

## SUPERVISORS' RESPONSIBILITIES

Supervisors are ultimately responsible for all work being performed properly and in a timely manner. The following items need close attention.

### **Specific Orientation:**

Supervisors should be sure that all employees are given program orientation and periodic review training over the trapping season. They should understand information such as:

1. Recognition of the insects and their hosts.
2. Methods of probable introduction into California.
3. Basic biology of target pest.
4. Economic damage.
5. Knowledge of the traps and how they work.
6. Limitations of the traps.
7. Information contained in the ITG.

### **Record Keeping:**

Supervisors must ensure that trapping books, maps, specimen submission data, etc., are absolutely accurate. City and county wall maps, based on the State Plane Coordinate system, visualizing trap density and workload must be maintained with current information (see page iv). Experience has shown that inaccurate or insufficient records can create additional problems.

Supervisors must ensure that specimens are submitted using the correct protocol to the Plant Pest Diagnostics Laboratory (see page xiv). Also, quality control plant specimens will be submitted to the laboratory according to the current Protocol for Conducting Quality Control Planting. Note: DO NOT complete an electronic PDR when submitting quality control plant specimens to the laboratory.

### **Public Relations:**

All employees should have a good concept of public relations, and understand the importance of public support for the program.

### **Field Supervision:**

Supervisors shall perform at least two quality control checks annually to monitor trappers' work performance, and keep written records to assure that the requirements of the ITG are followed by:

1. Riding with employees on a regular schedule.
2. Performing periodic unscheduled checks on employees' work.
3. Having all sticky inserts double-checked before disposal.
4. Explaining to employees how their work can be improved and informing them of what they are doing well.

### **Safety:**

It is the supervisors' responsibility to instruct employees in the safe operation and use of all equipment, supplies, and vehicles. Supervisors should perform the following:

1. Periodic checks to assure that employees are performing their functions in a safe manner.
2. Checks to assure that vehicles are maintained in a safe condition.
3. Checks to ascertain that vehicles are operated safely.
4. Provide a list of emergency medical treatment centers to employees.
5. Ensure that trappers have in their possession a copy of the Special Local Need (SLN) and pesticide label.
6. Ensure that trappers are aware of, and follow, all pertinent pesticide safety regulations, including the disposal of used dibrom wicks.