

12/4/12

Dear Pest Management Professional:

We are writing to inform you of a new Pest Control Operator reporting requirement related to any treatment of San Francisco buildings for bed bugs by you and your business. This new monthly reporting requirement is *in addition to* the current State-required (*CCR Section 6627*) *Monthly Summary Pesticide Use Report* that summarizes your total pesticide activity to the San Francisco Department of Public Health- Environmental Health (DPH-EHS) Pesticide Use Enforcement Program.

To assist you with understanding the new reporting requirement and how to be in compliance, DPH-EHS is providing instructions in this mailing.

Background: Supervisor Jane Kim introduced *Ordinance #229-12* [Health Code – Bed Bug Infestation Prevention, Treatment, Disclosure & Reporting], which modified *San Francisco Health Code Article 11* to add a new monthly reporting requirement for licensed pest control operators. It passed unanimously on November 6, 2012, and is effective 30 days after. The full text of Ordinance #229-12 can be referenced on the Board of Supervisors website:

<http://www.sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances12/o0229-12.pdf>

Specifically, *Article 11, Section 621 (f)* now includes this PCO requirement: *“DPH-EHS shall, on the first day of each month, collect monthly reports from PCOs that include the number of units, by census tract, PCOs treated for bed bug infestations the previous month.”*

How to Comply: Review the attached datasheet. Each month, beginning in January 2013, you will enter data for all San Francisco locations in which a treatment for bed bugs was conducted. If no bed bug treatments were conducted in San Francisco, you are not required to submit the data for that month.

The datasheet provides space to enter:

- (a) Reporting period (Month/Year);
- (b) Census tract location of the building that was treated;
- (c) Number of individual living units treated (hallways, common areas and laundry rooms should each be considered as an additional unit).

Enter information in this format each month, beginning with all bed bug treatments that occur as of January 1st, 2013. We are providing you with the website listed below in order to aid you in identifying the census tract associated with the building street address where you provided bed bug treatment:

<http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?ref=addr&refresh=t>

Before the end of January, DPH-EHS will send you a report reminder, and provide you a simple method for electronically sharing the electronic datasheet information with Environmental Health.

Other New Bed Bug-related Rules and Regulations: As you may be aware, the Director of Health issued revised *Rules and Regulations for the Prevention and Control of Bed Bugs*, effective July 1, 2012, following a year-long public input process. These Rules can be referenced on the Department of Public Health Environmental Health website: <http://www.sfdph.org/dph/EH/Housing/BedBugs.asp>

The *Director's Rules and Regulations* clearly describe the roles and responsibilities of tenants, property owners, property managers and licensed Pest Control Operators (PCOs) regarding inspection to verify and treatment to abate bed bug infestations. Please access and read this document if you are not yet familiar with these requirements, as PCOs can receive Notices of Violation if they are not providing services in compliance with these Rules.

Thank you for your cooperation in help keep San Francisco's housing to be free of bed bugs. For any questions about these new requirements, you may contact either staff member shown below:

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