



Pesticide Dealer and Dealer Manager Checklist

Businesses that distribute pesticides must comply with the Washington State Pesticide Control Act (RCW 15.58.180). By law, “distribute” means to sell, offer or hold for sale, barter, or supply pesticides in Washington State.

Use the following checklist to see if your business is complying with pesticide regulations if you are selling any non-Home and Garden use (non-H&G) pesticides. Note: all website and publication resources appear at the end of this document.

Have a Pesticide Dealer endorsement on your Master Business License

To obtain this endorsement, complete the Agriculture Addendum (BLS-700-307) along with your new or renewed business license application available on the State Department of Revenue website. In-state Pesticide Dealers must list all employees who hold a WSDA Dealer Manager License on the addendum.

A Dealer Manager is on site whenever General Use (GUP) and Restricted Use Pesticides (RUP) are distributed

At least one employee who has a WSDA Pesticide Dealer Manager License must be present at your business location at all times when any GUP and/or RUP pesticides are distributed (including displayed for sale). Most businesses will need to have several employees with Pesticide Dealer Manager Licenses to assure that at least one person is on duty during business hours.

Employees current with a Dealer Manager License

Dealer Manager Licenses expire annually on Dec. 31. License renewals are sent annually in mid-November. To ensure your renewal is processed by Jan. 1, mail immediately or renew online on the WSDA website.

How to obtain a Pesticide Dealer Manager License

Employees can get a Pesticide Dealer Manager License by passing the WSDA Dealer Manager exam and paying a testing fee and annual license fee. Once licensed, Dealer Managers must meet WSDA continuing education requirements every five years or retest.

As a first step in obtaining a Dealer Manager License, order the Washington State University (WSU) study manual, “Washington Pesticide Laws & Safety” (Publication #EMO12). It is available on the WSU website or by calling 1-800-723-1763. Some WSU County Extension offices keep a supply of study manuals in stock for sale. Contact WSDA at 1-877-301-4555 to set up an exam reservation. Testing is regularly scheduled at several locations in the state.

Pesticides for distribution registered with WSDA

Make sure the products you obtain from vendors are current with WSDA registration requirements. You can check the registration status of a product by going to WSU’s Pesticide Information Center Online (PICOL) website. Buy your pesticide products from known, reputable dealers. Beware of telephone and internet sales.

☐ **Pesticide containers in good condition**

Sell pesticides only in their original containers with proper and complete labels attached. The containers must be in good condition with no leaks or exterior residues. Bagged products cannot be ripped and leaking.

☐ **Eastern Washington dealers must provide county orders for phenoxy hormone herbicide, if requested**

All formulations of phenoxy hormone-type herbicides (e.g. 2,4-D, 2,4-DB, 2,4-DP, MCPA, MCPB, MCPP and dicamba) are considered Restricted Use Pesticides (RUP) in Eastern Washington except:

- Salt formulations, including amine and sodium, in quantities of one gallon or less.
- Dry formulations intended and labeled for home and garden or turf use.
- Ready to use formulations in five-gallon containers or less.

When and where phenoxy hormone herbicides can be applied vary by county. You must provide copies of these county orders to a purchaser, if requested.

☐ **Verify customer's pesticide license before distributing RUPs**

Before distributing any Restricted Use Pesticides (RUP), check the customer's applicator license status on WSDA's website or call 877-301-4555. You cannot determine if a license is current by looking at the license card.

Private Applicators (PAs) may purchase any RUP, but must have an aquatic endorsement to purchase aquatic pesticides. Rancher PAs may buy only restricted-use herbicides and rodenticides. Limited PAs may buy only restricted-use herbicides. Commercial, Public, Private-Commercial or Demo/Research license-holders must have the appropriate license endorsement for the pesticide they are purchasing. Be sure to check customers' license status on the WSDA website.

☐ **Verify identity of purchasers before selling RUPs**

At least once a year, verify the identity and license status of your regular customers. For customers unknown to you, verify with each purchase. Verify telephone and electronic purchases by photo ID via email or fax, or at the time of delivery.

☐ **Maintain distribution records (sales) for seven years**

Records for all non-H&G pesticides (GUP and RUP) must be kept for seven years from the date of distribution (e.g. sale). You must furnish records to WSDA if requested. All GUP and RUP distribution records must include:

- Full name and address of purchaser.
- Brand and specific product name, and EPA registration number (Reg. No.).
- Number of pounds or gallons distributed.
- Date of distribution.

For RUPs, you must also record:

- Certified applicator's full name and address, and WSDA license number.
- Full name of authorized agent picking up product for the certified applicator.
- Crop or site to which the pesticide will be applied.

In Eastern Washington, unlicensed customers may purchase one gallon or less of salt formulation (eg. amine or sodium) phenoxy hormone herbicide at a time. Eastern Washington dealers must follow the GUP recordkeeping requirements for these sales.

In Washington State, spray adjuvants are defined as pesticides. In-state dealers must follow the GUP recordkeeping requirements for all non-H&G spray adjuvants. You may record the WSDA registration number for spray adjuvants because there is no EPA registration number.

❑ **When selling pesticides with dual RUP/GUP labeling**

Unlicensed customers may purchase pesticides with labels that have both aquatic (RUP) and non-aquatic (GUP) uses, if the use is for non-aquatic sites. Follow the GUP recordkeeping requirements and note on the sales invoice that the customer agrees: "Will not be applied into or onto water."

Clopyralid is a state RUP if labeled for use on cereal grains, grass used for hay, lawns, and turf including golf courses. You may sell clopyralid pesticides with other labeled uses to an unlicensed person. Follow the GUP recordkeeping requirements and have the purchaser sign the sales invoice with the statement: "Will not be applied to cereal grains, grass used for hay, lawns and turf including golf courses."

❑ **Pesticide storage, display, and checkout areas**

Do not store or display pesticides over or adjacent to food, feed or drugs. Do not sell highly toxic (signal words "Danger/Poison") pesticides through the same check stand as human consumable food. Store and display pesticides only within an enclosed area of a building or a fence that is at least six feet high. Do not display pesticides on sidewalks.

❑ **Post (placard) storage areas**

Display areas within a store do not need to be posted with a warning sign (placard). Keep pesticide storage areas clean and secure. Store pesticides with the signal words "Danger/Poison" in a locked and posted enclosure when unattended.

The type of "Danger/Poison" pesticide storage facility determines placement of warning signs:

- The storage unit itself must have a sign on each exterior wall, and at each exit and entrance.
- If the storage unit is contained within a larger multipurpose structure, then the inside storage unit must have warning signs as described above. The larger multipurpose structure must have a sign at the main entrance of the building and on the outside of each exterior wall that is within 30 feet of the pesticide storage unit.
- A multipurpose structure storing pesticides in an unconfined area must be posted by each entrance and on the outside of all exterior walls.
- If a sign is visible from the entrance of a multipurpose structure which clearly identifies that "Danger/Poison" pesticides may be stored on the premises, then the main entrance need not be posted with a warning sign.

❑ **Transporting pesticides**

Do not transport highly toxic pesticides in the same compartment as clothes, food or feed. Secure pesticides during transit. Unattended trucks must have solid side racks and secure tailgates at least six feet above ground, ramp or platform level.

❑ **Delivering pesticides**

When delivering pesticides to a customer's location, the applicator or authorized agent must be present to sign the delivery slip or you must place the pesticide into secure storage.

❑ **Properly rinse and recycle plastic pesticide containers**

Contact Agri-Plas, Inc. online or at 503-390-2381 or WSDA at 1-877-301-4555 for container recycling dates and locations.

❑ **Properly dispose of unusable pesticide products**

For free disposal information, visit the WSDA website or call 1-877-301-4555.

Resources

Websites

- Applying for a Master Business License through Department of Revenue: bls.dor.wa.gov
- WSDA Pesticide Management Division on agr.wa.gov - search for Pesticides and key words:
 - Laws/Rules (Pesticide Control Act, dealer license: RCW 15.58.180)
 - Laws/Rules (General Pesticide Rules, State Restricted Use Pesticides: WAC 16-228-1231)
 - Compliance (Dealer requirements)
 - Licensing/Recertification (License search, requirements, testing, recertification)
 - Waste Pesticide Disposal
- Washington State University (WSU): wsu.edu (Search for PICOL databases, pesticide study materials)

WSDA Publications

- No. 665, "Selling rodenticide products?"
- No. 746, "Selling Home and Garden products?"
- No. 479, "Selling Pesticides Online"
- No. 745, "Waste Pesticide Flow Chart"

Questions?

Email WSDA at pesticide.compliance@agr.wa.gov or call 360-902-2040 or toll-free 1-877-301-4555.