# Standard Operating Procedure

# Process for Informing Landowners of Herbicide Use Adjacent To or On Their Property

**Purpose:**This process is designed to ensure that the use of herbicides is conducted responsibly, with respect for both the environment and the rights and concerns of neighboring landowners. Notifying private landowners about the use of herbicides on or adjacent to their property requires clear communication, respect for legal requirements, and consideration for individual concerns. This process balances those factors.

**Scope:**Applicable to all NWIPC staff and IPMA managers under contract to the NWIPC performing herbicide treatments on non-crown lands, including residential and local government-controlled lands (municipal and regional).

**Procedure:**

1. **Understand Local Regulations:**
   * Before any action, become familiar with local bylaws regarding herbicide use and notification requirements. This may include a “no herbicide” bylaw, specific rules about public notice, buffer zones, or restrictions near water bodies.
2. **Develop a Notification Plan:**
   * **Timing:** Determine the optimal time frame for notification based on the herbicide application schedule. Notifications should be timely, allowing landowners to take any necessary precautions.
   * **Method:** Decide on the most appropriate notification method (e.g., letter, email, door-to-door visit, public notice) based on the scale of the project and the preferences of the community.
3. **Prepare Notification Content:**
   * **Project Details:** Describe the purpose of the herbicide application, specifying the target invasive species being addressed.
   * ***Herbicide Information (optional):*** *Include information about the herbicides being used, including why they were chosen, safety data sheets (SDS), and potential risks.*
   * **Application Details:** Provide specifics about when and where the herbicide(s) will be applied and any precautions or recommendations for neighboring landowners (e.g., keeping pets indoors).
   * **Contact Information:** Offer a way for landowners to ask questions or express concerns, providing contact details for the project manager or relevant authority.
4. **Distribute Notifications**
   * Execute the notification plan, ensuring that all affected landowners are informed within the predetermined time frame. **Documentation of this step is crucial** for legal compliance and for addressing any future concerns.
5. **Provide for Feedback**
   * Establish a clear, accessible channel for feedback, concerns, or questions from landowners. This could be a phone number, email address, or scheduled meeting.
6. ***Follow-Up (optional)***
   * *Consider a follow-up communication after the application to inform landowners about the results and any next steps. This can help build trust and cooperation for future projects.*
7. **Documentation**
   * Keep detailed records of notifications, including dates, methods, and recipient lists, along with any feedback received and actions taken in response. This documentation is essential for regulatory compliance and for addressing any issues that may arise.

**Consequences of Non-Compliance:**

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

**Key Considerations**

**Transparency:** Be open and honest about the reasons for the herbicide use and its potential impacts.

**Sensitivity:** Understand that some landowners may have strong concerns about chemical use near their property. Be prepared to offer alternatives, explanations, or adjustments where possible.

**Legal Compliance:** Always adhere to local, provincial and federal regulations regarding herbicide use and landowner notification.

**Approval:**

* Approved By: NWIPC Board of Directors

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