

State of Hawaii
DEPARTMENT OF AGRICULTURE
Division of Plant Industry
Pesticides Branch
1428 South King Street
Honolulu, HI 96814-2512
(808) 973-9413

RECORD KEEPING INSTRUCTIONS

PREPARE IN DUPLICATE – At the end of each month, submit the original copies directly to the DEPARTMENT OF AGRICULTURE, PESTICIDES BRANCH main office at the address above¹. Retain the duplicate copies at your sales outlet for at least one year; such records are to be made available for review by Department of Agriculture personnel at reasonable working hours.

Information To Be Recorded

- (1) Dealer, address and license number as shown on license issued.
- (2) Month and year of the report.
- (3) Name of the Licensed Pesticide Dealer Representative or person in charge of sales as shown on the license.
- (4) Date report submitted to the Department of Agriculture. (must be postmarked within 15 days after the end of each month) If there are no sales to report indicate “NO SALES DURING THE MONTH” on the sales record.
- (5) Date of sale or activity affecting the inventory amount (see (6) below).
- (6) Specify activity affecting the inventory amount (sale, distribution, delivery, theft, spill or other activity).
- (7) Indicate License Number if sold to another Licensed Dealer or retailer for subsequent resale. Indicate Certification Number if sold to the user (certified applicator).
- (8) Expiration date of license or certification number.
- (9)² Certification Category located on back of the certification card (Private, Private Cat. 2, 7a, 7b, 7c, 10 etc).**
- (10) Name, Company and address of purchaser of (7) above.
- (11) Quantity and unit measure (# pounds, # gallons, etc).**
- (12) Indicate the EPA Registration Number and product name of pesticide sold.
- (13) Intended use as stated by the purchaser, including the site of application AND pest to be treated.
- (14) Initials of the clerk making the sale.

¹ Monthly records may be submitted via email to dean.m.yoshizu@hawaii.gov.

² Effective January 1, 2007, Private applicators were divided into 3 categories based on general patterns of use and sites where specific knowledge related to the use pattern or site is required to demonstrate competency. Private Category 1 is basically the same as the previous definition of private applicator, except it excludes the use fumigants and the application of pesticides applied through the irrigation system (“chemigation”). Private Category 1 is the basic certification and will continue to be referred as “**Private**”. Category 2 allows a Private applicator to also use or supervise the use of fumigants in the production of an agricultural commodity and is referred to as “**Private, Cat 2**”. Category 3 allows Private applicators to also apply pesticides through “chemigation”. Private applicators certified in category 2 or 3 will be identified as such on the back of the certification card with “**Cat 2**” or “**Cat 3**”. The back of certification cards for Private Category 1 will remain blank. (see example)

