

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.10  
(ID # 29932)**

**MEETING DATE:**  
Tuesday, March 03, 2026

**FROM :** AGRICULTURAL COMMISSIONER

**SUBJECT:** AGRICULTURAL COMMISSIONER: Approve Amendment No. 1 to Cooperative Agreement No. 25-0410-000-SG with the California Department of Food and Agriculture for the High-Risk Pest Exclusion Program effective July 1, 2025 through June 30, 2026, All Districts. [\$86,871 Total Allocation - State Funds 100%]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve Amendment No. 1 to Cooperative Agreement 25-0410-000-SG with the California Department of Food and Agriculture (CDFA) for the High-Risk Pest Exclusion Program, to increase the total contract aggregate amount by \$86,871, from \$58,950 to \$145,821 through June 30, 2026;
2. Authorize the Chair of the Board of Supervisors (Board) to sign the Agreement on behalf of the County; and
3. Authorize the Agricultural Commissioner, or designee, to sign any certifications, assurances, reports, or other documents required by CDFA to administer and implement the Agreement, and consistent with the Board's approval.

**ACTION:**Policy

Delia Cioc, Assistant Agricultural Commissioner. 2/10/2026

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Medina, seconded by Supervisor Gutierrez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Perez, and Gutierrez  
Nays: None  
Absent: Washington  
Date: March 3, 2026  
xc: Agric. Comm.

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 86,871	\$ 0	\$ 145,821	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> California Department of Food and Agriculture 100%			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	2025/2026

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

This Cooperative Agreement No. 25-0410-000-SG (Agreement) with the California Department of Food and Agriculture (CDFA) is entered into annually. The purpose of this Agreement is for the County to perform high-risk, pest exclusion inspections and enforcement activities for the CDFA, and for CDFA to reimburse the County for these activities. Revenue from this source was previously included in the Agricultural Commissioner's FY 25/26 budget request. This Agreement was approved as to form by County Counsel.

**Impact on Residents and Businesses**

Residents and businesses will be positively impacted in that this program is aimed at preventing invasive species that are injurious to landscape and agricultural plants, as well as to the local environment, from entering and becoming established within the County and the state. This will result in reduced pest control efforts/costs and an increased quality of life.

**Contract History and Price Reasonableness**

This Agreement has been entered into each year since its inception in FY 1998/99 and the dollar amount covers all related costs.

**ATTACHMENTS:**

**Attachment A:**      **Amendment Number 1 to Cooperative Agreement No. 25-0410-000-SG with California Department of Food and Agriculture**

  
 Aaron Gettis, Chief Deputy County Counsel      2/18/2026

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# RESOLUTION

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, March 3, 2026, that the Chair is authorized and directed to execute on behalf of said County the Cooperative Agreement ID: 25-0410-000-SG between Riverside County and the California Department of Food and Agriculture providing for: High-Risk Pest Program, effective July 1, 2026, through June 30, 2026.

ROLL CALL:

Ayes: Medina, Spiegel, Perez and Gutierrez

Nays: None

Absent: Washington

Abstain: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KIMBERLY A. RECTOR, Clerk of the Board

BY: \_\_\_\_\_

  
Deputy

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147  
Thank you.

State of California, Department of Food and Agriculture  
AGREEMENT  
GAU-03 (Rev.7/2024)

AMENDED COOPERATIVE AGREEMENT  
SIGNATURE PAGE

AGREEMENT NUMBER 25-0410-000-SG  
AMENDMENT NUMBER 1

- This Agreement is entered into between the State Agency and the Recipient named below:  
STATE AGENCY'S NAME  
**DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)**  
RECIPIENT'S NAME  
**COUNTY OF RIVERSIDE**
- The term of this Agreement is: July 1, 2025 through June 30, 2026
- The maximum amount of this Agreement is: \$145,821.25
- The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement:

Unclaimed Gas Tax Funding became available for use by this program and is being distributed to the Counties to support the inspection of additional pathways.

Paragraph two (2) of the Agreement is hereby amended to increase the Agreement by \$86,871.25 for a new total not to exceed \$145,821.25.

Sections of the Scope of Work and Budget are hereby amended to incorporate the additional pathways and to account for the additional funding. The Scope of Work and Budget are attached (14 Pages) with old information struck out and new information added in red text. The attached Scope of Work and Budget hereby replace the ones in the original Agreement.

All other terms and conditions of this Agreement shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

RECIPIENT

RECIPIENT'S NAME (Organization's Name)  
**COUNTY OF RIVERSIDE**

BY (Authorized Signature) <i>Karen S. Spiegel</i>	DATE SIGNED 03.03.2026
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PRINTED NAME AND TITLE OF PERSON SIGNING  
**KAREN SPIEGEL CHAIR, BOARD OF SUPERVISORS**

ADDRESS  
Post Office Box 1089, Riverside, CA 92502-1089

STATE OF CALIFORNIA

ATTEST:  
**KIMBERLY A. RECTOR, Clerk**

By *[Signature]*  
DEPUTY

AGENCY NAME  
**DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)**

BY (Authorized Signature) <i>Andrea Perkins</i>	DATE SIGNED Digitally signed by Andrea Perkins Date: 2026.03.12 10:44:28 -07'00'
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PRINTED NAME AND TITLE OF PERSON SIGNING  
**ANDREA PERKINS, STAFF SERVICES MANAGER I, OFFICE OF GRANTS ADMINISTRATION**

ADDRESS  
1220 N STREET, ROOM 120  
SACRAMENTO, CA 95814

FORM APPROVED COUNTY COUNSEL  
BY: *[Signature]*  
LISA SANCHEZ  
DATE: 2/8/2026

LB

**SCOPE OF WORK**  
**County High Risk Pest Exclusion Program**  
**July 1, 2025 - June 30, 2026**

The county agrees to perform County High Risk Pest Exclusion Program enforcement and inspection activities for the California Department of Food and Agriculture (CDFA) in compliance with the requirements imposed by:

1. Food and Agricultural Code (FAC) Division 2, Chapter 2, Article 8, Section 2282.5 (**Appendix A**) and
2. FAC Division 4, Part 2, Chapter 1, Article 1, Section 6303 (**Appendix A**) and
3. FAC Division 4, Part 2, Chapter 2, Article 1, Section 6401 and 6403 (**Appendix A**).

This agreement is inclusive of the county's agreement to perform activities approved by the CDFA as described in the attached projected work plan (budget and personnel cost worksheet), monthly invoice, and by this reference made a part hereof.

**Key actions to be conducted under this agreement include:**

**SECTION 1: PERSONNEL ACTIVITIES**

- a. **Pest Exclusion Inspections**
  - i. **Air Freight/Air Freight Forwarded**
  - ii. **Nursery Stock**
  - iii. **Parcel Terminals**
  - iv. **Additional Pathways**
- b. **Data Entry/Sample Submission**
  - i. **PDR**
  - ii. **PEIM**
- c. **Data Entry/Sample Submission**
  - i. **Tephritid Fruit Flies**
  - ii. **USDA/SITC Referral Form (SO-155)**
  - iii. **State Exterior Quarantine or Federal Domestic Quarantine Pests**

**SECTION 2: NON-PERSONNEL**

- a. **Supplies/Equipment**
- b. **Vehicle/Mileage**

**SECTION 3: REPORTING/INVOICING**

- a. **Monthly Activity Report (Report 4a)**
- b. **Invoicing/Reimbursement**
  - i. **Allowable Costs**
  - ii. **Monthly Activity Report Required for Reimbursement**
  - iii. **Hourly Rate(s) on Invoices**
  - iv. **Personnel on Invoice Must Match Work Plan**
  - v. **Documentation**
  - vi. **Submission of Monthly Invoice**

## SECTION 1: PERSONNEL ACTIVITIES

### a. Pest Exclusion Inspections

The county agrees to perform pest exclusion inspection activities for the pathways listed below (i-iii) targeting all federal, foreign, and state quarantine pests. The county also agrees to perform inspection activities targeting all state and federal actionable pests including insect species, diseases, or other organisms that may adversely affect agriculture and the economy of the State.

This agreement is inclusive of pest exclusion inspections of the following pathways:

- i. **Air Freight/Air Freight Forwarded** (detailed in **Appendix B**)
- ii. **Nursery Stock** (detailed in **Appendix C**)
- iii. **Parcel Terminals** (detailed in **Appendix D**)
- iv. **Additional Pathways** (detailed in **Appendix E**)

### b. Data Entry/Sample Submission

The county is responsible for ensuring the following data sets are accurately completed in a timely manner:

#### i. Pest and Damage Record (PDR)

County must send all samples to the CDFA Plant Pest Diagnostics Center (PPDC) for identification. The county must complete an electronic copy of a PDR on CDFA's Extranet at (<http://phpps.cdfa.ca.gov/user/frmLogon2.asp>). A hard copy of the PDR must accompany the samples to the PPDC.

"HR-High Risk Pest Exclusion" must be selected as the <Program> for each PDR submitted to the PPDC for this program.

#### ii. Pest Exclusion Information Management (PEIM)

The county must complete a Notice of Rejection (NOR) using the PEIM system available on the CDFA Extranet (<http://phpps.cdfa.ca.gov/user/frmLogon2.asp>). The "High Risk" program must be selected on all NORs.

### c. Circumstantial Notification

The county is responsible for ensuring the following data sets are accurately completed in a timely manner:

#### i. Tephritid Fruit Flies

County must report detection of live suspect Tephritid fruit fly larvae to Pest Exclusion within 24 hours.

#### ii. USDA/SITC Referral Form (SO-155)

County must use the USDA/SITC Referral Form (SO-155) report interceptions that involve significant federal quarantine violations associated with citrus and/or federally actionable pest situations involving foreign origin material available at <http://phpps.cdfa.ca.gov/PE/InteriorExclusion/CPTM/pdf/SO-155USDASITCFORM.pdf>.

#### iii. State Exterior Quarantine or Federal Domestic Quarantine Pests

County must notify an Interior Pest Exclusion Environmental Scientist or a Senior Environmental Scientist by phone at (916) 654-0312 regarding the interception of pests subject to a State Exterior Quarantine or Federal Domestic Quarantine.

## SECTION 2: NON-PERSONNEL

### a. **Supplies/Equipment**

Supplies and equipment are not reimbursable under this agreement.

### b. **Vehicle/Mileage**

Vehicle costs and mileage are not reimbursable under this agreement.

## SECTION 3: REPORTING/INVOICING REIMBURSEMENT:

### a. **Monthly Activity Report (Report 4a)**

The county must utilize the online County Monthly Reporting system (<https://secure.cdfa.ca.gov/egov/crs/login.aspx>) to submit a Monthly Activity Report for the County High Risk Pest Exclusion Program. Monthly Activity Reports need to be submitted no later than the fifth day of the month following when the activities took place. Questions about reporting can be directed to Sonia Hayden at [sonia.hayden@cdfa.ca.gov](mailto:sonia.hayden@cdfa.ca.gov) or by calling (916) 654-0312.

### b. **Invoicing/Reimbursement**

The county must submit monthly an itemized invoice using the provided template (**Appendix E F**), on county letterhead, and submit to the CDFA no later than 30 days after the end of the coinciding reporting period. Incomplete or incorrectly filled out invoices will no longer be accepted and returned to the county for corrections prior to processing.

#### i. **Allowable Costs**

All invoiced expenses must fall within the parameters of this "Scope of Work" and must be directly related to administering and conducting County High Risk Pest Exclusion Program related activities.

#### ii. **Monthly Activity Report Required for Reimbursement**

Invoices will not be submitted for reimbursement until submission of the online Monthly Activity Report for the invoicing period has been entered by the county and verified by CDFA (see Section 3a. Monthly Activity Report above). Monthly Activity Report hours must match invoice hours and must be in funded pathways before invoices will be submitted for reimbursement.

#### iii. **Hourly Rate(s) on Invoices**

Invoices must reflect the actual hourly rates (salary and benefits) per individual or classification that worked on the program.

#### iv. **Personnel on Invoice Must Match Work Plan**

Invoices must reflect work performed by individuals or classifications listed on the work plan. County may select to subcontract with Cooperative Agricultural Staff Services (CASS) to conduct work outlined in this "Scope of Work".

#### v. **Documentation**

Documentation applicable to reimbursement for expenses does not need to be submitted to CDFA but must be retained by the county and must be made available for audit purposes.

#### vi. **Submission of Monthly Invoice**

Send County High Risk Pest Exclusion Program monthly invoice via email to [CDFA.PEB\\_Interior\\_Reporting@cdfa.ca.gov](mailto:CDFA.PEB_Interior_Reporting@cdfa.ca.gov). Questions about invoicing and/or reimbursement can be directed to Sonia Hayden at [sonia.hayden@cdfa.ca.gov](mailto:sonia.hayden@cdfa.ca.gov) or by calling (916) 654-0312.

**County High Risk Pest Exclusion Program  
Appendix Index**

Appendix A.....FAC 2282.5, 6303, 6401, 6403

Appendix B.....Air Freight/Air Freight Forwarded Inspection Guidelines

Appendix C.....Nursery Stock Inspection Guidelines

Appendix D.....Parcel Terminals Inspection Guidelines

Appendix E.....Additional Pathways Guidelines

Appendix E F.....Monthly Invoice Template

**FOOD AND AGRICULTURAL CODE  
SECTION 2282.5**

- (a) The development of work plans for allocation of the funding appropriated in the Budget Act to the department for local assistance for agricultural plant and animal pest and disease prevention shall be the responsibility of the department. The department shall establish criteria for the development of the work plans and for allocating the appropriated funds.
- (b) Of the amount appropriated in the Budget Act to the department for local assistance for agricultural plant and animal pest and disease prevention, five million five hundred thousand dollars (\$5,500,000) shall be utilized solely for high-risk pest exclusion activities. The work plans for the exclusion of high-risk pests shall be developed by the department with the county agricultural commissioners and in consultation with affected industry representatives. In order to determine the effectiveness of high-risk pest exclusion programs in each county, the criteria established by the department for the work plan shall include, but need not be limited to, the following:
  - (1) The number of high-risk plant shipments entering each county.
  - (2) The number of high-risk entry points in each county.
  - (3) The number of state action quarantine pests intercepted or detected annually in each county.
  - (4) The work hours expended by each county in conducting exclusion of high-risk pests.
  - (5) The rate of interceptions and rejections per inspection activity.
- (c) To remain eligible for funding under this section, a county shall maintain its support of ongoing operational costs of the county agricultural commissioner programs listed in subdivision (b) of Section 2282, at 1997-98 fiscal year levels.
- (d) Funds allocated for high-risk pest exclusion activities pursuant to subdivision (b) may not be expended for any purpose other than the exclusion or detection of high-risk pests consistent with the work plans prescribed in subdivision (a) or scientific evaluation. Funds allocated by each county on or after September 28, 1998, shall not be allocated to other programs listed in subdivision (b) of Section 2282 until the county work plan is approved by the department consistent with the funding appropriated in the Budget Act to the department for local assistance for agricultural plant and animal pest and disease prevention for this purpose.

**FOOD AND AGRICULTURAL CODE  
SECTION 6303.**

- (a) It is unlawful for any person, except under written permission from a plant quarantine officer or under his specific direction, to move any lot or shipment of plants or other things to which a warning tag or notice has been affixed pursuant to this division, or to remove, alter, destroy, deface, or mutilate any such warning tag or notice.
- (b) If any shipment of plants or things is allowed to transit the state or transit to a given destination county under a quarantine warning-hold notice, the shipment of plants or things shall not be diverted to another destination without the written permission of the director or the commissioner of the destination county.
- (c) Diversion of a shipment as described in subdivision (b) is unlawful.

- (d) If a shipment of plants or things requires a state or county plant quarantine officer to be present at the destination to supervise the unloading, inspection, or treatment of a quarantine shipment, the director or commissioner, as the case may be, may charge the shipper or receiver a service fee for the cost of the services. Service fees shall be determined based on the director or commissioner's costs for the services rendered.

**FOOD AND AGRICULTURAL CODE  
SECTION 6401.**

It is unlawful for any person to transport, receive, or import into the state any plant or anything against which a quarantine has been established, or any plant, unless he does both of the following:

- (a) Notifies the director or the commissioner of the county in which the plant or thing is received, of the arrival of the plant or thing immediately after its arrival.
- (b) Holds the plant, or thing for immediate inspection by the director or commissioner, without unnecessarily moving it, or placing it where it may be harmful.

**FOOD AND AGRICULTURAL CODE  
SECTION 6403.**

The officer who makes the inspection may enter at any time into any conveyance or place within the state where the plant or thing is located to ascertain whether it is, or is liable to be, infested or infected with any pest.

## INSPECTION GUIDELINES FOR AIR FREIGHT/AIR FREIGHT FORWARDED

The county will perform pest exclusion activities approved by the CDFA as described below for Air Freight/Air Freight Forwarded.

Definitions:

- **Air Freight:** Air cargo shipments of plant material inspected at an airport facility.
- **Air Freight Forwarded:** Any shipment that entered the state via air freight and was forwarded to the destination county under a warning hold notice (blue tag), by compliance agreement authorization, or other shipments that were not previously inspected and released.

Pest exclusion activities of Air Freight/Air Freight Forwarded may include, but are not limited to the following:

1. Reviewing invoices for content origin/destination.
2. Checking shipments for quarantine compliance.
3. Rejecting shipments that are in violation of Food and Agricultural Codes and quarantines.
4. Inspecting for pests (i.e., imported fire ant, Asian citrus psyllid, arthropods, gastropods, and weeds).
5. Sampling for nematodes (less than 100 percent of all shipments may be sampled for nematodes; the decision to conduct nematode sampling on individual shipments should be based upon nematode detection history of the shipper and pest risk associated with the type(s) of plant material in the shipment).
6. Data entry, sample submissions, and reporting as outlined in Scope of Work, sections 1 & 3.
7. Notifying the Interior Pest Exclusion Program of the presence of any significant pest finds and/or repeat certification violations.
8. Sealing shipments (up to 1 percent of all shipments may be sent under seal to the receiver with the concurrence of the receiving county; receiving county inspectors shall be present to break the seal and monitor the unloading of all sealed shipments).
9. Reviewing Pest Exclusion Advisories and relevant reports maintained on the CDFA Interior Pest Exclusion Extranet site.

Inspecting shipments of propagative plant material, fruits and vegetables is the highest priority. Inspecting shipments of cut flowers and greenery is a lower priority. As quarantine areas and commercial channels change, county biologist(s) shall prioritize high risk inspection activities as appropriate to meet the changing needs.

The county shall determine the time of day and week the inspections are to occur. If a county finds it necessary to deviate from its approved work plan, said county will notify the Interior Pest Exclusion Program of any changes.

## INSPECTION GUIDELINES FOR NURSERY STOCK

The county will perform pest exclusion activities approved by the CDFA as described below for nursery stock.

Definitions:

- **Nursery Stock:** Nursery stock shipments that arrive under warning hold notice (008) from Florida, Hawaii, and southern states\*. All shipments will have entered California via truck through a border station or via ship and then trucked from the port to the destination. This does not include blue-tagged intrastate shipments of nursery stock inspected for glassy-winged sharpshooter.

Pest exclusion activities of nursery stock may include, but are not limited to the following:

1. Reviewing invoices and warning hold notices for content origin/destination.
2. Checking shipping documents for quarantine compliance.
3. Rejecting shipments that do not adhere to quarantine compliance.
4. Inspecting for pests (i.e., imported fire ant, Asian citrus psyllid, arthropods, gastropods, and weeds).
5. Sampling for nematodes (less than 100 percent of all shipments may be sampled for nematodes, the decision to conduct nematode sampling on individual shipments should be based upon nematode detection history of the shipper and pest risk associated with the type(s) of plant material in the shipment).
6. Data entry, sample submissions, and reporting as outlined in Scope of Work, sections 1 & 3.
7. Notifying the Interior Pest Exclusion Program of the presence of any significant pest finds including and/or repeat certification violations.
8. Sealing shipments (up to 1 percent of all shipments may be sent under seal to the receiver with the concurrence of the receiving county; receiving county inspectors shall be present to break the seal and monitor the unloading of all sealed shipments).
9. Reviewing Pest Exclusion Advisories and relevant reports maintained on the CDFA Interior Pest Exclusion Extranet website.

The county shall determine the time of day and week the inspections are to occur. If a county finds it necessary to deviate from its approved work plan, said county will notify the Interior Pest Exclusion Program of any changes.

*\*Southern states are considered those states that are regulated by State Exterior Quarantine CCR 3271-Burrowing and Reniform Nematode and Federal Domestic Quarantine 7 CFR 301.81-Imported Fire Ant.*

## INSPECTION GUIDELINES FOR PARCEL TERMINALS

The county will perform pest exclusion activities approved by the CDFA as described below for parcel terminals.

### Definitions:

- **Parcel Terminals:** FedEx (Express and Home Delivery only), United Parcel Service (UPS), and United States Postal Service (USPS) facilities in your county.  
\*Inspections of parcels forwarded from terminals to nurseries are included under this pathway

Pest exclusion activities for parcel facility inspections may include, but are not limited to the following:

1. Reviewing invoices for content origin/destination.
2. Checking parcels for quarantine compliance.
3. Rejecting parcels that do not adhere to quarantine compliance.
4. Inspecting for pests (i.e., imported fire ant, Asian citrus psyllid, arthropods, gastropods, and weeds).
5. Sampling for nematodes (less than 100 percent of all shipments may be sampled for nematodes. The decision to conduct nematode sampling on individual shipments should be based upon nematode detection history of the shipper and pest risk associated with the type(s) of plant material in the shipment).
6. Data entry, sample submissions, and reporting as outlined in Scope of Work, sections 1 & 3.
7. Notifying the Interior Pest Exclusion Program of the presence of any significant pest finds including but not limited to repeat certification violations.
8. Notifying affected parties of a rejection.
9. Reviewing Pest Exclusion Advisories and relevant reports maintained on the CDFA Interior Pest Exclusion Extranet website.
10. Parcel Call Center activities, including counties interacting with the parcel call center for inspection consent on USPS packages.

Inspecting shipments of propagative plant material, fruits and vegetables is the highest priority. Inspecting shipments of cut flowers and greenery is a lower priority. As quarantine areas and commercial channels change, county biologist(s) shall prioritize high risk inspection activities as appropriate to meet the changing needs.

The county shall determine the time of day and week the inspections are to occur. If a county finds it necessary to deviate from its approved work plan, said county will notify the Interior Pest Exclusion Program of any changes.

## INSPECTION GUIDELINES FOR ADDITIONAL PATHWAYS

The county will perform pest exclusion activities approved by the CDFA as described below for additional pathways.

Definitions:

### **Additional Pathways:**

- Beehives – inspections of beehives that do not include Bee Safe Program activities
- Facilities and Properties – inspections of recreation vehicle (RV) parks and other recreational properties/facilities
- Grain – inspections of grain and storage facilities as described in CCR 3556, and inspections of mills/storage facilities inspections of grain that may host high risk pests
- Hay 008 – inspections of hay shipments that arrive under warning hold notice (008)
- Other Parcel – inspections conducted at Amazon, CA Overnight, DHL, FedEx Ground, GLS/GSO, or OnTrac
- Post Entry – inspection of facilities and growing grounds receiving post entry quarantine material to ensure compliance with importing requirements
- Roadside Vendors – inspections of independent vendors selling agricultural products by or near public roads
- Seed 008 – inspections of seed shipments that arrive under warning hold notice (008)
- Special Survey - Pest Exclusion inspection activities involving survey of quarantine pests detected in interstate and international transit, as approved by CDFA
- Specialty Warehouse/Markets – inspections conducted at warehouses/markets that cater towards a given community
- Spongy Moth – inspections conducted at residential, storage, or other locations (such as military facilities) on articles regulated by the Federal Domestic Spongy Moth Quarantine
- Spotted Lanternfly – inspections conducted at residential, storage, or other locations (such as military facilities) on articles regulated by the State Exterior Spotted Lanternfly Quarantine
- Swap meets/Flea Markets – inspections conducted at multiple independent vendors at one location
- Truck – inspections of interstate plant shipments not from Florida, Hawaii, or southern states\*

Pest exclusion activities for Additional Pathways inspections may include, but are not limited to, the following:

1. Reviewing invoices for content origin/destination.
2. Checking agricultural products, shipments, material, or means of conveyance for quarantine compliance.
3. Rejecting agricultural products, shipments, or material that are in violation of Food and Agricultural Codes and quarantines.
4. Inspecting for pests (i.e., imported fire ant, Asian citrus psyllid, arthropods, gastropods, and weeds).
5. Sampling for nematodes (less than 100 percent of all shipments may be sampled for nematodes. The decision to conduct nematode sampling on individual shipments should be based upon nematode detection and pest risk associated with the type(s) of plant material.
6. Data entry, sample submissions, and reporting as outlined in Scope of Work, sections 1 & 3.


7. Notifying the Interior Pest Exclusion Program of the presence of any significant pest finds and/or repeat certification violations.
8. Notifying affected parties of a rejection.
9. Reviewing Pest Exclusion Advisories and relevant reports maintained on the CDFA Interior Pest Exclusion Extranet site.

The county shall determine the time of day and week the inspections are to occur. If a county finds it necessary to deviate from its approved work plan, said county will notify the Interior Pest Exclusion Program of any changes.

*\* Southern states are considered those states that are regulated by State Exterior Quarantine CCR 3271-Burrowing and Reniform Nematode and Federal Domestic Quarantine 7 CFR 301.81-Imported fire ant.*

**COUNTY LETTERHEAD**

SUBMIT MONTHLY TO: [CDFA.PEB\\_Interior\\_Reporting@cdfa.ca.gov](mailto:CDFA.PEB_Interior_Reporting@cdfa.ca.gov)

STATE OF CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE PLANT HEALTH AND PEST PREVENTION SERVICES (PEST EXCLUSION) 1220 N STREET SACRAMENTO CA 95814	
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Agreement Name:	High Risk Pest Exclusion Program
Agreement Number:	
Agreement Amount:	

Date:	
County:	
Amount Billed to Date	
Invoice #	
Billing Period:	From: _____ To: _____ <small>(Example: From Jan 1, 20XX To Jan 31, 20XX)</small>

**PERSONNEL COSTS**

Month :

Total Amount Due:	<b>\$0.00</b>
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**COMMENTS:**

REMIT PAYMENT TO: (County Information)

<i>For State Use Only</i>
Date Approved:
Approved by:
Account Code:
Agreement No.
Program Code:
Fiscal Year:
Please pay this amount:

**Appendix E F**

Accounting use only:
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- \* Hourly Rate must include Hourly Wage and Benefit Rate.
  - \*\* Overhead percentage is eligible, may fluctuate per county and must not exceed 25%
  - \*\*\* Mileage rates: County not to exceed \$0.70 per mile.
- Per federal audit guidelines, this rate cannot be exceeded.  
However, if your county's internal policy uses a lower rate, that rate may be applied.

High Risk Pest Exclusion Program  
County Work Plan  
FY 2025-2026  
July 1, 2025 through June 30, 2026

County: Riverside  
Agreement Manager: Erik Downs



REVISED

	# of Facilities Requiring Activities	Estimated Visits/Year/Facility	Estimated Hours/Visit <sup>3</sup>	Total Estimated Hours/Year	Cost per Pathway <sup>4</sup>
Parcel	8	70	1.8	1,008.00	\$ 95,819.96
Air Freight	2	60	1	120.00	\$ 11,407.14
Nursery Stock	20	20	1	400.00	\$ 38,023.79
Administrative Support <sup>7</sup>				6.00	\$ 570.36
<b>Total Hours<sup>1</sup>:</b>				<b>1,534.00</b>	<b>\$ 145,821.25</b> :Estimated Cost <sup>5</sup>
<b>Estimated Annual Cost<sup>2</sup>:</b>				<b>\$145,821.25</b>	<b>95.05948501</b> :Total Cost per Hour <sup>6</sup>

ORIGINAL

	# of Facilities Requiring Activities	Estimated Visits/Year/Facility	Estimated Hours/Visit <sup>3</sup>	Total Estimated Hours/Year	Cost per Pathway <sup>4</sup>
Parcel	8	30	1.5	360.00	\$ 34,790.16
Air Freight	2	40	1	80.00	\$ 7,731.15
Nursery Stock	10	16	1	160.00	\$ 15,462.30
Additional Pathways	0	0	0	0.00	\$ -
Administrative Support <sup>7</sup>				40.00	\$ 966.39
<b>Total Hours<sup>1</sup>:</b>				<b>640.00</b>	<b>\$ 58,950.00</b> :Estimated Cost <sup>5</sup>
<b>Estimated Annual Cost<sup>2</sup>:</b>				<b>\$58,950.00</b>	<b>96.63934426</b> :Total Cost per Hour <sup>6</sup>

**High Risk Pest Exclusion Program  
County Personnel Cost Worksheet  
FY 2025-2026  
July 1, 2025 through June 30, 2026**

**County: Riverside**

**REVISED**

Title	Hourly Wage	Hourly Benefit Amount	Total Hourly Rate	Estimated Hours to be Worked	Total Cost
ASI I-IV	\$47.50	\$29.00	\$76.50	1400	\$107,100.00
Deputy Commissioner	\$60.00	\$36.00	\$96.00	31	\$2,976.00
Executive Assistant	\$30.00	\$18.00	\$48.00	22	\$1,056.00
Office Assistant	\$25.00	\$16.00	\$41.00	23	\$943.00
Supervising ASI	\$49.00	\$30.00	\$79.00	58	\$4,582.00
<b>Total Hours/Cost<sup>1</sup>:</b>				1534	\$116,657.00
<b>Insert Overhead Cost Percentage<sup>2</sup>:</b>					25%

**Estimated Annual Cost<sup>3</sup>:** \$145,821.25

**ORIGINAL**

Title	Hourly Wage	Hourly Benefit Amount	Total Hourly Rate	Estimated Hours to be Worked	Total Cost
ASI I-IV	\$48.00	\$29.00	\$77.00	510	\$39,270.00
Deputy Commissioner	\$60.00	\$36.00	\$96.00	40	\$3,840.00
Executive Assistant	\$30.00	\$18.00	\$48.00	40	\$480.00
Office Assistant	\$25.00	\$16.00	\$41.00	40	\$410.00
Supervising ASI	\$49.00	\$30.00	\$79.00	40	\$3,160.00
<b>Total Hours/Cost<sup>1</sup>:</b>				640	\$47,160.00
<b>Insert Overhead Cost Percentage<sup>2</sup>:</b>					25%

**Estimated Annual Cost<sup>3</sup>:** \$58,950.00