

SPOTTED LANTERNFLY  
REPORTING REQUIREMENTS  
CHECK FOR UNDERSTANDING

After reviewing the Powerpoint presentation concerning the Spotted Lanternfly; you should have an understanding, as employees of Heller's Gas and as individuals of the Commonwealth of Pennsylvania, of the importance of working together to curb the spread of this unwanted pest. As a Company and as individual citizen working within the Counties designated as quarantined Counties, we must understand the importance of recognizing these pests and reporting their presence wherever we are. In doing this we will aid the Pennsylvania Department of Agriculture and Penn State entomologists much needed information as they watch the spread of this insect throughout the State.

Do you understand the importance of this as individuals and as a Company working in the Quarantine areas?

We must also understand the importance of accurate reporting as we go through our workday.

Daily Inspection Reports and their completion:

- These must be done individually on every day that you are on the road delivering product of servicing or installing customer equipment. One day, one report.

Do you understand this requirement?

- Reports must include: your name; your branch; your truck number; and license plate number.

Do you understand this requirement?

- Date of the report; column one. This only needs to be entered once, since only one work-day or trip will be on each daily report.
- Location of stop; whatever it may be; customer location, fuel stop, break time, or lunch; must be documented.

Do you understand these requirements?

- You will record either that you have not seen any on site (None Found) or if you have seen any stage of the insect; from egg cases to adult flies; you will record the number observed and the number you have killed (Found/Destroyed). Example: You saw three bugs and killed all three, you will record in that column (3/3). If you didn't kill any, you will record (3/0).

Do you understand this requirement?

- Information in recording each stop within the Quarantine areas will be as follows:
  - If none are observed; Customer name and account number only.
  - If bugs are observed; The address of the location (street, city and zip code)

Do you understand these requirements?

- At the completion of the stop; you will:
  - Do a complete walk around of your vehicle as you normally are required to do, but also observing that no insects are clinging to or hiding in or on your vehicle or person. We want no hitchhikers; especially if we are currently in a quarantine area and will be entering a non-quarantine area.
  - Deliveries or other stops in non-quarantine areas need not be recorded unless the bug is observed. This is especially important to Penn State in tracking the spread of the bug.

Do you understand these requirements?

- At the end of your day; you will:
  - Sign and date your report at the bottom of the page. If you have multiple pages, sign and date all pages.
  - Submit your completed reports to your managers that day with your work. There will be no exceptions or excuses for not turning in your reports for each day on the day they were recorded or at the latest, the very next morning.

Do you understand these requirements?

**All reporting of observances, while on duty with the Company, will be reported to Penn State by the Safety Office.**

Do you understand all the requirements?

Do you feel that you can fully comply ?