



# Integrated Pest Management Program

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DEVELOPMENT SERVICES

City of Olympia  
Parks, Arts and Recreation Department



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# **GENERAL INFORMATION**

The intent of this document is to reflect the Olympia City Council's directive to have a reduction in chemical use in place that gives City of Olympia Parks, Arts and Recreation employees an overview of the philosophy concerning pest control and specific guidelines for implementing that philosophy.

The Olympia Parks, Arts and Recreation Department began its effort on Integrated Pest Management in 2002. In 2005, the Olympia City Council passed Resolution No. M-1621 often referred to as the Healthy Olympia Resolution. This resolution is found in Appendix 5. The resolution calls for the City to phase out over time, the purchase and use of products that contribute to persistent toxic pollution. The resolution cited the need for adoption by the Olympia City Council in 2006, an Integrated Pest Management Program for City park lands. This plan establishes a set of procedures for pest management with chemical applications as a last resort. In 2002, the Department began phasing out the use of chemicals except for glyphosate (Roundup) products and pyrethroids (aerosol bee spray). It is a major achievement to eliminate other toxic chemicals that were once commonplace in park maintenance operations years ago.

## **MISSION STATEMENT**

The mission of the Olympia Parks, Arts and Recreation Pest Management Program is to control pests that are harmful to the health or aesthetic value of park plantings in a manner that is cost-effective, safe, and environmentally responsible. To accomplish this, the principles of Integrated Pest Management are endorsed. This is an approach that focuses on pest prevention, monitoring and use of non-chemical control methods.

## **BACKGROUND**

Olympia Park, Arts and Recreation is charged with maintaining public properties landscaped in a safe, attractive, healthy, and useful condition. These properties include parks, street rights-of-way, plazas, and other public grounds that represent a major component of the City's capital assets. Olympia Parks, Arts and Recreation recognizes its responsibility to protect and preserve the economic investment in the park system to the best of its abilities. It also recognizes its responsibilities to its employees, park users, and the general public, and employs the highest professional standards in the performance of duties.

Olympia Parks, Arts and Recreation personnel responsible for grounds maintenance programs use the principles of Integrated Pest Management (IPM). This concept approaches pest control through multi-faceted strategies that minimize impact to the environment and human health. The controls used in this program include pre-plan control (blueprint review by IPM coordinator), physical, mechanical, cultural, biological, and chemical methods. Often a combination of methods is used. Methods selected to control specific pest populations are evaluated by licensed and trained Olympia Parks, Arts and Recreation professionals on a case-by-case basis. Methods used conform to recognized standards established and endorsed by state and federal regulatory agencies, state educational institutions and

professional organizations such as the National Arborists Association, the Washington State Department of Agriculture and the International Pesticide Applicators Association.

## INTEGRATED PEST MANAGEMENT

Integrated Pest Management is one of the major strategies used by Olympia Parks, Arts and Recreation in the maintenance of park lands. Although there are numerous definitions of IPM, the following definition extracted from the Seattle School District IPM is recognized.

Seattle School District IPM Definition:

“Integrated Pest Management (IPM) is an approach to pest control (including control of insects, rodents, vegetation, plant pathogens, and other pests) that utilizes regular monitoring to determine if and when treatments are needed and employs physical, mechanical, cultural, biological, and least-toxic chemical strategies to keep pest numbers low enough to prevent intolerable damage or annoyance. Pesticides, when required, are selected to minimize exposure and toxicity to humans, with an emphasis on protecting children’s health, and also to protect non-target organisms and the environment. The focus of the IPM program is long-term, sustainable prevention or suppression of pest problems. Cost-effectiveness in both the short- and long-term is considered in the prevention and treatment selection process.”

This definition does not mention the aesthetic concerns that are important in controlling quality in the maintenance of park lands. However, Olympia Parks, Arts and Recreation recognizes its responsibility to maintain the economic investment in the park system; therefore, aesthetic concerns can be equated to economic concerns.

A few examples of the Olympia Parks, Arts and Recreation IPM program:

- Mowing high grass and letting it lie provides nutrients to be released naturally back in the soils.
- Using plants with natural resistance to pests.
- Designing park systems with input from maintenance personnel experienced in IPM procedures and policies.
- Empathizing proper Plant Health Care (PHC) by providing yearly scheduled fertilizing, computer controlled irrigation watering, adequate renovation, timely pruning and monthly monitoring and evaluation.
- After renovating turf aeration, overseed with certified seed that has 95% germination. Water adequately.
- Use of the Maxicom irrigating system to provide adequate water for plants and turf.

Key elements of an IPM program are information gathering and informed decision making. Gardeners and Arborists, and Managers are skilled in identifying and evaluating pest problems. Many other employees also have a knowledge of pest control. When pest problems occur that are unusual or beyond the scope of in-house experts, contacts are made and advice is obtained from the State Universities, Departments of Agriculture, or Washington State Extension Service experts. The Public Pesticide Applicators License



recertification courses reinforce employee skills and provide the latest information concerning laws and safety, weeds, disease- and insect-control methods and the IPM approach. Additionally parks employees maintain a partnership with park users, encouraging them to keep an eye out for problems in the park.

Parks employees monitor levels of pests carefully, in order to arrive at the best solution for controlling a pest problem. When a combination of pest control methods is used by trained personnel, the result is a program that is economically and environmentally responsible. This provides the public with safe and aesthetically pleasing park areas.

## PESTICIDE USE

Pesticide is a general term for any substance used to control pests. Park pests consist primarily of weeds, insects, disease organisms, rodents, and burrowing mammals. To control these pests, parks personnel select the best methods available with chemical use as a last resort. OPA&R strives to reduce exposure or minimize risks by careful selection and application of the least toxic chemical.

If a pest infestation arises that is not controllable through cultural, mechanical, physical, biological or chemical means outlined in Appendix 1 staff will meet with the Director of Parks, Arts and Recreation and City Manager to review options to eradicate the problem. This could include use of chemical control methods not listed in Appendix 1. Chemical application will be selected based upon which is least harmful to human health and the environment, but that will also be effective in eliminating the pest problem.

Applicators of pesticides should consider synergistic responses, residual buildup, resistance buildup, and other factors mentioned on pages 8 and 9. Olympia Parks, Arts and Recreation **employees are required to comply with all pesticide label directions, federal, state, and local pesticide regulations, safety laws, and OPA&R practices.** Misuse of pesticides will not be tolerated. **DOCUMENTED ABUSE OF LAWS OR RULES SET OUT IN THIS POLICY IS CAUSE FOR DISCIPLINARY ACTION.**

Olympia Parks, Arts and Recreation has found that pesticides have been helpful tools in ensuring a high standard of performance when used in combination with other control methods. The resulting benefits of these careful and balanced management practices have made the Olympia Parks, Arts and Recreation a role model in the Northwest in grounds management.

Good management practices attempt to eliminate waste in any program. Even small amounts of pesticides are costly to dispose of legally. Several strategies are used by Park employees to avoid generating pesticide waste. These will be discussed in more detail in the policy section. Elimination of waste material can usually be achieved by advanced planning, purchasing the amount needed and mixing only the precise amount needed to complete the job.

When waste material is generated, Olympia Parks, Arts and Recreation rigidly adheres to the Washington Department of Agriculture and the U.S. Environmental Protection Agency regulations for disposal. Empty packages and containers are properly rinsed and taken to a specified landfill by licensed applicators. Any remaining pesticide residues or rinsate are applied directly to target pest populations in accordance with

label directions or are included in the next tank mix of that product. Adding rinsate to the next tank mix does not significantly increase the concentration of that mix and is the best environmental solution.

## **SAFETY**

Olympia Parks, Arts and Recreation has an excellent safety record with respect to the use of pesticides. There have been no substantiated claims related to the improper application of pesticides by Olympia Parks, Arts and Recreation employees or claims by community users. This record is made possible by thorough training and adherence to safety procedures when Park employees work with pesticides. In areas of public use, the least toxic cost-effective pest control method is selected.

When pesticides are being applied, treated areas are posted with "CAUTION" signs. These signs include information about the pesticides being applied as well as a phone number where additional information can be obtained.

## **LAWS AND REGULATIONS**

Several Federal and State agencies regulate the use of pesticides. Olympia Parks, Arts and Recreation conforms to all pesticide laws and regulations.

Olympia Parks, Arts and Recreation allows ONLY State licensed Public Pesticide Applicators to apply pesticides. To obtain a Public Pesticide Applicator's License, applicators must pass a series of tests given by the State Department of Agriculture. Subjects tested include: Laws and Regulations; Safety and Storage; Use and Disposal of Pesticides; Reading and Understanding Pesticide Labels and Pest Control Methods. Licensed applicators are legally liable if they apply pesticides contrary to State and Federal laws and label directions. This provides additional incentive to maintain the high level of professionalism of our work force.

Washington State Department of Agriculture approved continuing education is provided by Olympia Parks, Arts and Recreation to satisfy State requirements for renewal of employees' Applicator licenses. Applicators must accumulate forty credit hours of training over a five-year period. No more than 15 credit hours can be acquired in one calendar year. Class sessions are divided to provide instructions in the areas of laws and safety, vegetation control, insect and disease controls and IPM Olympia Parks, Arts and Recreation makes available 16 hours of recertification training to its employees each year.

Olympia Parks, Arts and Recreation adheres to all laws and regulations set out by the Washington State Department of Agriculture relating to the storage of pesticides. Pesticides are stored in an environmentally controlled area to prolong shelf life. Special care is taken to prevent pesticide contamination. The storage area remains locked day and night to limit access to authorized personnel.

Applicators are required by law to record specific information when applying pesticides. Olympia Parks, Arts and Recreation has designated forms for this purpose, which are included in this document. Some of



the information recorded includes: wind velocity, date of application, time of application, locations, temperature and formulation of mix ratio. See Appendix 3A.

## **HAZARD COMMUNICATION ACT**

A part of the City of Olympia's overall safety program was initiated by legislation and was implemented in May of 1986. The requirements of this legislation are designed to inform employees of the hazards related to materials they may be exposed to and give some idea of what precautions may be taken to reduce risk. Manufacturers are required to publish a "Material Safety Data Sheet" for each hazardous material they make. Employees receive initial instruction in how the program works and have access to all relevant Material Safety Data Sheets at their work site.

Since this law pertains to all hazardous materials and is not exclusively directed to pesticide use it is not discussed in depth in this policy.

Material Safety Data Sheet (MSDS) updated and reviewed monthly/yearly. In case of fire at location where stored, 2 copies of each in 2 other locations.

## **WORKER PROTECTION STANDARD**

The Worker Protection Standard is a Federal regulation designed to protect agricultural workers (people involved in the production of agricultural plants) and pesticide handlers (people mixing, loading or applying pesticides or tasks involving direct contact with pesticides). These rules apply only to agricultural settings, not park use. Applications of pesticides in these two areas are governed by both the Olympia Parks, Arts and Recreation policy and the additional rules of the Worker Protection Standard.

These rules require training regarding pesticide exposure, protection and mitigation. They also require specific posting and reentry intervals for pesticide applications.

## **NOXIOUS WEED CONTROL**

The Olympia Parks, Arts and Recreation Department park lands are not immune to noxious weeds. How the Olympia Parks, Arts and Recreation Department responds to eradicating noxious weeds is important. The Department will work in a coordinated effort with Public Works and Thurston County Weed Control staff to safely and effectively eliminate listed noxious weeds. The Department will follow guidelines recommended by Thurston County to remove noxious weeds. The Department will only be responsible for weed control on City park lands.

# POLICIES AND PROCEDURES

## APPROVED PEST CONTROL STRATEGIES

This is a short list of examples of possible control strategies among the many possibilities available.

Prevention through policy, planning and avoidance measures are first priorities.

Next in priority are controls through cultural and mechanical practices, trapping and biological controls.

Applications of biological products and then chemical products are to be considered last.

Monitoring and evaluation ensures the effectiveness of the IPM method(s) employed and should be measured, records kept and an evaluation process conducted in order to regularly assess how well it is working to bring about the desired result(s).

## PREVENTION

### Policy

- Acceptance of natural settings and natural appearances must be considered. Where it is appropriate for a given park site, the landscape can be left alone or can receive a reduced level of care. This can serve the dual purpose of reducing or eliminating pest control measures and reducing maintenance costs.
- Prioritization of parks for control measures. Different park areas have differing standards of acceptable care and appearance. Determining whether a particular park area requires control of pests and the level of that control must take this factor into account should take place.
- New and redesigned parks and park buildings shall be designed, constructed, operated and maintained in order to minimize pest problems and pesticide use. Construction methods shall comply with city policy on pest management and pesticide use incorporating drought tolerant, native plantings, barrier under fencing to prevent weeds.
- Establishment of thresholds for action and the level of tolerance for different pests. These thresholds vary according to plant, pest and site. Determination of action thresholds will be made on a case-by-case basis.
- The plan will include pesticide use reduction targets that are consistent with the goal of increasing the use of alternative non-chemical pest control practices.

### Design and plant selection

- Use of disease or pest resistant or tolerant plant species or varieties.
- Replacement or removal of pest susceptible plants.
- Elimination or modification of problematical areas.
- Proper and adequate spacing of plant material to reduce the incidence of insect and disease problems.
- Maintenance of high species diversity and elimination of monocultures in plantings.
- Elimination of alternate hosts for disease.



# CONTROL THROUGH NON-SPRAY TECHNIQUES

## Cultural practices

- Knowledge of culture of individual genera or species to provide the proper conditions for optimum plant health and pest resistance.
- Adequate site preparation before plantings are installed. This can include soil improvements, pruning of surrounding vegetation, soil grade adjustments, drainage improvements and installation of irrigation systems.
- Proper timing and use of water. Elimination of drought and flood stress to promote plant health. Timing of drought stress to force root development.
- Proper timing and use of fertilization to eliminate over- and under-fertilization. The effects of over fertilization on the target plant as well as run-off to surface and groundwater must be considered. Use soil tests when needed.
- Use of cover crops to improve soil structure and reduce soil erosion.
- Rotation of crops or planting of resistant plant species as replacements for removed plants.
- Using sterile or sanitary techniques to prevent spread of pests.
- Mulching of beds for weed reduction, water retention and winter protection.

## Mechanical controls

- Aeration and/or over seeding of turf and compacted areas. Add topdressing.
- Pruning to reduce light infiltration to reduce weed growth beneath plantings.
- Removal of diseased, damaged or dead wood from the plant.
- Pruning and plant removal to promote air circulation and light penetration for healthier plant growth.
- Mechanical edging of turf.
- Tilling to remove large areas of weed seed crops in nursery areas.
- Mowing of rough areas for vegetation control.
- Change mowing direction weekly to provide a sharper and cleaner cut.

## Physical controls

- Removal of spent flowers on shrubs and annuals.
- Hand clearing in rough areas.
- Hand weeding in shrub beds.
- Raking and debris removal to remove possible contaminants.

## Non-chemical Controls / Monitoring Devices

Utilize the following IPM techniques in landscape plans.

- Traps: yellow sticky boards, traps for mammalian pests.
- Biological Controls: naturally occurring and introduced insect or disease parasitoids, predators and microbial products.

## **Biological Controls**

- Naturally occurring and introduced insect or disease parasitoids, predators and microbial products.
- Introduction of mycorrhiza to root zone to increase health and root growth.
- Nematode use.

## **Monitoring for Pests**

- Regular monitoring to assess pest level, extent, locations and stage in life cycle is important.
- Assessment relative to established tolerances is necessary.
- Field staff needs the opportunity for training in pest monitoring techniques and the time to allow for the appropriate monitoring.

## **Preplanning and Incorporation of Listed Controls**

- Preplanning.
- Cultural.
- Mechanical.
- Physical.
- Biological.
- Non-chemical: Traps/boards.
- Chemical.

## **CHEMICAL OR SPRAY CONTROLS**

- Pheromone traps.
- Petroleum based horticultural oils.
- Insecticidal soaps.
- Botanically and bacterially derived pesticides.

## **CRITERIA FOR CHOOSING A CHEMICAL CONTROL METHOD**

All personnel responsible for pest control should consider all of these and any other factors that are relevant to the selection of a pesticide. Pesticides shall be chosen from the Lists of Approved Pesticides in Appendix 1. No City operation, or Contractors working for the City, may use any pesticides with serious acute, chronic, or sub-lethal impacts to non-target organisms. The evaluation to determine whether a pesticide may be used by the City or its Contractors will be based on a review of the lists created and updated by the US Environmental Protection Agency (EPA), US Toxics Release Inventory (TRI), the International Agency for Research on Cancer (IRAC), and the Illinois State EPA. Based on the information from these lists, the City's goal is to not use pesticides that are: (1) known, likely, or probable carcinogens; (2) nervous system toxicants; (3) known, probable, or suspect endocrine disruptors; (4)



reproductive or development toxicants to humans; (5) highly acutely toxic to humans, beneficial insects, fish, aquatic plants, wildlife, or domestic animals; (6) highly mobile in soil; or (7) persistent in the environment. The City will develop a plan that identifies the lists and the process used to determine whether a pesticide may be applied. The City will have the final say on whether its Contractors may use any particular pesticide.

## **POSSIBLE HEALTH EFFECTS AND TOXICITY**

Both acute and chronic to the:

- Applicator
- Public
- Target pest
- Beneficial and non target organisms including insects, birds, aquatic organisms, and mammals.
- Non-target plants
- Surrounding environment, bio-accumulation.

## **COSTS**

Both short and long- term as it relates to:

- Material costs
- Application costs
- Length of control
- Environmental costs
- Cost of not using any method and letting it go.

## **PHYSICAL CHARACTERISTICS OF THE PRODUCT**

- Residual effect and length, decomposition rates and breakdown products
- Volatility at different temperatures
- Product and package size and form
- Leachability: Solubility, surface and soil bonding capability of the pesticide
- Flammability of the product
- Ease of cleaning equipment after use

## **SPECIAL CONSIDERATIONS**

- The kind of use a given area might receive. Who will enter the area treated, and what kind of activities will take place needs to be taken into account.
- Application equipment available and the method of delivery, proper calibration of equipment.
- Current and anticipated weather conditions such as wind, rain, and temperature.
- Site conditions such as soil type, slope, grade, drainage patterns, and presence of open or seasonal water.
- Previous pesticide applications to the site and the interval between treatments.
- Development of pest resistance to particular control methods. Proper rotation of these methods, such as alternating pesticide products can minimize the risk of resistance in certain cases.

- Residual buildup of pesticides in soil, water, or target site. The cumulative effect of repeated applications may need to be taken into account.
- Positive and negative synergistic effects of combining pesticides. Compatibility of different pesticides may be of concern both regarding their physical traits, as well as their effects on the target pest or beneficials.

## LIST OF POLICIES

### POLICY NUMBER

1.     **CERTIFICATION AND CONTINUING EDUCATION**  
Defines the available training and Washington Department of Agriculture certification requirements for Olympia Parks, Arts and Recreation personnel.
2.     **CONTROL METHODS FOR PEST PROBLEMS**  
Establishes the IPM methodology and "Approved Control Strategies".
3.     **USE OF PROTECTIVE CLOTHING AND EQUIPMENT**  
Describes appropriate protective clothing and equipment for use by Parks personnel handling or applying pesticides.
4.     **STORAGE OF PESTICIDES**  
Defines methods and procedures for storage of pesticides.
5.     **PESTICIDE APPLICATION RECORD KEEPING**  
Outlines record-keeping standards for parks applications. Recording form samples are located in Appendix 3.
6.     **PESTICIDES APPROVED FOR USE IN PARKS**  
Describes the approval process for pesticides. Approved list for each unit is in Appendix 1.
7.     **NOTIFICATION OF PESTICIDE USE AT THE SITE**  
Outlines the on-site notification procedures to be used before, during and after applications.
8.     **RODENT CONTROL**  
Describes methods and limitations of rodent control by Parks personnel.
9.     **PESTICIDE APPLICATION ON PARK PROPERTY AND STREET RIGHTS OF WAY**  
Establishes procedures on how to apply pesticides on all park lands.
10.    **USE OF REMAINING PESTICIDE SOLUTIONS AND RINSES**  
Outlines how residual pesticides and rinsates are handled.



**11. DISPOSAL OF EMPTY PESTICIDE CONTAINERS AND UNUSABLE PESTICIDES**

Establishes the fate of surplus or contaminated pesticides and empty containers.

**12. EMERGENCY INFORMATION CONCERNING ACCIDENTAL PESTICIDE EXPOSURE**

Defines the procedures followed in responding to inquiries from Olympia Parks, Arts and Recreation employees and the public regarding pesticide exposure.

**13. WORKER PROTECTION STANDARD**

Outlines the background of the WPS and how it relates to the nursery and greenhouse operations of Parks and Recreation. Establishes training duties and defines those required to receive training.

**14. PESTICIDE APPLICATION BY OUTSIDE CONTRACTORS**

This policy establishes the framework for review of all pesticide applications proposed to be carried out by outside contractors upon Parks and Recreation property.

**15. PESTICIDE SPILL RESPONSE**

A comprehensive policy dealing with any unintended release of pesticides on or off Parks properties. Outlines responsibilities, training, reporting, methods, and materials involved.

***CERTIFICATION AND CONTINUING EDUCATION OF PEST  
CONTROL PERSONNEL***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel  
PEST MANAGEMENT POLICY NUMBER: 1**

**BACKGROUND**

This policy defines the education and certification requirements for Parks personnel who are applying pesticides, or supervising others applying pesticides. Olympia Parks, Arts and Recreation desires to remain current in practices of the trade. Constant and continuing education helps keep personnel up-to-date on pest control methods.

Washington State Law requires that pesticides be applied by a licensed/certified pesticide applicator. In order to maintain certification/license, the applicator must acquire a minimum of 40 hours of accredited supplementary education over a five-year period. Not more than 15 hours may be accumulated per year. Olympia Parks, Arts and Recreation makes a minimum of 16 hours of eligible recertification training available to its employees each year. It desires to maintain the highest standards for professional conduct and will continue to equal or exceed the minimum requirements of the State.

## **POLICY**

All Parks and Recreation personnel buying, handling or applying pesticides shall be certified by passing the appropriate State Department of Agriculture examination. Olympia Parks, Arts and Recreation will continue to provide at least 16 hours annually of in-house supplementary education to maintain certification/license. All pesticide applicators are expected to participate fully in these training opportunities to enhance and maintain their expertise in pest management. Ultimate responsibility for maintaining a valid license lies with the applicator.

Olympia Parks, Arts and Recreation will keep pesticide applicators informed of, and will pay for approved supplemental education to meet continued certification and licensing requirements.

### ***CONTROL METHODS FOR PEST PROBLEMS***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel**  
**PEST MANAGEMENT POLICY NUMBER: 2**

## **BACKGROUND**

Olympia Parks, Arts and Recreation uses the principles of Integrated Pest Management in managing Park property and street rights-of-way. The following terms are used as defined. Threshold is used to describe a level of pest presence above which unacceptable amounts of danger or injury are likely to occur. Action level is the point at which control measures are necessary to prevent a pest population from exceeding the threshold.

## **POLICY**

Olympia Parks, Arts and Recreation shall use Integrated Pest Management principles in controlling pest problems. Designees, landscape personnel, gardeners, and tree inspectors shall monitor plant status, pest presence, thresholds, and action levels. Facilities Maintenance Supervisors (or designees), Gardeners and Tree Inspectors shall use the enclosed list of "Approved Pest Control Strategies" on pages 7-9, to determine a cost-effective and environmentally sound pest control method.

Olympia City Council Resolution No. M-1621 states:



“The City is committed to utilizing an Integrated Pest Management (IPM) approach in the maintenance of all City buildings and properties, including work done by City staff and contractors. The IPM plan will focus on pest prevention, monitoring and use of non-chemical control methods.”

If a pesticide is chosen as the best method for control, the Maintenance Supervisor (or designee), Gardener, or Tree Inspector shall use the enclosed list, "Criteria for Choosing a Chemical Control" pages 9-11.

After controls have been made, the results should be monitored for effectiveness.

## ***USE OF PROTECTIVE CLOTHING AND EQUIPMENT***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel  
PEST MANAGEMENT POLICY NUMBER: 3**

## **BACKGROUND**

This Policy outlines the requirements for the use of protective clothing and equipment by Parks personnel when applying pesticides. Specific information on protective equipment is available on the product label and in the Material Safety Data Sheets.

## **POLICY**

Personnel engaged in any way with the contact of pesticides shall follow all clothing and equipment requirements listed on the pesticide label, or in the Material Safety Data Sheets for the appropriate pesticide. Documented violation of this policy shall result in disciplinary action.

The clothing and personal protective equipment shall be provided by Olympia Parks, Arts and Recreation on a regular basis. This includes, but is not limited to, respirators, safety glasses/goggles, coveralls, rain gear, appropriately chemically resistant boots and gloves, hats, ear protectors for noise, and barrier creams. Time is made available to wash up before lunch and at the end of the day. The applicator is responsible for cleaning, storing, and maintaining spray clothing and equipment in a safe and useful manner.

## ***STORAGE OF PESTICIDES***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel**  
**PEST MANAGEMENT POLICY NUMBER: 4**

### **BACKGROUND**

This policy defines the method and procedure for storing pesticide materials. Several agencies are involved in regulating certain aspects of pesticide storage. No one agency has comprehensive authority. Agencies involved include State of Washington Department of Agriculture, Department of Ecology Environmental Protection Agency, State Fire Marshall, and the Olympia Fire Department.

### **POLICY**

Pesticides or pesticide containers shall be kept in secure and safe locations in accordance with existing laws. They shall be kept locked up and, if possible, in a heated, well-ventilated area. Areas used for storage shall be labeled as such. Pesticide shall be kept in spill containment bin while stored on shelves.

#### Examples:

Herbicide liquids with herbicide liquids.

Herbicide powders with herbicide powders.

Insecticide liquids with insecticide liquids.

Insecticide powders with insecticide powders.

Pesticides shall be safeguarded from environmental damage (freezing, vaporizing, photo-decomposition or moisture). All pesticides in stock shall be inventoried regularly and, if necessary, rotated on the shelf to assure that the oldest dated items are used first.

Pesticides being transported shall be appropriately and safely secured in the vehicle. Only licensed applicators shall transport pesticides. An appropriate spill kit must be immediately available that is suitable for the materials being transported.

Pesticides shall not be transported in passenger cabs of vehicles.

#### Example of transportation setup for City of Olympia.

- Designated truck.
- Spill containment for equipment placement. (Needs to be purchased)
- Sign for truck – placards if necessary.



## ***PESTICIDE APPLICATION RECORD KEEPING***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel  
PEST MANAGEMENT POLICY NUMBER: 5**

### **BACKGROUND**

This Policy outlines methods for record-keeping related to pesticide application by Parks personnel. State law requires that written records be kept for certain types of pesticide applications. The law requires that licensed applicators record the details of pesticide applications and keep these records for seven years. Our law will soon require indefinite requirement of records to be kept. These records must be stored in a central location and be available for review.

### **POLICY**

It is the policy of Olympia Parks, Arts and Recreation to record and keep records of all pesticide applications performed by Olympia Parks, Arts and Recreation personnel. A master file of copies of these records shall be kept at Priest Point Park and maintained by the Program Manager. Each operating unit shall keep a file of records related to pesticide application by their own personnel. These records shall be retained for seven years.

(See Appendix 3A and 3B for examples of record keeping forms.)

## ***PESTICIDES APPROVED FOR USE BY OLYMPIA PARKS, ARTS AND RECREATION DEPARTMENT***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel  
PEST MANAGEMENT POLICY NUMBER: 6**

### **BACKGROUND**

This Policy defines the process of selection of pesticides that are approved for use on Olympia Parks, Arts and Recreation property. Olympia Parks, Arts and Recreation policy adheres strictly to all of the label requirements concerning safe and effective use of pesticides.

Olympia Parks, Arts and Recreation experience has shown that it is more desirable to have a specialized selection of products that target specific pests. This acts to confine the effects of the control on the target pest only. It reduces the number of resistant pests that may arise from continued use of a small number of controls. It leads to an overall reduction of pesticide usage required.

## **POLICY**

Olympia Parks, Arts and Recreation shall maintain a list of pesticides approved for use by Park personnel on park property or street rights-of-way. The list, "Criteria for Choosing a Chemical Control Method," pages 9-11, shall be used in choosing the proper pesticide for an area. The least toxic, most effective and cost effective pesticide shall be used. Only pesticides from the approved lists in Appendix 1 shall be used. The lists shall be reviewed no less than yearly to keep them current. Any pesticides that are proposed for addition or deletion from the list shall be approved by the Program Manager.

### ***NOTIFICATION OF PESTICIDE USE AT A SITE***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel  
PEST MANAGEMENT POLICY NUMBER: 7**

## **BACKGROUND**

This policy outlines the methods and procedures for notifying the public that an application of a pesticide has been or is being made at a site. If no mention of re-entry is made on the label, the general rule is to wait until the liquid pesticide is dry, or any dust has settled in dry or granular applications, before removal of notification or before re-entering an application site. Schools and Community Centers have special requirements for notification.

## **POLICY**

It is the policy of the City of Olympia to notify the public of pesticide application sites through caution signs. These caution signs are posted in clearly visible locations, at conspicuous entries, at trail heads, and/or application sites, with a maximum interval of 200 feet between each sign in open areas. The intent of the placement of the signs is that park users will encounter them before they have an opportunity to enter the treated area. Street rights-of-way are posted 24 - 48 hours prior to the application of pesticides to tree canopies.



Re-entry specifications are listed if required by the label. Signs shall be removed after the re-entry specification has been met. This is usually after the liquid is dry or after any dust has settled from a dry or granular application, unless otherwise indicated.

Community Centers and schools should be notified in writing before an application is made to adjacent properties and directly to school properties. School or Community Center personnel can then schedule the activities of their users accordingly. The notification letter shall be delivered to the school or Community Center no less than 72 hours before any applications of pesticides are planned to take place. A form letter for this purpose is provided on Appendix 2. In addition to this letter, a follow-up call will be made to supply the specific dates and locations of any applications, and to answer any questions raised.

## ***RODENT CONTROL***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel**  
**PEST MANAGEMENT POLICY NUMBER: 8**

## **BACKGROUND**

This policy outlines procedures for rodent control measures done on park property or street rights-of-way. Our major pests are rats, mice, moles, and gophers. Control of rats is considered a vector problem because rats can carry disease to humans. Moles and gophers are a turf problem.

Mechanical control of moles and gophers can be done with the Ornamentals and Turf validation of the Public Pesticide Applicators license currently held by our applicators.

Mechanical controls used to control mammalian pests can be harmful to small children and dogs who might be exploring holes or otherwise accessing baited areas.

## **POLICY**

Gophers and moles shall be mechanically trapped in tunnels by Parks, Olympia Parks, Arts and Recreation employees. Permission from the Program Manager must be obtained before any mechanical traps are placed. Care shall be taken to assure that set traps are hidden from view and are not a safety hazard to park visitors. Any need for chemical controls shall be referred first to Vector Control. Any further control methods employed by Olympia Parks, Arts and Recreation personnel must be arranged through the Program Manager.

## ***PESTICIDE APPLICATION ON PARK PROPERTY AND STREET RIGHTS-OF-WAY***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel  
PEST MANAGEMENT POLICY NUMBER: 9**

### **BACKGROUND**

This Policy outlines procedures for pesticide application in a safe and legal manner on park property or street rights-of-way that are maintained by Parks employees. Pesticides must be used according to the label. The pesticide must be used only on plants, animals, or sites specified. Higher dosages, higher concentrations, or more frequent applications are not permitted. Directions for use, safety, mixing, diluting, storage, and disposal, as well as restrictions on re-entry and days to harvest, must be met.

The law does allow an applicator to:

- Apply a pesticide at any dosage, concentration, or frequency less than that listed on the labeling
- Apply a pesticide on any target pest not listed on the labeling if the application is to a crop, animal, or site that is listed on the label
- Use any equipment or method of application not prohibited by the labeling
- Mix a pesticide or pesticides with a fertilizer if the mixture is not prohibited by the labeling
- Mix two or more pesticides if all the dosages are at or below the recommended rate

### **POLICY**

It is the policy of Olympia Parks, Arts and Recreation for their employees to apply pesticides in a safe and legal manner on park property or street rights-of-way and to adhere strictly to all requirements for their safe and efficient use.

The following criteria shall be met when applying pesticides. Some of these are addressed further in other policies.

- The label is the law.
- Safety equipment and protective clothing shall be used wherever indicated and maintained in a safe condition.
- Spray equipment shall be maintained in a safe and useful condition. Spray equipment shall be calibrated regularly.
- Anti-siphoning devices shall be used when filling spray equipment.
- "Criteria for Choosing a Chemical Control Method", as outlined on pages 9-11, shall be considered in making choices.



- Pesticides used shall be from the approved lists as provided for the appropriate divisions.
- Pesticides shall be applied only when appropriate weather conditions exist.
- Areas where pesticides are applied shall be posted with warning signs.
- All applications shall be recorded on approved application forms.

## PROCEDURES

### Applying Pesticides on Park Property or Street Rights-of-Way.

1. An employee, Program Manager or citizen, identifies a pest problem.
2. Thresholds and action levels are determined by the Gardener or Program Manager for the specific pest problem in question.
3. Control strategies are decided on by the Gardener, Park Attendant, Supervisor (or designee), or Inspector. (Special situations may require expertise from outside Olympia Parks, Arts and Recreation) The "Approved Pest Control Strategies" on pages 7-9 shall be used as a guide for decision making.

#### If pesticides are to be used:

5. Choose the pesticide using the enclosed "Criteria for Choosing a Chemical Control Method" on pages 9-11 and "Approved List of Pesticides" for the appropriate unit as found in Appendix 1.
6. Check and calibrate application equipment for safety and efficiency.
7. Check weather conditions. Applications should be done with calm wind conditions to prevent drift. Adjustments should be made for droplet size and pressure if marginal conditions exist. No application should be done where there is unacceptable drift. Label instructions on weather condition requirements should be adhered to.
8. Post signs at the park perimeter or at the site of pesticide use to notify the public. To keep the public informed, street rights-of-way are posted 24-48 hours prior to pesticide application to tree canopies. See pages 17-18.
9. List re-entry specifications on the signs if required by the label, as in nursery and greenhouse applications.
10. Apply material according to the label and in accordance with State and Federal regulations.
11. Record applications of pesticides on exact copies of the forms enclosed in this policy. See Appendix 3A.

12. Remove signs after suitable re-entry requirements have been met. This is usually when the liquid pesticide has dried unless indicated otherwise on the label.
13. Evaluate the results of control measures.

## ***USE OF REMAINING PESTICIDE SOLUTIONS AND RINSES***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel  
PEST MANAGEMENT POLICY NUMBER: 10**

### **BACKGROUND**

This policy outlines methods for use of remaining pesticide solutions and rinses in a legal and safe manner. Applicable laws require that all pesticide solutions and rinses be applied to target areas according to label directions. These solutions and rinses may also be disposed of at an authorized pesticide disposal site.

### **POLICY**

It is the policy of the Olympia Parks, Arts and Recreation to conduct our pesticide operations so that disposal of material is not necessary. Pesticide solutions and rinses are applied according to the label, and to legal target areas so there are no remaining pesticides. This shall be accomplished by accurately gauging the amount of pesticide needed for the job. Olympia Parks, Arts and Recreation promotes the use of advance planning to minimize the number of times it is necessary to switch pesticides in spray equipment. In order to reduce the amount of excess rinsate, it is the policy of Olympia Parks, Arts and Recreation to rinse equipment only at the end of the spray cycle or when changing to pesticides that are incompatible with those in the tank.

### **PROCEDURES**

Following are some considerations to make before starting to spray to assure the proper amount of pesticide is mixed.

#### **Advance considerations**

- Weather conditions and predictions.
- Proper calibration of sprayer.
- Acreage/square footage of the job site.



- Calendar: special events, mowing, irrigation, etc.
- Type and size of the equipment appropriate to do the job.

When applying the chemical pesticide use the following procedures to reduce and safely store the rinse solution. These are secondary to label information and State and Federal regulation.

### **Application procedures**

- Mix only enough pesticide solution to do the job that day.
- Use up all pesticide applying until the tank is empty or no more solution is coming through the nozzle.
- Dilute the remainder, rinsing the interior sides of the equipment and filling it to 1/4 full. Run the diluted mixture through the pump and nozzle and back into the tank. Mark the equipment as to contents.
- Store the rinsate as makeup water for the next day. The next day's pesticide should be compatible or the same.
- Have designated sprayer for herbicide, insecticide and fungicide.

### **Rinse the sprayer if the following conditions apply:**

- It is necessary to use a pesticide incompatible with that previously used.
- It is the end of a spraying cycle.

### **Use the following rinse process:**

1. Read the pesticide label. The following should not conflict with label information or State or Federal regulations. Contact your supervisor if you see a conflict or have questions.
2. Wear protective clothing, as listed on the label or in the Material Safety Data Sheets when handling pesticides, pesticide containers, or pesticide equipment.
3. Fill the spray equipment approximately 1/4 full with clean water. Add a neutralizing agent if the pesticide label recommends one. Shake or agitate so that all inside surfaces are washed. If possible use the spray hose to rinse the inside surface of the tank. These procedures should coincide with all labels.
4. Spray the rinse water out of the spray equipment onto an approved target area. Rinse water should be run through all hoses, booms, etc. Filters should be cleaned. Because of the dilute nature of the pesticide in the rinse water, a coarse spray can be used and is recommended to save time. Do not "pond" or saturate the soil.
5. If the tank is to be stored, repeat step 3 and 4 above, without a neutralizing agent.

# ***DISPOSAL OF EMPTY PESTICIDE CONTAINERS AND UNUSABLE PESTICIDES***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel  
PEST MANAGEMENT POLICY NUMBER: 11**

## **BACKGROUND**

This Policy defines the method and procedures for disposing of pesticide containers and unusable pesticides or those pesticides whose registrations have been totally or partially suspended.

The Olympia Parks, Arts and Recreation considers proper disposal of pesticides and pesticide containers of the utmost importance to the safety and well being of employees and the public.

Several governmental agencies regulate pesticide disposal. No one agency has comprehensive authority. Agencies involved include the Washington State Department of Agriculture, Department of Ecology, Environmental Protection Agency, and Occupational Safety and Health Administration.

## **POLICY**

Olympia Parks, Arts and Recreation shall dispose of pesticides and empty pesticide containers in accordance with all State and Federal regulations and label recommendations. The disposal of these materials requires care in handling and use of all necessary protective equipment. Use of unsafe or unauthorized procedures will be cause for disciplinary action.

## **PROCEDURES**

Read the pesticide label. The following steps should not conflict with label information or state and federal regulations. Contact your supervisor if you see a conflict or have questions.

Wear protective clothing when handling pesticides or pesticide containers as listed on the label or in the Material Safety Data Sheet.

**Non-rigid containers including bags, sacks, and boxes.**

1. Pesticide material must be emptied into application equipment to the extent made possible by physical agitation of the container.
2. Visually verify that residues have been removed.
3. Multiple rinse non-rigid containers such as paper lined with plastic or foil.
4. Crush or flatten the container when empty.
5. Place in a plastic bag immediately and mark as to contents.

#### **Rigid containers such as plastic, glass, or metal.**

1. Pesticide material must be emptied into application equipment to the extent possible by pouring, then visually verifying that the residues have been removed.
2. The container must be rinsed with clean water until clean; the contaminated rinse water being poured into the spray equipment. Empty the pesticide and all rinses into the sprayer before the full amount of diluting water is added to the spray equipment.

#### **STORAGE OF CONTAINERS**

1. Empty pesticide containers must be stored in plastic bags in a locked cabinet.
2. Containers must be delivered, deposited and recorded by a licensed applicator in the designated waste box at the landfill.
3. Record the date, name of the pesticide, quantity and size of the container, park area used, and the applicator signature. These records shall be maintained at the site and copies forwarded to the Program Manager on a twice yearly basis.

#### **DISPOSAL OF UNUSABLE PESTICIDES**

Unusable pesticides are ones that: 1) are damaged through vaporization, freezing, infiltration of moisture to containers or photo decomposition; 2) have exceeded their shelf life; or 3) have visually changed their composition or structure in some manner.

1. The Program Manager should be informed of plans in advance to dispose of pesticides and of results of disposition in writing.
2. The person disposing of pesticides should keep a record of distribution on file for seven years stored with the other spray records.



3. Talk to the manufacturer or dealer and/or a licensed consultant and find out if the product is still usable.
4. If the pesticide has less activity due to long storage, moisture, or freeze damage, follow the recommendations of the dealer, manufacturer, or licensed consultant and use procedures in this policy as they apply.
  - One option could be to apply the material realizing that full control is not achievable using the damaged pesticide.
  - If this option cannot be followed legally follow recommendations of the dealer or manufacturer or licensed consultant. It is not legal to transfer damaged or altered pesticides to another party for use. It may be necessary to arrange for disposal of the pesticide in a manner recommended by the Washington State Department of Ecology.

### **Disposal of Pesticides with Totally or Partially Suspended Registrations which are rendered legally unusable by Parks and Recreation.**

1. Keep up-to-date on the industry news and use up materials before they are legally banned if possible.
2. Follow recommendations of the manufacturer or dealer in finding a legal user for the pesticide.
3. If the pesticide is unopened and/or still retains its integrity it may be possible to transfer the pesticide to a legally registered bureau, agency, or group to use.
4. Dispose of the pesticide in a manner recommended by the Department of Ecology (DOE).

## ***EMERGENCY INFORMATION CONCERNING ACCIDENTAL PESTICIDE EXPOSURE***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel  
PEST MANAGEMENT POLICY NUMBER: 12**

## **BACKGROUND**

This Policy defines Parks and Recreation's response to inquiries by employees and the general public concerning adverse health effects as a result of accidental exposure to pesticides. Due to public concerns, handling of inquiries needs to be professional, calm, and prompt.

Parks and Recreation does not have toxicological or other medical expertise on staff. This expertise is however readily available in the community. Therefore, these concerns will be referred to the medical community.

## **POLICY**

Parks and Recreation will keep employees who apply pesticides informed of proper procedures to be taken in case of pesticide exposure. Anyone inquiring about pesticide exposure will be referred to his or her personal physician, the Washington Poison Center (WPC), and Department of Ecology (DOE). A list of these authorities and their phone numbers are listed in Appendix 4. A physician who does not deal in these issues could use this list for reference. This list shall be reviewed and updated yearly.

Material Safety Data Sheet information is available to all personnel for their own use. This information includes symptoms, and procedures for handling overexposure to individual pesticides. If symptoms of illness occur during or shortly after applying pesticides, call WPC or get the patient to medical attention immediately.

Non-emergency questions received by Olympia Parks, Arts and Recreation shall be referred to the Pest Management Program Coordinator. He/she will refer the questioner to the appropriate individuals or sources for more information.

## **PROCEDURES**

### **Use planning to avoid emergencies and to expedite aid should an accident occur.**

- Research symptoms and problems of each pesticide to be used in Material Safety Data Sheets.
- Use all safety procedures and protective gear as recommended on the label or in the Material Safety Data Sheets.
- Have a copy of the appropriate label available while applying or transporting pesticides, both concentrated and dilute.

### **In case of a medical emergency related to suspected pesticide exposure.**

- Handle any emergency situation as per First Aid instructions.
- Call for emergency backup if necessary.
- Refer to Washington Poison Center.
- Take a label for reference for medical personnel if it is necessary to leave the site.
- Inform your supervisor as soon as possible.
- Inform the Pest Management Program Coordinator as soon as possible.

### **In response to a non-emergency inquiry**

- Respond to simple direct questions.
- Refer detailed or technical questions to the Pest Management Program Coordinator.
- Inform your supervisor.

# **WORKER PROTECTION STANDARD**

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel**  
**PEST MANAGEMENT POLICY NUMBER: 13**

## **BACKGROUND**

The Worker Protection Standard is a regulation issued by the Environmental Protection Agency. It covers pesticides that are used in the production of agricultural plants on farms, forests, nurseries and greenhouses. To reduce the risk of pesticide related illness and injury, standards for training, protection, and mitigation were adopted. Olympia Parks, Arts and Recreation employs seasonal workers as well as licensed pesticide applicators. All of these workers work in and around the parks where pesticides may be applied. In the scope of this policy, the WPS term “Employer” refers to Olympia Parks, Arts and Recreation, the term “Handlers” refers to state licensed pesticide applicators, and “Workers” refer to seasonal maintenance workers without an applicator license.

## **POLICY**

The WPS require that steps are taken to reduce the risk of pesticide-related illness and injury to the handlers and workers exposed to pesticides. It is therefore essential that all WPS requirements be satisfied for all Olympia Parks, Arts and Recreation employees involved with entry into areas where pesticides may be applied.

This is accomplished by the following:

### **Training**

Pesticide safety training.  
Display of WPS safety poster.  
Access to labeling information.  
Access to application records.

### **Practices**

Proper pesticide applications.  
Exclusion of workers from areas being treated.  
Adherence to the Restricted-entry Interval (REI).  
Notification of treatments.  
Provision and use of Personal Protective Equipment (PPE).



### **Mitigation**

Provision of decontamination sites for handlers and workers.

Emergency medical and transportation assistance availability.

## ***PESTICIDE APPLICATIONS BY NON-PARKS AND RECREATION EMPLOYEES POLICY***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel  
PEST MANAGEMENT POLICY NUMBER: 14**

### **BACKGROUND**

Pesticide applications that are carried out by personnel other than Olympia Parks, Arts and Recreation employees, such as those done by private contractors must undergo a preliminary approval process before the work begins. Without this kind of complete control, misuse of pesticides on parklands may result in long range adverse effects.

### **POLICY**

Contractors anticipating pesticide use shall submit a completed copy of the "Application for Pesticide Use" form, (Appendix 3B) to the Pest Management Program Coordinator for evaluation. The form must list all the details of the proposed application. Contractors shall provide both commercial operators and applicators license numbers. They must describe fully the materials chosen, methods used, equipment employed, and the purpose of the application. They must also describe all the on-site notification procedures that will be used.

In addition they must satisfy all of the additional city contractual language pertaining to pesticide applications. These subjects may include safety precautions, liability issues, and responsibilities. These issues are dealt with in the contract language agreed to before the project has begun by both the city, and the contractor.

### **PROCEDURE**

After receiving the contractor proposal, the Pest Management Program Coordinator shall review the proposal and approve or deny the request based on the principles of the policy. The same criteria for determining the best method of pest control for Olympia Parks, Arts and Recreation applications shall be

applied to the evaluation of contractor proposals. IPM techniques and methodology shall be encouraged and employed.

## ***PESTICIDE SPILL RESPONSE POLICY***

**AFFECTED ORGANIZATION: All Parks and Recreation Personnel**  
**PEST MANAGEMENT POLICY NUMBER: 15**

### **BACKGROUND**

This policy outlines the objectives, training requirements and procedures Olympia Parks, Arts and Recreation personnel should follow in response to an emergency release of pesticides. Through its Pesticide Spill Response Program, Olympia Parks, Arts and Recreation strives to take a leadership role as a steward of public land and of the environment.

Several state and federal regulations apply to an emergency release of hazardous materials. The Department of Transportation (DOT) and the Public Utilities Commission (PUC) regulate the transport of hazardous waste resulting from a spill and the release of chemicals if it occurs when they are being transported. The Environmental Protection Agency (EPA) and the Washington State Department of Ecology (DOE) protect the environment through regulation concerning prevention of and response to the contamination of water, land, and air resulting from an emergency release of a hazardous material. They are also concerned with proper disposal of waste generated from a spill. The Occupational Safety and Health Administration (OSHA) is concerned with the proper training and protection of workers handling hazardous materials. These regulations are incorporated into the procedures outlined here.

### **SCOPE**

The primary method by which Olympia Parks, Arts and Recreation reduces pesticide spills is through prevention. Through planning, preparation, adherence to good work practices, and increased awareness of the potential results of a spill, the possibility of a spill occurring is minimized.

Should an emergency release of a pesticide occur, Parks and Recreation personnel will respond in accordance with all governmental regulations, including those of DOT, EPA, DOE, OSHA, and this policy. In performing emergency activities following a spill, protection of both employees and the public is of great concern, as is protection of property and the environment.

Anyone liable for a spill shall immediately clean up the spill or release. The cleanup must use the best available methods to achieve the lowest practicable level of contamination.

OSHA, which is concerned with worker protection, has two regulations governing spills. One, Hazard Communication, applies to incidental spills which present a low potential of hazard to the worker, the public and the environment. Included are small spills of dilute pesticides, spills of material with granular formulations, and lower toxicity materials. The other regulation, Emergency Response, applies to incidents with a high degree of hazard such as large spills of dilute material, pesticides with higher toxicity, and concentrates in a confined space.

An incidental spill becomes an Emergency Response when:

1. The release or spill significantly impacts another agency's functions;
2. The incidental spill precipitates evacuation or curtailing of work;
3. The event causes a negative impact on neighboring facilities or the community;
4. The spill involves a coordinated effort by local first responders.

Only licensed pesticide applicators can transport or apply pesticides. They will receive training and equipment that will allow them to respond to incidental spills. Spills that require an Emergency Response will be handled by a local HAZMAT team.

DOE enforces several regulations pertaining to spill reporting and clean up, and hazardous waste storage and disposal. If a serious emergency occurs and the local fire department has been called in, or if there has been a spill that extends outside Parks facilities or could reach surface water, the National Response Center and the Department of Ecology (DOE) must be called. If the amount of pesticide spilled exceeds one pound in any 24 hour period the release must be reported to DOE. If it exceeds the amount listed in the Code of Federal Regulations List of Hazardous Substances and Reportable Quantities, the spill must be reported to the National Response Center.

The spill need not be reported immediately if it occurs on a surface impervious to the hazardous material and is fully contained, and if it is completely cleaned up without further incident, including repairing the cause of the spill. The Program Manager will determine whether these agencies should be contacted.

Particular attention should be paid to ensure that a pesticide does not pollute the water supply. A primary aim in following the procedures outlined here is to recover and reuse as much of the spilled pesticide as possible. Any absorbent or other contaminated material from which the spilled pesticide cannot be recovered is hazardous waste and must be labeled, stored and disposed of properly.

## **RESPONSIBILITY AND TRAINING**

Parks and Recreation has identified three levels of spill response. The levels and their training requirements are described below.



### **Level Description and Training**

The **base level** is for individuals who come into indirect contact with pesticides and their use. They must be able to recognize and respond to an emergency situation by obtaining and passing on information, and by making the appropriate notifications. They will not take an active role in containment and clean up procedures. People at this level will have sufficient training to acquire competency in the following areas:

1. Familiarity with the Pesticide Spill Response Program and an understanding of their own role in an emergency.
2. An understanding of pesticides as hazardous substances and the risks associated with them in a spill.
3. The ability to recognize the presence of hazardous material in an emergency.
4. The ability to recognize the need for additional resources and to make appropriate notifications.

The **second level** is for licensed applicators who apply or transport small volumes of low to moderately toxic pesticides. This level includes response to incidental spills and is covered by OSHA's Hazard Communication regulation. Individuals at this level are trained to prevent spills from occurring. Should one occur, they are trained to stop the release, keep it from spreading, and do cleanup. All of OPA&R's licensed pesticide applicators are in this category.

Individuals at this level will receive training in addition to pesticide applicators, along with hazard communication and respiratory protection training. They must exhibit competency in the following areas as well as those listed in the base level.

1. Familiarity with activities which promote spill prevention.
2. Familiarity with the Spill Response Program and their own role in an emergency.
3. Knowledge of safety and health hazards of hazardous materials in a spill.
4. An understanding of basic chemical and toxicological terminology and behavior.
5. Knowledge of work practices that employees can use to minimize risks from hazards.
6. Selection and use of proper personal protective equipment.
7. Identification of symptoms that may indicate overexposure to hazards.
8. Implementation of basic decontamination procedures.
9. Performance of basic control, containment and clean-up techniques.

10. Skill in determining when a spill is fully cleaned up.

The **third level** of training includes individuals who apply or transport over 50 gallons of dilute pesticides, or more than 1 gallon or 10 pounds of concentrate with a danger label. They are trained to stop the release, keep it from spreading, and do cleanup. They will receive 9 hours of training additional to that for the second level to develop competency in the following areas: **(OPA&R does not use chemicals at this time that fit this requirement.)**

1. Knowledge and use of spill prevention techniques for larger equipment.
2. Knowledge of hazard and risk assessment techniques.
3. An understanding of basic hazardous materials terms.
4. An understanding of basic chemical and toxicological terminology and behavior.
5. Selection and use of proper personal protective equipment appropriate for more toxic pesticides.
6. Implementation of decontamination procedures.
7. Performance of control, containment and clean up techniques.

This level includes the Pest Management Program Coordinator who will be responsible for notifying regulatory agencies, documenting incidents, ensuring that the cleanup is complete, and for making arrangements for disposal of hazardous waste.

## **SPILL PREVENTION**

OPA&R personnel will employ a variety of practices to reduce the potential of a pesticide spill. These will include the following:

**Purchasing** When procuring chemicals, a factor in determining which chemical formulation to purchase will be the ease with which it can be cleaned up in the event of a spill. Types of packaging and formulations that may help to prevent a spill from occurring will be factors as well. Characteristics of the pesticide, such as toxicity and reactivity that may affect the seriousness of a spill, will also be considered.

**Preparation** Planning, training of personnel, and acquisition and maintenance of equipment and supplies will be done to reduce the risk of a spill occurring, and to minimize damage should one occur. For example, regular preventative maintenance will be done on sprayers, replacing hoses and valves before they wear out.

**Work Practices** Parks personnel will use practices to minimize the potential for a spill to occur and to ease clean up should one occur. For example, pesticides should be placed in a leak proof container while being transported.

## **PROCEDURES**

Should a release of a pesticide occur the following guidelines should be followed. Do not clean up the spill if you are not properly trained, if you don't have proper protective equipment or if doing so would endanger your health or safety.

### **I ASSESS THE SITUATION**

**If the release is out of control:**

1. Tell bystanders to remain at a safe distance.
2. Call 911. Ask for fire; describe the situation as a hazardous materials spill. If there are injured people, ask for an ambulance. If chemical injury is involved be certain that a copy of the label accompanies the victim.
3. Determine whether there is an imminently hazardous situation which you can take steps to correct. For example it may be appropriate to move the truck away from a waterway or heat source.
4. Call the Administrative Assistant, Robin, at Priest Point Park, (360) 754-8024; request any needed resources or assistance. Robin will notify your supervisor and the Program Manager. If unavailable call the Olympia Center or Public Works dispatch.
5. If the spill is on a roadway set up DOT reflectors upwind of spilled materials and divert traffic if possible.
6. Remain on site.

**If the release is controllable** and there are no injuries, tell bystanders to remain at a safe distance and initiate control and clean up procedures outlined in **II**.

### **II CONTROL THE SPILL**

1. Put on protective equipment.
2. Do not allow the material to enter a drain. Survey the area to see if there is a need to place a dam to protect a sewer drain or other waterway. If the pesticide does enter a drain reduce the flow as



much as possible and call DOE Headquarters at (360) 407-6000 or Southwest Regional Office at (360) 407-6300, immediately.

3. Stop the flow of the chemical.
  - If the spill is from a leaky container position the container to prevent additional spillage.
  - If the spill is from a leaky valve isolate the valve and depressurize the tank.
  - If the spill is from a broken hose shut off valve or pump it may help to loop the hose back into the tank.
  - If there is a rupture use duct tape or any other material (such as rags or a patch) to stop the flow of a chemical.
4. Contain the spill using absorbent material. Call Robin at Priest Point Park to request additional supplies, resources, and assistance if needed.
5. Change or add to your protective equipment as necessary. Put contaminated protective equipment in a plastic bag to transport to your work unit for cleaning. Follow proper decontamination procedures for protective equipment.

### **III CLEAN UP THE SPILL**

1. For dry material sweep up the pesticide.
2. For a liquid spill remove material using a wet vacuum where possible. Other useful materials include absorbent dikes, pillows, and towels.
3. For concentrate spills on pavement, after picking up as much as possible, contain the area and wash the pavement with a small amount of water. Absorb or vacuum this diluted pesticide and reclaim it.
4. If the soil has been contaminated contact Robin at Priest Point Park. The Program Manager, your supervisor, and you will determine to what degree cleanup should proceed using Parks staff. You may be asked to remove the contaminated soil. If so, scoop up enough soil to completely remove the pesticide. Place unusable material in a container labeled "Hazardous Waste". Up to 220 pounds, about half a barrel, of hazardous waste resulting from a spill can be transported by the applicator or transporter to their unit base. The Pest Management Coordinator may sample the soil on site to determine if it has been sufficiently cleaned up.
5. Contact Robin at Priest Point Park if it has not been done already. Have the Spill Incident Report ready so that your supervisor and the Program Manager can evaluate the situation.

### **IV RECLAIM THE PESTICIDE**

1. Reclaim the chemical on site if possible. Sift dried material to remove debris and return it to its proper packaging. Reclaim liquid material that has been absorbed through rinsing the absorbent material. Use the rinsate on a target site or properly label and store it for future application.

2. Any pesticide recovered but not reclaimed on site will be processed at the work unit base. The absorbent material will be dried and reused.
3. Hazardous waste must be stored in a labeled container at the work unit headquarters. It will be transported to a waste management facility for disposal, arranged for by the Program Manager.

## **V DOCUMENT THE INCIDENT**

1. Complete a Pesticide Spill Incident Report.
2. File one copy of the report with the Program Manager and their team, one copy with your unit headquarters, and keep one copy for your personal records.
3. All Pesticide Spill Incident Reports will be reviewed by the Accident Review Committee.

## **VI RESTOCK THE SPILL KIT**

The Program Manager will go to all problem spill sites supplying materials requested by the crew. He/she will assist in cleanup, if it has not yet been completed, ensure that the site has been cleaned up completely, help recover the pesticide, and arrange for disposal. He/she will document the scene, talk to homeowners and emergency response crews, and photograph the site.

## **Priest Point Park Procedures**

In the event a crew member calls Priest Point Park to report an emergency release of a pesticide, it is a priority call.

Use the top part of the Pesticide Spill Incident Report to gather information on the release.

### **If the incident is under control:**

1. Ask the caller what assistance **he or she** needs.
2. Contact the Program Manager and supervisor of the applicator or transporter and relay the information.

### **If the incident is out of control:**

1. Ask the caller to call back every 15 minutes to update the situation.

2. Ask the caller what assistance **he or she** needs.
3. Immediately contact the Program Manager, then the supervisor of the applicator or transporter and relay the information.
4. You may be asked to call other emergency response services. To ensure continuity the person who took the original call must remain available until the incident is concluded.

## **PESTICIDE SPILL RESPONSE EQUIPMENT: To be in designated vehicle.**

### **Equipment and Materials for Pesticide Applicators and Transporters**

The following items must be immediately available to all persons applying or transporting pesticides:

1. A binder that includes:
  - Chemical labels for materials being transported
  - MSDS for chemicals being transported
  - Shipping papers when necessary
  - Pesticide Spill Response Procedures and Incident Report
  - A DOT Emergency Response Guidebook
  - Emergency phone numbers
2. During transportation and application the MSDS for all pesticides must be clipped onto the front of the binder to make pesticide identification easy for outside agencies in the case of an emergency.
3. A cellular phone, if there is the potential of a spill occurring which would require assistance.
4. Personal protective equipment appropriate for handling the pesticides being applied or transported in the event of a spill.
5. An eyewash either on the truck or on site and immediately available in the case of an emergency.
6. Tools and supplies to make repairs to the application equipment and to stop leaks.
7. A means of picking up spilled material. Depending on the formulation this may include absorbent material, broom and dustpan, shovel, 12 volt wet vacuum.
8. Plastic recovery bags and ties for the material and for contaminated personal protective equipment.
9. A jug of water and detergent.



Following is a list of equipment and supplies that may be necessary to carry depending on the type of pesticide and its volume:

1. An extra protective suit
2. Extra gloves
3. An extra set of clothing
4. Waterless soap
5. Absorbent dikes, pillows and towels
6. Squeegee
7. Wet/dry vacuum with filter
8. Whisk broom
9. Dust pan
10. Hard bristle brush to loosen material
11. Duct tape for temporary repair
12. Patching material
13. Quill and hose
14. Two freestanding signs warning of danger
15. Warning tape
16. DOT reflectors or flares
17. Strainers
18. Bucket
19. Flat and pointed shovels

It is the responsibility of the applicator or transporter to ensure that he/she is carrying the items necessary should there be a spill.

#### **Materials for Priest Point Park Maintenance Office**

Binders that include:

- Spill Incident Reports
- MSDS for all materials used
- Labels for all materials used
- Emergency phone numbers
- Communication Center Procedure sheet
- Current phone numbers of unit supervisors

# PESTICIDE SPILL INCIDENT REPORT

Name \_\_\_\_\_ Date \_\_\_\_\_ Phone number \_\_\_\_\_

Location of incident \_\_\_\_\_

Time release occurred \_\_\_\_\_ Temperature \_\_\_\_\_ Weather \_\_\_\_\_

Chemical(s) \_\_\_\_\_ Dilute \_\_\_\_\_ Concentrate \_\_\_\_\_

Approximate amount released \_\_\_\_\_

What caused the release? \_\_\_\_\_

Are there any injuries or chemical exposures? Y/N \_\_\_\_\_ Has 911 been called? Y/N \_\_\_\_\_

Are there any emergency response personnel on the scene? Y/N \_\_\_\_\_

Who? Fire \_\_\_\_\_ Police \_\_\_\_\_ Ambulance \_\_\_\_\_ HAZMAT \_\_\_\_\_

Is the pesticide near a drain or other waterway? Y/N \_\_\_\_\_ Is the drain protected? Y/N \_\_\_\_\_

Surface spilled on (soil, asphalt etc.) \_\_\_\_\_

Are there any special problems? \_\_\_\_\_

Other applicators/transporters on site? \_\_\_\_\_

Approximate amount recovered \_\_\_\_\_

## Witnesses

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

## Injuries or exposures

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Has an accident report been filled out? Y/N \_\_\_\_\_ Type \_\_\_\_\_

Other \_\_\_\_\_

Name of person filing this report \_\_\_\_\_ Date \_\_\_\_\_

## REFERENCES AND RESOURCES

1. American Phytopathological Society. Compendiums: Flowering Potted Plant Diseases, Ornamental Foliage Plant Diseases, Rhododendron and Azaleas Diseases, Rose Diseases. APS Press, 1983-1995.
2. Dreistadt, S. H., Pests of Landscape Trees and Shrubs, an Integrated Pest Management Guide, University of California, 1995.
3. Fisher, Glenn, et al. Pacific Northwest Insect Control Handbook, March, 1996. Agricultural Communications, Oregon State University, Washington State University, and University of Idaho.
4. Johnson, W. T., Lyon, H. H., Insects That Feed on Trees and Shrubs. Cornell University Press, 1988.
5. Koepsell, Paul A., Pscheidt, Jay W., Plant Disease Control Handbook, 1995. Agricultural Communications, Oregon State University, Washington State University, and University of Idaho.
6. McDonald, Sally A., Applying Pesticides Correctly. North Carolina State University, US Department of Agriculture, and US Environmental Protection Agency.
7. Pirone, Pascal P., Diseases and Pests of Ornamental Plants. John Wiley & Sons, 1978.
8. Rhoads, Ann F., "Integrated Pest Management - What's It All About?" Journal of Arboriculture. December. 1985. Pages 369-372.
9. Sinclair, W. A., Lyon, H. H., and Johnson, W. T. Diseases of Trees and Shrubs, 1987. Cornell University Press.
10. Webster's New Collegiate Dictionary. Springfield, Mass.: G and C Merriam Co., 1979.
11. Williams Ray D. et al, Weed Control Handbook, 1995 Agricultural Communications, Oregon State University, Washington State University, and University of Idaho.
12. EXTOXNET, an Internet based pesticide informational site maintained by O.S.U. Internet web address is <http://ace.orst.edu/info/extoxnet/>
13. National Integrated Pest Management Network, an Internet based informational database Maintained by a public/private partnership. Internet web address is <http://www.reeusda.gov/nipmn/>

## DISCLAIMER

The use of pesticide trade names in this document does not constitute an endorsement by the City of Olympia. Trade names have been used specifically for reasons of reader familiarity and no discrimination is intended.



## CITY OF OLYMPIA APPROVED LIST

The City of Olympia recognizes that pesticide information and best practices change as research and information becomes available. The Approved List provides recommendations based on reliable and accurate information from subject matter experts. This list may be updated yearly or as needed to stay current with evolving information. Areas of pest management responsibility: specialty rose and botanic gardens, turf renovation, athletic fields, playscapes, and other specialized pest management areas.

Pesticides in the “Approved List” have a rating of “passed or “conditional” by the Thurston County Public Health and Social Services IPM Terrestrial Herbicide Reviews with the exception of aerosol wasp killer\*\*. This information is used to assess consistency with goals of Council Resolution M-1621. These pesticides have a low or moderate level of hazard to humans. Thurston County Noxious Weed Board provides recommendations on control methods for noxious and invasive weeds. This information shall be reviewed and considered when selecting a method of control (manual removal, chemical, biological or other methods). The least toxic options shall be utilized when feasible and appropriate. Chemical control is the least favorable option for pest control.

### HERBICIDES

CUTRINE PLUS (copper)  
SAFER MOSS CONTROL (fatty acids)  
BAKING SODA (sodium bicarbonate)  
IMAZAPYR\*  
TRICLOPYR\*

### INSECTICIDES

AEROSOL WASP KILLER (pyrethroids)\*\*  
MINT BASED BEE SPRAYS  
BENEFICIAL NEMATODES  
HORTICULTURAL OILS (Sunspray, etc.)  
INSECTICIDAL SOAP (Safer, etc.)

### FUNGICIDES

LIME SULFUR (calcium polysulfides)  
MICROCOP (copper sulfate)

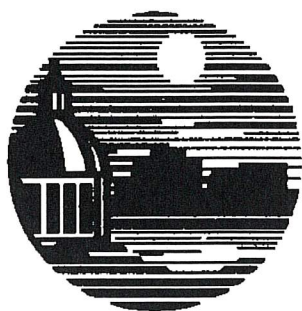
### MISCELLANEOUS

ANTI-TRANSPIRANTS (Wilt-pruf, etc.)  
NO FOAMING AGENTS (No Foam, etc.)  
SLUGGO (iron phosphate)  
SPREADER/ACTIVATOR (R-11, LI 700, etc.)  
TANGLEFOOT  
WASP TRAPS  
WETTING AGENTS (HydroWet, etc.)  
MARKERS, DYES (Signal, Aquashade, etc.)  
NUTRASOL (neutralizer, cleaner)  
PT 2000 (GreenShield disinfectant)  
BURNOUT (salt and vinegar solution)

\*Only for control of legally required noxious weed(s) and/or select invasive weeds that other control methods are not effective. (Glyphosate was removed from this list in 2019 due to human health concerns)

\*\*Aerosol wasp killers with pyrethroids will be used for emergency purposes only when public safety is warranted, especially in high use areas of developed parks.

## APPENDIX 1



## City Of Olympia

Parks, Arts & Recreation & Department  
(360) 753-8024 ~ (360) 753-8267 fax

To: \_\_\_\_\_

Date: \_\_\_\_\_

Of: \_\_\_\_\_  
(Name of Organization)

Hello!

To keep public landscapes in your area healthy and enjoyable, Olympia Parks, Arts and Recreation will be applying pesticides or other products to control weeds, insects and diseases. If pesticides are used, they have been selected on the basis of low toxicity and environmental impact and will be applied by a trained, state certified applicator.

You will receive a phone call prior to applications being made in your vicinity to make you aware of specific dates and locations. Please look for our caution signs to tell you that an application is taking place, or will be taking place soon. Please restrict activities in the area of application until the pesticide is dry and the signs are removed.

If you have concerns or wish additional information please

Call \_\_\_\_\_ at \_\_\_\_\_,

### APPENDIX 2

## PESTICIDE APPLICATION RECORD (Version 1)

NOTE: This form must be completed same day as the application  
and it must be retained for 7 years (Ref. chapter 17.21 RCW)

1. Date of Application - Year: ..... Month: ..... Day: ..... Start Time: .....  
Stop Time: .....
2. Name of Person for whom the pesticide was applied: .....  
Firm Name (if applicable): .....  
Street Address: .....  
City: ..... State: ..... Zip: .....
3. Licensed Applicator's Name (if different from #2 above): ..... License No. ....  
Firm Name (if applicable): .....  
Tel. No.: ..... Street Address: .....  
City: ..... State: ..... Zip: .....
4. Name of person(s) who applied the pesticide (if different from #3 above): .....  
License No(s), if applicable: .....
5. Application Crop or Site: .....
6. Total Area Treated (acre, sq. ft., etc.): .....
7. Was this application made as a result of a WSDA Permit? ☐ No ☐ Yes (if yes, give Permit No.) # .....
8. Pesticide Information (please list all information for each pesticide, including adjuvants (buffer, surfactant, etc.), in the tank mix):

a) Full Product Name	b) EPA Reg. No.	c) Total Amount of Pesticide Applied in Area Treated	d) Pesticide Applied/Acre (or other measure)	e) Concentration Applied
			/	
			/	
			/	
			/	

9. Address or exact location of application. NOTE: If the application is made to one acre or more of agricultural land, the field location must be shown on the map on page two of this form.
10. Wind direction and estimated velocity (mph) during the application: .....
11. Temperature during the application: .....
12. Apparatus license plate number (if applicable): .....
13. ☐ Air ☐ Ground ☐ Chemigation
14. Depth of application / inches of water (chemigation): .....
15. Miscellaneous information:

## APPENDIX 3A



**Location of Application:** If the application covers more than one township or range, please indicate the township & range for the top left section of the map only:

Township: ..... N

Range: E OR W (please indicate) .....

Section(s): .....

Block: ..... Farm Unit: .....

or GPS: .....

County: .....

**PLEASE NOTE:**

*The map is divided into 4 sections with each section divided into quarter-quarter sections. Please complete it by marking the appropriate section number(s) on the map and indicate as accurately as possible the location of the area treated.*

Section: ..... Section: .....

One Mile

Section: ..... Section: .....

Miscellaneous Information:

**Experience It!**

**O L Y M P I A**

**PARKS • ARTS • RECREATION**

Olympia Parks, Arts and Recreation Department

222 Columbia Street NW Olympia WA 98501

phone 360-753-8024 fax 360-753-8267

Contractor information

name of business	name of applicator(s)
address	name of applicator(s)
city state zip	address
name of business	city state zip
phone fax	phone fax
commercial operator license number	applicator license number

location, purpose, method and dates

name/address of park site	specific area treated (attach map)	area treated (sq. ft. etc.)	date(s) of application
<u>purpose of applications:</u>			
<u>method of treatment:</u> include pesticide formulations, dilutions and type of equipment			
<u>treatment notification procedures:</u> describe signage, fencing, or other public notification plans:			
does any part of application take place within an aquatic site, or within 25 feet of a body of water? if so, describe:			

Submit to:  
**Olympia Parks, Arts and Recreation Department**  
**Attention: Rod Lobe**  
**222 Columbia Street NW**  
**Olympia WA 98502**  
Contacts: Sam Baker  
Parks Maintenance Lead Worker  
360.753.8229  
Rod Lobe  
Parks Maintenance Manager  
360.753.8366

This applications is: APPROVED ☐ DENIED ☐

With the following stipulations/explanation:

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---

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by:

PLEASE NOTE: PESTICIDE APPLICATION RECORDS MUST BE PROVIDED TO OPARD

APPENDIX 3B

## CONTACT PHONE NUMBERS

### EMERGENCY PHONE NUMBERS

Fire, Ambulance, HAZMAT	911
Washington Poison Center	1-800-732-6985
National Response Center	1-800-424-8802
CHEMTREK: an industry resource for spill information	1-800-424-9300

### INFORMATIONAL PHONE NUMBERS

OPA&R Pest Management Program Coordinator Responsible for implementing the Pest Management Program and inquiries regarding this program and its policies should be directed to this number.	1-360-753-8229
National Pesticides Telecommunications Network (NPTN) Provides general information on pesticide products, including safety, health, environmental effects, clean up and disposal. Weekdays 6:30 AM - 4:30 PM.	1-800-858-7378
Washington Department of Agriculture Provides information on pesticide products and registration, conducts pesticide use investigation, and applicator licensing and certification. Weekdays 8:00 AM - 5:00 PM.	1-503-986-4635
Pesticide Analytical and Response Center (PARC) Provides confidential investigations, consults with health care providers and provides clean up and exposure prevention information. Weekdays 8:00 AM - 5:00 PM.	1-503-731-4025
Washington Department of Transportation (DOT) Business Calls Only Provides disaster relief. <b>Emergency Management – 24 Hour Emergency Calls Only</b>	1-253-512-7000 <b>1-800-258-5990</b>
Washington Department of Ecology 300 Desmond Drive Lacey, WA 98503 Provides spill assistance and wetland information Weekdays 8:00 AM – 5:00 PM	1-360-407-6000

## APPENDIX 4



RESOLUTION NO. M-1621

**A RESOLUTION adopting strategies and guidelines to reduce and/or eliminate, over time, the purchase and use of pesticides and persistent toxic chemicals by the City of Olympia.**

**WHEREAS** the City of Olympia has adopted principles of sustainability and is committed to protecting human and environmental health by using precautionary approaches to preventing pollution; and

**WHEREAS** many chemicals, such as mercury, dioxins, PCBs, and PBDEs remain in the environment for long periods of time, and build-up in humans, fish, and animals; and

**WHEREAS** these chemicals have been linked to significant health problems, and

**WHEREAS** the use of pesticides can harm human and environmental health through long-term impacts, and have harmful effects on our ecosystems, particularly wildlife and their habitat; and

**WHEREAS** adverse environmental and health effects can be attenuated by phasing out the use of products that contain persistent toxic chemicals or create persistent toxic pollution during production, use, or disposal; and

**WHEREAS** the City has permanently eliminated the use of all pesticides noted on the Washington State Department of Ecology's PBT List in Ecology's Proposed Rule concerning Persistent Bioaccumulative Toxins Regulation; and

**WHEREAS** the City departments have already made tremendous strides in reducing toxics in the environment by educating the public on the hazards of dangerous chemicals; and

**WHEREAS** the City is committed to pursuing a goal that phases out, over time, the purchase and use of products contributing to persistent toxic pollution; and

**WHEREAS** the City of Olympia can continue to lead by example through its efforts to reduce the amount of pesticides and chemicals used in its daily operations.

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City of Olympia is committed to pursuing a goal that phases out, over time, the purchase and use of products contributing to persistent toxic pollution. The City intends to accomplish this goal by:

- A. Reviewing the work of other state and local governments concerning the creation of an inventory of products that contain persistent toxic pollution or result in persistent toxic pollution during their manufacture, use and disposal.

**APPENDIX 5**

- B. Reducing and phasing out, where possible, the use of products that contain persistent toxic chemicals. Examples of such products include; mercury thermostats, mercury thermometers, mercury switches in vehicles, creosote-treated wood and office supplies containing polyvinyl chloride.
- C. Looking for alternatives to products containing persistent toxic chemicals including, but not limited to: chlorine-bleached paper, polyvinyl chloride (PVC) building materials, PVC pipes, and computer electronics and office furniture which contain brominated flame retardants. Alternative products will be used when feasible as determined by the applicable City department within the existing budgetary framework. Consideration of high-cost alternative products may be brought to Council for additional funding consideration.
- D. Utilizing volunteers to provide research on alternative products, costs, and availability.

## **SECTION 2.**

- A. The City is committed to utilizing an Integrated Pest Management (IPM) approach in the maintenance of all City buildings and properties, including work done by City staff and contractors. The IPM plans will focus on pest prevention, monitoring, and use of non-chemical control methods.
- B. No City operations, or Contractors working for the City, may use any pesticides with serious acute, chronic, or sub-lethal impacts to non-target organisms. The evaluation to determine whether a pesticide may be used by the City or its Contractors will be based on a review of lists created and updated by the US Environmental Protection Agency (EPA), US Toxics Release Inventory (TRI), the International Agency for Research on Cancer (IARC), and the Illinois State EPA. Based on information from these lists, the City's goal is to not use pesticides that are: (1) known, likely, or probable carcinogens; (2) nervous system toxicants; (3) known, probable, or suspect endocrine disruptors; (4) reproductive or development toxicants to humans; (5) acutely toxic to humans, beneficial insects, fish, aquatic plants, wildlife, or domestic animals; (6) highly mobile in soil; or (7) persistent in the environment. The City will develop a plan that identifies the lists and the process used to determine whether a pesticide may be applied. The City will have the final say on whether its Contractors may use any particular pesticide.
- C. The City's Parks, Arts, and Recreation Department will have a Council-adopted IPM plan for the management of park lands before the end of 2006. The plan will be implemented during 2006. The plan will include pesticide use reduction targets that are consistent with the goal of increasing the use of alternative non-chemical pest control practices.

**SECTION 3.** The City will continue through ongoing programs to educate the staff and the public on the impacts of, and alternatives to, the use of pesticides and chemicals covered by this Resolution. A brief update on progress towards the goals of this resolution will be provided to City Council and the public on an annual basis.

**SECTION 4.** The City will explore with the Washington Toxics Coalition and the Healthy Olympia Task Force ways to eliminate PVC pipe in all city capital water, sewer, stormwater, street and park projects. The Coalition and the Task Force will assist the City by identifying suppliers of materials that are cost and performance comparable but do not create, during their manufacturing, use or disposal, persistent toxic pollution. In 2006, the City will evaluate all 12 of the proposed capital projects which include pipe up-grades/and or replacements for the feasibility of incorporating PVC-free materials. This evaluation will address the long-term viability of using PVC-free products and develop a model that may be used for future projects. The City will follow a similar process to evaluate PVC-free building materials in 2007 and 2008. The Task Force and the Coalition will assist the City in the development of engineering and environmental health material standards to evaluate PVC-free pipe material and projects. The City will also support efforts at the state level to include PVC-free alternative materials and products in state purchasing contracts where local governments can participate.

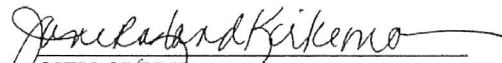
**Section 5. Ratification.** Any act consistent with the authority and prior to the effective date of the resolution is hereby ratified and affirmed.

**Section 6. Effective Date.** This Resolution shall be effective immediately upon passage by the Olympia City Council.

**PASSED BY THE OLYMPIA CITY COUNCIL** this 3rd day of January 2006.

  
\_\_\_\_\_  
MAYOR

ATTEST:

  
\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

RES 06-01  
12/28/05





## **POLICIES & PROCEDURES**

**POLICY 6895**

### **POLICY SERIES 6000 – MANAGEMENT SUPPORT**

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#### **SCHOOL PEST MANAGEMENT**

Structural and landscape pests can pose significant problems to people, property and the environment. Pesticides can also pose risks to people, (especially young students) property and the environment. It is therefore the policy of the Olympia School District to incorporate Integrated Pest Management (IPM) procedures for prevention and control of structural and landscape pests.

#### **PESTS**

Pests are populations of living organisms (animals, plants or microorganisms) that interfere with use of the school site for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property or the environment.

#### **PEST MANAGEMENT**

Approved pest management plans should be developed for the site and should include any proposed pest management measures. Pests will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety.
- Prevent loss of or damage to school structures or property.
- Enhance the quality of life for students, staff and others.

#### **INTEGRATED PEST MANAGEMENT PROCEDURES**

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM principles is intended to prevent unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property and the environment. Adequate consideration will be given to non-chemical alternatives.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost and staffing will be considerations but will not alone be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever feasible to provide the desired control. It is the policy of this District to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used in order to meet important management goals, the least hazardous\* effective material in the lowest dosage needed will be chosen. The application of pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 United States Code 136 et seq.), District policies and procedures, Environmental Protection Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

#### **EDUCATION**

Staff, students, pest manager and the public will be informed about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

**POLICY SERIES 6000 – MANAGEMENT SUPPORT**

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**RECORD KEEPING**

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and School Board. In addition, pest surveillance data sheets that record indicators of pest populations are to be maintained to verify the need for treatments.

**NOTIFICATION**

This District takes the responsibility to notify the staff and students of upcoming pesticide treatments scheduled to occur while school is in session. Notices will be posted in designated areas at school and sent home to parents to inform them in advance of pesticide applications. Such notice will normally be provided at least two days before the application of pesticide. When school is not in session, treated areas will still be posted.

**TIMING OF APPLICATIONS**

The use of pesticides during school hours will be avoided except in emergencies

**PESTICIDE PURCHASE & STORAGE**

Pesticide purchases will be limited to the amount authorized for use during the year. Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and state regulations. Pesticides must be stored in an appropriate, secure site not accessible to students or unauthorized personnel.

**PESTICIDE APPLICATORS**

Personnel responsible for pesticide application must be educated and trained in the principles and practices of IPM and the use of pesticides approved by this District, and they must follow regulations and label precautions. Applicators will meet certification requirements and comply with this District IPM policy and pest management plan. The District will ensure that staff members using pesticides receive ongoing training in their use.

Agreements for the application of pesticides by outside contractors must comply with this policy and must be reviewed by responsible administrators in advance of any application.

\*Precautionary statements are required on all pesticide labels. Signal words indicate the level of acute toxicity, the hazard to humans posed by the pesticide product. Every label bears the child hazard warning: **KEEP OUT OF REACH OF CHILDREN.**

.....

*POLICY ADOPTED*

*September 12, 1994*

*RE-ADOPTED*

*August 14, 1995*

*RENUMBERED*

*May 12, 2003*

*RENUMBERED*

*December 12, 2011*