

**PERC** Pesticide Educational  
Resources Collaborative

[www.pesticideresources.org](http://www.pesticideresources.org)

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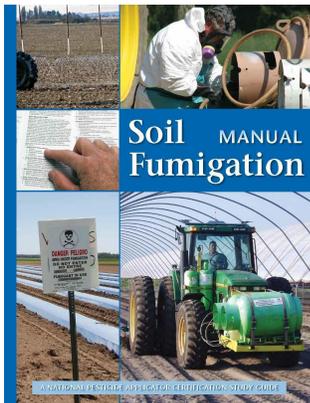
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## Request for Applications

### National Project Coordinator & Lead Technical Writer

Soil Fumigation Manual and Exam Bank

for Pesticide Applicator Certification on Selected Fumigation Uses



The Pesticide Educational Resources Collaborative (PERC) invites applications for a National Project Coordinator and Lead Technical Writer (one position each) to lead a national team of paid and volunteer contributors. The team will develop an updated manual and exam item bank for pesticide applicator certification in soil fumigation categories, for release in 2024.

### The Project

Soil fumigants are some of the most toxic pesticides on the market. Each one can be fatal by inhalation, and users must be trained and certified to ensure their safety. The primary goal of this project is to replace the 2012 edition of the Soil Fumigation manual and exam item bank created by NASDARF, a former EPA grantee.

- The purpose of the manual is to prepare pesticide applicators to successfully complete a certification exam in their states, tribes, or territories in the “Soil Fumigation” category.
- This manual/exam will be available for adoption by states, tribes, and territories to train and assess pesticide applicators who wish to use soil fumigants.
- Both private and commercial applicators will be required to earn this certification in order to use soil fumigation products after implementation of the 2017 revised Certification & Training Rule (40 CFR Part 171).
- Examples of soil fumigation uses are 1,3-dichloropropene (e.g. Telone) and chloropicrin (e.g. Strike).

The manual will include newly-required competencies under the 2017 revised Certification of Pesticide Applicators Rule (40 CFR Part 171). The development process may include a job analysis, collaborative development of learning objectives, content-development, exam-item testing and refinement, making recommendations for needed visuals, and evaluation/testing with relevant audiences. The National Project Coordinator will foster stakeholder engagement and seek consensus. They will ensure that the latest science and modern safety practices are included. The manual and exam item bank will be developed only in English at this time.

In keeping with [PERC's policy](#) about the sharing of manuals associated with exams, no copies of the revised manual will be made available digitally by PERC or adopters.

### The Team

- One National Project Coordinator will assist PERC Administrators to recruit a team of Subject Matter Expert (SME) volunteers, draft and refine learning objectives based on a job analysis, develop/adapt training content, and develop/evaluate exam items (questions/answers). The National Project Coordinator (paid) will supervise one Lead Technical Writer (paid). No travel is anticipated, and teams will convene via phone or other forms of remote meeting technology.
- One Lead Technical Writer will serve as the primary writer and editor for the contents of the manual sections and exams. The Lead Technical Writer shall take the contributions from the drafting teams and create cohesive manual sections and exams.
- Volunteer experts from industry, government, and academia. The National Project Coordinator will lead the effort to recruit the team.

PERC will prioritize applicants for the above two paid roles who can demonstrate a strong, collegial working relationship with one another.

The level of effort for the National Project Coordinator and Lead Technical Writer will depend on the number of SMEs recruited, the learning objectives, and the team's availability (hours/week) and skill level. PERC predicts the peak effort for the scoping phase between January – March 2023 and could include up to about 5-10 hours per week. It is expected that all outputs will be completed by late 2023, although PERC may need the Project Coordinator and Lead Writer to be available a bit longer to respond to user feedback.

### National Project Coordinator Job Description

Job responsibilities may include some or all of the following:

- Collect national best practices and resources relevant to the scope of this project.
- Communicate with team members, PERC Administrators, and EPA on project status.
- In consultation with PERC Administrators, recruit and select qualified stakeholder SMEs using a transparent process.
- Participate in one of the creation sub-groups (optional).
- When appropriate, incorporate feedback from the PERC Advisory Board.
- Maintain ongoing consultation via PERC administrators with EPA to ensure regulatory accuracy.
- Represent the project in one or more stakeholder gatherings to describe the manual and/or its development process.



### **National Project Coordinator Qualifications**

- Required Experience:
  - Coordinating a project and leading a team of others for desired results (on time, on quality standards, on budget, etc.).
  - Developing content for a manual for pesticide applicators in preparation for a certification exam.
  - Familiarity with pesticide application practices, labels, and regulations.
  - Demonstrated excellence in professionalism and written/oral communication skills.
- Recommended Experience:
  - Using/administering coordination tools such as shared calendars, scheduling polls, conference calls, and screen-sharing technologies.
  - Familiarity with pesticide labels, fumigation practices, and/or similar topics.

### **Lead Technical Writer Job Description**

Job responsibilities may include some or all of the following:

- Under the direction of the Project Coordinator, participate in job analyses and the identification of learning objectives.
- Assist with the collection of national best practices and resources relevant to the scope of this project.
- Participate in all content-generating sub-groups.
- Lead content development in a way that is culturally sensitive, technically accurate, and optimized for learner success, with a cohesive voice/tone throughout.
- Draft all questions/answers for the exam item bank.
- When appropriate, incorporate feedback from the PERC Advisory Board.
- In consultation with the Project Coordinator, incorporate feedback from the drafting teams.
- Maintain ongoing consultation with Project Coordinator and PERC administrators and EPA to ensure regulatory accuracy.

### **Lead Technical Writer Qualifications**

- Required Experience:
  - Participating on a writing project team with others for desired results (on time, quality standards, etc.).
  - Experience or education related to writing exam questions in a clear and culturally competent way.
  - Demonstrated excellence in professionalism and written/oral communication skills.
- Recommended Experience:
  - Working with illustrators to develop meaningful images for the purpose of education.
  - Contributed content for a manual and/or exam item bank for pesticide applications.
  - Familiar with smart labels, fumigation practices, and/or similar topics.
  - Use coordination tools such as shared calendars, scheduling polls, conference calls, and screen-sharing technologies.



### Eligibility

State and tribal regulators, academic/private/non-profit educators, and experienced project managers are encouraged to apply. Funding is available to compensate the National Project Coordinator and Lead Technical Writer for their time, pending the applicants' eligibility to accept payment under the rules governing this cooperative agreement.

### Application Procedure & Selection

Complete the web-based forms available here (for [National Project Coordinator](#); for [Lead Technical Writer](#).) Be prepared to describe your qualifications, availability, compensation requirements, and your interest in the project.

**Application receipt deadline: UPDATED DEADLINE: DECEMBER 2, 2022**

**Earliest start date: ~ January 2, 2023**

PERC administrators from the University of California of Davis Office of Continuing and Professional Education and Oregon State University will make the final selections using a score sheet based on listed qualifications. Applicants will be notified by December 16, 2022.

For questions, please contact [PERCSupport@ucdavis.edu](mailto:PERCSupport@ucdavis.edu).

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**About PERC:** PERC is led by University of California of Davis Continuing and Professional Education and Oregon State University, and is funded by a 5-year cooperative agreement (#X8-84019401) from the U.S. EPA. PERC aims to protect the public and the environment by minimizing the misuse of pesticides, increasing access to high-quality education for applicators, and managing projects in support of safe pesticide use, thereby ensuring the safety of chemicals in the marketplace, and advancing the safe use of pesticides. This is complementary to the Environmental Protection Agency's 2022-2026 Strategic Plan, Goal 7 – Ensure Safety of Chemicals for People and the Environment, Objective 7.1: Ensure Chemical and Pesticide Safety". See <http://pesticideresources.org>.

