

STANDARD AGREEMENT AMENDMENT

STD. 213 A (Rev 8/03)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 21 Pages

AGREEMENT NUMBER

15-0209

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, 2015 through June 30, 2016

3. The maximum amount of this \$666,933.00 Agreement after this amendment is: Six Hundred Sixty-six Thousand Nine Hundred Thirty-three 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:

The Scope of Work has been revised to add ACP trapping. An additional Scope of Work is attached as Exhibit A-2, Attachment 1 (14 pages).

Section 3 of this Agreement, is hereby increased by \$114,743.00, for a new contract total of \$666,933.00. An additional Budget Display page is attached as Exhibit B-1, Attachment 1 (7 pages).

Amendment required to add winter trapping for ACP.

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

Warren Slocum, President, Board of Supervisors

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: DGS Ltr 28.7

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ADDENDUM TO PEST DETECTION CONTRACT

SCOPE OF WORK

**AGREEMENT SPECIFICATIONS FOR STATE-COUNTY
ASIAN CITRUS PSYLLID DETECTION TRAPPING
SAN MATEO COUNTY
Winter, Fiscal Year 2015-16**

Effective Dates: November 1, 2015 to June 30, 2016

AGENCY RESPONSIBILITY

Section 1

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

1. Provide trapping materials for Asian citrus psyllid (ACP) detection: including traps, hangers and handouts.
2. Provide technical assistance and training to county agricultural commissioner personnel on the use of traps and detection procedures.
3. Ensure timely payment of invoices following confirmation of agreement compliance.
4. Provide quality assurance of program.

Section 2

The County Agricultural Commissioner shall:

1. Hire and train personnel.
2. Purchase supplies such as zip lock bags, Sharpie markers, paper clips, etc.
3. Provide and maintain trapping vehicles.
4. Ensure that all trapping activities will be conducted by county personnel following the guidelines and direction found in the Asian Citrus Psyllid (ACP) Trapping Guidelines (November 2015).
5. Conduct delimitation trapping, if required, upon detection of ACP. Delimitation trapping will be under the direction of CDFA project management.

6. Ensure that all documentation of work is complete and accurate.
7. Submit/upload weekly reports into the United States Department of Agriculture (USDA) Integrated Plant Health Information System (IPHIS).
8. Ensure that all activities are performed following CDFA's management practices and any necessary mitigation measures as required and consistent with CDFA's PEIR, available in its entirety at <http://www.cdfa.ca.gov/plant/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), Mitigation Reporting Program at 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 attached, and a copy of the completed checklist must be submitted along with the contract. To complete the checklist, add in the Project Leader (normally the Commissioner) and County name in the introductory fields (those areas are designated with XXXXX). Also, in the document title (e.g., ACP.XX.County.detection.11.01.15), replace the XX with the county number and replace "County" with the county name. When the contract 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.
9. 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.
10. 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.
11. 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.

12. Allow state detection personnel and/or federal USDA officers to perform quality control inspections on ACP county trap lines.
13. Allow state detection personnel and/or federal USDA officers to accompany trappers and/or supervisors in the field. This will be credited as field training for county personnel.
14. Send traps removed from the field screening to the Medfly Preventive Release Facility in Los Alamitos for screening. For details, see **Submitting Traps for Screening** in the Asian Citrus Psyllid (ACP) Trapping Guidelines (November 2015).
15. Submit any suspect samples to the Plant Pest Diagnostics Laboratory in Sacramento via the most expeditious method. For details, see **Submitting Specimens for Identification** in Asian Citrus Psyllid (ACP) Trapping Guidelines (November 2015).
16. Submit monthly invoices along with corresponding Report 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 One is submitted with the invoice.
17. Submit invoices along with the corresponding 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

- a) If the invoice carries a signature block, the block must be signed. Invoices with blank signature blocks cannot be processed.
- b) 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.
- c) 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.
- d) Payment of the invoice is contingent upon submission of the Report Number One, and compliance with the required information as listed in #3.
- e) To insure payment of work performed, all invoices must be received no later than 30 days after the agreement expires.
- f) 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 CDFA Finance and Contracts units.
- g) Payment will be made monthly, in arrears, upon receipt and approval of invoice.
- h) Continue to send monthly invoices even if the fiscal year contract funds are depleted.
- i) All invoices, including any amendments, must be received within 45 days of the expiration date of the contract. Invoices received more than 45 days after expiration of the contract will not be paid.

ADDENDUM TO PEST DETECTION CONTRACT

Asian Citrus Psyllid (ACP) Trapping Guidelines San Mateo County Winter, Fiscal Year 2015-16

Trapping Season

- November 1, 2015 through April 30, 2016.
- All traps should be deployed by November 1, 2015. However, due to the late notification of this addendum, all traps should be deployed by November 20, 2015.

Trap Density

- Place five traps per square mile in residential areas in host trees only. This density may be increased to ten traps per square mile, if practical.
- Existing glassy-winged sharpshooter traps already in an ACP host may remain at that site and count towards the required density, if serviced as per these Guidelines.

Inspection Frequency

- Inspect and replace traps monthly.

Trap

- The trap consists of two parts: a yellow panel trap and a trap hanger.

Attractant

- The yellow color is a visual attractant. The trap does not contain a pheromone or an insecticide.

Hosts

- Only citrus (lemon and limes are preferred) and citrus relatives should be trapped. Citrus relatives include kumquat, curry leaf, *Murraya* spp. and orange jasmine/jessamine. **Do not place traps in non-host plants.**

Trap Numbering and Assembly

- 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.

- Using the alpha-numeric State 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.
- Assemble the trap by pulling it open, thereby 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 Insect Trapping Guide (ITG), page ACP-2, at www.cdffa.ca.gov/go/ITG].

Trap Placement

- Follow the parameters for ACP listed in the IITG.
- All sites trapped must be GPS'd 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 unique 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 written on the trap data card.

Baiting Interval

- Not applicable.

Trap Relocation

- Not applicable.

Trap Replacement

- Replace traps monthly.

Submitting Traps for Screening

- Traps removed from the field must be sent to the California Department of Food and Agriculture (CDFA) Los Alamitos facility for screening. Shipping information is below. Shipment costs for sending traps to a screening center will be reimbursed by the CDFA. Alternately, arrangements may be made with the District Entomologist to arrange for pickups, if feasible.

Address:

Medfly Preventive Release Facility
3802 Constitution Ave.
Los Alamitos, CA 90720-5100

Attn: Manuel Villarreal
Phone: 562-795-1206
Email: manuel.villarreal@cdfa.ca.gov

Submitting Specimens for Identification

If a suspect ACP specimen is observed in the field:

- 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.
- Immediately contact the District Entomologist after trapping a suspect insect.
- Submit the entire trap, leaving the suspect ACP 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!
- All suspect specimens should be submitted along with Form 65-020, the electronic version of the Pest and Damage Record (PDR). The website for the PDR is <http://phpps.cdfa.ca.gov>. Persons submitting this form will need a username and a password.
- Notify your District Entomologist of the submission, and include the PDR number in this communication.

Attachment 1 - Tiering Strategy Checklist

Start Date:	November 1, 2015
Project Leader:	Fred Crowder, San Mateo County Agricultural Commissioner
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
General Requirements		
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
Activity Site Specific Review		
Database	Date Reviewed	Mitigation If Any
California Natural Diversity Database	N/A	
303(d) List of Impaired Waters	N/A	
EnviroStor Hazardous Site	N/A	

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

Part C

	Y/N	Justification/Rationale
Step 1		
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)
Step 2	Attach supporting documentation for determination, and CEQA Addendum, as applicable	
Step 3	Attach tiered CEQA document, and identify additional requirements from that document	

Confirmation of Implementation (following completion of activity)	
Project Leader Name:	
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**

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.
- 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.

Budget Display

Original Contract	\$552,190.00
Amendment No. 1	\$114,743.00
New Contract Amount	\$666,933.00

SAN MATEO

COUNTY DEPARTMENT OF AGRICULTURE

FY 2015-16 Asian Citrus Psyllid (ACP) Winter Detection Trapping Financial Plan

Dec-15

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 Steve McDonagh	Pest Detection Specialist - Permanent	10.00	95.20	952.00
2 Jean Paul Lorrain	Pest Detection Specialist - Permanent	10.00	3.00	30.00
3 Jesus Garcia	Pest Detection Specialist - Permanent	10.00	3.70	37.00
4 Curtiss Coffman	Pest Detection Specialist - Extra Help	10.00	1.30	13.00
5 Brent Hecht	Pest Detection Specialist - Extra Help	10.00	1.10	11.00
6 Matthew Chilton	Pest Detection Specialist - Extra Help	10.00	2.10	21.00
7 Diego Castro	Pest Detection Specialist - Extra Help	10.00	3.10	31.00
8 Anderson Carlisle	Pest Detection Specialist - Extra Help	10.00	4.30	43.00
Subtotal:				1,138.00

2. SALARIES - Detection Trappers

		HOURLY RATE w/o BENEFITS	HOURS	SALARY
1 Steve McDonagh	Pest Detection Specialist - Permanent	\$30.19	952.00	\$28,741.00
2 Jean Paul Lorrain	Pest Detection Specialist - Permanent	\$29.74	30.00	\$892.00
3 Jesus Garcia	Pest Detection Specialist - Permanent	\$25.16	37.00	\$931.00
4 Curtiss Coffman	Pest Detection Specialist - Extra Help	\$25.74	13.00	\$335.00
5 Brent Hecht	Pest Detection Specialist - Extra Help	\$25.74	11.00	\$283.00
6 Matthew Chilton	Pest Detection Specialist - Extra Help	\$21.77	21.00	\$457.00
7 Diego Castro	Pest Detection Specialist - Extra Help	\$21.77	31.00	\$675.00
8 Anderson Carlisle	Pest Detection Specialist - Extra Help	\$21.77	43.00	\$936.00
Subtotal:				\$33,250.00

3. BENEFITS - Detection Trappers

		BENEFIT RATE (%)	SALARY	BENEFIT COST
1 Steve McDonagh	Pest Detection Specialist - Permanent	61.38%	\$28,741.00	\$17,641.00
2 Jean Paul Lorrain	Pest Detection Specialist - Permanent	61.38%	\$892.00	\$548.00
3 Jesus Garcia	Pest Detection Specialist - Permanent	61.38%	\$931.00	\$571.00
4 Curtiss Coffman	Pest Detection Specialist - Extra Help	5.17%	\$335.00	\$17.00
5 Brent Hecht	Pest Detection Specialist - Extra Help	5.17%	\$283.00	\$15.00
6 Matthew Chilton	Pest Detection Specialist - Extra Help	5.17%	\$457.00	\$24.00
7 Diego Castro	Pest Detection Specialist - Extra Help	5.17%	\$675.00	\$35.00
8 Anderson Carlisle	Pest Detection Specialist - Extra Help	5.17%	\$936.00	\$48.00
Subtotal:				\$18,899.00

DETECTION STAFF SUBTOTAL: \$52,149.00

4. STAFF - Non-Detection

Employee Name	Title	HOURS/ DAY	TOTAL WORK DAYS	HOURS
1 Gerardo Ibarra	Pest Detection Supervisor	1.50	69.00	104.00
Subtotal:				104.00

5. SALARIES - Non-Detection Staff

		HOURLY RATE w/o BENEFITS	HOURS	SALARY
1 Gerardo Ibarra	Pest Detection Supervisor	\$37.01	104.00	\$3,849.00
Subtotal:				\$3,849.00

6. BENEFITS - Non-Detection Staff

		BENEFIT RATE (%)	SALARY	BENEFIT COST
1 Gerardo Ibarra	Pest Detection Supervisor	61.38%	\$3,849.00	\$2,363.00
Subtotal:				\$2,363.00

NON-DETECTION STAFF SUBTOTAL: \$6,212.00

25 % Overhead (Not to exceed 25%)

SALARIES	BENEFITS	OVERHEAD COST
\$37,099.00	\$21,262.00	\$14,590.00
TOTAL PERSONNEL COST:		\$72,951.00

jc

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

Description	COST
1 Office Depot	\$100.00
2 Grainger	\$125.00
TOTAL SUPPLY COST:	\$225.00

C. SUBCONTRACTOR

TITLE

HOURLY RATE	HOURS	COST
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	2000.00	\$0.575	\$5,750.00
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 VEHICLES	NO. OF MONTH	NO. OF MONTHS	MILEAGE PER MONTH	COST
0.00	0.00	0.00	0.00	\$0.285
				VEHICLE COST TOTAL:
				\$5,750.00

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

Description

TOTAL SUPPLY COST:	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

COMMENTS:

FY 2015-16 ACP Winter Detection Trapping Total Cost: \$78,926.00

Trapping season for ACP throughout San Mateo County: November 1 - April 30. This financial plan does not include delimitation services.

The total ACP trapping costs for both winter trapping and delimitation is \$114,743.00

State of California
 Department of Food and Agriculture
 Plant Health and Pest Prevention Services
 Pest Detection/Emergency Projects

County: **SAN MATEO**

Fiscal Year: **2015-16**

TRAPPING HOURS/YEAR WORKSHEET

ACP WINTER TRAPPING

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 YP												

☐ weekly servings

☐ biweekly servings

☐ monthly servings

Trap Type	# of traps	x	serv/year*	=	serv/year/trap
ACP YP	770	x	7.00	=	5,390
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
Total:					5,390

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

TOTAL: 5,390 (A) ÷ 5.20 (B) = 1,036.54 (C) x 1.1 (10%) = 1,140.194 (D)

- A = Servings/year/trap - calculated electronically.
 B = Average # of traps serviced 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.

SAN MATEO

COUNTY DEPARTMENT OF AGRICULTURE

FY 2015-16 Asian Citrus Psyllid (ACP) Winter Detection Trapping Financial Plan

Dec-15

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+1 Jesus Garcia	Pest Detection Specialist - Permanent	10.00	38.00	380.00
2 Jesus Garcia	Pest Detection Specialist - Permanent (Overtime ACP Delim)	10.00	2.00	20.00
3 Steve McDonagh	Pest Detection Specialist - Permanent (Overtime ACP Delim)	10.00	2.00	20.00
4 Diego Castro	Pest Detection Specialist - Extra Help (Overtime ACP Delim)	10.00	3.00	30.00
5 Anderson Carlisle	Pest Detection Specialist - Extra Help (Overtime ACP Delim)	10.00	3.00	30.00
Subtotal:				480.00

2. SALARIES - Detection Trappers

		HOURLY RATE w/o BENEFITS	HOURS	SALARY
1 Jesus Garcia	Pest Detection Specialist - Permanent	\$25.16	380.00	\$9,561.00
2 Jesus Garcia	Pest Detection Specialist - Permanent (Overtime ACP Delim)	\$37.74	20.00	\$755.00
3 Steve McDonagh	Pest Detection Specialist - Permanent (Overtime ACP Delim)	\$45.29	20.00	\$906.00
4 Diego Castro	Pest Detection Specialist - Extra Help (Overtime ACP Delim)	\$32.66	30.00	\$980.00
5 Anderson Carlisle	Pest Detection Specialist - Extra Help (Overtime ACP Delim)	\$32.66	30.00	\$980.00
Subtotal:				\$13,182.00

3. BENEFITS - Detection Trappers

		BENEFIT RATE (%)	SALARY	BENEFIT COST
1 Jesus Garcia	Pest Detection Specialist - Permanent	61.38%	\$9,561.00	\$5,869.00
2 Jesus Garcia	Pest Detection Specialist - Permanent (Overtime ACP Delim)	61.38%	\$755.00	\$463.00
3 Steve McDonagh	Pest Detection Specialist - Permanent (Overtime ACP Delim)	61.38%	\$906.00	\$556.00
4 Diego Castro	Pest Detection Specialist - Extra Help (Overtime ACP Delim)	5.17%	\$980.00	\$51.00
5 Anderson Carlisle	Pest Detection Specialist - Extra Help (Overtime ACP Delim)	5.17%	\$980.00	\$51.00
Subtotal:				\$6,990.00

DETECTION STAFF SUBTOTAL: \$20,172.00

4. STAFF - Non-Detection

Employee Name	Title	HOURS/ DAY	TOTAL WORK DAYS	HOURS
1 Gerardo Ibarra	Pest Detection Supervisor	1.00	69.00	69.00
2 Gerardo Ibarra	Pest Detection Supervisor (Overtime ACP Delim)	10.00	2.30	23.00
3 Gerardo Ibarra	Pest Detection Supervisor (Overtime ACP Delim @ straight tin	10.00	1.00	10.00
Subtotal:				102.00

5. SALARIES - Non-Detection Staff

		HOURLY RATE w/o BENEFITS	HOURS	SALARY
1 Gerardo Ibarra	Pest Detection Supervisor	\$37.58	69.00	\$2,593.00
2 Gerardo Ibarra	Pest Detection Supervisor (Overtime ACP Delim)	\$55.52	23.00	\$1,277.00
3 Gerardo Ibarra	Pest Detection Supervisor (Overtime ACP Delim @ straight tin	\$37.58	10.00	\$376.00
Subtotal:				\$4,246.00

6. BENEFITS - Non-Detection Staff

		BENEFIT RATE (%)	SALARY	BENEFIT COST
1 Gerardo Ibarra	Pest Detection Supervisor	61.38%	\$2,593.00	\$1,592.00
2 Gerardo Ibarra	Pest Detection Supervisor (Overtime ACP Delim)	61.38%	\$1,277.00	\$784.00
3 Gerardo Ibarra	Pest Detection Supervisor (Overtime ACP Delim @ straight tin	61.38%	\$376.00	\$231.00
Subtotal:				\$2,607.00

NON-DETECTION STAFF SUBTOTAL: \$6,853.00

25 % Overhead (Not to exceed 25%)

SALARIES	BENEFITS	OVERHEAD COST
\$17,428.00	\$9,597.00	\$6,756.00
TOTAL PERSONNEL COST:		\$33,781.00

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

Description	COST
1 Office Depot	\$100.00
2 Gemplers	\$125.00
TOTAL SUPPLY COST:	\$225.00

C. SUBCONTRACTOR

TITLE

HOURLY RATE	HOURS	COST
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	7.00	450.00	\$0.575	\$1,811.00	
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:					\$1,811.00

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

Description

TOTAL SUPPLY COST:	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 be

COMMENTS:

FY 2015-16 ACP Winter Detection Trapping Total Cost: \$35,817.00

Delimitation started October 31. San Mateo County takes over all delimitation servivings on December 1 through June 30.
 This workplan is based on placement hours and the following servivings frequency: December 1 - January 30: weekly and February 1 - June 30: monthly.
 Servivings and hours may change if more ACP is found.

State of California
 Department of Food and Agriculture
 Plant Health and Pest Prevention Services
 Pest Detection/Emergency Projects

County: SAN MATEO

Fiscal Year: 2015-16

TRAPPING HOURS/YEAR WORKSHEET

ACP WINTER TRAPPING

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 Delim												

☐ weekly servicings ☐ biweekly servicings ☐ monthly servicings

Trap Type	# of traps	x	serv/year*	=	serv/year/trap
ACP Delim	207	x	6:00	=	1,242
ACP Delim	207	x	5:00	=	1,035
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
Total:					2,277

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

TOTAL: 2,277 (A) ÷ 5.80 (B) = 429.62 (C) x 1.1 (10%) = 472.582 (D)

- A = Servicings/year/trap - calculated electronically.
 B = Average # of traps serviced 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.