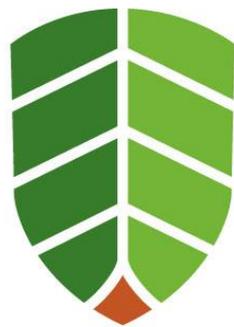




GREEN SHIELD CERTIFIED®

LEED-Compatible IPM Plan



**GREEN
SHIELD
CERTIFIED**

Pest control. Peace of mind.



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Developed by Green Shield Certified staff with assistance from Kristina Pappas, LEED AP, Maryland Pesticide Network and Beyond Pesticides.

Introduction

This **Integrated Pest Management (IPM) Plan for LEED** is designed to help facility managers implement IPM principles in their green facilities in order to assist in the pursuit of LEED Certification or, for pest management professionals, to assist in meeting the needs of commercial customers who are pursuing LEED Certification.

What is LEED Certification?

Leadership in Energy and Environmental Design (LEED) Certification is a voluntary green building program founded in 1998 and operated by the US Green Building Council. Demand for LEED Certification has grown rapidly among building owners and property managers. Many city, state and federal agencies require LEED Certification for their own facilities and/or offer tax credits, grants and other incentives to encourage LEED Certification among private developers.

LEED Certification requirements address sustainable site selection, energy and water efficiency, recyclable and renewable materials, and indoor environmental quality. LEED Certification programs target many types of projects, including new construction, existing buildings, healthcare, retail and schools, with more in development. LEED Certification is based on a point system, with certification available to those who earn a minimum of 100 points. For more information on LEED Certification, please visit www.usgbc.org.

How Does IPM Affect LEED Certification?

IPM practices are included in **LEED for Existing Buildings: Operations and Maintenance** guidebook. Candidate facilities can earn one point towards LEED Certification by developing, implementing and maintaining an indoor IPM plan (LEED EBOM IEQ credit 3.6). Facilities can earn another point by putting into place an environmentally sensitive management plan for the site's natural components (LEED EBOM SS credit 3).

- LEED's Indoor IPM Point: "Green Cleaning –Indoor Integrated Pest Management" (LEED EBOM IEQ credit 3.6). Requirements include:
 - Managing pests in a way that protects human health and the surrounding environment.
 - Routine inspection and monitoring.
 - Employing sanitation measures, structural repairs, mechanical and other non-chemical options first.
 - Minimum use of least-toxic chemical pesticides only in targeted locations and only for targeted pest species.

- Advance, universal notification of pesticide applications, with provisions for emergency application when needed.
- LEED’s Landscaping IPM Point: “Integrated Pest Management, Erosion Control and Landscape Management Plan” (LEED EBOM SS credit 3). Requirements include:
 - Implementation of an outdoor IPM plan that addresses all of the requirements of the indoor IPM credit.
 - Additional outdoor sustainability efforts including: erosion and sedimentation control for ongoing landscaping operations; diversion of landscape waste and minimization of chemical fertilizer use.

Note: Facilities in urban environments without landscaping can earn the outdoor IPM point by having and maintaining a green roof, and by using IPM practices in maintaining other outdoor areas, such as loading docks,.

How Can Green Shield Certified® Help?

Green Shield Certified is an independent, non-profit certification program for practitioners of advanced integrated pest management. Green Shield Certified facilities or facilities working with a Green Shield Certified pest management service provider are already well positioned to earn LEED’s two integrated pest management points (out of a possible 100 plus 10 bonus points). The enclosed LEED Compatible IPM Plan offers additional documentation that may be required for the LEED Certification process.

The enclosed LEED Compatible IPM Plan offers the following information and templates that you may use to help complete the necessary documentation:

- Sample IPM Plan
- Sample Pesticide Application Notice (Appendix A)
- Sample Pest Sighting Log (Appendix B)
- Sample Pesticide Application Log (Appendix C)
- Facility IPM Checklist (Appendix D)
- Sample Pre-Approved Pesticide List (Appendix E)
- Sample IPM Training Log (Appendix F)

For LEED Certification, candidates are required to submit a copy of their IPM Plan and a Pesticide Application Log documenting any pesticides used during the LEED performance period. The sample notice and logs (Appendix A-F) include all of the elements required by LEED for IEQ credit 3.6 and will also help you to pursue the landscaping IPM credit (SS credit 3) when paired with an erosion and sedimentation plan (including diversion of landscape waste and minimization of chemical fertilizers).

Note: The enclosed sample LEED Compatible IPM Plan was developed by Green Shield Certified staff using LEED guidelines; it has not been reviewed or endorsed by the USGBC.

Instructions

Please modify the enclosed Green Shield Certified LEED-Compatible IPM Plan and appendices as appropriate. Keep in mind that LEED reviewers will evaluate a facility's documentation, including IPM plans and programs, before awarding points toward LEED Certification.

Personalize the enclosed LEED Compatible IPM Plan by following the steps below:

1. Replace the capitalized text in brackets with your individual facility and pest management professional information (for example, [PEST MANAGEMENT COMPANY NAME] becomes *Bob's Integrated Pest Management Company*).

Note: Brackets are only used for this purpose in the document, therefore performing a search (typing Ctrl + F) for brackets will yield each item that requires personalizing.

2. Designate an IPM Coordinator and facility and pest management provider contacts who will be responsible for maintaining and implementing the IPM plan, reviewing and updating the IPM plan annually, and coordinating pest management-related communications (page 8).
3. Add additional site and pest-specific strategies to the enclosed IPM Plan, including information for specific problem pests.
4. Train facility and pest management staff (including janitorial, maintenance and landscape staff) on the enclosed IPM plan at the time of hiring as well as annually thereafter. Maintain a log of trainees (see Appendix F).
5. Fill out Appendices A-D; use as necessary. Record each pesticide application in the Sample Pesticide Application Log (Appendix C).
6. Create a personalized "Pre-Approved Pesticide List" (based on the example in Appendix E) that contains products that meet LEED criteria for Least Toxic Pesticides; flag or highlight items that require universal notification.

Note: See pages 11-12. Contact the USGBC or the IPM Institute of North America, Inc. for assistance in evaluating least-toxic products.

7. Keep the enclosed, personalized LEED Compatible IPM Plan and copies of pertinent pesticide labels/material safety data sheets (MSDS) , training log, pesticide application logs, pest sighting logs, IPM checklist and pesticide notification sheets in the office of the designated IPM coordinator. Revise the plan as necessary on an ongoing basis.

Green Shield Certified staff members are available to respond to questions or comments regarding this document, and may be reached at 1 800 GRN-SHLD (476-7453) or info@greenshieldcertified.org.

Sample LEED Compatible IPM Plan

Last revised: _____

[FACILITY NAME]

IPM Plan

(Provided by the IPM Institute as part of the Green Shield Certified evaluation process)

[PEST MANAGEMENT COMPANY NAME]

[SERVICE PROVIDER NAME, TITLE (e.g., Chief Operating Officer)]

[PEST MANAGEMENT COMPANY PHONE, FAX, EMAIL]

Introduction

Pests are populations of living organisms (animals, plants, or microorganism) that may affect public health, impede operations or damage property.

Integrated Pest Management (IPM) is a sustainable approach to managing pests that combines biological, cultural, physical and, as a last resort, chemical tools in a way that minimizes economic, health and environmental risks. IPM focuses on eliminating the causes of pest problems by minimizing pest entry and access to food, water and harborage through sanitation and structural maintenance and repair.

[FACILITY NAME] has adopted this Integrated Pest Management Plan for [ADDRESS or PHYSICAL DESCRIPTION OF IPM PROGRAM BOUNDARIES]. The plan outlines procedures to be followed to protect the health and safety of staff and visitors from pest and pesticide hazards.

Objectives of this IPM plan include:

- Elimination of significant threats caused by pests to the health and safety of staff and visitors.
- Prevention of loss or damage to structures or property by pests.
- Protection of environmental quality inside and outside buildings.

[PEST MANAGEMENT VENDOR] has demonstrated its understanding and effective implementation of IPM practices and agrees to follow the IPM plan described in this document.

Performance Measurement

For facilities newly adopting IPM practices, successful implementation of this IPM plan will be tracked over time according to the following metrics:

- Fewer pest sightings
- Increased non-chemical services performed (i.e. repairs)
- Reduced amount of pesticides applied
- Fewer types of pesticides applied

For facilities starting from a strong baseline IPM performance, successful implementation of this IPM plan will be tracked according to the following metrics:

- No increase in pest sightings
- No increase in the amount of pesticides applied
- No increase in the types of pesticides applied

IPM Coordinator

[FACILITY NAME] designates an IPM Coordinator who is responsible for maintaining and implementing the IPM plan, reviewing and updating the IPM plan annually, and coordinating pest management-related communications between [FACILITY NAME], its service providers, other contractors and vendors, staff and visitors. Communications include notification of pesticide applications and maintenance of pesticide application records. This IPM plan will be stored in the office of the IPM Coordinator.

IPM Responsibilities

Name	Email	Phone	Responsibilities
[IPM COORDINATOR'S NAME]	[EMAIL ADDRESS]	[(XXX) XXX-XXXX]	IPM coordinator; primary company contact
[SECONDARY FACILITY CONTACT'S NAME]	[EMAIL ADDRESS]	[(XXX) XXX-XXXX]	Secondary contact
[PEST MANAGEMENT PROFESSIONAL'S NAME]	[EMAIL ADDRESS]	[(XXX) XXX-XXXX]	Service technician

Record Keeping and Public Access to Information

[FACILITY NAME] maintains paper and/or electronic records of the following:

- A copy of this plan.
- A log of sightings of pests and pest-conducive conditions including the date, time, person reporting with contact information, specific location and description of the sighting. (See sample, Appendix B.)
- Records of all pesticide applications made at our facility for the previous year or minimum time required by law. The records will include applicator name, date, time, targeted pest, pesticide applied including EPA Registration Number if applicable, amount and location of the application, and date and form of occupant notification.
- Labels and MSDS for all pest management products used in the past year.
- Copies of all pesticide application notices.

Information regarding pest management activities is available to the public at [FACILITY NAME]'s administrative office.

Training

All [FACILITY NAME] staff is trained on [FACILITY NAME]'s IPM policy at hire and during any refresher training, including their role in implementing the plan. For example, all staff are trained how to report a pest sighting or a pest-conducive condition. Maintenance staff is trained to properly seal a pipe, electrical or other penetration to reduce pest harborage and travel routes.

Appendix F contains a sample training log that will be adapted for use by [FACILITY NAME].

General IPM Strategies

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and pre-approved, site-appropriate pesticides.

An Integrated Pest Management decision at [FACILITY NAME] consists of the following steps:

1. Continuous monitoring and regular inspections to detect pests and pest-conducive conditions (see sample inspection checklists, Appendix C). We use pest sighting logs, insect monitors (e.g., sticky traps) and regular inspections, especially of pest-vulnerable areas including entryways, food service, washrooms, laundry, waste handling, custodial closets, mechanical rooms, etc. where food, water and harborage may be available.
2. Accurate identification of the pest. For example, identification of problem ants and cockroaches to species can be very important to choose effective strategies.
3. Determine the need to take action. For example, pavement ants on the sidewalk typically do not require action. Insects or rodents inside the facility are not acceptable.
4. If action is necessary, select the appropriate option(s):
 - Education to resolve the cause of the pest problem, e.g., instructing staff to keep food in sealed plastic containers.
 - Sanitation and structural repairs to reduce food, water, harborage and access used by pests, e.g., sealing pipe and electrical conduit penetrations to eliminate cockroach harborage, cleaning floor drains in food service areas to eliminate fly breeding.
 - Non-pesticide technologies such as trapping and monitoring devices, e.g., snap traps for rodents, light traps for flies.
 - Coordination among all parties that have a bearing on the problem and solution, e.g., communicating with food service vendors about incoming product infested with cockroaches or mice.
5. If reasonable non-pesticide measures do not resolve the problem, pre-approved pesticide products and application methods that present the lowest potential hazard to health and the environment may be used.

All pesticide storage, transportation and application will be conducted in accordance with label directions and the requirement of the Federal Insecticide, Fungicide, and Rodenticide Act (7 United States Code 136 et seq.), Environmental Protection Agency

regulations in 40 CFR, Occupational Safety and Health Administration regulations, our facility policies and procedures, and state or local ordinances.

No person will apply, store or dispose of any pesticide on property managed by our facility without an appropriate pesticide applicator license. All pesticide applicators will be trained in the principles and practices of IPM and the use of pesticides approved for use by our facility.

Pest-specific strategies will be included in the IPM Program Specifications provided to each service provider.

Least-Toxic Pesticides

Pesticides, if used, are designated “Least Toxic” by LEED by meeting San Francisco’s Reduced Risk Pesticide List Tier 3 hazard criteria, or be contained in inaccessible bait stations (non-rodenticides ONLY).

If pesticides not considered least toxic (such as any rodenticides) are used in extenuating circumstances, universal notification of all facility occupants will be provided at least 72 hours before application, or within 24 hours after application in emergency cases.

If using a list of Green Shield Certified pre-approved products, the following will require universal notification:

- All rodenticides.
- Boric acid, disodium octaborate tetrahydrate, orthoboric acid when applied to exposed surfaces for wood-destroying pests (GSC pest management provider standard, page 11).
- Exempted products applied as a crack and crevice treatment (GSC pest management provider standard, page 11).
- Exempted products applied directly to an insect nest (GSC pest management provider standard, page 11).
- If a GSC-approved product is used but it is not enclosed in a self-contained bait station and placed in an inaccessible location, check the San Francisco Reduced Risk Pesticide list for the hazard rating. If the product is rated Tier 1 or 2, universal notification is required.

Appendix E contains a sample pre-approved product list that will be adapted for use by [FACILITY NAME]. The San Francisco Reduced Risk Pesticide list is available online at http://www.sfenvironment.org/downloads/library/20100420_sf_pesticide_list_red_legged_frog.pdf.

Posting and Notification of Pesticide Applications

The IPM Coordinator will notify staff, vendors, visitors and others at least 72 hours prior to a pesticide application by posting a notice at facility entrance(s) and/or other appropriate locations. The notice (see sample, Appendix A) will include the date, time and location of the application, the product to be applied, active ingredient, product label signal word (e.g. "CAUTION", "DANGER") and contact information for additional details including the MSDS and label for the product(s) to be applied. The posting will remain in place for at least 24 hours after the application. In addition to the posting, the IPM Coordinator may also provide notification by mail, email, phone or other method, including any individuals requesting personal advance notification.

Where pests pose an immediate threat to the health and safety of staff, visitors, or others, [FACILITY NAME] may authorize an emergency pesticide application and shall post notice within 24 hours after the application. Disinfectants, anti-microbials and self-contained or gel-type pesticide baits applied in inaccessible areas are exempt from posting and notification.

Pest-Specific Strategies

The following strategies are used for frequently encountered pests:

1. ANTS

- a. Ant problems will be prevented by maintaining our facility exterior to prevent vegetation from touching building walls and providing travel routes for ants. We will seal gaps where ants might gain entry (e.g., vents, holes near windows, doors near food or trash handling areas). Rain gutters will be maintained in clean condition and proper working order to reduce water sources. Potential water sources (e.g., leaky pipes, condensation) will also be eliminated.
- b. When an ant problem persists, the ants will be identified to species to aid in locating nesting sites, preferred food, habits and appropriate baits when necessary.
- c. Ants inside buildings will be vacuumed and cleaned up with soapy water, including the areas ants are traversing to eliminate any pheromone recruiting trail, which ants deposit to help other ants find the location of food and water sources. Maintenance will be informed and the opening(s) providing entry into the building and/or sources of water for ants will be located and repaired.
- d. Building and room occupants will be informed of any action they need to take to prevent future problems, e.g., cleaning up spilled food or drink more promptly or thoroughly, storing food in sealed containers, repairing leaking or dripping pipes or faucets, etc.

- e. If the above steps fail to correct the problem, the contractor will inform the IPM Coordinator and discuss additional steps, such as more extensive repairs, changes in the food policy, changes in exterior landscaping to remove ant habitat, or the judicious use of less-toxic pesticide baits or gels, preferably in manufactured tamper-resistant bait stations placed in areas inaccessible to children or other building occupants. Placement and amounts of ant baits and/or gels are recorded to ensure removal once the problem is resolved. Over-application is wiped up immediately to reduce potential for exposure to staff, visitors and others.

2. COCKROACHES

- a. Cockroach problems will be prevented by inspecting any suspect incoming shipments. We will remove food items to be consumed on premises from cardboard shipping containers prior to storage and place them on shelving, in plastic storage bins, etc. We will place cardboard in outdoor recycling or waste containers to prevent any egg cases contained within the cardboard from infesting our facility.
- b. Potential harborage in food service and other vulnerable areas will be sealed including cracks and crevices, gaps between wall and wall-mounted equipment, openings around plumbing or electrical penetrations, etc. to reduce hiding places for cockroaches and exposure to cockroach allergens.
- c. All drains will be identified and P-traps continuously filled with water to discourage cockroach entry from the sewer system. Additional species-specific measures will be employed as needed, e.g., dehumidification for Oriental cockroaches.
- d. Dated and initialed insect monitors (sticky-coated cardboard traps) will be installed in non-visible areas and mapped on a grid for follow up. All insect monitors will be checked regularly at least until the problem is resolved and no captures occur for an extended period (e.g., one month). In highly vulnerable areas such as food service and waste handling, insect monitors will be maintained on an ongoing basis.
- e. Cockroaches will be identified to species to aid in locating harborage, preferred food, habits and appropriate baits when necessary.
- f. Cockroaches and debris will be removed including from harborage with a HEPA-filtered vacuum or compressed air to reduce populations including egg cases and allergens. Newly identified harborages will be sealed, including the edges of wall-mounted fixtures and problem drains will be identified and addressed.

- g. Building and room occupants will be informed of any action they need to take to prevent future problems, e.g., cleaning up spilled food or drink more promptly or thoroughly, storing food in sealed containers, repairing leaking or dripping pipes or faucets, etc.
- h. If reasonable non-chemical measures fail to control the problem, insecticide bait may be applied in the affected area inaccessible, non-visible areas in pre-manufactured bait stations or in gel form. Preferably, a removable device designed to hold gel bait and facilitate easy and complete removal of the bait once the problem is resolved will be used, e.g., "The Crevice." Old bait will be removed prior to reapplication and over-applications are wiped up immediately. When using baits, high standards of sanitation are necessary to reduce exposure to bait relocated by cockroach activities.

3. FLIES

- a. To prevent fly problems, any areas where organic matter accumulates and provides a breeding site for flies will be identified and resolved by cleaning and repair as needed. For example, all drains will be maintained in a clean condition including floor drains in food service areas and drains in loading dock or trash handling areas. Crack and crevices in floors, baseboards and walls in food service areas where food debris accumulates will be cleaned and repaired. All waste receptacles including cans, carts, compactors and dumpsters will be maintained in clean condition, have tightly sealing lids or doors and be placed away from building entrances wherever possible to avoid attracting flies to entryways. Flowering plants will not be planted near entries and potted plants will not be overwatered.
- b. Individual flies will be dispatched with a HEPA-filtered vacuum. Fly swatters will not be used in food service areas to avoid contaminating exposed food or food contact surfaces.
- c. In the event of persistent problems, flies will be identified to species to aid in locating breeding sites, preferred food, habits and appropriate baits when necessary.
- d. Where appropriate, fly traps will be properly installed and maintained where fly problems persist. Electrocutation-type fly traps will not be used in food handling areas to avoid contaminating exposed food or food contact surfaces.
- e. Facility occupants will be informed of any action they need to take to prevent future problems, e.g., cleaning floor drains, outdoor drains around

loading docks, cleaning waste handling equipment, repairing cracks or crevices where food debris is accumulating, detail cleaning, etc.

4. MICE

- a. To prevent problems, mice will be excluded by maintaining the exterior of our facility to eliminate any gaps or holes ¼” in diameter or larger. Door sweeps will be installed and checked annually prior to cooler weather in the fall and replaced or repaired as needed. These door sweeps will reduce energy costs, improve fire safety and comfort and keep dirt out of our facility. Food will be stored in rodent-proof containers wherever possible, including food consumed at staff desks. All waste receptacles including cans, carts, compactors and dumpsters will be maintained in clean condition, have tightly sealing lids and be placed away from building entrances wherever possible to reduce attracting rodents to entryways. Non-cavernous landscaping will be used to reduce potential rodent harborages and burrows. All areas of the facility will be kept clean and clutter-free to reduce potential for harborages with well-maintained inspection aisles in high risk areas to detect any early activity.
- b. Non-toxic rodent monitoring bait blocks that are dated, initialed and mapped will be checked regularly to detect any rodent activity both after a problem has been resolved and before rodent problems occur.
- c. In the event of a problem, we will carefully clean and inspect the immediate area including removing clutter and disposing of any damaged goods. Mice typically travel less than 30 ft. from their nest; a careful inspection and cleaning can often help to locate the nest for removal.
- d. Traps will be our primary strategy for removal of mice inside our facility and will be deployed only in the event of a problem. Traps will be set at night when rodents are most active and checked and removed early the following day to address captures.
- e. If necessary, bait-block rodenticides placed in locked, tamper-resistant stations, constructed of metal or heavy-duty plastic that are securely attached to the ground, fences, floors, walls or weighted bases, etc. such that the container cannot be easily moved/removed may be used. Baits must be secured (e.g., on a rod) in a baffle-protected feeding chamber of the bait container and not in the station’s runway. Burrows may be baited with loose pellet formulation or loose meal formulation (i.e., not within packets) placed deep into burrows (i.e., at least two feet into the burrow from the burrow’s main entrance). Neither bait blocks nor baits still enclosed within packets are to be used for direct burrow baiting as these formulations increase the potential for rejection or access by non-target animals.

- f. Facility occupants will be informed of any action they need to take to prevent future problems, e.g., cleaning up spilled food or drink more promptly or thoroughly, storing food in sealed containers, repairing leaking or dripping pipes or faucets, etc.

5. BEES, WASPS AND HORNETS

- a. To prevent problems, we will inspect our facility and adjacent areas on a regular basis. Exterior waste receptacles including dumpsters, compactors and trash cans will have tightly sealing lids or spring-loaded doors and be placed away from building entrances wherever possible to avoid attracting stinging insects to entryways. Flowering trees and shrubs will not be planted adjacent to building entrances. Vents, windows and doors and door sweeps, especially those around food/trash handling areas, will be screened. Cracks and crevices on building exterior will be identified and sealed to prevent nesting.
- b. Individual insects will be dispatched with a HEPA-filtered vacuum. Fly swatters will not be used in food service areas to avoid contaminating exposed food or food contact surfaces.
- c. In the event of persistent problems, stinging insects will be identified to species to aid in locating breeding sites, preferred food, habits and choosing insecticides when necessary.
- d. Facility and room occupants will be informed of any action they need to take to prevent future problems, e.g., keeping unscreened windows and doors closed.
- e. If reasonable non-chemical measures fail to control the problem, insecticides may be applied to the insect nest.
- f. Nests will be physically removed if possible using proper protective equipment if needed.

6. [ADD OTHER PESTS AS APPROPRIATE]

APPENDIX A: Sample Pesticide Application Notice
NOTICE OF PESTICIDE APPLICATION

For further information regarding this notice please contact the IPM Coordinator

Name: _____ Phone: _____

The following pesticide(s) will be used/has been used.

Pesticide Trade Name(s)	EPA Registration Number(s), if any	Active ingredient(s)	Product signal word ("CAUTION", "WARNING", "DANGER")

Pesticide labels and material safety data sheets are available from the IPM Coordinator.

A pesticide application is scheduled for/was performed on:

DATE _____ **TIME** _____

Location(s) of the pesticide application:

Reason for the pesticide application, including target pest):

Other non-chemical methods used:

Pesticide application to be/was performed by:

Company Name: _____

Telephone Number: _____

Applicator Name: _____

APPENDIX C: Pesticide Application Log

Notification to Occupants: Date, Time, Method	Application Date, Time	Application Manager	Location	Target Pest	Pesticide Trade Name, Active Ingredient	EPA Registration Number	Least Toxic? (Y/N)*

* Pesticides are designated “Least Toxic” by LEED by meeting San Francisco’s Reduced Risk Pesticide List Tier 3 hazard criteria. The San Francisco Reduced Risk Pesticide list is available online at <http://tinyurl.com/GSC-LEED-Tier3>.

APPENDIX D: IPM Checklist

[FACILITY NAME]

Date:

Completed by:

Interior

- _____ 1. Pest problems, pest sighting and pest-conducive conditions are being reported to the facility director or their designee, and also to the pest sighting log located at the facility. These are minimal with no ongoing pest problems such as active mice infestations.
- _____ 2. Inspection aisles at least 4" wide are maintained between stored goods or appliances and walls, shelving units, etc. so that pest control and cleaning service providers can gain access for visual inspection and cleaning.
- _____ 3. Clutter is minimal including cardboard boxes, items not used for more than one year, etc., throughout the building including closets, cupboards, drawers, staff lockers.
- _____ 4. Potential pest food sources including snack food and craft materials are stored in tightly sealed containers, preferably plastic.
- _____ 5. Eating is limited to designated areas that can be thoroughly cleaned on a daily basis. Eating in rooms other than cafeterias or other designated areas is ok if necessary, but these eating areas should be limited within the room and receive special daily attention for cleaning.
- _____ 6. Toasters, refrigerators, ovens, microwaves, coffee pots and other food-related appliances and equipment are clean, including underneath, behind and on top.
- _____ 7. Surfaces in food preparation and serving areas are free of any grease deposits.
- _____ 8. Empty food/beverage containers to be recycled are rinsed before storage, stored refrigerated or stored in pest-proof containers.
- _____ 9. Food-contaminated dishes, utensils and surfaces are cleaned at the end of each day.
- _____ 10. Indoor food garbage is kept in lined, covered containers and emptied daily.

- ___ 11. Wiping cloths are disposable or laundered daily.
- ___ 12. Upholstered furniture, couches, chairs, pillows, bean bags, cushions or furnishings that cannot be moved for cleaning are not present in areas where food is served, or are clean inside and out.
- ___ 13. Plants in buildings are healthy and not over watered.
- ___ 14. Pets are healthy and cages, tanks, etc are clean. Pet food is stored in tightly sealed containers, preferably plastic.
- ___ 15. Mops and mop buckets are properly stored (e.g., mops hung upside down, buckets empty).

Exterior

- ___ 1. Building foundations, eaves, walls and roofs are free of leaves, vines, debris, pest activity (including birds and squirrels) and water puddling.
- ___ 2. Vegetation, shrubs and wood mulch are at least 12 inches away from exterior walls. Flowering plants are not planted near entry ways.
- ___ 3. Tree limbs and branches that might provide vertebrate pest access to structures are maintained at least 6 ft. away from structures (10 ft. if tree squirrels are a problem).
- ___ 4. Exterior doors throughout the building are kept shut when not in use.
- ___ 5. Window and vent screens are in good repair.
- ___ 6. Weather stripping and door sweeps on exterior doors are in good condition.
- ___ 7. Garbage cans, dumpsters and dumpster area are clean and in good condition, with lids that close, and are placed away from the building and building entranceways.
- ___ 8. Food waste from preparation and serving areas is in sealed plastic bags inside a dumpster or garbage can.

APPENDIX E. Sample Pre-Approved Pesticide List

Product	EPA Reg. No.	Uses	Meets GSC Criteria? (Y/N)	Considered “Least Toxic” by LEED? (Y/N—if N, universal notification required)
Non-pesticide products				
BioFoam		Clean drains and surfaces.	Y	Y
Detex Blox		Monitor rodents.	Y	Y
EcoAdjuvant		Use with ECOExempt IC2.	Y	Y
HEPA-filtered vacuum		Insects, spiders, debris and rodent debris.	Y	Y
Insect monitors		Monitor insects, spiders.	Y	Y
Pesticide Products				
Advion Ant Gel	352-746	Ants, cockroaches; use in non-visible crack and crevice and voids only, remove old gel before re-applying and/or use “The Crevice” for easy removal.	Y	Y
Contrac All Weather Blox	12455-79	Rodents; use in tamper-resistant bait stations only.	Y	N—universal notification required.
Dekko Silverfish Packs	70313-1	Silverfish; place in non-visible locations.	Y	Y
EcoExempt G	67425-15	Insects listed on label; use in non-visible crack and crevice and voids sealed after use only.	Y	Y
EcoPCO ACU	67425-1	Insects listed on label.	Y	Y
Gentrol IGR Concentrate	2724-351	Cockroaches; do not apply to exposed surfaces, use in non-visible crack and crevice and voids only.	Y	Y
Gentrol Point Source	2724-469	Cockroaches; place in non-visible locations.	Y	Y
Maki Mini Blocks	7173-202	Rodents; use in tamper-resistant bait stations only.	Y	N—universal notification required.
Maxforce FC Roach Bait Stations	432-1257	Cockroaches; place in non-visible locations.	Y	N—universal notification required.

APPENDIX F. Sample IPM Training Log

IPM Training Session for

[FACILITY NAME] & [PEST MANAGEMENT COMPANY NAME]

Instructor: _____

Location: _____

Date: _____

Materials Covered: IPM Plan [INSERT ADDITIONAL TRAINING MATERIALS HERE]

Trainee Name (print)	Trainee Signature	Time In	Time Out