

ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT

A GUIDE FOR THE APPLICATION FOR REGISTRATION

**For Activities Related To
THE SALES, HANDLING, USE AND APPLICATION OF PESTICIDES**

All businesses operating within the jurisdiction of the Province of Alberta require a registration issued by Alberta Environment to apply and/or sell pesticides in accordance with Sections 60 and 61 of the *Environmental Protection and Enhancement Act* and Sections 7 and 14 of the *Pesticide (Ministerial) Regulation*.

Your operation will require a **Pesticide Service Registration** if it:

- 1) offers or provides a service involving the use or application of a pesticide in Schedule 1, 2, or 3 for hire or reward
- 2) uses or applies a pesticide on a right-of-way
- 3) uses or applies a pesticide in a park, boulevard, campground or picnic area that belongs to a federal, provincial, municipal government or other local authority
- 4) uses or applies a pesticide for forest management.

Attached to the application form for a Pesticide Service Registration is an **Operation Compliance Self-Audit**. This should be completed at the time of the application, retained by the operation, and made available at the time of an operation inspection by Alberta Environment. It is recommended that the audit be reviewed and updated on an annual basis by the operation (preferably in Spring prior to seasonal operation). Any changes to the operation should be brought to the attention of Alberta Environment in accordance with the conditions and during the term of an issued registration.

An operation that does not hold a valid Agrichemical Warehousing Standards Association (AWSA) certificate will require a **Pesticide Vendor Registration** if it:

- 1) sells or distributes pesticides at wholesale,
- 2) sells federally registered "Commercial class" pesticides at retail, and/or
- 3) stores pesticides for distribution to Alberta Wholesale or Retail Vendors.

NOTE: All operations that provide a **SERVICE AND VENDOR** function are not exempt from the Pesticide Vendor Registration requirement.

If requiring any assistance with the completion of this application, please contact one of the Alberta Environment Corporate Regional offices listed below between the hours of 8:15 AM and 4:30 PM Monday through Friday. Ask to direct your call to one of the regional Pesticide Registration Co-ordinators:

Northern Region Grande Prairie	Northern Region Edmonton	Central Region Stony Plain	Central Region Red Deer	Southern Region Calgary	Southern Region Lethbridge
538-8054	427-7617	963-6131	340-7052	297-7891	382-4015
Vivianne Servant	Sandra Pollard	David Dowhaniuk	Julian Huang	Doug Stanton	Rob Burland

To be connected toll free from anywhere in Alberta, first dial 310-0000.

Please see next page for further instructions on completing the application form.

Company Name

The name of your company is the legal entity registered with the Alberta Corporate Registry (e.g. 123456 Alberta Ltd.). If you do not have a registered company then the service registration will be issued to the individual who has identified his/herself as the Authorized Representative and signed the application form. Any legal issues are directed to the legal entity name or this individual.

Operating Name

This is the name of your operation that you advertise your services under if different from your legal entity name (e.g. ABC Spray Services may be the operating name for 123456 Alberta Ltd.).

Addresses

Many operations have a number of different addresses, such as a post office address, or a different address for finding the physical location of the operation. Alberta Environment will require all the different means of locating an address, including the legal land location (often identified on your municipal tax notice).

Authorized Representative / Executive Officer / Owner

This is the individual that is responsible for the operation. If this is also the owner (e.g. in small companies) then the individual will identify him/herself again in the Executive Officer/Owner identification box. For multi-outlet operations there will likely be different names in each of these boxes. The authorized representative is also responsible for ensuring Alberta Environment is notified of any changes to the operation as required in the conditions of a Pesticide Service and/or Vendor Registration.

Certified Pesticide Applicators

At least one certified pesticide applicator must be identified and associated with the operation before the application will be considered. The registration will only be issued for the class of certification identified and verified by Alberta Environment for the certified pesticide applicator.

Certified Pesticide Dispensers

Any operation submitting an application for the sale/distribution of commercial use pesticides must have a dispenser that has been certified through the **Commercial Pesticide Dispenser** Certificate Program administered by Lakeland College. An applicator certified through the **Pesticide Applicator** Program, also administered by Lakeland College, may be recognized as an alternative.

Pesticide Insurance Coverage

This is a legal requirement that must be maintained during the term of the registration while the registered service is in operation. If a policy lapses or is cancelled the Pesticide Service Registration is automatically cancelled. It is important to advise your insurance broker/agent that for each renewal of the policy they should provide to Alberta Environment an updated copy of the "Pesticide Service Registration Certificate of Insurance" or their own policy coverage statement indicating your operation has met the legislated requirements. This is usually an annual event.



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I hereby make application for a new a renewal of a an amendment to a

Pesticide Vendor Registration

and provide the following information for the activity(ies) that applies to my operation and return by mail or facsimile to the above address.

NOTE: Amendments to the Pesticide (Ministerial) Regulation 43/97 on October 1, 2003 deem operations to be registered Pesticide Vendors in the Province of Alberta provided that they:

- 1) hold a valid Agrichemical Warehousing Standards Association (AWSA) Certificate, and
- 2) are only involved in the sale of federally registered “Commercial” pesticides, and
- 3) are not involved in the use or application of these pesticides for hire or reward

Operations meeting these requirements are NOT required to make application for a provincial Pesticide Vendor Registration.

This outlet does not have an AWSA Certificate of Compliance Number. THE PESTICIDE PRODUCTS INTENDED FOR SALES/DISTRIBUTION BY THIS OUTLET ARE INCLUDED ON AN ATTACHED SHEET.

Company Name:

<p>Is this an Alberta Registered Corporation? ____; a Registered Trade Name? ____; a Name only? ____</p>
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Operating Name: (Please indicate the name you are known as or advertise your services under if different from above.)

<input type="checkbox"/> Same as above	Operating as:
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Operation Mailing Address: Operation Location Address: Pesticide Storage Address:

Postal Code:	Postal Code:	Postal Code
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**Legal Land Description and/or Block Plan Number for the Operation Location Address is:
the Pesticide Storage Facility is (if different):**

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Authorized Representative:

Name:	Title:
Address: (if different from above)	
Postal Code:	Telephones: (operation): (facsimile):

Chief Executive Officer/Owner:

Name:
Address:
Telephone:

24-Hour Emergency Contact: (This individual should be familiar with the entire operation of the service and be responsible for on-site decisions should an emergency occur.)

Name:	Telephone (operation): (home): (facsimile):
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Certified Pesticide Dispensers: The names, dispenser certificate numbers and/or a Pesticide Applicator Certificate number for each individual involved in the RETAIL dispensing of pesticides currently employed by this operation are:

Name	Certificate #	Indicate if Applicator or Dispenser

Authorizations:

<p>I have read and understand the requirements of the October 1, 2003 amended Pesticide Sales, Handling, Use and Application Regulation 24/97, the Pesticide (Ministerial) Regulation 43/97, and the June 12, 2001 edition of the <i>Environmental Code of Practice for Pesticides</i> and that an inspection may be conducted prior to and/or during the term of issuance of this registration to verify compliance with provincial pesticide legislation, and that the issuance of a registration pursuant to Part 2, Division 2 of the <i>Environmental Protection and Enhancement Act</i> does not relieve me from complying with all other applicable legislation, whether federal, provincial or municipal.</p> <p>I, the undersigned, acknowledge the application information to be a true and accurate representation of my operation activities at the time of signing. Any changes to this information will be immediately forwarded to Alberta Environment.</p>	
<hr/> Name of Authorized Representative (print)	<hr/> Signature
<hr/> Title	<hr/> Date