LAC LA BICHE COUNTY PROCEDURE

TITLE: SUPPLY AND SALE OF PESTICIDES	PROCEDURE NO: PI-62-004
SPECIAL NOTES/CROSS REFERENCE: POLICY PI-62-004	AMENDMENT DATE:

PROCEDURE:

1. The Senior Manager of Finance and Community Services or his/her designate shall be responsible for supervision of the administration of the program.

2. Agricultural Services staff will be responsible for the administration of the program by maintaining:

   i. stock control and rotation

   ii. inventory control records

   iii. counter sales and records of counter sales

   iv. safe storage practices as required by the Agri-Chemical Warehousing Standards Association

3. All counter sales will require a "Release of Chemicals for Resale" to be completed and signed prior to the customer receiving the product. The document includes a waiver relieving the County of any responsibility for the transportation and use of pesticide products by the purchaser.

4. All sales of restricted pesticide products will require the purchaser to provide proof of a Farmer Pesticide Applicator Certificate or a Pesticide Applicator Certificate. The registration number will be documented on the sales invoice.

5. All products are to be sold on a cash basis only and paid for prior to receipt unless other arrangements have been approved by the Senior Manager of Finance and Community Services or his/her delegate.

6. All products purchased for resale are subject to a 10% mark up on cost when setting the resale value. This increase offsets the freight and administration cost incurred by the county when purchasing the product from the vendor.

7. In order to factor in an increase in the price of new stock from the original purchase price staff will use the following guidelines to set the new price for the product:
   New Price = (old quantity x old price) + (new quantity x new price) ÷ total quantity of stock
   Example: = (2 units x $50) + (10 units x $56) ÷ 12 units of stock
   = ($660 ÷ 12)
   = $55.00 (new unit price)

8. In the occurrence of a pest outbreak, Lac La Biche County reserves the right to offer pesticides to producers at cost at the discretion of the Senior Manager of Finance and Community Services.

9. Agricultural herbicides will only be sold to residences that are larger than 80 acres in size, or hold a valid Acreage Owner Pesticide Applicator Certificate.

"Original Signed"	March 2, 2015
Chief Administrative Officer	Date