

SUPPLEMENTAL MATERIAL

AGENDA COVER MEMO

DATE: July 16, 2003

TO: Lane County Board of Commissioners

DEPT.: Public Works

PRESENTED BY: Sonny P.A. Chickering, County Engineer

AGENDA ITEM TITLE: Ordinance Nos. 8-03, 9-03, 10-03 and 11-03 In the Matter of Amending Chapter 15 of Lane Code to Establish a Last Resort Policy for Right-of-Way Herbicide Application (LC 15.500)

I. MOTION

See Original Board Agenda Packet.

II. ISSUE OR PROBLEM

Submission of Supplemental Materials by the Vegetation Management Advisory Committee (VMAC).

III. DISCUSSION

A. Background

At the request of the Board, VMAC has participated in reviewing and developing proposals for a Last Resort Policy for Right-of-Way Herbicide Application. At their July 9, 2003 meeting, the Committee had an opportunity to review all four proposed Ordinances.

B. Analysis

After considerable review and discussion of the four Ordinances, the Committee as a whole decided not to recommend a specific version for adoption by the Board. Instead, several Committee members indicated their intent to provide individual testimony at the Public Hearing on July 16th.

The VMAC agenda for July 9th also included a staff report on current herbicide application record keeping procedures employed as part of the Integrated Vegetation Management Program. After considerable discussion, the Committee voted to provide the documents to the Board as supplemental materials prior to the Public Hearing.

C. Alternatives / Options

See Original Board Agenda Packet.

D. Recommendation

The Committee suggests the Board review the attached materials prior to making a decision on this matter.

E. Timing

See Original Board Agenda Packet.

IV. IMPLEMENTATION / FOLLOW-UP

See Original Board Agenda Packet.

V. ATTACHMENTS

Various examples of current herbicide application records.



OREGON DEPARTMENT OF AGRICULTURE

Pesticides Division
635 Capitol St NE
Salem OR 97301-2532
(503) 986-4635

Log No:
Related Cases:

COPY

INSPECTION OF OREGON PESTICIDE APPLICATION RECORDS

1040 - 1305 #1

Name: LANE COUNTY PUBLIC WORKS
Address: 3040 N. DELTA HWY
EUGENE OR. 97408
Phone: 541/682-6900

License No: N/A
Records Reviewed From: FEB 02/09/00
To: 06/18/03

As specified in Oregon Revised Statutes - Chapter 634.146, records are required to be maintained by the following entities and/or individuals:

- Commercial Pesticide Operators,
Public Pesticide Applicators when utilizing machine powered equipment and/or "Restricted Use" Pesticides,
Commercial Pesticide Applicators not employed by an operator.

To refuse or fail to prepare and maintain records is a violation of Oregon Revised Statutes 634.372(5).

A sample of the pesticide application records of the firm/individual specified have been reviewed. Items marked "No" may be considered a violation of ORS 634 or OAR 603 and are subject to enforcement action.

Table with 2 columns: Yes/No and 10 rows of inspection criteria. All 'Yes' boxes are checked.

Applicator licensing will be verified to confirm status at date of application.

COMMENTS: INSPECTED STORAGE FACILITY; LOCKED FACILITY; PESTICIDES OFF CEMENT FLOOR; EQUIPMENT CLEAN; NO BROKEN OR LEAKING CONTAINERS; RECORDS COMPLETE; APPLICATORS' LICENSES CURRENT; VERY GOOD IVM PROGRAM; POLICY; STAFF KNOWLEDGEABLE ABOUT PROGRAM

Operator Representative/Applicator Signature

ED BARRONS
Pesticide Investigator

Michael J Perkins
Print Name/Title

JULY 17, 2003
Date of Investigation

**Lane County IVM Program
Informational Packet – IVM Records**
(as of July 2003)

Lane County Public Works keeps many different types of records concerning the different aspects of the IVM Program. This packet contains samples of the most readily accessible, commonly requested IVM records. IVM Program data is also captured on employee time sheets, inventory, cost accounting data, design plans, etc.

[Note: Black-line "boxes" on attachments are added informational notes; not part of the sample record.]

- **Roadside Inventory List** (Attachments 1 – 3)
 - IVM Program's data base of roadside features
 - Established by Board Order 89-4-12-13 for use in the IVM Program
 - Updated regularly as new information comes in on No Spray Areas (NSA's), culverts, rare & endangered plants, noxious weeds, etc. (Attachments 2 & 3)
 - Used by IVM crew to post roads prior to herbicide treatments
 - Used by IVM crew to identify sensitive areas, NSA's, etc. during herbicide applications
- **Public Notification Installation Record** (Attachment 4)
 - Established by IVM Policy, Section 4.6, "Good Neighbor & Environmental Considerations"
 - Crew completes this form to show which roads and intersections have been posted
 - Crew posts yellow signs at least 1 week prior to an herbicide application (Attachment 5)
 - Crew changes the yellow signs to orange signs the day of application; the orange signs stay in place at least 5 days following the application (Attachment 6)
- **Herbicide Application Record** (Attachment 7)
 - State required
 - Responsibility of each individual State-licensed herbicide applicator
 - IVM Program's form exceeds amount of information required by the State
 - Herbicide application truck computer-generates a data tape during operation (Attachment 8)
- **Pesticide Use Reporting System (PURS) Report Form** (Attachment 9)
 - State required as of January 2002
 - Confidential record per State regulations
 - Staff enters information electronically into State's data base
- **Master Index of Posting/Application Records** (Attachment 10)
 - Created by IVM staff in 1991 to facilitate answering questions over the phone and to help locate specific records, etc. Ounces of product used weren't entered until 1993.
 - Index includes: file page numbers (P = posting records, H = application records); Road name, road maint. number; date of posting; date of application; equipment used; reason for application; what herbicide was used; ounces of each herbicide applied
 - This Excel data base can be sorted by any of the columns to supply information in several different formats; most common format is alphabetically by road name for ease in responding to questions about specific roads
- **Request for Public Record Log** (Attachment 11)
 - PW has maintained a public request log since the beginning of the IVM Program in 1990
 - IVM staff has supplied a variety of records through the public request process, with the most common request being for posting and application records
 - 1990 to current - 14 individuals have requested some type of IVM Program record for a minimum total of 147 requests; of those 147 requests, approx. 84% were from 2 individuals
- **Public Records Requests – rights/process** (Attachment 12)
 - Guidelines for requests from County advisory committee members
 - Lane Manual pages referring to public records requests, fees, etc. (cut/pasted to save paper)

Vegetation Inventory List

COPY

2.796	-	2.820	L	SAF	DEG	-	Developed - Garden
2.803	-	2.803	B	WET	C	-	Culvert
2.810	-	3.130	R	SAF	L	-	Landscaping
2.870	-	2.941	L	NSA	NSA	-	No Spray Area
2.910	-	3.170	L	SAF	L	-	Landscaping
2.920	-	2.956	R	NSA	NSA	-	No Spray Area
2.923	-	2.948	R	NSA	NSA	-	No Spray Area
2.937	-	3.034	B	NSA	NSA	-	No Spray Area
2.941	-	2.949	L	NSA	NSA	-	No Spray Area
2.943	-	2.943	B	WET	C	-	Culvert
2.949	-	2.949	L	SLD	INTL	-	INTERSECTION - LEFT
3.130	-	3.300	R	FOR	DCF	-	Deciduous/Coniferous Forest
3.170	-	3.300	L	FOR	DCF	-	Deciduous/Coniferous Forest
3.206	-	3.356	L	T&E	AV	-	Aster Vialis
3.300	-	3.560	L	SAF	L	-	Landscaping
3.300	-	3.530	R	SAF	L	-	Landscaping
3.371	-	3.371	B	WET	C	-	Culvert
3.380	-	3.387	R	NSA	NSA	-	No Spray Area
3.399	-	3.399	R	WET	P	-	Pond
3.530	-	3.910	R	FOR	DCF	-	Deciduous/Coniferous Forest
3.530	-	3.530	R	SAF	DEG	-	Developed - Garden
3.560	-	3.640	L	FOR	DCF	-	Deciduous/Coniferous Forest
3.624	-	3.624	B	WET	C	-	Culvert
3.640	-	3.680	L	SAF	L	-	Landscaping
3.679	-	3.707	L	NSA	NSA	-	No Spray Area
3.680	-	4.150	L	FOR	DCF	-	Deciduous/Coniferous Forest
3.909	-	4.209	L	T&E	AV	-	Aster Vialis
3.910	-	4.120	R	WET	RV	-	Riparian Vegetation
3.910	-	3.910	R	SAF	L	-	Landscaping
3.980	-	3.980	R	WET	STR	-	Stream
4.040	-	4.040	B	WET	C	-	Culvert
4.090	-	4.090	L	NOX	CA	-	Cercium Arvense
4.120	-	4.510	R	FOR	DCF	-	Deciduous/Coniferous Forest
4.120	-	4.510	R	T&E	EDD	-	Erigeron Decumbens Decumbens
4.130	-	4.130	B	WET	C	-	Culvert
4.150	-	4.510	L	GR	GR	-	Grassland
4.165	-	4.165	B	WET	C	-	Culvert

NSA1786
 NSA1792
 NSA0255/Deleted: XSigns pulled 2/3/98
 NSA1796: Organic/ALSO 86514 LORANE (ADJACENT)
 NSA1781: ALSO HAS NSA 1780
 WET AS OF 6/2/02

T&E 005, DATABASE SITE, NOT SEEN DURING FIELD INVENTORY

NSA1782: WELL BELOW STREET

NSA1779

T&E 006

T&E 007

ROADSIDE INVENTORY
 Established by Board
 Order #89-4-12-13; for
 use in IVM Program

Columns, left to right

- 1 - Beginning milepost
- 2 - Ending milepost
- 3 - Side of road
- 4 - Zone (ditch)
- 5 - Group

A = foreslope
 B = ditch bottom
 C = backslope
 O = past Co. R/W

(most self-explanatory)
 SAF = sensitive area
 T&E = threatened & endangered plant
 NOX = noxious weed

6 - Code
 7 - Description
 8 - Comments

Non-color

(P)

Vegetation Inventory List

COPY

SAMPLE PAGE - Roadside features inventory

Each time a road is posted for treatment, the crew marks new features they see; this is an actual b/w copy of the printout used by the crew to post Old Mohawk Road.

- * New features are marked by the crew
- * Printout is returned to office staff
- * Office staff enters new features in data base
- * Office staff prints updated printout for crew (see next page)

MilePost	Side	Zone	Group	Code	Description	Comments
0.000 -	B	ABC	SLD	RB	ROAD BEHIND	CAMP G
0.000 -	B	ABC	SLD	BCM	BEGIN COUNTY MAINT =	= BEGIN
0.000 -	B	ABC	SLD	INTB	INTERSECTION - BOTH	MARCO
0.340 -	R	O	AG	AG	Agricultural	0.710 Culvert
0.870 -	L	ABC	SAF	L	Landscaping	
0.980 -	L	O	SAF	L	Landscaping	1.213 Culvert
1.140 -	R	O	SAF	DEG	Developed - Garden	1.250 Culvert
1.230 -	L	O	FOR	DH	Deciduous Hardwood	
1.320 -	L	O	AG	AG	Agricultural	1.345 Culvert
1.433 -	L	ABC	SLD	INTL	INTERSECTION - LEFT	HILL RD (1956-00)
1.590 -	R	O	SAF	L	Landscaping	1.438 Culvert WET 04-16-03
1.750 -	L	O	SAF	DEG	Developed - Garden	
1.890 -	B	ABC	WET	C	Culvert Connect to	1.769 Bridge
2.160 -	L	O	SAF	OR	Orchard	1.919 Culvert WET 04-16-03
2.182 -	R	ABC	NSA	NSA	No Spray Area	2.136 Culvert Dry 04-16-03
2.190 -	L	O	WET	RV	Riparian Vegetation	NSA1565: Bus Stop - REPAIRED RED & GREEN 04-16-03
2.220 -	R	O	SAF	L	Landscaping	STREAM ON LEFT
2.550 -	R	O	AG	AG	Agricultural	2.243 Culvert Dry 04-16-03
2.700 -	B	ABC	WET	C	Culvert	2.364 Culvert WET 04-16-03
2.750 -	L	O	WET	RV	Riparian Vegetation	connection 2.668 04-16-03
2.880 -	B	ABC	WET	C	Culvert	correction 2.819 04-16-03
2.980 -	L	O	AG	AG	Agricultural	
3.090 -	R	O	AG	AG	Agricultural	
3.152 -	B	ABC	SLD	INTB	INTERSECTION - BOTH	MARCOLA RD (1900-00)
3.152 -	B	ABC	SLD	ECM	END COUNTY MAINT =	= END COUNTY MAINT =
3.152 -	B	ABC	SLD	END	END	END

H

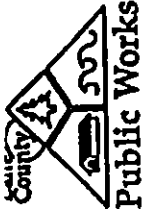
Non-color

Vegetation Inventory List

COPY

SAMPLE PAGE - Roadside features inventory
 Copy of the actual, updated printout used by
 the crew the day herbicides were applied along
 Old Mohawk Road.
 These records are continuously being updated
 as new information comes in from the crew, the
 Native Plant Society (T&E's), citizens, etc.

MilePost	Side	Zone	Group	Code	Description	Comment
0.000 -	B	ABC	SLD	RB	- ROAD BEHIND	CAMP CR
0.000 -	B	ABC	SLD	BCM	- BEGIN COUNTY MAINT =	= BEGIN COUNTY MAINT =
0.000 -	B	ABC	SLD	INTB	- INTERSECTION - BOTH	MARCOLA
0.340 -	R	O	AG	AG	- Agricultural	WET 4/16/03
0.710 -	B	ABC	WET	C	- Culvert	
0.870 -	L	ABC	SAF	L	- Landscaping	
0.980 -	L	O	SAF	L	- Landscaping	
1.140 -	R	O	SAF	DEG	- Developed - Garden	
1.213 -	B	ABC	WET	C	- Culvert	WET 4/16/03
1.250 -	B	ABC	WET	C	- Culvert	WET 4/16/03
1.320 -	L	O	AG	AG	- Agricultural	
1.345 -	B	ABC	WET	C	- Culvert	DRY 4/16/03
1.433 -	L	ABC	SLD	INTL	- INTERSECTION - LEFT	HILL RD (1956-00)
1.438 -	B	ABC	WET	C	- Culvert	WET 4/16/03
1.590 -	R	O	SAF	L	- Landscaping	
1.750 -	L	O	SAF	DEG	- Developed - Garden	
1.769 -	B	ABC	WET	C	- Culvert	BRIDGE
1.919 -	B	ABC	WET	C	- Culvert	WET 4/16/03
2.135 -	B	ABC	WET	C	- Culvert	DRY 4/16/03
2.160 -	L	O	SAF	OR	- Orchard	
2.182 -	R	ABC	NSA	NSA	- No Spray Area	NSA1565: Bus Stop
2.190 -	L	O	WET	RV	- Riparian Vegetation	STREAM ON LEFT
2.220 -	R	O	SAF	L	- Landscaping	
2.243 -	B	ABC	WET	C	- Culvert	DRY 4/16/03
2.364 -	B	ABC	WET	C	- Culvert	WET 4/16/03
2.550 -	R	O	AG	AG	- Agricultural	
2.668 -	B	ABC	WET	C	- Culvert	
2.750 -	L	O	WET	RV	- Riparian Vegetation	
2.819 -	B	ABC	WET	C	- Culvert	
2.980 -	L	O	AG	AG	- Agricultural	
3.152 -	B	ABC	SLD	INTB	- INTERSECTION - BOTH	MARCOLA RD (1900-00)
3.152 -	B	ABC	SLD	ECM	- END COUNTY MAINT =	= END COUNTY MAINT =



Lane County Department of Public Works
Public Notice Installation Record

1 of 4

P-341

Installer's Names (1) NICHOLSONGER (2) ANDERSON **COPY**

Date & Time of Installation	Road Number	Road Name	Installation Locations		Problem Vegetation Situation	Comments
			Post Mile	End MP		
04-15-03 0856 HRS	1050	CEDAR FLAT RD.	0.00	Hwy 126	GRASSES BROADLEAFS	Round up Proj GARDEN 3A, F OUST
04-15-03 0907 HRS	1050	CEDAR FLAT RD		E. CEDAR FLAT RD	GRASSES	Round up Proj GARDEN 3A, F OUST
04-15-03 0930 HRS	1050	CEDAR FLAT RD.		E.C.M		
04-15-03 0949 HRS	1054	E. CEDAR FLAT RD.	0.00	CEDAR FLAT RD		
04-15-03 1001 HRS	1054	E. CEDAR FLAT RD.		E.C.M		
04-15-03 1111 HRS	1105	BLUE RIVER DR.	0.00	Hwy. 126		
04-15-03 1113 HRS	1105	BLUE RIVER DR.		EXX CR. RD.		
04-15-03 1131 HRS	1105	BLUE RIVER DR.		BLUE RIVER RD.		
04-15-03 1135 HRS	1105	BLUE RIVER DR		ROSE ST.		
04-15-03 1139 HRS	1105	BLUE RIVER DR.		Hwy 126		

SAMPLE PAGE - Public Notification Installation Record
IVM Program's Record per LC IVM Program Policy, Section 4.6.
Beginning & ending of road, and intersections along the road, are posted at least 7 days prior to an herbicide application.
See sample posting sign, next page.
Orange signs replace the yellow signs on the day of application.

Revision - 1997

NOTICE COPY

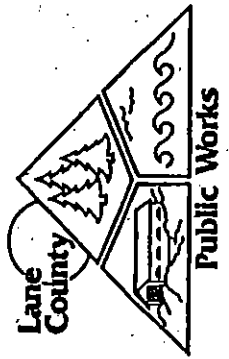
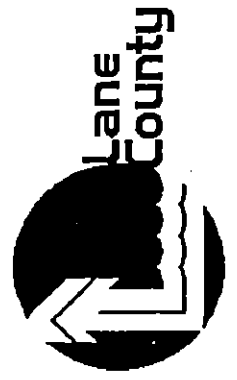
Portions of _____ Rd.
are scheduled to be treated with herbicides
on or after _____ / _____ / _____

Herbicide(s) to be used is/are _____

For the control of _____

For further information, contact the Integrated
Vegetation Management Coordinator at

682-6908



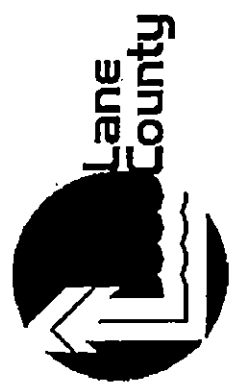
Revision - 1997

NOTICE COPY

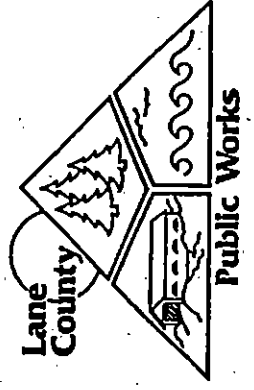
Portions of _____ Rd.
were treated with herbicides on
_____ / _____ / _____

Herbicide(s) used _____

For further information, contact the
Lane County Integrated Vegetation
Management Coordinator at



682-6908





Lane County Public Works Department
Herbicide Application Record



COPY

Applicator's Name (1) Reel (2) NIGHAN GER Equipment 91-103 Injection Truck H-458

License Numbers (1) 134220 (2) 126597

Date & Time	Road Name & Number	Location		Problem Vegetation Situation	Weather Conditions		Herbicide Applied	Active Ingredient	EPA Reg. Number	Herbicide Rate (oz/acre)	Total Amount of Herbicide Applied	Total Volume of Mix Applied **
		Start MP	End MP		Day	Wind						
05-19-03 0810 HRS	GONDYVILLE RD 2645	0.00	1.92	GRASSES & BROADLEAFS	01	W 51	OUST	SULFOMETHALON	352-401	4.0	1.7 oz	
05-19-03 0852 HRS	GONDYVILLE RD 2645	0.00	1.92	GRASSES & BROADLEAFS	02	W 55	ROUNDUP PRO	GYPHOSATE	524-475	72.0	46.4 oz	
05-19-03 0930 HRS	GONDYVILLE RD 2645	0.00	1.92	BROADLEAFS	04	NE 56	GARLON 3A	TRICLOPYR	62719-37	138.0	334.0 oz	
05-19-03 1037 HRS	ADAMS RD 2660	0.49	0.00	BROADLEAFS	02	NE 60	GARLON 3A	TRICLOPYR	62719-37	116.0		
05-19-03 1053 HRS	ADAMS RD 2660	0.49	0.00	GRASSES & BROADLEAFS	02	NE 64	ROUNDUP PRO	GYPHOSATE	524-475			
05-19-03 1110 HRS	ADAMS RD 2660	0.49	0.00	GRASSES & BROADLEAFS	02	NE 69	OUST	SULFOMETHALON	352-401			
05-19-03 1212 HRS	BRICE CR. RD. 2470	0.00	2.52	GRASSES & BROADLEAFS	02	NE 71	OUST	SULFOMETHALON	352-40			
05-19-03 1258 HRS	BRICE CR. RD. 2470	0.00	2.52	GRASSES & BROADLEAFS	04	NE 74	ROUNDUP PRO	GYPHOSATE	524-475			
05-19-03 1342 HRS	BRICE CR. RD. 2470	0.00	2.52	BROADLEAFS	04	NE 74	GARLON 3A	TRICLOPYR	62719-37			

SAMPLE PAGE - STATE REQUIRED Herbicide Application Record (responsibility of State-licensed applicator) IVM Program's form exceeds information required by State.

Abbreviations on form:
 Sign Install = orange sign was installed
 Start/End MP = begin & end mile post
 WS = wind speed
 WD = wind direction
 Temp = Temperature

Comments: SURFACTANT USED: R 11

* EPA Reg. Numbers: Copy EPA registration number(s) off of the container(s) being used today. ** Use this column only if herbicides were tank-mixed

Record METEOR. DATA
 SKY - PARTLY CLOUDY
 TEMPERATURE - 51 F
 WIND SPEED - 1 MPH
 WIND DIRECTION - WEST
 LANE COUNTY
 PUBLIC WORKS
 EUGENE OR

COPY

SAMPLE TAPE - generated by the computer
 on the truck
 Filed with the Herbicide Applicator's Record

START TIME:
 8:18 AM, 5-19-83
 START LOCATION

Hwy# - 2645, EAST
 MILE POST - 39
 REF. NO. - 0
 OPERATOR # - 718
 CHEM. CODE PUMP#1 - 1111
 CHEM. CODE PUMP#2 - 2222
 CHEM. CODE PUMP#3 - 3333

START DATA
 APPLICATION RATES:
 PUMP#1 - 144.0 OZ/ACRE
 PUMP#2 - 132.0 OZ/ACRE
 PUMP#3 - 164.0 OZ/ACRE

ACCUMULATED VOLUMES:
 PUMP#1 - 8.0 OZ
 PUMP#2 - 8.0 OZ
 PUMP#3 - 0.0 OZ

PUMP CAL. NUMBERS:
 PUMP#1 - 189.6
 PUMP#2 - 281.0
 PUMP#3 - 189.4

DISTANCE SPRAYED - 0 FEET
 DISTANCE TRAVELED - 0 FEET
 AREA SPRAYED - 0.00 ACRES

FINISH TIME:
 8:47 AM, 5-19-83
 START LOCATION

Hwy# - 2645, EAST
 MILE POST - 39
 REF. NO. - 0
 OPERATOR # - 718
 CHEM. CODE PUMP#1 - 1111
 CHEM. CODE PUMP#2 - 2222
 CHEM. CODE PUMP#3 - 3333

FINISH DATA
 APPLICATION RATES:
 PUMP#1 - 144.0 OZ/ACRE
 PUMP#2 - 132.0 OZ/ACRE
 PUMP#3 - 164.0 OZ/ACRE

ACCUMULATED VOLUMES:
 PUMP#1 - 8.0 OZ
 PUMP#2 - 8.0 OZ
 PUMP#3 - 78.6 OZ

PUMP CAL. NUMBERS:
 PUMP#1 - 189.6
 PUMP#2 - 281.0
 PUMP#3 - 189.4

DISTANCE SPRAYED - 2.41 MILES
 DISTANCE TRAVELED - 3.77 MILES
 AREA SPRAYED - 0.44 ACRES

STATE REQUIRED Pesticide Use Reporting System (PURS) Report form - Information entered on this SAMPLE is fictitious

Site Category
Right-of-Way

~~SAMPLE ONLY COPY~~

Pesticide Use Reporting Worksheet - Do Not Mail or FAX This Worksheet to ODA
All reports must be submitted electronically - <http://purs.oda.state.or.us/>

Business or Individual Name: *Lane County Public Works*

Row #	Date of use	Specific Site	Location Name	Location TRS or GPS	Product Brand Name	Product EPA Reg. No.	Amount Units	Purpose
1	06/31/03	Road Shoulder	Goodview Road	begin S. 48° 50' 02.9" W. 130° 04' 05.2" end S. 48° 50' 00.1" W. 130° 04' 04.2"	Garlon 3A	62719-37	70.8 oz.	Weed Control
2	06/31/03	Road Shoulder	Goodview Rd	begin S. " W. " end S. " W. "	RoundUp Pro	524-475	46.4 oz.	Weed Control
3	06/31/03	Road Shoulder	Goodview Rd.	begin S. " W. " end S. " W. "	Dust	352-401	1.7 oz.	Weed Control
4	06/31/03	Zone 8 Shop	Creswell	begin S. TRS end S. 18-20-60	RoundUp Pro	524-475	19.2 oz.	Weed Control
5	06/31/03	Other M-XXX	Wetland Mitigation site	begin S. 60° 58' 13.3" W. 180° 35' 47.9" end S. " W. "	Rodeo	62719-324	12 oz.	Weed Control
6	06/31/03	XXXX	County Stock pile	begin S. 60° 55' 01.4" W. 180° 85' 35.7" end S. " W. "	RoundUp Pro	524-475	221.4 oz.	Weed Control
7	06/31/03	Ramp #10	J.D. Road	begin S. 50° 40' 17.1" W. 130° 60' 06.7" end S. " W. "	Garlon 3A	62719-37	31.2 oz.	Weed Control
8	06/31/03	Ditch Line	County property	begin S. 84° 50' 15.1" W. 132° 40' 23.7" end S. " W. "	Garlon 3A	62719-37	20.0 oz.	Stump treatment



Request for Public Record

Lane County Public Works Department



COPY

Date of request	Date Prepared	Records Prepared	Fee	Requested by	Received by	Date
7/7/00	7/7/00	MSDS - (Anionic) HFE-9015	for	[redacted] thru Doug Potackler	[redacted]	7/7/00
8/21/00	8/21/00	MSDS - (Anionic) HFE-9015	for	[redacted] to Arno Nelson by phone	[redacted]	8/21/00
12/8/00	12/8/00	Prepared by Dale Wendt GM 1-40 MSDS for	N/C	[redacted]	Mashed	
5/17/01	5/18/01	P282-298 H361-370 GM-41	28 pgs \$7.00 1.98 N/C	[redacted]	[redacted]	
6/5/01	6/5/01	H-371-378	8 pgs \$2.00	[redacted]	[redacted]	
8/13/01 10:10am	8/13/01 3:00	P299-306 H374-394 GM 42-46	33 pgs \$8.25	[redacted]	[redacted]	
9/18/01 11:05am	9/18/01	P307-308 H395-405 GM 8	IVM Policy 1999-16 pgs. Standards & Guide 8/2001-62 pgs. \$22.75	[redacted]	[redacted]	
4/17/02	4/18/02	P311-316 H408-409 GM 8	8 pgs \$2.00	[redacted]	[redacted]	
4/20/02 11:12am	4/20/02 2:00pm	P312-332 H410-443 GM 50	59 pages \$14.75	[redacted]	[redacted]	
4/20/02	4/20/02	IVM Policy doc & partial Standards & Guidelines (thru Appendix A-1)	7.75	[redacted]	[redacted]	
2/25/03	2/25/03	P332-339 H-442-449 (19 pgs) GM-50-52	\$4.75	[redacted]	[redacted]	

SAMPLE PAGE - Public Record Request Log

Citizens may come in during normal working hours to view existing records at no charge; or they may request copies at 25 cents per page.

PW maintains a log of requests for records.

Summary: 1990 to 7/03
of individuals = 14

of requests per person:
#1 - 111 requests
#2 - 12 requests
#3 - 9 requests
#4 - 3 requests
#5-6 - 2 requests each
#7-14 - 1 request each

TOTAL -147

Date 8.20-02

Date 8-20-2002

Date 2/27/03

COPY

Herbicide Record Index	Garlon 3A (oz.)	Garlon 4 (oz.)	Rodeo (oz.)	Roundup Pro (oz.)	Quist (oz.)	Other
Support Function						
overlay/broadif/ScBr	70.80			18.30	0.40	
Knapweed/broadleaf	1,030.20					
overlay/broadif/ScBr				24.40		
chipseal	193.40					
overlay/broadif/ScBr	164.10			12.60	0.10	
overlay/broadif/ScBr	267.60			30.10		
overlay/broadif/ScBr	418.50			55.90	2.30	
overlay/broadif/ScBr	45.50			8.20	0.30	
overlay/broadif/ScBr	515.70			122.60	1.20	
Citizen request/blackberries	526.40			68.50		
Cut stump	20.00					87 stumps, hand
ScBroom/blackberries	903.80					
ScBroom/blackberries				23.90		
overlay/broadif/ScBr	527.30			35.20	1.90	
ScBroom/blackberries	457.70					
chipseal	31.90			7.90		
overlay/broadif/ScBr	158.00				1.20	
overlay/broadif/ScBr	334.00			46.40	1.70	
overlay/broadif/ScBr	275.40			27.90	1.10	
overlay/broadif/ScBr	2,161.30			156.10		
overlay/broadif/ScBr	1,712.40			156.10		
weed control	93.10					
chipseal	5.40			5.00	0.25	
overlay/broadif/ScBr	176.40					
overlay/broadif/ScBr	146.20			23.90		
overlay/broadif/ScBr	38.90			12.70		
overlay/broadif/ScBr	917.10			71.40	1.50	
Cut stump	2.00					
Cut stump	20.00					
ScBroom/blackberries	359.60			28.90		
ScBroom/blackberries	208.40			54.60		
Knapweed/broadleaf						
poison oak/ScBr/blackberries	822.80				1.30	
poison oak/ScBr/blackberries				181.10		
poison oak/ScBr/blackberries	188.30			13.70		
overlay/broadif/ScBr	2,407.90			256.50	4.50	
Weed control	*			*		Combined = 19.2 oz
Weed control	*			*		Combined = 32.0 oz
Weed control	*			*		Combined = 44.8 oz

SAMPLE PAGE - Index data base for Posting & Herbicide Application Records

Set up by office to facilitate answering questions over the phones, finding specific records, etc.

Records are filed according to the assigned "P" or "H" number.

Information for Advisory Committee Members
"Requests for Information"
Lane County Public Works

Regarding Status as an Advisory Committee Member:

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Any requests that go beyond what is supplied to the entire Committee for conducting their business shall be considered as coming from a member of the general public and shall be handled according to Lane Manual.

Lane Manual

2.150 "Inspection of Public Records and Requests for Information"

Policy Statement: It is the policy of Lane County that the public has a right to inspect any public record maintained by the County, consistent with ORS 192.001 through 192.500. Responses to public requests for inspection of records and information should receive timely attention; however, delays in responding are to be expected depending upon the nature of the request, workload and staffing of the office which must respond and other factors.

2.165, "Procedures for Inspection of Public Records" - Attached

2.170, "Procedures for Requests for Information" - Attached

Fees

Inspection of Public Records - No charge.

Public records are available to the public during normal business hours, except holidays. If a person desires copies of just a few pages, staff is usually able to accommodate the request for copies at the time of request.

Photocopies - \$.25 per page/side. (a duplexed page would cost \$.50)

Cassette Tapes - \$5.00 per tape.

Exception: as an advisory committee member, if you have an excused absence from a meeting, the tapes are provided, upon request, free of charge. Public Works does not have a duplicating machine, so we can not supply tapes immediately.

Mailing Information - Additional charge for postage. Photocopies and/or tapes may be mailed upon request. The cost of postage will be added to the fee and full payment must be received in advance of mailing.

All inspection of public records, requests for information, and payment of fees must be conducted during regular business hours, 8:00a.m. to 5:00p.m., excluding holidays. No exceptions.

INSPECTION OF PUBLIC RECORDS AND REQUESTS FOR INFORMATION

2.150 Policy Statement.

It is the policy of Lane County that the public has a right to inspect any public record maintained by the County, consistent with ORS 192.001 through 192.500. Responses to public requests for inspection of records and information should receive timely attention; however, delays in responding are to be expected depending upon the nature of the request, workload and staffing of the office which must respond and other factors. *(Revised by Order No. 76-5-26-8; Effective 12.26.76)*

2.155 Purpose.

The purpose of these rules is to clarify for staff how inspection of public records and requests for information may be submitted and responses made. *(Revised by Order No. 76-5-26-8; Effective 12.26.76)*

2.160 Definitions.

The "public" includes any natural person, corporation, partnership, firm or association. "Public record" includes any writing containing information relating to the conduct of the public's business, prepared, owned, used or retained by the County, regardless of physical form or characteristics.

Certified Copy. A reproduction of a public record which shall be supplied upon request and inscribed with a notation by a County employee, including signature, date and the words "Certified Copy". If the public record is not suitable for reproduction, a facsimile may be prepared and the notation "Certified Facsimile Copy", signature and date inscribed.

Copy. A reproduction of a public record made at the request of a member of the general public.

Custodian of Records. The person responsible for maintaining public records and furnishing a proper and reasonable facility for making memoranda or abstracts from the records during normal business hours.

Exempt Records. Those specified in ORS 192.500 and those records which, by law, have been determined by County Counsel to be exempt from public inspection.

Fees. Those costs specified elsewhere in the Lane Manual* which will be charged the general public and others for providing copies of public records and for supplying requested information. These fees are calculated to reimburse the County for actual costs in making such records or information available. No fee will be charged for inspection of public records. *(Revised by Order No. 76-5-26-8; Effective 12.26.76)*

*Lane Manual
601830

2.165 Procedures for Inspection of Public Records.

The following procedures are recommended as guidelines for responding to requests for inspection of public records.

(1) Requests for inspection of public records should be honored, wherever possible, at the time the request is made. If that is not possible, the request should be honored within the next two or three days, unless there are extenuating circumstances which are explained to the person making the request.

(2) Requests to inspect public records should clearly identify specific records desired for inspection. The request should be required to be made in writing if this would facilitate understanding the request and supplying the response.

(3) Records shall not be removed by the public from the office where they are maintained, unless a procedure which protects and assures the integrity of the records during removal has been established by the office.

(4) An adequate logging system for keeping track of records at all times should be maintained by each office. The logging system may indicate the title of the records file, the person or group reviewing the record, the amount of time the record is in the public's possession, the number of items contained in the file, a notation that all items were returned when the file was returned and other information deemed appropriate by the office. The logging system should also be used when records are transferred to other County offices in the course of official County business.

(5) An appropriate location within each office should be used for public review of records. The area should be situated to permit sufficient monitoring by an office employee assigned the responsibility for record security.

(6) A minimum of two specific employees in any Department should be assigned the responsibility for responding to public requests to review records, and one of those should be present at all times during normal working hours.

(7) No written notes, comments, markings, etc., shall be permitted to be made on any public record by any member of the general public.

(8) Other guidelines designed to maintain record security shall be adopted as necessary by affected Departments. *(Revised by Order No. 83-9-27-3; Effective 9.27.83)*

2.170 Procedures for Requests for Information.

The following procedures are recommended as guidelines for responding to requests for information which is not the subject of existing public records or is contained in diverse records not readily compilable. Such requests may be made instead of requests to inspect records, or they may be made to supplement records inspection. In some situations requests for information may be denied if it is determined that a response is of such a nature that compliance is highly impractical or substantially impossible. In some other situations, a response may be delayed for a determinate period of time.

(1) Responding to requests for information is not mandated by State Statutes nor the Lane Code, therefore, responses should be made with concern for maintaining normal County services.

(2) Oral requests for information should be answered at the time of the request if the information is readily available--that is, it can be supplied quickly, is not unduly disruptive of normal activities, can be presented with convenient documentation, and lengthy explanation is not required. Under these circumstances a fee would not be charged.

(3) When a request for information can be answered more efficiently and appropriately by public inspection of records, that alternative is recommended.

(4) Requests which require research, evaluation, documentation, discussion, collation of materials from various sources, disruption of normal work or significant staff time should be submitted in writing. Under these circumstances it will be appropriate to charge a fee, with the size of the fee reflecting the amount of effort necessary to provide the response. The suggested hourly charge for staff time involved in preparing responses is listed in LM 60-838. Waivers of minor fee charges may be made by Department Heads if they determine the person requesting the information is unable to pay the fee.

(5) When the request is submitted, a written estimate of the time required to respond, and an estimate of the fee that will be charged to reimburse the County for actual costs in preparing the response, should be furnished to the person making the request.

(6) The decision to supply information in response to requests is at the discretion of the custodian of records. Consideration should be given to Lane County's spirit of open government, but with concern for the type and amount of information requested, the workload and staffing of the office receiving the request and similar considerations. Recognition should be given to cooperative arrangements the County maintains with other governmental agencies, associations, groups and individuals which have been mutually beneficial.

(7) A decision not to supply requested information is acceptable under these guidelines if efforts required to gather such information is of sufficient magnitude in terms of personnel and time to impair seriously the functioning of County government, but should be made only after full consideration of the circumstances involved in the request and the response. *(Revised by Order No. 83-9-27-3, Effective 9.27.83; 76-5-26-8; 5.26.76)*

2.175 Grievance.

Any person who believes they are aggrieved as a result of these guidelines shall have a right to appeal to the County Administrator and/or the Board. *(Revised by Order No. 93-3-31-7; Effective 3.31.93)*

2.180 Department Responsibility.

The previously listed guidelines are intended to provide direction for establishing procedures for responding to requests for:

- (1) Inspection of public records, and
- (2) Requests for information. The specific method for responding is the responsibility of each Department Head. A copy of LM 2.165 and 2.170 of these guidelines must be posted in a prominent place and available for public inspection in every County office affected by them. *(Revised by Order No. 93-3-31-7; Effective 3.31.93)*

60.830 Copy Service.

Under the authority of the Lane County Home Rule Charter and consistent with state law, a photocopying services fee is established at \$.25 per page, subject to the following exceptions:

Certified copies (all Departments).....	\$ 2.00 per page
Sheriff-Officers' reports.....	\$ 5.00 minimum
Accident Reports	\$ 10.00 minimum
Board orders and ordinances (under consideration or within 30 days of approval)	
1st copy.....	Free
Additional copies.....	\$.25

(Revised by Order No. 83-11-30-24, Effective 11.30.83)

60.838 Requests for Information Fee.

When it is appropriate as determined by the Department Head or Custodian of Records for each Department, a minimum fee, equivalent to the hourly rate of the position A006, Secretary 2, Step 1 to include fringe benefits and the indirect cost rate as approved by the United States Department of Health and Human Services, shall be charged for research and time spent copying and/or collating requested information. When requests for information require, in the judgment of the Department Head, the excising of nonpublic information and for research necessitating the use of staff with specialized or professional expertise, then the Department Head and/or Custodian of Records may charge the actual hourly rate, as adjusted to include fringe benefits and indirect costs, of the staff personnel assigned to obtain and furnish the requested information. Charges will be computed on the quarter-hours and the requestor will be provided with the hourly rate to be charged at the initiation of the request. *(Revised by Order No. 83-11-30-24, Effective 11.30.83)*

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Lane County Public Works

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