1.0 Purpose & Scope

Herbicides, pesticides, insecticides, rodentcides and fertilizers are used at federal facilities and leased properties. It is critical that proper application of these chemicals be performed to ensure safety of tenants and staff; monitor as required.

2.0 Activities & Departments Affected

The landscape and pest control Contractors are the primary applicators of chemical products used on the grounds at federal facilities.

The GSA Safety Office along with any other necessary participants including but not limited to the Environmental Programs Group (EPG) for GSA, the Contracting Officer's Representative (COR), and the Contracting Officer (CO).

3.0 Exclusions

None

4.0 Forms Used & Permits Required: (include reporting requirements)

☐ **Federal and State Forms and Permits**:

Comply with all federal regulations, and where applicable state regulations and local ordinances. Where required obtain permits and comply with reporting requirements.

☐ **In-house GSA Region 8 and Contractor Forms**:

- Contractor's Daily Quality Control Inspection Form
- Quality Assurance Surveillance Plan

5.0 Acronyms, Abbreviations, and Definitions

Acronyms	Meaning
CEQ	Council of Environmental Quality
CFR	Code of Federal Regulations
CO	Contracting Officer
DFC	Denver Federal Center
COR	Contracting Officers Representative
EO	Executive Order
EPA	Environmental Protection Agency
GSA	General Service Administration
ISO	International Standards Organization
MSDS	Materials Safety Data Sheet
O&M	Operations and Maintenance
OFEE	Office of the Federal Environmental Executive
PBS	Public Building Services

Definitions:
Chemicals: any manufactured product for which an MSDS is required by law.

Material Safety Data Sheet (MSDS): is a form containing data regarding the properties of a particular substance (i.e., chemical), in accordance with paragraph (g) of 29CFR1910.1200. This document, is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, and protective equipment. (wikipedia)

Pest Control: the use of insecticides, herbicides and fungicides to control and/or eliminate weeds and plant insects and diseases.

6.0 Procedure

State Specific Procedures & Requirements [refer to individual State Legal Reviews for details on Statues, Laws, and Rules]:

Comply with all state regulations and local ordinances where applicable. Where required obtain permits and comply with reporting requirements.

Standardized Procedure:

6.1 Application

- Prior approval must be obtained from the Contracting Officer's Representative (COR) for any chemical that the Contractor would like to use.
- During applications of these chemicals, the Contractor will follow all regulations imposed by the State and the Department of Agriculture.
- The Contractor will provide adequate protective gear according to MSDS or label and EPA regulations.
- Proper techniques are to be followed throughout the chemical application process, including the posting of warning signs, where appropriate, to inform the public of the timing of the spraying and the type of material to be used.

6.2 Inspection

- The GSA Safety Office will conduct periodic inspections of the grounds maintenance facility and the used oil collection point to determine compliance with the GSA Region 8 Environmental Plans, and federal, state, and local regulations. Annually, an inspection consisting (may not be at the same time) of Ground Safety, Fire Department, Environmental, COR, CO and the Project Manager will be conducted (may not include all of the above). The Contractor shall comply with these requirements and regulations and must immediately correct all discrepancies noted during these inspections.
- The Contractor is responsible for determining appropriate fertilization application rates and frequencies. A uniform green appearance and healthy root system shall be attained throughout the growing season.

- The Government Quality Assurance Person (QAP) will make periodic inspections to ensure contractor's performance of objectives has been completed. Inspections will be made as tasks are completed
- The Fire Protection Engineer and Industrial Hygienist (IH) will make periodic inspections of the grounds maintenance facility.

6.3 Storage

- The National Fire Protection Association's (NFPA) Flammable and Combustible Liquids Code (NFPA 30) has defined safe operating procedures for storing and use of combustible and flammable liquids. The Contractor shall be responsible for complying by these procedures for safe chemical storage.
- The Contractor shall dispose of chemicals, including all containers, in accordance with the product label and Material Safety Data Sheets and all other laws and regulations. The Contractor will not dispose of these materials or containers on federal property.

6.4 Certification and Licensing Requirements

- The Pesticide applicator must have proper licensing and shall keep it current through periodic training as required per the Department of Agriculture for each category that he is spraying for. This is the responsibility of the Contractor.
- Pesticide Applicators License: State Certification by the State Department of Agriculture is required, where applicable. The Contractor shall maintain all applicable certification requirements for the handling of restricted and non-restricted pesticides as required by the Environmental Protection Agency (EPA).
- All pesticides must be registered by the EPA and the State Department of Agriculture, where applicable. No pesticide will be used in any manner inconsistent with its labeling. No pesticide classified as a “restricted use pesticide” by the EPA or State shall be used without the prior permission of the COR.
- The Contractor shall maintain a valid Pesticide Applicators License as required by the State Department of Agriculture, if applicable. The Contractor shall maintain all applicable certification requirements for the handling of restricted and non-restricted pesticides as required by the Environmental Protection Agency

6.5 Safety Requirements

- If any tenant complaints are received, the Contractor is notified and adjustments are made accordingly to ensure site safety.
- The landscaping contract describes chemical usage at the Denver Federal Center. The Contractor is responsible for ensuring that no damage results from chemical applications and that the chemicals meet EPA regulations and environmentally safe programs. When any spraying is performed, care shall be taken to avoid drifting which could damage or kill ornamental trees, shrubs or plants.
- The Contractor shall employ mechanical treatment methods (pruning, isolation, etc.) or biological control methods as a first option in treating diseases or insect infestations. Chemical treatments will be considered as a last option. The Contractor will submit a treatment plan specifying methods or chemicals to be used,

concentrations, description of spray or other equipment, and proposed timing, to the COR for approval before treatment.

- The Contractor shall make every effort to use the pesticides and application techniques that are effective in controlling target pests while minimizing any adverse impact on the environment of the site. Safety of the use of pesticides in an urban environment will be considered while making pesticide selections
- Appropriate warning signs will be posted by the Contractor to inform public of timing of spraying and type of material to be used. The Contractor will provide proper equipment and procedures to apply pesticides
- The manufacturers' instructions for temperatures, rates of applications, wind conditions and other precautions will be followed by the Contractor in the application of each spray material. In some cases, spraying around buildings will be allowed during business hours. Spraying will not be allowed when it may pose a health hazard to humans. Label directions shall be followed in every case.

6.6 Specific Application Requirements

- Fertilization of shrubs and perennials will be limited to newly planted or young plants (2 years or less), stressed or nutrient deficient (such as Chlorosis) plants within irrigated areas.
- It is recommended that new plant materials shall be fertilized at the time of planting using a root stimulator and/or a slow release surface broadcast type fertilizer that will be thoroughly watered in. Young plants, stressed, or nutrient deficient plants may be fertilized using foliar sprays or granular fertilizers that will be worked into the soil surface.
- The Contractor shall make a minimum of one application of a balanced or complete fertilizer between April and June and one application of a winterizer (slow-release) type fertilizer after all leaf removal (in approved areas only) has been accomplished. Use of high nitrogen fertilizers is not recommended. Contractor shall submit an annual fertilization plan, specifying types of fertilizer, application rates and frequencies to the COR for approval before fertilizing. The Contractor is responsible for determining appropriate fertilization application rates and frequencies. A uniform, green appearance and healthy root system shall be attained throughout the growing season.
- If the Contractor spills or releases any substance listed in 40 CFR 302 into the environment, the Contractor shall immediately report the incident to the COR or designated representative(s) or the CO contact FPS at 303.236.2911. The Contractor shall be liable for the spill or release of such substances.
- The Contractor shall be prepared to eliminate weeds through alternate methods in areas not amendable to spraying.
- Spraying around or near buildings shall be performed as little as possible. When spraying around or near buildings is necessary, the Contractor shall spray on weekends or before and after regular government business hours, unless approved by the COR on a case-by-case basis.
- Weed control in field areas will be accomplished through target spraying and spot treatment.

- The Contractor shall spray, trim, or control weeds in hardscape areas by other means in these areas as agreed upon by the COR.
- The area along the perimeter fences (approximately 6 inches on both sides) shall be treated with a non-selective herbicide which will decompose on contact with the soil, at a frequency to control weed development, and prevent any growth. Soil sterilants shall not be used under any circumstances at any time.
- No chemical spraying of weeds shall be done around any bodies of water or any surface water conveyances i.e. ditches or streams. Weed control in these areas will be accomplished through trimming and/or hand-pulling.
- The Contractor shall regularly inspect all lawns, trees, shrubs, and perennials for signs of insect damage and disease. The Contractor shall inform the COR of any conditions that require treatment to discuss extent, severity and treatment methods before any work is approved.

6.7 Recordkeeping and Submittals

- The Contractor must first provide a Material Safety Data Sheet (MSDS) for any chemical that they would like to use at a federal facility.
- A letter is sent by the Contracting Officer of the contract stating that the GSA agrees or disagrees with the use of the proposed chemical. This letter may also contain any restrictions that the Government feels necessary and may also reiterate any special conditions found on the MSDS sheet or label.
- The Grounds Maintenance contract requires that the Contractor submit a Fuel and Chemical Storage Plan and a Fertilization Plan.
- The Contractor's Daily Quality Control Inspection Form is used to monitor the daily activity of the Contractor and these forms are forwarded on to the COR by the Contractor for review.
- The Contractor shall be responsible for creating and maintaining any required records that are specifically required by the State and Environmental Protection Agency. If requested by the Government, the Contractor shall provide the original record or a reproducible copy of any such record within 2 working days of receipt of the request.
- The Contractor shall submit a fertilization plan specifying types of fertilizers, application rates and frequencies to the COR for approval before fertilizing
- The Contractor shall provide Certification by the State Department of Agriculture, if appropriate to the COR before starting work and keep it current and up to date through formal training as required by Department of Agriculture.
- All chemical usage records are to be kept and maintained by the Contractor for a minimum of 3 years
- The Contractor shall prepare and submit hazardous waste manifest documents for government signature prior to disposing of chemicals.

6.8 Training

- Employees who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies shall be trained in OSHA Hazard Communication in accordance with 29 CFR 1910.120(b)(h) (hazardous waste

operations and emergency response). The Contractor will ensure this training has occurred and submit copies of employee training certificates to the COR.

7.0 Records Management

- Material Safety Data Sheets
- Any record specifically required by the State and/or the Environmental Protection Agency.
- Fertilization Plan
- Licensing Certification from the State Department of Agriculture as required
- Chemical usage records
- Quality Assurance Surveillance forms
- Hazardous Waste manifest documents
- Pesticide Applicators license as required by the Department of Agriculture
- Fuel and Chemical Storage Plan
- Training Certificates

8.0 References

National Fire Protection Association, Flammable and Combustible Liquids Code (NFPA 30)

Pesticide Applicator's Act for Training Guide (Colorado)

9.0 Appendices

Attachment A: Grounds Maintenance Chemical Usage Flowchart

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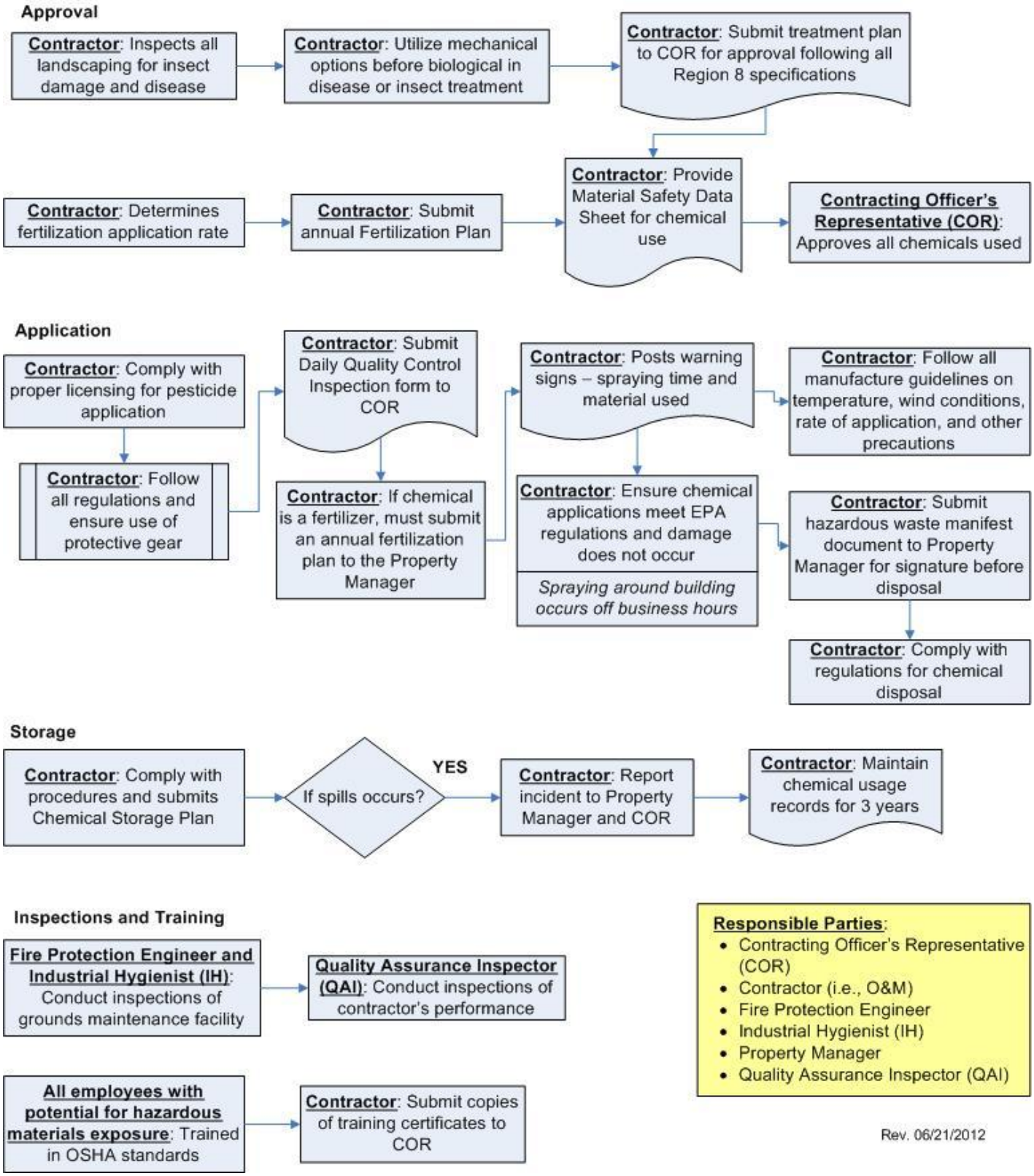
01/22/2010	Add ISO 14001 Document Controls, add Flowchart	Robert Melvin
05/28/2010	Outline Region 8 requirements and update to address new federal regulations.	Robert Melvin
06/21/2012	Emphasize Roles and Responsibilities in section 6, update flowchart	Mark Baca, Nick Gutschow, Robert Melvin

ATTACHMENT A: Grounds Maintenance Chemical Usage Flowchart