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MEMORANDUM

To: Pesticide Business Licenses

From: Christopher Wade, Pesticide Compliance Administrator

Date: January 5, 2016

Subject: **SERVICE EMPLOYEE REGISTRATION AND VERIFIED TRAINING**

All employees handling pesticides must be registered with the Department of Agriculture. An employee is considered "handling" pesticides if they are involved in mixing, loading, applying or disposing of pesticides.

Registration of employees must be made when applying for a Pesticide Business License or within forty-five (45) days of hire, for a new employee. Please submit requests for employee registration(s) on the enclosed application form. There is a one-time, twenty five dollar (\$25.00) fee for the registration of each employee.

Completion of an employer-sponsored training program is required within 30 days of employment and before employee registration is approved. The training program is subject to Department review and approval. At a minimum, the training should instruct the new employee in the following areas of knowledge.

- Pesticide Law and Regulations
- Label comprehension
- Safety and emergency procedures
- Proper pesticide storage, handling and disposal
- Pest identification and control procedures
- Pesticide application techniques
- Environmental and health concerns
- Integrated pest management principles

Employees possessing a valid pesticide applicator certification are exempt from the \$25.00 fee and from the training requirement; however, ***all employees*** are required to carry a registration card within thirty days of employment. The card is to be carried during working hours and must be displayed upon request. The card identifies the person as an employee of your company and if that employment is terminated, please notify our office within thirty days.

Registration cards may be revoked, suspended or denied, if the employee has committed any violations under the Pesticide Law. An employer or licensee is subject to fines, suspensions, and other penalties for having unregistered employees handling pesticides. Civil penalties not to exceed \$2,500 per offense may be levied for each violation of this regulation.

If you have any questions concerning the application or regarding the enforcement of this regulation, please contact my office.