



SCDC POLICY/PROCEDURE

NUMBER: ADM-16.01

TITLE: VERMIN AND PEST CONTROL

ISSUE DATE: April 1, 2007

RESPONSIBLE AUTHORITY: DIVISION OF *Facilities Management*

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-16.01 (dated January 1, 2003)

RELEVANT SCDC FORMS/SUPPLIES: 20-74

ACA/CAC STANDARDS: 4-ACRS-1A-05, 4-ACRS-1C-17, 4-4215, 4-4332

STATE/FEDERAL STATUTES:

PURPOSE: To provide guidelines for inspecting, scheduling, and treating SCDC facilities for pests and vermin.

POLICY STATEMENT: The South Carolina Department of Corrections recognizes the need for a sanitary environment to maintain the health and well-being of employees and inmates . The Agency will, therefore, ensure that vermin and pests are controlled through safe and effective means. (4-ACRS-1A-05, 4-ACRS-1C-17, 4-4215, 4-4332)

TABLE OF CONTENTS

1. [RESPONSIBILITIES](#)
2. [SCHEDULE](#)
3. [VERMIN/PEST CONTROL TREATMENT](#)
4. [REPORTS AND SAFETY](#)
5. [PEST AND VERMIN CONTROL SUPPLY ISSUES](#)
6. [DEFINITIONS](#)

SPECIFIC PROCEDURES:

1. RESPONSIBILITIES:

1.1 The Division of *Facilities Management* will be responsible for the overall operation of the vermin and pest control program.

1.2 The Pest Control Section will be supervised by a Pest Control Supervisor who will be a licensed and certified applicator of vermin and pest control chemicals. The Pest Control Supervisor will be responsible for vermin and pest control inspections, recommendations, scheduling, treatment, and re-treatment of all SCDC facilities. Licensed pest control technicians will assist the Pest Control Supervisor.

2. SCHEDULE:

2.1 The Pest Control Supervisor will determine how often each SCDC facility will be treated and will develop a pest control schedule to treat all SCDC facilities. This schedule will be distributed bi-monthly to all Environmental Health and Safety Officers (EHSOs) *and* the pest control liaison for each Annex building (non-institutional areas). **(4-ACRS-1A-05, 4-4332)**

2.2 A copy of the pest control schedule will be posted *by the EHSO* in a conspicuous place inside all inmate living areas to ensure that the inmates are aware of when that facility will be treated.

2.3 Except in the case of an emergency, if changes in scheduling are required by an institution/office, the appropriate member of the Director's Staff, Division Director, Warden/Designee will notify the Pest Control Section at least two (2) weeks prior to the scheduled treatment.

2.4 Pre-treatments of new construction will be performed at the request of the Division Director of *Facilities Management* or designee. Forty-eight (48) hours notice will be required to make appropriate schedule changes.

3. VERMIN/PEST CONTROL TREATMENT:

3.1 All areas of each institution/office will be treated for vermin and pests as defined in this policy/procedure unless the inhabitant of that area presents a written medical excuse or a written authorization of exemption is provided by the Warden, Division Director, or designee. A list of areas not to be treated will be kept on file in each institution/office. A copy of this list will be provided to the technician prior to treatment.

3.2 Security personnel will be required to escort pest control technicians during the vermin/pest control treatment as requested by the Warden, Division Director, or designee or the pest control technicians.

3.3 An inmate may request treatment of his/her locker(s) during the scheduled treatment. It is the inmate's responsibility to notify institutional personnel so that if necessary, pest control personnel may provide treatment. It is also the inmate's responsibility to remove all of his/her personal items from the locker(s) prior to the treatment. Institutional personnel may also request the treatment of an inmate's locker(s).

4. REPORTS AND SAFETY:

4.1 An SCDC Form 20-74, "Pest Control Service Report," will be completed by the pest control technician after the pest control treatment. The pest control technician will give a copy of this form to the Warden/Designee and the original SCDC Form 20-74 will be maintained in the Division of *Facilities Management*. Both forms must be retained for three (3) years. **(4-ACRS-1A-05, 4-4332)**

4.2 The Pest Control Supervisor will distribute Material Safety Data Sheets (MSDS) on all pesticides that are used in vermin and pest control to the institutional EHSO, or designee, and the *pest control liaison for non-institutional areas*. These MSDSs will be maintained by the institution's EHSO *and liaisons* and must be available for review by the Pest Control Supervisor and the Division of Safety and *Risk Management*. *The Division of Facilities Management will also maintain a copy of the MSDSs in the Facilities Management Pest Control Office.*

5. PEST AND VERMIN CONTROL SUPPLY ISSUES:

5.1 The Pest Control Section will not distribute pesticides to institutions due to potential food/water contamination and contraband regulations. However, insecticides such as wasp spray will be distributed for general use to the EHSO or designee.

5.2 Wasp spray will be issued by the Pest Control Section to the Environmental Health and Safety Officer or designee at each institution on an as-needed basis. This chemical will only be used, stored, and maintained by the EHSO or designee. **(4-ACRS-1C-17, 4-4215)**

5.3 All SCDC institutions will be responsible for ordering Indoor Ant Spray, Ant Mound Powder, Fly Bait, and Mouse Glueboards from the Commissary Warehouse to assist in controlling vermin and pests in and around

buildings. Quantities will be limited to one (1) five (5) gallon drum of Fly Spray, two (2) cans of Fly Bait, two (2) cans of Ant Powder, and two (2) boxes of glue boards per institution per month. This quantity may be increased by the Pest Control Supervisor if requested by the institutional EHSO when necessary to control vermin and pests.

6. DEFINITIONS:

Environmental Health and Safety Officer (EHSO) refers to the employee responsible for safety and environmental issues at each institution/facility.

Material Safety Data Sheet refers to a written description provided by the manufacturer of a chemical or compound. This description provides detailed health and safety related information for that product.

Pest Control Section refers to the section within the Division of *Facilities Management* that is responsible for scheduling and treating facilities for vermin and pests.

SIGNATURE ON FILE

s/ Jon Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.