



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS AIR FORCE CIVIL ENGINEER SUPPORT AGENCY

30 AUG 2010

FROM: HQ AFCESA/CEO  
139 Barnes Drive, Suite 1  
Tyndall AFB FL 32403-5319

**SUBJECT: Engineering Technical Letter (ETL) 10-5: Self-Help Pest and Vegetation Management Program**

**1. Purpose.** This ETL provides guidance for self-help pest management programs for military housing (MH) occupants and building managers on Air Force installations. Department of Defense Instruction (DODI) 4150.07, *DoD Pest Management Program*, requires each service to have a self-help pest control program to enable MH occupants and building managers the opportunity to obtain and effectively utilize specific pest control materials.

**Note:** The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this ETL does not imply endorsement by the Air Force.

**2. Application.** Requirements in this ETL are mandatory. **This ETL does not apply to privatized housing.**

2.1. Authority: DODI 4150.07, *DoD Pest Management Program*

2.2. Effective Date: Immediately

2.3. Intended Users:

- Major command (MAJCOM) engineers
- Base civil engineers (BCE)
- Building/dorm managers
- MH occupants

2.4. Coordination:

- MAJCOM civil engineers
- Air Force Center for Engineering and the Environment (HQ AFCEE)
- Air Force Medical Support Agency, Bioenvironmental Engineering Branch (HQ AFMSA/SG3PM)

**3. References.**

3.1. Air Force:

- Air Force instruction (AFI) 32-1053, *Integrated Pest Management Program*, <http://www.e-publishing.af.mil/shared/media/epubs/AFI32-1053.pdf>

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- *Air Force Integrated Pest Management Program* brochure, [https://www.my.af.mil/gcss-af/USAF/AFP40/Attachment/20070712/IPM\\_Brochure.pdf](https://www.my.af.mil/gcss-af/USAF/AFP40/Attachment/20070712/IPM_Brochure.pdf)

### 3.2. Department of Defense (DOD):

- DODI 4150.07, *DoD Pest Management Program*, [http://www.afpmb.org/pubs/dir\\_inst/415007p.pdf](http://www.afpmb.org/pubs/dir_inst/415007p.pdf)
- Armed Forces Pest Management Board (AFPMB) Technical Guide No. 42, *Self-Help Pest Management*, <http://www.afpmb.org/pubs/tims/TG42/TG42.pdf>

### 3.3. Environmental Protection Agency (EPA):

- *Healthy Lawn Healthy Environment*, <http://www.epa.gov/oppfead1/Publications/lawncare.pdf>

## 4. Acronyms and Abbreviations:

°F	- degree Fahrenheit
AFI	- Air Force instruction
BCE	- base civil engineer
DOD	- Department of Defense
DODI	- Department of Defense Instruction
EPA	- Environmental Protection Agency
ETL	- engineering technical letter
HAZMART	- hazardous materials pharmacy
HQ AFCESA/CEOA	- Air Force Civil Engineer Support Agency, Operations and Programs Support Division, Engineer Support Branch
HQ AFMSA/SG3PM	- Air Force Medical Support Agency, Aerospace Operations Division, Bioenvironmental Engineering Branch
IPM	- integrated pest management
IPMC	- installation pest management coordinator
IPMIS	- Integrated Pest Management Information System
MAJCOM	- major command
MH	- military housing
oz.	- ounce
PMC	- pest management consultant
SME	- subject matter expert
UEQ	- unaccompanied enlisted quarters
UOQ	- unaccompanied officer quarters

## 5. Self-Help Program Requirements.

### 5.1. Types of Facilities Using Self-Help Pest Control.

**5.1.1.** All adult occupants of single military housing units, detached multiple units (i.e., units connected by open carports), duplex units, and other multiple-complex units may use self-help pest control when programs are established on Air Force

installations.

**5.1.2.** Self-help pest control may also be used in government-leased, permanent-party MH if approved by the installation housing office and the BCE. Self-help pest control should be used to the greatest extent possible in unaccompanied enlisted quarters (UEQ) and unaccompanied officer quarters (UOQ).

**5.1.3.** Occupants of privatized housing units may not participate in government self-help programs.

**5.1.4.** Administrative, industrial or multi-use facilities under the care of a building manager, including those at very small and/or remote sites, may participate in the self-help pest management program if the BCE decides this action is in the best interests of the Air Force.

## **5.2. Pests Controlled by MH Occupants and Building Managers.**

**5.2.1.** Occupants of MH and building managers eligible for self-help will control the following pests when they occur in their quarters or facilities: cockroaches, ants (except for carpenter ants), centipedes, crickets, earwigs, firebrats, flies, silverfish, sow bugs (pill bugs), mice, and miscellaneous flying and crawling insects that do not destroy Air Force property. All of these pests can be prevented or controlled through integrated pest management (IPM) measures such as good housekeeping, proper food storage, pest exclusion, and minimal use of commercially available general-use pesticides or self-help insecticides or supplies. Occupants of MH and building managers may also voluntarily control minor infestations of fire ants and wasps (a few ant mounds or small umbrella wasp nests) outdoors around their quarters.

**5.2.2.** Occupants and building managers will also control insects and other pests that attack their indoor plants, outdoor gardens and flower beds, and other ornamental plants that were not planted by the BCE or other base organizations. Pesticides available in the self-help program will not control these insects; occupants and building managers will have to purchase appropriate pesticides or biological control organisms to do so.

## **5.3. Guidelines for Vegetation Management around MH and Other Facilities.**

**5.3.1.** The following items are recommended safeguards for those installations choosing to issue herbicides in their self-help pest management programs:

**5.3.1.1.** The self-help store should distribute literature on least-toxic weed control to customers that request herbicides. Local county extension agents usually have excellent information available on lawn care. The EPA publication *Healthy Lawn Healthy Environment* may be given to customers (see paragraph 3.3).

**5.3.1.2.** Providing information to self-help customers on correct mowing heights and proper watering procedures and furnishing them with balanced fertilizers that contain slow-release nitrogen material will aid in reducing the need for herbicide use. Issue of weed and feed fertilizers is not authorized since the herbicide in these materials contributes to nonpoint source pollution and is associated with the slow decline and death of shrubs and trees.

**5.3.1.3.** For weed control, the self-help store can only issue 24 ounces of the herbicide formulations listed in Attachment 1. One formulation is approved for broadleaf control and another is approved for nonselective weed control. Only these ready-to-use formulations in hand-pump applicator bottles may be issued. Stores will purchase these premixed formulations and will not mix their own herbicide materials. Dorm managers can also be issued herbicide materials for use around UEQs and UOQs.

**5.3.2.** If the volume of herbicide material available in the self-help program (24 ounces) is not adequate to control weeds and other vegetation, the BCE should contract out these requirements or perform work with in-service resources.

#### **5.4. BCE Pest Control Assistance.**

**5.4.1.** Facilities with pest infestations that do not respond to properly applied self-help measures after 30 days and units with structural deficiencies that make self-help control methods difficult may be treated by installation or contract pest management personnel. Pest management personnel must survey such units to determine reasons for self-help pest control failure before treatment.

**5.4.2.** Civil engineer pest management personnel will control pests that are significant health hazards, such as rats, bees (including possible Africanized honey bees), yellowjackets and other ground-nesting wasps, large aerial nests of wasps and relatively hard-to-reach nests that pose a threat to occupants and should not be ignored, major fire ant infestations (ten or more mounds per yard), bed bugs, fleas (except on animals), and ticks (except on animals). Occupants should control fleas and ticks on animals at the same time that MH facility treatments are made. (**Note:** Pest management personnel will control even minor venomous arthropod infestations if MH occupants elect not to use appropriate commercially available general-use insecticides or appropriate self-help materials to voluntarily control small infestations. Cockroaches are not considered a significant health hazard except under exceptionally filthy conditions.) Civil engineering pest management personnel will control pests that destroy Air Force property, such as termites, carpenter ants, and woodboring beetles. Pest management personnel will also control significant infestations of insects that attack landscape material planted by the installation.

## 5.5. Program Responsibilities.

### 5.5.1. Air Force Civil Engineer Support Agency (HQ AFCESA/CEOA) Pest Management Program Subject Matter Expert (SME):

**5.5.1.1.** Maintain oversight of the self-help pest control program and provide guidance to MAJCOMs.

**5.5.1.2.** Approve, with HQ AFMSA/SG3PM coordination, additional pest management materials for inclusion in the self-help program. All materials proposed must meet the following criteria and HQ AFCESA may add additional criteria in the future:

- Safety of pesticides
- Economical
- No safety equipment required
- Disposable
- Easy to train personnel to use

### 5.5.2. MAJCOM Pest Management Consultant (PMC):

**5.5.2.1.** Provide installations with technical assistance in establishing and maintaining self-help programs.

**5.5.2.2.** Pay particular attention to installation self-help programs during on-site pest management program reviews. Visiting PMCs will inspect record-keeping and treatment failures documented by the installations.

### 5.5.3. BCE:

**5.5.3.1.** Designate an installation pest management coordinator (IPMC) in accordance with AFI 32-1053, *Integrated Pest Management Program*, to oversee the self-help pest management program.

**5.5.3.2.** Ensure the self-help pest management program and authorized self-help pest control materials (Attachment 1) are addressed in the narrative installation pest management plan. Comply with all state, local, territorial, or host nation restrictions on materials listed in Attachment 1. In overseas areas, ensure host-country laws permit control of the pests targeted for self-help pest control.

**5.5.3.3.** Stock, store, and dispense self-help pest control materials to MH residents and facility managers after establishing that these individuals are eligible to receive such materials. Approved pest control materials may be included with other self-help center supplies.

**5.5.3.4.** Only issue self-help pesticides when accompanied by written instructions (use pesticide label information as guidance in instruction preparation) on safe and effective use of each product and proper disposal of empty pesticide containers; customers will sign an acknowledgement of receiving and understanding the instructions. (Attachment 2 is a sample acknowledgement. BCE personnel should coordinate with the installation judge advocate general [JAG] on the local acknowledgement of understanding.) Use of self-help videos, hands-on instruction by pest management personnel or other properly trained personnel, and other efforts to educate self-help customers on IPM tactics and proper use of issued pest control items is encouraged.

**5.5.3.5.** Keep records of self-help pesticides dispensed using the Integrated Pest Management Information System (IPMIS). If this system is not available, use DD Form 1532-1, *Pest Management Maintenance Record* (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1532-1.pdf>). Forward recorded information monthly to the IPMC.

**5.5.3.6.** Issue only enough self-help pest control material to one individual to treat one MH unit and use reasonable discretion to make sure self-help pest control material is not used fraudulently. Unused items will be disposed of as specified by the installation hazardous materials pharmacy (HAZMART). If pesticides are returned, they may be reissued or properly disposed of in accordance with federal, state, and installation requirements.

**5.5.3.7.** Ensure government-leased permanent-party MH contracts include a section addressing self-help pest management to ensure the lessor and, in oversea areas, host-nation laws allow use of pesticides in leased structures and describe usage procedures.

**5.5.3.8.** Issue no pest control materials other than those specified in Attachment 1 without MAJCOM and HQ AFCESA approval.

#### **5.5.4. IPMC:**

**5.5.4.1.** Assist the self-help store manager in developing detailed instructions for application/use of IPM and self-help pesticides in MH and other facilities (Attachment 3). Periodic follow-on discussions concerning IPM measures and proper self-help pest control techniques by pest management personnel at dormitory meetings and MH block gatherings are encouraged.

**5.5.4.2.** Ensure only authorized materials are stocked, stored, and dispensed for self-help pest control.

**5.5.4.3.** Ensure the self-help center is linked with IPMIS software. If IPMIS is not available, make sure an adequate quantity of DD Forms 1532-1 are

available.

**5.5.4.4.** Make sure pesticides used in the self-help program are reported monthly to the MAJCOM.

**5.5.4.5.** Provide labels and material safety data sheets (MSDS) on all pesticides used in the self-help program to installation medical service personnel, in compliance with occupational health and poison control requirements.

**5.5.4.6.** Determine if pest problems that do not respond to self-help treatment are due to unsanitary conditions, improper use of self-help pesticides, or to conditions beyond the control of the occupant.

**5.5.4.6.1.** Pest management personnel will not treat unsanitary or grossly dirty quarters until they have been thoroughly cleaned.

**5.5.4.6.2.** Pest management personnel must not treat quarters if control failure is due to improper use of self-help materials. They may demonstrate proper use of self-help materials.

**5.5.4.6.3.** With the assistance of base public health and housing personnel, take appropriate action if pest management determines self-help treatment failure is due to MH occupants not maintaining sanitary conditions in their quarters.

**5.5.4.6.4.** Pest management personnel will properly report structural deficiencies where self-help treatment failure is due to structural problems or other conditions beyond the control of the occupant and may treat premises once prior to structural repairs.

**5.5.4.7.** Monitor the efficiency of the self-help pest control program and provide feedback to the MAJCOM.

**5.5.4.8.** Maintain access to e-mail and the Air Force Pest Management Program website (see paragraph 3.1).

**5.5.5. Self-Help Store Manager:**

**5.5.5.1.** With pest management function assistance, prepare detailed instructions for the use of self-help pest management materials in MH and in other facilities (Attachment 3). These instructions should be as specific as possible and based upon the construction of MH and other facilities on the installation. Simple diagrams describing where to apply pesticides in each MH type and a discussion of precautions regarding treatments (children, pets, allergic individuals) must be provided to all self-help program MH participants.

**5.5.5.2.** Ensure installation personnel are aware of IPM practices and the self-help program through newcomer briefings, conferences with MH occupants, the base newspaper, and other appropriate means. (**Note:** See paragraph 3.1 for *Air Force Integrated Pest Management Program* brochure.)

**5.5.6. MH Occupants and Building Managers:**

**5.5.6.1.** Carefully read and comply with all written and oral instructions provided on self-help pest control and label directions on containers of issued pesticides. Any pesticide application not in accordance with the label is a violation of the Federal Insecticide, Fungicide, and Rodenticide Act. Empty pesticide containers must be disposed of as specified by the installation HAZMART.

**5.5.6.2.** Sign the Acknowledgement of Understanding on self-help pest control before leaving with self-help pest control materials (see Attachment 2).

**5.5.6.3.** Bring difficulties in correcting poor sanitation conditions in adjacent units to the attention of the installation housing office or the dormitory manager.

**6. Point of Contact.** Questions or comments about this ETL are encouraged and should be directed to the Pest Management Program SME, HQ AFCESA/CEOA, DSN 523-6465, commercial 283-6465, [AFCESAReachBackCenter@tyndall.af.mil](mailto:AFCESAReachBackCenter@tyndall.af.mil).

LESLIE C. MARTIN, Colonel, USAF  
Chief, Operations and Programs Support Division

- 4 Atchs
1. Approved Self-Help Pesticides and Pest Control Items
  2. Acknowledgement of Understanding (Sample)
  3. Integrated Pest Management Outlines (Samples)
  4. Distribution List

## APPROVED SELF-HELP PESTICIDES AND PEST CONTROL ITEMS

**A1.1.** The following items are approved for use in the Air Force self-help pest control program, and some or all of the items will be available on all Air Force installations with MH and other facilities that meet the criteria listed in paragraph 5.1.

- 6840-01-224-1269 Insecticide, Fipronil, cockroach, large size (Combat<sup>®</sup> Quick Kill) 8 bait stations/box/12 boxes, H 134.15 PG
- 6840-01-180-0167 Insecticide, Fipronil, cockroach, regular size (Combat<sup>®</sup> Quick Kill) 12 bait stations/box/12 boxes, H 120.58 PG
- 6840-01-298-1122 Insecticide, Fipronil (MaxForce<sup>®</sup> Ant Bait) 96 stations, H 98.25 PG
- 6840-01-543-0662 Insecticide, Abamectin (Advance<sup>®</sup> 360A Dual Choice Ant Bait Stations) 72 stations, H 66.06 BX
- 6840-01-585-9942 Insecticide, Indoxacarb 0.016% (Spectracide<sup>®</sup> Fire Ant Killer Plus) 28-ounce container, 12.00 Bt
- 6840-01-377-7113 Herbicide, Isopropylamine salt of glyphosate, water-soluble liquid (Roundup<sup>®</sup> Ready-to-Use) 24-ounce pump spray bottle, D 7.30 BT
- 6840-01-377-7110 Herbicide, (2,4-D, MCPP, and Dicamba), water-soluble liquid (Weed B Gon<sup>®</sup> MAX) 24-ounce pump spray bottle, D 9.55 BT
- 6840-00-459-2443 Insecticide, Phenothrin 0.120% and Allethrin 0.129%, Aerosol (Wasp-Freeze<sup>®</sup> Wasp & Hornet Killer) (12) 17.5-ounce cans, D 90.85 BX
- 6840-01-586-8718 Insecticide, Permethrin-Allethrin Mixture, aerosol (Rid-A-Bug<sup>®</sup> House and Garden Bug Killer) 15-ounce can, D 3.00 CN
- 3740-00-252-3384 Mouse Trap, Spring, Model CANTMISS, WD base, with 4-way release, 4-inch by 2-inch by 0.5 inch, 98878 G 7.11 DZ
- 3740-01-096-1632 Trap, Insect, Sticky Trap, Roach, box of 300 traps, 5-inch by 3.5 inch by 2-inch, 11865 D 69.09 BX
- NSN 3740-01-585-9929 Trap, Insect (Whitmire PT 960 Vector<sup>®</sup> Fruit Fly Trap) 12 traps per box, 50.00 BX
- 3740-01-240-6170 Trap, Rodent, Glue, Woodstream Model M-319 (Holdfast), 9-inch by 9-inch by 4-inch, weight 1 pound, 24 traps per box, 84155 D 19.18 BX
- 3740-00-252-3383 Swatter, Fly, Model Plasti-Swat 51, 18-inch long by 4-inch wide by 0.5-inch, weight 5 ounces, 12 per package, 54749 G 11.70 PG

**A1.2.** The pesticides above are among the safest on the market and should always be used only according to label directions. DOD stock-listed pesticides and materials are available through the Defense Logistics Agency (DLA).

### ACKNOWLEDGEMENT OF UNDERSTANDING (Sample)

1. I have read and understand the instructions for performing self-help pest control and have read and understand the pesticide label(s). I will follow the label instructions and all other instructions given to me. If I do not understand the instructions, I will have a qualified person explain them to me before continuing. I understand that any pesticide application not in accordance with the label is a violation of the Federal Insecticide, Fungicide, and Rodenticide Act.
2. I will make sure pets, infants, and individuals who may be sensitive or allergic to pesticides will not be present during any application nor will they be allowed back into the treated area before thorough post-treatment ventilation.
3. I will perform the control procedures myself, at my quarters/facilities area only.
4. I have received the following self-help pest control items. I will not use any of these products in a manner inconsistent with the label. Unused items and empty containers will be disposed of as specified by the installation HAZMART.
  - a. Set of instructions and pesticide labels.
  - b. Combat cockroach bait stations, large size.
  - c. Combat cockroach bait stations, regular size.
  - d. MaxForce ant bait stations.
  - e. Advance Dual Choice ant bait stations.
  - f. Spectracide Fire Ant Killer Plus 28 oz bottle.
  - g. Nonselective herbicide/glyphosate (Roundup) 24 oz bottle.
  - h. Selective broadleaf herbicide/2,4-D (Weed B Gon) 24 oz bottle.
  - i. Wasp-Freeze aerosol.
  - j. Rid-A-Bug House and Garden Bug Killer, 15 oz can.
  - k. Mouse traps, spring type.
  - l. Sticky cockroach traps.
  - m. Fruit fly traps.
  - n. Rodent glue traps.
  - o. Fly swatter.

(Self-help center personnel will cross out all items not issued.)

NAME (Print) \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
ADDRESS OR BUILDING NUMBER \_\_\_\_\_

## **INTEGRATED PEST MANAGEMENT OUTLINES (Samples)**

1. Cockroach Bait Stations
2. Ant Bait Stations
3. Permethrin-Allethrin Mixture, Aerosol (Rid-A-Bug)
4. Wasp-Freeze
5. Rodent Traps
6. Fire Ant Baits
7. Filth Flies
8. Fruit Flies
9. Vegetation Control

## Instructions for the Use of Self-Help Pest Control Materials

### *Cockroach Bait Stations*

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**Before you leave with self-help materials, read the product label(s) and information from this instruction and be absolutely sure you understand what they say.**

Please remember that the first step in preventing or eliminating a pest problem is good housekeeping practices. The next step is the elimination of access to food. And finally, if needed, the use of traps and/or pesticides.

Be sure to take a look at the Self-Help Pest Management Information Sheets and AF Integrated Pest Management Program Brochure provided for your convenience. These items provide excellent guidance on what you can do to prevent and/or control pest problems.

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#### **Combat<sup>®</sup> cockroach bait stations:**

1. Follow these steps, both before and after application, to help maximize the effectiveness of these bait stations:
  - a. Clean up spills. By removing alternative food sources, pests are more likely to feed exclusively on the bait.
  - b. Vacuum thoroughly. A small crumb is a feast to an insect.
  - c. Store food in bug-proof containers.
  - d. Empty trash containers frequently.
  - e. Keep the dishwasher closed or empty.
  - f. Pick up pet food when your pet is done eating.
  - g. Rinse and store recyclable cans and bottles in bug-proof containers.
  - h. Report any water leaks or conditions favorable for roach infestations. Roaches are attracted to damp areas.
  - i. Reduce clutter. Don't store paper bags between your refrigerator and cabinets. Roaches harbor there.
  - j. Don't spray any insecticides on or near the bait stations. It may prevent insects from eating the bait and returning to the nest.
  - k. Don't use strong cleaners on or near the baits.
  - l. Don't remove or disturb the bait stations.
  - m. BE PATIENT. Combat<sup>®</sup> will take several days to work.
  
2. Place bait stations wherever you see or have seen roaches. Place additional baits about 1 ½ feet away. Place any remaining baits in likely roach hiding places (see diagram on back of Combat<sup>®</sup> box). Place the stations as close as possible to cracks and other areas that might provide cockroach harborage. The stations come with adhesive strips that can be stuck to vertical surfaces, if desired.

3. Combat® bait stations are effective for approximately 90 days. After 90 days, or as needed, collect the bait stations, wrap them in several layers of newspaper and discard in trash. Be sure to wash your hands thoroughly with soap and water after handling bait stations. Store unused bait stations in a cool, dry area out of reach of children.

If you have any questions or concerns, please contact the Pest Management Section at XXX-XXXX.

## Instructions for the Use of Self-Help Pest Control Materials

### *Ant Bait Stations*

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**Before you leave with self-help materials, read the product label(s) and the information from this instruction and be absolutely sure you understand what they say.**

Please remember that the first step in preventing or eliminating a pest problem is good housekeeping practices. The next step is the elimination of access to food. And finally, if needed, the use of traps and/or pesticides.

Be sure to take a look at the Self-Help Pest Management Information Sheets and AF Integrated Pest Management Program Brochure provided for your convenience. These items provide excellent guidance on what you can do to prevent and/or control pest problems.

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#### **MaxForce<sup>®</sup> ant bait stations, Advance<sup>®</sup> Dual Choice ant bait stations**

1. Follow these steps, both before and after application, to help maximize the effectiveness of these bait stations:
  - a. Clean up spills. By removing alternative food sources, ants are more likely to feed exclusively on the bait.
  - b. Vacuum thoroughly. A small crumb is a feast to ants.
  - c. Store food in ant-proof containers.
  - d. Empty trash containers frequently.
  - e. Keep the dishwasher closed or empty.
  - f. Pick up pet food when your pet is done eating.
  - g. Rinse and store recyclable cans and bottles in ant-proof containers.
  - h. Seal up cracks (usually around windows, doors, and other locations on exterior walls) where pests are entering.
  - i. Trim shrubs and trees back so they do not touch the house.
  - j. Don't spray any insecticide or "squash" any ants. Killing worker ants will only prevent them from returning to the colony with the bait.
  - k. Don't use strong cleaners around the baits. Ants leave chemical trails so that others find the bait.
  - l. Don't remove or disturb bait stations.
  - m. BE PATIENT. Baits are among the most effective treatment available for ants. However, it takes a little time to work.
  
2. Place bait stations indoors or outdoors (adjacent to structure) immediately next to ant trails or close to areas where ants are numerous. Nests are usually located in dark, humid and warm areas close to a water and food source. For maximum effectiveness in ant control, the stations should be placed in or near wall voids,

electrical outlets (if wiring permits), potted plants, wastepaper baskets, garbage cans, and sinks.

3. Indoor Use: Use three stations in an average-sized room for normal infestations. For heavy infestations you will need to place additional stations in each room. If after two weeks the infestation persists, replace the stations that have had the bait consumed and relocate those that show no evidence of feeding.
4. Outdoor Use: Place the stations next to the structure near ant activity or anywhere that ants may gain access to the structure. Application sites include air conditioning units, electrical conduits, vents, concrete windowsills, garbage cans, and areas where ants frequent.
5. The bait stations can be stuck on a vertical surface by peeling off the protective strip to expose adhesive.
6. Inspect all bait stations and replace as needed for continuous control of ants.
7. Be sure to wash thoroughly with soap and water after handling. Store unused stations in a cool, dry area out of reach of children.
8. Wrap bait stations in several layers of newspaper and discard in trash.

**Note:** Ant bait stations are one of the safest, most effective, and environmentally friendly treatments for ants. Surface or contact sprays only kill ants that are foraging for food. While sprays may provide quick, short-term kills, in most cases, the ants are back in a few days. Bait station may be a slower control method but they provide a better chance for long term control of ants.

If you have any questions or concerns, please contact the Pest Management Section at XXX-XXXX.

## Instructions for the Use of Self-Help Pest Control Materials

### Permethrin-Allethrin Mixture, Aerosol (Rid-A-Bug)

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**Before you leave with self-help materials, read the product label(s) and information from this instruction and be absolutely sure you understand what they say.**

Please remember that the first step in preventing or eliminating a pest problem is good housekeeping practices. The next step is the elimination of access to food. And finally, if needed, the use of traps and/or pesticides.

Be sure to take a look at the Self-Help Pest Management Information Sheets and AF Integrated Pest Management Program Brochure provided for your convenience at the self-help store. These items provide excellent guidance on what you can do to prevent and/or control pest problems.

The pesticide provided to you is effective against a variety of common pests, such as cockroaches, ants, flies, mosquitoes, earwigs, and millipedes. The pesticide was specifically selected for safety and effectiveness.

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#### **Permethrin-Allethrin Mixture, aerosol**

1. Some people are allergic to insecticides or solvents just as some people are allergic to pollen, animal fur, house dust, and other items. Individuals having any type of allergy should not apply the permethrin-allethrin aerosol and should stay out of treated areas for at least two hours. Avoid breathing the aerosol mist. Cover or remove any exposed foods and avoid contamination of cooking utensils and food preparation surfaces.
2. Remove infants and pets from rooms being treated and keep them out of the room for two hours after application. Protect fish by covering the tank with nonporous material; stop the air pump during application and for an hour afterwards. Also, be especially careful with pet birds as they are extremely sensitive to pesticides.
3. Flying insects such as houseflies, gnats, mosquitoes, and moths can be controlled using a space-spray application. Close all windows and doors. Point nozzle upward and direct spray mist to all parts of the room, especially windows and other light sources that attract pests. Fill the room with mist then leave the treated area. Keep the room closed for at least 15 minutes. Ventilate the room when treatment is completed.
4. Crawling insects such as cockroaches, crickets, earwigs, spiders, and numerous other crawling pests can be controlled with this product. Spray thoroughly into hiding places such as cracks, crevices, moist areas, and openings around pipes and sinks,

under refrigerators, baseboards, storage areas and other insect harborage areas. Spray directly on insects where possible. Repeat as necessary.

5. Store this product in a cool dry place away from heat sources. Remember to keep container closed when not in use and out of the reach of children. Be sure to wash thoroughly with soap and water after handling.
6. Once the can is empty, wrap with newspaper and discard in the trash. If you have product remaining in the can, return the can to Pest Management for proper disposal.

If you have any questions or concerns, please contact the Pest Management Section at XXX-XXXX.

## Instructions for the Use of Self-Help Pest Control Materials

### Wasp-Freeze

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**Before you leave with self-help materials, read the product label(s) and the information from this instruction and be absolutely sure you understand what they say.**

Yellowjacket wasps or hornets have nests of adults numbering in the thousands, and due to the risk of getting stung, control should be left to Pest Management personnel.

Be sure to take a look at the Self-Help Pest Management Information Sheets and AF Integrated Pest Management Program Brochure provided for your convenience at the self-help store. These items provide excellent guidance on what you can do to prevent and/or control pest problems.

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#### **Wasp-Freeze:**

**This product is for outdoor use only. People who are allergic to insect stings should not use this product.**

1. Occasional paper wasp or mud dauber wasp nests outside your home/building are not out of the ordinary and can be handled with Wasp-Freeze<sup>®</sup>. Paper wasp nests are made of paper and resemble an inverted umbrella, while the mud dauber nest is constructed of mud, is cylindrical in shape, and is attached to outside surfaces.
2. The best time to treat is at dawn or dusk when the colony is not active. Hold the container in an upright position to treat. Stand a safe distance from the nest (6 to 15 feet) and not directly underneath. Align actuator opening with the mark on the valve cup. Aim actuator opening at the nest. Treat nest until thoroughly wet. Any wasps on the nest should be contacted with spray, when possible.
3. After you complete the treatment, knock down the nest, crush it, and place it in the trash.
4. Store this product in a cool, dry place away from heat sources. Remember to keep the container closed when not in use and out of the reach of children. Be sure to wash thoroughly with soap and water after handling.
5. Once the can is empty, wrap with newspaper and discard in the trash. If you have product remaining in the can, return the can to Pest Management for proper disposal.

**Note:** If you feel uncomfortable spraying the nest yourself, contact Pest Management.

If you have any questions or concerns, please contact the Pest Management Section at XXX-XXXX.

## Instructions for the Use of Self-Help Pest Control Materials

### *Rodent Traps*

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**Before you leave with self-help materials, read the product label(s) and the information from this instruction and be absolutely sure you understand what they say.**

Please remember that the first step in preventing or eliminating a pest problem is good housekeeping practices. The next step is the elimination of access to food. And finally, if needed, the use of traps and/or pesticides.

Be sure to take a look at the Self-Help Pest Management Information Sheets and AF Integrated Pest Management Program Brochure provided for your convenience. These items provide excellent guidance on what you can do to prevent and/or control pest problems.

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### **Rodent Traps – Sticky and Snap**

1. The first step in an effective rodent control program is proper sanitation practices. Proper sanitation involves the removal and reduction of food and shelter available to the rodents. Effective sanitation efforts must always include both the inside and outside of buildings.
2. Outside, firewood should be stored at least 18 inches off the ground and 12 inches away from walls and fences. Grass, weeds, and other vegetation near buildings should be kept closely cut. Weeds and overgrown landscape plantings provide rodents with food and cover. Also, any holes or burrows should be filled with earth.
3. Inside, good housekeeping practices are an absolute must. Obscure corners, shelves, under and in cabinets, worktables, and equipment must not be overlooked or neglected. Store grain and other foodstuffs in tight-fitting glass, metal, or other forms of rodent-proof containers. Pet owners should feed dogs and cats only what they will eat and then remove the food and any spillage. Store pet food in areas not accessible to rodents or in rodent-proof containers. Proper sanitation efforts are essential in eliminating rodent harborage and can help to identify areas where rodent proofing is necessary.
4. Rodent proofing is the process of preventing rodents from entering structures and, ideally, is the best way to control rodents. When considering rodent proofing, every possible route of rodent access must be considered. All openings greater than  $\frac{1}{4}$  inch should be sealed. Points where various utility lines penetrate a wall, gaps under doors, and broken windows are likely access sites for rodents. While sanitation and rodent-proofing projects are underway, trapping can be used to control existing rodents.

5. Trapping is one of the most effective and safest methods of controlling rodents. Traps should be placed in rodent-active areas, such as darkened corners, along walls, behind appliances, and all areas where droppings are evident. Be sure to use baits that give off a strong aroma such as bacon, nuts, or peanut butter. Using thread or dental floss to tie solid baits to the trigger will improve the effectiveness of the trap.
6. Glueboards should be placed length-wise against walls and in areas where children and pets cannot reach them. Keep the glue traps away from high heat and direct sunlight. The glueboards are already pre-baited so there is no need to bait them. Check the glueboard at least daily and dispose of the glueboard and catch immediately.
7. Spring traps should be placed with the bait-trigger facing the wall and in areas where children and pets cannot reach them. Check the traps daily and dispose of the catch immediately. The trap can be reused if washed and dried.

If you have any questions or concerns, please contact the Pest Management Section at XXX-XXXX.

## Instructions for the Use of Self-Help Pest Control Materials

### *Fire Ant Baits*

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**Before you leave with self-help materials, read the product label(s) and the information from this instruction and be absolutely sure you understand what they say.**

Be sure to take a look at the Self-Help Pest Management Information Sheets and AF Integrated Pest Management Program Brochure provided for your convenience. These items provide excellent guidance on what you can do to prevent and/or control pest problems.

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#### **Fire Ant Bait**

Site: Buildings, maintained turf areas and lawns.

Surveillance: Incidental observations of fire ants or their mounds. Surveillance is usually done in conjunction with other maintenance of grassy areas. Surveys are best accomplished after rainfall when mound development increases.

Non-chemical Techniques:

<b>Physical Control</b>	Facility maintenance personnel	Caulk cracks and crevices in exterior building surfaces and maintain tight-fitting doors.
<b>Cultural Control</b>	Building occupants and area users are responsible for keeping areas free of food that attract ants.	In picnic areas and other areas with food, use tight-fitting lids on containers and trash receptacles.

Chemical Control Techniques:

**Basis for treatment:** Colonies located close to buildings, electrical boxes, telephone boxes, etc. Re-application may be required if acceptable control standards are not met.

**Control Standards:** Worker ants carrying the bait back to the colony indicate there is sufficient ant activity to provide control. Fire ant population reductions will typically begin within 24 hours. Within 1 week after the initial application, fire ant activity should discontinue. Materials should be applied to all target sites per label directions. In small turf areas, baits are applied by sprinkling the material and applying water as specified on the label.

Remarks:

**Sensitive areas:** Do not contaminate food or feed by storage, use, or disposal practices.

**Environmental concerns:** Do not apply baits near and in water.

**Additional comments:** Use exterior baits when fire ants are seen foraging. Foraging usually occurs when the soil temperature is above 60 °F and air temperature is 70 to 90 °F. Do not use exterior baits if the grass is wet or if rainfall is expected within three hours. Do not irrigate baited turf areas for at least three hours.

## Instructions for the Use of Self-Help Pest Control Materials

### *Filth Flies*

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**Before you leave with self-help materials, read the product label(s) and the information from this instruction and be absolutely sure you understand what they say.**

Please remember that the first step in preventing or eliminating a pest problem is good housekeeping practices. The next step is the elimination of access to food. And finally, if needed, the use of traps and/or pesticides.

Be sure to take a look at the Self-Help Pest Management Information Sheets and AF Integrated Pest Management Program Brochure provided for your convenience. These items provide excellent guidance on what you can do to prevent and/or control pest problems.

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#### **Filth Fly Control**

Site: Inside buildings.

Surveillance: Observations of adult filth flies. Daily inspections are conducted by building occupants during routine facility use.

Non-chemical Techniques:

<b>Physical Control</b>	Building occupants may use fly swatters. Keeping doors closed when not in use is the responsibility of building occupants.	Screens are used to prevent fly entry when doors and windows are left open. Automatic self-closing devices should be placed on outer doors to reduce fly entry.
<b>Mechanical Control</b>	Building maintenance personnel install, repair, and replace screens, doors, and door-closing devices, air curtains, and electronic fly grids.	Use fly swatters when necessary – do not contaminate food or utensils. Electronic fly grids (not zappers) may be used in eating areas. Do not use fly grids designed to electrocute flies. Air curtains may also be used at entry points but must be installed and maintained correctly.

Non-chemical Techniques:

<b>Cultural Control</b>	Building occupants are responsible for sanitation in and around the immediate vicinity of the work place. Dumpsters are emptied and cleaned by contractors.	Clean spilled food and water from work surfaces, walls, and floors. Wash dirty dishes and cooking containers. Place garbage in sealed bags and place them in containers with tight-fitting lids. Dumpsters are emptied and cleaned biweekly during the fly breeding season.
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Chemical Control Techniques:

<b>Basis for treatment:</b> Self-help is used when flies are found within the facility.
<b>Control Standards:</b> Primarily the building occupant's responsibility, using the self-help program.
<b>Approved Pesticide:</b> Permethrin-Allethrin Mixture (Rid-A-Bug), aerosol (see sample instructions)

Remarks:

<b>Sensitive areas:</b> Unauthorized personnel are not allowed in areas that receive space treatment. See pesticide label for precautions.
<b>Prohibited practices:</b> Do not apply pesticides on food items, utensils, or on food preparation surfaces.
<b>Environmental concerns:</b> See pesticide label for concerns.
<b>Additional comments:</b> Good sanitation measures should eliminate fly problems at most building sites. If flies are coming into the facility from a nearby source (e.g., kennels, stables, refuse collection site), then request assistance. Refuse containers need to be cleaned weekly in the summer months to preclude fly breeding.

## Instructions for the Use of Self-Help Pest Control Materials

### *Fruit Flies*

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**Before you leave with self-help materials, read the product label(s) and the information from this instruction and be absolutely sure you understand what they say.**

Please remember that the first step in preventing or eliminating a pest problem is good housekeeping practices. The next step is the elimination of access to food. And finally, if needed, the use of traps and/or pesticides.

Be sure to take a look at the Self-Help Pest Management Information Sheets and AF Integrated Pest Management Program Brochure provided for your convenience. These items provide excellent guidance on what you can do to prevent and/or control pest problems.

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### **Fruit Fly Control**

Site: Inside buildings.

Surveillance: Observations of adult fruit flies. Daily inspections are conducted by building occupants during routine facility use.

Non-chemical Techniques:

<b>Cultural Control</b>	Building occupants are responsible for sanitation in and around the immediate vicinity of the work place. Dumpsters are emptied and cleaned by contractors.	Clean spilled food and water from work surfaces, walls, and floors. Place garbage in sealed bags and place them in containers with tight-fitting lids. Dumpsters are emptied and cleaned biweekly during the fly breeding season.
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*Fruit Fly Traps*:

1. The first step in an effective fruit fly control program is proper sanitation practices. Proper sanitation involves the removal of all organic matter (fruit, vegetables, coffee grinds) from trash cans. All decaying organic matter must be taken outside of the building.
2. Position fruit fly traps near heaviest population areas. Multiple traps distributed near trash receptacles, countertops, or break areas may be required for initial control.
3. Monitor traps daily and relocate for maximum effectiveness.

Chemical Control Techniques:

<b>Basis for treatment:</b> Self-help is used when fruit flies are found within the facility.
<b>Control Standards:</b> Primarily a building occupant responsibility using the self-help program.
<b>Approved Pesticide:</b> Permethrin-Allethrin Mixture (Rid-A-Bug), aerosol (see sample instructions)

Remarks:

<b>Sensitive areas:</b> Unauthorized personnel are not allowed in areas that receive space treatment. See pesticide label for precautions.
<b>Prohibited practices:</b> Do not apply pesticides on food items, utensils, or on food preparation surfaces.
<b>Environmental concerns:</b> See pesticide label for concerns.
<b>Additional comments:</b> Good sanitation measures should eliminate fruit fly problems at most building sites. Fruit fly traps alone are the most effective way to control existing fruit fly populations. Refuse containers need to be cleaned weekly in the summer months to preclude fly breeding.

## Instructions for the Use of Self-Help Pest Control Materials

### *Vegetation Control*

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Before you leave with self-help materials, read the product label(s) and the information from this instruction and be absolutely sure you understand what they say.

Be sure to take a look at the Self-Help Pest Management Information Sheets and AF Integrated Pest Management Program Brochure provided for your convenience. These items provide excellent guidance on what you can do to prevent and/or control pest problems.

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### **Vegetation Control**

Site: Utility poles, traffic and parking signs, hydrant bases, cracks in pavement or sidewalk edging, around building foundations, parking lots, fence lines, and lawns.

Surveillance: Building managers or housing occupants conduct surveys.

Non-chemical Techniques:

<b>Mechanical Control</b>	Housing occupants or building managers	Mechanically remove grass and broadleaf weeds with hoes or string trimmers. Exercise care to not damage root systems or bark at the bases of desirable plants.
<b>Cultural Control</b>	Housing occupants or building managers	Use of mulches (organic and synthetic) is encouraged to provide vegetation control. Place mulch around desirable vegetation such as trees and shrubs.

Chemical Control Techniques:

<b>Basis for treatment:</b> When vegetation is found around the bases of hydrants, utility poles, vegetation along fence lines, vegetation on or along sidewalks and building perimeters.
<b>Control Standards:</b> Vegetation fails to grow or is killed at targeted sites within two weeks after treatment and does not return for a period of four months.
<b>Approved Pesticides:</b> <b>Non-selective Weed Control:</b> Ready-to-Use Roundup, 24 oz. <b>Broadleaf Weed Control:</b> Ready-to-Use Weed B Gon, 24 oz.

*Remarks:*

<b>Sensitive areas:</b> Avoid contact with foliage of desirable vegetation. Do not apply soil residual herbicides within the root zone of desirable vegetation. Avoid direct application to any body of water. Avoid drift that could damage desirable plants.
<b>Prohibited practices:</b> To reduce runoff and effectiveness, do not apply herbicides if precipitation is anticipated within six hours.
<b>Environmental concerns:</b> Do not apply herbicides directly to water or wetlands. Do not contaminate water when cleaning equipment.
<b>Additional comments:</b> Apply the herbicide product according to label recommendations. Do not attempt seeding treated areas until at least four weeks after treatment with post-emergent herbicides.

## DISTRIBUTION LIST

### SPECIAL INTEREST ORGANIZATIONS

Information Handling Services (1)  
15 Inverness Way East  
Englewood, CO 80150

Construction Criteria Base (1)  
National Institute of Bldg Sciences  
1201 L Street NW, Suite 400  
Washington, DC 20005