

Appendix:
University of Colorado at Boulder
Policy and Procedure

Topic: Pest Control

Reference: EP100

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Approved by: _____
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Distribution: Deans, Directors, Department Heads and Building Proctors

I. POLICY

It is the policy of the University of Colorado at Boulder that unwanted pests will be managed by all persons (faculty, students, staff and applicators) utilizing the following Integrated Pest Management (IPM) procedures.

II. DEFINITIONS:

Integrated Pest Management (IPM) - IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of commonsense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interactions 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. IPM programs take advantage of all pest management options possibly including, but not limited to, the judicious use of pesticides.

Pests – For purposes of this policy, Pests are populations of living organisms (animals, plants, or microorganisms) that cause damage or interfere with the use of UCB facilities and grounds for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property, or the environment.

Pest Thresholds – Pest tolerance thresholds must be established and may vary by pest, specific location or type of land use. Each department having facility and land use responsibility will establish the pest threshold levels for their area of responsibility. Three distinct levels should be determined: *Injury Threshold*, at the point some injury begins or is noticed initially; *Action Threshold*, requires that action be taken to prevent a pest population from causing aesthetic, functional or economic damages; *Damage Threshold*, the level where

unacceptable damages are already occurring. Regular monitoring is essential to determine the pest levels relative to the established thresholds.

III. Operational Responsibility:

The Executive Director of Facilities Management has been assigned the responsibility of administering the IPM program for the Boulder Campus and shall designate a Campus IPM Coordinator whose duties will include:

- a. Develop, maintain and make available references to best IPM practices.
- b. Serve as the campus resource for IPM techniques and application procedures.
- c. Promote IPM practices and review departmental plans for compliance with campus policy.
- d. Maintain records to meet the requirements of regulatory agencies.

IV. Procedure

- A. Pest management services will be provided for all general fund academic and non-academic departments upon request through the appropriate Building Proctor to the Facilities Management Service Center @ 303.492.5522. Auxiliary departments may also request these services on a rechargeable basis.
- B. Auxiliary departments with responsibility for building or land use shall either designate a departmental IPM Liaison, who will be responsible for departmental IPM planning and pest management, or use Facilities Management pest management services.
- C. In accordance with this IPM Policy, the use of privately acquired pest control sprays (e.g., Raid, ant killers, etc.) will not be permitted in or on University buildings or properties by non-pest management staff.
- D. The following IPM criteria must be applied to all campus pest situations when selecting treatment tactics and developing pest management strategies:
 - Determine pest threshold level.

Based on the pest threshold level, select a treatment that is:

- Least hazardous to human health;
 - Least damaging to the environment;
 - Effective at controlling the target pest;
 - Has minimal negative impacts to non-target organisms;
 - Within available resources.
- E. All University and commercial pesticide applicators must comply with the notification and posting regulations as stated in Colorado Department of Agriculture, Division of Plant

Industry, Title 35 Article 10 (35-10-112 Pesticide Applicators Act and Rules and Regulations Pertaining to the Administration and Enforcement of the Pesticide Applicators Act).

F. Each University or commercial pesticide applicator shall provide a legible record of application and related Material Safety Data Sheet (MSDS) for all pesticides used on campus to the appropriate departmental IPM liaison(s). These records shall include:

- Targeted pest;
- Time, date, location and climatic conditions of the application;
- Type and quantity and concentration of the pesticide used.

G. Departmental IPM liaisons shall submit these records on a monthly basis to the Campus IPM Coordinator who will serve as the record keeper of the program. Records will be maintained for a period of five years.

V. IPM Procedure and Responsibility Matrix

Responsible Person	Responsibility/Task
All General Fund Departments	• The Department of Facilities Management is responsible for managing pest problems for all General Fund Academic and Non-Academic Departments. • Contact the appropriate Building Proctor to report pest problems. They shall contact the Facilities Management Service Desk to initiate action.
Non-General Fund Departments (that have responsibilities for building or land management)	• Designate a Departmental IPM liaison or use campus in-house services; • Each Non-General Fund Department shall identify the types of pest problems specific to their areas and determine the pest threshold level for their properties.
Departmental IPM liaison	• The IPM liaison will be the departmental contact person for pest control; • Develop a departmental IPM plan, schedule pest control services as required and review pesticide application plans with the IPM Coordinator prior to any applications (except for baits and gels); • Identify and record the targeted pests, types, and quantities, times, dates, climatic conditions and locations of pesticides used. • Submit records of application, including MSDS for each pesticide used, to the Campus IPM Coordinator on a monthly basis.

Campus IPM Coordinator	• Utilize IPM methods to provide pest control services to all General Fund and other requesting departments in a timely and cost effective manner; • Promote and educate Campus Community on the criteria and merits of IPM; • Determine the cost of implementing and maintaining the IPM program; • Develop funding strategies/resources for the program; • Train IPM Liaisons and serve as a campus resource to other departments on IPM techniques, policy and procedures; • Create a template for a standard campus IPM plan, maintain and make available, upon request, references to best IPM practices; • Collect and review departmental plans, prior to application (except for baits and gels), for compliance with campus policy; • Act as the official record keeper for the campus IPM program; • Prepare an annual report, for appropriate distribution, on the status of the IPM program. • Report non-compliant applications to the Director of Physical Plant and to the Director of Environmental Health & Safety as soon as detected.
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All applicators (including Contractors)	• Notification and Posting of Pesticide Usage - all University and commercial pesticide applicators must comply with the notification and posting regulations as stated in Colorado Department of Agriculture, Division of Plant Industry, Title 35 Article 10 (35-10-112 Pesticide Applicators Act and Rules and Regulations Pertaining to the Administration and Enforcement of the Pesticide Applicators Act). • All applicators shall provide the departmental IPM liaisons a proposed method of treatment and pesticide use plan for review prior to any application. • Record Keeping - each University or commercial pesticide applicator shall provide a legible record of application and MSDS for all pesticides used on campus to the departmental IPM liaisons. These records shall include: (a) Targeted pest; (b) Time, date, location and climatic conditions of the application; (c) Type and quantity and concentration of the pesticide used. • Departmental IPM liaisons shall submit these records on a monthly basis to the Campus IPM Coordinator, who will serve as the record keeper of the program. Records will be maintained for a period of five years.
Contractors (must be licensed commercial applicators)	• All commercial pest control contractors must comply with the University of Colorado at Boulder IPM policy and procedures. • All commercial applicators must be properly licensed by the Colorado Department of Agriculture
Procurement and Storage Personnel	• Only qualified Chemical Applicator Supervisors licensed with the Department of Agriculture shall have authority to purchase pesticides. • All pesticides shall be stored in compliance with Colorado Department of Agriculture Rules and Regulations, Title 35, Article 10 Part 11.
Design and Construction personnel for ALL UCB facilities	• Pest exclusion and prevention shall be a design consideration for all construction, renovations and landscape modifications.