**Preparing Your School Integrated Pest Management (IPM) Plan**

**Editable word document:** [**http://cals.arizona.edu/apmc/westernschoolIPM.html#pubs**](http://cals.arizona.edu/apmc/westernschoolIPM.html#pubs)

This document is intended to help you develop an implementable IPM Plan for your school/school district. We have provided a modifiable template which can be downloaded at <http://cals.arizona.edu/apmc/westernschoolIPM.html#pubs>.

Detailed information on the ***EPA*** ***IPM in Schools*** program is available on the Internet at: <http://www2.epa.gov/managing-pests-schools>

This template is a combination of instructions, sample text and references.

Completion instructions are highlighted by ***Italicized blue text*.** Please add the required information for your school or district as per the instructions and remove the blue text.

***Prepare a Title Sheet for the School Integrated Pest Management Plan that includes the:***

* *Name of document e.g., Progress School District IPM Plan*
* *Name and address of the school/school district*
* *Date*
* *Version number of the document*

*Sample Format below*

**University of Arizona**

**School Integrated Pest Management (IPM) Plan**

University of Arizona

Maricopa Ag. Center

37860 W. Smith-Enke Road

Maricopa, AZ 85138

2015

(Version 27 June 16th, 2015)

*(Replace the University of Arizona information with your own School/Board information)*

***Prepare a Signature Sheet for the School IPM Plan:*** *This will include title and date of document, the names and titles of all parties who must approve the document to confirm that it is has been reviewed, accepted and officially adopted. The following format is suggested as an example. This will include a copy of the signed signature page on the final School IPM Plan.*

School Integrated Pest

Management (IPM) Plan

Signature Page

Name, Title Date

Name, Title Date

*(Add more if necessary)*

*You may replace the template author’s names and emails with* ***your*** *name/s and email/s if you wish.*

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This plan is intended for use by (*Name of school/school district*) to establish and/or upgrade IPM programs. The plan is suitable for use as a guidance document for schools as well as childcare facilities, community centers, medical facilities and public housing with appropriate revision of some elements such as specific stakeholders and location descriptions.

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1. **INTRODUCTION**

*Add a background paragraph here, including the following information: where the school/school district is located, acreage and total enrollment, number and types of schools (elementary, middle or high), number of students in each school, who is responsible for operations and making budgetary decisions for each school.*

**IPM or integrated pest management** is the most sensible, economical and sustainable method of managing pests in any situation with the least possible risk to people, property and the environment. IPM can be defined in numerous ways according to the situation, but common aspects in most definitions are prevention, regular monitoring and use of multiple suitable and compatible techniques (as opposed to relying on one single method) to reduce pest populations and maintain them at levels that do not cause injury or concern.

At (*Name of school/school district*), pests such as (*name the most common pests that are a problem in the schools in your community*) pose significant problems in the school environment.

The pesticides sometimes used to eliminate these and other pests may be useful as part of an IPM program. However, pesticides designed to kill or repel pests pose potential risks to people, animals, and the environment. Pesticides pose special health risks to children. Youngsters are more vulnerable to effects than adults due to different metabolic demands, developing organ systems, anatomical differences and behavioral habits. The health and safety of students and staff is a priority and a prerequisite to effective teaching and learning; therefore, it is the policy of (*Name of school/school district*) to approach pest management using the most effective strategy that carries the least possible risk to students and staff.

**II. REVIEW OF INTEGRATED PEST MANAGEMENT PLAN GOALS**

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention and suppression of pest problems through economically sound measures that:

* Protect the health and safety of students, staff and faculty.
* Focus on maintenance practices that protect school buildings and grounds from pest invasions.
* Maintain a healthy teaching and learning environment.
* Protect local ecosystem health.
* Support pollution prevention efforts and sustainable initiative commitments.

1. Emphasizes the prevention of pest problems by working to reduce or eliminate conditions that promote or allow the establishment, feeding, breeding and proliferation of pest populations.
2. Incorporates the use of best management practices such as sanitation, maintenance of structures and habitat modification as well as mechanical, biological and chemical pest management measures that are low risk and low impact (except under pest emergencies). This includes regular monitoring and inspections to detect pests, pest damage, and pest-conducive conditions as early as possible.
3. Evaluates the need for pest management by identifying acceptable pest population density levels and ensures that specific pest management measures are appropriate for the type of pest. For example, if an insect that does not breed indoors is found as an occasional intruder, it is unlikely to require major pest control measures.
4. Monitors and evaluates the effectiveness of pest management measures.
5. Uses alternative methods for preventive purposes (i.e., in the absence of any signs of pest activity), other than applications of pesticides designed to manage predictable venomous pests or disease-vectoring pests such as wasps or mosquitoes.
6. Excludes the application of pesticides for only aesthetic or cosmetic purposes.
7. Includes education of school staff on common pests and their management, including the importance of early detection, sanitation, and pest management measures.
8. Gives preference to the use of non-chemical pest management measures.
9. Allows the use of low-impact pesticides if non-chemical pest management measures are ineffective.
10. Allows the application of a pesticide that is not a low-impact product only in the case of a declared pest emergency. Examples include bees or wasps setting up a colony or if the application is at the direction or order of a public health authority.

**III. DISTRIBUTION LIST**

*Complete the following table to indicate the**names, titles, and addresses of individuals who will receive a copy of the IPM in Schools Plan.*

The following individuals will receive a copy of the (*Name of school/school district*) approved School IPM Plan and also any revisions and/or updates:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Address** | **Phone Number** | **Email** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**IV. IMPLEMENTING THE INTEGRATED PEST MANAGEMENT PLAN**

Integrated Pest Management (IPM) is a process that will achieve long-term, environmentally and economically sound pest management through a wide variety of tactics. IPM is grounded in knowledge of pests and their behaviors (including the causes of pest problems) and in education of all stakeholders about best practices. Control strategies in an IPM program include identifying structural and maintenance improvements to reduce the food, water, and shelter needed by pests. Since IPM focuses on correction and removal of the fundamental reasons why pests are present, pesticides are used only when necessary. Only the least-risk products and application methods are used. Due to concerns about the use of pesticides around children, the school/school district has chosen to adopt Integrated Pest Management strategies as a way to reduce pesticide and pest-related risks in schools.

The school/school district intends to use a variety of tools and strategies to facilitate the practice of IPM including the following:

Education and Communication on:

1. The concept of Integrated Pest Management.
2. Pest biology: identification, life cycles and behavior of common pests.
3. Effective inspection and monitoring for pests.
4. Preventive measures: understanding the conditions that can cause pest problems and how to stop pests through prevention. Communication and documentation, using a protocol for reporting pests and/or conditions enabling pest infestation.
5. Maintaining records of actions taken to address these issues and incidents.

Inspections and Pest Monitoring:

1) Conducting periodic campus inspections is imperative. Regular inspections for pests, pest signs, and conditions that can cause pest problems form the backbone of many IPM programs. Campus inspections include indoor and exterior (grounds) areas. Inspections should be done at least on an annual basis, although more often is better, especially during periods when pests are more common.

2) Monitoring for pests using insect monitoring traps in vulnerable, high risk areas such as kitchens and pantry areas is imperative. Light traps using different kinds of light sources may also be used in kitchen areas to attract and trap flying insects. Some light traps (‘bug zappers’) contain electrical grids that kill the attracted insects on contact; these are not recommended in food preparation areas. Rodent detection devices such as Detex Blox non-toxic rodent monitoring bait are advisable if rodents are a common problem.

Preventative Maintenance and Pest-proofing:

1. Maintaining school facilities in good operating condition, undertaking systematic planned inspections, and identifying and correcting any deficiencies and / or equipment maintenance issues on a pro-active basis. This should be in the form of a plan with key elements identified in a checklist format.
2. Ensuring that best practice food storage and waste management protocols are in place.
3. Ensuring that critical points of entry are properly pest-proofed (e.g. against rodent entry) and potential hiding places indoors are reduced.

Improved Sanitation:

Good sanitation is a key pest-prevention measure as well as a critical factor in best food service practices. A master sanitation plan outlining key practices and frequencies, used with a checkpoint list is ideal. Cleaning with an understanding of pest-related factors is important, with special emphasis on potential points of food waste accumulation such as at kitchen perimeters, as well as undisturbed dark and/or warm areas, under fixed equipment, cracks/crevices and hard-to-reach recesses in food preparation areas. These are ideal pest habitats. Proper cleaning at these critical points will prevent problems before they start.

Habitat Modification:

Making the school environment less attractive to pests, indoors and outdoors. For example, maintaining uncluttered classrooms reduces pest harborage opportunities and maintaining healthy turf in playgrounds deters pests such as southern fire ants that prefer to colonize poor, bare, and exposed soil.

Non-Chemical Control:

Using physical and mechanical practices and controls to reduce pests. These include using traps to kill rodents and insects, ensuring correct drainage (to prevent mosquitoes), and mulching of flowerbeds and maintaining lawns to inhibit weeds. Keeping vegetation properly trimmed and away from buildings by establishing “no vegetation” perimeters with gravel or mulch deters rodents from living next to buildings.

Chemical and Biological Pesticides:

1) Pesticides should only be used when necessary against specific pests, not as a non-specific preventive scheduled application.

2) Only the least-toxic effective pesticide products and application methods should be used for non-emergency applications.

3) Awareness of pesticide labels prior to purchasing and using as well as prior approval of pesticide products proposed by contractors will help ensure that they will be used according to the label requirements. If in doubt, get the advice of an appropriate authority such as university cooperative extension or state pest management authorities.

IPM Plan Review (ongoing)

1) Periodically review the IPM Plan to evaluate its effectiveness and determine if there is a need for updates or revisions to meet the school community needs and goals.

2) Undertake annual evaluations of pesticide use in participating schools to monitor trends in pesticide use including incidence of particular pests, and amounts of pesticide used.

**V. PROGRAM AND TASK ORGANIZATION: ROLES AND RESPONSIBILITIES**

*In the section below, include a description of various roles and responsibilities. Add individuals as necessary.*

**SCHOOL IPM PROGRAM COORDINATOR**

*The facility manager, lead custodian, lead technician, maintenance supervisor, or similar person who is involved and interested in IPM often assumes this position. It is not required for school districts to create a new or unique position to perform these duties, unless they wish to do so. Although many responsibilities are listed for this position, they may be designated to other personnel when the need arises, but there should be a point person for pest issues in every school district.*

**Responsibilities**

**A. Attend IPM training and participate in educational events each year.** The IPM Coordinator must be knowledgeable about IPM principles and practices. This includes expertise regarding exclusion practices, monitoring and inspection techniques, and management strategies for common pests. It is advisable that the IPM Coordinator has or obtains a state pest control license and be actively involved in keeping up-to-date on IPM Best Practices recommended by the U.S. Environmental Protection Agency (EPA), Centers for Disease Control and Prevention (CDC), National Environmental Health Agency (NEHA), land grant universities and other agencies, through attending local conferences and webinars, reviewing pertinent resources and by developing contacts with state IPM extension specialists.

**B. Conduct outreach to the school community (public works, custodians, maintenance, construction, grounds, faculty, kitchen staff and parents) about the school IPM plan.**

The IPM Coordinator (or designee) should be able and willing to provide training and act as a resource to these key stakeholders as outlined in Section V below.

**C. Oversee pest prevention efforts.** The IPM Coordinator will work with administration, teachers and staff to reduce clutter and food in the classrooms as well as with maintenance staff to seal and pest-proof entry points such as doors, pipe penetration points, and other locations. Prevention activities will include ongoing review of building perimeters, as well as other potential pest harborage and breeding locations.

**D.** **Ensure the decision-making process for implementing IPM in the district (section VI) is followed.** The IPM Coordinator will assess and improve the pest monitoring/reporting/action protocol on an ongoing basis.

**E. Ensure all notification, posting, and record–keeping requirements in section VII are met when a decision to approve a pesticide application is made.**

**F. Maintain approved pesticides list as per section VIII.**

**G. Respond to inquiries and/or complaints about noncompliance with the plan.** The IPM Coordinator will respond to inquiries and complaints in writing, and these will be documented and kept on record both in hard copy and an electronic format to enable analysis and review as needed.

**H.** **Place and check insect monitoring sticky traps around facility as necessary in addition to reviewing monitoring data provided by contractors.**

**I. Keep records of pest complaints using pest logs located in** *(Add name of location).*

**J.** **Develop protocols and provisions for pest management and prevention during construction and renovation projects.** The IPM Coordinator will be involved in drafting any bids, and will have the authority to halt construction projects if protocols and provisions for pest management and prevention are not being met. This may include design elements that could encourage pest problems (e.g. bird prevention, termite prevention).

**K. Evaluate the IPM plan and track trends in amounts of pesticides used and any updated toxicity risk issues of products.**

**L. When questions arise it is a good idea to coordinate with the State/District/Environmental Office to ensure compliance with state and federal laws.**

**CUSTODIAL / MAINTENANCE STAFF / PUBLIC WORKS STAFF**

**Training/Education**

Custodial – The IPM Coordinator (or a designee) will train custodial staff on sanitation, monitoring, inspection, and reporting, and their responsibilities. This training will be updated at least annually. Training shall also be organized when new staff has been hired.

Maintenance – When appropriate, maintenance staff may be trained at the same time. Key elements of the training will include identifying pest-conducive conditions and mechanical control priorities (such as maintaining effective door sweeps on external doors, and sealing holes around conduits entering the building).

**Responsibilities**

* Attend annual IPM training provided by the IPM Coordinator (or designee).
* Monitor regularly for pest-conducive conditions during daily work. Reduce risk of pest entry through sealing small holes and cracks whenever possible.
* Report pest problems and pest-conducive conditions that cannot be resolved in the short term to the IPM Coordinator.
* Identify and document pest-conducive conditions in classrooms (such as clutter or food disposal issues) to the IPM Coordinator.
* Ensure that the use of **any** unregistered or unapproved pesticides discovered in their regular duties or during inspections is immediately reported to school administration and to the IPM Coordinator. Advise users of such items to stop inappropriate applications. The IPM Coordinator will work with state and local experts to ensure that any such illegal or unapproved pesticides reported by custodial staff are removed and disposed of properly in compliance with applicable law or if possible, returned to the retailer from which they were obtained.
* Ensure that all pesticides are stored in lockable storage areas or secure custodial closets.
* Assist the IPM Coordinator in the resolution of pest management issues identified in annual inspection reports.
* Work with the IPM Coordinator to develop a protocol for sealing holes, installing external door sweeps, and other pest exclusion techniques. For items that cannot be corrected immediately, develop a priority list with the IPM Coordinator with target dates for completion.

**GROUNDS DEPARTMENT**

**Training/Education**

The head of grounds maintenance (or designee) will train grounds staff in IPM as it applies to this area. Each year in advance of the training, the head of grounds maintenance will meet with the IPM Coordinator to review the annual report of pesticide applications and plan training for all grounds staff. The annual training will review the IPM Plan, especially grounds department responsibilities outlined below, and data from the annual report related to pesticide applications by grounds crew. Grounds staff will also be trained in basic monitoring for common pests on grounds.

**Responsibilities**

* Attend annual IPM training provided by the IPM Coordinator (or designee).
* Work with the IPM Coordinator to reduce conditions conducive to weeds, rats, gophers, ground hogs, fire ants, and other outdoor pests.
* Keep vegetation (including tree branches and bushes) at least 18 inches away from building surfaces.
* Use good mulching techniques on landscaped areas to reduce weeds.
* Employ proper fertilization, over-seeding, mowing height, edging, drainage, aeration, and irrigation scheduling in turf areas to strengthen turf and reduce weeds.
* Follow notification, posting, record-keeping and reporting protocols as in Section VII if the decision is made to apply a pesticide.

**KITCHEN STAFF**

**Training/Education**

The IPM Coordinator (or a designee) will train kitchen staff at least once per year on the basic principles of IPM and their responsibilities as outlined below. Ideally, this training should be conducted in conjunction with training on safe food-handling practices and the master sanitation plan.

**Responsibilities**

* Attend annual IPM training provided by the IPM Coordinator (or designee).
* Ensure that floor area under serving counters and movable equipment is cleaned on an appropriate cycle (daily, weekly) and is kept free of food and other debris.
* Inspect floor drains to ensure they are maintained clear and clean of organic matter; arrange for contracted drain cleaning as necessary.
* Avoid long-term storage or use of cardboard boxes for storage.
* Remove recyclable products daily.
* Keep outside doors closed at all times (except during deliveries and emptying trash).
* Keep all food items in sealed containers.
* Report any sightings of pests or pest evidence such as rodents, rodent droppings, cockroaches, flies, or other food-infesting pests to appropriate supervisor or to the IPM Coordinator immediately. The Kitchen supervisor must follow up by email with the IPM Coordinator to document any incident, as well as enter it into a pest management (IPM) logbook.
* Report any conditions favorable to pests that require maintenance (e.g., leaky faucets, dumpsters placed too close to buildings, drains in need of proper cleaning, build-up of grease that requires spray-washing, etc.). These should be entered in the IPM logbook, and communicated to the IPM Coordinator by email.

**FACULTY**

**Training/Education**

The IPM Coordinator (or a designee) will train new faculty and principals during the school year on the basic principles of IPM and their responsibilities as outlined below. During the training, the IPM Coordinator will review the following:

* Identification of conditions that encourage pests such as clutter, food debris, moisture, cracks, holes, etc., and the importance of reporting these in a timely manner.
* The importance of keeping their classrooms and work areas free of clutter.
* The importance of students cleaning up after themselves when food or drink is consumed in the classroom and how this relates to pest issues such as mice, fruit flies, ants and others.
* Basic IPM concepts and their practical application in the classroom.

**Responsibilities**

* Attend annual basic IPM review and update training provided by the IPM Coordinator (or designee).
* Ensure that classrooms and work areas are kept free of clutter so classrooms can be cleaned efficiently.
* Ensure that students clean up after themselves when food or drink is consumed in the classroom.
* Report any pest sightings and/or pest-conducive conditions to the IPM Coordinator, and to appropriate staff (custodial or administrative staff), either in-person/by email/letter, or, in emergency situations, by phone.

**SCHOOL PRINCIPAL**

**Training/Education** (Same training/education as Faculty)

**Responsibilities**

* Schedule time for teachers to receive annual IPM review/update training provided by the IPM Coordinator (or designee).
* Attend annual IPM review/update training for teachers.
* Ensure that teachers keep their rooms tidy and free of clutter in accordance with the IPM Coordinator’s instructions.
* Ensure that all faculty, administrators, staff, students and parents receive the annual notice (provided by the IPM Coordinator) of potential pesticide products that could be used on school property as per Section VII.
* Work with the IPM Coordinator to make sure all notifications of pesticide applications reach all faculty, administrators, staff, students and parents through posting in the front office, email, the district’s website, letter home, or other form of communication.
* Support the IPM Coordinator, pest management professionals, custodial staff, and maintenance staff efforts in implementing IPM and in appropriate communications to teachers and staff regarding any IPM related issues.

**OTHER STAFF**

**Training/Education**

School nurses, administrative staff, the superintendent, and students should also be made aware of the basic principles of IPM. School nurses should be provided with up-to-date information on pertinent public health pests (mosquitoes, bed bugs, lice, ticks, wasps, etc.). Coaches who use athletic fields should be given an overview and updates of basic monitoring and IPM practices for turf as well as other outdoor pests so they understand key pest problems to look out for and when to report them.

**Responsibilities**

All staff must be aware of their responsibility to keep their work areas free of clutter, and to report pests and pest-conducive conditions to the IPM Coordinator and appropriate staff. Students must be encouraged to report any pest sightings to their teachers.

*Modify the following table to reflect the roles and responsibilities of individuals who will implement the School’s IPM Plan. List all individuals who are responsible for making decisions and implementing the Plan and others, as necessary. Remember to update the table after personnel changes.*

**SUMMARY TABLE OF RESPONSIBILITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Responsibilities** | **Name** | **Phone and**  **Email** |
| Superintendent/ Facility Manager/  Environmental Health Committee Chair | Reviews and approves Plan on recommendation of School IPM Coordinator and extension support. |  |  |
| School IPM  Coordinator | Bears overall responsibility for details and implementation of the school IPM plan; trains participants; declares pest emergencies; keeps records; reports to school district governing body. |  |  |
| School Director of Maintenance or Custodians | | List out |  |  |
| School Maintenance and Custodial staff | | List out |  |  |
| Schools Groundskeeper(s) | | List out |  |  |
| Other | | List out |  |  |

*If you have a school/district organization chart, reference it as an appendix here.*

**VI. PLAN IMPLEMENTATION**

**A. Monitoring – Reporting – Action Protocol**

Monitoring is an important requirement and the backbone of the *(Name of school/school district)* IPM Program. IPM monitoring is defined as **regular** and **ongoing** inspection of areas where pest problems may occur. Information gathered from these inspections shall be documented and reported. The documentation shall be maintained by appropriate stakeholders as described below and in other relevant sections of this document.

Pest activity monitoring inspections shall be incorporated into the daily activities of school staff both as a planned practice, and as an awareness event. Staff training on monitoring practices includes what to look for, where to look, locations under risk, and well defined and outlined methods to record and report the information.

**An acceptable pest threshold** is the number of pests that can be tolerated before taking action. The acceptable threshold for some common pests that can thrive indoors such as German cockroach, mice, rats, ants, food infesting pests and stinging insects is **zero**.

There is generally no need for action in response to occasional invaders such as earwigs, crickets, or ground beetles, as these insects do not breed indoors. If such occasional invaders recur regularly then a review of the exterior habitat, additional pest proofing, and/or use of sticky traps may be sufficient to stop the problem.

The IPM Coordinator will determine acceptable thresholds for these and other occasional pests and for wildlife near or on school grounds.

**Monitoring and Reporting – All Staff**

After a basic introductory training by the IPM Coordinator (or designee) on pests and pest-conducive conditions, staff will be expected and encouraged to report pests and/or conditions they may observe during the normal course of their daily work. Any pests or pest-conducive conditions are to be reported to the IPM Coordinator orally, by email, or as written note/memorandum to the IPM Coordinator. These items shall also be documented in pest Logbooks and/or by an appropriate reporting form that can be included in the Logbook.

**Monitoring and Reporting – IPM Coordinator and Custodial / Maintenance Staff**

As part of their work responsibilities and during the normal course of their daily planned work, the IPM Coordinator and custodial/maintenance staff shall monitor:

1. Building perimeters for pest-conducive conditions inside and outside (such as structural deterioration, holes or penetrations through walls that might allow pests to enter, and potential pest harborage/resources such as vegetation close to exterior walls)
2. The level of sanitation inside and out (such as food waste disposal procedures, level of cleanliness, and any conditions that might provide food, water or shelter to pests).
3. The extent of pest damages and the number, types and location of signs that pests are present (such as rodent droppings, cockroach fecal spotting, fly spotting, cockroaches or other insects caught in sticky traps, ant sightings, termite shelter tubes, etc.).
4. Human activities that attract and encourage pests (such as food preparation procedures, concessions procedures, classroom food storage, etc.).
5. Preventive and corrective activities (such as cleaning, sealing cracks and crevices, cleaning procedures, setting out traps, and pesticide treatments), as well as their results in terms of pest reduction.
6. Placement of, and noting pest evidence on, sticky traps. In addition to monitoring for pests and signs of pests, the IPM Coordinator and/or custodial/ maintenance or public works staff (after proper training by IPM Coordinator) will be responsible for setting out and checking sticky traps in the kitchen and any other “pest vulnerable location”, once per month, and replacing these as needed. The IPM Coordinator shall provide guidance in placement methods and locations. All staff will be made aware of these monitoring trap placements, their purpose, and the importance of not damaging them. See Appendix 1 (<http://cals.arizona.edu/apmc/westernschoolIPM.html#pubs>) for more information on monitoring for insects.
7. Snap traps for mice: In addition to monitoring for signs of mice (droppings, gnawing, hair, etc.), the IPM Coordinator and/or custodial or maintenance staff may place snap traps in the kitchen with guidance from the IPM Coordinator. Snap traps must be checked daily by assigned staff until they are no longer needed and are removed.

NOTE: The duty of setting out traps may be assigned to an external contractor. However, arranging and assigning follow-up and checking of such devices should be part of the role of the IPM Coordinator. Custodial/maintenance and/or public works staff should be involved as appropriate in relation to their daily duties.

**Monitoring and Reporting - Grounds Staff**

Grounds staff will monitor for weeds, rodents, venomous pests, and other outdoor pests or pest-conducive conditions during normal daily activities and document any findings and inform the IPM Coordinator if appropriate (for example, if an emergency situation such as a wasp nest was discovered).

**Reporting “Pests of Concern” or pests posing a risk**

A pest posing a risk is one that is a public health risk or a significant nuisance pest. This category includes cockroaches (disease vectors, asthma triggers), rodents such as mice and rats (disease vectors, asthma triggers), venomous pests such as bees, wasps, ants (stings that may cause pain, allergic reactions and/or anaphylactic shock), bats, raccoons, cats, dogs, opossums, and skunks (whose bites may transmit rabies), and bed bugs and lice (which are significant nuisance and public health pests).

**When pests posing risk (or their droppings, nests, etc.) are observed, staff should contact the IPM Coordinator immediately.**

**Recommended Actions**

Structural

Any structural problems noticed by custodial/maintenance staff that can be addressed immediately (such as sealing up holes), should be acted on and reported to the IPM Coordinator. The IPM Coordinator should document these actions using pest logs or a similar reporting system.

If the actions needed cannot be accomplished immediately, the IPM Coordinator will meet with staff to develop a plan of action with an agreed deadline for completion based on the urgency of the risk or nuisance.

The IPM Coordinator will inform the superintendent of actions planned and/or work performed, and monitor the completion of all work. The IPM Coordinator will document actions taken/work performed using pest logs or a similar reporting system.

The IPM Coordinator will keep records of actions performed, including time and money spent to manage pests.

Grounds

Action will be initiated when pests on grounds reach a threshold established by the IPM Coordinator.

Any pest issues that grounds staff observe and that can be resolved immediately or without significant delay, should be corrected and reported to the IPM Coordinator. The IPM Coordinator will document these actions using pest logs or similar reporting system.

If the actions needed cannot be resolved immediately, the IPM Coordinator will meet with staff to develop a plan of action with a proposed deadline for completion based on the urgency of the risk or nuisance.

The IPM Coordinator will inform the superintendent of actions being taken/work performed, and monitor the completion of all work. The IPM Coordinator will document actions taken/work performed, including time and money spent using Pest Logs or similar reporting system.

**B. Inspections (IPM Audits)**

The IPM Coordinator will conduct an annual inspection using the annual IPM inspection form (Appendix 2, <http://cals.arizona.edu/apmc/westernschoolIPM.html#pubs>). The annual inspection will include documentation of:

1. Human behaviors or working conditions that encourage pests (e.g. food preparation procedures that provide food for pests, etc.).
2. Management activities (sealing, cleaning, setting out traps, treating pests, etc.) and their impacts on resolving pest problems.
3. Amounts and types of pesticides applied at various sites, and the annual total, to enable comparison of usage between years. The goal is to reduce pesticide usage through best practices, keeping in mind that the need for pesticides may vary due to various factors (e.g. wasp populations can be linked to factors such as rainfall, abundance of fruit crops, etc.).

**C. Forms**

|  |  |  |  |
| --- | --- | --- | --- |
| **Form or**  **Report Name** | **Purpose** | **Completed**  **By** | **Submitted to** |
| Pest Monitoring  Form | To be used when conducting  routine pest monitoring | Any staff member | IPM Coordinator |
| Pest Sightings and  Pest Favorable Conditions | To report pests or pest favorable conditions | Any staff member | IPM Coordinator |
| Pest Log | To report pests | Any staff member | IPM Coordinator |
| Request to Correct  Pest Favorable Conditions | To inform and seek action to remediate pest favorable conditions | Any staff member | IPM Coordinator |
| Annual Report  (Appendix 2) |  | IPM Coordinator | School District/Governing body |
| Additional forms (list) |  |  |  |

**D. Filing Procedures (Paper Files, Documentation Procedures)**

*Provide a general description of filing procedures that will be used for the above-listed forms. You may use the following text as a guideline. If forms and reports will be filed electronically, please provide a general description of where the electronic files will be kept, how they will be filed (alphabetically/by year), and who will have access to them.*

The IPM Coordinator collects and files hard and/or electronic copies of all of the above forms. When a case is closed (a pest management action is completed or a pest issue is resolved), the report along with the appropriate forms may be filed alphabetically, by facility or site name, or by year in the filing cabinet, which is located at/in *(describe report location in school/school district office).*

**E. Handling Pest Emergencies (see also Section VII B, below)**

**IMPORTANT: When a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps**.

The IPM Coordinator may declare a PEST EMERGENCY, after consultation with school faculty and administration that the presence of a pest(s) poses an **immediate threat** to the health or safety of students, staff, faculty members or members of the public using the campus, or to the structural integrity of campus facilities. Examples include (but are not limited to) venomous insects swarming in areas frequented by children, a potentially rabid animal in an area frequented by children, sightings of rodents running through occupied areas of a school building where there is a risk of bites. The IPM Coordinator will document actions taken in response to a pest emergency using Pest Logs or similar reporting system and will immediately notify appropriate parties, such as the school district administration/governing body, of the evacuation.

**F. Annual IPM Review (Completed by IPM Coordinator)**

In January of each year, the IPM Coordinator will provide an **Annual IPM in Schools Report** (Appendix 2, <http://cals.arizona.edu/apmc/westernschoolIPM.html#pubs>). The report will include a summary of data gathered from pest logs, emails, IPM Coordinator notes, and/or other reporting system, as well as costs for pest management professionals (PMPs) and pesticides (including turf and landscape pesticides). Costs for preventive items such as sealants, fixing screens, door sweeps and other items that would not normally be considered part of pest control would not be documented in the report.

Prevention and management steps that enhanced the IPM program and resulted in benefits will be described. In addition, the report will include a description of approaches that proved to be ineffective and resulted in the necessity of pesticide applications. These items will be incorporated into the annual report of pesticide applications (see section VII).

The report shall also include detailed information on pesticide usage such as any reduction or increase in the amount of pesticides used as well as a review of toxicity of pesticides used, compared to the previous year. This information shall assist the IPM Coordinator and the governing body to determine the outcomes and evaluation of the IPM in School Plan and program.

**VII. PESTICIDE APPLICATIONS: MANDATORY NOTIFICATION, POSTING, RECORD KEEPING, AND REPORTING REQUIREMENTS**

Any pesticide application (this includes weed and insect control products, baits, and all professional and over-the-counter products) on school property must be made by a licensed commercial or public pesticide applicator, sanctioned by the IPM Coordinator in consultation with the (*Name of school district/governing body*). At the beginning of each school year, all faculty, administrators, staff, and parents/guardians will be given a list of authorized/approved pesticide products that might be used. They will also be informed of the procedures for notification and posting of individual applications, including those for pest emergencies. This information will be provided to all the above via the method most likely to reach the intended recipients. See the sample notification form in Appendix 3 available at the following website <http://cals.arizona.edu/apmc/westernschoolIPM.html#pubs>.

**A. Notification and Posting for Non-emergencies**

When prevention and/or management of pests by non-pesticidal measures prove to be ineffective, the use of a low-impact pesticide is permissible. *Documentation of these measures is a pre-requisite to the approval of any application of a low-impact pesticide. This documentation will remain on file with the IPM Coordinator.*

Non-emergency pesticide applications may occur in or around a school when students are not present, unless the IPM Coordinator authorizes an exception with cause.

If the product label of a pesticide product specifies a re-entry time, a pesticide may not be applied to an area of campus where the school expects students, staff, or faculty to be present before expiration of that re-entry time.

If the product label does not specify a re-entry time, a pesticide may still not be applied to an area of a campus where the school expects students, staff, or faculty to be present before expiration of a re-entry time that the IPM Coordinator determines to be appropriate; based on the times at which students, staff, or faculty would normally be expected to be in the area, how ventilated the area is, and whether the area will be cleaned before students are present. Re-entry periods that go beyond label recommendations may be specified by the IPM Coordinator in consultation with (*Name of school district/governing body*), and may be subject to subject to annual review.

The IPM Coordinator (or a designee) will give **written notice** of a proposed pesticide application to the school office and to persons in charge of the specific proposed application area (via the method most likely to reach the intended recipients) at least 24 hours before the application occurs.

The notice must identify the trade name of the product and active ingredient, the type of pesticide product (chemical group and mode of action) and formulation, the EPA registration number of the product, the expected location of the application, the expected date of application and the reason for the application.

The IPM Coordinator (or a designee) shall place warning signs around the pesticide application areas no later than 24 hours before the application occurs, and the signs shall be removed no earlier than 72 hours after the application occurs.

A warning sign must bear the words “Warning: pesticide-treated area”, and give the expected or actual date and time for the application, the reentry time, and provide the name and telephone number of a contact person (the person who is to make the application and/or the IPM Coordinator).

**B. Notification and Posting for Emergencies**

**Important Notes:**

1. *The IPM Coordinator may not declare the existence of a pest emergency without consultation with school faculty and administration.*
2. *If a pesticide is applied at a campus due to a pest emergency, the IPM Coordinator shall review and determine whether any modifications of the IPM plan will enable the prevention or reduction of similar pest emergencies in the future and provide a written report of such to* (*Name of school district/governing body*)*.*
3. *The* (*Name of school district/governing body*) *shall review and take formal action on any recommendations in the report.*

**The declaration of the existence of a pest emergency is the only time a non-low-impact pesticide may be applied, if it is deemed absolutely necessary.**

If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps.

If a pest emergency makes it impractical to provide a pesticide application notice no later than 24 hours before the pesticide application occurs, the IPM Coordinator shall send the notice to the school principal no later than 24 hours after the application occurs.

The IPM Coordinator or designee shall place notification signs around the area as soon as practical but no later than just before the application occurs.

**C. Documenting and Record Keeping of Pesticide Applications**

The IPM Coordinator or designee shall ensure that a copy of the pesticide product information is kept on file at the head custodian’s office at the school where the application occurred, and at the office of the IPM Coordinator for at least four years following the application date. Include the following:

* A copy of the product label
* A copy of the SDS (Safety Data Sheet) – formerly known as MSDS (Material Safety Data Sheet)
* The brand name and signal word of the product
* US EPA registration number of the product
* The approximate amount and concentration of product applied
* The date and location(s) of the application
* The pest that prompted the application
* The type of application
* The effectiveness of the application
* The pesticide applicator’s license or certification numbers and pesticide trainee or certificate numbers of the person applying the pesticide
* The name(s) and contact information of the person(s) applying the pesticide
* The dates on which notices of the application were given
* The dates and times for the placement and removal of warning signs
* Copies of all required notices were given, including the dates the notices were given.

**D. Annual Report of Pesticide Applications**

In January of each year, the IPM Coordinator will provide (*Name of school district/governing body*) an annual report of all pesticide applications made the previous year. The report will contain the following for each application:

1. The brand name, signal word, and US EPA registration number of the product applied
2. The amount and concentration of product applied
3. The location(s) and date(s) of the application
4. A summary of the history of any pest incidents, successful actions, and /or what steps could be taken in future to prevent reoccurrence or to handle this more effectively.

**VIII. APPROVED LIST OF PESTICIDES FOR ROUTINE (NON-EMERGENCY) USE UNDER THIS PLAN**

Note: All pesticides used must meet all applicable EPA requirements and be used in strict accordance with label instructions.

As part of this plan, the IPM Coordinator, in consultation with the (*Name of school district/governing body*) may adopt a list of low-impact pesticides for use with their Integrated Pest Management Plan.

For routine (non-emergency use), only the following pesticides can be used:

1. Pesticides that have the signal word “caution” or no signal word (products that are not required to display a signal word are those that fall into the lowest toxicity category) on the label;
2. Pesticides that do **not** contain an active ingredient classified as a human carcinogen or probable human carcinogen in the United States;
3. Pesticides that do **not** contain an active ingredient classified as a human carcinogen or probable human carcinogen under the United States Environmental Protection Agency 1986 Guidelines for Carcinogen Risk Assessment;
4. Pesticides that do **not** contain an active ingredient classified as carcinogenic to humans or likely to be carcinogenic to humans under the United States Environmental Protection Agency 2003 Draft Final Guidelines for Carcinogen.

Risk Assessment

The EPA Office of Pesticide Programs (OPP) classifies pesticide active ingredients (a.i.) according to their potential to cause cancer in humans as part of the pesticide registration process under the Federal Insecticide Fungicide and Rodenticide Act (FIFRA), and of re-registration as required by the Food Quality Protection Act (FQPA). The classification system used may differ as described above depending on when the pesticide active ingredients were last evaluated.

The National Pesticide Information Center ([http://npic.orst.edu/)](http://npic.orst.edu/)%20) can be contacted at 1.800.858.7378 or [npic@ace.orst.edu](mailto:npic@ace.orst.edu) for assistance in determining a pesticide a.i. cancer classification.

If your community plans to, or currently partners with a pest management service provider, guidance on pesticides can be found in Appendix 4 (Hiring an Outside Contractor) available at <http://cals.arizona.edu/apmc/westernschoolIPM.html#pubs>. While there is an expectation and dependence on a contractor to use appropriate products, it is also a due diligence requirement to have SDS/MSDS documents available, and to review the products that are recommended.

**APPENDICES**

All Appendices are available at the following website <http://cals.arizona.edu/apmc/westernschoolIPM.html#pubs>.

|  |
| --- |
| Appendix 1: Monitoring for Pest Insects |
| Appendix 2: Annual IPM Inspection Review Form |
| Appendix 3: Notification of Pesticide Application Form |
| Appendix 4: Recommendations on Hiring a Pest Management Contractor |

**Appendix 1: Monitoring for Pest Insects**

**Pest Monitoring Protocols -** **When placing sticky monitoring traps:**

* Monitors should be placed in **all** pest vulnerable areas (PVAs)[[1]](#footnote-1) and hot spots2 that are recognized risk locations (for example, in a garbage room or near dishwasher).
* Monitors should be placed against a wall perimeter and/or on a window ledge against the sill or edge of the window. Secluded corners are often good locations for monitors. Monitors should be placed out of view of people and away from activities.
* All monitors must be identified by date of placement and identification code and number that signify location and the number of monitors in the location area e.g. Kitchen monitor 1 of 10 placed September 10th, 2014 could be indicated by K-01/10 (09-10-14).
* Monitor placements should be documented by a list or on a location map to enable ease of retrieval and inspection by staff who did not place them originally. This enables identifying areas of activity so actions can be directed accurately. This is one of the most important part of the IPM process.
* Monitor locations should cover the site well. Too many are better than not enough. Insects are small and a large gap in placements can mean missing early detection.
* Place traps near to persistent/chronic conditions that encourage pests. This can document the effect of the conditions so a maintenance or repair order is strongly justified.
* Monitors should be re-locatable, so you can target the pest if a pest has been reported, but if nothing has been caught at a current location in the area where the pest(s) have been observed, the monitors should be moved to a different location in the area.
* Stickers may be used to locate monitors that are placed underneath shelving or equipment. Sticky dots at eye level give a clear indication where monitors have been placed. Dot stickers can also be printed with date of placement using free software by providers of stickers (e.g. Avery Labels).
* If monitors are placed in a classroom, the teacher should be informed of their purpose and location.
* Monitors should be “read” (inspected) monthly and *replaced* when they have numerous pests, are contaminated with dust/dirt, or *when three months have passed. Monitors may also be replaced earlier as part of checking, if control has been achieved in addressing a specific problem such as cockroaches or ants.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
|  | **PVAs** | **Monitor Placement Area** |  |
|  | 1. Kitchen/Cafeteria | Dry goods storage and pantry, dishwasher area, in vicinity of cafeteria receiving doors, in vicinity of floor drains, and inside lower space of serving counters. |
|  | 2. Staff lounge | Behind vending machines, inside counter spaces, especially sink counter, drawers as appropriate, behind or adjacent to microwave oven, adjacent or behind refrigerator, and next to refrigerator. Next to external doorways. |
|  | 3. Custodian’s office/storage area | Under shelving, near to floor sink, near external door (if present). At wall perimeter. Close to storage areas, especially if cardboard is boxes are present. |
|  | 4. Reported hot zones from pest sighting log. | Under counters, sinks, near windows, next to external doorways. |
|  | 5. Special Education or kindergarten classrooms | Near food preparation/storage areas, near backpack storage, under sink, and refrigerator, and oven if applicable. Next to external doorways. |
|  | 6. Home economics/ Life skills classrooms | Near stove and refrigerator, near washer/dryer, under counters. |
|  | 7. Stage areas | Under stage storage, equipment rooms. |
|  | 8. Locker areas | Under lockers as possible. |
|  | 9. Concession stands | Under counters or equipment. |
|  | 10. Classrooms with animals/plants | Near pet food or plants, adjacent to aquaria or terraria. Under counters, sinks, near windows, next to external doorways. |
|  | 11. Cluttered classrooms | Reduce clutter first, then monitor in storage areas, under sinks. |
|  | 12. Bathrooms (if there is a problem) | Near external doors, near cracks and crevices, near utility pipes without escutcheon plates under sinks. |
|  | 13. Nurses station | Under desk, under sink, near external doors. |
|  | | | |

**General Information:**

Monitors should be placed on the floor at wall perimeters and/or on window ledges. Monitors can be attached to cupboard backs with double-sided sticky tape and can be moved if necessary. If monitors do not show any captures consistently, and pests are still being reported, think about how the pests may be entering and re-locate the monitor to a more suitable location. Don’t forget to use other structural elements as monitors. Window ledges, floor drains, light /lamp coverings, and spider webbing all serve to help you monitor for pests. Monitoring stations should not be stored near volatile pesticides or where there has been a recent spray treatment. A period of at least 24 hours is appropriate if an area was treated before monitors are replaced. Such treatment is exceptional.

There are different types of sticky traps such as flat traps, box traps, matchbox style traps, tent traps, etc. which come in a variety of sizes. There are also special monitor traps with pheromone attractants available specific to a targeted pest – for example, Indian meal moths that are a common food-infesting pest of flour, as well as pet food, chocolates, nuts and cereals. These specialty traps are used when a specific issue with that pest has arisen. Experiment with the different types of sticky traps to see which works most effectively in your own specific sites. If pest managers are having trouble with the traps collapsing, try the matchbox style, which are more robust.

**Appendix 2: Annual IPM inspection Review Form**

Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.** School name, district and location:

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| --- |
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|  |
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**2.** Audit Participants:

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| --- |
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|  |
|  |

**3.** School site details (names, phone numbers and/or e-mails):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Principal |  | | | | |
| Age of school |  | | | | |
| Area of interior and exterior |  | | | | |
| Number of students |  | | | | |
| Director of Operations |  | | | | |
| IPM Coordinator |  | | | | |
| Building Manager |  | | | | |
| Grounds Supervisor |  | | | | |
| Number of custodians |  | | | | |
| Contractual custodians |  | | | | |
| Kitchen manager |  | | | | |
| On-site food preparation | Yes | No | | | |
| School nurse |  | | | | |
| Pest Management company |  | | | | |
| Waste Management company |  | | | | |
| Reported pests |  | | | | |
| Observed pests |  | | | | |
| Use of rodent bait | Correct | | Incorrect | | N/A |
| Use of insect baits | Correct | | Incorrect | | N/A |
| Use of sticky monitoring traps | Yes | | | No | |
| Use of pest-sighting log | Yes | | | No | |
| Annual training for staff and faculty provided | Yes | | | No | |
| Any student IPM education | Yes | | | No | |
| Record keeping | Yes | | | No | |
| Description of sanitation standards |  | | | | |
| Environmental management committee | Yes | | | No | |
| School IPM newsletter | Yes | | | No | |
| Other comments | | | | | |

**Building Exterior**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Location | Condition Good Fair Poor | Sanitation Good Fair Poor | Pests | Follow-up |
| Windows screens |  |  |  |  |  |
| Trees, shrubbery |  |  |  |  |  |
| Exterior lighting |  |  |  |  |  |
| Dumpster(s) |  |  |  |  |  |
| Turf |  |  |  |  |  |
| Conduits |  |  |  |  |  |
| Trash cans |  |  |  |  |  |
| Covered areas |  |  |  |  |  |
| Cold seams |  |  |  |  |  |
| Food areas, tables |  |  |  |  |  |
| Eaves,  walls |  |  |  |  |  |
| Fence lines |  |  |  |  |  |

*Other questions:*

*Gaps between window or screen and frame?*

*Dumpsters located away from building, closed, and relatively clean?*

*Trees overhanging buildings?*

*Shrubs shoulder-width from buildings?*

*Water damage on eaves or walls?*

*Spider webbing?*

*Water pooling?*

**Kitchen: Room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Location | Condition Good Fair Poor | Sanitation Good Fair Poor | Pests | Follow-up |
| Pantry |  |  |  |  |  |
| Under counters & appliances |  |  |  |  |  |
| Trash cans |  |  |  |  |  |
| Stored food bins |  |  |  |  |  |
| Dishwashing area |  |  |  |  |  |
| Floor drains & sinks |  |  |  |  |  |
| Cookware storage area |  |  |  |  |  |
| Garbage disposals |  |  |  |  |  |
| Ceiling tiles |  |  |  |  |  |
| Backdoor & exterior cafeteria |  |  |  |  |  |
| Counter tops |  |  |  |  |  |
| Pantry shelving |  |  |  |  |  |
| Floor |  |  |  |  |  |
| Non-slip mats |  |  |  |  |  |
| Clean cleaning tools |  |  |  |  |  |

*Other questions:*

*Pest activity behind bulletin boards?*

*Pests on window sills?*

*How close is the dumpster to the back door?*

*Efficiency of air-curtains on doors?*

*Intact external door seals?*

*Floor drains have metal baskets?*

*Are floor corner clean?*

*Are floors steam cleaned or power washed periodically?*

*Pest monitoring log available?*

**Kitchen storage specifics**

*Questions:*

*Adequet shelving?*

*Shelving base open and lowest shelf at least 12 inches from the ground?*

*Boxes against walls or in corners?*

*Wooden or cardboard covered pallets being used?*

*Food dated and rotated so oldest orders are constantly consumed first?*

**Custodian’s closet: Room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Location | Condition Good Fair Poor | Sanitation Good Fair Poor | Pests | Follow-up |
| Mops, buckets, & brooms clean? |  |  |  |  |  |
| Cleaning supplies |  |  |  |  |  |
| Sink |  |  |  |  |  |
| Pesticides? |  |  |  |  |  |
| Clutter? |  |  |  |  |  |
| Racks for brooms and mops? |  |  |  |  |  |
| Shelving adequate? |  |  |  |  |  |
| Cardboard boxes used as storage containers? |  |  |  |  |  |

**Classrooms: Name/room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Location | Condition Good Fair Poor | Sanitation Good Fair Poor | Pests | Follow-up |
| Inside cupboards |  |  |  |  |  |
| Under sinks |  |  |  |  |  |
| Under, inside & behind furniture |  |  |  |  |  |
| Overhead lights |  |  |  |  |  |
| Teacher’s cupboards |  |  |  |  |  |
| Drains |  |  |  |  |  |
| Corners |  |  |  |  |  |
| Lost and found |  |  |  |  |  |
| Class pets and supplies |  |  |  |  |  |
| Recycle containers |  |  |  |  |  |
| Air-fresheners and candles |  |  |  |  |  |
| Clutter |  |  |  |  |  |
| Access to chemicals? |  |  |  |  |  |
| OTC Pesticides? |  |  |  |  |  |
| Pest accessible food? |  |  |  |  |  |

**Teacher’s lounge: Room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Location | Condition Good Fair Poor | Sanitation Good Fair Poor | Pests | Follow-up |
| Under furniture & cushions |  |  |  |  |  |
| Sinks |  |  |  |  |  |
| Under & behind vending machines |  |  |  |  |  |
| Overhead lights |  |  |  |  |  |
| Cupboards |  |  |  |  |  |
| Microwave (inside and underneath) |  |  |  |  |  |
| Oven (inside and underneath) |  |  |  |  |  |
| Refrigerator (inside and underneath) |  |  |  |  |  |
| Counters |  |  |  |  |  |
| Pesticides? |  |  |  |  |  |

*Other questions:*

*Pests behind bulletin boards, in furniture, on window sills?*

*Are floor to wall junctures and corners clean?*

*Is a pest monitoring log available?*

*IPM newsletters available?*

*Any water marks on ceiling tiles?*

**Nurse’s office: Room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Location | Condition Good Fair Poor | Sanitation Good Fair Poor | Pests | Follow-up |
| Under furniture & cushions |  |  |  |  |  |
| Examination beds |  |  |  |  |  |
| Medicine cabinet |  |  |  |  |  |
| Overhead lights |  |  |  |  |  |
| Cupboards |  |  |  |  |  |
| Pesticides? |  |  |  |  |  |
| Sinks |  |  |  |  |  |
| Refrigerator |  |  |  |  |  |
| Counters |  |  |  |  |  |
| Floor drains |  |  |  |  |  |

**Hallways, main office: Name/room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Location | Condition Good Fair Poor | Sanitation Good Fair Poor | Pests | Follow-up |
| Corners |  |  |  |  |  |
| Overhead lighting |  |  |  |  |  |
| Under & behind furniture |  |  |  |  |  |
| Exterior doors |  |  |  |  |  |
| General sanitation |  |  |  |  |  |
| Ventilation |  |  |  |  |  |
| Windows |  |  |  |  |  |
| Ceiling tiles |  |  |  |  |  |
| Bulletin boards |  |  |  |  |  |

General observations, quotes, etc.

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**Appendix 3: Pesticide Application Notification Form**PRENOTIFICATION OF PESTICIDE APPLICATION

For further information regarding this notice please contact the IPM Coordinator for (*Name of school/school district*)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following pesticide will be used/has been used at [*insert name of school*]:

Pesticide Common Name Pesticide Trade Name EPA Registration Number

***\*\*\*\*\* Pesticide labels and safety data sheets are on file in the office***

**A pesticide application is scheduled for:**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIM E: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area(s) of the pesticide application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pesticide concentration/strength to be/was used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate /dosage of the pesticide application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for the pesticide application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use restrictions and precautions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Always check Label and Safety Data Sheet for information.

Pesticide application to be/was performed by (Company Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of applicator/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License number of applicator/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reentry time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
T he Office of Pesticide Programs of the United States Environmental Protection Agency has stated: “Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure.”NOTICE OF EMERGENCY PESTICIDE APPLICATION

For further information regarding this notice please contact the IPM Coordinator for (*Name of school/school district*)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following pesticide has been used at [*insert name of school*]:

Pesticide Common Name Pesticide Trade Name EPA Registration Number

***\*\*\*\*\* Pesticide labels and safety data sheets are on file in the office***

**A pesticide application is scheduled for/was performed on:**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIM E: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area(s) of the pesticide application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pesticide concentration/strength to be/was used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate /dosage of the pesticide application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for the pesticide application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use restrictions and precautions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Always check Label and Safety Data Sheet for information.

Pesticide application to be/was performed by (Company Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of applicator/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License number of applicator/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reentry time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

T he Office of Pesticide Programs of the United States Environmental Protection Agency has stated: “Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure.”

**Appendix 4: Hiring an Outside Contractor**

***(ENTER SCHOOL DISTRICT NAME)***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Integrated Pest Management Service Agreement**

This Integrated Pest Management Service Agreement (“Agreement”) is entered effective (*date*) by and between (*Contractor name*) (“Contractor”) and (*School District name*).

The Contractor is to provide consulting and management services to (*School District name*) in accordance with this Agreement and all attached Schedules, in conformance with the Request for Proposal (RFP): Services for Integrated Pest Management, (*date*), which is incorporated into this Agreement by reference herein.

(*School District name*) wishes to retain the Contractor to provide Integrated Pest Management (IPM) services at identified school facilities.

The Contractor’s work is intended to implement and support the school districts’ objective to adopt procedures to incorporate IPM for management of pests on school property:

Structural and landscape pests, as well as pesticides used to control them, can pose significant problems to people, property, and the environment. IPM practices will be adopted to:

* Sustain a safe and healthy school environment for students, staff, and others.
* Protect against any significant threat to public safety.
* Prevent loss and/or damages to school structures or property.
* Reduce the likelihood of pests spreading into areas beyond school sites such as neighboring properties, homes of staff and/or students.

Pursuant to the terms set forth herein, the Contractor wishes to provide such services to (*School District name*) on such terms;

NOW, THEREFORE, the parties agree as follows:

**Scope of Services**

The Contractor shall provide to (*School District name*) the specified services with respect to the specifications set forth on Schedule A: IPM Contract Specifications, Schedule B: IPM Program Specifications, and Schedule C: RFP Proposal Price Form attached hereto (the “Services”).

Should (*School District name*) desire the Contractor to perform additional services, Schedules A, B, and C shall be modified, signed by both parties, and attached to this Agreement. The terms of any signed Schedules A, B and C and any amendments or supplements thereto are hereby incorporated by reference herein in their entirety, and the specific terms of the most recently signed Schedules A, B, and C shall take precedence if such terms differ from the terms of this Agreement. All work done under this Agreement will be done in accordance with applicable state, federal and local laws, rules, regulations and District policies.

**Fees**

(*School District name*) shall pay the fees for the Services as set forth on Schedule C. Fees shall be invoiced on a monthly basis, and shall be due and payable net thirty (30) days from the date of receipt of the invoice. In the case that any required reporting such as monthly reporting or electronic spreadsheets of services are delayed unreasonably and not provided after notice, this may result in a penalty or complete forfeiture of charges. An unreasonable delay would be more than 30 days after the service period (month).

**Contractor Employment Status**

The parties intend that this Agreement create an independent contractor relationship between the Contractor and (*School District name*). (*School District name*) is interested in the realization of excellent results achieved by the Services of the Contractor and that they conform to the requirements specified in this Agreement, namely, through the use of the IPM approach.

Neither the Contractor nor its employees or subcontractors are agents or employees of (*School District name*) for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever, nor have any authority to enter into any contract, assume any obligations or make any warrants or representations on behalf of the other.

(*School District name*) is not responsible for deducting from payments to Contractor any amount for taxes, insurance or other similar items relating to Contractor. Accordingly, Contractor shall be responsible for payment of all taxes arising out of Contractor’s activities in accordance with this Agreement, including by way of illustrations but not limited to federal and state income tax, social security tax (F ICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees as required.

**Startup and Term**

This Agreement shall be effective upon the execution of the Agreement and its performance shall begin on (*date*), and shall continue for a 12 month period ending (*date*). After the initial term of one year, (*School District name*), at its option, may extend this Agreement for two (2) successive one-year periods to (*date*), or (*date*), by notifying the Contractor at least ninety (90) days prior to the then current term. If (*School District name*) extends this Agreement, the same terms, conditions, and method of payment shall apply during the extension period unless otherwise modified and agreed to by both parties.

**Notices**

Notices as provided for in this Agreement shall be delivered or mailed as herein provided.

***Contractor* *SCHOOL NAME***

**IN WITNESS WHEREOF**, the parties have executed this Agreement effective as of the date set forth in the Preamble above.

|  |  |
| --- | --- |
| **CONTRACTOR:** | **SCHOOL DISTRICT:** |
| By:  (*ENTER NAME*), *Job Title*  Date: | By: *Name & Title*  Date: |

**SCHEDULE A: IPM CONTRACT SPECIFICATIONS**

**Scope of Service**

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, management and pest removal components of the pest program. The Contractor shall also provide written site-specific recommendations for structural and procedural modifications to aid in pest prevention on an ongoing basis as they determine from their inspection and monitoring activities in the course of their service work. The primary service provided by the Contractor is the Contractor’s knowledge about pests and their management, not the routine application of pesticides. The Service provided will include periodic inspections of all facilities including an annual overview inspection, pest monitoring on a monthly basis at the minimum, proper identification and management of pests consistent with IPM principles, and recommendations to prevent pest infestations.

This specification is part of a comprehensive Integrated Pest Management (IPM) program for the District listed herein. IPM is a process for achieving long-term, environmentally sound pest management and/or elimination through the use of a variety of non-chemical practices, including structural and procedural modifications that reduce pest access, food, moisture and harborage. Chemical methods are to be applied only on an “as needed” basis. This need is determined by pest population monitoring and previous unsuccessful attempts to solve the pest problem with non-chemical strategies. Control products shall be placed and/or applied where they are inaccessible to children, faculty, and staff.

The Contractor shall adequately manage and /or eliminate the following pests:

* Indoor populations of rodents, insects, arachnids, and other arthropod pests not specifically excluded from the contract.
* Outdoor populations of species that are within the school property and are capable of indoor infestation.
* Nests of stinging insects within the property boundaries of the specified buildings.
* All excluded pest populations that are incidental invaders inside the specific buildings, including winged termite swarmers emerging indoors.

The following pests are excluded from this contract:

* Birds, bats, snakes, and all other vertebrates other than commensal rodents.
* Subterranean termites and other wood-destroying organisms.
* Mosquitoes and other biting flies.
* Turf/landscape and/or greenhouse pests (insects, arachnids, weeds).

Management of pests excluded from the specifications may be requested as an additional service, not included within the scope of this IPM contract.

**District Facilities**

The contract for pest management includes all school district sites and facilities listed in Table 1 and immediate perimeters of buildings. The area of service does not include athletic fields or outdoor turf areas. Service for football stadium shall be limited to the concession area and associated buildings. At certain school district sites, playground areas may be included within the Agreement scope in the event of a pest outbreak that requires immediate attention. Any pesticide application occurring greater than six (6) feet beyond the building perimeter shall include posting as required by state law.

*\*\*\* Following is a table to assist you in determining the necessary pest control services for each school campus and building on the basis of area. Contractor must also determine the specific locations that require attention such as any foodservice area, or other areas that require particular attention due to pest risk factors.*

**Table 1** School Buildings and Campus Areas to be Included

|  |  |  |  |
| --- | --- | --- | --- |
|  | *SCHOOL* | *LOCATION* | *Square Feet (s.f.)* |
| 1  2  3  4  5  6  7  8  10  11  12  13  14  15  16  17  18 | TOTAL |  | TOTAL SQUARE FEET |

**Term of Contract and Compensation**

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to complete this contract for an initial one-year period and all pricing must remain firm for the duration of the initial contract period. The contract shall include all overhead costs such as truck fees, equipment fees, office fees, and mileage, in addition to all monitoring supplies, pesticides, and baits. The Contractor will furnish the District IPM Coordinator with pesticide application use records, as well as details of service, conditions, recommendations and time spent after each site visit. These should be provided separately from invoicing, pesticide labels and SDS sheets, and 48 hour indoor posting documentation. Appropriate justification forms for yellow and red category treatments must be provided as well.

The District shall have the sole option to extend the contract for two (2) additional one (1) year periods subject to acceptable performance and available funds. The Contractor shall provide monthly billing statements to the District with all labor, materials, and pesticide costs itemized for each school district site. Any extra costs for add-on services must be itemized in a like manner. If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, the District shall have the right to terminate this contract and the Contractor is not entitled to recover any costs after termination.

**Price Adjustments**

Additional school district sites and facilities may be added or deleted at any time throughout the life of the Agreement. The Contractor may agree to provide service to any additional sites and facilities subject to all conditions identified herein and subject to the Contractor average price per square foot as submitted in the Request for Proposal Price Sheet. The contract price schedule shall be adjusted to reflect changes in the number and square footage of sites and facilities serviced as service levels vary.

**Additional Services**

From time to time the Contractor may be asked to perform extra services not specified within this scope of work. This work will be reimbursed by the District under a separate purchase order. The Contractor may agree to submit a quote for extra services and be prepared to begin the necessary work within one (1) working day of receipt of the request. This type of work may also be competitively bid at the District’s discretion or if the Contractor does not have capacity or does not do such work on a regular basis (such as wildlife management services). This shall not impact the established agreement.

**Emergency Service**

Special or emergency service shall be requested by the IPM Coordinator in exceptional circumstances. The Contractor shall be prepared to respond to such a non-scheduled request within four (4) working hours (Monday-Friday) of receipt of the request.

**Termination for Default**

Throughout the term of this Agreement, the District may conduct tests such as pesticide residue analysis and/or inspections of the sites and facilities covered to determine the effectiveness of the IPM program and Contractor compliance with the Agreement. The IPM Coordinator will document in writing the results of the inspection and provide the Contractor a copy. The Contractor shall promptly initiate actions to correct any deficiencies found. If deficiencies are not being satisfactorily corrected, the District may, by written notice to the Contractor, terminate this contract. In such event, the District may take over the work and bring it to completion, by contract or otherwise, and the Contractor and his/her sureties shall be liable to the District for any additional costs incurred.

In the event either party is prevented from performing its obligations hereunder due to governmental or administrative prohibitions, acts of God, acts of public enemy, riot, accidents, breakdown of equipment, weather conditions, delivery interruptions, or other causes beyond such party’s control, the party so prevented shall, upon notice to the other party, be thereafter released from its obligations so long as such causes continue.

**Termination for Convenience**

The performance of work under this Agreement may be terminated by the District in accordance with this clause in whole, or from time to time in part, whenever the District shall determine that such termination is in the best interest of the District. Written notice shall be given at least (30) days in advance. The District will pay for all labor and material in accordance with Bid Price up to the date of the termination. However, the Contractor shall not be reimbursed for termination expenses or for any anticipatory profits which have not been earned up to the date of the termination. Such termination may be due to unanticipated causes or due to budgetary constraints. This is not expected, but the District reserves the right to exercise termination under this clause as outlined and will provide reasonable explanation.

**Insurance Requirements**

The Contractor shall purchase and maintain insurance coverage as set forth by the pesticide application enforcement agency in your state. This insurance must protect the district from claims which may arise out of or result from the Contractor’s operations under the Agreement, whether such operations be by it or by any subcontractor, lower tier contractor or by anyone directly or indirectly employed. A Certificate of insurance is required to be submitted to the District verifying that the Contractor maintains Comprehensive General Liability, Comprehensive Automobile Liability, and Worker’s Compensation, in the minimum amount required by state law, ten (10) days after award of bid or prior to commencement of work, whichever occurs first. This requested certificate of insurance shall have the District named as an additional insured party for general liability, automobile, and workers’ compensation.

**Indemnification**

The Contractor shall reimburse, indemnify and hold harmless the District for all loss resulting from the negligence of the Contractor in the performance of this Agreement, and for all loss to the District resulting from the non-performance thereof, except those losses otherwise specifically excluded by the District.

**Environment and Safety Issues**

The Contractor shall observe all safety precautions throughout the performance of this Agreement. All work shall be in strict accordance with all applicable federal, state, local health and safety requirements and district policy. Where there is a conflict between applicable regulations, the most stringent will apply. The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work. The Contractor shall be responsible for any citation(s) received for non-compliance with regulations/standards relating to any failure of performance and/or non-performance of Contractor employees. Lack of knowledge of the Contractor shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effects thereof.

**Non-Discrimination in Employment**

The District actively subscribes to a policy of equal employment opportunity and will not discriminate against any employee or applicant because of race, sex, age, color, physical or mental handicap, marital status, religion, national origin or political affiliation. The Contractor shall not discriminate in any manner against any employee or applicant for employment because of race, sex, age, color, physical or mental handicap, marital status, religion, national origin or political affiliation.

**Tobacco Free and Alcohol/Drug Free Environment**

The District maintains a tobacco, alcohol and drug free environment. The sale or use of tobacco, alcohol or drugs, in any form, or related product, is prohibited in school buildings and on school property at all times. Persons found violating this policy will be requested to remove the product and themselves from school premises. Drugs in this context means any illicit recreational drugs including the use and/or sale of non-prescription or prescription drugs for this purpose.

|  |  |
| --- | --- |
| **CONTRACTOR:** | **(*ENTER DISTRICT NAME*) SCHOOL DISTRICT** |
| By:  (*ENTER NAME*), President  Date: | By: *Name & Title*  Date: |

**SCHEDULE B: IPM PROGRAM SPECIFICATIONS**

**General Information**

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, management and pest removal components of the Integrated Pest Management (IPM) program. The Contractor shall also provide written site-specific recommendations for structural and procedural modifications to aid in pest prevention. The primary service provided by the Contractor is their knowledge about pests and pest management, not the application of pesticides. The service provided will include detailed annual inspections of all facilities, pest monitoring on a monthly basis at minimum, proper identification and management of pests consistent with IPM principles, including recommendations to prevent future infestations.



This specification is part of a comprehensive Integrated Pest Management (IPM) program for the District listed herein. IPM is a process for achieving long-term, environmentally sound pest management/elimination through the use of a variety of management practices, including structural and procedural modifications that reduce pest access, food, moisture and harborage that supports infestations. Chemical methods are applied only on an “as-needed” basis. The necessity for use of pesticides is determined by pest population monitoring and previous unsuccessful attempts to solve the pest problem with non-chemical strategies. Control products shall be placed where they are inaccessible to children, faculty, and staff.

The Contractor shall ensure that staff assigned to this project are properly trained and are competent in the application of IPM techniques and that the most current IPM procedures are followed.

This Agreement for an Integrated Pest Management Program Contract includes all school district sites and facilities and immediate perimeters of buildings listed in Table 1. The area of service does not include athletic fields or outdoor turf areas. Service for football stadium shall be limited to the concession area and associated buildings. At certain school district sites, playground areas may be included within the Agreement scope in the event of a pest outbreak that requires immediate attention. Any pesticide application occurring within a six (6) feet area around the building perimeter shall include a 48 -hour posting as required by state law.

**District Contact Person**

The District contact for all pest management communications and decisions will be the Integrated Pest Management (IPM) Coordinator. Individual buildings may have an assigned liaison; if that is the case the IPM Coordinator will provide the Contractor with a listing of these personnel and their assigned locations.

**Pest Management Plans**

The Contractor shall prepare a Pest Management Plan for the District, with individual site plans for each school district facility. The plan shall be submitted within two (2) weeks of contract award and inspections of all facilities shall be completed within thirty (30) days. The Contractor shall make annual inspections of each school district site and facility to evaluate the pest management program and update the facility inspection form. The Contractor shall update the Pest Management Plan on an annual basis, or as necessitated by major school renovations, and confer with the IPM Coordinator to review the program. The plan shall be submitted to and approved by the IPM Coordinator, and at a minimum, include the areas covered below.

Structural or operational changes : Using a building floor plan as a permanent record, is one way the Contractor shall describe site specific solutions for eliminating pest access, food, water, and harborage. IPM inspection checklists may also be used to ensure that the School District is following IPM specifications recommended by the Contractor.

Monitoring: The Contractor shall describe the products and procedures used for identification of the presence of pests, access points and harborage locations (i.e., monitoring for cockroaches on a monthly schedule using roach sticky traps). Types of monitors and number required shall be discussed at the start of the program, and on an ongoing basis as needed. Monitors shall be in a good functioning condition at all times. Any changes in the monitoring program at a particular school district building site shall be communicated to the IPM Coordinator on the inspection form. In some states e.g., Texas, this is a mandatory requirement that the Contractor must follow.

Materials and Equipment: The Contractor shall provide current labels and SDSs for all pesticide products to be used. In addition, brand names shall be provided for all application equipment, rodent bait boxes, monitoring and trapping devices, and any other control equipment that may be used to provide service.

Service Schedule: The Contractor shall provide a schedule of services that includes the frequency of Contractor visits, with a minimum monthly frequency and 48-hour postings. The schedule must minimize the disruption of building activities and be pre-approved by the building IPM liaison. The Contractor must check in with the building liaison to register the date, purpose of visit, activities performed, and duration of visit. When it is necessary to perform work outside of the regularly scheduled service time, the Contractor shall notify the IPM building liaison at least two (2) days in advance. Emergency services are exceptional and involve a call to Contractor, with a minimum timeframe response and making immediate arrangements for action.

Commercial pesticide applicator certificates or licenses: The Contractor shall provide copies of the company pest control license and dated pesticide applicator certificates for every employee who will be performing on-site services under this contract. Certificates of new employees must be provided before any new employee is to commence work in the district.

**Records and Documentation**

A pest control logbook for each school district site and facility specified in this Agreement will be available for use by Contractor and site staff. These records shall be kept onsite in the Principal or Kitchen Manager’s office and maintained on each visit by the Contractor. The logbook shall contain the following:

1. Pest Management Plan: A copy of the District Pest Management Plan and specific site work plan, including all labels, SDSs, pesticide applicator certificates for Contractor personnel and the service schedule.

2. Forms: Documentation of findings and pest control activities to include the following:

* Pest Sighting Forms: The building IPM liaison will maintain pest sighting forms. All occupants will report pest sightings to this individual for documentation which will include date, time, location and tentatively identified pest species. This information will be made available to the Contractor during scheduled inspections. It is the Contractors responsibility to verify pest species prior to recommending any treatment procedures.
* Site Visit Log: The Contractor will log the date, purpose of visit, action ta ken, follow-up required and duration of visit for each site visit. Special notes regarding emergencies or special services must be recorded.
* Inspection Form: Inspection activities will be documented on standard inspection forms and maintained in the logbook.
* Monitoring Log Sheet: All observations from pest monitoring activities will be recorded on the monitoring log sheet.
* Intent to Apply Pesticide: Documentation will include type of material to be used, building, location, and time of treatment, at least 48 hours prior to pesticide application. In certain emergency situations, the IPM Coordinator may deem necessary to shorten or waive the notification period. Any treatment performed by the Contractor shall be justified by reported sightings as listed on the Inspection Form or Pest Sighting Forms. Pest species verification must be completed prior to recommending any treatment procedures.
* Pesticide Use Log Sheet: Documentation will include pesticide and coverage information. Floor plan of the area serviced for each chemical control application may be included if necessary.

3. Monthly Service Reports: The Contractor shall provide monthly service reports within fifteen (15) days following the end of each month. The service reports shall include, but not be limited to, the following:

* Time log (hours and minutes) for routine services
* Location, time log, and work description of special, emergency, and additional services
* Identification and listing of type and quantity of pesticides and baits used in tamper proof stations, and of gel baits used in cracks and crevices.
* Written recommendations structural and procedural modifications for District facilities
* Include service ticket details of Structural Pest Control Service

**Service Requirements**

Professional Consulting Services: The services/consultation of a qualified Entomologist or Biologist may be requested by the school system, if the Contractor has subject area experts available for the district to consult with, they may be appended with the contract and costs (if any) indicated therein.

Training and Updates: The Contractor may be asked to conduct annual or semi-annual educational seminars for school system staff on IPM practices in order to promote understanding and assistance with the IPM program. The Contractor may be asked to attend IPM Coordinator training as part of Contractor orientation defining roles and responsibilities under the Agreement. Updates will depend on status and need. Training abilities and/or limitations may be appended to this Agreement.

Safety and Health: The Contractor shall observe all safety precautions throughout the performance of this Agreement. All work shall be in strict accordance with all applicable federal, state, and local health and safety requirements. Where there is a conflict between applicable regulations, the most stringent will apply. The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

Special Entrance: Certain areas within some buildings may require special entrance instructions and/or permissions. Any restrictions associated with these special areas will be explained by the District IPM Coordinator. The Contractor shall adhere to these restrictions and incorporate them into the Integrated Pest Management Plan.

Uniforms and Protective Clothing: All Contractor personnel working in or around buildings specified in this Agreement shall wear distinctive uniform clothing. All Contractor personnel must possess proper photo identification and proof of credentials while at school sites and facilities. The Contractor shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to U.S. Occupational Safety and Health Administration (OSHA) standards for the products used.

Vehicles: Vehicles used by the Contractor shall be identified in accordance with state and local regulations.

**Use of Chemical Control Methods**

The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the United States Environmental Protection Agency and the state in which the application is being made.

The Contractor shall adhere to the following rules for chemical control products:

The Contractor shall not apply any pesticide product that is not included in the Integrated Pest Management Plan or has not been pre-approved by the IPM Coordinator by exception. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer’s label instructions and all applicable federal, state, and local laws and regulations.

Pesticide application shall be **according to need** and not by schedule. Such chemical control methods shall not be applied unless visual inspections or monitoring devices indicate the presence of pests in excess of the threshold levels in a specific area, and non-chemical control methods have proved unsatisfactory. Preventive chemical control treatments in areas may be considered where there is a high risk potential for dangerous pests e.g., pathogen vectoring mosquitoes, and will be evaluated on a case-by-case basis with the IPM Coordinator.

When the application of chemical pest control products is necessary, the Contractor shall employ the least hazardous materials using the most precise application techniques (e.g. crack and crevice application), and the minimum quantity of pesticide necessary to achieve control. The Contractor shall provide the IPM Coordinator a minimum 48-hour posting notice prior to the application of a pesticide at any school facility, unless otherwise determined by the IPM Coordinator based on the District’s IPM policy. For outdoor pesticide applications the Contractor will work with the IPM Coordinator to notify the appropriate school personnel to ensure students will not be present during the application of herbicides and insecticides outdoors.

As a general rule, the Contractor shall apply all insecticides as “crack and crevice and/or bait station” treatments only, defined in this Agreement as treatments in which the formulated insecticide is not visible to a bystander during or after the application process. Application of insecticides to exposed surfaces, or as space sprays, or in air as mist (fogging) shall be restricted to exceptional circumstances where no alternative measures are practical. The Contractor shall obtain approval from the IPM Coordinator prior to any such application. The Contractor shall take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application. No pesticide is to be applied in any room or area while in use or occupied by faculty, staff, or students, with the exception of pre-approved containerized baits placed discreetly in cracks and crevices out of reach of children. The Contractor will follow all requirements on product labels including re-entry time periods.

Insecticide bait formulations shall be the standard pesticide technology for cockroach and ant control, with alternate formulations restricted to unique situations where baits are not practical.

The Contractor shall not store any pesticide product in any buildings other than specified storage areas in non-school site buildings.

Non-pesticide controls may include the use of a vacuum cleaner for initial pest suppression and/or use of steam cleaner (e.g., for treatment of potential bed bug refugia) and the use of indoor trapping devices. Bait formulations shall be used where appropriate. Sticky traps will be used to monitor indoor insect populations and be used to evaluate the effectiveness of efforts wherever necessary. Traps must be concealed and not readily accessible to students.

**Rodent Control**

Rodent control inside occupied facilities shall be accomplished with enclosed trapping devices only. All such devices shall be concealed and in protected areas so as not to be disturbed by school operations. When trapping devices are deployed they shall be checked every 24 hours by school staff. The IPM Coordinator, designated staff member and/or Contractor are responsible for disposing of all trapped rodents or rodent carcasses in an appropriate manner. Other treatment techniques, other than trapping, require the submittal to the IPM Coordinator for review and approval.

Rodenticides may be used only in exceptional circumstances when deemed essential for adequate rodent control. The Contractor shall obtain approval from the IPM Coordinator prior to making any plans to administer a rodenticide treatment. All rodenticides, regardless of packaging, shall be in EPA-approved tamper-resistant bait boxes. As a general rule, rodenticide application outside the building shall first focus on the direct treatment of discovered rodent burrows (rats) wherever feasible and on any harborage locations (mice), for example in leaf litter, or under outside storage such as bins or skids.

Outdoor bait boxes shall be placed out of general view where they will not be disturbed by school operations. The lids of the boxes shall be securely locked or fastened shut. All bait boxes shall be attached or anchored to the ground, building wall, or other immovable surface so that the box cannot be disturbed. Detex Blox or similar rodent monitoring baits are recommended and rodent activity should be confirmed before rodenticide bait is used in place of the monitoring bait. Bait shall always be secured in the feeding chamber of the box and never placed in the runway or entryways of the box. All bait boxes shall be labeled on the inside with the Contractor’s business name and address. The outside of the box shall be dated at the time of installation and after each service. Inspections of bait boxes shall occur at least monthly during the year. Such inspections are waived when snowfall makes this impractical, but stations are maintained year round when deemed necessary. Station placement is typically at high risk points of entry such as at garbage rooms or shipping/receiving areas.

**Structural Modifications and Recommendations**

The Contractor is responsible for advising the IPM Coordinator, in writing, about any structural, sanitary, or procedural modifications that will reduce pest access, food, water and harborage. The Contractor shall not be responsible for carrying out structural modifications as part of the pest control efforts, unless requested by the IPM Coordinator to help reduce a pest infestation. The Contractor shall be responsible for adequately controlling all pests included in this Agreement until such time as the appropriate preventive measures are enacted. The District is committed to completing the necessary preventive measures in a reasonable and timely fashion.

**Waste Disposal**

The Contractor is responsible for all waste generated by their work on school grounds. Non-hazardous solid waste products shall be removed from the work -site and placed in dumpsters located on school property. All non-hazardous liquid waste must be removed from school property by the Contractor. All hazardous waste materials generated by the Contractor during servicing shall be removed from the school property and disposed of in accordance with all applicable federal, state and county Laws and Regulations. For the purpose of this contract, any waste chemical suppressant will be considered the property of the Contractor. Under no circumstance is any hazardous material to be disposed of at any location in the school system. It shall be the responsibility of the Contractor to ensure the hazardous waste materials are properly packaged, labeled and transported in accordance with all applicable federal, state and county Laws and Regulations. Costs of disposal are to be borne by the Contractor.

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| **CONTRACTOR:** | **(*SCHOOL NAME*) *SCHOOL DISTRICT*** |
| By:  (*ENTER NAME*), President  Date: | By: *Name & Title*  Date: |

**SCHEDULE C: IPM RFP PROPOSAL PRICE FORM**

**(Contractor attach price break sheet)**

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| --- | --- |
| **CONTRACTOR:** | **(*SCHOOL NAME*) *SCHOOL DISTRICT*** |
| By:  (*ENTER NAME*), President  Date: | By: *Name & Title*  Date: \_\_\_\_\_\_\_\_\_\_\_ |

1. Pest Vulnerable Areas (PVA) are locations that can easily support pests due to conditions or even short term deficiencies such as inadequate sanitation encouraging fruit flies or roaches.  
    2A hot spot is a location known to have had problems that can easily recur. [↑](#footnote-ref-1)