

Please note the following document is a sample of the *FDACS Mosquito Control Incident Response Team (MCIRT) County Required Documentation Checklist*. In the event of a request during a storm activation, an official copy will be sent with updated contact information as well as needed information based on that timeline of storm.

SAMPLE

FDACS Mosquito Control Incident Response Team

County Required Documentation Checklist

Event/Storm: _____ **County:** _____ **Date:** _____

Please complete the form below and upload to your WebEOC request along with the listed required documentation. If you have any questions, contact _____ at _____.

Primary Point of Contact: _____ (if there are any others, please provide in an attached document.)

Contact information: _____

- **County Health Department letter stating public health necessity** (template provided)
- **BOCC or authorized county representative letter or memo approving treatment**
- **Three-year baseline surveillance:** excel spreadsheet preferred but not required.
 - Time frame: _____
 - If these are not available, note why.

- **County GIS proposed treatment zones:** These do not need to be in ArcGIS. Scans of hand drawn line maps are acceptable.
- **Public Information/media plan:** How will you notify public in application zones of upcoming applications? Methods can include social media, reverse 911 calls, or other methods. Attach a document with that includes potential language to be disseminated to the public.
- **Large scale, outdoor events:** List dates, locations, and times of any events that occur within the requested treatment areas.

- **List any USDA certified organic farms** and their locations should they desire to be excluded from the treated area. A database of USDA Certified Organic Farms and Businesses can be found at: [Organic Integrity Database \(usda.gov\)](https://www.ams.usda.gov/organic-integrity-database). FDACS must receive notification of the area to be excluded by 2:00 pm on the day the application is being made.