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**GREEN SHIELD CERTIFIED®**

**For**

**STRUCTURAL**

**PEST MANAGEMENT PROGRAMS**

**Version 1.1**

**January 15, 2010**



*Pest control. Peace of mind.*

**PROGRAM GUIDE AND  
EVALUATION FORM**

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## Guiding Principles

These principles form the basis for the GREEN SHIELD CERTIFIED program. Evaluations for professionals, organizations, products and services are designed to assess compliance with these principles.

**Knowledge.** GREEN SHIELD CERTIFIED participants understand IPM principles and practices. They can identify important pests and describe life cycles, habits and conditions that affect populations.

**Monitoring and inspection.** GREEN SHIELD CERTIFIED participants use monitoring and inspection to stay fully informed about pest populations and conditions that can lead to pest problems.

**Action only when necessary.** GREEN SHIELD CERTIFIED participants supplement their experience with monitoring and inspection to determine when to act against pests. Routine application of pesticides is not IPM.

**Documented performance.** GREEN SHIELD CERTIFIED participants record monitoring and inspection results. They document their performance and justify pesticide applications.

**Least-toxic options.** GREEN SHIELD CERTIFIED participants use non-chemical approaches as the first line of defense against pests. GREEN SHIELD CERTIFIED participants evaluate all pest management options for hazards to health, the environment and beneficial organisms.

**Effective pest management.** GREEN SHIELD CERTIFIED participants solve pest problems including insects, weeds, vertebrates and microbes with effective, long-term strategies. Structural design and maintenance issues that contribute to pest problems are addressed, where appropriate.

**Continuous improvement.** GREEN SHIELD CERTIFIED participants prepare for changes in pests and IPM techniques, recognizing that improvement involves staying abreast of new technologies and concepts.

**Communication and outreach.** GREEN SHIELD CERTIFIED participants communicate the IPM approach to others. They abide by posting and notification requirements for pesticide applications.

**Reduction in health and environmental hazard** is the bottom line. High priority hazards are identified and targeted for reduction.

*GREEN SHIELD CERTIFICATION is available to programs, facilities other than schools, pest management providers and services. For more information, contact the IPM Institute or visit [www.greenshieldcertified.org](http://www.greenshieldcertified.org) or [www.ipminstitute.org](http://www.ipminstitute.org).*

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## Program Guide: Structural Pest Management Programs

### I. Certification Process

Structural pest management programs cover multiple facilities both under and not under the control of a program manager. They may be run by a government entity, (e.g., by local, city, county or state) or a private firm.

To become a GREEN SHIELD CERTIFIED Program, you must:

- Step 1.** Contact the IPM Institute to schedule an on-site evaluation. The evaluation will be conducted at your office using this evaluation form.
- Step 2.** Undergo the on-site evaluation by an IPM Institute-approved professional. After the evaluation, the IPM Institute will generate and submit for your review a set of detailed, confidential interim evaluation reports. These reports will summarize the results of your evaluation and identify any improvements that will need to be made prior to certification. Upon receipt of invoice, pay the evaluation fee plus travel expenses which covers the cost of the evaluation and report generation.
- Step 3.** Address the required improvements by submitting the appropriate documentation to the IPM Institute for review. Once all items have been addressed, the Institute will certify your service and send a final report detailing the improvements you made during the certification process for your records.
- Step 4.** Pay the annual certification fee. Renew your certification each year by completing an annual renewal form. An on-site re-evaluation is required every three years.

Your certification fees support continuing operation of this program and provide:

1. A certificate suitable for framing. Additional pre-printed certificates and promotional products may be ordered for an additional charge. The Green Shield Certified name and logo will also be available for your use on hardcopy and electronic documents. See the logo guidance for details on restrictions.
2. A program listing and profile on the Green Shield Certified website. We will provide a local media release for your use.

### II. Scoring by the Evaluator

First, the evaluator will verify that the minimum requirements (pass/in progress) items are met. Next, the evaluator will score each IPM practice in the scored practices according to the following point system:

- N/A = Not applicable.
- 0 = Practice(s) not in place.
- 1 = Minimally in place and barely meets description.
- 2 = Meets less than half of description.
- 3 = Meets more than half of description.
- 4 = In place as described.
- 5 = Exceeds description.

The evaluator will note the justification for the score, information of special interest and elements that do not apply (N/A) on the evaluation form or in a separate document. Sample documents, including service report forms, must be attached for review. The candidate program must identify at least one meaningful area for improvement to address over the next three years. For a complete list of required items, see page 21. After completing the evaluation, the evaluator will tally the points earned. For a passing score, all minimum requirements must be met and a minimum of 80% must be attained for the scored practices section.

## Confidential Evaluation Form

### III. Program Information - Public Agency or Private Firm

This form will be completed by an IPM Institute-approved evaluator during an on-site visit to the candidate program and submitted to the IPM Institute for review. The IPM Institute will generate and send the candidate program a set of confidential interim reports which it will identify improvements that need to be addressed prior to certification. The candidate program will have the opportunity to review the reports, make corrections and provide updates to complete the certification process.

Evaluation for: \_\_\_\_\_ Date: \_\_\_\_\_  
(IPM program name)

Evaluation location (street address): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web address: \_\_\_\_\_

Candidate program's representative(s), contractor(s) and any others present at evaluation:  
Attach list or additional pages as needed.

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contracted Service Provider(s) (if any): \_\_\_\_\_

Business license no(s)/state(s): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location (street address): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Web address: \_\_\_\_\_

**III. Program Information (continued)**

Program Profile: Once certification is achieved, the IPM Institute will draft a narrative profile of the candidate program to be published on the Green Shield Certified website. The candidate program will have an opportunity to review and revise the profile before publication.

- a. Date organization founded: \_\_\_\_\_ Founder: \_\_\_\_\_
- b. Number of employees: \_\_\_\_\_ Number of locations: \_\_\_\_\_
- c. Geographic location(s) (e.g., counties): \_\_\_\_\_
- d. Number/types of facilities (buildings, outdoor facilities, etc.): \_\_\_\_\_  
\_\_\_\_\_
- e. Types of service(s) provided by the program (check all that apply):
- |   |   |
|---|---|
| <input type="checkbox"/> general pest       | <input type="checkbox"/> rodents              |
| <input type="checkbox"/> bed bugs           | <input type="checkbox"/> stinging insects     |
| <input type="checkbox"/> birds              | <input type="checkbox"/> stored product pests |
| <input type="checkbox"/> carpenter ants     | <input type="checkbox"/> termites             |
| <input type="checkbox"/> carpentry services | <input type="checkbox"/> wildlife/vertebrates |
| <input type="checkbox"/> mold remediation   | <input type="checkbox"/> other* (describe):   |
| <input type="checkbox"/> mosquitoes         |   |
- f. When and why was the IPM program initiated? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- g. What makes your program or approach to IPM unique? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- h. If possible, describe a situation where IPM was successfully used to address a complex pest problem. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- i. Is there any other information about your program or organization you'd like to share (e.g., recent recognition, LEED certification, other green projects or initiatives)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach separate document or additional pages as needed.

#### IV. Minimum Requirements for Certification

A "pass" rating is required on each of the following minimum requirements (pages 7-14). The evaluator will circle the appropriate rating and supplement his or her decision with notes, including describing where the candidate program exceeds minimum requirements, any extenuating circumstances or items in progress.

1.0 Candidate program meets legal requirements:

- PASS IN PROGRESS a. For posting and notification of pesticide applications. *(Attach sample pesticide application notification.)*
- PASS IN PROGRESS b. For pesticide applicator training, licensing and certification of in-house pest management professional. *(Attach copy or sample copy of pesticide applicator training, license or certification records.)*
- PASS IN PROGRESS c. For pesticide applicator safety and employee right to know.
- PASS IN PROGRESS d. For pesticide application record keeping. *(Attach sample pesticide application record.)*
- PASS IN PROGRESS e. Other pest management regulations. *(Describe below.)*

Notes: \_\_\_\_\_

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**IV. Minimum Requirements (continued)**

2.0 Inspection, monitoring, sanitation and exclusion are the primary pest management strategies. The evaluator will examine inspection reports, monitoring and pesticide application records to verify.

- PASS IN PROGRESS** a. The first steps performed to address a new problem are designed to accurately diagnosis the problem, determine its extent and identify contributing conditions; e.g., a thorough inspection of the premises and/or problem area(s), interviewing facility occupants, reviewing pest sighting logs (if any).
- PASS IN PROGRESS** b. Inspection program is effective in reducing pest complaints and the need for pesticide application.
- PASS IN PROGRESS** c. Monitors are used effectively where appropriate and results are reported verbally and in writing.
- PASS IN PROGRESS** d. A pest sightings/damage log includes information such as date, time, location and description of pests or pest damage and the name of the person reporting. This log may be part of a written or electronic general reporting system, e.g., maintenance issue tracking. *(Attach copy of pest sightings/damage logbook page.)*
- PASS IN PROGRESS** e. Conditions conducive to pest problems (e.g., structural defects, sanitation issues) are identified during inspections and presented to the appropriate parties verbally and in writing.
- PASS IN PROGRESS** f. Recommendations to correct pest-conducive conditions are made verbally and in writing (i.e., inspection report).
- PASS IN PROGRESS** g. Appropriate staff and/or contractors can identify key pests, symptoms, life cycles and IPM strategies for management.
- PASS IN PROGRESS** h. Sanitation is used effectively to reduce pest complaints and the need for pesticide application.
- PASS IN PROGRESS** i. Exclusion is used effectively to reduce pest complaints and the need for pesticide application.
- PASS IN PROGRESS** j. Effective cultural management of turf and ornamentals is used to reduce pest complaints and the need for pesticide application; e.g., plant material selection and placement reduce susceptibility to pests and need for intervention.

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**IV. Minimum Requirements (continued)**

3.0 Candidate program commits to a formal IPM program in writing with appropriate roles, written training and open communications policies.

- PASS IN PROGRESS** a. A written IPM policy states the organization’s commitment to IPM implementation, describes overall objectives relating to pest and pesticide toxicity management and is reviewed and revised as needed to reflect current conditions. (*Attach copy of IPM policy.*)
- PASS IN PROGRESS** b. A specific, appropriately trained individual (e.g., IPM coordinator) is responsible for day-to-day interpretation of the IPM policy for the organization.
- PASS IN PROGRESS** c. A written IPM plan or protocol includes procedures for inspection and monitoring, and for responding to commonly encountered pest problems (e.g., ants, cockroaches, flies, rodents, etc.). (*Attach written IPM inspection and monitoring plan.*)
- PASS IN PROGRESS** d. A written training plan includes a schedule/protocol for new staff and for continuing education of existing staff.
- PASS IN PROGRESS** e. A written record is maintained of trainings attended by all staff including date, location and course title and/or instructor.
- PASS IN PROGRESS** f. Any contracted pest management service providers work under a written service agreement. Performance meets requirements for this Green Shield Certified for Structural Pest Management Programs.
- PASS IN PROGRESS** g. Candidate program has a written evaluation/quality assurance process to review and improve performance including policies, procedures, documents, training and staff performance.
- PASS IN PROGRESS** h. On request, the public is provided access to all information about the IPM policy and IPM plan or protocol.

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4.0 Less-toxic pesticides are used as per the following criteria. Anti-microbials are exempt from these criteria.

- PASS IN PROGRESS** a. Pesticide applications are made only after verification of a pest problem, accurate identification of the pest and reasonable non-chemical measures are inadequate for effective control.
- PASS IN PROGRESS** b. Applications are not made on a routine or regularly scheduled basis (i.e., weekly, monthly applications are not made).
- PASS IN PROGRESS** c. Applications are not made when the presence of non-program personnel in the area to be treated creates potential for exposure.
- PASS IN PROGRESS** d. Corresponding copies of the pesticide label and MSDS for any material(s) used, including anti-microbials, are on-site in a central location (e.g., main office, website) and available to staff, clientele or the public on request.
- PASS IN PROGRESS** e. Space sprays (fogging) and spray applications of residual-active pesticides to exposed interior or exterior surfaces of buildings (surface sprays to floor, baseboard, wall, foundation, etc.) are not used. Residual-active pesticides are products which remain effective against target organisms that contact the treated surface after the time of application. Contact pesticides are those that have no effect within a very short time after the application, e.g., after a spray-applied liquid dries.
- PASS IN PROGRESS** f. If dust formulations are used, application sites must be such that dust will not become airborne with potential for inhalation after application, e.g., sites that are sealed or otherwise enclosed after the application. **Exception:** Dusts may be applied into stinging insect hive entrances on the exterior of structures. These entrances need not be sealed immediately, but should be sealed once the hive is inactive. Ideally, the nest should be removed once no longer active.
- PASS IN PROGRESS** g. Granular formulations, if used indoors, are applied in ways such that any associated dust will not become airborne with potential for inhalation after application, e.g., applied to a void and sealed after use. Exterior applications are not visible or readily accessible after application.
- PASS IN PROGRESS** h. Insecticide baits, if used, are applied in such a way as to greatly reduce potential for exposure, e.g., contained in a tamper-resistant container designed specifically for holding baits and constructed of metal or plastic and ideally attached to floors, walls, etc. such that the container cannot be easily moved; or as a crack and crevice treatment where the pesticide is not visible or is not readily accessible after application. Old gel bait is removed before re-application, e.g., by applying gel to removable surfaces such as "The Crevice" device.

**IV. Minimum Requirements (continued)**

## 4.0 Less-toxic pesticides (continued).

- PASS**   **IN PROGRESS**   i. Rodenticides, if used, are:
- i) used only after reasonable measures are taken to correct conducive conditions including preventing access to water, food or garbage; removing clutter; sealing cracks or holes in foundations, sidewalks; removing tall weeds; and trimming shrubs to expose ground and discourage rat burrowing; **and**
  - ii) used only when rodent activity is present or is an immediate threat, e.g., confirmed by recent rodent sightings or signs of activity such as active ground burrows, droppings or feeding including feeding on non-toxic or rodenticide baits, or where conducive conditions are present in adjacent areas not under the control of the client; **and**
  - iii) not used on an ongoing basis where the threat of rodent activity is low, e.g., no rodent activity has occurred within the past year and conducive conditions are not present; **and**
  - iv) in bait-block form and placed in a locked, distinctively marked, tamper-resistant container designed specifically for holding baits and constructed of metal or heavy duty plastic and securely attached to the ground, fences, floors, walls or weighted bases, etc. such that the container cannot be easily moved/removed; **and**
  - v) baits are secured (e.g., on a rod) in the baffle-protected feeding chamber of the bait container and not in the station's runway; **and**
  - vi) not second-generation anticoagulants with high secondary hazard threats to non-target animals such as dogs, cats, hawks, owls, etc. (brodifacoum, difethialone) where non-target wildlife and companion animals may be affected; **and**
  - vii) in loose pellet formulation or loose meal formulation (i.e., not within packets) placed deep into burrows (i.e., at least two feet into the burrow from the burrow's main entrance) to reduce potential for rejection or access by non-target animals. Neither bait blocks nor baits still enclosed within packets are to be used for direct burrow baiting.

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**IV. Minimum Requirements (continued)**

4.0 Less-toxic pesticides (continued). NOTE: For help in evaluating pesticides against the following criteria, contact the IPM Institute.

- PASS IN PROGRESS** i. No pesticides labeled “Danger” or “Warning” are used. If a pesticide is used that is exempt from registration by US EPA, it does not exceed criteria for “Danger” or “Warning,” i.e., acute oral, dermal or inhalation toxicity; skin or eye sensitivity.
- PASS IN PROGRESS** j. No pesticides with ingredients classified as known, probable, likely or possible carcinogens by US EPA, the International Agency for Research on Cancer or the California Proposition 65 List are used.
- PASS IN PROGRESS** k. No pesticides with ingredients classified as reproductive or developmental toxins by US EPA or the California Proposition 65 List are used.
- PASS IN PROGRESS** l. No pesticides with ingredients classified as known, probable or suspected endocrine disruptor by US EPA or the European Union are used.
- PASS IN PROGRESS** m. No pesticides containing cholinesterase inhibitors, or with ingredients listed as neurotoxins on US EPA Toxics Release Inventory are used.

**STANDING EXCEPTIONS:** IPM requires effective pest control using less-toxic options. Due to the lack of effective less-toxic alternatives, the following active ingredients which do not meet the above criteria may be used for the target pest(s) listed under the following conditions:

- Products containing these ingredients must carry a CAUTION label. DANGER or WARNING-labeled pesticides containing these ingredients may not be used.

Active Ingredient	Violation	Target Pest & Use
abamectin, avermectin	(III. 3.0 k.) developmental toxin, US EPA	<b>Cockroaches, ants:</b> Use only in pre-manufactured bait stations, non-visible cracks and crevices, or in voids that are sealed after application. Remove old bait before re-application, e.g., by applying to a removable device such as “The Crevice”.
boric acid (applies to all borate types, e.g., disodium octaborate tetrahydrate, orthoboric)	(III. 3.0 l.) endocrine disruptor, European Union	<b>Insects on label:</b> Use only in pre-manufactured bait stations or non-visible cracks and crevices. Use dusts in voids sealed after application. <b>Wood-destroying insects:</b> May be applied to exposed surfaces in generally inaccessible areas, e.g., crawlspaces.
cholecalciferol	(III. 3.0 h.) Place pack formulation	<b>Rodents:</b> Use only in USDA Organic-certified facilities.
fipronil	(III. 3.0 j.) possible carcinogen, US EPA	<b>Cockroaches, ants:</b> Use only in pre-manufactured bait stations, non-visible crack and crevices, or in voids that are sealed after application. Remove old gel bait before re-application.
hydramethylnon	(III. 3.0 j.) possible carcinogen, US EPA; (III. 3.0 k.) reproductive/development toxin, State of California	<b>Cockroaches, ants:</b> Use only in pre-manufactured bait stations, non-visible crack and crevices, or in voids that are sealed after application. Remove old gel bait before re-application.



**IV. Minimum Requirements (continued)****4.0 Less-toxic pesticides (continued)**

List complete brand names of all pesticides and non-pesticide products (e.g., vacuums, caulk, copper mesh, etc.) used by the agency or contracted pest management provider in the previous 12 months or attach a separate existing list if available. This list will be held in confidence and will help your evaluator and the IPM Institute identify opportunities to transition to less toxic alternatives. Changes in this list over time will help us evaluate progress in eliminating high-hazard pesticides and practices.

**List complete product brand name and EPA Registration Number for registered pesticides:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
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6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
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10. \_\_\_\_\_
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23. \_\_\_\_\_
24. \_\_\_\_\_

(Attach additional pages as needed, or attach a separate existing list if available)

**IV. Minimum Requirements (continued)**

5.0 Pesticide safety. Contracted or in-house pest management professionals must show compliance with the following areas:

- PASS IN PROGRESS** a. Pesticide inventories are maintained by a professional properly licensed to apply pesticides.
- PASS IN PROGRESS** b. Pesticide storage is tightly controlled (e.g., locked) to prevent unauthorized access, with adequate ventilation and signage to alert emergency responders.
- PASS IN PROGRESS** c. Pesticide mixing facilities are adequately ventilated and designed to prevent backflow and respond to spills effectively.
- PASS IN PROGRESS** d. Used pesticide containers are disposed of properly and not at clientele locations.
- PASS IN PROGRESS** e. Pesticides are stored only in original containers.
- PASS IN PROGRESS** f. Proper personal protective equipment (e.g., respirators, gloves, gloves, etc.) is available, in good condition and used when appropriate by handlers and applicators.
- PASS IN PROGRESS** g. A written emergency response plan is in place, including emergency phone numbers, after-hour numbers and protocols covering vehicle accidents, pesticide and fuel spills, fire and accidental ingestions (e.g., by children, pets). (*Attach emergency response plan.*)
- PASS IN PROGRESS** h. Pesticide emergency response equipment (e.g., eyewash station, spill response kit, emergency shower) is adequate for the pesticides used.
- PASS IN PROGRESS** i. Pesticide drift protocol details how off-target and over-applications are kept to an absolute minimum including immediate and thorough clean up of gel, dust and crack and crevice over-applications. Protocol includes best practices for droplet size, weather conditions, spray boom height, spray rig speed and spray distribution for spray applications. (*Attach drift/off-target protocol.*)

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**V. Scored Practices**

Candidate program must earn at least 80% on the score card (page 21). The evaluator will score each item according the following scale:

- N/A = Not applicable.
- 0 = Practice(s) not in place.
- 1 = Minimally in place and barely meets description.
- 2 = Meets less than half of description.
- 3 = Meets more than half of description.
- 4 = In place as described.
- 5 = Exceeds description.

Evaluator must explain any unsatisfactory scores or partial credit in notes at the bottom of the page or attached in a separate document. **Items listed in bold are especially important and are highly recommended to improve IPM practices.**

1.0 Training:

- \_\_\_ a. **Candidate program educates appropriate facility occupants/clientele (e.g., property owners; food service, custodial, maintenance and other workers; etc.) about IPM and the role of reporting, sanitation and exclusion in reducing pest problems and pesticide use. For example, pest-specific fact sheets, presentations or other literature are provided to clientele to explain pest biology, pest-conducive conditions and preventative measures.**
- \_\_\_ b. A written policy specifies criteria/credentials for hiring in-house or contracted pest management professionals. *(Attach written hiring policy.)*
- \_\_\_ c. Program staff have provided formal IPM training/education events to individuals and/or groups outside of the organization, e.g., provided formal training to individuals or clientele, school, community or professional groups within the last three years. Formal training includes a scheduled class, seminar or workshop. Informal training, for example instructions given in the course of regular service or problem resolution, does not qualify for this item. **List below.**

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**V. Scored Practices (continued)**

2.0 Inspection, sanitation and exclusion are primary pest management strategies. The evaluator will examine service records to assist in scoring this section.

- \_\_\_\_ a. **Contracted or in-house pest management professionals perform minor structural repairs (e.g., sealing cracks and crevices, installing door sweeps). (List below.)**
- \_\_\_\_ b. **Contracted or in-house pest management professionals perform non-routine sanitation measures (e.g., moving and cleaning behind appliances, maintaining floor and sink drains, cleaning gutters, elevator pits and trash chutes, removing clutter). (List below.)**
- \_\_\_\_ c. **Contracted or in-house pest management professionals perform non-routine cultural landscape management (e.g., removing vegetation too close to building, replacing plants for resistance to commonly encountered pest and disease problems). (List below.)**
- \_\_\_\_ d. Contracted or in-house pest management professionals review designs for new or renovated facilities for pest-conductive features and pest-proofing; and/or specific pest-proofing elements are included in general specifications for all new buildings and renovations.
- \_\_\_\_ e. Contracted or in-house pest management professionals inspect new construction or renovation projects while in progress to ensure adequate sanitation and pest control, and compliance with pest-proofing design specifications.

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**V. Scored Practices (continued)**

**3.0 Records document IPM performance.**

- \_\_\_ **a. Service tickets/reports include entries for inspection, location/map of problem, accurate identification of problem, recommendations for correcting pest-conducive conditions, pest control products recommended/used with location and quantity applied. (*Attach a copy of the service ticket/report.*)**
  
- \_\_\_ **b. Complete, legible records of inspection and each pesticide application, including product, quantity used, date and time of application, location, application method and target pests are maintained for at least three years.**
  
- \_\_\_ c. Written correspondence between the candidate program and clientele, including complaints and service requests, is kept for at least three years for each account.
  
- \_\_\_ d. Program tracks customer feedback through comment cards, surveys or other devices.

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**V. Scored Practices (continued)**

## 4.0 Posting and notification.

- \_\_\_\_\_ a. **Candidate program notifies all staff of all likely potential pesticide uses at hire.**
- \_\_\_\_\_ b. **At least 24 hours prior to pesticide application, postings are placed in a designated public area detailing location(s) to be treated and contact information for further information.\***
- \_\_\_\_\_ c. Notice remains posted for at least 48 hours post-application.\*

\* Exceptions may be made where an imminent threat to health exists (e.g., stinging insects) or for applications of pesticides where exposure risk is minimal, e.g., baits in pre-manufactured bait stations or gel formulations placed in generally inaccessible, non-visible areas, or where the treated location will be unoccupied for five days following the application. For emergency applications, postings must be placed as soon as practical.

Notes: \_\_\_\_\_  
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\_\_\_\_\_ **TOTAL PAGE 19**

**VI. Planned Improvements**

List IPM program improvement(s) planned for the next three years. At least one improvement is required. Attach additional pages if necessary.

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Additional notes (if any)

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## VII. Evaluation Checklist

The evaluator must visually inspect the following items to verify compliance. Check the following or indicate as not applicable (N/A). Page numbers in brackets refer to page(s) where item is referenced.

- \_\_\_ a. Sample pesticide application posting notice. [7]
- \_\_\_ b. Pesticide applicator's licenses/certificates for principals and lead staff. [7]
- \_\_\_ c. Pesticide application records. Spot check from application records for past year. Verify that all pesticide products are listed on page 13 and that applications are made only after verified, accurately diagnosed pest problems. [7]
- \_\_\_ d. Complaints/citations. [7]
- \_\_\_ e. MSDS and pesticide labels for pesticide products used. [9]
- \_\_\_ f. Written emergency response plan. [14]
- \_\_\_ g. Written drift/off-target protocol. [14]
- \_\_\_ h. Pesticide product list. [13]
- \_\_\_ i. Pesticide storage facility(ies). [14] Verify adequate ventilation and signage, and that all items in stock are listed on page 13.
- \_\_\_ j. IPM policy. [9]
- \_\_\_ k. Copy of service ticket/report. [18]
- \_\_\_ l. IPM plan or protocol. [9]
- \_\_\_ m. Copy of contracted services agreement. [9]
- \_\_\_ n. Written protocol of non-pest management staff roles and responsibilities. [16]
- \_\_\_ o. IPM training plan. [16]
- \_\_\_ p. IPM training records. [16]
- \_\_\_ q. Hiring written policy for in-house or contracted pest management professionals. [16]
- \_\_\_ r. Sample page from pest sightings/damage log. [8]
- \_\_\_ s. Service location visit. Spot check service locations, on-site, for compliance with required and scored practices. [20]
- \_\_\_ t. Planned improvement (s). [20]

Notes: \_\_\_\_\_

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**VIII. IPM Practice Scorecard**

Enter points earned for each page:

	Column 1: Total Points Earned
Page 16:	
Page 17:	
Page 18:	
Page 19:	
Subtotal:	A.
Total Points Available :	B. 75*
Percent score* (divide sub-total A by B):	

\*Subtract five points from B for each item designated as not applicable (NA), prior to calculating percent score.

**Scoring Key:**

**Passing score on all minimum requirements plus 80% to 100% on scorecard = GREEN SHIELD CERTIFIED Program.** Pending final approval by the IPM Institute, organization may promote and offer its program as GREEN SHIELD CERTIFIED as per logo guidance provided by the IPM Institute.

**Failing score on any minimum requirement or <80% on scorecard = IPM in Progress.** To earn GREEN SHIELD CERTIFICATION for the program, Agency must correct all failed requirements and implement additional IPM practices listed in the required improvements section to raise their score above 79%. Required improvements will be addressed in the evaluation report provided by the IPM Institute.

Additional evaluation notes (Attach additional pages as needed.): \_\_\_\_\_

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**IX. Evaluator Statement**

I evaluated \_\_\_\_\_ (candidate program) on the \_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_ (year). The program achieved the score noted above.

Evaluator Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Attachments:**

- \_\_\_\_ a. Sample pesticide application posting notice. [7]
- \_\_\_\_ b. Pesticide applicator's licenses/certificates for principals and lead staff. [7]
- \_\_\_\_ c. Pesticide application records. Spot check application records for past year. Verify that all pesticide products are listed on page 13 and that applications are made only after verified, accurately diagnosed pest problems. [7]
- \_\_\_\_ d. Complaints/citations. [7]
- \_\_\_\_ e. Written emergency response plan. [14]
- \_\_\_\_ f. Written drift/off-target protocol. [14]
- \_\_\_\_ g. Pesticide product list. [13]
- \_\_\_\_ h. Copy of service ticket/report. [15]
- \_\_\_\_ i. Copy of contracted service agreement. [9]
- \_\_\_\_ j. Sample page from pest sightings/damage log. [8]
- \_\_\_\_ k. Planned improvement. [20]

Additional evaluator notes (if any): \_\_\_\_\_

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**X. Candidate Program Statement**

The information provided for this evaluation is accurate and complete. If approved, I (we) agree to deliver certified services only in accordance to the practice standards in this evaluation.

I (we) agree that the certification period is for one year only and must be renewed annually by submitting the GREEN SHIELD CERTIFIED annual update form and certification fee. An announced, scheduled on-site renewal evaluation is required every three years by an IPM Institute-approved evaluator.

Further, we agree to inform the IPM Institute within thirty days of any changes in our pest management program that may impact compliance with certification requirements, or if the individual responsible for our IPM program leaves that position. We grant permission to the IPM Institute to review and evaluate records or facilities for continued compliance during working hours and with reasonable notice. Should our pest management program be found to out of compliance with Green Shield Certification requirements at any time, it may be revoked at the sole discretion of the IPM Institute of North America, Inc., including our use of the Green Shield Certified designation and logo which we agree to use only in accordance with the logo guidance provided by the IPM Institute. Certification standards are subject to change at the sole discretion of the IPM Institute.

I (we) understand that performing and receiving structural pest management services involves a certain degree of risk that could result in injury, death or loss or damage to person or property. After carefully considering the risk involved, and in view of the fact that the IPM Institute of North America, Inc. is a not-for-profit organization, I (we) hereby release, hold-harmless and waive all claims associated with this activity which may be made against me (us) or that I (we) may have against the IPM Institute of North America, Inc., its employees, officers, directors, agents, volunteers and members. I (we) furthermore agree to name the IPM Institute of North America, Inc. as an additional insured on our liability insurance policy.

Authorized Representative(s):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E- mail: \_\_\_\_\_

Designated GREEN SHIELD CERTIFIED contact if different from above:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E- mail: \_\_\_\_\_

**GREEN SHIELD CERTIFIED**

888 GRN-SHLD (476-7453) ♦ Fax 608 232-1440 ♦ info@greenshieldcertified.org







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## References and Resources

You are encouraged to use the following which influenced the development of GREEN SHIELD CERTIFIED:

Bio-Integral Resource Center, 2003. Directory of Least-Toxic Pest Control Products. *The IPM Practitioner* 24: (11/12) 1-52. List of least-toxic controls by target pest, including insect, plant disease, weed and vertebrate pests; list of suppliers with contact information. Available from BIRC, PO Box 7414, Berkeley, CA 94707. (510) 524-2567, FAX (510) 524-1758, E-mail [birc@igc.org](mailto:birc@igc.org)

Green, T.A., ed., 2003. *IPM Standards for Schools*, 3<sup>rd</sup> Edition. 147 pp. Comprehensive guide to IPM practices and resources for schools and other sensitive environments. Available at <http://www.ipminstitute.org/school.htm>

Greene, A., US General Services Agency, 1999. *Contract Guide Specifications for Integrated Pest Management Programs in Government Buildings and Schools*. 7 pp. Suggested guidelines for use when contracting with a pest management professional for services, including inspection, IPM plan, use of pesticides, and record keeping. Available at [http://schoolipm.ifas.ufl.edu/admn\\_con.htm](http://schoolipm.ifas.ufl.edu/admn_con.htm)

Hollingsworth, C.S., ed., 2000. *Integrated Pest Management Guidelines for Structural Pests: Model Guidelines for Training and Implementation*. 58 pp. Describes practices that should be used by professional pest control practitioners who wish to be identified as IPM practitioners. Available from Extension Bookstore, Draper Hall, University of Massachusetts, Amherst MA 01003, (413) 545-0111. E-mail: [books@umext.umass.edu](mailto:books@umext.umass.edu), Web site: <http://www.umass.edu/umext/bookstore/index.html>

Mallis, A. ed., 1997. *Handbook of Pest Control*, 8<sup>th</sup> Edition. A comprehensive guide to structural pest identification and biology. Chapter 29, Sensitive Environments (J.B. Tucker), presents pest management principles and strategies generally applicable to GREEN SHIELD CERTIFIED service accounts. Available from GIE Media, (800) 456-0707.



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