



## **BOARD MEETING**

### **NOTICE and AGENDA**

Wednesday, January 14, 2015  
1:00 P.M.

Thursday, January 15, 2015  
8:00 A.M.

Hilton San Diego Airport / Harbor Island  
Skyline / Lindberg Room  
1960 Harbor Island Drive  
San Diego, CA 92101

Contact Person: Susan Saylor  
(916) 561-8700

## **A G E N D A**

The public may provide comment on any issue before the Board at the time the agenda item is discussed.

### **Wednesday – 1:00 P.M.**

- I. Roll Call / Establishment of Quorum
- II. Petition for Modification / Termination of Probation  
Cesar G. Silvano – OPR 11237 Branch 3
- III. Petition for Reinstatement  
Jose G. Ramirez – FR 42769 Branch 1
- IV. Petition for Reinstatement  
Berry R. Herron – RA 50560 Branches 2 & 3
- V. Closed Session – Pursuant to subdivision (c) (3) of Section 11126 of the Government Code, the Board will meet in closed session to consider proposed disciplinary actions, stipulated settlements, and petitions for modification / termination of probation and reinstatement
- VI. Closed Session – The Board may convene in Closed Session pursuant to Government Code section 11126(a)(1) to discuss Evaluation of the Executive Officer

### **Return to Open Session**

- VII. Adjournment

### **Thursday – 8:00 A.M. Resume Open Session**

- VIII. Roll Call / Establishment of Quorum
- IX. Flag Salute / Pledge of Allegiance

- X. **Public Comment on Items Not on the Agenda**  
*The Board may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 11125.7(a)]*
- XI. **Approval of the Minutes from the October 16 & 17, 2014 Board Meeting**
- XII. **Executive Officer's Report**
- Licensing and Enforcement Survey Results and Statistics
  - Staffing Changes
  - WDO Statistics
  - Computer Based Testing (CBT)
  - Update on Applicator's Expiration Date of June 30
- XIII. **Presentation, Discussion and Consideration of Act Review Committee Recommended Legislative and Regulatory Changes to Business and Professions Code sections 8506.2, 8508, 8513, 8516, 8519, 8519.5, 8550, 8551, 8552, 8553, 8555, 8611, 8613, 8616.9, 8663, 8698.3 and California Code of Regulations sections 1911, 1970.4, and Deletion of Business and Professions Code section 8516.5**
- XIV. **Presentation, Discussion and Consideration of Continuing Education (CE) Integrated Pest Management Review Committee Recommended Changes to Current CE regulations**
- XV. **Presentation, Discussion and Consideration of Proposed Recommended Changes to the Board's Disciplinary Guidelines**
- XVI. **Discussion and Consideration of Potential Regulatory Change to Require All Current Licensees Who Have Not Previously Been Fingerprinted to be Fingerprinted Upon License Renewal**
- XVII. **Presentation and Consideration of Strategic Plan**
- XVIII. **Presentation and Consideration of Structural Pest Control Board Logo**
- XIX. **Discussion and Possible Action Regarding Examination Study Guides**
- XX. **Pre-treatment Committee Update**
- XXI. **Board Meeting Calendar**
- XXII. **Future Agenda Items**
- XXIII. **Adjournment**

The meeting may be cancelled or changed without notice. For verification, please check the Board's website at [www.pestboard.ca.gov](http://www.pestboard.ca.gov) or call 916-561-8700. Action may be taken on any item on the agenda. Any item may be taken out of order to accommodate speakers and/or to maintain a quorum. Meetings of the Structural Pest Control Board are open to the public except when specifically noticed otherwise in accordance with the Open Meeting Act. The public may take appropriate opportunities to comment on any issue before the Board at the time the item is heard, but the President may, at his discretion, apportion available time among those who wish to speak. If you are presenting information to the Board, please provide 13 copies of your testimony for the Board Members and staff. Copying equipment is not available at the meeting location.

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting the Structural Pest Control Board at (916) 561-8700 or email [pestboard@dca.ca.gov](mailto:pestboard@dca.ca.gov) or send a written request to the Structural Pest Control Board, 2005 Evergreen Street, Suite 1500, Sacramento, CA 95815. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

This agenda can be found on the Structural Pest Control Board's Website at: [www.pestboard.ca.gov](http://www.pestboard.ca.gov)

STRUCTURAL PEST CONTROL BOARD STATISTICS FOR NOVEMBER 2014    Page 1 of 2		FISCAL YEAR 2014/2015		FISCAL YEAR 2013/2014	
EXAMINATION	Year		Monthly	Year	
	Monthly	To Date		Monthly	To Date
Field Representatives Scheduled	410	1,941	389	2,249	
Field Representatives Examined	228	1,267	318	1,771	
Field Representatives Passed	55	239	78	422	
Field Representatives Failed	173	1,028	240	1,349	
Operators Scheduled	44	206	45	258	
Operators Examined	29	173	38	226	
Operators Passed	16	63	16	91	
Operators Failed	13	110	22	135	
Applicators Examined	40	1,169	217	1,274	
Applicators Passed	20	536	108	624	
Applicators Failed	20	633	109	650	
Field Representatives Passing Rate	24%	19%	25%	24%	
Operator Passing Rate	55%	36%	42%	40%	
Applicators Passing Rate	50%	46%	50%	49%	
LICENSING					
Field Representative Licenses Issued	42	221	72	305	
Operator Licenses Issued	9	45	15	77	
Company Registrations Issued	16	89	21	110	
Branch Office Registrations Issued	5	8	3	20	
Change of Registered Company Officers	5	9	1	13	
Change Of Qualifying Manager	7	37	11	55	
Applicator Licenses Issued	43	608	98	581	
Duplicate Licenses Issued	111	416	64	431	
Upgrade Present License	12	55	18	89	
Change of Status Processed	12	126	33	186	
Address Change	174	660	193	893	
Address Change (Principal Office)	30	107	23	108	
Address Change (Branch Office)	2	3	1	4	
Transfer of Employment Processed	87	610	128	668	
Change of Name	1	6	1	8	
Change of Registered Company Name	0	3	0	4	
License Histories Prepared	35	83	31	103	
Down Grade Present License	32	235	47	167	
LICENSES/REGISTRATIONS IN EFFECT					
Field Representative		10,197		9,932	
Operator		3,986		3,641	
Company Registration		2,987		2,750	
Branch Office		437		435	
Licensed Applicator		6,365		5,154	
LICENSES/REGISTRATIONS ON PROBATION					
Companies		21		18	
Licensees		95		76	

STRUCTURAL PEST CONTROL BOARD STATISTICS FOR NOVEMBER 2014    Page 2 of 2		FISCAL YEAR 2014/2015		FISCAL YEAR 2013/2014	
		Monthly	Year To Date	Monthly	Year To Date
<b>LICENSES RENEWED</b>					
Operator		4	154	0	117
Field Representative		0	905	0	404
Applicator		58	280	39	226
<b>LICENSES/ REGISTRATIONS CANCELLED</b>					
Operator		2	118	1	166
Field Representative		7	40	11	972
Company Registration		8	66	6	57
Branch Office		0	17	0	20
Applicator		0	8	87	521
<b>LICENSES DENIED</b>					
Licenses		2	4	5	9
<b>INVESTIGATIVE FINES PROCESSED</b>					
Fines Processed		\$0	\$104	\$120	\$120
Penalty Assessment		\$0	\$0	\$2,000	\$2,000
Pesticide Fines		\$10,525	\$51,040	\$6,150	\$37,595
<b>STAMPS SOLD</b>					
Pesticide		5,830	28,830	4,810	27,710
<b>WDO</b>					
Filing		0	0	0	0
<b>SEARCHES MADE</b>					
Public		56	351	63	390
Complaints		30	158	59	242
<b>BOND &amp; INSURANCE</b>					
Bonds Processed		40	679	12	123
Insurance Processed		205	1175	205	1,188
Restoration Bonds Processed		0	2	0	0
Suspension Orders		10	280	21	193
Cancellations Processed		27	538	27	182
Change of Bond/Insurance		90	855	30	685
<b>CONTINUING EDUCATION EXAMS</b>					
Field Representative Examined		0	0	0	0
Field Representative Passed		0	0	0	0
Field Representative Failed		0	0	0	0
Operator Examined		0	0	0	0
Operator Passed		0	0	0	0
Operator Failed		0	0	0	0
Applicator Examined		0	0	0	0
Applicator Passed		0	0	0	0
Applicator Failed		0	0	0	0

## LICENSING UNIT SURVEY RESULTS

January 14 – 15, 2015 – SPCB Meeting

September 27, 2014 – December 24, 2014

Response cards are sent to licensees, registered companies, and applicants receiving the following services: Licensure, Renewal of License, Upgrade/Downgrade License, Change of Qualifying Manager, Bond/Insurance, Company Registration, Transfer of Employment, Change of Address, and Examination. 73 survey cards were mailed during this reporting period. 17 responses were received.

	Question	Yes	No	N/A
1	Was staff courteous?	93%	0	7%
2	Did staff understand your question?	100%	0%	0%
3	Did staff clearly answer your question?	82%	18%	0%
4	Did staff promptly return your telephone call?	76%	17%	7%
5	Did staff efficiently and promptly handle your transaction?	76%	17%	7%
6	How long did it take to complete its action on your file?* (Average)	21 days		

\*There were 9 responses for question six. The answers ranged from 1 day to 60 days.

**Company Registration** – 15 days average (3 responses)

**Operator License** – 35 days average (3 responses)

**Field Representative License** – No responses

**Applicator License** – 13 days average (3 responses)

**Transfer of Employment** – No responses

**Change of Address** – No responses

**Bond/Insurance** – No responses

**Change of Qualifying Manager** – No responses

**Examination** – No responses

### Comments:

- In general very good.
- I had to email, call and leave message to get my license processes. Takes way to long.
- Thanks. No Hassle.

- Very Professional and friendly staff. It was a pleasant experience.
- I was told that the person I needed was out. The person's voicemail I was sent to did not return my call and when the original person returned, he called me. It was about a week from my first call. I called four times.
- Stole a \$20 from me. Could have done without that.
- Questions about the test were never answered.
- The board must process form promptly. Board takes too long to return calls and process registration forms.
- I dealt with Frank Munoz and Frank was extremely helpful in the entire process.

**COMPLAINT HANDLING SURVEY**  
**January 14 - 15, 2015 – SPCB Meeting**  
**September 27, 2014 – December 24, 2014**

Results from survey cards sent to consumers and companies for closed complaints/cases.

**10 responses were received from consumers**

	Question	Yes	No	N/R
1	Was our representative courteous?	10	0	0
2	Do you feel the representative understood your problem?	10	0	0
3	Did our representative fully explain our role and jurisdiction over your problem?	10	0	0
4	Did our representative deal with your problem in a fair and reasonable manner?	10	0	0
5	Were you satisfied with the results?	9	1	0
6	If you experience structural pest control problems in the future, would you contact the Board?	10	0	0
7	Will you recommend our services to others?	10	0	0
8	How long did it take the Board to complete its action on your problem?*(Average)	22 days		

\*There were 7 survey responses from question number 8. The answers ranged from 3 days to 60

**12 responses were received from companies**

	Question	Yes	No	N/R
1	Was our representative courteous?	12	0	0
2	Do you feel the representative understood the aspects of the case?	12	0	0
3	Did our representative deal with the case in a fair and reasonable manner?	12	0	0
4	Were you given adequate time to resolve the consumer complaint?	12	0	0
5	Were you satisfied with the results?	12	0	0



## COMPLAINT SURVEY RESPONSES

January 14 – 15, 2015 - SPCB Meeting

14-83	Company	Everyone has been very helpful. Thank you for the opportunity.
14-282	Consumer	Ron was very helpful. He made the process very smooth. Whenever I a question he was always there to answer them. Thank you, Ron.
14-427	Company	No comment.
14-452	Company	No comment.
14-503	Company	Thanks for the professionalism.
14-578	Consumer	No comment.
14-595	Consumer	Very efficient and follow through.
15-42	Company	No comment.
15-53	Company	No comment.
15-75	Consumer	Consumer's best friend.
15-84	Consumer	Thanks for your help, great results!
15-84	Company	No comment.
15-91	Consumer	Very good and fast responses. I am very pleased with your services.
15-91	Company	No comment.
15-96	Consumer	Very professional, thank you!
15-100	Company	No comment.
15-121	Consumer	I would recommend your services! I am very grateful for your help in reaching a positive resolution.
15-121	Company	Thank you for your time and help.
15-136	Company	Service was great!
15-145	Company	The real estate agent admitted that he made a mistake. He was just trying to get out of the contract he signed.
15-158	Consumer	No comment.
15-241	Consumer	Ila was extremely helpful and patient with me.

## WDO ACTIVITIES FILED

	2010/11	2011/12	2012/13	2013/14	2014/15	MO. AVG
July	99,163	116,972	110,432	123,958	122,803	113,991
August	104,141	124,622	110,534	116,087	112,400	113,470
September	87,158	117,013	103,223	129,161	116,100	110,596
October	113,586	120,171	120,645	117,714	123,250	119,352
November	90,626	110,723	102,655	103,787	94,750	101,729
December	81,140	91,644	88,935	101,132		90,270
January	77,774	84,492	94,775	92,959		86,561
February	83,071	95,226	98,208	88,870		90,787
March	109,522	108,429	114,785	109,979		112,632
April	117,107	118,528	121,802	122,692		120,854
May	120,792	111,594	115,207	114,956		115,841
June	118,929	113,080	116,313	117,773		119,946
<b>FY Total</b>	<b>1,203,009</b>	<b>1,312,494</b>	<b>1,297,514</b>	<b>1,339,068</b>	<b>569,303</b>	<b>1,173,212</b>
AVG PER MO.	100,251	109,375	108,126	111,589	113,861	

Examination Statistics  
September 2014 through November 2014

	<b>Taken</b>	<b>Pass</b>	<b>Fail</b>	<b>No-Show</b>	<b>% PASS</b>
<b>FR Branch 1</b>	20	6	14	1	30%
<b>FR Branch 2</b>	516	118	398	56	23%
<b>FR Branch 3</b>	253	47	206	43	19%
<b>OPR Branch 1</b>	7	2	5	2	29%
<b>OPR Branch 2</b>	68	28	40	7	41%
<b>OPR Branch 3</b>	28	11	17	3	39%

**8506.2.** A "qualifying manager" is the licensed operator or operators designated by a registered company to supervise the daily business of the company and to be physically present at the principle office or branch office(s) location for a minimum of seventy-two (72) hours every three (3) consecutive calendar months to supervise and assist the company's employees. These hours shall be documented and provided to the Board upon request available to supervise and assist the company's employees.

**8508.** "Household" means any structure and its contents which are used for man persons and his their convenience.

**8513.** (a) The board shall prescribe a form entitled "Notice to Owner" that shall describe, in nontechnical language and in a clear and coherent manner using words with common and everyday meaning, the pertinent provisions of this state's mechanics lien laws and the rights and responsibilities of an owner of property and a registered pest control company thereunder. Each company registered under this chapter, prior to entering into a contract with an owner for work for which a company registration is required, shall give a copy of this "Notice to Owner" to the owner, his or her agent, or the payer.

(b) No company that is required to be registered under this chapter shall require or request a waiver of lien rights from any subcontractor, employee, or supplier.

(c) Each company registered under this chapter that acts as a subcontractor for another company registered under this chapter shall, within 20 days of commencement of any work for which a company registration is required, give the preliminary notice in accordance with Chapter 2 (commencing with Section 8200) of Title 2 of Part 6 of Division 4 of the Civil Code, to the owner, his or her agent, or the payer.

(d) Each company registered under this chapter that acts as a prime contractor for work for which a company registration is required shall, prior to accepting payment for the work, furnish to the owner, his or her agent, or the payer a full and unconditional release from any claim of mechanics lien by any subcontractor entitled to enforce a mechanics lien pursuant to Section 8410 of the Civil Code.

(e) Each company registered under this chapter that subcontracts to another company registered under this chapter work for which a company registration is required shall furnish to the subcontractor the name of the owner, his or her agent, or the payer.

~~(f) The provisions of this section shall be applicable only to those registered companies, as defined in Section 8506.1, operating pursuant to a Branch 1 or Branch 3 registration.~~

(g) ~~(f)~~ A violation of the provisions of this section is a ground for disciplinary action.

**8516.** (a) This section, and Sections 8518 and 8519, apply only to wood destroying pests or organisms.

(b) No registered company or licensee shall commence work on a contract, or sign, issue, or deliver any documents expressing an opinion or statement relating to the absence or presence of wood destroying pests or organisms until an inspection has been made by a licensed Branch 3 field representative or operator associated with the registered company except as provided in Section 8519.5. The address of each property inspected or upon which work is completed shall be reported on a form prescribed by the board and shall be filed with the board no later than 10 business days after the commencement of an inspection or upon completed work.

Every property inspected pursuant to this subdivision or Section 8518 shall be assessed a filing fee pursuant to Section 8674.

Failure of a registered company to report and file with the board the address of any property inspected or work completed pursuant to Section 8518 or this section is grounds for disciplinary action and shall subject the registered company to a fine of not more than two thousand five hundred dollars (\$2,500). The address of an inspection report pursuant to Section 8516 prepared for use by an attorney for litigation purposes is not required to be reported to the board nor assessed a filing fee.

A written inspection report ~~conforming to this section and~~ on a form approved by the board shall be prepared and delivered to the person requesting the inspection and the property owner ~~person requesting the inspection or to the person's property owner's designated agent~~ within 10 business days of from the start of the inspection, except that an inspection report prepared for use by an attorney for litigation purposes is not required to be reported to the board. An inspection report may be a complete, limited, supplemental or reinspection report as defined in regulation. The report shall be delivered before work is commenced on any property. The registered company shall retain for three years all original inspection reports, field notes, and activity forms.

Reports shall be made available for inspection and reproduction to the executive officer of the board or his or her duly authorized representative during business hours. All Original inspection reports or copies thereof shall be submitted to the board upon ~~request~~ demand within two business days. The following shall be set forth in the report:

(1) The start date of the inspection and the name of the licensed field representative(s) or operator(s) making the inspection.

(2) The name and address of the person or firm ordering the report.

(3) The name and address of the property owner and any person who is a party in interest.

(4) The address or location of the property.

(5) A general description of the building or premises inspected.

(6) A foundation diagram or sketch of the structure or structures or portions of the structure or structures inspected, to include indicating thereon the approximate location of any infested or infected areas evident, and the parts of the structure where conditions that would ordinarily subject those parts to attack by wood destroying pests or organisms exist. Reporting of the infested or infected wood members, or parts of the structure identified shall be listed in the inspection report so as to clearly identify them as is typical in standard construction components including but not limited to, siding, studs, rafters, floor joists, fascia, subfloor, sheathing, and trim boards.

(7) Information regarding the substructure, foundation walls and footings, porches, patios and steps, air vents, abutments, attic spaces, roof framing that includes the eaves, rafters, fascias, exposed timbers, exposed sheathing, ceiling joists, and attic walls, or other parts subject to attack by wood destroying pests or organisms. Conditions usually deemed likely to lead to infestation or infection, such as earth-wood contacts, excessive cellulose debris, faulty grade levels, excessive moisture conditions, evidence of roof leaks, and insufficient ventilation are to be reported.

(8) One of the following statements, as appropriate, printed in bold type:

(A) The exterior surface of the roof was not inspected. If you want the water tightness of the roof determined, you should contact a roofing contractor who is licensed by the Contractors' State License Board.

(B) The exterior surface of the roof was inspected to determine whether or not wood destroying pests or organisms are present.

(9) Indication or description of any areas that are inaccessible or not inspected with recommendation for further inspection if practicable. If, after the report has been made in compliance with this section, authority is given later to open inaccessible areas, a supplemental report on conditions in these areas shall be made.

(10) Recommendations for corrective measures.

(11) Information regarding the pesticide or pesticides to be used for their control or prevention as set forth in subdivision (a) of Section 8538.

(12) The inspection report shall clearly disclose that if requested by the person ordering the original report, a reinspection of the structure will be performed if an estimate or bid for making repairs was given with the original inspection report, or thereafter.

~~(13) The inspection report shall contain the following statement, printed in boldface type:~~

~~"NOTICE: Reports on this structure prepared by various registered companies should list the same findings (i.e. termite infestations, termite damage, fungus damage, etc.). However, recommendations to correct these findings may vary from company to company. You have a right to seek a second opinion from another company."~~

An estimate or bid for repairs shall be given separately allocating the costs to perform each and every recommendation for corrective measures as specified in subdivision (c) with the original inspection report if the person who ordered the original inspection report so requests, and if the registered company is regularly in the business of performing each corrective measures.

If no estimate or bid was given with the original inspection report, or thereafter, then the registered company shall not be required to perform a reinspection.

A reinspection shall be an inspection of those items previously listed on an original report to determine if the recommendations have been completed. Each reinspection shall be reported on an original inspection report form and shall be labeled "Reinspection" in capital letters by rubber stamp or typewritten. Each reinspection shall also identify the original report by date.

After four months from an original inspection, all inspections shall be original inspections and not reinspections.

Any reinspection shall be performed for not more than the price of the registered company's original inspection price and shall be completed within 10 working business days after a reinspection has been ordered.

(13) The inspection report shall contain the following statement, printed in boldface type:

"NOTICE: Reports on this structure prepared by various registered companies should list the same similar findings (i.e. termite infestations, termite damage, fungus damage, etc.). However, recommendations to correct these findings may vary from company to company. You have a right to seek a second opinion from another company."

(c) At the time a report is ordered, the registered company or licensee shall inform the person or entity ordering the report, that a separated report is available pursuant to this subdivision. If a separated report is requested at the time the inspection report

is ordered, the registered company or licensee shall separately identify on the report each recommendation for corrective measures as follows:

(1) The infestation or infection that is evident.

(2) The conditions that are present that are deemed likely to lead to infestation or infection.

If a registered company or licensee fails to inform as required by this subdivision and a dispute arises, or if any other dispute arises as to whether this subdivision has been complied with, a separated report shall be provided within 24 hours of the request but, in no event, later than the next business day, and at no additional cost.

(d) When a corrective condition is identified, either as paragraph Section (1) or Section (2) of subdivision (c), and the responsible party, as negotiated between the buyer and the seller, property owner or the property owner's designated agent(s) chooses not to correct those conditions, the registered company or licensee shall not be liable for damages resulting from a failure to correct those conditions or subject to any disciplinary action by the board. Nothing in this subdivision, however, shall relieve a registered company or a licensee of any liability resulting from negligence, fraud, dishonest dealing, other violations pursuant to this chapter, or contractual obligations between the registered company or licensee and the responsible parties.

(e) The inspection report form prescribed by the board shall separately identify the infestation or infection that is evident and the conditions that are present that are deemed likely to lead to infestation or infection. If a separated form is requested, the form shall explain the infestation or infection that is evident and the conditions that are present that are deemed likely to lead to infestation or infection and the difference between those conditions.

In no event, however, shall conditions deemed likely to lead to infestation or infection be characterized as actual "defects" or as actual "active" infestations or infections or in need of correction as a precondition to issuing a certification pursuant to Section 8519.

(f) The report and any contract entered into shall also state specifically when any guarantee for the work is made, and if so, the specific terms of the guarantee and the period of time for which the guarantee shall be in effect. If a guarantee extends beyond three (3) years the registered company shall maintain all original inspection reports, field notes, activity forms, and notices of completion for the duration of the guarantee period and for one (1) year after the guarantee expires.

(g) Control service is defined as the regular reinspection of a property after a report has been made in compliance with this section and any corrections as have been agreed upon have been completed. For purposes of this section, "control service agreement" means any agreement, including extended warranties, to have a licensee conduct over a period of time regular inspections and other activities related to the control or eradication of wood destroying pests and organisms. Under a control service agreement a registered company shall refer to the original report and contract in a manner as to identify them clearly, and the report shall be assumed to be a true report of conditions as originally issued, except it may be modified after a control service inspection. A registered company is not required to issue a report as outlined in paragraphs (1) to (11), inclusive, of subdivision (b) after each control service inspection. If after control service inspection, no modification of the original report is made in writing, then it will be assumed that conditions are as originally reported. A control service contract shall state

specifically the particular wood destroying pests or organisms and the portions of the buildings or structures covered by the contract.

(h) A registered company or licensee may enter into and maintain a control service agreement provided the following requirements are met:

(1) The control service agreement shall be in writing, signed by both parties, and shall specifically include the following:

~~(A) The wood destroying pests and organisms that could infest and infect the structure.~~

~~(B) (A.)~~ The wood destroying pests and organisms covered by the control service agreement.

~~(B.)~~ Any wood destroying pest or organism that is not covered must be specifically listed.

(C) The type and manner of treatment to be used to correct the infestations or infections.

(D) The structures or buildings, or portions thereof, covered by the agreement, including a statement specifying whether the coverage for purposes of periodic inspections is limited or full. Any exclusions from those described in the original report must be specifically listed.

~~(E) A reference to the original inspection report, and agreement.~~

(2) The original inspection report, agreement, and completion report shall be maintained for three (3) years after the cancellation of the control service agreement.

(F) The frequency of the inspections to be provided, the fee to be charged for each renewal, and the duration of the agreement.

(G) Whether the fee includes structural repairs.

(H) If the services provided are guaranteed, and, if so, the terms of the guarantee.

(I) A statement that all corrections of infestations or infections covered by the control service agreement shall be completed within six months of discovery, unless otherwise agreed to in writing by both parties.

(23) Inspections made pursuant to a control service agreement shall be conducted by a Branch 3 licensee. Section 8506.1 does not modify this provision.

(34) A full inspection of the property covered by the control service agreement shall be conducted and a report filed pursuant to subdivision (b) at least once every three years from the date that the agreement was entered into, unless the consumer cancels the contract within three years from the date the agreement was entered into.

(45) Under a control service agreement A written report shall be required for the correction of any infestation or infection unless all of the following conditions are met:

(A) The infestation or infection has been previously reported.

(B) The infestation or infection is covered by the control service agreement.

(C) There is no additional charge for correcting the infestation or infection.

(D) Correction of the infestation or infection takes place within 45 days of its discovery.

(E) Correction of the infestation or infection does not include fumigation.

(56) All notice requirements pursuant to Section 8538 shall apply to all pesticide treatments conducted under control service agreements.

~~(6) For purposes of this section, "control service agreement" means any agreement, including extended warranties, to have a licensee conduct over a period of time regular inspections and other activities related to the control or eradication of wood destroying pests and organisms.~~

(i) All work recommended by a registered company, where an estimate or bid for making repairs was given with the original inspection report, or thereafter, shall be recorded on this report or a separate work agreement and shall specify a price for each recommendation. This



information shall be provided to the person requesting the inspection, and shall be retained by the registered company with the inspection report copy for three years.

~~8516.5. Any registered company that makes an inspection of any property relating to the absence or presence of wood destroying pests or organisms on such property and makes a report of such inspection shall furnish a copy of the report either to the owner of the property or to the agent of the owner, within 10 working days after the date the inspection is commenced, except an inspection report prepared for use by an attorney for litigation is not required to be furnished~~

**8519.** Certification as used in this section means a written statement by the registered company attesting to the statement contained therein relating to the absence or presence of wood-destroying pests or organisms and, listing such recommendations, if any, which appear on an inspection report prepared pursuant to Section 8516, and which relate to (1) infestation or infection of wood-destroying pests or organisms found, or (2) repair of structurally weakened members caused by such infestation or infection, and which recommendations have not been completed at the time of certification.

Any registered company which makes an inspection report pursuant to Section 8516, shall, if requested by the person ordering the inspection report, prepare and deliver to that person or his or her designated agent, a certification, to provide:

(a) When the inspection report prepared pursuant to Section 8516 has disclosed no infestation or infection: "This is to certify that the above property was inspected ~~on (date) in accordance with the Structural Pest Control Act and rules and regulations adopted pursuant thereto,~~ and that no evidence of active infestation or infection was found in the visible and accessible areas."

(b) When the inspection report prepared pursuant to Section 8516 discloses infestation or infection, and the notice of work completed prepared pursuant to Section 8518, or a reinspection report pursuant to Section 8516 indicates that all recommendations to remove that infestation or infection and to repair damage caused by that infestation or infection have been completed: "This is to certify that the property described herein is now free of evidence of active infestation or infection in the visible and accessible areas."

(c) When the inspection report prepared pursuant to Section 8516 discloses infestation or infection and the notice of work completed prepared pursuant to Section 8518 indicates that the registered company has not completed all recommendations to remove that infestation or infection or to repair damage caused by it: "This is to certify that the property described herein is now free of evidence of active infestation or infection in the visible and accessible areas except as follows: \_\_\_\_ (describing infestations, infections, damage or evidence thereof, excepted)."

(d) When a limited inspection report prepared pursuant to Section 8516 has disclosed no infestation or infection: "This is to certify that a limited inspection report was conducted on the area of the property described herein and has revealed no evidence of active infestation or infection in the visible and accessible areas inspected.

This certificate certification shall be included on and made part of accompanied by a copy of the complete, limited, supplemental or reinspection report prepared pursuant to Section 8516, and by a copy of the notice of work completed prepared pursuant to Section 8518, if any notice has been prepared at the time of the certification, or the certification may be endorsed on and made a part of that inspection report or notice of work completed.

**8519.5.** (a) After an inspection report has been prepared by a Branch 3 registered company pursuant to Section 8516, which discloses a wood destroying pest or organism that can be

eradicated by fumigation, and the fumigation has been duly performed by a Branch 1 registered company, the Branch 1 registered company, on a company document that identifies the licensee performing the fumigation and the name and address of the registered company, shall issue the following certification: "This is to certify that the property located at \_\_\_\_ (address) was fumigated on \_\_\_\_ (date) for the extermination of \_\_\_\_ (target pest)." This certification shall be issued to the person ordering the fumigation and to the registered company that prepared the inspection report within five working days after completing the fumigation.

(1) Where a consumer has authorized a Branch 3 registered company to subcontract the fumigation to a Branch 1 registered company, a copy of the certification described in paragraph (a) above shall accompany any reinspection report, notice of work completed pursuant to Section 8518, or any certification issued by the Branch 3 registered company.

(2) Where the consumer has elected to contract directly with a Branch 1 registered company to perform a fumigation, the Branch 1 registered company shall also provide the certification described in paragraph (a) above to the consumer ordering the fumigation. ~~the distribution of any documents pertinent to the fumigation shall be the responsibility of the Branch 1 registered company.~~

(b) Any warranty for a fumigation shall be provided in writing by the registered company contracting with the owner or the owner's designated agent.

(c) In the event of a potential failed fumigation the following shall apply performed by a Branch 1 registered company that has contracted directly with the consumer, the Branch 1 registered company shall do all of the following:

(1) A Branch 3 registered company and the Branch 1 registered company that performed the fumigation shall verify the need for a refumigation. The consumer shall not be charged for this inspection.

(2) The Branch 3 registered company shall issue an inspection report in accordance with Section 8516. Maintain with the original inspection report, on a company document, all of the following:

(A) The name of the current owner of the structure fumigated, the address of the structure, and the date of the failed fumigation.

—(B) An explanation of the need for refumigation.

—(C) The proposed date for the refumigation.

(3) In the event of a refumigation, a new certification and any additional warranty shall be issued to the owner or the owner's designated agent. Within five working days after the completion of the refumigation, the Branch 1 registered company, on a company document, shall file with the current owner, and the Branch 3 registered company whose report was used for the original fumigation, information regarding the completion of the refumigation, a new certification, and any warranty or guarantee.

**8550.** (a) It is unlawful for any individual person to advertise, to engage, or offer to engage in the business or practice of structural pest control, as defined in Section 8505, unless he or she is licensed under this chapter.

(b) Notwithstanding subdivision (a), an unlicensed individual person may solicit pest control work on behalf of a structural pest control company only if the company is registered pursuant to this chapter, and the unlicensed individual does not perform or offer to perform any act for which an operator, field representative, or applicator license is required pursuant to this chapter. As

used in this subdivision, to "solicit pest control work" means to introduce consumers to a registered company and the services it provides, to distribute advertising literature, and to set appointments on behalf of a licensed operator or field representative.

(c) It is unlawful for an unlicensed individual person, soliciting pest control work on behalf of a registered structural pest control company pursuant to subdivision (b), to perform or offer to perform any act for which an operator, field representative, or applicator license is required, including, but not limited to, performing or offering pest control evaluations or inspections, pest identification, making any claims of pest control safety or pest control efficacy, or to offer price quotes other than what is provided and printed on the company advertising or literature, or both.

(d) It is also unlawful for any unlicensed individual person to offer any opinion, or to make any recommendations, concerning the need for structural pest control work in general, or in connection with a particular structure.

(e) It is unlawful for any firm, sole proprietorship, partnership, corporation, association, or other organization or combination thereof to engage or offer to engage in the practice of structural pest control, unless registered in accordance with Article 6 (commencing with Section 8610).

~~8551. It is unlawful for any unlicensed person to perform fumigation with dangerous or lethal fumigating chemicals in any public structure, including rooming houses, or households when used as public structures, hotels, apartment houses, or any part thereof.~~

**8552.** It is unlawful for any person to advertise or represent in any manner that any pest control work, in whole or in part, has been done upon any structure, unless the work has been performed by a registered company, except as otherwise provided in this chapter registered under this chapter.

**8553.** Any person who violates any provision of this chapter, or who conspires with another person to violate any provision of this chapter, is guilty of a misdemeanor, and is punishable by a fine of not less than one hundred dollars (\$100) fifty dollars (\$50) nor more than one thousand dollars (\$1,000) five thousand dollars (\$5,000), or by imprisonment in the county jail for not more than six months, or by both such fine and imprisonment.

**8555.** This chapter does not apply to:

(a) Public utilities operating under the regulations of the Public Utilities Commission, except to work performed upon property of the utilities not subject to the jurisdiction of the Public Utilities Commission or work done by the utility for hire.

(b) Persons engaged only in agricultural pest control work under permit or license by the Department of Pesticide Regulation or a county agricultural commissioner.

(c) Pest control performed by persons upon property that they own, lease or rent, except that the persons shall be subject to the limitations imposed by Article 3 of this chapter.

(d) Governmental agencies, state, federal, city, or county officials, and their employees while officially engaged.

(e) Authorized representatives of an educational institution or state or federal agency engaged in research or study of pest control, or engaged in investigation or preparation for expert opinion or testimony. A professional engaging in research, study, investigation, or preparation for expert opinion or testimony on his or her own behalf shall comply with the requirements of this chapter.

(f) Certified architects and registered civil engineers, acting solely within their professional capacity, except that they shall be subject to the limitations imposed by Article 3 of this chapter.

(g) Persons engaged in the live capture and removal or exclusion of ~~vertebrate pests~~, bees, or wasps from a structure without the use of pesticides, provided those persons maintain insurance coverage as described in Section 8692. ~~"Vertebrate pests" include, but are not limited to, bats, raccoons, skunks, and squirrels, but do not include mice, rats, or pigeons. This section does not exempt a person from the provisions of Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code.~~

**8611.** Each branch office shall have a branch supervisor designated by the registered company to supervise and assist the company's employees who are located at that branch. The branch supervisor shall be an individual who is licensed by the board as an operator or a field representative in the branch or branches of business being conducted and his or her license shall be prominently displayed in the branch office.

If a branch supervisor ceases for any reason to be connected with a registered company, the company shall notify the registrar in writing within 10 days from that cessation. If this notice is given, the company's branch office registration shall remain in force for a reasonable length of time to be determined by rules of the board, during which period the company shall submit to the registrar in writing the name of another qualified branch supervisor.

**8613.** A registered company which changes the location of its principal office or any branch office or which changes its qualifying manager, branch supervisor, officers, sole proprietors, partners, or its bond or insurance shall notify the registrar in writing of such change within ~~30~~10 days thereafter. A fee for filing such changes shall be charged in accordance with Section 8674.

**8616.9.** (a) If an employee is found during an inspection or investigation not wearing personal protective equipment required by label or regulation, the commissioner may cite the employee ~~shall have the option to use discretion in citing an employer only if the employer provides~~ evidence of all of the following ~~is provided~~:

(a 1) The employer has a written training program, has provided training to the employee, and has maintained a record of training as required by regulation.

(b 2) The employer provided personal protective equipment required by label or regulation, the equipment was available at the site when the employee was handling the pesticide or pesticides, and the equipment was properly maintained and in good working order.

(c 3) The employer is in compliance with regulations relating to the workplace and supervision of employees.

(d 4) The employer has implemented and adheres to a written company policy of disciplinary action for employees who violate company policy or state or local laws or regulations.

(e 5) The employer has not been cited for violation of this section for the previous two (2) years ~~history of repeated violations of this section.~~

(b) If an employee is found during an inspection or investigation not wearing personal protective equipment required by label or regulation, the commissioner may cite the employer if the employer does not provide evidence of all of the criteria in subdivision (a) (1)-(5).

**8663.** (a) This section only applies to work conducted under a Branch 1 license.

(b) A copy of a notice of violation issued for any violation committed by a subcontractor shall be sent to the prime contractor responsible for the work by the issuing authority within 30 days from the date the violation was committed or discovered. In circumstances where the violation is

classified as "serious" or "moderate" as defined in regulation, notification shall be performed by certified mail, return receipt requested.

(c) The board or county agricultural commissioners, when acting pursuant to Section 8616.4, may levy a fine of up to ~~one thousand dollars (\$1,000)~~ five thousand dollars (\$5,000) against a registered company acting as a prime contractor for any major "serious" or "moderate" violation as defined in regulation committed by any licensee a subcontractor with whom the prime contractor has subcontracted if, before that violation occurred, the prime contractor had been notified ~~by certified mail, return receipt requested~~, of ~~two or more than two major~~ "serious" or "moderate" violations committed by the ~~that~~ subcontractor within 12 consecutive months.

Fines collected pursuant to this section shall be paid to the Education and Enforcement Account in the Structural Pest Control Education and Enforcement Fund.

(d) The board or county agricultural commissioners, when acting pursuant to Section 8616.4, may levy a fine of up to ~~one thousand dollars (\$1,000)~~ five thousand dollars (\$5,000) against a registered company acting as a prime contractor for any major ~~"serious or moderate"~~ violation as defined in regulation committed by any licensee a subcontractor with whom the prime contractor has subcontracted, if before that violation had occurred, the prime contractor had been notified ~~of by certified mail, return receipt requested~~, of ~~more than two or more major~~ "serious" or "moderate" violations committed by the ~~that~~ subcontractor within 12 consecutive months.

~~(d) A copy of a notice of violation issued for any violation committed by a subcontractor shall be sent by certified mail to the prime contractor by the issuing authority within 15 days from the date the violation was committed.~~

~~(ed)~~ Notwithstanding subdivision (b c), a prime contractor may be fined for a subcontractor's first violation for failing to have a signed factsheet Occupant Fumigation Notice (OFN) on the premises being treated, or for failure if the subcontractor fails to provide advance notice of a treatment fumigation per Section 8538 (b), to the occupants of the premises being treated.

**8698.3.** (a) The Director of the Department of Pesticide Regulation or a commissioner of any county listed in Section 8698 may levy a civil penalty against a person or company violating this chapter, including any regulation adopted pursuant to this chapter for failing to comply with Section 8698.1.

(b) Before a civil penalty is levied, the person charged with the violation shall receive notice of the nature of the violation and shall be given an opportunity to be heard, including the right to review the director's evidence and a right to present evidence on his or her own behalf.

(c) Review of the decision of the director may be sought by the person against whom the penalty was levied, within 30 days of receiving notice of the decision, pursuant to Section 1094.5 of the Code of Civil Procedure.

(d) After the exhaustion of the review procedure provided in this section, the director, or his or her representative, may file a certified copy of a final decision of the director that directs the payment of a civil penalty and, if applicable, any order that denies a petition for a writ of administrative mandamus, with the clerk of the superior court of any county. Judgment shall be entered immediately by the clerk in conformity with the decision or order. No fees shall be charged by the clerk of the superior court for the performance of any official service required in connection with the entry of judgment pursuant to this section.

**§ 1911. Addresses; Change of Address/Employment.**

Each operator, field representative and applicator shall file his or her address of record with the board and shall notify the board of any change in address within ten (10) days of such change. The address of record of a field representative, an operator or an applicator shall be the address of the registered company by which he or she is employed or with which he or she is associated or his or her residence address if he or she is not employed and associated.

Each licensee shall also file his or her address for mailing purposes with the board and shall notify the board of any change in address within ten (10) days of such change.

A registered company may notify the Board, in writing or by electronic means, of an employee's disassociation.

**§ 1970.4. Pesticide Disclosure Requirement.**

(a) The primary contractor for fumigation shall have in his or her possession and shall provide to any subcontractor for fumigation a form (See Form 43M-48 (Rev. 5/07) at the end of this section) signed by the occupants or designated agent of a structure. The primary contractor for fumigation and the subcontractor for fumigation shall retain a copy of the occupants fumigation notice for a period of at least three years. In case of multiple-family dwellings, the owner, manager or designated agent of the building may obtain signatures and/or verify the notification of the occupants.

The form shall state the name of the pest to be controlled, the pesticide(s)/fumigant(s) proposed to be used, the active ingredient(s) and the health cautionary statement as required under section 8538 of the code. The form shall also state that a lethal gas (poison) will be used in the building on indicated dates and that it is unsafe to return to the building until a certification notice for reentry is posted by the licensed fumigator. The form shall also indicate that the occupant has received the prime contractor's information regarding the procedures for leaving the structure.

The properly signed form or a copy, written or electronic, thereof shall be in the possession of the licensed fumigator when the fumigant is released. Such form shall be attached to and become a permanent part of the fumigation log upon completion of the fumigation.

(b) Any death or serious injury relating to pesticide application or use, whether to a worker or member of the public, shall be reported to the nearest Structural Pest Control Board office immediately.

(c) Whenever a licensee employed by a branch 2 or branch 3 registered company applies a pesticide within, around or to any structure such person shall leave in a conspicuous location a written notice identifying the common, generic or chemical name of each pesticide applied. In case of a multiple family structure, such notice may be given to the designated agent or the owner. Such pesticide identification notice may be a door hanger, invoice, billing statement or other similar written document which contains the registered company's name, address, and telephone number.

(d) All pest control operators, field representatives, applicators and employees in all branches shall comply in every respect with the requirements of section 8538 of the code. Failure to comply with section 8538 of the code is a misdemeanor and shall constitute grounds for discipline.

(e) Where notification is required under section 8538 of the code, and the premises on which the work is to be performed is a multiple family dwelling consisting of more than 4 units, the owner/owner's agent shall receive notification and other notices shall be posted in heavily frequented, highly visible areas including, but not limited to, all mailboxes, manager's apartment, in all laundry rooms, and community rooms on all external pest control servicing. Complexes with fewer than 5 units will have each affected unit notified. Any pest control servicing done within a tenant's apartment requires that the tenant be notified according to section 8538 of the code.

(f) A registered company which applies any pesticide within, around or to any structure shall provide to any person, within 24 hours after request therefore, the common, generic or chemical name of each pesticide applied.

**RECOMMENDATIONS OF THE STRUCTURAL PEST CONTROL BOARD  
CE IPM REVIEW COMMITTEE**

**The Committee recommends to the Structural Pest Control Board -**

- The creation of 3 new continuing education categories, to replace the existing categories, to be named - Laws & Regulations (L&R), Application & Intervention (A&I), and Integrated Pest Management (IPM).
- Changing the continuing education requirement for Applicators to 3 hours of Laws & Regulations, 10 hours of Application & Intervention, and 3 hours of Integrated Pest Management.
- Changing the continuing education requirement for Branch 2 and Branch 3 Field Representatives and Operators to 3 hours of Laws & Regulations, 5 hours of Application & Intervention, and 12 hours of Integrated Pest Management.
- Changing the continuing education requirement for Branch 1 Field Representatives and Operators to 3 hours of Laws & Regulations and 13 hours of Application & Intervention.
- That if a license is held in multiple branches the licensee shall complete the larger requirement in each continuing education category that corresponds to the branches in which they are licensed (see grid below).
- That audits on continuing education courses and providers are increased and to make any statutory or regulatory changes that are needed to fund the increase.

**CONTINUING EDUCATION REQUIREMENTS BY LICENSE TYPE  
(PER 3-YEAR RENEWAL CYCLE)**

<b>License Type</b>	<b>L &amp; R</b>	<b>A &amp; I</b>	<b>IPM</b>	<b>Total</b>
Applicator	3	10	3	16
Branch 1 FR	3	13	0	16
Branch 1 OPR	3	13	0	16
Branch 2 FR	3	5	12	20
Branch 2 OPR	3	5	12	20
Branch 3 FR	3	5	12	20
Branch 3 OPR	3	5	12	20
Branch 1 & 2 FR	3	13	12	28
Branch 1 & 2 OPR	3	13	12	28
Branch 1 & 3 FR	3	13	12	28
Branch 1 & 3 OPR	3	13	12	28
Branch 2 & 3 FR	3	5	12	20
Branch 2 & 3 OPR	3	5	12	20
Branch 1, 2 & 3 FR	3	13	12	28
Branch 1, 2 & 3 OPR	3	13	12	28



## **CATEGORIES OF CONTINUING EDUCATION**

### **Laws & Regulations**

**All classes must cite the authority / law that the topic relates to (e.g. Business & Professions Code Section, California Code of Regulations Section, Food & Agricultural Code Section)**

- Existing or New Laws and Regulations
- Structural Pest Control Act
- DPR Requirements
- CAC Requirements
- OSHA Requirements

### **Integrated Pest Management**

**IPM here is defined as:**

"Structural integrated pest management (IPM) means a systematic decision making approach to managing pests, which focuses on long-term prevention or suppression with minimal impact on human health, property, the environment, and non-target organisms. Structural IPM incorporates all reasonable measures to prevent pest problems by properly identifying pests, monitoring population dynamics, and using behavioral, physical, biological or chemical pest population control measures to reduce pests to acceptable levels." (Taken from CCR 1984)

This excerpt has given the committee a working definition of IPM with details that further clarify the topics that would qualify for the IPM category in continuing education.

**All classes must include posting and reading of IPM definition in CCR 1984. Introduction of class must discuss how this topic fits into the IPM category rather than Application and Intervention.**

- Identification and Biology
- Damage and Thresholds
- Monitoring (How, What to Use, What to Look For, Reporting)
- Prevention (Long Term and Short Term, Including Pest Prevention by Design in Building and Construction.
- Entomology and Other Related Fields to the Branch Licenses
- Selection of Intervention (What was Chosen and Why)
- Management Process
- Possible Evaluation of the Selected Intervention

### **Application & Intervention**

**Application and Intervention and defined as :**

"If a pesticide application or other intervention is determined to be necessary, the selection and application of the intervention shall be performed in a manner that minimizes risk to people, property, the environment, and non-target organisms, while providing effective pest management.

(b) For the purpose of this section, intervention means an action, device, product or practice that is intended for the prevention, control, management, elimination or abatement of a pest." (Taken from CCR 1984)

This excerpt has given the committee direction what the topics would be most relevant to Applicators while also being compliant with the limitation of the Applicator's license.


**All classes must include posting and reading of IPM definition in CCR 1984. Introduction of class must discuss how this topic fits into the Application and Intervention category rather than IPM.**

- Application of Pesticides
- Proper Use and Manner
- Calibration and Maintenance
- Use Rates or Volumes Applied
- Human Health Impacts to Misapplication
- Labels (How to Read Labels for the Products the Technician Uses)
- Worker Safety, Including Respirators, Ladders, and Fit Tests
- Environmental Impacts to Misapplication
- Water Quality
- Endangered Species
- Record Keeping (Documentation, State Mandated Forms, Treatment Records)
- Nonchemical Practices (Safety & Effective Implementation of Exclusion, Heat Treatment, Removal)





## MEMORANDUM

DATE	January 2, 2015
TO	Board Members
FROM	Susan Saylor, Executive Officer Structural Pest Control Board 
SUBJECT	<b>AGENDA ITEM XVI – LICENSE RENEWAL FINGERPRINT REQUIREMENT</b>

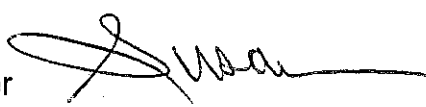
Mandatory Livescan fingerprint background requirements for licensees of the Structural Pest Control Board (SPCB) through the Federal Bureau of Investigation and Department of Justice became effective on July 1, 2004.

Staff has identified approximately 5,000 licensees who were licensed prior to July 1, 2004 that are current licensees of SPCB. Therefore, these licensees may have not completed the livescan process for the purpose of conducting a criminal history record check.

Staff recommends that the Board direct staff to draft regulatory language to require these licensees to complete the fingerprint process for the purpose of conducting background criminal history record checks as a condition of license renewal.



## MEMORANDUM

DATE	January 2, 2015
TO	Board Members
FROM	Susan Saylor, Executive Officer Structural Pest Control Board 
SUBJECT	<b>AGENDA ITEM XV – PROPOSED RECOMMENDED CHANGES to DISCIPLINARY GUIDELINES</b>

Attached are staff's suggested changes regarding the Disciplinary Guidelines. These Guidelines are used by the Office of Administrative Hearing for proposed decisions by the Attorney General's Office in negotiating stipulated settlements and by internal staff.

The proposed changes are intended to clarify and help standardize terms of probation; this issue was briefly discussed at the October Board Meeting. Suggested changes include suspensions and cost recovery. Currently, there is no timeline when suspensions must be served or if the suspension is for consecutive days. Revising this probation term will clarify when a suspension is to start and to clarify if the suspension is going to be served consecutively. Also, there is no standard language regarding cost recovery, which can lead to having to make minor or technical changes with proposed decisions. Revising the disciplinary guidelines will help provide consistency in proposed decisions and stipulated settlements.

Double underline denotes additions to the disciplinary guidelines, single underline denotes existing text and strike through denotes deletions. Included is a brief rationale to help explain the change or addition.



## Suggested Disciplinary Guideline Revisions

### MODEL DISCIPLINARY ORDERS

#### MODEL NUMBERS

##### [1] Revocation

(Ex. Operator's / Field Representative's) License / Company Registration Certificate No. (Ex. OPR 1234) issued to Respondent (Ex. John Doe) is revoked.

##### [2] Revocation – Multiple Causes

(Ex. Operator's / Field Representative's) License / Company Registration Certificate No. (Ex. OPR 1234) issued to respondent (Ex. John Doe) is revoked pursuant to Determination of Issues (Ex. I, II, and III) separately and for all of them.

##### [3] Suspension – Single Cause

(Ex. Operator's / Field Representative's) License / Company Registration Certificate No. (Ex. OPR 1234) issued to Respondent (Ex. John Doe) is suspended (Ex. Thirty (30) consecutive days) beginning the effective date of the decision. OR within \_\_\_\_\_ days of the effective date of the decision.

*Rationale: currently there is no timeline when the suspension must be served and whether or not the suspension should be served on consecutive days. The change will clarify when a suspension is to start and to clarify that the suspension is served consecutively, this will provide consistency in proposed decisions and stipulated settlements.*

##### [4] Suspension – Multiple Causes (run concurrently)

(Ex. Operator's / Field Representative's) License / Company Registration Certificate No. (Ex. OPR 1234) issued to respondent (Ex. John Doe) is suspended for (Ex. Thirty (30) consecutive days) pursuant to Determination of Issues (Ex. I, II, and III) separately and for all of them. All suspensions shall run concurrently beginning the effective date of the decision OR within \_\_\_\_\_ days of the effective date of the decision.

*Rationale: currently there is no timeline when the suspension must be served and whether or not the suspension should be served on consecutive days. The change will clarify when a suspension is to start and to clarify that the suspension is served consecutively, this will provide consistency in proposed decisions and stipulated settlements.*

#### **[5] Suspension – Multiple Causes (run consecutively)**

(Ex. Operator's / Field Representative's) License / Company Registration Certificate No. (Ex. OPR 1234) issued to respondent (Ex. John Doe) is suspended (Ex. Thirty (30) consecutive days) pursuant to Determination of Issues (Ex. I, II, and III) and (Ex. Sixty (60) consecutive days) pursuant to Determination of Issues (Ex. IV and V). These suspensions shall run consecutively, for a total period of (Ex. Ninety (90) consecutive days) beginning the effective date of the decision. OR within \_\_\_\_\_ days of the effective date of the decision.

*Rationale: currently there is no timeline when the suspension must be served and whether or not the suspension should be served on consecutive days. The change will clarify when a suspension is to start and to clarify that the suspension is served consecutively, this will provide consistency in proposed decisions and stipulated settlements.*

#### **[6] Standard Stay Order**

However, (revocation / suspension) is stayed and respondent is placed on probation for (Ex. three (3) years) upon the following terms and conditions:

#### **[7] Probation**

Respondent is placed on probation for a period of three \_\_\_\_\_ years.

*Rationale: Currently the probation is set for three years. Instead, the length of probation should be left open depending on the circumstances.*

### **STANDARD CONDITIONS**

#### **[8] Obey All Laws**

Respondent shall obey all federal, state and local laws along with all laws and rules relating to the practice of structural pest control.

He/she shall submit a completed California Department of Justice state and federal Livescan fingerprint form, unless previously submitted as part of the licensure application process. Fingerprints shall be submitted within thirty (30) calendar days of the effective date of the Decision and Order.

*Rationale: All licensees are responsible for abiding by federal, state and local laws. This emphasized the Respondent's responsibility and specifies the board's authority to take more immediate and severe action if other violations occur. This will provide consistency in proposed decisions and stipulated settlements.*



## **[9] Quarterly Reports**

Respondent shall file quarterly reports with the Board during the period of probation, no later than ten (10) days after the end or completion of the quarter.

*Rationale: This will clarify when the quarterly reports are due.*

## **[10] Tolling of Probation**

Should if respondent leaves California to reside or to practice for more than thirty (30) days outside of California this state, respondent must notify the Board in writing no later than ten (10) days prior to the planned date of departure of the ~~dates of departure~~ and return. Periods of out of state residency, out of state practice, or in state inactive status shall not reduce the probationary period or practice outside the state shall not apply to reduction of the probationary period.

*Rationale: This ensures that respondents may not complete probation without being fully monitored for his or her period of probation in California and clarifies respondent must notify the Board in writing prior to the date of departure when leaving California. In addition, it prevents respondents from merely "sitting out on inactive status" the entire probation period and avoiding the necessity of demonstrating competence and compliance with probation conditions.*

## **[11] Notice to Employers**

Respondent shall notify all present and prospective employers of the decision in case No. (Ex. 91-01) and the terms, conditions and restriction imposed on respondent by said decision. Within 30 days of the effective date of this decision, and within 15 days of respondent undertaking new employment, respondent shall cause his/her owner or qualifying manager to report to the Board in writing acknowledging he/she has read the decision in case No. (Ex. 90-01).

*Rationale: This ensures that the owner or qualifying manager of the company is aware of the respondent's terms and conditions of probation.*

## **[12] Notice to Employees**

Respondent shall, upon or before the effective date of this decision, post and ~~or~~ circulate a notice to all employees involved in structural pest control operations which accurately recite the terms and conditions of probation. Respondent shall be responsible for said notice being immediately available to said employees. "Employees" as used in this provision includes all full-time, part-time, temporary and relief employees and independent contractors employed or hired at any time during probation. The notice shall be posted in a conspicuous place where employees can see it and shall remain posted the entire term of probation.

*Rationale: This ensures that all employees are properly notified of the terms and conditions of probation, including any new employee hired after probation became effective.*

#### **[15] Violation of Probation**

Should respondent violate probation in any respect, the Board, after giving respondent notice and an opportunity to be heard, may revoke probation and carry out the disciplinary order which was stayed. If an accusation or a petition to revoke probation is filed against respondent during probation, the Board shall have continuing jurisdiction until the matter is final, and the period of probation shall be extended until the matter is final.

*Rationale: If an accusation has been filed, this will allow probation to be extended until the matter is final.*

#### **[16] Cost Recovery**

Respondent shall reimburse the Board investigation and enforcement costs in the amount of \$  
Respondent shall be permitted to pay these costs in a payment plan approved by the Board, with  
payments to be completed no later than three (3) months prior to the end of probation. Failure to make a  
timely payment according to the payment schedule, and/or failure to complete payment of cost recovery,  
shall constitute a violation of probation, which may subject Respondent's license to outright revocation.

Periods of non-practice by Respondent shall not relieve respondent of his or her obligation to reimburse  
the Board for its investigative and enforcement costs. Probation shall not be terminated until all costs are  
paid in full.

*Rationale: The Board incurs costs associated with investigations and discipline. Pursuant to Section 125.3 of the California Business and Professions Code, the Board has the authority to collect these costs. Currently there is no standard language for cost recovery, which can lead to inconsistencies. The recommended changes above will provide standard language and will clearly define what is expected of respondents.*

#### **[17] Interview With The Board Or Its Designee**

Respondent shall be available in person upon reasonable request for interviews either at  
respondent's place of business, residence, or other agreed upon location throughout the term of  
probation.

*Rationale: The optional term for random inspections is not always part of probation terms, if the above is added as a standard term of probation this provides the Board with a mechanism for maintaining communication with Respondent, gathering information and ensuring compliance with probation terms.*

#### **[18] License Surrender**

Following the effective date of this decision, if respondent ceases practicing in the pest control  
industry due to retirement, health reasons or is otherwise unable to satisfy the terms and conditions  
of probation, respondent may request the voluntary surrender of respondent's license/registration  
to the Board. The Board reserves the right to evaluate the respondent's request and to exercise its  
discretion whether to grant the request, or to take any other action deemed appropriate and  
reasonable under the circumstances. Upon formal acceptance of the surrender, respondent shall  
within fifteen (15) days deliver his/her wall and pocket license and company registration wall  
certificate. Respondent will no longer be subject to the terms and conditions of probation and the  
surrender of respondent's license/registration shall be deemed a disciplinary action. If respondent  
re-applies for a license or registration, the application shall be treated as a petition for

reinstatement of a revoked license/registration.

*Rationale: This will allow respondents who may be physically unable due to health issues or looking to retire who may no longer be able to comply with probation terms to surrender their license in lieu of the Board filing a petition to revoke probation.*

## OPTIONAL CONDITIONS

### [46] [19] Actual Suspension

(Ex. Operator's/Field Representative's/Company Registration No. (Ex. OPR 1234) issued to (Ex. John Doe) serves an actual suspension of (Ex. ten (10) consecutive days) beginning the effective date of the decision. OR within \_\_\_\_\_ days of the effective date of the decision.

*Rationale: currently there is no timeline when the suspension must be served and whether or not the suspension should be served on consecutive days. The change will clarify when a suspension is to start and to clarify that the suspension is served consecutively, this will provide consistency in proposed decisions and stipulated settlements.*

### [47] [20] Continuing Education Course – Branch 1

Respondent (Ex. John Doe) shall complete a continuing education course for pest control in Branch 1 (fumigation) no later than (18) months of the effective date of this decision in addition to the existing license renewal requirements ~~within eighteen (18) months of the effective date of this decision.~~

*Rationale: To clarify whether or not the courses being requested to complete as part of probation terms are in addition to hours needed to renew a license.*

### [48] [21] Continuing Education Course – Branch 2

Respondent (Ex. John Doe) shall complete a continuing education course for pest control in Branch 2 (general pest) no later than (18) months of the effective date of this decision in addition to the existing license renewal requirements ~~within eighteen (18) months of the effective date of this decision.~~

*Rationale: To clarify whether or not the courses being requested to complete as part of probation terms are in addition to hours needed to renew a license.*

### [49] [22] Continuing Education Course – Branch 3

Respondent (Ex. John Doe) shall complete a continuing education course for pest control in Branch 3 (wood destroying pests and organisms) no later than (18) months of the effective date of this decision in addition to the existing license renewal requirements ~~within eighteen (18) months of the effective date of this decision.~~

*Rationale: To clarify whether or not the courses being requested to complete as part of probation*

terms are in addition to hours needed to renew a license.

**[20] [23] Random Inspections**

Respondent shall reimburse the Board for (Ex. one (1)) random inspection per (Ex. quarter) by Board specialists during the period of probation not to exceed \$125 per inspection.

**[24] [24] Inspection Fees**

Respondent shall pay to the registrar, or designee, an inspection fee of (Ex. \$50) within thirty (30) days from the effective date of this decision.

**[22] [25] Reimbursement to Consumer**

Respondent shall submit proof to the registrar that restitution in the amount of (Ex. \$8,000) has been made to (Ex. John Smith) within (Ex. thirty (30) days) of the effective date of the decision.

**[23] [26] Prohibited from Serving as Officer, Director, Associate, Partner, or Qualifying Manager**

Respondent is prohibited from serving as an officer, director, associate, partner, qualifying manager or branch office manager of any registered company during the period that discipline is imposed on (Ex. Operator's/Field Representative's) License No. (Ex. OPR 1234).

**[24] [27] No Interest In Any Registered Company**

Respondent shall not have any legal or beneficial interest in any company currently or hereinafter registered by the Board.

**[25] [28] Take And Pass Licensure Examinations**

Within (Ex. six (6) months) of the effective date of this decision, respondent shall take and pass the (Ex. Operator's/Field Representative's) examination currently required of new applicants for (Ex. Operator's/Field Representative's) license. The examination shall be taken on regularly scheduled dates. Respondent shall pay the established examination fee. If respondent fails to pass said examination within (Ex. Six (6) months) of the effective date of this decision, respondent shall notify the board and shall cease practice until respondent takes and successfully passes said examination.

*Rationale: Currently the probation term indicates that respondent is required to complete the exam but does not indicate what happens if examination is not completed in the required time frame.*

2015-2018

# Structural Pest Control Board

Strategic  
Plan  
Approved:

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## Message from the President

On behalf of the California Structural Pest Control Board (SPCB), I'm pleased to present our updated strategic plan. This plan benefited from the thoughtful input and discussion of board members, staff, and industry. It was created to provide a framework and identify priorities for SPCB's efforts over the next few years to modernize operations and adapt to an evolving pest control industry. This document is the road map toward our vision of SPCB being a national leader, by achieving the highest standards of consumer protection, and promoting a high degree of professionalism in the State's structural pest control industry.

Dave Tamayo, President  
California Structural Pest Control Board

## About the Board

In 1935 Assembly Bill 2382, "An act to regulate the practice of structural pest control; to create the Structural Pest Control Board; to provide for the registration and licensing of persons engaged in such practice, and for the protection of the public in the practice of structural pest control", was passed by the California State Legislature. The bill was signed by the Governor on July 20, 1935 and became law on September 15, 1935.

The Structural Pest Control Board is composed of seven members of which, by law, four are public members, and three are members of the pest control industry. The Governor appoints two public members and three licensed industry members. The Senate Rules Committee and the Speaker of the Assembly each appoint one public member. Board Members may serve up to two four-year terms.



## 2007 Strategic Plan Accomplishments

**Examination Subversion** – In February 2013 the Board learned that its examinations were compromised. The Board worked with the Division of Investigation (DOI) to investigate and prepare evidence against those involved in compromising the examination. The investigation resulted in two individuals being arrested and later convicted on two counts of burglary for helping people cheat on not just the Board's examinations, but several state licensing examinations. One of these individuals was sentenced to 30 days of jail and ordered to pay restitution to the state agencies involved to a sum of \$400,000. The interference with the subversion of the examination was crucial to the integrity of the Board's examinations and hence, the protection of consumers.

**Examination Development** – In 2013, the Board contracted with The Department of Consumer Affairs' Office of Professional Examination Services to write current and relevant examinations for all of its licenses. Having current examinations is important to consumer protection in that people coming into the industry have the necessary skills and knowledge to perform the work in which they are being licensed to perform while implementing the most recently acknowledged practices.

**Implementation of Computer Based Testing (CBT)** – In February 2014 the Board implemented CBT which has been a long standing desire of the industry and Board alike. CBT improves examination accessibility since the candidate can schedule themselves at their convenience and in one of 17 locations throughout the state, or 22 additional locations throughout the country. Previously, the exams were given only once a month and only available at two locations in the state. CBT also provides for better examination security and reduced the risk of examinations being compromised. The Board is contracted with an outside vendor who administers several state licensing and other examinations and exercises much better security precautions than were previously available.

**Development of an Act Review Committee** – In 2011, the Board appointed an Act Review Committee to review the Structural Pest Control Act for relevance and consistency. This committee has met almost every month since and has made several recommendations for updates to the Act. Some of these recommendations have already been approved by the Board, passed legislation, and become effective.

**Utilizing Modern Technologies** – In January 2011 the Board began maintaining an email notification subscription listing where interested parties can subscribe to and receive all of the Board meeting agendas, approved minutes, regulation changes, and other mailings that are otherwise only mailed from the Board. In October 2014 the Board began posting meeting materials on the Web site and webcasting Board meetings. These utilizations of modern technology greatly improve the ability of the industry and other interested parties to stay informed on current issues and recent changes.

**Increasing Consumer Protection by Increasing Bond and Insurance**

**Requirements** – Senate Bill 662 passed in October 2013 significantly increasing the Board's bond and insurance requirements. Increased bond and insurance requirements ensures better consumer protection and makes companies more liable for their work.

**Consumer Savings** - In the 2013/2014 fiscal year alone, the Board collected over \$39,000 in cost recovery and restitution to consumers. Consumers saved approximately \$82,000 through the Board's mediations and investigations programs.

**Integrated Pest Management (IPM)** – In 2007 the Board developed an IPM Task Force, whose intent was to define IPM. In 2008 a definition of IPM was passed into regulation and in 2009 IPM was added as a requirement of pre-licensure training and as a continuing education requirement for all licensees. Including IPM education as initial pre-licensure training and continuing education requirements is important because it makes the licensee more aware of non-chemical approaches and strategies to prevent and minimize pests while creating a minimal impact on human health, property, the environment and non-target organisms.

**Chief Enforcement Officer** – In 2008, a Budget Change Proposal was approved for a new Chief Enforcement Officer position at the Staff Services Manager I (SSMI) level to address the coordination of the Board's statewide regulatory enforcement program activities. In FY 2003-04, the Board's Deputy Chief Enforcement position, that performed the above-mentioned activities, was abolished via Control Section 4.10. Approval of the Budget Change Proposal allowed the Board to recruit an SSMI to once again head enforcement activities.

**Addressing Unlicensed Activity and the Underground Economy** – In 2013, the Board began partnering with the Department of Industrial Relations, Division of Labor Standards Enforcement, and sibling agencies to counteract the negative effects of the underground economy. The Board endeavors to initiate proactive investigations, as opposed to only the traditional reactive investigations, that would not solely be based on administrative or criminal sanctions.

## Mission

To protect the general welfare of Californians and the environment by promoting outreach, education, and regulation of the structural pest management profession.

## Vision

The Structural Pest Control Board will strive to be the national regulatory leader of pest management.

## Values

### Consumer Protection

We make effective and informed decisions in the best interest, and for the safety of Californians.

### Professionalism

We ensure that qualified, proficient, and skilled staff provides services to the State of California.

### Efficiency

We diligently identify the best ways to deliver high-quality services with the most efficient use of our resources.

### Integrity

We are committed to honesty, ethical conduct, and responsibility.

# Strategic Goals

## **1 LICENSING, EXAMINATIONS, AND CONTINUING EDUCATION**

The Board promotes licensing standards to protect consumers and allow reasonable access to the profession. Additionally, the Board oversees and approves continuing education and examination standards to ensure excellence in practice and promote public safety.

## **2 ENFORCEMENT**

The Board protects the health and safety of consumers through the enforcement of the laws and regulations governing the practice of structural pest control.

## **3 LEGISLATION, REGULATIONS, AND POLICY**

The Board pursues statutes, regulations, policies, and procedures that strengthen and support the Board's mandate and mission.

## **4 OUTREACH**


The Board informs consumers, licensees, and stakeholders about the practice and regulation of the profession.

## **5 ORGANIZATIONAL EFFECTIVENESS**

The Board standard is to build an excellent organization through proper Board governance, effective leadership, and responsible management.

# GOAL 1: LICENSING, EXAMINATIONS, AND CONTINUING EDUCATION


*The Board promotes licensing standards to protect consumers and allow reasonable access to the profession. Additionally, the Board oversees and approves continuing education and examination standards to ensure excellence in practice and promote public safety.*



- 1.1 Evaluate continuing education provider qualifications and criteria to strengthen the approval process.
- 1.2 Review and refine the licensing and renewal processes to increase licensees' level of compliance.
- 1.3 Review and analyze exam questions and current reference materials to develop study guides and materials that focus on essential occupational principles and practices.
- 1.4 Evaluate continuing education categories and hourly requirements, with emphasis on core competencies.
- 1.5 Increase continuing education course field audits to ensure standards are met and proper training is received.


## GOAL 2: ENFORCEMENT

*The Board protects the health and safety of consumers through the enforcement of the laws and regulations governing the practice of structural pest control.*

- 
- 2.1 Increase proactive enforcement to effectively reduce the frequency of unlawful pest control services.
  - 2.2 Implement enhancements to Board response and coordination with local governments and other partners on fumigation emergencies and where multiple (serious level) pest control violations exist.
  - 2.3 Seek statutory authority to automatically suspend or, with cause, revoke any license or registration based on non-compliance of citation.
  - 2.4 Seek statutory authority to automatically suspend any license or registration based on an owner's or licensee's failure to satisfy court judgments, arbitration awards, tax liens and other lawfully imposed sanctions related to the pest control profession.
  - 2.5 Seek statutory authority to require any person listed on the principle registration or branch office registration to take continuing education or board-approved courses as a condition of a board-issued citation.
  - 2.6 Seek statutory authority to deny the renewal of a license based on an owner's or licensee's failure to comply with any provision of the Structural Pest Control Act. (I.e. failure to: post a restoration bond, complete continuing education courses, or comply with an order of abatement).

## **GOAL 3: LEGISLATION, REGULATIONS, AND POLICY**

*The Board pursues statutes, regulations, policies, and procedures that strengthen and support the Board's mandate and mission.*




- 3.1 Establish a committee to research pre and post licensing requirements and consider developing or amending those requirements to ensure all those practicing structural pest control are properly regulated.
- 3.2 Evaluate and forecast current fee structure to ensure fees support the operational needs of the Board.
- 3.3 Research, review, and make recommendations regarding the roles and responsibilities of a qualifying manager and branch office supervisor and accordingly pursue statutory and/or regulatory changes.
- 3.4 Pursue regulatory changes to include new and/or updated provisions for all Board forms based on priority and operational need.
- 3.5 Explore alternatives to foster improved communication with other agencies and the legislature to improve timely tracking of sensitive or competing legislation.



## GOAL 4: OUTREACH


*The Board informs consumers, licensees, and stakeholders about the practice and regulation of the profession.*



- 4.1 Develop an outreach plan to create awareness of the Board's mission and function, using a variety of proven methods.
- 4.2 Develop strategy to educate licensees and consumers on the new web access tools that will be available through BreEZe.
- 4.3 Partner with the Department of Consumer Affairs and other agencies to leverage outreach efforts.
- 4.4 Promote the Structural Pest Control Board's web-based license status lookup tool through public and private partnerships.
- 4.5 Establish alliances with continuing education providers so that they may educate and inform licensees about how to avoid the most common enforcement violations.

## **GOAL 5: ORGANIZATIONAL EFFECTIVENESS**

*The Board standard is to build an excellent organization through proper Board governance, effective leadership, and responsible management.*



- 5.1 Review and consolidate Board member orientation materials and training that is specific to the SPCB and industry with emphasis on policies, procedures, responsibilities, and functions of the Board.
- 5.2 Continue to monitor staffing levels to achieve Board's mandated goals and objectives in the areas of enforcement and continuing education, and pursue budgetary authority to support Board operations.
- 5.3 Research ways to use technology to increase operational efficiencies and effectiveness.
- 5.4 Analyze pay and classification structure of staff to ensure it aligns with the Board's recruitment and retention plan and pursue resources, as appropriate, to meet those needs.

# Strategic Planning Process

To understand the environment in which the SPCB operates and to identify factors that could impact the SPCB's success, the California Department of Consumer Affairs' SOLID unit conducted an environmental scan of the internal and external environments by collecting information through the following methods:

- An online survey sent to 5,000 stakeholders, comprised of industry professionals, professional associations, continuing education providers, and others who expressed interest in the strategic direction of the SPCB.
- A staff focus group on September 11, 2014, in which eight Board staff members participated.
- An online survey sent to field staff, in which five members responded.
- Telephone interviews with Board members in August and September 2014.

The most significant themes and trends identified from the environmental scan were discussed by the SPCB executive team and Board during a strategic planning session facilitated by SOLID on October 15, 2014. This information guided the SPCB in the development of its mission, vision, and values while directing the SPCB in the formulation of its strategic goals and objectives as outlined in the 2015 – 2018 Structural Pest Control Board Strategic Plan.

## Structural Pest Control Board

2005 Evergreen Street, Ste. 1500

Sacramento, CA 95815

Phone: (916) 561-8700

Fax: (916) 263-2469

Prepared by



Department of Consumer Affairs  
1747 N. Market Blvd., Suite 270  
Sacramento, CA 95834

*This strategic plan is based on stakeholder information and discussions facilitated by SOLID for the California Structural Pest Control Board in August and September 2014. Subsequent amendments may have been made after Bureau adoption of this plan.*





**OPTION #1**



**OPTION #2**



**SPCB**

**STRUCTURAL PEST CONTROL BOARD**

**OPTION #3**



OPTION #4





**OPTION #5**



**SPCB**

**STRUCTURAL PEST CONTROL BOARD**

**OPTION #6**



**OPTION #7**



**STRUCTURAL PEST CONTROL BOARD**

**OPTION #8**

**STRUCTURAL PEST CONTROL BOARD PRE-TREATMENT COMMITTEE****Eric Paulsen (Chair)**

Clark Pest Control

Po Box 628

Somerset, CA 95684

530-621-0795

[epaulsen@clarkpest.com](mailto:epaulsen@clarkpest.com)**Kathy Boyle**

Structural Pest Control Board

2005 Evergreen Street, Suite 1500

Sacramento, CA 95815

916-561-8713

[kathleen.boyle@dca.ca.gov](mailto:kathleen.boyle@dca.ca.gov)**Kevin Etheridge**

Contractors Termite and Pest Control, Inc.

24825 N. 16<sup>th</sup> Avenue, Suite 140

Phoenix, AZ 85085

623-780-0908

[kevin@contractorstermite.com](mailto:kevin@contractorstermite.com)**Josh Huntsinger**

Placer County Agricultural Commissioner

11477 E. Avenue

Auburn, CA 95603

530-889-7372

[jhuntsin@placer.ca.gov](mailto:jhuntsin@placer.ca.gov)**Dr. Vernard Lewis**

UC Berkeley

1991 D Street

Hayward, CA 94541

510-881-2295

[urbanpests@berkeley.edu](mailto:urbanpests@berkeley.edu)**Ron Moss**

Structural Pest Control Board

2005 Evergreen Street, Suite 1500

Sacramento, CA 95815

916-561-8743

[ron.moss@dca.ca.gov](mailto:ron.moss@dca.ca.gov)**ESTABLISHED DECEMBER 9, 2014**

# March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 SPCB Meeting (Sacramento)	26 SPCB Meeting (Sacramento)	27	28
29	30	31	Notes:			

# July 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 SPCB Meeting (San Diego)	23 SPCB Meeting (San Diego)	24	25
26	27	28	29	30	31	Notes:

# October 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 SPCB Meeting (Sacramento)	8 SPCB Meeting (Sacramento)	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



January 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 85	2 86
3 87	4 88	5 89	6 90	7 91	8 92	9 93
10 94	11 95	12 96	13 97	14 98	15 99	16 100
17 101	18 102	19 103	20 104	21 105	22 106	23 107
24 108	25 109	26 110	27 111	28 112	29 113	30 114
31 115	Notes:					