

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 ways¹ 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.

NYSDEC Pesticide Reporting - Option D Control Center

File Tools Help

Current Folder for Report Files:
D:\PRL2023

Report Year 2023
Change Year

Business

Business Name
NY Pesticide Sales Co.

Business/Agency Registration Number 00001

Commercial Sales Permit Number R00001

Primary Applicator

Certification ID C1987654

Name Jim James

Pesticide Reporting Contact Person

Name Bill James

Phone Number 607-123-1234

Email Address billjames@pesticide.com

Report Forms

☒ eForm 26: Applicator/Technician Pesticide Usage Blank Form

☐ eForm 26A: List of Applicators and Technicians Existing Form

☐ eForm 27: Pesticide Sales to Private Applicators

☐ eForm 25: Restricted Pesticide Sales

- If you provided a Business Registration Number or Applicator Certification ID, you **must** include at least one Form 26 (or a Form 26A that shows that no applicators made applications).
- If you provided a Commercial Sales Permit, you **must** include at least one sales report (Form 25 or Form 27).

Show Instructions Upload Report Exit

Enter identifying information to the left:

- Business name and Business Registration Number if applicable
- A Sales Permit Number to report pesticide sales
- A Certification ID and applicator name to report pesticide usage or to submit a List of Applicators and Technicians
- A contact name, phone number (with area code), and email address

Select the desired pesticide reporting form and click Blank Form to start a blank form or Existing Form to open a previously created form.

Use "Save As" in Excel to save new forms to the report folder D:\PRL2023.

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.

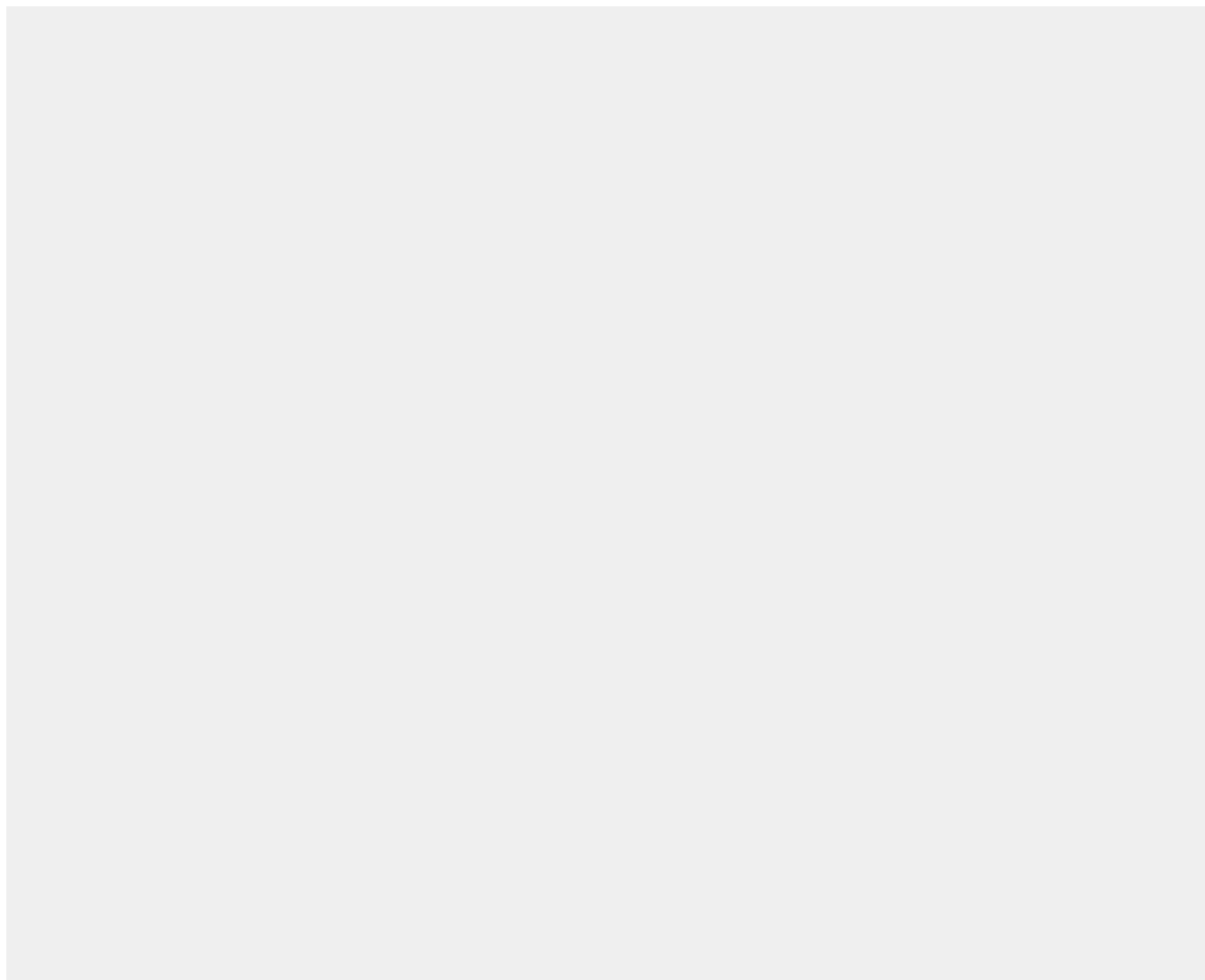


The popup windows that appear when you click on a cell in the data entry grid of Option D can be moved. Just click in the popup and drag it while holding the mouse button down.

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](#).



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AForm26A_Compat.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER TEAM

Robert Warfield

Paste Font Alignment Number Styles Cells Editing

H3 User Guide

	E	F	G	H
1	44-15-26A: LIST of COMMERCIAL APPLICATORS and TECHNICIANS			
2	ATTACHMENT FOR FORM 44-15-26			
3	Documentation: User Guide			
4				
5				
6				
7	Report Year	Business Name	Business Reg. Number	
8				
9				
10	CERTIFICATION ID #	APPLICATOR'S FIRST NAME	APPLICATOR'S LAST NAME	APPLICATIONS MADE (Y/N)
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44-15-26AE

READY 100%

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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](#)