



# INTEGRATED PEST MANAGEMENT (IPM) PROGRAM & POLICY

June 24, 2011  
Revised on June 30, 2023

Public Works Department  
Parks and Landscape Division  
3231 Main Street  
Oakley, CA 94561

---

# Table of Contents

1. IPM PROGRAM PURPOSE.....	3
2. IPM STORMWATER PERMIT GUIDELINES .....	3
3. IPM POLICY.....	4
4. ROLES AND RESPONSIBILITIES .....	4
5. PESTICIDE SELECTION AND APPROVAL.....	5
5.a Approved Use Products .....	5
5.b Limited Use Products .....	6
5.c Banned Use Products.....	6
5.d Emergency Exemption .....	7
6. PESTICIDE APPLICATOR/IPM PROVIDER SELECTION AND APPROVAL.....	7
7. IPM APPLICATION .....	8
7.1 STRUCTURAL IPM.....	8
7.2 LANDSCAPE IPM.....	9
8. EDUCATION AND TRAINING.....	10
9. OUTREACH TO THE PUBLIC .....	10
References .....	11
Appendix A. MRP Provision C.9 .....	12
Appendix B. IPM Policy.....	13
Appendix C. Example of Pesticide Applicator Contract.....	16
Structural Integrated Pest Management Program .....	17
Appendix D. Pest Management Record .....	25
Appendix E. Resources.....	27
Appendix F. Approve and Limited Use Lists.....	28

## **1. IPM PROGRAM PURPOSE**

The purpose of this Integrated Pest Management (IPM) policy is to establish the procedures, plans, and actions for an IPM program for the City of Oakley that will manage pests and vegetation on public lands, rights-of-ways, and bodies of water in an environmentally sensitive manner while addressing public health, safety, economic, legal, and aesthetic requirements.

The IPM Program provides guidelines for pest management, which adhere to stormwater regulations, reduce pesticide use, and, in turn, reduce pollution associated with pesticide runoff. This IPM Program applies to Building and Parks Maintenance staff plus contracted services but not to residents or businesses within the City of Oakley. This IPM Program will suggest Best Management Practices (BMPs) to encourage IPM methods for private businesses and residents under Section 9 entitled 'Outreach to the Public.'

## **2. IPM STORMWATER PERMIT GUIDELINES**

The City of Oakley's current NPDES permit is the San Francisco Bay Region Municipal Regional Stormwater NPDES Permit (MRP) No. CAS612008, Order Number R2-2022-0018, issued on May 11, 2022.

*Provision C.9* (Pesticides Toxicity Control) of the MRP requires that Permittees shall prevent the impairment of urban streams by pesticide-related toxicity and implement a pesticide toxicity control program that addresses their own and others' use of pesticides within their jurisdiction that pose a threat to water quality and that have the potential to enter the municipal conveyance system.

*Provision C.9.a* includes requirements such as the adoption and implementation of an IPM Policy or Ordinance, training of municipal employees to implement IPM, tracking and participation in regulatory processes for pesticides, interface with county agricultural commissioners, evaluating source control actions relating to pesticides, public outreach for pesticides, and outreach to pest control contractors.

*Provision C.9.b* requires that the City of Oakley's employees who have the responsibility to apply or use pesticides are trained in IPM practices and the Permittee's IPM Policy and/or ordinance and standard operating procedures. Such training may include other opportunities, such as ReScape California Landscape Maintenance Training and Qualification Program, provided both structural and landscape pest control training are provided.

*Provision C.9.c* requires that the City of Oakley include contract specifications requiring contractors to implement IPM on City-owned properties and facilities.

*Provision C.9.d* includes tracking and participating in regulatory processes for pesticides, interfacing with county agricultural commissioners, and public outreach for pesticides, which will be done with the Contra Costa Clean Water Program (CCCWP).

*Provision C.9.e* includes public outreach to encourage Oakley residents to reduce reliance on pesticides that threaten water quality, manage landscape irrigation to minimize pesticide runoff, and promote proper disposal of unused pesticides. The City of Oakley participates in regional public education efforts organized by the CCCWP and the Bay Area Municipal Stormwater Collaborative (BAMSC).

This IPM Program will incorporate all current IPM requirements in the MRP.

### **3. IPM POLICY**

The IPM policy included herein as Appendix B serves as a guideline to implement this IPM program. The City of Oakley IPM policy has been written and reviewed by the appropriate municipal authorities and approved by the City Engineer/Public Works Director, who is responsible for adopting and implementing the main components of the IPM program.

### **4. ROLES AND RESPONSIBILITIES**

In order to establish an effective IPM program, individual tasks are delegated to City of Oakley staff representatives who are responsible for implementing the main components of an IPM program. The following are the designated municipal staff to oversee the IPM program:

- Public Works Director/City Engineer
- Stormwater Program Coordinator/IPM Coordinator

**The Public Works Director/City Engineer** shall be responsible for:

- Ensuring that department procedures, budget, and staffing decisions support the implementation of the IPM program;
- Providing training to building and grounds management staff in the requirements of the IPM program;
- Selecting an IPM Committee to include representatives that use pesticides;
- Designating an IPM Coordinator to ensure products used by the Department meet the standards outlined in the IPM program and represent the Department on the IPM Committee; and,
- At least annually and in conjunction with the IPM Coordinator, report to the City Manager and/or City Council on the Department's implementation of the IPM program.

**The Stormwater Program Coordinator/IPM Coordinator** shall be responsible for:

- Coordinating efforts to adopt IPM techniques;
- Communicating with all staff on the goals and guidelines of the program;
- Coordinating training programs for staff;
- Facilitating meetings with the IPM Committee;

- Tracking all pesticide use and ensuring that the information is available to the public.

## 5. PESTICIDE SELECTION AND APPROVAL

The IPM Coordinator will make product recommendations based on a tiered risk assessment of pesticides. The IPM Coordinator will develop this tiered risk assessment of pesticides. A prioritized list of products will be developed to identify products that may be targeted for future phase-out based on a review of the product's contents, precautions, need for the product, and adverse health and environmental effects. The list shall be submitted as part of the annual report. The list may be used if determined appropriate by the IPM Coordinator in compliance with the Emergency Exemption process (see Section 5.d).

Criteria for developing the product list shall be based on the acute and chronic toxicity of products and chemicals known to cause cancer and known to cause reproductive toxicity. Environmental impacts of the products shall also be considered. Pesticides listed in C.9 as pesticides of concern will go through a more rigorous process for use and approval than pesticides not on the approved list but not considered pesticides of concern by the Water Board.

Products on the Tiered Product List will be divided into three classifications:

- Approved Use
- Limited Use
- Banned Use

If the use of a material that is not on the Approved Use or Limited Use tier list is deemed necessary, the IPM Coordinator may grant an Emergency Exemption (see Section 5.d).

### 5.a Approved Use Products

The first-tier classification of pesticides is the Approved Use Product tier. These pesticides have been approved for use by the IPM Coordinator, along with any restrictions for such use. The Approved Use Products list shall include but are not limited to:

- Insecticides, rodenticide baits and traps
- Caulking agents and crack sealants
- Borates, silicates, and diatomaceous earth
- Soap-based products
- Natural products on the FIFRA's 23(b) list (40 CFR part 152.25 (g)(1))<sup>1</sup>

---

<sup>1</sup> In 1996, EPA exempted certain minimum risk pesticides from FIFRA requirements if they satisfy certain conditions. EPA exempted the products described in 40 CFR section 152.25(g) in part to reduce the cost and regulatory burdens on businesses as well as the public for pesticides posing little or no risk, and to focus EPA's limited resources on

- Natural products on the California Certified Organic Farmers' organic list
- EPA GRAS-generally recognized as a safe product pursuant to the Federal EPA
- Cryogenics, electronic products, heat and light
- Biological controls such as parasites and predators
- Physical barriers
- Sluggo
- Pheromones and attractants for trap

Refer to [Appendix F for an Approved Use List](#).

### 5.b Limited Use Products

The IPM Coordinator may grant a request that particular pesticides not classified as the Approved Use be approved for a specific purpose. The limited-use products may not be a pesticide on the Banned Use Product. The request to use a product on the Limited Use list must be reviewed and approved by the IPM Committee. The IPM Committee may grant a limited use exemption upon a finding that the requestor has:

- Identified a compelling need to use the pesticide.
- Made a good faith effort to find alternatives to the particular pesticide.
- Demonstrated that effective, economical alternatives to the particular pesticide do not exist for the particular use.
- Developed a reasonable plan for investigating alternatives to the pesticide in question during the exemption period.

Refer to [Appendix F for a Limited Use List](#).

### 5.c Banned Use Products

The following high-health-risk pest management products are completely banned from use in Contra Costa:

- Pesticides linked to cancer (US EPA Class A, B, and C carcinogens and chemicals known to the State of California to cause cancer under Proposition 65).
- Pesticides that cause birth defects, reproductive, or development harm (identified by the US EPA or known to the State of California under Proposition 65 as reproductive or development toxins).

---

pesticides which pose greater risk to humans and the environment. This exemption provision is located in section 152.25(g) of Title 40 of the Code of Federal Regulations.

- Pesticides classified as Toxicity Category I and II pesticide products by the US EPA (carbonate, and organophosphate pesticides).
- Foggers, bombs, fumigants, or sprays that contain pesticides identified by the State of California as potentially hazardous to human health (CFR 6198.5).
- Pesticides that interfere with human hormones.

#### **5.d Emergency Exemption**

The Building or Parks Maintenance staff may apply to the IPM Coordinator for an emergency exemption to use an unlisted product (product not listed on the Approved or Limited Use lists) in the event that an emergency pest outbreak poses an immediate threat to public health or significant economic damage will result from failure to use a pesticide. The IPM Coordinator will have a list of products phased out from prior use based on their product tier system.

Emergency Exemptions must demonstrate the following:

- Compelling need to use the product.
- Good faith effort to find alternative to proposed pesticide.
- Effective, economic alternatives to the particular pesticide do not exist for the particular use.
- Reasonable plan for investigating alternatives to the pesticide in question during the exemption request.

### **6. PESTICIDE APPLICATOR/IPM PROVIDER SELECTION AND APPROVAL**

The City of Oakley will implement a process to ensure that any contractor employed to conduct pest control and pesticide application on municipal property engages in pest control methods consistent with this IPM program. Contractors will be required to follow the agency's IPM policy, SOPs, and BMPs; provide evidence to the City of Oakley of having received training on current IPM techniques when feasible; and provide documentation of pesticide use on agency property to the agency in a timely manner. In the process of hiring a contractor for IPM, the contractor may be required to provide a statement of qualifications for IPM services. In addition, the contractor shall submit to the City of Oakley an IPM implementation plan that includes:

- Types and estimated quantities of pesticides that the contractor may need to apply to during it's the contracted work;
- Outline actions the contractor will take to meet the IPM program to the maximum extent practicable and
- Identify the primary IPM contact for the contractor.

The City of Oakley shall require IPM certification from an approved IPM program such as Ecowise for structural pesticide application, Bay Friendly for landscape pesticide application, or another program approved by the Regional Board. In addition, the contractor will sign a contract for pesticide application services that includes the IPM implementation plan detailed above that has been approved by the City of Oakley and the contractor prior to the start of application services. A model contract for IPM services has been included in this document as Appendix C.

A contractor or department/operating unit on behalf of a contractor may apply for any material application exemption authorized under the exemptions section 5.d of this IPM program.

## **7. IPM APPLICATION**

Only persons specifically appointed by the IPM Coordinator as Pesticide Applicators will be permitted to use pesticides on municipal facilities. The use of pesticides by pesticide applicators is limited to Approved Use and Limited Use Products. Pesticide applicators must follow regulations and label precautions.

Pesticide applicators and municipal employees that could potentially be exposed to pesticides will receive IPM training and hazard materials training for the safe use of pesticides and other grounds maintenance hazardous materials in the workplace by their supervisor or designee. As each municipal IPM program is updated and its objectives reviewed, the program staff will be trained accordingly to understand the program's periodic changes. Education will include formal classroom training and on-site informal meetings for those employees responsible for providing pest control at least once per year. No pesticides may be used at facilities except in accordance with this IPM Program.

### **7.1 STRUCTURAL IPM**

Structural maintenance includes the management of pests in and around building structures such as office complexes, libraries, correctional facilities, hospitals, schools, yards, animal shelters etc. Pest management in and around buildings typically involve a combination of chemical (insecticide) application and/or mechanical methods of removing pests. All of these maintenance practices have the potential to harm the environment and human health.

The common pest concerns for buildings include ants, rodents, spiders, and other organisms. These organisms usually enter buildings for shelter and food but are unwanted near human inhabitants.



The City of Oakley will assess the current pest problems in and around their public buildings to develop a site-specific pesticide and grounds maintenance plan for all public sites as needed. These plans will include a management strategy for pests incorporating IPM practices for inside and outside all public buildings. Many of the IPM protocols for removing such organisms from buildings involve prevention strategies.

## 7.2 LANDSCAPE IPM

Landscape maintenance includes the management of pest in and around medians, rights of ways, airports, parks, plazas, open space, creek areas, country clubs, gardens, and golf courses. Landscape maintenance activities include vegetation removal, herbicide and insecticide application; fertilizer application; watering; and other gardening and lawn and landscape care practices. Vegetation control typically involves a combination of chemical (herbicide) application and mechanical methods. All of these maintenance practices have the potential to contribute pollutants to the storm drain system.

The common pest concerns for landscape and turf include noxious weeds, rodents, ground squirrels, and other invasive animals that destroy the health of the landscaping.

The major objectives of this BMP are to minimize the discharge of pesticides, herbicides, and fertilizers to the storm drain system and receiving waters; prevent the disposal of landscape waste into the storm drain system by collecting and properly disposing of clippings and cuttings and educating employees and the public.

Many of the IPM protocols for turf and landscape management include:

- Protection of the storm drain system from contaminated runoff;
- Proper disposal of removed vegetation;
- Smart irrigation management to control runoff from overwatering;
- Manual weeding rather than use of chemicals/herbicides;
- Manual removal of pests of vegetation (i.e., birds, insects, etc.);
- Composting and mulching practices;
- Alternative landscaping other than turf;
- Alternative fertilization practices and products;
- Erosion control;
- Planting of native, drought-resistant plants;
- Reducing pesticide/herbicide/insecticide use;
- Removal and replacement of plants laden with bacteria, parasites, and fungi;
- Prevention practices to ward off pests from landscaped areas;
- Promoting beneficial organisms to feed on pests;

- Understanding of current pests' problems that exist rather than relying on a preventative schedule of applying chemicals;
- Testing of soils for proper additive application;
- Education of employees on IPM methods and inspection of contracted employees for IPM practices; and,
- Documentation and monitoring of all pesticide use.

## **8. EDUCATION AND TRAINING**

All staff associated with planning, design, construction and maintenance of buildings and landscapes shall receive an orientation to this IPM program and their roles and responsibilities in implementing it in a written or verbal format. All municipal employees who handle pesticides should be familiar with the most recent material safety data sheet (MSDS) files.

The IPM Coordinator will be responsible for coordinating training events for all pesticide applicators and municipal staff involved with buildings and grounds maintenance. IPM training may be coordinated through the Contra Costa Clean Water Program or other through regional efforts with other Bay Area Stormwater Agencies Association (BASMAA) members. The IPM Coordinator shall invite speakers and arrange for other educational opportunities to assist implementing the IPM program each year. The IPM Coordinator shall inform employees on Department policies and procedures relevant to this IPM Program and keep staff current with best landscape-management practices and technologies that utilize IPM. Employees shall also be involved in identifying and implementing strategies to minimize the use of pesticides and in evaluating replacements for chemicals targeted for phase-out. Each department that uses pesticides shall keep records of all pest management activities (see Appendix D).

## **9. OUTREACH TO THE PUBLIC**

The MRP requirements for public outreach include point-of-purchase outreach (outreach to consumers at the point of purchase), outreach to residents who use or contract for structural or landscape pest control, and outreach to pest control operators and landscapers. These outreach activities can be coordinated through the Contra Costa Clean Water Program and other members of BASMAA.

## References

---

King County Stormwater Pollution Control Manual. Best Management Practices for Businesses. 1995. King County Surface Water Management. July. Online: <http://dnr.metroke.gov/wlr/dss/spcm.htm>

Los Angeles County Stormwater Quality Model Programs. Public Agency Activities: [http://ladpw.org/wbmd/npdes/model\\_links.cfm](http://ladpw.org/wbmd/npdes/model_links.cfm)

Model Urban Runoff Program: A How-To Guide for Developing Urban Runoff Programs for Small Municipalities. Prepared by City of Monterey, City of Santa Cruz, California Coastal Commission, Monterey Bay National Marine Sanctuary, Association of Monterey Bay Area Governments, Woodward-Clyde, Central Coast Regional Water Quality Control Board. July. 1998.

Orange County Stormwater Program: [http://www.ocwatersheds.com/StormWater/swp\\_introduction.asp](http://www.ocwatersheds.com/StormWater/swp_introduction.asp)

Santa Clara Valley Urban Runoff Pollution Prevention Program. 1997 Urban Runoff Management Plan. September 1997, updated 2000.

United States Environmental Protection Agency (USEPA). 2002. Pollution Prevention/Good Housekeeping for Municipal Operations Landscaping and Lawn Care. Office of Water. Office of Wastewater Management. Online: [http://www.epa.gov/npdes/menuofbmps/poll\\_8.htm](http://www.epa.gov/npdes/menuofbmps/poll_8.htm)

California's Nonpoint Source Program Plan: <http://www.swrcb.ca.gov/nps/index.html>  
King's County: <ftp://dnr.metrokc.gov/elr/dss/spcm/Chapter%203.pdf>

Orange County Stormwater Program: [http://www.ocwatersheds.com/StormWater/smp\\_introduction.asp](http://www.ocwatersheds.com/StormWater/smp_introduction.asp)

Mobile Cleaners Pilot Program: Final Report. 1997. Bay Area Stormwater Management Agencies Association (BASMAA): <http://www.basmaa.org/>

Pollution from Surface Cleaning Folder. 1996. Bay Area Stormwater Management Agencies Association (BASMAA): <http://www.basmaa.org/>

San Diego Stormwater Co-permittees Jurisdictional Urban Runoff Management Program (URMP): <http://www.projectcleanwater.org/pdf/Model%20Program%20Municipal%20Facilities.pdf>

---

## **Appendix A. MRP Provision C.9**

---

## **Appendix B. IPM Policy**



## **Integrated Pest Management Policy**

### Integrated Pest Management (IPM)

Integrated Pest Management (IPM) is an ecological approach to suppressing pest populations (i.e., weeds, insects, diseases, etc.) in which all necessary techniques are consolidated in a unified program, so that pests are kept at acceptable levels in effective, economical, and environmentally safe ways.

### Purpose

It is the purpose of this IPM Policy to prevent impairment of urban streams by pesticide-related toxicity in runoff of water that poses a threat to water quality and that has the potential to enter the storm drain system.

This policy provides implementation guidelines for departments and contractors that are directly involved with managing vegetation and pests for the City of Oakley.

### Philosophy

This IPM Policy provides direction in the combined use of physical, cultural, biological and chemical control methods to effectively manage pests with minimal risk to humans and the environment.

The City of Oakley will manage vegetation and pests in a manner that:

- Utilizes an ecological approach;
- Integrates the role of pesticides into this IPM Policy;
- Minimizes risk to human health and the environment;
- Considers community;
- Is cost-effective and economical

### Implementation

Implementation of this IPM policy shall be coordinated with the affected departments policies and programs. Also, affected departments and contractors shall follow the City of Oakley's pesticide use procedures. The City of Oakley shall provide ongoing training for staff and education through outreach to the community to facilitate effective implementation of this policy.

It is the purpose and intent of this IPM Policy to ensure that the City of Oakley and all those who apply pesticides to property owned and/or managed by the City of Oakley utilize integrated pest management (IPM) practices, to the maximum extent feasible and as required by State and Regional Stormwater Permits.

The City of Oakley, in carrying out its pest management operations, shall focus on long term prevention or suppression of pest problems with minimum impact on human health, non-target organisms, and the environment.

The goal of the City of Oakley is to reduce its use of pesticide use and ultimately replace toxic methods with non-toxic methods of controlling pests on City owned or operated property where possible. The City of Oakley recognizes that pesticides are potentially hazardous to human health and the environment, and non-pesticide alternatives will be considered over toxic pesticides on City property where feasible.

The City of Oakley will require:

1. IPM Certified Applicators, Contractors & Training - Hire pesticide applicators that incorporate IPM implementation in their services and bind them to all IPM requirements outlined in the San Francisco Bay Region Municipal Regional Stormwater NPDES Permit (MRP) No. CAS612008, Order Number R2-2022-0018, Provision C.9. This includes certification of annual training in IPM.
2. Listing Pesticides of Concern for a reduction in usage – The City of Oakley in accordance with the MRP recognizes that the following are Pesticides of concern: organophosphorous pesticides (chlorpyrifos, diazinon and malathion); pyrethroids (bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambda-cyhalothrin, permethrin and tralomethrin); carbamates (e.g., carbaryl); and fipronil.

---

## **Appendix C. Example of Pesticide Applicator Contract**



REVISED: \_\_\_\_\_

**Structural Integrated Pest Management Program**  
**Contract Specifications for *INSERT YOUR FACILITY NAME HERE***

*(Draft September 8, 2006, developed by the IPM Institute from a model authored by Dr. Albert Greene, U.S. General Services Agency)*

**Premises covered by this specification:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

(Attach additional list if necessary)

---

**GENERAL**

Description of Program: This specification is part of a comprehensive Integrated Pest Management (IPM) program for the premises listed above. IPM is a process for achieving long-term, environmentally sound pest suppression and prevention through the use of a wide variety of technological and management practices.

Control strategies in an IPM program include:

- Structural and procedural modifications to reduce food, water, harborage and access used by pests.
- Non-pesticide technologies such as trapping and monitoring devices.
- Coordination among all facilities management programs that have a bearing on the pest control effort.

As a last resort, pesticide compounds, formulations and application methods that present the lowest potential hazard to humans and the environment.

IPM Service Requirements: The Service Provider shall furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, trapping, pesticide application, pest removal and pest prevention components of this IPM program. Any deviations from this program must be approved by the Chief Operating Officer (COO).

#### PESTS INCLUDED

The Service Provider shall adequately suppress all pest species that have the potential to affect public health, impede operations or damage property, including but not limited to:

- Indoor populations and invading individuals of rodents, insects, arachnids, and other arthropods.
- Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings.
- Nests of stinging insects within the property boundaries of the specified buildings.
- Termites and other wood-destroying organisms.
- Birds, bats, small mammals, and all other vertebrates.
- Mosquitoes.

#### PEST CONTROL PERSONNEL

Throughout the term of this contract, all personnel providing on-site pest control service must maintain certification as commercial pesticide applicators in the appropriate categories for the facilities listed above. Uncertified individuals working under the supervision of a certified applicator will not be permitted to provide service under this contract.

#### SERVICE PROVIDER IPM PLAN

The Service Provider shall submit to the COO an IPM Plan at least five (5) working days prior to the starting date of the contract. If aspects of the Plan are incomplete or disapproved by the COO, the Contractor shall have two (2) working days to submit revisions. The IPM Plan shall consist of three parts as follows:

- Pesticide Labels and MSD Sheets: The Service Provider shall provide current Labels and Material Safety Data Sheets for all pesticides that will potentially be used in the pest control program.
- Service Schedule(s): The Service Provider shall provide a schedule of routine pest control inspections for each building serviced under this contract, including frequencies of inspections, areas at each facility to be given special attention (e.g., food storage, preparation and serving areas; washrooms; custodial closets; mechanical rooms; entryways) and specific day(s) of the week on which the inspections will be performed.
- Commercial Pesticide Applicator Licenses and Certificates: The Service Provider shall provide a photocopy of the State-issued Commercial Pesticide Applicator License for every Contractor performing on-site pest control service

under this contract, and a photocopy of the State-issued Commercial Pesticide Applicator Certificate for every pest management professional (PMP) performing on-site pest control service.

The Service Provider shall receive the approval of the COO prior to implementing any subsequent changes to the approved Service Provider IPM Plan, including additional or replacement pest control products. The Service Provider will review and update the Service Provider IPM Plan annually, including updating MSDS/labels as needed.

## RECORD KEEPING

The Service Provider shall be responsible for maintaining an IPM logbook or file for each building specified in this contract. These records shall be kept on-site and maintained on each visit by the PMP performing pest control service. Each logbook or file shall contain at least the following items:

- IPM Plan: A copy of the Service Provider's approved IPM Plan, including pesticide Labels and MSDS sheets for all pesticides that will be potentially used in the building, service schedule for routine pest control inspections, and photocopies of the relevant Commercial Pesticide Applicator Licenses and Certificates.
- Building Occupant Log Form: These forms will be used to advise the Service Provider of routine service requests and pest sightings by building occupants.
- Service Provider's Report Forms: Customer copies of the Service Provider's signed and dated Service Report Form, documenting all information on services provided including pesticide applications required by State and local statute. This form must also indicate any recommendations made by the Service Provider for additional action advisable by the customer, e.g., structural or plumbing repairs required to limit pest access to the building or to food and water resources; improvements in sanitation, etc. A copy of this form must also be provided to the COO within one week of the service.

Service Provider Products and Devices: All bait stations, snap traps and glue boards or other devices left behind by the Service Provider are to be dated, numbered and listed on the Service Provider Report Form and checked on each subsequent visit until removed. All such devices shall be removed when full, dirty and no longer effective, or no longer needed.

## MANNER AND TIME TO CONDUCT SERVICE

Time Frame of Service Visits: Frequent and complete communication between the Service Provider and the facility manager is critical for a successful outcome. Routine pest control services that do not adversely affect staff or patient health or productivity shall be performed during the regular building hours of operation. When it is necessary to perform work outside of the regularly scheduled service time set forth in the Service Provider IPM Plan, the Contractor shall notify the COO and/or facility manager at least one day in advance.

**Safety and Health:** All pest control work shall be in strict accordance with all applicable Federal, State, and local safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.

**Special Entrance:** Certain areas within some buildings may require special instructions for persons entering them. Any restrictions associated with these special areas will be explained by the COO. The Service Provider shall adhere to these restrictions and incorporate them into the Service Provider IPM Plan.

**Uniforms:** All Service Provider representatives working in or around the buildings specified in this contract shall wear distinctive uniforms identifying the name of their employer.

**Vehicles:** Vehicles used by the Service Provider shall be identified in accordance with State and local regulations.

### SPECIAL REQUESTS AND EMERGENCY SERVICE

On occasion, the COO may request that the Service Provider perform corrective, special or emergency service(s) that are beyond routine service requests such as removal of a stinging insect nest. The Service Provider shall respond to these exceptional circumstances and complete the necessary work within twenty-four (24) hours after receipt of the request.

### INSECT CONTROL

**Emphasis on Non-Pesticide Methods:** Non-pesticide methods of control shall be used wherever possible. For example:

- Portable vacuums rather than pesticide sprays shall be the standard method for initial cleanouts of cockroach infestations, for swarming (winged) ants and termites, and for control of spiders in webs.
- Trapping devices rather than pesticide sprays shall be the standard method for indoor fly control.
- **Application of Insecticides to Cracks and Crevices:** As a general rule, all insecticides shall be applied as “crack and crevice” treatments only, defined in this contract as treatments in which the formulated insecticide is not visible to a bystander or accessible to children during or after the application process.
- **Application of Insecticides to Exposed Surfaces or as Space Sprays:** Application of insecticides to exposed surfaces or as space sprays (“fogging”) shall be restricted to exceptional circumstances where no alternative measures are practical.

The Service Provider shall obtain approval of the COO prior to any application of insecticide to an exposed surface or any space spray treatment. No surface application or space spray shall be made while staff, patients or visitors are present. The Service Provider shall take all necessary precautions to ensure staff, patient

and visitor safety, and all necessary steps to ensure the containment of the pesticide to the site of application.

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

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

## RODENT CONTROL

**Indoor Trapping:** As a general rule, rodent control inside buildings shall be accomplished with trapping devices only. All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by the COO. The Service Provider shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.

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

**Use of Bait Boxes:** All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The Service Provider shall adhere to the following five points:

All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations.

The lids of all bait boxes shall be securely locked or fastened shut.

All bait boxes shall be securely attached or anchored to floor, ground, wall, or other immovable surface, so that the box cannot be picked up or moved.

Bait shall always be secured in the feeding chamber of the box and never placed in the runway or entryways of the box.

All bait boxes shall be labeled on the inside with the Service Provider's business name and address and dated by the Service Provider at the time of installation and each servicing.

## USE OF PESTICIDES

The Service Provider shall be responsible for application of pesticides according to the label and all applicable regulations. All pesticides must be registered with the U.S. Environmental Protection Agency (EPA), State and/or local jurisdiction unless prior approval is given by the COO. Transport, handling, and use of all pesticides

shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, state, and local laws and regulations.

The Service Provider shall adhere to the following rules for pesticide use:

- Reentry Time, Posting and Notification: Pesticides may not be applied where staff, patients or visitors will be present within seven hours after the application. At least seventy-two hours prior to a pesticide application, the Service Provider shall post an 8 ½ x 11" pest control information sign both at the site of the application and near the facility reception area where it will be seen by visitors entering the facility. This posting shall include the date, time and location of the application, the product applied, potential adverse effects from the Material Safety Data Sheet (MSDS) and the pesticide label, and include the Service Provider name, address and telephone. Service Provider shall also provide this information to the facility director who will use this information to notify staff and patients who have requested notification. Emergency applications, where pests pose an immediate threat to the health and safety of patients, visitors or employees, disinfectants, anti-microbials and self-contained or gel-type pesticide baits applied in inaccessible areas are exempt from posting, notification and the 7-hour reentry requirement.
- Approved Products: No pesticide product shall be applied that has not been included in the Service Provider IPM Plan or approved in writing by the COO.
- Pesticide Storage: The Service Provider shall not store any pesticide product in the buildings specified in this contract.
- Application by Need: Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspection or monitoring devices indicate the presence of pests in that specific area, and only after all non-toxic means have been exhausted and shown to be unsuccessful. Requests for preventive pesticide treatments in areas where surveillance indicates a potential insect or rodent infestation will be evaluated by the COO on a case-by-case basis. Written approval must be granted by the COO prior to any preventive pesticide application.
- Minimization of Risk: When pesticide use is necessary, as a last resort the Service Provider shall employ the least hazardous material, most precise application technique and minimum quantity of pesticide necessary to achieve control.

## SUMMARY

Service Provider agrees to the following:

\_\_\_\_\_ 1. Review the INSERT YOUR FACILITY NAME HERE IPM Policy, IPM Plan and Contractions Specifications and discuss any deviations from these documents with the COO.

\_\_\_\_\_ 2. Provide training for all employees serving facilities consistent with the INSERT YOUR FACILITY NAME HERE IPM Policy, IPM Plan and Contract Specifications.

\_\_\_\_\_ 3. Provide a Service Provider IPM Plan including MSDS, labels, inspection schedule and applicator certifications and licenses to the COO for approval at least five days before the contract start date. Update the Service Provider IPM Plan annually.

\_\_\_\_\_ 4. Provide a binder for each facility serviced including the IPM Plan, a pest sightings log and a section for service records.

\_\_\_\_\_ 5. Provide service consistent with the INSERT YOUR FACILITY NAME HERE IPM Policy, Plan and Specifications, and obtain written approval from the COO before deviating from these documents.

**CONTRACT ATTACHMENT A.**  
**PRE-APPROVED PEST CONTROL PRODUCT LIST**

The following products may be used with justification and according to the specifications above:

NOTE TO USER:

THE IPM INSTITUTE CAN HELP YOU PUT THIS LIST TOGETHER, CONTACT US FOR MORE INFORMATION.



## **Appendix D. Pest Management Record**

# Pest Management Record

---

Location	Supervisor	Month	Year
----------	------------	-------	------

Target Pest	Type/Quality of Pesticide used	Location of application	Date of pesticide application	Equipment used	Alternative methods used	Application exemptions	Personnel Time/Hours	Comments
[Redacted]								
[Redacted]								
[Redacted]								
[Redacted]								

---

## Appendix E. Resources

---

StopWater.org (Alameda County). [www.stopwaste.org](http://www.stopwaste.org) or 510-444-SOIL

UCCE Cooperative Extension Alameda 1131 Harbor Bay Parkway, Suite 131 Alameda CA  
94502 Alameda County Master Gardener Program 510-639-1275 <http://acmg.ucdavis.edu>

Useful Gardening Websites: Pests, Diseases, and Weeds: [www.ipm.ucdavis.edu](http://www.ipm.ucdavis.edu)

UC Guide to Healthy Lawns: [www.imp.usdavis.edu/tools/turf](http://www.imp.usdavis.edu/tools/turf)

UC Home Orchard Information: <http://homeorchard.ucdavis.edu/>

UC Vegetable and Research Information: <http://vric.ucdavis.edu/>

---

---

## **Appendix F. Approve and Limited Use Lists**

## Product – Approved Use List

Material	Active Ingredient	Signal Word	Use	Registration #	Notes
Acelepryn G	Chlorantraniliprole	No Signal Word	Insecticide	352-772	Alternative to imidacloprid (Merit)
Arena .25G	Clothianidin	Caution	Insecticide	59639-157	
Azaguard	Azadirachtin	Caution	Insecticide	70299-17	Alternative to imidacloprid (Merit)
Cheetah Pro	Glufosinate Ammonium	Caution	Herbicide	228-743	Alternative to glyphosate
Civitas	Mineral Oil	Caution	Plant Protectant	69526-17	OMRI certified
Clearcast	Ammonium Salt of imazamox	Caution	Herbicide	241-437-67690	
Crosshair	modified vegetable oil, organic acid	Caution	Adjuvant	2935-11001	
Deerscram	dried blood, garlic, cloves	Caution	Repellant	NA	
Dimension 2 EW	Dithiopyr	Warning	Herbicide	62719-542	
Dimension 270G	Dithiopyr	Caution	Herbicide	7001-375	
Drione	Pyrethrins, Piperonyl Butoxide, Amorphous Silica Gel	Caution	Insecticide	432.992	For in-ground wasp nests
Drive XLR8	Dimethylamine salt of quinclorac	Caution	Herbicide	7969-272	
Essentria IC3	Rosemary oil, geraniol, peppermint oil	Caution	Insecticide	EPA Exempt	Approved for indoor and outdoor use
Fiesta	Iron HEDTA	Caution	Herbicide	67702-26-87865	Alternative to 2-4D based selective herbicides
Flumiguard	Flumioxin	Caution	Herbicide	81927-68	
Fusillade II	Fluazifop-P-butyl	Caution	Herbicide	100-1084	
Garlon 4 Ultra	Triclopyr	Caution	Herbicide	62719-527	Cut stump treatment. Same A.I. as Turflon, safer for aquatic environments, used to reduce glyphosate use
Liquid Fence Goose Repellant	Methyl Anthranilate	Caution	Repellant	72041-2	
Magnify	Alkyl polyglycoside, Ammonium sulfate, Ammonium nitrate	Caution	Warning	NA	

Material	Active Ingredient	Signal Word	Use	Registration #	Notes
Nu Film P	Pinene Polymers, a-Omega-hydroxypoly	Caution	Adjuvant	NA	
Nuvan Prostrips	Dichlorvos	Warning	Insecticide	5481-553	Used in silo trash cans to prevent bug infestations
Penta-Bark	Alkylphenol ethoxylate	Caution	Adjuvant	NA	
Primo Maxx	Trinexapac-ethyl	Caution	Growth Regulator	100-937	
PureSpray Green	Mineral oil	Caution	Plant Protectant	69523-9	OMRI certified
Revolver	Formasulfuron	Caution	Herbicide	432-1266	Alternative to glyphosate
Sedgehammer	Halosulfuron-methyl	Caution	Herbicide	81880-1-10163	Used to reduce glyphosate use
Sluggo	Iron Phosphate	Caution	Molluscicide	67702-3-11656	
Specticle Flo	Indaziflam	None	Herbicide	432-1518	Used for fire abatement and to reduce glyphosate use
Specticle G	Indaziflam	None	Herbicide	432-1523	Used for fire abatement and to reduce glyphosate use
Suppress	Caprylic Acid, Capric Acid	Warning	Herbicide	51517-9	Alternative to glyphosate. Ocular hazard to applicator. Added to reduce glyphosate use
Sureguard SC	Flumioxazin	None	Herbicide	71368-114	Used for fire abatement and to reduce glyphosate use
Turflon Ester Ultra	Triclopyr	Caution	Herbicide	62719-566	
Wasp Freeze II	Prallathren	Caution	Insecticide	499-550	Posting requirement does not apply

## Product – Limited Use List

Material	Active Ingredient	Signal Word	Use	Registration#	Notes
Kaput - D	Diphacinone	Caution	Rodenticide	72500-9	Contractor use only Used for gopher control when mechanical methods do not suffice and a safety concern is present
Pak 27	Sodium Carbonate Peroxyhydrate	Danger	Aquatic Herbicide	686680-9-67690	Contractor use only Ocular hazard to applicator Aquatic herbicide used for filamentous algae control. Substitute for Copper sulfate
Reward	Diquat dibromide	Caution	Herbicide	100-1091	Contractor use only Aquatic herbicide used for irrigation reservoir only for algae and duckweed control
Rodeo	Glyphosate	Caution	Herbicide	62719-324	Permitted for use on greenways and medians as primary means of weed control. Available as an alternative in Parks if 'Approved' pesticides do not provide adequate or timely control.
Sonar Genesis	Fluridone	Danger	Herbicide	67690-54	Contractor use only Ocular hazard to applicator Aquatic herbicide to control duck weed and filamentous algae
Talpirid	Bromethalin	Caution	Rodenticide	12455-101	Used for mole control when mechanical methods do not suffice, and a safety concern is present.
Tristar 8.5SL	Acetamiprid	Caution	Insecticide	8033-106-1001	Alternative to imidacloprid (Merit)
Wilco Zinc Ag Bait	Zinc Phosphide	Caution	Rodenticide	36029-17	Contractor uses only For control of ground squirrels when trapping and habitat modification are not feasible, and a safety concern is present