

Note: The references below are intended to assist candidates in preparation for the oral portion of the exams listed; however, they do not contain all information necessary to be successful in passing the exams (i.e., simply memorizing and reciting the reference material to the exam panel is not likely to achieve a passing score).

Candidates should be mindful of the “Scope of the Examinations” sections in the [Exam Bulletins](#) and be able to relate the references as they apply to county personnel administration; program planning and enforcement; budgeting; public, industry and interagency relations; and government structure.

CDFA Suggested Areas of Study and References for Oral Exams for:

**Agricultural Commissioner
Sealer of Weights and Measures
Deputy Agricultural Commissioners
Deputy Sealer of Weights and Measures**

General – All Exams

- 1) California Agricultural Commissioners and Sealers Association (CACASA) Mission and By-Laws (What CACASA is, its purpose, officer roles, standing and program committee roles). To obtain the following documents, email Lindsey Carter, CACASA Executive Director, at: lindseyl@cacasa.org.
 - **CACASA Mission and Bylaws Handbook**
 - **Agreement for Attaining Mutual Objectives (CACASA/CDFA/CDPR)**
- 2) Commissioner and County Agricultural Department Responsibilities.
 - [California Food and Agricultural Code, Division 2](#)
- 4) Legislative – Rulemaking – Administrative Civil Penalty processes.
 - [How a Bill Becomes Law](#)
 - [CACASA Legislative Training Video](#)
 - [California Rulemaking Process](#)
 - [CACASA Administrative Civil Penalty Video](#)
- 5) General concepts and components of program administration (stakeholder communication, staffing needs, equipment procurement, data collection and reporting, process evaluation, etc.).
- 6) Budget
 - [CASAP Budget Training Video](#)

CDFA – Agricultural Commissioner/Deputy Agricultural Commissioner

- 1) Mission Statement and organization of CDFA (Divisions and their functions, programs that interact with county agricultural departments)
 - [CDFA Mission](#)
 - [CDFA Divisions and Special Programs](#)
 - [CDFA Farm Equity Report](#)
 - [CDFA Racial Equity Plan](#)

- 2) Funding sources and Contractual Processes
 - [Unclaimed Gas Tax - California Food and Agricultural Code Sections 224 and 224.5](#)
 - [Annual Financial Statement Procedural Manual](#)
 - [Unclaimed Gas Tax & Annual Financial Statement Background](#)
 - [CACASA Unclaimed Gas Tax Webinar](#)
- 3) Role of the County Agricultural Commissioner
 - [Legal Mandates](#)
- 4) Purpose of and county role in CDFA/County cooperative programs (concepts of pest prevention, direct marketing, etc.)
 - County Pest Exclusion Procedural Training Manual – Section II: Legal Authority and Quarantine Regulations (may be found in Interior Pest Exclusion webpage at <http://phpps.cdfa.ca.gov/> - login required).
 - CDFA Trapping Guide – [Supervisors Responsibilities](#)
 - [Certified Farmers' Market Program Regulations](#)

CDFA – Sealer of Weights and Measures/Deputy Sealer of Weights and Measures

- 1) Principles of operating weights and measures programs.
 - [NIST Handbooks 44, 130, 133, and 155](#)
- 2) National Institute of Standards and Technology Office of Weights and Measures (Function, Organization, Handbooks)
 - [NIST Office of Weights and Measures Homepage](#)
- 3) County Role in investigating weights and measures violations and civil penalty processes
 - [Weights and Measures Penalty Guidelines \(CCR Title 4, Division 9, Chapter 12, Article 2\)](#)
- 4) National Council of Weights and Measures (Function, Organization, Committees, Process for changing NIST Handbooks)
 - [NCWM Homepage](#)
 - [How an Idea Becomes a National Standard](#)
 - [Process to Change NIST Handbooks](#)
- 5) Weights and Measures Law and Regulation Enforcement Authorities (State Sealer Authorities, County Sealer Authorities, How NIST Handbooks are Adopted into California Law)
 - [California Business and Professions Code, Division 5](#)
 - [Legal Mandates](#)
 - [California Business and Professions Codes 12107, 12609, and 12211 & California Code of Regulations 4000-4002; 4510-4511, 4532; and 4600](#)
- 8) Purpose of CDFA Division of Measurement Standards Programs/Functions and Purpose of County Weights and Measures Programs
 - [DMS Homepage](#)

CDPR Sources of Information for Oral Exams for

Agricultural Commissioner Deputy Agricultural Commissioner

Department of Pesticide Regulation's website - <http://www.cdpr.ca.gov>

DPR Program and Services - <http://www.cdpr.ca.gov/dprprograms.htm>

DPR Regulation Process and Authority: From Registration to Mitigation Measures - <http://cdpr.ca.gov/docs/dept/factshts/regprocess.pdf>

Performance Measures - <http://cdpr.ca.gov/docs/dept/planning/performance/outputs.htm>

Mill Assessment Collection - <http://www.cdpr.ca.gov/docs/legbills/calcode/020301.htm>

Mill Assessment Disbursement Criteria - <http://www.cdpr.ca.gov/docs/legbills/calcode/020302.htm>

DPR Website Index - <http://www.cdpr.ca.gov/sindex.htm>

Issues of concern regarding the Pesticide Use Enforcement program may be found in either Area Group minutes and/or the Pesticide Regulatory Affairs Committee (PRAC) minutes found on CACASA.org.

In addition, *A Guide to Pesticide Regulation in California* was published in 2011. In its 160 pages is information on pesticide laws and regulations, the Department of Pesticide Regulation's (DPR) organizational structure, an explanation of regulatory and registration processes, a description of local and state enforcement activities, and details on DPR initiatives to protect people and the environment. It is an update to the 2001 DPR publication, *Regulating Pesticides: The California Story, a Guide to Pesticide Regulation in California*.

- **California's Second Century of Pesticide Regulation** ([Chapter 1, PDF](#), 916 kb)
 - Early pesticide regulation: Focus on consumer fraud
 - The 1920s: Food residues become a concern
 - New pesticides prompt new controls
 - Preemption: Federal, state and local jurisdiction of pesticide use
 - Functional equivalency under the California Environmental Quality Act
 - Creating a science-based regulatory agency
 - Roles of U.S. EPA and the states in regulating pesticides
 - Pesticide regulation becomes a CalEPA department
 - Rulemaking
 - Flowchart of rulemaking process
- **DPR Organization and Mission Statement** ([Chapter 2, PDF](#), 359 kb)
- **Pesticide registration** ([Chapter 3, PDF](#), 445 kb)
 - Process
 - Special Exemptions and Section 18's
 - Research Authorizations
- **Reevaluation of pesticide products** ([Chapter 4, PDF](#), 348 kb)
 - Adverse effects to human health and environment
 - On-line document
- **Assessing pesticide risk to human health** ([Chapter 5, PDF](#), 433 kb)

- Hazard and risk (prop 65 items)
 - Dietary risk assessments, exposure, and response
- **Ensuring safe pesticide use** ([Chapter 7, PDF](#), 528 kb)
 - Role of state and local agencies
 - Restricted materials and permitting
 - State/County enforcement partnership
 - Enforcement and compliance options
 - License and certification programs
 - Product Compliance
- **Partnership with Structural Pest Control Board** ([Chapter 8, PDF](#), 344 kb)
 - What is structural pest control
 - Licensing and enforcement components
 - Program elements
- **Pesticide residue monitoring** ([Chapter 9, PDF](#), 327 kb)
 - Food residue
 - Analytical methods
 - Coordination with federal agencies
- **Protecting workers and the public.** ([Chapter 10, PDF](#), 409 kb)
 - Worker safety
 - Role of county and state
 - Investigating pesticide illness and incidents
- **Pesticide use reporting** ([Chapter 11, PDF](#), 332 kb)
 - Process
 - Difference between agricultural and non-agricultural pesticide use
 - How data is used (i.e., funding)
- **Protecting the environment** ([Chapter 12, PDF](#), 556 kb)
 - Air, surface and groundwater programs
 - Endangered species
 - Emergency projects (i.e., eradication projects)
- **Reducing the risk of managing pests** ([Chapter 13, PDF](#), 386 kb)
 - Define integrated pest management
 - Grants, schools, childcare
- **Addressing public concerns about pesticides** ([Chapter 14, PDF](#), 369 kb)
 - Ag/Urban interface
 - Public cooperation and understanding
 - Environmental justice considerations
- **Funding and accountability** ([Chapter 15, PDF](#), 312 kb)
 - Product registration fees
 - Mill Fees
 - Local assistance

Additional Items

- Administrative and structural civil penalty process
- County program areas of responsibilities and authorities
- Current events, news releases, and bulletins