

 STATE UNIVERSITY OF NEW YORK	Environmental Health and Safety Manual	
	Policy Number: EH&S 8-2	
Title: <b>Pest Management</b>		
Effective Date: 2/97	Revision:	Number of Pages: 4

**PURPOSE:** To establish the methods for preventing and treating pest infestations and reporting requirements.

**SCOPE:** University wide.

**POLICY:** To implement a Pest Control Program by integrating a variety of people and various pest management tools and techniques to solve pest problems, while adhering to all regulatory requirements.

**DEFINITIONS:**

**Certified Applicator:** Any individual who is certified by the New York State Department of Environmental Conservation to use or supervise the use of pesticides in the appropriate certification category.

**Commercial Applicator:** A certified applicator who uses or supervises the use of pesticides for any purpose on any commercial property.

**Integrated Pest Management (IPM):** The coordinated use of pest and environmental information with available pest control methods to prevent pest populations by the most economical means with the least possible hazard to people, property and the environment.

**PROCEDURES:**

**I. Department Responsibilities**

1. Keep areas free of excess debris.
2. Have waste receptacles emptied frequently.
3. Report all pest problems to the Department of Environmental Health and Safety.
4. Provide the Department of Environmental Health and Safety with a complete scope of

work for approval prior to an outside pesticide contractor being hired, and completed job report.

5. Serve as liaison between any approved outside pesticide contractor and the Department of Environmental Health and Safety.
6. Departments are prohibited from purchasing or applying any pesticides.
7. Departments shall not allow anyone to tamper with any pest control efforts.

## **II. Department of Environmental Health and Safety Responsibilities**

1. Provide pest management for the University.
  - a. Some pesticides may be necessary and will only be used after a pest control technician has performed a thorough inspection to identify the target pest and determine the cause for the existence or infestation (e.g. poor sanitation, open penetrations, water leaks, etc.).
  - b. Glue boards are used to identify and monitor the type of pests present, as well as the size of the infestation and direction of travel.
  - c. Chemical sprays will normally only be used when other types (e.g. containerized bait stations, boric acid and gels) have proven to be ineffective.
  - d. When necessary, a limited amount of chemical spray may be directed into cracks, crevices and other concealed places where pests are hiding.
  - e. Routine or scheduled spraying of chemicals in the absence of pests is irresponsible, ineffective and expensive, and therefore, will not be done.
2. Have certified Commercial Applicators on staff.
3. Approve the hiring of outside pesticide contractors for individual departments.
4. Maintain the New York State Department of Environmental Conservation Pesticide Business Registration for the University.

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5. Compile and submit all regulatory reports.

### **III. Physical Plant Responsibilities**

1. Ensure that all waste receptacles are emptied frequently enough to prevent pest infestation. At a minimum, this will require daily pick-ups.
2. Seal penetrations in doors, ceilings, walls, windows and screens.
3. Contain and repair all water leaks.
4. Repair or replace broken screens.
5. Under no circumstances shall untrained, uncertified employees apply any pesticides, including, but not limited to over the counter products such as "Raid".

### **IV. Individual Responsibilities**

1. Store all food in sealed containers.
2. Keep all areas free of food scraps, waste paper, boxes and other debris.
3. Empty all garbage containers frequently.
4. Keep all screens, windows and doors closed.
5. Report all water leaks and penetrations in doors, ceilings, walls, windows and screens to the Physical Plant for repair.
6. Follow procedures outlined by Pesticide Applicators.
7. Do not apply any pesticides.
8. Do not tamper with any pest control equipment, such as glueboards, containerized bait stations, or traps.

### **V. Purchasing Responsibilities**

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1. All purchase requests for outside pesticide contractors or pesticides must be forwarded to the Department of Environmental Health and Safety for approval prior to purchase.

## **VI. Outside Contractors**

1. Prior to starting work, the outside contractor shall provide the hiring department with a copy of their New York State Department of Environmental Conservation Pesticide Business Registration and Commercial Applicator's identification cards, a detailed scope of work including products to be used, labels for the products, target organism, location of application and method of application.
2. At the completion of the job, supply the hiring department with the quantity of products used, dates of application, dosage rates and any changes to information previously submitted.

### **INQUIRIES/REQUESTS:**

Environmental Health and Safety  
110 Suffolk Hall  
Zip 6200  
Main Office: 632-6410  
FAX: 632-9683

### **RELATED FORMS:**

*Pest Management Report*

### **RELATED DOCUMENTS:**

Department of Environmental Conservation 6 NYCRR Part  
320 *Pesticides - General*

6 NYCRR Part 325 *Application of Pesticides*

6 NYCRR Part 326 *Restricted Pesticides*

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