



Pest Management Plan Guidelines

If you were ordered to write a Pest Management Plan ('Plan') to correct pest infestations or conditions conducive to pests, the following guideline will help. You must keep a copy of your Plan at the property where the infestation or conditions were observed, and make a copy available upon request to the Department and to occupants of the building. If you own a commercial or residential property, you will need to post a sign at the entrances of your building that informs users of the building (1) that a Plan is in effect (2) how to report the presence of pests, and (3) where they can go on the premises to review a copy of the Plan.

Persons who should know about the Plan include building occupants, building managers, and pest control firms and professionals that may provide pest management services to the building. The following information must be included in your Plan:

(1) General property information

- a. Property name, address, telephone number, and if available, any fax number and e-mail address.
- b. Name of the owner or managing agent.

Note: Residential buildings consisting of 3 or more dwelling units should be registered with the City Department of Housing Preservation and Development (HPD). Owners are required to register the property annually with HPD. More information on registration can be found on HPD's website: www.nyc.gov/hpd

(2) Instructions to occupants, tenants or other users on how to report the presence of pests

- a. Include instructions on how, and to whom, building occupants can report pests or conditions conducive to pest infestations. Include the name and telephone number of the person who is responsible for coordinating pest management.
- b. Attach to the Plan a copy of the sign that will be posted at your building's entrances indicating where copies of these instructions are available.

(3) Methods to notify tenants about the presence of pests

- a. The Plan must explain that whenever bed bugs are found to be present in a given apartment unit, units adjacent, above and below that unit must be notified that they must schedule with building management an inspection.
- b. The notice must indicate that bedbugs were found in an adjacent apartment and that, to enable effective treatment, the tenant in the unit receiving notice must schedule an inspection of their unit as directed in the notice.
- c. The Plan must explain how such notice will be provided (e.g., in writing, via phone, in person, etc.).
- d. The Plan must explain that tenants are entitled to review the Plan, how they will be notified that the Plan exists, and where it is kept.

(4) Schedule of routine inspections

- a. Include the schedule of inspections (approximate dates and times) that will be done to check your premises for the presence of pests and conditions conducive to pests, and the name and contact information of the person or company conducting inspections. Describe what you will do to encourage all occupants also to check frequently for pests in their units. Describe what maintenance and other staff will do to inspect and maintain common areas and in responding to other needs of the building's occupants.
- b. Describe the procedure for inspecting apartments, offices or rooms that have bed bugs and their adjacent units which should also be inspected. Describe what conditions or information will be used in deciding appropriate follow up actions to be employed, and what those actions are.

(5) Information on the pest management company hired for pest control services on your property

- a. List, and update as necessary, the name and contact information of the pest management company hired to control pests on your premises. List the company's New York State Department of Environmental

Conservation (DEC) business registration identification number, and/or the license identification number of its applicators. (Check the DEC web site, <http://www.dec.ny.gov/permits/209.html> or call the DEC Region 2 office at 718-482-4994/ 4900 to check for these.)

- b. If you plan on using your own staff for pest control they must by law be licensed by the DEC and satisfy certain regulatory requirements. List their names and DEC license identification numbers.

(6) Pest Management Strategies

- a. Describe your general approach for pest management. These strategies should identify bed-bug specific requirements, but not necessarily be limited to those. Most buildings must employ pest management strategies to control cockroaches, mice and exterior rats. The approach should include measures to prevent as well as control pests through the use of non-chemical strategies as well as the list of pesticides that may be used, if needed. The Plan must indicate that the use of pesticides alone is not an acceptable pest management strategy.
- b. Describe how you will notify tenants of proposed treatments and where they can get additional information on controlling pests in their units.
- c. Explain that they can request copies of pesticide labels and at what times they can do so.

Note: If pesticides will be applied, state law requires that owners or agents make available, upon request and at reasonable times, label information of the pesticides used.

- d. Describe ongoing actions to prevent pests, and identify by position or name the responsible personnel for each of them. These actions can include but are not limited to:
 - i. Keeping the property free of waste/refuse/garbage/clutter.
 - ii. Cleaning and maintaining common areas including but not limited to laundry facilities, storage room, garbage collection areas and/or compactor rooms.
 - iii. Draining standing water; repairing drains to prevent accumulation of water; and repairing leaks in faucets and plumbing.
 - iv. Removing interior nests, waste, and other debris caused by pests.
 - v. Clearing exterior dense weeds, shrubs and other vegetation to prevent the harborage of pests.
 - vi. Sealing and repairing holes, gaps, and cracks in walls, ceilings, floors, molding, baseboards, around conduits, and around and within cabinets with sealants, plaster, cement, wood or other durable materials.
 - vii. The use of pesticides.

(7) Record keeping requirements

- a. Attach to the Plan a log of all dates of visits of your pest management professional, locations where pests are found and any measures or steps taken to control pests and conditions conducive to pests, and the name of any pesticides applied.
- b. For bed bug infestations, include a record of the steps taken to inspect and treat infested units, and units adjacent, above and below the infested unit, as well as actions taken to notify all occupants in the building of the presence of bed bugs.
- c. Indicate where the Plan is kept.

(8) Signatures and dates

- a. The property owner and /or managing agent must sign and date when the Plan was completed.

For more information on controlling bed bugs please call 311 or visit our website at www.nyc.gov/bedbugs