

Structural Regulatory Training Information

Date established March 30, 2010

Enforcement Letter Enclosure to Enforcement Letter, ENF 10-05

Distribution County Agricultural Commissioners

Questions If you have any questions, please contact Kathleen Boyle, of my staff at (916) 445-3909; or kboyle@cdpr.ca.gov.

Background The Department of Pesticide Regulation (DPR), in conjunction with the Structural Pest Control Board (SPCB), is required to provide training to county agricultural commissioner (CAC) staffs and other personnel involved in structural pest control investigations and enforcement.

California Aeration Plan The California Aeration Plan (CAP) discussion, a new structural aeration procedure intended to replace the Tarpaulin Removal Aeration Plan (TRAP) will be included during the Branch 1 – Structural Fumigation training on Wednesday, (Day 2) at both training locations.

The CAP is tentatively expected to be phased in by structural fumigators statewide from April 1 to August 1, 2010. During this phase-in, the TRAP will continue to be used, as structural companies obtain the necessary tarps, and other items needed for the CAP.

Attendance requirements Attendees seeking hotel and per diem reimbursement are required to attend all three days of training in order to receive reimbursement.

All attendees, particularly those commuting daily, should plan on staying until completion of each day's training. Traffic congestion and personal commitments are recognized; for sake of attendees please make plans to stay.

Counties seeking to send staff just to the CAP portion of the training must provide attendees names, and indicate attendance only for CAP by Friday, April 16, 2010 for either location.

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Structural Regulatory Training Information, Continued

All Locations –

Lodging reimbursement Lodging reimbursement covers only room rate and applicable taxes; individuals are responsible for other charges such as phone calls, pay TV, bottled water, etc. Only participants who live and work 50 miles from the training location are eligible for hotel lodging. Eligible participants will have to reserve rooms themselves with personal credit cards.

Per diem reimbursement Attendees will be responsible for their own meals, snacks, and beverages (other than breakfast for hotel guests) but may be reimbursed per county rules.

The majority of commuters will not be eligible for reimbursement for meals, snacks, or beverages as per the State Administrative Manual.

Travel to training site County employees are encouraged to carpool in county vehicles to the training sites. Carpooling will be encouraged when traveling to off-site demonstration locations. Counties will be reimbursed \$0.50 per mile for use of county owned or personal vehicles.

What to bring Attendees are encouraged to bring the following:

1. Clipboard & Pen
2. Camera (if available)
3. Inspection Procedures Manual / Enforcement Manual (for reference)
4. Hat, sunscreen, insect repellent, wind breaker, water (as needed) for outside demos

Maps / Directions Use the links provided for the training site you are attending, or www.mapquest.com for a map and directions to the hotel, training location, or off-site demonstration locations.

Enclosure A summary agenda for both training locations is enclosed.

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Structural Regulatory Training Information, Continued

Southern California Training –

Hotel information for Southern CA training Information regarding hotel accommodations for eligible county staff:

Radisson Covina Contact: Daniel Astorga, Sales Manager
1211 E. Garvey Street
Covina, CA 91724
(626) 915-3441

Hotel weblink General Hotel Information:
http://www.radisson.com/covinaca?s_cid=L1522748

Room rate Hotel room rate for attendees is **\$84/night** plus applicable taxes.
Rooms are blocked under “**Structural Training**” for April 27 and April 28.

Room reservations Room reservations must be made by **April 20**, 2010.
Reservations can be made by phone: under “Structural Training”
Local: (626) 915-3441 / Toll Free: (800) 395-7046

Hotel amenities

- A complimentary breakfast is provided by the hotel for hotel guests only. There is an on-site restaurant open for lunch and dinner.
- In room microwave
- Free wireless Internet access
- Outdoor heated pool; Fitness Center.
- Free parking.

Training dates

- Tuesday, April 27 12:15pm to 5pm
- Wednesday, April 28 8am to 5pm
- Thursday, April 29 8:30am to 12 (later start to allow for hotel check-out)
- **REGISTRATION:** Tuesday from 11:45am–12:15pm at South Coast Air Quality Management District office (SC AQMD)

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Southern California Training –

**Training
location**

SC AQMD office
21865 Copley Drive
Diamond Bar, CA 91765
General Info: (909) 396-2000
Weblink: <http://www.aqmd.gov/map/dir2.html>

Training begins at this location each day. Classroom portion of training will be held at this site.

**Demonstration
location**

Lanterman Developmental Center
3530 Pomona Boulevard
Pomona, CA 91769
Weblink: <http://www.dds.ca.gov/Lanterman/Directions.cfm>

- All mock demonstrations will be held at this site.
 - Branch 2–General Pest Control and Branch 3–Termite Control will be held on Tuesday (Day 1)
 - Branch 1–Structural Fumigation/CAP will be held on Wednesday (Day 2).
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Structural Regulatory Training Information, Continued

Northern California Training –

Hotel information for Northern CA training

Information regarding hotel accommodations for eligible county staff:

Radisson Hotel
6680 Regional Street
Dublin, CA 94568
(925) 828-7750

Contact: Anita Watts

Hotel weblink

General Hotel Information: <http://www.radisson.com/hotels/cadublin>

Room rate

Hotel room rate for attendees is **\$140/night** plus applicable taxes. Rooms are blocked under “**Structural Training**” for May 18 and May 19.

Room reservations

Room reservations must be made by **May 11**, 2010.

Reservations can be made by phone under “Structural Training”
Local: (925) 828-7750 / Toll Free: (800) 422-4656

Hotel amenities

- A complimentary breakfast is provided by the hotel for hotel guests only. There is an on-site restaurant open for lunch and dinner. There are a variety of food services nearby.
 - Free wireless Internet service
 - Indoor pool; Fitness Center
 - Business Center
 - Free parking
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Training dates

- Tuesday, May 18 12:15pm to 5pm
 - Wednesday, May 19 8am to 5pm
 - Thursday, May 20 8am to 12pm
 - **REGISTRATION:** Tuesday from 11:45am–12:15pm at Radisson Hotel
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Structural Regulatory Training Information, Continued

Northern California Training -

Training location

The classroom portion of the training on all three days will be held at the Radisson Hotel, Dublin. Each day of training will begin at this site.

Demonstration locations

- Branch 2 – General Pest Control and Branch 3 – Termite Control mock demonstrations will be held at the Hotel. (Day 1)
- Branch 1 – Structural Fumigation mock demonstrations will be split between the Hotel, and the off-site demonstration location (Day 2)
- Branch 1 - CAP will be held at:
“Scenario Village” - (controlled access)
Alameda County Sheriff’s Office Regional Training Center
6289 Madigan Road
Dublin, CA 94568
Weblink: http://alamedacountysheriff.org/_rtc2009/map_directions.htm

There are no food/beverage services or restroom facilities readily available at the Scenario Village site. Food services and facilities are available nearby.

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Structural Regulatory Training Information, Continued

Reimbursement Information -

Hotel Stay Only participants who live and work 50 miles from the training location are eligible for hotel lodging.

- Reimbursement includes established state government room rate, taxes, and other room fees such as CA recovery fee, etc.

Meals Reimbursement for meals is based upon both distance, and time the trip begins/ends. Receipts are not required for meals.

- Distance: Training location must be 50 miles from work and home
- Breakfast: Trip began at or before 6am; ended at or after 9am. Maximum \$6. Reimbursement for breakfast will not be given to hotel guests.
- Lunch: Only reimbursed for trips >24 hours (e.g. overnight stay). Trip began at or before 11am and ended at or after 2pm. Maximum \$10
- Dinner: Trip began at or before 4pm, and lasted until 7pm or later. Maximum \$18
- Reimbursement is not allowed for alcohol

Trip timing A trip begins at time participant departs from work site to training location. A trip ends at time participant returns to work site from training location. For participants traveling directly from home to training and vice versa, the trip begins at departure time from home and ends upon return to home.

Commuters: Daily travel to training is considered a single trip (thus a 3-day training represents 3 trips). Overnighters: This 3-day training would be considered a single trip.

Mileage Travel to/from training from work site, (or home, if travel is direct) in a county or personal vehicle will be reimbursed at \$0.50 / mile.

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Structural Regulatory Training Information, Continued

Reimbursement Information -

Tolls	<ul style="list-style-type: none">• Bridge tolls: Actual expense up to \$10 allowed without a receipt• Road tolls: Can <u>not</u> be reimbursed
Car rentals	Prior permission required. Information will be provided then.
Individual claims	<p>Attendees are to submit their claims for reimbursement directly to their county agricultural commissioner (CAC); in turn the CAC is to submit one invoice (covering all attendees) to the Department of Pesticide Regulation (DPR) for reimbursement.</p> <p>County is to retain original claims with original receipts for possible audit purposes. DPR can <u>not</u> directly reimburse county employees.</p>
Differing rates	Some county reimbursement rates are greater than the state rate. Those counties may chose to reimburse their employees at the county rate; however, DPR can only reimburse counties at the allowed state rates.
Required invoice information – General	<p>The county invoice must include the following information:</p> <ul style="list-style-type: none">• Names of all employees for which reimbursement is being sought• Grand total of reimbursement request• Statement: “This claim for reimbursement has been reviewed by (insert County name) pursuant to current policies and procedures. (County name) is requesting reimbursement for expenses incurred for the Structural Regulatory Training held (give location and dates).”• Name, title of authorized person (CAC, Assistant CAC, Chief Deputy, Deputy), and original signature• Date invoice signed• Address where reimbursement is to be sent

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Reimbursement Information -

Submission timelines Reimbursement claims will be paid in the order received. All claims are to be submitted by June 30, 2010. Reimbursement claims submitted after that date risk delay or no reimbursement payment.

State warrants State warrants will be issued to the County Treasurer/Agricultural Commissioner and sent directly to the County Treasurer. The remittance advice will include the invoice number or other identifying number.

Invoice submission address Submit invoices to:

California Department of Pesticide Regulation
Structural Training Coordinator
Enforcement Branch
PO Box 4015
Sacramento, CA 95812-4015
