



Amenity Forum Guidance Document

Best Practice Note for Keeping Records

This part guidance note explains exactly what you need to record and why.

Storage Records

You should keep records of all the contents of your chemical store (for both fixed and mobile stores). These records will:

- help with control;
- keep an accurate and up-to-date list of the contents of the chemical store if there is an emergency
- help you avoid overstocking
- help you to make sure that you do not have any unapproved or unwanted pesticide products
- help you to use up oldest stocks first to avoid deterioration

It is best practice for you to keep a copy of the current stock list away from the store itself but where it is still easy to get to.

Records of Pesticide Treatments

Everyone should keep full and accurate records of pesticide treatments.

Spray record keeping need not involve vast amounts of paperwork, but it does require some organisation and management. Whilst it may seem tedious, the modest investment of time and effort involved will be repaid by numerous benefits including:

- Traceability – It is important to keep a history of what has been used and why
- Accountability – You are not only required to adopt sound practices but also to be able to demonstrate that you are doing so. Records provide the peace of mind of knowing that answers are available if questions are asked.
- Measures of Performance against pre-set expenditure or environmental targets
- Provision of information, for example to emergency services in the event of fire, theft or an accident. Also, information to meet enquiries from insurers or others
- Stock management: better and more economical management of pesticides in store.
- To meet legal obligations to relevant regulations and the Code of Practice
- Achievement of standards such as Amenity Assured
- Internal auditing purposes to help identify areas for action or improvement.

Operator Safety and Health

- Keep all records of maintenance checks on sprayer performance for at least five years.
- In all but simple and obvious cases, a written record of any COSHH assessment must be kept. The assessment must record the risks that have been identified and the steps necessary to control the exposure.
- Regular health surveillance may be needed if operators are likely to use any product that may affect their health and there is a reasonable likelihood that this health effect may occur. Exposure records, which do not involve individuals, should be retained.
- Record details of all equipment testing, especially Respiratory Protective Equipment

Before Spraying

- Check that spray operators have valid qualifications. Keep a photocopy of the certificates in a safe place so that they can be produced on demand. The operator should retain the original.
- Record dates and details of sprayer maintenance checks.
- Record with dates all movements of stock in and out of the store to allow operation of a first-in first-out rotation policy thus avoiding the risk of leaving products to deteriorate on the store shelf.
- Record approvals for spraying where required in sensitive areas

When Spraying Record

- Product used, dose and application volume.
- Operators name.
- Equipment used.
- Date and time.
- Wind speed and direction.
- Other weather conditions such as temperature and rainfall.
- Details of personal protective equipment used.
- Where a contractor is used, ensure that these records are noted and that a copy of them is kept at all time and retained

After Spraying Record

- Method and location of disposal of surplus diluted product and the sprayer washings.
- Method of disposal of empty containers.
- General degree of pest control achieved.
- Putting up warning signs (as/if required).
- Retain all records for three years.