U.S. Department of Homeland Security

United States Coast Guard

Integrated Pest Management (IPM) Tactics, Techniques, and Procedures (TTP)

Force Readiness Command (FORCECOM)

CGTTP 4-11.13
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U.S. Department of Homeland Security
United States Coast Guard

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COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES 4-11.13

Subj: INTEGRATED PEST MANAGEMENT (IPM)

Ref:
(a) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
(b) Installation Pest Management Guide, Armed Forces Pest Management Board Technical Guide No. 18
(c) United States Navy Shipboard Pest Management Manual, NAVMED P-5052-26
(d) Respiratory Protection Program Tactics, Techniques, and Procedures (TTP), CGTTP 4-11.4 (series)
(e) Protection from Rodent-borne Diseases, Armed Forces Pest Management Board Technical Guide No. 41
(f) Hazard Communication (HAZCOM) Program Tactics, Techniques, and Procedures (TTP), CGTTP 4-11.5 (series)

1. PURPOSE. To provide guidance to commanding officers and officers-in-charge (CO/OIC) with Coast Guard tactics, techniques, and procedures (CGTTP) on administering all elements of integrated pest management (IPM). This includes developing, implementing, and maintaining the unit's written IPM program.

2. ACTION. This CGTTP publication applies to all Coast Guard units. Internet release is authorized.

3. DIRECTIVES/TTP AFFECTED. None.

4. DISCUSSION. IPM is an effective and environmentally sensitive approach to pest management that relies heavily on a combination of common-sense practices. To comply with reference (a), all units shall establish and maintain a safe, efficient, and environmentally sound IPM program to control pests that could adversely affect health, or damage structures or property. This TTP publication provides instructions to comply with policy in reference (a).

5. DISTRIBUTION. FORCECOM TTP Division posts an electronic version of this TTP publication to the CGTTP Library on CGPortal. In CGPortal, navigate to the CGTTP Library by selecting **References > Tactics, Techniques, and Procedures (TTP)**. FORCECOM TTP Division does not provide paper distribution of this publication.

6. REQUEST FOR CHANGES. Submit recommendations for TTP improvements or corrections through the TTP Request form on CGPortal. In CGPortal, navigate to the TTP Request form by selecting **References > Tactics, Techniques, and Procedures (TTP) > TTP Request**.

7. Send lessons learned applicable to this TTP publication via command email to FORCECOM TTP Division at CMD-SMB-CG-FORCECOM.

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By Direction of Commander,
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Chapter 1: Introduction

Introduction

This chapter overviews the contents of this tactics, techniques, and procedures (TTP) publication per reference (a), Safety and Environmental Health Manual, COMDTINST 5100.47 (series). This chapter also defines the use of notes, cautions, and warnings in TTP publications.

In This Chapter

This chapter contains the following sections:

Section A: Introduction

A.1. Overview

Integrated pest management (IPM) is an effective and environmentally sensitive approach to pest management that relies heavily on a combination of common-sense practices. Reference (b), Installation Pest Management Guide, Armed Forces Pest Management Board Technical Guide No. 18, defines IPM as *"a comprehensive approach to pest control or prevention that considers various chemical, physical, and biological suppression techniques, the habitat of the pest, and the interrelationship between pest populations and the ecosystem."* IPM is used to manage pests by the most economical means and with the least possible hazard to people, property, and the environment.

A.2. Scope

This publication provides guidance to the commanding officer/officer-in-charge (CO/OIC) in administering all elements of IPM. This includes procedures and resources to develop, implement, and maintain a United States Coast Guard (USCG) unit's written IPM program as required in reference (a), Safety and Environmental Health Manual, COMDTINST 5100.47 (series).

A.3. How Do IPM Programs Work?

IPM is a series of pest management evaluations, decisions, and controls. The four steps are:

1. Set Action Thresholds. Before taking any pest control action, IPM first sets an action threshold, a point at which pest populations or environmental conditions indicate that pest control action needs to be taken. Sighting a single pest does not always mean control is needed. The level at which pests will become a threat is critical to guide future pest control decisions.
2. Monitor and Identify Pests. Not all insects, weeds, and other living organisms require control. Many organisms are innocuous, and some are even beneficial. IPM programs work to monitor for pests and identify them accurately, so that appropriate control decisions can be made in conjunction with action thresholds.
3. Prevention. As a first line of pest control, IPM programs manage indoor and outdoor spaces, and promote appropriate sanitation practices to prevent pests from becoming a threat. These control methods can be very effective and cost-efficient, and present little to no risk to people or the environment.
4. Control. Once monitoring, identification, and action thresholds indicate that pest control is required, and preventive methods are not feasible, IPM programs then evaluate the proper control method for effectiveness and risk. Effective, minimally intrusive pest control measures are chosen

first, such as pheromones to disrupt pest mating, or mechanical control, such as trapping or weeding. If further monitoring, identifications, and action thresholds indicate that minimally intrusive controls are not working, then more aggressive pest control methods are employed, such as targeted spraying of pesticides. Broadcast spraying of non-specific pesticides is a last resort.

WARNING:

Before applying chemical pest control measures, contact the Health, Safety, and Work-Life Service Center, Safety and Environmental Health Division: HSWL-SC (se). If a contractor is used for pest control measures, HSWL-SC (se) still needs to be contacted.

Section B: Notes, Cautions, and Warnings

B.1. Overview The following definitions apply to notes, cautions, and warnings found in TTP publications.

NOTE: **An emphasized statement, procedure, or technique.**

CAUTION: **A procedure, technique, or action that, if not followed, carries the risk of equipment damage.**

WARNING: ***A procedure, technique, or action that, if not followed, carries the risk of personnel injury or death.***

Chapter 2:
Integrated Pest Management Program

Introduction

This chapter discusses protocol and guidance for ensuring units develop, implement, and maintain an IPM program. Once established, the IPM program is altered as new pests are discovered. This chapter also discusses annual review of the IPM program. In addition, this chapter reviews when new techniques, information (i.e., substitution of a less harmful chemical), or emergence of a new pest concern arises at the unit.

In This Chapter

This chapter contains the following sections:

Section A: IPM Program Development

A.1. IPM Plan Development Overview

To comply with reference (a), Safety and Environmental Health Manual, COMDTINST 5100.47 (series), all units shall establish and maintain a safe, efficient, and environmentally sound IPM program to control pests that could adversely affect health, or damage structures or property.

Include the following components in the unit's IPM program:

- Health and environmental safety considerations.
- Pest identification.
- Pest management.
- Pesticide storage, transportation, use, and disposal.
- Unit inspection to identify infested areas or conditions that could lead to infestation.
- Personal protective equipment (PPE), including procurement, storage, and use.

A.2. Unit IPM Program Development

To best meet the requirement in reference (a) to establish a unit IPM program, use the template in Appendix B: Integrated Pest Management Program Template. Follow the instructions in red and update with specific unit information. Present the completed written program to the unit CO/OIC for concurrence and signature. If there are issues with the template, or if a unit needs assistance with any element of the template, contact the local HSWL-SC (se) office.

A.2.a. IPM Program Attachments

To best meet the requirements in reference (a), include these attachments to the completed unit IPM program:

- Pest Inspection Checklist. See Appendix C: Integrate Pest Management Inspection Checklist.
- Pest sighting form on the Safety and Environmental Health portal page. Click on the **Environmental Health Branch** page in the left menu pane, then select the hyperlink in the right menu pane for the **Pest Sighting Log**.
- Pest Management Maintenance Record (DD Form 1532-1) found at the Defense Technical Information Center site. Select **WHS** from the drop-down menu next to the information/search box. Type DD Form 1532-1 in the keyword box, then click on the search icon. Select the appropriate link for the form.

To best meet the requirements in reference (a), Safety and Environmental Health Manual, COMDTINST 5100.47 (series), maintain the pest checklist, log, and management report for at least two years. After two years, archive the pest management report, DD Form 1532-1, for permanent retention of chemical application records.

Section B: IPM Program Implementation and Maintenance

B.1. Unit IPM Program Implementation

To implement the unit IPM program:

- Maintain a copy, electronic or paper, of the written unit IPM program and all required documentation in an accessible location.
- Train relevant personnel on the program's specifics. See Appendix D: Training for training sources.
- Use the written IPM program and this TTP publication to guide day-to-day pest prevention and management for the unit.

B.2. Updating IPM Program

Review and update the unit IPM program annually to ensure that information is current. Ensure best practices from managing previous pest issues are reflected when updating the IPM program. Specific conditions also can trigger a need to revise the program, including:

- Emergence of a new pest of concern.
- Emergence or outbreak of a vector-borne disease.
- Presence of a significant pest issue that demonstrates inadequacies of current program.
- Significant alteration to building structure or unit grounds.
- Change in commercial contracts for pest management services.
- Change in a federal, state, or local regulation that could impact implementation of the IPM program.

Chapter 3:
Inspections

Introduction

This chapter discusses best practices for performing regular assessments to promote elimination of conditions that could lead to infestation, as well as early detection when pest issues arise.

In This Chapter

This chapter contains the following sections:

Section A: Monitoring and Surveillance

A.1. Performing Regular Inspections and Assessments

Self-assessments are critical to identifying signs of pests or conditions that could lead to infestation. Early identification aids in properly controlling a pest issue. Per requirements in reference (a), Safety and Environmental Health Manual, COMDTINST 5100.47 (series):

- Designate a point of contact (POC) as the pest management coordinator (PMC) as outlined in the IPM program template. This person can be the health services technician (HS) or the medical department representative charged with habitability inspections.
- Perform pest inspections in conjunction with other assessments to increase the frequency and consistency for the inspections.
- Use the pest inspection checklist in Appendix C: Integrated Pest Management Inspection Checklist. The checklist includes questions to consider, techniques for assessment, and tools to use. Recommended frequency for regular self-assessment includes:
  - Once every two weeks if there is no known pest issue.
  - Once a week if a pest has been identified.
  - Daily if there is an active infestation.

A.2. Maintaining Pest Sighting Log

To best meet the requirements in reference (a), Safety and Environmental Health Manual, COMDTINST 5100.47 (series), maintain the pest checklist, log, and management report for at least two years. After two years, archive the pest management report, DD Form 1532-1, for permanent retention of chemical application records.

A.3. Pier-Side Inspections for Ships

- Inspect all goods to be loaded onto a ship to prevent pest infestation. Food stores are especially susceptible to infestation, which when brought on the ship can result in significant economic losses and negative crew morale.
- Perform inspections while the delivery contractor is present. This enables responsible crew members to address the issue before going underway.
- Document any pest sightings on the same pest sighting log located on the HSWL-SC Environmental Health Branch portal page.

Chapter 4:
Preventive and Non-Chemical Controls

Introduction

A core IPM principle is that non-chemical controls are the first line of defense in preventing and addressing pest concerns. Using preventive measures can minimize the number of pest incidents and, consequently, the need for chemical pesticides. This chapter provides practices and strategies for units to maintain a healthy, low-risk environment, and avoid conditions favorable to pest infestation.

In This Chapter

This chapter contains the following sections:

Section A: Engineering Controls

A.1. Elimination of Opportunities for Harborage

Small cracks and entrances provide access for pests. Although preferred conditions vary, some general best practices for preventing opportunities for harborage are:

- Eliminate excess moisture, including plumbing, roof leaks, and condensation.
- Seal cracks and crevices in bulkheads, including around penetrations for piping and wiring.
- Provide tight-fitting screens for structural gaps.
- Repair or remove torn and damaged lagging.
- Clean food service equipment after each use.
- Eliminate shelf liners.
- Eliminate piles of debris or building materials.
- Remove food debris and excess water from drains.
- Engage with Facilities Engineering to maintain heating, ventilation, and air conditioning (HVAC) systems in a manner that minimizes excess moisture and facilitates air circulation.

A.2. Outdoor Lighting

Maintain well-lit outdoor passageways and gangways to discourage access by pests such as rodents and cockroaches that favor dark environments. However, lighting the passageways and gangways could attract many flying insects. If possible, place outdoor light fixtures away from the entrances while still directing the light appropriately to minimize pests entering the unit's facilities.

A.3. Rat Guards

Use rat guards on all ship-to-shore connections for preventing rodents from gaining access to a ship. Per Chapter 25 of reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), as well as reference (c), United States Navy Shipboard Pest Management Manual, NAVMED P-5052-26, rat guards are required on all cutters. Units are advised, based on a watercraft's size and specific equipment, to ensure that rat guards conform to these standards:

- Placed on all service and mooring lines in any port.
- 36 inches in diameter and cone-shaped with at least a 30-degree angle.
- Placed so the point of the cone faces the ship.
- Placed at least 6 feet from the pier or 6 feet from the shore.

A.4. Grounds Maintenance and Landscaping

Proper upkeep of outdoor areas near USCG units can present barriers for pests. Implement the following best practices for landscaping and grounds maintenance:

- Remove climbing ivy and branches in contact with foundation walls.
- Use appropriate fencing to discourage deer and other animals.
- Place signage or fencing near areas of dense vegetation that could contain pests or poisonous plants.
- Ensure signage is compliant with federal regulations.
- When using chemical pesticides, use yellow caution signs with the word **CAUTION** written in black letters in the upper panel and any additional wording located in the lower yellow panel.
    - Keep the caution sign posted during and after application for the time it takes the chemical pesticide to dry based on manufacturer's recommendations.
- Place signs appropriately with the wording large enough to be seen from a safe distance.
- Maintain outdoor premises free of food, solid waste, or standing water.
- Place garbage or refuse storage areas at least 100 feet away from the nearest entrance to buildings, food service establishments, or other dwellings.
- Use gravel strips around foundation to discourage plant and insect pests.

A.5. Personal Preventive Measures

When outdoors, personal preventive measures are critical to avoiding poisonous plants, and biting and stinging insects.

- Wear loose-fitting, long-sleeved shirts and long pants.
- Avoid areas of dense vegetation and tall grass.
- Tuck pant legs into boots or socks when walking through tall grass.
- Minimize time spent outside, especially time standing still, when biting insects are most active.
- Use mosquito netting if sleeping in an area without sufficient barriers to the outside.
- In areas with considerable risk for vector-borne disease, treat exposed skin and uniforms with insect repellent.

WARNING:

Repellents can be harmful to health. Use with caution on infants or pregnant women. Use repellants per the manufacturer's warning labels and guidelines. Also, follow the guidelines regarding repellent use on children recommended by the Centers for Disease Control and Prevention (CDC).

Section B: Capture and Cleaning

B.1. Using Traps for Active Pest Surveillance

Once a pest issue is identified, use non-chemical traps to monitor the infestation and capture pests. Common examples include:

- Snap traps for rodents.
- Glue traps for rodents.
- Sticky traps for cockroaches or other crawling insects.
- Flypaper traps for house flies.

B.2. Capturing Pests for Identification

Capture and identify the pest species when a pest issue is present in a unit to minimize the health risks associated with the pest and to determine the best control measures. This is particularly important for smaller insects and stored product pests. Follow these guidelines when preparing pest samples:

NOTE:

Contact HSWL-SC Environmental Health Branch before taking samples to determine the lab where the samples will be sent.

- Obtain and strictly follow the sampling protocol when collecting the pest samples for the receiving lab. At minimum, when collecting pest samples:
  - Use small, sealable plastic or glass containers for capturing and preparing insects.
  - Collect a larger number of pests to have a better chance at identifying the species.
  - Do not ship live pest samples, and do not ship samples in flammable liquids. Most insects can be killed by placing them in a freezer for 24 to 48 hours.
  - Tape the vial or dish to prevent the sample from falling out of the container.
  - Stuff the vial or dish with cotton or paper towels to protect the sample from damage.

Document the pest in the pest sighting log per Chapter 3: Monitoring and Surveillance.

B.3. Cleaning

Take precautions when cleaning areas with dead pests or pest excrement. Urine and droppings from pests such as rodents, birds, bats, etc., can transmit diseases to humans. Follow these best practices for cleaning areas where pest infestations have occurred:

- Before commencing cleanup, set up a decontamination plan in advance.
- Ventilate the space with outdoor air for at least 30 minutes.
- Spray droppings and feces with disinfectant before removing, e.g., solution with one part bleach to 10 parts water.
- Use wet methods, such as mopping or steam cleaning, to clean affected areas.
- When vacuuming is necessary, use a high-efficiency particulate air (HEPA) filtered vacuum for eliminating small insect pests and pest droppings. Consider designating one vacuum for that purpose in the event of a significant infestation.
- Use proper PPE when cleaning, including:
  - Disposable, non-permeable gloves, such as latex, nitrile, or rubber.
  - Air-purifying respirator with N100 or HEPA filters. For guidance, see reference (d), Respiratory Protection Program Tactics, Techniques, and Procedures, CGTTP 4-11.4 (series).
  - Rubber boots or disposable shoe covers.
  - Tyvek® suit or other protective clothing.
  - Eyewear protection.
- See reference (e), Protection from Rodent-borne Diseases, Armed Forces Pest Management Board Technical Guide No. 41, for guidance on rodent dropping cleanup.

Chapter 5:
Record Keeping

Introduction

This chapter discusses protocol and guidance for record keeping. This chapter covers formally contracted and government purchase card (GPC) procured pest control activities conducted on USCG units such as leased land, golf courses, natural resources, etc. Close attention to how long records are retained is also emphasized in this chapter.

In This Chapter

This chapter contains the following sections:

Section A: Pest Management Record Keeping

A.1. Record Keeping

To best meet the requirements in reference (a), Safety and Environmental Health Manual, COMDTINST 5100.47 (series):

- Keep records of the unit's pest management activities.
- Maintain unit pest logs for two years and ensure they are available to HSWL-SC (se) personnel upon request. Archive the Pest Management Log for permanent retention after two years.
- Pier-side/on-board inspections:
  - Keep a record of all inspections of incoming food and non-food items for pest and invasive species following receipt of items pier-side or routinely on-board when underway. The more often food is inspected, the less likely there is to be an infestation.
  - Document findings in the pest sighting log. See Chapter 3: Inspections for more information.
- Courtesy technical assistance visits and informal surveys. Record the date(s) of formal assistance from HSWL, Navy, or other preventive medicine personnel, as well as the person(s) making the visit, and the reason for visit (e.g., technical assist, informal survey). Use the pest sighting log discussed in Chapter 3, A.2. Maintaining Pest Sighting Log.
- Pest control activities. To manage program control activities per reference (a), Safety and Environmental Health Manual, COMDTINST 5100.47 (series):
  - Record all chemical and non-chemical control activities in a unit Pest Management Maintenance Record (DD Form 1532-1) found at the Defense Technical Information Center site.
    - Select **WHS** from the drop-down menu next to the information/search box.
    - Type DD Form 1532-1 in the keyword box, then click on the search icon.
    - Select the appropriate link for the form.
- If chemical controls are used:
  - Include in the pest management log:
    - Name of applicator.

- Chemical used.
- Quantity used.
- Date of application.
- Location.
- Targeted pest.
- Description of the pest problem.

- Maintain a copy of the certification and/or license of all applicators and any service contract(s) on file.

- Maintain a record of safety data sheets (SDS), either electronically or on paper, for all pesticide products stored or applied. Ensure contractors provide copies of SDS for all products applied at USCG units. An Occupational Safety and Health Administration (OSHA) inspector will require a unit to show him or her a record of SDS.

- Maintain an inventory of the following materials, if stored on site:

  - Pesticide safety gear. At minimum, wear gloves, N-95 respirators, and protective eyewear such as non-vented goggles or face shield.
  - Pest control inspection and surveillance items.
  - Pesticide dispersal equipment.
  - Pesticides and miscellaneous parts and supplies.

WARNING: ***Contact HSWL-SC (se) before applying chemical pest control measures.***

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Chapter 6:
Chemical Controls

Introduction

This chapter discusses the use of chemicals, including pesticides and herbicides, to control pests when minimally intrusive methods are insufficient.

WARNING:

Chemical pesticides and herbicides are hazardous. Store and handle them in a manner that minimizes inadvertent exposures.

In This Chapter

This chapter contains the following sections:

Section A: Coast Guard Applicator Requests

A.1. Policy

Reference (a), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), restricts all USCG personnel from using chemical controls such as pesticides, herbicides, and fungicides on USCG property. Exceptions are made on a case-by-case basis by contacting HSWL-SC (se). This restriction does not apply to homeowners applying pesticides on their personal property.

A.2. Request Process

To submit a request to have USCG personnel or contractors apply chemicals to control animal or plant pests, units can contact their HSWL-SC Detached Safety and Environmental Health Officer (SEHO). A list of detached offices can be found under the field operations branch section on the Safety and Environmental Health portal page. In the request, justify the use of chemical controls. For example, "Contractor services are unavailable or implausible due to geographic location or specific mission."

WARNING:

Contact HSWL-SC (se) before applying chemical pest control measures.

A.3. Approval

HSWL-SC (se) authorizes USCG personnel to apply chemical controls based on the request received. Approval is granted in the form of a memo that outlines the necessary training, chemical controls permitted, and reporting requirements.

A.4. Types of Chemicals

Chapter 25 of reference (a) requires an approval process for all chemicals, whether or not they are identified as restricted use by the Environmental Protection Agency (EPA). Approval memos are specific to the chemical and usage mechanism identified in the request. HSWL-SC (se) can work with the requester to determine which chemicals are appropriate.

A.5. Technical Assistance

In pursuing chemical controls, units are encouraged to use technical guides and information to maximize effectiveness and help justify their request. Sources for technical assistance are listed in Appendix D: Training.

Section B: Chemical Controls

B.1. Chemical Storage

When IPM controls shift from minimally intrusive methods to more aggressive methods, including the use of pesticides, controlling access to these hazardous substances is paramount. To prevent inadvertent exposure(s), implement the following control measures:

- Determine the need to store pesticides. Do not store pesticides if there is no need. If storage of pesticides is necessary, store in limited quantities.
- See reference (f), Hazard Communication (HAZCOM) Program Tactics, Techniques, and Procedures (TTP), CGTTP 4.11-5 (series), for training, labeling, separating, and SDS use regarding chemicals.

B.2. Maintaining Ventilation

Adequate ventilation is important to minimize health effects when chemical pesticides are used. Implement one or more of the following strategies to ensure adequate ventilation:

- Schedule pesticide application for a time when that area of the unit is unoccupied.
- Temporarily shut off the ventilation to the immediate area where and when pesticides are being applied.
- Open windows if the climate allows.
- Adjust the HVAC system so it provides 100 percent outdoor air.
- Allow the HVAC system to complete several air exchanges before occupants re-enter the building.

B.3. Personal Protective Equipment (PPE)

If trained and authorized to handle pesticides per the unit's IPM written program, wear appropriate PPE at all times. At minimum, adhere to the following:

- Use manufacturer’s recommended PPE for each specific chemical. Refer to SDS and manufacturer’s label.
- The unit's written Respiratory Protection Program. For guidance, see reference (d), Respiratory Protection Program Tactics, Techniques, and Procedures (TTP), CGTTP 4-11.4 (series).

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Chapter 7:
Ship Sanitation Certificate Program

Introduction

This chapter discusses protocol and guidance for ensuring that the USCG fleet receives adequate sanitation inspections to verify that cutters are free from animal vectors and potential reservoirs for disease. These sanitation inspections ensure USCG compliance with International Health Regulations (IHR) governing Ship Sanitation Certificates (SSCs).

In This Chapter

This chapter contains the following sections:

Section A: Ship Sanitation Certificate

A.1. Background

In the 2005 International Health Regulations (IHR), the World Health Organization (WHO) established a requirement for all ships entering foreign ports to have a valid Ship Sanitation Certificate (SSC). The certificate's purpose is to prevent and control international public health risks onboard ships during international voyages. Maintaining adequate sanitary measures is necessary for vessels to meet IHR requirements.

The CDC is the federal agency responsible for ensuring that U.S. flag vessels comply with IHR. In 2009, the USCG and the CDC promulgated a Memorandum of Understanding to allow the USCG to inspect its own cutters and issue SSCs. The USCG Ship Sanitation Certificate Program (SSCP) replaces the previous CDC Deratification Certificate program and is a more comprehensive assessment of cutter sanitary health conditions.

A.2. Implementation

Reference (a), Safety and Environmental Health Manual, COMDINST 5100.47 (series), instructs commanding officers of afloat units that travel to international ports to maintain a current SSC for their vessel to comply with IHR. This includes units with the potential to enter international ports based on operational mission requirements. In some instances, operations change with little notice for units. This makes it difficult to predict if a certificate is needed before departing the vessel's home port. Best practice is to request an SSCP inspection and issue the associated certificate as a precaution if unscheduled entering of international ports is a possibility due to operational mission requirements. Guidance for this is available via the HSWL-SC Environmental Health Branch portal page. Click on **SSCP Training PowerPoint** on the right side of the page.

HSWL-SC (se) has responsibility for oversight of the SSCP. The Environmental Health Branch manages SSCP implementation and coordinates SSCP inspection administration. Authorized agents for signature approval and issuance of certificates are:

- HSWL-SC (se).
- Safety and Environmental Health Officers (SEHOs).
- Environmental Health Officers (EHOs).

The next two subsections distinguish between the two types of certificates.

A.2.a. Ship Sanitation Control Exemption Certificate (SSCEC)

A Ship Sanitation Control Exemption Certificate (SSCEC) is issued when:

- No evidence of an international public health risk is found onboard vessels.
- The competent authority (inspector) confirms the ship is free of unsanitary conditions that could lead to infection and contamination.

The inspection could reveal hazardous conditions onboard that require corrective action by the vessel command.

A.2.b. Ship Sanitation Control Certificate (SSCC)

A Ship Sanitation Control Certificate (SSCC) is issued when evidence of an international public health risk, including sources of infections and contamination, are detected on board a vessel. The WHO defines an international public health risk as a condition that poses a serious danger for human health or a risk for international spread of disease. Examples of international public health risk conditions are:

- Pest infestation that poses significant risk of disease.
- Outbreak of food-borne illness.
- Presence of communicable disease that poses an international health risk, including cholera, pneumonic plague, yellow fever, viral hemorrhagic fevers, West Nile fever, dengue fever, Rift Valley fever, meningococcal disease, or other diseases of special concern.
- Lack of potable water supply or evidence of E. coli in the water supply.
- Unsanitary conditions or failure to properly handle solid and medical waste.
- Other unsanitary conditions deemed disqualifying by the competent authority.

Correct the conditions posing the public health risk and conduct a reassessment before issuing a valid SSCEC.

A.3. Hazardous Condition Management System (HCMS) Report

Retain the written SSC inspection report provided by the inspector and recorded into Coast Guard Hazardous Condition Management System (HCMS) online application. HCMS reports include sanitation discrepancies identified by inspectors during the assessment and corrective action recommendations to maintain optimum sanitary conditions on the cutter. Documenting IPM findings and corrective actions in the HCMS application assists units in maintaining records for effective IPM surveillance and control methods.

A.4. Requesting an Inspection or Extension

Certificates are valid for six months. Make requests for inspections at least one month prior to the expiration date of the current certificate. Regardless of who conducted the previous inspection, submit an online inspection request by going to the Environmental Health Branch portal page. Once there, click on **SSCP Inspection Request**. Provide the following information in the request to ensure accurate scheduling of the inspection:

- Cutter name.
- Point of contact.
- Expiration date of last certificate.
- Name of port when the certificate is needed.
- Sail date.

Under extenuating circumstances, HSWL-SC (se) can grant a one-month extension to cutters unable to be visited prior to their SSCEC expiration date. Commands can submit an extension request by going to the Environmental Health Branch portal page, then clicking on **SSCP 30 Day Extension Form**.

A.5. Conclusion

The vessel CO has the responsibility for ensuring the unit complies with SSCP requirements. A crew member, typically the independent duty health services (IDHS) or medical department representative, can be designated the unit POC to coordinate with the HSWL-SC (se) Environmental Health Branch. The crew member schedules inspections and assists inspection teams on board. If no IDHS is on board, coordinate the inspection by contacting the local HSWL office. For more information and support, contact HSWL-SC (se) Environmental Health Branch or visit the branch's portal page.

Appendix A:
Acronyms

CDC	Centers for Disease Control and Prevention.
CGTTP	Coast Guard tactics, techniques, and procedures.
CO(s)	Commanding officer(s).
DHS	Department of Homeland Security.
DOD	Department of Defense.
EHO(s)	Environmental Health Officer (s).
EO(s)	Executive order(s).
EPA	Environmental Protection Agency.
EPO(s)	Engineering petty officer(s).
FC-P	Force Readiness Command Tactics, Techniques, and Procedures Division.
FIFRA	Federal Insecticide, Fungicide and Rodenticide Act.
FORCECOM	Force Readiness Command.
GPC	Government purchase card.
HAZCOM(s)	Hazard communication(s).
HCMS	Hazardous Condition Management System.
HEPA	High-efficiency particulate air.
HS	Health services technician.

HSWL	Health, Safety, and Work-Life.
HSWL-SC	Health, Safety, and Work-Life Service Center.
HSWL-SC (se)	Health, Safety and Work-Life Service Center, Safety and Environmental Health Division.
HVAC	Heating, ventilation, and air conditioning.
IDFS	Independent food service.
IDHS	Independent duty health services.
IHR	International Health Regulations.
IPM	Integrated pest management.
IPMP	Integrated Pest Management Plan.
MWR	Morale, Well Being, and Recreation.
NAVOSH	Navy Occupational Safety and Health Administration.
NECE	Navy Entomology Center for Excellence.
NEPMU	Navy Environmental Preventive Medicine Unit.
OIC(s)	Officer(s)-in-charge.
OSHA	Occupational Safety and Health Administration.
PMC(s)	Pest management coordinator(s).
POC	Point-of-contact.
PPE	Personal protective equipment.
PUP	Pesticide use proposal.

SDS	Safety data sheets.
SEHO(s)	Safety and Environmental Health Officer(s).
SSC(s)	Ship Sanitation Certificate(s).
SSCC	Ship Sanitation Control Certificate.
SSCEC	Ship Sanitation Control Exemption Certificate.
SSCP	Ship Sanitation Certificate Program.
TTP	Tactics, techniques, and procedures.
USCG	United States Coast Guard.
WHO	World Health Organization.
XPO(s)	Executive Petty Officer(s).

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Appendix B:
Integrated Pest Management Program Template

INTEGRATED PEST MANAGEMENT PROGRAM

For *(insert unit name)*

(insert date here)

Prepared by: *(insert name, title, and unit name)*

Reviewed by: *(insert name)* _____
Pest Management Coordinator signature

Reviewed by: *(insert name)* _____
Facilities Engineering Department signature

Reviewed by: *(insert name)* _____
Medical Department representative signature

Reviewed by: *(insert name)* _____
Director, Morale, Well Being,
and Recreation (if applicable) signature

Approved by: *(insert name)* _____
Commanding Officer signature

EXECUTIVE SUMMARY

1. SITE. (*insert unit name*) is located on the *(insert description of geographical location, such as nearest city, population, etc.) (Insert important information about the unit, including approximate number of acres for ashore, number of commercial buildings, number of housing buildings, number of active duty assigned, number of civilians, and any other important unit information.)*

2. SCOPE. The contents of this integrated pest management (IPM) program apply to all activities and individuals working, residing, or otherwise doing business on *(insert unit name)*.

3. OVERVIEW. Federal agencies are mandated by public law (Integrated Pest Management, 7 U.S.C. § 136r-l) to use Integrated Pest Management (IPM). This IPM program for (*insert unit name*) describes past and anticipated pests and outlines the resources necessary for surveillance and control of these pests, including any administrative, safety or environmental requirements. This IPM program was formed using the guidelines in Integrated Pest Management (IPM) Tactics, Techniques, and Procedures (TTP), CGTTP 4-11.13 (series).

4. RESPONSIBILTIES. The (*insert unit name*) pest management coordinator oversees the program. Pest prevention, through good sanitation practices, is the responsibility of all individuals who occupy or maintain buildings or open spaces on the unit. An IPM outline for managing specific types found at the unit is provided in Enclosure (1). Before pesticides are applied, non-chemical control efforts will be used to the maximum extent possible.

5. IMPACT. Without an IPM program for (*insert unit name*), pests can interfere with the military mission, lower morale, damage real property, increase maintenance costs, and potentially expose unit personnel to disease.

6. PEST MANAGEMENT ROLES AND RESPONSIBILITIES. The major aspects of the pest management program dealing with pest surveillance and control are stored and addressed in the plan.

7. MAINTENANCE. This plan is a working document that will be updated frequently. This is particularly true for Enclosures (1) and (2). Please send comments or suggested changes to:

Designated POC for pest management:	*(insert POC for pest management)*
Mailing Address:	*(insert mailing address)*
Office Location:	*(insert office location)*
Office Phone Number:	*(insert phone number)*
FAX Number:	*(insert fax number)*
Email Address:	*(insert email address)* mail to:

A. BACKGROUND.

1. **Purpose.** Integrated pest management (IPM) is a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health, and environmental risks. Federal agencies are mandated to use IPM by public law (Integrated Pest Management, 7 U.S.C. § 136r-l). This plan is a framework through which an IPM program is defined and accomplished. The plan describes program elements, including health and environmental safety, pest identification, pest management, and pesticide storage transportation, use, and disposal if applicable and/or approved by Health, Safety, and Work-Life Service Center, Safety and Environmental Health: HSWL-SC (se). This Integrated Pest Management Plan (IPMP) is a guide to reduce reliance on pesticides and to enhance environmental protection. The IPMP reflects current Department of Defense (DOD), Department of Homeland Security (DHS), and United Stated Coast Guard (USCG) policies, procedures and standards, and incorporates the requirements of the Environmental Protection Agency (EPA) and *(insert state name)*.

2. **Authority.** This IPMP is written under the authority of:

   a. Integrated Pest Management, 7 U.S.C. § 136r-1, et seq.

   b. Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), as amended through Public Law 122-177, effective Sept. 28, 2012.

   c. Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

3. **Plan Maintenance.** The (*insert unit name*) Pest Management Coordinator (PMC) maintains this IPMP. Pen and ink changes are made to this plan throughout the fiscal year, and this plan is reviewed and updated annually to reflect all changes made in the pest management program during each fiscal year.

B. RESPONSIBILITIES.

(Update this section per the responsibilities at the unit.)

1. Unit Commander.

   a. Designate a PMC, in writing, for all pest management activities.

   b. Approve and support the pest management plan.

   c. Ensure that all pest management operations are conducted safely and have minimal impact on the environment.

2. Director of Facilities Engineering.

   a. Request and monitor contract pest management operations.

   b. If approved by HSWL-SC for pesticide application, obtain and maintain adequate supplies of pesticides and pesticide dispersal equipment, and ensure that equipment is properly maintained.

   c. Maintain adequate records of pest management operations.

d. Cooperate and coordinate with the unit medical authority and the pest management coordinator on pest control issues.

3. Director of Morale, Well Being, and Recreation (MWR).

a. Coordinate with facilities engineering to ensure all pest management needs are met for MWR grounds and facilities.

4. Health Safety and Work-Life.

a. Conduct surveillance for pests that could adversely affect the health and welfare of the unit or contaminate food stored at the unit.

b. Coordinate with local health officials to determine the prevalence of disease vectors and other public health pests in the area surrounding the unit.

c. Review and provide feedback for the unit's IPM program.

5. Unit Pest Management Coordinator.

a. Determine pest management requirements for the site.

b. Coordinate pest management activities between *(insert unit name)* and tenants.

c. Annually update the *(insert unit name)* IPM program.

d. Provide answers to questions concerning pest management from requesting organizations and agencies.

e. Maintain pest management relevant information, especially pesticide use on the unit.

f. Coordinate and monitor contracts dealing with pesticide application and keep a copy of each contract on file.

g. Coordinate with local, state and federal agencies, as necessary, to implement the unit's pest management program.

h. Ensure that personnel performing pest control are certified, as required.

i. Maintain adequate records of pest management operations.

6. Building Occupants.

a. Apply good sanitary practices to prevent pest infestations.

b. Use all nonchemical pest control techniques available to the fullest extent before requesting further assistance from pest control contractors.

c. Cooperate fully with contractors in scheduling pest management operations, including preparing the areas to be treated.

d. Contact facilities engineering or the pest management coordinator to arrange contract pest control services.

e. Report all early signs of infestation to the building manger or PMC.

7. Pest Management Personnel/Contractors.

a. Use integrated pest management techniques to the maximum extent possible.

b. Control pests per the provisions of this plan.

c. Operate in a manner that minimizes risk of contamination to the environment and personnel. All pesticide application from contractors will comply with federal, state, and local regulation.

d. Provide written records of pest surveillance and control efforts to the unit pest management coordinator.

C. PRIORITY OF PEST MANAGEMENT WORK.

1. The first line of defense in pest management is nonchemical controls. Although IPM emphasizes the use of nonchemical strategies, chemical control can be an option used in conjunction with other methods. The IPM Outlines found in Enclosure (1) describe methods for detecting, monitoring, and controlling specific pests. Enclosure (2) of this plan is an annual pesticide use proposal (PUP) that lists all the pesticides *(insert unit name)* intends to use during the upcoming calendar year. The PUP is included in the annual update of this IPM program and includes pesticide names, active ingredients and percentages, EPA registration numbers, label signal words, target pests, and intended sites. This section lists the pests of concern for *(insert unit name)*.

(1) **Noxious/Invasive Plants and Animals (feral and stray).** *(Indicate which type are on the unit.)*

(2) **Other Undesirable Vegetation.** *(Insert other type of vegetation and how it is controlled or recommended methods of control.)*

(3) **Structural Pests.** Those that cause damage to buildings and other wooden structures at *(insert unit name)* are *(insert type)*. *(Use this section to describe the type of structural damage caused by the pests, how they are treated, what environments they thrive in, and what is used to remove them. Also mention other information such as the best prevention methods.)*

(4) **Pests Found in and around Buildings.**

(a) *(Insert the category of pests, such as cockroaches, earwigs, silverfish, spiders, fleas, wasps, etc.)*. These pests are controlled to maintain the quality of life and morale of building occupants and household residents. *(List eradication solutions, controls, and prevention solutions for pests in and around buildings on the unit. Also discuss the consequences in terms of health and safety of not controlling or eliminating the pest.)*

(b) Stored food products and certain textiles can be infested with a variety of moths, beetles, weevils, and other invertebrates. *(Insert unit responsible billet/department here)* carries out inspections and product surveillance. Infested product is removed from the storage facility, and spilled product or unsanitary conditions that could support further infestation are eliminated. Infestations are reported to the contract pest controllers for follow-up pest control.

(5) **Public Health Pests.**

(a) *(Identify the species of pests affecting living quarters and other public dwellings. Describe how the pests are managed, treated, and prevented.)*

(6) **Turf and Ornamental Pests.** *(Identify the species on the unit under this category and detail management, treatment, and prevention options.)*

(7) **Vertebrate Pests.**

(a) (*Identify the most frequent animal pests under this category. Describe their dwellings and what type of damage they can cause. Identify management, treatment, and prevention options.)*

(b) (*Identify the primary bird pest at the unit. Indicate any problems they create pertaining to buildings, healthy, etc. Identify management, treatment, and prevention option.*)

(8) **Quarantine and Regulated Pests.** *(Identify the species on the unit under this category and detail management, treatment, and prevention options.)*

(9) **Other Pest Management Requirements.** (*Use this section to describe other pest management responsibilities at the unit, such as carcass removal, pest odor service, etc.)*

D. HEALTH, SAFETY, and ENVIRONMENTAL CONSIDERATIONS.

1. **Hazard Communication.** Contractors are responsible for meeting all federal, state, and local regulations regarding hazard health safety and the environment. This includes provisions for hazard communication, safety data sheets (SDS), fire protection, personal protective equipment, protection of the public, and protection of environmentally sensitive areas.

E. PROGRAM ADMINISTRATION.

1. **Pest Management Operations.** All pest management services provided on *(insert unit name)* are performed *(identify by who or state under contract and any other pertinent information that address the overall operation)*

2. **Signage During Application.** Twenty-four hours prior to the planned application, best practice is to post signage advising of the planned application. Remove the signage no earlier than 48 hours after completion of pesticide application. Include the following information on the sign:

   a. Site/area to be treated.

   b. Chemical to be applied

   c. Time/date of treatment.

   d. Re-entry times.

3. **Contracts/Quality Assurance.**

   a. Pest management activities are contracted to state-certified pest controllers. *(Insert unit name)* is responsible for overseeing pest management contracts and providing internal quality assurance for their operations.

   b. Pest management contracts are initiated on an "as needed" basis, per the Federal Compliance With Right-to-Know Laws and Pollution Prevention Requirements, Executive Order (EO) 12856, and the Secretary of Defense Memorandum, Subject: Comprehensive Pollution Prevention Strategy, 11 August 1994. Monthly or periodic spraying will be eliminated unless deemed necessary after surveying and monitoring pest population levels. The EO says that the military will decrease its use of toxic chemicals and pollutants by 50 percent. Use of integrated pest management techniques is encouraged in all contracts. Pest problems threatening the health, safety, or welfare of unit personnel shall receive priority.

   c. Pest control contracts include, at minimum, the following details, per Armed Forces Pest Management Board Technical Information Memorandum No. 39, Guidelines for Preparing DOD Pest Control Contracts Using Integrated Pest Management:

      1. Approved source. All pest control technicians must be certified in the state in which the work is performed. Technical evaluation factors should emphasize experience and past performance in application of IPM techniques.

      2. Timely service. Service completed as scheduled.

      3. Quality work in conformance with quality standards, control levels, and procedures specified in contract.

      4. Pest management records completed and filed on record. *(update this section as needed)*

   d. Contractors who conduct pest control on *(insert unit name)* must *(Identify contractor requirements below. Two examples are provided below.)*, also per Armed Forces Pest Management Board Technical Information Memorandum No. 39, Guidelines for Preparing DOD Pest Control Contracts Using Integrated Pest Management:

      1. Show proof of liability insurance.

      2. Have state commercial certification and licensing in the category or categories of work to be performed.

   e. Forward a copy of each contract dealing with pest control to the pest management coordinator.

f. All contractors providing pest management services adhere to the following:

1. Apply pesticides per label directions.
2. The contractor complies with all federal, state, and local regulations.
3. Pesticides are mixed, stored, and disposed of per federal, state, and local regulations, and the provisions of this plan.
4. Contractors bring pesticides onto the unit on a daily basis and do not store pesticides on *(insert unit name)* overnight.

4. Reports and Records. All contractors provide pesticide use information to the pest management coordinator. Pest management operations are recorded on the Pest Management Maintenance Record (DD Form 1532-1) or other comparable record for the building or site where the work was performed.

5. Training and Certification. Contractors performing pest management services on *(insert unit name)* are certified by the *(insert state name)* in the appropriate categories for which work is performed. A copy of the contractors' certifications can be found as an appendix to this plan.

6. Pesticide Security. All vehicles entering the unit are checked and validated by *(insert unit name)* Military Police personnel. Unless exceptions are granted, only vehicles belonging to the contractor are allowed to carry pesticides onto the unit or installation.

7. Coordination – DOD, Other Federal, State and Local. *(Update this section as needed. Sample text provided below.)*

a. The DOD Pesticide Hotline, 410-436-3773, is available to provide technical answers to questions pertaining to the pest management plan. The hotline gives special attention to any pesticide application that uses restricted-use pesticides or uses any pesticide that could significantly contaminate surface or ground water.

b. Liaison is maintained between the pest management coordinator and the HSWL-SC (se) Safety and Environmental Health Detachment to determine the prevalence of disease vectors and other public health pests in the area surrounding the unit.

c. Maintain inter-service support agreements on file and detail the types of assistance provided by DOD, federal, state, or local organizations. The following inter-service agreements exist for the unit and are included as appendices to this plan: *(list any inter-service agreements)*

F. SALE AND DISTRIBUTION OF PESTICIDES. *(Use this section to identify locations on the unit that sell or distribute pesticides. Describe the type of pesticides, how they are stored and distributed.)*

G. PEST MANAGEMENT IN CHILD AND YOUTH SERVICES FACILITIES. Contact Poison Control, 1-800-222-1222, for any suspected exposures to pesticides or other hazardous chemicals. *(Include here or detail further in an appendix. Describe pest management plan at child and youth services facilities, including a parent notification letter, pesticide notification registry, IPM Outlines, etc. An example parent notification letter follows.)*

IPM PROGRAM NOTIFICATION LETTER
SAMPLE INTEGRATED PEST MANAGEMENT REGISTRY FORM
NOTIFICATION SIGN
(This is an example. Update with unit specific information.)

Dear Parents: *(insert date)*

(Insert unit name) Child and Youth Services is implementing a preventive Integrated Pest Management (IPM) program within our facilities. IPM principles dictate the use of nonchemical control methods as a first line of defense before pesticides are applied. This memo is notification that *(insert unit name)* might use pesticides within the Child and Youth Services facilities when needed throughout the year. Each facility will post notification of general pesticide applications 24 hours in advance and via electronic means, such as email and social media. General pesticide applications include spraying baseboards for insects or kitchens for ants and cockroaches. No pesticides will be applied in outdoor grassy areas. Applications of baits, germicides (e.g., bathroom cleaners), sanitizers, etc., are not considered general applications. You can be notified of these events by completing the attached registration form. This registry will be used to ensure that those families who feel the need to be advised of chemical application will receive at least 48-hour advance notification. An exception to the 24-hour rule will be for emergencies in the event of an immediate threat to human health. Following such an event, a notification will be made within 24 hours after a facility applies a pesticide.

A brochure is available at each Child or Youth Service facility that explains the details of the IPM program. All pesticide applications for these facilities will be done by individuals certified by the state or the Department of Defense. As part of the Child and Youth Services plan and the Integrated Pest Management Plan, applications will be done after hours or on weekends, when children are not present in the area of application. A complete list of pesticides and Material Safety Data Sheets are available for review at each facility upon request.

We understand the concern that parents will have for their children. This program is to help reduce any fears and provide cooperation in minimizing risk for all children. This office will work with parents on any concern that they might have. Maintaining a safe, pest-free environment for our children is our priority.

Further technical questions can be addressed to *(insert POC)* at *(insert contact information)*. All questions concerning administration of this program can be addressed to this office at *(insert contact information)*.

Sincerely,

_____

(Insert unit name), Child and Youth Services Coordinator

Enclosure (1)

INTEGRATED PEST MANAGEMENT OUTLINE (Example)

(NOTE: Make a new outline for each type of pest at the unit. Give each IPM Outline a different number. Below is sample text. Fill in with unit's information.)

PEST: Pests found in and around buildings.

SITE: Offices, break areas, warehouses, and administrative areas.

1. Purpose: To control household pests (cockroaches, spiders, ants, other crawling insects, flies, fleas, bees, and wasps) in areas where food is stored and served or other areas where pests interfere with the mission.

2. Surveillance.

a. Conducted by: Building occupants and designated personnel.

b. Methods: Complaints, visual observation, and sticky traps.

c. Frequency: Ongoing during normal unit activities.

3. Pest Management Techniques.

a. Nonchemical.

(1) Type: Mechanical and physical.

(a) Method and location**:** Sticky traps are placed in kitchens and bathrooms when minor infestations of cockroaches occur. Cockroach harborage is eliminated by caulking (or filling with other materials) minor cracks, crevices, holes in walls and floors, or other areas where the structure has provided small openings that could be used by cockroaches. Screens are used to prevent entry by flying insects.

(b) Conducted by *(insert who)*.

(2) Type: Biological.

(a) Method and location: None.

(b) Conducted by: *(insert who)*.

(3) Type: Cultural.

(a) Method and Location: Spilled food is cleaned up and stored food items are placed in closed containers. Good housekeeping is used to eliminate trash, disused boxes, old equipment, and other materials that provide harborage for crawling pests. Areas in and around buildings where these pests interfere with the mission are kept clean to minimize infestations.

(b) Conducted by: Building occupants.

b. Chemical.

(1) Basis for treatment: Infestations of cockroaches, ants, spiders, other crawling pests, flies, gnats, or mosquitoes are found in buildings.

(2) Method and location: Aerosol application of pesticide directly to flying insects (other than bees and wasps). Crack and crevice or spot treatment of pesticides where crawling pests have been seen. Granular application for ants in outside areas.

(3) Conducted by: Building occupants (self-help) and certified pest controllers.

(4) Pesticides: See table below.

Pesticide	**EPA Reg No.**	**Site**
Cy-Kick	499-470	Spot treatment in offices and other buildings for control of cockroaches, ants, spiders, and other crawling pests
(add additional rows as needed)		

(5) Control Standard: No pests are found 30 days after use.

4. **Precautions for Sensitive Areas:** None.

5. **Prohibited Practices:** None.

6. **Environmental Concerns:** None.

7. **Remarks:** None.

Enclosure (2)

Annual Pesticide Use Proposal (Example)

Unit: *(Insert unit name)*	Fiscal Year: *(insert year)*	Date: *(insert date)*

Pesticide	Active ingredient(s) and percentage of active ingredient(s)	Formulation	Target pest(s)	IPM outline number	EPA regulation number	Signal word	Restricted use pesticide?	State regulated?
Advance Bait	Abemectin 0.01%	Granular	Carpenter ants	3	499-370	Caution	N	Y
(add additional rows as needed)								

Appendix C:
Integrated Pest Management Inspection Checklist

(Insert unit name and address)

Use this checklist to perform inspections per Integrated Pest Management (IPM) Tactics, Techniques, and Procedures (TTP), CGTTP 4-11.13 (series). Follow the inspection recommendations listed below the table to assist in completing this checklist. Assess all areas and pay close attention to berthing, food storage, and service areas that often harbor pests as outlined on the second page.

Inspection Item	Y/N	Notes
Exterior Structure		
Is there evidence of damage or debris caused by pests?		
Are there cracks or holes in the building structure?		
Are there gaps around windows, doors, or other wall penetrations?		
Are there water sources, including standing water, near the building?		
Are dumpsters or trash near the building?		
Is there vegetation growing against or on the building?		
Is there nonessential lighting near the building?		
*Are rat guards installed properly on all ship-to-shore connections? (*afloat units only*)		
Building Interior		
Is there evidence of damage or debris caused by pests?		
Are there cracks or holes around walls, doors, or windows?		
Is there food or food waste in berthing and other non-food service areas?		
Are there moisture leaks or condensation around plumbing, windows, or HVAC equipment?		
Is there excessive clutter or paper trash?		
Is trash removed frequently?		
Food Service and Storage Areas		
*Are inspections of food storage and service areas performed weekly per Food Safety and Sanitation Tactics, Techniques, and Procedures (TTP), CGTTP 4-11.12 (series)[DRAFT]?		
Are food stores inspected before acceptance?		
Is there food debris or residue on surfaces or equipment?		
Are decks, bulkheads, lagging, and other surfaces dirty or in poor condition?		
Is food being stored less than 6 inches above the deck?		
Are garbage cans dirty or uncovered?		
General Program		
Are personnel using pesticides without approval?		
Has the unit's IPM program been updated in the past year?		

**For items with an asterisk, Y = Satisfactory and N = Unsatisfactory.*
For all other items, Y indicates an Unsatisfactory condition.

Describe any additional significant findings on an attached page as well as actions to be taken.

Inspection recommendations:

- Check dark, moist spaces. These are where pests tend to thrive.
- Use sticky/glue traps or bait stations for active surveillance. Change out stations or traps when worn, document locations, and alternate regularly. Do not place any bait stations in food service areas.
- Food storage areas are one of the highest risk spaces for pests. Commonly infested products include flour, cereal, pasta, baking mixes, whole or cracked grain, dried fruit, nuts, popcorn, and spices. Seams and folds in packaging are common areas for pests.
- If infested food products are identified, isolate immediately, and ensure they are discarded.
- Results of integrated pest management (IPM) inspections can be included in the pest sighting log for ease of access during assessment visits.
- When pests are found, use the pest sighting log to document type and location. The log template is on the HSWL-SC Environmental Health Branch Portal Page.
- The HSWL-SC Environmental Health Branch Portal Page also has a Navy Occupational Safety and Health Administration (NAVOSH) All Pest Training presentation on pest identification and signs of infestation.

Frequency:

- Once every two weeks if there is no known pest issue.
- Once a week if a pest has been identified.
- Daily if there is an active infestation.
  - *NOTE*: Daily "walk-through inspections" are required for independent duty health services (IDHS) per Coast Guard Medical Manual, COMDTINST M6000.1 (series). Turning this daily inspection into a full pest assessment per frequency noted above can maximize compliance.

Tools for inspection:

- Flashlight for dark spaces.
- Mirror for seeing hard-to-reach places.
- UV flashlight for detecting urine of rodents or other pests.
- Small sealable plastic container for collecting insect pest samples.
- Camera for documenting specific locations.
- Disposable gloves for contact with pests or unsanitary spaces.
- Pen, notepad, and clipboard.

Areas that commonly harbor pests:

- Cracks and crevices in bulkhead.
- Structural gaps.
- Torn and damaged lagging.
- Food service equipment.
- Shelf liners.
- Piles of debris or building materials.
- Drains and areas with standing water.
- Waste containers.

Appendix D:
Sources of Training

- Navy Environmental Preventive Medicine Unit (NEPMU) – navigate to the Shipboard Pest Management and Food Safety Manager courses through the **Click here to learn more** NEPMU links. After clicking on the chosen link and arriving at the specific NEPMU site, look for the **Training** tab or link at that site.
- Navy Entomology Center for Excellence (NECE) – look for **Training** under the NECE menu on the left, then click on **Courses We Offer**. Pesticide Applicator certification training and Shipboard Pest Management are among the choices.
- IDHS "C" School – basic sanitation pest management techniques.
- Intro to Environmental Health "C" School – recommended for all independent duty health services (IDHS), independent food service (IDFS), executive petty officers (XPOs), engineering petty officers (EPOs), safety managers, and assistant safety managers.
- Health, Safety and Work-Life Service Center, Safety and Environmental Health Division: HSWL-SC (se) – technical assistance and training recommendations.
- Armed Forces Pest Management Board – technical guides and informational resources on emerging pest issues.
- Centers for Disease Control and Prevention – online training and informational resources.

Back page of CGTTP 4-11.13