



Things Everyone New or old to the Termite Control Industry Must Know

NOTE: This presentation is only an overview of a few items that licensees may not think about when entering the termite control field. PMD encourages you to review all of the statutes and rules that govern the termite control industry.

Things you need to do before beginning work in the 2a or 2b category.....

- ▶ Register a Qualified Applicator who will be the Business's Qualifying Party (2a or 2b Category). The application can be found - right click [here](#)
- ▶ Licensees that perform termite work are required to have additional coverages associated with their financial security (See A.R.S. § 3-3615)
 - ▶ You can Download the "Proof of Financial Security" form - right click [here](#)

Termite Action Report Forms (TARF)

- ▶ A new (2a or 2b) business licensee must contact PMD's IT Department to have an eTARF account created in order to submit TARF's. Currently, James Crawford PMD's IT Specialist is your point of contact. He can be reached at 602-255-3656, M-F 6am-2pm.
- ▶ By law, a business licensee must file a TARF within *30 days of completing the following:
 - ▶ Wood Destroying Insect Inspection Report
 - ▶ Pretreatment
 - ▶ New construction treatment
 - ▶ Final grade treatment
 - ▶ Initial corrective treatment at a site
- ▶ *Remember that 30 days does not always equal one month

TARF Fees (AAC R3-8-103.E)

- ▶ A TARF submitted within 30 days
 - ▶ Electronically = \$2.00
 - ▶ By Paper = \$8.00
- ▶ A TARF submitted after 30 days
 - ▶ Electronically = \$4.00
 - ▶ By Paper = \$16.00
- ▶ Final Grade (supplemental) TARF
 - ▶ Within 30 days = No Charge
 - ▶ After 30 days = \$2.00

eTARF manual contains a more detailed description of the TARF system and can be found at – right click [here](#).

Other Miscellaneous TARF issues

- ▶ What if I have questions about what to enter?
 - ▶ you may contact the PMD Inspector on Duty at 602-542-4373.
- ▶ What Happens after I enter a TARF?
 - ▶ The TARF is held in a “Temporary Bucket” until the applicable fee is paid. It is **very important** to verify that the information on the TARF is correct before it is submitted, as changes can be very difficult to make.
- ▶ What is a “supplemental” TARF and how do I report it?
 - ▶ A supplemental TARF is synonymous with a “final grade” TARF. A Final grade treatment is required as part of the pretreatment, but is completed after the exterior grading of the new home is complete. Arizona law requires the final grade to be completed within 12 months of the pretreatment.
- ▶ When entering TARF's, do not confuse a pretreatment (PRE) with a post-construction treatment (PCT)

Groundwater Protection List and Reporting (A.A.C. R3-8-505)

- ▶ Required to report the use of pesticides on the GWPL
- ▶ The report is Quarterly (Jan-Mar, April-June, July-September, October-December)
- ▶ The reporting is done through your “MyPMD for Business” account, which you can link to from - right click [here](#)
- ▶ Very few pesticides that are common to the structural pest control market are found on the GWPL. Here are some examples of pesticides you may use and are required to be reported: Imidacloprid (Premise, Dominion, etc.).
- ▶ The GWPL can be found - right click [here](#)

Groundwater Protection List and Reporting

- ▶ Business are required to report any “soil applied pesticide”, which is

“A pesticide intended for application to or injection into the soil or for which the label requires or recommends that the application be followed within seventy-two hours by irrigation. Soil-applied pesticides include pesticides applied for final grade treatment, post-construction exterior trench or rod treatment, or pre-emergent weed control, but exclude pesticides applied within the stem wall or footer of a structure or to soil that will be promptly covered with concrete.”

“Soil Applied Pesticides” do not include pesticides applied over-the-top of the soil surface.

Groundwater Protection List and Reporting

- ▶ A business must track the following about its pesticide use in order to make the quarterly report:
- ▶ The county of use, name of product used and the EPA registration number, amount applied, and dates covered by the report.
- ▶ To make the report, log onto your “MyPMD for business” account. Use the “Ground Water Protection Reporting” tab found on the menu on the left side of the page.

Groundwater Protection List and Reporting

The screenshot displays the website <https://agriculture.az.gov/applyrenew/existing-licenses>. The browser's address bar shows the URL, and the page title is "Existing Licenses | Arizona Department of Agriculture".

EXISTING LICENSES

- PEST MANAGEMENT FEES
- GRANTS
- CONTINUING EDUCATION UNITS

Pest Management Licenses - Structural

- LOOKUP BUSINESS LICENSES**
[Learn More](#)
- LOOKUP INDIVIDUAL LICENSES**
[Learn More](#)
- MY PMD FOR BUSINESS**
[Learn More](#)
- MY PMD FOR INDIVIDUALS**
[Learn More](#)

Agricultural Pesticide License Holder Information

The page includes a sidebar with navigation links, a main content area with sections for "Pest Management Licenses - Structural" and "Agricultural Pesticide License Holder Information", and a footer with a 100% zoom level.

Groundwater Protection List and Reporting

← → <https://opmssl.azda.gov/MyOPMBuss/> Existing Licens... Pest Mana... Homepage | ... Google

File Edit View Favorites Tools Help

Convert Select

AZDA
ARIZONA
DEPARTMENT
OF AGRICULTURE

AZ.GOV
Arizona's Official Web Site

Advocating Responsible Pest Management "MyPMD" for Individuals Google

Please Sign in to your "MyOPM" Account for Business

Restricted / Secured Area

If you are looking for OPM's "RenewEZ" system to renew your license, please click [HERE!](#)

* Business License Number:
Password: (OR Forgot Password ☐)
(HINT - Your license number and password can be found on the license renewal mailed to you.)

TERMS OF USE:
This Web Site is intended for the sole use of OPM licensed companies and its representative(s), it requires said user(s) to provide identification and password to gain secured access to all of its functionality. By signing in, you acknowledge and agree that You are the person that has been given the authorization and responsibility by the OPM OR the business you represent to (1) maintain the strict confidentiality of the user identification, passwords and codes ("User

* I have read, understood and agree with the above "TERMS OF USE": ☐

* Please note that on May 15, 2018 the system will not be able to process any transactions between 8:00PM and 10:00PM. The State payment portal is scheduled for maintenance. AZDA will not allow new logins during that time.

[Continue](#)

* = Required fields. Password not required if you want us to email it to you to a pre-registered email address!

100%

Wood Destroying Insect Inspection Reports (WDIIR) (A.R.S. § 3-3633)

Few aspects of Arizona's structural pest control industry create more liability to a pest control company than WDIIR's. The 3-page report consumers, at least in part, rely on when making the largest financial investment most will ever make. Of course, it is impossible to escape this liability entirely, other than abstaining from completing WDIIR's; however, being extensively familiar with the form and what each section requires an applicator to report is essential. To that end, the PMD created a guideline for completing WDIIR's. A licensee starting out completing WDIIR's would be well served to be familiar with the "Wood Destroying Insect Inspection Suggestions" document, which can be found – right click [here](#) (bottom of page). Additionally, the "approved" WDIIR form can be found – right click [here](#)

Supplemental WDIIR's

- ▶ “Supplemental wood-destroying insect inspection” means a re-examination made by an applicator of the business licensee that conducted a previous wood-destroying insect inspection and within 30 days of the previous examination to determine whether corrective treatment has been performed or conditions conducive to wood-destroying insects have been corrected.
- ▶ PMD rule states, “To verify whether a corrective treatment was performed or a condition conducive to infestation was corrected, an applicator may conduct a supplemental inspection within 30 days after an original inspection. An inspection conducted more than 30 days after an original inspection is not a supplemental inspection” (See A.A.C. R3-307.E).
- ▶ Supplemental WDIIR's do not require a TARF. The Supplemental WDIIR is to be filed with the “original” WDIIR and retained for 3 years (See A.A.C. R4-29-503).

Termite Treatment Proposals (TTP's)

- ▶ TTP's are used to convey detailed information about a termite treatment a business proposes to a customer. They must convey the following information (ARS 3-3632, R3-8-308, R3-8-501):
 - ▶ *The address of the property to be treated.*
 - ▶ *A statement describing that the work is preventative or corrective.*
 - ▶ *A statement describing the evidence of infestation or damage.*
 - ▶ *A diagrammatic description showing the nature and location of evidence of infestation or damage, or both, if applicable.*
 - ▶ *A statement describing the treatment or repair method, including the name of the pesticide or device to be used and a diagrammatic description showing where the treatment or repair will be rendered.*
 - ▶ *The price for the work.*
 - ▶ *The terms for the service agreement provided by the business licensee.*
 - ▶ *The signature and license number of the person who made the inspection of the structure to be treated.*
 - ▶ *Example on next page*

Sample Termite Treatment Proposal

Treatment Proposal- (Page 1)

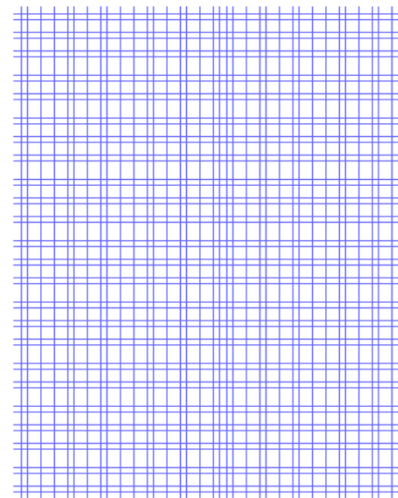
- Consumer's Name _____
- Address of Treatment _____
- Type of Treatment Preventative ☐ Corrective ☐
- Written description of Evidence of Damage or Infestation

- Written description of Treatment Method or Repair:

- Pesticide or Device to be used _____
- Treatment Price _____
- Warranty, terms and insects covered, and length of coverage (If applicable)

- Signature of Inspector _____
- Printed Name of Inspector _____
- Certification Number of Inspector _____
- Business License Name and Number _____
- Business License Telephone Number _____
- Please refer to the attached graph for the nature and location of evidence of infestation, damage or both. Also refer to the graph for areas where treatment or repair will be rendered

Treatment Proposal (Page 2)



Insects Covered Under Proposal _____
Treatment Address _____
Date of Estimate _____
Inspector _____
Total Number of Pages of Proposal _____

Termite Treatment Proposals

- ▶ It is critically important to remember that a TTP is based on an on-site inspection by a person certified in category 2a.
- ▶ A business licensee **may not** begin a termite control service until a TTP is delivered to the person requesting the treatment, or the person's agent.
- ▶ The treatment proposal must contain the information listed on the previous slide
- ▶ The TTP **must be** approved by the PMD.
- ▶ Send a blank copy of your TTP to PMD Inspector Kellie Smith at ksmith@azda.gov for approval.
- ▶ Once approved, keep a copy of the stamped "approved" copy as well as the accompanying letter on file.

Regulations involving treatment

- ▶ In general, the pesticide label dictates how an applicator is to use a product. In Arizona, however, some regulations related to termite control are more strict than those found on a pesticide label. The most notable of these is the fact that during a pre-construction treatment, Arizona Law requires that critical areas be treated at a rate of 4 gallons per 10 linear feet. In most cases, this corresponds to pesticide label instructions. However, recently there have been products introduced to the market that allow for an applicator to treat critical areas at less than 4 gallons per 10 linear feet. For example, Termidor HE allows an applicator to treat critical areas at 2 gallons per 10 linear feet. Such an application rate may be consistent with the pesticide label; however, it would be in violation of State law. Moreover, applying a product over its maximum label, 4 gallons per 10 feet in case of Termidor HE would be in violation of the label rate.

Questions

- ▶ The Inspector on Duty (IOD) is available 8 a.m. to 5 p.m. Monday thru Friday to answer questions. The phone number is (602) 542-4373. When prompted press # 2.
- ▶ Here are links to the PMD's [Statutes](#) and [Rules](#).
- ▶ There are also a list of "Frequently Asked Questions" related to the PMD that can be found – right click [here](#)
- ▶ Sign up for the PMD's [listserv](#) (bottom of page) and receive PMD related information (i.e. new laws or rules, bulletins, classes).