

## Getty Facilities - Integrated Pest Management Program Overview

IPM Program oversight: Brian Houck, Head of Grounds & Gardens, Facilities

Contractor: IPM Tech, 146 S. Granite Ave., Ontario CA 91762, [info@ipmservicesnow.com](mailto:info@ipmservicesnow.com)

- George Enriquez, Account Manager
- Brenda Robinson, Technician; Sergio Aguirre, Technician
- David Bazan, Staff Entomologist

### Summary

Getty Facilities, as part of the J. Paul Getty Trust, has an integrated pest management (IPM) approach to minimize pest entry and protect human health and the environment, including the museum collections. To achieve this objective, the IPM protocol utilizes an understanding of identified pest behavior, habits, and lifecycles, as well as physical barriers, (e.g. screens) and mechanical controls (e.g. traps) to monitor and minimize the presence of pests.

Getty Facilities uses contractor assistance to provide support with:

1. Established collection and prevention protocols
2. Inspection (scouting), routine monitoring
3. Identification, tracking, documentation
4. Treatment options

#### *1. Established collection and prevention protocols*

##### Collection protocols

When new art/collection items are acquired, there are specific procedures in place to inspect and monitor. These include the isolation and quarantine of the art. Specifics are determined on a case-by-case basis in relation to the understood potential pest risk. Textiles are of concern and freezing is the preferred treatment option. Items treated off-site by other agencies are required to follow the same initial protocol.

A Getty staff member is required to escort contractor staff in non-public collection areas. Typically, this is accomplished by scheduling a joint inspection and tracking event with Getty staff in their areas of concern, as with the Wednesday Museum Inspections and Friday Getty Research Institute (GRI) Inspections.

##### Prevention protocols

*Maintenance:* The Getty Facilities Dept. maintains a clean environment and space, with special attention to collection spaces (i.e. gallery and storage). This is an important and effective prevention protocol to deter the establishment of a pest in an area involving the following:

- Work orders, generated by IPM Tech's technicians and Getty staff, commonly relate to preventing access of the pest to structures by installing screens, strip curtains, door sweeps/seals; and between interior spaces by caulking, sealing cracks & crevices, limiting moisture/humidity, and residues.
- Routine housekeeping is performed by the efforts of Facilities-contracted custodial staff.
- Special projects, such as deep cleanings which involve the moving of art objects, are coordinated on an as-needed basis.

*Art-handling staff available to clean:* Getty art-handling staff (approved Museum staff) are required to perform routine cleaning in sensitive areas not appropriate for, or accessible to, non-art handling crews.

*Entomologist available:* Proper identification of pests are essential in addressing small concerns in a timely fashion. Quick action is necessary in order to potentially prevent an established pest concern. IPM Tech has an experienced Entomologist available as this expert resource.

2. *Inspection (scouting) & routine monitoring*

An IPM technician performs routine, general inspections of various areas within each of the four Getty locations listed below including public, non-public, office, maintenance, storage, and trash areas; restrooms, utility spaces, museum galleries, vaults, grounds, Security kiosks, entrance roads, restaurant, Café, and food service areas including food service carts, pantries, break rooms, microwaves, and refrigerators. Refer below to the frequency of general inspections at each location.

- **Getty Center:** 3-4x/week. Inspection with Museum curators for storage/galleries & inspection of Paper Conservation are performed on Wednesdays. Inspection with GRI conservation technician & inspection with Food Service contractor are performed on Fridays.
- **Getty Villa:** 1-2x/week.
- **Scholar Housing:** 1x/month on the third Monday of every month.
- **Library Annex (Valencia Warehouse):** 1x/month on the fourth Monday of every month.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First week	Center	Villa	Getty Center. Inspection Museum Storage and Galleries. Inspection Paper Conservation	Center	Getty Center. GRI Moth Inspection. Food Services	
Second week	Center	Villa	Getty Center. Inspection Museum Storage and Galleries. Inspection Paper Conservation	Villa	Getty Center. GRI Moth Inspection. Food Services	
Third Week	Center Scholar Housing	Villa	Getty Center. Inspection Museum Storage and Galleries. Inspection Paper Conservation	Center	Getty Center. GRI Moth Inspection. Food Services	
Fourth Week	Center Valencia Warehouse	Villa	Getty Center. Inspection Museum Storage and Galleries. Inspection Paper Conservation	Villa	Getty Center. GRI Moth Inspection. Food Services	
Fifth Week (When needed)	Center	Villa	3 Getty Center. Inspection Museum Storage and Galleries. Inspection Paper Conservation	Center	Getty Center. GRI Moth Inspection. Food Services	

Performance of the inspection

When performing general inspections, the technician observes for the presence and quantity of pests and indicators of pest activity, and determines source(s) of entry. The technician attempts to identify pests and determine risk. The technician will initiate work order(s) to address any required clean-up efforts and corrective maintenance tasks, and to engage with staff to gather more information. Monitoring requires returning to an area of concern and determining if further action is required or not. Monitoring includes using various types of traps which need are checked for activity, adjusted in location, and replaced at end of use. Inspections are done with a flashlight and camera in which photos are uploaded, shared and used to write reports.

*At the Center, Villa, Scholar House and Library Annex inspections include: public, non-public, office, maintenance, storage, and trash areas; restrooms, utility spaces, museum galleries, vaults, grounds, Security kiosks, entrance roads, restaurant, Café, and food service areas including food service carts, pantries, break rooms, microwaves, and refrigerators.*

*Contractor protocol:* Contract inspectors are to be accompanied by a Getty staff member when in non-public art areas. Typically, the Getty staff person is in a curatorial/conservator's role for the art area inspected. Getty staff assist in the inspection, monitoring and tracking of pest activity. Contractor provides support from qualified entomologist as needed.

*Grounds & Gardens Staff:* As consistent outside observers and often involved in pest concerns, the Grounds & Gardens staff interact often with IPM Tech's technician. Grounds & Gardens' staff may initiate work orders based on new or ongoing pest concerns. This crew also provides feedback as requested on the status of various work order concerns until a resolution is achieved.

*Security Staff:* Security Officers participate in daily observation and inspection of galleries. Officers are trained and provided materials and reporting protocol by Museum curators. Officer gallery reports are submitted to Museum curators and become part of their monitoring data.



Security Insect  
Report Form.pdf

*General Staff:* General Getty staff are required to take personal responsibility for care in their workspace and related pest management topics in the attached Facilities Policy Items document. For any Facilities-related concerns, including pest management topics, staff is directed to call the Facilities Help Desk at x7777 or email at: [facilitieshelpdesk@getty.edu](mailto:facilitieshelpdesk@getty.edu). Work orders are created, tracked and reviewed daily by designated facility staff who include the Facilities IPM contact, Brian Houck, on all relevant topics.



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FAC POLICIES.pdf

*Identified pest groups (general & common):*

- *Insects:* larval and adult stages of all types below
  - Fabric: clothes moths, carpet beetles
  - Wood: boring beetles, termites
  - Stored products: pantry
  - General: cockroaches, crickets, silverfish, ants, fleas, bed bugs, termites, filth flies, grain beetles, mosquitos, bees, wasps, and mites
- *Moisture:* mold, fungi
- *Rodents:* rats, mice, gophers, moles, voles, squirrels
- *Flying/nesting:* birds, bats

### 3. *Identification, documentation, tracking*

The IPM technician is central to the identification, reporting, and tracking of incidents which is done through the generation of work orders. Work orders can be generated by either the IPM technician or any Getty staff member. Work orders are formally generated, tracked and closed by the Facilities Help Desk. Once a work order is generated, the Facilities Help Desk staff, experienced in describing concerns as per the tracking application's protocol (Maximo), assigns tasks to the correct work group.

#### Weekly reviews

The IPM Facilities coordinator reviews new and in-process work orders weekly with IPM Tech's technician and IPM Tech's account representative. All current work orders are individually discussed in the weekly review. In addition to this weekly review, the IPM Tech technician and IPM Facilities coordinator discuss inspection and monitoring updates as well as current Getty staff concerns (shared with via email, text, verbal). These updates are the results of a consistent joint effort with the IPM Tech's technician and Getty staff who oversee critical areas.

Inspections with IPM Tech's technician and Museum curatorial staff through galleries, Dec Arts & Sculpture Storage, Textiles Storage and Paper Conservation Labs & storage on Wednesdays. Inspections with IPM Tech's technician and GRI conservation staff through the GRI building (public, non-public, technical suites and collection vaults) on Fridays.

#### 4. Treatment options

When pests are identified, the following tools are used to eliminate pests:

- *Targeted traps:* As discussed above, inspections are scheduled weekly as part of the routine monitoring. Traps are removed, replaced and adjusted in location as needed. Various types of traps include: sticky, pheromone, ultraviolet light, bait stations, tin-cats and snap traps.
- *Freezing:* ( - freeze the pest - To do - Add protocol from Museum/GRI)
- *Heat:* ( - heat up material - To do - Add protocol from Museum/GRI)
- *Anoxic:* ( - removing oxygen - To do - Add protocol from Museum/GRI)
- *Chemicals used include:* pesticides/insecticides/larvacides/insect growth regulators/bacteria (*explain bacteria*)/rodenticides. Risk Management will review the SDS documents prior to purchase or confirmation of treatment. Any treatment request will begin with a request to Risk Management prior to any application. Upon approval, Risk Management will make a staff-wide notification and SDS available on Getty Go (internal website). Where staff do not have readily available access to the SDS Pro application, SDS binders are made available. Chemical formulations include: non-residual aerosols, liquid residuals, baits, and gels. All pesticides, insect growth regulators, larvacides and rodenticides will be applied in accordance with all EPA local and Federal laws, and product label directions.
- *Biological Controls:* Mosquitos: (To do - Add protocol from IPM Tech, bti and/or methoprene)

## Appendix A: Square Footage of J. Paul Getty Trust Facilities

Locations: pdf of all areas and screen shot of overview page

- Getty Center
- Getty Villa
- Library Annex
- Scholar Housing



### GC Categorized Area Reports.pdf



**B1-GC-GrossArea (not including Library Annex or Scholar Apartments)**  
 Page 1  
 08/20/2018

Building Code	Building Name	Site Code	Site Name	Ext. Gross Area	Int. Gross Area	
<b>Records for Site Code: 1 - GETTY CENTER</b>						
AUG	GC AUDITORIUM	1	GETTY CENTER	68,450.15	62,276.51	
THS	GC TRUSTEE HOUSE	1	GETTY CENTER	3,292.21	3,123.34	
EAS	GC EAST BUILDING	1	GETTY CENTER	112,463.74	106,107.52	
FSR	GC FOOD SERVICES BUILDING	1	GETTY CENTER	312,232.22	301,928.56	
GRI	GC RESEARCH INSTITUTE	1	GETTY CENTER	199,538.33	192,540.69	
MUS	GC MUSEUM	1	GETTY CENTER	453,621.93	419,827.84	
NOR	GC NORTH BUILDING	1	GETTY CENTER	61,782.15	58,602.81	
STH	GC SOUTH BUILDING	1	GETTY CENTER	65,109.31	60,471.35	
MPK	GC MAIN PARKING/NEP	1	GETTY CENTER	432,437.49	415,257.09	
GDN	GC IRWIN GARDEN	1	GETTY CENTER	2,129.64	1,676.68	
				<b>1,711,057.17</b>	<b>1,621,812.39</b>	<b>Total for Site Code: 1 - GETTY CENTER</b>
				<b>1,711,057.17</b>	<b>1,621,812.39</b>	<b>Overall Total</b>



### GV Categorized Area Reports.pdf



**B1-GV-GrossArea (including warehouse space)**  
 Page 1  
 08/20/2018

Building Code	Building Name	Site Code	Site Name	Ext. Gross Area	Int. Gross Area	
<b>Records for Site Code: 2 - VILLA</b>						
VW	GV WAREHOUSE	2	VILLA	3,076.77	2,894.58	
VC	GV CAFE	2	VILLA	44,537.66	39,698.16	
VKN	GV NORTH KIOSK	2	VILLA	172.50	154.00	
VKS	GV SOUTH KIOSK	2	VILLA	840.67	629.78	
VE	GV ENTRY COURT	2	VILLA	6,717.38	5,082.18	
VA	GV AUDITORIUM	2	VILLA	21,638.96	19,795.80	
VP	GV CENTRAL PLANT	2	VILLA	12,588.22	11,247.43	
VR	GV RANCH HOUSE	2	VILLA	23,319.40	21,448.04	
VS	GV SOUTH PARKING	2	VILLA	120,727.62	116,276.67	
VN	GV NORTH CAMPUS	2	VILLA	176,166.02	168,681.18	
VM	GV MUSEUM	2	VILLA	146,740.42	130,790.01	
VU	GV UPPER COTTAGE	2	VILLA	745.40	697.51	
VL	GV LOWER COTTAGE	2	VILLA	623.03	594.59	
				<b>557,894.05</b>	<b>517,989.93</b>	<b>Total for Site Code: 2 - VILLA</b>
				<b>557,894.05</b>	<b>517,989.93</b>	<b>Overall Total</b>



LA Categorized  
Area Reports.pdf



**B1-Annex-GrossArea**  
Page 1  
08/20/2018

Building Code	Building Name	Site Code	Site Name	Ext. Gross Area	Int. Gross Area	
<b>Records for Site Code: 5 - WAREHOUSES</b>						
WLA	LIBRARY ANNEX	5	WAREHOUSES	126,066.16	124,284.70	
				<u>126,066.16</u>	<u>124,284.70</u>	<b>Total for Site Code: 5 - WAREHOUSES</b>
				<u>126,066.16</u>	<u>124,284.70</u>	<b>Overall Total</b>



Scholar Apartment  
Area Report.pdf



**Scholar Apartment Square Footage**  
Page 1  
04/12/2019

Building Code	Floor Code	Room Code	Room Area	Room Category	Room Type
<b>Records for Room Category: RESIDENTIAL</b>					
<b>Records for Room Type: RESIDENTIAL APARTMENT</b>					
SCH	02	38	639.39	RESIDENTIAL	APARTMENT
SCH	02	26	842.19	RESIDENTIAL	APARTMENT
SCH	02	34	868.17	RESIDENTIAL	APARTMENT
SCH	01	08	1,064.15	RESIDENTIAL	APARTMENT
SCH	01	07	1,028.30	RESIDENTIAL	APARTMENT
SCH	01	06	795.36	RESIDENTIAL	APARTMENT
SCH	01	05	1,072.21	RESIDENTIAL	APARTMENT
SCH	01	04	824.65	RESIDENTIAL	APARTMENT
SCH	01	03	869.82	RESIDENTIAL	APARTMENT
SCH	01	01	1,078.97	RESIDENTIAL	APARTMENT
SCH	01	02	758.70	RESIDENTIAL	APARTMENT
SCH	01	16	766.16	RESIDENTIAL	APARTMENT
SCH	01	15	1,073.66	RESIDENTIAL	APARTMENT
SCH	01	14	893.98	RESIDENTIAL	APARTMENT
SCH	01	13	795.03	RESIDENTIAL	APARTMENT
SCH	01	12	1,083.51	RESIDENTIAL	APARTMENT
SCH	01	11	756.16	RESIDENTIAL	APARTMENT
SCH	01	09	838.08	RESIDENTIAL	APARTMENT
SCH	01	17	534.93	RESIDENTIAL	APARTMENT
SCH	01	18	490.83	RESIDENTIAL	APARTMENT
SCH	02	19	1,151.33	RESIDENTIAL	APARTMENT
SCH	02	20	762.73	RESIDENTIAL	APARTMENT
SCH	02	21	869.69	RESIDENTIAL	APARTMENT
SCH	02	22	852.44	RESIDENTIAL	APARTMENT
SCH	02	23	1,068.97	RESIDENTIAL	APARTMENT
SCH	02	24	834.14	RESIDENTIAL	APARTMENT
SCH	02	25	1,031.30	RESIDENTIAL	APARTMENT
SCH	02	27	1,016.83	RESIDENTIAL	APARTMENT
SCH	02	28	1,018.65	RESIDENTIAL	APARTMENT
SCH	02	30	1,029.72	RESIDENTIAL	APARTMENT
SCH	02	31	828.89	RESIDENTIAL	APARTMENT
SCH	02	33	849.41	RESIDENTIAL	APARTMENT
SCH	02	35	1,145.64	RESIDENTIAL	APARTMENT
SCH	02	36	1,047.19	RESIDENTIAL	APARTMENT
SCH	02	37	572.04	RESIDENTIAL	APARTMENT
SCH	02	32	1,070.65	RESIDENTIAL	APARTMENT
SCH	02	29	858.54	RESIDENTIAL	APARTMENT
SCH	01	10	<u>1,044.54</u>	RESIDENTIAL	APARTMENT
			<u>34,126.95</u>	<b>Total for Room Type: RESIDENTIAL APARTMENT</b>	
			<u>34,126.95</u>	<b>Total for Room Category: RESIDENTIAL</b>	
<b>Records for Room Type: RESIDENTIAL LAUNDRY</b>					
SCH	01	10B	114.09	RESIDENTIAL	LAUNDRY
			<u>114.09</u>	<b>Total for Room Type: RESIDENTIAL LAUNDRY</b>	
			<u>34,241.04</u>	<b>Total for Room Category: RESIDENTIAL</b>	