

Contents

TOWN OF TIBURON INTEGRATED PEST MANAGEMENT POLICY	2
I. Introduction	2
II. Purpose	2
III. What is IPM.....	2
IV. Scope and Application of IPM Policy	3
V. IPM Policy	3
VI. Integrated Pest Management Coordinator.....	4
VII. IPM Implementation.....	4
A. IPM Planning	5
B. Treatment.....	5
1) Treatment Selection and Timing Criteria	5
2) Treatment Strategies –	5
C. Education and Training of Staff	6
D. Use of Alternatives to Pesticides	6
E. Criteria for Selection and Use of Herbicides	7
1) Chemical Prohibitions for the Pesticide List.....	7
F. Notification of Pesticide Applications.....	8
G. Record Keeping of Pesticide Applications	8
1) Non-herbicidal Pesticide Use	9
VIII. Exemption to This Policy	9
IX. Attachment A	10
X. Attachment B Definitions	11

**TOWN OF TIBURON INTEGRATED PEST
MANAGEMENT POLICY
POLICIES AND PROCEDURES**

Policy No.	
Subject:	Integrated Pest Management Policy
Resolution No.	
Issue Date:	February 2, 2022
Latest Revision Date:	February 2, 2022
Prepared By:	Tiburon Public Works Department
Approved By:	Town Council, February 2, 2022

I. Introduction

The Town of Tiburon Public Works Department is committed to a comprehensive Integrated Pest Management (IPM) policy guiding the management of its parks, landscaped areas and other publiclands.

II. Purpose

The purpose of this IPM policy is to ensure and enhance the health, safety and welfare of citizens, visitors and Town staff by clearly defining the Town's pest management strategy, the priorities for administering this strategy and the various means by which these priorities may be realized. Public access to records and information relating to the Town's pesticide use is an essential component of a successful IPM policy and the Town is fully committed to providing all pertinent information to the public in a timely, comprehensive and understandable manner.

It is the goal of this IPM policy to reduce reliance on and reduce use of pesticides, as defined in Section 12753 of Chapter 2 of Division 7 of the California Food and Agricultural Code which threaten water quality during Town operations and on Town property. The goal of the Town of Tiburon IPM policy is to utilize the most environmentally sound approaches to pest management, and to reduce the volume and toxicity of chemical pest control treatments.

The Public Works Department realizes the use of pesticides can be potentially hazardous to human health and the environment and shall administer this IPM policy with a focus on long term suppression of pest problems with minimal impact on human health, non- target organisms and the environment. Least toxic pesticides are used only after monitoring indicates such a need, pursuant to the provisions of this policy.

III. What is IPM

IPM is a decision-making process for managing pests to determine if pest injury levels warrant treatment. It combines biological, cultural, mechanical, physical and/or chemical tools and other management practices to control pests in a safe, cost effective and environmentally sound manner that contributes to the protection of public health.

This method uses extensive knowledge about pests such as infestations, thresholds, life histories, environmental requirements and natural enemies to complement and facilitate biological and other natural control of pests. IPM involves the use of nonchemical pest control methods and the careful use of least toxic chemical methods when nonchemical methods have been exhausted or are not feasible. When IPM is properly implemented chemical controls are used only as a last resort..

IV. Scope and Application of IPM Policy

This policy governs the Tiburon Department of Public Works employees and landscape contractors hired by the Department and persons acting under the authority of the Department in the care and maintenance of Town parks, medians, landscaped areas, open spaces, and other essential public lands. Although it is understood that the term "pesticide" is a general term that includes herbicides, insecticides, fungicides, rodenticides etc., the primary focus of this policy is to address the Town's use of herbicides.

As the Town plans for the maintenance and rehabilitation of existing areas, specific attention will be directed toward including specifications that eliminate or reduce the need for chemical pesticides (e.g., mow strips next to fencing, covering all new planting areas with mulch, etc.).

V. IPM Policy

As used in this policy, a "Category I," "Category II," "Category III" and "Category IV" pesticide shall refer to a pesticide product that falls within the commensurate toxicity category specified in Section 156.10 of Title 40 of the Code of Federal Regulations and bearing on the front label panel the word Danger, Warning, or Caution, as required therein.

IPM goals regarding pesticide selection and use shall include but not be limited to:

- 1) Assume that all pesticides (organic and conventional) are potentially harmful to the health of humans and the environment (ex. water quality and non-target species);
- 2) Adhere to the tenets of IPM including focusing on long-term pest prevention or suppression, giving preference to reasonable non-pesticide alternatives such as cultural, mechanical and/ or biological control.
- 3) Designate an IPM Coordinator to monitor and assess pest populations, advise and oversee citywide IPM planning and pest management activities and contracts; and keep record of and report on city IPM activities.
- 4) Pursue an organizational structure that allows the IPM Coordinator to make recommendations on pest control that are independent of divisional operational constraints.
- 5) Ensure consistency and full compliance with federal, state and county regulatory requirements related to pest control.
- 6) Elimination of Category I and II pesticides and Minimization of Category III and IV pesticides.
- 7) Elimination of pesticides that are classified by government agencies as carcinogenic, reproductive toxicants (teratogens, mutagens), endocrine disruptors, carbamates,

- organophosphates or ground water contaminants.
- 8) Compliance with the Phase II, MS4, NPDES Storm Water permit requirements as outlined in F.5.f.9 (page 91 of permit)
 - 9) Contract with pest control contractors that utilize least-toxic pest control methodology and ensure contracts have language that upholds the IPM Policy and identifies damages for any violations of the Policy.
 - 10) Use pesticide risk assessment guidelines and approved list of pesticides employed by the County of Marin to create and annually maintain a list of reduced-risk pesticides, and associated limitations for use, which may be applied as necessary within the Town of Tiburon.
 - 11) Use a transparent pesticide use exemption process to justify variance from pesticide use restrictions and limitations. Exemptions shall only be considered when addressing health and safety issues, noxious pests, and/ or to test new reduced-risk pesticide products.
 - 12) Promote public transparency and education via noticing of all pest management activities, engaging residents with outreach and education regarding less toxic pest control methodology, and annual reporting to POST commission and Town Council.
All playgrounds, picnic areas, Town Hall and the Police Station will be designated as pesticide free.

The Town Manager, or their designee has directed staff to implement these goals and incorporate them into agreements with outside contractors.

VI. Integrated Pest Management Coordinator

The Superintendent of Public Works is designated the IPM Coordinator. The IPM Coordinator is primarily responsible for implementing the IPM Policy and coordinating efforts to implement IPM techniques within the Public Works Department. The Coordinator is responsible for communicating goals and policy decisions to appropriate Town staff and contractors, as well as ensuring proper training of all employees involved with the IPM program and all contractors who perform landscape maintenance on the Town's behalf.

Only individuals designated by the IPM Coordinator as Pesticide Applicators shall be permitted to apply pesticides on Town parks, landscaped areas, and other essential public lands. Applicators shall possess a Qualified Applicator Certificate or Qualified Applicator License, issued by the California Department of Pesticide Regulation. Presently, two Public Works staff are "Qualified Applicators" certified to apply pesticides.

The IPM Coordinator is responsible for ensuring that pesticide use is recorded and making those records available for public review pursuant to this policy.

Additionally, the Town of Tiburon shall support MCSTOPPP to conduct public outreach through the Our Water Our World program, monitor water and sediment for pesticides in urban creeks and keep the County Agricultural Commissioner informed of water quality issues.

VII. IPM Implementation

The Town of Tiburon assumes that all pesticides are potentially hazardous to human and environmental health. Therefore, reasonable non-pesticide alternatives shall be given preference over chemical controls, by following this implementation process. Town staff will evaluate alternatives to chemical treatment, including the cost-effectiveness of the treatments. The following process shall be followed for all pest control activities:

A. IPM Planning

- ID, Map, Monitor - The IPM Coordinator and the Department of Public Works shall collect baseline data on the pest ecosystem(s) to determine pest population(s) occurrence, size, density and presence of any natural enemy population(s); gather information on pest biology and different control techniques available; and document sensitive areas and conditions that may limit control options. Data shall be collected in a standardized manner that is repeatable.
- Ranking, inventory, mapping, monitoring and evaluation are methods used for determining pest management priorities. Maps and inventories depict infestations in terms of pest species, size, location and threats to resources. IPM Coordinator shall monitor infestations or pest populations and evaluate treatments over time to assess the effectiveness of various treatment strategies and their effects on target and non-target organisms. GIS mapping software may be a useful tool to database pest occurrence and track problem areas.

Establish Thresholds - To determine if treatment is warranted, an acceptable threshold level of treatment for each target pest and site should be established. In some instances, treatment may be required by federal or state law or address the concerns of citizens.

B. Treatment

1) Treatment Selection and Timing Criteria

Upon determining that treatment is necessary, the following criteria should be used to help select the appropriate IPM treatment strategy:

- Least-disruptive of existing biological controls
- Least-hazardous to human health, including applicator
- Least-toxic to non-target organisms
- Least-damaging to the general environment
- If pesticides are used, consistent with the Reduced-Risk Pesticide list
- Most likely to produce a permanent reduction in the environment's ability to support target pests
- Cost-effectiveness in the short- and long-term

2) Treatment Strategies –

The IPM Coordinator will evaluate and select appropriate and effective treatments based on site-specific requirements. Commitment to the most environmentally sound approach is expected, with non-chemical methods considered first. Prevention, cultural control, mechanical control, biological control and chemical control are the techniques used in IPM. In general, a combination of treatments is more effective than a single approach. The following treatments are listed in the order in which they should be executed:

- *Prevention* - This is the most effective pest management strategy. By reducing the

capacity of the ecosystem to support target pest populations through design and appropriate management, the opportunities for pest establishment can be reduced or eliminated.

- Cultural - Cultural control is the use of management activities that prevent pests from developing due to enhancement of desired conditions. Examples include: Selection and placement of materials that encourages pest enemies and competitors, modification/ removal of pest habitat to reduce pest harborage, food supply and other life support requirements, vegetation management, Waste management and proper food storage, barriers and traps, heat, cold, humidity, desiccation or light applied to affected regions.
- Mechanical - Mechanical control is accomplished by using physical methods or mechanical equipment to control pest infestations.
- Biological - Biological controls include the introduction or enhancement of natural predator populations to target pests. Introduction of non-indigenous organisms has an associated risk factor and should be thoroughly evaluated prior to implementation and be consistent with county, state and federal regulation.
- Chemical – Chemical control includes the application of reduced-risk pesticides to kill target pests.

C. Education and Training of Staff

Education and training of personnel is critical to the success of this IPM program. Employees involved in the maintenance of the Town parks, landscaped areas, and other essential public lands or with purchasing, storage, handling and application of pesticides shall receive all mandated and reasonable training required to perform such work in an efficient and safe manner consistent with the provisions and intent of this policy.

Continuing Education in IPM and training in the use of non-chemical methods of pest control are important to a successful program. Landscape Division staff attend continuing pesticide education through the Professional Applicators Pesticide Association, (PAPA) on a yearly basis to maintain application certification. Additionally, the IPM Coordinator maintains all training records of qualified applicators. Page 12 is a sample of the Employee Pesticide Safety Training Record all applicators are required to complete.

The IPM Coordinator shall verify and document all contractors hired to perform IPM related work on the Town's behalf have received appropriate education and training. This documentation will be verified through state licenses and certifications.

The Public Works Department is dedicated to ensuring adequate funding and budget planning to maintain training and educational opportunities for all employees.

D. Use of Alternatives to Pesticides

The Town is fully committed to the use of pesticide alternatives whenever practicable. Currently, the Parks Division utilizes the application of mulch materials to discourage weed growth and encourage plant health. The Town works with arborists and specifies the provision of mulch material generated in the course of the tree maintenance work to be utilized by the Parks Division as a first line of defense against the proliferation of

weeds. Additionally, the Town also uses the tried and true methods of hand pulling, hoeing and weed whipping.

E. Criteria for Selection and Use of Herbicides

There shall be no non-exempt pesticide applications permitted within Town playgrounds, picnic table areas, and on the grounds of Town Hall and the Police Department. Herbicide applications shall not be permitted on turf areas except in the maintenance of tree wells (a weed free zone around each tree), and certain landscape facilities (irrigation controllers, valve boxes, light fixture poles etc.).

It is understood that a completely weed free landscape environment is not a goal of IPM to which the Town aspires. The Public Works Department shall maintain landscaped areas as reasonably weed free to preserve the function and reasonable aesthetic appearance of public areas and Town facilities. With this goal in mind and considering the Parks Division staffing levels and ability to provide fundamental services, the Public Works Department shall select herbicides of the least toxic formulation from the list managed by the County of Marin.

Pesticides shall be used only after all other non-pesticide means of weed control have been utilized or have been determined to be not feasible in a particular application due to site factors, ability of staff to provide a particular function or service, or other pertinent factors as outlined in Section VII B 3 Application Strategies.. Application of pesticides shall comply with the provisions of this policy.

As with the criteria for selection and use of all pesticides, the selection and use criteria for herbicides shall conform to standard IPM principles. No product from the Approved Use list shall contain any of the following:

- Pesticides classified as Toxicity Category I and Category II by the USEPA
- Carbonate (Car/Diox Gas) and organophosphate (Salts) pesticides
- Type A or B (known or probable) carcinogens, as well as mutagens and reproductive toxins
- Persistent bio accumulative toxic chemicals (PBT)

1) Chemical Prohibitions for the Pesticide List

Except as noted under the special use category, pesticides included in the pesticide list shall not contain ingredients identified in the following sources:

- Products listed as Toxicity Category I or II.
- California's Proposition 65 list (the Safe Drinking Water and Toxic Enforcement Act of 1986, materials known to the State to cause cancer or reproductive or developmental toxicity).
- California's Department of Pesticide Regulation groundwater protection list (Food and Agricultural Code 13145(d)).
- Organophosphates, or organochlorines, or carbamates listed by the United States Environmental Protection Agency (Office of Pesticides Program, Document

735-F-99-14, May 1999), or California Environmental Protection Agency, Department of Pesticide Regulation Chemical Inquiries Database.

- A known carcinogen, probable carcinogen, or possible carcinogen by the United States Environmental Protection Agency as per "List of Chemicals Evaluated for Carcinogenic Potential".
- Any known endocrine disruptor listed by the United States Environmental Protection Agency or the European Union, Endocrine Disruptors website

Special Use Pesticide Category

There may be circumstances when it is necessary to use a pesticide that does not meet the criteria for use. The pesticide list may include these special use categories of materials that are considered critical to the protection of public health, the environment, wildlife, safety, or the preservation of town property. These materials will only be used in conjunction with an IPM program where there are no feasible alternatives. These products will be identified on the pesticide list which will specify:

- The particular criteria that is inconsistent with the aforementioned criteria,
- the specific circumstances and conditions for which the product may be used,
- the method of application, and
- how the site is to be managed to preclude potential exposure.

F. Notification of Pesticide Applications

The Department of Public Works will advise the public of pesticide application by posting notification 48 hours in advance. The locations requiring notification shall be maintained on a list (as Attachment A to this policy) and updated as necessary. Notification shall be accomplished by posting signs at reasonable entry point locations. Notices shall include the product name, EPA Registration # (if applicable), date(s) of pesticide application, Public Works contact phone number and any other information deemed necessary by the IPM Coordinator.

G. Record Keeping of Pesticide Applications

The IPM Coordinator shall be responsible for maintaining records of all pesticide applications on Town property performed by the Department of Public Works, or by contractors or persons authorized to apply pesticides on behalf of the Department of Public Works. The Town shall maintain these records for a period of four years as active files and 28 as inactive. Pesticide record information shall be made available to the public upon request. Application records shall include at least the following information:

1. Date and Site of application
2. Target pest(s) and application method
3. Name of product and active ingredient of the pesticide(s) applied and EPA registration number
4. Name of pesticide applicator and applicator identification number

5. Amount of product applied and pesticide signal word: warning, caution or danger.

The IPM Coordinator documents all applications on the State of California Monthly Summary Pesticide Use Report, a sample of which is attached as page 9 and the local form attached as page 11. In addition, IPM records shall include a list of all exemptions granted, as well as the written justifications developed for the consideration of those exemptions.

The Public Works Department shall strive to make this information available in a prompt and efficient manner with the understanding that its provision is not only the legal right of any member of the public but also a critical component of a successful IPM program.

1) Non-herbicidal Pesticide Use

The Town of Tiburon does not use non-herbicidal pesticides (insecticidal soaps) on any of its grounds at the present time.

Should the IPM Coordinator determine a need for applying a non-herbicidal pesticide, a recommendation and request shall be made to the Town manager, or their designee, for approval. Approval of such requests will only be granted if the IPM Coordinator has documented in writing:

1. A compelling need to use the pesticide
2. A good faith effort to find alternatives to the particular pesticide
3. That effective, economic alternatives to the particular pesticide do not exist for the proposed use
4. That the recommended pesticide is the least toxic pesticide available to control the target pest.

The public notification provisions of this policy shall also govern the application of non-herbicidal pesticides.

VIII. Exemption to This Policy

The Marin Sonoma Mosquito and Vector Control District is exempt from this policy to the extent necessary to control biting and stinging insects such as yellow jackets, wasps, mosquitoes and other similar pests.

In addition, the Town acknowledges that certain government agencies are not subject to the Town's authority with respect to pesticides and thus are exempt from this policy.

IX. Attachment A

Locations requiring no pesticide application or those require public notification:

No pesticide application

1. McKegney Green
2. Shoreline Park
3. Cypress Hollow Park
4. Zelinsky Park
5. Railroad Marsh
6. Teather Park
7. South of Knoll Park
8. Belveron Mini Park
9. Bel Aire Mini Park
10. Dairy Knoll
11. Corporation Yard
12. Police Station
13. Public Library
14. Old Rail Trail
15. Blackies Pasture
16. Town Hall

Require Public notification

1. Open Space Areas
2. Highway 131 medians

X. Attachment B Definitions

- A. Biological Control - Biological technologies to manage unwanted pests. Examples of this type of control include, but would not be limited to, the use of pheromone traps for management of Indian meal moth in food storage/preparation areas, or beneficial insect release for control of certain types of weeds or invasive insects in landscapes.
- B. Chemical Control - The use or application of a chemical pesticide (green or conventional) to manage pests.
- C. Contractor - A person, firm, corporation, or other entity, including a governmental entity, which enters into a contract with the Town of Tiburon.
- D. Cultural Control - The practice of modifying the growing environment to reduce the prevalence of unwanted pests. Examples include: irrigation practices, improved and reduced fertilization applications, proper mowing practices that include mulching, and regular aeration to improve the soil.
- E. IPM - A decision-making process that analyzes, selects, and implements pest control strategies to prevent or control pest populations. IPM uses a “whole systems” approach that employs monitoring and extensive knowledge about pests, such as infestation thresholds, life histories, environmental requirements, and natural enemies to compliment and facilitate biological, cultural, mechanical and other natural control of pests. Chemical control methods are considered only when necessary.
- F. Mechanical Control - Utilizes hand labor or equipment such as mowers, graders, weed-eaters, and chainsaws. Crack and crevice sealants and closing small entryways (e.g., around pipes and conduits) into buildings for insect and rodent management would also be mechanical methods.
- G. Pest - Fungus, insect, nematode, rodent, weed, or other form of terrestrial or aquatic life form that is injurious to human or farm animal health, or interferes with economic activities such as agriculture, public utilities and landscaping.
- H. Pesticide - Any substance, or mixture of substances, used for defoliating plants, regulating plant growth, or for preventing, destroying, repelling, or mitigating any pest, which may be detrimental to vegetation, humans, animals or structures.
- I. Precautionary Principle - This states that in the absence of scientific consensus, if an action or policy has a suspected risk of causing harm to the public or environment, the burden of proving the action or policy harmless falls on those implementing the action or policy. The principle implies that there is a social responsibility to protect the public from exposure to harm, when scientific investigation has found a plausible risk. These protections can be relaxed only if further scientific findings emerge that provide sound evidence that no harm will result.
- J. Reasonable Alternative - A feasible option for pest control that takes into account the environmental, economic, and social costs and benefits of the proposed choices.

Town of Tiburon Public Works Department

Guideline and Check List

Pest Control Treatment Selection

Guidelines	Yes	No	Alternates
Chemical to be applied _____			
Area of treatment _____			
Quantity applied _____			
Date of application _____			
Least disruptive of natural controls?			_____
Least hazardous to human health?			_____
Least toxic to non target organisms?			_____
Least damaging to the general environment			_____
Cultural, biological and mechanical solutions have been considered.			_____
Prior treatments used to control the pest and an evaluation as to its success.			_____
Cost effectiveness in the short and long term.			_____

MONTHLY SUMMARY PESTICIDE USE REPORT

INSTRUCTIONS FOR COMPLETING THIS FORM ARE INDICATED BELOW AND ON THE REVERSE SIDE

DEPARTMENT OF PESTICIDE REGULATION
ENFORCEMENT BRANCH

OPERATOR (FIRM NAME)	ADDRESS	CITY	ZIP CODE	PHONE NUMBER
OPERATOR ID/PERMIT NUMBER	LICENSE NUMBER	COUNTY WHERE APPLIED	COUNTY NUMBER	MONTH/YEAR OF USE
				TOTAL NUMBER OF APPLICATIONS

1. Complete Columns A, B, C, and D for All Users

2. Complete Column E by using one of the following codes:

- Code 10 - Structural Pest Control.....includes any pest control work performed within or on buildings and other structures.
- Code 30 - Landscape Maintenance Pest Control.includes any pest control work performed on landscape plantings around residences or other buildings, golf courses, parks, cemeteries, etc.
- Code 40 - Right-of-Way Pest Control..... includes any pest control work performed along roadsides, power lines, median strips, ditch banks, and similar sites.
- Code 50 - Public Health Pest Control.includes any pest control work performed by or under contract with State or local public health or vector control agencies.
- Code 80 - Vertebrate Pest Control. includes any vertebrate pest control work performed by public agencies or work under the supervision of the State or county agricultural commissioner.
- Code 91 - Commodity Fumigation (Nonfood/Nonfeed) includes fumigation of nonfood/nonfeed commodities such as pallets, dunnage, furniture, burlap bags, etc.
- Code 100 - Regulatory Pest Control.....includes any pest control work performed by public employees or contractors in the control of regulated pests.

3. Complete Columns F and G, if use does not fit one of the above codes

A	B	C	D	E	F	G
MANUFACTURER AND NAME OF PRODUCT APPLIED	EPA/CALIFORNIA REGISTRATION NUMBER FROM LABEL INCLUDE ALPHA CODE	TOTAL PRODUCT USED (Check One Unit of Measure)	NUMBER OF APPLICATIONS	CODE	COMMODITY OR SITE TREATED	ACRES/UNITS TREATED
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> LB OZ PT QT GA				
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> LB OZ PT QT GA				
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> LB OZ PT QT GA				
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> LB OZ PT QT GA				
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> LB OZ PT QT GA				
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> LB OZ PT QT GA				
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> LB OZ PT QT GA				

REPORT PREPARED BY _____

DATE _____

Print Form

GENERAL INFORMATION FOR COMPLETING THE MONTHLY SUMMARY PESTICIDE USE REPORT

(Page 2 of 2)

Reporting Requirements

Reporting of all pesticide applications including spray adjuvants and plant growth regulators, is required by:

1. Landscape maintenance gardener pest control businesses, agricultural pest control businesses performing residential work, and structural pest control businesses.
2. Public agencies, pest control businesses and property operators who apply pesticides for agricultural use other than for the production of an agricultural commodity. These uses include applications for the production of poultry, fish, and apiary. Pest control businesses must report uses for the production of livestock. Also, uses on golf courses, parks, rights-of-way, cemeteries, forests, ditches, fence lines, etc. must be reported.
3. Persons who use restricted materials for uses other than the production of an agricultural commodity.
4. Persons who use a pesticide for industrial post-harvest commodity treatments.
5. Persons who use a Ground Water Protection pesticide, listed in Title 3, California Code of Regulations, section 6800(b) for any outdoor, institutional or industrial use.

Report Filing Deadlines

Submit two (2) copies of this report to the county agricultural commissioner by the 10th of the month, following the month in which the work was performed. Reports may be hand-delivered or mailed, the postmark serving as the date of delivery. Retain a copy for your records.

For each month when no pest control work has been performed, licensed pest control businesses must submit a use report by the 10th day of the following month to the county agricultural commissioner in counties where they are registered. The use report must indicate that no pest control work was performed.

SPECIFIC INSTRUCTIONS FOR COMPLETING THE FACE PAGE

The operator/firm information should be filled out completely, including the address, ZIP code, and telephone number.

Identify the Operator Identification/Restricted Material Permit Number, if applicable.

Enter the name of the county where the pesticide(s) was applied.

Indicate the county number where the product(s) was applied. The county number is available from the county agricultural commissioner's office. A separate report must be filed for each county where pesticides were applied.

Enter the month and year in which the applications were made.

Enter the total number of applications (i.e., the total of column D below) made during the month.

In Column A, enter both the manufacturer and brand name of the product.

In Column B, enter the "EPA Registration Number" or "California Registration Number" that appears on the pesticide label, including alpha codes, if any (AA, ZA, ZB, etc.). Do not use the "EPA Establishment Number" (Est. No.).

In Column C, indicate the total amount of product used as formulated and packaged by the manufacturer. Do not report the total mixture after dilution. Check only one unit of measure. If necessary, decimals and fractions may be used.

In Column D, indicate the total number of applications for each pesticide used during the reporting month. Each separate site (home, apartment complex, building, right-of-way, grain silo, etc.) should be counted as one application. For tank mixes, each represented pesticide should be credited with one application.

In Column E, if the use of the product is structural, landscape, right-of-way, vertebrate, public health, commodity fumigation (nonfood/nonfeed) or regulatory, enter the appropriate code number. Leave Columns F and G blank,

In Column F, if use of the product is not included in one of the number coded categories that are identified in column E, such as food/feed commodity fumigations, seed treatment, noncrop fence lines or ditch banks, etc., enter the commodity or site treated. Leave Column E blank.

Do not enter vertebrate pest control work in production areas such as orchards or other crop areas. This work should be reported on the Production Agriculture Monthly Pesticide Use Report.

In Column G, if use of the product is not included in one of the number-coded categories that are identified in Column E, enter the amount treated and the appropriate unit of measure (acres, pounds, square feet, tons, etc.). If you have a different measure, describe it fully and enter the amount treated. Leave Column E blank

Enter the name of the person responsible for completing the information, and date the report. This could be a licensee, a manager, the person who applied the pesticide, a bookkeeper, etc.

