

Two ODA Forms

ODA has created two **fillable** versions of a Pesticide Application Recordkeeping Form that include all the elements necessary to meet the recordkeeping requirements for pesticide applications at schools.

These fillable forms are designed to be user-friendly and include guidance / instructions to help people fill them out correctly.

There is no requirement to use these particular forms. People can use any forms they want, as long as they include all the required elements.

-The first page of each Form is Guidance to filling out the form

[Form Version 1](#) includes the Guidance + Form

[Form Version 2](#) includes the Guidance + **Cheat Sheet** + Form

The **Cheat Sheet** page on Version 2 of the Form gives an example of a code sheet that could be created for pesticides that are used frequently.

If you use Form Version 1, you have to type or write in the Product name, EPA #, Type of application, Dilution, Total amount, and Equipment used.

If you create a code sheet for frequently-used products, and use Form Version 2, you only have to type or write in “Product number”, total amount used, and possibly equipment used.

The “Product number” is a number you assign in the code sheet for a product you frequently use. In the example **Cheat Sheet** page on Version 2 of the Form, the “Product number” for the rodenticide “Squishy killer” is 9.

If you decide to create your own code sheet, be sure to add headings for different types of pesticides (e.g. Insecticides, Herbicides, Fungicides). These fall under the “Type of application” column in Form Version 1.

Please note that if you make a code sheet you will need to review and update it regularly as products used change or as product information like the EPA registration number changes.