



Office of the Mayor

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[Insert Date]

To Department and Division Heads,

On July 24, 2018, the Madison Common Council adopted a [resolution](#) creating the Integrated Pest Management (IPM) Policy Review Task Force to review, analyze, and provide recommendations on the City of Madison's Integrated Pest Management Policy, which was adopted in 2004.

As a part of the Task Force's work, group members have created a comprehensive survey designed to evaluate the level of awareness and compliance with the City's Current IPM policy. There are four sections of this survey with different target populations:

- Department/Division Heads, Supervisors and/or Section Leaders
 - To ensure overall awareness and make sure appropriate staff respond to specific questions about the Department/Division's pesticide use
- IPM Coordinator within a Department/Division
- Staff who apply pesticides and/or employ other IPM techniques within a Department/Division
- Third party contractors who apply pesticides and/or employ other IPM techniques, hired by a Department/Division

As previously mentioned, these questions were compiled for different target populations and need to be answered by the individual(s) they are directed to so we can assess their familiarity with the current IPM policy. Additionally, please view this survey as a learning tool for both the Task Force, as they make their IPM policy recommendations, and for your respective departments, as the survey results will be compiled and shared with you and your staff once completed.

I appreciate your understanding and assistance in ensuring that you and your staff, as well as any third-party contractors you hire, complete this survey in a timely manner.

Sincerely,

SURVEY TO DETERMINE USE OF CURRENT IPM POLICY

Questions for Department Heads:

1. As head of your department/division, do you handle pest management through:
 - a. Designated IPM coordinator for your division/department?
 - b. Designated pesticide applicator(s) on your staff?
 - c. Hired contractor(s)? If so, under what circumstances?
 - d. Other
2. What methods does your department use to control pests other than applying pesticides, e.g. traps, biological controls, mechanical controls? (matrix, check all that are used)
3. Do you consult an Integrated Pest Management professional to help coordinate and integrate non-toxic pest management methods?
4. Do you oversee any contractors hired to treat pest problems in your agency or area of responsibility? If not, who does?
5. Do you know if there is a list of non-compliant pesticide application contractors?
6. Does your department store any pesticides?
7. Who is responsible for disposing of unused pesticides?
8. Who is responsible for reporting any unusual circumstances in which pesticides have been used, or any unusual amounts of pesticides used?
9. Have you ever had to report an unusual amount of pesticide use due to unusual circumstances to the Director of Public Health or his/her designee?
10. Does your department have an IPM coordinator?
11. Does your department have more than one IPM coordinator?
 - a. If not, given your areas of responsibility, would it be helpful?
12. Regarding your designated IPM coordinator(s) and/or staff who apply pesticides, do they:
 - a. Apply pesticides when needed? If so, are they state certified?
 - b. Supervise staff or outside contractors who apply pesticides?
 - c. Submit the annual pesticide use report to Public Health? If not, who does?
 - d. Develop the annual pesticide use plan for the coming year? If not, who does?
 - e. Meet with other city IPM coordinators? If not, who does?
13. What process does your department/division follow when a pest problem is identified?
14. How do you receive complaints received about pests? How are they handled?
15. What are the most important pests, plant diseases, weeds or wildlife pests your department manages in a typical year?
16. How do you receive inquiries about pesticides? How are they handled?
17. How do you receive complaints received about pesticides? How are they handled?
18. How satisfied are you with the level of control you are typically able to achieve for your most important pests? [Offer a scale of 1-5 with 5 indicating very satisfied and 1 indicating very unsatisfied]
19. If you are not very satisfied, which pest management problem(s) are you not satisfied with?
20. Approximately how many acres of land or square feet of buildings is your agency responsible for managing?

21. Does your department manage any of these special areas?
 - a. Lawns and small garden areas (including medians)
 - b. Olbrich and/or other large garden areas
 - c. Athletic fields
 - d. Golf courses
 - e. Conservation areas
22. Tom Green suggested deleting “Who is responsible for reporting any unusual circumstances in which pesticides have been used or any unusual amounts of pesticides used?” Why?

Questions for IPM Coordinators, Contract Coordinators and Section Supervisors

1. Approximately how many acres of land or square feet of buildings is your agency responsible for managing?
2. Does your department manage any of these special areas?
 - a. Lawns and small garden areas including medians
 - b. Olbrich and/or other large garden areas
 - c. Athletic fields
 - d. Golf courses
 - e. Conservation areas
3. What process does your department/division follow when a pest problem is identified?
4. What methods does your department use to control pests other than applying pesticides, e.g. traps, biological controls, mechanical controls? (matrix, check all that are used)
5. Do you consult an Integrated Pest Management professional to help coordinate and integrate non-toxic pest management methods?
6. Do you complete the IPM report of pesticides used by your agency or area of responsibility in a given year?
7. Have you received training on properly completing the required IPM annual reports?
8. Do you submit an IPM plan for use of pesticides by your dept/div/section for the coming year?
9. Have you received training on developing an IPM plan?
10. Have you ever met with a group of citywide IPM coordinators?
11. How many individuals apply pesticides in your area(s) of responsibility?
12. Do you oversee those who apply pesticides? If not, who does?
13. Do you oversee the work of outside contractors? If not, who does?
14. Do you know if there is a list of non-compliant pesticide application contractors?
15. Have you and those who use pesticides received training in their application and disposal?
16. Have you and those who use pesticides received training regarding personal protective equipment?
17. Does your department store any pesticides?
18. Who is responsible for disposing of unused pesticides?
19. Have you ever had to report an unusual amount of pesticide use due to unusual circumstances to the Director of Public Health or his/her designee?

20. What process does your department/division follow when a pest problem is identified?
21. How do you receive complaints received about pests? How are they handled?
22. What are the most important pests, plant diseases, weeds or wildlife pests your department manages in a typical year?
23. How do you receive inquiries about pesticides? How are they handled?
24. How do you receive complaints received about pesticides? How are they handled?
25. How satisfied are you with the level of control you are typically able to achieve for your most important pests? [Offer a scale of 1-5 with 5 indicating very satisfied and 1 indicating very unsatisfied]
If you are not very satisfied, which pest management problem(s) are you not satisfied with?

Questions for Applicators (city staff)

1. Through your work, what pests do you control?
2. What methods does your department use to control pests other than applying pesticides, e.g. traps, biological controls, mechanical controls? (matrix, check all that are used)
3. Do you know who your departmental IPM Coordinator is?
4. Do you believe your departmental IPM Coordinator has sufficient time/FTE allocation to effectively manage the duties outlined in the current pest management policy?
5. Do you know if there is a list of non-compliant pesticide application contractors?
6. Are you an applicator of pesticides on city-owned land?
7. Have you received training on proper pesticide application?
8. Have you ever used a pesticide indoors? Under what circumstances?
9. Have you ever used a pesticide that was under EPA special review?
10. Have you received training on proper personal protective equipment?
11. Do you wear all required PPE when making pesticide applications?
12. Have you received training on proper disposal of pesticides?
13. Have you received information/training on the process of Integrated Pest Management?
14. Are you a certified pesticide applicator in the State of Wisconsin?
15. What certifications do you hold?
16. How many contact hours do you have?
17. Have you ever met with a group of citywide pesticide applicators?
18. Have you ever had to report an unusual amount of pesticide use due to unusual circumstances? If so, to whom?

Questions for Applicators (outside contractors)

1. Are you an applicator of pesticides on city-owned land?
2. What services do you provide to the City of Madison? Please include any Department for which you provide services and your primary staff contact in that department.
3. Do you make use of low-risk pesticides?
4. Do you use monthly spray schedules?
5. Are you aware of the city's policy regarding pest management on its properties? If so, what elements of the policy impact the services you provide?
6. Do you have a written contract to provide services to the City of Madison? If so, is the Policy referenced in your contract?
7. Have you/your applicators had Integrated Pest Management training? If so, please describe.
8. Is your firm certified and licensed with the State of Wisconsin?
9. Are your applicators certified and licensed with the State of Wisconsin?
10. Do you use proper pesticide disposal procedures?
11. Do you use adequate personal protective equipment?
12. What notifications do you provide to the City Department when scheduling work?
13. What information do you provide to the City Department upon completion of your work?

DRAFT

Potential Questions for Public Health

1. Who in your department reviews IPM reports submitted by city departments and divisions that use pesticides?
2. Who produces the overall summary of IPM reports in any given year?
3. Who presented this information and made recommendations to the (now defunct) Advisory Committee for review and recommendations to the Public Health Commission?
4. Who takes responsibility for the annual evaluation of pest management activities on city property as described in Paragraph 5 of the current policy? (provide copy) basically
 - a. Public Health Staff summarizes pest management activities to the Pest Management Advisory Subcommittee and the oversight commission of each department applying pesticides.
 - b. Pest Management Advisory Committee (now defunct) reviews the annual reports and available data, generates a list of pesticides acceptable for use on city property, and makes recommendations to the Public Health Commission (now Board of Health) concerning compliance with this Policy; the committee also reports any contractors that are not complying with this policy.
 - c. Public Health Commission (now Board of Health) submits recommendations and concerns to each commission charged with oversight of a department that applies pesticide on City property; it also forwards to the Purchasing Supervisor of the Comptroller's office the names of any contractor that does not comply with the City's pesticide policy.
 - d. Oversight commissions of each department with a need to manage pests on City property reviews that department's pest management activities and plans, considers recommendations and concerns from the Public Health Commission, the Common Council, and the public; and takes appropriate action to ensure that the Department's pest management activities and plans are in compliance with this Policy.
5. Who reviews the plans of the dept/divs that have submitted plans for the coming year to insure compliance and take appropriate actions?

Potential Questions for Purchasing Supervisor (citywide? departmental?)

1. Have you been receiving recommendations on pesticides from the Board of Health?
2. Does the Purchasing Supervisor play a role in pesticide procurement for city departments?
3. Are you aware of a process governing the purchase of pesticides?
4. Are there guidelines that govern pesticide purchasing for the City of Madison?

Potential Questions for Parks Division

See Paragraph 14a guidelines specific to the following special areas:

- Athletic Fields (#2)
- Golf Courses (#3)
- Olbrich Gardens (#4)
- Conservation Areas (#6)

Parks staff would appreciate an opportunity to explain its process and respond to any questions the Task Force might have at a future meeting.

Departments that use Pesticides include:

- Building Inspection**
- City Engineering
- Fire Department **
- Housing
- Metro
- Monona Terrace
- Motor Equipment **
- Parks
- Police **
- Public Health
- Senior Center
- Streets **
- Traffic Engineering **
- Water Utility

** indicates departments whose facilities are maintained by City Engineering which submits their reports. Underlined departments submit their own reports