

# Pesticide Management Program



California State University, Chico

The Department of Environmental Health and Safety  
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## 1.0

## INTRODUCTION

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The purpose of this program is to establish a uniform set of guidelines for the use of pesticides, herbicides, and fungicides at California State University, Chico. It will provide information regarding the required safety training, proper use, and recordkeeping governing the use of these hazardous materials. This program will outline the use of proper personal protective equipment (PPE) and procedures for safe preparation and application of these materials. It also provides emergency response information and proper notification guidelines in the event of an accident or incident involving these materials.

This program will establish regulatory authority and responsibility of persons designated to implement and manage this program. It will assist in safeguarding the overall health and safety of employees who may come in contact with these materials and provide for protection of the environment.

### 1.1 Regulatory Authority

California Code of Regulations, Title 3, Division 6, Chapters 1 - 3 (Pesticide Regulatory Program) provides guidelines for the protection of employees and the environment for facilities that apply pesticides to private and public property. The agency regulating this standard is the California Department of Pesticide Regulation (CDPR).

### 1.2 Policy

It is the policy of California State University, Chico (CSU, Chico), to protect employees and the public from occupational exposure from the use of pesticides. The overall safety of faculty, staff, students, and the general public is the main focus of the program, so that they will not be subjected to avoidable risks and/or accidental injury or illness. No employee or student will be required to perform any task that would be considered unsafe or unreasonably hazardous.

To accomplish this, each area that uses pesticides will be provided with the proper materials, equipment, and training in accordance with federal, state, and local requirements. The campus will also develop standards and procedures for the use of pesticides for each independent area user on campus.

The ultimate responsibility for campus health and safety rests with the University President. The Director of Environmental Health and Safety is responsible for the implementation and regulation of these programs for the campus. The immediate responsibility rests with the supervisory personnel who are responsible for pesticide use in their work area. Furthermore, each employee working with pesticides in his/her normal occupational setting is responsible for ensuring the safe use of pesticides. This applies not only to CSU, Chico employees, but to contractors who work on campus as well. The pesticide or hazardous materials label information and material safety data sheets will be the basic requirement for regulating the use of these materials for all persons at CSU, Chico.

## 2.0

## RESPONSIBILITIES

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### 2.1 The Department of Environmental Health and Safety (EHS)

- Develops and maintains the Pesticide Management Program. Provides copies of the program to affected departments;
- Provides assistance to individual departments concerning implementation of the program;
- Ensures that each department maintains records for training and pesticide use;
- Provides consultation regarding pesticide spills and clearance for re-occupation of the affected area. Provides incident follow-up and reporting information to the appropriate agencies;
- Provides respirators fit-testing for employees who use respirators as outlined in the campus Respiratory Protection Program;
- Conducts periodic inspections of use areas;
- Provides consultation regarding pesticides used in and around child care centers on campus in accordance with the Healthy Schools Act;
- Picks up and arranges for pesticide waste disposal.

### 2.2 Department Supervisors and Managers

- Ensure procedures prescribed herein are followed by affected employees;
- Provide specialized training to affected employees;
- Provide Personal Protective Equipment to pesticide applicators;
- Report pesticide releases to EHS;
- Conduct inspections of pesticide storage areas and associated equipment to ensure compliance with policy;
- Maintain pesticide use, training, and medical records.

## 3.0

## GENERAL SAFETY PROCEDURES

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General safety precautions must be employed to ensure the safety of employees, the public, and the environment from unnecessary exposure to pesticides. Special attention should be given to ensure that application equipment is calibrated and in proper working condition and that proper PPE is used. Safe work procedures are to be developed by each area that uses pesticides.

As a general rule, some pesticide labels require the licensed and/or certified applicator to be present during application. This means the QAL/QAC (see Definitions) must be within line of sight of the applicator.

### 3.1 Posting of Emergency Procedures

Emergency procedures must be posted in a common area such as a change area or break room. These procedures will include the following information:

1. Name of responsible persons, address, and telephone number of pesticide use facility.
2. Name of physician or emergency medical facility, address, and telephone number.
3. General safety information regarding proper PPE, changing and washing facilities, eating and drinking around pesticides, laundering of clothes, and storage and disposal of pesticides.
4. Information regarding worker's rights, first aid procedures, worker's compensation information, and reentry interval should be readily available.
5. Contact numbers for the County Agricultural Commissioner's office and Cal/EPA.

### 3.2 Washing Facilities and Change Area

Personal hygiene is essential in minimizing the potential for employee exposure to pesticides. The Area Supervisor will provide clean water, soap, and drying towels for routine washing. Employees are required to wash their hands and faces before eating. Employees who regularly handle Category I or II (see Section 5.2) pesticides will be provided an area for decontamination and changing of clothes.

### 3.3 Safe Work Practices for Pesticide Application

#### 3.3.1 Pesticide Application Equipment

The equipment used for application of pesticide operations must be in safe working condition and calibrated appropriately. Maintenance records should be kept for each piece of equipment.

The use of heavy equipment such as tractors, trucks, or hand spray applicators plays an important role in the application of pesticide. An evaluation is required

of the spray area and surrounding environment as it relates to the public and the environment. Safety procedures must always be followed when working with equipment.

Working alone is discouraged. If it isn't possible to work with a team, check in with your supervisor periodically via radio or telephone from the work area.

### **3.3.2 Holding Tanks**

Application holding tanks that are less than 50 gallons should have proper tank covers and sight gauges. Pesticide holding tanks of 50 gallons or more should have proper tank covers, gauges, and shut off devices in place prior to use. All containers must have the following information:

- Name of all hazardous materials (Product);
- Hazard indicator label;
- Name and telephone number of the person responsible.

### **3.3.3 Fumigation**

The University Farm occasionally conducts fumigation operations in the grain bins located at the Farm. Special procedures must be implemented by the Farm before fumigation begins:

- Proper notification of spraying or fumigation of an area must be given in writing at least 24-hours prior to the spraying, including information on the material that will be sprayed;
- Proper warning signs should be posted prior to and after pesticide application and must include the following information:
  - Date and time the fumigant/pesticide was applied;
  - Name of the pesticide/fumigant;
  - Name, address, and phone number of the applicator performing the spraying or the appropriate contact persons.
- No fumigant will be released to an occupied work area.

## **3.4 Use of Pesticides in an Enclosed Space**

The definition of an enclosed space includes, but is not limited to, chambers, vaults, greenhouses, vehicles, tents, tarpaulin-covered structures, and all interior building spaces. The following precautions must be taken into consideration when working in an enclosed space:

- Use of a fumigant with an NFPA flammability rating of 2 or higher will be used with the electrical power turned off;

- No employee who uses a pesticide in an enclosed space will apply it without the proper respirator;
- Notify EHS 24-hours before application/fumigation of an enclosed structure;
- Employees occupying the area shall be notified of the pending application, material type, location, and duration using the form included as Attachment 11.1;
- At the completion of fumigation/spraying and the end of the exposure period, the area must be safely and properly ventilated before reoccupation.

### **3.5 Training**

Supervisors/Managers will ensure that every student and employee who works with or handles pesticide will undergo training annually that, at a minimum, covers the following information. Individual training by the Supervisor, Manager, or their designee must be completed and documented before the employee is allowed to handle pesticides. Initial training may be waived if the employee is a QAL/QAC holder and appropriate documentation is maintained. Training must include the following topics:

- Hazards associated with the acute and chronic exposure to pesticides;
- Label information and Material Safety Data Sheet (MSDS) information;
- Labeling requirements;
- Proper Personal Protective Equipment (PPE);
- Safety procedures;
- Application laws and regulations;
- Decontamination and emergency spill procedures;
- Symptoms of pesticide poisoning and emergency medical treatment;
- Recordkeeping.

### **3.6 Accidental Discharge to Water**

Contamination of sanitary sewers, flood control channels, or any open water must be avoided. In the event of an accidental spraying or spill, employees must take the following steps:

- Stop all application processes and assess the situation;
- Prevent any further contamination to the water source;
- Mark the area where the spill or spraying took place;
- Call EHS immediately at extension 5126 to report the spill and to receive advice regarding clean up.

## 4.0 PESTICIDE STORAGE AND DISPOSAL

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### 4.1 Storage

Pesticide storage facilities must meet the criteria required by federal law for primary and secondary containment for pesticide materials. These facilities must prevent release of pesticide material into the surrounding environment and to workers in the area. All storage facilities must be secured and locked when not in use.

### 4.2 Storage Facility Posting

All doors and entrances will be posted with warning signs that will state at least the following:

*DANGER  
POISON-STORAGE AREA  
Unauthorized Persons Keep Out  
Keep Door Locked When Not In Use*

These signs will be posted in English and Spanish. They will include the name, address, and telephone number for the nearest emergency medical facility.

### 4.3 Storage Containers

Pesticide containers must be the original or a specialized container with the proper label. No container will be placed on the floor for storage. All bag containers are required to be enclosed in a secondary container to prevent possible spillage or leakage. All service containers will be triple rinsed after use. Old original metal or other containers that are in poor condition will be contained in plastic trays or as appropriate for that material. Another option is to properly dispose of these containers following the procedures outlined in section 4.6.

### 4.4 Waste Minimization Procedures

The collection and use of pesticide rinsate and good planning reduces the amount of pesticide needed for the job. These practices also reduce the amount of pesticide waste.

The sharing of unwanted pesticides with other departments also reduces waste. Consult EHS at extension 5126 before sharing pesticides. If surplus material does exist and can be used at a later date, it must be stored in a properly labeled container. The container label information will include the following:

- Name of all hazardous materials (Product);
- Hazard indicator label;
- Name and telephone number of the person responsible.

Limit purchases of pesticide to the amount needed to do the job. This will avoid unnecessary storage and disposal problems.

#### 4.5 Pesticide Rinsate

Rinsate is created from the following triple rinsing procedure:

- Containers of 5 gallons or less--fill the container with water approximately 1/4 the container volume. Containers of more than 5 gallons-- fill the container with water 1/5 the container volume;
- With the minimum amount of rinse water in the container, close the cap securely and agitate the container;
- Completely drain the solution into the mix tank. Allow 30-seconds for the solution to drain;
- Repeat the above steps twice for a total of three rinses;
- After triple rinses have been completed, reapply the rinsate to the affected area. Empty containers should be disposed of properly (see Section 4.6.1);
- Do not store the rinsate and do not drain the rinsate into storm drains, sewers, gutters, or the environment.

#### 4.6 Disposal Procedures

Waste pesticide and associated containers will be handled in compliance with hazardous waste regulations. Pesticide rinsate from equipment clean up and pesticides make up the bulk of the pesticide waste stream. The minimization of these wastes are of the highest priority and steps to accomplish this should be incorporated into the department's policies and procedures. Pesticide rinsates should always be reapplied to the area that has been treated.

Pesticides should not require disposal if the rinsate is reapplied in the field. However, the proper procedure for disposal of waste is as follows:

- Fill out a Hazardous Waste Disposal Request for pesticide waste. (See Attachment 11.2: Request for Removal of Hazardous Waste);
- Call EHS at extension 5126 to schedule a waste pickup. Before EHS will pick up a container of waste the container must have a label attached with the following information (see Attachment 11.3: CSU, Chico Hazardous Waste Disposal Label):
  - Name of responsible person(s) and department (generator name);
  - Accumulation start date;
  - Hazardous properties of the waste (obtained from the MSDS or label);
  - Liquid or solid;
  - List of contents including percentages of each ingredient.

#### **4.6.1 Disposal of Containers**

The proper procedure for the disposal of empty pesticide containers, unless specified differently on the container label, is the following:

- Triple rinse the container and collect its rinsate;
- Apply the rinsate to the affected area as directed on the container label;
- Puncture plastic or metal containers. Glass containers should have their tops removed or should be crushed;
- All container labels must be defaced and dated;
- Containers can now be disposed of as regular trash.

#### **4.7 Transportation**

Transportation of pesticides on public highways should be minimized as much as possible. However, if pesticides must be transported employees must use these precautions:

- Never carry pesticides in the passenger compartment of any vehicle;
- All pesticides containers should be secured in the cargo area of the vehicle;
- Never allow children, adults, or animals to ride in the area where pesticides are being carried;
- Do not leave pesticides unattended in a vehicle unless they are inside a locked compartment;
- A current inventory should be available of all pesticides, along with an MSDS for each pesticide being transported.

## 5.0

## LABELING AND WARNING SIGNS

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The pesticide product label provides the user with the information required for safe and proper use of the material. The label should contain directions that are easy to understand and clearly explain the application process, along with information regarding the adverse effects associated with the product. The label should explain toxicity, proper personal protective procedures, proper storage, and disposal methods associated with the product.

### 5.1 Labeling and Material Safety Data Sheets (MSDSs)

The basic labeling and MSDS information requirements for pesticides must include the following:

- Product identification;
- Hazardous chemical warning;
- Information regarding the chemical test mixture;
- Identified carcinogens in excess of 1%;
- The material's physical and chemical characteristics (i.e., vapor pressure, specific gravity, flammability, or explosion potential);
- Health hazards associated with the material;
- Primary route of entry into the body;
- The OSHA Permissible Exposure Limit (PEL);
- Application methods and/or any safe handling procedures. Descriptions of engineering controls and proper PPE required for use of the material;
- Practical measures for working with contaminated equipment and spill cleanup procedures;
- Emergency and first aid procedures;
- Name, address, and emergency telephone number of the manufacturer or supplier, along with the MSDS preparation date.

## 5.2 Toxicity Category Warning Signs

Pesticide labels will identify the toxicity category in the following manner:

- TOXICITY CATEGORY I - These will have the icon of the skull and crossbones and are labeled as "DANGER," "POISON," or both;
- TOXICITY CATEGORY II - These will have the word "WARNING";
- TOXICITY CATEGORY III - These will have the word "CAUTION."

All toxicity categories will contain information regarding the systemic effects for inhalation, ingestion, and dermal contact. Containers will have the statement "KEEP OUT OF REACH OF CHILDREN."

## 6.0 PERSONAL PROTECTIVE EQUIPMENT

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The Department of Environmental Health and Safety and the departments are responsible for providing Personal Protective Equipment (PPE). Each department must ensure that this equipment is properly maintained and cleaned as necessary to ensure proper function. The equipment must be stored in a designated area or locker facility in the department or work area. Proper PPE includes such items as clothing, eye protection, hand and foot protection, respiratory protection, and head protection.

### 6.1 Protective Clothing

The protective clothing required to apply pesticides will remain the property of the employer. Protective clothing includes, but is not limited to, one-piece tyvek suits (Saranex 23-P), waterproof coats or aprons and pants, full-body chemical-resistant rain suits, chemical-resistant aprons, etc. When the pesticide materials label or MSDS requires use of protective clothing, the University will provide it to the employee at no cost. Applicators will use full-body chemical-resistant or waterproof suits when recommended by the pesticide product label or MSDS. The exception would be in the case that ambient air temperature exceeds 80°F during normal daylight working hours or 85°F at night. In those cases, use of pesticides requiring chemical-resistant suits is prohibited.

Employees who work with regular or closed application systems, mix sealed water-soluble packets, or who mix pesticide in service tanks, hoppers, or lines are required to wear chemical-resistant protective wear.

### 6.2 Protective Eyewear

Eye protection is required for the application or use of all hazardous chemicals. The type of eye protection will be determined by the label instructions. In case there are no specific eye protection guidelines, eye protection will consist of one of the following:

- Safety glasses with front brow and temple protection;
- Safety goggles;
- Face shield.

### 6.3 Protective Footwear

Protective footwear (shoes, boots, or rubber shoe covers) is determined by the type of application method and manufacturer recommendations. These shoes or boots should have nonskid soles and, if possible, steel capped toes.

All footwear should be kept in a clean condition by washing with soap and water at the end of the day. This should be sufficient to remove most toxic materials and minimize possible absorption through the shoe or boot.

## 6.4 Hand Protection

Gloves must be worn, except when otherwise specified on the pesticide label. Pesticide product information will determine the type of hand protection required for use of the product. In the case where specific hand protection is not specified, one of the following will be worn:

- Rubber gloves;
- Neoprene gloves;
- Any other chemical-resistant glove material.

Disposable gloves are to be disposed of in hazardous waste containers after use. All other gloves are to be cleaned after use with soap and water. Previously used gloves are to be inspected prior to use for holes or tears that may compromise their integrity.

## 6.5 Head Protection

Protective hoods must be worn for all fogging or misting procedures unless otherwise recommended by the pesticide application label instructions or MSDS. These head coverings should be made of a chemical-resistant material.

Cloth hats are discouraged unless otherwise recommended by the pesticide manufacturer. Cloth-like materials tend to absorb potentially hazardous chemical compounds.

## 6.6 Respiratory Protection

Respiratory protection is required by the California Occupational Safety and Health Administration (OSHA) and the National Institute for Occupational Safety (NIOSH) for pesticide applicators. The selection of the proper type of respirator will be based on product label and MSDS information.

Respiratory equipment is available from each department and at no cost to the employee. **EHS shall ensure** that all persons who use respirators:

- Receive an initial medical exam, including a Pulmonary Function Test (PFT);
- Are properly trained in respirator care and use annually;
- Are fit-tested annually;
- Follow all procedures and guidelines listed in the campus *Respiratory Protection Program*.

## 7.0 EMERGENCY RESPONSE PROCEDURES

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### 7.1 Exposure Routes and Emergency Medical Care

#### 7.1.1 Exposure Routes

The four major routes of entry for pesticides are

- Dermal--skin, eye, ears, nose, and mouth contact;
- Ingestion--eating, chewing and/or swallowing;
- Inhalation--breathing of dust or vapors;
- Injection--piercing or puncturing of the skin.

Personal hygiene is very important in reducing the risk factors for exposure. Based on the absorbency rates of chemicals, toxicity of certain chemicals may vary.

Persons who use organophosphate or carbamate pesticides on a regular basis should have periodic medical check-ups. Pesticide regulations require a baseline red cell and plasma cholinesterase determination for applicators who use these products six days out of every 30-day period.

#### 7.1.2 Emergency Medical Care

The following steps are to be followed in the event of overexposure:

- Remove the person from the area;
- Dial the University Police at 9-1-1 and provide the following information:
  - Type of incident;
  - Number of persons involved;
  - Name of pesticide and amount used.
- Decontaminate the victim using fresh water. Avoid contaminating yourself;
- Transport the victim to an emergency care facility.

## 7.2 Pesticide Spill Response

In the event of a release, EHS will implement the CSU, Chico Business Plan. The Business Plan outlines spill response procedures, dictates necessary corrective measures, and provides a communications base for coordinating response efforts.

After you witness or are notified of an incident, steps for response include, but are not limited, to the following:

- Gathering as much information regarding environmental conditions, circumstances surrounding the incident, material spilled, and possible personnel exposures. Reviewing the material safety data sheet for spill containment measures;
- Notifying EHS at extension 5126. For large concentrated spills or medical injury call 9-1-1;
- Stopping exposure of all persons in the area, barricading the area to the public and containing the spill;
- Determining whether the area is safe for work to continue or if the area should remain closed off until further notice.

## 7.3 Incident Follow-up

The Department of Environmental Health and Safety will be responsible for the appropriate follow-up to hazardous material incidents. EHS will perform the following functions:

- Stay in contact with the department and regulatory agencies involved. Report to regulatory agencies within the designated time frames;
- Arrange for follow-up medical monitoring of affected individuals;
- Develop a detailed incident report, and a pro-active follow-up plan available for review by governmental regulatory agencies;
- Investigate and review the incident with affected employees. Make recommendations on how to avoid these incidents in the future.

## RESEARCH AND EXPERIMENTAL PESTICIDE USE

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### 8.0

Pesticides used for research, including restricted materials, must be approved by the Department of Environmental Health and Safety. Application of these pesticides must adhere to all aspects of this program.

## 9.0

## CHILD CARE CENTERS

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Requirements for pesticide use in and around child care centers are covered by the Healthy Schools Act of 2000 (as amended by Assembly Bill 2865, Chapter 865, Statutes of 2006). Associated Students (AS) operates several child care facilities at CSU, Chico.

### **9.1 Integrated Pest Management**

The fundamental concept of an Integrated Pest Management (IPM) system is to use a holistic approach to pest management that prevents pest problems before they arise and involves use of chemical pesticides only as a last resort. At all times, every effort will be made to address pest control problems in this way to minimize the potential exposure to children. This can involve physical weed control, good housekeeping inside and outside of buildings, and the use of non-chemical methods such as hot water to kill insects. Finally, if it is determined that pesticides must be applied, discretion can be used to apply pesticides at times when children will not be present such as school year breaks, holidays, etc.

### **9.2 Pesticide Applicators Responsibilities**

The Department of Facilities, Management, and Services (FMS) pesticide application personnel will identify pesticides likely to be used in and/or around the child care areas. This list will be communicated to EHS Staff and the AS Child Care Center Director.

### **9.3 Environmental Health and Safety Staff Responsibilities**

The Department of Environmental Health and Safety will review the list of pesticides proposed to confirm they are not prohibited for use in schools, and to identify pesticides exempt from the Healthy Schools Act.

### **9.4 AS Child Care Center Director Responsibilities**

The AS Child Care Center Director will notify parents or guardians of children enrolled in child care programs about the Healthy Schools Act, the pesticides expected to be used in the coming year, and offer them the opportunity to enroll in the pesticide notification registry annually.

## 10.0

## RECORDKEEPING

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The Department of Environmental Health and Safety and the affected application areas will maintain the proper records as required by law. Pesticide users will provide EHS with copies of these records for review upon request. Campus pesticide applicators will use the State of California Department of Pesticide Regulation's Monthly Summary Pesticide Use Report included as Attachment 11.4 as a means of reporting restricted material usage to the Butte County Agricultural Commissioner's Office.

### 10.1 Pesticide User Records

The individual area users of pesticides will independently maintain usage records in their areas. Records shall contain the following information:

- Name of property operator;
- Location of property area treated;
- Applicator name and date of use;
- Pesticide name and EPA number;
- Pesticide amount used and concentration;
- Operator identification number and/or restricted materials user permit.

### 10.2 Environmental Health and Safety Records

Copies of all user records should be available for review by EHS and should include the following:

- Written training program for employees who handle pesticides;
- Individual training records for individuals who handle pesticides;
- Pesticide area user inspection records;
- Material Safety Data Sheets (MSDSs) for all hazardous materials in use;

In addition, the following shall be maintained by EHS for the campus user:

- Written Respirator Protection Program for employees who handle pesticides;
- Written Hazard Communication Program and other safety information;
- Medical Monitoring Program.

Records for pesticide use are required to be kept for a minimum of three (3) years. Medical records are to be kept for thirty (30) years and will be maintained as Confidential in the Personnel Office.

## 11.0

## DEFINITIONS

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### Carbamates

Classification of pesticide which inhibits cholinesterase as a mechanism of action.

### Handle

The mixing, loading, or applying of pesticides or maintaining, servicing, repairing, or cleaning of contaminated equipment used in these activities.

### Institutional use

Used within the confines or on the property of CSU, Chico.

### Organophosphates

Classification of pesticide which inhibits cholinesterase as a mechanism of action.

### Pesticide

Any substance or mixture of substances that is defined as a pesticide in the Food and Agricultural Code.

### Pesticide Release

A sudden release or spill that may pose a threat to human health and/or the surrounding environment.

### Protective clothing

Clothing that minimizes human body contact with pesticides and is separate from or in addition to normal apparel. Protective clothing may include work clothing, chemical-resistant boots, gloves, hats, and chemical-resistant aprons.

### QAC (Qualified Applicator Certificate Holder)

Any person who has successfully passed the California State Pesticide Laws and Regulations exam and has qualified in one or more pest control categories. She or he may therefore apply restricted materials, and/or supervise pesticide applications, but is not entitled to supervise the operations of a control business.

### QAL (Qualified Applicator License Holder)

Any person who has successfully passed the California State Pesticide Laws and Regulations exam and has qualified in one or more pest control categories. He or she may, therefore, apply restricted materials and supervise the pesticide applications/operations made by a licensed pest control business.

### Regularly handle

The employee is handling pesticides (organophosphates and carbamates only) during any part of the day more than six calendar days in any 30-consecutive-day qualifying period beginning on the first day of handling.

### Restricted Materials Permit

CSU, Chico's pesticide application license granted by the Butte County Agricultural Commissioner's Office. This license prescribes the type of materials allowed for application and designates applicators.

Toxicity Category I

Pesticide products that are required to display "Danger" on the label.

Toxicity Category II

Pesticide products that are required to display "Warning" on the label.

Toxicity Category III

Pesticide products that are required to display "Caution" on the label.

## 12.0

## ATTACHMENTS

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# PESTICIDE APPLICATION NOTICE

A Pesticide will be applied in the following locations:

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The affected location(s) should not be occupied between the following dates and times:

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From: \_\_\_\_\_

To: \_\_\_\_\_

Pesticide Applied: \_\_\_\_\_  
\_\_\_\_\_

**Material Safety Data Sheets for the applied pesticide should be forwarded to the Department of Environmental Health and Safety at Zip 019. If you have any questions, please call 898-5126.**

Posting Location(s): \_\_\_\_\_  
\_\_\_\_\_



Instructions for Completing the  
"Request for Removal of Hazardous Wastes" Form

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1. Fill in the name of your department, e.g., Biological Sciences.
2. Write the Campus phone extension where you can be reached.
3. Write the name of the building and the room number where the waste is located, e.g., Holt 165.
4. Write the date you completed and mailed this form to the Department of Environmental Health and Safety, Zip 019, Attention: Kenny Wahl.
5. Fill in your full name, first and last.
6. Write the name of the waste chemical. You may use the common name or the name that was originally used by the manufacturer. Do not use abbreviations or chemical formulas. If the waste is a mixture that was produced in the laboratory (or stockroom), or by the manufacturer, write all known chemicals in the mixture, and the percentages that are present. After the chemical name, write the letter code in parentheses for the physical state of the waste. After the code for the physical state, write "(o)" if the waste is an organic chemical; or "(i)" if the waste is an inorganic chemical, e.g., Glacial Acetic Acid (l) (o). If you do not know whether the waste is an organic or inorganic chemical, leave this portion blank, e.g., Glacial Acetic Acid (l).
7. Fill in one of the following codes for the container used to store the waste chemical named in 6:
  - g= glass bottle
  - p= plastic bottle
  - pb= plastic bag
  - pd= plastic drum
  - mc= metal can
  - md= metal drum
  - oc= other container. Please explain.
8. Write the amount of the waste chemical in the container or fill in the percentage of available container space that is filled with the waste material. Example, for three liters of Glacial Acetic Acid that is contained in a four-liter bottle: 3L. If waste is solid and you know the weight of the waste, please list in this section.
9. Fill in the accumulation start date that appears on the label.

**NOTE: If you have any questions, please call Kenny Wahl at extension 5126.**