

APPENDIX G

INSTRUCTIONS FOR DISTRICT PEST CONTROL PLAN

G-1. Paragraph 3-4.c. of ER 1130-2-540, Chapter 3, Pest Control Program for Civil Works Projects, directs that field offices will prepare and submit to District offices detailed descriptions of their anticipated and actual usage of pesticides for review and approval by the designated District point of contact. Enclosed is a sample format illustrating the type of information that should be included in the reports. (See page G-2 for a sample pest control plan format.) This format can be used for either the anticipated usage report or the actual usage report by checking the appropriate space. Districts may modify the sample format or develop a format to suit their needs.

G-2. The following is an explanation of information requested for each item on the pest control plan (information may be recorded on a format or stored in the automated database program):

- a. Field Office: Name of field office.
- b. District: Name of District.
- c. Calendar Year: Upcoming or previous calendar year, depending on which report is being submitted.
- d. Anticipated Usage Report: Check if report is for approval of upcoming year's pesticide usage.
- e. Actual Usage Report: Check if report is an accounting of the previous year's pesticide usage.
- f. Justification Enclosed: If application of restricted use pesticide is recommended, attach a justification statement with the following items of information:
 - (1) Provide specific reasons why a general-use pesticide cannot achieve an acceptable level of control.
 - (2) Document any technical guidance sought from other agencies in the selection process. Indicate specific contacts (names) and recommendations received.
 - (3) Indicate specific actions that will be taken to ensure that proper safe guards are employed in the application of the restricted-use pesticide.
- g. Date: Date the report is filled out.
- h. Pesticide: Provide full trade name that appears on label, such as "WEEDONE LV-41", and the common name, if different than the trade name, for the chemical(s) listed under "Active Ingredient(s)" on the pesticide label.
- i. EPA Registration No.: Provide the EPA registration number that appears on the pesticide label.

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j. EPA Classification: Indicate whether the recommended pesticide is classified by EPA as a general-use or restricted-use pesticide.

k. Amount: Provide the anticipated amount of pesticide that will be applied during the upcoming year, or the actual amount applied during the previous year, whichever is applicable to the report being prepared.

l. Acreage: Indicate the area to be treated or which was treated, depending on the report, in either acres or square feet, whichever is more practical. Fumigation or aerosol application will be reported in cubic feet of area treated. Where repeated applications are proposed for the same area, report only the unit area to be treated in one application.

m. Target Pest: Identify the pest to be controlled by common name. When necessary for clarity, include scientific names. The target pest(s) must be clearly identified in order to justify the use and choice of pesticides.

n. Locations: Indicate the type of area(s) to be treated. Example: parking lots, lawns, or maintenance yards.

SAMPLE FORMAT

ANNUAL PEST CONTROL PLAN

ANTICIPATED USAGE REPORT _____ ACTUAL USAGE REPORT _____

FIELD

OFFICE: _____ DISTRICT: _____

CALENDAR YEAR: _____ DATE: _____ PAGE: _____

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PESTICIDE TRADE NAME:	EPA CLASS:	EPA REGISTRATION #:
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TARGET PEST: _____

LOCATION DESCRIPTION: _____

TOTAL ESTIMATED
QUANTITY: _____

TOTAL ESTIMATED
ACREAGE: _____

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PESTICIDE TRADE NAME:	EPA CLASS:	EPA REGISTRATION #:
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TARGET PEST: _____

LOCATION DESCRIPTION: _____

TOTAL ESTIMATED
QUANTITY: _____

TOTAL ESTIMATED
ACREAGE: _____