

Industry guidance fact sheet

Pesticide Record Keeping

Pest Controllers



This fact sheet is for commercial pest controllers and people employed by pest control businesses. It provides guidance on how to comply with record keeping rules set out in the Pesticides Regulation 1995. These record keeping rules commenced on 31 July 2002.

What kind of pesticide treatments do I need to record?

Under the Pesticides Regulation 1995, if you use pesticides or engage in pest control as part of your job or business, you must make a record of every pesticide application you make. For example, you **must** make a record if:

- you treat the interior rooms, sub-floor area or roof cavity of a property for pests such as termites, cockroaches, ants, silverfish, spiders or mice, by using a hand or powered sprayer or duster, or by applying gels in cracks and crevices or by laying baits
- you treat any exterior areas of a property, including external sub-floor areas, external walls, sheds, garages, fences, and back and front yards, for pests such as termites, wasps, ants or spiders, using a hand or powered sprayer or duster, a slab or soil injector, or by applying gels in cracks and crevices or by laying baits.

You **do not** need to make a record if you are applying the pesticide to treat the water in a swimming pool or spa.

You **do not** need to make a record when using non-chemical means to control pests, for example, physical barriers such as termi-mesh, glue traps and timber monitoring pegs.

You **do not** need to make a record if the small-scale exemption applies to the pesticide application you are making (see below).

What is the small-scale exemption?

The small-scale exemption allows you to use small quantities of domestic-type pesticides without making a record. Under the exemption you do not need to make a record of a pesticide application if **all of the following conditions are met**:

- the pesticide you are using is ordinarily used for domestic purposes (including home gardening), **and**

- it is widely available to the general public at retail outlets (e.g. supermarkets or hardware stores), **and**
- you are applying the pesticide by hand or using a hand-held applicator, **and**
- in the case of **outdoor** use, you use no more than 20 litres or 20 kilograms of a 'ready to use' product, **or** 5 litres or 5 kilograms of a concentrated product, **and**
- in the case of **indoor** use, you use no more than 5 litres or 5 kilograms of a 'ready to use' product, **or** 1 litre or 1 kilogram of a concentrated product.

If you do not meet **all** of these conditions then you must make a record.

What information do I have to record?

To comply with the record keeping rules set out in the Regulation you **must** record:



- the **full product name** of the pesticide applied (e.g. Premise 200 SC, Resposar Beta SC Insecticide, Intrigue Termite Dust, Goliath Cockroach Gel, Goliath Cockroach Bait)
- the **situation** in which you used the pesticide (e.g. 'to treat domestic property for cockroaches'). You do not have to record the target pest but it may be helpful to record this information (e.g. termites, cockroaches, ants, silverfish, spiders, wasps, birds, mice)
- the **rate** of application (this is on the label) and **quantity** of the pesticide applied (e.g. record the total amount of pesticide concentrate you used in a mix, the total amount of mix you made up and the area treated). For example, if spraying for ants, the record could say 'made total of 30L at the label rate of 95ml/10L of water. Sprayed 30 square metres.'



- a description of the **equipment** used to apply the pesticide (e.g. hand sprayer, power sprayer, hand duster, power duster, soil injector, slab injector)

- the property **address** and the **area** where the pesticide was used (e.g. interior, exterior, sub-floor, roof cavity). This can be recorded on a sketch or map of the area treated. If you are spraying interior areas, you need to record the names of the rooms treated.



- the **date** and the **time** of the application, including the time that you started and finished the job

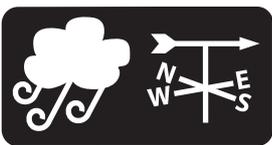
- the **name, address and contact details** of the person who applied the pesticide. If you applied the pesticide yourself, write down your own details. If you employed someone to apply the pesticide, then that person must record **their** name, as well as your **name, address and the contact details** as their employer.

- the name, address and contact details of the **owner or the person who has the management or control** of the property where the pesticide was applied.



- if the pesticide was applied **outdoors and through the air using spray equipment**, then you must make a record of weather conditions. You **must** record:

- an estimate of the **wind speed and direction** at the start of the application and any significant wind changes during the application (you can use the Beaufort scale to help estimate the wind speed). Copies of an adapted Beaufort scale is included on the last page of this fact sheet and is also available from the EPA's Pollution Line on 131 555 or at www.epa.nsw.gov.au/envirom/beaufort_scale.pdf. If the wind speed and direction are variable, you should note this (e.g. 'wind light and variable').



- if **other weather conditions** are specified on the label as relevant to the proper use of that

pesticide (such as temperature, humidity, rainfall etc) you must record a description of these weather conditions at the start of the application and any significant changes in these conditions during the application. For example, if the label says 'do not apply when temperatures are above

30°C' then you should record the temperature at the start of the application and also any significant temperature changes that occur during spraying.

What if I use more than one pesticide in a job?

If you use more than one pesticide in a job, you do not need to create a separate record for every pesticide. You can make one record, **but** you must make sure that it includes **details on all the pesticides** you used (e.g. the full product name of each pesticide, the situation treated with each pesticide, rate and quantity and equipment used for each pesticide, a delineation of the area treated and the date and times of each application).

Who is recorded as the owner/occupier if the property is vacant?

Under the Regulation, you must record the name, address and contact details of the owner or the person who occupies the property. The 'occupier' is the person who has the management or control of the place where the pesticide was applied. Depending on the particular facts, it may be the owner of the land, a person in charge such as a farm manager, a managing agent (e.g. real estate agent), a lessee or rental occupier.

Where a property is vacant, a good rule of thumb is to record the name, address and details of the person who ordered or contracted the pesticide work. Generally this person would be considered to have the control or management of the premises.

For example:

An owner of a vacant apartment appoints a real estate agent or other property manager to lease and maintain their property. The agent or property manager (as the managing agent) either applies the pesticide themselves or they engage a pest control operator to apply the pesticide. In either case the name, address and contact details of the managing agent should be recorded as the 'occupier' of the premises.

or

The owner of a vacant rural property appoints a managing agent to lease and maintain the property. The managing agent engages a pest control operator to treat the farmhouse on the property. The pest control operator should record the name, address and contact details of the managing agent as the 'occupier' of the premises.

If a property is tenanted, you may record the details of either the owner **or** the person with management or control of the premises (i.e. the tenant or the property manager). As with vacant properties, a good rule of thumb is to record the name, address and contact details of the person who ordered or contracted the pesticide work.

What form do I use?

The EPA has a sample record keeping form that you can use if you wish to, but you can make your record in any way you want, providing each record includes the information required. If you already make records for other purposes, you can simply add to that record any of the requirements listed above that are not already in that record.

Who makes the record?



If you applied the pesticide yourself, then it is your responsibility to make the record. You can get someone else to write it down for you but it is up to you to make sure the record is made and that it is accurate. **Records must be made in English.**

When do I make the record?

If you need to make a record you must do so within 24 hours of applying the pesticide.

Who keeps the record and for how long?

If you are required to make a record, you must keep the record for three years.

However, if you are contracted to carry out pest control operations for or on behalf of a **public authority** *or* if you apply pesticides to a **golf course or bowling green** *or* if you apply pesticides in connection with **agricultural farming or forestry operations**, you must:

- keep a copy of the record for three years **and** give a copy of the record to the owner or the person who has the management or control of the land on which the pesticide was applied.

More information

More information and a sample record keeping form is available from your local EPA officer or by phoning the EPA's Pollution Line on **131 555** (cost of a local call) or from the EPA's website at www.epa.nsw.gov.au/pesticides/risintro.htm. A copy of the *Pesticides Act 1999* and Pesticides Regulation 1995 can be obtained from the NSW Government Printing Office or viewed on the NSW Government website at www.legislation.nsw.gov.au.

Fact sheets about record keeping and other pesticide applications specific to particular industries are also available from the EPA, including pesticide applications by landlords, councils and greenkeepers. Fact sheets about broadacre farming, livestock, horticulture and baiting are also available.

Beaufort Scale

This modified Beaufort Scale is provided to assist pest controllers in recording wind speed for pesticide record keeping purposes.

Beaufort or force number (km/h)	Wind speed km/h	Description
0	Less than 1.6	Calm: Smoke will rise vertically.
1	1.6 - 4.8	Weather vane is inactive, rising smoke drifts.
2	6.4 - 11.3	Leaves rustle, can feel wind on your face, weather vane is inactive.
3	12.9 - 19.3	Leaves and twigs move around. Light weight flags extend.
4	20.9 - 29.0	Moves thin branches, raises dust and paper.
5	30.6 - 38.6	Small trees move or sway.

Note: this table only includes the lower wind speed portion of the Beaufort Scale. The full Beaufort Scale also includes higher force numbers which describe stronger wind speeds.

Source: <http://www.im.nbs.gov/beaufort.html>