

**Forest Service Handbook
National Headquarters (WO)
Washington, DC**

Forest Service Handbook 2109.14 – Pesticide-Use Management And Coordination Handbook

Chapter 70 - Forms, Reports, and Publications

Amendment: 2109.14-2016-9

Effective date: August 31, 2016

Duration: This amendment is effective until superseded or removed.

Approved by: James E. Hubbard, Deputy Chief, S&PF

Date approved: August 31, 2016

Responsible Staff:

Last Change: 2109.14-2016-8 to 2109.14_60

Superseded Document(s): 2109.14,70 Contents, Amendment 2109.14-94-1, December 6, 1994; 2109.14_70, Amendment 2109.14-94-1, December 6, 1994

Digest: Following is an explanation of the changes throughout the directive by section.

70: Makes minor technical, formatting, and editorial changes throughout the chapter.

71.2: Clarifies the reporting process for pesticide-related incidents and accidents. Revises cross-references, position titles, and staff names.

71.3: Removes the specific references to Report FS-2100-D.

72: Removes the timing requirement to complete a pesticide project post-treatment evaluation report. Adds direction to report any monitoring results into the Forest Service treatment database.

73: Removes references to form FS-2100-1 and adds references to the Forest Service treatment database as the repository for pesticide-use data. Modifies the reporting date from November 1 of each year to the date specific in the annual budget advice. Adds direction to the records retention information for pesticide-use reports.

74: Removes direction on the minimum amount of applied pesticide before a Pesticide-Use Proposal is required, and clarifies that only housekeeping-type uses of pesticides do not require the completion of the Proposal. Clarifies direction on the Pesticide-Use Proposal.

75: Changes caption from “Federal Certified Applicator Report, form FS-2100-4” to “Certified or Licensed Applicators”. Removes references to form FS-2100-4. Adds direction to report on state-certified applicators as well as Federally-certified applicators.

76: Changes caption from “Restricted-Use Pesticide Application and Disposal Log, form FS-2100-5” to “Record Keeping”. Removes references to form FS-2100-5. Clarifies the scope of reporting of both restricted-use and general-use pesticides, and replaces the required format of the FS-2100-5 with the direction that reporting meets state requirements as well as our reporting database requirements.

77: Changes caption from “National Agricultural Pesticide Impact Assessment Program” to “Forest Service Pesticide Impact Assessment Program (FSPIAP)”. Throughout the section, changes the term National Agricultural Pesticide Impact Assessment Program to the current Forest Service Pesticide Impact Assessment Program.

78: Revises the direction to refer the reader to direction contained in FSH 1609.11.

78.1: Removes code, caption and direction on precautionary statements for pest control publications.

78.11: Removes code, caption, and direction on research publications.

78.12: Removes code, caption, and direction on forest pest management publications.

78.13: Removes code, caption, and direction on home and garden pest control publications.

78.14: Removes code, caption, and direction on non-USDA publications.

78.2: Removes code, caption, and direction on Pesticide-Use Advisory Memorandums.

Forest Service Handbook 2109.14 – Pesticide-Use Management And Coordination Handbook
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Table of Contents

71 - Incident and Accident Reports	4
71.1 - General Requirements	4
71.2 - Telephone, Electronic, or Facsimile Reporting.....	4
71.3 - Written Follow-up.....	5
72 - Post-Treatment Evaluation Report	6
72.1 - General Requirements	7
73 - Pesticide-Use Report for National Forest System Lands	7
74 - Pesticide-Use Proposal, Form FS-2100-2.....	8
75 - Certified or Licensed Applicators.....	10
76 - Record Keeping.....	10
77 - Forest Service Pesticide Impact Assessment Program (FSPIAP)	12
77.1 - Project Proposal.....	12
77.2 - Study Plans	12
77.3 - Progress Reports	12
77.4 - Final Reports.....	12
78 - Publications	12

71 - Incident and Accident Reports

Incident Commanders, Pesticide Coordinators, and Pesticide Project Directors shall report incidents and accidents involving pesticides. (FSM 2150, 2160) (FSH 2109.14, ch. 60, sec. 61.24, 62, and 63). Include incident and accident reporting requirements in project safety plans.

71.1 - General Requirements

Report all pesticide incident and accident situations to the local Hazmat Coordinator and determine appropriate future actions. Specific instructions for filing a Pesticide Accident and Incident Report are in section 71.3 below. If the operation is conducted under NPDES Permit, follow applicable reporting and response requirements specified by the permit.

71.2 - Telephone, Electronic, or Facsimile Reporting

Promptly report incidents resulting from pesticide use within Forest Service-administered areas or from Forest Service operations elsewhere. Promptly inform Forest or Regional Office personnel of any significant pesticide incident or accident via telephone, telegraph, facsimile, or urgent electronic message. Initial reports at the Field level (District or Forest) are evaluated for transmission to the Regional and Washington Office. Pesticide incidents that might affect public welfare or might be of special interest to the public, the press, or other media should be reported promptly to the Washington Office, Director, Office of Safety and Occupational Health. Make initial reports of pesticide incidents and accidents to the Washington Office, Personnel Management staff, Safety and Health Branch Chief (FSM 6700).

The Safety and Health Branch Chief ensures that the appropriate Deputy Chief(s) and Washington Office Staff Directors are notified. Submit follow-up and written reports through Engineering or Forest Health Protection in accordance with the following direction.

The Deputy Chief for State and Private Forestry informs the Chief, the Secretary of Agriculture, and the Administrator, Environmental Protection Agency, of significant incidents.”

Examples of significant incidents and accidents to report immediately to the Washington Office are:

1. Injury or death of person working with pesticides, or on any project involving pesticides.
2. Crashes of aircraft with pesticides on board.
3. Accidental dumping or spilling of significant quantities of pesticides. Significance is determined by the quantity of material involved and the characteristics of the active ingredient.

4. Significant adverse effects of pesticide use on humans, fish, birds, wildlife, farm animals, trees and crops, homes, and other components of the environment.

In addition, inform the National Response Center (U. S. Coast Guard) at 800-424-8802, when reportable quantities of certain pesticides are discharged onto or upon water courses, adjoining shorelines, or into or upon coastal territorial waters or contiguous zone. Reportable quantities of hazardous materials, including pesticides, can be found at 40 CFR 302.4. Reportable quantities are determined by the Environmental Protection Agency (EPA) under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) (42 U.S.C. 9601-9657), as amended by the Superfund Amendments and Reauthorization Act of 1986.

71.3 - Written Follow-up

Follow up initial telephoned, faxed, or urgent computer messages with a Pesticide Accident/Incident Report. There is no set format for this report, but, at a minimum, such reports must indicate:

1. Location of incident, such as State, county, National Forest, city, section, township, range, and identifiable roads or other landmarks.
2. Ownership of property involved (if private property, give owner's name and address).
3. Tree species, plant, animal community, or structure treated.
4. Pest(s) involved.
5. Human beings or domestic animals affected:
 - a. If human beings were involved, obtain and attach a written statement, with their consent, from the attending physician(s) with point of contact information. Such Personally Identifiable Information (PII) must be safeguarded from unauthorized disclosure.
 - b. If domestic animals were involved, obtain and attach a statement from the attending veterinarian.
6. Name of person who ordered the work (individual landowner, State, Federal Government, or Supervisor of cooperative Federal-State program or project).
7. If the work was publicly supported, list the agencies involved.
8. Application. Give the date the pesticide was applied, time, method of application, applicator, formulation, dosage, and, if fumigation was involved, indicate if the building was wrapped or sealed and checked for leaks.
9. Labeling. Respond to the following:

- a. Was the material registered by the EPA and/or the State?
 - b. Was the material used according to label directions? If not, explain how it was used differently than according to the label
 - c. Did the label warnings and precautions cover the use?
 - d. If protective devices were recommended on the label, were they used?
10. Were there unusual circumstances involved, such as inclement weather?
 11. If warning placards or watchmen were recommended, were they used? If not, why not?
 12. Did the public have adequate notice? Was there an environmental assessment or environmental impact statement covering the project?
 13. Was the individual or authority who ordered the work aware of the known hazards?
 14. Was the applicator aware of the known hazards? Was there a safety plan?
 15. What other precautions were taken to safeguard human health and the environment?
 16. Was application equipment properly calibrated and in good condition?
 17. Have there been recent similar incidents? If so, explain.
 18. Were samples of adversely affected water, vegetation, crops, or animals taken?
 - a. What was collected: Carcass, plant material, water, soil, formulation used, other?
 - b. How were samples handled: Storage, contained, shipped, moved?
 - c. Where were samples sent for analysis?
 - d. Have results of sample analysis been obtained? If so, what were the results?
 19. Attach copies of news articles pertaining to the incident.

All written reports pertaining to significant pesticide incidents and accidents including spills and related investigations shall be kept in permanent record files.

72 - Post-Treatment Evaluation Report

Within 9 months after completion of operational projects that involve the use of pesticides, Forest Service units should complete a post-treatment evaluation report. Prepare annual evaluation progress reports for multi-year projects; keep reports in the project file, and record monitoring results into the treatment database of record.

72.1 - General Requirements

There is no set format for documenting a post-treatment evaluation, but, at a minimum, such reports must indicate:

1. Name and location of the target pest.
2. Treatment objectives.
3. Date of treatment.
4. Pesticide application:
 - a. Equipment used and any malfunctions.
 - b. Pesticide formulation used and any problems noted.
 - c. Overlaps and/or gaps noted.
 - d. Weather conditions.
 - e. Application timing.
 - f. Treatment costs.
5. Treatment success in terms of:
 - a. Pest population reduction.
 - b. Foliage protection (from defoliators) or reduction of weed population or weed competition (as a result of herbicide use).
 - c. Acreage covered.
6. Monitoring results.
7. Recommendations for follow-up and/or future projects.

73 - Pesticide-Use Report for National Forest System Lands

Report pesticide use on National Forest Systems lands into the database of record according to the schedule given in the fiscal year budget advice. The Washington Office, Director of Forest Health Protection (FHP) monitors the database to insure appropriateness of data reported for fulfilling FHP monitoring and reporting of accomplishments requirements. FSH 6209.11 provides guidance on disposition of temporary and permanent records.

74 - Pesticide-Use Proposal, Form FS-2100-2

Forest Service units must complete form FS-2100-2, Pesticide-Use Proposal, for all proposed pesticide uses on National Forest System lands, except for household-type uses. Exhibit 01 contains a sample form. Pesticide-use proposals are valid for the life of the project and must be kept in the project file. Pesticide-use proposals should be reviewed annually; if any substantive changes are warranted, they should be rewritten and resubmitted for approval (FSH 2109.14, sec. 13.5).

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74 - Exhibit 01

Pesticide-Use Proposal

USDA Forest Service	FS 2100-2 (8/79) .												
PESTICIDE-USE PROPOSAL (Reference FSM 2150)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">DEPARTMENT/AGENCY</td> <td style="width: 33%;">CONTACT/PHONE NO</td> </tr> <tr> <td>USDA-FS</td> <td>Fred Jones/555-123-4567</td> </tr> <tr> <td>REGION</td> <td>FOREST</td> </tr> <tr> <td>R-1</td> <td>Flathead</td> </tr> <tr> <td colspan="2">DATE SUBMITTED</td> </tr> <tr> <td colspan="2">1/1/07</td> </tr> </table>	DEPARTMENT/AGENCY	CONTACT/PHONE NO	USDA-FS	Fred Jones/555-123-4567	REGION	FOREST	R-1	Flathead	DATE SUBMITTED		1/1/07	
DEPARTMENT/AGENCY	CONTACT/PHONE NO												
USDA-FS	Fred Jones/555-123-4567												
REGION	FOREST												
R-1	Flathead												
DATE SUBMITTED													
1/1/07													
1) OBJECTIVE													
a) Project No.	1												
b) Specific Target Pest	Mountain pine beetle												
c) Purpose	Attack prevention												
2) PESTICIDE													
a) Common Name	Carbaryl												
b) Formulation	Solution												
c) % AI, AE, or lb/Gal	4 lbs a.i. per gallon												
d) Registration No.	264-333 (Sevin XLR Plus)												
3) a) Form Applied													
b) Use Strength (%) or Dilution Rate	3.9 gallons/100 gallon or 5 oz./1 gallon												
c) Diluent	Water												
4) Lbs AI per Acre or Other Rate													
1 gallon per 50 sq.ft. of bark													
5) APPLICATION													
a) Method	Ground												
b) Equipment	High-pressure hydraulic sprayer												
6) a) Acres or Other Unit to be Treated													
b) Number of Applications	100 trees												
c) Number of Sites	1												
d) Specific Description of Sites	10												
7) a) Month(s) of Year													
b) State(s)	Designated high value trees in campgrounds												
8) SENSITIVE AREAS													
a) Areas to be Avoided	June												
b) Areas to be Treated with Caution	Montana												
9) REMARKS													
a) Precautions to be Taken	Streams												
b) Use of Trained/Certified Personnel	Camp tables, barbeques, toilets												
c) State and Local Coordination													
d) Other Pesticides being Applied to Same Site	Stream buffers. Notify campground users and post treated areas.												
e) Monitoring	Trained and Certified applicators.												
f) Other	N/A												
Approval (Signature of Approving Official)													
Date (mm/dd/yy)													

75 - Certified or Licensed Applicators

Regions, Stations, and the Area shall keep record of employees who are Federal or State certified or licensed Pesticide Applicators, by category. Make yearly summaries available to the Washington Office, Director of Forest Health Protection as requested.

76 - Record Keeping

Forest Service personnel who apply pesticides, or administer contracts for the application of pesticides shall maintain records of such activities. These records must be maintained for general-use (including housekeeping and minor uses), as well as restricted-use, pesticides. Application records as a minimum must meet the recordkeeping standard of the State in which the application occurs.

Application records must be electronically stored in the Agency treatment database of record.

Regions may require keeping additional application data beyond this minimum standard.

Exhibit 01 provides examples of record keeping requirements for two western states and for Federal Certified Pesticide Applicators.

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76 - Exhibit 01

Examples of Pesticide-Project Recordkeeping Entries

State of Colorado	State of Idaho	Federal Certified Pesticide Applicators
Name of Applicator	Name of Applicator and License Number	Name of Applicator and Certification number
Location of site	Location of site	Location of site
Target Pest	Target Pest	
Crop or site type of the application	Crop or property treated	Crop, Commodity or site
Date of application	Date of application	Date of application
Time of application	Time of application	Time of application
	Size of area treated	Size of area treated
Brand Name of Pesticide	Brand Name of Pesticide	Brand Name of Pesticide
EPA registration number	EPA registration number	EPA registration number
Dilution rate (product or active material per unit of volume)	Total amount of pesticide applied	Total amount of Pesticide used
Application Rate (gallons or pounds of the tank mix applied per unit of area)	Application Rate	Application Rate (optional)
Carrier		
	Wind velocity	Wind & weather (optional)
	Wind Direction	
		Equipment (optional)

77 - Forest Service Pesticide Impact Assessment Program (FSPIAP)

Persons interested in applying for funding under the auspices of the Forest Service Pesticide Impact Assessment Program (FSPIAP) are required to file a project proposal, study plan, progress reports, and a final report.

77.1 - Project Proposal

Forest Service Pesticide Impact Assessment Program project proposals are due in the Washington Office, Forest Health Protection staff by the due date published in the annual call letter. Proposals must follow appropriate guidelines (FSH 2109.14, sec. 31.12). They are evaluated according to specific criteria.

77.2 - Study Plans

A study plan must be submitted along with Forest Service Pesticide Impact Assessment Program project proposals in order to be considered for approval and funding by the Washington Office, Forest Health Protection staff.

77.3 - Progress Reports

Multi-year Forest Service Pesticide Impact Assessment Program projects require annual progress reports to be submitted to the Washington Office, Forest Health Protection staff concurrent with the due date for submission of new proposals.

77.4 - Final Reports

Final reports for funded Forest Service Pesticide Impact Assessment Program projects are due in the Washington Office, Forest Health Protection staff by the next proposal due date following the expiration of the project funding.

78 - Publications

All Forest Service publications that discuss pesticides must contain a precautionary statement. Follow FSH 1609.11 for publication direction.