

Directions for Completing Pesticide Application Log:

Purpose: The ‘Pesticide Application Record’ Log will be used to compile an ongoing list of all pesticides applied at the school. It will be supplied to the public upon request. It will also be submitted with the annual notification of school IPM program status to parents and guardians of all students enrolled at the school, and staff.

Responsible Party: *[insert name and title]* _____ will complete the ‘Pesticide Application Record’. It will remain on file with the *[insert responsible party]* _____ and will be located at *[insert location]* _____.

How to Fill Out:

1. Notice: For non low impact pesticide applications only, place a checkmark in either standard or emergency notice as applicable.
 - a. Standard notice is 72 hours prior to the application of the pesticide.
 - b. Emergency notice is within 24 hours or the next day (whichever is sooner) after the application.
2. Date of notification: For non low impact pesticides, insert when notice was released to parents and guardians of all students, and staff. For low impact pesticides, insert NA for ‘not applicable’.
3. Date and time of application: Date that the application actually occurred.
4. Location should include:
 - a. For indoors: the building name or number; room name or number; other specific location such as hallways.
 - b. For outdoors: location relative to building(s); or the field name or use; other description.
5. Targeted pest as identified by sighting, monitoring, or sampling of pest.
6. Write the pesticide brand name as it appears on the label of the product. Write the active ingredient(s) as listed in the ‘percent ingredients’ section of the pesticide label; this is the same thing as the ‘common name’ of the pesticide.
7. Write the EPA Registration Number of the pesticide product as found on the product label. It is typically written as ‘EPA Reg. Number’ OR ‘EPA Reg. #’.

When to Fill Out:

1. Complete as soon as possible after the pesticide is actually applied at the location.