

Structural Pest Control Section · Division of Plant Industry

Georgia Department of Agriculture

Compliance Fact Sheet

Pesticide Use Record Keeping



This fact sheet is for structural pest control operators and technicians. It provides guidance on how to comply with pesticide use record (PUR) keeping rules in the Rules of the *Georgia Structural Pest Control Act*. These rules were amended April 1, 2014.

What does the regulation require?

A legible record is required to be made every time a pesticide or installation or modification of any termite control system is completed. The record must be provided to the property owner, resident or custodian of the property upon completion of service. The pest control company is required to retain all PURs for a minimum of two years.

What information must be recorded?



To comply with the PUR rule, the following information is **required**:

- **customer name**
- **address** of property treated
- **company name** and **telephone number**
- **technician name** and technician registration or certification **number** (if employee registration application has been submitted to GDA then note the temporary application number. This number is unique and listed on the application from Georgia Pest Exam).
- **pesticide product name** or pest system applied or installed (brand name listed on pesticide label)
- U.S. EPA **registration number** of pesticide
- **amount** of pesticide or material applied
- **concentration** of pesticide applied (pesticides have different use patterns and concentration rates vary for different uses. Ready to Use Products

(RTU) may have multiple active ingredients. Concentration for RTU products is to be listed as the sum of the % concentration rate listed for each active ingredient.) **Example:**

- **.06% = Termidor SC Mixture**
- **.027% = Conquer Mixture**
- **2.50% = 565Plus XLO includes 4 active ingredients 2.50% = (0.25%+0.25%+1.00%+1.00%)**

- **method** of application of pesticide applied (refer to *Notice 11-1: Methods of Application Guidance Policy*)
- **specific area** of application of pesticide (this can be recorded on diagram of structure also refer to *Notice 09-03: Specific Areas Treated Guidance Policy*)
- **target pest** for product applied
- application **date** and **times** of the application start and completion noting AM or PM (time is only required for non-residential facilities such as institutions, schools and commercial facilities)
- **post-application precautions** (these are listed on the pesticide label and refer to *Notice 9-2: Post Application Precautionary Statements Guidance Policy*)

What if more than one pesticide is applied in a job?

If more than one pesticide product is applied in a job, a separate record is not required for each pesticide use. One pesticide use record can be

used but it should include the required information for each pesticide applied and linked to the target pest(s), specific area(s) treated, and method of application.

What form is required?

Any record form can be used, providing each record includes the required information. Contact a state pest control association for model forms.

Who makes the record?

The technician that applied the pesticide has the responsibility to complete the pesticide use record.

When is the record required?

The pesticide use record is required to be completed at time of service. The record must be provided to the property owner, resident or custodian of the property.

How long must the record be maintained?

The pest control company is required to retain all pesticide use records for a minimum of two years.

Are electronic pesticide use records acceptable?

The record can be made electronically at the time of application and maintained by the pest control company electronically. These records must be provided or made available electronically when application is complete. Also, the property owner, resident or custodian of the property must complete the electronic communication acknowledgement statement (see *figure A*). This statement must be maintained either for as long as the contract remains in effect or for two years past the expiration of the contract.

Figure A

Electronic Communication Acknowledgement Statement. *In accordance with state regulations, pest control companies have a responsibility to provide you with a record every time a pesticide product and/or pest system is applied. This record is required to be provided to the property owner, resident or custodian of the property. This record may include post-application precautionary information. Licensed and regulated by the Georgia Department of Agriculture, 19 Martin Luther King, Jr. Drive, Atlanta, Georgia 30334 (404) 656-3641.*

I understand and request that my pesticide use records be provided or made available to me electronically.

Signature of owner, resident or custodian of the property & Date

The Georgia Structural Pest Control Commission and Georgia Department of Agriculture have issued this guidance document to help pest management professionals comply with the Rules of the Georgia Structural Pest Control Act. This document does not include all regulatory requirements. Refer to the complete Rules of the Georgia Structural Pest Control Act for all rules and regulations.