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From: Patricia D. Hastings

To: [NJinPAS Network](#) ; [NJinPAS School IPM](#) ; [NJinPAS Mosquito](#)

Cc: [David Munn](#)

Sent: Thursday, April 05, 2007 11:26 AM

Subject: !!IMPT: Pesticide Storage Inventories Due May 1st!!!!

Pesticide Applicator Storage Inventory and Cover Letter Submittal Due May 1st to Fire Department

All licensed pesticide applicators who store pesticides are required by law to send a copy of their storage inventor(ies) with an explanatory cover letter to the local fire company along with the actual location of each storage area by May 1st each year. In New Jersey, all licensed pesticide applicators who store pesticides are required per N.J.A.C. 7:30-9.5 to maintain a list of the pesticides stored or likely to be stored during the license year. This includes storage in the vehicles. A storage inventory should be kept separate from the actual storage area.

The Rutgers Cooperative Extension Pest Management Office Records & Forms webpage at www.pestmanagement.rutgers.edu/PAT/record_forms.htm has template forms for what is required as explained below.

1. See www.pestmanagement.rutgers.edu/PAT/RecordForms/storageinventoryr.pdf for a **template storage inventory form** that meets the requirements for either a single storage location or address. The purpose of the inventory is to provide local fire departments with an accurate description of things stored by location in case of fire or other emergency. We suggest filling out a form per storage address of your establishment. You may also devise a form that suits your needs as long as it meets the requirements of N.J.A.C. 7:30-9.5.
2. See www.pestmanagement.rutgers.edu/PAT/RecordForms/InventoryLetter.PDF for a **template cover letter** that meets the requirements. Specifically, NJDEP regulations provide; " The cover letter shall explain that this list has been sent pursuant to N.J.A.C. 7:30-9.5(b).4".

Submittal to the fire department is required annually by May 1st of each year. (This does not pertain to pesticides stored for personal use, or to those storing pesticides at loading or application areas for less than 7 days.) Applicators must keep the cover letter on file for a minimum of three years and should have it available for NJDEP upon request.

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