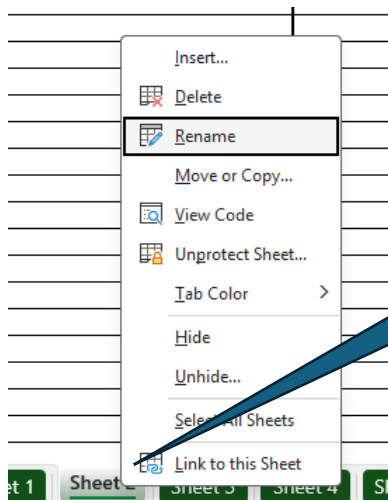


Template User Guidance

Initial set up:

1. Download a copy of the template to your computer / electronic device
2. There are 10 sheets on the template with 100 rows per sheet. You can download as many copies of the template as you require.
3. You can change the name of your sheets, for example to record each field or crop separately. To do that:

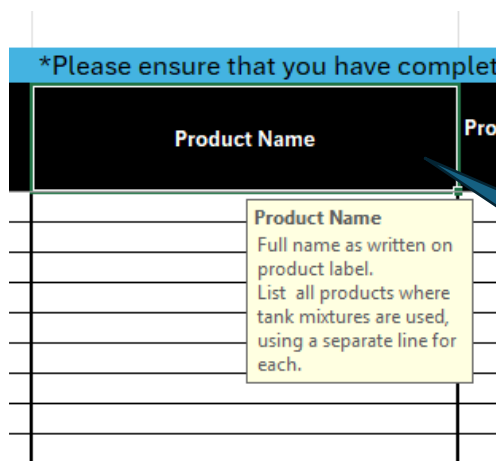


Click on the sheet tab and select "Rename" from the options list.

4. Record the Business Name and Business ID (if known), where the spraying is taking place, on the top of each sheet, to establish traceability.

Recording PPP usage

1. Ensure that all guidance notes provided within each column header are carefully reviewed before completing the form and that all mandatory data is included before submitting.
2. To view the guidance notes:



Click on the Header box and a yellow post-it note will appear with instructions on the data required for that column.

3. Fill in the necessary data in the columns with black heading boxes – These are mandatory fields.

a) Who and when:

- Record the operator's name, along with the application date and the start and finish times, to ensure clear accountability and compliance with regulatory requirements.

b) Where:

- Record the location of the treated area or unit, the crop grown or situation/land Use.
- Choosing the crop from the drop-down selection provided will automatically populate the EPPO code column for you.

c) What and how:

- Record the Pesticide Treatment Type (e.g. herbicide, fungicide), Product Name (as written on the label), and Product Number (MAPP) used.
- Record the Growth Stage in line with the BBCH Monograph, where applicable (e.g. when the use of plant protection product is restricted to a particular growth stage or when the growth stage is relevant in the context of the particular use), along with the Total Area or Amount Treated.
- Record the Method of Application, Dose Rate, Water Volume, and any Buffer Zone Applied.

4. Recording weather conditions is not a mandatory record requirement; however, providing information such as wind speed, wind direction and general weather conditions is considered good practice and demonstrates that the application was carried out responsibly and with due regard to minimising spray drift and protecting people, wildlife and the environment.

5. A Comments column has been provided should you wish to record other information you consider relevant to your spraying.

Queries and Further Information

If you experience any issues or have any questions regarding this template, please contact DAERA for advice and support via pesticides@daera-ni.gov.uk.

