
 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>Pest Management – Integrated Pest Management (IPM) Program</p>		<p>NO. 3093</p>
			<p>DATE 05/19/2021</p>
<p>SUPERSEDES</p> <p>DIR# 3093 Dtd. 02/20/19</p>	<p>DISTRIBUTION</p> <p>A</p>	<p>PAGES</p> <p>PAGE 1 OF 3</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p> <p>OSHA Standards; 6 NYCRR, Part 325; ACA Expected Practices 5-ACI-5D-04 and 1-ABC-4D-04; Directives #4055, #4067</p>	<p>APPROVING AUTHORITY</p> 		

- I. DESCRIPTION:** This directive provides the guidelines and procedures for the goal of keeping correctional facilities free of insects, rodents, and harborage.
- II. RESPONSIBILITIES:** Each correctional facility shall provide a mechanism via an Integrated Pest Management (IPM) Program for the control of vermin and pests using professional pest control companies or in-house certified pest control applicators as appropriate.
- Technical questions regarding the IPM program should be directed to the attention of the Laundry and Housekeeping Services Supervisor, Division of Support Operations.
- III. DEFINITIONS**
- A. Pesticide and Herbicide: As used in this directive shall mean any substance or mixture of substances used for preventing, destroying, repelling, or mitigating any pest.
- B. Pests: Includes not only common pests such as insects, rodents, and undesirable weeds, but also bacterial organisms in cooling towers and aquatic weed control in water ways and reservoirs.
- IV. PROCEDURE**
- A. Application of Pesticides and Herbicides
- Applications used in a facility shall be applied in accordance with the requirements established by the New York State Department of Environmental Conservation as contained in 6 NYCRR Part 325.
- When facilities are asked to comply with other agency standards (Occupational Safety and Health Administration (OSHA), etc.), appropriate facility supervisors (Plant Superintendent, Food Service Administrator, Fire and Safety Officer) should seek assistance in obtaining such rules and regulations from the Laundry and Housekeeping Services Supervisor, Division of Support Operations when necessary.
- Commercial pest control companies or in-house certified pest control applicators shall be registered with the New York State Department of Environmental Conservation.
 - Certified pest control applicators shall apply pesticides and herbicides according to label instructions. All products used will be U.S. Environmental Protection Agency (EPA)-approved, and registered and approved by the New York State Department of Environmental Conservation.
 - Certified pest control applicators shall apply pesticides in such a manner as to prevent contaminating persons, food, property, and buildings.

5. Where pesticides are used in office and incarcerated individual living quarters, careful attention should be paid to remove staff and incarcerated individuals when appropriate. They should remain out of the treated/sprayed area for the time period specified on the label instructions.
 6. All pesticides shall be securely stored and maintained in a safe manner when not being used (see also Directive #4067, "Hazardous Materials Program"). [Form #2092](#), "Hazardous Stocks - Perpetual Inventory and Issue Log," shall be maintained at all storage locations. Material Safety Data Sheets (MSDS) for pesticides must be available in the Fire and Safety Office, Medical Services Office, and the Business Office.
 7. All pesticides shall be managed for disposal as a Universal Waste following the requirements established in Directive #4055, "Hazardous Waste Management."
- B. Protection of Individuals Applying or Handling Pesticides: Individuals applying or handling pesticides will use the necessary safety equipment and protective clothing as set forth on the pesticide label, or as appropriate for the pesticide being used.
- C. Controlling Pests
1. Preventive maintenance and non-chemical control programs (used as part of the facility IPM) shall be considered before using chemical controls. Pesticides are not to be used in place of, or as a substitute for, proper sanitation practices.
 2. IPM programs must be directed against the threat of pests not only from surrounding areas, but also pests that may be introduced to the facilities via incoming foods, packages, cartons, incarcerated individual property bags, and other materials.
 3. Pest breeding places/nests must be eliminated in order to minimize the use of pesticides. Cracks, crevices, and other areas of floors, ceilings, and walls must be kept sealed. Openings to the outside are to be protected against the entrance of insects and rodents.
 4. Food service sanitation and moisture control practices provide the basis for effective control practices and shall be a daily ongoing program.
- V. **INSPECTIONS**: Every facility is subject to inspection from outside regulatory agencies, such as the New York State Department of Health (DOH) and the New York State Department of Labor - Public Employee Safety and Health Bureau (PESH). If PESH conducts an inspection, the Department's Fire and Safety Coordinator must be notified. Corrective action shall be taken to correct reported deficiencies. Deficiencies that cannot be corrected at the facility level shall be documented and forwarded to the Director of Support Operations and the Department's Fire and Safety Coordinator for resolution.
- VI. **RECORDKEEPING**: Records will be maintained on all pesticide and herbicide applications and filed in one central location (e.g., Institution Steward or the Plant Superintendent's Office).
- A. Pest control contractors will provide Institution Stewards or the Plant Superintendent with documentation after each visit indicating the following application information:
1. Date chemical(s) applied.
 2. Location and amounts of each chemical applied.

3. Number of non-chemical monitoring devices used and locations.
- B. Facilities with in-house applicators will have the following information:
1. Photocopy of licensed in-house applicators.
 2. Photocopy of facility commercial applicator license.
 3. Up-to-date Department of Environmental Services' record of pesticide/herbicide application.
 4. Number of non-chemical monitoring devices used and locations.

NOTE: Pest control companies will provide the above information to Institution Stewards after each site visit. In-house applicators will update their records and have them available for inspection in a central location.