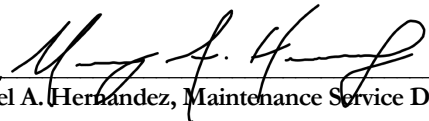




## **MAINTENANCE SERVICES INTEGRATED PEST MANAGEMENT POLICY**

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### **A. PURPOSE**

The City of Los Altos Integrated Pest Management (IPM) Policy is intended to provide a basis for a pest management program that will protect public health, as well as water quality, and non-target plants and organisms. The goal of the City's IPM is to utilize the most environmentally sound approaches to pest management, and to reduce the volume and toxicity of chemical pest control treatments.

This IPM follows the widely accepted principles of Integrated Pest Management. Through the implementation of the IPM components outlined in the policy and the proper management methods, this IPM will assist City staff in taking the appropriate control actions utilizing knowledge of plant and pest biology.

The following are necessary components of the City IPM implementation.

- Prevent problems before they occur.
- Accurately diagnose the cause of problems and correctly identify pests and natural entities.
- Monitor regularly to gather information on which to base IPM decisions.
- Develop and use site-specific action guidelines and thresholds to help decide whether a pesticide application or another pest management is warranted.
- Manage pests using a combination of appropriate methods.

## **B. POLICY**

It is the policy of the City of Los Altos that:

1. Departments performing pest management will comply with the City's IPM Policy. These policies will apply to all property and grounds owned, leased, or managed by the City.
2. Departments will require contractors providing pest management services on all property owned, leased, or managed by the City to comply with the City's IPM Policy.
3. Pest controls will be selected and applied in a manner that minimizes risk to human health, non-target organisms, water quality, and the environment.
4. Synthetic pesticides and herbicides are not to be used in any City owned park or open space. This applies to City-owned outdoor spaces built or maintained for public access and functioning as a park or open space.
5. The IPM program shall include the following practices to maximize the goals of the City's pest management policy.
  - a. Create Standard Operating Procedures (SOPs) for pest management and pesticide application for City staff and contractor consistency.
  - b. Educate and train City staff on the IPM policy, practices, and SOPs.
  - c. Maintain records by City departments on IPM methods considered and used to prevent and control pests.
  - d. Comply with all applicable county, state and federal regulations, including pesticide use, storage and reporting.
  - e. Provide public access to all IPM program information and records.
  - f. Conduct decision-making based on the best available science and data.
  - g. Use a standardized sign for a pesticide application notification that includes the date of application, the name and type of product used, and a website where the public may find information about the, product if available.
  - h. Maintain accurate pesticide application records and reporting that includes the City's own use of pesticides and pesticides used by contractors.
  - i. Verify records annually to ensure compliance with the IPM Policy.

## **C. IPM Manager**

The IPM Manager is responsible for obtaining the proper County certificates for all pesticides and herbicides that are to be used by the City and its contractors. The IPM Manager is also responsible for ensuring that all staff applying pesticides are certified in the appropriate category by the California Department of Pesticide Regulation (CDPR) or are under the direct supervision of a CDPR pesticide applicator certified in the appropriate category. City staff and contractors that use pesticides will be educated on the IPM Policy and approved Best Management Practices. IPM training will be updated and reviewed bi-annually.

#### **D. IPM Applications and Guidelines**

Only persons specifically authorized by the IPM Manager and certified by the State as pesticide applicators will be permitted to bring or use pesticides on City property. Use of pesticides is limited to those products approved by the County of Santa Clara through the County's annual application process. Pesticide applicators must follow regulations and label precautions. Applicators will have training in IPM and must comply with the City's IPM policy.

It is the goal of the City to minimize the use of synthetic pesticides by giving preference to organic products approved by the Organic Materials Review Institute (OMRI) or by the National Organic Program for use in Integrated Pest Management programs, as available and effective. It is also the intent of this policy to consider new products and methods of pest control as they become available.

It is encouraged that the following minimum-risk pest control products and methods be used.

1. Caulking agents and crack sealants
2. Borates, silicates and diatomaceous earth
3. Soap-based products
4. Natural (non-synthetic) products that are exempt from provisions of the Federal Insecticide, Fungicide and Rodenticide Act due to their characterization as a Minimum pesticide (40 CFR 152.25)
5. Natural (non-synthetic) products on the Organic Materials Review Institute (OMRI) approved list
6. OMRI-approved and cruelty-free baits and traps for rodents and other mammals. Cruelty-free includes live traps that do not injure the organism trapped, and which allow for rehabilitation, or traps which instantaneously terminate the organism trapped.
7. Cryogenics, electronic products, heat and lights.
8. Biological controls, such as parasites and predators.
9. Microbial pesticides (naturally occurring microorganisms that target specific problems)
10. Insect growth regulators
11. Physical barriers.

#### **E. Notification of Pesticide Applications**

All use of pesticides, where the label requires posting, will be posted near the application area. Signs should be posted at public and employee points of entry to the treated area pursuant to state and or federal law, and according to product label instructions

1. When required by labeling directions, signs will be posted in advance of application and remain in place until no longer required, following the application and as required by the manufacturer's product label.
2. Signs should contain the name and active ingredient(s) of the pesticide product, the target pest, date of application, the re-entry interval as determined by the product label or regulation, and the web address of the City website or the product if available.
3. The sign shall state whether the pesticide is certified for use in organic production systems by the (Organic Materials Review Institute (OMRI).
4. Signs should be of standardized design that is easily recognized to the public and employees.
5. For every building and site where pesticide baits are used, signs will be posted at conspicuous locations and include information as outlined above. Departments shall not be required to post signs in right-of-way locations that the general public does not use for recreation or pedestrian purposes, such as median strips. However, notification of pesticide applications in right-of-way locations shall be available upon request.

#### **F. Record Keeping of Pesticide Application**

The City shall maintain records of all pesticide applications for City property and shall make the information available to the public upon request. Each application record shall include the following information:

- City Department
- Name of IPM Manager
- Whether application was made by City staff or by a contractor to the City
- The name and active ingredient of the pesticide to be applied and USEPA registration number
- Quantity of pesticide applied
- Specific site of the application
- The target pest
- The date the pesticide was used and re-entry period if applicable

#### **G. Collaboration with Other Agencies**

The City will continue to collaborate at a regional level to encourage implementation of IPM. As part of the City's sustainability outreach and education, staff will promote the use of IPM techniques to reduce the use of pesticides throughout Los Altos.

#### **H. Applicability**

This IPM Policy applies to property owned and operated by the City of Los Altos. However, considering the substantial budgetary burden to the City in eliminating the use of all synthetic pesticides, the City Council reserves as an option, applying this policy to areas accessible to the general public. Areas not accessible to the general public, that could be exempted include median strips, the corporation yard, etc.

## **DEFINITIONS:**

The following terms shall have the meanings set forth below:

1. "City" means any department or division within the City of Los Altos organization.
2. "Maintenance Services" means any division of the Maintenance Services Department and includes any pesticide applicator hired by Maintenance Services to apply pesticides on City property.
3. "Contract" means a binding written agreement, including but not limited to, a contract, lease, permit, license of easement between a person, firm, corporation or other entity, and a City department, which enters into a service agreement with the City of Los Altos for a specified purpose or purposes.
4. "Contractor" means a person, firm, corporation or other entity that enters a contract with the City.
5. "Integrated Pest Management/IPM" is a pest management strategy that focuses on long-term prevention or suppression of pest problems with minimum impact on human health, the environment, and non-target organisms.
6. "Pesticide" means pesticide as defined in Section 12753 of Chapter 2 of Division 7 of the California Food and Agricultural Code.

## **City of Los Altos IPM SOP**

- A.** Reduce the use of pesticides to the maximum extent practicable.
- B.** Consider taking a "no action" approach (no pesticide use) in addressing certain pest control issues.
- C.** Use pesticides with the goal of removing only the target organism.
- D.** Try the available non-chemical options before using a chemical pesticide.
- E.** Identify the least toxic methods to control pests.
- F.** Identify, evaluate, and minimize or eliminate conditions that encourage pest problems.
- G.** Conduct careful and efficient inspection, monitoring, and assessment for pest problems by using designated personnel or contractors trained in IPM methods for application.
- H.** Coordinate data collection regarding the quantity of pesticides used and reductions by Town staff and contractors at least annually.
- I.** Oversee development of Best Management Practices (BMPs) and work with Town staff performing pest management to develop forms summarizing pesticide use and a form for emergency exemption requests.
- J.** Ensure that reported public health issues related to pest outbreaks on Town owned and managed properties are addressed as needed.
- K.** Develop and maintain list of approved pesticides.
- L.** Add or remove products from Approved and Discontinued Product Lists as data becomes available.
- M.** Provide information to the Town's Storm Water Program Manager for reporting annual reductions in pesticide use to the North Coast Regional Water Quality Control Board in accordance with Phase I Municipal Storm Water Permit requirements.