

## LAC LA BICHE COUNTY POLICY

TITLE: PESTICIDE INVENTORY CONTROL	POLICY NO: PI-62-003
RESOLUTION: 10.007	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: MANAGER, ENVIRONMENTAL PLANNING	NEXT REVIEW DATE: JANUARY 27, 2012
SPECIAL NOTES/CROSS REFERENCE: CM-62-004 PS-004	AMENDMENT DATE:

### **POLICY STATEMENT:**

Lac La Biche County through the Agricultural Service Board shall maintain an accurate record of inventory control for all materials and/or chemicals purchased for in house use or retail sales, which are stored in the Lac La Biche County storage facility. These practices shall meet the standard municipal inventory accounting functions as set by Lac La Biche County Administration and are subject to the requirements of the Alberta Agri-Chemical Warehouse Standards Association regulations.

### **PROCEDURE:**

1. The Manager of Environmental Planning or designate shall approve all stock or supplies purchased. Agricultural Service’s department shall verify all received items.
2. The Agricultural Service’s department will maintain:
  - i. Inventory Cards which document purpose of in-house-use quantities and the invoice number from counter sales.
  - ii. Current price list of merchandise for counter sales.
  - iii. Copies of counter sales invoices.
  - iv. Inventory Control sheet which lists all stock items, associated costs and remaining balance of stock on hand.
  - v. Contact information of suppliers.
  - vi. Current Materials Safety Data Sheets.
3. Administration shall provide monthly reports on sales and purchases and balance of stock on hand to the Agricultural Service Board.

4. The Agricultural Service's department will review inventory for outdated and discontinued items and make recommendations for new or substitute merchandise.

                  "Original Signed"                    
Chief Administrative Officer

                  January 22, 2010                    
Date

                  "Original Signed"                    
Mayor

                  January 22, 2010                    
Date