

Structural Pest Division

Georgia Department of Agriculture

Compliance Fact Sheet

State Inspections

This fact sheet is for structural pest control operators and technicians. It provides guidance on how to comply with the requirements of the *Georgia Structural Pest Control Act* and the *Rules of the Georgia Structural Pest Control Commission* as they relate to inspections.

What do the regulations require?

The regulations require that companies provide access to all records and materials used to perform pest control services. Records requested as part of a complaint inspection are required to be submitted within 48 hours of the request. If a request for records involves a human health or environmental risk, those records must be provided immediately.

What do structural inspectors review during an inspection?

This can vary depending on the type of inspection, but in general, inspectors review the following regulatory areas:

- Pesticide use
- Pesticide use record-keeping
- Pest control contracts
- Pesticide storage and disposal
- Service vehicles
- Application equipment and personal protective equipment (PPE)
- Licensing requirements
- WDO Monthly Job Reports
- Official Georgia Wood Infestation Inspection Reports

If the inspection is associated with a complaint, the inspector may also conduct an inspection of the structure to ensure that pesticides were applied as directed on the label and labeling, and that the application meets the minimum treatment standards.

How long are records required to be maintained?

Record Type:	Required Retention:
WDO Contract	2 years following the expiration of the contract
WDO Pesticide Use Record	2 years following the expiration of the contract
WDO Diagram	2 years following the expiration of the contract
Official Waiver	2 years following the expiration of the contract
Monthly Job Reports	2 years
Subterranean Termite Treatment Records	5 years after the treatment and 2 years following the expiration of the contract
Bait Monitoring Record & Inspection Record	2 years
Electronic Communication Acknowledgement Form	Length of the contract or 2 years following the expiration of the contract
HPC Pesticide Use Record	2 years

Monthly Job Report (MJR)

This report must be compiled each month for all WDO jobs. These reports must be retained for a minimum of two years from the date the record is created. The MJR must be provided when requested. These requests are typically for a two-year period. The reports are reviewed for compliance and the selection of WDO related records for review.

Compliance Assistance

Compliance assistance is typically offered during a routine company inspection. This is an opportunity for the regulated community to ask questions or get clarifications. This assistance is often focused on regulations, policy or label restrictions. These efforts support the Department's philosophy to educate as we regulate.

Compliance Assistance Inspections

The first routine company inspection a company receives is a Compliance Assistance Inspection (CAI). The intent of a CAI is to help new companies achieve compliance with all applicable state and federal laws and regulations pertaining to pesticides and pest management in Georgia. New companies can request a CAI at any time by contacting their local inspector.

Enforcement

It is important to remember that very few inspections lead to enforcement actions which can include fines and/or license revocations, but these actions will always be a part of any regulatory program. In general, when non-compliance is documented during an inspection, a letter will be issued to the DCO of the company outlining the issues found at the time of the inspection. Companies are encouraged to submit updated contracts or pesticide use records when those items need to be revised to achieve compliance.

Inspection Notices

Notice of Inspection: Issued prior to beginning any inspection and when requesting records. When used for records request, a response is required within 48 hours.

Field Advisory Notice of Compliance: Issued when no apparent non-compliant issues are documented during a routine inspection. No response to the Department is necessary.

Field Advisory Notice of Non-Compliance:

Issued when apparent non-compliant issues are documented during a routine inspection. Correction of all non-compliant issues is required; however, no formal response to the Department is necessary.

Warning Letter: Issued when record-keeping non-compliant issues are documented during a complaint inspection. Correction of all non-compliant issues is required; however, no formal response to the Department is necessary.

Inspection and WDO Corrective Action Report:

Issued when apparent deviations from the minimum adequate treatment standards are documented during an inspection. The correction of treatment is required including the signed corrective action and all associated documents are to be submitted within 30 days.

Administrative Actions

If the non-compliant issues documented during an inspection warrant it, the case will be referred to the Department's Legal Division for an administrative action. Administrative actions taken to address non-compliant issues can carry a penalty of up to \$10,000 per violation and are issued in an Administrative Order. Once an Administrative Order has been issued, the company has ten (10) days to request a hearing. Most cases are settled at a settlement conference prior to the hearing, but if a settlement cannot be reached, a formal hearing is scheduled and the Department's Legal Division will proceed with the administrative process.

Online Resources

- [Structural Pest Control | Georgia Department of Agriculture](#)
- [Structural Pest Control Commission \(SPCC\) | Georgia Department of Agriculture](#)

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