Welcome

Certified pesticide applicators and pesticide sales businesses that make applications or sell pesticides in the State of New York are legally required to submit an annual report. This site provides documentation of software and processes designed by the Pesticide Reporting Service Bureau in conjunction with the NYSDEC to assist you in meeting that requirement. If you need additional assistance with the reporting process, please contact us.

If you are new to the reporting process, we recommend that you **start here**.

Installation Guide

The PRL Software Installation Guide is for anyone installing the software for the first time or upgrading from a previous version. Before you download one of our software packages, determine which option is best suited to your needs.

Getting Started Guides

Use these brief overviews of our software options to get up and running quickly:

- Getting Started Guide - Option A

User Guides

After you have installed a Reporting Software Option, explore their features in the appropriate user guide:

- Option A – Desktop software for Windows which provides electronic data entry forms similar to the paper forms. We recommend this option for most users who have application or sales data to report. Option A will also validate files created by third-party applications (This functionality replaces Option C, which has been discontinued.)
- Option B – A desktop application that requires Microsoft Excel on Windows. This option is recommended for users of Excel but does require some additional configuration.
- Option D with Control Center User Guide - A desktop application that requires Microsoft Excel on Windows, but does not require any additional configuration.
- Option D and O – Formatted Excel spreadsheets with none of the features provided by Option D with Control Center User Guide. Option D is recommended for users having difficulty installing our other options, users with small amounts of data to enter, or Macintosh users of Excel. Option O is for users who have a spreadsheet application that is not Excel. These would include programs such as Apple's *Numbers* or OpenOffice.org's *Calc*.

Downloadable Versions

Click the links below to download a Microsoft Word version of our Guides and related documentation.

Getting Started Guides

- Getting Started Guide - Option A

User Guides

Guides to using the four Pesticide Reporting Software Options

- Option A User Guide
- Option B User Guide
- Option D with Control Center
- Options D and O Spreadsheets User Guide

> ⚠ Option C has been incorporated with Option A as of version 6.1, so new versions of this option will not be available.
>
> Option B has been discontinued. The user guide is available here for existing users, who are encouraged to download Option D with Control Center.

Installation and Report Submission Guides

- PRL Software Installation Guide - Guide for installing Options A and D (with the Control Center).
- Report Submission Guide - describes the two ways of submitting an electronic report.

Additional Documentation

- Text File Specifications - specifications for third-party software PRL files and manually-created PRL files.
- Report File Naming - PRL file names require a standard *form prefix* and *extension*. Our software defaults the file name based on the naming convention in this guide when you save a file. Please review the guide if you want to change the default name.
- Enabling Macros In Excel for Option B - Option B uses macros to enhance the basic Excel workbooks and will not work without them. Use this guide to configure Excel and the Option B workbooks.