

# INSTRUCTIONS

## Form AR3 – Pesticide General Permit (MTG870000)

### Annual Report Form for Tier II Facilities

The Pesticide General Permit (PGP) requires that any Tier II owner/operator (those applicants that are greater than a threshold listed in **Table 1** of the NOI Instructions) submit an annual report that summarizes their pesticide activity in or over waters of the state. **This reporting is not required if the applicant has registered as a Tier I owner/operator who conducts pesticide activity below the threshold.**

Reports must be postmarked by January 28<sup>th</sup> following the reporting year, and should be sent to:

Department of Environmental Quality  
Water Protection Bureau  
PO Box 200901  
Helena, MT 59620-0901

#### **Section A – Permittee (Owner/Operator) Information**

Provide the owner/operator name; this is the same name provided in Section C of the Notice of Intent (NOI-87) as the applicant owner/operator. This entity is legally responsible for compliance with the PGP. Also provide the contact person and their contact information as provided in Section C of the NOI.

DEQ assigns an authorization number (NOI number) as soon as a new project NOI is submitted. This number was provided on a letter of acknowledgement sent by DEQ in response to the receipt of the NOI-87 form. Include this number on the AR3 form.

#### **Section B – Certification**

The AR3 form certification must be completed by the owner/operator signatory or by a duly authorized representative of that person. These requirements are described below, as well as in ARM 17.30.1323.

A person is an owner/operator signatory for the pesticide application project (as identified in Sections C and G of the NOI-87 form) only if:

- For a corporation, the person is a responsible corporate officer of at least the level of vice president;
- For a partnership or sole proprietorship, the person is a general partner or the proprietor, respectively; or
- For a municipality, state, federal, or other public agency, the person is either a principal executive officer or ranking elected official.

A person is a duly authorized representative only if:

- The above-listed signatory identifies them. A duly authorized representative may be either a named individual or any individual occupying a named position;
- The written delegation is submitted to the department.

#### **Section C – Pesticide Discharge Management Plan (PDMP)**

All Tier II facilities must maintain an up-to-date PDMP and review it at least once per year. Provide the most recent date the PDMP was reviewed and the most recent date it was updated.

#### **Section D – Summary of Pesticide Applications**

For each applicable pesticide application made during the reporting year, the owner/operator is required to list the pesticide use pattern as provided in Table 1 of the permit, county, pesticide trade name, total acreage treated, product type of any spray additives/adjuvants used (colorant, defoaming/antifoaming agent, drift-control agent, surfactant, etc.) and amount, and the receiving waters. If no applicable pesticide applications were made during the reporting year, the owner/operator should indicate “NA” on the report.

### **Section E – Summary of Pesticide Application Equipment**

For each applicable pesticide application made during the reporting year, the owner/operator is required to list the pesticide applicator (company name or individual), as well as the following information on any pesticide application equipment used in such application:

- Equipment description, including type and manufacturer or other identification;
- Date of the most recent inspection and repair and date of the most recent calibration for each of the above equipment; and
- Summary of whether the applicators' inspection, repair, and calibration for that equipment met specifications provided in the PDMP. Any "no" answers should be addressed in the PDMP for future pesticide applications.

If no applicable pesticide applications were made during the reporting year, the owner/operator should indicate "NA."

### **Section F– Summary of Pesticides Used**

Tier II facilities are required to perform visual ambient monitoring in accordance with their PDMP. The owner/operator is required to verify whether the pre-application monitoring, post-application monitoring, and assessment of environmental conditions were conducted, and if so, whether there were any findings. If no applicable pesticide applications were made during the reporting year, the owner/operator should indicate "NA."