

Illinois Nature Preserves Commission

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Volunteer Use of Pesticides in Nature Preserves and Natural Areas 2018 Licensing Procedures

The following are the procedures that will be used to license volunteers.

1. The Illinois Department of Agriculture will mail all license renewal and retest letters for all volunteers that participated in the 2018 program with the Illinois Nature Preserves Commission to the address of the volunteer coordinators as addressed on the 2018 license.
2. The volunteer coordinator will be responsible for
 - a. Making sure the volunteer gets the license renewal or retest form.
 - b. Making sure that the address on the renewal application or the address given by a person taking a test (or retesting) is the address of the local landowner or manager (not the volunteers home address). Volunteer Coordinators will be provided with blank "Volunteer Herbicide Testing Identification Cards". A card should be filled out with the agency address then copied and distributed to the volunteers that are retesting. This will provide the volunteer with identification as a volunteer within the INPC/TNC program and give them a reference for recording the correct address. **For operators be sure that the applicators name and number are on the ID Card. The volunteer will need this information.**
 - c. Linking pesticide operators to applicators. The volunteer may record their applicator's name and number on the ID card. It is important that the operator list the same agency and address as their applicator since this is the way that IDOA links them together. Failure to ensure that applicator and operator agencies are the same will result in delays and possibly no license being issued. If the applicator is an employee of the sponsoring agency, they will need to change their agency name to include INPC to facilitate this. (Note that employees of sponsoring agencies are not eligible to be covered under the INPC indemnification form). IDOA has also suggested that, if practical, the Applicator's license application be submitted with all of the applications for operators licensed under this applicator.
 - d. Making sure that an applicator is licensed and available to each natural area that is included in this program.
 - e. Obtaining the signature of all volunteer herbicide applicators on the "Volunteer Agreement & Indemnification for Pesticide Application". Signing this agreement and forwarding it to Kelly Neal, Illinois Nature Preserve Commission, One Natural Resource Way, Springfield, IL 62702-1271
 - f. Guiding new volunteers through the process of obtaining a herbicide license by completing a, b, c, d, and directing them how and where to take the test given by Illinois Department of Agriculture (IDOA), and filling out the needed applications.
 - g. Distributing licenses, and applications as they are sent from IDOA to the volunteers.

3. The volunteer herbicide operator is responsible for:
 - a. For renewals:
 - 1) ensuring the address on the application is the address of the landowner/manager of the property that you work on (sponsoring agency; See 2b above)
 - 2) providing the name and license number (if available) of your applicator on the application. **An applicator is required for each site. If there is not an applicator for a site where a volunteer applies herbicide, or the volunteer plans to apply herbicide at a site when the applicator is not present, that volunteer must obtain an applicator license as described below.**
 - 3) giving the application to your applicator, volunteer coordinator or directly mailing the application to IDOA for processing.
 - 4) signing the "Volunteer Agreement & Indemnification for Pesticide Application and submitting to the volunteer coordinator.
 - b. For new operators and those retesting:
 - 1) obtain a Volunteer Herbicide Testing Identification Card from your volunteer coordinator (see 2b above). This should have the sponsoring agencies address listed.
 - 2) take the general standards test given by the Illinois Department of Agriculture. Use the name and address information provided on the Identification Card to fill out the test papers.
 - 3) when the application comes complete the information needed for a Public Pesticide Operator license.
 - 4) complete steps 3a2, 3a3, and 3a4 as for renewals.
4. The volunteer herbicide applicator is responsible for:
 - a. For renewals:
 - 1) ensuring the address on the application is the address of the landowner/manager of the property that you work on (sponsoring agency; See 2b above)
 - 2) providing your name and license number (if available) to operators licensed under you.
 - 3) collating your application with the applications of operators licensed under you and providing it to the volunteer coordinator or mailing directly to IDOA for processing. Note that these operators will not receive a license until yours is approved.
 - 4) signing the "Volunteer Agreement & Indemnification for Pesticide Application and submitting to the volunteer coordinator.
 - b. For new applicators and those retesting:
 - 1) obtain a Volunteer Herbicide Testing Identification Card from your volunteer coordinator (see 2b above). This should have the sponsoring agencies address listed.
 - 2) take the general standards and rights-of-ways test given by the Illinois Department of Agriculture. Use the name and address information provided on the Identification Card to fill out the test papers.
 - 3) when the application comes complete the information needed for a Public Pesticide applicator license.
 - 4) complete steps 4a2, 4a3, and 4a4 as for renewals.
 - c. Being available to supervise licensed operators at their assigned natural area.
5. When indemnification forms are received by the INPC they will be signed and copies sent to the volunteer coordinator and volunteer.