



STATEMENT OF SERVICE REQUIREMENTS

PESTICIDE AND FERTILIZER PROGRAM

AUGUST 2015

Pesticide businesses are required to provide every customer with a statement of service (SOS) for every pesticide application. The following information has been prepared to clarify the requirements of K.S.A. 2-2455 and K.A.R. 4-13-4a and the Policy Statement of October 1, 2014 regarding documentation. This summary is to be used only as a guide. The Kansas Pesticide Law and Regulations are available on the Kansas Department of Agriculture website: <http://agriculture.ks.gov/divisions-programs/pesticide-fertilizer>.

THE STATEMENT OF SERVICES MUST BE:

1. Presented to the customer within 30 days of the pest control service and prior to the due date for payment of the services, unless the services are prepaid
2. Upon the customer's request, the statement of services shall be presented to the customer no later than close of business on the business day following the request
3. Retained by the business for three years after the application, or for three years after the expiration of any guarantee or service agreement
4. Provided to tenants for their portion of multi-unit dwellings upon request by the tenant or building manager
5. Upon request, a duplicate of the statement of services provided to the customer shall be made available to the secretary or the secretary's designee within two business days

All documents comprising the statement of services shall be presented to the customer in paper format, unless the customer agrees to receive all or part of the statement of service in **electronic format**. Records or diagrams created or maintained in an electronic format must:

- Be able to be reproduced in a readable paper copy
- Be available in either a paper or digital file as requested by the secretary or secretary's designee

SOS REQUIREMENTS

1. Business name, street address, city, state of the **pesticide business licensee**
The street address of the pesticide business licensee's office that provides the pest control service for the name customers must be included
2. The name, address, city, state of the **customer**. Address of customer must include either the street address or the rural route and box number.
3. The common or scientific **name of each pest** to be controlled or prevented by the pesticide application. Examples: "cockroach", "white grub", "greenbug", "broadleaf weeds", "grassy weeds." Pest names must be more specific than just "bugs" or "weeds." "Occasional invader" is not allowed as the name of the pest, instead the pest must be specified
4. A. The **complete product name** of each pesticide applied, as the name appears on the label, and the EPA Registration Number of each pesticide. If the product label states the product is exempt from EPA registration, please state this on the SOS

<i>Examples:</i>	Tempo SC Ultra	EPA Reg. No. 3125-498
	AAtrex 4L Herbicide	EPA Reg. No. 100-497
- B. The **rate** (or rates), of application for each pesticide applied if a rate is prescribed on the product label, stated in terms of unit of measure
Examples: pounds per acre, gallons per linear foot, ounces per cubic foot, gallons per 1000 square feet or 4 gallons per 10 linear feet per 2 foot depth
- C. The **concentration** of the active ingredients of each pesticide product used, if the label includes directions regarding a concentration to be used
Examples: 0.25 %, or 150 ounces per 100 gallons of water

- D. The **quantity** of pesticide mixture actually applied (quantity of diluted pesticide)
Examples: 5 pounds granules, or 70 gallons tank mix
- E. The **total area** to which the pesticide was applied in terms of square feet, square yards, acres or similar units of measure. (May also be linear or volumetric units)
5. The **date and location** of each and every pesticide application
6. The **expiration** date of any guarantees, if any is given with the pest control service
7. The **signature** may be legibly written, printed or electronic as the name of the individual who performed or supervised the performance of the pest control service or the application of pesticides
8. The **wind speed and direction** for the site of each application unless the application is inside a structure, injected into the soil, a bait station or as a barrier treatment for structural pests within 10 feet of a structure
9. Conspicuously state “**Pesticide applied at less than label rate**” whenever a pesticide mixture or solution is applied at a dosage, concentration, or frequency of application which is less than that specified on the pesticide’s label or labeling. Or inform the customer and obtain the customer’s written acceptance before the initial application
10. When the pest to be controlled is a **wood destroying pest** (which includes termites, carpenter ants, powder post beetles, wood borers and wood rot fungus) the licensee shall include the following items on the SOS:

A representative diagram of the structure to be treated, not a crude sketch, which labels the structure as a slab, crawl space or basement type construction. Also, concrete slabs adjacent to the foundation must be included on the diagram. An example is on the KDA website: [Wood-Destroying Diagram](#)

The diagram must show the areas of active and inactive infestations.

The conditions under which retreatments will be made.

The approximate dates of inspections after original treatment.

If the treatment is not a complete treatment as defined by KDA in K.A.R. 4-13-1, then the words “Limited Treatment,” “Partial Treatment”, “Spot Treatment,” “Baiting System” “Wood Treatment” or “Alternative Treatment,” must be written on the SOS. Each pesticide application that is not a complete treatment of the entire structure must show the areas of treatment on the representative diagram. Refer to K.A.R. 4-13-7 for requirements for different application procedures.

If a complete treatment is not done due to exigent circumstances, these must be described on the SOS.

BAITING SYSTEMS SOS MUST INCLUDE:

- If the service was for inspection or placement of monitoring or bait stations
- Dates of inspection or placement of both monitoring or bait stations
- Location on diagram of all monitoring and bait stations
- SOS or contract must state the dates of inspection or inspection intervals and the conditions under which baits will replace monitors
- Each licensee must maintain records of the dates of placement, inspection and locations of all bait and monitoring stations

PERIODIC APPLICATIONS REQUIRE SUPPLEMENTAL STATEMENTS

If a company has a written contract for periodic applications with a customer, some of the requirements may be included on that contract and the contract would be part of the statement of pesticide services (SOS). The SOS must be presented to the customer upon completion of the initial treatment and supplemental statements including date, pesticide name, EPA number and quantity used, wind direction and velocity, and signature of the applicator shall be presented following each periodic application.

Effective October 1, 2014