LAC LA BICHE COUNTY POLICY

<table>
<thead>
<tr>
<th>TITLE: PESTICIDE INVENTORY CONTROL</th>
<th>POLICY NO: PI-62-003</th>
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<tbody>
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<td>RESOLUTION: 17.284</td>
<td>EFFECTIVE DATE: JANUARY 12, 2010</td>
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<td>LEAD ROLE: MANAGER, ENVIRONMENTAL SERVICES</td>
<td>NEXT REVIEW DATE: MARCH 14, 2020</td>
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<td>SPECIAL NOTES/CROSS REFERENCE:</td>
<td>AMENDMENT DATE: MARCH 14, 2017</td>
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<td>Procedure PI-62-003 Pesticide Inventory Control</td>
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POLICY STATEMENT:

Lac La Biche County through the Agricultural Service Board shall maintain an accurate record of inventory control for all materials and/or chemicals purchased for in house use or retail sales, which are stored in the Lac La Biche County storage facility. These practices shall meet the standard municipal inventory accounting functions as set by Lac La Biche County Administration and are subject to the requirements of the Alberta Agri-Chemical Warehouse Standards Association regulations.

“Original Signed”
Chief Administrative Officer
June 12, 2017
Date

“Original Signed”
Mayor
June 12, 2017
Date
PROCEDURE:

1. The Manager of Environmental Services or designate shall approve all stock or supplies purchased. Agriculture Service’s department shall verify all received items.

2. The Agriculture Service’s department will maintain:
   
i. Inventory Cards which document purpose of in-house-use quantities and the invoice number from counter sales.

   ii. Current price list of merchandise for counter sales.

   iii. Copies of counter sales invoices.

   iv. Inventory Control sheet which lists all stock items, associated costs and remaining balance of stock on hand.

   v. Contact information of suppliers.

   vi. Current Materials Safety Data Sheets.

3. Administration shall provide monthly reports on sales and purchases and balance of stock on hand to the Agricultural Service Board.

4. The Agriculture Service’s department will review inventory for outdated and discontinued items and make recommendations for new or substitute merchandise.

5. If a product is held in storage for more than five (5) years, the Agriculture Services department will sell the product at auction or for 50% of what the product was originally purchased for.

“Original Signed” June 12, 2017
Chief Administrative Officer Date