

# Schoolsite Pesticide Use Reporting (PUR) Frequently Asked Questions

For Frequently Asked Questions about the Healthy School Act (HSA), please refer to the [Healthy Schools Act \(HSA\) FAQs](#).

## WHAT TO REPORT

Q-1

Do we need to file a report if we **DID NOT** use pesticides at any schools or child care centers?

*A: No. You do not need to file a report if you did not use pesticides at schoolsites.*

Q-2

Do we report the diluted amount or the undiluted amount of pesticide?

*A: You report the amount of actual pesticide product used, whether used in dilution or not, as per examples here:*

If you...	Then...
• Dilute a concentrate	you report the amount of pesticide concentrate used to make the mixture, not the total amount of the mixture.
• Do not dilute a concentrate	report the amount of pesticide product used from the original labelled container

Q-3

If a school-site also has a child care on site and a pesticide is applied to the entire property, should I mark both the school box and the child care box on the form?

*A: Both boxes should be marked in this situation.*

Q-4

Do we have to report herbicide/fungicides used on turf areas?

*A: Yes. Report any pesticide applications on turf areas/athletic fields on schoolsite property.*

Q-5

I made a pesticide application that is exempt from some of the HSA regulations under Education Code §17610.5; do I have to report this application?

*A: It depends on whether you are a schoolsite or district employee or a pest control business as shown here:*

If you are a...	Then...
• schoolsite or district employee	you do not need to report applications that are exempted under §17610.5.
• pest control business	you must report any applications of any pesticide with an EPA Registration number used at a schoolsite.

Q-6

Do we have to report applications of FIFRA 25(b) minimum risk pesticides?

*A: No. Pesticides exempt from state and federal registration are not necessary to report.*

## HOW AND WHEN TO REPORT

Q-7

What form is used to report a pesticide application at a California schoolsite?

**A:** *There are two reporting forms and the form you use depends on whether you are school staff or a business/contractor as shown here:*

- Businesses/Contractors use form [DPR-ENF-117](#).
- Schoolsite/District staff use form [DPR-HSA-118](#).

Q-8

Should I send page 1 and 2, or just page 1?

**A:** *You only need to submit page 1 of the form to meet the reporting requirements.*

Q-9

How often do I need to send in the reports?

**A:** *You only need to submit this report once a year. The report is due January 30th for the previous year. There are no monthly deadlines.*

Q-10

Can we submit the report online?

**A:** *No. Currently we only accept reports via the mailing address.*

Q-11

Where do I mail the form?

**A:** *School Pesticide Use Reporting  
Department of Pesticide Regulation  
PO Box 4015  
Sacramento, CA 95812*

## REPORTING MONTHLY/SCHEDULED APPLICATIONS

Q-12

Can I put “monthly” in any box on the report? We do regular pesticide applications monthly.

**A:** *No. Each line of the report is used for a single pesticide application, so writing “monthly” in any box will cause the report to be flagged as an error. Errors often result in a request to resubmit records.*

Q-13

If we do regular monthly applications at the same location, is one form used or is it a separate form for each month an application was done?

**A:** *Each line of the report is used for a single pesticide application. If you apply at one location monthly, you will have to fill out 12 lines on the reporting page, one for each monthly application. You do not need to organize the reports in any particular way, but if it is easier for you to fill out the forms by school or by month, that is not a problem.*

## DISTINGUISHING THE HSA REPORTING FROM THE COUNTY AGRICULTURAL COMMISSIONER MONTHLY SUMMARY

Q-14

Is there a different procedure for HSA reporting than online county submissions?

**A:** Yes. This report is independent of the county agricultural commissioner monthly summary reports. Schoolsite employees who do not use restricted materials generally do not need to report to the county agricultural commissioner. However, if school staff use products containing active ingredients listed in 3CCR section 6800(b), such as dicamba, 2, 4-D, imadacloprid, and oryzalin, they are required to report those applications to their county agricultural commissioner as well as to DPR.

Q-15

Should we send our school pesticide use reports with our county reports, or send directly to DPR?

**A:** Please send school PUR reports directly to DPR. The address for submitting the reports is on the bottom of the reporting form. See question 11.

Q-16

Do we still have to submit monthly reports to the county?

**A:** Yes, if you are required to submit pesticide use reports to your county agricultural commissioner the school pesticide use report cannot be used as a substitute.

Q-17

Does reporting application volumes on the school PUR form mean they do not have to be included in my monthly summary report to the county?

**A:** No. If you need to report pesticide use to your county agricultural commissioner, do not change the monthly summary report in any way to compensate for Healthy Schools Act reporting.

## REPORTING (MISCELLANEOUS)

Q-18

Do we need a chemical usage stamp?

**A:** No. This program does not use chemical usage stamps.

Q-19

Do you just need a list of the pesticides that were applied at public schools?

**A:** No. This would not be considered a complete report. The Healthy Schools Act requires specific details of each pesticide application at a schoolsite.

