

STRUCTURAL PEST CONTROL BOARD

QUICK REFERENCE FOR IPM IN SCHOOLS: RECORD KEEPING

SPCB DOC. CREATED 09/01/02

Who must maintain records?

Item / Action	Commercial Certified Applicator	Non-commercial Certified Applicator	IPM Coordinator	Business Licensee	School District Superintendent	School District
Treatment performed by a Commercial CA, Tech. and/or apprentice				Yes Sec.595.4		
Treatment performed by a Non-commercial CA, Tech. and/or apprentice		Yes Sec.595.4				
Treatment record for “Incidental Use” performed by a school employee			Yes Sec.595.17(d)			
Justification for emergency or “Incidental Use” treatment			Yes Sec.595.17(d)			
Who must provide written approval/justification of the use of a Yellow List product	Yes Sec. 595.11(f)(2) (if district contracts with a commercial certified applicator) OR	Yes Sec. 595.11(f)(2) (if an employee of the district is licensed as a non-commercial certified applicator)				
Who must maintain the written approval and justification for the use of Yellow and/or Red List products			Yes Sec. 595.11(i)			
Who provides “Incidental Use for Schools Fact Sheet” and pesticide instruction and training to non-applicator school personnel			Yes Sec.595.17(b)			
Records for above item and all annual training			Yes Sec.595.17(b)			
Must maintain current labels & MSDS Sheets			Yes Sec.595.11(e)(4)			
Must maintain a prioritized list of structural and landscape improvements			Yes Sec.595.11(e)(2)			
Must maintain a copy of the District’s approved IPM Policy			Yes Sec.595.11(d)		Yes Sec.595.11(d)	
Must maintain records of any pesticide related complaints			Yes Sec. 595.11(e)(6)			

(This chart serves as a quick reference and is not intended as a substitute for or change in the SPCB Law and Regulations)

STRUCTURAL PEST CONTROL BOARD

QUICK REFERENCE FOR IPM IN SCHOOLS: NON-RECORD KEEPING RESPONSIBILITIES

SPCB DOC. CREATED 09/01/02

Who is responsible to “ensure” compliance and provide authorization?

Item / Action	Commercial Certified Applicator	Non-commercial Certified Applicator	IPM Coordinator	Business Licensee	School District Superintendent	School District
Ensure IPM Coordinator’s compliance with SPCB reg.’s and school district policy						Yes Sec.595.11(e)
Ensures that pest control proposal specifications are compatible with IPM principles			Yes Sec.595.11(e)(3)			
Ensures pest control contractors work under guidelines of District IPM Policy			Yes Sec.595.11(e)(3)			
Is responsible to oversee day to day pest management needs of the district (either / or)	Yes Sec. 595.11(f)(1) (if district contracts with a commercial certified applicator) OR	Yes Sec. 595.11(f)(1) (if an employee of the district is licensed as a non-commercial certified applicator)				
Provide written approval/justification of use of Yellow List products (either / or)	Yes Sec. 595.11(f)(2) (if district contracts with a commercial certified applicator) OR	Yes Sec. 595.11(f)(2) (if an employee of the district is licensed as a non-commercial certified applicator)				
Authorizing and/or reviewing least hazardous, effective emergency treatments			Yes Sec. 595.11(e)(5)			
Approval of authorization and/or review of least hazardous, effective emergency treatments (either / or)	Yes Sec. 595.11(e)(5) (if the district contracts with a commercial certified applicator) OR	Yes Sec. 595.11(e)(5) (if an employee of the district is licensed as a non-commercial certified applicator)				

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