
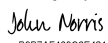




POLICY & PROCEDURE

INTERGRATED PEST MANAGEMENT (IPM)			Category: Operations
			Number: 900-15
			Classification: Internal
Effective Date: 6/7/2023	Supersedes: Policy # 900-15 4/6/2021	Policy Originator: Utility and Operations Manager 	Approved By: City Manager <small>DocuSigned by:</small>  <small>B9B7AF409C8E421...</small> Acting City Manager Bristol Ellington

1. PURPOSE/SCOPE:

The purpose of this policy is to provide a basis for pest management activities provided by the City of Shoreline (City) that will protect public health, as well as water quality, federal endangered and threatened species, and state, county and local species of concern. The City is committed to applying an Integrated Pest Management (IPM) approach to all pest management activities undertaken by City staff and City-hired contractors. This Policy applies to pesticide use on property that is maintained by the City and the City's contractors and shall be used as guiding principles for the design and construction of all City projects.

The goals of the policy are to:

1. Reduce and/or eliminate use of pesticides in the City that pose known significant human or animal health, or environmental risks.
2. Promote the use of non-hazardous or reduced risk alternatives that are protective of human and animal health and the environment that include preventive, cultural, mechanical, biological and chemical treatment in that hierarchical order.
3. Establish a program where pesticides that are categorized as toxic or persistent are used only when a pest is deemed a threat to public health, safety, the environment, or to prevent economic damage (emergency or exemption) and only after other alternatives have been evaluated and judged to be ineffective.
4. Create awareness among City staff, City contractors and citizens of integrated pest management techniques and environmental stewardship.
5. Provide a means of educating affected City departments to practice the most appropriate approach to managing pests on City property.

2. AFFECTED PARTIES:

- Administrative Service Department (Parks, Fleet and Facilities Division)
- City Manager's Office (Assistant City Manager)
- Public Works (Utility and Operations Division, Engineering)
- Recreation, Cultural and Community Services Department (Environmental Services)

3. POLICY:

The City of Shoreline, in carrying out its pest management operations, shall focus on long-term prevention or control to acceptable levels of pest problems with minimum negative impact on human health, non-target organisms, and the environment. City employees and City-contractors will perform pest management operations at authorized areas in a manner that reduces or eliminates synthetic pesticide use to the maximum extent feasible and practical.

The following treatments are listed in the order in which they shall be executed:

Prevention – This is the most effective pest management strategy. By reducing the capacity of the ecosystem to support target pest populations through design and appropriate management, the opportunities for pest establishment can be reduced or eliminated. Prevention strategies include:

- Reducing the preferred harborage, food, water or other essential requirements of pests.
- Using weed-free materials for landscape planting beds, planters, parks, right-of-way, easements and trail construction and maintenance.
- Designing projects that consider the potential impacts of pests and mitigate through the use of appropriate landscape design (water requirements, weed barriers, native plants, etc.).

Cultural – Cultural control is the use of management activities that prevent pests from developing due to enhancement of desired conditions. Specific examples include:

- Selection and placement of materials that provide life-support mechanisms for pest enemies and competitors.
- Modification of pest habitat by reducing pest harborage, food supply and other life support requirements.
- Vegetation management including irrigation, mulching, fertilization, aeration, seeding, pruning and thinning to enhance growth of desirable plants.

Mechanical – Mechanical control is accomplished by using physical methods or mechanical equipment to control pest infestations. Methods include:

- Mowing and line trimming
- Hand pulling of weeds
- Burning
- Hand-removal of infestation
- Trapping

Biological – Biological controls include the introduction or enhancement of natural enemy populations to target pests. Introduction of non-indigenous organisms has an associated risk factor and should be thoroughly evaluated prior to implementation. Biological methods include:

- Conservation and augmentation of the pest's natural enemies
- Introduction of host-specific enemy organism
- Pheromone traps

Chemical – Chemical control of pests is accomplished by using organic or synthetic products.

Organic pesticides are naturally occurring compounds that can be used for pest treatments and can be used by City-staff and contractors with Work Unit Supervisor approval. Organic pesticides will be used if one or more of the following scenarios is true:

- (1) where an exception is warranted after it is shown that other organic alternatives have been unsuccessful in eradicating the pest;
- (2) where the use of an organic pesticide can help prevent the spread of a given pest or infestation; and
- (3) where a pest problem is likely to be controlled effectively without escalation to a synthetic pesticide treatment.

Synthetic pesticides are manufactured and are made up of sulphur, chlorine, nitrogen, and other chemicals and can only be used with a recommendation from the IPM Coordinator and Director approval for use of Medium and High-Impact products. Synthetic pesticides will only be used if one of the following scenarios is true:

- (1) Where an exception is warranted after it is shown that other organic alternatives have been unsuccessful in eradicating the pest;
- (2) where the use of synthetic pesticides is needed to prevent unacceptable health risks or economic loss; and
- (3) where the use of synthetic pesticides is needed to prevent the development of unsafe conditions.

In these cases, the City will employ a reduced-risk chemical pesticide strategy, which means lower toxicity pesticides (organic) will be used first followed by more potent pesticides (synthetic), if needed. This is to be accomplished under the supervision of a licensed applicator that has been trained in application methods, IPM techniques, safety precautions, pest biology, proper use of personal protective equipment, appropriate storage and handling, environmental concerns, and employee rights regarding pesticide use.

4. DEFINITIONS:

“Adjuvant”

An adjuvant is any substance in a herbicide formulation or added to the spray tank to improve herbicidal activity or application characteristics.

"Biological control"

This method uses biological technologies to manage unwanted pests. Examples of this type of control include, but would not be limited to, the use of pheromone traps for management of Indian meal moth in food storage/preparation areas, or beneficial insect release for control of certain types of weeds or invasive insects in landscapes.

"City Manager"

The person with overall responsibility for ensuring that the goals and objectives of this policy are followed.

"Contractor"

A person, firm, corporation, or other entity, including a governmental entity, which enters into a contract with the City of Shoreline.

"Cultural control"

The practice of modifying the growing environment to reduce the prevalence of unwanted pests. Examples include irrigation practices, proper mowing practices that include mulching, and regular aeration to improve the soil.

"Director"

The department-head designated with overall responsibility for ensuring that department assigned assets are managed in accordance with this and other City policies, programs and work practices. Director is also permitted to authorize the use of Medium-Impact and High-Impact synthetic chemicals on the approved pesticides list.

"Emergency"

A pest outbreak that poses an immediate threat to public health or significant economic or environmental damage.

"Environmental Stewardship"

The strategic approach to pest management in which the IPM practitioners find balance in preserving the natural integrity and health of the environment, promoting public safety and maintaining functional facilities while recommending or applying pest management methods. Environmental Stewardship philosophy helps to create awareness of Best Management Practices and their relationship to maintaining a healthy environment while conducting pest management activities.

"Exemption"

A process by which materials not on the approved materials list can temporarily be used, but only after all alternatives have been reviewed, implemented and found to be ineffective in controlling the pests.

"IPM Committees"

A governance structure consisting of Executive, Steering and Technical Team committees tasked with administration of the IPM program for the City of Shoreline.

“IPM Coordinator”

A City employee appointed by the City Manager that is tasked with implementing this Policy into an Integrated Pest Management program. The Grounds Maintenance Supervisor has been appointed to this role.

“Integrated Pest Management (IPM)”

A coordinated decision-making and action process that uses the most appropriate pest control methods and strategies in an environmentally and economically sound manner to meet pest management objectives.

“Landscapes”

Grounds that are actively managed such as parks, planters, landscape and bio-retention beds, lawns around public buildings, rights-of-way, easements, stormwater ponds, watersheds, and open space, etc., excluding large tracts of forestland.

“Mechanical Controls”

The use of IPM control methods utilizing hand labor or equipment such as mowers, graders, weed eaters, and chainsaws. Crack and crevice sealants and closing small entryways (e.g., around pipes and conduits) into buildings for insect and rodent management would also be mechanical methods.

“Organic pesticides”

Are products that have not been modified in any way from their original composition. The most common are plant oils. Many types of plants produce an odorous oil that can be used as both a deterrent for insects as well as a “contact kill.” Organic pesticides have not been changed or modified in any way, although they are many times diluted in water. Examples may include but are not limited to types of mint, diatomaceous earth, or boric acid.

“Pest”

An organism that damages or interferes with desirable plants in fields, landscapes, or wildlands, or damages homes or other structures. Pests also include organisms that impact human or animal health. Pests may transmit disease or may be just a nuisance. A pest can be a plant (weed), vertebrate (bird, rodent, or other mammal), invertebrate (insect, tick, mite, or snail), nematode, pathogen (bacteria, virus, or fungus) that causes disease, or other unwanted organism that may harm water quality, animal life, or other parts of the ecosystem.

“Pesticide”

Any substance, or mixture of substances to kill or control or mitigate a pest. Pesticides include “insecticides” for use against insects, “herbicides” for use against weeds, “fungicides” for use against fungi or fungal spores, and “rodenticides” which kill rats and mice, etcetera.

“Physical Controls”

Control practices that physically keep pests from places where they're not wanted, such as window screens and sealing cracks and crevices.

“Public Operator License”

The Annual license required by Washington State Department of Agriculture (WSDA) for employees of a government agency persons engaged in the business of applying pesticides to public or private property.

“Restricted pesticides”

Any products or synthetic pesticides that:

- (a) Contain a pesticide product or active ingredient that has the signal words “warning” or “danger” on the label;
- (b) Contain a pesticide product classified as a human carcinogen or probable human carcinogen under the United States Environmental Protection Agency 1986 Guidelines for Carcinogen Risk Assessment; or
- (c) Contain a pesticide product classified as carcinogenic to humans or likely to be carcinogenic to humans under the United States Environmental Protection Agency Guidelines for Carcinogen Risk Assessment.

“Sensitive Area “

All lakes, rivers, playgrounds, dog parks, and trails, and associated buffer areas as determined by red and yellow shaded areas on the Pesticide Sensitivity Priority Zone Map (Attachment A) and critical areas defined in S.M.C 20.80. Sensitive areas do not include overlapping roads or vegetated center road medians.

“Signal Words”

Signal words are found on pesticide product labels, and they describe the acute (short-term) toxicity of the formulated pesticide product. The signal word can be either: DANGER, WARNING or CAUTION. Products with the DANGER signal word are the most toxic. Products with the signal word WARNING and CAUTION are respectively lower in toxicity. The U.S. Environmental Protection Agency (EPA) requires a signal word on most pesticide product labels. They also require it to be printed on the front panel, in all capital letters to make it easy for users to find. The only pesticide products that are not required to display a signal word are those that fall into the lowest toxicity category by all routes of exposure (oral, dermal, inhalation, and other effects like eye and skin irritation).

“Synthetic pesticide”

Is any product that has been modified by humans for the use of killing or repelling pests. The active ingredients are generally produced synthetically, e.g., are synthetic chemicals that prevent, mitigate, destroy, or repel any pest; or that act as a plant growth regulator, desiccant, defoliant or nitrogen stabilizer. There are many classes of synthetic pesticides. The main classes consist of organochlorines, organophosphates, carbamates, neonicotinoids, and pyrethroids. (EPA definition).

“Work Unit Supervisor”

A non-exempt employee with supervisory responsibilities to manage the work of assigned employees.

“WSDA”

Washington State Department of Agriculture. WSDA oversees all issues regarding the registration, licensing and enforcement of laws and regulations pertaining to pesticides.

5. PROCEDURES:

Each Work Unit Supervisor shall monitor for pests in their area of responsibility. If pest treatment is deemed necessary, the Work Unit Supervisor shall conduct a Treatment Site Evaluation and Treatment Evaluation as outlined herein.

5.1 – Treatment Site Evaluation

- 5.1.1** Monitor each pest ecosystem to determine pest population, size, occurrence, and natural enemy population, if present.
- 5.1.2** Identify decisions and practices that could affect pest populations as well as keeping records of such monitoring.
- 5.1.3** Set a threshold level, based on how much aesthetic or economic damage the site can tolerate from pests including impacts to the operation and maintenance of public utilities, fire hazards, traffic and pedestrian safety.

5.2 – Treatment Method Evaluation

- 5.2.1** Consider the potential pest treatments and determine appropriate treatment during ongoing maintenance.
- 5.2.2** Cultural, mechanical and biological practices shall be considered and employed where deemed appropriate by staff prior to applying any pesticide.
- 5.2.3** If cultural, mechanical and biological were not effective or an appropriate choice for the pest to be controlled, the Licensed Pesticide Applicator shall determine, in consultation with the Work Unit Supervisor, the most effective treatment time, based on pest biology and other variables, such as weather and local conditions. Staff may consult with the IPM Technical Team as needed and complete the optional Pesticide Application Evaluation Worksheet (Attachment C). If the Work Unit Supervisor determines that an exemption to the approved materials list is necessary or a Medium or High-Impact synthetic category pesticide is recommended, the Pesticide Application Evaluation Worksheet must be completed and approved by the IPM Coordinator and the Director for Medium-Impact and all High-Impact chemicals. City Manager will be informed of all High-Impact chemical applications.

5.2.4 Determine appropriate pest treatments using the Approved Chemical List (Attachment B), in consideration of the level of exposure risk (e.g., red or yellow sensitive areas).

5.2.5 Develop a graphical display of the plan when possible (e.g., display site location on map).

5.3 – Application Method

5.3.1 As applicable, post signage to areas targeted for pesticide treatment 24 hours in advance of planned treatment.

5.3.2 Acquire the appropriate pesticide from the Work Unit Supervisor or designee on the morning of pesticide application (all pesticides are stored in a locked storage facility.)

5.3.3 Gather all personal protective equipment (PPE), documents, and signage required to complete the specific pesticide application and have all of these items in your possession during the application.

5.3.4 Display proper City of Shoreline signage at all public accesses upon arriving at the site, as well as any boundary markers to designate sensitive areas where chemical application is to be avoided.

5.3.5 Apply pesticide and do not leave site unattended until treatment application has stabilized.

5.3.6 Pick up signs after twenty-four hours or the designated restricted entry interval.

5.3.7 Document pesticide usage.

6. PESTICIDE USE:

6.1 –Training

6.1.1 – Pesticide Safety Training requirements

Any person applying pesticides must hold a Washington State Department of Agriculture (WSDA) Public Operator License prior to the use of each chemical pesticide, regardless of toxicity. Holders of the Public Operator License shall complete continuing education credits in accordance with WSDA policy. A record must be made of each employee applying pesticides, and evidence of training certified by the trainer/supervisor. Copies of the training record form will be kept by the employee and the City department with pesticide application certifications and be available to local and State officials upon request.

Initial and refresher training must be performed by a licensed applicator and cover the following for each pesticide on the approved Low, Medium and High-Impact pesticide list:

- Information on the pesticide label concerning human health effects
- Hazards of the pesticide, including acute and long-term effects
- Pesticide poisoning symptoms and routes pesticides can enter the body
- Emergency first aid and how to get emergency medical care
- Routine and emergency decontamination procedures
- Need for, limitations, use, and cleaning of personal protective equipment (PPE)
- Prevention, recognition and first aid for heat-related illnesses
- Safe procedures for handling pesticides, including engineering controls and transportation of chemicals and equipment
- Environmental concerns, such as drift and runoff
- Warnings against taking pesticides home
- Regulatory requirements, including Safety Data Sheets (SDS) and Pesticide Safety Information Series (PSIS)
- Purpose and requirements of medical supervision, when applicable
- Location of hazard communication information
- Employee rights

6.1.2 – City IPM Policy Training

All City staff applying or supervising the application of pesticides are required to attend an annual IPM training session. The purpose of the City's IPM training is to provide an overview of the IPM policy and procedures and highlight emerging goals and issues related to pest control. This training will be developed and provided by the City's IPM Coordinator with input from Executive Team, Steering Committee and Technical Team and incorporated into the existing National Pollutant Discharge Elimination System (NPDES) Illicit Discharge Detection and Elimination (IDDE) training curriculum.

6.2 – Personal Protective Equipment (PPE)

The City of Shoreline will provide personal protective clothing, as stated on the manufacturer's label, and equipment to City personnel engaged in the application of pesticides on City of Shoreline property. This will be in accordance with the City's safety program. Contractors are required to provide their own PPE.

6.3 – Storage, Mixing and Disposal

Storage – Pesticides and pesticide containers shall be kept in secure and safe locations in accordance with existing laws. Special care will be taken to prevent pesticide contamination. The storage area will limit access to only authorized personnel. All pesticides in stock will be inventoried regularly and, if necessary, rotated on the shelf to assure that the oldest dated items are used first.

Mixing – Mixing of pesticides shall only be performed by those individuals holding a Public Operators License in an area designated for this purpose and where spill containment is present. Mixing is to occur only during daylight hours. Water supply shall have a backflow prevention device - to prevent back flow into the water supply.

All mixed pesticide nurse containers shall be labeled with the following information:

- Name of pesticide

- Category of pesticide
- EPA registration number
- Active ingredient
- Entity (City of Shoreline)
- Expiration Date

Disposal – All pesticides used and resulting empty pesticide containers shall be disposed of in accordance with all State and Federal regulations and label recommendations. The disposal of these materials requires care in handling and use of all necessary protective equipment. Empty pesticide containers, other than bags, must be rinsed and drained into the spraying equipment at the approved mixing and rinsing station by the user, at the time of use, using the triple rinse method. Rinse solution should be applied to the treated areas where deemed practicable or disposed of in accordance with Washington State regulations.

6.4 – Pesticide Transport

Before transporting pesticides, containers are to be tightly closed and secured, with labels legible. Only licensed applicators shall transport pesticides. Pesticides shall not be transported in passenger cabs of vehicles.

Any pesticide containers holding 1-gallon or less of concentrate and/or 3-gallon backpack sprayers with diluted pesticides may be transported outside of the vehicle cab in a manner that will prevent spillage onto the vehicle or off the vehicle.

Any truck carrying pesticides for application will have spill cleanup materials in the vehicle including personal protective clothing, shovel, and absorbent material.

There will be a Safety Data Sheet in the vehicle for the pesticide being transported.

6.5 – Documents Required When Applying Pesticides

Any person applying a pesticide on City of Shoreline property must have in their possession the following documents:

- Pesticide label
- Pesticide SDS
- Medical Emergency Contact Information
- WA State proof of pesticide certification
- Special local needs (SLN) label if applicable

6.6 – Pesticide Sensitivity Map and Approval of Pesticide Use

A Pesticide Sensitivity Zone Map and table with pesticide allowed in each zone is provided and maintained by the City (Attachment A). The corresponding Approved Pesticide List show pesticides in the Low-impact, Medium-impact and High-impact categories (Categories 1, 2 and 3 respectively) are in Attachment B. The objectives of the pesticide sensitivity map are to communicate relative pesticide risk to users of the site through colored coded zone maps and guide pesticide application in each zone.

Using the Pesticide Sensitivity Zone Map:

- "Red" denotes areas with high likelihood exposure to people and pets and/or waterways should not be treated with any materials from the Approved Pesticide List, except in in cases where the pest is deemed a threat to public health, safety, the environment, or to prevent economic damage (by emergency or exception).

Application of any material from the Approved Pesticide List must be approved by the Director with the recommendation of the IPM Coordinator after alternatives have been evaluated and the least impact pesticide selected. The City Manager is to be notified of any application approvals to be conducted in "Red" areas.

- "Yellow" denotes areas with some exposure to people, animals, and/or waterways should only be treated with materials from the Approved Pesticide List as follows:
 - Low-Impact chemicals on the approved materials list may only be used with the Work Unit Supervisor recommendation and IPM Coordinator, approval.
 - Medium-Impact products as approved by the IPM Coordinator, and
 - Organic products from the approved Medium-Impact list may only be used with the Work Unit Supervisor recommendation and IPM Coordinator, approval.
 - Synthetic products on the approved Medium-Impact list may only be used with a recommendation from the IPM Coordinator and Director approval. The City Manager is informed of pesticide applications in this category in advance of application.
 - High Impact Materials on the approved material list as recommended by the IPM Coordinator and approved by the Department Director. The City Manager is to be notified of any application approvals for High-Impact materials.
 - "Uncolored" denotes remaining areas with low likelihood of exposure to people, animals, and/or waterways should only be treated with materials from the Approved Pesticide List as follows:
 - Low-Impact chemicals on the approved materials list may be used with the Work Unit Supervisor approval.
 - Medium-Impact products as approved by the IPM Coordinator, and
 - Organic products from the approved Medium-Impact list may only be used with the Work Unit Supervisor approval.

- Synthetic products on the approved Medium-Impact list may only be used with a recommendation from the IPM Coordinator and Director approval. The City Manager is informed of pesticide applications in this category in advance of application.
- High Impact Materials on the approved material list as recommended by the IPM Coordinator and approved by Director The City Manager is to be notified of any application approvals for High-Impact materials and in the case of stinging insects, approval notifications will be made after application to mitigate the threat to public health and safety. This applies to all sensitivity zones.

6.7 – Posting of Application Sites

When pesticides are scheduled to be used on ballfields, City occupied and unoccupied facilities, parks, playgrounds, or trails signs shall be posted.

6.7.1 – Signs

Small freestanding informational signs displaying the City's logo shall be posted (Attachment D) and include the following information:

- Date and time of planned application
- Location within the site to be treated,
- The pest to be controlled,
- The pesticide used,
- A department contact name and phone number to call for more information, and
- Small colored flags shall define the area to be treated.

6.7.2 – Posting Duration

Ballfields, City Occupied Facilities, Parks, Playgrounds and Trails

Signs shall be posted a minimum of 24 hours prior to the start of the pesticide application and will remain posted for a minimum of 24 hours after the application unless the pesticide label specifies a different time frame.

Median Islands and Right-of-Way Landscaping

If no power application apparatus is used to treat landscape within the right-of-way, no posting of signs is required pursuant to RCW 17.21.400. If power application apparatus is used, the City's name and contact information shall be displayed along with the words "VEGETATION MANAGEMENT APPLICATION" on any power application apparatus.

6.8 – Application

6.8.1 – Pesticides on Approved IPM List

- Application(s) shall be made when pests are most likely to be controlled to acceptable levels by a treatment strategy.
- Care shall be observed not to damage any non-target organisms. For instance, when applying a non-selective herbicide. Spraying shall be confined to target species and drift should be avoided.
- No pesticides are to be applied in any designated playground areas unless conditions call for control of a hazardous or noxious pest. In this case, the area shall be closed until reentry is deemed safe and a minimum

25-foot buffer is established or larger if warranted by the chemical to be applied.

- No pesticides shall be sprayed when weather conditions are:
 - In excess of 10 mile per hour winds
 - Such that indications of temperature inversion are present
 - Damp or foggy
 - Rainy or such that rain is forecast within 48 hours
 - Cold (below 40°) or hot (above 90°)

6.8.2 – Pesticides Not on Approved IPM List

In an emergency or under specific circumstances where there is a risk to public health or the environment, chemical products not on the approved materials list can temporarily be used, but only after reasonable alternatives have been reviewed, evaluated, and/or implemented, or as allowed through Special Local Needs (SLN) registrations provided by Washington State Department of Agriculture (WSDA).

Exemptions may be one-time or programmatic, and the decision to use non-approved chemicals shall be based upon an evaluation of the failure or success of alternatives, and taking into consideration public health, environmental, and financial risks. Exemption decisions shall be made by the Director as recommended by the IPM Coordinator and must be accompanied by an explanation provided as part of a completed Pesticide Application Evaluation Worksheet.

Pesticides approved for programmatic use may be added to the Approved IPM List if all necessary criteria have been met, as recommended by the IPM Coordinator, and as approved by the Director.

6.8.3 – Reporting and Record Keeping

- Application of pesticides shall be documented according to RCW 17.21.100 and records must be kept for 7 years from the date of application.
- City hired contractors shall be required to report any use of pesticides to the IPM Coordinator within 24 hours of application. This report should include the Pesticide Application Record (Attachment E) along with any other pertinent information.

6.9 – Complaints and Spills

In case of a pesticide-related complaint, staff shall notify their Work Unit Supervisor. The supervisor shall coordinate and review related City communications and may elect to forward the complaint to the IPM Technical Team or Steering Committee for further investigation if they cannot resolve the issue.

Small spills of pesticides shall be cleaned up immediately with absorbent material such as cat litter. For pesticide spills that are larger and require a coordinated response, staff shall notify their supervisor and the City's Senior Surface Water Program Specialist. Staff shall remain on-scene and support the clean-up efforts as

directed by the Senior Surface Water Program Specialist or other Surface Water Utility staff.

6.10 – Violation Documentation

All employees of the City of Shoreline who have been trained to apply pesticides may be required to do so as part of their regular duties. Those who possess a Public Operator License are subject to discipline by the Washington State Department of Agriculture if they violate regulations outlined in RCW 17.21.150. City employees will also be subjected to City of Shoreline personnel rules and regulations.

7. GOVERNANCE:

A tiered governance structure is established to facilitate adherence to and implementation of this policy. The framework uses a set of tiered groups with defined roles and responsibilities. The governance structure includes an Executive Team, Steering Committee, Technical Team and an IPM Coordinator. The roles and responsibilities of each group is explained in the following sections.

7.1 – Executive Team

7.1.1 – Executive Team Membership

The Executive Team consists of Directors from stakeholder departments where this policy applies. This includes the Directors from Administrative Services, Public Works and Recreation, Cultural and Community Services departments. It also includes a representative from the City Manager's Office to ensure policy conformance with City Council Goals and Objectives.

7.1.2 – Executive Team Responsibilities

The Executive Team will provide leadership and oversight to ensure that this policy is implemented in accordance with the procedures outlined herein.

Additional responsibilities include:

- Attend scheduled meetings
- Review and approve the annual pesticide report
- Review and adjudicate issues raised by the Steering and/or Technical Team
- Approve or deny changes recommended to this policy by the Steering and/or Technical Team

7.2 – Steering Committee

7.2.1 – Steering Committee Membership

The Steering Committee consists of management representatives from stakeholder departments where this policy applies. This includes the Parks, Fleet and Facilities Manager, Parks Superintendent, Community Services Manager, Utility and Operations Manager, Surface Water Manager, Wastewater Manager and Grounds Maintenance Supervisor.

7.2.2 – Steering Committee Responsibilities

The Steering Committee is responsible for evaluating and prioritizing policy and procedure change requests and process improvements to recommend to the Executive Committee. Additional responsibilities include:

- Attend scheduled meetings
- Identify issues to be raised to the Executive Team
- Review, approve, and prioritize new or change of policy and/or procedure requests recommended by the Technical Team
- Ensure that departmental procedures, budget, and staffing decisions support implementation and adherence to the policy.
- Communicate policy goals and procedures to reporting staff
- Review of annual pesticide usage report

7.3 – IPM Technical Team

7.3.1 – Technical Team Membership

The Technical Team consists of staff members knowledgeable about alternatives to pesticide use, the principles of low risk IPM, and safe application of pesticides. At least one member of the Technical Team shall possess a WSDA Pesticide Applicator License and will include one staff member from Grounds, Facilities, Parks, Streets/Stormwater maintenance, Wastewater and Surface Water operations respectively.

7.3.2 – Technical Team Responsibilities

The Technical Team is responsible for monitoring pest problems or areas where pest problems may occur in their work unit or area of assigned responsibility. Additional responsibilities include:

- Assist with tracking pesticide use at the work unit level to ensure that the information is collected correctly and available to develop the annual pesticides report
- Review effectiveness of treatment methods and chemicals used
- Assist with the development and periodic review of the IPM Policy
- Ensure SDS's are current
- Assist in training of peer staff
- Identify issues to be raised to the Steering Committee

7.4 – IPM Coordinator

An employee appointed by the City Manager that is tasked with implementing this Policy into an Integrated Pest Management program. The IPM Coordinator is primarily responsible for:

- Leading the development and implementation of the IPM Policy and coordinating efforts to adopt IPM techniques City-wide
- Scheduling and facilitating the IPM Executive Team, Steering Committees and Technical Team meetings
- Communicating IPM policy goals and procedures to IPM Committee members, staff and contract personnel
- Scheduling and/or conducting training sessions for City staff and City-hired contractors

- Collecting and collating pesticide application data from all City departments and City-hired contractors needed to generate the annual pesticide usage report
- Keeping current on all Federal (EPA), State (WSDA) and local regulations.

8. ATTACHMENTS:

- A. Pesticide Sensitivity Zone Map
- B. Approved Pesticide List
 - Category 1: Low-Impact
 - Category 2: Medium-Impact
 - Category 3: High-Impact
- C. Pesticide Application Evaluation Worksheet
- D. Pesticide Signs
 - Category 1: Caution (Low-Impact)
 - Category 2: Warning (Medium-Impact)
 - Category 3: Danger (High-Impact)
- E. Pesticide Application Record

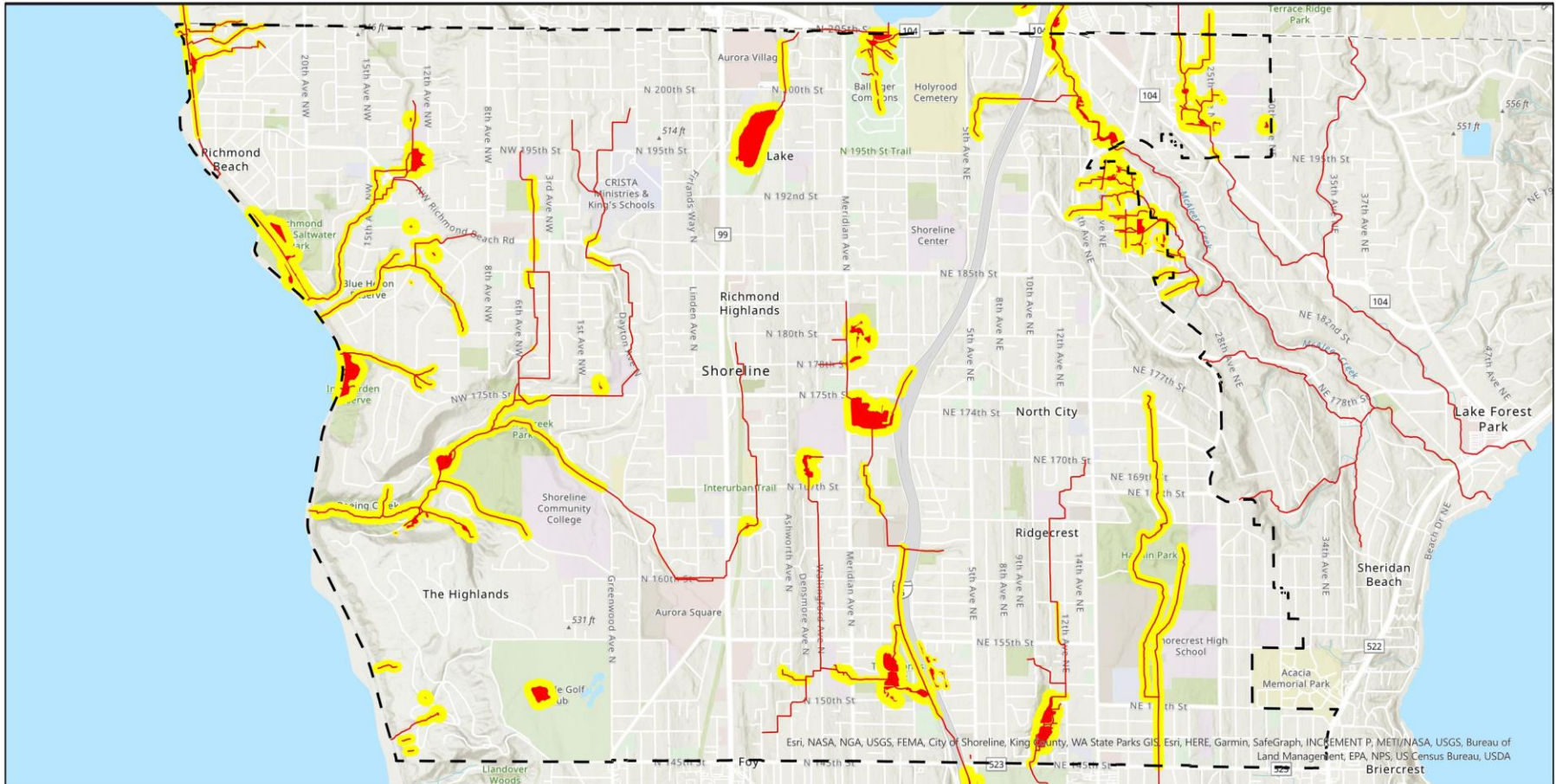
ATTACHMENT A

Pesticide Sensitivity Zone Map Key

MAP AREA	APPROVAL AUTHORITY
No Color	<p>Products from the approved Low-Impact materials list may be used by Licensed Pesticide Applicators without Work Unit Supervisor approval.</p> <p>Medium - Impact chemicals on the approved materials list may be used as recommended by the IPM Coordinator and approved for use by the Director.</p> <p>High - Impact chemicals on the approved material list and approved for use by the Director for High-Impact chemicals.</p>
Yellow	<p>Products from the approved Low-Impact list may be used by Licensed Pesticide Applicators without Work Unit Supervisor approval.</p> <p>Medium - Impact chemicals</p> <ul style="list-style-type: none"> • Organic products from the approved Medium-Impact list may only be used with Work Unit Supervisor approval. • Synthetic products on the approved Medium-Impact list may only be used with a recommendation from the IPM Coordinator and Director approval. The City Manager is informed of pesticide applications in this category in advance of application. <p>High - Impact chemicals on the approved material list and approved for use by the Director for High-Impact chemicals.</p>
Red	<p>Application of any material from the Approved Pesticide List must be approved by the Director from the recommendation of the IPM Coordinator after alternatives have been evaluated and the least impact pesticide selected.</p>

ATTACHMENT A

Pesticide Sensitivity Zone Map



Esri, NASA, NGA, USGS, FEMA, City of Shoreline, King County, WA State Parks GIS, Esri, HERE, Garmin, SafeGraph, INC,EMENT P, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA Briercrest

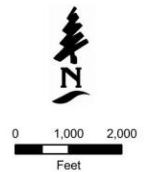
Date Printed: 8/28/2020 | Request: 26116



Integrated Pest
Management

Sensitive Waterways

- ┌ ┐ Shoreline City Limits
- Sensitive Area - Stream
- Sensitive Area - Wetland
- Sensitive Area Wetland Buffer
- Sensitive Area Stream Buffer



This map is not an official map. No warranty is made concerning the accuracy, currency, or completeness of data depicted on this map.

ATTACHMENT B
APPROVED PESTICIDE LIST

CATEGORY 1: LOW-IMPACT & ORGANIC MATERIALS LIST

(May only be used with Work Unit Supervisor approval)

Product Name	Use	Active Ingredient	EPA/State Reg. Number	Organic (O) Synthetic (S)	Safety Data Sheet & Product Label	Signal Word: SDS & Label	OMRI Certification	Active Ingredient Listed on Salmon Safe High Hazard Pesticide List (Y/N)
AzaMax	Insecticide	1.2% azadirachtin and 98.8% other ingredients	71908-1	O	SDS Label	Caution Caution	OMRI	N
Avenger® Weed Killer Concentrate	Herbicide	74 – 78% d-Limonene, 1-4% castor oil, and 18-23% emulsifiers	92967-1	O	SDS Label	Caution Caution	OMRI	N
Benefect Botanical Decon-30	Disinfectant	0.05% thymol and 99.95% other ingredients	84683-3-74771	O	SDS Label	None None	Not Listed	N
BotaniClean	Germicide	0.051% thymol and 99.949 inert ingredients	34810-25-70385		SDS Label	None None	Not Listed	N
CimeXa™ Insecticide Dust	Insecticide	Amorphous silicon dioxide (silica gel)	73079-4	O	SDS Label	Caution Caution	Not Listed	N
Desect Diatomaceous Earth	Insecticide	85% silicon dioxide, 10% other elemental oxides, and 5% moisture	7655-1	O	SDS Label	None Caution	OMRI	N
EcoVia™ EC Emulsifiable Concentrate	Insecticide	20% thyme oil, 14% 2-phethethyl propionate, 8% rosemary oil and 58% inert ingredients	73079-14001	O	SDS Label	Caution Caution	Not Listed	N
InTice™ Granular Bait	Insecticide	5% boric acid granule and 95% other ingredients	73079-6	O	SDS Label	Caution Caution	Not Listed	N
Javelin WG	Insecticide	85% Bacillus thuringiensis (Bt.) and 15% other ingredients	70051-66	O	SDS Label	Caution Caution	OMRI	N
MotherEarth D	Insecticide	100% diatomaceous earth	499-509	O	SDS Label	Caution Caution	OMRI	N
Neem Oil	Insecticide	70% neem oil and 30% other	70051-2-54705	O	SDS Label	Caution Caution	Not Listed	N

PureCrop1®	Insecticide	10% soybean oil, 5% corn oil 85% inert ingredients	997400-19001	O	SDS Label	Caution Caution	OMRI	N
Sluggo® Slug & Snail Bait	Molluscicide	1% ferric phosphate and 99% other ingredients	67702-3-70051	O	SDS Label	Caution Caution	OMRI	N
Web Out	Herbicide	30-40% acetic acid, 30-40% water, <10%, isopropanol, <4.5% sodium lauryl sulfate, <3% citronella oil, <3% lemongrass oil, and <3% thyme oil	64405-12001	O	SDS & Label	Caution Caution	Not Listed	N
Tomcat (granules)	Rodenticide	2% peppermint oil, 1% cinnamon oil, 0.95% sodium lauryl sulfate, 0.10% garlic oil and 99.95% other	90780-17002	O	SDS Label	None Caution	Not Listed	N
Weed-A-Way	Herbicide	15% lemon grass oil, 5% clove oil and 80% soybean oil	998920-10001	O	SDS Label	None Caution	Not Listed	N
Weed Zap	Herbicide	45% clove oil, 45% cinnamon oil and 10% lactose and water	68573-20001	O	SDS Label	Caution Caution	OMRI	N

ATTACHMENT B

APPROVED PESTICIDE LIST

CATEGORY 2: MEDIUM-IMPACT MATERIALS LIST

(May only be used with Work Unit Supervisor approval for organics and Department Director approval for synthetics)

Product Name	Use	Active Ingredient	EPA/State Reg. Number	Organic (O) Synthetic (S)	Safety Data Sheet & Product Label	Signal Word: SDS & Label	OMRI Certification	Active Ingredient Listed on Salmon Safe High Hazard Pesticide List (Y/N)
AXXE Broad Spectrum	Herbicide	36. - 41% ammonium nonanotate and 59 – 64% other ingredients	70299-23	O	SDS Label	Warning Warning	OMRI	N
EVERGREEN® Pyrethrum Concentrate	Insecticide	5% pyrethrum and 95% proprietary or non-hazardous ingredients	1021-2560	O	SDS Label	Warning Caution	OMRI	N
FirstStrike® Soft Bait	Rodenticide	0.0025 difethialone and 99.9975% inert ingredients	7173-258	O	SDS Label	Warning Caution	Not Listed	N
Generation® BlueMax Mini Blocks	Rodenticide	0.0025 difethialone and 99.9975% inert ingredients	7173-288	O	SDS Label	Warning Caution	Not Listed	N
Hot Shot Ultra Liquid Ant Bait	Insecticide	0.05% dinotefuran and 99.5% other ingredients	9688-242-8845	S	SDS Label	None Caution	Not Listed	N
Neemix® 4.5	Insecticide	4.5% azadirachtin and isopropanol	70051-9	O	SDS Label	Warning Caution	OMRI	N
Opensight™	Herbicide	62.13% aminopyralid potassium, 9.45% metsulfuron-methy, 0.1% titanium dioxide, 0.2-5.2% kaolin and 23.12-28.12% other ingredients	62719-597	S	SDS Label	Warning Warning	Not Listed	N
Safer® Brand Wasp & Hornet Killer	Insecticide	Ethyl alcohol and Di-Limonene (exact percentages withheld as a trade secret)	36488-47	O	SDS Label	Warning Caution	OMRI	N
Scythe	Herbicide	57% pelargonic acid, 29.7% petroleum distillates solvent dewaxed and 10.5% petroleum distillates solvent refined, and 2% inert ingredients	10163-325	O	SDS Label	Warning Warning	Not Listed	N

Takedown	Rodenticide	0.01% bromethalin and 99% inert ingredients	7173-304	S	SDS & Label	Warning Caution	Not Listed	N
Tomcat (spray)	Rodenticide	1.5% sodium lauryl sulfate, 0.5% peppermint oil, 0,25% cinnamon oil, 0.002% garlic oil and 97.48% other	90780-17001	O	SDS Label	Warning Caution	Not Listed	N
NuFarm Polaris	Herbicide	27.6% Isopropylamine salt of Imazapyr	228-534	S	SDS Label	Caution Caution	Not Listed	N
Sedgehammer	Herbicide	5% Halosulfuron-methyl, methyl 3-chloro-5-(4,6-dimethoxypyrimidin-2-ylcarbamoylsulfamoyl) -1-methylpyrazole-4-carboxylate	81880-24-10163	S	SDS Label	Caution Caution	Not Listed	N

ATTACHMENT B
APPROVED PESTICIDE LIST
CATEGORY 3: HIGH-IMPACT MATERIAL LIST

(May only be used with recommendation from IPM Coordinator and with Director approval)

Product Name	Use	Active Ingredient	EPA/State Reg. Number	Organic (O) Synthetic (S)	Safety Data Sheet & Product Label	Signal Word: SDS & Label	OMRI Certification	Active Ingredient Listed on Salmon Safe High Hazard Pesticide List (Y/N)
CRC Wasp & Hornet Killer Plus™	Wasp & Hornet	0.2% tetramethrin, 0.125% phenothrin and 99.675% other	55809-3	S	SDS Label	Danger Caution	Not Listed	N
Crossbow® L	Herbicide	34.4% 2,4-Dichlorophenoxyacetic acid, butoxyethyl ester, 16.5%, triclopyr-2-butoxyethyl ester, 41.5% kerosene, 1.9% 2-ethylhexanol and 5.70% other ingredients	62719-260-34704	S	SDS Label	Danger Caution	Not Listed	N
EcoSMART Wasp & Hornet Killer	Insecticide	To 100% white mineral oil, wintergreen oil, isopropyl alcohol, canola oil, isopropyl myristate, carbon dioxide and trade secret %'s of peppermint oil and 2-phenethyl propionate	62577-17003	O	SDS Label	Danger None	Not Listed	N
EcoPCO® AR-X Multi-Purpose Insecticide	Insecticide	1% 2-Phenethyl Propionate, 4% pyrethrins, 4% isopropyl alcohol, 5% benzyl alcohol, 20% propane and 69% petroleum distillates	89459-60	O	SDS Label	Danger Caution	Not Listed	N
Essentria IC3 Insect Concentrate	Insecticide	40% mineral oil, 37% wintergreen oil, 10% rosemary oil, 5% geraniol, 3% vanillin, 2% peppermint oil balance other ingredients	89459-16002	O	SDS Label	Danger Caution	Not Listed	N
Gentrol IGR Concentrate	Insecticide	9% (s)-hydroprene, 59.12% petroleum distillates, 5.6 – 6.5% alkyl benzenesulfonic and the balance of inert and trade secret ingredients	2724-351	S	SDS Label	Danger Caution	Not Listed	N

Green Gobbler 20% Vinegar Weed Killer	Herbicide	20% acetic acid and 80% non-hazardous ingredients	85208-1-93489	O	SDS Label	Warning Danger	OMRI	N
Phantom	Insecticide	21.45% chlorfenapyr, 0.03% acetic acid, 1,2, benzisothiazol and other ingredients	241-392	O	SDS Label	Danger Caution	Not Listed	N
PT® 565 Plus XLO® Pressurized Contact Insecticide	Insecticide	0.5% pyrethrins, 5% acetone, 3.0% petroleum distillates, 3.0% piperonylbutoxide	499-290	S	SDS Label	Danger Caution	Not Listed	N
PT Alpine Flea & Bug Insecticide	Insecticide	By weight: 0.25% dinotefuran, 0.1% pyriproxyfen, and 7-10% petroleum distillates	499-540	S	SDS Label	Danger Caution	Not Listed	N
Stomp Wasp & Hornet Spray	Insecticide	60-100% soparaffinic hydrocarbon and 1-% carbon dioxide	44446-54	S	SDS Label	Danger Caution	Not Listed	N
Summerset All Down Concentrate	Herbicide	23% acetic acid, 14% citric acid, and 63% other ingredients	84069-1	O	SDS Label	None Danger	OMRI	N

ATTACHMENT C

Pesticide Application Evaluation Worksheet

NOTE: The purpose of this worksheet is to help staff assess the environmental impacts of pesticide application and evaluate non-chemical pesticide alternatives in accordance with the City's Integrated Pest Management (IPM) Policy. Pesticide applicators and/or supervisors may elect to keep completed worksheets as a record to refer to when evaluating future pest management options. Completion of this worksheet is mandatory for all chemical applications.

Name: Department: Date:	Site(s) of Proposed Application (include nearest address, cross streets, and/or location coordinates): Date(s) or General Timeframe of Proposed Application:
---------------------------------------	--

SITE INFORMATION

Site Description. Include specific spray locations, proximity to pedestrians, playgrounds, and bodies of water. Use Pesticide Sensitivity Priority Zone Map to evaluate.

Pest Population (include species name, size of area affected, and occurrence density):

1. Will pesticide application occur completely within low-risk, non-shaded areas as defined by the City's Pesticide Sensitivity Priority Map?

- Yes
 No

If 'NO', indicate the appropriate area and provide an explanation for why pest control is required:

- Low impact (No color)
 Medium risk/sensitive area buffer (Yellow)
 High risk/ sensitive area (Red)

2. Have other methods of pest control been attempted? If yes, list methods:

3. Has the economic feasibility of non-chemical methods of pest control (hand weeding, traps, introducing natural enemies, etc.) been considered? If yes, state conclusion:

- Yes

No

4. Are all proposed pesticides on the City's Approved Low-Impact Materials (No Color) chemical list? If "NO", indicate the appropriate list:

- Yes
- No
- Medium-Impact (Yellow)
- High-Impact (Red)
- Not Listed

Description of proposed pesticides (include trade name(s), common name(s), and concentration of active ingredients):

Use of Low-Impact Category pesticides can be applied by Licensed Pesticide Applicator with approval of the Work Unit Supervisor.

Use of Medium-Impact Category organic pesticides requires written approval from the Work Unit Supervisor prior to their use and written approval of IPM Coordinator and Director for Medium-Impact Synthetic pesticides.

Use of High-Impact Category pesticides requires written justification by Work Unit Supervisor to the IPM Coordinator for organic and synthetic pesticides and written approval from the IPM Coordinator and Director prior to application and City Manager notification of application.

Approval of Licensed Applicator: _____ Date: _____
(Low-Impact Category Products)

Approval of Work Unit Supervisor: _____ Date: _____
(Medium-Impact Organic Category Products)

Approval of IPM Coordinator: _____ Date: _____
(Medium-Impact Synthetic, High-Impact or not listed Category Products)

Approval of Director: _____ Date: _____
(Medium-Impact Synthetic, High-Impact or not listed Category Products)

ATTACHMENT D

Category 1: Caution (Low-Impact)



**PESTICIDE APPLICATION
KEEP OFF
WHILE POSTED**

DATE/TIME:	LOCATION:
PESTICIDE:	REASON:
CONTACT NAME:	PHONE #: EMAIL:

ATTACHMENT D

Category 2: Warning (Medium-Impact)



PESTICIDE APPLICATION

KEEP OFF

WHILE POSTED

DATE/TIME:	LOCATION:
PESTICIDE:	REASON:
CONTACT NAME:	PHONE #: EMAIL:

ATTACHMENT D

Category 3: Danger (High-Impact)



PESTICIDE APPLICATION

KEEP OFF

WHILE POSTED

DATE/TIME:	LOCATION:
PESTICIDE:	REASON:
CONTACT NAME:	PHONE #: EMAIL:

ATTACHMENT E



Pesticide Management Division
 PO Box 42560
 Olympia WA 98504-2560
 Phone: (877) 301-4555

Pesticide Application Record (Version 1 — Single Application)

This form must be completed the same day as the application and it must be retained for 7 years. (Chapter [17.21 RCW](#))

1. Date of Application —Year: _____ Month: _____ Day: _____ Start Time: _____
 Stop Time: _____
2. Name of person for whom the pesticide was applied: _____
 Firm Name (if applicable): _____
 Street Address: _____ City: _____ State: _____ Zip Code: _____
3. Licensed Applicator's Name (if different from #2 above): _____ License Number: _____
 Firm Name (if applicable): _____ Phone Number: _____
 Street Address: _____ City: _____ State: _____ Zip Code: _____
4. Name of person(s) who applied the pesticide (if different from #3 above): _____
 License Number(s) (if applicable): _____
5. Crop or Type of Site: _____
6. Total Area Treated (acre, square feet, etc.): _____
7. Was this application made as a result of a WSDA Permit? No Yes —If yes, give Permit Number: _____
8. Pesticide Information (list all information for each pesticide, including adjuvants (buffer, surfactant, etc.) in the tank mix):

a) Full Product Name	b) EPA Registration Number	c) Total Amount of Pesticide Applied in Area Treated	d) Pesticide Applied /Acre (or other measure)	e) Concentration Applied
			/	
			/	
			/	
			/	
			/	

9. Address or **exact location** of application (if the application is made to one acre or more of agricultural land, the field location must be shown on the map on page two of this form):

10. Wind direction and estimated velocity (mph) during the application: _____
11. Temperature (F°) during the application: _____
12. Apparatus license plate number (if applicable): _____
13. Application Method/Type: Air Ground Chemigation
14. Depth of Chemigation Application: _____
15. Other Information: _____

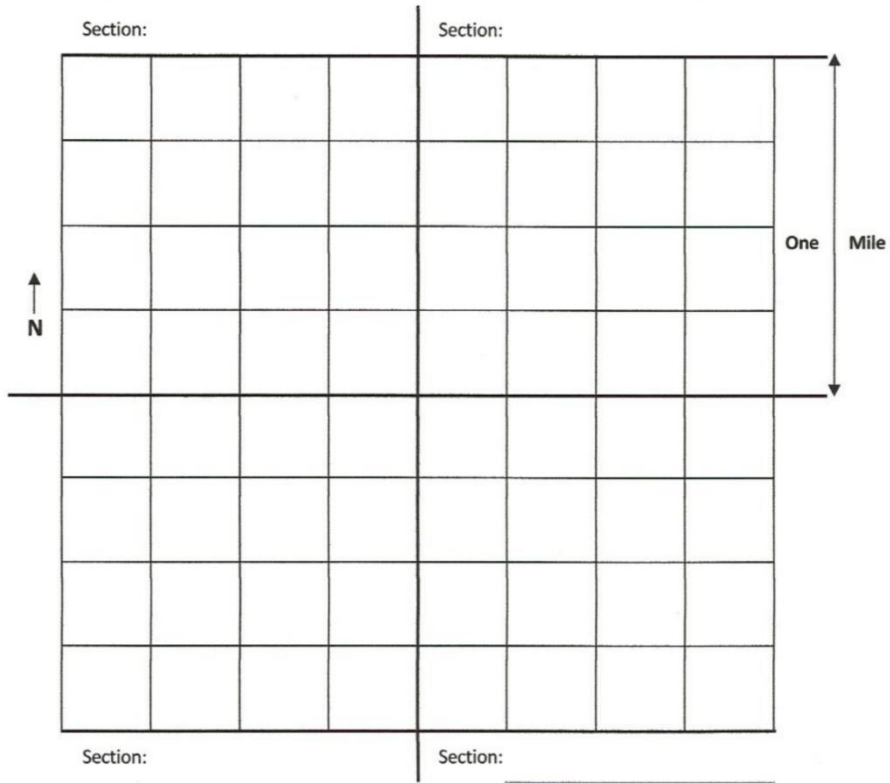
ATTACHMENT E

Location of Application

If the application covers more than one township or range, please indicate the township & range for the top left section of the map only.

Township: _____ N
Range: _____ E W (please indicate)
Section(s): _____
Block: _____ Farm Unit: _____
or GPS: _____
County: _____

PLEASE NOTE: The map is divided into 4 sections with each section divided into quarter-quarter sections. Please complete it by marking the appropriate section number(s) on the map and indicate as accurately as possible the location of the area treated.



Other Information:

ATTACHMENT E

INSTRUCTIONS

Pesticide Application Record (Version 1 — Single Application)

1. Date may be spelled out or indicated numerically. Time must be indicated as start and stop times.
2. Include complete first and last name.
3. If the person's name is the same as Number 2, write "same" in the space for the licensed applicator's name and include the license number (if applicable) and phone number.
4. Include complete first and last name(s).
5. Indicate type of land (crop) or site treated, not location. (Examples: Wheat, apples, rights-of-way, lawn, trees and shrubs, crawl space, wall voids, etc.)
6. Total Area treated may also be stated in terms such as linear feet, cubic feet, etc. Specify the term to which the number refers. If spot treatment, write spot treatment.
7. If the application was made under permit, but no permit number was issued, indicate the date the permit was issued.
8.
 - a) Brand name found on the pesticide label. If the material is an adjuvant (buffer, spreader, sticker, surfactant, etc.), write in brand name found on the product's label.
 - b) EPA Registration Number found on the pesticide container label. If the material is being applied under a federal experimental use permit and no EPA Registration Number exists, list the federal experimental use permit number. If an adjuvant (buffer, spreader, sticker, surfactant, etc.), write in the state registration number.
 - c) Indicate the amount of pesticide formulation (product) applied to the total area listed on line 6.
 - d) Other measures may include amount/square feet, amount/cubic feet, amount/linear feet, etc.
 - e) Concentration may be listed in various ways, such as: Amount of product/100 gallons water, percent formulation in the tank mix (i.e., 1%), gallons per acre of output volume (i.e., GPA), ppm (or other measure), or inches of water applied (chemigation). Specify the term to which the number refers.
9. Agricultural land includes such areas as forest lands and range lands. It does not include transportation and utility rights-of-way.
10. Indicate the direction from which the wind is blowing. Measure wind velocity in MPH. If the wind varies in direction and velocity during the application, indicate the range of variance (e.g., S-SW 3-7 MPH). Wind readings shall be obtained in close proximity to the application site.
11. Indicate temperature in degrees Fahrenheit (it may be indicated as the range encountered during application). Temperature readings shall be obtained in close proximity to the application site.
12. Only for Commercial Application businesses.
13. Check one.
14. Depth of application/inches of water (chemigation).
15. This space is available for any additional information you may wish to include.

Certificate Of Completion

Envelope Id: 6F07A3C9AAE84B03AC75C5A61C79685C	Status: Completed
Subject: Complete with DocuSign: 900-15 Integrated Pest Management Policy	
Source Envelope:	
Document Pages: 32	Signatures: 1
Certificate Pages: 5	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Jessica Simulcik Smith
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	17500 Midvale Ave N
	Shoreline, WA 98155
	jsimulcik@shorelinewa.gov
	IP Address: 146.129.242.52


Record Tracking

Status: Original	Holder: Jessica Simulcik Smith	Location: DocuSign
6/15/2023 4:17:35 PM	jsimulcik@shorelinewa.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Shoreline	Location: DocuSign

Signer Events

Lance Newkirk
 lnw@shorelinewa.gov
 Utility and Operations Manager
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
 Using IP Address: 24.113.248.236

Timestamp

Sent: 6/15/2023 4:22:43 PM
 Resent: 6/21/2023 5:13:44 PM
 Viewed: 6/21/2023 6:05:01 PM
 Signed: 6/21/2023 6:05:20 PM

Electronic Record and Signature Disclosure:

Accepted: 6/21/2023 6:05:01 PM
 ID: 4bad17c5-18bc-40ce-9618-72e8d5b8da96

John Norris
 jnorris@shorelinewa.gov
 Acting City Manager
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 B9B7AF409C8E421...
 Signature Adoption: Pre-selected Style
 Using IP Address: 98.59.158.158

Sent: 6/29/2023 4:08:02 PM
 Viewed: 6/29/2023 8:58:32 PM
 Signed: 6/29/2023 8:58:40 PM

Electronic Record and Signature Disclosure:

Accepted: 6/29/2023 8:58:32 PM
 ID: 95f779d5-6d10-4ad3-b9b2-02c9d97678f9

In Person Signer Events **Signature** **Timestamp**

Editor Delivery Events **Status** **Timestamp**

Agent Delivery Events **Status** **Timestamp**

Intermediary Delivery Events **Status** **Timestamp**

Bristol Ellington		Sent: 6/15/2023 4:22:44 PM
bellington@shorelinewa.gov		Resent: 6/21/2023 5:13:44 PM
City Manager		Resent: 6/29/2023 4:08:01 PM
City of Shoreline		Completed: 6/29/2023 8:58:40 PM
Security Level: Email, Account Authentication (None)		

Electronic Record and Signature Disclosure:

Accepted: 6/29/2023 9:16:56 AM
 ID: a94f7841-2918-4c90-b369-3151874d4efc

Certified Delivery Events **Status** **Timestamp**

Carbon Copy Events	Status	Timestamp
---------------------------	---------------	------------------

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	6/15/2023 4:22:44 PM
Envelope Updated	Security Checked	6/29/2023 4:08:00 PM
Envelope Updated	Security Checked	6/29/2023 4:08:00 PM
Envelope Updated	Security Checked	6/29/2023 4:08:00 PM
Certified Delivered	Security Checked	6/29/2023 8:58:32 PM
Signing Complete	Security Checked	6/29/2023 8:58:40 PM
Completed	Security Checked	6/29/2023 8:58:40 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Shoreline (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Shoreline:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: clk@shorelinewa.gov

To advise City of Shoreline of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at clk@shorelinewa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Shoreline

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to clk@shorelinewa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Shoreline

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to clk@shorelinewa.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Shoreline as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Shoreline during the course of your relationship with City of Shoreline.