



**DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE, VA 23801**

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FEB 20 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Pest Management Services

1. References.

- a. AR 200-1, Environmental Protection & Enhancement, 13 December 2007
- b. Armed Forces Pest Management Board Technical Guide No. 39, "Guidelines for Preparing DOD Pest Control Contracts Using Integrated Pest Management", February 1997
- c. DoD Instruction 4150.07, DoD Pest Management Program, 29 May 2008

2. Purpose. The purpose of this policy is to establish adequate procedures for the control of pesticide and related chemical applications on Fort Lee, Virginia.

3. Background. Entomological and related land management chemical use has traditionally been a public works-type requirement. Budget and work force reductions in the past precipitated a divestiture of entomological capabilities by the Directorate of Public Works (DPW). Nevertheless, entomological needs will continue to occur and established procedures must be in place to assure the protection of human health and the environment. All pesticide application must be coordinated through DPW or in food handling or sensitive facilities coordinated with Kenner Army Hospital Clinic – Preventive Medicine.

4. Discussion. Pesticides are substances, including biological agents, which are used to prevent, destroy, or repel pests. (The term "pesticides" includes insecticides, herbicides, fungicides, rodenticides, disinfectants, and plant growth regulators.) Integrated pest management (IPM) is a comprehensive approach to the prevention and elimination of pests. IPM involves recognizing and accepting the fact that pest problems can be addressed in various ways; stresses the use of chemicals as a course of last resort, but does not totally discount chemical usage. It is by nature a team effort amongst employees, facilities managers (FMs), engineers, and Army Health officials.

5. Responsibilities.

- a. FMs. The designated FM is responsible for assuring that IPM is utilized. The FM must coordinate with DPW or in food handling areas contact Preventive Medicine Service for surveillance and final approval for chemical usage, and DPW for mechanical-type control

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measures. They are also responsible for coordinating actions for pest control with DPW or Preventive Medicine. Service contracts will be approved by the Installation Management Command, Army Environmental Command, Pest Management Coordinator (PMC) – DPW Environmental Management Division (EMD) will assist with coordination.

b. Preventive Medicine Service. Preventive Medicine Service will execute pest surveillance procedures in accordance with applicable regulations and the Fort Lee IPMP. Preventive Medicine Service & Installation Pest Management Coordinator will assure that the principles of IPM are followed. If chemical use is deemed necessary, Preventive Medicine Service will approve the use of chemicals electronically to DPW/EMD.

c. Mission Integration Contracting (MICC). The MICC will maintain an approved vendor's list for entomological services. The DPW/EMD FT LEE Form 317 (Encl 1) is executed by the vendors to assure that:

(1) Only DOD approved chemicals are utilized (list provided by the Government).

(2) Chemical usage will be kept to an absolute minimum.

(3) Only Fort Lee approved pesticides will be used a MSDS and Pest Management Maintenance Record (DD Form 1532-1) or electronic equivalent will be supplied after services are rendered.

(4) All vendors are properly licensed by the Commonwealth of Virginia to apply pesticides. The DOC will forward vendor approval letters from the Installation PMC after the PMC reviews the required submittals listed in 5f below.

d. DPW. The DPW will execute operations and maintenance-type pest management activities. This includes, but is not limited to, caulking, sealing, screening, and repairing water leaks. The instrument for initiating these activities will be service orders or work requests submitted by the FM.

e. DPW EMD. The EMD will:

(1) Assure DOD and federal pesticide laws and regulations are followed.

(2) Update the Integrated Pest Management Plan (IPMP) periodically as required.

(3) Be the office of record for all DD Forms 1532-1 (as forwarded by Pesticide Contractors) or electronic equivalent.

(4) Compile all DD Forms 1532-1 received and forward required reports (DD Form 1532, Pest Management Report) or electronic equivalent to the Army Environmental Center as requested.

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(5) Coordinate contracted pesticide services for the Installation. The Installation PMC will review vendor submittals and submit a letter to MICC stating that the vendor meets the necessary pest management requirements. The Installation PMC will approve horticultural chemical use on the installation.

f. Vendors. Vendors will comply with all the requirements outlined in 5c above and are prohibited from providing pesticide-related services to any Fort Lee organization or tenant without coordination with DPW/EMD or FM. Vendors, as part of the submittal process, will also submit the following in accordance with the US Army Garrison Fort Lee Performance Work Statement for Credit Card Pest Control Services: Name of a project manager (point of contact), business phone number, copies of required licenses and certifications, certificate of insurance, and general description of a quality control plan.

g. Surveillance Team and Approval Procedures. The Fort Lee surveillance team entails a cooperative effort among Preventive Medicine Service and DPW, and the vendors. Surveillance in sensitive areas will be the primary responsibility of Preventive Medicine Service. Surveillance in other areas begins with the FMs and follows IPM procedures (involving Preventive Medicine Service and/or DPW as necessary). The FMs will submit a service order with DPW for surveillance/pest services.

6. Coordination and Training. Preventive Medicine Service, DPW, and the Installation Safety Office will periodically meet to discuss the execution and administration of this policy (existing forums may be used).

7. Applicability Liability. This policy applies to all organizations and tenant activities at Fort Lee, Virginia. Failure to adhere to the requirements of this policy will subject violators to appropriate disciplinary action. The full range of punitive and fiscal penalties as outlined in state/federal laws and regulations may also be applicable for noncompliant actions.

8. Proponent for this policy is the Directorate of Public Works Environmental Management Division at (804) 734-5071.

3 Encl

1. Pesticide Vendors Agreement
2. Notice to Vendors
3. Key Definitions


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**UNITED STATES ARMY GARRISON FORT LEE
PESTICIDE VENDORS AGREEMENT**

The undersigned, as a responsible party for _____ agree to the following provisions when providing pesticide services to Fort Lee organizations and tenants. (The term "pesticide" includes insecticides, herbicides, fungicides, rodenticides, disinfectants, and plant growth regulators.)

1. I (we) operate a pesticide application business under applicable Commonwealth of Virginia licensing requirements.
2. The pesticides which I (we) apply at Fort Lee, Virginia will be strictly limited to those pesticides approved by the Department of Defense (DOD). I understand that Fort Lee officials may also further limit the use of certain types of pesticides that may appear on the approved DoD list.
3. Material safety data sheets (MSDS) will be provided to the facility manager ordering pesticide services before treatment.
4. I (we) will execute a Pest Management Maintenance Record, DD Form 1532-1, for each treatment application and submit the report to the facility manager ordering the pesticide treatment.
5. Pesticide use will be kept to the minimum amount required to effect adequate treatment. Services provided will be in accordance with the United States Army Garrison Fort Lee Performance Work Statement for Credit Card Pest Control Services.
6. Pesticide treatment will not be performed until I (we) receive an approved Pesticide Application Approval (FT LEE Form 316) from the facility manager ordering the pesticide services.

Name:
Title:
Company:
Date:



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PESTICIDE VENDORS AGREEMENT***

NOTICE TO VENDORS

The following constitutes a complete submittal package for approval to provide pesticide related services on Fort Lee, Virginia (per Fort Lee Policy 17-03 and United States Army Garrison Fort Lee Performance Work Statement for Credit Card Pest Control Services). Failure to submit all items will delay final approval to provide services.

- ☐ Pesticide Vendors Agreement (FT LEE Form 317, Sep 98).
- ☐ Designation of project manager (point of contact).
- ☐ Business telephone numbers.
- ☐ Copies of licenses/certificates.
- ☐ Certificate of Insurance.
- ☐ General description of a Quality Control Plan (components outlined in the PWS).

**United States Army Garrison Fort Lee
Pest Management Services**

Key Definitions

FACILITY MANAGER (FM). THE INDIVIDUAL CHARGED WITH COORDINATING REAL PROPERTY MAINTENANCE-TYPE ACTIVITIES WITHIN AN ORGANIZATION (ORGANIZATION IN THIS CASE REFERS TO ACTIVITIES WHICH ARE IDENTIFIED BY A UNIT IDENTIFICATION CODE). THE FM MAY DELEGATE COORDINATION DUTIES TO SUBORDINATE BUILDING MANAGERS IN LARGER ORGANIZATIONS; HOWEVER, THIS DELEGATION SHOULD BE KEPT TO A MINIMUM. THE FM STILL RETAINS OVERALL RESPONSIBILITY FOR INTEGRATED PEST MANAGEMENT ACTIVITIES IN ASSIGNED FACILITIES AND IS THE PRIMARY POINT OF CONTACT FOR THE ORGANIZATION.

INTEGRATED PEST MANAGEMENT (IPM). A COMPREHENSIVE APPROACH TO THE PREVENTION AND ELIMINATION OF PESTS THAT STRESSES NONCHEMICAL MEANS OF CONTROL BEFORE THE USE OF CHEMICALS.

INTEGRATED PEST MANAGEMENT COORDINATOR (IPMC). THE INDIVIDUAL ON THE INSTALLATION WHO, ACCORDING TO AR 420-76, IS RESPONSIBLE FOR ASSURING THAT: ONLY DOD APPROVED PESTICIDES ARE UTILIZED ON THE INSTALLATION; AND THAT RECORDS ARE MAINTAINED ON ALL PESTICIDES USED ON THE INSTALLATION.

PESTICIDES. SUBSTANCES, INCLUDING BIOLOGICAL AGENTS, THAT ARE USED TO PREVENT, DESTROY, OR REPEL PESTS (INCLUDES INSECTICIDES, HERBICIDES, FUNGICIDES, RODENTICIDES, DISINFECTANTS, AND PLANT GROWTH REGULATORS).

SENSITIVE AREAS. THOSE AREAS WHICH BECAUSE OF THEIR MISSION, USE, OR OTHER ACTIVITY REQUIRED AGGRESSIVE OVERSIGHT FOR THE PROTECTION OF HUMAN HEALTH. THESE AREAS INCLUDE, BUT ARE NOT LIMITED TO, DINING FACILITIES, CHILDCARE CENTERS, FOOD PREPARATION/TRAINING FACILITIES, AND CHILD CARE PROVIDERS.

SURVEILLANCE TEAM. THE GROUP COMPOSED OF PREVENTIVE MEDICINE, DEL, FMS, AND OCCASIONALLY VENDORS, WHO COOPERATIVELY PERFORM PEST SURVEILLANCE ACTIVITIES. PREVENTIVE MEDICINE IS CHARGED WITH SURVEILLANCE IN SENSITIVE AREAS. OTHER AREAS ARE SURVEYED PRIMARILY BY FMS OR VIA A COMBINED EFFORT OF ALL TEAM ORGANIZATIONS DEPENDING UPON THE NEED.

VENDOR. A COMPANY OR INDIVIDUAL LICENSED IN THE COMMONWEALTH OF VIRGINIA TO PROVIDE PEST CONTROL SERVICES.