

# Structural Pest Division

## Georgia Department of Agriculture

### Compliance Fact Sheet

### Monthly Job Reports

This fact sheet is for structural pest control operators. It provides guidance on how to comply with the monthly job report (MJR) rule of the [Georgia Structural Pest Control Act](#).

#### **What does the rule require?**

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Structural Pest Control Companies operating in the category of wood-destroying organisms (WDO) are required to create Monthly Job Reports (MJR).

#### **What is a Monthly Job Report?**

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A document required under [Rule 620-6-.06](#) that reports completed pest management service jobs in the category of wood-destroying organisms.

#### **SPCC Monthly Job Report:**

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This SPCC Monthly Job Report was developed as a tool to assist in compliance with the requirement of [Rule 620-6-.06](#). Other forms can be used but must include the required information.

#### **Request for records:**

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GDA may request Monthly Job Reports for any portion of the last two years. If you receive a request for these records, the records must be provided to GDA in a reasonable amount of time.

#### **What is a WDO Job?**

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A WDO Job is a control measure meaning the application of all measures for the purpose of controlling termites, powder post beetles, wood boring beetles, wood destroying fungi and any other wood destroying organism in structures and adjacent outside areas.

#### **How often are these reports required to be made?**

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The reports must be compiled each month and maintained by the designated certified operator.

#### **What jobs must be listed on Monthly Job Reports?**

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- WDO jobs completed
- [Official Georgia Wood Infestation Inspection Reports](#)
- New WDO contracts

#### **What must be included on the Report?**

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- Name of the property owner
- Complete address of the structure
- WDO pest
- Type of structure
- Date of treatment or inspection
- [Official Waiver Form](#) (if applicable)
- [Official Georgia Wood Infestation Inspection Report](#)

#### **How long must MJR's be maintained?**

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Monthly Job Reports should be retained by the company for two (2) years from the report period.

#### **Can an abbreviation key be used to simplify the MJR?**

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An abbreviation key can be used for the report. The abbreviation listed for each job must match the abbreviation in the key, for accuracy.

#### **How should I document Pre-construction soil applied termite treatments on Monthly Job Reports?**

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Pre-construction soil termite treatments should be documented on Monthly Job Reports each time a termiticide is applied.

#### **Can other information be included on the MJR?**

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Additional information can be included on the MJR to assist with business operations.

## Online Resources

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[Laws & Regulations](#)

[Georgia Structural Pest Control Commission](#)

Also listed at [www.agr.georgia.gov/structural](http://www.agr.georgia.gov/structural)

If further assistance is needed, contact the  
Structural Pest Control Division at  
(404) 656-3641 or [pest@agr.georgia.gov](mailto:pest@agr.georgia.gov)

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*The Georgia Structural Pest Control Commission and Georgia Department of Agriculture have issued this guidance document to help pest management professionals comply with the Rules of the Georgia Structural Pest Control Act. This document does not include all regulatory requirements. Refer to the complete Rules of the Georgia Structural Pest Control Act for all rules and regulations.*

SPCC: 25-03

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# SPCC Monthly Job Report

Company Name: \_\_\_\_\_

Company License Number: \_\_\_\_\_

Name of Designated Certified Operator: \_\_\_\_\_

Reporting Period: \_\_\_\_\_  
Month Year

Treatment Type	WDO Pest	Type of Structure
ST: Soil Treatment	STT: Subterranean Termites	S: Slab
BS: Bait System	PPB: Powder Post Beetles	C: Crawlspace
PC: Pre-Construction	WBB: Wood Boring Beetles	B: Basement
WT: Wood Treatment	DWT: Dry Wood Termites	
WO: Warranty Only	WDF: Wood Destroying Fungi	

Abbreviation Key

Date Job Performed	Property Owner's Name	Complete Address	Treatment Type	WDO Pest Treated	Official Waiver Issued	Type of Structure	WIIR Issued
					Yes No		Yes No
					Yes No		Yes No
					Yes No		Yes No
					Yes No		Yes No
					Yes No		Yes No
					Yes No		Yes No
					Yes No		Yes No

## SPCC Monthly Job Report Definitions

The Georgia Structural Pest Control Commission (SPCC) Monthly Job Report is a form that can be used by companies to meet the requirements of [Rule 620-6-.06](#).

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**Designated Certified Operator** – The full name of the Designated Certified Operator for Category 30, Wood Destroying Organisms (WDO) as it is printed on their license.

**Reporting Period** – Month & Year of WDO jobs completed.

**Date Job Performed** – The date WDO job was performed.

**Property Owner's Name** – Name of the owner or owner's agent's name as it appears on the contract of the WDO job.

**Complete Address** – The physical address of the WDO job site including full street name, street number, city, state, zip code.

**Treatment Type** – The control measure used to treat the target WDO pest as per the minimum adequate control measures outlined in Rule 620-6-.04. Select from Soil Treatment, Bait System, Pre-Construction, Wood Treatment, or Warranty only. Additional treatment types can be added on an additional line.

**WDO Pest Treated** – The target pest(s), select from Subterranean Termites, Powder Post Beetles, Wood Boring Beetles, Drywood Termites, or Wood Destroying Fungus.

**Official Waiver Issued** – Check yes if Official Waiver was issued or check no if waiver was not issued.

**Type of Structure** – Select the type of foundation from slab, crawlspace or basement that best describes the structure. Additional or multiple types can be added by typing or handwriting in the blank.

**Official Wood Infestation Inspection Report (WIIR) Issued** – Check yes if WIIR issued or check no if WIIR was not issued.