

# Record Retention Requirements for Headquarter Inspections

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# Purpose of Headquarters Inspection

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This inspection is to determine whether employers who have employees handling pesticides comply with applicable worker safety requirements and to determine compliance of growers

# Records

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3 CCR § 6412  
Restricted  
Material Permit  
Requirements

- ❖ Valid Restricted Materials Permit for materials used and reported
- ❖ Valid permit for materials stored/possessed.

3 CCR § 6622  
Operator  
Identification  
Number

Operator Identification Number  
obtained prior to purchase or use:

- ❖ Agricultural use pesticides
- ❖ Industrial post-harvest commodity treatment
- ❖ Pesticide listed in section 6800(b) for any outdoor institutional or outdoor industrial use.

3 CCR § 6623  
Site  
Identification  
Numbers

The operator of the  
property shall retain a  
copy of each restricted  
material permit or form for

**TWO YEARS**

Operator Identification  
Number or Restricted Material  
with Site ID numbers kept for  
two years

3 CCR § 6619  
Notice of  
Completed  
Applications

The records required  
pursuant to this section  
must be retained for

**TWO YEARS**

The operator of the property  
must maintain a written record of  
the applications on their property.

## 3 CCR § 6619 Notice of Completed Applications

The records required  
pursuant to this section  
must be retained for

**TWO YEARS**

This record must include:

1. Location and description of treated field
2. The pesticide name, EPA Registration No., and active ingredient(s)
3. Spray adjuvant names and registration number
4. Dates and times the application started and ended
5. Any applicable reentry and pre-harvest intervals



3 CCR 6624  
Pesticide Use  
Records

The records required  
pursuant to this section  
must be retained for

**TWO YEARS**

- ❖ Maintain records of pesticide use
- ❖ Includes applications performed by PCB's

3 CCR § 6626  
Pesticide Use Reports  
for Production  
Agriculture  
&  
3 CCR § 6627  
Monthly Summary  
Pesticide Use Reports

Retained for

**TWO YEARS**

PUR's & MSPUR's:

Submitted by the 10<sup>th</sup> day  
of the month following the  
month in which the work  
was performed

3 CCR § 6726 and  
6766. Emergency  
Medical Care

Emergency medical care for employees handling pesticides or who enter fields that have been treated with pesticides shall be planned for in advance.

3 CCR § 6726 and  
6766. Emergency  
Medical Care

Employers must provide the following to medical personnel treating an employee for suspected pesticide exposure:

- (1) Safety Data Sheet (SDS), product name, EPA registration number and active ingredient(s)
- (2) The circumstances of application of use of the pesticide.
- (3) The circumstances that could have resulted in exposure to the pesticide.

3 CCR § 6726 and  
6766. Emergency  
Medical Care

When there are ***reasonable*** grounds to suspect that an employee has a pesticide illness, or when an exposure to a pesticide has occurred that might reasonably be expected to lead to an employee's illness, the employer shall ensure that the employee is ***taken to a physician*** immediately.

## 3 CCR § 6784(b) Field Fumigation

The employer shall  
maintain these use  
records at a central  
location for

**TWO YEARS**

## Methyl Bromide Records

- Records for employees performing fumigation handling activities
- The records must identify the person, work activity, date, duration of handling, EPA Registration Number, and the brand name of the methyl bromide product handled.

## 3 CCR § 6724(b)-(e) Handler Training

The employer shall  
maintain a copy of the  
training program while in  
use and for

**TWO YEARS**

after use, at a central  
location at the workplace.

Written training programs must:

- ❖ Describe the materials used to train (e.g., study guides, PSIS leaflets, SDS's, etc.)
- ❖ Identify the person or firm that provides the training.

## 3 CCR § 6764 Fieldworker Training

This record shall be  
retained by the employer  
for

**TWO YEARS**

at a central location at the  
workplace accessible to  
employees. The record  
must be provided to the  
employee upon request.

The record of initial and annually required training given to the employee must include:

- Date
- Employee's printed name and signature
- Title and source of training materials used
- Employer's name
- Trainers name and qualification



# Handler Training and Fieldworker Training

The person  
conducting the  
training shall be  
qualified as ...

- (1) A California certified commercial applicator;
- (2) A California certified private applicator;
- (3) A person holding a valid County Biologist License in Pesticide Regulation or Investigation and Environmental Monitoring issued by the Department of Food and Agriculture;
- (4) A University of California Extension Advisor;
- (5) A person who has completed an "instructor training" program presented by one of the following:
  - (A) the University of California, Integrated Pest Management Program; or
  - (B) other instructor training program approved by the Director;
- (6) A California licensed Agricultural Pest Control Adviser;
- (7) A California Registered Professional Forester; or
- (8) Other trainer qualification approved by the Director.

3 CCR § 6739  
Respiratory  
Protection

Records maintained  
**THREE YEARS**

## Written Respiratory Protection Program

- ❖ Procedure for selecting respirator
- ❖ Medical evaluations
- ❖ Fit test procedures
- ❖ Procedures for proper use
- ❖ Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, or other maintenance

3 CCR § 6739  
Respiratory  
Protection

Records maintained  
**THREE YEARS**

## Written Respiratory Protection Program

- ❖ Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere supplying respirators
- ❖ Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations
- ❖ Training in the proper use of respirators, including putting on and removing them
- ❖ Procedures for evaluating the effectiveness of the program

3 CCR § 6739  
Respiratory  
Protection

Records maintained  
**THREE YEARS**

## Fit Test Records

Records required by this section shall be maintained while the employee is required to use respiratory protection and for three years after the end of employment conditions requiring respiratory protection

3 CCR § 6739  
Respiratory  
Protection

Records maintained  
**THREE YEARS**

# Fit Test Records

Record of qualitative and quantitative fit test:

- ❖ Name or identification of the employee tested
- ❖ Type of fit test
- ❖ Specific respirator tested (make, model, style, size)
- ❖ Date of Test
- ❖ Pass / Fail

3 CCR § 6728  
Medical  
Supervision

Records required by this  
Section shall be maintained  
for

**THREE YEARS**

Whenever an employee mixes, loads, or applies a pesticide with the signal work “DANGER” or “WARNING” that contains an organophosphate or carbamate...

# Resources

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- Food and Agricultural Code (FAC)
  - <https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=FAC&tocTitle=+Food+and+Agricultural+Code+--+FAC>
- California Code of Regulations (CCR)
  - [https://www.cdpr.ca.gov/docs/legbills/calcode/chapter\\_.htm](https://www.cdpr.ca.gov/docs/legbills/calcode/chapter_.htm)
- California Department of Pesticide Regulation
  - <https://www.cdpr.ca.gov/>