

ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT

A GUIDE FOR THE APPLICATION FOR REGISTRATION

**For Activities Related To
THE SALES, HANDLING, USE AND APPLICATION OF PESTICIDES**

All businesses operating within the jurisdiction of the Province of Alberta require a registration issued by Alberta Environment to apply and/or sell pesticides in accordance with Sections 60 and 61 of the *Environmental Protection and Enhancement Act* and Sections 7 and 14 of the *Pesticide (Ministerial) Regulation*.

Your operation will require a **Pesticide Service Registration** if it:

- 1) offers or provides a service involving the use or application of a pesticide in Schedule 1, 2, or 3 for hire or reward
- 2) uses or applies a pesticide on a right-of-way
- 3) uses or applies a pesticide in a park, boulevard, campground or picnic area that belongs to a federal, provincial, municipal government or other local authority
- 4) uses or applies a pesticide for forest management.

Attached to the application form for a Pesticide Service Registration is an *Operation Compliance Self-Audit*. This should be completed at the time of the application, retained by the operation, and made available at the time of an operation inspection by Alberta Environment. It is recommended that the audit be reviewed and updated on an annual basis by the operation (preferably in Spring prior to seasonal operation). Any changes to the operation should be brought to the attention of Alberta Environment in accordance with the conditions and during the term of an issued registration.

An operation that does not hold a valid Agrichemical Warehousing Standards Association (AWSA) certificate will require a **Pesticide Vendor Registration** if it:

- 1) sells or distributes pesticides at wholesale,
- 2) sells federally registered "Commercial class" pesticides at retail, and/or
- 3) stores pesticides for distribution to Alberta Wholesale or Retail Vendors.

NOTE: All operations that provide a **SERVICE AND VENDOR** function are not exempt from the Pesticide Vendor Registration requirement.

If requiring any assistance with the completion of this application, please contact one of the Alberta Environment Corporate Regional offices listed below between the hours of 8:15 AM and 4:30 PM Monday through Friday. Ask to direct your call to one of the regional Pesticide Registration Coordinators:

Northern Region Grande Prairie	Northern Region Edmonton	Central Region Stony Plain	Central Region Red Deer	Southern Region Calgary	Southern Region Lethbridge
538-8054	427-7617	963-6131	340-7052	297-7891	382-4015
Vivianne Servant	Sandra Pollard	David Dowhaniuk	Julian Huang	Doug Stanton	Rob Burland

To be connected toll free from anywhere in Alberta, first dial 310-0000.

Please see next page for further instructions on completing the application form.

Company Name

The name of your company is the legal entity registered with the Alberta Corporate Registry (e.g. 123456 Alberta Ltd.). If you do not have a registered company then the service registration will be issued to the individual who has identified his/herself as the Authorized Representative and signed the application form. Any legal issues are directed to the legal entity name or this individual.

Operating Name

This is the name of your operation that you advertise your services under if different from your legal entity name (e.g. ABC Spray Services may be the operating name for 123456 Alberta Ltd.).

Addresses

Many operations have a number of different addresses, such as a post office address, or a different address for finding the physical location of the operation. Alberta Environment will require all the different means of locating an address, including the legal land location (often identified on your municipal tax notice).

Authorized Representative / Executive Officer / Owner

This is the individual that is responsible for the operation. If this is also the owner (e.g. in small companies) then the individual will identify him/herself again in the Executive Officer/Owner identification box. For multi-outlet operations there will likely be different names in each of these boxes. The authorized representative is also responsible for ensuring Alberta Environment is notified of any changes to the operation as required in the conditions of a Pesticide Service and/or Vendor Registration.

Certified Pesticide Applicators

At least one certified pesticide applicator must be identified and associated with the operation before the application will be considered. The registration will only be issued for the class of certification identified and verified by Alberta Environment for the certified pesticide applicator.

Certified Pesticide Dispensers

Any operation submitting an application for the sale/distribution of commercial use pesticides must have a dispenser that has been certified through the **Commercial Pesticide Dispenser** Certificate Program administered by Lakeland College. An applicator certified through the **Pesticide Applicator** Program, also administered by Lakeland College, may be recognized as an alternative.

Pesticide Insurance Coverage

This is a legal requirement that must be maintained during the term of the registration while the registered service is in operation. If a policy lapses or is cancelled the Pesticide Service Registration is automatically cancelled. It is important to advise your insurance broker/agent that for each renewal of the policy they should provide to Alberta Environment an updated copy of the "Pesticide Service Registration Certificate of Insurance" or their own policy coverage statement indicating your operation has met the legislated requirements. This is usually an annual event.



ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT

APPLICATION FOR REGISTRATION

**For Activities Related To
THE SALES, HANDLING, USE AND APPLICATION OF PESTICIDES**

I hereby make application for a new a renewal of a an amendment to a

Pesticide Service Registration

and provide the following information for the activity(ies) that applies to my operation and return by mail or facsimile to the above address.

Company Name:

<p>Is this an Alberta Registered Corporation? _____; a Registered Trade Name? _____; a Name only? _____</p>
--

Operating Name:

(Please indicate the name you are known as or advertise your services under if different from above.)

<input type="checkbox"/> Same as above	<p>Operating as:</p>
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Operation Mailing Address: Operation Location Address: Pesticide Storage Address:

Postal Code:	Postal Code:	Postal Code
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Legal Land Description and/or Block Plan Number for the:

Operation Location Address: Pesticide Storage Facility (if different):

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Authorized Representative:

Name:	Title:
Address: (if different from above)	
Postal Code:	Telephones: (operation): (facsimile):

Chief Executive Officer/Owner:

Name:
Address:
Telephone:

24-Hour Emergency Contact: (This individual should be familiar with the entire operation of the service and be responsible for on-site decisions should an emergency occur.)

Name:	Telephone (operation):
	(home):
	(facsimile):

Branch / Field Office Locations: The following information is provided for additional field offices for this operation:

Location	Telephone Number	Manager's Name

Certified Pesticide Applicators: The names, certificate numbers, and class(es) of applicator certificates for each applicator currently employed by this operation are:

Name	Certificate #	Class(es)	# of Assistants Supervised

Pesticide application services offered by this operation when sub-contracted are provided by:

Name of Registered Pesticide Service	Service Registration Number

Service Activity(ies): Identify the types of pesticide application services this operation intends to provide with a check (✓). If you provide more than one class of service also indicate the **MAIN** class by circling the class.

- | | | | |
|---|-------------------------------------|--|--|
| <input type="checkbox"/> Aerial | <input type="checkbox"/> Fumigation | <input type="checkbox"/> Special: Seed Protectant | <input type="checkbox"/> Special: Plant Roots in Sewer Systems |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Greenhouse | <input type="checkbox"/> Special: Interior Plantscapes | <input type="checkbox"/> Special: Sprout Inhibitors |
| <input type="checkbox"/> Aquatic Vegetation | <input type="checkbox"/> Industrial | <input type="checkbox"/> Special: Stump Treatment | |
| <input type="checkbox"/> Biting Flies | <input type="checkbox"/> Landscape | <input type="checkbox"/> Special: Vertebrate Toxicants | |
| <input type="checkbox"/> Forestry | <input type="checkbox"/> Structural | | |

NOTE to AGRICULTURE and AERIAL Class Services

An Application submitted for a Service Registration by any operation that is involved in **Agriculture** and/or **Aerial** Class activities must indicate the certification obtained from the **Agrichemical Warehousing Standards Association** if the applicant is involved in the storage of any amount of pesticide that:

- 1) exceeds what can be applied within the date that it is supplied, or
- 2) must be retained for a period longer than one night as a result of a weather delay or early morning application.

The **Agrichemical Warehousing Standards Association (AWSA) Certificate of Compliance Number** for this outlet is _____ and will expire on **December 31,** _____.

Authorizations:

I have read and understand the requirements of the October 1, 2003 amended **Pesticide Sales, Handling, Use and Application Regulation 24/97**, the **Pesticide (Ministerial) Regulation 43/97**, and the June 12, 2001 edition of the *Environmental Code of Practice for Pesticides* and that an inspection may be conducted prior to and/or during the term of issuance of this registration to verify compliance with provincial pesticide legislation, and that the issuance of a registration pursuant to Part 2, Division 2 of the *Environmental Protection and Enhancement Act* does not relieve me from complying with all other applicable legislation, whether federal, provincial or municipal.

I have completed, at the time of this application, a self-audit of my operation using the “Operation Compliance Self-Audit” form included in the application and retained a copy for my operation verifying that this operation is in compliance with all indicated legislated requirements. This will be made available upon request by an inspector of Alberta Environment.

I, the undersigned, acknowledge the application information to be a true and accurate representation of my operation activities at the time of signing. **Any changes to this information will be immediately forwarded to Alberta Environment.**

Name of Authorized Representative (print)

Signature

Title

Date

By checking this box, I confirm that insurance coverage in accordance with the **Pesticide Sales, Handling, Use and Application Regulation 24/97** and the *Environmental Code of Practice for Pesticides* has been obtained and is attached or forwarded by facsimile or under separate cover to the Regulatory Approvals Centre, Alberta Environment.



PESTICIDE SERVICE REGISTRATION OPERATION COMPLIANCE SELF-AUDIT

THE APPLICANT SHOULD COMPLETE THE AUDIT FOR THE OPERATION AND A COPY RETAINED ON FILE BY THE OPERATION. THE AUDIT MAY BE REQUIRED TO BE PRODUCED ON INSPECTION BY ALBERTA ENVIRONMENT.

In support of an application for a Pesticide Service Registration in the Province of Alberta the following legislative requirements have been audited for compliance on behalf of:

NAME OF OPERATION: _____

AUDIT CONDUCTED BY: _____

SIGNATURE: _____

POSITION WITH OPERATION: _____

DATE AUDIT CONDUCTED: _____

PART 1	PESTICIDE APPLICATOR RECORDS	<i>AR 43/97, s. 11, 12*</i>
<input type="checkbox"/>	pesticide application records are kept for a period of 5 years from the date of application	
<input type="checkbox"/>	name of the customer is identified	
<input type="checkbox"/>	location of application	
<input type="checkbox"/>	year/month and date/time of application are identified	
<input type="checkbox"/>	pest and purpose of application	
<input type="checkbox"/>	name of pesticide and the federal label P.C.P. Number is identified	
<input type="checkbox"/>	application rate and total quantity of pesticide used is identified	
<input type="checkbox"/>	method of application is identified	
<input type="checkbox"/>	if applied outside, weather conditions are identified (temperature, humidity, precipitation, wind speed/direction)	
<input type="checkbox"/>	identification and proximity of open water and sensitive sites (if within 30 metres of open water)	
<input type="checkbox"/>	application records are submitted to the Service Registration holder at the end of each day	

* AR 24/97 = Alberta Regulation 24/97 or the *Pesticide Sales, Handling, Use and Application Regulation*
 AR 43/97 = Alberta Regulation 43/97 or the *Pesticide (Ministerial) Regulation*
 ECoPP = *Environmental Code of Practice for Pesticides* (12 June 2001 version)
 EPEA = *Environmental Protection and Enhancement Act* (Alberta)

PART 2 PESTICIDE APPLICATOR ASSISTANTS and AUTHORIZED ASSISTANTS
AR 24/97, s.12 & ECoPP, s. 5

- all assistants are over the age of 18 years if applying any pesticides identified in Schedule 1.
- all assistants are over the age of 16 years if applying any pesticides identified in Schedule 2 or 3
- all assistants are being supervised by a certified pesticide applicator
- the certified pesticide applicator maintains all assistant application records

Non-certified Assistants

- are visited at application site daily by the certified applicator (and at each change in pesticide, application rate and equipment change; also they are checked to ensure safety procedures are followed as specified by label directions or policies for the operation)
- directly supervised by certified applicator (i.e. on-site during entire application) while
 - mixing/loading a Schedule 1 pesticide
 - conducting a forest management application
 - spraying trees with any insecticide other than soap or a *Bacillus thuringiensis* formulation
 - spraying for adult mosquitoes
 - spraying non-selective residual herbicides
 - spraying any rights-of-way with a pesticide containing Picloram
 - spraying any applications where the federal label limits the application to a certified applicator.
- can maintain contact with certified applicator by radio or telephone/cell
- have received training by the certified applicator in accordance with the *Environmental Code of Practice for Pesticides*, Appendix A (Training Checklist for Pesticide Applicator Assistants)

Authorized Assistants

- have successfully completed a certified trainer administered examination, a copy of which has been forwarded to Alberta Environment (1701 10320 99 Street Grande Prairie AB T8V 6J4)
- have completed an "Authorized Assistant" training checklist which is kept on file by the operation
- supervise no more than 2 non-certified assistants (or 6 in the case of a forestry class application)
- have been issued a certificate that will identify their qualifications at any application site.

PART 3 PESTICIDE INSURANCE
AR 24, s.14 & ECoPP, s. 7

- general liability insurance coverage is in effect and updated annually for this operation
- if providing an agricultural and/or aerial service, pesticide drift insurance coverage is in effect and updated annually for this operation

PART 4 PESTICIDE DISPOSAL
AR 24/97, s.28 & ECoPP, s. 10

- all non-refillable Schedule 1 or 2 plastic or metal containers are disposed of at an authorized pesticide container collection site
- all paper, glass, cardboard or bags that contained a Schedule 1 or 2 pesticide or a container that contained a pesticide are disposed of at a Class II landfill – **NOTE:** clean cardboard packaging has the option of being recycled
- rinsate and solution are disposed of **in accordance with label directions**
 - as mix water in spraying solutions
 - by spraying over the treated area, or
 - in a manner acceptable to and confirmed in writing by a designated Director of Alberta Environment (to be contacted through nearest regional office of Alberta Environment).

PART 5 MIXING AND LOADING SITES (FOR PRIMARY SITE)**AR 24/97, s. 27 & ECoPP, s. 8**

- site can contain pesticide spills
- site is not located within 30 metres of an open body of water (unless following *ECoPP* provisions)
- there is a site sketch which includes a 50 metre radius around the site and shows:
 - a drainage pattern, watering points, wells and other water sources
 - distance to wastewater, storm drainage systems, watering points, water sources and surrounding land uses
- site sketch is available to all personnel
- written contingency plan for the containment and cleanup of pesticides is available to all personnel
- the site has no evidence of off-site migration of pesticide
- backflow prevention device/method is being used
- no evidence of spillage

PART 6 EMERGENCY RESPONSE INFORMATION AR 24/97, s.22 & ECoPP, s. 9(2)

- all emergency response information is available at all operational sites (e.g. permanent operation site, storage site, mixing/loading sites, vehicles) and includes:
 - Material Safety Data Sheets
 - copies of pesticide product labels
 - list of Emergency Response Contacts, including
 - Poison Control Centre (1-800-332-1414)
 - Alberta Environment spill reporting (1-800-222-6514)
- all personnel are knowledgeable of spill cleanup and fire response procedures
- a release reporting mechanism is in place for this operation, which will **immediately** identify to Alberta Environment (1-800-222-6514) the location, location description, time, circumstances leading to, type of, quantity and action taken/proposed for a release of any amount of pesticide that causes or may cause an adverse effect to the environment (*EPEA, s.110,111*).

PART 7 PERSONAL PROTECTIVE EQUIPMENT AR 24/97, s.22 & ECoPP, s. 9(2)

- is available at all operational sites (e.g. permanent operation site, storage site, mixing/loading sites, vehicles)
- eye protection
- suitable respirator and cartridge supply
- chemical-resistant gloves and boots
- chemical resistant apron, if required by label directions
- coveralls
- first aid kit
- eyewash or shower

PART 8 SPILL CLEANUP EQUIPMENT**AR 24/97, s.22 & ECoPP, s. 9(2)**

- is available at all operational sites (e.g. permanent operation site, storage site, mixing/loading sites, vehicles) where pesticides are displayed, stored or used
- appropriate absorbent material (e.g. vermiculite, kitty litter, dry coarse clay or commercial absorbent)
- appropriate neutralizing materials (such as hydrated lime, bleach and/or activated charcoal) as identified by Material Safety Data Sheets
- broom and/or shovel
- container(s) with lid(s) for waste material
- blank labels to identify waste

Location Address:

Legal Land Location (Lot/Block/Plan):

IF THIS IS A CERTIFIED AGRICHEMICAL WAREHOUSING STANDARDS ASSOCIATION (AWSA) FACILITY:

This facility has been audited by the *Agrichemical Warehousing Standards Association (AWSA)*. The certificate is current and the number is _____. The expiry date is December 31, _____.

NOTE: AWSA Certification is a requirement for all Agriculture and Aerial Class Pesticide Service Registration operations that are storing pesticides.

IF THIS IS A NON-CERTIFIED AGRICHEMICAL WAREHOUSING STANDARDS ASSOCIATION (AWSA) FACILITY:

Pesticides are stored in: (✓) one or more of the following:

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Cabinet | <input type="checkbox"/> Storage room | <input type="checkbox"/> Vehicle / Trailer |
| <input type="checkbox"/> Secondary container | <input type="checkbox"/> Warehouse | <input type="checkbox"/> Outdoor Storage |
| <input type="checkbox"/> Other, please specify: _____ | | |

- the storage facility is completely separated in an enclosed area from food and personal use items
- the storage facility is separated from office, washrooms, employee rest areas and other work areas
- there is a pesticide storage warning sign posted to the exterior door, entrance or gate of this storage facility
- the pesticide storage facility is on a site that is able to withstand a 24 hour, 1 in 25 year storm without flooding
- the storage facility can be secured from public access (i.e. entrances can be closed and locked, and windows secured to prevent unauthorized access)
- if present, the storage facility, has (storm) drains protected from a pesticide release
- any releases of pesticide concentrate in storage can be contained within the boundaries of the storage site (through curbing, dike, sloping to containment sump/tank)
- the floor or base of this storage facility is protected from pesticide absorption
- open containers or packages of pesticide are closed or repackaged to prevent the release of odours and vapours
- Material Safety Data Sheets and emergency numbers are available/accessible for all pesticides in storage
- those pesticides stored outdoors are protected from wind, rain, and other weather hazards
- written notification has been provided to the local fire department as to what pesticides are in storage
- the secondary containment is adequate for the volume of product stored (in accordance with *Pesticide Storage: Regulatory Requirements and Guidelines (Schedule 1 & 2 Pesticides)* – June 15, 1999 edition).



MAIL OR FACSIMILE THIS FORM TO:
Regulatory Approvals Centre
Main Floor, Oxbridge Place, 9820 106 Street NW
Edmonton AB T5K 2J6
Phone: (780) 427-6311 Facsimile: (780) 422- 0154

PESTICIDE SERVICE REGISTRATION CERTIFICATE OF INSURANCE

Completion of this certificate verifies to Alberta Environment that the policy identified below is now in effect for:

PESTICIDE SERVICE NAME: _____

PESTICIDE SERVICE TELEPHONE NUMBER: _____

If renewing insurance policy please provide the Pesticide Service Registration Number: _____

POLICY #: _____

POLICY TERM: _____ TO _____

- YES, THE POLICY PROVIDES GENERAL LIABILITY covering pesticide-related activities in an amount not less than \$1,000,000 per occurrence.
- YES, THE POLICY PROVIDES PESTICIDE DRIFT LIABILITY in an amount not less than \$25,000 per occurrence, if the Pesticide Service is performing AGRICULTURAL or AERIAL applications.

The insurance policy has been endorsed, as per the requirements of *the Environmental Code of Practice for Pesticides*, and the undersigned agrees to provide 15-day advance written notice of policy cancellation or material change to Alberta Environment (address and/or facsimile noted at the top of this certificate).

NAME OF INSURANCE AGENT OR BROKER: _____

ADDRESS OF INSURANCE
AGENT OR BROKER: _____

DATED: _____ AT _____

NAME & SIGNATURE OF AUTHORIZED INSURANCE REPRESENTATIVE _____

TELEPHONE _____

**See Insurance Requirements
on other side of this page.**

INSURER COMPANY NAME _____

INSURANCE REQUIREMENTS

It is a requirement that every applicant for or holder of a service registration (other than a government department or agency) maintain insurance for himself or his employees with respect to liability arising out of his operations. This includes the handling, use and application of pesticides.

In accordance with Section 14(1) of the *Pesticide Sales, Handling, Use and Application Regulation 24/97*,

"An applicant for or holder of a pesticide service registration must carry insurance for himself and his employees in accordance with the latest edition of the *Environmental Code of Practice for Pesticides* published by the Department."

Insurance requirements of the *Environmental Code of Practice for Pesticides* (Section 7) published by the Department state:

- "(1) Every applicant for or holder of a pesticide service registration, other than a government department or agency (note: applies to both provincial and municipal government), shall provide the Director with a certificate of insurance in the format acceptable to the Director each time that an insurance policy is issued or renewed.
- (2) A certificate of insurance will not be acceptable to the Director unless it has been issued by an authorized representative of the insurer or the insurance agent or broker.
- (3) All pesticide service registration holders must carry general liability insurance covering pesticide application activities in an amount not less than \$1,000,000 for any one occurrence.
- (4) Pesticide service registration holders offering AGRICULTURAL or AERIAL pesticide services as described in Schedule 5 of the *Pesticide (Ministerial) Regulation (A.R. 43/97)* must carry insurance covering pesticide drift liability in an amount not less than \$25,000 for any one occurrence."

Section 14(2) of the *Pesticide Sales, Handling, Use and Application Regulation 24/97* states:

"If the insurance expires or is cancelled, the registration in respect of which the insurance was required under subsection (1) is automatically cancelled."

The contract of insurance must remain in full force and effect for 15 days following advance written notice of policy change or cancellation to Alberta Environment. **During any period when the required contract of insurance is not in full force and effect the Pesticide Service Registration is automatically cancelled.**

**SUPPLEMENT to the
APPLICATION for a
PESTICIDE SERVICE REGISTRATION
for an
AERIAL APPLICATION SERVICE**

Aerial Application Operations are requested to provide the following information and include it with their submission of an application for a Pesticide Service Registration:

#	Aircraft Type	Colour	Call Letters	Date of Last Calibration Certification*
1				
2				
3				
4				
5				
6				

* In accordance with the *Pesticide Sales, Handling, Use and Application Regulation 24/97*, section 10 and the *Environmental Code of Practice for Pesticides*, section 6 (2), each aircraft's application equipment must be checked and calibrated to standards that are recognized by a Director of Alberta Environment every 20 months.