Instructions for Pesticide Recertification Credit Request

The Montana Department of Agriculture (MDA), Training & Assessment Program provides training opportunities to applicators through our credit review process. All trainings offered for pesticide related continuing education units (CEUs) must be submitted to MDA for approval prior to the training. Questions regarding submittals, approvals, changes, attendance, and general information should be directed to:

Jolene Warnke-Roszel, MDA Training Specialist  
406-444-3732  
Jwarnke-roszel@mt.gov

Please review the following items to submit courses for credit.

- All trainings requesting review must be submitted through our online system.

- Request for approval of training courses must be submitted at least 30 days prior to the start date of the program.

- Requests submitted without the required information will cause delay in processing or may be denied.
  - a detailed agenda that includes:
    - start and end time for each presentation
    - description of each presentation (not just titles)
    - name, affiliation, AND qualifications for each presenter
    - registration information including fee (if any), deadline, and point of contact
  - any special instructions such as “For Private applicators only”, “By invitation only”, etc.

- Programs submitted for approval must meet the Montana Department of Agriculture Standards for Pesticide Training as listed in the documents attached.

- One credit equals 50 minutes of training. Trainings must be a minimum of one credit, only whole credits are approved and the maximum credit is 6 per category per training regardless of the length.

- For multiple day conferences, you submit each day separately but there is a maximum of 6 credits per category per training regardless of the length. Attendees earn credits in total only based on the number approved for the course. Partial credits for partial attendance or “per session” credits are not applicable.

- Recording Attendance
  - You must use the attendance sheet provided unless you have received prior approval for a substitute.
  - Attendance sheets are the record of verification that an applicator has attended the training; if someone has not signed the attendance form, s/he will NOT receive credits for the training
  - Attendance sheets must be submitted to MDA within 14 calendar days following the event. Online course sponsors must report attendance monthly, at minimum, and no later than 5 days after the month. You may fax, email, or mail attendance sheets.
Montana Department of Agriculture
Instructions for Sponsors Submitting Courses/Trainings for Continuing Education Credit (CE) Review

For additional questions or assistance, please contact:

Jolene Warnke-Roszel
Training and Development Specialist
406-444-3732
jwarnke-roszel@mt.gov

To Submit Courses, go to: https://mtplants.mt.gov/Index.aspx

DO NOT START THIS PROCESS UNTIL YOU HAVE YOUR AGENDA COMPLETE WITH ALL OF THE REQUIRED INFORMATION INCLUDING SPEAKER BIOS AND PRESENTATION DESCRIPTIONS. YOU CANNOT PARTIALLY ENTER INFORMATION AND SAVE IT. IT MUST BE COMPLETED WITHIN 20 MINUTES OF START TIME.

To access the submittal page, go to https://mtplants.mt.gov/Index.aspx, then hover over Pesticide Programs to see the menu. Select “Application for Course Approval”.

Course Information
Select the type of course you are submitting.

Onsite: Live, In-person training

Online: Computer-based, “On-demand” training

Correspondence: Not applicable in Montana

Webinar: LIVE ONLINE distance training in which attendees are tracked
**Course Information**

Complete each field with the course information. If your training is multiple days you may submit one time for all days or submit each day separately. In either case there is a **maximum of 6 credits per category for the entire training** regardless of the number of days.

*Choose the best option from the drop down. If you choose closed to the public and by invitation only it will **not** be visible to the public in the course search locator.*

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**Course Information**

Be sure that any field that has an * is completed.

The website is optional but if you include one, be sure that it will direct the applicator to registration information or contact information.

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**Course Location Information**

Fill in the Address 1 and the City then click “Verify Address”. It will ask you to choose the original entry or the new entry. Choose the new entry and it will complete the rest of the fields and give you a verification that the address is correct.

This email address is for the location. If the location does not have one, you can enter your own email address or leave it blank.
**Coordinator Information**

Complete all fields with an *. This is the information for the contact person for the training. If the reviewer or others have questions, this is the person they will contact.

Be sure to include the email address of the person who will be sponsoring the training, tracking and submitting attendance or can answer questions about the course submittal.

**Agenda**

Your agenda must be complete for review. The items to be included are:

- Speaker name, title, and qualifications
- Presentation titles and description
- Start and End times of each presentation

**Example Speaker Qualifications**

Jolene Roszel is the Training and Development Specialist for the Pesticide Applicator Program at the Montana Department of Agriculture. She has worked extensively in groundwater protection, chemical safety, analytical evaluation, and science education for the past 20 years.

**Example Presentation Description**

Pesticide Safety—This presentation will cover use restrictions according to various labeled products; how to minimize drift; how to identify different levels of PPE for mixers, loaders, and handlers; how to dispose of this product.

**Additional Note**

This section serves two purposes. If you have a special note for the attendee such as “Must register by October 1” you can include that here. If you have special instructions for the reviewer such as “For private applicators only” you can include it here. The reviewer will remove those types of instructions before it is posted.

All courses submitted will be reviewed for Private and Commercial credits unless otherwise noted to the reviewer.
Confirmation Statement

As the sponsor you are accepting responsibility for the information you are submitting as well as tracking attendance and submitting it to MDA.

Confirmation of Submittal

After you click Submit you will receive a confirmation email as well as a notice that your course has been submitted. You have the option to add files at this time. Add as many as needed.

File Upload

When you click Add a box will pop up. Click Browse, find your file, add a description (name) provide a description such as “AGENDA”, then click “Upload”.

If you do not see the box, it is probably minimized on your toolbar. This usually happens when you have several internet tabs open at the same time. To maximize it, hover your mouse over the internet symbol on your toolbar (IE, Chrome, Firefox, etc.), find the file upload box screen then click on it. This should maximize it and you can proceed to upload your files.
After you upload your file(s) you will see them listed below. You do not need to save or submit the course again.

Create a duplicate meeting

If you need to create a duplicate meeting such as a second day or another location of the same meeting, you can use the “Meeting Copy (Save as New)” option.

**FIRST:** After you hit the submit button and attach any files, go up to the information sections and make any changes necessary such as date or location or attachments then...

**NEXT:** Click on “Meeting Copy (Save as New)” and it will duplicate all of the information including the attachments and assign it a new Meeting ID.

You can repeat Meeting Copy multiple times.

If you are finished submitting you can click BACK to return to the main page or close your browser.
Course Approvals

The following course has been APPROVED by the Montana Department of Agriculture-Pesticide Training Program:

Course Information:
- Course ID: 006CB
- Start Date: 09/30/2016
- End Date: 09/30/2016
- Course Sponsor: Department of Natural Resources
- Course Title: Pesticide Training
- Course Location: Holiday Inn Convention Center
- Course Address: 1609 Standard Drive, Sheridan, WY 82801

Category Credits
- 10: Core 1
- 35: Forest Pest Control
- 36: Crop and Turf Pest Control
- 37: Documentation & Research Pest Control

Meeting ID: 006CB

Course Approval Letter

Once your course is approved you will receive an approval letter.

Bar Code: (Optional) For use with barcode scanner to scan attendee licenses for attendance (specific model required)

Meeting ID: This is the meeting ID when referencing this course or searching for attendees

Category and Credits: These are the approved categories and credits for each

Attendance sheet link: Click on this link to print your attendance sheet. You may get a prompt to open or save. Choose Save and Open.

Submittal information: attendance sheets must be submitted within 14 calendar days by either fax, mail or email.

Attendance Sheets

After you click the link to the attendance sheet, you may get this popup. Click on “Save” then “Save and Open” and the attendance sheet should open in a separate window. Make as many copies as you need.

ALL ATTENDEES MUST SIGN ON THE ATTENDANCE SHEET AT THE TIME OF TRAINING IN ORDER TO RECEIVE CREDIT. Attendees must include their license number. If they do not have their license number they can find it through the search function on the MTPlants home page.

Sponsors need to sign, date and write how many pages they are submitting.

Attendance sheets must be submitted within 14 calendar days by either fax, mail, or email.
# Private Applicator Standards for Training

## Core Competencies:

1. **Label and Labeling Comprehension**
   - Format and terminology of labels and labeling.
   - Understanding that labels and labeling are legal documents and the directions they contain must be followed.
   - Understanding the meanings of product or brand name, common name and chemical name.
   - Meaning of terms “restricted use” and “general use” pesticide.
   - Understanding directions for use, storage and disposal, precautionary statements, and significance of the signal words “Caution, Warning and Danger” and requirements for personal protection and for protecting the environment.

2. **Safety**
   - Understanding the Worker Protection Standard.
   - Selection, use and care of personal protective equipment (PPE), personal hygiene, and precautions required when using pesticides.
   - Re-entry interval (REI) and use restrictions to include handling, transportation, mixing and loading of pesticides.
   - Recognize and understand the acute and chronic toxicity of pesticides. Recognition of poisoning symptoms and practical treatment.
   - Transportation, mixing, handling and disposal precautions.

3. **Environmental Risk**
   - Weather and other climatic factors affecting pesticide applications.
   - Factors involved in drift, runoff and aquatic contamination.
   - Sensitive areas and organisms affected by drift and runoff.
   - Factors involved in ground water contamination. Ground water management plans. Protection of threatened, endangered and sensitive plant and animal species.
   - Pesticide transportation, mixing, handling, application and disposal including container disposal, spill prevention and control.

4. **Pest Identification and Biology and Management**
   - Recognition of pests, knowledge of life cycles, recognition of pest damage and how to distinguish pests from beneficial organisms.
   - Stage of life cycle when pests are most vulnerable to control.
   - Understanding of the principles of Integrated Pest Management (IPM) including monitoring of pest populations and economic thresholds.

5. **Pesticide and Chemical Control**
   - Types of pesticides, formulations and adjuvants. Characteristics, advantages, disadvantages and main use of typical formulations.
   - Factors which affect a pesticide’s effectiveness.
   - Factors in choosing the correct pesticide and method of application. Concept of pesticide resistance.

6. **Equipment**
   - Characteristics and main uses of typical pesticide application equipment.
   - Factors in choosing the most appropriate equipment for applicable situations, including chemigation. Proper care, maintenance and use.

7. **Calibration**
   - Dilution of concentrate formulations in accordance with label directions. Calculation of area or volume to be treated.
   - Factors involved in calibration of equipment. Adjusting total volume per acre by changing pressure, speed of applicator, or nozzle size.

8. **Pesticide Laws and Regulations**
   - Applicable state and federal laws and regulations.
   - Responsibility of certified applicator to use a pesticide consistent with its label or labeling and to supervise any employees who are assigned to transport, handle, mixing, load, apply or dispose of pesticides.
   - Applicator liability and penalties.

## Agricultural Competencies

**Practical knowledge of:**

- crops grown and the specific pests of those crops on which they may be using pesticides including but not limited to:
  - the quantities of pesticides needed
  - the ultimate use of the quantities of pesticides needed
  - the ultimate use of many commodities as food and feed
- soil and water problems associated with pesticide use
- preharvest intervals, reentry intervals
- phytotoxicity, potential for environmental contamination, non-target injury
- community problems resulting from the use of pesticides in agricultural areas
- vertebrates for which they may be using pesticides including but not limited to:
  - cyclic occurrence of certain pests and specific population dynamics
- control and application methods of vertebrates in agricultural areas which will minimize the possibility of secondary problems such as unintended effects on wildlife
- knowledge of the use of vertebrate pesticides in agricultural areas which will minimize or prevent hazards to humans, pets, and other domestic animals
- practical knowledge of the types of seeds that require pesticide protection against pests, and factors such as seed coloration, carriers, and surface active agents which influence pesticide binding and may affect germination
- hazards associated with handling, sorting and mixing, and misuse of treated seed such as introduction of treated seed into food and feed channels as well as proper disposal of unused treated seeds
- proper use of grain fumigants to protect seeds
  - knowledge of the safe handling and application techniques
  - worker exposure and protection considerations
  - reentry standards into fumigated structures
- using herbicides around and rodenticides and avicides in and around agricultural (non-resident) structures
# Commercial Applicator and Dealer and Private Applicator Sub-category
## Standards for Training

Commercial applicators, dealers, and private applications holding sub-category classifications must obtain credits in their specific category. Core competencies are part of the standards for all categories with a few exceptions (as noted in the footnotes).

<table>
<thead>
<tr>
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a) **Agricultural Pest Control** appicants may be classified into one of three areas:

(i) **Plant** applicators must demonstrate practical knowledge of crops grown and the specific pests of those crops on which they may be using pesticides. The importance of such competency is amplified by the extensive areas involved, the quantities of pesticides needed, and the ultimate use of the quantities of pesticides needed, and the ultimate use of many commodities as food and feed. Practical knowledge is required concerning soil and water problems, preharvest intervals, reentry intervals, phytotoxicity, and potential for environmental contamination, nontarget injury, and community problems resulting from the use of pesticides in agricultural areas.

(ii) **Animal** applicators applying pesticides directly to animals must demonstrate practical knowledge of such animals and their associated pests. A practical knowledge concerning specific pesticide toxicity and residue potential is also required since host animals will frequently be used for food. Further, the applicator must know the relative hazards associated with such factors as formulation, application techniques, age of animals, stress, and extent of treatment.

(iii) **Vertebrate** applicators must demonstrate practical knowledge of vertebrates for which they may be using pesticides. They should possess practical knowledge of the cyclic occurrence of certain pests and specific population dynamics as a basis for programming pesticide applications. The applicator must demonstrate a practical knowledge of control and application methods which will minimize the possibility of secondary problems such as unintended effects on wildlife. These applicators must demonstrate knowledge of the use of these pesticides which will minimize or prevent hazards to humans, pets, and other domestic animals.

(b) **Forest pest control** applicators shall demonstrate practical knowledge of the types of forest, forest nurseries, and seed production in their state and the pests involved. They should possess practical knowledge of the cyclic occurrence of certain pests and specific population dynamics as a basis for programming pesticide applications. A practical knowledge of the relative biotic agents and their vulnerability to the pesticides to be applied is required. Because forest stands may be large and frequently include natural aquatic habitats and harbor wildlife, the consequences of pesticide use may be difficult to assess. The applicator must therefore demonstrate practical knowledge of control methods which will minimize the possibility of secondary problems such as unintended effects on wildlife. Proper use of specialized equipment must be demonstrated, especially as it may be related to meteorological factors and adjacent land use.

(c) **Ornamental and turf pest control** applicators shall demonstrate practical knowledge of pesticide problems associated with the production and maintenance of ornamental trees, shrubs, plantings, and turf, including cognizance of potential phytotoxicity due to a wide variety of plant material, drift, and persistence beyond the intended period of pest control. Because of the frequent proximity of human habitations to application activities, applicators in this classification must demonstrate practical knowledge of application methods which will minimize or prevent hazards to humans, pets, and other domestic animals.

(d) **Seed treatment and elevator pest control** applicators shall demonstrate practical knowledge of the types of seeds that require pesticide protection against pests, and factors such as seed coloration, carriers, and surface active agents which influence pesticide binding and may affect germination. They must demonstrate practical knowledge of hazards associated with handling, sorting and mixing, and misuse of treated seed such as introduction of treated seed into food and feed channels as well as proper disposal of unused treated seeds. Applicators must demonstrate proper use of grain fumigants to protect seeds, knowledge of the safe handling and application techniques, worker exposure and protection considerations, and reentry standards into fumigated structures. They must demonstrate practical knowledge of using herbicides around and rodenticides and avicides in and around these structures.
**(e) Aquatic pest control** applicators shall demonstrate practical knowledge of the secondary effects which can be caused by improper application rates, incorrect formulations, and faulty application of pesticides used in this classification. They shall demonstrate practical knowledge of various water use situations and the potential of downstream effects. Further, they must have practical knowledge concerning potential pesticide effects on plants, fish, birds, beneficial insects, and other organisms which may be present in aquatic environments. These applicators shall demonstrate practical knowledge of the principles of limited area application.

**(f) Right-of-way, rangeland, pasture, and noncrop pest control** applicators are applicators who apply pesticides and who shall demonstrate practical knowledge of a wide variety of environments since right-of-way, rangeland, pasture, and noncrop sites can traverse many different terrains, including waterways. They shall demonstrate practical knowledge of problems on runoff, drift, excessive foliage destruction, and potential effects to livestock and nontarget organisms. Applicators must have the ability to recognize target plants and differentiate them from nontarget plants. They shall also demonstrate practical knowledge of the nature of herbicides and the need for containment of these pesticides within the target application site, and the impact of their application activities in the adjacent areas and communities.

**(g) Industrial, institutional, structural, and health related pest control** applicators must demonstrate a practical knowledge of a wide variety of pests and their life cycles, types of formulations appropriate for their control, and methods of application that avoid contamination of food, damage and contamination of habitat and exposure of people and pets. Since human exposure includes babies, children, pregnant women, and elderly people and is frequently a potential problem, applicators must demonstrate practical knowledge of the specific factors which may lead to a hazardous condition, including continuous exposure in the various situations encountered in this classification. Because health-related pest control may involve outdoor applications, applicators must also demonstrate practical knowledge of environmental conditions particularly related to this activity.

**(i) School integrated pest management applicators** must demonstrate a practical knowledge in the principles of integrated pest management and knowledge of pesticides registered for use in the school environment, in addition to the knowledge required by applicators in the industrial, institutional, structural, and health-related category.

**(h) Wood product pest control** applicators shall demonstrate practical knowledge of the specific wood preservative products used in their operation (creosote, pentachlorophenol, inorganic arsenicals). They shall be knowledgeable about the protective clothing and equipment requirements and the requirements for proper care and disposal of work clothing and equipment. They shall demonstrate practical knowledge of application techniques which will prevent direct exposure to domestic animals and livestock, or in contamination of food, feed or drinking and irrigation water. They shall be aware of the prohibitions against eating, drinking and smoking and other potential avenues of work exposure while applying wood preservative chemicals. They must demonstrate practical knowledge of hazards of handling treated products as well as the requirements for proper disposal of pesticide waste. They must be familiar with the consumer awareness program [CAP] which will be implemented through the use of Consumer Information Sheets [CIS’s] provided to the end users of the products (consuming public).

**(i) Public health pest control** applicators shall demonstrate practical knowledge of vector-disease transmission as it relates to and influences application programs. A wide variety of pests are involved. It is essential that they be known as recognized and appropriate life cycles and habitats be understood as a basis for control strategy. These applicators shall have practical knowledge of a great variety of environments ranging from streams to those conditions found in buildings. They should also have practical knowledge of the importance and employment of such nonchemical control methods as sanitation, waste disposal, and drainage.

**(j) Regulatory pest control** applicators shall demonstrate practical knowledge of regulated pests, applicable laws relating to quarantine and other regulation of pests, and the potential impact on the environment of pesticides used in suppression and eradication programs. They shall demonstrate knowledge of factors influencing introduction, spread, and population dynamics of relevant pests. In the case of some federal agency applicators, their knowledge shall extend beyond that required by their immediate duties since their services are frequently required in other areas of the country where emergency measures are invoked to control regulated pests, and where individual judgments must be made in new situations.
(k) **Demonstration and research pest control** applicators demonstrating the safe and effective use of pesticides to other applicators and the public will be expected to meet comprehensive standards reflecting a broad spectrum of pesticide use. Many different problem situations will be encountered in the course of activities associated with demonstrations. Practical knowledge of problems, pests, and population levels occurring in each demonstration situation is required. Further, they should demonstrate an understanding of pesticide organism interactions and the importance of integrating pesticide use with other control methods. In general, it would be expected that applicators doing demonstration pest control work possess a practical knowledge of all the standards detailed in ARM 4.10.204. In addition, they shall meet the specific standards required for classifications in (1)(a) through (g) applicable to their particular activity. Persons conducting field research or method improvement work with restricted-use pesticides shall be expected to know the general standards required for classifications in (1)(a) through (j), applicable to their particular activity, or alternatively, to meet the more inclusive requirements listed under "Demonstration".

(l) **Special utility pest control** applicators shall demonstrate practical knowledge of a wide variety of utility right-of-way environments. They shall demonstrate practical knowledge of problems on runoff, drift and excessive foliage destruction, and ability to recognize target organisms. They shall also demonstrate practical knowledge of the nature of herbicides and soil sterilants, the need for containment of these pesticides within the designated areas, and the impact of their application activities in the adjacent areas. They shall demonstrate practical knowledge of the specific wood preservative products used in their operation. They shall be knowledgeable about the protective clothing and equipment requirements and the requirements for proper care and disposal of work clothing and equipment. They shall demonstrate practical knowledge of application techniques which will prevent direct exposure to domestic animals and livestock, or in contamination of food, feed or drinking and irrigation water. They shall be aware of the prohibitions against eating, drinking and smoking and other potential avenues of work exposure while applying wood preservative chemicals. They must demonstrate practical knowledge of hazards of handling treated products as well as the requirements for proper disposal of pesticide waste.

**(m) Piscicide pest control** applicators shall demonstrate a knowledge of registered piscicides, and safety practices for use, storage and transportation. They shall demonstrate practical knowledge of the secondary effects which can be caused by improper application rates, incorrect formulations, and faulty application of piscicides used in this classification. They shall demonstrate practical knowledge of various water use situations, the potential of downstream effects and piscicide decontamination procedures. They must have practical knowledge concerning potential pesticide effects on plants, fish, birds, beneficial insects and other organisms which may be present in aquatic environments. They must show practical knowledge of water chemistry, pest identification, and the ecology within the aquatic environment. Applicators must also have knowledge of applicable laws and regulation related to introduction of pesticides into state waters and demonstrate practical knowledge of the principles of limited area application.

**(n) Aerial applicators** shall demonstrate practical knowledge of laws and regulations for aerial applicator pilots, operation and application safety, preventing pesticide drift, aerial pesticide dispersal systems, calibrating aerial application equipment, and making an aerial pesticide application.

**(o) Livestock Protection Collars** shall demonstrate practical knowledge of safe handling and attachment of collars, disposal of punctured or leaking collars, contaminated animal remains, contaminated vegetation and soil, and contaminated clothing. They must show knowledge of practical treatment of 1080 poisoning in humans and domestic animals. Be familiar with record keeping, Montana pesticide laws and rules, collar labeling and Technical Bulletins for the Livestock Protection Collar.

**(p) Sodium Cyanide (M-44)** shall demonstrate practical knowledge of safe handling and attachment of the capsules and the M-44 ejector device, proper use of the antidote kit and demonstrate proper placement of the M-44 ejector device. They must be familiar with all applicable federal, state, and local laws and regulations on the cyanide capsules and M-44 devices, labels and labeling, biology of wild canids, environmental considerations, disposal and storage. They must have knowledge of the required record keeping, possession of the Use Restriction Bulletins and training manual for M44 applicators.

**These categories must earn credits through category specific training; a limited number of core credits will qualify.**