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Name:	Pest Management/Weed Control
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Responsibility:	Manager, Custodial and Administration
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Policy:

Facilities Management shall provide Pest Management services for the grounds, main campus and residences in accordance with the following procedure. Facilities Management will strive to make Saint Mary's University a chemical free pest management/weed control site. Chemicals shall only be used as a last resort and with appropriate communication.

Procedures:

1. Facilities Management shall contract qualified knowledgeable environmentally conscious contractors to provide Pest Management services for the grounds and buildings, and weed control for the grounds.
2. Contractors shall provide an information manual for Facilities Management. The manual will include:
 - a. MSDS sheets for all chemicals to be used on site.
 - b. Pest Management Program description.
 - c. Log Sheet for Activities at Saint Mary's University.
3. Contractors will be notified of pest control requirements as follows:
 - a. Grounds – by Facilities Management
 - b. Campus Buildings – by Facilities Management
 - c. Residence (Loyola, Rice, Vanier) – by Facilities Management or Residence Services

If a contractor is contacted by another department, the contractor shall contact Facilities Management before any service work is carried out.

4. Before providing any service related to Pest Management at the university, the contractor shall complete the sign in sheet at Facilities Management in the information binder. This will show the individual, date, location, and type of treatment. For activities in the Residence, the contractor reports to the Manager, Residence Services and he/she completes a log sheet at the Residence desk. Before providing any service related to weed control or fertilization at the university, the contractor shall contact the Manager, Maintenance and Operations.
5. The contractor will use the Integrated Pest Management approach. The steps of taking away the food, water, harbourage, travel routes and catching or trapping the pests will be used extensively initially prior to using any chemicals. Extensive cleaning of rooms or removal of effected items will be completed first.
6. Prior to using any chemicals, the Contractor shall contact or meet with the Manager, Custodial and Administration, the Manager, Maintenance and Operations or Director, Facilities Management to review the situation. Facilities Management shall review the situation with the immediate persons affected and notify all potentially affected people. Chemical treatment shall only be used if approved by all immediately affected persons. Use of chemicals shall be applied at times when concerned people are not present. Facilities Management shall coordinate these times. The contractor shall post adequate signage. In the case of the Residences, the Manager, Residence Services shall also be involved and Residence shall notify effected persons of the chemical treatment.
7. The contractor, Facilities Management and Residence shall inform the affected persons as to when they can return. The length of time shall be at least 4 hours and shall be increased accordingly if an affected person has sensitivities as per below:

<u>Sensitivities</u>	<u>Length of time</u>
Normal	4 hours
Persons with breathing problems	8 hours
Pregnant persons and small children	8 – 24 hours

8. Chemical treatments when required and approved shall be spot liquid or tamper proof solid treatments only and shall not consist of general or gaseous spraying unless approved by Facilities Management.
9. The contractor shall keep the information binder current and keep the university aware of all activities through Facilities Management and the Residences.

Acceptable Preventative Measures:

1. As a preventative measure to manage rodents, the university shall have external tamper proof bait stations that are monitored by the contractor on a monthly basis. The contractor shall monitor the stations and report to the

Manager, Custodial and Administration if there are any areas of high activity. In consultation with the Manager, Custodial and Administration, the contractor shall also add additional exterior stations, manage the locations of the station and recommend other remedial action when necessary.

2. As a preventative measure for ants, in the spring after operating hours, the contractor shall place a crack and crevice treatment around the exterior foundation of the sites that annually have ant issues. The Manager, Custodial and Administration shall work with the contractor to determine the appropriate locations and time for the service. The Manager, Custodial and Administration shall contact the incumbents in the affected areas.
3. Preventative measures for bed bugs are outlined in Policy FM3-3020.
4. As a preventative monitoring measure for rodents or insects in Residence, glue boards can be placed throughout each room and monitored for activity over a period of time. Glue boards are most frequently used to monitor activity upon report of an issue.

Reporting:

1. Facilities Management prepares and reviews in a monthly reports meeting a pest management report on campus wide pest activity.
2. Facilities Management meets monthly with the Residence Department and on the agenda is pest activity and remediation activity.
3. Facilities Management meets regular meetings with Food Services where pest activity and remediation activity is discussed.
4. Facilities Management meets regularly with SMUSA to discuss pest activity and remediation activity.