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		PROCESS Integrated Vegetation
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1. PURPOSE AND SCOPE


This defines the Santa Clara Valley Water District (Valley Water) policies and procedures for pesticide approval, purchasing, acquisition, handling, use, storage, transportation, disposal and reporting in a manner consistent with all of Valley Waters' permits, the California Environmental Quality Act (CEQA), and the California Department of Pesticide Regulation (DPR). These policies and procedures do not replace the need for regulatory permits and only apply to Valley Water work activities once these permits are in place.

These policies and procedures apply to all Valley Water-owned or operated facilities and staff, contractors, permittees, and suppliers. Valley Water's goal is to minimize the environmental risk and exposure resulting from its pesticide use by employing Best Management Practices (BMPs) and alternatives to their use to the maximum extent practicable and to facilitate the safe use of pesticide by qualified staff and contractors.

2. POLICY

1. Only pesticides included on W-751-175 Pesticides Products Approved for Valley Water Use (Product List) are allowed to be used, in the appropriate categories for product application on Valley Water facilities.
 - 1.1. Valley Water staff are prohibited from purchasing over the counter pesticides.
 - 1.2. The product list will be updated, as needed, by the Pesticide Review Team to ensure compliance with these practices.
 - 1.3. All pesticide products not on the approved list that are desired to be used on Valley Water facilities (by employees, contractors, or permittees) will need first to be reviewed and approved by the Pesticide Review Team (PRT) prior to their use in accordance with Section 8 of this document and be verified as being in accordance with any relevant regulatory agency review.
2. State-certified Qualified Applicator (see definition in Section 4) with the appropriate current certification categories must be onsite for entire application of all pesticides.
3. Products listed on DPR's "(a)" list of known groundwater contaminants will not be used. Detailed information on DPR regulations can be found on their web site at <http://www.cdpr.ca.gov/docs/legbills/calcode/040101.htm#a6800>

Only Category III and IV pesticides will be used for projects.
4. To minimize the use of pesticides in the workplace, pesticides derived from non-toxic natural ingredients should be used as repellants when appropriate.
5. Insecticides are used after other methods, such as prevention or natural nontoxic control methods, have been shown to be ineffective in similar situations. Where use is needed, the product with the lowest toxicity is used in accordance with the manufacturer's label.
6. Herbicides are used only when alternatives such as mowing, hand removal or grazing have been shown to be ineffective or inefficient to meet the needs and requirements of this program.
 - 6.1. No herbicide shall be used by Valley Water staff without a written recommendation from a Pest Control Advisor in accordance with DPR www.cdpr.ca.gov

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7. Pesticides containing the following are prohibited without exception:
 - 7.1. Copper based products on or around any body of water,
 - 7.2. Organophosphate or Carbamate products,
 - 7.3. Diamides (chlorantraniliprole and cyantraniliprole),
 - 7.4. Diuron,
 - 7.5. Indoxacarb,
 - 7.6. Pyrethroids (e.g., metofluthrin, bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambda-cyhalothrin, and permethrin)
 - 7.7. Neonicotinoids (e.g., imidacloprid, acetamiprid, and dinotefuran).


3. REFERENCE DOCUMENTS

External Reference Documents

REFERENCE DOCUMENT	DOCUMENT LOCATION(S)
State Department of Pesticide Regulation (DPR)	www.cdpr.ca.gov http://www.cdpr.ca.gov/docs/dept/quicklinks/compliance/lawsregs.htm
State Department of Pesticide Regulation (DPR) - pesticides that are known to cause groundwater contamination	http://www.cdpr.ca.gov/docs/legbills/calcode/040101.htm#a6800
California Food and Agricultural Code for Non-Production Agricultural Use	https://www.cdpr.ca.gov/docs/enforce/compend/vol_2/food_ag_codes.htm
State Department of Fish and Game Code relative to stream alterations	https://wildlife.ca.gov/Conservation/Environmental-Review/LSA
Environmental Protection Agency regulations	https://www.epa.gov/laws-regulations https://www.epa.gov/pesticide-worker-safety/pesticide-container-and-containment-regulations-glance
Spill Cleanup on The Pesticide Environmental Stewardship (PES) website supported by Center for Integrated Pest Management	http://pesticidestewardship.org/spill/Pages/SpillCleanup.aspx

Internal Reference Documents

REFERENCE DOCUMENT	DOCUMENT LOCATION(S)
Q-520-D01 Environmental Planning	Valley Water QEMS
Q-741-004 Procurement of General Services	Valley Water QEMS
W-830-041 HAZMAT Emergency Response Notification Instructions	Valley Water QEMS
W-751-037 Best Management Practices (BMP) Handbook	Valley Water QEMS
W640D07 Contractor Safety Program	Valley Water QEMS
W640D36 Chemical Purchasing	Valley Water QEMS
W640D23 Personal Protective Equipment	Valley Water QEMS
W-751-175 Pesticides Products Approved for Valley Water Use	Valley Water QEMS

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REFERENCE DOCUMENT	DOCUMENT LOCATION(S)
F751D01 Pest Control Recommendation & Spray Operators Report	Valley Water QEMS
Q-751-019 Field Operations Work Order Process	Valley Water QEMS
Q-751-021 Review of Community Projects	Valley Water QEMS
Pesticide Safety Training Record	Process Owner Files
SMP BMPs (Modified by Permit Conditions)	
Statewide General National Pollutant Discharge Elimination System (NPDES) Permit for Residual Aquatic Pesticide Discharges to Waters of the United States from Algae and Aquatic Weed Control Applications. Water Quality Order No. 2013-0002-DWQ & General Permit #CAG990005	
San Francisco Bay Region Municipal Regional Stormwater NPDES Permit	

4. DEFINITIONS

Department of Pesticide Regulation (DPR) – is the State of California agency that regulates and registers products and issues certifications to persons who have fulfilled the educational requirements and passed category-specific standardized tests. Its mission is to protect human health and the environment by regulating pesticide sales and use, and by fostering reduced-risk pest management. <https://www.cdpr.ca.gov/docs/pressrls/dprguide/dprguide.pdf>


Designee – Individual assigned by Unit Manager to act in their stead for the purpose of carrying out this policy.

Integrated Pest Management – Integrated pest management (IPM), is a process that is used at Valley Water to solve pest problems through a combination of techniques such as biological control, cultural controls, mechanical and physical controls, and chemical control while minimizing risks to people and the environment. IPM is practiced at Valley Water to manage a variety of pests such as algae, weeds, insects, and rodents.

Permitting – The process to acquire regulatory permits from state and federal agencies that have legal jurisdiction with the application of pesticides. Permitting and receiving permits allows Valley Water to legally apply pesticides per the directives in the permits. An environmental planner needs to be engaged to discuss the potential permitting issues and CEQA coverage.

Pest Control Advisor (PCA) – As defined by DPR, the Pest Control Advisor is an individual who meets the minimum educational requirements to qualify for examination and who passes the State examination in the categories relative to the area of pesticide work for which they will be making written recommendations for pesticide use. Categories relative to this policy include Insect, Mites and Other Invertebrates, Vertebrate Pests and Weeds. The licensed Pest Control Advisor is the authority making written recommendations for pesticide use. External reporting for categories beyond E, Weeds is completed by the contractor completing said application.

Pest Control Operator (PCO) – The Pest Control Operator possesses a valid Qualified Applicator License from the State of California, supervises the pesticide application made by a licensed pest control business, and is responsible for the safe and legal operation of that business relative to pesticide use.

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Pesticide – A product formulated specifically for the purpose of controlling pests. The generic term “pesticide” refers to a broad spectrum of products, including herbicides, insecticides, algacides, rodenticides, etc. The following pesticides may be used by Valley Water:

- **Algacides** – Algae control in percolation ponds.
- **Herbicides** – Control of weeds and undesirable vegetation to minimize fire hazards, control invasive species, maintains flow conveyance of waterways, maintain access to Valley Water facilities and complies with State and Federal requirements.
- **Insecticides** – Control of insects in and around Valley Water buildings or worksites, or in the case of a serious pest outbreak.
- **Rodenticides** – Control of nuisance vertebrates in and around Valley Water buildings or worksites, or in the case of a serious pest outbreak.

Pesticide Review Team (PRT) – A nine-member committee consisting of the following functional roles: Valley Water PCA, Integrated Vegetation Manager, Environmental Health & Safety Specialist, Biologists, Senior Chemist, Capital Improvement Liaison, Water Utility Enterprise Field Operations Administrator and Facilities Maintenance Administrator. Decisions from the group require a majority present.

Product Label – Pesticide product labels provide critical information about how to safely and legally handle and use pesticide products. A key function of the pesticide product label is to manage the potential risks from pesticides. The label contains much of the same information found in the SDS.


Product List – W-751-175 Pesticides Products Approved for Valley Water Use by Pesticide Review Team.

Qualified Applicator – As defined by the State of California is an individual who has passed the State examination for application of various pesticide products and is certified to do so. A Qualified Applicator must be certified/licensed in the appropriate certification categories to perform the pesticide application. Categories relative to this policy include 1) Landscape Maintenance, 2) Right-of-Way, 3) Aquatic, 4) Residential, Industrial and Institutional.

Safety Data Sheet (SDS) – is a globally agreed upon standardized document generated for substances to outline information regarding 1) identification of the substance or mixture and of the company responsible for its generation; 2) hazards identification; 3) composition of ingredients; 4) first aid measures; 5) firefighting measures; 6) accidental release measures and environmental precautions; 7) handling and storage; 8) exposure controls/parameters and personal protection; 9) physical and chemical properties; 10) stability and reactivity; 11) toxicological information; 12) ecological information; 13) disposal considerations; 14) transport information; 15) regulatory information; 16) other information, such as date of revision.

Toxicity

– The Environmental Protection Agency (EPA) and the DPR define pesticides in the following categories:

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- **Category I** – Highest pesticide toxicity or poses specific health hazards such as a severe eye hazard.
 - Signal Word(s) – ***Danger/Poison; Skull & Crossbones***
- **Category II** – Moderate toxicity pesticides 1-10 times less toxic than Category I.
 - Signal Word – ***Warning***
- **Categories III and IV** – Least toxic, 1-10 times less toxic than Category II, and Category IV is considered practically non-toxic.
 - Signal Word – ***Caution***

– Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard has created global benchmarks to facilitate consistency in designation of hazards in pesticides and across manufacturers and countries. Pesticides remain under the jurisdiction of the EPA.

- More severe health hazard
 - Signal Word(s) – ***Danger; Torso - carcinogen; Skull & Crossbones – Fatal or toxic***
- Less severe health hazard
 - Signal Word(s) – ***Warning; Harmful - respiratory, skin, eye irritant, narcotic effect.***

5. ROLES AND RESPONSIBILITIES


Valley Water's Agricultural Pest Control Adviser (PCA) – Is responsible for coordinating, reviewing, tracking, documenting, and reporting vegetation control practices at Valley Water, specifically when herbicides are involved. Additionally, the PCA provides updates on policy changes and modifications to all Valley Water staff. The PCA works with the Watersheds Environmental Health and Safety Specialist on the aspects of employee training. This role is filled by the Integrated Vegetation Manager and the Vegetation Program Specialist IIs in the Vegetation Field Operations Unit.

Pesticide Policy Process Owner – Is responsible for resolving any issues with related pesticide use that could not be resolved by working with the PRT and Management. This role is filled by the Integrated Vegetation Manager or designee.

Pesticide Review Team (PRT) – The purpose of this operational team is to oversee compliance to the pesticide program. The team will also be responsible for meeting on an as needed basis to determine the following:

- Evaluating Valley Water's pesticide use of the least toxic product possible
- All necessary pesticide tracking, and reporting will be the responsibility of the Unit Manager or their designee.
- Revision, as needed, of the Pesticides Products Approved for Valley Water Use list.
- Responding to issues relative to the use of pesticides.
- Recommending changes to the pesticide program including training and procedures.
- Reviewing, evaluating, and approving the use of new products including those to be used by contractors and permittees. These approvals do not override the legal requirements for CEQA compliance.
- Researching alternatives to pesticides using staff and consultant services.

Unit Manager of Units with Oversight of the Use of Pesticides – these units include but are not limited to: Vegetation Field Operations, Facilities Management, Environmental Mitigation & Monitoring, Water Utility Enterprise, and Valley Water-wide Capital Improvement Units.

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- Provide training on pesticide use, SDS labeling, and BMPs relating to pesticide use.
- Maintaining original training records in accordance with Valley Water Record Retention Policy.
- All necessary pesticide tracking, and reporting will be the responsibility of the Unit Manager or their designee.

Unit Manager with Oversight of Pesticide Contractors – these units include but are not limited to: Vegetation Field Operations, Facilities Management, Environmental Mitigation & Monitoring, Water Utility Enterprise, and Valley Water-wide Capital Improvement Units.

- Ensuring that any contracts involving pesticides comply with this document and contain all project specific requests, restrictions, and BMPs for limitation on pesticide use prior to signing contract.
- Ensuring that any contractors using pesticides have immediate oversight by a State-Certified Qualified Applicator.
- Oversight of the pesticide contractor from the time the contract is in effect to the end of the contract service.
- Training contractors on Valley Water BMPs, Valley Water's Quality and Environmental Management System including Policy and aspects, Pesticide Policy (this document), and W-751-175 Pesticide Products Approved for Valley Water Use.
- Acquiring the appropriate approvals, permits, environmental reviews, biological surveys, and clearances before beginning work.

Qualified Applicator* – Is responsible for:


- Being certified/licensed by the State of California with the appropriate certification categories (see Definitions, Section 4).
- Annual training of District BMPs, Pesticide Policy (this document), and W-751-175 Pesticide Products Approved for Valley Water Use.
- Must be onsite for entire application "immediate oversight" of all pesticide use.
- Responsible for the storage, handling, transportation, labeling, disposal, and clean-up of spills per DPR, Valley Water standards, and Hazardous Materials regulations.
- Posting on the project site and notifying the appropriate parties of the pesticide use.
- Completing a Spray Operators Report (F751D01) or equivalent on Maximo work order daily for each pesticide application and then submitting to the appropriate review body by the applicable due dates.

*The following classifications in Unit 295 are required to be Qualified Applicators for herbicides:

- Maintenance Worker Series (MW I, II, III, Senior)
- Field Construction Supervisors
- Vegetation Program Specialists I, II
- Integrated Vegetation Manager

Integrated Vegetation Manager –

- Is the Pesticide Policy Process Owner.
- May serve as a subject matter expert for resolving any issues with pesticide use that could not be resolved by working with the PRT and Management.
- Is responsible for monthly herbicide reporting to the County Agricultural Commissioner.

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6. REQUIREMENTS

6.1 ISO Requirements

- **ISO 9001 Quality Management System Requirements**
 - 7.5.1 Control of Production and Service Provision
- **ISO 14001 Environmental Management System**
 - 4.4.6 Operational Control

6.2 Other Requirements

- California Environmental Quality Act (CEQA) and other applicable Federal and State Regulations.
- Board Governance Policies and Executive Limitations.
- Best Management Practices of the various environmental documents covering Valley Water's work on streams, water utility facilities, buildings, and grounds.

7. MONITORING AND MEASUREMENT

The Pesticide Review Team will review and report on this process annually as needed.

8. PROCEDURE

ACTION STATEMENT & ROLE	DETAILS (DESCRIBE STEPS)	QUALITY RECORDS (OUTPUT FROM STEP)
(1) Review of Pesticide Use (Pesticide Review Team)	<ul style="list-style-type: none"> • The PRT will meet as needed to: <ul style="list-style-type: none"> ○ Evaluate Valley Water's pesticide use. ○ Revise, as needed, the W-751-175 Pesticide Products Approved for Valley Water Use list. ○ Respond to requests to add pesticides to W-751-175 Pesticide Products Approved for Valley Water Use list. ○ Respond to issues related to the use of pesticides. ○ Recommend changes to the pesticide program including training and procedures. ○ Review, evaluate, and approve the use of new products including those to be used by contractors and permittees. ○ Research alternatives to pesticides. • W-751-175 Pesticide Products Approved for Valley Water Use will be released in accordance with Q-423-008 Valley Water Controlled Document Procedure <ul style="list-style-type: none"> ○ Release announcement will be sent to all Valley Water Staff. 	W-751-175 Pesticide Products Approved for Valley Water Use



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ACTION STATEMENT & ROLE	DETAILS (DESCRIBE STEPS)	QUALITY RECORDS (OUTPUT FROM STEP)
(2) Purchase of Pesticides (Valley Water Staff)	<ul style="list-style-type: none"> • Valley Water Staff are prohibited from purchasing pesticides over the counter, as these are designated for home use only • See W-751-175 Pesticide Products Approved for Valley Water Use for acquiring pesticides • If a pesticide is not listed on W-751-175 Pesticide Products Approved for Valley Water Use, a request may be made to the PRT <ul style="list-style-type: none"> ○ Send the request through Maximo Service requests to PCA, including the product label and the SDS. ○ PCA will review the request and forward to PRT. ○ Requestor will be notified of decision. 	Request using Maximo Service Requests
(3) Certification Requirements for Using Pesticides (Valley Water Staff, Contractors, Permittees)	<ul style="list-style-type: none"> • All applicable Valley Water staff, contractors, and permittees shall provide proof of State Certification performing pesticide applications. • As defined by the State of California, State-certified Qualified Applicator is an individual who has passed the State examination for application of various pesticide categories and is certified to do so. • Any pesticide use by Valley Water Staff, contractors, or permittees in the course of Valley Water business must be done with immediate oversight by a State-certified Qualified Applicator with the appropriate certification categories. <ul style="list-style-type: none"> ○ Only pesticides listed on W-751-175 Pesticide Products Approved for Valley Water Use list can be used. 	Contractors and Permittee Proof of State Certification
(4) Pesticide Use with Permits, Agreements, or Licenses (Community Review Projects Unit (CPRU))	<ul style="list-style-type: none"> • Permits, agreements, and licenses will be issued by CPRU in accordance with Q-751-021 Review of Community Projects. CPRU will work with Vegetation Field Operations Unit or appropriate authority on any pesticide request. <ul style="list-style-type: none"> ○ Any pesticide use by Valley Water Staff, contractors, or permittees in the course of Valley Water business must be done with immediate oversight by a State-certified Qualified Applicator with the appropriate certification categories. <ul style="list-style-type: none"> • Only pesticides listed on W-751-175 Pesticide Products Approved for Valley Water Use list can be used. • If a pesticide is not listed on W-751-175 Pesticide Products Approved for Valley Water Use, CPRU can make a request to add the product to the PRT by sending the request to the PCA using Maximo Service requests. 	



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ACTION STATEMENT & ROLE	DETAILS (DESCRIBE STEPS)	QUALITY RECORDS (OUTPUT FROM STEP)
<p>(5) Training Requirements for Using Pesticides</p> <p>(Unit Managers of units who use or oversee the use of Pesticides)</p>	<ul style="list-style-type: none"> • All Unit Managers (or designee) of units who use or oversee the use of pesticides will provide trainings on pesticide, SDS labeling, and BMPs for any staff that use or oversee the use of pesticide in the course of their duties. <ul style="list-style-type: none"> ○ Optionally, Unit Managers can contact Process Owner for training or alternatives. • The training shall include: <ul style="list-style-type: none"> ○ Review of laws and regulations. ○ Updates on new products. ○ Pesticide Policy (this document). ○ W-751-175 Pesticide Products Approved for Valley Water Use. ○ Review of proper procedures for use and handling. ○ Review of W640D23 Personal Protective Equipment. ○ Review of impacts of pesticides on the environment. ○ Label/SDS training – Proper reading and use. ○ Impacts of pesticides on the environment. ○ Updates on project-specific operating procedures and BMPs. ○ Proper emergency response procedure for accidental ingesting or spilling of pesticides. • The Unit Manager or designee providing the training is responsible for maintaining the original training records. 	<p>Staff Training Records</p>
<p>(6) Contractor Pesticide Use (i.e., landscape maintenance, animal damage management, Capital Improvement Projects)</p> <p>(Unit Manager requesting contracting services)</p>	<ul style="list-style-type: none"> • The selection of contractors who use pesticides in the course of the contract will be in accordance with Q-741-004 Procurement of General Services, W640D07 Contractor Safety Program, and this document. • RFP package includes the requirement that only State-certified Qualified Applicator with the appropriate current certification categories will provide immediate oversight for application of all pesticides. • Per Q-741-004 Procurement of General Services, Procurement will verify the contractor is a State-certified Qualified Applicator with the appropriate current certification categories will provide immediate oversight for application of all pesticides to be used within the contract. • Unit Manager requesting the pesticide contracting services is responsible for: <ul style="list-style-type: none"> ○ Oversight of the contract from the time the contract is in effect to the end of the contract service. ○ Training the contractor on: <ul style="list-style-type: none"> • Valley Water's environmental policy, Quality and Environmental Management System, and the environmental aspects of the activities. 	<p>Contractor Training Records</p>



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	<ul style="list-style-type: none"> • Valley Water BMPs. • Pesticide Policy (this document). • W-751-175 Pesticide Products Approved for Valley Water Use. • Safety training, see W640D07 Contractor Safety Program. ○ Acquiring the appropriate approvals, permits, any environmental reviews, biological surveys, written pesticide recommendation from the contractor's PCA in accordance with DPR, and clearances before beginning work. ○ Providing an after-use report with the exact pesticides used and amounts back the Integrated Vegetation Manager as needed or as requested. This may be necessary for tracking Valley Water pesticide use. 	
<p>(7) Processing Pesticide Use Recommendations for Internal Use</p> <p>(Pest Control Adviser (PCA))</p>	<ul style="list-style-type: none"> • Staff pesticide requests are initiated, entered, and tracked in Maximo in accordance with Q-751-019 Field Operations Work Order Process. • The request will be evaluated for: <ul style="list-style-type: none"> ○ Any questions or issues will be resolved by the Pesticide Review Team. ○ Environmental clearances and permits must be obtained, as required. ○ Biological Survey and clearance must be obtained before proceeding with application of pesticides, when required by permit or regulation. ○ BMPs must be followed. • A proposed use is evaluated based on: <ul style="list-style-type: none"> ○ Regulatory restrictions including CEQA and BMPs. ○ Anticipated effectiveness of the proposed methods. ○ Public health aspects. ○ Long- and short-term environmental impacts. ○ Financial cost. ○ Consistency with other Valley Water policies. • All herbicide used by Valley Water staff require a written recommendation from the PCA in accordance with DPR www.cdpr.ca.gov • PCA develops a written Pest Control Recommendation and Spray Operators Report (F751D01) for use in accordance with requirements of the California Food and Agricultural Code and forwards the request and recommendation to the Qualified Applicator. • The Qualified Applicator reviews the request and recommendation, completes the work and documents the pesticide quantities used. 	<p>F751D01 Pest Control Recommendation & Spray Operators Report</p>



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ACTION STATEMENT & ROLE	DETAILS (DESCRIBE STEPS)	QUALITY RECORDS (OUTPUT FROM STEP)
<p>(8) Handling, Labeling, Storage, Disposal, Transportation, and Spills of Pesticides</p> <p>(Qualified Applicator)</p>	<ul style="list-style-type: none"> • Handling. Mixing and loading should never be done without a full understanding of the pesticide label and with the use of all recommended personal protective equipment (PPEs-See W640D23 Personal Protective Equipment). The label will identify the dangers involved and the precautions to follow, may indicate the signs and symptoms of poisoning and recommend first aid practices, should one be exposed to the product. <ul style="list-style-type: none"> ○ Pesticide handling includes the following activities: <ul style="list-style-type: none"> • Mixing, loading transferring, applying, or assisting with an application of pesticides, • Servicing, repairing, or handling contaminated equipment. • Labeling. Containers containing pesticides will be labeled according to DPR www.cdpr.ca.gov Label resources: CDMS https://www.cdms.net/ Agworld DBX https://www.greenbook.net/greenbook Environmental Protection Agency https://www.epa.gov/pesticide-labels/introduction-pesticide-labels ○ Each pesticide service container must be labeled with <ol style="list-style-type: none"> 1. Pesticide name 2. Signal word 3. Who the container belongs to (Valley Water staff contact information) • Storage. Pesticides must be stored according to the properties set forth in the SDS. See https://www.epa.gov/pesticide-worker-safety/requirements-pesticide-storage This includes: <ul style="list-style-type: none"> ○ Pesticides must be stored in labeled containers. ○ Pesticides should be stored in a designated storage room that has secondary containment on earthquake secured shelves. ○ Pesticides should not be stored in a location that would expose them to direct sunlight. • Disposal of unused pesticides and associated containers will be handled in compliance with hazardous waste regulations 	



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ACTION STATEMENT & ROLE	DETAILS (DESCRIBE STEPS)	QUALITY RECORDS (OUTPUT FROM STEP)
	<ul style="list-style-type: none"> ○ Transportation of Pesticides. <ul style="list-style-type: none"> ○ Never carry pesticides in the passenger compartment of any vehicle. ○ All pesticides containers should be secured in the cargo area of the vehicle. ○ Do not leave pesticides unattended in a vehicle unless they are inside a locked compartment. ○ A current inventory of all pesticides, along with SDSs for each pesticide to be transported, should be available. ○ Spills. Any spilled pesticide will be cleaned up in accordance with Spill Cleanup on The Pesticide Environmental Stewardship (PES) website supported by Center for Integrated Pest Management (http://pesticidestewardship.org/spill/Pages/SpillCleanup.aspx) and W-830-041 HAZMAT Emergency Response Notification Instructions. 	




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 PROCESS: Integrated Vegetation
 OWNER: Manager

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ACTION STATEMENT & ROLE	DETAILS (DESCRIBE STEPS)	QUALITY RECORDS (OUTPUT FROM STEP)
<p>(9) Posting, Notification, and Application of Pesticides</p> <p>(Qualified Applicator)</p>	<ul style="list-style-type: none"> • Posting of areas where pesticides are used shall be performed in compliance with this policy as follows: <ul style="list-style-type: none"> • Posting shall be performed in compliance with the label requirements of the product being applied. • In addition, Valley Water shall provide posting for any products applied in areas used by the public for recreational purposes, or those areas readily accessible to the public, regardless of whether the label requires such notification. In doing this, Valley Water ensures that exposure risk is minimized by adopting practices that go beyond the product label requirements. • Sign postings shall include the date and time of application, the product's active ingredients, common name, and the time of allowable re-entry into the treated area. A Valley Water staff contact phone number shall be posted on the sign. • Signs shall not be removed until after the end of the specified re-entry interval. • Right-to-know literature on the product shall be made available upon request to anyone in the area of the application. • Valley Water maintains records of neighbors with specific needs relative to notification prior to treatment of an adjacent area to ensure such needs are accommodated. These records are maintained in Maximo with the pest control recommendation. • A Spray Operators Report (F751D01) or equivalent on Maximo work order daily shall be completed for each pesticide application performed by Valley Water staff. This report shall include: <ul style="list-style-type: none"> • Pesticide common name and active ingredient. • Method of application. • Dilution rate, if applicable. • Total amount of product applied, plus the total amount of diluted material. • For outdoor applications, weather conditions, including temperature and wind speed. • Specific pests controlled with each application. • Contractors are responsible for submitting their monthly use report to the County Agricultural Commissioner in accordance with the State Certification requirements. 	<p>Pest Control Recommendation & Spray Operators Report</p>
<p>(10) Reporting</p> <p>(Integrated Vegetation Manager or Designee)</p>	<ul style="list-style-type: none"> • A report will be run monthly from Maximo listing the total amount of products used for internal vegetation control including the common name. 	<p>Maximo Report</p>

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ACTION STATEMENT & ROLE	DETAILS (DESCRIBE STEPS)	QUALITY RECORDS (OUTPUT FROM STEP)
	<ul style="list-style-type: none"> This listing will be submitted to the County Agricultural Commissioner no later than the 10th day of each month. Unit Manager of units overseeing contractor pesticide use maybe required to provide documentation of pesticide use. 	Report sent to County Agricultural Commissioner

9. QUALITY RECORDS

QUALITY RECORD	LOCATION KEPT	FILING ORDER	RECORDS RETENTION SCHEDULE SERIES No.	COMMENTS
Pesticide Products Approved for Valley Water Use List	District Document Control	Document ID	RS-0226	
Maximo Database Record (including reports)	Network Server	Work Order Number	RS-0052	
Pest Control Recommendation & Report	Work Order	Facility Number & Date	RS-0221	
Report sent to County Agricultural Commissioner	Process Owner Files	Date	RS-0026	
Original Training Records	Process Owner Files	Date	RS-0076	

10. CHANGE HISTORY

Date	Revision	Comments
02/10/10	A	Initial release into QEMS, effective 1/27/10. Supersedes Administrative Policy and Procedure Ad-8.2 Pesticide Use. This document was sent to be reviewed by: Bill Smith; Geoffrey Weigand; David Matthews; Marc Klemencic; Liang Lee; Mike Martin; Debra Caldon; Mike Cresap; Melanie Richardson (Maryann O'Brien); Ann Draper; Chris Elias; Jim Fiedler; Michael Hamer; Frank Maitiski; and Neddal Ali-Adeeb.
04/29/11	B	Major rewrite of document. Document was sent for the first stakeholder review in September 2010 and a second stakeholder review in December 2010. Comments were provided by Michael Sanchez; Jennifer Castillo; David Dunlap; Joe Chavez; Jim Crowley; Jamie McLeod; David Matthews; Bill Smith; Kenneth McKenzie; John Chapman, Sunny Williams, Lisa Porcella, and Nina Merrill. A meeting with held with Larry Lopez, Geoffrey Weigand, Mike Cresap; and Tom Spada to collect comments. Stakeholder comments have been responded to and incorporated into the document where appropriate.
09/21/11	C	Minor editorial changes: incorporated W640D23 Personal Protective Equipment in Procedure Steps 5 and 9 and added a link to Spill Cleanup.
09/13/12	D	Minor editorial changes: added definition of IPM, corrections of spelling and language.
12/23/15	D	Minor editorial change: clarified roles and responsibilities of classifications in Unit 295 and requirements for Licensing and Certifications in the Unit
11/17/17	D	Changed document ownership from Mark Wander to Jennifer Codianne.
03/30/23	E	Extensive language updates and inclusions. Updated workflow process with respect to contractors, Pest Control Advisors and managers that oversee pesticide use.

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Date	Revision	Comments
		Updated outdated internet links and references to other controlled documents. Added functional team members to the Pesticide Review Team to include Capital Improvement Projects, Water Utility and Environmental Mitigation and Monitoring. Other changes include removal of redundancies and general standardization of fonts.

- 11. ADDENDA**
None