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**MAINE BOARD OF PESTICIDES CONTROL
POLICY CONCERNING SUBMISSION AND REVIEW OF
SPECIAL LOCAL NEEDS (24c) APPLICATIONS**

Adopted October 17, 2008

At the September 12, 2008, Board Meeting staff reviewed several issues regarding the review process for Special Local Needs (24c) applications. Several recent applications had been submitted to the Board just prior to the deadline for inclusion on the agenda for the next Board meeting. This did not allow staff adequate time to review the applications before they went to the Board for action. This resulted in one occasion of an application being tabled, after more than an hour of discussion, so that staff could request and review additional information before the next Board meeting. The following policy clarifies the Special Local Needs (24c) application submission and review process.

Complete applications should be submitted to the registrar electronically. This will allow for the efficient transfer of the application package to necessary staff and Board members for review. Board members shall not discuss pending applications among themselves except at public Board meetings. Board members may direct questions concerning the pending application to staff, so that necessary data or information can be requested from the applicant. The item will not be placed on the agenda until all Board-member questions have been addressed.