



TENNESSEE PRIVATE PESTICIDE APPLICATOR RECORDKEEPING MANUAL

Growing Season: _____

Farm Name: _____



Important Phone Numbers

Emergency Phone Numbers

National Poison Control Center: 800-222-1222

Tennessee Highway Patrol: Mobile Phone *THP (*847) for Highway Emergencies to connect to the THP District Headquarters nearest you at the time of your call.

State Emergency Management

CHEMTREC (24 hours): 800-424-9300

National Chemical Response and Information Center; help involving spills, leaks, fires and accidents involving hazardous chemicals.

Local Emergency Information: _____

Call 911 for medical emergencies, police and fire. Be sure to have copies of pesticide labels and SDS for emergency situations.

Other Phone Numbers

State Regulatory Agency: Tennessee Department of Agriculture (TDA): 615-837-5148

For pesticide labeling, licensing and compliance information

Local Cooperative Extension Office: _____

To find your county office: <https://utextension.tennessee.edu/office-locations-departments-centers>

Pesticide Safety Education Program UT: <https://psep.tennessee.edu>

Tennessee Department of Agriculture Pesticide Disposal Program

The Tennessee Department of Agriculture offers a program that facilitates the safe disposal of unwanted pesticides. If you would like to dispose of pesticides, the Tennessee Department of Agriculture will pick up your unusable products. If you have a small amount of product, a TDA employee will pick it up at your farm. If it is a large amount, arrangements can be made to have it removed directly by the contractor. This is a non-regulatory program. Any pesticides will be removed with no questions asked. Our main concern is providing for the safe removal and disposal of unwanted pesticides. Both known and unknown pesticide wastes will be accepted including insecticides, herbicides, fungicides, as well as other products such as defoliants and growth retardants. Products other than pesticides will not be collected. This service is free to the agriculture community.

For more information on this program or if you have pesticides that need to be removed, contact the Tennessee Department of Agriculture at 651-837-5138.

Farm Information

Name of Farm: _____

Address: _____

Phone number: _____

Email: _____

Grower/Applicator Information

Owner/Operator: _____

Address: _____

Phone number: _____

Email: _____

Pesticide Applicators

As part of recordkeeping requirements, all applicators and certification numbers must be recorded. To save time please include all applicators and their certification numbers as a quick reference guide. There is also a column to help keep up with when training is needed and if the applicator has completed dicamba and/or paraquat training.

Applicator Name	Certification Number	Recertification Date/Product Specific Training

All Private Pesticide Applicators must obtain three CEUs during a 3-year period. One CEU is equivalent to 50 minutes. Please contact your local county agents about CEU opportunities.

To see how many CEUs an applicator has during a recertification cycle, check the Tennessee Department of Agriculture website.

Recordkeeping Manual for Private Applicators

This manual contains forms intended for the use by private applicators applying restricted use pesticides in Tennessee. They are not intended for use by applicators licensed as commercial pesticide applicators. These record keeping forms comply with federal record keeping requirements, state record keeping requirements and the Worker Protection Standard. These forms also comply with the dicamba keeping requirements for over-the-top applications to soybeans and cotton. The information recorded on the forms in this manual serves as an official record for your compliance with the law. Please write clearly so those who inspect your records can easily understand them. You may keep your application records in other ways as long as they contain the required information. Either handwritten notes, computer-generated records or other recordkeeping systems are acceptable. These records must be kept for two years. However, you may want to keep them longer for reference in making future pest management decisions. Before applying any pesticide, please read the label carefully and use only according to label directions. All pesticides can be harmful to human health and the environment if used incorrectly.

Who Has Access to Your Records

Your records can be inspected at any time by authorized representatives of the Tennessee Department of Agriculture, US Department of Agriculture, or the Environmental Protection Agency. A licensed health care professional, or someone working under a licensed health-care professional's supervision, can request records any time following an application when treating individuals who have been exposed to pesticides.

Benefits of Keeping Records

The records you keep of your pesticide applications are not only required by law, but they will also help you improve your overall farming operation. Your records may also:

- Protect you from legal action if you are accused of an improper pesticide application.
- Help to prevent carry-over injury and improve rotation decisions.
- Help you evaluate how well a chemical worked in a particular field.
- Help you determine pesticides amount and type you will need in the future years.
- Be required by food processors to evaluate the potential for residues.
- Provide data to respond to surveys conducted by federal agencies and universities that can impact future availability of some pesticides through re-registration.
- Help you determine best pesticide management programs and help determine the best chemical and rate for each field.

Explanation of Recordkeeping Page

WPS/USDA	Field ID / Location of Treated Area		The information in bold is required as part of the Worker Protection Standard (WPS) and/or USDA requirements for recordkeeping. The information required by the WPS must be posted within 24 hours of the pesticide application or before entry occurs and remain posted for 30 days.	
WPS/USDA	Application Date (m/d/y)			
WPS	Time of Application (start and end time)	Start: _____ End: _____		
USDA	Name of Certified Applicator			
USDA	Certification Number			
WPS/USDA	Product Name			
WPS/USDA	EPA Registration Number			
WPS	Active Ingredient			
WPS	Restricted Entry Interval (REI)			
USDA	Total Amount of Product Applied			
WPS/USDA	Crop/Site Treated			
USDA	Size of Treatment Area			
Label requirements or information that is encouraged for recordkeeping purposes.	Application Timing <i>(Circle one) If post, enter days after planting</i>	Pre-Plant Post-Emergence: _____ days		
	Buffer Requirements <i>List downwind required buffers and all sides for Endangered Species counties</i>			
	Sensitive Crop Awareness (name of crop and distance from closest point to application site) <i>*Do not apply if wind is blowing to sensitive crops/site</i>	North:	South:	
		East:	West:	
	Name and Date Sensitive Crop Registry Consulted			
	Check to Confirm Equipment Cleanout	Prior to Application <input type="checkbox"/> After Application <input type="checkbox"/>		
	All Tank-Mixed Products and Amounts <i>Include EPA Registration Numbers and Any Required Tank Mix Buffering (VRA) Adjuvants</i>			
	Nozzle Type			
	Operating Pressure			
	Air Temperature <i>At Boom Height</i>	Start:		
		End:		
	Wind Speed and Direction <i>At Boom Height</i>	Start:		
		End:		
	Total Tank Mix Solution Use Rate (GPA)			
Additional Notes				

Table of Measurements

Standard Measure	Metric Conversion
LENGTH: 1 ft = 12 in 1 yd = 3 ft 1 mi = 5,280 ft 1 mph = 88 ft/1 min	LENGTH: 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 min
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 Note: To convert liquid ounces to gallons, multiply by 0.0078125 (0.008)	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
WEIGHT: 1 oz = 0.0625 lb 1 lb = 16 oz 1 ton = 2,000 lb 1 gal of water = 8.34 lb	WEIGHT: 1 oz = 28.35 g 1 lb = 454 g = 0.4536 kg 1 ton = 907 kg 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
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
tps	teaspoon
yd	yard

Adapted from USDA Record Keeping Manual for Private Pesticide Applicators (2010 Revision); page 46, appendix 3

Sprayer Calibration

Properly calibrating your sprayer is an important step in pesticide application to help ensure success in the field and avoid pesticide failures. There are several factors to consider when setting up a spray rig including nozzle selection, spray volume, travel speed, etc. Before heading to the field, be sure to double-check that your sprayer is putting out the right amount of solution by filling the tank with clean water, grabbing a small empty bucket, and catching the spray from each nozzle for one minute.

To calculate the amount to be collected from each nozzle, use the following formula.

$$\text{(MPH x Nozzle Spacing x GPA) / 5,940 = GPM}$$

MPH: travel speed in miles per hour

Nozzle Spacing: distance between nozzles in inches*

GPA: spray volume in gallons per acre

GPM: gallons per minute

To convert GPM to mL, multiply by 3,785

To convert GPM to fluid ounces, multiply by 128

Example:

You would like to spray a field at 15 GPA traveling 8 MPH and the spacing between nozzles on your sprayer is 20 inches. How much water should you catch from each nozzle to ensure your sprayer is properly calibrated?

$$(8 \text{ MPH} \times 20 \text{ inches} \times 15 \text{ GPA}) / 5940 = 0.404 \text{ GPM or } 51.7 \text{ fl oz per minute}$$

If the actual amount collected is not within 5 percent of the calculated amount, consider correcting spray pressure, changing nozzles, or traveling a different speed. Always carefully read and follow pesticide labels for nozzle selection, spray volume, and ground speed restrictions.

**for banded applications, use band width in inches in place of nozzle spacing*

Common Liquid Conversions:

1 pint = 16 fl oz = 473 mL

1 quart = 2 pints = 32 fl oz = 946 mL

1 gallon = 4 quarts = 8 pints = 128 fl oz = 3785 mL

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Time of Application (start and end time)	Start: _____		Start: _____	
	End: _____		End: _____	
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Certification Number				
Product Name				
EPA Registration Number				
Active Ingredient				
Restricted Entry Interval (REI)				
Total Amount of Product Applied				
Crop/Site Treated				
Size of Treatment Area				
Application Timing <i>(Circle one) If post, enter days after planting</i>	Pre-Plant Post-Emergence: _____ days		Pre-Plant Post-Emergence: _____ days	
Buffer Requirements <i>List downwind required buffers and all sides for Endangered Species counties</i>				
Sensitive Crop Awareness (name of crop and distance from closest point to application site) <i>*Do not apply if wind is blowing to sensitive crops/site</i>	North:	South:	North:	South:
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Operating Pressure				
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	End:		End:	
Total tank mix solution use rate (GPA)				
Additional Notes				

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Application Date (m/d/y)				
Time of Application (start and end time)	Start: _____		Start: _____	
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Certification Number				
Product Name				
EPA Registration Number				
Active Ingredient				
Restricted Entry Interval (REI)				
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Crop/Site Treated				
Size of Treatment Area				
Application Timing <i>(Circle one) If post, enter days after planting</i>	Pre-Plant		Pre-Plant	
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	East:	West:	East:	West:
Name and Date Sensitive Crop Registry Consulted				
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Operating Pressure				
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	East:	West:	East:	West:
Name and Date Sensitive Crop Registry Consulted				
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Nozzle Type				
Operating Pressure				
Air Temperature <i>At Boom Height</i>	Start:		Start:	
	End:		End:	
Wind Speed and Direction <i>At Boom Height</i>	Start:		Start:	
	End:		End:	
Total tank mix solution use rate (GPA)				
Additional Notes				

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Application Date (m/d/y)				
Time of Application (start and end time)	Start: _____		Start: _____	
	End: _____		End: _____	
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Certification Number				
Product Name				
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Active Ingredient				
Restricted Entry Interval (REI)				
Total Amount of Product Applied				
Crop/Site Treated				
Size of Treatment Area				
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This is a joint project between the University of Tennessee and the Tennessee Department of Agriculture.



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