



## Pesticides Management Keeping records and preparing statements

The implementation of the *Pesticide Management Code* and the *Regulation to amend the Regulation respecting permits and certificates for the sale and use of pesticides*, on April 3, 2003, modifies the contents of this section, which will be updated shortly to take into account the new regulatory requirements. You will find the full texts of regulations regarding pesticides in the [Gazette officielle du Québec](#) of March 19, 2003.

The information contained in this brochure does not replace the legal texts. Copies of the *Pesticides Act* and the *Regulation respecting permits and certificates for the sale and use of pesticides* can be purchased at the branch outlets of the [Publications du Québec](#).

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## ***Pesticides Management*** **Keeping records and preparing statements**

### **The *Pesticides Act***

The *Pesticides Act* (Chapter P-9.3), which was assented to by the Québec National Assembly in 1987, is designed to promote a judicious and safe use of these products. To this end, the Act provides for the setting up of mechanisms to ensure that an individual who uses or sells pesticides is competent, and is aware of the dangers inherent in the use of these products, as well as determining which pesticides are sold and used in Québec.

A classification of the pesticides allows for an adjustment of the regulatory requirements regarding the level of risk that these products represent for people's health and the environment. In addition, most users and sellers of pesticides must comply with the system of permits and certificates of competency.

The *Pesticides Act* was amended in December 1993 (Chapter 77) with a view to simplifying its application. On April 23, 1997, most of the legislative and regulatory amendments will come into force, allowing for:

- the amalgamation of the three regulations<sup>1</sup> in force since 1988 into *one* regulation, the *Regulation respecting permits and certificates for the sale and use of pesticides*;
- an extension of the period of validity of 2 to 3-year permits and 3 to 5-year certificates. The rates have risen in accordance with the period of validity with an annual indexing mechanism;
- the creation of new activity classes and subclasses in the system of permits and certificates with a goal of Canada-wide harmonization;
- an updating of the classification criteria of pesticides intended for domestic use;
- a review of the exclusion of medication;
- an updating of information that must be recorded in the registers;
- the removal of provisions relating to the statements of transactions.

From now on, only holders of wholesale permits will still be obliged to sent in a statement of their sales, on a yearly basis. Furthermore, through his discretionary power, the Minister of the Environment and Wildlife may ask that permit holders prepare a statement of their sales or uses of pesticides.

For private firms, these changes mean fewer administrative formalities related to

applications and the renewal of permits and certificates, in addition to the requirements of providing annual statements of sales or uses of pesticides.

To obtain more information on the changes made to the system of permits and certificates, the brochure *Pesticides: Permits and Certificates - Overview of Regulation* may be consulted on the Internet.



## The classification of pesticides

Pesticides are divided into five classes according to their level of risk for the environment and for public health. The table below briefly compares the federal and Québec classifications of pesticides.

Federal classification	Québec classification
Pesticides for restricted use	Classes 1 and 2
Pesticides for commercial, agricultural or industrial use	Class 3
Pesticides for domestic use	Classes 4 and 5

### **Class 1**

Class 1 includes all pesticides composed of a mixture which includes one or more of the following active ingredients: aldicarb, chlordane, dieldrin, endrin, heptachlor and new active ingredients used for experimental purposes.

### **Class 2**

Class 2 covers all pesticides considered to be for restricted use by the federal *Pest Control Products Act*, except those designated as Class 1 and certain *Bacillus thuringiensis Berliner var. kurstaki* (B.t.k.) formulations. The main part of the label on a Class 2 container bears an indication to the effect that the product is for restricted use.

### **Class 3**

Most pesticides considered to be for commercial, agricultural or industrial use by the *Pest Control Products Act* are grouped in Class 3. This class also includes pesticides composed of B.t.k. intended for restricted use in a forest or on a wooded lot, and mixtures composed of fertilizers and pesticides of Class 3 prepared by individual users.

### **Class 4**

Class 4 comprises pesticides considered to be for domestic use by the *Pest Control Products Act*, generally presented in the form of concentrates and not included in Class 5. This class also includes all mixtures of fertilizers and pesticides for lawns, except those included in Class 3.

### **Class 5**

Class 5 covers any pesticide for domestic use sold in the form of a ready-to-use preparation, with a volume or weight equal to or less than one litre or one kilogram and intended solely for one or more of the following purposes:

- fabric protection;

- use as bait for ants or cockroaches;
- use as certain animal repellents;
- use in flea-repellent collars or tags for cats and dogs;
- insect repellents to be applied on human beings;
- herbicides for localized spraying.

It also covers any pesticide for domestic use sold in the above form and composed of a mixture that is essentially based on pyrethrin, pyrethrinoid, diatomaceous earth or soap.

Finally, Class 5 includes any pesticide for domestic use made of a mixture containing exclusively one or more of the following active ingredients: B.t.k., diatomaceous earth and soap, regardless of format.



## Medication

Medication is excluded from the *Pesticides Act*, with the exception of topical medication or products intended for external use on animals. These products are subject to the Act as regards wholesale activities and use. **With regard to the retail sale of topical and anti-pest medication, there is no special requirement.**

Let us remind you that the retail sale of medication, including topical medication for animals, comes exclusively under the jurisdiction of the *Ordre des pharmaciens du Québec* and the *Ordre professionnel des médecins vétérinaires du Québec* and is therefore not subject to any requirement under the *Pesticides Act*.

*Shampoo, anti-flea collars and tags for dogs and cats, insecticide ear tags for cattle and insecticide sprays for animals are a few examples of anti-pest products that are considered to be topical medication.*

To use topical and anti-pest medication, a firm must comply with the requirements related to each class to which the product belongs. Below are two cases in point:

*The anti-flea collar belongs to Class 5. To sell a Class 5 product wholesale, a firm must already hold a permit and its employees must be certified. However, no permit or certificate is required to use a product from this class.*

*Insecticide for cattle, designated for agricultural use, belongs to Class 3. For the wholesale of a Class 3 product, a firm must already hold a permit and its employees must be certified. However, the use of a Class 3 product may require a permit or a certificate, depending on the professional activity carried out. Therefore, a firm that applies, in return for payment, an insecticide treatment for cattle must be in possession of a Class C.5 permit, and its employees must be certified. A farmer who does not have a "farm operation card" must have a Class E.2 certificate to use this product, whereas there is no specific requirement for the person who is in possession of such card.*

[1](#)Regulation respecting pesticides (c. P-9.3, r. 1)

Regulation respecting the application of pesticides on farms (c. P-9.3, r. 2)

Regulation respecting the application of pesticides in forests (c. P-9.3, r. 3)



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## **Pesticides Management** **Keeping records and preparing statements**

### **Records and statements**

If you are a holder of a permit issued under the *Pesticides Act*, you must fulfill certain obligations regarding the keeping of records and preparing statements of transactions of sales and uses of products.

In accordance with the Act, all holders of permits, with the exception of the retailers of Class B.2 pesticides for domestic use, must keep a record of their purchases, sales or uses of the pesticides, in the form of *registers*. Furthermore, **only wholesalers have the obligation to forward a statement detailing their sales, based on their registers, on a yearly basis.**

All holders of permits who keep such registers may, however, be required to prepare a statement of the sales or uses of pesticides, at the request of the Minister of the Environment and Wildlife. In such a case, the department will stipulate, beforehand, the nature of the information that should be contained in the statement.

A register comprises one or more documents that allows you to record, consult and keep on hand the information prescribed in Division VI of the *Regulation respecting permits and certificates for the sale and use of pesticides*. These documents may very well be those which are generally used for the administrative management of the activities of your firm, insofar as the information required may be consulted. Invoices, accounting books, a customer list or a combination of such documents might be acceptable.

The example below shows how an invoice may be changed so it contains, in the same document, all the information required to constitute both a sales register for the supplier and a purchasing register for the customer.

<p><b>ABC INC</b></p> <p>12, rue des Pesticides Montréal (QUÉBEC)</p> <p><b>Invoice No :</b> H7H 7H7</p> <p><b>DATE :</b> Tél. : (514) 514-5145 - Téléc. : (514) 514-5144</p> <p><b>Permit No:</b> P999990-AA-26260</p>	<h1 style="margin: 0;">INVOICE</h1>
<p><b>Invoice addressed to:      Products delivered to:</b></p>	

Coopérative agricole  
 143, Route Rurale  
 Saint-Urbain (QUÉBEC)  
 G6G 6G6  
**Permit No:** P888880-  
 BQ-18320

Coopérative Agricole  
 964, Route 138  
 La Malbaie (QUÉBEC)  
 G9G 9G9

Name of salesperson or department	Order No.	Date of Delivery	Shipping	Type of payment

Date	Quantity	Reg. No.	Description of product	Class	Unit price	AMOUNT
22-03-96	55 kg	26110	Miracle insecticide	3	200 \$/10 kg	1,100.00 \$
08-04-96	175 litres	40130	For biting insects	4	2.25 \$/litre	373.75 \$
					SUBTOTAL	1,493.78
					G.S.T. 7.00%	\$ 104.56
					Q.S.T. 7.50%	\$ 119.88
					<b>TOTAL</b>	<b>1,718.22 \$</b>

**Account payable within 30 days of billing**

The information recorded in the document(s) which make up your register must be kept for a period of five years and be submitted on request, during an inspection by the Ministère de l'Environnement et de la Faune. The same information will help you present a statement of sales or uses, which could include the type, the origin, the destination, and the quantity of pesticides received, sold or used.

Your obligations are summarily listed in Table 1, and described in the following pages, according to the class and subclass of the professional activity indicated on your permit.

**Table 1. Obligations of Permit Holders**

PROFESSIONAL ACTIVITIES	REGISTERS	CLASSES OF PESTICIDES	STATEMENTS
<b>A - Wholesale</b>	Register of purchases	1 to 5	Statement of annual sales
	Register of sales	1 to 5	



fumigation	Register of uses	1 to 3	by department - contents may vary
D.7 Application in forest areas			
D.9 Application for the control of stinging insects (biting insects)			
D.10 Application in buildings for ornamental horticultural			
D.11 Other applications			



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## ***Pesticides Management*** **Keeping records and preparing statements**

### **Obligations of permit holders**

Depending on the type of permit you have, the following is the information that should be recorded in the various registers and statements.

### **Class A permits - wholesale**

Wholesale: sale or offer for sale of a pesticide for resale purposes.

#### **Register of purchases - class 1 - 5 pesticides**

- **Identification of your firm**

Name, address and permit number for Class A - Wholesale.

- **Identification of supplier**

Name, address and permit number for Class A - Wholesale.

The supplier may not hold a Québec permit. In that case, simply note the name and address.

- **Details of the transaction**

Date of the transaction, trade name, class, federal registration number, and quantity of each pesticide purchased.

#### **Register of sales - class 1 - 5 pesticides**

- **Identification of your firm**

Name, address and permit number for Class A - Wholesale.

- **Identification of customer**

Name, address and permit number for Class A - Wholesale or Class B - Retail.

A purchaser from outside Québec may not have a permit. In that case, simply note the name and address.

The purchaser of a Class 5 pesticide or a topic medication for external use only on animals need not hold a Class B - Retail permit.

- **Details of the transaction**

Date of the transaction, trade name, class, federal registration number and quantity of each pesticide sold.



## Statement of wholesales - class 1 - 5 pesticides

**Deadline:** no later than January 31 of each year, the transaction must be forwarded to the regional branch which issued your permit.

**Period covered:** January 1st to December 1st of the preceding year.

- **Identification of your firm**

Name, address, telephone number, name of the person responsible for preparing the statement and Class A - Wholesale permit number.

Name and address of each place of business for which the statement is presented.

- **Contents of statement**

Total quantity sold in kilograms or in litres, the federal registration number, trade name and class of pesticide for each pesticide that you manufacture or you purchase from a supplier who does not hold a Class A - Wholesale permit or for each pesticide for which you are a registrant.

The Pesticides Act requires that firms which sell pesticides for resale purposes obtain a Class A - Wholesale permit. As wholesalers, you may therefore deal among yourselves. The statement must be made in such a manner as to avoid recording the same amount of pesticides twice. Sales must be declared regarding the pesticides that you are the first to introduce onto the Québec market; that is, either you manufacture them or you purchase them directly from a manufacturer, an importer or a distributor located outside Québec. The sales of pesticides for which you are a registrant must also be declared. The pesticides you purchase from a Québec permit holder will be declared by the latter in his or her statement of statements.

Statements concerning a mixture of fertilizers and pesticides for lawns must be contained in the sales registers and statements. This mixture belongs to Class 4, and the registration number corresponds to the one issued under the federal Fertilizers Act (a 6-digit number followed by the letter 'C' to combine with a pesticide).

*You purchase 100 kilograms of the pesticide Miracle Insect, bearing registration number 26110, from the supplier ABC Inc. located in Montréal which holds permit number P999990. You also purchase 250 litres of the pesticide Lesser Bug, registration number 30120, from the American supplier USA Ltd., which has no place of business in Québec and holds no permit. Throughout the year, you sell, in Québec, 55 kg of Miracle Insect (of the 100 kg purchased) and 175 litres of Lesser Bug (of the 250 litres purchased) You also sell 200 kilograms of Coop powder for which you are a registrant. Only the sale of 175 litres of Lesser Bug and 200 kilograms of Coop powder need be declared in your statement of transaction.*

- **Form**

To produce your statement, use the form [Statement of wholesale sales](#) (PDF format) or any other document containing the information requested.



## Class B.1 permits - retail sale of class 1 - 4 pesticides

**Retail sales:** the sale or offer for sale of a pesticide for the purpose of use.

## Register of purchases - class 1, 2 and 3 pesticides

- **Identification of your firm**

Name, address and permit number of Class B.1 - Retail.

- **Identification of supplier**

Name, address and permit number of Class A - Wholesale.

The supplier may not hold a Québec permit. In that case, simply note the name and address.

- **Details of the transaction**

Date of the transaction, trade name, class, federal registration number, and the quantity of each pesticide purchased.

## Register of sales - class 1, 2 and 3 pesticides

- **Identification of your firm**

Name, address and permit number of Class B.1 - Retail.

- **Identification of customer**

Name, address and permit number for Class C - Remunerated Work, or Class D - Non-remunerated Work

or

Name, address and Certificate number for Class E - Farmer, or Class F - Forest manager;

or

If the pesticide belongs to Class 3, the name, address and number of the farm operator card, the number of the forest management card, or the number of the forest management permit. If the pesticide belongs to Class 1, you must record the file number of the customer's certificate of authorization issued under section 22 of the Environment Quality Act..

The purchaser from outside Québec may not hold a permit or certificate. In that case, simply note the name and address.

- **Details of the transaction**

Date of the transaction, trade name, class, federal registration number, and the quantity of each pesticide sold.

### ATTENTION - NEW REQUIREMENTS

Pesticides composed, in whole or in part, of aluminum phosphide may be sold only to holders of:

Class C.6 permits -- Remunerated work, fumigation;  
Class D.6 permits - Non-remunerated work, fumigation;  
Class E.4 certificates - Farmer, fumigation of phosphine;  
Class E.5 certificates - Farmer, fumigation of certain gases.

Pesticides composed, in whole or in part, of methyl bromide, carbon dioxide and ethylene oxide may be sold only to the holders of:

Class C.6 permits - Remunerated work, fumigation;  
Class D.6 permits - Non-remunerated work, fumigation;  
Class E.5 certificates - Farmer, fumigation of certain gases.



## Statement of retail sales

There is no annual obligation under the Regulation.

However, the department may require the production of a statement of transactions based on the information contained in your records. You may be asked to submit a summary report indicating the type, origin, destination, and the quantity of pesticides received or sold. In that case, the department will indicate to you beforehand the type of information requested. Below are three examples of transactions that could be asked of you:

*At the end of 1998, the department notifies all holders of B.1 permits that they must submit a register of the total amount of sales made to farmers between January 1, 1999 and December 31, 1999. The information contained in your register of sales will allow you to calculate the total amount of sales to holders of Class E certificates and sales made to holders of a farm operation card to arrive at the total number of transactions..*

*The departments requests that you supply the total amount of sales of Class 2 pesticides.*

*The department asks that holders of B.1 permits calculate the amount of sales made in each of the municipalities located in the Yamaska river basin, according to a list supplied by the department.*



## Class C permits - remunerated work

Remunerated work: the activities performed in return for payment, including the use of pesticides belonging to classes 1 through 4.

### Register of purchases - class 1, 2 and 3 pesticides

- **Identification of your firm**

Name, address and permit number for Class C - Remunerated work.

- **Identification of supplier**

Name, address and permit number for Class B.1 - Retail.

The supplier may not hold a Québec permit. In that case, simply note the name and address.

- **Details of the transaction**

Date of the transaction, trade name, class, federal registration number, and the quantity of each pesticide purchased.

If the pesticide purchased belongs to class 1, you must record the file number of the certificate of authorization issued to the user under section 22 of the Environment Quality Act.

### Register of uses - class 1 - 4 pesticides

- **Identification of your firm**

Name, address and permit number for Class C - Remunerated work.

- **Details of uses**

Date when the work was carried out;

Customer's name and address (may be different from the work site);

Work site: address or precise location where the pesticide was applied. Pay special attention to the official name of the municipality;

Object of the treatment: nature and surface area, volume or quantity treated (e.g., a lawn measuring 515 m<sup>2</sup>, an energy transportation corridor covering 67.3 ha);

Reasons justifying the treatment: Name the species targeted by the treatment (e.g., German cockroach, dandelion, meal borer);

Trade name, class, federal registration number, and the quantity of each pesticide used.

Name of certificate holder who performed the work or who supervised the operation on the premises, along with his or her certificate number. The certificate holder must sign the register.

When you prepare a mixture of fertilizers and pesticides belonging to class 3, you must indicate how these are used in your records.

*You are the holder of a Class C.8 permit - Remunerated work, application on cultivated land, and you occasionally apply treatments of fertilizer/pesticide mixtures. You mix fertilizers with Class 3 insecticides and you apply a treatment to your customer's apple orchard. This mixture belongs to Class 3 and must be indicated as such in your register of use.*

- **Additional details for holders of Class C.1 permits - Remunerated work, Aerial application**

If your firm has been granted a Class C.1 permit, your records must also contain the following information :

- wind direction;
- name of the pilot, type and registration number of each aircraft used;
- the card indicating the space that was treated, as well as the take-off site used by the aircraft.

- **Additional information required for holders of Class C.6 permits - Remunerated work, Application by fumigation**

If your firm has been granted a class C.6 permit, your records must also contain the following information: for each measurement of the quantity of gas used during the ventilation period and location that has been fumigated, the date, time and concentration of fumigated gas observed at that time.

### **Statement of uses**

There is no annual obligation under the Regulation.

However, the department may require the production of a statement based on the information contained in your records. You may be asked to submit a summary report indicating the type, origin, destination, and the quantity of pesticides received or sold. In that case, the department will indicate to you beforehand the type of information requested. Below are three examples of transactions that could be asked of you:

*At the end of 1998, the department notifies all holders of C.6 permits - Remunerated work, Application by fumigation, that they must indicate the*

*total uses of pesticides composed of methyl bromide during 1999.*

*The department requires holders of C.4 permits - Remunerated work, Ornamental Horticulture Application, to give an account of their uses of herbicides in the Montréal Urban Community.*



## **Class D permits - non-remunerated work**

Non-remunerated work: activities carried out, not in return for payment, covering the use of a class 1 to 3 pesticide.

### **Register of purchases - class 1, 2 and 3 pesticides**

- **Identification of your firm**

Name, address and Class D permit number - Non-remunerated work.

- **Identification of supplier**

Name, address and Class B.1 permit number - Retail.

The supplier may not hold a Québec permit. In that case, simply note the name and address.

- **Details of the transaction**

Date of the transaction, trade name, class, federal registration number, and the quantity of each pesticide purchased.

If the pesticide purchased belongs to class 1, you must record the file number of the certificate of authorization issued to the user under section 22 of the Environment Quality Act.

### **Register of uses - class 1, 2 and 3 pesticides**

- **Identification of your firm**

Name, address and Class D permit number - Non-remunerated work.

- **Details of uses**

Date when the work was carried out;

Work site: address or precise location where the pesticide was applied. Pay special attention to the official name of the municipality;

Object of the treatment: nature and surface area, volume or quantity treated (e.g., a lawn measuring 515 m<sup>2</sup>, an energy transportation corridor covering 67.3 ha);

Reasons justifying the treatment: Name the species targeted by the treatment (e.g., spruce budworm, German cockroach, dandelion);

Trade name, class, federal registration number, and the quantity of each pesticide used.

Name of certificate holder who performed the work or who supervised the operation on the premises, along with his or her certificate number. The certificate holder must also sign the register.

When you prepare a mixture of fertilizers and pesticides belonging to class 3, you must indicate the uses in your register.

*You work for a municipality which has a Class D.4 permit - Non-*

*remunerated work, Ornamental Horticulture Application. You mix fertilizers with Class 3 herbicides, and you treat a municipal garden. This use must be indicated as such in the register of uses kept by the municipality.*

- **Additional details for holders of Class D.1 permits - Non-remunerated work, Aerial application**

If your firm has been granted a Class D.1 permit, your records must also contain the following information :

- wind direction;
- name of the pilot, type and registration number of each aircraft used;
- the card indicating the space that was treated, as well as the take-off site used by the aircraft.

- **Additional information required for holders of Class D.6 permits - Non-remunerated work, Application by fumigation**

If your firm has been granted a class D.6 permit, your records must also contain the following information: for each measurement of the quantity of gas used during the ventilation period and location that has been fumigated, the date, time and concentration of fumigated gas observed at that time.

### **Statement of uses**

There is no annual obligation under the Regulation.

However, the department may require the production of a statement based on the information contained in your records. You may be asked to submit a summary report indicating the type, origin, destination, and the quantity of pesticides received or sold. In that case, the department will indicate to you beforehand the type of information requested. Below are three examples of transactions that could be asked of you:

*At the end of 1998, the department notifies all holders of D.7 permits - Non-remunerated work, Application in forest areas, that they must indicate the total number of uses for clearings for planting during 1999.*

*The department requires all holders of D.1 permits - Non-remunerated work, Aerial application, to give an account of the total number of uses.*



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## Pesticides Management in Québec

### Useful addresses

To order the French-language version of the brochures *Pesticides: permis et certificats - La réglementation en bref* or *Pesticides: tenue de registres et préparation de bilans*, [click here](#).

- To apply for or renew a permit or certificate, or to obtain information on the training programs leading to certification, contact your [regional office](#).
- To purchase copies of the *Pesticides Act*, the *Regulation respecting permits and certificates for the sale and use of pesticides* as well as the *Environment Quality Act* and attendant regulations, contact the [Publications du Québec](#).
- To obtain information on the *Pest Control Products Act* and on approved and non-approved pesticides, contact the [Pest Management Regulatory Agency](#).
- To obtain information on the *Fertilizers Act*, contact [Agriculture and Agri-food Canada](#).
- To obtain information on the sale of medication, contact either body:

Ordre des pharmaciens du Québec  
266, rue Notre-Dame Ouest, bureau 301  
Montréal (Québec)  
H2Y 1T6  
Tel.: 1 800 363-0324 (toll free) or (514) 248-9588

Ordre professionnel des médecins vétérinaires du Québec  
795, avenue du Palais, bureau 200  
St-Hyacinthe (Québec)  
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