per location per application;
 - the dosage rate;
 - the method of application;
 - the target organism;
 - the name and certification number of the Commercial Applicator that made or supervised the application;
 - if applicable, the name of any Pesticide Technician who made the application and is not a Commercial Applicator
 - Each Pesticide Technician applying pesticides under the supervision of a Commercial Applicator for the Pesticide Business or Pesticide Agency is required to meet their training requirements by:
 - taking a core commercial or private applicator certification training course, and documenting the name and signature of the Technician, the date of the training, the name of the trainer, and the title or description of the training must be included in the records.
 - receiving training as an agricultural handler, and documenting the name and signature of the Technician, the date of the training, the name of the trainer and documentation showing that the trainer met EPA's Worker Protection Standard trainer requirements, information on the EPA- approved training materials used, and the name of the Technician's employer must be included in the records.
 - taking a department-approved Pesticide Technician training program, the name and signature of the Technician, the date of the training, the name of the trainer, and the title or description of the training must be included in the records.
 - working under the supervision of a Commercial Applicator for a different category, a Private Applicator, or certified as an applicator by a jurisdiction other than the Virgin Islands, the name and certification number of the applicator, the certifying authority, and the expiration date of the certification must be included in their records.

Commercial Applicator Record Keeping

- Commercial Applicators who are self-employed or employed by a business or agency that is not required to be registered, will follow the same record requirements as Pesticide Businesses and Pesticide Agencies.

Private Applicator Record Keeping

- Private Applicators shall record and maintain records on an annual basis and retain these records for three (3) years. These records shall include the following:
 - records of the restricted use pesticides purchased, including the EPA registration number, the product name and quantity of the pesticide purchased, and the date purchased;
 - the crop treated by each pesticide;
 - the application method; and
 - the date of application(s).

Pesticide Dealer Record Keeping

- Pesticide Dealers must record and maintain records at each individual location. Records must be maintained for at least 3 years.
- Records of each transaction where a restricted use pesticide is distributed or sold to any person, excluding transactions solely between persons who are pesticide producers, registrants, wholesalers, or retail sellers, acting only in those capacities. Records of each transaction must include the following information:
 - Name and address of the residence or principal place of business of the Certified Applicator to whom the restricted use pesticide was distributed or sold;
 - The certification number on the certification card presented to the seller, the expiration date of the Certified Applicator's certification, and the category in which the applicator is certified relevant to the pesticide sold;
 - The product name and EPA registration number of the restricted use pesticide distributed or sold in the transaction, including any emergency exemption or state special local need registration number; Rules and Regulations for Pesticide Control in the Territory of the U.S. Virgin Islands
 - The quantity of the restricted use pesticide(s) distributed or sold in the transaction; and
 - The date of the transaction
- Pesticide Dealers that sell or offer for sale RUPs to certified Private Applicators must annually file with the Department. The Department will not use those reports for enforcement purposes.