



COUNTY OF SAN LUIS OBISPO  
Department of Agriculture/Weights and Measures

2156 SIERRA WAY, SUITE A, SAN LUIS OBISPO, CALIFORNIA 93401-4556  
MARTIN SETTEVENDEMIE  
AGRICULTURAL COMMISSIONER/SEALER  
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**INSTRUCTIONS FOR COMPLETING THE  
MONTHLY SUMMARY PESTICIDE USE REPORT (FORM PR-ENF-060)**

**1. WHEN/WHERE REPORT MUST BE FILED:**

Use Reports must be submitted in duplicate by the tenth of the month following the month in which the work was performed. "No Use" reports from SPCOs, Ag. PCOs and Maintenance Gardeners are also due by the 10th of the following month. Reports may be hand delivered or mailed, the postmark serving as the date of delivery. All pesticide use reports should be filed with the district office where you obtained your permit/ID#.

**2. HOW MONTHLY SUMMARY PESTICIDE USE REPORTS SHOULD BE COMPLETED:**

- a. The operator/firm information should be filled out completely (i.e., address, city, zip code, phone number, license number if applicable and restricted material permit number or operator identification number).
- b. Enter the total number of applications made during the month.
- c. Indicate the county name and number (*San Luis Obispo County Number is 40*) where product(s) were applied. A separate report must be completed for each county in which pesticides were applied.
- d. Enter the month and year in which the applications were made.
- e. Enter the person's name responsible for completing the report.
- f. In column A, enter both the manufacturer and brand name of the product applied.
- g. In column B, copy the EPA Registration of California Registration Number, directly from the container label. Do not use the EPA Establishment #.
- h. In column C, indicate the total amount of formulated product used. Circle the appropriate unit of measure. Do not mix units of measure (pints with quarts, pounds with ounces).
- i. In column D, indicate the total number of applications for each pesticide during the reporting month. Each separate site (i.e., home, apartment complex, building, right-of-way, grain silo, etc.) should be counted as one application. For tank mixes, each represented pesticide should be credited with one application. Structural PCO's (Code 1) only need to report the number of applications for Category I (signal word "Danger" on label) and any California or federally restricted materials.
- j. In column E, if the use of the product is structural, landscape, right-of-way, vertebrate, public health or regulatory enter the appropriate code number and leave columns F & G blank.
- k. In column F, if use of the product is not included in one of the number coded categories, then enter the commodity or site treated.
- l. In column G, enter how much was treated and the appropriate unit of measure (i.e., acres, pounds, cubic feet, tons, or square feet).

**OFFICE LOCATIONS:**

2156 Sierra Way, Suite A  
San Luis Obispo, CA 93401  
(805) 781-5910  
8:00 AM - 5:00 PM

810 W. Branch  
Arroyo Grande, CA 93420  
(805) 473-7090  
8:00 AM - 3:30 PM

350 N. Main Street  
Templeton, CA 93465  
(805) 434-5950  
7:30 AM - 3:00 PM

**You must keep copies of all Use Reports for a minimum of two years.**