



Washington State Department of Agriculture
Pesticide Management Division
PO Box 42560 • Olympia, WA 98504-2560
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Pesticide Recordkeeping Form Approval Request

When WSDA makes an official request for your pesticide application records you are required to either submit them on one of our official recordkeeping forms or you must have your form officially approved by WSDA.

In order to have your pesticide recordkeeping form officially approved by WSDA it will need to meet all the requirements outlined in WAC 16-228-1320. Note that computerized records may be maintained as long as the records can be produced in a format approved by the department. The use of codes and additional reference charts are acceptable as long as they are not complex, can be easily read and understood by the WSDA, and are attached to the record information when submitted. All printed and written information on a submitted pesticide application record must be legible.

To request having your form approved, please complete the following:

Name of Requestor:
Address:
Phone: (Office) (Cell)
Email:
Company Name:
Company Address:

- ✓ Make sure your form includes, at a minimum, all of the required items found on the attached checklist.
- ✓ Attach your form and specify on it, with the corresponding letter designation, where that item is found. (See examples attached).
- ✓ When you feel your draft is ready for review, submit your form(s) to the WSDA.

WSDA Pesticide Management Division
Attn: Compliance
PO Box 42560
Olympia, WA 98504

You will be contacted if recommended changes or clarifications are needed. Once the review is complete, an approval letter will be sent to you.

Recordkeeping Information Required by WAC 16-228-1320	WAC Subsection Designation	On your form is the designation needed Yes / No / NA
The full name of the person for whom the pesticide was applied.	A1	
Full address of the person for whom the pesticide was applied.	A2	
The address or exact location of the land where the pesticide was applied	B1	
If the application is made to one acre or more of agricultural land, the field must be located on the map on the adopted form. Location of agricultural land shall be made using section, township and range, geographical positioning system coordinates, or by irrigation block and farm unit numbers.	B2	
Year the pesticide was applied	C1	
Month the pesticide was applied	C2	
Day the pesticide was applied	C3	
Start time	C4	
Stop time	C5	
Full Product name	D1	
EPA Reg. No.	D2	
Wind speed in mph	E1	
Wind direction (direction from)	E2	
Temperature in °F	E3	
(E 1 -3) shall not apply to applications of baits in bait stations, pesticide applications within structures and drip or subsurface irrigation applications. Wind and temperature readings shall be obtained in close proximity to the application site.		
Total amount of pesticide applied	F	
Amount of pesticide applied per acre or 1000 sq. Ft. Etc.	G1	
For PCO classification or residential ornamental applications, the amount shall be recorded to the nearest ounce of product or to the nearest gallon of liquid spray per site.	G2	
Fumigation records shall include the pounds of gas released per one thousand cubic feet of space, the temperature, end the duration of the exposure period.	G3	
Concentration [liquid / acre, %, amount of product / 100 gals. Inches of water / acre]	H	
Target pests (PCO) only	I	
Crop or site	J	
Apparatus license plate number	K	
Licensed applicators full name	L1	
License number	L2	
Licensed applicator complete address	L3	
Licensed applicator telephone number	L4	
Full name and license # (if applicable) of individual(s) making the application	L5	
Number of acres or other appropriate measure to which the pesticide was applied.	M	
For commercial applications, the full name and complete address of the commercial firm.	N	

WAC 16-228-1320 What are the recordkeeping requirements for pesticide applicators? (1) Certified applicators and all persons applying pesticides to more than one acre of agricultural land in a calendar year including public entities engaged in roadside spraying, and all persons making landscape applications of pesticides to types of property listed in RCW 17.21.410 (1), (b), (c), (d) and (e) shall keep records for each application which shall include the following:

- (a) The full name and full address of the person for whom the pesticide was applied.
- (b) The address or exact location of the land where the pesticide was applied. If the application is made to one acre or more of agricultural land, the field must be located on the map on the adopted form. Location of agricultural land shall be made using section, township and range, geographical positioning system coordinates, or by irrigation block and farm unit numbers.
- (c) The year, month, day and start and stop time the pesticide was applied.
- (d) The product name used on the registered label and the United States Environmental Protection Agency registration number, if applicable, of the pesticide which was applied.
- (e) The direction from which the wind is blowing and estimated velocity of the wind in miles per hour (mph) and the temperature in degrees Fahrenheit at the time the pesticide was applied: Provided that this subsection (e) shall not apply to applications of baits in bait stations, pesticide applications within structures and drip or subsurface irrigation applications. Wind and temperature readings shall be obtained in close proximity to the application site.
- (f) The total amount of pesticide applied such as pounds, gallons, ounces, etc.
- (g) The amount of pesticide applied per acre or one thousand square feet or other appropriate measure. (i) For PCO classification or residential ornamental applications, the amount shall be recorded to the nearest ounce of product or to the nearest gallon of liquid spray per site. (ii) Fumigation records shall include the pounds of gas released per one thousand cubic feet of space, the temperature, and the duration of the exposure period.
- (h) The concentration of pesticide that was applied. Liquid applications may be recorded as, but are not limited to, amount of product per one hundred gallons of liquid spray, gallons per acre of output volume, ppm, percent product in tank mix (e.g., 1%). For chemigation applications record "inches of water applied" or other appropriate measure.
- (i) The pests to be controlled (for PCO classification only).
- (j) Specific crop or site to which pesticide was applied.
- (k) Apparatus license plate number.
- (l) The licensed applicator's full name, certified pesticide applicator license number, complete address, telephone number, and the full name of the individual or individuals making the application.
- (m) The number of acres or other appropriate measure to which the pesticide was applied.
- (n) For commercial applications, the full name and complete address of the commercial firm.

(2) Application records shall be completed and available to the department the same day the pesticides were applied.

(3) Application records shall be kept for a period of seven years from the date of the application of the pesticide to which such records refer. The director shall, upon request in writing, be furnished with a copy of such records immediately by the licensee.

(4) Upon written request, the applicator shall provide the customer with a record of each application of pesticides to his/her land, for the current season, which shall contain the information listed in WAC 16-228-1320(1).

(5) Except as stated in subsection (6) of this section, the information required in subsection (1) of this section shall be provided upon request on the appropriate page of the pesticide record form (figures 1-8): Provided that computerized records may be maintained as long as the records can be produced in the form and format prescribed by the department.

(6) The department may allow by written permit the information required in subsection (1) of this section to be kept in a different form and format than that described in figures 1-8: Provided that the following criteria are met: (a) The pesticide application recordkeeping system is computerized; (b) The pesticide application recordkeeping system contains all the information required by subsection (1) of this section, and can be produced in a form and format acceptable to the department.