

Pest management technicians and fumigators

This fact sheet is for commercial pest controllers, fumigators and people employed by pest control businesses. It provides guidance on how to comply with record-keeping rules set out in the Pesticides Regulation 2017 (the Regulation).

What pesticide uses do I need to record?

Under the Regulation, you **must** make a record if you use pesticides or engage in pest control as part of your job or business. You must make a record of every pesticide application you make. For example, you must make a record if you:

- treat the interior rooms, sub-floor area or roof cavity of a property for pests such as termites, cockroaches, ants, silverfish, spiders or mice, by using a hand or powered sprayer or duster, or by applying gels in cracks and crevices or by laying baits
- treat any exterior areas of a property, including external sub-floor areas, external walls, sheds, garages, fences, and back and front yards, for pests such as termites, bees, wasps, ants or spiders, using a hand or powered sprayer or duster, a slab or soil injector, or by applying gels in cracks and crevices or by laying baits.

You do not need to make a record:

- if you are applying the pesticide to treat the water (such as chlorine or water treatments) in a swimming pool or spa – but applications of

pesticides to adjacent grassed areas must be recorded

- when using non-chemical means to control pests, for example, physical barriers such as termi-mesh, glue traps and timber monitoring pegs
- if the domestic like use exemption applies to the pesticide application you are making (see next section).

What is the domestic like use exemption?

The domestic like use exemption allows you to use small quantities of domestic-type pesticides without making a record. Under the exemption you do not need to make a record if **all** following conditions are met:

- the pesticide you are using is ordinarily used for domestic purposes but not ordinarily used for professional pest treatment work, and
- it is widely available to the general public at retail outlets (for example, supermarkets or hardware stores), and
- you are applying the pesticide by hand or by using a hand-held applicator, and
- in the case of outdoor use, you use no more than 20 litres or 20 kilograms of 'ready-to-use' product, or 5 litres or 5 kilograms of concentrated product, and/or
- in the case of indoor use, you use no more than 5 litres or 5 kilograms of 'ready-to-use' product or 1 litre or 1 kilogram of concentrated product.

If you do not meet **all** of these circumstances then you must make a record.

What information do I have to record?

To comply with the record-keeping rules set out in the Regulation you **must** record:

- the **full product name** of the pesticide applied (for example, Premise 200 SC, Responsar Beta SC Insecticide, Intrigue Termite Dust, Goliath Cockroach Gel, Goliath Cockroach Bait)

- the **situation** in which you used the pesticide (for example, 'to treat domestic property for cockroaches'). You do not have to record the target pest but it may be helpful to do so (for example, termites, cockroaches, ants, silverfish, spiders, wasps, birds, mice)
- the **rate** of application (this is on the product label) and the **quantity** of pesticide applied (for example, record the total amount of pesticide concentrate you used in a mix, the total amount of mix you made up, and the area treated). For example, if you are spraying for ants, the record could say, 'made total of 30 litres at the label rate of 95 millilitres per 10 litres of water. Sprayed 30 square metres.'
- a description of the **equipment** used to apply the pesticide (for example, hand sprayer, power sprayer, hand duster, power duster, soil injector, slab injector)
- the property **address**, and the area where the pesticide was used (for example, interior, exterior, subfloor, roof cavity). This can be recorded on a sketch or map of the area treated. If you are spraying interior areas, you need to record the names of the rooms treated
- the **date** and time of the application, including the **times** you started and finished the job
- the **name, address and contact details** of the person who applied the pesticide. If you applied the pesticide yourself, you must write down your details. If you employed someone to apply the pesticide then that person must record **their name** as well as **your name**, address and contact details as their employer
- the name, address and contact details of the **owner or the person who manages or controls** the land where the pesticide was applied
- if the pesticide was applied **outdoors** and applied 'through the air' then you **must** make a record of weather conditions such as:
 - an estimate of the **wind speed and direction** at the start of the application and any significant wind changes during the application. You can use the adapted Beaufort scale at the end of this fact sheet to help estimate the wind speed. If the wind speed and direction are variable, you should note this (for example, 'wind light and variable'). Copies of the Beaufort scale are also available from the [Bureau of Meteorology website](#).
 - if other **weather conditions** are specified on the label as relevant to the proper use of that pesticide (such as temperature, humidity or rainfall), you **must** record a description of these weather conditions at the start of the application and any significant changes in these conditions during the application. For example, if the label says, 'do not apply when temperatures are above 30°C', then you should record the temperature at the start of the application and any significant temperature changes during spraying.

Who to record as the owner/occupier if the property is vacant?

Under the Regulation, you must record the name, address and contact details of the owner or the person who occupies the property. The 'occupier' is the person who manages or controls the place where the pesticide was applied. It may be the owner of the land, a person in charge such as a farm manager, a managing agent (for example, real estate agent), a lessee or rental occupier.

Where a property is vacant, a good rule of thumb is to record the name, address and contact details of the person who ordered or contracted the pesticide work. Generally this person would be considered to control or manage the premises.

Examples

An owner of a vacant apartment appoints a real estate agent or a property manager to lease and maintain their property. The agent or property manager (as the managing agent) either applies the pesticide themselves or engages a pest control operator to apply the pesticide. In either case, the name, address and contact details of the managing agent should be recorded as the occupier of the premises.

As another example, the owner of a vacant rural property appoints a managing agent to lease and maintain the property. The managing agent engages a pest control operator to treat the farmhouse on the property. The pest control operator should record the name, address and contact details of the managing agent as the occupier of the premises.

If a property is tenanted, you may record the details of either the owner or the person who manages or controls the premises (that is, the tenant or the property manager). As with vacant properties, a

good rule of thumb is to record the name, address and contact details of the person who ordered or contracted the pesticide work.

What if I use more than one pesticide in a job?

If you use more than one pesticide in a job, you do not need to create a separate record for every pesticide. You can make one record but you must ensure it includes details on all the pesticides you used (that is, the full product name of each pesticide, the situation treated with each pesticide, rate and quantity and equipment used for each pesticide, a delineation of the area treated, and the date and time of each application).

What form do I use?

You may use the NSW Environment Protection Authority's (EPA's) sample record-keeping form, or make your record in any way you want, providing each record includes the information required. If you already keep records for other purposes, you can simply add to that record any of the requirements listed above not already in that record. Information may be stored electronically.

Who makes the record?

If you applied the pesticide yourself, it is your responsibility to make the record. You can get someone else to write it down for you, but it is up to you to ensure the record is made, and that it is accurate. **The record must be made in English.**

When do I make the record?

If you need to make a record you must do so within 48 hours of applying the pesticide.

Who keeps the record and for how long?

If you are required to make a record, you must keep the record for three years. If requested, you must provide a copy of the record to the owner or occupier of the property where the job took place.

Where can I get more information?

More information about record keeping is available from the EPA's Environment Line on 131 555 (NSW only) or on the [EPA website](#).

The Pesticide Regulation 2017 has full details of the record-keeping requirements. You can view a copy of the *Pesticide Act 1999* and the Regulation on the [NSW Government legislation website](#).

Sample pesticide record

Pest management company details:

Name: Big Bug Busters Inc

Address: 14 Beach Rd, Sandyville, NSW 2505

Phone number(s): 0415 555 555

Property address and contacts:

Application address: Unit 7, 59 Melbourne Ave, Sydney

Contact name: Mary Matherson

Contact phone(s): 02 9955 5555

Table 1 Pesticide application record keeping.

Technician (full name)	Date of application	Time:	Full product name	Equip-ment	Situation/ target pest	Rate	Quantity (L)	Area where pesticide applied		Weather conditions (wind direction/ speed)	
		Start						Finish	Description	Wind direction	Wind speed
Andy Rogerson	9 March 2016	10 am	Biforce 200SC	Hand sprayer	Domestic/ spiders	12.5 ml /10 L water	1 L	Int	Ext	Clear, no rain	
		10.30 am	water-based termiticide & insecticide					Subfloor, roof cavity, patio, cracks & crevices	NE	1	
Roger Andersen	9 March 2016	10.15 am	EnviroMax Fipronil Cockroach Gel Bait	Tubes	Domestic/ cock-roaches	1-3 spots per m ²	2, 35-g tubes	Int	Ext	n/a	
		10.45 am						Interior and exterior cracks and crevices			
Roger Andersen	9 March 2016	11.30 am	Fast Action RatSak wax blocks	Wax blocks	Domestic/ rats	5-9 m apart	5 blocks	Int	Ext	n/a	
		12 pm						Roof cavity			

Beaufort scale

Table 2 This modified Beaufort scale is provided to help you determine wind speed for pesticide record-keeping purposes.

Beaufort or force number	Wind speed (km/h)	Description
0	Less than 1	Calm: smoke will rise vertically.
1	1–5	Weather vane is inactive, rising smoke drifts.
2	6–11	Leaves rustle, can feel wind on your face, weather vane is inactive.
3	12–19	Leaves and twigs move around. Light-weight flags extend.
4	20–28	Moves thin branches, raises dust and paper.
5	29–38	Small trees move or sway.

Note: This table only includes the lower wind speed portion of the Beaufort scale. The full Beaufort scale also includes higher force numbers, which describe stronger wind speeds.

Source: www.bom.gov.au

NSW Environment Protection Authority
 Email: info@epa.nsw.gov.au
 Website: www.epa.nsw.gov.au
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[Record-keeping template for pest management technicians. Use of this template is optional. Records may be kept in any format, provided mandatory data is recorded.]

Pest management company details:

Name: _____
 Address: _____
 Phone number(s): _____

Property address and contacts:

Application address: _____
 Contact name: _____
 Contact phone(s): _____

Technician (full name)	Date of application	Time: Start	Full product name	Equipment	Situation/ Target pest	Rate	Quantity (L)	Area where pesticide applied		Weather conditions	
		Finish						Description	Wind direction	Wind speed	
		_____						Int	Ext		
		_____						Int	Ext		
		_____						Int	Ext		
		_____						Int	Ext		
		_____						Int	Ext		

Records of notification kept (for applications in common areas of residential complexes or next to sensitive places.)