



Please read instructions before filling out forms. Questions? E-mail: [prl@gw.dec.state.ny.us](mailto:prl@gw.dec.state.ny.us) or call 1-888-457-0110.  
 Reports must be typed, or neatly printed. Reports that are not filed in accordance with these instructions will be rejected.

### FILLING OUT THE FORM

**FOR EACH SALE OF A RESTRICTED USE PESTICIDE OR GENERAL USE AGRICULTURAL PESTICIDE TO A CERTIFIED PRIVATE APPLICATOR , YOU MUST REPORT:**

**EPA REG. NUMBER** - Report the EPA REG. NO. as it appears on the product label. **IMPORTANT:** Be sure to include the dashes and use the EPA REG. NO. and **NOT** the EPA EST. NO.

**PRODUCT NAME** - Report the registered product name, NOT the active ingredients.

**QUANTITY SOLD** - Multiply the size of the container by the number of containers sold and report the result. No fractions allowed, use only decimals. Extend two places to the right of the decimal, if necessary (i.e.;  $\frac{3}{4} = 0.75$ ).

**UNITS** - Report the unit of measure applicable to the quantity sold. (Use only the following abbreviations: **GL=Gallons, QT=Quarts, FL=Fluid Ounces, LB=Pounds, OZ=Dry Ounces, L=Liters, ML-Milliliters, KG=Kilograms, GM=Grams, MG=Milligrams**)

**DATE SOLD** - Enter the date in the following format (MMDD): 0101 = January 1; 1114 = November 14.

**COUNTY CODE** - Report the county where the pesticide is to be applied. (Use the county codes from table below)

**ADDRESS** - Enter street address where pesticide is to be applied.

**MUNICIPALITY** - Enter village, city, etc., where pesticide is to be applied.

**ZIP CODE** - Report five-digit zip code where pesticide is to be applied.

**THIS INFORMATION MUST BE SENT TO NYSDEC BY FEBRUARY 1.**

**NOTE:** Use of ditto marks, arrows or the word "same" is permitted. See example below.

∇-----LOCATION OF INTENDED APPLICATION-----∇

**EXAMPLE:**

EPA REG. NUMBER	PRODUCT NAME	QUANTITY SOLD	UNITS	DATE SOLD	COUNTY CODE	ADDRESS	MUNICIPALITY (CITY, VILLAGE, ETC.)	ZIP CODE
987-6754	Pumpkin Spray	2.5	FL	0529	11	234 Pond Ave.	Homer	13077
"	"	"	"	0621	05	456 Water Rd.	Locke	13092
789-091-788	Corn Borer Dust	3	LB	0711	↓	↓	↓	↓
54-234-999	Beetle B-Gone	7	same	0908				

### COUNTY CODES

Countv	Code	Countv	Code	Countv	Code	Countv	Code	Countv	Code	Countv	Code	Countv	Code
Out of State	99	Clinton	09	Genesee	18	Montgomery	27	Otsego	36	Seneca	45	Wayne	54
Albany	01	Columbia	10	Greene	19	Nassau	28	Putnam	37	Steuben	46	Westchester	55
Allegany	02	Cortland	11	Hamilton	20	Niagara	29	Rensselaer	38	Suffolk	47	Wyoming	56
Broome	03	Delaware	12	Herkimer	21	Oneida	30	Rockland	39	Sullivan	48	Yates	57
Cattaraugus	04	Dutchess	13	Jefferson	22	Onondaga	31	St. Lawrence	40	Tioga	49	Bronx	58
Cayuga	05	Erie	14	Lewis	23	Ontario	32	Saratoga	41	Tompkins	50	Kings	59
Chautauqua	06	Essex	15	Livingston	24	Orange	33	Schenectady	42	Ulster	51	New York	60
Chemung	07	Franklin	16	Madison	25	Orleans	34	Schoharie	43	Warren	52	Queens	61
Chenango	08	Fulton	17	Monroe	26	Oswego	35	Schuyler	44	Washington	53	Richmond	62