



**Illinois Nature Preserves Commission**  
**One Natural Resources Way**  
**Springfield, IL 62702-1271**  
**217-524-2415**

October 26, 2017

To: Volunteer Coordinators

From: Kelly L. Neal, Stewardship Project Manager

Re: Licensing of Volunteers for Herbicide Use

I would like to thank you for your help in licensing volunteers for the application of herbicides in 2017. The methods used in previous years were successful and will be continued into 2018. If you have changed positions or areas of responsibilities, please see to it that the appropriate individuals are contacted and receive this information packet.

You will be receiving renewal notices for volunteer applicators and operators that had licenses in 2017 directly from the Illinois Department of Agriculture. Please direct these to the volunteers as described in the "2018 Licensing Procedures" enclosed.

Similar to last year, I have also included copies of two forms and two instruction sheets to help you guide volunteers through the process of licensing as Public Pesticide Operators and Applicators. The documents entitled "2018 Herbicide Applicator Licensing Procedure" and "2018 Herbicide Operator Licensing Procedure" are designed for the volunteer and describe what the volunteer needs to do to become a licensed Applicator or Operator respectively. These should probably be included with the applications or retest letters to the volunteers.

The "Volunteer Agreement and Indemnification for Pesticide Application" is needed to indemnify the volunteers for herbicide application through the Illinois Nature Preserves Commission. Have each volunteer complete and sign the form, sign it as the volunteer coordinator and forward the indemnification form to me. The form will be signed by Illinois Nature Preserve Commission staff and copies will be sent to all parties.

The "Volunteer Herbicide Testing Identification Card" is designed to help identify persons participating in this program with the Illinois Nature Preserves Commission. You should make a master copy of this form filled in with your agency name, address and phone number. Then make copies and provide them to volunteers that are obtaining their first license or need to retest. The volunteers should take these cards to the test center when they take their tests.

Similar to last year, it is critical that the agency name and address for operator match that of the applicator and volunteer coordinator on all test and application forms. This can be facilitated by collating and sending the applicator's application with the supervised operator's applications. Using a single address for your volunteers will ensure that all communications will come directly from Illinois Department of Agriculture to you for processing.

To ensure that herbicide operators are properly supervised, **Illinois Department of Agriculture requires at least one applicator for each volunteer group or site where herbicide applications will take place.** I appreciate your support in achieving the goal of full compliance with state statutes and ensuring that at least one person at each site is thoroughly versed in the use of herbicides. Please note, the Illinois Department of Agriculture charges an annual fee for operator (\$15) and applicator (\$20) licenses.

Again, I want to express my thanks to you on behalf of the Illinois Nature Preserves Commission for your commitment to managing Illinois' natural areas as evidenced by your participation in this project. If you have any questions please give me a call at (217) 524-2415 or contact me at [kelly.neal@illinois.gov](mailto:kelly.neal@illinois.gov).