

# San Mateo County Department of Agriculture

## NOTICE OF INTENT (NOI) POLICY

- NOIs may be submitted to the Commissioner by the operator of the property to be treated, the operator's authorized representative, or by the licensed pest control business that is to apply the pesticide. However, it is the operator's responsibility to assure that the NOI is accurate.
- NOIs must include all of the required information on the attached checklist.
- NOIs must be received by the Agricultural Commissioner's office 24 hours prior to the application, unless a waiver is granted. NOIs for field fumigations or use of materials that are toxic to bees are required 48 hours prior to the application.
- ***NOIs for an application scheduled for the weekend or Monday morning must be received in the office by 3:00 p.m. on Friday.***
- The Commissioner may allow a **waiver** of the 24 hour notice if she/he determines that because of the nature of the commodity, or the pest problem, effective pest control cannot be attained, or when 24 hours are not necessary to adequately evaluate the intended application. All requests for waivers must be noted on the NOI and followed by a verbal request, in person or by phone, to our office. A waiver is not granted until an Inspector reviews the notice and the Inspector grants the waiver.
- The date and time the intended application is to start are required on the NOI.
- Include all materials on the NOI, intended to be applied to the crop during an application of a California Restricted Material, not just the restricted material. This includes adjuvants as well as pesticides.
- The application may start within four days of the date given on the NOI if delays are caused by conditions such as rain, wind, or equipment breakdown.
- If an application will take more than seven days from the date given on the NOI, a new NOI is required.

### NOTICES MUST BE SUBMITTED USING ONE OF THE FOLLOWING OPTIONS:

1. **PERSON:** Notices may be hand delivered to our office during regular office hours, or put through the mail slot in the door when the office is closed.  
Office hours: Monday through Friday 8:00 a.m. to 5:00 p.m.
2. **FAX:** Notices may be faxed to our Redwood City Main office at **(650)367-0130**.
3. **E-MAIL:** Notices may be e-mailed to [SMateoAg@smcgov.org](mailto:SMateoAg@smcgov.org). Please put **NOI: Your Farm Name** in the Subject line of the e-mail.
4. **PHONE:** Call Redwood City Main office at (650)363-4700 and leave message in NOI mailbox.
5. **CalAgPermits** ([www.calagpermits.org](http://www.calagpermits.org)): Web-based (online) pesticide permitting program.

SAN MATEO COUNTY DEPARTMENT OF AGRICULTURE

NOTICE OF INTENT TO APPLY PESTICIDES  
CHECKLIST/GROWER RECORD

Redwood City Phone # (650) 363-4700

Fax # (650) 367-0130

E-mail: [SmateoAg@smcgov.org](mailto:SmateoAg@smcgov.org).

Please include NOI: Farm Name in the subject line of the email.

All NOIs should be called or faxed in 24 hours prior to the application.

Field Fumigations must be called in 48 hours prior to the application.

Weekend and holiday application NOIs must be submitted by 3 p.m. on the work day preceding the holiday or weekend.

Please remember to include all of the following information  
when submitting an NOI:

<input type="checkbox"/>	Name of Business _____
<input type="checkbox"/>	Permit Number _____
<input type="checkbox"/>	Date of application (include time if known) _____
<input type="checkbox"/>	Location or Site # _____
<input type="checkbox"/>	Crop Name _____
<input type="checkbox"/>	# of Acres to be Treated _____
<input type="checkbox"/>	Name of Pesticide(s) _____
<input type="checkbox"/>	Rate _____
<input type="checkbox"/>	Reason for Treatment-Insects? Weeds? Preplant? _____

\_\_\_\_\_  
Name of Person Submitting NOI

\_\_\_\_\_  
Date and Time