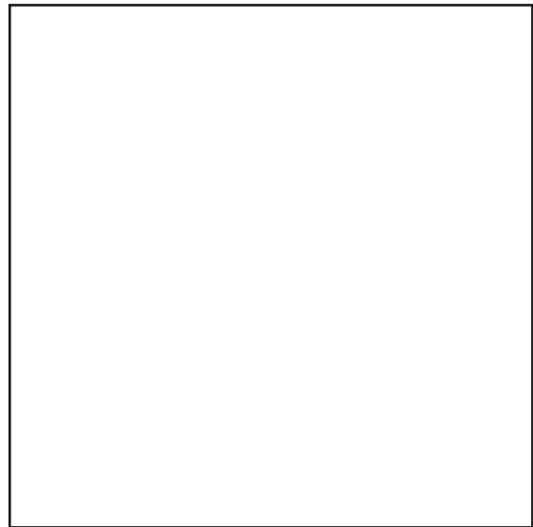
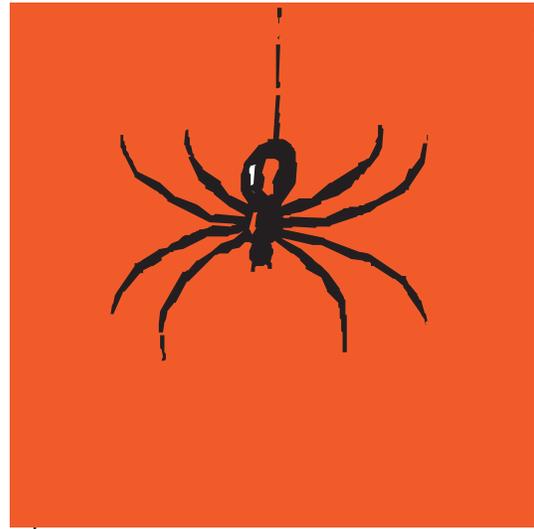


IPM for Pennsylvania Schools

A HOW-TO MANUAL



IPM for Pennsylvania Schools

A HOW-TO MANUAL

Produced by the Pennsylvania Integrated Pest Management Program



Pennsylvania Department of Agriculture



PENNSTATE



College of
Agricultural Sciences
Cooperative Extension

The PA IPM Program
is a collaboration between the
Pennsylvania Department of Agriculture and
The Pennsylvania State University
aimed at promoting
Integrated Pest Management
in both agricultural and nonagricultural settings.

As part of the PA IPM Program,
the Pennsylvania Department of Agriculture,
the Pennsylvania Department of Education,
the Pennsylvania Department of Health, and
The Pennsylvania State University
Colleges of Agricultural Sciences and Education
signed a memorandum of understanding to promote
IPM implementation in schools.
PA IPM drew on this partnership to develop
this manual.

**DEPARTMENT OF
HEALTH**
...in pursuit of good health



Pennsylvania Department of Education

Introduction to the 2007 Edition

In the six years since this manual was first published, legislation has been enacted requiring each Pennsylvania school district, intermediate unit, and area vocational-technical school to develop an integrated pest management (IPM) plan (Act 35 of 2002) and to notify parents and guardians 72 hours prior to any pesticide applications and post warning signs 72 hours prior to and 48 hours after any pesticide applications in school buildings or on school grounds (Act 36 of 2002).

In addition, the Pennsylvania Department of Health recommends that IPM be a part of indoor air quality (IAQ) guidelines for Pennsylvania schools. EPA studies of human exposure to air pollutants indicate that indoor levels of pollutants may be two to five times higher than outdoor levels. Children, especially, may be susceptible to air pollution since they breathe a greater volume of air relative to their body weight than adults. One specific contaminant addressed by the EPA's report *Indoor Air Quality Tools for Schools* are pesticides. Chronic exposure to some pesticides can result in damage to the liver, kidneys, and nervous system.

The following are some of the important changes to this edition:

- A new section on “Who Does What?” that explains what the legislation requires of the school and others.
- The addition of “How to Develop an IPM Policy and Plan for Your School District” on page 13 shows the parts of an acceptable plan with an outline to adapt it for your school.
- The Pennsylvania School Boards Association policy has been replaced with an updated version reflecting the effects of the school IPM legislation.
- A sample notification letter for parents and guardians has been added, as well as a sample pest control information sheet used to inform staff and parents and guardians about pesticide applications.
- The “Intent to Apply Pesticides” page has been replaced with a “Notice of Pesticide Application” sign that is 8½ inches by 11 inches as required by the legislation.
- The “Contract Guide Specifications,” pages 17–21, have been somewhat simplified.

- A “Frequently Asked Questions” section has been added on page 121 that answers many of the questions PA IPM has received about proper application of IPM procedures and interpretations of state pesticide laws.
- A description of the Worker Protection Standard is now included in the “Supplemental Materials” section on page 138.
- There is now a universal poison control number used nationwide: 1-800-222-1222.
- Copies of the acts are included in this edition on pages 134–37.
- Additional resources have been listed and Web site addresses have been updated.

In 2005, the Pennsylvania IPM Program (PA IPM) sent surveys to all 501 school districts in the state inquiring about the status of IPM implementation in schools. Of the 231 responses, 96 percent claim to use IPM to control pests and have an IPM coordinator in place. Another 92 percent responded that they have an IPM policy, and 97 percent of respondents maintain records on pest management activities. In addition, 94 percent of school districts surveyed used this manual to help develop their IPM plans. Of the school districts that contract with a private pest control company, about 90 percent of them ensured that IPM is part of the contract. Additionally, the survey indicated that ants, bees/wasps, and mice were the major indoor pests that occur in schools. The most common outdoor pests included ants and weeds in landscapes and sidewalks.

We hope this manual will encourage all schools in Pennsylvania to develop their own IPM programs and train their personnel to become familiar with IPM practices. Some personnel may wish to be trained as certified pesticide applicators. This recent edition reflects the changes in Pennsylvania legislation, and it is hoped the manual will enable schools to enhance their IPM programs. Remember, IPM is not another thing to do, but another way to do things. IPM in itself is not a goal to be reached, but a way to achieve a goal—safer, more effective pest management.

Recommendations given in this manual are current as of April 2007. For further information concerning IPM, visit the PA IPM Web site at www.paipm.org.

Acknowledgments

Many individuals and organizations have been involved with the development and production of this manual. We thank the following reviewers, who provided invaluable suggestions and corrections for the text:

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The Pennsylvania Association of School Business Officials

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The Pennsylvania Pest Management Association

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Jack Getkin, Herrmann Associates, Pittsburgh, Pa.; Retired Registered School Business Official

Dr. Glenn Holbrook, Entomologist

Ed Van Istendal, Technical Director, B. & D. A. Weisburger, Inc.

We also wish to acknowledge information provided by the University of Florida School IPM Web site (Thomas R. Fasulo, Webmaster, University of Florida), United States Environmental Protection Agency, and other personnel in the Pennsylvania Department of Agriculture, the Pennsylvania Department of Education, the Pennsylvania Department of Health, and The Pennsylvania State University.

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Getting Started with School IPM

Since April 2002, Pennsylvania has enacted legislation mandating the adoption of an Integrated Pest Management (IPM) plan for each school district, intermediate unit, and area vocational-technical school in the state, and a 72-hour notification and posting period prior to pesticide use in schools or on school grounds.

IPM is a decision-making process that emphasizes practices which quite often lead to a decrease in the amount of pesticide used. It manages pests through sanitation, exclusion, and nonchemical devices rather than depending exclusively on pesticides. IPM uses information about pests' life cycles to manage them with the least impact on people and the environment.

Pests are any living organisms that negatively affect humans or their property. Pests include weeds and plant diseases, as well as insects that feed on plants or stored products, transmit pathogens, or are nuisances. Other animals, such as snails, ticks, mites, mice, rats, groundhogs, pigeons, and deer, can become pests in certain situations.

IPM Begins with Prevention

An essential element of IPM is to identify the root cause of pest problems at a particular site. Understanding what pests need in order to survive is the key. Pests live in areas that provide basic needs such as food, water, and shelter, so they often can be managed by removing one or more of these necessities, such as food and water sources, or by closing off entry points into buildings.

Proper design of new construction and prompt repairs and building maintenance are essential.

Another essential element of IPM is monitoring on an ongoing basis to determine pest severity.

The judicious use of pesticides is a part of an IPM program when monitoring indicates they are needed and necessary.

A fourth essential element of IPM is the involvement of the entire school community. In addition, some staff should be trained in IPM implementation procedures.

Whether an IPM program raises or lowers costs depends on housekeeping, maintenance, and pest management policies. The costs of setting up an IPM program also can depend on whether pest management services are contracted out or provided by in-house staff. **Pennsylvania**

law allows pesticide applications in schools only by certified applicators, registered technicians, or by non-certified applicators or non-registered technicians under the direct supervision of a certified applicator. Notification must be given to all staff and parents or guardians of students who request it 72 hours prior to pesticide use. Warning signs must also be posted in the vicinity 72 hours prior to and for 48 hours after the application. The law also mandates a 7-hour reentry period for common access areas whenever pesticides are applied.

Typically, implementing an IPM program may cost more at first because prevention and facilities maintenance may need to be instituted. However, after the prevention activities have been completed, IPM costs should be lowered due to reduced access by pests. New building design should take pest management factors into consideration.

Schools should follow these steps in starting an IPM program:

1. Develop an IPM Policy Statement

The policy statement should explain what is expected, how existing services will be included, and how students and staff can take part in the program.

A model policy statement (Policy 716 – Integrated Pest Management in Schools) developed by the Pennsylvania Integrated Pest Management (PA IPM) Program and the Pennsylvania School Boards Association is found on pages 11 and 12.

2. Set Pest Management Objectives

Examples of pest management objectives include:

- designing new facilities and structures to prevent pest occurrence and damage
- managing pests that may interfere with learning in a facility
- eliminating the possibility of injury to students and staff
- preserving the integrity of buildings
- maintaining sports fields
- responding to children's health issues and preventing the spread of disease
- communicating about the IPM program with administrators, teachers, parents, students, and maintenance personnel

3. Designate Pest Management Roles

Designating roles for the pest management professionals (PMP), staff, students, and parents is an important part of an IPM program. Cooperation is critical. The more students and staff join in, the better an IPM program will work.

- **IPM Coordinator.** Each district should designate one individual as the district coordinator for the IPM program. In districts with more than one building, each building should designate a person to interact with the district IPM coordinator.
- **IPM Advisory Committee.** Some schools have found it helpful to establish an advisory committee to facilitate communication. It could include parents, teachers, kitchen and maintenance personnel, and other interested persons.
- **Students and Staff.** The most important job for students and staff is to help in keeping the school clean. Preventing pests depends on everyone working together to clean up litter and leftover food.
- **Parents.** Parents' first school pest management responsibility is to learn about and follow IPM practices at home. Pests carried from home in notebooks, lunchboxes, or clothing can slow the success of an IPM program.
- **Pest Manager or Contractor.** The pest manager (in-house personnel certified as a pesticide applicator in Category 23 of [7 PA. Code §128.42]) or contractor (certified pesticide applicator hired from outside the system) is the person who inspects the facility, monitors for pests, and decides if prevention or suppression measures are necessary. The pest manager also keeps records of any pesticide use, including the kind and EPA Registration number, amount, location, and dates of application.

4. Set Action Thresholds

The mere presence of a pest does not always require the application of a pesticide. The pest manager and school staff should decide in advance how many pests are harmless and how many require management (in other words, how many can be tolerated). This is called the "action threshold" for management of a particular pest.

5. Inspect Sites and Monitor for Pests

Inspecting sites for pests or pest-promoting situations is an important part of IPM. The pest manager should identify any pests found and attempt to determine where they came from. Structural and maintenance changes to the building may then be used to reduce pest numbers.

Monitoring traps are placed in areas where pests have been reported. The numbers of pests caught are counted to determine if action thresholds (the amount of pests that can be tolerated) have been reached and suppression measures are necessary.

6. Apply IPM Management Strategies

When the number of pests exceeds the preset action threshold, the pest manager takes action. The pest manager may physically remove the pests or suggest habitat modifications that would prevent pests from finding food, shelter, and water. Other management strategies used in an IPM program may include building repair, improved sanitation, or a targeted application of an appropriate pesticide.

7. Evaluate Results and Keep Records

Accurate record keeping allows the pest manager to evaluate the success of the IPM program. Records also help in forecasting when a seasonal pest may appear or when an outbreak may occur.

After a period of time, people involved with the program will gain a sense of IPM activity priorities. For example, any garbage or trash that may attract pests in and around the building must be removed daily.

IPM Record Keeping Activities

Keep **pest sighting logs** in each room and check them on a weekly basis. Depending on circumstances, sticky traps or glue boards used for monitoring cockroaches or mice should be checked as needed.

Regular (monthly) flashlight inspections of kitchen areas, behind appliances, sinks, soda machines, storage facilities, and other areas may be needed to locate cockroaches, silverfish, and ants. The cafeteria inspection check list on pages 28 and 29 can be used for these inspections.

Depending on individual school situations, an **annual inspection** of athletic fields, turf, and ornamental plants may be sufficient. If records have been kept showing past pest problems, the inspection may be adjusted to monthly or weekly as needed.

Seasonal inspections may be helpful in preventing some problems. In the fall, at the beginning of the school year, many outside pests begin to migrate indoors. Be alert to prevent their entry into buildings. In spring, birds may attempt to nest in building corners or openings, increasing the possibility of parasitic bird mites entering buildings.

Needed **structural repairs** should be made as soon as feasible to minimize pest entry. Check for gaps around doors, pipes, and wires in walls, torn screens, cracks in walls, and other flaws that could give pests access.

Consider creating a **student “Pest Patrol” club** to monitor various areas of the building and grounds for pests. Many eyes will spot potential pest problems more efficiently than one person can.

The IPM coordinator, teachers, students, parents, and administrators need to **communicate regularly** about perceived problems.

School Integrated Pest Management Information for the School Administrator

The Pennsylvania Integrated Pest Management (PA IPM) Program has prepared this manual to help your school establish an Integrated Pest Management (IPM) Plan and come into compliance with the 2002 school IPM legislation. This section of information for the school administrator has several documents as listed below. They should help you develop an IPM plan. Several of the documents have been adapted from information available at the School IPM Web site (see page 130).

School IPM Legislation

Acts 35 and 36: Who Does What?

This explains what the legislation requires of the school, the pest management professional, and the Pennsylvania Department of Agriculture. (Page 10).

Policy Statement

A Model Integrated Pest Management Policy for Schools Developed by the Pennsylvania IPM Program and the Pennsylvania School Boards Association

The first step in an IPM program is to establish a school policy and, next, to inform teachers, staff and students about the policy. The notice can be printed and posted on bulletin boards to inform everyone. (Pages 11 and 12).

IPM Plan

How to Develop an Integrated Pest Management Policy and Plan for Your School District

This is an annotated list of the parts that can be included in an IPM plan, along with a sample plan your school can modify to fit your situation. (Page 13).

Contracts

Contract Guide Specification for Integrated Pest Management Programs in Pennsylvania Schools

School officials may find these guidelines useful when creating bid specifications for pest management proposals. These specifications are provided as a starting place for those schools that outsource pest management. If used as a template for contracts, these guidelines should provide the pest manager with necessary descriptions and details in order to deliver quality IPM for schools. (Page 17).

Forms

Sample Notification Letter for Parents or Guardians

This sample letter can be modified for the school to use in generating a list of parents and guardians who want notification of each pesticide application. It should be sent out at the beginning of each school year. (Pages 23 and 24).

Sample Pest Control Information Sheet

This sheet can be used to notify staff and parents and guardians about pesticide applications. (Page 25).

Sample Notice of Pesticide Application

The posting required by the legislation must be at least 8½" x 11" and must be in place 72 hours prior to and 48 hours after any pesticide applications. (Page 26).

Integrated Pest Management Pest Sighting Log

A pest sighting log should be kept at each facility, building, floor, or room—whichever is most practical with your specific IPM plan. An individual (the district-wide IPM coordinator or building coordinator) should be identified to keep this document and be responsible for it. All employees in the given area should know who this person is and report any pest sightings accordingly. The pest manager reviews this document at the beginning of each visit and responds appropriately. Any treatments that are conducted should be recorded on this document by the pest manager. Review of this form should be included as part of the pest control operator's periodic inspection process. (Page 27).

Integrated Pest Management—Cafeteria Inspection Checklist

Because food handling areas tend to be the source of many pest infestations, a separate inspection form is provided for cafeterias. The pest manager can use this document to ensure that a thorough inspection is completed. One of these checklists should be completed during each inspection. The pest manager should not limit the inspection solely to what is indicated on the checklist. The IPM coordinator should review the pest manager's comments on the checklist and take appropriate action. (Pages 28 and 29).

A Model Integrated Pest Management Policy for Schools

Developed by the Pennsylvania IPM Program and the Pennsylvania School Boards Association, April 2002

Policy 716

Integrated Pest Management in Schools

The perceived impact on children of pesticide use on school grounds has stimulated political activity and interest in Integrated Pest Management (IPM). As part of this public discussion, the implementation of IPM has been forwarded by citizens' groups and government alike as a means of reducing many of the concerns associated with pesticides. The Pennsylvania Integrated Pest Management Program (PA IPM) has responded to this phenomenon in several ways.

PA IPM is a collaboration between Penn State's College of Agricultural Sciences and the Pennsylvania Department of Agriculture. All PA IPM activities and responsibilities are a product of this collaboration. The School IPM Program has two main thrusts. The first is to facilitate the implementation of IPM strategies to manage pests on school grounds. The second is to move IPM principles and activities into the K-12 curriculum as an example of interdisciplinary, environment-oriented problem solving. IPM is included in the new academic standards for Environment and Ecology, (Public School Code of 1949 (24 P. S. §§ 1-101—27-2702) [22 PA. CODE CH. 4. Academic Standards and Assessment]). You can view the standards on the Web at www.paipm.cas.

psu.edu/standards.html. In addition, the Department of Education, the Department of Health, and Penn State's College of Education have joined the Department of Agriculture and Penn State's College of Agricultural Sciences in a Memorandum of Understanding to promote IPM in schools.

A committee of staff members from the Pennsylvania School Boards Association and the Pennsylvania Integrated Pest Management Program collaborated to draft material to assist school boards and administrators in implementing IPM.

In addition to deciding about adopting an IPM policy, a school board should consider the following:

1. Designate a school district employee to be IPM coordinator.
2. Form a stakeholder advisory group that may consist of parents, students, teachers, school maintenance personnel, school administrators, pest management professionals, air quality experts, etc.
3. Write an IPM policy pursuant to local needs and conditions.

The following model policy and implementation procedures are provided for your information and assistance in preparing and executing a school district IPM policy. Each school district should determine the policy and procedures most appropriate for its needs, in consultation with the district's solicitor.

School IPM Legislation

Acts 35 and 36: Who Does What?

In April 2002, the governor of Pennsylvania signed two bills that mandate the adoption of an Integrated Pest Management (IPM) plan for each school district, intermediate unit, and area vocational-technical school in the state, and a 72-hour notification and posting period prior to pesticide use in schools or on school grounds.

IPM is an approach to managing pests that minimizes human health effects and environmental contamination. IPM is a decision-making process that manages pests through sanitation, exclusion, and nonchemical tactics rather than depending exclusively on pesticides. Over time, the efficiencies in an IPM program can save schools money.

Act 35 amends the Public School code of 1949 by adding section 772.1, Integrated Pest Management Programs. This act requires that the school districts of Pennsylvania adopt an IPM plan by January 1, 2003. The act charges the Pennsylvania Department of Agriculture (PDA) to do the following:

- Maintain a Hypersensitivity Registry. (This is a current practice).
- Designate an IPM coordinator.
- Prepare a standard structural IPM agreement. (See Contract Guide Specification on page 17).
- Provide other materials and assistance to help schools develop an IPM plan. (This manual, *IPM for Pennsylvania Schools: A How-to Manual*, is available as a PDF file from: paipm.cas.psu.edu/schoolmn/contents.htm, or additional copies can be purchased from: Publications Distribution Center, 112 Ag Administration Building, University Park, PA 16802-2602, phone 814-865-6713.)
- Promulgate regulations. (The Pesticide Control Act of 1973 gives rules and regulations concerning pesticide use in Pennsylvania).

Act 36 amends the code by adding to the same section 772.1, Notification of Pesticide Treatments at Schools. This act provides the pesticide applicators and the school with specific responsibilities.

Prior to any pesticide application either in a school building or on school grounds, it is the responsibility of the pesticide applicator to supply to the chief school administrator or building manager:

- A pest control information sheet (containing the date of treatment, the name, address and phone number of the applicator and the pesticide used). (Sample on page 25).
- A pest control sign at least 8½" x 11" in size. (Sample on page 26).

It is the responsibility of the school district to:

- Post the pest control sign in an area of common access where individuals are likely to view the sign at least three days before and two days after each planned treatment.
- Provide a copy of the pest control information sheet (by hard copy or e-mail) to every individual working in the school building at least 3 days before treatment.
- Provide notice (the pest control information sheet is sufficient) to the parents or guardians of students enrolled in the school at least 3 days before each planned treatment. The notice is to be provided to all parents or guardians using normal school communications or to a list of interested parents or guardians who, at the beginning of each school year, or upon the child's enrollment, requested notification of individual applications of pesticides.
- Prohibit applications of pesticides within a school building or on school grounds where students are expected to be present within 7 hours following the application, except where pests pose an immediate threat to the health and safety of students or employees. In this case, the school may authorize an emergency pesticide application, and then notify by telephone any parent or guardian who has requested such notification.
- Maintain detailed records of all chemical pest control treatments for at least 3 years. These can be provided by the pesticide applicator if included in the Request for Proposal (RFP).

Exemptions: None of the above applies to the application of disinfectant and antimicrobial products; self containerized baits in areas not accessible to students; gel-type baits placed in cracks, crevices or voids; or swimming pool maintenance chemicals. Other state laws require record keeping of the baits and swimming pool maintenance chemicals, but not the disinfectant and antimicrobial products.

The Pennsylvania IPM Program has posted a list of Frequently Asked Questions concerning the acts on the Web at paipm.cas.psu.edu/schools/faq.html.

The Pennsylvania IPM Program can help you establish your IPM plan. If you need further assistance, please contact us at the Pennsylvania Department of Agriculture at 717-772-5204, or at Penn State at 814-865-1896.

**IPM Policy for Pennsylvania Schools
Developed by the Pennsylvania IPM
Program and the Pennsylvania School
Boards Association**

SECTION: PROPERTY
TITLE: INTEGRATED PEST
MANAGEMENT

ADOPTED: _____

REVISED: _____

| | |
|--|--|
| | 716. Integrated Pest Management |
| 1. Purpose | The school district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property, and the environment. |
| Title 22 Sec. 4.12 Pol. 102 | The district shall integrate IPM education into the curriculum in accordance with relevant academic standards. |
| 2. Definition | Integrated Pest Management (IPM) is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally, and socially sound. IPM promotes prevention over remediation, and it advocates the integration of at least two (2) or more strategies to achieve long-term solutions. |
| SC772.1 | Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks. |
| 3. Authority 3 Pa. C.S.A. Sec. 111.21– 111.61 7 Pa. Code Sec. 128 et seq | The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness, and costs. |
| SC772.1 | The Board shall adopt an Integrated Pest Management Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture. |
| 4. Delegation of Responsibility | { } The Superintendent or designee shall be responsible to implement integrated pest management procedures and to coordinate communications between the district and the approved contractor. |
| | { } The Board shall designate an employee to serve as IPM coordinator for the district. |
| SC772.1 | The Superintendent or designee shall be responsible to annually notify parents and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds. |
| | { } Appropriate personnel involved in making decisions relative to pest management shall participate in update training. |

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| <p style="text-align: center;">SC772.1</p> <p style="text-align: center;">SC772.1</p> <p style="text-align: center;">SC772.1</p> <p>Title 22 Sec. 4.12</p> <p>School Code 772.1</p> <p>7 Pa. Code Sec.128 et seq</p> <p>3 Pa. C.S.A. Sec. 111.21-111.61</p> <p>7 U.S.C. Sec. 136 et seq</p> <p>Board Policy 102</p> | <p>5. Guidelines Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.</p> <p>An integrated pest management decision shall consist of the following five (5) steps:</p> <ol style="list-style-type: none"> 1. Identify pest species. 2. Estimate pest populations and compare to established action thresholds. 3. Select the appropriate management tactics based on current on-site information. 4. Assess effectiveness of pest management. 5. Keep appropriate records. <p>{ } An Integrated Pest Management Program shall include the education of staff, students and the public about IPM policies and procedures.</p> <p>When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including:</p> <ol style="list-style-type: none"> 1. Posting a pest control sign in an appropriate area. 2. Providing the pest control information sheet to all individuals working in the school building. 3. Providing required notice to all parents and guardians of students or to a list of parents and guardians who have requested notification of individual applications of pesticides. <p>Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent and guardian who has requested such notification.</p> <p>The district shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district’s administrative office.</p> |
|--|--|

How to Develop an Integrated Pest Management (IPM) Policy and Plan for Your School District (Complying with Pennsylvania Act 35 of 2002)

Act 35 requires every school¹ in Pennsylvania to adopt an integrated pest management (IPM) plan² by January 1, 2003. The Pennsylvania Integrated Pest Management Program (PA IPM)—a collaboration of the Pennsylvania Department of Agriculture and Penn State to promote IPM in agriculture, urban, and other settings—is providing this guide to aid schools in developing their IPM plan.

An IPM *policy* is a generalized guide to help school personnel develop a more detailed plan for action. An IPM *plan* contains the more specific instructions about how to implement the policy at various school facilities.

The PA IPM Program, in conjunction with the Pennsylvania School Boards Association, developed the IPM policy for schools located just in front of this section. Copies are also available from PDA, PSBA, or the PA IPM Web site at www.paipm.org. The IPM policy should be written before the IPM plan and included as a part of it.

The IPM plan is basically a blueprint of how your school will manage pests through prevention, monitoring and safe control methods. On paper, your school IPM plan states what your school is trying to accomplish regarding pests and the use of pesticides. It needs to reflect your school's site-specific needs. Your plan will differ from other schools. Finally, your plan will be a working document and should be updated at least annually.

Your IPM plan should include the following components:

1. General school information.
2. The name and title of your school IPM coordinator.
3. The names and titles of the members of your school IPM committee.
4. Your school IPM Policy.
5. Identification and description of your school pest problem(s).
6. Description of your school IPM information flow (communication strategy) and training format.
7. A record of pesticide(s) applied on school property.
8. A record of non-pesticide actions taken on school property.

9. Evaluation of your school IPM program.

10. A description of the location of your school IPM plan and records.

The format of your plan can be as follows.

1. General school information.

School name, Address, City, Zip Code, Telephone Number, E-mail Address, Plan Prepared by, and Date Prepared.

2. The name and title of your school IPM coordinator.

The IPM coordinator is the individual within the facility who is generally in charge of pest control activities for the school. This individual is someone who has the authority and backing of the school administration or management, has the primary responsibility for ensuring the IPM plan is carried out, and is the primary contact for the IPM committee. Ultimately, this person is tied directly to the integration of all IPM activities through the coordination of all parties, including custodial, building, food service, outside vendors, the pest control contractor, grounds staff, students, parents, and teachers. The school may designate their facility director or head custodian as the IPM coordinator. The pest control contractor cannot be the IPM coordinator, because the IPM coordinator should be someone directly employed by the school.

3. The names and titles of your school IPM committee.

The IPM committee consists of individuals who have interests/concerns or who are involved in activities directly or significantly related to pest control at the school. They might include the school nurse, a representative of the food service staff, a teacher representative, a custodian, the pest control contractor, a PTA member, etc. Outdoor plans might also include a representative of the school athletic department, a parks superintendent, or others who use the playing fields.

4. School IPM Policy.

This statement of purpose should state the intent of the school administrator or management to implement an IPM program for your school. It should provide

¹School. A school district, an intermediate unit, an area vocational-technical school or any of these entities acting jointly.

²Integrated pest management plan. A plan which establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical (pesticide) tools in a way which minimizes economic, health and environmental risks.

brief guidance on what specifically is expected—incorporation of existing services into an IPM program and the education and involvement of students, staff, and pest control contractor.

5. Identification and description of your school pest problem(s).

Proper identification and inventory of your pest problems is critical to understanding their management and the prioritization and selection of the appropriate nonpesticide and pesticide treatment options. What are the most common pest problems? Are they new or continuing problems? What specific areas are being affected? What time of year do pest problems occur? Are problems related to specific structural deficiencies or sanitation issues?

6. Description of your school IPM information flow (communication strategy) and training format.

Describe how pest problems specific to your school will be reported. Indicate the method that will be used and specify location of a pest and/or service log. Indicate who in the school will be responsible for responding to sanitation and building repair problems that are identified through inspection reports. For example, if a kitchen staff member observes roaches in the cafeteria, who should the employee inform so corrective action can be taken?

Training is another essential element of the IPM plan. Identify the individual(s) providing the training. Who will receive the training? For example, if the maintenance personnel do not recognize that non-chemical sticky traps are used as monitoring devices, these important tools may be inadvertently discarded. Also, sanitation should not be viewed as only the maintenance crew's responsibility. If students and staff are shown the connection between food,

water, clutter, and pests, they are more likely to take sanitation seriously.

7. A record of pesticide(s) applied on school property.

Pesticides should not be used unless the pest has been both identified and its presence verified. Pesticides may be used only by a licensed or certified pesticide applicator (never by a teacher or unlicensed individual). Pesticides are generally used when other control methods are not effective or practical in resolving a pest problem. Be aware that Act 36, the companion school legislation, requires a 72-hour notification period prior to any pesticide use, and posting a warning sign 72 hours prior to and 48 hours after any pesticide use.

8. A record of nonpesticide actions taken on school property.

The IPM plan should include nonpesticide pest management methods and practices such as sanitation/housekeeping, trapping, pest proofing (caulking, sealing cracks, repairing screens), and light management.

9. Evaluation of your school IPM program.

At least annually, the IPM plan should be evaluated. Is the IPM plan working? What changes are necessary? Has new technology replaced some of the former pest control tactics?

10. A description of the location of your school IPM plan and records.

Records of pesticide use, service reports, logbook, posting and notification, emergency waivers should be kept at a central location readily available when needed. Remember, records of pesticide use must be retained for three years in Pennsylvania.

Sample IPM Plan

(Only include information that is specific and relevant to your school).

1. General school information.

School Name: ABC School
Address: 123 Center Street
City, Zip Code: Average, PA 12345-6789
Telephone Number: 123-456-7890
E-mail Address: abc.sch@school
Plan Prepared By: John C. Ustodian, Facilities Manager
Date Prepared: January 1, 2003

2. The name and title of your school IPM Coordinator.

Name: John C. Ustodian
Title: Facilities Manager
Telephone Number: 098-765-4321
E-mail Address: jcust.abc@school

3. The names and titles of your school IPM Committee.

Name: John C. Ustodian
Title: Facilities Manager

Name: Bea Stinger
Title: Teacher Representative

Name: Pyccop Andropov
Title: PTA Member and Parent

Name:
Title:

4. School IPM Policy.

5. Identification and description of your school pest problem(s).

The ABC Middle School has historically had problems with ants and mice. Our pest management contractor has identified these pests as pavement ants and house mice. The mice are usually noticed in the fall as the weather cools off, while the ants are seen throughout the school year. There has been a problem with staff and students leaving food wrappers and crumbs in various locations. Current control efforts have been reactive and not effective. The school plans to set up a monitoring program using glue boards for the mice and sticky traps for the ants to detect and pinpoint infestations or hot spots. Maintenance personnel and staff and students will be instructed concerning food waste sanitation. Pest reporting sheets will be provided to each classroom and the kitchen area and will be checked on a regular basis by John C. Ustodian (IPM coordinator).

6. Description of your school IPM Information Flow (communication strategy) and Training Format.

John C. Ustodian (IPM coordinator) will meet monthly with Ima Beatle (pest management contractor) to cover monitoring reports. An initial meeting will be held on January 23 to establish a pest activity log binder. The log binder will be kept in the main office of administration and pest activity sheets will be distributed to teachers and staff. The sheet will indicate identification of pest(s) (if known), number seen, date, time, and location. The assistant principal, Ura Friend, will be responsible for notifying John C. Ustodian of logged pests from staff. Ima Beatle (pest management contractor) will respond to log complaints. If any sanitation or structural changes are needed, it will be written in the log along with remedial recommendations. Specific service reports will also be placed in the log binder that documents particular actions taken by the pest management contractor.

Staff, teachers, and students will be instructed on how to log pest complaints and be given a brief overview on pest identification and the conditions that promote the pests. Pamphlets and fact sheets will be made available at the time of training and/or posted on bulletin boards in specific areas, such as the cafeteria and teachers' lounge. This information will focus on pest reduction strategies connecting people's behavior—such as overwatering plants, eating at desks, leaving crumbs on the floor, etc.—to pest problems.

More specific training will be held annually and separately for maintenance and kitchen staff.

7. A record of pesticide(s) applied on school property.

Ima Beatle is our licensed pesticide contractor (BU-00000). Indoors, _____, a bait box, will be used to control the ants. For emergency situations, _____ will be used to control flying stinging insects such as wasps.

8. A record of nonpesticide actions taken on school property.

Whenever practical, nonpesticide means to manage or limit pests will be used. Ima Beatle (pest management contractor) will perform a thorough inspection and provide the IPM committee with a report identifying conditions that are contributing to our ant and mouse problems. Sanitary/housekeeping deficiencies will be reported as well. Once this is done, a priority list will be generated to optimize a plan of corrective actions such as sealing openings with caulk and copper mesh, repairing leaks and screens, reducing clutter, and organizing stored goods so they are kept off the floor and away from walls. Mechanical traps will be used to reduce pests.

9. Evaluation of your school IPM program.

At least once a year, the IPM committee will meet with the pest control contractor to evaluate the success or failure of this IPM plan.

10. A description of the location of your school IPM plan and records.

A copy of this plan, annual evaluations, pest control contractor recommendations, and pesticide use records will be kept on file in the main office.

For additional information, check the PA IPM Web site at www.paipm.org or contact the Pennsylvania Department of Agriculture 717-772-5204, or the EPA publication on adopting IPM at www.epa.gov/pesticides/ipm/brochure/.

Contract Guide Specification or Request for Proposal (RFP) for Integrated Pest Management Programs in Pennsylvania Schools

Disclaimer: This document is intended for guidance and information only and does not pertain to any actual contract. Contract details need to be adapted to local circumstances. Contact your school solicitor for appropriate wording.

1. GENERAL

a. Description of Program

This specification is part of a comprehensive Integrated Pest Management (IPM) program for the premises listed herein. The goal of IPM is to achieve long-term, environmentally sound pest suppression through the use of effective management practices. Management strategies in an IPM program begin with prevention, including structural and procedural modifications that reduce the food, water, harborage, and access used by pests, and the judicious use of pesticides when need is indicated by monitoring.

b. Contractor Service Requirements

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, pesticide application, and pest removal components of the IPM program. The Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention. **Note:** The buildings or partial areas within each building included in this contract are: *(list buildings/partial areas [pool, kitchens, etc.] here)*.

c. Contractor Bidding Requirements

In order for a company to qualify for the bidding process, it must possess a valid commercial pesticide application business license from the Pennsylvania Department of Agriculture and provide three references attesting to the company's knowledge or experience in the field of IPM.

2. PESTS INCLUDED AND EXCLUDED

a. The Contractor Shall Adequately Suppress the Following Pests

Indoor populations of rats, mice, cockroaches, ants (not including carpenter, pharaoh, and odorous house ants), fleas, stinging wasps, spiders, and any other arthropod pests not specifically excluded from the contract. Populations of these pests that are located outside of the specified buildings but within the immediate exterior perimeter of the buildings are also included.

b. Populations of the Following Pests Are Excluded from This Contract and Must Be Separately Negotiated:

Birds, bats, snakes, and all other vertebrates other than commensal rodents; termites, and other wood-destroying organisms; Carpenter ants, Pharaoh ants, and Odorous house ants; mosquitoes; invasions of seasonal or overwintering arthropods such as millipedes, box elder bugs, lady beetles, cluster flies, or other miscellaneous flying insects; pests that primarily feed on outdoor vegetation; and stored products pests.

3. INITIAL BUILDING INSPECTIONS

The Contractor shall complete a thorough, initial inspection of each building or site prior to the starting date of the contract. The purpose of the initial inspection is for the Contractor to evaluate the pest management needs of all premises and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestations. Access to building space shall be coordinated with the IPM Coordinator. The IPM Coordinator will inform the Contractor of any restrictions or areas requiring special scheduling.

4. PEST MANAGEMENT PLAN

The Contractor shall submit to the IPM Coordinator a Pest Management Plan at least five (5) working days prior to the starting date of the contract. Upon receipt of the Pest Management Plan, the IPM Coordinator will render a decision regarding its acceptability within five (5) working days. If aspects of the Pest Management Plan are incomplete or disapproved, the Contractor shall have five (5) working days to submit revisions. The Contractor shall be on site to perform the initial service visit for each building within the first thirty (30) working days of the contract.

The Pest Management Plan shall consist of five parts as follows:

a. Proposed Materials and Equipment for Service

The Contractor shall provide current labels and Material Safety Data Sheets (MSDS Sheets) of all pesticides to be used, and brand names of pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest management devices or equipment that may be used to provide service.

b. Proposed Methods for Monitoring and Surveillance

The Contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the term of the contract.

c. Service Schedule for Each Building or Site

The Contractor shall provide complete service schedules that include specific day(s) of the week of Contractor visits and the approximate time of each visit.

d. Description of any Structural or Operational Change That Would Facilitate the Pest Management Effort

The Contractor shall describe site-specific solutions for observed sources of pest food, water, harborage, and access.

e. Commercial Pesticide Applicator Certificates or Licenses

The Contractor shall provide photocopies of the pest control company's BU number and Pesticide Applicator Certificate or Technician Registration for every Contractor employee who will be performing on-site service under this contract.

The Contractor shall be responsible for carrying out work according to the approved Pest Management Plan. The Contractor shall receive the concurrence of the IPM Coordinator prior to implementing any subsequent changes to the approved Pest Management Plan, including additional or replacement pesticides and on-site service personnel.

5. RECORD KEEPING

The Contractor shall be responsible for maintaining a pest management logbook or file for each building or site specified in this contract. These records shall be kept on site and maintained on each visit by the Contractor. Each logbook or file shall contain at least the following items:

a. Pest Management Plan

A copy of the Contractor's approved Pest Management Plan, including labels and MSDS sheets for all pesticides used in the buildings, brand names of all pest management devices and equipment used in the buildings, a plot plan of rodent management devices with service/install protocols, and the Contractor's service schedule for the buildings.

b. Work Request and Inspection Forms

Work Request and Inspection Forms will be used to advise the Contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building or site, the Contractor's employee performing the service shall complete, sign, and date the form, and return it to the logbook or file on the same or succeeding day of the service rendered.

c. Contractor's Service Report Forms

Customer copies of a Contractor's Service Report Form documenting all information on pesticide application.

6. MANNER AND TIME TO CONDUCT SERVICE

a. Time Frame of Service Visits

Title 7, Pesticide Rules and Regulations (§ 128.106, see page 109) prohibit the Contractor from applying a pesticide in a common access area within a building or on school grounds when students are expected to be in that area for normal academic instruction or organized extracurricular activities within seven (7) hours following the application. When it is necessary to perform work outside of the regularly scheduled hours set forth in the Pest Management Plan, the Contractor shall notify the IPM Coordinator in advance.

b. Safety and Health

The Contractor shall observe all safety precautions throughout the performance of this contract. All work shall comply with the **PENNSYLVANIA PESTICIDE CONTROL ACT OF 1973 AND TITLE 7—AGRICULTURE, DEPARTMENT OF AGRICULTURE, PART V. BUREAU OF PLANT INDUSTRY, PESTICIDES RULES AND REGULATIONS** and municipal safety and health 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.

c. Special Entrance

Certain areas within some buildings may require special instructions for persons entering them. Any restrictions associated with these special areas will be explained by the IPM Coordinator. The Contractor shall adhere to these restrictions and incorporate them into the Pest Management Plan.

d. Uniforms and Protective Clothing

All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing. 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 comply with FIFRA and the specific pesticide labels.

e. Vehicles

Vehicles used by the Contractor shall be identified in accordance with Commonwealth of Pennsylvania regulations. All vehicles will be locked when unattended on client property.

7. SPECIAL REQUESTS AND EMERGENCY SERVICE

On occasion, the IPM Coordinator may request that the Contractor perform corrective, special, or emergency service(s) that are beyond routine service requests. The Contractor shall respond to these exceptional circumstances and complete the necessary work within one (1) working day after receipt of the request. If the emergency service involves wasps or yellowjackets, it should be on a “same-day” response when the call is made. In the event that such services cannot be completed within one working day, the Contractor shall immediately notify the IPM Coordinator and indicate an anticipated completion date. If pesticides are needed, the Contractor will provide a Pest Control Information Sheet to the IPM Coordinator (see 9e) and a Pest Control Sign (see 9f) to be posted in the area for the next 48 hours.

8. CONTRACTORS AND CONTRACTOR PERSONNEL

All Contractors must be licensed as a qualified pest control business with the Pennsylvania Department of Agriculture (PDA).

Throughout the term of this contract, all Contractor personnel providing on site pest management service must maintain and possess certification or registered technician cards issued by PDA.

At the discretion of the School District, the Contractor personnel may need a criminal background check (Act 34 clearance), child abuse background check (Act 151 clearance), and, if from out of state, an FBI fingerprint card.

9. USE OF PESTICIDES

The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the U.S. Environmental Protection Agency (EPA) and PDA. 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.

The Contractor shall adhere to the following rules for pesticide use:

a. Approved Products

The Contractor shall not apply any pesticide product that has not been included in the Pest Management Plan or approved in writing by the IPM Coordinator.

b. Pesticide Storage

The Contractor shall not store any pesticide product on the premises listed herein.

c. Application by Need

Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area. Preventive pesticide treatments of areas where surveillance indicates a potential insect or rodent infestation are acceptable on a case-by-case basis.

d. Minimizing Risk

When pesticide use is necessary, the Contractor shall employ products that pose minimum risk, have the most precise application technique, and need the minimum quantity of pesticide to achieve adequate pest management.

e. Pest Control Information Sheet

This form, containing the date of treatment, the name, address and phone number of the applicator and the pesticide name(s) and EPA Registration Number(s) used, must be provided to the IPM Coordinator at least 72 hours prior to any pesticide application for the School District to give the 72

hour notification required by Act 36. The Certified applicator will notify any persons on the Pennsylvania Pesticide Hypersensitivity Registry not less than 12 hours and not more than 72 hours prior to the pesticide application.

f. Pest Control Sign

This sign, with the date and locations of application, must be provided to the IPM Coordinator at least 72 hours prior to any pesticide application for posting in the appropriate places, and must remain 48 hours after the application.

10. INSECT MANAGEMENT

a. Emphasis on Non-pesticide Methods

The Contractor shall use nonpesticide methods of management wherever possible. For example:

Portable vacuums rather than pesticide sprays should be strongly considered for initial cleanouts of cockroach infestations, for swarming (winged) ants and termites, and for management of spiders in webs wherever appropriate.

Trapping devices, rather than pesticide sprays, shall be used for indoor fly management wherever appropriate.

b. Application of Insecticides to Cracks and Crevices

As a general rule, the Contractor shall apply all insecticides as “crack and crevice” treatments only (application with a tool or nozzle specifically designed for crack and crevice injection), defined in this contract as treatments in which the formulated insecticide can not be contacted or is not visible to a bystander during or after the application process.

c. Application of Insecticides to Exposed Surfaces or as Space Sprays

Application of insecticides to exposed surfaces or as space sprays (including fogs, mists, and ultra-low volume applications) shall be restricted to unique situations where no alternative measures are practical. The Contractor shall obtain the approval of the IPM Coordinator prior to any application of insecticide to an exposed surface treatment. No surface application or space spray shall be made while tenant personnel are present. 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.

d. Insecticide Bait Formulations

Bait and gel formulations shall be used for cockroach and ant management wherever appropriate, and must be inaccessible to children.

e. Monitoring

Sticky traps shall be used to guide and evaluate indoor insect management efforts wherever necessary.

11. RODENT MANAGEMENT

a. Indoor Trapping

As a general rule, rodent management inside occupied buildings shall be accomplished with trapping devices only. All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by the IPM Coordinator. The Contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.

b. Use of Rodenticides

In exceptional circumstances, when rodenticides are deemed essential for adequate rodent management inside occupied buildings, the Contractor shall obtain the approval of the IPM Coordinator prior to making any interior rodenticide treatment. All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved, tamper-resistant bait stations. As a general rule, rodenticide application outside buildings shall emphasize the direct treatment of rodent burrows wherever feasible.

c. Use of Bait Stations

Frequency of bait station servicing shall depend upon the level of rodent infestation. A suggested minimum is at least one time per month. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The Contractor shall adhere to the following five points:

- i. All bait stations shall be placed out of the general view, in locations where they will not be disturbed by routine operations.
- ii. The lids of all bait stations shall be securely locked or fastened shut.
- iii. All bait stations shall be securely attached or anchored to the floor, ground, wall, or other immovable surface, so that the station cannot be picked up or moved.

- iv. Bait shall always be placed on mounting rods within the baffle-protected feeding chamber of the station and never in the runway of the station.
- v. All bait stations shall be labeled on the inside with the Contractor's business name and address, emergency phone number, rodenticide type and active ingredient, and dated by the Contractor's employee at the time of installation and each servicing.

12. STRUCTURAL MODIFICATIONS AND RECOMMENDATIONS

Throughout the term of this contract, the Contractor shall be responsible for advising the IPM Coordinator about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access. The Contractor shall be responsible for adequately suppressing all pests included in this contract regardless of whether or not the suggested modifications are implemented. The Contractor will not be held responsible for carrying out structural modifications as part of the pest management effort. However, minor applications of caulk and other sealing materials by the Contractor to eliminate pest harborage or access may be approved by the IPM Coordinator on a case-by-case basis. The Contractor shall obtain the approval of the IPM Coordinator prior to any application of sealing material or other structural modification.

13. PROGRAM EVALUATION

The IPM Coordinator will continually evaluate the progress of this contract in terms of effectiveness and safety and will require such changes as are necessary. The Contractor shall take prompt action to correct all identified deficiencies.

14. QUALITY CONTROL PROGRAM

The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within five (5) working days prior to the starting date of the contract, the Contractor shall submit a copy of his program to the IPM Coordinator. The program shall include at least the following items:

a. Inspection System

The Contractor's quality control inspection system shall cover all the services stated in this contract. The purpose of the system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or the IPM Coordinator identifies the deficiencies.

b. Checklist

A quality control checklist shall be used in evaluating contract performance during regularly scheduled and unscheduled inspections. The checklist shall include every building or site serviced by the Contractor as well as every task required to be performed.

c. File

A quality control file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. The file shall be maintained throughout the term of the contract and made available to the IPM Coordinator upon request.

d. Inspector(s)

The Contractor shall state the name(s) of the individual(s) responsible for performing the quality control inspections.

(Adapted from *IPM for Pennsylvania Schools: A How-to Manual* to meet the new legislative requirements. For additional information contact the PA IPM Program at 717-772-5204 or 814-865-1896.)

Forms

The forms on the following seven pages are intended to help school administrators and pest managers with record-keeping and inspection activities.

They include:

Sample Notification Letter for Parents or Guardians in English and Spanish

Pages 23 and 24

This sample letter can be modified for the school to use in generating a list of parents and guardians who want to be notified of each pesticide application. It should be sent out at the beginning of each school year.

Sample Pest Control Information Sheet

Page 25

This sheet can be used to notify staff and parents and guardians of pesticide applications.

Sample Notice of Pesticide Application

Page 26

The posting required by the legislation must be at least 8½" x 11" and must be in place 72 hours prior to and 48 hours after any pesticide applications.

Integrated Pest Management Pest Sighting Log

Page 27

A pest sighting log should be kept at each facility, building, floor, or room, whichever is most practical with your specific IPM plan. An individual (the district-wide IPM coordinator or building coordinator) should be identified to keep this document and be responsible for it. All employees in the given area should know who this person is and report any pest sightings accordingly. The pest manager reviews this document at the beginning of each visit and responds appropriately. The pest manager should record any treatments that are conducted on this document. Review of this form should be included as part of the pest control operator's periodic inspection process.

Integrated Pest Management Cafeteria Inspection Checklist

Page 28

Because food handling areas tend to be the source of many pest infestations, a separate inspection form is provided for cafeterias. The pest manager can use this document to ensure that a thorough inspection is completed. One of these checklists should be completed during each inspection. The pest manager should not limit the inspection solely to what is indicated on the checklist. The pest manager's comments on the checklist should be reviewed by the IPM coordinator and appropriate action taken.

Sample Notification Letter for Parents or Guardians

(To be sent to all parents or guardians of students enrolled in the school at the beginning of each school year.)

The _____ School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal in using this approach to pest management is to protect every student from pesticide exposure. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator, who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide application is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your e-mail address if you would like to be notified electronically.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students; gel-type baits placed in cracks, crevices, or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry.

If you have any questions, please contact _____, IPM coordinator.

Sincerely,

Carta de Notificación para Padres y Tutores

(Para ser enviada a todos los padres y tutores de los estudiantes matriculados en la escuela al comienzo de cada año escolar)

El Distrito Escolar _____ utiliza el método Integrado de Control de Plagas (Integrated Pest Management, IPM por sus siglas en inglés) para el manejo de insectos, roedores y mala hierba. Nuestra meta es proteger a cada estudiante a la exposición de pesticidas utilizando este método. El método IPM se enfoca en hacer del edificio escolar y sus alrededores un hábitat no favorable para estas plagas al remover sus fuentes de alimento y agua y eliminando los lugares donde se esconden y reproducen. Esto se logra a través de una rutina de limpieza y mantenimiento. Con regularidad se inspeccionan el edificio y sus alrededores para detectar si hay plagas presentes. El grupo de control de plagas compone del personal de mantenimiento del edificio, de oficina y profesores y maestros e incluye a nuestros estudiantes. De detectar la presencia de plagas, se informa al coordinador del IPM, el cual evaluará y determinará la(s) técnica(s) apropiada(s) para manejar dicho problema. Las técnicas pueden incluir incrementar la limpieza, modificar las prácticas de almacenamiento, sellar puntos de entrada, físicamente remover la(s) plaga(s), etc.

De tiempo en tiempo, puede haber la necesidad de utilizar algún pesticida registrado por la Agencia de Protección Ambiental (EPA) para manejar y/o controlar el problema de plagas. En estos casos, se utilizará solamente cuando sea necesario sin aplicarlo con regularidad y solo se usará la cantidad mínima que sea efectiva. Las aplicaciones se harán cuando no haya personal no autorizados en las áreas donde se utilizará el producto tóxico. Notificaciones serán puestas en las áreas que serán tratadas 72 horas antes de la aplicación y se dejarán por dos (2) días después del tratamiento.

Los padres o tutores de los estudiantes matriculados pueden solicitar que se les envíe una notificación previa de los pesticidas específicos que se aplicarán en la escuela. Si desean recibir esta notificación, sus nombres deben aparecer en la lista del registro de notificación de la escuela. Si desean estar en la lista del registro, tienen que notificarlo al Distrito Escolar por escrito. Favor de incluir su dirección del correo electrónico si desea ser notificado (a) electrónicamente.

En caso de tener que aplicar algún pesticida para controlar una emergencia de plaga(s), la notificación se proveerá por teléfono a los padres o tutores que hayan solicitado dicha información por escrito. Las excepciones a esta notificación incluyen: desinfectantes y productos antibacteriales y microbiales, carnadas en contenedores cerrados puestos en áreas no accesibles a estudiantes, carnada tipo gelatina que se coloca en rendijas y grietas, y los químicos que se utilizan para el mantenimiento de las piscinas.

Cada año, el Distrito Escolar preparará un nuevo registro de notificaciones.

Si tiene alguna pregunta, favor de comunicarse con _____, Coordinador IPM.

Atentamente,

(The Sample Pest Control Information Sheet will work as a prior notification of specific pesticide applications made at the school)

Sample Pest Control Information Sheet

for _____
(ENTER NAME OF SCHOOL DISTRICT OR BUILDING HERE)

A pest inspection and pesticide application have been scheduled for _____
(INSERT DATE OF APPLICATION HERE)

This school district utilizes an Integrated Pest Management program, applying appropriate pesticides only when needed. Our applicators will select the most appropriate pesticide(s) from the following list of pesticides to control pests identified during their inspections. Not every pesticide listed may be used.

List of Pesticides that May Be Used:

| BRAND NAME | EPA REGISTRATION NUMBER |
|-------------------|--------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(ENTER BRAND NAMES AND EPA REGISTRATION NUMBERS FOR ANY PESTICIDE THAT MAY BE USED HERE)

For Additional Information, Contact: _____
(ENTER APPLICATOR NAME)

(ENTER APPLICATOR ADDRESS)

(ENTER APPLICATOR PHONE NUMBER)

This information is being provided to all school staff and to parents and guardians who have requested this information to meet the requirements of Act 36 of 2002.

Note: The "Pest Control Information Sheet" is not required to be any specific size. It may be in printed form, or transmitted electronically to all affected parties.

Sample Notice of Pesticide Application

A Pesticide Application is planned for the location(s) listed on this sign for:

_____ Date

Do Not Enter Treated Areas from

until

_____ Date and Time

_____ Date and Time

Location(s) _____

For more information contact:

(Name) _____

(Address) _____

(Phone) _____

Date Posted / by _____

Date Removed / by _____

This sign is required by Act 36 of 2002 and must be posted at least 72 hours prior to any non-emergency pesticide application and remain in place for at least 48 hours following the application. For emergency pesticide applications, this sign must be posted at the time of the application and remain in place for at least 48 hours from the conclusion of the application. To be removed by authorized personnel only.

Integrated Pest Management—Cafeteria Inspection Checklist

(This form may be copied as needed.)

SCHOOL NAME: _____ **DATE/TIME OF INSPECTION:** _____ **INSPECTOR:** _____

| Condition | Satisfactory | Unsatisfactory | Comments for Facilities/Maintenance |
|--------------------------------------|--------------|----------------|-------------------------------------|
| Building Exterior | | | |
| 1. Garbage storage area | _____ | _____ | _____ |
| 2. Garbage handling system | _____ | _____ | _____ |
| 3. Perimeter walls | _____ | _____ | _____ |
| 4. Perimeter windows/openings | _____ | _____ | _____ |
| 5. Roof areas | _____ | _____ | _____ |
| 6. Parking lot and/or drainage areas | _____ | _____ | _____ |
| 7. Weeds and surrounding landscape | _____ | _____ | _____ |
| 8. Rodent-proofing | _____ | _____ | _____ |
| 9. Other | _____ | _____ | _____ |
| Building Interior | | | |
| 1. Walls | _____ | _____ | _____ |
| 2. Floors | _____ | _____ | _____ |
| 3. Ceilings | _____ | _____ | _____ |
| 4. Floor drains | _____ | _____ | _____ |
| 5. Lighting | _____ | _____ | _____ |
| 6. Ventilation/air handling equip. | _____ | _____ | _____ |
| 7. Other | _____ | _____ | _____ |
| Food Storage | | | |
| 1. Dry food storage area | _____ | _____ | _____ |
| 2. Damaged/spoiled dry food | _____ | _____ | _____ |
| 3. Empty container storage | _____ | _____ | _____ |
| 4. Refrigerated areas | _____ | _____ | _____ |
| 5. Overall sanitation | _____ | _____ | _____ |
| 6. Other | _____ | _____ | _____ |



(continued on next page)

IPM—Cafeteria Inspection Checklist (continued)

| Condition | Satisfactory | Unsatisfactory | Comments for Facilities/Maintenance |
|---|--------------|----------------|-------------------------------------|
| Food Preparation/Distribution Areas | | | |
| 1. Counter and surface areas | _____ | _____ | _____ |
| 2. Food serving lines | _____ | _____ | _____ |
| 3. Spaces around appliances/equipment | _____ | _____ | _____ |
| 4. Other | _____ | _____ | _____ |
| Other Kitchen Areas | | | |
| 1. Dishwashing areas | _____ | _____ | _____ |
| 2. Garbage/trash areas | _____ | _____ | _____ |
| 3. Tray return area | _____ | _____ | _____ |
| 4. Storage area for pots/pans/plates | _____ | _____ | _____ |
| 5. Other | _____ | _____ | _____ |
| Utility Areas and Bathroom | | | |
| 1. Sinks and toilets | _____ | _____ | _____ |
| 2. Custodian's closet/work area | _____ | _____ | _____ |
| 3. Other | _____ | _____ | _____ |
| Lunchroom area | | | |
| 1. Tables/chairs | _____ | _____ | _____ |
| 2. Office areas | _____ | _____ | _____ |
| 3. Vending machine area | _____ | _____ | _____ |
| 4. Other | _____ | _____ | _____ |
| Recommendation to cafeteria employees to aid in pest prevention: _____ | | | |

This report reviewed by _____ (NAME) _____ (TITLE)

This report reviewed on _____ (DATE)

Action taken: _____

