

# Structural Fumigation Use Monitoring Inspection Training Module

## Application Phase

- Module 1.1: Document Review

# GUIDANCE AND REFERENCES

Before starting this module,  
have these three manuals available to consult:

- **Inspection Procedures Manual**  
(Vol. 4 of DPR's "PUE Program Standards Compendium")  
[http://www.cdpr.ca.gov/docs/enforce/compend/vol\\_4/inspect\\_procedures.htm](http://www.cdpr.ca.gov/docs/enforce/compend/vol_4/inspect_procedures.htm)
- **Laws and Regulations**  
(Vol. 2 of DPR's "PUE Program Standards Compendium")  
[http://www.cdpr.ca.gov/docs/enforce/compend/vol\\_2/lawsregs.htm](http://www.cdpr.ca.gov/docs/enforce/compend/vol_2/lawsregs.htm)
- **Laws and Regulations Relating to the Practice of Structural Pest Control** (including Business and Professions Code; a convenient booklet format published by Structural Pest Control Board)  
<http://www.pestboard.ca.gov/pestlaw/act.shtml>

# WHO SHOULD TAKE THIS TRAINING?

This series of training modules is intended for County Agricultural Commissioner (CAC) staff who perform structural fumigation inspections.

The procedures described in this presentation are intended solely for the guidance of employees of DPR and CACs. They do not constitute rulemaking by DPR. DPR and CACs may deviate from the procedures and guidance contained in the modules provided deviations do not conflict with law, regulation or policy.

This guidance was developed in May 2015 after consultation with the Structural Pest Control Board. If you have any questions, please contact the Department of Pesticide Regulation, Enforcement Branch Liaison serving your county.

# GUIDANCE AND REFERENCES

You will also need:  
Inspection form  
PR-ENF-107  
(revised 1/2010)

STATE OF CALIFORNIA  
DEPARTMENT OF PESTICIDE REGULATION  
**STRUCTURAL FUMIGATION USE**  
**MONITORING INSPECTION REPORT**  
PR-ENF-107 (REV. 01/10) Page 1 of 1

☐ COMPLETE  
☐ PARTIAL  
☐ FOLLOW-UP INSPECTION

ORIGINAL RSP. # \_\_\_\_\_

107- \_\_\_\_\_

INSPECTING COUNTY \_\_\_\_\_

FIRM INSPECTED \_\_\_\_\_ BUSINESS REGISTRATION NUMBER \_\_\_\_\_ ☐ BR ☐ UNL VEHICLE LICENSE PLATE \_\_\_\_\_  
FIRM ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_ ☐ PR \_\_\_\_\_  
PERSON INSPECTED \_\_\_\_\_ INDIVIDUAL LICENSE NUMBER \_\_\_\_\_ ☐ DPR ☐ FR ☐ UNL WIND VELOCITY \_\_\_\_\_  
APPLICATION SITE ADDRESS \_\_\_\_\_ DIRECTION \_\_\_\_\_ to \_\_\_\_\_  
REQ. DISTANCE MAINTAINED \_\_\_\_\_  
☐ YES ☐ NO ☐ N/A  
PEST \_\_\_\_\_  
TREATMENT SITE \_\_\_\_\_

HANDLER'S NAME \_\_\_\_\_ ACTIVITY \_\_\_\_\_ PERSONAL PROTECTIVE EQUIPMENT WORN \_\_\_\_\_

PESTICIDE NAME / MANUFACTURER \_\_\_\_\_ LABEL REGISTRATION NUMBER \_\_\_\_\_ SIGNAL WORD \_\_\_\_\_ FORMULATION \_\_\_\_\_ RATE \_\_\_\_\_

STRUCTURAL FUMIGATION ☐ APPLICATION ☐ AERATION ☐ CERTIFICATION

REQUIREMENTS		Section	COMPLIANCE	REQUIREMENTS, (Continued)	Section	COMPLIANCE
			YES NO N/A			YES NO N/A
1. Registered in County	16204.5(x)			26. Test Equipment	1871(a)(2)	
2. County Notified 24 Hours Prior	16204.5(x)			27. Re-entry Requirements	1973	
3. Written Notice to Occupant	8538			28. Direct Supervision	8505.2	
4. Pesticide Disclosure Signed / Available	1970.4			29. Warning Signs on All Sides of Structure	1974	
5. Registered Label Available at Use Site	8602			30. Required Information on Warning Signs	8505.10	
6. Labeling - Site / Rate / Concentration / Other	12973			31. Signs - Attc / Under-area	8505.11	
7. Labeling - Aeration / Certification	12973			32. Warning Agent Used	8505.12	
8. Labeling - Bagging, Pets Removed, Etc.	12973			33. Equipment Properly Identified	6630	
9. Labeling - PPE	12973			34. Containers Labeled / Closures	6676	
10. Regulations - PPE	6736			35. Proper Pesticide Transport	6682	
11. Respiratory Protection	6736			36. Pesticide Handling / Use / Storage	1983	
12. Handler(s) Trained	6724			37. Methyl Bromide Requirements	8454(a)	
13. Emergency Medical Care, Posting	6726			38. MB - Tarps Accept / Condition / Ret. Method	8454(b-e)	
14. Decort. Facility, Site "Warning/Danger"	6754			39. MB - Warning Agents / Fans / Aeration	8454(f-n)	
15. SCBA Worn / Cont. Monitoring / TRAP Used	6780(b)			40. MB - Measuring Concentration	8454(n)	
16. Accident Response Plan at Work Site	6780(d)					
17. 2 Trained Employees - Application & Aeration	6782(a)					
18. Fume of Enclosed Spaces/Proper Entry	6782(d)					
19. Proper Management of Treated Area	6782(i)					
20. Connecting Structures	1970.6					
21. Accurate Measurement	8604					
22. Protection of Persons / Animals / Property	8614					
23. Structure Vacated / Secured Against Reentry	8505.7					
24. Equipment in Good Repair and Safe	8742					
25. 2 SCBA / CPR Chart / Mfg. Instructions	1871(a)(1)					
<b>COMPLIANCE ACTIONS</b>				<b>TARP / AERATION CHECK (No Crew On Site)</b>		
Cease and Desist Order 11697 / 13102 <input type="checkbox"/> YES <input type="checkbox"/> NO				1. Registered in County 16204.5(x)		
Follow-up Required <input type="checkbox"/> YES <input type="checkbox"/> NO				2. County Notified 24 Hours Prior 16204.5(x)		
Correct Noncompliances By: _____				3. Labeling - Aeration / Certification 12973		
				4. Warning Signs on All Sides 1974		
				5. Structure Vacated / Secured Against Reentry 8505.7		
				6. Required Information on Warning Signs 8505.10		
TOTAL				TOTAL		

Remarks - Include a detailed description of noncompliances. When additional space is required, continue on Inspection Report / VN Supplement, PR-ENF-111.

INSPECTOR (Print Name) \_\_\_\_\_ Signature \_\_\_\_\_ TIME AND DATE INSPECTED \_\_\_\_\_

INSPECTION ACKNOWLEDGED BY (Print Name) \_\_\_\_\_ Signature \_\_\_\_\_ DATE ACKNOWLEDGED \_\_\_\_\_

**VIOLATION NOTICE** ☐ YES ☐ NO # \_\_\_\_\_ **VIOLATION NOTICE** ☐ YES ☐ NO # \_\_\_\_\_

(BUSINESS) (LICENSEE)

Distribution: White - County, Canary - DPR, Pink - Inspector, Goldenrod - Firm / Person Inspected

Page \_\_\_\_\_ of \_\_\_\_\_

# PHASES OF A STRUCTURAL FUMIGATION

The three phases of a structural fumigation include:

- Application Phase
- Aeration Phase
- Certification Phase

# APPLICATION PHASE

The five main tasks the CAC inspector has when inspecting the application phase of a structural fumigation:

- Document review
- Truck contents
- Exterior of structure walk-around
- Interior of structure walkthrough
- Observing the actual application

# DOCUMENT REVIEW

This Document Review module covers five\* inspection requirements from the application phase of Structural Fumigation Use Monitoring Inspection Report form:

#	REQUIREMENT
1	Registered in county
2	County notified 24 hours prior
3	Written notice to occupant
4	Pesticide disclosure signed / available
12	Handler(s) trained

\* In total, there are 40 inspection requirements on the Structural Fumigation Use Monitoring Inspection Report form (PR-ENF-107, revised 01/2010)

# Requirement #1: Registered in County

## What and how to inspect:

- Check SPCB website; Review files at CAC office
  - Has SPCB issued a company registration?
  - Was structural pest control company registered with CAC prior to performing structural pest control for hire within the county?
  - Are Field Reps, & Operators licensed by SPCB?
  - Were licensees registered with CAC prior to working?

For more information:

- FAC § 15204.5
- Enforcement letter ENF 07-31 & Addendum



# Requirement #1: Registered In County

Is this registration in compliance (yes or no) ?

F A X

RECEIVED  
Apr 01 2012  
0430 PM

TO: Bestest County Agricultural Commissioner

FROM: Kilzall Brothers Pest Control  
Fax: 999-222-0001 Phone: 999-222-0000

DATE: April 1, 2012

SUBJECT: Notification of structural fumigation

Please be advised that we intend to fumigate a structure located at  
847 Poplar Street in Bestest City CA  
on [month, day, year] April 3, 2012  
using the pesticide sulfuryl fluoride

Notice of Intent faxed to CAC

AGRICULTURAL COMMISSIONER OF BESTEST COUNTY

REGISTRATION FOR BRANCH 1 - STRUCTURAL FUMIGATION

Date Submitted: 02/03/2012  
For Year: 2012

COMPANY INFORMATION:  
Company Name: Kilzall Brothers Pest Control  
Registration No. PR-6666  
Mailing Address: 8739 Main Street, Bestest City CA 92234  
Telephone: (999) 222-0000  
E-mail: joe@kilzall.com  
Fax: (999) 222-0001

Physical Address: Same as mailing address

Operator Name: Joe Kilzall  
License: OPR-9999      Expiration: June 30, 2013

Registration form on file at CAC

# Requirement #1: Registered In County

Is this registration in compliance (yes or no) ?

F A X

**RECEIVED**  
Apr 01 2012  
0430 PM

TO:	Bestest County Agricultural Commissioner
FROM:	Kilzall Brothers Pest Control Fax: 999-222-0001 Phone: 999-222-0000
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847 Poplar Street in Bestest City CA  
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using the pesticide sulfuryl fluoride

Notice of Intent faxed to CAC

AGRICULTURAL COMMISSIONER OF BESTEST COUNTY <b>REGISTRATION FOR BRANCH 1 - STRUCTURAL FUMIGATION</b>	
Date Submitted: 02/03/2012 For Year: 2012	
COMPANY INFORMATION: Company Name: Kilzall Brothers Pest Control Registration No. PR-6666 Mailing Address: 8739 Main Street, Bestest City CA 92234 Telephone: (999) 222-0000 E-mail: joe@kilzall.com Fax: (999) 222-0001	
Physical Address: Same as mailing address	
Operator Name: Joe Kilzall License: OPR-9999	Expiration: June 30, 2013

Registration form on file at CAC

Answer: Yes, this requirement is in compliance

Yes for information on registration form - see FAC 15204.5 (b)

It is unclear whether licensees appeared in person at CAC office as required by FAC 15204.5 (c) - - but presumably CAC would not have allowed registration otherwise

# Requirement #1: Registered In County

Is this registration in compliance (yes or no) ?



Fumigators arrived in a truck labeled with the name of the registered company



The tarp has a sign for a different company

# Requirement #1: Registered In County

Is this registration in compliance (yes or no) ?



Fumigators arrived in a truck labeled with the name of the registered company



The tarp has a sign for a different company

**Answer: Probably yes . . . but verify.**

Many fumigations use a large sign for the Branch 3 company (the “primary contractor” with whom the property owner contracted), even though the actual fumigation is carried out by a separate Branch 1 company (the “subcontractor”). In such cases, verify that both companies have registered in the county.

# Requirement #2: County Notified 24 hours Prior

## What and how to inspect:

- Review Notices of Intent (NOI's) at CAC office.
- Did the structural pest control company inform the CAC of their intent to conduct fumigation operations at least 24 hours prior to commencing fumigation?

For more information:

- FAC § 15204.5(d)
- Check with your supervisor - - your CAC might have chosen to waive this requirement (“or as approved on a case-by-case basis by the commissioner”)

# Requirement #2: County Notified 24 hours Prior

Assuming that your CAC requires the standard NOI format, is this in compliance (yes or no) ?

F A X

RECEIVED  
Apr 01 2012  
0430 PM

TO: Bestest County Agricultural Commissioner

FROM: Kilzall Brothers Pest Control  
Fax: 999-222-0001 Phone: 999-222-0000

DATE: April 1, 2012

SUBJECT: Notification of structural fumigation

Please be advised that we intend to fumigate a structure located at

847 Poplar Street in Bestest City CA

on [month, day, year] April 3, 2012

using the pesticide sulfuryl fluoride

Notice of Intent faxed to CAC

# Requirement #2: County Notified 24 hours Prior

Assuming that your CAC requires the standard NOI format, is this in compliance (yes or no) ?

F A X

RECEIVED  
Apr 01 2012  
0430 PM

TO: Bestest County Agricultural Commissioner

FROM: Kilzall Brothers Pest Control  
Fax: 999-222-0001 Phone: 999-222-0000

DATE: April 1, 2012

SUBJECT: Notification of structural fumigation

Please be advised that we intend to fumigate a structure located at

847 Poplar Street in Bestest City CA

on [month, day, year] April 3, 2012

using the pesticide sulfuryl fluoride

Answer: No.

This NOI is missing the address of the structural pest control operator or company. The address is required by FAC 15204.5 (d). This NOI does include all other information required by FAC 15204.5 (d).

Notice of Intent faxed to CAC

- Follow up with your supervisor:
- What should you do in response to this violation?



# You are now driving to the fume site...

The previous two requirements focused on documents that usually are reviewed at the CAC office:

- (1) Registration, and
- (2) Notice of Intent (NOI).



The remaining documents in this module are usually reviewed after you arrive at the fumigation site.



# You are now driving to the fume site...

The previous two requirements focused on documents that usually are reviewed at the CAC office:

- (1) Registration, and
- (2) Notice of Intent (NOI).



The remaining documents in this module are usually reviewed after you arrive at the fumigation site.

# Requirement #3: Written Notice to Occupant

## What and how to inspect:

- Was written notice provided to owner and tenant at least 48 hours prior to application?
- If possible, ask the owner or occupant of the structure when a written notice was provided to them.
- If owner/occupant is not available, ask the Branch 1 licensee for the notice.
  - Was it provided 48 hours prior?

For more information:

- Business and Professions Code § 8538

## Requirement #4: Pesticide Disclosure Signed

### What and how to inspect:

- At the fumigation site, ask licensee for the Occupant's Fumigation Notice (OFN). Must be signed by occupant or his/her designated agent.
- If the signed disclosure notice is not available on site prior to the release of the fumigant, stop the fumigation.

For more information:

- 16 CCR § 1970.4 (a)

# OFN is both the written notice and disclosure (at least for structural fumigations)

- B & P Code 8538 calls it “written notice” (and lists specific text that must be included)
- 16 CCR 1970.4 calls it “pesticide disclosure”
- Branch 1 fumigations use a single document that meets both requirements:
  - The Occupants Fumigation Notice (OFN)



# Requirement #4: Pesticide Disclosure Signed

Occupant's Fumigation Notice and Pesticide Disclosure, from 16 CCR 1970.4 (a)

Must be completed

Must be completed

Must be completed

JOB ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
☐ Single Family Dwelling ☐ Multi Family Dwelling ☐ Other \_\_\_\_\_  
Owner/Agent \_\_\_\_\_  
Tel. No. ( ) \_\_\_\_\_ Emergency No. ( ) \_\_\_\_\_  
Occupant \_\_\_\_\_  
Tel. No. ( ) \_\_\_\_\_ Emergency No. ( ) \_\_\_\_\_  
Prime Contractor \_\_\_\_\_ Emergency No. ( ) \_\_\_\_\_  
Fumigation Contractor \_\_\_\_\_ Emergency No. ( ) \_\_\_\_\_  
Target Pest(s): ☐ Drywood Termites ☐ Beetles ☐ Other(s) \_\_\_\_\_  
Fumigants proposed to be used: ☐ Methyl Bromide ☐ Sulfuryl Fluoride: \_\_\_\_\_ (Product Name)  
☐ Other(s) \_\_\_\_\_  
Are you aware of any conduits, pipes, common drains, air ducts, central vacuum systems or any other construction elements that would allow the passage of a fumigant from the structure to be fumigated to any other adjacent or adjoining structure?  
YES ( ) NO ( ) \_\_\_\_\_  
  
CHLOROPICRIN WILL BE USED AS WARNING AGENT WITH EITHER FUMIGANT  
Dates of fumigation: \_\_\_\_\_ Date changes/Alternative date: \_\_\_\_\_  
Initials \_\_\_\_\_  
  
**IMPORTANT - READ CAREFULLY**  
  
THIS BUILDING WILL BE FUMIGATED WITH LETHAL GASES ON THE DATE(S) INDICATED ABOVE. ALL PERSONS AND ANIMALS MUST VACATE THE PREMISES ON OR BEFORE ARRIVAL OF THE FUMIGATION CREW.  
  
UNDER NO CIRCUMSTANCES CAN ANYONE ENTER THE BUILDING UNTIL THE FUMIGATION COMPANY'S NOTICE IS POSTED GIVING THE TIME AND DATE FOR SAFE RE-ENTRY.  
  
"State law requires that you be given the following information: CAUTION-PESTICIDES ARE TOXIC CHEMICALS. Structural pest control companies are registered and regulated by the Structural Pest Control Board, and apply pesticides which are registered and approved for use by the California Department of Pesticide Regulation and the United States Environmental Protection Agency. Registration is granted when the State finds that based on existing scientific evidence there are no appreciable risks if proper use conditions are followed or that the risks are outweighed by the benefits. The degree of risk depends upon the degree of exposure, so exposure should be minimized."  
  
If within 24 hours you experience symptoms of dizziness, headache, nausea, reduced awareness, slowed movement, garbled speech or difficulty in breathing, leave the structure immediately and seek medical attention by contacting your physician or Poison Control Center (telephone number) and notify your pest control company. The warning agent, chloropicrin, can cause symptoms of tearing, respiratory distress and vomiting. Entry into the space during fumigation can be fatal.  
  
For further information, contact any of the following: Your pest control company (telephone number); for Health Questions - the County Health Department (telephone number); for Application Information - the County Agricultural Commissioner (telephone number) and for Regulatory Information - the Structural Pest Control Board, 800/737-8188, 2005 Evergreen Street, Ste. 1500, Sacramento, CA 95815.  
  
**FOR HEALTH QUESTIONS:**  

COUNTY HEALTH DEPARTMENT	COUNTY AGRICULTURAL COMMISSIONER	POISON CONTROL CENTER	STRUCTURAL PEST CONTROL BOARD
PHONE # _____	PHONE # _____	PHONE # _____	PHONE # _____

  
(This section may be modified to include the information of geographical area served by the licensee.)  
I hereby acknowledge receipt of a copy of this document as well as a list that includes the instructions for the necessary preparations for the fumigation, procedures for leaving the structure, and the following documents.  
\_\_\_\_\_  
\_\_\_\_\_  
We suggest that you notify nearby neighbors of the date of fumigation and to keep pets away during the fumigation. Close off any open access to the subarea to prevent pets from entering.  
[ ] Owner/Agent (signature) \_\_\_\_\_ Date \_\_\_\_\_  
[ ] Occupant(s) (signature) \_\_\_\_\_

Must match B & P 8538(a)(3) word for word

Must be SIGNED !

# Requirement #4: Pesticide Disclosure Signed

Occupant's Fumigation Notice and Pesticide Disclosure, from 16 CCR 1970.4 (a)

Top portion: must be completed

## Requirement #4: Pesticide Disclosure Signed

Occupant's Fumigation Notice and Pesticide Disclosure, from 16 CCR 1970.4 (a)

### Middle portion:

1. Must match B & P Code 8538(a)(3) word for word



XXX-XXX-XXXX XXX-XXX-XXXX XXX-XXX-XXXX XXX-XXX-XXXX

2. Actual phone numbers must be filled in

# Requirement #4: Pesticide Disclosure Signed

Occupant’s Fumigation Notice and Pesticide Disclosure, from 16 CCR 1970.4 (a)

Bottom portion:  
Must be completed and signed

I hereby acknowledge receipt of a copy of this document as well as a list that includes the instructions for the necessary preparations for the fumigation, procedures for leaving the structure, and the following documents.

\_\_\_\_\_  
\_\_\_\_\_

We suggest that you notify nearby neighbors of the date of fumigation and to keep pets away during the fumigation. Close off any open access to the subarea to prevent pets from entering.

[ ] Owner/Agent (signature) Helen Gruenig Date \_\_\_\_\_  
[ ] Occupants(s) (signature) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

43M-48 (Rev. 5/07)

“Fumigation – Written notice to occupant”  
was one of the most common violation cited in structural  
inspections (2009-11).





# Requirement #12: Handler(s) Trained

## What and how to inspect:

- At the fumigation site, ask each handler to see his/her license.
  - The reason is, a person holding a pest control operator or field representative license for Branch 1 is considered trained.

### For more information:

- 3 CCR § 6724(d)
- 3 CCR § 6000 (definitions of “certified commercial applicator” and “handle”)

# Requirement #12: Handler(s) Trained

Is this in compliance (yes or no) ?

Two employees of Kilzall Brothers Pest Control are working as handlers while setting up the fumigation:

- Joe Yablonkovitz
  - license, RA-44444 in Branch 3 from SPCB
- Joe Kilzall
  - license, OPR-9999 in Branch 1 from SPCB

# Requirement #12: Handler(s) Trained

Is this in compliance (yes or no) ?

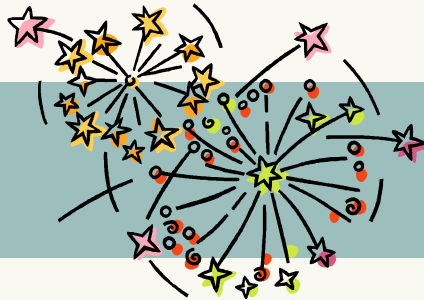
Two employees of Kilzall Brothers Pest Control are working as handlers while setting up the fumigation:

- Joe Yablonkovitz
  - license, RA-44444 in Branch 3 from SPCB
- Joe Kilzall
  - license, OPR-9999 in Branch 1 from SPCB

**Answer: Not enough information yet.**

Joe Yablonkovitz may or may not be trained. His Structural Pest Control Applicator license, by itself, is not enough. You will need to evaluate his training as you continue with your inspection (covered in module 5).

On the other hand, Joe Kilzall meets the definition of “certified commercial applicator” in Branch 1 and therefore is considered trained.



# CONGRATULATIONS!

You have completed the DOCUMENT REVIEW module, which included five\* inspection requirements from the Structural Fumigation Use Monitoring Inspection Report

#	REQUIREMENT
1	Registered in county
2	County notified 24 hours prior
3	Written notice to occupant
4	Pesticide disclosure signed / available
12	Handler(s) trained

\* In total, there are 40 inspection requirements on the Structural Fumigation Use Monitoring Inspection Report form (PR-ENF-107, revised 01/2010)

Please complete the remaining modules before conducting an actual inspection of the application phase of a structural fumigation:



### Document review

- Truck contents
- Exterior of structure walk-around
- Interior of structure walk-through
- Observing the actual application

# FOR MORE INFORMATION, CONTACT:

**State of California**  
**Department of Pesticide Regulation**  
**Enforcement Branch**  
**Headquarters and Regional Offices**



**Sacramento Headquarters (HQ)**

1001 I Street, P.O. Box 4015  
Sacramento, CA 95812-4015  
Tel.: (916) 324-4100; FAX: (916) 445-3907  
www.cdpr.ca.gov  
Donna Marciano, Enforcement Branch Chief

**Northern Regional Office (NRO)**

3210 Beacon Boulevard  
West Sacramento, CA 95691-3444  
Tel.: (916) 376-8960; FAX: (916) 376-8973  
Manager: Ken Everett  
E-mail: Ken.Everett@cdpr.ca.gov  
Supervisor: Mike Papatkakis  
E-mail: Mike.Papatkakis@cdpr.ca.gov

**Central Regional Office (CRO)**

1130 E. Shaw Avenue, Suite 100  
Fresno, CA 93710-7838  
Tel.: (559) 243-8111; FAX: (559) 243-8115  
Manager: Karen Francione  
E-mail: Karen.Francione@cdpr.ca.gov  
Supervisor: Louie Guerra  
E-mail: Louie.Guerra@cdpr.ca.gov

**Southern Regional Office (SRO)**

130 S. Chaparral Court, Suite 130  
Anaheim, CA 92808-2238  
Tel.: (714) 279-7690; FAX: (714) 279-7692  
Manager: Jahan Motakef  
E-mail: Jahan.Motakef@cdpr.ca.gov  
Supervisor: Peggy Byerly  
E-mail: Peggy.Byerly@cdpr.ca.gov

**Headquarters (HQ)**

Manager: Regina Sarracino, Tel.: (916) 445-3860  
E-mail: Regina.Sarracino@cdpr.ca.gov  
Supervisor: Joshua Ogawa, Tel.: (916) 445-6234  
E-mail: Joshua.Ogawa@cdpr.ca.gov  
Supervisor: Parissa Tehrani, Tel.: (916) 445-3909  
E-mail: Parissa.Tehrani@cdpr.ca.gov



California Department of Pesticide Regulation  
1001 I Street, Sacramento CA 95814  
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