

Lac La Biche County *Policy*

TITLE: PESTICIDE SUPPLY, SALES & INVENTORY

POLICY NO: ENV-63-012

RESOLUTION: 20.702

EFFECTIVE DATE: January 12, 2010

DEPARTMENT RESPONSIBLE:
ENVIRONMENTAL SERVICES

NEXT REVIEW DATE: September 1, 2023

POLICY STATEMENT:

Lac La Biche County, through Agricultural Services, will provide pesticide products for resale to County residents for residential and agricultural pest control purposes and shall maintain an accurate record of all materials and or chemicals purchased for in-house use or retail sales. It is the intent of Lac La Biche County to provide products that are not currently available through local commercial retailers and the County will make every attempt to avoid competing in this market or duplicating services provided. The supply, sale and storage of these products is subject to the following regulatory conditions:

1. The Agricultural Pests Act
2. The Environmental Protection Act
3. The Pest Control Product Act
4. Agrichemical Warehousing Standards Association

“Original Signed”

Chief Administrative Officer

September 14, 2020

Date

“Original Signed”

Mayor

September 15, 2020

Date

SPECIAL NOTES/CROSS REFERENCE: PI-62-004, PI-62-003, ENV-63-012 Procedure

AMENDMENT DATE: September 1, 2020

Procedure

TITLE: PESTICIDE SUPPLY, SALE & INVENTORY

PROCEDURE NO: ENV-63-012

EFFECTIVE DATE: JANUARY 12, 2010

DEPARTMENT RESPONSIBLE:
ENVIRONMENTAL SERVICES

NEXT REVIEW DATE: September 1, 2023

PROCEDURE:

1. The Manager of Environmental Services or designate shall be responsible for supervision of the program.
2. The Agricultural Fieldman or designate will be responsible for the administration of the program by maintaining:
 - i. Inventory Cards and/or inventory database 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 or inventory software which lists all stock items, associated costs and remaining balance of stock on hand.
 - v. Contact information of suppliers.
 - vi. Current Safety Data Sheets.
 - vii. Safe storage practices as required by the Agri-Chemical Warehousing Standards Association
3. The Manager of Environmental Services or designate shall approve all stock or supplies purchased. The Agricultural Fieldman shall verify all received items.
4. The Agricultural Fieldman or designate shall provide reports on sales and purchases and balance of stock on hand to the Agricultural Service Board as requested and conduct year-end inventory.
5. All counter sales will require a “Release of Chemicals for Resale” to be completed and signed prior to the customer receiving the product. The document includes a waiver relieving the County of any responsibility for the transportation, storage and use of pesticide products by the purchaser.
6. All sales of restricted pesticide products will require the purchaser to have a Pesticide Applicator Certificate, which shall be documented on the sales invoice.

7. Agricultural herbicides will only be sold to residences that are larger than 80 acres in size or hold a valid Acreage Owner Pesticide Applicator Certificate.
8. All products are to be sold on a cash basis only and paid for prior to receipt unless other arrangements have been approved by the Manager of Environmental Services or his/her delegate.
9. All products purchased for resale are subject to a 10% mark up on cost when setting the resale value. This increase offsets the freight and administration cost incurred by the county when purchasing the product from the vendor.
10. In order to factor in a change in the price of new stock from the original purchase price, staff will use the following guidelines to set the new price for the product:

$$\begin{aligned} \text{New Price} &= (\text{old quantity} \times \text{old price}) + (\text{new quantity} \times \text{new price}) \div \text{total quantity of stock} \\ \text{Example:} &= (2 \text{ units} \times \$50) + (10 \text{ units} \times \$56) \div 12 \text{ units of stock} \\ &= (\$660 \div 12) \\ &= \$55.00 \text{ (new unit price)} \end{aligned}$$

11. In the occurrence of a pest outbreak, Lac La Biche County reserves the right to offer pesticides to producers at cost at the discretion of the Manager of Environmental Services.
12. The Agricultural Fieldman or designate will review inventory for outdated and discontinued items and make recommendations for new or substitute merchandise.
13. If a product is held in storage for more than five (5) years, the Agricultural Fieldman, with approval of the Manager, Environmental Services, will sell the product at auction or for 50% of what the product was originally purchased for.

“Original Signed”

Chief Administrative Officer

September 14, 2020

Date

SPECIAL NOTES/CROSS REFERENCE: PI-62-003, PI-62-004 (Supply & Sale of Pesticides); ENV-63-012 Policy

AMENDMENT DATE: September 1, 2020