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OPNAV INSTRUCTION 6250.4C

From: Chief of Naval Operations

Subj: NAVY PEST MANAGEMENT PROGRAMS

Ref: (a) DoD Instruction 4150.07 of 29 May 2008
(b) DoD 4150.07-M-V1, DoD Pest Management Training: The DoD Plan for the Certification of Pesticide Applicators, of 12 December 2008

Encl: (1) Navy Pest Management Programs

1. Purpose. To provide Navy policies and procedures for implementing pest management programs. This revision is substantial and should be reviewed in its entirety.
2. Cancellation. OPNAVINST 6250.4B.
3. Scope and Applicability. This instruction applies to all Navy commands afloat and ashore. These include government-owned, contractor-operated (GOCO) sites and facilities; base operating services (BOS); morale, welfare, and recreation (MWR) functions, including golf courses; land management operations, including agricultural out leases; other privatized operations on and off Navy property; and non-Department of the Navy (DON) property under Navy stewardship where pest control operations are conducted. (Applicability to contracted and privatized operations is based upon existing contract requirements.)
4. Action. Commanders at all echelons of command worldwide, during routine and contingency operations, shall comply with the requirements of this instruction.
5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Reports Control and Forms

a. Reports

(1) Reference (a) assigns symbol DD-AT&L (A&AR)-1080 for the reporting requirements contained in enclosure (1), paragraph 23.

(2) Data is submitted on the Naval Facilities Engineering Command (NAVFACENGCOM) Online Pesticide Reporting System. Establishment for installation user accounts consists of entering the installation name, office name (where records are maintained), and unit identification code. Each installation compiles pest control information monthly from all stakeholders (public works, MWR golf, etc.) in a single venue and provides this information to the responsible NAVFACENGCOM applied biology office for technical review and data management.

b. Forms

(1) DD 1826 Pesticide Applicator Certificate of Competency (page size) and DD 1826-1 Pesticide Applicator Certificate of Competency (wallet size) are issued upon completion of training as described in reference (b).

(2) The following forms are available for download on the DoD Forms Web site
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>:

(a) DD Form 1532 Pest Management Report.

(b) DD Form 1532-1 Pest Management Maintenance Record.



J. M. BIRD
Vice Admiral, U.S. Navy
Director, Navy Staff

Distribution:

Electronic only via Department of the Navy Issuances Web site
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NAVY PEST MANAGEMENT PROGRAMS

TABLE OF CONTENTS

1. General	1
2. Terms and Definitions	2
3. Requirements and Policies	7
4. Responsibilities	8
5. Pest Management and the Environmental Natural Resources Office	17
6. IPM Coordinator	17
7. Non-Appropriated Fund Operations	19
8. Grounds Operations	20
9. IPM Plans	20
10. Installation Pest Management Program Evaluations and Assistance	21
11. Personnel	22
12. Safety and Health	22
13. Pesticides	23
14. Equipment	26
15. Contracts	26
16. Self-Help Pest Control	28
17. GOCO Facilities	28
18. Operations on Non-DoD Property	28
19. Quarantine Program Support	29
20. Environmental Protection	29
21. BASH Reduction	30
22. Animal Damage Control	31
23. Record-Keeping and Reporting	31
24. Compliance with State Pest Control Laws	32
25. Homeland Security and Pest Management	33
26. Shipboard Pest Control Programs	33

NAVY PEST MANAGEMENT PROGRAMS

References

- (a) DoD Instruction 4150.07 of 29 May 2008
- (b) DoD Directive 4715.1E of 19 March 2005
- (c) DoD 4150.07-M-V1, DoD Pest Management Training: The DoD Plan for the Certification of Pesticide Applicators, of 12 December 2008
- (d) United States Navy Shipboard Pest Control Manual of May 2008
- (e) 7 U.S.C. §136
- (f) OPNAVINST 5100.23G
- (g) 29 CFR 1910
- (h) Navy and Marine Corps Public Health Center (NAVMCPUHLHCEN) 6260 Technical Manual (NOTAL), Occupational Medical Surveillance Procedures Manual and Medical Matrix
- (i) NAVSUPINST 4200.99
- (j) OPNAVINST 5090.1C
- (k) 42 U.S.C. §6901
- (l) SECNAVINST 6401.1B
- (m) CNO Letter 5090 Ser N456M/1U595820 of 10 Jan 2002 (NOTAL)
- (n) SECNAV M-5210.1 of January 2012
- (o) SECNAVINST 5210.8D
- (p) Armed Forces Pest Management Board Technical Guide No. 7, Installation Pesticide Security, August 2003
- (q) Armed Forces Pest Management Board Technical Guide No. 17, Military Handbook - Design of Pest Management Facilities, August 2009

1. General

a. The Navy is committed to maintaining an integrated pest management (IPM) program consistent with reference (a). Installation, shipboard, and contingency pest management programs shall emphasize surveys, establish control thresholds, and maintain documentation to track the effectiveness and safety of control efforts. IPM may include techniques such as education, habitat modification, biological control, genetic control, cultural control, mechanical control, physical control, regulatory control, and where necessary, the judicious use of least-hazardous pesticides. Pesticides, when needed, shall be selected consistent with IPM principles in order to minimize negative impacts on human health and the environment.

b. Navy emphasizes professionally managed IPM programs. These include up-to-date integrated pest IPM plans at all installations, program oversight including monthly review of pesticide applications by trained, empowered installation IPM coordinators, execution of in-house operations by trained or certified personnel, and oversight of contractual operations by performance assessment representatives (PARs) trained in pest control.

c. Navy pest management operations are directed against pests that conflict with or affect the mission of the Department of Defense (DoD), the health and well-being of naval personnel and their dependents; damage real property, supplies, or equipment; adversely impact the natural environment; or are otherwise undesirable.

d. Not considered in the scope of this instruction are U.S. Environmental Protection Agency (EPA)-registered biocides and water treatment chemicals. The training and accrediting of Navy personnel and civilian contractors who handle, store, use, and report the use of these materials on Navy installations shall be per applicable Federal and State laws, and host nation environmental regulations, e.g., DoD Final Governing Standards (FGS).

e. This instruction applies to all Navy commands afloat and ashore. Included are GOCO sites and facilities; BOS; Navy MWR functions including golf courses; land management operations including agricultural out leases; public-private venture (PPV) housing, and other privatized operations on naval property; and non-naval property under Navy stewardship where pest control operations are conducted.

2. Terms and Definitions

a. Applied Biology Program. A network of NAVFACENGCOM pest management consultants in the environmental business line that assist Navy installations in assuring compliance with the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), and with FGS. This program also provides IPM solutions that protect operations, warfighters, quality of life, property, materiel, and the environment from the adverse effects of pestiferous or disease transmitting living organisms. The pest management

consultants are located at NAVFACENGCOM Atlantic, NAVFACENGCOM Southwest and NAVFACENGCOM Pacific. Also see Pest Management Consultant (subparagraph 2s) below.

b. Area Medical Entomologist. The senior uniformed Medical Service Corps entomologist designated by the Navy and Marine Corps Public Health Center (NAVMCPUBHLHCEN) to provide technical service for a given geographic area.

c. Arthropods. The group of animals that includes insects, spiders, ticks, mites, silverfish, and related organisms.

d. Direct Supervision. Supervision that includes being at the specific location where pest management work is conducted; providing instruction and control; and maintaining a line-of-sight view of the work performed. Certain circumstances may temporarily remove the line-of-sight view of the application of pesticide from the supervisor such as topographic constraints, vegetation constraints, or building structural constraints. Under these temporary circumstances, the supervisor shall be responsible for the actions of the pesticide applicators.

e. Disease Vector. Any animal capable of transmitting the causative agent of a human disease. It is recognized that certain disease vectors are predominately economic pests that as conditions change may require management or control as a disease vector.

f. IPM. A planned program incorporating education, continuous surveillance, record keeping, and communication to prevent pests and disease vectors from causing unacceptable damage to operations, people, property, materiel, or the environment. IPM uses targeted, sustainable (effective, economical, environmentally sound) methods including habitat modification, biological, genetic, cultural, mechanical, physical, and regulatory controls; and when necessary, the judicious use of least hazardous pesticides.

g. IPM Coordinator. The individual, fully trained in IPM principles and practice, designated by the installation commanding officer (CO) to coordinate and oversee all pest management activities at the installation.

h. IPM Plan. A required, written long-range, comprehensive planning and operational document that establishes the strategy and methods for conducting a safe, effective, and environmentally sound IPM program. IPM plans are a means of establishing and implementing installation pest management programs and function as the tool used to ensure compliance with applicable pest management laws and regulations.

i. Material Safety Data Sheet (MSDS). A document (Occupational Safety and Health Administration (OSHA) Form 174, or equivalent) that accompanies a pesticide product, providing the handler with chemical information on ingredients, handling instructions, potential hazards, and manufacturer address and emergency contact information.

j. Medically Important Pest. Any animal capable of transmitting the causative agent of a human disease serving as an intermediate or reservoir host of a pathogenic organism producing human discomfort or injury, including (but not limited to) mosquitoes, flies, other insects, ticks, mites, snails, and rodents.

k. Nuisance Pests. Arthropods, and other organisms, that do not cause economic damage or adversely affect human health, but which on occasion do cause annoyance.

l. Pest Controller. The Office of Personnel Management (OPM) title for the individual employed under Job Standard 5026 performing the public works pest control function as a pesticide applicator or pest control operator. See also Pesticide Applicator (subparagraph 2o) below.

m. Pest Control Performance Assessment Representative (PCPAR). A DoD employee trained in pest management, who protects the government's interest through on-site performance assessment (PA) of commercial pest management contracts or other contracts that involve the use of pesticides. (Formerly known as a pest control quality assurance evaluator.)

n. Pesticide. Any substance or mixture of substances, including biological control agents, registered by EPA under FIFRA intended to destroy, repel, or mitigate pests. Includes insecticides, rodenticides, herbicides, fungicides, plant regulators, defoliants, desiccants, disinfectants, anti-fouling

paints, and biocides (such as water treatment chemicals). NAVFACENGCOCM pest management consultants do not approve disinfectants or biocides.

o. Pesticide Applicator. Any individual who applies pesticides. DoD certified pesticide applicators must complete a DoD certified pesticide applicator training course for the appropriate applications and must maintain this certification by attending refresher training every 3 years. State certified applicators must receive appropriate training for certification and recertification from the state where the installation is located.

(1) DoD-Certified Pesticide Applicators. Military or civilian personnel certified per the "DoD Plan for Certification of Pesticide Applicators" in the pest management categories that are appropriate for their type of work.

(2) State-Certified Commercial Pesticide Applicators. Personnel certified per FIFRA by a state (in which the work will be performed) with an EPA-approved certification plan and certified in the category in which a pesticide will be applied.

(3) Uncertified Pesticide Applicators. Individuals who have not successfully completed certification training. Uncertified military and DoD civilian personnel who are in training to become certified pesticide applicators may apply pesticides when under the direct line-of-sight supervision of a DoD-certified pesticide applicator. Uncertified personnel may apply self-help or personal relief pesticides when the operation has been approved by a command pest management consultant.

p. Pesticide Registration Cancellation. An action by EPA that may limit the use of a pesticide. EPA often issues instructions with the pesticide registration cancellations providing information on the disposition of cancelled pesticides.

q. Pesticide Facility. The building and areas designated for handling, storing, and mixing of pesticides.

r. Pest Management. The prevention and control of disease vectors and pests that may adversely affect the DoD mission or military operations; the health and well being of people; or structures, material, or property.

s. Pest Management Consultant. A professional, with a degree in a biological science, who has rigorous college-level entomology training, such as a NAVFACENGCOCOM civilian entomologist (applied biologist) or Bureau of Medicine and Surgery (BUMED) commissioned medical entomologist who has command program oversight responsibilities and provides guidance and information on the management of pest management programs for commands and installations.

t. Pests. Any organism (except for micro-organisms that cause human or animal diseases) that adversely affects operations, preparedness, the well being of humans or animals, real property, materiel, equipment or vegetation, or is otherwise undesirable.

u. Pest Management Professionals. DoD military officers commissioned in the Medical Service Corps or civilian personnel with college degrees in biological or agricultural sciences who are in a current assignment that includes pest management responsibilities exercised regularly. DoD civilian employees also shall meet OPM qualification standards. Based on assignment, some pest management professionals are pest management consultants.

v. Registered Pesticide. A pesticide registered by EPA for sale and use within the United States.

(1) Restricted-Use Pesticide. A pesticide that the Administrator of the EPA, per FIFRA or a State regulatory agency, determines to have the potential to cause unreasonable adverse effects on the environment or human health, when applied following its directions for use, and therefore requires additional regulatory restrictions.

(2) State Limited-Use Pesticide. A classification used by states to identify pesticides that are restricted in their use by a state, but not necessarily restricted by the EPA. State-limited use pesticides may be procured and used only by state or DoD certified pesticide applicators.

w. State. Any one of the 50 United States of America; the District of Columbia; the Commonwealths of Puerto Rico, the Northern Marianas, Virgin Islands; and the Territories of Guam and American Samoa.

x. Surveillance. Thorough inspections or surveys conducted before or after pest management treatments or on a regular basis to determine the presence and prevalence of pests or disease vectors.

3. Requirements and Policies

a. Background. References (a) and (c) establish the DoD policy and overall guidance for DoD pest management programs. Reference (a), establishes the Armed Forces Pest Management Board (AFPMB) as a tri-service organization to develop policy, coordinate activities, provide technical information and advice for the DoD Pest Management Program. Consistent with reference (a), DON representation on the AFPMB Council is from the Deputy Assistant Secretary of the Navy (Energy, Installations and Environment); BUMED; Commander, Navy Installations Command (CNIC); NAVFACENCOM headquarters (HQ); and the NAVMCPUBHLHCEN.

b. Pest Management Implementation. BUMED, NAVMCPUBHLHCEN, and NAVFACENCOM implement the pest management function. References (b) and (d), set forth minimum competency standards for pesticide applicator training. Reference (e), provides legislative requirements applicable to the prevention and abatement of pollution from pesticides.

c. Policy. It is Navy policy to:

(1) Prevent pests from adversely affecting military operations and missions.

(2) Safeguard human health, morale, and quality of life by controlling pests that transmit diseases, annoy personnel, or represent a hazard to public health, safety or quality of life.

(3) Maintain and extend the service life of facilities, structures, and materiel by preventing pest damage.

(4) Ensure pesticide use, when necessary, is safe and consistent with EPA label directions and MSDS information.

(5) Use the principles of IPM and minimize the use of pesticides when practical non-chemical alternatives are available.

(6) Protect the natural environment, endangered and threatened species, wildlife, watersheds, and water quality through the careful implementation of IPM strategies including safe, judicious use of pesticides.

(7) Comply with quarantine laws and regulations to protect plants, animals, and human health.

(8) Comply with applicable laws and regulations concerning pesticide storage, application, use reporting, disposal, and transport.

(9) Voluntarily comply with State and local pesticide management laws to the greatest extent practicable when doing so does not adversely affect military operations and missions or homeland security.

4. Responsibilities. Pest management programs at installations shall be implemented primarily by the public works or facilities (engineering) department, medical department, environmental or natural resources office, and the MWR offices. Other stakeholders include, but are not limited to, the housing department (self-help pest control and PPV on government property), and the supply office (credit card procurement of pest control services). All stakeholders shall be clearly identified in installation IPM plans. The installation IPM plan shall clearly define the responsibilities of all command elements and supported tenants in implementing the installation IPM plan. All personnel applying pesticides shall be certified. All pesticides and contract specifications shall be approved in advance by the responsible pest management professional. All pest control operations shall be reported monthly to the IPM coordinator and NAVFACENGCOC applied biology program.

a. The Chief of Naval Operations (CNO) is responsible for providing policy and management of pest control functions as described in reference (a).

b. CNIC is responsible for:

- (1) Development of program guidance and direction.
- (2) Funding and priorities for the pest management program at Operations and Maintenance, Navy and Operations and Maintenance, Navy Reserve funded Navy installations.
- (3) Oversight of program execution through a compliance evaluation process.
- (4) Coordination with BUMED to develop an evaluation process for BUMED properties.
- (5) Representing Navy pest management interests to the greatest degree practical through participation on committees of the AFPMB.

c. BUMED is responsible for:

- (1) Recommending shipboard pest control programs and specifying a standardized pest control reporting system for shipboard use.
- (2) Providing professional guidance, recommendations, and on-site assistance to shore and afloat commands, as requested, on all technical matters relating to disease vectors and other medically important pests (e.g., personal protective equipment, use of skin and clothing repellents, and chemically-treated clothing and netting).
- (3) Providing technical guidance and services for medically important pest surveillance, and safe, effective vector control including installation emergency vector control plans, and occupational health issues.
- (4) Testing and evaluating novel pesticides, pesticide application equipment, techniques, surveillance methods, and prevention and control methodology used during contingency pest and vector control operations.
- (5) Assisting installations whenever practical (in collaboration with NAVFACENCOM) in establishing memoranda of agreements establishing mutual support with local, district,

county, or state agencies for vector surveillance and or control and coordinating with these agencies to provide vector surveillance if needed.

(6) Providing specialized, area-wide operational pest management services; including emergency vector control plans, contingency response, medical entomology information, vector-borne disease assessments, and emergency disease vector control in the event of vector-borne disease outbreaks, disasters, or other situations where vector control is beyond the scope of local commands.

(7) Defining and coordinating research, development, testing, and evaluation (RDT&E) requirements for vector biology and control; and for conducting or supporting applied research on pest control material and pest control operations aboard naval vessels.

(8) Assisting (in collaboration with NAVFACENGCOM) the Navy Exchange Service Command, and the Defense Commissary Agency (DeCA) in selecting, storing, and displaying pesticides in retail outlets.

(9) Establishing a medical entomologist as the senior pest management consultant and point of contact for pest control issues aboard ship and during contingency operations.

(10) Training, certifying, and re-certifying vector control specialists and other medical department personnel and, with support from NAVFACENGCOM, providing initial training and certification of civilian applicator personnel and non-medical personnel. As required by reference (b), triennial re-certification training and testing is mandatory to maintain DoD certification. This training shall be through attendance at an approved DoD course. U.S. Navy active duty personnel shall physically attend training at an approved DoD component training center, during which time they shall receive classroom instruction, performance-based "hands-on" training, and testing on pesticide dispersal equipment. Certification of active duty personnel may be extended administratively for up to 12 months by the authorized certifying BUMED agency.

(11) Coordinating programs at Navy Entomology Center of Excellence (NECE) and Navy environmental and preventive medicine

units (NAVENPVNTMEDU) supporting installation pest management programs ashore with appropriate Navy regional commanders.

(12) Representing Navy pest management interests to the greatest degree practical through participation on committees of the AFPMB.

(13) Ensuring the following at the installation level and elsewhere where appropriate:

(a) Conduct inspections and surveys to determine the species, source, location, and density of medically important arthropods and the state of sanitation, and provide the results to the public works and facilities department for use in planning pest control operations.

(b) Recommend sanitation standards and practices to minimize the presence of medically-important arthropods and other pests.

(c) Evaluate the effectiveness of vector control measures, coordinate with civilian and government agencies having cognizance over vector issues affecting naval personnel, and oversee compliance with appropriate public health and quarantine measures.

(d) Inspect pest control operations to ensure safe use of pesticides.

(e) Provide guidance on personal protective measures for personnel who apply pesticides or conduct medical surveillance programs for pesticide applicators.

(f) Develop, maintain, and update emergency plans for dealing with outbreaks of vector-borne disease.

(g) Control vectors of human disease aboard ships, in support of troops in the field, and (when directed by COs) on installations during epidemics and disasters.

d. NAVFACENGCOM is responsible for:

(1) Providing on-site assistance, program planning, records review, and technical guidance to Navy installations as

described by reference (a). This assistance shall also include support for installations in meeting DoD goals for IPM plans, pesticide applicator certification, and pesticide reduction.

(2) Conducting regional training and re-certification programs for Government civilian installation pesticide applicators, IPM coordinators and installation PCPARs consistent with reference (b) and with support from BUMED.

(3) Maintaining and updating on-line templates for development of performance work statements for procurement of pest control services that promote IPM strategies.

(4) Establishing an applied biologist as the senior pest management consultant and point of contact for pest management issues and information reported from shore installations operations.

(5) Providing technical services to protect and extend the life of wooden structural components such as poles, waterfront materials, and rail ties susceptible to degradation by wood decay fungi, marine borers, termites, and other wood-destroying organisms. Assisting installations to develop and implement in-place ground line programs to inspect and treat wooden utility poles.

(6) Providing guidance, assistance, and training to installations on procurement of preservative (pesticide)-treated wood products.

(7) Providing technical expertise and consultation on pest management and pesticide issues related to natural resources and land management programs including invasive species management, quarantine, animal damage control, bird aircraft safety hazards (BASH), and agricultural outleases.

(8) Providing technical review and approval by the responsible pest management consultant for all installation-submitted contract documents describing pest management actions (including credit card-procured pest management services) and PPV lease application of pesticide plans; and for the use of registered pesticide products, methods, and technology for pest management.

(9) Providing pest management guidance for installations identified for base realignment and closure actions.

(10) Cooperating with other organizations on applied RDT&E of pesticides, application equipment, and management procedures for applicability to shore installation programs.

(11) Coordinating pest management programs with appropriate Navy regional commanders.

(12) Representing Navy pest management interests to the greatest degree practical through participation on committees of the AFPMB.

(13) Ensuring that a pest management consultant reviews pest control operations at GOCO, agricultural or forestry outleases, and other privatized operations on Navy property. The pest management consultant shall review draft agreements, pest control contract specifications, partner's contractor's plan for pest control, and monthly application records.

(14) Ensuring that outdoor pesticide applications on privatized land, such as housing, are in compliance with standards for prior contract review, oversight and reporting delineated in reference (a).

(15) Ensuring that installation pest management programs, including GOCO sites and facilities, are reviewed every 3 years.

(16) Surveillance of homeland security aspects with regard to pesticide and pesticide dispersal equipment security.

(17) Recommending programs to remove feral cats and dogs from installations.

(18) Assisting installations in developing cooperative agreements with county or state mosquito abatement districts. Coordinate these services with BUMED. (Cooperative agreements with county or state abatement districts are the preferred method for obtaining mosquito control services, when practical.)

(19) Providing installations with guidance on pesticide legislation and EPA notices canceling pesticides or pesticide uses.

e. Naval Supply Systems Command is responsible for:

(1) Procuring, managing, and issuing pest management material in coordination with NAVFACENGCOM or BUMED pest management consultants.

(2) Ensuring that all pesticide products and pest control services procured via government credit cards are consistent with this instruction and reference (a) and have been approved by the responsible pest management consultant.

(3) Ensuring that all afloat approved pesticide products are properly identified and entered in the ships' hazardous material list programs.

f. Naval Sea Systems Command is responsible for:

(1) Conducting or supporting applied RDT&E related to pest management material and pest management procedures for use aboard ships.

(2) Standardizing, consistent with reference (d), pesticides, methods, and equipment recommended by BUMED for use aboard ship.

(3) Ensuring, consistent with reference (a), that Navy industrial reserve ordnance plants report pesticide use to the appropriate NAVFACENGCOM pest management consultant.

g. Naval Air Systems Command is responsible for:

(1) Stocking and procuring equipment for aircraft disinsection.

(2) Providing (in coordination with BUMED) RDT&E services to develop aerial pesticide application equipment.

(3) Ensuring, consistent with reference (a), that Navy weapons industrial reserve plants report pesticide use to the appropriate NAVFACENGCOM pest management consultant.

h. Commanders and COs of shore installations and units of the operating forces stationed ashore are responsible for:

(1) Budgeting for IPM plans, training, operations and facilities in compliance with legal and DoD requirements.

(2) Ensuring that pest management programs comply with applicable Federal, State, and local laws; that appropriate permits are identified and received; and that partnering efforts with governmental pest management authorities (e.g., state or county mosquito and vector abatement districts) are supported.

(3) Ensuring that only DoD-certified or state-trained personnel holding credentials in the appropriate EPA and state categories conduct pest management services on the installation and that every contract pesticide applicator holds the level of qualification, certification or licensing from the state in which the installation is located (or from a state with a reciprocal agreement) that allows him or her to apply pesticides unsupervised.

(4) Identifying in writing to all installation stakeholders, a trained and qualified government-employed IPM coordinator.

(5) Conducting, as a routine part of public works and maintenance operations, inspections to identify the location and causes of pest populations; planning, performing, evaluating, and documenting control efforts; ensuring compliance with all applicable Federal and State regulations; and providing a pest management PAR trained in pest management to inspect contracted pest management services.

(6) Officially designate, by letter, an IPM coordinator to be responsible for annual IPM plan reviews and oversight of the installation program including public works in-house and outsourced operations, non-appropriated fund activities such as golf operations and clubs, natural resources, agricultural, range, and forest outleasing, purchase card use, self-help, tenant command contracts, retail outlets (Navy Exchange and commissary) and outdoor applications by privatization partners. The installation IPM coordinator shall work closely with environmental and preventive medicine authorities.

(7) Maintaining daily records of all in-house and contracted pest control operations including pesticides used on grounds, golf courses, PPV housing, outleases, etc., per reference (e) and submitting records monthly to the responsible NAVFACENGCOC pest management professional using an approved, Navy compatible reporting system per reference (a).

(8) Developing, implementing, and maintaining written IPM plan outlining IPM strategies, and documenting pest management operations.

(9) Maintain a pesticide authorized use list containing pesticides approved by NAVFACENGCOC for use by pest management service providers on the installation. Submit requests to add pesticides to the authorized use list to the NAVFACENGCOC pest management consultant.

(10) Ensuring that contract specifications or lease agreements that include the use of pesticides are approved by a NAVFACENGCOC pest management consultant prior to solicitation.

i. COs of naval vessels and commanders of forces afloat are responsible for developing and implementing programs as prescribed in reference (a) to control pests aboard ship. COs shall also ensure that only BUMED-certified personnel, specifically trained in shipboard pest control, perform pest control operations on naval vessels. COs of naval vessels are responsible for:

(1) Establishing and maintaining a safe and effective program to control insects, rodents, and other pests that could affect the health and well-being of personnel or damage material.

(2) Ensuring that only senior medical department personnel or corpsmen with documented training at NAVENPVNTMEDUs and NECE and documented current certification in shipboard pest control apply pesticides aboard ship, procure standard stock pesticides approved for use aboard ship, conduct or supervise shipboard pest control operations under current BUMED directives.

(3) Implementing technical guidance from BUMED to include planning and accomplishing shipboard pest management

programs, pest control, and training for fleet personnel, and technical review of requisitions for equipment and pesticides.

(4) Ensuring that only pesticides and pest management equipment approved by BUMED are stored and used aboard ship.

(5) Implementing a control program for meal, ready-to-eat rations, as required, to prevent losses caused by pest infestation or damage.

(6) Maintaining and submitting pesticide application records as directed by the responsible BUMED pest management professional.

(7) Ensure the ship's or boat's hazardous material coordinator acquires and maintains current electronic or hardcopy format MSDS for each brand of pesticide carried afloat.

5. Pest Management and the Environmental Natural Resources Office

a. The environmental and natural resources program (including agricultural outleases, BASH, fish and wildlife management, forestry, threatened and endangered species conservation, and invasive species management programs) shall be identified in installation IPM plans and shall be coordinated with the installation IPM coordinator.

b. Pesticides used in these programs shall be reported monthly to the installation IPM coordinator. The IPM coordinator has final authority in use of pesticides, and the natural resources office has final authority on fauna, flora, and invasive species.

6. IPM Coordinator. The installation IPM coordinator shall represent the CO in all matters related to pesticides and pest management. The IPM coordinator shall have the educational, management, and communication skills and pest management training to expertly perform this function. The IPM coordinator shall, if job duties require selecting or applying pesticides, complete requirements for DoD pest controller training and certification. CO responsibilities administered by the installation IPM coordinator shall typically include the following:

a. Signature on the IPM Plan. Ensuring signature of the IPM plan by the senior medical officer, environmental coordinator, public works officer, cultural resources manager, natural resources manager, and responsible NAVFACENCOM and BUMED pest management consultants.

b. IPM Plan Implementation. Coordinating the installation pest management program including implementation and annual update of the installation IPM plan.

c. IPM Plan Revisions. Coordinating revision of the IPM plan every 5 years.

d. Pesticide Reporting. Preparing and forwarding pesticide use reports to the responsible NAVFACENCOM pest management consultant monthly or as determined by the consultant.

e. Completeness of IPM plan. Ensuring that the installation IPM plan identifies all in-house and contracted pest control operations, pesticides applied in conjunction with new construction, pesticide use or sales within the installation footprint (including satellite locations and leased areas), and personnel who are certified to apply pesticides or trained to inspect contractual pest control operations. (Non self-help pesticide applications made by housing residents for their personal relief are not included in the intent of this instruction.)

f. Certification Oversight. Ensuring, before contracted pest control operations begin, that all contractor pesticide applicators on-site are certified per state or host nation standards.

g. Point of Contact. Functioning as the command point of contact for pesticide and pest management issues.

h. Liaise with Consultants. Maintaining liaison with the responsible NAVFACENCOM and BUMED pest management consultants.

i. Liaise with Installation Stakeholders. Maintaining liaison with installation pesticide stakeholders, including the environmental coordinator, public works officer, housing officer, supply officer, medical officer, preventive medicine officer, safety manager, Navy exchange general manager officer,

food service managers, commissary manager, Army veterinarian, MWR, golf course manager, tenant commands, natural resources manager, cultural resources manager, and managers of privatized operations on all outleased lands.

j. Pesticide Approval. Ensuring that the responsible NAVFACENGCOM pest management consultant approves all pesticide use requests prior to procurement or use.

k. Contract and Lease Review. Ensuring that all pest management contracts are reviewed and approved by the responsible NAVFACENGCOM pest management consultant prior to advertisement. Ensuring that all agricultural outlease and PPV housing lease agreements are also reviewed and approved.

l. Certification. Ensuring that all personnel who apply pesticides are trained, qualified and certified, and consistent with reference (b), in the EPA, State or host nation certification categories for the required types of pest control.

m. Contract Oversight. Ensuring that all PCPARs who assess contracted pest control operations are trained in pest control, have earned a NAVFACENGCOM or DoD PCPAR accreditation of competency certificate per reference (a), and are retrained every 3 years.

n. Program Changes. Notifying the responsible NAVFACENGCOM and BUMED pest management consultant of program changes and emerging regulatory issues.

7. Non-Appropriated Fund Operations. Navy MWR and Navy Exchange functions are subject to all requirements of this instruction including training and certifying personnel who apply pesticides to golf courses and other recreational sites, and pesticide use reporting at least quarterly or as specified by the responsible pest management professional. Non-appropriated fund operations pest management requirements shall be identified in installation IPM plans. CNIC has responsibilities to provide pest management services to tenant commands under intra or inter service support agreements or cost reimbursable agreements. Tenant commands currently funding these services shall provide a budget based transfer of funds to CNIC where appropriate.

8. Grounds Operations. Operations to control insects, weeds and fungi in turf and ornamental plantings and to eliminate brush or weeds in industrial and other sites are subject to all requirements of this instruction.

9. IPM Plans

a. Development. Installations where pest management operations are conducted, whether by in-house resources, by contract, or by private operators, as part of natural resources operations, or as needed by agricultural or other lessees, shall fund, maintain and execute a written IPM plan incorporating the outline elements described in reference (a). IPM plans shall identify all installation pesticide uses. Pest control requirements of tenant commands not having their own IPM plan should be included. GOCO and small, remote installations (typically performing less than 0.5 work years of pest management annually) shall fund, maintain and execute an abbreviated IPM plan. The installation IPM coordinator shall coordinate appropriate portions of the IPM plan with installation stakeholders. IPM plans are implemented when signed and officially distributed by the installation CO.

b. Maintenance. Installations shall review and update the IPM plan annually. Requirements noted during program reviews and environmental audits as well as subsequent corrective actions shall be documented in the plan. The responsible NAVFACENGCOCOM and BUMED pest management consultant shall be notified of substantive revisions. The installation IPM coordinator shall initial and date the cover sheet indicating that the annual update has been done. The plan shall be revised at least every 5 years at which time the signature page shall be re-signed by the installation commander and other stakeholders identified in enclosure (5) of reference (a) or added by the installation commander. The annual IPM plan update may be used to facilitate mandatory annual review and approval of the pesticide purchase or use plan by the responsible NAVFACENGCOCOM pest management consultant. IPM plan updates, if used to request approval of pesticide purchase or use plans for the next fiscal year, shall be submitted to the responsible pest management consultant no later than 1 September. Records shall be maintained of unanticipated requirements subsequently approved by the responsible pest management consultant.

10. Installation Pest Management Program Evaluations and Assistance

a. Program Reviews and Assistance Visits. NAVFACENGCOM pest management consultants shall review installation pest management programs on-site at least every 3 years. NAVFACENGCOM's reviews shall look at the entire pest management program. NAVFACENGCOM shall coordinate review schedules to reduce impact to installations. Reviews shall focus on safe, effective pest control and pesticide use, compliance with IPM plans, and deficiency identification, and shall result in written reports and or recommendations needed to keep IPM plans current. Installations shall, within 60 days of receiving written recommendations, advise the reviewing agency on progress regarding corrective actions. When repeated deficiencies are found, or when corrective actions are not implemented, a copy of the pest management program review shall be provided to the NAVMCPUBHLTHCEN Preventative Medicine code and to the NAVFACENGCOM HQ senior pest management consultant (applied biology program manager). BUMED pest management consultants are available, on request, to review pest management program elements consistent with paragraph 4 of this enclosure to include medically important pests and pesticide safety.

b. Environmental Compliance Audits. Budget submitting office (BSO) shall request the services of NAVFACENGCOM pest management consultants as needed to provide professional technical assistance for the pesticide portion of environmental compliance audits, to provide follow-up assistance to audits, or to further evaluate audit findings. Installations or BSO shall notify responsible pest management consultants promptly prior to scheduled Federal, State, or local inspections of pest management operations.

c. Program Guidance. NAVFACENGCOM and BUMED shall provide the services of pest management consultants to advise installations on developing IPM plans, training installation pest control personnel, reviewing occupational safety, reviewing pesticides and equipment procurement, monitoring operational reports, and providing support for contingency planning. BUMED shall provide the services of pest management consultants to advise installation medical departments on developing, implementing, and reviewing sections of IPM plans dealing with the medical department responsibilities and shall assist in

developing emergency vector control plans. NAVFACENGCOM pest management consultants shall assist installation public works and MWR departments in developing, implementing, and reviewing appropriate sections of the IPM plans, train contract PA personnel and review pesticide portions of construction and facilities support solicitations and contracts.

11. Personnel. Installation pest management staffing levels to support in-house and contractual requirements shall be based on the nature of the installation mission, presence of pest species, type and amount of real property, human population at risk from pest attack, environmental conditions, climate and other factors. NAVFACENGCOM pest management consultants, upon request, shall provide technical assistance to installations that are preparing a pest management workload analysis including most efficient organization cost estimate for Office of Management and Budget (OMB) commercial activities (A-76) studies. All uncertified DON personnel who select or apply pesticides shall be enrolled in a DoD certification course within 24 months on the job and shall work under the direct line-of-sight supervision of a certified applicator when handling pesticides. An extension up to, but not exceeding, 36 months may be given for locations outside the continental United States where an initial DoD certification course is not available within the first 24 months. DoD certification is documented by DD 1826 Pesticide Applicator Certificate of Competency (page size) and DD 1826-1 Pesticide Applicator Certificate of Competency (wallet size), issued upon completion of training as described in reference (b).

12. Safety and Health

a. Industrial Hygiene. Per reference (d), pest control operations shall be evaluated to identify, quantify, and assess potential health hazards and to survey workplaces and records.

b. Personal Protective Equipment. All personnel who apply pesticides shall be equipped with, trained, and required to use appropriate personal protective devices such as respirators, eye protection, hearing protection, impervious gloves, and protective clothing. References (f) and (g) and pesticide labels establish the requirements for protective equipment.

Installation industrial hygiene and safety officers shall provide guidance on protective equipment with support from the responsible BUMED pest management consultant.

c. Medical Examinations. Consistent with reference (g), (<http://www.nmcphc.med.navy.mil/downloads/occmcd/MedicalMatrix11.pdf>) installation medical departments or medical treatment facilities shall evaluate whether military and civilian personnel involved in pest control operations need to be placed in a medical surveillance program, and shall provide any necessary medical surveillance.

13. Pesticides

a. Stocking and Procurement. The DoD section of the Federal Supply Catalog, class 6840 lists standard stock pesticides. The responsible pest management consultant shall review requested standard stock and locally purchased pesticides before procurement. Reference (h) makes it clear that pesticides procured by credit card are not exempt from this requirement. Pesticide purchase or use plans shall be reviewed and approved annually by the responsible NAVFACENGCOM pest management consultant in conjunction with the annual review of the IPM plan or as an independent action no later than 1 October. The responsible pest management consultant may approve subsequent installation pesticide use requests. Only pesticides and equipment approved by BUMED shall be used aboard ships. Prior to submission, all requisitions for nonstandard pesticides and equipment, and requisitions for pesticides and equipment not currently approved for shipboard use, shall be forwarded to the responsible NECE or NAVENPVNTMEDU for review and approval. Justifications shall state the target pest, application site, rate of application, and the reason why currently approved materials are inadequate. Supply departments shall not process pesticide requisitions until approved by a pest management consultant.

b. Overseas Use. Pesticide procurement, use, and disposal in foreign countries, while not directly subject to reference (e), shall comply with the statutes and regulations of foreign host nations, the applicable FGS, or reference (e), whichever is more stringent. To the extent practicable, installations shall adopt environmental and pollution abatement standards related to pesticide use equivalent to host nation law. Where host country

restrictions are not established, the requirements of this instruction shall apply under the status of forces agreement.

c. Point-of-Sale Retail Outlets. Pesticides sold in exchange facilities and DeCA commissaries shall be consistent with recommendations of the AFPMB or the responsible pest management professional and shall be displayed on shelves separate from food in locations where accidental breakage will not result in contamination. No category 1 pesticide products identified or marked as "Danger" or "Danger-Poison" shall be sold in exchange facilities.

d. Spills. Installation IPM plans shall address pesticide spill prevention and management and shall indicate coordination and compliance with installation hazardous materials and waste programs. Pesticide spill kits shall be ready to use in every pesticide mixing facility, on vehicles used to transport or apply pesticides, and at other storage locations as required by installation policy. Any pesticide spill that may enter ground water, surface water, or potable water shall be immediately reported to the installation hazardous substance spill coordinator. Contractors shall be responsible for providing their own spill kits.

e. Aerial Application. Aerial application of pesticides may be required by the Navy to control such pests as disease vectors, forest pests, and invasive weeds, and by out-lease farmers to control agricultural pests. Reference (a) recognizes aerial pesticide application as a specialized pest management operation. Special care is required due to the highly technical nature of the equipment used, potential for area-wide contamination, and potential liability. Aerial dispersal shall be performed only after the responsible action proponent has carefully evaluated the risks and benefits consistent with reference (i) and consulted with the responsible NAVFACENCOM National Environmental Policy Act (NEPA) lead to determine environmental documentation requirements. Aerial spray applications shall be coordinated with the appropriate Federal, State, or local authorities to ensure that applicable permits, approvals, and certifications are obtained. The responsible pest management consultant, DoD-certified in EPA aerial application category 11, shall review and approve project aerial application validation statements. Aerial operations involving suppression of potential disease vectors shall be validated and

coordinated by the responsible BUMED pest management consultant. Other operations shall be validated and coordinated by the responsible NAVFACENGCOC pest management consultant. Approvals shall be obtained before applications commence.

f. Disposal of Pesticides and Pesticide Wastes. Pesticides shall be managed as to preclude excess stocks and subsequent disposal requirements by minimizing procurement and on-site storage, rotating stocks, monitoring regulatory developments such as impending product suspensions and cancellations, and scheduling valid applications per labels prior to end use dates. Liquids generated in pest control shops, as the result of cleaning shall not be collected unless required by applicable statute. Equipment shall be triple-rinsed in the field consistent with pesticide labels. Installations holding EPA-registered pesticides excess to their needs shall request assistance from the responsible NAVFACENGCOC pest management consultant to determine if reuse is feasible. Excess pesticides shall be transferred to the Defense Logistics Agency Disposition Services (DLA Disposition Services) for reuse before EPA expiration, suspension, or cancellation action dates. DLA Disposition Services provides additional information on how to submit hazardous material for disposal or reuse at <http://www.dispositionservices.dla.mil/newenv/>. In the event that waste pesticide is produced, it shall be managed, packaged, stored, shipped, and disposed per applicable local, State, and Federal hazardous waste regulations. All regulatory requirements for disposal shall be strictly followed with special attention given to Department of Transportation regulations and EPA hazardous waste regulations found in reference (j). Pesticide containers shall be recycled as hazardous material (through DLA Disposition Services or equivalent) if required by label information. All other pesticide containers shall be made safe by triple rinsing (i.e., empty container is rinsed, rinse water is applied as a pesticide, then the process is repeated twice) and to the greatest extent practical such containers should be recycled.

g. Occupied Spaces. Pesticide sprays, dusts, and aerosols shall not be applied in occupied spaces (e.g., offices and housing). Approved baits, gels and non-chemical devices such as traps may be placed in safe locations within occupied spaces.

h. Paints and Coatings Containing Pesticides. Paints containing insecticides shall not be used on Navy property. This policy applies to both interior and exterior paints that contain insecticides intended for application to broad structural surfaces such as walls, ceilings, and siding. It also applies to insecticides formulated and labeled for use as paint additives. Paints containing fungicides as mildew inhibitors may be used when application directions specify no special restrictions due to the fungicide. Approved marine anti-fouling compounds or coatings may be applied to protect surfaces of watercraft. Installations using marine anti-fouling coatings registered by EPA as pesticides shall comply with State and Federal requirements for applicator certification, record keeping, management, and control of sandblasting residues and other applicable requirements. Procurement of wood preservatives registered as pesticides shall be approved in advance by the responsible pest management professional. Use of wood preservatives shall be included in monthly pest control reports.

14. Equipment. Guidance for procuring Federal stock-listed pest control equipment may be obtained from the responsible NAVFACENGCOM pest management consultant. Procurement shall be through normal supply channels. For shipboard use, only those equipment items approved by BUMED shall be used. Pesticide application equipment shall be secured and protected from unauthorized or illegal uses.

15. Contracts. Commercial pest control may be used during construction (e.g., termite control) to procure specialized and or large-scale pest control operations such as aerial spray or weed control, to supplement in-house operations, or when justified by a cost study per OMB requirements to replace in-house operations. All specifications shall clearly specify that pest control contractors and subcontractors shall meet State and Federal or host nation requirements prior to awarding the prime contract. All pest control contracts or other contract services requiring the use of pesticides, including rodenticides, herbicides, fungicides, wood preservatives, etc., on Navy land or property shall be reviewed and approved by the responsible pest management professional prior to procurement. Templates (guide specifications) for developing performance work statements, including unit priced indefinite quantity items for

electronic ordering under Electronic Mall (EMALL) using Government purchase cards (GPCs), are available for download from the NAVFACENGCOM.

a. Performance Work Statement. Pest control contract specifications shall be consistent with installation IPM plans and applicable Federal, State and local or host nation regulations. IPM strategies and, when feasible, performance incentives shall be incorporated into pest control contracts.

b. Qualification. Licensed firms shall perform all pest management services procured by contract using only trained operators who are certified in the applicable state in the required EPA pest management categories for the work planned. Copies of state or host nation business licenses and applicator certifications shall be reviewed prior to award.

c. Contract Oversight. Government personnel trained in contractor PA and pest management technology shall evaluate contracted pest control services per references (a) and (b), and this instruction. PCPARs, or equivalent, shall use PA concepts, methodologies and approach provided in the NAVFACENGCOM facilities services contract and BOS template (guide specification) for pest control services as tailored in conjunction with the NAVFACENGCOM pest management consultant.

d. GPCs. All pest management services procured using GPCs must be reviewed in advance by the responsible pest management professional, must be performed by state-licensed firms and operators state-certified in the proper category of pest management for the planned work, must be under the cognizance of the installation IPM coordinator, and must be reported on the installation pesticide use report. Installation policies regarding use of GPCs for pest control shall be addressed in installation IPM plans. Cardholders are not authorized to contract for purchase of pesticides without prior approval from the responsible pest management consultant.

e. Acquisition Strategy. Installations, with assistance from NAVFACENGCOM contract personnel and pest management consultants, shall, whenever feasible, use negotiated best value contract vehicles requiring requests for proposals to obtain pest control services from firms experienced in pesticide reduction and IPM. Regional contracts may also be used.

16. Self-Help Pest Control. Consistent with reference (a), self-help pest control programs shall be established in family housing and unaccompanied personnel housing to control cockroaches, ants, mice, and other similar nuisance pests.

a. Occupant Responsibility. Housing residents are responsible for maintaining good sanitation and shall make a reasonable attempt to bring nuisance pests under control before requesting services. Installation pest control personnel shall perform pest control operations in housing only when occupants are unable to control pests or when government property or occupant health or safety is at risk. Flea control, if associated with pets, is the responsibility of the pet owner. The responsible NAVFACENGCOC pest management consultant shall approve pesticides used for self-help. Pesticides used in self-help programs shall be reported per the current record keeping and reporting system.

b. Non-Housing Self-Help Programs. Special self-help programs (e.g., aerosol control of wasps by public works employees) may be implemented if approved by the responsible NAVFACENGCOC pest management consultant prior to implementation, and identified by the installation IPM coordinator in the installation IPM plan.

17. GOCO Facilities. When pest management services are required as part of facilities maintenance management programs at GOCO facilities, Navy plant representatives shall coordinate the requirements of this instruction including reporting pesticide applications (consistent with paragraph 23 of this instruction) to the responsible NAVFACENGCOC pest management consultant. The responsible NAVFACENGCOC pest management consultant shall review the GOCO pest management program with special attention given to protecting real property and structures from pest damage and pesticide misuse.

18. Operations on Non-DoD Property. If required to protect the interests of the Navy or to protect Navy personnel, installations may (at the request of representatives of private or publicly owned lands) conduct pest control operations on property not owned by DoD. (To provide protection from claims against the government, proper licenses, easements, permits, or clearances shall be obtained before taking action on privately or publicly owned lands.) The Secretary of the Navy shall

submit requests for assistance from the U.S. Departments of Agriculture, Interior, and Health and Human Services for community assistance with pest control services for approval through normal command channels. Technical assistance in preparing requests is available from responsible pest management consultants at NAVFACENCOM, NAVENPVNTMEDU, or NECE. Agreements for reimbursement are an installation responsibility.

19. Quarantine Program Support. COs shall ensure that operations do not introduce or export pests subject to quarantine (e.g., brown tree snakes, gypsy moths, agricultural snails, pine wood nematodes, invasive noxious weeds) onto DoD facilities in the continental United States or overseas. All echelons of command shall fully cooperate with officials of government agencies, foreign and domestic, responsible for quarantine of agricultural or public health pests. Installations shall provide inspection support, and shall procure pesticides, equipment and other material necessary to comply with quarantine requirements of the U.S. Department of Agriculture, the United States Transportation Command and other empowered agencies. Quarantine requirements shall be identified in installation IPM plans. Currently cargo interdiction inspections are considered a logistic issue and the costs are the responsibility of the command that is responsible for the cargo. The inspection process may be supplied by the installation but on a cost reimbursable basis.

20. Environmental Protection

a. General. DON policy requires installations to protect the environment and conserve natural, historic, and cultural resources. Pest management operations shall comply with all applicable environmental statutes. These include, but are not limited to, references (e) and (i), the Coastal Zone Management Act, Endangered Species Act, Marine Protection, Research and Sanctuaries Act, Farm Bill, Exclusive Economic Zone, Marine Mammal Protection Act, the NEPA, and the Clean Water Act. Installation IPM plans shall identify ways to reduce pesticide use and potential pesticide pollution. Pesticide minimization efforts shall be coordinated with installation pollution prevention program managers.

b. Protected Species. Plants and animals listed as endangered or threatened species, or those species proposed for

listing under the U.S. Endangered Species Act, and critical habitats designated by the U.S. Fish and Wildlife Service, and the U.S. National Marine Fisheries Service, shall be protected from potential harmful impacts of pest management operations. Installation IPM plans shall include protective measures and shall be coordinated with the installation natural resources program. Installation IPM plans, integrated natural resources management plans, and BASH plans shall be consistent with each other and shall be cross-referenced for all relevant issues including identification of protected species, other species of concern, designated critical habitats, and other habitats of concern. Due to potential overlap of management requirements, IPM coordinators shall coordinate with installation natural resources managers to determine which program will manage specific resources and under particular circumstances. Installation natural resources managers shall have technical oversight of the IPM plan functions where they relate to protected species issues to be sure they are consistent with natural resources laws, agreement documents, regulatory opinions and practices.

c. Pest Management Permitting. Effective 31 October 2011, Navy installations are required to obtain a National Pollutant Discharge Elimination System (NPDES) permit for the direct discharge of two types of pesticides into waters of the United States: (1) biological pesticides; and (2) chemical pesticides that leave a residue. While it is likely that most Navy facilities engaged in pest management will be eligible for coverage under EPA's Pesticide General Permit for Discharges from the Application of Pesticides, or similar state general permit, some installations may be required to obtain an individual permit. Installations must comply with all applicable permit requirements such as submitting a notice of intent for permit coverage and developing a Pesticide Discharge Management Plan.

21. BASH Reduction. NAVFACENGCOM pest management consultants shall provide guidance to installation natural resources program managers when pest management measures are required to reduce bird and other vertebrate populations in airfield environments. NAVFACENGCOM shall ensure that responsible pest management and natural resources personnel provide recommendations that integrate habitat management and pest management requirements to support BASH. Due to potential overlap of management

requirements, IPM coordinators shall coordinate with installation natural resources managers to determine which program will manage specific resources and under particular circumstances. Installation natural resources managers shall have technical oversight of the IPM plan BASH functions where they relate to natural resources issues to be sure they are consistent with natural resources laws, agreement documents, regulatory opinions and practices.

22. Animal Damage Control. Mammals, birds, and other wild animals including feral dogs and cats that could interfere with military operations or threaten health and property shall be legally and humanely managed. Reference (k) prohibits dogs, cats, and other privately owned or stray animals from running at large on military reservations. (Hunting dogs in designated areas are exempt.) Reference (l) specifically prohibits trap-neuter-release programs on Navy land. Installations shall implement a process to remove heavy buildup of fecal droppings left by pests to avoid health risks to humans. Strategies for animal damage control shall consider the recommendations of the responsible NAVFACENGCOC pest management and natural resources managers and the appropriate Federal and State agencies. Appropriate permits shall be obtained before initiating animal damage control operations. Due to potential overlap of management requirements, IPM coordinators shall coordinate with installation natural resources managers to determine which program will manage specific resources and under particular circumstances. Installation natural resources managers shall have technical oversight of the IPM plan animal damage control functions where they relate to natural resources issues to be sure they are consistent with natural resources laws, agreement documents, regulatory opinions and practices.

23. Record-Keeping and Reporting. All shore installations, ships, and units performing pest management operations shall maintain records of pesticide applications and report pesticide use as required by references (a) and (m).

a. Record-Keeping. Original records of in-house and contracted pesticide applications shall be retained at reporting installations, ships and units. Electronic records of in-house and contracted pesticide applications shall be archived at the installation and at the servicing NAVFACENGCOC, NAVFACENGCOC HQ or NAVMCPUBHLTHCEN, Portsmouth, VA. Installation pest control

records are only required to be submitted to NAVFACENGCOM. Records shall be retained per the associated records schedule as required by reference (n) and as required by reference (m) under Standard Subject Identification Code (SSIC) 6200.2A. Specifications for contracts requiring pesticide use shall require contractors to report pesticide use in a prescribed format. Pesticide use documentation shall consist of stand-alone records not commingled with contract files, contractor negotiation documents, or other topic files. Pesticide use records shall be readily accessible for review requests during environmental audits. Individual occupational health and exposure records shall be maintained per requirements of reference (m) under SSIC 6150.1 for military and SSIC 6150.4 for civilian personnel. These records include physical examination and or exposure to chemicals by personnel applying chemicals. Other disposition for occupational health and safety records can be found under SSIC 5100 series.

b. Reporting. Pesticide application reports shall be submitted monthly or as specified by the responsible NAVFACENGCOM pest management consultant. The reporting format shall be NAVFACENGCOM-approved and Navy and Marine Corps Intranet (NMCI)-compatible. The report shall include all pest management operations conducted on Navy, including GOCO facilities, non-Navy property under Navy stewardship, lessees under Navy agricultural outleases, and land-use permit holders. Operations performed by persons in quarters are excluded from reporting requirements. COs of navy ships and deployed operational units shall ensure monthly reporting of all pesticide use to the NAVMCPUBHLTHCEN for technical review and archiving. NAVMCPUBHLTHCEN shall specify the use of DD Form 1532 Pest Management Report and DD Form 1532-1 Pest Management Maintenance Record.

24. Compliance with State Pest Control Laws. Installations shall comply with applicable State pesticide laws addressing pesticide use in specialized sites such as schools and child-care centers, lawns and aquatic environments and shall, to the maximum extent practicable, voluntarily comply with the substantive portions of other State pesticide laws. Following consultation at the DoD level and prior to compliance deadlines, NAVFACENGCOM pest management consultants shall provide guidance to installations for complying with new State laws. Typically, installation pest management programs shall apply the host state

pest management standards governing parental notification, signage, and pest management methods, products and materials to DoD schools in that state. Installation IPM plans and pest management contracts shall incorporate safe pesticide use in child-care centers and schools.

25. Homeland Security and Pest Management. Commanders shall ensure that pesticides and pesticide dispersal equipment, especially aerial spray and ground ultra low volume (fogging) devices capable of being used as weapons, are secured at all times. Any breach of security, suspicious activity, or missing or stolen equipment shall be brought to the attention of the Federal Bureau of Investigation through installation security channels. Security awareness for pesticide storage and use shall be consistent with guidance provided by the EPA at http://www.epa.gov/pesticides/factsheets/pest_secu_alert.htm. Physical security of pest control facilities shall be per references (o) and (p), which are available from the AFPMB Web site (www.afpmb.org) as Technical Guides No. 7 and No. 17, respectively. Commanders shall ensure that trained PCPARs address pesticide security issues including the identity of contractor personnel and the contents of spray tanks.

26. Shipboard Pest Control Programs

a. Background. References (a), (b), (c) and (d) describe DoD policy and training requirements and environment, safety and occupational health for military personnel who apply pesticides. Reference (d) specifically addresses the didactic and hands-on field training requirements for shipboard pest control pesticide application. This training restricts certified personnel to using procedures, equipment, and pesticides approved for use aboard U.S. Navy vessels.

b. General. Reference (d) provides specific information on shipboard pest control. Navy medical entomologists assigned to the NECE and NAVENPVNTMEDUs oversee the shipboard pest control program.

c. Technical Assistance. Technical assistance and training on all aspects of shipboard pest management are available from medical entomologists only at the following locations:

(1) NECE Naval Air Station, Jacksonville, FL 32212.
(Provides worldwide support, and is a center of excellence for the development and evaluation of pest management technologies to protect warfighters from insects that carry disease.)

(2) NAVENPVNTMEDUs

(a) NAVENPVNTMEDUs No. 2, 1887 Powhatan Street,
Norfolk, VA 23511-3394;

(b) NAVENPVNTMEDUs No. 5, 3235 Albacore Alley, San
Diego, CA 92136-5199; and

(c) NAVENPVNTMEDUs No. 6, Bldg. 1535, Pearl Harbor,
HI 96860-5040