

Instructions for Completing:
Sacramento County
Operator Identification Number (OIN)

&

Restricted Materials Permit (RMP) Questionnaires

If you plan to apply pesticides to property you operate, own, or lease within Sacramento County, an Operator Identification Number (OIN) or Restricted Materials Permit (RMP) may be required. RMPs & OINs must be created and signed before pesticide applications are conducted. RMPs and OINs are renewed by appointment only. Details regarding OINs, RMPs, and the differences between the two can be found on the Department of Pesticide Regulation webpage located here: [OIN](#) [RMP](#)

For your convenience, a questionnaire regarding the details of your OIN/RMP has been created. The answers given to these questions will expedite the OIN/RMP writing process. **For RMPs only, please ensure that answers are given for questions 1 and 2 on the alternatives worksheet for each restricted material you would like added to your permit.** This step is not required for an OIN. An inspector will create your OIN/RMP once the questionnaire has been received. This questionnaire may be submitted electronically, via mail, or in person with an appointment (Please call ahead to schedule an appointment prior to dropping off the questionnaire.) If adding new sites, or creating a new OIN/RMP, please include a map of your sites.

Sacramento County issues multi-year OINs/RMPs to those entities that qualify. If you are interested, please read the multi-year permit guidelines and return the acknowledgement form with your signature.

An inspector will contact you to set an appointment to discuss pesticide regulatory information once your OIN/RMP has been created. To finalize the OIN/RMP, a signature from the applicant, applicant's agent, or card holder, etc. will be required. If someone other than the Operator will be signing for the permit, please complete the Authorized Representative Form. Electronic signatures using DocuSign will be accepted. Inspectors will share signing options with you during the phone appointment.

For more information regarding the DocuSign service, please visit this website:

<https://support.docusign.com/en/articles/How-do-I-sign-a-Docusign-document-Basic-Signing>

To return the OIN/RMP questionnaire by e-mail, please send the completed questionnaire to:

agcommpue@saccounty.gov

Please title the e-mail as follows:

"RMP* Q – Entity Name" e.g. "RMP* Q – ABC123 Farm"

*Insert OIN here if applying for an OIN

For questions regarding the Sacramento County OIN/RMP renewal process please contact the office closest to your site(s):

Galt

232 N. Lincoln Way, Suite #30
Galt, CA 9563
Phone: 916-876-1400
Fax: 209-745-1128

Sacramento

4137 Branch Center Rd
Sacramento, CA 95827
Phone: 916-875-6603
Fax: 916-875-6150

Sincerely,

David J. Smith

Deputy Agricultural Commissioner