



Lac La Biche County
welcoming by nature.

LAC LA BICHE COUNTY PROCEDURE

TITLE: PESTICIDE INVENTORY CONTROL

PROCEDURE NO: PI-62-003

SPECIAL NOTES/CROSS REFERENCE: Policy No. PI-62-003 AMENDMENT DATE: MARCH 14, 2017

PROCEDURE:

1. The Manager of Environmental Services or designate shall approve all stock or supplies purchased. Agriculture Service's department shall verify all received items.
2. The Agriculture Service's department will maintain:
 - i. Inventory Cards which document purpose of in-house-use quantities and the invoice number from counter sales.
 - ii. Current price list of merchandise for counter sales.
 - iii. Copies of counter sales invoices.
 - iv. Inventory Control sheet which lists all stock items, associated costs and remaining balance of stock on hand.
 - v. Contact information of suppliers.
 - vi. Current Materials Safety Data Sheets.
3. Administration shall provide monthly reports on sales and purchases and balance of stock on hand to the Agricultural Service Board.
4. The Agriculture Service's department will review inventory for outdated and discontinued items and make recommendations for new or substitute merchandise.
5. If a product is held in storage for more than five (5) years, the Agriculture Services department will sell the product at auction or for 50% of what the product was originally purchased for.

"Original Signed"
Chief Administrative Officer

June 12, 2017
Date