

**Attachments:** pesticide-herbicide checklist.xls

Per district policy and state law, the following procedures must be followed. Please follow these procedures completely when applying pesticides and herbicides.

1. Post a notice to include:
  - a. Date of application
  - b. Location of application
  - c. Pest to be controlled
  - d. Name and type of pesticide/herbicide
  - e. Contact for more information
2. Posting requirements:
  - a. 72 hours (3 days) before and after spraying
  - b. Place on main entrance and other entrances opened for access to building
  - c. Place on area being treated (grass, gravel, etc.) and the entrance to the property (driveway)
3. Record Keeping
  - a. Date and time of all postings
  - b. Send the Facilities Coordinator records in October of each year so that the facilities office can maintain a notice archive

The above has been implemented from policy EBAC. Please use policies EBAC-E-1 and EBAC-E-2 for application.