

Annual Use Report for Licence Holders

FORM REFERENCE CODE: EPD-IPM-03.2

INSTRUCTIONS:

The annual use report for a calendar year must be submitted to the Ministry of Environment & Climate Change Strategy by January 31 of the next calendar year.

Please complete this form if you are a licence holder using pesticides.

Please do not complete this form if you are a:

- Licence holder reporting *annual sales* information - instead use **Annual Summary of Pesticide Sales**
- Confirmation holder reporting *annual use* information - instead use **Annual Use Report for Confirmation Holders**
- Licence holder that has treated more than 20 hectares of private forest land and is reporting annual use information - instead use the **Annual Use Report for Pesticide User Licence Holders reporting treatment on more than 20 ha of private forest land**

This report can be submitted to the ministry by email, mail or courier. Files in PDF format are preferred.

Please follow this format when naming the subject line of your email:

- YYYY AUS Licensee#
- E.g. 2020 AUS 12345

Email (preferred)	Mail or Fax	Courier
IPMPBC@gov.bc.ca	Business Services - IPM Program Ministry of Environment & Climate Change Strategy PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M6 Fax: (250) 356-0299	Ministry of Environment & Climate Change Strategy Environmental Protection Division Business Services - IPM Program 3 rd Floor, 525 Superior Street Victoria, BC V8V 0C5

Section 1: Reporting Year and Licence Holder Information

Report for the Year (YYYY)

This report must report on all locations included under the licence.

Number of Locations:

Licence Number				1
Licence Holder Name				2
Address	Unit # / Street			3
	City	Province	Postal Code	4
Contact First and Last Name				5
Contact Numbers <i>e.g. (999) 999-9999</i>	Phone	Mobile		6
Email Address				7

Section 2: Annual Summary

- An annual summary is required each year a licence is held even if no pesticides were applied during that calendar year.
- Report all non-Excluded class pesticides used over the last calendar year (January 1 – December 31).
- Please enter information accurately. A common mistake is recording an incorrect *P.C.P Act* Registration Number.
- The only acceptable units for reporting quantities used are kilograms (kg) of product (not “jugs”, “cases”, “L”, “mL” etc.). Record the amount used from the product container before mixing. Do not report diluted quantities. Do not report the quantity of active ingredient. For this report you may consider 1 L of product to weigh 1 kg.
- Record each separate product used on a separate line.
- Complete Section 2A (pesticides applied as a service/non-service solely under your licence) and/or Section 2B (pesticides applied for another authorization holder, i.e., service to a Licensee, a Confirmation Holder or Permit Holder). **If you did not complete work under another authorization, do not complete Section 2B.**
- As an alternative to filling out the table below, it is acceptable to submit an Excel spreadsheet summary of pesticide use, provided that the data is submitted in the same format as the table below and is accompanied by the completed and signed form.

Check this box if no applications were completed this year

SECTION 2A: Summary of pesticides applied solely under your licence, either as a service for a customer or on a non-service basis.

Do not record pesticide use that was completed as a service for another licensee, confirmation holder or permit holder in this table (see Section 2B). For example, if you are a landscape or structural pesticide user, you are likely not working under another authorization, so you would report all of your pesticide use in this table.

	Pesticide Product Name	Active Ingredient Name	P.C.P. Registration Number	Quantity Used (kg of product)	Size of Area Treated ¹ (ha)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

¹ Report the total area treated for pesticide used to manage: forest pests on public or private land used for timber production; vegetation on facilities or rights of way for railways, highways, public utilities and pipelines on public or private land or other industrial sites on public land; and invasive or noxious weeds on public land. Total area treated does not need to be reported for other pesticide uses.

SECTION 2B: Summary of Pesticides Applied under your Licence but as a Service to another Licensee, a Confirmation Holder or Permit Holder.

For example, if you conducted pesticide applications for one or more confirmation holders, list each confirmation holder below and then list the total amounts of each product applied as a service in the next table. Many licensees in the forestry, industrial vegetation, noxious weeds and mosquito sectors work under confirmations and will report that pesticide use below.

	Name of Permit or Pesticide User Licence Holder for Whom a Service was Provided	Permit or Pesticide User Licence Holder Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

If more space is needed, please attach an additional page.

	Pesticide Product Name	Active Ingredient Name	P.C.P. Registration Number	Quantity Used (kg of product)	Size of Area Treated ¹ (ha)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

	Pesticide Product Name	Active Ingredient Name	P.C.P. Registration Number	Quantity Used (kg of product)	Size of Area Treated ¹ (ha)
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
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29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					

¹ Report the total area treated for pesticide used to manage: forest pests on public or private land used for timber production; vegetation on facilities or rights of way for railways, highways, public utilities and pipelines on public or private land or other industrial sites on public land; and invasive or noxious weeds on public land. Total area treated does not need to be reported for other pesticide uses.

Section 3: Authorization Declaration

I am:	<input type="checkbox"/> A pesticide user licence holder <input type="checkbox"/> Signing on behalf of a pesticide user licence holder	1
Certification:	<input type="checkbox"/> I certify that this is an accurate and true summary of the pesticides used by this licence holder for the 12 months ending December 31.	2
Reporting Year:		3

Full Name:		4
Title:		5
Signature:		6
Date signed: (YYYY / MM / DD)		7