Option C User Guide



The information on this page only applies to version 6.03 of the Reporting Software Options and related documentation. See this page for other versions of the documentation. The version number of the PRL software you are using can be found on the Help menu under the About item.

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Overview

The Option C Text File Validator is an application designed to assist you in electronically reporting Pesticide Reporting Law (PRL) information to the NYS Department of Environmental Conservation (NYSDEC). You can use this validation program to check whether ASCII text files that you (or a third-party program) have created conform to the the NYSDEC guidelines. The required file formats are described in the Text File Specifications.

Each time you run the program you are asked to enter or verify some basic contact information. You can then validate your report files and submit them to the NYSDEC if they pass. Reports which do not pass validation may be returned or rejected by the Pesticide Reporting Service Bureau.

Option C runs under Microsoft Windows®.

After you download the Option C installation file, see the PRL Software Installation Guide to help you install the software on your computer.

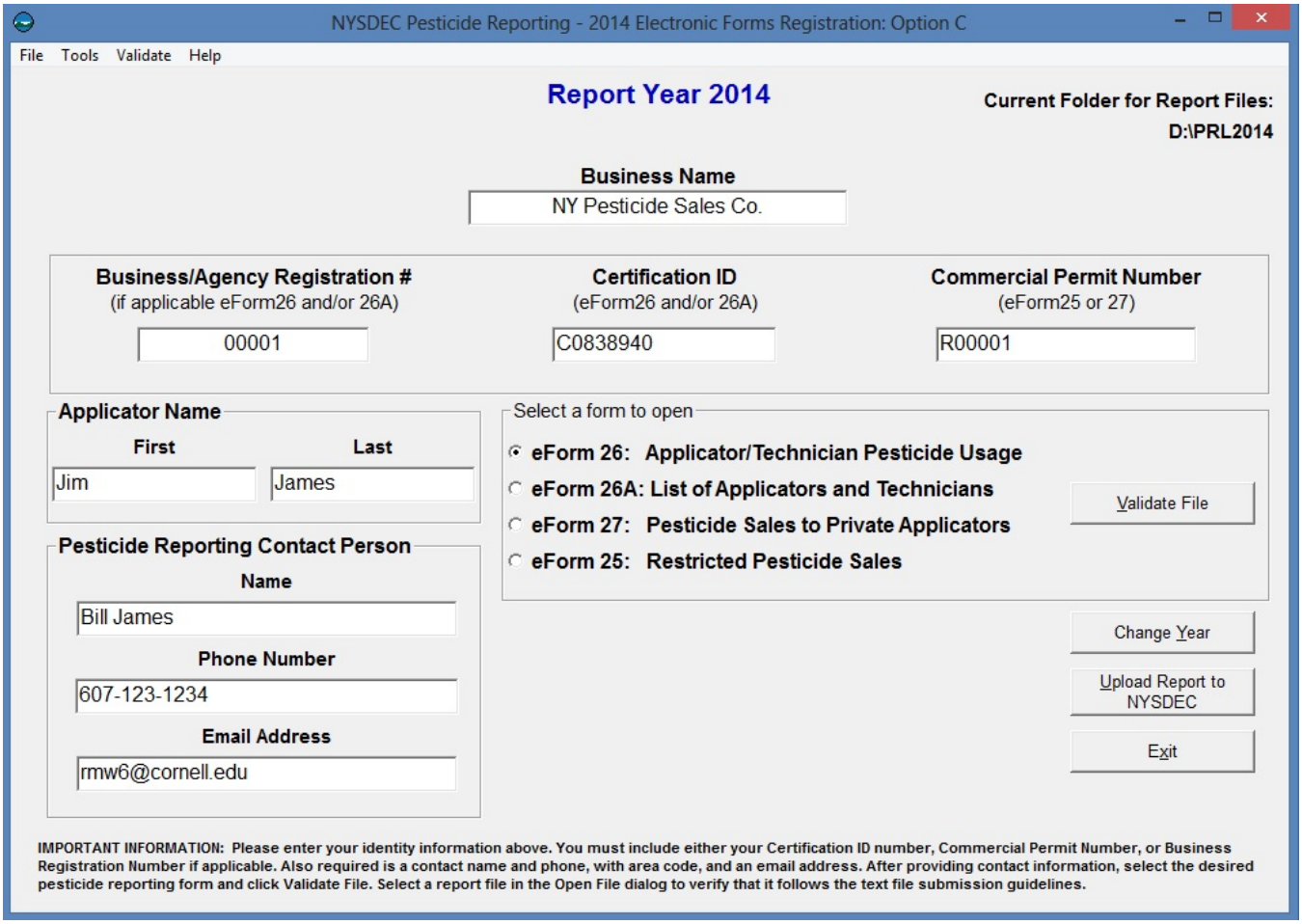
If you need further assistance, contact the Pesticide Reporting Service Bureau.

Getting Started

There are a couple of ways[1] to open up the main window:

- Double-click the "**PRL Option C**" shortcut on your computer's desktop.
- Click on the Windows **Start** button and navigate to **Programs** -> **Pesticide Reporting** -> **PRL Option C**. Windows 8 users will have a "**PRL Option C**" icon on their **Start Screen**.

A message box saying something like "Data directory created called 'C:\PRL2011'." may appear. This is normal. The data directory is the location to which your data files will be written. The Registration form then opens.



Registration Form

Entering Contact and Identity Information

Use the Registration form to tell us who to contact when we communicate with you about your report. You also need to provide identification information so that we can associate your report with the correct applicator(s) or organization.

Are you in the pesticide application or sales business?

Pesticide application businesses should submit

- a **certification ID**,
- the **Applicator Name** associated with the **certification ID**,
- optionally, a **business registration number**, and
- optionally, the **Business Name**.

Pesticide applicators should submit

- a **certification ID**, and
- the **Applicator Name** associated with the **certification ID.**

Pesticide sales businesses should submit

- a **commercial permit number**,
- the **Business Name**,
- optionally, a **certification ID**, and
- optionally, the **Applicator Name** associated with the **certification ID.**

Reporting for Multiple Applicators

1. Enter the name and certification number of one applicator on the Registration form.

> ⚠ It does not matter which of your business's applicators you enter on the Registration form; however, if your company has one applicator with primary supervisory responsibility over other applicators, that applicator would be a reasonable choice.

2. Fill out or create a Form 26A listing **all** applicators employed by your business during the report year, whether or not they made any pesticide applications.
3. Fill out or create a Form 26 for **all** reportable pesticide applications made by all your applicators.

Decide Which File Types to Use

After you have filled out the Registration form information, determine which file types/forms to create. If you have multiple applicators to include on your report, we recommend using a Form 26A to enter their information. The pesticide applications they made should be entered on a Form 26. If any of the applicators that you are reporting for made any applications during the report year, you should submit a Form 26.

> ✓ You may enter all your applications in one file even if they were made by multiple applicators; we do not need a separate report for each applicator.

If you are reporting for a pesticide sales business and you sell restricted use pesticides, create a Form 25. If you sell pesticides to private applicators, we will need a Form 27. If you entered a commercial permit number, you must submit either a Form 25 or a Form 27 or both.

> ⚠ Be sure to include applicators who did not make applications on your report and applicators who left the organization during the report year. If your organization is a pesticide sales business, you must file a report even if you did not make any sales during the report year.

You can report two different types of sales on Form 25; report either sales to another commercial permit holder who will resell the products or sales to commercial applicators for their end use. If you have both types of sales to report, please send us a separate form for each type. However you do *not* need to complete a form for the type of sales you did *not* make (but you still need to report even if you did not make any sales).

Validating Files

The Option C program is designed to validate ASCII text files only. Other file types cannot be checked. Files are checked for compliance with the PRL Text File Specifications. The specifications are also available on the **Help** menu under **File Format Guidelines**.

> ⊘ There are no data entry forms available in the Option C software. The application is designed to validate files that were created by you or a third-party application.

For step-by-step instructions on using Option C to validate your files, see text file validation steps.

More Registration Form Functions

There are several buttons and menu items available on the Registration form that can help you prepare and submit your PRL report.