

## Environmental Management Procedure (EMP) 4.4.6.12 Tab 8

### Subject: Monthly and Annual Reporting Requirements for Pest Control

1. Purpose: This EMP establishes the monthly and annual reporting requirements for pest control.
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. JBLEI 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) prepares an annual report for pest control operations occurring during the given FY and submits to Air Combat Command (ACC) Command Entomologist/AFCEC Pest Management Professional using the Integrated Pest Management Information System (IPMIS). Monthly reports will be prepared if directed.
  - B. Pest Management Quality Assurance Evaluator (PMQAE) will ensure all contractor pesticide applicators provide the IPMC with information needed to complete the annual report by submitting this information in accordance with EMP) 4.4.6.12 Tab 6.
  - C. Operations Flight, CED (contract pest control) provides the PMQAE with pesticide application information in accordance with EMP 4.4.6.12 Tab 6
  - D. Force Support Division - Pines Golf Course manager will ensure all pesticide application information is submitted to the IPMC in accordance with EMP 4.4.6.12 Tab 6.
6. Procedures:
  - A. All contractor pest control/pesticide applicator personnel provide pesticide application information to the IPMC in accordance with EMP 4.4.6.12 Tab 6.
  - B. PMQAE monitors contractor pest control/pesticide applicators to ensure all application information is recorded and reported to the IPMC in accordance with EMP 4.4.6.12 Tab 6.
  - C. IPMC reviews Daily Pest Management Report Log (Base Operating Services contract) and JBLE-Fort Eustis Pesticide Application Record Reports and compares to data entered into IPMIS. IPMC then prepares annual reports including the FY Measures of Merit Daily report based on this information and forwards to ACC/AFCEC.

