

Oklahoma Military Department

EXHIBIT - STATEMENT of WORK (SOW)

FOR

Lawn and Grounds Maintenance

**Muskogee Armed Forces Reserve
Center**

Oklahoma Military Department
3501 Military Circle
Oklahoma City, OK 73111

14 November 2022

TABLE OF CONTENTS
(Lawn Maintenance Agreement)

- 1.0 Facility Location**
- 2.0 Definitions**
- 3.0 Scope**
- 4.0 Work Requirements**
 - 4.1 General
 - 4.2 Lawn Maintenance
 - 4.3 Cleaning/Trash Removal
 - 4.4 Landscape Plant Maintenance
 - 4.5 Trees – Trimming/Pruning
 - 4.6 Fertilization/Weed Control
 - 4.7 Landscape Pest Control
- 5.0 Terms and Conditions**
 - 5.1 Contract Period
 - 5.2 Governing Law
 - 5.3 Assignment
 - 5.4 Invoicing
 - 5.5 Supervision
 - 5.6 Warranty
 - 5.7 Safety Precautions
 - 5.8 Correction of Work
 - 5.9 Monthly Inspections
 - 5.10 Mandatory Pre-Bid
- 6.0 Attachments**
 - 6.1 Site Map

1.0 FACILITY LOCATION: The buildings and grounds of the Oklahoma Military Department, Muskogee Armed Forces Reserve Center (AFRC) located at 6800 S. Cherokee St. Muskogee, OK 74403.

2.0 DEFINITIONS

- 2.1 Agency:** The Oklahoma Military Department (OMD) for which this contract is issued.
- 2.2 Contract:** This contract, any addendum to this contract and the Contractor’s submittal in response to this contract and the Oklahoma Military Department (OMD) Notice of Award.
- 2.3 Contractor:** The entity who is awarded this contract and is responsible for the completion of the terms herein.
- 2.4 Emergency:** Any conditions(s) which is a threat to the health, welfare or safety of people or property or a condition that will affect an essential service(s) as determined by the Agency.
- 2.5 Hedge:** Any shrub that is sheared to a form or a silhouette.
- 2.6 Improved grounds:** Approximately 9.43 acres; the higher profile areas of the property as designated on attached map.
- 2.6.1 Semi-Improved grounds:** The remainder of the property (non-high profile areas of the property) as designated on the attached map.

2.7 Management: Personnel who are responsible for oversight of operations resulting from the contract.

2.8 Hardscape: Any permanent concrete, wood, metal, plastic, or fiberglass object in the landscape including but not limited to headstones, monuments, curbs, sidewalks, mow-strips, concrete edging, granite, granite surface, concrete, concrete surface or irrigation component.

2.9 Ornamentals: Denotes a cultivated plant in the landscape that does not qualify as a tree, shrub or hedge.

2.10 Plants: Denotes any cultivated plant life in the landscape including but not limited to trees, ivy, shrubs, ornamentals, flowers, or turf.

2.11 Shall or Must: Denotes that which is a mandatory requirement.

2.12 Stump: The portion of a felled tree that remains in the ground.

2.13 Shrub: Any multiple or single trunk woody plant not classified as a tree or ornamental; for the purpose of servicing and pricing in this contract ornamental grasses including but not limited to Miscanthus, Hamlyn, Muley, Blue Stem, Fountain, Pampas, and Gamma grasses shall be defined as shrub.

2.14 State: State of Oklahoma

2.15 Trash: Defined as any refuse, litter, debris, limbs, branches, leaves, twigs, ashes, paper, plastic, rubber, metal, cloth, lumber appliances, combustible material, rubbish, offal, carcass, carrion, waste, junk, or any matter of any kind, form, or size, which is uncared for, discarded, dumped, lost, thrown, abandoned, or accumulated.

2.16 Trim: By means of a powered line trimmer, trim vegetative growth around objects in the landscape cutting all of the tall grass and weeds down around each object dropping and leaving the cut vegetation on the ground.

2.17 Work or the Work: Denotes services stipulated in the contract that is being performed.

3.0 SCOPE

3.1 To obtain professional lawn, shrub, and tree maintenance services at the Oklahoma Military Department, Muskogee Armed Forces Reserve Center, located at 6800 S. Cherokee St. Muskogee, OK 74403.

3.2 The Contractor shall provide landscape services as stipulated herein.

3.3 The objective of this contract is to furnish all labor, material, and equipment necessary to provide comprehensive landscape maintenance services within the boundaries of Muskogee Armed Forces Readiness Center property.

3.4 Hour of Operation: Normal hours of operation for work to be performed under this contract shall be Monday – Friday 0700 – 1700. Any work that cannot be performed during these hours due to inclement weather or any other reason will be scheduled 72 hours in advance with the site Facility Manager.

4.0 WORK REQUIREMENTS

4.1 General

4.1.1 The Contractor shall provide expert advice applying scientific principles and possessing professional credentials. It is the Contractor's responsibility to survey, analyze, and inspect the grounds, employees' equipment before, during, and after operations to ensure the work and workmanship meet the contract stipulations herein. It is the responsibility of the Contractor to make recommendations to the OMD

Contract Administrator for services stipulated herein with the goal of promoting good plant health and grounds beautification.

4.1.2 The Contractor's personnel shall be uniformed at all times.

4.1.3 The Contractor's employees assigned to work on the grounds under this contract are subject to the approval of OMD. OMD reserves the right to execute a background investigation of any employee of the Contractor and remove any employee from the complex.

4.1.4 The Contractor shall be responsible for replacement of plant materials that die resulting from negligence by the Contractor.

4.1.5 The Contractor shall employ a competent Contract Manager who shall be at the site during performance of the Work and shall verify that the Work meets the specifications. The Contract Manager shall represent the Contractor, and communications given to the Contract Manager shall be as binding as if given to the Contractor.

4.1.6 The Contractor shall be responsible for removing and disposing of all trash and debris generated by the Work or the Contractor's employees away from the work site on a daily basis.

4.1.7 Authorized personnel will unlock secured gates for the Contractor where necessary. Security for the areas must be maintained during the work process and gates must be locked after work is completed.

4.1.8 Assigned parking areas shall be provided for Contractor's use. Contractor shall not drive or park on sidewalks or lawn areas except under special conditions approved by the OMD Contract Administrator.

4.1.9 The contractor shall be notified of all scheduled events and their location so that maintenance can be accomplished without interference.

4.1.10 The Contractor shall be responsible for assuring that the Contractor's employees understand the stipulations regarding the Work herein and for translating the stipulation regarding the Work herein to non-English speaking employees.

4.1.11 The Contractor shall not dig or otherwise disturb the soil within the boundaries of the site without first calling Okie One, A.K.A. Call Okie or Okie Dig at 1-800-522-6543 and make arrangements to locate underground utilities prior to beginning work.

4.2 LAWN MAINTENANCE

4.2.1 The Contractor shall mow lawns neatly and evenly. Every effort shall be made to provide a lawn that is uniformly mowed and attractive keeping turf color indicative of good mowing practice.

4.2.2 The Contractor shall observe cut quality carefully while operating mowers. Every effort shall be made to avoid uneven mowing, scalping, gouging, or tearing or discoloration of grass by attending to the mower and mowing conditions.

4.2.3 The Contractor shall rake, or bag clippings, or otherwise break up or diminish visible grass clippings or matted clumps until they are obscure and difficult to see.

4.2.4 Mowers shall be operated at the slowest speed possible when turning to prevent tearing of turf grass.

4.2.5 The Contractor shall work with the OMD Contract Administrator and/or the Facility Manager to determine mowing height and frequency. The goal is to maintain the lawns in the Improved Grounds

(9.43 acres) area(s) between 1.5" to 4" in height; however, depending on many factors, some areas may be mowed more or less frequently.

4.2.5.1 The Contractor shall work the OMD Contract Administrator and/or the Facility Manager to determine mowing height and frequency. The goal is to maintain the areas in the Semi-improved Grounds areas between 4" to 12" in height. Every effort shall be made to avoid uncut looking lawns. Trimming, edging, to include but not limited to fences, curbs, trees, etc. will be maintained in these areas as well.

4.2.6 Prior to mowing, the Contractor shall remove trash, litter, loose objects, and debris from the area to prevent cutting into small unsightly pieces or the launching of objects with cutting blades. If the Contractor fails to clean up as provided by the contract, OMD may do so and the cost thereof shall be charged to the Contractor.

4.2.7 With each mowing, the Contractor shall maintain a clean cut lawn edge with a power edger or create a straight and clean cut line between the turf edge and surface edges including but not limited to; curbs, sidewalks, asphalt, mow strips and bed edging, or around other paving.

4.2.8 With each mowing, the Contractor shall provide even trimming of vegetation in and around objects in the landscape with a power line trimmer including but not limited to trimming grass and weeds in/on steep slopes and/or around buildings and structures, fencing, monuments, commemorations, markers, signs, posts, irrigation components, retaining walls, curbs, sidewalks, concrete, asphalt, paving parking lots, any permanent or temporary object in the landscape, or any other object in that has vegetation growing in or around it except for the trees and shrubs.

4.2.9 The cutting of bark or cambium layer of trees and shrubs with a power line trimmer while cutting away vegetative growth shall be strictly prohibited. When necessary, vegetative growth at the base of trees and shrubs shall be controlled by other means and methods that do not cause damage to the bark or cambium or any other part of the tree or shrub. Bark mulch and herbicide applications may be used at the base of trees and shrubs to control grass and weeds. Herbicide shall not come in contact with the tree or shrub, and measures shall be taken to prevent herbicide contact. No conspicuously dead grass or weeds shall be seen at the base of trees or shrubs from herbicide use. Herbicide use at the base of trees and shrubs shall be obscure and difficult to see. Mulch shall not come in contact with the bark of trees or shrubs.

4.2.10 With each mowing, the Contractor shall provide clean up of clippings and debris with a power blower or vacuum on surfaces including but not limited to sidewalks, building entries and plazas, curbs, drives, parking lots, asphalt, concrete, or other paving or paved area. All adjacent areas, objects, and site fixtures shall be left in clean condition with the grass clippings and debris removed as needed to prevent visible accumulations.

4.2.11 With each mowing when weeds are visible, the Contractor shall till, hoe, cut, or hand pick weeds in ornamental beds to maintain weed-free beds whenever or wherever needed or as requested by the OMD Contract Administrator.

4.2.12 The Contractor shall perform the work in a safe manner to prevent damage or injury to people and property.

4.2.13 The Contractor shall maintain all manufacturer's safety devices on the equipment; safety devices shall be in good condition and engaged at all times while the equipment is operating.

4.2.14 With each mowing the Contractor shall avoid tire indentation, rutting, or compaction of soil in turf areas saturated with precipitation or leaks; avoid mowing when ground is muddy. When conditions may cause tire indentation, rutting, or compaction, the Contractor shall have available and use other means and methods of care to prevent tire rutting or compaction of soil.

4.2.15 The Contractor shall avoid wheel marks and compaction in turf from habitual mowing patterns.

4.2.16 The Contractor shall be responsible for filling with soil any tire indentions or ruts caused by the Contractor's vehicles or equipment.

4.2.17 The Contractor shall observe Department of Environmental Quality (DEQ) guidelines for publicly declared Clean Air Alert Days. When the announcement is made by DEQ that a day is declared a Clean Air Alert or Ozone Alert Day, the Contractor shall observe the day by following DEQ guidelines for improving air quality. The use of mowing and trimming equipment to perform duties between the hours of 10 AM or 6 PM on the day of the alert shall be postponed. Following the observance of the clean air Alert or Ozone Alert Day, the Contractor shall be given reasonable time to recover the work to the terms stipulated herein. The Contractor shall not be held responsible for exceeding grass height limits or other lawn maintenance work stipulated herein that involves the use of power equipment until after recovery is complete.

4.2.18 The Contractor shall provide mowing service until the vegetation is dormant.

4.3 CLEANING/TRASH REMOVAL

4.3.1 The Contractor shall perform clean up and trash removal year round as stipulated herein.

4.3.2 All areas within the boundaries of the site, including but not limited to lawns, right of way, streets, fence rows, alleys, fields, lots, building entrances, steps, stairs and landings, plazas, ornamental planting beds, parking areas, curbs and gutters, shall be cleaned of all trash. Service shall occur weekly.

4.3.3 All trash shall be removed from the premises and not dumped in state owned dumpsters.

4.3.4 Rake and clean up leaves, limbs, etc., as needed to maintain a clean and safe environment.

4.4 LANDSCAPE PLANT MAINTENANCE

4.4.1 The Contractor shall provide the services stipulated in 4.4 Landscape Plant Maintenance within the boundaries of the site, (see attached map).

4.4.2 The Contractor shall prune trees to remove wind or storm damaged limbs, dead limbs, improve structural strength, access, appearance, or to improve visibility under, through, or around, or to allow light to penetrate under, through or around. Most of the aforesaid tree pruning shall occur during dormancy, but it may be necessary to provide pruning at other times throughout the year including prompt pruning upon request by the OMD Facility Manager to improve public safety or to remove tree hazards. The work shall be performed by the Contractor's personnel who possess training, expertise and experience in the care and maintenance of trees in accordance with standard practices of arboriculture. The Contractor shall clean up all tree debris, haul, and dump all material at an approved dump site, not in OMD dumpsters.

4.4.3 The Work shall be performed with attention to safety. Work in any location that may pose any risk to public safety and may expose people or property to hazards shall be performed during non-business hours or a perimeter barrier shall be established before work begins beyond the perimeter of the hazards and work site.

4.4.4 The Contractor shall prune shrubs or shall prune shrubs upon request by the OMD Contract Administrator to improve structural strength, growth habit, access, appearance, or visibility under, through or around, or to allow light to penetrate under, through or around, or to remove dead branches. It will be necessary to cut some shrubs back to the crown to remove dormant plant parts. Shrubs shall also be pruned upon request to improve public safety or to remove a hazard. Most of the aforesaid shrub pruning shall occur during dormancy but it may be necessary to provide pruning at other times throughout the year including prompt pruning upon request to improve public safety or to remove tree hazards.

4.4.5 The Contractor shall apply mulch to plants and ornamental beds when needed or mulch when requested by the OMD Contract Administrator.

4.4.6 Any debris or plant material collected by the Contractor as stipulated in 4.4 LANDSCAPE PLANT MAINTENANCE shall be properly disposed of at a legal dumpsite or disposal facility.

4.5 TREES – Trimming/Pruning

4.5.1 Upon request by the OMD Contract Administrator, the Contractor shall remove dead trees or Shrubs and or shall remove specific trees or shrubs upon request by the OMD Contract Administrator. Tree or shrub removal shall include cutting the tree down to ground level, cutting up tree parts, cleaning up debris, hauling away all tree parts, and dumping. The Contractor shall grind tree stumps with a tree stump grinder upon request by the OMD Contract Administrator. Stump grinding may include sweeping chips and leveling ground at the stump site upon request by the OMD Contract Administrator. Contractor shall remove the root systems of shrubs upon request by the OMD Contract Administrator.

4.6 FERTILIZATION/WEED CONTROL

4.6.1 The Contractor shall provide the services stipulated in section 4.6 FERTILIZATION to the plants and turf within the boundaries of the Oklahoma Military Department, Muskogee Armed Forces Reserve Center, located at 6800 S. Cherokee St. Muskogee, OK 74403.

4.6.2 The Contractor shall provide a fertilization program that will provide macros or micro-nutrients to include turf, trees, shrubs, perennial plants and flowers.

4.6.3 The fertilization program provided by the Contractor shall use available soil test data to base fertilization.

4.6.4 No application of fertilizer shall be made to plants while they are exhibiting signs of sudden stress, heat stress or during periods of prolonged drought.

4.6.5 Turf shall be fertilized at intervals to promote excellent green color and optimum turf health. Fertilizer application rates and number of applications shall be determined on many factors but generally the Contractor shall properly apply nitrogen fertilizer evenly at one (1) pound of actual nitrogen per 1000 square feet at approximately four (4) week to six (6) week intervals, more or less depending on conditions, while grass is actively growing.

4.6.6 Not used.

4.6.7 All fertilizer shall be applied by the contractor's personnel who possess proof of training and experience in the application of fertilizer in accordance with standard practices.

4.6.8 All fertilizer shall be applied evenly and in a manner that will not burn plant material or stain surfaces.

4.6.8.1 Every effort shall be made to avoid excessive fertilizer application or spill. The Contractor shall immediately clean up excessively applied or spilled fertilizer by sweeping up excess or diluting area with water to prevent plant burn or discoloration of surfaces.

4.6.8.2 Every effort shall be made to avoid excessive fertilizer stain on hard surfaces. The Contractor shall take immediate measures to prevent staining of granite surfaces, stamped, or colored concrete, or any concrete surface from fertilizers that contain elements that tend to stain or discolor. Fertilizer shall be swept, vacuumed or blown from all surfaces immediately and before precipitation.

4.7 LANDSCAPE PEST CONTROL

4.7.1 The Contractor shall provide the services stipulated in Section 4.7 LANDSCAPE PEST CONTROL to all areas within the boundaries of the Oklahoma Military Department, Muskogee Armed Forces Reserve Center, located at 6800 S. Cherokee St. Muskogee, OK 74403.

4.7.2 The Contractor shall plan and execute a comprehensive program of landscape pest control services. Services shall include frequent inspections on the grounds to examine plants, turf, and other landscaping to detect problems or potential problems and identifying pest problems or symptoms of pest problems before the problem is visible or becomes epidemic or conspicuously visible. Pest control shall include but not limited to routine applications, pre-emergent and post emergent applications, and urgent unscheduled or impromptu applications developing pest problems that were not previously apparent or known to exist. The Contractor shall provide any and all pest control services within the ornamental and turf control category. Safe and effective pesticide application shall be made at rates and frequencies according to pesticide label directions until target pests have been effectively controlled. Services shall include chemical applications and may also include other means and methods of pest control to prevent or control including but not limited to: insects, larvae, worms, mites, parasites, diseases, fungi, molds, mildews, weeds, sedges, grasses, and moles and gophers.

4.7.3 It is the responsibility of the Contractor to survey, inspect, and analyze plants and turf as often as necessary to detect pests in the landscape. The Contractor shall examine plant and turf pans often and carefully to identify pest problems before they are generally noticeable.

4.7.3.1 It is the responsibility of the Contractor to notify the OMD Contract Administrator for pest problems or potential pest problems. The contractor shall submit to the Facility Maintenance Branch Chief - Safety Data Sheets (SDS) for all chemicals to be used on base prior to their use. All chemicals proposed for use must be listed and approved by the Armed Forces Pest Management Board (AFPMB) (<http://www.afpmb.org/bubs/standards/dod%20pesticides%20list.pdf>). A DD form 1532-1 is required for each chemical in order for it to be tracked in the Environmental Information Management System (EMIS). The contractor shall maintain the Pest Management Maintenance Record, DD form 1532-1, concerning chemicals applied and amounts. A copy of the DD form 1532-1 is attached and will be turned in with every invoice. Invoices submitted without the DD 1532-1 form will not be processed for payment until received.

4.7.3.2 It is the responsibility of the Contractor to make timely and prompt pesticide applications to prevent or control pest problems, infestations, or epidemics before they are apparent to keep plants and turf reasonably free of pests including but not limited to insects, larvae, mites, moles and gophers, fungi, mold, mildew, sedges, grassy or broadleaf weeds.

4.7.4 The Bidder shall submit a copy of current Pesticide Application License in the Ornamental and Turf Category issued by the State of Oklahoma Department of Agriculture in the name of the contractor's company and a copy of the license of each individual Certified Pesticide Applicator or Service Technician who will service this contract prior to award of contract. All licenses must be current at the time of award. The contractor shall provide OMD a current copy of each license annually.

4.7.4.1 It is required that all pesticide application services provided under the terms of his contract shall be applied by a Certified Pesticide Applicator licensed by the State of Oklahoma Department of Agriculture or a Licensed Service Technician under the direct supervision of a Licensed Certified Pesticide Applicator. Copy of each individual license must be received by OMD prior to award of contract. If there are any changes in personnel after award of the contract then a copy of that individual's license must be submitted to the OMD Contract Administrator before the individual is allowed to work. Failure by the Contractor to provide a copy of each individual license to the OMD Contractor Administrator before work begins will result in the filing of a complaint with the Central Purchasing Office and notification to the Oklahoma Department of Agriculture. Also, the individual would not be allowed to work until this is resolved. The Applicator shall obey all the Rules and Regulations of the State of Oklahoma Department of Agriculture regarding pesticide use.

4.7.5 A copy of the pesticide application work tickets is required. All of the information that is required by the State of Oklahoma Agriculture Department regarding the pesticide application is required on the work ticket to be kept on file by the Contractor for each pesticide application and must be forwarded to the OMD Contract Administrator upon request by the OMD Contract Administrator.

4.7.5.1 The Contractor shall provide Safety Data Sheets on particular pesticides to be used. The Contractor shall provide a copy of pesticide labels upon request by the OMD Contract Administrator.

4.7.6 The Contractor shall maintain turf reasonably free of weeds and pests. Pre-and post-emergent herbicide applications shall be made at labeled rates at the appropriate window of opportunity. Generally, turf shall be treated with post-emergent and pre-emergent herbicides with the first (1st) application at full rate in mid fall season while grasses are dormant, second (2nd) application at full rate in mid spring timeframe after grasses are growing. It shall be necessary to apply spot treatments to control weeds locally in turf; generally, spot treatments shall be completed when weeds prevail. Turf shall also be treated as necessary to prevent or control harmful pests including but not limited to fungi, mold, mildew, insects, worms, larvae, moles and gophers.

4.7.7 Ornamental beds shall be treated with herbicide to control weeds and other pests. Beds shall be treated with pre-emergent herbicides at the appropriate window of opportunity, generally twice annually. Spot treatments with pre- and post-emergent herbicide as often as needed but generally every four (4) weeks during the growing season to control broadleaf and grassy weeds in the ornamental beds. Other means of pest control may be needed as weeds emerge including but not limited to tilling, hoeing, mulching, or hand weeding.

4.7.8 Mulched areas and established tree wells or saucers under trees, shall be treated with non-selective herbicides as often as needed but generally every four weeks during the growing season to eradicate vegetative growth.

4.7.9 Vegetative growth shall not be allowed to grow in non-turf areas and non-ornamental bed areas in or between sidewalk, curb, street, military equipment parking lots/compounds, fences or parking lot

cracks and crevasses. Such areas are to be treated as often as necessary but generally every four (4) weeks with non-selective herbicides to eradicate vegetative growth.

4.7.10 Trees shall be maintained free of pests. Applications shall be made to control insects, larvae, and fungus as needed.

4.7.11 Shrubs shall be maintained free of pests. Applications shall be made to control insects, larvae, and fungus as needed.

5.0 TERMS AND CONDITIONS

5.1 Contract Period: The term of the contract shall be for a period beginning from 1 March 2023 or the date of the Notice to Proceed (NTP) whichever is later through February 29, 2024. The contract may be renewed at the same terms and conditions for up to two (2) consecutive one-year periods, beginning 1 March and ending the last day of February.

5.2 Governing Law: This proposal shall be governed by and construed in accordance with the laws of the State of Oklahoma. Venue for any action or claim shall be Oklahoma County, Oklahoma.

5.3 Assignment: The contractor shall not assign, sell, transfer, subcontract or sublet rights or delegate responsibilities under this contract, in whole or in part, without prior written approval of OMD.

5.4 Invoicing:

5.4.1 Invoices will be sent monthly via email to: ng.ok.okarng.mesg.state-fmb-invoices@army.mil attention:

Oklahoma Military Department, Facilities Maintenance Branch, 3515 Military Circle Oklahoma City, OK 73111.

5.4.2 All invoices shall include the following:

1. Purchase Order number.
2. Complete remittance address.
3. Building/Facility where work was performed.
4. Date(s) work was performed.
5. Services performed.
6. Services billed hours.
7. Itemized materials list Contractor used for job completion.
8. Include Forms DD 1532 & DD 1532-1 with each invoice.

5.4.3 OMD obligation to pay amounts due under the contract shall be contingent upon completion of the work and receipt of an invoice in sufficient detail to permit proper identification of the terms as described in the specifications. This contract is subject to the availability of funds. Invoices will be paid in arrears after services have been performed.

5.5 Supervision

5.5.1 The Contractor shall supervise and direct the work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over means, methods, techniques, sequences, and procedures and for coordinating all portions of the work under the contract, unless the contract gives other specific instructions concerning these matters.

5.5.2 The Contractor shall be responsible to OMD for acts of negligence and omissions of the Contractor's employees.

5.5.3 The Contractor shall employ a competent supervisor and necessary assistants who shall be in attendance at the site during performance of the work. The supervisor shall represent the Contractor, and communications given to the supervisor shall be as binding as if given to the Contractor. Important

communications shall be confirmed in writing. Other communications shall be similarly confirmed by written request in each case. The supervisor shall have a working knowledge of the English language.

5.6 Warranty: The Contractor warrants to OMD that materials and equipment furnished under the contract shall be of good quality that the work shall be free from defects not inherent in the quality required or permitted, and the work shall conform with the requirements of the contract. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor's improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. If required by OMD, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

5.7 Safety Precautions: The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions in connection with performance of the contract.

5.8 Correction of Work: The Contractor shall promptly correct work failing to conform to the requirements of the contract whether observed before or after completion. The Contractor shall bear costs of correcting such rejected work.

5.9 Monthly Inspection: Monthly, throughout the Contract, the property will be inspected by the Contractor's designated account manager and/or the Oklahoma Military Dept.'s designated site manager.

5.10 Mandatory Pre-Bid Meeting: A mandatory pre-bid meeting will be conducted at the Oklahoma Military Department, Muskogee Armed Forces Reserve Center, located at 6800 S. Cherokee St. Muskogee, OK 74403 to view the property. If a vendor does not show up for the mandatory Pre-bid, their bid will not be considered.

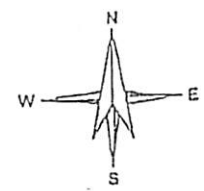
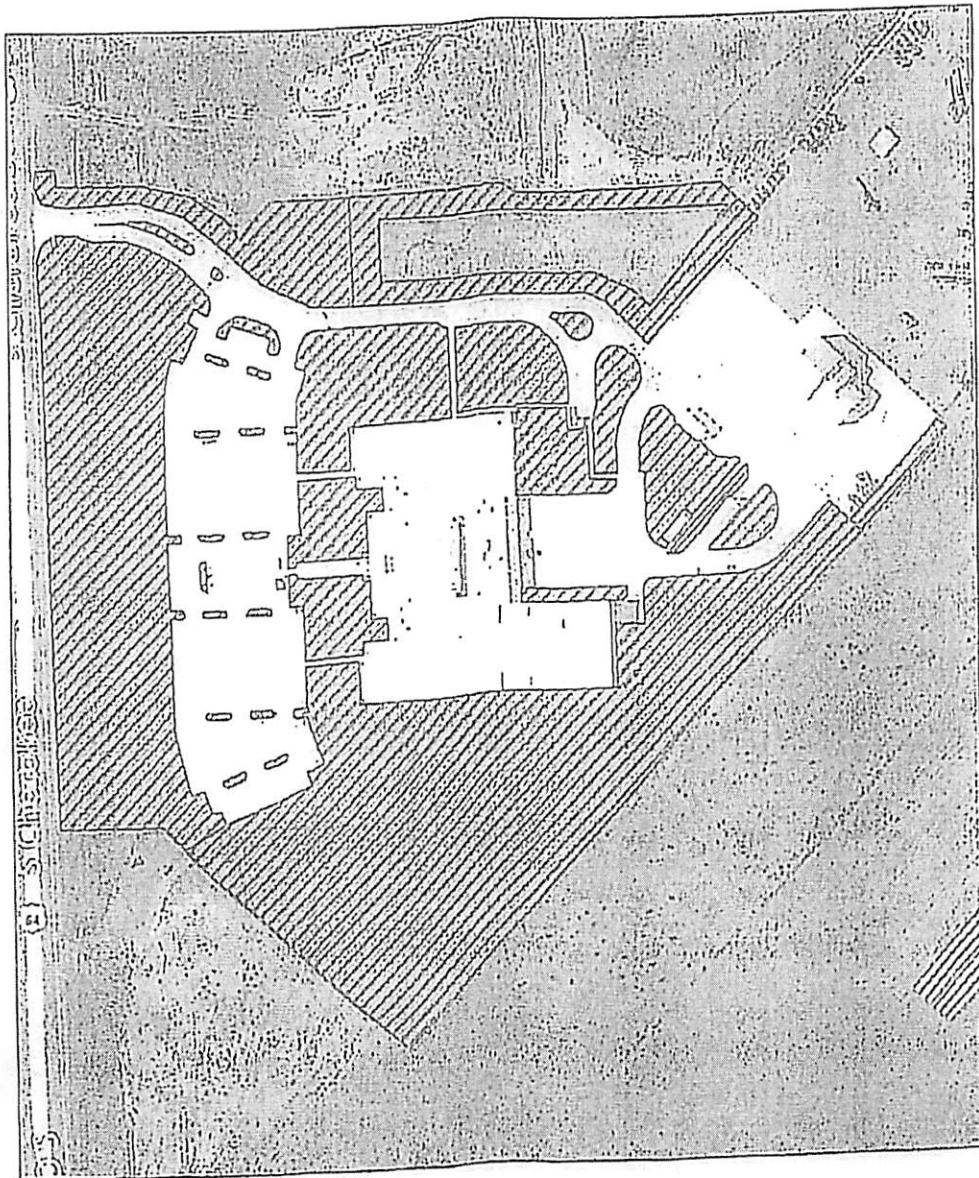
5.11 Basis of Award: The contract shall be awarded to the lowest responsible bid acceptable.

6.0 Attachments:

- Improved Mow area map
- Semi-Improved Mow area map
- Map of directions to site
- Environmental Protection Guidelines for Contractors
- Pest Management DD Forms 1532 and 1532-1

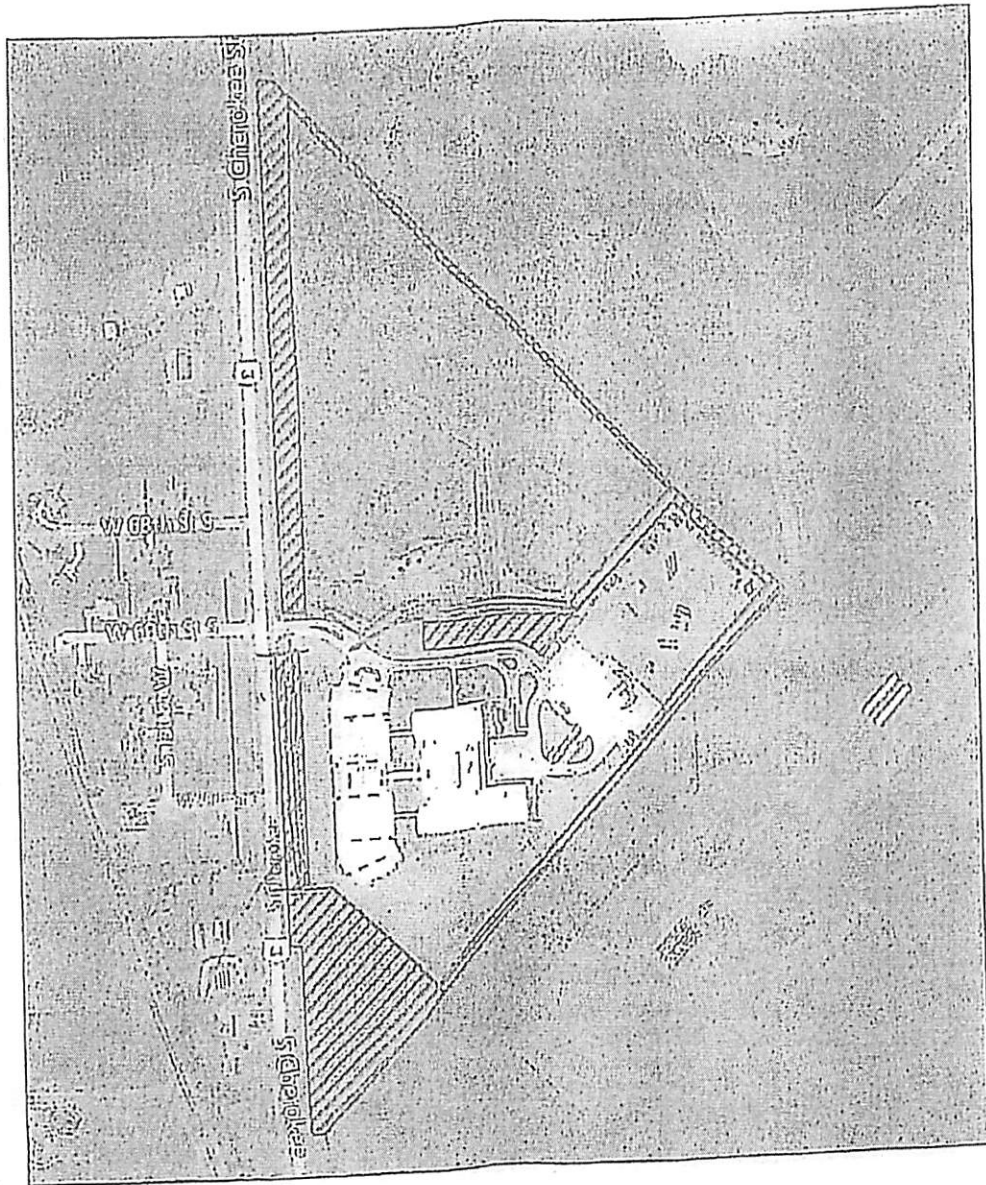
End of Specifications.

Improved Grounds Muskogee AFRC



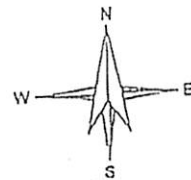
Appendix B
Tab 1

Semi-Improved Grounds Muskogee AFRC

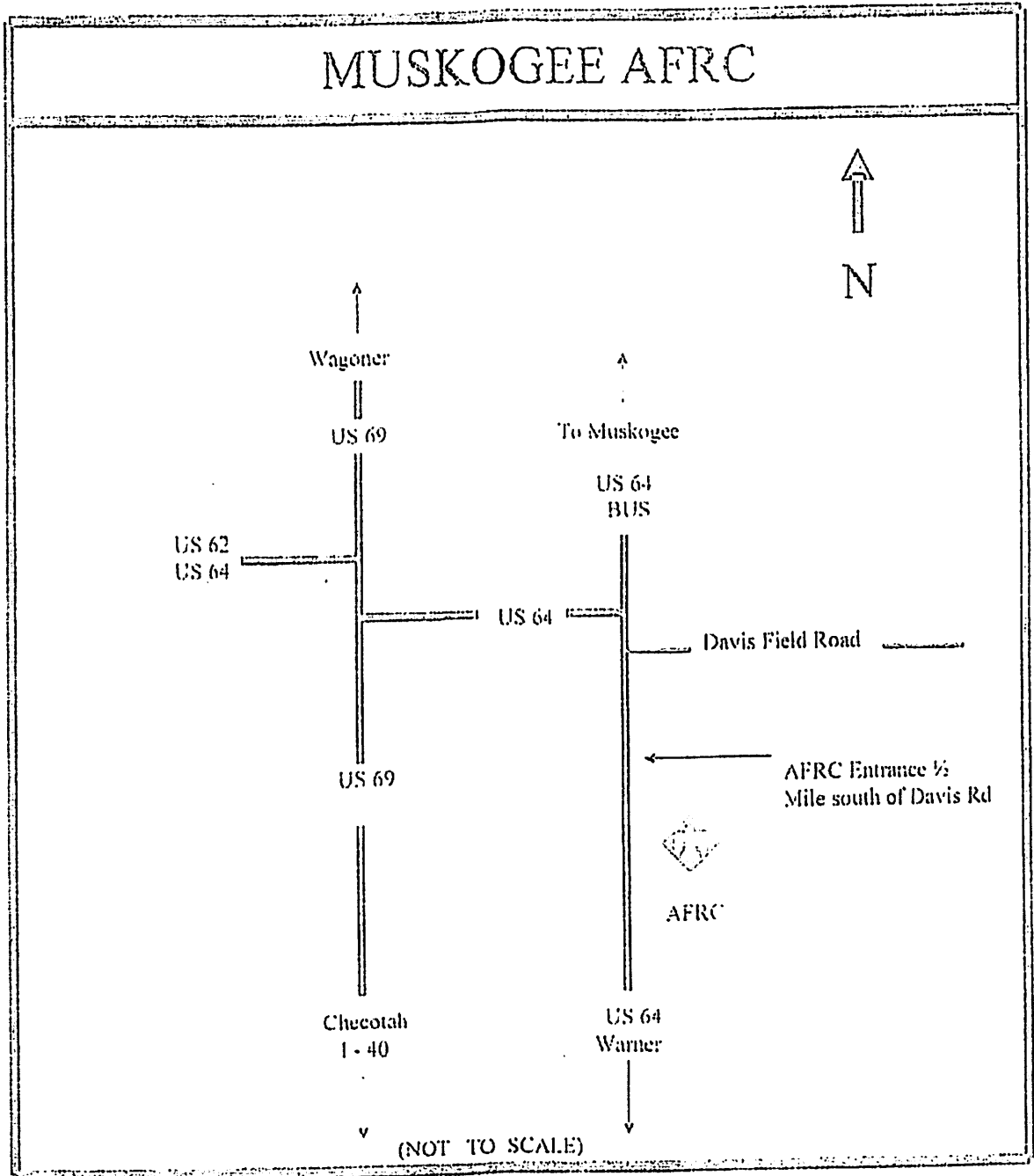


IMPROVED
GROUNDS

Appendix B
Tab 1



MUSKOGEE AFRC



Muskogee AFRC
Hwy 64
6800 South Cherokee St
Muskogee, Oklahoma 74403
918-686-1170

**OKLAHOMA MILITARY DEPARTMENT
G9/ARMY NATIONAL GUARD
ENVIRONMENTAL MANAGEMENT BRANCH
ENVIRONMENTAL PROTECTION GUIDELINES FOR CONTRACTORS**

For the purpose of this document, environmental pollution is defined as the presence of chemical, physical, or biological elements or agents which adversely affect human health or welfare, unfavorably alter ecological balances of importance to human life, affect other species of importance to man, or degrade the utility of the environment for aesthetic and recreational purposes. The control of environmental pollution requires consideration of air, water, land, and involves noise, solid waste management and management of radiant energy and radioactive materials, as well as other pollutants.

Applicable Regulation: In order to prevent, and to provide for abatement and control of, any environmental pollution arising from the activities of the contractor and his sub-contractors in the performance of this contract, the contractor shall comply with all applicable Federal, State, and Local laws and regulations concerning environmental pollution control and abatement.

Protection of Land Resources

General: The land resources within the project boundaries and outside the limits of permanent work performed under this contract shall be preserved in their present condition or be restored to a condition after completion of construction that will appear to be natural and not detract from the appearance of the project. Insofar as possible, the contractor shall confine construction activities to areas defined by the plans or specification, to the areas to be cleared for other operations, or to quarry, borrow or waste areas indicated on the plans. At the onset of borrow excavation, topsoil shall contoured and shaped to provide a neat appearance. In all instances the restored area shall be well drained to prevent the accumulation of water unless otherwise established in the contract and approved by the OMD Environmental Management Branch. Except in areas marked on the plans to be cleared, the contractor shall not deface, injure, or destroy trees or shrubs, nor remove or cut them without written approval.

Restoration of Landscape Damage: Any trees or other landscape feature scarred or damaged by the contractor's equipment or operations shall be restored as nearly as possible to its original condition at the contractor's expense. The OMD Directorate of Facilities Management (G9) will decide what method of restoration shall be used, and whether damaged trees shall be treated and healed or removed and replaced.

Protection of Water Resources

General: The contractor shall not pollute streams, lakes, or reservoirs with any adulterant or harmful materials. It is the responsibility of the contractor to investigate and comply with all applicable Federal, State, Local laws concerning pollution of rivers and streams. All work under this contract shall be performed in such a manner that objectionable conditions will not be created in streams proximate to the project areas.

Erosion Control: Surface drainage from cuts and fills within the construction limits and from borrow and waste disposal areas shall be held in suitable sedimentation ponds or the areas(s) shall be graded and mitigation measures put in place to control erosion within acceptable limits if turbidity-producing materials are present. Temporary erosion and sediment control measures such as berms, dikes, drains, silt fencing, sedimentation basins or other standard control measures shall be provided and maintained until permanent drainage and erosion control facilities are completed and operative as required to meet the preceding standards. The area of bare soil exposed at any one time by construction operations shall be limited to control runoff. In areas of frequent crossings, temporary culverts or bridge structures shall be removed upon completion of the project. Fills and waste areas shall be constructed by selective placement to eliminate silts or clays on the surface that may erode and contaminate proximate streams.

Storm Water Design Requirements: EISA Section 438 (Title 42, US Code, Section 17094) established storm water design requirements for Federal development and redevelopment. Pursuant to EISA Section 438 requirements, Federal facility projects over 5,000 square feet must “maintain or restore, to the maximum extent technically feasible, the predevelopment hydrology of the property with regard to the temperature, rate, volume, and duration of flow.”

EPA Technical Guidance 841-B-09-001, dated 4 December 2009, “Technical Guidance on Implementing the Storm water Runoff Requirements for Federal Projects under Section 438 of the Energy Independence and Security Act” provides background information, key definitions, case studies, and guidance on meeting the new requirements. Reference Deputy Undersecretary of Defense, Installation and Environment (DUSD (IE)) Policy Memo dated 19 Jan 2010, “DoD Implementation of Storm Water Requirements under Section 438 of the Energy Independence and Security Acts (EISA)”. The use of Low Impact Development (LID) is required for the project to achieve design objectives stated in DoD Policy on Implementing Section 438 of the Energy and Independence and Security Act (EISA), dated 19 January 2010 and UFC 3-210-10 (LID), dated 15 November 2010.

The following LID techniques shall be considered: permeable pavement, cisterns/recycling, green roofs, filter/buffer strips, grassed swales, bioretention swales, rain barrels, tree box filters, site utilization, filtration, interception/infiltration, retention of storm water volumes, and structural solutions. Soil amendments or removal and replacement will be provided as necessary to facilitate LID features. Underdrain systems shall be provided in any bioretention areas.

The contractor shall evaluate drainage conditions and submit sealed calculations verifying EISA Section 438 and DoD/Army LID policies have been met in accordance with UFC 3-210-10 to the OMD for civil and environmental review. The contractor shall provide a narrative stating project design goals were achieved along with sealed calculations. Estimated design and construction costs for implementing EISA Section 438 shall be documented in the project cost estimate as a separate line item.

General Permit for Storm Water Discharges for Construction Activities: Any contractor performing a construction activity, including clearing, grading, and excavating, which results in the disturbance of one or more acre of land, requires submission of a Notice of Intent (NOI) to apply for coverage under the Oklahoma Department of Environmental Quality (ODEQ) current General Permit for Storm Water Discharges for Construction Activities within the State of Oklahoma, and subsequently submit a Notice of Termination (NOT) when *the activities are complete*. Construction projects subject to coverage through the permit are required to have a Storm Water Pollution Prevention Plan (SWP3). SWP3s will be developed in accordance with (IAW) the National Pollutant Discharge Elimination System (NPDES) Permit and IAW the Oklahoma Pollutant Discharge Elimination System (OPDES) requirements. The intent of the SWP3 is to identify potential sources of pollution at a facility and to identify the Best Management Practices (BMPs) that will reduce contaminants in storm water runoff discharging to state waters. The plan must be updated when any significant change occurs at the facility that would potentially affect the quality of storm water runoff. The SWP3s shall be prepared IAW good engineering practices and IAW the factors outlined in the activity's permit. The contractor will maintain copies of the SWP3 at each applicable facility and will make it available to regulators upon request.

Detailed content requirements of construction activity SWP3s are identified in current General Permit for Storm Water Discharges for Construction Activities within the State of Oklahoma and include:

- 1) Site description
- 2) Controls
- 3) Maintenance
- 4) Inspections
- 5) Non-storm water discharges

Spillages: At all times of the year, special caution shall be taken to prevent chemicals, fuels, oils, greases, bituminous materials, waste washings, pesticides, cement, and surface drainage from entering surface or ground waters.

Disposal: Disposing any materials, wastes, effluents, trash, garbage, oil, grease, chemicals, etc., in areas adjacent to streams or other bodies of water is prohibited. If contractor or their agents dispose waste materials in unauthorized areas, the contractor shall remove the material and restore the area to the condition of the adjacent undisturbed area. Any soils contaminated by the actions of the contractor or their agents shall be excavated, disposed as directed by G9, and replaced with suitable fill material. The contaminated site shall be compacted and finished with appropriate topsoil and vegetative cover. The contractor shall be responsible for all expenses associated with contamination-related remedial activities.

Hazardous Waste Disposal: All hazardous wastes will be managed in compliance with all Federal, State and Local laws. All wastes must be managed and protected to prevent release to the environment. All hazardous wastes generated on site will be reported to OMD Environmental Management Branch (NGOK-ENG-ENV) in written form. The reporting shall include waste type(s), volumes and/or weights, and location of final disposal. Copies of all manifests and receipt notifications will be provided to NGOK-

ENG-ENV no later than seven (7) calendar days after the documents are generated. Prior to hazardous waste disposal, the contractor will notify the OMD Project Manager who will notify NGOK-ENG-ENV. The contractor will provide a copy of the hazardous waste management and disposal plan prior to beginning work to the OMD Project Manager to furnish to NGOK-ENG-ENV for review.

Protection of Cultural Resources

General: The contractor shall, at all times, perform all work and take all appropriate actions required to prevent damage to cultural resources. Cultural resources are historic properties as defined by the National Historic Preservation Act (NHPA); cultural items as defined by Native American Graves Protection and Repatriation Act (NAGPRA), archeological resources as defined by Archaeological Resources Protection Act (ARPA), sites and sacred objects to which access is afforded under American Indian Religious Freedom Act (AIRFA) and collections and associated records as defined in 36 CFR 79.

Inadvertent Discoveries: In the event of an inadvertent discovery, the contractor shall immediately take the following steps:

- (1) Cease ground-disturbing activity immediately when Native American historical artifacts, human remains, or burial sites are observed or encountered.
- (2) Report immediately any observations or discoveries of Native American historical artifacts, human remains, burial sites, or features to the OMD Project Manager at the site. The OMD Project Manager will contact NGOK-ENG-ENV.
- (3) Do not resume ground-disturbing activity at the discovery location until approved by NGOK-ENG-ENV and the OMD Project Manager.

Contractor must comply with orders from the OMD to secure the discovery location(s).

Protection of Natural Resources

Affirmative Procurement: In accordance with Section 6002 of the Resource Conservation and Recovery Act (RCRA) and Executive Order 13101, "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition," the contractor and their agents shall purchase products containing recovered (e.g., recycled) materials as described in the Environmental Protection Agency's Comprehensive Procurement Guidelines (CPGs) and Recovered Materials Advisory Notices (RMANs) to the fullest extent possible.

Protection of Fish and Wildlife: Contractor shall, at all times, perform all work and take such steps as required to prevent any interference or disturbance to fish and wildlife. The contractor will not be permitted to alter water flow or otherwise disturb native habitat adjacent to the project area which, in the opinion of the OMD Environmental Management Branch, is critical to fish or wildlife. The contractor shall not foul or pollute the land, air, or water. Critical Habitat will be identified by the OMD Environmental Management Branch, U.S. Fish and Wildlife Service or Oklahoma Department of Wildlife Conservation. When identified, the contractor will make every effort to protect

Critical Habitat.

Removed Material Disposal: Unless otherwise stated in other sections of these specifications or unless reusable under the terms of this contract, all removed material shall be disposed off-site. This disposal shall be in accordance with all applicable Federal, State, Local laws. The contractor will provide the OMD Project Manager with a report of quantity of solid waste generated by contractor activities in either pounds or cubic yards no later than seven (7) calendar days after disposal. The OMD Project Manager will provide a copy to NGOK-ENG-ENV. Special attention should be afforded to light ballasts (may contain PCBs), painted items, (paint may contain lead), insulation (may contain asbestos), and other building materials which commonly contain asbestos.

Protection of Air Quality Resources

Fugitive Dust Control: “No person shall cause or allow the discharge of any visible fugitive dust emissions beyond the property line of the property on which the emissions originate...” as stated in OAC 252:100-29 (ODEQ air regulations are presented in OAC Title 252 Chapter 100 Air Pollution Control). Consequently, the contractor is required to maintain all excavations, embankments, stockpiles, haul roads and permanent access roads (unpaved or dust-laden paved roads), plant sites, waste areas, borrow areas, and all other work areas within or without the project boundaries free from dust which would cause a hazard or nuisance to others. An approved immediate measure is to reduce vehicle speeds. Approved temporary methods of stabilization consisting of sprinkling, chemical treatment, light bituminous treatment, or similar methods will be permitted to control dust. Sprinkling, when approved, must be repeated at such intervals as to keep all parts of the disturbed area at least damp at all times, and the contractor must have sufficient capable equipment on the job to accomplish this if sprinkling is used. Dust control shall be performed as the work proceeds and whenever a dust nuisance or hazard occurs. Occupied areas within buildings shall be protected by temporary partitions or dust barriers during demolition and construction processes.

Open Burning Restriction: The open burning of refuse and combustible materials is prohibited unless conducted in strict accordance with the conditions and requirements contained in OAC 252:100-13-7 and OAC 252:100-13-9. Under no circumstances shall the open burning of tires be allowed.

Toxic Emissions: For painting activities, material records of amount of paint and solvent volumes used and pertinent safety data sheets (SDSs) shall be maintained onsite (to substantiate compliance to OAC 252:100-42 Control of Toxic Air Contaminants).

Maintenance of Pollution Control Facilities: During the life of this contract the contractor shall maintain all facilities constructed for pollution control under this contract as long as the operations creating the particular pollutant are being carried out or until the material of concern has become stabilized to the extent that pollution is no longer being created. During contract-related activities, the contractor shall conduct frequent training courses for maintenance personnel. The curricula should include methods of detection of pollution, familiarity with pollution standards, and installation and care of vegetation

covers, plants, and other facilities to prevent and correct environmental pollution.

Pesticides (Insecticides, Fungicides, Herbicides, Etc.): When handling, managing, using, or storing pesticides, the contractor will:

- (1) Ensure application of all pesticides be accomplished in accordance with and by applicators licensed, certified, and insured in accordance with the OAC 35:30-17 and the current Oklahoma Department of Agriculture, Food and Forestry's Combined pesticide law & Rules;
- (2) Have state commercial certification and licensing in the category or categories of work to be performed;
- (3) Show proof of liability insurance, state pesticide applicator licensure, and state pesticide applicator certification;
- (4) Use only EPA and state registered pesticides;
- (5) Furnish legible copies of pesticide labels and the SDS of all pesticides proposed for use and notify the NGOK-ENG-ENV Pest Management Coordinator at least 48 hours prior to a pesticide application;
- (6) Prepare and maintain daily pest management records and reports for each pest management service provided to include surveillance, non-chemical controls, and pesticide applications. Ensure records are accurate and complete. Ensure records include: the installation name, pesticide common name from the label of the pesticide that was applied, pesticide formulation, EPA Registration Number, target pest, the type of application operation (e.g. fogging, baiting, dusting, barrier, surveying) and final concentration applied, the amount of final spray or dry formulation applied, date of application, location of the service (building number, room number, training area, etc. that accurately identifies the location), the amount of area treated, the pounds of active ingredient applied, the name of the licensed/certified applicator's name and certificate number, and the labor time for the pest control operation. Within 72 hours of application or service at a federal facility, furnish the OMD Project Manager the preceding information along with a completed DD Form 1532-1 and DD Form 1532;
- (7) Utilize integrated pest management practices and techniques;
- (8) Ensure delivery and storage of pesticides will be monitored by certified personnel to verify the adequacy of containers and the safe storage of toxic materials;
- (9) Ensure disposal of containers and chemicals will be monitored to prevent improper release of chemicals into the environment.

Operational Noise Management

Noise management: The contractor shall at all times perform all work and take such steps as required to minimize and/or reduce noise impacts associated with their actions/activities in accordance with the USEPA Noise Control Act of 1972 and relevant state and local ordinances. Specifically, when operating in the vicinity of sensitive noise receptors (e.g., schools, libraries, hospitals, residential areas), the contractor will be cognizant of the potential for noise-related complaints due to their actions, avoid unnecessary noise-producing activities, and act to resolve noise issues in a timely and sensible manner.

POINT OF CONTACT INFORMATION

For immediate information and assistance, please contact the OMD Environmental Management Branch at our main office number at (405) 228-5363. Our Environmental Program Manager, Lieutenant Colonel Terry C. Hale Jr., can be contacted at either (405) 228-5699 or via email at terry.c.hale.mil@army.mil.

PEST MANAGEMENT REPORT	C.D. CODE 1 2	UIC 3 4 5 6 7 8	9 10	11 12	Form Approved OMB No. 0704-0188
The public reporting burden for this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.					REPORT CONTROL SYMBOL

1. MAJOR OR REVIEWING COMMAND	2. REPORTING INSTALLATION
a. NAME	b. ADDRESS
a. NAME	b. ADDRESS

NO.	TARGET PEST	OPERATION				PESTICIDE							TIME	
	Name	Name	Total Units Treated	Unit	Site	Name	Form	APPLICATION		Final Conc. %	RATE (Per Area Unit)		SUPPLY SOURCE	Hours
	(a) 13 - 15	(b) 17 - 19	(c) 20 - 24	(d) 25 - 27	(e) 28 - 30	(f) 31 - 33	(g) 34 - 36	Amount (h) 37 - 41	Unit (i) 42 - 43	(j) 44 - 49	Lbs. (k) 50 - 55	% (l) 56 - 58	Enter S,N,G,C (m) 68	(n) 69 - 71
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

NO.	TARGET PEST	OPERATION				PESTICIDE							TIME	
	Name	Name	Total Units Treated	Unit	Site	Name	Form	APPLICATION		Final Conc. %	RATE (Per Area Unit)		SUPPLY SOURCE	Hours
	(a) 13 - 15	(b) 17 - 19	(c) 20 - 24	(d) 25 - 27	(e) 28 - 30	(f) 31 - 33	(g) 34 - 36	Amount (h) 37 - 41	Unit (i) 42 - 43	(j) 44 - 49	Lbs. (k) 50 - 55	% (l) 56 - 58	Enter S,N,G,C (m) 68	(n) 69 - 71
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														

<p>3. REMARKS</p>	<p>INSTRUCTIONS FOR USE</p> <ol style="list-style-type: none"> 1. Detailed instructions of the implementing department directive shall be used in the preparation of this report. 2. Military installations shall prepare this report by the 15th day after the end of each month. The report shall be prepared and signed by the DOD certified pest management supervisor, applicator or inspector and by the installation engineer. 3. Three copies shall be signed and distributed as follows: <ol style="list-style-type: none"> a. Copy No. 1. To the appropriate pest management professional in accordance with implementing department directives for technical review. b. Copy No. 2. Record to the installation surgeon. c. Copy No. 3. Record copy to the installations engineer for two year retention in accordance with Public Law 92-516.
--------------------------	--

4. INSTALLATION ENGINEER (Reviewing Officer)			5. INSTALLATION CERTIFIED PEST MANAGEMENT SUPERVISOR, APPLICATOR, OR INSPECTOR		
a. TYPED NAME	b. SIGNATURE	c. DATE (YYYYMMDD)	a. TYPED NAME	b. SIGNATURE	c. DATE (YYYYMMDD)

j	Final Conc. %	Contains the <u>final concentration percent</u> of the pesticide used in the control operation.
k and l	Rate lb. and %	Used together, columns (k) and (l) reflect the <u>rate of application</u> per unit of the pesticide. The data in columns (k) and (l), reflect either (a) the pesticide concentration per unit area or (b) the actual pounds of active ingredient, i.e., rate, per unit area.
m	Supply Source	Contains the most appropriate report term for the location from where the pesticide was obtained. Values include S, N, G, or C.
n	Time	Contains the number of hours devoted to all aspects of the pest control operation.

Table A-1 Description of Fields on DD Form 1532

Column	Field Name	Description
a	Name	Contains the most appropriate report term for the pest being controlled. Examples of report term values are FILTHFLIES, ANTS, FLEAS, SPIDERS, JPBEETLES, FOODPESTS, OWL, OTP, BDLVDWEEDS, BRUSH, TURF, OPD, etc.
b	Operation Name	Contains the most appropriate term for the pest control operation; operation names are paired with area units from column (d). Examples of report term values are FOGGING, MISTING, DGHAND, DGPEG, SOILFUM, BARRIER, EXBAIT, INBAIT, etc.
c	Total Units Treated	Contains the area, volume, or individual item treated. The numerical value must be reported as a whole number. Fractions of a unit (i.e., 1/8 acre) are combined with subsequent treatments.
d	Area Unit	Contains the area, volume, of individual item unit associated with the total units treated, column (c). Values include AC, EA, MSF, MLF, CF, CY, MCY, MLF, and MBF.
e	Site	Contains the most appropriate report term for the site where the control operation occurred. Examples of report term values include EXC, OFF, RES, IMP, TRE, WAW, UTL, GRH, KEN, GRG, REC, OPB, CRP, and GRZ.
f	Name	Contains the most appropriate report term for the applied pesticide. If two or more pesticides are simultaneously applied, you must report them as separate entries. This column remains blank for control operations that do not involve pesticides. Examples of report term values are ROUNDUP, DUSWETSULF, PYRETHRUM, KELTHANE, DURSBAN, ETHOPROP, CARBARYL, FICAM, DIAZINON, GLUE, ZNPH, HCN, VAPAM, CAPTAN, DACONIL, etc.
g	Form	Contains the formulation if the pest controller used a pesticide used in the operation
h	Application Amount	Contains the amount (a whole number) of the pesticide applied in the finished or diluted form. This column is left blank for control operations that do not involve pesticides.
i	Application Unit	Contains the unit associated with the application amount from column (h). PDW is pounds, ZGL is gallons, FLO and FLOZ are fluid ounces.
j	Final Conc. %	Contains the <u>final concentration percent</u> of the pesticide used in the control operation.
k and l	Rate lb. and %	Used together, columns (k) and (l) reflect the <u>rate of application</u> per unit of the pesticide. The data in columns (k) and (l), reflect either (a) the pesticide concentration per unit area or (b) the actual pounds of active ingredient, i.e., rate, per unit area.
m	Supply Source	Contains the most appropriate report term for the location from where the pesticide was obtained. Values include S, N, G, or C.
n	Time	Contains the number of hours devoted to all aspects of the pest control operation.

Date	Units Serviced	Work Origin	Unit of Measure	Target Pest	Control Operation	If Pesticide is Used				Labor Time	Applicator Initials
						Name	EPA Reg	% Conc	Amount		

REMARKS

After each application of pesticide, complete the DD Form 1532-1 **before the applicator leaves** using the following steps.

- STEP 1. Complete the following fields:
- Building/Area. Enter the building number or area involved.
 - Size. Enter the size of the building or area involved.
 - Type of Construction. Enter the type of construction of the building using the following abbreviations:
 - CO= Concrete
 - BV= Brice Veneer
 - WP= Wood
 - BL= Block
 - ST= Steel
 - OT= Other
 - Use Designation - Enter the primary use of the building or area such as armory building, automotive maintenance, or parade grounds, etc.
- STEP 2. Date. Fill in the date the pesticide was applied.
- STEP 3. Units Serviced. Enter the part of the building involved, such as a room or apartment number, or in the case of outdoor areas, a site designation such as "south section of parade grounds" or "trees".
Hint:
- These are useful when spraying a multi-unit building with the same building number.
 - If more than one operation was used, be sure to annotate this by filling out a line for each operation.
 - If more than one chemical is used, make sure to fill out a line for each chemical.
- STEP 4. Work Origin. Enter also the work origin using the symbols in the legend to show how the work was initiated. The codes include:
- SW= Scheduled work
 - WR= Work request
 - SC= Service or trouble call
 - R= Routine inspection
- STEP 5. Unit of Measure. Enter the amount of area treated and the unit of measure used to determine the amount of area.
- STEP 6. Target Pest. Enter the name of the target pest.
- STEP 7. Control Operation. Enter how the control operation was performed, fogging, baiting, dusting, or surveying if no control was performed.
- STEP 8. Pesticide Used. If a pesticide was used, enter the following:
- Pesticide name
 - EPA registration number
 - Concentration of the finished formula
 - Amount of pesticide used

