



Integrated Pest Management Policy

Summary

This standard provides guidelines for general best management practices for interior and exterior pest control management practices at this building. This plan also provides guidelines for protecting and enhancing the natural diversity of the site, while also supporting high-performance building operations and developing synergies between the building and its environmental context. The Integrated Pest Management (IPM) Plan covers the entire building and associated grounds.

The proper implementation of this standard is intended to:

- Improve the cleanliness, appearance and overall quality of the interior and exterior of the facility.
- Regulate toxicity levels in pest control applications, reducing the risk of exposure of building occupants and maintenance personnel to toxic chemicals.

Target Audience

This standard applies to anyone involved in the interior and exterior management of building operations.

Safety

Maintenance of the exterior of buildings can pose long-term environmental risks. Practices and products involved in this work need to consider the immediate and long-term effect on the environment and the personnel involved in its application or that might be exposed to chemicals or air quality issues in the process. The proper implementation of this standard is intended to reduce risks by:

- Reducing the toxicity levels in pest control applications.

Requirements

1. Scope

- 1.1. This standard applies to all maintenance activities on the exterior of the StopWaste facility which is owned and maintained by StopWaste. This applies, but is not limited to maintenance equipment, building exterior, sidewalks, pavement, pest control, paints and sealants, erosion and sedimentation control, irrigation, landscape waste, planting, fertilizer usage, and tools and techniques.

2. Goals

- 2.1. To minimize the impact of site management practices on the local ecosystem, and to reduce exposure of occupants, staff and maintenance personnel to potentially hazardous chemical, biological and particle contaminants.

3. Performance Metrics and Quality Assurance

- 3.1. All vendors, suppliers and employees performing tasks outlined in this standard must comply with all of the relevant specifications in this standard as well as all local, state and federal laws, codes and regulations.
- 3.2. Maintenance vendors and their staff must be qualified with the education, experience and equipment necessary to maintain the exterior of the facility in a sustainable manner at a minimum in accordance with this standard, and will keep their skills current and relevant through training and research.
- 3.3. All staff and outside parties, including but not limited to employees and vendors implementing exterior maintenance, landscape management, and pest management must be trained in compliance with this standard.
- 3.4. The property manager will perform an annual audit of the exterior management plan. Where applicable, the service provider will be assessed on ranges from unsatisfactory to excellent. The audit will be a measurement as well as a testament on how well the service provider / vendor is performing. Implementation of this plan is expected 100% of the time at the site.
 - 3.4.1. If a vendor performing the tasks outlined in this pest management standard is the cause for a poor audit score or numerous tenant complaints, the existing contract may be terminated and a new vendor hired.

4. Integrated Pest Management (IPM)

- 4.1. Any pest management applications within the project building or associated grounds of this facility must adhere to the plan outlined below. The property is first inspected to identify present or potential pest activity, as well as to identify environmental modifications (i.e., landscape/interiorscape maintenance, watering schedule, harborage, food and water sources, etc.) and exclusionary methods, which, if addressed, will minimize activity. Following our inspections, treatment strategies utilizing mechanical traps, tamper-resistant bait stations and judicious applications of pesticides are employed as necessary.
 - 4.1.1. Suppliers, vendors and parties who apply pesticides must comply with all of the IPM specifications in this plan as well as any local, state or federal laws, codes or regulations. Pesticide applicators must be trained in the principles and practices of IPM and the use of pesticides and must follow all of the specifications in this policy. The supplier/vendor will

furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, trapping, pesticide application, and pest removal components of the IPM program. The supplier/vendor shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention. Contractor should provide records on the number of pests or other indicators of pest populations both before and after any treatments.

4.1.2. IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common sense practices. IPM programs use current comprehensive information on the life cycles of pests and their interaction with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment.

4.1.3. An IPM system is designed around seven basic components, shown below. This is compliant with the US Environmental Protection Agency set of IPM principles and tailored to our business model.

4.1.3.1. **Acceptable Pest Levels:** The emphasis is on control, not eradication.

4.1.3.2. **Preventive Cultural Practices:** Selecting varieties best for local growing conditions, and maintaining healthy plants. 100% of all plant species purchased will be either low water adaptive species or native.

4.1.3.3. **Monitoring:** Regular observation is the cornerstone of IPM. Observation is broken into two steps; (1) inspection and (2) identification.

4.1.3.4. **Mechanical Controls:** Should a pest population reach an unacceptable level, mechanical methods are the first consideration. They include simple handpicking, erecting insect barriers, traps, vacuuming, and tillage to disrupt breeding.

4.1.3.5. **Biological Controls:** Natural biological processes and materials can provide control with minimal environmental impact and low cost. The main focus is on promoting beneficial insects that eat target pests.

4.1.3.6. **Organic Chemical Control:** At least 75% of the purchases going forward will be natural chemical products used to control pest and disease.

4.1.3.7. **Chemical Controls:** Synthetic pesticides are generally only used as required and only at specific times in a pest's life cycle.

5. Exterior Pest Management

5.1. Pest management in outdoor areas is an important first step. Exterior pest management should focus on keeping the site's animal and insect pest populations under control and preventing pests from entering the building.

5.2. Invasive plants and fungi are considered outdoor pests and should be included in pest management strategies.

5.3. Maintaining healthy landscapes makes plants less susceptible to pest infestations and is a critical strategy for weed and insect control

5.4. The following should all be considered in regards to exterior pest management:

- 5.4.1. Landscaping features that might harbor pests (e.g. vegetation close to structures that could cause damage to the building or provide habitat for vectors should be trimmed and removed)
- 5.4.2. Maintaining the exterior of the envelope
- 5.4.3. Managing pest attractants (e.g. trash receptacles, compost bins)
- 5.4.4. Monitoring pest populations
- 5.4.5. Controlling noxious weeds and invasive plants

6. PM Inspections

- 6.1. The property is inspected once each month by a landscape maintenance professional.
- 6.2. Establish recordkeeping procedures for pest level monitoring locations and results, and for recording actions taken to prevent or mitigate pests.

7. IPM Pesticides and Products Used

- 7.1. No pesticide applications are rendered in tenant spaces on a routine basis.
- 7.2. If interior pest activity occurs, non-chemical or mechanical control procedures are implemented where feasible.
- 7.3. If interior pesticide applications are required, then the safest and least toxic materials that will accomplish the task are utilized.
- 7.4. Any cleaning products utilized for pest management must meet the requirements for IEQ Credit Green Cleaning – Products and Materials (referenced in the Green Cleaning Policy).

8. IPM Communication System & Universal Notification

- 8.1. The pest control vendor notifies management prior to any application of a pesticide in the building so that the appropriate notifications can be given to occupants.
- 8.2. If treatment is necessary in an occupied area, service is rendered after hours with management's approval.
- 8.3. If a pesticide other than a least toxic pesticide or self-contained non-rodent bait is used, **universal notification** will be provided to all facility occupants no less than 72 hours before application under normal conditions, and within 24 hours after application in emergency conditions.
- 8.4. Notices will be posted in common areas and Janitorial Staff closets indicating the time and location of the expected pest control application.
- 8.5. If necessary, an email may be sent out to all building occupants and service providers that may possibly be effected by any such application including janitorial and landscape management service providers.

9. IPM Definition of “Emergency” and Communication Protocols

9.1. Property management determines emergency applications after consultation with the pest control vendor. Typically, an emergency is defined as:

9.1.1. Requiring immediate action to contain a quickly spreading infestation

9.1.2. To address an infestation that endangers the immediate health of building occupants

9.1.3. Notification will include the pesticide product name, active ingredient, product label signal word (e.g., "caution", "danger"), the time and location of the application, and contact information for persons seeking more information.

10. IPM Pest Application Tracking

10.1. All applications of pesticides (including least toxic pesticides) will be tracked with a log or similar means.

10.2. The log should note the targeted pest, the date and location of application, the individual responsible, and the specific pesticide applied.

10.3. Also note the date and form of occupant notification procedures, and retain copies of all notices.

11. Recordkeeping

11.1. Recordkeeping is required to demonstrate ongoing compliance with the IPM plan. All applications of pesticides (include least-toxic options) shall be logged. The pesticide application log shall include the following information:

- 11.1.1. Universal Notification to Occupants
- 11.1.2. Date
- 11.1.3. Time
- 11.1.4. Method
- 11.1.5. Pesticide Application Date and Time
- 11.1.6. Application Manager
- 11.1.7. Location
- 11.1.8. Target Pest
- 11.1.9. Pesticide Trade Name
- 11.1.10. Pesticide Active Ingredient
- 11.1.11. EPA Registration Number
- 11.1.12. Least-Toxic Status (Y/N)

12. Training

12.1. All future maintenance staff and outside parties will be trained in compliance with this Management Plan.

12.2. As technologies improves, this plan will be amended in order to stay current with the latest environmentally friendly practices.

12.3. Maintenance personnel, landscapers, and other applicable professions will be trained to continually meet and exceed environmentally sound practices at the facility.

13. Time Period

- 13.1. This policy will remain in effect going forward from its inception date, August 1, 2013. Additions and revisions will be made to this policy as new technologies and strategies become available.

END of Requirements

Definitions

USGBC: United States Green Building Council

LEED: Leadership in Energy and Environmental Design

IEQ: Indoor Environment Quality

O&M: Operations and Maintenance

EPA: Environmental Protection Agency

Chemical Runoff: is water that transports chemicals from the building landscape, as well as surrounding street and parking lots, to rivers and lakes. Runoff chemicals may include gasoline oil antifreeze and salts.

Least Toxic: any pesticide product that meets San Francisco's Tier 3 (<http://www.sfgov.org>) hazard criteria (least hazardous) is considered a least toxic pesticide, non-rodent pesticides are also considered least toxic if they exceed the Tier 3 criteria, Rodent baits are not considered least toxic under any circumstance because of their high toxicity

Adapted Plants: reliably grow well in a given habitat with minimal winter protection, pest control, fertilization, or irrigation once their root systems are established. Adapted plants are considered low maintenance and not invasive.

Universal Notification: means notifying building occupants not less than 72 hours before a pesticide is applied in a building or on surrounding grounds under normal conditions, and within 24 hours after application of a pesticide in emergency conditions. Use of a least toxic pesticide or self-contained non-rodent bait does not require universal notification; all other pesticide applications do.

Implementation Responsibilities

The facility manager or building superintendent responsible for a particular facility will ensure that this standard is followed in practice.

The sourcing representative will ensure that these guidelines are included in all specifications for exterior building maintenance services and related agreements.

Governing Document	RE-01, Real Estate Standard RE-1001S Real Estate Responsibilities Standard
Compliance Requirement/Regulatory Commitment	EPA's Storm water Pollution Prevention Plans for Construction Activities. Source URL: http://cfpub.epa.gov/npdes/stormwater/swppp.cfm US EPA CA Emissions Regulations CA Emissions Standards for Utility Lawn and Garden Equipment There may be other local regulations requiring specific levels of pesticide or storm water management practices and/or reporting.
Reference Documents Error! Reference source not found.	<p>Green Seal standards GS-11and GS-37: Third Party certification that establishes life cycle based standards for products, services and companies. Source URL: http://www.greenseal.org/</p> <p>South Coast Air Quality Management District (SCAQMD) Rule 1168: Regulation from the air pollution control agency for all of Orange County and the urban portions of Los Angeles, Riverside and San Bernardino counties, recognized by the USGBC as a best practice guideline to reduce emissions of volatile organic compounds (VOCs) and to eliminate emissions of chloroform, ethylene dichloride, methylene chloride, perchloroethylene, and trichloroethylene from the application of adhesives, adhesive bonding primers, adhesive primers, sealants, sealant primers, or any other primers.</p> <p>LEED Existing Buildings: Operations & Maintenance: Rating System by which the sustainability and ongoing operations in existing commercial and institutional buildings are certified. Source URL: www.usgbc.org</p> <p>San Francisco's Tier 3: Establishes the standard for hazard criteria of pesticide products. Source URL: http://sfenvironment.org/sites/default/files/fliers/files/sfe_th_products_screened_by_sfe_ipm.</p>
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