



**PARKS, OPEN SPACE AND PUBLIC WORKS
OPERATIONS POLICY**

**PESTICIDE USE
PARKS, GREENBELTS, OPEN SPACE, AND URBAN FOREST**

Policy No.: 12.2.3	Program Most Impacted: Parks, Open Space, Urban Forest
	Best Management Practices: <ol style="list-style-type: none">1. Abide by local, State, and Federal requirements.2. Attempt integrated pest management methods of mechanical, cultural, and biological controls if possible, before considering chemical control
Date Revised: N/A	Forms: N/A
Purpose of Revision: N/A	Functional Area: Program Operations
Last Training: N/A	

PURPOSE

The purpose of this policy and procedure is to provide guidelines regarding the safe storage, handling, use, and application of agricultural pesticides by City of Davis departments and its contractors. This policy and procedure supplements and does not replace local, State, and Federal requirements. This policy and procedure is to provide protection for the pesticide applicator; reduce adverse environmental effects due to the use of pesticides; protect the health, safety, and well-being of staff, and neighboring human populations; protect wild and domestic animals; and whenever practical, encourage the use of chemical and non chemical pest mitigation alternatives that reduce environmental impacts.

This policy guides the use of chemical pesticides following the City of Davis Department's feasibility analysis of preferred integrated pest management (IPM) methods. If mechanical, cultural, or biological control techniques are found to be infeasible due to the type/scale of infestation or long term effectiveness of economically feasible methods, these procedures will be employed by the Department for chemical controls.

BACKGROUND

The City of Davis strives to set the highest example of environmental stewardship in its management of parks, greenbelts, open space, and urban forests. To this end, the department employs an IPM approach to control pests, including the responsible use of chemical controls when necessary. Although city staff and its contractors comply with local, State, and Federal requirements regarding the use of chemical pesticides, department policies and procedures have not been consolidated into one document. In order to insure compliance with regulations and consistent application of department policies and procedures, this formalized department policy and procedure has been developed.

POLICY

When the City of Davis finds it is necessary and appropriate to apply chemical pesticides to carry out its management responsibilities, it is the city's policy that staff and contractors hired by the departments to perform landscape maintenance comply with the California Department of Pesticide Regulations, Federal and local regulations, and City of Davis policy and procedure pertaining to the use of chemical pesticides.

Chemical Control

Chemical pesticides will only be used in those authorized situations where other alternative methods are not effective or feasible (e.g. cannot be sustained due to budgetary or other constraints). The following general and specific practices shall be followed (see Procedure section for additional information):

General

- When used, those pesticides with the least toxicity to humans and the environment shall be applied. No category 1 pesticides shall be used within the City Limits except with the specific pre-authorization of the City of Davis Department Directors to protect the health or safety of the public.
- Prior approval of a Supervisor, IPM Coordinator or their designee is required for all applications.
- Applications shall be performed by a qualified applicator to avoid any hazard to any person or animal in the area or adjacent areas, and to avoid any property damage.
- Application(s) shall be made to time the treatment to the weed's most susceptible stage.
- Care shall be observed not to damage any other plants, especially when applying a non-selective herbicide.
- Spraying shall be confined to target species and drift is not allowed.

Specific

- No pesticides are to be applied in any designated playground areas.
- No pesticides shall be sprayed when weather conditions are:
 - In excess of 10 mile per hour winds

- Damp or foggy
- Rainy
- Extremely cold or hot temperatures.

Pesticide Training

Any person applying pesticides must have MSDS training prior to the use of each pesticide, regardless of toxicity. Training must be updated annually. A record must be made of each employee applying pesticides and evidence of training certified by the trainer/supervisor. Copies of the record form will be kept by the employee and the city department and be available to local and State officials.

Training requirements

- Label information
- Hazards of pesticides
- Routes of exposure
- Signs and symptoms of overexposure
- Emergency first aid for pesticide overexposure
- How to obtain emergency medical care
- Need for and appropriate use of personnel protective equipment
- Prevention, recognition and first aid for heat related illness
- Procedures for handling, transporting, storing and disposing of pesticides
- Safety requirements and procedures for handling, transporting, storing and disposing of pesticides
- Environmental concerns
- Warnings about taking pesticide containers home
- Applicable laws and regulations
- Location of documents
- Employee's rights.

Personal protective equipment (PPE)

The City of Davis will provide personal protective clothing and equipment to city personnel engaged in the application of pesticides on City of Davis property as stated on the manufacturer's label. Contractors are required to provide their own PPE.

Documents Required While Applying All Pesticides

Any person applying a pesticide on City of Davis property must have in their possession the following documents:

- pest control recommendation
- pesticide label
- pesticide emergency card.

Reporting of Pesticide Use

At the end of each month each Crew Supervisor will complete a Monthly Chemical Use Report form and return it to the IPM Coordinator or designee.

The City of Davis must then complete and return a Monthly Summary Pesticide Use Report to the Yolo County Agricultural Commissioner's Office by the tenth of each month.

Parks Pesticide Hotline

To inform the public on applications in areas heavily visited by the public, Parks & General Service Department staff or contractors who applies a pesticide on City of Davis property (with the exception of Open Space areas located outside the city limits), must submit a completed Pesticide Application Information form to a Supervisor between the hours of 7:00 a.m. and 1:30 p.m. on the day prior to the desired day of the proposed pesticide application. The information provided includes the pesticide to be applied, the area of the proposed application, and the date of the proposed application. This information is recorded on the Pesticide Hotline by staff for public information. If the application is cancelled for any reason, the notification must be completed again.

Posting of Application Sites

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

All pesticide storage locations must be posted with visible warning notices legible from a distance of 25 feet from any direction and worded in both English and Spanish. This applies to containers containing an excess of 1 gallon.

Any pesticide containers holding 1 gallon or less may be transported in a locked box outside of vehicle cab.

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.

All pesticide nurse containers must be labeled with the following information:

- name of pesticide
- category of pesticide
- entity
- active ingredients
- address

Small spills of pesticides should be cleaned up immediately. For major toxic pesticide spills, follow Chemical Emergency Procedures and call 911.

Violation Documentation

All full-time employees of the City of Davis who have been trained to apply pesticides will be required to do so as part of their regular duties.

Those who possess Qualified Applicator Certificates from the California Department of Pesticide Regulation (DPR) are subject to discipline by the DPR via the Yolo County Agricultural Commissioner if they violate various DPR regulations including improper safety gear, improper posting as well as other items. Those employees will also be disciplined according to the City of Davis Personnel Rules and Regulations as outlined below for those who do not possess a Qualified Applicator Certificate. Contractors hired by the City of Davis should follow discipline procedure according to City of Davis maintenance contract.

Those full-time employees who do not possess a Qualified Applicator Certificate are not subject to discipline by the DPR, but will be disciplined by City of Davis if they violate DPR regulations. The disciplinary actions for violations will be those provided for in the City of Davis Personnel Rules and Regulations Article VII, sections 7.4, 7.5, & 7.6. These rules are progressive in nature and generally begin with a minor disciplinary action and proceed to major disciplinary actions with additional occurrences of the same violation. In the case of severe violations, steps can be skipped and discipline can proceed to the major level immediately.

Section 7.4 describes grounds for discipline. Examples of reasons for discipline under this section include, but are not limited to:

Neglect of duty

Inattention to or dereliction of duties

Insubordination: Willful disobedience of an inherently lawful order or direction.

Section 7.5 & 7.6 lists and describes levels of discipline.

Minor levels of discipline are listed below in ascending order of severity.

Oral warning

Documented counseling

Written reprimand

Major levels of discipline are listed below in ascending order of severity.

Short suspension

Long suspension

Merit decrease

Demotion

Dismissal

More detailed information regarding both grounds for discipline and levels of discipline can be found in the City of Davis Personnel Rules and Regulations.

PROCEDURE

1.0 Routine Pesticide Application

- 1.1 Notify your crew supervisor of possible need for pest control at site.
- 1.2 Request a written pest control recommendation from the City of Davis IPM Coordinator or designee. (Form A)
- 1.3 Receive the approved written pest control recommendation.
- 1.4 Fill out a Pesticide Application Information form after receiving an approved written pest control recommendation. (Form B)
- 1.5 Place the completed Pesticide Application form in the appropriate box located next to the a Supervisor office between the hours of 7:00 a.m. and 1:30 p.m. on the day prior to the proposed pesticide application.
- 1.6 Acquire the particular pesticide which is noted on the written pest control recommendation from a Supervisor or designee on the morning of the proposed pesticide application. (All pesticides are stored in a locked storage facility.)
- 1.7 Gather all personal protective equipment (PPE), documents, and signage required to complete the specific pesticide application and have all of these items in your possession during the application.
- 1.8 Display proper City of Davis signage at all public accesses upon arriving at the site.
- 1.9 Apply pesticide and do not leave site unattended until spray has dried.
- 1.10 Pick up signs after the pesticide has dried and vacate area.
- 1.11 Document pesticide usage on a Herbicide Use Calendar (Form C).
- 1.12 Complete the Monthly Chemical Use Report by the last calendar day of the month and turn into the City of Davis Pest Control Advisor or designee (Form D).
 - 1.12.1 City of Davis IPM Coordinator or designee must complete and submit the Monthly Summary Pesticide Use Report to the County Agricultural Commissioner's Office within the first 10 days of the following month.
 - 1.12.2 All PCS contractors shall follow the pesticide application procedure defined in the PCS Contractor Maintenance Contract.

SCOPE AND CONDITIONS

This policy and procedure applies to all City of Davis Department staff and Contractors hired by the department using pesticides to perform landscape maintenance.

RESPONSIBILITY

It is the responsibility of the IPM Coordinator or designee to administer this policy in a fair and consistent manner. This policy shall be reviewed annually.

FORMS

Located in **P:\PARKS\Forms-Yard\PesticideApplication:**

- A. Pest Control Recommendation
- B. Pesticide Application Information form
- C. Herbicide Use Calendar
- D. Monthly Chemical Use Report
- E. Monthly Summary Pesticide Use Report