DEPARTMENT OF THE ARMY
WASHINGTON, D.C. 20310

HQDA Ltr 40-02-2

DASG-PPM-NC **7 August 2002**

Expires 7 August 2004

SUBJECT: Reporting, Recording, and Archiving Records on Pesticide Use During Military Operations and Exercises

SEE DISTRIBUTION

1. **Purpose.** This letter implements guidelines and procedures for recording, reporting, and archiving records on pesticide use during contingency operations, readiness training exercises, and deployment operations. This letter supplements instructions issued at the Department of Defense (DOD) level in order to provide requirements unique to the Army. The information in this letter will be incorporated into the next revision of AR 40-5. When the revision to AR 40-5 is published, it will supersede this letter.

2. **Applicability.** This policy applies to the Active Army, the Army National Guard of the United States, the U.S. Army Reserve, and Federal employees and other nonmilitary persons under military jurisdiction. The procedures also apply to pest management operations performed by contract personnel during operational and training deployments.

3. **Proponent and exception authority.** The proponent of this HQDA letter is The Surgeon General. The Surgeon General has the authority to approve exceptions to this letter that are consistent with controlling law and regulation. The Surgeon General may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

4. **References.**

a. Related publications.

(1) AR 40-5, Preventive Medicine.

(2) AR 200-5, Pest Management.

(3) DOD Instruction 4150.7, DOD Pest Management Program, 22 April 1996. (Available at http://www.dtic.mil/whs/directives)

(4) DOD 4150.7-P, DOD Plan for the Certification of Pesticide Applicators, Sep 1996. (Available at http://www.dtic.mil/whs/directives)

(5) DOD Contingency Pesticides, 1 July 2002. (Available at http://www.afpmb.org)

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(6) FORSCOM Regulation 700-2, FORSCOM Standing Logistics Instructions. (See chap 3, Medical.) (Available at http://www.forscom.army.mil/pubs/)

(7) Memorandum, The Under Secretary of Defense, Acquisition and Technology, 1 February 1999, subject: Approval for Local Purchase of Pesticides During Deployment Operations.

b. Referenced forms.

(1) DD Form 1532, Pest Management Report.

(2) DD Form 1532-1, Pest Management Maintenance Record.

5. Explanation of abbreviations.

a. DOD Department of Defense.

b. DODI Department of Defense Instruction.

c. EPA Environmental Protection Agency.

d. FST field sanitation team.

e. HQDA Headquarters, Department of the Army.

f. PPMP professional pest management personnel.

g. TSG The Surgeon General.

h. USACHPPM U.S. Army Center for Health Promotion and Preventive Medicine.

6. Responsibilities.

a. The Surgeon General's (TSG) responsibilities for pest and disease vector control are listed in AR 40-5, paragraph 1-4. Additional TSG responsibilities for pest management activities are listed in AR 200-5, paragraph 1-8.

b. Major Army commands will-

(1) Provide policy guidance and oversight to subordinate commands and activities to execute the Army Pest Management Program.

(2) Ensure that commercial activities reviews, contracts, and leasing agreements meet applicable requirements of the Army Pest Management Program.

(3) Promulgate guidance, in coordination with TSG, to implement program record-keeping and other requirements for military deployments during contingency operations.

c. The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) will-

(1) Develop and maintain the U.S. Army permanent archive of pesticide use during operational or training deployments.

(2) Exercise HQDA responsibility for fielding the Integrated Pest Management Information System to preventive medicine units Army-wide.

(3) Report quarterly to the Deputy Proponent for Preventive Medicine on compliance with reporting pesticide use.

(4) Provide information on pests, federal pesticides, Environmental Protection Agency (EPA) or state-registered pesticides, and pesticide labels to medical and other DOD activities through the USACHPPM DOD Pesticide Hotline, Commercial (410) 436-3773 or DSN 584-3773.

d. The Commandant, Army Medical Department Center and School will incorporate the procedures for reporting and record-keeping requirements concerning pesticide use into doctrine and training materials.

7. Pesticide procurement. During deployment operations, pesticides may be locally procured in accordance with the following:

a. Only those pesticides listed on the DOD Contingency Pesticide List (see para 4a(5)) will be used during contingency operations, except where an emergency exists, as determined by the task force commander. During emergency conditions, pesticides may be procured locally with the proper approval.

b. Local procurement of EPA-registered pesticides will be approved in writing by those individuals designated as professional pest management personnel (PPMP) as defined in DODI 4150.7 and by the Task Force Surgeon.

c. Local procurement of pesticides that are not EPA-registered but have active ingredients and formulations that are listed on the DOD Contingency Pesticide List will be approved by the PPMP and the Task Force Surgeon.

d. Requests for local procurement of pesticides that are not EPA-registered but have active ingredients or formulations that are not listed on the DOD Contingency Pesticide List will be forwarded by the PPMP and the Task Force Surgeon to the Armed Forces Pest Management Board, ATTN: CLO, Forest Glen Section, Walter Reed Army Medical Center, Washington, DC 20307 (DSN 296-7476 or Commercial (301)295-7476, FAX 7473) for approval.

e. Under no circumstances will active ingredients be procured that have been banned by the EPA for use in the United States.

8. Training and certification. Personnel who apply pesticides during military contingency operations, readiness training exercises, and deployments will be certified or will be under the overall direction of certified pesticide applicators in accordance with the DOD plan for certification of pesticide applicators. Army field sanitation team (FST) personnel are exempt from this requirement but must complete FST training in accordance with AR 40-5 and FORSCOM Regulation 700-2.

9. Pesticides and pesticide container disposal. Pesticide applicator personnel will dispose of all pesticides and containers in accordance with all applicable U.S. and/or host-nation laws during military contingency operations, readiness training exercises, and deployments.

10. Pest management records and reports during contingencies. AR 200-5, paragraph 2-10, provides the requirements for installation pest-management reporting but states that the requirements for pesticide-use reporting during military contingencies will be established by TSG. The following procedures will be used during contingency operations, readiness training exercises, and deployment operations, and also apply to pest management operations performed by contract personnel.

a. All pesticide applications, except arthropod skin and clothing repellent applications, will be recorded using DD Form 1532-1 (Pest Management Maintenance Record) or a computer-generated equivalent. If this is not possible, the same information will be recorded in the unit logbook, staff journal, or in a similar expedient manner.

b. Required information includes:

(1) Date of application.

(2) Site of application.

(3) Target pest.

(4) Pesticide used.

(5) Final pesticide concentration used.

(6) Method of application.

(7) Amount of pesticide used.

(8) Applicator's name.

(9) Applicator's unit.

c. Information will be consolidated monthly on DD Form 1532 (Pest Management Report) by the unit commander or Logistics Civil Augmentation Program manager and forwarded for archiving directly to USACHPPM, ATTN: MCHB-TS-OEN, Aberdeen Proving Ground, MD 21010-5403.

d. All continental United States pesticide use during readiness training will be reported to the installation pest management coordinator for inclusion in the monthly Installation Pest Management Report.

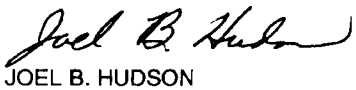
e. During deployments outside the continental United States, major commands may require additional local reporting and archiving.

f. Unit-level FSTs are not required to comply with this reporting requirement as long as they restrict pesticide use to those pesticides approved by AR 40-5 and FORSCOM Regulation 700-2.

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

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