

# Santa Monica-Malibu Unified School District

## Integrated Pest Management Program

Revised  
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## **Introduction**

The Santa Monica-Malibu Unified School District recognizes that maintenance of a safe, clean and healthful environment for students and staff is essential to learning. It is the goal of the District to provide safe and effective, pest control while protecting students, staff, the environment, and District properties and assets.

The District adopts a Least-Hazardous Integrated Pest Management (IPM) Policy. It is the policy of the District to focus and develop long-term pest prevention methods and give “non-chemical” methods first consideration when selecting appropriate control measures. The full range of alternatives will be considered, giving preference to non-chemical methods, and then chemicals that pose the least hazard to people and the environment.

## **Pest Management Policy**

Structural and landscape pests can pose significant problems to people, property, and the environment; however, the pesticides used to solve these problems carry their own risks. It is therefore the policy of Santa Monica-Malibu Unified School District to use Integrated Pest Management (IBM) programs and procedures for control of structural and landscape pests.

## **Pests**

Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with use of the school site for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property, or the environment.

## **Pest Management**

Approved pest management plans should be developed for the site and should include any proposed pest management measures.

Pests will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety.
- Prevent loss of or damage to school structures or property.
- Prevent pests from spreading into the community, or to plant and animal populations beyond the site.
- Enhance the quality of life for students, staff, and others.

## **Integrated Pest Management Procedures**

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods.

Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property, and the environment.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to provide the desired control. It is the policy of this School District to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used in order to meet important management goals, the least hazardous\* material will be chosen. The application of pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act (7 United States Code 136 et seq.), School District policies and procedures, Environmental Protection Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

### **Education**

Staff, students, pest managers, and the public will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

### **Record Keeping**

Records will be kept on the number of pests or other indicators of pest populations both before and after any treatments. Records must be current and accurate if IPM is to work. Records of pesticide use shall be maintained on site for at least four years to meet the requirements of the state regulatory agency and School Board, and records will also document any non-toxic treatment methods being used. The objective is to create records from which programs and practices can be evaluated in order to improve the system and to eliminate ineffective and unnecessary treatments.

### **Notification**

This School District takes the responsibility to notify the school staff and students of upcoming pesticide treatments. Notices will be posted in designated areas at school and sent home to parents who wish to be informed in advance of pesticide applications. Warning signs will be posted at each area of the school where pesticides will be applied 24 hours before and 72 hours after applications. Annual written notification will be provided to all school staff and parents identifying all pesticidal products (except excluded products) expected to be applied in the upcoming year.

### **Pesticide Storage and Purchase**

Pesticide purchases will be limited to the amount authorized for use during the year. Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and state

regulations. Pesticide must be stored in an appropriate, secure site not accessible to students or unauthorized personnel.

### **Pesticide Applicators**

Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides approved by this School District, and they must follow regulations and label precautions. Applicators should be certified and comply with this School District IPM policy and Pest Management Plan.

## **INTEGRATED PEST MANAGENT (IPM) CONTRACT PERFORMANCE SPECIFICATIONS**

### **General Program Description**

It is the intent of this contract to provide a comprehensive Integrated Pest Management (IPM) program for the property listed herein. IPM is a relatively new concept in urban areas.

Traditional structural pest control is largely reactive to pest infestations and bases much of its response on routinely scheduled applications of pesticides. Routine applications are probably unnecessary, and have limited effectiveness in providing adequate long-term control. Conversely, IPM is a decision-making process for achieving long term pest suppression. In the IPM process, monitoring and the interpretation of data gathered provide estimates of the pest population in a given area. This monitoring allows accurate decisions to be made about when intervention measures are needed, the type of control measure selected, and the method of application. Pest management practices in an IPM program extend beyond the application of pesticides to include structural, procedural, and landscape modifications. These practices establish landscape plants and designs which require less maintenance. The Contractor shall furnish all labor, materials and equipment to implement the monitoring, trapping, and pesticide application aspects of the IPM program. The contractor shall also make detailed, site-specific recommendations for structural and procedural modifications to achieve pest suppression. The Contractor shall provide evidence in his\her proposal of sufficient expertise in pest control, and IPM principles and practices to effectively carry out these responsibilities.

The Santa Monica-Malibu Unified School District Manager of Facilities and Grounds will act as the manager of the IPM program, which will include overseeing and monitoring contract performance.

### **Pests Included**

The IPM program specified by this contract is intended to suppress the population of rats, mice, cockroaches, ants, silverfish, and any other pest included in the contract. Populations of these pests which are located outside the building listed herein, but within the property boundaries of the buildings, are included.

### **General Program Requirements**

General requirements of the IPM program shall include the following for each site specified in this contract:

### **1. Initial Inspection**

A thorough, initial inspection shall be conducted during the first month of this contract by the Contractor's representative, and the Manager of Facilities and Grounds. The purpose of this initial inspection is to allow the contractor to evaluate the pest management needs of the property and to discuss these needs with the Manager of Facilities and Grounds. The following specific points should be addressed:

- Identification of problem areas in and around the building
- Identification of structural features or personnel practices that are contributing to pest infestations
- Discussion of the effectiveness of previous control efforts
- Facilitation of Contractor access to all necessary areas
- Informing the Contractor of any restrictions of special safety precautions, or other constraints.

### **2. Submission of Plan**

Following the initial inspection, the Contractor will develop a detailed Pest Management Plan and Service Schedule for each property. This written plan and schedule must be submitted to the Manager of Facilities and Grounds Operations for approval prior to initiation. The plan and schedule must address the following:

- The structural and operational actions to inhibit pests
- The Contractor's means for monitoring pest populations in and around the buildings
- The proposed primary pesticides (accepted common name and generic name) and alternatives approved by the Environmental Protection Agency (EPA)
- The conditions requiring application
- The method(s) of application proposed
- The rationale for each type of use
- The proposed trapping devices for rodents, if any

Frequency of inspections, monitoring, and treatment by Contractor shall depend on the specific pest management and needs of the premises. At the minimum, inspections and monitoring shall be done monthly. The Plan and Schedule shall be submitted not more than 10 working days following the initial inspection of the premises. The Manager of Facilities and Grounds Operations will render a decision regarding the acceptability of the Plan and Schedule within 10 working days following receipt. The Contractor shall be on site to implement the Plan and Schedule within 5 working days following notice of approval of the plan. If the Plan is disapproved, the Contractor shall have 3 working days to submit a revised Plan and Schedule. Any subsequent changes in the Plan and Schedule must receive the concurrence of the Manager of Facilities and Grounds Operations.

The Contractor shall describe, in the proposal, the capability of meeting emergency and special service requests (e.g., radio dispatched service, names of office personnel handling the account, availability of trucks and personnel, etc.).

### **3. Monitoring and Inspection**

A critical aspect of the Pest Management Plan shall be the establishment of a monitoring and inspection program to identify infested zones and allow an objective assessment of pest population levels. Monitoring and inspection shall be continued throughout the duration of this contract. The contractor shall describe in the proposal the approach to meet this requirement.

Where appropriate, glue traps shall be employed to monitor cockroach populations in selected areas.

#### **4. Pesticide Treatment**

The Contractor shall not apply any pesticide which has not been specifically approved by the Manager of Facilities and Grounds. In cooperation with the Manager of Facilities and Grounds, the Contractor shall develop action thresholds specific to each pest and to site zones. As a general rule, application of pesticides in any area inside or outside the premises, in any room, closet, hallway, stairway, court, driveway, planting bed, and similar locations shall not occur unless inspections or monitoring indicate the presence of pests that exceed action thresholds in that specific area. Signs of pest activity must be seen and identified. For instance, a relatively fresh rodent dropping or an active burrow or runway is sufficient to indicate the presence of rodents in an area. Use and effectiveness of alternative non-pesticidal pest management methods must be documented in monitoring records prior to requesting the use of pesticides.

Preventive pesticide treatments of inside and outside areas where inspections indicate a potential insect or rodent infestation are generally unacceptable. In exceptional circumstances, however, preventive pesticide treatment may be allowed on a case-by-case basis. The contractor must substantiate the need, indicating areas for preventive treatment in the Pest Management Plan for the school and listing the preventive treatment methods of application. Each preventive treatment is subject to approval by the Manager of Facilities and Grounds and can be eliminated by him\her at any time.

#### **5. Structural Modifications**

Structural modifications for pest suppression shall not be the responsibility of the Contractor. However, the Contractor is responsible for notifying the Manager of Facilities and Grounds about structural modifications necessary to prevent access by pest populations, or for safety reasons.

#### **6. Record Keeping**

The Contractor shall be responsible for maintaining a complete and accurate Pest Management Log Book. Each school specified in this contract shall have its own Log Book which will be kept in the Principles office and maintained on each visit by the Contractor.

The Log Book shall contain the following items:

- A copy of the Pest Management Plan and Service Schedule for the property.
- A copy of the current label and EPA registration number for each pesticide used in the building, including the Material Safety Data Sheet.
- Pest monitoring data sheets which record, in a systematic fashion, the number of pests or other indicators of pest population levels revealed by the Contractor's monitoring program for the building, e.g., number and location of cockroaches trapped, number and location of rodents trapped or carcasses removed, number and location of new rat burrows observed, etc. The Contractor shall provide, in the proposal, a sample of the format for the data sheets and an explanation of all information to be recorded on them.
- The location of all traps, trapping devices, and bait stations in or around the property. This information can be in either tabular or in list format, and should be accompanied by a map for each pest.

- The Manager of Facilities and Grounds copies of a Pest Control Work and Inspection Report Form. These forms will be supplied to the Contractor to advise the Contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building, the Contractor's representative performing the service shall complete, sign, and date the Form and return it to the Manager of Facilities and Grounds office on the same or succeeding day of the performance of the service.

## **7. Reporting**

The Contractor must report all pesticides used on any school or child day care site to the Department of Pesticide Regulation using the attached form. A copy of this form must be provided to the IPM Coordinator. The Healthy Schools Act requires pest control businesses to report all pesticide applications made at a school or child day care facility site to DPR, unless the pesticides are exempted from registration in California. Records of these applications must be submitted to DPR on the School Site and Child Day Care Facility Pesticide Use Reporting form. The forms must be submitted annually by January 30th and may be submitted more often at the discretion of the pest control business. This requirement is in addition to the existing, monthly pesticide use reporting requirements that must be submitted to the County Agricultural Commissioner of the county where the work was performed.

## **8. Special Requests and Emergency Service**

The regular service shall consist of performing all components of an IPM program other than structural modifications, as described in the Contractor's detailed Plan and Schedule for each property, during the period of the contract. Occasional request for corrective action, special services beyond the routine request for emergency service shall be placed with the Contractor. The Contractor shall respond to requests for emergency service on the day of the request. The Contractor shall respond to special' service request. within one (1) working day after receipt of request. In the event that such services cannot be completed within their time frames, the Contractor shall immediately notify the Manager of. Facilities and Grounds and indicate an anticipated completion date.

## **Specific Program Requirements and Restrictions**

### **Personnel**

The Contractor shall provide only qualified pest management personnel with adequate experience in the conduct of IPM programs. All personnel must understand current practices in this field and be able to make judgments regarding IPM techniques.

Training and experience in IPM must be demonstrated. Any proposed deletions, additions, or replacement of personnel from those cited in the Contractor's original proposal must be submitted, in writing, to the Manager of Facilities and Grounds and approved prior to their becoming a part of this contract.

### **Entomologist**

The Contractor shall have a staff Entomologist, or access to one, available for routine and emergency consultation. Evidence of the following documentation regarding this individual's experience and training shall be provided in the proposal:

- Bachelor's degree in entomology from an accredited University; or a Bachelor's degree in biology, chemistry, or other life science and proof of membership in the American Registry of Professional Entomologists (ARPE).
- Current certification in the appropriate jurisdictions as a Commercial Pesticide Applicator in the category of Industrial, Structural, and Health Related Pest Control with a minimum of subcategories to include General Pest Control, Rodent Control, and Turf and Ornamental.

### **Supervisor**

A Supervisor and an alternate must be identified in the proposal. The on-site Supervisor shall have the Contractor's authority to act on matters pertaining to the performance of services required under this contract. This individual shall assure safety and carry out coordination and continuity of the program routine. The Supervisor and alternate shall both have a working knowledge of this contract and the detailed Pest Management Plan and Schedule for each school. The Supervisor and alternate must both meet the qualifications identified below under Pest Management Technicians.

### **Pest Management Technicians**

The Contractor shall provide, in the proposal, the names of all pest management personnel assigned to this contract, and pertinent information regarding their qualifications, experience, and training. Throughout the life of this contract, all personnel providing on-site pest management services must be certified in the appropriate jurisdictions as Commercial Pesticide Applicators in the category of Industrial, Institution, Structural, and Health Related Pest Control. No uncertified personnel will be permitted to work on-site under this contract unless under the supervision of a certified applicator.

### **Manner and Time to Conduct Services**

It shall be the Contractor's responsibility to carry out work according to the detailed Pest Management Plan and Schedule development for each school. The Contractor's on-site Supervision shall be responsible for coordination with the school principal or representative at the beginning of each visit. The purpose of this coordination is to review the plan and schedule, and to receive information on problem areas needing corrective action.

Services which are not likely to adversely effect tenant health or productivity may be performed during the regular hours of operation in the various schools. Pesticide applications (except bait placement), however, shall not be made during school hours, or during normal work hours of school staff. When it is necessary to perform work on weekends or outside the regular schedule hours set in the Contractor's Plan and Schedule, the Contractor shall notify the Manager of Facilities and Grounds and the School Principal at least 2 days in advance and all arrangements will be coordinated between, the School Principal, and the Supervisor.

The Contractor's shall observe all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering the building. Any restrictions associated with these special rates will be explained, in writing, to the Contractor by the Manager of Facilities and Grounds. These restrictions shall be adhered to and incorporated into the Contractor's detailed plan and schedule for the property.

All Contractor personnel, working in or on properties designated under this contract, shall wear distinctive uniform clothing. The uniform shall have the Contractor's name easily identifiable, affixed thereon in a permanent or semi-permanent manner. Additional protective equipment required for the safe performance of work must be determined and provided by the Contractor. Protective clothing, equipment, and devices shall as a minimum, conform to occupational Safety and Health Administration (OSHA) standards for the products being used. Vehicles used by the Contractor's must be identified in accordance with State and local regulations.

### **Posting**

The Contractor shall post warning signs at each area of the school where pesticides will be applied 24 hours before and 72 hours after applications. The information contained on the warning signs shall conform to sample sign included with these specifications.

Where service to vacated areas is required, it shall be Contractor's responsibility to notify the Manager of Facilities and Grounds at least 2 days in advance of the treatment, provide and post all necessary signs (such as when an area may be reentered-in case of pesticide use, according to the product's label directions) and remove signs when the area is safe for entry.

### **Pesticide Products and Use**

The Contractor shall be responsible for the proper use of pesticides. All pesticides used by the Contractor must be registered with the EPA and the State and/or local jurisdiction. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, State, and local laws and regulations.

The contractor shall not use any product specified on the current List of Pesticide Products Prohibited from Use in Schools and Child Care Facilities. (See attached list current as of January 1, 2011)

The Contractor will follow all notification and warning procedures required by the Manager of Facilities and

Grounds prior to the application of a pesticide. The environment and the public shall be protected at all times.

The Contractor shall minimize the use of synthetic organic pesticides wherever possible.

Alternatives are:

- The use of crack and crevice application of pesticide to pest harborage areas rather than fan spraying exposed surfaces in the general vicinity of harborage areas.
- The use of containerized bait such as boric acid, for cockroaches, rather than sprays, wherever appropriate.

Pesticide fogs and sprays (including mists and ultra-low volume applications) will be restricted to unique situations where no alternative measures are available or practical.

In the unusual event that a space spray application is required, and prior to performing a space spray treatment, the Contractor shall submit a written request for approval to the Manager of

Facilities and Grounds at least 2 days prior to the proposed treatment time. The request must identify the target pest; document the need for such treatment, the time (when site is not occupied) and specific place(s) or treatment, the pesticide(s) to be used, the method of application, what precautions should be taken to ensure the containment of the spray to the site of application. No space application of pesticides shall be made without the written approval of the Manager of Facilities and Grounds. No space application of pesticide shall be made while tenant personnel are present. Products identifiable as fumigants shall be considered inappropriate for use and shall not be used in any space for any purpose, unless it is determined that an emergency exists by the School District Facilities Manager.

### **Rodent Control**

Snap traps and trapping devices (including glueboards) used in rodent control must be checked daily. The Site Custodian shall dispose of rodents killed or trapped within 24 hours. Trapping shall not be placed out of the general view and located so as not to be affected by routine cleaning procedures.

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 (often termed "tamper-proof") bait boxes. Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be labeled, and dated at the time of installation and each servicing. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The following points shall be strictly adhered to:

- The lids of all bait boxes must be securely locked or fastened shut.
- Bait must always be placed in the baffle-protected feeding chamber of the box and never in the~ runway of the box. Bait may be placed inside an active rodent burrow if the burrow entrance (and the bait) is then buried or caved in to avoid non-target access to the bait.
- All bait boxes must be securely attached or anchored to the floor, ground, wall, etc., so that the box cannot be picked up or moved.
- Baits, bait boxes, and stations should only be considered as a last option for use inside buildings or school structures.

All traps, trapping devices, and bait boxes shall be accounted for, and their location recorded in the property Log Book; all shall be removed from the premises covered by this contract at its conclusion.

### **Inspection**

Throughout the duration of this contract, the premises covered will be inspected periodically by the Manager of Facilities and Grounds to determine the effectiveness of the program and contractor compliance with the contract. Inspection results will be documented in writing. The Contractor shall promptly initiate actions within 5 working days to correct all contract performance deficiencies found by the Manager of Facilities and Grounds.

It shall be the Contractor's responsibility to furnish an adequate supply of materials necessary to inspect the interior of all rodent bait stations. These materials may include wrenches to loosen and tighten fasteners, keys to open locks, or replacement self-locking plastic ties. Implements to cut plastic ties or seals are not included under this provision.

**Related Services**

Santa Monica-Malibu Unified School District reserves the right to negotiate with the purpose of related pest control services not specifically covered herein, such as subterranean and structural management of termites and other wood-boring insects, or bird control, and to add (or delete) properties or parts of properties to the contract.

**Bid Submittal****Pre-Bid Building Inspection**

All prospective bidders shall conduct a thorough and complete investigation of each property prior to submitting their proposal.

**Selection for Award**

Bidders should be aware that the School District will perform a "best-buy analysis" and the selection for award shall be made to the bidder whose proposal is most advantageous to the School District, taking into consideration the technical factors listed below and the total proposed cost across all contract periods.

**Technical Evaluation Criteria**

The technical portion of the proposal will be the most important consideration in making the award; therefore, the proposal should be as complete and as specific as possible.

The merits of each proposal will be carefully evaluated in terms of the requirements and in relation to the criteria established. The evaluation will take into consideration the technical and administrative capabilities of the bidders in relation to the needs of the program and reasonableness of costs shown in relation to the work to be done.