

City of Vallejo



Integrated Pest Management Policy and Structural Integrated Pest Management Plan

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Part I - Integrated Pest Management Policy

Introduction

Pesticides, herbicides and fertilizers have been shown to be significant contributing sources of pollutants that contaminate storm waters that eventually enter the San Francisco Bay. Toxicity levels related to pesticides and herbicides have been observed in urban creeks and runoff throughout the Bay Area. Improper or unwise use of these chemicals promotes soil erosion and increased toxicity levels which impacts local streams and contributes pollutants to the Bay. Misuse and over-use of pesticides and herbicides are also shown to be harmful to humans and other wildlife.

Fertilizers when used properly increases growth and vigor of many plant species that enhance our lives, however when not applied properly, fertilizer also becomes a pollutant to our water systems. Excessive fertilizer that is not absorbed by plant material gets washed away by rain and improperly operated irrigated systems. This run-off is transported through the storm water system which also terminates in the Bay. Fertilizer damage in the Bay results in abnormal algal growth and subsequent fouling of waters due to die-off.

In order to be environmentally proactive and to be in compliance with the Municipal Regional Stormwater NPDES Permit (MRP), California Department of Pesticide Regulation and Solano County Department of Pesticide Regulation, the City of Vallejo has developed an *Integrated Pest Management Policy* and a *Structural Integrated Pest Management Plan*, included herein, to govern the use of Pesticides, herbicides and fertilizers. The ultimate purpose of this Policy and Plan is to reduce the discharge of pesticides, herbicides and fertilizers in urban runoff and to limit human and animal exposure to toxic substances that are used on the landscape and in and around City owned and operated facilities by implementing Best Management Practices (BMPs).

Core Program Elements

1. Focus on long-term prevention of pests
2. Regular monitoring for pest and associated problems
3. Combine the use of cultural, biological and physical management tools
4. Treat with pesticides as a last resort and should be used in conjunction with other methods (choosing the least toxic product available).

Historical Program

Prior to this document, all City Departments were practicing least toxic measures and IPM principles; however, there was no united City policy creating consistency of practice throughout the departments. This strategy will provide an ongoing specific program to reduce environmental and habitat conditions which will ultimately result in a reduced usage of pesticides used on City property.

Program Description

As defined by the University of California Statewide IPM Project, Integrated Pest Management is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates that they are needed according to established guidelines. Treatments are made with the goal of removing only the target organisms. Pest control materials are selected and applied in a manner that minimizes risks to human health, to beneficial and non-target organisms, and to the environment.

1. Monitor each pest ecosystem to determine pest population, size, occurrence, and natural enemy population, if present. Identify decisions and practices that could affect pest populations. Records of all such monitoring shall be kept.
2. Set threshold and action levels.
 - Threshold level refers to the point where a pest problem causes an unacceptable impact.
 - Action level refers to a predetermined population level of vegetation or pest, which necessitates that action, must be taken to prevent the population from reaching or exceeding the threshold level.
3. Consider a range of potential treatments for the pest problem. Always employ non-chemical management tactics first. Whenever possible, consider the use of chemicals as a last resort. Select and use the least toxic formulation which will be effective against the target pest, and use pesticides in accordance with Federal, State, County and other provisions of this policy.
4. Monitor treatment to evaluate effectiveness. Such monitoring records shall be kept and maintained for a minimum of a year period.
5. Institute ongoing education and training opportunities for staff and the general public.
6. Special circumstances, i.e. protection of botanical specimen, or other mitigating factors may allow exemptions to the process outlined above.

Mission Statement

It is the mission of the City of Vallejo's to implement an IPM Policy to promote environmentally sensitive pest management while preserving assets and protecting the health and safety of the public and our employees. All costs and impacts associated with pesticide use, including community and environmental health, will be considered. The following IPM Strategy describes the City's goals and demonstrates how the City will achieve these goals.

Integrated Pest Management Policy Goal is to ensure that the City:

1. Reduces risk to the general public, staff and the environment as a result of pest control activities conducted by City Staff and Contractors performing work on behalf of the City;
2. Reduces and/or eliminates the use of pesticide products that pose known, likely, or probable human health or environmental risks;

3. Applies pesticides in a manner that protects and enhances our region's natural resources and public health;
4. Practices a pesticide reduction policy that is a model of environmental stewardship, which will be shared with the citizens of Vallejo;
5. Maintains a leadership role in developing both ecologically sensitive and aesthetically pleasing landscapes and structures;
6. Practices a consistent standard of environmental stewardship by departments managing structures, landscapes, and other grounds;
7. Establishes a program where pesticides categorized as toxic or persistent (Tier 1) are only used when there is a threat to public health, safety or the environment, or when use is warranted to prevent economic damage and only after other alternatives have been implemented and shown to be ineffective or considered and found infeasible;
8. Establishes clear criteria for pesticide use, to reduce the amount and toxicity of pesticides and reduce or eliminate pesticide use on City property and City maintained property; and
9. Reduces the amount of pesticides and fertilizers introduced into the storm-water discharge system.

Strategy

In an effort to allow this program to be the most effective and beneficial to the public, City departments will coordinate their IPM efforts to have policies consistent for all open space, common area landscaping and City maintained parks within the region. City departments will participate in Regional IPM Coalition efforts and collaborate with other local agencies facing similar challenges. Other municipalities that have a history of quality IPM programming will also be utilized as resources in the development and implementation of pesticide reduction efforts. Specifically, the City/County of San Francisco, California, Contra Costa County and the City of Santa Barbara, have extensive IPM programs that offer models of learning for the City of Vallejo.

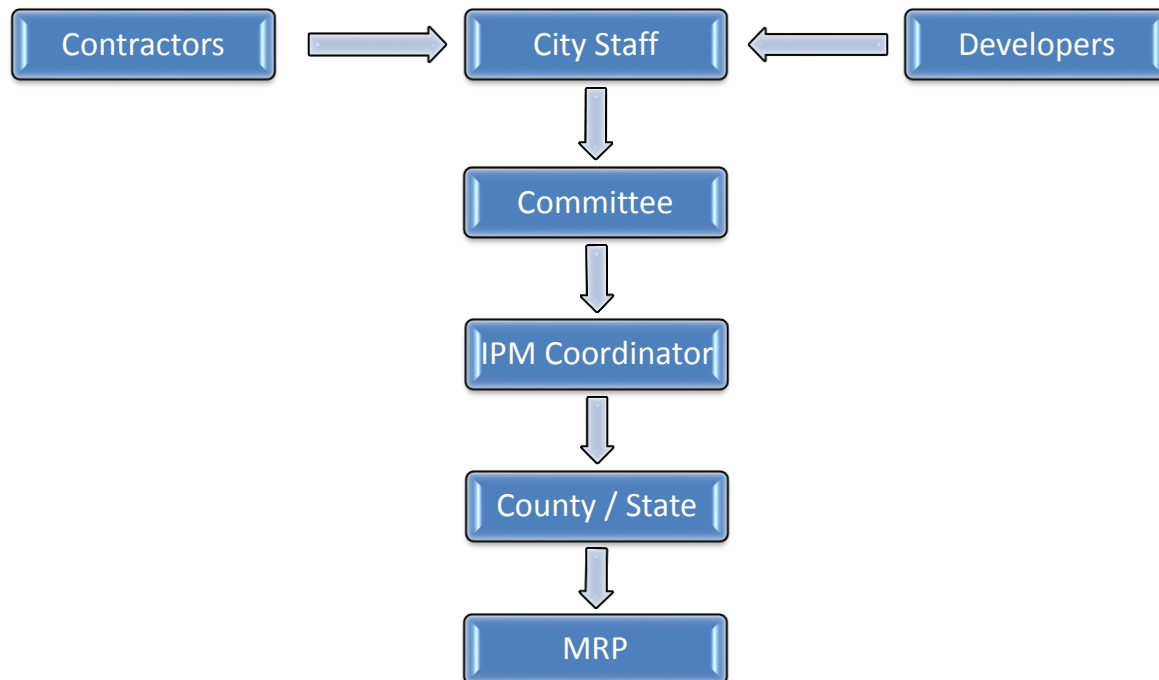
This IPM Strategy also provides for periodical re-evaluation of pesticides used by the City. The Strategy requires updates, which outline pesticides that are being used in all departments, and will allow employees involved in pesticide use, to make conscious decisions about the control mechanism selected, to employ the use of pesticides wisely, and to make full use of pesticides purchased. All departments responsible for overseeing construction projects; managing City-owned structures, grounds, landscapes; and purchasing and/or using pesticides are affected. In addition, all contractors that are applying pesticides on the City's behalf will be required to subscribe to this IPM Strategy. Disinfectants used to protect human health are excluded from this strategy and the IPM policy.

As an integral part of this program, the City will require all employees, developers and contractors doing City work requiring the use of pesticides, herbicides and fertilizers to submit to the City: 1) a copy of MSDS for the proposed chemicals; 2) use report; and 3) location of application. The aforementioned will also be required to comply with City of Vallejo Pesticide Treatment Posting and Notification Policy (Attachment D). City of Vallejo will establish an IPM Coordinator as the central point of contact and record keeper for the IPM Program.

Implementation

1. Require all departments and contractors doing business on behalf of the City to comply with the Integrated Pest Management Policy.
2. Incorporate City IPM Policy requirements and practices into all construction, redevelopment and maintenance contracts.
3. Require annual reporting from City departments regarding implementation of the IPM policy.
4. City Council grants the authority to the Public Works director to create or designate a City IPM Coordinator and IPM committee to assist departments with program implementation; make pest control recommendations; implement training program; monitor program success; develop internal reports; complete additional State and County reports as necessary; participate in regional meetings regarding IPM programs; and provide leadership to the City of Vallejo IMP Committee. The IPM Coordinator will report to the Assistant Maintenance Superintendent, Landscape Maintenance.

Integrated Pest Management Policy Process Flow



Personnel Responsibilities:

Assistant Maintenance Superintendent (AMS Landscape Maintenance)

AMS shall be responsible for:

1. Ensuring that departmental procedures are implemented, and adhered to in accordance with the adopted policy

2. Developing and monitoring program budget and resources
3. Reviewing reports and providing input for the NPDES Permit and report
4. Assisting senior staff with staffing decisions in support of IPM Policy and Strategy
5. Meeting quarterly with the IPM Committee to create an annual report to be submitted to the IPM Governing Body, on the Department's implementation of the IPM Policy and Strategy

Integrated Pest Management Coordinator

The IPM Coordinator will be responsible for:

1. Managing the City IPM program
2. Selecting a location for any IPM pilot project to take place
3. Reviewing requests for new products to ensure that the products meet the standards of the IPM Plan and submitting the product for review to the IPM Committee
4. Attending meetings of the IPM Committee
5. Presenting an IPM Annual Report to the AMS on an annual basis

IPM Committee

The IPM Committee shall be made up of an IPM Coordinator, one (1) community representative, and departmental staff involved in the day-to-day operations and oversight of pest management operations. The Committee's role is supportive of the IPM Coordinator. Any dissensions on any decisions should be noted and reported in the IPM Annual Report.

IPM Committee shall be responsible for:

1. Coordinating efforts to adopt IPM techniques.
2. Communication with all staff on the goals and guidelines of the program.
3. Coordinating training programs for staff.
4. Facilitating meetings with the IPM Committee.
5. Tracking all pesticide use and ensuring that the information is available to the public.
6. Presenting an annual report to evaluate the progress of the IPM program.
7. Coordinating with other public agencies that are practicing IPM programs.
8. Meeting on a regular basis to review and discuss pest management practices.

IPM Committee Members

Committee Members (divisional representatives) shall be responsible for:

1. Providing Integrated Pest Management training to staff associated with the that division
2. Documenting and reporting on training efforts
3. Assisting the IPM Coordinator with designing a training program
4. Selecting a location for any IPM pilot project
5. Attending meetings of the IPM Committee
6. Assisting the IPM Coordinator with preparing the IPM Annual Report
7. Identifying any exemptions currently in place and granted during the past year
8. Identifying planned changes to pest management practices
9. Evaluating the effectiveness of any changes in practice implemented
10. Discussing any IPM Committee dissentions on any issues
11. Reviewing emergency pest control decisions
12. Annually reviewing the written IPM Strategy and recommending appropriate revisions to ensure the program meets the intended purpose and goals of IPM

Governing Body

The role of the governing body is to provide direction and support to the departments, review and provide comments on the IPM Annual Report and consider public input. The governing body shall consist of the City Council Members or be as assigned by the City Council.

Key Success Factors

The BMPs will be employed as part of the overall Integrated Pest Management Policy. This Policy has been developed to promote understanding and compliance through employee and contractor educational activities, coordinated outreach programs, revised maintenance specifications and intergovernmental collaboration.

Public Right-Of-Ways and Municipal Facilities

The City of Vallejo will begin evaluating the pesticide, herbicide and fertilizer use practices of landscape maintenance districts and other departments within the City of Vallejo. The following BMPs will be considered:

Alternative Methods

The City will consider alternative methods to preclude the use of pesticides, herbicides and fertilizers. Alternatives would include the use of physical and mechanical controls, cultural controls (changing the habits of the agency), and biological controls.

Usage BMPs

The City will consider employing alternative methods in lieu of pesticides, herbicides and fertilizers whenever possible. If it is determined that alternative methods are not viable, the following BMPs will be followed:

1. The City will ensure that pesticides, herbicides and fertilizers are applied at proper rates and concentrations as recommend by the Manufacturer and the Federal Government.
2. City Employees will not mix or load pesticides and fertilizers in an area that would allow ready access of the chemical to any storm drain, culvert or watercourse in the event of a spill.
3. The City will recycle tank rinse waters for use as make-up water and prohibit employees from discharging them to the storm drain or sanitary sewer system.
4. The City will properly store all pesticides, herbicides and fertilizers, providing secondary containment for all liquids in containers larger than 5 gallons.
5. The City will prepare spill kits and train employees to use them.
6. The City will maintain a record of all pesticide, herbicide and fertilizer usage as well as records of employee education and training.

Training and Certification

Increasing knowledge of staff and contractors who design and maintain buildings and landscapes is critical to the success of the IPM Program. The City will ensure that employees who apply pesticides, herbicides and fertilizers are properly trained and certified in conformance with applicable Federal, State and local laws and regulations. Consequently, by providing ongoing training and educational opportunities to staff and contractors regarding building and landscape IPM concepts, practices, and products, the City will significantly reduce the amount of toxic materials inadvertently introduced into our water system.

The IPM Coordinator shall invite speakers and arrange for other educational opportunities to assist departments in implementing the IPM Program each year. Department Directors shall ensure that IPM Committee is staffed with an employee that can participate and fulfill the obligations of the IPM Committee and inform other employees on departmental policies and procedures relevant to this IPM Program.

Training will be provided by City staff, IPM consultants, IPM technical advisors, and invited guest speakers. The IPM Coordinator, with assistance from the IPM Committee, will schedule training. Training and educational opportunities, both formal and informal, will also occur at landscape staff meetings. Managers and supervisors are not only expected to participate in the training, but to fully support involvement of their staff and contractors in the training.

In making landscaping staffing and budget decisions, departments shall consider the potential environmental tradeoffs; for example, will reduced staffing require increased use of pesticides to maintain the landscape at the same standard? Will short-term IPM expenditures result in long-term savings?

Essential Personnel

All staff associated with planning, design, construction, and maintenance of buildings and landscapes shall receive an orientation to the IPM Strategy and their roles and responsibilities in implementing it in a written or verbal format.

All personnel involved in pest management activities shall receive the following training:

1. An orientation to the IPM Strategy
2. Identification and lifecycles of typical Northern California pests, weeds and beneficial insects; determining threshold levels for different types of landscapes
3. monitoring techniques; and strategies for successful management of these pests
4. Noxious weed identification, control, and regulations
5. Pesticide laws and safety
6. Specific best management practices as appropriate

The City of Vallejo will promote the reduction and proper use of pesticides, herbicides and fertilizers whenever possible through education of employees and outreach activities as appropriate.

Vallejo Sanitation and Flood Control District Outreach / Education

Education and outreach for the Vallejo Area is also conducted by the Vallejo Sanitation and Flood Control District. The following is a list of activities that the District has addressed to date:

The District is an active participant of the program "Our Water, Our World IPM Partnership, a joint effort between the Bay Area Clean Water Agency (BACWA) and the Bay Area Stormwater Management Agencies Association (BASMAA) to address the characterization and reduction of diazinon in storm water and wastewater treatment plant discharges.

District personnel have distributed information regarding the proper use and disposal of pesticides ("Grow it Guide," and "Are Pests Bugging You?" pamphlets) at public outreach events and as part of treatment plant school tours.

The District continues to promote use of the local household hazardous waste collection facility for disposal of unused fertilizer and pesticides.

The District contributes funds and is an active participant in the BASMAA PIP Committee, which has run several advertising campaigns to educate the public about the problems associated with fertilizers and pesticides in urban runoff.

City of Vallejo Outreach / Education

The City of Vallejo will create a fluid outreach and educational program. The program will include:

1. Creation of handouts containing Best Management Practices (BMPs) that can be utilized by City Staff, contractors and the general public.

2. Participation at earth friendly events including recycling drives, Earth Day, Arbor Day, etc.
3. The Integrated Pest Management Policy shall be posted on the City web site, with periodical mailings in conjunction with the water and marina billing processes.
4. Development of programs directed towards educating school age children about the importance of water quality, safe handling of chemicals and the importance of being environmentally conscientious.

Commercial Applicators

The City of Vallejo will only hire and contract with certified commercial applicators of pesticides, herbicides and fertilizers. The selected Contractors must adhere to the City of Vallejo's IPM Policies at all times.

Support and Promotion of Regulatory Improvements

The City will continue to support the efforts of BASMAA as they relate to pesticide, herbicide and fertilizer issues. The City of Vallejo will also support the promotion of regulatory improvements for the use of pesticides and fertilizers through the Urban Pesticide Committee (UPC). The UPC was formed in 1995 to facilitate the development of a Bay Area urban pesticide toxicity control strategy. This committee strives to coordinate urban pesticide toxicity reduction in the following areas: public outreach and education; promotion of regulatory improvements that would consider urban runoff program objectives; and monitoring and science. It also provides a forum to coordinate or engage the activities and actions of others including: municipal wastewater treatment agencies; Regional Water Quality Control Boards; California Department of Pesticide Regulation; US Environmental Protection Agency; County Agricultural Commissioners; pest control operators; pesticide manufacturers and formulators; academia; consultants; and public interest groups.

Annual Reporting

The annual report should, as a minimum:

1. Identify the types of pest problems that the Department has encountered
2. Identify the types and quantities of pesticides used by the Department
3. Identify alternatives for currently used or recommended phase out pesticides
4. Identify the alternatives proposed for adoption within the next 12 months
5. Any dissensions on any decisions or recommendations

Part II - Structural Integrated Pest Management Plan

Program Description

The Structural Integrated Pest Management plan is offered in conjunction with the City's comprehensive Integrated Pest Management (IPM) Policy. Structural Pest management is typically a function executed solely through contract services and is hereby defined separately from the comprehensive Policy. The Structural IPM Plan details procedures for the interior premises of City owned and operated facilities. Program success depends on the following:

1. Structural and procedural modifications to reduce food, water, harborage, and access used by pests;
2. Other non-pesticide strategies such as monitoring for pest presence and trapping;
3. Pesticide compounds, formulations, and application methods that present the lowest potential hazard to humans, non-target organisms, and the environment; and
4. Coordination among all facilities management programs that have a bearing on the pest control effort.

Contractor Service Requirements

The Contractor shall furnish all supervision, labor, materials, tools, and equipment necessary to accomplish the monitoring, trapping, pesticide application, and pest removal components of the IPM program.

The Contractor shall provide to the Assistant Maintenance Superintendent / Facilities and the IPM Coordinator; written, detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention.

The Contractor shall report to the Assistant Maintenance Superintendent / Facilities and the IPM Coordinator; any evidence or conditions conducive to pest infestation at the time such condition is first noticed.

Contractor IPM Certification

The Contractor must maintain IPM certification by *EcoWise Certified* (www.ecowisecertied.org), or *Green Shield Certified* (www.greenshieldcertified.org), or *Bay-Friendly Landscaping and Gardening* (www.stopwaste.org) or *GreenPro* (www.npmagreenpro.org). If the Contractor is using *GreenPro* certification, the branch office that will provide the City pest control services must be specifically certified and must have gone through a field audit.

Contractor Personnel

The Contractor is responsible for providing personnel who have been trained and certified by the State of California to handle and apply the classes of pesticide products necessary to implement the pest control program required by this contract. Contractor shall hold a valid California Branch II Operator's License. The contractor shall provide only qualified pest management personnel with experience in the conduct of IPM programs.

1. *IPM Service Technicians:* Technicians shall hold California Branch II Field Representative's Licenses and have at least five (5) years experience prior to assignment on City property. The City preference is for a single primary technician to handle the service. The Contractor can name an alternate to provide service when the primary technician is ill or on vacation, and another technician to provide after-hours and weekend services.
2. *Contract Supervisor:* This individual shall assure safety and carry out coordination and continuity of the program routine. The supervisor and alternate shall both have a working knowledge of the Pest Management Plan, and the schedule for each site. The supervisor and alternate must both meet the qualifications identified under "IPM Service Technicians."

Pests Included and Excluded

The Contractor Shall Adequately Suppress the Following Pests:

1. Indoor populations of rodents, insects, arachnids, and other arthropods;
2. Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings and that are invading the structure or are very likely to invade;
3. Nests of stinging insects within the property boundaries of the specified buildings; and
4. Individuals of all excluded pest populations that are incidental invaders inside the specified buildings, including winged termite swarmers emerging indoors.

Populations of the Following Pests are Excluded from this Contract:

1. Birds, bats, snakes, and all other vertebrates other than commensal rodents;
2. Termites and other wood-destroying organisms;
3. Mosquitoes; and
4. Pests that primarily feed on outdoor vegetation.

Initial Building Inspections

Any Contractor employed by the City shall complete a thorough, initial inspection of each building or site prior to applying pesticides. The purpose of the initial inspections is for the following:

1. The Contractor to evaluate the pest control needs of the location(s);
2. The Contractor to identify problem areas and any equipment, structural features, structural deficiencies, personnel practices, or management practices that are contributing or may contribute to pest infestations;
3. The City IPM Coordinator and the Contractor must to determine the frequency for servicing each site;

4. Sensitive areas at each facility must be thoroughly inspected to establish if particular restrictions need to be adhered to and inform the City if areas require special safety precautions in order to service the facility; and
5. The Contractor to provide the name(s), qualifications (at least Branch II Field Representative License with 5 year experience)

Pest Management Plan

The Contractor shall submit to the Assistant Maintenance Superintendent / Facilities and the IPM Coordinator, for approval, a Pest Management Plan for the City Structural IPM Program Upon receipt of the Pest Management Plan, the City will render a decision regarding its acceptability.

Pest Management Plan Format (one document covering all City buildings) shall consist of six parts as follows:

1. *Proposed Methods for Monitoring and Detection:* The Contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the term of the contract.
2. *Description of Non-Chemical and Chemical Pest Control Methods for Key Pests:* The Contractor shall describe methods and procedures (both non-chemical and chemical) that are proposed for controlling the major pests encountered in the initial building inspections.
3. *Proposed Equipment and Materials for Service:*
 - On Attachment A, Pest Control Equipment List, the Contractor shall provide an electronic list of the brand names and methods of use for pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest detection equipment and any other pest control devices or equipment that may be used to provide service.
 - On Attachment B, Proposed Pest Control Materials list, the Contractor shall provide an electronic list of the brand names, active ingredients, and method of use for all pesticides to be used.

The Contractor shall also supply current labels and Material Safety Data Sheets for each pesticide listed. Authorization of all potential products to be used by the Contractor will be conducted before service commences.

4. *Service Schedule for Each Building or Site:* The Contractor shall provide complete service_schedules that include weekly or monthly frequency of Contractor visits, specific day(s) of the week of Contractor visits, and approximate duration of each visit. The County shall inform the Contractor of sites that require servicing to be performed when the building or area is vacated after regular working hours or on weekends.
5. *Description of any Structural or Operational Changes That Would Facilitate the Pest Control Effort:* The Contractor shall describe site-specific solutions for all observed sources of pest food, water, harborage, and access.

6. *Name and Contact Information for Pest Control Technicians Who Will Provide Service for Each Site:* The Contractor shall provide the name(s), and cell phone number(s) of the technician(s) who will provide service to specific sites.

Record Keeping and Reporting

On-Site Pest Control Notebook: The Contractor shall be responsible for maintaining a pest control notebook or file for each building or site owned or managed by the City. These records shall be kept on-site and maintained on each visit by the Contractor. Each notebook or file shall contain at least the following items:

1. *Pest Management Plan:* A copy of the Contractor's approved Pest Management Plan for City buildings, including
 - Contractor's Pest Control Equipment List and the Pest Control Materials List that has been approved by the City;
 - Labels and MSDS sheets for all pesticides used in the building; and
 - Contractor's service schedule for the building.
2. *Copies of Service Tickets:* A clearly legible copy of each service ticket, signed and dated by an appointed person, documenting
 - Identification of pest(s) found
 - Location(s) of infestations
 - Any follow-up that is required
 - That the information was communicated to the site contact
 - Trends in the pest populations at the site

Reporting to the City IPM Coordinator: The Contractor shall be responsible for communicating the information listed above to the City IMP Coordinator in a timely fashion.

Pesticide Use Reporting: The Contractor shall provide the IPM Coordinator with a monthly summary of pesticide used, recorded by building and date on Attachment C, Pesticide Use Reporting Form for City Buildings.

Posting for Pesticide Use

The Contractor shall be responsible for following the City of Vallejo Pesticide Treatment Posting and Notification Policy (see Attachment D).

Safety and Health: The Contractor shall observe all safety precautions identified under this Policy as well as all other applicable Federal, state, and local safety and health requirements. Where there is a conflict between applicable regulations, the most stringent shall apply.

- The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

Restricted Access: Some areas of the City have limited access due to security, and may require background investigations. Therefore, a schedule for a day and time must be approved by the site coordinator for EACH location receiving service. Once implemented, *no deviation will be accepted without the prior approval of the site coordinator* for the specified location. The Contractor shall adhere to these restrictions and incorporate them into the Pest Management Plan.

Uniforms and Protective Clothing: The Contractor shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to U.S. Occupational Safety and Health Administration (OSHA) standards for the products being used.

Vehicles: Vehicles used by the Contractor must be clearly marked and identified in accordance with State and local regulations

Preferred Methods: Monitoring, preventive pest exclusion, habitat modification, and sanitation are the preferred methods of preventing or controlling an infestation and shall be part of the routine pest control service. Under this Policy, the Contractor shall be responsible for advising the Assistant Maintenance Superintendent / Facilities and the IPM Coordinator about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access.

Building Occupant Cooperation: The Contractor is to actively seek the cooperation of the building management and building occupants to help prevent and reduce pest populations in and around structures. In cases where the contractor deems such cooperation inadequate to successfully manage pests using IPM principles, the contractor will notify the Assistant Maintenance Superintendent / Facilities and IPM Coordinator in a timely fashion.

Pest Exclusion: The Contractor may make limited application of approved sealants and other exclusion materials under sinks, around cabinets, pipe chases, windows and doors, exterior areas, etc., in lieu of, or to augment other pest control methods with approval from the Assistant Maintenance Superintendent / Facilities.

Written Recommendations for Large-Scale Pest Exclusion: The Contractor must be proactive in identifying and, in some cases, correcting known or suspected problem areas that provide food, water, harborage, and access for pests in and around the building. The Contractor shall make written recommendations to the Assistant Maintenance Superintendent for the large-scale applications of sealants or exclusion materials (e.g., whole room or extensive exterior applications, or estimated completion time of thirty (30) minutes or more).

Written Recommendations for Other Repairs or Procedural Modifications: The Contractor will also make written recommendations to the Assistant Maintenance Superintendent for other repairs or procedural modifications that will enhance pest prevention or control.

Physical Control Methods: The use of vacuum cleaners, mechanical traps, insect light traps, and glue traps should be fully integrated into the day-to-day operations of the pest control program.

Use of Pesticides

The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the U.S. Environmental Protection Agency (EPA) and the State of California. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, state, and local laws and regulations.

The Contractor shall adhere to the following rules for pesticide use:

1. *Approved Products:* The Contractor shall not apply any pesticide product that has not been included in the Pest Management Plan or approved in writing by the IPM Coordinator.
2. *Pesticide Storage:* The Contractor shall not store any pesticide product in the buildings specified in this contract.
3. *Application by Need:* Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspection or monitoring devices indicate the presence of pests in that specific area. Requests for preventive pesticide treatments in areas where monitoring indicates a potential insect or rodent infestation will be evaluated by the IPM Coordinator on a case-by-case basis. Written approval must be granted by the IPM Coordinator prior to any preventive pesticide application.
4. *Minimization of Risk:* When pesticide use is necessary, the Contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.
5. *Pesticide Posting Policy:* The Contractor shall adhere to the City's Pesticide Treatment Posting and Notification Policy (Attachment D).

Insect Control

Emphasis on Non-Chemical Methods: The Contractor shall use non-chemical methods of control wherever possible. For example:

1. Portable vacuums rather than pesticide sprays shall be the standard method for initial cleanouts of cockroach infestations, for ant trails, for swarming termites, and for control of spiders in webs.
2. Sanitation, physical barriers (e.g., screens, air curtains), and trapping devices rather than pesticide sprays shall be the standard method for indoor fly control.

Application of Insecticides to Cracks and Crevices and Wall Voids: As a general rule, the Contractor shall apply all insecticides as "crack and crevice" or wall void treatments only, defined in this contract as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.

Insecticide Bait Formulations: Bait formulations shall be the standard pesticide technology for cockroach and ant control, with alternate formulations restricted to unique situations where baits are not practical.

Monitoring: Sticky traps shall be used to guide and evaluate indoor insect control efforts wherever necessary.

Rodent Control

Rat and Mouse Control: As a general rule, the first line of defense for rats and mice will be sanitation, exclusion, and monitoring. Non-toxic feeding blocks placed inside of bait stations will be used outdoors to monitor for rodent activity. If rodent activity is detected, the feeding block will be replaced with a trap inside the bait station until the rodents are caught.

Indoor Trapping: As a general rule, rodent control inside buildings shall be accomplished with trapping devices only. All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by the Assistant Maintenance Superintendent and the IPM Coordinator. The Contractor shall dispose of rodents killed or trapped within 24 hours. Trapping should not be performed during periods when maintenance of traps will be delayed by holidays, weekends, etc.

Use of Rodenticides Indoors: In extremely exceptional circumstances, if rodenticides are deemed essential for adequate rodent control inside buildings, the Contractor shall obtain approval of the IPM Coordinator prior to making any interior rodenticide treatment. All rodenticides, regardless of packaging, shall be placed in locations not accessible to children, pets, wildlife, and domestic animals and in EPA-approved tamper-resistant bait stations.

Use of Bait Stations: All bait stations shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The Contractor shall adhere to the following points:

1. All bait stations shall be placed out of the general view, in locations where they will not be disturbed by routine operations.
2. The lids of all bait stations shall be securely locked or fastened shut.
3. All bait stations shall be securely attached or anchored to floor, ground, wall, or other immovable surface, so that the box cannot be picked up or moved.
4. If bait stations are being used for monitoring and trapping, they shall be labeled as such.
5. All bait stations used for rodenticide shall have a warning sign posted at eye-level on the wall above the station. See the City's Pesticide Treatment Posting and Notification Policy (Attachment D).
6. Rodenticide bait shall always be secured in the feeding chamber of the bait station and never placed in the runway or entryways of the box.
7. All bait stations shall be labeled on the inside with the Contractor's business name and address, and dated by the Contractor's technician at the time of installation and each servicing.

Program Evaluation

The IPM Coordinator and the Assistant Maintenance Superintendent will continually evaluate the progress of this contract in terms of effectiveness and safety, and will require such changes as are necessary. The Contractor shall take prompt action to correct all identified deficiencies.

Quality Control Program

The Contractor shall establish a complete quality control program to assure that the requirements of the IPM Policy are met. The Contractor's written recommendation shall be submitted to the Assistant Maintenance Superintendent and the IPM Coordinator. The program shall include at least the following items:

1. *Inspection System:* The Contractor's quality control inspection system shall cover all the services stated in the IPM Policy and recommendation. The purpose of the system is to detect and correct deficiencies in the quality of services before the pest threshold level is exceeded.
2. *Checklist:* A quality control checklist shall be used in evaluating the program performance during regularly scheduled and unscheduled inspections. The checklist shall include every building or site serviced by the Contractor as well as every task required to be performed.
3. *File:* A quality control file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. This data shall be transmitted to the IPM Coordinator monthly.
4. *Inspector(s):* The Contractor shall state the name(s) of the individual(s) responsible for performing the quality control inspections.

Attachment C. Pesticide Use Reporting Form for City Property and Buildings

Pesticide Products Applied in the Month of _____ 2011

Building Number	Address	City	Date	Pesticide Brand Name/% Active Ingred.	Pesticide Brand Name/% Active Ingred.	Pesticide Brand Name/% Active Ingred.	Pesticide Brand Name/% Active Ingred.	Pesticide Brand Name/% Active Ingred.
				Units (oz., lbs., each, etc.)	Units (oz., lbs., each, etc.)	Units (oz., lbs., each, etc.)	Units (oz., lbs., each, etc.)	Units (oz., lbs., each, etc.)
EXAMPLE:								
				Maxforce Roach Bait Gel 2.15% Hydramethylnon grams	Maxforce Roach Bait Stations 2.00% Hydramethylnon each	Drax Liquid Ant Bait 1.00% Orthoboric Acid grams		
T00547	1501 Third Street	Richmond	9/3/09	10	5			
			9/24/09			20		
T00201	2500 Alhambra	Martinez	9/9/09			15		
TOTALS				10	5	35		

Total Pounds/Ounces of Active Ingredient for the Month of _____ 2011

Name of Product Applied	EPA/CA Registration #	% Active Ingredient	Total Product Applied (include unit of measure)	Total Active Ingredient Applied (in Lbs. or Oz.)

Attachment D. City of Vallejo Pesticide Treatment Posting and Notification Policy

General Provisions

This policy applies only to property and facilities owned and/or manager by the City of Vallejo. Any City Department that uses or authorizes the use of a pesticide shall comply with the following posting and notification procedures:

1. Signs shall be posted at least three (3) days before application of the pesticide and remain posted at least four (4) days after application.
2. If treatment is in an enclosed area, signs shall be posted at all major public and employee entry points.
3. If treatment is in an open area, signs shall be posted at highly visible location(s).
4. Rat and mouse bait stations shall be posted at eye level on the wall or other structure above the bait station.

Exceptions to these provisions are listed below under “Exemptions.”

Contents of Signs

The signs shall be of a standardized design, easily recognizable by the public and City employees and shall contain the following information:

1. Name of pesticide product
2. Active ingredient(s) in the product
3. United States Environmental Protection Agency or California State registration number
4. Target pest
5. Signal word on the product label indicating the toxicity category of the pesticide product
6. Date of posting
7. Date(s) of anticipated use; a window of time for anticipated use is acceptable
8. Date of re-entry for staff and the public to the treated area, if applicable
9. Name and contact number of City Department responsible for the application

Exemptions

Departments shall not be required to post signs in accordance with the provisions above

1. On rights-of-way or other areas that the general public does not use for recreation or pedestrian purposes. Recreation is defined as any activity where significant physical contact with the treated area is likely to occur.

Note: Each department that uses pesticides in such locations shall provide a public access telephone number for information about pesticide applications. The public access telephone number shall be posted in a prominent location at the department's main office building. Information provided shall include all items listed under "Contents of Signs," above.

2. On City-owned or -leased buildings, if the pesticide is on a list agreed to by the IPM Advisory Committee.

Note: Each City building shall post a permanent sign in a prominent location with a list of pesticides that may be used in the structure without individual postings. Pesticides not on this list must be posted in accordance with the provisions above. Signs shall contain the following:

- Name of the pesticide product
- Active ingredient(s) in the product
- Signal word on the product label indicating the toxicity category of the pesticide product
- Areas in the building where the pesticide could be used
- Name and contact number of City Department responsible for applications

Any pesticide granted an emergency exemption for public health emergencies or other urgent situations by the City IPM Coordinator shall not be required to be posted prior to treatment. However, all other requirements for posting as set forth above shall be followed.

Use of any pesticide listed by the Organic Materials Research Institute or of any products on the FIFRA 25(b) list or in California Code of Regulations Section 6147 may be posted on the day of application. All other provisions listed above apply.

The City IPM Coordinator may, at his or her discretion, grant necessary exemptions to the posting requirements.