
	EFFECTIVE DATE <b>04/04/14</b>	SUBJECT <b>ENVIRONMENTAL HEALTH: CONTROL OF VERMIN/PEST</b>		
	CLASSIFICATION # <b>4005R-A</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>2</b> OF <b>10</b> PAGES	

#### IV. PROCEDURE



##### A. Integrated Pest Management Program

The Integrated Pest Management (IPM) Program is a three pronged approach to vermin/pest control. The program components are sanitation, vermin proofing, and the use of traps and the most target specific, least toxic pesticides to control and prevent vermin and pest activity. An effective sanitation program decreases the food supply and provision of shelter necessary for the habitation of vermin and pests. Vermin proofing consists of “building out” vermin and pests thereby preventing access into the facility. The identification and remediation of vermin entry points, including, but not limited to, missing and torn screens, missing drain covers, holes, gaps and separations along the floor, wall and ceiling, and missing door sweeps is essential to a successful IPM program. All staff members shall generate work orders to abate these conditions. Utilization of traps and the least toxic, most target specific pesticides is the final component of the program.

##### B. Duties and Responsibilities



###### 1. Commanding Officers shall ensure:

- a. All areas of the facility are clean and free of vermin entry points;
- b. All vermin related deficiencies cited on the public health sanitarian reports and other regulatory agency and oversight agency reports are abated expeditiously;
- c. All schedules and inspections detailed in this directive are adhered to;
- d. Adequate staffing is provided for all vermin/pest related tasks;
- e. All garbage, refuse, and recyclables are stored in tightly secured containers;
- f. The foliage and lawn are well maintained to prevent harborage and nesting conditions;
- g. The Deputy Warden for Administration, Tour Commander, Environmental Health Captain (EHO), and the area captains perform thorough inspections during their tours of duty and ensure that deficiencies are abated expeditiously; and

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#### IV. PROCEDURE (cont.)

- h. The New York State Department of Environmental Conservation Applicator/Technician Pesticide Annual Report (Attachment A) and the New York City Applicator/Technician Additional Reporting Data (Attachment B) generated each month are forwarded to the Assistant Commissioner for Environmental Health on the first day of the following month.
2. Deputy Warden for Administration shall ensure:
    - a. Housekeeping procedures outlined in Directive #3901R-B, Housekeeping Procedures are adhered to throughout the facility and that sufficient staff members are assigned to sanitation details to clean the common areas of the facility;
    - b. Adequate staffing is provided for the abatement of any vermin entry points;
    - c. Area captains conduct thorough inspections and identify all vermin entry points, and signs of vermin activity including, but not limited to, animal droppings, rub marks, construction of nesting materials, and water sources;
    - d. All reports listed in Section (IV)(.B.)(6.)(c).below are completed by the exterminator and are submitted to the warden and the assistant commissioner for environmental health as directed; and
    - e. A suitable number of commissary buckets with tight fitting lids are available to provide at least one commissary bucket to each inmate.
  3. Environmental Health Officer (EHO) shall ensure:
    - a. The mandated weekly inspection of the facility occurs in a timely fashion and notes any signs of vermin/pest infestation, any vermin entry points, water sources, and any other conditions conducive to harborage. Conditions conducive to harborage include, but are not limited to, storing unused equipments, stock piling of garbage or other waste, provision of nesting materials. If the EHO inspection reveals an infestation, the EHO will immediately contact the exterminator assigned to the facility and order the exterminator to exterminate the area in question immediately. If the facility exterminator is not available, the EHO shall contact the Deputy



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#### IV. PROCEDURE (cont.)

Executive Director for Environmental Health to request an exterminator from another facility.



Note: The facility exterminator performs inspections as detailed in section (IV)(B)(6).

- b. Ensure that grass and/or foliage are removed from grounds adjacent to the facility by the Special Operations Division or facility, when the EHO is advised by the exterminator that grass/foilage removal must be performed.
4. Area Captains shall ensure:
    - a. A that a thorough inspection is conducted in each area of supervision. The area captain shall document all vermin/pest related deficiencies noted in the area logbook. The captain shall conduct a second inspection during their tour to ensure that all sanitation deficiencies were abated, work orders were generated for all vermin entry points and plumbing deficiencies, and that all food is properly stored.
    - b. The exterminator is notified of any vermin infestation noted in his/her area of supervision.
    - c. All Correction Officers and inmates are instructed on conditions conducive to vermin activity including, but not limited to, poor sanitation, improperly stored food, damaging window screens, and creating cracks/crevices/holes that allow vermin entry.
    - d. The EHO is notified of any infestation in their area of supervision.
  5. Supervisor of Mechanics shall ensure:
    - a. All plumbing leaks are abated expeditiously.
    - b. All vermin access points are sealed, including, but not limited to, gaps, holes, cracks, crevices, etc.
    - c. Door sweeps are installed on all exterior doors.
    - d. Window screens are provided and are in good condition.

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#### IV. PROCEDURE (cont.)

6. Exterminator shall ensure:
  - a. The continual inspection of the facility and grounds adjacent to the facility, including, but not limited to, the areas and frequencies specified herein
    - i. Housing areas - monthly;
    - ii. Kitchen/food preparation areas - minimum, once weekly;
    - iii. Commissary - minimum, once weekly;
    - iv. Storehouse - minimum, once weekly;
    - v. Food storage areas - minimum, once weekly;
    - vi. Medical areas - minimum, once weekly to be coordinated with the requirements of the health care provider;
    - vii. General areas within the facility, (i.e., stockrooms, storage areas, crawl spaces, basements, etc.) every two months; and
    - viii. Outside perimeter every two weeks (immediate area surrounding outside of facility).
  - b. The exterminator assigned to the facility shall canvas staff and inmates during his/her inspections to determine if any particular problems of infestation are noted by them.
  - c. The exterminator assigned to the facility shall prepare and submit the NYS Department of Environmental Conservation Applicator/Technician Annual Report Form #44-15-26 (Attachment A), the New York City Applicator/Technician Additional Reporting Data (Attachment B), and form 4005R (Attachment C) listing the inspection findings for the month to the EHO and Warden describing the results of his/her inspections and all such measures taken to prevent or eradicate vermin and insect infestation. These reports must be submitted to the Assistant Commissioner of Environmental Health on the first day of each month.
  - d. The exterminator shall continuously evaluate rat, mouse, and insect resistance to a given pesticide.

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#### IV. PROCEDURE (cont.)

- e. The exterminator shall carry caulking material to ensure that all crack/crevices are sealed during his/her inspection. If the crack/crevice is too large for the exterminator to seal or additional maintenance deficiencies conducive to vermin activity are observed, the exterminator shall submit a work order, note the condition in the exterminator's report, and inform the supervisor of mechanics of the condition.
  - f. The exterminator shall notify the EHO, if in the exterminator's professional opinion determines grass or foliage presents an actual or potential breeding or nesting problem.
  - g. The education of staff members and inmates regarding conditions conducive to vermin activity. The exterminator shall advise staff and inmates that improper storage and storage of unauthorized and excessive food contributes to infestation of vermin/pests.
  - h. In the facility lobby, the exterminator shall post a list of pesticides commonly used in the facility. If an exterminator uses a pesticide that is not commonly utilized in the facility, the exterminator shall post the name of the pesticide 24 hours in advance of using the pesticide. In the event that the exterminator needs to utilize a pesticide in an emergency, the exterminator shall contact the Assistant Commissioner for Environmental Health for permission.
7. All Members of Service shall:
- Conduct daily inspections of their area of responsibility as part of their regular duties, to detect evidence of infestation and any conditions conducive to vermin activity. Any discovery of infestation or conditions conducive to vermin activity, such as gaps, holes, missing or torn screens, and plumbing leaks shall be immediately reported to the area supervisor and a work order shall be generated. In addition, a logbook entry of the inspection shall be recorded specifying the results of the inspection and the date notification were initiated to the area supervisor.

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#### IV. PROCEDURE (cont.)



##### C. Extermination of Vermin/Pest Infestation

1. The exterminator assigned to the facility will immediately exterminate all areas of the facility or grounds adjacent to the facility where the presence of vermin/pests is indicated. The exterminator assigned to the facility will initiate an eradication program that will target the identified rodents or insects and their individual attributes. The eradication program will not cease until the vermin or insect infestation has been eliminated.
2. In the absence of any evidence related to the infestation of vermin/pests, chemical rodenticides/insecticides shall not be used in a preventive manner.
3. The exterminator shall take proper precautions and follow manufacturers' instructions when using all insecticides, rodenticides, traps, and other materials for the control of vermin and insects, to prevent food contamination, fire hazards and injury or illness to staff and inmates.
4. The facility exterminator shall ensure that only U.S. E.P.A. registered rodenticides, insecticides and pesticides approved by Local Law 37 are ordered and used.

NOTE: For proper use and storage - see Rule and Regulation #4.05.100.

##### D. Reporting/Documentation

1. The NYS Department of Environmental Conservation Commercial Applicator/Technician Pesticide Annual Report (Attachment A) and the New York City Applicator/Technician Pesticide Annual Report (Attachment B) shall be completed by the exterminator assigned to the facility after completing his/her assigned inspections. The exterminator shall also complete Vermin and Pest Control Monthly Inspection Results Form #4005R listing all areas inspected with findings during the monthly inspection. The reports shall be submitted to the EHO and the Warden. The original copy of the report shall be submitted to the commanding officer with copies to:
  - a. The Assistant Commissioner for Environmental Health  
Environmental Health Unit  
17-41 Hazen Street, E. Elmhurst, NY 11370
  - b. The Deputy Warden for Administration

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#### IV. PROCEDURE (cont.)

- c. Facility file
2. The exterminator shall record all inspections and exterminations in the logbook of the area he/she is working in. The logbook entry shall include the following:
  - a. Time entering and leaving area
  - b. Name of exterminator
  - c. Negative or positive findings
  - d. Work performed
- E. Hospital Prison Wards
 

The Commanding Officer of the Hospital Prison Wards shall ensure that the written procedures for each respective ward coincide with the policy of the respective hospital.
- F. Command Level Order
 

Each facility's Command Level Order concerning the prevention of and control of vermin/pest infestation shall include procedures for:

  1. The promulgation of a schedule specifying the continual inspection of the facility and grounds adjacent to the facility and frequency of inspections to meet or exceed the list of frequencies in section (IV)(B)(6)(a).
  2. Collecting and removing refuse in the food storage, preparation and service areas, including all dayrooms and dining areas where food is served, after each meal and more often if necessary to maintain sanitary conditions. All garbage must be removed from food preparation areas at the completion of food preparation.
  3. The requirement that garbage and refuse must be placed in containers which are durable, non-porous, water-tight, rust-resistant, inaccessible to insects and vermin, easily cleanable and fitted with fly-tight covers.

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#### IV. PROCEDURE (cont.)

4. Protecting all openings to the outside against the entry of vermin and insects. Close fitting screens that are fly and mosquito tight and free of breaks shall be provided and maintained on all windows during the seasons when flies and mosquitoes prevail in any area infested by flies or mosquitoes.
5. Ensuring that garbage and refuse containers are kept clean and that storage areas are free of spilled food and litter.
6. The daily sweeping and mopping of floors, stairs and passageways to remove food particles.
7. Eliminating stagnant water. Fill in depressions and drain water to sewer or street drain.
8. Ensuring that plumbing is kept in good order to prevent leaks.
9. Sealing of all openings, cracks and holes in the walls, floors, doors, and around pipes and conduits that may allow rats, mice and other vermin access to the building.



#### V. REFERENCES (In the event that a reference is superseded, the successor document shall apply.)

- A. Consent Decree, Benjamin v. Malcolm (75 Civ. 3073 [Me].)
- B. Department Rule and Regulation #4.05.100

#### VI. ATTACHMENTS

- A. NYS Department of Environmental Conservation Applicator/Technician Pesticide Annual Report Form 44-15-26 (10/01)
- B. New York City Applicator/Technician Additional Reporting Data
- C. Exterminator Inspection Findings, Form 4005R



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## VII. SUPERSEDES

- A. Directive #4005R entitled, ENVIRONMENTAL HEALTH: CONTROL OF VERMIN/PEST, dated 01/09/95.
- B. Any other Directive, Operations Order, Teletype, Memorandum, etc, that may be in conflict with the policies and procedures outlined herein.

## VIII. SPECIAL INSTRUCTIONS

- A. Within ten (10) calendar days of the effective date of this order, all Commanding Officers shall implement a Command Level Order incorporating the policy and provisions outlined herein.
- B. All facility managers and supervisors shall ensure strict enforcement of the policy, guidelines and procedures noted herein.



ATTACHMENT B

New York City Applicator/Technician Additional Reporting Data

Row#	Active Ingredients	Dosage Rate	Method of Application	Target Organism	Place of Application	Prior Notification Posted? (Yes/No)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Revised reverse side of DEC Form 26 in compliance with NYC Local Law 37 reporting requirements

ATTACHMENT C  
FORM 4005R: EXTERMINATOR INSPECTION FINDINGS

FACILITY: \_\_\_\_\_

MONTH: \_\_\_\_\_

DATE	AREA	INSPECTION FINDING (PEST IDENTIFIED, HOLE, OPENING, ETC)	ABATEMENT ACTION TAKEN (PESTICIDE USED, TRAPS, MONITORS, WORK ORDER SUBMITTED, ETC)

EXTERMINATOR SIGNATURE: \_\_\_\_\_ DEC LICENSE #: \_\_\_\_\_

PAGE \_\_\_\_\_ OF \_\_\_\_\_