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AGED 539 – Project Write-Up

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This document is submitted in partial fulfillment of the requirement of AGED 529 Graduate Internship in Agricultural Education for the degree of Master in the field of Agricultural Education (MAE).

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Abstract

This document outlines the purpose and creation of a training resource used by members of the California Association of Standards and Agricultural Professionals (CASAP). The training resource is hosted on the CASAP website and focuses on content included on the eight licenses issued by the California Department of Food and Agriculture (CDFA) for County Agricultural Biologist Inspectors and County Weights and Measures Inspectors.

Respectfully Submitted,

Molly Sasha Miller

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All those committed to protection of the environment, public, and right to farm.

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Background

RELEVANCE OF PRODUCTION AGRICULTURE IN CALIFORNIA

In 2018, 11 % of the United States population were employed by roughly 22 million jobs in the agriculture and food sector and 13% of American's income was used directly for food expenditures (Ag and Food Sectors and the Economy, United States Department of Agriculture – Economic Research Service). California farms and ranches had a combined gross income of nearly \$50 billion. The top commodities were dairy products, grapes, almonds, cattle, pistachios, strawberries, lettuce, floriculture, tomatoes, and oranges. California agriculture provided “a third of the country's vegetables and two-thirds of the country's fruits and nuts” (California Agricultural Production Statistics, California Department of Food and Agriculture). During the same year, nearly 422,320 people were employed in the California agriculture industry (California Agricultural Employment 2018 Annual Average, California Employment Development Department). The agriculture industry in California is vital in food production and therefore must be protected to ensure future agricultural production.

RELATIONSHIP BETWEEN LOCAL, STATE, AND FEDERAL GOVERNMENT IN AGRICULTURAL REGULATION

The Federal entity for agricultural regulation is the United States Department of Agriculture (USDA). The Environmental Protection Agency (EPA) is another Federal entity involved in agriculture, specializing in the regulation of pesticides. The National Institute of Standards and Technology (NIST) focuses on regulation of commercial weights and measures and is a division of the United States Department of Commerce. The national organization for weights and measures professionals is the National Conference on Weights and Measures (NCWM).

The California State agency for agricultural regulation is the California Department of Food and Agriculture (CDFA). CDFA has a subdivision that regulates weights and measures on a state level called the Division of Measurement Standards (DMS). The California State Agency responsible for pesticide regulation is the California Department of Pesticide Regulation (CDPR). The state organization for Agricultural Commissioner's and Sealers of Weights and Measures is the California Agricultural Commissioners and Sealers Association (CACASA). The state organization for county Agricultural Biologist Inspectors and Weights and Measures Inspectors is the California Association of Standards and Agricultural Professionals (CASAP). State agencies adopt Federal laws and regulations.

County Agricultural Commissioner's (CAC) offices are local government agencies that report to and work with CDFA to implement state programs on a local level. CAC offices are the agencies that have the greatest reach and are the most hands-on with grower relations. CAC offices work with regulation of both agriculture and pesticides. County Weights and Measures Departments are often in conjunction with County Agricultural Commissioner's Offices. The California Department of Food and Agriculture's County Relations Office is dedicated to communicating between CDFA and CACASA. Local agencies adopt State and Federal laws and regulations.

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE

The California Department of Food and Agriculture (CDFA) is the California State agency primarily responsible for the regulation of agricultural products, practices, and permits. The mission of CDFA is to “serve the citizens of California by promoting and protecting a safe, healthy food supply, and enhancing local and global agricultural trade, through efficient management, innovation, and sound science, with a commitment to environmental stewardship”

(Mission Statement, California Department of Food and Agriculture). CDFA focuses not only on preserving agricultural production but emphasizes the importance of environmental consciousness in production agriculture. There are multiple divisions under CDFA regulating animal production, cannabis cultivation, marketing services, and measurement standards.

CDFA oversees many programs involved with production agriculture. Some programs that Agricultural Commissioners are involved with include trapping programs such as the Pierce's Disease Control Program for the Glassy-Winged Sharpshooter, a variety of crop inspections and certifications, direct marketing "Farmers Market" inspections, and the inspection of weighing and measuring devices (Divisions and Special Programs, California Department of Food and Agriculture).

DIVISION OF MEASUREMENT STANDARDS

The Division of Measurement Standards is a subdivision of the California Department of Food and Agriculture. The Division of Measurement Standards (DMS) regulates weights and measures in California. Activities for the department include ensuring accuracy of commercial weighing and measuring devices, verifying quantities of commodities, and enforcing standards for petroleum products (Division of Measurement Standards, California Department of Food and Agriculture). DMS works with County Weights and Measures Departments to complete inspections, enforce regulations, and conduct trainings.

The mission of the Division of Measurement Standards is to "serve the people of California by aggressively preserving and defending the measurement standards essential in providing the citizens a basis of value comparison and fair competition in the marketplace" (Mission, California Department of Food and Agriculture – Division of Measurement Standards). DMS enforces laws and regulations set forth in the California Business and

Profession's Code Division 5, and the California Code of Regulations (CCR) Title 4, Division 9. The California Business and Professions Code outlines general business regulations and serves as a charging code in violations of the law. A law is created by the Legislative Branch of government outlining a rule that either requires or prohibits an act. The California Code of Regulations serves as a guideline for enforcement and test procedures and references sections of the California Business and Professions Code. A regulation is a guideline that is created to clarify, interpret, or enforce a law (Training Module 2: Laws and Regulations, California Department of Food and Agriculture – Division of Measurement Standards; Appendix M and Appendix N). For example, if one were to find a violation of the California Code of Regulations, they must also cite the corresponding Business and Professions Code. The California Code of Regulations also adopts regulations and testing procedures set forth by the National Institute of Standards and Technology (NIST).

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE EXAMINATIONS

The California Department of Food and Agriculture (CDFA) offers five licenses related to the County Agricultural Biologist Inspector position, and three licenses related to the County Weights and Measures Inspector position (Appendix A). The licenses related to the County Agricultural Biologist/Inspector are: Pesticide Regulation, Investigation and Environmental Monitoring, Integrated Pest Management, Commodity Regulation, and Pest Prevention and Plant Regulation. The licenses related to the County Weights and Measures Inspector are: Weight Verification, Measurement Verification, and Transaction and Product Verification.

Prior to examinations, an individual must apply to test for each license. A County Agricultural Biologist/Inspector license candidate must meet minimum qualifications such as possessing one or more licenses as a County Agricultural Biologist/Inspector, *or* possessing a

Bachelor's degree in an approved field of study such as agricultural, biological, chemical or physical sciences (County Licensing Program: Licensing Examinations for County Agricultural Inspector/Biologist, California Department of Food and Agriculture – County Relations Office; Appendix B). A County Weights and Measures Inspector license candidate must meet minimum qualifications mentioned above or may qualify a variety of other ways such as substituting years of college study for years of relevant work experience (County Licensing Program: Licensing Examinations for County Weights and Measures Inspectors, California Department of Food and Agriculture – County Relations Office; Appendix C). After a License Candidate has been approved, they must receive an examination score of at least 70% to receive their license. Examinations vary from 85-120 questions depending on the examination. Licenses are valid for five years from the date of issuance and may be renewed without testing if an individual is employed by a County Agricultural Commissioner, the California Department of Food and Agriculture, or the California Department of Pesticide Regulation (County Licensing Program: Licensing Examinations for County Agricultural Inspector/Biologist, California Department of Food and Agriculture – County Relations Office; County Licensing Program: Licensing Examinations for County Weights and Measures Inspectors, California Department of Food and Agriculture – County Relations Office).

In addition to the eight county inspector licenses CDFA offers, they also offer examinations for Deputy County Agricultural Commissioners, Deputy County Sealers of Weights and Measures, County Agricultural Commissioners, and County Sealers of Weights and Measures (California County Exam Bulletins, California Department of Food and Agriculture – County/State Liaison Office).

COUNTY AGRICULTURAL COMMISSIONER DUTIES

County Agricultural Commissioners are “charged with the protection of California agriculture, the protection of the environment as well as the protection of the public’s health and safety” (California’s Agricultural Commissioners, California Department of Food and Agriculture – County/State Liaison Office). The California Department of Food and Agriculture oversees each county department and provides support to counties in a variety of programs. Programs required to be executed by County Agricultural Commissioners include: Pest Exclusion, Detection, Eradication, and Management; Pesticide Enforcement; Seed Certification; Nursery Inspection; Fruit, Nuts and Vegetable Standardization Inspection; Egg Inspection; Apiary Inspection; and Crop Statistics (California’s Agricultural Commissioners, California Department of Food and Agriculture – County/State Liaison Office).

Pest related programs aim to manage the number of harmful pests, prevent invasive pests from entering or spreading, and identify potential pests such as insects, weeds, and animals. Pesticides are commonly used to manage pest pressure. It is a duty of the County Agricultural Commissioner’s Office to enforce pesticide regulation and focus on the protection of workers and the environment. Certification of commodity such as seeds, nursery material, fruits, nuts, vegetables, and eggs allows for fair market comparisons, product cleanliness, and accurate labeling. Apiary Inspections focus on the protection of honeybee colonies used for honey production and pollination services (California’s Agricultural Commissioners, California Department of Food and Agriculture – County/State Liaison Office).

One major task of Agricultural Commissioners Offices is to compile crop statistics each year. This is typically referred to as a “Crop Report” which help to inform industry, government agencies, and the public about agricultural production in each county (2018 Agricultural

Production Report, County of Santa Barbara – Agricultural Commissioner’s Office; Appendix D). All CAC Crop Reports are compiled by CDFA and used to create the California Department of Food and Agriculture Agricultural Statistics Report annually.

AGRICULTURAL BIOLOGIST/WEIGHTS AND MEASURES INSPECTOR POSITION

Employees of the County Agricultural Commissioner’s Office are referred to as Biologists and Inspectors. Nearly all County Agricultural Commissioner’s Offices are combined with the County Weights and Measures Offices. Depending on the county, titles may vary, but overall, there are three classifications for non-managerial staff of Agricultural Commissioner’s Offices: Agricultural Biologist/Inspectors, Weights and Measures Inspectors, and Agricultural/Weights and Measures Inspectors. Some departments appoint their employees to either County Agricultural Biologist/Inspector or County Weights and Measures Inspector positions. Other counties offer combined positions in which a staff member acts as an Agricultural/Weights and Measures Inspector.

Staff members progress through inspector series which allow them to move from Inspector level one (I) to Inspector level three (III). Each level has steps such as “I(a),” “I(b),” “I(c),” etcetera. The requirements for steps vary depending on the employing county, but two variables for the Santa Barbara County Agricultural Commissioner’s Office are time in service and possession of “specific category licenses [...] issued by the California Department of Food and Agriculture” (Job and Salary Information “Agricultural/Weights and Measures Inspector I,” GovernmentJobs – County of Santa Barbara).

An Agricultural Weights and Measures Inspector I for Santa Barbara County must obtain two licenses offered by the California Department of Food and Agriculture in approved categories within their first year of employment (Job and Salary Information

“Agricultural/Weights and Measures Inspector I,” GovernmentJobs – County of Santa Barbara; Appendix E). The minimum number of licenses for an Agricultural Weights and Measures Inspector II is five, and the minimum number for an Agricultural Weights and Measures Inspector III is eight (Job and Salary Information “Agricultural/Weights and Measures Inspector I” and “Agricultural/Weights and Measures Inspector II,” GovernmentJobs – County of Santa Barbara; Appendix F and Appendix G).

RELATIONSHIP BETWEEN EXAMINATIONS AND DUTIES

Duties of the County Agricultural Biologist and/or Weights and Measures Inspector coincide with the examinations given by the California Department of Food and Agriculture (CDFA). Depending on the county, some inspectors perform duties covering all license categories or may perform duties covered in only one license category.

Pesticide Regulation is an essential function of County Agricultural Commissioner’s and serves to protect the public, farmers, pest control businesses, nursery producers, agricultural employees, and the environment. Duties of an Agricultural Biologist/Inspector relating to pesticide regulation can include label interpretation, safety of applications, review of Notice of Intents, school site notifications, pesticide use reporting, pesticide use monitoring, essential safety for workers and neighbors, and issuance of pesticide and restricted material permits. Permits are issued to individuals based on their needs, and inspectors must be aware of requirements for each permit. Inspectors also must be aware of required personal protective equipment, proper application equipment, and safe application techniques (County Licensing Program: Licensing Examinations for County Agricultural Inspector/Biologist, California Department of Food and Agriculture – County Relations Office; Appendix B).

In addition to Pesticide Regulation, Investigation and Environmental Monitoring play an important role with the use of pesticides. Unfortunately, misuse does occur with pesticides both intentionally and unintentionally. Serious pesticide related accidents are required to be reported to the local Agricultural Commissioner. Once a report is received, a biologist/inspector investigates to determine cause and provides education to lower the risk of future exposures. During an investigation, an inspector may be required to take samples and must be familiar with sampling techniques. Environmental monitoring is also a duty of Agricultural Commissioner's staff which may require determining environmental conditions such as temperature or wind speed on a proposed application date. Other examples of Investigation and Environmental Monitoring include complaints, disposal of waste materials, and enforcement actions. Grape pest management is also included under this license which is prevalent in some counties. Lastly, public and media relations are relevant when investigating. Although an Agricultural Commissioner's staff may not typically be the public relations contact, they may be contacted for statements on investigations and must be aware of departmental policies relating to public comment and media outlets (County Licensing Program: Licensing Examinations for County Agricultural Inspector/Biologist, California Department of Food and Agriculture – County Relations Office; Appendix B).

Integrated Pest Management is one of the broadest licenses but may arguably be the most useful when it comes to production agriculture. Integrated Pest Management uses a variety of methods to minimize pest pressure, including chemical, physical, and biological means. For example, organic farms may find that wasp parasitoids used as biological controls can help defend plants against moth larvae. Trapping is a duty that county staff conduct to determine pest presence as well as the presence and density of biological control agents. Inspectors must be

aware of common plant diseases and pathogens to identify potential problems during cleanliness inspections. Other than insects, weed pests should be recognized and properly prepared for identification (County Licensing Program: Licensing Examinations for County Agricultural Inspector/Biologist, California Department of Food and Agriculture – County Relations Office; Appendix B). Integrated Pest Management focuses on using the least toxic means to lower pest levels down to a manageable or tolerable level. This technique helps in the Agricultural Commissioner’s duty to protect both agriculture and the environment (Integrated Pest Management, Carlsen).

The examination for Commodity Regulation covers a variety of duties related to the regulation side of agricultural production and sales. These duties will include inspections of Farmer’s Markets, which will protect the integrity of “We Grow What We Sell” (Chapter 10.5. Article 1.5. [47004.c.1], California Food and Agricultural Code). During a Farmers Market Inspection, CAC staff shall identify produce defects, seasonality, and geographical area of production. It also covers Certified Producer Certificates issued to growers selling their own product. Egg production is a focus of commodity regulation for egg producing counties and includes grading, sizing, and packaging requirements. The Commodity Regulation license also pertains to organic inspections of produce. Commodity regulation can cross over into some weights and measures duties such as inspections at markets requiring identity, responsibility, and quantity statements (County Licensing Program: Licensing Examinations for County Agricultural Inspector/Biologist, California Department of Food and Agriculture – County Relations Office; Appendix B).

Pest Prevention and Plant Regulation is one of the most straight-forward licenses offered by CDFR and related to Agricultural Commissioner’s staff duties. Import and export of

agricultural products are considered high-risk essential duties. When a shipment is inbounded into a county, it must be inspected to ensure there are no quarantine violations such as insects, weeds, viruses, or diseases. In addition to local orders of quarantine, certain high-risk pests may be covered by an enforceable State or Federal quarantine order. Additionally, when a shipment is to be exported from a county, an inspector should issue a phytosanitary certification and complete an inspection. Quarantine related inspections can occur at a parcel facilities, nurseries, or retail outlets. Seed inspection is another program that falls under the quarantine related category license. Seed inspections help to verify seed cleanliness and lower the risk of noxious weed dispersal (County Licensing Program: Licensing Examinations for County Agricultural Inspector/Biologist, California Department of Food and Agriculture – County Relations Office; Appendix B).

There are three licenses issued for Weights and Measures staff. The Weight Verification license covers inspection of devices and practices used in commercial weighing. This includes requirements and testing a variety of scales ranging from laboratory grade “Class I” scales to livestock “Class III” scales and axle load “Class IV” scales. Additionally, Weight Verification applies to the requirements of weighmasters who verify commercial weights. Inspectors can inspect weighing devices and practices on a regular basis or upon a complaint basis. The Weight Verification license also covers investigative techniques that an inspector may use during an inspection and legal information about enforcement procedures (County Licensing Program: Licensing Examinations for County Weights and Measures Inspectors, California Department of Food and Agriculture – County Relations Office; Appendix C).

Measurement Verification applies to inspecting and testing devices used in the commercial measurement of commodities. Examples of measuring devices are retail motor fuel

meters, such as gas pumps, water and gas submeters, odometers, wire meters, and a variety of other devices. Devices are not limited to volumetric measurement and linear measurement; other examples of things sold by measurement could include time and power. Testing of electrical meters is common, and the Measurement Verification category license examination covers electrical principles and safety. While some devices, such as gas pumps, are common, other devices are more specialized, such as cryogenic liquid measuring devices and hydrogen dispensing devices. Investigative techniques and legal processes are also included (County Licensing Program: Licensing Examinations for County Weights and Measures Inspectors, California Department of Food and Agriculture – County Relations Office; Appendix C).

Transaction and Product Verification regulates quality control of packages and purchases. Inspectors will use outlined test procedures to verify a product for proper weight, measure, or count. Price Verification is also a prominent element of quality control. Every product that is sold must adhere to sets of requirements related to their labeling, advertising, and method of sale. For example, Weights and Measures Inspectors can test products compliance with labeling requirements since all products are required to have statements of identity, responsibility, and quantity, commonly referred to as “IRQ.” Price Verification is done both on an annual and a complaint basis at retail stores to determine if advertised prices match prices charged. Compliance of petroleum product labeling, advertising, and quality are also regulated under this license. As with Measurement and Weight Verification category license examinations, the Transaction and Product Verification license examination covers investigative techniques and legal requirements (County Licensing Program: Licensing Examinations for County Weights and Measures Inspectors, California Department of Food and Agriculture – County Relations Office; Appendix C).

CALIFORNIA ASSOCIATION OF STANDARDS AND AGRICULTURAL PROFESSIONALS

The California Association of Standards and Agricultural Professionals (CASAP) is a professional organization for individuals employed in the County Agricultural Commissioner and/or Weights and Measures Sealer system. Individuals who hold one of the aforementioned California Department of Food and Agriculture licenses are eligible for membership. Individuals who do not have any licenses issued by the California Department of Food and Agriculture may be admitted as members upon approval by the CASAP Board of Directors. The Board of Directors consist of members from various counties in California. Individuals who possess any of the eight appropriate licenses may be eligible for membership as a non-voting associate member regardless of their employer or employment status (Constitution and By-laws, California Association of Standards and Agricultural Professionals; Appendix H).

The California Association of Standards and Agricultural Professionals is “committed to education, communication, and professionalism among its members” (Constitution and By-laws, California Association of Standards and Agricultural Professionals; Appendix H). One of the main events hosted each year by CASAP is the Mock Deputy Oral Examination which helps inspectors prepare for the spoken portion of the deputy licensing process for both Deputy County Agricultural Commissioner license candidates and Deputy Sealer of Weights and Measures candidates. Previously, CASAP hosted a forum on their website which presented unsubstantial useful information on the eight CDFG category license examinations for County Agriculture/Weights and Measures Inspectors (Community Forum, California Association of Standards and Agricultural Professionals; Appendix I). There has long been expressed interest in compiling training resources for member use, but it has not been done until now.

Challenges with Previous Materials

RESOURCES AVAILABLE PRE-PROJECT

CAC employees are required to obtain CDFA category licenses in the areas of County Agricultural Inspector Biologist and/or County Weights and Measures Inspector. Some counties had significant, useful amounts of study material while others directed their inspectors to overwhelming, non-specific, and out of date CDFA websites. Larger counties who typically host training sessions with state agencies had vast amounts of training materials kept in-house.

Agriculture related license examination content was broad and non-specific. Suggested Reading Material lists per license could reference thousands of pages of legal text in full, which are difficult to read and navigate. The current reading list for Agricultural Inspector/Biologist licenses is “for the year 2017 examinations” (Suggested Reading List for County Agricultural Inspector/Biologist, California Department of Food and Agriculture; Appendix J). Many of the links inside this document are broken or reflect an area of the website that has been moved or removed (Document Not Found, California Department of Pesticide Regulations; Appendix K).

The current reading material list available on the CDFA website for Weights and Measures licenses specifically states that the reading list is applicable “for the year 2012 examinations” (Suggested Reading List for County Weights and Measures Inspector Examination, California Department of Food and Agriculture – Division of Measurement Standards; Appendix L). Weights and Measures examinations had strong, more readily available study material. The Division of Measurement Standards (DMS) created a series of modules titled, “Training for the Weights and Measures Official.” Each of these fourteen modules were comprised of a planned reading section with an embedded verification strategy to ensure content recall through check-for-understanding questions, as well as a visual slideshow presentation that

mirrored content in the corresponding reading (Training Module 2: Laws and Regulations, California Department of Food and Agriculture – Division of Measurement Standards; Appendix M and Appendix N). However, these presentations were recently removed from the DMS training web page and were relocated to a portal that is not readily accessible to most county inspectors (Training Modules, California Department of Food and Agriculture – Division of Measurement Standards; Appendix O).

TEST INTEGRITY

Test integrity is vital in all fields of education, but when a state license is being issued, it becomes a matter of legal importance.

The least helpful study materials are question and answer pages which uncomfortably mirror examination questions. Not only is this an ethical dilemma, but it is a legal complication that points to cheating. As a result, tests have been compromised. This has caused tests to be pulled from the online testing format and some tests were completely rewritten. The platform that was used for testing purposes was also given additional security measures. This did not help the cause for county agencies already struggling to obtain useful study materials.

MATERIAL EXCHANGE

Paper copies housed in individual counties were typically outdated and covered material no longer included on license examinations. Some of the most useful training materials were not available online but were kept as copies of presentations been given at an in-service training session. These documents were rarely shared between departments due to culture and/or departmental policies which prohibit document exchange.

Through connections with the California Association of Standards and Agricultural Professionals (CASAP) Board members, documents were obtained. Since the CASAP Board of

Directors consists of members from many counties throughout California, each member collected and sent information for organization and review. Out of date material that was queried in a search engine to find the most recent edition when available. By creating a culture of education and information exchange, the CASAP Board of Directors and numerous other agencies assisted in compiling documents and answering clarifying questions.

Goals

PURPOSE

The purpose of this project was to compile resource material for all eight California Department of Food and Agriculture (CDFA) county inspector licensing examinations from local, State, and Federal Agencies. All county Agricultural Biologists and Weights & Measures Inspectors are required to obtain proper licensing in their fields. Each license is obtained through the completion of an examination that varies from 85-120 questions per topic. Training material are difficult to navigate, and typically not shared between counties. There was no functional resource that hosted training documents for the purpose of licensing examination preparation.

OVERALL GOAL

The overall goal of this project was to create an accessible resource for agricultural regulators and standards officials, such as inspectors, biologists, deputies, and commissioners. All eight applicable California Department of Food and Agriculture (CDFA) county inspector licensing examinations were outlined with supporting documents as study material for the examination as well as a resource for viewers to sharpen and refresh their knowledge. These materials are accessed through the California Association of Standards and Agricultural Professionals (CASAP) website available for CASAP Members. The website training materials were set to be completed by January 2020 and presented to the general assembly of the CASAP State Convention in Visalia, California.

EXPANDED SHORT-TERM GOALS

In July 2019, I met via teleconference with the CASAP Board of Directors regarding their visions for training material and began outlining long and short-term goals for this

undertaking. During this meeting, we spoke with the webmaster about using cloud-based share drives on Google to exchange material.

My goal was to get into contact my Master advisor, Dr. Benjamin Swan, in the California Polytechnic State University's Agricultural Education Department and discuss this project as an option to fulfil the requirement of "AGED 529: Graduate Internship in Agricultural Education" by the end of July 2019. On July 23, 2019, I accomplished this goal and was given confirmation to proceed forward with specific instruction to document the process and set SMART goals.

CASAP hosts a statewide conference each year in January. The goal was to complete training drives for all eight examinations by January 1st, 2020 that used citable, verified materials to be presented by the 2020 CASAP State Conference.

In July 2019, the examinations were divided up and members of the 2019 CASAP Board of Directors stated they would with materials by the next meeting mid-August. Shared Google Drives were to be sent out to all CASAP Board Members with instructions on how to upload documents by July 6, 2019. They were sent out by July 5, 2019.

I set a goal of going through the Santa Barbara County Agricultural Commissioner's Office material for license examinations by July 15, 2019 to utilize existing training resource materials and identify areas that were the most in need of material. The two licenses with the least study material were Measurement Verification and Pest Prevention and Plant Regulation.

The goal to create resource folders with an outlined reference list, including authors and affiliations, was set. Each examination was set with a date-specific goal to be completed before January 2020 with a two-week review period before the 2020 CASAP Conference. The goal dates and completion dates for all licenses were as follows:

- Commodity Regulation – Goal: Complete by July 31, 2019
 - License Examination tested for and passed July 26, 2019 (Personal)
 - Resource material and reference list organized and completed July 28, 2019
- Transaction and Product Verification – Goal: Complete by August 31, 2019
 - Resource material and reference list organized and completed August 24, 2019
 - License Examination tested for and passed September 26, 2019 (Personal)
- Weight Verification – Goal: Complete by August 31, 2019
 - Resource material and reference list organized and completed August 29, 2019
 - License Examination tested for and passed August 30, 2019 (Personal)
- Integrated Pest Management – Goal: Complete by September 30, 2019
 - Resource material and reference list organized and completed September 30, 2019
 - License Examination tested for and passed October 25, 2019 (Personal)
- Pesticide Regulation – Goal: Complete by October 31, 2019
 - Resource material and reference list organized and completed October 15, 2019
 - License Examination tested for and passed November 15, 2019 (Personal)
- Investigation and Environmental Monitoring – Goal: Complete by October 31, 2019
 - Resource material and reference list organized and completed October 29, 2019
 - License Examination tested for and passed January 23, 2020 (Personal)
- Pest Prevention and Plant Regulation – Goal: Complete by November 30, 2019
 - Resource material and reference list organized and completed November 24, 2019
 - License Examination tested for and passed February 27, 2020 (Personal)
- Measurement Verification – Goal: Complete by December 23, 2019
 - Resource material and reference list organized and completed December 5, 2019
 - License Examination tested for and passed April 23, 2020 (Personal)

After all materials were compiled, authors were compiled onto one list that was shared with the CASAP Board of Directors on December 7th, 2019. A goal was set to obtain all permissions from authors regarding the use of their material on the CASAP website for training purposes by January 2, 2020. All documents were to be shared with the CASAP Webmaster no later than January 2, 2020 via Google Drive along with a formal outline of all examinations.

All documents were to be made available on the CASAP website by January 16, 2020 at the CASAP Annual Conference in Visalia, California and presented to the general membership during the afternoon of January 16, 2020.

Creation Process

COMPILATION OF DOCUMENTS

Documents related to the eight license categories were sent to me and sorted into Google Drive folders. Documents were received from members of the 2019 CASAP Board, as well as general CASAP members, non-members, and employees of state agencies.

Any files that were thin or needed more substantial documents, flagged. Multiple e-mails were sent to the CASAP board to seek out additional documents while I requested additional documents from state and federal agencies.

CREATION OF GOOGLE DRIVES

In the Google Drive, there were two folders “Agriculture” which hosted document folders: “Commodity Regulation,” “Integrated Pest Management,” “Pesticide Regulation,” “Investigation and Environmental Monitoring,” and “Pest Prevention and Plant Regulation.” The second folder was “Weights and Measures” which hosted document folders: “Weight Verification,” “Transaction and Product Verification,” and “Measurement Verification (Appendix P).” Documents were sorted into the appropriate folders and a list was created with the file name, author, responsible agency, and person who submitted the document.

A second set of folders was created on a CASAP owned Google account to host final resources selected.

REVIEW OF DOCUMENTS

Once a license specific folder had enough documents to proceed with a document review, documents were pulled up digitally, or printed for review. Any handwritten notes which contained question-specific information were removed, and out of date material was not included in the final folder. Personal contact information was redacted if present. Any documents that

were handwritten were digitally transcribed. This was only done if the handwritten document was the most complete and beneficial document.

OBTAINING PERMISSIONS

Documents selected for the final compiled resource were placed onto a final resource list. When available, authors of material were reached out to via e-mail and phone. Contact was made by CASAP board members depending on previous experience with the author. During the contact, it was explained that the document would be hosted by CASAP for purposes of training, studying, and education of its members. It was also explained that only CASAP members would be allowed to access this area of the site and all personal contact information was redacted.

Any permission decline triggered immediate removal of the document from the final folder as well as the resource list. Some authors declined to have their document hosted because of departmental policies, while others cited personal reasons. Most authors granted permission – some authors even sent additional training documents. Documents with no authors have been posted in the training resource but will be removed upon request.

LAYOUT AND PUBLICATION

Under the CASAP website's "Training and Resources" page, all license categories are listed. Each license has a title, a related photo, and the resource list (Appendix Q). Under the resource list is a link "Download Resources." Once a member clicks on the "Download Resources" link, it directs them to a Google Drive where they can access and save any document in the folder (Appendix R). To ensure that documents were presented in the same order as they were on the resource list, there is a corresponding numerical prefix for each document.

Documents were published on a Google Drive belonging to the CASAP Webmaster. I was given specific permission to edit this folder in case an author requests immediate removal of

their document. All other viewers are not able to make changes, additions, or deletions to the folders.

PRESENTATION

On Thursday, January 16th during the second session of the California Association of Standards and Agricultural Professionals 2020 state convention, I was introduced as the creator of this training resource. Using a projector, I navigated through the CASAP web page and showed the membership how to access the training resource.

The “Training and Resource” page was made publicly available to CASAP members after its presentation at the 2020 CASAP Conference. After the presentation, multiple members contacted me and offered to share additional resources. There was an apparent appreciation from the crowd and immediate openness for sharing material that previously had not existed.

Implications

COVID-19: UTILIZATION FOR DISTANCE LEARNING

On Thursday, March 19, 2020 California Governor Gavin Newsom issued Executive Order N-33-200, which became known as the “Stay at Home Order” (Executive Order N-33-20, State of California Executive Department; Appendix S). This came in an attempt to slow the spread of the virus due to an influx of cases of the Novel Coronavirus-19 (COVID-19). County Agricultural Commissioners often work with quarantines from federal, state, and local levels; however, these quarantines involve plant and animal related pests, viruses, and diseases. It is important as a public agency that County Agricultural Commissioners uphold any law and adhere to suggestions and requirements regarding COVID-19.

Agricultural Commissioner’s Offices are considered an essential service due to their direct involvement and oversight of the food supply. Throughout the state, there have been many training sessions, conferences, and meetings postponed, rescheduled, or conducted via teleconferencing. Certain counties host “In-Service” study sessions focused on material covered in the state licensing examinations (Appendix T). However, these have been cancelled and closed to neighboring counties because of social distancing measures and reducing inter-county travel to comply with Governor Newsom’s stay at home order. The training resource outlined in this document allows many individuals to supplement training sessions and continue taking license examinations during this time. All documents are available on the website to CASAP members. This is one way that a web-based training material can be used for distance learning.

PLANS FOR FUTURE EXPANSION

Currently, I am a member of the 2020 CASAP Board of Directors, in part due to the creation of this training resource gaining popularity with CASAP members (Appendix U).

The 2020 CASAP Board of Directors is planning on setting a specific plan and goal of creating training materials for the Deputy County Agricultural Commissioner License, Deputy County Sealer of Weights and Measures License, County Agricultural Commissioner License, and County Sealer of Weights and Measures License over the next three years. The California Agricultural Commissioners and Sealers Association (CACASA) has posted training videos to assist in studying for deputy licenses. CASAP intends to collaborate with CACASA to make additional training videos.

Currently, the 2020 CASAP Board is working on a webinar for members who have already completed their county inspector license series. This webinar will serve as a mock oral examination preparation. The “Mock Oral” seminar is typically held in person and helps to prepare candidates for the spoken segment of their deputy license examination.

Material for the eight license examinations will be reviewed annually to ensure that all documents are still relevant and that any new editions of publications are used to update the resource files.

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APPENDIX A

State of California
Department of Food and Agriculture

To whom these presents shall come:

Be it known, that **Molly Miller** has successfully passed the examinations indicated below before the Secretary of the Department of Food and Agriculture. Now, therefore, I, in the name and by the authority of the People of the State of California, do by these presents declare this person eligible to the position of

County Agricultural Inspector Biologist

- Pesticide Regulation
- Investigation & Environmental Monitoring
- Integrated Pest Management
- Commodity Regulation
- Pest Prevention and Plant Regulation

County Weights and Measures Inspector

- Transaction and Product Verification
- Measurement Verification
- Weight Verification

In Witness Whereof, I have hereunto set my hand at Sacramento, this 23rd Day of April, 2020 A.D.





Loren Ross

Secretary California Department of Food and Agriculture

Registration No. 7764

This License is valid for five years from Date of issue.

APPENDIX B

[CDFA Home](#) | [County Relations Office](#)

County Licensing Program

Licensing Examinations For **COUNTY AGRICULTURAL INSPECTOR/BIOLOGIST**

Separate exams are being offered for the following licenses:

- COMMODITY REGULATION**
- INVESTIGATION & ENVIRONMENTAL MONITORING**
- INTEGRATED PEST MANAGEMENT**
- PEST PREVENTION AND PLANT REGULATION**
- PESTICIDE REGULATION**

Application and Fees

Applications must be filed electronically at: <https://apps1.cdfa.ca.gov/countylicensingexam/>. A fee of \$75.00 will be charged for the administration of each exam. Fees for all exams must be remitted with the electronic application via credit or debit card. Refunds will be issued to candidates not meeting minimum qualifications.

Examination Locations

Exams will typically be administered at the Agricultural Commissioner/Sealer of Weights and Measures office located in each county. Candidates currently employed by a county will be scheduled in that county. Candidates not employed by a county will be scheduled in the county in which they reside.

Written Examination Registration Period

Qualified candidates submitting applications during each registration period will be scheduled for testing in the corresponding administration period indicated below. Applications received before or after the registration period will need to register for a future exam cycle.

Paper exams will be administered twice a year, during the dates below:

Written Examinations

Registration Begins	Registration Ends	Exam Dates
October 4, 2019	November 8, 2019	January 6-10, 2020
February 1, 2020	May 15, 2020	July 6-10, 2020

All **first-time** applicants, if they have not done so, must submit their transcripts and be approved to take our exams **two weeks before the registration period ends to cdfa.county_exams@cdfa.ca.gov**.

Electronic Examinations

The new County Licensing Program online examination system is available across the state. Please contact your county Proctor for examination availability in your county.

Notice of Paper Examinations and Rescheduling

Candidates will receive notice of the exam location, date, and time at least twenty-one (21) days prior to the exam date. If you believe you have applied and paid fees for an upcoming exam and have not received this notice, please contact the CDFA Licensing program at 916-653-5866 or cdfa.county_exams@cdfa.ca.gov as soon as possible. Candidates unable to present an examination notice may not be allowed into the exam.

Candidates wishing to reschedule exams must notify the County Licensing Program at least fourteen (14) days before the scheduled testing date. Failure to provide this advance notice, and not appearing for an exam, will result in fee forfeiture and necessitate re-applying for the exam in a future cycle. Candidates noticing the program at least fourteen days before the scheduled testing date will be rescheduled during the current cycle or postponed to the next exam cycle at the discretion of the Licensing Program. No fee refunds will be issued to qualified candidates.

Minimum Qualifications

Candidates must qualify under **at least one** of the following criteria to be admitted to the exam:

1. Possession of one or more valid statewide specific category licenses as a County Agricultural Inspector/Biologist; **or**
2. Possession of a Bachelor's degree from an accredited four-year college with specialization in one or more appropriate disciplines in agricultural, biological, chemical, or physical sciences; **or**
3. Possession of a Bachelor's degree from an accredited four-year college in any discipline with a minimum of 30 semester units, or equivalent, in one or any combination of the following disciplines:

- Agricultural Science,
- Biological Science,
- Chemical Science,
- Physical Science,
- Mathematics, and/or
- Statistics

Candidates registered as senior students in an accredited four-year college in one of the specializations listed above may be admitted to exams, but a license will not be issued until proof of graduation is provided by the applicant.

Candidates qualifying under method (2) or (3) above, must submit copies of their qualifying degree and/or transcripts. Degrees and transcripts should be scanned and e mailed to the County Licensing Program at cdfa.county_exams@cdfa.ca.gov

Examination Information and Scope

No personal effects, including cell phones, calculators, purses, backpacks, and study materials will be allowed in the examination room, and should be stored in a secure location prior to arriving for testing. Electronic calculators are now provided as part of the online examinations.

All exams will consist of multiple-choice questions testing the candidate's knowledge of applicable subject matter as indicated below. Separate exams are given for each subject area.

Pesticide Regulation

- Laws and regulations pertaining to pesticides and pest control.
- Licensing and certification requirements.
- Economic poisons; pesticide types, formulations, toxicity, hazards, residues, and labeling.
- Pesticide application equipment, application techniques, and label interpretation.
- Field inspections and record audits.
- Calibration of pesticide application equipment.

Investigation and Environmental Monitoring

- Administrative procedures and hearings.
- Enforcement actions and standards.
- Environmental monitoring and hazard assessment.

- Investigative procedures and sampling techniques.
- Pest management systems. (Grapes).
- Public and media relations.

Integrated Pest Management

- Identification, life histories, treatments, thresholds, monitoring techniques, hosts, and relative importance of and types of damage caused by common insects, mites, snails and slugs, nematodes, and diseases of agricultural crops and ornamental plants commonly grown in California.
- Principles of plant pest management including chemical, cultural, and biological means i.e. biological control
- Major crops grown in California and areas of the State where they are grown.
- Botany, plant culture, and physiologic and genetic disorders of plants.
- Identification and protection measures for federally listed endangered species associated with vertebrate pest control.
- The crop depredating mammals and birds of California and the type depredation they cause.
- The methods and procedures used for the management for each of the depredating animals.
- The animal-borne diseases transmissible to man, methods of transmission, vectors and the importance of the disease.
- The laws, regulations and guidelines affecting the authority and responsibilities of governmental agencies and private individuals performing vertebrate pest management activities.
- Safe application of agricultural chemicals.
- Fundamentals of economic botany, native flora including classification and distribution of noxious weeds in California.
- Methods, techniques and equipment used in the survey, detection, identification, suppression, control and eradication of noxious weeds.
- Fundamentals of the botany and plant physiology of poisonous plants and their toxic effects.
- Chemical, biological, cultural and other means of control of agricultural weeds.
- The use of herbicides, their mode of action and possible hazard to susceptible crops.
- State and Federal laws pertaining to the control of noxious weeds.
- Weed pest ratings.
- Safe application of agricultural chemicals.
- Food and Agricultural Code provisions pertinent to bee management.

Commodity Regulation

- Defects, maturity, marking and labeling requirements, standard containers and sampling requirements pertaining to fruits, vegetables and eggs.
- Packing and marketing of fruits and vegetables.
- California standardization and egg laws.
- Fruits, vegetables, seasons and their areas of production.
- Direct marketing.
- Organic products.
- Investigative and enforcement techniques.

Pest Prevention and Plant Regulation

- Methods of pest detection; pest and plant identification; commodity treatment; life histories and host plants of pests; distribution of pests, insects, mites, snails, slugs, nematodes, weeds, plant diseases, mammals, and birds.
- Federal and State plant quarantines.
- Plant quarantine provisions of the Food and Agricultural Code.
- Phytosanitary inspection and certification.
- Plant propagation and taxonomy.
- Methods of detection, identification, control and distribution of pests of nursery plants, insects, mites, snails, slugs, nematodes, weeds, and plant diseases.
- Laws, regulations, and inspection procedures and practices pertaining to nursery stock.
- Agricultural seeds, vegetable seeds, weed seeds, and prohibited and restricted noxious weed seeds.
- Laws and regulations pertaining to seed inspection programs including definitions, licensing, assessment, county subvention program, the Seed Advisory Board, seed certifying agencies, labeling requirements, sampling violations, and general procedures pertaining to seed inspection.
- Culture, handling, packaging, labeling and marketing seeds.

Licenses

A minimum rating of 70 percent must be achieved on each exam for a passing score. Upon passing an exam, a license of eligibility will be issued to the candidate. Licenses are valid for five (5) years unless revoked.


California law requires all county employees working in the capacity of Weights and Measures Inspector to possess licenses demonstrating job proficiency. While the CDFA is tasked with overseeing the testing and licensing of potential candidates, each county is responsible for hiring and determining the qualifications of its own employees. To be hired, candidates must qualify for the licenses of eligibility exams and meet all requirements of the hiring county. Counties may require additional experience or education beyond that of the licensing exam requirements.

Expiring licenses may be renewed, at the request of the license holder, without further examination if the holder is employed in any county agricultural or weights and measures position, with the California Department of Food and Agriculture, or with the California Department of Pesticide Regulation. A holder of a license of eligibility who is not employed in one of the above capacities, but who otherwise meets the minimum license qualifications, may apply to renew the license prior to its expiration upon passing a requalifying exam.

Right of Appeal

Exam results may be appealed within thirty (30) days after the Notice of Exam Results has been sent to the candidate. Appeals must be in writing and addressed to the Secretary of the California Department of Food and Agriculture, 1220 "N" Street, Sacramento, CA 95814. To be considered, appeals must include the exam title, date of exam, and basis of appeal. Written examination material will not be made available for review.

**For questions or assistance regarding licensing exams, please contact the
CDFA County Licensing Program at
cdfa.county_exams@cdfa.ca.gov or 916-653-5866**

 Contacts
<p>County/State Liaison Hyrum Eastman 1220 N Street Sacramento, CA 95814 Ph: 916-403-6700 Fax: 916-651-9079 hyrum.eastman@cdfa.ca.gov</p>
<p>County Licensing Program Hannah Black Ph: 916-653-5866 Hannah.black@cdfa.ca.gov</p>

APPENDIX C







[CDFA Home](#) | [County Relations Office](#)

County Licensing Program

Licensing Examinatoins For **COUNTY WEIGHTS AND MEASURES INSPECTOR**

Separate exams are being offered for the following licenses:

- WEIGHT VERIFICATION**
- MEASUREMENT VERIFICATION**
- TRANSACTION AND PRODUCT VERIFICATION**

Application and Fees

Applications must be filed electronically at: <https://apps1.cdfa.ca.gov/countylicensingexam/>. A fee of \$75.00 will be charged for the administration of each exam. Fees for all exams must be remitted with the electronic application via credit or debit card. Refunds will be issued to candidates not meeting minimum qualifications.

Examinations Locations

Exams will typically be administered at the Agricultural Commissioner/Sealer of Weights and Measures office located in each county. Candidates currently employed by a county will be scheduled in that county. Candidates not employed by a county will be scheduled in the county in which they reside.

Written Examination Registration Period

Qualified candidates submitting applications during each registration period will be scheduled for testing in the corresponding administration period indicated below. Applications received before or after the registration period will need to register for a future exam cycle.

Paper exams will be administered twice a year, during the dates below:

Written Examinations

Registration Begins	Registration Ends	Exam Dates
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February 1, 2020	May 15, 2020	July 6-10, 2020

All **first-time** applicants, if they have not done so, must submit their transcripts and be approved to take our exams **two weeks before the registration period ends to cdfa.county_exams@cdfa.ca.gov**.

Electronic Examinations

The new County Licensing Program online examination system is available across the state. Please contact your county Proctor for examination availability in your county.

Notice of Examination and Rescheduling

Candidates will receive notice of the exam location, date, and time at least twenty-one (21) days prior to the exam date. If you believe you have applied and paid fees for an upcoming exam and have not received this notice, please contact the CDFA Licensing program at 916-653-5866 or cdfa.county_exams@cdfa.ca.gov as soon as possible. Candidates unable to present an examination notice may not be allowed into the exam.

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Minimum Qualifications

Candidates must qualify under **at least one** of the following criteria to be admitted to the exam:

1. Possession of one or more valid statewide specific category licenses as a County Weights and Measures Inspector or County Agricultural Inspector/Biologist; **or**
2. Possession of a Bachelor's degree from an accredited four-year college with specialization in one or more of the qualifying disciplines listed below; **or**
3. Possession of a Bachelor's degree from an accredited four-year college in any discipline with a minimum of 30 semester units, or equivalent, in one or any combination of the qualifying disciplines listed below.

Qualifying disciplines:

- Chemical Science
- Commerce
- Engineering
- Law Enforcement
- Marketing
- Mathematics
- Physical Science
- Physics, and/or
- Statistics

Candidates registered as senior students, in an accredited four-year college, in one of the qualifying disciplines listed above may be admitted to the exam; however, a license will **not** be issued until proof of graduation is provided by the applicant.

Provided the candidate possesses a minimum of 30 semester units, or equivalent, in one or any combination of qualifying disciplines listed above, experience in one or more of the following may be substituted for up to two years of college on a year-for-year basis:

- Enforcement of weights and measures or agricultural laws,
- The inspection, maintenance, repair or installation of weighing or measuring instruments or equipment,
- Consumer protection or resolution of consumer complaints in a public or private consumer affairs agency,
- Law enforcement or investigation work in a federal, state or local jurisdiction, or
- Responsible quality or quantity control work in the production of consumer commodities. This experience must have been at a level comparable to that of a county weights and measure inspector or agricultural inspector/biologist.

Candidates qualifying under method (2) or (3) above, must submit copies of their qualifying degree and/or transcripts. Degrees and transcripts should be scanned and e mailed to the County Licensing Program at cdfa.county_exams@cdfa.ca.gov

Examination Information and Scope

No personal effects, including cell phones, calculators, purses, backpacks, and study materials will be allowed in the examination room, and should be stored in a secure location prior to arriving for testing. Electronic calculators are now provided as part of the online examinations.

All exams will consist of multiple-choice questions testing the candidate's knowledge of applicable subject matter as indicated below. Separate exams are given for each subject area.

Weight Verification

- Inspecting and testing various types of retail, industrial, farm and specialty scales for accuracy within established tolerance limits and for compliance with specifications and use requirements.
- Auditing of weighmaster operations and records for compliance with California codes and complaint investigation
- Investigative techniques.

Measurement Verification

- Inspecting and testing of various types of liquid measuring devices for petroleum products, chemical, water and fertilizers; grain moisture measuring devices, taximeters, compartments and tanks used as volume measures, linear and volumetric measures, and timing devices.
- Inspecting and testing electric watt hour measuring devices, principles of electricity, and electrical safety.
- Inspecting and testing of devices used to measure the quantity dispensed of liquefied petroleum gas in the vapor or liquid states, natural gas, and cryogenic fluids such as liquid nitrogen and oxygen. The measuring devices are located in locations such as mobile home parks, apartments, retail service stations and distribution centers.
- Investigative techniques.

Transaction and Product Verification

- Inspecting and testing of packaged goods for proper weights, measure, or count, using statistical sampling procedures labeling requirements;
- Method of sale of specific products.
- Inspection of petroleum products for compliance with advertising, labeling, registration, minimum quality requirements as well as product integrity; and complaint investigation
- Investigative techniques.

Suggested reading lists and study topics, specific to each exam, are available on CDFA's "County Relations" website online at http://www.cdfa.ca.gov/exec/county/County_Liaison.html by clicking on the "Exams" link.

Licenses

A minimum rating of 70 percent must be achieved on each exam for a passing score. Upon passing an exam, a license of eligibility will be issued to the candidate. Licenses are valid for five (5) years unless revoked.

California law requires all county employees working in the capacity of Weights and Measures Inspector to possess licenses demonstrating job proficiency. While the CDFA is tasked with overseeing the testing and licensing of potential candidates, each county is responsible for hiring and determining the qualifications of its own employees. To be hired, candidates must qualify for the licenses of eligibility exams and meet all requirements of the hiring county. Counties may require additional experience or education beyond that of the licensing exam requirements.

Expiring licenses may be renewed, at the request of the license holder, without further examination if the holder is employed in any county agricultural or weights and measures position, with the California Department of Food and Agriculture, or with the California Department of Pesticide Regulation. A holder of a license of eligibility who is not employed in one of the above capacities, but who otherwise meets the minimum license qualifications, may apply to renew the license prior to its expiration upon passing a requalifying exam.

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**For questions or assistance regarding licensing exams, please contact the
CDFA County Licensing Program at
cdfa.county_exams@cdfa.ca.gov or 916-653-5866**



Contacts

County/State Liaison

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County Licensing Program

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Hannah.black@cdfa.ca.gov

APPENDIX D

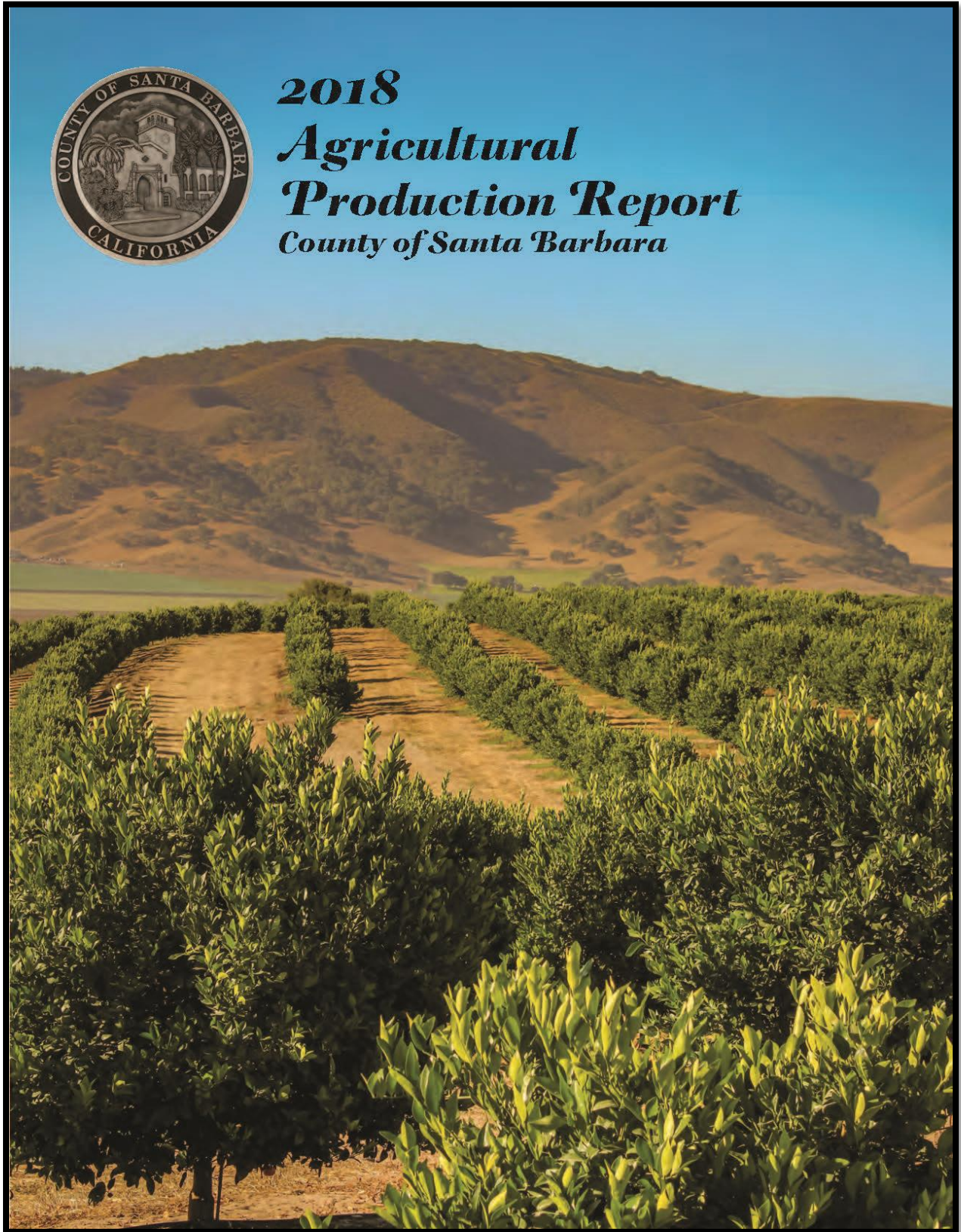


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Agricultural Commissioner's Office

Weights & Measures ■ County of Santa Barbara

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Cathleen M. Fisher
 Commissioner/Director

Karen Ross, Secretary
 California Department of Food and Agriculture

The Honorable Board of Supervisors, County of Santa Barbara

Das Williams, First District

Gregg Hart, Vice Chair, Second District

Joan Hartmann, Third District

Peter Adam, Fourth District

Steve Lavagnino, Chair, Fifth District

Mona Miyasato, County Executive Officer

In accordance with the provisions of Sections 2272 and 2279 of the California Food and Agricultural Code, I am pleased to submit the 2018 Santa Barbara County Crop Report. This report summarizes the acreage, production and gross value of Santa Barbara County's agricultural commodities.

Agriculture remains Santa Barbara County's economic leader. In 2018, Santa Barbara County farms and ranches grossed \$1,521,520,492, a decrease of 4.9 percent or \$74,961,948 when compared with the previous year.

This crop report reveals in tables and charts the gross production of Santa Barbara County's farmers and ranchers. They produce an astonishing array of products and achieve the highest standards in quality and environmental stewardship.

Farming and ranching can be a tough business, but these are still exciting times for agriculture! As we move further into the 21st century, we see a worldwide demand for food, flowers and fiber that is growing rapidly. We also see a corresponding demand for Santa Barbara County-grown products that will bring tremendous opportunity for producers able to maintain sustainability in the face of challenging circumstances.

Santa Barbara County agriculture has an inspiring story of innovation and resiliency. As we move forward, it's important to share this story and remember that we're all in this together as we work to safeguard for future generations what our forebears have provided for us—our Santa Barbara way of life.

The annual Santa Barbara County Crop Report is the result of a joint effort among department staff who collect, analyze and publish this important data. I also wish to express my sincere thanks to our farmers and ranchers and industry representatives, without whose assistance this report would not be possible. As always, we are committed to continued success for Santa Barbara County agriculture.

Respectfully submitted,

Cathleen M. Fisher
 Agricultural Commissioner/
 Director Weights and Measures

2018 — A Year of Extreme Weather & Events

In December 2017 and January 2018, the Thomas Fire burned 281,893 acres in Ventura and Santa Barbara counties. Orchards, nursery products, cut flowers and vegetable crops on the South Coast were affected. On January 9, the impacts to the local watershed became evident when significant rainfall— .5 inches—fell in a five-minute period, triggering debris flows and flash floods that tragically took 21 lives and destroyed structures in Santa Barbara County.

Growers hit by the Thomas Fire also suffered from the debris flows. Growers experienced loss of perishable goods from the nearly two-week closure of U.S. 101 that shut down commerce and prevented workers from accessing fields.

Despite the heavy rain at the beginning of the year, 2018 was one of the driest years on record and the seventh year of the 2012–2018 drought. Countywide rainfall average was 71 percent of a normal water-year (September 1–

August 31) and total capacity went down to 30.8 percent for Cachuma Reservoir, 61.3 percent for Gibraltar Reservoir and 57.5 percent for Jameson Reservoir. Groundwater basins continued to suffer, including Carpinteria, San Antonio Creek Valley, Santa Maria River Valley and parts of the Santa Ynez River Valley.*

Frost in February damaged strawberry crops, and another frost advisory was issued in December for the Santa Ynez Valley area. A heat wave in March caused blooming plants to prematurely drop their flowers, affecting next year's yield. Record-breaking heat in July and high winds affected crops countywide and contributed to the Holiday Fire, which scorched Goleta orchard crops and livestock. For permanent crops, heat can damage both the current crop and also the fruit set for the coming season, packing a two-year punch.

*Santa Barbara County Flood Control Rainfall and Reservoir Summary

Thomas fire photo courtesy U.S. Forest Service

Emerging Crops

Often confronting less-than-ideal weather conditions, Santa Barbara County growers continue to nurture new crops to remain competitive in a worldwide market.



Photo courtesy Creative Commons

Coffee ▲

Unlike coffee grown in the tropics, the local cool climate and growing conditions encourage slow ripening of the coffee bean. It can take up to a year to go from flower to fully ripe fruit.

This maturation process results in a higher-quality bean with a distinctive, sometimes intense, flavor.

Finger Limes ▶

Also known as Caviar Limes, this specialty citrus is native to Australia. Skin color varies from green to brown to pink, and the fruit is filled with "citrus pearls" that are great for adding zing to seafood, salads or mixed drinks.



Photo courtesy Matthew Miller



◀ Agave

A large, drought-tolerant plant that looks much like a spikey cactus, blue agave is actually related to the lily plant. This slow-grower takes an average of 7 to 10 years to mature, flower and become ready for harvest. The plant is then dug up, and the leaves and roots are cut off to reveal the pineapple-like center or "pina." The pina is then distilled into mezcals, a tequila-like spirit.

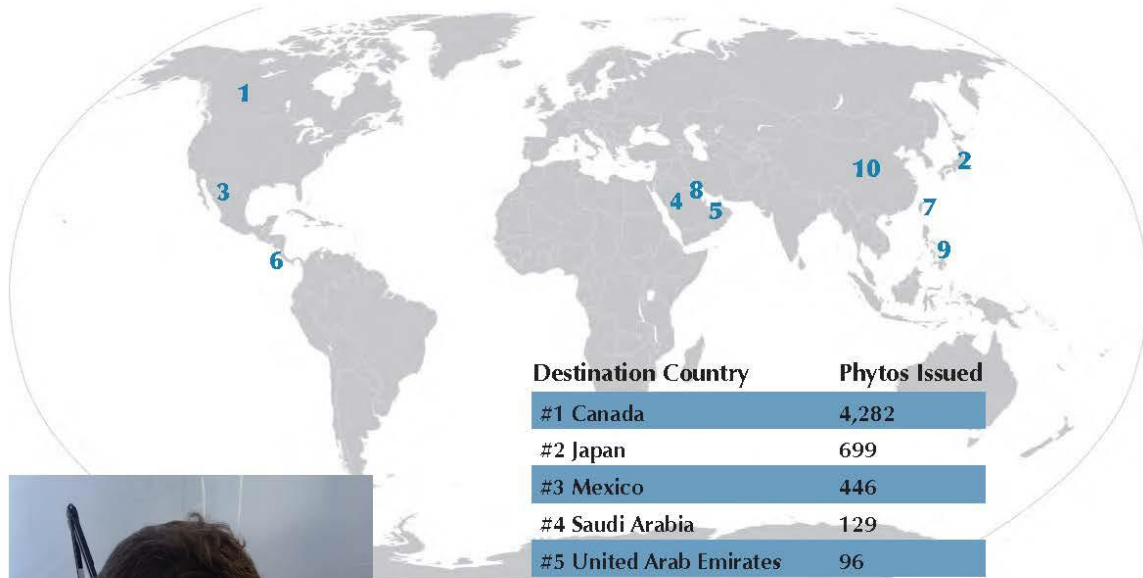


Top-Ten Commodities



Strawberries \$478,506,788
Wine Grapes \$121,307,213
Nursery Products \$103,820,835
Cut Flowers & Foliage \$87,671,505
Broccoli \$80,306,603
Cauliflower \$74,743,511
Lettuce, Head — \$60,614,915
Lettuce, Leaf — \$53,115,476
Avocados — \$52,617,303
Cattle — \$50,578,750

Export Activity Summary



Destination Country	Phytos Issued
#1 Canada	4,282
#2 Japan	699
#3 Mexico	446
#4 Saudi Arabia	129
#5 United Arab Emirates	96
#6 Costa Rica	61
#7 Taiwan	58
#8 Kuwait	44
#9 Philippines	41
#10 China	40

Source: Phytosanitary Certificate Program



Inspector looks for pests on strawberries being exported to China.

Top-Five Export Data

CANADA

Commodity	Tons Shipped
#1 Cucumber	13,749
#2 Pepper	12,217
#3 Strawberry	8,965
#4 Cauliflower	3,795

JAPAN

Commodity	Tons Shipped
#1 Broccoli	1,100
#2 Celery	963
#3 Tomato	623
#4 Cabbage	403

MEXICO

Commodity	Tons Shipped
#1 Strawberry	3,133
#2 Broccoli	547
#3 Lettuce	355
#4 Celery	336

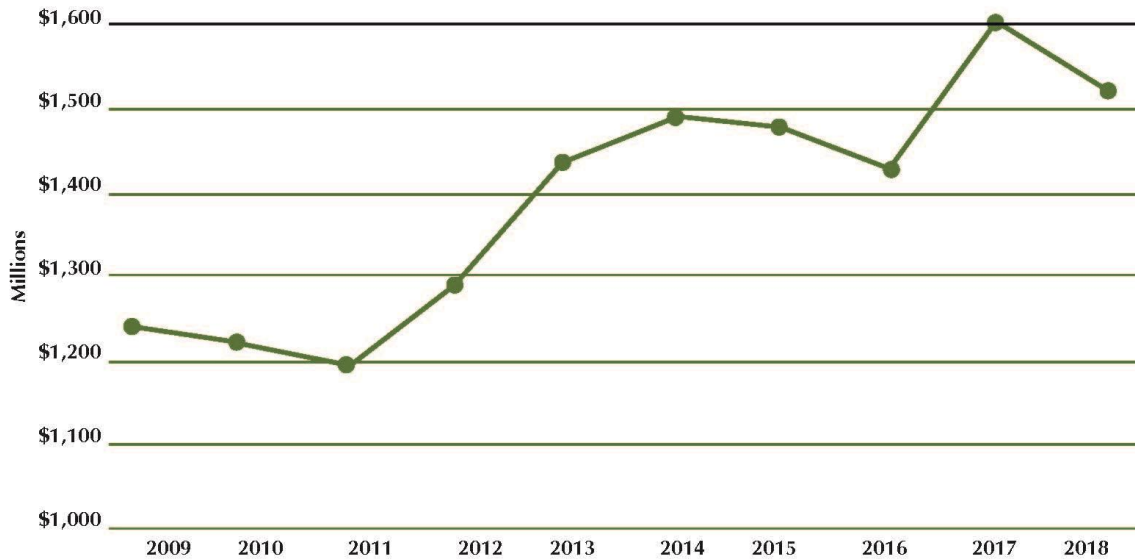
SAUDI ARABIA

Commodity	Tons Shipped
#1 Strawberry	382
#2 Raspberry	47
#3 Blackberry	45
#4 Blueberry	16

UNITED ARAB EMIRATES

Commodity	Tons Shipped
#1 Strawberry	256
#2 Raspberry	72
#3 Blackberry	26
#4 Blueberry	17

Ten-Year Comparison



COMMODITY	2009	2010	2011	2012	2013
Vegetable Crops	\$469,315,254	\$436,289,402	\$437,149,140	\$437,426,912	\$471,590,681
Fruit & Nut Crops	\$409,969,031	\$460,819,923	\$442,705,593	\$515,353,303	\$545,939,874
Wine Grapes	\$137,426,625	\$97,374,658	\$76,958,637	\$91,107,064	\$163,362,417
Field & Seed Crops	\$22,608,166	\$21,868,288	\$21,525,912	\$21,275,910	\$20,764,227
Cut Flower & Cut Foliage	\$104,134,548	\$107,223,780	\$108,336,974	\$105,433,124	\$106,619,530
Nursery Products	\$66,187,726	\$65,154,577	\$70,951,710	\$77,770,472	\$84,832,238
Livestock & Poultry	\$23,608,424	\$23,176,168	\$28,662,090	\$34,143,839	\$34,904,230
Dairy & Apiary Products	\$8,150,727	\$8,088,609	\$8,089,000	\$8,460,550	\$8,638,221
Apiary*					
TOTAL	\$1,241,400,501	\$1,219,995,405	\$1,194,379,056	\$1,290,971,174	\$1,436,651,418
COMMODITY	2014	2015	2016	2017	2018
Vegetable Crops	\$493,635,729	\$539,846,497	\$515,397,033	\$588,662,957	\$512,648,361
Fruit & Nut Crops	\$595,346,546	\$582,102,370	\$546,727,621	\$605,447,793	\$622,050,161
Wine Grapes	\$155,255,791	\$106,198,172	\$151,629,764	\$146,129,595	\$121,307,213
Field & Seed Crops	\$21,133,935	\$20,388,067	\$19,487,436	\$19,568,781	\$15,090,812
Cut Flower & Cut Foliage	\$105,093,374	\$105,286,883	\$75,040,786	\$93,075,776	\$87,671,505
Nursery Products	\$86,092,464	\$85,816,058	\$78,911,967	\$100,654,079	\$103,820,835
Livestock & Poultry	\$24,827,984	\$31,031,386	\$31,804,415	\$44,237,922	\$58,296,277
Dairy & Apiary Products	\$8,595,030	\$8,423,129	\$7,665,047	\$7,430,595	
Apiary*					\$635,328
TOTAL	\$1,489,980,853	\$1,479,092,562	\$1,426,664,069	\$1,605,207,498*	\$1,521,520,492

* Revised

Vegetable Crops

CROP	YEAR	HARVESTED ACREAGE	YIELD PER ACRE	TOTAL PRODUCTION	UNIT	PRICE PER UNIT	TOTAL VALUE**
Bell Pepper	2018	144	2,310	332,638	25lb CTN	\$17.07	\$5,678,141
	2017	445	927	412,515		\$9.24	\$3,811,639
Broccoli	2018	12,130	604	7,327,058	22lb CTN	\$10.96	\$80,306,603
	2017	24,470	481	11,770,070		\$13.48	\$158,660,544
Cabbage	2018	1,966	999	1,963,564	50lb CTN	\$9.80	\$19,236,247
	2017	1,213	1,015	1,231,195		\$9.73	\$11,979,527
Cauliflower	2018	9,445	786	7,424,818	25lb CTN	\$10.07	\$74,943,511
	2017	8,451	862	7,284,762		\$12.92	\$94,119,125
Celery	2018	3,170	1,009	3,197,978	60lb CTN	\$12.57	\$40,183,758
	2017	3,849	1,138	4,380,162		\$12.10	\$52,999,960
Lettuce, Head	2018	6,057	693	4,198,251	50lb CTN	\$14.44	\$60,614,915
	2017	9,351	761	7,116,111		\$12.69	\$90,303,449
Lettuce, Leaf	2018	5,711	669	3,820,678	30lb CTN	\$13.90	\$53,115,476
	2017	4,432	809	3,585,488		\$11.93	\$42,774,872
Spinach	2018	1,237	732	905,638	20lb CTN	\$14.44	\$13,080,153
	2017	1,415	844	1,194,260		\$10.39	\$12,408,361
Squash, Summer	2018	717	1,693	1,213,636	26lb CTN	\$7.07	\$8,585,942
	2017	586	656	384,416		\$6.36	\$2,444,886
Miscellaneous Vegetables*	2018	9,118					\$157,103,615
	2017	12,375					\$119,160,594
TOTAL	2018	49,669					\$512,648,361
	2017	66,587					\$588,662,957

* Includes artichoke, arugula, asparagus, baby vegetables, basil, beet, Brussels sprout, carrot, celery root, chard, chervil, Chinese cabbage, cilantro, sweet corn, collard greens, cress, cucumber, dandelion, eggplant, endive, escarole, fennel, green beans, herbs, kale, kohlrabi, leeks, maize, mustard greens, dry onion, green onion, parsley, peas (edible pod), pepper, potato, pumpkin, radicchio, radish, winter squash, tomatillo and tomato.

** Totals may not calculate as a result of rounding.



Wine Grapes

VARIETY	HARVESTED ACREAGE	YIELD PER ACRE	TOTAL PRODUCTION	PRICE PERTON	TOTAL VALUE
Pinot Noir	5,315	3.30	17,540	\$2,640	\$46,304,280
Chardonnay	5,652	3.98	22,503	\$1,550	\$34,880,100
Syrah	1,385	3.26	4,514	\$2,317	\$10,459,379
Sauvignon Blanc	742	5.12	3,800	\$1,746	\$6,635,478
Cabernet Sauvignon	557	2.94	1,638	\$2,488	\$4,076,095
Grenache	352	3.98	1,401	\$2,881	\$4,036,411
Merlot	292	3.64	1,062	\$1,549	\$1,645,558
Viognier	203	3.86	783	\$2,042	\$1,599,239
Pinot Gris	452	2.45	1,107	\$1,382	\$1,530,316
Cabernet Franc	152	3.24	492	\$2,932	\$1,442,389
White Reisling	221	4.02	888	\$1,391	\$1,235,161
Grenache Blanc	62	6.34	393	\$2,514	\$987,869
Misc White	239	4.37	1,045	\$1,783	\$1,862,918
Misc Red	542	3.60	1,953	\$2,362	\$4,612,020

YEAR	HARVESTED ACREAGE	YIELD PER ACRE	TOTAL PRODUCTION	PRICE PERTON	TOTAL VALUE
2018	16,166	3.66	59,119	\$2,052	\$121,307,213
2017	21,572	3.54	72,690	\$1,866	\$146,129,595



Fruit & Nut Crops

CROP	YEAR	HARVESTED ACREAGE	YIELD PER ACRE	TOTAL PRODUCTION	UNIT	PRICE PER UNIT	TOTAL VALUE
Avocados	2018	4,932	4.56	22,497	Ton	\$2,338.86	\$52,617,303
	2017	4,266	2.46	10,494	Ton	\$3,678.73	\$38,605,917
Blackberries	2018	391	9.44	3,691	Ton	\$6,097.00	\$22,504,271
	2017	470	7.6	3,572	Ton	\$7,040.00	\$25,146,880
Blueberries	2018	349	3.43	1,196	Ton	\$9,924.61	\$11,868,543
	2017	308	2.96	912	Ton	\$9,620.00	\$8,770,362
Lemons	2018	1,291	21.51	27,773	Ton	\$616.28	\$17,115,636
	2017	1,290	13.86	17,879	Ton	\$867.55	\$15,511,158
Raspberries	2018	525	9.05	4,752	Ton	\$7,621.53	\$36,217,516
	2017	840	8.02	6,737	Ton	\$7,520.00	\$50,662,240
Strawberries Total	2018	7,579	34.45	334,535	Ton	\$1,430.36	\$478,506,788
	2017	8,327	33.26	276,976	Ton	\$1,650.00	\$457,009,208
Fresh	2018	—	—	261,097	Ton	\$1,589.66	\$415,056,356
	2017	—	—	218,319	Ton	\$1,639.99	\$358,041,841
Processed	2018	—	—	73,438	Ton	\$864.00	\$63,450,432
	2017	—	—	58,657	Ton	\$1,687.22	\$98,967,367
Miscellaneous Fruits & Nuts*	2018	1,146					\$3,220,104
	2017	2,455					\$9,742,028
TOTAL	2018	16,213					\$622,050,161
	2017	17,956					\$605,447,793

* Includes apple, apricot, blueberry, cherimoya, coffee, goose berry, guava, kiwi, lime, melons, olive, orange, passionfruit, persimmon, pistachio, plum, pluot, sapote, tangerine, walnut and watermelon.



Taming the Wild Avocado

As a domesticated fruit for only about 100 years, avocados are relatively new when compared with stone fruit's 2000 years of cultivation. What current techniques are in use to best manage avocado production?

Avocados are still quite wild, and growers are still learning the best way to manage and optimize crop production, says Dr. Ben Faber, UC Cooperative Extension Farm Advisor. For example, avocado branches are naturally “wild and branchy” and people used to prune very little. A fairly new way to increase productivity is regular



Dr. Ben Faber
UC Cooperative
Extension Farm Advisor

pruning. Avocados are alternate bearers, so some years yield more than others; this fluctuation can be minimized with good management.

A popular new variety—GEM (Grey E. Martin)—matures more quickly than other varieties and grows more upright, which is a natural fit for increased planting density and higher yield. The GEM is planted at 10 feet by 10 feet rather than the traditional planting density of 20 feet by 20 feet.

Faber says the California avocado market is much smaller and more agile than that of other countries such as Mexico. Growers and packers follow international market trends and react based on the need to optimize sales. Growers can hold fruit on the tree and then pick when the market is best; packers look to fill supply gaps with local avocados.

In 2018 the effects of drought, fire and debris flow damaged many crops, including avocado trees, which led to lowered yields and production. A March heat wave caused flowers to drop prematurely, affecting fruit set. Another heat wave in July caused premature fruit drop or “cooking” on the branch. The leaves act like radiators by exhausting heat through their stomata or pores.

When temperatures exceed 85 to 90 F, the stomata close to protect trees from water loss. Leaves heat up and the damage looks like fire damage. Good water management is critical to prevent heat stress, so trees should be irrigated at least three days before a heat wave.

Record high populations of brown mites were seen in 2018, which may partially be the result of destruction of lady beetle habitat destroyed by fire. Other new pests and pathogens include the shothole borers, black streak, Laurel wilt and seed weevil.

Regardless of the pest, healthy trees will still be targeted, but they have a much stronger chance of fighting off pests if they are healthy to begin with. Healthy trees don't get sick, so good management is critical for avocado production.



Drought, fire, flood—all played a role in the 2018 damage to avocados, says Rick Shade, Shade Farm Management. Overall, the Carpinteria Valley was fortunate to not experience tremendous losses. Heat stress, however, caused 2018 fruit to ripen too quickly while being loaded and sent to market and also caused fruit to drop



Rick Shade
Shade Farm Management

prematurely from trees. The heat also caused some of the 2019 avocados to drop, so this was a one-two punch.

It costs around \$20,000 an acre to plant a new avocado orchard. Avocados are relatively low-input, healthy food, and people will continue to plant more avocados locally if land is available. Years

back, the preferred way to plant Hass avocados was to add a row of Bacon avocados every fourth row. The thought was to help with pollination because there are “A” and “B” types of flowers on avocados, and the mix provided cross pollination. Bacon avocados don't sell, so that practice isn't as prevalent.

Technology, such as automated systems used in greenhouses, helps to improve avocado production. Advances in irrigation, fertilization and precision ag hold potential for new productivity. One example is using aerial drones for surveillance of growing grounds.

In 2018, Mexico was a big player in the avocado market, and they will continue to be. Areas such as Colombia and Jalisco are trying to be more involved in the U.S. market, and Peru could be a potential competitor since their growing season parallels the local growing season. Communities in Asia have potential for new trade channels. Korea, China and Hong Kong could be eager for California avocados.

Critical to the success of California avocados is a stable labor force. If you can keep your workers busy all year, that ensures you have the same crew working together. This may require changing a business model to be competitive, for example offering a service such as tree removal during the off season. But this stability helps build teams and relationships that provide a sense of community; some of the current labor force is the next generation of the initial folks we employed. Employees appreciate being part of the community and donate time to pick fruit for the Carpinteria Avocado Festival's huge vat of guacamole.

Livestock & Dairy

COMMODITY	YEAR	NUMBER OF HEAD	TOTAL VALUE
Breeding	2018	19,754	\$29,974,505
	2017	19,248	\$24,541,200
Market	2018	25,051	\$20,604,245
	2017	11,875	\$10,514,718
Cattle Subtotal	2018	44,805	\$50,578,750
	2017	31,123	\$35,055,918
Miscellaneous	2018**		\$7,717,527
	2017*		\$9,182,004
TOTAL	2018		\$58,296,277
	2017		\$44,237,922

** Includes aquaculture, breeding stock, chickens, goats, sheep, swine, milk and milk products.

* Includes aquaculture, poultry, goats, sheep, swine, milk, milk products and apiary

Aquaculture

The Santa Barbara Channel supports several marine aquaculture operations that grow mussels, abalone and other local catch.

Rangeland, Field & Seed Crops

CROP	YEAR	ACREAGE	TOTAL VALUE
Rangeland	2018	573,918	\$5,538,309
	2017	574,326	\$6,507,114
Pasture	2018	2,892	\$270,775
	2017	3,694	\$748,589
Beans, Dry Edible*	2018	1,452	\$2,120,420
	2017	1,896	1,687,851
Hay & Grain**	2018	2,228	\$1,376,036
	2017	2,824	\$1,414,476
Seeds***	2018	1,009	\$5,785,272
	2017	1,401	\$7,916,288
TOTAL	2018	581,499	\$15,090,812
	2017	584,141	\$18,274,318

* Includes fava beans, lima beans, garbanzo beans, etc.

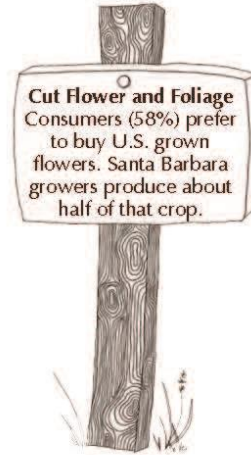
** Includes alfalfa, barley, greenchop, forage, oats, silage, straw, sudangrass and wheat

*** Includes vegetable seeds, flower seeds, native grass seeds, bean seeds

Cut Flowers & Cut Foliage

CROP	YEAR	GREENHOUSE (sq. ft.)	OUTDOOR GROWN (acres)	TOTAL VALUE
Chrysanthemum	2018	753,860	2.5	\$3,125,479
	2017	1,168,368	4	\$8,332,291
Gerbera	2018	1,249,220	—	\$9,853,842
	2017	2,665,990	—	\$20,557,043
Lily	2018	283,440	1	\$2,304,923
	2017	1,135,125	1	\$9,194,740
Miscellaneous Cut Flowers*	2018	5,261,744	1,474	\$72,342,632
	2017**	4,054,034	1,333	\$54,890,305
Cut Foliage	2018	51,000	1	\$44,629
	2017	6,001	0	\$101,397
TOTAL	2018	7,548,264	1,477.5	\$87,671,505
	2017**	9,023,517	1,338	\$93,075,776

* Includes *alstroemeria, amaranthus, anemone, anthurium, aster, bells of Ireland, bird of paradise, bupleurum, calla lily, carnation, celosia, dahlia, delphinium, dianthus, freesia, gardenia, gladiolus, gypsophila, hyacinth, hydrangea, iris, kangaroo paw, larkspur, liatris, limonium, lisianthus, narcissus, orchid, ornithogalum, protea, Queen Anne's lace, ranunculus, rose, snapdragon, solidago, solidaster, statice, stephanotis, stock, sunflower, sweet pea, tuberosa, tulip and veronica.*
 ** Adjusted 2017 published Crop Report data



Nursery Products

CROP	YEAR	GREENHOUSE (sq. ft.)	OUTDOOR FIELD GROWN (acres)	TOTAL VALUE
Foliage	2018	367,320	0	\$805,219
	2017	372,721	—	\$724,282
Orchid	2018	1,201,230	0	\$27,174,062
	2017	2,091,751	4	\$35,425,449
Miscellaneous*	2018	3,212,660	189	\$75,841,554
	2017	3,212,660	369	\$64,504,348
TOTAL	2018	4,781,210	189	\$103,820,835
	2017	5,677,132	373	\$100,654,079

* Includes *herbaceous perennials, ground covers, turf, bulbs, bedding plants, vegetable transplants, fruit trees and vines, palms, poinsettia and woody ornamentals.*

Apiary Products

YEAR	TOTAL NUMBER OF HIVES	TOTAL VALUE
2018	24,599	\$635,328

Includes honey, beeswax, pollen and pollination services.

San Marcos Farms Honey Company is a small-scale beekeeping operation owned and operated by Don Cole and his wife, Anne. They sell a variety of bee products such as honey, bee pollen, propolis and beeswax candles, and assist growers with pollinating crops.

Cole started as a beekeeper hobbyist in the 1960s. His commercial business grew from a roadside stand in the 1980s to a flourishing company with sales to local businesses and Farmer's Markets, mail order, major health food stores, restaurants, wineries, juice companies and chefs.

For pollination services, the bees are moved to different areas of the state, depending on the season. The bees spend a few weeks in the winter in Central Valley almond orchards and return to Santa Barbara County in the spring for citrus and avocado blooms. After that, some colonies are moved to the Santa Ynez Valley for the sage blossom honey production. The hives return to the coast in late summer.

When bees are not pollinating crops and are at home in Santa Barbara

County, they are dependent on native plants, eucalyptus and bottlebrush plants for nutrition. Years of drought have greatly reduced blooming plants and water, stressing the bees and reducing honey production. The bees rely on honey and other bee products to sustain the hive, and this leaves less for sale. It takes three to four days just to create a pound of pollen.

Stressed bees are also vulnerable to pests, like the Varroa mite. This is a tick-like insect that feeds on the body of the bee and spreads viruses that can destroy the hive.

"If you can handle those, you can handle other diseases" says Cole.

To combat pests, many beekeepers reduce pesticide use and strengthen the colony by re-queening frequently and trying to cull their hives. With the recent interest in local beekeeping, he advises new beekeepers to join a group so they can learn from others.

Cole's message to the community is to "reduce the use of herbicides and plant late blooming plants that are beneficial to bees. What is good for native plants is good for the bees."



Beekeeper Don Cole owns and operates San Marcos Farms Honey Company; info@sanmarcosfarms.com



Staff and beekeeper inspect the hives.



Staff discovers nuances of bee society.

Bee Safe Program

The California Department of Food and Agriculture (CDFA) has a new Bee Safe Program to promote best management strategies for beekeepers, deter theft, ensure the safe movement of bees, protect bee health, and minimize pesticide exposure by providing funds to local Agricultural Commissioner's Offices.

Bee Where App

This collaborative mapping initiative tracks and safeguards hive locations with the use of online digital mapping tools and a mobile app. Beekeepers register their bees online, and pesticide applicators and pest control advisors can obtain general information on bee hive locations for notifications.

For details go to <https://beewherecalifornia.com/>

SPECIES	POUNDS	VALUE
Lobster, California spiny	201,067	\$3,879,550
Sea urchin, red	1,788,795	\$3,064,420
Thornyhead, shortspine	214,982	\$1,837,387
Crab, red rock	491,716	\$834,274
Sablefish	288,662	\$830,501
Halibut, California	57,391	326,601
Crab, yellow rock	188,130	\$230,362
Crab, brown rock	106,192	\$197,184
Prawn, ridgeback	66,039	\$172,532
Sea cucumber, giant red	32,383	\$159,158
Miscellaneous*	479,163	\$1,424,057
TOTAL	3,914,520	\$12,956,026

* Includes 127 species.

Commercial Fishing

In 2017, commercial fishing operations working from Santa Barbara Harbor, Goleta Beach and Surf Beach landed more than 127 different species of fish, valued at almost \$13 million.

The most recent information originates from the California Department of Fish and Wildlife Report. (Commercial fishing value represents 2017 data and is not included in overall agricultural values).

Direct Marketing Program

Certified Farmers' Markets (CFMs) provide a great opportunity for small farmers to market their products without the added expenses of commercial preparation. This increases net income and makes it possible for them to stay in business.

For consumers, CFMs are where you can meet

the producer and be a part of a larger community that wants to learn more about local farming and values seasonal varieties.

There are about 10 Certified Farmers' Markets and more than 200 certified producers in Santa Barbara County.

The Agricultural Commissioner's Office and state inspectors

"certify" markets and producers to ensure they follow certain requirements and uphold the basic premise, "We grow what we sell."

Thanks to our warm, mild climate, most of the county's CFMs offer a wide variety of seasonal varieties and operate year-round markets.



Certified Farmers' Markets

MONDAY
No markets

FRIDAY
Montecito
Lompoc

TUESDAY
Orcutt
Santa Barbara

SATURDAY
Santa Barbara

WEDNESDAY
Santa Maria
Solvang

SUNDAY
Goleta
Lompoc

THURSDAY
Carpinteria

Market schedule is subject to change; check our website for current schedule.



Organic Farming

The Agricultural Commissioner, in cooperation with CDFA's Organic Program, enforces the Federal Organic Foods Production Act (OFPA) of 1990, and the California Organic Products Act of 2003.

Santa Barbara County inspectors perform inspections of both organic producers and handlers each year. They also take samples of organic produce from markets and fields and submit them for pesticide residue testing.

Top 5 Organic Crops		
Rank	Crop	Acres
1	Strawberries	2,389
2	Lettuce	1,444
3	Carrots	1,278
4	Other berries	1,064
5	Broccoli	981

Santa Barbara County Organic Crops in 2018	
Number of Registered Organic Farms	147
Total Acreage Farmed by Registered Producers	16,428

Integrated Pest Management

The Agricultural Department has an Integrated Pest Management Specialist dedicated to providing Integrated Pest Management (IPM) services to the agricultural community in order to solve pest problems, while minimizing risks to people and the environment.

What is IPM?
IPM is a strategy that focuses on long-term prevention of pests through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after

monitoring indicates they are needed according to established guidelines.

In IPM, pest identification is key in developing an effective strategy. Contact our office today to learn more about our IPM program.



Integrated Pest Management Specialist performs an inspection.



Inspector looks for seed-borne diseases in an onion field.

Pest Exclusion Program

Our Pest Exclusion program is the first line of defense to prevent pests harmful to agriculture from becoming established in the state. We inspect incoming high-risk plant material to prevent introduction of pests into the area.

2018 Pest Find Highlights

COMMON NAME	SCIENTIFIC NAME	RATING
Thrips maculicollis	<i>Thrips maculicollis</i>	Q
Light Brown Apple Moth	<i>Epiphyas postvittana</i>	A
Ant	various genera	A
Ant	various genera	Q
Cycad Aulacaspis Scale	<i>Aulacaspis yasumatsui</i>	A
Fig Wax Scale	<i>Ceroplastes rusci</i>	A
Mealybug	<i>Dysmicoccus grassii</i>	A
Elongate Hemlock Scale	<i>Fiorinia externa</i>	A
Tea Scale	<i>Fiorinia theae</i>	A
Bougainvillea Mealybug	<i>Phenacoccus peruvianus</i>	A
Boxwood scale	<i>Pinnaspis buxi</i>	A
Lesser Snow Scale	<i>Pinnaspis strachani</i>	A
Pacific Mealybug	<i>Planococcus minor</i>	A
Magnolia White Scale	<i>Pseudaulacaspis cockerelli</i>	A
Whitefly	<i>Aleyrodidae</i>	Q
Plant Bug	<i>Miridae</i>	Q
Asian Citrus Psyllid	<i>Diaphorina citri</i>	A
Aphid	<i>Aphididae sp.</i>	Q
Leafhopper	<i>Cicadellidae sp.</i>	Q
Roach	<i>Blattodea</i>	Q
Cricket	<i>Cyrtopitulum sp.</i>	Q
Tetranychid Mite	<i>Tetranychus sp.</i>	Q

Rating definitions

“A” – An organism of known economic importance, subject to enforcement action involving eradication, quarantine regulation, containment, rejection, or other holding action.
 “Q” – An organism or disorder requiring temporary “A” action pending determination of a permanent quarantine rating. The organism is suspected to be of economic importance, but its status is uncertain because of incomplete identification or inadequate information.

The Dog Team (right) consists of Doomis and his handler, Chris Tyler. Doomis is a 72-pound Shepherd/Labrador mix rescued from an animal shelter prior to entering the USDA Detector Dog Training program in 2014. He is one of 13 dogs in the state trained to sniff out packages containing plant material that can threaten California agriculture.



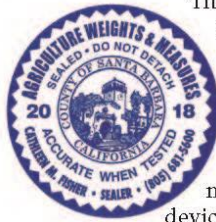
Inspector uses flagging tape to hold a shipment of fir trees due to elongate hemlock scale, an A-rated pest. Inset— close up of elongate hemlock scale.



The dog team works the conveyor belt at a parcel facility.

Weights & Measures Program

The primary function of the weights and measures program is to ensure consumer protection, fair competition in the marketplace, and safeguard accurate value comparison for consumers.



This is accomplished by routine testing and certification of commercial weighing and measuring devices for accuracy.

The Division verifies the net quantity and proper labeling of packaged commodities and inspects the price accuracy of point of sale (scanners) systems.

Weights and Measures supports the agricultural industry by certifying devices used to weigh crops and livestock, and testing the accuracy of meters that deliver fertilizer and fuels.

WEIGHING DEVICE	NUMBER OF INSPECTIONS	MEASURING DEVICE	NUMBER OF INSPECTIONS
Computing/Counter Scales	1,180	Retail Fuel Meters	2,900
Vehicle Scales	65	Taxi Meters	115
Dormant/Platform Scales	275	Wholesale Meters	50
Livestock Scales	35	Liquid Propane Gas Meters	55
Hanging/Crane Scales	90	Vapor/Water/Electric Submeters	1,640
Jewelry Scales	50	Vehicle Meters	65
Other Devices	10	Retail Water Vending Meters	203

INSPECTION TYPE	NUMBER OF INSPECTIONS	ITEMS SAMPLED	RESULTS
Price Verification	450	9,850	11 percent had overcharges
Package and Labeling	50	5,450	245 packages ordered off sale



Inspector uses a Weights and Measures device to test the accuracy of a taxi meter.



Inspector operates Weights and Measures heavy equipment to check accuracy of cattle weighing scales.

Education & Outreach

In 2018, the Agricultural staff provided education and outreach to farmers, farm workers, businesses and the public on regulatory compliance, integrated pest management, reduced risk pesticide use and pests of concern. Outreach allows us to build relationships with the regulated community, strengthens existing partnerships with the State and other agencies, and prepares our staff for future leadership opportunities.



Staff verifies crop production in the field for the Farmers' Market program.



Staff participates in a career fair at a local high school.



A bilingual inspector addresses a group of Spanish-speaking field workers during an outreach session.



Staff speaks at the UCCE Strawberry Production and Research meeting in Santa Maria.



Staff developed an activity book for children that educates them about local agriculture. A free copy can be obtained from any of our offices or downloaded from our website.

APPENDIX E



Agricultural/Weights & Measures Inspector I

Class Code:
0330

Bargaining Unit: Admin, Tech, Office & Health
Services, Non-Supervisory

COUNTY OF SANTA BARBARA
Established Date: Mar 1, 2018
Revision Date: Jun 18, 2018

SALARY RANGE

\$28.54 - \$34.17 Hourly
\$4,963.35 - \$5,942.73 Monthly
\$59,560.14 - \$71,312.72 Annually

DESCRIPTION:

Under specified degrees of supervision depending upon the level of the class, provides professional inspection, investigation and enforcement services to the community by executing local, state and federal mandated consumer protection and environmental programs in both agricultural and weights and measures disciplines; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: Agricultural/Weights & Measures I/II/III is a flexibly staffed series, with placement dependent upon the licenses earned, and the experience and proficiency to perform the full range of duties within specific areas of state licensure. The Department shall designate the specific California State licenses or Federal certifications required to train in, and the examinations to be taken for each employee.

Agricultural/Weights and Measures Inspector I is the entry level in the series. Under direct supervision Incumbents learn to apply and enforce a variety of agricultural and/or weights and measures laws and regulations. The incumbents are expected to obtain at least two licenses in agricultural or weights and measures inspection issued by the California Department of Food and Agriculture within the first twelve months of employment. With experience, incumbents will independently perform field inspections and investigations within the two areas of required licensure while gaining training and experience to obtain five required state licenses and function at the II level. At the discretion of the appointing authority and with at least five required licenses obtained and two years of increasing responsibilities, incumbents may be eligible for promotion to the II level.

EXAMPLES OF DUTIES:

The following duties are performed by employees in this classification; however, employees may perform related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Investigates fraud and consumer complaints through interviews, investigations, and records examination
2. Develops case files; prepares, analyzes, maintains and presents evidence; prepares correspondence and reports; and provides information for litigation.
3. Promotes legal compliance by conducting educational outreach to new businesses.
4. Investigates and works with district attorneys to prosecute businesses engaged in deceptive pricing and/or product packaging, both locally and statewide.
5. Verifies the accuracy of commercial devices such as gas pumps, taxi meters, propane meters, electric meters and commercial weighing devices.
6. Safely handles hazardous materials such as herbicides, rodenticides, insecticides and other pesticides, as well as gasoline, diesel, aviation fuel, and propane.
7. Enforces regulations related to pesticide use and storage, and worker health and safety; issues permits and monitors applications of pesticides; and registers agricultural pest control operators and advisors.
8. Investigates complaints related to agricultural pesticides, certain pests, and violations of County, State, or Federal laws; and conducts a variety of inspections of agricultural products to ensure compliance with regulations, and/or to verify certificate requirements for export/import and pest cleanliness.
9. Detects and prevents the introduction of detrimental pests through examination, surveys, trapping, sampling, and regulation of possible carriers; and controls and/or eradicates pest plants, insects, diseases, and nematodes in accordance with approved procedures.
10. Inspects nurseries and evaluates nursery license applications to determine compliance with State requirements.
11. Gathers and compiles evidence and prepares reports; collects, prepares, and submits official samples required for the enforcement or verification of various regulations; and obtains, compiles, and disseminates statistical data on agricultural commodities produced in the County.

EMPLOYMENT STANDARDS:

1. Possession of two or more valid statewide specific category licenses as a County Agricultural Inspector/Biologist issued by the California Department of Food and Agriculture; **OR**,
2. Bachelor's degree from an accredited four-year college with specialization in one or more appropriate disciplines in agricultural, biological, chemical, or physical sciences, Mathematics, or statistics; **OR,**
3. Bachelor's degree from an accredited four-year college in any discipline with a minimum of 30 semester units, or 45 quarter units, in one or any combination of the following disciplines: Agricultural Science, Biological Science, Chemical Science, Physical Science, Mathematics, and/or Statistics.

Additional Requirements:

1. **Incumbent must obtain within one year of appointment** two category licenses as a County Agricultural Inspector/Biologist issued by the California Department of Food and Agriculture in: Pesticide Regulation, Pest Prevention and Plant Regulation, Investigation and Environmental Monitoring, Commodity Regulation, Integrated Pest Management, Weight Verification, Measurement Verification, Transaction and Product Verification.
2. Possession of a valid California Class C Driver's License is required at the time of appointment. Driver's license must be kept valid throughout the term of employment. Incumbents must be able to travel independently throughout County of Santa Barbara.
3. Some assignments in the classification may require incumbent to obtain a certificate of completion from the United States Department of Agriculture (USDA) for their 10 week Basic Canine Handler Training..

Additional Qualifications May be required:

1. A California Class B Commercial Driver's License at the discretion of the appointing authority, dependent on assigned job duties. Appointees to those positions requiring a Class B license will be subject to mandatory testing for drugs prior to beginning work; once on the job, incumbents will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis.
2. Obtain an Accredited Certifying Officer (ACO) credential from the United States Department of Agriculture at the discretion of the appointing authority, dependent on assigned job duties.

Knowledge Of: Laws, codes, orders, regulations and practices governing agriculture and weights and measures programs and pesticide management; Principles of identification, preservation and presentation of evidence; Techniques of case management, record keeping and report preparation; Safety principles and equipment used for handling chemicals and responding to hazardous materials incidents; Basic use of current business applications and mobile communication devices; correct English usage.

Ability To: Learn to Interpret, apply, explain and enforce various state and federal agricultural and weights and measures laws, codes and regulations; Learn to apply interviewing techniques to obtain needed information; Learn to gather, assemble and analyze data and make sound recommendations regarding mitigation or enforcement matters; Prepare and maintain accurate, concise and effective records, reports, correspondence and other written materials; and using correct grammar, spelling, and punctuation; Make accurate mathematic calculations; Establish and maintain effective working relationships with those contacted in the course of the work; Learn to safely handle hazardous materials such as herbicides, rodenticides, insecticides and other pesticides, as well as gasoline, diesel, and propane; Maintain situational awareness while confidently approaching unknown environments with changing circumstances.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of the job, the employee is regularly required to use hand to eye coordination; and handle, feel or operate objects, tools, or controls. The employee is frequently required to stand and/or walk for extended periods of time over varied terrain; climb or balance; and stoop, kneel, crouch, or crawl. Requires strength to lift and carry equipment and samples weighing up to forty pounds and heavier weights with proper equipment; vision to read printed materials and a computer screen and to distinguish among various colors; and hearing to converse in person and over the telephone.

Working Conditions: Must be willing to work out-of-doors, in all weather conditions and with potential exposure to hazardous materials and conditions such as heat, dust, diesel, exhaust or chemical odors. Must be willing to work scheduled overtime, weekend or off-hours shifts as Department needs require.

ADDITIONAL CLASS INFORMATION:

Class # 0330
 EEOC 2
 JGP 9U
 Medical D
 Vts Pts: Yes
 Bargaining Unit 24

EST: 3.18
 REV:
 To Replace Ag Bio I & Weights & Measures Insp I

APPENDIX F



Agricultural/Weights & Measures Inspector II

Class Code:
0331

Bargaining Unit: Admin, Tech, Office & Health
Services, Non-Supervisory

COUNTY OF SANTA BARBARA
Established Date: Mar 1, 2018
Revision Date: Jun 18, 2018

SALARY RANGE

\$32.62 - \$39.16 Hourly
\$2,618.77 - \$3,143.28 Biweekly
\$5,674.01 - \$6,810.45 Monthly
\$68,088.12 - \$81,725.36 Annually

DESCRIPTION:

Under specified degrees of supervision depending upon the level of the class, provides professional inspection, investigation and enforcement services to the community by executing local, state and federal mandated consumer protection and environmental programs in both agricultural and weights and measures disciplines; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: Agricultural/Weights & Measures I/II/III is a flexibly staffed series, with placement dependent upon the licenses earned, and the experience and proficiency to perform the full range of duties within specific areas of state licensure. The Department shall designate the specific California State licenses or Federal certifications required to train in, and the examinations to be taken for each employee.

Agricultural/Weights and Measures Inspector II is the journey level classification in the series. Under general supervision, Incumbents independently perform inspections and investigations of agricultural and/or weights and measures laws and regulations. The incumbents are required to obtain at least five licenses in agricultural or weights and measures inspection issued by the California Department of Food and Agriculture and has two years of experience. At the discretion of the appointing authority and with at least eight required licenses obtained and four years of increasing responsibilities, incumbents may be eligible for promotion to the III level, in which staff may perform in all program activities and may train and act in a lead capacity.

EXAMPLES OF DUTIES:

The following duties are performed by employees in this classification; however, each individual in the classification does not necessarily perform all duties listed.

1. Investigates fraud and consumer complaints through interviews, investigations, and records examination

2. Develops case files; prepares, analyzes, maintains and presents evidence; prepares correspondence and reports; and provides information for litigation.
3. Promotes legal compliance by conducting educational outreach to new businesses.
4. Investigates and works with district attorneys to prosecute businesses engaged in deceptive pricing and/or product packaging, both locally and statewide.
5. Verifies the accuracy of commercial devices such as gas pumps, taxi meters, propane meters, electric meters and commercial weighing devices.
6. Safely handles hazardous materials such as herbicides, rodenticides, insecticides and other pesticides, as well as gasoline, diesel, aviation fuel, and propane.
7. Enforces regulations related to pesticide use and storage, and worker health and safety; issues permits and monitors applications of pesticides; and registers agricultural pest control operators and advisors.
8. Investigates complaints related to agricultural pesticides, certain pests, and violations of County, State, or Federal laws; and conducts a variety of inspections of agricultural products to ensure compliance with regulations, and/or to verify certificate requirements for export/import and pest cleanliness.
9. Detects and prevents the introduction of detrimental pests through examination, surveys, trapping, sampling, and regulation of possible carriers; and controls and/or eradicates pest plants, insects, diseases, and nematodes in accordance with approved procedures.
10. Inspects nurseries and evaluates nursery license applications to determine compliance with State requirements.
11. Gathers and compiles evidence and prepares reports; collects, prepares, and submits official samples required for the enforcement or verification of various regulations; and obtains, compiles, and disseminates statistical data on agricultural commodities produced in the County.

EMPLOYMENT STANDARDS:

Possession of combined total of five valid statewide specific category licenses as a County Agricultural Inspector/Biologist and Weights & Measures Inspector issued by the California Department of Food and Agriculture; **AND,**

1. Two years of increasingly responsible experience as an Agriculture Biologist I, Weights & Measures Inspector I, or Agricultural/Weights & Measures Inspector I; or,
2. Two years experience performing duties equivalent to that of an Agricultural/Weights & Measures Inspector I with Santa Barbara County.

Additional Requirements:

- Possession of a valid California Class C Driver's License is required at the time of appointment. Driver's license must be kept valid throughout the term of employment. Incumbents must be able to travel independently throughout County of Santa Barbara.
- Some assignments in the classification may require incumbent to obtain a certificate of completion from the United States Department of Agriculture (USDA) for their 10 week Basic Canine Handler Training.

Additional Qualifications May be required:

1. A California Class B Commercial Driver's License at the discretion of the appointing authority, dependent on assigned job duties. Appointees to those positions requiring a Class B license will be subject to mandatory testing for drugs prior to beginning work; once on the job, incumbents will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis.
2. Obtain an Accredited Certifying Officer (ACO) credential from the United States Department of Agriculture at the discretion of the appointing authority, dependent on

assigned job duties.

Knowledge Of: Laws, codes, orders, regulations and practices governing agriculture and weights and measures programs and pesticide management; Principles of identification, preservation and presentation of evidence; Techniques of case management, record keeping and report preparation; Safety principles and equipment used for handling chemicals and responding to hazardous materials incidents; Basic use of current business applications and mobile communication devices; correct English usage.

Ability To: Interpret, apply, explain and enforce various state and federal agricultural and weights and measures laws, codes and regulations; Apply interviewing techniques to obtain needed information; Gather, assemble and analyze data and make sound recommendations regarding mitigation or enforcement matters; Prepare and maintain accurate, concise and effective records, reports, correspondence and other written materials; and using correct grammar, spelling, and punctuation; Make accurate mathematic calculations; Establish and maintain effective working relationships with those contacted in the course of the work; Safely handle hazardous materials such as herbicides, rodenticides, insecticides and other pesticides, as well as gasoline, diesel, and propane; Maintain situational awareness while confidently approaching unknown environments with changing circumstances; Assist in training of other staff members.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of the job, the employee is regularly required to use hand to eye coordination; and handle, feel or operate objects, tools, or controls. The employee is frequently required to stand and/or walk for extended periods of time over varied terrain; climb or balance; and stoop, kneel, crouch, or crawl. Requires strength to lift and carry equipment and samples weighing up to forty pounds and heavier weights with proper equipment; vision to read printed materials and a computer screen and to distinguish among various colors; and hearing to converse in person and over the telephone.

Working Conditions: Must be willing to work out-of-doors, in all weather conditions and with potential exposure to hazardous materials and conditions such as heat, dust, diesel, exhaust or chemical odors. Must be willing to work scheduled overtime, weekend or off-hours shifts as Department needs require.

ADDITIONAL CLASS INFORMATION:

Class # 0331
EEOC 2
JGP 9U
Medical D
Vts Pts: No
Bargaining Unit 24

EST: 3.18
REV:
Replacing Ag Bio II & Weights/Measures Inspector II

APPENDIX G



Agricultural/Weights & Measures Inspector III

Class Code:
0332

Bargaining Unit: Admin, Tech, Office & Health
Services, Non-Supervisory

COUNTY OF SANTA BARBARA
Established Date: Mar 1, 2018
Revision Date: Jun 18, 2018

SALARY RANGE

\$35.74 - \$42.96 Hourly
\$6,215.62 - \$7,471.72 Monthly
\$74,587.41 - \$89,660.59 Annually

DESCRIPTION:

Under specified degrees of supervision depending upon the level of the class, provides professional inspection, investigation and enforcement services to the community by executing local, state and federal mandated consumer protection and environmental programs in both agricultural and weights and measures disciplines; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: Agricultural/Weights & Measures I/II/III is a flexibly staffed series, with placement dependent upon the licenses earned, and the experience and proficiency to perform the full range of duties within specific areas of state licensure. The Department shall designate the specific California State licenses or Federal certifications required to train in, and the examinations to be taken for each employee.

Agricultural/Weights and Measures Inspector III is the fully experienced classification in the series. Incumbents have full licensure in all eight categories issued by the California Department of Food and Agriculture and have four years of enforcement experience. Under general direction, Incumbents independently perform inspections and investigations of agricultural and/or weights and measures laws and regulations. Incumbents may also serve as program lead, provide direction or act as program coordinator. Incumbents may be assigned to any specialty area within the department. The Agricultural/Weights & Measures Inspector III is distinguished from the Supervising Inspector by the latter's responsibility for programmatic oversight and supervision of staff.

EXAMPLES OF DUTIES:

The following duties are performed by employees in this classification; however, each individual in the classification does not necessarily perform all duties listed.

1. Investigates fraud and consumer complaints through interviews, investigations, and records examination

2. Develops case files; prepares, analyzes, maintains and presents evidence; prepares correspondence and reports; and provides information for litigation.
3. Promotes legal compliance by conducting educational outreach to new businesses.
4. Investigates and works with district attorneys to prosecute businesses engaged in deceptive pricing and/or product packaging, both locally and statewide.
5. Verifies the accuracy of commercial devices such as gas pumps, taxi meters, propane meters, electric meters and commercial weighing devices.
6. Safely handles hazardous materials such as herbicides, rodenticides, insecticides and other pesticides, as well as gasoline, diesel, aviation fuel, and propane.
7. Enforces regulations related to pesticide use and storage, and worker health and safety; issues permits and monitors applications of pesticides; and registers agricultural pest control operators and advisors.
8. Investigates complaints related to agricultural pesticides, certain pests, and violations of County, State, or Federal laws; and conducts a variety of inspections of agricultural products to ensure compliance with regulations, and/or to verify certificate requirements for export/import and pest cleanliness.
9. Detects and prevents the introduction of detrimental pests through examination, surveys, trapping, sampling, and regulation of possible carriers; and controls and/or eradicates pest plants, insects, diseases, and nematodes in accordance with approved procedures.
10. Inspects nurseries and evaluates nursery license applications to determine compliance with State requirements.
11. Gathers and compiles evidence and prepares reports; collects, prepares, and submits official samples required for the enforcement or verification of various regulations; and obtains, compiles, and disseminates statistical data on agricultural commodities produced in the County.
12. Provide training and technical assistance to staff.

EMPLOYMENT STANDARDS:

Possession of all eight valid statewide specific category licenses as a County Agricultural Inspector/Biologist and Weights & Measures Inspector issued by the California Department of Food and Agriculture; **AND**,

1. Two years of increasingly responsible experience as an Agricultural Biologist II, Weights & Measures Inspector II, or Agricultural/Weights & Measures Inspector II; or,
2. Two years experience performing duties equivalent to that of an Agricultural/Weights & Measures Inspector II with Santa Barbara County.

Additional Requirements:

- Possession of a valid California Class C Driver's License is required at the time of appointment. Driver's license must be kept valid throughout the term of employment. Incumbents must be able to travel independently throughout County of Santa Barbara.
- Some assignments in the classification may require incumbent to obtain a certificate of completion from the United States Department of Agriculture (USDA) for their 10 week Basic Canine Handler Training.

Additional Qualifications May be required:

1. A California Class B Commercial Driver's License at the discretion of the appointing authority, dependent on assigned job duties. Appointees to those positions requiring a Class B license will be subject to mandatory testing for drugs prior to beginning work; once on the job, incumbents will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis.

2. Obtain an Accredited Certifying Officer (ACO) credential from the United States Department of Agriculture at the discretion of the appointing authority, dependent on assigned job duties.

Knowledge Of: Laws, codes, orders, regulations and practices governing agriculture and weights and measures programs and pesticide management; Principles of identification, preservation and presentation of evidence; Techniques of case management, record keeping and report preparation; Safety principles and equipment used for handling chemicals and responding to hazardous materials incidents; Basic use of current business applications and mobile communication devices; correct English usage.

Ability To: Interpret, apply, explain and enforce various state and federal agricultural and weights and measures laws, codes and regulations; Apply interviewing techniques to obtain needed information; Gather, assemble and analyze data and make sound recommendations regarding mitigation or enforcement matters; Prepare and maintain accurate, concise and effective records, reports, correspondence and other written materials; and using correct grammar, spelling, and punctuation Make accurate mathematic calculations; Establish and maintain effective working relationships with those contacted in the course of the work; Safely handle hazardous materials such as herbicides, rodenticides, insecticides and other pesticides, as well as gasoline, diesel, and propane; Maintain situational awareness while confidently approaching unknown environments with changing circumstances.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of the job, the employee is regularly required to use hand to eye coordination; and handle, feel or operate objects, tools, or controls. The employee is frequently required to stand and/or walk for extended periods of time over varied terrain; climb or balance; and stoop, kneel, crouch, or crawl. Requires strength to lift and carry equipment and samples weighing up to forty pounds and heavier weights with proper equipment; vision to read printed materials and a computer screen and to distinguish among various colors; and hearing to converse in person and over the telephone.

Working Conditions: Must be willing to work out-of-doors, in all weather conditions and with potential exposure to hazardous materials and conditions such as heat, dust, diesel, exhaust or chemical odors. Must be willing to work scheduled overtime, weekend or off-hours shifts as Department needs require.

ADDITIONAL CLASS INFORMATION:

Class # 0332
EEOC 2
JGP 9U
Medical D
Vts Pts: No
Bargaining Unit 24

EST: 3.18
REV:

APPENDIX H



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CALIFORNIA ASSOCIATION OF STANDARDS AND AGRICULTURAL PROFESSIONALS

MISSION STATEMENT
 California Association of Standards and Agricultural Professionals [CASAP] is a voluntary organization of California state licensed agricultural and weights and measures professionals committed to education, communication, and professionalism among its members. CASAP organizes and conducts professional development opportunities for its members. CASAP creates a communication system among its membership and a communication link with the California Agricultural Commissioners and Sealers Association (CACASA.)

CONSTITUTION AND BY-LAWS

ARTICLE I - NAME
 This association shall be known as the CALIFORNIA ASSOCIATION OF STANDARDS AND AGRICULTURAL PROFESSIONALS [CASAP]

ARTICLE II - RELATIONSHIP WITH CACASA
 This Association is an affiliate of the California Agricultural Commissioners and Sealers Association formed in accordance with Article 3 - Section of the Constitution and By-Laws of California Agricultural Commissioners and Sealers Association (CACASA).

ARTICLE III - PURPOSE
 The purpose of this Association shall be:
 To promote communication, education, and professionalism among its members;
 To promote professional development for members;
 To create a communication network among its members and a communication link with the California Agricultural Commissioner and Sealers Association.
 To consult and provide input to CACASA on matters affecting the professional standards of association members.

This Association shall not be construed as a collective bargaining unit nor participate in employee and employer relationships, nor shall the Association develop, promote or oppose legislation except in conjunction with the California Agricultural Commissioners and Sealers Association.

ARTICLE IV - MEMBERSHIP

Section 1. Active Members
 Any licensed professional of the County Agricultural Commissioners and Sealers staff shall be eligible for membership in this Association. Any non-licensed staff professional of the Agricultural Commissioner and Sealers office may be eligible by approval of the Board of Directors. Upon payment of Association dues, annually in advance, members shall be entitled to all rights and privileges subject to the provisions of these by-laws.

Section 2. Associate Members
 Any non-licensed professional of the County Agricultural Commissioners and Sealers staff or persons possessing a license but not employed by a county agricultural commissioner or sealer, upon payment of dues, may participate and attend meetings of this Association but are not eligible for active membership. Associate members cannot hold elected office or vote, but enjoy all other privileges of active membership.

Section 3. Termination of Membership
 The membership of any member shall terminate upon the occurrence of any of the following events:
 a. The resignation of the member.
 b. The occurrence of any event which renders such member ineligible for membership.
 c. Any member may be suspended or terminated by vote of the majority of the total membership at a regularly scheduled meeting. Sufficient cause shall be a violation of the by-laws or any rule or practice of the Association duly adopted.
 d. Any member shall be terminated for non-payment of dues.

Section 4. Voting Rights
 Each active member shall have one vote.

Section 5. Dues and Expenses
 a. Members are individually responsible to pay annual dues in advance in such sums as may be determined by the Board of Directors and shall be payable on or before January 1 of each year. Dues shall not be prorated.
 b. The fiscal year of this Association shall be from January 1 to December 31.
 c. Members are individually responsible for expenses.

Section 6. Procedures
 Robert's Rules of Order shall be followed unless inconsistent with the Constitution and By-laws of this Association.

ARTICLE V - BOARD OF DIRECTORS

Section 1. Membership
 The Board of Directors shall consist of five board members at large, the immediate past president and such officers as set forth in section VI. Vacancies to the board of directors may be selected by the president and confirmed by the board by majority vote. The President shall serve as chairperson of the Board of Directors.

Section 2. Election of Directors



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i. A president may serve for more than two terms but not more than two consecutively.

Section 3. Duties

- a. The Board of Directors shall have the duty to:
1. Conduct, manage and control the affairs and business of the Association, and to make rules and regulations in respect to its management;
 2. Carry out and execute any program which may seem to best serve the interests of all members and further the purpose for which the Association exists.
- b. Any Director may be removed from office, for sufficient cause, by the affirmative vote of the majority of the whole number of Directors of the Association, after notice and hearing.
- c. Directors shall receive no compensation from the Association.

Section 4. Board of Directors Meetings

Board of Directors meetings should be held as necessary or as required by Association by-laws.

Section 5. Quorum

A majority of the authorized number of Directors shall constitute a quorum for the transaction of business.

Section 6. Resignation

Any Director may resign at any time by giving written notice to the Board of Directors.

Section 7. Removal from Office, Vacancies

The failure of a Director to perform the duties of office, from inability or otherwise, shall be cause for removal. The Association's Board of Directors may, by a two-thirds vote, decree any elective office vacant. The Association's Board of Directors shall thereupon appoint an appropriate active member to fill the vacancy until the next general election of officers.

ARTICLE VI - OFFICERS AND THEIR DUTIES

Section 1. Elected Officers

The Officers of the Association shall be:

- a. President
- b. Vice President Northern Region shall be defined as the Vice President elected from any county located North of the City of Delano, California.
- c. Vice President Southern Region shall be defined as the Vice President elected from any county located South of the city of Delano, California
- d. Executive Secretary
- e. Executive Treasurer
- f. Webmaster/Social Media Coordinator
- g. The Association may also have such other officers as are deemed necessary by the Board of Directors.

Section 2. Duties of the President

- a. The President shall be the Executive Officer of the Association and shall, subject to the approval by the Board of Directors, have supervision, direction and control of the business and affairs of the Association.
- b. Shall be Ex-Officio member of all committees.
- c. Shall preside at all meetings of the Board of Directors and the annual meeting of the members.
- d. Shall appoint chairs of all committees.
- e. Shall have such other powers and duties as may be prescribed by the Board of Directors or the by-laws.
- f. As Chairperson of the Board of Directors, the President shall have the power to call special meetings with due regard to reasonable notice to its members.
- g. Shall perform such other duties usually incumbent upon that office.
- h. Shall present an annual report to the members.
- i. Shall serve as a voting member of the Board of Directors after their term expires (as Past President) until a new Past President is apparent.

Section 3. Duties of the Vice President(s)

- a. In the absence, disability, or refusal of the President to act, the Vice President employed by the county geographically closest to that of the President, shall perform all the duties of the President. If this Vice President is absent, disabled, or refuses to act, the other Vice President shall perform the duties of the President.
- b. When so acting, the Vice President shall have the powers of, and be subject to, all the restrictions upon the President.
- c. Develop agendas for all regular Board of Directors meetings.
- d. The Vice President(s) shall perform the duties required by the by-laws of this Association and be available for any special assignments as required by the President.
- e. The Vice President(s) shall provide technical support and may represent the President and Association within the limits of the by-laws.

Section 4. Duties of the Executive Secretary

- a. The Executive Secretary shall keep or cause to be kept for the Association:
 1. Minutes of all meetings.
 2. A membership list containing the names, addresses, status, and assigned membership number of each member.



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2. Receive or authorize receipt of all monies due the Association.
 3. Disburse or cause to be disbursed the funds of the Association as may be directed by the Board of Directors.
 4. When requested, render an account of the financial condition of the Association.
 5. When requested, prepare or cause to be prepared, the financial statements to be included in the annual report to the members.
- b. In general, perform all duties incidental to the office of Executive Treasurer and such other duties as may be required by law, these by-laws, or which may be assigned from time to time by the Board of Directors.
- c. PROCEDURAL OUTLINE FOR TRANSITION OF EXECUTIVE TREASURER INTO OFFICE
1. Treasurer will serve a term of 2 years starting March 1st, and ending February 28th.
 2. The president of CASAP will issue a letter (on CASAP letter head) stating the new treasurer's name, address and the term.
 3. The president will notify the CASAP webmaster of the new treasurer address to be put on the membership application and listed on the website.
 4. When the new treasurer takes office the previous treasurer shall send all the following documents and information as soon as is practicable.
 - A. Unused checks.
 - B. All previous membership applications.
 - C. All bank statements, balance sheets and treasurer's reports.
 - D. All other account information required to complete banking.
 - E. All recent transactions.
 - F. Pin numbers, if any.
 - G. All previous filed tax returns.
 - H. Account number and tax identification number.
 - I. Current treasurers report to include:
 - i. Account balance.
 - ii. Total members to date for previous year with a list of members names.
 5. A new signature card will be issued.
 6. Treasurer will change the address on the account to his/her address.
 7. The new treasurer upon receiving the treasurer's report from the previous treasurer will have 10 days to send the treasurer's report to the president with a letter either agreeing or disagreeing with the figures provided.
- d. Procedure for handling cash at workshops and events.
1. Have member fill out either the current year membership application or the training registration form, or both. If both are completed staple forms together.
 2. Have member pay fees and issue a receipt.
 3. The following must be included on the receipt:
 - A. Name.
 - B. Date.
 - C. Check #, if cash, write "cash".
 - D. What payment is for, i.e. membership, lunch, workshop, etc.
 - E. Amount received.
 - F. Signature of person who issued the receipt.
 4. Have member sign a sign-in sheet which shall include the following:
 - A. Name and email address.
 - B. Employer, county, affiliation.
 - C. Phone number.
 - D. Position held, i.e. Ag, W/M, Commissioner, Deputy.
 - E. Member.
 - F. Nonmember.
 - G. Amount Paid.
 5. After all monies have been collected please place in envelope and forward the following to the Treasurer by mail or member:
 - A. A copy of all receipts given out that day.
 - B. A copy of the sign in sheet.
 - C. All checks.
 - D. All membership applications and registration forms.
 - E. A training announcement or agenda if possible.
 6. The treasurer will deposit all checks and cash as soon as is practicable upon receipt.
 7. Upon receiving receipts or invoices for all expenses accrued for workshops the treasurer shall issue a check for reimbursement as soon as is practicable.
 8. A check over the amount of \$400.00 will not be issued unless there is board approval.
 9. Two board members signatures will be required for any amount over \$400.00.
 10. All receipts must be received by the treasurer within 60 days from the date of purchase in order for reimbursement to be made.

Section 6. Duties of the Webmaster/Social Media Coordinator

- a. The Webmaster/Social Media Coordinator shall keep or cause to be kept for the Association:
 1. The CASAP web page.
 2. The CASAP electronic calendar
 3. The CASAP digital archive



Log In

California Association of Standards and Agricultural Professionals

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ARTICLE VII - LIAISON REPRESENTATIVE

- a. The Association's Board of Directors shall select a representative from the Board to act as liaison with the California Agricultural Commissioners and Sealers Association.
- b. The liaison shall provide a direct means of communication between the California Agricultural Commissioners and Sealers Association and the Association. The liaison shall attend California Agricultural Commissioners and Sealers Association meetings as necessary to fulfill the purpose of both Associations.

ARTICLE IX - STATE MEETINGSSection 1. Annual Meetings

- a. The annual meeting of the members shall be held on such a date as determined by the Board of Directors. The time and place for the annual meeting shall also be determined by the Board of Directors.
- b. The purpose of the annual meeting is to conduct Professional Development Programs and Association business.
- c. Written notice of each such meeting and the agenda of business to come before the meeting shall be announced at least thirty (30) days prior to the date of the meeting.
- d. Non-members may attend Professional Development Programs upon payment of the appropriate fees.
- e. There shall be an annual mid-year face-to-face board meeting held in Sacramento by the Board of Directors to address association business.
- f. There shall be held at least annually, two mock oral exam preparatory sessions for Deputy and Commissioner/Sealer oral exams. One session shall be held in the Northern region and one session shall be held in the Southern region.

Section 2. Special Meetings

Special meetings of the members may be called by the President, by a majority of the Board of Directors, or by written request of 25 percent of the active membership.

Section 3. Procedures

Robert's Rules of Order shall be followed unless inconsistent with the Constitution and By-laws of this Association.

ARTICLE IX - USE OF ASSOCIATION NAME

No member of this Association shall, by inference or otherwise, either directly or indirectly, misuse or abuse the name of this Association or their connection therewith; nor shall they imply that this Association will sponsor or be responsible for any written article, statement, report, policy, or practice of any member or firm, association, corporation or the government agency by which the member is employed or with which the member is associated. Any member who desires the use of this Association's name in connection with any personal endeavor shall first receive written authority from the Board of Directors.

ARTICLE X - AMENDMENTSSection 1. Initiation of Proposed Amendments

Any active member may propose an amendment to the by-laws by submitting it in writing to the Board of Directors.

Section 2. Voting and Ratification

If a majority of the Board of Directors approves a proposed amendment, it shall be submitted to the membership for vote. An amendment must receive a two thirds majority vote by active membership. The Board of Directors shall determine the manner of voting. Amendments will not be effective until ratified by CACASA.

Section 3. Noticing

A copy of the proposed amendment shall be posted at least 30 days before the vote is taken.

CASAP board approval August 16, 2016 / CASAP Membership Approval March 1, 2017 / CACASA ratified May 26, 2017

APPENDIX I

Community Forum Log In

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COMMUNITY FORUM

Welcome to the CASAP community forum. Please read the Forum Rules prior to posting.

<p>FORUM RULES</p> <p>Welcome to the CASAP Forum. Please read these forum rules and p...</p>	<p>152</p> <p>3</p>	<p>Follow</p>
<p>CASAP Events</p> <p>The Conference, Trainings, Mock Orals, and anything else</p>	<p>164</p> <p>5</p>	<p>Follow</p>
<p>Commodity Regulation</p> <p>Here is a place where you can discuss all-things pertaining to Agricul...</p>	<p>0</p> <p>0</p>	<p>Follow</p>
<p>General Discussion</p> <p>No matter what, you've got at least a couple things in common with ...</p>	<p>238</p> <p>5</p>	<p>Follow</p>
<p>License Exams</p> <p>Talk about exam study materials and test taking tips: Don't Post Exa...</p>	<p>154</p> <p>3</p>	<p>Follow</p>
<p>Pesticide Use Enforcement</p> <p>Here is a place where you can discuss all-things pertaining to Pestic...</p>	<p>0</p> <p>0</p>	<p>Follow</p>
<p>Quarantine</p> <p>Here is a place where you can discuss all-things ranging from Compli...</p>	<p>0</p> <p>0</p>	<p>Follow</p>
<p>Weights & Measures</p> <p>Here is a place where you can discuss all-things pertaining to Weight...</p>	<p>0</p> <p>0</p>	<p>Follow</p>

CASAP California Association of Standards and Agricultural Professionals

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Community Forum > License Exams

LICENSE EXAMS

Talk about exam study materials and test taking tips: Don't Post Exam Questions, please.

Filter: All posts Sort by: Recent Activity Create New Post

	Replies	Likes	Views	Date
Does anyone have information or subjects to study for the Enviro... Rishi Avila • Discussion	1	0	54	Aug 23, 2019
Which CDFA Inspector Exam did you find the most challenging a... Cree Morgan • Discussion	0	0	25	May 27, 2019
Mill Tax casapwebmaster • Discussion	1	0	75	Aug 20, 2018

APPENDIX J

SUGGESTED READING LIST*for***COUNTY AGRICULTURAL INSPECTOR/BIOLOGIST**

The California Department of Food and Agriculture has compiled the attached reading list which may be helpful to candidates studying for the County Agricultural Inspector/Biologist examinations. It is not possible to make this list all inclusive, or to include all the material which may be necessary to pass the examinations. All material which is in bold print are publications candidates should focus on for the year **2017** examinations. The majority of the examination questions will come from the items in bold print.

SOURCES OF INFORMATION

Many of the suggested references can be found in public libraries or may be available for review in County Agricultural Commissioners' Offices. Copies of University publications can usually be reviewed at offices of the Agricultural Extension Service.

The Plant Industry (Food and Agricultural Code extracts) which is shown as a reference on the following pages is a compilation of the following divisions of the Food and Agricultural Code: State Administration (Division 1); Local Administration (Division 2); Plant Quarantine and Pest Control (Division 4); Animal and Poultry Quarantine and Pest Control (Division 5); Vessels and Aircraft Garbage (Division 8); Bee Management and Honey Production (Division 13); Field Crops, Seeds, Seed Potatoes, One-Variety Cotton Districts, and Nursery Stock Grades and Standards (Division 18). This information is also available online at no charge at www.leginfo.ca.gov/calaw.html

****Prices are subject to change.***

Last Revision 9/29/2017

SUGGESTED READING LIST

COUNTY AGRICULTURAL INSPECTOR/BIOLOGIST EXAMINATIONS

1. Pesticide Regulation

Items that are in bold print are publications candidates should focus on.

1. **California Food and Agricultural Code Extracts Division 6 - Volume One section 11401 - 12500 and Division 7 - Volume 2 section 12501 - 32500, pertaining to Pesticides and Pest Control Operations.** Available on online: <https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=FAC&tocTitle=+Food+and+Agricultural+Code+-+FAC>
2. **Title 3. California Code of Regulations (Pertaining to Pesticides and Pest Control Operations.** Available online: www.cdpr.ca.gov/docs/legbills/opramenu.htm
3. **Structural Pest Control Act with Rules and Regulations.** Available through the Structural Pest Control Board, 1418 Howe Avenue, Sacramento, CA 95825, (916) 263-2544. Make check or money order payable to SPCB. **\$5.00**
4. **Investigation Procedures, Volume 5 of the Pesticide Use Enforcement Program Standards Compendium.** Completed in 2006. Replaces the Investigative Sampling, Investigative Techniques, and Pesticide Episode Investigations manuals. Available online: http://www.cdpr.ca.gov/docs/enfcmpli/compend/vol_5/investigation_procedure.pdf
5. **Restricted Materials and Permitting, Volume 3 of the Pesticide Use Enforcement Program Standards Compendium.** Completed in 2006. Replaces the previous restricted materials manual last issued in 1997. Available online: http://www.cdpr.ca.gov/docs/enfcmpli/compend/vol_3/entirerep.pdf
6. **Methyl Bromide Field Fumigation:** Methyl bromide field fumigation regulations which include worksite plans, notification and buffer zone requirements, fumigation methods and worker safety protection. Updated in October 2004. Available online: <http://www.cdpr.ca.gov/docs/county/training/methbrom/mebrman.pdf>
7. **Pesticide Wildlife Incident Response Plan:** Being developed cooperatively by the Departments of Fish and Game, Pesticide Regulation, and the California Agricultural Commissioners and Sealers Association -- implementing a plan for dealing with pesticide related incidents involving injury to fish and wildlife resources. Available online: <http://www.cdpr.ca.gov/docs/enfcmpli/penfltrs/penf2000/2000atch/attach30.pdf>
8. **Enforcement Options Chart:** The following materials were presented at the 2004 Structural Symposium held in Sacramento on March 23, 24 2004. The materials presented here can be very useful in training new staff on conducting the structural enforcement program. Available online: <http://www.cdpr.ca.gov/docs/enforce/prenffrm/prenf072.pdf>

2. Environmental Monitoring and Investigation

Available from County Agricultural Commissioners' Offices or Department of Pesticide Regulation, Pesticide Enforcement Branch, 1001 I Street, P.O. Box 4015, Sacramento, California 95812-4015, (916) 323-3885.

Items in bold print are publications candidates should focus on:

1. **Division 6 and 7 of the California Food and Agricultural Code, pertaining to Pesticides and Pest Control Operations:**
Available online: <https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=FAC&tocTitle=+Food+and+Agricu ltural+Code+-+FAC>
 2. **California Code of Regulations, Title 3, Food and Agriculture, Division 6, Pesticides and Pest Control Operations:**
Available online: <http://www.cdpr.ca.gov/docs/legbills/calcode/chapter .htm>
 3. **Business and Professions Code, Division 3, Structural Pest Control Operators:**
Available online: <http://www.pestboard.ca.gov/pestlaw/pestact.pdf>
 4. **California Code of Regulations, Title 16, Professional and Vocational Regulations, Division 19, Structural Pest Control Board:**
Available online: <http://www.pestboard.ca.gov/pestlaw/pestact.pdf>
- Items 3 and 4 are additionally available as a priced publication in a print version in the form of: **Structural Pest Control Act with Rules and Regulations**. This publication contains applicable Business and Professions Code and Title 16 sections. Contact the Structural Pest Control Board at 2005 Evergreen Street, Suite 1500, Sacramento CA 95815-3831; (916) 263-2544.
5. **Regulating Pesticides: The California Story, A Guide to Pesticide Regulation in California:** DPR Price Publication #203.
Available online: <http://www.cdpr.ca.gov/docs/pressrls/dprguide/dprguide.pdf>
 6. ****The Safe and Effective Use of Pesticides, 2nd Edition:** University of California Publication #3324. Available through the County Cooperative Extension Program, (800) 994-8849.
Order online: <http://ipm.ucanr.edu/IPMPROJECT/ADS/manual safeeffectiveuse.html>
 7. **Investigation Procedures, Volume 5 of the Pesticide Use Enforcement Program Standards Compendium** Completed in 2006 replaces the Investigative Sampling, Investigative Techniques, and Pesticide Episode Investigations manuals:
Available online: <http://www.cdpr.ca.gov/docs/enfcmpli/compend/vol 5/investigation procedure.pdf>
 8. **Pesticide Use Enforcement Program Standards Compendium:**
Available online: <http://www.cdpr.ca.gov/docs/enforce/compend.htm>
 9. **Pesticide Regulation: Enforcement Response Policy (ERP), August 2005 and Enforcement**

Response Regulation (ERR), December 2006:

ERP Available online:

<http://www.cdpr.ca.gov/docs/county/cacitrs/penfltrs/penf2005/2005atch/attach2503.pdf>ERR Available online: <http://www.cdpr.ca.gov/docs/county/cacitrs/penfltrs/penf2006/2006036.htm>**10. Enforcement Guidelines, Technical Revision, August 2005:**Available online: <http://www.cdpr.ca.gov/docs/enfcmpli/guidelns.pdf>

11. Memorandum of Understanding Between the Department of Industrial Relations, Department of Pesticide Regulation, and the California Agricultural Commissioners and Sealer Association for Employee Protection at the Pesticide Workplace. Attachment to ENF-93-9.

12. Memorandum of Understanding Between the Department of Pesticide Regulation, the Department of Consumer Affairs, and the California Agricultural Commissioners and Sealers Association Pertaining to Structural Pest Control Activities. Attachment to ENF 98-036.

13. Memorandum of Understanding Between the Department of Fish and Game, the Department of Pesticide Regulation and the California Agricultural Commissioners and Sealers Association, January 26, 1995. Attachment to Pesticide/Wildlife Incident Response Plan, April 2000: Available online:

<http://www.cdpr.ca.gov/docs/enfcmpli/penfltrs/penf2000/2000atch/attach30.pdf>

14. Cooperative Agreement Between the State of California Department of Pesticide Regulation, California Agricultural Commissioners and Sealers Association and the United States Environmental Protection Agency, November 17, 2003:

Available online: <http://www.cdpr.ca.gov/docs/enfcmpli/penfltrs/penf2003/2003atch/attach39.pdf>**15. Hearing Officer Roundtable Project, June 2004:**Available online: <http://www.cdpr.ca.gov/docs/county/training/hrngofcr/hearofficer.htm>

In addition, we recommend reviewing Food and Agricultural Code sections 11735, 12999.5, 12999.6, 13000, and 14008; Business and Professions Code sections 8617 and 8662; 3CCR section 6130; and 16CCR section 1922.

16. ****Grape Pest Management, University of California Publication #3343, 1992, 2nd Edition**: Order online: http://ipm.ucanr.edu/IPMPROJECT/ADS/manual_grapes.html

17. ****IPM in Practice. Principles and Methods of Integrated Pest Management, 2001**: Eds. M.L. Flint and

P. Gouveia. UC Statewide IPM Project. University of California

Publication #3418. Order online:

http://ipm.ucanr.edu/IPMPROJECT/ADS/manual_ipminpractice.html

18. **Alternatives to Methyl Bromide for Control of Soil-Borne Diseases and Pests in California**:

DPR Publication PM 01-01, 2000.

Available online: <http://www.cdpr.ca.gov/docs/emon/methbrom/alt-anal/sept2000.pdf>

19. **Enforcement Letter 2003-026**, Metam-Sodium Applications, Summer 2003:

Available online: <http://www.cdpr.ca.gov/docs/enfcmpli/penfltrs/penf2003/2003atch/attach26.pdf>

20. ***Guide to Sampling Air, Water, Soil, and Vegetation for Chemical Analysis.** Rev. June 1994 by Roger Sava. DPR Price Publication.
Available online: <http://www.cdpr.ca.gov/docs/emon/pubs/ehapreps/eh9404.pdf>
21. Information on specific pest control business and individual license types and requirements is available online: <http://www.cdpr.ca.gov/docs/license/lictypes.htm>
- * DPR Price Publication is available from the Department of Pesticide Regulation, 1001 I Street, P.O. Box 4015, Sacramento California 95814-4015; or call (916) 323-3885. Make checks payable to: "Cashier, Department of Pesticide Regulation." Some of these publications may also be available for review at County Agricultural Commissioner Offices.
- ** Not Available from DPR. See contact information in description. May be available from: Publications, Division of Agricultural and Natural Resources, University of California, 6701 San Pablo Avenue, Oakland, CA 94608; or call (510) 642-2431. These publications may also be available from: Agricultural Information Publications, University of California, Davis, CA 95616; or call (916) 757-8930. Make checks payable to: "Regents of the University of California" (sales tax is included). In addition, various University of California Agricultural and Natural Resources publications may be ordered online at: <http://anrcatalog.ucdavis.edu>; some publications may also be available for review or sale at the local County Farm Advisor's Office.

3. Integrated Pest Management

Items in bold print are publications candidates should focus on.

a. Insect and Disease Pest Management and Biological Control

1. State of California Reference Materials:

- a. California Plant Pest and Disease Report (A complete and updated list of pest ratings).
- b. California Agricultural Resources Directory.

Available from the Department of Food and Agriculture, Division of Plant Industry, 1220 "N" Street, Suite 344, Sacramento, California 95814.

2. University of California Reference Materials:

- a. University of California Series - Study Guides for Agricultural Pest Control Advisors:

Insects, Mites and Other Invertebrates	Pub. 4044
Nematodes and Nematicides	Pub. 4045
Plant Diseases	Pub. 4046
Principles & Methods of Integrated Pest Management	Pub. 3418

- b. University of California Series - Integrated Pest Management for:

Alfalfa Hay	Pub. 4101
Almonds	Pub. 3308
Apples & Pears.....	Pub. 3340
Citrus (2nd Edition)	Pub. 3303
Cole Crops & Lettuce	Pub. 3307
Cotton	Pub. 3305
Floriculture & Nurseries	Pub. 3402
Grapes (2nd Edition)	Pub. 3343
Nurseries	Pub. 3332
Pests of the Garden and Small Farm	Pub. 3332
Potatoes	Pub. 3316
Rice.....	Pub. 3280
Small Grains	Pub. 3333
Tomatoes.....	Pub. 3294
Walnuts	Pub. 3270

Available from University of California, Division of Agriculture and Natural Resources, 6701 San Pablo Avenue, Oakland, California 94608, (510) 987-0505 or through the County Cooperative Extension Program, 1-800-994-8849 or on the Internet @ <http://anrcatalog.ucdavis.edu/>.

3. **Biological Control & Insect Pest Management:**

Biological Control & Insect Pest Management	Pub. 4096
Grape Pest Management	Pub. 3343
Pear Pest Management	Pub. 4081
The Safe and Effective Use of Pesticides	Pub. 3324
Pests of the Garden and Small Farm	Pub. 3332

Integrated Pest Management Continued.....

University of California Reference Materials:

- a. University of California Series - Study Guides for Agricultural Pest Control Advisors:
Insects, Mites and Other Invertebrates Pub. 4044
- b. University of California Series - Integrated Pest Management for:
 - 1. Apples & Pears..... Pub. 3340
 - 2. **Citrus**..... **Pub. 3303**
 - 3. Cotton..... Pub. 3305
 - 4. **Walnuts** **Pub. 3270**

Available from University of California, Division of Agriculture and Natural Resources, 6701 San Pablo Avenue, Oakland, California 94608, (415) 642-2431 or through the County Cooperative Extension Program, 1-800-994- 8849 or on the Internet @ <http://anrcatalog.ucdavis.edu>.

Other Reference Materials:

- a. **An Introduction to Biological Control, 1982. van Den Bosch, R., P.S. Messenger, and A.P. Gutierrez. Chapter 3, 4 and 10.**
 - b. **Biological Control by Natural Enemies, 1991 (Second edition). Debach, P., and D. Rosen. Chapter 2.**
 - c. **Theory and Practice of Biological Control, 1976. Huffaker, C.B., and P.S. Messenger. Chapter 5.**
 - d. **Biological Control of Insect Pests and Weeds, P. Debach. Chapter 1 and 23.**
 - e. **Biological Control by Augmentation of Natural Enemies 1977. Ridgway, R.L., and S.B. Vinson. Chapters 13 and 14.**
 - f. **Subtropical Fruit Pests. W. Ebeling, 1959. Chapter 7.** (Available from University of California, Division of Agriculture and Natural Resources, 6701 San Pablo Avenue, Oakland, California 94608, (415) 642-2431 or through the County Cooperative Extension Program, 1-800-994-8849 or on the Internet @ <http://anrcatalog.ucdavis.edu>.)
4. Pest Management (Food and Agriculture Code) pertaining to pesticides and pest control operations. Title 3 can be purchased from Barelays Law Library: (415) 244-6611 or available on the internet @ <https://leginfo.legislature.ca.gov/faces/codes.xhtml>.
5. Other Reference Materials:
- a. **Destructive & Useful Insects. Metcalf, Flint, & Metcalf**
 - b. **Agrios, G. (1997). Plant Pathology, 4th Edition. Academic Press. 635pp.**
 - c. **Urban Entomology. Walter Ebling**
 - d. **MOU, regarding IPM signed by DPR, CACASA and CDFA, June 15, 2001**

Integrated Pest Management Continued.....

b. Vertebrate Pest Management

1. Publication 21385, Wildlife Pest Control Around Gardens and Homes. Available from University of California, ANR, 6701 San Pablo Avenue, Oakland, California 94608-1239, (530) 642-2431 or through the County Cooperative Extension Program, 1-800-994-8849 or on the Internet @ <http://anrcatalog.ucdavis.edu>.

c. Weed Control

1. University of California Extension Circulars. Available from Offices of Farm Advisors, County Agricultural Commissioner, public libraries or University of California, ANR, 6701 San Pablo Avenue, Oakland, California 94608-1239, (415) 642-2431. Also available through the County Cooperative Extension Program, 1-800-994- 8849 or on the Internet @ <http://anrcatalog.ucdavis.edu>.
2. Weeds of California by Robbins, Bellue, and Ball. Available at public libraries.
3. Weed Control by Robbins, Crafts, and Raynor, Second Edition, published by Mc Graw-Hill. Available from public libraries or book stores.
4. Study Guides for Agricultural Pest Control Advisors:
 - a. Study Guide 3324: The Safe and Effective Use of Pesticides.
 - b. Study Guide 4050: Weed Control

Available from local libraries or University of California, ANR, 6701 San Pablo Avenue, Oakland, California 94608-1239, 1-800-994-8849, <http://anrcatalog.ucdavis.edu>.

5. Principles of Weed Control in California, Second or Third edition. Published by the California Weed Science Society. Available from Thompson Publications, P.O. Box 9335, Fresno, California 93791, (209)435-2163.
6. Weed Control Handbook. Available from University of California, Agricultural Information and Publications, 1441 Research Park Drive, University Services Bldg. #110, Davis, California 95616(530) 757-8930..... \$70.00
7. Pest Ratings of Noxious Weed Species and Noxious Weed Seed. Available from Department of Food and Agriculture, Integrated Pest Control Branch, 1220 "N" Street, Sacramento, California 95814, and County Agricultural Commissioners Offices. <http://pi.cdffa.ca.gov/weedinfo/synonymstable.htm>
8. Weed Bibliography: <http://pi.cdffa.ca.gov/weedinfo>
9. Weed Research and Information Center, Weed Information: <http://wric.ucdavis.edu/information/information.html>

d. Apiary Regulations

1. Plant Industry (Apiary Section) (Food and Agricultural Code extracts.) Available on internet @ <https://leginfo.legislature.ca.gov/faces/codes.xhtml>.
2. The Hive and the Honey Bee. 3rd Printing, A Dadant Publication, Edited by Joe M. Graham, Chapter 2, 3, 4, 24, 25, 26. Available at Sacramento Beekeeping Supply, 2110 "X" Street, Sacramento, California 95818.

4. Commodity Regulation

1. Fruit and Vegetable Quality Control
 - a. **Food and Agricultural Code: Division 17 (Fruit & Vegetable Standardization).** Available on the internet @ <https://leginfo.legislature.ca.gov/faces/codes.xhtml>.
 - b. **Food and Agricultural Code: Division 13, Chapter 2 (Honey).** Available on the internet @ <https://leginfo.legislature.ca.gov/faces/codes.xhtml>.
 - c. **California Code of Regulations: Title 3, Division 3 (Fruit and Vegetable Standardization).** Available on the internet @ <http://www.calregs.com>.
 - d. Two commodities are covered in the U.S. Standards: U.S. Standards for Grades of Potatoes and U.S. Standards for Grades of Cabbage. Available on internet @ <http://www.ams.usda.gov>.
 - e. California Department of Food and Agriculture, *Synopsis of Standardization Codes and Procedures*. Available through on the internet @ <http://www.cdfa.ca.gov/is>.
2. Egg Quality Control
 - a. **Food and Agricultural Code: Division 12 (Eggs).** Available on the internet @ <https://leginfo.legislature.ca.gov/faces/codes.xhtml>.
 - b. **California Code of Regulations: Title 3 Division 3 (Eggs).** Available on the internet @ <http://www.calregs.com>.

Shell Egg Inspection Manual. Available through California Department of Food and Agriculture, Egg Quality Control Program at (916) 445-4243. (Price \$25.00)
3. Organic
 - a. **Food and Agricultural Code: Division 17, Chapter 10.** Available on the internet @ <https://leginfo.legislature.ca.gov/faces/codes.xhtml>.
 - b. **Health & Safety Code: Division 104, Part 5, Chapter 5, Article 7.** Available on the internet @ <https://leginfo.legislature.ca.gov/faces/codes.xhtml>.
 - c. **USDA Regulation.** Available on the internet @ <http://www.ams.usda.gov/nop>. **Program Information.** Available on the internet @ <http://www.cdfa.ca.gov/is/fveqc/organic.htm>.
4. Direct Marketing
 - a. **Food and Agricultural Code: Division 17, Chapter 10.5.** Available on the internet @ <https://leginfo.legislature.ca.gov/faces/codes.xhtml>.
 - b. **California Code of Regulations: Title 3 Division 3.** Available on the internet @ <http://www.calregs.com>.

5. Pest Prevention and Plant Regulation

Note: Code 475 is used for all portions of the Pest Prevention and Plant Regulation examination.

Items in bold print are publications candidates should focus on.

a. Plant Quarantine and Pest Detection

1. **Plant Industry (Food and Agricultural Code extracts)**. Available on the internet @ <https://leginfo.legislature.ca.gov/faces/codes.xhtml>.
2. **Plant Quarantine Manual, County Pest Exclusion Training Manual and Quarantine Commissioner's Circulars**. Available for review at County Agricultural Commissioners' Offices and also online at www.cdfa.ca.gov/pqm.
3. **Annual Report for Division of Plant Industry**. Available from Department of Food and Agriculture, Pest Exclusion Branch, Suite 344, 1220 "N" Street, Sacramento, California 95814 (Headquarters Office) or district offices.
4. **Pest Detection Trapping Guide**. Available for review at County Agricultural Commissioners Offices or Department of Food and Agriculture, Pest Detection and Emergency Projects Branch, 1220 "N" Street, Suite 344, Sacramento, California 95814.
5. **California Insects, 1979**, Powell J. and C. Hogue, University of California Press, Berkeley.
6. **An Introduction to the Study of Insects**. 1989. Borror, Triplehorn and Johnson.
7. **Agricultural Commissioner's Handbook - Memorandum Of Understanding - Plan for Pest Prevention**. Available for review at any County Agricultural Commissioners' Offices.
8. <http://www.cdfa.ca.gov>
9. <http://www.aphis.usda.gov>

b. Nursery and Seed Regulation

A. Nursery Regulation

1. **Nursery Inspection Procedures Manual (NIPM)**, especially: **Item 1** Summary of California Nursery Stock Laws and Regulations pertaining to Nursery Stock; **Item 2** License to Sell, General Information; **Item 2.4** Fee Exempt License; **Item 3** Regulation for Nursery and Seed Inspection; **Item 3.1** Nursery Stock Certificate Authorization; **Item 3.5** Buyer Seller Agreement; **Item 4** Nursery Inspection, Guidelines and Procedures; **Item 4.1** Nursery Inspection Statistical Procedures; **Item 4.3** Nursery Inspection Form; **Item 5** Grades and Standards for Nursery Stock; **Item 6** Nematode Certification Regulations; **Item 7** Approved Nematode Certification Program; **Item 7.1** Nematode Sampling Procedure; **Item 8** Disposition of Nematode Infested Stock; **Item 9** Hot Water Treatment of Grapevines; **Item 10** Incoming Shipments, Suggested Procedures; **Item 11** Movement of Established Trees.
Available on the internet at: <http://www.cdfa.ca.gov/phpps/pe/nipm.htm>.

Pest Prevention and Plant Regulation Continued.....

2. **Sunset Western Garden Book (Plant nomenclature and characteristics) OR other reference which gives information on characteristics and scientific and common names of horticulturally-important plants.**
3. **Nursery Licensing Policy Manual, pp. 1 - 29, (also known as the "License to Sell Nursery Stock Policy" manual.)** Available from the Department of Food and Agriculture, Pest Exclusion Branch, Nursery, Seed and Cotton Program, 1220 "N" Street, Suite 344, Sacramento, California 95814.
4. **General reading on plant propagation, plant pathology and entomology.**
5. **Food and Agricultural Code: Sections 5001 to 5010, 6701 to 6970, and 53301 to 53564.** Available on internet @ <https://leginfo.legislature.ca.gov/faces/codes.xhtml>
6. **California Code of Regulations: Division 4, Chapter 3, Subchapter 2, Article 10. Sections 3055 through 3055.6, Nursery Stock Nematode Certification; Division 4, Chapter 4, Subchapter 4. Section 3640, Nematodes: Commercially Clean Nursery Stock for Farm Planting.** Available on internet @ <http://www.calregs.com>

B. Seed Regulation

1. **The California Seed Law and Regulations.** Available from the Department of Food and Agriculture, Pest Exclusion Branch, Nursery, Seed and Cotton Programs, 1220 "N" Street, Suite 344, Sacramento, California 95814.

APPENDIX K

The screenshot shows the homepage of the California Department of Pesticide Regulation (CDPR) website. The header is blue and contains the CA.GOV logo, social media icons for Facebook, Twitter, LinkedIn, and YouTube, and navigation links for About DPR, Join E-Lists, A-Z Index, Careers, and Contact Us. There is also a language selection dropdown and a settings gear icon. Below the header, the CDPR logo is displayed, followed by icons and links for Programs, Databases, News/Publications, Quicklinks, and Search. The main content area features a large heading 'Document Not Found' and a message explaining that the requested document could not be located. It provides instructions on how to request a public record or contact the web team. A list of suggestions for finding documents is provided. The footer is dark grey and contains links for Back to Top, Help, Sitemap, Accessibility, Accessibility Certification, PDF, Conditions of Use, and Privacy Policy, along with social media icons and a copyright notice for 2020.

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California Department of Pesticide Regulation

Programs Databases News/Publications Quicklinks Search

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We are sorry, but we are unable to locate the document you requested on the Department of Pesticide Regulation website.

The document you requested may have been removed from our website or is currently being updated to meet our latest web posting standards. If you would like a copy of this document, please submit a [request for a public record](#) or contact cdprweb@cdpr.ca.gov for a copy of the document.

You can also try the following:

- Use the top navigation and header to browse for information.
- Go to the [A-Z Index](#) to see the major topics on our site.
- Use the search box in the top right corner.
- If you typed the file URL rather than cutting-and-pasting it, make sure that it is exactly as it originally appeared. Our site is case-sensitive.

Back to Top Help Sitemap Accessibility Accessibility Certification, PDF
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APPENDIX L

SUGGESTED READING LIST

*for***COUNTY WEIGHTS AND MEASURES INSPECTOR EXAMINATION**

The references listed below may be helpful in preparing for the County Weights and Measures Inspector examinations. It is not possible to make this list all inclusive, or to include all the material which may be necessary to pass the examinations. Items in bold print are publications candidates should focus on for the year **2012** examinations.

The latest edition of the following material is recommended for all exams.

1. California Business Professions Code (Division V) Extracts
(Internet address: www.leginfo.ca.gov/cgi-bin/calawquery?codeaction=bpc&codebody=&hits=20)
2. Division 9 "Weights and Measures" (Division of Measurement Standards) Field Reference Manual
3. Device Enforcement Program Manual (includes the Examination Procedure Outline for Commercial Weighing and Measuring Devices)
4. Evidence, State and Federal, Nutshell Series, West Publishing Company, Second Edition 1981 (available from public libraries and most legal book stores).
5. Criminal Procedures, Constitutional Limitation, Nutshell Series, West Publishing Company, Fourth Edition 1988 (available from local libraries and most legal book stores).
6. **Evidence for the Law Enforcement Officer**, Stuckey, McGraw Hill Publishing Co. (available from public libraries and most legal book stores)
7. Division of Measurement Standards Training Module CDROM (available online at www.cdfa.ca.gov/dms at no cost, or from Division of Measurement Standards, 6790 Florin Perkins Road, Sacramento, CA 95828, contact: Karen Green 916-229-3000. Cost: \$5.00)

The following material is recommended for the Measurement Verification exam only.

8. Knopp Type FS-9 Portable Unload Test Set, Leaflet & Drawing (Dwg.) Numbers:

Knopp Type FS-9 Portable Unload Test Set	Leaflet Number 176
Schematic Wiring Diagram, Type FS-9	Dwg. Number 9637
Meter Hook-Up for 120V, 2 Wire.....	Dwg. Number 7750
Meter Hook-Up for 240V, 3 Wire.....	Dwg. Number 7751
Meter Hook-Up for 120/208V, 3 Phase, 3 Wire, Network.....	Dwg. Number 7752

Available from Knopp Inc., 1307 - 66th Street, Emeryville, California 94608, (510) 653-1661;
(800) 227-1848 (Toll Free); (510) 653-2202 (FAX).
9. Handbook for Electricity Metering, Ninth Edition, (available from Edison Electrical Institute, P.O. Box 2800, Kearneysville, West Virginia 25430-2800. Telephone orders: 1-800-EEI-5453. FAX orders: 1-800-525-5562.)


The following material is recommended for the Transaction & Product Verification exam only.

10. Quantity Control Program Manual
11. **Handbook 133**, Fourth Edition "Checking the Net Contents of Packaged Goods", 2002 Edition, (available from the National Conference on Weights and Measures, 15245 Shady Grove Rd. Suite 130, Rockville, Maryland 20850. Price is \$27.00) [Internet address: <http://www.ncwm.net/pubs.html>] [Also available on-line from the National Institute of Standards and Technology at www.nist.gov/owm].
12. Business and Professions Code, Division 5, Weights and Measures Chapter 7 – Weighmaster; Chapters 14 and 15 – Petroleum. [Internet address: www.leginfo.ca.gov]
13. California Code of Regulations, Title 4, Division 9 chapters 7, 8 and 9. [Internet address: www.calregs.com]

4/27/2010

APPENDIX M

Division of Measurement Standards



Training Module

Two

Laws and Regulations

*Training for the
Weights and Measures Official*

**TRAINING FOR THE WEIGHTS
AND MEASURES OFFICIAL**

CURRICULUM

MODULE 2 - LAWS AND REGULATIONS

- Module 1 - Introduction to Weights and Measures
- Module 3 - Enforcement Procedures
- Module 4 - Legal Action
- Module 5 - Legal Metrology
- Module 6 - Field Standards and Test Equipment
- Module 7 - Basic Weighing and Measuring Principles
- Module 8 - Device Type Evaluation
- Module 9 - Weighing Devices
- Module 10 - Measuring Devices
- Module 11 - Weighmaster Enforcement
- Module 12 - Petroleum Products
- Module 13 - Quantity Control
- Module 14 - Service Agencies and Agents

Acknowledgment

Developing a training program for weights and measures officials is a challenging and ambitious project. It requires time, dedication, and expertise from many individuals.

It is impossible to list the names of the many people who contributed to the development of this course. However, gratitude is extended to the following groups whose dedication and commitment made this training module a reality.

Module Team

David Lazier

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Production Team

Carol Allen
Angie Averitt

**Module Two
Laws and Regulations**

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Training Module 2 Introduction

Introduction

Welcome to "Laws and Regulations". This is the second module in the series "Training for the Weights and Measures Official". It will introduce you to the Legislative process in California. It will also explain how and where regulations affecting weights and measures law come from.

At the end of each segment in this module you will find a series of self-evaluation questions to test your knowledge. Although you are not required to complete the self-evaluation, we encourage you to take a few minutes to read the questions before moving on to the next segment. Answers are provided at the end of the module. If you are unsure of a response, reread the training material and it will give you the information you need.

Module Objectives

When you have completed this module you will know:

- The difference between a law and a regulation.
- How an idea becomes a proposed law.
- How a proposed law makes its way through the Legislature.
- What happens to a law after the Legislature passes it and it is sent to the Governor.
- How regulations are proposed and adopted.
- Where weights and measures regulations come from.

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Training Module 2 Segment 1

Laws and Regulations

The California Constitution separates the powers of the State government into the Legislative, Executive, and Judicial Branches. It also provides that persons charged with the exercise of one of these powers may not exercise either of the other two except as permitted by the Constitution. The Constitution vests only the Legislative Branch with the power to make laws (also called statutes) and also reserves the rights of the people to create and change laws through the initiative and referendum process. The Executive Branch, of which weights and measures is a part, is not given the power to make laws.

California Constitution

Article 4 – Legislature
The legislative power of the State is vested in the California Legislature which consists of the Senate and Assembly, and the people reserve to themselves the power of initiative and referendum...

Article 5 – Executive
The executive power of the State is vested in the Governor. The Governor shall see that the laws are faithfully executed.

Article 6 – Judicial
The judicial power of the State is vested in the Supreme Court, court of appeal, superior courts, and in municipal courts, all of which are courts of record...

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Training Module 2 Segment 1

How Laws and Regulations Differ

What is a law?

A law is a body of rules of action, adopted by the Legislature, either requiring you to do something or prohibiting you from doing something. The failure to act in accordance with the requirements of a law will subject you to the prescribed penalties attached to that law. Laws may be self-executing, wholly enabling, or susceptible to interpretation.

Self-Executing	Law that is so specific that it does not need to be interpreted by regulation. For example, "The principal weighmaster license fee is \$75.00 per year." This type of law is enforceable on its face.
Wholly Enabling	Law that has no legal effect without the enactment of a regulation. For example, "The Department shall establish specifications for engine coolants and recycled engine coolants that promote the public safety in the operation of motor vehicles." This type of law can not be enforced until a regulation is adopted to establish the specifications for engine coolants.
Susceptible to Interpretation	Law that its interpretation may be enforced without regulation, but may need a regulation for its efficient enforcement. For example, "There shall be adequate space between parked cars in a public parking lot." This law could be enforced on a case-by-case basis, but without a clarifying regulation, the enforcement would present significant difficulties.

California weights and measures laws are found in the California Business and Professions Code, Division 5.

3 ©2020

Training Module 2 Segment 1

What is a regulation?

A regulation generally is a body of guidelines that interpret, implement, or clarify a law, adopted by the agency responsible for enforcing that law in accordance with the Administrative Procedures Act. Every law does not necessarily require the adoption of implementing regulations.

For example, in the case of the public parking lot, what constitutes "adequate space between parked cars"? The agency charged with enforcing the law certainly would want to adopt regulations that clarify that ambiguous statement and make it easier to enforce. A regulation regarding this might state:

"Parking spaces in public parking lots shall be marked on both sides with white lines four (4) inches wide. The width of the enclosed space between the white lines shall be ninety-six (96) inches wide."

California weights and measures regulations are found in the California Code of Regulations, Title 4, Division 9.

A word of caution to the weights and measures official

As a weights and measures official, you will be provided with various program manuals, examination procedures outline, and other useful information that explains how to do your job. You must remember that these various manuals are only **guidelines** to assist you in proper testing procedures, inspection procedures, and sampling procedures. They are **not** the law, and since they are guidelines, you may not reference them or their various sections as part of a Notice of Violation, a citation (Notice to Appear), or criminal or civil filing. You must reference the proper Business and Professions Code section(s) and the appropriate Code of Regulations section(s). The various manuals may only be used to explain how you performed your inspection, sampling, or testing.

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Training Module 2 Segment 1

SELF-EVALUATION QUESTIONS

1. How are the powers of State government separated and what are their responsibilities?
2. What is a law?
3. What is a regulation?

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(2002)

Training Module 2 Segment 2

How an Idea Becomes a Law

The process of government by which bills are considered and laws enacted is commonly referred to as the Legislative Process. The California State Legislature is made up of two houses: the Senate and the Assembly. There are 40 Senators and 80 Assembly Members representing the people of the State of California. The Legislature has a legislative calendar containing important dates of activities during its two-year session.

Idea

All legislation begins as an idea or concept. Ideas and concepts can come from a variety of sources. The process begins when a Senator or Assembly Member decides to author a bill.

The Sponsor

A private citizen, a special interest group, or an industry may approach their legislator with an idea for a law that they feel needs to be enacted for a variety of reasons – personal tragedy, to allow for certain types of business dealings, environmental protection, or other reasons. If they can convince the legislator to introduce the idea, they become the sponsor of the bill.

The Author

A Legislator sends the idea for the bill to the Legislative Counsel where it is drafted into the actual bill. The draft of the bill is returned to the Legislator for introduction. If the author is a Senator, the bill is introduced in the Senate. If the author is an Assembly Member, the bill is introduced in the Assembly.

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(2002)

Training Module 2 Segment 2

First Reading/Introduction

A bill is introduced or read the first time when the bill number, the name of the author, and the descriptive title of the bill is read on the floor of the house. The bill is then sent to the Office of State Printing. No bill may be acted upon until 30 days has passed from the date of its introduction.

Committee Hearings

The bill then goes to the Rules Committee of the house of origin where it is assigned to the appropriate policy committee for its first hearing. Bills are assigned to policy committees according to subject area of the bill. For example, a Senate bill dealing with health care facilities would first be assigned to the Senate Health and Human Services Committee for policy review. Bills that require the expenditure of funds must also be heard in the fiscal committees: Senate Appropriations or Assembly Appropriations. Each house has a number of policy committees and a fiscal committee. Each committee is made up of a specified number of Senators or Assembly Members.

During the committee hearing the author presents the bill to the committee and testimony can be heard in support of or opposition to the bill. The committee then votes by passing the bill, passing the bill as amended, or defeating the bill. Bills can be amended several times. Letters of support or opposition are important and should be mailed to the author and committee members before the bill is scheduled to be heard in committee. It takes a majority vote of the full committee membership for a bill to be passed by the committee.

Each house maintains a schedule of legislative committee hearings. Prior to a bill's hearing, a bill analysis is prepared by the Legislative Counsel that explains current law, what the bill is intended to do, and some background information. Typically, the analysis also lists organizations that support or oppose the bill. This analysis is called the "Legislative Counsel's Digest".

Each agency that will be affected by the proposed legislation also prepares a bill analysis for the Governor's Office. This analysis explains how the legislation will affect that agency, how the new or amended law will be implemented, how it will be paid for if the proposal does not contain funding, how other states handle similar issues, and the pros and cons of the proposal.

Second and Third Reading

Bills passed by committees are read a second time on the floor in the house of origin and then assigned to third reading. Bill analyses are also prepared prior to third reading. When a bill is read the third time it is explained by the author, discussed by

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(2002)

Training Module 2 Segment 2

the Members and voted on by a roll call vote. Bills that require an appropriation or that take effect immediately generally require 27 votes in the Senate and 54 votes in the Assembly to be passed. Other bills generally require 21 votes in the Senate and 41 votes in the Assembly. If a bill is defeated, the Member may seek reconsideration and another vote.

Repeat Process in Other House

Once the bill has been approved by the house of origin it proceeds to the other house where the procedure is repeated.

Resolution of Differences

If a bill is amended in the second house, it must go back to the house of origin for concurrence, which is agreement on the amendments. If agreement cannot be reached, the bill is referred to a two-house conference committee to resolve differences. Three members of the committee are from the Senate and three are from the Assembly. If a compromise is reached, the bill is returned to both houses for a vote.

Governor

If both houses approve a bill, it then goes to the Governor. The Governor has three choices. The Governor can sign the bill into law, allow it to become law without his or her signature, or veto it. A Governor's veto can be overridden by a two-thirds vote in both houses. Most bills go into effect on the first day of January of the next year. Urgency measures take effect immediately after they are signed or allowed to become law without signature.

California Law

Bills that are passed by the Legislature and approved by the Governor are assigned a chapter number by the Secretary of State. These Chaptered Bills (also referred to as Statutes of the year they were enacted) then become part of the California codes. The California codes are a comprehensive collection of laws grouped by subject matter.

The California Constitution sets forth the fundamental laws by which the State of California is governed. All amendments to the Constitution come about as a result of constitutional amendments presented to the people for their approval.

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(2002)

Training Module 2 Segment 2

How a Bill Becomes a Law

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    graph TD
      A[Bill is introduced] --> B[Committee Hearings]
      B --> C[Floor Action]
      C -- "If passed (Sent to other house)" --> D[Committee Hearings]
      D --> E[Floor Action]
      E -- "If passed with amendments" --> F[Returned to original house]
      E -- "If passed without amendments" --> G[Bill goes to Governor]
      F -- "If original house concurs" --> G
      G -- "If not vetoed" --> H((Most bills become law January 1 of the next year))
  
```

9 (2002)

Training Module 2 Segment 2

SELF-EVALUATION QUESTIONS

1. The California State Legislature is made up of how many houses with what number of members in each?
2. Who can sponsor legislation?
3. When do most new laws go into effect?

10 (2002)

Training Module 2 Segment 3

How a Regulation is Adopted

California courts have recognized that under the Constitution, the Legislature may by law delegate quasi-legislative powers to a state agency in the Executive Branch so long as adequate safeguards are provided to the State agency. Therefore, every regulatory rulemaking action must be based upon a statutory delegation of rulemaking authority by the Legislature. For instance, Section 12027 gives the Secretary authority to make necessary regulations. This having been said, regulations can be proposed by a State agency by their own initiative, or on the petition of an individual or business using the method described in the Government Code Sections 11340.6 and 11340.7.

Section 12027. Rules and Regulations Authorized
The Director may make such rules and regulations as are reasonably necessary for the purpose of carrying out the provisions of this division.

What does a state agency do once it decides to conduct a rulemaking action?

First, the agency develops the four documents that are necessary to initiate the formal rulemaking process:

- Proposed text of the regulation
- Initial Statement of Reasons explaining the need for the regulation
- Fiscal Impact Statement
- Notice of Proposed Rulemaking

Second, the agency must provide the parties affected by the proposal a 45-day opportunity to submit written, faxed, or e-mail comments on all or part of the proposed rulemaking action. The 45-day period starts when the Notice of Proposed Rulemaking is published in the California Regulatory Notice Register. The Notice of Proposed Rulemaking is also mailed out to those parties who have asked to be on the agency's notice mailing list and is also posted on the agency's Web site. The notice tells interested parties how to obtain access to the proposed text and the Initial Statement of Reasons and who to contact if they have questions or comments. The notice may also schedule a public hearing where oral or written comments may be presented.

A rulemaking agency must summarize and respond on the record to timely comments that are directed at the rulemaking proposal or at the procedures followed. The summary and response to comments demonstrate that the agency has

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Training Module 2 Segment 3

understood and considered all relevant material presented to it before adopting, amending, or repealing a regulation. The agency must either explain how it amended the proposal to accommodate the comment, or explain the reasons for making no change to the proposal. An agency's summary and response to comments are included as part of the Final Statement of Reasons.

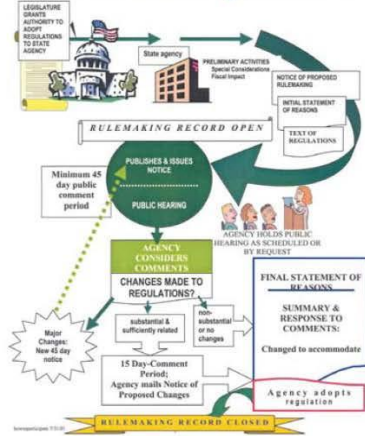
A rulemaking agency must transmit a rulemaking action to the Office of Administrative Law (OAL) for review within one year from the date the notice was published in the California Regulatory Notice Register. OAL then has 30 working days in which to review the rulemaking record to determine if it demonstrates that the agency satisfied the five procedural requirements of the Administrative Procedure Act. Those requirements are:

- The Authority and Reference Standard** – There must be an authority provision in the statute that permits or obligates the agency to adopt, amend, or repeal a regulation. There must also be a law, a court decision, or other provision of law which the agency implements, interprets, or makes specific by adopting, amending, or repealing a regulation.
- The Consistency Standard** – The proposed regulation must be in harmony with and not in conflict with existing statutes, court decisions, or other provisions of law.
- The Clarity Standard** – The proposed regulation must be written so that the meaning of the regulation will be easily understood by those persons directly affected by the regulation.
- The Non-duplication Standard** – The proposed regulation must not serve the same purpose as a state or federal or another regulation. A regulation that repeats or replaces a statute or regulation "serves the same purpose" as the statute or regulation.
- The Necessity Standard** – The rulemaking record must demonstrate the need for the regulation to effectuate the purpose of the statute, court decision, or other provisions of the law that the regulation implements, interprets, or makes specific.

If the requirements are met, OAL then files the regulation with the Secretary of State's Office and it becomes effective 30 days later.

12 (2002)

The Rulemaking Process



SELF-EVALUATION QUESTIONS

1. What State office has the oversight authority for regulations?
2. What is the length of time required for the initial public comment period for a proposed regulation?

Where Weights and Measures Regulations Come From

The Division of Measurement Standards has been given the authority by the Legislature to adopt regulations in order to carry out the enforcement of Business and Professions Code, Division 5 (Section 12027). California weights and measures regulations are found in the California Code of Regulations, Title 4, Division 9. Some of the regulations are developed within the Division, and others are adopted by reference to another organization's standards, publications, or handbooks as specified in the particular statute. The following are organizations that are utilized for that purpose.

American Society for Testing and Materials

The American Society for Testing and Materials (ASTM) Committee D2 (Petroleum Products) and D 15 (Engine Coolants) was organized in 1898 and has grown into one of the largest standards development systems in the world. ASTM is a not-for-profit organization that provides a forum for producers, users, ultimate consumers, and general interest (government regulators and academia) to meet on common ground and write standards for materials, products, systems, and services. From the work of 132 standards writing committees, ASTM publishes standard test methods, specifications, practices, guides, classifications, and terminology. ASTM's standards development activities encompass metals, paints, plastics, textiles, petroleum products, engine coolants, construction, energy, the environment, consumer products, medical services and devices, computerized systems, electronics, and many other areas. Technical and research work is done voluntarily by 32,000 technically qualified ASTM members located throughout the world. More than 10,000 ASTM standards are published in the 71 volumes of the Annual Book of ASTM Standards.

Business and Professions Code Sections 13440, 13450 and 13710.

National Institute of Standards and Technology

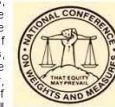
The National Institute of Standards and Technology (NIST), originally founded as the National Bureau of Standards in 1901, was re-established in 1988 by Congress to assist industry in the development of technology needed to improve product quality, to modernize manufacturing processes, to ensure product reliability, and to facilitate rapid commercialization of products based on new scientific discoveries. NIST works

to strengthen U.S. industry's competitiveness, advances in science and engineering, improve public health and safety, and the environment. One of the agency's basic functions is to develop, maintain, and retain custody of the national standards of measurement, and to provide the means and methods for comparing standards used in science, engineering, manufacturing, commerce, industry, and education with the standards adopted and recognized by the Federal Government.

Business and Professions Code Sections 12107, 12211 and 12609.

National Conference on Weights and Measures

The National Conference on Weights and Measures (NCWM) committees, acting at the request of the Conference or upon its own initiative, prepare with the technical assistance of NIST proposed amendments or additions to the material previously adopted by the Conference. Such revisions, amendments, or additions are then presented to the Conference as a whole. This provides a forum where weights and measures officials and representatives of interested manufacturers, industries, consumer groups, and others discuss them. Eventually the proposals of the Committee, which may have been amended on the floor, are voted upon by the voting body that is made up of State and local weights and measures officials from all parts of the United States. The voting procedures adopted by the NCWM in 1978 require a national consensus on all issues adopted by the Conference. An amendment or addition is adopted when a majority of the State's representatives and other voting delegates vote for approval.



The purpose of these Uniform Laws and Regulations is to achieve, to the maximum extent possible, standardization in weights and measures laws and regulations among the various States and local jurisdictions in order to facilitate trade between the States, permit fair competition among businesses, and provide uniform and sufficient protection to all consumers in commercial weights and measures practices. All of the Uniform Laws and Regulations are recommended by the NCWM for adoption by States when reviewing or amending their official laws and regulations in the areas covered. A similar recommendation is made with regard to the local jurisdictions within a State in the absence of the promulgation of such laws and regulations at the State level.

The various committees of the NCWM provide a mechanism for consideration of amendments or additions to the various NIST Handbooks (Handbook 44, Handbook 150, and Handbook 133). The Constitution of the NCWM requires that its officers and Committees observe the principles of due process for the protection of the rights


Training Module 2 Segment 4

and interests of affected parties. Specifically, it requires reasonable advance notice of contemplated studies, issues to be considered for action, and tentative or definite recommendations for conference vote, and provides that all interested parties have an opportunity to be heard.

Anyone introducing an issue to one of the committees shall use the regional weights and measures associations to initially consider its merits. Using the regional associations ensures discussion and evaluation of issues at the grass-roots level by involving the regional members in the development, evaluation, and justification of proposals. The regions include the Central, Northeastern, Southern, and Western Weights and Measures Associations. All issues to be considered by the Committees for action at the upcoming Interim Meeting must be submitted in writing to the Committee by November 1. Any issue approved by at least one regional association and received by the November 1 deadline will be automatically placed on the Committee's Interim Meeting Agenda. The NCWM has two meetings per year, the interim meeting in January where the proposals are discussed and worked up into voting items, and the conference in July where the proposals are voted upon.

Western Weights and Measures Association

The Western Weights and Measures Association (WVMA) is made up of weights and measures officials for the following states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.



Ideas for changes to weights and measures regulations can come from many different places. In California, it may be the regional deputy sealer groups, the regional sealer groups, the California Agricultural Commissioners and Sealers Association (CACASA), the Division of Measurement Standards, or national citizens. Once an idea is developed, it can then be presented to the WVMA for consideration. Using the regional association ensures discussion and evaluation of issues at the grass-roots level by involving the regional members in the development, evaluation, and justification of proposals. This is generally where we initiate proposals for changes to the various handbooks that we adopt by reference (Handbook 44, Handbook 130, and Handbook 133).

Anyone can send a proposal for changes to the various handbooks that we adopt by reference (Handbook 44, Handbook 130, and Handbook 133). See example on the following pages.

17 (2002)

Training Module 2 Segment 4

EXAMPLE (Page 1)

The following is an account of a problem that evolved from a consumer complaint in California.

Changing the Definition of "Contract Sale" in Handbook 44

Fuel distributors have, for many years, been selling self-serve fuel to commercial customers at unattended sites, first using "keylock" and then "cardlock network systems". This is a credit card system for commercial accounts similar to the familiar Visa and Mastercard credit cards used by the public. A commercial customer would enter into a contract with the operator of the system (e.g. CFN, Pacific Pride), and be supplied with a card that could then be used at fuel distributing centers specifically set up to service these commercial accounts. These "contract sales" are exempt from several weights and measures requirements: unit pricing, price computation, and printed receipt. The typical commercial fuel distribution center uses volume-only dispensers, and does not issue receipts. In addition, because they are non-retail, the sites do not need to post prices as required by Section 15532 of the Business and Professions Code.

In recent years, fuel distributors have expanded these "cardlock" systems into regular retail outlets. This led to the following problem.

A motorist with a contract cardlock card purchased fuel from a price-computing dispenser in a Nevada County gas station. He expected to pay the posted price, but later when he received his bill, he found he had been charged \$0.28 per gallon more than the posted price.

Nevada County brought this to the attention of its area deputy group where after discussion it was voted to send it to CACASA and to bring it to the attention of the Division of Measurement Standards. A subcommittee/working group of deputy sealers and Division personnel was formed.

During the course of their inquiries, the working group determined that the exemptions provided the fueling sites for "contract sales" were erroneously applied. The existing definition of "Contract Sale" in Handbook 44 too narrowly defined what a contract sale was, and did not reflect the contract sales scenarios in use.

Contract Sale. A sale where there is a written agreement stating the price as either a fixed price, a price above cost, or an adjustment from the posted price.

Under the existing definition, for a sale to be a "contract sale" there had to be a written agreement. Extensive research failed to find an existing cardlock contract that referred to price. In most of the contracts, the price is adjusted daily and the customer may either telephone, or log on to a Web site, and check the price that they will pay for the fuel on that particular day.

18 (2002)

Training Module 2 Segment 4

EXAMPLE (Page 2)

It was determined that the solution was to amend the definition of "contract sale" to address the current "contract sale" scenarios. (The language on the next three pages is exactly as presented to the Specifications and Tolerances (S&T) Committee of the WVMA and how it appeared in the Committee's interim report.) Suitable language was drafted and a proposal sent to the WVMA (see page 20). The proposal was put on the agenda for the S&T Committee in September 2001.

The item gained the support of WVMA and it was voted to put it on the agenda of the S&T Committee of the NCWM.

The WVMA's proposal was discussed at the NCWM interim meeting in January 2002 and the S&T Committee decided to move the item forward as a voting item to the full conference in July 2002 (see page 22). Here the proposal was slightly modified and passed. In January 2003, Handbook 44 included the change and as this handbook has been adopted by reference in California, our regulations immediately reflected the change. The definition now states:

Contract sale. A sale where a written agreement exists, prior to the point of sale, in which both buyer and seller have accepted conditions of the sale. Examples include, but are not limited to: e-commerce, club sales, or pre-purchase agreements.

As you can see a problem arose, a solution was developed and submitted to the WVMA then to the NCWM, voted on and Handbook 44 was changed.

The resulting change to Handbook 44 did not actually address the consumer's original complaint but corrected a problem that was not apparent until officials took a closer look at the whole issue.

The traditional division between retail and commercial outlets is blurring. Commercial fueling sites are accepting Visa and Mastercard credit cards and many retail fuel businesses are accepting cardlock credit cards. These changes are bringing other problems that will necessitate additional changes to Handbook 44.

This example shows the steps taken to make a change to a conference handbook. Any official can initiate this relatively simple process. If you see the need for a change in any of the conference handbooks that we adopt, you are encouraged to follow this method.

19 (2002)

Training Module 2 Segment 4

EXAMPLE (Page 3)

PROPOSAL TO WVMA STANDING COMMITTEE

COMMITTEE: Specifications and Tolerances

DATE: 5/21/2001

CONTACT PERSON: Dennis Johannes **TELEPHONE:** (916) 229-3000

JURISDICTION/COMPANY: California

PROPOSAL: Amend the definition of "Contract Sale" in Handbook 44 as follows:

Contract Sale. A sale where an agreement exists, prior to the point of sale, in which both buyer and seller have accepted conditions of the sale. Examples include, but are not limited to: e-commerce, club sales, or pre-purchase agreements. [3.30]

Contract Sale. A sale where there is a written agreement stating the price as either a fixed price, a price above cost, or an adjustment from the posted price.

JUSTIFICATION: A broader and more generic definition of "Contract Sale" is necessary to meet the needs of the modern marketplace. From the beginning of use of keylock/cardlock systems, Weights and Measures Officials have exempted them from several of the Liquid-Measuring Device sections in Handbook 44, because we considered the way they were used to be a "contract sale". Currently, we exempt these systems from four of the requirements in the Liquid-Measuring Device Code: (1) Section 3.30, S.1.6.4.1 (b) "Unit Price"; (2) 3.30, S.1.6.5 (a) "Money-Value Computations"; (3) 3.30, S.1.6.7 "Recorded Representations"; (4) 3.30, UR.3.3 (a) "Computing Device".

The current definition of Contract Sale is "A sale where there is a written agreement stating the price as either a fixed price, a price above cost, or an adjustment from the posted price." We have yet to find an existing cardlock contract that makes any reference to price. In most of the contracts we have seen, the price is adjusted daily and the customer may either call, or log on to a Web site, on any given day and check the price that they will pay for the fuel on that particular day. Additionally, the exemptions provided for contract sales are necessary in e-commerce transactions such as the PriceLine.Com scenario, where each customer would submit a bid for the price that they will actually pay for the fuel, or for the use of "Club Card" discounts, which are becoming increasingly more popular.

20 (2002)

EXAMPLE (Page 4)

REASONS FOR: The existing definition of "Contract Sale" too narrowly defines what a contract sale is, and does not reflect the current contract sales scenarios being used.

ADDITIONAL CONSIDERATIONS: Fuel Oil Distributors have been selling self serve motor fuel to commercial customers and private individuals for over thirty years. One of the early systems for self serve fuel, sold from the fuel distributors' business location was the keylock. This later evolved to the cardlock, which has become the standard for this type of fuel sales. Early on network systems like CFN, Pacific Pride, and others evolved which allowed fuel oil distributors to increase their fuel sales and gave a benefit to the customer by allowing them to purchase fuel using their local cardlock service when out of their own town. Some fuel distributors joined a network system while some have remained as independents. Customers of network systems can now purchase fuel at their local fuel distributor or anyplace displaying their network logo.

The latest change in the cardlock industry is the joining of retail fuel sales and cardlock fuel sales at the same location. In some situations cardlock locations have added card readers accepting traditional credit cards (Visa, MasterCard, etc.) and in other situations, retail stations are accepting cardlock cards (CFN, Pacific Pride, etc.) as well as traditional credit cards.

RETURN TO: Chairman 2001 WWMMA S&T Committee

EXAMPLE (Page 5)

Interim Report of the Committee on Specifications and Tolerances

330-5 V Appendix D: Definition of Contract Sale

Source: Western Weights and Measures Association (WWMMA)

Recommendation: Amend the definition of "contract sale" in NIST Handbook 44 as follows:

contract sale. A sale where there is a written agreement stating the price as either a fixed price, a price above cost, or an adjustment from the posted price. A sale where a written agreement exists prior to the point of sale, in which both buyer and seller have accepted pricing conditions of the sale. Examples include, but are not limited to, e-commerce, club sales, or pre-purchase agreements. Any devices used in the determination of quantity must comply with NIST Handbook 44 [3.30]

Background/Discussion: At its 2001 Annual Meeting, the WWMMA agreed that the availability of fuel at reduced prices through e-commerce or the use of club cards necessitates a broader and more generic definition of "contract sale" to meet the needs of the modern marketplace. Many jurisdictions exempt keylock or cardlock systems, from several of the Liquid-Measuring Device Code sections in NIST Handbook 44. Those jurisdictions consider the use of keylock or cardlock systems to be a form of contract sale in applications where the customer receives a monthly billing. Currently, systems used for contract sales are exempt from several requirements in the Liquid-Measuring Device Code including Paragraphs S 1.6.4.1.(b) Unit Price, S 1.6.5.(a) Money-Value Computations, S 1.6.5.4. Selection of Unit Price, S 1.6.7. Recorded Representations, UR 3.2. Unit Price and Product Identity, and UR 3.3.(a) Computing Device.

Many existing cardlock contracts only stipulate the agreement for receiving the card. The contracts make no reference to the price of fuel and do meet the existing NIST Handbook 44 definition for contract sales. In most cardlock contracts, the price is adjusted daily and the customer may either call or log on to a Web site to check the fuel price on that particular day. Additionally, the above exemptions provided for contract sales are necessary in e-commerce transactions such as fuel purchases through Priceline.com where each customer submits a bid for the fuel price that they are willing to pay. Another example is the use of the increasingly popular club cards that provide a discount from the posted price. The WWMMA recommended that the definition of "contract sale" in NIST Handbook 44 be amended as follows:

contract sale. A sale where there is a written agreement stating the price as either a fixed price, a price above cost, or an adjustment from the posted price. A sale where a written agreement exists prior to the point of sale, in which both buyer and seller have accepted conditions of the sale. Examples include, but are not limited to, e-commerce, club sales, or pre-purchase agreements. [3.30]

At its October 2001 Annual Meeting, the Southern Weights and Measures Association (SWMA) modified the WWMMA proposal to clarify that contracts must include pricing conditions such as a club member discount or an e-commerce transaction price. The SWMA is concerned that devices designed for non-commercial applications are sometimes installed in keylock or cardlock systems and believes that devices used for contract sales must still comply with other NIST Handbook 44 requirements. The SWMA recommended that the proposal move forward as a voting item.

At the NCWM 2002 Interim Meeting, the Committee heard support for the SWMA proposed definition of contract sale and agreed with the SWMA that devices used for contract sales must comply with NIST Handbook 44. The Committee recommends the SWMA proposal as shown in the recommendation above for a vote at the 2002 NCWM Annual Meeting.

The following Business and Professions Code Sections specifically reference other organization's standards, handbooks, or acts.

12107	The director shall establish tolerances and specifications and other technical requirements for commercial weighing and measuring. In doing so, the director shall adopt, by reference, the latest standards as recommended by the National Conference on Weights and Measures and published in the National Institute of Standards and Technology Handbook 44 "Specifications and Tolerances, and other Technical Requirements for Weighing and Measuring Devices," except as specifically modified, amended, or rejected by regulation adopted by the director.
12211	In adopting those regulations, the secretary shall adopt by reference the package checking procedures recommended by the National Conference on Weights and Measures and published in the current edition of the National Institute of Standards and Technology Handbook 133, "Checking the Net Contents of Packaged Goods," and any subsequent amendments thereto, except insofar as those requirements are specifically modified, amended, or rejected by a regulation adopted by the secretary...
12609	The director shall adopt necessary regulations to carry out the purpose of this division and for the testing of packages to verify the net quantity statements. In adopting these regulations, the director shall adopt by reference the packaging and labeling requirements recommended by the National Conference on Weights and Measures and published in the current edition of the National Institute of Standards and Technology Handbook 130, Uniform Packaging and Labeling Regulation, except insofar as those requirements are specifically modified, amended, or rejected by regulation by the director. The regulations shall include exemptions from full compliance with this chapter for good and sufficient reasons. Any exemptions affecting consumer commodities shall be in conformance with exemptions permitted by federal regulations...
12610	The director may promulgate regulations similar to those promulgated by the Secretary of Health, Education, and Welfare or the Federal Trade Commission pursuant to the Fair Packaging and Labeling Act (P.L. 89-755, 80 Stats 1296; 15 U.S.C. 1461-1461)...
13440	(a) The department shall establish specifications for automotive spark-ignition engine fuels. The department shall adopt by reference the latest standards established by a recognized consensus organization or standards writing organization such as the American Society for Testing and Materials (ASTM) or the Society of Automotive Engineers (SAE), for automotive spark-ignition engine fuel, except that no specification shall be less stringent than required by any California state law.

13450	The department shall establish specifications for compression-ignition engine fuel, kerosene, and fuel oil. The department shall adopt by reference the latest standards established by a recognized consensus organization or standards writing organization such as the American Society for Testing and Materials (ASTM) or the Society of Automotive Engineers (SAE), for compression-ignition engine fuels, kerosene, and fuel oil, except that no specification shall be less stringent than required by any California state law. (a) Diesel fuel shall meet the specifications set forth in ASTM D-975, except that sulfur specifications shall not exceed the maximum specified by any California state law. (b) Kerosene shall meet the specifications set forth in ASTM D-3699. (c) Fuel oil shall meet the specifications set forth in ASTM D-396, except that sulfur specifications shall not exceed the maximum specified by any California state law.
13710(a)	(1) The department shall establish specifications for engine coolants and antifreeze, and prediluted engine coolants and prediluted antifreeze that promote the public safety in the operation of motor vehicles. (2) In addition to paragraph (1), if the American Society for Testing and Materials adopts standards for recycled engine coolants and antifreeze, the department, on or before January 1, 2002, shall establish specifications for recycled engine coolants and antifreeze, and recycled prediluted engine coolants and antifreeze that promote the public safety in the operation of motor vehicles. (3) The chemical, physical, and performance specifications for engine coolants and antifreeze and prediluted engine coolants and prediluted antifreeze under paragraphs (1) and (2) shall not fall below the minimum specifications, if any, established by the American Society for Testing and Materials. Engine coolant and antifreeze shall not contain, after dilution with 30 percent water and subsequent mixing, visually identifiable suspended matter or sediment. Prediluted engine coolant and prediluted antifreeze shall not contain, after mixing, visually identifiable suspended matter or sediment. (4) For purposes of this subdivision, the department shall adopt testing procedures and shall specify a virgin reference coolant that it finds is recognized as standard in the industry.
13710(c)	The department shall establish specifications for brake fluid that promote the public safety in the operation of automotive vehicles. The specifications for brake fluid shall not fall below the minimum specifications established by the National Highway Traffic Safety Administration of the United States Department of Transportation.



SELF-EVALUATION QUESTIONS

1. Name three of the five organizations from which the Division of Measurement Standards adopts weights and measures regulations by reference.
2. What is the purpose of the Uniform Laws and Regulations adopted by the National Conference on Weights and Measures?
3. How do ideas for changes to the Uniform Laws and Regulations get from California to the National Conference on Weights and Measures?



GLOSSARY

A LISTING OF TERMINOLOGY AND ACRONYMS MOST COMMONLY USED BY WEIGHTS AND MEASURES OFFICIALS.

- ASTM** – American Society for Testing and Materials
- CACASA** – California Agricultural Commissioners and Sealers Association
- California Business and Professions Code** – A body of California law, first enacted in 1937, which in general governs the manner in which businesses and professionals conduct their business. When used in these modules, specifically Division 5 pertaining to Weights and Measures and Petroleum Products.
- California Code of Regulations** – A body of California rules that explains, clarifies, and carries out provisions of California law. When used in these modules, specifically Title 4 Division 9.
- Legislative Counsel** – A nonpartisan public agency that drafts legislative proposals, prepares legal opinions, and provides other confidential legal services to the Legislature.
- NCWM** – National Conference on Weights and Measures
- NIST** – National Institute of Standards and Technology
- Notice of Violation** – Written notification of a violation to the violator.
- OAL** – Office of Administrative Law
- Regulation** – A rule or order having the force of law issued by the Executive Branch of Government.
- Statute** – A law enacted by a Legislature.
- WWMA** – Western Weights and Measures Association



BIBLIOGRAPHY AND REFERENCES

- American Society for Testing and Materials Web site: www.astm.org
- California Legislative Counsel Web site: www.legislativecounsel.ca.gov
- California State Assembly Web site: www.assembly.ca.gov
- California State Senate Web site: www.sen.ca.gov
- National Conference on Weights and Measures Web site: www.ncwm.net/main.html
- National Institute of Standards and Technology Web site: www.nist.gov
- Office of Administrative Law Web site: www.oal.ca.gov



SELF-EVALUATION ANSWERS

Segment 1

1. The California State Constitution separates the government into three branches.
 - The Legislative – This branch is responsible for making laws.
 - The Executive – This is the branch of the government that carries out the laws.
 - The Judicial – This is the branch that is responsible for the courts and the interpretation of the laws. (Page 2)
2. A law is a body of rules, adopted by the Legislature, which requires you to do something or prohibits you from doing something. (Page 2)
3. A regulation is a body of guidelines that interprets, implements, or clarifies a law, adopted by an agency responsible for enforcing that law. (Page 3)

Segment 2

1. Two houses, the Senate with 40 members and the Assembly with 80 members. (Page 6)
2. A private citizen, a special interest group, or industry. (Page 6)
3. Most new laws take effect the 1st of January of the next year. (Page 6)

Segment 3

1. The Office of Administrative Law. (Page 12)
2. The initial comment period is 45 days. (Page 11)



SELF-EVALUATION ANSWERS

Segment 4

1. The American Society for Testing and Materials
The National Conference on Weights and Measures
The National Institute of Standards and Technology
The Federal Trade Commission
The National Highway Traffic Safety Administration – United States Department of Transportation (NHTSA – USDOT)
(Page 23–24)
2. The purpose is to achieve standardization in weights and measures laws and regulations among the various states and local jurisdictions in order to facilitate trade between the states, permit fair competition among businesses, and to provide uniform protection to consumers in commercial transactions. (Page 16)
3. Ideas for changes can come from many different places. They may come from the California Regional Sealer/Commissioner Area Groups through the California Agricultural Commissioner and Sealers Association or the Division of Measurement Standards. These proposals are then presented to the Western Weights and Measures Association, where if they are approved, are then forwarded to the NCMV for discussion and voting. (Page 17)



We would appreciate your taking a few moments to complete our training evaluation feedback form. We welcome your comments and any suggestions you might have regarding Training Module 2. You may E-mail your response to us at DMS@cdfa.ca.gov or mail to Division of Measurement Standards at 6790 Florin Perkins Road, Suite 100, Sacramento CA 95828-1812.

1. Did this module fulfill your expectations?
2. What did you like/dislike about this module?
2. What areas would you like to see improved?
3. What specific changes, if any, would you recommend?
4. How could this module be better organized to make it easier to follow and learn from?
5. Was this module too basic or too advanced for someone with an entry level background in weights and measures?
7. Additional comments or suggestions.

APPENDIX N



TRAINING FOR THE WEIGHTS AND MEASURES OFFICIAL

COURSE CURRICULUM

MODULE 1	Introduction
MODULE 2	Laws & Regulations
MODULE 3	Enforcement Procedures
MODULE 4	Legal Action
MODULE 5	Legal Metrology
MODULE 6	Field Standards & Test Equipment
MODULE 7	Basic Weighing / Measuring Principles

TRAINING FOR THE WEIGHTS AND MEASURES OFFICIAL

COURSE CURRICULUM

MODULE 8	Device Type Evaluation
MODULE 9	Weighing Devices
MODULE 10	Measuring Devices
MODULE 11	Weighmaster Enforcement
MODULE 12	Petroleum Products
MODULE 13	Quantity Control
MODULE 14	Service Agencies and Agents

TRAINING FOR THE WEIGHTS AND MEASURES OFFICIAL



Module Two

"LAWS AND REGULATIONS"

Second in a series of 14

Introduction

This module will:

- 1. Familiarize you with the Legislative process in California
- 2. Explain how and where regulations affecting weights and measures come from



Module Objectives

- 1. Learn the difference between a law and a regulation
- 2. Learn how an idea becomes a proposed law
- 3. Learn how a proposed law makes its way through the Legislature and is forwarded to the Governor for signature or veto
- 4. Learn how regulations are proposed and adopted
- 5. Learn where weights and measures regulations come from



Laws and Regulations

The California Constitution separates the powers of State government into three branches

- The Legislative Branch
- The Executive Branch
- The Judicial Branch



Laws and Regulations are Different

What is a law?



- A body of rules of action
- Adopted by the Legislature
- Requiring you to do something or prohibiting you from doing something
- May have penalties attached

Types of Laws

Self-Executing

"The principal weighmaster license fee is \$75.00 per year." This type of law is enforceable on its face.

Wholly Enabling

"The Department shall establish specifications for engine coolant and recycled engine coolants that promote the public safety in the operation of motor vehicles." This type of law cannot be enforced until a regulation is adopted.

Susceptible

"There shall be adequate space between parked cars in a public parking lot." This law could be enforced on a case-by-case basis, but the enforcement would present significant difficulties.

Regulations

What is a Regulation?

- ✓ Guidelines that are adopted by the agency responsible for enforcing the law, interpreting the law, implementing the law, and/or clarifying the law
- ✓ Adopted in accordance with the Administrative Procedures Act (APA) through the Office of Administrative Law (OAL)

Words of Caution to Weights and Measures Officials

- Program manuals and Examination Procedures Outline (EPO) are **only** guidelines to assist you with your job
- Program manuals and EPO are **not** the law
- They cannot be referenced as violations when issuing a Notice of Violation, or writing a citation, criminal or civil case
- You need to reference the correct Business and Professions Code or the California Code of Regulations section

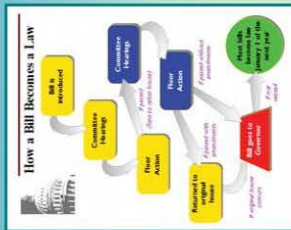
How Does an Idea Become a Law?

California State Senate



- Idea or concept
- Sponsor
- Author
- Legislative Process
- Governor
- Secretary of State

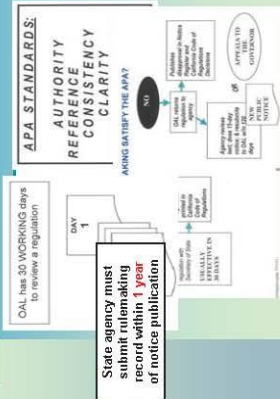
From Idea to Law



The Rulemaking Process



OAL's Review Process



The Rulemaking Process



For additional information about the 'Rulemaking Process', visit OAL's website at <http://www.oal.ca.gov>.

Weights and Measures Regulations

Are found in the California Code of Regulations, Title 4, Division 9

Many are adopted from another organization's standards, publications or handbook

- ASTM
- SAE
- NIST
- FTC
- NHTSA – US DOT

B&P Code Sections 12107, 12211, 12609, 13440, 13450, 13460 & 13710

Provide the authority for the Secretary of the California Department of Food and Agriculture to adopt other organizations' standards, publications, or handbooks

Input Sources for Weights and Measures Regulations

Western Weights and Measures Association (WYMA)

- Ideas for changes come from regional sealers / deputy sealers groups, CACASA, DMS, industry or citizens
- Ideas for changes to HB 44, HB 130, and HB 133, once developed, are presented to the WYMA for discussion and consideration

National Conference on Weights and Measures (NCWM)

- Proposals from regional associations are presented to the Conference for discussion and voting. If passed, the amendment or addition is adopted into HB 44, HB 130, or HB 133



TRAINING FOR THE WEIGHTS AND MEASURES OFFICIAL



This Concludes [Module 2](#)
"LAWS AND REGULATIONS"

Conclusion

This training module has provided you with a better understanding of how weights and measures Laws and Regulations work and are enacted.

Summary

The difference between a law and a regulation








How an idea becomes a **proposed law**


How a proposed law becomes an actual law

How regulations are proposed and adopted



Where weights and measures regulations come from

APPENDIX O

 Settings



CA DEPT OF
FOOD & AG




[CDFA Home](#) | [DMS](#) | [Training Modules](#)

Division of Measurement Standards

Training Modules

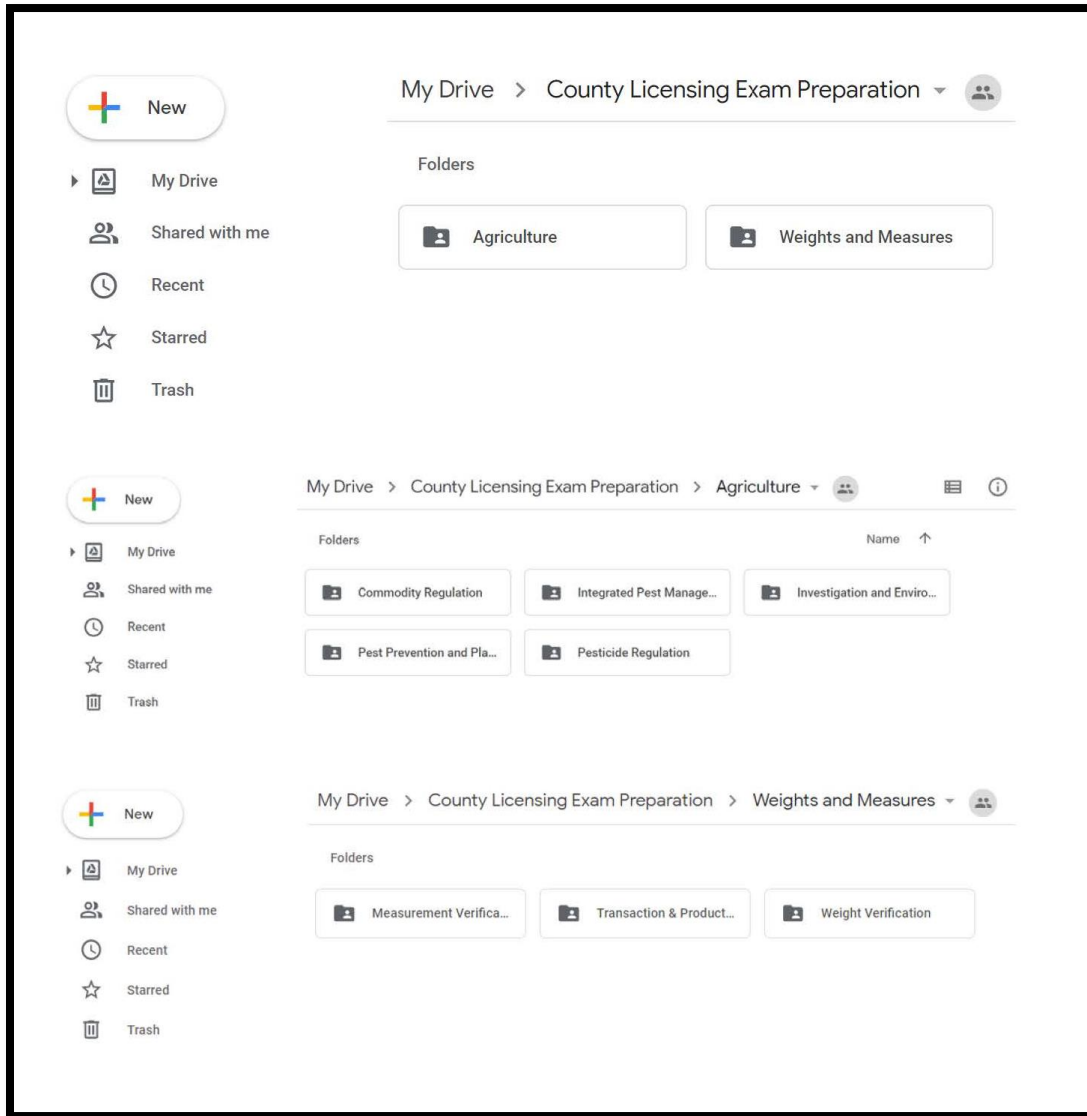
Training Modules are available to weights and measures officials on the DMS County Portal.




Quick Links

File A Complaint
Listing of Public Scales
Online Weighmaster Renewal
Hydrogen Fuel
Developmental Fuel Variances
DMS Policy and Procedural Guidelines (DMS Notices)

APPENDIX P



APPENDIX Q



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California Association of Standards and Agricultural Professionals

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TRAINING & RESOURCES

INFORMATIONAL RESOURCES TO HELP YOU ADVANCE YOUR CAREER

**PESTICIDE
REGULATION**

Uploaded by: CASAP Webmaster

**Topics & Resources**

- Laws and Regulations:
 - Laws and Regulations Study Guide – Second Edition – 2011 – Department of Pesticide Regulation
 - Answer Sheet (Blank)
- Notes and Presentations:
 - Pesticide Safety – A Reference Manual for Private Applicator
 - <https://anrcatalog.ucanr.edu/Details.aspx?itemNo=3383>
 - Typically this can be found within a department, but you may also order it online.
 - Notes on Pesticide Regulation – Beyeler (Santa Barbara County)
- Calculations:
 - Calibration Information Sheet – Excerpt from Pesticide Safety – A Reference Manual for Private Applicators
 - Nutrition & Fertility – Texas A&M
 - Fertilizer Calculations for Greenhouse Crops – University of Massachusetts Amherst
 - Fertilizer Calculations PPM – Kessler (Auburn University)

[Download Resources](#)**INTEGRATED PEST
MANAGEMENT**

Uploaded by: CASAP Webmaster

**Topics & Resources:**

- Principles of IPM:
 - Integrated Pest Management – Lawson (CSU Fresno)
 - Economic Injury Level and Threshold in IPM – Hunt (Extension)
- Vertebrate Pests
 - Vertebrate Pests – CDFA
 - Vertebrate Pests – Hornbaker (CDFA)
 - Common Diseases Associated with Vertebrate Pests
 - UC IPM Guide on Rats – UC IPM
 - Quick Reference Birds
 - Quick Reference Mammals

[Download Resources](#)

INVESTIGATION & ENVIRONMENTAL MONITORING

Uploaded by: CASAP Webmaster



Topics & Resources:

- Regulation and Code
 - FAC Extracts
 - Division 6
 - Division 7
 - California Code of Regulations
 - Title 3, Division 6
 - CCR Title 3, Division 6 - 6128-6131 Excerpt
 - <https://www.cdpr.ca.gov/docs/legbills/calcode/010301.htm>
 - Title 16
 - Business and Professions Code Title 3, Structural Pest Control Operators
 - Additional DPR Regulations
 - https://www.cdpr.ca.gov/docs/enforce/compend/vol_2/lawsregs.htm
 - Memorandum of Understandings (MOUs)
 - MOU Employee Protection at the Pesticide Workplace
 - MOU Pesticide Wildlife Incident Response Plan
 - List of Citeable Sections (Code) - DPR
 - Investigation Techniques and Guidelines
 - A Guide to Pesticide Regulation in California - DPR
 - Investigation Procedures, Vol 5 - DPR
 - Preparing for Your Administrative Pesticide Penalty Hearing Excerpt – DPR
 - Notes for Investigation and Environmental Monitoring
 - Enforcement
 - Enforcement Response Policy – DPR and CACASA
 - Enforcement Guidelines: A Uniform Approach – DPR and CACASA
 - Additional Resources
 - How to Manage Pests – UC IPM
 - http://ipm.ucanr.edu/PMG/selectnewpest_grapes.html

NOTE Material in the Pesticide Regulation and/or Integrated Pest Management sections may be useful for this licensing examination as well.

[Download Resources](#)

COMMODITY REGULATION

Uploaded by: CASAP Webmaster



Topics & Resources:

- Regulation and General
 - Commodity Regulations and Certified Farmers Market – Abdel-Fatah (LA County)
 - Fruit & Vegetable Standardization Training - CDFA
 - FAC 47000-47003
- Labeling and Standardization
 - Labeling Requirements
 - Synopsis of Standardization – CDFA (August 2018)
- Certified Farmers Market/ Organics
 - CFM Basic Info and New Regulation Changes
 - Organic Study Session – County of Los Angeles
 - Organic Labeling at Farmer's Markets – USDA National Organic Program
 - Guide to Organic Certification - USDA
- Eggs
 - Shell Eggs – Abdel-Fatah (LA County)
 - Egg Materials Study Guide
 - Egg Defects - CDFA

[Download Resources](#)

PEST PREVENTION AND PLANT REGULATION

Uploaded by: CASAP Webmaster



Topics & Resources:

- Regulation and Code
 - Plant Quarantine Manual
 - Plant Quarantine Manual Quick Reference - CDFA
 - Memorandum of Understanding Packet - CACASA
- Quarantine
 - Quarantine Training Study Guide for County Licensing Examination – Mnatsakanian (CDFA)
 - Trapping Guide Flash Cards – Mnatsakanian (CDFA)
- Pest Detection
 - Quarantine Exam Pest Detection Class – Lam (LA County)
 - Pest Detection Presentation – Burch (LA County)
 - Pest Detection Study Guide
- Nursery and Seed Law
 - Nursery & Seed Law Presentation – Kress, Arias (CDFA)
 - Seed and Nursery Certification Study Guide – Kress (CDFA)

[Download Resources](#)

TRANSACTION & PRODUCT VERIFICATION

Uploaded by: CASAP Webmaster



Topics & Resources:

- Regulations and General Codes
 - NIST Handbook 130
 - NIST Handbook 133
 - Quantity Control Program Manual 2005 (Older edition)
 - Business and Professions Code, Chapter 14, Article 1
 - Study Guide for Sections 13400-13403
- Quantity Control
 - Quantity Control Program – Study Guide – CDFA and DMS
 - Transaction and Product Verification Exam Study Material - deContreras (DMS)
- Petroleum
 - Petroleum Enforcement – Larkin (CDFA)
 - Petroleum Quick Reference
- Specific Relevant DMS Training Modules
 - 12- Petroleum Products (Presentation / Text)
 - 13- Quantity Control (Presentation / Text)

[Download Resources](#)

MEASUREMENT VERIFICATION

Uploaded by: CASAP Webmaster



Topics & Resources:

- Regulations and General Code
 - CCR Title 4, Division 9
 - Device Enforcement Program Manual
 - NIST Handbook 44 – National Institute of Standards and Technology
 - Sections 3, 4, & 5
 - <https://www.nist.gov/system/files/documents/2019/12/03/00-20-hb44-web-final.pdf>
- Trainings
 - Measuring Device Training - Paul Jordan (DMS)
 - Electric Meter Training - Paul Jordan (DMS)
- Specific DMS Training Modules
 - 10- Measuring Devices (Slideshow / Text)

[Download Resources](#)

WEIGHT VERIFICATION

Uploaded by: CASAP Webmaster



Topics & Resources:

- Regulations and General Code
 - California Business and Professions Code - Section 12500-12517
 - CCR Title 4, Division 9
 - Device Enforcement Program Manual
 - EPO Tolerance Tables (3-1 to 3-8)
 - Shift Test Positions (4-2)
 - California Code of Regulations - Table 6 - Tolerance Values
- Scales
 - Scale Inspection Training Notes from LA County Presentation of Paul Jordan
 - Weight Verification - Notes Sheet
- Weighmaster Enforcement
 - Business and Professions Code - Weighmaster - Chapter 7
 - Weighmaster Enforcement Program Manual
 - CA Weighmaster Program - Overton (CDFA/ DMS)
 - Weighmaster Enforcement - Carrillo (LA County)
- Specific DMS Training Modules
 - 9- Weighing Devices (Slideshow / Text)
 - 11- Weighmaster Enforcement (Slideshow / Text)

[Download Resources](#)

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APPENDIX R

The screenshot shows a Google Drive interface with a folder named "Commodity Regulation". The folder contains 12 files, each with a thumbnail and a title:

- 1. Commodity Regula...**: A blue document cover with the text "Commodity Regulations" and "County of Los Angeles Inspector Ibrahim Abdel-Fatah (FAC) ###-###-####".
- 2. Fruit & Vegetable S...**: A logo for the California Department of Food & Agriculture (CDFA) with the word "Standardization" below it.
- 3. FAC 47000-47003.url**: A blue document icon.
- 4. Labeling Requirem...**: A document titled "REQUIREMENTS OF COMPOSITE & LABELING REQUIREMENTS FOR FRUIT & VEGETABLES".
- 5. CDFA Synopsis of S...**: A document titled "Synopsis of Standardization Provision and Procedures Updated August 2018".
- 6. CFM Basic Informa...**: A document titled "Basic Information for the California Fruit Marketing Board".
- 7. Organic Study Sess...**: A blue document cover with the text "County of Los Angeles Organic Study Session".
- 8. Organic at CFM.pdf**: A document titled "Organic Labeling at Farmer's Markets" featuring a photo of peaches and the USDA Organic logo.
- 9. Guide to Organic C...**: A document titled "Organic Certification of Farms and Businesses Producing Agricultural Products" with the USDA Organic logo.
- 10. Shell Eggs - Abdel...**: A document cover with a blue background and the text "Shell Eggs of Los Angeles ACWM of Ibrahim Abdel-Fatah".
- 11. Egg Materials Stu...**: A document titled "Egg Materials Study Guide" with a table of contents.
- 12. Egg Defects - CDF...**: A document titled "CDFA Egg Quality Control Egg Defects and Fertile Eggs" with a cartoon illustration of a cow and a sun.

APPENDIX S

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-33-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS in a short period of time, COVID-19 has rapidly spread throughout California, necessitating updated and more stringent guidance from federal, state, and local public health officials; and

WHEREAS for the preservation of public health and safety throughout the entire State of California, I find it necessary for all Californians to heed the State public health directives from the Department of Public Health.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8627, and 8665 do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

- 1) To preserve the public health and safety, and to ensure the healthcare delivery system is capable of serving all, and prioritizing those at the highest risk and vulnerability, all residents are directed to immediately heed the current State public health directives, which I ordered the Department of Public Health to develop for the current statewide status of COVID-19. Those directives are consistent with the March 19, 2020, Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response, found at: <https://covid19.ca.gov/>. Those directives follow:

ORDER OF THE STATE PUBLIC HEALTH OFFICER
March 19, 2020

To protect public health, I as State Public Health Officer and Director of the California Department of Public Health order all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors, as outlined at <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>. In addition, and in consultation with the Director of the Governor's Office of Emergency Services, I may designate additional sectors as critical in order to protect the health and well-being of all Californians.

Pursuant to the authority under the Health and Safety Code 120125, 120140, 131080, 120130(c), 120135, 120145, 120175 and 120150, this order is to go into effect immediately and shall stay in effect until further notice.

The federal government has identified 16 critical infrastructure sectors whose assets, systems, and networks, whether physical or virtual, are considered so vital to the United States that their incapacitation or



destruction would have a debilitating effect on security, economic security, public health or safety, or any combination thereof. I order that Californians working in these 16 critical infrastructure sectors may continue their work because of the importance of these sectors to Californians' health and well-being.

This Order is being issued to protect the public health of Californians. The California Department of Public Health looks to establish consistency across the state in order to ensure that we mitigate the impact of COVID-19. Our goal is simple, we want to bend the curve, and disrupt the spread of the virus.

The supply chain must continue, and Californians must have access to such necessities as food, prescriptions, and health care. When people need to leave their homes or places of residence, whether to obtain or perform the functions above, or to otherwise facilitate authorized necessary activities, they should at all times practice social distancing.

- 2) The healthcare delivery system shall prioritize services to serving those who are the sickest and shall prioritize resources, including personal protective equipment, for the providers providing direct care to them.
- 3) The Office of Emergency Services is directed to take necessary steps to ensure compliance with this Order.
- 4) This Order shall be enforceable pursuant to California law, including, but not limited to, Government Code section 8665.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.



IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 19th day of March 2020.

GAVIN NEWSOM
Governor of California

ATTEST:

Alex Padilla

ALEX PADILLA
Secretary of State



APPENDIX T

November 2019/December 2019 – IN-SERVICE TRAINING FOR STATE LICENSING EXAMS

**** PLEASE SUBMIT FORM TO HUMAN RESOURCES 1 WEEK PRIOR TO TRAINING DATE ****

AGRICULTURAL SPECIALTIES

Date	Time	Subject	Location	Instructor
<u>PEST PREVENTION AND PLANT REGULATION</u>				
11/19/2019	1:00 p.m. – 3:30 p.m.	Nursery and Seed Regulation	Arcadia	Leo Cortez (CDFA)
11/19/2019	9:30 a.m. – 11:30 a.m.	Plant Quarantine	Arcadia	Nara Mnatsakanian (CDFA)
12/02/2019	10:30a.m. – 11:30 a.m.	Pest Detection	Arcadia	Geoff Burch, Khoa Lam
<u>PESTICIDE REGULATION</u>				
12/02/2019	8:00 a.m. – 10:00 a.m.	Pesticide Regulation	Arcadia	Erin Zavala
<u>COMMODITY REGULATION</u>				
11/21/2019	8:00 a.m. – 12:30 p.m.	Commodity Regulation	South Gate	Ibrahim Abdel-Fatah
<u>INTEGRATED PEST MANAGEMENT</u>				
12/04//2019	10:30 a.m.– 12:30 p.m.	Plant Disease Management	South Gate	Jerrold Turney
12/04//2019	1:30 p.m. – 2:30 p.m.	Insect Pest Management	South Gate	Juan Limon
<u>INTEGRATED PEST MANAGEMENT</u>				
12/18/2019	10:30 p.m. – 11:30 p.m.	Apiary Regulation	Arcadia	Noriel Reyes
12/18/2019	8:00 a.m. – 10:30 a.m.	Vertebrate Pest Management/Weed Control	Arcadia	Jim Hartman
<u>INVESTIGATION AND ENVIRONMENTAL MONITORING</u>				
12/02/2019	2:00 p.m. – 4:00 p.m.	Investigation & Environmental Monitoring	Arcadia	TBA

WEIGHTS & MEASURES SPECIALTIES

Date	Time	Subject	Location	Instructor
<u>WEIGHT VERIFICATION</u>				
12/12/2019	8:00 a.m. – 9:30 a.m.	Weighmaster	South Gate	Pilar Carrillo
12/12/2019	9:30 a.m. – 12:00 p.m.	Weighing Devices	South Gate	Hermes Angeaco
<u>TRANSACTION AND PRODUCT VERIFICATION</u>				
12/16/2019	8:00 a.m. – 10:00 a.m.	Petroleum Products	South Gate	Ardeshir Famili
12/16/2019	11:00 a.m. – 12:30 p.m.	Quantity Control of Packaged Commodities	South Gate	Pilar Carrillo
<u>MEASUREMENT VERIFICATION</u>				
12/19/2019	8:00 a.m. – 11:00 a.m.	Measuring Devices & Compressed Gases	South Gate	Kanit Vittayavongvanich
12/19/2019	1:00 p.m. – 3:00 p.m.	Electric Measuring Devices	South Gate	Edgar Iobst

TO: Tanya Marchese
TMarchese@acwm.lacounty.gov
 Phone: (626) 575-5464
 Fax: (626) 652-0740

FROM: _____ EMP NO.: _____
(Print Name)
 PHONE #: _____ COUNTY: _____
 E-Mail: _____

AGRICULTURAL SPECIALTIES

- _____ 12/02/2019 Pest Detection
- _____ 11/19/2019 Plant Quarantine
- _____ 11/19/2019 Nursery & Seed Regulation
- _____ 12/02/2019 Pesticide Regulation
- _____ 11/21/2019 Commodity Regulation
- _____ 12/04/2019 Plant Disease Management
- _____ 12/04/2019 Insect Pest Management
- _____ 12/18/2019 Apiary Regulation
- _____ 12/18/2019 Vertebrate Pest Management/ Weed Control
- _____ 12/02/2019 Investigation & Environmental Monitoring

WEIGHTS & MEASURES SPECIALTIES

- _____ 12/12/2019 Weighmaster
- _____ 12/12/2019 Weighing Devices
- _____ 12/16/2019 Petroleum Products
- _____ 12/16/2019 Quantity Control of Packaged Commodities
- _____ 12/19/2019 Measuring Devices & Compressed Gases
- _____ 12/19/2019 Electric Measuring Devices

Supervisor's Approval: _____ Date: _____
(Print Name) (Signature)

SUBMIT REGISTRATION FORM 1 WEEK PRIOR TO TRAINING DATE Revised 10/30/2019

APPENDIX U



Wednesday, February 26, 2020

CASAP Membership,

It has been an honor to serve as the 2019 President for the CASAP Organization. I look forward to working with the new leadership in providing continuity, support and guidance as we move forward into 2020. I would like to thank each of you for being members and supporting this organization. As members of this organization I would like to encourage you to reach out to the Board if there are specific topics, speakers or trainings that you feel would benefit the organization. One of the first tasks of the new Board of Directors will be planning and hosting the North Mock Orals. Please join me in welcoming the new Board of Directors.

It is my pleasure to announce the 2020 CASAP Board of Directors:

President: Jose Arriaga (Contra Costa County)

VP North: Alex Nguyen (Solano County)

VP South: Ameer Atrash (Ventura County)

Treasurer: David Brown (Yolo County)

Secretary: Mary Canchola (Stanislaus County)

Webmaster: David Navarro (San Diego County)

Members at Large:

- Rudy Valencia (Riverside County)
- Christopher Greer (Tulare County)
- Molly Miller (Santa Barbara County)
- Monica Winters (San Diego County)
- Ryan Fernandez (Placer County)

Past President: Katherine Vanderwall (Lake County)

Katherine VanDerWall

*Deputy Agricultural Commissioner
Deputy Sealer of Weights & Measures
Lake County Department of Agriculture/Weights & Measures
883 Lakeport Blvd
Lakeport, CA 95453
(707) 263-0217*

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