

# Minnesota Department of Agriculture Restricted Use Pesticide (RUP) Product Form

Report of Sales to Certified/Licensed Applicators **\*ONLY\***

Dealers must retain product forms for a minimum of 5 years. **ONLY** send copies upon request for a compliance audit.

<b>DEALER NAME</b>	
<b>DEALER LICENSE NUMBER</b>	
<b>DEALER LICENSED LOCATION ADDRESS</b>	
<b>DEALER PHONE NUMBER</b>	

1. Pesticide Brand Name	2. EPA Reg Number or <b>MDA Reg Number</b>	3. Amount Sold (include units-gal, lbs., oz)	4. Applicator(s) Name & <b>Address</b>	5. Applicator(s) license number, expiration date, <b>use categories</b> , State of origin other than Minnesota <b>&amp; if certified by a Tribe or a Federal Agency</b>	6. Date of Sale made available (receiving date) <b>MUST BE IN DATE ORDER</b>	7. Who received the RUP by pick up/delivery?  If different from the applicator, include their <b>Name and Address.</b>

## Restricted Use Pesticide Record Keeping Instructions and Guidelines

- Complete the sales report by the end of each business day that the Restricted Use Pesticide (RUP) was made available (pick up date).
- Report of RUP Sales must be maintained by the licensed pesticide dealer for five years after the product's date of sale.
- Handwritten or computer-generated records are acceptable reporting formats if reports are complete and contain all required information. Do not handwrite additional information on computer-generated reports.

### 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. (Column 1 in sample table)
- 2) **EPA Registration Number OR MDA Registration Number** - The EPA registration number found on the product label: MDA special local need registration number or MDA emergency exemption registration number if applicable. (Column 2 in sample table)
- 3) **Amount Sold** - The exact total amount with units of RUP made available (picked up/delivered); write the amount initially distributed with units and do not list amounts returned. For example, if you make available (picked up/delivered) 5, five-gallon containers, list 25 gals. (Column 3 in sample table)
- 4) **Applicator(s) Name and Address** - The first and last name of the person(s) who will apply the RUP and their address. (Column 4 in sample table)
- 5) **Applicator(s) license #, expiration date, use categories & state of origin (if other than Minnesota). Or if certified by a Tribe or a Federal Agency.** (Column 5 in sample table)
- 6) **Made available (receiving date)** - The date the RUP was picked up or delivered. **MUST BE IN DATE ORDER.** (Column 6 in sample table)
- 7) **Receiving Person Name and Address** - If the person receiving the order is not the applicator listed for the sale, include the full name and address of the person to whom product is made available (picked up/received delivery). **Leave blank if it is the applicator listed for the sale. In the sample table provided, the applicator's name and address are listed in Column 4 and the receiving person is listed in Column 7.**

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

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