

Navy Entomology Center of Excellence

PROCEDURE FOR REVIEWING INSTALLATION PEST MANAGEMENT PLANS

PURPOSE

To describe responsibilities and procedures for the timely review of installation pest management plans.

REFERENCES

- (a) DODINST 4150.07
- (b) OPNAVINST 6250.4C

BACKGROUND

Reference (a) requires all DoD shore activities to have a written comprehensive pest management plan (PMP). The PMP describes the installation's plan for managing health-related, nuisance and economic pests. They should include plan maintenance, responsibilities, operational and administrative requirements, pest management operations, a list of pesticides approved for use on the installation, contract information, training requirements, safety, environmental concerns, and pest management resources.

PMPs may be written for individual installations or groups of installations in the same geographic area. PMPs may be written by installation personnel (usually the pest management coordinator (PMC)), a civilian contractor, or an applied biologist at a Naval Facilities Engineering Command (NAVFAC). The PMC is responsible for developing and maintaining the PMP.

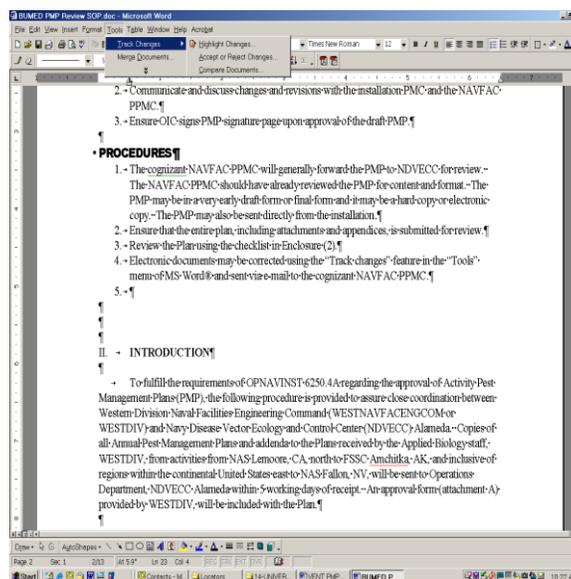
The PMC ensures that PMPs are reviewed and signed by installation stakeholders such as the public works officer, medical officer, environmental manager, PMC and public works officer. PMPs are also reviewed and approved by NAVFAC and BUMED professional pest management consultants (PPMC). The purpose for the review is to ensure that the PMP is comprehensive in addressing all functional areas of the program. NECE is the designated BUMED PPMC for all Navy and Marine Corps activities within its AOR. The BUMED PPMC is responsible for ensuring that all of the installation's medical department responsibilities, as described in reference (b), are addressed in the Plan.

REQUIRED TRAINING / COMPETENCE / RANK

No formal training is required. The reviewer shall be a staff military entomologist. Reviewers should be familiar with references (a) and (b).

PROCEDURES

1. The cognizant NAVFAC PPMC will generally forward the PMP to NECE for review. The NAVFAC PPMC should have already reviewed the PMP for content and format. The PMP may be in a very early draft form or final form and it may be a hard copy or electronic copy. The PMP may also be sent directly from the installation.
2. Ensure that the entire plan, including attachments and appendices, is submitted for review.
3. Review the Plan using the checklist in Enclosure (1).
4. Electronic documents may be corrected using the "Track changes" feature in the "Tools" menu of MS Word® and sent via e-mail to the cognizant NAVFAC PPMC.



5. Corrections for hardcopy documents should be listed in a MS Word® document.
6. PMPs with significant discrepancies shall not be signed. These discrepancies would include missing sections or documentation of improper pest management methods and pesticides.
7. If major corrections are required, then send the corrected electronic version or the Word® document containing the list of corrections to the NAVFAC PPMC or the installation PMC so that the PMC can be corrected and returned.
8. If only minor corrections or no corrections need to be made or the first draft of the PMP has been corrected, then the PMP may be forwarded to the OIC for signature. The signature page in the PMP may be used or a signature page in the format in enclosure (2) may be used.
9. The original signature page and any minor corrections should be sent to the cognizant NAVFAC PPMC by mail.
10. Approval by BUMED and NAVFAC PPMCs will be completed within 35 days from the original date of receipt at the cognizant NAVFAC.
11. Request a paper or electronic copy of the final PMP from the installation

via the cognizant NAVFAC PPMC for filing in the Operations Department files.

12. The PMP may be updated as needed.

BUMED Installation Pest Management Plan Review Checklist

	YES	NO	N/A
Does the signature page include a block or line for the installation medical department representative or medical officer?			
Does the signature page include a block or line for the Vector Control Department Head, NECE as the BUMED PPMC?			
Does the Plan include the following sections or attachments: <ul style="list-style-type: none"> ▪ Pest management health and safety? ▪ Management of public health pests? ▪ Emergency Vector Control Plan? 			
Does the Plan include a list of pests of public health importance that occur or may occur on the installation?			
Does it include a list of vector-borne diseases or other health problems associated with pests?			
Are current or potential surveillance and control measures for each medically-important pest listed and described?			
Does the Plan include a list of pesticides approved by or submitted for approval by the cognizant NAVFAC PPMC?			
Does the pesticide list include trade name, active ingredient, EPA registration number, formulation, target pest, target location, and any associated human health and environmental hazards?			
Are the pesticides listed appropriate for the current or potential public health pests indicated in the Plan?			
Are non-chemical methods listed for each pest?			
Does the plan describe aerial application of pesticides for mosquitoes and other medically-important pests?			
If aerial spraying is conducted for medically-important pests, does the plan contain a copy of a current aerial spray validation in accordance with DoDINST 4150.07?			
Does the plan describe who conducts medical surveillance for pesticide applicators? (for DoD applicators only)			
Does the Plan indicate whether the following medical personnel are assigned to the installation or are based at a regional medical facility: <ul style="list-style-type: none"> ▪ Preventive medicine representative (preventive medicine technician, environmental health officer) 			

	YES	NO	N/A
<ul style="list-style-type: none"> ▪ Occupation health nurse, physician or clinic ▪ Industrial hygienist 			
<p>Does the Plan have a list of points of contact that include the following medical personnel:</p> <ul style="list-style-type: none"> ▪ Preventive medicine representative ▪ Occupation health nurse, physician or clinic ▪ Industrial hygienist 			
Is an installation specific procedure listed for a pesticide spill response?			
Does the Plan include a list of responsibilities for the installation medical department?			
Does the Plan include a list of pest management related duties of installation preventive medicine personnel? (i.e. food service inspections, pest surveys and inspections)			
Does the Plan list potential health hazards for pesticide applicators and other personnel during pest management operations?			
<p>Have copies of the following documents been included in the Plan:</p> <ul style="list-style-type: none"> ▪ Last NECE pest management program review report ▪ Last industrial hygiene survey of pest management facilities ▪ Any reports of risk assessment surveys (i.e. hantavirus, plague, mosquito surveys) 			
Has the location and description of the pest control shop been included?			
<p>Has a list of medical points of contact been included in the body of the Plan or in the emergency vector control plan? Does it include contact information for:</p> <ul style="list-style-type: none"> ▪ Preventive medicine ▪ Industrial hygiene ▪ Occupational health ▪ Local health agency and/or vector control district ▪ Cognizant NECE? 			

[Installation Name] Pest Management Plan Technical Review

The Pest Management Plan has been reviewed and is approved in accordance with OPNAVINST 6250.4C.

Applied Biology Branch Manager
NAVFAC Atlantic
Norfolk, VA

Date: _____

CAPT Eric Hoffman
MSC, USN
OIC, NECE
Naval Air Station Jacksonville
Jacksonville, FL

Date: _____