



**details** as their employer. If the baits were laid by a contractor, the contractor must record their own name, address and contact details.

- the name, address and contact details of the **owner or the person who has the management or control** of the land (e.g. lessee or property manager). You only have to record this information if the person who applies the pesticide bait is not the owner or the person who has the management or control of the land.

Different record keeping rules apply to situations where baits are distributed from an aircraft. Baits can only be applied from an aircraft if the person applying the baits holds an aircraft (pesticide applicator) licence or is employed or engaged by the holder of an aircraft (pesticide applicator) licence. Contact the EPA if you require further information on record keeping rules for aerial pesticide applications.

### What form do I use?

The EPA has a sample record keeping form that you can use. You can make your record in any way you wish, providing each record includes the information required. **Examples of two completed records are provided at the end of this brochure.**

### Do I need to keep the information in one place?

No. Some of the information may remain the same from one baiting job to another. You can record the information in one place, such as a log book, and refer to it rather than write out the same details in full each time you need to make a record. You must ensure that a complete record is kept of each pesticide application.

For example, you could keep a book with the names and contact details of the people who lay baits on your property, a list of the full product names of the baits that you use regularly and a sketch of your property. When you need to make a record, you could refer to the specific area on your property sketch where baits are laid, without having to repeat the details already recorded in your log book.

### 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 make sure the record is made and that it is accurate. **The record must be made in English.**

If you are working as part of a team to lay pesticide baits for a public authority (such as the local council, National Parks and Wildlife Service or Rural

Lands Protection Board) and you lay baits by hand or by using hand-held equipment, the on-site supervisor is responsible for making the record. The on-site supervisor should make a single record for the group, which includes the names of all pesticide users.

### When do I make the record?

Records must be made no later than 24 hours after the pesticide baits have been laid.

If the program you are involved in runs for several days or weeks you must record the first day's activity, then add details to that record as your job continues. You will need to ensure that each record of each pesticide application is complete.

You need **not** make a completely new record for each new day. The attached examples show how this can be done.

### Who keeps the record and for how long?



If you are the owner or the person who has the management or control of the land on which you or your employees applied the pesticide, **you** need to keep the record. If you are an employee, you need to **give the record to your employer** to keep.

If you are a contractor laying baits in relation to agricultural, farming or forestry operations, **you** need to keep the record and also **provide a copy** to the owner or the person who has the management or control of the land on which the pesticide was applied.

If you are the holder of an aircraft (pesticide applicator) licence, **you** must keep the record. Records must be kept for three years after they are made.

### More information

More information and a sample record keeping form is available from your local EPA officer or by phoning the EPA's Pollution Line on **131 555** (cost of a local call) or from the EPA's website at [www.epa.nsw.gov.au/pesticides/risintro.htm](http://www.epa.nsw.gov.au/pesticides/risintro.htm). A copy of the Pesticides Regulation 1995 can be obtained from the NSW Government Printing Office or viewed on the NSW Government website at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

Fact sheets about record keeping and other pesticide applications specific to particular industries are also available from the EPA, including broadacre farming, livestock and horticulture. Fact sheets about pesticide applications by councils, pest control operators, greenkeepers and landlords are also available.

## Example Pesticide Use Record Sheet – Vertebrate Pest Baiting (foxes)

**Note:** Baiting for foxes and wild dogs involves **replacing** taken pesticide baits during a control program. As a record must be made on each occasion that pesticide baits are laid or replaced, the example below shows how multiple records can be made on a single page.

It is **not mandatory** to record the information that is indicated in a *small font and italics*. However, it is recommended that you consider recording this information, as it shows that you have complied with the pesticide control order/pesticide label requirements.

### Property Owner or Manager and Property Address

Tom Bartlett, 'Springwood', 54 Redbank Road, Millthorpe NSW 2798, Telephone: (02) 6337 4568

**Property address:** As above.

### Date and Time

Date: 10/5/02                      Time started: 6am                      Time ended: 3pm

Date: 12/5/02                      Time started: 6am                      Time ended: 4pm

Date: 15/5/02                      Time started: 6am                      Time ended: 3pm

Date: 17/5/02                      Time started: 6am                      Time ended: 5pm

*Date: 20/5/02                      Time started: 6am                      Time ended: 8am*

*Date: 23/5/02                      Time started: 6am                      Time ended: 8am*

### Operator Details

**Name of Operator:** Fred Smith

**Address:** 5 Forbes Street Millthorpe NSW 2798

**Telephone:** (02) 6338 2456

### Boundaries of treated area and order of treatment

10/5/02 – 25 bait stations were set up around perimeter of northern half of property, a minimum of 100 metres apart (refer to attached map for locations of bait stations). *All distance restrictions followed – 5m from property boundary, 500m from habitation and 10m from domestic water supply.*

12/5/02 – replaced baits at bait stations 1, 2, 3, 5, 6, 8, 10, 15, 16 and 20. *Obtained 5 additional baits from RLPB to use for replacement baiting (issued with 30 baits).*

15/5/02 – replaced baits at bait stations 1, 5, 9, 13, 16, 18, 20 and 24. *Obtained 8 baits from RLPB to use for replacement baiting.*

17/5/02 – replaced baits at bait stations 1, 5, 9, 13, 16, 20 and 24. *Obtained 7 baits from RLPB to use for replacement baiting. Removed baits from all other stations (2, 3, 4, 6, 7, 8, 10, 11, 12, 14, 15, 17, 18, 19, 21, 22, 23, 25).*

*20/5/02 – checked bait stations 1, 5, 9, 13, 16, 20, 24 – no baits taken.*

*23/5/02 – removed untaken baits from bait stations 1, 5, 9, 13, 16, 20, 24.*

### Crop or situation of use

Rural land for control of foxes

### Product used

**Full product name:** Foxoff Fox Bait      *Active constituent: 1080*

### Equipment used

Mattock to dig shallow holes. Buried baits and secured with fishing line to post at each site. *Used 10 poison notices and placed them at positions indicated on attached map.*

### Quantity applied

50 baits. *On 17/5/02 18 untaken baits were collected. On 23/5/02 7 untaken baits were collected. All untaken baits at the time of collection were disposed of in the disposal pit on 'Springwood' and buried to a depth of at least 500mm under the soil.*

### Rate

1 bait/10 hectares or 25 baits over 250 hectares

## Example Pesticide Use Record Sheet – Vertebrate Pest Baiting (rabbits)

**Note:** It is **not mandatory** to record the information that is indicated in a *small font and italics*. However, it is recommended that you consider recording this information, as it shows that you have complied with the pesticide control order/pesticide label requirements.

### Property Owner or Manager and Property Address

Bob Jones, Property Manager, 'Bineden', 450 Mills Road Bethungra 2590, Telephone: (02) 6937 4568

**Property address:** As above.

### Date and Time

**Date:** 10/01/02

**Time started:** 7am

**Time ended:** 1pm

### Operator Details

**Name of Operator:** Fred Smith

**Address:** 5 Forbes Street, Wagga Wagga NSW 2650 Telephone: (02) 6938 2456

### Boundaries of treated area and order of treatment

10/01/02 – 2km of bait trail laid as shown on attached map. Started at northern end of paddock (D) and ended at the south western end of the gully in same paddock. *No replacement baiting required.*

All distance restrictions were followed (5m from property boundary, 500m from habitation and 100m from a domestic water supply).

### Crop or situation of use

Pasture for control of rabbits

### Product used

Full product name: 1080 Poisoned Bait (carrots)

*Active constituent: 1080*

### Equipment used

RLPB bait layer using cut furrow trailing method. *Used 10 poison notices and placed them at positions indicated on attached map.*

### Quantity applied

Used 90kg of 1080 Poisoned Bait in total. *Used 3 free feeds to determine quantity of 1080 bait required. 1080 Bait remaining at end of baiting program was collected on 17/01/02 and disposed of in the disposal pit on 'Bineden' and buried to a depth of at least 500mm under the soil.*

### Rate

6kg of product/ha applied over 15 hectares