

Environmental Management Procedure (EMP) 4.4.6.12 Tab 6

Subject: Reporting Pest Management Operations and Pesticide Use

1. Purpose: This EMP establishes the procedures reporting pest management operations and pesticide use.
2. Document Control: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version prior to use on the:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

3. References:
 - A. JBLE-I 32-101, Environmental Management
 - B. EMP Dictionary
 - C. EMP 4.4.6.12 Integrated Pest Management (IPM)
4. Scope: This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis. The definition of an Activity can be found in JBLE I 32-101.
5. Roles and Responsibilities:
 - A. The Installation Pest Management Coordinator (IPMC) will coordinate with all installation activities conducting pest management surveillance, other Installation Pest Management operations, and pesticide applications to ensure all applicable information is recorded and is responsible for compiling, summarizing and report all pest management operations to the ACC Command Entomologist or AFCEC Pest Management Professional.
 - B. All activities and their contractors performing pest control will register in the US Air Force Integrated Pest Management Information System (IPMIS) solely as a pesticide applicator category.
6. Procedures:
 - A. All DoD and golf course (FSD) pest control/pesticide applicators will record each pest control action/pesticide application by completing a JBLE-Fort Eustis Pesticide Application Record Report (see below) that same day of the application and enter this information into the IPMIS by the next working day. The JBLE-Fort Eustis Pesticide Application Record Report will be provided to the IPMC by the 5th working day following the application.
 - B. The pest management component of the Base Operating Services (BOS) contractor will complete a Daily Pest Management Report Log at the end of the day and enter this data into IPMIS by the next working day.
 - C. All other pest control personnel/pesticide applicator contractors will prepare a JBLE-Fort Eustis Pesticide Application Record Report the same day of the application and enter this information into the IPMIS by the next working day. The JBLE-Fort Eustis Pesticide Application Record Report will be provided to the IPMC by the 5th working day following the application.
 - D. The IPMC will confirm pest controller/applicator IPMIS data entry and provide monthly and annual reports primarily generated from IPMIS to ACC/AFCEC as directed.

7. JBLE-Fort Eustis Pesticide Application Record Report. The following information will be included in this report:

- A. Description and Location of Area Treated:
- B. Day/Month/Year of Application:
- C. Applicator Name, Certified Applicator #, Certified Categories, License Expiration Date:
- D. Business/Business License#:
- E. Name/Address/Phone # of Customer:
- F. Brand of Pesticide Used (include active ingredients and EPA REG #):
- G. Type of Plants, Crops, Animals or Sites treated; and target pest(s) to be controlled:
- H. Amount of pesticide concentrate and amount of diluent used (by weight or volume), in mixture applied:
- I. Total Pounds of Active Ingredient (AI) applied this application:
- J. Hours spent applying pesticide for this application:
- K. Type of application equipment used: