

Pest Control Business Headquarter Inspections Checklist

PR-ENF-110

Headquarter and Employee Safety Inspection

- [] 1 Notice Prior to Application (3 CCR 6618)—Ag PCB only
How do you assure that notice of application is given to the property operator?
- [] 2 Emergency Med. Care Planned (3 CCR 6726, 6766)
Has it been planned in advance? Who, what where? How is the information posted at remote work sites?
- [] 3 Change Area (3 CCR 6732)
This section applies to employees who regularly handle pesticides with “DANGER” or “WARNING”, and for all employees who apply pesticides for research or production agriculture.
Employer must assure an area where employees can change clothes and wash themselves. This location must have clean towels, soap and sufficient water for thorough washing, clean storage area for personal clothes.
- [] 4 Proper Storage of Personal Protective Equipment (3 CCR 6738(a))
Employers must provide safety equipment, and require that it is kept in a clean, specially designated place when not in use.
Employers must provide for the daily inspection and cleaning of all required PPE, repair or replace any worn, damaged, or heavily contaminated PPE, wash potentially contaminated PPE and keep from other clothing or laundry. Employers must also protect and inform any person or firm assigned or hired to clean or repair potentially contaminated PPE.

Hazard Communication/Training Program

- [] 5 Hazard Communication / Handler (3 CCR 6723)
The following shall be displayed at a central location at the workplace:
A completed PSIS A-8 or N-8 (should also be displayed where employees start their day, if not at the central location), pesticide use records for pesticides handled by employees, copies of PSIS leaflets applicable to pesticides used by employees as listed in use records, and a Material Safety Data Sheet (MSDS) for each pesticide handled by employees.
Inform employees where the records are kept, and grant access to the records no longer than 48 hours from the date of request by an employee or employee representative.
- [] 6 Trainer Qualified (3 CCR 6724(f))
Not applicable if ALL handlers are certified applicators.
Trainer for employees handling pesticides for production of an agricultural commodity shall be qualified as one of the eight qualifications listed in the code.
- [] 7 Written Program (3 CCR 6724(a))
Not applicable if ALL handlers are certified applicators.
For employees who handle any pesticide, the training program shall describe the materials (e.g. study guides, pamphlets, slides, PSIS), and information that will be provided and used to train employees.
Identify the person or firm that will provide the training. Maintain a copy of the training program while in use, and for two years after use.
The training must be pesticide specific, unless the subject matter of training covers a chemically similar group of pesticides. Training shall cover all the requirements of the code section.
- [] 8 Handler Training (3 CCR 6724 (b-e))
Not applicable if ALL handlers are certified applicators.
Train employees before they handle pesticides and annually thereafter, and update to cover new pesticides.
Employers must record the date and extent of training and the job assigned.
Records must be kept for two years.

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Respirator Protection Program

- [] 9 Written Training Program (3 CCR 6739(a),(p))

Review of Respirator Program Administrator qualifications.
Review written program for procedures for selecting, fitting, cleaning, sanitizing, inspecting, and maintaining respiratory protective equipment. Verify employee respirator training & employee program consultation. Program must be kept for three years after being amended.
- [] 10 Medical Evaluation (3 CCR 6739 (d))

Medical recommendation form signed by physician or health care professional for each employee wearing a respirator. Form must be substantially similar to form in subsection (s).
- [] 11 Fit Test Records (3 CCR 6739 (e),(p))

Fit test records must show: Name of employee, date & type of test, specific type of respirator, and test results.
- [] 12 Respirators Inspected (3 CCR 6739 (j)(1))

Routine use respirators inspected before each use.
Monthly inspections of stand-by or emergency use respirators and record recent inspections on the respirator or its storage container. Must be clearly marked & accessible to the work area.
- [] 13 Respirator Storage (3 CCR 6739 (h)(4))

Respirators are stored to protect from damage, contamination, dust, sunlight, and excessive temperature and moisture. Must be stored in manner to prevent respirator face piece deformation.
- [] 14 Voluntary Use Display (3 CCR 6739 (b)(2))

If appropriate, information listed in 6739(r) is displayed alongside the PSIS A-8 or N-8.
If employer supplies respirators other than the filtering face piece/dust mask variety, specific parts of the respirator program must also be in place (medical evaluation, cleaning/storage).

Medical Supervision Program - AG PCB ONLY (15-18)

- [] 15 Use Records Retained / 3 yrs (3 CCR 6728 (a))

Whenever employees use “Danger” or “Warning” organophosphates or carbamates in production agriculture, employers must keep records that identify the employee, the pesticide and the date of use. These records must be maintained for a period of three years.
- [] 16 Doctor Agreement Available / 3 yrs (3 CCR 6728 (b))

If employees “regularly handle” (more than 6 days in a 30 day period) organophosphates or carbamates, employer must have a written agreement stating that a physician has agreed to provide medical supervision for employees, this must include the names and addresses of the employer and the physician, as well as a statement that the physician possesses a copy of the "Medical Supervision of Pesticide Workers - Guidelines for Physicians. A copy of this agreement must also be given to the commissioner. This agreement to provide medical supervision and all recommendations must be maintained for three years.
- [] 17 Records / Test Results / 3 yrs (3 CCR 6728 (c))

If employees “regularly handle” (more than 6 days in a 30 day period) organophosphates or carbamates, employees must have established baseline red cell and plasma cholinesterase levels. Baseline values must be verified every two years. New employees are required to have cholinesterase tests within three working days following the conclusion of each of the first three 30-day periods. Testing interval shall be every 60 days for every employee. All test dates and recommendations must be maintained for three years.

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18 Medical Supervision Posting (3 CCR 6728 (c)(5))

If employees “regularly handle” (more than 6 days in a 30 day period) organophosphates or carbarnates, the name, address, and phone number of the Medical Supervisor must be posted.

The information must be posted in a prominent place at the headquarters and/or other location where employees start their work day.

19 FMP/PAS Requirements (FAC 12973)

If soil fumigants requiring a Fumigant Management Plan (FMP) were applied by your business in 2011 and later seasons, a complete copy of the FMP and Post-Application Summary (PAS) must be kept on file for two years.

If aluminum/magnesium phosphide was applied by your business and the label or permit conditions require a FMP, a copy of the FMP and related documents must be maintained for two years following application.

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Licensed Pest Control Business Records / Storage Inspection

Records - AG PCB ONLY (1-10)

[] 1 Business Licensed (FAC 11701)

Any business performing pest control for hire, or soliciting and advertising for pest control. A valid business license is issued by DPR.

Maintenance gardeners must have general maintenance contract (oral or written) for every property.\

[] 2 Business Registered in the County (FAC 11732)

Main (principal) offices and branches must register in each county where work is performed.

[] 3 Work Supervised by Qualified Person (FAC 11701.5)

Every principal (main) and branch location must have at least one person in a supervisory position that holds a QAL in the proper categories for the work being performed.

Maintenance Gardeners must hold a valid QAL or QAC in category "B" or "Q"

[] 4 Pilot(s) Hold a Valid Certificate (FAC 11901)

All pest control pilots have licenses issued by DPR.

[] 5 Pilot(s) registered in the County (FAC 11920)

Pilots must register in each county in which they work. Apprentice pilots must be supervised by a Journeyman pilot, and that supervision must be listed on the county registration.

[] 6 Written Recommendations Retained/ One Year (FAC 12004)

A written recommendation is required to be kept by the PCB for each application of a pesticide that requires a restricted material permit. The recommendations must be kept for one year following application.

[] 7 Valid Permits for Restricted Material (3 CCR 6412 & 6632)

Do you have a copy of the valid restricted material permit, and operate in accordance with the permit conditions?

[] 8 Application Completion Records / 2 Yrs (3 CCR 6619)

For production agriculture pesticide use, how are you providing notice to the property operators? Do the records contain the required information? Records of completion notices and the notification method must be kept for two years after application.

[] 9 Pesticide Use Records Kept/ Two Years (3 CCR 6624)

The records must include the date, name of the property operator, location of the property treated, crop, commodity or site treated, total area treated at the site, and the pesticide name and EPA number.

If the pesticide was applied to a production agriculture property, the records must ALSO contain the

location of the property by county, township, range, section, base or meridian; the time the job was completed, OIN/permit number of the property operator, site ID, planted acreage, and the name of who made and who was supervising the application.

Applications made to school sites have different record keeping requirements. Please see 6624(e) and 6625 for more details.

These records must be kept for two years.

[] 10 Pesticide Use Reports Submitted

Production Agriculture Monthly Pesticide Use Report (3 CCR 6626)

Are PCB-applied production agriculture use reports submitted within seven days after application?

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Monthly Summary Pesticide Use Report (3 CCR 6627)

For non-ag applications, is the use reported on the monthly summary form by the 10th of the month following the application?

Negative Pesticide Use Report (3 CCR 6628)

If no pesticides were applied in the county in a month, was a negative pesticide use report sent?

Records – STRUCTURAL PCB ONLY (11-18)

- [] 11 SPCB Monthly PUR Submitted (B&P Code 8505.17)
Structural pest control companies must submit monthly pesticide use reports to the CAC of the county where pesticides were applied by the 10th of the month following application, and submit negative use reports if no applications made.
- [] 12 SPCB County Registration (FAC 15204)
Have you registered, either in person (Branch 1 only) or by mail? Branch offices operating in the county must be listed on the registration form.
- [] 13 SPCB Registration with Structural Pest Control Board (16 CCR 8610)
Are you registered with the Structural Pest Control Board?
- [] 14 SPCB Qualified Branch Supervisor (16 CCR 8611)
If it is a branch office, is the branch supervisor an operator or field rep licensed by the Structural Pest Control Board?
- [] 15 SPCB Use Records Available (FAC15205)
Are your pesticide use records (such as training records, safety records, and application records) available for inspection?
- [] 16 SPCB Fumigation Log / 3 Years (16 CCR 1970(a))
Registered Branch 1 SPCBs must keep a log or report for each fumigation job for the past three years. Does it include: the name and address of all contractors, address of property, name of owner or agent, type of buildings as to details of roof and walls, cubic feet fumed, pest, kind of fumigant, warning agent and amount used, type of sealing method, weather conditions, time and date gas was introduced, name of licensee making final test, names of crew at fumigation & opening, time ready for occupancy, and the signature of licensed operator or field representative in charge.
- [] 17 SPCB Pesticide Use Records / Kept 3 Years (16 CCR 1970(b))
Registered Branch 2 or 3 SPCBs must keep records of non-fumigation applications for three years. The records must have the date of treatment, owner or agent's name, address of property, total area treated, target pests, pesticide and amount used, and the names of the applicators.
- [] 18 SPCB Notice to Occupants (B&P Code 8538)
Review the "Written Notice to Occupants" and make sure it meets the requirements of the code. How is the notice delivered?
For Branch 1 fumigations, verify that the notice as provided at least 48 hours prior to fumigation.

Pesticide Storage

- [] 19 Containers-Responsible Person/Locked Enclosure (3 CCR 6672 (b))
Pesticides and empty containers must be stored in a locked enclosure and control over containers maintained at all times.
- [] 20 Storage Posted, "Warning/Danger" (3 CCR 6674)

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If "DANGER" or "WARNING" pesticides are being stored, warning signs are required. Sign must state, in English & Spanish, the following:

DANGER

POISON STORAGE AREA

ALL UNAUTHORIZED PERSONS KEEP OUT

KEEP DOOR LOCKED WHEN NOT IN USE

Posting of vehicle utility boxes is not required unless the boxes are used as a fixed storage site.

21 Pesticide Containers Properly Labeled (3 CCR 6676)

Pesticide containers (except service containers) must have the registrant's label. This label requirement pertains to rinsed containers as well as those that contain pesticides.

All lids and closures are securely tightened (unless container has been triple rinsed)

22 Service Container Labeling (3 CCR 6678)

Must be identified when they are transported via public roads or stored. Exempt from requirement if used by a grower while on the property being treated.

23 Proper Containers (3 CCR 6680)

Improper storage containers include an empty coffee can, a soda bottle, or a plastic food storage container.

24 Containers Properly Rinsed (3 CCR 6684)

Containers must be rinsed at the time of use, unless the pesticide is formulated as "ready to use" or packaged in a 28-gallon container or greater.

25 Wellhead Protection (3 CCR 6609)

Pesticides shall not be stored within 100ft of a wellhead, unless protected in a manner to prevent irrigation water or rainfall from moving from storage from moving toward the wellhead