Option D with Control Center User Guide

The information on this page only applies to version 6.1 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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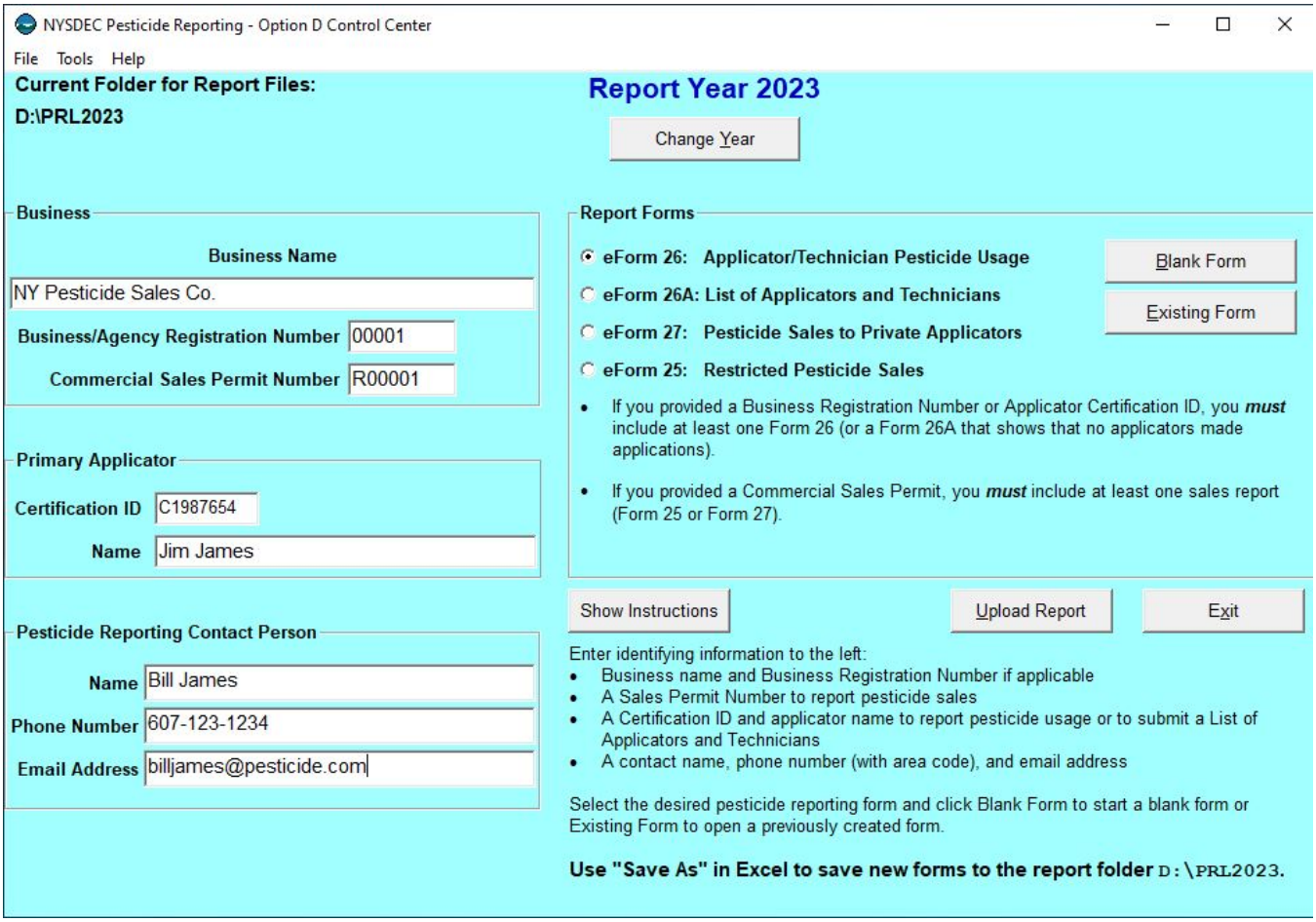
Before you download one of our software packages, determine which option is best suited to your needs.

Starting the Software

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

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

When you start the program, the Control Center opens.



Entering Contact and Identity Information

Use the Control Center to tell us who to contact when we communicate with you about your report. Please fill out all three fields under **Pesticide Reporting Contact Person**. 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.**

Multiple Applicators or Sales Permits

If your organization employs multiple applicators, just choose one of them to enter in this form.

If your business has more than one business registration number, enter the one for the main business office. You may — but are not required to — submit the other business registration numbers using a Form 26A. See this FAQ for more information.

If your business has more than one commercial permit number, you may enter one number here and provide separate Form 25s or Form 27s for each commercial permit number. The header areas of both forms have a commercial permit number field, which is editable. You may also send us separate reports for each commercial permit number.

Decide Which Forms to Use

If you have multiple applicators to include on your report, we recommend using Form 26A to enter their information. The pesticide applications they made should be entered on 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, use Form 25. If you sell pesticides to private applicators, we will need a Form 27. If you have a commercial permit number, you must submit either Form 25, Form 27, or both.

Be sure to include applicators who did not make applications on your report and applicators who left your 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. In Options A and B, there are a set of radio buttons in the Form 25 header where you can specify the sales type. Options D and O have drop-down lists for specifying the sales type. 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).

Opening up a Form

When you have decided which form(s) to use, click the corresponding radio button in the **Report Forms** area. Do you want to start a new file or add to an existing one? To start a new file, click on the **Blank Form** button. For an existing file, click the **Existing Form** button. This will open up a dialog in which you can choose the file you want.

All files will open up in Microsoft Excel and are editable using all the functionality that is included with Excel.

Modifying Option D Spreadsheets

Do not modify the format or layout of any of the Option D spreadsheets. Modifying the spreadsheets will prevent us from processing the files and may lead us to reject your submission.

Form Header

Each form has one or more identification numbers in the header area appropriate to the form type. These identification numbers are used to associate your report with the correct applicator(s) or organization. If you are required to fill out a particular form type, you must also fill out the identification numbers and associated name field in the header area.

The business registration number is not required on Form 26, but you should submit it if you have one so that we contact you as needed. If you have more than one business registration number, see this FAQ.

All applicators and pesticide sales businesses are required to report even if they did not make any applications or sales. See Reporting No Applications or Sales for more information.

The forms also include a report year field in the header area. This field is also required. In addition, links to this documentation in three different formats are included.

Data Entry Grid

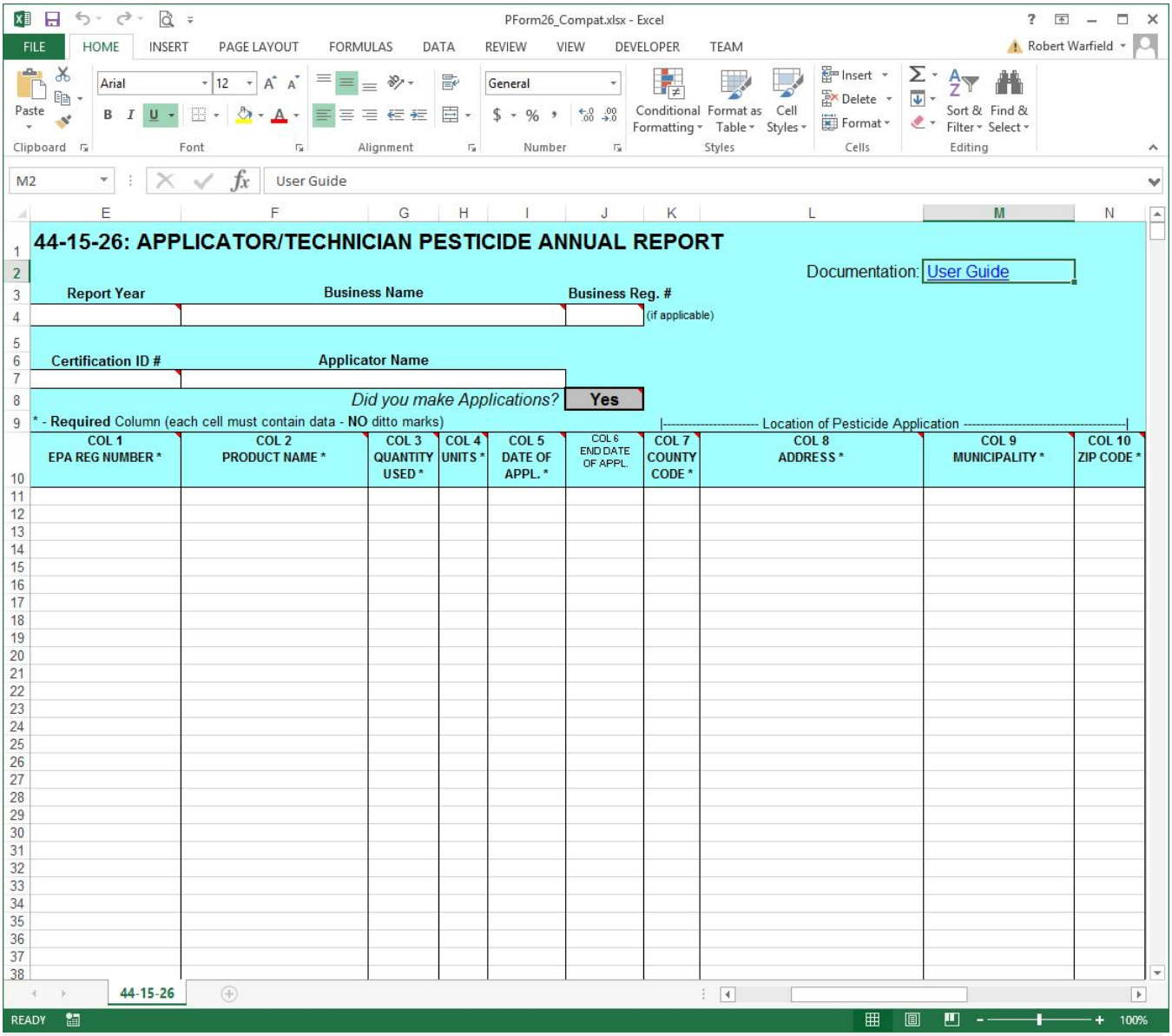
Both Option D and O contain descriptions for each column in the column heading comments. Click in the cell and the cell comment will appear. Option D also contains the column descriptions in small popup windows that appear when you click in a cell.

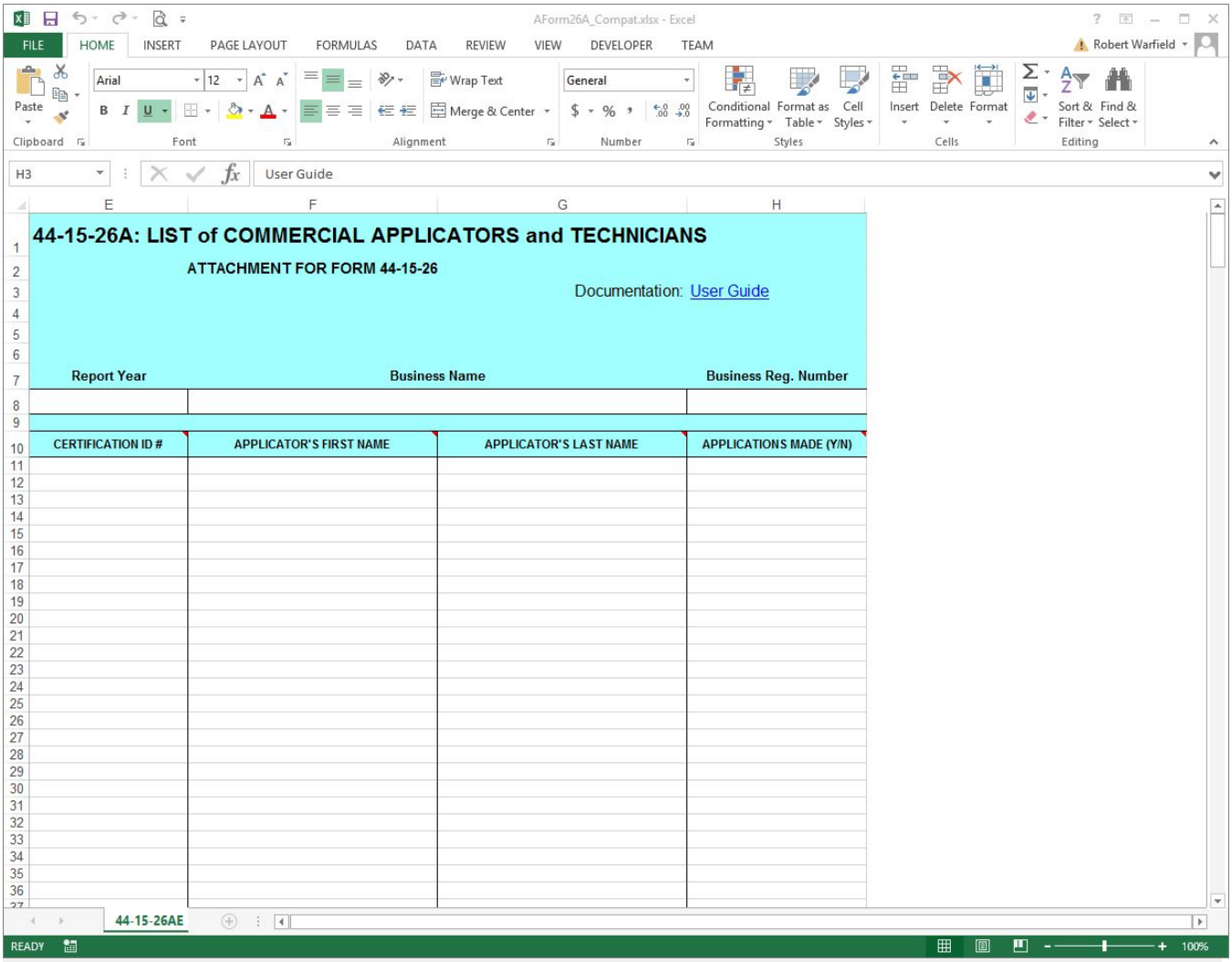
The popup windows that appear when you click on a cell in the data entry grid of Option D can be moved. Just click in the popup and drag it while holding the mouse button down.

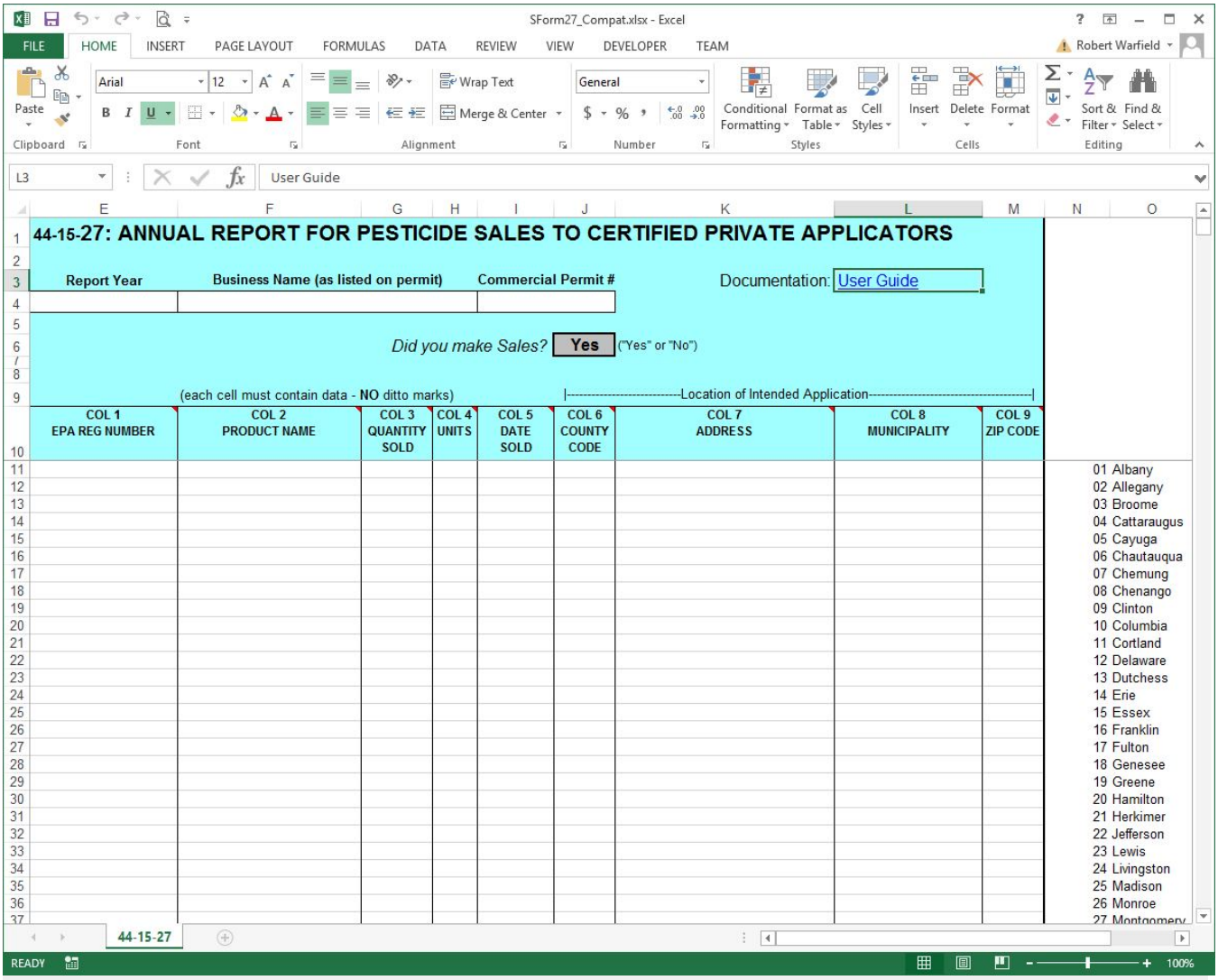
In Option D some columns are validated. If the data you enter does not conform to the criteria for the column, Excel will display a descriptive error message. You will need to correct (or delete) the data in the cell before moving to the next cell. If you need more information about a particular column, complete field descriptions can be found in the Record Layouts section or the Data Dictionary.

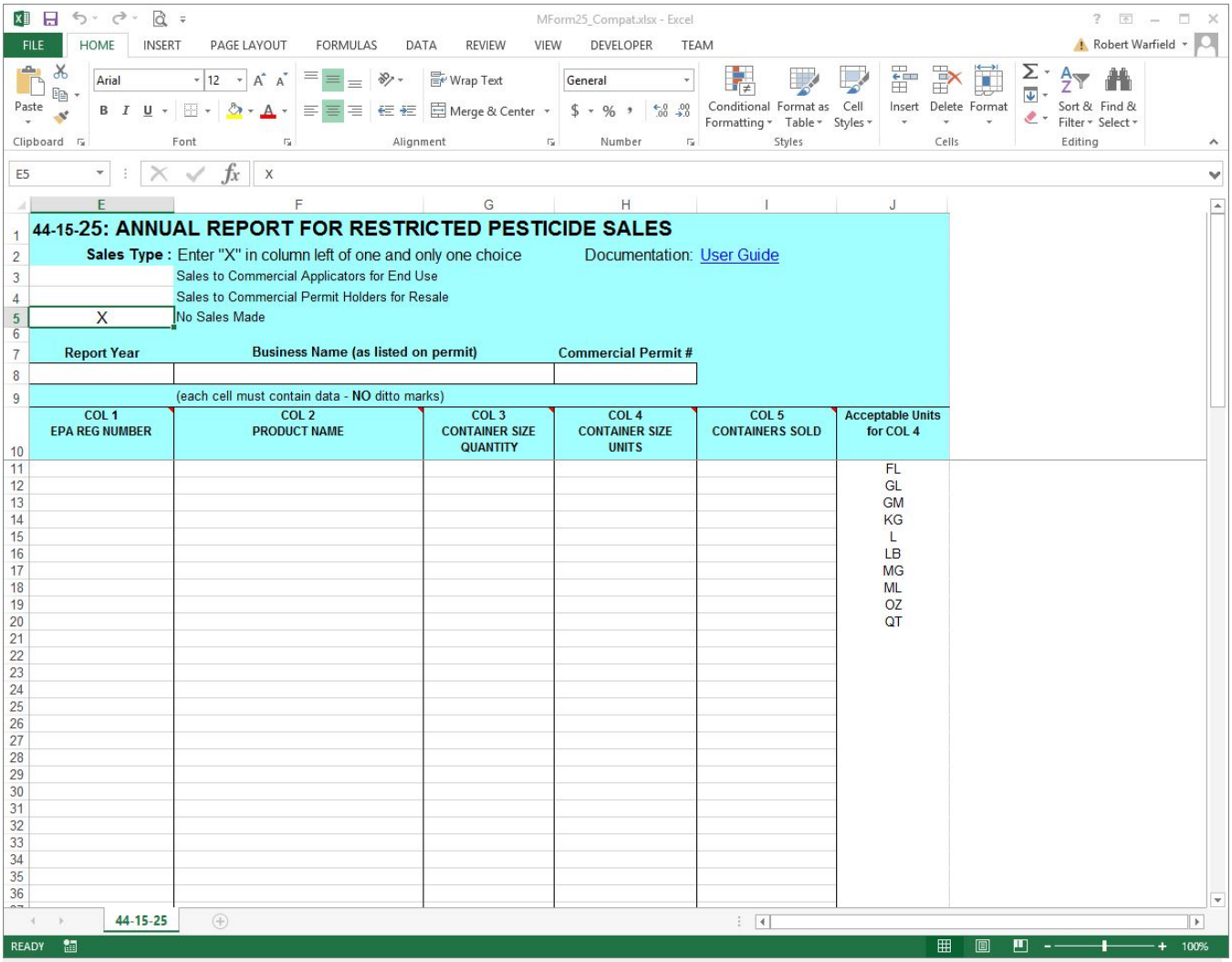
Report Forms

Each form is used to report a particular type of pesticide-related activity.


PForm26_Compat.xlsx - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
DEVELOPER
TEAM
Robert Warfield
Arial
12
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
M2
User Guide
44-15-26: APPLICATOR/TECHNICIAN PESTICIDE ANNUAL REPORT
Documentation: User Guide
Report Year
Business Name
Business Reg. #
(if applicable)
Certification ID #
Applicator Name
Did you make Applications?
Yes
* - Required Column (each cell must contain data - NO ditto marks)
Location of Pesticide Application
COL 1 EPA REG NUMBER *
COL 2 PRODUCT NAME *
COL 3 QUANTITY USED *
COL 4 UNITS *
COL 5 DATE OF APPL. *
COL 6 END DATE OF APPL.
COL 7 COUNTY CODE *
COL 8 ADDRESS *
COL 9 MUNICIPALITY *
COL 10 ZIP CODE *
44-15-26
READY
100%


AForm26A_Compat.xlsx - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
DEVELOPER
TEAM
Robert Warfield
Paste
Arial
12
Wrap Text
General
Merge & Center
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
H3
User Guide
44-15-26A: LIST of COMMERCIAL APPLICATORS and TECHNICIANS
ATTACHMENT FOR FORM 44-15-26
Documentation: User Guide
Report Year
Business Name
Business Reg. Number
CERTIFICATION ID #
APPLICATOR'S FIRST NAME
APPLICATOR'S LAST NAME
APPLICATIONS MADE (Y/N)
44-15-26AE
READY
100%


SForm27_Compat.xlsx - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
DEVELOPER
TEAM
Robert Warfield
Paste
Arial
12
Wrap Text
Merge & Center
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
L3
User Guide
44-15-27: ANNUAL REPORT FOR PESTICIDE SALES TO CERTIFIED PRIVATE APPLICATORS
Report Year
Business Name (as listed on permit)
Commercial Permit #
Documentation: User Guide
Did you make Sales? Yes ("Yes" or "No")
(each cell must contain data - NO ditto marks)
Location of Intended Application
COL 1 EPA REG NUMBER
COL 2 PRODUCT NAME
COL 3 QUANTITY SOLD
COL 4 UNITS
COL 5 DATE SOLD
COL 6 COUNTY CODE
COL 7 ADDRESS
COL 8 MUNICIPALITY
COL 9 ZIP CODE
01 Albany
02 Allegany
03 Broome
04 Cattaraugus
05 Cayuga
06 Chautauqua
07 Chemung
08 Chenango
09 Clinton
10 Columbia
11 Cortland
12 Delaware
13 Dutchess
14 Erie
15 Essex
16 Franklin
17 Fulton
18 Genesee
19 Greene
20 Hamilton
21 Herkimer
22 Jefferson
23 Lewis
24 Livingston
25 Madison
26 Monroe
27 Montgomery
44-15-27
READY
100%



Record Layouts

The columns on each form and their descriptions are

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

For each commercial applicator, technician and anti-fouling applicator report these fields using Form 26A. 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