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Management Alliance

## PRESIDENT'S MESSAGE: It's Dark at 5pm...

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2019

Winter  
Edition

## INSIDE THIS ISSUE

The Wild Life: 'Woodpeckers' 02

The Cockroach Control Protocol 05

What To Do In The Off Season 06

Electronic Rodent Monitoring Systems 08

The Dog's Nose Knows Bed Bugs 10

Fast Facts: Space Heaters 10

Bed Bug Awareness - Visual Inspections  
VS. Canine Inspections 12

Occasional Invaders 13

Honey, I Shrunk The Kids...  
And Without An Exoskeleton  
They Dried Up!! 14

New Overtime Law 14

Dog Bites 15

Most people I've talked to from owners, manufacturers, and distributors they all have said the season did not return the volume expected; it was a little soft. Summer didn't seem to start until July and the fall brought snow. One day we are wearing short sleeves and the next, the sun has long been gone by 5pm. Welcome to Chicago and we have entered the Illinois winter. We hunker down to battle the cold, snow, and darkness and wait for the first wasp queen of the spring to start building.

For many of us, we never stop even though the queens have gone dormant. Many of our pests continue to be pesky and we are always showing value to our customers through the winter no matter how many pests they have or don't have.

Winter isn't just a time to keep our businesses afloat; it's the time many of us start planning for the next year. What do we need and want, how are we going to do it, and how are we going to measure our success: win, lose, or draw. Planning for our short and long-term future doesn't stop at work but transcends into our personal lives. I'm going to lose 20lbs, I'm going to stop drinking so much Miller Lite, I'm going to start volunteering, my business will grow 10%, I'm going to get that production bonus, I'm going to get my Illinois license etc. These are all great, but if you don't have the HOW TO, it is unlikely you will win and most likely will draw.

Take some time this winter and start getting specific about how you are going to accomplish your goals, no matter how big or small. What tools do you need, what skills or people do you need to help you, and most importantly how will you celebrate when you do get there.

**For now, keep your head lights on, GO FORTH AND PROSPER.**

*Sara McGuire*

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Production: Stellar Graphics  
Design: Vibe Graphix

# The WILD Life

BY JANE PEIFER, *Ampest Exterminating & Wildlife Control*

## 'Woodpeckers'

### Did you know that seven species of woodpeckers can be found in Illinois?

The males of all seven species have at least some red feathers on their heads.

#### Description and Identification

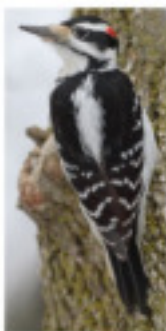
Woodpeckers are characterized by having zygodactyls feet (two toes point towards the front and two toes point towards the rear), stiff tail feathers, and long tongues.



#### Downy Woodpecker

The downy woodpecker is a small black and white woodpecker approximately six and a half inches in length. The two field marks used to distinguish downy woodpeckers from other

woodpecker species are the white back and small bill. Males can be distinguished from females by a small patch of red on the back of their heads (females do not have the red feathers).



#### Hairy Woodpecker

The hairy woodpecker is a medium-sized black and white woodpecker approximately nine and a half inches in length. The field mark used to identify hairy woodpeckers is the white back. Hairy woodpeckers have almost identical plumage to downy woodpeckers but are larger in size and have longer bills. Male hairy

woodpeckers can be distinguished from females by the red patch on the back of their heads.



#### Yellow-Bellied Sapsucker

The yellow-bellied sapsucker is a medium-sized woodpecker approximately eight to nine inches in length. The

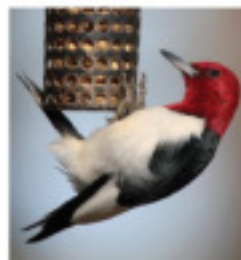
three field marks used to identify yellow-bellied sapsuckers are the white wing patch, yellowish underside, and red forehead patch. Males have a red throat patch and females have a white throat patch. Immature birds are brown but have the white wing patch.



#### Red-Bellied Woodpecker

The red-bellied woodpecker is a medium-sized woodpecker approximately nine to 10.5 inches in length. The two field marks used to identify red-bellied woodpeckers are the black and white striped back and the red

patch on the head. Females have only a red patch on the nape of the neck while males have a red cap that extends down the neck. The underside may have a blush of red feathers.



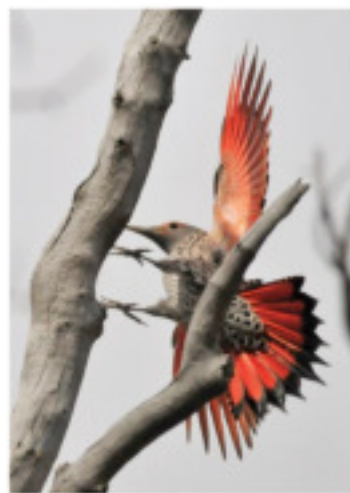
#### Red-Headed Woodpecker

The red-headed woodpecker is a medium-sized woodpecker approximately eight and a half to nine and a half inches in length. The field mark used to identify red-headed woodpeckers is the solid red

head. Red-headed woodpeckers have black backs and tails and white undersides, wing patches, and rump patches. Sexes are similar in appearance.

#### Northern Flicker

The northern flicker is a large woodpecker approximately 12 to 14 inches in length. The two field marks used to identify flickers are the brown striped back and the white rump patch. Both sexes have black spots on the underside, a black collar, and a red patch on the back of the head. Flickers have



a yellowish cast on the tails and wings that can be seen when the birds are flying. Males have a black mustache that distinguishes them from females.



### Pileated Woodpecker

The pileated woodpecker is the largest woodpecker in Illinois and is approximately 16 to 19.5 inches in length. Besides their size, the two field marks used to identify pileated woodpeckers are the red crest on the head and the white

patches on the underside of the wings. Males have a solid red crest and a red mustache while females have a red crest with a black forehead and lack the red mustache.

Woodpeckers can be found in forests, woodlots, orchards, farms, and towns. Northern flickers are often seen foraging for ants on lawns in urban areas. Downy and hairy woodpeckers can be found along woody areas by a river or stream. Pileated woodpeckers are not as common in urban areas, preferring large blocks of wooded habitat. Yellow-bellied sapsuckers are often found in orchards.

Downy, hairy, red-bellied, and pileated woodpeckers are year-round residents in Illinois. Northern flickers and red-headed woodpeckers are migratory, but individuals of both species can be found in Illinois even in winter. Yellow-bellied sapsuckers are also migratory. Individuals of this species are typically found in Illinois during April and May and again in September and October on their way to and from nesting sites in the north.

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# THE COCKROACH CONTROL PROTOCOL

CONTRIBUTED BY ZOËCON

No homeowner wants to see cockroaches finding their way indoors. Educating clients on how to prevent a cockroach infestation, treating the right areas, and using the right products is the ultimate trifecta when it comes to eliminating cockroaches and callbacks.



Along with treating the typical outdoor cockroach hotspots like around landscape debris, manhole covers, and electrical boxes, treating indoor hotspots is just as important. Like many other insects, cockroaches are attracted to trash, water sources, and waste receptacles. Cockroaches are known to find a hiding spot like a cardboard box next to a trash can for harborage—going out to get their food and then returning to their refuge. PMPs should remind homeowners that practicing proper sanitation is essential in preventing a roach infestation. Thoroughly sealing and storing food as well as routinely cleaning up after leaky faucets or appliances where water tends to pool up is an easy but crucial step homeowners can take throughout the year to keep roaches out.

Other harborage spots to keep in mind the next time you're treating for cockroaches are boxes in pantries, grocery bags kept for reuse, stove hoods, and unused fire places. Some areas like a drop ceiling or inside and under cabinets can be challenging to treat. Using a product like a roach control device or station that translocates its active ingredient is essential in reaching those hard-to-treat areas. Carefully inspect attics, basements, and crawl spaces where homeowners tend to store containers and boxes.

Cockroaches usually tend to invade these small areas and set up shop. Advise clients to keep these spaces tidy and use durable sealed containers to store items, rather than loose cardboard boxes that roaches can easily climb into.

Due to the long life cycle of cockroaches and their adaptability to various environments, using the right active ingredient is key to getting the job done right, the first time. (S)-hydroprene is a powerful active ingredient and is classified as an insect growth regulator (IGR). Breaking the insect's life cycle by interrupting normal insect developmental pathways, (S)-hydroprene translocates to reach traditionally difficult-to-treat areas other active ingredients often miss, moving deep into wall cavities, cracks and crevices. This feature allows this flexible molecule to be effective through contact and ingestion, and in cockroaches and other pests prevents reproduction.



# WHAT TO DO IN THE OFF SEASON

BY KURTIS SPURGEON, *A Complete Pest Solution* – [acompletepest@gmail.com](mailto:acompletepest@gmail.com)

Now that we are coming to the end of our most busy season, our hearts turn to leisure and possible vacation. Perhaps a trip to the tropics or skiing to relax. Perhaps just reward yourself. Maybe just decompress from the daily pressures of what happened yesterday and what needs to be done tomorrow. But I don't think we can just relax until spring. There are likely a few things we could do to make next season better, more efficient and more profitable.

**So, while we have a little more time to think and plan, I have a few ideas. Below are some ways you can make next season a bit better. They are in no particular order and some may not fully apply to every business. Try to at least consider each.**

- Evaluate each and every employee. This includes yourself. Is each person doing the job they do best and can contribute most to your success together? Should the inside salesperson be able to go out and meet potential customers? Should an outside salesperson stay in and do only inside phone sales? Would a technician be a good supervisor or vice versa? Try to put each one in the place where they can be most effective. As for yourself, are you expending too much time and effort in sales, in service, in accounting? Maybe you could bring someone in or reassign a person to take some of your duties so you can shine in what you are best at. Make the hard decisions as to who we need all winter and what positions we could refill in the spring.
- Now that everyone is in the best position, are they fully trained to be their best? Train for new duties as well as updating existing duties. New technologies in products, procedures and such come to light every year. Are all of your people up to date? Technician training includes certification. Now is a good time to get all uncertified techs certified.
- Look at all of your customers now. Are they priced appropriately? You should consider time, expertise and effort involved to correctly perform service. Time should include service, preparation, documentation and travel times for each account. Compare this to your desired price per hour. Certainly, some leeway can be given in price to recurring accounts as compared to single services. You should also consider if the price increase could cause a cancellation. Maybe you should have cancelled them earlier.
- How did your marketing and sales programs work in 2019? Make adjustments in online ads, SEO, and other methods. What worked and what did not?

- Bring each technician in for a few hours to clean out each vehicle. Empty the vehicle completely. Clean all of the vehicle. Now reassess as we refill. What is not necessary to be in this vehicle and what is necessary for daily operations? While the vehicle is in, look at each piece of equipment. Repair, replace gaskets, etc. so it works to its full potential. BTW, the technician should be doing the above, not the manager.
- Now you know what equipment we need to get for next year. This may be replacement or new tools. It is always better to have everything in place instead of having an equipment breakdown in mid-season, lose production and have to buy new equipment in an emergency.

Now you can go into the busy season with minimal concerns over the unexpected problems. You can be confident of being efficient and profitable in the new year. I am sure enough issues come up to keep us all busy.

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# ELECTRONIC RODENT MONITORING SYSTEMS

BY GREG STROHL, *Pest Management Supply*

This year three manufacturers have brought electronic rodent monitoring front and center in our industry. The day has come when we can walk into an account and already know which traps have had rodent activity. This means we can spend more time on preventative actions and less time checking empty traps.



## Bell Laboratories brings us their iQ product line.

Bell has integrated sensory components into their Protecta Evo Express, the Trapper 24/7 multi-catch trap and the Trapper T-Rex snap trap. Once the technician is on-site, trap information transfers to their phone or tablet. The sensors provide activity detection, a time stamp, automated record keeping and trend analysis. It is simple to use and scalable for any size account.

**Bayer's Digital Rodent Monitoring System** is an encrypted, stand alone network of sensors that attaches to a modified Catchmaster multi-catch mouse trap. It monitors 24 hours a day both inside and outside of a facility. This system offers instant capture alerts, trending reports, heat maps and more. These features enable rapid response to rodent issues as well as root cause analysis and informed corrective and preventative procedures.



## Kness has introduced its own version of a remote monitoring system called KritterSense.

It is a small sensor unit, about the size of a small toner cartridge that attaches to the Kness multi-catch traps, snap traps, rodent bait stations and wildlife traps. Notifications are sent to your digital device, allowing you to take action when and where needed. Reports containing capture data, trap location and time stamps are included.



These electronic monitoring systems will enable pest management professionals to reallocate their time from checking empty rodent traps and instead conducting thorough IPM inspections to help improve the entire services.

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# THE DOG'S NOSE KNOWS BED BUGS

BY SONYA PULVERS, *Platinum Pest Solutions*

A dog's ability to smell is 40 times greater than ours. They can isolate one single odor amid hundreds, what does that mean in the world of Bed Bugs? They can run but they can't hide! Dogs have been used to search for missing people for over 300 years, it was only a matter of time before we figured out that a dog's nose knows. The Pest Control industry only started utilizing trained scent detection dogs in the last 20 years to help identify the location of bed bugs in our communities.

Platinum Pest Solutions has had a dedicated K9 Team since the beginning of their journey into providing Pest Control Solutions to the Chicago area in 2012. The K9 Department performed over 20,000 bed bug inspections in 2018. The average multiunit

property with a strong pest control regimen can often expect to find a 3 - 5% activity level, that means our dogs have helped at least 600 residents identify and resolve their bed bug problem, leaving over 19,000 residents to sleep peacefully and bed bug free. Remember Bed Bugs are hitch hikers and don't necessarily ask for the ride.

Platinum dogs are professionally trained in single scent identification with continuous training in behavior and scent detection. Our K9 teams are professional, courteous and conduct a discreet but thorough inspection leaving no bed or sitting area untouched. With Platinum Pest Solutions Bed Bug Treatment Program coupled with a K9 Bed Bug Inspection our customers can rest assured if there



is a bed bug that has taken up residency in their homes, we will find it and then we can guarantee a treatment program that will evict the unwanted bed bugs.

Not everyone has a reaction to a bed bug bite, not everyone can see a small bug the size of a flea hiding under the bed and not everyone knows they have an issue. Don't let what may be a small infestation become a much bigger problem by not knowing. Give Platinum Pest Solutions a call and let the K9 Scent Detection Team do what they do best, because the dog's nose knows bed bugs.

## FAST FACTS: SPACE HEATERS

BY THE OFFICE OF COMPLIANCE, *Advancing workplace rights, safety, health, and accessibility in the Legislative Branch*

Portable space heaters are devices employed to heat a small, partially enclosed area. The majority of space heaters are powered by electricity and are used when individuals are unsatisfied with the building's heating system. Unfortunately, space heaters are highly inefficient and pose a serious fire hazard in the workplace when not used properly.

### Hazards

Although space heaters appear to be harmless to some, many hazards can still exist no matter where they are used. The most serious hazards associated with space heaters are fire hazards. The majority of space heater fires are caused when combustibles (e.g. paper, clothing, and curtains) are placed too close or come in contact with the heater causing them to catch fire. Portable electric space heaters have a higher risk of fire than fixed electric heating devices.

### Appropriate Heaters

When choosing a portable space heater to use in the workplace, there are a few requirements that must be considered:

- Space heaters must be approved by a Nationally Recognized Testing Laboratory (NRTL), such as Underwriters Laboratory, Inc. (UL). Those not approved, should not be used.
- Space heaters must have an automatic safety switch that turns the unit off if it is tipped over.
- Space heaters must have a thermostatic control which ensures that the unit will turn itself off and prevent overheating or creating an electrical hazard.
- Space heaters may be regulated by your employer. Check with your supervisor before using one.



## Proper Use of Heaters

Using a portable space heater properly requires careful placement and monitoring:

- Space heaters should be kept away from water and wet environments to avoid electrical shock.
- Space heaters must be kept at least three feet away from any combustible items, such as paper, furniture, draperies, etc.
- Make sure to only plug one space heater into an individual electrical circuit and space heaters should not be used with an extension cord.
- Space heaters should also not be used if they have missing or broken parts, such as knobs, grills, or stands. They are no longer approved.
- Inspect the power cord and base of a space heater before using it to make sure the cord is in good, serviceable condition and is not pinched, worn, frayed, or missing the ground prong.
- Always make sure to turn off your space heater every time you leave your workspace; it should never be left on while unattended.

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# BED BUG AWARENESS – VISUAL INSPECTIONS VS CANINE INSPECTIONS

BY SONYA PULVERS, *Platinum Pest Solutions*

Can you see them? Do you feel them? How do you react to every possible bed bug occurrence? Or have you ever really thought about it? The truth about bed bugs is that they don't personally care about us. These little creatures, these miniscule vampires that feed on humans as we stay sedentary truly don't care who we are, how we live, what our social standing is or isn't or what the balance of our checking account is. The only truth about bed bugs is that they eat. They eat, they leave fecal matter, they populate, and they can hide. So, what do we do to be proactive against a bug that may or may not have hitched a ride home with you? Be Aware.

Bed Bugs travel from person to person from one place to another. Whether you have noticed an unusual spot on your bed linens, heard a rumor that the hotel you stayed at had bed bugs, bought a used piece of furniture or had out of town guests for the weekend. It simply takes one second of "Do I have bed bugs" to create a panic. Stop, breathe and make a phone call to schedule a bed bug inspection. There are two types of bed bug inspections; one being a visual inspection performed by a pest control technician, the second being a Canine Bed Bug Inspection performed by a trained canine in the scent detection of bed bugs and a canine handler. Knowing the difference between the two inspections will help you determine what will benefit you the most.

**Visual Inspections** are less expensive, and some companies will offer this service free of charge. This makes it a less financially stressful option for determining if you have a bed bug problem. The downfall of a visual inspection is that if you are dealing with a new occurrence finding evidence of a single bed bug presence may be difficult. During the bed bug inspection, the technician will carefully inspect couches, beds, chairs, baseboards, curtains and the surrounding areas within 2-4 feet of where you would spend your sedentary time. A visual inspection may take anywhere from 30 minutes to an hour to complete. The results will be documented, and you will have a general idea of what your next steps may be.

## **Canine Bed Bug Inspections**

come with a price tag. This may be viewed as a deterrent when considering this option but ask if the price of the Canine Inspection is deducted from the price of the treatment if found active. Some pest control companies offer this as an incentive to utilize their company for the treatment. The benefit of a canine inspection is it only takes an odor of one single bug. Every K9 Inspection team is different in how they perform their inspections but at the minimum you should be able to expect that the canine will be instructed to "search" each room independently and then followed up by a "detailed" search as directed by the handler. If the canine indicates on a piece of furniture the handler should perform a visual inspection to verify the presence of the bed bug. If no sign of activity is located at the indication location this doesn't mean the canine is wrong, it simply means the odor was there and the questions becomes "now what"? The canine inspection should take anywhere from 15 to 30 minutes. All findings will be documented, and you will have a general idea on what your next step should be.

This is simply a short and sweet description of the two types of bed bug inspections. Make phone calls, ask questions, and have a conversation with your pest control company to determine what would benefit your needs the most. If you are asking yourself "If you have bed bugs" then there is a strong possibility your home has been introduced to a new bed bug occurrence.

Stop, don't panic, make a phone call and discuss what type of bed bug inspection will help answer that question. Bed Bugs – have or have not?





During the spring and summer months, insects spend their time flying around, climbing on trees, or basking in the sunlight. Insects are most active during this time because heat is essential to an insect's development and movement. For example, when temperatures are too cold, the process of growing from egg to adult takes longer. Temperature can also affect an insect's movement in the environment. Bumblebees cannot activate their flight muscles when their internal temperature is lower than 55.4°F. In order to fly, the bees must shiver vigorously (humans shiver to regulate temperatures as well) to raise their internal temperature to 90°F. Even more startling is the fact that the bees can perform this feat in six minutes!



## OCCASIONAL INVADERS

CONTRIBUTED BY *Senske Services* - [www.senske.com](http://www.senske.com)

As you can see, temperature requirements play a huge role in the life of an insect. So what does all of this mean to you? Well, during this time of the year we conduct services targeted towards overwintering insects, but what does that really mean? What are the insects doing while in the overwintering stage and how do they know when to stop overwintering? Let's find out.

Insects are capable of regulating temperatures during the summer months, but, when temperatures are consistently low, they may not be able to efficiently raise and lower their internal temperature. Consequently, they may move into a type of hibernation known as diapause. During diapause, the cold-blooded insect restricts its growth, development, and suspends all physical activity to conserve warmth and energy. An insect may overwinter as an egg, nymph, or adult depending on the species. In most cases, only one developmental stage has the ability to overwinter.

Insects may overwinter under rocks, under bark, in leaf litter, or in a home. Essentially, they will hunker down in any area protecting them from the elements. The insects that make it into a nice warm home for the winter usually emerge in the spring unscathed. But, there are insects that aren't as lucky! These individuals are exposed to the elements and must undergo physiological changes to survive. Some insects employ freeze tolerance or freeze avoidance. During the freeze tolerance

process, specific chemicals within the insects' circulatory system suppress the freezing point of bodily fluids. In other words, the bugs have antifreeze in their system! There are also freeze avoidant species which allow select areas in their body to freeze, but vulnerable areas remain warm and thawed.

From an energy standpoint, overwintering can take its toll on an organism. Some bugs make it through the winter, but some end up succumbing to the cold, making your job easier. Common overwintering insects include: solitary queen yellowjackets/paper wasps, lady bugs, stink bugs, and box-elder bugs.

Undoubtedly, a few of you will see these pests, but management efforts are simple and straight forward.

However, if someone asks "how do bugs make it through the winter?", you'll be prepared to tell them that they have antifreeze in their blood!



# HONEY, I SHRUNK THE KIDS... AND WITHOUT AN EXOSKELETON THEY DRIED UP!!

BY JOHN KANE, MS BCE, *Orkin Division Entomologist & Technical Services Manager*



## Which towel dries out faster??

The answer is obvious, the hanging towel dries faster. Now what if I tell you it's the same with bugs?



The crumpled towel has more internal space (volume) that isn't exposed to air. Stretch the towel out flat, and it has almost no inner volume, and is all surface area, so the water is exposed to air and can evaporate.

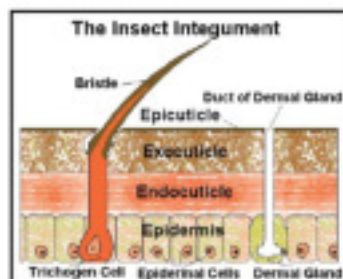
So shape really matters, and it affects bugs in a big way. Bugs that are relatively FLAT (bed bugs, lice, roaches, fleas) dry out faster than rounder bugs. All bugs have to avoid drying out somehow, whether it's by shape, thicker 'skin', or harborage.

Not only that, but the smaller you are, the more surface area you have relative to your insides. Sorry to say, but those kids in 'Honey I Shrunk the Kids' would have dried out into people raisins pretty quickly!

Take a bed bug out of its crevice, put it in a jar (sealed), and wait a few days. It will probably be dead, having dried out. Why are bed bugs and roaches such a problem then, if they dry out so easily? Bed bugs

can go a long time without food right? The answer is in the microclimates within cracks and crevices. Not only do these crevices give them safety, but the temperature and humidity inside crevices is higher than the rest of the room (due to the phenomenon

of boundary layers), even just a millimeter outside that crack in which they're hiding.



## Insects exoskeleton and dust

Why do dusts work so well with roaches, bed bugs, and many other pests? Some insects will ingest dusts through grooming behavior, but also dusts can contribute to the insect dehydration problem. As insects pass through dusts, they can scrape off an important outer waxy layer on their skin (epicuticle) without which they eventually dry out and die, and some dusts will also absorb water and oils, which also strip this layer and contribute to dehydration even faster. Synergists such as Exciter can also disrupt this layer, improving cuticular penetration of other products and enhancing their effectiveness.

# NEW OVERTIME LAW AND OTHER RECENT CHANGES

BY ROB WILSON, *President - Employco USA*

On September 24, 2019, the US Dept of Labor (DOL) announced a new final rule that updates the salary thresholds that some individuals must meet in order to qualify for an overtime exemption under the federal Fair Labor Standards Act (FLSA).

Local human resources expert Rob Wilson, President of Employco USA, is here to provide us with answers to some popular questions:

**Q:** What does this mean for me?

**A:** Starting January 1st, most employees earning

less than \$684/week (\$35,568/year) will qualify for the higher level of overtime pay. This represents an increase from the current threshold of \$455/week (\$23,600/year).

**Q:** If I change a worker earning less than \$35,568/year from hourly pay to a salaried employee, can I avoid paying the person overtime?

**A:** No. You can classify someone as salaried, but if the person isn't earning over the new salary threshold, the employee will be eligible for overtime if he/she works over 40 hours per week.

# DOG BITES

Unfortunately, aggressive animals, especially dogs, can be a part of a PMPs everyday life. By entering other people's home, you are also entering the home of a potentially aggressive animal. The risk of a dog bite is real, but what can we do to protect ourselves as well as the animals?



In the US, there are an estimated 78 million dogs and nearly half of all households have a dog as a pet. Most dog bites occur in the home and there are approximately 4.5 million total bites each year.

## Size doesn't matter

The size and breed of the dog is not necessarily indicative of a likeliness to bite or severity of a bite. Obviously, larger dogs have bigger jaws and more jaw strength, but small dogs can be aggressive as well. While some statistics identify various breeds as "more likely to bite," any dog can bite if injured, afraid, or feels threatened.

## If you encounter an aggressive dog

- Stay calm
- Remain still
- Pay attention to dog body language. Are the dog's ears pinned back? Is the dog yawning? Yawning is generally a warning sign as the dog is showing their teeth. Intense eye contact is also a warning sign.
- Keep something between you and the aggressive dog such as a piece of equipment, jacket, etc.

## Do NOT:

- Run
- Panic
- Attempt to pet an unfamiliar dog
- Try to bribe the dog with treats or food

## What should you do in the case you get a dog bite?

For minor wounds, clean the wound thoroughly with soap and water and apply an antibiotic ointment or cream. Cover the wound and contact healthcare if the wound begins to show signs of infection or if you develop a fever.

For more extensive wounds, wound care is imperative. First, slow bleeding by applying pressure with a clean cloth. If the bleeding does not slow, call emergency response or go to the nearest emergency room.

Always, if you have been bitten and the dog is acting or behaving strangely, consult a healthcare professional.

Sources: [www.cdc.gov/features/dog-bite-prevention/](http://www.cdc.gov/features/dog-bite-prevention/)  
[www.aspc.org/animal-homelessness/shelter-intake-and-surrender/pet-statistics](http://www.aspc.org/animal-homelessness/shelter-intake-and-surrender/pet-statistics)

## Q: What should I do to prepare?

**A:** Review an employee list and job descriptions of workers currently classified as exempt/salaried who are being paid between \$23,600 - \$35,568; this is your group of employees who are likely to become eligible for overtime pay. If the employee's duties meet certain tests, you may want to increase the salary of the person to be exempt from overtime pay. We also recommend that you create a communication plan form any employees affected by the new rule.

## Q: What other new laws should I be aware of?

**A:** Here's a brief summary of the significant changes for Illinois:

- Recreational Marijuana (1/1/2020): Generally

treat marijuana like alcohol where employees can be disciplined and/or terminated for being impaired while at work.


- Sexual Harassment (1/1/2020): Provide harassment prevention training to all employees at least once per year. Restaurants and Bars must create a written policy and provide it to new hires within their first week.
- Minimum Wage (1/1/2020): The new state minimum wage is going from \$8.25 to \$9.25.
- Salary History Ban (9/29/2019): Employers can no longer ask job applicants and candidates for their prior pay history - this includes in interviews and on job application forms.



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