

# Report of Sales of Restricted Use Pesticides to Certified Applicators

Minnesota Department of Agriculture · Pesticide & Fertilizer Management Division  
625 Robert Street North · St. Paul, Minnesota 55155-2538  
Telephone: (651) 201-6615 · Fax: (651) 201-6105

DEALER NAME (PLEASE PRINT)				DEALER LICENSE NUMBER		
DEALER ADDRESS				DEALER TELEPHONE NUMBER		
1) Pesticide brand name	2) EPA Reg. No.	3) Amount sold and units (gal, lbs, oz., etc.)	4) Applicator name(s)	5) Applicator(s) license / certification #, expiration date & state of origin (if other than MN)	6) Date of sale / made available	7) Name & address of person to whom RUP is made available or picked up the products (other than applicator)

**See Restricted Use Pesticide Record Keeping Instructions and Guidelines.**

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

## Restricted Use Pesticide Record Keeping Instructions and Guidelines:

Complete sales report by the end of the business day that the Restricted Use Pesticide (RUP) was sold, or made available.

Record firm name, address and telephone number, and dealer license number on each sheet of report.

Report of RUP Sales must be maintained by the pesticide dealer for five years after the product's date of sale.

Handwritten or computer generated records are acceptable reporting formats as long as reports are complete and contain all required information. Do not handwrite additional information on reports generated by computer.

Dealer must include the following required Information on RUP Sales Report:

1. **Pesticide brand name** - The RUP brand name from the product label; write the name exactly as shown.
2. **EPA Reg. No.** - The EPA Registration Number found on the product label.
3. **Amount sold** - The exact total amount with units of RUP sold/made available; write the amount initially distributed with units and do not list amounts returned. For example, if you sell/make available 5 - 5 gallon containers, list 25 gals.
4. **Applicator Name(s)** – The first and last name of the person(s) who will apply the RUP.
5. **Applicator(s) license/certification #, expiration date, & state of origin (if other than Minnesota)** - The license/certification number and expiration date of the RUP applicator, and applicator's license/certification the state of origin if other than Minnesota.
6. **Date of sale / made available** - The date the RUP was picked up or delivered.
7. **Name and address of person to whom product is made available or picked up the product (other than applicator)** – The first and last name and address of the person (only if different than the applicator) who picked-up or took delivery of RUP.

Dealer should not list the following information on RUP Sales Report:

1. Dealer-to-dealer sales for resale to licensed/certified applicator.
2. Amounts of previously sold but unused RUP returned for credit.
3. Amounts of RUP sold for commercial (custom) application by licensed applicators employed by dealer.