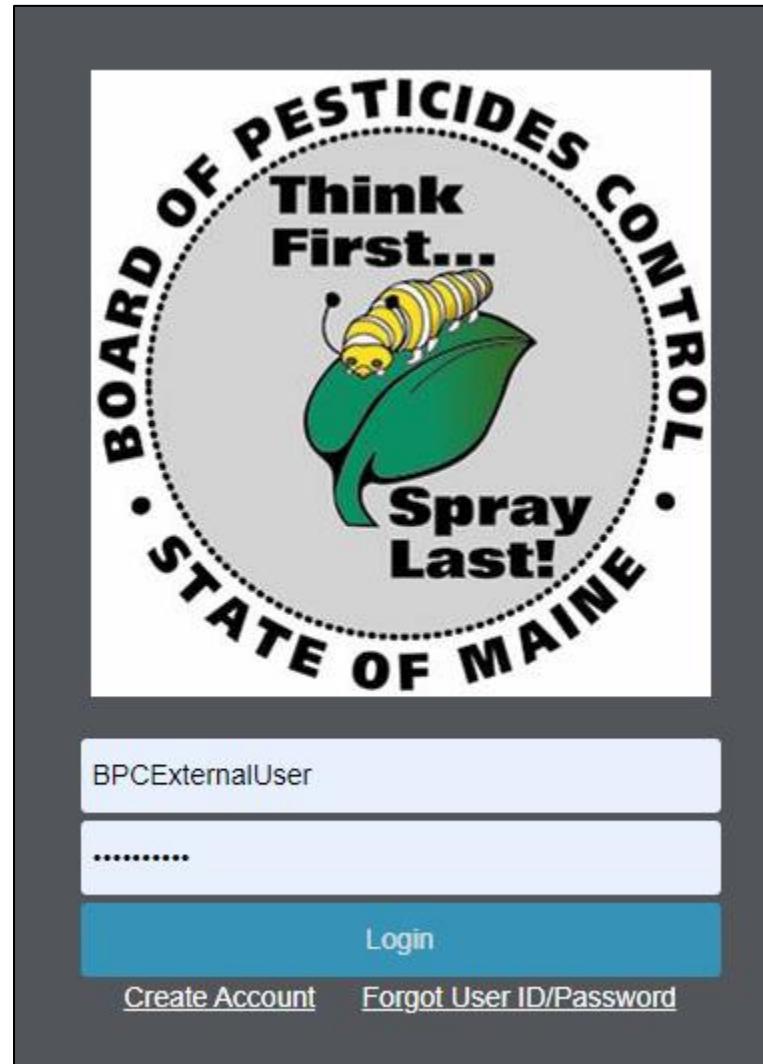
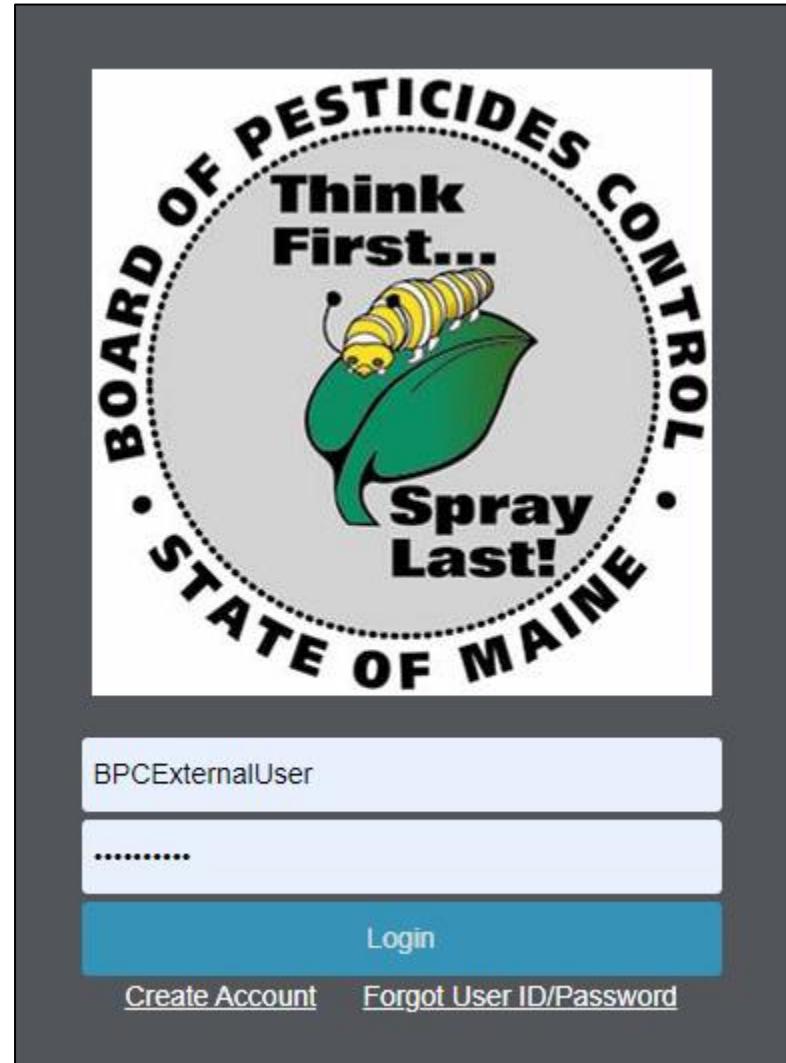


Board of Pesticides Control Online Portal: Annual Reporting



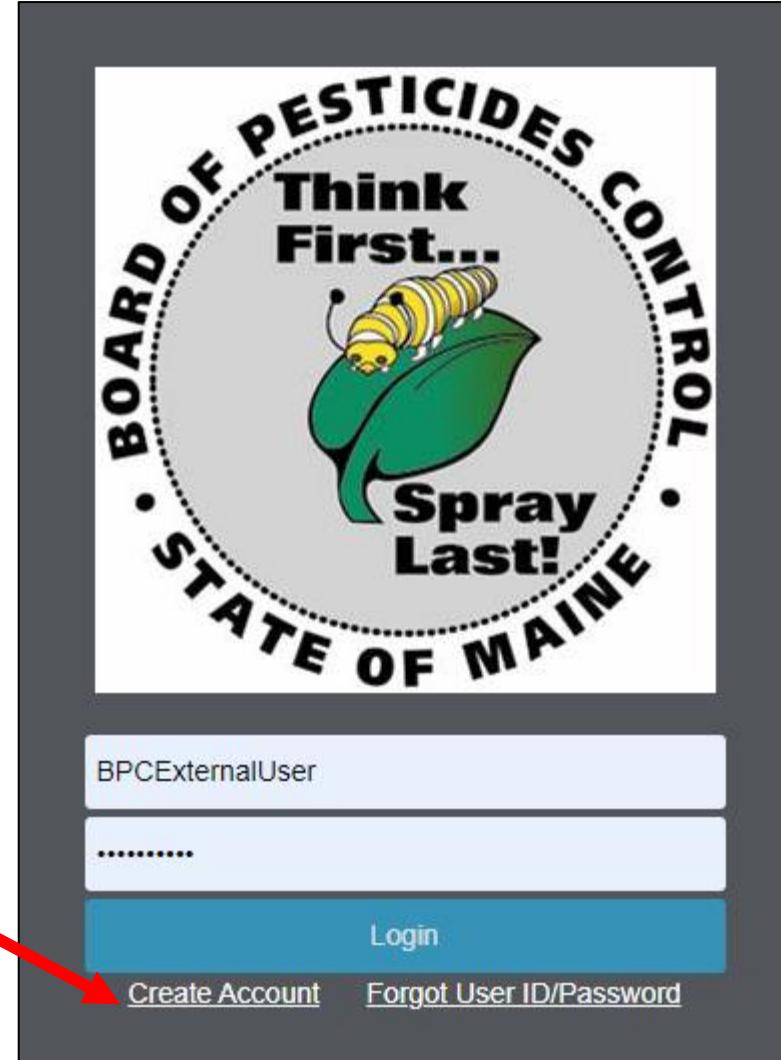
Create An Account
and/or Login



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

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

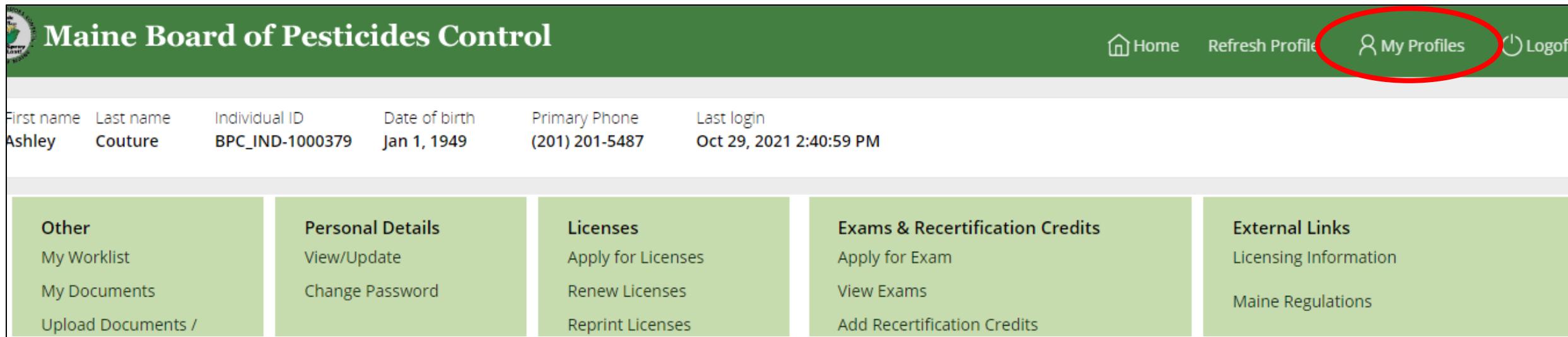
If you do not have an account, click 'Create Account'
and follow prompts to complete.



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

Entering Annual Use Summary Reports Into the Portal

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



Maine Board of Pesticides Control

Home Refresh Profile **My Profiles** Logout

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

- My Worklist
- My Documents
- Upload Documents /

Personal Details

- View/Update
- Change Password

Licenses

- Apply for Licenses
- Renew Licenses
- Reprint Licenses

Exams & Recertification Credits

- Apply for Exam
- View Exams
- Add Recertification Credits

External Links

- Licensing Information
- Maine Regulations

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'



The image shows the Maine Board of Pesticides Control Company Landing Page. The page has a green header with the title "Maine Board of Pesticides Control". Below the header, there is a search bar with the placeholder text "TURNING WHEEL FARM". To the right of the search bar are fields for "Company/Agency Type" (set to "Other"), "Federal Tax ID/SSN" (empty), "Contact First Name" (empty), and "Contact Last Name" (empty). The main content area is divided into four green boxes. The first box on the left contains links: "Other", "My Worklist", "Upload Documents/Reports" (which is circled in red), "My Documents", "View / Update Company / Agency Information", and "Add New Individual". The second box contains links: "Licenses", "Apply for Company/Agency License", "Reprint Company/Agency License", and "Renew Licenses". The third box contains links: "Courses", "New Course Request", and "View / Edit Courses". The fourth box contains links: "Reports" and "Employee".

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

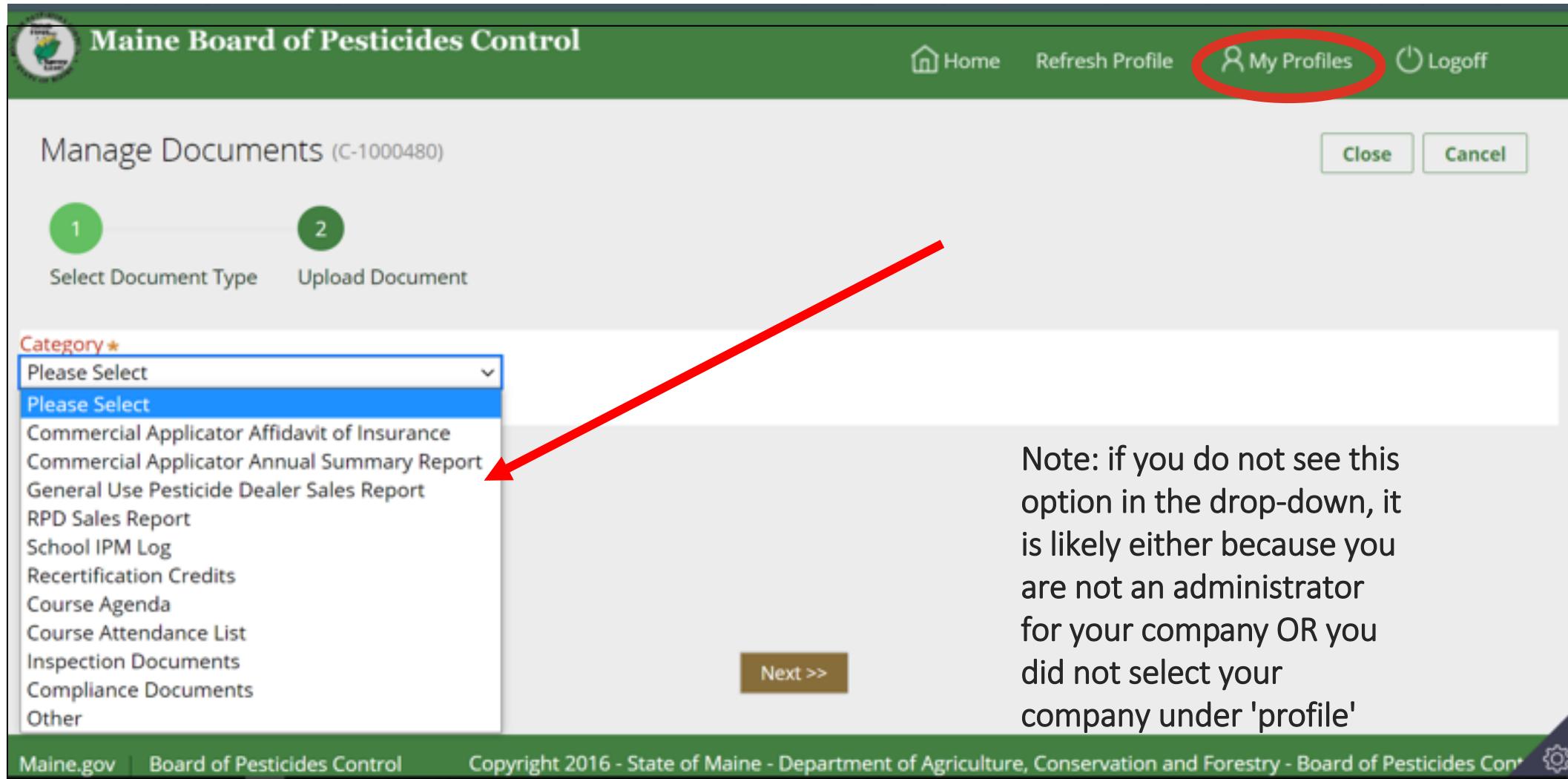
[New Course Request](#)

[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)

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

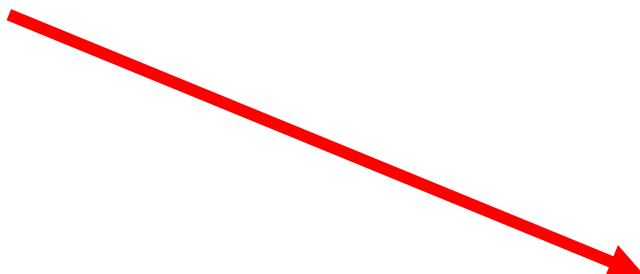
Next >>

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'

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If you are not an administrator for your company, email us at 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.

 **Maine Board of Pesticides Control**

Manage Documents (C-1001413)

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 (circled in red)

25b (circled in red)

Adjuvant (circled in red)

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

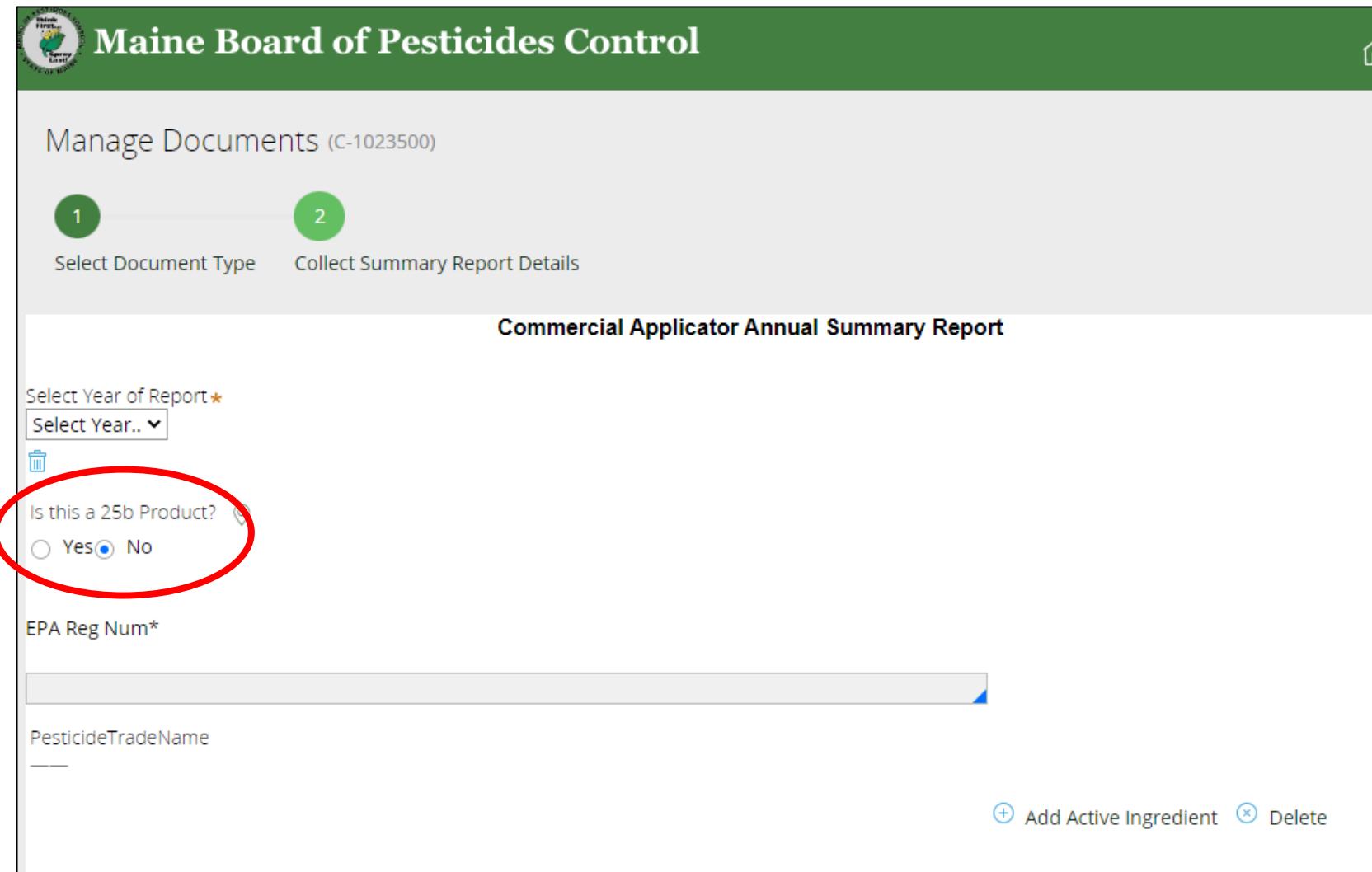
Select Year of Report*
Select Year..

Is this a 25b Product?
 Yes No

EPA Reg Num*

PesticideTradeName

Add Active Ingredient 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 *
ornamental plants

Total Area treated * Units * Other Units *
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 *

Total Gallons/Pounds of undiluted formulation used * Units *

Active Ingredient(s)	percentage*
1 clove oil	25.0000

Target Site *

Total Area treated * Units * Other Units *

License Category

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

Active Ingredient(s)	percentage*
1 clove oil	25.0000

Total Gallons/Pounds of undiluted formulation used * Units *
2.000 gallons

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.

Target Site *
ornamental plants

Total Area treated * Units * Other Units *
5 Other plants

License Category
3A Outdoor Ornamentals

Why it is So Important to Have the Correct EPA Number

Maine Board of Pesticides Control + Create Search Amanda Couture

Dashboard RC-8880 New BPC_BE-7592 C-59161

Is this a 25b Product? Yes No

EPA Reg Num*

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*

Total Area treated* Units*

Target Site*

License Category

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 25C 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*

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*

Pesticide Trade Name
TRIMMIT 2SC PGR

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

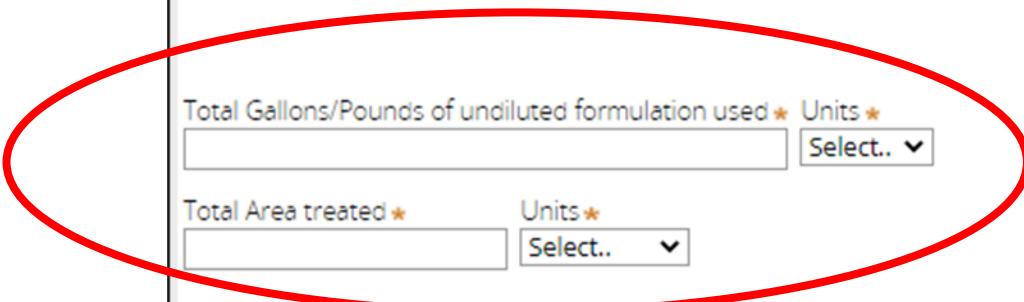
	Active Ingredient(s)	percentage*
1	Paclobutrazol	22.9000

Total Gallons/Pounds of undiluted formulation used* Units* [Select..](#)

Total Area treated* Units* [Select..](#)

[Add Another Product](#)

[<< Back](#) [Finish](#)



Enter 'Target Site' & 'License Category'

Maine Board of Pesticides Control

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*
1.000 gallons

Select..
dry oz
fluid oz
gallons
litres
pounds

Total Area treated* Units*
5 Select..

Add Another Product (circled in red)

Target Site*
turf

License Category
3B Turf

Click 'add another product'

<< Back Finish

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

 **Maine Board of Pesticides Control** [Home](#) [Refresh](#)

Is this a 25b Product? Yes No

EPA Reg Num*

PesticideTradeName

Please select I verify EPA Registration number is Correct

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

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

	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

Enter Remaining Application Information

Maine Board of Pesticides Control

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*
Select..

License Category
Select..

[<< Back](#) [Finish](#)

Click 'Finish' when all entries are completed

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Type here to search

If assistance is needed submitting report contact the BPC office at pesticides@maine.gov or 207-287-2731