

Insect Shield® Repellant Clothing Treatment Ordering Process

Chequamegon-Nicolet National Forest Partnership Council

The USDA Forest Service, Chequamegon-Nicolet National Forest and the National Federation of Federal Employees Local 2165 (Union), agree to the following process for the commercial treatment of employee clothing as a barrier against ticks:

The intention of this process is to provide additional safety measures for field going employees. The supervisor will determine if the employee is a frequent field going or an occasional field going employee.

The following steps outline the process the Chequamegon-Nicolet National Forest will use to get work clothing sent for Insect Shield® Repellant treatment (<http://www.insectshield.com>). The repellency of Insect Shield® apparel is EPA-registered to last through 70 launderings.

Recommendations:

- Cost estimates are based on current pricing found on the InsectShield web-site order form
- Funding and shorthand code will be provided by supervisor
- Total cost per person per year should not exceed \$100.00 including shipping
- Clothing submitted for treatment can be official uniform components or other clothing worn while performing Forest Service job duties
- Each employee can have a maximum of 3 sets of clothing treated per year (~\$100/year) depending on available funding
- For a frequent field going employee, a typical set of clothing consists of:
 - 3 pants
 - 3 shirts
 - 5 pairs of socks
- For an occasional field going employee, a typical set of clothing would depend on how often the employee works in the field and would be less than the frequent field going employee.
- Sweatshirts, cruiser vests, or other field components can be substituted for any of the above items
- Items that cannot be treated: Waterproof, Water Resistant or Repellant, Line-Dry, Do Not Tumble Dry, or Dry Clean Only
- Clothing items must be washed before submitting them to be treated.

Process:

Each unit will collect and consolidate orders for employees on that unit. Consolidated orders of 20 items or more are a lower cost per item. Each unit will designate a point of contact to coordinate orders for the unit.

Step 1. An email is sent to unit employees to determine an estimate of the number of employees that will participate and the number of items to be processed.

Step 2. An order form is developed using the Insect Shield® company order form as a guide. This form will accompany each employee's clothing order.

Step 3. The order form is sent via email to unit supervisors. Supervisors will print a hardcopy of the form and provide a shorthand code on the form and give to each employee to complete. Employees will make a copy of their completed order form to include with their order and keep a copy. Employees will then submit the original hardcopy order forms to their unit designated point of contact.

Step 4: The unit point of contact will complete an order tracking spreadsheet from the hardcopy forms received. This spreadsheet will be sent with the order and also used to track the ordering process. The unit point of contact will maintain a copy of the current JHA referencing commercially treated clothing for a barrier against ticks. Employee receiving treated clothing must review and sign the JHA.

Step 5: A collection box (s) will be set up in each office to collect the clothing orders.

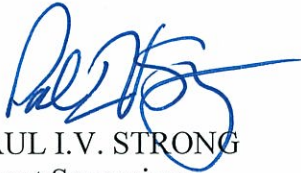
Step 6: Each employee will be required to place their individual items in a plastic bag (e.g. trash bag) that can be tied shut. The employee will include a copy of their order form inside the clothing bag.

Step 7: Clothing orders will be consolidated and shipped from and returned to the unit.

Step 8: Clothing will be distributed back to each employee when received.

Step 9: A follow-up survey will be conducted to assess employee satisfaction with the clothing treatment and effectiveness and the overall process used.

For Management:



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Date: 2/23/16

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