



<b>Standard Operating Procedure</b>			<b>SOP #:</b>	<b>PR-9014</b>
<b>Description:</b>	PHF Storage, Application & Spill Procedures			
<b>Department:</b>	Parks Maintenance	<b>Date Revised:</b>	4/7/2017	
<b>Reviewed By:</b>	Dan Otto	<b>Approved By:</b>	Matthew Capps	<b>Effective Date:</b> Immediately
<b>Previous Revision Date:</b> 9/1/2014			<b>Original Date Prepared:</b> 4/10/2014	
<b>Job Classification:</b> All Parks Personnel				

**OPERATIONAL OVERVIEW:** Before and employee applies any Pesticides, Herbicides or Fertilizers they will be trained in the proper use of the products in accordance with EPA guidelines.

**STANDARD OPERATING PROCEDURES:**

**PHF Storage**

1. Pesticides, Herbicides and Fertilizers shall be stored in a designated location that is dry, climate controlled, ventilated and secure. Safety Data Sheets (SDSs) and Labels must be present. There must be a sign on the exterior of the storage area stating that the area is used for the storage of hazardous materials. Consult the label or SDSs sheets for specific storage instructions.

**PHF Application**

1. Before mixing, applying, or handling pesticides, herbicides, and fertilizers, employees shall receive chemical safety training.
2. The pesticide, herbicide or fertilizer will be the appropriate product for the application.
3. The product will be used in accordance with its label or SDS, including at the proper rate.
4. Applications will only be done when weather conditions are appropriate. Spraying will be curtailed when the wind may cause the product to drift. Granular products will not be applied when heavy rain is in forecast. Applications will not be made unless rainfall is not expected within the period of time that the product is expected to dry, in accordance with the label. It is the responsibility of the appropriate supervisor or applicator to monitor the weather conditions and determine if the weather conditions are appropriate.
5. When mixing and applying pesticides, herbicides and fertilizers, Personal Protective Equipment (PPE) will be worn as required by the label. Please refer to the PHF PPE Table that is provided by your supervisor on a yearly basis that will indicate the type of PPE that each chemical requires.
6. SDS sheets should be available in either a Supervisors vehicle or a storage building on site.
7. Once the application is made, the Daily Pesticide Application sheet shall be filled out to record the treatment.
8. Used containers must be disposed of in accordance with label or SDS sheet instructions. The label/SDS may require the containers to be punctured.
9. Pesticides must be transported in accordance with label/SDS instructions, which generally require that they are transported in the original container with the label on the container. It may also be acceptable to transport them in an approved non-original container, in which case the container must be labeled with the name of product, EPA registration number, and EPA establishment number.
10. Equipment shall be inspected regularly for leaks and to determine that it is in proper working order.
11. Employees shall wash their hands after handling pesticides, herbicides and/or fertilizers.



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12. In the event of an accidental exposure to any Pesticide or Herbicide products, the SDS shall be consulted to determine any first aid procedures. You shall notify your supervisors in the event of an accidental exposure.
13. Application of Pesticides and Herbicides should not be applied directly into the water, unless specifically labeled.
14. Application of Liquid Herbicides should include a surfactant in the product to help in the reduction of potential runoff into nearby waterbodies.
15. Fertilizer applications should be phosphate-free on all ball fields within Parks.

### PHF Spill

1. In the event that a granular product is spilled it shall be picked up and distributed in accordance with label/SDS instructions. Proper PPE shall be worn when handling a spill. Your supervisor must be notified.
2. In the event of a liquid spill, it shall be contained with absorbent material, which shall be removed and disposed of in a barrel that has been designated as a disposal site for pesticides. Proper PPE shall be worn when handling a spill. Your supervisor must be notified.
3. In the event of a large spill, employees must contact their supervisor immediately. The supervisor will coordinate with the Spill Crew and Environmental Specialist. 911 will be called if necessary to mobilize the Mobile Fire Department HAZ-MAT Response Team. The spill shall be contained as much as possible and the SDS should be available for the hazardous response team.
4. In the event that a chemical gets on an employee's skin or clothing, they should consult the SDS to determine the proper safety procedure. If emergency medical attention is needed the employee should proceed to the nearest emergency room.

### Employee Training

1. Ensure employees are trained in the above operations including the Spill Response SOP and yearly chemical safety training.
2. Ensure that SDS sheets and labels are readily available.
3. Ensure that spill control materials and necessary personal protective equipment are readily available.

### RECORD KEEPING AND DOCUMENTATION

1. Keep a copy of names of all employees trained in above operations.
2. Keep a copy of the Daily Pesticide Application sheets.