

Instructions: Complete the blank lines. Check next to each item. Scan and send to stoppests@cornell.edu.

To successfully implement IPM and help others learn from your program,

I _____ agree to:
(Executive Management Representative)

- Identify a pilot site and support the efforts of an IPM coordinator at that site.
 - o IPM Coordinator: _____
 - o Pilot Site: _____
- Allocate time and resources towards staff and resident training as well as ongoing monitoring and inspection of the entire property to identify focus areas.
- Allocate time for the IPM Coordinator to survey residents to assist in data collection for StopPests (see letter of support below).
- Involve a licensed pesticide applicator that is willing to work with the housing agency to implement IPM procedures.
- Permit the StopPests Program to share IPM efforts through:
 - o Case Studies posted at: www.stoppests.org
 - o StopPests Blog: <http://stoppests.typepad.com>
 - o Facebook: www.facebook.com/StopPests
 - o Twitter: www.twitter.com/StopPests

Letter of Support for Research

I, along with my staff, am aware of your proposed evaluation of the StopPests project. We understand that the support of our housing development is an essential part of the evaluation. We are willing to assist you in accomplishing this evaluation by allowing residents of the housing development to be surveyed on the housing development property. We also agree to keep all surveys collected from the evaluation in a secure location within our offices and the surveys will only be accessible by the survey administrator, the IPM Coordinator and myself.

As the Executive Director of _____, I have read through your evaluation proposal surveys at www.stoppests.org/success-stories/evaluate-your-success/resident-surveys/, and support the involvement of our housing development in this project and look forward to working with you.

Sincerely,

(Executive Management Representative) **Date:** _____

Company/Housing Authority Name: _____

To successfully implement IPM and help others learn from your program,

I _____ **agree to:**

(IPM Coordinator)

- View the IPM Coordinator Training and receives a passing score of at least 80% on the test
- Complete IPM questionnaire about the pilot property (<http://tinyurl.com/IPMPreQ>)
- Provide StopPests with requested documents (Pest control contract (if any), summary of pest infestation complaints and work orders, sample pest control service tickets, a representative lease for residents, and a list of unit numbers for the pilot site).
- Communicate with StopPests staff at least once a month for 12 months through conference calls, e-mail, and the StopPests Portal
- Work with the Pest Management Professional to complete a memorandum of understanding for the pilot site.
- Work with appropriate housing staff, residents, and contractors to complete the following items. *All the following IPM program components must be in place to be eligible for an on-site training:*
 - Complete a "OneTouch Healthy Homes Reference Sheet"
 - Set short (before training) and long term (one year) goals based on mutually agreed upon recommendations by the StopPests Consultant and the IPM Coordinator.
 - Designate a housing staff member to accompany the pest control contractor on each visit. *This staff member should have keys and access to all sites necessary for a thorough IPM inspection, including food prep and storage areas, and utility rooms. (Note: having the same person accompany the PMP at each visit is recommended, but not required.)*
 - Create a list of focus areas that warrant monthly inspection (at a minimum) by pest control or housing. *A focus area is any unit or location with active infestation or conditions conducive for pests. This list should will likely come from both pest control and housekeeping inspections. Presence and extent of infestation should be determined using appropriate (research-based) monitoring devices. An area remains on this list until it is pest-free after 1 week of appropriate monitors/inspection and the unit passes a housekeeping inspection. Note that there are no monitoring devices for mice.*
 - Develop/adapt a housekeeping inspection checklist to include pest conducive conditions (food, water, shelter, routes of entry) and over-the-counter pesticides the resident appears to use.
 - Conduct a housekeeping inspection within 90 days of each move-in and at least annually thereafter using the housekeeping checklist.
 - Lease/policy includes the requirements to permit entry into the dwelling unit to contractors and housing representatives, given proper notice and to cooperate with printed instructions.
 - Work with the StopPests Evaluation Specialist to administer an initial survey to residents about the effectiveness of IPM.
 - Distribute and post "Pesticide Use Notifications" in advance of pesticide treatments in accordance with applicable pesticide regulations.

- Set up an IPM log for the pilot site (see www.stoppests.org/what-is-ipm/using-ipm/focus-units/ipm-log). Determine where it will be kept, who will use it, and any other pertinent procedures.
- Distribute and apply all pesticides (indoors and outdoors) in compliance with all applicable pesticide regulations (state, federal, and city/town).
- ❑ Help arrange on-site IPM in Multifamily Housing Training (if applicable)
 - Arrange for 15-35 attendees, including at least one representative from each of the following areas to participate during the entire training day (an 8-hour commitment): Maintenance; Pest Management Professional; Property Management; Resident Support Services; and Resident Leadership.
 - Provide facilities for the training
 - Room for 15 to 35 people to sit at tables. If possible, provide a space that is free of smoke, fragrance, and conventional spray pesticides.
 - Two vacant housing units close to each other and close to the training room (within three floors in a high-rise building). It is best if the units have evidence of infestation. As an alternative, you could use a common area such as a trash room or laundry room for one of the vacant units.
 - Access to the exterior of the building for a walk to look for potential pest entry points.
 - Give suggestions for food and other training logistics
 - Provide a shipping address and locked location for training materials to be received and stored at for one week before the training
- ❑ Determine, with resident input, pest action thresholds by species.
- ❑ Engage local service providers to assist in helping the housing provider meet the IPM pilot goals.
- ❑ Use the IPM Log.
- ❑ Adopt assessment criteria for IPM program effectiveness and track progress.
- ❑ Revise procedures to integrate IPM best practices and be consistent with HUD's guidance on IPM (PIH 2011-22). This should include:
 - Establish a site-wide routine monitoring program for cockroaches and bed bugs,
 - Revise housekeeping standards based on IPM best practices,
 - Enact a lease enforcement process for housekeeping inspection failure,
 - Incorporate pest-specific codes in the work order system,
 - Update any maintenance documentation or manual to include IPM log and other new procedures, and
 - Modify pest management procedures based on IPM best practices (e.g. in-house SOPs, dwelling lease, turnover procedure).
- ❑ Develop continuing education programs for staff and residents.
- ❑ Stay informed of continuing education opportunities through www.stoppests.org/ipm-training/training-opportunities/
- ❑ Add IPM specifications into the next pest control contract (if applicable).
- ❑ Work with the StopPests Evaluation Specialist to administer a follow-up survey to residents about the effectiveness of IPM 12 months after the initial survey.
- ❑ Work with the StopPests staff on a case study of IPM efforts.