NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
483

PEST CONTROL

Supersedes: AR 483 (Temporary, 10/13/10)
Effective Date: 04/08/11

AUTHORITY

NRS 209.131; NRS 555.280

RESPONSIBILITY

1. The Facility Supervisor is responsible for the overall operation of this procedure.

2. Escorting custody personnel are responsible for monitoring the commercial service to ensure safe and appropriate practices are maintained.

3. All personnel are responsible to notify the Facility Supervisor by completion of a work order with requests for extermination.

483.01 PEST CONTROL POLICY

1. The Department of Corrections will repel or control pests in a manner prescribed by the Nevada Department of Agriculture (NDA), Department of Wildlife and related Federal agencies.

483.02 COMMERCIAL SERVICE CONTRACT

1. The Facility Supervisor and ASO will establish a contract with a commercial service for exterminations for all pest control services at the institutions and the camps. If the pesticide is applied by NDOC staff, they must be appropriately licensed.

2. The commercial service will maintain the pesticide service of the outer portions of the institutions on an as needed basis, and of the facilities on a quarterly basis.

   A. All pesticide services shall be conducted during regular business hours and should also provide for pesticide application outside normal business hours.

   B. The Medical Division and the Compliance Enforcement Unit of the Office of the Inspector General must be notified immediately if staff or inmates should develop a reaction to the pesticide.

C. The commercial service personnel will review the Maintenance work order and take appropriate action.

D. Designated personnel shall escort the commercial service personnel at all times during this process.

E. The commercial service personnel are responsible for all safety and disposal issues related to their activities. Escorting personnel will monitor the safety and disposal actions to insure that safe and appropriate practices are conducted.

F. Upon completion of the pesticide service, the commercial service personnel will document any action taken in regards to issues noted on the Maintenance work order.

3. The commercial service personnel will maintain the pesticide service as dictated in the contract.

A. All personnel are responsible to report any possible pest control issue by submitting a Maintenance work order.

B. Personnel will document possible pest infestations areas within the facility.

C. Personnel will complete a work order and place a copy within the "Trouble Area Log"

D. Maintenance personnel will check the "Trouble Area Log" on a weekly basis.

E. Maintenance personnel will contact the commercial service and make an appointment for service.

F. The commercial service will conduct all pesticide services of the inner portions of the facility when there is no inmate movement.

G. Upon completion of the pesticide service, the commercial service personnel will document any action taken in regards to issues noted, on the Maintenance work order.

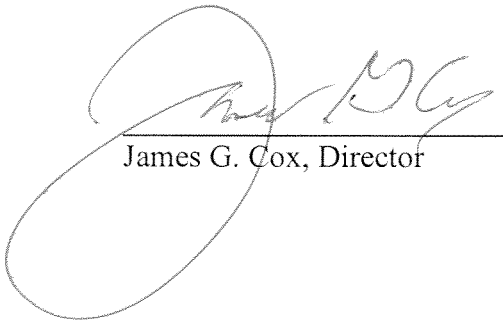
APPLICABILTY

1. This AR requires an Operational Procedure for all institutions/facilities.

2. This AR requires an annual audit to ensure institution/facility compliance.

REFERENCES

ACA Standards, 4-4405



James G. Cox, Director

3/14/11

Date