



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-2**

For the meeting of: June 7, 2016

Date: May 17, 2016  
To: Board of Supervisors  
From: Jeff M. Dolf, Agricultural Commissioner/Sealer of Weights & Measures  
Subject: **APPROVAL OF COOPERATIVE AGREEMENT NO. 15-0604-SF, ASIAN DEFOLIATING MOTH TRAPPING CONTRACT IN THE AMOUNT OF \$8,617.00**

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve Cooperative Agreement No. 15-0604-SF, known as the Asian Defoliating Moth Trapping Contract with the California Department of Food and Agriculture, and
2. Authorize the Chair to sign the original agreement and one copy of the cover page, and return all signed copies to the Agricultural Commissioner's Office for further processing, and
3. Grant a waiver from the provisions of the Nuclear Free Ordinance.

SOURCE OF FUNDING:

California Department of Food and Agriculture (CDFA)

Prepared by Jeff M. Dolf CAO Approval Cheryl D. Thompson

REVIEW: Auditor WBA County Counsel \_\_\_\_\_ Personnel \_\_\_\_\_ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
 Upon motion of Supervisor Bass Seconded by Supervisor Fennell  
 Ayes Sundberg, Fennell, Lovelace, Bohn, Bass  
 Nays \_\_\_\_\_  
 Abstain \_\_\_\_\_  
 Absent \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:  
 Board Order No. \_\_\_\_\_  
 Meeting of: \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.  
 Dated: June 7, 2016  
 By: [Signature]  
 Kathy Hayes, Clerk of the Board

## DISCUSSION:

The Nuclear Free Ordinance waiver is requested because the State of California will not modify its Cooperative Agreements to accommodate local ordinances. The Agricultural Commissioner's Office receives annual subventions from CDFA to offset the local costs associated with enforcing certain State-mandated programs. One of these programs, the Asian Defoliating Moth Trapping Program is conducted around Humboldt Bay because of the risk foreign vessel traffic poses for introducing pests harmful to native trees and forests. Asian Gypsy Moth caterpillars are voracious eaters and capable of causing major damage and dieback to trees and shrubs over a wide area. Increased vessel traffic to Humboldt Bay from Asia has increased the potential risk for introducing defoliating moths from Asia. Trans-oceanic vessels pose a risk for introduction because Asian Gypsy Moth, Nun Moth and Siberian Silk Moths are attracted to the lights, and lay eggs on the superstructure of ships berthed in Far East Asian ports. When these cross the Pacific to the west coast of the United States, the egg masses remain viable and can potentially introduce these destructive insect pests.

Beginning in June of 2016, Agriculture Department staff will place and inspect 190 traps around Humboldt Bay and surrounding areas. Traps are serviced on a bi-monthly basis and removed before the end of the contract period. In the event a suspect moth is detected, the suspect is submitted to the CDFA Plant Pest Diagnostics Laboratory for positive identification.

Approval of this agreement is consistent with your Board's Strategic Priority Framework and stated core role of enforcing laws and regulations to protect residents.

## FINANCIAL IMPACT:

There is no net cost to Humboldt County for the Asian Defoliating Moth Trapping Program. All costs for personnel, mileage, equipment and supplies will be reimbursed by the contract. Cooperative Agreement No. 15-0604-SF provides a total of \$8,617.00 from May 1, 2016 to October 31, 2016 for Agriculture Department activities related to the Asian Defoliating Moth Trapping Program. All costs are billed to CDFA on a monthly basis and payment is made in arrears to Humboldt County. No supplemental budget is necessary with approval of this agreement as revenue and expenditure accounts were previously funded in anticipation of this agreement.

## OTHER AGENCY INVOLVEMENT:

CDFA

## ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

## ATTACHMENTS:

One complete Standard Agreement No. 15-0604-SF, and one copy of the cover page.

**COOPERATIVE AGREEMENT  
SIGNATURE PAGE**

AGREEMENT NUMBER
15-0604-SF

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME  
**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)**

RECIPIENT'S NAME  
**COUNTY OF HUMBOLDT**

2. The term of this Agreement is: **May 1, 2016 through October 31, 2016**

3. The maximum amount of this Agreement is: **\$8,617.00**

4. The parties agree to comply with the terms and conditions of the following exhibits and attachments which are by this reference made a part of the Agreement:

Exhibit A: Recipient and Project Information	1 Page
Exhibit B: General Terms and Conditions	3 Page(s)
Exhibit C: Payment and Budget Provisions	1 Page(s)
Exhibit D: Federal Terms and Conditions	3 Page(s)
Attachments: Scope of Work and Budget	27 Page(s)

Name of Project: Asian Defoliating Moth Survey

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**  
**RECIPIENT**

RECIPIENT'S NAME (Organization's Name)  
COUNTY OF HUMBOLDT

BY (Authorized Signature)  

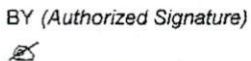

DATE SIGNED (Do not type)  
**6/7/16**

PRINTED NAME AND TITLE OF PERSON SIGNING  
**Mark Lovelace, Chair, Board of Supervisors**

ADDRESS  
5630 S. Broadway, Eureka, CA 95503-6905

**STATE OF CALIFORNIA**

AGENCY NAME  
**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)**

BY (Authorized Signature)  


DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING  
**CRYSTAL MYERS, BRANCH CHIEF, OFFICE OF GRANTS ADMINISTRATION**

ADDRESS  
1220 N STREET, ROOM 120  
SACRAMENTO, CA 95814

**EXHIBIT A**

**RECIPIENT AND PROJECT INFORMATION**

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:  
County will place and service traps for the Asian Defoliating Moth.

2. **RECIPIENT: Please check appropriate box below:**

Research and Development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.

This award  does  does not support R&D.

3. The Managers for this Agreement are:

<b>FOR CDFA:</b>		<b>FOR RECIPIENT:</b>	
Name:	Debby Tanouye	Name:	Jeff Dolf
Section/Unit:	PHPPS / PDEP	Section/Unit:	COUNTY OF HUMBOLDT
Address:	1220 N Street, Room 315	Address:	5630 S. Broadway
City/State/Zip:	Sacramento, CA 95814	City/State/Zip:	Eureka, CA 95503-6905
Phone:	916-654-1211	Phone:	707-445-7223
Email Address:	debby.tanouye@cdfa.ca.gov	Email Address:	jdolf@co.humboldt.ca.us

4. For a detailed description of activities to be performed and duties, see Scope of Work.

5. **PRIME AWARD INFORMATION:**

Federal Funding Source(s):	USDA-APHIS-PPQ	USDA-APHIS-PPQ
Catalog of Federal Domestic Assistance Number(s):	10.025	10.025
Amount(s) Awarded to CDFA:	\$525,000.00	\$2,000,000.00
Federal Funding Source Agreement Number(s):	15-8506-0689-CA	16-8506-0934-GR
Effective Date(s):	7/1/15 - 6/30/16	1/1/16 - 12/31/16

6. Effective December 26, 2014, the Office of Management and Budget has streamlined the Federal Government's guidance on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards. State, local or Indian tribal governments, non-profit organizations, colleges and universities will be subject to 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. For-profit organizations will be subject to 48 CFR Subpart 31.2. Recipients are responsible for identifying the federal regulations appropriate to their organization, consistently applying cost principles and ensuring contractors or consultants comply with applicable Cost Principle requirements.

## EXHIBIT B

### GENERAL TERMS AND CONDITIONS

**1. Approval**

This Agreement is of no force or effect until signed by both parties. The Recipient may not invoice for activities performed prior to the commencement date or completed after the termination date of this Agreement.

**2. Assignment**

This Agreement is not assignable by the Recipient, either in whole or in part, without the consent of the Agreement Manager, in the form of a formal written amendment.

**3. Mutual Liability**

Each party hereto agrees to be responsible and assume mutual and proportional liability for its own wrongful or negligent acts of omissions, or those of its officers, agents or employees to the full extent required by law.

**4. Disputes**

The Recipient must continue with the responsibilities under this Agreement during any dispute with the CDFA. In the event of a dispute, the Recipient must file a "Notice of Dispute" with the CDFA Agreement Manager within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the Agreement Manager must meet with the Recipient for the purpose of resolving the dispute. In the event of a dispute, the language contained within this Agreement prevails.

**5. Contractors/Consultants**

The Recipient, and the agents and employees of Recipient, in the performance of this Agreement, are not officers, employees, or agents of the CDFA. The Recipient's obligation to pay its contractors is an independent obligation from the CDFA's obligation to make payments to the Recipient. Recipient agrees to comply with all applicable State and local laws and regulations during the term of this Agreement. All contractors/consultants shall have the proper licenses/certificates required in their respective disciplines. The contract shall not affect the Recipient's overall responsibility for the management of the project, and the Recipient shall reserve sufficient rights and control to enable it to fulfill its responsibilities under this Agreement.

**6. Non-Discrimination Clause**

The Non-Discrimination Clause applies to the extent that the requirements therein are applicable to the Federal Government. During the performance of this Agreement, Recipient and its contractors will not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability, mental disability, medical condition, age, marital status, and denial family care leave.

The Recipients and contractors will ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Recipient and contractors will comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990 (a-f) *et seq.*) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Recipient and its contractors will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining unit or other Agreement. The Recipient must include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

**7. Governing Law**

This Agreement is governed by and must be interpreted in accordance with all applicable Federal and State laws.

**8. Unenforceable Provision**

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and will not be affected thereby.

**9. Excise Tax**

The State of California is exempt from Federal excise taxes and no payment will be made for any taxes levied on employees' wages. The CDFA will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another State.

**10. Right to Terminate**

This Agreement may be terminated by either party hereto upon written notice delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred prior to the date of termination. In the event of Termination for Convenience of this Agreement by CDFA, CDFA must pay all responsible costs and non-cancellable obligations incurred by the Recipient as of the date of termination.

**11. Termination for Cause**

The parties may terminate this Agreement should either party fail to perform the requirements of this Agreement at the time and in the manner herein provided. However each party will have fifteen (15) calendar days after receipt of the termination notice to cure the breach. If the breach is not cured within fifteen (15) calendar days of receipt of notice, the CDFA shall reimburse the Recipient for all project specific costs incurred through the date of termination, including all uncancellable obligations applicable to sponsored agreements.

**12. Reporting Requirements**

The Recipient agrees to complete all reporting requirements listed in Scope of Work.

**13. Publicity and Acknowledgement**

The Recipient agrees that it will acknowledge CDFA's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material. Recipients may not use the CDFA logo.

**14. Property Damage Claims Process**

Should the property owner claim damages arising under, related to or involving this Agreement, the Recipient shall forward the property owner's written request for compensation to the CDFA Agreement Manager. The written request shall be fully supported by factual information. The Agency Secretary or designee will have thirty (30) calendar days after receipt of the written request to render a written decision. If a written decision is not rendered within thirty (30) calendar days after receipt of the request or the property owner disputes the CDFA's decision, the property owner may file a claim with the Victims Compensation Government Claims Board.

**15. Force Majeure**

The Recipient shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, failures of any required governmental approval, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, or similar occurrences.

**16. Amendments**

Changes to Scope of Work, Budget, or the end date, must be requested in writing to the CDFA Agreement Manager via letter, fax or email no later than sixty (60) calendar days prior to the requested implementation date. Any changes to the Scope of Work, Budget, and end date are subject to Agreement Manager approval, and, at its discretion, the Agreement Manager may choose to accept or deny these changes. A formal amendment to the Agreement is required for these changes. No amendments are possible if the Agreement is expired.

**17. Suspension of Payments**

Payment under this Agreement may be suspended or terminated, or both, and Recipient may be subject to debarment if the CDFA determines that Recipient has breached the terms of this Agreement. Upon discovery of any violations of the Agreement terms and conditions, Recipient will be advised in writing of the terms breached and the reasons for imposing suspension of payments. A determination of breach may be appealed in writing and addressed to the CDFA, Legal Hearing and Appeals Office at:

California Department of Food and Agriculture  
Attn: Legal, Hearing and Appeals Office  
1220 N Street, Suite 400  
Sacramento, CA 95814

**18. Plant Protection Act Memorandum of Understanding**

The County agrees to abide by Articles 3 through 13 of the Memorandum of Understanding (MOU) agreed to between the California Department of Food and Agriculture (CDFA) and the United States Department of Agriculture (USDA), Animal and Plant Health Inspections Services Plant Protection and Quarantine executed on October 7, 2014. The Articles in the MOU provide for cooperation, of the parties involved in plant protection and quarantine programs and activities directed at plant pests and noxious weeds of mutual concern to the USDA and California. The Articles outline authorities, codes and sections under which cooperation will be met, including data sharing responsibilities, limitations and confidentiality under Section 1619 of the Food, Conservation, and Energy Act of 2008 (Section 1619 was codified into law 7 USC §8791).

## EXHIBIT C

### PAYMENT AND BUDGET PROVISIONS

#### 1. Invoicing and Payment

- A. For activities performed according to the attached Scope of Work, Budget and the terms of this Agreement, and upon receipt of the invoices, the CDFA agrees to compensate the Recipient for actual allowable expenditures incurred in accordance with this Agreement and stated herein, which is attached hereto and made a part of this Agreement.
- B. Invoices must include the Agreement Number, performance period, type of activities performed in accordance with this Agreement, and when applicable, a breakdown of the costs of parts and materials, labor charges, and any other relevant information required to ensure proper invoices are submitted for payment.
- C. Unless stated in the Scope of Work, monthly invoices must be submitted to the CDFA Agreement Manager, within thirty (30) calendar days after the end of each month in which activities under this Agreement were performed.
- D. A final invoice will be submitted for payment no more than thirty (30) calendar days following the expiration date of this Agreement, or after project is complete, whichever comes first. The final invoice must be clearly marked "Final Invoice" thus indicating that all payment obligations of the CDFA under this Agreement have ceased and that no further payments are due or outstanding.

#### 2. Budget Contingency Clause

If funding for any fiscal year is reduced or deleted for purposes of this program, the CDFA will have the option to either terminate this Agreement with no liability occurring to the CDFA, or offer to amend the Agreement to reflect the reduced amount.

#### 3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, California Government Code Title 1, Division 3.6, Part 3, Chapter 4.5, commencing with Section 927 - The California Prompt Payment Act.

#### 4. Allowable Line Item Shifts

The Recipient must obtain written approval from the CDFA Agreement Manager for any line-item shifts.

#### 5. Allowable Expenses and Fiscal Documentation

- A. The Recipient must maintain adequate documentation for expenditures subject to this Agreement to permit the determination of the allowability of expenditures reimbursed by the CDFA under this Agreement. If CDFA cannot determine expenditures are allowable under the terms of this Agreement because records are nonexistent or inadequate according to Generally Accepted Accounting Principles, the CDFA may disallow the expenditure.
- B. If domestic travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable for travel within California are those established by the California Department of Human resources (CalHR). The maximum rates allowable for domestic travel outside of California are those established by the United States General Services Administration (GSA).
- C. If international travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable are those established in a per diem supplement to Section 925, Department of State Standardized Regulations.
- D. The Recipient must maintain and have available, upon request by the CDFA, all financial records and documentation pertaining to this Agreement. These records and documentation must be kept for three (3) years after completion of the Agreement period or until final resolution of any performance/compliance review concerns or litigation claims.

#### 6. Budget

For a detailed budget of all the activities to be performed under the Scope of Work, see attached Budget.



## EXHIBIT D

### FEDERAL TERMS AND CONDITIONS

The Recipient must comply with all applicable requirements of all Federal laws, executive orders, regulations, and policies governing this program.

#### 1. Civil Rights

The Recipient must comply with civil rights standards pursuant to the following:

- A. Civil Rights Act, 42 USC 2000, as implemented at 28 CFR Part 42;
- B. Age Discrimination Act, 42 USC 6101, as implemented at 45 CFR Part 90;
- C. Age Discrimination in Employment Act, 29 USC 621, as implemented at 29 CFR Part 1625;
- D. Title IX of the Education Amendments of 1972, 20 USC 1681, as implemented at 45 CFR Part 86;
- E. Section 504 of the Rehabilitation Act, 29 USC 791, as implemented at 28 CFR Part 41;
- F. Executive Order (EO) 11246; and
- G. Americans with Disabilities Act, (PL 101-366).

#### 2. Labor Standards

The Recipient must comply with labor standards pursuant to the following:

- A. Fair Labor Standards Act, 29 USC 207, as implemented at 29 CFR Part 500899;
- B. Davis-Bacon Act, 40 USC 3141-3148, as implemented at 29 CFR Parts 1, 3, 5, and 7; and
- C. Contract Work Hours and Safety Standards Act, 40 USC 327, as implemented at 29 CFR Part 5, 1926.

#### 3. Environmental Standards

The Recipient must comply with environmental standards pursuant to the following:

- A. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (PL 91-190) and EO 11514;
- B. Notification of violating facilities pursuant to EO 11738;
- C. Protection of wetlands pursuant to EO 11990;
- D. Evaluation of flood hazards in floodplains in accordance with EO 11988;
- E. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 USC §§1451 *et seq.*);
- F. Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176 (c) of the Clean Air Act of 1955, as amended (42 USC §§7401 *et seq.*);
- G. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (PL 93-523); and,
- H. Protection of endangered species under the Endangered Species Act of 1973, as amended (PL 93-205).

#### 4. Drug-Free Environment

The Recipient must comply with drug-free environment standards pursuant to §5151-5610 of the Drug-Free Workplace Act of 1988, as implemented by 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose.

#### 5. Lobbying Restrictions

The Recipient must comply with lobbying restriction standards pursuant to the Limitations on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC 1352, as implemented at 7 CFR Part 3018.

#### 6. Officials Not to Benefit

The Recipient must ensure that no member of Congress be admitted to any share or part of this Agreement or to any benefit arising from it, in accordance with 41 USC 22.

#### 7. Trafficking in Persons

The Recipient must comply with the provisions in 2 CFR Part 175, prohibiting trafficking in persons.

#### 8. Intergovernmental Review

The Recipient must comply with intergovernmental review standards pursuant to the following:

- A. Executive Order 12372, as implemented at 7 CFR part 3015, subpart V; and
- B. The Intergovernmental Cooperation Act of 1968, 31 USC 6501.

**9. Confidentiality**

The Recipient must comply with confidentiality standards pursuant to the following:

- A. Freedom of Information Act, 5 USC 552, as implemented at 7 CFR Part 3019; and
- B. Privacy Act, 5 USC 552 (a).

**10. Conservation in Procurement**

The Recipient must comply with procurement standards pursuant to the Resource Conservation and Recovery Act, 42 USC 6962 and EO 12873, as implemented at 40 CFR Part 247.

**11. Debarment, Suspension, Criminal or Civil Convictions**

The Recipient and its principals must comply with debarment and suspension standards pursuant to the EO 12549, as implemented at Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities.

The Recipient must further agree to provide immediate written notice to CDFA if at any time it learns that this certification was erroneous when made or has become erroneous by reason of changed circumstances, and must require recipients of lower-tier covered transactions under this Agreement to similarly certify pursuant to EO 12549, as implemented by 7 CFR Part 3017, Section 3017.510, Participants' responsibilities.

See [www.sam.gov](http://www.sam.gov) to determine debarment and suspension status.

**12. Crimes and Prohibited Activities**

The Recipient must comply with crimes and prohibited activities standards pursuant to the following:

- A. Anti-Kickback (Copeland) Act, as implemented at 29 CFR Part 3.1;
- B. False Claims Act, 31 USC 3729; and
- C. Program Fraud Civil Remedies Act, 31 USC 3801-3812.

**13. Biosafety in Laboratories**

The Recipient must comply with laboratory biosafety standards pursuant to the following the *Biosafety in Microbiological and Biomedical Laboratories*, published jointly by the Centers for Disease Control and the National Institutes of Health.

**14. Conflicts of Interest**

The Recipient must comply with the conflict of interest standards pursuant to the Agency implementations; 2 CFR 200.112.

**15. Inventions, Patents, Copyrights and Project Results**

A. The Recipient must comply with invention and patent standards pursuant to the following:

- 1. Patent Rights in Inventions Made with Federal Assistance, 35 USC 202-204, as implemented at 37 CFR Part 401 (Bayh-Dole Act and the Technology Transfer Commercialization Act of 2000) to ensure that inventions made are used in a manner to promote free competition and enterprise without unduly encumbering future research and discovery.
- 2. The Plant Variety Protection Act, 7 USC 2321 *et seq.*

B. The Recipient may retain title to any invention conceived of or first actually reduced to practice using Federal funds provided Recipient does the following:

- 1. Reports all subject inventions to CDFA;
- 2. Makes efforts to commercialize the subject invention through patent or licensing;
- 3. Formally acknowledges the Federal government's support in all patents that arise from the subject invention; and
- 4. Formally grants the Federal government and CDFA a limited use license to the subject invention.

C. The Recipient may copyright any publications, data, or other copyrightable works developed using Federal funds provided it provides the Federal government and CDFA a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the material, and agrees that the Federal government and CDFA may do so in cooperation with other public agencies.

D. The Recipient agrees that the results of this project may be published by the Federal government, CDFA or appropriate contractors or cooperators as mutually agreed.

**16. Care and Use of Laboratory Animals**

The Recipient must comply with the care and use of laboratory animal standards pursuant to the following:

- A. Animal Welfare Act, 7 USC 2131, as implemented at 9 CFR, Sub Chapter A, Parts 1-4; and
- B. Marine Mammal Protection Act, 16 USC 1361-1407.

**17. Seat Belt Use**

The Recipient must comply with seat belt use standards pursuant to the following:

- A. Highway Safety Act of 1966 as amended (23 USC 402-403);
- B. Government Organization and Employees Act as amended (5 USC 7902 (c));
- C. Occupational Safety and Health Act of 1970 as amended (29 USC 668); and
- D. Increasing Seat Belt Use in the United States (EO 13043).

## SCOPE OF WORK

### **AGREEMENT SPECIFICATIONS FOR STATE-COUNTY ASIAN DEFOLIATING MOTH (ADM) TRAPPING**

**Calendar Year 2016**

**Effective Dates: May 1 to October 31, 2016**

#### **AGENCY RESPONSIBILITY**

##### **Section 1**

**The California Department of Food and Agriculture (CDFA) shall:**

- A. Provide all traps, trap parts and lures.
- B. Provide technical assistance and training to county agricultural commissioner personnel on the use of traps and detection procedures.
- D. Provide county trappers with copies of the CDFA Insect Trapping Guide (ITG) and ADM Seaport guidelines.
- E. Provide annual training programs for county trapping supervisors and trappers.
- F. Provide quality control (QC) of the county trapping program via inspections and QC plants. The current county QC plant protocol is attached.
- G. Provide training on management practices as they relate to CDFA's Statewide Pest Prevention Program Final Programmatic Environmental Impact Report (PEIR) at least one week prior to any covered activity occurring.

##### **Section 2**

**The County Agricultural Commissioner shall:**

- A. Hire and train personnel.
- B. Provide and maintain trapping vehicles.
- C. Ensure that supervisors and trapping personnel attend training provided by CDFA District Entomologists.

- D. Ensure that all trapping activities conform to the current version of the ITG. The current version is on the CDFA website at: [www.cdfa.ca.gov/go/ITG](http://www.cdfa.ca.gov/go/ITG).
- Ensure that a copy of the current version of the ITG is kept in each trapper's vehicle for reference.
  - Should there be a discrepancy between the Scope of Work and the ITG, the Scope of Work shall supersede the ITG.
- E. Place and service the specified number of each trap type as indicated on the Commitment Form (60-221).
- F. Placement of all traps should occur so that all traps are in place by June 1, 2016. Remove traps at the next servicing after September 30, 2016.
- G. Ensure that all traps are properly identified with a unique trap number and accurately reflect servicing, baiting and rebaiting dates. The unique trap numbering system is based upon the Statewide Trapping Grid, reference <http://maps.cdfa.ca.gov/TrapBooks/MapBookHelp.pdf> for software needs, links to the Map Books and GIS layers, and contacts for assistance.
- The naming convention for the grid system is alphanumeric. Columns are Alpha (A – UW) and rows are Numeric (001 – 656). The grid name is the combination of column and row names. Naming starts in the northwest corner of the state and runs through the southeast. The remainder of the trap number consists of the quint or subgrid, trap type, and an intra-quint or intra-subgrid designation if more than one trap of that type is present or it is otherwise needed to track a trap that moves between quints. For example, trap EV241-18-AGM1 is in grid EV241, subgrid 18, trap type is Asian gypsy moth (AGM), and it is designated as number “1” AGM trap within that subgrid (applicable only if more than one trap of the same type is in a subgrid).
  - Ensure that the unique trap number is placed properly on all traps, along with accurate placement, servicing, baiting, and rebaiting dates, as appropriate. Requirements for the various trap types are as follows.
    - Delta trap (green and orange for AGM & nun moth [NM], respectively) – full trap number, servicing and baiting dates, and trapper's initials on outside.
    - Pherocon® IIC (rosy moth [RM]) – full trap number, servicing and baiting dates, and trapper's initials on outside.
    - Milk carton trap (Siberian silk moth [SSM]) – full trap number, servicing and rebaiting dates, and trapper's initials on outside.
- H. Ensure that traps are serviced every 14 days from June 1 through September 30, 2016.

- I. Ensure that all sticky traps (i.e., AGM, NM, RM) inspected and removed from the field shall be screened for suspects a second time at the trapping office by a supervisor or other qualified staff before disposal.
- J. Ensure that all activities are performed following CDFA's management practices and any necessary mitigation measures as required and consistent with CDFA's PEIR. A summarized list of pertinent practices and measures is attached. Complete the Tiering Checklist prior to conducting trapping activities and mark any management practices and mitigation measures as required for each specific activity. The Checklist and descriptions of the CDFA's management practices and mitigation measures are found in PEIR Appendix C (PEIR, Appendix C, at [http://www.cdfa.ca.gov/plant/peir/docs/final/Volume-3\\_Appendices\\_B-G.pdf](http://www.cdfa.ca.gov/plant/peir/docs/final/Volume-3_Appendices_B-G.pdf)), Mitigation Reporting Program at [http://www.cdfa.ca.gov/plant/peir/docs/final/Volume-4\\_Appendices\\_H-P.pdf](http://www.cdfa.ca.gov/plant/peir/docs/final/Volume-4_Appendices_H-P.pdf), and Findings of Fact at <http://www.cdfa.ca.gov/plant/peir/docs/final/Findings-of-Fact-and-Overriding-Considerations.pdf>. A checklist template is enclosed. When the agreement ends, the county dates and signs a copy of the Checklist and sends that copy to CDFA to signify that the PEIR requirements were implemented.
- K. Maintain a Daily Trapping Summary (DTS) (Form 60-210) for each trapper. This form must be completed daily, signed by the individual who performed the work and submitted to the trapping supervisor. The current DTS (i.e., the DTS completed the day prior to a QC inspection) must be available for immediate review by the CDFA District Entomologist or designee conducting the QC inspection. All DTS forms must be kept on file, for the CDFA Audits Office, for three years. This form is available from the District Entomologist.
- L. Complete a monthly Pest Detection Report Number One (Form 66-035), documenting all traps deployed, added, removed and serviced during the month. A servicing is an inspection of the trap for the presence of the target pest. Relocations are considered trap servings. Do not count trap relocations as "removed" and then "added." A copy of this form must accompany the monthly invoice. This form is available from the District Entomologist.
- M. Provide one set of trapping records for all traps. This set, in the form of either the "Trap Book" or electronic records, shall indicate the exact trap location using a site map and all information regarding trap placement, servicing, baiting, relocation and removal.
- N. Attend trainings on the use of an electronic trapping database being developed, called CalTrap. Participate in implementation of CalTrap when it becomes operational for your county.

- O. Maintain an inventory of known host sites. The inventory shall be organized by square mile, contain the addresses of host properties traceable to the nearest cross street, and indicate all known hosts on that property. The inventory shall be updated yearly. The multiple trap card system will suffice for this inventory. This inventory must be available for the trapper to use in the field daily.
- P. The latitude/longitude coordinates for the traps must be recorded in decimal degree format NAD 83 datum, using hand held GPS devices. The data must be entered onto the attached Excel file "2016 ADM Seaport Survey Trap Report." Complete the report weekly and, once in the middle of the season and at the end of the season after the traps are removed, submit the report to Janamjeet Sohal at [janamjeet.sohal@cdfa.ca.gov](mailto:janamjeet.sohal@cdfa.ca.gov).
- Q. Submit samples to the Plant Pest Diagnostics Laboratory in Sacramento via approved methods. See Collection and Submission of Samples in the "Asian Defoliating Moth Survey CAPS Guidelines - 2016."
- R. Allow state detection personnel and/or federal officers to perform quality control inspections on all ADM trap lines.
- S. Allow state detection personnel and/or federal officers to accompany trappers and/or supervisors in the field. This will be credited as field training for county personnel.
- T. Submit invoices along with the Report Number One monthly by postal mail or e-mail to:

Joanne Shimada  
CDFA- PD/EP  
1220 N Street, Room 315  
Sacramento, CA 95814

[joanne.shimada@cdfa.ca.gov](mailto:joanne.shimada@cdfa.ca.gov)

1. If the invoice carries a signature block, the block must be signed. Invoices with blank signature blocks cannot be processed.
2. Only authorized charges matching the Financial Plan will be reimbursed; for example salaries, benefits, overhead, supplies, vehicle mileage and vehicle leasing costs. These expenditures must be itemized on the invoice with documentation to support the charges in the event of an audit (federal or state). Any expenditure that is not listed in the Financial Plan is considered unauthorized and cannot be reimbursed.
3. A sample invoice is included with the agreement. The county may use this form or submit their own invoice, but the invoice must contain the following:

- County name
  - County address
  - Remit to address
  - Date of submittal
  - Agreement name
  - Agreement number
  - Billing period
  - Allowable itemized charges as listed on the Financial Plan.
    - Employee name (or other unique identifying number), classification, hours worked on the pest detection program, hourly rate, benefit rate. NOTE: The number of hours worked claimed on the invoice must match those documented on the Report Number One. Invoices received without an accurate Report Number One will not be paid.
    - Vehicles license plate number (or unique identifying number), driver name, ownership of the vehicle (county, state, or leased), allowable mileage rate for the vehicle, and if leased, the monthly lease rate for the vehicle.
4. Payment of the invoice is contingent upon submission of the Report Number One, and compliance with the required information as listed in #3.
  5. All invoices, including any amendments, must be received within 30 days of the expiration date of the agreement. Invoices received more than 30 days after expiration of the agreement will not be paid.
  6. Please do not alter the CDFA invoice (if used), submit the invoice as a PDF file, or use dark highlights. A low resolution PDF file or dark highlights may make the numbers illegible and the invoice unacceptable to the CDFA Financial Services units.
  7. Payment will be made monthly, in arrears, upon receipt of the Report Number One and approval of invoice.
  8. Continue to send monthly invoices even if the fiscal year agreement funds are depleted.



**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE  
PEST DETECTION/EMERGENCY PROJECTS**

**PROTOCOL FOR CONDUCTING QUALITY CONTROL PLANTING  
OF DETECTION TRAPPING PROGRAMS**

**February 2016**

Quality control planting (QCP) is a tool used by the California Department of Food and Agriculture (CDFA) to determine the trapper's ability to identify specific target insects that are placed inside traps in an actual trapping environment and to monitor compliance with protocols as outlined in the CDFA Insect Trapping Guide (ITG) (Gilbert et al. 2013).

**Types of Plants**

There are two types of plants: Training and General. Training plants are used to evaluate new trappers, and no more than two will occur per trapper for the duration of their employment. When two Training plants are given to the same trapper, the target pests and traps should be of different types (e.g., Medfly and Mexican fruit fly, Jackson and McPhail). All other plants are considered General plants, and are subject to the Missed Plant recommendations below.

**Frequency**

Frequent planting will ensure that all trappers are able to identify a variety of insects planted in their traps over the course of the trapping season. Planting should occur monthly, especially for counties with five or more trappers. All trappers in a program should be planted as equally as possible over the course of the season, so as not to substantially bias planting towards one or more trappers.

**Preparation**

1. Six target species are used in routine planting of detection and delimitation trap lines: Mediterranean fruit fly (MF), melon fly (ML), Mexican fruit fly (MX), oriental fruit fly (OF), gypsy moth (GM), and Japanese beetle (JB). Additional species may be used for specific projects.
2. All planting specimens are pre-marked as follows:
  - a. Fruit flies are fluorescent-dyed at the rearing facilities, and have the right wings clipped at the tips under the direction of the District Entomologist. These flies have also been irradiated, so their reproductive organs will show signs of sterility.
  - b. GMs display a red abdomen as a result of a red rearing diet.
  - c. JB's have a mounting-pin hole through the sternum.
3. Trap type – QCP species correlation:

<u>TRAP</u>	<u>QCP</u>
a. McPhail or ChamP trap	Any one of the target fly species: MF, ML, MX, OF
b. Trimedlure Jackson trap	MF
c. Cue-lure Jackson trap	ML
d. Methyl eugenol Jackson trap	OF

- e. GM trap
  - f. JB trap
- GM  
JB

4. Only one specimen per trap will be planted.
5. All planting specimens shall be in good condition, clearly showing distinguishing body parts.
6. Specimens are available to District Entomologists through the CDFA Statewide Trapping QC Coordinator or designee. Currently, QC Plants are available from: Mohammed Al-Zubaidy, email: [mohammed.alzubaidy@cdfa.ca.gov](mailto:mohammed.alzubaidy@cdfa.ca.gov).
7. Upon receipt, the District Entomologist is responsible for their specimens' distribution, condition, proper reporting, and follow-up to any identified problems.
8. All specimens are stored in alcohol, with the exception of GM, which are stored dry in a freezer.
9. Specimens are kept secured by being stored in locked cabinets, boxes, etc.

#### **Planting Procedure**

1. The District Entomologist, or designee, shall notify the county trapping supervisor that planting will occur within a general timeframe. All involved parties shall maintain the confidential nature of this process and must not inform trappers that planting will be performed during a specific timeframe. Trapping supervisors and District Entomologists should promote the concepts that planting can be performed at any time during the trapping season and that trappers should always be on the alert for targeted insects, not only when they think planting is occurring.
2. Traps to be planted should be those scheduled to be serviced within three to four working days of the planting. This will reduce the possibility of plants being destroyed while in the traps.
3. Trap address should be verified and all other identifying descriptions of that trap should be checked for accuracy.
4. The planter shall carefully place the planted insect within the trap in a manner that will not damage the insect and that will allow for accurate identification by the trapper. Flies placed within Jackson traps shall be placed so that at least one wing adheres to the adhesive on the insert, and one or both wings should be in full view. GM shall be placed so that the tops of the wings are visible, and may be placed under the lip to ensure that the entire trap is examined. Plants should not be placed in traps which are compromised and not fully functional, such as sticky traps covered by debris or other larger insects, dried out McPhails, etc.
5. Immediately after placing an insect within a trap, the planter shall complete the QC Plant Form (QCPF) at the location of the planting, double-checking to make sure that all relevant information is accurate.

6. Sticky traps are required to be double-checked by someone other than the trapper prior to being discarded. Therefore, it is acceptable for QC plants to be placed onto sticky traps removed from the field for discard to determine the effectiveness and the focus of the second checker when double-checking those inserts. This procedure shall only be performed by the District Entomologist, in the presence of the trapping supervisor. If the trapping supervisor serves as the second checker, the trapping supervisor's supervisor must be notified, per the above procedure. On these occasions, the QCPF is completed with the appropriate notations and "Discard" written in the Address column.

### **Reporting**

At the end of each planting day, the planter shall provide (via email, fax or in person) the completed QCPF to the county Agricultural Commissioner (or designee), the Statewide Trapping QC Coordinator, the QCP contact at PD/EP Sacramento, and the District Entomologist (if not the planter). The naming convention to be used for the report is: county number or state office initial as designated in the PDR system (e.g., Shasta County is 45, San Marcos PD/EP office is SM) - date [year (last 2 numbers) - month (2 numbers) - day] - planter's initials (e.g., kh for Kevin Hoffman) - qcp (Quality Control Plant). As an example, 45150618khqcp would be the QCP report for Shasta County on June 18, 2015 as performed by Kevin Hoffman. For those counties, such as San Diego, which are partially trapped by the county and partially by one or more state offices, the county number should be used for county routes and the state office initial used for state routes.

Within two working days of the last date that planted insects should have been discovered and submitted, the District Entomologist shall receive from the trapping supervisor a copy of the QCPF with the final status for each of the planted traps indicated.

If any of the plants were missed, the Missed QC Plant Report shall be submitted as soon as possible. The District Entomologist will send the information to the Statewide QC Coordinator and the QCP contact at PD/EP Sacramento within two working days of receiving all of the above information.

Statewide Trapping QC Coordinator:

Art Gilbert  
[art.gilbert@cdfa.ca.gov](mailto:art.gilbert@cdfa.ca.gov) Fax (559) 294-6767

QCP contact at PD/EP Sacramento:

Kevin Hoffman  
[kevin.hoffman@cdfa.ca.gov](mailto:kevin.hoffman@cdfa.ca.gov) Fax (916) 654-0555

### **Sample Submission**

Routine QCP recoveries should not be sent to the CDFA Plant Pest Diagnostics Center (PPDC), provided that the trapping supervisor can confirm the presence of identifying QCP markings on the specimen (e.g., clipped wing, fluorescent dye, pin hole through the sternum, etc.) and the trap information matches that on the QCPF. Such recovered plants should be returned to the District Entomologist or designee, who will destroy them. It is critical that all recovered plants are returned to the District Entomologist for disposal.

In the event that the identity of the sample as a QCP is not 100% assured as outlined above, the trapping program will send the sample to the PPDC at the address below and create an

electronic Pest and Damage Report (ePDR). Examples of less-than-100% assurance can include the presence of two specimens on one insert when the QCPF shows only one, the inability to confirm identifying QCP markings as described above, or discrepancy in the trap information. Such specimens shall be considered a possible wild suspect and should be submitted as a RUSH wild A-rated suspect (ITG pages xiv to xx). In addition, in the "Remarks" section of the ePDR, state the following: "Questionable QC Planted Insect". Include the reason for the uncertainty in this section (e.g., "Two specimens on insert, one specimen known to be a plant." or "possible plant but lacking any marked features – no clipped wing", etc.). Report any such specimens to the District Entomologist immediately.

Send suspects to: Entomology Lab  
CDFA Plant Pest Diagnostics Branch  
3294 Meadowview Road  
Sacramento, CA 95832-1448  
Phone: 916-262-1100

### **Missed Plant Follow-up**

Any missed plants shall require the trapping supervisor to visit the subject trap location as soon as possible to determine if the plant is still in the trap and if it is in recognizable condition. A trapper who misses a plant shall be immediately retrained in target pest identification by the trapping supervisor, and shall be re-planted as soon as possible after the retraining session.

In the case that the missed plant is determined by the District Entomologist to not be the fault of the trapper (e.g., plant missing from trap or plant damaged beyond recognition), this situation will be noted on the QCPF as "MNFT" (Missed Not Fault of Trapper) in the "Status" column. MNFT specimens will not be reported on the Missed QC Plant Report and do not count towards employee evaluations.

**Trappers shall be recommended for removal from the trapping program if they miss non-training planted insects in the following numbers during any 12-month period, beginning on the date of the first miss.**

- 1. Fruit flies: Three (in any combination)**
- 2. GM or JB: One**

Consequences of missing plants from a sticky trap that was double-checked shall be reviewed and evaluated on an individual basis.

Missed training plants and MNFTs will not be counted against a program's overall percent-recovered rating.

### **Literature Cited**

Gilbert, A. J., R. R. Bingham, M. A. Nicolas, and R. A. Clark. 2013. Insect Trapping Guide. 13<sup>th</sup> edition. (A. J. Gilbert, K. M. Hoffman, C. J. Cannon, C. H. Cook, and J. K. Chan, eds.). State of California, Department of Food and Agriculture, Pest Detection/Emergency Projects, Sacramento, CA. 181 pp.  
[http://www.cdfa.ca.gov/phpps/PDEP/Insect\\_Trapping\\_Guide/index.html](http://www.cdfa.ca.gov/phpps/PDEP/Insect_Trapping_Guide/index.html)

## PEIR Management Practices (MP) and Mitigation Measures (MM) For Trapping

July 2015

MP-SPRAY-2: Properly clean and calibrate all equipment to apply chemicals uniformly and in the correct quantities.

- Use dedicated specific equipment for specific products when appropriate.
- Ensure equipment is cleaned properly per the manufacturer's specifications and any pesticide label directions.

MP-SPRAY-3: Follow pesticide application laws and regulations, and label directions.

- Comply with Pesticide label.
- Be aware of any regulations or internal procedures before application.
- Use appropriate application methods and rates.
- Mix and load chemicals in areas where spills can be contained. Limit mixing and loading in the field.

MP-SPRAY-6: Clean equipment and dispose of rinse water per label directions.

- Rinse equipment according to manufacturer's label instructions.
- Discharge rinse water only in areas that are part of the application site or at a certified waste treatment facility.
- Dispose of surplus chemicals and containers according to label instructions.

MP-SPRAY-7: Follow appropriate product storage procedures.

- Ensure proper storage of all pesticides per label instructions.
- Ensure all pesticides removed from their original container are properly sealed for use within a service container.
- Seal all service containers within a tool box.
- Lock tool boxes when unattended.

MP-GROUND-3: Train personnel in proper use of pesticides.

- Conduct training for personnel in the safe and proper mixing, loading, and application of pesticides, in compliance with both federal and State pesticide regulations and the product label.

MP-HAZ-1: Implement a Spill Contingency Plan.

- Contain spill immediately to minimize the risk of further pesticide exposure to people, animals, and the environment.
- Be prepared to respond to pesticide spills.
- Provide clean-up of small spills (50 gallons or less) and properly dispose of residual materials. For larger spills notify the Chemical Transportation Emergency Center at 800-424-9300.
- Follow instructions for First Aid Measures as listed on the Material Safety Data Sheet.
- Call an ambulance in the event of a spill involving severe personal injury.
- Remove anyone exposed to pesticides to a safe location. If applicable, remove their clothing and wash contaminated skin with soap and water.
- Do not move a seriously injured person unless it is absolutely essential because of the risk of further injury.

- Do not leave injured or incapacitated persons until proper medical assistance arrives.
- Provide a pesticide label and/or material safety data sheet for medical personnel.
- For any spill incident, contact the California State Warning Center/Governor's Office of Emergency Services at 916-845- 8911 or [warning.center@oes.ca.gov](mailto:warning.center@oes.ca.gov).
- Call the fire department and notify department personnel of the presence of pesticides for a spill involving fire, if a fire hazard exists. Eliminate all sources of ignition (electric motors, gasoline engines, or smoking) to prevent fire or explosion.
- Contact the California Highway Patrol by calling 911 for a spill occurring on a highway.
- Call local police or the county sheriff for a spill occurring off-road.
- For minor spills of 50 gallons or less:
  - Wear rubber boots, coveralls, rubber gloves, and eye protection.
  - Confine the leak or spill to the smallest area possible by using natural terrain, soil, or absorbent material.
  - Shovel contaminated material into a leak-proof container.
  - Do not hose down the area.
  - Work carefully and safely; do not hurry.
  - Dispose contaminated material in the same manner as for excess pesticides or hazardous wastes.
- For major spills of 50 gallons or more:
  - Follow the steps listed for all above and include the additional number below.
  - If the spill is too big, or uncertainty exists as to the appropriate action, notify the Chemical Transportation Emergency Center at 800-424-9300.

MP-HAZ-2: Use a safety and cleanup materials checklist.

- Follow a checklist for safety and cleanup materials to accompany mixing-loading vehicles during treatment activities, which should include the following:
  - For Safety: a first-aid kit; a fire extinguisher (516, type A-B-C), and goggles.
  - For Clean-up: one shovel, large heavy-duty plastic bags, rubber boots, disposable coveralls, water, rubber gloves, a broom and dust pan, liquid detergent, several bags of "kitty litter" or other absorbent materials.

MP-HAZ-3: Implement decontamination.

- Decontaminate paved surfaces per site specific protocols and Accidental Release Measures on the Material Safety Data Sheet.
- Shovel contaminated material into a leak-proof metal drum for final disposal.

MP-HAZ-4: Follow appropriate disposal procedures.

- Dispose all materials that have been contaminated by spillage or exposed to large volumes of pesticides, including cloth, soil, and wood that cannot be decontaminated, in the same manner as done for excess pesticides.
- Store contaminated absorbent material and materials that cannot be

decontaminated in a leak-proof container and dispose the container at a Class I landfill.

Mitigation Measure HAZ-GEN-4a: Determine Potential for Hazardous Materials Exposure.

- Before conducting any activities under the Proposed Program, CDFA staff (or the entity conducting the activity) shall determine whether the potential exists for the activity, based on its characteristics and location, to result in exposure to existing sites of hazardous materials contamination.

Mitigation Measure HAZ-GEN-4b: Conduct a Hazardous Materials Records Search before Beginning Proposed Program Activities at a Given Site.

- If exposure to hazardous materials contamination is determined to be a possibility, before conducting the activity under the Proposed Program, CDFA staff (or the entity conducting the activity) shall search the EnviroStor database to identify any area that may be on sites containing known hazardous materials. If hazardous sites are encountered, CDFA shall coordinate with the property owners and/or site managers, and regulatory agencies with jurisdiction over these sites for proper protocols to follow to protect worker health and safety. At a minimum, these protocols shall ensure that workers are not subjected to unacceptable health risk or hazards, as determined by existing regulations and standards that have been developed to protect human health.

Mitigation Measure HAZ-GEN-4c: Stop work and implement hazardous materials investigations/ remediation for contamination health risks.

- In the event that during the activity, previously unknown hazardous materials not related to the Proposed Program are encountered that may pose a health risk to those implementing Proposed Program activities, all activities will stop and CDFA (or the entity conducting the activity) shall consult the landowner and appropriate agencies to determine the extent of the hazardous material and determine what safety protocols need to be implemented to continue Proposed Program activities. At a minimum, these protocols will ensure that workers are not subjected to unacceptable health risk or hazards, as determined by existing regulations and standards that have been developed to protect human health.

Mitigation Measure HAZ-CHEM-1a: Conduct Public Information Sessions Regarding Pesticide Safety Practices.

- CDFA shall continue to work with CDPR and CACs to conduct public information sessions in the local communities where Proposed Program chemical management activities are proposed to be conducted. The focus will be on educating residents whose properties are being treated or who live in proximity to areas being treated on MPs for pesticide applications, including an emphasis on notification, signage, re-entry periods, potential adverse health effects, and how to seek proper help if an accident is suspected. As necessary, sessions will be conducted or translated in a language understood by the target audience, such as Spanish.

Mitigation Measure HAZ-CHEM-1b: Conduct Training Sessions and Prepare Educational Materials Regarding Safe Handling and Application of Pesticides.

- CDFA shall continue training sessions for its staff and contractors

regarding safe pesticide handling and application.

- In addition, for quarantine areas, CDFA shall include materials in its compliance agreements with regulated entities (e.g., growers) with information for pesticide applicators and agricultural workers regarding MPs for pesticide applications, including an emphasis on notification, signage, re-entry periods, potential adverse health effects, and how to seek proper help if an accident is suspected. A regulated entity is defined as someone who has to comply with the quarantine requirements in order to move their products outside of the regulated area. This may include but not be limited to growers, nurseries, and commodity shippers. The compliance agreements will require that regulated entities distribute these materials to applicators and workers.
- As necessary, all materials will be presented in a language understood by the target audience, such as Spanish.

Mitigation Measure HAZ-CHEM-3: Require Compliance with the Proposed Program's Authorized Chemical Application Scenarios.

- CDFA shall require Proposed Program staff and contractors to conduct chemical applications in a manner consistent with the Proposed Program's authorized chemical application scenarios, resulting in acceptable human health risk as described in Chapter 2, Proposed Program Description and the HHRA (Appendix B). Deviations from the authorized chemical application scenarios may be allowed if:
  - An evaluation is conducted pursuant to the CEQA Tiering Strategy (Appendix C), which concludes that the alternative scenario will not exceed the level of concern for any receptor; or
  - A certified industrial hygienist concludes that the alternative scenario will not result in risk exceeding the level of concern for any potential receptor, and the scenario is implemented by a licensed or certified applicator. This conclusion may be based on site-specific factors that minimize potential for exposure, absence of a particular receptor, use of additional or different PPE, or monitoring of the exposure, such as regular blood tests to ensure blood concentrations in the exposed individuals are below the risk threshold.
  - The results of the evaluation or hygienist's conclusions will be documented, along with any monitoring results.
  - CDFA will conduct training for its staff and contractors on these approaches. CDFA also will require adherence to these scenarios by including requirements in contractual agreements, such as compliance agreements (for quarantines), permits (e.g., for movement of certain materials outside quarantine areas), contracts (e.g., with CDFA contractors), or other similar means.



### Attachment 1 - Tiering Strategy Checklist

Start Date:	May 1, 2016
Project Leader:	Jeff Dolf
Description of Activity:	Pheromone traps for four Asian defoliating moths (ADM) (Asian gypsy moth, nun moth, rosy moth, and Siberian silk moth) hung in or near host plants from June through September. Siberian silk moth trap also includes DDVP strip. Residents notified at time of placement.
Activity Surroundings (Residential, agriculture, mixed use, other regulated entities):	Port of Eureka, Humboldt County ADM trapping occurs in a one-mile radius surrounding the port. Residential, mixed use, and undeveloped properties are within the area.

**Part A**

	Response	Justification/Rationale
Is the proposed activity under CDFA's discretion?	Yes	Detect Asian defoliating moths.
Is the activity described in the PEIR?	Yes	(If the Response is "Partially" or "No" skip to Part C) PEIR sections 3.4.19, 3.4.25, and 3.4.40

**Part B**

		Check Applicable Requirements
<b>General Requirements</b>		
Conduct activity as described in Chapters 2 and 3 of PEIR		Yes
Include applicable PEIR requirements in Compliance Agreements with regulated entities, based on the activities the regulated entities may conduct in response to quarantine		N/A
<b>Activity Site Specific Review</b>		
<b>Database</b>	<b>Date Reviewed</b>	<b>Mitigation If Any</b>
California Natural Diversity Database	N/A	
303(d) List of Impaired Waters	N/A	
EnviroStor Hazardous Site	N/A	

	Check Applicable Requirements
<b>Management Practices</b>	
<b>MP-SPRAY-1:</b> Conduct a Site Assessment	
<b>MP-SPRAY-2:</b> Properly clean and calibrate all equipment to apply chemicals uniformly and in the correct quantities	✓
<b>MP-SPRAY-3:</b> Follow pesticide application laws and regulations, and label directions	✓
<b>MP-SPRAY-4:</b> Apply chemicals only under favorable weather conditions	
<b>MP-SPRAY-5:</b> Follow integrated pest management and drift reduction techniques	
<b>MP-SPRAY-6:</b> Clean equipment and dispose of rinse water per label directions	✓
<b>MP-SPRAY-7:</b> Follow appropriate product storage procedures	✓
<b>MP-AERIAL-1:</b> Use appropriate aerial spray treatment procedures	
<b>MP-GROUND-1:</b> Follow appropriate ground-rig foliar treatment procedures	
<b>MP-GROUND-2:</b> Follow appropriate low-pressure backpack treatment procedures	
<b>MP-GROUND-3:</b> Train personnel in proper use of pesticides	✓
<b>MP-GROUND-4:</b> Enforce runoff and drift prevention	
<b>MP-HAZ-1:</b> Implement a Spill Contingency Plan	✓
<b>MP-HAZ-2:</b> Use safety and cleanup materials checklist	✓
<b>MP-HAZ-3:</b> Implement decontamination	✓
<b>MP-HAZ-4:</b> Follow appropriate disposal procedures	✓
<b>Mitigation Measures</b>	
<b>Mitigation Measure BIO-CHEM-2:</b> CDFA will obtain technical assistance from USFWS, CDFW and NMFS to identify site-specific buffers and other measures to protect habitats utilized by special-status species	
<b>Mitigation Measure HAZ-GEN-4a:</b> Determine Potential for Hazardous Materials Exposure	✓
<b>Mitigation Measure HAZ-GEN-4b:</b> Conduct a Hazardous Materials Records Search before Beginning Proposed Program Activities at a Given Site	✓
<b>Mitigation Measure HAZ-GEN-4c:</b> Stop work and implement hazardous materials investigations/ remediation for contamination health risks	✓
<b>Mitigation Measure HAZ-CHEM-1a:</b> Conduct Public Information Sessions Regarding Pesticide Safety Practices	✓
<b>Mitigation Measure HAZ-CHEM-1b:</b> Conduct Training Sessions and Prepare Educational Materials Regarding Safe Handling and Application of Pesticides	✓
<b>Mitigation Measure HAZ-CHEM-3:</b> Require Compliance with the Proposed Program's Authorized Chemical Application Scenarios	✓
<b>Mitigation Measure NOISE-PHYS-1:</b> Conduct Activities during the Daytime	
<b>Mitigation Measure WQ-CHEM-2:</b> Track Emerging Water Quality Standards and Implement Additional Mitigation as Appropriate	
<b>Mitigation Measure WQ-CHEM-5:</b> Require Implementation of Proposed Program MPs as Part of Compliance Agreements	
<b>Mitigation Measure WQ-CUM-1:</b> Identify whether Proposed Program Pesticide Applications May Occur in Proximity to Impaired Waterbodies, and Implement Appropriate MPs	

**Part C**

	Y/N	Justification/Rationale
<b>Step 1</b>		
Is the Activity substantially similar to that considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
If a management practice that was not included in the PEIR is being considered, would it be equivalent or more effective to the management practice originally considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
If a mitigation measure that was not included in the PEIR is being considered, would it be equivalent or more effective to the mitigation measure originally considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
Would the activity result in potentially significant impacts which were not considered in the PEIR, not considered to be significant in the PEIR, or would be substantially more significant than disclosed in the PEIR?		(If yes go to Step 3, if no go to Step 2)
<b>Step 2</b>		Attach supporting documentation for determination, and CEQA Addendum, as applicable
<b>Step 3</b>		Attach tiered CEQA document, and identify additional requirements from that document

<b>Confirmation of Implementation (following completion of activity)</b>	
Project Leader Name:	Jeff Dolf
Signature*:	
End Date:	

\*This signature confirms that all applicable requirements identified on this checklist and related documentation has been properly implemented.

ADM SEAPORT CAPS GUIDELINES - 2016

Rev. April 2016  
 (June - September, 4 months)  
 Project Code: ADMHR

County	AGM	Rosy	Nun	Siberian silk*	Total
Alameda	199	39	46	36	320
Contra Costa	100	20	20	20	160
Humboldt	130	20	20	20	190
Los Angeles	351	70	70	70	561
San Diego	122	20	25	24	191
San Francisco	82	20	22	19	143
San Joaquin	130	25	30	30	215
Solano	72	18	18	18	126
Ventura	30	15	15	15	75
Yolo	104	17	17	17	155
<b>Trap Total</b>	<b>1320</b>	<b>264</b>	<b>283</b>	<b>269</b>	<b>2136</b>

Trap figures based on 2013 deployment. Review "Traps per square mile" and adjust figures accordingly. Numbers can increase!!!

	AGM	Rosy	Nun	Siberian silk*
Traps per square mile	25	5	5	5
Trap type	delta	Pherocon IC	delta	milk carton
Placement	trunk	canopy	trunk	canopy
<b>Note: **** IDEALLY, ALL TRAPS MUST BE AT LEAST 20 METERS AWAY FROM EACH OTHER ****</b>				
<b>If this isn't possible, traps may be placed in non-host or non-trees (for density).</b>				
Servicing schedule	2-week	2-week	2-week	2-week
Baiting schedule	no	no	no	4-week
Trap replacement schedule	As needed			
Vaportape II (DDVP)*	no	no	no	Lasts 12 weeks

<b>AGM - <i>Lymantria dispar</i></b>	Deciduous trees and conifers: oak, poplar, willow, birch and pines
<b>Rosy moth - <i>Lymantria mathura</i></b>	Only deciduous trees: oak, apples, pear, cherry and beech.
<b>Nun moth - <i>Lymantria monacha</i></b>	Deciduous trees and conifers: oak, maple, ash, birch, apple, cherry and other fruit trees, pine, spruce, fir and larch
<b>Siberian silk moth - <i>Dendrolimus superans sibiricus</i></b>	<b>Only</b> conifers: larch, pine, fir and spruce.

To prevent contamination of other surfaces, do not touch the pheromone strip or septum.

**Trap numbering protocol --** trap numbering is based on the 5X5 overlay (25 per sq. mile). 25 AGM per sq. mile and 5 each of other three

Example- DK276-18-AGM

AGM/SSM/NUN/RSY

Trapping Period: Placement of all traps should occur so that all traps are in place by June 1, 2016

Remove traps at the next servicing after September 30, 2016.

County - Port(s): Lead

**Alameda** - Oakland: Terry Cuneo (San Jose)  
**Contra Costa** - Richmond: Terry Cuneo (San Jose)  
**Humboldt** - Eureka: David Julian (Humboldt County Ag)  
**Los Angeles** - Long Beach/Los Angeles: Ignacio Velazquez (Comr)  
**San Diego** - Dan Arena (Spring Valley)  
**San Francisco** - San Francisco-Terry Cuneo (San Jose)  
**San Joaquin** - Stockton: Claudia Vasquez/Roberta Knight (Modesto)  
**Solano** - Benicia: David Ly (MDVW)  
**Ventura** - Port Hueneme: Yesica Torres (Van Nuys)  
**Yolo** - West Sacramento: David Ly (MDVW)

GPS units

• All sites trapped must be GPS'd using Datum NAD83 in decimal degrees to 6 decimal points (e.g., 34.42331, -119.82505). If there are more than 6 digits, truncate (cut off) the figures; DO NOT round up or down. Record the STG trap number with the corresponding GPS reading. New GPS points must be recorded for urban ACP traps when they are relocated. The GPS coordinates must be added to the trap data card.

New GPS units must be recorded if/when the trap is relocated.

Collection and Submission of Samples

*When removing trap for identification, be sure to hang a replacement trap in its place.*

Mark specimens as "**RUSH**" on the electronic Pest and Damage Record - PDR (Form 65-020) **AND** the outside of the package. Submit to the Plant Pest and Diagnostic Center in Sacramento.

On the first screen of the PDR, the Location Code is your office location, not the county where the pest was collected. For example, if the Modesto office (in Stanislaus County) collects a moth from the Port of Stockton (in San Joaquin County), the Location Code is Stanislaus County. Also, completing the Location Code automatically populates the Send Report To section.

Notify your supervisor, district entomologist, Kevin Hoffman, Debby Tanouye and Janamjeet Sohal of suspect submissions.

**Delta trap** - AGM and Nun moths      **Submit** trap, with suspect moth, in a plastic bag.  
Don't crush or flatten trap.

**Pherocon IC** - Rosy moth              **Submit** trap, with suspect moth, in a plastic bag.  
Don't crush or flatten trap.

**Milk carton trap** - Siberian silk moth      **Collect** moth into a nematode vial or nalgene bottle. Place a small piece of crumpled tissue or light paper around the moth to prevent it from moving around in the container.



**"COUNTY NAME" COUNTY DEPARTMENT OF AGRICULTURE  
2016 Asian Defoliating Moth Survey**

**INVOICE**

Apr-18

Green = fillable cells to be completed by the County.  
Purple = subtotals and totals. These contain formulas - DO NOT MODIFY!  
Orange = instructions.

Date:  
Agreement Number:  
Billing Period:

**A. PERSONNEL**

<u>SALARY - Detection Trappers</u>		<u>HOURLY RATE</u>		
	<u>Employee Name</u>	<u>Title</u>	<u>HOURS</u>	<u>w/o BENEFITS</u>
1			0.00	\$0.00
2			0.00	\$0.00
3			0.00	\$0.00
4			0.00	\$0.00
5			0.00	\$0.00
6			0.00	\$0.00
7			0.00	\$0.00
8			0.00	\$0.00
9			0.00	\$0.00
10			0.00	\$0.00
11			0.00	\$0.00
12			0.00	\$0.00
13			0.00	\$0.00
14			0.00	\$0.00
15			0.00	\$0.00
			<b>SALARY SUBTOTAL:</b>	\$0.00

	<u>BENEFIT RATE %</u>	<u>SALARY</u>	<u>BENEFIT COST</u>	
1	0.0000%	\$0.00	\$0.00	
2	0.0000%	\$0.00	\$0.00	
3	0.0000%	\$0.00	\$0.00	
4	0.0000%	\$0.00	\$0.00	
5	0.0000%	\$0.00	\$0.00	
6	0.0000%	\$0.00	\$0.00	
7	0.0000%	\$0.00	\$0.00	
8	0.0000%	\$0.00	\$0.00	
9	0.0000%	\$0.00	\$0.00	
10	0.0000%	\$0.00	\$0.00	
11	0.0000%	\$0.00	\$0.00	
12	0.0000%	\$0.00	\$0.00	
13	0.0000%	\$0.00	\$0.00	
14	0.0000%	\$0.00	\$0.00	
15	0.0000%	\$0.00	\$0.00	
			<b>BENEFIT SUBTOTAL:</b>	\$0.00

<u>SALARY - Non-Detection</u>		<u>HOURLY RATE</u>		
	<u>Employee Name</u>	<u>Title</u>	<u>HOURS</u>	<u>w/o BENEFITS</u>
1			0.00	\$0.00
2			0.00	\$0.00
3			0.00	\$0.00
4			0.00	\$0.00
5			0.00	\$0.00
6			0.00	\$0.00
7			0.00	\$0.00
8			0.00	\$0.00
9			0.00	\$0.00
10			0.00	\$0.00
11			0.00	\$0.00
12			0.00	\$0.00
13			0.00	\$0.00
14			0.00	\$0.00
15			0.00	\$0.00
			<b>SALARY SUBTOTAL:</b>	\$0.00

	<u>BENEFIT RATE %</u>	<u>SALARY</u>	<u>BENEFIT COST</u>	
1	0.0000%	\$0.00	\$0.00	
2	0.0000%	\$0.00	\$0.00	
3	0.0000%	\$0.00	\$0.00	
4	0.0000%	\$0.00	\$0.00	
5	0.0000%	\$0.00	\$0.00	
6	0.0000%	\$0.00	\$0.00	
7	0.0000%	\$0.00	\$0.00	
8	0.0000%	\$0.00	\$0.00	
9	0.0000%	\$0.00	\$0.00	
10	0.0000%	\$0.00	\$0.00	
11	0.0000%	\$0.00	\$0.00	
12	0.0000%	\$0.00	\$0.00	
13	0.0000%	\$0.00	\$0.00	
14	0.0000%	\$0.00	\$0.00	
15	0.0000%	\$0.00	\$0.00	
			<b>BENEFIT SUBTOTAL:</b>	\$0.00

	<u>SALARIES</u>	<u>BENEFITS</u>	<u>OVERHEAD COST*</u>
25 % Overhead (Not to exceed 25%)	\$0.00	\$0.00	\$0.00
<b>TOTAL PERSONNEL COST:</b>			\$0.00

B. SUPPLIES (Itemized such as: trapping poles, office supplies, etc.)

Description	COST
1	\$0.00
2	\$0.00
3	\$0.00
4	\$0.00
<b>TOTAL SUPPLY COST:</b>	<b>\$0.00</b>

C. SUBCONTRACTOR TITLE

	HOURLY RATE	HOURS	COST
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
<b>TOTAL SUBCONTRACTOR COST:</b>			<b>\$0.00</b>

D. VEHICLE OPERATIONS

LICENSE #	OWNED BY (County or State)	MILEAGE PER MONTH	RATE*	COST
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
<b>STATE/COUNTY VEHICLE SUBTOTAL:</b>				<b>\$0.00</b>

\* Mileage rates: County vehicle = Not to exceed \$0.54 per mile. Per federal audit guidelines, this rate cannot be exceeded. However, if your county's internal policy uses a lower rate, that rate may be applied.  
 State-owned vehicle = \$0.285 per mile.

LICENSE #	LEASED	LEASE RATE	MILEAGE PER MONTH	RATE*	COST
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
<b>LEASED VEHICLE SUBTOTAL:</b>					<b>\$0.00</b>
<b>TOTAL TRANSPORTATION COST:</b>					<b>\$0.00</b>

E. OTHER ITEMS OF EXPENSE (e.g., communications, IT services)

Description	COST
1	\$0.00
2	\$0.00
3	\$0.00
4	\$0.00
<b>TOTAL SUPPLY COST:</b>	<b>\$0.00</b>

**TOTAL MONTHLY INVOICE: \$0.00**

COMMENTS:  
 Remit payment to:







**HUMBOLDT**

**COUNTY DEPARTMENT OF AGRICULTURE**

**FY 2015-16 Asian Defoliating Moth (ADM) Trapping Financial Plan**

Apr-16

Green = fillable cells to be completed by the County.  
 Purple = subtotals and totals. These contain formulas - DO NOT MODIFY!  
 Orange = instructions.

**A. PERSONNEL**

**1. STAFF - Detection Trappers**

	<u>Employee Name</u>	<u>Title</u>	<u>HOURS/ DAY</u>	<u>TOTAL WORK DAYS</u>	<u>HOURS</u>
1	Patrick Hoffman	Ag Inspector I	8.00	10.00	80.00
2			0.00	0.00	0.00
3			0.00	0.00	0.00
4			0.00	0.00	0.00
5			0.00	0.00	0.00
6			0.00	0.00	0.00
<b>Subtotal:</b>					<b>80.00</b>

**2. SALARIES - Detection Trappers**

			<u>HOURLY RATE w/o BENEFITS</u>	<u>HOURS</u>	<u>SALARY</u>
1	Patrick Hoffman	Ag Inspector I	\$16.95	80.00	\$1,356.00
2			\$0.00	0.00	\$0.00
3			\$0.00	0.00	\$0.00
4			\$0.00	0.00	\$0.00
5			\$0.00	0.00	\$0.00
6			\$0.00	0.00	\$0.00
<b>Subtotal:</b>					<b>\$1,356.00</b>

**3. BENEFITS - Detection Trappers**

			<u>BENEFIT RATE (%)</u>	<u>SALARY</u>	<u>BENEFIT COST</u>
1	Patrick Hoffman	Ag Inspector I	8.0000%	\$1,356.00	\$108.00
2			0.0000%	\$0.00	\$0.00
3			0.0000%	\$0.00	\$0.00
4			0.0000%	\$0.00	\$0.00
5			0.0000%	\$0.00	\$0.00
6			0.0000%	\$0.00	\$0.00
<b>Subtotal:</b>					<b>\$108.00</b>

**DETECTION STAFF SUBTOTAL: \$1,464.00**

**4. STAFF - Non-Detection**

	<u>Employee Name</u>	<u>Title</u>	<u>HOURS/ DAY</u>	<u>TOTAL WORK DAYS</u>	<u>HOURS</u>
1	Nanci Bryant	Executive secretary	2.00	3.00	6.00
2	David Juliano	Senior ag inspector	2.00	2.00	4.00
3			0.00	0.00	0.00
4			0.00	0.00	0.00
5			0.00	0.00	0.00
6			0.00	0.00	0.00
<b>Subtotal:</b>					<b>10.00</b>

**5. SALARIES - Non-Detection Staff**

			<u>HOURLY RATE w/o BENEFITS</u>	<u>HOURS</u>	<u>SALARY</u>
1	Nanci Bryant	Executive secretary	\$29.98	6.00	\$180.00
2	David Juliano	Senior ag inspector	\$37.01	4.00	\$148.00
3			\$0.00	0.00	\$0.00
4			\$0.00	0.00	\$0.00
5			\$0.00	0.00	\$0.00
6			\$0.00	0.00	\$0.00
<b>Subtotal:</b>					<b>\$328.00</b>

**6. BENEFITS - Non-Detection Staff**

			<u>BENEFIT RATE (%)</u>	<u>SALARY</u>	<u>BENEFIT COST</u>
1	Nanci Bryant	Executive secretary	33.0000%	\$180.00	\$59.00
2	David Juliano	Senior ag inspector	33.0000%	\$148.00	\$49.00
3			0.0000%	\$0.00	\$0.00
4			0.0000%	\$0.00	\$0.00
5			0.0000%	\$0.00	\$0.00
6			0.0000%	\$0.00	\$0.00
<b>Subtotal:</b>					<b>\$108.00</b>

**NON-DETECTION STAFF SUBTOTAL: \$436.00**

25.00 % Overhead (Not to exceed 25%)

SALARIES	BENEFITS	OVERHEAD COST
\$1,684.00	\$216.00	\$475.00
TOTAL PERSONNEL COST :		\$2,375.00

**B. SUPPLIES** (Itemized, such as: trapping poles, office supplies, etc.)

Description	COST
1 Office supplies	\$50.00
2	\$0.00
3	\$0.00
4	\$0.00
TOTAL SUPPLY COST:	\$50.00

**C. SUBCONTRACTOR**

TITLE

	HOURLY RATE	HOURS	COST
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
TOTAL SUBCONTRACTOR COST:			\$0.00

**D. VEHICLE OPERATIONS**

COUNTY VEHICLES	NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST	
1.00	1.50	250.00	\$0.540	\$203.00	
STATE VEHICLES	NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST	
0.00	0.00	0.00	\$0.285	\$0.00	
NO. OF LEASED VEHICLES	COST PER MONTH	NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST
0.00	0.00	0.00	0.00	\$0.285	\$0.00
VEHICLE COST TOTAL:				\$203.00	

**E. OTHER ITEMS OF EXPENSE** (e.g., communications, IT services)

Description	COST
1	\$0.00
2	\$0.00
3	\$0.00
4	\$0.00
TOTAL SUPPLY COST:	\$0.00

\* Per federal audit guidelines, this rate cannot be exceeded. However, if your county's internal policy uses a lower rate, that rate may be applied.  
 \* Salary rates subject to change due to changes in labor contracts program modifications, cost-of-living adjustments, step increases, classification series, fringe benefits, et

FY 2015-16 ADM Trapping Total Cost:	\$2,628.00
-------------------------------------	------------

ADM Trapping Total Cost \$8,617.00

**COMMENTS:**

**HUMBOLDT**

**COUNTY DEPARTMENT OF AGRICULTURE**

**FY 2016-17 Asian Defoliating Moth (ADM) Trapping Financial Plan**

Apr-16

Green = fillable cells to be completed by the County.  
 Purple = subtotals and totals. These contain formulas - DO NOT MODIFY!  
 Orange = instructions.

**A. PERSONNEL**

**1. STAFF - Detection Trappers**

Employee Name	Title	HOURS/ DAY	TOTAL WORK DAYS	HOURS
1 Patrick Hoffman	Ag Inspector I	8.00	24.00	192.00
2		0.00	0.00	0.00
3		0.00	0.00	0.00
4		0.00	0.00	0.00
5		0.00	0.00	0.00
6		0.00	0.00	0.00
<b>Subtotal:</b>				<b>192.00</b>

**2. SALARIES - Detection Trappers**

Employee Name	Title	HOURLY RATE w/o BENEFITS	HOURS	SALARY
1 Patrick Hoffman	Ag Inspector I	\$16.95	192.00	\$3,254.00
2		\$0.00	0.00	\$0.00
3		\$0.00	0.00	\$0.00
4		\$0.00	0.00	\$0.00
5		\$0.00	0.00	\$0.00
6		\$0.00	0.00	\$0.00
<b>Subtotal:</b>				<b>\$3,254.00</b>

**3. BENEFITS - Detection Trappers**

Employee Name	Title	BENEFIT RATE (%)	SALARY	BENEFIT COST
1 Patrick Hoffman	Ag Inspector I	8.0000%	\$3,254.00	\$260.00
2		0.0000%	\$0.00	\$0.00
3		0.0000%	\$0.00	\$0.00
4		0.0000%	\$0.00	\$0.00
5		0.0000%	\$0.00	\$0.00
6		0.0000%	\$0.00	\$0.00
<b>Subtotal:</b>				<b>\$260.00</b>

**DETECTION STAFF SUBTOTAL: \$3,514.00**

**4. STAFF - Non-Detection**

Employee Name	Title	HOURS/ DAY	TOTAL WORK DAYS	HOURS
1 Nanci Bryant	Executive secretary	2.00	7.00	14.00
2 David Juliano	Senior ag inspector	2.00	4.00	8.00
3		0.00	0.00	0.00
4		0.00	0.00	0.00
5		0.00	0.00	0.00
6		0.00	0.00	0.00
<b>Subtotal:</b>				<b>22.00</b>

**5. SALARIES - Non-Detection Staff**

Employee Name	Title	HOURLY RATE w/o BENEFITS	HOURS	SALARY
1 Nanci Bryant	Executive secretary	\$29.98	14.00	\$420.00
2 David Juliano	Senior ag inspector	\$37.01	8.00	\$296.00
3		\$0.00	0.00	\$0.00
4		\$0.00	0.00	\$0.00
5		\$0.00	0.00	\$0.00
6		\$0.00	0.00	\$0.00
<b>Subtotal:</b>				<b>\$716.00</b>

**6. BENEFITS - Non-Detection Staff**

Employee Name	Title	BENEFIT RATE (%)	SALARY	BENEFIT COST
1 Nanci Bryant	Executive secretary	33.0000%	\$420.00	\$139.00
2 David Juliano	Senior ag inspector	33.0000%	\$296.00	\$98.00
3		0.0000%	\$0.00	\$0.00
4		0.0000%	\$0.00	\$0.00
5		0.0000%	\$0.00	\$0.00
6		0.0000%	\$0.00	\$0.00
<b>Subtotal:</b>				<b>\$237.00</b>

**NON-DETECTION STAFF SUBTOTAL: \$953.00**

25.00 % Overhead (Not to exceed 25%)

SALARIES	BENEFITS	OVERHEAD COST
\$3,970.00	\$497.00	\$1,117.00
TOTAL PERSONNEL COST :		\$5,584.00

**B. SUPPLIES (Itemized, such as: trapping poles, office supplies, etc.)**

Description	COST
1	\$0.00
2	\$0.00
3	\$0.00
4	\$0.00
TOTAL SUPPLY COST:	\$0.00

**C. SUBCONTRACTOR**

TITLE

	HOURLY RATE	HOURS	COST
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
TOTAL SUBCONTRACTOR COST:			\$0.00

**D. VEHICLE OPERATIONS**

COUNTY VEHICLES	NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST	
1.00	3.00	250.00	\$0.540	\$405.00	
STATE VEHICLES	NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST	
0.00	0.00	0.00	\$0.285	\$0.00	
NO. OF LEASED VEHICLES	COST PER MONTH	NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST
0.00	0.00	0.00	0.00	\$0.285	\$0.00
VEHICLE COST TOTAL:				\$405.00	

**E. OTHER ITEMS OF EXPENSE (e.g., communications, IT services)**

Description	COST
1	\$0.00
2	\$0.00
3	\$0.00
4	\$0.00
TOTAL SUPPLY COST:	\$0.00

\* Per federal audit guidelines, this rate cannot be exceeded. However, if your county's internal policy uses a lower rate, that rate may be applied.  
 \* Salary rates subject to change due to changes in labor contracts program modifications, cost-of-living adjustments, step increases, classification series, fringe benefits, et

FY 2016-17 ADM Trapping Total Cost:	\$5,989.00
-------------------------------------	------------

**COMMENTS:**