



Maryland Green Purchasing Committee Approved Specification – Indoor Integrated Pest Management Services

HOW TO USE THIS DOCUMENT:

This document defines the standards and requirements for an indoor Integrated Pest Management (IPM) plan. It sets prohibitions and minimum requirements for indoor pest management services procured by the State of Maryland with which Contractors are required to comply.

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1. ENVIRONMENTALLY PREFERABLE PURCHASING: LEGISLATION, STATUTES, AND REGULATIONS

For Procurement Officers and Agencies

Environmentally Preferable Purchasing (COMAR: [21.11.07.09](#))

“All procurement agencies shall purchase environmentally preferable products and services unless purchasing environmentally preferable products and services would limit or supersede any requirements under any provision of law or result in the purchase of products and services that:

- (1) Do not perform adequately for the intended use;
- (2) Exclude adequate competition; or
- (3) Are not available at a reasonable price in a reasonable period of time.”

Mercury and Products that Contain Mercury (COMAR: [21.11.07.07](#))

“All procurement agencies shall give a preference under this regulation to procuring products and equipment that are mercury-free. If mercury-free products and equipment that meet the agency's product performance requirements are not commercially available, the procurement agency shall give preference under this regulation to products containing the least amount of mercury necessary to meet performance requirements.”

General Requirements for Applying or Recommending Pesticides (COMAR: [15.05.01.02\(b\)](#))

“When using recommended pesticides, a person shall:

- (1) Use or recommend only those pesticides which are registered with the Department of Agriculture
- (2) Use or recommend pesticides in strict accordance with:
 - a. The Maryland Pesticide Applicators Law;
 - b. The Maryland Pesticide Labeling Law; and
 - c. Except as otherwise provided by State and federal law, the manufacturer's labeling directions.

For Contractors, Bidders, and Offerors

Verifying Environmental Claims (State Finance and Procurement Article [§14-410](#))

“A bidder or offeror for a procurement contract [with the Department of General Services] shall certify in writing that any claims of environmental attributes made relating to a product or service are consistent with the Federal Trade Commission's Guidelines for the Use of Environmental Marketing Terms.”

Limitations on Hazardous Substances (Md. Code Ann., Env't, [§6-1201](#)) “A person may not manufacture, process, sell, or distribute in the State a new product or flame-retardant part of a new product that contains more than one-tenth of 1% of pentaBDE (pentabrominated diphenyl ether) or octaBDE (octabrominated diphenyl) by mass.”

Limitations and Prohibitions on Heavy Metals in Packaging (Env't [§9-1902\(a\)-\(b\)](#)) “A manufacturer or distributor may not sell or offer for sale or for promotional purposes any package or packaging

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component or any product in a package or packaging component to which any of the following was intentionally added during manufacture or distribution: (1) Lead; (2) Cadmium; (3) Mercury; or (4) Hexavalent chromium.”

2. CONTRACTOR REQUIREMENTS AND RECOMMENDATIONS

- The Contractor must ensure that all staff applying pesticides in buildings are trained and knowledgeable in the principles and practices of IPM. The Contractor’s on-site supervisor for State sites must have special training and/or working knowledge of Integrated Pest Management (IPM) assessments and treatment strategies in urban landscape conditions. The on-site supervisor may be required to provide recommendations to the State on pest management.
- The Contractor or the on-site supervisor must possess one of the licenses listed in the Maryland Department of Agriculture [Pesticide Applicator Certification and Business Licensing Requirements](#) document.
- The Contractor must provide copies of their pest control license and dated pesticide applicator certificates for every employee who will be performing on-site services under this contract. All licensed employees of the Contractor must be able to provide physical proof of their certificate.
- The Contractor is strongly encouraged to be [Green Shield Certified](#) or [GreenPro Certified](#).

3. PROHIBITED ACTIVITIES

- The use of calendar-based or blanket applications of pesticides are prohibited.

4. MINIMUM REQUIREMENTS FOR SCOPE OF WORK

- The Contractor must employ an integrated pest management plan, hereafter referred to as IPM plan, when performing services related to indoor pest control and management. The plan will include a one-page description of the proposed recordkeeping system that tracks each of the following methods: Pest monitoring, pest control strategies, and pesticide usage.
- The Contractor must develop a unique IPM plan for each site.

A. Site Evaluation and Preparation

1. **Site Description** – This is a description of each building that helps to identify areas of current or potential pest problems. The site description is updated periodically to reflect repairs, remodeling and other site changes. A site description should include:
 - Building name and address
 - Purpose or use of the building
 - History of the building’s pest problems

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- The building layout and features such as: floor plan, number of floors, kitchen facilities, boiler rooms, overall conditions, neighboring property, etc.
2. **Site Inspection**
- The Contractor must conduct an initial service inspection that can serve as the starting point for the IPM program.
 - The Contractor must inspect both the interior and exterior of the building for activity and conditions conducive to pests.
 - The Contractor’s inspection must focus on vulnerable areas of the facility such as kitchens, lounges, concession areas, cafeterias, custodian closets, locker rooms, and rooms where food, water and clutter are present.
 - The Contractor will communicate with maintenance staff to determine if they have seen pests or evidence of pests.
3. **Identify the Threshold Level**
- The Contractor must work together with the Building Services supervisor or designated representative to determine an appropriate threshold level. If the
 - A threshold level is the level of pest infestation that can be tolerated by the occupants. Each facility may have a different action threshold level which can change site to site or month to month.

B. Pest Monitoring

- The Contractor will conduct regular inspections to detect newly arrived pests.
- The building interior and exterior must be periodically inspected, at a schedule established by the Building Services supervisor or designated representative or at a schedule recommended by the Contractor, for the presence of pests. The Contractor’s inspections must include the following factors:
 - Routes of Entry
 - Climate
 - Food and Water Sources
 - Harborage Areas
 - Obstacles for Performing Inspections
- The Contractor will identify any area where non-chemical IPM control methods should begin. Non-chemical, preventive measures shall be taken to avoid pests.
- The Contractor shall provide pest monitoring reports to the Building Services supervisor or designated representative on a monthly basis, unless stated otherwise. Reports must include:
 - A logbook with SDSs, maps, and records of inspections, applications
 - Summary of pests identified during pest monitoring inspections, status of infestations, and description of controls implemented.
 - Structural problems noted with status, and flags for problems that have not been addressed from previous reports.

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- The Contractor may be required to provide proposals for renovations, replacements and other changes at the site that will reduce the presence of pests at the site. Proposals may include associated budget recommendations.

C. Pest Control Strategies

- The Contractor's IPM methods must prioritize non-chemical, control methods.
- The Contractor must properly identify the pest and the most appropriate pest management method to make the habitat undesirable for the pest and in consideration of the pest's biology and habits.
- Structural IPM control must cover the following pest categories:
 - **General Pest Control:** Cockroaches, fleas, crickets, etc.
 - **Wood Destroying Insects:** Termites
 - **Wildlife Control:** Birds, mammals, reptiles, and other wildlife.
This is not required if strictly performing trapping and removal.
 - **Rodent Control:** Rodents found in and around the structure.
 - **Fumigation:** Fumigation of commodities and structures.
- Perimeter sprays of structures are prohibited. The use of other pesticide sprays requires prior approval of building management. For cockroach, ant and fly control, containerized or gel baits are preferred.
- The Contractor must prioritize methods that will prevent pests over the long term, such as pest proofing or operational changes that improve sanitation. The Contractor shall communicate to the Building Services supervisor or designated supervisor any need to improve sanitation by facilities maintenance and janitorial staff, including previously noted issues that have not been addressed.
- If any pests are detected, integrated (nonchemical) methods will be implemented as the first control step, including sanitation measures, exclusion measures, and the use of traps.
 - Sanitation: Potential food and water sources available to pests will be evaluated and minimized or eliminated. This can be done by thoroughly cleaning and maintaining food service areas and break rooms, fixing leaking pipes and faucets, and altering landscape features to eliminate standing water.
 - Exclusion: Cracks, crevices, and holes in the building envelope will be sealed. A plant-free zone will be maintained immediately adjacent to the building. After non-chemical, mechanical control methods are exhausted, insect growth regulators may be applied in cracks and crevices.
 - Traps: For insects and rodents, non-chemical baits (such as peanut butter) will be used to trap pests. No chemical baits for rodents will ever be used indoors. If chemical rodent baits are necessary outdoors, they will only be used as solid blocks placed in locked outdoor dispensers. No second-generation (single-feed) rodent baits will be used. All companies or agencies performing trapping and removal must have a [Maryland Department of Natural Resources Wildlife Damage Control Permit](#).

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- Chemical control methods may be used if nonchemical, mechanical methods are exhausted without a substantial decrease in the occurrence of pests. Further instructions on pesticide usage and application can be found in Section C.
- If bait stations or chemical bait stations for rodents are used:
 - The use of second-generation anticoagulant baits is prohibited without prior permission from building management. The Contractor must provide notice to the Building Services Supervisor or designated representative if a bait station is employed through a sign or notice on wall near the location where the bait station is placed. The notice or sign must remain until the bait station is removed. The sign must include the following information:
 1. A Cautionary Statement regarding pesticide application
 2. The common name of the pesticide applied
 3. The date the bait station was placed in the room or area
 4. The contact person from whom additional information, including information on potential adverse effects can be obtained

C. Pesticide Usage and Applications

Pesticides include all herbicides, insecticides, fungicides, and various other substances used to control pests.

- If integrated pest control measures are unable to resolve the problem, the use of chemical pesticides may be used as a last-resort method. Pesticides may only be utilized when and where monitoring has indicated that the pest will cause unacceptable economic, medical, or aesthetic damage.
- Chemical pesticides must be registered by the Maryland Department of Agriculture's State Chemist and compliant with the pesticide purchasing requirements in the Maryland Green Purchasing Committee Specification for [Landscaping Supplies](#).
- The Contractor and staff shall follow Pesticide Operation Regulations and label precautions.
- If pesticides are required, the Contractor must use pesticides in a way that will minimize the risk to people, property, and the environment.
- The chosen pesticide's formulation must be appropriate for use in the specified site. *For instance, pesticide in the form of dust must not be applied into a drop ceiling where vibration may cause the dust to drift onto occupants below.*
- All pesticide applications shall be preceded by monitoring and positive pest identification. The Contractor shall submit these findings in writing to the Building Services supervisor or designated representative prior to any pesticide application.
 - The Contractor will notify the Building Services supervisor or designated representative via email of the pesticide application, including the pesticide name, the EPA registration number, the treatment location, and the date of the application.

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- o The Contractor will post a sign at the application site, such that an occupant reading the sign can choose to avoid the application area (for example, if the pesticide is applied in a break room, all entrances to the break room shall have a sign posted). The sign will also include the pesticide name, the EPA registration number, the treatment location, and the date of the application.

D. Optional Service Requirement: Bedbug Inspection and Treatment

The following additional services shall be performed only upon request and approval of the Building Services Supervisor or designated representative.

- a. Contractor shall be capable of performing chemical and thermal/heat treatment, as well as K-9 services, for bedbug issues. Selection of a treatment method (i.e., chemical vs. thermal/heat vs. monitoring devices, etc.) shall be at the sole discretion of the Building Services supervisor or designated representative.
- b. Sprinkler heads must not be eliminated or adjusted sprinkler heads within any building to accommodate a treatment plan or compromise a fire alarm system during bedbug treatment in the site.
- c. Contractor technicians shall initially inspect rooms suspected of having bedbug issues during weekly routine service visits. Confirmation of the technician's findings using a K-9 is at the discretion of the Building Services supervisor or designated representative. Note: Alerts indicated by K-9s shall be confirmed by a CO2 detection system, and by visual inspection by the dog handler.
- d. If a bed bug infestation is suspected, Contractor shall install monitoring devices (e.g., bedbug moats or climb-ups, CO2 detection devices, or plastic glue trap monitoring devices) in treatment areas.
- e. Confirmation of bed bugs in a room requires that an inspection of all adjacent rooms be conducted (a "3-D", or "adjacent space" inspection) the same day activity is confirmed. Adjacent space inspections shall be conducted surrounding each room found to have confirmed bed bug activity. Treatment shall then be planned accordingly for the affected areas.
- f. A bed bug treatment shall be considered final only upon completion of a physical inspection, as well as an inspection by a K-9 detection dog, if requested by the Building Services Supervisor or designated representative, at no additional cost to the Agency.

E. Materials and Equipment

- All materials and equipment used must comply with Maryland laws, regulations, and specifications.

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- The Contractor shall provide labels and Material Safety Data Sheets (MSDS) for all pesticide products to be used. In addition, brand names shall be provided for all application equipment, rodent bait boxes, monitoring and trapping devices, and any other control equipment that may be used to provide service.

F. Service Schedule

- The Contractor shall provide service schedules that include the frequency of Contractor visits.

G. Program Evaluation

The program evaluation must include: a regular and periodic review of inspection reports, sanitation reports, logbook records, application records, and other records to determine how the program is working, and identify any changes in pest activity (increase or decrease).

The review must note the correlation between actions taken and changes in pest populations. The result should be compared with goals and objectives. The following is a list of questions to consider in measuring success:

- Are all pest populations below action thresholds?
- Have all objectives been met?
- Is the monitoring program adequate?
- Should other action be taken?
- Can time and effort be reduced?
- What problems have been identified?
- What changes are necessary?

On an annual basis, the Contractor and the Building Services Supervisor or designated representative will evaluate performance against the goals specified earlier in this plan. If the goals are not being met, adjustments will be made to this plan in order to facilitate goal achievement.

H. Recordkeeping of Pest Management

The records must be kept for at least three years for restricted-use pesticide applications and at least one year for general- use products. Records must include, at a minimum, the following information:

- The site address.
- The date of service.
- The target pest(s).
- The number of pests found.
- A record of any conditions conducive to pest infestation.
- A record of any pest management recommendations
- A record of any structural or habitat modifications that were initiated.
- The name of the pesticide(s) used.
- The quantity of the pesticides used.
- The location where pesticides were used.

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- The name of the applicator.

Pesticide records must include the following information:

- The product's brand name.
- The product's EPA registration number.
- The concentration of the pesticide(s) applied.
- The target pest(s) or purpose of the pesticide treatment.
- The date the pesticide was applied.
- The address or location of the pesticide application.
- The method of application.
- The rate of application.

The Contractor must provide the pesticide records electronically to the Building Services supervisor or designated representative or his/her authorized representative at the time of the application, or the records must be made available electronically within 48 hours of the service.

The records must be made available upon request to the Building Services supervisor or designated representative within 24 hours.

5. ENVIRONMENTALLY PREFERABLE PURCHASING LANGUAGE

Instruction to Procurement Officers: Please include the following language to your solicitation if it does not already exist.

A. On Environmentally Preferable Purchasing:

The State of Maryland is committed to purchasing environmentally preferable products and services (EPPs). Maryland's State Finance & Procurement Article §14-410 defines environmentally preferable purchasing as "the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose."

Accordingly, Bidders are strongly encouraged to offer EPPs to fulfill this contract, to the greatest extent practicable.

B. On Maryland's Green Purchasing Reporting Requirements:

The State of Maryland requires, at a minimum, from the Contractor annual sales data over the life of this contract; the State also reserves the right to request quarterly sales data over the life of this contract.

The report shall include at a minimum details about the third-party sustainability certifications and other environmental attributes of products and services sold on this price agreement per the contract specifications.



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To facilitate consistent reporting on this contract, the Contractor will be provided with a VENDOR GREEN SALES REPORT template from the Green Purchasing Committee (GPC), the Office of State Procurement (OSP) or the Department of General Services (DGS).

This information will enable Maryland State agencies to comply with Article §14–405 of the Annotated Code of Maryland and COMAR 21.13.01.14, effective October 1, 2014, which requires Maryland state agencies to report to the Department of General Services on their procurement of environmentally preferable products and services.

C. On Environmental Claims

All environmental benefit claims made by the Contractor concerning products or services offered on this contract must be consistent with the [Federal Trade Commission's Guidelines for the Use of Environmental Marketing Claims](#).