

**01 DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY****026 BOARD OF PESTICIDES CONTROL****Chapter 50: RECORD KEEPING & REPORTING REQUIREMENTS**

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**SUMMARY:** These regulations describe the types of records and reports which commercial applicators, commercial agricultural producers, limited/restricted use pesticide dealers, spray contracting firms and monitors must maintain and submit to the Board.

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**Section 1. Records****A. Pesticide Application Records**

- I. Commercial agricultural producers and commercial applicators shall maintain pesticide application records consistent with paragraph II. below for a period of two years from the date of application. Such records shall be kept current by recording all the required information on the same day the application is performed. These records shall be maintained at the primary place of business and available for inspection by representatives of the Board at reasonable times, upon request.
- II. Pesticide application records shall include, at a minimum:
  - a. Site information including town and location, crop or site treated, target organism, customer and customer address\_(where applicable); and
    - i. for broadcast applications, size of treated area (when completed);
    - ii. for volumetric applications as described on the label, the volume treated;
    - iii. for non-broadcast applications (such as spot treatments, crack and crevice or stump treatments) a practical description of the scope or extent of the application (such as number of trees, stumps or rooms treated).
  - b. **Application information.** For each distinct site, records must include date and time of application(s), brand name of pesticide(s) applied, EPA registration number(s), active ingredient(s), restricted entry interval(s) and/or ventilation period(s) (where applicable), method of application (type of equipment), dilution agent(s) (other than water), the licensed applicator's name and certification number, the name of any noncertified applicator that made the application (where applicable), and spray contracting firm (where applicable).

- c. **Rate information.** For each distinct site, application rate information must be maintained as follows:
  - i. **Restricted Use Pesticides.** For restricted use pesticides, applicators shall record the total amount of pesticide applied (undiluted).
  - ii. **General Use Pesticides.** For general use pesticides, applicators shall record:
    - (1) rate information as described in (i.) above; or
    - (2) the mix ratio and the total mix applied; or
    - (3) the mix ratio and the mix per unit area applied.
- d. For outdoor applications, except those listed below, weather conditions including wind speed and direction, air temperature and sky conditions recorded such as sunny, partly cloudy, overcast, foggy or rainy. No weather condition records need be kept for outdoor applications involving:
  - i. pesticides placed in bait stations;
  - ii. pesticide-impregnated devices placed on animals, such as ear tags; or
  - iii. pesticides injected into trees or utility poles.
- e. For TBT applications to marine vessels, applicators must also record the vessel identification and size, and the disposition of TBT wastes including chips/dust removed prior to application and empty containers.

## B. **Limited Use/Restricted Use Pesticide Sales Records**

- I. Licensed pesticide dealers shall maintain records of each sale of a restricted/limited use pesticide on their sales slips and the customer's name, and license number must be recorded on every invoice or electronic record involving that individual. Licensed pesticide dealers must also maintain records to verify that sales of restricted/limited use pesticides to unlicensed purchasers are only made where a licensed applicator is employed to supervise the use of the restricted/limited use products. These records must include the name, address, license number, issuing agency, expiration date, and categories of certification (if applicable) of each person to whom the restricted use pesticide was distributed or sold. These records are to be available for inspection by representatives of the Board at reasonable times, upon request, and are to be maintained for two calendar years from the date of sale.
- II. Pesticide dealer records shall also include the signature of purchaser or his/her agent, the product name, the EPA registration number, state special local need registration (SLN) number (if applicable), the quantity and size of containers purchased, and the date of purchase.

- III. Any pesticide dealer who discontinues the sales of restricted/limited use pesticides shall notify the Board in writing and shall provide the Board, upon request, with all required records including a final sales report up to the date of discontinuance.

## Section 2. Reports

- A. **Annual Summary Reports by Commercial Applicators.** Annual summary reports must be electronically submitted for each calendar year by January 31 of the following year through a Board-approved software solution. In the event a required report is not received by the due date, the person's license may be temporarily suspended until the proper report is received or until a decision is tendered at a formal hearing as described in 22 M.R.S.A. §1471-D(7). The report filed with the Board by or on behalf of commercial applicators shall contain the following information for each site or crop treated: quantity of each pesticide used, EPA registration number and total area treated (where applicable) for each pesticide.
- B. **Annual Pesticide Sales Reports.** Pesticide dealers licensed to sell limited and restricted use pesticides must provide the Board with a calendar year-end report of total sales of all limited, restricted and general use pesticides electronically through a Board-approved software solution before their pesticide dealer license can be renewed. The Board will furnish report forms.
- C. **Transition to Electronic Submission of Sales and Use Reports.**
- I. The 2024 amendments to Section 2 shall not affect the licensing status of applicators or dealers until reports for 2025 are due on January 31, 2026. At that time, reports will be required to be submitted in an electronic format through a Board-approved software solution unless the submitter has received an electronic reporting waiver.
- II. The 2024 amendments to this chapter which will transition annual summary reports by commercial applicators and annual pesticide sales reports to an electronic format shall be phased in over two years. Phase one shall include promotion of the electronic portal and education for commercial applicators and dealers on how to utilize the electronic submission portal for reporting year 2024. Phase two shall include requiring commercial applicators and dealers to use the electronic submission portal for reporting year 2025, unless the submitter has received an electronic reporting waiver.
- D. **Waivers**
- I. If commercial applicators or dealers do not have access to an electronic device capable of submitting electronic reports, they may seek an electronic reporting waiver. Waiver applications must include the following:
- a. The name, address and telephone number of the applicant;

- b. The license number of the applicant;
  - c. The intended format for submitting reports; and
  - d. Testimony or proof that the submitter is unable to complete the electronic submission process outlined in Section 1.
- II. Within 30 days after a complete application is submitted, the Board or its staff shall issue a waiver if:
  - a. The waiver application is received prior to December 31 of the reporting year;
  - b. The applicant possesses a valid pesticide applicator or dealer license issued by the State; and
  - c. The applicant agrees to submit physical copies of the annual reports required in Section 1 no later than January 31 of the following year.

The Board may place conditions on any such waiver, and the applicant shall comply with such conditions. Except as required by the waiver, the applicant shall undertake the reporting in accordance with all of the conditions described in their request and all other applicable legal standards. Waivers issued by the Board under this section shall not be transferable or assignable except with further written approval of the Board and shall be valid only for the period specified in the permit.

The contents of this section will be effective for the reporting year 2024.

**E. Spray Incident Reports**

- I. Commercial agricultural producers, commercial applicators, spray contracting firms and licensed pesticide dealers shall be responsible for telephoning a spray incident report to the Board as soon as practicable after emergency health care has been obtained for injured parties and efforts have been initiated to contain any spills.
  - II. A reportable spray incident is any significant misapplication or accidental discharge of a pesticide. Such incidents shall include: fires involving pesticides; vehicle and aircraft accidents resulting in a spill or human contamination; failure to turn off spray booms or other spray equipment resulting in application to sensitive areas (such as water bodies, accidentally applying pesticides to the wrong site or places of human habitation) when such application is a violation of label instructions or other law; overfilling of spray equipment resulting in risk of contamination of water; and any other equipment breakage or malfunction or pesticide handling activity which causes a pesticide release which may result in a threat to human health or the environment.
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STATUTORY AUTHORITY: 22 M.R.S. §§ 1471-G, 1471-M(1)(E); Resolves 2023, ch. 71

EFFECTIVE DATE:

July 6, 1979 - as "Reporting Requirements," filing 79-338

AMENDED:

August 12, 1985 - filing 85-275

REPEALED AND REPLACED:

April 5, 1995 - as "Record Keeping and Reporting Requirements," filing 95-149

AMENDED:

October 2, 1996

EFFECTIVE DATE (ELECTRONIC CONVERSION):

March 1, 1997

AMENDED:

November 11, 2001 - filing 2001-483

March 5, 2003 - filing 2003-61

January 4, 2005 – filing 2004-606 affecting Section 1.A.I.

December 23, 2012 – filing 2012-348 affecting Section 1.B.II.

CORRECTIONS:

February, 2014 – agency names, formatting

AMENDED:


July 23, 2019 – filing 2019-133

October 21, 2024 – filing 2024-239

NONSUBSTANTIVE CORRECTIONS:

November 5, 2024

# Board of Pesticides Control Online Portal: Annual Reporting




BPCExternalUser

.....

Login

[Create Account](#) [Forgot User ID/Password](#)

Create An Account  
and/or Login



The logo for the Board of Pesticides Control, State of Maine, is circular. It features a yellow and black striped caterpillar on a green leaf. The text "Think First..." is above the caterpillar and "Spray Last!" is below it. The outer ring of the logo contains the text "BOARD OF PESTICIDES CONTROL" at the top and "STATE OF MAINE" at the bottom, separated by dots.

BPCExternalUser

.....

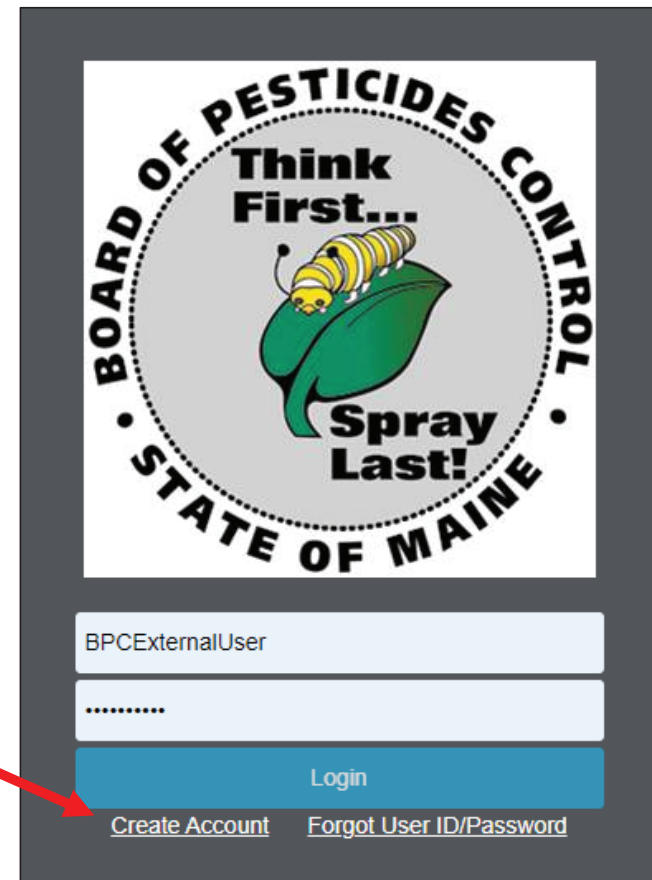
Login

[Create Account](#) [Forgot User ID/Password](#)

If you experience any issues creating an account, staff are happy to assist you. Contact us at [pesticide@maine.gov](mailto:pesticide@maine.gov) or call 207-287-2731.

After Creating An Account Enter  
Your User ID and Password and  
Click the 'Login' Button

If you do not have an account, click 'Create Account'  
and follow prompts to complete.



BOARD OF PESTICIDES CONTROL  
Think First...  
Spray Last!  
STATE OF MAINE

BPCExternalUser

.....

Login

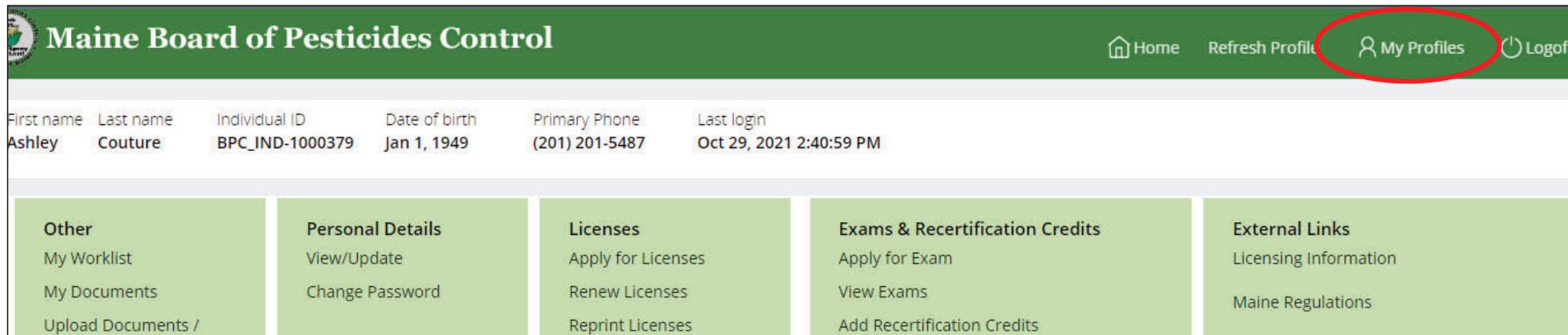
[Create Account](#) [Forgot User ID/Password](#)

If you experience any issues creating an account, staff are happy to assist you. Contact us at [pesticide@maine.gov](mailto:pesticide@maine.gov) or call 207-287-2731.



# Entering Annual Use Summary Reports Into the Portal

After Logging In, Click on '**My Profiles**' and Select Your Company Name.



The screenshot shows the user interface of the Maine Board of Pesticides Control portal. At the top is a green navigation bar with the logo on the left and links for Home, Refresh Profile, My Profiles (circled in red), and Logout on the right. Below the navigation bar is a white section displaying user profile information in a table-like format. At the bottom is a green sidebar with five categories: Other, Personal Details, Licenses, Exams & Recertification Credits, and External Links, each with a list of available actions.

First name	Last name	Individual ID	Date of birth	Primary Phone	Last login
Ashley	Couture	BPC_IND-1000379	Jan 1, 1949	(201) 201-5487	Oct 29, 2021 2:40:59 PM

Other	Personal Details	Licenses	Exams & Recertification Credits	External Links
My Worklist	View/Update	Apply for Licenses	Apply for Exam	Licensing Information
My Documents	Change Password	Renew Licenses	View Exams	Maine Regulations
Upload Documents /		Reprint Licenses	Add Recertification Credits	

Note: Submitting Annual Use Reports is Available Only For those With Administrator Status. Please Contact the BPC Office if You Need To Be Made An Administrator for Your Company

From Company Landing Page Select 'Upload Documents/Reports'



## Maine Board of Pesticides Control

TURNING WHEEL FARM

Company/Agency Type: Other Federal Tax ID/SSN: Contact First Name: Contact Last Name:

<b>Other</b> My Worklist <b>Upload Documents/Reports</b> My Documents View / Update Company / Agency Information Add New Individual	<b>Licenses</b> Apply for Company/Agency License Reprint Company/Agency License Renew Licenses	<b>Courses</b> New Course Request View / Edit Courses	<b>Reports</b> Employee
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From the Dropdown Menu Select 'Commercial Applicator Annual Summary Report' and Select 'Next'

The screenshot shows the 'Maine Board of Pesticides Control' website. The header is green with the board's logo and navigation links: Home, Refresh Profile, My Profiles, and Logoff. The main content area is titled 'Manage Documents (C-1000480)' and includes 'Close' and 'Cancel' buttons. Below the title, there are two steps: '1 Select Document Type' and '2 Upload Document'. A dropdown menu labeled 'Category \*' is open, showing a list of document types. A red arrow points to the 'Commercial Applicator Annual Summary Report' option. At the bottom of the form, there is a 'Next >>' button. The footer contains the text 'Maine.gov | Board of Pesticides Control' and 'Copyright 2016 - State of Maine - Department of Agriculture, Conservation and Forestry - Board of Pesticides Control'.

Maine Board of Pesticides Control

Home Refresh Profile My Profiles Logoff

Manage Documents (C-1000480) Close Cancel

1 Select Document Type 2 Upload Document

Category \*

Please Select

Please Select

Commercial Applicator Affidavit of Insurance

Commercial Applicator Annual Summary Report

General Use Pesticide Dealer Sales Report

RPD Sales Report

School IPM Log

Recertification Credits

Course Agenda

Course Attendance List

Inspection Documents

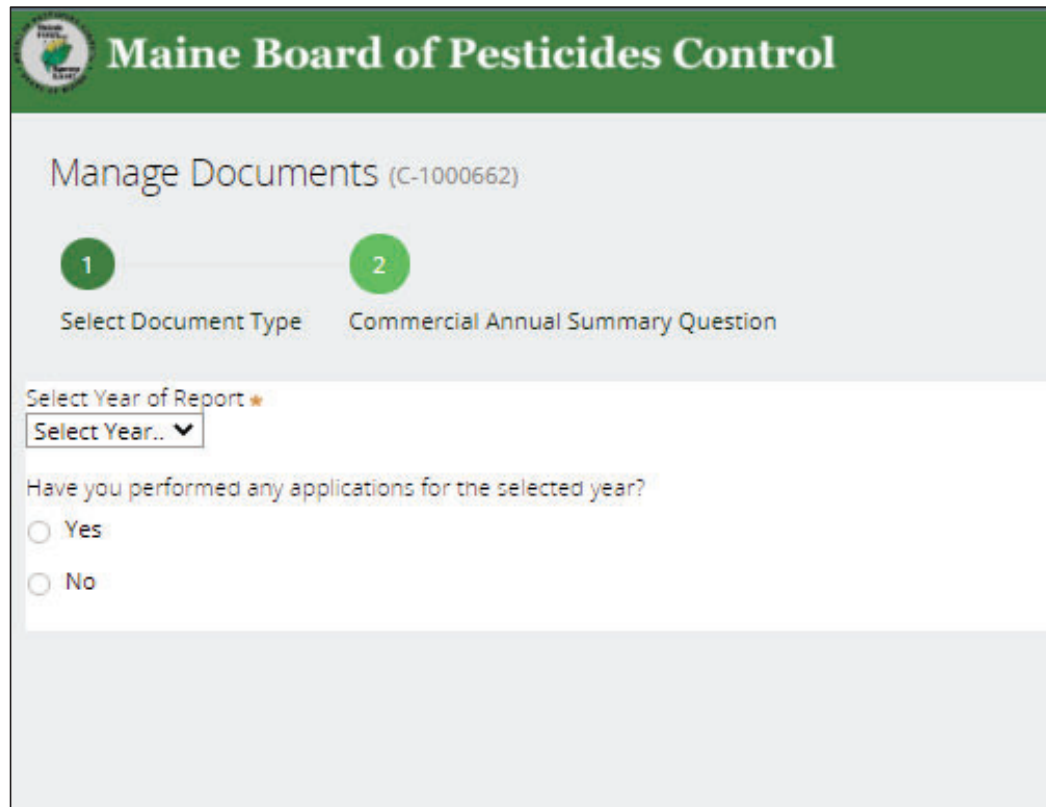
Compliance Documents

Other

Next >>

Maine.gov | Board of Pesticides Control Copyright 2016 - State of Maine - Department of Agriculture, Conservation and Forestry - Board of Pesticides Control

# Select the Reporting Year and Whether or Not Applications Were Made During That Year



**Maine Board of Pesticides Control**

Manage Documents (C-1000662)

1 Select Document Type      2 Commercial Annual Summary Question

Select Year of Report ⚠

Select Year.. ▼

Have you performed any applications for the selected year?

☐ Yes

☐ No

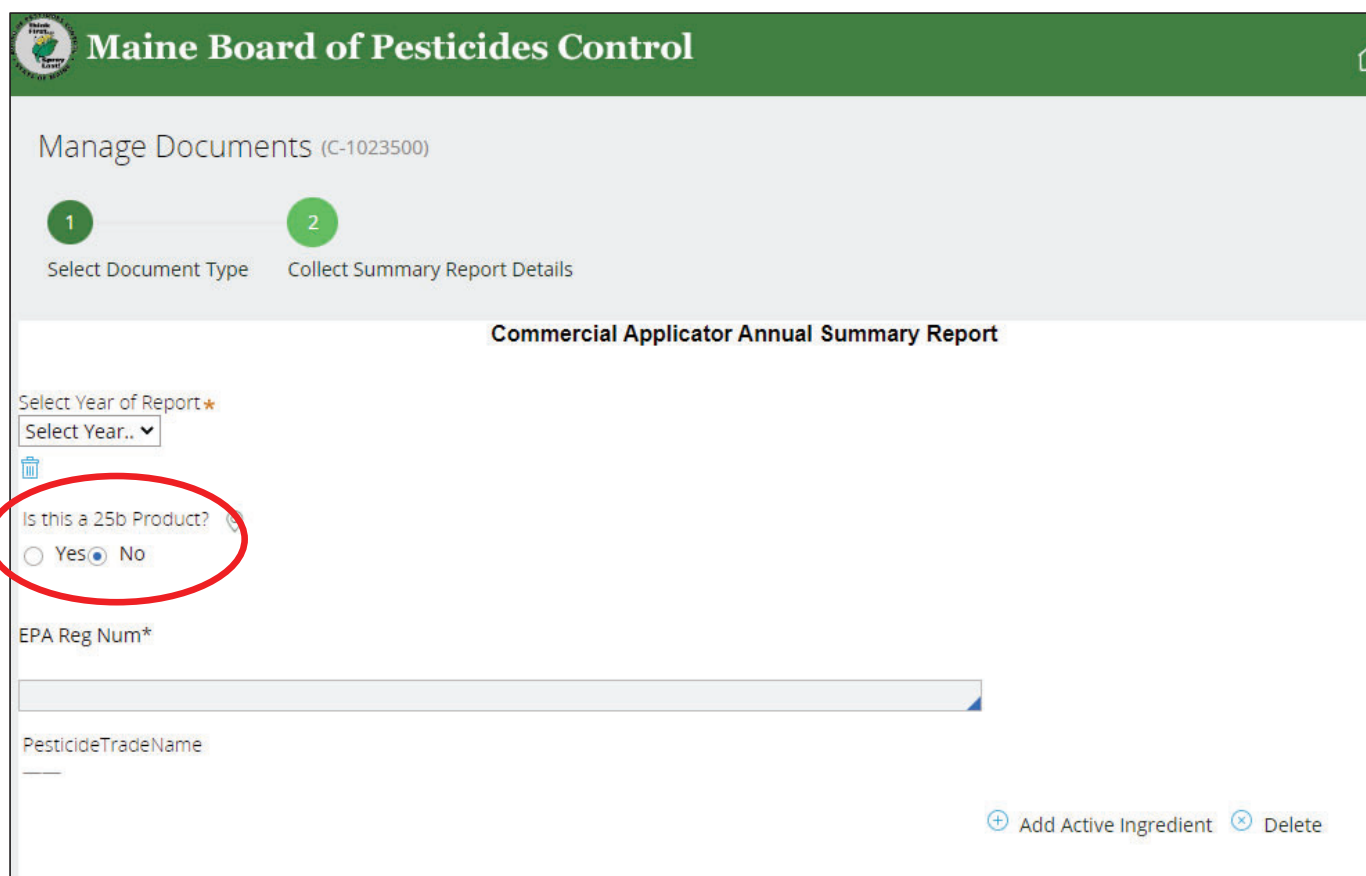
If selected 'Yes' continue to next slide. If selected 'No' click the 'Finish' button at the bottom of the screen and the report will automatically be sent to the BPC Document Review basket.

# Beginning the Use Reporting

Next, select whether the first product is or is not a 25b product

## What is a 25b product?

- Products exempted from federal registration; determined minimum risk by the EPA.
- Product will have no EPA registration number on the container
- Product is not tested for content of ingredients or efficacy against labeled pests



**Maine Board of Pesticides Control**

Manage Documents (C-1023500)

1 Select Document Type 2 Collect Summary Report Details

**Commercial Applicator Annual Summary Report**

Select Year of Report\*  
Select Year.. ▾


☐ Is this a 25b Product? ☒ Yes ☐ No

EPA Reg Num\*  
\_\_\_\_\_


PesticideTradeName  
\_\_\_\_\_




+ Add Active Ingredient × Delete



If the product is a 25b then click the 'Yes' button and the below fields will display


Is this a 25b Product? 


☒ Yes ☐ No


Pesticide Trade Name   
Clove Oil Plant Protector



Total Gallons/Pounds of undiluted formulation used  Units   
2.000 gallons 


 Add Active Ingredient  Delete


	Active Ingredient(s)	percentage 
1	clove oil	25.0000

Target Site  ornamental plants

Total Area treated  5

Units  Other 

Other Units  plants


License Category  
3A Outdoor Ornamentals 

Add Another Product


<< Back Finish

Type in trade name of the 25b product



Enter total amount of undiluted product used and the 'unit' (ounces, gallons, pounds, etc.)


Is this a 25b Product? 



☒ Yes ☐ No


Pesticide Trade Name 


Clove Oil Plant Protector

Total Gallons/Pounds of undiluted formulation used  Units 


2.000 gallons 

 Add Active Ingredient  Delete


	Active Ingredient(s)	percentage 
1	clove oil	25.0000


Target Site 


ornamental plants

Total Area treated 

5


Units 



Other 

Other Units 


plants

License Category

3A Outdoor Ornamentals 

 Back 

## Enter Active Ingredient and Percentage and Fill in Remaining Use Information


Is this a 25b Product? 



☒ Yes ☐ No

Pesticide Trade Name \*

Clove Oil Plant Protector

Total Gallons/Pounds of undiluted formulation used \* Units \*

2.000 gallons 


 Add Active Ingredient  Delete

	Active Ingredient(s)	percentage <span>*</span>
1	clove oil	25.0000


Target Site \*

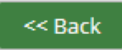
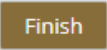
ornamental plants

Total Area treated \* Units \* Other Units \*

5 Other  plants

License Category

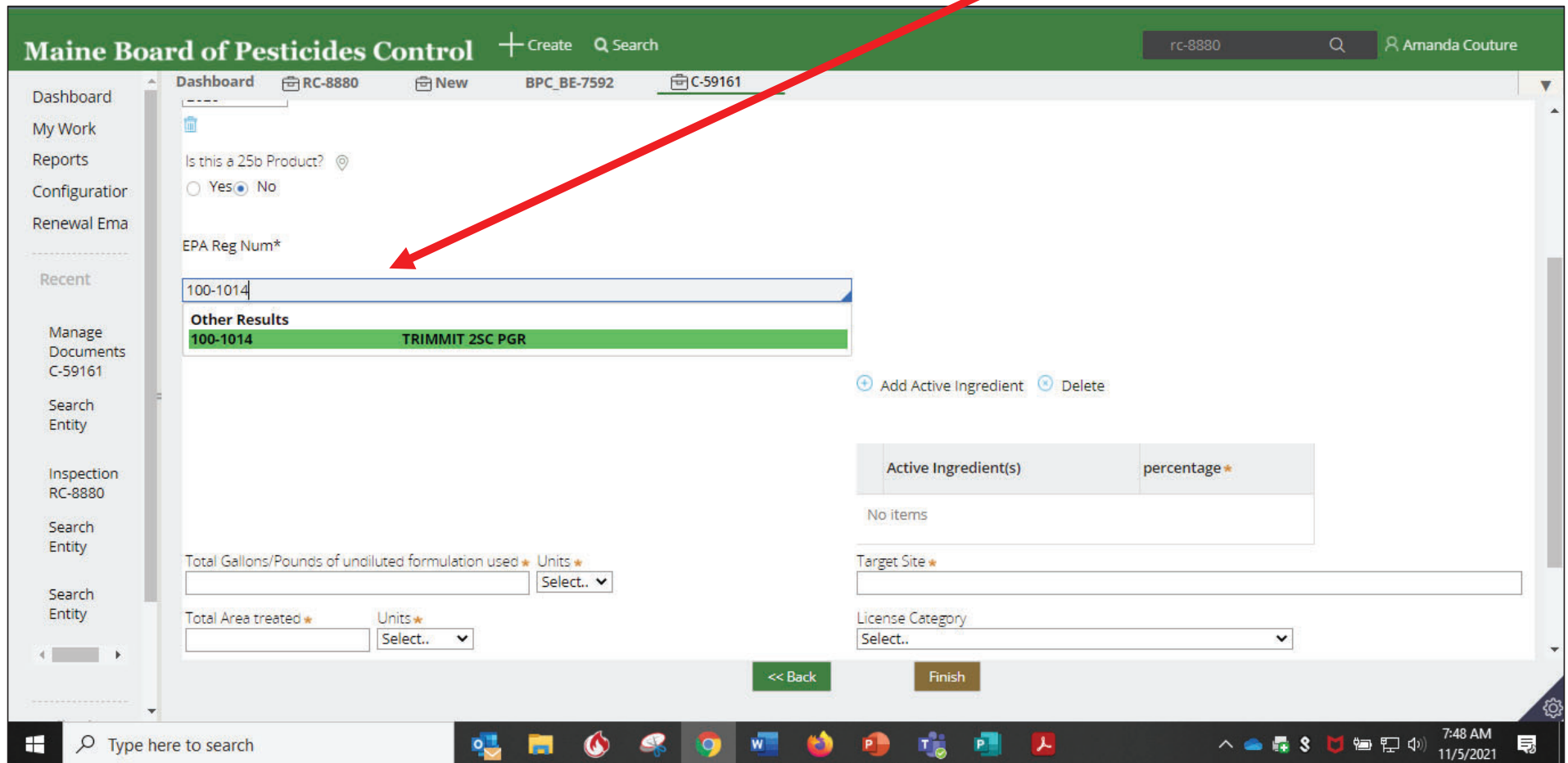
3A Outdoor Ornamentals 

Add total area treated and select the 'Unit'. If 'other' is selected as a unit a text field will display to enter the unit information.



# Why it is So Important to Have the Correct EPA Number



The screenshot shows the 'Maine Board of Pesticides Control' application interface. A red arrow points to the 'EPA Reg Num\*' field, which contains the value '100-1014'. Below this field, a dropdown menu titled 'Other Results' shows a green bar with '100-1014' and 'TRIMMIT 2SC PGR'. The interface includes a sidebar with navigation links, a top bar with user information, and various input fields for product details and application information.

**Maine Board of Pesticides Control** + Create Search rc-8880 Amanda Couture

Dashboard RC-8880 New BPC\_BE-7592 C-59161

Is this a 25b Product? ☐ Yes ☒ No

EPA Reg Num\*

100-1014

**Other Results**

100-1014 TRIMMIT 2SC PGR

Add Active Ingredient Delete

Active Ingredient(s)	percentage*
No items	

Target Site\*

License Category

Select..

Total Gallons/Pounds of undiluted formulation used\* Units\* Select..

Total Area treated\* Units\* Select..

<< Back Finish

Type here to search

7:48 AM 11/5/2021

# Why it is So Important to Have the Correct EPA Registration Number

Portal auto-fills pesticide trade name, active ingredient, and percentage a.i.

EPA Reg Num\*

100-1014

PesticideTradeName  
TRIMMIT 25C PGR

+ Add Active Ingredient - Delete

	Active Ingredient(s)	percentage*
1	Paclobutrazol	22.9000

Total Gallons/Pounds of undiluted formulation used\* Units\*  
Select..

Total Area treated\* Units\*  
Select..

Target Site\*

License Category  
Select..

Add Another Product

<< Back Finish

- Enter total amount of undiluted formula used in dry/fluid ounces, gallons, liters, or pounds
- Add total area treated and select the 'Unit'. If 'other' is selected as a unit a text field will display to enter the unit information

EPA Reg Num\*

100-1014

PesticideTradeName  
TRIMMIT 25C PGR

+ Add Active Ingredient \* Delete

	Active Ingredient(s)	percentage*
1	Paclobutrazol	22.9000

Target Site \*

License Category  
Select..

Total Gallons/Pounds of undiluted formulation used\* Units\*

Select..

Total Area treated\* Units\*

Select..

Add Another Product

<< Back Finish

## Enter 'Target Site' & 'License Category'

**Maine Board of Pesticides Control**

Home Refresh Profile My Profiles Logoff

EPA Reg Num\*  
100-1014

PesticideTradeName  
TRIMMIT 2SC PGR

Add Active Ingredient Delete

	Active Ingredient(s)	percentage *
1	Paclobutrazol	22.9000

Target Site \*  
turf

License Category  
3B Turf

Total Gallons/Pounds of undiluted formulation used \* Units \*  
1.000 gallons

Select..  
dry oz  
fluid oz  
gallons  
litres  
pounds

Total Area treated \* Units \*  
5 Select..


Add Another Product


<< Back Finish

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Click 'add another product'

# What if the EPA Registration # Does Not Match Any Products?

 **Maine Board of Pesticides Control** Home Refresh P

Is this a 25b Product?   
☐ Yes ☒ No

EPA Reg Num\*  
445-67-6780

PesticideTradeName  
Colorado Potato Beetle Spray

Please select  
☒ I verify EPA Registration number is Correct

[Add Active Ingredient](#) [Delete](#)

	Active Ingredient(s)	percentage*
1	Bacillus thuringiensis	54.0000

Total Gallons/Pounds of undiluted formulation used\* Units\*

Total Area treated\* Units\*

Target Site\*

License Category

A text field will display to enter the pesticide trade name. User must also check box verifying that EPA Reg. # is correct

Active ingredient(s) and their percent must be entered manually. To add more than one a.i. click 'add active ingredient'

# Enter Remaining Application Information

**Maine Board of Pesticides Control**

Home Refresh Profile My Profiles Logoff

EPA Reg Num\*  
445-67-6780

PesticideTradeName  
Colorado Potato Beetle Spray

Please select  
☒ I verify EPA Registration number is Correct

[Add Active Ingredient](#) [Delete](#)

	Active Ingredient(s)	percentage*
1	Bacillus thuringiensis	54.0000

Total Gallons/Pounds of undiluted formulation used\* Units\*  
64.000 fluid oz

Total Area treated\* Units\*  
120 Select..

[Add Another Product](#)

acres  
sq feet.  
cubic feet.  
linear feet.  
miles  
Other

Target Site\*  
License Category  
Select..

[<< Back](#) [Finish](#)

Click 'Finish' when all entries are completed

If assistance is needed submitting report contact the BPC office at [pesticides@maine.gov](mailto:pesticides@maine.gov) or 207-287-2731