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**Testing Centers**

**Albany**

*Linn Benton Community College.....(541) 917-4923*

**Astoria**

*Clatsop Community College.....(503) 338-2426*

**Bend**

*Central Oregon Community College.....(541) 383-7539*

**Burns**

*Treasure Valley Community College.....(541) 573-1576*

**Coos Bay**

*Southwestern Oregon Community College.....(541) 888-7405*

**Eugene**

*University of Oregon .....(541) 346-3230*

**Gresham**

*Mt Hood Community College.....(541) 491-7647*

**Island City**

*Union Baker ESD.....(541) 963-4106*

**Klamath Falls**

*Oregon Institute of Technology .....(541) 885-1791*

*Klamath Community College.....(541)880-2258*

**Medford**

*Rogue Community College-Table Rock.....(541) 245-7820*

**Ontario**

*Treasure Valley Community College..... (541) 881-8822 x417*

**Oregon City**

*Clackamas Community College..... (503) 657-6958 x2269*

**Pendleton**

*Blue Mountain Community College.....(541) 278-5931*

**Portland**

*Portland Community College-Rock Creek.....(503) 614-7289*

**Roseburg**

*Umpqua Community College.....(541) 440-7659*

**Salem**

*Chemeketa Community College .....(503) 399-6556*

**The Dalles**

*Columbia Gorge Community College .....(541) 506-6011*

# Pesticide Licensing in Oregon

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## Pesticide Web Page

<http://oregon.gov/ODA/PEST>

- See your pesticide test scores
- Find pesticide products
- Search upcoming classes
- Check your credit hour report
- Find the nearest testing center
- Learn how to become licensed
- See pesticide alerts



## Definitions

**Pesticide:** A substance that is used to kill, harm, or repel a pest; includes herbicides, insecticides, fungicides, rodenticides and others.

**General-Use Pesticide:** May be bought over-the-counter without a license; includes household pesticides.

**Restricted-use pesticide:** May be bought only by someone with a pesticide license and may only be used by a licensed pesticide applicator or a person they supervise. These pesticides are more dangerous than general-use pesticides. A text box above the product name on the first page of the label will tell you if it is a restricted-use pesticide.

**Oregon Department of Agriculture (ODA):** The state agency responsible for pesticide licensing, registration, and laws. ODA may also regulate federal pesticide laws.

## When Licensing is Needed

1. Buying or applying restricted-use pesticides.
2. Applying pesticides (including herbicides) to someone else's property.
3. Applying pesticides as a public employee while using a fuel or electric-powered sprayer or spreader.
4. Giving advice on how to use a restricted-use pesticide or which restricted-use pesticide will work best.

## When Licensing is Not Needed

1. Applying a pesticide on a person's owned or leased property (no restricted-use pesticides).
2. Applying a pesticide on property owned or leased by an employer while acting as an employee (no restricted-use pesticides).
3. Giving advice on general-use pesticides.
4. Performing structural pest inspections for individuals buying or selling a home.\*
5. Applying a pesticide while doing lawn maintenance if all of the following are true:
  - Small residential lawns or gardens only; no commercial property.
  - No restricted-use pesticides.
  - No fuel or electric-powered sprayers or spreaders.
  - Use of pesticides is not stated in advertisements, contracts, or invoices.

## \*Pest Inspector Licensing

Home inspectors doing structural pest inspections might need the Commercial Pesticide Applicator License. Some lenders, such as Farmer's Home Administration (FHA) and Veterans Administration (VA) require the inspector to have it. The State of Oregon only requires you to have this license if you apply pesticides. Pest inspectors generally take the Laws & Safety and IIHS Structural Pest tests.

## Construction Contractor Licensing

Call Oregon Construction Contractor's Board (CCB) for details on non-pest (plumbing, electrical, etc.) home inspector licensing. Businesses that make changes or repairs (including pest damage repairs) to buildings should also call the Construction Contractor Board at 503-378-4621 ext. 4900.

## Public Agency Projects

Generally, public applicators may only apply pesticides on their employer's property. However, in some cases applications to private land or other public agency land may be allowed. Public agencies may not get a Commercial Pesticide Operator License. Please call ODA for details 503-986-4635.

## Pesticide Licenses from Other States

The department can give you a Private Pesticide Applicator License if you have a valid Washington or Idaho Private Pesticide Applicator License. For other licenses you must take the Oregon pesticide tests.

## Pesticide Licenses based on Other Licenses

The department can give you a Private Pesticide Applicator License if you have either a Pesticide Consultant license or a Commercial or Public Pesticide Applicator License with the Agriculture Herbicide, Agriculture Insecticide and Fungicide, or Forest category.


## Pesticide Certification vs. Licensing

**Certification:** To qualify for a license you must show that you know how to apply pesticides safely and correctly by passing the written pesticide certification test(s). The certification period begins when you pass the required test(s) and ends on December 31 of the fifth calendar year. If you test in the last 45 days of the year, you get a longer certification period (see examples below).

Test date	Certification end date
January 2, 2010	December 31, 2014
November 16, 2009	December 31, 2013
November 17, 2009	December 31, 2014

**Licensing:** You must have a license before applying pesticides. To get the license: (1) fill out the correct form, which is sent to you after passing the tests, and (2) pay the licensing fee. Just passing the required tests alone does NOT mean you are licensed! It usually takes two to three weeks to send your license. Do not apply pesticides until you get your license in the mail or you see your name on the ODA website in a license search.

## Pesticide Applicator Types

The descriptions below include the types of licenses available and the tests that go along with each type. Recommended study manuals are also listed. =Study material available on the internet:

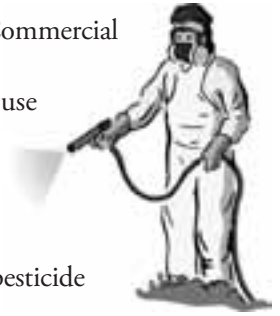
<http://www.oregon.gov/ODA/PEST/examdescrip2.shtml>

## Commercial and Public Pesticide Applicator

### Commercial Pesticide Applicator License

- Allows you to use pesticides (general-use or restricted-use) on someone else's property if employed by a company with the Commercial Pesticide Operator license (see below).
- Allows you to use restricted-use pesticides on your own (or your employer's) non-agricultural land, (Commercial Pesticide Operator license not required).

- Allows you to supervise a licensed Commercial Pesticide Trainee.
- Allows you to tell someone how to use a restricted-use pesticide or which restricted-use pesticide will work best (limited to categories on your license).
- Categories must match the type of pesticide work that will be done.
- Tests required: Laws & Safety and at least one category test.



### Public Pesticide Applicator License

- You must work for a state or federal agency, county, city, municipality, irrigation district, railroad, public utility, telephone company, school, or other public employer.
- Allows you to use restricted-use pesticides for your public employer.
- Allows you to use fuel or electric-powered sprayers or spreaders.
- Categories must match the type of pesticide work that will be done.
- Allows you to tell someone how to use a restricted-use pesticide or which restricted-use pesticide will work best (limited to categories on your license).
- May supervise a licensed Public Pesticide Trainee.
- Tests required: Laws & Safety and at least one category test.


### Laws and Safety Test

Take the Laws & Safety test and at least one category test for the type of pesticide work that will be done.

### Laws & Safety

Base test for the Commercial and Public Pesticide Applicator License.

Study materials:

- 1 Oregon Pesticide Safety Education Manual (EM 8850), OSU Book Stores, Inc., 541-737-1506
- 2  Oregon Administrative Rules Chapter 340 Division 109, Oregon Administrative Rules, Chapter 603 Division 57, and Oregon Revised Statutes - Chapter 634 (online version only).

### Category Tests

Note: Category test questions may reference Laws & Safety study materials in addition to those listed below.

### Agriculture Herbicide

The use of herbicides on agricultural lands, including Christmas tree plantations and commercial nurseries.

Study materials:

- 1 Agriculture Herbicide Study Manual, OSU Book Stores, Inc., 541-737-1506
- 2 Weeds of the West, OSU Book Stores, Inc., 541-737-1506.

<p><b>Agriculture Insecticide and Fungicide</b></p> <p>The use of insecticides, fungicides or nematicides on agricultural lands, including Christmas tree plantations and commercial nurseries.</p> <p>Study materials:</p> <p>❶ Introduction to Insect and Disease Management (MISC 0175), WSU Bulletin Office, 1-800-723-1763, <a href="http://pubs.wsu.edu">http://pubs.wsu.edu</a>.</p>
<p><b>Agriculture Livestock Pests</b></p> <p>The use of pesticides for the control of livestock pests, such as insects, mites and ticks.</p> <p>Study materials:</p> <p>❶ Pesticide Applicator Training Manual—Animal (CORN ANIM), OSU Extension Publication Orders 541-737-2513.</p>
<p><b>Agriculture Soil Fumigation</b></p> <p>The use of soil applied fumigants on agricultural lands (includes Christmas tree plantations and commercial nurseries).</p> <p>Study materials:</p> <p>❶ Soil Fumigation (MISC 0163), WSU Bulletin Office, 1-800-723-1763, <a href="http://pubs.wsu.edu">http://pubs.wsu.edu</a></p>
<p><b>Agriculture Vertebrate Pests</b></p> <p>The use of pesticides in agricultural areas for the control of vertebrate pests other than livestock predators.</p> <p>Study materials:</p> <p>❶📄 Animal Damage Control in Washington (EB 1147), Oregon Dept. of Agriculture, 503-986-4635</p> <p>❷📄 Controlling Ground Squirrel Damage Forages and Field Crops (EC 1429), Publication Orders, 541-737-2513</p> <p>❸📄 Controlling Moles (EC 0987), Publication Orders, 541-737-2513</p> <p>❹📄 Controlling Pocket Gopher Damage to Agricultural Crops (EC 1117), Publication Orders, 541-737-2513</p> <p>❺📄 Meadow Mouse (Vole) Control in Tree Fruit Orchard Ditches, and Dams (PNW 154), Publication Orders, 541-737-2513.</p>
<p><b>Aquatic</b></p> <p>The use of pesticides in treating standing or running water.</p> <p>Study materials:</p> <p>❶ Aquatic Pest Control (MIS134), WSU Bulletin Office, 1-800-723-1763, <a href="http://pubs.wsu.edu">http://pubs.wsu.edu</a></p>
<p><b>Demonstration and Research</b></p> <p>The use of pesticides in experimental research or educational demonstrations. This certification category test will become available January 2010.</p>

<p>Study materials:</p> <p>❶ Demonstration and Research Study Manual (coming soon.)</p>
<p><b>Forest</b></p> <p>The use of pesticides on forest lands or in the production of forest crops. (Does not include Christmas tree plantations or commercial nurseries.)</p> <p>Study materials:</p> <p>❶ Forest Environment Pesticide Study Manual (MIS 183), WSU Bulletin Office, 1-800-723-1763, <a href="http://pubs.wsu.edu">http://pubs.wsu.edu</a></p> <p>❷📄 Forest Practice Notes-January 1997 No. 3 (online version only).</p> <p>❸📄 Pacific Northwest Weed Control Handbook, Publication Orders 541-737-2513 or OSU Bookstores, Inc., 541-737-1506.</p>
<p><b>I.I.H.S. General Pest Control</b></p> <p>The use of pesticides, other than fumigants, in or around structures, institutions and industrial establishments, or structures with processed or manufactured products for the control of pests other than wood-destroying pests.</p> <p>Study materials:</p> <p>❶ Truman's Scientific Guide to Pest Control, Questex Media, 216-706-3750.</p>
<p><b>I.I.H.S. Moss Control</b></p> <p>The use of pesticides for the control of moss and algae on structures, sidewalks, and driveways (not lawns).</p> <p>Study materials:</p> <p>❶📄 Structural &amp; Turf Demossing Study Manual (EM 4749), WSU Bulletin Office, 1-800-723-1763, <a href="http://pubs.wsu.edu">http://pubs.wsu.edu</a></p>
<p><b>I.I.H.S. Space Fumigation</b></p> <p>The use of fumigants in confined areas or structures for the control of pests, (except soil fumigants and fumigants used in field treatment of utility poles, pilings, bridge supports, etc.)</p> <p>Study materials:</p> <p>❶ Pesticide Applicator Training Manual - Fumigation (CORN FUMI), Publication Orders 541-737-2513.</p>
<p><b>I.I.H.S. Structural Pest Control:</b></p> <p>The use of pesticides, other than fumigants, in or around structures for the control of wood-destroying pests (i.e., termites, carpenter ants, powder post beetles, etc.).</p> <p>Study materials:</p> <p>❶ Truman's Scientific Guide to Pest Control, Questex Media, 216-706-3750.</p>

### I.I.H.S. Wood Treatment

The use of pesticides to treat wood products (i.e., lumber, poles, ties, etc.) before their use in construction, or to field treat utility poles, pilings, bridge supports and similar elements of construction with fumigants or other pesticides.

Study materials:


- ❶ Wood Pole Maintenance Manual (1996 Ed. Research Contribution 15), OSU Forestry Publications Office, 541-737-4271
- ❷ Wood Preservation & Wood Products Treatment Training Manual (EM 8403), Publication Orders, 541-737-2513.

### Marine Fouling Organism Control

The use of marine anti-fouling paints or coatings on boats or ships. (Laws & Safety Exam is not required for this category.)

Study materials:


- ❶ “Best Pollution Prevention Practices for Abrasive Blast Media Waste from Shipyard Repair Activities” (Appendix 1 to OAR Chapter 340, Division 101, Section 0040, in “Hazardous Waste Rules Packet), Dept. of Environmental Quality, Waste Mgt. & Cleanup Division, 503-229-5445

- ❷ Certification Training for Safe Handling and Use of Anti-Fouling Paints Containing Tributyltin (TBT), National Paint and Coatings Association, 202-462-6272
- ❸ Information Bulletin for Applicators & Distributors of Marine Anti-Fouling Coatings, Oregon Dept. of Agriculture, 503-986-4635
- ❹  Oregon Administrative Rules, Chapter 603, Division 57 and Oregon Revised Statutes - Chapter 634 (online version only).

### Ornamental and Turf Herbicide

The use of pesticides in the establishment and maintenance of ornamental plants and turf (does not include Christmas tree plantations, commercial nurseries, or forests).

Study materials:

- ❶ Turf and Ornamental Weed Management Principles (MISC 0170), WSU Bulletin Office, 1-800-723-1763, <http://pubs.wsu.edu>
- ❷  Turfgrass Pests (online version only).

### Ornamental and Turf Insecticide and Fungicide

The use of insecticides and fungicides in the establishment and maintenance of ornamental plants and turf (does not include Christmas tree plantations, commercial nurseries, or forests).

## Fees and Requirements

Testing centers charge a testing fee. Fees range from \$10 to \$35 per test, depending on the testing center selected. Call the center directly for fee and other testing information (see test center list on cover page).

License Type	Tests	Licensing Fee	Other Requirements
Commercial Pesticide Applicator	Laws & Safety Test & category test(s)	\$50.00**	
Commercial Pesticide Operator	No test required	\$90.00 <sup>+</sup>	Completed insurance form. Must employ a Commercial Pesticide Applicator.
Directly Supervised Commercial Pesticide Trainee	Trainee Test	\$50.00**	
Directly Supervised Public Pesticide Trainee	Trainee Test	\$50.00**	Must work for public employer.
Immediately Supervised Commercial Pesticide Trainee	No test required	\$50.00 <sup>#</sup>	
Immediately Supervised Public Pesticide Trainee	No test required	\$50.00 <sup>#</sup>	Must work for public employer.
Pesticide Consultant	Consultant Test	\$40.00*	
Pesticide Dealer	No test required	\$75.00	
Private Pesticide Applicator	Private Applicator Test	\$25.00	
Public Pesticide Applicator	Laws & Safety Test & category test(s)	\$50.00**	Must work for public employer.

\* \$5.00 fee is charged by ODA for each test that is retaken. This is in addition to testing center fees.

<sup>+</sup> Fee depends on number of categories. \$15.00 per extra major category

<sup>#</sup> Fee depends on number of categories. \$7.50 per extra major category

## Commercial Pesticide Operator

- Allows a business to use pesticides on someone else's property.
- For corporations, at least one employee must be licensed as a commercial pesticide applicator.
- For sole proprietors or partnerships, the owner or at least one partner must be licensed as a Commercial Pesticide Applicator.
- Categories must match the type of pesticide work that will be done.
- The business must show proof of insurance for pesticide applications.
- This license cannot be issued to a public agency.
- No test required.

## Trainee, Directly and Immediately Supervised

### Immediately Supervised Pesticide Trainee License

- Can be a public or commercial trainee license.
- Allows you to use pesticides while supervised by a licensed Commercial or Public Pesticide Applicator.
- Supervisor must be on site at all times during spraying and within five minutes from trainee.
- Trainee and supervisor categories must match the type of pesticide work that will be done.
- Supervisor must provide specific training to trainee.
- No test required.

### Directly Supervised Pesticide Trainee License

- Can be a public or commercial trainee license.
- Allows you to use pesticides while supervised by a licensed Commercial or Public Pesticide Applicator.
- Trainee must be able to contact the supervisor by phone or radio at any time during an application.
- Supervisor does not need to be on site.
- Trainee and Supervisor categories must match the type of pesticide work that will be done.
- Supervisor must provide specific training to trainee.
- Test required: Directly Supervised Trainee.

## Directly Supervised Trainee Test


Stand-alone test to get the Directly Supervised Trainee license.

This test is available in Spanish.

Study materials:

- 1 Oregon Pesticide Safety Ed. Manual (EM 8850), OSU Book Stores, Inc., (541) 737-1506
- 2 Manual para Aplicadores Privados de Pesticidas (MIS 0126S), WSU Bulletin Office, (800) 723-1763, <http://pubs.wsu.edu>





Study materials:

- 1 Introduction to Insect and Disease Management (MISC 0175), WSU Bulletin Office, 1-800-723-1763, <http://pubs.wsu.edu>
- 2  Turfgrass Pests (online version only).

### Public Health

The use of pesticides for the control of any pest that may be harmful to the public health, including mosquitoes and other vectors.

Study materials:

- 1  EXTTOXNET Collection (online version only)
- 2  Pesticides Used in Public Health, (online version only),
- 3 Public Health Pest Control (MISC0151), WSU Bulletin Office, 1-800-723-1763
- 4  UF Public Health Study Manual, University of Florida, 352-392-1764
- 5  West Nile Virus brochure (online version only).

### Right-of-Way

The use of pesticides in right-of-way areas, including road shoulders, utility lines, and irrigation ditch banks.



Study materials:

- 1 Right-of-Way Vegetation Management (Oregon Edition) (EM 8863), Publication Orders, 541-737-2513.

### Regulatory Weed Control (Public Applicators and Trainees only)

The use of pesticides for the control of plants designated as noxious weeds.

Study materials:

- 1  Noxious Weed Policy & Classification System. Oregon Revised Statutes - Chapter 452, Chapter 561 and Chapter 570, Oregon Department of Agriculture, 503-986-4621
- 2  Pacific Northwest Weed Control Handbook, Publication Orders 541-737-2513 or OSU Bookstores, Inc., 541-737-1506.,
- 3 Right-of-Way Vegetation Management (Oregon Edition) (EM 8863), Publication Orders, 541-737-2513
- 4 Weeds of the West, OSU Book Stores, Inc., 541-737-1506.

### Seed Treatment

The use of pesticides on seed.

Study materials:

- 1  Oregon Seed Treatment Training Manual, Oregon Dept. of Agriculture, 503-986-4635.

## Pesticide Consultant





- Allows you to tell someone how to use a restricted-use pesticide or which restricted-use pesticide will work best.
- The Demonstration and Research category allows you to create demonstration plots or do research on pesticides.
- Test required: Consultant. Optional: Demonstration and Research.

### Consultant Tests

#### Consultant

Stand-alone test to get the Pesticide Consultant license.

Study materials:

- 1 Agriculture Herbicide Study Manual, OSU Book Stores, Inc 541-737-1506
- 2 Oregon Pesticide Safety Ed. Manual (EM 8850), OSU Book Stores, Inc., 541-737-1506
- 3  Oregon Administrative Rules Chapter 340 Division 109, Oregon Administrative Rules, Chapter 603 Division 57, and Oregon Revised Statutes - Chapter 634 (online version only).
- 4  Pacific Northwest Disease Control Handbook, OSU Bookstores, Inc., 541-737-1506
- 5  Pacific Northwest Insect Control Handbook, OSU Bookstores, Inc., (541) 737-1506
- 6  Pacific Northwest Weed Control Handbook, OSU Bookstores, Inc., 541-737-1506.

#### Demonstration and Research Category

The use of pesticides in field research or educational demonstrations. This certification will become available January 2010.

Study materials:

- 1 Demonstration and Research Study Manual (coming soon.)

## Pesticide Dealer

- Allows a business to sell restricted-use pesticides to licensed pesticide users.
- No test required.

## Private Pesticide Applicator

- Allows you to use restricted-use pesticides on agricultural land you own or lease, including farmland, ranches, forestland, nurseries, and orchards.
- Allows you to supervise a coworker or employee applying a restricted-use pesticide.
- One license covers all agricultural use (no categories).
- Test required: Private Pesticide Applicator.




## Private Applicator Test

Stand-alone test to get the Private Pesticide Applicator license.

This test is available in Spanish.

Study materials:

- 1 Oregon Pesticide Safety Ed. Manual (EM 8850), OSU Book Stores, Inc., 541-737-1506
- 2  Oregon Administrative Rules Chapter 340 Division 109, Oregon Administrative Rules, Chapter 603 Division 57, and Oregon Revised Statutes - Chapter 634 (online version only).
- 3 Manual para Aplicadores Privados de Pesticidas (MIS 0126S), WSU Bulletin Office, (800) 723-1763, <http://pubs.wsu.edu>

## Taking the Tests

Testing centers give the pesticide tests on a regular basis throughout Oregon.

### Requirements:

- Call ahead to make an appointment.
- Pay the testing fee at the testing center.
- Decide which test(s) you need before going to test.
- Bring a driver's license or government issued photo ID.
- Know the last four digits of your social security number.
- Answer sheets will not be graded if the writing is sloppy or if they are missing the:
  - Signature
  - Date of birth
  - Last four digits of the social security number.

### What is allowed:

- Simple calculators that do not store information.
- Testing center will provide papers and pencils for taking tests.

### What is not allowed:

- Cheating or talking to others.
- Books, notes, or other material.
- Cell phones and other similar devices.
- Removing any test papers from the testing center, including notes.

### After the test:

- Test scores are not given out over the phone. You may look up your score on the internet after it is graded: <http://oregon.gov/ODA/PEST>.
- The passing score on all pesticide tests is 70%.
- Scores are mailed to you with a license application form if you qualify.
- Licenses usually take three weeks after you send in your completed form with the correct fee.
- Test scores expire after two years.

## Recertification

Recertification is the process of getting your pesticide certification again after it expires. This can be done by either of two ways:

1. Going to training classes during your certification period.  
or
2. Taking and passing all tests again.

If you choose the first option, the number of classes needed depends on the type of license:

### Private applicators

- 16 total credit hours are needed during the five-year certification period.
- 4 hours must be core classes. Core classes cover pesticide safety, laws, and other basic topics.
- 12 hours can be non-core classes.
- No more than 8 hours (including core) in each calendar year (January 1 - December 31) can count for your credits.
- You may start getting credits the day after you pass your test.

### Consultants, public and commercial applicators

- 40 credit hours needed during their five-year certification period.
- No more than 15 hours in each calendar year can count for your credits.
- Classes can be either core or non-core.
- You may start getting credits the day after you pass the Laws and Safety test plus one category test.

## Recertification Classes

Oregon State University Extension Service, local community colleges, pesticide dealers, industry associations, and other trainers offer classes. You can find classes on the department's web page at: <http://oregon.gov/ODA/PEST>. Call the listed class sponsor for details on the class.

You must sign the sign-up sheets at every class you go to. ODA will keep track of the classes you attend. You can check your credits on the ODA website.

## After You Are Licensed

- Having a pesticide license is a big responsibility!
- When you get your new license, ODA will send you a brochure to remind you of the things you must do, such as recordkeeping, reporting, and following the label. If you need more detail, look to the "Oregon Pesticide Safety Education Manual" or call ODA at 503-986-4635.
- Finally, you must follow all laws related to pesticides. "I didn't know" is not an excuse. Always read and follow the pesticide label!

## Pesticide Application Records

After you get a pesticide applicator or consultant license, you must be fully aware of your responsibilities. One is keeping good records of your pesticide applications.

### Private applicators

#### Recordkeeping elements

- Pesticide brand or product name
- Pesticide EPA registration number
- Total amount applied—Record lbs., oz. or gal. of actual product used, not the amount of diluted product or percent active ingredient.
- Size of the area treated
- Crop, commodity, stored product or site
- Location of application—Not the address of farm. Acceptable locations include:
  - County, range, township and section;
  - Maps or written descriptions;
  - USDA identification system;
  - The legal property description.
- Date (Month/Day/Year)
- Certified applicator's full name (no nicknames or initials) and license number
- Records must be maintained for two years.

### Consultants, public and commercial applicators

#### Recordkeeping elements

- Customer name, address and phone number
- Address or geographical description where application was made. Also include number of acres, ft<sup>2</sup>, etc. treated
- Date (M/D/Y), beginning and ending time
- Product supplier
- EPA registration number or the FULL product trade name including formulation type and manufacturer
- Amount applied—use lbs., oz. or gal. of actual product per acre or concentration (lbs. or oz. product/gal.) and total gallons applied
- Target site or crop
- Equipment description, including FAA number if applied by air
- Applicator's full name (no nicknames or initials)
- Records must be maintained for three years.

### How to keep records

- Develop your own forms based on the elements listed above.
- Records may be kept in hard copy format or on an in-house computer system.
- Provide records to ODA when requested.