

Integrated Pest Management Certification Program for Cemeteries (IPMCP for Cemeteries)

Policies and Procedures

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Presented by:



RIDGETOWN
CAMPUS

In cooperation with the:

Ministry of the Environment, Conservation and Parks

**Ministère de l'Environnement, de
La Protection de la nature et des Parcs**

1.0 Overview

University of Guelph Ridgetown Campus (RC) is pleased to be approved by the Ministry of the Environment, Conservation and Parks (MECP) to offer an IPM certification program for cemeteries. Program development is based on the changes to O. Reg. 63/09, effective May 1, 2020. IPM certification of persons will enable the use of unlisted pesticides to maintain turf on a lot in a cemetery, as a condition of the cemetery exemption under the cosmetic pesticides ban.

Integrated pest management, or IPM, is a decision-making process used to manage weed, insect and disease pest problems in urban, agricultural, and natural areas. It uses a variety of tools to reduce reliance on pesticides, including cultural, mechanical and biological methods to control pest populations. Training and certification will help participants gain insight into the proper identification and control of common weeds, plant diseases and insects, and help to implement an Integrated Pest Management (IPM) strategy to maintain turf at the cemetery.

2.0 Basic Organization Information

Ridgetown Campus operates as a satellite campus of the Ontario Agriculture College (OAC), University of Guelph. The University is ranked as one of Canada's top comprehensive research universities and OAC provides innovative life sciences education and research for agriculture, food, the environment and rural communities. Ridgetown Campus provides certificate and diploma programs in agriculture, horticulture, environmental management and veterinary technology, has an extensive crops and livestock-based research program, and offers continuing education courses to the agri-food sector for professional development and skills training.

The Business Development Centre (BDC) at Ridgetown Campus has provided custom training, project management, professional development and technology transfer services for over 30 years. BDC develops and delivers high quality programs relating to agriculture, food and environmental sustainability at the request of and in collaboration with farm organizations, industry and government on a full cost-recovery basis.

The delivery of the certification program for cemeteries will recognize the financial and administrative burden for cemeteries and will do this in a manner that meets the regulatory standards while using a risk-based approach. A consultative process with industry stakeholders and MECP will ensure the program is responsive to the needs of the industry.

3.0 Definitions

Cemeteries - are defined in the *Cemeteries Act* to mean:

- (a) land that has been established as a cemetery under the *Cemeteries Act*, a private Act or a predecessor of one of them that related to cemeteries, or
- (b) land that was recognized by the registrar appointed under the *Cemeteries Act* as a cemetery under a predecessor of the *Cemeteries Act* that related to cemeteries,

and includes,

(c) land that, in the prescribed circumstances, has been otherwise set aside for the interment of human remains, and

(d) a mausoleum or columbarium intended for the interment of human remains.

Cemetery Lot - is defined in the *Cemeteries Act* to mean an area of land in a cemetery containing, or set aside to contain interred human remains and includes a tomb, crypt or compartment in a mausoleum and a niche or compartment in a columbarium and any similar facility or receptacle.

IPM Certification Program (IPMCP) for Cemeteries – a program to recognize cemeteries and employees that have demonstrated a knowledge and commitment to the principles of IPM through a process of certification.

IPM Certified Person - the person from each cemetery who is responsible for cemetery conformance with the IPM Certification Program for cemeteries and has: a valid Landscape Exterminator licence, successfully completed the IPM examination and maintains certification renewal requirements. All IPM Certified Persons are issued a unique IPM certification number.

4.0 IPM Certified Person

An IPM Certified Person is a licenced landscape exterminator who has successfully completed the IPM examination and is responsible for ensuring the cemetery maintains turf on lots in a cemetery in accordance with IPM principles.

The University of Guelph Ridgetown Campus is responsible for the administration of the examination process and maintenance of IPM Certified Person contact information. This information is maintained by RC on a database and shared with the MECP.

A. IPM Examination

The IPM Certified Person must demonstrate their knowledge of IPM, as it relates to cemetery turf management by successfully completing the approved IPM examination.

B. Examination Study Materials

Applicants are responsible for obtaining their own study material. The training material will support appropriate training of individuals in IPM principles related to cemeteries and proper use of unlisted pesticides consistent with requirements under the *Pesticides Act* and O. Reg. 63/09. This will provide:

- increased stakeholder awareness of legislative obligations, awareness and competency in the principles of as well as best practices in IPM, pesticide use, human health and environmental

risks through education and information resources;

- an open for business approach that promotes stakeholder management of their own training;
- an open data approach that ensures that training material is made freely available on an ongoing basis to everyone to use and republish as they wish, without restrictions from copyright, patents or other mechanisms of control.

Current study material for the IPMCP for Cemeteries examination include:

- OMAFRA Publication #845: “Integrated Pest Management for Turf”:
<http://www.omafra.gov.on.ca/english/crops/pub845/pub845.pdf>
- e-Laws *Pesticides Act*
<https://www.ontario.ca/laws/statute/90p11?search=Pesticides+Act>
- e-Laws O. Reg. 63/09: GENERAL
<https://www.ontario.ca/laws/regulation/090063?search=Pesticides+Act>
- IPM Certification Program for Cemeteries Policies and Procedures 2022
- IPM Certification Program for Cemeteries Study Guide 2022

Applicants with technical questions concerning the content of the study material will be directed to the authors of the material or other government or industry experts.

C. Examination Application

Applicants may apply for the program examination by telephone, fax, mail or email. Applicants must pre-register for the IPM examination for cemeteries. Payment must accompany the application.

Payment may be submitted by email or fax by credit card (Visa, Mastercard), or by mail with cheque or money order payable to: *University of Guelph*.

Confirmation of exam application and receipt of payment is provided to each applicant. Applicants will be instructed as to how to obtain the recommended study material for the examination.

D. Examination Scheduling

In-person examinations are conducted by IPMCP throughout the province of Ontario such that no applicant will have to wait more than 60 days from the date his/her application was received to write the IPM examination in his/her region (based on 6 provincial regions). In-person examination offerings will follow the health mandates of provincial regulations.

A regularly updated schedule of in-person examination locations and dates will be posted on the designated website.

An online testing option may be implemented and available to accommodate applicants selecting this examination format.

E. Examination Procedure

The IPM examination for cemeteries is a 60-minute, closed booked exam consisting of 50 multiple choice questions. Applicants must achieve a passing grade of 75% or greater.

All examinations will be marked by IPMCP staff. Results will be sent to applicants within ten (10) working days following the examination. Exam results are confidential and will be disclosed by mail or email sent to the applicant.

IPMCP will notify applicants who were successful in the examination.

IPMCP will send notification to applicants who were unsuccessful in the examination and explain the procedure for re-examination. Unsuccessful applicants may rewrite the exam once within six months and will be charged a fee.

F. Academic Integrity

IPMCP is committed to academic integrity and will implement strategies to ensure this is followed. IPMCP will provide an invigilator to conduct the in-person examination sessions according to the University of Guelph examination protocols.

In-person invigilators must:

- be responsible for maintaining the security of the examination information while in his/her possession
- confirm applicant identity by comparing some form of applicant photo identification to the information provided on the IPMCP issued Notice of Examination
- act as official timekeeper, and monitor the closed-book policy, and
- remain in the examination session for the duration of the exam.

Applicants must return all examination material (exam, answer sheet, etc.) to the exam invigilator upon leaving the exam centre. If all examination material is not returned, the applicant will not receive the exam mark.

5.0 IPM Certification

Each IPM Certified Person who successfully completes the IPMCP for Cemeteries examination and holds a valid Landscape Exterminator licence will be issued a unique IPM certification number and IPM certificate. Certification will be valid for five (5) years from the date of certificate issuance. The IPM Certified Person is responsible for maintaining their certification in the program.

IPMCP encourages all cemeteries to include providing the necessary documentation for the IPMCP as part of the conditions of employment for all IPM Certified Persons. IPM Certified Persons must identify cemetery(ies) for which they are acting as an IPM Certified Person.

6.0 Annual Report

The cemetery representative and the IPM Certified Person are responsible for maintaining all documentation necessary to complete the Annual Report of unlisted pesticide use. The format of the Annual Report will be approved by the Director, as detailed in subsection 19(4) of O. Reg. 63/09.

The Annual Report will cover the use of unlisted pesticides in, on or over land during the period from January 1 to December 31 in a year and will be prepared before January 31 in the following year. The cemetery must ensure that their designated IPM Certified Person has completed and signed the report.

For a period of at least five (5) years after an Annual Report is prepared, a copy of the report must be kept at the head office of the cemetery, on request given immediately to a provincial officer or the Director, and on request given to any person free of charge within seven days after the request.

7.0 Re-Certification

Re-certification requirements will be developed to meet the needs of the industry stakeholder group. Renewal requirements include completion of the IPM examination every five (5) years. IPM Certified Persons will be notified of the need to recertify within the fifth year.

8.0 Response for Procedural Fairness

Non-conformance (resulting in failure to attain or retain IPM certification status) for the IPM Certified Person can occur in the following ways:

- Failure to achieve minimum score on the IPM examination,
- Failure to hold a valid Ontario landscape exterminator licence,
- Insufficient renewal requirements

IPM Certified Person non-conformance will result in removal from the IPMCP's list of certified Persons.

Appeals

Complaints and issues with procedural fairness will be directed to IPMCP for Cemeteries in writing and must be signed to be considered. An advisory committee will determine if the appeal has sufficient merit to warrant further investigation. If not, the complainant will be notified of insufficient grounds to investigate.

9.0 Record Keeping and Data Management

The IPMCP for Cemeteries will manage the database of IPM Certified Persons. IPMCP for cemeteries observes strict privacy policies in accordance with applicable legislation and will obtain an individual's consent when we collect, use or disclose that individual's personal information. Since personal information can only be used for the purposes for which it was collected, we will disclose that personal information collected will be used to coordinate and

deliver the Ministry of the Environment, Conservation and Parks (MECP) Integrated Pest Management Certification Program for Cemeteries and the related tests. IPMCP for Cemeteries will use the personal information collected through various means to communicate with individuals regarding the examination they are registered for, as well as their ongoing re-certifications. We will also share the information with MECP to support certification requirements under Ontario Regulation 63/09 and the *Pesticides Act* including future communications, approvals, monitoring, compliance and record-keeping.

IPMCP for Cemeteries will maintain records resulting from all program activities including statistical analysis to support performance measures, including, but not limited to:

- tracking and submitting information related to exam participant numbers;
- number of exam participants with their pass/fail status;
- number of certificates issued

A program summary will be provided as necessary to MECP and could include:

- Number of applicants and successfully certified persons
- Status of certified persons

10.0 Schedule of Fees

Frequency	Fee	Condition
Once	\$200	Initial certification examination
Every 5 years	\$200	Re-certification examination
Once	\$125	Examination rewrite