



## ADMINISTRATIVE PRACTICES MANUAL

### SAFETY MANUAL – PESTICIDES / HERBICIDES:

#### 1.0 Scope and Application

This policy specifies the requirements for the use and handling of pesticides / herbicides by County employees. This policy covers all applications, including those at parks, campgrounds, and highway department and complies with Chapter SPS 332 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Safety and Professional Services.

#### 2.0 Responsibilities

**Risk Management:** Support and management of this policy.

**Department Heads:** Implementation of policy.

**Supervisors:** Ensure policy is adhered to by all employees.

**Employees:** Follow requirements contained in this policy.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

#### 3.0 Departmental Policies and Requirements

This policy sets forth the requirements for all pesticide / herbicide use. Departments using pesticides / herbicides are required to develop more detailed procedures to ensure the requirements of this policy are adhered to.

#### 4.0 Definitions

**Pesticide:** Any substance or mixture of substances labeled or designed or intended for use in preventing, destroying, repelling or mitigating any pest, or as a plant regulator, defoliant or desiccant.

#### 5.0 Training

All County employees whose job requires the use and application of pesticides are required to comply with the applicable licensing and certification requirements of Chapter 29 of the Wisconsin Administrative Code as promulgated by the Wisconsin Department of Agriculture, Trade and Consumer Protection (ATCP). Training of employees shall be provided by appropriate accredited agencies (example: University of Wisconsin Extension, etc..) Pesticide Applicator type training program.

#### 6.0 Documentation Requirements

In addition to records of training, departments shall keep appropriate records showing areas in which pesticides / herbicides and been applied, the amount applied, the type of pesticide / herbicide used, and the date and time it was applied, as required by regulating agencies.



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### 7.0 Pesticide Use and Application

All use is required to comply with the specific requirements of ATCP Chapter 29. The requirements in this policy are not intended to be all inclusive and users should consult ATCP 29 for more detailed requirements.

### 8.0 General Requirements

a) Pesticide / herbicide warning signs in areas where applied will be posted by the employee applying the pesticide as follows:

- Sites located within 300 feet of a residence, migrant labor camp, school, playground, day care facility, health care facility, commercial or industrial facility, public recreation area, or other nonagricultural area except a public road, where individuals are likely to be present during the restricted entry interval specified on the pesticide label. Application of pesticides at County Parks and other facilities shall comply with the signage and other requirements of ATCP Chapter 29.

b) Employees who handle pesticides labeled with a skull and crossbones will be monitored visually or by voice contact at least once every two (2) hours.

c) Employees are not permitted to enter areas in which pesticides have been applied during the time interval specified on the label. Signs shall be removed when it is safe for employees and the public to enter areas in which pesticides / herbicides have been applied.

d) Pesticides / herbicides shall not be used, transported or stored in a negligent manner, or in a manner inconsistent with the pesticide label or for a purpose for which the pesticide is not registered or labeled.

e) Employees are not allowed to eat, drink or smoke during the application or handling of pesticides / herbicides.

f) Empty pesticide / herbicides containers are to be properly disposed and shall not be used for any other purpose.

g) Pesticides / herbicides must be stored and transported according to label directions, in a manner that avoids reasonably foreseeable and reasonably preventable hazards to persons, property and the environment and shall be secured against access by children, the general public, domestic animals and wild animals.

h) Pesticides / herbicides must be adequately separated from food, feed and other products so that they will not contaminate or be mistaken for those products.

i) Thoroughly clean pesticide / herbicide residues from storage areas and transport vehicles before reusing those storage areas or transport vehicles for other purposes.

j) Protect pesticide / herbicide containers and labels from reasonably foreseeable damage or destruction.

k) Inspect pesticide / herbicide containers when those containers are removed from their outer shipping containers, to ensure that the containers are intact and properly sealed, and that the labels are intact and fully legible.

l) Pesticides / herbicides may not be stored or transported in a visibly broken, defective or improperly sealed container unless that container is enclosed in another suitable container which effectively prevents foreseeable spillage.



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- m) Any spill of pesticide shall be immediately reported to your Supervisor who will notify the Risk Management so that reporting to the appropriate regulating agency (i.e. Wisconsin Department of Natural Resources) can be made.
- n) Personal Protective Equipment shall be worn and used as prescribed by the pesticide / herbicide label instructions and or MSDS and shall be consistent with the County's Personal Protective Equipment Policy.

**End Policy**