

Instructions for Completing the Pesticide Episode Notification Record (DPR-ENF-114)

Purpose Under the Three-Party Memorandum of Understanding (MOU), when the County Agricultural Commissioner (CAC) is the first party to learn of an episode that meets or appears to meet one or more of the reportable investigation criteria, the CAC will complete the Pesticide Episode Notification Record (DPR-ENF-114) [PENR].

The CAC will email the completed PENR to their Enforcement Branch Liaison (EBL) as soon as possible in accordance with the Three-Party MOU.

This document provides step-by-step instructions to the CAC for completing the PENR.

Page 1: Instructions

Amended? (Yes/No) If this is an amended version of a PENR, check Yes. Otherwise, check No.

An amended PENR is completed whenever there is a change to a PENR that was distributed. When a PENR is amended, send an email, including what information was amended, to your EBL as soon as possible. DPR will send an e-mail to the individuals in the DPR Routing and Agency Notification blocks.

Page ___ of ___ Enter the page number and the total number of pages in the report.

Prepared By Enter the first and last name of the person who completed the PENR.

Source of Information Enter the agency, company, or person reporting the episode information. Enter "Unknown" or "Unk" if the information is not known at the time the PENR is completed.

Example:

If the notification came from a grower, enter the grower's name.

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Instructions for Completing the Pesticide Episode Notification Record (DPR-ENF-114), Continued

Date Received Enter the date the CAC is notified of the episode using mm/dd/yyyy.

Example:

Enter February 11, 2025 as 02/11/2025.

Time Enter the time the CAC is notified of the episode using the 24-hour clock.

Example:

- 5:35 a.m. should be written as 0535 hours.
 - 5:35 p.m. should be written as 1735 hours.
-

Reportable Investigation Number

Leave blank.

DPR will assign a Reportable Investigation Number before distributing the completed PENR to the individuals listed in the Agency Notification.

County of Occurrence

Enter the full name of the county the episode occurred in.

If a PENR is routed and then it is discovered that the incident occurred in a different county, notify your EBL as soon as possible. An amended PENR is not required.

Date of Occurrence

Enter the date the episode occurred (mm/dd/yyyy). Enter “Unknown” or “Unk” if the information is not known at the time the PENR is completed.

Example:

Enter February 11, 2025 as 02/11/2025.

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Instructions for Completing the Pesticide Episode Notification Record (DPR-ENF-114), Continued

Time Enter the time the episode occurred using the 24-hour clock. Enter “Unknown” or “Unk” if the information is not known at the time the PENR is completed.

Example:

- 5:35 a.m. should be written as 0535 hours.
 - 5:35 p.m. should be written as 1735 hours.
-

Type of Episode

Check any of the boxes that apply.

Appendix A of the Three-Party MOU outlines the four Reportable Criteria: human effects, environmental effects, economic loss, and special incidents.

When checking the human effects box, enter the number of people affected. For example, if 12 people had symptoms, enter 12. If the involve effect involves death, check both the human effects and death boxes.

When entering economic loss, enter the estimated percentage of damage of crop yield loss.

Episode Location: GPS Coordinates; Section, Township, Range; B and M.

Enter all available information for this section. Whenever possible, enter the street number, street name, city and zip code. If episode location information is not available, enter Section, Township, Range, B and M, or Geographic Information System (GIS) coordinates.

Enter “Unknown” or “Unk” in any of the boxes where the information is not known at the time the PENR is completed.

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Instructions for Completing the Pesticide Episode Notification Record (DPR-ENF-114), Continued

Nearest Cross Streets The description of the nearest cross street should start with the main thoroughfare (main road or public highway), and then the cross street. Corner locations, such as northeast, may be added.

Enter “Unknown” or “Unk” if the information is not known at the time the PENR is completed.

Example:

Northeast corner of Main Street and Broadway Street.

Basis Check all of the boxes that may apply to the episode.

Brand Name of Pesticide/Active Ingredient Enter the name of the pesticide product(s) and the active ingredient(s) from the DPR Label Database or the product label. Enter “Unknown” or “Unk” if the information is not known at the time the PENR is completed.

Example:

RoundUp PowerMax Herbicide/Glyphosate, potassium salt

Registration # from Label If it is a registered pesticide, enter the registration number from the pesticide label. This includes spray adjuvants.

If the pesticide is exempt from registration per Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) section 25(b) and 3CCR section 6147, enter exempt.

If there is no label or the information is not known at the time the PENR is complete, enter “Unknown” or “Unk.”

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Cat. (Category) Enter the toxicity category number based on the signal word on pesticide product labeling.

I – “Danger” or “Danger/Poison”

II – “Warning”

III – “Caution”

IV – “None”

Enter “Unknown” or “Unk” if the information is not known at the time the PENR is completed.

**Commodity/
Site Treated**

Enter the name of the commodity or the site that was treated. For example, alfalfa, almond, fallow field, or right-of-way.

For a structural application, enter the type of structure. For example, single-family residence or apartment complex.

Do not enter the site identification number listed on the restricted materials permit.

Enter “Unknown” or “Unk” if the information is not known at the time the PENR is completed.

Date

Enter the application date of the site or commodity treated using mm/dd/yyyy. Enter “Unknown” or “Unk” if the information is not known at the time the PENR is completed.

Example:

Enter February 11, 2025 as 02/11/2025.

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Instructions for Completing the Pesticide Episode Notification Record (DPR-ENF-114), Continued

**Summary of Episode/
Damage**

Summarize the events of the episode. Include enough detail so that the external agencies receiving the PENR can determine if the episode also falls under their jurisdiction. Include the “who, what, when, where, and why” of the episode. If additional space is needed, continue the summary on page 2 of the PENR. **Do not include any personal identifiable information in the summary.**

**Person/
Business Allegedly Responsible for Episode/
Damage**

Enter the name of the alleged individual or business responsible for the episode. Enter “Unknown” or “Unk” if the information is not known at the time the PENR is completed.

If Environmental Effects or Property Loss: Business Name or Owner and Address

Enter the business/owner’s name and physical address of the entity that suffered the loss.

Enter “Unknown” or “Unk” if the information is not known at the time the PENR is completed. Enter “N/A” if this does not apply.

Investigating Agency(ies)

List the agency(ies) involved in the investigation, including the County Agricultural Commissioner’s Office.

Suspected Violations

Enter the code sections for any suspected violations. Enter “Unknown” or “Unk” if the information is not known at the time the PENR is completed.

Example:
FAC 12973 and 3CCR 6738.3

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Agency Notification

Agency contacts for United States Environmental Protection Agency (U.S. EPA), Department of Industrial Relations (DIR), California Department of Public Health (CDPH), and Office of Environmental Health Hazard Assessment (OEHHA) are already filled out on the form.

Enter the County Agricultural Commissioner's (CAC) name.

The EBL will fill out any other agency contact names under "Other" if applicable.

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Enter the page number and the total number of pages in the report.

Reportable Investigation Number

Leave blank.

The EBL will issue a Reportable Investigation Number once the report is submitted.

**Summary of Episode/
Damage,
Continued**

If additional space is needed, continue the summary of the episode from page 1. If the additional space is not needed, enter "N/A".

Routing to DPR

Once the PENR is completed, send to your EBL as soon as possible. DPR is responsible for distributing to US EPA and other agencies as appropriate.

The CAC will need to upload this copy onto the Investigation Attachments in CalPEATS.
