County of Monterey
Office of Risk Management
Injury and Illness Prevention Program (IIPP)

Pesticide Use and Chemical Exposure Prevention Guidelines

1.0 SCOPE
These guidelines apply to all departments and work divisions of the County. The guidelines are issued as a component of the County of Monterey Injury and Illness Prevention Program.

2.0 PURPOSE
In order to provide a safe and healthy work environment for County Employees and to protect the public, the General Services Department has issued the following directive to Purchasing relative to contracts and leases:

Any Building Owners/Managers/Operators shall not apply any substance that is part of any building maintenance or repair that would introduce irritating or noxious odors or any other hazardous condition to occupied spaces without prior coordination and approval of the Facilities Operations Manager or designated representative at (831) 755-4855. Prior notification and approval shall be made at least 48 hours prior to the desired application time. Also, a Material Safety Data Sheet (MSDS) shall be furnished by the proposed applicator. Examples of material (not limited to the following):
− Termite Control Materials,
− Pesticides, Herbicides, Fungicides, etc.
− Paint
− Water Treatment Chemicals
− Any other substance that could be considered as hazardous.

3.0 HAZARDOUS SUBSTANCE DEFINITION
The California Code of Regulations Title 8, Section 5194(c) defines a hazardous substance as:
“Any substance which is a physical hazard or a health hazard or is included in the List of Hazardous Substances prepared by the Director pursuant to Labor Code Section 6382.”

The term “health hazard” includes substances which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes. The term “physical hazard” is defined as a combustible liquid, a compressed gas, explosive, flammable, organic peroxide, an oxidizer, pyrophoric, reactive or water reactive substances.
4.0 REGULATORY COMPLIANCE AND INVESTIGATION

There are several agencies that conduct regulatory compliance inspections and investigations regarding chemical/pesticide exposures. At the state level, Cal-OSHA enforces safety standards. At the local level, the Agricultural Commissioner and Environmental Health are County agencies that enforce safety standards. In some instances, one or more agencies may be involved in an investigation or complaint.

5.0 PESTICIDE APPLICATION ENFORCEMENT

The County of Monterey Agricultural Commissioner, 759-7325, regulates the application of pesticides or chemicals used as a pesticide.

5.1 County Employee Pesticides Applications:

(a) Authorized Use: Any County employee who applies pesticide must be authorized to do so according to departmental policy.
(b) Job Description: The job description of the County employee shall include the duties and responsibilities related to pesticide application regulations and standards.
(c) Department Safety Program: The departmental Injury and Illness Prevention Plan shall address the health and safety requirements related to pesticide application to include training, record keeping, protective equipment and similar information under applicable regulations. The Department Safety Program will define the areas to be controlled, those employees authorized to apply materials in controlled areas, and the type(s) of materials that will be used.
(d) License/Permits: Departments that authorize any pesticide application by County employees will assure that any and all required licenses, certification and permits are obtained as required by the County of Monterey Agricultural Commissioner or other regulatory authority.

5.2 Contracted Pesticide Services:

(a) Purchasing:

County Purchasing will administer and review all pest control contract services and require contractors to comply with health and safety regulations, and County policies.

(1) Purchasing will verify that the contractor’s license is current and that the contractor is licensed in the appropriate categories of pesticide application.

(2) Purchasing will verify that the contractor is registered with the County of Monterey Agricultural Commissioner prior to the performance of work within the County.
(b) **General Services:**
The manager of Facilities Operations shall have general oversight of all contracted pesticides services. No one other than an authorized person reporting to General Services will amend or change the scope of work related to the contract. Purchasing will be advised, in advance if possible, of any required amendments or changes in the scope of work.

(c) **Organizational Exceptions:**
Any department or agency that does not rely on General Services to provide contracted pesticide services shall initiate and maintain departmental policies and procedures which will comply with these guidelines.

5.3 **Disclosure and Notice Requirements:**
(a) **Advance Notice:**
All employees in pesticide application areas will be notified a minimum of 24 hours in advance of the application.

   (1) Applicator Responsibility: The licensed applicator or authorized representative shall provide notification according to the Business and Professions Code Section 8538; Title 3, Section 6618 of the California Code of Regulations, or other applicable regulations.

   (2) Departmental Management Responsibility: Upon notification of a scheduled pesticide application, appropriate notification will be given to affected employees.

   (3) Posting Requirements: Pesticide application notices required by pesticide application regulations will be posted in such a manner that employees that work in the area, are informed of the pesticide application. In addition, management may post the Pesticide/Chemical Use Disclosure Notice (8/02PNF) to assure further notice and disclosure is made to all employees entering the area.

5.4 **Exposure Control Methods – Hazardous Materials and Pesticides Management:**
(a) **Management Responsibility:**
Diligent effort will be made by management to eliminate exposure of County employees to pesticides/hazardous materials. Exposure may be eliminated by advance notice to vacate the work area and/or engineering control by increased ventilation exhaust, and/or by using materials of reduced toxicity.
(b) **Hazard Communication:**
Employees in areas affected by pesticides/hazardous materials are to be fully informed about the hazards and toxicity of the materials used. Under state regulations, an employee may refuse to work in an area which is or which is reasonably believed to be hazardous to his/her health.

(c) **Occupied Work Areas:**
Pesticides/hazardous materials shall not be applied in occupied work areas or in areas which will allow vapors, dust, fumes, mist or spray to migrate to occupied areas via ventilation system or ambient air circulation. Application may be performed on weekends, off shifts, or at other times when employees are not present; work performed at such times is subject to notification requirements.

(d) **Procedures After Pesticide Application:**
Steps should be taken in accordance with applicable pesticide safety requirements to verify the area is cleared for occupancy. Examples of such steps include purging of the subject areas by ventilation with fresh air and cleaning of work surfaces such as desks and counters as may be necessary. Employees will be advised if any residual effects (such as odor) will persist in the work area. (Refer to Line 8 of Pesticide/Chemical Use Disclosure Notice (8/02 PNF))

### 6.0 FUGITIVE CHEMICAL ODORS
Chemical odors from unidentified or improperly controlled sources may have undesirable effects in the workplace. The human sense of smell/olfactory perception cannot be relied upon for determining the toxicity or hazard characteristics of an odor.

(a) **Exposure Limits:** State and Federal regulations permit exposure according to TLV-Threshold Limit Value or PEL - Permissible Exposure Limit. These exposure limits are for chemicals identified and categorized by hazard characteristics.

(b) **Unidentified Chemicals:** A permissible exposure limit cannot be assigned to a chemical until it is identified and measured according to established industrial hygiene standards.

(c) **Identified Chemical:** It is necessary to use various types of chemicals to maintain and improve County facilities. Use of ordinary paints, glues, cleaning products, and similar materials may present an odor that is unpleasant or not easily tolerated by some individuals. There are specific regulations on chemical use by employees and the steps necessary to avoid over exposure to the chemicals. Employees who are in an area where work is done using these chemicals should be provided with safety and health information about the materials if it is reasonably anticipated that an odor or other effect will occur as a result of the activity. It is the responsibility of the person(s) who supervise and/or authorize the use of the chemicals to provide safety and health information requested by those who may be affected.
6.2 Source:
Chemicals have a source and odor is a result of a chemical reaction. It is important to
determine the exact source of an odor in order to identify the chemical and to determine
possible hazards.

6.3 Chemical Odor Complaints:
If there is a complaint or a concern about chemical odor, the source should be identified as
quickly and as accurately as possible. Department management and supervision should be
involved in any complaint related to employee health and safety.

(a) Make written note(s) of the description of the odor, time and date occurred, where
detected, how long persisted, who reported and any other relevant information.
Documenting this information will be helpful to technical staff attempting to correct a
problem.

(b) Facilities Operations should be notified to conduct an investigation when indoor air
quality complaints are presented.

(c) If there are health and safety concerns about an odor complaint, management should
attempt to avoid work assignments in the affected area and notify the County Safety
Officer, Facilities Operations and Environmental Health for advice on finding,
identifying and eliminating/controlling the source of the odor problem.

(d) If convinced that the odor is immediately hazardous or dangerous (a gas leak or similar
hazard), vacate the suspected area and call 9-1-1 to report the circumstances. Follow
established procedures set forth in the departmental emergency plan.

(e) For chronic unresolved odor problems, the work unit should use the Injury and Illness
Prevention Hazard Report to document the problem according to safety procedures
established within the department. If a pesticide material is suspected or identified, the
County of Monterey Agricultural Commissioner should be notified at (831) 759-7325.

7.0 ADMINISTRATION OF GUIDELINES
Contact the County Safety Officer, CAO – Risk Management Office regarding questions related to
these guidelines.

End Document_______________________________________ File: 02_Aug_16_REV PestChemGL

Attachment: PESTICIDE/CHEMICAL USE DISCLOSURE NOTICE (8/02 PNF)
**COUNTY OF MONTEREY**  
*Office of Risk Management*  
**INJURY AND ILLNESS PREVENTION PROGRAM**

**PESTICIDE/CHEMICAL USE DISCLOSURE NOTICE (8/02 PNF)**

*(Please print or type all information.)*

**Part I: Applicators are to provide disclosure information required by Business and Professions Code Section 8538 and applicable regulations in the California Code of Regulations, 3 CCR, Section 6618.**

<table>
<thead>
<tr>
<th>I: DISCLOSURE OF PROPOSED USE OF PESTICIDE OR HAZARDOUS MATERIAL</th>
</tr>
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<tbody>
<tr>
<td>1. Department(s) or area(s) to be affected:</td>
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<tr>
<td>2.</td>
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<td></td>
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<td>3. TYPE OF MATERIAL AND PURPOSE FOR APPLICATION:</td>
</tr>
<tr>
<td>4. Trade name of material and active ingredient:</td>
</tr>
<tr>
<td>5. Applicator Business Name:</td>
</tr>
<tr>
<td>6. Applicator Phone Number:</td>
</tr>
<tr>
<td>7. Name and phone number of County manager authorizing work:</td>
</tr>
<tr>
<td>8. Precautions Required (including post-application residual odor or effects):</td>
</tr>
</tbody>
</table>

**Part II: This part of the form to be used by department management to assure that all employees are properly notified about the application of pesticides or hazardous substances in the work area.**

<table>
<thead>
<tr>
<th>II: Check List – Department Management Contact</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Employees have been given 24 hours advance notice?</td>
<td>Y N</td>
</tr>
<tr>
<td>2. MSDS or equivalent information provided?</td>
<td>Y N</td>
</tr>
<tr>
<td>3. Affected area(s) posted with copies of disclosure notice?</td>
<td>Y N</td>
</tr>
<tr>
<td>4. Appropriate measure taken to protect health and safety of those in work area?</td>
<td>Y N</td>
</tr>
</tbody>
</table>

Comments:

Print name of management contact for employee information:

Title and Phone Number: Date:

THIS DOCUMENT MAY BE SUBJECT TO INSPECTION BY REGULATORY AUTHORITIES (Rev: August, 2002)