



IPM-EHC Council of Ontario

in cooperation with the Pesticide Industry Regulatory Council
Toll Free Assistance: 1-800-615-9813

Administrator: Ontario Integrated Pest Management Association

Mailing Address: 1 Renny Cres London ON N6E 2C4

www.oipma.ca

Email: garyv@oipma.ca

www.pirc.ca



Integrated Pest Management - Environmental Health Care Council of Ontario (IPM-EHC Council)

Lawn Care Operators

Annual Marketing and Customer Education Report

Please submit no later than August 15th annually

IPM Accreditation – Level 1 and 2

INSTRUCTION SHEET

1. Read carefully and complete all sections legibly. If in doubt please call toll free 1-800-615-9813. This will prevent an Auditor clarification call and processing delay.
2. Check off the calendar year for which you are reporting.
3. Please submit all items requested on the marketing report. Do not submit outdated brochures etc.
4. The Auditor will review your marketing items compliance with the IPM-EHC Council Sustainable Development and IPM policy and its IPM Accreditation mandatory and recommended standards.
5. All marketing materials must contain the following:
 - a. Offer a Pesticide Free Program (e.g. fertilization only or with aeration etc.)
 - b. No offers of guaranteed pre-scheduled pesticide treatments
 - c. Preventative grub or crabgrass control treatments will be made only when history or local evidence of grub/crabgrass activity exists.
 - d. Communicates to clients the words i.e. targeted, spot treatments, or as required.
 - e. Follows Health Canada / PMRA advertising guidelines in brochures, ads, online
6. The person signing this form must be registered on the PIRC database as the company's PTP examiner and IPM Agent warranting the information is complete and accurate.
7. Mail your completed annual reports and materials to the IPM-EHC Council at the above mailing address. Maintain a copy of all reports on file for future site audit. These documents can importantly confirm your company's due diligence to a municipality, as well as to the Ministry of the Environment (MOE), the industry councils (PIRC and PIC), IPM councils, and the public.



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LAWN CARE MARKETING AND CUSTOMER EDUCATION REPORT - Level 1 and Level 2

Company: _____ PTP Examiner / IPM Agent: # _____
 Address: _____ City _____
 Postal Code: _____ Bus. Tel.: _____
 Fax: _____ Email: _____

As a Pesticide Technician Program (PTP) Examiner and IPM Agent accredited on the PIRC database,

Enclosed is my marketing and customer education report for the calendar year ✓ 2007 2008 2009 2010
 I attest that our company supports and promotes the IPM-EHC Council of Ontario Sustainable Development and IPM Policy, and IPM Code of Conduct that promote pesticide safety for the environment and human health This in compliance with Health Canada's October 2000 Action Plan for Urban Pesticide Use and the Pesticide Act.

PART I: I attest that our company instructs employees to know and comply with the Public Notice Program (PNP) prescribed in Regulation 914 and approved by the MOE under the PTP. Golf courses must submit a public sign.

✓	Please check and submit your company's applicable marketing and customer education items:		
	Golf Courses / Parks - Public area sign		Yellow Page Ad
	Lawn Care: Residential & Public Area sign		Estimate / Analysis Form
	Unaddressed Mail (brochures, flyers)		Newspaper Ads

PART II The below ✓ checked off IPM cultural practices were promoted to staff, clients and the public is verified by company PTP and IPM Materials Website Customer left materials Estimates Invoices Service calls

✓	Check off your company's promoted customer education of cultural turf practices:		
	i) Raise mowing height to 3"		iv) Recycle grass clippings
	ii) Sharpened Mower blade(s)		v) Deep watering, i.e. 1" of water weekly
	iii) Mow weekly or 1/3 leaf blade removal		vi) Aeration for deep, healthy turf roots

PART III: Our company is in compliance with regulatory Statutes and adheres to the below ✓ checked off applicable IPM Standards promoted by PIRC, OIPMA, and IPM-EHC Council of Ontario. Q&A: 1-800-615-9813

✓	Check off company adherence to IPM-EHC Council 'Mandatory' IPM Standards	Compliant Y/N
	a) Offer a Pesticide Free Program (e.g. fertilization only or with aeration, etc.)	
	b) No offers of guaranteed pre-scheduled pesticide treatments	
	c) Preventative grub or crabgrass control treatments are made only when history or local evidence of grub / crabgrass activity exists.	
	d) Communicates to staff and clients targeted, spot treatments, or as required.	
	e) Follows Health Canada / PMRA advertising guidelines in brochures, ads, online	
✓	Check off your adherence to IPM-EHC Council 'Recommended' IPM Standards	
	f) Absence of more than two weed applications listed in any lawn care advertised program	
	g) No telemarketing Dec. through Feb. to clients not serviced in the last 18 months	

I, the undersigned warrant the above information is accurate and complete.

Print Name: _____ Sign: _____ Date: _____



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Integrated Pest Management - Environmental Health Care Council of Ontario (IPM-EHC Council)

Annual Training Documentation Report

IPM Accreditation – Level 1 and Level 2

INSTRUCTION SHEET - Submit at YOUR Season End Annually, (i.e. October)

1. Read carefully and complete all sections legibly. If in doubt please call toll free 1-800-615-9813. This will prevent an Auditor clarification call and processing delay.
2. Check off the calendar year for which you are reporting.
3. If you are a small business lawn care operator without employees check off the appropriate boxes.
4. PTP TRAINING: Company employed trainees, technicians, licensed exterminators and office staff that dealt with company or client pesticide issues for this reporting period must have received pesticide safety and specific training that covered the following topics: ▪ IPM Fundamentals ▪ IPM Cultural Practices ▪ Public Notice Program Sign Laws ▪ Equipment Operation ▪ Insect Pest Identification ▪ Weed Identification ▪ Turfgrass Identification. Disease Identification is optional but recommended training for trainees, technicians and office staff dealing with IPM issues. Company PTP examiners and IPM agents registered on the PIRC database in most cases have years or decades of practical field IPM experiences covering these topics as company in-house instructors.

The Auditor may randomly contact one or more individuals to verify that the disclosed mandatory and recommended training took place. IPM training materials are provided and available through the PTP, OIPMA Membership, IPM-EHC Council, and online at www.oipma.ca. The above training topics and updates are also mandatory for all field and outside IPM sales personnel. Record all employees that have successfully written and passed the Ontario Ministry of the Environment (MOE) approved Technician Training Manual's IPM study materials, examination and specific training requirements in order to work under indirect supervision as set out in this training report.

5. UPDATED TRAINING: Record all employees who have successfully written and passed the Ontario Ministry of the Environment IPM study and examination process to commercially apply pesticides and hold valid exterminator licence(s), (or alternatively hold a horticultural degree), and were updated in legislation, sustainable IPM technology advances, and least risk products this reporting period through trade association membership, (i.e. OIPMA). The Auditor may randomly contact one or more individuals to verify that the disclosed mandatory updated training took place.
6. Record the appropriate job descriptions of all applicable employees using provided abbreviations.
7. Check off IPM used resources.
8. The person signing this form must be registered on the PIRC database as the company's PTP examiner and IPM Agent warranting the information is complete and accurate.
9. Mail your completed annual reports and materials to the IPM-EHC Council and maintain a copy of all reports on file for future site audit. These documents can importantly confirm your company's due diligence to the Ministry of the Environment, industry and IPM councils, and the public.



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TRAINING REPORT – Submit at Your season end annually.

Lawn Care Operators / Golf Courses / Parks / Municipalities for IPM Accreditation – Level 1 and 2

Company: _____ PTP Examiner / IPM Agent: # _____
Address: _____ City _____
Postal Code: _____ Bus. Tel.: _____
Fax: _____ Email: _____

As a Pesticide Technician Program (PTP) Examiner and IPM Agent accredited on the PIRC database,

I attest to my knowledge that all employees for the calendar year 2007 2008 2009 2010 have undergone basic pesticide safety, and specific IPM training prescribed in Regulation 914 pursuant to Section 20.2 (3) and Section 79, which is hereby deemed met. I recognize as an OIPMA member that my Company is subject to IPM-EHC Council and PIRC ongoing monitoring / auditing to ensure compliance with my issued in-house PTP examiner and IPM agent accreditation under the PTP as approved by Ontario Ministry of the Environment (MOE).

I am a self-employed licensed applicator and **did not employ** any trainees or technicians during this period.

The following persons have successfully passed the Technician Training Manual's pesticide safety and specific IPM training process approved by the MOE for this reporting period relating to the actual work performed before working under indirect supervision of a certified IPM licensed exterminator. Mandatory topics covered included **IPM Fundamentals** ▪ **IPM Cultural Practices** ▪ **Public Notice Program Sign Laws** ▪ **Equipment Operation** ▪ **Insect Pest Identification** ▪ **Weed Identification** ▪ **Turfgrass Identification**, and if checked below 'Disease Identification'. Office staff involved with IPM issues holds a MOE Landscape license or have completed the MOE approved PTP.

Job Description Abbreviations: Office = 0 Field Technician = T Horticultural Renovations = H

Print Employee Name(s)	Technician ID Card #	Date Academic PTP / IPM Exam Passed	Disease ID given - <input checked="" type="checkbox"/> off	Job Description
	PIRC-			
	PIRC-			
	PIRC-			
	PIRC-			

() I hereby confirm that the *Specific Practical* training is recorded on file using PTP Appendix B Part II & III or recorded using the PTP OIPMA Technician Certification of Competency & Limitation (TCCL) documents. Attach separate sheet using same format layout for additional Technicians that were employed.

I hereby verify that the **undersigned** and the below named employees were updated in legislation, sustainable IPM technology, and least risk products for this reporting period in order for the company to maintain an in-house PTP examiner and IPM agent registered on the PIRC database. This in accordance with PTP protocols approved by MOE in cooperation with the PIRC and IPM standards of the IPM-EHC Council as published at www.oipma.ca

I am the company's only Ministry of the Environment licensed IPM applicator during this reporting period.

Job Descriptions: Office= 0, Supervisor= S, Instructor = I, IPM Applicator = A

Print Employee Name(s)	Qualification: List All MOE Exterminator Licence(s) Held	Job Description

In-House training was delivered using PIRC, OIPMA and IPM-EHC Council IPM materials as well as the following IPM resources: OIPMA Online Training, IPM-EHC Council Seminars, Company IPM Seminars, OTS - Ontario Turfgrass Symposium, OGSA Seminars Other Trade Associations and/or Symposiums. Attach separate sheet using same format layout for additional licensed exterminators that were employed.

I, the undersigned warrant the above information is accurate and complete.

Print Name: _____ Sign: _____ Date: _____



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Pesticide Usage Report and Turf Area Records

Do Not Forward Unless Municipally Required - Maintain On File For Level 1 and 2 Audit

INSTRUCTION SHEET

The equivalent to this annual desktop review audit report will be available electronically for downloading in mid 2007 first by our IPM Accredited Company members online at www.oipma.ca at the "formal members login area". If you have forgotten or misplaced your "login and password" email garyv@oipma.ca. This credible cost effective accounting pesticide usage and reduction software program is called 'L-audit™'. You may also through L-audit™ access a converter program to convert your clients' total turf area into hectares. IPM-EHC Council utilizes the Ridgetown College / University of Guelph (RCUofG) and IPM-PHC Council established standardized IPM pesticide reduction from the label to determine the success of your IPM efforts & strategies.

1. Read carefully and complete all sections legibly. If in doubt please call toll free 1-800-615-9813. This will prevent an Auditor clarification call and processing delay.
2. Exclude property sizes and pesticides applied under a municipal and/or commercial contract that has predetermined pesticide usage specifications when completing this annual pesticide usage report which is used by both the IPM-PHC and IPM-EHC Council in calculating your annual lawn care pesticide reductions.
3. Check off the calendar year for which you are reporting.
4. Report the total physical turf area for this reporting calendar year. In brief, a golf course records the physical turf treatment area of its property(s). A lawn care operator adds up its entire active customer base for that calendar year. **Turf area is not based on the number of treatments**, but the total of all client's physical turf area, which may have received one or more service applications of fertilizers, pesticides, aerations, soil conditioners, biostimulants, or renovations (i.e. dethatching, overseeding). Regardless of the number of services or applications performed, the clients lawn size remains the same and is allowed to be counted only **ONCE**. It is this constant total physical turf area of your entire active client base that is the benchmark from which the success of your company's IPM programs and pesticide reduction strategies to clients is indicated. Municipal and or commercial contracts that have a predetermined pesticide usage specification must be excluded from this total. For auditing purposes all turf area sizes must be converted to hectares. One Hectare = 2.471 Acres
5. **Print** the trade name and its PCP # for each product applied in the reporting period:
 - A.) **ON HAND INVENTORY:** This is the on hand quantity of the product you have to start at the beginning of each new reporting calendar year, prior to making new purchases in that year.
 - B.) **PURCHASES:** This is the total amount you purchased of each product during the reporting calendar year in metric volumes, (i.e. litres =L and kilograms = KG)
 - C.) **LOSSES:** This is the total amount NOT APPLIED due to sales, transfers, spills, theft or APPLIED under a municipal and / or commercial contract with predetermined pesticide usage specifications.
 - D.) **ENDING INVENTORY:** This is the product amount left over at the end of the reporting period
 - E.) **TOTAL AMOUNT USED:** This is the on hand inventory at the beginning of the new calendar year **plus** current purchases, **minus** losses, and **minus** ending inventory. ($A + B - C - D = E$)
 - F.) **TOTAL AMOUNT ALLOWED:** This is the amount of product allowed based on each product's label rate to treat the company's **total** physical turf area **or** a lawn care company's **total** physical turf area of all its active customers that year. Your IPM pesticide reduction is the sum of F minus E.
6. The person signing this form must be registered on the PIRC database as the company's PTP examiner and IPM Agent warranting the information is complete and accurate. Mail your completed reports to the IPM-EHC Council if required and maintain a copy of all reports on file for future site audit



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**ANNUAL PESTICIDE USAGE REPORT & RECORD OF TURF AREA – DO NOT SUBMIT
 Unless Required to Comply With Your Municipal IPM Accreditation Recognition.**

For Lawn Care Operators / Golf Courses / Parks / Municipalities (for Level 1 and Level 2)

Company: _____ PTP Examiner / IPM Agent: # _____
 Address: _____ City _____
 Postal Code: _____ Bus. Tel.: _____
 Fax: _____ Email: _____

PIRC via IPM-EHC and PIC via IPM-PHC both use the same format to determine pesticide reduction.

As a PTP Examiner and IPM Agent accredited on the PIRC database I have maintained this Pesticide IPM Usage and Reduction Report for the calendar year checked 2007 2008 2009 2010
 I attest that our company adheres to the responsible IPM strategies outlined in the Health Canada Action Plan on Urban Pesticide Use introduced by the federal Health Minister in October 2000 for Pesticide Risk Reduction.

Golf Course members: Insert total physical turf area for this reporting period: _____ Ha.

Lawn Care members: Insert total I turf area of active clients for this reporting period: _____ Ha.

NOTE: A client's lawn size is added only ONCE, regardless of the number of services performed.

One Acre= 43, 560 sq. ft One Hectare = 2.471 Acres One Hectare = 10,000 sq. metres

Access our formal member's Pesticide Usage Report Interactive Page for fast and accurate calculations

Pesticides Applied		A	B	C	D	E	F
Product Name	PCP #	O.H. Inv. L / KG	Purchases L / KG	Losses L / KG	End Inv. L / KG	Total Used L / KG	Allowed L / KG

Maintain annual records for future auditing. We encourage our IPM accredited company members to use the 'L-audit™' software program to generate annual pesticide usage and reduction from the label auditing reports to better meet this requirement. IPM-EHC Council promotes municipalities to accept this annual audit report. I, the undersigned warrant the completed above, or attached hereto L-audit™ report is accurate and complete.

Print Name: _____ Sign: _____ Date: _____