

**Guide Specifications for  
Integrated Pest Management Program  
For Killeen Independent School District**

This Document is Intended For General Guidance  
And Does Not Pertain To Any Actual Contract

1. GENERAL

- a. Description of Program: This specification is part of a comprehensive Integrated Pest Management (IPM) program for the premises listed herein. IPM is a process for achieving long term, environmentally sound pest suppression through the use of a wide variety of technological and management practices with primarily emphasis on using least toxic method possible. Control strategies in an IPM program extend beyond the application of pesticides to include structural and procedural modifications that reduce the food, water, harborage, and access used by pests.
- b. Contractor Service Requirements: The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, pesticide application, and pest removal components of the IPM program. The Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention.

2. PESTS INCLUDED AND EXCLUDED

- a. It is the intent of this to provide for pest control in Killeen Independent School District to use Intergrated Pest Management (IPM) process as prescribed by law from the Texas Structural Pest Control Board. In that accordance, the contractor shall adequately suppress the following pests:
  - a. Indoor populations of rats, mice, cockroaches, ants, flies, spiders, and any other arthropod pests.
  - b. Populations of the above pests that are located outside of the specified buildings, but within the property boundaries of the buildings.
  - c. Wasps, bees, or any stinging insect in or around buildings.
  - d. Winged termite swarmers emerging indoors.
  - e. Termites and other wood-destroying organisms
  - f. Vegetation (such as weeds, nuance grasses, vines) that harbor insects or impede proper growth of grasses or are destroying fence lines, parking lots, and other structures.
  - g. Birds, bats, snakes, and all other vertebrates other than commensal rodents.
  - h. Mosquitoes.

### 3. BUILDING INSPECTIONS

- a. Initial: The Contractor shall complete a thorough, initial inspection of each building or site at least five (5) working days prior to submitting a proposal of pest control services. The purpose of the initial inspection is for the Contractor to evaluate the pest control needs of all premises and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestations. Access to building space shall be coordinated with the KISD' IPM Coordinator (District' Environmental Specialist). The IPM Coordinator will inform the Contractor of any restrictions or areas requiring special scheduling.

### 4. PEST CONTROL PLAN

The Contractor shall be on-site to perform the initial service visit for each building within the first thirty (30) working days of the contract.

The Pest Control Plan shall consist of following parts as follows:

- a. Proposed Materials and Equipment for Service: The Contractor shall provide current labels and Material Safety Data Sheets (MSDS Sheets) of all pesticides to be used, and brand names of pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment that may be used to provide service. Any change in equipment or pesticide use must be provided at least five (5) working days in advance to the IPM Coordinator before use.
- b. Proposed Methods for Monitoring and Surveillance: The Contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the term of the contract. This will include quarterly site inspections similar to initial inspection stated above (see Recording Keeping for further information).
- c. Service Schedule for Each Building or Site: The Contractor shall provide complete quarterly service for all buildings and sites, unless otherwise directed by the KISD for particular service and times required. Callbacks on service already provided may be necessary. Contractor will be required to respond to reported infestations outside the quarterly services (these may be on a daily basis).
- d. Description of any Structural or Operational Change That Would Facilitate the Pest Control Effort: The Contractor shall be responsible for advising the IPM Coordinator about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access. The district will not hold the Contractor responsible for carrying out structural modifications as part of the pest control effort. However, minor applications of caulk and other sealing materials by the contractor to eliminate pest harborage or access, such as spot caulking points of entry is encouraged, upon approval of caulking and sealing material by the IPM Coordinator and the District' Plant Services department.

- e. Commercial Pesticide Applicator Certificates or Licenses: Throughout the term of this contract, the Contractor shall maintain a current business license issued by the Structural Pest Control Board. **The business license must be for the following categories; pest control, termite control, lawn & ornamental, structural fumigation, & weed control.** In addition, all Contractor personnel providing on-site service must maintain licensing (in categories appropriate to the work being performed) as commercial applicators or licensed technicians. The Contractor shall provide photocopies of the business's Pest Control License and Pesticide Applicator Certificates and/or Identification Cards for every Contractor employee who will be performing on-site service under this contract.
- f. Complaints: Should at any time the District become dissatisfied with pest control service, the successful Contractor shall be notified in writing by the IPM Coordinator regarding problems that occurred. The notice will detail the problems and site(s), which is/are experiencing the problems. The Contractor will be required to contact the IPM Coordinator to discuss possible solutions and the Contractor will then be given a date by which a written response with proposed solutions must be submitted.

## 5. RECORD KEEPING

The Contractor shall be responsible for maintaining a pest control logbook or file for each building or site specified in this contract. These records shall be kept on site and maintained on each visit by the Contractor.

Each logbook or file shall contain at least the following items:

- a. Pest Control Plan: A copy of the Contractor's approved Pest Control Plan, including labels and MSDS sheets for all pesticides used in the buildings, brand names of all pest control devices and equipment used in the buildings, and the Contractor's service schedule for the buildings.
- b. Work Request and Inspection Forms: Work Request and Inspection Forms will be used to advise the Contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building or site, the Contractor's employee performing the service shall complete, sign, and date the form, and return it to the logbook or file on the same or succeeding day of the service rendered.
- c. Contractor's Service Report Forms: Customer copies of a Contractor's Service Report Form documenting all information on pesticide application, pest sightings, sanitation/environmental status, and building maintenance needs. *Must be sent to IPM Coordinator within 2 days of service/treatment.*
- d. The Contractor shall forward copies of the Service Report Forms to the IPM Coordinator at least once a month, if not more. KISD Work Request and Inspection Forms will be returned to IPM Coordinator within one (1) week of completion.

- e. Posting: The Contractor shall fulfill all obligations with regard to posting, as required by the Texas Structural Pest Control Board. The District will be responsible to post, in prominent location, pest control signs provided by the contractor in fulfillment of obligations under Texas laws and regulations. In the event of emergency applications, the District will display the pest control sign in prominent location at the time of treatment.

## 6. MANNER AND TIME TO CONDUCT SERVICE

- a. Time Frame of Service Visits: The Contractor shall apply pesticides only during times when students and staff are not expected to be present for at least 12 hours after the application, except for non-volatizing baits (containing no organophosphates, carbamates, solvents or other potentially harmful substances approved for green list by the Texas Structural Control Board). In the event of a possible need for an emergency treatment, the Contractor shall work with the IPM Coordinator to determine whether an emergency situation exists before applying any pesticides. In such cases, pesticides may be applied only to the local area of infestation if students are present or if less than 12 hours will elapse before students are expected to be present. In the event of such an emergency treatment, the Contractor will maintain records of the reasons for such treatments for the period prescribed by law.
- b. Safety and Health:
  - a. The Contractor shall observe all safety precautions throughout the performance of this contract and shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of the work
  - b. The Contractor shall hold the District harmless for any action on the Contractor's part or that of its employees that results in illness, injury, or death.
  - c. Where there is a conflict between applicable regulations, the most stringent will apply.
- c. Special Entrance: Certain areas within some buildings may require special instructions for persons entering them. The IPM Coordinator or Building Facilitator will explain any restrictions associated with these special areas. The Contractor shall adhere to these restrictions and incorporate them into the Pest Control Plan.
- d. Uniforms and Protective Clothing: All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing. The Contractor shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment, and devices shall comply with FIFRA and the specific pesticide labels.

- e. Vehicles: Vehicles used by the Contractor shall be identified in accordance with state and local regulations. And shall be operated in a safe manor on District property. Vehicles must meet Texas Department of transportation requirements.

## 7. SPECIAL REQUESTS AND EMERGENCY SERVICE

On occasion, the IPM Coordinator may request that the Contractor perform corrective, special, or emergency service(s) that are beyond routine service requests. The Contractor shall respond to these exceptional circumstances and complete the necessary work within one (1) working day except for snakes within one (1) hour; and wasps/bees swarms within 4 hours after receipt of the request. In the event that such services cannot be completed within one working day, the Contractor shall immediately notify the IPM Coordinator and indicate an anticipated completion date.

## 8. CONTRACTORS AND CONTRACTOR PERSONNEL

The contractor cannot subcontract out any pest control service, without written consent from KISD Purchasing and the IPM Coordinator. If such services are required, a written request must be submitted five working (5) days in advance of such need to the IPM Coordinator with additional cost, if any, that this would entail. IPM Coordinator through the KISD Purchasing will respond in writing within three days receipt of the request.

## 9. USE OF PESTICIDES

The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the U.S. Environmental Protection Agency (EPA), state and/or local jurisdiction. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, state, and local laws and regulations.

The Contractor shall adhere to the following rules for pesticide use:

- a. Approved Products: The Contractor shall not apply any pesticide product that has not been included by association of the Texas Structural Control Boards green, yellow, & red lists or approved in writing by the IPM Coordinator.
- b. Pesticide Storage: The Contractor shall not store any pesticide product on the premises listed herein.
- c. Application by Need: Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspections or monitoring devices indicate the presence of excess pests or a danger to health in that specific area. Preventive pesticide treatments of areas where surveillance indicates a potential insect or rodent infestation are acceptable on a case-by-case basis.

- d. Minimizing Risk: When pesticide use is necessary, the Contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.

## 10. INSECT CONTROL

- a. Emphasis on Non-pesticide Methods: The Contractor shall use non-pesticide methods of control wherever possible. For example:
  - i. Portable vacuums rather than pesticide sprays shall be used for initial cleanouts of cockroach infestations, for swarming (winged) ants and termites, and for control of spiders in webs wherever appropriate.
  - ii. Trapping devices rather than pesticide sprays shall be used for indoor fly control wherever appropriate.
- b. Application of Insecticides to Cracks and Crevices: As a general rule, the Contractor shall apply all insecticides as "crack and crevice" treatments only (application with a tool or nozzle specifically designed for crack and crevice injection), defined in this contract as treatments in which the formulated insecticide is not able to be contacted or is not visible to a bystander during or after the application process.
- c. Application of Insecticides to Exposed Surfaces or as Space Sprays: Application of insecticides to exposed surfaces or as space sprays (including fogs, mists, and ultra-low volume applications) shall be restricted to unique situations where no alternative measures are practical. The Contractor shall obtain the approval of the IPM Coordinator prior to any application of insecticide to an exposed surface or any space spray treatment. No surface application or space spray shall be made while students or District personnel are present. The Contractor shall take all necessary precautions to ensure students, District personnel and Contractor employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application.
- d. Insecticide Bait Formulations: Bait formulations shall be used for cockroach and ant control wherever appropriate.
- e. Monitoring: Sticky traps shall be used to guide and evaluate indoor insect control efforts wherever necessary.

## 11. RODENT CONTROL

- a. Indoor Trapping: As a general rule, rodent control inside occupied buildings shall be accomplished with trapping devices only. All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule set up by the Contractor and approved by the IPM Coordinator. The Contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.
- b. Use of Rodenticides: In exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside occupied buildings, the Contractor shall obtain the approval of the IPM Coordinator prior to making any interior rodenticide treatment. All rodenticides, regardless of packaging, shall be placed either in locations

not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved tamper-resistant bait boxes. As a general rule, rodenticide application outside buildings shall emphasize the direct treatment of rodent burrows wherever feasible.

- c. Use of Bait Boxes: Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The Contractor shall adhere to the following five points:
- i. All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations.
  - ii. The lids of all bait boxes shall be securely locked or fastened shut.
  - iii. All bait boxes shall be securely attached or anchored to the floor, ground, wall, or other immovable surface, so that the box cannot be picked up or moved.
  - iv. Bait shall always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box.
  - v. All bait boxes shall be labeled on the inside with the Contractor's business name and address, and dated by the Contractor's employee at the time of installation and each servicing.

## 12. PROGRAM EVALUATION

The IPM Coordinator will continually evaluate the progress of this contract in terms of effectiveness and safety, and will require such changes as are necessary. The Contractor shall take prompt action to correct all identified deficiencies.

## 13. QUALITY CONTROL PROGRAM

The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within five (5) working days prior to the starting date of the contract, the Contractor shall submit a copy of his program to the Contracting Officer. The program shall include at least the following items:

- a. Inspection System: The Contractor's quality control inspection system shall cover all the services stated in this contract. The purpose of the system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or the IPM Coordinator identifies the deficiencies.
- b. Checklist: A quality control checklist shall be used in evaluating contract performance during regularly scheduled and unscheduled inspections. The checklist shall include every building or site serviced by the Contractor as well as every task required to be performed.
- c. File: A quality control file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. The file shall be maintained throughout the term of the contract and made available to the IPM Coordinator upon request.
- d. Inspector(s): The Contractor shall state the name(s) of the individual(s) responsible for performing the quality control inspections.