

**CONTRA COSTA COUNTY**  
**Office of the County Administrator**

**ADMINISTRATIVE BULLETIN**

**Number:** 542  
**Date:** April 1, 2013  
**Section:** General

**SUBJECT:** Integrated Pest Management (IPM)

- I. APPLICABILITY** - This bulletin is applicable to all County departments.
- II. AUTHORITY** - In accordance with the provisions of County Ordinance Code Section 24-4.008, the County Administrator is responsible for implementing a system of County administrative bulletins.

**III. INTEGRATED PEST MANAGEMENT DEFINITION**

On November 12, 2002, the County Board of Supervisors adopted the Integrated Pest Management definition provided by the University of California Statewide IPM Project, which states: "Integrated Pest Management is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates that they are needed according to established guidelines, and treatments are made with the goal of removing only the target organisms. Pest control materials are selected and applied in a manner that minimizes risks to human health, to beneficial and non-target organisms, and to the environment."

**IV. INTEGRATED PEST MANAGEMENT (IPM) POLICY**

The County will provide pest management in and on County maintained properties and facilities using integrated pest management (IPM). The purpose of this policy is to promote the combined use of physical, cultural, biological and chemical control methods to effectively manage pests with minimal risk to humans and the environment.

The Board of Supervisors adopted the original IPM Policy on November 12, 2002, most recently amended on February 7, 2012. The most recent version of the Policy is available from the IPM Coordinator. It can also be found at the following link: <http://www.cchealth.org/groups/ipmac/>

The purpose of this Administrative Bulletin is to outline the goals and objectives of the IPM Policy and to provide County staff with guidelines on their responsibilities under the Policy.

**V. GOALS AND OBJECTIVES OF THE COUNTYWIDE IPM POLICY**

The County's goals under the IPM Policy are to

1. Minimize risks to the general public, staff and the environment as a result of pest control activities conducted by County staff and contractors.
2. Create pest management programs that focus primarily on the long-term prevention of pests.
3. Limit the use of pesticides on County property to the least amount necessary to achieve Departmental pest management goals, and use the least toxic pesticide that is practical and effective against the target pest.
4. Promote public and employee awareness and input into written County pest management plans and records.
5. Create public awareness of IPM through education.

To achieve these goals, the County has established the following objectives:

1. County departments will routinely use IPM to manage pest problems.
2. County IPM policies and practices will be incorporated into County pest control contracts.
3. County Departments will report annually on development and implementation of IPM programs.
4. Annual IPM training and outreach programs will be provided to address the needs of County Departments and employees.

#### VI. RESPONSIBILITIES OF COUNTY DEPARTMENTS:

1. **IPM Contract Specifications.** In all pest control contracts or purchase orders, or contracts or purchase orders with a pest control component, all County Departments must ensure that the work is being performed by a licensed pest control contractor and that the contract or purchase order contains specifications that ensure the County's IPM Policy and practices are adhered to on County maintained properties and facilities. Department staff must contact the IPM Coordinator for review of all contracts or purchase orders for pest control.
2. **Pesticide Use.** County employees will not use pesticides outside the practices described in this Administrative Bulletin. Employees may not bring pesticides of their own to use in the workplace.
3. **Lease Contract Specifications.** When executing a lease for the use of real property with a term of more than three months, the County shall use reasonable efforts to negotiate the use of IPM practices as a part of that lease. The County shall encourage the use of IPM practices by lessors whenever practical.

#### VII. RESPONSIBILITIES OF THE AGRICULTURE AND PUBLIC WORKS DEPARTMENTS:

1. **Written IPM Plans.** The Agriculture and Public Works Departments will use the IPM principles set forth in this Administrative Bulletin whenever providing pest management services. Each department will establish an IPM program. As a part of the respective IPM programs, each department will develop and maintain a written IPM Plan, or its equivalent, specific to the operational needs of the department and consistent with the IPM definition above. Each Department will designate a Departmental IPM Coordinator responsible for implementation.
2. **Annual Reports on IPM Program Implementation.** Department IPM Coordinators will prepare annual reports on department pest control activities and submit them to the County IPM Coordinator no later than September 30 each year. The department annual reports will be reviewed by the IPM Advisory Committee and compiled into an annual report that will be submitted to the County Administrator, or designee, and the Board of Supervisors.

Orig. Dept.: Health Services



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