


**INTEGRATED PEST MANAGEMENT PLAN  
FOR  
DEFENSE LOGISTICS AGENCY  
STRATEGIC MATERIALS FACILITIES**

**31 May 2017**

Prepared By: Theresa Leland  
DLA Strategic Materials Environmental Staff

Technical Approval:   
5/31/2017  
**X** Zia A. Mehr  
ZIA A. MEHR  
Entomologist, MS, BCE  
Signed by: MEHR,ZIA, AHMAD, 1153365195  
Zia A. Mehr  
DLA Pest Management Consultant

Approved By: Gary Porter  
Director, Material Management

Note: Hard copies of this document may not be the current version. Refer to the “I Am The Key” to verify the current version.

TABLE OF CONTENTS

EXECUTIVE SUMMARY .....1

1. BACKGROUND.....2

    a. Purpose.....2

    b. Authority.....2

    c. Program Objective.....2

2. RESPONSIBILITIES.....2

    a. DLA Pest Management Consultant.....2

    b. DLA Strategic Materials Environmental Protection Specialist.....3

    c. Depot Managers.....3

    d. Pest Management Contractors.....4

    e. Depot Employees.....4

3. GENERAL.....4

    a. Essential Elements of Information.....4

    b. Plan Maintenance.....5

4. PRIORITY OF PEST MANAGEMENT WORK.....5

    a. Disease Vectors and Medically Important Arthropods.....5

    b. Real Property Pests (Structural/Wood Destroying Pests).....5

    c. Undesirable Vegetation.....5

    d. Common Pests Found In and Around Buildings.....5

5. INTEGRATED PEST MANAGEMENT (IPM).....5

    a. IPM Principles.....6

    b. IPM Outlines.....7

    c. Pest Surveillance and Threshold for Control.....7

6. HEALTH AND SAFETY.....	7
a. Hazard Communication.....	7
b. Personal Protective Equipment.....	7
c. Safety Briefing.....	7
7. ENVIRONMENTAL CONSIDERATIONS.....	7
a. Protection of the Public.....	7
b. Sensitive Areas.....	8
c. Endangered/Protected Species and Critical Habitats.....	8
d. Environmental Documentation.....	8
e. Pesticide Spills and Remediation.....	8
f. Pollution Prevention (P2).....	8
g. Prohibited Activities.....	8
8. ADMINISTRATION.....	9
a. Self-Help Pest Management.....	9
b. Contracts.....	9
c. Pest Management.....	9
d. Inter-service Support Agreements.....	10
e. Materials and Equipment.....	10
f. Reports and Records.....	10
g. Training.....	11
h. Quality Assurance/Quality Control.....	11
i. Design/Review of New Construction.....	11
9. COORDINATION - DOD, Other Federal, State and Local.....	11
10. PEST MANAGEMENT REFERENCES.....	12

APPENDICES

A- Essential Elements of Information for **Hammond Depot**, Hammond, IN.....14

**Hammond Depot, Hammond, IN** (“bold” indicates manned sites)

Wenden Storage Site, Wenden, AZ

B- Essential Elements of Information for (**Scotia Depot**), Scotia, NY..... 16

**Scotia Depot, Scotia, NY** (“bold” indicates manned sites)

Point Pleasant Storage Site, Point Pleasant, WV

Lordstown Storage Site, Lordstown, OH

C- Self-Help Pest Management.....23

D- Pest Management and Herbicide Application Program Exceptions.....29

E- Integrated Pest Management Outlines for DLA Strategic Materials Centers.....30

F- Sample Scope of Work for Pesticide Spraying.....69

G- Pest Management Report Form (DD1532).....75

H- Resources Available to Support the Installation Pest Management Program.....77

I- State Pesticide Coordination.....79

J -Pesticide Approval Request.....80

## EXECUTIVE SUMMARY

The DLA Strategic Materials mission for the federal government is to procure, sell, store, and maintain strategic and critical materials for national defense, thus reducing the nation's dependence on foreign sources of supply for such materials during national emergencies. All of our facilities are located in CONUS. While minor pest problems are managed through self-help pest management products as addressed in this plan, the use of herbicides for weed control at DLA Strategic Materials managed facilities is prohibited. While the goal is to fully rely on non-chemical pest management practices at these facilities, this plan is prepared to meet the recommended format as outlined in Enclosure 5, DoDI 4150.07, DoD Pest Management Program (which addresses the use of pesticides as an element of pest management method on DoD installations).

This Integrated Pest Management Plan (IPMP) applies to all DLA Strategic Materials activities and individuals working, or otherwise doing business, on occupied facilities or storage locations where they have the primary responsibility for pest control. It will be implemented to the maximum extent possible at these locations. Some storage sites are located on military or other facilities where pest management is performed by the operator. These facilities are covered by provisions of their own IPMPs.

At no time will pest management operations be done in a manner that will cause harm to personnel or the environment. Pest management responsibility will begin with those individuals who occupy or maintain buildings or open space on the installation. Nonchemical control efforts will be used to the maximum extent possible before pesticides are used. This plan will be a working document and will be updated annually to reflect actual pest management practices. Specific pest management information for each site can be found in **Appendices A through J**.

This IPMP describes each applicable site, its pest management requirements, outlines the resources necessary for surveillance and control, and describes the administrative, safety and environmental requirements of the program. Proliferation of alien plant species alters ecosystem processes and threatens certain native species with extinction. Pests, including noxious weeds, can interfere with the agency's mission, damage real property, and increase maintenance costs. Procedures for the management of various pests are found in the Integrated Pest Management (IPM) Outlines included in **Appendix E**. These outlines are generic in nature and should be consulted for possible solutions whenever a problem with a particular pest arises.

## **1. BACKGROUND.**

a. Purpose. Federal Agencies are mandated to use IPM by Public Law (Section 136r-1 of Title 7, United States Code). This plan is a framework through which an IPM program is defined and accomplished on DLA Strategic Materials depots. It describes program elements including: health and safety, environmental concerns, and pest management. This IPMP is a guide to reduce reliance on pesticides and to enhance environmental protection; it reflects current Department of Defense (DoD)/DLA policies, procedures, and standards, and incorporates the requirements of the Environmental Protection Agency (EPA) and the States where DLA Strategic Materials depots are located.

b. Authority.

(1) DoDI4150.07, DoD Pest Management Program, 29 May 2008

(2) DLAI 4150.07, DLA Pest Management Program (draft).

c. Program Objective. IPM is a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health, and environmental risks. This IPMP provides guidance for operating and maintaining an effective Pest Management Program. Adherence to the plan should ensure effective, economical and environmentally acceptable pest management and will maintain compliance with pertinent laws and regulations.

## **2. RESPONSIBILITIES.**

a. DLA Pest Management Consultant will:

(1) Establish and maintain programs that conform to policy, procedures, and requirements specified in the DoDI4150.07 and DLAI 4150.07 (draft).

(2) Emphasize IPM techniques in Pest Management Programs as a means to reduce pesticide risk and prevent pollution.

(3) Exercise oversight and review of installation Pest Management Program from HQ DLA level.

(4) Review and approve technical aspects of all proposed pest management contracts prior to their issuance.

(5) Review and approve all pesticides including self-help pesticides and pest management material.

(6) Receive and review Pest Management Reports (DD Form 1532 or DLA Pest Management Spreadsheet) from DLA Strategic Materials depots on quarterly basis.

(7) Implement programs to achieve, maintain and monitor compliance with applicable Federal, State, and local statutory and regulatory requirements for pest management.

(8) Implement DoD Pest Management Measures of Merit and monitor the use of IPM and reduction of pesticide use in installation Pest Management Programs.

b. Designated Strategic Materials Environmental Protection Specialist will:

(1) Ensure that pest management activities meet the requirements of the approved IPMP.

(2) Prepare and annually update the IPMP.

(3) Coordinate pest management activities between facilities/depots and HQDLA.

(4) Gather relevant information on pest management, especially pesticides used on each site, and report this information to DLA Installation Support as requested.

(5) Provide answers to questions from DLA Installation Support concerning pest management.

c. Depot Managers will:

(1) Be responsible for the implementation of this IPMP and will maintain a copy of this IPMP on site.

(2) Identify when pest management is required for a site under their authority and will determine the most appropriate course of action under guidance of the IPMP.

(3) Maintain accurate, complete reporting and record-keeping of pest management operations and pesticide use, if required. Copies of these records are sent to the DLA Pest Management Consultant and the designated Environmental Protection Specialist, if required.

(4) Direct pesticide applications, where appropriate, or develop Scopes of Work for pest management contracts according to this IPMP.

(5) Ensure self-help on depot is implemented in accordance with this IPMP **(Appendix C)**.

(6) Forward all proposed pest management contracts to the Chief, Environmental Office, DLA Strategic Materials for review and approval.

(7) Coordinate and monitor all pesticide contracts for their facilities and keep copies of any pesticide contract on file.

(8) Monitor certification for pesticide applicators (contractors) on the facility

(9) Ensure that all pest management operations are conducted safely and have minimal impact on the environment.

(10) Coordinate with local, State and Federal agencies, as necessary, to conduct the depots pest management programs.

(11) Maintain adequate records of pest management operations.

d. Pest Management Contractors will be required to:

(1) Use IPM techniques to the maximum extent possible. Use the least toxic materials in a manner with the least adverse impact on the environment.

(2) Use only pesticides that are approved by the DLA Pest Management Consultant. If the contractor intends to use other pesticides, then information on the proposed pesticide request form (**Appendix J**) shall be submitted through depot manager to HQ DLA for approval prior to use on the depot.

(3) Control pests according to the provisions of the approved contract.

(4) Operate in a manner that minimizes risk of contamination to the environment and personnel.

e. Depot Employees will:

(1) Conduct good sanitary practices to prevent pest infestations.

(2) Try all nonchemical pest control techniques to the fullest extent before requesting pesticide application.

(3) Cooperate fully with contractors in scheduling pest management operations, to include preparing the areas to be treated.

(4) Conduct surveillance operations to identify insect and rodent entry points that need to be eliminated or minimized.

### **3. GENERAL.**

a. Essential Elements of Information. Essential elements of information pertaining to each location covered by this IPMP can be found in **Appendices A and B**. The plan covers the following manned depots and their remote storage sites:

(1) Hammond Depot, Hammond, IN

(2) Scotia Depot, Scotia, NY



b. Plan Maintenance.

(1) This IPMP will be maintained by the Chief, Environmental Office, DLA Strategic Materials. Pen and ink changes will be made to the plan throughout the fiscal year, as necessary, and the plan will be reviewed and formally updated at the end of the calendar year to reflect any changes.

(2) The plan will be updated on a calendar year basis with completion NLT 1 March of each calendar year so that the plan will be current for end-of-fiscal year reporting. Please send comments or suggested changes to:

Ms. Terry Leland  
Chief, Environmental  
Defense Logistics Agency  
Strategic Materials  
8725 John J. Kingman Road, Suite 3229  
Fort Belvoir, VA 22060  
(703) 767-6495  
[Theresa.A.Leland@dla.mil](mailto:Theresa.A.Leland@dla.mil)

**4. PRIORITY OF PEST MANAGEMENT WORK.**

a. Disease Vectors and Medically Important Arthropods. Several species of mosquitoes and ticks are reported from the counties where DLA Strategic Materials depots are located. Venomous insects such as wasps, hornets, and yellow jackets may occasionally be found in or around buildings on depots. The stings are painful and may cause allergic reactions in some people. These insects are rarely a major problem.

b. Real Property Pests (Structural/Wood Destroying Pests). Subterranean termites rarely cause damage to wooden buildings and other structures on depots. Wooden pallets may occasionally be infested with wood-destroying beetles and termites.

c. Undesirable Vegetation. Vegetation/weed control is a critical part of property management. Noxious weeds and other vegetation along fence lines, on road shoulders, paved surfaces, etc. sometimes require control. In addition, vegetation may, at times, have to be controlled on and around outside storage sites. Vegetation control constitutes the single largest pest control requirement on DLA Strategic Materials depots.

d. Common Pests Found in and Around Buildings. Insects, spiders, rodents and other pests may occasionally invade buildings. Such pests constitute a small portion of pest control requirements on DLA Strategic Materials depots.

**5. INTEGRATED PEST MANAGEMENT (IPM).** IPM is the use of multiple techniques to prevent or suppress pests in a given situation. Although IPM emphasizes the use of nonchemical strategies, chemical control may be an option used in conjunction with other methods. IPM strategies depend on surveillance to establish the need for control and to

monitor the effectiveness of management efforts.

a. IPM Principles. The four basic principles described below are the heart of IPM, and are descriptive of the philosophy to be used to manage pests. While any one of these methods may resolve a pest problem; often several methods must be used ~~concurrently~~, particularly if long-term control is needed. For example, screens can be used to prevent mosquitoes from entering buildings, breeding areas can be filled in or drained to eliminate larval habitat, and pesticides can be used to kill adult mosquitoes. Although screens will protect people inside, they do little to prevent people from being bitten outdoors. Larval control may eliminate mosquito breeding on an installation, but may not prevent adult insects from flying onto the installation from surrounding areas. Spraying insecticide can kill most of the flying mosquitoes, but may miss some. Although chemical control is an integral part of IPM, non-chemical control is stressed. Chemical control is almost always a temporary measure and, in the long run, more expensive. Nonchemical control, which may initially be more expensive than chemicals, can usually be more cost-effective in the long run. Nonchemical controls also have the added advantage of being non-toxic, thereby reducing the potential risk to human health and the environment.

(1) Mechanical and Physical Control. This type of control alters the environment in which a pest lives, traps and removes pests where they are not wanted, or excludes pests. Examples of this type control include: harborage elimination through caulking or filling voids, screening, mechanical traps or glue boards, and nets and other barriers to prevent entry into buildings. Mowing, cutting, grading, etc., to remove weeds, brush and other unwanted vegetation are also examples of mechanical and physical control methods. Vegetation control probably accounts for the greatest pesticide usage on an installation. Therefore, control of vegetation without the use of chemicals is probably the greatest contribution to pesticide reduction at any given storage location.

(2) Cultural Control. Strategies in this method involve manipulating environmental conditions to suppress or eliminate pests. For example, elimination of food and water for pests through good sanitary practices may prevent pest populations from becoming established or from increasing beyond a certain size.

(3) Biological Control. In this control strategy, predators, parasites or disease organisms may be used to control pest populations. Viruses and bacteria may be used which control growth or otherwise kill insects. Parasitic wasps may be introduced to kill eggs, larvae or other life stages. Biological control may be effective alone, but is often used in conjunction with other types of control.

(4) Chemical Control. Pesticides kill living organisms, whether they are plants or animals. At one time, chemicals were considered to be the most effective control available, but pest resistance rendered many pesticides ineffective. In recent years, the trend has been to use pesticides, which have limited residual action. While this has reduced human exposure and lessened environmental impact, the cost of chemical control has risen due to requirements for more frequent application. Since personal protection and special handling and storage requirements are necessary with the use of chemicals, the overall cost of using chemicals as a sole means of control can be quite costly when compared with nonchemical control methods.

b. IPM Outlines. Sample IPM Outlines can be found in **Appendix E**. These outlines provide some information on pests that may occasionally be found at the DLA Strategic Materials depots and are designed to provide information on nonchemical and chemical control methods. The outlines should be reviewed for guidance whenever a particular pest problem arises. Since the outlines are not tailored to specific depot, the information is provided as general guidance and should be modified to fit each particular situation.

c. Pest Surveillance and Thresholds for Control. IPM strategies depend on surveillance to establish the need for control and to monitor the effectiveness of pest management efforts. Pest surveillance monitors the abundance of pest populations. Pests are more easily controlled when they are immature and rapidly growing rather than controlling mature, well-established pest populations. When pest populations exceed minimum threshold limits for chemical control, the treatment site is evaluated prior to pesticide application to identify any hazards, to schedule services and to determine the quantity of pesticides(s) required. Only enough pesticide is formulated to control pests in the specific evaluated site.

## **6. HEALTH AND SAFETY**

### a. Hazard Communication.

(1) Depot or contract personnel who handle chemicals will be given hazard communication training, to include hazardous materials in the workplace. Following initial hazard communication classes, additional training will be given to new depot or contractor employees or when new hazardous materials are introduced into the workplace.

(2) Safety Data Sheets (SDS) for all pesticides and other toxic substances used in the Integrated Pest Management Program shall be available on site. SDSs shall be obtained from the applicator prior to actual spraying and shall be maintained on site for a minimum of one year after the last application.

b. Personal Protective Equipment. Appropriate protective clothing and equipment (as specified by applicable laws, regulations and/or the product label) are required to be worn by personnel applying pesticides.

c. Safety Briefing. All personnel should be given a briefing prior to commencing pesticide operations.

## **7. ENVIRONMENTAL CONSIDERATIONS**

a. Protection of the Public. Precautions will be taken during pesticide application to protect the public, on and off the installation. Pesticides will not be applied outdoors when the wind speed exceeds 5 miles per hour, or when there is a prediction of significant rainfall. Whenever such products are applied outdoors, care will be taken to make sure that any spray drift is kept away from individuals, including the applicator(s). Pesticide application indoors or outdoors will be accomplished by individuals wearing the proper personal protective clothing and equipment. At

no time will any persons be permitted in a treatment area during pesticide application unless they are appropriately protected.

b. Sensitive Areas. Environmentally sensitive areas listed on product labels will be considered before pest or vegetation control operations are conducted. No pesticides will be applied directly to wetlands or water areas (lakes, rivers, streams, etc.) unless use in such sites is specifically approved on the label and the proposed application are approved by the Chief, Environmental Office, DLA Strategic Materials. In order to protect surface water runoff from potential contamination, pesticides, or other chemicals, will not be used in or within three feet of any drainage ditch or surface water control structure. Vegetation around such structures will be controlled using mechanical methods such as mowing or cutting. Such mechanical control should be used to the maximum extent possible to reduce the amount of chemicals used.

c. Endangered/Protected Species and Critical Habitats. Protected migratory birds which periodically are present on the depots cannot be controlled without a permit. No such control has been conducted on our facilities. The Chief, Environmental Office and the depot managers must periodically evaluate ongoing pest management operations to ensure compliance with the Endangered Species Act. No pest management operations will be conducted, if there are potential for a negative impact on endangered or protected species or their habitats.

d. Environmental Documentation. Because of the narrow scope and infrequency of pesticide applications on DLA Strategic Materials depots and their satellite facilities, an Environmental Assessment is usually not warranted for the Pest Management Program. This plan may be referenced with respect to pest management practices, to include any pesticide use on our sites. Copies of the Pest Management Report, DD1532, or the DLA Pest Management Spreadsheet, pesticide labels, SDSs or other required documentation will be maintained on the depots for a minimum of one year or as required by applicable State laws. NOTE: *All pest management records must be maintained permanently (cite 4150.07 as Ref.)*

e. Pesticide Spills and Remediation. No pesticides will be stored or kept on DLA Strategic Materials depots/sites, but may be brought in for immediate use. A pesticide spill cleanup kit will be available whenever such products are being applied on a DLA depot. Spills will be handled according to procedures specified in the depot's, spill contingency plan. All pesticide spills should be reported to the Chief, Environmental Office as soon as possible after their occurrence.

f. Pollution Prevention (P2). The Pest Management Program, as outlined in this plan will comply, whenever possible, with Executive Order 12856 of August 3, 1993, Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements. The control of pests with pesticides will be considered only after potentially effective nonchemical control methods have been exhausted. Integrated Pest Management (IPM) strategies (see **Appendix E**) that stress nonchemical control will form the basic framework of this Pest Management Program.

g. Prohibited Activities.

(1) At no time will a pesticide be used in any manner, which is inconsistent with its label.

(2) No pesticide will be used whose registration has been suspended or canceled by the EPA, state or local governments.

## 8. ADMINISTRATION

a. Self-Help Pest Management. Self-help programs follow the guidance found in the DoDI 4150.07 (DoD Pest management Program), and the AFPMB TG 42, Self-Help Pest Management. Pest management items approved for self-help use are found in **Appendix C, Self-Help Pest Management**. Any deviations from this list require the written approval of the DLA Pest Management Consultant.

b. Contracts.

(1) All contracts dealing with pest management will be sent to the Chief, Environmental Office, DLA Strategic Materials prior to submission for bids or completion of purchase orders. For those contracts, which are renewed annually, the Chief will be notified of the upcoming renewal date and advised if any changes in the contract specifications have changed. Exception to this policy will be the need for emergency pest control services. In this case, the Chief will be contacted (703) 767-6495.

(2) The pest control contractor is responsible for maintaining all buildings in a pest-free condition. Unwanted vegetation will also be accomplished under contract. Each Depot Manager should maintain completed contracts.

(3) All contracts written for pest management services should include the following requirements. A sample contract Scope of Work for our sites is included as **Appendix F**:

c. Pest management. Contracts should be submitted to the DLA Pest Management Consultant for technical review and technical validation.

(1) All pesticides (including DoD Standard Pesticides) proposed to be used on DLA Strategic Materials depots by the contractor must be reviewed and approved by the DLA Pest Management Consultant.

(2) Any Contractor performing pest control work should be registered by the appropriate state. In addition, all applicators must be certified. Certification must be in the categories of pest control work being performed. Evidence that personnel are certified should be presented prior to the time service is initiated and available upon request thereafter. A copy of certification should be submitted to the DLA Pest Management Consultant.

(3) The application of pesticides should be in accordance with manufacturers and all regulatory instructions. All mixing, storage and disposal of pesticides should be in accordance with federal, state, and local regulations. Appropriate protective clothing and equipment as specified by applicable laws, regulations, and/or the product label, should be worn by personnel applying pesticides.

(4) Prior to the spraying of any pesticides, the contractor should furnish, in writing to the Depot Manager, the pesticide name, pesticide label, and SDSs for each pesticide being applied. After the application, the contractor will complete the DD 1532-1 and submit it to the Depot Manager for record keeping and reporting.

(5) Pesticides will NOT be stored or disposed of on Government property, but may be brought in for immediate use. There will be no mixing of pesticides on Government property.

(6) Precautions should be taken during pesticide application to protect the public, on and off the installation. Pesticides should not be applied outdoors when the wind speed exceeds 5 miles per hour, or when there is a prediction of significant rainfall. Whenever such products are applied outdoors, care should be taken to make sure that any spray drift is kept away from individuals, including the applicator. At no time should personnel be permitted in a treatment area during pesticide application unless they are appropriately protected. Contractors will be required to comply with all DoD/DLA Occupational Safety and Health requirements.

c. Inter-service Support Agreements. There are no pest management Inter-service support agreements for the locations covered under this IPMP.

d. Materials and Equipment. Contractors will be required to bring all pesticides and necessary application equipment onto the installation each day services are provided. No pesticides, nor equipment for their application, should be stored or maintained on the installation.

e. Reports and Records.

(1) The Depot Manager will maintain adequate records of all pest management operations performed by contractors on their sites. They will also be responsible for ensuring that a Pest Management Maintenance Record Report, DD 1532-1 (or the DLA Pest Management Spreadsheet) covering any pesticide applications performed by contractors is completed. These reports will be generated within 15 days of pesticide application. They are to be signed in ink and dated by the contractor. A copy of the label of the pesticide applied and a copy of pesticide applicator certification will be attached. The information will be entered on the DD 1532 report (**Appendix G**), certification, and a copy of the label will then be sent to the Chief, Environmental Office, DLA Strategic Materials. The Depot Manager should retain the original documents on site permanently.

(2) Pesticide Approval - only those pesticides that have been approved by the DLA Pest Management Consultant shall be procured for application on the facility. Requests for pesticide approval (**Appendix J**) shall include:

(a) Pesticide label and SDS: trade name common name, percent active ingredient(s), EPA Registration Number, and size of container.

(b) Purpose of Application: intended pest, site of application and replacement of other approved pesticide(s)

(c) Type of Formulation and Diluent.

- (d) Mixing Rates and Percent Active Ingredient (as applied).
- (e) Application Equipment and Rates of Application.
- (f) Estimated quantity of pesticide (actual concentrate and calculated pounds of active ingredient) needed for annual pest control programs.
- (g) Safety Precautions for applicator, facility personnel and environment.
- (h) Sensitive Areas: to avoid and/or to treat with increased caution.
- (i) Sources of Recommendation: DLA Pest Management Consultant, county extension agent, pesticide vendor, publications, etc.

f. Training. DoD employees requiring certification may be trained at any Service pest management school; completed training information is sent to the DLA Pest Management Consultant for obtaining a pesticide applicator's or quality assurance evaluator's certificate. Contractor training and applicators' certification may be conducted by the State where the pest control is being licensed. Contractors performing pest management services at any of the satellite facilities will be certified by the State in which the facility is located.

g. Quality Assurance/Quality Control Standards. Pest control services are expected to provide a satisfactory level of control while minimizing pesticide applications. The Pest Management Coordinator and a designated Pest Management Quality Assurance Evaluator (PMQAE) will provide the facility pest management program oversight by insuring only approved pesticides are utilized and nonchemical controls are maximized. Work performed by the contractor will be evaluated based on the adherence to the contract performance work statement and the requirements established in this document. Pest control operations that are in violation of Federal and State Laws and regulation shall immediately cease operations until the deficiency is corrected. Because the pesticide label is the law, any pesticide label violation will result in an immediate cease work order. See DoDI 4150.07 for QAE requirements and certification.

h. Design/Review of New Construction. Any current or proposed construction projects on the facilities should be reviewed with pest prevention and control in mind. The design of new buildings or other structures should be evaluated to ensure that insect and rodent entry points and potential harborage have been eliminated or minimized.

## **9. COORDINATION**

a. The DLA Pest Management Consultant will have final technical approval of proposed pesticides to be used in all contracts. This approval will give special attention to any pesticide application that involves: "restricted use" products; potential for the significant contamination of surface or groundwater; involves 259 or more hectares (640 acres) in one application; may

adversely impact endangered or other protected species or habitats; or involves aerial application.

b. The Chief, Environmental Office, DLA Strategic Materials will coordinate DLA policy and procedures with Depot Managers who implement pest management services in and around the stockpile sites. Information regarding points of contact at the satellite facilities can be found in the Essential Elements of Information, **Appendices A and B**. Additional resources available to support the sites can be found in **Appendix H**. A list of State Pesticide Coordinators is included in **Appendix I**.

## 10. PEST MANAGEMENT REFERENCES

### a. Federal and State Laws

(1) The Federal Insecticide, Fungicide and Rodenticide Act (through PL 100-460, 100-464 to 100-526, and 100-532).

(2) Title 29, Code of Federal Regulations, 1995 revision, Section 1910, Occupational Safety and Health Standards.

(3) DoD Instruction: DoDI 4150.07, DoD Pest Management Program, 29 May 2008

(4) DLA Instruction: DLAI 4150.07, DLA Pest Management Program (draft).

### b. Army Regulations

(1) AR 40-5, Preventive Medicine, 25 May 2007.

(2) AR 200-1, Environmental Protection and Enhancement, 13 December 2007.

### c. Armed Forces Pest Management Board (AFPMB) Technical Guides <http://www.acq.osd.mil/eie/afpmb/techguides.html>

(1) No. 15, Pesticide Spill Prevention Management, 2009.

(2) No. 21, Pesticide Disposal Guide for Pest Control Shops, October 1986.

(3) No. 29, Integrated Pest Management in and Around Buildings, August 2009.

(4) TM 5-632, Military Entomology Operational Handbook, December 1971.



APPENDIX A  
ESSENTIAL ELEMENTS OF INFORMATION  
FOR  
HAMMOND DEPOT, HAMMOND, IN

The following storage site is managed by the Depot Manager at Hammond, IN:

Wenden Storage Site, Wenden, AZ

ESSENTIAL ELEMENTS OF INFORMATION  
FOR  
HAMMOND DEPOT, HAMMOND, IN

**1. POINT OF CONTACT:** Depot Manager (219) 937-5383, ext. 304.

**2. ACREAGE:** 57 acres.

**3. SITE DESCRIPTION:** The Hammond Depot is located directly east of the Illinois/Indiana state line in the northeast corner of Lake County on property owned by the GSA. The Depot maintains open storage areas containing multiple metal stockpiles and three storage warehouses. A total of nine buildings are located on the facility. A railroad tanker yard borders the Depot to the north and the drainage runs into the Depot. Runoff from undeveloped property to the south also drains onto the Depot during heavy rain. The Depot has 1 satellite storage facility covered by this PMP.

**4. ENVIRONMENTAL SETTING:**

Physiography/Topography: The topography on the Depot is very flat.

Geology: The Hammond Depot is underlain by slag fill material. The Calumet silt, sand and gravel underlies the slag fill. Underlying the Calumet is glacial till and Silurian carbonate bedrock.

Hydrology: Stormwater runoff from the Depot enters drainage ditches that discharge directly into a stream located at the west boundary of the installation. The stream then flows into Wolf Lake. Stormwater also pools in several areas before percolating into the ground or entering the drainage ditches. Runoff from a railroad tanker yard to the north, and an undeveloped property to the south, drains onto the depot during heavy rain. Some flooding may occur during periods of heavy rain.

Groundwater is found at depths of approximately 1 to 4 feet at the Depot. The major aquifer in the area is the Calumet aquifer; however, this aquifer is not a source of drinking water in the Hammond area. The most important factor for the Calumet aquifer is the high vulnerability to contamination and the transport of that contamination to Lake Michigan. No drinking water or monitoring wells are located on Hammond Depot.

**5. ENVIRONMENTAL CONSIDERATIONS:** The Franklin's ground squirrel (*Spermophilus franklinii*) is a State threatened species, and Blanding's turtle (*Emydoidea blandingii*) is a state species of special interest. Both have been found on the Depot. The Depot is approximately 3 miles south of Lake Michigan and is 14 inches above the lake level. The West fence is roughly 30 feet from a large pond/marsh that is part of the Powers Conservation Area. A wide variety of waterfowl inhabit the area.

**6. ADMINISTRATION:** Pest management services were provided through purchase

order contracts with local companies or performed by trained Depot personnel.

**7. REMARKS:** No pesticides have been applied for the last 6 years. Plans are to control vegetation through manual methods such as mowing and bushwhacking.

**8. COMMONLY ENCOUNTERED PESTS:** Weeds and other unwanted vegetation that lay along the perimeter fence, railroad tracks, and around metal stacks and open storage and requires control. Rodent control has been the only historic pest management activity required inside buildings on the Depot and controlled by snap traps.

**9. ESTIMATED PEST MANAGEMENT WORKLOAD:** None.

ESSENTIAL ELEMENTS OF INFORMATION  
FOR  
WENDEN STORAGE SITE, WENDEN, AZ

1. **POINT OF CONTACT:** Depot Manager (219) 937-5383, ext. 304.
2. **ACREAGE:** 29.02 acres of outside storage.
3. **SITE DESCRIPTION:** The storage site is open, unimproved, sandy soil. Approximately 29 acres are being used to store approximately 560 various size piles of low-grade manganese ore. The site is owned by the U.S. Bureau of Land Management with a right of way issued to DLA. It is located approximately 2 miles east of Wenden, AZ (mile marker 63) on the north side of U.S. Highway 60. The perimeter fence consists of four strands of barbed wire approximately four feet high.
4. **ENVIRONMENTAL CONSIDERATIONS:** None.
5. **ADMINISTRATION:** **No vegetation control is anticipated.** If any vegetation control is necessary, non-chemical control methods, such as mowing will be performed. If any use of pesticides is necessary, a scope of work for a contract will be initiated in accordance with the IPMP guidance.
6. **REMARKS:** No pesticides were applied since FY2013.
7. **COMMONLY ENCOUNTERED PESTS:** None.
8. **ESTIMATED PEST MANAGEMENT WORKLOAD:** None.

APPENDIX B  
ESSENTIAL ELEMENTS OF INFORMATION  
FOR  
SCOTIA DEPOT SCOTIA, NY AND SATELLITE FACILITIES

Satellites facilities of Scotia Depot are:

Point Pleasant Storage Site, Point Pleasant, WV

Lordstown Storage Site, Lordstown, OH

Hard copies of this document may not be the current version. Refer to the “I Am The Key” to verify the current version.

ESSENTIAL ELEMENTS OF INFORMATION  
FOR  
SCOTIA DEPOT, SCOTIA, NY

**1. POINT OF CONTACT:** Depot Manager, (304) 675-0545.

**2. ACREAGE:** 12.68 acres.

**3. SITE DESCRIPTION:** The GSA owned site is located in Scotia, Schenectady County, New York just off New York State Route 5 approximately 7.2 miles from the intersection of Interstate 890 and Interstate 90 (the New York State Thruway). The Depot maintains only two open areas - one contains zinc and the other has ferrochrome, low carbon - and two storage warehouses.

**4. ENVIRONMENTAL SETTING:**

Physiography/Topography: Eastern Schenectady County lies in lowland bounded on the north by the Adirondack Mountains, on the east by the Taconic Mountains, on the south by the Helderberg Escarpment of the Allegheny Plateau Province, and on the west by hills that lies between the Helderberg Escarpment and the Adirondack Mountains. Most of the lowland is a lake plain with an average altitude of about 350 feet. Low and linear, till-covered bedrock ridges rise 50 feet above the general level of the plain in some places. In a small area east of the largest ridge, clayey soils prevail, but sandy soils are predominant in the remainder of the lowland. The elevation at the Depot is about 290 feet above sea level. All drainage in the depot area flows to the Mohawk River that generally flows southeastward into the Hudson River.

Climate: The climate of eastern Schenectady County is the humid continental type. Winters are cold, but seldom severe. The summers are moderate and prolonged periods of hot weather are unusual. The mean annual precipitation is approximately 35.25 inches and is evenly distributed throughout the year. June is the wettest month with approximately 3.86 inches of precipitation. February is the driest month with 2.22 inches. The mean annual temperature is 47.2<sup>o</sup>F. July is the warmest month with a mean temperature of 72.7<sup>o</sup>F and January is the coldest month with a mean temperature of 21.5<sup>o</sup>F.

Geology: Rocks underlying the area were deposited in early Paleozoic and late Cenozoic time. The Paleozoic rocks consist of alternating layers of shale and sandstone of Ordovician Age. These sediments were buried, consolidated, and later eroded. Rocks in the eastern part of the county are folded and faulted. There is a major high-angle fault in the northwestern part of the county.

Hydrology: Most of the water supplies in eastern Schenectady County are from groundwater sources, principally unconsolidated glacial deposits which overlie relatively impermeable bedrock. All groundwater recharge in the area is from precipitation except where aquifers are recharged by infiltration from the Mohawk River and a few small tributaries. The area of the Depot is underlain by the Schenectady/Niskayuna aquifer system. This unconfined or water-

table aquifer has been designated by the U.S. Environmental Protection Agency as a sole source aquifer supplying groundwater to about 150,000 persons within Albany, Schenectady and Saratoga counties. This aquifer system consists of a complex series of discontinuous coarse sandy gravel deposits that range in thickness from 35 feet to 50 feet and a lower extensive sand unit that ranges in thickness from 0 to 30 feet. The aquifer is underlain by relatively impermeable glacial till that overlies shale bedrock. The Village of Scotia obtains potable water from wells drilled from 86 to 110 feet in depth.

**5. ENVIRONMENTAL CONSIDERATIONS:** Although an infrequent use of herbicides is not likely to pose a significant threat to health or the environment, the possibility exists. Pest management practices have the potential of impacting on the conditions of the Mohawk River that parallels the Depot to the south.

**6. ADMINISTRATION:** Application of herbicides around the stockpiles and buildings and along railroad tracks and fences is application of herbicides is prohibited by DLA Strategic Materials Facilities policy.

**7. REMARKS:** No pesticides were applied since FY 2013.

**8. COMMONLY ENCOUNTERED PESTS:** Weeds and other unwanted vegetation (grass, brush) along the perimeter fence and around open storage require control.

**9. ESTIMATED PEST MANAGEMENT WORKLOAD:** None.

ESSENTIAL ELEMENTS OF INFORMATION  
FOR  
POINT PLEASANT STORAGE SITE, POINT PLEASANT, WV

**1. POINT OF CONTACT:** Depot, phone number (304) 675-0545.

**2. ACREAGE:** 2.53.

**3. SITE DESCRIPTION:** The site is located in Point Pleasant, West Virginia, 40 miles northeast of Huntington. A channel on the Ohio River known as Old town Creek borders the western edge of the facility. Parts of the facility contain outdoor storage areas with ferromanganese, and ferrochrome ores on concrete pads. We lease these ore storage areas from Appalachian Railcar Services, Inc., the owner of the depot.

**2. ENVIRONMENTAL SETTING:**

Physiography/Topography: The Point Pleasant site is situated in the Ohio River basin of the Appalachian Plateau physiographic province. The Appalachian Plateaus are characterized by steep-sided plateaus on sandstone bedrock. The plateaus are high on the East Side and decline gradually to the west.

Geology: Soils underlying the site are deep and well drained, primarily composed of weathered glacial outwash and sandy/silty loam. Alluvium underlies the depot to approximately 26 feet and glacial outwash underlies the alluvium to depths of 87 feet. Pennsylvanian-aged bedrock occurs below the outwash and consists of coarse-grained sandstones and conglomeratic sandstones with minor amounts of shale, marine and freshwater limestone, and coal.

Hydrology: The site borders on the Ohio River. A small stream, known as Old town Creek, cuts through the northwest corner of the Depot and empties into the Ohio River. The site has a combined river-creek frontage of approximately 2,900 feet. All surface drainage from the site generally flows west and eventually empties into the Ohio River. The glacial outwash deposits in the Ohio River Valley contain large quantities of groundwater. These deposits are the primary source of drinking water for the Point Pleasant area. Most of the wells in the region are completed in the outwash and produce from 100 to 1,000 gallons per minute.

Direction of flow is generally towards and in the direction of the Ohio River. There are 4 wells at the site, three of which are currently operational. Three were drilled in 1946 and one was drilled in 1987. The wells are used for drinking water or for fire protection.

**3. ENVIRONMENTAL CONSIDERATIONS:** The State of West Virginia lists one endangered species for the Point Pleasant area. The Pink mucket (a.k.a. Ohio mucket, tan mucket, square mucket, and pearl mussel), *Lampsilis abrupta (=orbiculata)*, is a fresh water mussel found in the sand or gravel of the lower Mississippi and Ohio River drainages. Since the Ohio River drainage, area includes Point Pleasant, **extreme caution** should be used during pesticide applications on the facility to prevent accidental pesticide runoff.



**4. ADMINISTRATION:** Pesticide applications are prohibited by DLA Strategic Materials Facilities policy (see Page 70). However, in the event of extraordinary circumstances, pest management services are provided through annual bid contracts with local companies. No pesticide mixing will take place at Point Pleasant.

**5. COMMONLY ENCOUNTERED PESTS:** Vegetation management on the facility consists of routine grass cutting by facility personnel and pesticide application in the early spring and fall by approved contractors. Vegetation is controlled around the stockpiles, storage tanks, roads, and perimeter fences.

**6. ADMINISTRATION:** Pesticide applications are prohibited by DLA Strategic Materials Facilities policy (see **Appendix D**). However, in the event of extraordinary circumstances, pest management services are provided through annual bid contracts with local companies. Mixing of pesticides at Point Pleasant is prohibited.

**7. ESTIMATED PEST MANAGEMENT WORKLOAD:** None

ESSENTIAL ELEMENTS OF INFORMATION  
FOR  
LORDSTOWN STORAGE SITE, LORDSTOWN, OH

1. **POINT OF CONTACT:** Depot Manager, phone number (304) 675-0545.
2. **ACREAGE:** TBD
3. **SITE DESCRIPTION:**
4. **ENVIRONMENTAL CONSIDERATIONS:** None.
5. **ADMINISTRATION: No vegetation control is anticipated.** If any vegetation control is necessary, non-chemical control methods, such as mowing will be performed. If any use of pesticides is necessary, pre-mixed, ready to use, low toxicity pesticides, “pesticides in toxic category CAUTION,” or medium toxicity pesticides, “pesticides in toxic category WARNING,” will be used by a State of Ohio certified pesticide applicator in accordance with the product label. Otherwise, a scope of work for a contract will be initiated in accordance with the IPMP guidance.
6. **REMARKS:** No pesticides were applied since FY 2013.
7. **COMMONLY ENCOUNTERED PESTS:** None.
8. **ESTIMATED PEST MANAGEMENT WORKLOAD:** None.

APPENDIX C  
SELF HELP PEST MANAGEMENT  
FOR  
DLA STRATEGIC MATERIALS DEPOTS AND FACILITIES

To the extent practical, depot managers are to employ Self-help Pest Management instead of monthly contracted pest control services for indoor pest infestations. There are several advantages to self-help, it saves time as the depot manager may purchase the pre-approved pest control products for immediate application, avoiding having to schedule and wait for contracted pest control. Self-help may reduce pesticide exposure in the workplace, which could result from monthly contracted insecticide application. Lastly, it has been found that self-help is cost effective.

Both the DoDI 4150.07 (DoD Pest Management Program, May 29, 2008), and the AFPMB TG 42 (Self-Help Integrated Pest Management, April 2015) emphasizing the importance of using sanitation, and exclusion (such as sealing entry ports for pests, and screening windows) in place of or with the self-help products.

Training is the key to self-help pest management. This does not mean that depot managers and facility personnel are taught which pesticides to use, but rather understanding non-chemical methods that can be used to exclude or prevent pests from becoming established in their offices and depot warehouses in the first place. When pests do enter offices and other Government facilities, depot managers and supervisors should know which product is approved to control particular pest, and how to use the product safely and effectively.

Depot managers are to:

- Apply good sanitary practices, seal entry ports for pests, and screen windows to prevent pest infestation.
- Use the below non-chemical techniques and materials available from the list of self-help pest management materials to the fullest extent possible before requesting further assistance from the DLA Staff Entomologist.
- Apply only those materials listed, in a manner consistent with the pesticide label instructions. **THE LABEL IS THE LAW.**
- Use only insecticides with approved NSN or the associated EPA registration number. Use only over the counter pre-mixed and ready-to-use insecticides.
- Do NOT use pesticides (insecticides) if the label states “For Restricted Use” Or “To Be Applied Only By Certified Applicators.”
- Do NOT remove the label from the pesticide container. Keep the pesticide in the original container.

- Report all pesticides usage (brand name, EPA Registration Number, and amount, i.e. number of aerosol containers, bait stations, fly strips, etc.) used in self-help pest management at the end of each month. Send reports to the DLA Strategic Materials Environmental Office point of contact.

The following insecticides and non-chemical pest control products are approved for issue as part of self-help pest management programs at DLA Strategic Materials depots and facilities:

**1. Insecticide, Fipronil, cockroach bait, regular size (Combat® Source Kill Max R1),** NSN 6840-01-180-0167 (EPA Reg. No. **6240-33**), 12 bait stations/box - 12 boxes/package (PG).

- **Small Combat® bait station.** Small bait stations are designed for small cockroaches such as German roaches. This size bait station appears to be the more popular of the two sizes authorized. Since the large bait stations contain the same active ingredient as the small stations, the size of the cockroaches infesting offices/facilities should be the determining factor in stocking traps. Cockroach bait stations appear to be one of the most popular and widely used self-help products.

**2. Insecticide, Fipronil, cockroach bait station, large size (Combat® Source Kill Max R2),** NSN 6840-01-224-1269 (EPA Reg. No. **64240-34**), 8 bait stations/box - 12 boxes/package (PG).

- **Large Combat® bait station.** Large bait stations are usually used for American or Oriental cockroaches. The demand for these items is probably lower due to the relative infrequency of infestations by these larger species of insects, but they should be stocked if larger cockroaches are found on your depot.

**3. Insecticide, Fipronil (MaxForce® FC Ant Bait),** NSN 6840-01-298-1122 (EPA Reg. No. **432-1256**), 96 stations/package (PG)

**4. Insecticide, Abemectin (Advance 360A Dual Choice® Ant Bait Stations),** NSN 6840-01-543-0662 (EPA Reg. No. **499-496**), 72 stations/box (BX)

- **Maxforce® or Advance 360A Dual Choice® ant bait stations.** These bait stations are suitable for nearly all ants found indoors. The majority of self-help programs include ant baits. These inexpensive items work well in controlling minor ant infestations.

**5. Insecticide, Hydramethylnon (Amdro Fire Ant Bait®),** NSN 6840-01-287-3913 (EPA Reg. No. 241-322), (24) 6-oz bottles/box (BX).

- **Amdro® fire ant bait.** This product is designed for fire ant control. The Amdro® fire ant bait should only be issued upon demand at depots with fire ant problem (i.e. Wenden, AZ).

**6. Insecticide, Pyrethrin aerosol (PT 565 Plus XLO®),** NSN 6840-00-823-7849 (EPA Reg. No. 499-290), (12) 20-oz cans/box (BX).

- **PT 565 Plus XLO.** This product is designed for control of broad range of flying and crawling insects in offices, food handling facilities, utility rooms, warehouses, and industrial buildings.

**7. Insecticide, D-trans Allethrin and Resmethrin 0.125% and 0.2% respectively, aerosol (Kill Zone® House & Garden Insect Killer Formula 4)** NSN 6840-01-067-2137 (EPA Reg. No. 498-116), 14-oz can (CN)

- **Aerosol pyrethroid insecticide.** This product allows occupants to control crawling or flying insects. Although fly swatters can be used to control flies and mosquitoes, the numbers of these insects may increase to the point where fly swatters do not do the job. Stock either product year-round, but in larger quantities during the warmer months.

**8. Insecticide, Allethrin-Permethrin 0.25% and 0.15% respectively, aerosol (Ace House & Garden Bug Killer® 2)** NSN 6840-01-586-8718 (EPA Reg. No. 46515-48-9688), 15-oz can (CN)

- **ACE House and Garden Bug Killer.** This product is approved for indoors and outdoors control of broad range of flying insects.

**9. Insecticide, Phenothrin 0.12% and Allethrin 0.129%, aerosol (Wasp Freeze Wasp and Hornet Killer®),** NSN 6840-00-459-2443 (EPA Reg. No. 499-550), (12) 17.5-oz cans/box (BX)

**10. Insecticide, Etofenprox 0.50%; Tetramethrin 0.2% and Piperonyl Butoxide 1.0% (Zoecon Wasp-X Wasp and Hornet Spray®),** NSN 6840-00-619-6467 (EPA Reg. No. 2724-786), (12) 16-oz cans/box (BX)

- **Wasp freeze and other wasp and hornet aerosols.** Designed to kill wasps, hornets, and yellow jackets. These aerosol products provide occupants the means to eliminate stinging insect problems themselves. Stock this product upon demand. These products are for outdoor use only.

**11. Trap, roach (Mr. Sticky® or equivalent),** NSN 3740-01-096-1632.

- **Cockroach sticky traps.** These traps should be available at all times. They are economical, nonchemical, and help control minor cockroach infestations. These traps are also useful for catching spiders, earwigs, and other crawling pests when placed near outside entrances, such as doors or windows.

**12. Mouse trap, Spring, Model CANTMISS®,** WD base, w/4 way release, 4"x2"x 0.5", NSN 3740-00-252-3384.

- **Mouse trap.** By having the occupants set traps for mice, there is a very significant cost savings by not having a pest controller do the same job. Since most mouse infestations are initially limited to one or two mice, usually on a seasonal basis, use of self-help to control mice

is an ideal situation for both the office buildings and warehouses. Traps should be checked daily for mice.

**13. Mouse Trap, Spring, Woodstream® P/N M325 or Roxide® P/N 64446, expanded trigger, NSN 3840-01-371-6770.**

**14. Trap, rodent, glue (Got'Cha! ®), NSN 3740-01-500-5320, box contains 24 pkg, each containing two-5 ½" x 11" glue traps.**

**15. Swatter, fly, NSN 3740-00-252-3383.**

- **Fly swatter.** Although they are called "fly" swatters, they can be used to kill a variety of flying insects and spiders. This item should be available at all depots.

**16. Indoor Fly Catcher Traps, P/N 444 or M500, cylindrical sticky trap, NSN 3740-01-412-9363. 12/box (BX)**

**17. Insect Fly Catcher, Part Number M510, NSN 3740-01-412-9371, 144 sticky paper strips.**

- **Fly sticky tape.** While not a popular item, some self-help programs provide this nonchemical method of fly control. On depots where some of the buildings may be located near fly breeding sources off-post (farms, feed lots, stables), fly tapes may be just what the occupants need to help control flies.

**NOTE: Keep Records of Items Issued.** Information on pest control items needs to be recorded on the Pest Management Maintenance Record (DD Form 1532-1) or computer equivalent database for pesticide reporting such as the DLA Pest Management Spreadsheet. Regardless of who does the pest control work, contract or self-help, data need to be entered. This will be done at the depot by the depot manager. A list of pest control items issued to depot employees need to be forwarded to the DLA Strategic Materials Environmental Office every month.

### **Controlling Pests Using Approved Self-Help Products:**

#### **1. Cockroach Control:**

- **Bait Stations:** The bait stations are to be placed in the bathroom and areas where food is prepared and/or stored. General sanitation in areas of food and/or coffee preparation must be enforced to achieve maximum cockroach control. Follow the label on the package for instructions on placement.

- For small infestations, place 6 small bait stations and several sticky traps in the immediate area where the cockroaches were observed.

- For larger infestations, place 6 to 12 small bait stations and 6 to 8 sticky traps in the immediate area where cockroaches were observed.

- For large cockroaches, (one inch or more in length), place 3 sticky traps and 3 to 4 large bait stations in the immediate area where cockroaches were observed.

- **Sticky Traps:** Sticky traps are designed to capture cockroaches. They are also good for catching crickets, spiders, scorpions, and other crawling pests. They do not contain any pesticides. They can also be used to determine where a cockroach infestation is before placement of bait stations.

- **Sanitation:** The best method of cockroach control is sanitation around food or coffee preparation areas, sealing cracks and crevices thus excluding hiding places. This exclusion method must be combined with the use of sticky traps and bait stations for maximum control

**2. Crawling Pests:** Spiders, ants, crickets, earwigs, and other pests are occasionally found inside buildings.

- Ants are one of the hardest pests to eliminate. The ant bait stations work well, but good sanitation to remove the food source to which ants are attracted is also important. Place 3 to 4 ant bait stations per room where ants are seen. When ants are found throughout the building contact the DLA Staff Entomologist for further technical support. Follow the label on the package for instructions on placement. Do NOT use aerosol spray indoors to control ants. Use of sprays interferes with their feeding at the bait stations and may divide colonies, making control more difficult.

- Other crawling insects may be eliminated with the use of sticky traps, by placing them on each side of entry doors to capture pests that might crawl over the threshold into the building or crawl along the walls. To prevent permanent entry of pests, exterior doors should seal tightly when closed. Aerosol insecticides may be useful in killing spiders, scorpions, or other pests that may be found indoors. Fly swatters can also be used for this purpose.

### **3. Flying Insects:**

- One can of aerosol insecticide will usually treat several rooms, which have a number of flies, gnats or mosquitoes. Occasionally, even when doorways and windows are screened flying insects get inside. A fly swatter should be used before the use of an aerosol insecticide.

- Using Fly Sticky Traps may control flies. However, they will not control mosquitoes or gnats. Insure all doors and windows are screened and garbage is disposed of properly. If fly problems continue contact the DLA Staff Entomologist for technical advice.

**4. Mouse Problem:** Snap traps are the most satisfactory method to control small infestations of mice. The mousetrap should be placed perpendicular to a wall with the baited trigger end facing the wall. This will help catch mice since they run along walls and can approach the trap from either direction. It has been found that peanut butter is excellent bait for mice. Traps should be checked daily for mice. Mousetraps are intended to catch one or two mice, which may enter the building. They are not designed to eliminate an ongoing mouse infestation where numerous mice

are seen. If mice are continue to be a problem, contact the DLA Staff Entomologist for further assistance.



APPENDIX D  
PEST MANAGEMENT AND HERBICIDE APPLICATION  
PROGRAM POLICY EXCEPTIONS

All application and use of herbicides, pesticides, and rodenticides is prohibited, except under the following conditions:

- Any use of these materials must be cleared through the Chief, Environmental Office, DLA Strategic Materials who will review each request for application on an individual need basis. Requesting depots must first have a state licensed pest management firm review their proposed use of these materials. The purpose of this requirement is to ensure the application of the best principles and practices of an IPMP.
- After the certified pest management firm has provided their evaluation and surveillance of the use and need for these materials, we will discuss these findings with the DLA Pest Management Consultant for final approval.
- If application is approved, all applicable, provisions of the existing IPMP will take effect. Safety Data Sheets and labels for all proposed materials must be provided to and reviewed by our Environmental Staff Officer. There will be no mixing of chemicals on our sites. Pest management reports are still required, with all fields of the form completed properly. Final payment to the application contractor will be held back until all paperwork and documentation is received, reviewed, and accepted.

Should you have questions regarding any aspect of the Pest Management Policy, our Environmental Staff Officer can assist you in your efforts to comply with our program, reduce usage, and ultimately eliminate the use of these materials from our operation.

APPENDIX E  
INTEGRATED PEST MANAGEMENT OUTLINES  
FOR  
DLA STRATEGIC MATERIALS DEPOTS

1. Broadleaf Weeds
2. All Vegetation
3. Noxious Weeds
4. Crawling Insects and Spiders
5. Wasps, Hornets, and Yellow Jackets
6. Mosquitoes and Other Biting Flies
7. Mice and Rats
8. Cockroaches
9. Filth Flies
10. Ticks
11. Fleas
12. Carpenter Ants and Carpenter Bees
13. Subterranean Termites
14. Birds (house sparrows, starlings, and pigeons)
15. Bats
16. Gophers, Woodchucks, Rabbits, and Other Burrowing Animals
17. Other Vertebrate Pests (feral/stray cats & dogs, skunks, raccoons)

Hard copies of this document may not be the current version. Refer to the “I Am The Key” to verify the current version.

## INTEGRATED PEST MANAGEMENT OUTLINE NO. 1

**PEST: Broadleaf Weeds.**

**SITE:** Maintained grassy areas on depots.

1. Purpose. To control broadleaf weeds on maintained grassy areas.

2. Surveillance.

a. Conducted by: Building occupants occasionally may conduct incidental surveys by visual observation during area use. Most surveys are conducted by Depot Manager or appointed personnel. Some surveys are seasonally initiated. Depot Manager or appointed representative QAEs may perform surveys for quality assurance of contractual pest management services.

b. Methods. Visual observations for undesirable broadleaf weeds in turf.

c. Frequency. Area users typically conduct unplanned visual observations. Depot Managers and appointed personnel conduct surveys on a daily basis during grounds maintenance work. Ground maintenance personnel also perform surveys when services are requested, during the performance of other grounds maintenance work (i.e. mowing, etc.), or during specific surveys for weeds. Surveys may include observations conducted during the previous growing season to determine if grounds maintenance EPSs perform surveys as follow up after contract performance if complaints are received or as part of their quality assurance surveillance plan. Surveys to determine the need to pre-emergent herbicides to control summer broadleaf weeds are conducted typically May – September the previous year. Surveys to determine the need for post-emergent herbicides to control summer broadleaf weeds are conducted May – September of the current year. Surveys to determine the need for pre-emergent herbicides to control winter broadleaf weeds are conducted November – February the previous year. Surveys to determine the need for post-emergent herbicides to control winter broadleaf weeds are conducted November – February during the current year.

3. Pest Management Techniques.

a. Non-chemical.

(1) Type: Mechanical and Physical.

(a) Method and Location: Proper mowing involves cutting desirable grasses at the recommended height and often enough to prevent scalping. This means removing no more than 1/3 of the total leaf surface in a mowing. Raising the mowing height during periods of stress helps maintain turf vigor. Common Bermuda grass should be mowed at 1 to 1-1/2 inches high and St. Augustine grass at 3 to 3-1/2 inches for most turf uses. Mowing grass to maintain a uniform height generally does not eliminate all broadleaf weeds but may provide acceptable control for a short period of time. Routine mowing may reduce seed head formation of some weed species.

(a) Mechanical broadleaf weed removal may be selected by using shovels or hoes. Care is exercised to not damage root systems of desirable plants.

(c) Conducted by: Building occupants, contractors, or grounds maintenance personnel.

(2) Type: Biological. None

(3) Type: Cultural.

(a) Method and Location:

1. Turfgrass selection is the most important factor in developing and maintaining a high quality, problem-free turf. Turfgrass selection is based on the environment, expected turf use, and expected management intensity.

2. Proper fertilization of grassy areas promotes favorable grass growth. Soil analysis of selected turf areas may be made to determine proper fertilization rates.

3. Turfgrass watering needs depend on grass species, turf maintenance level, soil type, and weather. Most turfgrasses require one inch of water per week during active growth. Irrigating after sunset and before sunrise is the most efficient and effective time to irrigate and will not increase disease problems.

4. Liming of selected areas may be applied according to soil test recommendations.

5. Common cultivation practices include coring, spiking, and vertical mowing. Coring is the best method to reduce soil compaction and improve water infiltration. Coring is most effective using hollow or spoon-type tines, which remove plugs of soil two to three inches, and one-half to three-fourths inch in diameter. Fertilization 10 to 14 days before cultivation increases the turf recovery rate.

(b) Conducted by: Contractors.

b. Chemical. Pest control contractors perform pesticide selection, which requires local contracting officer, identified in contracts.

(1) Basis for Treatment: High potential for undesirable broadleaf weeds in turfgrasses as selected sites or previous year's survey found undesirable broadleaf weeds. Pre-emergent herbicides must be applied prior to the germination of targeted weeds. NOTE: The targeted site and weeds to control must be identified on the herbicide label.

(2) Method and Location: Pre-emergent herbicide application is performed using a broadcast spreader, hand gun from a powered sprayer, or boom sprayer on selected turf.

(3) Conducted by: Contractor.

(4) Pesticides: Follow pesticide approval process as addressed in this Plan.

(5) Control Standard: Targeted weeds fail to germinate for 5 weeks following treatment.

c. Chemical.

(1) Basis for Treatment: Undesirable broadleaf weeds in turfgrasses at selected sites. The targeted site and weeds to control must be identified on the label.

(2) Method and Location: Post-emergent herbicide application is performed using a boom sprayer, handgun from a powered sprayer or compressed air sprayer on selected turf.

(3) Conducted by: contractor.

(4) Pesticides: Follow pesticide approval process as addressed in this Plan.

(5) Control Standard: Targeted weeds controlled within 4 weeks following treatment.

4. Precautions for Sensitive Areas. See the pesticide label for precautions. Do not allow personnel on treated turf until after sprays have dried.

5. Prohibited Practices. Do not apply pre-emergent herbicides if targeted broadleaf weeds have already germinated. Do not apply herbicides to non-target shrubs for other herbaceous vegetation.

6. Environmental Concerns. Do not apply herbicides when winds may create undesirable drift.

7. Remarks.

a. Good turf management practices, which involve mechanical and cultural control, are essential in establishing and maintaining health turf, which resists invasion by broadleaf weeds.

b. Insect control is another element of controlling broadleaf weeds in turf. When insect control is needed:

(1) Identify the pest problem.

(2) Select the chemical recommended for controlling the pest.

(3) Be sure the turfgrass will tolerate the chemical.

(4) Apply the chemical according to label recommendations.

c. The local county extension agent will be contacted to determine dates for applying pre-emergent herbicides or 3 months after use of pre-emergent herbicides.

## INTEGRATED PEST MANAGEMENT OUTLINE NO. 2

### **PEST: All Vegetation.**

**SITE:** Railroad tracks (active), fence lines, storage pads, gravel, under pipes, around hydrants, utility poles, building foundation, and road shoulders.

1. Purpose. To control all vegetation to reduce vegetative damage to paved surfaces, poles and fences, or other maintained areas where the presence of vegetation would interfere with the mission. Also maintain security and reduce fire threat.

#### 2. Surveillance.

a. Conducted by: Area users may conduct incidental surveys by visual observation during area use. Maintenance personnel conduct surveys during the conduct of other grounds maintenance operations. Pest management or grounds maintenance QAEs may perform surveys for quality assurance of contractual pest management services.

b. Methods: Visual observations.

c. Frequency: Area users typically conduct unplanned visual observations then submit service requests to the depot manager. Ground maintenance personnel perform surveys when services are requested, during the performance of other grounds maintenance services (i.e. mowing, etc.), or seasonally planned surveys for weeds in high profile sites. Surveys may include observations conducted during the previous or current growing season to determine the need for control measures. Pest management or grounds maintenance QAEs perform surveys as follow up after contract performance if complaints are received or as part of their quality assurance surveillance plan.

#### 3. Pest Management Techniques.

a. Non-chemical. Non-chemical controls are the primary methods used and pesticides are used only to supplement control efforts when necessary.

(1) Type: Mechanical and Physical.

(a) Method and Location: Mechanical grass and broadleaf weed removal may be selected by using shovels, hoes, or string trimmers. Care is exercised to not damage root systems or bark at the base of desirable plants. Mechanical control methods can be used, but are very labor-intensive and often short term. Mechanical control may also be performed with other maintenance equipment such as graders and backhoes with used in conjunction with other operations (i.e. road grading or ditch cleaning). Use of elastomeric caulking in cracks and crevices in sidewalks and other pavement is encouraged to reduce the use of herbicides. Steam or other hot water techniques may also be used.

(b) Conducted by: Building occupants, grounds maintenance personnel, or contractors.

(2) Type: Biological. None

(3) Type: Cultural.

(a) Method and Location: Use of mulches (organic and synthetic) is encouraged to provide total vegetation control. Sites to be mulched include around desirable vegetation such as trees and shrubs and along fence lines.

(b) Conducted by: Contractor.

b. Chemical. Follow pesticide approval process as addressed in this Plan.

(1) Basis for Treatment: Vegetation or potential vegetation around the bases of hydrants, utility poles, and targets, vegetation along fence lines, vegetation on or along sidewalks and building perimeters, or around fuel sites and in electrical substations.

(2) Method and Location: Hand or power sprayer. Some formulations that are ready to use may be dispensed using a provided pistol grip pump sprayer. Chemical is applied IAW label directions to unwanted vegetation. Proper application of glyphosate allows seeding or planting soon after chemical application because it leaves little residue in soils.

(3) Conducted by: Contractor.

(4) Pesticides: Follow pesticide approval process as addressed in this Plan.

(5) Control Standard: Plants showing signs of mortality (chlorosis) 7-10 days after treatment and killed within 21 days. No additional growth from rhizomes or stolons shall occur for 1 month after treatment.

c. Chemical.

(1) Basis for Treatment: High potential for undesirable grasses or broadleaf weeds in turfgrasses at selected sites or previous year's survey found weeds. Long-term control of all vegetation is desirable. CAUTION: Read label directions for nonselective versus selective weed control application rates.

(2) Method and location: Hand or powered sprayers (hand gun or booms) are used. Best results are achieved when this herbicide is applied before weeds emerge. Sites include industrial sites, highway medians and shoulders, railroad rights-of-way, petroleum fuel sites, around buildings, and along fences and roadsides.

(3) Conducted by: Contractor.

(4) Pesticides: Follow pesticide approval process as addressed in this Plan.

(5) Control Standard: Vegetation fails to grow or is killed at targeted sites within 2 weeks after treatment and for a period of 4 months.

4. Prohibited Practices: Do not mix, store pesticides on government property. To reduce runoff and effectiveness, do not apply herbicides if precipitation is anticipated within 6 hours.

5. Environmental Concerns: Do not apply herbicides directly to water or wetland ecosystems. Do not contaminate water when disposing of equipment rinse water.



INTEGRATED PEST MANAGEMENT OUTLINE NO. 3

PEST: **Noxious Weeds.**

SITE: Open ground areas throughout the depot.

1. Purpose. To comply with the State noxious weed law.

2. Surveillance.

a. Conducted by: Maintenance personnel.

b. Methods: Visual observations.

c. Frequency: Twice per year during March and August.

3. Pest Management Techniques.

a. Non-chemical.

(1) Type: Mechanical and Physical.

(a) Method and Location: Weeds may be mowed or cut with weed eaters. Once vegetation is cut, however, new growth may quickly replace those parts of the plants, which have been removed.

(b) Conducted by: Maintenance personnel.

(2) Type: Biological. None

(3) Type: Cultural. None

b. Chemical.

(1)Basis for Treatment: Presence of noxious weeds, which cannot be adequately, controlled using mechanical methods.

(2) Method and Location: Power sprayer. Chemical is applied IAW label directions to unwanted vegetation.

(3) Conducted by: Contractor.

(4) Pesticides: Follow pesticide approval process as addressed in this Plan.

(5) Control Standard: Vegetation is killed within two weeks following treatment.

4. Precautions for Sensitive Areas. Avoid contact with foliage, green stems or fruit of crops, desirable plants and trees. Avoid direct application to any body of water. Avoid drift, which could damage desirable plants; do not spray if wind is over 5 miles per hour.

5. Prohibited Practices. None.

6. Environmental Concerns. None.

Remarks: Herbicides will only be used when all mechanical means of weed control have been exhausted.

INTEGRATED PEST MANAGEMENT OUTLINE NO. 4

**PEST: Crawling Insects and Spiders.**

SITE: Occupied buildings.

1. Purpose. To control crawling insects and spiders in occupied buildings.
2. Surveillance.
  - a. Conducted by: Building occupants.
  - b. Methods: Visual observations.
  - c. Frequency: As required.
3. Pest Management Techniques.
  - a. Non-chemical.
    - (1) Type: Mechanical and Physical.
      - (a) Method and Location: Eliminate openings to buildings which provide entry to these insects and spiders. Use sticky traps.
      - (b) Conducted by: Maintenance personnel.
    - (2) Type: Biological. None
    - (3) Type: Cultural. None
  - b. Chemical.
    - (1) Basis for Treatment: Crawling insects seen in buildings.
    - (2) Method and Location: Aerosol pesticide applied directly to insects or to foundations and other areas where insects tend to enter the building.
    - (3) Conducted by: contractors.
    - (4) Pesticides: See Appendix C, Self-Help Pest Management for an approved product.
    - (5) Control Standard: No evidence of insects or spiders following treatment.
  - c. Chemical.
    - (1) Basis for Treatment: pests seen in buildings.

- (2) Method and Location: Bait stations placed in areas where ants are found.
  - (3) Conducted by: contractors.
  - (4) Pesticides: Follow pesticide approval process when pest control contract is required.
  - (5) Control Standard: No evidence of ants 30 days following treatment.
- 4. Precautions for Sensitive Areas. None.
  - 5. Prohibited Practices. None.
  - 6. Environmental Concerns. None.

## INTEGRATED PEST MANAGEMENT OUTLINE NO. 5

**PEST: Wasps, Hornets, and Yellow Jackets.**

**SITE:** Buildings throughout the installation.

1. Purpose. To control stinging insects in and around buildings, particularly those which are occupied or in which work is performed.
2. Surveillance.
  - a. Conducted by: Building occupants.
  - b. Methods: Visual observations.
  - c. Frequency: As required.
3. Pest Management Techniques.
  - a. Non-chemical.
    - (1) Type: Mechanical and Physical.
      - (a) Method and Location: Screening windows and doors; removal of wasp & bee nests; and removal of bee swarms by a beekeeper.
      - (b) Conducted by: Occupant or maintenance personnel. A local beekeeper should be called when honey bee swarms are present. Wasp nest removal requires pest control contractor.
    - (2) Type: Biological. None
    - (3) Type: Cultural. None
  - b. Chemical.
    - (1) Basis for Treatment: Wasps, hornets, and yellow jackets found in or around buildings - insects must present a health risk or interfere with mission accomplishment.
    - (2) Method and Location: Hand-held aerosol applied directly to insects and nests.
    - (3) Conducted by: Building occupants or maintenance personnel.
    - (4) Pesticides: See Appendix C for approved self-help insecticides.
    - (5) Control Standard: Wasps, hornets, and yellow jackets are killed following treatment.

c. Chemical.

(1) Basis for Treatment:

(2) Method and Location: 2-gallon sprayer - Applied to nest sites or directly to the insects.

(3) Conducted by: Pest control contractor.

(4) Pesticides: Follow pesticide approval process as addressed in this Plan.

(5) Control Standard: No call backs to treated buildings within 5 days following treatment.

4. Precautions for Sensitive Areas. Areas where bees are beneficial to man (e.g., bee hives, flowerbeds, etc.) should be avoided.

5. Prohibited Practices. None.

6. Environmental Concerns. None.

Remarks: Beekeepers should be called when swarms of bees are found in order to preserve the queen and her workers; chemicals are used only as a last resort for control.

## INTEGRATED PEST MANAGEMENT OUTLINE NO. 6

### **PEST: Mosquitoes and Other Biting Flies.**

SITE: Depot Areas (outdoor)

1. Purpose. To control adult mosquitoes and other biting flies.
2. Surveillance.
  - a. Conducted by: Facility personnel.
  - b. Methods: Visual observation and reports of insect bites.
  - c. Frequency: Daily when mosquitoes appear to be a problem. Efforts should be made to determine if the mosquito problem is getting worse or better.
3. Pest Management Techniques – Adult mosquitoes.
  - a. Non-chemical.
    - (1) Type: Mechanical and Physical.
      - (2) Method and Location: Screens should be placed on windows to exclude adult mosquitoes and other biting flies. Temporary standing water sites should be graded or filled to eliminate mosquito breeding. Precautions must be taken not to damage wetlands. Eliminate artificial container breeding sites.
    - (3) Conducted by: Maintenance personnel.
    - (4) Type: Personal Protective Measures: Use of DoD-approved insect repellents.
      - (a) Type: Biological. None.
      - (b) Type: Cultural. None
  - b. Chemical.
    - (1) Basis for Treatment: Adult mosquitoes or other biting flies interfere with performance of normal duties.
    - (2) Method and Location: Use of self-help by in-house personnel, or ULV sprayer as a fog around the outside of buildings or at outdoor work areas by contractor.
    - (3) Conducted by: In-house personnel or pest management contractor.

(4) Pesticides:

(a) See Appendix C, Self-Help Pest Management for an approved product.

(b) Follow pesticide approval procedures when pest control contract is required.

(5) Control Standard: Mosquito numbers are reduced to a level where normal duties can be resumed.

4. Precautions for Sensitive Areas: Do not apply fog when wind speeds are in excess of 5 miles per hour. Refer to the local list of sensitive individuals before applying fog.

5. Prohibited Practices: Do not apply pesticides in areas where honey bees can be harmed.

6. Environmental Concerns: Do not damage or eliminate wetlands.

Remarks: Mosquito control discussed in this worksheet is for adult mosquitoes found on the depot. Local (city, county) mosquito abatement personnel should also be contacted to determine if assistance in mosquito fogging is an option.

7. Pest Management Techniques – Mosquito Larvae.

a. Non-chemical.

(1) Type: Mechanical and Physical.

(a) Method and Location: If surveillance reveals the presence of mosquito larvae in standing water then it should be graded or filled to eliminate mosquito breeding. Precautions must be taken not to damage wetlands.

(b) Conducted by: Contractor.

(2) Type: Biological.

(a) Method and Location: Use of fish that eat mosquito larvae.

(b) Conducted by local health department personnel, or contractor.

(c) Use of products containing *Bacillus thuringiensis* (*B.t.*).

(d) Conducted by: Certified pesticide applicators.

(e) Control Standards: Mosquito numbers are reduced to a level where normal duties can be resumed.

b. Chemical.

(1) Method and Location: Apply material with proper applicator to standing water found to be source of mosquito breeding. Note similar application procedures are used for *B.t.*



(2) Conducted by: Certified pesticide applicators.

(3) Pesticides: Follow pesticide approval process as addressed in this Plan.

(4) Control Standard: Mosquito numbers are reduced to a level where normal duties can be resumed.

8. Precautions for Sensitive Areas. Do not apply materials that may interfere with wetlands. Read label instructions. Contact Chief Environmental Office or the DLA Pest Management Consultant.

9. Environmental Concerns. Do not damage or eliminate wetlands. Read label before application. Contact the Chief Environmental Office.

## INTEGRATED PEST MANAGEMENT OUTLINE NO. 7

### PEST: **Mice and Rats.**

SITE: Occupied buildings.

1. Purpose. To control mice and rats in occupied buildings.

2. Surveillance.

a. Conducted by: Building occupants.

b. Methods: Visual observations for mice and/or rat damage or droppings. Areas frequented by rats are often identified by “rub marks,” dark greasy discoloration found along walls, beams, etc.

c. Frequency: As necessary.

3. Pest Management Techniques.

a. Non-chemical.

(1) Type: Mechanical and Physical.

(a) Method and Location: Eliminate openings to the buildings, which are greater than 1/4-inch for mice and 3/4-inch for rats. Particular attention should be given to loading doors since they may not always close tightly. Snap traps and sticky glue boards may be used to capture mice when an infestation is found.

(b) Conducted by: Maintenance personnel are usually requested to make building modifications such as weather stripping, door repair, etc. Building occupants may set traps or place glue boards for minor infestations; a pest control contractor usually sets traps and glue boards when extensive trapping is required.

(2) Type: Biological. None.

(3) Type: Cultural.

(a) Method and Location: Maintain good sanitation to reduce food and water for mice. Clean up spilled food products immediately or daily at the latest. Remove bags, boxes and other potential harborage. Keep food items in tightly closed containers.

(b) Conducted by: Building occupants.

b. Chemical.

(1) Basis for Treatment: Mice and/or rat evidence found during surveillance.

(2) Method and Location: Bait stations placed in buildings where traps have proved ineffective in controlling mice.

(3) Conducted by: Pest control contractor.

(4) Pesticides: Follow pesticide approval process as addressed in this Plan.

(5) Control Standard: No product damage from mice and/or rats. If rodent baiting is instituted following evidence of a large mouse infestation, then significant reduction in the number of droppings should be seen in and around bait stations within the first 30 days following bait placement. If there is no evidence of mice and/or rats following 30 days of baiting, then the bait stations should be removed unless there is a past history of repeated infestations (e.g., 3-4 times per year). Bait stations should be serviced at least monthly.

4. Precautions for Sensitive Areas. See pesticide labels for precautions.

5. Prohibited Practices. Do not place rodenticides where the bait will be accessible to children or pets. Bait should be placed in tamper proof containers.

6. Environmental Concerns. None.

Remarks: Pesticides should be considered the last option in controlling mice. As long as entry points into buildings exist, then trapping or baiting may be the only alternatives for control. The presence of spilled food products and/or poor housekeeping (e.g., pallets against walls, old boxes and equipment kept in the warehouse, etc.) will adversely impact any baiting or trapping program.

## INTEGRATED PEST MANAGEMENT OUTLINE NO. 8

PEST: **German Cockroaches.**

SITE: Offices and other administrative buildings.

1. Purpose. To control immature and adult cockroaches in building areas where people store and/or eat food on an occasional basis (break areas, coffee rooms, vending areas, etc.).

2. Surveillance.

a. Conducted by: Building occupants.

b. Methods: Visual observation and stickytraps.

c. Frequency: As necessary.

3. Pest Management Techniques.

a. Non-chemical.

(1) Type: Mechanical and Physical.

(a) Method and Location: Use sticky traps in break areas or in other areas where food is eaten or stored when a minor infestation of cockroaches occurs. Eliminate cockroach harborage by caulking minor cracks, crevices, and holes where cockroaches may hide. This may not be required in these types of facilities; however, should cockroaches get out of hand (repeat professional treatment required), then harborage elimination maybe required.

(b) Conducted by: Building occupants – see Appendix C for approved self-help sticky traps and bait stations.

(2) Type: Biological. None.

(3) Type: Cultural.

(a) Method and Location: Place stored food items in closed containers. Keep break areas clean and clean up spilled food immediately. Rinse out food containers (e.g., soda cans, coffee cups, etc.) to reduce cockroach food. Keep papers, bags, boxes and other items off the floors in areas where food is present to eliminate harborage areas for the cockroaches.

(b) Conducted by: Building occupants.

b. Chemical.

(1) Basis for Treatment: Presence of cockroaches.

(2) Method and Location: Applybait stations in locations where cockroaches have been

seen (e.g., cabinets, desks, under sinks, etc.). Place the bait stations along the junction between walls and floors for maximum effectiveness.

(3) Conducted by: depot personnel.

(4) Pesticides: Follow pesticide approval process when pest control contract is required.

(5) Control Standard: Continue bait station use for 30-60 days. If cockroaches are still found, then call the pest management technicians for assistance.

4. Prohibited Practices. None.

5. Environmental Concerns. None.

Remarks: Good sanitation and baiting usually control cockroaches in these types of facilities. Oriental or American cockroaches may occasionally cause problems. These species of cockroaches require more moisture than German cockroaches and are usually found in basements, crawl spaces, etc. The same methods of surveillance and control should be used for these cockroaches.

## INTEGRATED PEST MANAGEMENT OUTLINE NO. 9

PEST: **Filth Flies.**

SITE: Offices and other administrative buildings.

1. Purpose. To control filth flies in facilities where the pests interfere with normal business.

2. Surveillance.

a. Conducted by: Building occupants.

b. Methods: Visual observations.

c. Frequency: Daily when flies appear to be a problem. Efforts should be made to determine if the fly problem is getting worse or better.

3. Pest Management Techniques.

a. Non-chemical.

(1) Type: Mechanical and Physical.

(a) Method and Location: Sticky fly traps may be used in areas, which are not directly over prepared food or food preparation surfaces. This method may be effective when only a few flies are found indoors. Fly grids designed to stun and capture flies on a sticky surface, as opposed to older fly grids, which are designed to electrocute flies causing them to explode and fragment, may be used if the fly problems continually interfere with the mission.

(b) Conducted by: Building occupants using self-help products.

(2) Type: Mechanical and Physical.

(a) Method and Location: Screens should be used to exclude fly entry when doors and windows are to be left open. Automatic self-closing devices should be placed on outer doors to reduce the time open doors permit fly entry. Air curtains may also be used at entry points, but must be installed and maintained correctly to blow flies away from the entrance and not into the entrance and should cover the entire door width.

(b) Conducted by: Building maintenance personnel. However, keeping doors closed when not in use is the responsibility of the building occupants.

(3) Type: Biological. None.

(4) Type: Cultural.

(a) Method and Location: Use good sanitation to reduce food and water, which

attract flies. Clean up spilled food from work surfaces, walls and floors. Place garbage in sealable bags. Place the bags in containers with tight fitting lids and keep containers closed when not in use. Do not place dumpsters containing food waste within 50 feet of the facility.

(b) Conducted by: Building occupants.

b. Chemical.

- (1) Basis for Treatment: Flies found within the building.
- (2) Method and Location: Contact treatment with approved self-help aerosol insecticide.
- (3) Conducted by: Building occupants.
- (4) Pesticides: Follow pesticide approval process if pest control contract is required.
- (5) Control Standard: Flies are killed on contact.

c. Chemical.

- (1) Basis for Treatment: Flies found outdoors.
- (2) Method and Location: Bait applied in areas where flies are congregating. Areas of poor sanitation, i.e. dumpster.
- (3) Conducted by: Pest control contractor.
- (4) Pesticides: Follow pesticide approval process as addressed in this Plan.
- (5) Control Standard: Flies are killed after exposure to the bait.

4. Precautions for Sensitive Areas: See pesticide label for precautions.

5. Prohibited Practices: Do not apply pesticides on food items or on food preparation surfaces.

6. Environmental Concerns: None.

Remarks: Good sanitation should virtually eliminate fly problems where food is present. Refuse containers need to be cleaned weekly in the summer months to preclude fly breeding.

## INTEGRATED PEST MANAGEMENT OUTLINE NO. 10

PEST: **Ticks.**

SITE: Outdoor areas.

1. Purpose. To prevent ticks from biting people.
2. Surveillance.
  - a. Conducted by: Facility personnel.
  - b. Methods: Complaints.
    - c. Frequency: Tick bites usually occur during the spring, summer, and early fall. Complaints should be monitored to see if ticks are a problem in any one particular location.
3. Pest Management Techniques.
  - a. Non-chemical.
    - (1) Type: Mechanical and Physical.
      - (a) Method and Location: Proper wearing of clothing outdoors can prevent ticks from readily gaining access to skin. Long pants should be worn and tucked into boot tops or socks.
      - (b) Conducted by: Outdoor site users.
    - (2) Type: Biological. None.
    - (3) Type: Cultural. None.
  - b. Chemical.
    - (1) Basis for Treatment: Ticks expected to be in the area.
    - (2) Method and Location: Repellent applied to skin.
    - (3) Conducted by: Individuals to be protected.
    - (4) Pesticides: Use of DoD-approved insect repellents.
    - (5) Control Standard: Ticks do not attached to skin for feeding.
  - c. Chemical.
    - (1) Basis for Treatment: Repellent applied to clothing.



(2) Method and Location: Aerosol spray applied to clothing.

(3) Conducted by: Individuals to be protected.

(4) Pesticides: Use DoD-approved clothing repellents.

(5) Control Standard: Ticks do not attach to skin for feeding.

4. Precautions for Sensitive Areas: None.

5. Prohibited Practices: None.

6. Environmental Concerns: None.

Remarks: None.

INTEGRATED PEST MANAGEMENT OUTLINE NO. 11

PEST: **Fleas.**

SITE: Occupied buildings.

1. Purpose. To control fleas in buildings when fleas are a problem.
2. Surveillance.
  - a. Conducted by: Building occupants.
  - b. Methods: Visual observation.
  - c. Frequency: As required.
3. Pest Management Techniques.
  - a. Non-chemical.
    - (1) Type: Mechanical and Physical.
      - (a) Method and Location: Fleas usually come from animals living in or under buildings. Elimination of openings where animals could gain entry to the inside or crawlspaces under buildings will usually eliminate flea problems.
      - (b) Conducted by: Maintenance personnel.
    - (2) Type: Biological. None.
    - (3) Type: Cultural. None.
  - b. Chemical.
    - (1) Basis for Treatment: Flea infestations in occupied buildings.
    - (2) Method and Location: Varies with product being used. Treat indoor areas IAW label instructions.
    - (3) Conducted by: Pest control contractor.
    - (4) Pesticides: Follow pesticide approval process as addressed in this Plan.
    - (5) Control Standard: No live fleas 5 days following treatment.
4. Precautions for Sensitive Areas. None.
5. Prohibited Practices. None.

6. Environmental Concerns. None.

Remarks: Fleas can be a problem in buildings, which have feral cats living under them. Adult fleas may enter the first floors of the buildings through small cracks or other openings and subsequently bite people working inside. To remedy this problem, call the local animal control.

## INTEGRATED PEST MANAGEMENT OUTLINE NO. 12

### **PEST: Carpenter Ants and Carpenter Bees.**

SITE: Wooden buildings.

1. Purpose: To control carpenter ants and carpenter bees in wooden buildings.

2. Surveillance.

a. Conducted by: Maintenance personnel.

b. Methods: Visual observation.

c. Frequency: Done in conjunction with termite inspections or as necessary following complaints.

3. Pest Management Techniques.

a. Non-chemical.

(1) Type: Mechanical and Physical.

(a) Method and Location: Damaged wood should be replaced. Carpenter ants usually live in damp wood, which is soft. Moisture control under and around buildings should be considered to reduce the possibility of carpenter ant infestations or to prevent them from returning. Carpenter bees, like carpenter ants, do not eat the wood, but simply make use of soft wood areas for tunnels. A good coat of paint often discourages carpenter bees.

(b) Conducted by: Maintenance personnel.

(2) Type: Biological. None.

(3) Type: Cultural.

(a) Method and Location: Do not place firewood or other wood against the outside of the building - this can: 1) bring wood infested with carpenter ants into proximity to the building, 2) provide an attractant to carpenter ants, and 3) hold moisture next to the building. Do not allow lawn sprinklers to constantly hit wooden portions of the building or allow water to puddle next to building foundations.

(b) Conducted by: Building occupants.

b. Chemical.

(1) Basis for Treatment: Presence of carpenter ants or carpenter bees in and around wooden buildings.

(2) Method and Location: Varies with product being used. Spray applied to surfaces for ants. Chemical is applied to bee tunnel openings, which are then sealed with putty.

(3) Conducted by: Building occupants or maintenance personnel.

(4) Pesticides: Follow pesticide approval process when pest control contract is required.

(5) Control Standard: No live ants or bees 30 days following treatment.

4. Precautions for Sensitive Areas. None.

5. Prohibited Practices. None.

6. Environmental Concerns. None.

Remarks: None.

## INTEGRATED PEST MANAGEMENT OUTLINE 13

PEST: **Subterranean Termites.**

SITE: Buildings and other structures.

1. Purpose. To prevent termites from damaging wooden structures on the installation.
2. Surveillance.
  - a. Conducted by: Building occupants or pest control contractors.
  - b. Methods: Visual observation for termites and/or conditions that could favor termite infestations.
  - c. Frequency: Annually, can be done in conjunction with other work performed, if practical.
3. Pest Management Techniques.
  - a. Non-chemical.
    - (1) Type: Mechanical and Physical.
      - (a) Method and Location: Eliminate water sources that could support termite colonies this is most likely to occur where grass watering or broken utility lines provide water next to foundations and under buildings. Ventilate wet or damp areas under buildings. Repair and replace infested wood and structural material.
      - (b) Conducted by: Maintenance personnel.
    - (2) Type: Biological. None.
    - (3) Type: Cultural. None.
  - b. Chemical.
    - (1) Basis for Treatment: Pre-treat soil under new construction. Treat active termite infestations when they are found.
    - (2) Method and Location: Soil injection.
    - (3) Conducted by: Pest control contractors.
    - (4) Pesticides: Follow pesticide approval process as addressed in this Plan.

(5) Control Standard: No subsequent termite infestations or damage from treated structures for five years after application.

4. Precautions for Sensitive Areas: Avoid getting pesticide in areas where water can become contaminated, and in air ducts of buildings. Do not apply when people are in buildings.

5. Prohibited Practices: None.

6. Environmental Concerns: None.

Remarks: None.

## INTEGRATED PEST MANAGEMENT OUTLINE NO. 14

PEST: **Birds (Pigeons, Blackbirds, Starlings, and Sparrows).**

SITE: Warehouses, loading docks, and other buildings.

1. Purpose: To control birds, which nest or roost in areas of buildings where they will damage or contaminate materiel.

2. Surveillance.

a. Conducted by: Building occupants and maintenance personnel.

b. Methods: Visual observation.

c. Frequency: As required in response to complaints.

3. Pest Management Techniques.

a. Non-chemical.

(1) Type: Mechanical and Physical.

(a) Method and Location: Openings to the outside of the buildings should be screened or closed to prevent bird entry. Minor repairs can be done by occupants; major repairs may require work to be performed by maintenance personnel. Live traps can be used to capture and relocate birds from inside buildings and from roosting areas on or near buildings - this method works for pigeons, but is not especially effective for other birds. Discourage feeding the pigeons.

(b) Conducted by: Building occupants or maintenance personnel.

(2) Type: Biological. None.

(3) Type: Cultural.

(a) Method and Location: Loading doors and unscreened windows or other openings should be kept closed when not in use. People should be discouraged from feeding birds, especially pigeons.

(b) Conducted by: Building occupants.

b. Chemical.

(1) Basis for Treatment: Presence of birds after all non-chemical methods have been tried and failed to control the problem.



- (2) Method and Location: Application of treated bait to areas where unwanted birds feed.
- (3) Conducted by: Pest control contractor.
- (4) Pesticides: Follow pesticide approval process as addressed in this Plan.
- (5) Control Standard: Birds do not return to the desired area 7 days following treatment.

4. Precautions for Sensitive Areas: Some of bird control products are Restricted Use pesticides - restrictions on the label must be enforced. NOTE: Ingestion by bird's results in adverse behavioral reactions resulting in sick, dying and dead birds, which, may be found off the DLA site, thus causing public concern and bad publicity.

5. Prohibited Practices: Note - Blackbirds are a protected species and require a permit to control.

6. Environmental Concerns: Bird control products must not be exposed to endangered or protected birds.

Remarks: Chemical bird control products should only be considered when all non-chemical efforts have failed.

## INTEGRATED PEST MANAGEMENT OUTLINE NO. 15

PEST: **Bats.**

SITE: Occupied buildings.

1. Purpose. To control bats in occupied buildings.

2. Surveillance.

a. Conducted by: Building occupants.

b. Methods: Visual observations for bat damage or droppings. Droppings found along walls or under overhangs where bats may roost overhead often identify areas frequented by bats. Bat droppings resemble mouse droppings. In addition, bat roosting areas often have a strong urine smell if the number of animals is large or the bats have been using the area for an extended period of time. Openings at the ends of tile or corrugated metal or plastic roofs are often favored by bats.

c. Frequency: As necessary.

3. Pest Management Techniques.

a. Non-chemical.

(1) Type: Mechanical and Physical.

(a) Method and Location: Eliminate openings to the buildings which are greater than 1/4-inch. Particular attention should be given openings into attics or hollow walls. All openings should be eliminated except one, so any bats inside the building can escape. After several days, when bats become accustomed to using the only remaining entry point, close this final opening in the evening when all bats have left the building.

(b) Conducted by: Maintenance personnel are usually requested to make building modifications such as weather stripping, screening or closing holes and other entry points, etc. Use caution when excluding bats to prevent trapping young, non-flying bats in structures.

(2) Type: Biological. None.

(3) Type: Cultural. None.

b. Chemical.

(1) Basis for Treatment: Bats or evidence of bats found during surveillance.

(2) Method and Location: For minor infestations, application of moth balls or flakes may repel bats. If this does not work, then a contractor should be called to kill the bats, which remain in the building.

(3) Conducted by: Pest control contractor.

(4) Pesticides: Follow pesticide approval process as addressed in this Plan.

(5) Control Standard: No droppings or urine odors present. Once openings have been eliminated, no evidence of bats should be found. If a contractor is needed to kill remaining bats, no live bats should be found after 30 days of treatment. Odor control may be required where large amounts of bat feces and urine are present.

4. Precautions for Sensitive Areas: See pesticide labels for precautions.

5. Prohibited Practices: None.

6. Environmental Concerns: Although unlikely, some species of bats are protected. Identification of the bat species, if any of the animals will be killed, should be made prior to control efforts.

Remarks: Pesticides should be considered the last option in controlling bats. As long as entry points into buildings exist, bats will probably remain a problem. Moth flakes may discourage bats, but exclusion is the final solution. Providing Bat Houses outside, away from buildings, may attract bats to other areas.

INTEGRATED PEST MANAGEMENT OUTLINE NO. 16

**PEST: Gophers, Woodchucks, Rabbits, and Other Burrowing Animals. SITE:**

Sites: Berms, ditch banks, and other outdoor areas.

1. Purpose. To prevent burrowing animals from destroying outdoor sites
2. Surveillance.
  - a. Conducted by: Facility personnel.
  - b. Methods: Visual observations for mounds or burrows.
  - c. Frequency: As required. Surveillance is usually done in conjunction with other outdoor maintenance. Special surveys are performed following calls from installation personnel.
3. Pest Management Techniques.
  - a. Non-chemical.
    - (1) Type: Mechanical and Physical.
      - (a) Method and Location: Traps placed into gopher burrows or around the entrance to woodchuck or rabbit burrows.
      - (b) Conducted by: Pest control contractor.
    - (2) Type: Biological. None.
    - (3) Type: Cultural. None.
  - b. Chemical.
    - (1) Basis for Treatment: Presence of burrowing animals.
    - (2) Method and Location: Hand application of bait.
    - (3) Conducted by: Pest control contractor.
    - (4) Pesticides: Follow pesticide approval process as addressed in this Plan.
    - (5) Control Standard: Discontinue baiting when there are no active signs of activity (new mounds or holes).
4. Precautions for Sensitive Areas: Bait must be applied to the burrows underground.

Aboveground uses are prohibited. Applicator must wear gloves. Care must be taken to avoid spilling any material at the job site.

5. Prohibited Practices: Rabbits are typically a game animal, which requires special permits to remove them outside of hunting season.

6. Environmental Concerns: None.

Remarks: Use bait only when large numbers of burrowing animals are present, making trapping methods impractical from a manpower standpoint.

INTEGRATED PEST MANAGEMENT OUTLINE NO. 17

PEST: **Other Vertebrate Pests (feral/stray cats and dogs, skunks, raccoons).**

SITE: Cantonment area.

1. Purpose: To control vertebrate animals (stray dogs and cats, skunks, raccoons, etc.) on the facility.
2. Surveillance.
  - a. Conducted by: Facility personnel.
  - b. Methods: Visual observation.
  - c. Frequency: In response to complaints.
3. Pest Management Techniques.
  - a. Non-chemical.
    - (1) Type: Mechanical and Physical.
      - (a) Method and Location: Live trapping with wire or solid cage traps.
      - (b) Conducted by: Maintenance personnel or pest control contractor.
    - (2) Type: Biological. None.
    - (3) Type: Cultural. None.
  - b. Chemical.
    - (1) Basis for Treatment. None.
    - (2) Method and Location: None.
    - (3) Conducted by: None.
    - (4) Pesticides. None.
4. Precautions for Sensitive Areas: None.
5. Prohibited Practices: None.
6. Environmental Concerns: None.

Remarks: The local animal control should be informed of problems with stray pets. They should be trapped and taken to the local animal shelter. Wild vertebrates (skunks, raccoons, etc.) should be trapped and released off the main post area - this action needs to be coordinated with local fish and wildlife personnel.

APPENDIX F  
SAMPLE SCOPE OF WORK FOR PESTICIDE SPRAYINGS

Hard copies of this document may not be the current version. Refer to the “I Am The Key” to verify the current version.



## Sample Scope of Work for Pesticide Sprayings

### **Description/Specification/Work Statement**

#### **PEST CONTROL CONTRACT PERFORMANCE WORK STATEMENT**

The Installation Pest Management Coordinator will provide contract performance statements of work or other documentation required for contract pest management operations. Contractors selected to perform pest control operations will meet all requirements outlined in AFPMB TG 39 (Guideline for Preparing DoD Pest Control Contracts Using Integrated Pest Management, Feb 2015).

Decisions to elect contract pest management will be conducted IAW established DLA policy. The Environmental Protection Specialist will review and approve technical provisions of all proposed pest management contracts prior to contract being awarded.

Pesticides will be applied only as a last resort, after other pest control methods have failed. If pesticides must be used, select the least toxic or hazardous formulations.

The following minimum guidelines are required when contract personnel perform pest management duties.

1. Integrated Pest Management (IPM) Practices- To control pests, IPM measures, especially non-chemical measures, must be used. As part of our effort in reducing pesticide use, we recommend using the following statement of work as part of all pest management contracts: **“Where practical and economically feasible, the contractor must adopt non-chemical environmentally beneficial methods. For example, for weed control, use push or power driven equipment and hand-carried cutters. The DOD goal is to reduce the use of pesticides.**
2. Contract Review- All proposed contracts for pest control services would be submitted to the Environmental Protection Specialist for review and approval prior to the contract being awarded.
3. The DLA Pest Management Consultant is responsible for reviewing technical aspects of all pest contracts on DLA facilities.

#### **I. General.**

Contractor shall furnish supervision, labor, equipment, tools, and supplies to perform grounds maintenance and pesticide spraying outlined below. Contractor shall coordinate schedules of work with the Contracting Officer’s Representative (COR), [appropriate Depot Manager]. The COR may be reached at [telephone number].

The figures and estimates stated in Section II are for information purposes and are based upon the best information available to the Government at the time of issuance of this solicitation. The Contractor, however, is responsible for the performance of all necessary services to accomplish the

intent of this contract. Any inaccuracies in information, figures, or estimates provided herein shall in no way relieve the Contractor of its obligation to perform in a manner, and at the level necessary, to properly accomplish the work under this contract.

## II. Scope of Work

### A. Tasks to be accomplished at [Location A].

**1. PESTICIDE SPRAYING:** Make [#] application(s) of pesticide spraying to the following areas:

a. **Ore piles:** (Description of area to be sprayed estimated square footage, etc.)

**Example:** Ore Piles: a four (4) foot strip around the base of each ore pile (approximately 48,000 square feet)

b. **Structures:** (Description of area to be sprayed estimated square footage, etc.)

**Example:**

c. **Fences:** (Description of area to be sprayed estimated square footage, etc.)

**Example: Perimeter Fences:** Fifteen (15) feet outside and five (5) inside, along entire length (approx. 264,000 sq. ft.)

d. **Example: Railroad Tracks & Roadbeds:** (Description of area to be sprayed, estimated square footage, etc.)

### NOTES:

1) The approximate square footage to be sprayed at this location is [estimate]. (If not broken out separately in tasks above.)

2) [Include any special instructions that pertain to this particular location such as protection of sensitive areas or species (wetlands, adjacent streams, special habitats, etc.)]

**2. BRUSH AND GRASS CUTTING:** All brush and high grass is to be cut [number of times/frequency]. The areas to be cut include:

a. [Area 1]: (Description of area, estimate of square footage/length, height requirements, etc.)

b. [Area 2]: (Description of area, estimate of square footage/length, height requirements, etc.)

3. **[ADDITIONAL TASKS]:** (edging, raking, trimming, etc.)

B. Tasks to be accomplished at **[Location B] Remote Site.**

1. **PESTICIDE SPRAYING:** (Follow format above.)

2. **BRUSH AND GRASS CUTTING:** (Follow format above.)

3. **[ADDITIONAL TASKS]:** (Follow format above.)

### III. Work and Quality Requirements.

A. **Pesticide spraying:** (Work performance standard for spraying.)

**Example:** One pesticide application shall be sufficient to control all vegetation for a period of one (1) year.

**Example:** After herbicide application there will be no live weeds 10 to 30 days after application. Control must be maintained for at least ninety (90) days after the thirty (30) day period. The Government COR and the contractor shall inspect the treated area to determine if control has been maintained. If live weeds are found, the Contractor, at no additional cost to the Government, shall retreat the required areas to achieve the desired results.

B. **Brush and Grass Cutting:** (Work performance standard for cutting.)

**Example:** All grass, brush and vegetation shall be cut to [specific height] or to the height specified in Section II.

C. **[ADDITIONAL TASKS]:** (Additional work performance standards.)

**Example:** Edging: Grass adjacent to asphalt or concrete walks or pavement shall be cut to a neat, sharp edge.

**Example:** Raking: Lawns, sidewalks, roadways and other paved surfaces adjacent to the building shall be free of clippings, leaves, trash and other debris.

**Example:** Trimming: Shrubs shall be trimmed as described herein or as directed so as to present a neat appearance.

D. **Special Requirements- Pesticides (Required)**

All pesticides used by the contractor must be approved by the appropriate State and be EPA registered. A list of proposed pesticides to be used by the contractor will be forwarded to DLA Pest Management Consultant for review and approval. However, should the contractor select other pesticides, prior to use, he must submit a completed

Pesticide Approval Request (Appendix O). The information on the proposed pesticide approval form shall be submitted to the Director, Materials Management for appropriate approval.

E. Any Contractor performing pest control work shall be certified by the State of [appropriate state]. In addition, all applicators must be certified. Certification will be in the categories of pest control being performed. Evidence that personnel are certified shall be presented prior to the time service is initiated and upon request thereafter. A copy of certification will be provided to the Director, Materials Management.

F. The application of pesticides shall be in accordance with label instructions. All mixing, storage and disposal of pesticides shall be in accordance with federal, state, and local regulations. Appropriate protective clothing and equipment (as specified by applicable laws, regulations, and/or the product label) are required to be worn by personnel applying pesticides.

G. Prior to any pesticide application, the Contractor shall furnish, in writing to the COR, the pesticide trade name, EPA Registration Number, pesticide label, and Safety Data Sheets for each pesticide being applied. This in turn will be forwarded to the Depot Manager and a copy to the Director, Materials management.

H. There shall be no mixing, storing or disposing of pesticides on Government property. Any Contractor applying pesticides will be equipped with an appropriate spill cleanup kit and any spill will be reported to the Depot Manager as soon as possible after its occurrence.

**OR**

E. No pesticides will be stored or disposed of on Government property, but may be brought in for immediate use.

F. Precautions shall be taken during pesticide application to protect the public, on and off the installation. Pesticides shall not be applied outdoors when the wind speed exceeds 5 miles per hour, or when there is a prediction of significant rainfall. Whenever such products are applied outdoors, care will be taken to make sure that any spray drift is kept away from individuals, including the applicator. At no time will personnel be permitted in a treatment area during pesticide application unless they have met medical monitoring standards and are appropriately protected.

G. Under no circumstances shall a Contractor apply pesticides, or other chemicals, to or within three (3) feet of any drainage ditch or surface water control structure. Vegetation around such structures should be controlled using mechanical methods such as mowing or cutting.

H. Where practical and economically feasible, the Contractor must adopt environmentally beneficial landscaping practices that complement and enhance the local environment and minimize the adverse effects that the landscaping might have. The Contractor shall use landscaping practices and technologies such as growing native plant species and composting to conserve water and prevent pollution. The Contractor shall adopt Integrated Pest Management techniques to reduce the use of pesticides and to achieve the goals established in Executive Order No. 13148, "Greening the Government through Leadership in

Environmental Management.”

#### **IV. Permits**

A. The Contractor shall, without additional expense to the Government, be responsible for obtaining any necessary licenses and/or permits and for complying with any applicable Federal, State, County and Municipal laws, codes, and regulations in connection with the execution of the work.

#### **V. Equipment:**

A. Equipment used during the performance of this contract by the Contractor shall be adequately maintained in good operational condition at all times. The equipment shall be at the proper size and function to satisfactorily perform the desired results. The equipment deemed unsatisfactory by the Government for this service shall not be utilized.

#### **VI. Reporting**

A. The local Facility Manager will maintain adequate records of all pest management operations performed by contractors or supporting military pest management personnel. When pest control operations are accomplished within fifteen days of treatment activities under this contract, the Contractor will complete and submit to the COR a copy of the Pest Maintenance Record, DD Form 1532-1 or the DLA Pest Management Spreadsheet electronically.

B. A DD Form 1532-1 will be kept on file for each pest management activity performed. These forms provide a permanent historical record of pest management operations for each building, structure or outdoor site on every facility.

The Pest Management Maintenance Record (DD Form 1532-1) provides a standard method for recording pesticide use and other pest control information. Use of the record complies in part with Federal Regulation 40 CFR 171.11c (7) of the Federal Insecticide, Fungicide and Rodenticide Act, as amended. It is used as a permanent maintenance record and history of pest control operations at a particular site (structure or area). The record also provides continuity in the management and performance of pest control operations at the command level. Use and analysis of these records will identify structures, designs and areas that have significantly more pest problems than others will. Historical pest control data can be used to verify warranties, correlate sites and treatment, and to facilitate cost effective pest management.

#### **VII. Cleanup**

A. Work shall not be considered complete until all accumulated trash, debris, litter, etc., is removed from the premises and properly disposed of by the Contractor.

B. Pesticide and containers shall not be disposed of on Government property. All disposals shall be in strict accordance with manufacturer's printed instructions and all Federal, State, and local environmental regulations.

C. The Contractor shall repair and/or restore any damage caused by its operations,

including the replacement of desirable plant material. The Contractor should consult with the COR prior to any cutting or spraying activities if there is any question concerning what plant material should remain. Restoration work shall be done at no cost to the Government.

### **VIII. Period of Performance**

**Example:** The period of performance shall be from **[date]** to **[date]**. The COR will notify the Contractor within **[time period]** prior to work performance.

**Example:** Commencement of work shall be five (#) days after notice to proceed. All work to be completed within ten (#) working days after commencement.

### **IX. Place(s) of Performance**

A. **LOCATION A.** Defense Logistics Agency, Strategic Materials, **[Name]** Depot, **[Depot address]**. Hours of work at the site of operations are **[time]** a.m. to **[time]** p.m., Monday through Friday, Federal Holidays excepted. The stated hours are flexible only to the extent that the COR may permit the Contractor to work a like number of hours per day beginning earlier or later in the morning if he deems such an arrangement to be advantageous to the Government and Contractor agrees to such an arrangement with no charge in the contract price.

B. **LOCATION B.** Defense Logistics Agency, Strategic Materials, **[Name]** Remote Site, **[address of remote site]**. This is a remote, unmanned site. Access to the site must be coordinated with the COR.

### **X. Use of Premises**

A. The Contractor shall comply with all regulations governing the operation of the premises and shall perform this contract in such a manner as not to interrupt or interfere with the conduct of other Government business.

B. All dirt and debris caused by the Contractor during its operation shall be cleaned up and removed by the Contractor at its own expense as directed by the COR.

C. Any use of Government equipment, buildings, or water, will be solely with the permission and under the direction of the COR.

D. The Contractor's equipment may be parked on Government property at a location agreed upon by the COR. The Government assumes no responsibility for the Contractor's equipment.

**APPENDIX G**  
**DLA STRATEGIC MATERIALS DLA PEST MANAGEMENT SPREADSHEET**  
**AND DD FORM 1532-1**

PEST MANAGEMENT REPORT												Form Approved OMB No. 0704-0188			
												REPORT CONTROL SYMBOL			
The public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. <b>PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS.</b>															
1. MAJOR OR REVIEWING COMMAND						2. REPORTING INSTALLATION									
a. NAME				b. ADDRESS				a. NAME				b. ADDRESS			
NO.	TARGET PEST		OPERATION			PESTICIDE							TIME		
	Name		Name	Total Units Treated	Unit	Site	Name	Form	APPLICATION		Fertil Conc. %	RATE (per Area Unit)		SUPPLY SOURCE Enter S.N.C.C. (if) (6)	Hours
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)
	13-15	17-19	20-24	25-27	28-30	31-33	34-35	37-41	42-43	44-49	50-55	56-58		60-71	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															

DD FORM 1532, AUG 96 (EG)

PREVIOUS EDITION MAY BE USED.

(OVER)

NO.	TARGET PEST			OPERATION			PESTICIDE							TIME	
	Name	Name	Total Units Treated	Unit	Site	Name	Form	APPLICATION			Total Conc. %	RATE (Per Area Unit)		SUPPLY SOURCE	Hours
	(a) 13-15	(b) 17-19	(c) 20-24	(d) 25-27	(e) 28-30	(f) 31-33	(g) 34-36	Amount (h) 37-41	Unit (i) 42-43	(j) 44-49	Line (k) 50-55	% (l) 56-58	(m) (n) (o)	(p) (q) (r)	
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
3. REMARKS							<b>INSTRUCTIONS FOR USE</b> 1. Detailed instructions of the implementing department directive shall be used in the preparation of this report. 2. Military installations shall prepare this report by the 15th day after the end of each month. The report shall be prepared and signed by the DGD certified pest management supervisor, applicator or inspector and by the installation engineer. 3. Three copies shall be signed and distributed as follows: a. Copy No. 1. To the appropriate pest management professional in accordance with implementing department directives for technical review. b. Copy No. 2. Record to the installation surgeon. c. Copy No. 3. Record copy to the installations engineer for two year retention in accordance with Public Law 92-516.								
4. INSTALLATION ENGINEER ( <i>Reviewing Officer</i> )							5. INSTALLATION CERTIFIED PEST MANAGEMENT SUPERVISOR, APPLICATOR, OR INSPECTOR								
a. TYPED NAME		b. SIGNATURE		c. DATE (YYYYMMDD)			a. TYPED NAME		b. SIGNATURE		c. DATE (YYYYMMDD)				

DD FORM 1532 (BACK), AUG 96



APPENDIX H  
RESOURCES AVAILABLE TO SUPPORT  
THE INSTALLATION PEST MANAGEMENT PROGRAM

The resources listed below are designed to help you obtain pest management or related information to aid in your understanding of your pest management program. While this listing is not all-inclusive, it represents those agencies most commonly used when answers to pest management questions cannot be answered at the installation level.

1. DLA Pest Management Consultant, ATTN: DLA/DS-O, 8725 John J. Kingman Rd, Suite 2828, Ft Belvoir, VA 22060-6223 Tel 703-767-1959.
2. Chemical Emergencies. For assistance in a chemical emergency involving a spill, leak, or exposure call:
  - a. CHEMTREC: Emergency: 1-800-424-9300 (Non-Emergency: 1-800-424-9300)
  - b. National Response Center: 1-800-424-8802
  - c. National Pesticides Information Center: 1-800-858-7378 <http://npic.orst.edu>
3. Local Disease Threats Due to Arthropods.
  - a. **Hammond, IN** (Lake County) Health Department (219) 755-3655  
<https://www.lakecountyin.org/portal/media-type/html/group/health/page/default;jsessionid=48A853840785F826671A41CC882C507F>
  - b. **Wenden, AZ** (La Paz County) Health Department (928) 669-1100  
<http://www.co.la-paz.az.us/>
  - c. **Scotia NY** (Schenectady County), Health Department (518) 386-2810  
<http://www.schenectadycounty.com/node/73>
  - d. **Point Pleasant, WV** (Mason County), (304) 675-1110,  
<http://www.masoncounty.wv.gov/countygovernmentagencies/Pages/othercountygovernmentagencies.aspx>
  - e. **Lordstown, OH** (Trumbull County), Health Department (330) 675-2590  
<http://www.co.trumbull.oh.us/#>
4. Army Public Health (APHC).
  - a. Army Public Health Center – Pesticide Hotline 410-436-3773 DSN 584-3773
  - b. PHC-Atlantic, Fort Meade, MD, Tel: 301-677-6502, DSN 622

c. PHC-Central, Fort Sam Houston, TX, Tel: 210-221-3495, DSN 471

APPENDIX I  
STATE PESTICIDE COORDINATORS

ARIZONA

Voice: 602-621- 4012

Fax: 602-621-4013

INDIANA

Voice: 317-494-4566

Fax: 317-496-1556

New York

Voice: 607-255-3283

Fax: 607-255-3075

OHIO

Voice: 614-292-7541

Fax: 614-292-1687

West Virginia

Voice: 304-293-3911

Fax: 304-293-2872

APPENDIX J  
PESTICIDE APPROVAL REQUEST

**Requester:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Pesticide Trade Name \_\_\_\_\_ **Label** & **MSDS**  
**ATTACHED**

2. EPA Registration # \_\_\_\_\_

3. Common Name Active Ingredients \_\_\_\_\_ Percent AI \_\_\_\_\_  
\_\_\_\_\_ Percent AI \_\_\_\_\_  
\_\_\_\_\_ Percent AI \_\_\_\_\_

4. Container Size \_\_\_\_\_

5. Purpose of Application:

a. Pest \_\_\_\_\_

b. Site(s) of Application \_\_\_\_\_

c. Pesticide(s) Replacing \_\_\_\_\_

Reason Needed \_\_\_\_\_

6. Formulation \_\_\_\_\_ Diluent \_\_\_\_\_

7. Mixing Rates \_\_\_\_\_ Percent AI (as applied) \_\_\_\_\_

8. Application Equipment \_\_\_\_\_ Rates of Application \_\_\_\_\_

9. Estimated quantity of pesticide needed (initial/annual) \_\_\_\_\_ / \_\_\_\_\_

Does usage of this pesticide help the installation meet its 50% pesticide reduction goal? Y / N

10. Safety Precautions for applicator, installation personnel, and environment. \_\_\_\_\_

11. Sensitive Areas \_\_\_\_\_

Source of Recommendation: county extension agent, pesticide vendor, trade show or publication, other.