

**SECTION - HOSPITAL OPERATIONS  
ADMINISTRATIVE DIRECTIVE NO. 710  
(Replaces A.D. No. 710 dated 5/11/06)**

Effective Date: May 15, 2007

**SUBJECT: VECTOR CONTROL**

**I. PURPOSE**

The hospital shall identify and eradicate insects, rodents or other pests, as they become problems to the facility.

**II. AUTHORITY**

California Code of Regulations, Title 22, Division 5, Sections 71641 and 73635; and JCAHO Environment of Care Standards.

**III. POLICY**

- A. Pest control services are coordinated through, and provided by, Plant Operations. Pest control problems are addressed by our Pest Control Technician or local pest control contractors who will provide preventive and as-needed services for both internal (building) maintenance and on-grounds areas.
- B. All employees are responsible for maintaining a clean and sanitary physical plant, which is non-conducive to the harboring or proliferation of insects and rodents.

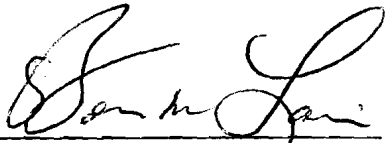
**IV. METHOD**

- A. Upon discovery of pest infestation, the employee shall report the problem to the area supervisor.
- B. The area supervisor shall ensure that all debris and food that may harbor or attract insects or rodents, is removed from the area.
- C. If the infestation poses a health and safety risk, the area supervisor is responsible to isolate the infested area from Individuals, visitors, and staff until the Pest Control Technician can remedy the problem.
- D. The area supervisor will then request pest control service by calling the Plant Operations work order desk, or may request service through the Plant Operations work request available on the computer network.
- E. Plant Operations will schedule a Pest Control Technician to investigate and remedy the problem.

- F. The Pest Control Technician shall survey the area for entrances, nesting places, etc., and shall submit work orders to correct physical plant problems, e.g., weather-stripping, filling holes, etc.
- G. For pest control problems on other than normal business hours, contact the Central Plant for assistance. Emergencies like large infestations, swarms, etc., will be investigated by Plant Operations Personnel, and if conditions warrant, the Pest Control Technician will be called in to remedy the problem. For most minor problems, which occur at this time, the problem will be noted, and referred to the Pest Control Technician the following business day.

V. RECORDKEEPING

- A. All services provided by the pest control technician or contractors, are documented, including the following information:
  - 1. Date, time, location of service;
  - 2. Type and name of product, Material Safety Data Sheet, and mode of application;
  - 3. Recommendations for procedural and/or structural improvement for prevention of reoccurrence.
- B. Plant Operations and the Health and Safety Department tracks reported problems and dates of correction.



BEN MCLAIN  
Executive Director (Acting)

Cross Reference(s):  
Environment of Care PMT