

USDA/FS-41

System Name: Certified Pesticide Applicators, USDA/FS.

System Location: Records in this system are maintained at the Southern Regional Office, 15 Forest Supervisor Offices, and 1 Forest Manager Office. The address for the Southern Regional Office is: Forest Service, USDA, and 1720 Peachtree Road, NW, Atlanta, GA. 30309. The Forest Supervisor Offices are listed in 36 CFR 200.2, subpart A, under Region 8, Southern Region. The address for the Forest Manager is: Forest Manager, Savannah River Plant, P.O.Box A, Aiken, S.C. 29801.

Categories of individuals covered by the system: Forest Service employees who have completed the necessary training to qualify as pesticide applicators.

Categories of records in the system: Name, grade, and date of certification and organization. Includes record of certification action.

Authority for maintenance of the system: 16 U.S.C. 476.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders at the applicable address listed above.

Retrievability: Records are indexed by organization and name of individual certified.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained until superseded.

System manager(s) and address: Director of Range, Timber, and Wildlife, Forest Service, USDA, 1720 Peachtree Road, NW, Atlanta, GA. 30309, and the appropriate Forest Supervisor or Forest Manager at the address specified above.

Notification procedure: Any employee may request information regarding the system of records, or information as to whether the system contains records pertaining to him from the system manager. A request for information should contain the name, grade, date of certification and organization.

Record access procedures: Use same procedures as for requesting notification.

Contesting record procedures: Use same procedures as for requesting notification.

Record source categories: Forest Service Records of Pesticide Application experience and training obtained from information in employee's personnel file information in this system may also come from written, oral, and applied examinations.