

**STANDARD AGREEMENT AMENDMENT**

STD. 213 A (Rev 6/03)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 24 Pages

AGREEMENT NUMBER

17-0118

REGISTRATION NUMBER

AMENDMENT NUMBER

1

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

STATE AGENCY'S NAME

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE**

CONTRACTOR'S NAME

**COUNTY OF SAN MATEO**

2. The term of this Agreement is July 01, 2017 through June 30, 2018

3. The maximum amount of this \$655,355.00 Agreement after this amendment is: Six Hundred Fifty-five Thousand Three Hundred Fifty-five Dollars and No Cents

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

Paragraph three (3) to this Agreement is hereby amended to add \$104,165.00 to this existing contract for a new not-to-exceed amount of \$655,355.00. An additional budget display is attached as Exhibit B-1, Attachment 1 (5 pages).

A revised Exhibit A is attached as Exhibit A-1 (1 page). Funding Source required additional information on Exhibit A.

An additional Scope of Work is attached as Exhibit A-1, Attachment 1 (18 pages). Contract amendment required to add winter ACP trapping.

All other terms and conditions shall remain the same.

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

**CONTRACTOR**

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

**COUNTY OF SAN MATEO**

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

728 HELLER STREET, PO BOX 999, REDWOOD CITY, CA 94064-0999

**STATE OF CALIFORNIA**

AGENCY NAME

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE**

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

**JENNIFER CROW, ACQUISITIONS MANAGER**

ADDRESS

1220 N STREET, ROOM 115, SACRAMENTO, CA 95814

**CALIFORNIA**  
Department of General Services  
Use Only

☐ Exempt per

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Department of General Services  
Use Only

☐ Exempt per

**EXHIBIT A-1**  
**(Standard Agreement)**

**SCOPE OF WORK**

1. Contractor agrees to provide California Department of Food and Agriculture (CDFA) services as described herein:

County shall provide services for placing and servicing traps for the detection of exotic insect pests which are considered hazardous to agriculture and to the economy of California. Those insect pests may include, but are not limited to Mediterranean fruit fly, Mexican fruit fly, oriental fruit fly, melon fly, gypsy moth, Japanese beetle and other invasive exotic pests. This Agreement includes delimitation work associated with the detection of one or more life stages of the above target pests in a county.

2. Services shall be performed in and throughout the County of San Mateo.

3. The project representatives during the term of this agreement will be:

<b>State Agency:</b>	<b>Contractor:</b>
Name: Kevin Hoffman	Name: Fred Crowder
Section/Unit: Pest Detection Emergency Projects	Section/Unit: Agricultural Commissioner
Address: 2800 Gateway Oaks Drive Sacramento, CA 95833	Address: PO Box 999 Redwood City, CA 94064-0999
Phone: (916) 654-1211	Phone: 650 363-4700
Email: kevin.hoffman@cdfa.ca.gov	Email:

4. See Attachment 1 in Scope of Work for a detailed description of work to be performed and the duties of all parties.

5. Prime Award Information:

Federal Agency:	USDA
Federal Agreement Number:	AP17PPQFO000C107
Catalog of Federal Domestic Assistance Number(s):	10-025
Total Amount Awarded to CDFA:	\$8,600,000
Effective Dates:	1/1/17 through 12/31/17

Federal Agency:	USDA
Federal Agreement Number:	AP17PPQFO000C108
Catalog of Federal Domestic Assistance Number(s):	10-025
Total Amount Awarded to CDFA:	\$425,000
Effective Dates:	7/1/17 through 6/30/18

<b>Federal Agency:</b>	<b>USDA</b>
<b>Federal Agreement Number:</b>	<b>18-8506-1211-CA</b>
<b>Catalog of Federal Domestic Assistance Number(s):</b>	<b>10-025</b>
<b>Total Amount Awarded to CDFA:</b>	<b>\$12,444,701</b>
<b>Effective Dates:</b>	<b>7/1/17 through 6/30/18</b>

## **ADDENDUM TO PEST DETECTION CONTRACT**

### **SCOPE OF WORK**

#### **AGREEMENT SPECIFICATIONS FOR STATE-COUNTY ASIAN CITRUS PSYLLID (ACP) WINTER DETECTION AND YEAR-ROUND DELIMITATION TRAPPING**

**Fiscal Year 2017-2018**

**Effective Dates: July 1, 2017 to June 30, 2018**

#### **AGENCY RESPONSIBILITY**

##### **Section 1**

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

- A. Provide all traps, trap parts, and handouts.
- B. Provide technical assistance and training to county agricultural commissioner personnel on the use of traps and detection procedures.
- C. Provide county trappers with copies of the CDFA Insect Trapping Guide (ITG) and Asian Citrus Psyllid (ACP) Winter and Delimitation Trapping Guidelines FY2017-18 (ACPWDTG). The current version of the ITG is on the CDFA website at: [www.cdfa.ca.gov/go/ITG](http://www.cdfa.ca.gov/go/ITG), and the ACPWDTG is provided along with this agreement.
- D. Provide annual training programs for county trapping supervisors and trappers.
- E. Provide quality control (QC) of the county trapping program via inspections.
- F. 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. The PEIR is available at <http://www.cdfa.ca.gov/plant/peir>.

##### **Section 2**

**The County Agricultural Commissioner shall:**

- A. Hire and train personnel.

- B. Provide and maintain trapping vehicles.
- C. Purchase supplies such as zip lock bags, Sharpie markers, paper clips, etc.
- D. Ensure that supervisors and trapping personnel attend training provided by the CDFA District Entomologist.
- E. Ensure that all trapping activities conform to the current version of the ITG, except as noted below. The current version is on the CDFA website at: [www.cdfa.ca.gov/go/ITG](http://www.cdfa.ca.gov/go/ITG).
  - 1. Ensure that a copy of the current version of the ITG is kept in each trapper's vehicle for reference.
  - 2. Should there be a discrepancy between the Scope of Work or ACPWDTG and the ITG, the Scope of Work or ACPWDTG shall supersede the ITG.
- F. Place and service the specified number of each trap type as indicated on the Trapping Hours Worksheet (THWS) (60-223).
- G. Place winter traps beginning on the season start date of November 1, 2017. Remove traps at the last servicing for the season so that all traps have been removed by the end of the season, April 30, 2018, unless those trap sites are going to be used as glassy-winged sharpshooter traps starting in May 2018, in which case the traps may be left in place.
- H. Place delimitation traps beginning on the season start date of July 1, 2017. Remove traps at the last servicing for the season so that all traps have been removed by the end of the season, June 30, 2018, unless the delimitation will continue after this date, in which case the traps may be left in place.
- I. Ensure that all traps are properly identified with a unique trap number and accurately reflect servicing dates. The unique trap numbering system is based upon the Statewide Trapping Grid, and maps for each county are available at <http://maps.cdfa.ca.gov/TrapBooks>.
  - 1. 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-ACP1 is in grid EV241, subgrid 18, trap type is Asian citrus psyllid (ACP),

and it is designated as number "1" ACP trap within that subgrid (applicable only if more than one trap of the same type is in a subgrid).

2. Ensure that the unique trap number is placed properly on all traps, along with accurate placement and servicing dates and the trapper's initials, as appropriate. Requirements for ACP traps are as follows.
  - a. Yellow panel trap – full trap number, placement date, and trapper's initials on white backside when placing; note servicing dates on outside non-sticky margins.
- J. Ensure that all sites trapped are GPS'd using Datum NAD83 in decimal degrees to 6 decimal points (e.g., 34.423301, -119.825056). Record GPS reading on the trap data card. New GPS points must be recorded for traps if they are moved.
- K. Ensure that winter ACP traps are serviced monthly from November 1, 2017 through April 30, 2018, unless determined otherwise by the CDFA District Entomologist.
- L. Ensure that ACP delimitation traps are serviced monthly from July 1, 2017 through June 30, 2018, unless determined otherwise by the CDFA District Entomologist.
- M. Ensure that all traps removed from the field are sent to the CDFA screening laboratory in Los Alamitos, as detailed in the ACPWDTG.
- N. Participate in delimitation activities if requested to do so by the CDFA.
- O. 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, PEIR Management Practices (MP) and Mitigation Measures (MM) for Trapping, is available from the CDFA District Entomologist. A Tiering Checklist must be completed prior to conducting trapping activities. A Checklist template is provided along with this agreement, which is to be completed and submitted to the PD/EP County Contracts Coordinator (CCC), currently Joanne Shimada ([joanne.shimada@cdfa.ca.gov](mailto:joanne.shimada@cdfa.ca.gov)), at PD/EP headquarters. When the agreement ends, the county signs and dates a copy of the Checklist and sends that copy to the CCC to signify that the PEIR requirements were implemented. A blank Checklist and detailed 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>.

- P. 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 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.
- Q. 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 servicings. 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.
- R. 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, relocation and removal.
- S. 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.
- T. 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.
- U. Allow state detection personnel and/or federal officers to perform quality control inspections on all ACP trap lines with a 48 hour notice.
- V. Allow state detection personnel and/or federal officers to accompany trappers and/or supervisors in the field with a 48 hour notice. This will be credited as field training for county personnel.
- W. Submit samples to the Plant Pest Diagnostics Laboratory in Sacramento via the most expeditious method. See **Submitting Specimens for Identification** in the ACPWDTG.
- X. Be fully reimbursed for trapping not in conjunction with other detection activity (i.e., stand-alone).

- Y. Be reimbursed at six minutes per trap for trapping performed in conjunction with existing detection trapping routes or sites (i.e., piggybacked). No mileage reimbursement is allowed for such traps.
- Z. Submit invoices along with the Report Number One monthly by postal mail or e-mail to the County Contracts Coordinator:

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. Submit monthly invoices and corresponding Report Number Ones no later than 30 days past the end of the month in which the invoiced activity occurred. Reimbursement will not occur unless the trapping Report Number One is submitted with the invoice.
2. If the invoice carries a signature block, the block must be signed. Invoices with blank signature blocks cannot be processed.
3. 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.
4. A sample invoice is available from the District Entomologist. The county may use this form or submit their own invoice, but the invoice must contain the following:
  - a. County name
  - b. Remit to address
  - c. Date of submittal
  - d. Invoice number
  - e. Agreement name
  - f. Agreement number
  - g. Billing period
  - h. Allowable itemized charges as listed on the Financial Plan:
    - i. 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.



- ii. 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.
5. Payment of the invoice is contingent upon submission of the Report Number One, and compliance with the required information as listed in #3.
6. 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.
7. Please do not 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 Branch.
8. Payment will be made monthly, in arrears, upon receipt of the Report Number One and approval of the invoice.
9. Please note that CDFA cannot reimburse for more than the total contract amount. However, continue to send monthly invoices even if the contract funds are depleted, as this can be useful information for future budget allocations.

## ADDENDUM TO PEST DETECTION CONTRACT

### Asian Citrus Psyllid (ACP) Winter and Delimitation Trapping Guidelines Fiscal Year 2017 - 2018

1. Trapping Season
  - a. Winter – November 1, 2017 through April 30, 2018.
  - b. Delimitation – July 1, 2017 through June 30, 2018.
2. Trapping Locations
  - a. Conduct winter trapping in all urban and rural residential areas (see Insect Trapping Guide [ITG] for definitions, available at [www.cdфа.ca.gov/go/ITG](http://www.cdфа.ca.gov/go/ITG)).
  - b. Conduct delimitation trapping on any type of property with hosts (includes commercial agriculture).
  - c. If there are areas deemed to be at high-risk of introductions (packing houses, swap meets, farmers markets, etc.) additional traps may be placed. Confer with the District Entomologist prior to placement of these traps for approval.
  - d. Stand-alone (not piggybacked), unless otherwise agreed upon with CDFA.
3. Trap Density
  - a. Winter
    - i. Place traps in host trees only at five (5) traps per square mile. If the county is unable to operate five traps per square mile due to logistical issues, then the density may be reduced down to as low as two traps per square mile.
    - ii. Existing glassy-winged sharpshooter traps already in an ACP host may remain at those sites and count towards the required density, if serviced as per these Guidelines.
  - a. Delimitation
    - i. Place traps in host trees only at 25 traps per square mile in a 1.5-mile radius around each detection location.
4. Inspection Frequency - Inspect traps monthly.
5. Trap - The trap consists of three parts: a yellow panel trap, trap hanger, and paperclip.
6. Attractant - The yellow color is a visual attractant. The trap does not contain a lure or an insecticide.

7. Hosts - Only citrus (lemon and limes are preferred) and citrus relatives. Citrus relatives include kumquat, curry leaf, *Murraya* spp. and orange jasmine/jessamine. *Do not place traps in non-host trees.*
8. Trap Numbering
  - a. Trap number - Prior to assembling and placing the trap, write the unique trap number and date of deployment on the interior (non-sticky sides) of the trap body.
  - b. Using the alpha-numeric Statewide Trapping Grid, list the alpha-numeric grid, hyphen, quint or subgrid, hyphen, trap type and number. For example: JT316-W-ACP1 or JT316-5-ACP1.
9. Trap Assembly - Assemble the trap by pulling it open, exposing the yellow sticky surface. Paperclip the white tabs on the side to hold the trap in position. Place a Jackson trap hanger through the holes in the top end of the trap (see ITG, page ACP-2).
10. Trap Placement and GPS
  - a. Follow the parameters for ACP trap placement in the ITG.
  - b. All sites trapped must be geocoded using Datum NAD83 in decimal degrees to 6 decimal points (e.g., 34.423301, -119.825056). If there are more than 6 digits, truncate (cut off) the additional digits; DO NOT round up or down. Record the GPS reading on the trap data card. New GPS points must be recorded if traps are moved to a new location.
11. Baiting Interval - Not applicable.
12. Trap Relocation - Do not relocate.
13. Trap Replacement - Replace traps monthly, at each servicing.
14. Screening of Traps - IMPORTANT: All traps removed from the field must be screened before being discarded.
  - a. The California Department of Food and Agriculture (CDFA) maintains a screening center in Los Alamitos for screening (address is below). Shipment costs for sending traps will be reimbursed by CDFA.
  - b. Boxes sent to Los Alamitos must have the county name written on the outside of the box, so as to allow the screening center to prioritize particular counties (if directed to do so) and to assure that suspect psyllids are correctly associated with the relevant county if additional trap data is required to complete a PDR.
  - c. Los Alamitos address and contact information:  
Medfly Preventative Release Facility

3802 Constitution Avenue  
Los Alamitos, CA 90720-5100  
Attention: Manuel Villarreal  
Phone: 562-795-1206

- d. Alternately, counties may instead elect to have a qualified staff member perform the screening, with pre-approval from the District Entomologist.
15. Submitting Specimens for Identification
- a. If an ACP specimen is observed when servicing the trap, the entire trap containing the suspect insect(s) should be collected and returned to the office for supervisory inspection. Before leaving the site, replace the old trap with a new one.
  - b. Immediately contact the District Entomologist, as per the ITG.
  - c. Submit the entire trap, leaving the suspect ACP(s) on the trap, for identification to the Plant Pest Diagnostics Laboratory in Sacramento as efficiently and quickly as possible. If the suspect insect is alive on the trap, place the trap in the freezer for at least one hour to kill the specimen.  
**Do not transport live specimens!**
  - d. All suspect specimens should be submitted along with Form 65-020, the electronic version of the Pest and Damage Record (e-PDR). The website for the e-PDR is <http://phpps.cdfa.ca.gov>. Persons submitting this form will need a username and a password.
  - e. Notify the District Entomologist when suspect specimens are sent. Include the e-PDR number in this communication.

# INVOICE

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

Agreement No. 17-0118-1  
Exhibit A-1  
Attachment 1  
Page 10 of 18

SALARY SUBTOTAL:	\$0.00
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<b>BENEFIT SUBTOTAL:</b>		<b>\$0.00</b>
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<b>SALARY SUBTOTAL:</b>		<b>\$0.00</b>
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BENEFIT SUBTOTAL:	\$0.00
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SALARIES	BENEFITS	OVERHEAD COST*
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25 % head (Not to exceed 25%)

\$0.00

\$0.00

TOTAL PERSONNEL COST: \$0.00

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

Description

1  
2  
3  
4

Agreement No. 17-0118-1  
Exhibit A-1  
Attachment  
Page 11 of 18

COST

\$0.00

\$0.00

\$0.00

\$0.00

TOTAL SUPPLY COST: \$0.00

C. SUBCONTRACTOR

TITLE

1  
2  
3  
4

HOURLY RATE HOURS COST

\$0.00

\$0.00

\$0.00

\$0.00

TOTAL SUBCONTRACTOR COST: \$0.00

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

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0.00 \$0.000 \$0.00

STATE/COUNTY VEHICLE SUBTOTAL: \$0.00

\* Mileage rates: County vehicle = Not to exceed \$0.635 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

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\$0.00 0.00 \$0.285 \$0.00

\$0.00 0.00 \$0.285 \$0.00

\$0.00 0.00 \$0.285 \$0.00

LEASED VEHICLE SUBTOTAL: \$0.00

TOTAL TRANSPORTATION COST: \$0.00

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

Description

1  
2  
3  
4

COST

\$0.00

\$0.00

\$0.00

\$0.00

TOTAL SUPPLY COST: \$0.00

TOTAL MONTHLY INVOICE: \$0.00

COMMENTS:

Remit payment to:

## Attachment 1 - Tiering Strategy Checklist

Start Date:	November 1, 2017
Project Leader:	Fred Crowder
Description of Activity:	Asian citrus psyllid yellow panel traps are hung in or near host plants during the prescribed trapping season. Residents are notified at time of placement.
Activity Surroundings (Residential, agriculture, mixed use, other regulated entities):	Asian citrus psyllid trapping is conducted within the whole of San Mateo County. Property types are various (residential, agriculture, mixed use, undeveloped) and have Asian citrus psyllid host plants on or near them.

### Part A

	Response	Justification/Rationale
Is the proposed activity under CDFA's discretion?	Yes	Detect Asian citrus psyllid
Is the activity described in the PEIR?	Yes	(If the Response is "Partially" or "No" skip to Part C) PEIR section 3.4.1

### Part B

Check Applicable Requirements	
<b>General Requirements</b>	
Conduct activity as described in Chapters 2 and 3 of PEIR	✓
Include applicable PEIR requirements in Compliance Agreements with regulated entities, based on the activities the regulated entities may conduct in response to quarantine	
<b>Activity Site Specific Review</b>	
<b>Database</b>	<b>Date Reviewed</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	

Confirmation of Implementation (following completion of activity)	
Project Leader Name:	Fred Crowder
Signature*:	
End Date:	

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

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

**June 2017**

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.

SAN MATEO

COUNTY DEPARTMENT OF AGRICULTURE

FY 2017-18 Asian Citrus Psyllid (ACP) Winter Trapping Financial Plan

10/10/17

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	Jesus Garcia	Pest Detection Specialist - Permanent	9.00	101.00	909.00
2			0.00	0.00	0.00
Subtotal:					909.00

2. SALARIES - Detection Trappers

			HOURLY RATE w/o BENEFITS	HOURS	SALARY
1	Jesus Garcia	Pest Detection Specialist - Permanent	\$29.84	909.00	\$27,125.00
2			\$0.00	0.00	\$0.00
Subtotal:					\$27,125.00

3. BENEFITS - Detection Trappers

			BENEFIT RATE (%)	SALARY	BENEFIT COST
1	Jesus Garcia	Pest Detection Specialist - Permanent	60.2%	\$27,125.00	\$16,329.00
2			0.0000%	\$0.00	\$0.00
Subtotal:					\$16,329.00

DETECTION STAFF SUBTOTAL: \$43,454.00

4. STAFF - Non-Detection

	Employee Name	Title	HOURS/ DAY	TOTAL WORK DAYS	HOURS
1	Gerardo Ibarra	Pest Detection Supervisor	0.50	101.00	51.00
2			0.00	0.00	0.00
Subtotal:					51.00

5. SALARIES - Non-Detection Staff

			HOURLY RATE w/o BENEFITS	HOURS	SALARY
1	Gerardo Ibarra	Pest Detection Supervisor	\$39.80	51.00	\$2,030.00
2			\$0.00	0.00	\$0.00
Subtotal:					\$2,030.00

6. BENEFITS - Non-Detection Staff

			BENEFIT RATE (%)	SALARY	BENEFIT COST
1	Gerardo Ibarra	Pest Detection Supervisor	39.4%	\$2,030.00	\$800.00
2			0.0000%	\$0.00	\$0.00
Subtotal:					\$800.00

NON-DETECTION STAFF SUBTOTAL: \$2,830.00

25 % Overhead (Not to exceed 25%)

SALARIES	BENEFITS	OVERHEAD COST
\$29,155.00	\$17,129.00	\$11,571.00

TOTAL PERSONNEL COST: \$57,855.00

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

Description		COST
1	Office Depot	\$250.00
2		\$0.00
3		\$0.00
4		\$0.00
TOTAL SUPPLY COST:		\$250.00

C. SUBCONTRACTOR

TITLE

1	
2	
3	
4	

HOURLY RATE	HOURS	COST
		\$0.00
		\$0.00
		\$0.00
		\$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	6.00	876.00	\$0.535	\$2,809.00	
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:					\$2,809.00

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

Description

1	
2	
3	
4	

COST
\$0.00
\$0.00
\$0.00
\$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, etc.

FY 2017-18 ACP Winter Trapping Cost:	\$60,914.00
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COMMENTS:

	FY 2017-18 ACP Winter & Delimitation Trapping Total Cost: \$104,166.00
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San Mateo

COUNTY DEPARTMENT OF AGRICULTURE

FY 2017-18 Asian Citrus Psyllid (ACP) Delimitation Trapping Financial Plan

10/10/17

Green = fillable cells to be completed by the County.  
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 Orange = Instructions.

A. PERSONNEL

1. STAFF - Detection Trappers

Title	HOURS/ DAY	TOTAL WORK DAYS	HOURS
1 Pest Detection Supervisor (Winter Only)	10.00	18.00	180.00
2 Pest Detection Specialist - Permanent	10.00	36.00	360.00
3 Biologist/Standards Specialist - Permanent	7.00	4.00	28.00
Subtotal:			568.00

2. SALARIES - Detection Trappers

- 1 Pest Detection Supervisor (Winter Only)  
 2 Pest Detection Specialist - Permanent  
 3 Biologist/Standards Specialist - Permanent

HOURLY RATE w/o BENEFITS	HOURS	SALARY
\$89.80	180.00	\$7,164.00
\$31.10	360.00	\$10,885.00
\$43.45	28.00	\$1,217.00
Subtotal:		\$19,266.00

3. BENEFITS - Detection Trappers

- 1 Pest Detection Supervisor (Winter Only)  
 2 Pest Detection Specialist - Permanent  
 3 Biologist/Standards Specialist - Permanent

BENEFIT RATE (%)	SALARY	BENEFIT COST
39.40%	\$7,164.00	\$2,823.00
61.40%	\$10,885.00	\$6,683.00
44.60%	\$1,217.00	\$542.00
Subtotal:		\$10,048.00

DETECTION STAFF SUBTOTAL: \$29,314.00

4. STAFF - Non-Detection

Title	HOURS/ DAY	TOTAL WORK DAYS	HOURS
1 Pest Detection Supervisor (Winter not included)	0.50	137.00	68.00
Subtotal:			68.00

5. SALARIES - Non-Detection Staff

- 1 Pest Detection Supervisor (Winter not In

HOURLY RATE w/o BENEFITS	HOURS	SALARY
\$39.80	68.00	\$2,746.00
Subtotal:		\$2,746.00

6. BENEFITS - Non-Detection Staff

- 1 Pest Detection Supervisor (Winter not In

BENEFIT RATE (%)	SALARY	BENEFIT COST
39.4000%	\$2,746.00	\$1,082.00
Subtotal:		\$1,082.00

NON-DETECTION STAFF SUBTOTAL: \$3,828.00

25.00 % Overhead (Not to exceed 25%)

SALARIES	BENEFITS	OVERHEAD COST
\$22,012.00	\$11,130.00	\$8,286.00

TOTAL PERSONNEL COST: \$41,428.00

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

Description	COST
1 Office Depot	\$250.00
TOTAL SUPPLY COST: \$250.00	



D. VEHICLE OPERATIONS

COUNTY VEHICLES	NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST	
1.00	12.00	245.00	\$0.535	\$1,573.00	
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:				\$1,573.00	

- \* 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, etc.

COMMENTS:

FY 2017-18 ACP Delimitation Trapping Cost: \$43,251.00

Biologist used for trapping Delim (Sept & October) due to low staffing.

Supervisor trapping Delim during the winter.

Delim is based on San Bruno from February 2017 & Daly City from October 2015.

County: San Mateo

Fiscal Year: 2017-18

# TRAPPING HOURS/YEAR WORKSHEET

Green = fillable cells to be completed by the County.

Purple = subtotals and totals. These contain formulas - DO NOT MODIFY!

## TRAPPING SEASON

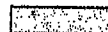
Trap Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ACP Winter												
ACP Delim												



weekly servings



biweekly servings



monthly servings (place or remove)

Trap Type	# of traps	X	serv/year*	=	serv/year/trap
ACP Winter	550	X	6.00	=	3,300
ACP Delim	192	X	12.00	=	2,304
		X		=	0
		X		=	0
		X		=	0
		X		=	0
		X		=	0
		X		=	0
		X		=	0
		X		=	0
Total:					5,604

NOTE: serv/year\*. Insert figure from Servings per Year sheet, 66\_223A.

ACP WINTER: 3,300 (A) ÷ 4.00 (B) = 825.00 (C) x 1.1 (10%) = 907.50 (D)

ACP DELIM: 2,304 (A) ÷ 4.50 (B) = 512.00 (C) x 1.1 (10%) = 563.20 (D)

A = Servings/year/trap - calculated electronically.

B = Average # of traps served per hour - figure entered by person completing work sheet.

C = Hours/year - calculated electronically.

D = Hours/year plus 10% - calculated electronically. "D" represents the billable hours for the trapper(s) in the field and is applied to the work plan in the "Detection" section. In addition to the detection trapper hours, the financial plans also cover non-detection (supervisor, administrative, etc.) hours.