

INTEGRATED PEST MANAGEMENT PROGRAM

The IPM Program will include the extermination and/or control of **ALL RECOGNIZED PESTS** (rodents, roaches, spiders, ants, flying insects (less flies), etc.), **EXCEPT** pigeons, termites, will be provided on an “As Needed” basis.

A. **SERVICES:** This IPM Program will require the Contractor to perform the following services:

1. **Kitchens and Cafeterias:** To include snack bar, kitchen storerooms, restrooms, boiler rooms, and feeder cottages. Quoted prices will be for a monthly service of each kitchen cafeteria complex. Service companies shall allow that a minimum of three (3) weeks will elapse between each monthly service call. Kitchen and Cafeteria service will be provided at the request of the District in accordance with the approved fee schedule.
 - a. **Service Calls:** Will be made Monday through Friday between the hours of 2:30 p.m. and 4:30 p.m. utilizing current IPM guidelines. Any request to use Red list products must be approved, in writing, by the District IPM Coordinator(s) prior to treatment.
 - b. The kitchen-cafeteria complexes will be serviced eleven months, beginning July 1st. Service companies will bill the cafeteria separately each month.
2. **“As Needed” Services:** Requests for pest control services during the school year for school classrooms, administrative offices, gymnasiums, and grounds will be on an “as needed” basis. These services are to be charged at a flat rate for the first hour (minimum charge) and at a proposed flat rate for each subsequent half hour increment required. “As Needed” service will be provided at the request of the District in accordance with the approved fee schedule.
 - a. **Definitions:**
 - 1) Room - Classroom, office, restroom, storage or maintenance area, nurse’s office and boiler room.
 - 2) Gymnasium - Separate athletic buildings on school campuses which include locker rooms, showers, restrooms and boiler rooms.
 - 3) Grounds Areas - Athletic fields, building lawns, playgrounds, driveways, and sidewalks.
 - b. Service for all areas will follow current IPM guidelines. Any request for use of a Red list product must be approved by the District’s IPM coordinator(s) prior to use. **The service company is expected to totally resolve any pest problems regardless of the number of call backs or number of man hours required for each individual “as needed” service request for the unit price(s) proposed.**
 - c. Requests for “as needed” services will be made by the EPISD IPM Coordinator(s) ONLY. Persons, other than the IPM Coordinator(s), requesting pest control service will be referred to the designated person.
3. **Pigeons and Termite Service:** Requests for these services will be on an “Additional Cost Service” basis. A written estimate approved by an EPISD work order and service agreement will be required for these additional cost services.
5. **Work Schedule:** A work schedule for monthly kitchen service will be provided ten (10) days prior to the beginning of services.
6. **Sanitation Report:** Contractor will complete a Sanitation Report (form provided by the El Paso Independent School District) for each service performed at each installation. Reports are to be forwarded to El Paso Independent School District, Maintenance, Buildings & Grounds, 1905 Delta Dr., El Paso, Texas 79905. Contractor is to telephone (915)230-2458 as soon as possible regarding any major or critical pest control problems. All reports are to be specific and include recommendations for corrective action needed.

7. **Service Reports:** Service representative will provide Owner with a service report for each service call.
 - a. **Kitchen and Cafeterias:** Reports will be signed by the kitchen manager. In his/her absence the report will be signed by the custodian.
 - b. **Buildings and Grounds Services:** Reports will be signed by the head custodian or his/her assistant.
8. **Call Back Service:** Repeat service calls for buildings and grounds or as needed for the kitchen and cafeterias will be made at **no additional charge** when **REQUESTED BY THE IPM COORDINATOR(S)**. Excessive recalls (3 or more) to the same school for the same problem in the same month, may be cause for a disciplinary review.

Companies must submit the following:

1. A product list of all EPA approved chemicals proposed to be used under this contract.
2. Current Texas pest control license.
3. Current Texas license of all applicators and technicians.

B. Product Labeling: All products must be registered with the Texas Department of Agriculture (TDA) and with the Environmental Protection Agency (EPA). The label must include the EPA registration number and an EPA establishment number. The label must also show whether the product is for general use or restricted use. The label shall include the following basic minimum information:

1. The site, crop, or animal to which the product is applied.
2. The specified pest or pests controlled by the product.
3. The situation, location, and conditions under which the products should be used.
4. Rate and equipment requirements.
5. How to apply the product.
6. When to apply the product.

In addition, all pesticide labels must include the words “Keep Out of Reach of Children.” All toxic pesticide product labels must also include information for physicians on proper treatment for poisoning.

It is understood that under the requirements of federal and state law is the provision that the use of products inconsistent with their respective label directions is a violation of the law and the contractor may be subject to penalties under federal and state law.

- C. **Special Labeling:** It is required that labeling directions are strictly followed. Certain products are prohibited for use in specific areas. Product labels as such, i.e. not for use in school buildings, cafeterias, food handling areas, etc., will be specifically adhered to and are **not allowed** for use in these prohibited areas.
- D. **SDS:** Safety Data Sheets shall be supplied to the District by the Contractor on all chemicals/pesticides intended for use in extermination services for EPISD **prior** to their application. SDS shall be kept in Facilities Planning at EPISD Education Center – Boeing.
- E. **Asbestos Location Awareness:** Each visiting Contractor is required to familiarize themselves with the current condition and location of asbestos containing building materials within each campus by reviewing the latest copy of the Asbestos Inspection Report and Management Plan. The Contractor must assume responsibility for the education of his personnel in complying with the EPA’s AHERA regulations with respect to Asbestos Awareness.
- F. **Identification Tags:** The certified applicator and the certified technician are required to wear and present their identification badges showing registration with the Texas Structural Pest Control Service including social security number and category registration. All services contract personnel are also required to carry an EPISD issued identification tag. The cost of the EPISD badges is borne by the District. All personnel are required to sign-in at the Administration office upon entering the premises.
- G. **Equipment:** Equipment must be maintained in a condition that will provide safe and proper pesticide application. All application equipment is subject to inspection by an EPISD official at any time during normal operating hours.

H. Containers: The product label shall determine the proper container which the product shall be transferred/ filled with and sprayed from. All containers must be thoroughly cleaned prior to transferring/filling the product into the container. Thoroughly cleaned means “Absolutely no residue of any product previously in the container,” except in the case when the same identical product is being used. The mixing of products is strictly prohibited and the application of any mixed products is justification for immediate termination of the contract. In the event of any questionable application, or reasonable suspicion, a certified laboratory will be employed by the District, to take a sample, analyze and determine the end product used by the Contractor.

I. Product Application: The Environment Protection Agency (EPA) classifies the use of pesticides as either Restricted or General. A restricted use pesticide or a state limited use pesticide may be applied only by or under the direct supervision of a certified applicator. The product label governs. In some cases, the product label requires the actual physical presence of the certified applicator.

J. Disposal-Waste: Disposal of pesticides is governed by the labeling of the product. If the label does not instruct the proper disposal method, the Contractor must contact the TDA or EPA, whichever governs. Any pesticides intended for use in extermination services for the EPISD but not used shall remain the property and responsibility of the Contractor. The Contractor retains chain of custody of the product and it is the Contractor’s responsibility to dispose of the product in a lawful and appropriate manner.

K. Records: The Contractor shall be responsible for maintaining a pest control logbook or file or each building or site specified in this contract. These records shall be kept on school district property (normally in the Principal’s office or some other convenient site) and maintained on each visit by the Contractor. Each logbook shall contain the following items:

1. **Pest Control Plan:** A copy of the Contractor’s approved Pest Control Plan for that facility, including labels and Material Safety Data Sheets for all pesticides used in the building, brand names of all pest control devices and equipment used in the building and the Contractor’s service schedule for the building.
2. **Service and Complaint Logs:** A logbook for recording service visit activities, complaints from staff concerning pest sightings or pesticide applications. Forms should show times in and out and must be signed by the Contractor at each service visit.
3. **Service Report Forms:** Customer copies of the Contractor’s Service Report Form, documenting all information on pesticide applications, pest sightings, sanitation/environmental status and building maintenance needs.

In addition, copies of the above mentioned Service Report Forms should be forwarded by the Contractor to the IPM Coordinator at least once a month.

L. Damages: Damages, if incurred, will be filed by EPISD against the applicator to the regulatory agency (TDA) within thirty days of an alleged occurrence. The damage assessment to the land or non-target organism(s) will be performed by the regulatory agency. Should damage be established, immediate remedial actions shall be the responsibility of the party causing damage.

M. Pest Control Treatment Notification: The Contractor shall fulfill all obligations with regard to posting, as required by the Texas Structural Pest Control Service Regulations. The Contractor will be responsible to post, in a prominent location, pest control signs in fulfillment of obligations under Texas laws and regulations. In the event of emergency application, the District will display the pest control sign in a prominent location at the time of treatment.

N. Pesticide Application Waiting Period: In effort to eliminate the potential of student and staff exposure to pesticides, applications will be conducted as follows: Green list products may be applied at any time if students are not present in the room at the time treatment is occurring. Green List products may be applied to an open area or multi-purpose room if the area within 10 feet of the application site is secured and no students are present within the secured area during the time of application. Yellow list products may be applied to a room if students are not expected to be present for the next 4 hours. Red list products may be applied only if students are not expected to be present in the building for the next 8 hours.

O. Emergency Treatment: The pre-notification provision can be waived if the District and certified applicator sign a statement attesting to the fact that an emergency exists that requires immediate treatment. If such an emergency exists, signs must be provided by the licensee at the time of application. The statement must be kept on file with the pest

control use records at the business license location. If the customer is not available to sign a statement at the time of treatment, the customer's name and telephone number shall be noted in the pest control logbook or file.

- P. Complaints:** Should the District become dissatisfied, at any time, with pest control services, the Contractor shall be notified in writing by the IPM Coordinator regarding the problems. The notice will detail the problems and site(s) where the problems have occurred. The Contractor will be required to contact the IPM Coordinator to discuss possible solutions and the Contractor will be given a date by which a written response with proposed solutions must be submitted.

