



Paul E. Helliker
Director

Gray Davis
Governor
Winston H. Hickox
Secretary, California
Environmental
Protection Agency

Enforcement/Compliance Action Summary (PR-ENF-046)

**Date
Established**

July 25, 2001

**Enforcement
Letter**

ENF 01-36

Distribution

County Agricultural Commissioners

Referrals

If you have any questions pertaining to this letter or enclosures, please contact your Senior Pesticide Use Specialist Liaison.

For questions relating to the Enforcement Tracking database, please contact Ms. Ada Ann Scott at (916) 445-4118.

Copies of the Summary form can be downloaded from the web at <cdpr.ca.gov/docs/enfcmpli/prenffrm/prenfmnu.htm> or by submitting a requisition to Mr. Gil Garcia via e-mail at <ggarcia@cdpr.ca.gov>.

Approval

Original signed by . . .

Scott T. Paulsen, Chief
Enforcement Branch
(916) 324-4100

Background

This letter supercedes enforcement letters ENF 98-057 and ENF 98-062. The enclosed Enforcement/Compliance Action Summary (Summary) form was developed to capture information for the Enforcement Tracking database developed by the Department of Pesticide Regulation (DPR) headquarters staff in accordance with the legislative mandate. The revised form, instructions, routing instructions, and appendices are included to clarify procedures and improve consistency in reporting.

Continued on next page

FLEX YOUR POWER! *The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Web site at <www.cdpr.ca.gov>.*



Enforcement/Compliance Action Summary (PR-ENF-046), Continued

Introduction

DPR was mandated to enhance their efforts to track and effectively utilize information on enforcement and compliance actions within the state and subsequently developed the Enforcement Tracking database. The Summary form was developed for county agricultural commissioners (CACs) to submit pertinent information to DPR as required to meet the goals of this project.

Enforcement Tracking Database

Upon request, DPR will provide interested CACs a copy of the Enforcement Tracking database for their county, as well as training and a user's manual.

CACs will be able to query their individual county database using established queries or they may develop their own.

CACs will submit enforcement actions (**closed cases only**) and compliance actions to DPR headquarters monthly for uploading to the master database.

Enforcement Actions

Submission of enforcement actions may be made in the following ways:

1. Completed Summary form is forwarded (along with supporting documents) to the appropriate DPR regional office. A copy of the summary form will be forwarded to DPR headquarters for data entry.
2. CACs may enter data directly into the database for their respective county and electronically forward information (**closed cases only**) to DPR headquarters.

Note: For Enforcement Actions. Each DPR regional office must maintain a hard copy of each Summary form and the supporting documents, such as Notice of Proposed Action, Notice of Final Decision, Stipulation and Waiver to Order, or a letter acknowledging receipt of payment. CACs entering data directly will still be required to send hard copies of Summary forms and supporting documents to the appropriate DPR regional office.

Continued on next page

Enforcement/Compliance Action Summary (PR-ENF-046), Continued

Compliance Actions

Submission of compliance actions may be made in the following ways:

1. Complete Summary form for each compliance action (may check multiple compliance actions on one form provided they are for the same incident) and attach form(s) to Report 5. Send to DPR headquarters.
2. Attach copy of each compliance action (e.g. Violation Notice, Warning Letter) to Report 5; send to DPR headquarters. When submitting Violation Notices and Warning Letters please include all required information as indicated on the enclosed instructions.
3. Combinations of compliance actions and Summary forms may be attached to Report 5; send to DPR headquarters.

Mailing Address for DPR Headquarters:

Pam Burchard
DPR/Enforcement Branch
P.O. Box 4015
Sacramento, California 95812-4015

4. CACs may enter data directly into their portion of the database, and electronically forward the information monthly to DPR headquarters.
-

Other Databases

CACs that utilize other databases and wish to submit Enforcement Actions electronically should contact DPR to obtain the record layout and data file specifications. CACs will be responsible for making the necessary modifications to and creating the electronic output file from their database.

Implementation Date

Effective August 1, 2001 the new Summary form (rev. 6/01) will be required. Please discard the previous Summary form. Enforcement actions submitted in July with the older Summary form may be updated with the newer version at a later date.

Continued on next page

Enforcement/Compliance Action Summary (PR-ENF-046), Continued

Highlights of Form Changes

Face Page of Summary form

- Addition of “unregistered” box for individual and business
- Addition of check box to distinguish “operator ID” from “restricted materials permit” numbers
- Addition of “category” field
- More emphasis on use of “comments” field

Back Page of Summary form

- Separation of “license category” section from “setting” section; additions to “setting” choices
- Name change from “occupation codes” to “employment/sector codes”; reworking of existing groups; addition of new groups.
- Expansion of the “activity” section; changed terms from nouns to verbs
- Separation of individual and business codes within “license/certificate codes” section; addition of more codes

Form Instructions

- More comprehensive

Routing Procedures

- Addresses use of Summary form; direct entry into database for CACs

Appendices

- Provide definitions/explanation for major sections on Summary back page

Continued on next page

Enforcement/Compliance Action Summary (PR-ENF-046), Continued

Enclosures Enclosed are these documents:

Document Name	No. of Pages
Enforcement/Compliance Action Summary (PR-ENF-046)	2
Form Instructions	9
Routing Instructions	4
Appendix 1 – License Category Definitions	2
Appendix 2 – Setting Definitions	3
Appendix 3 – Employment/Sector Codes	1
Appendix 4 – Activity Definitions	3
Appendix 5 – License/Certificate Codes	2

cc: Mr. Daniel J. Merkley, Agricultural Commissioner Liaison (w/Enclosures)
Mr. Scott Paulsen (w/Enclosures)
Mr. David Duncan (w/Enclosures)
Ms. Ada Ann Scott (w/Enclosures)
Ms. Kathleen Boyle (w/Enclosures)