

Investigation Procedure Manual – Changes from previous manuals, November 2005

A. Changes/additions to the “General Information” section:

1. New section: **Pesticide Episode Tracking Log**. This section deals with pesticide episodes that do not get assigned priority episode numbers or WHS case numbers. DPR previously issued this as a letter ENF 1995-043.
2. New sections under Jurisdiction:
 - a. **Federal Facilities**
 - b. **Tribal Lands**
 - c. **Cross-Jurisdictional Episode**
3. New section: **Investigative Plan**. Three subsections:
 - a. Start Promptly
 - b. Formulate Plan
 - c. Amend the Plan

B. Changes/additions to the “Investigation Objectives and Procedures” section:

1. New section under Human Effects Episodes (General): **Assistance** (available from Worker Health and Safety Branch WHS)
2. New subsection under Specific Information to collect for human effects episodes: **Hazard Communication/Application Specific Information**
3. New section: **Public Exposure Episode Involving Large Numbers of People**. DPR previously issued this as a letter ENF 2003-044.
4. **Episode Involving Antimicrobial Pesticides**: significantly simplified and revised. There is no longer a distinction of how to handle cases based on disability. This reflects how investigators have been handling these cases.
5. **Fatalities**: Expanded scope from “Agricultural Fatalities” to be more inclusive.
6. **Pest Control Equipment Accidents**: Expanded scope from “Aircraft Mishaps”
7. New section: **Drift**. DPR previously released this as a letter ENF 2000-034.
8. Priority Episode Investigations:
 - a. Updated the criteria to reflect change made in the new USEPA/DPR/CACASA cooperative agreement.
 - b. New subsection: **Restricted Materials Used During a Priority Episode**.
9. New section: **Conducting Witness Interviews**. DPR included this information in the last County Agricultural Commissioner training in 2002.

C. Evidence Collection: This is a whole new section. Much of the information was previously found in the sampling manual.

1. Sample Collection:

- a. Gradient Pattern: Can collect less than five samples when appropriate
- b. Surface Samples: Can use sharkskin.
- c. Soil Samples: Change in sampling method.
- d. Preservation: Added types of samples that may be frozen.
- e. Added direction to ship frozen samples on dry ice.

2. New section: **Documentary Evidence Collection**. This section includes:

- a. Diagrams
- b. Photographs
- c. Field Notes. This section includes a statement that interview questionnaires are not considered field notes.

D. The Investigative Report:

1. New section: **Report Writing**

2. New section: **Standard Narrative Format** (being required for episode investigations except for antimicrobials). Previously recommended this format in the 2002 training sessions.

E. Disposition of the Episode:

1. Significant revision of the **Records Request** section

F. Appendices:

1. Folded the “Flagger” questionnaire into the “Pesticide Handler” questionnaire
2. Combined “Field Worker Exposed to Pesticide Residue” and “Field Worker Exposed to Pesticide Drift” questionnaires into “Field Worker Exposed to Pesticide (Drift or Residue)”