



Pesticide Handling & Use Policy

Rev. April 2024

TABLE OF CONTENTS

I. PURPOSE	3
II. POLICY	3
III. SCOPE AND CONDITIONS	3
IV. DEFINITIONS	4
V. PESTICIDE USE	4
GENERAL.....	4
SPECIFIC	5
PESTICIDE TRAINING	5
TRAINING REQUIREMENTS	5
PERSONAL PROTECTIVE EQUIPMENT.....	6
DOCUMENTS REQUIRED WHILE APPLYING PESTICIDES	6
REPORTING OF PESTICIDE USE.....	6
POSTING OF APPLICATION SITES	6
STORAGE AND DISPOSAL.....	6
VI. RESPONSIBILITY	7
DEPARTMENT HEADS, MANAGERS, AND SUPERVISORS	7
HR/RISK MANAGEMENT	7
VII. RECORDKEEPING	7

I. PURPOSE

The purpose of this policy is to provide City of Redlands employees and contractors with an overview of pesticide handling & use principles and specific policy-based direction for implementation. It is expected that this policy will ensure that all City operations and contracted services that manage pests or vegetation on City property do so in a safe manner while addressing public health, environmental safety, and economic and aesthetic requirements. The policy is in accordance with California Code of Regulations, Title 3, Division 6 (Pesticides and Pest Control Operations).

The goals of this policy are to:

1. Create awareness among City staff for pesticide handling & use techniques and environmental stewardship.
2. Provide a means of educating all City departments to practice the most appropriate approach to managing pests on City property.
3. Reduce and/or eliminate pesticides that pose known significant human or animal health, and/or environmental risks.
4. Establish a program where pesticides categorized as toxic or persistent are used only when a pest is deemed a threat to public health, environmental safety, or to prevent economic damage (emergency or exception) and only after other alternatives have been attempted and are ineffective. If pesticides are used, guidelines will be provided on safe storage, handling, use, and application.
5. Promote the use of non-hazardous or reduced risk alternatives that are protective of human and animal health and the environment.

II. POLICY

While carrying out pesticide operations, the City shall focus on long-term prevention or suppression of pest problems with minimum negative impact on human health, non-target organisms, and the environment. To this end, preference shall be given to reasonably available non-pesticide alternatives when considering the use of pesticides on City property.

When possible, City staff must employ non-chemical management tactics first. Chemicals are to be used only in accordance with the development of a site-specific plan and shall be selected according to specific areas that are to be treated.

Pesticides are to be applied by, or under the supervision of, a qualified applicator that has been trained in application methods, techniques, safety precautions, pest biology, proper use of personal protective equipment, appropriate storage and handling, environmental concerns, and employee rights regarding pesticide use.

III. SCOPE AND CONDITIONS

This policy and procedure apply to all City department staff and hired contractors that use pesticides in any way. All contractors involved in pest management are to comply with the

procedures listed above through coordination with the City staff person coordinating or supervising the contract.

IV. DEFINITIONS

- A. **DPR-** Department of Pesticide Regulations for the State of California's Environmental Protection Agency. DPR, in partnership with Federal EPA and County Department of Agriculture, oversees all issues regarding the registration, licensing and enforcement of laws and regulations pertaining to pesticides.
- B. **EPA-** the United States Environmental Protection Agency.
- C. **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.
- D. **QAC-** Qualified Applicators Certificate is a certified applicator of pesticides according to California Code of Regulations, Title 3, Article 3. Applications may include residential, industrial, institutional, landscape, and rights-of-way sites.

V. PESTICIDE USE

Pesticides will only be used in those authorized situations where other alternative methods have proven not to be effective or feasible.

The following general and specific practices shall be followed:

GENERAL

- A. When used, those pesticides with the least toxicity to humans and the environment shall be applied. No Category 1 pesticides shall be used within city limits except with the specific pre-authorization of the City department directors or designee to protect the health or safety of the public.
- B. Prior approval of a manager/supervisor, or their designee, is required for all applications.
- C. Applications shall be performed by or under the supervision of a qualified applicator to avoid any hazard to any person or animal in the area or adjacent areas, and to avoid any property damage.
- D. Application(s) shall be made to time the treatment to a weed's most susceptible stage.
- E. Care shall be observed not to damage any other plants, especially when applying a non-selective herbicide.
- F. Spraying shall be confined to target species and drift should be avoided.

SPECIFIC

- A. No pesticides are to be applied in any designated playground areas unless conditions call for control of a hazardous or noxious pest. In this case, the area would be closed until reentry is deemed safe by a qualified person.
- B. No pesticides shall be sprayed when weather conditions are:
 - 1. In excess of 10 mile per hour winds;
 - 2. Damp or foggy;
 - 3. Rainy; and/or
 - 4. Extremely cold or hot.

PESTICIDE TRAINING

- A. Any person applying pesticides must have pesticide safety training prior to the use of each pesticide, regardless of toxicity. Training must be provided annually. A record must be made of each employee applying pesticides, and evidence of training certified by a qualified trainer/supervisor. Copies of the record form will be kept by the employee and the HR/Risk Management Department and be available to local and state officials upon request.

TRAINING REQUIREMENTS

- A. Training must be performed by a qualified person and cover the following for each pesticide handled:
 - 1. Information on pesticide labels concerning human health effects.
 - 2. Hazards of the pesticide, including acute and long-term effects.
 - 3. Pesticide poisoning symptoms and routes pesticides can enter the body.
 - 4. Emergency first aid and how to get emergency medical care.
 - 5. Routine and emergency decontamination procedures.
 - 6. Need for, limitations, use, and cleaning of personal protective equipment (PPE).
 - 7. Prevention of and recognition to provide first aid for heat-related illnesses.
 - 8. Safe procedures for handling pesticides, including engineering controls.
 - 9. Environmental concerns, such as drift and runoff
 - 10. Warnings against taking pesticides home.
 - 11. Regulatory requirements, including Material Safety Data Sheets (MSDS) and Pesticide Safety Information Series (PSIS).
 - 12. Purpose and requirements of medical supervision, when applicable.
 - 13. Location of hazard communication information.
 - 14. Employee rights.

PERSONAL PROTECTIVE EQUIPMENT

- A. The City will provide personal protective clothing and equipment to City personnel engaged in the application of pesticides on City property as stated on the manufacturer's

label. Contractors are required to provide their own PPE and are expected to comply with the City's program.

DOCUMENTS REQUIRED WHILE APPLYING PESTICIDES

- A. Any person applying a pesticide on City property must have in their possession the following documents:
 - 1. Pest control recommendation;
 - 2. Pesticide label;
 - 3. Pesticide SDS; and
 - 4. Medical Emergency Contact Information.

REPORTING OF PESTICIDE USE

- A. At the end of each month, the supervisor assigned to the crew will complete a Monthly Chemical Use Report (Attachment A) and return it to the HR/Risk Management Department. The City must then complete and return a Monthly Summary Pesticide Use Report (Attachment B) to the San Bernardino County Agricultural Commissioner's Office by the tenth of each month.

POSTING OF APPLICATION SITES

- A. Small freestanding informational signs must be placed at each end of the area being treated. The signs must be placed no more than 300 feet apart and moved along as the material dries. This signage shall include appropriate pesticide awareness and shall not be removed from the site until pesticide spray has dried.

STORAGE AND DISPOSAL

- A. All pesticide storage locations must be posted with visible warning notices that are legible. Any pesticide containers holding one-gallon or less of concentrate and/or three-gallon backpack sprayers with diluted pesticides may be transported outside of the vehicle cab in a manner that will prevent spillage onto or off the vehicle. Empty pesticide containers, other than bags, must be rinsed and drained into the spraying equipment on site by the user, at the time of use, using the triple rinse method. Rinse solution should be applied to the treated areas.
- B. All pesticide containers must be labeled with the following information:
 - 1. Name & manufacturer of the pesticide;
 - 2. Category of pesticide;
 - 3. EPA registration number;
 - 4. Active ingredient; and
 - 5. Entity & address.
- C. Small spills of pesticides should be cleaned up immediately as directed by the SDS of the product. For major toxic pesticide spills, contact the Redlands Fire Department and

request Emergency Response Personnel. Note the pesticide name, category, and if it is threatening to enter the storm drain system.

VI. RESPONSIBILITY

DEPARTMENT HEADS, MANAGERS, AND SUPERVISORS

- A. Department heads and managers shall ensure that departmental procedures, budget, and staffing decisions support implementation of the Pesticide Handling & Use Policy and direction from the HR/Risk Management Department.
- B. Managers and supervisors shall contact HR/Risk Management, respond to and coordinate with emergency responders for incidents and emergencies related to pesticide use, such as spills, leaks, or accidental exposures.

HR/RISK MANAGEMENT

- A. Conduct annual evaluation of Pesticide Handling & Use Policy, which may include reviewing records, conducting audits, and making necessary changes to the program as needed.
- B. Respond to incidents and emergencies related to pesticide use, such as spills, leaks, or accidental exposures.
- C. Investigate incidents and accidents to prevent future occurrences.
- D. Coordinate efforts to adopt pesticide handling & use techniques for the City.
- E. Communicate with City staff on the goals and guidelines of the program.
- F. Provide training to City staff in the requirements of this Pesticide Handling & Use Policy as well as preparing individuals who handle pesticides in obtaining a QAC.
- G. Track all pesticide use and ensure that the information is readily available.
- H. File monthly pesticide use reports with the county and renew the annual pesticide permit.
- I. Keep current on all federal (EPA), state (DPR) and local regulations and provide updates to department personnel.

VII. RECORDKEEPING

In accordance with Cal/OSHA California Code of Regulations Title 3, Chapter 4, Subchapter 2, Section 6624, records related to pesticide applications, training, medical surveillance, and exposure monitoring shall be kept with the HR/Risk Department for a minimum of two years. Safety Data Sheets shall be kept for a minimum of two years after the last date of use of the pesticide.