# Standard Operating Procedure

# Herbicide Treatment on Municipal Lands and Residential Areas within Municipal Boundaries

**Purpose:**  
This SOP outlines the process for conducting herbicide treatments within municipal boundaries and residential areas within municipal boundaries by the NWIP) contractors, ensuring compliance with provincial regulations and NWIPC policies.

**Scope:**  
Applicable to all NWIPC staff and IPMA contractors performing herbicide treatments within municipal boundaries.

**Responsibilities:**

* NWIPC staff and IPMA Contractors and Crews: Execute herbicide treatments following this SOP.
* Field Operations Coordinator: Oversees contractor compliance, handles public inquiries, and manages incidents.
* NWIPC Program Manager: Review and investigate incidents. Handles public inquiries in the absence of the Field Operations Coordinator.
* NWIPC Board of Directors: Review Program Manger and Field Operations Coordinator reports and determine consequences.

**Procedure:**

1. **Pre-Treatment Notification:**
   * Identify areas adjacent to private lands within the contract area for herbicide application.
   * Provide door-to-door written and/or verbal notification to residents, discussing treatment plans and noting any water wells (registered and unregistered) and creek locations.
2. **Site Assessment:**
   * Conduct a site assessment following the current strategic plan, including establishing injury levels and treatment thresholds.
3. **Public Awareness and Prevention:**
   * Ensure at least one of the application crew is a certified pesticide applicator in the Industrial Vegetation category.
   * Ensure all other crew have at minimum, the Pesticide Applicator Assistant ticket.
   * Adhere to an integrated pest management approach encompassing public awareness, reporting, inventory planning, prevention, and various treatment methods.
   * Post Herbicide Treatment signs at all public access points leading to treatment area (e.g., beginning and end of an alleyway, entrance to public park).
4. **Execution of Herbicide Treatment:**
   * Consider timing and extent of public space use with unrestricted access before treatment.
   * Follow herbicide product label instructions meticulously, as it is a legal document.
5. **Handling Public Inquiries and Opposition:**
   * Respond courteously to public inquiries about the invasive plant management program.
   * Cease spraying if opposition to herbicide application arises and refer the individual to the Field Operation Coordinator or Program Manager. Obtain contact information for follow-up if possible.
   * Do not resume spraying until receiving approval from the Field Operations Coordinator or Program Manager.
6. **Incident Management:**
   * In the event of an incident, contact the Program Manager and NWIPC Directors immediately for investigation and mitigation.

**Consequences of Non-Compliance:**

* Consequences for contractors in contravention of their contract may include loss of contract holdback and/or contract termination.

This SOP must be reviewed and updated regularly to reflect any changes in regulations, policies, or procedures. All personnel involved in herbicide treatment activities are required to be familiar with this SOP and adhere to its guidelines.