



Office of
INDIANA STATE CHEMIST AND SEED COMMISSIONER

Protecting Indiana's Agriculture and Environment - Feed, Fertilizer, Hemp, Pesticide and Seed

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Pesticide Record Keeping Requirements

State and federal pesticide laws create a variety of record keeping requirements for a variety of regulated pesticide activities. Following is a summary of those requirements in Indiana.

Application of a Restricted Use Pesticide (RUP)

RUPs can ONLY be applied by a certified applicator or a noncertified applicator working under the direct supervision of a certified applicator. Indiana registered RUPs are listed at https://oisc.purdue.edu/pesticide/pdf/rup_listing.pdf.

Records must be kept for 2 years. No specific form is required. Can be kept electronically or on paper. Records must include:

1. Name of the customer, property owner, or custodian of the site of application.
2. Address, geographic coordinates, or general location description of site of application.
3. Name of the person making the application.
4. Name of the commercial applicator or private applicator responsible for the application, if different from #3.
5. License number of the commercial applicator or private applicator responsible for the application.
6. Date of application.
7. Start and stop times of the application.
8. Description of plants, crop, animals, commodities, stored products, or sites treated.
9. Principal pests to be controlled.
10. Specific acreage, area, parts of the structure, parts of the property, or number of plants or animals treated, or other appropriate description.
11. Each brand name of each pesticide product applied.
12. EPA registration number of each pesticide product applied.
13. Amount of each pesticide product used, expressed as either total quantity or volume of the:
 - A) packaged product; or
 - B) diluted mixture and active ingredient concentration (percentage).

Label-Directed Record Keeping for Specific Pesticide Products

Some pesticide product labels, such as those labels for dicamba over-the-top soybean and cotton products, require the applicator to create and keep records that are much more detailed than the basic records required for application of RUPs. The scope of additional label-directed records can include but may not be limited to items such as those found at <https://ag.purdue.edu/departments/extension/ppp/ppp-publications/ppp-119-2021-fill-in-form.pdf>.

Because label directions and requirements can change without notice, applicators are encouraged to review labels for additional record keeping requirements for each new purchase.

Direct Supervision Training of Noncertified Applicators Using RUPs

Certified and licensed applicators must keep records for two years for the annual training provided to noncertified applicators (including mixers and loaders) using RUPs. The training record must include the following:

1. Noncertified individual's name and signature.
2. Date of the training.
3. Name of the trainer.
4. Title of specific annual training, (i.e. *WPS Pesticide Handler Training*; or *Pesticide Safety Training for Non-Certified Applicators Using RUPs*).

The listing of all other requirements for direct supervision of noncertified applicators is available at https://www.oisc.purdue.edu/pesticide/pdf/direct_supervision_of_nca.pdf.

Worker Protection Standard (WPS) Training for Use of Agricultural Pesticides

The certified and licensed applicator or the agricultural employer must keep records for two years for the annual WPS training provided to a noncertified employee (handlers, including applicators, mixers, loaders, equipment repairs) using any agricultural pesticide (both RUPs & GUPs). The training record must include the following:

1. Noncertified employee's name and signature.
2. Date of the training.
3. Name of the trainer.
4. Title of specific annual training, (i.e. *WPS Pesticide Handler Training*).

Bulk Pesticide Storage & Containment Facility Inspections

The owner or operator of a facility that stores and handles bulk agricultural pesticide containers with capacity greater than 500 gallons liquid or 4000 pounds dry must create and maintain the following records for at least 3 years and must furnish these records for inspection and copying upon request by an employee of EPA or OISC.

Records of inspection and maintenance for each containment structure and for each stationary pesticide container and its appurtenances must be kept for 3 years and must include the following information:

1. Name of the person conducting the inspection or maintenance;
2. Date the inspection (at least monthly) or maintenance (initiated on the day first observed) was conducted;
3. Conditions noted;
4. Specific maintenance performed.

Records for any non-stationary pesticide container designed to hold undivided quantities of agricultural pesticides equal to or greater than 500 gallons (1,890 liters) of liquid pesticide or equal to or greater than 4,000 pounds (1,818 kilograms) of dry pesticide that holds pesticide but is not protected by a secondary containment unit meeting these regulations must be kept for 3 years. Records on these non-stationary pesticide containers must include the time period that the container remains at the same location.

Records of the construction date of the containment structure must be kept for as long as the pesticide containment structure is in use, and for 3 years afterwards.

Restricted Use Pesticide (RUP) Dealer Sales & Distribution

Any individual or firm that sells or offers to sell Restricted Use Pesticides (RUP) to end users (certified applicators) is required to obtain an annual RUP dealer registration from OISC, even if the firm holds other pesticide credentials, such as a pesticide business license.

A registered pesticide dealer must keep and maintain a record for each transaction involving the distribution of a restricted use pesticide to a certified end user for at least two (2) years from the date of distribution. The records must include the following:

1. Name of the certified applicator for whom the purchase or distribution is being made.
2. Certification, license, or permit number of the certified applicator.
3. Except for a certification from the state chemist, the state, tribe, or federal agency that issued the certification.
4. Certification, license, or permit expiration date of the certified applicator.
5. Certification, license, or permit categories of the certified applicator.
6. Address of the certified applicator or application business that employs the certified applicator.
7. Date of distribution.
8. Brand name of the pesticide product.
9. United States Environmental Protection Agency registration number of the pesticide product.
10. Amount of pesticide product distributed.
11. Any applicable emergency exemption or state special local need registration number.
12. Signature or verifiable confirmation of the person presenting the certification credentials, ordering, or taking delivery of the pesticide product.