INSTRUCTIONS FOR THE USE OF THE PEST MANAGEMENT MAINTENANCE RECORD (DD FORM 1532-1)

GENERAL INFORMATION

1. The Pest Management Maintenance Record (DD Form 1532-1) provides a standard method for recording pest management operations including surveillance activities, pesticide use, and other pest control information at an installation.

Use of this record complies in part with AR 200-1 (Ch.5), DoDI 4150.7, and Federal Regulation 40 CFR 171.11 (c) (7) of the Federal Insecticide, Fungicide and Rodenticide Act, as amended. It is used as a permanent maintenance record and historical account of pest control operations at a particular site (building, structure, or outdoor site) located at Hawaii Army National Guard (HIARNG) Facilities.

The record also provides continuity in the management and performance of pest control operations at the installation level. Use and analysis of these records can assist in identifying structures, designs and areas which have significantly more pest problems than others.

Historical pest control data can also be used to verify warranties, correlate sites and treatment, and to facilitate analyses for cost effective pest management.

2. All pesticide applications and non-chemical pest management operations accomplished for each structure, building, or outdoor site are to be recorded on DD Form 1532-1 daily by the applicator / inspector and submitted monthly to the HIARNG Environmental Office (ENV) Integrated Pest Management Coordinator (IPMC).

3. Pest Management Maintenance Records (DD Form 1532-1) are maintained by the HIARNG IPMC for 2 years and archived indefinitely. A comprehensive review of these records will be conducted annually and in conjunction with on-site visits by the HIARNG ENV IPMC. Information on pest infestation, treatment frequencies and pesticide application trends gained from this analysis can then be used by the IPMC to adjust and improve the installation's pest management plan and operations.

4. Point of Contact: HIARNG Environmental Office IPMC:

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DATA ENTRY ON DD FORM 1532-1

1. Top Line Data Entry on DD Form 1532-1

a. **Bldg/Area -** Enter the building or structure number when a maintenance record is needed. Similarly, for outdoor areas to be maintained on record, enter a description or area number, if available.

b. Size – Enter the size of the Bldg/Area to be maintained. Size should be recorded as square feet, cubic feet, linear feet or acres. (See "Measurement Units" at the bottom of DD Form 1532-1).

c. Type of Construction - Enter the code letters to designate the major "Type of Construction". More than one set of code letters may be used, if desired.

BL = Block	NA = Not applicable
BV = Brick veneer	WO = Wood
CO = Concrete	ST = Steel
OT = Other	

d. Use Designation – Enter information to identify the major use of the building, structure or area.

2. Pest Control Operation Information Data Entry on DD Form 1532-1

Recording Operations. Each line of the DD Form 1532-1 can be used to record a complete pest control operation. Most operations using a single pesticide can be entered without difficulty, but in operations where two or more pesticides are used as a tank-mix or premixed pesticides, each pesticide is reported as if it were a separate operation. When the applications of two or more pesticides are done simultaneously, the man-hours are simply divided equally for each chemical.

a. Date - Enter the date of the pest management operation in the date column (month, day, year).

b. Units Serviced – Total units treated (number only). This indicates the area, volume, or number of items treated.

c. Work Origin - Enter the code for Work Origin using the symbols in the legend to show how the work was initiated (See "Origin Of Work" at the bottom of DD Form 1532-1).

d. Unit of Measure – Enter the amount of area treated using the measurement units listed.

AC = Acres	MCY = 1,000 Cu Yds
CF = Cubic Ft	MLF = 1,000 Linear Ft
CY = Cubic Yds	MLY = 1,000 Linear Yds
EA = Each	MSF = 1,000 Sq Ft

LF = Linear Ft	MSY = 1,000 Sq Yds
LY = Linear Yds	PAC = Per Acre
MCF = 1,000 Cu Ft	SY = Sq Yds

e. Target Pest – Find the most appropriate **descriptive term** for the pest and enter on the form.

f. Control Operation. Find the most appropriate **descriptive term** listed to identify how the control operation was performed (trap, bait, aerosol, equipment spray)

3. If Pesticide Is Used

a. Name – Enter the name of the pesticide used in the control operation. If two or more pesticides are simultaneously used, they must be reported separately.

b. EPA Registration Number – Enter the EPA Registration number of the pesticide (from the label).

c. % Concentration – Enter the percent concentration of the finished pesticide formulation.

d. Amount – Enter the amount of the pesticide applied in the finished or diluted form. This column is left blank for control operations that do not involve pesticides.

4. Labor Time – Include all time associated with the job, for example: travel preparation, execution and cleanup. Do not include the pretreatment inspection or post-treatment survey. Time spent on pest management operations provides historical records of time spent on specific pest management operations. Enter the time required for the pest control operation in this space.

5. Applicators Initials – Enter the initials of the individual applying the pesticide or performing the work. If more than one person was involved, the crew leader should initial the record.

REFERENCES

Army Regulation (AR) 200-1 (Ch. 5 – Pest Management)

Department of Defense Instruction (DoDI) 4150.7

Hawaii Army National Guard Integrated Pest Management Plan (IPMP) (December, 2007)

Technical Guide 42 - Self-Help Pest Management, April 2010

BUILDING/AREA	SIZE	TYPE OF CONSTRUCTION	USE DESIGNATION

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		

DD Form 1532-1 PEST MANAGEMENT MAINTENANCE RECORD

MEASUREMENT UNITS
MSF = 1,000 square feet
MCF = 1,000 cubic feet
LFF = Linear feet
AC = Acres

ORIGIN OF WORK
SW = Scheduled work
WR = Work request
SC = Service or trouble call
R = Routine inspection

TYPE OF CONSTRUCTION
CO = Concrete
BL = Block
BV = Brick veneer
ST = Steel, sheet metal
WO = Wood
OT = Other