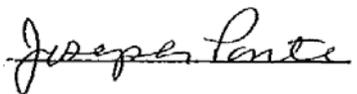


POLICY TITLE: PEST AND VERMIN CONTROL		PAGE 1 OF 3
POLICY NUMBER: 17.2		
CHAPTER 17: SANITATION AND HYGIENE		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: August 30, 2004	LATEST REVISION: November 23, 2011

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections to control pests and vermin and provide a clean, safe environment for its staff and prisoners and to establish procedures that ensure those conditions are maintained on a continuous basis.

IV. CONTENTS

- Procedure A: Staff Responsibilities
- Procedure B: Inspections and Safety Precautions
- Procedure C: Documentation

V. ATTACHMENTS

None

VI. PROCEDURES

- Procedure A: Staff Responsibilities**

1. Each facility shall implement practices for pest and vermin control. The facility's Sanitation Officer, or other designated staff, shall coordinate and manage the facility's pest and vermin control program.
2. Each facility shall contract with a licensed pest control firm or individual to provide pest and vermin control services. The contracted firm or individual shall be available to provide services to control and eliminate any identified insect, animal, or vermin that causes or has the potential to create an annoyance, discomfort, or disease which could jeopardize the safety of persons working, living, or using the facility or the surrounding community.
3. The facility's Health Services Administrator (HSA) shall consult with security and unit management/housing staff to carry out mass pest control efforts involving ectoparasite control procedures (i.e., personal decontamination/delousing).
4. Staff shall enforce rules and regulations related to the storage of perishable items by prisoners from meals to prevent opportunistic pestilence such as gnats and rodents. At each facility, staff shall not allow prisoners to keep insects, rodents or other animals as pets for health and safety reasons, unless authorized by a specific departmental program or facility operation. Where applicable, the plan for any program involving prisoners' care or grooming of animals shall include appropriate provisions for establishing and maintaining sanitary conditions. Where applicable, sanitary conditions shall be maintained in the use and care of the facility's Canine Unit.
5. Facility clothing, bedding, and linen shall be inspected for signs of parasites and other pestilence when complaints are received and appropriate corrective action shall be taken to disinfect and eliminate such problems.
6. Staff shall be responsible for identifying, reporting and assisting in the verification of complaints involving pests and vermin. Work orders shall be completed and submitted to designated staff when pests or vermin problems are identified. The Sanitation Officer, or other designated staff, shall be responsible for supervising the contracted pest control provider in eradicating pests and vermin.
7. Pest control service providers shall not be allowed to use pest control products that endanger the health or safety of persons in the facility. Documentation of the products used shall be kept on file by the facility's business office.
8. Items that have been contaminated, damaged or destroyed as a result of pests or vermin shall be disposed of appropriately.

Procedure B: Inspections and Safety Precautions

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1. Each facility's daily sanitation inspection of housing and work areas shall include checking for the presence of pests or vermin.
2. Deficiencies in the pest and vermin control program shall be reported to the Sanitation Officer, or other designated staff, and corrective action(s) taken. A copy of the deficiency report and subsequent pest control services shall be maintained by the Chief Administrative Officer, or designee.
3. When not in use, materials, devices or substances used for the eradication or control of pestilence or vermin shall be stored in appropriate containers and secured in an area inaccessible to unauthorized persons.
4. Central Office staff may be assigned to monitor the facility's pest and vermin control program on an annual basis and shall report any significant findings to the Commissioner, or designee.

Procedure C: Documentation

1. At each facility, a copy of all documentation related to pest and vermin control shall be forwarded to the Sanitation Officer, or other designated staff, and a copy shall be maintained by the Chief Administrative Officer, or designee.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4332 (MANDATORY) The institution provides for the control of vermin and pests.

4-ACRS-1A-05 (MANDATORY) Vermin and pests are controlled.

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