

Industry guidance fact sheet

Pesticide Record Keeping

Greenkeepers



This fact sheet is for greenkeepers who use pesticides to maintain golf courses and bowling greens. It provides guidance on how to comply with record keeping rules set out in the Pesticides Regulation 1995. These record keeping rules commenced on 31 July 2002.

What kind of pesticide treatments do I need to record?

Under the Pesticides Regulation 1995, you must make a record of any pesticide applications made to golf courses or bowling greens. For example, you **must** make a record if:

- you apply pesticides to a golf course or bowling green using powered spray equipment (e.g. a tractor-mounted boom spray)
- you apply pesticides to a golf course or bowling green using hand-powered and hand-held equipment (such as a backpack and a hand applicator) or if you apply pellets.

What is the small-scale exemption?

The small-scale 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 of the following conditions are met**:

- the pesticide you are using is ordinarily used for domestic purposes (including home gardening), **and**
- it is widely available to the general public at retail outlets (e.g. supermarkets or hardware stores), **and**
- you are applying the pesticide by hand or 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 (e.g. 'Banvel M Selective Herbicide' but not just 'Banvel')

- the **situation** in which you used the pesticide (e.g. to treat a section of the green for broadleaf weeds, Bindy-Eye and Clover)
- the **rate** of application (this is on the label) and the **quantity** of pesticide applied. (e.g. 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 spraying a golf tee for Bindy-Eye, the record could say 'made up 100mL of Banvel M Selective Herbicide concentrate, diluted in 15L of water. Sprayed over a 150m² area'.



- a description of the **equipment** used to apply the pesticide (e.g. boom-spray attached to the back of a tractor, backpack and hand-held equipment)

- the property **address** and a delineation of the **area** where the pesticide was used. This can be recorded on a sketch or a map of the golf course or bowling green, or clearly described in writing. For example, 'No. 8 Fairway' or 'No. 4 Green'.



- the **date** and time of the application including the **times** that 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. If the pesticide was applied by a contractor, the contractor must record their own name, address and contact details.

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- the name, address and contact details of the **owner or the person who has the management or control** of the golf course or bowling green. You only have to record this information if the person who owns or manages the property and the person who applies the pesticide are different.
- if the pesticide was applied **outdoors** and through the air using **spray equipment** then you **must** make a record of weather conditions such as:



- an estimate of the **wind speed and direction** at the start and any significant wind

changes during the application (you can use the Beaufort Scale to help estimate the wind speed. Copies are available from the EPA's Pollution Line on 131 555 or at www.epa.nsw.gov.au/envirom/beaufort_scale.pdf)

- if **other weather conditions** are specified on the label as relevant to the proper use of that pesticide (e.g. 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 and any significant temperature changes that occurred during spraying.

What form do I use?

The EPA has a sample record keeping form that you can use if you wish to, but you can make your record in any format you choose, providing each record includes the information required. If you already make records for other purposes, you can simply add to that record any of the requirements listed above that are not already in that record.

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 make sure that it includes details on **all** the pesticides you used (e.g. 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).

Who makes the record?



In most cases, 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 accurate. **Records must be made in English.**

If you are applying pesticides, as part of a team, to a golf course or a bowling green that is owned by a public authority (e.g. a local council) **and** you are applying the pesticides by hand or with hand-held equipment (e.g. a hand-operated backpack), the on-site supervisor is responsible for making the record. The on-site supervisor needs to make a single record for the team, which includes the names of all pesticides users.

If, as part of a team, you are using non-hand-held equipment (e.g. a tractor-mounted boom spray) then **everyone** in the team (**not just the supervisor**) who used this equipment needs to make a record.

When do I make the record?

If you need to make a record you must do so within 24 hours of applying the pesticide.

Who keeps the record and for how long?

The owner or manager of the golf course or bowling green must keep a copy of the record for three years. If you, as the manager, are an employee of the golf course or bowling green, you must give the record to your employer to keep.

If you are a contractor you need to keep the record for three years **and** provide a copy to the owner or the person who has the management or control of the golf course or bowling green.

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:

www.epa.nsw.gov.au/pesticides/risintro.htm.

A copy of the *Pesticides Act 1999* and the Pesticides Regulation 1995 can be obtained from the NSW Government Bookshop (phone: (02) 9238 0950) or viewed on the NSW Government website: 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 pesticide applications by pest control operators and public authorities. Fact sheets about broadacre farming, horticulture, livestock and baiting are also available.