



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON  
DIRECTORATE OF PUBLIC WORKS  
1816 SHOP ROAD  
FORT LEE, VIRGINIA 23801-1604**

REPLY TO  
ATTENTION OF

Environmental Management Office  
USAG Fort Lee  
1816 Shop Road  
Fort Lee, Virginia 23801-1604  
(804)721-5014  
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**FORT LEE POLICY NO. 17-03**

APR 19 2010

IMNE-LEE-PWE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Pest Management Services

1. **Purpose.** The purpose of this policy is to establish adequate procedures for the control of pesticide and related chemical applications on Fort Lee, Virginia.
2. **References.**
  - a. AR 200-5, Pest Management, 29 Oct 99.
  - b. Armed Forces Pest Management Board Technical Information Memorandum No. 39, "Guidelines For Preparing DOD Pest Control Contracts Using Integrated Pest Management," Feb 97.
  - c. TRADOC memorandum, ATBO-SE, 13 May 98, subject: Installation Pest Management Responsibilities.
3. **Background.** Entomological and related land management chemical use has traditionally been a public works-type requirement. Budget and work force reductions in the past precipitated a divestiture of entomological capabilities by the then Directorate of Public Works (DPW). Nevertheless, entomological needs will continue to occur and established procedures must be in place to assure the protection of human health and the environment. All pesticide application must be coordinated through DPW or in food handling facilities coordinated with Kenner Army Hospital Clinic – Preventive Medicine.
4. **Discussion.** Pesticides are substances, including biological agents, which are used to prevent, destroy, or repel pests. (The term "pesticides" includes insecticides, herbicides, fungicides, rodenticides, disinfectants, and plant growth regulators.) Integrated pest management (IPM) is a comprehensive approach to the prevention and elimination of pests. IPM involves recognizing and accepting the fact that pest problems can be addressed in various ways; stresses the use of chemicals as a course of last resort, but does not totally discount chemical usage. It is by nature a team effort amongst employees, facilities managers (FMs), engineers, and Army Health officials.

5. **Responsibilities.**

a. *FMs.* The designated FM is responsible for assuring that IPM is utilized. The FM must coordinate with DPW or in food handling areas contact Preventive Medicine Service for surveillance and final approval for chemical usage, and DPW for mechanical-type control measures. They are also responsible for coordination actions for pest control with DPW or Preventive Medicine. Service contracts will be approved by the Installation Management Northeast Regional Office (IMCOM-NE) Pest Management Coordinator (PMC) – DPW Environmental Management Office (EMO) will assist with coordination. The FM will assure that all Material Safety Data Sheets (MSDS) and Pest Management Maintenance Records (DD Form 1532-1) for approved chemical applications are forwarded to the DPW EMO by the 5th of each month. The FMs will apprise all employees in or adjacent to the area to be treated of the application and any precautions that will be required (MSDS containing this information will be provided by the vendor before application).

b. *Preventive Medicine Service.* Preventive Medicine Service will execute pest surveillance procedures in accordance with applicable regulations and the Fort Lee IPMP. Preventive Medicine Service & Installation Pest Management Coordinator will assure that the principles of IPM are followed. If chemical use is deemed necessary, Preventive Medicine Service will approve the use of chemicals on FT LEE Form 316 (encl 1) as outlined in paragraph 5g and enclosure 3.

c. *Directorate of Contracting (DOC).* The DOC will maintain an approved vendor's list for entomological services. The DOC will periodically apprise DPW EMO of the approved vendors. The DOC will assure that FT LEE Form 317 (encl 2) is executed by the vendors to assure that:

(1) Only DOD approved chemicals are utilized (list provided by the Government).

(2) Chemical usage will be kept to an absolute minimum.

(3) Only Fort Lee approved pesticides will be used. The MSDS and Pest Management Maintenance Record (DD Form 1532-1) or electronic equivalent will be supplied after services are rendered.

(4) All vendors are properly licensed by the Commonwealth of Virginia to apply pesticides. The DOC will forward vendor approval letters from the Installation PMC after the PMC reviews the required submittals listed in 5f below.

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d. DPW. The DPW will execute operations and maintenance-type pest management activities. This includes, but is not limited to, caulking, sealing, screening, and repairing water leaks. The instrument for initiating these activities will be service orders or work requests submitted by the FM.

e. DPW EMO. The EMO will:

(1) Assure DOD and federal pesticide laws and regulations are followed. This includes providing the authorized chemical list to the DOC (to be forwarded to approved vendors).

(2) Update the Integrated Pest Management Plan (IPMP) periodically as required.

(3) Be the office of record for all DD Forms 1532-1 (as forwarded by (Pesticide Contractors) or electronic equivalent).

(4) Compile all DD Forms 1532-1 received and forward required reports (DD Form 1532, Monthly Pest Management Report) or electronic equivalent to the Army Environmental Center.

(5) Assist Facility Managers in coordinating pesticide services. The Installation PMC will review vendor submittals and submit a letter to DOC stating that the vendor meets the necessary pest management requirements. The Installation PMC will approve horticultural chemical use on the installation.

f. Vendors. Vendors will comply with all the requirements outlined in 5c above and are prohibited from providing pesticide-related services to any Fort Lee organization or tenant without the receipt of an approved FT LEE Form 316 (encl 1). Vendors, as part of the submittal process, will also submit the following in accordance with the US Army Garrison Fort Lee Performance Work Statement for Credit Card Pest Control Services: Name of a project manager (point of contact), business phone number, copies of required licenses and certifications, certificate of insurance, and general description of a quality control plan.

g. Surveillance Team and Approval Procedures. The Fort Lee surveillance team entails a cooperative effort among Preventive Medicine Service and DPW, and the vendors. Surveillance in sensitive areas will be the primary responsibility of Preventive Medicine Service. Surveillance in other areas begins with the FMs and follows IPM procedures (involving Preventive Medicine Service and/or DPW as necessary). The FMs will coordinate with DPW for surveillance services. After the FM has performed surveillance and IPM procedures, an approval for pesticide application may be obtained telephonically, via e-mail, or by memorandum from Preventive

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Medicine Service or the Installation PMC, as applicable. The approval will be noted and/or attached to FT LEE Form 316 (encl 1). Approval procedures are flowcharted at enclosure 3.

6. **Coordination and Training.** Preventive Medicine Service, DPW, and the Installation Safety Office will periodically meet to discuss the execution and administration of this policy (existing forums may be used).

7. **Applicability Liability.** This policy applies to *all* organizations and tenant activities at Fort Lee, Virginia. Failure to adhere to the requirements of this policy will subject violators to appropriate disciplinary action. The full range of punitive and fiscal penalties as outlined in state/federal laws and regulations may also be applicable for noncompliant actions.

8. **Effective date.** This policy is effective on the above-mentioned date of this memorandum.

9. Proponent for this policy is DPW's Environmental Management Office.

10. This policy supersedes Fort Lee Policy 17-03, dated 10 June 2003.

4 Encls  
as



MICHAEL MORROW  
Colonel, U.S. Army  
Garrison Commander

DISTRIBUTION:  
FLOFMAIL  
FLOTMAIL

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**US ARMY GARRISON FORT LEE  
PEST MANAGEMENT SERVICES**

**KEY DEFINITIONS**

Facility Manager (FM). The individual charged with coordinating real property maintenance-type activities within an organization (organization in this case refers to activities which are identified by a unit identification code). The FM may delegate coordination duties to subordinate building managers in larger organizations; however, this delegation should be kept to a minimum. The FM still retains overall responsibility for integrated pest management activities in assigned facilities and is the primary point of contact for the organization.

Integrated Pest Management (IPM). A comprehensive approach to the prevention and elimination of pests that stresses nonchemical means of control before the use of chemicals.

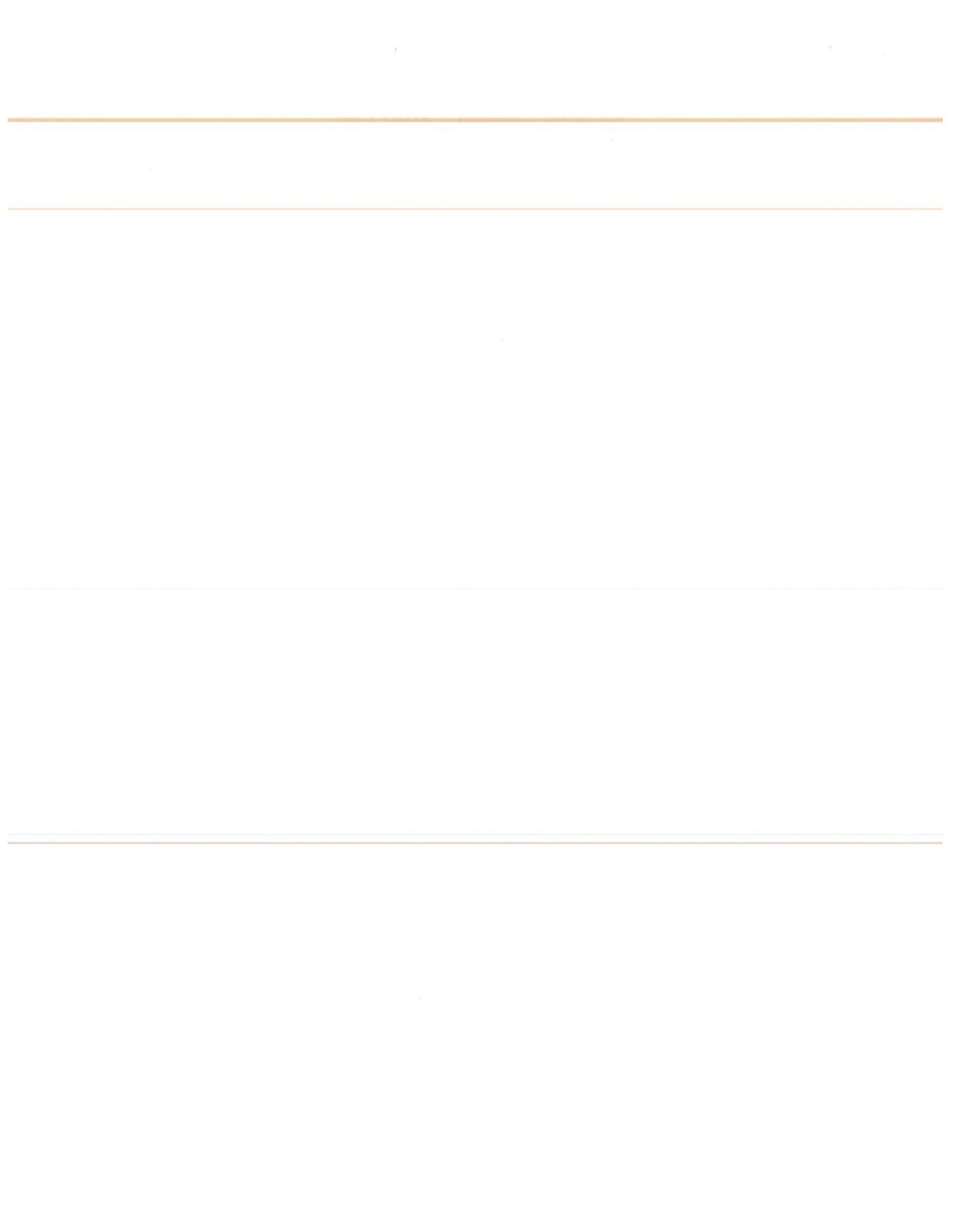
Integrated Pest Management Coordinator (IPMC). The individual on the installation who, according to AR 200-5, is responsible for assuring that: only DOD approved pesticides are utilized on the installation; and that records are maintained on all pesticides used on the installation.

Pesticides. Substances, including biological agents, that are used to prevent, destroy, or repel pests (includes insecticides, herbicides, fungicides, rodenticides, disinfectants, and plant growth regulators).

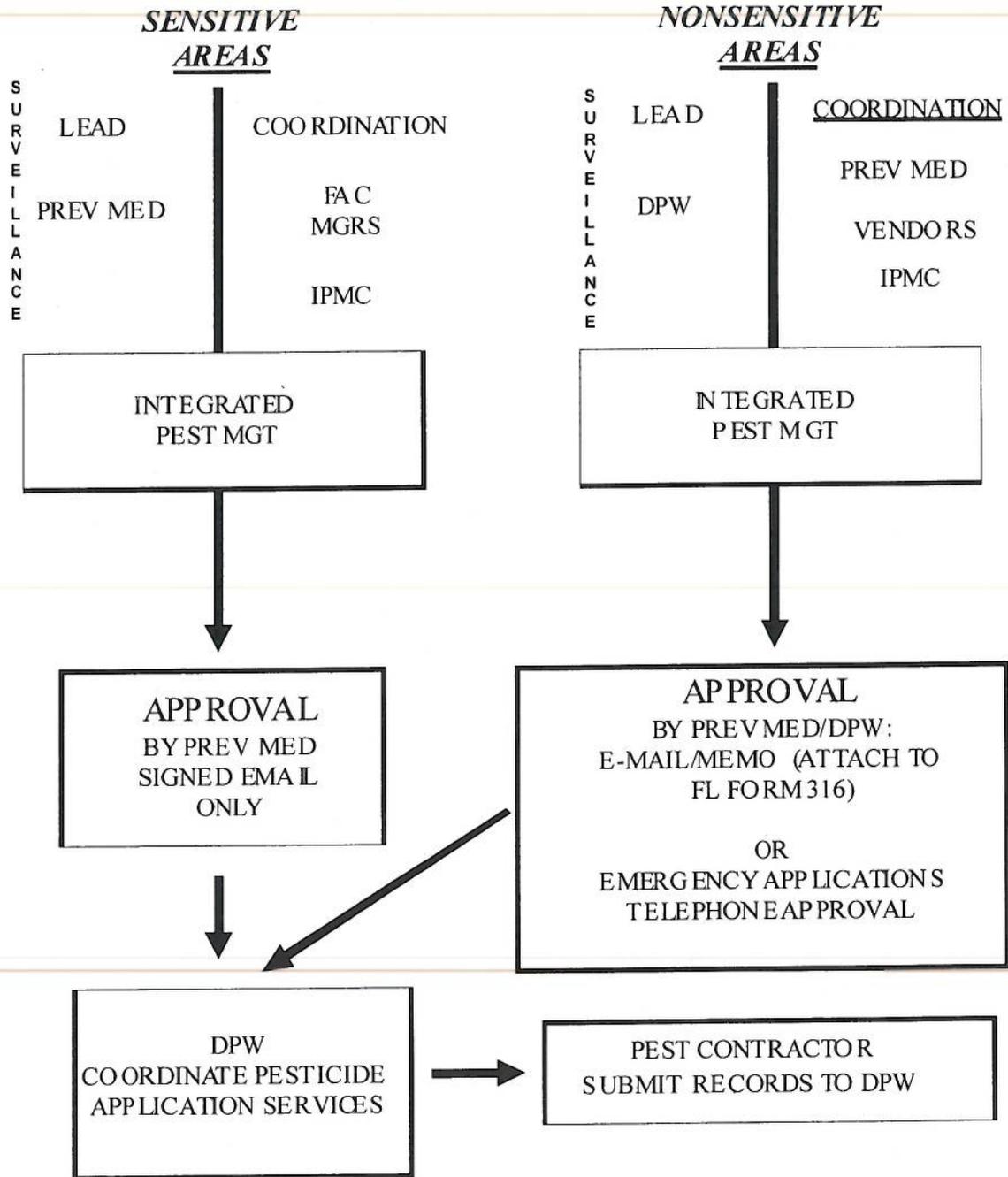
Sensitive Areas. Those areas which because of their mission, use, or other activity required aggressive oversight for the protection of human health. These areas include, but are not limited to, dining facilities, childcare centers, food preparation/training facilities, and child care providers.

Surveillance Team. The group composed of Preventive Medicine, DPW, FMs, and occasionally vendors, who cooperatively perform pest surveillance activities. Preventive Medicine is charged with surveillance in sensitive areas. Other areas are surveyed primarily by DPW or via a combined effort of all team organizations depending upon the need.

Vendor. A company or individual licensed in the Commonwealth of Virginia to provide pest control services.



# PESTICIDE APPROVAL PROCEDURES FLOW CHART







**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, U.S. ARMY GARRISON**  
**DIRECTORATE OF PUBLIC WORKS**  
**1816 SHOP ROAD**  
**FORT LEE, VIRGINIA 23801-1604**

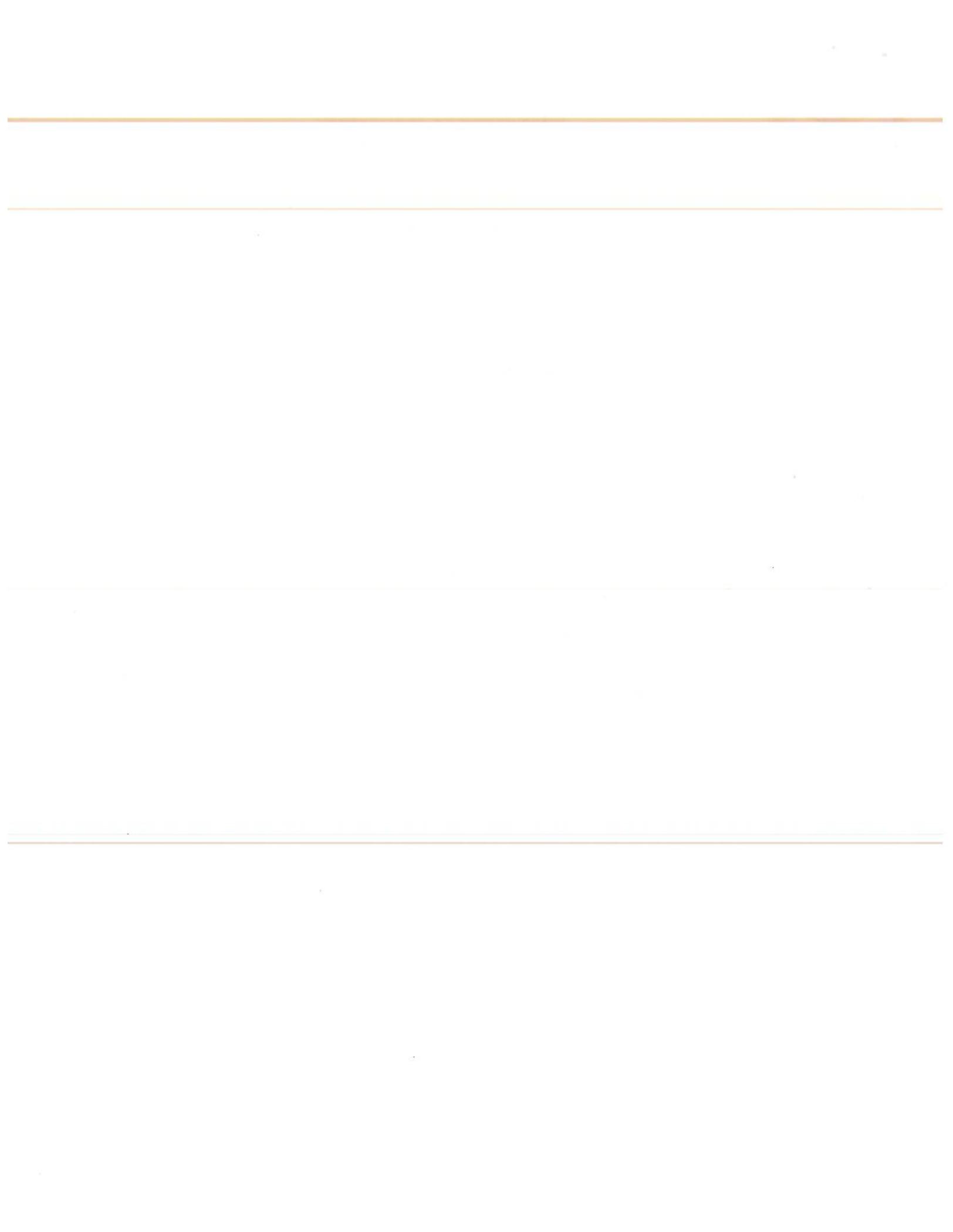
REPLY TO

**US ARMY GARRISON FORT LEE**  
**PESTICIDE VENDORS AGREEMENT**

**NOTICE TO VENDORS**

The following constitutes a complete submittal package for approval to provide pesticide related services on Fort Lee, Virginia (per Fort Lee Policy 17-03 and US Army Garrison Fort Lee Performance Work Statement For Credit: Card Pest Control Services). Failure to submit all items will delay final approval to provide services.

- Pesticide Vendors Agreement (FT LEE Form 317, Sep 98).
- Designation of project manager (point of contact).
- Business telephone numbers.
- Copies of licenses/certificates.
- Certificate of Insurance.
- General description of a Quality Control Plan (components outlined in the PWS).





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REPLY TO  
ATTENTION OF

**US ARMY GARRISON FORT LEE  
PESTICIDE VENDORS AGREEMENT**

The undersigned, as a responsible party for \_\_\_\_\_, agree to the following provisions when providing pesticide services to Fort Lee organizations and tenants. (The term "pesticide" includes insecticides, herbicides, fungicides, rodenticides, disinfectants, and plant growth regulators.)

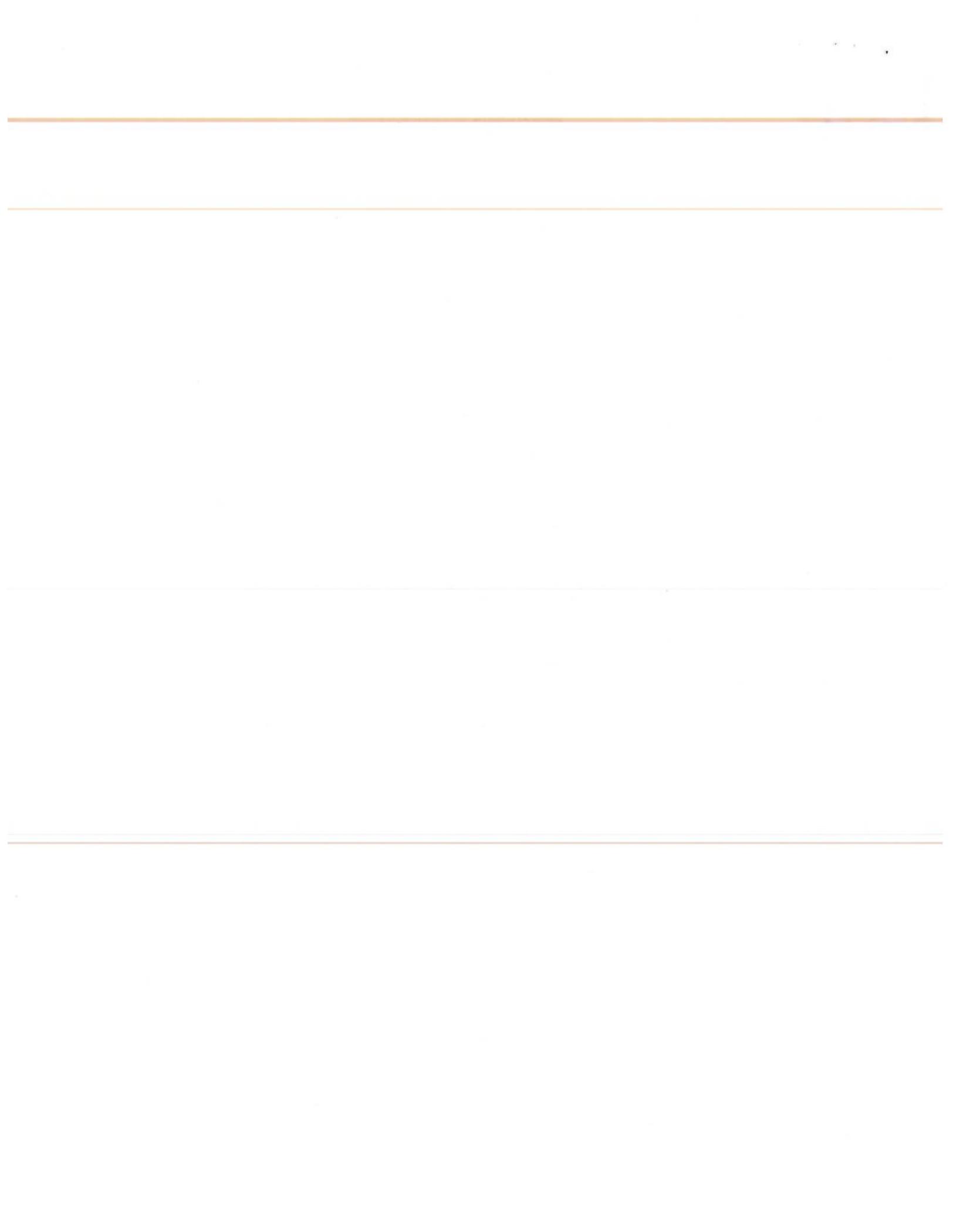
1. I (we) operate a pesticide application business under applicable Commonwealth of Virginia licensing requirements.
2. The pesticides which I (we) apply at Fort Lee, Virginia will be strictly limited to those pesticides approved by the Department of Defense (DOD). I understand that Fort Lee officials may also further limit the use of certain types of pesticides that may appear on the approved DOD list.
3. I (we) will execute a Pest Management Maintenance Record, DD Form 1532-1, for each treatment application and submit the report to the facility manager ordering the pesticide treatment.
4. Pesticide use will be kept to the minimum amount required to effect adequate treatment. Services provided will be in accordance with the US Army Garrison Fort Lee Performance Work Statement for Credit Card Pest Control Services.
5. Pesticide treatment will not be performed until I (we) receive an approved Pesticide Application Approval (FT LEE Form 316).

**Name:**

**Title:**

**Company:**

**Date:**





**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, U.S. ARMY GARRISON**  
**DIRECTORATE OF PUBLIC WORKS**  
 1816 SHOP ROAD  
 FORT LEE, VIRGINIA 23801-1604

REPLY TO  
ATTENTION OF

**US ARMY GARRISON FORT LEE**  
**FACILITY MANAGERS PESTICIDE ACTION SHEET**  
**AND**  
**PESTICIDE APPLICATION APPROVAL**

**FACILITY INFORMATION**

Facility: \_\_\_\_\_ Room: \_\_\_\_\_ Other: \_\_\_\_\_  
 Pest of Concern: \_\_\_\_\_ Date: \_\_\_\_\_

**INTEGRATED PEST MANAGEMENT PROCEDURES**

<b>PROPONENT</b>	<b>ACTION</b>	<b>DATE</b>	<b>NAME (PRINT)</b>	<b>SIGNATURE</b>
PREV MED SVC- DPW				
	SURVEILLANCE INITIATED			
	SURVEILLANCE COMPLETED			
DPW MECH CONTROLS				
	INITIATED BY FAC MGR	Date: _____		
	SERVICE ORDER COMPLETED (MECHANIC SIGN)			
PREV MED SVC- DPW	RESURVEY INITIATED			
	RESURVEY COMPLETE			

**Notes:**

**PESTICIDE USE APPROVAL**

Surveillance and/or mechanical controls *WERE/WERE NOT* deemed necessary.  
 Pesticide application *IS/IS NOT* necessary. Commercial services *ARE/ARE NOT* authorized for procurement.

\_\_\_\_\_  
*Preventive Medicine Services*      *Date*      *Pest Mgt Coordinator*      *Date (if Applicable)*

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