

**Integrated Pest Management Policy for the Bureau of
General Services, Property Management Division
Managed Office Buildings and their Grounds**



**Department of Administrative and Financial Services
Bureau of General Services
Property Management Division**

EFFECTIVE DATE: May 1, 2008

Section 1. Introduction

This policy applies to State-owned and State –managed Office Buildings and the grounds immediately around these buildings which are managed by the State of Maine, Bureau of General Services (BGS), Property Management Division (PMD).

Pests can pose significant problems to people, property and the environment. Exposure to pesticides may also pose risks. Pesticides include bug-, plant-, fungi-, and rodent-killers, disinfectants, and insect repellents. Questions about pest-control products and their use should be directed to the Board of Pesticides Control at 207-287-2731. Employees spend considerable time at work and face the potential for negative health effects resulting from pests and pesticide exposure. As an employer, the State of Maine has an obligation to ensure a clean and healthy work environment; where best practices are used to control pests while minimizing risks of toxic exposure. It is the intention of the State of Maine, Bureau of General Services, Property Management Division to implement Integrated Pest Management (IPM) as a safeguard to reduce the reliance on pesticide usage and to incorporate the lowest risk options for controlling pests.

Pest Management Objectives

- Provide a safe and sustainable work environment.
- Protect human health by suppressing pests that threaten human health and safety.
- Minimize human exposure to pesticides, thereby reducing the risk of toxic responses.
- Reduce or prevent pest damage to State properties.
- Minimize negative environmental impact.
- Reduce the cost of pest management.
- Prevent pests from spreading beyond State facilities.
- Enhance the quality of life for employees and others who use State properties.

IPM Components

Monitoring:

The monitoring of pests on State grounds and within State buildings allows the PMD, IPM Contractor and the Site Coordinator to detect and identify pests early to prevent them from becoming problematic and to manage them in ways that minimize risks and costs and maximize long-term effectiveness by targeting infestations at their source. Monitoring is done through the systematic use of traps, inspection, sampling, and other methods. Prompt reporting by staff, systematic inspection by the IPM contractor and expeditious remediation of sanitation and maintenance needs will prevent pests from gaining access to food, water, and shelter.

Pest Control Tactics and Property Management Practices:

Emphasis is placed on sanitation and maintenance for buildings and on sound horticultural practices for grounds to prevent pests from becoming established. Integration of least-risk pest control tactics with property management practices will allow plants to resist pests and encourage the proliferation of natural enemies to keep pests in check. Other proven least risk integrated pest management tactics will be used as needed based on monitoring and accurate pest identification.

Record-keeping and Evaluation:

Pest monitoring, pest management and pesticide application records shall be kept in a systematic and manageable system that allows PMD, IPM Contractors, and State Employees to make informed decisions, improve effectiveness of pest management practices and plan for future needs, costs and pest prevention tactics.

Section 2. Integrated Pest Management Procedures

IPM is a monitoring and treatment program developed for pest control that integrates physical, cultural, mechanical, chemical and biological treatment strategies with a focus on the use of options that pose the least-risk and most economically feasible. The PMD, in cooperation with IPM Contractors and Site Coordinators, will develop a plan for each facility that experiences pest problems.

In determining which treatment option to pursue the PMD will review all available options, including taking no action. Nonchemical pest management methods will be used whenever possible and new methods will be incorporated as they become available. Pesticides should be one of several options and should only be used when pest thresholds have been exceeded and when less-harmful options have been exhausted. When it is determined that a pesticide must be used, the least hazardous materials and methods of application which minimize exposure shall be chosen and applied by an IPM Contractor. Any application will be timed to minimize impact to employees. All pesticides will be stored and used according to state, local and federal laws.

Section 3. IPM Coordinator

The Director, or his designee, of Property Management Division will act as the IPM Coordinator. The IPM Coordinator is responsible for overseeing implementation of the IPM policy and site plans. The Coordinator's responsibilities shall include the following:

- Record all reported pest sightings by employees.
- Record all pesticide uses.
- Coordinate management activities with the IPM Contractor and Site Coordinator.
- Approve appropriate pesticides, application-methods, materials, timing, and locations with IPM Contractor and Site Coordinators.

- Assure that the IPM Contractor's recommendations on maintenance and sanitation are carried out as feasible within budgetary and staffing resources.
- Shall insure appropriate notice has been given of upcoming pesticide applications in buildings and the immediate grounds.
- Periodically evaluate the implementation progress of the IPM plan.

Section 4. IPM Contractors and Contract Requirements

Pest management contractors shall adhere to this policy, PMD contract specifications, and will utilize IPM methods when addressing pest infestations in State owned and managed buildings and on State grounds. Contractors and applicators must be licensed through the Board of Pesticide Control and must demonstrate proficiency in IPM treatment methods.

Section 5. Site Coordinators

Site Coordinators will be designated for both grounds and buildings. The Site Coordinator for grounds will be the Property Management Division's Grounds and Equipment Maintenance Manager. A Site Coordinator will be designated for each building. These individuals will act as liaisons between the grounds/facility and the IPM coordinator at PMD.

The individuals will be responsible for keeping an on-site log of pest sightings, treatment measures conducted by the IPM Contractor, Material Safety Data Sheets (MSDS) and pesticide product labels for any pesticides that may be applied. Each Site Coordinator shall keep in regular contact with the IPM Coordinator to ensure that compliance and implementation are properly executed and that information regarding all aspects of the IPM policy can be adequately shared between the building and the PMD.

In addition, the Site Coordinator must provide appropriate notice via email or other means to building occupants at least 24 hours and not more than 7 days prior to executing pest control measures at any location. See CMR 01-026, Chapter 26 sec 3. (B) (Attachment 1).

The grounds Site Coordinator will assure that pursuant to Executive Order 12 FY 06/07 § II, pesticides for cosmetic purposes and the use of fertilizer-pesticide mixtures are not used and that appropriate notice is provided when pesticides are to be applied on the grounds.

Section 6. Record Keeping

Pest sighting data sheets, pest management records, and all MSDS and pesticide product labels will be kept current and accessible to verify the need for treatment and track effectiveness of management activities. Pest records will be maintained on site and in a master log located in the PMD office and will meet the requirements of the Maine Board of Pesticides Control per regulation CMR 01-026, Chapter 50.

Section 7. Education

For IPM plans to work effectively it is important that employees have knowledge of common pests and their patterns. Therefore, PMD employees and health and safety committees will be educated and informed about potential pest problems and about IPM methods used to achieve pest management objectives within particular buildings. Health and safety committees shall distribute brief summaries of IPM methods, approved or developed by the Department of Agriculture's IPM specialist, to building occupants to promote knowledge of IPM practices and treatment procedures.

Section 8. Notification/Posting

In accordance with CMR 01-026, Chapter 26, a notice from the Site Coordinator will be posted at least 24 hours and not more than seven days prior to any pesticide application on a Board of Pesticide Control approved Notice of Pesticide Application form (Attachment 1). The notice will indicate that pesticides will be used indoors or outdoors as requested by the Site Coordinator. Prior to scheduling any pesticide application the PMD or the IPM Contractor shall obtain a signed release form from the Site Coordinator and verification that the appropriate notification has been posted. The Site Coordinator will answer any occupant questions relating to the application. The notices shall remain posted for 48 hours following the treatment. All interior applications will be done on a Friday after workers have left the premises to the extent possible.

Section 9. Pesticide Storage, Purchase and Application

The PMD shall not purchase, supply or store any pesticides except disinfectants used for routine cleaning on any campus or in any buildings. All applications will be executed by applicators that are appropriately licensed through the Board of Pesticides Control and demonstrate proficiency in IPM treatment methods. No State employee will use, supply or bring into a State building any pesticide (other than insect repellents) for use in State buildings, unless approved by PMD. Pest control treatment options or corrective actions shall rely on the lowest risk processes available whenever possible.

Section 10. How Employees Can Help

1. Remove all food from desks or cabinets.
2. Any food products that are brought into the buildings or stored in the buildings must be placed in a plastic container with a lid; including, but not limited to sugar packets, creamer, coffee packets, crackers, cookies, etc.
3. Do not keep soda cans or bottles in the building. Optionally wash and keep them in a pest proof container.
4. Do not keep live plants in the buildings.
5. Do not bring plant food or other plant products into the building.
6. Food waste must be stored in proper containers.
7. Do not bring animals into the buildings (service animals excluded).

Attachment 1

01 DEPARTMENT OF AGRICULTURE, FOOD & RURAL RESOURCES

026 BOARD OF PESTICIDES CONTROL

Chapter 26: STANDARDS FOR INDOOR PESTICIDE APPLICATIONS AND NOTIFICATION FOR ALL OCCUPIED BUILDINGS EXCEPT K - 12 SCHOOLS

SUMMARY: These regulations establish procedures and standards for applicators applying pesticides inside occupied private and public buildings other than K - 12 schools that are covered by Chapter 27. This chapter also sets forth the requirements for notification about pending pesticide applications to residents of rented space, employees of agencies, businesses and institutions, and parents or guardians of children in licensed child care facilities and nursery schools.

Section 1. Definitions

- A. **Applicator.** For the purposes of this regulation, Applicator means a commercial applicator or other persons who apply pesticides to occupied buildings.
- B. **Client.** For the purposes of this regulation, Client is the person who either owns or manages the Occupied Building and who contracts with a commercial applicator to monitor and/or control pests.
- C. **Crack and Crevice Treatment.** For the purposes of this regulation, Crack and Crevice Treatment means using an injector tip and placing the tip inside an opening to apply small amounts of pesticides into cracks and crevices in which pests hide or through which they may enter a building. Such openings commonly occur at expansion joints, between elements of construction, and between equipment and floors. These openings may lead to voids such as hollow walls, equipment legs and bases, conduits, motor housings, and junction or switch boxes. This does not include spraying a band covering the baseboards or mopboards or spraying above the baseboards or mopboards.
- D. **Integrated Pest Management.** For the purposes of this regulation, Integrated Pest Management (IPM) is a process that utilizes regular monitoring to determine if and when a treatment is needed. It employs physical, mechanical, cultural, chemical, biological and educational programs to keep pest populations low enough to prevent intolerable damage or annoyance. Pesticides should be only one of many options considered for solving a pest problem, and when required, target-specific, low impact pesticides and application techniques should be employed. Furthermore, pesticide applications are not made according to a pre-determined schedule but are only made when and where monitoring, or a previous history of pest incidence has indicated that the pest will cause unacceptable economic, medical or aesthetic damage. The IPM program must as a result be environmentally, socially, and economically compatible to meet current public expectations.
- E. **Occupied Building.** For the purposes of this regulation, Occupied Building means any public, private, commercial or institutional structure used or occupied by persons on a regular, long-term basis as a residence or for occupations. These include but are not

limited to rented residential buildings, condominiums, licensed childcare facilities and nursery schools, and governmental, commercial and institutional buildings.

Section 2. Exemptions

- A. The following pesticide uses are exempt from the requirements of this Chapter:
1. application of ready-to-use general use pesticides by hand or with non-powered equipment to control or repel stinging or biting insects when there is an urgent need to mitigate or eliminate a pest that threatens the health or safety of any person;
 2. application of general use antimicrobial products by hand or with non-powered equipment to interior or exterior surfaces and furnishings during the course of routine cleaning procedures;
 3. application of paints, stains or wood preservatives that are classified as general use pesticides;
 4. application of pesticides by a resident to his or her own residential unit;
 5. commercial application of pesticides where the resident has contracted for application to his or her own personal residential unit; and
 6. indoor applications of pesticides injected into closed systems for control of nuisance microbial organisms.
- B. The use of baits, gels, pastes, dusts and granular materials placed in areas not readily accessible to residents, employees or children is exempt from the requirements of Sections 3(A), 3(B) and 3(C) of this Chapter.
- C. The use of crack and crevice treatments placed in areas not readily accessible to residents, employees or children and done in a manner that minimizes exposure to vapors and/or aerosolized materials is exempt from the requirements in Sections 3(A), 3(B) and 3(C) of this Chapter.

Section 3. Notification

- A. Notice to Residents.
1. At least 24 hours and no more than seven days in advance of a pesticide application not exempted by Section 2, the applicator must provide or cause to be provided a Board approved written notice (see Appendix A) to the resident or residents of an apartment unit, condominium unit or other rented residential unit to be treated, where the residents of that unit did not request the impending pesticide application. The notice may be mailed or provided directly to the residents and shall explain that pesticides may be used in their residential unit and that they have the right to ask for and receive more specific information

described in Section 3(D) of this regulation. If the resident asks for further information specified in Section 3(D), the applicator must provide it.

2. If an application not exempted by Section 2 will be made to common areas of these rental residential buildings, the applicator must post or cause to be posted a Board approved written notice (see Appendix A) at least 24 hours in advance and no more than seven days in advance of the planned application informing the residents of that building that pesticides will be used in the common areas and that they have the right to ask for and receive more specific information as described in Section 3(D). The Board approved written notice must remain posted for at least 48 hours following the application.
3. The applicator may fulfill the requirements of subsections 3(A)(1) and 3(A)(2) by providing the Board approved notice and instructing the landlord or building manager to distribute the notice to the residents as described in subsection 3(A)(1) or to post the notice as described in subsection 3(A)(2) as appropriate. The applicator must confirm with the landlord or building manager that the requirements of subsections 3(A)(1) and 3(A)(2) have been met before making any application not exempt under Section 2 of this Chapter. The person who carries out the notification and confirms that the requirements have been fulfilled is responsible for that notification.

B. Notice to Employees of Agencies, Businesses and Institutions

At least 24 hours and no more than seven days in advance of a pesticide application in a building housing an agency, business or institution that is not exempted under Section 2, the applicator must post or cause to be posted a Board approved written notice (see Appendix A) in a conspicuous place or places where notices to employees are customarily posted. The notice must inform employees of the planned application and about their right to ask for and receive more specific information, as described in Section 3(D). The Board approved written notice must remain posted for at least 48 hours following the application. If an employee asks for further information specified in Section 3(D), the applicator must provide it. The applicator may fulfill the requirements of subsection 3(B) by providing the Board approved notice and instructing the building manager, the person requesting the application or another responsible individual to post the notice as described in this subsection. The applicator must confirm with the building manager, the person requesting the application or another responsible individual that the requirements of this section have been met before making any application not exempt under Section 2 of this Chapter. The person who carries out the notification and confirms that the requirements have been fulfilled is responsible for that notification.

C. Notice to Parents and Guardians of Children in Licensed Childcare Facilities or Nursery Schools

At least 24 hours and no more than seven days in advance of a pesticide application in a licensed child care facility or nursery school that is not exempted by Section 2, the applicator must provide or cause to be provided a Board approved written notice of the planned application (see Appendix A) to parents or guardians of currently enrolled children. The notice must inform parents or guardians that pesticides will be used in the building and that they have the right to ask for and receive more specific information, as

described in Section 3D. If a parent or guardian asks for information specified in Section 3(D), the applicator must provide it. The applicator may fulfill the requirements of subsection 3(C) by providing the Board approved notice and instructing the manager of the daycare or nursery or another responsible individual to distribute the notice to parents or guardians as described in this subsection. The applicator must confirm with the manager or responsible individual of the daycare or nursery that the requirements of this subsection have been met before making any application not exempt under Section 2 of this Chapter. The person who carries out the notification and confirms that the requirements have been fulfilled is responsible for that notification.

- D. If residents, employees, parents or guardians ask for information about a pesticide application, the applicator shall provide the information requested, including as applicable: (a) the trade name and EPA Registration number of the pesticide(s) intended to be applied; (b) the approximate date and time of the application; (c) the location of the application; (d) the re-entry interval listed on the product label; and (e) the name and phone number of the person to whom further inquiry regarding the application may be made. If requested, the applicator shall also provide a copy of the pesticide product label and Material Safety Data Sheet, and shall make reasonable efforts to fulfill any other requests for pesticide information. However, such requests for additional information will not delay nor prohibit the applicator from performing the pesticide application as scheduled.

Section 4. Integrated Pest Management Techniques

- A. Applicators must undertake pest management activities using appropriate elements of integrated pest management. In all cases, any application shall be conducted in a manner to minimize exposure and human risk to the maximum extent practicable using currently available technology.
- B. Applicators must identify conditions conducive to the development of pest problems. Commercial applicators must provide to the client a written evaluation of pest conducive conditions and must provide specific recommendations for practical non-pesticide control measures.
- C. Prior to any pesticide application, applicators must identify the pest specifically and evaluate the infestation severity and any associated damage except as provided in Section 4(C)(1) and (2) below.
1. Where there is a history of pest infestation and conditions are conducive to pest infestations, baits, gels, pastes or granular materials placed in areas not readily accessible to residents, employees, patients, or children and crack and crevice treatments designed to control commonly occurring pests in these areas may be used without specific evidence that a significant population is currently present.
 2. For specific public health pests designated by Board policy, baits, gels, pastes, granular materials or crack and crevice treatments placed in areas not readily accessible to residents, employees or customers may be used without specific evidence of an infestation.

Section 5. Risk Minimization

- A. Prior to pesticide application, applicators must take into account the toxicity of recommended product(s) and choose low risk product(s) based on efficacy, volatility, the potential for exposure, the signal word on the pesticide label, the material safety data sheet and any label language imposing a ventilation requirement.
- B. Unless prohibited by the label, only baits, gels, pastes or granular materials and crack and crevice treatments may be used when residents, patients, children, customers and unconsenting employees are in the same room.
- C. Prior to making an application, applicators must also consider the following:
 - 1. The principal uses for the room to be treated including if it is primarily occupied by sensitive individuals such as children, older adults or persons with chronic illnesses.
 - 2. The type of treatment being made and the likelihood that people or pets will come into contact with the treated area following the application.
 - 3. The volatility of the product being applied and the practical need to ventilate the treated room(s) prior to re-entry. In all cases, label statements relative to ventilation or re-entry shall be minimum requirements.
 - 4. The type of ventilation system, if present, including whether it serves only the treated room(s) or the entire building, and whether it can and should be shut off while the treatment is performed.

Section 6. Tenant's Consent

Except in cases where a public health or code enforcement official with jurisdiction has determined a need for immediate pest management, application to a tenant's residential unit is prohibited if the tenant is opposed to such treatment. A pesticide application may not be made until such time as alternative control measures have been tried and documented as to their failure to control a pest problem, which poses health risks, threatens significant property damage or threatens to infest other parts of the building.

Section 7. Other Requirements

These regulations do not affect pesticide label instructions, which may be more restrictive in certain cases. Under federal and state law, wherever particular label instructions impose standards that are more restrictive than these regulations, such label instructions must be followed. Similarly, these regulations do not affect more restrictive regulations or guidelines applicable to particular types of pesticide applications.

Section 8. Transition

This regulation will become effective on January 1, 2007.

STATUTORY AUTHORITY: 7 M.R.S.A. §§ 601-625 and 22 M.R.S.A. §§ 1471-A-X.

EFFECTIVE DATE:

January 1, 2007 – filing 2006-204

Notice of Pesticide Application

Pesticides May Be Applied in this Building as Part of an Integrated Pest Management Program on (date) _____

To request information about the use of pesticides in this building contact:

Company: _____

Phone/E-mail: _____

This sign must remain posted for at least 48 hours after the application is completed.

Date Posted or Provided: _____

Person Providing Notice: _____

Date/Time Completed: _____

Remove sign on: _____

For general information on pesticides and regulations contact:

Maine Board of Pesticides Control

287-2731, or visit

www.thinkfirstspraylast.org

