



Pest Management Division

WHAT TO EXPECT

**WHEN YOUR EXPECTING
AN OFFICE INSPECTION**

BEFORE ARRIVING AT YOUR OFFICE, THE INSPECTOR WILL

- Verify your office location and license information
- Review number of employees (registered and certified)-Print List
- Confirm that financial responsibility is current
- Review TARF submissions (WDO licensees Only)
- Check to confirm approved Termite Treatment Proposal (WDO licensees only)

WDO = Wood Destroying Organism Management



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BE PREPARED TO PROVIDE THE FOLLOWING

- A warm smile 😊
- Recent (past few months) treatment records for each applicator providing pest management services
 - Records for treatments at schools, childcare facilities, food-handling establishments, Federal facilities *(if applicable)*
- Access to the pesticide storage area
- Access to your service vehicle
- Details about QP Training/Supervision (when, how, documentation of, etc.)
- Wood Destroying Insect Inspection Reports, treatment proposals, pretreatment records (WDO Licensee only). Some records need to be more than 30 days old so the Inspector can verify TARF submission
- A date, time, and location for field “use” inspection



MAIN AREAS OF FOCUS

- Employees Registered and Certified
- Pesticide Treatment Records & Training Records
- Pesticide Storage
- Groundwater Reporting Requirements/Responsibilities
- Wood Destroying Insect Inspection Reports, Treatment Proposals, Treatment Records and TARF's (Wood Destroying Organism Management Licensees only)
- Assist you in accessing "My OPM" account for registering employees, GWPL, etc.

TO REGISTER AN EMPLOYEE

- 1.) Click "MyPMD" for Business at top of Web page (<http://opm.azda.gov/>)
- 2.) Enter Business License Number/Password
- 3.) Click "Manage Employee"
- 4.) Register
 - a.) Employee No Certification (SSN, Birthdate)
 - b.) Employee With Certification (PMD ID #, Cert. #)



EMPLOYEES REGISTERED AND CERTIFIED

- Employees MUST be registered before providing ANY pest management services
- The Inspector will have a list of your registered employees
- The Inspector will review this with you and compare it to treatment records to ensure all applicators performing treatments are on the list
- The Inspector will look at the dates of registration and compare them to treatment dates to ensure applicators are certified within 90 days from the date of registration

The Business Licensee receives a \$150 Civil Penalty for EACH unregistered employee!!!!



TREATMENT RECORDS – DO THEY CONTAIN

- ✓ The business name (as registered with the PMD) and license number (this requirement applicable to all records, proposals, contracts, inspection reports, correspondence, advertisements, etc.)
- ✓ Name/Address of Customer
- ✓ Date of Service
- ✓ Target Pest/purpose of service (e.g. spiders, preventative, pre-emergent weeds)
- ✓ Trade Name of Pesticide applied (e.g. Roundup Pro, Suspend SC)/EPA Reg. # for Restricted Use Pesticides
- ✓ Specific Site to Which Pesticide was Applied (e.g. Exterior barrier, cracks/crevices kitchen, etc.)
- ✓ Amount of pesticide applied (expressed in terms of one of the following)
 - ✓ % active ingredient and total amount applied (ounces, gallons, etc.)
 - ✓ Total amount of product & total amount water (e.g. 18 ounces in 300 gallons)
 - ✓ Total amount of ready-to-use (e.g. ounces, gallons, number of bait blocks, etc.)
- ✓ Name and certification of applicator (if not certified – name of uncertified applicator and name/certification of Supervisor)
- ✓ The Inspector will also ask to see that your customers are provided with the above and the following “Warning Statement”:

“Warning—Pesticides can be harmful. Keep children and pets away from pesticide applications until dry, dissipated, or aerated. For more information, contact [business licensee’s name and business license number issued by the PMD] at [business licensee’s telephone number].”



TRAINING RECORDS-DO THEY CONTAIN

- ✓ Date of the training,
- ✓ Printed name and signature of the trainee,
- ✓ Printed name and signature of the trainer,
- ✓ Brief description of topic(s) covered, and
- ✓ Copies of labels and any other pertinent material used in training

FAILURE TO MAKE AND MAINTAIN RECORDS OF THE TRAINING, SUPERVISION, AND EQUIPPING OF APPLICATORS MAY CAUSE THOSE THAT SUPERVISE APPLICATORS TO BE JOINTLY RESPONSIBLE FOR VIOLATIONS.



DOES YOUR PESTICIDE STORAGE HAVE THE FOLLOWING:

- ✓ A Sign indicating pesticides are stored inside
- ✓ A Lock to prevent unauthorized entry
- ✓ Sufficient ventilation (to prevent pesticide odor build-up)
- ✓ Lighting (electric or battery) sufficient to allow a label to be read
- ✓ Operational fire-extinguisher/fire suppression system (compatible with pesticides stored)
- ✓ Emergency medical information/poison control numbers
- ✓ Spill containment materials (to clean up at least one-gallon)
- ✓ Label/SDS for each pesticide stored (may be maintained electronically)
- ✓ Washing facilities (soap, towels, at least one-gallon of water)

In addition, service vehicles require the following:

- ✓ Uncontaminated change of clothing
- ✓ 1 gallon of drinking water for each person on the vehicle
- ✓ Measuring device compatible with pesticides on vehicle
- ✓ Container to hold material contaminated by spill clean up
- ✓ **All** protective equipment required by the labels of pesticides on vehicle (gloves, apron, protective eyewear, respirator, etc.)
- ✓ Equipment must be in good repair (no leaks, etc.)
- ✓ Business name (as registered) and license number on both sides of vehicle (2 inch height).



GROUNDWATER PROTECTION LIST REPORTING

- Do you apply pesticides that are on the list?
- If you do you must
 - Report use Quarterly for each county
 - Report via “My OPM” for business
 - Report “soil applied” pesticides
 - Do NOT report the full amount of tank mix you applied! Only report the CONCENTRATE!

TO ENTER GWPL INFORMATION

- 1.) Click “MyPMD” for Business at top of Web page
- 2.) Enter Business License Number/Password
- 3.) Click “Ground Water Protection”
- 4.) Complete information: Year, Quarter, Product Name from drop down menu, amount of concentrate used (unit), County. ***Must be done for each County**



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REFERENCES

- Records (A.A.C. R4-29-306, R4-29-501, R4-29-503) (See Also QP Records, A.A.C. R4-29-502)
- Storage (A.A.C. R4-29-303, R4-29-304, & R4-29-305)
- Supervision (QP/Branch Supervisor) (A.A.C. R4-29-401, R4-29-403, R4-29-404) (See Also Joint Responsibility A.R.S. § 3-3622)
- Business Management (Use of Business name/number) (A.A.C. R4-29-310.B)
- Groundwater Protection List Reporting (A.A.C. R4-29-505)
- Employee Registration (A.A.C. R4-29-207)
- Employee Certification (A.A.C. R4-201)
- Employee Certification WDO (A.A.C. R4-29-201, R4-29-307, R4-29-308)
- TARF WDO (A.A.C. R4-29-503)

A.R.S. = Arizona Revised Statute

A.A.C. = Arizona Administrative Code



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**IF YOU HAVE QUESTIONS, CONTACT THE
PEST MANAGEMENT DIVISION
“INSPECTOR ON DUTY”**



(602) 542-4373



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