THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

Department of Agricultural Resources
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MDAR MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES

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GUIDANCE ON HOW TO SUBMIT YOUR ANNUAL USE REPORT

Please note that the pesticide use information you report is truly important to the Department, and we ask for your cooperation to help ensure that the data is carefully and accurately entered and reflects the true nature of your pesticide use. To ensure such accuracy we ask that you carefully read and follow the below guidance prior to starting your submission.

COMPANY/APPLICATOR INFORMATION

Individual Applicator Report: If you are responsible for reporting your own usage, please be sure to put the company for which you work in the Company Name field and list your name and pesticide license number in the Applicator field.

Company Report: If you are reporting total usage on behalf of your employees, please be sure to list the employee names and license numbers following the model format provided in the online form e.g. John Q. Public (CC-0022222), Jane Q. Public (AL-0011111), Joseph Q. Public (PC-0033333).

PESTICIDE USE

Product Information: Please be sure to accurately enter the EPA Registration Number. Once the EPA Number is entered, the active ingredient information and brand name will automatically appear. If there are multiple brand names available for that EPA Registration Number, then you can select the specific brand name from the dropdown menu. If the product information does NOT appear, then please double check that you have the correct EPA Registration Number from the product labelling. Additionally, please be sure to that you are entering the EPA Registration Number and not the EPA Establishment Number. Also note that if you are using a FIFRA 25b exempt product, it will not have an EPA Registration Number and you do not need to enter that product information. Since the online form was designed for pesticide products with an EPA Registration Number, the product related information for 25b products will NOT appear in the dropdown menus.

Please take the time to be sure that all the fields for each product are correctly completed before moving on to the next product or submitting the form as completed. The information for each product reported should be complete with an EPA Registration Number, Product Name, Active Ingredients, Total Amount, Units, and Major Crop or Site Treated.

Units Used: There are a variety of units of measure that you can select from to describe your use. Please be sure that you are selecting the appropriate units e.g. dry oz vs. liquid oz, etc. Additionally, you may need to do some small calculations based on your use records. For example, if your records indicate that you used a gel insecticide

bait that comes in 5 oz. tubes and your records indicate that you used 10 tubes, then you would then report that you used 50 dry oz. used for that product.

The field "Other Units" should only be used if you cannot calculate the amount/units, e.g. use of pheromone-based twist ties in agriculture would report the number of ties used under "other units".

Site Treated: Review all your choices and select the appropriate site for product usage. For example: If you are working for a pest control company but occasionally have to use a weed killer (herbicide), you should NOT select "Structural Pest" for the herbicide use but select the Turf and Landscape site for that use. Additionally, if you are a farmer and reporting use of a weed killer (herbicide) on your pasture, then you should NOT select "Agricultural Animals /Livestock".

Given that some products are used for different sites, be sure to parse that information when reporting the use. For example, if using an insecticide product on both vegetables and small fruits, then you would enter the product and amount used on vegetables separately from the use on small fruits.

Once you have submitted your form, a copy of the report will be emailed to the address provided by the "reporting party". Please review the report sent to you for any issues that may need to be corrected. If you need to correct the report, you will need to resubmit the form and send a notification to the Department that you have corrected the report, so that we can delete the erroneous report and avoid any duplication of the uses reported. If you have any questions, please contact Steve Kenyon at steve.kenyon2@mass.gov.