

**City of Saratoga  
Integrated Pest Management Plan**

*June 27, 2002*

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# Table of Contents

<b>I. Policy Statement .....</b>	<b>3</b>
<b>II. Integrated Pest Management Plan Outline</b>	
<b>IPM Plan Components</b>	
a) Restricted Chemicals .....	4
b) Annual Storage Inventory and Unwanted Chemical Disposal .....	4
c) Staff Education and Training .....	4
d) Record Keeping and Annual Evaluation.....	4
e) Public Outreach .....	5
f) Contractor Compliance .....	5
g) Department-Specific Components .....	5
<b>III. Reporting Forms and Attachments</b>	
Attachment A-Department IPM Checklist and Plan Template.....	6
Attachment B- Monthly City Pesticide Use Record .....	7
Attachment C- Saratoga Contractor Monthly Pesticide Use Summary .....	8
Attachment D- Annual Department “IPM Plan” Report and Pesticide Inventory.....	9

## **Policy Statement**

The City of Saratoga will carry out its pest management operations using reduced-risk IPM techniques to reduce or eliminate chemicals to the maximum extent. Chemicals will be used only as a last resort for pest management problems. Each department that applies pesticides will maintain an active IPM plan to ensure the long-term prevention or suppression of pest problems with minimum negative impact on human health, non-target organisms, and the environment.

The City will actively pilot non-toxic alternatives for structural and landscape pest control, seeking to use the most recent technology, best management practices, and least toxic methods for all pest control measures.

The City will use appropriate venues to educate staff and the public about its IPM commitment in an effort to role model less toxic approaches to structural and landscaping pest control.

# Integrated Pest Management Plan

## A. Restricted Chemicals

Pesticides are defined as: any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. Pests can be insects, mice and other animals, unwanted plants (weeds), or fungi. The term pesticide applies to herbicides, fungicides, rodenticides, molluscicides and other substances used to control pests.

City employees and City contractors will not use the following pesticides: diazinon or chlorpyralid. Emergency applications may be authorized by the completion of a written request and approval by the Pest Control Advisor.

## B. Annual Storage Inventory and Unwanted Chemical Disposal

An annual storage inventory will be conducted to remove and dispose of any chemicals that are unwanted or that are prohibited from City use by the IPM policy. These chemicals will be disposed through the City's Hazardous Waste Program.

## C. Staff Education and Training

*The City will provide City-wide IPM training.* City staff who are not applying pesticides as part of their regular job will receive annual outreach from City staff about the City's IPM policy and appropriate procedures for controlling pests.

*Applicator training and supervision:* City staff who manage pest problems and who apply pesticides as part of their job must be trained according to Department of Pesticide Regulation as outlined in the California Code of Regulations Title 3, Division 6 for pesticide applicators and advisors. Annual "Integrated Pest Management" training will also be provided to all staff who apply any pesticides on the job.

## D. Record Keeping and Annual Evaluation

**All city staff who apply pesticides will maintain pest management and pesticide application records using the Monthly City Pesticide Use Record (Attachment B).**

Copies should be sent to the Department of Agriculture weights & measure Agricultural Commissioners Office. Contractors will also send copies of Monthly Contractor Pesticide Use Record (Attachment C) to the Department of Agriculture weights & measure Agricultural Commissioners Office. Pesticide use records will record the amount used, date and location of use, target pest, and biological and mechanical controls used. All records will be made available to the public upon request.

Annual Evaluation - Departments will provide the Environmental Programs Manager with an annual summary of pest management problems and an inventory of banned pesticides (Attachment D). Because this is a County-wide storm water permit requirement, the West Valley Clean Water Program will be responsible for consolidating the monthly use reports and preparing the annual report.

### **E. Public Outreach**

The City will use appropriate opportunities to communicate with the public about IPM strategies and their benefits. Public outreach will include:

- IPM information provided to schools, residents, and businesses via special events, IPM workshops, advertisements, and point-of-sale (hardware and nurseries).
- Pesticide disposal options: Residential and business pesticide disposal options will be provided and promoted through the City's Household Hazardous Waste Program.
- All IPM and pesticide use records will be made available to the public within one week of request.

### **F. Contractor Compliance**

Saratoga's contractors must follow all aspects of Saratoga's IPM Plan, including the restrictions contained in "A" above.

### **G. Department-Specific Components**

Departments using pesticides will maintain site-specific plans. Each City Department applying pesticides (Public Works Department and Community Services Department) will develop an IPM plan (*Integrated Pest Management Plan*, Attachment A) which will outline pest management guidelines for the most persistent and frequent pests. The IPM Plans will:

- Use preventative maintenance and the most recent best management practices as a primary strategy to prevent key pests and thereby minimize the use of chemical pesticides.
- Establish inspection procedures for key pests to monitor pest population and tolerance levels based on the biological, aesthetic, and economic loss each site can tolerate, and set pest population levels at which corrective action should be taken.
- Use alternative control options such as (but not limited to): habitat management (changing the biological environment), maintenance practices (modifying watering, mulching, waste disposal), physical controls (mechanical removal, traps and barriers), biological controls (use of natural enemies), and re-design (modifying landscape design) to the maximum extent practical.
- Pilot and report on the results of new less-toxic measures for animal or plant pest control.

## **Department IPM Checklist: Also Reference Specific Pest Plans**

### ***IPM Requirements***

#### **Pesticide Use**

The following pesticides are prohibited from use: diazinon and chlorpyralid.

#### **Contractors**

Contractors will comply with all elements of the City's pesticide plan and must make arrangements with Department staff for reporting.

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### **Annual Responsibilities**

Each Department who is responsible for pest management activities must complete or provide the following by February 1 each year:

- Review Department-level IPM plans for any updates, changes, and for evaluation from previous year.
- Complete the *Annual Department "IPM Plan" Report and Pesticide Inventory* (Attachment D) and provide to Environmental Programs Manager by February 1 of each year.
- Provide necessary staff training based on California State Code of Regulations, Title 3 and annual IPM training to City staff on seasonally relevant topics.
- Pilot new least-toxic IPM strategies.

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### **On-Going Responsibilities**

- Maintain and adhere to site specific IPM Plans using Attachment A-*IPM Plan Template*.
- Report all pesticide applications using Attachment B - *Monthly City Pesticide Record*. Route monthly to Environmental Programs Manager.
- Trial new least-toxic IPM strategies
- Submit California State Monthly Summary Pesticide Use reports to County Agricultural Department.

## City of Saratoga Pesticide Use Record

Month \_\_\_\_\_ Year \_\_\_\_\_

A. List all total chemicals (including baits) and biological/mechanical (traps, hoeing, mulching, release of predator, landscape design controls, etc.) used during the previous month. Copies should be sent to the Environmental Programs Manager.

Date	Specific Location	Active Ingredient	TradeName/ EPA ID Number	Quantity of chemical used	Total gallons of mix used	Type of biological/mechanical control	Type of pest/weed targeted

Date:

Company Name:

Contact/Phone:

City of Saratoga Contact:

### Saratoga Contractor Monthly Pesticide Use Summary

Month \_\_\_\_\_ Year \_\_\_\_\_

1. List all total chemicals (including baits) and biological/mechanical (traps, hoeing, mulching, release of predator, landscape design controls, etc.) used at each site serviced. Copies should be sent to the Environmental Programs Manager.

Specific Location	Active Ingredient	Trade Name/EPA #	Quantity	Biological/ Mechanical Control	Target Pest





### **Annual Inventory**

As part of a City-wide “house cleaning” and sweep for chemicals prohibited by the IPM policy, inventory chemicals in your storage areas and record and remove any of the following restricted pesticides: diazinon, chlorpyrifos, and chlorpyralid. List below any restricted pesticides which were found. Please write “none” if none were found.

Department	Storage Location	Chemical	Formulation	Amount (gallons, pounds)
				Total: