**Pesticide Discharge Management Plan (PDMP) Template**

**Introduction**

Any Decision-maker who is or will be required to submit an NOI, as required in [Part 1.2.2](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=6) and is a [large entity as defined in Appendix C](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=49), must prepare a Pesticide Discharge Management Plan (PDMP) by the time the NOI is filed; with the exception (for which a PDMP is not required to be developed) for any application is made in response to a [Declared Pest Emergency Situation, as defined in Appendix C](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=47).

To help you develop your Pesticide Discharge Management Plan (PDMP), DEC has created this PDMP template. The template is designed to help guide you through the PDMP development process and help ensure that your PDMP addressed all the necessary elements stated in the Pesticide General Permit (PGP). In your PDMP, you may incorporate by reference any procedures or plans in other documents that meet the requirements of the PGP. The template can be used as guidance in determining whether a document meets the requirements of the permit.

This template covers the PDMP elements that the pesticide general permit requires; however, you are strongly encouraged to customize this template to reflect the conditions at your site.

**Using the PDMP Template**

Each section of this template includes “instructions” and space for project information. You should read the instructions for each section before you complete that section. This template was developed in Word so that you can easily add tables and additional text. Some sections may require only a brief description while others may require several pages of explanation.

**Tips for completing the Template:**

* The Template generally uses blue text where information is expected to be entered.
* Multiple pest management areas and use pattern(s) may be in the same PDMP.
* Pest management area(s) may be as large as an entire state or as small as cooling water intakes.
* Incorporate by reference any procedures or plans in other documents that meet the requirements of the permit. Attached a copy of any portions of any documents that you refer to in the PDMP.
* Modify this PDMP template so that it addresses the requirements in the pesticide general permit and meets the needs of your project. Consider adding permit citations in the PDMP when you address a specific permit requirement.
* Delete the instruction text boxes as necessary when complete.

DEC notes that while DEC has made every effort to ensure the accuracy of all instructions and guidance contained in the Template, the actual obligations of regulated Decision maker(s) are determined by the relevant provisions of the permit, not by the Template. In the event of a conflict between the PDMP Template and any corresponding provision of the PGP, the permit is the final authority. DEC welcomes comments on the PDMP Template at any time and will consider those comments in any future revision of this document.

Pesticide Discharge Management Plan

**for**:

Insert Project Name  
Insert Pest Management Area(s) [Short title]/Address  
Insert City, Alaska, Zip Code

**Decision-maker(s):**

Insert Company or Organization Name  
Insert Name  
Insert Address  
Insert City, State, Zip Code  
Insert Telephone Number  
Insert Email

**PDMP Contact(s):**

Insert Company or Organization Name  
Insert Name  
Insert Address  
Insert City, State, Zip Code  
Insert Email

**PMPD Preparation Date:**

Enter Date

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# Operator Information

**Instructions (see PGP Part 1.0)**

Describe the Pest Management Area(s) and identify the type(s) of Pesticide Use Patterns, Operator type, and if there will be a discharge to a Tier 3 water.

Note: An “Operator” is defined in Appendix C of the PGP to mean any entity associated with the application of pesticides that results in a discharge to Waters of the United States that meets either of the following two criteria:

1. any entity who performs the application of a pesticide or who has day-to-day control of the application (i.e., they are authorized to direct workers to carry out those activities); or
2. any entity with control over the decision to perform pesticide applications including the ability to modify those decisions.

Operators identified in (1) above are referred to in the permit as Applicators while Operators identified in (2) are referred to in the permit as Decision-makers. As defined, more than one Operator may be responsible for complying with this permit for any single discharge from the application of pesticides.

A “Pest Management Area” is defined in Appendix C of the PGP to mean the area of land, including any water, for which an Operator has responsibility for and is authorized to conduct pest management activities as covered by the PGP permit (e.g., for an Operator who is a mosquito control district conducting pest management activities, the pest management area is the total area of the district). The Pest Management Area could include contiguous and non-continuous sites.

### Provide a brief description of the Pest Management Area(s).

Insert text.

### Identify the Pesticide Use Patterns for this Pest Management Area that trigger the requirement to develop a Pesticide Discharge Management Plan.

(check all that apply.) Note: Decision-makers that are a large entity are required to develop a PDMP if they are required to submit an NOI. [*See Part 5.0 of the PGP for exceptions*](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=17).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pesticide Use Patterns to be included in this Pest Management Area (check all that apply):   |  |  | | --- | --- | | a.  Mosquito and Other Flying Insect Pest Control | c.  Animal Pest Control | | b.  Weed and Algae Pest Control | d.  Forest Canopy Pest Control | |
| |  |  |  | | --- | --- | --- | | Pest(s) to be controlled: | Pesticide Products | | | Product Name: | EPA Registration Number: | | Insert text | Insert text | Insert text | |  |  |  | |  |  |  | |  |  |  | |

### Operator Type

(Check one)

|  |  |
| --- | --- |
| a.  Federal Government  b.  State Government  c.  Local Government | d.  Mosquito control district (or similar)  e.  Irrigation control district (or similar)  f.  Weed control district (or similar) |
| g.  Other: If other, provide a brief description of the type of Operator:  Insert text | |

# PDMP Team

**Instructions (see** [**PGP Part 5.1.1**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=17)**)**

* List the Decision-maker, person or organization that prepared the PDMP and/or responsible for revising the PDMP, and the person or organization that will prepare and address corrective actions, adverse incident, and spills. Indicate respective responsibilities, where appropriate.

### Decision-maker:

(Any entity with control over the decision to perform pesticide applications including the ability to modify those decision.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Decision-maker Information** | | | | | | |
| Name (first & last name): | | | Company or Organization Name: | | Title: | |
| Enter Text | | | Enter Text | | Enter Text | |
| Phone: | | Fax (optional): | | Email: | | |
| Enter Text | | Enter Text | | Enter Text | | |
| Mailing Address: | Street (PO Box): | | | | | |
| Enter Text | | | | | |
| City: | | | State: | | Zip: |
| Enter Text | | | Enter Text | | Enter Text |
| Area of Control (if more than one Operator at site): Enter Text | | | | | | |

Repeat as necessary.

### PDMP Contact:

(Person(s) who should be contacted regarding PDMP questions.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PDMP Contact Information** | | | | | | |
| Name (first & last name): | | | Company or Organization Name: | | Title: | |
| Enter Text | | | Enter Text | | Enter Text | |
| Phone: | | Fax (optional): | | Email: | | |
| Enter Text | | Enter Text | | Enter Text | | |
| Mailing Address: | Street (PO Box): | | | | | |
| Enter Text | | | | | |
| City: | | | State: | | Zip: |
| Enter Text | | | Enter Text | | Enter Text |
| Area of Control (if more than one Operator at site): Enter Text | | | | | | |

Repeat as necessary.

### This PDMP was prepared by:

(Person(s) responsible for developing and revising the PDMP.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PDMP Contact Information** | | | | | | |
| Name (first & last name): | | | Company or Organization Name: | | Title: | |
| Enter Text | | | Enter Text | | Enter Text | |
| Phone: | | Fax (optional): | | Email: | | |
| Enter Text | | Enter Text | | Enter Text | | |
| Mailing Address: | Street (PO Box): | | | | | |
| Enter Text | | | | | |
| City: | | | State: | | Zip: |
| Enter Text | | | Enter Text | | Enter Text |
| Area of Control (if more than one Operator at site): Enter Text | | | | | | |

### Additional Team Members and Responsibilities

Please include any additional team members and their responsibilities.

|  |  |
| --- | --- |
| Team Member Name(s) | Individual Responsibilities |
| Enter Text | Enter Text |

# Problem Identification

## Pest Problem Description

**Instructions (**[**see PGP Part 5.1.2**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=17)**)**

* Briefly describe the pest problem, including identification of the target pest(s), source of the pest problem, and source of data used to identify the problem in Parts [2.2.1](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=12), [2.2.2](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=13), [2.2.3](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=14), and [2.2.4](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=15) of the PGP.

Note: The response will be one or more paragraphs, depending on the nature and complexity of the project. The source of the pest problem may be unknown. DEC does not expect the Decision-maker(s) to conduct long term studies to determine the source of the pest problem.

### Brief summary of the pest problem.

|  |  |  |
| --- | --- | --- |
| **Target Pest(s)** Note: Use common name. | **Source of the pest problem** | **Data Source**  (e.g., survey conducted in 2015) |
| Repeat as necessary | Repeat as necessary | Repeat as necessary |

### Provide a brief description of the pest problem.

Insert text here.

## Action Threshold(s)

**Instructions (**[**see PGP Part 5.1.2**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=17)**)**

* Describe the action threshold(s) for pest(s) in the pest management area, including data used in developing the action threshold(s) and method(s) to determine when the action threshold(s) has been met.

Note: An action threshold is the point at which pest populations or environmental conditions necessitate that pest control action be taken based on economic, human health, aesthetic, or other effects. An action threshold may be based on current and/or past environmental factors that are or have been demonstrated to be conducive to pest emergence and/or growth, as well as past and/or current pest presence. Action thresholds are those conditions that indicate both the need for control actions and the proper timing of such actions.

### Brief summary of the action threshold(s).

|  |  |
| --- | --- |
| **Summary of Action Threshold(s)** | |
| **Target Pest(s)** | **Action Threshold(s)** |
| Repeat as necessary. | Repeat as necessary. |

### Brief description of the action threshold(s).

Pest Management Objective: Insert text here.

Target Pest: Insert text here.

Action Threshold: Insert text here.

Basis for the action threshold: Insert text here.

Method to determine when the action threshold has been met: Insert text here.

Repeat as necessary.

## General Location Map

**Instructions (**[**see PGP Part 5.1.2**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=17)**)**

* Provide a general location map (e.g., U.S. Geological Survey (USGS) quadrangle map, etc.) that identifies the geographical boundaries of the area to which the plan applies and location of the waters of the U.S.
* To improve readability of the map, some detailed information may be kept as an attachment to the site map and pictures may be included as deemed appropriate.

Include a copy of the general location map for this facility in Attachment A.

## Water Quality Standards

**Instructions (**[**see PGP Part 5.1.2**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=18)**)**

* Document waters impaired for pesticide(s) or any degradates for which there may be a discharge. Note: Operators are not eligible for coverage under the PGP for any discharges from a pesticide application to Waters of the United States if the water is identified as impaired by a substance which either is an active ingredient in that pesticide or is a degradate of such an active ingredient. [See PGP Part 1.1.2.1](file:///\\AN-SVRFILE\Groups\Water\WQ\WPC\900.22.003%20Pesticide%20General%20Permit\2017%20PGP\1%20Working%20Drafts\Document%20any%20Tier%203%20(Outstanding%20National%20Resource#page=5).
* Indicate the location of all waters, including wetlands on the general location map.
* Document any Tier 3 (Outstanding National Resource Waters) and any water(s) impaired for a specific pesticide or its degradates to which there may be a discharge.

Note: Decision-maker is not required to make a water quality standard (WQS) determination.

Provide a brief summary of Tier 3 waters and waters impaired for pesticides.  
(Note, at the time of issuance of the 2017 PGP, no tier 3 waters or waters were known to be impaired for pesticides in Alaska. To find current status of any water impairment, see <http://dec.alaska.gov/water/wqsar/Docs/Impairedwaters.pdf>).

Insert text.

# Pest Management Options Evaluation

**Instructions (**[**see PGP Part 5.1.3**](file:///\\AN-SVRFILE\Groups\Water\WQ\WPC\900.22.003%20Pesticide%20General%20Permit\2017%20PGP\1%20Working%20Drafts\Document%20any%20Tier%203%20(Outstanding%20National%20Resource#page=18)**)**

* Document your evaluation of the pest management options, including combination of the pest management options, to control the target pest(s) in the following sections:
  + No Action
  + Prevention
  + Mechanical/Physical Methods
  + Cultural Methods
  + Biological Control Agents
  + Pesticides
* In your evaluation, you must consider the impact to water quality, impact to non-target organisms, feasibility, and cost effectiveness and any relevant previous pest management measures.

Note: All six pest management options may not be available for a specific use category and/or treatment area. However, the PDMP must include documentation of how the six pest management options were evaluated. The PGP does not require the use of the least toxic alternative or that non-pesticide methods be tried first. Combinations of various pest management options are frequently the most effective Pest Management Measures over the long term. The goal should be to emphasize long-term control rather than a temporary fix. "Pest Management Measure" is defined to be any practice used to meet the effluent limitations that comply with manufacturer specifications, industry standards and recommended industry practices related to the application of pesticides, relevant legal requirements and other provisions that a prudent Operator would implement to reduce and/or eliminate pesticide discharges to waters of the United States

### Brief description of the pest management options

(include impact to water quality, impact to non-target organisms, feasibility, cost effectiveness and any relevant previous Pest Management Measures).

* Target Pest: Insert text
* No Action: Insert text
* Prevention: Insert text
* Mechanical/Physical Methods: Insert text
* Cultural Methods: Insert text
* Biological Control Agents: Insert text
* Pesticides: Insert text

Repeat as necessary.

### Summary of Pest Management Measures that will be or implemented to meet the technology-based effluent limitations.

* Target Pest: Insert text
* Pest Management Measures: Insert text

Repeat as necessary.

# Response Procedures

## Spill Response Procedures

### Spill Containment

**Instructions (**[**see PGP Part 5.1.4**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=18)**)**

* Document the procedure for expeditiously stopping, containing, and cleaning up leaks, spills, and other releases to waters of the U.S.
* Employees who may cause, detect, or respond to a spill or leak must be trained in these procedures and have necessary spill response equipment available. If possible, one of these individuals should be a member of the PDMP team.

Insert text here.

### Spill Notification

**Instructions (**[**see PGP Part 5.1.4**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=18)**)**

* Document the procedure for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies.

Insert text here.

## Adverse Incident Response Procedures

### Responding to an Adverse Incident

**Instructions (**[**see PGP Part 5.1.4**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=18)**)**

* Document the procedure for responding to any adverse incident resulting from pesticide applications.

Insert text here.

### Notification of an Adverse Incident

**Instructions (**[**see PGP Part 5.1.4**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=18)**)**

* Document the procedures for notification of the adverse incident, both internal to the Decision-maker’s agency/organization and external. Contact information for state/federal permitting agency, nearest emergency medical facility, and nearest hazardous chemical responder must be in locations that are readily accessible and available.

Insert text here.

# Documentation to Support Eligibility Considerations under Other Federal Laws

**Instructions (**[**see PGP Parts 1.5**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=11) **and 1.6)**

* If applicable, Decision-makers must keep documentation supporting their determination with regard to Part 1.5 (Other Federal and State Laws) and 1.6 (Federally Listed Endangered and Threatened Species and Designated Critical Habitat).

Include a copy of the documentation in Attachment C

# Signature Requirements

**Instructions (**[**see PGP Part 5.1.5**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=18)**)**

* The following certification statement must be signed and dated to certify that the PDMP is in accordance with [Appendix A, Section 1.12 of the PGP](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=31).

Note: This certification must be re-signed whenever necessary to address any of the triggering conditions for corrective action in [Part 6.1](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=19) or when a change in pest control activities significantly changes the type or quantity of pollutants discharged.

|  |  |
| --- | --- |
| I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. | |
| Name: | Title: |
| Enter Text | Enter Text |
| |  |  |  | | --- | --- | --- | |  |  | Enter Date | | Signature/Responsible Official |  | Date | | |

Repeat as needed for multiple Decision-makers at the site.

# PDMP Plan Modifications

**Instructions (**[**see PGP Part 5.2**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=18)**)**

* You must modify your PDMP whenever necessary to address any of the triggering conditions for corrective action in [Part 6.1](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=19) or when a change in pest control activities significantly changes the type or quantity of pollutants discharged. Changes to your PDMP must be made before the next pesticide application that results in a discharge, if practicable, or if not, no later than 90 days after any change in pesticide application activities. The revised PDMP must be signed and dated in accordance with the [PGP, Appendix A, Section 1.12](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=31).
* You should include significant changes in the activities or their timing on the project, changes in personnel, updates to site maps, and so on.

Reference Attachment E, F, and or I

# PDMP Availability

**Instructions (**[**see PGP Part 5.3**](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=19)**)**

* You must retain a copy of the current PDMP, along with all supporting maps and documents, at the address provided in the NOI. The PDMP and all supporting documents must be readily available, upon request, and copies of any of these documents provided, upon request, to DEC, EPA, or local agency governing discharges or pesticide applications within their respective jurisdictions; and representatives of the U.S. Fish and Wildlife Service (USFWS) or the National Marine Fisheries Service (NMFS). DEC may provide copies of your PDMP or other information related to this permit that is in its possession to members of the public.
* Any Confidential Business Information (CBI), as defined in 18 AAC 83.165, may be withheld from the public provided that a claim of confidentiality is properly asserted and documented in accordance with 18 AAC 83.165; however, CBI must be submitted to DEC, if requested, and may not be withheld from those staff within DEC, EPA, FWS, and NMFS cleared for CBI review.

# ATTACHMENTS

Attach the following documentation to the PDMP:

[Attachment A – General Location Map](#_Toc478991568)

[Attachment B – Pesticide General Permit](#_Toc478991569)

[Attachment C – NOI and Acknowledgement Letter from DEC](#_Toc478991570)

[Attachment D – Adverse Incident Report](#_Toc478991571)

[Attachment E – Corrective Action Log Template](#_Toc478991572)

[Attachment F – PDMP Amendment Log Template](#_Toc478991573)

[Attachment G – Subcontractor Certifications / Agreements Template](#_Toc478991574)

[Attachment H – Delegation of Authority Form Template](#_Toc478991575)

[Attachment I – Annual Reports and Other Record Keeping](#_Toc478991576)

– General Location Map

– Pesticide General Permit

– NOI and Acknowledgement Letter from DEC

– Adverse Incident Report

– Corrective Action Log Template

**Project Name**: Insert Text  
**PDMP Contact**: Insert Text

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Description of Problem triggering the Corrective Action | Corrective Action Needed (including planned date/responsible person) | Date Action Taken /  Responsible Person |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

– PDMP Amendment Log Template

**Project Name**: Insert Text  
**PDMP Contact**: Insert Text

|  |  |  |  |
| --- | --- | --- | --- |
| Amendment No. | Description of the Amendment | Date of Amendment | Amendment Prepared by (Name(s) and Title) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

– Subcontractor Certifications / Agreements Template

SUBCONTRACTOR CERTIFICATION  
PESTICIDE DISCHARGE MANAGEMENT PLAN

Project Number: Enter Text

Project Name: Enter Text

Decision-maker(s): Enter Text

As a subcontractor, you are required to comply with the Pesticide Discharge Management Plan (PDMP) for any work that you perform for the above designated project. Any person or group who violates any condition of the PDMP may be subject to substantial penalties or loss of contract. You are encouraged to advise each of your employees working on this project of the requirements of the PDMP. A copy of the PDMP is available for your review.

Each subcontractor engaged in pesticide activities in the pest management area that could impact Waters of the United States must be identified and sign the following certification statement:

I certify under the penalty of law that I have read and understand the terms and conditions of the PDMP for the above designated project.

This certification is hereby signed in reference to the above named project: Enter Text

Type of pesticide application service to be provided: Enter Text

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organization: | | | Name: | | Title: | |
| Enter Text | | | Enter Text | | Enter Text | |
| Phone: | | Fax (optional): | | Email: | | |
| Enter Text | | Enter Text | | Enter Text | | |
| Mailing Address: | Street (PO Box): | | | | | |
| Enter Text | | | | | |
| City: | | | State: | | Zip: |
| Enter Text | | | Enter Text | | Enter Text |
| |  |  |  | | --- | --- | --- | |  |  | Enter Date | | Signature/Responsible Official |  | Date | | | | | | | |

– Delegation of Authority Form Template

See Delegation of Signature Authority from at <http://dec.alaska.gov/water/wnpspc/stormwater/Forms.htm> or <http://dec.alaska.gov/water/wnpspc/stormwater/docs/Delegation_Authorization_Form.pdf>

– Annual Reports and Other Record Keeping

The following is a list of records you should keep at your site and available for inspectors to review:

* Copies of Annual Reports (See <http://dec.alaska.gov/water/wnpspc/stormwater/forms.htm> for Annual Report template.)
* Records as required in [PGP Part 7.4](http://dec.alaska.gov/water/wwdp/pdfs/PublicNoticedocs/AKG870000_2017_PGP.pdf#page=25)

Check the PGP for additional details.