

Structural Pest Control Board

BRANCH 1 FIELD REPRESENTATIVE CANDIDATE STUDY GUIDE



Effective May 2011

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CONTACTS

Questions about licensing should be directed to:

Structural Pest Control Board
2005 Evergreen Street, Ste. 1500
Sacramento, CA 95815
Phone: 916.561.8704
Fax: 916.263.2469

INTRODUCTION

Branch 1 Field Representative Practice

Structural pest control involves the control of wood-destroying pests and organisms or such other pests which may invade households or structures, railroad cars, ships, docks, trucks, airplanes, or the contents thereof. Fumigation with poisonous or lethal gases is the scope of Branch 1 Field Representative duties.

The practice of structural pest control includes the engaging in, offering to engage in, soliciting, or the performance of the following:

- Monitoring and evaluating fumigation procedures with the use of fumigation with poisonous or lethal gases for the purpose of eliminating, exterminating or controlling infestations or infections of such pests, or organisms.

How to Use This Study Guide

This study guide will provide you with the necessary information regarding the Branch 1 Field Representative examination.

Be familiar with references listed for the examination. Recognize that laws, rules, and standards are modified from time to time, and it is your responsibility to keep your knowledge current during the course of your future professional practice. Please read this study guide carefully and completely.

Purpose of Examination

To ensure entry-level competence, the Structural Pest Control Board administers an examination to assess the candidate's ability to apply knowledge of fumigation equipment, and fumigation procedures to the practice of structural pest control.

Candidates should also be familiar with the Department of Pesticide Regulations Safety Information Series that covers worker safety; storage, moving and disposal of fumigants; and safety rules for performing fumigations.

Eligibility and Fees

Pursuant to California Code of Regulations §1936, candidates for the initial field representative license must file an application with the Board with the required examination fee of \$10 at least 15 days prior to the next scheduled examination.

The examination application can be downloaded from the Board's website: <http://www.pestboard.ca.gov/forms/43e-6.pdf>

EXAMINATION POLICIES AND PROCEDURES

Examination Security

California Business and Professions Code §123, §496 and §584 prohibit candidates who sit for the examination from engaging in any conduct that subverts or attempts to subvert any licensing examination or the administration of a licensing examination.

Such conduct includes, but is not limited to, obstruction of the standardized administration of the examination, removal of examination materials from the examination room, communicating examination information to another person, copying answers from another person, using unauthorized books, equipment, notes or other printed materials during the examination, and permitting an impersonator to take the examination (see full text in Appendix A).

Violation of these sections will result in disqualification from the examination and possible denial of license.

Abandonment of Application

The Board considers an application abandoned if a candidate fails to participate in the examination process. Per California Code of Regulations §1941, an applicant who fails to appear for the examination after proper notification forfeits the examination fee unless the applicant requests and is granted a postponement not less than 5 days prior to the examination or is excused by the Board for good cause from complying with this requirement.

An applicant who receives a postponement of not more than 6 months will not be required to file a new application.

Special Accommodations

All examination locations are accessible to persons with disabilities. In addition, the Board grants requests for reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. In order to receive consideration, all requests and substantiating documentation must be submitted at least 30 days prior to the examination.

Arrival at the Examination

You should arrive at least 15 minutes prior to the examination in order to sign in and have Board staff verify your identification.

Registration

Report to the registration area at the time and date specified on the Structural Pest Control Board Field Representative Examination Admission Letter.

The proctors will collect the Admission Letter and ask for your identification. The identification presented must include a current photograph, full legal name as submitted during registration and your signature. This information may be presented in more than one form of identification.

Acceptable forms of identification include:

- California drivers license
- Government issued identification cards
- Passport
- Alien residency card
- Military identification

Candidates that fail to provide appropriate identification at the time of examination will not be allowed to participate in the examination.

No show policy

Candidates who fail to appear for the examination must re-register for the examination and pay the prescribed fees.

Tardiness

An examination will not be disrupted to accommodate late arrivals. If a candidate reports late, the candidate will not be permitted to take the examination and will need to reschedule and submit any applicable fees.

Materials to Bring

Other than photographic identification, you will be provided with all material necessary to take the examination.

Prohibited Materials

Candidates cannot bring communication devices, reference materials, photographic equipment or electronic devices into the examination room. The following items are examples of prohibited materials:

- Cellular phones and pagers
- Candidate study guides, technical reference books and dictionaries
- Cameras and videographic recorders
- MP3s or miscellaneous playback devices
- Radios and tape recorders
- Laptop computers
- Programmable electronic organizers, personal digital assistants (PDAs)
- Drinks and food unless medically necessary

Personal Belongings

Candidates may keep keys, wallets and purses on the floor near their seat during the examination. Larger items (e.g., backpacks, briefcases, duffel bags, handbags, tote bags) and outerwear (e.g. coats, hats) cannot be brought into the examination.

Examination staff will not be responsible for monitoring candidates' personal items during the examination. If a candidate reports with prohibited materials or belongings, the candidate will be asked to make alternative arrangements before starting the examination. The Board is not responsible for the loss of, or damage to personal items.

If securing belongings results in the candidate being late for the examination, the candidate will not be permitted to take the examination and will need to reschedule and submit any applicable fees.

Check-Out Procedure

All examination materials including test booklets, answer sheets, pencils and any notes taken during the examination must be returned to the examination staff. Failure to do so will void your examination.

Disruptive Behavior

Candidates who engage in behavior that is disruptive to other candidates may be disqualified from the examination process. Examples of disruptive behavior include:

- Eating or drinking during the examination;

- Allowing the alarm features of programmable wrist watches or other timepieces to emit sound;
- Talking, whispering, or otherwise attempting to communicate with other candidates for any reason.

Leaving the Room During the Examination

Candidates will not be permitted to leave the examination room for any purpose unless accompanied by a member of the examination staff. Candidates who leave the exam room will not be permitted to receive extra time to complete the examination. Failure to follow these rules will result in the candidate's examination being voided.

THE EXAMINATION

Format

The examination consists of 200 multiple-choice questions from major duty areas. There is one correct answer for each question. There is no penalty for guessing; therefore, candidates should answer all of the questions.

Time Limits

Candidates are allowed a total of 3 hours to complete the examination. Candidates may complete the multiple-choice questions in any order; however, they are responsible for managing their own time. At the end of the three-hour period, all remaining candidates will have their examinations collected.

Passing Score

Business and Professions Code §8560 states that the passing score for the examination is 70 percent.

OVERVIEW OF MAJOR DUTY AREAS

- I. Planning and Documentation (13%*): Assess the candidate's ability to employ the use of fumigation logs and field notes, estimate equipment and material needs, comply with local regulatory agencies, and notify owner/tenants of neighboring structures of planned fumigation.
- II. Prefumigation (25%*): Assess the candidate's ability to examine interior and exterior of structures, post fumigation warning signs and notices, and verify that safety precautions have been carried out prior to fumigation.
- III. Fumigation (32%*): Assess the candidate's ability to secure points of entry prior to fumigation, measure and release fumigants into structure, and monitor and evaluate fumigation procedures taken to ensure success of fumigation.
- IV. Aeration and Certification (30%*): Assess candidate's ability to initiate aeration by installing exhaust fans, aerating structure by running fans to remove fumigant, and preparing for owner/tenant reentry into structure by testing fumigant concentration levels.

*Percentages are approximate

CONTENT SPECIFICATIONS

The content specifications for the examination are based upon an occupational analysis of Branch 1 Field Representative practices conducted by the Department of Consumer Affairs. The occupational analysis involved interviews with practitioners, focus groups to validate the tasks and knowledge identified, a survey questionnaire, which asked licensed practitioners to rate the importance of tasks and knowledge identified in the interviews, an analysis of the ratings, and development of content specifications based on the ratings.

CONTENT SPECIFICATIONS

I. PLANNING AND DOCUMENTATION (13%*)

Job Tasks

- T1. Enter items into fumigation log considered as safety hazards during fumigation planning using inspection report and field notes.
 - T2. Estimate equipment and material needs for fumigation by referring to fumigation log and field notes.
 - T3. Check fumigation log entries to confirm that local regulatory agencies have been notified about a planned fumigation.
 - T4. Give owner or tenant of structure fact sheets with recommended safety precautions to take before fumigation to avoid injury or death.
 - T6. Give owner or tenant of a structure a written copy of signed and dated fumigation notice for legal compliance prior to fumigation.
 - T7. Seek permission from neighbor(s) to allow fumigation preparation steps to occur, such as detaching common fences.
-

Associated Knowledge

- K1. Knowledge of regulations for storing, transporting, and carrying fumigants and warning agents.
 - K2. Knowledge of laws and regulations for giving fumigation notices to owners or tenants.
 - K3. Knowledge of fumigant label prefumigation safety precautions for a structure.
 - K4. Knowledge of various types and uses of fumigants and warning agents.
 - K5. Knowledge of principles and practices for minimizing consumer's exposure to fumigants.
 - K6. Knowledge of laws and regulations for the provision of a self-contained breathing apparatus (SCBA) to each fumigation crew member at work sites.
 - K8. Knowledge of regulations for possession of fumigation safety kits and testing equipment.
 - K9. Knowledge of effects of environmental conditions on fumigations, such as temperature.
 - K10. Knowledge of types of property liability releases for fumigations (e.g., roof, plants, neighbor access).
 - K11. Knowledge of obstacles that impair or prevent fumigation of a structure.
 - K12. Knowledge of regulations for content requirements of fumigation logs for each fumigation job.
 - K13. Knowledge of regulations for accident response plans.
 - K14. Knowledge of techniques for maintaining fumigation tools, equipment, and materials.
-

II. PREFUMIGATION (25%*)

Job Tasks

- T8. Verify that owner or tenant of property has carried out prefumigation safety precautions such as bagging food.
 - T9. Post signed fumigation notice at fumigation site for legal compliance before beginning fumigation work.
 - T10. Set up equipment, tools, and materials at property using a work plan to prepare for fumigation.
 - T11. Examine interior of structure to plan placement of fans, hoses, and other items for introduction of fumigant.
 - T12. Examine exterior of structure and surrounding area using planning checklists to identify fumigation obstacles.
 - T13. Verify that work crew removed hazards according to safety regulations before beginning fumigation.
 - T14. Post fumigation warning signs on structure and tarps by complying with regulations for public safety before fumigation.
 - T15. Examine condition of the tarps wrapped around structure for tears and gaps to ensure they are sealed.
-

Associated Knowledge

- K15. Knowledge of techniques for sealing structures for fumigation.
 - K16. Knowledge of regulations for the safety of persons, animals, and property during fumigations.
 - K17. Knowledge of types of roofs and other characteristics of structures that could affect fumigation work crew safety.
 - K18. Knowledge of use of information contained in fumigant labels for fumigation.
 - K19. Knowledge of fumigation site pesticide container labeling regulations.
 - K20. Knowledge of laws and regulations requiring that a structure be vacated, locked, or barricaded before fumigation.
 - K21. Knowledge of laws and regulations for posting of warning signs and fumigation notices before beginning fumigation.
 - K22. Knowledge of regulations for possession, content, and record keeping of fumigation notices for occupant(s).
 - K23. Knowledge of regulations about need to vacate connecting structures before their fumigation.
 - K24. Knowledge of various methods to fumigate a structure (e.g., tape and seal, tarping, chamber).
-

III. FUMIGATION (32%*)

Job Tasks

- T16. Secure doors before beginning fumigation using locks and secondary locks to prevent the public from entering structure.
 - T17. Enter steps taken in performing fumigation into fumigation log for legal compliance.
 - T18. Measure out the amount of Chloropicrin needed according to the label before beginning fumigation to ensure that correct dosage is used.
 - T19. Release Chloropicrin into structure as a warning agent for odorless fumigants, such as Vikane, to alert the public to stay away from fumigation site.
 - T20. Measure out amount of fumigant needed to fumigate a structure using dosage instructions on label.
 - T21. Release fumigant into structure through a plastic hose attached to its storage cylinder to fumigate target pest.
 - T22. Check structure for leaks during fumigation by using visual methods and instruments such as a TIF detector.
 - T23. Correct fumigation problems by using fumigation tools, equipment, and materials to ensure success of fumigation.
 - T24. Monitor concentration of fumigant in structure using a fumiscope during exposure period to ensure that an adequate dosage is used.
 - T25. Stop leaks around fumigated structure by refastening tarps to retain fumigant.
 - T26. Evaluate fumigation steps performed by work crew using work manual for legal compliance.
-

Associated Knowledge

- K 25. Knowledge of laws and regulations for posting of signs documenting performance of fumigations.
 - K26. Knowledge of regulations about handling, use, and disposal of fumigants and warning agents.
 - K27. Knowledge of regulations for use of fans to disperse fumigants into structures.
 - K28. Knowledge of fumigant circulation principles for obtaining equilibrium.
 - K29. Knowledge of commodity fumigation techniques.
 - K30. Knowledge of physical properties of fumigants.
 - K31. Knowledge of laws and regulations requiring direct supervision of fumigations.
 - K32. Knowledge of procedure for calculating Vikane dosage for use in a fumigation.
 - K35. Knowledge of procedures for introduction of Vikane into a structure to be fumigated.
 - K36. Knowledge of regulations for weighing or measuring out fumigants and warning agents.
 - K37. Knowledge of regulations for release of fumigants into enclosed spaces from outside of them.
 - K38. Knowledge of various factors that affect the half-loss time of a fumigant.
 - K39. Knowledge of use of personal protection equipment to prevent exposure to fumigants.
 - K40. Knowledge of law that requires use of fumigants according to label specifications.
 - K41. Knowledge of principles related to ounce hours accumulated that result in a lethal fumigant dose.
 - K43. Knowledge of regulations for using gloves and eye protection by licensees using Vikane and Chloropicrin.
 - K44. Knowledge of techniques for using fumigation instruments, tools, and equipment.
-

IV. AERATION AND CERTIFICATION (30%*)

Job Tasks

- T27. Install exhaust fans with vent tubing in the opening between the tarp and structure to prepare site for aeration.
 - T28. Remove fumigant from inner space between tarp and structure using fans and opening a seam for aeration.
 - T29. Remove fumigant from inside structure by running fans and opening doors and windows for aeration.
 - T30. Relock operable doors and windows to secure structure from reentry by the public while aeration occurs.
 - T31. Test fumigant's concentration level in a structure after aeration using an interscan instrument to clear for reentry.
 - T32. Evaluate aeration work performed by work crew to ensure that correct sequence of work steps was followed.
 - T33. Enter date and time into fumigation log that structure is safe for reentry and has been released for occupancy.
 - T34. Post signed reentry notice on doors of each living space to notify owner or tenant that it is safe to re-enter structure.
 - T35. Remove warning signs and secondary locks from structure to prepare it for reentry by the owner or tenant.
-

Associated Knowledge

- K45. Knowledge of regulations requiring fumigators to wear a self-contained breathing apparatus (SCBA) during aeration process.
 - K46. Knowledge of measurement techniques using an Interscan device to insure safe reentry into structure.
 - K47. Knowledge of acceptable fumigant concentration levels for safe reentry into a structure following aeration.
 - K48. Knowledge of procedures for the aeration of a fumigant from a structure (e.g., TRAP).
 - K49. Knowledge of regulations for tarp removal and aeration.
 - K50. Knowledge of laws and regulations for removal of posted fumigation warning signs.
 - K51. Knowledge of regulations for reentry into a structure after its aeration.
 - K52. Knowledge of regulations requiring presence of a branch 1 licensee at a structure during its aeration.
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*Percentages are approximate

LIST OF REFERENCES

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- University of California Statewide Integrated Management Project Agriculture and Natural
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A University of California Publication.
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HELPFUL WEBSITE LINKS

1. Structural Pest Control Act (includes relevant sections of the Business and Professions Code and the California Code of Regulations):
Visit <http://www.pestboard.ca.gov/pestlaw/pestact.pdf>
2. Department of Pesticide Regulation (Pesticide Safety Information Series in English):
Visit <http://www.cdpr.ca.gov/docs/whs/psisenglish.htm>
3. Department of Pesticide Regulation (Pesticide Safety Information Series in Spanish):
Visit <http://www.cdpr.ca.gov/docs/whs/pdf/hs2s.pdf>
4. Department of Pesticide Regulation (Pesticide Safety Information Series in Punjabi):
Visit <http://www.cdpr.ca.gov/docs/whs/pdf/hs2p.pdf>

EXAMINATION RESULTS

Notification of Results

The Board will notify candidates of examination results within 2 weeks of the scheduled examination date. Examination results will not be released by telephone.

Re-Examination

California Code of Regulations §1942 states that a candidate who fails the field representative's examination may take another examination within 6 months thereafter on the same application by paying an additional examination fee.

APPENDIX A – BUSINESS AND PROFESSIONS CODE

Important Sections of the Business and Professions Code

Division 1, Chapter 1, Section 123:

It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- (a) Conduct which violates the security of the examination materials; removing from the examination room any examination materials without authorization; the unauthorized reproduction by any means of any portion of the actual licensing examination; aiding by any means the unauthorized reproduction of any portion of the actual licensing examination; paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination; obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or using or purporting to use any examination questions or materials which were improperly removed or taken from any examination for the purpose of instructing or preparing any applicant for examination; or selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.
- (b) Communicating with any other candidate during the administration of a licensing examination; copying answers from another examinee or permitting one's answers to be copied by another examinee; having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination; or impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under the authority provided for in any other provision of law.

In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

- (c) If any provision of this section or the application thereof to any person or circumstances is held invalid, that invalidity shall not affect other provisions or applications of the section that can be given effect without the invalid provision or application, and to this end the provisions of this section are severable.

Division 1, Chapter 1, Section 123.5:

Whenever any person has engaged, or is about to engage, in any acts or practices which constitute, or will constitute, a violation of Section 123, the superior court in and for the county wherein acts or practices takes place, or are about to take place, may issue an injunction, or other appropriate order, restraining such conduct on application of a board, the Attorney General or the district attorney of the county.

The proceedings under this section shall be governed by Chapter 3 (commencing with Section 525) of Title 7 of Part 2 of the Code of Civil Procedure.

The remedy provided for by this section shall be in addition to, and not a limitation on, the authority provided for in any other provision of law.

Division 1.5, Chapter 5, Section 496:

A board may deny, suspend, revoke, or otherwise restrict a license on the ground that an applicant or licensee has violated Section 123 pertaining to subversion of licensing examinations.

Division 2, Chapter 1, Article 4, Section 584:

No person shall violate the security of any examination, as defined in subdivision (a) of Section 123, or impersonate, attempt to impersonate, or solicit the impersonation of, another in any examination for a license, certificate, or registration to practice as provided in this division, the Osteopathic Initiative Act, or the Chiropractic Initiative Act, or under any other law providing for the regulation of any other system or method of treating the sick or afflicted in this state.

APPENDIX B – SAMPLE QUESTIONS

1. For the purpose of safety to neighbors' pets, who is responsible for notifying neighbors prior to fumigation?
 - A. Fumigator at job site
 - B. Termite inspector
 - C. Owner of property
 - D. Operator of fumigation company
2. Which of the following items must be included in a fumigation safety kit?
 - A. A chart of instructions for artificial respiration
 - B. The MSDS for the fumigant being used
 - C. A UL certified fire extinguisher
 - D. Address and phone number for local hospital
3. What is the minimum aeration time required after shooting over 16 oz/MCF of sulfuryl fluoride?
 - A. 24 hours
 - B. 10 hours
 - C. 6 hours
 - D. 8 hours
4. What sulfuryl fluoride fumigant is labeled for commodity fumigation?
 - A. Magtoxin
 - B. ECO2FUME
 - C. ProFume
 - D. Fumi-cel
5. After a fumigation has been performed, who gets a copy of the fumigation log?
 - A. The Structural Pest Control Board
 - B. Department of Pesticide Regulation
 - C. The homeowner
 - D. Prime contractor
6. How many years must a registered company preserve a copy of the fumigation log?
 - A. 3
 - B. 4
 - C. 2
 - D. 1

Answers:

1. C
2. A
3. D
4. C
5. D
6. A