

**Recordkeeping Manual**

**For Private Pesticide Applicators**

United States Department of Agriculture

***Important Phone Numbers for Pesticide Applicators***

***Emergency Phone Numbers***

**National Poison Control Center** (800) 222-1222

* For aid in human poisoning cases.

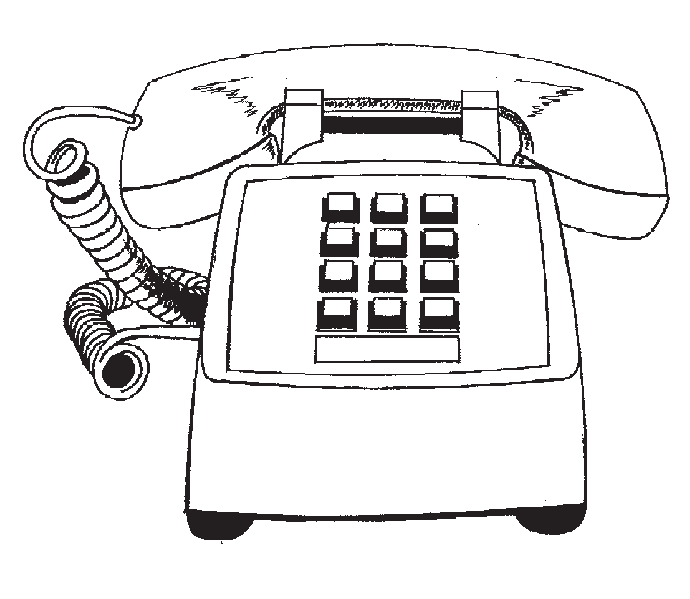
#### State or County Police ....................................................................

* To report accidents on roadways involving pesticides.

#### State Emergency Management ......................................................

* To report accidents (spills and leaks) involving pesticides.

**CHEMTREC** (24 hours) (800) 424-9300



(National Chemical Response and Information Center)

* For help involving spills, leaks, fires, and accidents involving hazardous chemicals.

***Other Phone Numbers***

#### State Regulatory Agency ...............................................................

* For pesticide labeling, licensing, and compliance information.
* For pesticide disposal assistance.

#### Local Cooperative Extension Service ...........................................

* For information on safe and proper pesticide use.

**NPIC** (National Pesticide Information Center) (800) 858-7378

Monday through Friday. 6:30 a.m. to 4:30 p.m. Pacific time, daily Web address: [**http://npic.orst.edu**](http://npic.orst.edu/)

* For medical and consumer information on pesticides.

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### If You Need More Recordkeeping Manuals

If you want more copies of this manual or the nursery and greenhouse record manual, please contact the United States Department of Agriculture, Agricultural Marketing Service (AMS),

Pesticide Records Branch at (703) 330-7826

* + Or e-mail us at: [amspesticide.records@usda.gov](mailto:amspesticide.records@usda.gov)
  + Or you may write to:

USDA, AMS, Pesticide Records Branch 8609 Sudley Road, Suite 203

Manassas, VA 20110-4582

# USDA Recordkeeping Manual

## for Private Pesticide Applicators

If you would like the recordkeeping manual specifically for nurserys & greenhouses, please see note at bottom of page 2.

**Grower/Applicator Information**

**Owner/Operator**

**Address**

**Company/Farm Name**

**Phone Number Phone Number**

**Applicator Name Certification Number**



**SAVE TIME:** The Federal recordkeeping regulations require the certified private applicator to record the brand/ product name and the U.S. Environmental Protection Agency (EPA) registration number of the federally restricted-use pesticide (RUP) he/she applies. The Federal recordkeeping regulations does not require the certified private applicator to record active ingredient(s). You will be able to save time by listing the brand/product name, EPA registration number, and active ingredient(s) of the pesticides you apply on this page and then entering the corresponding number(s) to com- plete your record form. **Use of this page is voluntary.**

|  |  |  |
| --- | --- | --- |
| **Brand/Product Name** | **EPA Registration Number** | **Active Ingredient(s)** |
| 1) | 1) | 1) |
|  |  | 1a) |
|  |  | 1b) |
| 2) | 2) | 2) |
|  |  | 2a) |
|  |  | 2b) |
| 3) | 3) | 3) |
|  |  | 3a) |
|  |  | 3b) |
| 4) | 4) | 4) |
|  |  | 4a) |
|  |  | 4b) |
| 5) | 5) | 5) |
|  |  | 5a) |
|  |  | 5b) |

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| --- | --- | --- |
| **Brand/Product Name** | **EPA Registration Number** | **Active Ingredient(s)** |
| 6) | 6) | 6) |
|  |  | 6a) |
|  |  | 6b) |
| 7) | 7) | 7) |
|  |  | 7a) |
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| 8) | 8) | 8) |
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|  |  | 8b) |
| 9) | 9) | 9) |
|  |  | 9a) |
|  |  | 9b) |
| 10) | 10) | 10) |
|  |  | 10a) |
|  |  | 10b) |
| 11) | 11) | 11) |
|  |  | 11a) |

|  |  |  |
| --- | --- | --- |
| **Brand/Product Name** | **EPA Registration Number** | **Active Ingredient(s)** |
| 12) | 12) | 12) |
|  |  | 12a) |
|  |  | 12b) |
| 13) | 13) | 13) |
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| 16) | 16) | 16) |
|  |  | 16a) |
|  |  | 16b) |
| 17) | 17) | 17) |
|  |  | 17a) |

# USDA Recordkeeping Manual

## for Private Pesticide Applicators

This manual contains forms that will help you keep the records required by Federal regulations for restricted use pesticides and for compliance with the EPA Worker Protection Standard. These forms are intended for use by private pesticide applica- tors. They are not intended for use by applicators licensed as commercial pesticide applicators.

These forms are designed for your convenience. The information you write here becomes the official record for your compliance with the law. If you use a sharp, dark pencil to write on the forms, your marks are less likely to be destroyed by rain, coffee spills, or other accidents. Please write clearly so that those who inspect your records can easily understand them.

You may keep your records in other ways as long as they contain the required information. Either handwritten notes, computer-generated records, or other recordkeeping systems are acceptable. The forms in this manual are also available from the fol- lowing Internet Web site: [**http://www.ams.usda.gov/pesticiderecords**](http://www.ams.usda.gov/pesticiderecords)

### Recordkeeping Requirements for Restricted Use Pesticides

The 1990 Farm Bill requires private certified pesticide applicators to keep records of all applica- tions of federally restricted use pesticides. The U.S. Department of Agriculture’s (USDA) Agricultural Marketing Service carries out the provisions of the Federal recordkeeping requirements. The informa- tion required by the Federal legislation is shown on page 9. These records must be kept for two years; however, you may want to keep them longer for ref- erence in making future management decisions.

Although applicators have 14 days to record information related to applications, it is a good idea to fill out the recordkeeping form immediately after application to be sure that you have an accurate and detailed record.

If you hire a commercial applicator to apply a re- stricted use pesticide, you should obtain the neces- sary recordkeeping information from the applicator. Commercial applicators are required to provide their clients with a copy of the record within 30 days of application. Application information is also required for areas receiving spot treatments.

**On the record form “USDA” will appear under each column heading that is required by the Fed- eral pesticide recordkeeping regulations.**

### Who Has Access to Your Records?

Your records can be inspected at any time by au- thorized representatives of the U.S. Department of Agriculture and State pesticide regulatory agencies who present identification. In addition, a licensed health-care professional, or someone working under a licensed health-care professional’s supervision, can request the record information at any time fol- lowing an application when treating individuals who may have been exposed to restricted use pesticides.

### Benefits of Keeping Records

The records you keep on pesticide use are not only required by the law, they will also help you im- prove your farming operation.

* Records help you evaluate how well a chemical worked, particularly if you have used

reduced rates or alternative application techniques.

* Records help you figure out how much pesticide you will need in a future year, so that you will not have to store or dispose of extra chemicals.
* Records help to prevent carry-over injury and improve rotation decisions.
* Records may protect you from legal action if you are accused of improper pesticide use.
* Food processors may require pesticide records to evaluate the potential for residues.
* Lenders and land developers often require records to evaluate potential environmental liability before lending money or buying land.
* Records provide data to respond to surveys conducted by Federal agencies and universities that can impact future availability of some pesticides through re-registration. They

may also be used to respond to the public’s concern regarding pesticide use.

* Records can save money by helping a farmer determine the best pesticide management program. Records are the key to a successful integrated pest management program.

### Enforcement and Penalties

USDA’s Agricultural Marketing Service (AMS) administers the Federal recordkeeping regula- tions. The AMS Administrator is responsible for the enforcement actions taken against violators of this standard. Any private applicator who violates the recordkeeping requirements of the USDA shall be

liable for a civil penalty of not more than $750 for the first offense and not less than $1,100 for any subse- quent offense.

### What’s in the Rest of the Manual?

* Summary table of pesticide recordkeeping requirements.
* Forms to record your pesticide applications.
* Sample sprayer calibration log form.
* Six-year calendar.

### Recordkeeping Information for the EPA Worker Protection Standard

The EPA Worker Protection Standard (WPS) is a Federal regulation that is intended to reduce the risk of pesticide poisoning and injury among agricul- tural workers. Private applicators who hire pesticide handlers and/or workers must display application information in a centrally located area accessible

to all employees before a pesticide is applied. This display of information applies to all pesticides with “Agricultural Use Requirements” printed on the label, not just restricted use pesticides.

The Hand/Head Keep Out (right) symbol appears in the column head- ings on the record sheets to mark information required for worker pro- tection. This includes the location and crop/commodity treated; brand name; EPA registration number; active ingredi-

ents of pesticide applied; the month, day, year, and time of application; and the Restricted Entry Interval (REI). Most of this information can be found on the pesticide label. Workers, handlers, government of- ficials, health care workers, and employers of com- mercial handlers hired to work on the farm or busi- ness must have access to this information. Com- mercial applicators must provide this information to the agricultural employer before making pesticide applications. Information must be displayed for 30 days after the end of the REI. If there is no REI on the label, the information should be displayed for 30 days after the application.

### If You Need More Recordkeeping Manuals

If you want more copies of this manual please contact the United States Department of Agriculture, AMS, Pesticide Records Branch at (703) 330-7826.

* Or e-mail us at:

##### [amspesticide.records@usda.gov](mailto:amspesticide.records@usda.gov)

* Or you may write to:

USDA, Pesticide Records Branch 8609 Sudley Road, Suite 203

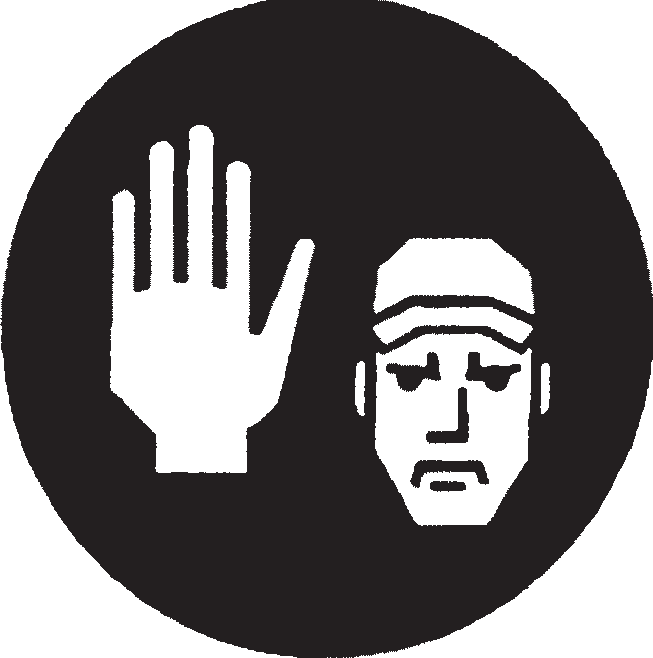
Manassas, VA 20110-4582

### QUICK REFERENCE CHART OF PESTICIDE RECORDKEEPING REQUIREMENTS FOR USDA AND EPA FEDERAL REGULATIONS

|  |  |  |
| --- | --- | --- |
|  | **Restricted Use Pesticides** | **Agricultural Use Pesticides** |
| **REQUIRED ITEMS** | **USDA Requirements for Private Applicators** | **Worker Protection Standard Requirements for Agricultural Employers** |
| Brand Name/Product Name | ✔ | ✔ |
| EPA Registration Number | ✔ | ✔ |
| Total Amount of Pesticide Applied | ✔ | **—** |
| MM/DD/YYYY | ✔ | ✔  Including time of application |
| Field ID / Location of Treated Area | ✔ | ✔ |
| Crop, Commodity, or Site | ✔ | **—** |
| Size of Area Treated | ✔ | **—** |
| Name of Certified Applicator | ✔ | **—** |
| Applicator Certification Number | ✔ | **—** |
| Active Ingredients | **—** | ✔ |
| Restricted Entry Interval (REI) | **—** | ✔ |
| Completed Record | Within 14 days of the application; legible records must be recorded and kept for 2 years. | Post before application; information should be kept 30 days after the REI expiration. |

***How To Complete the Pesticide Application Record Form***

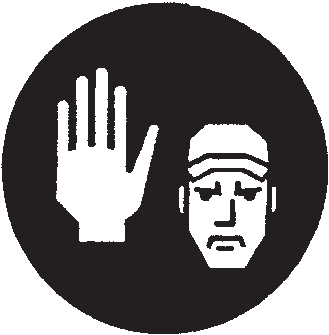
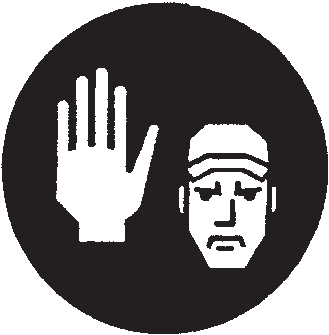
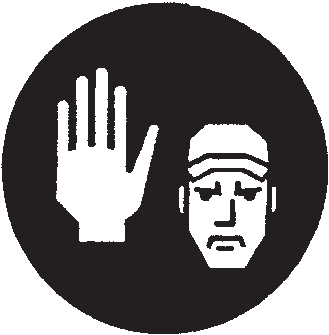
##### “USDA” will appear under each column heading that is required by the Federal pesticide recordkeeping regulations.

* + The information in columns marked with the Hand/Head Keep Out symbol must be provided

to ﬁeld workers/handlers for all pesticides with “Agricultural Use Requirements” on the label

to meet the WPS requirement. This information must be posted before application and remain for 30 days after the end of the REI for the WPS requirement.

**FIELD ID/LOCATION “USDA” : 1.**  52-48 Old Creek Field



**Applicator Name and Certification Number**

**“USDA”**

**Mo/Day/Year Time**

**EPA Reg.**

**Number**

**Brand/ Product Name**

**“USDA”**

**Restricted**

**Crop,**

**Active Ingredients**

**Entry Interval Commodity**

**(REI)**

**“USDA”**

**“USDA”**

**or Site “USDA”**

*Bob B. Smith*

*5/3/02 10 am\**

*241-337*

*Pendimethalin*

*Prowl 3.3EC*

*24 hrs*

*cotton*

*200028265*

*5/3/02 10 am\**

*100-642*

*Fluometuron*

*Cotoran 4L*

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

\*Time is not required by the USDA pesticide recordkeeping regulations, but it is required by the WPS.

* 1. Write the **location of the application** (not the farm or business). The location may be identified on a farm map, by USDA map and number, by Global Positioning System (GPS), by a common field name (for example, 52- 48 Old Creek Field), or by a legal description. If the site treated is a greenhouse or storage facility, give it a unique name or number. If you use GPS coordinates to record location you can: (a) Create a map of the treated area with GPS coordinates, (b) List the GPS coordinates to delinate the field perimeter, or (c) Record GPS coordinates that accurately identify one point pertaining to the field. The coordinates should be followed by a

statement indicating the relationship of the point to the field. For more information on GPS go to: [www.ams.usda.gov/pesticiderecords](http://www.ams.usda.gov/pesticiderecords)

* 1. If the **name** and **certification number** are the same as the name and certification number of

the person on the applicator information form on page 3, then you may record the letter listed for the applicator. If anyone else is applying the pesticide, record the applicator’s name and certification number.

* 1. Fill in the **month, day, and year** of application. WPS also requires you to post the time of application, so record time here as well.
  2. The **EPA Registration Number** is located below the ingredients statement on most labels (for example, EPA Reg. No. 241-337). It is not the same as the EPA establishment number. If you completed page 4

through 6 as suggested, you may write the appropriate number in space 4.

* 1. Copy the **active ingredients** from the label for all products used in the application. If you completed page 4 through 6 as suggested, you may write the appropriate number in space 5.
  2. Write the **brand** or **product name** of the pesticide. Multiple lines may be used to record tank mixes. Information on all products used in a tank mix is required. If you completed pages 4 through 6 as suggested, you may write the appropriate number in space 6.
  3. The pesticide label lists the **Restricted Entry Interval**. The application information for workers must remain posted until 30 days after the end of the REI. When there is no REI, the notice must remain for 30 days after the

application date. If you apply pesticides in a tank mix with different REI’s, write down the longer REI.

* 1. Fill in the **crop, commodity, or site.** If the location is a greenhouse, record crop and site location. If you are treating livestock, record the type of animals treated (hogs, cattle, etc.).
  2. The pesticide label will usually give you a minimum to maximum of the application **rate** per unit (for example, 1.5 pints per acre) . Record the rate you actually use.
  3. Record the number of **units treated.** This may be acres, linear feet, bushels, cubic feet, square feet, or number of animals, etc. For special applications (for example, alternate middles, weed wicks, band applications) record the total area covered. A 20-acre field treated using an alternate middle approach

would still be recorded as 20 acres. See note on spot treatments below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Rate** | **Size of Area Treated**  **“USDA”** | **Total Amount Applied**  **“USDA”** | **Field Notes: target pest(s); sprayer nozzles, speed, pressure, gallonage; wind & weather; crop status** |
| *1.5 pints per acre* | *20 acres* | *3.75 gallons* | *Sunny, wind speed 3-5 mph.*  *Light grass infestation.*  *Gallonage = 10 gallons per acre. Banded at planting.*  **12.** |
| *2 quarts per acre* | *20 acres* | *10 gallons* |
| **9.** | **10.** | **11.** |

* 1. The **total amount applied** refers to the total quantity of product used— not the quantity after water or carrier are added. Amount does not refer to percent of actual ingredient.
  2. When you are filling out the application record, you may find it helpful to record information about the sprayer equipment, the pests, the weather (particularly wind speed and direction, but also temperature and humidity), and the crop status. This will help you know whether an application was effective and improve future pest- management decisions. It will also be helpful in problem solving if the pesticide fails to control the target pest or moves off target.

**Note: “Spot Treatments”** are applications made to less than one-tenth of an acre. Application of a RUP herbicide along a fence row or an insecticide applied to a fire ant mound would be examples of spot treatments. (Note: Greenhouse and nursery treatments do not qualify as spot treatments.) For spot treatments, describe location of area treated (for example, poison ivy along fence row of Baker

Farm), indicate “spot treatment,” and record:

* + - Brand name.
    - EPA registration number.
    - Month, day, and year.
    - Total amount applied.
    - “Spot treatment, “ describe location.

**FIELD ID/LOCATION “USDA” :**

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| --- | --- | --- | --- | --- | --- | --- |
| **Applicator Name and Certification Number**  **“USDA”** | **Mo/Day/Year Time**  **“USDA”** | **EPA Reg.**  **Number**  **“USDA”** | **Active Ingredients** | **Brand/ Product Name**  **“USDA”** | **Restricted Entry Interval**  **(REI)** | **Crop, Commodity or Site**  **“USDA”** |
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| **Rate** | **Size of Area**  **Treated**  **“USDA”** | **Total Amount**  **Applied**  **“USDA”** | **Field Notes: target pest(s); sprayer nozzles, speed,**  **pressure, gallonage; wind & weather; crop status** |
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**FIELD ID/LOCATION “USDA” :**

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| **Applicator Name**  **and Certification Number “USDA”** | **Mo/Day/Year**  **Time**  **“USDA”** | **EPA Reg.**  **Number**  **“USDA”** | **Active Ingredients** | **Brand/**  **Product Name**  **“USDA”** | **Restricted**  **Entry Interval (REI)** | **Crop,**  **Commodity or Site**  **“USDA”** |
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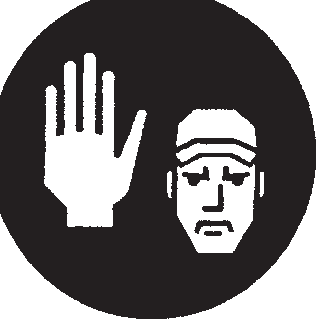
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| **Rate** | **Size of Area**  **Treated**  **“USDA”** | **Total Amount**  **Applied**  **“USDA”** | **Field Notes: target pest(s); sprayer nozzles, speed,**  **pressure, gallonage; wind & weather; crop status** |
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| **Applicator Name**  **and Certification Number “USDA”** | **Mo/Day/Year**  **Time**  **“USDA”** | **EPA Reg.**  **Number**  **“USDA”** | **Active Ingredients** | **Brand/**  **Product Name “USDA”** | **Restricted Crop,**  **Entry Interval Commodity (REI) or Site**  **“USDA”** |
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| **Rate** | **Size of Area Treated**  **“USDA”** | **Total Amount Applied**  **“USDA”** | **Field Notes: target pest(s); sprayer nozzles, speed, pressure, gallonage; wind & weather; crop status** |
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**FIELD ID/LOCATION “USDA” :**



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| **Applicator Name and Certification Number**  **“USDA”** | **Mo/Day/Year Time**  **“USDA”** | **EPA Reg.**  **Number**  **“USDA”** | **Active Ingredients** | **Brand/ Product Name “USDA”** | **Restricted Entry Interval**  **(REI)** | **Crop, Commodity or Site**  **“USDA”** |
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| **Rate** | **Size of Area**  **Treated**  **“USDA”** | **Total Amount**  **Applied**  **“USDA”** | **Field Notes: target pest(s); sprayer nozzles, speed,**  **pressure, gallonage; wind & weather; crop status** |
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**FIELD ID/LOCATION “USDA” :**

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### Sprayer Calibration Notes

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Appendix 1

### Sprayer Calibration Log

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| **Date calibrated** |  |  |  |  |  |
| **Sprayer brand** |  |  |  |  |  |
| **Sprayer type** |  |  |  |  |  |
| **Sprayer model** |  |  |  |  |  |
| **Nozzle type and size** |  |  |  |  |  |
| **Boom height** |  |  |  |  |  |
| **Pressure** |  |  |  |  |  |
| **Speed (mph)** |  |  |  |  |  |
| **Throttle (rpm)** |  |  |  |  |  |
| **Tractor model** |  |  |  |  |  |
| **Tractor gear** |  |  |  |  |  |
| **Spray volume** |  |  |  |  |  |

Adapted from Pesticide Applicator Log by James Dill, James Dwyer, and Leigh Morrow. University of Maine Cooperative Extension. 1993.

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Appendix 2

### Table of Measurements

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| **STANDARD MEASURE** | **METRIC CONVERSION** |
| **LENGTH:** | **LENGTH:** |
| 1 ft = 12 in  1 yd = 3 ft  1 mi = 5,280 ft  1 mph = 88 ft/1 min | 1 in = 25.4 mm = 2.54 cm  1 ft = 304.8 mm = 30.48 cm  1 yd = 914.4 mm = 91.44 cm = 0.914 m  1 mi = 1,609 m = 1.61 km  1 mm = 0.03937 in  1 cm = 0.394 in = 0.0328 ft  1 m = 39.37 in = 3,281 ft |
|  | 1 km = 3,281 ft = 0.621 mi |
| **AREA:**  1 sq in = 0.007 sq ft 1 sq ft = 144 sq in  1 sq yd = 1,296 sq in = 9 sq ft  1 ac = 43,560 sq ft = 4,840 sq yd | **AREA:**  1 sq in = 6.45 sq cm 1 sq ft = 929 sq cm  1 sq yd = 8,361 sq cm = 0.8361 sq m 1 ac = 4,050 sq m = 0.405 h  1 sq cm = 0.155 sq in  1 sq m = 1,550 sq in = 10.76 sq ft |
|  | 1 h = 107,600 sq ft = 2.47 ac |
| **VOLUME:**  1 tsp = 0.17 fl oz  1 tbs = 3 tsp  1 fl oz = 2 tbs = 6 tsp  1 cup = 8 fl oz = 16 tbs  1 pt = 2 cups = 16 fl oz  1 qt = 2 pt = 32 fl oz  1 gal = 4 qt = 8 pt = 128 fl oz = 231 cu in | **VOLUME:**  1 fl oz = 29.5 ml = 0.0295 L  1 pt = 437 ml = 0.437 L  1 qt = 945 ml = 0.945 L  1 gal = 3,785 ml = 3.785 L  1 ml = 0.033 fl oz  1 L = 33.8 fl oz = 2.112 pt = 1.057 qt = 0.264 gal |
| *Note: To convert liquid ounces to gallons, multiply by 0.0078125 (.008)* |  |
| **WEIGHT:** | **WEIGHT:** |
| 1 oz = 0.0625 lb | 1 oz = 28.35 g |
| 1 lb = 16 oz | 1 lb = 454 g = 0.4536 kg |
| 1 ton = 2,000 lb | 1 ton = 907 kg |
| 1 gal of water = 8.34 lb | 1 gal of water = 3.786 kg |
|  | 1 g = 0.035 oz |
|  | 1 kg = 35.27 oz = 2.205 lb |
| **CONCENTRATION:**  1 part per million (ppm) = 0.00001 percent =  0.013 oz in 100 gal of water 1 percent = 10,000 ppm  0.1 percent = 1,000 ppm  0.01 percent = 100 ppm  0.001 percent = 10 ppm | **CONCENTRATION:**  1 part per million (ppm) = 1 milligram/liter = 1 milligram/kilogram  1 percent = 10 grams/liter  0.1 percent = 1,000 milligrams/liter  0.01 percent = 100 milligrams/liter  0.001 percent = 10 milligrams/liter |
| **TEMPERATURE:**  To convert degrees Celsius (C) to degrees Fahrenheit (F): multiply by 1.8 and add 32. Example: 30 degrees C = 86 degrees F. (30 x 1.8 + 32).  To convert degrees Fahrenheit (F) to degrees Celsius (C): subtract 32 and multiply by 0.56. Example: 50 degrees F = 10 degrees C (50 - 32 x 0.56). | |

#### ABBREVIATIONS

ac acre

cm centimeter

fl oz fluid ounce

ft foot or feet

g gram

gal gallon

h hectare

(1h=10,000 square meters) in inch

kg kilogram

km kilometer

L liter

lb pound

mi mile

oz ounce

pt pint

m meter

mg milligram

min minute

ml milliliter

mm millimeter

qt quart

sq square

tbs tablespoon

tsp teaspoon

yd yard

Adapted from The Safe and Eﬀective Use of Pesticides by Patrick Marer, Mary Louise Flint, and Michael Stimmann. University of California. Publication 3324. 1988.

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Appendix 3

|  |  |  |  |
| --- | --- | --- | --- |
| One-Year Planner | | | |
| January | February | March | April |
|  |  |  |  |
| May | June | July | August |
|  |  |  |  |
| September | October | November | December |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| One-Year Planner | | | |
| January | February | March | April |
|  |  |  |  |
| May | June | July | August |
|  |  |  |  |
| September | October | November | December |
|  |  |  |  |

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Pesticide Education Specialist, Department of Horticultural Science, North Carolina State University, and

James W. Burnette Jr., Pesticide Administrator, North Carolina Department of Agriculture and Consumer Services, Food and Drug Protection Division.

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