



Cliff: 309190

April 7, 2017

Dear Confirmation Holder:

New email address for submission of Notices of Intent to Treat and Annual Use Summaries

The Ministry of Environment is seeking to streamline the process by which we receive required reports and data submissions from authorization holders under the *Integrated Pest Management Act*. This streamlined process is designed to be simpler and more cost-effective for authorization holders by moving towards electronic submission for all reports.

As a Confirmation Holder, there are two primary reports that are required for each year of pesticide use: the Notice of Intent to Treat (NIT), and the Annual Summary of Pesticide Use (AUS). **Effective immediately, I request that all Confirmation Holders now submit these required reports via email to IPMReporting@gov.bc.ca.**

When making a submission to this email address, please ensure that the subject line includes the confirmation holder name, confirmation number, reporting year, and type of submission. For example:

Subject: ABC Hydro 724-0006-15/20 - 2015 NIT

Subject: ABC Hydro 724-0006-15/20 - 2015 AUS

When a submission to this email address is made, you will receive an auto-response to indicate that your report was received on that date. As you know, NITs must be submitted to the Administrator at least 21 days before the first use of pesticide in a calendar year.

There may be some cases (primarily NIT's) where the size or type of a file makes email submission difficult. In those cases, please contact Ministry staff listed below to arrange for a different means of submission. Finally, please continue to use the forms on the Ministry of Environment website for both NIT's and Annual Use Summaries, located at: www.gov.bc.ca/pestmanagement under the "Business and Industry" heading.

..2

If you have already submitted a 2016 AUS or a 2017 NIT directly to an IPM Officer or to an IPM Regional Office, you do not need to re-submit to the new email address for this year.

If you have any questions regarding this new process, please contact any of the following:

Manny Mariotto, Senior IPM Officer, Prince George office, 250 565-6449,

manuel.mariotto@gov.bc.ca

Margot Hollinger, IPM Officer, Penticton office, 250 490-2297,

margot.hollinger@gov.bc.ca

Scott Bennett, IPM Officer, Surrey office, 250 582-5342,

scott.bennett@gov.bc.ca

Conrad Berube, Senior IPM Officer, Nanaimo office, 250 751-3167,

Conrad.berube@gov.bc.ca

Thank you for your attention to this matter.

Sincerely,



Christine Woodhouse

Administrator, *Integrated Pest Management Act*

cc: Andreas Wins-Purdy, IPM Section Head

Lisa Jarrett, President, IVMA of BC