

HEADQUARTER AUDIT CHECKLIST

<u>REQUIREMENT</u>	<u>CODE SECTION</u>
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| 1. VALID RESTRICTED MATERIAL PERMIT | 6412 |
| ✓ A copy of your Restricted Material Permit will be requested at time of inspection for ANYONE possessing or using a California Restricted Material. | |
| 2. NOTICE PRIOR TO APPLICATION | 6618 |
| ✓ Any person/company performing pest control (e.g., pest control business) must assure that the Operator of the Property receives notice of the application prior to the use of a pesticide. | |
| 3. APPLICATION COMPLETION RECORDS / 2 YEARS | 6619 |
| ✓ You must record the date and time the pesticide application started and ended or keep copies of any written completion notices received from a Pest Control Business making an application for you. Keep records for two years. | |
| 4. OPERATOR ID NUMBER OBTAINED | 6622 |
| ✓ A copy of your "Op. ID" will be requested at time of inspection | |
| 5. SITE ID / PERMIT KEPT / 2 YEARS | 6623 |
| ✓ You must provide a copy of two years worth of your "Op. ID" or "Restricted Material Permit" for audit purposes. | |
| 6. PESTICIDE USE RECORDS AVAILABLE / 2 YEARS | 6624 |
| ✓ Two years worth of use reports will be reviewed during your audit. | |
| 7. PESTICIDE USE REPORTS SUBMITTED | 6626/7 |
| ✓ This is checked in our office by the inspector prior to the audit. | |
| 8. EMERGENCY MEDICAL CARE PLANNED | 6726/6766 |
| ✓ Emergency Medical Care for employees must be planned for in advance. Your plan will be discussed for completeness/appropriateness. | |
| 9. CHANGE AREA | 6732 |

For any employee who regularly handles pesticides with the signal word "DANGER" or "WARNING," and for all employees who handle any pesticides for the commercial or research production of an agricultural plant commodity, the employer shall assure there is, at the place where employees end their exposure period and remove their personal protective equipment, an area where they may change clothes and wash themselves. Clean towels, soap, and sufficient water must be available to allow for thorough washing. The employer shall provide a clean, pesticide-free place where employees may store any personal clothing not in use while at work handling pesticides.

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When handling any pesticide for the commercial or research production of an agricultural commodity, the change area towels must be single use towels, and the water available for washing must be at least three gallons for each employee handler.

10. PROPER STORAGE OF PERSONAL PROTECTIVE EQUIPMENT (PPE) 6638(a)

- ✓ Your personal protective equipment storage will be inspected.
- ✓ The inspector will check the locker or container where PPE is kept to assure it is a clean pesticide free environment.

11. MB - RECORD KEEPING 6784(b)

- ✓ These are documents pertaining to methyl bromide field fumigations. This includes tarp cutting records, tarp repair and removal activities. You must keep records of employee work activities, date(s), duration of handling, E.P.A. Registration Number and brand name of methyl bromide product handled. You must keep these records at a central location for two years.

HAZARD COMMUNICATION / TRAINING PROGRAM
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12. HAZARD COMMUNICATION / HANDLER 6723

- ✓ Inspector examines “display” of your completed Pesticide Safety Information Series (PSIS) leaflet A-8 or N-8 at your designated central location at the workplace. The A-8 must also be “posted” at permanent decontamination facilities and decontamination facilities servicing 11 or more handlers.
- ✓ “Display” means an employee must have unimpeded access to these documents (e.g., file cabinet in an unlocked office), whereas “Post” means clearly visible or unobstructed view (e.g., hung on a bulletin board or secured to a truck window).

13. APPLICATION SPECIFIC INFORMATION / HANDLER 6723.1

- ✓ Inspector examines your Application Specific Information pertaining to handlers. Application Specific Information includes copies of Safety Data Sheets for pesticides used. Application Specific Information must be displayed at a central location. These records must be displayed within 24 hours of completion of an application and remain displayed until the site no longer meets the definition of a “treated field” or handler employees are no longer on the operator’s property, whichever occurs first.
- ✓ These records must be kept two years.

14. TRAINER QUALIFIED 6724(f)

- ✓ Inspector will verify that the person conducting training of employee handlers and/or fieldworkers has required qualifications.
- ✓ Inspector will verify that the trainer’s card, license or qualification is current and valid for training employees.

15. WRITTEN PROGRAM 6724(A)

- ✓ Inspector will verify that your written employee handler training program covers topics required by regulation. A copy of the written training program must be kept while in use and for two years after use. A copy of the program is kept at a central location for two years

- 16. HANDLER TRAINING** **6724(B-E)**
- ✓ Handler training is required before the employee is allowed to handle any pesticide and annually thereafter. Training records must be kept for two years.
- 17. HAZARD COMMUNICATION / FIELDWORKERS** **6761**
- ✓ Inspector will examine display of your completed Pesticide Safety Information Series (PSIS) leaflet A-9 at your worksite or a central location if the employees gather there prior to transportation to the worksite, and at all permanent decontamination facilities and decontamination facilities servicing 11 or more fieldworkers.
- 18. APPLICATION SPECIFIC INFORMATION / FIELDWORKERS** **6761.1**
- ✓ Inspector examines your Application Specific Information pertaining to fieldworkers. Application Specific Information includes copies of Safety Data Sheets for pesticides used. Application Specific Information must be displayed upon your receipt of notice of completion of an application and before any fieldworkers are allowed to enter the treated field. These records must remain displayed until the site no longer meets the definition of a “treated field” or fieldworkers are no longer on the operator’s property, whichever occurs first.
 - ✓ These records must be kept for two years.
- 19. FIELDWORKER TRAINING** **6764**
- ✓ Training is required prior to sending any workers into a “treated field” and annually thereafter.
 - ✓ Training records must be kept at a central location for two years.

"**TREATED FIELD**" means a field that has been treated with a pesticide or had a restricted entry interval in effect within the last 30 days. A treated field includes associated roads, paths, ditches, borders, and headlands, if the pesticide was also directed to those areas. A treated field does not include areas inadvertently contaminated by drift or over spray.

RESPIRATORY PROTECTION PROGRAM CCR 6739
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- 20. WRITTEN PROGRAM** **(a), (p)**
- ✓ The Written Respiratory Protection program is a living document that must be updated as necessary (i.e., if something changes an update is required to reflect that change).
 - ✓ A copy of the Written Respiratory Protection program must be kept for the duration of the employment requiring respirator use and for three years thereafter.
- 21. MEDICAL EVALUATION** **(d), (s)**
- ✓ An initial Medical Evaluation must be performed and your Physician or other Licensed Health Care Professional (PLHCP) must provide a Medical Recommendation allowing the employee to wear a respirator.
 - ✓ Immediately address any possible medical issue/condition your employee may report or that you notice/observe that would affect safe use of a respirator. If an additional Medical Evaluation is required, remove the employee from duties that require respirator use until you obtain a new Medical Recommendation. The PLHCP may recommend the employee continue respirator use, restrict or limit

their work or require they be permanently removed from duties requiring respirator use.

- ✓ Records required by Section 6739 must be maintained while employees are required to use respiratory protection and for three years after the end of employment conditions requiring respiratory protection.
- ✓ Employer shall provide respirators, training and medical evaluations at no cost to the employee.

22. FIT TEST RECORDS (e)(p)

- ✓ A OSHA qualifying Fit Test is REQUIRED ANNUALLY...NO exceptions.

23. RESPIRATORS INSPECTED (j)(1)

- ✓ Employer shall ensure that all respirators are inspected before each use and during cleaning, and that the employees know how to inspect the respirator for routine use.
- ✓ Repair or adjustment of respirators shall be performed by persons trained to do so and must follow manufacturer's guidelines.

24. RESPIRATOR STORAGE (h)(4)

- ✓ Respirators must be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture and damaging chemicals.
- ✓ Respirators shall be stored to prevent deformation of the face-piece and exhalation valve.

25. VOLUNTARY USE DISPLAY (b)(2)

- ✓ A employer may provide respirators at the request of an employee or permit an employee to use their own respirator on a voluntary basis, if the employer determines that such respirator use will not in itself create a hazard.
- ✓ If the employer determines that any voluntary respirator use is permissible, the employer shall provide the respirator user with the information contained in CCR 6739, subsection (r) and display this information alongside the display of other hazard communication information (e.g., Pesticide Safety Information Series leaflet A-8) at a central location in the workplace.
- ✓ If the employer provides the employee with a respirator for voluntary use, the employer must establish and implement the provisions of a Written Respiratory Protection program necessary to ensure the employee using a respirator voluntarily is medically able to use that respirator, and that the respirator is cleaned, stored, and maintained so that its use does not present a health hazard to the user.
- ✓ If the employee supplies their own private respirator for voluntary use, then no aspect of the Written Respiratory Protection program is required, excepting display of CCR 6739, subsection (r).
- ✓ Employers are not required to include a written respiratory protection program or display subsection (r) for those employees whose only use of respirators involves the voluntary use of filtering face-pieces (i.e., dust masks).

MEDICAL SUPERVISION PROGRAM CCR 6728

26. USE RECORDS RETAINED / 3 YEARS (a)

- ✓ Whenever an employee mixes, loads or applies an organophosphate or carbamate

pesticide with signal word “DANGER” or “WARNING” for the commercial or research production of an agricultural plant commodity, the employer must keep use records that identify the employee, the name of the pesticide and the date of use. Employees that regularly handle these pesticides (apply them more than six days in any 30 day period) are required to be under medical supervision (see #27 below).

- 27. DOCTOR’S AGREEMENT AVAILABLE / 3 YEARS (b)**
✓ A copy of this agreement must be submitted to the Agricultural Commissioner by the employer no later than when an employee begins to regularly handle pesticides specified in #26 above.
- 28. RECORDS /3 YEARS (c)**
✓ All records related to employee medical supervision must be kept for three years.
- 29. MEDICAL SUPERVISION POSTING (c)**
✓ The employer must post the name, address and telephone number of the doctor performing medical supervision in a prominent place where the employee usually starts their work day or at each worksite or in each work vehicle.

PESTICIDE STORAGE

- 30. POSSESSION OF PERMIT FOR STORED RESTRICTED MATERIALS 6412**
✓ A valid current California Restricted Material permit is required for purchase, possession and use of any California Restricted Material.
✓ California Restricted Materials no longer in use may remain in the permittee’s possession after permit expiration if properly stored.
- 31. CONTAINERS SECURED 6672(2)**
✓ Store all pesticide containers (i.e., full, empty, triple rinsed) in a locked enclosure or in the case of liquid pesticides in a container larger than 55 gallons in capacity the container shall have a locked closure. Either shall be adequate to prevent unauthorized persons from gaining access to the material.
- 32. STORAGE POSTED, “WARNING / DANGER” 6674**
✓ Your pesticide storage area must be adequately posted when storing pesticides with signal word “DANGER” or “WARNING.” The posting must be readable at a distance of 25 feet and read substantially as follows:
DANGER
POISON STORAGE AREA
ALL UNAUTHORIZED PERSONS KEEP OUT
KEEP DOOR LOCKED WHEN NOT IN USE
- 33. CONTAINERS LABELED / CLOSURES 6676**
✓ All pesticide containers must be labeled. This includes full, empty and triple rinsed containers.
- 34. SERVICE CONTAINER LABELING 6678**
✓ “Service container” is any pesticide container other than the manufacturer’s original container.
✓ Service containers must be labeled with the following information:

- The name and address of the person or firm responsible for the container
 - The identity of the pesticide in the container
 - The word “DANGER,” “WARNING,” or “CAUTION,” in accordance with the label on the original container.
- ✓ Service container labeling is not required when the service container is on the property operator’s own property.

35. PROPER CONTAINERS 6680

- ✓ Pesticides must not be held or stored in any container of a type used for food, drink or household products (e.g., soda cans, juice bottles).

36. CONTAINERS PROPERLY RINSED 6684

- ✓ All empty pesticide containers in your storage area must be triple rinsed in accordance with procedures set forth by regulation.