



THE NYC DEPARTMENT OF EDUCATION

## OFFICE OF SCHOOL SUPPORT SERVICES



### **FOUR STEP SPECIMEN COLLECTION AND MAILING PROCEDURE**



#### **Step 1: Secure Required Supplies**

Latex glove, gauze or tissue, plastic bag, tape,  
Specimen Data Submission Form, and envelope  
**NO LIVE SPECIMENS**



#### **Step 2: Capture Specimen**

Pick-up specimen with a gauze or tissue.  
Position in bag.



#### **Step 3: Sealing the Bag**

Seal the plastic bag. Fold over top inch of bag. Secure the fold  
with tape.

**NO STAPLING**



#### **Step 4: Mailing**

Place sealed plastic bag and completed Specimen Data Submission Form  
(located in the principal's office) in the envelope. Complete the return  
address and mail to -

**NYC Department of Education  
P.O. Box 1697  
Long Island City, NY 11101**

**THE NEW YORK CITY DEPARTMENT OF EDUCATION**  
**OFFICE OF SCHOOL SUPPORT SERVICES**  
**BED BUG PROTOCOL FOR SCHOOLS**

1. If a suspected bed bug is found on a child's clothing or in a school efforts should be made to collect a specimen (using a tissue, gauze or a piece of tape). The specimen should then be placed securely in a sandwich size plastic bag and sealed with tape. . If it is caught on clear tape simply affix the specimen to a sheet of white paper. Try not to crush the bug and please do not staple the bag.
2. Please **DO NOT SEND** live specimens, as they can escape during shipment.
3. Complete the attached "Specimen Data Submission Form" and mail the specimen and form to -

NYC Department of Education  
P.O Box 1697  
Long Island City, N.Y 11101

4. Please note that pictures cannot be used to identify a suspected bed bug. Only dead specimens can be analyzed.
5. The Pest Management Unit will test the specimen; and upon confirmation that it is a bed bug, the Unit will notify the principal and School Health. Only the principal will be notified if the specimen is not a bed bug.
6. After a positive identification, school principals should provide the school community with the following information:
  - Department of Health and Mental Hygiene's Bed Bug fact sheet, "Stop Bed Bugs Safely";
  - Parent or Guardian notification letter (a sample letter is attached); and
  - Contact information for the New York State Department of Environmental Conservation to find a licensed pest control company (718-482-4994) or 311 for additional information.
7. Ongoing case management will be provided by School Health.
8. If a specimen is found on a student he or she should not be sent home, but the parents should be contacted.

### **SCHOOL PREPARATION PRIOR TO TREATMENT**

If a positive specimen is found and it is determined that the school needs professional extermination services, the following steps need to be taken by the school to prepare.

1. If possible, carpets within affected classrooms and offices should be loosened at their borders.
2. All items attached to walls should be removed and left in the room.
3. Closets are to be cleaned out and kept in good order going forward.

### **DEPARTMENT OF EDUCATION PEST MANAGEMENT UNIT**

If there is positive identification, the following steps will be taken:

1. Pest Management will contact school principals and notify them of the specimen's identification and scheduled service date.
2. A complete inspection of the room where the specimen was captured will be performed.
3. Licensed pest control specialists will remediate as needed.

### **ADDITIONAL CONCERNS**

If there are additional concerns please contact Pest Management at (718) 707-4493.

# **SAMPLE LETTER**

## **On School Letterhead**

Dear Parent or Guardian:

We have recently found a bed bug specimen in your child's classroom. Bed bugs are a nuisance, but their bites are not known to spread disease. They are usually active and feed on blood at night. The bite is initially painless; but it may become swollen and itch, much like a mosquito bite. If you have concerns for you or your child, you should call a doctor.

The source of bed bugs often cannot be determined, as bed bugs may be found in many places including hotels, planes, and movie theaters. Even though it is unlikely for bed bugs to be spread in schools, the Department of Education will conduct an inspection and, if indicated, treatment of the area where the bug was found.

The Department of Education will continue to work to identify bed bugs, provide thorough inspections of schools and have licensed pest control specialists treat the rooms if a problem is found.

If you have any questions regarding bed bugs within your school, please contact this office. If you have any questions regarding bed bugs found in your home, please call 311 for additional help.

Sincerely,

Principal

**NYC DEPARTMENT OF EDUCATION  
PEST MANAGEMENT UNIT**

**Bed Bug  
Specimen Data Submission Form**

On \_\_\_\_\_ (date) a presumed bed bug was found  
(Choose one)

- On a student**
- On a student's belongings**
- On furniture/wall within a room**

- Room Number** \_\_\_\_\_
- School Name** \_\_\_\_\_
- School Number** \_\_\_\_\_
- School Address** \_\_\_\_\_
- Borough of School** \_\_\_\_\_
- School District** \_\_\_\_\_
- School Principal (Name)** \_\_\_\_\_
- School Principal Phone #** \_\_\_\_\_
- Borough of Student's Home** \_\_\_\_\_

Enclosed is a suspected bed bug specimen. Please confirm the identity of this specimen so that, if appropriate, I can notify the parent/guardian of a possible home infestation.

Thank you in advance for your assistance.

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This form is to be completed and submitted with the specimen by MAIL to –**

**NYC Department of Education  
PO Box 1697  
Long Island City, NY 11101**

# STOP BED BUGS SAFELY

## WHAT ARE BED BUGS?

Bed bugs are small insects that feed on human blood. They are usually active at night when people are sleeping. Adult bed bugs have flat, rusty-red-colored oval bodies. About the size of an apple seed, they are big enough to be easily seen, but often hide in cracks in furniture, floors, or walls. When bed bugs feed, their bodies swell and become brighter red. They can live for several months without food or water.

## WHAT DOES A BED BUG BITE FEEL AND LOOK LIKE?

Most bed bug bites are initially painless, but later turn into large, itchy skin welts. These welts do *not* have a red spot in the center like flea bites.

## ARE BED BUGS DANGEROUS?

Although bed bugs are a nuisance, they are not known to spread disease.

## HOW DOES A HOME BECOME INFESTED WITH BED BUGS?

In most cases, people carry bed bugs into their homes unknowingly, in infested luggage, furniture, bedding, or clothing. Bed bugs may also travel between apartments through small crevices and cracks in walls and floors.

## HOW DO I KNOW IF MY HOME IS INFESTED WITH BED BUGS?

You may notice itchy skin welts. You may also see the bed bugs themselves, small bloodstains from crushed insects, or dark spots from their droppings. It is often hard to see them because they hide in or near beds, other furniture, and in cracks.

## HOW CAN I GET RID OF BED BUGS?

The Health Department recommends that homeowners hire pest control professionals licensed by the New York State Department of Environmental Conservation (DEC) to get rid of bed bugs.

The pest control company should:

- Inspect your home to confirm the presence of bed bugs.
- Find and eliminate their hiding places.
- Treat your home with special cleaning and/or pesticides if necessary.
- Make return visits to make sure bed bugs are gone.

Be sure you hire a licensed exterminator. Ask to see a copy of the license or check directly with DEC by calling (718) 482-4994 or visiting <http://www.dec.state.ny.us/website/dshm/pesticid/appman.htm>

## IS IT NECESSARY TO USE PESTICIDES TO GET RID OF BED BUGS?

The best way to get rid of bed bugs is to clean, disinfect and eliminate their hiding places. Since bed bugs can live for several months without food and water, pest control professionals may use a pesticide. Talk with the professional about safe use of pesticides and make sure he/she:

- Uses the least toxic pesticide.
- Follows instructions and warnings on product labels.
- Advises you about staying out of treated rooms and when it is safe to reenter.
- Treats mattresses and sofas by applying small amounts of pesticides on seams only. Pesticides should never be sprayed on top of mattresses or sofas.



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## HOW CAN I GET RID OF BED BUGS?

### 1. Find out where bed bugs are hiding in your home.

Use a bright flashlight to look for bed bugs or their dark droppings in bedroom furniture. Or use a hot hair dryer to force them out of hiding spaces and cracks. Check:

- Behind your headboard.
- In the seams and tufts of your mattress and inside the box spring.
- Along bedroom baseboard cracks.
- In and around nightstands.
- Other bedroom items, including window and door casings, pictures, moldings, nearby furniture, loose wallpaper, cracks in plaster and partitions, and clutter.

### 2. Clean areas where bed bugs are likely to hide.

- Clean bedding, linens, curtains, rugs, carpets, and clothes. To kill bed bugs, wash items in hot water and dry them on the highest dryer setting. Soak delicate clothes in warm water with lots of laundry soap for several hours before rinsing.
- Scrub mattress seams with a stiff brush to dislodge bed bugs and their eggs.
- Vacuum mattresses, bed frames, nearby furniture, floors and carpets. Pay special attention to cracks and open spaces. Immediately after vacuuming, put the vacuum cleaner bag in a sealed plastic bag, and dispose of it in an outdoor container.
- If you find bed bugs on a mattress, cover it with a waterproof, zippered mattress cover labeled “allergen rated,” or “for dust mites.” Keep the cover on for at least one year.
- If your box spring is infested, seal it inside a vinyl box spring cover for at least one year. If no cover is available, throw the box spring away.
- Dispose of infested items or clutter that can’t be cleaned. Seal tightly in a plastic garbage bag and discard in an outside container.
- Repair cracks in plaster and loose wallpaper.

### 3. Be very cautious about using pesticides yourself.

Pesticides can be hazardous to people and pets. If you choose to use a pesticide, or a licensed exterminator suggests you use one, follow these precautions:

- Only use pesticides clearly labeled for bed bug extermination. Never use a cockroach spray, ant spray, or any other pesticide that does not list bed bugs on the label.
- Follow label instructions exactly.
- Never spray pesticides on top of mattresses or sofas, or in areas where children are present.
- Never purchase or use a product without a manufacturer’s label and never buy pesticides from street vendors.
- Avoid “insecticide bombs” and “foggers” in your home. These products can spread hazardous chemicals throughout your home.

## HOW CAN I KEEP BED BUGS OUT OF MY HOME?

- Wash clothing and bedding immediately after returning from a trip.
- Inspect used furniture for bed bugs before bringing it into your home.
- Never bring discarded bed frames, mattresses, box springs, or upholstered furniture into your home.

## HOW CAN I KEEP MY FURNITURE FROM INFESTING SOMEONE ELSE'S HOME?

- Never resell or donate infested furniture.
- If you throw infested furniture away, make it undesirable to others by cutting or poking holes in its upholstery or making it unusable. Tape a sign to it that says, “Infested with Bed Bugs.”

This fact sheet is available at [nyc.gov/health](http://nyc.gov/health). For more copies, call 311 and ask for “Stop Bed Bugs Safely.”

# ELIMINE LAS CHINCHES DE MANERA SEGURA

## ¿QUÉ SON LAS CHINCHES?

Las chinches son pequeños insectos que se alimentan de sangre humana y que usualmente están activos en la noche cuando la gente duerme. Las chinches adultas tienen cuerpos ovalados y planos, de color rojo óxido. Casi del tamaño de una semilla de manzana, son lo suficientemente grandes para ser fácilmente visibles, pero con frecuencia se esconden en grietas de muebles, pisos o paredes. Cuando las chinches se alimentan, sus cuerpos se hinchan y se vuelven color rojo brillante. Pueden vivir por varios meses sin comida ni agua.

## ¿QUÉ SE SIENTE TRAS LA PICADURA DE UNA CHINCHE Y CUÁL ES SU APARIENCIA?

La mayoría de picaduras de chinches inicialmente no causan dolor, pero posteriormente aparecen ronchas grandes en la piel que producen picor (rasquiña). Estas ronchas *no* tienen un punto rojo en el centro como las producidas por picaduras de pulgas.

## ¿LAS CHINCHES SON PELIGROSAS?

Aunque las chinches son una molestia, no se sabe que transmitan enfermedades.

## ¿CÓMO SE INFESTA UNA CASA CON CHINCHES?

En la mayoría de casos, la gente transporta las chinches a sus casas sin saberlo, en equipaje, muebles, ropa de cama o vestidos infestados. Las chinches también pueden viajar entre apartamentos a través de pequeñas grietas en las paredes y en los pisos.

## ¿CÓMO SÉ SI MI CASA ESTÁ INFESTADA CON CHINCHES?

Usted puede notar ronchas en la piel que producen picor (rasquiña). También puede ver las chinches, pequeñas manchas de sangre procedentes de insectos aplastados, o puntos oscuros que son sus excrementos. Con frecuencia es difícil verlas debido a que se esconden en o cerca de las camas, en otros muebles y en grietas.

## ¿CÓMO PUEDO DESHACERME DE LAS CHINCHES?

El Departamento de Salud recomienda que los propietarios de casas o apartamentos contraten profesionales del control de plagas autorizados por el Departamento de Conservación Ambiental del Estado de Nueva York (New York State Department of Environmental Conservation-DEC, por sus siglas en inglés) para deshacerse de las chinches.

La compañía de control de plagas debe:

- Inspeccionar su casa para confirmar la presencia de chinches.
- Encontrar y eliminar sus escondites.
- Tratar su hogar con productos limpiadores especiales y/o insecticidas si es necesario.
- Hacer visitas de control para asegurarse de que las chinches han sido eliminadas.

Asegúrese de contratar a un exterminador autorizado. Pida ver una copia de la licencia o verifique directamente con el DEC llamando al (718) 482-4994 o visitando <http://www.dec.state.ny.us/website/dshm/pesticid/appman.htm>.

## ¿ES NECESARIO USAR INSECTICIDAS PARA DESHACERSE DE LAS CHINCHES?

La mejor manera de deshacerse de las chinches es limpiar, desinfectar y eliminar sus escondites. Considerando que las chinches pueden vivir durante varios meses sin alimentos ni agua, los profesionales del control de plagas pueden usar un insecticida. Hable con el profesional acerca del uso seguro de insecticidas y asegúrese de que él/ella:

- Usa el insecticida que sea menos tóxico.
- Sigue las instrucciones y advertencias en las etiquetas del producto.
- Le aconseja a usted que permanezca fuera de los cuartos tratados y le indica cuándo es seguro volver a entrar en ellos.
- Trata los colchones y sofás aplicando pequeñas cantidades de insecticida solamente en las costuras. Los insecticidas **nunca** se deben rociar encima de los colchones o sofás.



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## ¿CÓMO PUEDO DESHACERME DE LAS CHINCHES?

### 1. Averigüe en donde se esconden las chinches en su casa.

Use una linterna de luz brillante para buscar chinches o sus excrementos en los muebles del dormitorio. O use un secador de cabello caliente para forzarlas a salir de sus escondites y grietas. Busque:

- Detrás de la cabecera de la cama.
- En las costuras y pliegues del colchón y dentro de la base del colchón (box-spring).
- A lo largo de las grietas en los rodapiés del dormitorio.
- En y alrededor de las mesillas de noche.
- En otras partes del dormitorio, incluyendo los marcos de ventanas y puertas, cuadros, molduras, muebles cercanos, papel tapiz, grietas en el yeso y en las paredes, y en las cosas amontonadas.

### 2. Limpie las áreas en donde es probable que se escondan las chinches.

- Limpie la ropa de cama, cortinas, tapetes, alfombras y ropa. Para matar las chinches, lave los artículos en agua caliente y séquelos en secadora a la máxima temperatura. Ponga en remojo la ropa delicada en agua caliente con mucho detergente durante varias horas antes de enjuagarla.
- Refriegue las costuras de los colchones con un cepillo fuerte para sacar las chinches y sus huevos.
- Pase el aspirador por los colchones, estructuras de las camas, muebles cercanos a la cama, pisos y alfombras. Preste especial atención a las grietas y a los espacios abiertos. Inmediatamente después de aspirar, coloque la bolsa de la aspiradora en una bolsa de plástico sellada y bótela en un recipiente fuera de la casa.
- Si encuentra chinches en un colchón, cúbralo con una funda para colchón impermeable con cremallera que esté etiquetada "para alérgenos" o "para ácaros". Mantenga la funda puesta por al menos un año.
- Si su base de colchón (boxspring) está infestada, colóquela una cubierta de vinilo para base de colchón y déjela sellada durante al menos un año. Si no hay funda disponible, bote la base de colchón.

- Bote los artículos infestados o los artículos que no se puedan limpiar. Colóquelos bien sellados en una bolsa de basura de plástico y bótelos en un recipiente fuera de la casa.
- Repare grietas en el yeso y fragmentos despegados del papel tapiz.

### 3. Tenga mucho cuidado con el uso de los insecticidas.

Los insecticidas pueden ser peligrosos para las personas y las mascotas. Si usted decide usar un insecticida, o si un exterminador autorizado le sugiere que lo use, siga estas instrucciones:

- Solamente use insecticidas que estén etiquetados claramente para exterminar chinches. Nunca use un insecticida para cucarachas, insecticida para hormigas ni otro insecticida que no indique chinches en la etiqueta.
- Siga exactamente las instrucciones de la etiqueta.
- Nunca aplique insecticidas encima de los colchones o sofás, o en áreas en donde estén presentes niños.
- Nunca compre ni use un producto sin una etiqueta de fabricante y nunca compre insecticidas a vendedores callejeros.
- Evite las "bombas insecticidas" y los "foggers" en su casa. Estos productos pueden esparcir productos químicos peligrosos en su casa.

## ¿CÓMO PUEDO IMPEDIR QUE LAS CHINCHES ENTREN EN MI CASA?

- Lave la ropa y la ropa de cama inmediatamente después de regresar de un viaje.
- Inspeccione los muebles usados para ver si tienen chinches antes de llevarlos a su casa.
- Nunca lleve a su casa artículos desechados tales como estructuras de cama, colchones, bases de colchón, o muebles tapizados.

## ¿CÓMO PUEDO EVITAR QUE MIS MUEBLES INFESTEN LA CASA DE OTRAS PERSONAS?

- Nunca revenda ni done muebles infestados.
- Si usted bota muebles infestados, haga que no sean atractivos para otros cortando o agujereando la tapicería, o haciendo que no se puedan usar. Coloque un aviso que diga "infestado con chinches".

Esta hoja está disponible en [nyc.gov/health](http://nyc.gov/health). Para más copias, llame al 311 y pida "Elimine las chinches de manera segura" (en inglés: "Stop Bed Bugs Safely").