TO: BRANCH I STRUCTURAL PEST CONTROL OPERATORS

FROM: KOREN J. WIDDEL, AGRICULTURAL COMMISSIONER/SEALER

SUBJECT: 2020 REGISTRATION REQUIREMENTS

Food and Agriculture Code (FAC) section 15204.5 requires that licensed Structural Pest Control Branch I companies and their licensed operators and field representatives register annually with the Agricultural Commissioner prior to conducting business in the County. If your business is registering with the San Mateo County Agricultural Commissioner as a Branch I structural pest control business for the first time you must register in person. If your business has registered with San Mateo County in past years, you may register by mail. Registration hours will be from 1:00 p.m. – 4:00 p.m. Monday through Friday from December 2, 2019 through February 14, 2020. Beginning on February 17th, registration hours will be 2:00 p.m.- 4:00 p.m. If you choose to register in-person, please plan to arrive by 3:30 p.m. to allow the Biologist adequate time to handle your registration. Our office is located at 728 Heller St., Redwood City. Please bring or mail the following items:

1. A completed Structural Pest Control Branch I registration (blank enclosed).
2. A completed list of Operators/Field Representative performing work in San Mateo County (blank enclosed).
3. Annual registration fee of $25.00, payable to San Mateo County.

Be aware that incomplete forms, incorrect information, or the incorrect fee will delay completion of your registration. The registration forms are also available on our Department website. If registering by mail, please send all registration materials to:

SAN MATEO COUNTY AGRICULTURAL COMMISSIONER
P.O. BOX 999, REDWOOD CITY, CA  94064-0999

The Branch 1 “responsible person” must be listed on the registration form. The “responsible person” must be either the qualifying manager as defined in Business and Professions (B & P) Code section 8506.2 or the branch supervisor as defined in B & P Code section 8611. List each branch office (location) that will be performing fumigations in the county. A Branch 1 company must register separately from its Branch 2 or Branch 3 businesses. There will be an amendment fee of $10 for licensees added to the registration at a later date.

Monthly Summary Pesticide Use Reports (MSPURs)

Structural Pesticide Use Stamps issued by the Structural Pest Control Board (SPCB) are now being validated through CalAgPermits, the online use report site. It is no longer necessary to send in stamps if you are submitting use reports on-line. Instead you must retain the purchased stamp, which should be affixed to your MSPUR paper copy for three years from the report submission date. REMINDER: for Negative use reports, no pesticide use stamps or stamp numbers are required. If you would like to start submitting your MSPURs online, please send an email requesting a username and password to smateoag@smcgov.org or contact our office at (650)363-4700.

We would like to hear from you. Please visit our Department website to complete a short one minute online Customer Survey at www.smcgov.org/agwm
If you **do not** intend to perform pest control work in San Mateo County this year, please complete and return this form with the information filled out below. You may send it by mail to:

San Mateo County Agricultural Commissioner  
P.O. Box 999  
Redwood City, CA  94064-0999

You may fax it to (650) 367-0130 or e-mail it to smateoag@smcgov.org.

☐ I will **not** be performing pest control work in San Mateo County during 2020.

Business Name  

_____________________________   _______   ____________________________

Printed Name     Date        Signature

(please print)