

# Contract Guide Specification for Integrated Pest Management Programs

This document is intended for general guidance only and does not pertain to any actual contract. Contract details need to be adapted to the local circumstances.

## 1. GENERAL

### a. Description of Programs

This specification is part of a comprehensive Integrated Pest Management (IPM) program for the premises listed herein. The goal of IPM is to achieve long-term, environmentally sound pest suppression through the use of effective management practices. Management strategies in an IPM program begin with prevention, including structural and procedural modifications that reduce the food, water, and harborage used by pests, and the judicious use of pesticides when need is indicated by monitoring.

### b. Contractor Service Requirements

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, pesticide application, and pest removal components of the IPM program. The Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention. Note: The buildings or partial areas within each building included in this contract are: (list buildings/partial areas [ kitchen and other areas] here).

## 2. PESTS INCLUDED AND EXCLUDED

### a. The Contractor Shall Adequately Suppress the Following Pest

- i. Indoor populations of rats, mice, cockroaches, ants not included in b. iii, fleas, stinging wasps, spiders, and any other arthropod pests not specifically excluded from the contract.
- ii. Populations of the above pests that are located outside of the specified buildings, but within the immediate exterior perimeter of the buildings.

### b. Populations of the Following Pests Are Excluded from This Contract and Must Be Separately Negotiated:

- i. Birds, bats, snakes, and all other vertebrates other than commensal rodents.

- ii. Termites and other wood-destroying organisms.
- iii. Carpenter ants, Pharaoh ants, and Odorous house ants.
- iv. Mosquitoes.
- v. Invasions of seasonal or overwintering arthropods such as millipedes, box elder bugs, lady beetles, cluster flies, or other miscellaneous flying insects.
- vi. Pests that primarily feed on outdoor vegetation.
- vii. Stored products pests.

## 3. INITIAL BUILDING INSPECTIONS

The Contractor shall complete a thorough initial inspection of each building or site prior to the starting date of the contract. The purpose of the initial inspection is for the Contractor to evaluate the pest management needs of all premises and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestations. Access to building space shall be coordinated with the IPM Coordinator. The IPM Coordinator will inform the Contractor of any restrictions or areas requiring special scheduling.

## 4. PEST MANAGEMENT PLAN

The Contractor shall submit to the IPM Coordinator a Pest Management Plan at least five (5) working days prior to the starting date of the contract. Upon receipt of the Pest Management Plan, the IPM Coordinator will render a decision regarding its acceptability within five (5) working days. If aspects of the Pest Management Plan are incomplete or disapproved, the Contractor shall have five (5) working days to submit revisions. The Contractor shall be on-site to perform the initial service visit for each building within the first thirty (30) working days of the contract.

The Pest Management Plan shall consist of five parts as follows:

### a. Proposed Materials and Equipment for Service

The Contractor shall provide current labels and Material Safety Data Sheets (MSDS Sheets) of all pesticides to be used, and brand names of pesticide application equipment, rodent bait stations, insect and rodent trapping devices, pest surveillance and detection equipment, and any other pest management devices or

equipment that may be used to provide service.

**b. Proposed Methods for Monitoring and Surveillance**

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.

**c. Service Schedule for Each Building or Site**

The Contractor shall provide complete service schedules that include specific day(s) of the week of Contractor visits and the approximate time of each visit.

**d. Description of any Structural or Operational Change That Would Facilitate the Pest Management Effort**

The Contractor shall describe site-specific solutions for observed sources of pest food, water, harborage, and access.

**e. Commercial Pesticide Applicator Certificates or Licenses**

The Contractor shall provide photocopies of the pest control company's BU number and Pesticide Applicator Certificate or Technician Registration for every Contractor employee who will be performing on-site service under this contract.

The Contractor shall be responsible for carrying out work according to the approved Pest Management Plan. The Contractor shall receive the concurrence of the IPM Coordinator prior to implementing any subsequent changes to the approved Pest Management Plan, including additional or replacement pesticides and on-site service personnel.

## 5. RECORD KEEPING

The Contractor shall be responsible for maintaining a pest management logbook or file for each building or site specified in this contract. These records shall be kept on site and maintained on each visit by the Contractor. Each logbook or file shall contain at least the following items:

**a. Pest Management Plan**

A copy of the Contractor's approved Pest Management Plan, including labels and MSDS sheets for all pesticides used in the buildings, brand names of all pest management devices and equipment used in the buildings, a plot plan of rodent management devices with service/install protocols, and the Contractor's service schedule for the buildings.

**b. Work Request and Inspection Forms**

Work Request and Inspection Forms will be used to advise the Contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building or site, the Contractor's employee performing the service shall complete, sign, and date the form, and return it to the logbook or file on the same or succeeding day of the service rendered.

**c. Contractor's Service Report Forms**

Customer copies of a Contractor's Service Report Form documenting all information on pesticide application.

## 6. MANNER AND TIME TO CONDUCT SERVICE

**a. Time Frame of Service Visits**

Title 7, Pesticide Rules and Regulations (§ 128.106, see page 109) prohibit the Contractor from applying a pesticide in a common access area within a building when students are expected to be in the common access area for normal academic instruction or organized extracurricular activities within seven (7) hours following the application. When it is necessary to perform work outside of the regularly scheduled hours set forth in the Pest Management Plan, the Contractor shall notify the IPM Coordinator in advance.

**b. Safety and Health**

- i. The Contractor shall observe all safety precautions throughout the performance of this contract. All work shall comply with the **PENNSYLVANIA PESTICIDE CONTROL ACT OF 1973 AND TITLE 7 – AGRICULTURE, DEPARTMENT OF AGRICULTURE, PART V. BUREAU OF PLANT INDUSTRY, PESTICIDES RULES AND REGULATIONS** and municipal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.
- ii. The Contractor shall assume full responsibility and liability form compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

**c. Special Entrance**

Certain areas within some buildings may require special instructions for persons entering them. Any restrictions associated with these special areas will be explained by the IPM Coordinator. The Contractor shall adhere to these restrictions and incorporate them into the Pest Management Plan.

**d. Uniforms and Protective Clothing**

All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform 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 comply with FIFRA and the specific pesticide labels.

**e. Vehicles**

Vehicles used by the Contractor shall be identified in accordance with Commonwealth

of Pennsylvania regulations. All vehicles will be locked when unattended on client property.

**7. SPECIAL REQUESTS AND EMERGENCY SERVICE**

On occasion, the IPM Coordinator may request that the Contractor perform corrective, special, or emergency service(s). The Contractor shall respond to these exceptional circumstances and complete the necessary work within one (1) working day after receipt of the request. If the emergency service involves wasps or yellow-jackets, it should be on a “same day” response when the call is made. In the event that such services cannot be completed within one working day, the Contractor shall immediately notify the IPM Coordinator and indicate an anticipated completion date.

**8. CONTRACTORS AND CONTRACTOR PERSONNEL**

All Contractors must be licensed as a qualified pest control business with the Pennsylvania Department of Agriculture (PDA).

Throughout the term of this contract, all Contractor personnel providing on site pest management service must maintain and possess certification or registered technician cards issued by PDA.

At the discretion of the School District, the Contractor personnel may need a criminal background check (Act 34 clearance), child abuse background check (Act 151 clearance), and, if from out of state, and FBI fingerprint card.

**9. 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 PDA. 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:

**a. 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.

**b. Pesticide Storage**

The Contractor shall not store any pesticide product on the premises listed herein.

**c. 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 inspections or monitoring devices indicate the presence of pests in that specific area. Preventive pesticide treatments of areas where surveillance indicates a potential insect or rodent infestation area acceptable on a case-by-case basis.

**d. Minimizing Risk**

When pesticide use is necessary, the Contractor shall employ products that pose minimum risk, have the most precise application technique, and need the minimum quantity of pesticide to achieve adequate pest management.

**e. "Intent to Apply Pesticides"**

This form should be given to the IPM Coordinator prior to application, appropriately posted, and students and staff on the Pennsylvania Pesticide Hypersensitivity Registry notified not less than 12 hours and not more than 72 hours prior to the pesticide application.

**10. INSECT MANAGEMENT**

**a. Emphasis on Non-pesticide Methods**

The Contractor shall use non-pesticide methods of management wherever possible. For example:

- i. Portable vacuums rather than pesticide sprays should be strongly considered for initial cleanouts of cockroach infestations, for swarming (winged) ants and termites, and for management of spiders in webs wherever appropriate.
- ii. Trapping devices, rather than pesticide sprays, shall be used for indoor fly management wherever appropriate.

**b. Application of Insecticides to Cracks and Crevices**

As a general rule, the Contractor shall apply all insecticides as "crack and crevice" treatments only (application with a tool or nozzle specifically designed for crack and crevice injection), defined in this contract as treatments in which the formulated insecticide is not able to be contacted or is not visible to a bystander during or after the application process.

**c. Application of Insecticides to Exposed Surfaces**

Application of insecticides to exposed surfaces shall be restricted to unique situations where no alternative measures are practical. The Contractor shall obtain the approval of the IPM Coordinator prior to any application of insecticide to an exposed surface treatment. No surface application shall be made while tenant personnel are present. The Contractor shall take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application.

**d. Insecticide Bait Formulations**

Bait formulations shall be used for cockroach, fly, and ant management wherever appropriate, and must be inaccessible to children.

**e. Monitoring**

Sticky traps shall be used to guide and evaluate indoor insect management efforts wherever necessary.

**11. RODENT MANAGEMENT**

**a. Indoor Trapping**

As a general rule, rodent management inside occupied 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 IPM Coordinator. The Contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.

**b. Use Rodenticides**

In exceptional circumstances, when rodenticides are deemed essential for adequate rodent management inside occupied buildings, the Contractor shall obtain the approval of the IPM Coordinator prior to making any interior rodenticide treatment. All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA approved, tamper-resistant bait stations. As a general rule, rodenticide application outside buildings shall emphasize the direct treatment of rodent burrows wherever feasible.

**c. Use of Bait Stations**

Frequency of bait stations servicing shall depend upon the level of rodent infestation. A suggested minimum is at least one time per month. 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 five points:

- i. All bait stations shall be placed out of the general view, in locations where they will not be disturbed by routine operations.
- ii. The lids of all bait stations shall be fastened with a lock or hex-head screw only.
- iii. All bait stations shall be securely attached or anchored to the floor, ground, wall, or other immovable surface, so that the station cannot be picked up or moved.
- iv. Bait shall always be placed on mounting rods within the baffle-protected feeding chamber of the station and never in the runway of the station.
- v. All bait stations shall be labeled on the inside with the Contractor's business name and address, emergency phone number, rodenticide type, and active ingredient, and shall be dated by the Contractor's employee at the time of installation and each servicing.

**12. STRUCTURAL MODIFICATIONS AND RECOMMENDATIONS**

Throughout the term of this contract, the Contractor shall be responsible for advising the IPM Coordinator about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access. The Contractor shall be responsible for adequately suppressing all pests included in this contract regardless of whether or not the suggested modifications are implemented. The Contractor will not be held responsible for carrying out structural modifications as part of the pest management effort unless specified by the contract. However, minor applications of caulk and other sealing materials by the Contractor to eliminate pest harborage or access may be approved by the IPM Coordinator on a case by case basis. The Contractor shall obtain the approval of the IPM Coordinator prior to any application of sealing material or other structural modification.

**13. PROGRAM EVALUATION**

The IPM Coordinator 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.

**14. QUALITY CONTROL PROGRAM**

The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within five (5) working days prior to the starting date of the contract, the Contractor shall submit a copy of his program to the IPM Coordinator. The program shall include at least the following items:

**a. Inspection System**

The Contractor's quality control inspection system shall cover all the services stated in this contract. The purpose of the system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or the IPM Coordinator identifies the deficiencies.

**b. Checklist**

A quality control checklist shall be used in evaluating contract 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.

**c. File**

A quality control file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. The file shall be maintained throughout the term of the contract and made available to the IPM Coordinator upon request.

**d. Inspector(s)**

The Contractor shall state the name(s) of the individual(s) responsible for performing the quality control inspections.