


# Board of Pesticides Control Online Portal: Annual Reporting




BPCExternalUser

.....

Login

[Create Account](#) [Forgot User ID/Password](#)

Create An Account  
and/or Login



BPCEExternalUser

.....

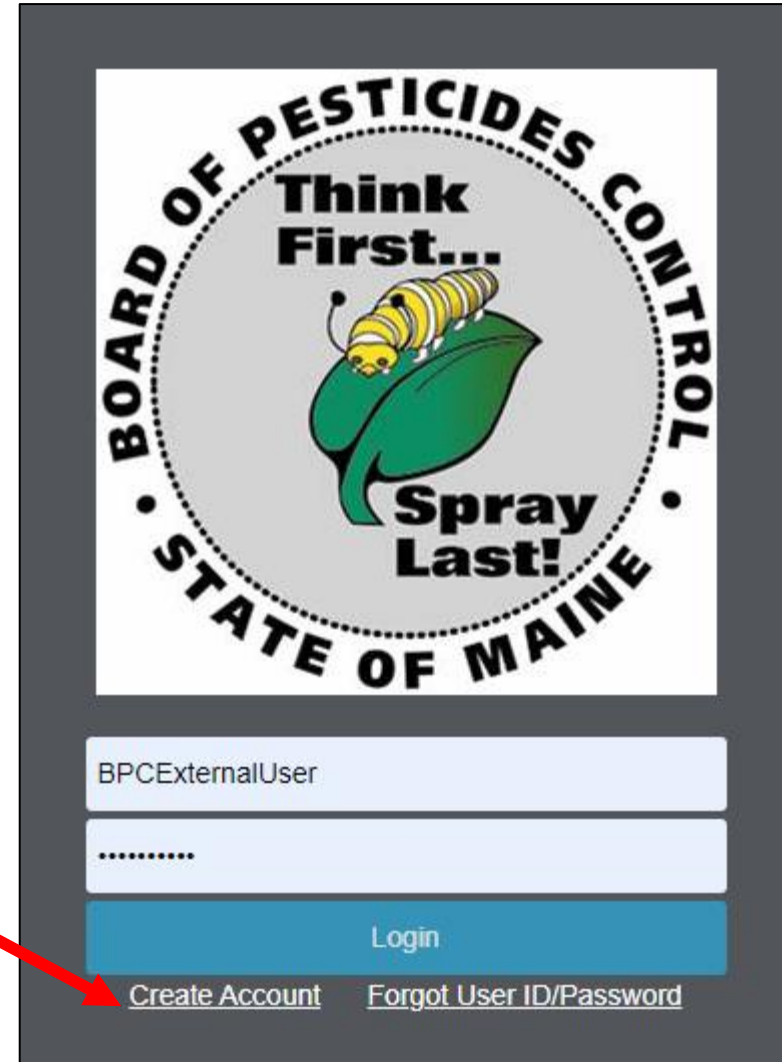
Login

[Create Account](#) [Forgot User ID/Password](#)

If you experience any issues creating an account, staff are happy to assist you. Contact us at [pesticide@maine.gov](mailto:pesticide@maine.gov) or call 207-287-2731.

After Creating An Account Enter  
Your User ID and Password and  
Click the 'Login' Button

If you do not have an account, click 'Create Account'  
and follow prompts to complete.



BOARD OF PESTICIDES CONTROL  
STATE OF MAINE

Think First...  
Spray Last!

BPCEXternalUser

.....

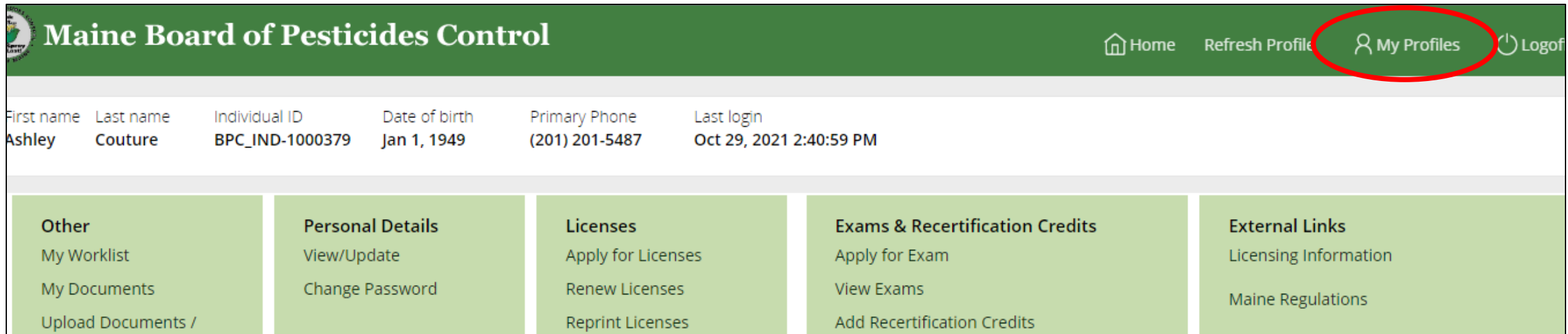
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# Entering Annual Use Summary Reports Into the Portal

After Logging In, Click on '**My Profiles**' and Select Your Company Name.



The screenshot shows the user interface of the Maine Board of Pesticides Control portal. At the top is a green header bar with the organization's name on the left and navigation links on the right. The 'My Profiles' link is circled in red. Below the header is a white section displaying the user's profile information in a table-like format. At the bottom is a green section with five columns of links for various portal functions.


First name	Last name	Individual ID	Date of birth	Primary Phone	Last login
Ashley	Couture	BPC_IND-1000379	Jan 1, 1949	(201) 201-5487	Oct 29, 2021 2:40:59 PM

Other	Personal Details	Licenses	Exams & Recertification Credits	External Links
My Worklist	View/Update	Apply for Licenses	Apply for Exam	Licensing Information
My Documents	Change Password	Renew Licenses	View Exams	Maine Regulations
Upload Documents /		Reprint Licenses	Add Recertification Credits	

Note: Submitting Annual Use Reports is Available Only For those With Administrator Status. Please Contact the BPC Office if You Need To Be Made An Administrator for Your Company

# From Company Landing Page Select 'Upload Documents/Reports'



**Maine Board of Pesticides Control**

TURNING WHEEL FARM

Company/Agency Type  
Other

Federal Tax ID/SSN  
---

Contact First Name

Contact Last Name

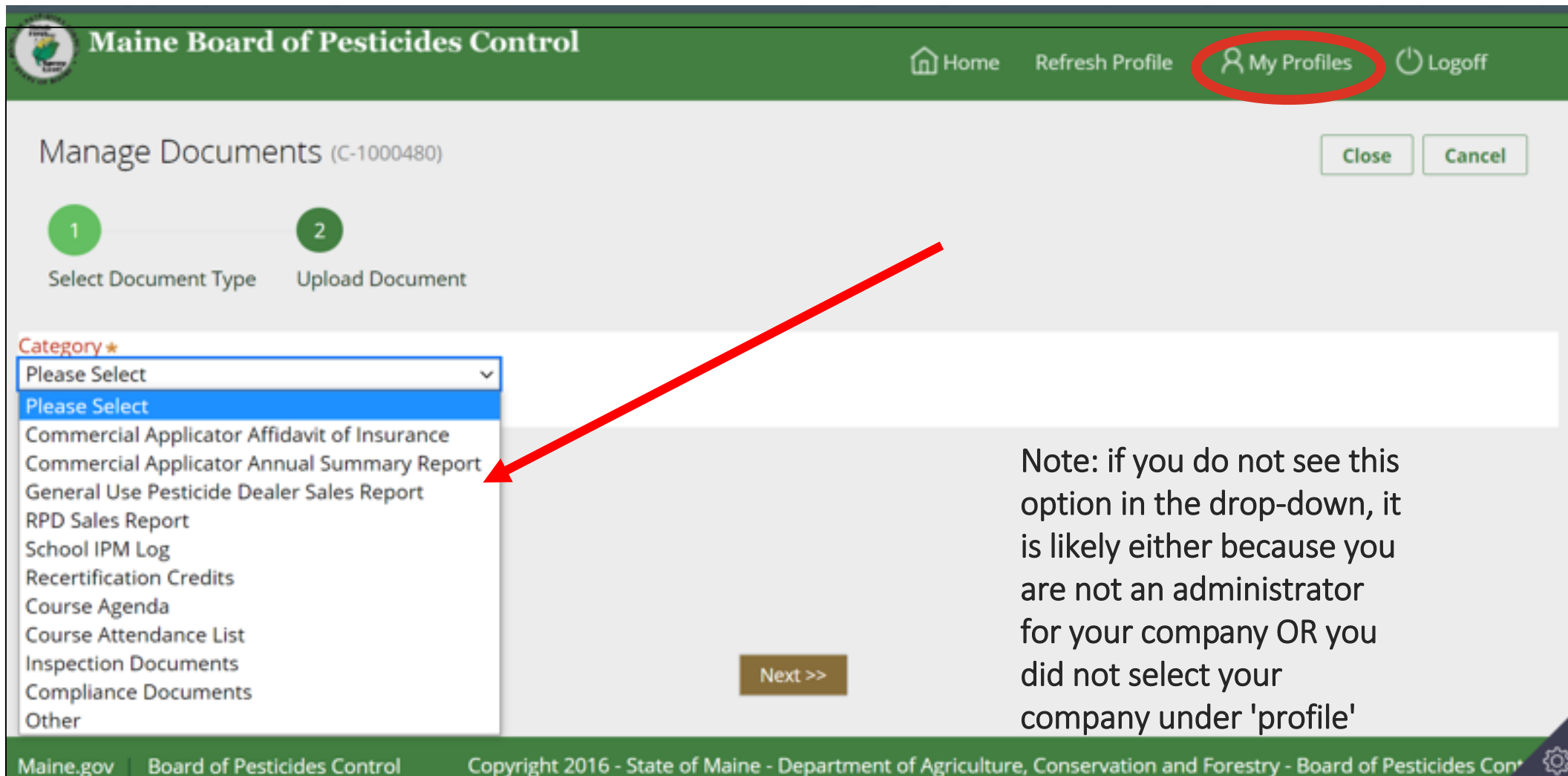
**Other**  
My Worklist  
**Upload Documents/Reports**  
My Documents  
View / Update Company / Agency Information  
Add New Individual

**Licenses**  
Apply for Company/Agency License  
Reprint Company/Agency License  
Renew Licenses

**Courses**  
New Course Request  
View / Edit Courses

**Reports**  
Employee

# From the Dropdown Menu Select 'Commercial Applicator Annual Summary Report' and Select 'Next'



Maine Board of Pesticides Control

Home Refresh Profile **My Profiles** Logoff

Manage Documents (C-1000480) Close Cancel

1 Select Document Type 2 Upload Document

Category ★

- Please Select
- Please Select
- Commercial Applicator Affidavit of Insurance
- Commercial Applicator Annual Summary Report
- General Use Pesticide Dealer Sales Report
- RPD Sales Report
- School IPM Log
- Recertification Credits
- Course Agenda
- Course Attendance List
- Inspection Documents
- Compliance Documents
- Other

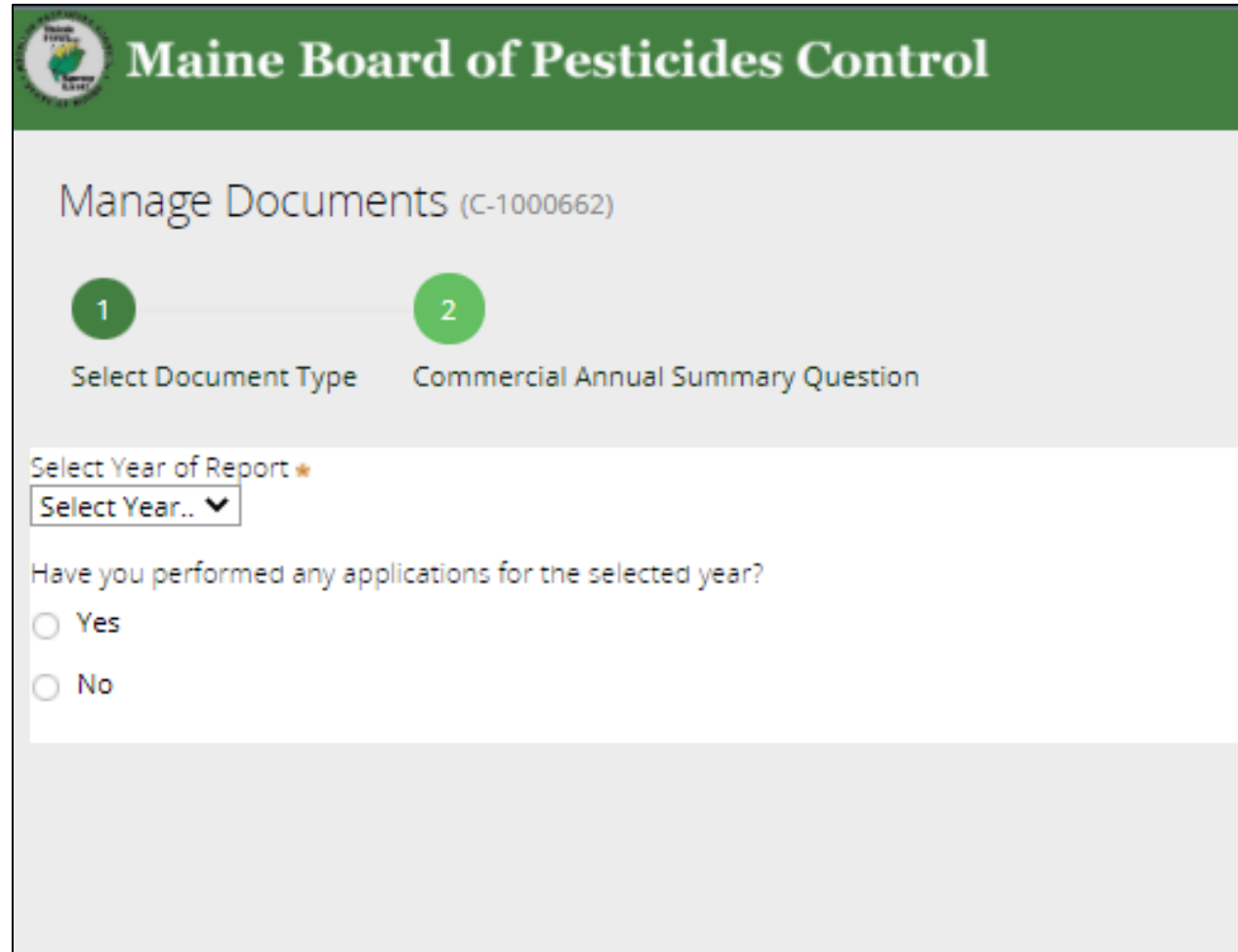
Next >>

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Note: if you do not see this option in the drop-down, it is likely either because you are not an administrator for your company OR you did not select your company under 'profile'

If you are not an administrator for your company, email us at [pesticides@maine.gov](mailto:pesticides@maine.gov) or call us at 207-287-2731

# Select the Reporting Year and Whether or Not Applications Were Made During That Year



**Maine Board of Pesticides Control**

Manage Documents (C-1000662)

1 Select Document Type      2 Commercial Annual Summary Question

Select Year of Report ★  
Select Year.. ▼

Have you performed any applications for the selected year?

☐ Yes

☐ No

If selected 'Yes' continue to next slide. If selected 'No' click the 'Finish' button at the bottom of the screen and the report will automatically be sent to the BPC Document Review basket.

# Beginning the Use Reporting: Selecting Product Type

select the type of product, there are three categories to choose from:

- Select 'EPA registered' if the product has an EPA registration number on the label
- Some products (like minimum risk 25(b) products) are not registered by EPA and will not have an EPA registration number. See next slide for details.
- Other products (like adjuvants) are not considered pesticides by the EPA but are pesticides under Maine law. These should be entered as well.

The screenshot shows the 'Maine Board of Pesticides Control' website. The page title is 'Manage Documents (C-1001413)'. There are four steps in a progress bar: 1. Select Document Type, 2. Commercial Annual Summary Question, 3. Collect Summary Report Details (current step), and 4. ReviewAnnualSummary. The main heading is 'Commercial Applicator Annual Summary Report'. Below this, there is a 'Select Year of Report' dropdown menu set to '2025'. The 'Product Type?' section has three radio button options: 'EPA Registered' (selected and circled in red), '25b' (circled in red), and 'Adjuvant' (circled in red). Below the product type section is an 'EPA Reg Num' field. At the bottom, there is a 'PesticideTradeName' field and a table with columns 'Active Ingredient(s)' and 'Percentage'. Navigation buttons include '<< Back', 'Next >>', 'Add Active Ingredient', and 'Delete'. The top right of the page has links for 'Refresh Profile', 'My Profiles', and 'LogOff'.

Maine Board of Pesticides Control

Refresh Profile My Profiles LogOff

Manage Documents (C-1001413)

Save Close Cancel

1 Select Document Type 2 Commercial Annual Summary Question 3 Collect Summary Report Details 4 ReviewAnnualSummary

**Commercial Applicator Annual Summary Report**

Select Year of Report \*

2025

Product Type?

☒ EPA Registered ☐ 25b ☐ Adjuvant

EPA Reg Num \*

PesticideTradeName

+ Add Active Ingredient - Delete

Active Ingredient(s) Percentage \*

<< Back Next >>



# Beginning the Use Reporting

## What is a 25b product?

- Products exempted from federal registration; determined minimum risk by the EPA.
- Product will have no EPA registration number on the container
- Product is not tested for content of ingredients or efficacy against labeled pests

**Maine Board of Pesticides Control**

Manage Documents (C-1023500)

1 Select Document Type 2 Collect Summary Report Details

**Commercial Applicator Annual Summary Report**

Select Year of Report\*  
Select Year.. ▾


Is this a 25b Product? ☐ Yes ☒ No

EPA Reg Num\*

PesticideTradeName

+ Add Active Ingredient x Delete

If the product is a 25b then click the 'Yes' button and the below fields will display

Is this a 25b Product?   
☒ Yes ☐ No

Pesticide Trade Name ★  
Clove Oil Plant Protector

Total Gallons/Pounds of undiluted formulation used ★ Units ★  
2.000 gallons ▼

+ Add Active Ingredient × Delete

	Active Ingredient(s)	percentage ★
1	clove oil	25.0000

Target Site ★ Total Area treated ★ Units ★ Other Units ★  
ornamental plants 5 Other ▼ plants


License Category  
3A Outdoor Ornamentals ▼

Add Another Product

<< Back Finish

Type in trade name of the 25b product

Enter total amount of undiluted product used and the 'unit' (ounces, gallons, pounds, etc.

Is this a 25b Product? 

☒ Yes ☐ No



Pesticide Trade Name \*

Clove Oil Plant Protector

Total Gallons/Pounds of undiluted formulation used \* Units \*

2.000

gallons ▼

 Add Active Ingredient  Delete

	Active Ingredient(s)	percentage *
1	clove oil	25.0000

Target Site \*

ornamental plants

Total Area treated \*

5

Units \*

Other ▼

Other Units \*

plants

License Category

3A Outdoor Ornamentals ▼

<< Back

Finish

# Enter Active Ingredient and Percentage and Fill in Remaining Use Information

Is this a 25b Product?

☒ Yes ☐ No

Pesticide Trade Name \*

Clove Oil Plant Protector

Total Gallons/Pounds of undiluted formulation used \* Units \*

2.000 gallons

+ Add Active Ingredient - Delete

	Active Ingredient(s)	percentage *
1	clove oil	25.0000

Target Site \*

ornamental plants

Total Area treated \* Units \* Other Units \*

5 Other plants

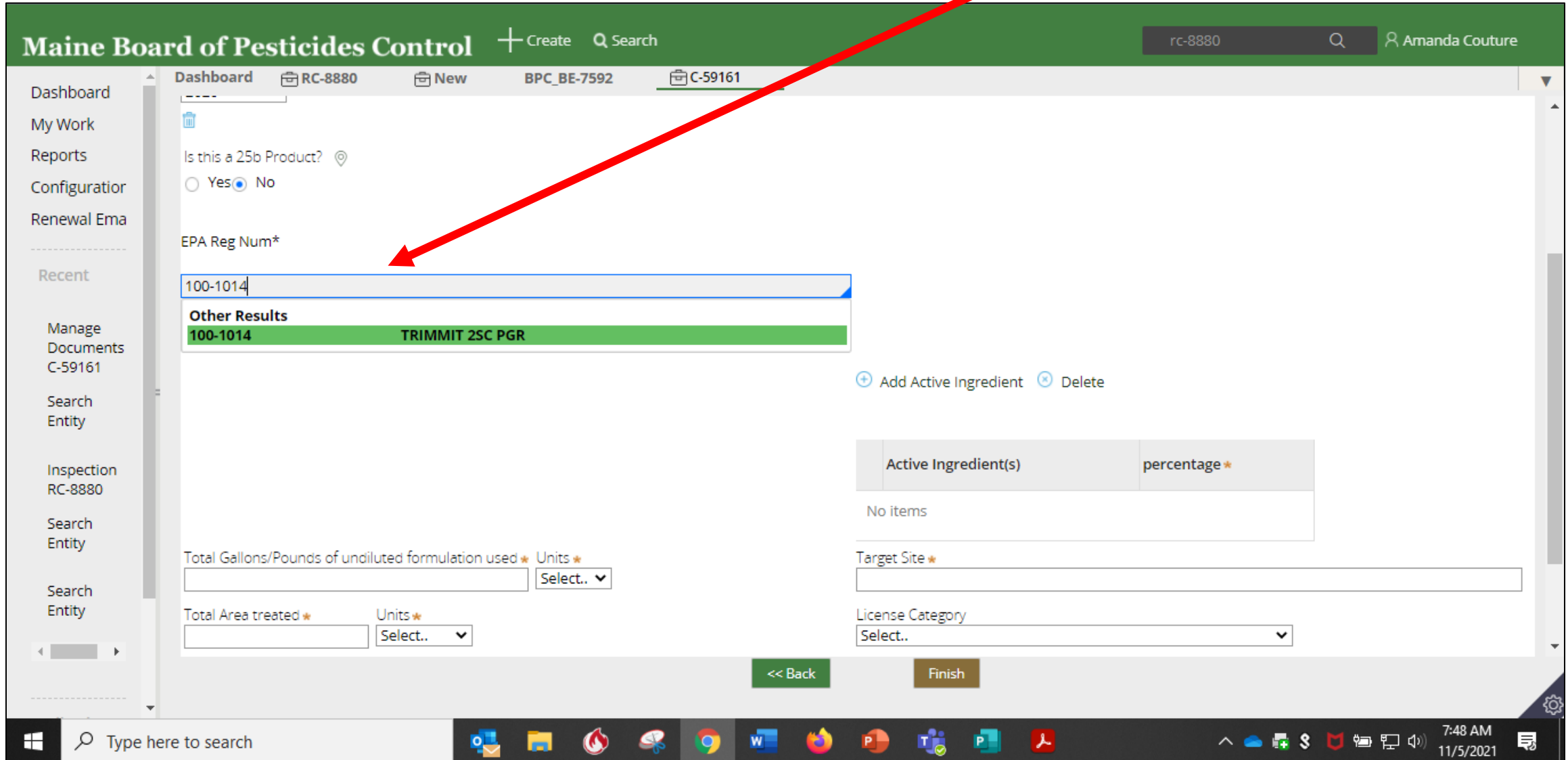
License Category

3A Outdoor Ornamentals

<< Back Finish

Add total area treated and select the 'Unit'. If 'other' is selected as a unit a text field will display to enter the unit information.

# Why it is So Important to Have the Correct EPA Number



The screenshot displays the 'Maine Board of Pesticides Control' web application. A red arrow points from the title 'Why it is So Important to Have the Correct EPA Number' to the 'EPA Reg Num\*' field. The field contains the text '100-1014', and a dropdown menu is open showing search results. The first result is '100-1014 TRIMMIT 2SC PGR' highlighted in green. Other fields include 'Is this a 25b Product?' (radio buttons for Yes/No), 'Total Gallons/Pounds of undiluted formulation used' (text input and units dropdown), 'Total Area treated' (text input and units dropdown), 'Active Ingredient(s)' (table with percentage column), 'Target Site', and 'License Category'. Navigation buttons 'Back' and 'Finish' are at the bottom.

Maine Board of Pesticides Control + Create Search rc-8880 Amanda Couture

Dashboard RC-8880 New BPC\_BE-7592 C-59161

Is this a 25b Product? ☐ Yes ☒ No

EPA Reg Num\*

100-1014

Other Results

100-1014	TRIMMIT 2SC PGR
----------	-----------------

+ Add Active Ingredient - Delete

Active Ingredient(s)	percentage*
No items	

Total Gallons/Pounds of undiluted formulation used\* Units\*  Select..

Total Area treated\* Units\*  Select..

Target Site\*

License Category

<< Back Finish

Type here to search 7:48 AM 11/5/2021

# Why it is So Important to Have the Correct EPA Registration Number

Portal auto-fills pesticide trade name, active ingredient, and percentage a.i.

EPA Reg Num\*

100-1014

PesticideTradeName

TRIMMIT 2SC PGR

+ Add Active Ingredient

✖ Delete

	Active Ingredient(s)	percentage *
1	Paclobutrazol	22.9000

Total Gallons/Pounds of undiluted formulation used \*

Units \*

Select..

Total Area treated \*

Units \*

Select..

Target Site \*

Select..

License Category

Select..

Add Another Product

<< Back

Finish

- Enter total amount of undiluted formula used in dry/fluid ounces, gallons, liters, or pounds
- Add total area treated and select the 'Unit'. If 'other' is selected as a unit a text field will display to enter the unit information

EPA Reg Num\*

100-1014

PesticideTradeName  
TRIMMIT 2SC PGR

+ Add Active Ingredient × Delete

	Active Ingredient(s)	percentage *
1	Paclobutrazol	22.9000

Target Site \*

License Category  
Select..

Total Gallons/Pounds of undiluted formulation used \* Units \*

Select..

Total Area treated \* Units \*

Select..

Add Another Product

<< Back Finish

# Enter 'Target Site' & 'License Category'

**Maine Board of Pesticides Control**

Home Refresh Profile My Profiles Logoff

EPA Reg Num\*

100-1014

PesticideTradeName

TRIMMIT 25C PGR

+ Add Active Ingredient - Delete

	Active Ingredient(s)	percentage *
1	Paclobutrazol	22.9000

Total Gallons/Pounds of undiluted formulation used \* Units \*

1.000 gallons

Total Area treated \* Units \*

5 Select..

gallons

litres

pounds

Target Site \*

turf

License Category

3B Turf

Add Another Product


<< Back Finish


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Click 'add another product'



# What if the EPA Registration # Does Not Match Any Products?

 **Maine Board of Pesticides Control** Home Refresh P

Is this a 25b Product?   
☐ Yes ☒ No

EPA Reg Num\*  
445-67-6780

PesticideTradeName  
Colorado Potato Beetle Spray

Please select  
☒ I verify EPA Registration number is Correct

[+ Add Active Ingredient](#) [⊗ Delete](#)

	Active Ingredient(s)	percentage *
1	Bacillus thuringiensis	54.0000

Total Gallons/Pounds of undiluted formulation used \* Units \*

Total Area treated \* Units \*

Target Site \*

License Category

A text field will display to enter the pesticide trade name. User must also check box verifying that EPA Reg. # is correct

Active ingredient(s) and their percent must be entered manually. To add more than one a.i. click 'add active ingredient'

# Enter Remaining Application Information

**Maine Board of Pesticides Control**

Home Refresh Profile My Profiles Logoff

EPA Reg Num\*  
445-67-6780

PesticideTradeName  
Colorado Potato Beetle Spray

Please select  
☒ I verify EPA Registration number is Correct

+ Add Active Ingredient - Delete

	Active Ingredient(s)	percentage *
1	Bacillus thuringiensis	54.0000

Total Gallons/Pounds of undiluted formulation used \* Units \*  
64.000 fluid oz

Total Area treated \* Units \*  
120 Select..

- Select..
- acres
- sq feet.
- cubic feet.
- linear feet.
- miles
- Other

Target Site \*

License Category  
Select..

Add Another Product

<< Back Finish

Click 'Finish' when all entries are completed

If assistance is needed submitting report contact the BPC office at [pesticides@maine.gov](mailto:pesticides@maine.gov) or 207-287-2731