

# Structural Pest Division – Georgia Department of Agriculture

## Compliance Fact Sheet New Company License

The Georgia Structural Pest Control Commission recently approved your application for a Structural Pest Control Company License to operate in the State of Georgia. This notice provides guidance on how to comply with the Licensing Chapter of the Rules of the *Georgia Structural Pest Control Act*.

### License Posting Requirement

A company license issued by the Georgia Department of Agriculture (GDA) should be included with this notice and posted as required by rule which requires that all licenses be displayed in a conspicuous place in the licensed office.

### Employee Registration

All employees who engage in the performance or solicitation of structural pest control services must hold an Employee Registration or Certification credential. Employee Registration requires pre-examination training, examination, and application for an employee registration credential including a registration fee of \$10.00. If the employee is currently credentialed, then the licensee is required to request registration under the new company. More information regarding examinations and requirements is listed below under resources.

### Employee Registration or Certified Operator Card Replacement

If a credential is lost or damaged, a replacement card should be requested online. There is a \$10.00 replacement fee. All employees and operators must always carry the credential when soliciting or providing pest control.

### Designated Certified Operator Requirements

Each licensee shall designate a Certified Operator (DCO) who shall be in charge of and actively participate in providing adequate

personal supervision of the pest control operations. The DCO is responsible for the training of employees, auditing pest control records for accuracy including but not limited to the pesticide use records, contracts, Georgia Wood Infestation Inspection Reports, *Official Waiver of the Georgia Minimum Treatment Standards for the Control of Subterranean Termites* forms and inspection of pesticide storage and service vehicles. If a licensee loses a DCO, the licensee is required to notify GDA immediately. If the DCO's residence is more than 100 miles from the licensed office, the DCO may be required to provide additional documentation on personal supervision of daily pest control activities.

### Vehicle Markings

The licensee must mark each service vehicle used for sales and service. The complete company name must be marked on the vehicle in bold-print letters that are a minimum of two inches in height with a contrasting background. The marking must be firmly attached to the outside of the vehicle.

### Records

Pesticide use records, service records, inspection record reports, contracts and Official Waiver Forms are required to be maintained as required by the Rules of the Georgia Structural Pest Control Commission. These records must be retained by the licensee and made available to GDA for inspection upon request. All records

must be retained for a minimum of two years. WDO contracts and supporting documentation must be maintained during the contract period and for two years following the expiration of the contract. Routine record requests should be provided at time of request but must be provided to GDA within 48 hours of an official request. If a record request involves a human health or environmental risk, the record must be provided immediately.

### **Updating Licensing Information & Renewal**

The licensee is required by rule to notify the department in writing and within ten days of any changes including the mailing address, physical location, phone number and the closing of any office. Some of this information can be updated by going to the website listed below under resources. Licenses are required to be renewed by June 30<sup>th</sup> of odd numbered years.

### **Insurance**

The licensee is required to maintain insurance coverage as required by the Georgia Structural Pest Control Act for liability of bodily injury, property damage and pollution. The licensee must submit verification of coverage at the time of renewal.

### **Inspections**

Compliance inspections are routine for new companies and existing companies. The DCO will be contacted within 3-4 months by an

inspector to conduct a routine compliance inspection. The inspection includes compliance monitoring in the following regulatory areas: pesticide use, pesticide use record keeping, pest control contracts, pesticide storage and disposal, service vehicles and employee credential verification. If non-compliance is discovered, then the rule will be discussed, and assistance will be provided to ensure future compliance. Other compliance assistance will be provided such as providing information on new guidance policies, regulations, and label restrictions.

### **Online Resources**

- [Forms & Applications](#)
- [Georgia Pest Exam Program](#)
- [Licensing & Recertification Records Online](#)
- [Update License Information or request replacement cards](#)
- [Laws & Regulations](#)
- [SPCC Guidance Policies](#)
- [Georgia Structural Pest Control Commission](#)
- [Georgia Pest Control Association](#)
- [Certified Pest Control Operators of Georgia](#)

Also listed at [www.agr.georgia.gov/structural](http://www.agr.georgia.gov/structural)

If further assistance is needed, contact the Structural Pest Division Office or an inspector at (404) 656-3641 or [inspection@agr.georgia.gov](mailto:inspection@agr.georgia.gov)

*The Georgia Structural Pest Control Commission and Georgia Department of Agriculture have issued this guidance document to help pest management professionals comply with the Rules of the Georgia Structural Pest Control Act. This document does not include all regulatory requirements. Refer to the complete Rules of the Georgia Structural Pest Control Act for all rules and regulations.*