

# Board of Pesticides Control Online Portal: Annual Reporting



BOARD OF PESTICIDES CONTROL

Think First...

Spray Last!

STATE OF MAINE

BPCExternalUser

.....

Login

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

Create An Account  
and/or Login



BPCExternalUser

.....

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  
Think First...  
Spray Last!  
STATE OF MAINE

BPCExternalUser

.....

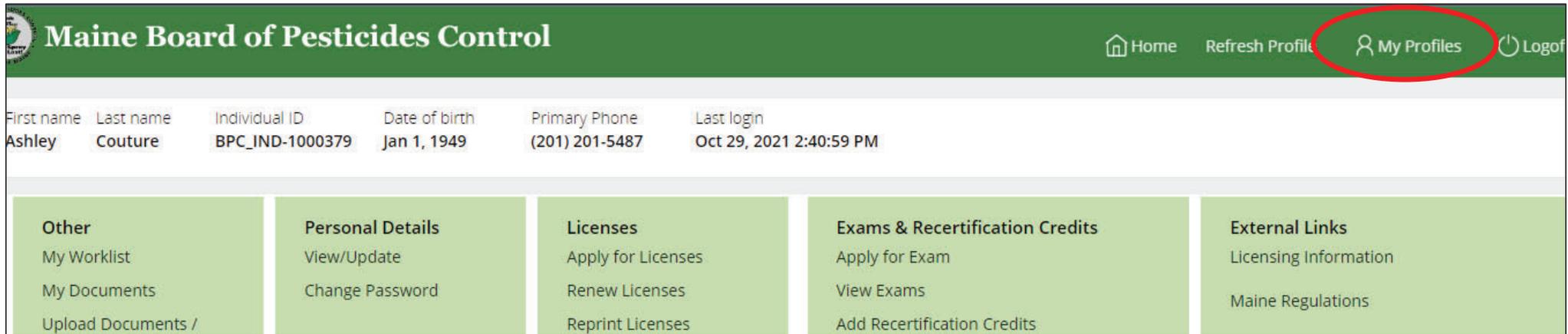
Login

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

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# 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

<b>Other</b> My Worklist My Documents Upload Documents /	<b>Personal Details</b> View/Update Change Password	<b>Licenses</b> Apply for Licenses Renew Licenses Reprint Licenses	<b>Exams &amp; Recertification Credits</b> Apply for Exam View Exams Add Recertification Credits	<b>External Links</b> Licensing Information Maine Regulations
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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 screenshot displays the user interface for the Maine Board of Pesticides Control. At the top, a green header contains the board's logo and name. Below this, a white navigation bar shows the company name 'TURNING WHEEL FARM' and several dropdown menus for 'Company/Agency Type', 'Federal Tax ID/SSN', 'Contact First Name', and 'Contact Last Name'. The 'Company/Agency Type' dropdown is currently open, showing 'Other' as the selected option. The main content area is divided into four green panels: 'Other', 'Licenses', 'Courses', and 'Reports'. The 'Other' panel lists several options, with 'Upload Documents/Reports' highlighted by a red circle. The 'Licenses' panel includes 'Apply for Company/Agency License', 'Reprint Company/Agency License', and 'Renew Licenses'. The 'Courses' panel has 'New Course Request' and 'View / Edit Courses'. The 'Reports' panel shows '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) 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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# 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

Next, select whether the first product is or is not a 25b product

## 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 [x](#) 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

	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 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

Maine Board of Pesticides Control

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
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Add Active Ingredient Delete

Active Ingredient(s)	percentage*
No items	

Target Site\*

License Category

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

Total Area treated\* Units\*  Select..

<< 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 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\*

100-1014

PesticideTradeName  
TRIMMIT 25C 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 2SC PGR

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

Active Ingredient(s)	percentage *
1 Paclbutrazol	22.9000

Target Site\*  
turf

License Category  
3B Turf

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

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

[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

Units\*  
Select..  
acres  
sq feet.  
cubic feet.  
linear feet.  
miles  
Other

[Add Another Product](#)

Target Site\*  
License Category  
Select..

[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