

Attachment #H: Pest Control Program

## Pest Control Program

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### 1. OBJECTIVE

This procedure describes the pest control program for the Division of Capital Asset Management & Maintenance campus located at 305 South Street in Jamaica Plain.

### 2. SCOPE

This procedure applies to all three buildings located at the Jamaica Plain site including the Tower Building, the Stable Building and the idle Biologics Building. It describes the inspection, treatment and reporting services necessary to maintain an insect and rodent free facility.



### 3. RESPONSIBILITY

The Facilities Manager is responsible for developing this procedure and updating it as necessary.

The Facilities Manager shall maintain a service contract with a licensed pest control company.

The Facilities Manager is responsible for reporting all corrective action to building occupants as required by occupants' procedures.

All site personnel are responsible for reporting pest problems to the DCAMM Facilities Department.

The service contractor is responsible for monitoring for pests on a routine basis and recommending corrective action as necessary.

### 4. RELATED DOCUMENTS

- SDS Sheet for Contrac with Lumatrac
- SDS Sheet for Suspend SC
- SDS Sheet for Advion Ant Bait Arena Discs
- SDS Sheet for Advance 360 Ant Bait Cups
- SDS Sheet for Advion Cockroach Gel
- DPH Bureau of Laboratory Sciences Pest Control Program SOP FC.001
- DCAMM Pest Control Service Contract

### 5. REFERENCES

- Centers for Disease Control & Prevention, Biosafety in Microbiological and Biomedical Laboratories (BMBL), 5<sup>th</sup> Edition.
- AOAC International, Accreditation Criteria for Laboratories Performing Food Microbiological Testing, Section 7.3.

### 6. DEFINITIONS

- N/A

### 7. EQUIPMENT AND SUPPLIES

The United States Environmental Protection Agency registers all materials used by the licensed pest control contractor used for pest monitoring activities. The contractor must subscribe to the recommendations of the National Pest Control Protection Agency (NPCA) in the Technical Releases and good Practice Statements.

- Exterior



- Conrac with Lumitrack
- Bayer suspend SC Insecticide
- Interior
  - Advion Ant Bait Arena Discs
  - Advance 360A Dual choice Ant Bait Stations
  - Advion Cockroach Gel Bait
  - Various, unregulated fly goldstick traps, mice glue boards and insect monitors

## 8. SAFETY

All employees and service contractors have a personal responsibility for knowing what to do to protect their safety and their work.

Personnel working during off-hours should always use caution as a first responder to an incident. When approaching the scene, it is important to protect yourself. Use the acronym “SETUP” to assist you in responding safely.

- Stop: Think initial assessment; think mechanism of injury.
- Environment: Consider limitations in the immediate area.
- Traffic: Observe vehicle or foot traffic; remain alert.
- Unknown Hazard: Observe the potential exposure to physical and chemical hazards; assess gas, electrical, explosive, chemical, or biological conditions.
- Protect: Use barriers to prevent yourself from further harm.

## 9. PROCEDURES

### A. FACILITIES MANAGER

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- 1) The Facilities Manager shall implement and maintain an appropriate housekeeping program to minimize the occurrence of pest habitation.
- 2) The Facilities Manager shall maintain a pest control service contract.
  - a) Prepare a service specification.
  - b) Submit for bids annually or as otherwise required.
  - c) Update the specification as necessary.

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- 3) The Facilities Manager, or designee, shall monitor the pest control program.
  - a) Assure that contracted services are performed in accordance with the approved contract.
  - b) Investigate reported incidents in a timely manner.
  - c) Request additional services as necessary.
  - d) Assure prompt response to occupant incident requests.
  - e) In conjunction with the requesting department, approve corrective action recommended by the service contractor.
  - f) Submit corrective action report to the requesting department.
  - g) In conjunction with the laboratory director, or designee, review and approve of any changes in the pest control treatment prior to implementation.

### **B. BUILDING OCCUPANTS**

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- 1) Submit a report of an insect infestation or other pest control problem to the DCAMM Facilities Department via the DCAMM CAMIS software system.
- 2) Log requests for service and corrective action reports in accordance with department procedures.
- 3) In conjunction with the Facilities Department, review and approve all proposed changes to the treatment system.

### **C. SERVICE CONTRACTOR**

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- 1) Tower and Stable Buildings
  - a) Inspect and treat as necessary twice per month for the following pests:
    - (1) Rats
    - (2) Mice
    - (3) Cockroaches
    - (4) Ants
    - (5) Silverfish
    - (6) Flies
    - (7) Spiders

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- (8) Stinging insects (April through September only)
- (9) Misc. occasional invaders
- b) Building interiors are to be monitored using sticky traps and/or roach traps placed throughout the building as recommended by the service contractor and approved by the Facilities Manager.
- c) If pests are noted during twice monthly inspections or if in response to a CAMIS submitted report:
  - (1) Investigate the source of the problem and note on the Pest Control Service Request Log.
  - (2) Recommend corrective action to the Facilities Manager.
  - (3) Perform the recommended corrective action upon approval by the Facilities Manager.
- d) Complete the Pest Control Service Request Log (Attachment A)
- 2) Biologics Building
  - a) Inspect and treat as necessary on a quarterly basis as described in Section 1) above.
  - b) Complete the Pest Control Service Request Log (Attachment A).
- 3) All buildings
  - a) Spray the exterior of the buildings three times per year (April, June and August).
  - b) Inspect the exterior of the buildings twice per month.
  - c) Complete the Pest Control Service Request Log (Attachment A).

## 10. ATTACHMENTS

- Attachment A: Pest Control Service Request Log

## 11. APPROVAL SIGNATURES

**Author Approval:**

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J. Aquilino

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Date



**Department Approval:**

\_\_\_\_\_  
John Nickerson, Facilities Manager

\_\_\_\_\_  
Date

**12. REVISION HISTORY**

<b>Revision Level</b>	<b>Document Section</b>	<b>Changes Made to Document Section</b>
1	-	Completely rewritten.

