



DECA MANUAL 30-22.01

INTEGRATED PEST MANAGEMENT

Originating Component: Health & Safety Directorate

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Purpose: The purpose of this manual is for the Defense Commissary Agency (DeCA) to implement an effective Integrated Pest Management (IPM) Program to assist in the effective accomplishment of the DeCA mission by:

- Establishing policy and guidance for the prevention of pest problems throughout all DeCA facilities. Providing guidance and procedures for the development, implementation, and evaluation of IPM methods inherent to the Agency's commitment to maintaining all DeCA commissaries/facilities as pest-free environments.
- Assigning IPM Program responsibilities in accordance with DeCA Directive (DeCAD) 30-22.
- Establishing policies and procedures for implementation of applicable public law, executive orders, government regulations, and national consensus standards criteria concerning IPM.
- Conveying requirements and policy that users of this manual shall comply with as defined in DeCAD 30-22 and all references listed within this document.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This manual applies to all DeCA activities, facilities, and DeCA personnel, in accordance with 10 U.S.C. § 2481 *et. seq.*, and Department of Defense (DoD) Instruction (DoDI) 1330.17, DoD Commissary Program, Enc. 7, and DoD Directive (DoDD) 5105.55, Defense Commissary Agency, Enc. 1.

1.2. POLICY. The effectiveness of the DeCA Integrated Pest Management (IPM) Program depends upon the commitment of DeCA leadership, functional process owners (FPO), DeCA HQ staff, area directors, zone managers, Central Meat Processing Plant (CMPP)/Central Distribution Center (CDC) managers, commissary officers, supervisors and DeCA employees. Officials at each management level, including first-line supervisors and all DeCA HQ and DeCA facility staff and employees, will, to the extent of their authority, comply with all applicable laws, regulations, DoD policy, and DeCA Public Health and Safety Directorate guidance related to IPM, and in following this manual will strive to provide DeCA employees and patrons with pest-free working and shopping environments. It is DeCA's policy to:

- a. Provide pest-free work and shopping environments to DeCA employees and patrons to the extent practicable.
- b. Require all DeCA personnel to comply at all levels with all applicable IPM laws regulations, and policies, to include the policies described in this manual.
- c. Require that IPM activities performed through contracts with third-party providers or through interagency agreements are in compliance with all applicable laws, regulations, and policies, including policies described in this manual.

1.3. INTEGRATED PEST MANAGEMENT STANDARDS.

a. This manual provides procedures for the implementation of an IPM program at DeCA operated facilities and functions, including commissaries, CDC, CMPP, Headquarters, Resource Management (RM), Engineering Directorate, Contracting, Overseas Processing Points (OPP), and other DeCA facilities and operational sites. Per DoD Instruction (DoDI) 4150.07, implementation of an IPM program applies to all DoD owned buildings, structures, property (under DoD control and DeCA operation by ownership, permit, lease, license, or other land or facility-use agreement), public works, equipment, aircraft, vessels, and vehicles. Outside the Continental United States (OCONUS), this manual applies where consistent with applicable international agreements, Status of Forces Agreements (SOFA), and Final Governing Standards (FGS) issued for the host nations, or, where no such FGS have been issued, the criteria in the Overseas Environmental Baseline Guidance Document (OEBGD).

(1) The pest control portion of the IPM program should be performed by the host installation as a reimbursable service unless DeCA has procured services from a pesticide contractor to cover the facility. DeCA and the applicable military installation or service will enter into an interagency agreement for IPM services to DeCA facilities at each installation or other location on which DeCA has commissary system operations. Where an installation does not make pesticide control services available to DeCA, DeCA will procure pesticide services through agency acquisition procedures. In such instances, DeCA must obtain a written statement from the relevant military installation or military services that pesticide control services are not available. IPM services for the areas outside a five-foot radius from the walls of a DeCA facility are generally the responsibility of the installation. The area director, zone manager, or other relevant DeCA facility management /manager(s) will ensure required IPM services are being provided. IPM service includes certified pesticide applicator visits and all IPM services listed in this manual. (See paragraph 1.5) IPM Services will be provided through one of the following means:

(a) Installation support IPM pest control service (military personnel, civilian personnel, or combination), reimbursable by DeCA.

(b) Installation or military service contracted IPM pest control service, reimbursable by DeCA.

(c) DeCA contracted IPM pest control service where the host installation command provides a written statement to DeCA that the installation will not support pest control services for relevant DeCA facilities.

(2) This manual provides procedures for implementing a well-defined IPM program in all DeCA-operated facilities and activities (e.g., commissaries, CDCs, CMPP, administrative support facilities). This manual applies to all DeCA-operated and DeCA-occupied buildings, structures, and property. It is incumbent upon all levels of DeCA personnel to actively support IPM initiatives and provide resources for implementation of the IPM program.

(3) When properly implemented, the proactive IPM procedures defined in this manual will minimize harm to human health and the environment, keep the facilities operational, promote customer loyalty, minimize food loss from pest-contamination, minimize pest damage to structures, and reduce the need for pesticides resulting in less pesticide waste, risk, and resistance to pesticides. (See Table 1 – Proactive IPM).

Table 1. Proactive IPM

IPM Element	Traditional IPM approach (NOT Recommended)	Proactive IPM (Recommended)
<i>Program Strategy</i>	Reactive	Preventive pest control
<i>Customer education</i>	Minimal	Extensive
<i>Potential liability</i>	High	Low
<i>Emphasis</i>	Routine pesticide application	Pesticides are used only when all other methods have been expended (e.g., exclusion, sanitation, etc.)
<i>Inspection and monitoring</i>	Minimal	Extensive
<i>Pesticide application</i>	By schedule	By need (bait stations around outside perimeter as a first line of defense for DeCA facilities)
<i>Insecticides in occupied spaces</i>	Sprays and aerosols	Baits
<i>Application of sprayed insecticides</i>	Surface treatment	Mostly crack and crevice
<i>Use of insecticide space spraying and fogging</i>	Extensive	Minimal
<i>Rodent control</i>	Emphasis on rodenticide	Emphasis on trapping, sanitation, and exclusion (bait stations around outside perimeter as a first line of defense for DeCA facilities)
<i>Bird control</i>	Emphasis on avicide	Emphasis on exclusion

b. DeCA activities shall use and comply with the following authorities and policy documents, where applicable: 7 U.S.C. §§ 136 *et seq.* Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA); Pub. L. 104-170, Food Quality Protection Act (1996); DoDI 4150.07, DoD Pest Management Program (2019); Technical Guidelines of the Armed Forces Pest Management Board (AFPMB), latest edition; Defense Logistics Agency (DLA) Troop Support I 4145.31, Integrated Stored Products Pest Management (2017), in all DeCA operations and workplaces regardless of whether work is performed by agency or contracted personnel.

c. DeCA activities occupying joint use facilities with host units will be subject to host agency IPM standards and the host agency's IPM plan. However, DeCA activities are not obligated to comply with host agency program management requirements that are unique to the host agency's operations. In the event of conflict regarding compliance with such policies, refer the matter to DeCA's Area Consumer Safety Officer (CSO). Conflicts that cannot be resolved among DeCA Area CSO, DeCA IPM program manager, and the relevant military installation or installation's major command facilities support offices will be elevated to DeCA HQ Public Health and Safety Directorate. DeCA Public Health and Safety Directorate will coordinate with the relevant military installation's Public Health and Installation Integrated Pest Management Coordinator (IPMC) for resolution. If the issue remains unresolvable, the parties will follow the dispute resolution process set forth in the relevant interagency agreement.

1.4. INTEGRATED PEST MANAGEMENT FOCUS.

- a. IPM is a PROACTIVE approach.
- b. IPM is a systematic preventative approach which includes:
 - (1) Inspecting and monitoring facilities for pest and IPM concerns, reporting and documenting issues if found.
 - (2) Clean and sanitized facility with no standing water or loose food debris.
 - (3) Good facility management practices, facilities are kept in good repair.
 - (4) Product inspection and rotation of products and all items stocked.
 - (5) No excess equipment, records, or clutter.
 - (6) Doors kept closed when not in use and properly sealed when closed.
 - (7) Outside vegetation maintained, exclusion or removal of pest habitats.
 - (8) Maintaining a proactive IPM program inside and outside the facility.

1.5. INTEGRATED PEST MANAGEMENT DOCUMENTATION. All facilities will maintain and document all surveillance, maintenance, pesticide applications, and pest control administrative records in an IPM log book. The facility's pest management representative (PMR) is responsible for maintaining the IPM log book. The DeCA facility IPM log book will contain:

- a. PMR Appointment Letter. DeCA facility manager (e.g., commissary officer, CDC manager) will appoint the PMR and identify an alternate PMR in writing addressed to the appointed persons, with copy to DeCA Public Health team.
- b. Visitor Log DeCA Form 30-83. A visitor log will be utilized and placed in the IPM log book for all facility invitees and visitors in connection with the IPM program, including certified pesticide applicators. The visitor log will include time in, time out, and purpose of visit. This is to promote communication with facility management/PMR and to enhance the effectiveness of the IPM program within the DeCA facility. (Appendix E)
- c. Installation Support Agreement. DeCA program managers and agreements managers will ensure that interagency agreements with relevant military installations or services address the IPM, including information on how IPM services and pest control application will be provided at commissary system facilities.
- d. Installation IPM Plan. The installation IPM plan describes the overall installation IPM plan and how it pertains to, or impacts, the DeCA facility.

e. When the IPM program pest control is provided by a contractor (either through DeCA or installation/military service procurement) the DeCA facility will retain a copy of the contract documents, including scope of work (SOW) or performance work statement (PWS), in the log book.

f. Copies of current licenses and certifications from any service provider or pesticide applicator.

g. Service reports associated with each visit to the relevant facility by pest applicators and installation personnel (such as public health, food inspectors, public works, engineers) will be included in the log book. The reports will include matters such as pest findings, pesticides applied, services completed, and IPM recommendations for improvement of the IPM program at the visited DeCA facility. The facility will follow all recommendations until deficiencies are corrected appropriately and closed out. Reports will be maintained in the IPM log book for a minimum of two years, or longer when appropriate.

h. Current authorized pesticide use list provided by the installation IPMC for the relevant installation. Contracting officers will require pesticide applicators to provide a list of pesticides and ensure all pesticides used are Environmental Protection Agency (EPA) and installation approved. The pesticide use list will include all pesticides approved for use on the installation, including those utilized by any contractor servicing a DeCA facility.

i. Material safety data sheets (MSDS) maintained on pesticides utilized in the DeCA facility. The MSDS can be referenced electronically in the log book, may be provided by hard copy in IPM log book, or both.

j. Schematic diagram/map of the facility with up-to-date location of bait stations/traps and pest monitoring devices for all pests and updated as changes occur.

k. Annual IPM Program Check Sheet. This is a comprehensive checklist to review the IPM program at each DeCA facility to ensure all elements of the IPM program are in place, pest issues are being addressed, and IPM contacts are readily available. Annual evaluation of the facility IPM program is required using DeCA Form 30-167. Maintain form in log book for at least two years. (Appendix A)

l. Monthly Pest Control IPM Program Spot Inspection. This document, DeCA Form 30-150, is utilized to perform monthly spot inspections and document corrective actions for the IPM program at the DeCA facility. IPM findings are conditions present in the facility that may contribute to pest entry (e.g., doors left open, holes in walls, gaps in doors; attractants such as food debris, standing water, or water leaks; or harborage such as clutter, excess equipment, leaf debris, and vegetation overgrowth). All IPM related work orders (WO) and DeCA Technical Instructions (TIs) should be tracked on this document until the WO or TI is completed and the situation is resolved. Maintain form in IPM log book for a minimum of two years after resolution. (Appendix B)

m. Pest Sighting Log. The DeCA Form 30-160 is used to identify areas of pest entry, the locations where pests are sighted, and to assist in the abatement of pests at the DeCA facility. It

should be posted in a non-public location that is inaccessible to anyone other than DeCA employees, authorized installation personnel, and contractors. Recommended posting areas include, but are not limited to, the deli-bakery, front end, warehouse, and produce sections. The form should be periodically reviewed and transferred to the IPM logbook once it is completely filled out. It must be retained as a record of pest activity ensuring that certified pesticide applicators can easily locate and review the log. The form should be maintained in the IPM logbook for a minimum of two years (Appendix C).

n. Active Infestation Daily Pest Check Log. The DeCA Form 30-158 is used when an active infestation is present and control measures are being implemented. DeCA personnel and certified pesticide applicators should monitor the affected areas multiple times daily. The DeCA employee conducting the inspections will look for signs of pest activity (e.g., droppings, damaged food, pest nests, live or dead pests), pest attractants (e.g., standing water, leaks, food spills, or debris), potential entry points (e.g., unsealed pipes, doors left open), and potential harborage areas (e.g., clutter, unused equipment). The form is tailored to each specific situation, for instance, in cases of rodent infestations on the commissary or DeCA facility sales floor, the form may identify all affected aisles, including “hot spots”—areas with known ongoing pest activity. Copies should be provided to certified pesticide applicators and other key personnel involved in pest eradication efforts. The completed form should be retained in the IPM logbook for a minimum of two years (Appendix D).

SECTION 2: RESPONSIBILITIES

2.1. INSTALLATION IPM PEST CONTROL SUPPORT.

a. Installation pest control support will be established in accordance with DoDI 4150.07, DoD Pest Management Program (December 26, 2019); Armed Forces Pest Management Board (AFPMB) Technical Guide 18 (TG 18 September 2022) and local interservice support agreements (ISAs). For locations OCONUS, this manual applies where ISAs are established, consistent with applicable international agreements, SOFAs, the FGS issued for the host nations, or, where no FGS have been issued, the criteria outlined in the OEBGD.

b. DeCA facility or commissary management will annually review their ISAs, including DoDI 4000.19, Support Agreements (August 31, 2018), and DeCAD 70-12, Interservice and Intragovernmental Support Agreements (May 2, 2019), to assess the level and effectiveness of the support provided (refer to types of IPM support in Paragraph 1.3a(1)). Installation Public Health personnel and military Medical Food Inspectors (MFIs) will assist with site visits, perform inspections of received shipments, and provide recommendations for improving the IPM program.

2.2. DeCA DIRECTOR AND CHIEF EXECUTIVE OFFICER. The DeCA director has the overall responsibility for requiring maintenance of IPM at all DeCA facilities and operations.

2.3. DIRECTOR, PUBLIC HEALTH AND SAFETY. The Director of Public Health and Safety has the responsibility for implementing this DeCA manual and the establishment of effective policies that ensure compliance with existing DoD Pest Management Program policy for IPM programs within DeCA facilities. The Director of Public Health and Safety, IPM program responsibilities:

a. Provide oversight and recommend actions that guide the effective implementation of the Agency's IPM directive and manual, as required.

b. Monitor inspection reports and direct area CSOs to assist all DeCA facilities in reducing identified pests and IPM problems.

c. Allocate sufficient HQ and area CSO resources to oversee a viable IPM monitoring and surveillance program.

d. Participate in meetings and in the final review and acceptance of new and modified facilities.

2.4. DeCA HQ PUBLIC HEALTH AND SAFETY TEAMS. These teams are divided into two sub teams - people safety and food safety. IPM program responsibilities of the teams:

- a. Function as the technical authorities to the DeCA director and the DeCA facility staff on all public health and safety efforts within the Agency.
- b. Evaluate, review, collaborate, when needed, and provide subject matter expertise on agency policies, standards, and procedures related to the DeCA-wide Public Health and Safety program.
- c. Interface with DoD level agencies, installation commands, Military Services, installation Army Veterinary- MFIs installation Public Health, installation Environmental – Natural Resources-Entomologist, installation Engineers-CE/DPW Certified Pest Applicators, Medical Command (MEDCOM)/installation Entomologist, MEDCOM/installation Occupational Health Safety-Industrial Hygienists, DeCA HQ Contracting, and DeCA HQ Facilities/Maintenance Engineers to implement DODI 4150.07 and the AFPMB Technical Guide 18 and provide guidance to all DeCA facilities that enables them to better conduct the IPM program.
- d. Provide guidance on resources necessary to implement a viable Public Health and Safety program.

2.5. DeCA HQ AREA CONSUMER SAFETY OFFICERS FOOD SAFETY TEAM. Area CSOs are assigned to the DeCA HQ Health and Safety Directorate and part of the Public Health and Safety Team. They provide IPM support to an assigned DeCA area. IPM program responsibilities of area consumer safety officers:

- a. Function as the primary advisors and technical authorities to the area director(s), zone manager(s), and commissary/DeCA facility management/staff on all IPM efforts within their assigned area.
- b. Develop or assist in developing policies, standards, and procedures for the area director/staff executive to implement area specific IPM efforts.
- c. Interpret policies and procedures and provide guidance to area staff elements.
- d. Establish and maintain a viable IPM awareness and education program within their assigned area.
- e. Review IPM programs during food safety program assistance reviews (FSPARs) within DeCA facilities/activities within their assigned area and other areas as assigned by public health and safety director. Conduct additional site visits for IPM program evaluation when support is needed due to active pest issues within their assigned areas.
- f. Review host regulatory IPM inspections (MFI or any level of regulatory inspector) to ensure corrective actions are adequately completed and identify deficiencies when needed. Forward copies of the regulatory reports to the public health and safety director upon request.
- g. When assigned as a contracting officer representative (COR) for the DeCA enterprise IPM contract, the area CSO will work with the contracting officer (KO), monitor contract deliverables, and perform assigned COR duties as required.

h. Ensure all pest infestations are investigated by qualified IPM professionals, Certified Pesticide Applicator, as soon as possible when identified. Ensure DeCA facilities are submitting reports of pest incidents as required via the DeCA interest report (DIRep) system and according to DeCA HQ store operations guidance.

2.6. DeCA HQ IPM PROGRAM MANAGER. The IPM program manager is organizationally assigned to the DeCA HQ Public Health and Safety Directorate and part of the Public Health and Safety Team. IPM program manager responsibilities:

- a. Attend Under Secretary of Defense - AFPMB meeting, and serve as a liaison to the of AFPMB Operations Committee. Provide input to DoD level IPM policy and guidance.
- b. Create and ensure PMRs are provided PMR Responsibility Training on their role in the IPM program.
- c. As the DeCA IPM program manager, be the interface between DeCA IPM contract KO and area CSOs.
- d. Establish and maintain collaboration with installation IPM key players for all DeCA facilities.
- f. Function as the subject matter expert for the IPM program and collaborate with DeCA HQ ISA Team for needed IPM services from installations.
- e. Collaborate with area CSOs on the IPM program for education and all IPM concerns.

2.7. DeCA HQ ENGINEERING DIRECTORATE. IPM program responsibilities:

- a. Effectively implement and monitor IPM related workorders at a high priority until completed to eliminate IPM concerns for all DeCA facilities.
- b. Advise management at DeCA facilities on structural engineering methods to improve and prevent IPM concerns and reduce pest conducive conditions.
- c. Notify Public Health and Safety Directorate of new facility designs and/or construction projects so the projects can be reviewed for any potential IPM concerns.
- d. Collaborate with Public Health and Safety Directorate to prioritize TIs/WOs related to the IPM program in order to eliminate health concerns within the DeCA facilities.
- e. During design and construction phases of DeCA facilities, ensure facility designs, to include waste collection sites, do not promote pest harborage or food for pests.

2.8. DeCA HQ ACQUISITION MANAGEMENT DIRECTORATE. IPM program responsibilities:

- a. Provide IPM Contracting Officers for the DeCA Enterprise IPM contract and all contract support where IPM services are not being provided by the installation.
- b. Award contracts with the requirements identified by DeCA requiring offices that support the IPM program.

2.9. DeCA HQ BUDGET EXECUTION DIRECTORATE. IPM program responsibilities:

- a. Ensure ISAs include IPM services for all DeCA facilities.
- b. Ensure all DeCA facilities are provided the financial resources for IPM services and financial resources above and beyond IPM baselines for pest infestations and/or needed services associated with IPM concerns and pest infestations.

2.10. DeCA HQ SUPPLY CHAIN MANAGMENT DIRECTORATE. IPM program responsibilities:

- a. Facilitate collaboration and maintain effective communication with commercial distributors supplying products to DeCA, particularly when pest and IPM concerns arise during distribution, to address and prevent pest infestations in DeCA facilities.
- b. Ensure DeCA's solid waste program and practices do not promote pest harborage and food for pests at DeCA facilities. Provide guidance and support to the DeCA facility if solid waste becomes an IPM concern.
- c. Provide guidance to DeCA facilities and assist with eliminating all excess equipment from DeCA facilities to prevent harborage and food for pests.
- d. Provide guidance to DeCA facilities and assist with repair of equipment that is not under contract for repairs and maintenance that may be a source of IPM concern.

2.11. DeCA HQ SALES, MARKETING, AND eCOMMERCE DIRECTORATE. IPM program responsibilities:

- a. Sales category managers will collaborate and effectively communicate with DeCA vendors, manufactures, brokers, etc. to prevent pest infestations in DeCA facilities when IPM concerns are identified at DeCA facilities due to distribution process.
- b. Sales category merchandising specialist will review products and provide feedback as to products' value and need to the DeCA sales system and eliminate products that cause pest and IPM infestations within DeCA facilities.

2.12. DeCA HQ STAFF – FUNCTIONAL PROCESS OWNER (FPO). IPM program responsibilities:

- a. Ensure the DeCA IPM program is incorporated into all DeCA facilities.
- b. Ensure all actions affecting the DeCA IPM program of DeCA facilities and IPM policies/requirements are reported through the chain of management and are coordinated, consulted, and communicated to the public health and safety director.

2.13. DeCA AREA DIRECTORS. IPM program responsibilities:

- a. Effectively implement the IPM Program within their area.
- b. Allocate sufficient resources to provide an active and viable IPM program within their area.
- c. Cooperate and coordinate with area CSOs to establish procedures to evaluate the effectiveness of area IPM programs, direct their areas to identify and monitor significant problem areas, and set priorities for corrective actions.
- d. Ensure formal monitoring and inspections are implemented according to this manual and that documentation is maintained in the IPM log book in each facility in their area. Ensure communication with the area CSO for guidance.
- e. Monitor the implementation and sustainment of the IPM program within their respected area.
- f. Ensure open communication occurs with the assigned area CSO on all area IPM concerns and questions.

2.14. DeCA ZONE MANAGERS. IPM program responsibilities:

- a. Assess and observe the overall IPM culture within their area of responsibility and ensure this manual is followed.
- b. Ensure each commissary/DeCA facility has an IPM log book and that IPM documents are being completed and maintained as required.
- c. Ensure the DeCA facility management has assigned a primary PMR and an alternate PMR by appointment letter. Appointment letter is maintained as current and is filed in the IPM log book.
- d. Act as the liaison with the installation command to fulfill the ISA and IPM services and support as needed.

- e. Ensure the DeCA facility has the support required in the ISA. Ensure the ISA includes a section on how the IPM services are supported. If the IPM services are not supported, reach out to the DeCA ISA Team and/or DeCA HQ IPM program manager.
- f. Promote, implement, and ensure compliance with the IPM program, this manual, and installation regulations and policies.
- g. Ensure DIReps are submitted for IPM concerns according to DeCA store operations guidance and DeCA job aids.
- h. Ensure the area CSO is advised of all IPM concerns, questions, and requests for assistance.
- i. Ensure the PMRs receive PMR role and responsibility training.

2.15. DeCA COMMISSARY OFFICERS & CDC/CMPP MANAGERS. IPM program responsibilities:

- a. Establish, manage and actively implement the IPM program requirements and policies in this manual. Responsible for the overall IPM program at the DeCA facility.
- b. Appoint by appointment letter a primary and alternate PMR (someone that is given authority to cross departmental lines and liaison with key outside partners for IPM expertise and support). Ensure appointment letter is maintained as current, is filed in the IPM log book, and current copy is emailed to the area CSO.
- c. Ensure IPM concerns are investigated, reported, and corrective action is taken. Ensure the PMR is communicating with all key players, to include DeCA HQ and outside partners, and with IPM subject matter experts (SME) for any questions or concerns on the IPM program.
- d. Review all IPM related inspection reports ensuring corrective actions are adequately and promptly implemented, completed, and recorded. Communicate with DeCA HQ engineers for prompt completion of TIs and WOs related to pest prevention and eradication. Track and follow-up on open TIs and WOs to ensure completion.
- e. Ensure the PMR communicates with contract CORs (DeCA HQ and outside partners) for the receipt of the contract PWS/SOW when the program is contracted. Ensure PMR maintains contract PWS/SOW in the IPM log book.
- f. Ensure the ISA and IPM services provide the IPM services required by this manual. For guidance, reach out to the area CSO or/and IPM program manager.
- g. Ensure the PMR maintains and keeps the DeCA Facility IPM log book current. (see Section 1.5 of this manual; for additional guidance reach out to the area CSO).
- h. Consult with DeCA HQ Area CSO on IPM problems that cannot be resolved at the DeCA facility/commissary level

- i. Submit DIReps on pest concerns according to DeCA HQ store operation standards.
- j. Ensure only properly trained and authorized IPM/pest control contractors perform IPM/pest control operations within the DeCA facility.
- k. Ensure all required IPM procedures are being followed as described in this manual.

2.16. DeCA COMMISSARY DEPARTMENT MANAGERS & CDC/CMPP DEPARTMENT MANAGERS. IPM program responsibilities:

- a. Educate and train all personnel on proper cleaning and sanitation standards.
- b. Perform and assist PMRs in completing IPM inspections of their area of responsibility, promptly correct any discrepancies, and report IPM concerns which are beyond their control to the next higher-level management.
- c. Ensure clean, clutter free, and pest free environment is maintained.
- d. Investigate and report pest sighting to Facility Management (commissary officer or CDC/CMPP manager) immediately.
- e. DeCA department managers are responsible for contacting facility manager/PMR to report, correct, and document all IPM concerns and pest sightings (all IPM documents will be maintained in IPM log book).

2.17. FACILITY PEST MANAGEMENT REPRESENTATIVE (PMR). IPM program responsibilities:

- a. Implement the facility IPM program IAW this manual for the DeCA facility.
- b. Conduct the required inspections and maintain the IPM log book (see Section 1.5 of this manual).
- c. Perform and document follow up IPM reviews of all open IPM recommendations until appropriately corrected to eliminate pest infestations. Document DeCA TIs and installation WOs and ensure they are completed.
- d. Notify pest control through the appropriate alert system process for the DeCA facility when any sign of pests (gnawing, rub marks, droppings, nests, etc.) occurs in the facility.
- e. Notify the area CSO whenever installation Public Health/MFIs/Air Force Public Health Technicians/Navy Preventive Medicine Technicians identify a critical finding due to pest infestation in any DeCA facility or operation. Notification will be by the most expeditious means available.

- f. Communicate with the installation or contracted certified pesticide applicator and/or installation public health personnel during regular and non-routine service visits to ensure recent pest activity and issues are addressed and improved.
- g. Keep the facility management (commissary officer/CMPP/CDC managers) informed on all matters that affect the IPM program.
- h. Assist the facility management (commissary or CMPP/CDC director/managers) and new PMRs in resolving IPM recommendations and with findings identified during IPM service visits, MFI inspections, self-inspections, and FSPAR visits.
- i. Brief new facility management (commissary/CMPP/CDC director/managers) on past and current IPM concerns and pest infestations, the status of pest control deficiencies noted in past food sanitation inspections and FSPARs, the installation and contract IPM pest control points of contact (POCs), and pending WOs for correction of IPM pest control concerns (e.g., repairs, rodent proofing/sealing, possible harborage areas, etc.).
- j. Assist all facility POCs with investigating and reporting all pest infestations. Immediately notify the area CSO of any pest infestation that necessitates the issuance of a DIRep.
- k. Ensure all required IPM procedures are being followed as described in this manual.

2.18. DeCA FACILITY EMPLOYEES. IPM program responsibilities:

- a. Comply with cleaning and sanitation standards and all applicable IPM pest control guidance designed for reduction or elimination of pest activity.
- b. Report conditions, equipment, and practices that encourage pest infestations to their supervisor and chain of management.
- c. Report all pest sightings and pest activity to their supervisor upon discovery. Reporting should be done as soon as possible at the time of the occurrence and documented in the pest sighting log.

SECTION 3: INTRODUCTION TO INTEGRATED PEST MANAGEMENT

3.1. INTEGRATED PEST MANAGEMENT – A PROACTIVE APPROACH (SEE TABLE 1).

a. IPM is defined in DoDI 4150.07 as “[a] science-based, sustainable, decision-making process that identifies and reduces risks from pests and pest management-related strategies. IPM coordinates the use of pest biology, environmental information, and available technology to prevent unacceptable levels of pest damage using the most economical means, while minimizing risk to people, property, resources, and the environment.” This includes a planned program, incorporating continuous monitoring, education, record-keeping, and communication to prevent pests and disease vectors from causing unacceptable damage to operations, people, property, materiel, or the environment. Further, the Centers for Disease Control and Prevention National Center for Environmental Health defines IPM as a “science-based, common-sense approach for reducing populations of disease vectors and public health pest concerns”.

b. IPM uses a variety of pest management techniques that focus on pest prevention, pest reduction, and elimination of conditions that lead to pest infestations. IPM simply means, do not attract pests, keep pests out, and get rid of pests as soon as you can with the safest, most effective methods.

(1) IPM is a strategy that focuses on pest prevention practices with pesticides used minimally and only as needed when non-chemical methods alone are not effective.

(2) IPM is everyone’s job. IPM is not a single pest control method from a single entity, but rather a series of best practices, evaluations, decisions, and controls implemented in all departments and areas of every DeCA facility.

(3) The methodology used in IPM is to first identify and eliminate potential problems that may lead to pest infestation. Once this is done, a plan is developed to control these problems for long-term results.

(4) IPM practices that reduce or eliminate the conditions which may lead to pest problems will often include inspection and monitoring, structural modification, cleaning and effective sanitation, eliminating harborage conditions, and implementation of control measures.

(5) Staff and employee education is vital to successful IPM programs. An IPM approach works best when used with techniques that actively involve staff/employees in addressing issues that may contribute to pest infestations, such as, facility maintenance, sanitation, and cleaning.

c. IPM Overview. The IPM process is mostly common sense. The challenge lies in maintaining good communication, training, and IPM best management practices on an ongoing basis.

(1) Surveillance and Documenting. IPM surveillance and documenting is performed by several entities (e.g., DeCA facility appointed PMRs, DeCA HQ Area Consumer Safety Officer, certified pesticide applicators, installation Public Health/MFIs, etc.) identifying whether any areas of the facility/departments are susceptible to pest activity, and whether there is any evidence of actual pest activity. DoD pest control reporting systems are maintained by the Installation IPMC and DeCA management who provide service reports from DeCA contracted pest control to the Installation IPMC. Accurate monitoring and record keeping of all aspects of pest control is an integral part of any IPM program and is necessary to obtain results (see Section 5 of this manual for more information on IPM surveillance and documenting).

(2) Completing Recommendations and Corrective Actions. As soon as pest activity is discovered, the pest activity will be reported to the servicing certified pesticide applicator; a DIRep will be submitted for reporting and to elicit guidance from DeCA HQ key players. Contact the area CSO for additional guidance. Ongoing control actions that prevent pest activity by minimizing their access to food, water, harborage, and entry points should be maintained at all times.

(3) Eliminating Pest Attractants through Cleaning and Sanitation. All pests need food and water to survive. The interior and exterior of a facility will be maintained clean and free of food debris, water leaks, and puddles. Sanitizing all surfaces in addition to cleaning the surfaces, is necessary to prevent disease and public health issues.

(4) Good Facility Management – Facilities Maintained in Good Repair. All pests require an entry point into the facility. Ensure IPM WOs/TIs are submitted and monitored until completed to the standard needed to abate pest entry. Eliminate gaps, cracks, openings, and holes that allow pests to enter the building or allow pests to travel throughout the interior of the building. Understanding pest movement patterns, as well as structural engineering and design, may be needed to determine how to eliminate certain entry points. Communication with Engineers, Consumer Safety Officers, and Certified Pest Applicators is important for good facility management.

(5) Inspection of Product and Rotation of Stock. Inspections of products for pests in key areas of the facility must be accomplished. Product most susceptible to pest infestation will be inspected during each step of the food flow (e.g., receiving, storage, handling/stocking, etc.). Products such as, but not limited to, rice, flour, dog food, oatmeal, and pasta, as well as their surrounding areas, should be inspected routinely for pest activity. If an infested product is found, during inspection or otherwise, conduct an in-depth inspection where infested product is found along with any back stock for any further signs of pests. All products, to include backstock should be rotated frequently to eliminate or disrupt pest harborage.

(6) No excess equipment, paper records or clutter. Excess equipment must be turned in as soon as it becomes excess. Paper records should no longer be generated. Old paper records must be archived, shredded, or recycled. No clutter in any part of the facility inside or outside should exist. Store the products and supplies off of floors and away from walls to facilitate effective cleaning, sanitation, and visual inspection; accommodate trapping placement around the inner and outer perimeters of the facility; to keep floors free of debris; and eliminate attractants for pest. In addition, rodents travel along floors and walls, thus are more likely to nest and hide in such areas.

(7) Doors shall be kept closed when not actively in use.

(8) Outside vegetation maintained. Proper maintenance of outside vegetation will eliminate pest harborage close to the facility. Vegetation and trees should be maintained five feet or more away from the facility's exterior and roof. Grass should be maintained four inches or shorter.

(9) Proactive IPM program/Pest Control Inside and Outside. Certified pesticide applicators are the experts in their field and can assist by providing pest control monitoring with prevention recommendations for DeCA facilities. In addition to placing and servicing pest traps, they are authorized to handle and apply pesticides when needed. Any pest issues or sightings will be reported by the DeCA facility personnel to the certified pest applicator in a timely manner. Certified pesticide applicator visits shall occur at the required frequency according to the contract or ISA. The DeCA Area CSO and IPM program manager shall be notified if pest control services are not being completed as required.

SECTION 4: INTEGRATED PEST MANAGEMENT - BEST PRACTICES

4.1. GENERAL. Rodents and other pests thrive with access to food, water, and shelter. IPM best practices focus on preventing pests from gaining access to facilities. Emphasis is placed on rodent prevention because rodents present the highest risks to DeCA facilities as they are the most likely to infest buildings, contaminate food, potentially spread diseases, and disrupt store operations. However, implementing the same IPM techniques for rodent prevention will also work for preventing most other pests (cockroaches, flies, birds, etc.). Rodents are more prevalent near bodies of water (oceans, rivers, lakes, streams, marshland, sewers, and ponds). Also, many invasive pests have seasonal movements that will occur each year and can be anticipated.

4.2. FOOD - PREVENT FOOD SOURCES FOR PESTS. All pests need a source of food to survive. For example, a mouse only needs three grams of food a day to survive. Take precautions to prevent rodents and other pests from having easy access to food.

a. Inspect all areas and departments of a store at least once a day and clean up spilled food products/debris immediately. Ensure all areas are maintained in accordance with an established written cleaning schedule. Adjust cleaning frequencies as needed as all areas are required to be cleaned at a frequency sufficient to keep them clean. Focus on shelves and floors on the sales floor, as well as, food preparation, office, break, and storage areas. Use a flashlight to inspect darker areas (e.g., underneath gondolas, storage cabinets, dark warehouse corners, under pallets, etc.). If the facility has shelving kick-plates, these must be removed for proper cleaning and for checking/identifying possible pest activity. If contract cleaning is conducted, this service will be performed IAW contractual requirements.

b. Ensure food equipment and the surrounding areas used in Deli and Bakery departments are maintained clean. The area underneath stationary equipment in the contracted specialty departments will be cleaned by DeCA employees in accordance with the department sanitation schedule, unless otherwise contracted. Food equipment such as deli slicers, panini grills, bread slicers, chicken and bakery ovens, and the areas surrounding these units will be kept clean and free of food debris so as not to attract pests. All equipment, equipment parts, and oven hoods will be cleaned according to manufacturer instructions. Accumulated grease from the rotisserie chicken oven will be stored during the day so as not to attract pests and properly disposed of at the end of the shift.

c. Salvage areas must be routinely monitored to ensure cleanliness and that there is no evidence of pest activity. Products with compromised container integrity shall be removed from the facility or be disposed of as soon as feasible so as to not attract pests.

d. Supervisors will ensure cashiers receive adequate training on how to inspect and clean their work areas to include emptying the debris catching tray under the conveyor belt, as well as, cleaning the area beneath the scanner.

The catching tray may be accessed by lifting the metal covers. Prior to beginning their shift, each cashier will check the scale-scanner unit to ensure it has been cleaned and the area beneath it is clean and free of debris. They will also empty/clean the debris catching tray for the conveyor belt at the beginning and the end of their shift. This area is often overlooked and can lead to pest infestation.

e. Monitor vendor cooking demonstrations and temporary display events. Ensure all areas are maintained in a sanitary manner, garbage properly disposed of, and any spillage cleaned up immediately, or no later than, the end of the demonstration/event. Grocery Department manager will periodically monitor such demos and events to ensure these operations are not creating unsanitary conditions that may attract pests. Equipment and supplies stored in the facility shall be properly cleaned after each use, with no oil left in cooking equipment, and in a manner that prevents pest harborage. Vendor storage areas and stocking rooms will be kept clean, free of debris, and routinely checked for pest infestations or evidence of rodent activity.

f. Keep all food in preparation and break areas stored in tightly sealed/covered containers and keep food containers, desks, table surfaces, crevices and surrounding areas clean and free of food residue. Food and drinks shall be stored and consumed only in designated areas, minimizing food storage in office areas. Store all food products and supplies at least six inches off of the floors and walls.

g. Keep outside solid waste dumpsters at least 50 feet away from the DeCA facility (a requirement per Section 5-501.19 of the Tri-Service Food Code) so they will not serve as rodent or insect attractants, food sources, or harborage areas. Any variances to this requirement must be approved by the area CSO. Empty and clean dumpsters as needed. Ensure all doors and lids on dumpsters are closed when not in use. Ensure drain plugs are in place and properly functioning in the dumpsters.

h. Ensure trash compactors are self-contained, properly sealed, and designed with protective doors. Ensure this area is cleaned routinely with a DeCA issued pressure washer and kept free of debris, solid waste, and litter. Ensure all doors on compactors are closed when not in use. Ensure produce and meats are in sealed bags. DeCA facilities, not under fats and bone recycling contracts, must follow DeCA HQ guidance for disposal.

i. Keep all garbage containers inside the DeCA facility covered with tight fitting lids when not in use. Uncovered garbage containers can attract rodents and insects creating, or worsening/compounding, pest issues. Empty garbage daily.

j. Clean underneath stationary equipment routinely to prevent food and debris from attracting pests.

k. The exterior area around display cases should be checked during each department daily inspection to ensure there is no visible evidence of pest activity. Floors must be clean and well maintained with product spills cleaned up expeditiously so as not to attract pests.

l. Supply Rooms/Locker Rooms will be maintained in a sanitary manner. Trash and debris will be removed on a daily basis. Aprons, hats, and cloth gloves must be maintained in clean condition so as not to attract pests.

m. Medical hold items, whether infested, expired or contaminated, will be segregated and sealed to prevent any pest concerns until the MFI provides required documentation for the authorized disposition of the items.

4.3. WATER - PREVENT WATER SOURCES FOR PESTS. All rodents and pests need water to survive. Preventing access to this important resource alone can be an effective pest prevention strategy.

a. Inspect all areas of the store, inside and out, at least once a day for the presence of dripping and/or standing water.

b. Repair water leaks from any source both inside and outside the building. Ensure faucets are shut off completely after each use.

c. Squeegee water into floor drains to prevent puddles.

d. Ensure bakery bread proofers are cleaned and allowed to air dry to prevent the accumulation of standing water inside the equipment and on the exterior of the equipment. The proofer shall operate and be maintained in accordance with the recommended maintenance-manufacture requirements. Water regularly accumulating and puddling on the floor outside the proofer floor indicates there is an issue that needs to be addressed.

e. Wet process areas must be self-draining.

4.4. SHELTER – PREVENT PEST ENTRY AND HARBORAGE. Rodents seek out quiet, poorly lit areas and shelter from harsh weather. Prevent rodent entry into the building by sealing all structural gaps and holes around the perimeter of the DeCA building, reject delivery of food with rodent activity, and eliminating any potential harborage areas on the exterior. Prevent rodent movement and harborage within the facility by sealing holes and gaps in walls, doors, floors, and ceilings, and eliminating potential harborage areas.

a. Prevent pest entry into the building and discourage pest movement within the building by adhering to the following policies.

(1) As a first line of defense, inspect all incoming and outgoing trailers for pest activity and sanitation. Reject delivery of product if rodent or pest activity is found (e.g., actual rodents/pests live or dead, rodent droppings, rodent damaged and/or chewed product, insect infested product, etc.), submit a DIRep of the incident, and ensure the appointed facility PMRs are notified.

(2) Keep doors closed when not actively in use and do not leave doors propped open. Propping doors open may also damage the door seal which can further result in rodent entry. If warehouse doors need to be kept open for ventilation, ensure a tightly sealed screen door is in place.

Air curtain doors, strip curtain doors, or rubber flap-back doors do not ensure the doorway is tightly sealed, therefore, should be discouraged as the only barrier for exterior doorways which are common rodent and bird entry areas. Doors in loading areas require extra attention and need to be well maintained as they often see damage that could create an entry path for rodents and birds.

(3) Exit doors must be constructed of metal. They must be in good condition, self-closing, and have tight fits with no gaps greater than two mm (1/8 inch). If sunlight can be seen shining through a door seal, it may need additional sealing.

(4) Roll-up doors in loading areas must be fitted with flexible bottom seals.

(5) Receiving bay doors shall be kept closed when not in use. Well maintained strip curtains and/or fine netting, specific for IPM abatement, will be used at dock door entrances open to the outside to prevent bird/pest entry.

(6) Use of air curtains may be beneficial for preventing flies from entering entrance doors.

(7) Loading docks and dock levelers must be properly sealed with brush guards or other proper flexible seals to prevent any gaps. The area beneath the dock levelers will be maintained free of trash and debris.

(8) Ensure all windows are tightly fitted and equipped with ¼ inch hardware cloth screen.

(9) Trim overhanging branches back at least five feet away from the facility building and roof. Rodents may use trees to jump onto roof and enter building from roof. NOTE: For protected trees that are too close to the building and cannot be removed, consider banding tree trunks with a metal sheet to prevent rodents from running up the tree.

(10) Protect any exterior ventilation openings with, at maximum, a 1/4-inch stainless steel mesh screen. NOTE: Stores with icy winters should consult their field engineer before sealing ventilation openings with mesh screen as this may cause the ventilation pipe to ice over.

(11) All supply pipes and cables (gas, electric, and water) coming into the store must be tightly sealed. Drains should have screens or grates with openings less than 1/4 inch. This includes service lines under refrigeration systems.

(12) All water drains must be accessible and facilitate flushing when necessary. Rats frequently travel in drains so openings into a DeCA facility should be covered with grates.

(13) All vertical duct work must be sealed so that rodents cannot enter.

(14) Walls throughout the interior and exterior must be maintained in good condition with no holes, gaps, or cracks. Ensure all walls are caulked or otherwise tightly sealed with no gaps present around piping. This is especially important for areas near sinks where water can attract pests (e.g., rodents, cockroaches etc.).

(15) Roofing pipes and gutters must be monitored to ensure they are properly sealed and

cannot be used by rodents, birds, or any other type of pests to enter the DeCA facility.

(16) If the DeCA facility has suspended ceilings, access must exist for pest inspection, but ceiling must be fully sealed with no openings when not being actively inspected.

b. Prevent opportunities for pest harborage and nesting by adhering to the following policies:

(1) Manage packaging (bags and boxes) and general recyclable waste (to include cardboard and plastic) inside to prevent accumulation and ensure collection and removal on a regular basis. Store cardboard off of floors and away from walls; this is especially important for preventing rodent and cockroach activity.

(2) Store and display firewood only outside, if possible. Keep bundles of firewood on a pallet or cart off of the ground, and not directly adjacent to doorways or against walls. Rodents are known to nest and hide inside bundles of wood. If firewood cannot be kept outside at all times, recommend closely inspecting the bundles for pests upon receipt (using a flashlight), and when only displaying or storing the firewood inside, keep segregated from other items at all times.

(3) Maintain receiving areas, storage areas and warehouses in a clean, organized and uncluttered manner. Use shelving to store product and supplies off of floors and away from walls. Store pallets at least six inches from walls. All equipment will be positioned six inches from wall, or as to permit routine cleaning, inspection, and rodent trap placement when needed. Maintain an 18-inch clearance around light fixtures to better allow visual inspections that are necessary to rule out pest infestation. Practice proper stock rotation and follow cleaning schedules to ensure storage areas are maintained clean. Eliminate unneeded supplies. Outside areas immediately adjacent to the DeCA facility will be maintained clean and clutter free.

(4) Keep crawl spaces and facility basements rodent proofed and free of leaks. Crawl spaces can be defined as a confined space. Before any work is performed in a crawl space, ensure that your DeCA HQ Occupational Health and Safety Manager(s) and DeCA HQ Engineer(s) are made aware that work needs to be performed in the crawl space.

(5) Keep vegetation around the facility trimmed back away from the exterior walls (at least five feet as a best practice, as rats can jump up to five feet horizontally) and off of the ground. Thick vegetation along the ground encourages rodent harborage and hiding. A cement pathway between the facility walls and any vegetation is best to discourage rodent entry.

(6) Make efforts to eliminate unneeded equipment. Equipment that is no longer in use may become a nesting area for rodents and other pests. Thoroughly clean equipment between storage and use. Defective, broken, or malfunctioning equipment (e.g., grocery checkout stands) not in use will still be checked each day to ensure they are not becoming potential harborage areas for pests.

(7) Eliminate unneeded paper records from the store (interior and exterior) as soon as possible, as they can become harborage and nesting areas. Follow DeCA HQ procedures for record retention and destruction; contact the DeCA HQ Records Officer for further guidance if needed. Paper stocks, toner and inks, unused recording media, and other general office supplies

will be restricted to the absolute minimum necessary for efficient operation. Any such materials not immediately in use shall be stored in designated storage containers.

(8) Avoid the use of CONEX or shipping containers and trailers for extended storage of any kind as they can become harborage areas for rodents. If contents of the storage container become infested and contaminated by rodents, the infestation can be accidentally relocated to the interior of the store. If a shipping container must be used temporarily, ensure it is in good condition with no holes or corrosion and that the door closes tightly with no gaps, otherwise, it should not be used.

(9) Unserviceable pallets (i.e., broken, splintered, badly warped, loose boards, protruding nails) will be removed from the premises to prevent potential pest harborage. These pallets will be either returned to the appropriate vendor or distributor, or if beyond repair, disposed of properly as soon as possible. If stored for a short period, they should be stored away from the facility with adequate space all around the short-term storage location so that pest control visual inspections can be made.

(10) Pallets that are in good condition and not in use should be neatly stacked for storage. Pallets retained for cross-loading will be changed at a minimum of once every two days. While pallets can be stored both inside and/or outside, they need to be stored so that there is adequate space all around the stored pallets so that pest control visual inspections can be made.

(11) Baled cardboard and compacted plastic will be kept in a manner that does not promote rodent, or any other pest, a nesting area or harborage. All baled cardboard and compacted plastic stacks must be stored away from the facility to prevent harborage of pests. All baled cardboard and compacted plastic stacks must be removed by the recycler routinely and frequently according to the accumulation rate to prevent nesting and harborage of pests.

(12) Compactors located outside the DeCA facility will be maintained debris free and the area checked daily for signs of pest activity. Each DeCA facility is issued a pressure washer and strict adherence to cleaning schedules will be maintained for the compactors.

(13) Dumpsters will be maintained 50 feet from the DeCA facility as required per Section 5-501.19 of the Tri-Service Food Code.

(14) Prevent leaf litter and any debris from accumulating near exterior and interior walls, loading docks, and grounds, as this can provide rodent harborage or sheltered runs for both rats and mice.

(15) Freezer, refrigeration, and/or cooler areas will be periodically checked for signs of pest activity (inside, outside, within the walls, and on top), especially at the door location. Evidence of pests is usually in the form of gnawing. Freezers, refrigerators, and/or coolers will be periodically checked for ice buildup/sheeting on the floor, especially at the door location, and removed when necessary. Any damaged seal can provide pest access to the interior of these units.

(16) The stock shelving must be maintained clean and free of product spills. If the DeCA facility has shelving kick-plates, these must be removed for proper housekeeping and to monitor

for possible pest infestation.

(17) Anti-fatigue matting that is utilized for standing for a long period of time should be solid in design, easily cleanable, properly maintained, free of accumulation of debris, and on a scheduled cleaning according to DeCA protocol to prevent pests.

4.5. PEST ACTIVITY – WHAT TO LOOK FOR. While conducting daily inspections of all departments and areas of the facility, be aware of what pest activity may look like. Other than obvious sightings of live pests, there are additional signs to look for that may indicate a bigger problem. Signs of rodents include droppings, chewed product packaging, chewed food product, rub marks (resembling dark greasy marks along walls near floors), burrows, gnawing/chew marks on structures or walls, and tracks (e.g., footprints seen in dusty areas). Cockroach droppings look like black pepper. Bird indicators are droppings on any inside surface, feathers, and nesting. Report any suspected area of pest activity to the certified pesticide applicator immediately and submit a DIRep as described in Section 5. Ensure the pest activity is recorded on the Pest Sighting Log. Contact your area CSO for additional guidance.

SECTION 5: IPM SURVEILLANCE AND REPORTING

5.1. GENERAL. DeCA HQ Public Health and area CSOs, MFIs, DoD entomologists, installation public health, and pest control personnel conduct IPM assessment visits (e.g., conduct training, review pest infestations, evaluate IPM procedures) to assist DeCA activities in resolving specific problems, preventing pest issues, or assessing the effectiveness of the facility's overall IPM program.

a. Surveillance: Observation and/or inspection of the IPM program. Includes identifying pest and IPM issues in or around the facility and making/documenting recommendations that would help prevent pest activity by eliminating pest attractants, entry, or harborage conditions.

(1) IPM surveillance starts at the DeCA facility and is performed by DeCA facility management and/or the facility appointed PMR(s). DeCA facilities will utilize forms in this manual for evaluation, review, and recording of the IPM program.

(2) Prevalent pests that can be found in food facilities include but are not limited to:

(a) Rodents. Visual sightings are often the first indication that a DeCA facility has a problem. Reports are very valuable to prevent the rodent population from getting large.

1. Both rats and mice are nocturnal. If they are seen during the daytime, they are either short of food, their harborage area has been disturbed, or there are large numbers and food competition is high.

2. Rats dig burrows around foundations, in earthen banks, and in planting beds. They are attracted to debris and food in unsecured waste storage containers. Rat problems originate outside buildings. Some rodents usually stay at ground level and below, but there are also species of rodents that like high areas and utilize walls, voids, trees, wires, and roofs to gain access to upper floors in a facility. Rats have been discovered within shipment pallets received from distributors. Check the bottom of pallets during inbound shipments for any possible rodent activity.

3. Rats commonly enter buildings through open or poorly fitted doors and windows, unscreened vents, cracks in masonry, or holes gnawed in weather stripping or utility entrances. If such conditions are found, engineer/facility maintenance should be alerted with submittal of TI/WO of a public health concern for repairs.

4. Mice may enter buildings from the outside, through very small openings. A mouse can squeeze through a hole that is ¼ inch in diameter which is the size of a nickel. All seals under doors and any small opening on the exterior envelope of the building shall be abated or sealed. Mice can also enter DeCA facilities with shipments received from distributors. Mice will populate rapidly if not reported and controlled. Mice generally nest within 15 feet of their food source and frequently spread through a structure along pipes, cables, and ducts. Areas around all these structures should be abated or sealed with rodent proof materials. Entry points may be sealed/closed temporarily with mesh metal plugs (i.e., steel wool). Sealant, concrete, galvanized sheet metal, brick, hardware cloth, and aluminum are appropriate for permanent rodent exclusion.

5. Rodent harborages have a pungent odor. Rodents have greasy fur coats. Areas that rodents contact on a regular basis (walls, pipes, boxes, etc.) acquire a dark colored smear along the path they travel. Freshly gnawed wood or wires are another indicator of rodent activity.

6. In indoor storage areas, place boxes at least six inches off of the floors and at least six inches away from walls, whenever possible, to provide adequate space around the perimeter for trapping and to allow cleaning underneath all items. Do not keep paper files. Remove excess and clutter throughout the DeCA facility to prevent harborage.

(b) Birds. Birds, including pigeons, starlings, and English sparrows, are serious pests when they roost and nest on or in buildings. Their excrement corrodes structural materials and carries pathogens. Bird nests may block air intakes, damage the building, and contain ectoparasites that can become indoor pests. Bird control is difficult and highly specialized. Before bird abatement can take place, a bird SME will need to identify the type of bird present to ensure that the DeCA facility is not dealing with an endangered bird species. Under no circumstances will DeCA employees encourage the nesting of birds around the DeCA facility by feeding.

1. Elimination of feeding, watering, roosting, and nesting sites is important in long-term bird control. Some DeCA facilities have an exterior architectural design conducive to nesting where birds should not be allowed to nest. DeCA TIs/WOs should be submitted to have nests removed from the exterior of the facility. Submit a TI/WO for architectural modifications, exclusion netting, and/or permanent roosting deterrents.

2. Discourage feeding of birds. Keep all solid waste receptacle areas clean and receptacle lids, doors, and seams tightly sealed.

3. Microorganisms that can cause serious human illness live in bird droppings. Infection typically occurs by inhaling these pathogens through the nose and mouth. Therefore, bird excrement is dangerous, mainly when it is dry and subject to becoming airborne as a fine dust, particularly when disturbed by sweeping or scraping.

4. Dock doors should only be opened for unloading cargo from trucks. Dock bumpers at all truck unloading docks should be employed and maintained to prevent excessive bird entry during normal operations. Doors used only for unloading, that do not need to be open for periods in excess of 10-15 seconds on a regular basis, must be closed right after use. Exterior doors which must be open for longer than 10-15 seconds at a time for loading and/or unloading, or normal work procedures, must be adequately screened to prevent pest entry during periods of extended operation requiring open doors.

(c) Cockroaches. Two species are responsible for most pest complaints and pesticide use in food facilities: the “German” and the “brown-banded” cockroaches, each less than 3/4 inch in length.

1. Employing a strong sanitation program and removing harborages (like cardboard), water sources, and holes/gaps around piping, aid in the control of these pests.

2. DeCA facility attention to cleanliness and housekeeping is the most important aspect of cockroach control. Cockroaches and their egg capsules are present in garbage/trash cans. They can be carried into a DeCA facility on the nooks and crannies of packaged food and/or pallets. They are attracted to dark, warm, and moist areas like sinks and bread proofers. They are also known to hide inside paper bags/boxes living off of the glue in the seams of paper products. These invaders will not survive or multiply if they cannot find enough to eat, so harborage removal, cleaning, and sanitation are critical for elimination of cockroaches.

3. Several types of cockroaches grow to over an inch and a half long. These are commonly called water bugs or “American” cockroach. In some states these are also referred to as palmetto bugs. Large cockroaches may wander along pipes throughout a building, but in temperate climates they live mainly at ground level or below. Treatment should focus on warm, moist areas such as basements, boiler rooms, pipe chases, sumps, and sewer shafts.

(d) Flying Insects. Flying insects are best controlled by exclusion at entry points, sanitation (inside and outside), and vacuuming intruders. Tight seals around windows and screens, doors, utility access holes, and weather-stripping will usually prevent flying insects from entering the building. Facilities that are known to have seasonal fly issues may benefit from having air curtains installed at entrance doors to deter flies from entering. Facility management and employees are essential for the successful elimination of this pest and will be responsible for correcting many of the conditions contributing to infestations, such as, keeping doors closed, keeping lids on all solid waste containers inside and outside of the facility, eliminating any openings in the envelope (also known as the building enclosure—is the physical barrier that separates the interior of a structure from the external environment) of the building, and cleaning along with sanitation.

1. Flies are introduced into buildings more often during warm weather. Adult flies are easily dispersed throughout a DeCA facility by the air handling system. They are naturally attracted to lights and lured to meats, produce, and solid waste containers.

2. Insect light traps emit light in the spectrum most attractive to nuisance insects, luring them into the device which uses a glue pad to capture or trap the insect, unlike electrocution, which causes an outward discharge of insect body parts. The electrocution or “zapping” light traps are not authorized for use inside commissaries. According to Section 6-202.13 of the Tri-Service Food Code, insect control devices, like light traps, shall not be located over food preparation areas. The center of the device shall not be more than three feet above the floor and no closer than five feet from exposed food, food-contact surfaces, or clean food equipment and utensils.

3. By law, food that is sold must be wholesome and free from contamination. DeCA facilities are required to demonstrate that due diligence has been taken to employ every precaution against contamination from flying insect pests.

4. Fan vents and windows in the DeCA facility need to be screened to exclude insect pests. 20x20 mesh screen (0.008-inch to 0.010-inch opening /400 holes per inch).

(e) Spiders. Spiders are attracted to a food facility by their food source, insects. A spider's search for prey often leads them into buildings. To survive, spiders also need shelter. In some climates, moisture is a critical factor that encourages spiders to dwell in or around buildings. Eliminating the attractive conditions presented by food, shelter, and water is an important part of a long-term spider management strategy. Crawling spiders are occasionally a nuisance in crawl spaces and/or warehouses. Spiders may enter food facilities and other structures through cracks and other openings. They may also be carried in with deliveries and on items like produce, plants, firewood, and boxes.

1. To prevent spiders from coming indoors, seal cracks in the foundation and other parts of the structure, as well as gaps around windows and doors. Good screening will keep out many spiders and other insects which are a source of food for spiders. Seal or caulk around windows and ensure that doors fit tightly.

2. In indoor storage areas, place boxes off of the floor at least six inches and at least six inches away from walls, whenever possible, to reduce harborage for spiders. Keep areas clean to prevent spiders.

3. In outdoor settings, eliminate places for spiders to hide and build their webs by keeping the area next to the DeCA facility's foundation free of trash, leaf litter, heavy vegetation, and other debris. Trim plant growth away from the food facility to discourage spiders from finding harborage on the facility and then moving indoors. Outdoor lighting attracts insects, which in turn attracts spiders. If possible, keep lighting fixtures off of the facility and away from windows and doors.

(f) Squirrels/Skunks/Ground Hogs/Woodchucks. All these animals are typically outdoor animals but occasionally they will find harborage in a food facility.

1. Squirrels. Screening or blocking all small gaps under the eaves and overlapping roof sections can prevent squirrel access to a facility. Because squirrels travel on power lines from treetops, they can enter the facility at a high level. They are known for entering through vents, roofline, eaves, and walls, as well as open doors. Life expectancy is five to ten years.

2. Skunks. Skunks live in dens. They use their long claws to dig dens, or will occupy one vacated by another animal, such as a woodchuck or a fox. Above the ground, skunks live in hollow logs, brushes, or woodpiles. Skunks can reside underneath houses, porches, or garages because of their tolerance to the human environment. They use leaves and/or dry grass to line the inside of the den. Evaluate and eliminate burrows within a five-foot radius or less of the facility. Keep all excess vegetation eliminated and leaves cleaned up. Life expectancy three years.

3. Ground Hogs/Woodchucks. These animals live in burrows in the ground and sometimes take harborage in outside excess equipment. No excess equipment should be kept for any pest to live in. All burrows around the exterior of the facility should be eliminated by submitting a TI/WO to have the burrows filled to prevent pests from living in burrows. Life expectancy five years. Groundhogs rarely move more than ½ mile from their burrow.

4. Live trapping should only be performed by a certified pest control or wildlife professional. Check with IPM SMEs (installation SMEs, IPM KO, area CSO) on live trapping policies for your location.

(g) Stored Product Pests (SPP). Stored product pests are tiny insects that infest grain foods. Primarily this includes insects that use the food as both nourishment and a habitat. They are small insects that infest and destroy foods during all stages of their life cycle. This group includes beetles, including weevils and moths. Control of stored product pests is necessary to prevent contamination of food. DeCA staff involved in commodity and/or food storage, handling and/or processing have the responsibility to prevent food contamination by SPP. Failure to prevent food contamination by SPP can result in human illness, the violation of laws, loss of reputation and revenue.

1. Beetles are insects distinguished by forewings typically modified into hard wing cases that cover and protect the hind wings and abdomen and can infest foods and food ingredients. These include grain beetles, flour beetles, and others.

2. Weevils are beetles with an elongated snout. A weevil is a small insect that can damage any grain product.

a. Flour moths lay their eggs where the larva destroys the product like grain, grain product, dried fruits, nuts, cereals, and a variety of processed foods.

b. Some stored product pests can chew through packaging.

c. Product visual inspections during delivery are important to eliminate SPP. Keeping product at the proper temperature and humidity is important to eliminate SPP. Methods of identifying stored product insect infestations are product inspections, crumbs on shelving or inside packaging, patron complaints, and discovery on shelves by DeCA facility personnel. Routine monitoring of areas on the salesfloor (rice, flour, cereal, dog food, oatmeal, pasta, etc.) should be performed (see Appendix F).

(h) All Other Various Pest/Vermin. For all pests encountered within your DeCA facility, contact the appropriate assigned pest control for your DeCA facility. When contracted by a DeCA contract, contact KO and COR for guidance for unique pest control, read the DeCA contract PWS for information, and for further guidance contact your DeCA HQ Area CSO.

(3) Area directors, zone managers, commissary officers, and DeCA facility managers can add to the DeCA forms for augmented surveillance (evaluation and review) of the IPM Program under the guidance of area CSO.

(4) Installation Department of Public Works, Installation CE pest control, installation pest control contractor, or the DeCA contractor maintains a type of IPM surveillance inside and outside of the DeCA facility with monitoring devices, visual inspection baits, and/or trapping.

(5) Installation Public Health/IPMC/Entomology/host Installation Command/DeCA Contract provides surveillance within DeCA facilities and storages for a well maintained IPM program.

(6) DeCA HQ Area CSOs include IPM program surveillance/evaluation within the FSPAR evaluation at a minimum of every two years.

(7) IPM program surveillance evaluations are performed to evaluate compliance with established IPM requirements, identify conditions that may encourage infestations, determine extent of infestations, when necessary, and to recommend corrective actions.

(8) Announced or unannounced IPM surveillance evaluations of DeCA activities by CSOs, MFIs, DoD entomologists, installation public health and/or installation pest control personnel are authorized.

(9) Installation Public Health, MFIs, pest control representatives, and DoD entomologists will be admitted to conduct surveillance inspections of DeCA workplaces at reasonable times and in a reasonable manner without delay.

(10) Formal responses to any installation public health, pest control, DoD entomologist, and/or MFI related IPM surveillance evaluation report will be forwarded through the area director (Attention: Public Health and Safety Directorate and area CSO) to the Installation office that conducted the IPM evaluation.

(11) Any DeCA staff involved with surveillance evaluations where IPM deficiency corrections are recommended will attempt to provide immediate on-the-spot correction during the evaluation. If on-the-spot correction of conditions cannot occur, steps will be taken to track the progress of corrective action, confirm that the deficiencies are corrected, and ensure that the risk is eliminated or reduced to an acceptable level.

b. Reporting: Reporting includes a written account of the condition of the IPM program and portions of the IPM program that were performed and/or completed due to recommendations for improvement of the IPM program.

(1) Using the DIRep system, DeCA activities will report/inform DeCA HQ key players of any direct contact with DoD Entomologists, Federal Department of Agriculture (FDA), Occupational Safety and Health Administration (OSHA), or United States Department of Agriculture (USDA) regarding inspections or reports of unsafe or unhealthy conditions in DeCA workplaces attributed to pest infestations or any IPM program concerns. DIRep events are to be reported NLT the end of the first business day following the discovery of the event. DeCA staff will refer to OneNet and/or Employee Support for DIRep instructions.

(2) Use the DIRep system to report IPM concerns and infestations upon receipt of infested product or identification of pests on the sales floor and/or within the DeCA facility.

(3) Reporting of pesticides utilized on the installation is the responsibility of the installation IPM office and Installation IPMC. The installation accomplishes this report through a US Department of Defense Form DD Form 1532-1 Pest Management Form.

(4) For installations where DeCA has an IPM contract for the inside of the DeCA facility, to include a five-foot radius around the facility for the IPM program, the PMR/facility

management will provide the DeCA contractor service report to the installation IPMC. The DeCA contractor report imitates the content of the DD Form 1532-1 for reporting.

5.2. INSTALLATION/BASE SURVEILLANCE.

a. Contact DeCA ISA office and agreements manager for assistance in addressing IPM in the relevant interagency agreements. Where appropriate, the DeCA baseline request for IPM services should include the following:

(1) Implement and execute IPM programs indoors to prevent pests and mitigate disease vectors. Indoor Pest Management will include DeCA food handling/retail and storage facilities. These services are of a reoccurring frequency without a workorder requirement.

(2) Implement and execute IPM programs outdoors to mitigate disease vectors, prevent pests, and exclude and protect wildlife. Outdoor pest management will include DeCA food handling/retail and storage facilities. These services are of a recurring frequency without a workorder requirement.

(3) For indoor and outdoor IPM, installations are responsible for the IPM program/plan, DoD reporting, and supplying the installation IPM Plan. This plan should include DeCA facilities and describe the IPM services required to maintain pest-free DeCA facilities.

(4) At a minimum, a pest applicator will visit the DeCA facility monthly and more frequently if there is a pest concern. During regular business hours, pest applicators will respond within 24–48 hours or by the next business day to address reported pest infestations or activity. All pest traps and bait stations will be placed and serviced in the DeCA facility by a certified pesticide applicator who will also replenish pest bait as needed to resolve all pest concerns.

(a) Facility Interior-Pest Applicator shall: Inspect and monitor the interior of the facility during each monthly visit. Review all areas with special emphasis on voided areas, basement, and maintenance rooms. Monitor, service, and replace pest control devices such as glue boards, tin cats, and snap traps where appropriate and authorized. Provide pest traps and monitoring devices for pests other than rodents when needed.

(b) Facility Exterior-Pest Applicator shall: Inspect, and monitor the exterior of the facility during each monthly visit. Include rodent bait stations and other devices necessary to monitor the population of rodents on the exterior of the facility. Replenish rodent bait inside bait stations when necessary. Provide services for other types of outdoor pests when needed.

(5) IPM Self-Help programs will not be utilized in commissaries. DeCA facility personnel will not be responsible for installing, placing, or maintaining traps/bait stations. The IPM professional will sign in and out at each visit on a log maintained at the store.

(6) Pest applicator will utilize a proactive IPM program and comply with all Federal, DoD, Military, State, and Local regulations. Only fully certified pesticide applicators are authorized to apply pesticides on the installations. Uniformed and Civil Service applicators will hold current DoD Certification in the categories for the work at hand. Contracted pesticide applicators will hold full state certification for the work at hand. Technician-level contracted

applicators, or contracted pest applicators in upgrade certification under a supervisor's certificate, are prohibited from applying pesticide on DoD installations. All contractors providing pesticide services will hold a current state/country license to operate a pest management business. The installation IPMC holds copies of all pesticide applicator certifications and will provide electronic or hard copies to the DeCA facility for the DeCA IPM log book upon request. When the installation utilizes a contracted entity, this entity supplies the pest applicator certifications, business licenses, and SOW/PWS to the DeCA facility and follows all DoD requirements.

(7) IPM service reports with visits shall be supplied monthly, at a minimum, to the receiver on completion of all pest management review, tasks, and service visits and provide feedback for improvements for the IPM program within the DeCA facility. The IPM service report will identify conditions of risk including areas where pest activity was found in and around the facility, describe immediate actions taken by the supplier (e.g., traps and/or bait stations checked, pesticides applied, and location(s) where applied etc.), and summarize necessary steps for both entities to improve the IPM program.

(8) The installation will: provide a current building schematic of approximate labeled trap and bait station placement locations within the interior and around the exterior of the DeCA facility; provide bait and trap placement services by responsible fully certified pest applicators; and recognize that activity sometimes temporarily displaces traps/bait stations from areas identified on the schematic. DeCA store personnel must know where traps are located in order to report the need for replacement, service, or activity to the Pest Applicator, and to prevent destruction of the traps. Installation pest applicators will review pest sighting logs for pest sightings and dead and/or trapped pests to determine the source and path of rodents and/or other types of pests.

(9) Installation IPMC/Pest Applicator/contractor shall provide Safety Data Sheets, Environmental Protection Agency Registration Labels, and approved pesticide list to the DeCA facility for the IPM log book.

(10) Installation CE/DPW/DeCA facility engineer/maintenance will monitor IPM related workorders and/or requests until completed to prevent pest infestation. Installation and DeCA may collaborate to submit installation workorders to improve the IPM program. Prioritize submitted IPM workorders as high priority and as a Public Health concern for completion.

(11) Installation shall ensure that all vegetation is maintained and ground maintenance and/or landscaping is provided to prevent pest infestation. Vegetation is maintained and trimmed five feet or more from the exterior of the building and the roof top. Grass and all vegetation are maintained four inches or shorter around the exterior of the facility to prevent pest infestations.

b. DeCA HQ Enterprise IPM Contractor: Provides surveillance visits with feedback and reporting (service report) that imitates DD Form 1532-1 (see Section 6 for more information).

5.3. INSTALLATION/BASE REPORTING. The Installation IPMC utilizes the DD Form 1532-1 Pest Management Report (Appendix G) or an equivalent form or document with the same information for reporting to the next higher level on the IPM program.

5.4. MANAGERS/PMR OF DECA FACILITY SURVEILLANCE. DeCA facility directors, managers, and PMR must maintain an IPM log book in collaboration with the Installation IPMC, as detailed in Section 1.5, which outlines the required contents. These include the annual IPM program check sheet (Appendix A), monthly IPM program Spot Inspection Form (Appendix B), Pest Sighting Log (Appendix C), Active Infestation (Daily) Pest Check Log (Appendix D), Visitor Log (DeCA Form 30-83, Appendix E), and adherence to the DeCA Job Aid for Stored Product Pests (Appendix F) and Rodents (Appendix H). Section 1.5 provides additional guidance on the usage and requirements of these forms and aids.

5.5. MANAGERS/PMR OF DECA FACILITY REPORTING.

a. DeCA Interest Report. A DIRep should be submitted in the following instances: when a pest infestation is identified; when infestation leads to product loss; when pests are sighted on the sales floor during receiving, or by a patron. Additionally, follow any other reporting guidance provided by store operations on DeCA OneNet. DIRep pest reporting categories are:

(1) Health/Safety - Stored Product Pest (Insects): Any bug or insect.

(2) Health/Safety - Vermin Activity: Any other pest that is not an insect or bug.

b. Corrective Action Report (CAR). When provided a FSPAR report that includes IPM recommendations from area CSOs, a CAR must be submitted with all IPM recommendations implemented. If Installation, MFI, or any other installation/regional entities provide an IPM report with needed IPM recommendations to be corrected, the area director, zone manager and DeCA HQ Area CSO will be alerted and a CAR report will be furnished to area CSO and the MFI, and/or installation entities, until IPM recommendations are implemented.

5.6. DECA HQ AREA CSO SURVEILLANCE.

a. Food Safety Program Review. Food safety program evaluations to include the IPM program of subordinate command level activities will be conducted by area CSO at least every two years (i.e., DeCA HQ to DeCA Facilities, to include DeCA HQ to Overseas Distribution Division Managers CDCs/CMPP).

(1) This comprehensive program surveillance, monitoring, and evaluation will focus on policy and procedure development and implementation of the IPM program within food safety to ensure conformance to FDA, DoD, and DeCA IPM program criteria.

(2) The IPM portion of the FSPAR will focus on specific high-risk areas within and around DeCA facilities. This includes assessment of sanitation practices (both contracted and noncontracted managed by DeCA), product rotation, facility grounds maintenance conditions for

pest entry prevention, practices for pest harborage prevention (e.g., managing equipment, discontinuing paper records, and reducing clutter), and practices for keeping doors closed. Facilities will be assessed for any signs of pest activity. IPM log book will be reviewed for proper completion.

(3) For visits conducted by DeCA HQ area CSO, local management will be out-briefed by the area CSO. The FSPAR report will be prepared as soon as possible and forwarded to the facility, area director, deputy area director, and zone manager. The DeCA IPM program manager, and other DeCA key players, will be contacted when applicable (e.g., field engineer, contracting teams, etc.).

(4) If a CAR is required, the area CSO will provide a suspense to the DeCA facility for response to the IPM recommendations implementation within the FSPAR evaluation to ensure timely implementation of corrective action.

(5) The facility's CAR will be electronically forwarded to the DeCA HQ area CSO and courtesy copied to the area director, deputy area director, and zone manager.

(6) An FSPAR visit is defined as a formal inspection, according to DeCAM 30-25.01.

(7) Deficiencies noted by the DeCA HQ Area CSO will include, as part of the finding statement, the deficiencies standard referenced in the Tri-Service Food Code implemented by all military services and this manual. If the IPM deficiency is a critical finding resulting in closure of the facility, the DeCA HQ Area CSO will immediately contact the HQ DeCA Public Health and Safety Director through their supervisor.

b. Army MFIs are the DeCA HQ Area CSO's first line of awareness for the IPM program in DeCA facilities where the Army has responsibility, or Air Force Public Health Technicians where the Air Force has responsibility. Where there are no Army MFIs, the Installation Public Health/Installation IPMC/DoD Entomologist are the first line of awareness for the installation IPM program. DeCA facilities can share installation IPM Reports with their DeCA HQ Area CSO.

c. The DeCA HQ Area CSO and DeCA Public Health and Safety director will be notified immediately by the DeCA facility of any critical (imminent health hazard) findings issued by host MFIs/Installation Public Health/Installation IPMC/DoD Entomologists.

5.7. DeCA HQ AREA CSO REPORTING.

a. FSPAR. FSPARs are provided to Public Health and Safety Director/Team, area director, zone manager, and all other DeCA HQ directorates that will collaborate for correction of recommendations.

b. Command Visits – Store Profiles. DeCA HQ Area CSOs provide information from FSPARs, MFI reports, and Installation IPM reports of IPM concerns to DeCA HQ command.

SECTION 6: CONTRACTS AND AGREEMENTS FOR PESTICIDE SERVICES

6.1. GENERAL. For interagency agreements with the relevant military installations (or services) and installation, the IPM plan will identify DeCA facilities that are within the installation's footprint to include commissaries, CDCs, CMPP, and all other facilities housing DeCA operations.

a. IPM services, including certified pesticide applicator support, will be provided by the installation through manpower or contractual agreements. All services must adhere to the required IPM program standards outlined in DoDI 4000.19, DoDI 4150.07, DoDI 4165.14, AFPMB Guides, and the directives of all military branches.

b. Alternative IPM services when installation-provided IPM services, including certified pesticide applicator support, are unavailable, DeCA enterprise IPM services may be utilized upon approval from both commands. The host Installation Command must submit a written request and agreement confirming its inability to support the DeCA facility—such as due to manpower limitations—to the DeCA HQ ISA Team and DeCA Agency Director for consideration.

c. In the event that the Installation Command is unable to adequately provide IPM services for a DeCA facility, the area director and zone manager shall initiate a formal request through the Installation Command. This request must be submitted in writing to the DeCA HQ Team, comprising DeCA HQ Contracting, DeCA HQ ISA Team-RM, and DeCA HQ Public Health to formally seek authorization for DeCA HQ Enterprise IPM contract support.

d. DeCA HQ Contracting will conduct a thorough review of AFPMB Technical Guide 39, Preparing DoD Pest Control Contracts and Assessing Contract Performance, to ensure compliance and best practices in the development of DeCA Enterprise IPM contracts.

6.2. CONTINENTAL UNITED STATES (CONUS) DeCA HQ ENTERPRISE-WIDE IPM CONTRACT. Upon request from the area director and zone manager, the DeCA HQ ISA-RM Team will:

a. Contact the installation to verify the unavailability of IPM service support and obtain formal written acknowledgment that the installation command is unable to fulfill IPM service requirements for DeCA. If installation support is unavailable, the DeCA HQ KO for the IPM contract will initiate the process of implementing the DeCA Enterprise IPM contract for the affected location. This will enable IPM services to be performed by a DeCA IPM contractor.

b. Before the contract commences, contractor personnel engaged in pest management activities on a DoD installation must be certified under a state plan recognized within the state where the work is performed. Additionally, the contractor is required to provide documentation demonstrating training and experience equivalent to DoD-established standards, ensuring compliance with performance requirements for the designated pest management function.

c. Only fully certified pesticide applicators will apply pesticides on the installations. Contracted pesticide applicators must have state certification for the appropriate category of work. Technician-level contracted applicators, or contracted applicators in upgrade certification under a supervisor's certificate, are prohibited from applying pesticide on DoD installations. Contractors providing pesticide services shall hold a current state or country license to operate a pest management business. All contractor personnel who apply pesticides on DoD property must be a certified applicator defined as an individual who can legally apply restricted use pesticides without supervision.

d. Before a contractor begins providing pest control services at a DeCA facility, DeCA HQ contracting will ensure an initial inspection is performed by the contractor at the DeCA facility site. Upon initiating the contract, the contractor will provide the following for each DeCA facility under the contract: an IPM plan for each facility; a performance work statement; a business license; the Certified Commercial Pesticide Applicator license(s) (a certified applicator is defined as an individual who can legally apply restricted use pesticides without supervision- all contracted pest applicators working on a federal installation must meet this standard according to DoDI 4150.07) of the pest applicator(s) providing the IPM service and signing the service reports for each facility, this license must be maintained current and updated copies provided throughout contract; schematic diagram/map of the facility with locations of bait stations/traps (updated as changes occur); and all pesticides/chemicals utilized with a SDS for each material utilized. The DeCA facility manager/commissary officer/PMR will coordinate the initial pest control inspection.

(1) All recommendations on the contractor service report will be corrected by the DeCA facility. Feedback by the DeCA facility will be provided in electronic form to the area CSO and contractor.

(2) Contractor must supply recommendations for IPM program improvement and all information needed on an equivalent form with the same required data as the DD Form 1532-1 – DoD Pest Management Report. In accordance with DoDI 4150.07, all pest management operations must be recorded and reported.

(3) DeCA HQ Contracting Directorate and DeCA HQ Public Health and Safety Directorate will collaborate on the DeCA PWS or SOW for the Pest/IPM Management Program, to include contractor service requirements, safety and health standards to abide by, the species of pests included and excluded, initial building inspections, contractor work plan, record keeping and reporting, manner and time to conduct service, contractor personnel, business licensing and equipment needed, pesticide usage, optional –or as needed– pest requirements, call backs for the contractor to respond, an IPM plan from the contractor with pest surveillance and pest control standards.

6.3. OCONUS. Currently, there are no OCONUS DeCA facilities with DeCA enterprise-wide contracts. OCONUS installations will provide IPM services to DeCA facilities. OCONUS facilities will comply with existing SOFA and/or installation or military services.

SECTION 7: DECA COMMISSARY DEPARTMENTS

7.1. DEPARTMENTS IN THE COMMISSARIES. Departments include and will:

- a. Follow all requirements in this manual and work with the PMR(s) for all IPM concerns within their assigned department within the commissaries. The DeCA facility manager (commissary officer) must ensure that all new employees review this manual during orientation training.
- b. All contracted entities within the commissary will report all pest concerns to the PMR or facility management, maintain cleaning and sanitation standards, and follow all guidance within this manual.
- c. Departments will conduct, or assist in conducting, periodic IPM program reviews of all areas of the department acting to correct discrepancies, or reporting IPM problems which are beyond their control, to the next higher-level supervisor. It is recommended that each department employee assist in these periodic inspections in a rotating schedule format. This best practice fosters employee involvement and enhances IPM program knowledge and application of the program.
- d. All department managers are responsible for receiving inspections to ensure the department's items are entering the DeCA facility pest free.

SECTION 8: CMPP AND CDCs

8.1. CMPP AND CDC. CMPP and CDC managers will:


- a. Follow all requirements in this manual. The DeCA facility manager must ensure that all new employees review this manual during orientation training.
- b. This requirement includes DeCA HQ Supply Chain support division Overseas Distribution Division (ODD), to include both the Europe area and Pacific area.
- c. The CMPP facility, within the Europe area in Ramstein Germany, includes the following production processes: cutting, wrapping, and grinding. A primary and alternate PMR will be placed on appointment letter for the CMPP.
- d. The CDCs located in the Europe area are Germersheim CDC and Kaiserslautern CDC. The CDCs located in the Pacific Area are Guam CDC, Okinawa CDC, Iwakuni CDC, Kanto Plain CDC, Camp Humphrey CDC, and Osan CDC.
- e. The DeCA HQ Supply Chain Directorate – the Overseas Distribution Division Manager has direct management oversight of the CMPP and the CDC facilities (to include external facilities - owned or operated). The CMPP and the CDC facility managers will communicate with the supply chain directorate when IPM concerns are warranted within the CMPP and the CDCs. The DeCA HQ Area CSO with the area of responsibility that includes the CMPP or the CDCs will communicate with the supply chain POC and the CMPP/CDCs for IPM concerns and for the elimination of pests in the processing, storage, and distribution processes. This shall include the area owned or contracted and vehicle/container transportation support.
- f. The DeCA facility manager of the CMPP and of each CDC will have the overall responsibility for effective implementation of the IPM program within their area.
- g. Ensure a primary and alternate PMR is assigned on appointment letter for each facility.
- h. Collaborate and coordinate with the DeCA HQ Area CSO to establish procedures to evaluate the effectiveness of the IPM program, identify significant problem areas, and set priorities for corrective actions.
- i. Ensure formal inspection reports, according to instructions in this manual, are provided to the DeCA HQ Area CSO and shared with the DeCA HQ Supply Chain POC if IPM program improvements are warranted.
- j. Monitor the development and implementation of the IPM program with the DeCA facility managers and ensure required corrected recommendations from the facility surveillance, or any IPM SME, are tracked until complete.
- k. Ensure open communication occurs with the assigned DeCA HQ Area CSO on all IPM program related matters.

1. The CMPP and CDCs are required to be visited at least every two years by the DeCA HQ Area CSO assigned to the facility.

m. Installation MFIs, Installation IPM Pest Control, Certified Pesticide Applicator, and/or Installation Public Health conduct routine inspections (at minimum monthly). Any inspection accomplished by these entities will be forwarded to the DeCA HQ Area CSO assigned to the facility. The DeCA HQ Area CSO and DeCA HQ Public Health and Safety Director will be notified immediately of any Imminent Health Hazards identified by any external support agencies/organizations.

APPENDIX A

ANNUAL IPM PROGRAM CHECK SHEET (DeCA FORM 30-157): This document will be completed annually. For questions and guidance on this document contact your DeCA HQ area CSO.

 INTEGRATED PEST MANAGEMENT PROGRAM ANNUAL ASSESSMENT CHECK SHEET <small>(For use of this form, see DeCAD 30-22; OPR is CCSHF.)</small>					
DeCA Facility:	Date:		Reviewed By (Printed Name, Title, Signature):		
IPM Program					
Question	Yes	No	Remarks/Actions Taken	Date Corrected/ Documented	Initials
a. Do you have your Integrated Pest Management (IPM) Book Created? All IPM Documents will be kept in the DeCA Facility IPM Book.					
b. Is the store IPM Services provided by DeCA Enterprise contract, Installation contract, or the Installation? Provide answer in remarks.					
c. Do you have Performance Work Statement (PWS)/ Statement of Work (SOW) for the IPM Service provided to this DeCA Facility? Place PWS/SOW for IPM Services in the IPM Book. This PWS/SOW is required when the Installation or DeCA HQ contracts IPM services.					
d. When DeCA Contracted IPM Services: Who is your COR and KO for the DeCA Enterprise IPM Contractor when DeCA contracts IPM Services. Write names and contact info in remarks.					
e. When Installation IPM Services: Who is your COR and KO for the installation IPM Contract, when the Installation Contracts IPM Services. Write KO and COR name and contact info in remarks.					
f. When Civilian or Military IPM Services: Who is your POC for the Installation when Military or Government Employee provides IPM Service? Write name and contact info in remarks.					
g. Who is the installation Integrated Pest Management Coordinator (IPMC) for the installation? Write their names/contact information in remarks. If you need assistance with this information, contact your area Consumer Safety Officer (CSO) or DeCA HQ Public Health for information.					
h. Do you have the Installation IPM Plan? Contact the Installation Integrated Pest Management Coordinator (IPMC) for the Installation Integrated Pest Management (IPM) Plan. Keep a copy of the Installation IPM at the DeCA Facility in the IPM Log Book.					
i. Do you have the Approved Pesticide List for the installation IPMC for the Approved Pesticide List for the Installation. Keep a copy of the Approved Pesticide List at this DeCA Facility in the IPM Log Book.					
j. Who is your Pest Control Applicators (PCA)? Write Name/contact information in remarks. If you need assistance with this, contact your area CSO for assistance.					

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APPENDIX B

MONTHLY PEST CONTROL IPM PROGRAM SPOT INSPECTION (DECA FORM 30-159):
This document will be completed monthly, unless otherwise advised by the DeCA HQ area CSO.
For questions and guidance on this document contact your DeCA HQ area CSO.



MONTHLY PEST CONTROL INSPECTION LOG

(For use of this form, see DeCAD 30-22, OPR is CCSHF.)

Store Name:

Contact DeCA HQ area CSO for collaboration and recommendation on the frequency this form needs to be completed for DeCA Facility. See examples of how to fill out this document.

See examples of how to fill out this document.

DATE	INSPECTOR NAME	FUNCTION/AREA INSPECTED	OBSERVATION	ACTION/S TAKEN	NAME OF PERSONNEL CONTACTED	DATE CORRECTED
EXAMPLE: 1-5-2022	EXAMPLE: Mr. John Doe	EXAMPLE: Warehouse	EXAMPLE: Rodent in trap. Back door left open. Product stored along walls.	EXAMPLE: Pest Applicator removed rodent and replaced trap. Closed back door. Working on moving product away from walls.	EXAMPLE: Mr. Pest Applicator and Mr. COR	EXAMPLE: Rodent and door corrected 1-5-2020. Removing product from walls; estimated completion: 1-6-2022.
1-5-2022	Mr. John Doe	Warehouse	Pallet up against the wall.	Corrected on the spot.	Mr. Warehouse Manager	1-5-2022
2-10-2022	Mr. John Doe	Break Room	Food and debris on break room floor.	Housekeeping notified and area cleaned.	Ms. Housekeeping Contract	2-10-2022
3-19-2022	Mr. John Doe	Outside Loading Dock	Tree over grown, limbs hanging over top the facility onto the roof and need trimmed 5 feet from building.	Contractor notified to trim due to IPM concerns.	Mr. Tree Contract Trimmer	3-31-2022
4-4-2022	Mr. John Doe	Deli Department	Food debris and spilled milk found under deli display.	Corrected on the spot.	Mr. Deli Staff and DeCA Staff	4-4-2022

APPENDIX C

PEST SIGHTING LOG (DECA FORM 30-160): This document is utilized in all DeCA facility departments. Post, out of customer view, for employees to document pest sightings as they occur (as needed) deli, front end, warehouse, and produce – when completed place in IPM log book for historical information (keep pest sighting log two years). Periodically review this posted document and transfer to pest log book as completed to keep a current record of pest activity. Ensure the certified pesticide applicator can easily locate and review posted documents and review recent pest sightings. Ensure the certified pesticide applicator has access to pest sighting and the IPM log, along with historical documents. For questions and guidance on this document contact your DeCA HQ area CSO.

Pest Sighting Log


(For use of this form, see DeCAD 30-22, OPR is CSHF.)

Date of Sighting	Time of Sighting	Pest Type Sighted (Rat, Mouse, Cockroach, etc.)	Dead or Alive (or N/A)	Pest Evidence/Activity Sighted (e.g. droppings, chewed product, etc.)	Location/ Sighting Details	Who Reported	Action Taken

DECAF 30-160, June 2023

APPENDIX D

ACTIVE INFESTATION DAILY PEST CHECK LOG (DeCA FORM 30-158): Utilized daily when there is an active infestation in the DeCA facility. This will assist pest control and any other IPM SME in providing information for the investigation of the cause of the pest infestation. For questions and guidance on this document contact your DeCA HQ area CSO.



COMMISSARY DAILY PEST CONTROL REPORT (CURRENT INFESTATION)

(For use of this form, see DeCAD 30-22, OPR is CCSHF.)

Store Name: _____

Date: _____

Hotspots checked prior to opening (Initial): _____

[EXAMPLES: Aisle 2] _____

☐ Bread

☐ Deli/Bakery

Customize - Time Below	Aisle #	Aisle #	Aisle #	Aisle #	Aisle #	Aisle #	Aisle #	Aisle #	Aisle #	Aisle #	Aisle #	Aisle #	Produce Area	Warehouse	Deli/Bakery	Bread Aisle	Performed by: Employee Name

APPENDIX E

VISITOR LOG DeCA FORM 30-83: Pest control or any IPM SME will sign in and out on this document. All IPM professionals signing in and out on this document will promote communication on the IPM programs and knowledge of IPM service/repairs needed for improvement of the IPM program. For questions and guidance on this document contact your DeCA HQ area CSO.

DEFENSE COMMISSARY AGENCY VISITOR LOG <small>(For use of this form, see DeCAD 30-18; OPR is HS.)</small>								
DATE	VISITOR'S NAME (Please Print)	VISITOR'S SIGNATURE	VISITOR'S PHONE NUMBER	ORGANIZATION OR FIRM	SECTION OR PERSON TO BE VISITED	BADGE NO.	TIME IN	TIME OUT

DeCA Form 30-83, Sep 2003

Supersedes DeCA Form 40-180, Oct 2001
& DeCA Form 30-83, Jan 1997

APPENDIX F

DeCA JOB AID – STORED PRODUCT PEST: Utilize this document to determine the steps to take when stored product pests (any insect) are discovered in the distribution process or anywhere in the DeCA facility. Use it as a guidance poster and post in an area where it will be readily available and actively used in the event that the facility has stored product pest issues. For questions and guidance on this document contact your DeCA HQ area CSO.



Got Insects in Your Product? Here's What to do

Reporting and Credit:

Step 1	Notify your local Medical Food Inspector (MFI) (Army Vet or Air Force Public Health) of finding. If the product was already infested when received, request assistance from MFI with rejecting product for credit. If it cannot be determined that the product came in already infested, we cannot get credit for the product. If you need assistance, contact your Area Consumer Safety Officer (CSO).
Step 2	Take photos of the insect(s) and damaged product, and submit in an email to your Area CSO. If needed, email Army Entomologists or visit their website by using QR codes found on large "Food Infesting Insects" poster.
Step 3	Inspect food (especially foods like rice, flour, cereal, dog food, oatmeal, pasta, etc.) in surrounding areas where infested product was found, and any back stock for any further signs of insects.
Step 4	Make a note of the following information, and submit in a DeCA Interest Report (DIRep): <ul style="list-style-type: none"> Product description: Brand, product description, UPCs, lot codes, expiration/best by dates, package size, etc. Number of units or cases found to be infested. Total dollar amount of product affected. Date/time the product was delivered, and name of distributor. Date/time the insects were found in the product. Where infested product or insect(s) was found (e.g., on shelf, in warehouse storage, during receiving). If found during receiving, whether it was rejected. Action taken.
Step 5	Follow policies for completing and submitting a Vendor Credit Memorandum (VCM) or Government Property Lost or Damaged (GPLD) packet as required, depending on the details of the incident.

Handling and Disposal:

Step 1	Double bag product and place in covered trash bin inside walk-in freezer in a clearly marked area, away from food pending further guidance from the MFI/Air Force Public Health.
Step 2	Allow MFI/Air Force Public Health to inspect product and gather samples if needed. Once product is released from hold by the MFI/Air Force Public Health, dispose product immediately in exterior covered dumpster.
Step 3	Remove all insects and food debris, and wipe down floors and surrounding areas where infested product was found with 100-ppm chlorine sanitizer or 200-ppm quaternary ammonium sanitizer. Inspect with flashlight and use vacuum if necessary for crevices/cracks.

APPENDIX G

DD FORM 1532-1 – DoD PEST MANAGEMENT REPORT: This DoD form is utilized by the installation for DoD reporting. When DeCA contracts IPM service for inside the DeCA facility, a report must be provided by the contractor with the same information, to include recommendations for improvement of the IPM within the DeCA facility. For questions and guidance on this document contact your DeCA HQ area CSO.

BUILDING/AREA					SIZE	TYPE OF CONSTRUCTION	USE DESIGNATION				
Date	Units Serviced	Work Origin	Unit of Measure	Target Pest	Control Operation	If Pesticide is Used				Labor Time	Applicator Initials
						Name	EPA Reg	% Conc	Amount		

Form Approved. OMB No. 0704-0188

REPORT CONTROL SYMBOL: PEST MANAGEMENT MAINTENANCE RECORD

The public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.

MEASUREMENT UNITS MSP = 1,000 square feet MCF = 1,000 cubic feet	ORIGIN OF WORK LFF = Linear feet AC = Acres SW = Scheduled work WR = Work request	TYPE OF CONSTRUCTION CC = Concrete BL = Block BV = Brick veneer ST = Steel, sheet metal WO = Wood OT = Other
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DD FORM 1532-1, AUG 96

Reset

Adobe Professional 7.0

APPENDIX H

DeCA JOB AID – RODENTS: Utilize this document to determine the steps to take when rodents are discovered in the distribution process or anywhere in the DeCA facility. Use it as a guidance poster and post in an area where it will be readily available and actively used in the event that the facility has rodent issues. For questions and guidance on this document contact your DeCA HQ area CSO.



Got Rodents? Here's What to do

Reporting, Credit and Exclusion:

Step 1	Act fast! Rodents (e.g. mice, rats) can multiply in your facility quickly. Notify and request support from your Pest Applicator and Medical Food Inspector (MFI)/Air Force (AF) Public Health of any rodent activity (e.g. chewed product, live or dead rodents, rodent droppings, etc.) found while receiving or anywhere within the facility. Look for signs of rodents during receiving inspections. When rodent activity is found in product deliveries, reject product and request assistance from MFI/Public Health if needed for product credit. If you need assistance, contact your area Consumer Safety Officer (CSO).
Step 2	Take photos of the rodent(s) activity and/or damaged product, and submit in an email to your area CSO. If rodent activity is suspected to come from Frequent Delivery System (FDS) deliveries include Logistics Distribution DeCAHQUSDistribution@deca.mil , and Product Category Team for the specific product affected when applicable.
Step 3	Inspect ALL shipments when received at the DeCA facility, document on pest sighting log where/when rodents or rodent activity is found, inspect surrounding areas where infested product was found, and any back stock for any further signs of pests. Document pest activity during routine DeCA facility evaluations (e.g. spot inspections) utilizing forms provided in DeCAM 30-22.01. Eliminate potential entry points in doors and walls, water leaks/puddles/food debris, and clutter/excess equipment.
Step 4	Make a note of the following information, and submit in a DeCA Interest Report (DIRep): <ul style="list-style-type: none"> o Enter under "Vermin Activity" DIRep category o Description of rodent activity found (live/dead rodent(s), chewed product, droppings, urine, etc.) o Where infested product or pest(s) was found (e.g. on shelf, in warehouse storage, during receiving). If found during receiving, whether it was rejected o If live rodent was seen running to specific area, describe rodent's path o Product description: Brand, product description, UPCs, lot codes, expiration/best by dates, package size, etc o Number of units or cases found with rodent activity o Total dollar amount of product affected o If reason to believe product was delivered with rodent activity, include date/time the product was delivered, and name of distributor o Date/time the rodent(s)/rodent activity was found in the product o Action taken
Step 5	Notify Distributor immediately, follow policies for completing and submitting a Vendor Credit Memorandum (VCM) within 24 hours or Government Property Lost or Damaged (GPLD) packet as required, depending on the details of the incident.

Handling and Disposal:

Step 1	Certified Pest Applicators should be contacted for notification of pest activity and the removal process for physical pest(s) found. Place affected product in a clearly marked area, away from other retail food pending further guidance from the MFI/AF Public Health.
Step 2	Allow Pest Applicator to inspect area of pest activity and provide guidance. Allow MFI/Air Force Public Health to inspect product and gather information needed to condemn. Once product is released from medical hold by the MFI/AF Public Health, dispose of product in exterior covered/closed dumpster.
Step 3	Do not vacuum or dry sweep areas where rodent droppings are found. Areas with rodent activity shall be cleaned following CDC guidance (https://www.cdc.gov/rodents/cleaning/index.html).



Created by DeCA Health & Safety Division, Public Health Branch

GLOSSARY

G.1. ACRONYMS.

AFPMB	Armed Forces Pest Management Board
CDC	Central Distribution Center
CE	Civil Engineer
CMPP	Central Meat Processing Plant
CONUS	Continental United States
CAR	Corrective Action Report
COR	Contracting Officer Representative
CSO	Consumer Safety Officer
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DIRep	DeCA Interest Report
DLA	Defense Logistics Agency
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DPW	Department of Public Works
EO	Executive Order
EPA	Environmental Protection Agency
ESOH	Environment, Safety, and Occupational Health
FDA	Food and Drug Administration
FGS	Final Governing Standards
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FOIA	Freedom of Information Act
FPO	Functional Process Owner
FSPAR	Food Safety Program Assistance and Review
IAW	In accordance with
IPM	Integrated Pest Management
IPMC	Installation - Integrated Pest Management Coordinator
ISA	Installation Support Agreement
KO	Contracting Officer
MEDCOM	Medical Command
MFI	Medical Food Inspector
OCONUS	Outside Continental United States

ODD	Overseas Distribution Division
OEGBD	Overseas Environmental Baseline Guidance Document
OSHA	Occupational Safety and Health Association
PMR	Pest Management Representative
POC	Point-of-Contact
PWS	Performance Work Statement
ROA	Resale Ordering Agreement
SDS	Safety Data Sheet
SME	Subject Matter Expert
SOFA	Status of Forces Agreement
SOW	Statement of Work
SPP	Stored Product Pest
TI	Technical Instruction
U.S.	United States
U.S.C.	United States Code
USDA	United States Department of Agriculture
WO	Workorder

G.2. DEFINITIONS.

Certified Pesticide Applicator. Any individual who applies pesticides or, in the case of DoD employees, supervises the use of pesticides during apprenticeship training. A certified applicator has successfully completed an EPA-approved training program that includes written examinations in core and specific application categories. Certification may be by DoD, a State, or, for OCONUS, by the provisions of paragraph 2.5 of this instruction.

Contracting Officer. The KO is a person with the authority to enter into, administer, and/or terminate contracts and make related modifications, determinations and findings. The term includes certain authorized representatives of the KO acting within the limits of their authority as delegated by the KO.

Contractor. The term contractor refers to both the prime contractor and subcontractors. The prime contractor shall ensure that his/her subcontractors comply with the provisions of the contract if applicable.

Contractor Applicator. A contract employee, certified by a State or host nation, who applies pesticides on DoD installations and property. The contractor shall be required to provide evidence of certification of applicators in all appropriate pest management categories for which the work is to be done at the time the contract is awarded. A contract applicator when contracted should provide IPM services to include a certified pesticide applicator defined as an individual who can legally apply restricted use pesticides without supervision.

CONEX. Military term for a container used to store things that can be locked and shipped.

Environmental Protection Agency. The Environmental Protection Agency is the agency delegated authority to enforce the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA).

Integrated Pest Management Program. A single, comprehensive program that encompasses all pest management activities of DoD.

IPM. A sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health, and environmental risks.

IPM Plan. A long-range, well-defined planning and operational document that describes the IPM program. Written pest management plans are required as a means of establishing and implementing IPM.

Installation IPM Coordinator. A DoD employee or contractor officially designated by the installation commander to coordinate and oversee the installation IPM program.

Medical Food Inspector. The MFI may be either military or civilian medical personnel of military services. They may include Preventive Medicine personnel of the Army, Navy, Air Force, and Veterinary Services personnel of the Army.

Monitoring. Thorough inspections, surveillance, or surveys conducted on a regular basis to determine the presence and abundance of pests or disease vectors.

Nuisance Pests. Insects, other arthropods, and other organisms that do not cause economic damage or adversely affect human health but that cause annoyance.

Pesticide. Any substance or mixture of substances, including biological control agents, that may prevent, destroy, repel, or mitigate pests and is specifically labeled for use by the EPA. Also, any substance or mixture of substances used as a plant regulator, defoliant, desiccant, disinfectant, or biocide. The AFPMB does not review or approve disinfectants or biocides.

Pest Management. The prevention and control of disease vectors and pests that may adversely affect the DoD mission or military operations; the health and well-being of people; or structures, materiel, or property.

Pests. Arthropods, birds, rodents, and other organisms (except for human or animal disease-causing organisms) that adversely affect readiness, military operations, or the well-being of personnel and animals; attack or damage real property, supplies, equipment, or vegetation; or are otherwise undesirable.

Pheromone Trap. This is a device using a pheromone lure that attracts and retains insects, used primarily for monitoring particular species. However, in some situations these traps can aid in the suppression of insect populations. Pheromone traps may be combined with food attractants in a single trap.

Regular Working Hours. The Government facilities' and employees' regular (normal) working hours as established locally, except Federal holidays and other days specifically designated by leadership.

Response Time. The time allowed the contractor after initial notification of a work requirement to be physically on the premises at the work site, with appropriate tools, equipment, and materials, ready to perform the work required.

Surveillance. Thorough inspections, monitoring or surveys, observation and/or written review of the IPM Program. Making a finding or recommendation that would improve the IPM program or addressing the condition of the IPM program for improvement.

Technical Instruction. Is the same as a workorder.

Workorder. A workorder is a request for a given task to be completed that is formally submitted to a business or service by a customer, or created in-house within an organization for a job to be done. Workorders are typically created for service technicians, maintenance, or inspection, but can apply to any task that must be completed by or within an organization.

REFERENCES

- AFPMB Technical Guide 5, “Integrated Pest Management for Food Service Managers,” December 2018.
- AFPMB Technical Guide 17, “Military Handbook, Design of Pest Management Facilities,” August 2009, (Revision) December 2016.
- AFPMB Technical Guide 18, “Installation Pest Management Program Guide,” September 2022.
- AFPMB Technical Guide 27, “Stored-Product Pest Monitoring Methods,” December 2016
- AFPMB Technical Guide 29, “Integrated Pest Management In and Around Buildings,” Updated December 2018.
- AFPMB Technical Guide 39, “Preparing DoD Pest Control Contracts and Assessing Contract Performance,” December 2021.
- DeCA Directive 30-22, “Integrated Pest Management Programs,” September 18, 2025.
- DeCA Directive 70-12, “Interservice and Intra-governmental Support Agreements (ISA),” August 22, 2014.
- DeCA Manual, 30-25.01, “Public Health and Food Safety,” August 5, 2021.
- DLA Regulation 4145.31, “Integrated Stored Products Pest Management,” October 13, 2017.
- DoD Directive 4715.1E, “Environment, Safety, and Occupational Health (ESOH),” August 31, 2019.
- DoD Directive 5105.55, “Defense Commissary Agency (DeCA),” March 12, 2008.
- DoD Directive 5400.07, “DoD Freedom of Information Act (FOIA) Program,” April 5, 2019.
- DoD Instruction 4000.19, “Support Agreements,” December 16, 2020.
- DoD Instruction 4150.07, “DoD Pest Management Program,” January 22, 2020.
- DoD Instruction 4165.14, “Real Property Inventory (RPI) and Reporting,” September 8, 2023.
- TB MED 530/NAVMED P5010/AFMAN 48-147_IP, “Tri-Service Food Code,” March 1, 2019.
- United States Code, 7 U.S.C. “Agriculture,” June 17, 2024.