

# RECORDKEEPING MANUAL

## FOR PRIVATE PESTICIDE APPLICATORS



United States

Department of Agriculture

# Important Phone Numbers for Pesticide Applicators

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## Emergency Phone Numbers

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**National Poison Control Center** ..... (800) 222-1222  
• For aid in human poisoning cases.



**State or County Police** .....  
• To report accidents on roadways involving pesticides. \_\_\_\_\_



**State Emergency Management** .....  
• To report accidents (spills and leaks) involving pesticides. \_\_\_\_\_



**CHEMTREC (24 hours)** ..... (800) 424-9300  
(National Chemical Response and Information Center)  
• For help involving spills, leaks, fires, and accidents involving hazardous chemicals.

## Other Phone Numbers

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**State Regulatory Agency** .....  
• For pesticide labeling, licensing, and compliance information. \_\_\_\_\_  
• For pesticide disposal assistance.



**Local Cooperative Extension Service** .....  
• For information on safe and proper pesticide use. \_\_\_\_\_



**NPIC (National Pesticide Information Center)** ..... (800) 858-7378  
Monday through Friday. 6:30 a.m. to 4:30 p.m. Pacific time, daily  
Web address: <http://npic.orst.edu>  
• For medical and consumer information on pesticides.

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### **If You Need More Recordkeeping Manuals**

If you want more copies of this manual or the nursery and greenhouse record manual, please contact the United States Department of Agriculture, Agricultural Marketing Service (AMS), Pesticide Records Branch at (703) 330-7826

- Or e-mail us at:  
amspesticide.records@usda.gov
- Or you may write to:  
USDA, AMS, Pesticide Records Branch  
8609 Sudley Road, Suite 203  
Manassas, VA 20110-4582

# USDA Recordkeeping Manual for Private Pesticide Applicators

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If you would like the recordkeeping manual specifically for nurseries & greenhouses, please see note at bottom of page 2.

## Grower/Applicator Information

Owner/Operator \_\_\_\_\_

Address \_\_\_\_\_

Company/Farm Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Phone Number \_\_\_\_\_

## Applicator Name

## Certification Number

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

F. \_\_\_\_\_

G. \_\_\_\_\_

H. \_\_\_\_\_

**SAVE TIME:** The Federal recordkeeping regulations require the certified private applicator to record the brand/product name and the U.S. Environmental Protection Agency (EPA) registration number of the federally restricted-use pesticide (RUP) he/she applies. The Federal recordkeeping regulations does not require the certified private applicator to record active ingredient(s). You will be able to save time by listing the brand/product name, EPA registration number, and active ingredient(s) of the pesticides you apply on this page and then entering the corresponding number(s) to complete your record form. **Use of this page is voluntary.**

<b>Brand/Product Name</b>	<b>EPA Registration Number</b>	<b>Active Ingredient(s)</b>
1) _____	1) _____	1) _____ 1a) _____ 1b) _____
2) _____	2) _____	2) _____ 2a) _____ 2b) _____
3) _____	3) _____	3) _____ 3a) _____ 3b) _____
4) _____	4) _____	4) _____ 4a) _____ 4b) _____
5) _____	5) _____	5) _____ 5a) _____ 5b) _____

**Brand/Product Name**

**EPA Registration Number**

**Active Ingredient(s)**

6) \_\_\_\_\_

6) \_\_\_\_\_

6) \_\_\_\_\_

6a) \_\_\_\_\_

6b) \_\_\_\_\_

7) \_\_\_\_\_

7) \_\_\_\_\_

7) \_\_\_\_\_

7a) \_\_\_\_\_

7b) \_\_\_\_\_

8) \_\_\_\_\_

8) \_\_\_\_\_

8) \_\_\_\_\_

8a) \_\_\_\_\_

8b) \_\_\_\_\_

9) \_\_\_\_\_

9) \_\_\_\_\_

9) \_\_\_\_\_

9a) \_\_\_\_\_

9b) \_\_\_\_\_

10) \_\_\_\_\_

10) \_\_\_\_\_

10) \_\_\_\_\_

10a) \_\_\_\_\_

10b) \_\_\_\_\_

11) \_\_\_\_\_

11) \_\_\_\_\_

11) \_\_\_\_\_

11a) \_\_\_\_\_

11b) \_\_\_\_\_

Brand/Product Name	EPA Registration Number	Active Ingredient(s)
12) _____	12) _____	12) _____
		12a) _____
		12b) _____
13) _____	13) _____	13) _____
		13a) _____
		13b) _____
14) _____	14) _____	14) _____
		14a) _____
		14b) _____
15) _____	15) _____	15) _____
		15a) _____
		15b) _____
16) _____	16) _____	16) _____
		16a) _____
		16b) _____
17) _____	17) _____	17) _____
		17a) _____
		17b) _____

# USDA Recordkeeping Manual for Private Pesticide Applicators

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This manual contains forms that will help you keep the records required by Federal regulations for restricted use pesticides and for compliance with the EPA Worker Protection Standard. These forms are intended for use by private pesticide applicators. They are not intended for use by applicators licensed as commercial pesticide applicators.

These forms are designed for your convenience. The information you write here becomes the official record for your compliance with the law. If you use a sharp, dark pencil to write on the forms, your marks are less likely to be destroyed by rain, coffee spills, or other accidents. Please write clearly so that those who inspect your records can easily understand them.

You may keep your records in other ways as long as they contain the required information. Either handwritten notes, computer-generated records, or other recordkeeping systems are acceptable. The forms in this manual are also available from the following Internet Web site:

<http://www.ams.usda.gov/pesticiderecords>

## ***Recordkeeping Requirements for Restricted Use Pesticides***

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The 1990 Farm Bill requires private certified pesticide applicators to keep records of all applications of federally restricted use pesticides. The U.S. Department of Agriculture's (USDA) Agricultural Marketing Service carries out the provisions of the Federal recordkeeping requirements. The information required by the Federal legislation is shown on page 9. These records must be kept for two years; however, you may want to keep them longer for reference in making future management decisions.

Although applicators have 14 days to record information related to applications, it is a good idea to fill out the recordkeeping form immediately after application to be sure that you have an accurate and detailed record.

If you hire a commercial applicator to apply a restricted use pesticide, you should obtain the necessary recordkeeping information from the applicator. Commercial applicators are required to provide their clients with a copy of the record within 30 days of application. Application information is also required for areas receiving spot treatments.

**On the record form "USDA" will appear under each column heading that is required by the Federal pesticide recordkeeping regulations.**

## ***Who Has Access to Your Records?***

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Your records can be inspected at any time by authorized representatives of the U.S. Department of Agriculture and State pesticide regulatory agencies who present identification. In addition, a licensed health-care professional, or someone working under a licensed health-care professional's supervision, can request the record information at any time following an application when treating individuals who may have been exposed to restricted use pesticides.

## ***Benefits of Keeping Records***

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The records you keep on pesticide use are not only required by the law, they will also help you improve your farming operation.

- Records help you evaluate how well a chemical worked, particularly if you have used reduced rates or alternative application techniques.



- Records help you figure out how much pesticide you will need in a future year, so that you will not have to store or dispose of extra chemicals.
- Records help to prevent carry-over injury and improve rotation decisions.
- Records may protect you from legal action if you are accused of improper pesticide use.
- Food processors may require pesticide records to evaluate the potential for residues.
- Lenders and land developers often require records to evaluate potential environmental liability before lending money or buying land.
- Records provide data to respond to surveys conducted by Federal agencies and universities that can impact future availability of some pesticides through re-registration. They may also be used to respond to the public's concern regarding pesticide use.
- Records can save money by helping a farmer determine the best pesticide management program. Records are the key to a successful integrated pest management program.

## **Enforcement and Penalties**

USDA's Agricultural Marketing Service (AMS) administers the Federal recordkeeping regulations. The AMS Administrator is responsible for the enforcement actions taken against violators of this standard. Any private applicator who violates the recordkeeping requirements of the USDA shall be liable for a civil penalty of not more than \$750 for the first offense and not less than \$1,100 for any subsequent offense.

## **What's in the Rest of the Manual?**

- Summary table of pesticide recordkeeping requirements.
- Forms to record your pesticide applications.
- Sample sprayer calibration log form.
- Six-year calendar.

## **Recordkeeping Information for the EPA Worker Protection Standard**

The EPA Worker Protection Standard (WPS) is a Federal regulation that is intended to reduce the risk of pesticide poisoning and injury among agricultural workers. Private applicators who hire pesticide handlers and/or workers must display application information in a centrally located area accessible to all employees before a pesticide is applied. This display of information applies to all pesticides with "Agricultural Use Requirements" printed on the label, not just restricted use pesticides.

The Hand/Head Keep Out (right) symbol appears in the column headings on the record sheets to mark information required for worker protection. This includes the location and crop/commodity treated; brand name; EPA registration number; active ingredients of pesticide applied; the month, day, year, and time of application; and the Restricted Entry Interval (REI). Most of this information can be found on the pesticide label. Workers, handlers, government officials, health care workers, and employers of commercial handlers hired to work on the farm or business must have access to this information. Commercial applicators must provide this information to the agricultural employer before making pesticide applications. Information must be displayed for 30 days after the end of the REI. If there is no REI on the label, the information should be displayed for 30 days after the application.



## **If You Need More Recordkeeping Manuals**

If you want more copies of this manual please contact the United States Department of Agriculture, AMS, Pesticide Records Branch at (703) 330-7826.

- Or e-mail us at:  
**[amspesticide.records@usda.gov](mailto:amspesticide.records@usda.gov)**
- Or you may write to:  
USDA, Pesticide Records Branch  
8609 Sudley Road, Suite 203  
Manassas, VA 20110-4582

**QUICK REFERENCE CHART OF PESTICIDE RECORDKEEPING REQUIREMENTS FOR  
USDA AND EPA FEDERAL REGULATIONS**






	<b>Restricted Use Pesticides</b>	<b>Agricultural Use Pesticides</b>
<b>REQUIRED ITEMS</b>	<b>USDA Requirements for Private Applicators</b>	<b>Worker Protection Standard Requirements for Agricultural Employers</b>
Brand Name/Product Name	✓	✓
EPA Registration Number	✓	✓
Total Amount of Pesticide Applied	✓	—
MM/DD/YYYY	✓	✓ Including time of application
Field ID / Location of Treated Area	✓	✓
Crop, Commodity, or Site	✓	—
Size of Area Treated	✓	—
Name of Certified Applicator	✓	—
Applicator Certification Number	✓	—
Active Ingredients	—	✓
Restricted Entry Interval (REI)	—	✓
Completed Record	Within 14 days of the application; legible records must be recorded and kept for 2 years.	Post before application; information should be kept 30 days after the REI expiration.

## How To Complete the Pesticide Application Record Form

- “USDA” will appear under each column heading that is required by the Federal pesticide recordkeeping regulations.
- The information in columns marked with the Hand/Head Keep Out symbol must be provided to field workers/handlers for all pesticides with “Agricultural Use Requirements” on the label to meet the WPS requirement. This information must be posted before application and remain for 30 days after the end of the REI for the WPS requirement.



FIELD ID/LOCATION “USDA”  : 1. 52-48 Old Creek Field

Applicator Name and Certification Number “USDA”	Mo/Day/Year Time “USDA” 	EPA Reg. Number “USDA” 	Active Ingredients 	Brand/Product Name “USDA” 	Restricted Entry Interval (REI) 	Crop, Commodity or Site “USDA”
Bob B. Smith  200028265	5/3/02 10 am*	241-337	Pendimethalin	Prowl 3.3EC	24 hrs	cotton
	5/3/02 10 am*	100-642	Fluometuron	Cotoran 4L		
2.	3.	4.	5.	6.	7.	8.

\*Time is not required by the USDA pesticide recordkeeping regulations, but it is required by the WPS.

1. Write the **location of the application** (not the farm or business). The location may be identified on a farm map, by USDA map and number, by Global Positioning System (GPS), by a common field name (for example, 52- 48 Old Creek Field), or by a legal description. If the site treated is a greenhouse or storage facility, give it a unique name or number. If you use GPS coordinates to record location you can: (a) Create a map of the treated area with GPS coordinates, (b) List the GPS coordinates to delineate the field perimeter, or (c) Record GPS coordinates that accurately identify one point pertaining to the field. The coordinates should be followed by a statement indicating the relationship of the point to the field. For more information on GPS go to: [www.ams.usda.gov/pestiderecords](http://www.ams.usda.gov/pestiderecords)
2. If the **name** and **certification number** are the same as the name and certification number of the person on the applicator information form on page 3, then you may record the letter listed for the applicator. If anyone else is applying the pesticide, record the applicator’s name and certification number.
3. Fill in the **month, day, and year** of application. WPS also requires you to post the time of application, so record time here as well.
4. The **EPA Registration Number** is located below the ingredients statement on most labels (for example, EPA Reg. No. 241-337). It is not the same as the EPA establishment number. If you completed page 4 through 6 as suggested, you may write the appropriate number in space 4.
5. Copy the **active ingredients** from the label for all products used in the application. If you completed page 4 through 6 as suggested, you may write the appropriate number in space 5.
6. Write the **brand** or **product name** of the pesticide. Multiple lines may be used to record tank mixes. Information on all products used in a tank mix is required. If you completed pages 4 through 6 as suggested, you may write the appropriate number in space 6.
7. The pesticide label lists the **Restricted Entry Interval**. The application information for workers must remain posted until 30 days after the end of the REI. When there is no REI, the notice must remain for 30 days after the

application date. If you apply pesticides in a tank mix with different REI's, write down the longer REI.

8. Fill in the **crop, commodity, or site**. If the location is a greenhouse, record crop and site location. If you are treating livestock, record the type of animals treated (hogs, cattle, etc.).
9. The pesticide label will usually give you a minimum to maximum of the application **rate** per unit (for example, 1.5 pints per acre) . Record the rate you actually use.
10. Record the number of **units treated**. This may be acres, linear feet, bushels, cubic feet, square feet, or number of animals, etc. For special applications (for example, alternate middles, weed wicks, band applications) record the total area covered. A 20-acre field treated using an alternate middle approach would still be recorded as 20 acres. See note on spot treatments below.

Rate	Size of Area Treated "USDA"	Total Amount Applied "USDA"	Field Notes: target pest(s); sprayer nozzles, speed, pressure, gallonage; wind & weather; crop status
1.5 pints per acre	20 acres	3.75 gallons	Sunny, wind speed 3-5 mph. Light grass infestation.  Gallonage = 10 gallons per acre. Banded at planting.
2 quarts per acre	20 acres	10 gallons	
<b>9.</b>	<b>10.</b>	<b>11.</b>	

11. The **total amount applied** refers to the total quantity of product used—not the quantity after water or carrier are added. Amount does not refer to percent of actual ingredient.
12. When you are filling out the application record, you may find it helpful to record information about the sprayer equipment, the pests, the weather (particularly wind speed and direction, but also temperature and humidity), and the crop status. This will help you know whether an application was effective and improve future pest-management decisions. It will also be helpful in problem solving if the pesticide fails to control the target pest or moves off target.

**Note: "Spot Treatments"** are applications made to less than one-tenth of an acre. Application of a RUP herbicide along a fence row or an insecticide applied to a fire ant mound would be examples of spot treatments. (Note: Greenhouse and nursery treatments do not qualify as spot treatments.) For spot treatments, describe location of area treated (for example, poison ivy along fence row of Baker Farm), indicate "spot treatment," and record:

- Brand name.
- EPA registration number.
- Month, day, and year.
- Total amount applied.
- "Spot treatment, " describe location.





















**FIELD ID/LOCATION "USDA"**  :

<b>Applicator Name and Certification Number</b> "USDA" 	<b>Mo/Day/Year Time</b> "USDA" 	<b>EPA Reg. Number</b> "USDA" 	<b>Active Ingredients</b> 	<b>Brand/Product Name</b> "USDA" 	<b>Restricted Entry Interval (REI)</b> 	<b>Crop, Commodity or Site</b> "USDA"













**FIELD ID/LOCATION "USDA"**  :

Applicator Name and Certification Number "USDA"	Mo/Day/Year Time "USDA"	EPA Reg. Number "USDA"	Active Ingredients	Brand/Product Name "USDA"	Restricted Entry Interval (REI)	Crop, Commodity or Site "USDA"





**FIELD ID/LOCATION "USDA"**  :

<b>Applicator Name and Certification Number</b> "USDA" 	<b>Mo/Day/Year Time</b> "USDA" 	<b>EPA Reg. Number</b> "USDA" 	<b>Active Ingredients</b> 	<b>Brand/Product Name</b> "USDA" 	<b>Restricted Entry Interval (REI)</b> 	<b>Crop, Commodity or Site</b> "USDA"





















**FIELD ID/LOCATION "USDA"**  :

Applicator Name and Certification Number "USDA"	Mo/Day/Year Time "USDA"	EPA Reg. Number "USDA"	Active Ingredients	Brand/Product Name "USDA"	Restricted Entry Interval (REI)	Crop, Commodity or Site "USDA"













**FIELD ID/LOCATION "USDA"**  :

Applicator Name and Certification Number "USDA"	Mo/Day/Year Time "USDA"	EPA Reg. Number "USDA"	Active Ingredients	Brand/Product Name "USDA"	Restricted Entry Interval (REI)	Crop, Commodity or Site "USDA"









***Sprayer Calibration Log***

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<b>Date calibrated</b>					
<b>Sprayer brand</b>					
<b>Sprayer type</b>					
<b>Sprayer model</b>					
<b>Nozzle type and size</b>					
<b>Boom height</b>					
<b>Pressure</b>					
<b>Speed (mph)</b>					
<b>Throttle (rpm)</b>					
<b>Tractor model</b>					
<b>Tractor gear</b>					
<b>Spray volume</b>					

Adapted from Pesticide Applicator Log by James Dill, James Dwyer, and Leigh Morrow. University of Maine Cooperative Extension. 1993.

## Table of Measurements

STANDARD MEASURE	METRIC CONVERSION
<b>LENGTH:</b> 1 ft = 12 in 1 yd = 3 ft 1 mi = 5,280 ft 1 mph = 88 ft/1 min	<b>LENGTH:</b> 1 in = 25.4 mm = 2.54 cm 1 ft = 304.8 mm = 30.48 cm 1 yd = 914.4 mm = 91.44 cm = 0.914 m 1 mi = 1,609 m = 1.61 km 1 mm = 0.03937 in 1 cm = 0.394 in = 0.0328 ft 1 m = 39.37 in = 3,281 ft 1 km = 3,281 ft = 0.621 mi
<b>AREA:</b> 1 sq in = 0.007 sq ft 1 sq ft = 144 sq in 1 sq yd = 1,296 sq in = 9 sq ft 1 ac = 43,560 sq ft = 4,840 sq yd	<b>AREA:</b> 1 sq in = 6.45 sq cm 1 sq ft = 929 sq cm 1 sq yd = 8,361 sq cm = 0.8361 sq m 1 ac = 4,050 sq m = 0.405 h 1 sq cm = 0.155 sq in 1 sq m = 1,550 sq in = 10.76 sq ft 1 h = 107,600 sq ft = 2.47 ac
<b>VOLUME:</b> 1 tsp = 0.17 fl oz 1 tbs = 3 tsp 1 fl oz = 2 tbs = 6 tsp 1 cup = 8 fl oz = 16 tbs 1 pt = 2 cups = 16 fl oz 1 qt = 2 pt = 32 fl oz 1 gal = 4 qt = 8 pt = 128 fl oz = 231 cu in  <i>Note: To convert liquid ounces to gallons, multiply by 0.0078125 (.008)</i>	<b>VOLUME:</b> 1 fl oz = 29.5 ml = 0.0295 L 1 pt = 473 ml = 0.473 L 1 qt = 945 ml = 0.945 L 1 gal = 3,785 ml = 3.785 L 1 ml = 0.033 fl oz 1 L = 33.8 fl oz = 2.112 pt = 1.057 qt = 0.264 gal
<b>WEIGHT:</b> 1 oz = 0.0625 lb 1 lb = 16 oz 1 ton = 2,000 lb 1 gal of water = 8.34 lb	<b>WEIGHT:</b> 1 oz = 28.35 g 1 lb = 454 g = 0.4536 kg 1 ton = 907 kg 1 gal of water = 3.786 kg 1 g = 0.035 oz 1 kg = 35.27 oz = 2.205 lb
<b>CONCENTRATION:</b> 1 part per million (ppm) = 0.00001 percent = 0.013 oz in 100 gal of water 1 percent = 10,000 ppm 0.1 percent = 1,000 ppm 0.01 percent = 100 ppm 0.001 percent = 10 ppm	<b>CONCENTRATION:</b> 1 part per million (ppm) = 1 milligram/liter = 1 milligram/kilogram 1 percent = 10 grams/liter 0.1 percent = 1,000 milligrams/liter 0.01 percent = 100 milligrams/liter 0.001 percent = 10 milligrams/liter
<b>TEMPERATURE:</b> To convert degrees Celsius (C) to degrees Fahrenheit (F): multiply by 1.8 and add 32. Example: 30 degrees C = 86 degrees F. (30 x 1.8 + 32). To convert degrees Fahrenheit (F) to degrees Celsius (C): subtract 32 and multiply by 0.56. Example: 50 degrees F = 10 degrees C (50 - 32 x 0.56).	

### ABBREVIATIONS

ac ..... acre	gal ..... gallon	lb ..... pound	ml ..... milliliter
cm ..... centimeter	h ..... hectare	mi ..... mile	mm ..... millimeter
fl oz ..... fluid ounce	(1h=10,000 square meters)	oz ..... ounce	qt ..... quart
ft ..... foot or feet	in ..... inch	pt ..... pint	sq ..... square
g ..... gram	kg ..... kilogram	m ..... meter	tbs ..... tablespoon
	km ..... kilometer	mg ..... milligram	tsp ..... teaspoon
	L ..... liter	min ..... minute	yd ..... yard

Adapted from *The Safe and Effective Use of Pesticides* by Patrick Marer, Mary Louise Flint, and Michael Stimmann. University of California. Publication 3324. 1988.

# One-Year Planner

January	February	March	April
May	June	July	August
September	October	November	December



# One-Year Planner

January	February	March	April
May	June	July	August
September	October	November	December

# Acknowledgments

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This manual was adapted from the Recordkeeping Manual for North Carolina Private Pesticide Applicators, developed by Wayne Buhler, Ph.D., Pesticide Education Specialist, Department of Horticultural Science, North Carolina State University, and James W. Burnette Jr., Pesticide Administrator, North Carolina Department of Agriculture and Consumer Services, Food and Drug Protection Division.

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