

SCHEDULE "A"

SCOPE / SPECIFICATIONS

I. Summary

The Pest Management Coordinator (“Coordinator”) will perform the following tasks to promote compliance by Westchester County with its pesticide reduction statutes: monitor pest control at County facilities, train County staff, create and maintain a records database, establish a liaison relationship with departments, and other activities, as described below.

The Coordinator will be retained under a 12 month contract (“Contract”). The Coordinator will be responsible to and advise both the County Board of Legislators (“BOL”) and the Pest Management Committee (“PMC”). Estimated Contract time for the Coordinator is **500** hours. This does not include travel time.

The PMC was established by the BOL to implement the County’s Pesticide Reduction Law.¹ Accordingly, and as described further below, the PMC will monitor the Coordinator’s performance and advise the Coordinator, as appropriate, on the scope and completion of services. The PMC will be the lead contact with the Coordinator for this Contract. The BOL may supplement PMC in administering the Contract.

II. Contract Tasks

The Coordinator will perform the tasks listed below.

1. **Records Management** – The Coordinator will maintain records and materials related to pest control. The Coordinator will maintain an inventory of Material Safety Data Sheets (MSDS) associated with pesticides and any pest control substances having an MSDS. The Coordinator will maintain a list of acceptable pest control substances to be used by County departments. In addition, the Coordinator will review records submitted by County departments, including quarterly reports, annual integrated pest management (IPM) plans, and exception applications. The Coordinator will identify any needed corrections on such documents and return to departments for correction and resubmittal.
 - a) *Records Maintenance* – The Coordinator will receive and file records, reports, correspondence, e-mails, electronic records, and other materials regarding pest control. Records filing will occur at the BOL offices in White Plains, unless BOL approves another location. The Coordinator will also keep records from pertinent telephone communications, conference calls, meetings, symposia, etc. The Coordinator will file a copy of electronic records on the BOL network server. A copy of electronic records may also be stored on any computer provided by BOL.

¹ See Ch. 690, Pesticide Reduction Law, Laws of Westchester County, available at <http://ecode360.com/13186192>.

b) *Label and MSDS Inventory* – The Coordinator will maintain an electronic inventory of pesticide labels and MSDS associated with all pest control substances utilized by County departments or their pest-control contractors. The Coordinator will communicate with County departments as necessary to ensure their inventories of labels and MSDS are complete, current, and in compliance with applicable state and federal law and regulations.

c) *Acceptable Pesticide Lists* – The Coordinator will maintain a list of acceptable, least toxic pesticides and other substances for use on County property. The Coordinator will regularly review and revise the list. The most recent version of the list shall be available in electronic form for posting on the County Intranet. The Coordinator shall communicate with County departments and pest control contractors as needed to promote use of acceptable pesticides.

2. Database Management – The Coordinator will maintain an electronic database (“Database”) to enter and store pest control records from relevant County departments (e.g., DPW, DPRC, DOH, DOT, DEF, etc.). The Coordinator will update the Database with department records at a minimum of once per month, unless no records are available. The Coordinator will utilize the Database to support liaison with County departments, as well as ongoing communication and semi-annual reporting to PMC and BOL. The Coordinator will modify the Database as needed to include additional fields or functions in order to support recordkeeping and analysis.

a) *Quality Assurance* - The Coordinator will regularly back-up the database on the BOL network to prevent data loss or file corruption, as well as other troubleshooting (but not requiring advanced computer knowledge, e.g., programming, etc.). The Coordinator will periodically examine the Database to identify any errors and perform needed correction.

3. Workshop Training – The Coordinator will conduct workshops to inform County staff of appropriate pest control methods and technology, including Integrated Pest Management (“IPM”) methods and other pesticide reduction techniques. Compliance with the County’s pesticide reduction law and other applicable laws and regulations shall be discussed in the workshops. In consultation with the PMC, the Coordinator will select workshop topics relevant to County department needs.

The Coordinator will prepare materials for workshops, such as presentation slides, PowerPoint materials, handouts, accessories, etc. The Coordinator will schedule and conduct workshops and collaborate with County departments as needed. Other interested organizations may be contacted to assist instruction as appropriate (e.g., Cornell Cooperative Extension, Grassroots Healthy Lawns, NYSDEC, etc.). The Coordinator will evaluate whether NYSDEC certification credits may be awarded through the workshops and, if so, coordinate certification.

No. of Workshops During Contract: 2 (may be modified upon BOL and PMC approval)

4. Facility Evaluations – The Coordinator will review and evaluate County department pesticide applications and practices through regular liaison and on-site visits. The Coordinator will

prepare a written report describing the inspection, findings, status of compliance with the Pesticide Reduction Law, and recommendations.

The Coordinator will establish a liaison relationship with County department staff to provide technical assistance on pest control practices. The Coordinator may advise department staff on pesticide reduction methods, best practices, applicability of regulations, and other relevant information. The Coordinator will consult with PMC as needed on liaison efforts, effectiveness, and recommended improvements. The Coordinator will also review County department annual pesticide implementation plans and report to PMC on any recommendations, violations, or concerns. Note that the County departments have discretion whether or not to implement the Coordinator's recommendations. As such, the Coordinator is not responsible for enforcing department compliance with the Pesticide Reduction Law or other regulations.

The Coordinator will conduct on-site facility inspections to evaluate County department practices. On-site facility inspections may also include pest control contractors as appropriate. During site visits, the Coordinator will review pesticide application practices, document history (e.g., logs), chemical storage, recordkeeping, notifications (if required), department oversight, field scouting history (golf courses), and any other relevant aspects. The Coordinator will inform County department staff and contractors of methods that do not conform to County pesticide laws or other laws and regulations. If non-compliance is not corrected, the Coordinator will report such to PMC for further action.

The Coordinator will keep records of facility inspections and update the Database with relevant information. The Coordinator will provide a written report on the site visit evaluation to the applicable County department commissioner, PMC, and BOL. The report shall include description of the evaluation parameters, areas of compliance and non-compliance, and recommended practices.

The Coordinator will develop a site visit schedule that rotates visits among the various departments and types of facilities. The schedule for conducting facility evaluations shall be based on department need, seasonal considerations, length of time since preceding facility evaluation, and any other appropriate criteria to optimize timing of visits.

No. of Facility Evaluations During Contract: 20 - 25 (may be modified upon BOL and PMC approval)

5. Pest Contractor Quality Control – The Coordinator will review practices and field applications of County pest control contractors, during site visits and in liaison with County departments. The Coordinator will advise pest contractors and County department staff on proper methods and emphasize reduced-risk pest management and compliance with the County pesticide reduction law. The Coordinator will periodically consult with PMC on pest contractor performance to identify any useful recommendations for contractors or County staff.

6. Reports to Board of Legislators & County Executive – The Coordinator will prepare and submit midterm and annual reports to the Board of Legislators and County Executive that documents County department performance on pest control and assesses compliance with the County pesticide reduction law. The Coordinator will also review progress in a joint meeting with a BOL Committee and PMC once (1) per year.

The midterm and annual reports shall include qualitative and quantitative information based on records from the Database, on-site inspections, assessment of department efforts to implement the Coordinator's recommendations, consultation with PMC, and other pertinent information. The reports shall identify all County facilities inspected and quantities of pesticides applied during the annual period. In addition, the reports shall describe areas of substantive non-compliance with the County pesticide reduction law and identify recommendations made to departments to achieve compliance. The reports shall describe workshops and any ongoing research conducted during the period.

No. of Midterm and Annual Reports: 2

No. of Joint Meetings with BOL Committee and PMC: 1

7. Research Project(s) – The Coordinator may cooperate in and coordinate research projects that promote pesticide reduction. The Coordinator may consult with PMC in identifying and developing project scope and collaborate with County departments and/or other interested organizations as desired. The Coordinator may also consult with PMC and other organizations to identify grants to fund research projects, if needed.
8. Meetings with PMC – The Coordinator will attend monthly PMC meetings to update PMC on facility evaluations and other activities described above. At the meetings, the Coordinator will inform PMC of site inspections, status of department and contractor compliance, pertinent recommendations, etc. The Coordinator will copy (cc:) PMC on all correspondence and reports relating to Contract services.

No. of Meetings with PMC: 8-10 (may be modified upon BOL and PMC approval)

III. Services Summary

The Coordinator will provide the following services under the Contract, as further described in Section II above:

<u>Item</u>	<u>Quantity</u>
1. Maintenance of a Database containing County department records on pest control	1
2. Maintenance of a Label and MSDS inventory	1
3. Review department quarterly reports and exception applications; recommend safer or preferable pest control methods to departments and monitor compliance	4
4. Review annual department IPM plans and recommend	

changes as warranted	1
5. Meet with departments to review recommendations and monitor during site evaluations	1
6. Maintain and update a list of acceptable, least toxic pesticides	1
7. Conduct workshops on pesticide reduction methods	2*
8. Perform on-site evaluation of County facilities	20-25*
9. Submit reports from on-site evaluations	20-25*
10. Submit midterm and annual reports to BOL & CE	2
11. Meet monthly with PMC	8-10*
12. Meet jointly with BOL Committee and PMC	1

* Quantity may be modified upon BOL and PMC approval

IV. Performance Measurements

In accordance with Board of Legislators policy for funding requests, the performance measurements below are provided to assist in evaluating the Pest Management Coordinator (“Consultant”) performance.

1. Measurement of Outputs The following outputs are associated with the Coordinator contract (annual basis)²:

- No. of department quarterly reports reviewed (and commented upon)
- No. of department exception applications reviewed (and commented upon)
- No. of department annual IPM plans reviewed (and commented upon)
- No. of on-site evaluations conducted
- No. of on-site evaluation reports prepared
- No. of workshops conducted
- No. of workshop attendees
- No. of research projects conducted
- No. of PMC meetings attended
- No. of reports provided to BOL/CE
- No. of database records entered

The contract outputs and Coordinator performance may also be evaluated through means such as:

- Review of on-site evaluation reports for county facilities
- Review of annual report assessing county departments and compliance with Pesticide Reduction Law
- Monthly review at PMC meetings of Coordinator activities, including recordkeeping, database maintenance and department evaluations

² Other contract outputs that are less easily quantified include the following: maintenance of the list of acceptable pest control substances, maintenance of the label and MSDS inventory, ongoing communications with county departments (e.g., telephone, e-mail, correspondence), and ongoing communications with pest control contractors to advise on proper practices.

- Feedback from workshop attendees
- Input from County Administration on relationship between Coordinator and county departments
- Ongoing Board of Legislators and PMC Committee interaction with the Coordinator throughout the contract

2. Anticipated Outcomes The general anticipated outcomes of the Coordinator contract are improved and safer pest management practices adopted by county departments. Department monitoring and interaction by PMC has been restricted thus far because of lack of resources. There is little information to assess changes in department practices or attitudes. Notwithstanding the lack of existing data, the outcomes from the Coordinator contract might include the following:

- Percentage of facilities treated by traditional practices versus IPM and reduced-risk practices
- Frequency of exception applications requested by departments (compare with historical data)
- Percentage or amount of department non-compliance with the Pesticide Reduction Law
- Percentage of applicable department staff trained in IPM and reduced-risk pest practices
- Percentage or no. of department contractors utilizing IPM/reduced-risk practices
- No. of workshop attendees

Other outcomes may be identified by the Coordinator or PMC during the contract. It must be noted that the contract outcomes and the “success” of the county’s compliance with the Pesticide Reduction Law primarily resides with the county departments. The Coordinator and PMC can only identify areas of non-compliance and make recommendations to department staff to implement practices that are consistent with the Law. The Coordinator is not responsible for enforcement of department compliance.