

GEORGIA DEPARTMENT OF AGRICULTURE

COMMISSIONER TYLER J HARPER

Compliance Assistance Module
Monthly Job Reports





Objective

To provide compliance assistance with [Rule 620-6-.06 Reports](#) which includes:

- Keeping a report of any pest management services in the wood-destroying organism (WDO) category
- Issuance of all Official Wood Infestation Inspection Reports
- Issuance of any WDO contracts based on a previous treatment





What is an MJR?

- A Monthly Job Report (MJR) is a record to be filled out by companies who performed pest control on wood destroying organisms
- All WDO jobs, all WDO infestation inspections, and new WDO contracts based on a previous treatment go on the MJR
- A WDO job is any measure taken to control any wood destroying organism in both the structure and/or adjacent outside areas





What is Required on an MJR?

- Name of property owner
- Complete address of property
- Pest targeted
- Type of structure
- Date of treatment/inspection
- [Official Waiver Form](#) (if applicable)
- [Official Georgia Wood Infestation Inspection Report](#)



More on MJR's

- MJR's from the past two years can be requested by GDA at any time so be sure to keep records
- If you are having trouble making your own MJR form or have more questions, please use the template provided on this fact sheet:
 - [SPC 25-03 MJR Fact Sheet.pdf](#)





Includes Company + DCO information, along with month/year

Job information uses abbreviation key for common treatments, pests, and structures

SPCC Monthly Job Report

Clear Form

Company Name: _____

Company License Number: _____

Name of Designated Certified Operator: _____

Reporting Period: _____
Month Year

Treatment Type	WDO Pest	Type of Structure
ST: Soil Treatment	STT: Subterranean Termites	S: Slab
BS: Bait System	PPB: Powder Post Beetles	C: Crawlspace
PC: Pre-Construction	WBB: Wood Boring Beetles	B: Basement
WT: Wood Treatment	DWT: Dry Wood Termites	
WO: Warranty Only	WDF: Wood Destroying Fungi	

Abbreviation Key

Information on the specific job

Date Job Performed	Property Owner's Name	Complete Address	Treatment Type	WDO Pest Treated	Official Waiver Issued	Type of Structure	WIIR Issued
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

MJR definitions found on the back!



Designated Certified Operator – The full name of the Designated Certified Operator for Category 30, Wood Destroying Organisms (WDO) as it is printed on their license.

Reporting Period – Month & Year of WDO jobs completed.

Date Job Performed – The date WDO job was performed.

Property Owner's Name – Name of the owner or owner's agent's name as it appears on the contract of the WDO job.

Complete Address – The physical address of the WDO job site including full street name, street number, city, state, zip code.

Treatment Type – The control measure used to treat the target WDO pest as per the minimum adequate control measures outlined in Rule 620-6-.04. Select from Soil Treatment, Bait System, Pre-Construction, Wood Treatment, or Warranty only. Additional treatment types can be added on an additional line.

WDO Pest Treated – The target pest(s), select from Subterranean Termites, Powder Post Beetles, Wood Boring Beetles, Drywood Termites, or Wood Destroying Fungus.

Official Waiver Issued – Check yes if Official Waiver was issued or check no if waiver was not issued.

Type of Structure – Select the type of foundation from slab, crawlspace or basement that best describes the structure. Additional or multiple types can be added by typing or handwriting in the blank.

Official Wood Infestation Inspection Report (WIIR) Issued – Check yes if WIIR issued or check no if WIIR was not issued.

*SPCC: 25-03 SPCC Monthly Job Report
Issued 4/8/25*

Back of the MJR
template form

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Common FAQ

- How long should you keep an MJR?
 - Maintain your MJR's for at least 2 years from the report period
- Should I document pre-construction soil termite treatments?
 - YES, whenever WDO control or an inspection is done, it MUST go on the MJR
- Can other information go on the MJR or can I make my own version of the MJR?
 - YES, as long as you have the minimum required information



GDA is here for you!

We're standing by to take your questions.



STRUCTURAL PEST

GEORGIA DEPARTMENT OF AGRICULTURE



Give us a call

404-656-3641

Send us an e-mail

pest@agr.georgia.gov

