

Data Dictionary

This dictionary describes the contents of each column on each of the four [PRL](#) forms or files if your report consists of files created by a third-party application or manually. It also gives the sequence of columns or record layout for each form type.



The attributes in the dictionary entries are

Forms: the form type on which the column appears.

Third-Party Software Files: the text file type on which the field/column appears. This attribute only applies to files you created without using our software.

Required: is the column optional or required.

Column Type: Columns can either be reporting, record-keeping columns. Reporting columns contain data that must be submitted to NYSDEC under the [PRL](#); record-keeping columns are data that you are required to maintain but do not have to submit. You are not required to use our software to retain these data items.

Maximum Width: maximum allowable width for the column.

Data Type: the type of data that the column should contain. See the [data type descriptions](#) for more information.

Domain: the set of allowable values.

Notes: additional information about the column.

Record Layouts

For the record layouts of files created by third-party software or manually, see the [Text File Specifications](#).

Reporting Columns

For each product in each pesticide application, report these fields using [Form 26](#). All columns are required except for the **End Date**.

1. [EPA Registration Number](#)
2. [Product Name](#)
3. [Quantity](#)
4. [Units of Measure](#)
5. [Application Date](#)
6. [End Date](#)
7. [County Code](#)
8. [Address](#)
9. [Municipality](#)
10. [Zip Code](#)

Record Keeping Columns

These columns are optional; you may use them to fulfill the record keeping requirements of the [PRL](#).

11. [Dosage Rate](#)
12. [Method of Application](#)
13. [Target Organism\(s\)](#)
14. [Place of Application](#)

Form 26A

For each [commercial applicator](#), [technician](#) and [anti-fouling applicator](#) report these fields using [Form 26A](#).

Option A - All columns are usually required (non-registered businesses making pesticide applications (such as a golf course, cemetery, greenhouse, etc.) may omit the [Business Registration Number](#)).

1. [Certification ID Number](#)

2. [Business Registration Number](#)
3. [Applicator First Name](#)
4. [Applicator Last Name](#)
5. [Applications Indicator](#)

Option B - All columns are required.

1. [Certification ID Number](#)
2. [Applicator First Name](#)
3. [Applicator Last Name](#)
4. [Applications Indicator](#)

For each sale of [restricted use pesticides](#) or [general use](#) agricultural pesticides to [certified private applicators](#), report these fields using [Form 27](#). All columns are required.

1. [EPA Registration Number](#)
2. [Product Name](#)
3. [Quantity](#)
4. [Units of Measure](#)
5. [Date Sold](#)
6. [County Code](#)
7. [Address](#)
8. [Municipality](#)
9. [Zip Code](#)

For each container size of each [restricted use pesticide](#) sold to New York purchasers, report these fields using [Form 25](#). All columns are required.

1. [EPA Registration Number](#)
2. [Product Name](#)
3. [Container Size Quantity](#)
4. [Container Size Units](#)
5. [Containers Sold](#)

Address

Report the street address including the building or lot number where the pesticide was applied or the purchaser intended to apply. We cannot accept P.O. Boxes in this column.

Forms: 26, 27

Third-Party Software Files: 26, 27

Required: yes

Column Type: reporting

Maximum Width: 50

Data Type: Character

Applications Indicator

Indicates whether or not this applicator made pesticide applications in the [report year](#).

Forms: 26A

Third-Party Software Files: 26, 26A

Required: yes

Column Type: reporting

Maximum Width: 1

Data Type: Numeric

Domain: Option A: check the box if no applications were made.

Option B: "Y" if applications were made; "N" if no applications were made.

Third-Party Software Files: "0" if applications were made; "3" if no applications were made. If column set to "3", all other fields except [Certification ID](#) and [Business Registration](#) must be empty.

Applicator First Name

First name and middle name (if reported) of the [commercial applicator](#), [technician](#), or [anti-fouling paint applicator](#) employed by the registered business, privately-owned golf course, cemetery, greenhouse or private school.

Forms: 26A

Third-Party Software Files: 26A

Required: yes

Column Type: reporting

Maximum Width: 15

Data Type: Character

Applicator Last Name

Last name of the [commercial applicator](#), [technician](#), or [anti-fouling paint applicator](#) employed by the registered business, privately-owned golf course, cemetery, greenhouse or private school.

Forms: 26A

Third-Party Software Files: 26A

Required: yes

Column Type: reporting

Maximum Width: 25

Data Type: Character

Business Registration Number

The ID number issued to [pesticide application businesses or agencies](#) by the DEC. The field must contain 5 numeric digits (e.g. 52197).

Forms: 26A

Third-Party Software Files: 26, 26A

Required: In most cases this field is required. An exception was made to this requirement to allow privately-owned golf courses, cemeteries, greenhouses and private schools to report using form 26A.

Column Type: reporting

Maximum Width: 5

Data Type: Numeric

Certification ID Number

The certification ID is issued by the NYSDEC to a [commercial applicator](#), [technician](#), or [anti-fouling paint applicator](#). ([Private applicators](#) are also issued certification IDs but are not required to submit [PRL](#) Reports.) The number is printed on the applicator's ID card and the certification certificate. The certification ID number begins with "C", "T", or "B", followed by 7 digits.

Forms: 26A

Third-Party Software Files: 26, 26A

Required: yes

Column Type: reporting

Maximum Width: 8

Data Type: Character

Commercial Permit Number

The ID number issued to the [Commercial Sales Permittee](#) by the DEC. The field must contain the letter "R" followed by 5 numeric digits. (e.g. R00001).

Forms: none

Third-Party Software Files: 25, 27

Required: yes

Column Type: reporting

Maximum Width: 6

Data Type: Character

Container Size Quantity

The numeric component of the container size for the containers that were sold. For example, if you sold 10 containers that were 2.5 gallons a piece, the **Container Size Quantity** is 2.5. Use only numbers and, if applicable, a decimal point in this column.

Forms: 25

Third-Party Software Files: 25

Required: yes

Column Type: reporting

Maximum Width: 6

Data Type: Decimal

Containers Sold

The number of containers of the product that were sold. For example, if you sold 10 containers that were 2.5 gallons a piece, the **Containers Sold** is 10. Integers only; do not include decimal digits in this column.



Do not report the number of cases sold or the number of containers per case.

Forms: 25

Third-Party Software Files: 25

Required: yes

Column Type: reporting

Maximum Width: 8

Data Type: Numeric

County Code

The county where the application was made ([Form 26](#)) or where the [private applicator](#) intends to apply the pesticide ([Form 27](#)). A [list of county codes](#) is included in the appendix. As an added convenience, a [county code popup](#) dialog is available in [Options A and B](#) to help you select the correct county code.

For applications that cross a county, municipality, township, or zip code boundaries, you must enter complete information for each location where the pesticide application occurred or will occur. Do this by entering a new row for each separate location. Distribute the total amount applied (or intended to be applied) among the rows, making your best estimate for how much was or will be applied in each location.

Forms: 26, 27

Third-Party Software Files: 26, 27

Required: yes

Column Type: reporting

Maximum Width: 2

Data Type: Numeric

Date(s)

The date of application ([Form 26](#)) or the date the product was sold ([Form 27](#)). Date values must be entered in one of these formats (where *mm*=month, *dd*=day, *yyyy*=year):

- *mm/dd/yyyy*
- *mm-dd-yyyy*
- *mm-dd*
- *mm/dd*



Two-digit years are also accepted. If the year is omitted, the application will use the [report year](#).

[Form 26](#) includes an **End Date** column that is used to specify the end of a date range where the **Application Date** is the beginning of the range. This column is for automated applications (e.g. cooling towers, water treatment facilities). Leave this column blank if you do not make automated applications.

Forms: 26, 27

Third-Party Software Files: 26, 27

Required: Application Date, Sales Date: yes; End Date: no

Column Type: reporting

Maximum Width: 10

Data Type: Date

Dosage Rate

Enter the amount of pesticide used for a given application; e.g., 1 fluid ounce/gallon (FL/GL); 1 gram/12 inches (GM/IN), etc. (This is the premix or final mix dosage rate listed on the pesticide label.)

Forms: 26

Third-Party Software Files: none

Required: no

Column Type: record keeping

Maximum Width: 50

Data Type: Character

Enduse/Resale Indicator(s)

Indicates whether the sales on [Form 25](#) are to other [commercial permit holders](#) for resale or to [certified applicators](#) for end use.

Forms: 25

Third-Party Software Files: 25

Required: yes

Column Type: reporting

Maximum Width: 1

Data Type: Character

Domain: [Third-Party Software Files](#) - there are separate fields for each indicator. Enter "X" in either the end use or resale field, but not both.

[Option A & B](#) - click the radio button that corresponds to the appropriate sales type.

EPA Registration Number

Report the **EPA Registration Number**, exactly as it appears on the product label. It is a two or three part number in which the parts are separated by hyphens or dashes (e.g. 3125-474-538 or 3125-474). The first part may have up to six digits, the second up to five, and the third optional part up to six. Do not include any leading zeroes (e.g. 3125-474, not 003125-00474).



Important

Be sure to enter the **EPA Registration Number**, and not the **EPA Establishment Number**. [Establishment Numbers](#) have a state abbreviation as the second part of the number (e.g. 99999-NY-002).

This column and the **Product Name** can be filled in by selecting a product in the [EPA Reg Number List \(Options A & B\)](#) or by typing in the cell.

Forms: 25, 26, 27

Third-Party Software Files: 25, 26, 27

Required: yes

Column Type: reporting

Maximum Width: 24

Data Type: Character

Method of Application

Method used to apply the pesticide (broadcast, hand placement, aerial, etc.)

Forms: 26

Third-Party Software Files: none

Required: no

Column Type: record keeping

Maximum Width: 50

Data Type: Character

Municipality

Report the village, town or city where the pesticide was applied ([Form 26](#)) or the purchaser intended to apply the pesticide ([Form 27](#)). The municipality name should match the zip code (e.g., 11375 should be Forest Hills and not Queens).

For applications that cross a county, municipality, township, or zip code boundaries, you must enter complete information for each location where the pesticide application occurred or will occur. Do this by entering a new row for each separate location. Distribute the total amount applied (or intended to be applied) among the rows, making your best estimate for how much was or will be applied in each location.

Forms: 26, 27

Third-Party Software Files: 26, 27

Required: yes

Column Type: reporting

Maximum Width: 30

Data Type: Character

Place of Application

Enter the specific location where the pesticide was applied (e.g. greens 3 & 7 of golf course; front lawn area, restaurant kitchen, etc.)

Forms: 26

Third-Party Software Files: none

Required: no

Column Type: record keeping

Maximum Width: 50

Data Type: Character

Product Name

Report the registered product name (not the active ingredient name). This column and the **EPA Registration Number** can be filled in by selecting a product in the [EPA Reg Number List \(Option A & B\)](#) or by typing in the cell.

Forms: 25, 26, 27

Third-Party Software Files: 25, 26, 27

Required: yes

Column Type: reporting

Maximum Width: 65

Data Type: Character

Quantity Applied

The undiluted amount of pesticide applied; that is the amount of product used out of the manufacturer's container. Convert all fractions to decimals (e.g. $3/4 = 0.75$).

Forms: 26

Third-Party Software Files: 26

Required: yes

Column Type: reporting

Maximum Width: 13

Data Type: Decimal

Quantity Sold

The size of the container sold multiplied by the number of containers. Convert all fractions to decimals (e.g. $3/4 = 0.75$).

Forms: 27

Third-Party Software Files: 27

Required: yes

Column Type: reporting

Maximum Width: 13

Data Type: Decimal

Sales Indicator

Indicates whether a [pesticide sales permittee](#) made sales during the [report year](#).

Forms: none

Third-Party Software Files: 25, 27

Required: yes

Column Type: reporting

Maximum Width: 1

Data Type: Numeric

Domain: "0" if sales were made; "3" if no sales were made.

Notes: If column set to "3" (No Sales), all other fields except [Commercial Permit Number](#) must be empty.

Target Organism(s)

Enter the name of the targeted pest(s). The targeted pest or organism must be listed on the pesticide label.

Forms: 26

Third-Party Software Files: none

Required: no

Column Type: record keeping

Maximum Width: 50

Data Type: Character

Units or Container Size Units

The unit of measure applicable to the [quantity applied](#) or [sold](#).

FL: Fluid Ounces

GL: Gallons

GM: Grams

KG: Kilograms

L: Liters

LB: Pounds

MG: Milligrams

ML: Milliliters

OZ: Dry Ounces

QT: Quart

In [Options A, B and D](#) the **Units** column on [Forms 26](#) and [27](#) and the **Container Size Units** column on [Form 25](#) have a drop-down list for easy entry of units. To use the list, click or tab into the cell, then click the downward-pointing arrowhead and select one of the units.



Only the units listed in the drop-down list can be accepted. Please do not enter values such as "each" or "case" which cannot be converted into a specific unit of measurement.

Forms: 25,26, 27

Third-Party Software Files: 25, 26, 27

Required: yes

Column Type: reporting

Maximum Width: 2

Data Type: Character

Zip Code

The five-digit zip code where the pesticide was applied ([Form 26](#)) or where the applicator intended to apply the pesticide ([Form 27](#)).

For applications that cross a county, municipality, township, or zip code boundaries, you must enter complete information for each location where the pesticide application occurred or will occur. Do this by entering a new row for each separate location. Distribute the total amount applied (or intended to be applied) among the rows, making your best estimate for how much was or will be applied in each location.

Forms: 26, 27

Third-Party Software Files: 26, 27

Required: yes

Column Type: reporting

Maximum Width: 5

Data Type: Numeric

Data Type Descriptions

- **Character:** Any printable ASCII character(s).
- **Date:** One of these formats (where m = month, d = day, y = year)
 - mm/dd/yyyy
 - mm-dd-yyyy
 - mm/dd/yy
 - mm-dd-yy
 - *mm/dd*
 - *mm-dd*
- **Numeric:** 0 – 9
- **Decimal:** 0 – 9 and an optional decimal point (“.”).
For numeric fields that include decimals, a decimal point and up to 4 digits to the right of the decimal point are accepted.