VTA Application Record

Regs 13.3, 13.4, 13.19 and 13.20, HSW (Hazardous Substances) Regulations 2017

Keep for at least 3 years after application

Organisation (PCBU)	Physical address of the worker's workplace	Year	Page no.

Date	Time start, finish	Product, active ingredient, class	Location applied (block, grid ref)	Bait type and method	Total applied (kg or L)	Wind speed, direction (if into air)	Certified handler, certificate, CSL no.	Others supervised	Permission and notices (ref., date)	Signs up; display period ends	Bait retrieved or disposed (date, amount)	Tracking updated
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Non-certified people may handle the VTA only with a certified handler present, guiding them and available at all times. Without a CSL they need immediate supervision by a CSL holder. People not assisting must stay clear (reg 13.21).
Aerial application: keep the electronic files showing where bait was dispensed, plus aircraft positional data (reg 13.4). Follow reg 13.20 for flight paths and decontamination. A safe work instrument or permission may require extra details.