



The checklist below summarizes requirements of the [SF IPM Ordinance](#) (Environment Code Chapt. 3) and policies established by San Francisco's IPM Program. The current [Reduced Risk Pesticide List](#) contains other important limitations on pesticide use.

Who should use this checklist

City staff or City contractors managing pests (insects, rodents, weeds, etc.) for buildings and landscapes that are:

- **Owned by the City** even if in other counties
- **Leased from the City** (lease signed after 1996), such as SF Airport vendors or Port tenants.

The City cannot regulate pesticide use on private properties, but we provide informational resources at SFEnvironment.org/ipm.

IPM in and around buildings

Responsibilities

- ✓ **City departments not using their own staff for structural pest control:** Call [Pestec](#) (415-587-6817), the citywide contract pest management contractor.
- ✓ **City departments using their own staff for structural pest control:** Coordinate activities through your [Department IPM Coordinator](#).
- ✓ **Leasees of City properties:** For leases newer than 1996, compliance with the SF IPM Ordinance is required, including restrictions, posting and recordkeeping. Coordinate through the leasing department's IPM Coordinator. See [IPM Resources](#).

Prevention

- ✓ Remove food & water sources, and ensure that refuse is properly contained and emptied frequently.
- ✓ Promptly repair structural defects noted by the IPM contractor.
- ✓ Consult [Pest Prevention by Design Guidelines](#) or its companion [checklists](#) for ways to pest-proof buildings.

Pest management

- ✓ Larger facilities should develop an IPM plan and servicing schedule with contractor. This promotes more effective IPM efforts, and allows use of the more economical "ongoing service" rate under the citywide IPM contract.
- ✓ Learn about pest identification, biology, and non-chemical controls at the [UCIPM website](#).

Pesticide use

- ✓ Pesticides are limited to products on the current Reduced Risk Pesticide list, and should be reserved as a last resort. Disinfectants and water treatment chemicals are not considered pesticides for these purposes (See Pesticides section below)
- ✓ Do not allow employees to bring their own pesticides to work. Aerosol pesticides are rarely appropriate or effective indoors, and products not on the Reduced Risk Pesticide List are illegal for City departments.

Notification

- ✓ Except for baits, posting for pesticide use must be done 3 days before treatment, and remain up for 4 days after treatment, except for least-hazardous (Tier III) products, which require posting the day of treatment.
- ✓ For baits, post:
 - Permanently in each building or vehicle where baits are used in readily visible location - OR -
 - At a central location in the facility where the public can access the information (such as a receptionist's desk). If this is not available, information must be made available at the City department's main office and via 311.

IPM in landscapes & rights of way

Responsibilities

- ✓ **City departments:** Coordinate activities through your [Department IPM Coordinator](#).
- ✓ **Landscape contractors:** Must be fully briefed and trained on the San Francisco IPM program's ordinance, requirements and policies. Include the SFE IPM Program Manager or Departmental IPM Coordinator in pre-construction contractor meeting. Contract language must include ordinance requirements (see Contracts below)
- ✓ **Leasees of City properties:** For leases newer than 1996, compliance is required. Coordinate through the leasing department's IPM Coordinator. See [IPM Resources](#).

Prevention

- ✓ Mulch to save water and prevent weed growth. Plant for full ground cover. Bare, unshaded soil is an invitation for weeds.
- ✓ Use the [SF PlantFinder](#) to choose appropriate plants for your site.
- ✓ Use [Bay Friendly Landscaping Guidelines](#) to design out weeds and design in water conservation, biodiversity, and healthier soils. Get your staff Bay Friendly certified at trainings sponsored by the Dept. of the Environment.
- ✓ If possible, get your landscape [BayFriendly Rated](#) – a third-party sustainable landscape certification. For larger projects, the [LEED SITES Initiative](#) is another excellent certification.

Management

- ✓ Consider hand removal, mechanical removal, goats and weed flaming first. Pesticides should be reserved as a last resort.
- ✓ Learn about pest identification, biology, and non-chemical controls at the [UCIPM website](#).

Pesticide use

- ✓ A written recommendation from a licensed Agricultural Pest Control Advisor (PCA) is required for any pesticide use. Departments that do not have PCAs on staff should contact the SF Environment IPM Manager.
- ✓ Only pesticides on the current [SF Reduced Risk Pesticide List](#) may be used. Usage must fall within the "limitations" listed for each product, along with label requirements.
- ✓ 'Most hazardous' (Tier I) herbicides have special limitations:
 - Use is prohibited for purely cosmetic purposes.
 - Use is prohibited within 15 feet of designated paths. If a park map exists, designated paths are those found on the maps. Otherwise, designated paths are those actively maintained by staff.

- Use is prohibited within 15 feet of schools, preschools, playgrounds, or other areas frequented by children.
 - Use on blackberry bushes is prohibited when fruit are present
 - If within the City limits, use requires onsite supervision by a licensed person (PCA, QAL/QAC)
 - No broadcast spraying with a boom is permitted except for golf courses (targeted spraying only)
- ✓ Certain pesticide use is [restricted in designated Red-Legged Frog habitat](#), which includes Golden Gate Park, Lake Merced, and several other areas in San Mateo and Alameda County.

Notification

- ✓ Posting for pesticide use must be done 3 days before treatment, and remain up for 4 days after treatment, except for least-hazardous (Tier III) products, which require posting only on the day of treatment. [Download pesticide notification sign](#).
- ✓ Postings must clearly identify the area to be treated. Signs should be placed at locations most likely to be seen by members of the public using the treated area.
- ✓ Posting is not required for median strips or rights-of-way when these areas are not intended for public use.
- ✓ Posting is not required for areas inaccessible to the public.
- ✓ 'Most hazardous' (Tier I) herbicides have special notification requirements:
 - Blue dye must be used, and this must be noted on the posting sign. Blue dye is not required in areas where 1) posting is not required, and 2) staining may occur, such as ornamental stone median strips.
 - When treatment sites that cannot be readily identified by the posting sign alone, a map showing the general location of expected treatment area(s) must be attached to the posting sign.

Public health pest control

Responsibilities

- ✓ **City departments that do not use their own City staff for public health pest control:** Call [Pestec](#) (415-587-6817), the citywide contract pest management contractor.
- ✓ **Public complaints on mosquito, rat, or other public health pests:** Refer callers to the Department of Public Health Vector Control Office (311).
- ✓ **Leasees of City properties:** Coordinate public health pest management through the leasing department's IPM Coordinator.

Prevention

- ✓ Eliminate standing water wherever possible.
- ✓ Remove food sources for rodents, ensure that refuse is properly contained and emptied frequently, and use [Pest Prevention by Design Guidelines](#) or its companion [checklists](#) to seal rodents out of buildings.

Management & Pesticide Use

- ✓ Only pesticides on the current [SF Reduced Risk Pesticide List](#) may be used. Usage must fall within the "limitations" listed for each product, along with label requirements.

Notification

- ✓ Posting is not required for rat treatments in sewers or mosquito larvicide treatments. However, information on the treatments must be available to the public from the department responsible.

- ✓ Rodent baits (with the exception of sewer treatments) must be in tamper-resistant, secured bait boxes marked with signal word or symbols required on the original pesticide label, the generic name of the pesticide, and the name, address, and telephone number of the structural pest control company or departmental IPM coordinator.

Wood-destroying pests

Responsibilities

- ✓ The Citywide IPM contract does not cover wood-destroying pests. Contact the SF Environment IPM manager for assistance in finding qualified contractors: Chris.Geiger@sfgov.org, (415) 355-3759.

Prevention

- ✓ Eliminate soil-wood contact in structures, and remove any cellulose containing materials (such as wood piles) from the vicinity of wood structures.
- ✓ For new construction or renovations, use the [Pest Prevention by Design Guidelines](#) or its companion [checklists](#) to prevent wood-destroying pests.

Management & Pesticide Use

- ✓ Inspection is critical to confirm the extent of infestations. Hire a licensed inspector, preferably with advanced inspection equipment. Make sure that the pests are positively identified. Different termite species require different control tactics.
- ✓ For subterranean termites, subterranean bait products are preferred, in combination with prevention and destruction of shelter tubes. Drywood termites require different techniques, often requiring wood replacement. See UCIPM [resources](#) on wood-destroying pests. An [exemption](#) is required for any termite pesticides.

Pesticide use (general)

- ✓ **Pesticide use is a last resort.** If pesticides must be used, only products listed on the current San Francisco [Reduced Risk Pesticide List](#) are permitted. Do not use the List for homes or private property.
- ✓ **Required trainings:** All staff or contractors handling pesticides must be properly trained and licensed. Annual safety training is required by state law. SFE organizes annual pesticide safety/IPM trainings for this purpose.
- ✓ **Exemptions:** An exemption from SFE is required when:
 - Pesticide product is not listed on the current SF Reduced-Risk Pesticide List (RRPL) – OR –
 - The intended usage of the product is not permitted by the List's *Use Limitations* –OR –
 - A modified posting plan is desired

Exemptions will only be granted for cases where viable, safer alternatives do not exist, or for trial use of safer products. City users are encouraged to discuss proposed exemptions with the SFE IPM Manager before submitting an exemption request ([Exemption Request Form](#) – City use only). Allow at least two days for your request to be processed.

Non-listed pesticides may never be used prior to receiving an exemption except for [rare emergency situations](#), such as those posing an immediate threat to public health. These situations must be recorded as "emergency exemptions" with SFE, and justified at the annual public hearing.

- ✓ **Annual public hearing:** Departments must justify certain pesticide uses to the public at the Annual Reduced-Risk Pesticide List Hearing, generally held in December. Uses requiring justification are:

- Exemptions
- Products listed as "Most restricted" on the RRPL.
- ✓ **Pesticide use data:** All pesticides used on City properties must be recorded in the City's [Pesticide Use Reporting database](#) (PURS) on a monthly basis. Contact SFE for trainings and access. [Graphical summaries of pesticide use](#) are available.

Contracting language

- ✓ **Include IPM Program requirements** in all contracts that involve pest management, including weed and tree removal and wood-destroying pest abatement. This will avoid costly change orders.
- ✓ **Suggested language:**

Notwithstanding other sections in this contract, the Contractor will use an integrated pest management approach in all activities [specify here], as required by the San Francisco Environment Code, Chapt. 3. Pesticides, including insecticides, herbicides, fungicides, rodenticides, and molluscicides, may be used only as a method of last resort, and only after exploring all applicable non-chemical options. Only pesticide products listed on the San Francisco Reduced-Risk Pesticide List (RRPL) (SFEnvironment.org/ipm) may be used on City properties, and must be used in a manner consistent with limitations described on the RRPL and on the US EPA label. In this context, disinfectants and water treatment chemicals are not considered pesticides.

- ✓ **Bay Friendly:** In addition, consider including the [Model Bay-Friendly Maintenance Specifications](#) in contract requirements.

Leased properties

- ✓ **Applicability of IPM Ordinance:** All properties leased from the City with leases newer than 1996 fall under the IPM Ordinance requirements. Leasing departments should include language requiring compliance (see below).
- ✓ **Pesticide use data:** All pesticides used on the above leased properties must be submitted to SFE's PURS database. This may involve submitting data to the leasing department's [IPM coordinator](#), and/or arranging a PURS training for leasees or their contractors. Contact SFE for training information.
- ✓ **Suggested lease language**

"Leasee, and any pest management contractors operating on the leased property, shall comply with all requirements of San Francisco's Integrated Pest Management Ordinance (Chapter 3, San Francisco Environment Code). These requirements include, but are not limited to: Adopting an IPM approach to all pest control activities, using pesticides only as a last resort, restricting all pesticides used to those on the current SF Reduced Risk Pesticide List, posting notifications of all pesticide applications three days before treatment, and leaving these postings for at least four days after treatment, reporting all pesticide applications to the San Francisco Department of the Environment's IPM Program Manager. For more information, see the City's IPM web site at SFEnvironment.org/ipm."

Other resources

IPM Technical Advisory Committee meetings

- ✓ **What is the IPM TAC?** The IPM TAC is an informal advisory body composed of City department IPM Coordinators and other interested parties. Most IPM TAC meetings are free and open to the public.
- ✓ **Why attend?**
 - Keep up to date on the latest IPM practices with guest speakers
 - Consult other IPM professionals regarding difficult pest management problems
 - Receive Continuing Education Units for state pesticide licenses or Bay Friendly Landscaping Program.

IPM Email list

- ✓ **Sign up [here](#)** to receive information on upcoming trainings, technical information, new products, and updates on upcoming IPM Technical Advisory Committee meetings.

Pesticide disposal

- ✓ **Empty pesticide containers**
 - Triple rinse them per DPR requirements. Use the rinsate in your next pesticide application. Do not pour down the drain.
 - Recycle cleaned containers (except for bags, pouches or fiber drums): In San Francisco, cut each 5-15 gallon jug into quarters. Cut each 15+ gallon jug into eighths. Put them in the recycling bin.
- ✓ **Non-empty containers**
 - Leftover pesticides are considered hazardous waste. The best option is to use them up for their intended purpose, and properly dispose of the empty container (above).
 - For pesticides, and hazardous waste in general, [City staff should post this sign](#) and [schedule a pickup](#).
 - Leasees on City properties should follow [these instructions](#).

For other questions, see www.sfenvironment.org/ipm, contact Chris Geiger at Chris.Geiger@sfgov.org, 415-355-3759.