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**MAINE BOARD OF PESTICIDES CONTROL
POLICY RELATING TO VERIFIABLE AUTHORIZATION OF
COMMERCIAL PESTICIDE APPLICATION SERVICES**

Adopted November 16, 2007

At the February 16, 2007, meeting, the Board adopted an amendment to Chapter 20 intended to ensure that persons contracting for ongoing, periodic pesticide applications fully understand the terms of the agreement that they are entering. Beginning in January of 2008, commercial applicators providing such services must now either enter into a written contract or utilize another system of verifiable authorization approved by the Board.

The Board approves the verifiable authorization methods listed below.

Stand-alone verification methods:

1. Prepayment of services, including electronic payments,
2. A customer signature authorizing service, including return postcards,
3. An audio-recorded authorization,
4. Electronic confirmation from the customer, such as an e-mail or fax, or
5. When an applicator can show evidence of at least five consecutive years of service with a commercial customer, a confirmation letter or e-mail that is sent in a separate and distinct mailing with the terms prominently positioned and a minimum 12-point font size may be used.

Combined methods (method one must be combined with method two or method three):

1. Telephone call or personal visit that is documented to include:
 - the date and time of the conversation,
 - the name of the person agreeing to the service,
 - the name of the company representative, and
 - a copy of the script read by the company representative in disclosing the terms of the agreement.
2. A confirmation letter or e-mail that is sent in a separate and distinct mailing with the terms prominently positioned and a minimum 12-point font size.
3. An automated telephone call reminder.

The Board Staff may approve other methods that are determined to provide a substantially equivalent degree of verification.